

# The Regional Municipality of York

Committee of the Whole  
Finance and Administration  
January 17, 2019

Report of the Chief Administrative Officer

## Emergency Management Program Annual Compliance Review and Bylaw Revision 2018

### 1. Recommendations

1. The Regional Solicitor amend the current Emergency Management program bylaw to adopt changes to the Emergency Plan and Annexes.
2. The Regional Clerk forward the program bylaw and Emergency Plan to the Office of the Fire Marshal and Emergency Management (OFMEM).

### 2. Summary

This report provides an update to Council on activities undertaken by York Region to comply with annual requirements of the *Emergency Management and Civil Protection Act* and Ontario Regulation 380/04 in 2018. It recommends the Regional Solicitor update the program bylaw to reflect changes to the York Region Emergency Plan and Annexes as required under legislation. This report also provides an overview of other emergency preparedness activities undertaken by the Emergency Management Program, in addition to legislative requirements to enhance York Region's resilience.

Key Points:

- York Region has completed all requirements of the *Emergency Management and Civil Protection Act* and Ontario Regulation 380/04 in 2018
- The York Region Emergency Plan and Annexes have been reviewed, tested and updated as required under legislation
- York Region Emergency Management continues to support the northern six municipalities to deliver emergency management programs on a cost recovery basis
- York Region's Business Continuity Program continues to support Departments in planning to respond to business interruptions and emergencies impacting Regional Services

### 3. Background

#### **All municipalities and provincial ministries must develop and maintain an Emergency Management Program**

The *Emergency Management and Civil Protection Act (EMCPA)* and Ontario Regulation 380/04 requires all Ontario municipalities and provincial ministries to develop and maintain an Emergency Management program. The Province provides oversight to ensure municipalities fulfil their emergency management obligations and can respond to, and recover from, major incidents in the community. Emergency Management programs require several key elements including:

- Hazard identification and risk assessment
- Identification of critical infrastructure
- An emergency plan
- Training and exercises
- Public education

#### **York Region has consistently met the annual regulatory compliance for its Emergency Management Program since the legislation came into effect in 2004**

Each year Council receives an update on York Region's Emergency Management program and any necessary updates to the bylaw and/or Emergency Plan. To fulfill the Province's requirements, municipalities must verify they have completed all the requirements outlined in the EMCPA.

### 4. Analysis

#### **In addition to completing all mandatory elements for 2018, York Region partnered with local municipalities to assess and rank hazards and threats**

The annual Hazard Identification and Risk Assessment is one of the cornerstones of the York Region Emergency Management Program. Each municipality must conduct an annual hazard identification and risk assessment to ensure that Emergency Management Programs are based on the identification and assessment of local hazards.

In June 2018, a Hazard Identification and Risk Assessment workshop was facilitated by the York Region Emergency Management Program. It enabled local municipalities and York Regional Police to compare hazard types and rankings across the Region, using a common assessment methodology.

Based on this exercise, the top hazards and risks identified for York Region are:

- Energy emergency (supply) impacting critical infrastructure
- A human health emergency
- Cyber attacks
- Severe summer storms causing flooding

- Ice storms impacting critical infrastructure
- Hazardous materials incidents (rail or road) requiring evacuations

### **In partnership with all nine local municipalities, the critical infrastructure database has been reviewed and updated**

Each municipality must review and update critical infrastructure within its jurisdiction. Critical infrastructure is defined as those Regional assets such as water, waste water facilities and Paramedic stations, which are essential to meet vital human needs, sustain the economy, protect public health, ensure safety and security and maintain continuity and confidence in government.

In June 2018, York Region partnered with all nine local municipalities and York Regional Police to review and update the critical infrastructure database. York Region Data, Analytics and Visualization Services consolidated the updated database and provided maps identifying critical infrastructure to our municipal partners and contributing stakeholders.

### **Emergency Plan and Annexes have been reviewed, tested and updated**

Each municipality must evaluate and update its emergency response plan annually. The Regional Municipality of York Emergency Plan (the Plan) outlines how the Region will respond to emergencies. The Plan identifies the members of the Regional Emergency Control Group and the Emergency Management Program Committee and summarizes their roles and responsibilities.

On November 20, the York Region Emergency Control Group participated in training. The purpose was to ensure knowledge of all the components of the municipal Emergency Management program including the Plan, activation of the Plan, roles and responsibilities, notification procedures, and the operational capacity of the Regional Emergency Operations Centre.

### **The Region conducted a cyber breach exercise**

Each municipality in Ontario must conduct an emergency exercise of its Regional Emergency Control Group.

The 2018 hazard identification and risk assessment identified cyber-attacks as one of the top threats to the Region. The annual emergency exercise was led by Risk Management and tested York Region's ability to respond to a cyber breach.

Risk Management, in coordination with IT Services and Legal Services, has led development of a Cyber Breach Framework which outlines expected roles and responsibilities in a cyber breach scenario.

## **Emergency Management partnered with all nine local municipalities, York Regional Police and other community stakeholders to provide training and public education**

The Public Education and Awareness Program provides public education on local hazards and personal preparedness for emergencies. Elements of the program include:

- Community Safety Village
- Emergency Preparedness Week
- Emergency Management workshops
- The [Emergency Preparedness Guide](#)
- Control Group Training and Education Conference

The Community Safety Village (a partnership between the Emergency Management Program, York Regional Police, Paramedic Services and the Regional Fire Coordinator) continues to teach students about personal safety and emergency preparedness. In 2018, approximately 3,000 students completed the Emergency Preparedness Program.

York Region partnered with York Regional Police to host its annual Emergency Preparedness Fair at the Community Safety Village during Emergency Preparedness Week (May 12, 2018). Over 2,500 local residents attended the event which included participation from local municipalities, York Regional Police, Paramedic Services, Public Health, Fire Services, conservation authorities and other non-governmental organizations.

York Region Emergency Management hosted three workshops on emergency management. Workshop topics included:

1. Helping Local Businesses Weather the Storm: Business Continuity from Preparedness to Recovery (April 4th)
2. Cyber Security and Emergency Management: Protecting our Organization's Assets (May 9th)
3. Hazardous Materials Spills: Prevention, Control and Clean-up (June 27th)

In 2018, over 8,000 copies of the Emergency Preparedness Guide were distributed throughout the Region by local municipal partners. The guide is also available on the Region's website.

On November 9, York Region Emergency Management hosted its annual Control Group Training and Education Conference entitled: Bouncing Back from Crisis: Building Resilience. Emergency Control Group members from all local municipalities, York Regional Police, and partners were invited to attend the popular event.

## **In 2018, the Business Continuity Program expanded its support to local municipalities, York Region Police and the local business community by providing training and tools to improve resiliency**

Through development of common tools, methodologies, training and testing, the York Region Business Continuity Program supports the corporation to ensure continuity of critical programs and services during an emergency or business interruption.

On April 4th, the Business Continuity Program partnered with Economic Strategy to deliver a workshop entitled: Helping Local Businesses Weather the Storm: Business Continuity from Preparedness to Recovery. Seventy-nine participants included representatives from the local Chambers of Commerce, York Regional Police, municipal first responders, NGOs, and other emergency management partners. The workshop was an opportunity to provide business continuity planning tools to the local business community and highlight the importance of fostering resilience in the business community. The digital version of the business continuity planning tool for local businesses is available on the regional website.

## **York Region provides emergency management support to the northern six municipalities**

Since 2017, York Region Emergency Management has been engaged through a Memorandum of Understanding on a cost recovery basis supporting emergency management programs of the northern six municipalities (Aurora, East Gwillimbury, Georgina, King, Newmarket and Whitchurch-Stouffville).

In 2018, the program supported these municipalities through the following activities:

1. Emergency management training as required by the Office of the Fire Marshall and Emergency Management
2. Public Education: Provided a common forum for all emergency management partners to participate in annual Emergency Preparedness Week (May 2018) at the Community Safety Village
3. Emergency Exercises: Conducted Emergency Operations Centre exercises for all northern six municipalities; and emergency social services exercises at selected recreation centres in all northern six municipalities
4. Emergency Program Reviews: Reviewed and updated all Emergency Plans, Hazard Identification Risk Assessments and critical infrastructure lists.

## **5. Financial**

Costs associated with implementing the York Region Emergency Management

Program initiatives and meeting legislated compliance were included in the 2018 operating budget.

## 6. Local Impact

The key to success in emergency management is our partnership with local municipalities and key stakeholders. In 2018, York Region partnered with municipalities in Hazard Identification and Risk Assessment and the Critical Infrastructure database updates in emergency exercises and training, and offering the Emergency Preparedness Guidebook to residents.

## 7. Conclusion

York Region's Emergency Management Program has completed all legislative requirements for emergency planning in 2018. The program continues to support all nine municipalities in emergency planning activities including training and education, hazard identification and assessment and critical infrastructure identification and mapping. It is recommended that Council receive this annual update, and that the Regional Solicitor update the bylaw to adopt changes to the Emergency Plan and Annexes. Furthermore, it is recommended that the Regional Clerk forward the updated bylaw and Plan to the Office of the Fire Marshall and Emergency Management as required.

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For more information on this report, please contact Morris Faccin, Manager, Emergency Management Program at 1-877-464-9675 ext. 71212. Accessible formats or communication supports are available upon request.

Recommended by:

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