

The Regional Municipality of York

Committee of the Whole
Finance and Administration
March 9, 2023

Report of the Chief Administrative Officer

Emergency Management Program Annual Compliance Review and Bylaw Revision

1. Recommendations

1. Council receive this report as confirmation York Region has completed all necessary program elements to achieve compliance with the *Emergency Management and Civil Protection Act and Ontario Regulation 380/04*.
2. The Regional Solicitor update the current Emergency Management program bylaw to adopt changes to the Emergency Plan and Annexes.
3. The Regional Clerk forward the program bylaw and Emergency Plan to Emergency Management Ontario.

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 2022. In addition to legislative requirements, this report also provides an overview of other emergency preparedness and response activities undertaken by the Emergency Management Program to enhance York Region's resilience. Finally, this report recommends the Regional Solicitor update the program bylaw to reflect changes to the York Region Emergency Plan and Annexes as required under legislation, and the Region forward the program bylaw and Emergency Plan to Emergency Management Ontario as part of legislative requirements.

Key Points:

- York Region completed all the annual regulatory requirements of the *Emergency Management and Civil Protection Act and Ontario Regulation 380/04* in 2022
- A Business Continuity Program enabled York Region to ensure continued delivery of high priority business functions and services during the COVID-19 response and recovery

- York Region Emergency Management continues to support the northern six municipalities to deliver emergency management programs on a cost recovery basis (current agreement to 2026)
- Changes have been made to the York Region Emergency Plan and the composition of the Emergency Control Group as well as the establishment of a new Regional Emergency Operations Centre (REOC) location

3. Background

York Region has consistently met the annual regulatory compliance for its Emergency Management Program since 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 Provincially legislated requirements, municipalities must verify they have completed all the elements outlined in the *Emergency Management and Civil Protection Act*, which include:

- Hazard Identification and Risk Assessment
- Identification of critical infrastructure
- An Emergency Plan
- Training and education
- Emergency exercise
- Public education

4. Analysis

In addition to completing all mandatory elements for 2022, York Region partnered with local municipalities to assess and rank hazards and threats

Each municipality must conduct an annual Hazard Identification and Risk Assessment to ensure Emergency Management Programs are based on the identification and assessment of local hazards.

In the fall of 2022, York Region partnered with the local municipalities, York Regional Police and other stakeholders to conduct its annual Hazard Identification and Risk Assessment. Regional staff, subject matter experts, and both conservation authorities reviewed the likelihood and consequences of the hazards most likely to affect York Region.

The top threats identified in 2022 through this exercise are noted in Table below.

Top 10 Hazards on the 2022 York Region Hazard Identification and Risk Assessment

Hazard	Level of Risk
Infectious Diseases	High
Tornado	Moderate
Electrical Energy Outage (winter)	Moderate
Cyber Attack	Moderate
Winter Weather/ Ice Storm	Moderate
Active Threat	Moderate
High Wind	Moderate
Extreme Heat	Moderate
Chemical Transport Incident	Moderate
Water or Wastewater Disruption	Moderate

In coordination with local municipalities, the critical infrastructure database has been reviewed and updated

The *Emergency Management and Civil Protection Act* requires each municipality to review and update critical infrastructure within its jurisdiction annually. Critical infrastructure is defined as infrastructure that may be deemed to be critical if their failure or disruption significantly jeopardizes the health, safety and security of the Region (examples: critical water/wastewater treatment facility, vaccine depot, paramedic facilities). In 2022, York Region partnered with all nine local municipalities and York Regional Police to review the critical infrastructure database. The database has been updated and shared with the province.

The Emergency Plan has been reviewed and updated

Each municipality must review and update its emergency plan annually. The Regional Municipality of York's Emergency Plan (the Plan) outlines how the Region will respond to emergencies. The Plan identifies the members of the Regional Emergency Control Group and summarizes their roles and responsibilities. The following noteworthy changes have been made to the Plan:

1. The Regional Emergency Control Group membership has been updated to include the Commissioner of Public Works and the Senior Executive Officer, People, Equity and Culture.
2. The newly drafted annex for Recovery has been included in the Plan.
3. The York Region Emergency Operations Centre, previously located at 17250 Yonge Street in Newmarket, has relocated to the new facility at 17150 Yonge Street. 17250 will be used as a back up location if necessary.

Emergency Management partnered with stakeholders to provide staff training and public education

The Public Education and Awareness Program provides public education on local hazards and personal preparedness for emergencies. Elements of 2022's program include:

- Emergency Preparedness Week activities focused on raising awareness about the risks and hazards York Region faces and included social media messaging for personal preparedness (5,552 total page views of [York.ca/BePrepared](https://www.york.ca/BePrepared))
- A five-part series of *Resilient Region Lunch and Learn* workshops focussing on specific hazards and the roles of regional and external responders (185 participants)
- Educating members of the public as part of two municipal Fire Department Open Houses and the Halloween at Community Safety Village event in partnership with York Regional Police and York Region Paramedic Services (approx. 9500 participants across three events)
- Providing Fire and Emergency Preparedness education to children and youth through both Summer Camp and regular class programming* at the York Region Community Safety Village (approx. 1500 children and youth). Regular classroom education resumed in September following an extended covid-19 closure

York Region conducted its first Regional Emergency Control Group training and emergency exercise in its new Regional Emergency Operations Centre

Each municipality in Ontario must conduct both annual training and an emergency exercise for their Emergency Control Group members. In 2022, York Region conducted a series of orientation sessions at the new REOC location consisting of a practical discussion-based exercise and core training, in compliance with the requirements of the *Emergency Management and Civil Protection Act* as follows:

- Procedures used to activate and operate under the Emergency Plan
- Procedures to notify members of the REOC
- Contents of the Emergency Plan including roles and responsibilities of the Regional Emergency Control Group and response organizations
- Communications, infrastructure and technology employed in the Regional Emergency Operations Centre

- Components of the Emergency Management Program including Hazard Identification, Risk Analysis and critical infrastructure

Several REOC Orientation sessions were conducted. All members of the Regional Emergency Control Group received training along with additional 75 support staff.

Emergency Management provided annual core training to regional staff and key partners in 2022

As part of the annual training program activities, instruction was provided to 80 regional staff and senior members of York Regional Police. The following courses were delivered by York Region Emergency Management staff:

- Emergency Management and Business Continuity Essentials
- Introduction to Emergency Operations

York Region's Business Continuity Program continues to support organizational resiliency and continuity of operations

York Region continues to plan for business disruptions resulting from a loss of staff, loss of facility or loss of technology. The business continuity program ensures the critical services York Region residents rely on can continue to be delivered during emergencies.

York Region's Business Continuity Program operates on a four-year performance cycle in alignment with York Region's term of Council. Every fourth year, a program update or review is conducted. In September 2022, a review of the Business Continuity Program was initiated to define and guide future program priorities. Business Continuity Program priorities for the next performance cycle include:

- Leveraging technology to make business continuity planning tools more user friendly
- Integrating business continuity planning into day-to-day business operations
- Increasing training opportunities related to business continuity planning for all staff
- Enhancing the Business Continuity Program's standards/framework
- Clarifying corporate response structures to business disruptions

York Region provides emergency management support to the northern six municipalities

Since 2017, York Region Emergency Management has been supporting the emergency management programs of the northern six municipalities (Aurora, East Gwillimbury, Georgina, King, Newmarket and Stouffville) on a cost recovery basis through a Memorandum of Understanding. The program will continue with a new four-year term beginning January 1, 2023, through to December 31, 2026.

In 2022, this program supported these municipalities through the following activities:

1. Emergency Management Program Compliance: this included reviewing and/or updating existing emergency plans and by-laws, updating Hazard Identification Risk Assessments, and reviewing Critical Infrastructure data.
2. Emergency Management Training: Approximately 200 staff from across the northern six municipalities trained together virtually in nine Incident Management System function specific sessions to improve operational readiness & emergency response skills.
3. Emergency Exercises: Six individual exercises were designed and facilitated in 2022; these refocused on Incident Management System functionality and the Incident Action Planning process.
4. Additional support to the northern six municipalities included supporting Business Continuity Planning, virtual Emergency Operations Centre activation procedures, and other planning initiatives.

5. Financial

Costs associated with implementing the York Region Emergency Management Program initiatives and meeting legislated compliance were included in the 2022 operating budget.

6. Local Impact

The ongoing key to success in emergency management is the partnership with local municipalities and key stakeholders. In 2022, York Region Emergency Management continued to work with municipalities and key stakeholders to ensure a coordinated approach to the challenges posed by COVID-19, while partnering in Hazard Identification and Risk Assessment, training, and public education activities for our residents.

7. Conclusion

York Region has completed all legislative requirements for an emergency management program in 2022.

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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Approved for Submission:

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Chief Administrative Officer

February 24, 2023

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Attachment 1 – 2023 Emergency Plan