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Clause No. 20 in Report No. 2 of Committee of the Whole was adopted, without amendment, by the Council of The Regional Municipality of York at its meeting held on January 22, 2015.

## Emergency Management Program Annual Compliance Review and Bylaw Revision - 2014

**Committee of the Whole recommends adoption of the following recommendation contained in the report dated December 19, 2014 from the Chief Administrative Officer:**

### 1. Recommendations

It is recommended that:

1. Council receive this report as confirmation that York Region has completed all the necessary requirements of the *Emergency Management and Civil Protection Act* and Ontario Regulation 380/04.
2. The Regional Solicitor update the current Emergency Management Program Bylaw to reflect changes to the Emergency Plan and Annexes.
3. The Regional Clerk forward the list of the Emergency Management Program 2014 Statement of Completion and the Annual Municipal Maintenance Checklist (*Attachment 1*) to the Chief, Office of the Fire Marshal and Emergency Management.

### 2. Purpose

This report provides an update to Council on the actions undertaken by York Region to comply with the annual requirements of the *Emergency Management and Civil Protection Act* and Ontario Regulation 380/04 in 2014, and

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recommends that the Regional Solicitor update the Program Bylaw to reflect changes to the York Region Emergency Plan and Annexes.

### 3. Background

Legislation requires all municipalities and provincial ministries to develop and maintain an emergency management program

The *Emergency Management and Civil Protection Act* and Ontario Regulation 380/04 require all Ontario municipalities and provincial ministries to maintain an Emergency Management Program. There are a number of requirements of an Emergency Management Program but the key elements include an emergency plan, training and exercises, public education, Hazard Identification and Risk Assessment (HIRA) and identifying critical infrastructure.

The Province provides oversight on an annual basis to ensure municipalities comply with the requirements and have demonstrated the competencies required to respond and recover from a major incident in the community. The Office of the Fire Marshal and Emergency Management (OFMEM) has developed an Annual Maintenance Checklist to assist municipalities in providing evidence of their annual compliance activities. A field officer from OFMEM assigned to York Region audits the emergency management program to ensure completion of legislated requirements. The completed Emergency Management Program Annual Municipal Maintenance Checklist and Emergency Management Program 2014 Statement of Completion signed by the Community Emergency Management Coordinator and Head of Council are then forwarded to Regional Council for approval. A by-law adopting the Emergency Management Program and the Emergency Plan and Annexes is prepared.

York Region has consistently met the annual regulatory compliance for its Emergency Management Program since the legislation came into effect on December 31, 2004.

### 4. Analysis and Options

York Region has met the required Emergency Management Program elements for 2014

York Region has undertaken many initiatives in 2014 to ensure compliance with the *Emergency Management and Civil Protection Act* and Ontario Regulation 380/04.

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Municipalities must conduct an annual review of their Emergency Management Program to ensure all mandatory activities have been conducted, determine any unmet needs, and outline program activities and initiatives for the coming year. This is done in conjunction with regular work plan reviews.

The Province provides oversight on municipal compliance. On November 4, 2014 a field officer from OFMEM met with York Region's Community Emergency Management Coordinator to audit activities completed and scheduled by York Region to achieve compliance for 2014. York Region achieved compliance with the Emergency Management Program elements as highlighted in this report and documented in *Attachment 1*.

York Region partnered with the nine local municipalities to assess and rank existing and emerging hazards and threats

The foundation of any Emergency Management Program is the evaluation of hazards and associated risks that exist within a municipality's jurisdiction. The Hazard Identification and Risk Assessment (HIRA) is a document that identifies the hazards and risks within York Region and must be reviewed annually. York Region conducted a review of its HIRA in 2014 in partnership with all nine local municipalities. A facilitated workshop was conducted to identify and rank top hazards and risks. The top hazards and risks faced by York Region are:

- Energy emergency (supply)
- Ice storms
- High wind events
- Severe summer storms
- Hazardous materials incidents
- A human health emergency

York Region Critical Infrastructure has been reviewed and updated

Each municipality must review its Critical Infrastructure within its jurisdiction as required by the *Emergency Management and Civil Protection Act* and Ontario Regulation 380/04. Critical Infrastructure is defined as those Regional assets such as water, waste water facilities and EMS stations, which are essential to meet vital human needs, sustain the economy, protect public health, safety and security, and maintain continuity and confidence in government. Each year, York Region partners with all nine local municipalities to review and update the Critical Infrastructure database. York Region Geographic Information Services Branch consolidates the updated database and provides maps identifying Critical

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Infrastructure to our municipal partners. The Critical Infrastructure data is made available to stakeholders upon request.

Electronic maps of Critical Infrastructure allow for additional information to be included such as emergency contact information, hazardous materials on site, and building plans.

The Emergency Response Plan has been reviewed, tested and updated

Each municipality in Ontario must evaluate and update their emergency response plan annually. The plan outlines how it will respond to emergencies and the roles and responsibilities of the Regional Emergency Control Group (RECG). The Control Group is comprised of senior management and selected regional staff. The legislation requires that the plan be enacted through Bylaw. The York Region Emergency Plan has been reviewed and updated by incorporating revisions from departments, York Regional Police and the Regional Fire Coordinator and is in compliance with this requirement. There were minor administrative changes to the basic plan and Annexes to reflect the refinement of roles and responsibilities from contributing stakeholders and Regional Departments. For example, public health tied their roles more closely to reflect wording in the *Health Protection and Promotion Act* (HPPA) and Ministry of Health and Long Term Care (MOHLTC) guidelines.

York Region collaborated with all nine local municipalities during our annual emergency exercise and training

Each municipality must conduct an annual emergency practice exercise and ensure that four hours per year of training is provided to members of the RECG and other municipal staff as deemed appropriate by the municipality. These exercises are meant to test the emergency response plan and simulate potential events based on the hazards/risks to the Region and allow participants to role play so that in a real event the Region is more fully prepared.

This year's exercise, "Exercise Collaborative Recovery" took place on October 10, 2014 and was a combined exercise/training event involving the Regional Emergency Control Group and the Municipal Emergency Control Groups from all nine local municipalities.

The exercise focused on recovery using a severe weather scenario and case studies from the City of Calgary and the train disaster in Lac-Mégantic, Quebec. Presentations and a panel discussion provided the audience with valuable insight and information on the recovery process and lessons learned.

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Emergency Management also provided direct support and participation in developing the second major exercise “Sustained Spirit” for the upcoming 2015 Pan Am Parapan Am games. Additional support was also provided to exercises for York Region’s Public Health and Information Technology Services and to the City of Markham’s emergency exercise.

Emergency Management provides training and education to staff and stakeholders

York Region Emergency Management Program continues to provide training to staff and community partners. In 2014, Emergency Management trained over 240 staff and community partners. A total of 17 classroom based courses were offered ranging from introductory half-day emergency management courses to multi-day certificate courses.

These courses were conducted in conjunction with the Region’s Learning Management System. York Region Emergency Management also partnered with the Office of the Fire Marshal and Emergency Management to deliver provincial courses including Basic Emergency Management and Incident Management System. Emergency Management also continued using the curriculum from the Justice Institute of British Columbia for specialized courses involving Emergency Social Services, Finance and Logistics.

Emergency Management continued with partnerships in support of cross curriculum training including Incident Management courses for Public Health and the Common Operating Picture for Geographic Information Systems.

The Public Education and Public Awareness Program directly delivered a range of activities to over 3000 residents in 2014

The Public Education and Awareness Program includes public education on risks to public safety and on personal preparedness for emergencies. The focus of personal preparedness is self-sufficiency for 72 hours. One activity in 2014 included delivering the Emergency Preparedness Program to approximately 2400 Grade 5 students through the Community Safety Village.

Emergency Preparedness Week was held from May 4-10, 2014 and included numerous activities involving community and staff outreach. York Region partnered with all nine local municipalities to host the third annual Emergency Preparedness Fair on May 3, 2014 at the Regional Administrative Centre. It was attended by over 250 residents. It also included participation from:

- York Region Departments
  - York Regional Police
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- Ontario Provincial Police
- Canadian Armed Forces
- Conservation Authorities
- Non-Government Organizations including the Red Cross, Salvation Army
- Utilities including Enbridge, PowerStream and Hydro One

In addition to the activities noted above, York Region Emergency Management hosted three themed workshops that included participation from over 130 staff, emergency management professionals and first responders. They included:

1. **Hydro-Electric Infrastructure, Following the Ice Storm** - this provided insight into the electrical supply infrastructure
2. **Emergency Preparedness for Agencies Supporting People with Disabilities** - this assisted in supporting agencies in getting information on personal emergency preparedness out to their clients so they are better prepared.
3. **CANWARN Storm Spotter Workshop** - volunteers are trained to identify potential damaging weather and report it directly to the Ontario Storm Prediction Centre

Emergency Management continued its focus on “Vulnerable Populations”, in conjunction with partners such as the York Region Accessibility Advisory Committee and York Housing Inc. provided four additional emergency preparedness forums to over 100 seniors and people with disabilities.

As part of the public education program, Emergency Management in partnership with local municipalities, continues to promote personal emergency preparedness by distributing the Emergency Preparedness Guide Book. The guide book is also available digitally through the regional website and portal. Since 2010, over 35,000 guidebooks have been distributed to residents of York Region.

### **Link to Key Council-approved Plans**

The Emergency Management Program supports the Strategic Priority Area of strengthening organizational capacity and applying continuous improvement activities to core business systems and processes in the 2011 to 2015 Strategic Plan. In addition, the program supports the Vision 2051-A Place Everyone Can Thrive, through promoting safe and secure communities, as well as adaptability and sustainability and enhancing our human resources and partnerships. The

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Emergency Management Program helps to protect public safety and create disaster resilient communities.

## 5. Financial Implications

Costs associated with implementing the York Region Emergency Management Program initiatives and meeting compliance were included in the 2014 operating budget.

## 6. Local Municipal Impact

The key to success in emergency management is our partnerships with the local municipalities and key stakeholders. In 2014, York Region partnered with municipalities in updating the HIRA, the Critical Infrastructure database, and in emergency exercises and training. Each year, all municipalities are provided with a copy of the updated Critical Infrastructure database and a map prepared by our Geographic Information Services Branch. As seen with the ice storm in 2013/14, the Region and municipal partners will continue to benefit from coordinated efforts in emergency preparedness and response.

## 7. Conclusion

The *Emergency Management and Civil Protection Act* and Ontario Regulation 380/04 require municipalities to develop and implement an Emergency Management Program including the Emergency Plan by Council Bylaw. The Office of the Fire Marshal and Emergency Management has completed an audit of York Region's program and York Region has successfully met the requirements for compliance in 2014. York Region has met compliance requirements for an Emergency Management Program since the *Act* and Regulations came into effect on December 31, 2004.

The Region will continue to play a key role and partner with key stakeholders and the local municipalities to help ensure emergency management capacity through a collaborative emergency management program.

For more information on this report, please contact Morris Faccin, Manager, Emergency Management, at ext. 71212.

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The Senior Management Group has reviewed this report.

Attachments (1)

Accessible formats or communication supports are available upon request

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# Emergency Management Program 2014 Statement of Completion



**Municipality:** Regional Municipality of York

**Sector:** Greater Horseshoe Sector

**Verification:**

- Please attach your completed "Municipal Annual Maintenance Checklist" and have officials sign below as indicated.

**We**, the undersigned, declare that the Regional Municipality of York has completed all of the necessary requirements of the Emergency Management and Civil Protection Act RSO 1990 and Ontario Regulation 380/04.

*Morris Jamin*  
 Community Emergency  
 Management Coordinator

November 04, 2014  
 Date

*Bill Firth*  
 Head of Council

November 6, 2014  
 Date

**EMO Use Only:**

Data verified by (Field Officer): *D. Samuel* Date: Nov 04/14  
 Head Office receipt (EMA): \_\_\_\_\_ Date: \_\_\_\_\_

Form C-2-14

## ANNUAL MUNICIPAL MAINTENANCE CHECKLIST

**NAME OF COMMUNITY: Regional Municipality of York**

**Date submitted: 2014**

<b>The following information must be provided to the Field Officer to document compliance</b>		
<p><b>CEMC DESIGNATION AND TRAINING</b> Provide to the Field Officer:</p> <ol style="list-style-type: none"> <li>Names of the primary and alternate CEMCs, and their email and 24/7 phone number</li> <li>Date that they have completed the required training</li> </ol> <p>See O. Reg. 380/04 Part II Section 10 paras 1 – 4</p>	Primary CEMC	Name: Morris Faccin Email: morris.faccin@york.ca Phone: 905 830-4444 ext. 71212 Cell: provided directly to Field Officer
	Trained? Yes/date or no	Yes/2006
	1 <sup>st</sup> Alternate	Name: Guy Hall Email: guy.hall@york.ca Phone: 905 830-4444 ext. 71214 Cell: provided directly to Field Officer
	Trained? Yes/date or no	Yes/2005
	2 <sup>nd</sup> Alternate	Name: Greg Stasyna Email: Gregory.stasyna@york.ca Phone: 905 830-4444 ext. 71219 Cell: provided directly to Field Officer
	Trained? Yes/date or no	Yes/2006
<p><b>EMERGENCY MANAGEMENT PROGRAM COMMITTEE</b> Provide to the Field Officer:</p> <ol style="list-style-type: none"> <li>List or attach a list of committee members, and</li> <li>The dates on which the committee met.</li> </ol> <p>See O. Reg. 380/04 Part II Section 11</p>	Names of committee members	Dino Basso, Commissioner, Corporate Services  Morris Faccin, Manager, Emergency Management
	Dates of Meetings	October 6, 2014 November 12, 2014
<p><b>PROGRAM BY-LAW</b> Provide to the Field Officer:</p> <ol style="list-style-type: none"> <li>Date the current By-Law was passed and By-Law number</li> <li>If the by-law has been amended or replaced, provide a copy of the new version to the Field Officer</li> </ol> <p>See EMCPA 2.1 (1)</p>	Date and Number	January 14, 2014 – Bylaw 2014-2
	If by-law has been amended or replaced; has a copy been provided to OFMEM? Yes/no	Anticipated January, 2014.
<p><b>HAZARD IDENTIFICATION AND RISK ASSESSMENT (HIRA)</b> Confirm to the Field Officer:</p> <ol style="list-style-type: none"> <li>The date on which the HIRA was reviewed by the Program Committee</li> </ol>	On what date or dates was the HIRA reviewed and by whom.	HIRA was reviewed through a workshop attended by Regional departmental representatives and local municipalities on October 29, 2014.

<b>The following information must be provided to the Field Officer to document compliance</b>		
<p>2. If the HIRA has been updated or amended, provide a copy to the Field Officer.</p> <p>See EMCPA 2.1 (3 – 8 inclusive)</p>	<p>If HIRA was amended or updated, has a copy been provided to OFMEM?</p>	<p>Yes, HIRA was provided directly to field Officer</p>
<p><b>EMERGENCY RESPONSE PLAN</b> Provide to the Field Officer:</p> <ol style="list-style-type: none"> <li>1. The date that the plan was reviewed,</li> <li>2. By whom it was reviewed, and</li> <li>3. If amended, a copy of the revised plan, and a copy of the current by-law</li> </ol> <p>See EMCPA Section 3 all and EMCPA Section 14 all Also O. Reg. 380/04 Part II Section 15</p>	<p>Date that plan was reviewed.</p>	<p>Emergency Response Plan was reviewed October 31, 2014</p>
	<p>Who reviewed the plan?</p>	<p>The Emergency Response Plan was reviewed by emergency management staff, departmental representatives, York Regional Police and Regional Fire Coordinator throughout the summer of 2014 and updated on October 31, 2014</p>
	<p>If plan was amended, has a copy of the new approved plan and by-law been forwarded to OFMEM and what is the date of approval/passing of revised Plan?</p>	<p>Revised 2014 Emergency Response Plan will be approved by Regional Council at the January 2014 Council Meeting along with the recommendation to update the By-Law</p>
<p><b>EMERGENCY OPERATION CENTRE (EOC)</b> Provide to the Field Officer:</p> <ol style="list-style-type: none"> <li>1. The location/address and phone number (if available) of the designated EOC, and alternate(s)</li> <li>2. That the EOC has appropriate communications equipment</li> </ol> <p>See O. Reg. 380/04 Part II Section 13.(1) and (2)</p>	<p>Location/address of EOC and alternate(s)</p>	<p>Primary REOC – 17250 Yonge St., Newmarket. Backup REOC – 80 Bales Road E., East Gwillimbury</p>
	<p>Date that CEMC or Program Committee confirmed that the EOC has appropriate communications equipment and that it has been tested where possible. CEMC to explain to FO what has changed when changes made.</p>	<p>REOC Setup Drills were conducted on the following dates with documented equipment and communication checks.</p> <p>February 14, 2014 August 6, 2014 December 17, 2014</p>
<p><b>CRITICAL INFRASTRUCTURE(CI) LIST</b> Provide to the Field Officer:</p> <ol style="list-style-type: none"> <li>1. The date on which the CI list was reviewed,</li> <li>2. By whom it was reviewed, and</li> <li>3. If the CI list has been amended or updated, a copy of the revised CI list.</li> </ol> <p>See EMCPA Section (3)</p>	<p>Date that CI list was reviewed.</p>	<p>October 2014</p>
	<p>Who reviewed the CI list?</p>	<p>York Region has a combined CI data base that includes all 9 municipalities. The CI was reviewed by Regional departmental representatives, and CEMC's from the 9 local municipalities, York Regional Police, Powerstream</p>
	<p>If CI list has been amended, has copy been provided to OFMEM and on what date?</p>	<p>The CI list has been reviewed and updated and distributed to all stakeholders. It remains Confidential, but is available for review by Field Officer upon request.</p>

**The following information must be provided to the Field Officer to document compliance**

<p><b>ANNUAL TRAINING</b>                  Provide to the Field Officer:                  1. Date of training,                  2. Type of training conducted, and                  3. List of attendees</p> <p>See EMCPA Section 2.1 (2) (b)                  Also EMCPA Section 3.5                  Also O. Reg. 380/04 Part II Section 12 (3)</p>	Date(s) of Training	October 10, 2014 Multiple training dates for staff
	Type of training	Conference style presentations/tabletop exercise - scenario discussions, case study presentations on Calgary flood and Lac-Megantic train disaster Other courses offered include: <ul style="list-style-type: none"> <li>○ Introduction to Emergency Management X 2</li> <li>○ Introduction to IMS X2</li> <li>○ Introduction to EOC X2</li> <li>○ IMS 300</li> <li>○ IMS 200</li> <li>○ EM Scribe training X3</li> <li>○ Justice Institute of British Columbia –EOC Essentials, ESS, EOC Finance, EOC Logistics</li> </ul>
	List of attendees	Regional Emergency Control Group, Municipal Control Groups from Aurora, Newmarket, Whitchurch-Stouffville, Richmond Hill, Vaughan, King, East Gwillimbury, Markham, Georgina Utilities and NGO's, Regional and Municipal Staff  Attended by OFMEM Field Officer and Director of Response
<p><b>ANNUAL EXERCISE</b>                  Provide to the Field Officer:                  1. Date of the exercise,                  2. Type of exercise conducted,                  3. Aim of the exercise,                  4. List of participants,                  5. Findings of evaluators, and                  6. Corrective Actions proposed based on findings of the evaluators.</p> <p>See EMCPA Section 3(5)                  Also O. Reg. 380/04 Part II Section 12(6)</p>	Date of Exercise	October 10, 2014
	Type of exercise	Conference style presentations/tabletop exercise - scenario discussions, panel discussion
	Aim of exercise	Focus on recovery issues using the City of Calgary flood and Lac Megantic train derailment as case studies
	List of participants	Regional Emergency Control Group, Municipal Control Groups from Aurora, Newmarket, Whitchurch-Stouffville, Richmond Hill, Vaughan, King, East Gwillimbury, Markham, Georgina, Utilities and NGO's  Attended by OFMEM Field Officer and Director of Response
	Findings	More focus on recovery planning
	Corrective Actions proposed	Implement recommendations from after-action report Explore options in 2015 work plan

**The following information must be provided to the Field Officer to document compliance**

<b>EMERGENCY INFORMATION OFFICER (EIO)</b> Provide to the Field Officer: 1. The name of the designated Emergency Information Officer.  See O. Reg. Part II Section 14 all	Name of EIO	Director of Corporate Communications
	Date appointed	2005
	24/7 contact info	Confidential, available to field Officer upon request
<b>PUBLIC EDUCATION</b> Provide to the Field Officer: 1. A description of the Public Education activities conducted by the municipality. 2. Copies of any Public Information materials distributed or utilized.  See EMCPA 2.1(2) (c)	Brief description of Public Education Program	Emergency Preparedness Fair conducted in partnership with 9 local municipalities, NGO's, Utilities, Provincial and Federal agencies, IBC -May 3, 2014  Conducted 3 Workshops 1. Hydro Infrastructure 101-April 10, 2014 2. Emergency Prep for Agencies providing services to people with disabilities 3. Can-Warn training program in partnership with Environment Canada  Approximately 2500 Grade 5 students are educated on personal preparedness yearly  Distribution of approximately 10,000 Emergency Preparedness Guidebooks annually through various venues in York Region  Conducted four off site seminars to residences housing "vulnerable populations"
<b>ANNUAL REVIEW</b> Provide to the Field Officer 1. A signed original copy of the "Emergency Management Program Statement of Completion" form and "Annual Municipal Maintenance Checklist".  See O. Reg. 380/04 Part II Section 11(6)	Date of Annual Program review by Program Committee	Program reviewed by Program Committee on November 12, 2014
	Date Annual Forms submitted to Field Officer	November 14, 2014