



**City of Kingston  
Information Report to Council  
Report Number 21-013**

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**To:** Mayor and Members of Council  
**From:** Brad Joyce, Commissioner, Corporate Services  
**Resource Staff:** Shawn Armstrong, Fire Chief, Kingston Fire & Rescue  
**Date of Meeting:** December 15, 2020  
**Subject:** Emergency Management Program Review 2020

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**Council Strategic Plan Alignment:**

Theme: Corporate business

Goal: See above

**Executive Summary:**

All municipalities in Ontario are required to establish and maintain an Emergency Management Program in accordance with the requirements under the Emergency Management and Civil Protection Act, R.S.O. 1990, c. E.9. The purpose of this report is to provide Council with an update on the status of the City's annual Emergency Management Program compliance requirements for 2020.

**Recommendation:**

This report is for information only.

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**Authorizing Signatures:**

ORIGINAL SIGNED BY COMMISSIONER

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**Brad Joyce, Commissioner,  
Corporate Services**

ORIGINAL SIGNED BY CHIEF  
ADMINISTRATIVE OFFICER

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**Lanie Hurdle, Chief  
Administrative Officer**

**Consultation with the following Members of the Corporate Management Team:**

Paige Agnew, Commissioner, Community Services	Not required
Peter Huigenbos, Commissioner, Business, Environment & Projects	Not required
Jim Keech, President & CEO, Utilities Kingston	Not required
Desirée Kennedy, Chief Financial Officer & City Treasurer	Not required
Sheila Kidd, Commissioner, Transportation & Public Works	Not required

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**Options/Discussion:**

The City's Emergency Management Coordinator, (CEMC) facilitates and implements a wide variety of initiatives and ongoing activities to strengthen the Corporation's emergency management program. The emergency management program allows for the ability to prepare, mitigate, respond to, and recover from major emergencies affecting the Corporation and the residents of Kingston.

The Office of the Fire Marshal and Emergency Management (OFMEM) performs an annual year end audit of all Municipal Emergency Management Programs in Ontario. An annual statement of compliance must be submitted by the CEMC declaring that the Municipality has met all annual requirements.

Annually, the City of Kingston undertakes activities to meet compliance with the requirements of the *Emergency Management and Civil Protection Act* and Ontario Regulation 380/04.

The following provides legislative requirements and corresponding compliancy and activities for 2020:

**Designation of a Community Emergency Management Coordinator, (CEMC),  
(O. Reg. 380/04, s. 10(1))**

- The Manager of Administration and Emergency Preparedness Brandi Timpson is designated as the CEMC and is a member of the City's Municipal Emergency Control Group (MECG).
- The CEMC is Chair of the City's Emergency Management Program Committee (EMPC)

**CEMC, and their alternate, are required to complete provincial training  
(O. Reg. 380/04, s. 10(2))**

- The CEMC's training levels currently exceed the minimum required provincial levels.

**Establishment of Community Emergency Management Program Committee (EMPC)  
(O. Reg. 380/04, s. 11)**

- The City of Kingston's EMPC is comprised of senior level staff and MECG member representatives involved in the City's Emergency Management Program.

**Hazard Identification and Risk Assessment Review (HIRA)  
(EMPCA s.2)**

- The current hazards listed on the existing City's (HIRA) are reviewed annually by the EMPC.

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**Emergency Response Plan  
(EMCPA s. 3.1 (1), s. 3.1(6), s. 6.2)**

- All municipalities are required to review their Emergency Response Plan and update as required. The MECG and the EMPC regularly review the City's Emergency Response Plan and recommend changes for future revisions. This is complete.
- Since the integration to the Incident Management System framework in 2018, the City's Emergency Response Plan (ERP) continues to develop to include several supplemental emergency plans, all of which include the IMS based approach.

**By-Law to adopt the Emergency Response Plan & Program  
(EMCPA s. 3 (1))**

- By-Law 2018-105, A By-Law to Adopt a Revised Emergency Plan for the City of Kingston, and to Adopt an Emergency Management Program and Plan, was passed by Kingston City Council on June 26, 2018.

**Designated Emergency Operations Centre (EOC)  
(O. Reg. 380-04 s. 13 (1))**

- The City of Kingston has designated and continues to maintain both a primary and alternate EOC on a 24 hour/ 7 day/week basis. The primary EOC is located at 500 O'Connor Drive, Kingston and the alternate location is at Kingston Police Headquarters.

**Emergency Operations Centre (EOC) Communications  
(O. Reg. 380/04 s. 13 (2))**

- The City's EOC is supported by the corporate wide radio communications in the event that normal day to day communications devices are not functioning properly during an emergency. The corporate radio system provides enhanced interoperability between the users.
- An alert system is in place to notify and bring together members of the Municipal Emergency Control Group and other required responders from the City.

**Critical Infrastructure Identification  
(EMCPA s. 2.1 (3))**

- The EMPC maintains a listing of all critical infrastructures within the City's boundaries and works with the City's Geographical Information Systems (GIS) staff to identify the location and type of critical infrastructure to be protected.
- In addition to the above, the City has software known as the "Emergency Management Common Operational Picture (EM-COP)" which provides access to other important GIS layers such as population and demographic details.

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**Annual Training for the Municipal Emergency Control Group  
(EMCPA s. 2.1 (2), O. Reg. 380/04 s. 12 (3))**

- This year's requirement to fulfill training obligations for Municipal Emergency Control Group members was met through the continued efforts of emergency response in relation to the COVID -19 pandemic declared emergency.

**Annual Emergency Exercise  
(EMCPA s. 2.1 (2), O. Reg. 380/04 s. 12 (6))**

- The requirement for an annual emergency exercise was waived this year at the Provincial level due to the efforts recognized in support of the pandemic response which has included all members of the MCEG and several key stakeholder agencies.

**Designated Emergency Information Officer  
(O. Reg. 380/04 s. 14 (1))**

- The City's Director of Communications & Customer Experience, JC Kenny, is the designated Emergency Information Officer (EIO) responsible for coordinating emergency information whenever the City's Emergency Plan and Emergency Operations Centre are activated. The designated Emergency Information Officer is a member of the MCEG.

**Public Education and Awareness Program  
(EMCPA s. 2.1 (2c))**

- Annual public education activities are important ongoing components of the City's Emergency Management Program. This year, the primary focus for public education was on emergency preparedness and education on personal hygiene and preventative measures in relation to COVID-19 pandemic, its mitigation and related impacts.

In conclusion, the Emergency Management Program Committee reviews the City's program each year to ensure that it meets or exceeds the essential level required under legislation and regulations prior to submitting an annual statement of completion/compliance report to Emergency Management Ontario.

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**Existing Policy/By-Law:**

By-Law No. 2018-105, A By-Law to Adopt a Revised Emergency Plan for the City of Kingston, and to Adopt an Emergency Management Program and Plan

**Notice Provisions:**

There are no notice provisions with this report.

**Accessibility Considerations:**

None

**Financial Considerations:**

None

**Contacts:**

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Shawn Armstrong, Fire Chief, Kingston Fire & Rescue 613-548-4001 extension 5203

**Other City of Kingston Staff Consulted:**

None

**Exhibits Attached:**

None