



**City of Kingston
Information Report to Council
Report Number 16-076**

To: Mayor and Members of Council
From: Denis Leger, Commissioner, Transportation, Facilities & Emergency Services
Resource Staff: Shawn Armstrong, Fire Chief, Kingston Fire & Rescue
Date of Meeting: February 3, 2016
Subject: Emergency Management Program – Council Education

Executive Summary:

In Ontario, the Emergency Management and Civil Protection Act, R.S.O. 1990. C. E.9 section 2(1) requires municipalities to develop and implement an Emergency Management Program (EMP), which is subsequently adopted through the passage of a by-law. The EMP includes strategies to plan, prepare, mitigate, respond and recover from a multitude of hazards arising from an emergency. The Corporation of the City of Kingston meets this legislated requirement by maintaining a comprehensive program which supports an all hazards approach to a variety of potential risks.

The purpose of this report is to provide an overview of Kingston's Emergency Management Program. Staff will also make a presentation to Council at the February 3, 2016 special meeting of Council.

Recommendation:

The report is provided for information only.

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Authorizing Signatures:

ORIGINAL SIGNED BY COMMISSIONER

**Denis Leger, Commissioner,
Transportation, Facilities &
Emergency Services**

ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER

Gerard Hunt, Chief Administrative Officer

Consultation with the following Members of the Corporate Management Team:

Cynthia Beach, Corporate & Strategic Initiatives	Not required
Lanie Hurdle, Community Services	Not required
Denis Leger, Transportation, Facilities & Emergency Services	Not required
Jim Keech, President and CEO, Utilities Kingston	Not required
Desiree Kennedy, Chief Financial Officer & City Treasurer	Not required

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Options/Discussion:

The Emergency Management Program must include a formal emergency plan, public education activities, the required training of persons involved in the plan and the exercises designed to test the adequacy of the plan, against the potential risks. Characteristics of the overall emergency management program include prevention, mitigation, preparedness, response and recovery strategies. These strategies identify the required activities to be undertaken before, during and after an emergency. Components of the plan are subject to annual revision and appendices are revised as required.

The City of Kingston collaborates with many groups and agencies to implement the overall emergency program. Within the program three main groups support emergency planning and response activities:

- The Emergency Management Program Committee
- The Municipal Emergency Control Group
- The Municipal Support Advisory Team.

A city staff member in the role of Community Emergency Management Coordinator (CEMC) is responsible for maintaining the plan and all the related emergency planning activities. This position reports directly to the Fire Chief.

The Emergency Management Program Committee (EMPC) is a group of city staff and community stakeholders representing a broad spectrum of municipal and community services such as, health care, emergency services, transportation, public works and utilities. This group conducts an annual review of the Emergency Management Program and provides guidance regarding objectives for the upcoming year.

The Municipal Emergency Control Group, (MCG) and the Municipal Support Advisory Team, (MSAT) may be required to attend the Emergency Operations Centre (EOC) to support and emergency situation.

The City of Kingston's primary Emergency Operations Centre is located within the Kingston Fire & Rescue Headquarters. The alternate is located at Kingston Police Headquarters. The Chief Administrative Officer (CAO) is the Director of the EOC and the Mayor, as head of Municipal Council, are member of the MCG and will be requested to attend the EOC should an emergency occur. Councillor(s) may be identified as a Designate to the Mayor should the Mayor's attendance not be possible. The Mayor or designate may be required to make a formal declaration of an emergency to the Province depending on the nature, size, and financial impact of the emergency. The Emergency Management and Civil Protection Act give the Mayor specific powers to act during a declared emergency, without the need of a formal meeting of Council. The Mayor and Councillors who are required to take part in emergencies, as members of the MCG, will receive annual formal training on their roles and responsibilities.

The Incident Management System, (IMS) is a system used by MCG members when conducting operations at the Emergency Operations Centre, (EOC). The Incident Management System

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provides a recognized framework for efficient and effective communications with all levels of government during emergency. The IMS framework assists MCG members in sustaining continuity of operations at the Emergency Operations Centre and can expand as required to adequately manage activities throughout a rapidly changing emergency situation. The Community Emergency Management Coordinator, (CEMC) collaborates with all concerned to ensure the appropriate training on the Incident Management System is available to all MCG and MSAT members.

Scott Davis, the City's Community Emergency Management Coordinator will make a presentation at Council to provide additional information on Kingston's Emergency Management Plan and Program, including the related mechanisms that are in place to protect the City's critical services and infrastructure.

Existing Policy/By-Law:

Emergency Management and Civil Protection Act RSO 1990 and Ontario Regulation 380/04

Notice Provisions:

There are no notice provisions with this report.

Accessibility Considerations:

N/A

Financial Considerations:

N/A

Contacts:

Shawn Armstrong, Fire Chief, Kingston Fire and Rescue

Scott Davis, Community Emergency Management Coordinator

Other City of Kingston Staff Consulted:

N/A

Exhibits Attached:

N/A