



**City of Kingston
Information Report to Council
Report Number 19-026**

To: Mayor and Members of Council
From: Gerard Hunt, Chief Administrative Officer
Resource Staff: Shawn Armstrong, Fire Chief, Kingston Fire & Rescue
Date of Meeting: January 8, 2019
Subject: Emergency Management Program Review 2018

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 2018.

Recommendation:

The report is provided for information only.

Authorizing Signatures:

ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER

Gerard Hunt, Chief Administrative Officer

Consultation with the following Members of the Corporate Management Team:

Lanie Hurdle, Commissioner, Community Services	Not required
Desirée Kennedy, Chief Financial Officer & City Treasurer	Not required
Jim Keech, President & CEO, Utilities Kingston	Not required

Options/Discussion:

The City's Emergency Management Coordinator, (CEMC) works with all concerned to facilitate and implement a wide variety of initiatives and ongoing activities and to strengthen the Corporation's emergency management program. The "all hazards" emergency management program strengthens 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 and the Head of Council, declaring that the Municipality has completed all of the annual requirements.

The City of Kingston has undertaken many initiatives in 2018 to achieve compliance with the requirements of the *Emergency Management and Civil Protection Act* and Ontario Regulation 380/04.

The following is a summary of activities the City has accomplished in 2018. Many of these activities are recurring in nature, however required by the OFMEM:

- Community Emergency Management Coordinator (O. Reg. 380/04, s. 10(1))

All municipalities are required to designate an employee to perform the role of the CEMC. 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). She is also a member and Chair of the City's Emergency Management Program Committee (EMPC).

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

The CEMC successfully completed all required provincial training in 2018. Her alternate, Deputy Fire Chief Kevin Donaldson, is also fully trained and meets the requirements.

- 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 EMPC reviewed the current City's HIRA on December 17th, 2018. A full review of the HIRA will be completed by the EMPC using the new assessment tool being released by OFMEM in the 1st quarter of 2019.

- 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 it as required. The MECG and the EMPC regularly review the City's Emergency Plan, and recommend changes for future revisions.

The City's Emergency Response Plan was updated in 2018 to include the Incident Management System framework. It is an all hazards Plan and Program designed to help guide the actions of senior officials and the public during an emergency.

A copy is filed with the Provincial Emergency Operations Centre and posted on the City's website. Training occurred this year as well to ensure a smooth transition to the nationally recognized Incident Management System, (IMS) with all related documents being integrated into the Municipal Emergency Management Plan and Program.

- 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.

- EOC Communications (O. Reg. 380/04 s. 13 (2))

Maintaining robust communications during a disaster can be a challenge as proven time and time again in stations across North America. The City's EOC is supported by radio communications in the event that normal day to day communications devices are not functioning properly during an emergency.

An interoperable radio system is in place for first responders and all operations-focused departments as well as Kingston Police.

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

The EMPC reviews the categories of critical infrastructure 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.

The City's Emergency Management Common Operational Procedure (EM-COP) provides access to approximately 500 GIS layers including various critical infrastructures.

- Annual Training for the Municipal Emergency Control Group (EMCPA s. 2. 1 (2), O. Reg. 380/04 s. 12 (3))

Municipal Emergency Control Group members met the required training commitments including full participation in a one day in depth EOC Overview training on December 5th, 2018.

Dedicated one-on-one training sessions were provided to the EOC Commander's alternate and the Emergency Information Officer this year. In addition, alternates to the MCEG support personnel were scribe trained. There was also an overall focus on learning the Incident Management System (IMS).

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

An emergency exercise was held on December 6, 2018 which included members of the MCEG and representatives from key stakeholder agencies. The exercise involved a severe weather event with lessons learned from the exercise to be incorporated into future plans and initiatives. The exercise integrated the use of the IMS model.

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

The City's Director of Communications & Public Engagement 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 the impacts of severe weather events and an overall greater understanding of emergency preparedness. The coordination of communication through social media, television broadcasting outlets and direct attendance at community events were key aspects of the overall emergency management program.

On May 12, 2018, during Emergency Preparedness Week, a public engagement event was held at Kingston Fire & Rescue which included a variety of community partners who,

throughout the day, provided the public with education on how they can better prepare themselves for emergency events that may occur within our community.

In conclusion, the EMPC and the MECG review 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.

Existing Policy/By-Law:

Emergency Management and Civil Protection Act, R.S.O. 1990, c. E.9. and Ontario Regulation 380/04

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:

N/A

Financial Considerations:

N/A

Contacts:

Shawn Armstrong, Fire Chief, Kingston Fire & Rescue

Brandi Timpson, Manager of Administration and Emergency Preparedness, Kingston Fire & Rescue, and the Community Emergency Management Coordinator

Other City of Kingston Staff Consulted:

N/A

Exhibits Attached:

N/A