



**City of Kingston  
Information Report to Council  
Report Number 25-017**

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**To:** Mayor and Members of Council  
**From:** Brad Joyce, Commissioner, Infrastructure, Transportation & Emergency Services  
**Resource Staff:** Monique Belair, Fire Chief  
**Date of Meeting:** December 3, 2024  
**Subject:** Emergency Management Program Review 2024

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**Council Strategic Plan Alignment:**

Theme: Regulatory & compliance

Goal: See above

**Executive Summary:**

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 Kingston City Council with an update on the status of the City's annual Emergency Management compliance requirements for 2024. The annual compliance report is being prepared and will be submitted to Emergency Management Ontario in December of 2024. Mayor Paterson will receive official correspondence from Emergency Management Ontario regarding the status of the City's municipal compliance in the first quarter of 2025.

**Recommendation:**

This report is for information only.

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**Authorizing Signatures:**

ORIGINAL SIGNED BY COMMISSIONER

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**Brad Joyce, Commissioner,  
Infrastructure, Transportation &  
Emergency 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, Growth & Development Services	Not required
Jennifer Campbell, Commissioner, Community Services	Not required
Neil Carbone, Commissioner, Corporate Services	Not required
David Fell, President & CEO, Utilities Kingston	Not required
Peter Huigenbos, Commissioner, Major Projects & Strategic Initiatives	Not required
Desirée Kennedy, Chief Financial Officer & City Treasurer	Not required

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**Options/Discussion:****Background:**

The City's Emergency Management Coordinator (CEMC) facilitates and implements a wide variety of initiatives and ongoing activities to strengthen the emergency management program for the City 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 on behalf of the City of Kingston with supporting documentation declaring that the Municipality has met its requirements.

Each year, 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.

Below are the 2024 compliance requirements with details on how they've been achieved:

**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. The CEMC's alternate has also completed the necessary training 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. The Committee currently has no recommendations.

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

The current hazards listed on the existing City's (HIRA) is reviewed annually in the 4<sup>th</sup> quarter by the EMPC and was completed on November 19.

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**Revised Emergency Response Plan Version 6.0****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 year's review of the Emergency Response Plan noted no revisions required at this time.

Since the integration to the Incident Management System (IMS) 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 Number 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 a week basis. The primary EOC is located at Kingston Fire & Rescue Headquarters at 500 O'Connor Drive and the alternate EOC location is at Kingston Police Headquarters at 705 Division Street.

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

The City's EOC is supported by the corporate-wide radio communications system 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 also in place and updated regularly with the capability of notifying and bringing together members of the Municipal Emergency Control Group and other required responders from the City. The alert system is updated and tested annually.

**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.

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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.

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

Members of the Municipal Emergency Control Group (MECG) are required by the Chief of Emergency Management Ontario to participate in an annual training component to ensure their readiness is maintained and skills are built upon for emergency response(s). Annually, the MECG must demonstrate an adequate level of training in each of the following areas:

- Knowledge of all the components of the Municipal Emergency Management Program including, but not limited to, the municipal HIRA and Critical Infrastructure List.
- Knowledge of their Municipality’s Emergency Response Plan including their roles and responsibilities and those organizations that may have a role in response.
- Knowledge of the procedures used to activate and operate under the Municipal Emergency Plan.
- Knowledge of the notification procedures used to notify members of the MECG when the Municipal Emergency Plan is activated.
- Knowledge of the location, communications infrastructure, and technology in their Municipal Emergency Operations Centre.

Members of the MECG have met the annual training requirement for 2024 as required.

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

Municipal Emergency Control Group (MECG) members, along with representatives from key external stakeholder groups, participated in a real-life scenario for the Total Solar Eclipse event on April 8, 2024. As a result, an exercise exemption request was submitted to the Province by the CEMC as the Total Solar Eclipse event involved all members of the MECG, along with a multitude of additional staff member and stakeholder involvement, thereby achieving the intent of this section of the Act. The real-life scenario, along with training components for MECG, fulfilled the legislative compliance requirements for this portion.

### **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 MECG.

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

Annual public education activities are an important ongoing component of the City's Emergency Management Program to ensure public knowledge and readiness. In 2024, the focus for public education was on emergency preparedness and education for preparing for extreme weather events such as tornados, flood preparedness and mitigation, preparing a home escape plan and emergency kit for family members including pets. Other public education efforts included education around safe boating, contests for residents to build a go-bag that would sustain them for a 72-hour period along with engaging children to submit a drawing on how they would prepare for an emergency.

**Public Engagement**

See above.

**Climate Risk Considerations**

Consideration is given to climate risk as part of the HIRA process within the Emergency Management portfolio.

**Existing Policy/By-Law**

By-Law Number 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.

**Contacts:**

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Brandi Timpson, CEMC, Manager of Administration and Emergency Preparedness, Kingston Fire & Rescue 613-548-4001 x5220

**Other City of Kingston Staff Consulted:**

None

**Exhibits Attached:**

None