

The Corporation of the City of Kawartha Lakes
Council Report

Report Number FIRE2017-001

Date: Dec 12, 2017
Time: 2:00 p.m.
Place: Council Chambers

Ward Community Identifier:

Subject: Emergency Management Program Update

Author Name and Title: Mark Pankhurst, Fire Chief

Recommendation(s):

RESOLVED THAT Report FIRE2017-001, **Emergency Management Program Update**, be received;

THAT the Manager of Communications, Advertising and Marketing be designated as the City of Kawartha Lakes Emergency Information Officer

Department Head:_____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

The *Emergency Management and Civil Protection Act* and its supporting *Ontario Regulation 380/04* set out requirements for the development, implementation and maintenance of municipal and ministry emergency management programs.

The emergency management program elements contained in the Act and regulation constitute a core emergency management program. Requirements include the designation of an emergency management coordinator, the writing of an emergency response plan and the formation of a program committee. Ministries and municipalities are required to comply with the Act and regulation. Emergency Management Ontario (EMO) monitors compliance annually and supports ministries and municipalities in maintaining the required program.

This report is intended to update Council on the activities of the Community Emergency Program Committee for 2016 and 2017.

Rationale:

The City of Kawartha Lakes has completed all the annual requirements to be in compliance with the Act for 2016 and 2017.

The Emergency Management Program Committee is required to annually review and recommend changes to the community risk profile, the critical infrastructure list as well as the emergency response program. The Committee met on April 21, 2016 (Appendix A), June 16, 2016 (Appendix B) and November 17, 2016 (Appendix C) and in 2017 on April 13, 2017 (Appendix D) and September 21, 2017 (Appendix E). The minutes of the meetings are attached.

Municipalities emergency management programs are required to consist of an annual training program and exercise for employees of the municipality and with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery. An Incident Management System training course (IMS200 Basic Incident Management System) was held in June 2016. This course was designed for individuals potentially involved in implementing IMS at simple incidents or during the early phases of a complex incident. Future emergency response plans will be structured around IMS principals.

The annual municipal emergency control group exercise was held in September 2016 and was focused on the Incident Management System in the Emergency Operations Centre.

A training session and presentation was done on May 18, 2017 by Chris Whaley, OPP Inspector, Critical Incident Commander, and was followed by a table top exercise and debrief. The 2017 exercise was an active assailant table top exercise. Its purpose was to use the IMS structure to solve problems as a group

and to clarify roles and responsibilities and improve coordination, teamwork and performance.

Emergency Management Act, Ontario Regulation 380/04, Part II, Section 14 states:

Emergency information officer

14. (1) Every municipality shall designate an employee of the municipality as its emergency information officer. O. Reg. 380/04, s. 14 (1).

(2) The emergency information officer shall act as the primary media and public contact for the municipality in an emergency. O. Reg. 380/04, s. 14 (2).

The Manager of Communications, Advertising and Marketing position is responsible in their job description to “Act as Corporate Communications contact during emergencies in accordance with the Emergency Communications Plan. A council resolution is required to designate this position as the Emergency Information Officer in order to be compliant with the legislation.

Other Alternatives Considered:

No other alternatives were considered as the purpose of this report is to update council on the emergency program committee activities.

Financial/Operation Impacts:

There are no financial impacts related to this report.

Relationship of Recommendation(s) To The 2016-2019 Strategic Plan:

This report does not directly impact or align with a specific strategic priority.

Attachments:

Appendix A CEMPC Minutes April 21, 2016



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Appendix B CEMPC Minutes June 16, 2016



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Appendix C CEMPC Minutes November 17, 2016



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Appendix D CEMPC Minutes April 13, 2017



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Appendix E CEMPC Minutes September 21, 2017



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