

For Information

REPORT TITLE: Status Update on the 2021 Office of the Fire Marshal and Emergency Management Compliance Requirements

FROM: Gary Kent, CPA, CGA, ICD.D, Chief Financial Officer and Commissioner of Corporate Services

OBJECTIVE

To provide a status update of the Emergency Program activities undertaken towards achieving the legislative requirements for 2021 required under the *Emergency Management and Civil Protection Act, R.S.O. 1990, c.E.9* and Ontario Regulation 380/04.

REPORT HIGHLIGHTS

- The *Emergency Management and Civil Protection Act, R.S.O. 1990, c.E.9* and related regulations require all municipalities to comply with 15 legislated requirements in their emergency management program.
 - The Office of the Fire Marshal and Emergency Management has provided guidance on certain requirements for municipalities as a result of the response to COVID-19.
 - All legislated requirements will be completed by mid-December.
 - The Region was deemed compliant with the *Emergency Management and Civil Protection Act* in 2020.
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DISCUSSION

1. Background

The Region is required, pursuant to the *Emergency Management and Civil Protection Act, R.S.O. 1990, c.E.9* (the “Act”) and Ontario Regulation 380/04, to achieve the Essential Level Standard of an Emergency Management Program. To achieve this standard the municipality must comply with the 15 elements of the Act. Since 2003, the Region has successfully achieved the legislative requirements each year as verified by the Office of the Fire Marshal and Emergency Management.

Throughout 2021, Regional Emergency Management heavily supported the Regional response to COVID-19 through the Regional Emergency Operations Centre (REOC) and the mass vaccination program.

Further, Regional Emergency Management supported each of our municipal partners with their respective responses as well as other stakeholders such as Peel Regional Police, Trillium Health Partners and Osler Health Services. Despite the commitment of resources, many of the required elements for compliance have already been completed and all remaining elements will be completed by the middle of December.

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For 2020, the Office of the Fire Marshal and Emergency Management deemed the Region of Peel compliant with the Act. Appendix I of this report contains a copy of the notice from the Chief of Emergency Management for the Province.

2. Current Status

At the time of this report's preparation, each municipality is expected to complete an Annual Compliance package for 2021 to be submitted to the Office of the Fire Marshal and Emergency Management. Should there be any change to this requirement, a report for information will be prepared for Regional Council.

Regional Emergency Management will be submitting the 2021 Annual Compliance package to the Office of the Fire Marshal and Emergency Management by mid-December 2021.

a) Legislative Requirements

- i) Municipalities must have a Community Emergency Management Coordinator**
(O.Reg.380/04, s.10 (1))

The Region of Peel Community Emergency Management Coordinator has been identified to the Office of the Fire Marshal and Emergency Management along with an Alternate Community Emergency Management Coordinator.

Andrew C Cooper, Manager, Regional Emergency Management and Corporate Security is the Region's Community Emergency Management Coordinator and Cheryl Jamieson, Specialist, Emergency Management is the Region's Alternate Community Emergency Management Coordinator. Both individuals have been identified to the Office of the Fire Marshal and Emergency Management.

- ii) The Community Emergency Management Coordinator must complete the required training**
(O. Reg. 380/04, s.10(2))

Both the Community Emergency Management Coordinator and Alternate Community Emergency Management Coordinator have completed the required courses offered by the Office of the Fire Marshal and Emergency Management.

- iii) Municipalities must have a Community Emergency Management Program Committee**
(O. Reg. 380/04, s.11)

The Region's Community Emergency Management Program Committee is known as Emergency Management Program Committee. This committee is currently comprised of appointed members of Regional Council and Regional staff including the Executive Leadership Team. Specifically, the following individuals comprise the Region's Emergency Management Program Committee:

- Regional Chair Nando Iannicca (ex-officio)

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- Councillor Annette Groves (Chair)
- Councillor George Carlson
- Councillor Ian Sinclair
- Councillor Jennifer Innis
- Councillor Karen Ras
- Councillor Pat Saito
- Councillor Rowena Santos (Vice-Chair)
- Councillor Sue McFadden
- Chief Administrative Officer
- Chief Financial Officer and Commissioner of Corporate Services
- Commissioner of Service Excellence and Innovation
- Commissioner of Health Services
- Commissioner of Human Services
- Commissioner of Public Works
- Manager of Regional Emergency Management and Corporate Security

iv) Municipalities must have a current by-law adopting their Emergency Management Program
(the Act, s. 2)

Region of Peel By-law 52-2008 empowers the Emergency Management Program.

v) Municipalities must have a current Community Risk Profile (Hazard Identification and Risk Assessment)
(the Act, s. 2)

Regional Emergency Management maintains a Hazard Identification and Risk Assessment that is based on various information sources including tracking of reported events to the Regional Emergency Management Duty Officer from 2013 onward.

While pandemics have been included in previous Hazard Identification and Risk Assessments, the scale, duration and impacts related to COVID-19 far exceed the consequences identified following previous pandemics such as SARS and H1N1.

vi) Municipalities must have a current Emergency Response Plan and a copy must be submitted to the Office of the Fire Marshal and Emergency Management when revised
(the Act, s.3.1 (1), s.3.1(6), s. 6.2 (1))

Regional Emergency Management has provided the Office of the Fire Marshal and Emergency Management with the most current version of the Region of Peel Emergency Plan (the “Plan”) that was implemented in December of 2015.

A planned update to the Plan in early 2020 was paused with the activation of the REOC on March 10th, 2020. Work will resume this fall and into the early portion of 2022 to complete the updates to the Plan and incorporate any findings as a result of the Lessons Learned stemming from the COVID-19 response. Regional

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Emergency Management will present the updated Plan at the May 2022 Emergency Management Program Committee meeting.

- vii) Municipalities must have a current By-Law adopting their emergency response plan**
(the Act, s. 3 (1))

The Plan was last revised in December 2015 and was implemented by Regional By-law 78-2015.

- viii) Municipalities must have a designated Emergency Operations Centre (EOC)**
(O. Reg. 380/04, s.13 (1))

The Region has established a REOC located at 10 Peel Centre Dr, Suite B.

Throughout the Region's COVID-19 response and due to physical distancing requirements, the REOC has been operational through collaborative online platforms such as Microsoft Teams.

- ix) Emergency Operations Centre must have appropriate communications systems**
(O. Reg. 380/04, s.13 (2))

The normal REOC is equipped with a combination of landlines, fax lines, and a wireless network as well as other technologies for leveraging GIS, Social Media, streaming (news), Microsoft Teams and other technologies.

During the COVID-19 response, the REOC leveraged many of the above technologies as well as new platforms like Microsoft Teams to coordinate and support many aspects of the Regional response. Employees assigned to the REOC also utilized other technologies and platforms that were implemented by external stakeholders.

- x) Municipalities must keep a current inventory of their Critical Infrastructure**
(the Act, s. 2.1 (3))

Critical Infrastructure within the Regional of Peel remains largely unchanged from 2020 with the exception of the additions of the fixed mass vaccination sites.

- xi) Municipalities must designate an employee to act as its Emergency Information Officer**
(O. Reg. 380/04, s. 14 (1))

The Director, Marketing and Communications, is the designated Emergency Information Officer for the Region of Peel.

- xii) Municipalities must complete a Public Education and Awareness program**
(the Act, s. 2.1 (2c))

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There were no in person Public Education and Awareness activities undertaken in 2021 due to COVID-19 measures. Despite this, internal communications were issued to Regional employees through the REOC. This messaging was in the form of email notices, intranet updates and monthly newsletters from the REOC.

Where possible, Social Media platforms were used to provide residents of Peel with information on emergency preparedness, however this was limited so as not to interfere with ongoing mass vaccination messaging.

xiii) Municipalities must conduct annual training sessions for the Community Control Group and supporting staff (the Act, s.2.1(2), O. Reg. 380/04, s.12 (3))

Training efforts for 2021 were largely focused on processes and procedures used to support the Region's mass vaccination sites. As such, onsite clinic leaders along with offsite support leads received online / in-meeting training to ensure that significant clinic events were both reported and responded to appropriately. Further, training also focused on potential community events (extreme weather, flooding, loss of power etc.) that might have impacted clinic operations. Many of these protocols and procedures were implemented over the 10 months of clinic operations to date.

Previous guidance from the Office of the Fire Marshal and Emergency Management identified that members of the Regional Policy Group are required to annually demonstrate an adequate level of training in each of the following areas.

- Knowledge of all of 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 Municipal Emergency Plan, including their roles and responsibilities, and those of organizations which 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 Regional Policy Group when the Municipal Emergency Plan is activated; and,
- Knowledge of the location, communications infrastructure and technology in their municipal Emergency Operations Centre.

Throughout the Regional response to COVID-19 and Mass Vaccination Program, Executive Leadership Team members of the Regional Policy Group also received training and further orientation to the above areas through regular meetings of the REOC and Regional Policy Group. New members of the Executive Leadership also received an orientation to the REOC, Region of Peel Emergency Plan and a detailed briefing on active operations.

xiv) Municipalities must conduct / participate an annual exercise (the Act, s.2.1(2), O. Reg. 380/04, s.12 (6))

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Throughout the planning phase and initial operations of the mass vaccination clinics, a series of consequence driven tabletop exercises were completed to both refine and validate many clinic operations procedures. This also included testing of procedures to escalate significant issues to the mass vaccination program leadership and sponsors along with the Regional Policy Group.

A summary of these exercises can be found in Appendix II of this report.

In August, the Office of the Fire Marshal and Emergency Management issued guidance to the effect that each Municipality would be required to complete an annual exercise in 2021 and that no exemptions would be permitted. This guidance can be found in Appendix III.

Despite this guidance, the Region is of the mind that the above-mentioned exercises in addition to our ongoing COVID-19 and vaccination efforts along with the responses of hosting First Nations evacuees and the resettlement of individuals from Afghanistan are more than sufficient to satisfy any objectives that could be achieved during a one-day exercise. A letter to this effect was provided to the Chief of Emergency Management for the Province and is included as Appendix IV of this report.

xv) Municipalities must conduct an Annual Review of the Emergency Management Program (O. Reg. 380/04, s.11 (6))

The May 2021 Emergency Management Program Committee was cancelled due to the COVID-19 response. An overview of the Regional Emergency Management Programs' efforts towards annual compliance will be provided to the Committee on November 4, 2021.

CONCLUSION

Through the work of Regional Emergency Management, in collaboration with the Regional Policy Group, Regional departments, local municipalities and other stakeholders throughout 2021, the Region is positioned to remain compliant with the *Emergency Management and Civil Protection Act, R.S.O. 1990, c.E.9* and Ontario Regulation 380/04.

APPENDICES

Appendix I - 2020 EMCPA Compliance Results

Appendix II - 2021 Exercise Summary

Appendix III - OFMEM Chiefs Memo - 2021 EMCPA Exercise and Training Requirements

Appendix IV - Regional Chair Letter to OFMEM Chief

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