

For Information

REPORT TITLE: **Status Update on the 2020 Office of the Fire Marshal and
Emergency Management Compliance Requirements**

FROM: Kathryn Lockyer, Interim Commissioner of Corporate Services

OBJECTIVE

To provide a status update of the Emergency Program activities undertaken towards achieving the legislative requirements for 2020 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.
-

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 2020, Regional Emergency Management heavily supported the Regional response to COVID-19 through the Regional Emergency Operations Centre (REOC) which was activated on March 10, 2020 as well as the preceding weeks to the REOC activation.

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, several of the required compliance elements were completed before or shortly following the activation of the REOC.

Status Update on the 2020 Office of the Fire Marshal and Emergency Management Compliance Requirements

2. Current Status

At the time of this report's preparation, each municipality is expected to complete an Annual Compliance package for 2020 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 2020 Annual Compliance package to the Office of the Fire Marshal and Emergency Management by early December 2020.

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 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)
- Councillor Annette Groves (Chair)
- Councillor George Carlson
- Councillor Ian Sinclair
- Councillor Jennifer Innis
- Councillor Karen Ras

Status Update on the 2020 Office of the Fire Marshal and Emergency Management Compliance Requirements

- Councillor Pat Saito
- Councillor Rowena Santos (Vice-Chair)
- Councillor Sue McFadden
- Chief Administrative Officer
- Commissioner of Corporate Services
- Commissioner of Digital and Information Services
- Commissioner of Finance and Chief Financial Officer
- Commissioner of Health Services
- Commissioner of Human Services
- Commissioner of Public Works
- Manager of Regional Emergency Management

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. Up until the beginning of 2020, most reported events have been tied to weather and climate triggers such as thunderstorms, snowstorms and on occasion, more extreme weather such as freezing rain or weather capable of generating tornado events.

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 2021 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

Status Update on the 2020 Office of the Fire Marshal and Emergency Management Compliance Requirements

Emergency Management will present the updated Plan at the May 2021 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 platforms like Microsoft Skype and 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) and Skype for Business.

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 2019.

- 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.

Status Update on the 2020 Office of the Fire Marshal and Emergency Management Compliance Requirements

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

Limited in person Public Education and Awareness activity was undertaken in 2020 due to COVID-19 measures. Despite this, Regional Emergency Management participated in a handful of public meetings related to overland flooding and personal preparedness prior to COVID-19 measures being implemented.

Throughout the COVID-19 response many internal communications were issued to Regional employees through the REOC. This messaging was in form of email notices, intranet updates and monthly newsletters from the REOC.

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 courses are regularly offered to Regional staff and external stakeholders who may be called upon to support a significant event or emergency. In early 2020, Regional Emergency Management hosted an in class IMS 200 training course. An additional 7 courses were initially planned for 2020, but these were cancelled due to the COVID-19 response.

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.

This guidance is found in Appendix I – Guidance Note: 2018-01-01.

Throughout the Regional response to COVID-19, 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.

Guidance from the Assistant Deputy Minister and Chief, Emergency Management Ontario received on June 26, 2020 advised *“These training*

Status Update on the 2020 Office of the Fire Marshal and Emergency Management Compliance Requirements

requirements do not require any formalized training in order to accomplish them, and the knowledge areas highlighted could be acquired as on-the-job training through the MEEG members' participation in their COVID-19 pandemic emergency response activities".

This guidance is found in Appendix II – Guidance Note: 2020-06-26.

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

In early August and with the approval of the Regional Policy Group, Regional Emergency Management had submitted an Exercise Exemption Request based on the Region's response to COVID-19 from January to the beginning of August.

On September 4, 2020, the Assistant Deputy Minister & Chief, Emergency Management Ontario provide guidance to "confirm an amendment to Ontario Regulation 380/04 under the *Emergency Management and Civil Protection Act* (EMCPA) which exempts the requirement for ministries and municipalities to conduct an annual emergency exercise in 2020". This guidance is found in Appendix III - Amendment to Ontario Regulation 380/04 under the EMCPA.

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

The May 2020 Emergency Management Program Committee was cancelled due to the COVID-19 response and both various Provincial Orders related to physical distancing and group sizes. An overview of the Regional Emergency Management Programs' efforts towards annual compliance was provided to the Committee on November 5, 2020.

CONCLUSION

Through the work of Regional Emergency Management, in collaboration with the Regional Policy Group, Regional departments, local municipalities and other stakeholders throughout 2020, 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 - Guidance Note: 2018-01-01

Appendix II - Guidance Note: 2020-06-26

Appendix III - Amendment to Ontario Regulation 380/04 under the *Emergency Management and Civil Protection Act* (EMCPA)

For further information regarding this report, please contact Andrew C Cooper - Manager Regional Emergency Management Ext 4437.

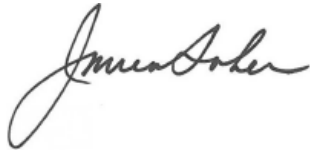
Status Update on the 2020 Office of the Fire Marshal and Emergency Management Compliance Requirements

Authored By: Andrew C Cooper - Manager Regional Emergency Management

Reviewed and/or approved in workflow by:

Department Commissioner and Division Director.

Final approval is by the Chief Administrative Officer.

A handwritten signature in black ink, appearing to read "J. Baker", is positioned above a horizontal line.

J. Baker, Chief Administrative Officer