



**City of Kingston
Report to Council
Report Number 26-038**

To: Mayor and Members of Council
From: Neil Carbone, Commissioner, Corporate & Emergency Services
Resource Staff: Brandi Timpson, Manager of Administration and Emergency Preparedness
Date of Meeting: January 13, 2026
Subject: Emergency Management Program Review 2025

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 2025. The annual compliance report was prepared and submitted to Emergency Management Ontario in December of 2025. Mayor Paterson will receive official correspondence from Emergency Management Ontario regarding the status of the City's municipal compliance in the first quarter of 2026.

Recommendation:

This report is for information only.

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Authorizing Signatures:

ORIGINAL SIGNED BY COMMISSIONER

**Neil Carbone, Commissioner,
Corporate & Emergency
Services**

ORIGINAL SIGNED BY CHIEF

ADMINISTRATIVE OFFICER

**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
David Fell, President & CEO, Utilities Kingston	Not required
Desirée Kennedy, Chief Financial Officer & City Treasurer	Not required
Jenna Morley, City Solicitor	Not required
Ian Semple, Commissioner, Transportation & Infrastructure Services	Not required

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Options/Discussion:**Background**

The City's Emergency Management Coordinator (CEMC) leads, facilitates and implements a broad range of initiatives and ongoing activities that strengthen the City of Kingston's emergency management program.

Each year, the Office of the Fire Marshal and Emergency Management (OFMEM) completes a year-end audit of all municipal emergency management programs in Ontario. As part of this process, the CEMC must submit an annual statement of compliance on behalf of the City, along with supporting documentation confirming that all legislative requirements have been met.

To maintain compliance with the Emergency Management and Civil Protection Act and Ontario Regulation 380/04, the City of Kingston undertakes specific activities and program components each year.

Outlined below are the 2025 compliance requirements and a summary of how each was met:

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 Emergency Management Program Committee is comprised of senior-level staff and external stakeholder representatives involved in the City's Emergency Management Program. The Committee performed an annual review and 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 4th quarter by the EMPC which was completed in November of 2025.

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The Ministry of Emergency Preparedness and Response is in the process of updating their existing HIRA Program which will include the development and release of a new HIRA Risk Scoring Tool to support evaluating hazards and risks. This work will continue into 2026 and once the Tool is released, staff within the Office of Emergency Management for the City of Kingston will be provided with a comprehensive training component on the Tool being released, followed by a fulsome review at the Committee level (EMPC) of our existing HIRA.

Revised Emergency Response Plan Version 6.0**EMPCA 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 needed. The Municipal Emergency Control Group (MECG) and the Emergency Management Program Committee (EMPC) conduct regular reviews of the City's Emergency Response Plan and provide recommendations for future revisions. This year's review determined that no updates were required at this time.

Since adopting the Incident Management System (IMS) framework in 2018, the City's Emergency Response Plan (ERP) has continued to evolve, incorporating several supplemental emergency plans that align with the IMS-based approach.

By-Law to Adopt the Emergency Response Plan & Program**EMPCA 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(2)**

The City's Emergency Operations Centre is supported by a corporate-wide radio communications system that can be used if regular communication devices fail during an emergency. This system enhances interoperability among users and ensures reliable communication when needed most. The City also maintains an alerting system capable of notifying and assembling members of the Municipal Emergency Control Group, as well as other required responders. This alerting system is maintained and regularly tested.

Critical Infrastructure Identification**EMPCA s. 2.1 (3)**

The Emergency Management Program Committee maintains an inventory of all critical infrastructure within the City's boundaries and works closely with the City's Geographic Information Systems (GIS) team to identify the location and type of assets requiring protection.

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In addition, the city uses the Emergency Management Common Operating Picture (EMCOP) software, which provides access to key GIS layers such as population data and demographic information, supporting more informed decision-making during emergencies.

Annual Training for the Municipal Emergency Control Group EMPCA 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 2025 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 the annual exercise on November 28, 2025, which was table-top in nature and involved an extreme heat event scenario. The annual exercise, along with the training components for the 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 helping ensure community awareness and preparedness. In 2025, public education efforts focused on preparing residents for a range of seasonal hazards such as floods, fires, heatwaves, snowstorms and power outages. Community members were encouraged to develop and practice household emergency plans, assemble 72-hour emergency kits to support shelter-in-place needs, and prepare go-bags for all family members, including pets, in case evacuation became necessary. Residents were also directed to additional preparedness resources, including the City’s Emergency Preparedness Guide.

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:

Brandi Timpson, Manager of Administration and Emergency Preparedness, 613-548-4001 extension 5220

Other City of Kingston Staff Consulted:

None

Exhibits Attached:

None