

**The Corporation of the City of Kawartha Lakes**  
**Committee of the Whole Report**

**Report Number FIRE2020-001**

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**Meeting Date:** March 10, 2020  
**Title:** Emergency Management Program  
**Description:** Update to the City of Kawartha Lakes Emergency Management Program and Bylaw  
**Ward Number:** All  
**Author and Title:** Mark Pankhurst, Fire Chief

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**Recommendation(s):**

**That** Report FIRE2020-001, **Emergency Management Program**, be received;

**That**, in accordance with the **Emergency Management and Civil Protection Act, R.S.O. 1990, Chapter E.9**, the by-law to repeal and replace By-law 2004-157, as outlined in Appendix A to the report, be enacted to adopt the City of Kawartha Lakes Emergency Management Program and Emergency Response Plan;

and

**That** this recommendation be brought forward to Council for consideration at the next Regular Council Meeting.

**Department Head:** \_\_\_\_\_

**Financial/Legal/HR/Other:** \_\_\_\_\_

**Chief Administrative Officer:** \_\_\_\_\_

## **Background:**

The **Emergency Management and Civil Protection Act, R.S.O.1990, Chapter E.9** requires that municipalities:

- Develop and implement an emergency management program, which shall consist of:
  - an Emergency Response Plan;
  - training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
  - public education on risks to public safety and on public preparedness for emergencies; and
  - any other elements required by the standards for emergency management set under the Act or by Emergency Management Ontario;
- Designate an employee of the municipality as the Community Emergency Management Coordinator (C.E.M.C.), and designate an alternate(s);
- Establish an Emergency Management Program Committee;
- Establish an Emergency Control Group;
- Establish an Emergency Operations Centre to be used by the Emergency Control Group in an emergency; and
- Designate an employee of the municipality as its Emergency Information Officer, and designate alternate(s).

## **Rationale:**

The City is required to report to the Office of the Fire Marshal and Emergency Management (OFMEM) on an annual basis regarding the status of its emergency management program. The City has been compliant with the Act since 2003, when the legislation was first enacted.

The passage of the new by-law will serve to confirm the City of Kawartha Lakes Emergency Management Program using the Incident Management System (IMS) and consolidate previous plan and appointment by-laws into one program by-law.

The City of Kawartha Lakes Emergency Response Plan has been in effect for many years and was adopted in 2004. The Emergency Response Plan (Appendix A) is an all-hazards based document that is intended to guide the City's overall response to large-scale emergencies, disasters or business interruptions. The attached version of the Emergency Response Plan was drafted by the Community Emergency Program Committee and has been updated to reflect the City's reorganization, and some procedural

recommendations from OFMEM. The appendices to the Emergency Response Plan contain hazard and risk specific details and procedures, as well as personal information. As such, the plan appendices are confidential. The appendices are updated regularly as new hazards and risks are identified, and as contact information changes.

The training exercises held over the last several years with the members of the Emergency Control Group have all been based on the Incident Management System.

### **Other Alternatives Considered:**

There are no recommended alternatives.

### **Financial/Operation Impacts:**

There are no budget and financial implications to this report.

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

This updated emergency management plan aligns within A Healthy Environment objective 3.2 which is to update the City's community preparedness plan. The plan is considered to be an 'all hazards' plan and is updated to current best practices using the Incident Management System.

It also aligns with Municipal Service Excellence 3.3.1 which is to review and adopt best municipal practices and continue to review operational efficiencies using lean methodology. This emergency management plan follows recommendations by the Ontario Fire Marshal Emergency Management for best practices. It also consolidates all the components of the program required by legislation into one bylaw.

### **Consultations:**

Office of the Fire Marshal and Emergency Management, Field Officer

### **Attachments:**

Appendix A – Bylaw Emergency Management Program



Appendix A to  
Report FIRE2020-00:

## Appendix B – Schedule A to Bylaw Emergency Management Program



Appendix B Report  
FIRE2020-001 Emerg

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**Department Head: Mark Pankhurst, Fire Chief**