The Corporation of the City of Kawartha Lakes

By-Law 2020-___

A By-law to Repeal and Replace Bylaw 2004-157 to adopt an Emergency Management Program and Emergency Response Plan in accordance with the requirements of the Emergency Management and Civil Protection Act in the City of Kawartha Lakes

Recitals

1. The **Emergency Management and Civil Protection Act, R.S.O. 1990, c.E.9 and Ontario Regulation 380/4** (the "Act") sets out that every municipality in the province is required to:
   - 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).
2. It is prudent that the Emergency Management Program developed under the Act be in accordance with international best practices, including the five core components of emergency management; mitigation, prevention, preparedness, response and recovery;
3. The purpose of such a program is to help protect public safety, public health, the environment, critical infrastructure and property during an emergency and to promote economic stability and a disaster resilient community;

Accordingly, the Council of The Corporation of the City of Kawartha Lakes enacts this By-law 2020-__.

Section 1.00: Definitions and Interpretation

1.01 **Definitions**: In this by-law,

“Community Emergency Management Coordinator (C.E.M.C.) means the person appointed by by-law to develop, implement and maintain the emergency management program;

“City”, “City of Kawartha Lakes” or “Kawartha Lakes” means The Corporation of the City of Kawartha Lakes and includes its entire geographic area;

"City Clerk" means the person appointed by Council to carry out the duties of the clerk described in section 228 of the Municipal Act, 2001;

“Council” or “City Council” means the municipal council for the City;

“Fire Chief” means the person who holds that position and his or her delegate(s) or, in the event of organizational changes, another person designated by Council.

1.02 **Interpretation Rules:**

(a) The Schedules attached to this by-law form part of the by-law, and are enforceable as such.

(b) The words “include” and “including” are not to be read as limiting the meaning of a word or term to the phrases or descriptions that follow.

1.03 **Statutes:** References to laws in this by-law are meant to refer to the statutes, as amended from time to time, that are applicable within the Province of Ontario.

1.04 **Severability:** If a court or tribunal of competent jurisdiction declares any portion of this by-law to be illegal or unenforceable, that portion of this by-law shall be considered to be severed from the balance of the by-law, which shall continue to operate in full force and effect.

Section 2.00: Emergency Management Program

2.01 An Emergency Management Program for the municipality will be developed and reviewed annually by the Emergency Management Program Committee consistent with and in accordance with the Act and international best practices, including the core components of emergency management, namely: mitigation, prevention, preparedness, response and recovery, and such program shall include:

a. 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;

b. Public education on risks to public safety and on public preparedness for emergencies; and

c. Any other elements required by the standards for emergency management set under the Act or by Emergency Management

Ontario.

2.02 The Emergency Management Program shall be consistent with the objectives of protecting public safety, public health, the environment, critical infrastructure and property, and to promote economic stability and a disaster resilient community.

Section 3.00: Emergency Response Plan

3.01 The Emergency Response Plan, which has been developed in accordance with the requirements of the Act and international best practices, and which is attached hereto as Schedule A is hereby adopted (the “Plan”).

3.02 The Plan shall be reviewed annually by the C.E.M.C. and the City’s Emergency Management Program Committee. The C.E.M.C. is authorized to make changes to the Plan as appropriate to keep the Plan current, such as personnel, organizational, and contact updates. Any significant revision to the body of the Plan shall be presented to Council for approval.

3.03 When an emergency exists but has yet to be declared to exist, City employees and the Emergency Control Group may take such action under the Plan as may be required to protect property and the health, safety, and welfare of the inhabitants of the City.

Section 4.00: Community Emergency Management Coordinator

4.01 That the Fire Chief, is hereby appointed as the primary C.E.M.C. responsible for the emergency management program for the City including maintenance of the Plan, training, exercises, public education and other such duties and responsibilities as outlined in the Act.

4.02 The Deputy Fire Chief’s and Executive Assistant to the Fire Chief are hereby appointed as alternate C.E.M.C. to act in place of the primary C.E.M.C. in his/her absence.

Section 5.00: Emergency Management Program Committee

5.01 The persons from time to time holding the following positions in the municipality, or their designates, shall be members of the Emergency Management Program Committee:

- Mayor
- Chief Administrative Officer
- C.E.M.C.
- Director of Public Works
- Director of Development Services
- Director of Community Services
- Director of Corporate Services

- Director of Engineering and Assets
- Director of Human Services
- Fire Chief
- Paramedic Chief
- Clerk
- Solicitor
- Manager of Communications, Advertising and Marketing

Representatives from the following community partner agencies and organizations or their designates, will be invited to participle in Emergency Management Program Committee meetings, as deemed necessary and appropriate:

- Haliburton, Kawartha, Pine Ridge District Health Unit
- Kawartha Lakes Police Chief
- OPP Detachment Commander
- Kawartha Region Conservation Authority

5.02 The Chief Administrative Officer is hereby appointed as Chair of the Emergency Management Program Committee.

5.03 The Emergency Management Program Committee shall advise Council on the development and implementation of the municipality's Emergency Management Program and shall review the program annually.

Section 6.00: Emergency Control Group

6.01 The persons from time to time holding the following positions in the municipality, shall be members of the Emergency Control Group:

- Mayor
- Chief Administrative Officer
- C.E.M.C.
- Director of Public Works
- Director of Development Services
- Director of Community Services
- Director of Corporate Services
- Director of Engineering and Assets
- Director of Human Services
- Fire Chief
- Paramedic Chief
- Kawartha Lakes Police Chief
- OPP Detachment Commander
- Clerk
- Manager of Communications, Advertising and Marketing

Staff from other municipal Divisions and community agencies and organizations may be called upon to work in the Emergency Operations Centre in support of the Emergency Control Group to implement procedures, offer advice, and

provide the necessary services required for emergency response and recovery activities.

Section 7.00: Emergency Operations Centre

7.01 A primary and alternate Emergency Operations Centre have been established for use by the Emergency Control Group in an emergency and with the appropriate technological and telecommunications systems to ensure effective communication in an emergency. The locations of the Emergency Operations Centre's are identified in Appendix A to the Plan.

Section 8.00: Emergency Information Officer

8.01 The City's Manager of Communications, Advertising and Marketing is hereby appointed as the primary Emergency Information Officer to guide the implementation of the City's Emergency Information Plan, Appendix E to the Plan.

Section 9.00: Administration

9.01 The Plan shall be made available to the public on the City's website, and upon request at Kawartha Lakes Fire Rescue Service Headquarters during regular business hours.

9.02 The Plan, or any amendments to the Plan, shall be submitted to the Chief, Emergency Management Ontario.

Section 10.00: Administration and Effective Date

10.01 **Administration of the By-law:** The Fire Chief is responsible for the administration of this by-law.

10.02 **Effective Date:** This By-law shall come into force on the date it is finally passed.

Section 11.00: Repeals

11.01 **Repeal:** By-law 2004-157 Emergency Management Program By-law is repealed.

By-law read a first, second and third time, and finally passed, this ___ day of ____, 2020.

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Andy Letham, Mayor Cathie Ritchie, City Clerk