



City of  
**Peterborough**

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**To: Members of the General Committee**

**From: Sandra Clancy  
Chief Administrative Officer**

**Meeting Date: December 3, 2018**

**Subject: Report CAO18-009  
Emergency Management Program**

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## **Purpose**

A report to confirm the Emergency Management Program for the City of Peterborough.

## **Recommendations**

That Council approve the recommendations outlined in Report CAO18-009 dated December 3, 2018 of the Chief Administrative Officer, as follows:

- a) That By-law 08-087, a by-law to appoint an Emergency Management Program Committee and By-law 16-111, a by-law to amend By-law 08-087 be repealed;
- b) That By-law 12-047, a by-law to appoint an Emergency Management Coordinator and Alternate Emergency Management Coordinator be repealed;
- c) That By-law 15-119, a by-law to adopt an Emergency Response Plan be repealed;  
and
- d) That, in accordance with the **Emergency Management and Civil Protection Act, R.S.O. 1990, Chapter E.9**, a by-law be enacted to adopt the City of Peterborough Emergency Management Program and Emergency Response Plan.

## Budget and Financial Implications

There are no budget and financial implications.

## 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).

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 Peterborough Emergency Management Program and consolidate previous plan and appointment by-laws into one program by-law.

The City of Peterborough Emergency Response Plan has been in effect for many years, with the last iteration being adopted in 2015. The Emergency Response Plan 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 has been updated to reflect the City's recent reorganization, and some minor procedural recommendations from OFMEM. The annexes to the Emergency Response Plan contain hazard and risk specific details and procedures, as well as personal information. As such, the plan annexes are confidential. The annexes

are updated regularly as new hazards and risks are identified, and as contact information changes.

Submitted by,

Sandra Clancy  
Chief Administrative Officer

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Attachment:

Appendix A – Emergency Management By-law  
Appendix B - Emergency Response Plan