



The Corporation of the City of Peterborough

By-Law Number 18-[Clerk's Office will assign the number]

Being a By-law to adopt an Emergency Management Program and Emergency Response Plan in accordance with the requirements of the **Emergency Management and Civil Protection Act**.

Whereas 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).

And Whereas 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;

And Whereas 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;

Now Therefore, The Corporation of the City of Peterborough by the Council thereof hereby enacts as follows:

Emergency Management Program

1. 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. 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.

Emergency Response Plan

3. 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”).
4. 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.
5. 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.

Community Emergency Management Coordinator

6. That the Manager of the Emergency and Risk Management Division, 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.
7. The Assistant Emergency Planner is hereby appointed as alternate C.E.M.C. to act in place of the primary C.E.M.C. in his/her absence.

Emergency Management Program Committee

8. 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. and Alternate C.E.M.C.
- Commissioner of Corporate and Legislative Services
- Commissioner of Infrastructure and Planning
- Commissioner of Community Services
- Manager of Communication Services
- Peterborough Technology Services, Director, Information Technology
- Police Chief
- Fire Chief
- Paramedic Chief

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

- Peterborough Utilities Group
- Peterborough Public Health
- Peterborough Regional Health Centre

9. The Manager of Emergency and Risk Management is hereby appointed as Chair of the Emergency Management Program Committee.
10. 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.

Emergency Control Group

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

- Mayor, Deputy Mayor
- Chief Administrative Officer, Commissioners
- C.E.M.C., Alternate C.E.M.C.
- Peterborough Police Service Chief, Deputy Police Chief, Inspector
- Peterborough Fire Service Chief, Deputy Fire Chief, Platoon Chief
- Peterborough Paramedic Service Chief, Deputy Chief, Superintendant

Staff from the following 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:

- CAO's Office
 - Communication Services Division
- Corporate and Legislative Services Department
 - Legal Services Division
 - Clerk's Office
 - Financial Services Division
 - Facilities and Energy Division
 - Human Resources Division
- Infrastructure and Planning Department
 - Building Division
 - Planning Division
 - Geomatics/Mapping
 - Peterborough Airport
 - Environmental Protection Division
 - Transportation Division
 - Peterborough Transit
 - Engineering and Construction Division
 - Public Works Division
- Community Services Department
 - Arena Division
 - Recreation Division
 - Social Services Division
 - Peterborough Sport and Wellness Centre
- Peterborough Utilities Group
- Peterborough Technology Services
- Peterborough Public Health
- Peterborough Regional Health Centre

Emergency Operations Centre

12. 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 Annex A to the Plan.

Emergency Information Officer

- 13. The City’s Manager of Communications is hereby appointed as the primary Emergency Information Officer to guide the implementation of the City’s Emergency Information Plan, Annex G to the Plan.
- 14. The City’s Customer Service Coordinator is hereby appointed as the alternate Emergency Information Officer to act in place of the primary Emergency Information Officer in his/her absence.

Administration

- 15. The Plan shall be made available to the public on the City’s website, and upon request, at the Emergency Management Offices during regular business hours.
- 16. The Plan, or any amendments to the Plan, shall be submitted to the Chief, Emergency Management Ontario.
- 17. By-laws 08-087, 12-047, 15-119, 16-111 are hereby repealed.

By-law read a first, second and third time this 10th day of December, 2018.

Diane Therrien, Mayor

John Kennedy, City Clerk