

Of

The Regional Municipality Of Waterloo

A By-law to
Establish an Emergency Management Program for the Regional Municipality of
Waterloo and to Repeal By-law 04-026, as Amended

Whereas the Emergency Management and Civil Protection Act, R.S.O. 1990, Chapter E-9 (the "Act") requires the development, implementation and maintenance of an emergency management program by The Regional Municipality of Waterloo;

And Whereas this Act provides for the establishment and maintenance of an organizational structure responsible for emergency management in Waterloo Region and for the provision of staff and financial resources to that organization;

And Whereas this Act and Ontario Regulation 380/04 require the emergency management program to conform to standards promulgated by the Office of the Fire Marshall and Emergency Management ("OFMEM"):

Now Therefore the Council of The Regional Municipality of Waterloo enacts as follows:

1. An Emergency Management Program for the development, implementation and maintenance of the program in The Regional Municipality of Waterloo is hereby established.
2. The Regional Emergency Response Plan attached hereto as Schedule "A" of this By-law, and forming a part hereof, is hereby adopted. This plan shall supersede and replace any previous Regional Emergency Response Plan. The Region shall submit a copy of the Regional Emergency Response Plan and revisions to the Chief of OFMEM.
3. In the event of a conflict or inconsistency between the provisions of the Regional Emergency Response Plan and the Emergency Response Plan of any area municipality within the Waterloo Region, the provisions of the Regional Emergency Response Plan shall prevail to the extent of the conflict or inconsistency.
4. The Regional Chair or designated alternate, as provided in the plan, is empowered to declare an emergency in Waterloo Region or any part thereof and take such actions or make such orders as he or she considers necessary and are not contrary to the law and implement the Regional Emergency Response Plan.
5. Those designated in the Regional Emergency Response Plan are empowered to cause an emergency notification to be issued to members of the Regional Emergency Control Group and Support & Advisory personnel, and are further empowered to respond to an emergency in accordance with the Regional Emergency Response Plan where an emergency exists but has not yet been declared to exist.
6. The Regional Chief Administrative Officer will cause the Regional Emergency Management Program to be reviewed annually and to recommend changes to the program as considered appropriate and refer significant changes to Regional Council through the Administration and Finance Committee for further review and approval.

7. The Regional Chief Administrative Officer shall be responsible to the Regional Council for the Regional Emergency Management Program and for the execution of Emergency Management Policies adopted by Council. The Chief Administrative Officer shall be Chair of the Regional Emergency Control Group.
8. The Manager of Emergency Management shall be the primary Regional Community Emergency Management Coordinator (CEMC) and be responsible and accountable for the development, implementation and maintenance of the Regional Emergency Management Program.
9. The Manager, Emergency Management shall assist the Chief Administrative Officer and Department Heads of the Regional Corporation in the preparation and implementation of Emergency Response Plans. The Manager of Emergency Management may also provide assistance to area municipalities within Waterloo Region in the preparation and implementation of their respective emergency response plans and Emergency Management Programs.
10. The Manager, Emergency Management shall be responsible for planning and coordinating the personnel, procedures, materials and facilities required by The Regional Municipality of Waterloo to enable the Regional Emergency Control Group, together with other appropriate entities, to respond in a coordinated manner to any major emergency situation involving a threat to life, safety, convenience or property, whether such emergency is caused by the forces of nature, accident, or otherwise. Without limiting the generality of the foregoing, the Manager, Emergency Management shall:
 - (a) ensure that the Regional Emergency Management Program is compliant with the Act which requires The Regional Municipality of Waterloo to perform specified activities on an annual basis to maintain compliance with legislated standards;
 - (b) lead the formulation of Regional Emergency Response Plans;
 - (c) review the Emergency Response Plans of the area municipalities within the Waterloo Region for conflicts or inconsistencies with the provisions of the Regional Emergency Response Plan;
 - (d) develop and co-ordinate arrangements for co-operation and mutual assistance between municipalities;
 - (e) provide coordination, support and advice with regard to the Emergency Response Plans of individual departments and services of the Regional Corporation;
 - (f) review and recommend modifications to Emergency Response Plans;
 - (g) provide liaison with authorities of other participating municipalities, provincial ministries, federal departments and all other bodies having responsibilities in emergency or major incident situations;
 - (h) conduct training and training exercises for the effective implementation of Emergency Response Plans;
 - (i) develop and implement a community emergency management public awareness/ public education program;
 - (j) undertake hazard identification and risk assessment studies to identify and recommend action to overcome actual and potential hazards which may cause, or contribute to an emergency situation;

- (k) undertake and maintain an inventory of existing resources and facilities to assist in an effective emergency response;
 - (l) to perform such other acts or activities as approved by the Regional Council to provide the desired level of emergency management for The Regional Municipality of Waterloo; and
 - (m) report to the Business Continuity and Emergency Management Program Committee (BCEMPC) and the Regional Chief Administrative Officer on the implementation of the Regional Emergency Management Program.
11. (1) The Regional Emergency Planning Advisory Committee (REPAC) for The Regional Municipality of Waterloo is hereby established and shall be comprised of the following positions or any successor positions thereto:
- Regional Chief Administrative Officer
 - Commissioner, Human Resources and Citizen Service
 - Director, Corporate Communications
 - Manager, Emergency Management
 - Commissioner, Transportation & Environmental Services
 - Commissioner, Community Services
 - Commissioner, Public Health & Emergency Services/Medical Officer of Health
 - Chief, Paramedic Services
 - Regional Police Chief
 - Regional Fire Coordinator
 - Regional Hydro Coordinator
 - Chief Administrative Officer (or designate) for each area municipality within Waterloo Region (7)
- (2) The Regional Chief Administrative Officer shall be the Chair of the Regional Emergency Planning Advisory Committee.
- (3) The Coordinator, Emergency Management is the Secretary to the Regional Emergency Planning Advisory Committee.
- (4) The Committee shall meet at least once per year.
12. The Regional Emergency Planning Advisory Committee shall:
- (a) provide a forum to share information, explore opportunities for collaboration, communication and cooperation among and between Emergency Management Programs for the various organizations and municipalities within the Waterloo Region, including but not limited to program strategies, policies, procedures and resources in connection with emergency mitigation, prevention, preparedness, response and recovery efforts;
 - (b) make recommendations to Regional and Municipal Council(s) concerning such emergency management arrangements, and the policies needed for a coordinated response to any type of emergency.
 - (c) provide strategic advice to the Community Emergency Management Coordinators in the implementation of mandated programs;
 - (d) ensure relevant emergency management information from the Regional Emergency Planning Advisory Committee meetings and correspondence is shared with emergency and support services within the Waterloo Region;

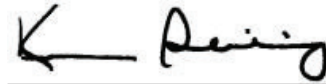
- (e) perform such other acts or activities as approved by the Regional Council to provide the desired level of emergency management for The Regional Municipality of Waterloo; and
 - (f) receive reports from the Regional Fire Coordinator concerning his or her role as Chair of the Regional Emergency Services Coordinating Unit (RESCU).
13. (1) The Business Continuity and Emergency Management Program Committee (BCEMPC) is hereby established and shall be comprised of following positions or any successor positions thereto:
- Manager, Emergency Management (Chair)
 - Coordinator, Emergency Management (Secretary)
 - Coordinator, Emergency Social Services
 - Region of Waterloo Community Emergency Management Coordinator(s)
 - Commissioner, Human Resources and Citizen Service
 - Director, Corporate Communications
 - Commissioner, Public Health and Emergency Services/Medical Officer of Health
 - Associate Medical Officer of Health
 - Chief, Paramedic Services
 - Commissioner, Community Services
 - Commissioner, Transportation & Environmental Services
 - Director, Water Services
 - Commissioner, Corporate Services
 - Director, Facilities and Fleet Management
 - Director, Information Technology Services
 - Supervisor, Geographic Information Systems
 - Commissioner, Planning, Development and Legislative Services
- (2) Additional personnel, other officials, experts or representatives may be called upon or added to the Business Continuity and Emergency Management Program Committee if required by the Manager, Emergency Management.
- (3) Through this By-law Council appoints the Manager, Emergency Management as the Chair of the Business Continuity and Emergency Management Program Committee and shall report to the Regional Chief Administrative Officer on the recommendations and activities of the Emergency Management Program Committee.
- (4) The Coordinator, Emergency Management is the Secretary to the Business Continuity and Emergency Management Program Committee.
- (5) The Committee shall meet at least two (2) times per year.
- (6) The role of the Business Continuity and Emergency Management Program Committee is to conduct activities as prescribed in the Regional Emergency Management Program and the Terms of Reference of the Committee. Members of this Committee shall be responsible for carrying out those duties and responsibilities of the Regional Business Continuity and Emergency Management Programs as may be applicable to their respective departmental and agency functions.
- (7) Through the Chair, the committee shall advise Council
- i. on the development and implementation of the municipality's emergency management program, and

- ii. shall make recommendations, following an annual review of the Region's emergency management program, for its revision if necessary.
- 14. This By-law hereby designates all Regional employees as emergency workers in the event of a Regional Emergency and therefore all Regional employees may be called out and assigned responsibilities to assist in the implementation of the Regional Emergency Response Plan.
- 15. If any provision of this By-law is declared invalid for any reason by a court of competent jurisdiction, only that invalid portion of the By-law shall be severed and the remainder of the By-law shall still continue in force.
- 16. (1) This By-law shall come into force and effect on the final passage hereof.
(2) By-law 04-026, as amended, of The Regional Municipality of Waterloo shall be repealed effective on the coming into force of this By-law.

By-law read a first, second and third time and finally passed in the Council Chamber at the Regional Municipality of Waterloo this 1st day of February, 2017.



Regional Clerk



Regional Chair