

BY-LAW NUMBER 2024-XX  
OF THE  
CORPORATION OF THE CITY OF KITCHENER

(Being a by-law to establish the City of Kitchener's  
Emergency Management Program)

WHEREAS the Emergency Management and Civil Protection Act, R.S.O., 1990, Chapter E.9, as amended, requires municipalities to develop and implement an emergency management program;

NOW THEREFORE the Council of the Corporation of the City of Kitchener enacts as follows:

1. THAT an Emergency Management Program be developed and implemented in accordance with the standards published by Emergency Management Ontario.
2. THAT the Emergency Response Plan (ERP) attached hereto as Schedule "A" of this By-law is hereby adopted.
3. THAT the Coordinator, Community Emergency Management is hereby appointed as the Community Emergency Management Coordinator (CEMC) for the Corporation of the City of Kitchener.
4. THAT the CEMC and Alternate CEMC co-chair the Community Emergency Management Program Committee (CEMPC).
5. THAT the CEMPC Terms of Reference attached hereto as Schedule "B" of this By-law is hereby adopted.
6. THAT the positions outlined in the CEMPC Terms of Reference in Schedule "B" are hereby appointed as the CEMPC members.
7. THAT the CEMPC will cause the emergency management program to be reviewed annually, ensure training to employees on their functions and to recommend changes to the program as considered appropriate.
8. THAT the Chief Administrative Officer (CAO), General Manager/Deputy Chief Administrative Officer (DCAO) of Community Services, General Manager of Infrastructure Services, Chief Financial Officer and General Manager Corporate Services and General Manager, Development Services are hereby appointed as EOC Commanders which form the Municipal Emergency Control Group otherwise known as the Emergency Operations Centre Management Team (EOCMT).

- 9. THAT the Head of Council or designated alternate shall be empowered to declare an emergency.
- 10. THAT certain appointed officials or their designated alternates, as provided in the ERP are empowered to cause an emergency notification to be issued to members of the Municipal Emergency Control Group and to respond to an emergency in accordance with the ERP where an emergency exists but has not yet been declared to exist.
- 11. THAT the Director of Corporate Communications (or designate) is hereby appointed as the Emergency Information Officer for the Corporation of the City of Kitchener.
- 12. THAT any reference in the ERP to Supporting Documents including, but not limited to, Plans, protocols, guidelines, standard operating procedures, processes, and ERP Supporting Documents identified in Section 8 of the ERP, is solely for the assistance of the users of the ERP and they do not form part of the ERP. Any revisions to said Supporting Documents do not require an amending by-law.
- 13. THAT By-law 2017-138 is hereby repealed.
- 14. THAT this By-Law shall come into full force and effect on the date of passing thereof.

PASSED at the Council Chambers in the City of Kitchener this \_\_\_\_ day of \_\_\_\_\_, 2024.

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Mayor

\_\_\_\_\_  
Clerk