

## BY-LAW 2024-XXX

A by-law of the City of Ottawa respecting the emergency management program for the City of Ottawa and to repeal By-law No. 2018-98.

WHEREAS subsection (1) of Section 2.1 of the *Emergency Management Act and Civil Protection Act*, R.S.O. 1990, Chapter E.9, as amended (hereinafter referred to as the “act”), requires every municipality to develop and implement an emergency management program;

AND WHEREAS subsection (2) of Section 2.1 of the act stipulates the content of each municipality’s emergency management program;

AND WHEREAS Section 14 of the act requires an emergency management program to conform to the regulatory standards that may be made by the Solicitor General;

Therefore, the Council of the City of Ottawa enacts as follows:

1. In this by-law:

- (a) “Act” means the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9, as amended, and any regulation passed under it;
- (b) “control group” means the municipal emergency control group that is required under the act to direct the municipality’s response in an emergency and consists of the members listed in Schedule “A” to this By-law.
- (c) “emergency” means a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise;
- (d) “emergency management program” or “EMP” means the emergency management program that shall include:
  - i. a municipal emergency plan;
  - ii. 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;

- iii. public education on risks to public safety and on public preparedness for emergencies; and
  - iv. any other element required by the standards for emergency management programs set under the Act.
- (e) “steering committee” means the emergency management program committee that is required under the act that consists of the members listed in Schedule “A” to this By-law.
- (f) “municipal emergency plan” means the emergency plan of the City of Ottawa that governs the provision of necessary services during an emergency and the procedures under and the manner in which employees of the City of Ottawa and other persons will respond to the emergency;
2. The steering committee shall develop and implement an emergency management program for the City of Ottawa that complies with the requirements of the Act.
3. The steering committee shall review, and if necessary, revise the emergency management plan every year.
4. The steering committee shall conduct an annual review of the emergency management program and shall make recommendations to City Council for its revision if necessary.
5. The steering committee shall advise City Council annually on the development and implementation of the emergency management program including any revisions to the emergency management program and emergency management plan.
6. (a) The municipal emergency plan, as may be amended in accordance with this by-law, shall be stored in a repository in accordance with City records management policies and procedures and shall be available at the Office of Emergency Management for inspection.  
  
(b) In the event of any dispute with respect to the contents of the municipal emergency plan, the information contained in the plan held in the repository shall be deemed to be correct.
7. The responsibilities of the steering committee shall be as described in the emergency management program Terms of Reference, which are reviewed and approved annually by the steering committee.

8. The responsibilities of the control group shall be as described in the Act, this by-law and the City of Ottawa emergency management plan.
9. The City of Ottawa's City Manager, or their authorized designate, is appointed the Chair of the steering committee and control group.
10. The City of Ottawa's Director, Public Safety Service, or their authorized designate, is designated the Emergency Management Program Coordinator and shall have the following responsibilities:
  - (a) co-ordination of the development and implementation of the City's emergency management program;
  - (b) co-ordination of the municipality's emergency management program so far as possible with the emergency management programs of other municipalities, of ministries of the Ontario government and of organizations outside government that are involved in emergency management; and
  - (c) report to the steering committee on the work under subsection (b) above.
11. The City of Ottawa's Chief Communications Officer, or their authorized designate, is designated the Emergency Information Officer in a situation as described in the municipal emergency plan.
12. (a) The City of Ottawa's Director, Public Safety Service, or their authorized designate, is authorized to make minor administrative changes to the emergency management program and emergency management plan to reflect organizational changes within the City's administration, including minor technical changes and updates to functional responsibilities.  
  
(b) If required, the City of Ottawa's City Clerk, or their authorized designate, is authorized to place a by-law implementing minor technical and administrative changes directly on the Agenda of Council.
13. Individuals who are not City of Ottawa employees or local board employees may participate in emergency management training courses upon payment of fees, such fees approved by City Council during the annual budget process.
14. This by-law includes Schedule "A" annexed hereto is hereby declared to form part of this by-law.

15. By-law 2018-98, entitled “A by-law of the City of Ottawa to adopt an emergency management program for the City of Ottawa”, is repealed.
16. This by-law may be referred to as the “Emergency Management Program By-law”.

## **Schedule “A”**

### **Membership of the Emergency Management Program Steering Committee and Emergency Operations Centre Control Group**

The Emergency Management Program Steering Committee and the Emergency Operations Centre Control Group (EOCCG) is comprised of the following members:

- City Manager, City Manager's Office (Chair)
- Director, City Manager's Office
- City Clerk, Office of City Clerk
- City Solicitor, City Manager's Office
- Chief Communications Officer, City Manager's Office
- Chief Information Officer, Finance and Corporate Services
- General Manager, Community and Social Services
- General Manager, Emergency and Protective Services
- General Manager, Finance and Corporate Services
- General Manager, Infrastructure and Water Services
- General Manager, Planning, Development and Building Services
- General manager, Public Works
- General Manager, Recreation, Cultural and Facility Services
- General Manager, Strategic Initiatives
- General Manager, Transit Services
- Chief, Ottawa Fire Services
- Chief, Ottawa Paramedic Service
- Chief, Ottawa Police Service
- Medical Officer of Health, Ottawa Public Health
- Chief Executive Officer, Ottawa Public Library
- Director, Public Safety Service (Alternate Chair of Steering Committee) (EOCCG Commander)

EFFECTIVE DATE

This by-law shall come into force and effect on November 16, 2024.

ENACTED AND PASSED this 16th day of November 2024.

CITY CLERK

MAYOR