

**Region of Waterloo**  
**Human Resources and Citizen Services**  
**Labour Relations and Emergency Management**

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**To:** Administration and Finance Committee  
**Meeting Date:** August 15, 2023  
**Report Title:** Emergency Management By-Law Adoption and Approval

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**1. Recommendation**

That the Regional Municipality of Waterloo approve the updated Emergency Management By-Law attached as Appendix A to report HRC-LRE-23-005, dated August 15, 2023.

**2. Purpose / Issue:**

That Council approve the updates to the Region of Waterloo Emergency Management By-Law.

**3. Strategic Plan:**

This report relates to strategic objective 3.2 (improve resilience to climate change and/or severe weather) in the Environment and Climate Action strategic focus area as well as the Responsive and Engaging Public Service focus area in the 2019-2023 Strategic Plan.

**4. Report Highlights:**

- The amendments to the Emergency Management by-law includes a section addressing the Alternate Chief Administrative Officer (CAO) where there is no ability to appoint an alternate. This additional language is being recommended by staff and legal services to ensure no delays in operational emergency response.
- Other amendments to the by-law are administrative in nature.
- Schedule A to the by-law (Emergency Response Plan) includes amendments that clarify roles and responsibilities.

**5. Background:**

The Region's community emergency management program is governed by three pieces of legislation - the Provincial Emergency Management and Civil Protection Act (EMCPA), the Standards Regulation under that Act and the Region of Waterloo

Emergency Management By-law. Compliance with this legislation forms the foundation of the emergency management program, upon which all other aspects of the program are built.

The Regional Emergency Response Plan, as required by the EMPCA, requires annual review by Emergency Management staff.

## **6. Area Municipality Communication and Public/Stakeholder Engagement:**

### **Area Municipality Communication:**

The Regional Emergency Management Office has engaged in multiple collaborative discussions with the Community Emergency Management Coordinators (CEMCs) from Cambridge, Kitchener, Waterloo, Wilmot, Wellesley, Woolwich and North Dumfries in the update of the Regional and local emergency response plans. A final document review and approval was completed in January of 2023. All local municipal emergency response plans must conform to the Region's plan as legislated under the Emergency Management and Civil Protection Act and CEMCs in Waterloo Region have ensured that all plans are consistent and effective in supporting operational response and community resiliency during emergencies.

### **Public/Stakeholder Engagement:**

The Emergency Management Office works closely with representatives from all Regional departments as well as Waterloo Regional Police Service, Hydro Coordinator, Fire Coordinator and Community Emergency Management Coordinators from Cambridge, Kitchener, Waterloo, Wilmot, Wellesley, Woolwich and North Dumfries in the development of response plans, the implementation of Alert Waterloo Region and business continuity initiatives.

## **7. Financial Implications:**

Planning and other supports for the Emergency Management Office are covered under the Human Resources and Citizen Service department's existing base budgets.

## **8. Conclusion / Next Steps:**

That Council approve the changes to the Emergency Management by-law.

## **9. Attachments:**

Appendix A: Summary of Amendments to the By-Law and Schedule A

Appendix B: By-Law 23-XXX Emergency Management Program for the Regional Municipality of Waterloo

Appendix C: Schedule A to the Emergency Management By-Law (Emergency

Response Plan)

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