Township of North Kawartha
280 Burleigh Street, PO Box 550, Apsley, ON K0L 1A0
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www.northkawartha.ca

Report to Council

To: Mayor and Members of Council

From: Jason Post, Deputy Chief Administrative Officer/CEMC

Date: September 22, 2026

Subject: Update to Emergency Management Program Committee Composition and By-law

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Recommendation:

That Council approve the following composition of the Township of North Kawartha Emergency Management Program Committee (EMPC), as recommended by the Committee:

- Mayor
- Deputy Mayor
- Chief Administrative Officer
- Community Emergency Management Coordinator (CEMC)
- Alternate CEMC(s)
- Deputy Clerk
- Emergency Information Officer
- Fire Chief
- Public Works Manager

And further that Council adopt the attached by-law establishing the Committee's composition and Terms of Reference and repeal By-law 2022-0107.

Background:

The Township's current Emergency Management Program Committee composition is established through By-law 2022-0107. The current by-law appoints the Mayor and Deputy Mayor as Council representatives and identifies municipal staff positions responsible for emergency management functions as committee members.

The Emergency Management and Civil Protection Act requires every municipality to maintain an Emergency Management Program Committee consisting of the Community Emergency Management Coordinator (CEMC), a senior municipal official appointed by

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Council, Council representatives appointed by Council, and municipal employees responsible for emergency management functions.

As part of the Township's ongoing emergency management program review, the Committee has considered the proposed updates to its composition and Terms of Reference to reflect the Township's current organizational structure and emergency management responsibilities. The Committee recommends that Council approve the proposed composition and adopt the attached by-law.

Analysis:

The Committee's recommendation is now before Council for approval. The attached by-law appoints the Mayor and Deputy Mayor as Council representatives and confirms the municipal officials and employees who will serve as Committee members. The Terms of Reference provide that Council representatives serve for a term coinciding with the term of Council, unless otherwise determined by Council, while municipal officials and employees serve by virtue of their identified positions.

The recommended composition retains the Mayor and Deputy Mayor to provide direct Council representation and identifies staff positions to support continuity in emergency planning and operations. It includes the Emergency Information Officer, reflecting the connection between the Committee and the Municipal Control Group structure used during an emergency. The attached Terms of Reference also provide for Council to appoint the Committee Chair and for the Deputy Clerk to serve as Secretary. Adoption of the attached by-law will establish the updated composition and Terms of Reference and repeal By-law 2022-0107.

Financial Implications:

There are no direct financial implications associated with approval of the recommended Emergency Management Program Committee composition or adoption of the attached by-law and Terms of Reference. Any administrative work required to implement the updated by-law can be accommodated within existing staff resources and approved operating budgets.

Strategic and/or Other Plans:

Governance:

Maintain a strong, accountable municipal government:

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1. Maintain policies and processes that enable effective governance.
2. Provide quality community programs and services.
3. Provide effective, clear and transparent Township communication.

Environment:

Protect and enhance the Environment:

2. Protect the human environment.

In Consultation With:

Emergency Management Program Committee (EMPC)

Shannon Hunter, Chief Administrative Officer

Kelly Picken, Clerk

Attachment:

By-Law-2026 to set Terms of Reference for the Emergency Management Program Committee