



Township of North Kawartha

280 Burleigh Street, PO Box 550, Apsley, ON K0L 1A0
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Report to Council

To: Mayor and Council Members
From: Shannon Hunter, Chief Administrative Officer
Date: July 14, 2026
Subject: Community Emergency Management Coordinator

Recommendation:

That Council appoint Jason Post as the Community Emergency Management Coordinator (CEMC) for the Township of North Kawartha effective July 16, 2026.

Background:

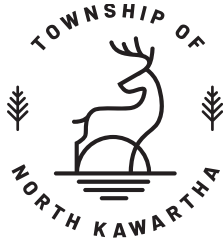
The municipality is required, under the Emergency Management and Civil Protection Act, Reg. 380/04, Standards, S. 10 to designate an employee of the municipality or a member of the council as its emergency management program coordinator (CEMC). The CEMC shall complete the training that is required by the Chief, Emergency Management Ontario. The CEMC shall co-ordinate the development and implementation of the municipality's emergency management program within the municipality and shall co-ordinate the municipality's emergency management program in 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. The CEMC shall report to the municipality's emergency management program committee on his or her work.

Alana Solman is the current CEMC and therefore upon her retirement the Municipality must appoint an individual as the CEMC. Currently we have Fire Chief Lambe and Deputy Fire Chief Lye appointed as alternate CEMC's.

Analysis:

Fire Chief Lambe and Deputy Fire Chief Lye would like to remain appointed as alternate CEMC's, and Deputy Chief Administrative Officer Post has expressed interest in fulfilling the Role as CEMC however must complete the required training.

It has been confirmed with a Field Officer /Regional Field Services/Emergency Operations Division for Emergency Management Ontario/Ministry of Emergency



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Preparedness and Response that a CEMC can be formally appointed prior to completing the required training. The appointment must be made by Council.

Once officially appointed, the CEMC must complete the required training within one year. The mandatory courses are:

- **Basic Emergency Management (BEM)**
- **CEMC Course**
- **IMS 100**
- **IMS 200**

Equivalencies are recognized for Incident Command System (ICS Canada) courses.

Once a CEMC has been appointed, the Ministry of Emergency Preparedness and Response (MEPR) must be notified so that the individual can be added to the contact lists for the Provincial Emergency Operations Centre (PEOC) and the Regional Field Services team.

Financial Implications:

There is no cost for course enrollment however costs would be incurred for travel and accommodations. It is recommended that training occur in the 2027 Budget year.

Strategic and/or Other Plans:

3. Governance – Maintain a strong, accountable municipal government

3.2 Maintain policies and processes that enable effective governance

Consultant(s) Sourced:

N/A

Attachment:

None

Author's Signature:

Shannon Hunter C.A.O.