

Staff Report

Report To: City Council
Report From: Heidi Jennen, Engineering Services Administrator
Meeting Date: November 29, 2021
Report Code: OP-21-037
Subject: Amendment to Emergency Management Program &
Response Plan By-Law No. 2021-050,

Recommendations:

THAT in consideration of Staff Report OP-21-037 respecting Amendment to Emergency Management Program & Response Plan By-Law No. 2021-050, City Council directs staff to bring forward a by-law to amend By-Law No. 2021-050 to update the position of the Emergency Information Officer from the Manager of Community Development & Marketing to the Senior Manager, Strategic Initiatives and Operational Effectiveness.

Highlights:

- Because of the COVID-19 pandemic emergency in 2020, the annual emergency exercise compliance requirement under the Emergency Management and Civil Protection Act was exempted.
- During the COVID-19 pandemic emergency, the Municipal Emergency Control group met 72 times in 2020 and has met 38 times in 2021.

Strategic Plan Alignment:

[Strategic Plan](#) Priority: This report supports the delivery of Core Service

Background:

On May 3, 2021, City Council approved By-law 2021-050 - Emergency Management Program & Response Plan.

Under the Emergency Management and Civil Protection Act, every municipality is required to have a Municipal Emergency Control Group (MECG). The MECG is responsible for directing the municipal response during an emergency, including the implementation of the Municipal Emergency Plan. Members of the MECG must be appointed by Council and participate in annual training and an annual emergency exercise.

In Owen Sound, Members of the Municipal Emergency Control Group currently includes:

- Head of Council – Mayor
- Emergency Operations Centre Director – City Manager
- Emergency Information Officer (EIO)– Manager of Community Development & Marketing
- Liaison Officer (CEMC) – Engineering Services Administrator
- Recording Clerk – Clerk
- Safety Officer – Manager of Human Resources
- Operations Section Chief –Director Public Works & Engineering
- Planning Section Chief – Director of Community Services
- Logistics Section Chief – Senior Manager, Corporate and Facility Services
- Finance and Administration Section Chief – Director of Corporate Services
- Police Chief
- Fire Chief

Analysis:

As outlined in By-Law 2021-050, the CEMC is authorized to make administrative changes to the Plan as appropriate to keep the plan current, such as personnel, organizational and contact information updates.

Since the authorization of this by-law, the following changes have been made:

Addition to the MECG:

- Safety Officer – Human Resources Manager

Changes to MCEG roles:

- Senior Manager, Corporate and Facility Services has replaced the Director of Corporate Services as the Logistics Section Chief
- The Director of Corporate Services has replaced the Deputy Treasurer/Manager of Accounting as the Finance and Administration Section Chief

O Reg 380/04, Para 14 states:

Emergency Information Officer (EIO)

14. (1) Every municipality shall designate an employee of the municipality as its emergency information officer.

(2) The emergency information officer shall act as the primary media and public contact for the municipality in an emergency.

Due to a shift in workload responsibilities, effective November 29, 2021, the Senior Manager, Strategic Initiatives and Operational Effectiveness will replace the Manager of Community Development & Marketing as the EIO and the Communications Advisor will act as the EIO alternate.

Financial Implications:

There are no financial implications.

Communication Strategy:

This report to Council, on-going communication with various City departments as well as the MCEG will be the basis of the communication strategy. The Emergency Plan is accessible through the City's website.

Consultation:

Senior Manager, Strategic Initiatives and Operational Effectiveness & the Manager of Legislative Services.

Attachments:

None.

Recommended by:

Heidi Jennen, CEMC

Reviewed by:

Dennis Kefalas, Director of Public Works and Engineering

Submission approved by:

Tim Simmonds, City Manager

For more information on this report, please contact Heidi Jennen, CEMC/Engineering Services Administrator at hjennen@owensound.ca or 519-376-1440 Ext 3302.