

Staff Report

Report To: City Council
Report From: Heidi Jennen, CEMC
Meeting Date: June 26, 2023
Report Code: OP-23-030
Subject: Amendment to the Emergency Management and Response By-law and Changes to the Emergency Plan

Recommendations:

THAT in consideration of Staff Report OP-23-030 respecting Amendment to the Emergency Management and Response By-law and Changes to the Emergency Plan, City Council:

1. Directs staff to bring forward a by-law to approve the Emergency Management Program and Emergency Response Plan as outlined in the report; and
2. Approves the changes to the Emergency Plan as identified in the report.

Highlights:

- The Emergency Plan has been updated to designate the role of Operations Section Chief as a revolving position between the Police Chief, Fire Chief, and the Director of Public Works and Engineering. This change allows for flexibility in selecting the appropriate Incident Commander(s) on-site, depending on the specific requirements of the emergency.
- A new section has been added to the Emergency Plan outlining the roles and responsibilities of the Director of Public Works and Engineering. This addition ensures clarity and coordination within the

emergency response framework, as it specifies the duties of this key role during emergencies.

- Based on recommendations from Provincial Field officers, the term "EOC Command Chief" will be changed to "EOC Director" to avoid confusion with the on-site Incident Commander.
- The Community Emergency Management Coordinator (CEMC) and Emergency Information Officer (EIO) will be identified by the names of the individuals holding these positions.

Strategic Plan Alignment:

This report supports the delivery of Core Service.

Climate and Environmental Implications:

This supports the objectives of the City's Corporate Climate Change Adaptation Plan by creating conditions to minimize health and safety risks.

Previous Report/Authority:

[OP-21-018](#) – City of Owen Sound Emergency Management Update

Background:

The Office of the Ontario Fire Marshal and Emergency Management requires through the Emergency Management and Civil Protection Act that municipalities across the Province complete several requirements to ensure they are ready for an emergency in their community.

Community Emergency Management Coordinator (CEMC)

O. Reg. 380/04, s. 10 (1) of the Emergency Management and Civil Protection Act states that every municipality shall designate an employee of the municipality or a member of Council as its emergency management program coordinator.

The primary CEMC is responsible for the emergency management program for the City, including maintenance of the Emergency Plan, training, exercises, public education and other such duties and responsibilities as outlined in the Act and Regulations.

Heidi Jennen has been appointed as the Community Emergency Management Coordinator.

Emergency Information Officer (EIO)

O. Reg. 380/04, Para 14 of the Emergency Management and Civil Protection Act states that every municipality shall designate an employee of the municipality or a member of council as its EIO, who acts as the primary media and public contact for the municipality in an emergency.

The Communications Advisor, Carly McArthur, is appointed the Municipality's Emergency Information Officer to act as the municipality's primary media and public contact in an emergency.

Municipal Emergency Control Group (MECG)

O. Reg. 380/04, Para 12 of the Emergency Management and Civil Protection Act states **that** every municipality shall have a Municipal Emergency Control Group. The group shall direct the municipality's response in an emergency, including **implementing** the municipality's emergency response plan.

The emergency control group shall be composed of such officials or employees of the municipality as may be appointed by the council.

The City of Owen Sound's Municipal Emergency Control Group consists of the following members:

- Head of Council – Mayor
- Emergency Operations Centre Director – City Manager
- Emergency Information Officer (EIO) – Carly McArthur
- Liaison Officer (CEMC) – Heidi Jennen
- Alternate Liaison Officer (CEMC) – Greg Nicol
- Recording Clerk – Clerk
- Operations Section Chief – A revolving position between the Police Chief, Fire Chief, and Director of Public Works and Engineering
- Planning Section Chief – Director of Community Services
- Logistics Section Chief – Manager of Corporate Services
- Finance and Administration Section Chief – Director of Corporate Services
- Director of Public Works and Engineering
- Police Chief
- Fire Chief

Analysis:

Operations Section Chief Assignment

Based on discussions held during the 2022 Emergency exercise and the 2022 Emergency Management Annual Review meeting, the Municipal Emergency Control Group (MECG) approved a recommendation to update the position of the Operations Section Chief. Previously held by the Director of Public Works and Engineering, the role has now been designated as a revolving position between the Police Chief, the Fire Chief, and the Director of Public Works and Engineering.

The modification allows flexibility in assigning the Operations Section Chief role depending on the specific requirements of the incident. By rotating the position between key individuals such as the Police Chief, the Fire Chief, and the Director of Public Works and Engineering, the Emergency Plan can adapt to different scenarios and ensure the presence of the appropriate Incident Commander(s) on-site during emergencies and in the Emergency Operations Centre (EOC).

To support the change in the Operations Section, a new section has been added to the Emergency Plan outlining the roles and responsibilities assigned to the Director of Public Works and Engineering.

Recommended Terminology Adjustments:

Change the term "EOC Command Chief" to "EOC Director" to avoid confusion with the on-site Incident Commander.

Our Provincial Field Officers made this recommendation.

Identification of CEMC and EIO by Name:

To further personalize and enhance clarity within the Emergency Plan, the Community Emergency Management Coordinator (CEMC) and Emergency Information Officer (EIO) will be identified by the names of the individuals holding these positions rather than referring to them by their roles alone.

By using the names of the specific individuals fulfilling these crucial roles, the Emergency Plan ensures a clear understanding of who is responsible for coordinating emergency management activities (CEMC) and disseminating critical information (EIO). This change aligns with the recommendations provided by Provincial Field officers.

The Provincial Field Officers have reviewed the Draft Emergency Plan and support these changes.

Financial Implications:

None.

Communication Strategy:

The final copy of the Emergency Plan and the Emergency Program By-Law can be found on the [Emergency Planning webpage](#).

Consultation:

Emergency Control Group (MECG) members, Bruce Grey Sector Field Officers Brendan Macmullen and Bobby De Hetre.

Attachments:

1. 2022 Emergency Management Compliance confirmation letter
2. Draft Emergency Preparedness Plan

Recommended by:

Heidi Jennen, CEMC

Submission approved by:

Tim Simmonds, City Manager

For more information on this report, please contact Heidi Jennen, CEMC, at hjennen@owensound.ca or 519-376-4440 ext. 3223.