



Subject: Designate Alternate Community Emergency Management Coordinator (CEMC)

To: Council

From: Development and Legislative Services Department

Report Number: 2022-62

Meeting Date: March 22, 2022

Recommendation:

That the Development and Legislative Services Department Report 2022-62 be received;

That the City's Emergency Management Program be updated to include the Manager of Road and Park Operations as an alternate Community Emergency Management Coordinator (CEMC); and

That a by-law be brought forward for Council approval.

Purpose:

The purpose of this report is to add an additional alternate Community Emergency Management Coordinator (CEMC) to the City's Emergency Management Program.

Background:

The *Emergency Management and Civil Protection Act* requires that every municipality designate an Emergency Management Program Coordinator referred to as a Community Emergency Management Coordinator (CEMC).

Prior to March 2020 the City of Port Colborne operated with one designated CEMC and an alternate CEMC to cover during vacations. The COVID-19 pandemic showed staff the importance of adding a second alternate to cover long periods of emergency operations and staff absences. Currently the Director of Development and Legislative Services/City Clerk is the CEMC for the City and the Fire Chief is the Alternate CEMC.

Discussion:

Staff see the importance of adding a second alternate CEMC so that the City can be confident that there will always be a trained individual available to administer the Emergency Management Program. Staff recommend that the Manager of Road and Park Operations be added as a second alternate due to the type of emergencies the City regularly experiences. In the last three years the City has experienced four significant weather events which led to an active response from the CEMC and, in one instance, an activation of the Emergency Operation Centre (EOC). Having three trained individuals in different parts of the organization will ensure a coordinated response when needed.

A number of training courses are offered through the Provincial Office of the Fire Marshal and Emergency Management to develop the skills of the CEMC. As the Emergency Management Program currently has a small annual budget for training and resources no request for finances will be necessary.

Financial Implications:

There are no financial implications.

Strategic Plan Alignment:

The initiative contained within this report supports the following pillar(s) of the strategic plan:

- Governance: Communications, Engagement, and Decision-Making
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Conclusion:

Staff recommend a second alternate Community Emergency Management Coordinator (CEMC) be designated in order to ensure a trained individual will always be available to assist during an emergency.

Respectfully submitted,

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Report Approval:

All reports reviewed and approved by the Department Director and also the City Treasurer when relevant. Final review and approval by the Chief Administrative Officer.