



# Staff Report to Council - for Direction

**Title:** Emergency Management Program Committee and Emergency Control Group

**From:** Steve Schaus, Director/Chief, Paramedic Services

**Date:** December 14, 2023

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## Staff Recommendation:

That the appointments, as presented in the Emergency Management Program Committee and Emergency Control Group report dated December 14, 2023, be approved by County Council in order to establish the updated Emergency Management Program Committee structure and the County Emergency Control Group.

## Report Summary:

1. In order to maintain consistency with routine County operations, the following staff are being recommended to make up the Emergency Management Program Committee for the County of Bruce:

- Warden
- CAO
- County Emergency Management Coordinator (CEMC)
- Commissioner of Community Development
- Director of Corporate Services
- Director of Human Resources
- Director of Human Services
- Director of Information Technology Services
- Director of Library Services
- Director of Long-Term Care and Seniors Services
- Director of Museum and Cultural Services
- Director/Chief of Paramedic Services
- Director of Planning and Development
- Director of Transportation and Environmental Services

As this group is the Senior Management Team for the County with the addition of the Warden and CEMC, it is also recommended that the CAO be the chair of this committee to be consistent with normal County practice.

2. The County Emergency Control Group, in following with the Incident Management System structure as suggested by the Province, shall consist of the following staff:

EOC Director - CAO  
Liaison Officer - Deputy Chief Paramedic Services (CEMC)  
Scribe - Administrative Assistant (Libraries)  
Emergency Information Officer (EIO) - Corporate Communications Specialist (Office of the CAO)  
Safety Officer (Risk Management) - Insurance and Risk Specialist (Corporate Services)  
Operations Section Chief - Business Integration Manager (T&ES)  
Road and Debris Management (Operations Section) - Operations Manager (T&ES)  
Planning Section Chief - Senior Planner (Planning & Development)  
Logistics Section Chief - Purchasing Manager (Corporate Services)  
IT Services - Information Security Analyst (Information Technology Services)  
Finance & Administration Chief - Total Compensation and Systems Manager (Corporate Services)

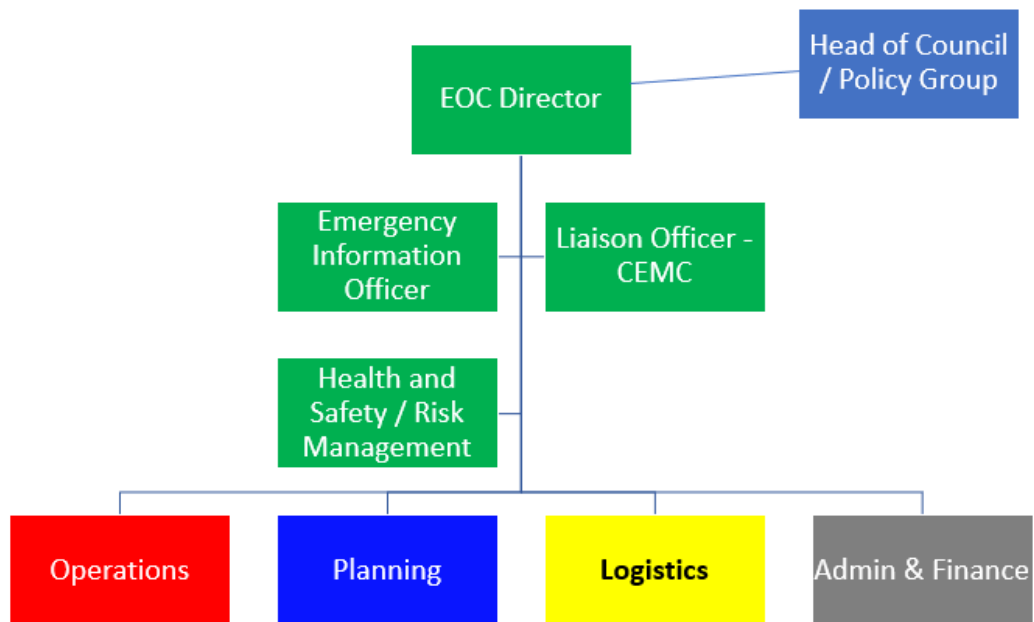
Appropriate alternate staff (whenever possible) will be available for all positions as required during an emergency situation.

### **Background:**

Under the Emergency Management and Civil Protection Act and Ontario Regulation 380/04 s.11(1), members of a Municipality's Emergency Management Program Committee need to be appointed by Council. This committee is to advise the Council on the development and implementation of the emergency management program as well as conduct annual reviews of the program. Recommendations from these reviews will be brought to council as necessary.

The above Regulation also requires the County Emergency Control Group to be appointed by Council. Emergency Management Ontario recommends that municipalities follow the Incident Management System when dealing with an emergency situation and as such, the staffing positions above reflect this practice. In graphic format, the IMS structure below was used for this process.

Under this system, the Emergency Management Program Committee becomes the Policy Group to ensure that Senior staff are involved while still being able to ensure County functions continue during the emergency.



**Financial/Staffing/Legal/IT Considerations:**

Staffing consideration as above.

**Interdepartmental Consultation:**

CAO and all County Directors were consulted

**Link to Strategic Goals and Objectives:**

**Report Author:**

Raymond Lux - Deputy Chief Paramedic Services / CEMC

**Departmental Approval:**

Steve Schaus - Director / Chief Paramedic Services

**Approved for Submission:**

Derrick Thomson, Chief Administrative Officer