

## Report to Community and Protective Services Committee

**To:** Chair and Members  
Community and Protective Services Committee

**From:** Jacqueline Davison, Deputy City Manager,  
Enterprise Supports

**Subject:** Designation of Community Emergency Management  
Coordinator

**Date:** July 26, 2022

## Recommendation

That, on the recommendation of the Deputy City Manager, Jaqueline Davison, the following action **BE TAKEN**:

The attached proposed by-law (Appendix "A") **BE INTRODUCED** at the Municipal Council meeting to be held on August 2, 2022, to designate the Director, Emergency Management and Security Services as the Emergency Management Program Coordinator for The Corporation of the City of London.

## Executive Summary

Under the *Emergency Management and Civil Protection Act* (EMCPA) every municipality in the province of Ontario is required to designate a Community Emergency Management Coordinator (CEMC). The CEMC is responsible for the co-ordination of the municipal emergency management program in compliance with the EMCPA.

## Analysis

### 1.0 Background Information

#### 1.1 Previous Reports Related to this Matter

#### 1.2 Legislative Context

As per Ontario Regulation 380/04, s.10(1), Every municipality shall designate an employee of the municipality or a member of the council as its emergency management program coordinator, also known as the Community Emergency Management Coordinator.

### 2.0 Discussion and Considerations

#### 2.1 Purpose

The Community Emergency Management Coordinator serves as Emergency Management Ontario's (EMO) primary contact in a municipality. The role is currently vacant due to the retirement of David O'Brien.

The CEMC shall coordinate the development and implementation of the municipality's emergency management program within the municipality and shall coordinate 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. O. Reg380/04, s. 10(3)

In addition to coordinating a municipality's emergency management program, CEMCs will be expected to build professional relationships with local agencies and organizations, whether they are public sector, private sector, or non-governmental organizations.

The emergency management program coordinator shall report to the municipality's emergency management program committee on his or her work under subsection O. Reg. 380/04, s. 10(4).

During an emergency, the CEMC serves as an effective source and/or conduit for the dissemination of emergency information, and is therefore Emergency Management Ontario's primary contact.

During activations of the City of London's Emergency Operations Centre, (EOC), The CEMC provides assistance to the EOC Director and provides advice and support to the site(s) Incident Commander(s) and initial responders including liaison with appropriate agencies, service areas and departments.

In emergency situations, when the CEMC is the senior program member, the CEMC will assume the role of EOC Director.

## **2.2 Role of the Director, Emergency Management and Security Services**

The Director, Emergency Management and Security Services provides leadership and coordination of the development and implementation of the City's emergency management program. This includes coordinating the development and implementation of the City's emergency management program, Chair of the Emergency Management Program Committee, and report to the committee on his work. The Director also acts as the Exercise Director for the annual Emergency Operations Centre exercise.

Furthermore, the Director is the primary contact with Emergency Management Ontario in regard to day-to-day information requests as well as during emergency situations, and builds professional relationships with local agencies, organizations including first response agencies and non government organizations. In emergency situations, the Director provides assistance to the EOC Director and provides advice to the site(s) Incident Commander(s).

The Director also develops plans and procedures to ensure that the community and Corporation are prepared for large scale disasters.

Thus, the Director of Emergency Management and Security Services performs the role of the CEMC under the Act.

## **2.2 Designation Process**

As noted above, the Deputy City Manager recommends that the Municipal Council proceed with the designation of the Director, Emergency Management and Security Services to fill the Community Emergency Management Coordinator vacancy. The role of Director, Emergency Management and Security Services is currently filled by Paul Ladouceur.

## **Conclusion**

The Deputy City Manager, Enterprise Supports recommends that the Municipal Council designate the Director, Emergency Management and Security Services, as the Community Emergency Management Coordinator for the City of London.

**Prepared by:** Andre-Luc Beauregard, Manager, Emergency Management

**Submitted by:** Paul Ladouceur, Director, Emergency Management and Security Services

**Recommended by:**

**Jacqueline Davison, Deputy City Manager,  
Enterprise Supports**

## APPENDIX A

Bill No.  
2022

By-law No. A.-

A by-law to designate an Emergency Management Program Coordinator pursuant to section 10 of Ontario Regulation 380/04 of the *Emergency Management and Civil Protection Act*.

WHEREAS section 5(3) of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, provides that a municipal power shall be exercised by by-law;

AND WHEREAS subsection 10(1) of O. Reg. 380/04 under the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9 (the "Act") requires every municipality to designate an employee of the municipality or a member of the council as its Emergency Management Program Coordinator;

NOW THEREFORE the Municipal Council of The Corporation of the City of London enacts as follows:

1. Pursuant to subsection 10(1) of the Act, the Council of the Corporation of the City of London hereby designates the Director, Emergency Management and Security Services as the Emergency Management Program Coordinator for The Corporation of the City of London.
2. This by-law comes into force and effect on the day it is passed.

PASSED in Open Council on [insert date]

Ed Holder  
Mayor

Michael Schulthess  
City Clerk

First Reading – insert date  
Second Reading – insert date  
Third Reading – insert date