

JOB DESCRIPTION

Emergency Planning Manager

Department	Fire Department	Reports To	Deputy Fire Chief
Directly Supervises	N/A		
Indirectly Supervises	ESS Volunteers		
Union	N/A		

POSITION SUMMARY:

Reporting to the Deputy Fire Chief, the Emergency Planning Manager is responsible for the strategic leadership, administration, regulatory compliance, development, implementation, and continuous improvement of the City's Emergency Management and Business Continuity Programs. Working independently, the position serves as the City's designated subject matter expert and professional advisor on emergency management matters and provides strategic, personnel, and confidential advice to senior leadership and Council related to organizational preparedness, emergency response, recovery, business continuity, emergency risk management, and legislative obligations.

KEY DUTIES PERFORMED:

1. Strategic Planning, Compliance, & Corporate Leadership

- a. Develops and implements the City's multi-year emergency management strategy, annual work plans, and program priorities.
- b. Provides advice and recommendations on personnel required to implement annual work plans.
- c. Provides advice and recommendations on training of personnel and staff needed to implement annual work plans.
- d. Monitors organizational compliance with the Emergency and Disaster Management Act (EDMA) and associated regulations and recommends corrective actions where necessary.
- e. Provides professional advice and recommendations to Senior Staff and Council regarding emergency management risks, legislative requirements, operational readiness, and business continuity.
- f. Leads the development of emergency management policies, procedures, standards, and operational guidelines.
- g. Identifies emerging risks, evaluates organizational preparedness, and develops recommendations to improve resilience and response capability.
- h. Coordinates corporate emergency preparedness initiatives involving multiple departments and external agencies.

- i. Develops and monitors performance measures and program outcomes for emergency management initiatives.
- j. Prepares confidential reports, recommendations, briefing notes, and presentations for senior leadership and Council.
- k. Acts as the City's designated emergency management professional responsible for advising on municipal emergency management obligations and organizational readiness requirements.
- l. Develops recommendations regarding emergency management priorities, resource allocation, program investments, and organizational preparedness initiatives.

2. Emergency Management Program Administration

- a. Leads the development, implementation, maintenance, and evaluation of the City's Emergency Management Program.
- b. Ensures municipal compliance with the Emergency and Disaster Management Act (EDMA), associated regulations, and applicable provincial guidance.
- c. Develops, reviews, updates, and maintains emergency management plans, procedures, assessments, continuity plans, recovery plans, resource inventories, and supporting documentation required under legislation and best practices.
- d. Develops annual work plans, staffing requirements, priorities, and program objectives for emergency management activities.
- e. Identifies program gaps, emerging risks, and opportunities for continuous improvement.
- f. Coordinates emergency management initiatives across City departments to support organizational preparedness and resilience.
- g. Coordinates emergency public alerting systems and emergency communications planning.
- h. Participates in regional emergency communications initiatives and planning activities.
- i. Supports coordination of public information and public messaging during emergencies.
- j. Establishes and maintains a comprehensive emergency management program framework including planning, training, exercising, compliance monitoring, and continuous improvement activities.
- k. Leads the Corporate Business Continuity Program and provides guidance to departments regarding business continuity requirements and service restoration priorities.

3. Emergency Preparedness, Training, & Exercises

- a. Plans, develops, coordinates, and evaluates emergency management training and exercise programs.
- b. Facilitates tabletop, functional, and full-scale emergency exercises involving City staff, elected officials, volunteers, external agencies, Indigenous governments, and regional partners.

- c. Coordinates orientation and training of employees related to emergency management responsibilities, EOC functions, and regulatory requirements.
- d. Develops and delivers community preparedness and public education initiatives.
- e. Coordinates post-exercise evaluations and corrective action plans.
- f. Coordinates or supports community risk reduction and resiliency initiatives including FireSmart, public preparedness, mitigation planning, and hazard reduction activities.
- g. Supports integration of hazard mitigation measures into emergency management planning and preparedness initiatives.

4. Emergency Operations & Recovery

- a. Maintains operational readiness of the City's Emergency Operations Centre (EOC).
- b. Participates in EOC activations and may serve in assigned Incident Command System (ICS) and EOC leadership roles.
- c. Provides emergency management expertise and recommendations to senior leadership during emergency events.
- d. Coordinates emergency response and recovery planning activities in cooperation with municipal departments, provincial agencies, Indigenous governments, and partner organizations.
- e. Leads after-action reviews, debriefings, lessons learned processes, and corrective action implementation.
- f. Assists with disaster financial assistance documentation, emergency expenditure tracking, and recovery reporting requirements.
- g. Provides strategic advice to EOC leadership and senior management during emergency activations and may exercise delegated authority, coordinate resource requests, and support operational decision-making within established emergency management frameworks.
- h. May be required to work extended hours, weekends, statutory holidays, and on-call assignments during emergencies and activations.

5. Emergency Support Services (ESS)

- a. Serves as the City's lead for Emergency Support Services (ESS).
- b. Provides leadership and operational direction and oversees Emergency Support Services volunteers during activations, exercises, and deployments.
- c. Develops volunteer recruitment, training, retention, succession planning, and recognition programs.
- d. Establishes operational standards, procedures, and performance expectations for ESS volunteers.
- e. Manages volunteer readiness and deployment capacity to support emergency response requirements.
- f. Coordinates ESS planning, exercises, and operational preparedness.
- g. Activates and manages ESS operations, reception centres, and group lodging facilities as required.
- h. Maintains ESS equipment, supplies, procedures, and operational documentation.

- i. Ensures ESS operations align with provincial standards, training requirements, and best practices.

6. Partnership Development & Stakeholder Relations

- a. Develops and maintains effective working relationships with Indigenous governments, all levels of government, emergency response agencies, utilities, community organizations, educational institutions, and regional partners.
- b. Coordinates and supports mutual aid agreements, memoranda of understanding, and regional emergency management initiatives.
- c. Represents the City at emergency management committees, regional working groups, workshops, conferences, and interagency meetings.
- d. Coordinates engagement, planning, cooperation, and relationship-building activities with Indigenous governing bodies in accordance with EDMA requirements.
- e. Supports the incorporation of Indigenous knowledge, cultural safety, and collaborative planning principles into municipal emergency management activities.

7. Program Administration & Reporting

- a. Identifies, develops, administers, and reports on emergency management grant programs and funding agreements.
- b. Develops operating budget recommendations and manages approved program budgets.
- c. Authorizes expenditures within delegated authority and monitors program expenditures to ensure effective use of resources.
- d. Oversees procurement and implementation of emergency management equipment, systems, contracts, and services.
- e. Monitors project budgets, funding agreements, and reporting requirements.
- f. Prepares reports, briefing notes, recommendations, presentations, policies, and correspondence for senior leadership, committees, and Council.
- g. Maintains emergency management records, databases, statistics, inventories, procedures, and documentation.
- h. Evaluates program effectiveness and recommends improvements.

8. Health & Safety Responsibilities

All employees are responsible for helping to maintain a safe and healthy workplace. In this role, you are expected to:

- a. Performing duties in accordance with established policies, procedures, and safety requirements.
- b. Completing routine cleaning and housekeeping duties in reception and public areas
- c. Take reasonable care to protect your own health and safety and the health and safety of others.
- d. Follow all Occupational Health & Safety (OHS) policies, procedures, regulations, and instructions.
- e. Use and wear required personal protective equipment (PPE) and safety devices.

- f. Avoid unsafe behaviour that could put yourself or others at risk and ensure you are fit for work and not impaired.
- g. Report to your supervisor any unsafe conditions, hazards, damaged or missing safety equipment, or violations of safety rules.
- h. Cooperate with workplace safety committees, safety representatives, and WorkSafeBC Officers as required.

REQUIRED KNOWLEDGE, ABILITIES & SKILLS:

1. Degree, diploma, or certificate in Emergency Management, Public Safety, Emergency Services Administration, or a related discipline; or an equivalent combination of education and experience.
2. Minimum five years of progressively responsible experience in emergency management, public safety, municipal operations, or a related field.
3. Minimum two years of supervisory or management experience.
4. Considerable knowledge of emergency management principles, Emergency Operations Centre functions, Incident Command System (ICS), emergency preparedness, recovery planning, and business continuity planning.
5. Knowledge of the Emergency and Disaster Management Act and related emergency management legislation.
6. Working knowledge of municipal government operations and service delivery.
7. Working knowledge of collective agreement administration, supervisory practices, and employment-related legislation.
8. Ability to lead and manage staff in a unionized environment.
9. Ability to develop policies, procedures, strategic plans, and operational recommendations.
10. Strong project management, organizational, and analytical skills.
11. Strong interpersonal, communication, facilitation, and relationship-building skills.
12. Ability to exercise sound judgement and make decisions in dynamic and high-pressure situations.
13. Proficiency with Microsoft Office and related business applications.
14. Valid Class 5 Driver's Licence.
15. Satisfactory Criminal Record Check.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS:

1. Certified Emergency Manager (CEM), Associates Certificate in Emergency Management, or similar designation.
2. ICS 300 and ICS 400 training.
3. Emergency Operations Centre management experience.
4. Business Continuity Institute (BCI) training or certification.
5. Municipal government experience.
6. Experience supervising multiple service areas.
7. Experience working with emergency response agencies, RCMP, and regulatory enforcement programs.

NOTE: The duties listed are not set forth for the purpose of limiting the assignment of work and are not to be construed as a complete list of the duties normally to be performed under a job title or those duties temporarily performed outside the normal line of work.