



**SUBJECT: Approve By-Law XX-2019**

**TO: Committee of the Whole**

**FROM: Fire Department**

Report Number: BFD-01-19

Wards Affected: All

File Numbers: 735-07

Date to Committee: July 8, 2019

Date to Council: July 15, 2019

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**Recommendation:**

Approve by-law XX-2019, attached as Appendix A to Burlington Fire Department report BFD-01-19, a by-law to provide for an Emergency and Continuity Management Program, Municipal Emergency Response Plan and Emergency Management Program Committee Terms of Reference; and

Repeal by-law 87-2015, a by-law to provide for an Emergency Management Program and by-law 40-2017, a by-law to amend by-law 87-2015.

**Purpose:**

An Engaging City

- Good Governance
- Community Building through Community Activities

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**Executive Summary:**

All municipalities are required to have an emergency management program (EMP). The requirements for these programs are set out in the Emergency Management and Civil Protection Act. The overall legal framework for emergency management in Ontario is addressed primarily in the Act, Ontario Regulation 380/04 supports the Act by establishing the minimum requirements for mandatory emergency management programs for municipalities.

The Emergency Management and Civil Protection Act (EMCPA) and Ontario Regulation 380/04 mandates that municipalities carry out municipal emergency management program (MEMP) requirements annually to comply with legislated standards under the mandatory MEMP. All MEMP elements must be reviewed, tested, updated as required, and submitting annually to the Office of the Fire Marshal and Emergency Management (OFMEM).

The program is developed and updated using the national leading practice, which is the Canadian Standards Association (CSA) Z1600-14 Business Continuity and Emergency Management as a benchmark for continual improvement. The program supports consistent and integrated implementation and operation throughout the City of Burlington services. The elements of the continual improvement process are included in By-Law 087-15 consist of program management, planning, implementation, program evaluation, and management review.

CSA Z1600 published a 2017 version whereby integrating both emergency management and business continuity concepts into an emergency and continuity management program standard update. This integrated benchmark has prompted the repeal request to by-law 087-15 and 40-2017 and the approval of a new by-law XX-2019 request to council, to align the municipal emergency management program with the CSA standard.

To better align with the CSA integrated approach, the city's' Emergency Management Program Committee has proposed that we adopt an "Integrated Contingency Plan", also known as a "One Plan" approach, to re-configure the existing MEMP and emergency response plan structure to align with this framework outlined below:

1. **By-Law XX-2019** – Emergency and Continuity Management Program
  2. **Appendix A** – Emergency and Continuity Management Program Elements
  3. **Appendix B** – Municipal Emergency Response Plan
    - a. Annex 1 IMS Structure and Implementation
    - b. Annex 2 Notification and Reporting
    - c. Confidential Annex 3 Declaration of Emergency
    - d. Confidential Annex 4 Contacts
    - e. Annex 5 IMS Forms and Position Specific Handbook
    - f. Annex 6 Training and Exercises
    - g. Annex 7 Disaster Recovery and Rehabilitation Plan
  4. **Appendix C** –Emergency and Continuity Management Program Committee – Terms of Reference
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## **Background and Discussion:**

The City of Burlington Emergency Management Program makes the protection of lives and property a continuing priority. The emergency management service is charged with coordinating and integrating all activities necessary to build, sustain, and improve the city's capability to mitigate against, prepare for, respond to, and recover from threatened or actual emergencies, or disasters.

As such, the existing MEMP was adopted by Council in 2015 in compliance with the Emergency Management and Civil Protection Act. In 2017, the City of Burlington Emergency Management Program Committee (EMPC) was approved and formally appointed by Council to oversee the MEMP and advise City Council to make improvements to the MEMP to align with the city's changing needs and circumstances.

The EMPC met in December 2018 following the city's 2018 annual emergency exercise to review the outcome of the exercise, the 2015 MEMP, and the updated Region of Halton's Emergency Management Program (REMP) to align the learned outcomes and draft the 2019 MEMP. Revisions were sent through to the EMPC members in February 2019 and underwent a thirty (30) day feedback period. All feedback was received by the CEMC, tracked changes and updates made and re-distribution of the final draft was provided to the EMPC in March 2019 for finalization.

The 2019 MEMP includes all EMPC recommendations, leading practice, and EMPC advisement for council's consideration and support.

A Council and Executive Committee Workshop was facilitated on April 11<sup>th</sup> at fire station #1 headquarters to provide council and the Burlington Leadership Team (BLT) with an understanding of the obligations of the City's pursuant to the Act and Regulation; and be familiar with the core concepts of emergency management within the city and the Province of Ontario.

## **Strategy/process**

Program elements will be updated in the 2019 calendar year and communications pertaining to the updated by law will be provided on OTR for staff. Departmental workshops may be facilitated by the Community Emergency Management Coordinator throughout fall 2019.

## **Options considered**

Status quo:

Staff are not recommending remaining status quo. This does not meet changing circumstances and leading practices within the city.

Approve by-law XX-2019 Emergency and Continuity Management Program as outlined in this report.

Whole Community emergency management is a means by which residents, emergency management practitioners, organizational and community leaders, and government officials can collectively understand and assess the needs of their respective communities and determine the best ways to organize and strengthen their assets, capacities, and interests. By doing so, a more effective path to community resilience is built.

It is through the integration of emergency and continuity management program elements that the whole community approach is captured. This allows the corporate program to transition into a system that provides for management and coordination of disaster risk reduction initiatives, preparedness programs, comprehensive response efforts, and recovery activities. The system encompasses all organizations, agencies, departments, and individuals having responsibilities for these activities.

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### **Financial Matters:**

All MEMP budgetary requirements are provided through the city's capital and operating budget. Any future budgetary needs will be submitted through the city's budgetary approval process for council's consideration.

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### **Connections:**

Sustainable Development Committee  
Region of Halton Emergency Management Group  
City of Burlington Services  
Emergency Management Program Committee  
Halton Environmental Network  
Greening Sacred Spaces  
Various Established Community Groups

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### **Conclusion:**

Staff are recommending council approve the following:

Adopt the CSA Z1600-17 Standard on Emergency and Continuity Management practices into the city's Emergency and Continuity Management Program to align with current leading practices

Approve by-law XX-2019, a by-law to provide for an Emergency and Continuity Management Program

Repeal by-law 87-2015, a by-law to provide for an Emergency Management Program and by-law 40-2017, a by-law to amend by-law 87-2015.

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Respectfully submitted,

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**Appendices:**

- A. By-law XX-2019, a by-law to provide for an Emergency and Continuity Management Program
  - a. Emergency and Continuity Management Program
  - b. Corporate Emergency Response Plan
  - c. Emergency and Continuity Management Program Committee – Terms of Reference

**Report Approval:**

All reports are reviewed and/or approved by Department Director, Director of Finance and Director of Legal. Final approval is by the City Manager.