



SUBJECT: Update to By-Law 76-2020 – Emergency and Continuity Management Program

TO: Environment, Infrastructure & Community Services Cttee.

FROM: Fire Department

Report Number: BFD-01-21

Wards Affected: All

File Numbers: 735-07

Date to Committee: February 4, 2021

Date to Council: February 16, 2021

Recommendation:

Approve the amendments to By-Law 76-2020, Emergency and Continuity Management Program and associated appendices, attached as Appendix 1 to Burlington fire department report BFD-01-21, including:

- Appointment of new members to the Municipal Emergency Control Group (MECG);
- Appointment of new members to the Emergency Management Program Committee (EMPC); and
- Transition of the physical alternate Emergency Operations Center to the new Virtual Emergency Operations Center Platform.

PURPOSE:

Vision to Focus Alignment:

- Support sustainable infrastructure and a resilient environment
- Building more citizen engagement, community health and culture

Executive Summary:

The corporate organizational structure changes in combination with staff retirement and turnover in the 2019/2020 year(s), has left some personnel gaps in the Municipal Emergency Control Group and the membership of the Emergency Management Program Committee. In order to meet municipal compliance under the Emergency Management and Civil Protection Act in the 2021 year, all new members must be appointed by council. The new committee composition and membership listing for the MECG is provided herein in Appendix B and C.

The need for a virtual Emergency Operations Center has become apparent throughout the cities' response efforts during the pandemic. A virtual EOC tool kit has been provided in Appendix B (Annex 5 to the By-Law) to be applied as a contingency if an alternate emergency / disaster arises during the pandemic. This application would separate pandemic response efforts with secondary emergency / disaster response efforts. A virtual EOC may also be used outside of the pandemic whereby conditions impede EOC staff deployment to the physical site. To replace the alternate EOC (currently designated to rooms on the third floor of city hall) with virtual capability was endorsed by the EMPC in December 2020 and is included in the recommendation herein to adopt the update to By-Law 076-2020.

Background and Discussion:

The City of Burlington Emergency and Continuity 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.

In 2019 and throughout 2020, the Corporation underwent a major organizational structure change in conjunction with staff retirement and staff turnover. As such, some former members of the emergency control group and members of the Emergency Management Program Committee are no longer with the corporation. New staff have transitioned into these roles that must be appointed as official members of the Municipal Emergency Control Group (MECG) and members of the Emergency Management Program Committee (EMPC).

Additionally, the City of Burlington has a designated primary and alternate Emergency Operations Center with supporting procedures for implementation. It became evident during the pandemic that the city requires one primary physical Emergency Operations Center, but an alternate Virtual Emergency Operations Center would aid in activations where staff are unable to deploy to the physical facility, eg. an epidemic/pandemic.

The above recommendations were presented and endorsed by the EMPC in December 2020.

Municipal Emergency Control Group

Every municipality is required to have a MECG that is responsible for directing the municipal response during an emergency, including the implementation of the municipal emergency response plan. Members of the MECG must be appointed by Council and participate in annual training and an annual emergency exercise. – **Reference: Ontario Regulation 380/04, Para 12.**

There are four key considerations regarding the MECG extracted from the Emergency Management and Civil Protection Act Compliance Guide 2020:

1. The members of the MECG must be appointed by Council, and they must be municipal officials, municipal employees or members of Council. It should be noted that each member of the MECG must be specifically appointed either by name or position. This includes persons who may be considered alternate members of the MECG. It is not acceptable to simply list a representative of an organization. The appointment must specifically appoint someone either by name or position.
2. There must be MECG procedures developed which guide the MECG in executing their responsibilities (Included in Annex 5 of our By-Law).
3. All MECG members, including those who may be considered alternate MECG members, must verify that they have received an adequate amount of training in each of the legislated areas of competency.
4. All MECG members, including those who may be considered alternate MECG members, must participate in an annual exercise, which evaluates the municipal emergency plan and MECG procedures. There must be an exercise evaluation completed following the exercise, and if required, recommendations to amend the municipal emergency plan may be made to Council.

Emergency Management Program Committee

Every municipality is required to have an Emergency Management Program Committee (EMPC), which is appointed by the Municipal Council. The purpose of this committee is to assist in the development and advise the Municipal Council on the development and implementation of the municipal emergency management program. – **Reference: Ontario Regulation 380/04**

Although there are some specific requirements regarding the membership of the EMPC, there are a wide range of persons who may be appointed as a member of this

committee. However, all members of the EMPC must be specifically appointed by the Municipal Council by name or position, except for the CEMC who is a mandatory member of the EMPC. Similarly, it is also a requirement that the Municipal Council directly appoint the Chair of the EMPC. – ***Information extracted from the Emergency Management and Civil Protection Act Compliance Guide 2020.***

Primary and Alternate Emergency Operations Center (EOC)

Every municipality in Ontario is required to establish an EOC to be used by the MCEG during emergencies. The EOC must have the appropriate technological and telecommunications infrastructure to allow for effective communication with the MCEG.

- ***Reference: Ontario Regulation 380/04, Para 13.***

Every municipality must establish an EOC to be used by the MCEG during an emergency. The facility designated as the EOC does not need to be a dedicated facility, but it must be able to be immediately occupied by the MCEG during an emergency. Regarding the technological and telecommunications systems, the specific needs will vary widely between different municipalities. – ***Information extracted from the Emergency Management and Civil Protection Act Compliance Guide 2020.***

Strategy/process

Updated program elements will be shared with the appointed members of the Emergency Control Group, Emergency Operations Center support staff and appointed members of the Emergency and Continuity Management Program Committee. Regulated training requirements will be fulfilled in the 2021 year for appointed members of the Emergency Control Group.

Options Considered

Adopt revised By-Law 076-2020 Emergency and Continuity Management Program as outlined in this report.

Appoint all members of the Emergency Control Group

Appoint all members of the Emergency and Continuity Management Program Committee

Financial Matters:

Not Applicable

Total Financial Impact

Not Applicable

Source of Funding

Not Applicable

Other Resource Impacts

Not Applicable

Conclusion:

Staff are recommending council approve the following:

Approve the update to By-Law 076-2020 – Emergency and Continuity Management Program and associated Appendices

Appoint all members of the city's Emergency Control Group.

Appoint all members of the Emergency and Continuity Management Program Committee.

Approve the replacement of the physical alternate Emergency Operations Center with the new Virtual Emergency Operations Center Platform.

Respectfully submitted,

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Appendices:

1. Amending Bylaw XX-2021 Emergency and Continuity Management Program

Report Approval:

All reports are reviewed and/or approved by Department Director, the Chief Financial Officer and the Executive Director of Legal Services & Corporation Counsel.