



SUBJECT: Emergency and Continuity Management Program By-law Amendment

TO: Environment, Infrastructure & Community Services Cttee.

FROM: Fire Department

Report Number: BFD-01-23

Wards Affected: All

File Numbers: 735-07

Date to Committee: January 12, 2023

Date to Council: January 24, 2023

Recommendation:

Approve By-law XX-2023, a by-law to amend By-law 046-2019, a by-law to provide for an Emergency and Continuity Management Program; and

Appoint the following positions to the Emergency Control Group (ECG):

Deputy Fire Chief/Alternate CEMC as an EOC Manager

-Mayor and Deputy Mayor (for emergencies) as the Political Liaison Officers

-Fire Chief as an Operations Section Chief

-Chief Information Officer as a Planning Section Chief; and

Appoint the following positions to the Emergency and Continuity Management Program Committee (ECMPC):

-Deputy Mayor (for emergencies)

-Executive Director, Community Relations and Engagement or designate

-Chief Information Officer or designate

-Chief Emergency Management, Halton Region or designate

-Manager, Flood Forecasting & Operations or designate, Conservation Halton

-Emergency Management Coordinator for Halton and Peel or designate, Canadian Red Cross

-Director, Health and Safety or designate, Burlington Hydro

PURPOSE:

Vision to Focus Alignment:

- Deliver customer centric services with a focus on efficiency and technology transformation
-

Provincial Legislation and Regulations

The Emergency Management and Civil Protection Act, R.S.O. 1990, C.E.9 requires municipalities to:

- Develop and implement an emergency management program and adopt it through by-law;
- Formulate an emergency plan to govern the provision of necessary services during an emergency and the procedures and manner in which employees of municipalities shall by by-law adopt the emergency plan; and
- Review and, if necessary, revise its emergency plan every year.

In addition, Ontario Regulation 380/04 requires municipalities to establish:

- An Emergency Management Program Committee, which is called the Emergency and Continuity Management Program (ECMPC) in Burlington's By-law 046-2019. The ECMPC is responsible for reviewing the municipal emergency management program annually and making recommendations to Council for any needed revisions.
- An Emergency Control Group (ECG), which is a group composed of senior staff and employees of an organization, and others that may be involved in directing that organization's response to an emergency including, the implementation of its emergency response plans and procedures.

The City of Burlington's Municipal Emergency Response Plan is based on the Incident Management System (IMS), which is a standardized approach to emergency management encompassing personnel, facilities, equipment, procedures, and communications operating within a common organizational structure. ECG members are selected based on their job title and assigned to an IMS position.

City of Burlington By-law 46-2019 Emergency and Management Continuity Program

As established in By-law 46-2019, and updated through by-law amendments 76-2020 and 10-2021, the Emergency and Continuity Management Program structure is as follows:

- Appendix A, Emergency and Continuity Management Program
- Appendix B, Municipal Emergency Response Plan
 - Annex 1 IMS Structure and Implementation
 - Annex 2 Notification and Reporting
 - Confidential Annex 3 Declaration of an Emergency
 - Confidential Annex 4 Contacts
 - Annex 5 IMS Forms and Position Specific Handbook
 - Annex 6 Training and Exercises
 - Annex 7 Disaster Recovery Plan
 - Annex 8 Termination of Declaration of Emergency Criteria
- Appendix C, Emergency and Continuity Management Program Committee Terms of Reference

ECMPC Approved By-law Changes

The Emergency and Continuity Management Program Committee (ECMPC) approved several changes to By-law 46-2019 at the December 19 ECMPC meeting. These changes are described in detail below.

1. Appendix B Municipal Emergency Response Plan, Section 1.7 Department Identification Information

The ECMPC has approved the following changes to Section 1.7:

- Replace the term “Emergency Operations Procedure” with “Continuity of Operations Plan” (COOP Plan)
- Add that COOP Plans are accessed through the COOP Plan Custodian via an online portal
- Updates to the department/function identification information, which are listed in the following table:

Department/Function Name	COOP Plan Custodian
Building and By-Law	Director, Building and By-Law Department
Burlington Digital Service	Information Security Manager
City Manager	Office Administrator, City Manager
Community Planning	Director, Community Planning
Corporate Communications and Engagement	Office Administrator, City Manager
Corporate Legal Services	Executive Director of Legal Services & Corporation Counsel
Corporate Strategy	Office Administrator, City Manager
Customer Experience	Manager of Customer Experience
Engineering Services	Manager of Asset Planning
Facilities Assets	Manager of Facility Assets
Finance	Controller and Manager of Financial Services
Fire	Deputy Fire Chief
Human Resources	Executive Director, Human Resources
Internal Audit	Office Administrator, City Manager
Office of the City Clerk	Manager of Records and Information/Deputy Clerk
Recreation, Community and Culture	Director, Recreation, Community and Culture
Roads, Parks & Forestry	Manager, Business Services
Sustainability	Manager of Sustainability
Transit	Manager, Transit Operations
Transportation Services	Director, Transportation Services

2. Appendix B Municipal Emergency Response Plan, Section 2.2.2 City of Burlington Incident Management System Organization

The ECG is comprised of two teams. Each ECG team includes staff who have been assigned an IMS position.

Emergency Control Group (ECG) Subheading Changes

The ECMPC has approved the following changes to the ECG composition:

- New ECG Position
 - Creation of a new Political Liaison Officer position, to be filled by the Mayor and Deputy Mayor
- Job Title Changes
 - For the EOC Manager position on ECG team 2, change the job title from the Fire Chief to the Deputy Fire Chief/Alternate CEMC
 - For the Safety Officer position, change the job title on ECG Team 1 from Health & Safety Coordinator to Health & Safety Manager, and on ECG Team 2, change the job title from Health & Safety Associate to Health & Safety Coordinator
 - For the Legal Officer position on ECG Team 2, change the job title from Assistant City Solicitor to Deputy Corporation Counsel
 - For the Operations Section Chief position on ECG Team 1, change the job title from Deputy Fire Chief to Fire Chief
 - For the Planning Section Chief position on ECG Team 2, change the job title from Manager, Strategy & Policy to Chief Information Officer
 - For the Logistics Section Chief position, change the job title on ECG Team 1 from Director, Burlington Transit to Executive Director, CPRM and on ECG Team 2, change the job title from Executive Director, CPRM to Director, Burlington Transit
 - For the Finance & Admin Section Chief position, change the job title on ECG Team 1 from Director, Finance to Chief Financial Officer

The following table lists the ECG IMS position assignments as approved by the ECMPC.

IMS Position	IMS Assignment
EOC Director	1. City Manager 2. Executive Director EICS
EOC Manager	1. CEMC 2. Deputy Fire Chief/Alternate CEMC
Liaison Officer (LO)	1. Director, Corporate Communications & Engagement 2. Government Relations Manager
Emergency Information Officer (EIO)	1. Manager of Communications 2. Communications Advisor
Safety Officer (SO)	1. Health & Safety Manager 2. Health & Safety Coordinator
Legal Officer	1. Executive Director Legal Services and Corporation Counsel 2. Deputy Corporation Counsel
Political Liaison Officer (new position)	1. Mayor 2. Deputy Mayor (for emergencies)
Operations Section Chief	1. Fire Chief 2. Deputy Fire Chief
Planning Section Chief	1. Executive Director, Strategy, Risk & Accountability 2. Chief Information Officer
Logistics Section Chief	1. Executive Director, CPRM 2. Director Burlington Transit
Finance and Admin Section Chief	1. Chief Financial Officer 2. Controller and Manager, Financial Services

Based on the structure of the Municipal Emergency Response Plan, the above changes to the ECG composition will also require updates to:

- Annex 1 IMS Structure and Implementation
- Confidential Annex 4 Contacts
- Annex 5 IMS Forms and Position Specific Handbook

Emergency Control Group Subheading Changes

The following added text to this subheading was approved by the ECMPC:

- The Emergency Information Officer, “who may be backfilled by other Communication Advisors during extended emergencies or disasters.”
- The Operations Section Chief “who may delegate the assignment of this position based on the scope and scale of an emergency or disaster.”

- Addition of a Political Liaison Officer position, “who has three focus areas: liaising with City Council, providing constituent relations and serving as the City’s media spokesperson (in collaboration with Corporate Communications and Engagement).”

3. Appendix C Emergency and Continuity Management Program Committee Terms of Reference, Section 2.1 ECMPC Composition

The ECMPC is composed of both internal and external members who must be appointed by Council. The ECMPC has approved several job title changes, including:

For Internal Members

- Change City Mayor or designate to Mayor or Deputy Mayor (for emergencies)
- Change Strategic Lead – Customer Experience or designate to Executive Director, Community Relations and Engagement or designate

For External Members

- Change Acting Chief Emergency Management, Halton Region or designate to Chief Emergency Management, Halton Region or designate
- Change Associate Director, Conservation Halton or designate to Manager, Flood Forecasting & Operations or designate, Conservation Halton
- Change Halton Regional Police Service – Division 3 or designate to Division 3 representative, Halton Regional Police Services
- Change Canadian Red Cross representative to Emergency Management Coordinator for Halton and Peel or designate, Canadian Red Cross
- Change Burlington Hydro representative to Director, Health & Safety or designate, Burlington Hydro

The table below lists the ECMPC composition that the ECMPC has approved.

- a. City Manager or designate
- b. Mayor or Deputy Mayor (for emergencies)
- c. Community Emergency Management Coordinator and/or alternate
- d. Executive Director, Environment, Infrastructure and Community Service
- e. Fire Chief, Fire Department or designate
- f. Director, Roads, Parks and Forestry or designate
- g. Executive Director Strategy, Risk and Accountability or designate
- h. Director Engineering Services or designate
- i. Executive Director of Community Relations and Engagement or designate
- j. Director Transportation or designate
- k. Director, Transit or designate
- l. Executive Director, Human Resources or designate

- m. City Clerk or designate
 - n. Executive Director Legal Services & Corporation Counsel or designate
 - o. Director Recreation, Community and Culture or designate
 - p. Chief Information Officer or designate
 - q. Director, Corporate Communications & Engagement or designate
 - r. Chief Emergency Management or designate, Halton Region
 - s. Manager, Flood Forecasting & Operations or designate, Conservation Halton
 - t. Coordinator, Patient Relations / Patient Safety (Emergency Disaster Planning) or designate, Joseph Brant Hospital
 - u. Division 3 representative, Halton Regional Police Service
 - v. Emergency Management Coordinator for Halton and Peel or designate, Canadian Red Cross
 - w. Director, Health and Safety or designate, Burlington Hydro
-

Financial Matters:

Not applicable

Total Financial Impact

Not applicable

Source of Funding

Not applicable

Other Resource Impacts

There are resource impacts related to staff time as it relates to the Emergency and Continuity Management Program. The ECMPC is comprised of senior City staff who meet a few times a year. City staff who are part of the Crisis Management Team, the Emergency Control Group and/or EOC Support Staff may be required to step away from their normal job duties to assume their assigned position during Level 2 Partial activations or Level 3 Full activations, which may result in the need to delegate, or delay planned work.

Climate Implications

Not applicable

Engagement Matters:

The ECMPC approved the changes to By-law 46-2019 as outlined in this report during the December 19, 2022 ECMPC meeting.

Conclusion:

Staff are recommending that Council approve the changes to By-law 46-2019 that are detailed in this report, which at a high level include:

- Updating the department/function list and associated COOP Plan Custodians to align with corporate restructuring
 - Updates to the ECG composition
 - Updates to the ECMPC composition
-

Respectfully submitted,

Robyn Heibert
Business Continuity and Emergency Planning Coordinator
905-333-0772 x6204

Appendices:

- A. Amending by-law XX-2023, a by-law to amend by-law 46-2019
- B. Amending by-law XX-2023 Appendix A B and C

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.