

EICS January 12 2022  
Staff Presentation  
BFD-01-23

# By-law 46-2019 Amendment XX-2023

EICS Committee Meeting  
January 12, 2022

# Agenda

- Provincial legislative requirements and By-law 46-2019
- Approved Changes to Appendix B Municipal Emergency Response Plan
- Approved Changes to Appendix C Emergency and Continuity Management Program Committee Terms of Reference

# Provincial Legislative Requirements

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

- Develop and implement an emergency management program
- Create an emergency plan
- Have Council adopt the emergency management program and emergency plan by by-law

# By-law 46-2019 Emergency and Continuity Management Program

- By-law 46-2019 includes both the mandated emergency management program and emergency plan
- By-law 46-2019 has two existing amendments
  - By-law 76-2020
  - By-law 10-2021



# Bylaw Structure

- Appendix A Emergency and Continuity Management Program
- Appendix B Municipal Emergency Response Plan
  - Annex 1 IMS Structure and Implementation
  - Annex 2 Notification and Reporting
  - Annex 3 Declaration of an Emergency (confidential)
  - Annex 4 Contacts (confidential)
  - 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 (ECMPC) Terms of Reference

# Changes to Appendix B Municipal Emergency Response Plan, Section 1.7 (1 of 4)

## **Section 1.7 Department Identification Information**

- 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 and COOP Plan Custodians

# Changes to Appendix B Municipal Emergency Response Plan, Section 1.7 (2 of 4)

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

# Changes to Appendix B Municipal Emergency Response Plan, Section 1.7 (3 of 4)

Department/Function Name	COOP Plan Custodian
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



# Changes to Appendix B Municipal Emergency Response Plan, Section 1.7 (4 of 4)

Department/Function Name	COOP Plan Custodian
Sustainability	Manager of Sustainability
Transit	Manager, Transit Operations
Transportation Services	Director, Transportation Services

# Changes to Appendix B Municipal Emergency Response Plan Section 2.2.2 (1 of 4)

## **Section 2.2.2 City of Burlington Incident Management System Organization**

- The Emergency Control Group (ECG) composition has been updated to include:
  - New Political Liaison Officer position
  - Several job title updates
- Addition of descriptive text about certain ECG positions

# Changes to Appendix B Municipal Emergency Response Plan Section 2.2.2 (2 of 4)

IMS Position	IMS Assignment
EOC Director	<ol style="list-style-type: none"><li>1. City Manager</li><li>2. Executive Director EICS</li></ol>
EOC Manager	<ol style="list-style-type: none"><li>1. CEMC</li><li>2. Deputy Fire Chief/Alternate CEMC</li></ol>
Liaison Officer	<ol style="list-style-type: none"><li>1. Director, Corporate Communications &amp; Engagement</li><li>2. Government Relations Manager</li></ol>
Emergency Information Officer	<ol style="list-style-type: none"><li>1. Manager of Communications</li><li>2. Communications Advisor</li></ol>
Safety Officer	<ol style="list-style-type: none"><li>1. Health &amp; Safety Manager</li><li>2. Health &amp; Safety Coordinator</li></ol>
Legal Officer	<ol style="list-style-type: none"><li>1. Executive Director Legal Services and Corporation Counsel</li><li>2. Deputy Corporation Counsel</li></ol>
Political Liaison Officer	<ol style="list-style-type: none"><li>1. Mayor</li><li>2. Deputy Mayor (for emergencies)</li></ol>

# Changes to Appendix B Municipal Emergency Response Plan Section 2.2.2 (3 of 4)

IMS Position	IMS Assignment
Operations Section Chief	1. Fire Chief 2. Deputy Fire Chief
Planning Section Chief	Executive Director, Strategy, Risk & Accountability 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

# Changes to Appendix B Municipal Emergency Response Plan Section 2.2.2 (4 of 4)

Added text for following ECG positions:

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

# Changes to Appendix C ECMPC Terms of Reference Section 2.1 (1 of 3)

- **Section 2.1 ECMPC Composition**
  - ECMPC consists of internal and external members
  - ECMPC composition changes involve:
    - Appointment of new members
    - Job title updates

# Changes to Appendix C ECMPC Terms of Reference Section 2.1 (2 of 3)

## **ECMPC Composition**

- 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

# Changes to Appendix C ECMPC Terms of Reference Section 2.1 (3 of 3)

## **ECMPC Composition (cont'd)**

- 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



# Questions?

