



**SUBJECT: Emergency and Continuity Management Reserve Fund**

**TO: Community Planning, Regulation & Mobility Cttee.**

**FROM: Fire Department**

Report Number: BFD-07-23

Wards Affected: Not applicable

Date to Committee: September 12, 2023

Date to Council: September 26, 2023

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### **Recommendation:**

Approve the establishment of the emergency and continuity management reserve fund and authorize the Chief Financial Officer to transfer the existing funding from the emergency plan reserve fund to the newly established emergency and continuity management program reserve fund; and

Repeal By-law 48-2020 and replace with By-law XX-2023.

### **PURPOSE:**

#### **Vision to Focus Alignment:**

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

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### **Background and Discussion:**

Reserve funds are key elements of the City's financial plan that assist with long-term financial stability. They represent funding set aside for a specific purpose, whether it be through legislated requirements or direction from Council. Maintaining sufficient reserve funds is critical to financial planning and management.

The Emergency Plan Reserve Fund By-law (Bylaw 48-2020) establishes an emergency plan reserve fund and identifies that the emergency plan reserve fund can be used for large-scale emergency plan training and/or during a large-scale emergency.

There are several other areas within the Emergency and Continuity Management Program that may require funding for extraordinary, non-recurring expenses, which can be accomplished through repealing By-law 48-2020 and establishing a new reserve fund by-law.

The City of Burlington Council has set a precedent for using the emergency plan reserve fund to support other areas within the emergency and continuity management program, as in 2022, Council approved using the emergency plan reserve fund to pay for the annual license fee for Alert Burlington on a one-time basis.

In addition, the Emergency and Continuity Management Program By-law (Bylaw 46-2019, amendment 02-2023) specifies that the program is developed and updated using the Canadian Standards Association (CSA) Z1600 standard for emergency and continuity management as a benchmark for continual improvement. CSA Z1600 recommends that emergency and continuity management programs “shall develop procedures and controls to support the program before, during, and after an incident”. Creating a new reserve fund by-law with additional authorized uses would contribute towards meeting this recommendation.

Finally, the annual work plan for the Business Continuity and Emergency Planning Coordinator/CEMC differs each year depending on the needs of the program, and as such, there may be times when support is required from external vendors to complete certain program components.

Below is a list of the authorized uses of the emergency and continuity management program reserve fund being proposed:

- During large-scale emergencies
- Business continuity planning
- Emergency planning initiatives
- Emergency exercise planning and conduct
- Comprehensive hazard identification and risk assessment updates
- Public education initiatives
- Specialized emergency training

### **Strategy/process/risk**

By-law 48-2020 was analyzed as part of a comprehensive emergency and continuity management program review conducted in late 2022/early 2023 by the Business Continuity and Emergency Planning Coordinator/CEMC, where it was identified that it would be beneficial to expand upon the authorized uses of the emergency plan reserve fund to better support additional program areas, in alignment with CSA Z1600 recommendations.

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**Financial Matters:**

Not applicable.

**Total Financial Impact**

Not applicable.

**Source of Funding**

The funding source for the emergency plan reserve fund is the Emergency and Continuity Management operating budget. \$8,500 is added to the emergency plan reserve fund each year. The current reserve fund balance as of June 30, 2023 is \$158,610.

**Other Resource Impacts**

Not applicable.

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**Climate Implications:**

Not applicable.

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**Engagement Matters:**

The Emergency and Continuity Management Program Committee, as well as the Finance and Corporate Legal Services were consulted about expanding on the authorized uses of the emergency plan reserve fund.

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**Conclusion:**

The Burlington Fire Department is recommending that By-law 48-2020 be repealed, and a new by-law be adopted. The new by-law has renamed the reserve fund and allows for additional authorized uses of the reserve fund, as identified in this report.

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Respectfully submitted,

Robyn Heibert  
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**Appendices:**

- A. Draft Bylaw

**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.