

CITY OF BURNABY

**A**

FINANCE AND CIVIC DEVELOPMENT COMMITTEE

*HIS WORSHIP, THE MAYOR  
AND COUNCILLORS*

**RE: BURNABY'S EMERGENCY OPERATION CENTRE (EOC)**

**RECOMMENDATIONS:**

1. **THAT** Council authorize staff to pursue the establishment of an interim Emergency Operations Centre (EOC) and RCMP offices in the vacated Courthouse within the Justice Building.
2. **THAT** Council be requested to bring down a Capital Reserves Bylaw in the amount of \$350,000 inclusive of GST @ 7% to finance the EOC and RCMP renovations.

REPORT

The Finance and Civic Development Committee, at its Open meeting held on 2004 January 22, received and adopted the attached report providing an update on the proposed establishment of an interim Emergency Operations Centre

Respectfully submitted,

Mayor Derek R. Corrigan  
Chair

Councillor Dan Johnston  
Vice Chair

Councillor Nick Volkow  
Member

COPY - CITY MANAGER  
- DEPUTY CITY MANAGER  
- DIR. PARKS, RECREATION & CULTURAL SERVICES  
- DIRECTOR FINANCE  
- CHIEF BUILDING INSPECTOR  
- DIR. PLANNING & BUILDING  
- DIRECTOR ENGINEERING  
- FIRE CHIEF  
- OIC. RCMP  
- EMERGENCY COORDINATOR

**TO:** FINANCE & CIVIC DEVELOPMENT COMMITTEE 2004 January 12  
**FROM:** MAJOR CIVIC BUILDING PROJECT  
COORDINATION COMMITTEE  
**SUBJECT:** BURNABY'S EMERGENCY OPERATION CENTRE (EOC)  
**PURPOSE:** To provide the Committee with an update on the proposed establishment of an Interim Emergency Operation Centre.

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**Recommendation:**

1. **THAT** staff be authorized to pursue the establishment of an interim Emergency Operations Centre (EOC) and RCMP offices in the vacated Courthouse within the Justice Building.
2. **THAT** Council be requested to bring down a Capital Reserves Bylaw in the amount of \$350,000 inclusive of GST @ 7% to finance the EOC and RCMP renovations.

**REPORT**

**1.0 Introduction:**

Under provincial legislation, the City of Burnaby is responsible for meeting the requirements and regulations outlined in the Emergency Program Act. This Act requires local authorities to establish and maintain an Emergency Management Organization that will develop and implement emergency plans respecting the response to, and recovery from, emergencies and disasters. Under this plan an Emergency Operations Centre (EOC) is defined as "A central location where government officials (at any level) provide inter-agency coordination, communications and executive decision making for monitoring and supporting emergency

response and recovery efforts". This facility is only used when a situation beyond normal emergency conditions requires a higher degree of coordination and communication in response to the event. The events could range from a major earthquake which may have crippled the local infrastructure, major flooding, a massive power outage, or other catastrophic event that is beyond the resources of any one emergency response team.

Ideally the EOC should be able to stand alone without outside services such as hydro power, water, communications (Telus) and other supplies for a minimum of 72 hours. The EOC would be staffed by trained response personnel from various City Departments who would coordinate the fire, police, ambulance and other emergency services to their best use.

The City's existing EOC in the lower floor of the RCMP building is no longer a functional space for the current requirements of an EOC. In this regard, a permanent, purpose built EOC is being planned for in the City's Works Yard Redevelopment Project but is several years away from being constructed. Therefore, to bridge the gap until a permanent EOC is in place, staff have reviewed several existing civic facilities for the establishment of an interim facility.

## **2.0 Background:**

Subsequent to a 2003 January report outlining the need and requirements for a new EOC staff reviewed five (5) existing City facilities that could be used as a interim EOC until such time that a permanent facility could be planned and constructed to current standards.

Existing facilities having the best potential for an interim EOC were: City Hall/North Wing, Confederation Seniors' Centre, Shadbolt Centre for the Arts, YMCA Building and the Justice Building. None of these buildings offer the level of post disaster seismic stability required for a permanent site and only the Justice Building has an emergency generator with the capacity for a minimum of 72 hours running time. All of the facilities that were reviewed would require varying degrees of selective demolition, upgrading or addition to provide the most basic requirements. In some cases, the renovation of an active, purpose built facility was not considered feasible or practical due to conflicting uses that would not allow for permanently mounted maps, boards, communications equipment or the flexibility to conduct practice sessions related to the operations of an EOC.

The outcome of the review and preliminary cost analysis concluded that the currently vacant Justice Building offered the best space, with the lowest probable cost, close proximity to the Police and Fire Departments, City Hall and an existing emergency power supply. In addition there are sufficient phone and data links to the City's main computer and telephone systems, thereby minimizing some of the initial set-up costs. Although it should be noted that the serviceability of telephone and data lines would be limited to the ability of the City's personal business exchange (PBX) and main computer systems remaining intact and operational during a major emergency, the alternative would be to install new independent phone lines directly from Telus to the interim EOC. This would increase the initial construction costs and the long term monthly operating costs for the independent phone and internet services.

The EOC component in the Justice Building will serve as a multi-purpose facility that will be used by the City and the RCMP for much needed training and meeting rooms. It is anticipated that the City would retain responsibility for the administration and use of the space, however further discussions with the RCMP are required to deal with access and security related matters. The preliminary estimate for the proposed renovations in the Justice Building has been summarized in the following section of this report.

### **3.0 Preliminary Construction Estimate and Funding:**

If approved, the proposed interim EOC within the Justice Building is to be constructed with minimal renovations to the existing facility. The intent would be to utilize the building as is, leaving in place the existing walls, lights, and finishes as much as possible.

The mechanical system will remain unchanged and the electrical system will be revised only as required to suit the new uses. To further minimize renovation costs, some data, telephone and power wiring will be exposed in locations where it is not possible to economically conceal them in the existing walls.

Given the substantial amount of unused space in the Justice Building beyond the needs of the EOC, the Burnaby RCMP have expressed their desire to temporarily occupy the remaining offices, thus providing some relief to their current overcrowded space at the main

detachment. Any renovations to accommodate the RCMP would proceed in the same fashion and time as the EOC with minimal upgrading except for the phone and data lines and other power requirements. The preliminary cost estimate to renovate the Justice Building court rooms for a temporary EOC and the balance for the RCMP is as follows:

Emergency Operations Centre (Furniture & equipment costs are <i>not</i> included)	\$	173,000
RCMP Costs (Includes moving, minor renovations, electrical, data and telephone wiring)	\$	123,000
<i>Sub-total</i>	\$	<u>296,000</u>
<i>10% Contingency</i>	\$	<u>30,000</u>
<b>TOTAL</b>	\$	<b>326,000</b>
<i>GST @ 7.5%</i>	\$	<u>22,820</u>
<i>Total estimated Cost</i>	\$	348,820
<i>Less GST Rebate</i>	\$	<u>13,953</u>
<b><u>NET COST</u></b>	\$	<b><u>334,867</u></b>

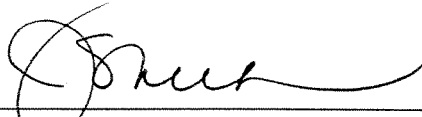
The preliminary estimate to construct a temporary EOC and provide additional working space for the RCMP is considered to be an economical and reasonable cost if amortized over the next several years until a permanent EOC can be constructed. It is the recommendation of staff that the Finance and Civic Development Committee give this proposal due consideration and that Council be requested to bring down a Capital Reserves Bylaw in the amount of \$350,000 inclusive of 7% GST. Sufficient Capital Reserves are available and although this project is not included in the 2004 Provisional Financial Plan, it will be accommodated with the budget guidelines in the Annual Plan.

#### 4.0 Conclusion:

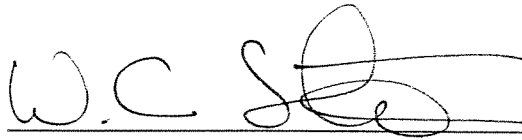
The City of Burnaby currently lacks an operational EOC and the construction of a purpose built facility is several years away. Therefore, in order to bridge the gap, it is proposed that an interim EOC be constructed in the former court rooms within the Justice Building. In addition to the construction of a temporary EOC, staff also propose to undertake minimal renovations to the balance of the Justice Building to provide needed office space for the

RCMP until a future space-planning study can be undertaken and implemented. The intent is to undertake minimal renovations to make this existing facility functional. Due to the age and configuration of the building, it is not considered practical to undertake extensive renovations without a detailed study to determine the future needs of the RCMP and the establishment of a future project budget.


Subject to receiving approval to proceed with the EOC and RCMP minor renovations it is recommended that Council be requested to bring down a Capital Reserves Bylaw in the amount of \$350,000 (inclusive of GST @ 7%).



J.S. BELHOUSE, CHAIR, MAJOR CIVIC BUILDING  
PROJECT COORDINATION COMMITTEE



W.C. SINCLAIR, DIRECTOR ENGINEERING



G.R. HUMPHREY,  
CHIEF BUILDING INSPECTOR

JC/RP:mdw

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- c.c.:
- City Manager
  - Deputy City Manager
  - Fire Chief
  - Officer-In-Charge RCMP
  - Director Finance
  - Director Parks, Recreation & Cultural Services
  - Emergency Coordinator
  - City Clerk