

THE CORPORATION OF THE CITY OF BURLINGTON

BY-LAW NUMBER XX-2017

A by-law to amend By-law 87-2015, being a by-law to  
provide for an Emergency Management Program  
File: 755-01 (BFD-02-17)

WHEREAS Section 2.1 of the *Emergency Management and Civil Protection Act* R.S.O. 1990, c. E.9 as amended (the Act) requires municipalities to develop and implement an emergency management program and adopt it by by-law; and

WHEREAS the Act requires the municipality to formulate an emergency plan to govern the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the council of the municipality shall by by-law adopt the emergency plan; and

WHEREAS it is deemed necessary to amend By-law 87-2015,

NOW THEREFORE, the Council of The Corporation of the City of Burlington hereby enacts as follows:

1. That Appendix 7 be added to By-law 87-2015 which include Terms of Reference for the Emergency Management Program Committee and the Community Disaster Recovery Plan.
2. That in all other respects By-law 87-2015, as amended, be and is hereby confirmed.

Enacted and passed this xx day of xxx, 2017.

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Rick Goldring Mayor

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Angela Morgan City Clerk

## Appendix 7

### Burlington Emergency Management Program Committee

#### Terms of Reference

#### **1. Council Mandate**

The Burlington Emergency Management Program Committee is an Advisory Committee authorized by Burlington City Council. The Committee has been established by Burlington City Council in accordance with these adopted Terms of Reference and Subsection 11(1) of Ontario Regulation 380/04 under the *Emergency Management and Civil Protection Act*. The Committee shall report to Burlington City Council through the Committee of the Whole.

#### **2. Goal**

The goal of the Burlington Emergency Management Program Committee is to advise and assist The City of Burlington with respect to the Municipal Emergency Management Program.

#### **3. Scope and Purpose**

The purposes of the Burlington Emergency Management Program Committee are:

- a) To provide guidance and assistance in setting priorities and goals for the Emergency Management Program.
- b) To provide recommendations on personnel, resources and equipment for the Program.
- c) To ensure that all agencies, volunteers, groups, staff and other programs are aware of the goals of the Program.
- d) To ensure the co-operation and coordination of all emergency management initiatives in areas under their influence.
- e) To monitor, evaluate and provide feedback on the various Emergency Management Programs.
- f) To approve in principle the emergency plans and protocols prior to submission to Burlington City Council for approval or, where Council approval is not required, prior to finalization.
- g) To consider emergency management issues and receive updates as may be brought forward by Municipal Departments and the other organizations represented on the Committee from time to time.

#### **4. Composition**

The Committee shall be comprised of the following members (or their designates):

- a) City Manager
- b) Director, Parks and Recreation
- c) Director, Capital Works
- d) Director, Roads and Parks Maintenance
- e) Director, Transportation
- f) Director, Finance
- g) Director, Human Resources
- h) City Clerk
- i) City Solicitor
- j) Director, Buildings and Planning
- k) Director, ITS
- l) Chief, Burlington Fire Department
- m) Senior Manager of Government Relations and Strategic Communications
- n) Community Emergency Management Coordinator
- o) Commanding Officer 3 District, Halton Regional Police Service
- p) President and CEO, Burlington Hydro
- q) Chief of Emergency Management, Halton Region

#### **5. Frequency of Meetings**

Committee meetings should generally be scheduled two times per year, and at a minimum shall meet once in the calendar year. The Chair may call a meeting at any other time deemed necessary.

**6. Committee Chair**

The Chair of the Committee will be the City Manager or designate.

**7. Role of the Chair**

The Chair shall preside over the meetings of the Committee and assist the Committee in reaching consensus on fundamental policy issues of concern to the Committee.

**8. Support Staff**

Staff shall provide secretarial support, including the taking of minutes, the distribution of minutes and agendas, and the general administrative co-ordination of meetings. Staff shall only be responsible to support working groups that are expressly established by these Terms of Reference or by Burlington City Council.

**9. Committee Records**

Staff will co-ordinate and retain committee records including Agendas, Minutes, Subcommittee Reports, Annual Reports and Aims and Objectives.

The Committee shall prepare, at minimum, an annual report including, but not limited to, achievements reached during the year and a work plan for the upcoming year, all of which shall be forwarded to the Administration and Finance Committee annually.

**10. Maintenance and Refinement of Terms of Reference**

These Terms of Reference shall be maintained by Staff and shall be reviewed at the end of each term by Burlington City Council.

Amendments to these Terms of Reference may be proposed by the Committee, through Staff, to Burlington City Council. Only Burlington City Council may approve changes to these Terms of Reference.