

The Corporation of the City of Burlington

City of Burlington By-law XX-2023

A by-law to amend By-law 046-2019, being a by-law to provide for an  
Emergency and Continuity Management Program  
File:735-07 (BFD-01-2023)

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 municipalities to 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 through by-law adopt the emergency plan, and

Whereas it is deemed necessary to amend By-law 046-2019,

Now therefore the Council of the Corporation of the City of Burlington hereby enacts as follows:

1. That under Appendix B, Municipal Emergency Response Plan, Section 1, subsection 1.7 be amended as follows:
  - The term “Emergency Operations Procedure” be replaced with the term “Continuity of Operations Plan”, (COOP).
  - Access to Continuity of Operations Plans is through an online portal via the COOP Plan Custodians.
  - The department/function list and associated COOP Plan Custodians be amended in accordance with the revised corporate organizational structure.
2. That under Appendix B, Municipal Emergency Response Plan, Section 2, subsection 2.2.2 be amended as follows:
  - Under the Emergency Control Group (ECG) subheading, amend the Emergency Control Group composition, including job title and corresponding Incident Management System position.
  - Under the subheading Emergency Control Group, amend to read that the Emergency Information Officer position “may be filled by other Communications Advisors during extended emergencies or disasters.”
  - Under the subheading Emergency Control Group, add a Political Liaison Officer position, that “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).”

- Under the subheading Emergency Control Group, to read that the Operations Section Chief “can delegate the assignment of this position based on the scope and scale of an emergency or disaster.”
3. The Emergency Control Group members listed in Appendix B, Municipal Emergency Response Plan, Section 2, subsection 2.2.2 be appointed by Council.
  4. That under Appendix B, Municipal Emergency Response Plan, Annexes 1, 4 and 5 be amended to include all appointed members of the Emergency Control Group.
  5. That under Appendix C, Emergency and Continuity Management Program Committee Terms of Reference be amended to reflect the updated Emergency and Continuity Management Program Committee composition, and all members listed be appointed by Council.
  6. That in all other aspects, By-Law 046-2019, as amended, be and is hereby confirmed.

Enacted and passed this 24 day, of January 2023.

Mayor Marianne Meed Ward \_\_\_\_\_

City Clerk Kevin Arjoon \_\_\_\_\_