

Burlington Fire Department – Emergency Management  
1255 Fairview Street  
Burlington, Ontario  
L7S 1Y3

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# City of Burlington By-law XX-2024

## Appendix C: Emergency and Continuity Management Program Committee Terms of Reference

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## 1. Terms of Reference

### 1.1. Council Mandate

The Burlington Emergency and Continuity Management Program Committee has been established by Burlington City Council in accordance with Subsection 11(1) of Ontario Regulation 380/04 under the *Emergency Management and Civil Protection Act, RSO, 1990. c.E.9*. The Emergency and Continuity Management Program Committee shall report to Burlington City Council through the Committee of the Whole.

### 1.2. Goal

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

### 1.3. Purpose and Scope

The Emergency and Continuity Management Program Committee guides and oversees the development, implementation, and maintenance of the City of Burlington's Emergency and Continuity Management Program, including providing policy advice and facilitating inter-departmental program initiatives in accordance with the *Emergency Management and Civil Protection Act, RSO, 1990. c.E.9* and Ontario Regulation 380/04.

### 1.4. Responsibilities

The responsibilities of the Burlington Emergency and Continuity Management Program Committee include:

- Providing guidance and assistance in setting priorities and goals for the City's Emergency and Continuity Management Program (hereafter referred to as the Program).
- Sharing information and building upon identified synergies across corporate risk and business continuity with the Corporate Strategy, Risk and Accountability Committee.
- Providing recommendations on personnel, resources, and equipment for the Program.
- Ensuring that all agencies, volunteers, groups, staff, and other programs are aware of the goals of the Program.
- Ensuring the cooperation and coordination of all Program initiatives in areas under their influence.
- Monitoring, evaluating, and providing feedback on Program initiatives.
- Approving in principle all Program policies and plans prior to corporate implementation, submission to Burlington City Council for approval, or where Council approval is not required, prior to finalization.

- Considering emergency and continuity management related issues and receiving updates as may be brought forward by municipal departments and other organizations represented on the Emergency and Continuity Management Program Committee from time to time.
- Conducting an annual review of the Program to ensure that program activities are delivered in accordance with the *Emergency Management and Civil Protection Act, RSO, 1990. c.E.9* and Ontario Regulation 380/04.
- Making recommendations to Council for the revision of the Program, if necessary.

### 1.5. **Composition**

The Emergency and Continuity Management Program Committee shall be comprised of both voting and non-voting members, as identified below.

**Voting Members** are City of Burlington staff who are entitled to one vote during motions. Voting members are listed below:

1. City Manager or designate
2. Mayor or Deputy Mayor (for emergencies/ceremonial)
3. Community Emergency Management Specialist/Community Emergency Management Coordinator (CEMC) and/or alternate
4. Executive Director and Chief Financial Officer or designate
5. Executive Director, Community Relations and Engagement or designate
6. Executive Director, Community Planning, Regulation and Mobility or designate
7. Executive Director, Digital Service and Chief Information Officer or designate
8. Executive Director, Environment, Infrastructure and Community Services or designate
9. Executive Director, Human Resources or designate
10. Executive Director Legal Services & Corporate Council or designate
11. Executive Director Strategy Risk and Accountability or designate
12. Fire Chief or designate

**Non-Voting Members** are comprised of supporting agency representatives as identified below:

13. Chief Emergency Management or designate, Halton Region
14. Manager, Flood Forecasting & Operations or designate, Conservation Halton
15. Coordinator, Patient Relations / Patient Safety (Emergency Disaster Planning) or designate, Joseph Brant Hospital
16. Division 3 representative, Halton Regional Police Service
17. Emergency Management Coordinator or designate, Canadian Red Cross
18. Director, Health and Safety or designate, Burlington Hydro

**1.6. Committee Chair**

The Chair of the Emergency and Continuity Management Program Committee will be the City Manager or designate, who is responsible for presiding over Emergency and Continuity Management Program Committee meetings and assisting the Emergency and Continuity Management Program Committee in reaching consensus on fundamental policy issues of concern.

**1.7. Quorum**

Quorum shall consist of a majority of the voting members listed in Section 1.5, which represents 7 voting members.

Emergency and Continuity Management Program Committee meetings will require quorum to proceed to ensure that motions can be voted upon and passed as needed.

**1.8. Frequency of Meetings**

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

**1.9. Support Staff**

The Burlington Fire Department shall provide administrative support, including the general administrative co-ordination of meetings, the taking of meeting minutes, and the distribution of agendas and minutes.

**1.10. Committee Records**

The CEMC is responsible for distributing meeting reports one week prior to each Emergency and Continuity Management Program Committee meeting, and Emergency and Continuity Management Program Committee members are responsible for reviewing the meeting report prior to the related Emergency and Continuity Management Program Committee meeting.

The CEMC will retain Emergency and Continuity Management Program Committee records including agendas, minutes, reports, and presentations, and will also submit applicable Emergency and Continuity Management Program Committee meeting minutes to Emergency Management Ontario as part of the annual municipal compliance submission.

**1.11. Annual Report**

The CEMC will create an annual report to City Council regarding the City's Emergency and Continuity Management Program. The annual report will provide a summary of the provincial compliance items, and other in-progress and completed program initiatives.

**1.12. Maintenance of Terms of Reference**

These Terms of Reference shall be maintained by the CEMC and shall be reviewed at the end of each City Council term by the Emergency and Continuity Management Program Committee.

Amendments to these Terms of Reference may be proposed by the Emergency and Continuity Management Program Committee through staff, to Burlington City Council.