



Northumberland County Emergency Management Plan

October 2024



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1.0 Glossary of Terms

In this Emergency Management Program:

“Business Continuity Plan (BCP)”

A plan developed and maintained to direct an organization’s internal response to an emergency that works to mitigate risk to essential operations and efficient recovery of impacted services.

"Chief Administrative Officer (CAO)"

The Chief Administrative Officer for the County of Northumberland or a delegated alternate.

“Chief Northumberland Paramedics”

The Chief of Paramedics for the County of Northumberland or a delegated alternate.

“Communicator”

The front-line person in the Public Inquiry Centre responsible for direct communication with the public.

"County Control Group (CCG)"

The County Control Group means the County Control Group named by the County of Northumberland.

"County Fire Coordinator"

The person appointed by the Fire Marshal, under the authority of the Fire Protection and Prevention Act, 1997 to co-ordinate the mutual aid plan, or the person appointed by the Fire Marshal to act in absence of the fire coordinator. (As per Mutual and Automatic Aid Plan and Program for the County of Northumberland).

“Director of Communications and Information Technology”

The Director of Communications and Information Technology for the County of Northumberland or a delegated alternate.

"Director of Community and Social Services"

The Director of Community and Social Services for the County of Northumberland or a delegated alternate.

"Director of Corporate Services"

The Director of Corporate Services for the County of Northumberland or a delegated alternate.

"Director of Finance"

The Director of Finance for the County of Northumberland or a delegated alternate.

"Director of Health and Human Services"

The Director of Health and Human Services for the County of Northumberland or a delegated alternate.

"Director of Public Works"

The Director of Public Works for the County of Northumberland or a delegated alternate.

"Emergency"

A situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise (*Emergency Management and Civil Protection Act*).

"Emergency Information Officer (EIO)"

The manager of the primary or alternate Emergency Media Centre established by the County of Northumberland in accordance with the requirements of the Emergency Management Program or a delegated alternate.

"Emergency Management Ontario (EMO)"

EMO is a branch within the Treasury Board Secretariat with overall provincial emergency management responsibility.

"Emergency Plan"

A plan formulated under section 3 of the Emergency Management and Civil Protection Act and forms part of the Emergency Management Program.

"Emergency Management Program (EMP)"

The Emergency Management Program approved by by-law of the Council for the County of Northumberland.

"Emergency Shelter Information Officer (ESIO)"

The Emergency Information Officer liaison role located within a reception centre or an evacuation shelter.

"Emergency Site Manager"

The Emergency Site Manager appointed by a member municipality to manage an emergency site within the municipality's boundaries.

"Emergency Operations Centre (EOC)"

The primary or alternate Emergency Operation Centre established by the County of Northumberland.

"Evacuation Shelter"

A facility set-up to provide temporary shelter, food, clothing, recreation, and basic requirements to a group of people who have been evacuated from an area because of an emergency.

"Medical Officer of Health"

The Medical Officer of Health for the Haliburton, Kawartha, Pine Ridge District Health Unit.

"Member Municipality"

A town, township, municipality, or First Nation Reserve located within the boundaries of the County of Northumberland.

"Municipal Solicitor"

The Municipal Solicitor for the County of Northumberland.

"Mutual Support Agreement"

The Mutual Support Agreement adopted by the County of Northumberland, member municipalities, boards of education and industry within the County.

"Public Inquiry Officer (PIO)"

The manager of Public Inquiry Centre responsible for liaising between the Emergency Information Officer and Public Inquiry Centre Coordinator.

"Police Advisor"

The senior police official from the stricken municipality (municipal or provincial) delegated to represent the municipality(ies) on the County of Northumberland County Control Group.

"Reception Centre"

A facility set-up to receive and register evacuees, provide temporary shelter, information, and direct to evacuation shelters as required.

"Warden"

The Warden is head of council for the County of Northumberland.

2.0 Introduction

Northumberland County is located along the north shore of Lake Ontario. Northumberland County is bound to the Region of Durham to the west, the City of Quinte West to the east, and the County of Peterborough to the north. The population of Northumberland County is approximately 89,365 (2021 Census).

Northumberland County encompasses:

- Alderville First Nation;
- Municipality of Alnwick/Haldimand;
- Municipality of Brighton;
- Town of Cobourg;
- Township of Cramahe;
- Township of Hamilton;
- Municipality of Port Hope; and
- Municipality of Trent Hills.

The health, safety, welfare, and the protection of property for residents and visitors of Northumberland County is the priority in the event of an emergency. It is for this reason that Northumberland County has implemented the Emergency Management Program (referred henceforth as “the plan”). The plan is designed to provide staff with guidelines to effectively manage the three distinct phases of the program: pre-emergency, emergency, and post-emergency.

The Emergency Management and Civil Protection Act defines an emergency as “a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise.”

Within Northumberland County, certain hazards that may lead to an emergency include:

- Tornados;
- Earthquakes;
- Infectious disease;
- Transportation accidents (rail and vehicular);
- Chemical spills;
- Cyber-attack.

The severity of any emergency is affected by the type, location, time of day, season, and weather conditions. Despite the best planning and preparation, there may be emergencies which, owing to the lack of equipment and resources immediately available, assistance may be delayed. The level of planning and training available to responders is a significant contributing factor when measuring the success of emergency operations.

3.0 Objective

The purpose of the Emergency Management Program is to establish within the County of Northumberland an emergency plan in support of all member municipalities for the provision of:

- The most timely and efficient acquisition and deployment of requested human and material resources;
- The coordination of inter-municipal and provincial response activities;
- Liaison between municipalities, boards of education, public utilities, industry, Ministries of the Province of Ontario and other public and private services and agencies.

The request for assistance will most likely occur when the emergency exceeds the resources of the local emergency or when more than one municipality is involved, and County assistance is requested.

4.0 Authority

4.1 Northumberland County By-law

The Emergency Management program and plan are approved and endorsed by Northumberland County Council; the 2024 By-law is **XX-2024**.

4.2 Emergency Management and Civil Protection Act (EMCPA)

The Emergency Management and Civil Protection Act R.S.O. 1990, Chapter E.9 Section 3 (1) states:

“Every municipality shall formulate an emergency plan governing 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.”

Section 3 (3) further states that:

“The council of a county may with the consent of the councils of the municipalities situated within the county co-ordinate and assist in the formulation of their emergency plans under subsection (1).”

Section 4 (1) further states that:

“The head of council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area.”

Section 9 (c) further states that:

“In the case of a municipality, designate one or more members of council who may exercise the powers and perform the duties of the head of council under this Act or the emergency plan during the absence of the head of council or during his or her inability to act.”

Section 4 (2) states:

“The head of council or the council of a municipality may at any time declare that an emergency has terminated.”

4.3 Confidentiality of The Plan

The Northumberland County emergency plan is a public document excluding the annexes which are deemed confidential. As defined in the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, Chapter M. 56, the Head of an institution may refuse under that Act to disclose a record:

- a) If the record contains information required for the identification and assessment activities associated with the Hazard and Risk assessment and Infrastructure Identification;
- b) Reveals a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence implicitly or explicitly;
- c) If its disclosure could reasonably be expected to prejudice the defence of Canada or of any foreign state allied or associated with Canada or be injurious to the detection, prevention or suppression of espionage, sabotage or terrorism.

d) If the record contains personal information.

5.0 Action Prior to Declaration

When an emergency exists but has not yet been declared to exist, Northumberland County employees may take action under this plan to protect the health, welfare, safety, and property of residents and visitors of Northumberland County.

6.0 Pre-Emergency Guidelines

All member municipalities within Northumberland County have agreed to joint action with regards to emergency preparedness and each municipality is a participant in the mutual support agreement. The County of Northumberland Emergency Management Program Committee has been established in accordance with the mutual support agreement and the Emergency Management and Civil Protection Act R.S.O. 1990 Chapter E.9 Section 9.

7.0 Emergency Notification, Declaration and Termination

7.1 Emergency Notification

It is the responsibility of the member municipality who has activated their emergency plan to notify Northumberland County. The member Municipal Control Group will contact Northumberland County's Community Emergency Management Coordinator who will then proceed to notify the members of the Control Group.

In the event a Northumberland County Department Head and/or a Control Group member becomes aware of an emergency or potential emergency, they will contact Northumberland County Community Emergency Management Coordinator directly to initiate the notification process.

The following information is to be relayed in either case:

- Type and location of the emergency;
- Injuries and/or fatalities incurred;
- Initial response actions taken;
- Request for resources/support.

Northumberland County's plan may be activated to support of a member municipality as follows:

- At the request of a municipality;
- At the discretion of the Warden or CAO when two or more municipalities are engaged in the same incident;
- At the discretion of the Warden or CAO when Northumberland County resources are being consumed in such a manner as to place a strain on these resources;
- When Northumberland County facilities are threatened;
- By the CAO on the recommendation of a Department Head;
- By order of the Premier in accordance with the provisions of the Emergency Management Act of Ontario R.S.O. c.E.9s.7 (1) 1990.

Unless specifically requested to do so by a municipality and notwithstanding a declaration from the Premier (R.S.O.c.E.9s.7(1) 1990), emergency coordination by Northumberland County shall in no way substitute or supersede any emergency plan or response of a member municipality.

Northumberland County will activate the County Emergency Operations Centre when:

- A member municipality activates their Emergency Operations Centre, or;
- The emergency plan of a member municipality is activated.

It is to be noted that the County response is not to be delayed to gather information.

The members of the Control Group will report to the designated Emergency Operations Centre which may include virtual attendance.

Each Control Group member will communicate with their respective staff and agencies using landline phones, cell phones, and/or the Northumberland County Radio System. The Northumberland County Radio System allows for communication between Northumberland County's Public Works department, the member municipal works departments, and the member municipal fire departments.

Should all telephone and radio communications fail, support staff will physically deliver messages rated as top priority.

For a complete listing of all required Emergency Contacts and Alert Procedures see Annex A.

7.2 Alert Status

The head of council of the affected municipality shall immediately notify Northumberland County by contacting the County's Community Emergency Management Coordinator. County staff from may also become aware of emergency situations from any source, including the media.

When an emergency occurs that involves County facilities and/or services, the Department Head involved will notify the County CAO with a recommendation to activate the emergency plan. The County CAO or Department Head will contact the Community Emergency Management Coordinator who will initiate the Alert through an internal call out or through the Dispatch Company.

At this time, an **"ALERT"** status message should be forwarded to all Directors as a precautionary measure. Upon receipt of an alert, Control Group members are asked to standby at their existing location with communication devices readily available (cell phone, email), and to begin notifying appropriate staff and partner organizations.

Assistance may be requested from the Province of Ontario. It is recommended that the Community Emergency Management Coordinator initiate this contact through the Duty Officer at the Provincial Emergency Operations Centre. The request shall not be deemed a request that the province assume authority and control of the emergency.

7.3 Activation Status

If required, an **"ACTIVATION"** shall be issued through the dispatch company. The Community Emergency Management Coordinator will contact the dispatch company to initiate the notification procedures and to provide details and instructions to the County Control Group. The Community Emergency Management Coordinator shall contact the Dispatch Company requesting the status of the call out. County Control Group members will assess the situation to determine the need for further staffing. Each member will be responsible to assemble their departmental staff as required.

7.4 Dispatch Company

Upon notification requesting the formation of the Northumberland County Control Group, the dispatch company shall attempt to contact the primary County Control Group members via phone and email. When a member cannot be reached in person, a message may be left on voice mail or with an adult. An attempt to contact the designated alternate will then be made. When the primary and alternate member cannot be reached, the failed contact shall be noted and further calls to this member will not be made. Call attempts will be recorded noting the County Control Group member, date, time, how the contact was initiated, and the name of the dispatcher.

7.5 Declaration of Emergency

Upon declaring an emergency, in consultation with the County Control Group, the Warden shall notify:

- Duty Officer at the Provincial Emergency Operations Centre;
- County Council;
- Officials of the municipalities within Northumberland County;
- The public;
- Neighboring community officials;
- Local members of Provincial and Federal Parliament.

7.6 Termination of Emergency

An emergency may be considered terminated when the threat to life, property, and the environment no longer exists and the municipality(ies) have returned to a semblance of normalcy. This means that residents evacuated have now returned to their homes or that alternate arrangements have been made. If services provided to residents (e.g., sewer, water, hydro) are compromised, the emergency is not over until services are restored either on an improvised short-term or a permanent basis.

Upon terminating an emergency, in consultation with the County Control Group, the Warden shall notify:

- The Duty Officer at the Provincial Emergency Operations Centre;
- County Council;
- Officials of the municipalities within Northumberland County;

- The public;
- Neighboring community officials;
- Local members of Provincial and Federal Parliament.

8.0 Implementation – County Control Group

8.1 Emergency Operations Centre (EOC)

The primary and alternate Emergency Operations Centre locations are pre-determined and fully equipped to accommodate virtual participation utilizing video conferencing software. In addition, all member municipalities offer the use of their Emergency Operation Centre as alternate sites.

The location, configuration, and procedures for both the primary and alternate Emergency Operations Centre are available in Annex B.

8.2 Northumberland County Control Group (CCG)

Northumberland County has established a primary County Control Group comprised of the following members:

- Chief Administrative Officer;
- Director of Corporate Services;
- Community Emergency Management Coordinator;
- Director of Community and Social Services;
- Director of Finance;
- Director of Public Works;
- Director of Communications and Information Technology;
- Chief Northumberland Paramedics;
- Director of Health and Human Services;
- Northumberland County Municipal Solicitor.

The following are not identified as part of the primary County Control Group but may be called upon to provide a representative:

- County Fire Coordinator;
- Ontario Provincial Police Advisor;
- Red Cross;
- Salvation Army;
- St. John Ambulance;
- Municipal Animal Services;

- Haliburton Kawartha Pine Ridge District Health Unit;
- Ontario Community Emergency Assistance Program (OCEAP);
- Ministry of the Environment;
- Ministry of Natural Resources;
- Ministry of Transportation;
- Medical Officer of Health;
- Hydro One, Union Gas, Enbridge, Lakefront Utilities;
- Kawartha Pine Ridge District Board of Education;
- Peterborough, Victoria, Northumberland, Clarington Catholic School Board;
- Ganaraska Region Conservation Authority, Lower Trent Conservation.

Roles and responsibilities of primary and supplementary County Control Group members can be found in their relevant annex.

8.3 Support Members to the County Control Group

Support staff will be utilized in the Emergency Operations Centre when the primary/alternate members are engaged with other business. The support staff do not serve as alternates for the primary/alternate positions but will be available to answer calls, take messages, and forward updates to the primary/alternate member.

Roles and responsibilities of support members to the County Control Group can be found in their relevant annex.

9.0 Emergency Contact System – Communications Plan

9.1 Emergency Information Plan

During an emergency, accurate and timely information must be communicated to the public including the status of the emergency, evacuation information, detour routes, and any other pertinent information. The ease with which essential emergency related information can be gathered, correlated, and disseminated to the public is recognized as one of the essential elements leading to a successful community emergency response.

9.2 Media Centre

The Media Centre will deliver the approved messaging via multiple channels. The Emergency Information Officer is responsible for the emergency information strategy, setup of the centre, and is the media spokesperson. The Emergency

Media Monitoring Centre is in room #107 at 555 Courthouse Road, Cobourg. Media interviews will be conducted in the lower floor lobby.

9.3 Public Inquiry

A Public Inquiry Centre will be available to provide real-time emergency information via in-bound calling. The Public Inquiry Centre is in room #108. The Public Information Officer is responsible for the operation of the Public Inquiry Centre.

On receipt of the alert, the Emergency Information Officer will notify designated staff and proceed to activate the Media Monitoring Centre. The Communications Department will contact the media and advise of the opening and location of the centre. Media representatives will be given the Public Inquiry Centre's telephone number(s) and will be asked to broadcast the number(s).

Roles and responsibilities of the Emergency Information Officer, Public Inquiry Officer and supporting roles can be found in their relevant annex.

10.0 Training

Northumberland County is committed to ensuring that staff are competent in conducting all aspects of their job duties in a safe manner. All County Control Group and Emergency Social Services staff will be trained according to their respective positions within the structure of a municipal emergency.

10.1 County Control Group

10.1.1 Annual Training (Mandatory)

In compliance with The Emergency Management and Civil Protection Act, R.S.O. 1990 Chapter E.9, Ontario Regulation 380/04, Guidance Note 2018-01-01, all primary members of the County Control Group are required to annually demonstrate an adequate level of training in each of the following areas:

- Knowledge of all the components of the municipal Emergency Management Program, including, but not limited to the municipal Hazardous Identification and Risk Assessment, and Critical Infrastructure list;
- Knowledge of their municipality's Municipal Emergency Plan, including their roles and responsibilities, and those of organizations which may have a role in response;

- Knowledge of the procedures used to activate and operate under the Emergency Plan;
- Knowledge of the notification procedures used to notify members of the County Control Group when the Emergency Plan is activated;
- Knowledge of the location, communications infrastructure, and technology in their Emergency Operations Centre;
- Liaising with member municipality emergency Control Groups.

10.1.2 Emergency Management Exercises (Mandatory)

In compliance with The Emergency Management and Civil Protection Act, R.S.O. 1990 Chapter E.9, all primary members of the County Control Group will participate in an annual exercise including but not limited to:

- Participation with either the County Control Group or member municipality Control Groups;
- Emergency Operations Centre procedures;
- Member responsibilities;
- Hazard Identification and Risk Assessment (HIRA);
- Critical Infrastructure;
- Liaising with partner agencies;
- Participation in after-action reporting activities.

10.2 Emergency Management Staff

The following courses shall be made available for staff involved in emergency management and planning:

- Incident Management System (IMS);
- Basic Emergency Management (BEM);
- Emergency Social Services Course (ESS).

11.0 Plan Distribution

The Northumberland County plan and applicable annexes are distributed to the primary members of the County Control Group. The current version of the plan including annexes are also available for county alternates and support staff at a secure intranet location. The plan (excluding confidential annexes) is available to the public on the Northumberland County website.

12.0 Plan Review and Amendment

The Northumberland County Community Emergency Management Coordinator is responsible for updating the plan and annexes. The Emergency Management Program Committee and Council annually review and subsequently approve the plan.

13.0 Annexes (Confidential)

- A.** Emergency Contact List Procedures
- B.** Emergency Operations Centre Procedures
- C.** Emergency Management Program Committee
- D.** Warden Procedures
- E.** Chief Administrative Officer Procedures
- F.** Director of Finance Procedures
- G.** Director of Public Works Procedures
- H.** Director of Community and Social Services Procedures
- I.** Chief of Paramedics Procedures
- J.** County Fire Coordinator Procedures
- K.** Police Advisor Procedures
- L.** Medical Officer of Health Procedures
- M.** Public Inquiry Officer Procedures
- N.** Emergency Information Officer Procedures
- O.** Scribe Procedures
- P.** Community Emergency Management Coordinator Procedures
- Q.** Director of Corporate Services Procedures
- R.** Declaration Form, Declaration Checklist, Termination Form
- S.** Mutual Support Agreements
- T.** Emergency Management and Civil Protection Act
- U.** County Recovery Plans (In Progress)
- V.** Director of Communication and Information Technology Procedures
- W.** Northumberland County Hazard Identification & Risk Analysis (HIRA)
- X.** Critical Infrastructure List
- Y.** Donations Management Plan
- Z.** Privacy and Confidentiality

13.0 Revision Control

Date	Revision #	Description of Change	Initials
April 2005	1	Contact List	KVS
March 2006	2	CAO Duties, Transportation Alternate, Delete Telecom	KVS
June 2006	3	Fan Out Procedures	KVS
June 2007	4	Contact List, Social Service Annex	KVS
January 2008	5	EOC Location Update	KVS
March 2008	6	Annex B Location Update	KVS
December 2008	7	Annex A Contact List Update	KVS
December 2008	8	By-law 72-08	KVS
March 2009	9	Responsibility Revisions	KVS
August 2010	10	Minor Update to Annexes	KVS
February 2011	11	Responsibility Revisions, Support Staff Positions, Training	KVS
December 2012	12	Alternate Warden Revisions, GIS Support, Scribe Action Plan, Training	KVS
March 2013	13	Media Relations Officer, Public Information Officer Terms	KVS
August 2013	14	Public Inquiry System, EIO Updates	KVS
September 2014	15	Medical Officer of Health Responsibilities Revision, Added EIO & CEMC Support Staff Role, Update Director of Corporate Services	KVS
September 2015	16	Updated Contact List, Annex "C" added Director of Communications, Annex "N" EIO & Alternate Contact Infor, Annex "Q" updated to	LLS

Date	Revision #	Description of Change	Initials
		Director of Corporate Services	
September 2015	17	Minor update to Annex "A" Contact List	LLS
October 2015	18	Revise Chief EMS to Chief of Paramedic Service	KVS
September 2016	19	Update Annex "A" Contact List	LLL
November 2017	20	Revision Emergency Management Plan	LLL
November 2018	21	Revision Emergency Management Plan, addition of Annex "V," revision of Annex "A," revision of Annex "C," revision of Annex "H"	LLL
October 2019	22	Addition of Annexes "W," "X," "Y," "Z," Revision of Annex "A"	LLL
September 2020	23	Removal of Public Inquiry software program training – no longer used	LLL
October 2021	24	Minor wording revisions, update of Annex "A" contact list	LLL
June 2022	25	Update document to meet accessibility requirements. Minor wording revisions, addition of chapter numbering and update of page numbering style. Director of Transportation/Waste changed to Director of Public Works. Added	CMC

Date	Revision #	Description of Change	Initials
		Support Staff – Director of Information Technology. OFMEM updated to EMO. Contact information removed from Annexes.	
January & February 2023	26	Update document with dates, format and contact info. Revisions to alternate Warden, alternate CCG members removed from primary CCG.	TB
July 2023	27	Updated grammar, formatting, and acronyms.	RLD
July 2024	28	Glossary of terms expanded, Alderville First Nations added to County introduction, definition of emergency updated to reflect current EMCPA, update to Annex A (Contacts), Director of Health and Human Services and Municipal Solicitor added as CCG primary member, Director of Information Technology title replaced with Director Communications and Information Technology, updated grammar and reduction of duplication, reference to draft Annex Z (Vulnerable Populations) removed), new Annex Z added (Confidentiality),	DB

Date	Revision #	Description of Change	Initials
		cover page updated with County picture.	