

Ministry of Community Safety  
and Correctional Services

Ministère de la Sécurité communautaire et  
des Services correctionnels

Office of the Deputy Minister  
Emergency Planning and Management

Bureau du sous-ministre  
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June 30, 2008

*H. Hetherington*

Dear Bob Panizza,

I am pleased to present you with a copy of the Toolkit, *Continuity of Decision Making: A Toolkit For Municipalities*. The Toolkit contains best practices, sample by-laws and a checklist that can help improve the resiliency of decision-making within municipalities.

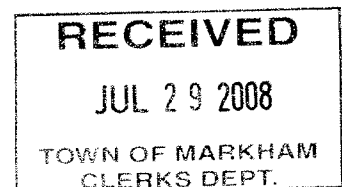
The Toolkit is the product of the Continuity of Government Sector Working Group. The Working Group was established to ensure the continuity of government decision-making at both provincial and municipal levels. It has municipal, provincial and federal representatives with municipal involvement from the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO), the Ontario Association of Emergency Managers (OAEM), Cities of Peterborough and Hamilton, Perth County, and the Regional Municipality of Niagara. The Ministry of Government and Consumer Services leads the group on behalf of Emergency Management Ontario.

I am confident that you will find the Toolkit a useful part of your municipality's continuity of decision-making planning. If you have any questions, please do not hesitate to contact the chair of the Working Group, Malcolm Smeaton. Malcolm may be reached at 416-325-1651 or at [Malcolm.Smeaton@ontario.ca](mailto:Malcolm.Smeaton@ontario.ca).

Sincerely,

*Jay Hope*

Jay C. Hope  
Deputy Minister of Emergency Planning and Management



c: The Honourable Rick Bartolucci  
Minister of Community Safety and Correctional Services

Attachment