

The Township of St. Joseph

Peace Time Emergency Plan

*Approved December 2, 2015
Reviewed September 2019
Updated November 2023*

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1. INTRODUCTION

THE COMMUNITY IDENTITY

The Township of St. Joseph is located 50 kilometres east of Sault Ste. Marie, on the banks of the St. Mary's River on St. Joseph Island. Highway 548 runs through the municipality, and joins St. Joseph Island to the mainland via the St. Joseph Island Bridge.

The Township of St Joseph has developed around its rural character. This trait remains evident today with the presence of agricultural activity and minimal industrial/business development. Due to the lack of commercial development, Island residents rely on Richards Landing, and the City of Sault Ste. Marie to provide the essential services and amenities.

The Municipality supports an Emergency Hospital, a Fire & Services Department, a Marina, public school and numerous volunteer organizations.

DEFINITION

An Emergency, according to the Emergency Management Act 2003, is defined as: “A situation or impending situations caused by forces of nature, accident or an intentional act that constitutes a danger of major proportions to life and property.”

Additional information on the Emergency Response Plan can be obtained by contacting the Clerk, the CEMC or alternative CEMC.

COUNCIL EXPECTATIONS

The Emergency Response Plan for The Township of St. Joseph has been established to assign responsibilities and to guide the immediate actions of key officials in an emergency.

All members of the Emergency Operations Control Group, as well as their Alternates shall read the Emergency Plan, including ANNEXES. These persons must be familiar with the entire plan, so if called upon they will be prepared to carry out their respective responsibilities. A distribution list is attached as Annex F. An Updates and Amendments List is attached as Annex G.

REVISION AND TESTING

An exercise will be conducted annually in order to test the overall effectiveness of this Emergency Plan and to provide training to the Control Group. It is particularly important to test the effectiveness of the communications systems. Revisions to this plan should incorporate recommendations stemming from such exercises.

The Municipal Clerk will ensure that this plan is reviewed annually and, where necessary, revised by a meeting(s) of the Emergency Operations Control Group. The Clerk will pass on changes to the Notification System to the Community Emergency Management coordinator.

Each time this plan is revised, it must be forwarded to Council for approval. However, revisions to the Annexes and minor administrative changes can be made without resubmitting the plan to the Council each time.

It is the responsibility of each person, agency, service or department named within this Emergency Plan to notify the Municipal Clerk forthwith of any revisions to the Annexes, or administrative changes.

INTERNAL PROCEDURES

Each service involved with this Emergency Plan will prepare functional emergency procedures of guidelines outlining how it will fulfill its responsibilities during an emergency. Each service will ensure that it designates a member of its staff to maintain and revise its own emergency procedures or guidelines.

2. PURPOSE OF THE PLAN

The purpose of this plan is to present the basic principals for local emergencies and to indicate the responsibilities of all concerned departments of the Municipality and from Provincial/Federal departments when and where necessary.

Since the effects of an emergency will be felt directly at the municipal level and the first response will be undertaken by the Municipality, the following plan will be the official plan for any coordinated response to an emergency affecting this municipality by all services responsible.

The service area covered by this plan shall include only The Township of St. Joseph.

3. AIM

The aim of the plan is to make provision for the extraordinary arrangements and measures that may have to be taken to protect the life, health and property of the residents of St Joseph Island.

4. DECLARATION OF AN EMERGENCY

In conformance with the *Emergency Management Act, 2003*, the Mayor, or their alternate, may declare that a state of emergency exists in the Municipality, or any part thereof, and may take such actions and make such orders as are considered necessary to control and assist in dealing with the emergency. The Head of Council, Alternate or Council may, at any time, declare that an emergency has been terminated.

This authority is referenced under a By-Law adopting or resolution to update The Township of St Joseph Peace Time Emergency Plan. By-Laws are referenced in Annex H.

Upon declaring a state of emergency, the Head of Council or Acting Head of Council, will notify:

- a. The Solicitor General of Ontario by contacting Emergency Management Ontario at (866) 314-0472, twenty-four hours a day and seven days a week.
- b. Fax an Emergency Declaration to EMO at (416)314-0474.

When an emergency exists, but has not yet been declared to exist, Municipal Employees may take such actions under this Emergency Plan as may be required to protect lives and property of affected Township.

5. REQUESTS FOR ASSISTANCE

Assistance may be required from other municipalities at any time by contacting the Clerk of the appropriate township or 911 if the assistance requires emergency services. The request can be made for assistance only.

Should the Mayor deem the resources of the affected township insufficient to control the emergency, the Mayor may request that the mutual aid be activated.

Assistance may also be requested from the Province of Ontario at any time without any loss of control or authority. Such requests can be made by contacting the local office of the appropriate provincial Ministry, or by contacting Emergency Management Ontario at (866) 314-0472 at any time.

6. NOTIFICATION SYSTEM

The Mayor, Fire Chief, Police Officer on scene, or their alternates have the power to begin the notification system. This plan will be implemented as soon as an emergency occurs or is expected, which is considered to be of such a magnitude as to warrant its implementation.

To activate the notification system, one of the designated individuals will call the Clerk (or the alternate), of the Municipality in which the emergency occurs and relay all pertinent information.

The Clerk will then activate the Emergency Operations Control Group by phone. The individuals, in the order in which they should be contacted, are listed in Annex D.

Persons on the notification list will be called in order, starting with the Mayor (ANNEX D).

If the primary person cannot be reached at any of the listed numbers, the alternate will be called. The time of attempted contact will be noted and recorded.

If neither can be reached, the next individual on the list will be called.

Once the end of the list has been reached, another attempt will be made to reach those who were not available.

7. EMERGENCY OPERATIONS CENTRE (EOC)

Depending on the type of emergency, the Emergency Control Group will report to their Emergency Operations Center which is located at:

The Township of St. Joseph Municipal Office, at 1669 Arthur Street, Richards Landing, ON

Alternate Site, depending on the emergency:

The Township of St. Joseph Fire Hall, 1511 10th Sideroad, Richards Landing; or
Royal Canadian Legion Br.374, at 1534 10th Sideroad, Richards Landing

8. EMERGENCY WARMING/SUPPORT CENTRE

Any Control Group may require the use of an Emergency Warming/Support Center, which is located at the Royal Canadian Legion, Branch 374, 1534 10th Sideroad, Richards Landing.

In the event that any Control Group on St. Joseph Island, duly formed in accordance with the *Emergency Measures and Civil Protection Act*, requires the use of this Emergency Warming/Support Centre, they must notify the Mayor of The Township of St. Joseph and to the Royal Canadian Legion contact listed in the Annex.

In the event that this Emergency Warming/Support Centre is required, the Red Cross can be requested to provide assistance. This assistance may include, but is not limited to, accountability, providing short-term personal necessities, bedding and blankets, and comforting displaced residents making use of the Centre.

In the event that an extended emergency includes, but is not limited to, an extended power outage, the Royal Canadian Legion may be used as The Township of St. Joseph EOC. In the event that the Royal Canadian Legion is already serving as an Emergency Warming/Support Centre, the EOC will be established at the Township's Fire Hall at 1511 10th Sideroad.

9. COMPOSITION OF THE EMERGENCY OPERATIONS CONTROL GROUP

All emergency operations shall be directed and controlled by a group of officials responsible for providing the essential services needed to minimize the effects of the emergency. This group of officials shall be known as the EMERGENCY OPERATIONS CONTROL GROUP (ECG) and shall be made up of the following:

9.1 THE HEAD OF COUNCIL OR THEIR DESIGNATED ALTERNATE

9.2 THE CLERK OR THEIR DESIGNATED ALTERNATE

9.3 THE FIRE CHIEF OR THEIR DESIGNATED ALTERNATE

9.4 MUNICIPAL COUNCIL

9.5 THE O.P.P. OR DESIGNATED ALTERNATE

9.6 THE EMERGENCY MANAGEMENT COORDINATOR CEMC

9.7 WORKS SUPERINTENDENT OR DESIGNATED ALTERNATE

The Control Group may function with a limited number of people depending on the situation surrounding the given emergency, but all must be notified of the emergency.

REGULAR BUSINESS CYCLE (Actual Emergency)

Members of the Control Group will gather at regular intervals to inform each other of actions taken and problems encountered. The Operations Officer will establish the frequency of these meetings and agenda items. Meetings will be kept as brief as possible, thus allowing members to carry out their individual responsibilities. Maps and status boards will be prominently displayed and kept up to date by the Operations Officer.

10. RESPONSIBILITIES OF THE EMERGENCY OPERATIONS CONTROL GROUP (ECG)

The Mayor, or the designated alternate may, on the advice of the other members of the Emergency Operations Control Group, officially declare an emergency to exist and may, for the purpose of the plan, designate all or part of the Township as an “Emergency Area”.

The Emergency Operations Control Group (ECG) is responsible for the following:

- a) Evaluation of those buildings within the “emergency area” which are themselves considered dangerous or in which occupants are considered to be in danger from some other source.
- b) The selection of an assembly area at which additional equipment and manpower of all services will gather.
- c) Dispersal of groups of peoples who, by their presence, are considered to be in danger, or who may hinder in any way the efficient functioning of emergency operations.
- d) Arrangements for the accommodation and maintenance on a temporary basis of any residents who are in need of assistance due to displacement as a result of the emergency.
- e) The calling out and deployment of any municipal equipment and personnel.
- f) Requesting the assistance of personnel and equipment of voluntary and other agencies not under normal municipal control that may be required for the emergency. i.e. Red Cross, St. John’s Ambulance, Victorian Order of Nurses, Salvation Army, Snowmobile Clubs, Amateur Radio Clubs, Scuba Diving Clubs, etc.
- g) Establishment of an information centre at Emergency Operations Control Headquarters for the issuing of accurate releases to the news media and for issuing authoritative orders to the general public.

Establishment of a registration and injury centre to handle individual requests for information concerning all aspects of the emergency.

Establishment of a system to ensure balanced distribution of casualties to hospitals.

Discontinuance of any services within the “emergency area” without notices to the consumer, if such service constitutes a hazard.

Requesting assistance from the Province or other Municipalities, should the resources of the Township be deemed insufficient to control the emergency.

Requesting assistance from Provincial/Federal Government, where this assistance is outside the normal departmental and working arrangements with the Municipality.

Coordinating and directing the services and ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to the law.

Advising the Mayor as to whether the declaration of an emergency is recommended.

Ensuring that an Emergency Site Manager is appointed.

Determining if additional volunteers are required and if appeals for volunteers are warranted.

Determining if additional transport is required for evacuation or transport of persons and/or supplies.

Ensuring that pertinent information regarding the emergency is promptly forwarded to the public.

Assisting in the provision of emergency medical and health services.

Inspections for the purposes of the safe and orderly reoccupation of all premises within the designated emergency area.

Maintaining a written record of Control Group discussions and actions taken during the incident.

11. RESPONSIBILITIES AND FUNCTIONS OF THE HEAD OF COUNCIL

The Head of Council or alternate is responsible for the following after seeking the advice of the ECG where possible.

- a) Activate the Emergency Notification System where deemed advisable.

- b) Coordinate and Chair meetings of the Emergency Control Group.
- c) Declare the existence of an emergency and designate all or part of the Municipality as an emergency area. Ensure that the Solicitor General of Ontario has been notified of these declarations, as stated in “DECLARATION OF AN EMERGENCY”.

Issue any orders considered necessary to implement this emergency plan, in order to protect the health, safety, welfare, and property of the inhabitants of the emergency area.

Make decisions, determine priorities and issue operational directions through the Clerk.

Invite representatives of other public or private agencies to participate with the ECG where necessary.

Approve news releases and public announcements.

Notify, where appropriate, the Heads of Council of neighboring Municipalities of the existence of an emergency in the Township.

Declare the emergency terminated, and ensure all concerned have been notified.

12. RESPONSIBILITIES AND FUNCTIONS OF THE CLERK

The Clerk or their alternate is responsible for the following:

- a) The Clerk will activate the Emergency Operations Control Group by phone. The individuals, in the order in which they should be contacted, are listed in Annex D. Persons on the notification list will be called in order, starting with the Mayor.
- b) Organize and supervise the Emergency Operations Control Group, ensuring that the ECG’s facilities are made operational without delay.

Make arrangements for obtaining and displaying up to date information throughout the period of the emergency.

Advise the Mayor on administrative matters.

Establish a Media Information Centre (MIC) using the services of trained information officers from the Police Services. The MIC will develop media information, public announcements and instructions as requested by the ECG. All such information is to be approved by the Mayor prior to release.

Maintain a record of all expenditures for later cost recovery of what is warranted.

Maintain a record of all decisions, actions and instructions as issued by the ECG.

Ensure that accurate records are maintained by each department, of all emergency equipment and facilities assigned to it and that periodic inventories are carried out.

Act as the Operations Officer (Ops O).

13. RESPONSIBILITIES AND FUNCTIONS OF THE FIRE CHIEF

The Fire Chief or their Alternate is responsible for the following:

- a. Activate the Emergency Notification System when requested or when that person deems it advisable.
- b. If casualties are involved, notify the Emergency Medical Service crew (911), who will in turn implement the Regional Health Services Emergency Response Plan.
- c. Direct all operations connected with fighting fires, controlling hazardous materials and conducting rescues.
- d. Activate the Automatic Aid System if deemed necessary.
- e. Determine if additional special equipment or supplies will be required, and if so, make arrangements to obtain.
- f. Provide equipment and staffing to assist in pumping operations.
- g. Provide a vehicle complete with two-way radio for communications between the emergency site and the EOC.
- h. Maintain accurate records of all emergency equipment and facilities assigned to their department and ensure that periodic physical inventories are carried out.

14. RESPONSIBILITIES AND FUNCTIONS OF THE OPP

The Officer in command or their Alternate is responsible for the following:

Activate the Emergency Notification System when that person deems it advisable.

If casualties are involved, notify the Regional Ambulance Service, who will in turn proceed as required.

- a. Provide the Mayor or Alternate with advice on law enforcement issues.
- b. Secure the site of the incident.

- c. Control and, if necessary, disperse crowds within the emergency area and prevent looting.
- d. Control and facilitate the movement of emergency vehicles to and from the emergency scene.
- e. Conduct evacuation of buildings or areas when ordered by the Mayor or Alternate.
- f. Maintain law and order.
- g. Arrange, when necessary, for additional police assistance from surrounding Police Departments, RCMP, or the Canadian Armed Forces.
- h. Advise the Coroner in the event of fatalities and perform any additional responsibilities required by the Coroner's Act.
- i. Provide, on request, the services of a Community Services Officer to staff the Media Information Centre.
- j. Maintain accurate records of all emergency equipment and facilities assigned to their department and ensure that periodic physical inventories are carried out.

15. PUBLIC INFORMATION

The ECG will designate a person to be responsible for acting as the Public Information Coordinator during an emergency.

Due to the importance of coordinating the release of accurate information to the Public, this issue is dealt with in this Emergency Plan. The Public Information Coordinator is responsible for the dissemination of news and information to the media and the public.

A detailed public information plan is attached as Annex "A".

ANNEX “A”

EMERGENCY PUBLIC INFORMATION PLAN

This Annex is added to dictate how information will be passed on to the public and the media.

1. Upon implementation of this Emergency Plan it will be very important to coordinate the release of accurate information to the news media, issue authoritative instructions to the public, and respond to or redirect individual requests for, or reports on, information concerning any aspect of the emergency.
2. In order to fulfill these functions during an emergency, the following positions will be established:
 - a. A Public Information Coordinator: Township of St. Joseph Community Projects Coordinator, Sherie Gladu
 - b. An On Scene Media Spokesperson: Township of St. Joseph Community Projects Coordinator, Sherie Gladu
 - c. A Citizen Inquiry Supervisor: TBD
3. There will be a Media Information Centre located in the Emergency Operations Centre. This area will be sectioned off and only designated media personnel will be granted entry.
4. Depending on the nature of the emergency, it may be necessary to establish a Media Information Centre adjacent to the emergency site. Once established, it will be staffed by a Media Spokesperson appointed by the Emergency Site Manager.

THE PUBLIC INFORMATION COORDINATOR

The Public Information Coordinator shall report to the Mayor and is responsible for:

- a. Arranging a briefing with the ECG on the emergency situation.
- b. Establishing a communications link with on site personnel and any other media coordinator(s) involved in the incident. They will ensure that all information released to the media and public is consistent and accurate.
- c. Ensuring that the Media Information center is set up and staffed.
- d. Liaise with the ECG to obtain up to date information for media releases, coordinate individual interviews, and organize press conferences.
- e. Monitoring news coverage and correcting any erroneous information.

- f. Maintaining copies of media releases and newspaper articles pertaining to the emergency.

ANNEX “B”

EMERGENCY OPERATIONS CENTRE PROCEDURES

PRIMARY LOCATION

In the event of an emergency, the Emergency Operations Centre will be set up as indicated in Section 7 of the plan.

ALTERNATE LOCATION

In the event that the primary location cannot be used, the Emergency Operations Centre will be set up as indicated in Section 7 of the plan.

PROCEDURES FOR SET-UP OF THE EOC

The EOC will be set up under the direction of the Clerk, who acts as an Emergency Operations Officer during an emergency.

- a. The room will be cleared of any personnel, together with paperwork or equipment, which is not required for emergency management.
- b. The Facilities Manager will set up furniture in the room as designated.
- c. The Front Line Staff should have a copy of the list of EOC contact information.
- d. Facilities Manager should ensure that the heating/air conditioning system is functional.
- e. A large-scale map of the Township should be set up, marking utensils should be provided.
- f. A computer and printer will be made available with a good supply of paper.

PROCEDURES FOR EMERGENCY COMMUNICATIONS

In the event that phone services are interrupted and/or unavailable an emergency network of radio communications will be established.

Municipal-wide communications can be implemented through the use of local fire department and roads department radio equipment on the existing radio network.

Radio communications between The Township of St. Joseph and surrounding communities can be established through a network of amateur radio operators, operating from the EOC. A list of local licensed radio operators is available in ANNEX ‘E’.

ANNEX “C”

PROVINCIAL/FEDERAL ASSISTANCE

If the resources available from the Municipality are insufficient to meet the requirements of the emergency, help will be requested from other local municipalities. If these resources are deemed inadequate, assistance may be requested from the Province. Such requests should be directed through the local offices of the pertinent Ministry.

These include:

Ontario Provincial Police	911 or 1-888-310-1122 Thessalon (705) 842-3243 Blind River (705) 356-2244
Ministry of the Environment and Climate Change	1-800-268-6060
Ministry of Natural Resources and Forests (SSM)	(705) 949-1231
Ministry of Transportation Transfield 24 hour toll free line:	1-800-268-4686 1-855-250-7575
Ministry of Community and Social Services	911
Ministry of Health (Regional Ambulance Service)	911

These offices are responsible for notifying their headquarters and for arranging appropriate types and levels of assistance.

Alternately, and particularly in the case of severe or widespread emergencies, the EOC may recommend that the Head of Council alert the Provincial government directly. Contact OFMEM at (416) 314-0472 at any time.

If assistance is required from the Canadian Armed Forces, or from any other Federal Unit, this request should be channeled through the Province as described above.

ANNEX “D”

EMERGENCY NOTIFICATION LISTS

When any changes occur, the CEMC shall promptly issue revised copies of this Annex to all holders of the Emergency Plan.

1. As stated in Section 6, the Emergency Alert Plan will be implemented by any of the following members of the Municipal Control Group:
 - Head of Council or designated Alternate
 - Fire Chief or Alternate
 - Officer in charge of Police (O.P.P.)
 - Clerk or designated alternate
2. As outlined in Section 6 of this Emergency Plan, the Clerk will begin contacting the Emergency Operations Control Group after having been notified to do so by the proper authority. The following personnel will be contacted by the Clerk either by telephone or messenger (if telephone is inoperative). All necessary information will be made available, as well as the location of the EOC.

The Township of St. Joseph Emergency Notification List:

CONTACT	AREA OF RESPONSIBILITY	PHONE NUMBER
Jody WILDMAN	Head of Council	705 246-0616 (H) 705 297-0592 (C) 705 945-6712 (W)
Bryon HALL	Councilor	705-255-2159
Steven ADAMS	Councilor	705-989-4210
Greg Senecal	Councilor	705 946-9653
Cameron ROSS	Councilor	705-989-4571
Amanda RICHARDSON	Clerk Administrator	705 246-2625 ext 202 (W) 705 257-9395(C) Private
Dan SEE	Works Superintendent (Roads)	705 246-2256 (W) 705-206-3020 (C)
Fraser ADAMS	Fire Chief	705 246-3756 (H) 705 246-2820 (Fire Hall) 705-987-1423 Cell
Scott GARDINER	Deputy Fire Chief	705-246-1952 705-542-9011 (Cell)
Public Utilities Commission	Water/Wastewater	705-759-6520
Marcy Clark	Seniors and Persons with	705 246-0036 (W)

	Disabilities Dr. Trefry Memorial Centre	705-971-9698(Cell)
Sherie GLADU	Township Information Officer	705-246-2625 (W) 705-246-7615 (H) 705-987-1898 (Personal Cell)
Bob Riddel Royal Canadian Legion John Shannon	Royal Canadian Legion President RCL Vice President	705 246-2416 H 705-971-2179 C 705-246-2494 Office 705-987-5100 C
The Township of St. Joseph Municipal Non-Profit Housing – Managed through ADSAB	Kyle Stuckey, Property Manager	705 842-3370, ext 244 (Office) 705-849-8549 (Cell)
LedCor	Provincial highway maintenance HWY 548	1-866-453-3267
Jeff Edwards	CEMC Phoenix Emergency Management Logic	705-849-7226
Fraser ADAMS	Alternate CEMC	705-987-1423 (C) 705-246-2820 Fire Hall

MCKAY, Cheryl	North Channel Current cheryl@northchannelcurrent.ca	705-989-9932
Donna SCHELL	Press Sentinel	705 246-2909
Soo Today	news@sootoday.com	
100.5 FM	ssm.news@rci.rogers.com	
CBC Radio (Sudbury)	sudburynews@cbc.ca	
CTV News	Tamara.Ischenko@bellmedia.ca	
Island Clippings	islandclippings@gmail.com	
Sault Online	newsroom@saultonline.com	
Soverign Communications 101.3/104.3 FM	mark@sovcomm.net	
North Shore Sentinel	Ns-sentinel@bellnet.ca	

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ANNEX “E” **VITAL SERVICES DIRECTORY**

CONTACT	AREA OF RESPONSIBILITY	PHONE NUMBER
Gilbertson Enterprises	Heavy Equipment	(705) 246-2076
Jillian Hayes, Clerk Treasurer	Hilton Village Municipal Office	(705) 246-2242
Richard Liskauskas	Hilton Beach Marina Manager	(705) 246-2291
Public Utilities Commission	Richards Landing water/sewer	Shift Operator: 705-759-6520 Water plant: 705-246-3511
HUCKSON PLUMBING	Plumber	(705) 942-6433
Littleton Electric Greg Senecal	Electrician	(705) 246-2543 Greg’s cell 705-946-9653
Littleton Electric Greg Senecal	Streetlights	(705) 246-2543
Canutec	Hazardous Material Information	(613) 996-6666 Collect (24 Hrs)
Ministry of the Environment:	Environmental Spills	(705) 541-2182 1-800-268-6060
Algoma Health Unit	Community Disasters	(705) 759-5287 (705) 254-6611 (After Hrs)
Hilton Union or Jocelyn Fire and Rescue Dept	Fire and emergency response	911 (705) 942-4242 Quattra Comm
Ambulance or EMS	Medical	911
Matthews Memorial Hospital	Medical	(705) 246-2570
Doctors Clinic	Medical	(705) 246-2477
Canadian Red Cross	Community Disasters	(705) 759-4547
O.P.P.	Policing	911 (705) 846-3242 Thessalon (705) 356-2244 Blind River
Algoma Power Inc.	Electrical Power	(705) 482-6212 Desbarats (705) 253-0211 (After Hrs)
The Township of St. Joseph Municipal Non-Profit Housing Corp. TWIN ROCKS	ADSAB (property manager) Grace Mooney - Manager	(705) 842-3370 (705) 842-3370 ext 212
Richards Landing Marina The Township of St. Joseph	Township Office Marina Manager	(705) 246-2625 (705) 246-0254 (Marina - seasonal)
Royal Canadian Legion Br 374	Emergency Shelter	(705) 246-2494
Gardiner Marine	Barges and tugs	(705) 542-9011 (cell) Scott Gardiner
Black Bear Café	Food	(705)246-7820
Kentvale Home Hardware	Fuel / Food / Supplies	(705) 246-2002
Richards Landing Marina	Gas (seasonal), no diesel	705-246-0254 May - Oct
Whisky Bay Resort	Fuel (seasonal)	(705)246-2463
Spectrum	Mountain Radio Tower	
John Cambridge (VE3 KOD)	Amateur Radio Operator	(705)246-3564
Jerry Shields (VE3 WXJ)	Amateur Radio Operator	(705) 941-1809 or 246-0895

ANNEX “F”

DISTRIBUTION LIST

This Plan has been distributed to the following in all Townships as required:

OPP
Algoma District Services Administrative Board (ADSAB)
Township Council Members
Building Inspector/Bylaw Officer
Road/Works Superintendent
Clerk Administrator
Posted in Municipal Office
Fire Chief

ANNEX “G”

UPDATES AND AMENDMENTS LIST

Staff changes to the positions of:

Deputy Fire Chief;
Program Coordinator, Seniors and Disabled Persons;
Seniors Program Assistant;
Housing Superintendent;
Community Emergency Management Coordinator;

Updates to Councilor info and Media contacts were completed in December 2022.

Updates to phone numbers, contact information and the addition of cell phone numbers were completed in November 2023.

ANNEX “H”

BY-LAW ADOPTING PLAN

The St. Joseph Island Peace Time Emergency Plan was adopted by Resolution No. 2011-344 on 21 December 2011, and by By-law 2014-22 passed June 4, 2014.

An updated St. Joseph Island Peace Time Emergency Plan was adopted by By-law 2014-22 on June 4, 2014.

The Township of St. Joseph Peace Time Emergency Plan was adopted by By-law 2015-41 on December 2, 2015.