

**MUNICIPALITY OF HURON SHORES**

**EMERGENCY RESPONSE PLAN**

**2025**

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***Schedule 'A' to By-law #25-50***

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# MUNICIPALITY OF HURON SHORES EMERGENCY RESPONSE PLAN

## **PART 1: INTRODUCTION**

Emergencies are defined as situations or impending situations caused by forces of nature, accident or an intentional act that constitutes a danger of major proportions to life and property.

They affect public safety, meaning the health, welfare and property, as well as the environment and economic health of the Municipality of Huron Shores.

The population of the Municipality of Huron Shores is 1860 residents, with a substantial influx of seasonal residents between May and November.

In order to protect residents, businesses and visitors, the Municipality of Huron Shores requires a coordinated emergency response by a number of agencies under the direction of the Municipal Emergency Control Group. These are distinct arrangements and procedures from the normal, day-to-day operations carried out by emergency services.

The Municipality of Huron Shores Emergency Management Program Committee developed this emergency response plan. Every municipal official, department, and agency must understand and be prepared to execute their specific roles and responsibilities outlined in this plan to ensure a seamless response during an emergency. The response plan has been prepared to provide key officials, agencies and departments of the Municipality of Huron Shores important emergency response information related to:

- arrangements, services and equipment; and
- roles and responsibilities during an emergency.

In addition, it is important that residents, businesses and interested visitors be aware of its provisions. Copies of the Municipality of Huron Shores Emergency Response Plan may be viewed at the Huron Shores Municipal Office, Library and on the municipal website: [www.huronshores.ca](http://www.huronshores.ca). For more information, please contact:

Community Emergency Management Coordinator  
Municipality of Huron Shores  
P.O. Box 460, 7 Bridge Street  
Iron Bridge, ON P0R 1H0  
Phone: (705) 843-2033  
Facsimile: (705) 843-2035

## **PART 2: AIM**

The aim of this plan is to make provision for the extraordinary arrangements and measures that may have to be taken to protect the health, safety, welfare, environment and economic health of the residents, businesses and visitors of the Municipality of Huron Shores faced with an emergency.

It enables a centralized controlled and coordinated response to emergencies in the Municipality of Huron Shores, and meets the legislated requirements of the *Emergency Management & Civil Protection Act*.

Based on current risk assessments, the most likely emergencies in the Municipality of Huron Shores are prioritized below:

1. Winter Weather – Environmental: Heavy snowfall and freezing rain leading to road closures, power outages, and isolation of rural areas.
2. Flooding – Environmental: Spring thaw or heavy rainfall causing localized flooding along low-lying areas and waterways.
3. Road and Highway Incidents – Transportation: Vehicular accidents on highways, particularly during peak seasonal traffic periods, affecting response times and transportation networks.
4. Wildland Fires – Environmental: Dry conditions during late summer increasing the likelihood of wildfires in heavily forested areas and spreading quickly due to high winds, threatening rural homes and seasonal properties.
5. Tornado - High Winds: Sudden tornado/high wind events uprooting trees blocking critical access routes for emergency vehicles.
6. Structural Failure (Bridges) – Structural: Collapse of bridges or other critical infrastructure due to aging materials or heavy loads, impacting transportation and safety.
7. Chemical Release – Hazardous Materials: Accidental spills of hazardous materials during transport through the municipality, requiring hazmat team intervention or evacuation.
8. Health Emergencies – Infectious Disease: Outbreaks of infectious diseases such as influenza or COVID-19 variants, leading to increased demand on health and social services.
9. Electrical Energy – Supply and Distribution: Prolonged power outages caused by severe storms or high winds, grid string during extreme weather events causing blackouts, particularly during heatwaves or winter storms, and damage to transformers or substations due to environmental or human factors, resulting in widespread outages.
10. Cyber Attack – Technical: Targeted ransomware attack disrupting municipal IT systems, including communications and financial operations.
11. Health Emergency - Substance Abuse Overdose

For further details, please contact the Community Emergency Management Coordinator.

### **PART 3: AUTHORITY**

The *Emergency Management and Civil Protection Act* is the legal authority for this emergency response plan in Ontario.

The *Emergency Management and Civil Protection Act* 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.”

As enabled by the *Emergency Management and Civil Protection Act*, 2003, this emergency response plan and its’ elements have been:

- Originally issued under the authority of the Council of the Corporation of the Municipality of Huron Shores by By-law No. 25-50 (Previously By-law No. 04-58 and further amended by By- law No. 06-57, By-law no. 18-74, By-law no. 22-67, and By-law no. 23-50, 24-59 now repealed);
- Filed with Office of the Fire Marshal and Emergency Management (OFMEM), Ministry of the Solicitor General.

#### **a) *Definition of an 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 health risk, an accident, or an act whether intentional or otherwise.”

The Emergency Operations Centre can be activated for any emergency for the purposes of managing an emergency, by maintaining services to the community and supporting the emergency site.

#### **b) *Action Prior to Declaration***

In situations where an emergency is imminent but not officially declared, municipal employees are authorized to take such action under this emergency response plan as may be required to protect property and the health, safety and welfare of the Municipality of Huron Shores

## **PART 4: EMERGENCY NOTIFICATION PROCEDURES**

Only a member of the Municipal Emergency Control Group (MECG) may initiate the notification procedure.

The Municipal Emergency Control Group is provided with an Emergency Notification Contact List, containing contact phone numbers and addresses of the Municipal Emergency Control Group members, their alternates, support staff and resource personnel.

When a member of the Municipal Emergency Control Group receives a warning of a real or potential emergency, that member will immediately contact the Community Emergency Management Coordinator, or failing that, the alternate, or first member that can be reached on the Emergency Notification Contact List, and direct them to initiate the notification of the Municipal Emergency Control Group. The member initiating the call must provide pertinent details (e.g. - a time and place for the Municipal Emergency Control Group to meet) as part of the notification procedure, and as set out in the Notification Message Format provided to the Municipal Emergency Control Group.

If deemed appropriate, the individual Municipal Emergency Control Group members may initiate their own internal notification procedures of their staff and volunteer organizations.

The Municipal Emergency Control Group member initiating the notification of the Municipal Emergency Control Group must record the date and time all members were contacted.

Emergency notifications will first utilize land line telephones. Where available, municipal mass-notification tools or web-based alerting platforms may also be activated to notify MECG members. In the event of a landline failure, cell phones, satellite phones, and municipal two-way radios will be used. Social media platforms and the municipal website may be used for rapid public alerting when approved by the Emergency Information Officer. If technological methods fail, door-to-door notifications by designated personnel will be initiated, prioritizing vulnerable populations.

### ***a) Standby Procedures***

Where a threat of an impending emergency exists, any member of the Municipal Emergency Control Group may initiate the notification procedure and place Municipal Emergency Control Group members on standby.

### ***b) Requests for Assistance***

Assistance may be requested by the Municipal Emergency Control Group for Support Staff and Resource Personnel.

Assistance may be requested from the Province of Ontario at any time without any loss of control or authority. A request for assistance should be made by contacting Emergency

Management Ontario.

### **c) A Declared Community Emergency**

The Mayor or Acting Mayor of the Municipality of Huron Shores, as the Head of Council, is responsible for declaring an emergency. This decision is usually made in consultation with other members of the Municipal Emergency Control Group.

Upon declaring an emergency, the Mayor will notify:

- Emergency Management Ontario, Ministry of Public Safety and Security;
- Council;
- Public;
- Neighbouring community officials, as required;
- Local Member of the Provincial Parliament (MPP);
- Local Member of Parliament (MP).

A community emergency may be terminated at any time by:

- Mayor or Acting Mayor; or
- Council; or
- Premier of Ontario.

When terminating an emergency, the Mayor will notify:

- Emergency Management Ontario, Ministry of Public Safety and Security;
- Council;
- Public;
- Neighbouring community officials, as required;
- Local Member of the Provincial Parliament (MPP);
- Local Member of Parliament (MP).

## **PART 5: MUNICIPAL EMERGENCY CONTROL GROUP**

### **a) Emergency Operations Centre (EOC)**

The locations of the Municipality of Huron Shores' primary and alternate Emergency Operations Centres are contained in confidential documents made available to the Municipal Emergency Control Group (MECG) and any additional personnel (identified below) as warranted by the emergency.

### **b) Municipal Emergency Control Group (MECG)**

The emergency response will be directed and controlled by the Municipal Emergency Control Group - a group of officials who are responsible for coordinating the provision of the essential services necessary to minimize the effects of an emergency on the community. The Municipal Emergency Control Group consists of the following officials:

- Mayor of the Municipality of Huron Shores, or alternate;
- CAO/Clerk/Community Emergency Management Coordinator, or alternate, who also becomes the Operations Officer;
- Fire Chief/ Fire Prevention Officer, or alternate;
- Public Works Superintendent, or alternate; and
- Emergency Information/Telecommunications Coordinator, or alternate;

Additional personnel who may be called upon to support the Municipal Emergency

Control Group may include:

- Hazard Plan Liaison(s);
- Emergency Management Ontario field officers;
- Ontario Provincial Police Representative;
- Medical Officer of Health, or alternate;
- Social Services Director, or alternate;
- Emergency Medical Services (EMS) Director, or alternate;
- Office of the Fire Marshal;
- Algoma District School Board representative;
- Local electrical utility representative, or alternate, if required or available;
- Representatives of local industrial and retail businesses;
- Volunteer organizations, such as the Red Cross or Salvation Army, for logistical support;
- Representatives from Indigenous or First Nations communities, as applicable;
- Liaison staff from provincial ministries;
- Any other officials, experts or representatives from the public or private sector as deemed necessary by the Municipal Emergency Control Group.

The Municipal Emergency Control Group may function with only a limited number of persons depending upon the emergency. While the Municipal Emergency Control Group may not require the presence of all the people listed as members of the control group, all members of the Municipal Emergency Control Group must be notified.

### ***c) Operating Cycle***

Members of the Municipal Emergency 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 meetings and agenda items. Meetings will be kept as brief as possible thus allowing members to carry out their individual responsibilities. The Operations Officer's Assistant will maintain status board and maps, which will be prominently displayed and kept up to date.

### ***d) Municipal Emergency Control Group Responsibilities***

The members of the Municipal Emergency Control Group are likely to be responsible for the following actions or decisions:

- Calling out and mobilizing their emergency service, agency and equipment;
- Coordinating and directing their service and ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law;
- Determining if the location and composition of the Municipal Emergency Control Group are appropriate;
- Advising the Mayor as to whether the declaration of an emergency is recommended;
- Advising the Mayor on the need to designate all or part of the Municipality as an emergency area;
- Ensuring that an Emergency Site Manager (ESM) is appointed;
- Ensuring support to the ESM by offering equipment, staff and resources, as required;
- Ordering, coordinating and/or overseeing the evacuation of inhabitants considered to be in danger;
- Discontinuing utilities or services provided by public or private concerns, i.e. hydro, water, gas, closing down retail stores;
- Arranging for services and equipment from local agencies not under community control i.e. private contractors, industry, volunteer agencies, service clubs;
- Notifying, requesting assistance from and/or liaison with various levels of government and any public or private agencies not under community control, as considered necessary;
- 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 provided to the Emergency Information Coordinator, for dissemination to the media and public;
- Determining the need to establish advisory groups and/or sub-committees/working groups for any aspect of the emergency including recovery;
- Authorizing expenditure of money required dealing with the emergency;
- Notifying the service, agency or group under their direction, of the termination of the emergency;
- Maintaining a log outlining decisions made and actions taken, and submitting a summary of the log to the Community Emergency Management Coordinator within one week of the termination of the emergency, as required;
- Participating in the debriefing following the emergency.

## **PART 6: EMERGENCY RESPONSE SYSTEM RESPONSIBILITIES**

Responsibilities of the Municipal Emergency Control Group and Support Staff are identified below:

## **a) *Municipal Emergency Control Group:***

### **1. Mayor or Acting Mayor**

The Mayor or Acting Mayor, is responsible for:

- Chair of the Emergency Operations Centre (EOC);
- Providing overall leadership in responding to an emergency;
- Declaring an emergency within the designated area;
- Declaring that the emergency has terminated (Note: Council may also terminate the emergency);
- Notifying the Emergency Management Ontario, Ministry of Public Safety and Security of the declaration of the emergency, and termination of the emergency;
- Ensuring the members of council are advised of the declaration and termination of an emergency and are kept informed of the emergency situation.
- Ensuring that all public emergency messaging is coordinated through the Emergency Information Officer.

### **2. CAO/Clerk / Community Emergency Management Coordinator (CEMC) / Operations Officer**

The CEMC becomes the Operations Officer for the Municipality of Huron Shores and is responsible for:

- Activating the emergency notification system;
- Activating, arranging and ensuring security arrangements for the EOC;
- Registration of MECG members;
- As the Operations Officer, coordinating all operations within the Emergency Operations Centre, including the scheduling of regular meetings;
- Ensuring that all members of the MECG have necessary plans, resources, supplies, maps and equipment;
- Advising the Mayor on policies and procedures, as appropriate;
- Providing advice and clarification about the implementation details of the Emergency Response Plan;
- Ensuring liaison with Provincial and Community support agencies (e.g. OPP, Red Cross);
- Ensuring that the operating cycle is met by the MECG and related documentation is maintained and kept for future reference;
- Addressing any action items that may result from the activation of the emergency Response Plan and keep MECG informed of implementation needs;
- Approving, in conjunction with the Mayor, major announcements and media releases prepared by the Emergency Information Coordinator, in consultation with the Municipal Emergency Control Group;
- Ensuring that a communication link is established between the Municipal Emergency Control Group and the Emergency Site Manager (ESM);
- Calling out additional municipal staff to provide assistance, as required.
- Coordinating recovery planning and transition from emergency response to recovery operations.

### **3. Fire Chief**

The Fire Chief is responsible for:

- Activating the emergency notification system, if the first MCEG member contacted;
- Notifying necessary emergency and community services, as required;
- Assisting Ontario Provincial Police, as warranted and within capabilities;
- Providing the Municipal Emergency Control Group with information and advice on firefighting and rescue matters;
- Depending on the nature of the emergency, establishing a site command post with communications to the EOC;
- Depending on the nature of the emergency, assigning the Site Manager and inform the Municipal Emergency Control Group;
- Depending on the nature of the emergency, establishing an inner perimeter within the emergency site;
- Depending on the nature of the emergency, establishing an outer perimeter in the vicinity of the emergency to facilitate the movement of emergency vehicles and restrict access to all but essential emergency personnel;
- Establishing an ongoing communications link with the senior fire official at the scene of the emergency;
- Informing the Mutual Aid Fire Coordinators and/or initiating mutual aid arrangements for the provision of additional firefighters and equipment, if needed;
- Determining if additional or special equipment is needed and recommending possible sources of supply, e.g., breathing apparatus, protective clothing;
- Providing assistance to other community departments and agencies and being prepared to take charge of or contribute to non-fire fighting operations if necessary, e.g., rescue, first aid, casualty collection, evacuation;
- Providing an Emergency Site Manager, if required.

### **4. Public Works Superintendent**

The Public Works Superintendent is responsible for:

- Activating the emergency notification system, if the first MCEG member contacted;
- Providing the Municipal Emergency Control Group with information and advice on public works matters;
- Assisting Ontario Provincial Police and Fire Department, as warranted and within capabilities;
- Depending on the nature of the emergency, assign the Site Manager and inform the Municipal Emergency Control Group;
- Establishing an ongoing communications link with the senior public works employee at the scene of the emergency;
- Ensuring liaison with the public works representative from the neighbouring community(s) to ensure a coordinated response;
- Ensuring provision of engineering assistance;

- Ensuring construction, maintenance and repair of municipal roads;
- Reviewing critical infrastructure such as culverts and bridges for resilience during severe weather events;
- Coordinating debris management operations during and after emergency events.
- Ensuring liaison with the fire chief concerning emergency water supplies for fire fighting purposes;
- Ensuring liaison with public utilities to disconnect any service representing a hazard and/or to arrange for the provision of alternate services or functions;
- Providing public works vehicles and equipment as required by any other emergency services;
- Ensuring liaison with the Ministry of Natural Resources and Ministry of the Environment regarding flood control, conservation and environmental matters and being prepared to take preventative action;
- Testing and implementing Generating Systems, as required.

## **5. Fire Prevention Officer**

The Fire Prevention Officer is responsible for:

- Activating the emergency notification system, if the first MCEG member contacted;
- Providing the Municipal Emergency Control Group with information and advice on health and safety matters;
- Arranging for emergency potable water, supplies and sanitation facilities to the requirements of the Medical Officer of Health;
- Opening of evacuee and warming centres, in collaboration with Social Services Representative;
- Ensuring liaison with the Social Services Representative regarding the establishment and operation of evacuation and reception centres;
- Coordinating the acquisition, distribution and scheduling of various modes of transport (i.e. school buses, boats and trucks) for the purpose of transporting persons and/or supplies, as required, by members of the Municipal Emergency Control Group and the support and advisory staff;
- Ensuring that a record is maintained of drivers and operators involved.

## **6. Emergency Information/Telecommunications Coordinator**

The Emergency Information/Telecommunications Coordinator is responsible for:

- Activating the emergency notification system, if the first MCEG member contacted;
- Opening the Emergency Information Centre;
- Preparing major announcements and media releases in consultation with the Municipal Emergency Control Group;
- Dissemination of news and information to the media for the public, in a timely fashion;
- Ensuring that media reports are accurate;
- Acting as liaison between the MCEG, media, support staff and the general public

- regarding all public information;
- Activating the emergency notification system of the local amateur radio operators group;
- Initiating the necessary action to ensure the telephone system at the EOC and other facilities, as required, function as effectively as possible, as the situation dictates;
- Ensuring that the emergency communications centre is properly equipped and staffed, and working to correct any problems which may arise;
- Maintaining an inventory of community and private sector communications equipment and facilities within the community, which could, in an emergency, be used to augment existing communications systems;
- Planning to acquire additional communications resources during an emergency;
- Monitoring social media to identify misinformation and providing timely corrections when required;
- Preparing pre-approved templates for emergency public updates;
- Maintaining the following:
  - Emergency Telecommunications Plan; and
  - Emergency Information Plan.

## ***b) Support Staff***

The following staff may be required to provide support, logistics and advice to the Municipal Emergency Control Group:

### **1. Administrative Staff (as designated)**

The Administrative Staff are responsible for:

- Assisting the Community Emergency Management Coordinator, as required;
- Ensuring all important decisions made and actions taken by the Municipal Emergency Control Group (MECG) are recorded;
- Ensuring that maps and status boards are kept up to date;
- Provide a process for registering MECG members and maintaining a MECG member list;
- Notifying the required support and advisory staff of the emergency, and the location of the Emergency Operations Centre (EOC);
- Initiating the opening, operation and staffing of public telephone lines at the Municipal Office, or specified location, as the situation dictates, and ensuring operators are informed of MECG members' telephone numbers in the EOC;
- Arranging for printing of material, as required;
- Coordinating the provision of clerical staff to assist in the Emergency Operations Centre, as required;
- Upon direction by the Mayor, ensuring that all Council are advised of the declaration and termination of declaration of the emergency;
- Upon direction by the Mayor, arranging special meetings of council, as required, and advising members of council of the time, date, and location of the meetings;

- Procuring staff to assist, as required;
- Coordinating and processing requests for human resources as instructed by the CAO/Clerk;
- Coordinating offers of, and appeals for, volunteers with the support of the Municipal Emergency Control Group;
- Coordinating the most appropriate site(s) for the registration of human resources;
- Ensuring records of human resources and administrative detail, that may involve financial liability, are completed;
- Ensuring that a Volunteer Registration Form is completed, when volunteers are involved and a copy of the form is retained for municipal records;
- Ensuring identification cards are issued to volunteers and temporary employees, where practical;
- Supporting documentation requirements for provincial disaster financial recovery programs, where applicable.
- Arranging for transportation of human resources to and from site(s);
- Obtaining assistance, if necessary, from Human Resources Development Canada, as well as other government departments, public and private agencies and volunteer groups as directed by the CAO/Clerk.

## **2. Treasurer**

The Treasurer is responsible for:

- Providing information and advice on financial matters as they relate to the emergency;
- Ensuring liaison, if necessary, with the Treasurers of neighbouring communities;
- Ensuring that records of expenses are maintained for future claim purposes;
- Ensuring the prompt settlement of legitimate invoices incurred during an emergency and preparing financial documentation required for disaster recovery assistance from provincial or federal programs;
- Providing and securing of equipment and supplies not owned by the Municipality of Huron Shores;
- Ensuring liaison with purchasing agents of the neighbouring communities, if necessary;
- Maintaining and updating a list of all vendors (including 24-hour contact numbers) who may be required to provide supplies and equipment.
- Coordinating applications under the Disaster Recovery Assistance for Ontarians (DRAO) or municipal disaster financial assistance programs.

## **c) Resource Personnel**

In an emergency, many agencies may be required to work with the Municipal Emergency Control Group (MECG). Some are listed below and others may be added and/or called upon depending on the nature of the emergency.

- Emergency Management Ontario Field Officers;

- Ontario Provincial Police Representative;
- Medical Officer of Health, or alternate;
- Social Services Director, or alternate;
- Emergency Medical Services (EMS) Director, or alternate;
- Office of the Fire Marshal;
- Algoma District School Board representative;
- Local electrical utility representative, or alternate, if required or available;
- Representatives of local industrial and retail businesses;
- Volunteer organizations such as the Red Cross or Salvation Army, for logistical support;
- Representatives from Indigenous or First Nations communities, as applicable;
- Liaison staff from provincial ministries;
- Any other officials, experts or representatives from the public or private sector as deemed necessary by the Municipal Emergency Control Group.

Refer to the various emergency plans from other agencies, which are located in the Community Emergency Management Coordinator's Office.

***d) Relationship between Municipal Emergency Control Group (MECG) and Emergency Site Manager (ESM):***

Depending on the nature of the emergency, and once the Site Manager has been assigned, the Municipal Emergency Control Group relationship with the Emergency Site Manager is to offer support with equipment, staff and other resources, as required.

The Municipal Emergency Control Group will also ensure that the rest of the community maintains municipal services.

***e) Relationship between Emergency Site Manager (ESM), and command and control structures of emergency responders***

The senior representative for each emergency responder (police, fire, EMS, public works) at the site will consult with the Emergency Site Manager, so as to offer a coordinated and effective response. Regular briefings will be held at the site and chaired by the Emergency Site Manager, so as to establish the manner and process to address the emergency.

## **PART 7: VULNERABLE POPULATIONS**

The Municipality of Huron Shores recognizes the need for tailored measures to protect vulnerable populations, including seniors, children, and individuals with disabilities or medical conditions. During emergencies, the Emergency Operations Centre will review the Vulnerable Persons Registry of residents requiring special assistance. Any evacuation and sheltering plans will prioritize accessibility and include provisions for mobility devices and medical supplies. Communication strategies will include plain language alerts and alternative formats, where feasible. The MECG will work with ADSAB, Algoma Public Health, and community partners to support vulnerable individuals during extended power outages, heat events, or isolation situations

## **PART 8: MITIGATION AND COMMUNITY PREPAREDNESS**

The Municipality of Huron Shores commits to ongoing efforts to reduce the impact of emergencies through proactive measures, including conducting annual emergency simulations to test and improve response plans; encourages community participation in Annual Emergency preparedness week activities to education residents about fire safety and emergency preparedness; and collaborating with neighbouring municipalities to share resources and expertise during emergencies.

## **PART 9: RECOVERY OPERATIONS**

Recovery operations begin once immediate threats to life and property have been addressed. The MECG will coordinate short-term recovery tasks such as reopening roads, supporting utilities, and assisting affected residents, and will transition to long-term recovery activities including infrastructure repair, financial assistance advocacy, and community support services.

## **PART 10: CONTINUITY OF OPERATIONS**

If municipal services are disrupted, essential services will be maintained through alternate work locations, backup systems, manual processes, and delegated authority, ensuring continuity of governance and critical public services.

## **PART 11: DISTRIBUTION LIST**

No.	Location	Content Provided	Distributed By
1	Mayor J. Armstrong	Plan and Appendices	Black Binder
2	Councillor P. Falk - Deputy Head of Council	Plan and Appendices	Black Binder
3	CEMC Natasha Roberts	Plan and Appendices	Black Binder
4	CEMC Alternate Sara Leach	Plan and Appendices	Black Binder
5	Fire Chief/ Fire Prev. Officer H.VanDelft	Plan and Appendices, less D	Black Binder
6	Deputy Chief J. Medve	Plan and Appendices, less D	Black Binder
7	Deputy Chief S. Richards	Plan and Appendices, less D	Black Binder
8	Public Works Supt. C. Coventry	Plan and Appendices, less D	Black Binder
9	Councillor D. Brown	Plan	White Binder
10	Councillor T. Currie	Plan	White Binder
11	Councillor L. Vine	Plan	White Binder
12	Councillor B. MacKinnon	Plan	White Binder
13	Councillor J. Pirrie	Plan	Black Binder
14	EOC – 16(a) – 16(j)	Plan and Appendices, less D	EOC
15	EMO Field Officer, Faye Konopelky	Plan and HIRA, CI	Email
16	Municipal Office – Front Desk	Plan	White Binder
17	Huron Shores Public Library Librarian – Terri Beharriell	Plan	White Binder
18	Ontario Provincial Police East Algoma	Plan and Appendix A(a)	White Binder
19	MMAH – Sudbury Office Local Gov. Manager – Kathy Horgan	Plan and Appendix A(a)	Email
20	Evolugen (Brookfield Renewable Power)	Plan and Appendix A(a)	White Binder
21	Ministry of Natural Resources Blind River Office	Plan and Appendix A(a)	White Binder
22	Algoma Public Health Blind River Office – Melissa Francella	Plan and Appendix A(a)	White Binder
23	Algoma District Services Administration Board Administrator – Keith Bell	Plan and Appendix A(a)	White Binder
24	Admin. Asst.	Plan and Appendices	White Binder
25	EMO – Emergency Management Asst	Plan and Appendix A(a)	Email
26	Information/Telecommunications Coordinator Amber Shannon	Plan and Appendices	Black Binder

## **PART 12: UPDATES AND AMENDMENTS**

This plan will be reviewed annually to ensure alignment with current provincial guidelines and municipal risk conditions.

Updated Y/M/D	Comments	Updated By:
December 2005	Telephone Numbers	P. Walsh-Pertteli
December 2006	Telephone Numbers & New Act	D. Tonelli
November 2007	Revised Plan distributed	D. Tonelli
2008-12-10	Plan reviewed and updated as needed – new plans printed	D. Tonelli & P. Walsh-Pertteli
2009-03-30 (confidential docs. only)	Confidential Documents - revised CCG contact list Mar. 30/09	D. Tonelli & P. Walsh-Pertteli
2010-12-17	Issue 2010 Plan per Distribution List	D. Tonelli / B. Eagleson
2012-08-23	Worked towards updating Plan	D. Tonelli / D. Hagan
2012-11-14	Issue 2012 Plan per Distribution List	D. Tonelli / C. Slomke
2014-04-03 – 05-31	Issue Apr'14 Plan per Distribution List	D. Tonelli / C. Slomke
2014-11-30	Issue updates	C. Slomke / N. Hallett
2015-11-30	Issue updates	C. Slomke / S. Leach
2016-12-07–2017-07-20	Issue updates	D. Tonelli / C. Labelle
2017-12-11	Issue updates	D. Tonelli / C. Labelle
2018-12-17	Issue updates	D. Tonelli / N. Roberts
2019-08-7	Annex A update	C. Tulloch
2019-12-24 to 2020-01-31	Issue updates	D. Tonelli/ N. Roberts
2020-12-23 to 2021-01-31	Issue updates	D. Tonelli/K. Nyman
2021-12-16 to 2021- 12-22	Issue updates	N. Roberts
2022-09-01 to 2022- 12-13	Issue updates	N. Roberts
2023-10-31	Issue updates	K. Nyman
2023-11-08	Issue updates	N. Roberts
2024-11-16	Plan reviewed and updated as needed	N. Roberts
2025-11-18	Plan review and issue updated	K. Nyman/N. Roberts
2025-12-02	Issue updates	N. Roberts