



EMERGENCY MANAGEMENT PROGRAM COMMITTEE MEETING

Minutes of the Emergency Management Program Committee Meeting of February 12, 2026

PRESENT: Tim Sheppard
Jason Trottier, CAO
Mayor Rick Champagne
Kim Rose, Scribe/Recording Clerk
Antoine Boucher, Director of Public Works
Steph Amyotte, Fire Chief

EXCUSED ABSENT: None

OTHERS IN ATTENDANCE: None

1. **Call to Order** – Meeting called to order at 9:05 a.m.

2. **Adoption of Agenda**

Motion No. 2026-01

Moved by Jason Trottier

Seconded by Antoine Boucher

THAT the draft agenda circulated to the Emergency Program Committee dated the 12th day of February 2026 be hereby adopted as circulated.

CARRIED

3. **Acceptance of Minutes of the Last Regular Meeting:**

Motion No. 2026-02

Moved by Steph Amyotte

Seconded by Jason Trottier

THAT the Minutes of the Regular Meeting of the Emergency Management Program Committee held December 11th, 2025 be adopted as circulated.

CARRIED

4. **Declaration of Conflict of Interest:** None for this session

5. **Updates/New Business**

5.1 Public Education Plan 2026

The CEMC advised that he will operate a shared booth with East Ferris Fire & Emergency Services (EFFES) again this year at the Tradeshow. The Scribe will



order draw items and create a sign to be hung at the booth with names of the Committee members.

Antoine advised that one Emergency Preparedness sign is installed, and one additional sign will be installed prior to the Tradeshow. Committee members will meet to discuss location to ensure sight lines are met.

The Scribe will continue to post information to social media and the Municipal website year-round but will focus on Emergency Preparedness Week. In addition, a draw will be held for a 72hr kit during Emergency Preparedness Week.

5.2 Emergency Kit Review

The CEMC and Alternate CEMC will meet to review the Emergency Kits located at the Municipal Office and the East Ferris Community Centre.

5.3 Follow-up from Meeting with Dianne Ploss

Tim Sheppard, Steph Amyotte and Kim Rose met with Field Officer Dianne Ploss via Teams to discuss the potential to amend the Emergency Plan from its current format to a comprehensive by-law. The CEMC, Alternate CEMC and Scribe will further research the idea, however, East Ferris's Plan is currently working for the municipality. The Committee will create an Evacuation Plan in 2026 to be added as an appendix to the Plan.

5.4 Schedule of Meetings - 2026

The Committee discussed a proposed meeting schedule for the Emergency Management Program Committee and the Emergency Management Control Group. Each committee will meet twice per year to ensure that all training requirements are met for 2026 compliance.

5.5 CGIS Mapping Update

Antoine Boucher provided an updated map, created by CGIS. This map will be added to the Emergency Plan. Further amendments including lot and concession numbers will be added to the next revision.

6. Action Items: None for this session.



7. Ongoing/Unresolved/Inactive Items: None for this session.

8. General Follow Up/Roundtable Discussion

None for this session.

9. Adjournment

Motion No. 2025-03

Moved by Rick Champagne

Seconded by Jason Trottier

THAT the Emergency Management Program Committee adjourn at 9:43 a.m. to meet again at the call of the Chair

CARRIED

CHAIR
Tim Sheppard

RECORDING CLERK
Kim Rose