



**Minutes of the Emergency Management Program Committee Meeting
AND
the Municipal Emergency Control Group of November 28, 2024**

PRESENT: Tim Sheppard, CEMC Kim Rose, Scribe/Recording Clerk
 Jason Trottier, CAO Steph Amyotte, Fire Chief
 Pauline Rochefort, Mayor

EXCUSED ABSENT: Antoine Boucher, Director of Public Works

OTHERS IN ATTENDANCE: None

1. Call to Order – Meeting called to order at 8:35 a.m.

2. Adoption of Agenda

Motion No. 2024-05

Moved by Jason Trottier

Seconded by Steph Amyotte

THAT the draft agenda circulated to the Emergency Program Committee dated the 28th day of November 2024 be hereby adopted as circulated.

CARRIED

3. Acceptance of Minutes of the Last Regular Meeting:

Motion No. 2024-06

Moved by Pauline Rochefort

Seconded by Steph Amyotte

THAT the Minutes of the regular meeting of the Emergency Management Program Committee held on September 19th, 2024 be adopted as circulated.

CARRIED

4. Declaration of Conflict of Interest – None for this session

5. Updates/New Business

5.1 Review of Emergency Plan

Committee members had the opportunity to review the Plan after the Community Training Session on November 21st, 2024. All revisions will be forwarded to the Scribe. The CEMC, together with the Alternate CEMC and the Scribe will meet to complete the revisions on Tuesday, December 3rd.

5.2 Review of Community Risk Profile (HIRA)

The Committee reviewed the Community Risk Profile and came to an agreement on the following amendments:



- Flooding will be moved from number 5 to number 3, based on the probability of occurrence.
- Pandemic will move from number 7 to number 8, and Transportation Emergencies will move from number 8 to number 7.
- The heading “Building/Structural Collapse” will change to “Fire/Structural Collapse (Municipal)”.

5.3 Mandatory Knowledge Refresher Presentation

Committee members reviewed the EMO PowerPoint presentation provided by Emergency Management Ontario and discussed the Five Areas of Knowledge. Members agreed that the presentation and discussion provided a good overview of procedures and responsibilities.

6. Action Items

None for this session.

7. Ongoing/Unresolved/Inactive Items

The Committee discussed the filing of the Compliance documents. The CEMC, Alternate CEMC and Scribe will file with EMO the week of December 16th.

9. General Follow Up/Roundtable Discussion

The Committee will meet again in January, 2025 to discuss budget.

10. Adjournment

Motion No. 2024-07

Moved by Jason Trottier

Seconded by Steph Amyotte

THAT the Emergency Management Program Committee adjourn at 9:03 a.m. to meet again at the call of the Chair

CARRIED

CHAIR
Tim Sheppard

RECORDING CLERK
Kim Rose