



EMERGENCY MANAGEMENT PROGRAM COMMITTEE MEETING

Minutes of the Emergency Management Program Committee Meeting of July 22nd, 2025

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

EXCUSED ABSENT: None

OTHERS IN ATTENDANCE: None

1. Call to Order – Meeting called to order at 11:00 a.m.

2. Adoption of Agenda

Motion No. 2025-04

Moved by Jason Trottier

Seconded by Steph Amyotte

THAT the draft agenda circulated to the Emergency Program Committee dated the 22nd day of July 2025 be hereby adopted as amended to add:

8.d) Ontario News Release re: Ontario Corps.

CARRIED

3. Acceptance of Minutes of the Last Regular Meeting:

Motion No. 2025-05

Moved by Jason Trottier

Seconded by Antoine Boucher

THAT the Minutes of the Regular Meeting of the Emergency Management Program Committee held January 15th, 2025 be adopted as circulated.

CARRIED

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



5. Updates/New Business

5.1 Emergency Plan Review

The EMPC completed their annual review of the Emergency Management Plan for East Ferris. The Committee reviewed each page individually and made minor amendments throughout. The Scribe will make amendments and create new binders. The following are a few of the noteworthy changes:

- Road lengths will be added to the maintained and unmaintained road table
- The composition of the EMPC will be added to the Plan
- Page numbers will appear on the bottom of each page rather than both top and bottom
- Municipal Staff will confirm contact information
- The Director of Public Works will move forward with a quote from CGIS for the provision of creating an updated map of the Municipality
- The PEOC Guidance on the Request for Assistance document will be added as an appendix

The HIRA will be reviewed as part of the Annual Tabletop Meeting in September.

5.2 Tradeshow 2025 Review

CEMC Tim Sheppard provided a debrief on the Emergency Management booth at the East Ferris Tradeshow on May 24th. The CEMC noted that the booth was well received by the public, and the traffic was heavy. Two 72 Hour Kits were raffled off as door prizes. Other giveaways included emergency information for seniors, pet owners and the general public, as well as brochures on how to navigate storms and weather changes.

5.3 Signage Update

CEMC Sheppard advised that two roadside signs have been ordered and have arrived that promote 'Be Prepared with a 72 Hour Kit'. One sign will be erected in Corbeil and one in Astorville. The Public Works Department will complete the installation.

5.4 2025 Tabletop Discussion



The Committee discussed dates for the annual Tabletop Meeting. Fire Chief Steph Amyotte, CEMC, Tim Sheppard and Scribe, Kim Rose will meet to discuss the scenario and finalize the plan for the annual meeting. It is anticipated that the Municipal Emergency Control Group will meet in September.

6. Action Items: None for this session.

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

8. Correspondence:

The Committee reviewed the four items of correspondence. It was noted that these items were for information purposes only.

9. General Follow Up/Roundtable Discussion

None for this Session.

10. Adjournment

Motion No. 2025-06

Moved by Rick Champagne

Seconded by Steph Amyotte

THAT the Emergency Management Program Committee adjourn at 12:30 p.m. to meet again at the call of the Chair.

CARRIED

CHAIR
Tim Sheppard

RECORDING CLERK
Kim Rose