



## **MUNICIPAL EMERGENCY CONTROL GROUP – ANNUAL TABLETOP**

Minutes of the of Tabletop Exercise, September 9<sup>th</sup>, 2025

**PRESENT:** Tim Sheppard, CEMC  
Jason Trottier, CAO  
Rick Champagne, Mayor

Antoine Boucher, Director of Public Works  
Steph Amyotte, Fire Chief  
Kim Rose, Scribe

**EXCUSED ABSENT:** None

**OTHERS IN ATTENDANCE:** Lauren Rooyakkers, Deputy Mayor (Alternate)  
Greg Kirton, Director. of Community Service (Alternate)

**1. Call to Order** – Meeting called to order at 9:00 a.m.

**2. Adoption of Agenda**

Motion No. 2025-01

Moved by Jason Trottier

Seconded by Lauren Rooyakkers

THAT the draft agenda circulated to the Emergency Management Control Group dated the 9<sup>th</sup> day of September 2025 be hereby adopted as circulated.

CARRIED

**3. Acceptance of Minutes of the Last Regular Meeting:** None for this session

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

**5. Updates/New Business**

**6. Action Items:**

**a) Annual Tabletop Scenario:**

The Control Group discussed a Wildland Fire scenario in which a fire that started on Crown Land was encroaching on Municipal Lands. A timeline of events and the Control Group's response are attached as Schedule 'A', and form part of these minutes.

Through the exercise, the MECG noted the following areas for improvement:

- Additional Road Closed barriers are required. This will be added to the 2026 budget.



- The MECG required large scale, dry erase maps for emergency purposes.
- A telephone will be added to the primary EOC (Council Chambers).

b) **HiRa Review:**

The Control Group conducted a fulsome review of the HiRa. It was noted that “low probability” will be changed to “probable” under the Winter Storm information sheet. All others remain unchanged.

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

**8. Correspondence:** None for this session

**9. General Follow Up/Roundtable Discussion:**

The Control Group discussed the criteria for calling a Fire Ban. Chief Amyotte noted that East Ferris works closely with the MNR and surrounding municipalities to make the call and ensure consistency.

The Director of Community Services advised that he will determine if generator hook-ups are available at the East Ferris Community Centre.

Deputy Mayor, Lauren Rooyakkers noted that she would like to see additional education available for Council members regarding their role during a declared emergency.

**10. Adjournment**

Motion No. 2025-02

Moved by Antoine Boucher

Seconded by Lauren Rooyakkers

THAT the Municipal Emergency Control Group adjourn at 11:48 a.m. to meet again at the call of the Chair.

CARRIED

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CHAIR  
Tim Sheppard

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RECORDING CLERK  
Kim Rose