



EMERGENCY MANAGEMENT PROGRAM COMMITTEE MEETING

Minutes of the Emergency Management Program Committee Meeting of February 1st, 2023

PRESENT: Tim Sheppard
Jason Trottier, CAO
Mayor Pauline Rochefort
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 10:04 a.m.

2. **Adoption of Agenda**

Motion No. 2023-01

Moved by Jason Trottier

Seconded by Antoine Boucher

THAT the draft agenda circulated to the Emergency Program Committee dated the 1st day of February 2023 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. **Election of Chair**

Motion No. 2023-02

Moved by Pauline Rochefort

Seconded by Jason Trottier

THAT Tim Sheppard be named Chair of the Emergency Management Program Committee for the 2023-2026 term of Council.

CARRIED



6. Updates/New Business

6.1 Committee Mandate

6.1.1 Terms of Reference / Boards and Committees Policy

The mandate for the Emergency Management Program Committee contained in the Boards and Committees Policy for the Municipality of East Ferris was shared with the committee. The appointment of a CEMC and Alternate CEMC was addressed (see Action Item 7.1)

6.2 Meeting Schedule – Day/Time/Frequency

The committee will hold their meetings 3 times per year, inclusive of the annual table-top exercise, at the call of the chair.

6.3 Review of Emergency Plan

6.3.1 Distribution of Plan

Copies of the Emergency Plan will be provided to members of the EMPC, including appendices, as well as included in all emergency kits and added to the municipal website (excluding all appendices).

6.3.2 Location of EMPC Meetings and Evacuation Centres

The primary Emergency Operations Control Centre will change to 25 Taillefer Road (new municipal office).

6.3.3 Mission Statement

The mission statement will be amended to include the business community.

6.3.4 Appendices XVI – XXI

The committee agreed to remove appendices XVI-XXI from the Community Emergency Plan.

6.3.5 Section 16



Section 16 will be removed and replaced with the “Responsibilities of the Red Cross”.

The committee discussed and agreed with making minor administrative changes throughout the Emergency Plan for the purpose of bringing the plan up to date. In addition to the changes mentioned above, the committee deemed it necessary to repeal and replace By-law 2191 (see Action Item 7.2).

6.4 Emergency Kit Review

All emergency kits will be review by the CEMC and Alternate CEMC. Kits will be updated as required, after the passing of the 2023 municipal budget.

6.5 Date for Tabletop Exercise

Date to be determined.

7. Action Items

7.1 Resolutions: Appointment of CEMC and Alternate CEMC

Motion No. 2023-03

Moved by Jason Trottier

Seconded by Steph Amyotte

THAT the Emergency Management Program Committee recommends to Council that an agreement be executed between the Municipality of East Ferris and Tim Sheppard for the services of CEMC.

CARRIED

Motion No. 2023-04

Moved by Jason Trottier

Seconded by Antoine Boucher

THAT the Emergency Management Program Committee recommends to Council that Fire Chief Steph Amyotte be appointed Alternate CEMC for the Municipality of East Ferris.

CARRIED



7.2 Resolution – Repeal and Replace By-law 2191

Motion No. 2023-05

Moved by Steph Amyotte

Seconded by Pauline Rochefort

THAT the Emergency Management Program Committee recommends to Council that By-law 2191 be repealed in its entirety and replaced with the updated Emergency Management Plan at the February 28th meeting of Council.

CARRIED

8. Ongoing/Unresolved/Inactive Items

None for this session

9. General Follow Up/Roundtable Discussion

None for this session

10. Adjournment

Motion No. 2023-06

Moved by Jason Trottier

Seconded by Pauline Rochefort

THAT the Emergency Management Program Committee adjourn at 11:23 a.m. to meet again at the call of the Chair

CARRIED

CHAIR
Tim Sheppard

RECORDING CLERK
Kim Rose