



EMERGENCY MANAGEMENT PROGRAM COMMITTEE MEETING

Minutes of the Emergency Management Program Committee Meeting of September 19, 2024

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

EXCUSED ABSENT: Mayor Pauline Rochefort
Antoine Boucher, Director of Public Works

OTHERS IN ATTENDANCE: None

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

2. Adoption of Agenda

Motion No. 2024-01

Moved by Jason Trottier

Seconded by Steph Amyotte

THAT the draft agenda circulated to the Emergency Program Committee dated the 19th day of September 2024 be hereby adopted as circulated.

CARRIED

3. Acceptance of Minutes of the Last Regular Meeting:

Motion No. 2024-02

Moved by Jason Trottier

Seconded by Steph Amyotte

THAT the Minutes of the regular meeting of the Emergency Management Program Committee held on February 1st, 2023 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

The Committee heard that meetings took place between the Scribe and the CEMC to make amendments to the Plan, as per Emergency Management



Ontario. At this time, there are minor amendments to be made to the Emergency Plan such as employee contacts. The Scribe will liaise with the Fire Admin. Assistant to ensure that all contacts are up to date.

5.2 Emergency Management Funding Opportunity

The Community Emergency Preparedness Grant is being offered once again through Emergency Management Ontario. The application period opens in late September to applicants who were not successful in the first round (2023).

The Committee discussed making changes to the East Ferris application of 2023, including the addition of 'Communications' and "Emergency Water Supply".

A Resolution to Council will follow under Section 6 (Action Items).

5.3 Date for Tabletop Exercise

CEMC Tim Sheppard advised that he is working with Grant Murphey, EMO for our Region to host a Joint Meeting in late November. This meeting will act as requisite for compliance in 2024. Further details to follow.

6. Action Items

6.1 Resolution: Emergency Preparedness Grant

Motion No. 2024-03

Moved by Tim Sheppard

Seconded by Steph Amyotte

THAT the Emergency Management Program Committee recommends to Council that authorization be granted to the CAO/Treasurer to apply for the Emergency Preparedness Grant available through Emergency Management Ontario in order for the Municipality to be better prepared in emergency situations.

CARRIED

7. Ongoing/Unresolved/Inactive Items

None for this session



9. General Follow Up/Roundtable Discussion

CEMC Tim Sheppard provided the Committee with a list outlaying his involvement with Committee Mandate items for the 2024 year. The following list is a reflection of CEMC duties undertaken:

- February 14: Met with Kim to go through the Emergency Plan and make required changes.
- March 4: Met with Kim for final Plan review. Discussed public education. Fire Ban signs will be ordered.
- May 25: Tradeshow Booth (all day) – Very successful!
- June 4: Attended Lakes Sector Meeting in Elmsdale
- July 30: Completed lengthy online survey relating to Ontario's IMS Program.
- August 8: Attended all day meeting in North Bay relating to Proposed Modernization of the Emergency Management Act.
- Sept. 19: Emergency Management Program Committee Meeting
- October 9: Will be attending a multiagency meeting on Climate Change & Health
- November: Control Group – Tabletop Exercise
- December: Meet with Steph/Kim to ensure all compliance documents are finalized for 2024.

10. Adjournment

Motion No. 2024-04

Moved by Jason Trottier

Seconded by Steph Amyotte

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