



EMERGENCY MANAGEMENT PROGRAM & Municipal Emergency Control Group Joint Meeting

Minutes of Joint Meeting of November 26, 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 9:30 a.m.

2. Adoption of Agenda

Motion No. 2025-07

Moved by Rick Champagne

Seconded by Steph Amyotte

THAT the draft agenda circulated to the Emergency Program Committee dated the 26th day of November 2025 be hereby adopted as circulated

CARRIED

3. Acceptance of Minutes of the Last Regular Meeting:

Motion No. 2025-08

Moved by Steph Amyotte

Seconded by Antoine Boucher

THAT the Minutes of the Regular Meeting of the Municipal Emergency Control Group held September 9th, 2025 be adopted as circulated.

CARRIED

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



5. Updates/New Business

a) EMOne Compliance Review

The CEMC and the Scribe advised that they attended the EMOne Compliance Review Webinar. The session was hosted by EMO with many field officers in attendance. The webinar consisted of a live, step-by-step review of the compliance portal.

6. Action Items:

a) Annual Report to Council Review

Motion No. 2025-09

Moved by Rick Champagne

Seconded by Jason Trottier

THAT the Emergency Management Program Committee accepts the Informational Report to Council for the 2025 year;

AND THAT the Report be forwarded to Council for review.

CARRIED

b) 2026 Budget

The Committee received the 2025 budget vs. actuals statement. A meeting will be scheduled for early December to finalize the 2026 budget.

c) Agreement with the Township of Chisholm – Alternate EOC Renewal

Motion No. 2025-10

Moved by Rick Champagne

Seconded by Steph Amyotte

WHEREAS the Municipality of East Ferris and the Township of Chisholm hold an agreement to establish the framework of the use of the East Ferris Community Centre as the Township of Chisholm's secondary Emergency Operations Centre;

AND WHEREAS the Agreement was originally signed in 2014 by both municipalities;



AND WHEREAS the provisions of the Agreement have not changed;

THEREFORE BE IT RESOLVED recommends to Council that the Agreement remains in place until one of the parties terminates the agreement, as per the termination clause;

AND FURTHER THAT the Agreement be reviewed on an annual basis by the EMPC.

CARRIED

d) 5 Areas of Knowledge Training

The Committee Members confirmed that they had read and understood the 5 areas of Knowledge Training PowerPoint. Each member signed verification.

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

8. Correspondence:

The Committee reviewed one item of correspondence.

9. General Follow Up/Roundtable Discussion

Antoine Boucher will ensure that the new maps are available for compliance. This item will be brought forward to the budget meeting in December.

10. Adjournment

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Motion No. 2025-11

Moved by Antoine Boucher

Seconded by Jason Trottier

THAT the Emergency Management Program Committee and the Municipal Emergency Control Group adjourn at 9:55 a.m. to meet again at the call of the Chair.

CARRIED

CHAIR
Tim Sheppard

RECORDING CLERK
Kim Rose