



SHUSWAP EMERGENCY PROGRAM EXECUTIVE

Regular Meeting

AGENDA

Date: Tuesday, April 9, 2024
Time: 9:30 AM
Location: CSRD Boardroom
555 Harbourfront Drive NE, Salmon Arm

Pages

1. Land Acknowledgement

We acknowledge that we are meeting in service to the Columbia Shuswap Regional District which is on the traditional and unceded territories of the Secwepemc, Syilx Okanagan, Sinixt and Ktunaxa Nation. We are privileged and grateful to be able to live, work and play in this beautiful area.

Declaration on the Rights of Indigenous Peoples Act
Article 42:

The United Nations, its bodies, including the Permanent Forum on Indigenous Issues, and specialized agencies, including at the country level, and States shall promote respect for and full application of the provisions of this Declaration and follow up the effectiveness of this Declaration.

2. Call to Order

3. Inaugural Proceedings

3.1 Election of Chair

3.2 Election of Vice Chair

4. Adoption of Agenda

5. Meeting Minutes

5.1 Adoption of Minutes

5.2 Business Arising from the Minutes

None.

6. Staff Reports

6.1	2024 Season Outlook	7
	Report from Tom Hansen, Emergency Program Coordinator, dated April 2, 2024.	
6.2	Communications Update	
	Staff report will be added to the Late Agenda.	
6.3	Emergency Recovery	9
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6.11 Neighbourhood Emergency Programs

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Report from Cathy Semchuk, Emergency Program Coordinator, dated April 2, 2024.

7. Next Meeting

TBD.

8. Adjournment



SEP EXECUTIVE MEETING MINUTES

Note: The following minutes are subject to correction when endorsed by the SEP Executive at the next meeting.

Date: October 4, 2023
 Time: 8:30 AM - 10:30 AM
 Location: CSRD Boardroom
 555 Harbourfront Drive NE, Salmon Arm

Members Present	M. Gibbons	Electoral Area C Director
	R. Martin* (Vice Chair)	Electoral Area E Director
	J. Simpson	Electoral Area F Director
	N. Melnychuk	Electoral Area G Director
	A. Harrison (Chair)	City of Salmon Arm, Mayor
	K. Flynn	City of Salmon Arm Director

Members Absent	D. Trumbley	Electoral Area D Director
	C. Anderson	District of Sicamous Director

Staff Present	D. Sutherland	Team Leader, Protective Services
	T. Hansen	Emergency Program Coordinator
	C. Semchuk	Emergency Program Coordinator
	C. Robichaud	Deputy Corporate Officer
	J. Freund	Legislative Clerk

*attended a portion of the meeting only

1. Land Acknowledgement

We acknowledge that we are meeting in service to the Columbia Shuswap Regional District which is on the traditional and unceded territories of the Secwepemc, Syilx Okanagan, Sinixt and Ktunaxa Nation. We are privileged and grateful to be able to live, work and play in this beautiful area.

Declaration on the Rights of Indigenous Peoples Act
 Article 20:

1. Indigenous peoples have the right to maintain and develop their political, economic and social systems or institutions, to be secure in the enjoyment of their own means of subsistence and development, and to engage freely in all their traditional and other economic activities.
2. Indigenous peoples deprived of their means of subsistence and development are entitled to just and fair redress.

2. Call to Order

The Chair called the meeting to order at 8:32 AM.

3. Approval of Agenda

Moved By Director Melnychuk

Seconded By Director Gibbons

THAT: the Shuswap Emergency Program Executive Committee meeting agenda be approved.

CARRIED

4. Meeting Minutes

4.1 Adoption of Minutes

Moved By Director Flynn

Seconded By Director Simpson

That: the minutes attached to the Shuswap Emergency Program Executive Committee meeting agenda be adopted.

CARRIED

4.2 Business Arising from the Minutes

None.

5. Staff Reports

Moved By Director Melnychuk

Seconded By Director Flynn

THAT: the Committee receive the reports attached to the October 4, 2023 Shuswap Emergency Program agenda for information.

5.1 Bush Creek East Wildfire Review

Report from Derek Sutherland, Team Leader Protective Services, dated Sept 25, 2023.

Discussion:

The Committee asked when the final wildfire report would be available for the public. Team Leader, Protective Services replied that the final report would be forthcoming and include provincial report information.

The Committee expressed disappointment that the provincial task force review did not include CSRD Board or staff representation however, consultation with the CSRD would still occur. The Thompson Nicola

Regional District CAO was appointed to the taskforce committee to provide representation for the Bush Creek East Wildfire.

The Committee acknowledged the CSRD Board Chair's role to sign evacuation orders was challenging as Board Chair was not physically at the Emergency Operations Centre (EOC) and information from BC Wildfire Service was only communicated once a day.

Director Martin arrived at 8:40 AM.

5.3 Shuswap Emergency Program Communications

Report from Tracy Hughes, Communications Coordinator, dated September 28, 2023.

Discussion:

Communications Coordinator confirmed a debriefing between CSRD staff and Alertable would take place in October and feedback from this meeting would be brought to a future SEP Executive Committee meeting.

Moved By Director Gibbons

Seconded By Director Flynn

THAT: the Committee recommend the Board direct staff to create a report on Lower Adams Lake and Bush Creek East Wildfire response and prepare recommendations.

CARRIED

5.2 CSRD Wildfire Recovery Management

Report from Derek Sutherland, Team Leader Protective Services, dated Sept 28, 2023.

Late Agenda - Colliers CSRD Recovery Presentation added.

Discussion:

The Committee inquired as to when the geotechnical report will be available. The Team Leader, Protective Services reported it is due to be received shortly.

The Committee expressed the importance of communication with First Nations representatives in the area. Team Leader of Protective Services responded that communication had been happening almost daily through the emergency response and First Nation representation would be included in the governance structure.

The Resiliency Centre have been working with residents who have lost homes and will communicate needs with Colliers and the Unmet Needs group.

The Committee was informed about mental health support for volunteers, staff and residents, including children and that Disaster Psychosocial Services professionals were available to support evacuees at the Emergency Support Services Reception Centre throughout its activation.

The Committee recessed at 10:33 AM and the meeting resumed at 10:40 AM.

5.4 Wiseman Creek: Post Wildfire Debris Flow Risk

Report from Tom Hansen, Emergency Program Coordinator, dated Sept 25, 2023.

5.5 Newsome Creek Update

Report from Tom Hansen, Emergency Program Coordinator, dated Sept 25, 2023.

Discussion:

The Committee commented on a successful meeting at Union of BC Municipalities Conference with Minister Cullen to discuss threats to drinking water.

5.6 FireSmart Update

Report from Tom Hansen, Emergency Program Coordinator, dated Sept 25, 2023.

Discussion:

The Committee had a question on Kate's Cove, a neighbourhood community which spent \$300 000 on equipment to protect the area in the event of fire and then required additional fuel during the evacuation order to operate the equipment. Do these communities have the ability to remain on site to protect the site at risk if they've completed the FireSmart process? Staff reported that BCWS would run the equipment as necessary and additional information would be available through the wildfire response review process.

The Committee asked about sprinklers to protect structures and water restrictions during drought. Staff responded funding for assessments has been requested through the province.

Staff reported Community Wildfire Resiliency Plans have been completed for all electoral areas and all communities are encouraged to FireSmart.

5.7 Structure Protection Unit (SPU) Program

Report from Tom Hansen, Emergency Program Coordinator, Sept 26, 2023.

5.8 Shuswap Emergency Program (SEP) Training and Program

Report from Tom Hansen, Emergency Program Coordinator, Sept 26, 2023.

Discussion:

Staff reaffirmed they available to support additional emergency management training for elected officials as requested.

5.9 Emergency Support Services (ESS)

Report from Cathy Semchuk, Emergency Program Coordinator, dated September 25, 2023.

Chair Harrison declared a conflict on this item. (Chair Harrison stated his wife is an Emergency Support Services volunteer).

Chair Harrison left the meeting at 12:03 PM and was not present for the vote. Vice Chair Martin assume the role of Chair.

Moved By Director Flynn

Seconded By Director Simpson

THAT: the Committee recommend to the Board that a small honorarium pre-Christmas be paid to thank ESS volunteers.

CARRIED

Moved By Director Gibbons

Seconded By Director Flynn

THAT: the Committee recommend the Board write a letter to the appropriate government ministry recommending a review of ESS remuneration/honorarium.

CARRIED

Chair Harrison returned to the meeting at 12:12 PM and resumed his role as Chair.

5.10 Neighbourhood Emergency Program (NEP)

Report from Cathy Semchuk, Emergency Program Coordinator, dated September 25, 2023.

5.11 Evacuation Route Planning

Report from Cathy Semchuk, Emergency Program Coordinator, dated September 25, 2023.

6. Next Meeting

TBD

7. Adjournment

Moved By Director Melnychuk

Seconded By Director Flynn

THAT: the Shuswap Emergency Program Executive Committee meeting be adjourned.

CARRIED

12:28 PM

CORPORATE OFFICER

CHAIR



SHUSWAP EMERGENCY PROGRAM EXECUTIVE COMMITTEE REPORT

TO: Chair and Committee Members

SUBJECT: 2024 Season Outlook

DESCRIPTION: Report from Tom Hansen, Emergency Program Coordinator, dated April 2, 2024.

BACKGROUND:

Warmer winter temperatures led to increased runoff over part of the winter rather than snow accumulation. Record high temperatures were recorded for March in several areas of BC.

The snowpack for the South Thompson area was 90% of normal March 1, 2024. The next update is scheduled to come out April 10, 2024. Celista, Park Mountain, and Silver Star snow stations are all well below normal.

Freshet has started early. The Shuswap Lake level is high for this time of year due to early snow melt, however with less than normal snowpack in the upper elevations, and mid to low elevations being mostly snow free, flooding is not expected. The lake may peak earlier in the season. The major rivers are still at lower levels but expected to rise as we get sustained warmer weather and rain. Smaller creeks are still susceptible to flash flooding associated with intense rainstorms.

El Nino conditions (warmer and drier than average) are forecast to fade in April-May-June with a shift to La Nina (cooler and wetter than average but less certain).

The period from March to mid-April, has been predicted to be warmer and drier than normal conditions for southern BC.

Ongoing drought conditions in many locations of BC may affect wildfire ignition, growth and behaviour this season. The Shuswap Emergency Program area is mostly in a Drought Level 2 (Adverse Impacts Unlikely) except for the SW portion (Fly hills, Silver Creek, Falkland) that is in a Level 3 (Adverse Impacts Possible).

Without significant and continuous precipitation, holdover fires from 2023 will reinvigorate this spring. The BCWS is proactively "ramping up" and preparing for an earlier start to the season. The number and severity of wildfires this season depends on the amount of rain received which cannot be forecast accurately this far in advance.

NEXT STEPS:

Continue to monitor changing weather and conditions to anticipate any potential problems and be prepared.

[Board Report](#)[Enter Subject](#)[Click here to enter a date.](#)**Report Approval Details**

Document Title:	2024-04-09_SEP_CPS_Season_Outlook.docx
Attachments:	
Final Approval Date:	Apr 5, 2024

This report and all of its attachments were approved and signed as outlined below:



Derek Sutherland

No Signature - Task assigned to Jennifer Sham was completed by assistant Crystal Robichaud

Jennifer Sham



John MacLean



SHUSWAP EMERGENCY PROGRAM EXECUTIVE COMMITTEE REPORT

TO: Chair and Committee Members

SUBJECT: Emergency Recovery

DESCRIPTION: Report from Tom Hansen and Cathy Semchuk, Emergency Program Coordinators, dated April 3, 2024.

BACKGROUND:

Colliers project management team was hired to work with Columbia Shuswap Regional District (CSRD) staff to create a recovery governance structure and is now winding down their remaining working groups and tasks. The CSRD has updated and clarified the process to support residents in development permitting and rebuilding. The CSRD is communicating with the province on any remaining environmental and debris management issues. Critical infrastructure replacement activities are ongoing with the Disaster Financial Assistance (DFA) program for eligible projects. This includes the Scotch Creek Lee Creek Fire Hall, Crowfoot Radio Repeater station, and the Hlina and Mt Baldy trails infrastructure.

AFTER ACTION REVIEW

Funding has been received from the province to conduct an internal After-Action Review (AAR). An AAR is a qualitative review conducted after the end of an emergency response to identify best practices, gaps and lessons learned. AAR will provide staff with an opportunity to reflect on shared experiences and perceptions and work together to identify what worked well, what did not work, why and areas for improvement.

The Strategic Alliance for Enhanced Resilience (SAFER), an alliance of consultants and subject-matter experts, has been engaged to conduct this review. The review will be conducted in four stages. The initial stage will include an on-line questionnaire emailed to staff one week prior to the in-person session. The questionnaire will include structured questions that will help participants to reflect on: What went well? What was difficult? What would you improve? etc. The questionnaire can be completed anonymously providing an opportunity for participants to share difficult information that they may likely not share during the in-person sessions. The second and third stages are in-person sessions with management and staff. And the final stage will be the production of an after-action report.

It is anticipated that the AAR, including the final reporting, will be completed by the end of April 2024.

EVACUEE/DISPLACED INDIVIDUALS

Emergency Support Services continued to support 13 displaced individuals providing accommodation to the end of February 2024. Individuals were then transitioned over to a Recovery Operations Officer of the Wildfire Recovery Operations Branch – Disaster Recovery Division.

Applications continue to be accepted by the North Shuswap Disaster Relief Society who are assisting affected families on a case-by-case basis and dependent on available funds.

The Canadian Red Cross offered a One-Time Housing Support program with an application deadline of March 29, 2024. Financial assistance was provided to those individuals with limited resources and urgent needs who were uninsured and their homes were destroyed or incurred major damage.

Report Approval Details

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Derek Sutherland

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Jennifer Sham



John MacLean



SHUSWAP EMERGENCY PROGRAM EXECUTIVE COMMITTEE REPORT

TO: Chair and Committee Members

SUBJECT: Geohazards

DESCRIPTION: Report from Tom Hansen, Emergency Program Coordinator, dated April 2, 2024.

BACKGROUND:

Recent severe wildfires have removed a significant amount of vegetation from a number of watersheds resulting in an increased risk of debris flow, debris flood, and rock fall that could impact communities below.

Wiseman Creek was identified as posing a debris flow or debris flood risk to residents of the Sicamous Mobile Home Park due to the large Sicamous Creek wildfire in 2021 that removed much of the vegetation that helps stabilize the soil.

The geotechnical consulting firm BGC Engineering Inc. (BGC) has been monitoring the weather and debris flow risk for Wiseman Creek continuously since April 1, 2022. Initiation thresholds were adjusted for 2023 based on data and experience from 2022. There have been no reported exceedances of post-fire debris-flow initiation thresholds in 2023. This is likely due to the record drought year we have experienced with very little rainfall.

With funding from Emergency Management and Climate Readiness (EMCR), BGC evaluated the need to continue the post-wildfire debris flow bulletins for Wiseman Creek by assessing how much the burned area has recovered since the fire. BGC submitted a recent report that recommended continuation of the monitoring program using the existing Early Warning System and thresholds developed for the 2023 season due to low vegetative recovery. An Expenditure Authorization Form EAF) has been submitted to EMCR for the funding to continue with the monitoring for 2024 (May 1 to Nov 1).

The North Shuswap area was included in post-wildfire geohazard assessments following the 2023 East Bush Creek Wildfire. An initial emergency assessment by BGC titled "[*Bush Creek East Fire Post-Wildfire Geohazard Assessment for Emergency Decision Support*](#)" was completed for the Columbia Shuswap Regional District (CSRD) in October 2023 with provincial funding support. This assessment identified numerous Potential Hazard Areas (PHAs). A total of 63 watersheds were assessed to be impacted by the Bush Creek East Wildfire with potential to impact the CSRD. BGC recommended more detailed assessment be completed for PHAs assessed as High or Very High and Areas of Interest (AOIs) rated as Type IV slopes for rockfall and shallow landslide hazard.

The BC Ministry of Forests hired Stantec Consulting Ltd. (Stantec) to conduct a post-wildfire assessment titled "[*Bush Creek East \(K21633\) Post-Wildfire Natural Hazard Risk Assessment*](#)" that was completed December 20, 2023. Stantec recommendations include public education of risks, more detailed assessments, modelling of hazard run-out and inundation, development of rainfall thresholds to inform emergency actions, ground monitoring in areas of high risk following major rainfall or melt events, and establishing weather monitoring stations in the upper elevations to be used with early warning systems.

BGC has been hired by the CSRD, with provincial funding support, to complete more detailed geohazard assessments of the areas previously identified as being higher risk. BGC is also attempting to clarify the differences between their initial report and the Stantec report.

The CSRD has submitted a 2-year Disaster Risk Reduction – Climate Adaptation grant application to UBCM for funding support to purchase, install, and monitor three remote weather stations (one for each of Wiseman Creek, Woolford Creek, and Scotch Creek) as recommended by the province and geotechnical professionals. The funding application includes the operating costs for two years of the grant. In the interim, the CSRD will continue to rely on the limited temporary weather stations provided by the BC Wildfire Service that are available until needed on larger wildfires each year.

The ongoing erosion of Newsome Creek in Sorrento continues to be of concern for residents and the CSRD. A resource request was submitted to EMCR June 13, 2023 for a multi-agency site team to assist with site management of structures at risk of being impacted by Newsome Creek. Despite ongoing communications with EMCR looking for progress, a multi-agency site team has yet to meet with CSRD staff. This may be due in part to the provincial workload associated with the 2023 wildfire season. SEP staff will continue to advocate for this team and the need to find a solution to the ongoing risk. The dry weather in 2023 contributed to a reduction in significant erosion of the slopes.

NEXT STEPS:

Discussions are ongoing with the province, First Nations, neighbouring local governments, and agencies with respect to any mitigation and preparedness actions. The province is planning to host a virtual Town Hall style meeting for the public to ask questions related to the Bush Creek East Wildfire. The Ministry of Transportation and Infrastructure is in the process of installing road signs with public information on the post-wildfire risks associated with the Bush Creek East Wildfire.

Future geotechnical report information, monitoring programs, and early warning systems will be shared with the public.

Report Approval Details

Document Title:	2024-04-09_SEP_CPS_Geohazards.docx
Attachments:	
Final Approval Date:	Apr 5, 2024

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Derek Sutherland

No Signature - Task assigned to Jennifer Sham was completed by assistant Crystal Robichaud

Jennifer Sham



John MacLean



SHUSWAP EMERGENCY PROGRAM EXECUTIVE COMMITTEE REPORT

TO: Chair and Committee Members

SUBJECT: FireSmart

DESCRIPTION: Report from Tom Hansen, Emergency Program Coordinator, dated April 2, 2024.

BACKGROUND:

The Columbia Shuswap Regional District (CSRD) has been actively promoting FireSmart and Wildfire Risk Reduction (WRR) since 2019 with support from provincial grant funding through the Union of BC Municipalities (UBCM) Community Resiliency Initiative (CRI) and the Columbia Basin Trust (CBT).

The CSRD 2024 FireSmart Allocation Grant Application was recently approved for \$1.1 million over the next two years for eligible activities. There is an additional \$100,000 for one year for communities impacted by wildfire in 2023 that we applied for and are waiting for approval.

Our local CSRD FireSmart Coordinator and volunteer fire firefighter, Len Youden has been hired full-time with the CSRD as a Deputy Regional Fire Chief and so we are in transition looking for a new FireSmart Coordinator. Our existing Wildfire Mitigation Specialist (WMS) for the Shuswap (Sophie Randell) is keeping the program going through this period with support from Len Youden, Tom Hansen, and Cathy Semchuk.

NEXT STEPS:

CSRD FireSmart strategy for year 6 & 7 include:

- Fill the vacant FireSmart Coordinator and WMS Columbia positions.
- Hire an additional WMS for the Shuswap.
- Implement recommendations from completed Community Wildfire Resiliency Plans (CWRP's).
- Increase scale by focusing more on large events, neighborhood recognition and broad-based advertising and promotion to reduce private property risk.
- Increase vegetation disposal options for residents (i.e. trial curbside pick-up in recognized neighbourhoods).
- Continue to offer home assessments, rebates, and other successful aspects of the program.
- Participate in Community Wildfire Resiliency Roundtables.
- Collaboration and coordination with City of Salmon Arm and District of Sicamous FireSmart programs.

[Board Report](#)[Enter Subject](#)[Click here to enter a date.](#)**Report Approval Details**

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Derek Sutherland

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Jennifer Sham



John MacLean



SHUSWAP EMERGENCY PROGRAM EXECUTIVE COMMITTEE REPORT

TO: Chair and Committee Members

SUBJECT: Structure Protection Program

DESCRIPTION: Report from Tom Hansen, Emergency Program Coordinator, dated April 2, 2024.

BACKGROUND:

The Columbia Shuswap Regional District (CSRD) has a total of four Type 2 Structure Protection Unit (SPU) trailers. They have all received annual service and inspection for safety.

The Columbia trailer has been moved to Golden for training and staging for the season. The remaining 3 trailers are stationed in Salmon Arm.

SPU Deployment Team debrief meeting for 2023 has been completed.

Final SPU equipment replacement is being completed before the start of the season.

Annual SPU Deployment Team spring training has been scheduled for April 14, 2024 at the Shuswap Regional Fire Training Centre. The 2-day BCWS Wildfire Structure Protection Program (WSPP-115) course is being held the same weekend at the White Lake Fire Hall for other CSRD fire fighters.

The tender package for the SPU Trailer Storage Building should be out soon.

NEXT STEPS:

Complete SPU Deployment Team annual training.

Complete SPU Storage Building project.

Ensure preparedness for 2024 wildfire season.

[Board Report](#)[Enter Subject](#)[Click here to enter a date.](#)**Report Approval Details**

Document Title:	2024-04-09_SEP_CPS_Structure_Protection_Program.docx
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This report and all of its attachments were approved and signed as outlined below:



Derek Sutherland

No Signature - Task assigned to Jennifer Sham was completed by assistant Crystal Robichaud

Jennifer Sham



John MacLean



SHUSWAP EMERGENCY PROGRAM EXECUTIVE COMMITTEE REPORT

TO: Chair and Committee Members

SUBJECT: Indigenous Engagement

DESCRIPTION: Report from Tom Hansen, Emergency Program Coordinator, dated April 2, 2024.

BACKGROUND:

The Province has made funding available, in the form of contribution agreements with local governments and First Nations, to support the implementation of the Indigenous Engagement Requirements in the Emergency and Disaster Management Act.

The Columbia Shuswap Regional District (CSRD) and member municipalities of Golden, Revelstoke, Sicamous and Salmon Arm have chosen to pool their contribution funds and have agreed that the CSRD/Shuswap Emergency Program will administer the program on behalf of all members. This will give us a consistent process for the entire CSRD and municipal partners.

The CSRD intends to hire a qualified temporary contract employee with the appropriate knowledge and experience in Indigenous Engagement to work with existing staff to deliver the eligible activities under this contribution agreement.

Eligible activities include:

- Consultation and coordination
- Relationship building
- Planning
- Reconciliation and capacity building
- Agreement building

For more detailed information on the funding program visit the following web site.

[Indigenous Engagement Requirements Funding Program - Province of British Columbia \(gov.bc.ca\)](https://www2.gov.bc.ca/gov/content/indigenous/engagemnt/requirements/funding/index.htm)

NEXT STEPS:

Hire a qualified person to work with staff and First Nations to complete the eligible activities and required reporting.

[Board Report](#)[Enter Subject](#)[Click here to enter a date.](#)**Report Approval Details**

Document Title:	2024-04-09_SEP_CPS_Indigenous_Engagement.docx
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Final Approval Date:	Apr 5, 2024

This report and all of its attachments were approved and signed as outlined below:



Derek Sutherland

No Signature - Task assigned to Jennifer Sham was completed by assistant Crystal Robichaud

Jennifer Sham



John MacLean



SHUSWAP EMERGENCY PROGRAM EXECUTIVE COMMITTEE REPORT

TO: Chair and Committee Members

SUBJECT: Evacuation Route Planning Grant Funding

DESCRIPTION: Report from Cathy Semchuk, Emergency Program Coordinator, dated April 2, 2024.




BACKGROUND:

Red Dragon Consulting has completed the first three stages of their Evacuation Route Planning for Shuswap Emergency Program's (SEP) second set of high-risk communities. This included a review of SEP's existing Emergency Response Plan, evacuation procedures, Wildfire Community Plans, Hazard, Risk, Vulnerability Assessment and LiDAR data. They have also met and received input from each of the community Fire Chiefs. It is anticipated that SEP will receive a draft Evacuation Route Plan Toolkit for review by the end April 2024.

<p>2023 CEPF will provide funding to complete Evacuation Guidance Documents for the following high-risk communities:</p> <ul style="list-style-type: none"> Celista East Adams Lake White Lake Tappen Notch Hill Silver Creek Ranchero/Deep Creek Annis Bay Cambia Solsqua Queest/Anstey 	<p>Proposal submitted.</p> <p>Project initiation meeting (initial meeting to be confirmed by client).</p> <p>Review and collection of background information. Assessment of Information. Confirm project deliverables.</p> <p>Assess community information.</p> <p>Evacuation Route Plan Toolkit development</p> <p>Produce initial spatial data</p> <p>Provide initial draft of evacuation route plan toolkit for client discussion</p>
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NEXT STEPS:

Once the Toolkit and Guidance Documents have been reviewed and approved information will be provided to the GIS department for mapping and final steps of the planning process completed.

<p> COMMUNITY EVACUATION PLAN </p> 	<p>Evacuation Route Plan Toolkit development</p> <p>Produce second draft of evacuation route plan toolkits</p> <p>Review all documents and spatial data with client.</p> <p>Facilitate review meeting to test interoperability.</p> <p>Review and amend as necessary.</p> <p>Final documents.</p>
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The content of each Guidance Document will include anticipated speed of progression to provide trigger criteria for evacuation decision making, physical evacuation route planning modelling data, evacuation route alternatives, decision making timeline for each community based on real time, method and modes

of evacuation, assembly points, traffic and security locations and resources required for route management, pinch points and more. A one-page quick reference guide will also be produced outlining evacuation route priorities, issues and resources. These documents are specifically designed for use by the Emergency Operations Centre.

Red Dragon will also be providing a Community Evacuation Plan for distribution to residents. Community Plans will include sections on Evacuation Stages and Process, Emergency Support Services and how to access assistance at a Reception Centre, where to turn for accurate information, community evacuation zones, potential routes and assembly points and what every family can do to prepare should they be evacuated.

Report Approval Details

Document Title:	2024-04-09_SEP_CPS_Evacuation_Route_Planning_Grant_Funding.docx
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Final Approval Date:	Apr 5, 2024

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Derek Sutherland

No Signature - Task assigned to Jennifer Sham was completed by assistant Crystal Robichaud

Jennifer Sham



John MacLean



SHUSWAP EMERGENCY PROGRAM EXECUTIVE COMMITTEE REPORT

TO: Chair and Committee Members

SUBJECT: 2024 Training and Exercises

DESCRIPTION: Report from Cathy Semchuk, Emergency Program Coordinator, dated April 2, 2024.

BACKGROUND:

As emergency events are happening more frequently and for longer periods of time, the Shuswap Emergency Program (SEP) is updating how training and exercising is being offered. During last year's lengthy activation (over two months in length), over 51 employees from the CSRD, City of Salmon Arm and District of Sicamous assisted in the Emergency Operations Centre (EOC).

2024 TRAINING PLAN:

SEP's goal for 2024 is to build further capacity increasing trained employees from the three local authorities from 51 to 70. Strategic Alliance of Enhanced Resilience (SAFER), a group of consultants and subject-matter experts, have been contracted using Community Emergency Preparedness grant funding, to develop a strategic training and exercising plan. This plan will include essential EOC training offered to all staff, specialized training for key EOC positions, training workshops and finally a scenario-based tabletop exercise.

Focus will also be given to bolstering SEP's existing community volunteer roster, scheduling regular meetings and offering EOC training. When activated, these volunteers will be placed on Temporary Employment Contracts when working in the EOC.

Staff and volunteers will also be encouraged to take training offered through the Justice Institute of BC (JIBC) both online and in-person. February 14, 2024, SEP hosted an in-person Operations Section training session which was attended by 11 members from all three local authorities.

[Board Report](#)[Enter Subject](#)[Click here to enter a date.](#)**Report Approval Details**

Document Title:	2024-04-09_SEP_CPS_2024_Training_and_Exercises.docx
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Derek Sutherland

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Jennifer Sham



John MacLean



SHUSWAP EMERGENCY PROGRAM EXECUTIVE COMMITTEE REPORT

TO: Chair and Committee Members

SUBJECT: Emergency Support Services

DESCRIPTION: Report from Cathy Semchuk, Emergency Program Coordinator, dated March 27, 2024.

BACKGROUND:

Update on the two recommendations made during the October 4, 2023 SEP Executive Meeting:

Recommendation: That the Committee recommend to the Board that a small honorarium pre-Christmas be paid to thank ESS volunteers.

In December, volunteers were provided with a small honorarium which was greatly appreciated and timely during the Christmas season.

Recommendation: That the Committee recommend that Board write a letter to the appropriate government ministry recommending a review of ESS remuneration/honorarium.

The [Letter from CSRD Board Chair to Minister Ma dated November 9, 2023](#) and the [response letter from the Minister's office dated December 29, 2023](#) are linked for information.

The Shuswap ESS team focused all efforts in 2023 on providing members with hands on training using the newly updated Evacuee Registration and Assistance program (ERA). This training proved to be very valuable for the Team as they faced one of the worst wildfire seasons and lengthiest ESS activation our area has ever experienced. The Shuswap ESS (SESS) Team was activated for 165 days, relocating 6 times to 4 different locations, during which 49 volunteers assisted over 870 families, contributing over 3,600 volunteer hours. During the After-Action Review held in November, SESS members all agreed the key to their success in dealing with such a lengthy and stressful activation was they felt confident and knowledgeable and were comfortable working on ERA because they were well trained.

2024 JOINT TRAINING:

As a result of lengthy activations in 2023, the Shuswap ESS Team has become proficient using ERA. The 2024 primary goal is to continue this momentum offering monthly training scenarios which members can practise on their own time and then review as a group at monthly meetings.

Our team will also be focusing on building capacity. Grant funding, through UBCM, has been obtained. The funding will provide training and exercising opportunities for all three CSRD ESS Teams, Revelstoke, Golden and Shuswap. Grant funding provides members an opportunity to attend the Network of Emergency Support Services Teams (NESST) conference in April. NESST is the only ESS conference offered in the province and provides members an opportunity to build connections and share knowledge of how to work together during a disaster.

Customized ERA training will be developed and offered during the first half of 2024. Training will then cumulate in a joint exercise where all three teams will put this training into practise in a functional exercise scheduled to be held in Revelstoke.

The modernized electronic ERA tool and the mobile concept developed by SESS provides the Revelstoke, Golden and Shuswap Teams the ability to build capacity throughout the entire CSRD and member municipalities. Training and exercising together will make this assistance seamless when either of the Teams are faced with a major event.

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This report and all of its attachments were approved and signed as outlined below:



Derek Sutherland

No Signature - Task assigned to Jennifer Sham was completed by assistant Crystal Robichaud

Jennifer Sham



John MacLean



SHUSWAP EMERGENCY PROGRAM EXECUTIVE COMMITTEE REPORT

TO: Chair and Committee Members

SUBJECT: Neighbourhood Emergency Programs

DESCRIPTION: Report from Cathy Semchuk, Emergency Program Coordinator, dated April 2, 2024.

BACKGROUND:

Neighbourhood Emergency Programs (NEPS) are an important part of community emergency preparedness bringing neighbourhoods together in an organized fashion building self-reliance. Columbia Shuswap Regional District (CSRD) staff continue to support the many NEP coordinators and volunteers in their efforts to spread the emergency preparedness message in their neighbourhoods and update resource lists and plans.

NEPs allow residents to take an active role in addressing local vulnerabilities and risk factors. Through their efforts, the communities and their residents are better connected to each other and Shuswap Emergency Program (SEP). This was very true during last year's wildfires where a number of well-established NEPs played significant roles during the Bush Creek East Wildfire, specifically NEPs located in Dorian Bay, Woolford Point Estates and Seymour Arm.



Dorian Bay and Woolford Point Estates were in continual contact with the Emergency Operations Centre (EOC) during the first weeks of the Lower East Adams Lake wildfire providing site intel and photos. Over 120 properties located in communities on the east side of Adams lake have only one access road serviced by a small ferry. As the fire grew, concerned residents relied heavily on their NEP Coordinators for updates and coordination. These communities were evacuated twice and both times it was carried out in a very orderly manner due in large part to the NEP program.

During the evacuation of Scotch Creek, Lee Creek, Celistia and Magna Bay, many residents evacuated east to Seymour Arm. The small community of Seymour Arm were ready to assist with accommodation, food and incidentals. The Seymour Arm NEP coordinator again was in direct contact with the EOC as food and supplies were arranged to support displaced residents.

NEXT STEPS:

SEP will continue to support existing NEP teams and will actively promote the growth of new NEPs especially in remote and rural areas.

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