



SEP EXECUTIVE MEETING MINUTES

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

Date: December 3, 2024
Time: 10:00 AM - 12:00 PM
Location: CSRD Boardroom
555 Harbourfront Drive NE, Salmon Arm

Directors 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
	C. Anderson	District of Sicamous Director
Directors Absent	D. Trumbley	Electoral Area D Director
Staff In Attendance	S. Coubrough	Manager, Protective Services and Regional Fire Chief
	T. Hansen	Emergency Program Coordinator
	C. Semchuk	Emergency Program Coordinator
	T. Hughes	Communications Coordinator
	J. Freund	Legislative Clerk/Executive Assistant
	S. Hodge	Administrative Assistant I
	M. Herbert*	Manager, Building and Bylaw Services

*Attended part of the meeting

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 23:

Indigenous peoples have the right to determine and develop priorities and strategies for exercising their right to development. In particular, indigenous peoples have the right to be actively involved in developing and determining

health, housing and other economic and social programmes affecting them and, as far as possible, to administer such programmes through their own institutions.

2. Call to Order

The Chair called the meeting to order at 10:02 AM.

3. Adoption of Agenda

Moved By Director Melnychuk
Seconded By Director Gibbons

THAT: the Shuswap Emergency Program Executive Committee meeting agenda be adopted as amended. Added Items 5.2 - Discussion on Search and Rescue (SARS) and 5.3 - Governance Documentation.

CARRIED

4. Meeting Minutes

4.1 Adoption of Minutes

Moved By Director Martin
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 Report

5.1 SEP Executive Committee Meeting Update December 3, 2024

Clarification that Shuswap Emergency Program (SEP) is separate from Revelstoke and Area Emergency Program (RAEMP) and Golden and Area Emergency Program (GAEMP) and the role as a Committee is to oversee SEP. SEP provides advice, guidance and assistance to RAEMP and GAEMP when requested. The CSRD Board oversees all three entities.

The After Action Review (AAR) recommendations will be shared with the Committee.

The Committee would like to see a formalized communication protocol request added to the Board agenda to determine parameters around communication as the Board oversees RAEMP and GAEMP and the SEP Executive Committee.

Communications Coordinator to report data on Alertable subscribers to the Committee. Metrics on local vs not local subscribers is not available.

Director Melnychuk had an early evacuation warning system discussion with (former) Minister Ma at UBCM. Staff hope to see continued movement with the newly elected government. Feedback from UBCM is that the next step of communication would be forthcoming. Staff will provide an update at the next meeting if available.

Emergency Support Services staff acknowledged the desire for Directors to attend the recognition event.

In response to a question on staff time required for the Neighbourhood Emergency Programs, Manager, Protective Services indicated staff are working at capacity for grants along with regular job responsibilities. If there is a further increase to the workload, then increases to staff and budget will be required to support the additional work.

The Evacuation Planning documents, which are currently intended for use by the EOC, have been recently completed by the consultant. A public facing version of evacuation information is scheduled to be released in 2025.

5.2 Search and Rescue (SAR)

Moved By Director Melnychuk
Seconded By Director Gibbons

THAT: the Committee recommend the Board direct staff to invite Search and Rescue agencies from across the CSRD region to a future Regular Board meeting for an informational presentation on the services they provide.

AND THAT: the Committee recommend the Board to direct staff to investigate which SAR committees receive funds from the CSRD for operational costs and provide information for the Board.

CARRIED

5.3 Governance Documentation

Moved By Director Gibbons
Seconded By Director Flynn

THAT: the SEP Executive Committee make a recommendation to the CSRD Board that appropriate documents are created for the SEP Executive to have clarity on responsibilities and protocol as a policy committee.

CARRIED

Discussion on the motion:

Directors noted that the SEP Executive Committee relies on bylaw wording and there are no terms of reference on the SEP or CSRD websites. This could also be an opportunity for RAEMP and GAEMP to

provide terms of reference. The Committee would like an agenda item at a future meeting to discuss best practices from other areas.

The Committee also requested that the Director's homepage contain all policies and procedures, be public facing, and contain all SEP information in one location.

6. Next Meeting

Tuesday, April 8, 2025 at 10:00 AM.
CSRD Boardroom, 555 Harbourfront Drive NE, Salmon Arm.

7. Adjournment

Moved By Director Gibbons
Seconded By Director Flynn

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

CARRIED

11:52 AM

CORPORATE OFFICER

CHAIR