



SEP EXECUTIVE MEETING MINUTES

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

Date: April 8, 2025
Time: 10:00 AM - 12:00 PM
Location: CSRD Boardroom
555 Harbourfront Drive NE, Salmon Arm

Directors Present	M. Gibbons (Chair)	Electoral Area C Director
	D. Trumbley^	Electoral Area D Director
	R. Martin	Electoral Area E Director
	J. Simpson	Electoral Area F Director
	J. Smith	Alternate Electoral Area G Director
	A. Harrison	City of Salmon Arm Mayor
	K. Flynn (Vice Chair)	City of Salmon Arm Director
	C. Anderson	District of Sicamous Director
Directors Absent	N. Melnychuk	Electoral Area G Director
Staff In Attendance	D. Sutherland	General Manager, Community and Protective Services
	S. Coubrough	Manager, Protective Services
	C. Semchuk	Emergency Program Coordinator
	T. Hansen	Emergency Program Coordinator
	S. Hodge	Administrative Assistant I
	T. Hughes	Communications Coordinator
	J. Freund	Legislative Clerk/Executive Assistant

^electronic participation

2. Call to Order

The meeting was called to order at 10:03 AM.

3. Inaugural Proceedings

3.1 Election of Chair

The General Manager, Community and Protective Services called for nominations for the position of Shuswap Executive Committee Chair for 2025.

Director Martin nominated Mayor Harrison. Mayor Harrison did not consent to the nomination.

Director Martin nominated Director Gibbons. Director Gibbons consented to the nomination.

After calling three times for nominations and hearing no further nominations the General Manager, Community and Protective Services declared Director Gibbons as Shuswap Executive Committee Chair for 2025 by acclamation.

3.2 Election of Vice Chair

The General Manager, Community and Protective Services called for nominations for the position of Shuswap Executive Committee Vice Chair for 2025.

Director Martin nominated Mayor Harrison. Mayor Harrison did not consent to the nomination.

Director Martin nominated Director Flynn. Director Flynn consented to the nomination.

After calling three times for nominations and hearing no further nominations the General Manager, Community and Protective Services declared Director Flynn as Shuswap Executive Committee Vice Chair for 2025 by acclamation.

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.

4. Adoption of Agenda

Moved By Director Simpson

Seconded By Mayor Harrison

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

CARRIED

5. Meeting Minutes

5.1 Adoption of Minutes

Moved By Director Martin

Seconded By Director Flynn

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

CARRIED

5.2 Business Arising from the Minutes

None.

6. Staff Reports

6.1 Season Outlook

Report from Tom Hansen, Emergency Program Coordinator, dated March 27, 2025.

Moved By Director Martin

Seconded By Director Simpson

THAT: this report be received for information only.

Discussion on the motion:

Manager, Protective Services confirmed snowpack is increasing and continuously monitored. There are freshet and flooding concerns, especially in burn scar areas.

Staff confirmed a funding request for downstream offsets in the Newsome Creek stream which is a fish habitat. Ministry of Transportation and Transit (MOTT) approached the CSRD regarding culvert replacement under the highway and building up stream banks. The CSRD was asked to assist MOTT in achieving the offset requirements with the Department of Fisheries and Oceans by continuing development to the lake. With MOTT's endorsement the CSRD is applying for \$8.2M in grant funding.

CARRIED

6.2 Communications Update

Report from Tracy Hughes, Communications Coordinator, dated March 25, 2025.

Moved By Director Flynn

Seconded By Director Simpson

THAT: the report be received as information.

Discussion on the motion:

Evacuation planning guides would be issued to the public as part of Emergency Preparedness Week during the week of May 4. Distribution will be through community events and connections such as Chambers and local businesses. Maps and information would also be available digitally on the CSRD website.

Residents are encouraged to pay attention to emergency officials during an emergency on the appropriate evacuation routes to take, and a top priority for emergency staff is exercising caution around using forestry service roads during an evacuation order.

General Manager, Community and Protective Services noted the 2023 After Action Review has a signage plan for evacuating via forestry service roads. If there is an evacuation alert or a task number for an event, Emergency Operations Centre (EOC) staff would engage with Ministry of Forests (Province of BC) to upgrade roads used for evacuation.

CARRIED

6.3 Emergency and Disaster Management Act

Report from Tom Hansen, Emergency Program Coordinator, dated March 25, 2025.

Moved By Mayor Harrison

Seconded By Director Martin

THAT: this report be received for information only.

CARRIED

6.4 EOC After-Action Reviews

Report from Cathy Semchuk, Emergency Program Coordinator/ESS Director, dated March 25, 2025.

Moved By Director Martin

Seconded By A. Harrison

THAT: this report be received for information only.

Discussion on the motion:

Staff noted that creating a satellite information centre during the Hullcar Mountain Fire with an elected official present was effective.

Directors noted that communications and the role directors play should be reviewed as a policy, and they would like this discussion to take place at the Board level.

Director Trumbley commented that the fire information centre during the Hullcar Mountain fire was successful as it provided information and helped alleviate stress for members of the community. Alongside CAO, they had information from briefings but emphasized this level of information-sharing requires expertise, such as BC Wildfire Service, to provide accurate information.

Staff noted that the speed of communications is critical in an emergency, and the more steps in the communication chain, the longer communication takes. It is important to get the best information out at the time to the public.

CARRIED

6.5 Emergency Management Training and Exercise

Report from Cathy Semchuk, Emergency Program Coordinator/ESS Director, dated March 25, 2025.

Moved By Director Flynn

Seconded By Director Simpson

THAT: this report be received for information only.

CARRIED

6.6 Emergency Support Services and Neighbourhood Emergency Program

Report from Cathy Semchuk, Emergency Program Coordinator/ESS Director, dated March 25, 2025.

Moved By Director Flynn

Seconded By Director Simpson

THAT: this report be received for information only.

Discussion on the motion:

Director Flynn inquired about translations of ESS Evacuee Information brochure in other languages and if it was considered. Communications staff follow accessibility standards and have not yet looked at translation into other languages as census data shows the Regional District area has at least 96% of residents who use English as a first language.

CARRIED

6.7 Evacuation Planning and Community Evacuation Guide

Report from Cathy Semchuk, Emergency Program Coordinator/ESS Director, dated March 25, 2025.

Moved By Director Martin

Seconded By Mayor Harrison

THAT: this report be received for information only.

CARRIED

6.8 Shuswap Emergency Expo and Airport Appreciation Event

Report from Cathy Semchuk, Emergency Program Coordinator/ESS Director, dated March 25, 2025.

Moved By Alternate Director Smith

Seconded By Director Simpson

THAT: this report be received for information only.

CARRIED

6.9 Indigenous Engagement Requirement Funding

Report from Cathy Semchuk, Emergency Program Coordinator/ESS Director, dated March 25, 2025.

Moved By Director Simpson

Seconded By Mayor Harrison

THAT: this report be received for information only.

Discussion on the motion:

Directors noted they would like staff to visit communities and offer a pre-season report or engagement session. General Manager, Community and Protective Services noted staff capacity is a challenge, but staff will do their best to provide information as requested, should it be deemed necessary.

CARRIED

7. Next Meeting

Tuesday, October 21, 2025 at 9:30 AM.

CSRD Boardroom, 555 Harbourfront Drive NE, Salmon Arm.

8. Adjournment

Moved By Director Simpson

Seconded By Mayor Harrison

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

CARRIED

11:30 AM.

CORPORATE OFFICER

CHAIR