



Regional District of Central Kootenay  
EMERGENCY PROGRAM EXECUTIVE COMMITTEE  
Open Meeting Agenda

**Date:** Wednesday, May 22, 2024  
**Time:** 9:00 am  
**Location:** RDCK Board Room, 202 Lakeside Dr., Nelson, BC

Directors will have the opportunity to participate in the meeting electronically. Proceedings are open to the public.

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Pages

**1. ZOOM REMOTE MEETING INFO**

To promote openness, transparency and provide accessibility to the public we provide the ability to attend all RDCK meetings in-person or remote (hybrid model).

**Meeting Time:**

9:00 a.m. PST

**Join by Video:**

<https://rdck-bc-ca.zoom.us/j/94656850676?pwd=Vk0zckFSQ3pEVU91T3J0Ty9DVVpnUT09>

**Join by Phone:**

833 958 1164 Canada Toll-free

**Meeting Number (access code):** 946 5685 0676

**Meeting Password:** 313539

**In-Person Location:** Board Room - Nelson Office: 202 Lakeside Drive, Nelson BC

**2. CALL TO ORDER**

Dan Séguin called the meeting to order at 9:00 a.m.

**3. ELECTION OF CHAIR**

**CALL FOR NOMINATIONS (3 Times)**

[Director/] [Last Name] nominated [Director] [Last Name].

[Director/] [Last Name] nominated [Director] [Last Name].

[Director/] [Last Name] nominated [Director] [Last Name].

#### **OPPORTUNITY FOR CANDIDATES TO ADDRESS THE COMMITTEE**

Two minutes per address.

#### **VOTE BY SECRET BALLOT**

RDCK Corporate Administrative Officer distribute the ballots.

#### **DECLARATION OF ELECTED OR ACCLAIMED CHAIR**

Dan Séguin ratifies the appointed [Director] [Last Name] as Chair of the Emergency Program Executive Committee for 2024.

Chair [Director] [Last Name] assumed the Chair.

#### **RECOMMENDATION:**

That the ballots used in the election of the Emergency Program Executive Committee be destroyed.

#### **4. TRADITIONAL LANDS ACKNOWLEDGEMENT STATEMENT**

We acknowledge and respect the Indigenous peoples within whose traditional lands we are meeting today.

#### **5. ADOPTION OF AGENDA**

#### **RECOMMENDATION:**

The agenda for the May 22, 2024 Emergency Program Executive Committee meeting be adopted as circulated.

#### **6. RECEIPT OF MINUTES**

The October 18th, 2022 Emergency Program Executive Committee minutes, have been received.

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#### **7. STAFF REPORTS**

##### **7.1 Item - Staff Report**

The Staff Report dated 22 May, 2024 from Dan Séguin, Community Sustainability Manager, re: Staff Update, has been received.

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#### **8. NEW BUSINESS**

##### **8.1 Item - New Business**

The Committee Report dated April 16, 2024 from Jon Jackson, Emergency Program Coordinator, re: Emergency Support Services Report and request for advocacy to the Province, has been received.

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**9. PUBLIC TIME**

The Chair will call for questions from the public and members of the media at \_\_\_\_\_ a.m./p.m.

**10. NEXT MEETING**

The next Emergency Program Executive Committee meeting is scheduled for [Date], [Year] at [Time].

**11. ADJOURNMENT**

**RECOMMENDATION:**

The Emergency Program Executive Committee meeting be adjourned at [Time].



**REGIONAL DISTRICT OF CENTRAL KOOTENAY**

**EMERGENCY PROGRAM EXECUTIVE COMMITTEE  
OPEN MEETING MINUTES**

**9:00 a.m.**  
**October 18, 2022**  
**Remote Meeting**

**Join by Video:**

<https://nelsonho.webex.com/nelsonho/j.php?MTID=m8feb95913855bef4c8bc3cf1fe1e0e0a>

**Join by Phone:**

+1-604-449-3026 Canada Toll (Vancouver)

**Meeting Number (access code): 245 943 02315**

**Meeting Password: kCJfF3NtP73**

**COMMITTEE MEMBERS**

Chair A. Watson

Committee Member W. Popoff

Committee Member A. Casemore (Absent)

Committee Member T. Newell

Committee Member C. Moss

RDCK Board Chair

RDCK Vice Board Chair

Representing Electoral Areas A, B, C, G, Salmo  
and Creston

Representing D, E, F and Kaslo

Representing H, I, J, K, Nakusp, Silverton, New  
Denver, Slocan

**STAFF**

S. Horn (Absent)

C. Johnson

Chief Administrative Officer

Manager of Community Sustainability

Meeting Coordinator

**\_\_\_4\_ out of 5 Committee members were present – quorum was met.**

**1. CALL TO ORDER**

Chair Watson called the meeting to order at Order at 9:04 a.m.

**2. TRADITIONAL LANDS ACKNOWLEDGEMENT STATEMENT**

We acknowledge and respect the indigenous peoples within those traditional lands we are meeting today.

**3. ADOPTION OF AGENDA**

**MOVED** and seconded,  
AND Resolved:

The Agenda for the October 18, 2022, Emergency Program Executive Committee meeting, be adopted as circulated.

**Carried**

**4. RECEIPT OF MINUTES**

The August 16, 2022, Emergency Program Executive Committee minutes, have been received

**5. STAFF UPDATES**

**5.1 FOR INFORMATION: Emergency Program Update – Q3 & Q4**

Manager Johnson provided updates on the Emergency Program workplan and looking forward to the planning season (November to May). Highlights include: development of secondary/backup EOC; evacuation planning; development of flood monitoring; EOC Webmap rebuild; and Neighbourhood Emergency Preparedness Program (NEPP) social marketing plans.

**6. OLD BUSINESS**

**6.1 FOR INFORMATION: Fire Season Debrief**

Manager Johnson provided updates on current fires and informed the EPEC that debriefs were being held with EOC staff.

**7. NEW BUSINESS**

**7.1 FOR INFORMATION: ESS Red Cross Contract**

Manager Johnson will be bringing a report to November Board meeting to discuss this.

**7.2 FOR INFORMATION: Heat Emergencies**

Manager Johnson discussed heat emergencies and where the Emergency Program is currently planning.

**7.3 FOR INFORMATION: Seasonal Primer – Fall/Winter**

Manager Johnson informed the committee that it was another La Nina year this winter (3<sup>rd</sup> in a row) which are typically characterized by a colder than average second half of winter. This can increase potential for freshet flooding due to the cold allowing snow to accumulate longer and compressing the melt window.

**8. PUBLIC TIME**

The Chair will called for questions from the public at 10:00 a.m. No public was present.

**9. NEXT MEETING**

The next Emergency Program Executive Committee meeting will be scheduled after the appointments of the new Board.

**10. ADJOURNMENT**

**MOVED** and seconded,  
AND Resolved:

The Emergency Program Executive Committee meeting be adjourned at 10: 05.

**Carried**



# Emergency Management

Staff Update

**Presented by:** Dan Séguin

**Date:** May 22, 2024



## Outline/Meeting Agenda

- 1 Seasonal Update
- 2 Mitigation
- 3 Preparedness
- 4 Response
- 5 Projects
- 6 Emergency Management Staff



## Seasonal Outlook

- Well into freshet period, currently no risk of flooding in the RDCK;
- Potential for localized flooding even in drought with spring freshet. Always a possibility that some watersheds deal with flooding while neighbours deal with drought;
- Not expecting much precipitation this spring due to El Nino + La Nina (warmer than normal and less precip on average);
- Lowest April 1st snowpack in the last 50 years;
- Fraser River at 70% of normal;
- Risk of drought along with wildfire key concerns this year for all;
- May and June rains will set up the severity of the wildfire season.





## Seasonal Outlook

### *BC Wildfire Services Preparations*

- Left last season in extreme drought + several holdover fires up North;
- Category 2 and 3 fire bans are already in place across the province. Our region is the only one not to have a Cat 2 ban in place yet;
- Secured additional aircraft, pumps, equipment and structure protection;
- New technologies for predictive services and wildfire movement;
- Enhancing nighttime operation;
- Doubled wildfire recruits over last year and increased career staff;
- Exploring *Cooperative Community Wildfire Response*:
  - *Outside structural fire protection areas*
  - *Show desire to be involved, be organized as a cohesive society, be eager and willing to work under BCWS command and Direction.*



## Mitigation

*Actions taken to reduce the impact of disasters in order to protect lives, property and the environment, and to reduce physical risk and economic disruption.*

- Wildfire mitigation
  - 2024 UBCM CRI FireSmart Program application
  - Regional FireSmart Roudtable
  - Selous Creek Fuel Mitigation
  - Presenting at the 2024 BC Wildfire Resiliency and Training Summit
- Flood mitigation
  - Creston Valley Flood Management Partnership
  - 2024 BC Provincial Flood Mitigation Strategy
  - Duhamel Creek
- Risk Tolerance Policy: Request for Proposal



## Preparedness

*Actions taken prior to a disaster to be ready to respond to it and manage its consequences.*

- EOC Resource worker contracts in place + Standing Offer agreements renewed.
- Neighbourhood Emergency Preparedness Program continues to gain interest.
- Sub-regional *Emergency Preparedness Committee* receive good participation.
- Recent and upcoming training and/or exercises:
  - EMCR: Operations Section
  - Individual: ICS courses, EOC JIBC courses
  - RDCK EOC: Sections review, tabletop, Voyent Alert
  - EMCR w RDCK hosting: Community Evacuation
  - Min of Ag. w RDCK hosting: Agriculture Emergency Preparedness Workshop
  - EMCR w RDCK hosting (fall 2024): Psychological Resilience for Responders
- ESS
  - Ongoing recruitment and training (internal and via JIBC)
  - Seasonal inspections and maintenance of ESS trailers and IT kit.



## Response

*Actions taken during or immediately after an emergency or disaster for the purpose of managing the consequences.*

### **EOC Activation Summary**

- Level 1 activation for the Nelson broken sewer line.

### **ESS Summary**

- Volunteers were activated to assist five individuals impacted by a residential fire in Winlaw.
- Volunteers were activated to assist a family impacted by a residential fire near Kaslo



## Recovery

*Actions taken to repair or restore conditions to an acceptable level after a disaster.*

- None.



## 2024 Projects

### Completed:

- ESS Modernization project completed in 2023, and final report accepted by UBCM.
- Grant application submitted and received for 2024 EOC training & equipment.
- Alternate EOC initial setup
- Unsuccessful in receiving funding for RDCK Flood Response Plan. Awaiting UBCM feedback.

### Looking Ahead:

- Hiring in process for an additional EPC, located in Nelson
- Local Government Advisory Committee on EDMA Regulations by the UBCM
- RFP for Risk Tolerance Policy
- Review of EOC rostering, Duty Officer process, and as-and-when local site supports during activations.
- ESS IT Upgrade for Creston Rec Centre project in progress.
- Grant for training and exercises: Alternate EOC + working with Municipalities.
- EDMA starting point:
  - Bringing partners together for Indigenous Engagement Requirements
  - Designing engagement for Multijurisdictional Emergency Management Organization



## Emergency Management Staff

Dan Séguin – Manager of Community Sustainability

Tanya Pauls – Emergency Program Coordinator

Jon Jackson – Emergency Program Coordinator

*Currently Hiring* – Emergency Program Coordinator

Nora Hannon – Disaster Mitigation & Adaptation Senior Advisor

FireSmart Coordinator + Wildfire Mitigation Specialists x7



# Committee Report

**Date of Report:** [04,16,2024]  
**Date & Type of Meeting:** [05,22,2024] Emergency Program Executive Committee  
**Author:** Jon Jackson, Emergency Program Coordinator  
**Subject:** Emergency Support Services Report and request for advocacy to the Province  
**File:** 7625\70  
**Electoral Area/Municipality:** All

## SECTION 1: EXECUTIVE SUMMARY

The purpose of this report is to update the Emergency Program Executive Committee on RDCK Emergency Support Services, and, request Board support for sending a letter to the Ministry of Emergency Management and Climate Readiness (EMCR) requesting their help in attracting and retaining ESS volunteers.

## SECTION 2: BACKGROUND/ANALYSIS

### OVERVIEW

Emergency Support Services (ESS) is a provincial program delivered by Indigenous Governing Bodies and Local Authorities to meet the basic needs of British Columbians impacted by disasters by providing short-term support in a compassionate manner.

Local Authorities, such as the RDCK, are responsible for planning and responding to emergency events within their jurisdiction. This includes coordinating the provision of food, clothing, shelter, transportation and medical services for their residents by ESS. These supports are short-term and cover only the bare essentials; the intent is to protect evacuees while they mobilize their own resources such as insurance coverage. Generally, support is authorized for up to 72 hours after the incident occurs, but ESS must not duplicate other forms of assistance. For example, if an evacuee can receive funds from the insurance provider more quickly, then ESS coverage is only be provided until that support can be activated.

Part of the complexity of ESS work is motivating people to access their insurance as soon as possible, and/or navigating other solutions when residents have opted not to have insurance coverage.

Larger, more complex evacuations may require ESS to activate and operate one or more Reception Centres where evacuees can receive help with registration to the provincial system, and to receive assistance. Other agencies like insurance companies, provincial agencies, medical professionals etc. may also be asked to assist people in a Reception Centre.

For shelter, the optimum situation is for residents to have a preplanned place they can stay, which will usually be at the home of a family member, or with friends. The RDCK Emergency Management (EM) program encourages residents to include this in their family emergency planning. However, there are always



people who do not have these resources available to them, and so they require our help in finding accommodation. RDCK EM staff and ESS members work to locate rooms for evacuees in commercial accommodation such as at hotels, motels or campsites, however availability can be challenging in our region, especially during the tourist season.

In a major evacuation where there is insufficient accommodation, it may be necessary for ESS to activate a Group Lodging shelter in a facility such as a community centre. This will be equipped with cots and other supplies that the RDCK has stored throughout the region, and staffed 24/7/365 by trained ESS specialists until the emergency has been resolved and it is safe for the evacuees to return to their homes. Meals and other supports are also provided at Group Lodging centres.

There is a significant amount of preparatory work done by staff and ESS between disasters to establish and maintain relationships with suppliers, response agency partners, other support agencies, and potential Reception Centre and Group Lodging facility operators.

### **STAFFING**

RDCK ESS is provided by a network of volunteers comprised of seven teams located around the region, in Creston, Salmo, Kaslo, Nelson, Nakusp and on the East Shore of Kootenay Lake. We also collaborate with the Castlegar team, who support the City of Castlegar.

Staff has done a lot of work in recent years to dissolve some of the silos around the various ESS teams, so that we have more mobile and flexible teams and processes that allow ESS responders to provide support throughout the region and not just within their local community. This has created opportunities for surge capacity for an area affected by an emergency to be supported by responders from across the region. On larger responses we may support, or be supported by, ESS teams from our neighbouring Local Authorities, or from even further afield within the province through a formal request and coordination with EMCR.

### **OPPORTUNITY**

Volunteer turnover is an ongoing part of the ESS program, as most of our volunteers are retired and have shifting life priorities. ESS work can also be a stressful and demanding role, which requires a significant commitment to training and skills development. Further, the magnitude, frequency and duration of incidents has grown over recent years, increasing the demand on ESS across the province.

Through mutual aid agreements, the various Regional Districts support each other in times of emergency, as we supported East Kootenay and Kelowna during their incidents in 2023. Increasingly, however, incidents are occurring in multiple locations at the same time, so the available responders across the province are being stretched which can result in long wait times for evacuees needing assistance, and consequently, more frustration and stress for everyone involved.

Whilst there is no guidance from EMCR on how many ESS responders we should have, staff has identified a need to build team strength in the team leader role so there is a minimum of two leads for each area, and we wish to increase the number of responders. This would help to ensure that there are more responders to assist in larger responses, provide coverage for 24-hour operation (such as for operating Group Lodging facilities) and allow for times when volunteers are unavailable due to personal circumstances, or have even been evacuated themselves.

## REQUEST

The RDCK EM team has successfully attracted new recruits through word of mouth, placement of posters in some RDCK facilities, and recent media campaign. We have also recently redesigned our ESS website and in an effort to stimulate interest in volunteering for ESS. However, local resources and capacity are limited particularly considering the growing importance of ESS. Therefore, Staff see an opportunity to approach and advocate to the Province for provincial assistance with promoting the program, the opportunities to volunteer, and general wide-reaching campaigns.

Staff request Board support for sending a letter to the Ministry of Emergency Management and Climate Readiness (EMCR) requesting their help in attracting and retaining ESS volunteers.

Suggestions for ways in which EMCR could support ESS recruitment might include things like publishing articles and updates on their social media sites, webpages and in newsletters. EMCR has expanded communication and coordination of discussions for responders and team leaders who are already part of the program and this has been well-received, but there may also be opportunities to help promote the program to the public.

## SECTION 3: DETAILED ANALYSIS

### 3.1 Financial Considerations – Cost and Resource Allocations:

<b>Included in Financial Plan:</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<b>Financial Plan Amendment:</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>Debt Bylaw Required:</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<b>Public/Gov't Approvals Required:</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Not applicable – no financial impact.

### 3.2 Legislative Considerations (Applicable Policies and/or Bylaws):

Not applicable.

### 3.3 Environmental Considerations

Not applicable

### 3.4 Social Considerations:

Adding members to our ESS teams will improve our ability to provide much needed support to our residents when they need to be evacuated from their homes due to an emergency. If we do not have sufficient team leads in the communities, or not enough volunteers, residents may be waiting for an unacceptable time to receive support, or may have to travel a significant distance to where support can be provided.

### 3.5 Economic Considerations:

Not applicable

### 3.6 Communication Considerations:

Staff has created a page on the RDCK website to focus on recruitment of ESS volunteers.

[www.rdck.ca/JoinESS](http://www.rdck.ca/JoinESS)

We have also developed and launched a new social media campaign to stimulate interest in the ESS program using RDCK resources.

We feel that it would be beneficial to the RDCK (and all local authorities in BC) to have EMCR contribute to the publicity of ESS, and the recruitment of new members.

### **3.7 Staffing/Departmental Workplan Considerations:**

No impacts on staff, this is part of the current work plan.

Recruiting additional volunteers will help to reduce the impact on these key individuals during extended and protracted incidents, which can be stressful, last several days or weeks, and potentially need 24-hour coverage.

Further, some of our volunteers may not be available during responses owing to other commitments such as work, family events or vacations, so boosting our roster would help to alleviate some of these shortages when an evacuation happens.

### **3.8 Board Strategic Plan/Priorities Considerations:**

This aligns with the Board strategic plan and the priorities of Organizational Excellence, Regional Approach to Growth and Advocacy.

Further, under the Emergency and Disaster Management Act, local authorities are responsible for planning and responding to emergency events within their jurisdiction. This includes ESS.

## **SECTION 4: OPTIONS & PROS / CONS**

OPTION 1: Board directs staff to write a letter to EMCR requesting their support in attracting and retaining volunteers for the ESS program.

Pro: EMCR supports staff efforts in promoting ESS, resulting in more volunteers and expanded team capacity for responding to evacuations.

Con: Staff time needed to write the letter.

OPTION 2: RDCK continues to promote ESS using its own resources.

Pro: Staff time not needed to write the letter.

Con: Our messaging may not reach such a wide audience, thus limiting our recruitment efforts.

## **SECTION 5: RECOMMENDATIONS**

The Board directs staff to send a letter to the Ministry of Emergency Management and Climate Readiness (EMCR) requesting their help in attracting and retaining ESS volunteers.

Respectfully submitted,

Jon Jackson – Emergency Program Coordinator

## **CONCURRENCE**

Manager of Community Sustainability – Dan Séguin

CAO – Stuart Horn

### **ATTACHMENTS:**

N/A