

**REGIONAL DISTRICT OF NANAIMO**

**EMERGENCY MANAGEMENT SELECT COMMITTEE**

**TUESDAY, AUGUST 27, 2013**

**5:00 PM – 6:30 PM**

**(RDN COMMITTEE ROOM)**

**A G E N D A**

**PAGES**

**CALL TO ORDER**

**DELEGATIONS**

**MINUTES**

2 – 4 Minutes of the regular Emergency Management Select Committee meeting held on January 15, 2013.

**BUSINESS ARISING FROM THE MINUTES**

**COMMUNICATIONS/CORRESPONDENCE**

**UNFINISHED BUSINESS**

**REPORTS**

5 - 7 Regional Community Recovery Planning.

8 - 78 Emergency Livestock Evacuation Plan.

79 - 82 Neighbourhood Emergency Preparedness Program Update.

Emergency Program Update Power Point (Verbal).

**BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

**NEW BUSINESS**

**ADJOURNMENT**

Distribution: M. Young (Chairperson); J. Stanhope; A. McPherson; H. Houle; G. Holme; F. Van Eynde  
J. Fell; B. Veenhof; B. Dempsey; P. Thorkelsson; G Garbutt; T. Armet; J. Drew

For Information Only: M. Lefebvre; D. Willie; J. Ruttan; D. Brennan; D. Johnstone; B. Bestwick; J. Kipp;  
T. Greves; G. Anderson; J. Hill; M. O'Halloran



**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE EMERGENCY MANAGEMENT SELECT COMMITTEE  
MEETING HELD ON TUESDAY, JANUARY 15, 2013 AT 10:30 AM  
IN THE RDN COMMITTEE ROOM**

**Present:**

Director M. Young	Chairperson
Director A. McPherson	Electoral Area A
Director H. Houle	Electoral Area B
Director G. Holme	Electoral Area E
Director J. Fell	Electoral Area F
Director J. Stanhope	Electoral Area G
Director B. Veenhof	Electoral Area H
Director B. Dempsey	District of Lantzville

**Also in Attendance:**

P. Thorkelsson	Chief Administrative Officer
T. Armet	Manager - Building, Bylaw & Emergency Planning Services
J. Drew	Emergency Coordinator
E. Dempsey	Canadian Red Cross Society (Invited Representative)
G. Carleton	Canadian Red Cross Society (Invited Representative)
N. Hewitt	Recording Secretary

**CALL TO ORDER**

The meeting was called to order at 10:30 a.m. by the Chair.

**DELEGATIONS**

**Elysia Dempsey, Disaster Management Coordinator, Canadian Red Cross Society, BC Coastal Region, re Recovery Services.**

Ms. Dempsey provided a visual and verbal overview of the Canadian Red Cross Society's Disaster Management program.

**MINUTES**

MOVED Director Houle, SECONDED Director Stanhope, that the minutes of the regular Emergency Management Select Committee meeting held on May 7, 2012 be adopted.

CARRIED

## REPORTS

### Reception Centre Agreement Renewals.

MOVED Director Houle, SECONDED Director Veenhof, that the Emergency Reception Centre License of Use Agreement between the Regional District of Nanaimo and the Cedar Community Association for a five year term commencing April 1<sup>st</sup>, 2013 and ending March 31<sup>st</sup>, 2018, be approved.

CARRIED

MOVED Director Houle, SECONDED Director Veenhof, that the Emergency Reception Centre License of Use Agreement between the Regional District of Nanaimo and the Cranberry Fire Protection District for a five year term commencing April 1<sup>st</sup>, 2013 and ending March 31<sup>st</sup>, 2018, be approved.

CARRIED

MOVED Director Houle, SECONDED Director Veenhof, that the Emergency Reception Centre License of Use Agreement between the Regional District of Nanaimo and the Gabriola Senior Citizens Association for a five year term commencing April 1<sup>st</sup>, 2013 and ending March 31<sup>st</sup>, 2018, be approved.

CARRIED

MOVED Director Houle, SECONDED Director Veenhof, that the Emergency Reception Centre License of Use Agreement between the Regional District of Nanaimo and the Gabriola Island Community Hall Association for a five year term commencing April 1<sup>st</sup>, 2013 and ending March 31<sup>st</sup>, 2018, be approved.

CARRIED

MOVED Director Houle, SECONDED Director Veenhof, that the Emergency Reception Centre License of Use Agreement between the Regional District of Nanaimo and the Nanoose Bay Activities & Recreation Society for a five year term commencing April 1<sup>st</sup>, 2013 and ending March 31<sup>st</sup>, 2018, be approved.

CARRIED

MOVED Director Houle, SECONDED Director Veenhof, that the Emergency Reception Centre License of Use Agreement between the Regional District of Nanaimo and the Arrowsmith Agricultural Association for a five year term commencing April 1<sup>st</sup>, 2013 and ending March 31<sup>st</sup>, 2018, be approved.

CARRIED

MOVED Director Houle, SECONDED Director Veenhof, that the Emergency Reception Centre License of Use Agreement between the Regional District of Nanaimo and the Lighthouse Community Centre for a five year term commencing April 1<sup>st</sup>, 2013 and ending March 31<sup>st</sup>, 2018, be approved.

CARRIED

MOVED Director Houle, SECONDED Director Veenhof, that the Emergency Reception Centre License of Use Agreement between the Regional District of Nanaimo and the Bowser and District Branch (211) of the Royal Canadian Legion for a five year term commencing April 1<sup>st</sup>, 2013 and ending March 31<sup>st</sup>, 2018, be approved.

CARRIED

### Proposal for Recovery Services.

MOVED Director Holme, SECONDED Director Houle, that staff be directed to prepare an Agreement with the Canadian Red Cross Society for the provision of disaster support and recovery services, for the Board's consideration.

CARRIED

**Emergency Program Update Power Point (Verbal).**

MOVED Director Stanhope, SECONDED Director Dempsey, that the verbal report be received.

CARRIED

**NEW BUSINESS**

**Seismic Assessments of Dams in the Regional District of Nanaimo.**

MOVED Director McPherson, SECONDED Director Veenhof, that staff prepare a report on the status of reviews and assessments of dams in the Regional District of Nanaimo.

CARRIED

**ADJOURNMENT**

MOVED Director Veenhof, SECONDED Director Houle, that this meeting be adjourned.

CARRIED

TIME: 1:05 p.m.

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CHAIRPERSON



RDN REPORT	
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## MEMORANDUM

**TO:** Tom Armet, Manager  
Building, Bylaw and Emergency Planning Services

**DATE:** August 22, 2013

**FROM:** Jani M. Drew, Emergency Coordinator

**FILE:** 7130-03-01-EMSC

**SUBJECT:** Regional Community Recovery Planning

### PURPOSE

To provide the Board with an update on regional community recovery planning.

### BACKGROUND

Recovery can be defined as:

*"The ability to recover from the physical damage, injury, economic impairment and human suffering resulting from a disaster".*

Community recovery is far longer and often more complex than the response phase – it can take months, years and even decades and involves many agencies and enormous cost. A local authority's role in recovery begins at the same time as response and requires collaboration with stakeholder agencies and nonprofit organizations in advance of the emergency.

Following a tragic house fire on the Nanoose First Nation in January 2012, where RDN Emergency Social Services were requested, stakeholders held a debriefing where many expressed frustration at the lack of cohesive provision of recovery services. In February 2012 RDN staff hosted the first Regional Community Recovery Working Group (RCRWG), with a focus on the human capital aspects of recovery. Membership has since grown to include the following stakeholders:

- Canadian Red Cross Society
- Salvation Army
- RDN
- District of Lantzville
- City of Parksville
- City of Nanaimo
- Nanoose First Nation
- Snuneymuxw First Nation
- Qualicum First Nation
- First Nations Emergency Services Society
- Intertribal Health Authority
- Nanaimo and Oceanside Victim Services
- Nanaimo Community Policing
- Vancouver Island Crisis Line
- Oceanside Emergency Social Services
- Gabriola Island Emergency Social Services
- Society of Organized Services
- Emergency Management BC
- BC Housing
- Ministry for Children and Family

The RCRWG meets on a quarterly (or as needed) basis to review and discuss a wide range of issues related to community recovery, including, but not limited to:

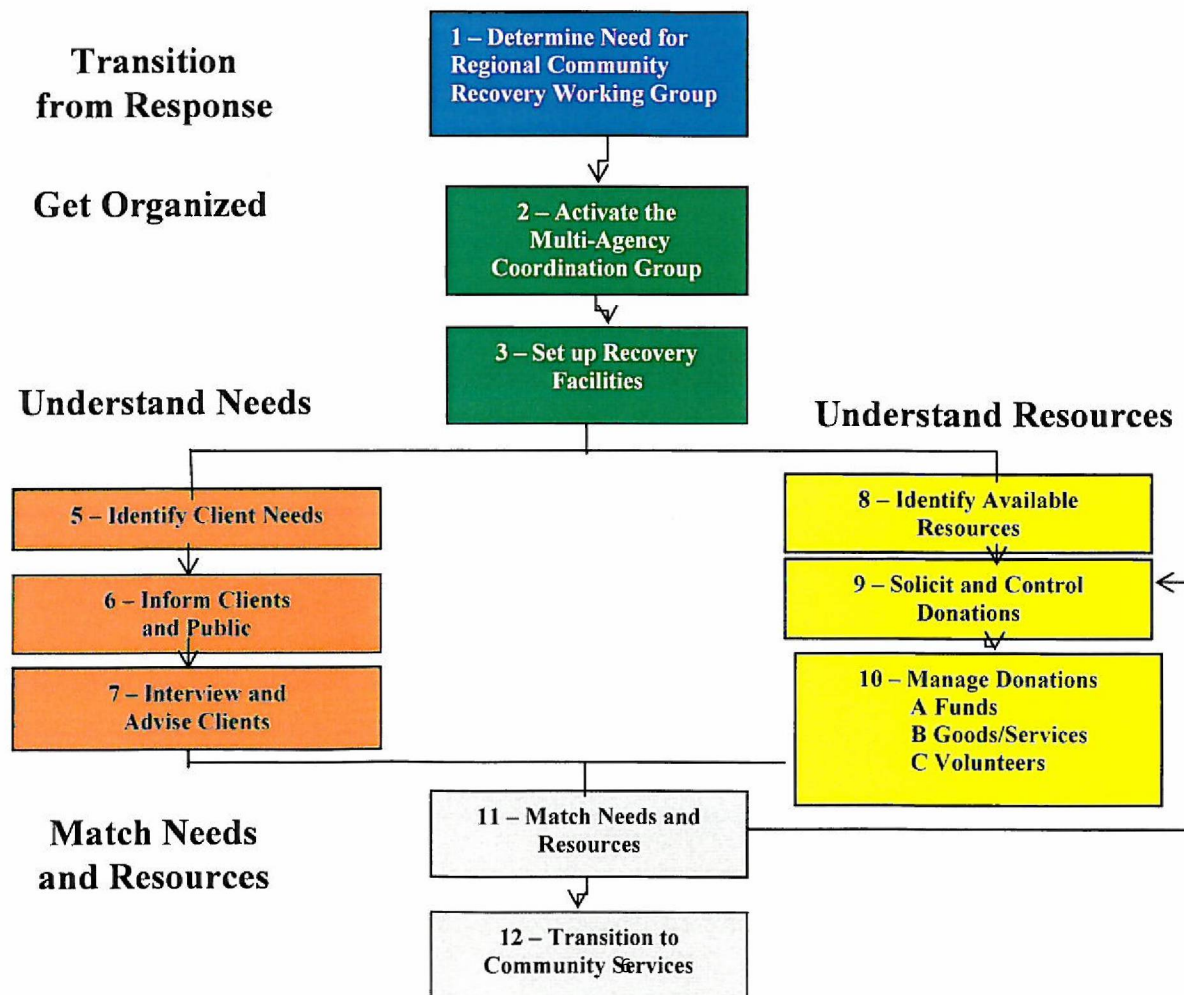
- Goals, objectives and strategies for community recovery
- Standardization of community recovery processes and procedures
- Roles and responsibilities of cooperating agencies

- Concept of operations for recovery
- Structure of the selected recovery organization
- Core functions in collaborative community recovery
- Identification of personnel for each organization active in recovery
- An integrated approach to recovery training and exercises

One of the long term goals of the RCRWG is the creation of a Recovery Plan to establish and operate recovery operation and resilience centers. The purpose of the Plan is to set out the concepts, policies and functional guidelines of recovery management. The intent is to provide realistic expectations, make the recovery process transparent and to clarify the framework for collaboration amongst the many public and private service areas that contribute to disaster recovery. The plan centers on core disaster recovery goals for community:

- Reduce human suffering
- Restore community services
- Protect community culture
- Enhance economic vitality
- Enhance a sustainable community

The plan follows these critical recovery elements:



**FINANCIAL IMPLICATIONS**

There are no financial implications to receiving this report.


**SUMMARY**

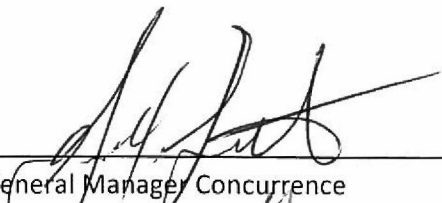
The RDN is required by legislation to plan for recovery from emergencies or disasters. This report provides an overview of the working group established by staff to develop plans and strategies to guide the RDN in this regard. While each jurisdiction is responsible for their own response and recovery planning, collaboration promotes regional disaster resilience and follows the spirit of the *Emergency Management Agreement*, which details how the RDN, municipalities and First Nations share resources, command and jointly manage public information during regional emergencies or large scale disasters.


**RECOMMENDATION**

That the report on regional community recovery planning be received for information.

  
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Report Writer

  
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Manager Concurrence

  
\_\_\_\_\_  
General Manager Concurrence

  
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CAO Concurrence





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# MEMORANDUM

**TO:** Tom Armet, Manager  
Building, Bylaw and Emergency Planning Services

**DATE:** August 22, 2013

**FROM:** Jani M. Drew, Emergency Coordinator

**FILE:** 7130-02 L-EVAC

**SUBJECT:** Emergency Livestock Evacuation Plan and Livestock Shelter License of Use Agreements

## PURPOSE

To seek Board approval of the *Emergency Livestock Evacuation Plan* and License of Use Agreements for the emergency sheltering of evacuated livestock.

## BACKGROUND

### Legislation

Livestock protection is an integral component of emergency management and various levels of government are required by legislation to assist in the preparedness, response and recovery from emergencies or disasters.

The *Emergency Program Act* provides various powers to a local government when a Declaration of State of Local Emergency is made. One of these extraordinary powers specifically includes the management of livestock and animals and permits local authorities to:

*“...cause the evacuation of persons and the removal of livestock, animals and personal property from any area of British Columbia that is or may be affected by an emergency or a disaster and make arrangements for the adequate care and protection of those persons, livestock, animals and personal property”.*

The *Emergency Livestock Evacuation Plan* (Attachment “A”) is a component of the RDN’s planning process aimed at ensuring that prevention, preparedness, response and recovery activities have been documented and reviewed in compliance with Provincial statutory requirements set out in the *Emergency Program Act* and the *Local Authority Regulation*.

### Agriculture in the RDN

The Regional Growth Strategy and Official Community Plans recognize agriculture as an important component of economic growth in the region. As our population continues to grow and increased local food production is encouraged, more livestock will potentially need to be evacuated during an emergency or disaster. The *Emergency Livestock Evacuation Plan* supports the goals of the RDN Agricultural Area Plan.

## The Plan

The purpose of the RDN *Emergency Livestock Evacuation Plan* is to provide clear direction to the RDN's Emergency Operation Centre (EOC) personnel, supporting emergency management stakeholders and local livestock owners regarding the RDN's policies and procedures during an emergency or disaster that requires livestock evacuation.

While the RDN has smaller concentrations of livestock than the Cowichan Valley or Comox Valley Regional Districts, it is a considerable undertaking to plan for and carry out livestock evacuation on any scale. Advance planning and consultation with local stakeholders is critical to success. Responsibility for livestock during an emergency primarily belongs to the livestock owner; however the *Emergency Livestock Evacuation Plan* has been developed to clearly outline RDN practices and responsibilities regarding emergency livestock evacuation during an emergency or disaster.

The Plan includes:

- Legal authorities
- Detailed roles and responsibilities of various levels of government and livestock owners
- Eligibility for Disaster Financial Assistance
- Activation and Emergency Operation Center personnel responsibilities
- Appendices:
  - Livestock Evacuation Planning Checklists
  - EOC and Ministry of Agriculture forms
  - Livestock Associations and Councils
  - Equipment Hire and Transportation Services
  - Feed and facility resources, local associations
  - Sample RDN Information Bulletin
  - Summary of Disaster Financial Assistance program and summary of available compensation programs
  - Livestock Evacuation Containment and Shelter sites

An overview of the draft Plan was presented to the Nanaimo-Cedar Farmer's Institute in November, 2012 and feedback was included in establishing local resources. The plan was also presented to the Coombs Farmer's Institute in February, 2013 and more valuable feedback about local resources was obtained.

In April, 2013, the plan was submitted to Emergency Management BC and the Ministry of Agriculture for final stakeholder review and received their endorsement.

The *Emergency Livestock Evacuation Plan* outlines how the evacuation will be carried out and details various stakeholder responsibilities. As part of the planning process, several potential shelter sites for livestock were assessed and four were found to be suitable. Appendix "H" of the *Emergency Livestock Evacuation Plan* includes details about each of the sites and the owners of the properties are agreeable to entering into License of Use Agreements (see Attachment No. 2) for the purpose of sheltering evacuated livestock in the event of an emergency.

1. The Vancouver Island Exhibition grounds (2300 Bowen Rd.), owned by the City of Nanaimo.
2. The Coombs Rodeo grounds (2601 Alberni Highway), owned by the Coombs Hilliers Community Organization.
3. The Coombs Fairgrounds (1014 Ford Rd.), owned by the Arrowsmith Agricultural Association.
4. Arbutus Meadows Equestrian Center (1515 Island Highway East), owned by Culverden Holdings Ltd.

#### **ALTERNATIVES**

1. Approve the Emergency Livestock Evacuation Plan and Emergency Livestock Shelter Agreements
2. Not approve the Emergency Livestock Evacuation Plan and Shelter Agreements and provide further direction to staff.

#### **FINANCIAL IMPLICATIONS**

There are no financial implications in approving the Emergency Livestock Evacuation Plan however, each 5 year License of Use Agreement carries a fee of one dollar per year, for a total of \$20.00, payable in advance.

In the event of an emergency requiring livestock to be evacuated, costs relating to the transport, shelter and feeding of evacuated livestock are reimbursed by the Province, via Disaster Financial Assistance. Local authority response costs are 100% reimbursed, however, costs related to recovery are 80% reimbursed so the RDN could incur some level of cost, depending on the scope of the emergency or disaster. The Emergency Program's 5 year financial plan includes a Reserve Fund for Disaster Recovery; however, no contributions are anticipated until 2016. The annual budget includes \$200 to be used for the 20% unreimbursed portion of recovery related event expenses.

#### **SUMMARY**

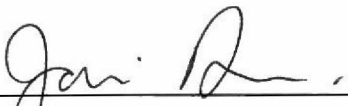
The *Emergency Program Act* requires local authorities to prepare for, respond to and recover from emergencies and disasters including causing the evacuation of people, livestock and property. An *Emergency Livestock Evacuation Plan* has been drafted to enable the RDN to meet its legislated obligations and to provide clear direction during an emergency where livestock must be evacuated. Four livestock evacuation shelter sites have been identified and License of Use Agreements are proposed that would secure these resources for use by the RDN during an emergency.

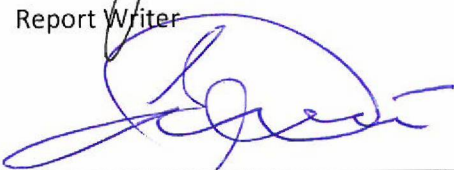
Emergency Management BC and the Ministry of Agriculture feedback was that the RDN continues to be progressive in planning for livestock emergencies and they intend to use the *Emergency Livestock Evacuation Plan* (in addition to the *Farmed Animal Mass Carcass Disposal Plan*) as one of their best practices examples.


The *Emergency Livestock Evacuation Plan* supports the goals of the RDN Agricultural Area Plan and staff is recommending that the plan and related Emergency Livestock Shelter Agreements be approved as presented.

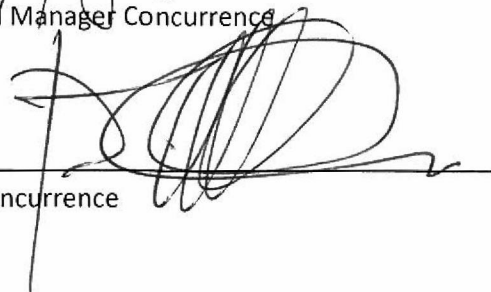
**RECOMMENDATIONS**

1. That the Emergency Livestock Evacuation Plan be approved.
2. That the Emergency Livestock Shelter License of Use Agreement between the Regional District of Nanaimo and Culverden Holdings Ltd. for a five year term commencing October 1, 2013 and ending December 31, 2018, be approved.
3. That the Emergency Livestock Shelter License of Use Agreement between the Regional District of Nanaimo and the City of Nanaimo for a five year term commencing October 1, 2013 and ending December 31, 2018, be approved.
4. That the Emergency Livestock Shelter License of Use Agreement between the Regional District of Nanaimo and the Arrowsmith Agricultural Association for a five year term commencing October 1, 2013 and ending December 31, 2018, be approved.
5. That the Emergency Livestock Shelter License of Use Agreement between the Regional District of Nanaimo and the Coombs Hilliers Community Organization for a five year term commencing October 1, 2013 and ending December 31, 2018, be approved.

  
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Report Writer

  
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Manager Concurrence

  
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General Manager Concurrence

  
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CAO Concurrence

ATTACHMENT "A" – DRAFT EMERGENCY LIVESTOCK EVACUATION PLAN



# Emergency Livestock Evacuation Plan

May, 2013



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## SECTION 1: INTRODUCTION

### Overview

The Regional District of Nanaimo (RDN) is located on the east coast of mid Vancouver Island and has 7 electoral areas, 4 member municipalities and 3 First Nations. The Electoral Areas are comprised of 208,410 hectares, with about 9% in the Agricultural Land Reserve.

2006 Agricultural data from Statistics Canada: *(2011 data not yet available...)*

Species	No. of Farms	No. of Animals
Cattle and calves	138	3,326
Sheep and lambs	69	1,645
Poultry (all types)	239	96,349
Horses and ponies	119	632
Pigs	30	267
Goats	25	149
Llamas and alpacas	27	402

Responsibility for livestock during an emergency belongs to the livestock owner. The RDN Livestock Emergency Plan has been developed to clearly outline RDN practices regarding emergency livestock evacuation during an emergency or disaster.

### Plan Purpose

The purpose of the RDN Emergency Livestock Evacuation Plan is to provide clear direction to the RDN's Emergency Operation Centre (EOC) personnel, supporting emergency management stakeholders and local livestock owners regarding the RDN's policies and procedures during an emergency or disaster that requires livestock evacuation. In doing so, the RDN's Emergency Livestock Evacuation Plan:

- Considers all of the British Columbia Emergency Response System (BCERMS) goals in order of priority as follows:
  1. Provide for Safety and Health of all Responders
  2. Save Lives
  3. Reduce Suffering
  4. Protect Public Health
  5. Protect Government Infrastructure
  6. Protect Property
  7. Protect the Environment
  8. Reduce Economic and Social Losses

- Provides the operational guidelines for coordinating a response to incidents arising from the hazards and risks faced by the RDN that may cause the implementation of an emergency livestock evacuation;
- Outlines the RDN's authority and responsibilities to act in an emergency or disaster that requires livestock evacuation;
- Communicates RDN policies and procedures to outside organizations that are responsible under the plan; and
- Guides the ongoing efforts of the RDN or other government agency personnel and livestock owners in coordinated emergency response procedures and in exercising the plan.

## **SECTION 2: DEFINITIONS**

### **BCERMS GOALS**

The British Columbia Emergency Response Management System is a comprehensive management framework that ensures a coordinated and organized response to any and all emergency incidents.

### **DISASTER**

As defined by the *Emergency Program Act* disaster means a calamity that:

- (a) is caused by accident, fire, explosion or technical failure or by the forces of nature, and
- (b) has resulted in serious harm to the health, safety or welfare of people, or in widespread damage to property

### **EMERGENCY**

As defined by the *Emergency Program Act* emergency means a present or imminent event or circumstances that:

- (a) is caused by accident, fire, explosion, technical failure or the forces of nature, and
- (b) requires prompt coordination of action or special regulation of persons or property to protect the health, safety or welfare of a person or to limit damage to property

### **FARM OPERATION**

As defined by the *Farm Practices Protection Act*, 'farm operation' means any of the following activities involved in carrying on a farm business:

- (a) growing, producing, raising or keeping animals or plants, including mushrooms or the primary products of those plants or animals;
- (b) clearing, draining, irrigating or cultivating land;
- (c) using farm machinery, equipment, devices, materials and structures;
- (d) applying fertilizers, manure, pesticides and biological control agents, including by ground an aerial spraying;



(e) conducting any other agricultural activity on, in or over agricultural land;

and includes:

(f) intensively cultivating in plantations, any

- i. specialty wood crops, or
- ii. special fibre crops prescribed by the minister;

(g) conducting turf production

- i. outside of an agricultural land reserve, or
- ii. in an agricultural land reserve with the approval under the *Agricultural Land Commission Act* of the Provincial Agricultural Land Commission;

(h) aquaculture as defined in the *Fisheries Act* if carried on by a person licensed, under Part 3 of that Act, to carry on the business of aquaculture;

(i) raising or keeping game, within the meaning of the *Game Farm Act*, by a person licensed to do so under that Act;

(j) raising or keeping fur bearing animals, within the meaning of the *Fur Farm Act*, by a person licensed to do so under the Act;

(k) processing or direct marketing by a farmer of one or both of

- i. the products of a farm owned or operated by the farmer, and
- ii. within limits prescribed by the minister, products not of that farm, to the extent that the processing or marketing of those products is conducted on the farmer's farm;

but does not include

- iii. an activity, other than grazing or hay cutting, if the activity constitutes a forest practice as defined in the *Forest and Range Practices Act*;
- iv. breeding pets or operating a kennel;
- v. growing, producing, raising or keeping exotic animals, except types of exotic animals prescribed by the minister;

## LIVESTOCK

As defined in the *British Columbia Range Act*, means cattle, horses, mules, asses, sheep, goats and any prescribed animal, but does not include wildlife designated under the *Wildlife Act*, exotic game animals, buffalo, swine or poultry.

## PETS

Pets are members of the genus *Canis*, *Felis* or animals kept within the confines of a home.

### **SECTION 3: ELIGIBILITY FOR ASSISTANCE**

#### **Eligibility for Evacuation Assistance**

During an emergency or disaster as defined by the *Emergency Program Act* support to livestock owners for livestock evacuation may be provided by the Regional District of Nanaimo under the following conditions:

1. there is an emergency or disaster declared by the Regional District of Nanaimo that warrants livestock evacuation implementation;
2. the livestock owner is considered to be operating a 'farm operation' as defined in Section 2 definitions of this document;
3. livestock owners are not able to provide alternate accommodations;
4. primary and secondary shelter or containment areas are uninhabitable due to an imminent or occurring emergency or disaster;
5. the Regional District of Nanaimo has issued a formal 'Evacuation Alert' and,
6. the Regional District of Nanaimo EOC Director, the Ministry Responsible for Wildfire Management Incident Commander and the designated Coordinator for the Ministry Responsible for Agriculture deem it prudent to proceed with an Emergency Livestock Evacuation in a specified area.

To receive the above noted support, livestock owners must:

1. request authorization from the Regional District of Nanaimo through the designated Coordinator for the Ministry Responsible for Agriculture for assistance in livestock evacuation;
2. request 'Expenditure Authorization' from the Regional District of Nanaimo through the designated Coordinator for the Ministry Responsible for Agriculture;  
**ONLY PRE-APPROVED EXPENDITURES WILL BE REIMBURSED.**
3. provide primary contact information to the Regional District of Nanaimo EOC through the designated Coordinator for the Ministry Responsible for Agriculture;
4. be responsible for management of the evacuation of their livestock;
5. be responsible for the management of their livestock;
6. once the 'Evacuation Alert' or 'Evacuation Order' has been rescinded, within four days, the livestock owner must assume full responsibility of the livestock and immediately make arrangements to move the livestock at their own expense from the temporary livestock holding area; and
7. submit all eligible paid invoices to the Regional District of Nanaimo EOC for reimbursement.

#### **Eligibility for Disaster Financial Assistance**

BC's Disaster Financial Assistance Program (DFA) helps those impacted by a disaster cope with the cost of repairs and recovery from **uninsurable disaster-related property damage**.

To be eligible for assistance, the damage must be from an event that is uninsurable including overland flooding and groundwater seepage. Insurable damages, such as sewer or sump pit back up, water entry from above ground including roofs, windows or other areas of the building that are not at ground level, and are not eligible for DFA. Snow load, wind, fire and earthquake damage are also uninsurable and therefore not eligible for assistance. Damages from certain mud slides may be eligible, provided it can be shown that the mud slide is the direct result of heavy rainfall or other sudden catastrophic event, and not caused by pre-existing slope instability.

#### **SECTION 4: LEGAL AUTHORITY**

##### **Legislation, Regulations, Guidelines and Policy**

- *Regional District of Nanaimo Emergency Measures Bylaw No. 1416, 2005*
- *Emergency Program Act*
- *Emergency Program Act Local Authority Management Regulation*
- *Emergency Program Management Regulations*
- *Emergency Program Act Compensation and Disaster Financial Assistance Regulation*
- *Farm Practices Protection Act*
- *Range Act*
- *Financial Assistance for Emergency Response and Recovery Costs – A Guide for BC Local Authorities and First Nations*

#### **SECTION 5: AGENCY RESPONSIBILITY**

##### **Livestock Owners**

Livestock owners must make every effort to be self-sufficient in emergencies or disasters. The Regional District of Nanaimo may provide the following support for a period of up to a maximum of 72 hours, if livestock are evacuated:

1. shelter or contained area that will provide for the containment and safety of evacuated livestock;
2. transportation for livestock from the evacuation area to the designated shelter or containment area;
3. provision of food for feeding livestock at the shelter or contained area; and
4. restoration of facilities used for those purposes during an emergency or disaster.

but does not include:

5. feeding of livestock;
6. veterinary care of livestock; and
7. corralling and management of livestock.

The above noted support may be provided under the following conditions:

1. there is an emergency or disaster declared by the Regional District of Nanaimo that warrants livestock evacuation implementation;
2. the livestock owner is considered to be operating a 'farm operation' as defined in Section 2 definitions of this document;
3. the animals being evacuated are considered 'livestock' as defined in Section 2 definitions of this document;
4. livestock owners are not able to provide alternate accommodations;
5. primary and secondary shelter or containment areas are uninhabitable due to an imminent or occurring emergency or disaster.;
6. the Regional District of Nanaimo has issued a formal 'Evacuation Alert'; and
7. the Regional District of Nanaimo EOC Director, the Ministry Responsible for Wildfire Management Incident Commander and the designated Coordinator for the Ministry Responsible for Agriculture deem it prudent to proceed with an Emergency Livestock Evacuation in a specified area.

Requests for extension of livestock assistance may be approved by the Regional District of Nanaimo EOC Director in Consultation with the Board Chair and EMBC.

To receive the above noted support livestock owners must:

1. request authorization from the Regional District of Nanaimo through the designated Coordinator for the Ministry Responsible for Agriculture for assistance in livestock evacuation;
2. request 'Expenditure Authorization' from the Regional District of Nanaimo through the designated Coordinator for the Ministry Responsible for Agriculture, **ONLY PRE-APPROVED EXPENDITURES WILL BE REIMBURSED.**
3. provide primary contact information to the Regional District of Nanaimo EOC through designated Coordinator for the Ministry Responsible for Agriculture;
4. be responsible for management of the evacuation of their livestock;
5. be responsible for management of their livestock;
6. once the 'Evacuation Alert' or 'Evacuation Order' has been rescinded, within four days, the livestock owner must assume full responsibility of the livestock and immediately make arrangements to move the livestock at their own expense from the temporary livestock holding area; and
7. submit all eligible paid invoices to the Regional District of Nanaimo EOC for reimbursement.

### **Regional District of Nanaimo**

Regional District of Nanaimo may:

1. provide direction and control of the emergency response.
2. consult with the Ministry Responsible for Wildfire Management Incident Commander regarding direction on the potential of a livestock evacuation during a wildfire.

3. consult with the Ministry Responsible for Wildfire Management Incident Commander and designated Coordinator for the Ministry of Agriculture regarding the safety of livestock evacuation in an evacuated area.
4. provide ongoing information and updated status reports to the public and livestock owners regarding livestock evacuation.

### **Ministry Responsible for Wildfire Management**

The Ministry Responsible for Wildfire Management may provide:

1. Information to the Regional District of Nanaimo EOC Director or his/her designate on the potential need of an evacuation status (Alert or Order) during a wildfire.
2. Direction to the Regional District of Nanaimo EOC Director or his/her designate that a livestock evacuation may be prudent in a specified 'Evacuation Alert' area.
3. Consultation with the Regional District of Nanaimo EOC Director or his/her designate and designated Coordinator for the Ministry Responsible for Agriculture regarding the safety of livestock evacuation in an evacuated area.
4. Logistical support to the Regional District of Nanaimo EOC Director or his/her designate and to the Ministry Responsible for Agriculture designated staff; such as helicopter fly over, location of livestock in relation to the fire, etc.
5. Advice to the Regional District of Nanaimo EOC Director or his/her designate that a livestock evacuation may cease due to:
  - a. the need for an 'Evacuation Order'; or
  - b. the rescinding of an 'Evacuation Alert' or 'Evacuation Order' in a specified area.

### **Ministry Responsible for Agriculture**

The Ministry Responsible for Agriculture may:

1. Assign staff to assume the role of the Coordinator to support the Regional District of Nanaimo EOC with the livestock evacuation process.
2. Provide Ministry Responsible for Agriculture contact information to the Regional District of Nanaimo EOC.
3. Be available to answer questions and provide direction to livestock owners, and the EOC Director or his/her designate, during a livestock evacuation including, but not limited to:
  - a. development of livestock management strategies that may include evacuation or shelter in place;
  - b. provision of evacuation routes;
  - c. assistance with securing:
    - i. transportation if required;
    - ii. alternative shelter or containment areas; and
    - iii. food for the livestock

4. Consult with Regional District of Nanaimo EOC Director or his/her designate, Ministry Responsible for Wildfire Management Incident Commander regarding the safety of livestock evacuation in an evacuated area.
5. Make contact with livestock owners to discuss livestock management strategies during an emergency event which may include evacuation.
6. Obtain authorization from the Regional District of Nanaimo EOC for a livestock owner to evacuate their livestock under the Regional District of Nanaimo Emergency Response Plan.
7. Assist livestock owners with sourcing required resources for the purpose of evacuating livestock.
8. Obtain an authorized purchase order from the Regional District of Nanaimo for all purchases. **ONLY PRE-APPROVED EXPENDITURES WILL BE REIMBURSED.**
9. Provide the Regional District of Nanaimo EOC with a daily update of active livestock evacuations and the estimated expenditures.
10. Once livestock has been removed from temporary shelters or contained areas, by livestock owners, provide a recovery plan to the Regional District of Nanaimo and organize suppliers of service, for the necessary repairs to the area to bring it back to pre-emergency condition.

#### **Suppliers of Service**

1. Suppliers of services (ie: ranches, farms, feed stores, stables) will obtain authorized purchase orders from the Regional District of Nanaimo prior to provision of the service. Authorization will be organized through the designated Coordinator for the Ministry Responsible for Agriculture.
2. Suppliers of services will send invoices to the Regional District of Nanaimo for all goods and services that have been approved and provided.
3. Regional District of Nanaimo must certify that the goods and services were received prior to payment.

#### **SECTION 6: ACTIVATION**

##### **ACTIVATION**

This plan assumes that the Emergency Livestock Evacuation Plan will not be implemented unless a wildfire or other emergency has already activated the Regional District of Nanaimo EOC and that the EOC is operating under an Emergency Management BC Task Number.

Under the direction of the EOC Director or his/her designate, the Regional District of Nanaimo Emergency Livestock Evacuation Plan may be activated as follows:

##### **Levels of Activation**

During an emergency or disaster the Ministry Responsible for Wildfire Management Incident Commander may provide direction to the EOC Director, or his/her designate, to prepare to implement the Regional District of Nanaimo Emergency Livestock Evacuation Plan, based on the potential of the emergency or disaster to escalate and affect livestock. *(See appended Livestock Evacuation Planning Checklists for each Response Level).*

The Ministry Responsible for Wildfire Management Incident Commander may provide this direction as follows:

**1. Level 1 – Standby:**

The Regional District of Nanaimo EOC staff and Ministry Responsible for Agriculture staff may begin planning to address livestock issues. The planning will consider strategies to address responder and producer safety and animal welfare, while considering financial, social, environmental impacts of the strategies. The strategies may be to shelter in place or potential livestock evacuation.

**2. Level 2 – ‘Evacuation Alert’ has been issued:**

Due to the enormity of the task of evacuating livestock, once the Ministry Responsible for Wildfire Management Incident Commander has declared that for the safety of livestock an evacuation may be prudent, the EOC may begin the implementation of the Regional District of Nanaimo Livestock Evacuation Plan.

**3. Level 3 – ‘Evacuation Order’ has been issued:**

- a. To provide for the safety of first responders, residents and livestock owners, once an Evacuation Order has been executed by the Regional District of Nanaimo there will be no re-entry into an Evacuated Area.
- b. Under special circumstances, with approval from the Ministry Responsible for Wildfire Management Incident Commander, the designated Coordinator for the Ministry Responsible for Agriculture and the Regional District of Nanaimo EOC Director or his/her designate, permission to continue a livestock evacuation within a specified section of an evacuated area may be granted.

**4. Level 4 – ‘Evacuation Alert’ or ‘Evacuation Order’ rescind:**

Once the ‘Evacuation Alert’ or ‘Evacuation Order’ has been rescinded the livestock owner must within four days assume the full responsibility of the livestock and immediately make arrangements to move the livestock at the owner’s expense from the temporary livestock holding area.

**EOC PERSONNEL RESPONSIBILITIES**

In addition to the responsibilities outlined in the Regional District of Nanaimo Emergency Plan, the EOC Director or his/her designate may consider the following actions if the event requires livestock evacuation:

## EOC DIRECTOR

### **Level 1 – Standby:**

1. Convene an EOC Management Meeting.
2. Instruct the EOC Management Team that there is a potential for the Regional District of Nanaimo Livestock Evacuation Plan to be implemented.
3. Request the Planning Section Chief to distribute the Regional District of Nanaimo Livestock Evacuation Plan to all members of the EOC Management Team for advanced planning purposes.
4. Establish a time for the next EOC Management Meeting.
5. Advise the Policy Group of the potential implementation of the Regional District of Nanaimo's Livestock Evacuation Plan.

### **Level 2 – 'Evacuation Alert has been issued:**

1. Convene an EOC Management Meeting.
2. Consult with the Ministry Responsible for Wildfire Management Incident Commander and designated Coordinator for the Ministry Responsible for Agriculture regarding the safety and need, for continuing livestock evacuation in a specified area of an evacuation area.
3. Instruct the EOC Management Team that all livestock evacuation actions cease and all livestock owners and other response agencies must evacuate the area immediately, subject to provisions made in item 2 above.
4. Establish a time for the next EOC Management Meeting.
5. Advise the Policy Group that the EOC has ceased evacuation of livestock in the affected area.
6. If the initial 72 hours has passed, the Regional District of Nanaimo EOC Director and the Chair of the Board may consult with the Ministry Responsible for Wildfire Management Incident Commander and the designated Coordinator for the Ministry Responsible for Agriculture to consider extending the time for providing shelter and food for livestock.



## LIASON OFFICER

### **Level 1 – Standby:**

1. With direction from the EOC Director, or his/her designate, establish communications with the Ministry Responsible for Agriculture to:
  - a. Advise that there is a potential for a livestock evacuation and request they commence advanced planning.
  - b. Ensure that the Ministry Responsible for Agriculture staff has a copy of the Regional District of Nanaimo Emergency Livestock Evacuation Plan which outlines the Ministry Responsible for Agriculture responsibilities.
  - c. Provide the name and contact information for the designated Coordinator for the Ministry Responsible for Agriculture, and other staff involved together with and outline their responsibilities.
2. Take all livestock owner inquiries and advise that the Regional District of Nanaimo is in Level 1-Standby status of the livestock evacuation.

### **Level 2 – ‘Evacuation Alert’ has been issued:**

1. Forward any and all inquiries from livestock owners to the designated Ministry Responsible for Agriculture staff.
2. Forward all inquiries from the Ministry Responsible for Agriculture staff to the Operations Section Chief.

### **Level 3 – ‘Evacuation Order’ has been issued:**

1. With direction from the EOC Director, or his/her designate, work with the Information Officer, to include information regarding livestock evacuation in all public announcements via all media resources available to the Regional District of Nanaimo.
2. Work with the Information Officer to update the Call Centre binders and direct Call Centre staff to continue to forward all livestock owner inquiries to the designated Coordinator for the Ministry Responsible for Agriculture.
3. Work with the Information Officer to prepare and provide an up to date report on the public announcement and website information placement at all EOC Management Meetings.

### **Level 4 – ‘Evacuation Alert’ or ‘Evacuation Order’ rescind:**

1. With direction from the EOC Director, or his/her designate, include information regarding the responsibility of all livestock owners to make arrangements for the removal of all livestock from the temporary shelter of containment area within four days.

## OPERATIONS SECTION CHIEF

### **Level 1 - Standby:**

1. With direction from the EOC Director, or his/her designate, contact designated Ministry Responsible for Agriculture staff to implement the evacuation of livestock from the affected area.

### **Level 2 – ‘Evacuation Alert’ has been issued:**

1. Once the EOC Director or his/her designate confirms a livestock evacuation may commence, contact the designated Coordinator for the Ministry Responsible for Agriculture to review protocols of the Regional District of Nanaimo’s Emergency Livestock Evacuation Plan regarding authorization for evacuation and expenditures.
2. Set up regular reporting protocols for the Operation Section staff.
3. Maintain a list of the active livestock evacuations including;
  - a. the type of livestock evacuated;
  - b. the number of livestock evacuated by type;
  - c. the number of livestock deaths by type; and
  - d. livestock disposal by type
  - e. Form 514 – Request for Resources sent to Logistics and copied to Planning, Finance/Administration and the EOC Director
4. Prepare and provide an up to date report on the progress of the livestock evacuation for EOC Management Meetings.

### **Level 3 – ‘Evacuation Order’ has been issued:**

1. Once confirmed by the EOC Director, or his/her designate, ensure that Operations Section staff are aware of the cease livestock evacuation order, and/or any special arrangements made for continued livestock evacuations within an evacuated area.
2. Advise the Ministry Responsible for Agriculture to cease livestock evacuation and ensure that all personnel are evacuated or evacuating the affected area immediately, subject to special arrangements made for continued livestock evacuations within a specified evacuated area.
3. Where special arrangements have been made for continued livestock evacuations within a specified evacuated area, continue to monitor and maintain a list of active livestock evacuations and provide reports to EOC Management meetings.
4. If the initial 72 hours has passed, request information from the Regional District of Nanaimo EOC Director regarding extending the time for providing shelter and food for livestock.

**Level 4 – ‘Evacuation Alert’ or ‘Evacuation Order’ rescind:**

1. Once an Evacuation Alert or Evacuation Order rescind has been confirmed by the Regional District of Nanaimo EOC Director, contact the designated Coordinator for the Ministry responsible for Agriculture to advise all livestock owners they must assume full responsibility of the livestock within four days and that they are to immediately make arrangements to move the livestock from the temporary livestock holding area, at the expense of the livestock owner.
2. Confirm with the designated Coordinator for the Ministry responsible for Agriculture that they will ensure that the facilities used to shelter or contain livestock are repaired to pre-emergency condition.

## PLANNING SECTION CHIEF

**Level 1 – Standby:** Meet with the Operations Section Chief, Finance/Administration Section Chief and Logistics Section Chief to establish authorization protocols and identify potential resources required to support the Ministry Responsible for Agriculture and livestock owners in the excavation process.

**Level 2 – ‘Evacuation Alert’ has been issued:**

1. Once livestock evacuation commencement is confirmed by the EOC Director or his/her designate, provide the EOC Director and all Function Section Chiefs with an advanced plan and authorization protocols.
2. Ensure all future Situation Reports include up to date information regarding the livestock evacuation process, including but not limited to:
  - a. The types of animals being evacuated (see Operations Section Chief);
  - b. The number of animals evacuated, dead, or disposed of (see Operations Section Chief);
  - c. Attach any outstanding form 514-Resource Requests (see Finance/Administration Section Chief).
3. Work on demobilization and recovery plans.

**Level 3 - ‘Evacuation Order has’ been issued:**

1. Once confirmed by the EOC Director, or his/her designate, ensure that Planning Section staff are aware of the livestock evacuation order, and/or any special arrangements for continued livestock evacuations within a specified evacuated area.

**Level 4 - ‘Evacuation Order’ or ‘Evacuation Alert’ rescind:**

1. Review demobilization and recovery plans with the EOC Director;
2. At the direction of the EOC Director implement demobilization and recovery plans.

## LOGISTICS SECTION CHIEF

### **Level 1 – Standby:**

1. Meet with Planning Section Chief, Operations Section Chief and Finance/Administration Section Chief to establish authorization protocols and identify potential resources required to support the Ministry Responsible for Agriculture and livestock owners in the evacuation process.

### **Level 2 – ‘Evacuation Alert’ has been issued:**

1. Set up regular reporting protocols;
2. Maintain a list of all:
  - a. EOC Form 514 – Request for Resources or Assistance received from Operations Section
  - b. EOC Form 530 – Expenditure Authorization Form received from Finance/Administration Section
  - c. Resources ordered and received.
3. Provide an up to date report on all activities for EOC Management Meetings.

### **Level 3 – ‘Evacuation Order’ has been issued:**

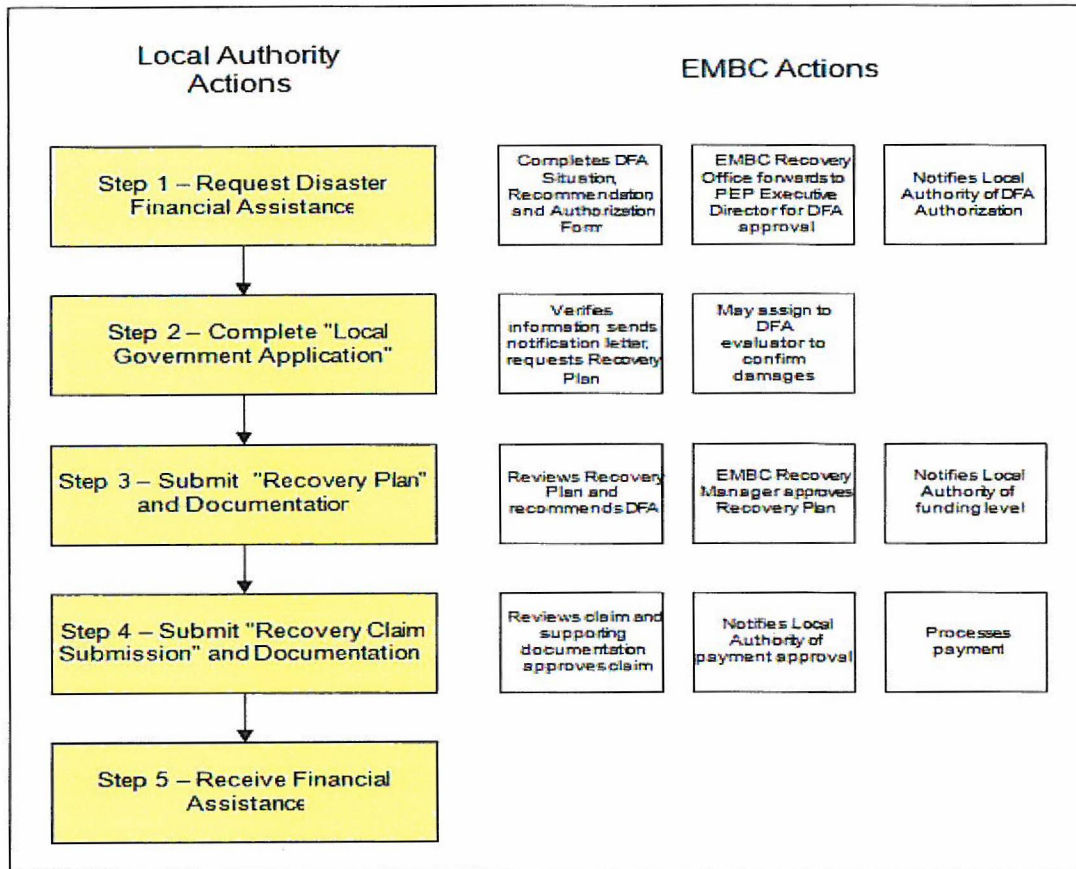
1. Once an ‘Evacuation Order’ has been confirmed by the EOC Director, or his/her designate, ensure that Logistics Section staff are aware of the livestock evacuation order, and/or any special arrangements made for continued livestock evacuations within a specified evacuated area.

### **Level 4 – ‘Evacuation Alert’ or ‘Evacuation Order’ rescind:**

1. Once an ‘Evacuation Alert Rescind’ or ‘Evacuation Order Rescind’ has been confirmed by the Regional District of Nanaimo EOC Director or his/her designate, provision of food and shelter for livestock cease four days after the rescind order has been issued.
2. Request services are provided to areas used for shelter or containment after the four day period for repairs and maintenance back to pre-emergency condition.

**FINANCE/ADMINISTRATION SECTION CHIEF**

**Level 1 – Stand By:**



1. Review the *Financial Assistance for Emergency Response and Recovery Costs – A Guide for BC Local Authorities and First Nations Guide* to confirm eligible and ineligible expenses. Ensure the copy you are working from has not been changed or updated (see [www.pep.bc.ca/dfa\\_claims/Financial\\_Assistance\\_Guide.pdf](http://www.pep.bc.ca/dfa_claims/Financial_Assistance_Guide.pdf) For the most recent edition of the guide.

1. Meet with Planning Section Chief, Operations Section Chief and Logistics Section Chief to establish authorization protocols and identify potential resources required to support the Ministry Responsible for Agriculture and livestock owners in the evacuation process.

**Level 2 – ‘Evacuation Alert’ has been issued:**

1. Review and submit all EOC Form 514 – Request for Resources or Assistance received from Logistics to EMBC;
2. Maintain a list of all:
  - a. Requests for Assistance received from livestock owners received and approved;
  - b. EOC Form 530 – EOC Daily Expenditures for livestock evacuation.
3. Set up regular reporting protocols
4. Prepare and provide an up to date report on daily expenditures for EOC Management Meetings.
5. Provide the Planning Section with copies of any outstanding EOC Form 530-Expenditure Authorization forms for the daily situation report.

**Level 3 – ‘Evacuation Order’ has been issued:**

1. Once confirmed by the EOC Director, or his/her designate, ensure that Finance/Administration Section staff are aware of the livestock evacuation order and/or any special arrangements made for continued livestock evacuations within a specified evacuated area.

**Level 4 – ‘Evacuation Alert’ or ‘Evacuation Order’ rescind:**

1. Once an ‘Evacuation Alert Rescind’ or ‘Evacuation Order Rescind’ has been confirmed by the Regional District of Nanaimo EOC Director or his/her designate, ensure all staff are aware that all invoices for livestock feeding and shelter services will only be eligible for four days past the date of the rescind order.
2. Invoices for services provided for areas used for shelter or containment dated after a four day period regarding repairs and maintenance to pre-emergency condition will be permitted.

**SECTION 7: Appendix "A"**

**LIVESTOCK EVACUATION PLANNING CHECKLISTS**

**Level 1- Standby**

- Hold meeting of farming community
- Explain current situation
- Ensure that livestock producers not directly at risk have a good stock of supplies, check their auxiliary power and have fuel on hand in case of isolation or loss of power utilities
- Locate volunteers to stand on a livestock evacuation committee representing farming, livestock and horse sectors
- Develop information about livestock by numbers, type and location
- Develop information on ownership and availability of staff and equipment suitable for stock movements
- Examine appropriate evacuation routes for livestock and determine availability of truck liners, portable chutes and alternative forms of transportation vehicles
- Determine insurance and liability exposure for volunteer vehicle movements of livestock
- Determine most appropriate locations for stock to be moved to and as well food and water requirements at these locations
- Take pictures of temporary holding areas in order to determine damage or standards for return to original condition
- Determine fencing requirements if required. Obtain suitable fencing standard
- Determine milking parlor availability for lactating cows
- Determine if any empty barns or farms in the area that can be co-opted for use
- Determine possible/probable locations that could house horses requiring barns and stalls
- Develop notification process
- Develop basic inventory of information on types of stock or exotics not generally viewed as livestock
- Develop roster of skilled livestock handlers/farm help that could assist with stock movements
- Ensure large animal veterinarian services are available for any stock move and capable of assessing bio-security needs if any, with stock movements
- Determine mortality carcass disposal procedures for on farm and centralized disposal (*See Farmed Animal Mass Carcass Disposal Plan*)
- Have volunteer deliver flyers to private horse owners to determine degree of preparedness
- Have liaison established with milk collectors for specialized, mobile or long hour milking parlor operations and product pick up



- Ensure any unidentified stock likely to be moved have ear tags affixed or paint branded
- Visit the site of any temporary holding areas and determine security, supplies, safety, fencing or similar issues
- If water is available on site, ensure testing for potability for livestock use
- Visit any volunteer dairy farms willing to do 'round the clock' milking to establish pasturing locations, stock movements, electric or wire fencing needs and any other logistical issues
- Initiate compilation of hazard and location specific Livestock Evacuation Plan
- Develop maps with documented animal numbers, locations and probable priorities for evacuation

**Level 2 – ‘Evacuation Alert’ Has Been Issued**

- Mapping of ‘at risk’ locations completed
- Identifications of livestock evacuation sectors by probable priority completed. Owner list completed with addresses
- Contact made with Ministry responsible for Agriculture representative at the PREOC
- Agriculture volunteer staff callout list updated and complete
- Transportation equipment roster review and call out list complete for stock and horse trailers
- Livestock producers with larger herds put on Alert for possible evacuation recommendations
- EOC is checked to ensure livestock evacuation plan is current and complete
- Livestock evacuation trigger points reviewed again with farm evacuation committee
- Meeting held with farming community to explain conditions and intent of the livestock evacuation plan if not done in previous stage
- Questions or issues identified from meetings resolved and incorporated in the Evacuation Plan as required
- Handout prepared to alert farming community to current hazard conditions and expectations regarding anticipated weather or other relevant conditions
- Recommendations from Ministry responsible for Agriculture is incorporated in the Evacuation Plan

**Level 3 – ‘Evacuation Order’ Has Been Issued**

- Ensure evacuation initiated as required
- Ensure Alerts initiated to prompt livestock owners to start their own evacuation plans
- Deliver Alert Notices
- Monitor evacuation process through the EOC and livestock evacuation committee members
- Activate and prepare receiving areas and volunteers as required
- Ensure records kept of areas evacuated and areas not evacuated
- Identify any reluctant livestock owners and ensure they are fully conversant with risk and probable impact(s). Document all contacts carefully
- Inform the Ministry responsible for Agriculture of any ‘at risk’ areas not evacuated
- Develop strategies to assist with late evacuations, if any possible with the Ministry responsible for Agriculture
- Ensure contact with SPCA and confirm its role with respect to abandoned animals if any ‘abandoned’ livestock or animals are identified
- Ensure that where mutual aid from farm to farm or stable to stable has been assumed that these agreements are functioning without impediment
- Activate basic community pasture or paddocks for any animals without apparent organized destinations
- Ensure water troughs, hydrant connections and safety of water supply to shelter sites or paddock areas are in place and functioning
- Conduct fencing patrol of shelter paddocks and pastures
- Consider hiring security to patrol shelter sites if required
- Ensure adequate feed available appropriate to livestock type. Alert feed suppliers if necessary
- Ensure adequate bedding materials available appropriate to shelter and livestock type
- Advise livestock owners about the risks of moving dangerous animals such as bulls

**Response Phase Checklist:**

- Evacuation areas/shelter sites have been established
- EOC Operations are supported with livestock mapping on priority basis
- Impact on actual areas in relationship to previously identified livestock areas evaluated
- Recommendations made to the EOC Director regarding livestock evacuation if stock not yet moved
- EOC liaison staff appointed to work with livestock evacuation committee or individual farmers
- Livestock evacuation plan activated, if not already
- Farm producers evacuation committee alerted
- Horse owners committee alerted
- Animal transport procedure activated
- Volunteers briefed and provided with safety tips and safety briefing
- Volunteers dispatched as required
- Incident Commander(s) made aware of livestock evacuation underway
- Areas designated to receive animals alerted and receiving volunteers in place
- Feed and water provision made for holding/shelter locations
- Security in place for holding/shelter locations
- Verify records of animals by ownership prepared
- Fencing checked
- Livestock transport appropriately managed and organized to fit in with people evacuation
- Evacuation access and egress routes identified and animal transport drivers briefed
- EOC Livestock Liaison appointee meets with livestock evacuation committees to determine progress and logistical needs
- Animal rescue operations initiated if necessary and practical
- Liaison maintained with media through Information Officers

**Level 4 Evacuation Alert/Order Rescind:  
Livestock Recovery – Short and Long Term Issues**

- Review of extent of damage in relationship to livestock grazing lands
- Review of extent of damaged area in relationship to horse paddocks
- Review of damage to stables and livestock barns
- Inspection required for parlors and on-farm processing facilities
- Review of appropriate clean up procedures, guidelines. Ongoing review with Ministry responsible for Agriculture
- Review of biohazard implications
- Review of repatriation of livestock procedures, priorities, transport etc.
- Preparation of claims process and assistance to livestock owners
- The Ministry responsible for Agriculture may or may not be involved in the claims process and provision of assistance to livestock owners
- Return of temporary pastures to original conditions, removal of fencing and filling of fence post holes
- Removal of animal carcasses – refer to the RDN's *Farmed Animal Mass Carcass Disposal Plan* for procedures for on-farm burial/composting or other forms of offsite disposal
- Debris removal and disposal
- Sanitation of areas, guidelines prepared and distributed
- Control of access to saturated pastures advised for animal health
- Testing of water to livestock undertaken
- Inspection for hazardous wastes undertaken
- Inspection for hazardous conditions or debris or sharp objects that could injure animals
- Removal of silt from barns if flooded
- Inspection of feed for contamination
- Inspection of fencing for flood caused damage
- Disposal of flood inspected bedding materials
- Inspection of sewage lagoons and manure pits
- Garbage to dumpster pickup and disposal guidelines

## **SECTION 8: Appendix "B"**

### **FORMS and BULLETINS**

The following forms are available at <http://www.pep.bc.ca/Community/EOCforms/html> as well as on SharePoint:

- EOC Form 501 – Situation Report
- EOC Form 512 – PEP Task Registration Form
- EOC Form 514 – Request for Resources or Assistance
- EOC Form 530- Expenditure Authorization Form
- Daily Overtime Spreadsheet-Master
- EOC Form 532 – EOC Daily Expenditures
- Provincial Support for Agricultural Businesses 2012
- 2011 Livestock and Poultry Reimbursement Rates, Ministry of Agriculture
- AgriBC Livestock Assessment Form

**EOC SITUATION REPORT**

Community / Local Authority: \_\_\_\_\_

Date and Time: \_\_\_\_\_

PEP Task Number: \_\_\_\_\_

Prepared by:  Community / Local Authority  
 PREOC Operational Area Coordinator

Approved by: \_\_\_\_\_  
 (Name and Position)

<b>EOC Contact:</b> Name: _____ Agency: _____ _____ Phone #: _____ Fax #: _____ E-mail: _____	<b>Report Type:</b> <input type="checkbox"/> Update # _____ <input type="checkbox"/> Final <b>Situation Forecast:</b> <input type="checkbox"/> Improving <input type="checkbox"/> Unchanged <input type="checkbox"/> Deteriorating
---	--

**Highlights** (Situation Overview-Key Points):


**Current Priority Needs** (Resources/Information/Support):

Resource Request Attached:  Yes  No

--

**People Impacted** (Estimated / Confirmed):

# Evacuated	# Injured	# Homeless*	# Missing	# Dead	# Hospitalized

**Livestock Impacted (Estimated/Confirmed):**

# Animal Type	# Dead	# Evacuated	# Disposed

**General Situation / Status:**

Transportation	Comments:		
	Routes Closed	Partial Blockages	Reopened Times
Municipal Roads			
Provincial Roads			
Bridges			
Tunnels			
Transit System			
Rail (Federal)			
Rail (Provincial)			
<b>Critical Transportation Issues:</b>			

Utilities	Customers Without Service		Comments
	#	%	
Water			
Sewers			
Hydro			
Gas			
Telephone			
Cable			
<b>Critical Utilities Issues:</b>			



<b>Communication Methods:</b>			
<b>Types</b>	<input type="checkbox"/> Telephone	<input type="checkbox"/> Email	<input type="checkbox"/> Call Centre
<b>Functioning</b>	<input type="checkbox"/> Cellular	<input type="checkbox"/> Fax	# of calls received/hr: _____
	<input type="checkbox"/> Radio	<input type="checkbox"/> Amateur radio	
	<input type="checkbox"/> Satellite	<input type="checkbox"/> Other:	
<b>Anticipated Communication Problems:</b>			

Damage Assessment Report:       Attached       Not Attached

**Current Response Information:**

		Assigned	Available	Out of Service	Reserved	Critical Need
<b>1</b>	<b>Police:</b>					
	• Police staff					
	• Police vehicles					
<b>2</b>	<b>Search and Rescue:</b>					
	• SAR members					
<b>3</b>	<b>Fire:</b>					
	• Structural Firefighters					
	• Structural Fire Apparatus					
	• Wildland Firefighters					
	• Wildland Fire Apparatus					
	• Aircraft					
<b>4</b>	<b>Engineering / Public Works:</b>					
	• Staff					
	• Vehicles					
	• Equipment					

5	<b>BCAS:</b>					
	• Paramedics					
6	<b>Emergency Social Services:</b>					
	• MHR Staff					
7	<b>Public Information:</b>					
	• Information Officers					
8	<b>Military:</b>					
	• Military crews					
9	<b>Other:</b>					

**Current ESS Reception Centre / Group Lodging Information:**

Name of RC / GL Activated	Address / Location	Facility Capacity	Total # Reg.	Total # Still Requires Help	Comments:
<b>TOTAL:</b>					

**Current Health Information:**

Hospitals Status Facilities/Location	Operational Status: Yes/No			# Hospitalized	# Beds Available	Comments
	Communication	Power	Water			

**Community Health Status:**

<b>Public Health</b>	
<b>Mental Health</b>	
<b>Continuing Care</b>	

Request for National Emergency Services Stock Pile (CCU and / or 200 bed hospital): Yes or No  
 Details: \_\_\_\_\_

**Weather Conditions:**

Temperature	Precipitation	Wind: (Speed and Direction)	Air Quality	Tidal Information	Forecast (24 hr)

**Future Outlook / Planned Actions:**


**Other Comments:**


EOC Form 512



### TASK REGISTRATION FORM



Task Number: \_\_\_\_\_ RCC/RCMP/BCAS File Number: \_\_\_\_\_ Municipality/Regional District: \_\_\_\_\_

Region: VTR Task Description: \_\_\_\_\_ Date: \_\_\_\_\_

Name	Address	Next of Kin Name - Tel #	Signature	Time In	Time Out

I certify that the people listed above attended this task:

Task Leader Name: \_\_\_\_\_ (print) Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Page: \_\_\_\_\_ of: \_\_\_\_\_

For RDN Use Only:		
No. of Volunteers	X	No. of Hours = Total Volunteer Hours
_____	X	= _____

EOC Form 514

**REQUEST FOR EXTERNAL RESOURCES OR ASSISTANCE**

Event: \_\_\_\_\_ Request #: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

PEP Task #: \_\_\_\_\_  Critical Resource Status

Precedence Level:  Requires EOC Director's Approval

Emergency  Priority  Routine

Staff / Agency Requesting:			
Contact Person's Name and Position:			
Telephone or Contact #:			
Brief Description of Problem or Task to be Accomplished:			
Specific Resource Requested and Number Required:			
Potential Substitute:			
Capacity (Size, Voltage, etc.):			
Supporting Equipment, Fuel, Water, etc.:			
Personnel Required to Operate / Support:			
Transportation Required:			
How Long is Resource Needed:			
Where to Deliver or Report:			
Report to Whom (Name, Title, Agency):			
Resource Request Completed by (Name and Position):			
<b>Resource Request Approved by</b> (EOC Operations Chief):		<b>Resource Request Approved by</b> (EOC Director):	
<i>(Name and Signature)</i>		<i>(Name and Signature)</i>	
Date and Time:		Date and Time:	
Distribution List:	<input type="checkbox"/> Planning Section	<input type="checkbox"/> Finance and Administration Section	
	<input type="checkbox"/> Logistics Section	<input type="checkbox"/> EOC Director	<input type="checkbox"/> Other
<b>Response to Resource Request (Completed by Logistics – Supply Unit)</b>			
Resource Available?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	# of Resources Deployed
Request filled by:	<i>(Name and Signature)</i>		Time of Deployment
			Estimated Time of Arrival

EOC Form 530

EOC EXPENDITURE AUTHORIZATION FORM	
Event:	PEP Task #
Date:	Time:

Requesting Authorized Person / Agency \_\_\_\_\_

Location: \_\_\_\_\_

**Incident Description:**

*(Include date, time, location and nature of response activity or service being provided.)*

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Amount Requested: \_\_\_\_\_

Expenditure Authorized "Not to Exceed" \_\_\_\_\_

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EOC Director Signature and/or Designate \_\_\_\_\_ Position \_\_\_\_\_ Date \_\_\_\_\_

**Distribution:**

- |   |   |
|---|---|
| <input type="checkbox"/> Originator         | <input type="checkbox"/> Finance/Administration Section |
| <input type="checkbox"/> EOC Director       | <input type="checkbox"/> Logistics Section              |
| <input type="checkbox"/> Operations Section | <input type="checkbox"/> Planning Section               |
| <input type="checkbox"/>                    | <input type="checkbox"/> Other _____                    |

EOC Form 532

EOC DAILY EXPENDITURES	
<b>Event:</b>	<b>PEP Task #:</b>
<b>Date:</b>	<b>Time:</b>

Time	Payee	Invoice #	Wages	Travel	Supplies/ Materials	Food	Misc.	Total

Page: \_\_\_\_\_ of \_\_\_\_\_

Approved by: \_\_\_\_\_

- Distribution:
- EOC Director
  - PREOC
  - Other: \_\_\_\_\_



## PROVINCIAL SUPPORT FOR AGRICULTURAL BUSINESSES

### GENERAL

This procedure is a result of past interest by Emergency Management BC (EMBC), Ministry of Agriculture (AGRI) and local government staff relating to the conditions and reimbursement options relating to livestock evacuations during times of emergency. Traditionally livestock (and agricultural businesses generally) were treated similarly to the policy for evacuation of humans and chattels. Because of the size and scale of agricultural businesses and time needed to evacuate, this procedure allows for evacuation of agricultural businesses during an evacuation 'alert' stage.

Agricultural business operations are defined by the *Farm Practices Protection (Right to Farm) Act*. Generally this is those business operations where a reasonable expectation of profit, based on sales, is anticipated including, but not limited to, the rearing and keeping of livestock, cultivation of plants or other related operation is identified. Agricultural business operations do not include the keeping of pets such as members of the genus *Canus* or *Felis* or animals kept within the confines of a home. It also does not include game kept under permit issued by the provincial or federal governments.

### POLICY

EMBC will reimburse local authorities and First Nations as per the EMBC *Financial Assistance Guide for Emergency Response and Recovery Costs* for response costs related to their support of agricultural business evacuations during an emergency response.

Rates for reimbursement shall be based on rate cards (sample attached) negotiated prior to the time of event in form similar to rate cards dated June 6th, 2007.

### CONDITIONS

This procedure will only be considered when the listed conditions are met and a request is made by the local authority.

- An EMBC task number has been issued for the emergency.
- The agricultural business operator has requested assistance through his or her local authority EOC.
- An evaluation of risk and capacity is completed by AGRI with applicable stakeholders (for example, in wildfire it will be Ministry of Forests, Lands and Natural Resources Operations – Range Branch and Wildfire Management Branch) and using the attached threat assessment form.

Agricultural business evacuations can occur during evacuation alert stage set by local authority. Reimbursement rates including costs for return of agricultural business operations will only be considered for a maximum of four (4) days following declaration of "all clear", unless a specific exception is approved by EMBC.

Animals not claimed after the "all clear" is issued plus four (4) days shall be dealt with using the procedures of the Pound District Regulation of the *Livestock Act*.



**PROCEDURE**

**Risk Assessment**

- Collaboration and agreement on the risk assessment to agricultural businesses, that would warrant approval by EMBC for activating the Provincial Support for Agricultural Businesses procedure, will be conducted jointly by AGRI staff working with local authority, hazard specialists, the Provincial Regional Emergency Operations Centre (PREOC) and Provincial Emergency Coordination Centre (PECC). This assessment will define the level of risk to agricultural businesses and the specific actions required to address the threat.
- In the case of a wildfire, AGRI , FLNR - Range Branch and Wildfire Management Branch will work the with local authority, agricultural business owners and applicable associations to seek most effective evacuation plans including costs for review and approval by EMBC.

EMBC will issue approval for the financial costs of the evacuation and care of the agricultural business inventory.

AGRI will work with owners to reduce the economic impact of an emergency on agricultural business operations.

Reimbursement claims must be submitted to the local authority for inclusion in their financial assistance submission for emergency response. The local authority must then ensure that a properly completed incident report, a signed expenditure approval form and all normally required receipts are forwarded to the EMBC regional office. The EMBC task number must be noted on all documentation.

**Attachments: AGRIBC Eligible Rate Card  
AGRIBC Livestock Threat Assessment**

**2011 Livestock and Poultry Reimbursement Rates  
Ministry of Agriculture**

<b>POULTRY RATE CARD</b>		
<b>ELIGIBLE EXPENSES</b>	<b>REIMBURSEMENT RATE</b>	<b>UNIT</b>
Relocation of Birds: Broilers	\$0.15	Per Bird
<b>Mortality Disposal</b>		
Poultry – Liner (West Coast Reduction)	\$100.00	Per Hour
<b>BEEF/DAIRY/HORSE AND SHEEP RATE CARD</b>		
<b>ELIGIBLE EXPENSES</b>	<b>REIMBURSEMENT RATE</b>	<b>UNIT</b>
<b>Transportation</b>		
Transport of Livestock – Liner 100 km or less: Beef/Dairy/Sheep	\$140.00	Per Hour
Transport of Livestock – Liner Greater than 100 km: Beef/Dairy/Sheep	\$140.00 +\$3.40	Per hour for loading/unloading + per loaded km
Transport of Livestock – small loads Beef/Dairy/Sheep	\$85.00	Per Hour
Transport of Livestock – Horse trailer or hauler	\$85.00	Per Hour
<b>Mortality Disposal</b>		
Beef/Dairy – SW & VI	\$170.00	Per Head
Beef/Dairy – BC Interior	\$250.00	Per Head
Horses – SW & VI	\$250.00	Per Head
Horses – BC Interior	\$300.00	Per Head
Sheep	\$25.00	Per Head
Beef/Dairy/Sheep/Horse – Liner (WCR)	\$100.00	Per Hour
<b>Feed &amp; Housing</b>		
Beef Cattle	\$3.00	Per head per day
Milk Cows – First 14 days	\$16.00	Per head per day
Milk Cows – After 14 days	\$8.00	Per head per day
Young stock and dry cows	\$3.00	Per head per day
Horses	\$5.00	Per head per day
Sheep	\$1.00	Per head per day
<b>HOG RATE CARD</b>		
<b>ELIGIBLE EXPENSES</b>	<b>REIMBURSEMENT RATE</b>	<b>UNIT</b>
<b>Transportation</b>		
Transport of Livestock – Liner 100 km or less: Grower/Finisher	\$140.00	Per hour
Transport of Livestock – Liner Greater than 100 km: Grower/Finisher	\$140.00 +\$3.40	Per hour for loading/unloading + per loaded km
Transport of Livestock – small loads Grower/Finisher	\$85.00	Per Hour
<b>Mortality Disposal (for Rendering)</b>		
Hog	\$50.00	Per Head
Hog – Liner (WCR)	\$100.00	Per Hour
<b>Feed and Housing</b>		
Grower/Finisher	\$2.00	Per Head per day

**2011 Livestock and Poultry Reimbursement Rates  
 Ministry of Agriculture**

<b>MILKING GOAT RATE CARD</b>		
<b>ELIGIBLE EXPENSES</b>	<b>REIMBURSEMENT RATE</b>	<b>UNIT</b>
<b>Transportation</b>		
Transport of Livestock – Liner 100 km or less: Milking Goat	\$140.00	Per Hour
Transport of Livestock – Liner Greater than 100 km: Milking Goat	\$140.00 +\$3.40	Per hour for loading/unloading + per loaded km
Transport of Livestock – small loads Milking Goat	\$85.00	Per Hour
<b>Mortality Disposal</b>		
Milking Goat – per animal	\$25.00	Per Head
Milking Goat – Liner (WCR)	\$100.00	Per Hour
<b>Feed and Housing</b>		
Milking Goat – First 14 days	\$3.50	Per head per day
Milking Goat – After 14 days	\$1.50	Per head per day
Young stock and dry goats	\$1.00	Per head per day

**General Conditions:**

- Livestock are defined within the *Farm Practices Protection Act* as: Alpacas, Aquaculture animals, Cattle, Donkeys, Fur Farmed Animals, Game Farmed Animals, Goats, Horses, Llamas, Mules, Musk oxen, Poultry raised for eggs, feathers, skin or meat, Rabbits, Sheep, Swine, Other exotic livestock prescribed by the Minister.
- The livestock listed within the rate card (poultry/beef/dairy/horse/sheep/hog/goat) represents a significant portion of at risk BC producers. For livestock not listed within the rate card, AGRI staff is available to provide advice and guidance in order to modify or apply an appropriate rate.
- Eligibility for provincial support will commence only when an evacuation alert or order is in place.
- To be eligible for these rates, service providers must obtain an approved Expenditure Authorization Form (Form 530).
- Transportation expenses will be reimbursed for relocation and will continue for 4 days after the evacuation alert or order has been rescinded to provide for a safe return of all livestock.
- The feed and housing rate coverage will continue for 4 days after the evacuation alert or order has been rescinded.

## AGRIBC LIVESTOCK ASSESSMENT FORM

<b>Task #</b>	<b>Specific Area:</b>	<b>Report Source:</b>
<b>Incident #</b>		<b>Branch</b>
<b>Name:</b>		<b>Address:</b>
<b>Location of Livestock:</b>	<b>Type of Threat to Livestock:</b>	<b>Level of Threat</b> High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/>
<b>Contact Numbers</b>	<b>Type of Livestock:</b>	<b>Type of Assistance Available</b>
<b>Home:</b>	<b>Number:</b>	Assistance Eligible (AGRI Approval required): <input type="checkbox"/>
<b>Cell :</b>		Farm Status in BC: ..... <input type="checkbox"/>
<b>Work :</b>		Classified as Hobby Farm or Other: ..... <input type="checkbox"/>
		Eligible for Assistance: Yes <input type="checkbox"/> No <input type="checkbox"/>
		EMBC Approved: Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Evacuation</b>		
<b>Shelter in Place?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Trigger Point Established for Evacuation?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Time required to gather livestock:</b>
<b>Evacuate Livestock?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Description:</b>	<b>Loading Requirements (corrals, ramps):</b>
<b>Livestock Staged for Evacuation?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>IC Approval of Trigger Point:</b>	<b>Staging Area:</b>
<b>Transportation Required</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Livestock Reception Site:</b>	
<b>Type of Transportation (i.e., carrier or herd)</b>	<b>Cost per day:</b>	
<b>Route:</b> Map Attached Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Feed, Water Required:</b>	
<b>Public Access/Egress Impacted by Livestock Removal</b>	<b>Comments:</b>	
Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Livestock Owner aware of return plan and return costs?</b>	
	Yes <input type="checkbox"/> No <input type="checkbox"/> <b>Estimated Return Time after Rescind:</b>	
<b>Comments:</b>		

AGRIBC MEOC Distribution:  EOC Director       Operations Section Chief       Risk Management Officer       Information Officer  
 Planning Section Chief       Liaison Officer       Logistics Section Chief       Finance Section Chief

**SECTION 9: Appendix "C"****LIVESTOCK ASSOCIATIONS AND COUNCILS (provincial/regional)**

BC Chicken Growers' Association PO Box 581 Abbotsford, BC V2T 6Z8 604-859-9332 <a href="mailto:bccga@telus.net">bccga@telus.net</a>	BC Cattlemen's Association 4-10145 Dallas Drive Kamloops, BC V2C 6T4 250-573-3611 <a href="mailto:info@cattlemen.bc.ca">info@cattlemen.bc.ca</a>
Horse Council of BC 2669 Deacon St. Abbotsford, BC V2T 6H3 604-856-4304 <a href="http://www.hcbc.ca/">http://www.hcbc.ca/</a>	BC Sheep Foundation 2881 Mountain Rd. Duncan, BC V9L 6N4 250-295-6419 <a href="http://www.bcsheepfed.com/">http://www.bcsheepfed.com/</a>
ABC Goat Breeders' Association 30854 Olund Rd. Mt. Lehman, BC V4X 1Z9 604-854-6261 <a href="http://bcgba.netfirms.com/">http://bcgba.netfirms.com/</a>	BC Turkey Growers' Association 19329 Enterprise Way Surrey, BC V3S 6J8 604-543-5644 <a href="mailto:smallory@bcturkey.com">smallory@bcturkey.com</a>
BC Dairy Council 7000 Blackwell Rd. Kamloops, BC V2C 6V7 250-573-4747 <a href="http://www.bcdairycouncil.ca/">http://www.bcdairycouncil.ca/</a>	BC Milk Producers' Association 3236 Beta Ave. Burnaby, BC V5G 4K4 604-294-3775 <a href="mailto:contactus@bcmilkproducers.ca">contactus@bcmilkproducers.ca</a>
BC Pork Producers' Association 2010 Abbotsford Way Abbotsford, BC V2S 6X8 604-853-9461 <a href="http://www.bcpork.ca">http://www.bcpork.ca</a> BC Pork/	BC Llama and Alpaca Association 1045-165 <sup>th</sup> St. White Rock, BC V4P 2P3 604-541-4141 <a href="http://www.bclaa.com/">http://www.bclaa.com/</a>
First Nations Agricultural Association 408 Paul Lake Rd. Kamloops, BC V2H 1J8 250-314-6809 <a href="http://www.fnala.com/">http://www.fnala.com/</a>	Investment Agriculture Foundation 3 <sup>rd</sup> Floor, 808 Douglas St. Victoria, BC V8W 2Z7 250-356-1662 <a href="mailto:info@iafbc.ca">info@iafbc.ca</a>
Island Milk Producers' Organization 13750 Adshead Rd., RR1 Ladysmith, BC VOR 2E0 250-245-3299	Vancouver Island Dairymen's Association 847 Garnet Rd. Cobble Hill, BC VOR 1L0 250-743-3127

**SECTION 10: Appendix "D"****EQUIPMENT HIRE AND TRANSPORTATION SERVICES**

<p>BC Road Builders &amp; Heavy Construction Assoc. Suite 307-8678 Greenall Ave. Burnaby, BC V5J 3M6 604-536-0220 <a href="http://www.roadbuilders.bc.ca">www.roadbuilders.bc.ca</a></p>	<p>The association includes construction, service and supply and maintenance sectors and provides a unified voice for the industry. It represents privatized highway maintenance contractors, construction contractors, underground/utility contractors, paving contractors and various service and supply companies.</p>
<p>BC Trucking Association 100-20111 93A Ave. Langley, BC V1M 4A9 604-888-5319 <a href="http://www.bctrucking.com">www.bctrucking.com</a></p>	<p>Provides information for shippers and assistance with locating trucking resources and transportation services.</p>
<p>BC Ministry of Transportation &amp; Infrastructure 3<sup>rd</sup> Floor-2100 Labieux Rd. Nanaimo, BC V9T 6E9 250-751-3246 Operations Manager Jim Symington 250-751-7136 Operations Manager Johnathan Tillie 250-751-2387 Exec Director/District Mgr Kirsten Pedersen 250-751-3282</p>	<p>MOT District Offices maintain extensive current listings of local and regional equipment-hire contractors, trucking services and other critical resources.</p>
<p>MoTI contractor EMCON 24 hr reporting 1-866-353-3136</p>	<p>Roads maintenance. Can provide assistance with locating traffic barriers, road closure and directional signs for evac route marking, trucks, heavy equipment.</p>
<p>Vancouver Island Construction Association 5-1850 Northfield Rd. Nanaimo, BC V9S 3B3 250-758-1841 250-758-1286/fax</p>	<p>VICA promotes standard practices and high standards in the construction industry. Can provide assistance with locating heavy equipment.</p>
<p>Oceanside RCMP 727 W Island Hwy, Parksville, V9P 1B9 250-248-6111</p>	<p>Traffic control, carry out evacuation, notification</p>
<p>Nanaimo RCMP 303 Prideaux Street, Nanaimo, BC, V9R 2N3 250-754-2345 250-755-3251/fax</p>	<p>Traffic control, carry out evacuation, notification</p>
<p>Crofton Horse Transport PO Box 660, Crofton BC V0R 1R0 1-877-246-4355 250-710-5370 cell/text</p>	<p>Equine transportation</p>

Dickey James Transport, 4755 Trans Canada Hwy, Cowichan Bay, BC V0R 1N0 250-748-8345	Transport
Highway Four Rentals Ltd. 1-1009 Allsbrook Rd. Parksville BC V9P 2A9 250-248-1100	Generators, fencing
Robinson Rentals and Sales 333 Haliburton St. Nanaimo BC V9R 5M2 250-753-2465	Generators, safety equipment, traffic control signs, barriers
Rod Plecas, Plecas Meats 2100 Plecas Rd., South Wellington 250-754-2238	Livestock transportation, livestock handlers licensed slaughter facilities

**OTHER RESOURCES**

Equipment Rental Rate Guide – BC Builders & Heavy Construction Association-The Blue Book.  
Authorized by the Government of British Columbia, BC Hydro and Power Authority and BC Rail Ltd.  
Copies of these books are located in the EOC Logistics and EOC Finance/Administration boxes.

**SECTION 11: Appendix "E"****FEED AND FACILITY RESOURCES, LOCAL ASSOCIATIONS**

Cedar Farmers Institute Joanne McLeod, President 250-722-3397 <a href="mailto:yesteryear@shaw.ca">yesteryear@shaw.ca</a>		Knowledge of local agriculture, producers, resources
Coombs Farmers Institute Colin Springford, President 250-468-7510		Knowledge of local agriculture, producers, resources
Cedar Horse Club Kim Walter, 2101 Plecas Rd., Nanaimo BC V9X 1N1 <a href="mailto:cedar_horseclub@yahoo.ca">cedar_horseclub@yahoo.ca</a> Carol Lanz, 1588 Rugg Rd., 250-722-3974		Equine Education and Safety, knowledge of local horse transportation resources
Nanaimo and District Equestrian Society Mern Pinneo 3500 Berton Rd, Nanaimo, BC V9R 6W9 250-758-0615 <a href="mailto:pinneo@shaw.ca">pinneo@shaw.ca</a>		Good local knowledge of horse related resources. NEA is the group that manages Beban Park Equestrian Center and access to livestock portable fencing, panels etc
Buckerfields-Nanaimo 1-1277 Island Hwy, Nanaimo C V9R 7A4 Manager Vicki Clark, 250-753-4221	Buckerfields-Parksville 587 Alberni Highway, Parksville, BC V9P 1J9 Manager Eric Petersen 250-248-3243	Livestock feed and equipment
Shar-Kare Nanaimo: 4770 Wellington Rd. 250-758-0212	Parksville: 1200 Franklin's Gull Rd.250-248-1261	Livestock feed and equipment
North Nanaimo Rental Center 4470 Wellington Rd., Nanaimo BC V9T 2H3 250-758-0212		Livestock feed, fence panels
Station Farm and Feed Ltd 1290 Alberni Hwy, Parksville BC V9P 2C9 250-248-8631		Livestock feed
Parksville Hay Sales 1245 Coldwater Rd. Parksville BC V9P 2T2 250-954-9695		Hay/feed
Bridles Bits and More 600 Church Rd. Parksville BC V9P B2		Livestock feed
Top Shelf Feeds Inc. 2800 Roberts Rd., Duncan BC V9L 6W3 250-746-5101		Bulk feed (pellet form)
South Country Feed 2901 Moray Ave, Courtenay BC V9N 7S7 250-897-3302		Livestock feed, equipment



Alpine Temporary Fence Rentals 2090 Wellington Rd. East, Nanaimo BC 250-755-1161	Temporary fencing/panels
Red Williams Well Drilling Ltd. Redwood Center (office) 1125 Smithers Rd., Parksville BC V9P2C1 250-951-0556 (head office) 250-248-4551 (sales and service)	Bulk water deliveries
Riverbend Hay, 1670 Vowels Rd., Cassidy 250-245-3763	Livestock feed - hay

**SECTION 12: Appendix "F"**

**NOTICE OF RDN EMERGENCY LIVESTOCK EVACUATION PLAN IMPLEMENTATION**

**[name of disaster] INFORMATION BULLETIN**

**[date and time]**

As a result of increased risk to safety in the [name and location of emergency] in the [areas affected], the Regional District of Nanaimo has implemented the "*Regional District of Nanaimo Livestock Evacuation Plan*".

Livestock owners who have livestock in the above noted area(s) please contact [designated coordinator for the Ministry Responsible for Agriculture] to request authorization for assistance.

**ELIGIBILITY FOR EVACUATION ASSISTANCE**

Livestock owners must make every effort to be self-sufficient in emergencies or disasters. The Regional District of Nanaimo may provide the following support for a period of up to a maximum of 72 hours, if livestock are evacuated:

1. Shelter or contained area that will provide for the containment and safety of evacuated livestock;
2. Transportation for livestock from the evacuation area to the designated shelter or containment area;
3. Provision of food for feeding livestock at the shelter or contained area; and
4. Restoration of facilities used for those purposes during an emergency or disaster.

But does not include:

1. Feeding of livestock;
2. Veterinary care of livestock; and
3. Corralling and management of livestock

The above noted support may be provided under the following conditions:

1. There is an emergency or disaster declared by the Regional District of Nanaimo that warrants livestock evacuation implementation;
2. The livestock owner is considered to be operating a 'farm operation' as defined in Section 2 definitions of this document;
3. The animals being evacuated are considered 'livestock' as defined in Section 2 definitions of this document;
4. Livestock owners are not able to provide alternate accommodations;
5. Primary and secondary shelter or containment areas are uninhabitable due to an imminent or occurring emergency or disaster;
6. The Regional District of Nanaimo has issued a formal 'Evacuation Alert'; and
7. The Regional District of Nanaimo EOC Director, the Ministry responsible for Wildfire Management Incident Commander and the Ministry Responsible for Agriculture Coordinator deem it prudent to proceed with an Emergency Livestock Evacuation in a specified area.

Requests for extension of livestock assistance may be approved by the Regional District of Nanaimo EOC Director in consultation with the Board Chair.

To receive the above noted support, livestock owners must:

1. Request authorization from the Regional District of Nanaimo through the Ministry Responsible for Agriculture Coordinator for assistance in livestock evacuation;
2. Request 'Expenditure Authorization' from the Regional District of Nanaimo through the Ministry Responsible for Agriculture Coordinator. **ONLY PREAPPROVED EXPENDITURES WILL BE REIMBURSED.**
3. Provide primary contact information to Regional District of Nanaimo EOC through the Ministry Responsible for Agriculture Coordinator
4. Be responsible for management of the evacuation of their livestock;
5. Be responsible for management of their livestock;
6. Once the 'Evacuation Alert' or 'Evacuation Order' has been rescinded, within four days, the livestock owner must assume full responsibility of the livestock and immediately make arrangements to move the livestock at their own expense from the temporary livestock holding area; and
7. Submit all eligible paid invoices to the Regional District of Nanaimo EOC for reimbursement.

## **SECTION 13: Appendix "G"**

### **SUMMARY OF DISASTER FINANCIAL ASSISTANCE PROGRAM**

Those impacted by a disaster may apply to the province for Disaster Financial Assistance (DFA) where the losses could not be insured or where other programs are not available. Disaster financial assistance helps to replace or restore essential items and property that have been destroyed or damaged to pre-disaster condition.

Assistance is available to qualifying home owners, residential tenants, small businesses, farm owners, and charitable or volunteer organizations. Applicants should be aware of the following: Financial assistance is provided for each accepted claim at 80 percent of the amount of total eligible damage that exceeds \$1,000, to a maximum limit of \$300,000.

Claims may be made in more than one category (e.g., home owner and farm owners).

A home owner or residential tenant must show that the home is their principal residence. Seasonal or recreational properties, hot tubs, patios, pools, garden tools, landscaping, luxury items (like jewelry, fur coats and collectibles), and recreational items (like bicycles) are not eligible for assistance.

Small business owners and farm owners must demonstrate it is their primary source of income. Owners of damaged rental property must apply and qualify as a small business.

Charitable or Volunteer Organizations must provide a benefit of service to the community at large.

Applications for DFA must be submitted to Emergency Management BC/ Provincial Emergency Program (PEP) within 90 days of the date that DFA was authorized.

Assistance is also available to local governments for emergency response measures authorized by PEP, including incremental costs associated with their Emergency Operations Centre. Financial assistance is provided for each accepted response claim at 100 percent.

Recovery measures to replace essential materials and rebuild or replace essential public infrastructures to the condition it was in before the disaster. Assistance is provided for each accepted recovery claim at 80 percent of the amount of total eligible damage that exceeds \$1,000.

Further information regarding DFA may be obtained from:

**Emergency Management BC**  
**PO Box 9201 Stn Prov Govt**  
**Victoria BC V8W 9J1**  
**Phone: 1-888-257-4777 Toll Free**  
**Fax: 250-952-5542**  
**Email: [PEP.Funding@gov.bc.ca](mailto:PEP.Funding@gov.bc.ca)**  
**Website: [www.pep.bc.ca](http://www.pep.bc.ca)**

## Assistance for Disasters and Emergencies – Summary of Available Programs

Loss	AGRI Program Coverage	Private Insurance Coverage	Disaster Financial Assistance (if declared eligible)	
Hay – standing	Production Insurance*	No	No	
Hay – reduced yield	Production Insurance*	No	No	
Fencing – private land	No	Yes	Yes – only for uninsurable fencing that is owned by the farmer. Crown fencing is not eligible	
Silage not packed – owners are evacuated	No covered	Yes – harvested crops can be covered	No	
Spring and/or fall Crown range loss	No	No	No	
Market garden- evacuated and could not irrigate or harvest	AgriStability	No	No	
Livestock injuries	No	Yes	No	
Livestock mortalities	No	Ye	No	
Standing forage	Production Insurance*	No	No	
Swathed forage	Production Insurance*	No	No	
Baled forage still in field	No	Yes-harvested crops can be covered	No	
Stored hay and feed	No	Yes- to \$25,000 under basic ranch package	Yes-only for uninsurable losses	
Restoration of farmland	No	No	Yes-only up to the BC Assessment land value and/or program maximums	
Infrastructure losses – on farm hydro, irrigation systems, private bridges, barns, greenhouses, milking equipment, livestock buildings	No	Yes	Yes-only for uninsurable losses	
Bedding, pesticides, mulch, feed, seed, fertilizers, biocides, hormones and supplements essential to farm operations	No	No	Yes-only for uninsurable losses	
Wildlife	Agriculture Wildlife Program – crop and livestock losses	No	No	* <i>Insurable perils only</i>

## SECTION 14: Appendix "H"

### LIVESTOCK EVACUATION CONTAINMENT AND SHELTER SITES

#### • Coombs Rodeo Grounds

- The Coombs Hilliers Recreation & Community Organization (CHRCO) is a non-profit Society
- George McArdun, Manger 250-954-0084 [coombscatz@hotmail.com](mailto:coombscatz@hotmail.com) 250-947-5197/cell
- Other CHRCO Contacts:
  - Cliff Raymer, Director 250-752-5096
  - Linda Thorburn, Director 250-752-0383
  - Jim Brown, Director 250-927-0119
  - Donna Jager, Secretary 250-752-1279
- Have an abundant supply of water – chlorinated, potable
- NO lockable stock gates
- Max capacity is 100 large animals
- Has generator for the water pump. Two fuel tanks, one is 2400 gal and the other 800 gal
- 8 large pens are located under the beer garden, which has 150 seats
- Have 6x 10 ft. fence panels
- Feed could be brought in easily
- The on-site hall has a capacity of 300 seats, has 3 bathrooms, 6 toilets, 2 showers and a fully licensed kitchen
- New septic field
- Big field used for recreational vehicles – capacity is 100 X 40 ft motor homes and 100x tenting spots. No RV hook ups.

#### • Coombs Fairgrounds

- Janet Boley is the Fairgrounds Manager 250-752-9757
- 2 sheds are suitable for sheep/smaller animals. Biggest shed is 100x30 ft and has an open interior, good for setting up temporary pens
- Horse shed has 12 spots
- Small water supply, 2 small poorly producing wells that produce 5-10 gallons/min
- No sewer system, limited septic capacity – would need porta potties for farmers, livestock handlers etc.
- They have 70 temporary fence panels, gate panels
- Full licensed kitchen and dining hall
- Room for parking, temporary pens in field at rear of site.
- The Arrowsmith Agricultural Building on this site is a designated Emergency Reception Center for evacuees. Pets (well behaved dogs and cats) may accompany evacuees and be received by Emergency Social Services/Pet Care volunteers. These volunteers are not responsible for any livestock evacuation duties.

- **Arbutus Meadows Equestrian Meadows**
  - 1515 E. Island Hwy, Nanoose Bay BC V9P 9A3
  - General Manager is Rob Bau 250-951-1378 [info@arbutusmeadows.com](mailto:info@arbutusmeadows.com)
  - 60,000 sq ft riding and multi use arena
  - Washroom facilities
  - 5 outdoor show rings
  - 1 indoor show ring
  - Show stabling for over 100 horses
  - New show barn with stabling, show office, washrooms and showers
  - They have tables, chairs, sound systems and tents available
  - Fence panels
  - Secure grazing pastures
  
- **Beban Park VIEX**
- Nanaimo Equestrian Association (NEA) is the group that manages Beban Park Equestrian Center. It is a non-profit society, with volunteers creating a professional and well maintained site for equestrian and non-equestrian events.
- Lesley Coultish, President [lcoultish@shaw.ca](mailto:lcoultish@shaw.ca)
- Barbara Heikkila, Vice President [barbarajheikkila@gmail.com](mailto:barbarajheikkila@gmail.com)
- Ample parking, room to maneuver trailers
- Four riding rings: *(could be used as containment if weather is not inclement. If hot, could put canopy tents inside for shade shelter)*
  - 70x200 ft indoor wood fiber footing ring
  - 134x235 ft outside wood fiber footing ring
  - 236x88 ft outside wood fiber footing ring
  - 120x240 ft outside sand footing ring
- Show office, announcers room with PA system
- Washrooms
- 118 covered stalls
- On site shavings and manure dumping site
- Running water to all barns
- Rental fee information found at <http://www.nanaimoequestrians.com/rentalcosts.htm>

**APPENDIX B - LICENCE OF USE AGREEMENTS**

**AGREEMENT**

THIS AGREEMENT dated for reference the \_\_\_\_ day of \_\_\_\_\_, 2013.

BETWEEN:

**REGIONAL DISTRICT OF NANAIMO**  
6300 Hammond Bay Rd.  
Nanaimo, BC V9T 6N2

**(Herein after called the "Regional District")**

OF THE FIRST PART

AND:

**CULVERDEN HOLDINGS LTD.**  
C/O Rob Bau, 1515 Island Highway East  
NanOOSE Bay, BC V9P 9A3

OF THE SECOND PART

**WHEREAS:**

- A. Culverden Holdings Ltd. owns the of lands legally described as:
- District Lot 56  
NanOOSE District  
Except parts in Plans 466R, 950R, 351 RW, 6761, 18519, 22727, 25734, and 39893
- B. The Regional District wishes to be granted this License to Use the Lands in the Event of an Emergency as defined in the *Emergency Program Act*, RSBC 1996, Chapter 111 that requires livestock evacuation and emergency sheltering and Culverden Holdings Ltd. has agreed;

**NOW THEREFORE THIS AGREEMENT WITNESSES** that in consideration of the fee paid by the Regional District to Culverden Holdings Ltd. and in consideration of the premises and covenants and agreements contained in this Agreement, the Regional District and Culverden Holdings Ltd. covenant and agree with each other as follows:



**1. RIGHT TO OCCUPY**

Culverden Holdings Ltd., subject to the performance and observance by the Regional District of the terms, conditions, covenants and agreements contained in this Agreement grants to the Regional District a right by way of license for the Regional District, its agents, employees and invitees to use the Lands in the event of an Emergency for the purpose establishing and operating an Emergency Livestock Evacuation Center during an emergency or disaster, including necessary ancillary uses such as parking and for no other purpose.

**2. RESERVATION OF RIGHTS**

Culverden Holdings Ltd. reserves to itself the right for Culverden Holdings Ltd., its agents, employees, contractors and invitees to have full and complete access to the Lands to carry out any operations associated with Culverden Holdings Ltd.'s use of the Lands at all times, except in the case of an emergency or disaster requiring livestock evacuation.

**3. LICENSE FEE**

In consideration of the right to use, the Regional District shall pay to Culverden Holdings Ltd. a license fee of \$1.00 per year payable in advance. Such license fee shall be payable on the 1<sup>st</sup> day of the Term.

**4. TERM**

The Term of the License granted under this Agreement shall be four (5) years commencing on the 1<sup>st</sup> day of October, 2013 and ending on the 31<sup>st</sup> day of December 2018.

**5. CONSTRUCTION**

The Regional District shall not construct or place any buildings or structures or make any improvements on the Lands.

**6. INSURANCE**

The Regional District will take out and maintain during the term of the License, a policy of general public liability insurance against claims for bodily injury, death or property damage arising out of the use of the Lands by the Regional District in the amount of not less than two million dollars per single occurrence with such greater amount as Culverden Holdings Ltd. may from time to time designate, naming both Culverden Holdings Ltd. and the Regional District as an additional insured thereto and shall provide Culverden Holdings Ltd. with a certified copy of such policy or policies.

**7. INDEMNIFICATION**

The Regional District releases and will indemnify and save harmless Culverden Holdings Ltd., its officers, employees and agents from and against all lawsuits, damages, costs, expenses, fees or liabilities which the Regional District or anyone else may incur, suffer or allege by reason of the use of the Lands by the Regional District, its agents, employees or invitees, or the carrying on upon the Lands of any activity in relation the Regional District's use of the Lands.

**8. NOTICES**

It is hereby mutually agreed that notice required to be given under this Agreement shall be deemed to be sufficiently given if mailed from any government post office in the Province of British Columbia by prepaid registered mail addressed as follows:

If to Culverden Holdings Ltd.:

1515 Island Highway East  
Nanoose Bay, BC V9P 9A3

If to the Regional District of Nanaimo:

6300 Hammond Bay Rd.  
Nanaimo, BC V9T 6N2

**IN WITNESS WHEREOF** the parties hereto have set their hands and seals as of the day and year first above written.

**For the REGIONAL DISTRICT OF NANAIMO**

_____	)	
	)	
	)	
	)	
Paul Thorkelsson	)	(Seal)
Chief Administrative Officer	)	
	)	
	)	
	)	
_____	)	
Jacque Hill	)	
Manager, Administrative Services	)	
	)	

**For CULVERDEN HOLDINGS LTD.**

_____	)	
	)	
	)	
Authorized Signatory	)	(Seal)
	)	
	)	
	)	
_____	)	
Authorized Signatory	)	

**AGREEMENT**

THIS AGREEMENT dated for reference the \_\_\_\_ day of \_\_\_\_\_, 2013.

BETWEEN:

**REGIONAL DISTRICT OF NANAIMO**

6300 Hammond Bay Rd.

Nanaimo, BC V9T 6N2

(Herein after called the "Regional District")

OF THE FIRST PART

AND:

**CITY OF NANAIMO**

455 Wallace St.

Nanaimo, BC V9R 5J6

OF THE SECOND PART

WHEREAS:

A. The City of Nanaimo leases a portion of lands legally described as:

Section 1  
Nanaimo District  
Lease Land (DD 14817N)  
In Bowen Park Lying East of Wall Street  
(The "Lands")

B. The Regional District wishes to be granted this License to Use the Lands in the Event of an Emergency as defined in the *Emergency Program Act*, RSBC 1996, Chapter 111 that requires livestock evacuation and emergency sheltering and the City of Nanaimo has agreed;

**NOW THEREFORE THIS AGREEMENT WITNESSES** that in consideration of the fee paid by the Regional District to the City of Nanaimo and in consideration of the premises and covenants and agreements contained in this Agreement, the Regional District and the City of Nanaimo covenant and agree with each other as follows:

**1. RIGHT TO OCCUPY**

The City of Nanaimo, subject to the performance and observance by the Regional District of the terms, conditions, covenants and agreements contained in this Agreement grants to the Regional District a right by way of license for the Regional District, its agents, employees and invitees to use the Lands in the event of an Emergency for the purpose establishing and operating an Emergency Livestock Evacuation Center during an emergency or disaster, including necessary ancillary uses such as parking and for no other purpose.

**2. RESERVATION OF RIGHTS**

The City of Nanaimo reserves to itself the right for the City of Nanaimo, its agents, employees, contractors and invitees to have full and complete access to the Lands to carry out any operations associated with the City of Nanaimo's use of the Lands at all times, except in the case of an emergency or disaster requiring livestock evacuation.

**3. LICENSE FEE**

In consideration of the right to use, the Regional District shall pay to the City of Nanaimo a license fee of \$1.00 per year payable in advance. Such license fee shall be payable on the 1<sup>st</sup> day of the Term.

**4. TERM**

The Term of the License granted under this Agreement shall be four (5) years commencing on the 1<sup>st</sup> day of October, 2013 and ending on the 31<sup>st</sup> day of December, 2018.

**5. CONSTRUCTION**

The Regional District shall not construct or place any buildings or structures or make any improvements on the Lands.

**6. INSURANCE**

The Regional District will take out and maintain during the term of the License, a policy of general public liability insurance against claims for bodily injury, death or property damage arising out of the use of the Lands by the Regional District in the amount of not less than two million dollars per single occurrence with such greater amount as the City of Nanaimo may from time to time designate, naming both the City of Nanaimo and the Regional District as an additional insured thereto and shall provide the City of Nanaimo with a certified copy of such policy or policies.

**7. INDEMNIFICATION**

The Regional District releases and will indemnify and save harmless the City of Nanaimo, its officers, employees and agents from and against all lawsuits, damages, costs, expenses, fees or liabilities which the Regional District or anyone else may incur, suffer or allege by reason of the use of the Lands by the Regional District, its agents, employees or invitees, or the carrying on upon the Lands of any activity in relation the Regional District's use of the Lands.

**8. NOTICES**

It is hereby mutually agreed that notice required to be given under this Agreement shall be deemed to be sufficiently given if mailed from any government post office in the Province of British Columbia by prepaid registered mail addressed as follows:

If to the City of Nanaimo:

455 Wallace St.  
Nanaimo, BC V9R 5J6

If to the Regional District of Nanaimo:

6300 Hammond Bay Rd.  
Nanaimo, BC V9T 6N2

**IN WITNESS WHEREOF** the parties hereto have set their hands and seals as of the day and year first above written.

**For the REGIONAL DISTRICT OF NANAIMO**

\_\_\_\_\_)  
)  
)  
)  
Paul Thorkelsson) (Seal)  
Chief Administrative Officer) )  
)  
)  
)  
\_\_\_\_\_)  
Jacquie Hill) )  
Manager, Administrative Services) )  
)

**For the CITY OF NANAIMO**

\_\_\_\_\_)  
)  
)  
Authorized Signatory) (Seal)  
)  
)  
)  
)  
\_\_\_\_\_)  
Authorized Signatory) )  
)

**AGREEMENT**

THIS AGREEMENT dated for reference the \_\_\_\_ day of \_\_\_\_\_, 2013.

BETWEEN:

**REGIONAL DISTRICT OF NANAIMO**

6300 Hammond Bay Rd.

Nanaimo, BC V9T 6N2

(Herein after called the "Regional District")

OF THE FIRST PART

AND:

**THE ARROWSMITH AGRICULTURAL ASSOCIATION**

1014 Ford Rd.

P.O. Box 195

Coombs, BC V0R 1M0

OF THE SECOND PART

**WHEREAS:**

A. The Arrowsmith Agricultural Association owns the of lands legally described as:

Lot A (DD 14541N)

Salvation Army Lot 15

Nanoose District

Plan 1939, except parcel 1 (DD 20284N) and Parcel 2 (DD 57485N)

Plan DD14541N

B. The Regional District wishes to be granted this License to Use the Lands in the Event of an Emergency as defined in the *Emergency Program Act*, RSBC 1996, Chapter 111 that requires livestock evacuation and emergency sheltering and the Arrowsmith Agricultural Association has agreed;

**NOW THEREFORE THIS AGREEMENT WITNESSES** that in consideration of the fee paid by the Regional District to the Arrowsmith Agricultural Association and in consideration of the premises and covenants and agreements contained in this Agreement, the Regional District and the Arrowsmith Agricultural Association covenant and agree with each other as follows:



1. **RIGHT TO OCCUPY**

The Arrowsmith Agricultural Association, subject to the performance and observance by the Regional District of the terms, conditions, covenants and agreements contained in this Agreement grants to the Regional District a right by way of license for the Regional District, its agents, employees and invitees to use the Lands in the event of an Emergency for the purpose establishing and operating an Emergency Livestock Evacuation Center during an emergency or disaster, including necessary ancillary uses such as parking and for no other purpose.

2. **RESERVATION OF RIGHTS**

The Arrowsmith Agricultural Association reserves to itself the right for the Arrowsmith Agricultural Association, its agents, employees, contractors and invitees to have full and complete access to the Lands to carry out any operations associated with the Arrowsmith Agricultural Association's use of the Lands at all times, except in the case of an emergency or disaster requiring livestock evacuation.

3. **LICENSE FEE**

In consideration of the right to use, the Regional District shall pay to the Arrowsmith Agricultural Association a license fee of \$1.00 per year payable in advance. Such license fee shall be payable on the 1<sup>st</sup> day of the Term.

4. **TERM**

The Term of the License granted under this Agreement shall be four (5) years commencing on the 1<sup>st</sup> day of October, 2013 and ending on the 31<sup>st</sup> day of December, 2018.

5. **CONSTRUCTION**

The Regional District shall not construct or place any buildings or structures or make any improvements on the Lands.

6. **INSURANCE**

The Regional District will take out and maintain during the term of the License, a policy of general public liability insurance against claims for bodily injury, death or property damage arising out of the use of the Lands by the Regional District in the amount of not less than two million dollars per single occurrence with such greater amount as the Arrowsmith Agricultural Association may from time to time designate, naming both the Arrowsmith Agricultural Association and the Regional District as an additional insured thereto and shall provide the Arrowsmith Agricultural Association with a certified copy of such policy or policies.

**7. INDEMNIFICATION**

The Regional District releases and will indemnify and save harmless the Arrowsmith Agricultural Association, its officers, employees and agents from and against all lawsuits, damages, costs, expenses, fees or liabilities which the Regional District or anyone else may incur, suffer or allege by reason of the use of the Lands by the Regional District, its agents, employees or invitees, or the carrying on upon the Lands of any activity in relation the Regional District's use of the Lands.

**8. NOTICES**

It is hereby mutually agreed that notice required to be given under this Agreement shall be deemed to be sufficiently given if mailed from any government post office in the Province of British Columbia by prepaid registered mail addressed as follows:

If to the Arrowsmith Agricultural Association:

1014 Ford Rd.  
Coombs, BC V0R 1M0

If to the Regional District of Nanaimo:

6300 Hammond Bay Rd.  
Nanaimo, BC V9T 6N2

IN WITNESS WHEREOF the parties hereto have set their hands and seals as of the day and year first above written.

**For the REGIONAL DISTRICT OF NANAIMO**

	)	
	)	
	)	
_____	)	(Seal)
Paul Thorkelsson	)	
Chief Administrative Officer	)	
	)	
	)	
	)	
_____	)	
Jacque Hill	)	
Manager, Administrative Services	)	
	)	

**For THE ARROWSMITH AGRICULTURAL ASSOCIATION**

	)	
	)	
_____	)	
Authorized Signatory	)	(Seal)
	)	
	)	
	)	
_____	)	
Authorized Signatory	)	
	)	

**AGREEMENT**

THIS AGREEMENT dated for reference the \_\_\_\_ day of \_\_\_\_\_, 2013.

BETWEEN:

**REGIONAL DISTRICT OF NANAIMO**

6300 Hammond Bay Rd.  
Nanaimo, BC V9T 6N2

(Herein after called the "Regional District")

OF THE FIRST PART

AND:

**COOMBS HILLIERS COMMUNITY ORGANIZATION**

2601 Alberni Highway  
P.O. Box 194  
Coombs, BC V0R 1M0

OF THE SECOND PART

**WHEREAS:**

A. The Coombs Hilliers Community Organization owns the of lands legally described as:

Block 1  
District Lot 143  
Nanoose District  
Plan 4782, Plan VIP4782

B. The Regional District wishes to be granted this License to Use the Lands in the Event of an Emergency as defined in the *Emergency Program Act*, RSBC 1996, Chapter 111 that requires livestock evacuation and emergency sheltering and the Coombs Hilliers Community Organization has agreed;

**NOW THEREFORE THIS AGREEMENT WITNESSES** that in consideration of the fee paid by the Regional District to the Coombs Hilliers Community Organization and in consideration of the premises and covenants and agreements contained in this Agreement, the Regional District and the Coombs Hilliers Community Organization covenant and agree with each other as follows:

**1. RIGHT TO OCCUPY**

The Coombs Hilliers Community Organization, subject to the performance and observance by the Regional District of the terms, conditions, covenants and agreements contained in this Agreement grants to the Regional District a right by way of license for the Regional District, its agents, employees and invitees to use the Lands in the event of an Emergency for the purpose establishing and operating an Emergency Livestock Evacuation Center during an emergency or disaster, including necessary ancillary uses such as parking and for no other purpose.

**2. RESERVATION OF RIGHTS**

The Coombs Hilliers Community Organization reserves to itself the right for the Coombs Hilliers Community Organization, its agents, employees, contractors and invitees to have full and complete access to the Lands to carry out any operations associated with the Coombs Hilliers Community Organization's use of the Lands at all times, except in the case of an emergency or disaster requiring livestock evacuation.

**3. LICENSE FEE**

In consideration of the right to use, the Regional District shall pay to the Coombs Hilliers Community Organization a license fee of \$1.00 per year payable in advance. Such license fee shall be payable on the 1<sup>st</sup> day of the Term.

**4. TERM**

The Term of the License granted under this Agreement shall be four (5) years commencing on the 1<sup>st</sup> day of October, 2013 and ending on the 31<sup>st</sup> day of December, 2018.

**5. CONSTRUCTION**

The Regional District shall not construct or place any buildings or structures or make any improvements on the Lands.

**6. INSURANCE**

The Regional District will take out and maintain during the term of the License, a policy of general public liability insurance against claims for bodily injury, death or property damage arising out of the use of the Lands by the Regional District in the amount of not less than two million dollars per single occurrence with such greater amount as the Coombs Hilliers Community Organization may from time to time designate, naming both the Coombs Hilliers Community Organization and the Regional District as an additional insured thereto and shall provide the Coombs Hilliers Community Organization with a certified copy of such policy or policies.

**7. INDEMNIFICATION**

The Regional District releases and will indemnify and save harmless the Coombs Hilliers Community Organization, its officers, employees and agents from and against all lawsuits, damages, costs, expenses, fees or liabilities which the Regional District or anyone else may incur, suffer or allege by reason of the use of the Lands by the Regional District, its agents, employees or invitees, or the carrying on upon the Lands of any activity in relation the Regional District's use of the Lands.

**8. NOTICES**

It is hereby mutually agreed that notice required to be given under this Agreement shall be deemed to be sufficiently given if mailed from any government post office in the Province of British Columbia by prepaid registered mail addressed as follows:

If to the Coombs Hilliers Community Organization:

2601 Alberni Highway  
Coombs, BC V0R 1M0

If to the Regional District of Nanaimo:

6300 Hammond Bay Rd.  
Nanaimo, BC V9T 6N2

**IN WITNESS WHEREOF** the parties hereto have set their hands and seals as of the day and year first above written.

**For the REGIONAL DISTRICT OF NANAIMO**

	)	
	)	
	)	
_____	)	(Seal)
Paul Thorkelsson	)	
Chief Administrative Officer	)	
	)	
	)	
	)	
_____	)	
Jacque Hill	)	
Manager, Administrative Services	)	
	)	

**For THE COOMBS HILLIERS COMMUNITY ORGANIZATION**

	)	
	)	
_____	)	
Authorized Signatory	)	(Seal)
	)	
	)	
	)	
_____	)	
Authorized Signatory	)	
	)	



RDN REPORT	
CAO APPROVAL	
EAP	
COV	
AUG 23 2013	
RHD	
BOARD	
EMSC	

## MEMORANDUM

**TO:** Tom Armet, Manager  
Building, Bylaw and Emergency Planning Services

**DATE:** August 22, 2013

**FROM:** Jani M. Drew, Emergency Coordinator

**FILE:** 7130-04 NEP

**SUBJECT:** Neighborhood Emergency Preparedness Program Update

### PURPOSE

To update the Board on the development and progress of the Neighborhood Emergency Preparedness Program.

### BACKGROUND

The *Emergency Program Act* requires local authorities to be prepared to respond to and recover from emergencies or disasters. In addition to ensuring operational readiness for response and recovery, local governments have an important role to play in preparing the public in advance of emergencies. The Regional District of Nanaimo Emergency Program has an active public outreach component.

Consistent with the Board's 2013-2015 Strategic Plan, the Emergency Program focuses on building disaster resilience at the community and neighborhood levels. The Neighborhood Emergency Preparedness program (NEP) focuses on working directly with residents to help increase our collective ability to adapt and respond successfully to local hazards, threats or trends. In this context, resilience can be described as the ability to adapt and change in ways that are proactive, that build local capacity and that ensure essential needs are met. The NEP program has grown and become successful by:

- Building on existing local relationships
- Soliciting local knowledge to supplement hazard and risk analyses
- Designing workshops to encourage neighbours sense of belonging and identity
- Respecting diversity and inclusion
- Fostering an overall culture of preparedness and social cohesion

The NEP program supports people and groups in neighbourhoods to build resilience at the local level. NEP group volunteers learn how to:

- Minimize existing hazards around the home and neighborhood
- Acquire and store emergency supplies
- Prepare for evacuation
- Identify necessary skills and resources in the neighborhood
- How to conduct a neighborhood hazard hunt
- Be able to survive on their own for a minimum of seven days for up to one month



From 2003-2008, the Emergency Coordinator provided evening and weekend NEP workshops. As community demand for workshops grew, it became necessary to hire a contractor to conduct workshops and support the ongoing maintenance and development of the Program.

The NEP program continues to be active in all Electoral Areas and the District of Lantzville. In 2012-2013 the overall program has been updated and branding made consistent with other outreach programs in the RDN. In 2012 and 2013 to date, a total of 27 workshops have been held, with over 1,070 residents participating. An additional 8 NEP related workshops, community event information displays and agency presentations are planned for the balance of 2013 so far and many more are anticipated in 2014 and beyond. Staff involvement in the outreach website and inter-program collaboration has also increased program exposure and levels of participation. *(For specific information about NEP participation per Electoral Area, see Appendix "A". For images of updated NEP program branding, see Appendix "B").*

Many current disasters worldwide and closer to home have made people in the region far more aware of their vulnerability to local hazards and risks. In addition to NEP's recruitment and social marketing strategy, many residents contact the NEP program because they have heard about it or want to learn how to protect their families now, *before* a disaster happens.

**FINANCIAL IMPLICATIONS**

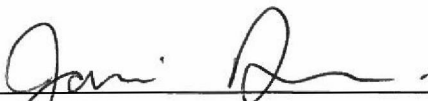
There are no financial implications in receiving this report.


**SUMMARY**


The RDN Neighborhood Emergency Preparedness Program promotes community resilience by mobilizing and sustaining a proactive community response to our local hazards and risks. The Program provides the tools for residents to learn how to prepare themselves and their neighbourhoods for disaster and it continues to be a high demand initiative throughout the region.

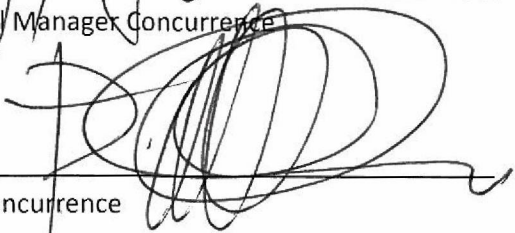
**RECOMMENDATION**

That the report on the RDN Neighborhood Emergency Preparedness Program be received for information.

  
\_\_\_\_\_  
Report Writer

  
\_\_\_\_\_  
Manager Concurrence

  
\_\_\_\_\_  
General Manager Concurrence

  
\_\_\_\_\_  
CAO Concurrence

**APPENDIX "A"**  
**Breakdown of NEP Participation by E.A (2012-2013 to date)**

**Workshops/Presentations**

Electoral Area	# of Events	# of Attendees
A	2	57
B	7	285
C	<i>Held jointly with EA "A"</i>	5
E	6	270
F	2	68
G	3	45
H	5	300
District of Lantzville	2	40
<b>TOTALS</b>	27	1,070

**NEP Households**

Electoral Area	Teams	# of Households	# of Residents
A	2	60	120
B: Gabriola Island	31	465	1,400
Mudge Island	2	65	130
C	1	3	10
E	6	192	384
F	5	120	240
G	5	271	542
H	6	60	120
District of Lantzville	2	12	24
<b>TOTALS</b>	58	1,248	<i>Approx. 2,970</i>

**APPENDIX "B"**  
**Program Branding**



Tent for displays, work-  
shops, community days



RDN public information  
materials, Electoral Area/  
Lantzville specific hazard  
brochures.



Jacket / Vests  
for meetings  
and  
workshops.

