

REGIONAL DISTRICT OF NANAIMO

EMERGENCY MANAGEMENT SELECT COMMITTEE

FRIDAY, JANUARY 24, 2014

1:30 PM – 2:30 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 August 27, 2013.

BUSINESS ARISING FROM THE MINUTES

COMMUNICATIONS/CORRESPONDENCE

UNFINISHED BUSINESS

REPORTS

- 5-9 Transport Canada Rail Safety Measures.
- 10-17 Status of Reviews and Assessments of Dams in the RDN Electoral Areas.
- 18-32 Amendment to the District 69 Regional Emergency Resource Agreement.
- 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; J. Fell
B. Veenhof; J. DeJong; P. Thorkelsson; G. Garbutt; T. Armet; J. Drew; J. Brand

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

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE EMERGENCY MANAGEMENT SELECT COMMITTEE
MEETING HELD ON TUESDAY, AUGUST 27, 2013 AT 5:00 PM
IN THE RDN COMMITTEE ROOM**

Present:

Director M. Young	Chairperson
Director A. McPherson	Electoral Area A
Director H. Houle	Electoral Area B
Director J. Fell	Electoral Area F
Director J. Stanhope	Electoral Area G
Director B. Veenhof	Electoral Area H
Alternate	
Director F. Van Eynde	Electoral Area E

Regrets:

Director G. Holme	Electoral Area E
Director B. Dempsey	District of Lantzville

Also in Attendance:

P. Thorkelsson	Chief Administrative Officer
G. Garbutt	GM Strategic & Community Development
T. Armet	Manager Building, Bylaw & Emergency Planning Services
J. Drew	Emergency Coordinator
J. Brand	Recording Secretary

CALL TO ORDER

The meeting was called to order at 5:05 PM by the Chair.

DELEGATIONS

MINUTES

MOVED Director Fell, SECONDED Director Stanhope, that the minutes of the regular Emergency Management Select Committee meeting held on Tuesday, January 15, 2013 be adopted.

CARRIED

REPORTS

Regional Community Recovery Planning.

MOVED Director Houle, SECONDED Director Veenhof, that the Regional Community Recovery Planning report be received for information.

CARRIED

Emergency Livestock Evacuation Plan and Livestock Shelter License of Use Agreements.

MOVED Director Fell, SECONDED Director Stanhope, that the Emergency Livestock Evacuation Plan and Licence of Use Agreements 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.

CARRIED

MOVED Director Fell, SECONDED Director Stanhope, that the Emergency Livestock Evacuation Plan and Licence of Use Agreements 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.

CARRIED

MOVED Director Fell, SECONDED Director Stanhope, that the Emergency Livestock Evacuation Plan and Licence of Use Agreements 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.

CARRIED

MOVED Director Fell, SECONDED Director Stanhope, that the Emergency Livestock Evacuation Plan and Licence of Use Agreements between the Regional District of Nanaimo and Coombs Hilliers Community Organization for a five year term commencing October 1, 2013 and ending December 31, 2018, be approved.

CARRIED

MOVED Director Fell, SECONDED Director Stanhope that the Emergency Livestock Evacuation Plan be referred to the Agricultural Advisory Committee for review and comment prior to final Board approval.

CARRIED

Neighborhood Emergency Preparedness Program Update.

MOVED Director Houle, SECONDED Director Van Eynde, that the Update on Neighbourhood Emergency Preparedness Program report be received for information.

CARRIED

Emergency Program Update Power Point (Verbal).

MOVED Director Van Eynde, SECONDED Director Fell, that the verbal Emergency Program Update report be received.

CARRIED

NEW BUSINESS

ADJOURNMENT

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

CARRIED

TIME: 6:35 PM

CHAIRPERSON



RDN REPORT	
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MEMORANDUM

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

DATE: January 20, 2013

FROM: Jani M. Drew, Emergency Coordinator

FILE:

SUBJECT: Transport Canada Rail Safety Measures

PURPOSE

To inform the Board of new Transport Canada rail safety measures.

BACKGROUND

On November 27, 2013, Transport Canada announced a new measure requiring rail companies to share dangerous goods information with local governments. After several recent rail accidents, the Federation of Canadian Municipalities, National Municipal Rail Safety Working Group, determined that local governments need to know basic information about dangerous goods being transported through their communities in order to plan for effective response and recovery. The Director General of the Transport Dangerous Goods Directorate issued a Protective Directive under section 32 of the *Transportation of Dangerous Goods Act, 1992* to enable the below measures;

- All Canadian railway operators to provide municipal (includes regional districts and bands) emergency planners and first responders with annual information on the nature and volume of dangerous goods being transported through their communities;
- Large Canadian railway companies like Canadian National and Canadian Pacific will be required to include in their annual reports a quarterly breakdown of the nature and volume of dangerous goods shipped through Canadian communities;
- Smaller railways will be required to notify municipalities of any significant changes to the information provided in their annual reporting.

Receiving the above information is optional. A local government may request that Transport Canada, add the name of its designated Emergency Planning Coordinator to the list.

Local Context

Southern Rail Vancouver Island transports hazardous materials, most commonly Liquid Petroleum Gas (LPG), as well as less frequent smaller, mixed loads. Locally, most shipments terminate at the City of Nanaimo, Superior Road facility every few days and the rail operator sends an email to the Nanaimo Fire Department Chief on rail cars that exceed the parking time in the Wilcox rail yard. Very few hazardous materials are shipped further north via rail through the Electoral Areas, however it is possible that spills in one jurisdiction may impact a neighboring jurisdiction during either or both of the response or recovery phases.

There is a more likely a risk of a hazardous materials accident in the region for products shipped by truck (sodium chlorate, hydrogen peroxide etc.) destined for Harmac, Crofton and Port Alberni. (See Attachment No. 2 for SVI Rail route map).

The primary responsibility for on-site hazardous materials emergency planning and response lies with the responsible party. Local governments with their emergency services are responsible for operational support to the extent that expertise and resources are available. Should a hazardous materials incident occur that is beyond the capabilities of a fire department, assistance from other Electoral Area or municipal fire departments can be requested via fire mutual aid or the *Emergency Management Agreement*. The RDN's Emergency Plan includes a hazardous materials contingency plan and in a large or regional event, the Emergency Operations Center may be activated to provide site support.

ALTERNATIVES

1. Receive the report and direct Staff to request that dangerous goods reports be provided to the Regional District of Nanaimo Emergency Coordinator.
2. Provide further direction to staff

FINANCIAL IMPLICATIONS

There are no financial implications with respect to these alternatives.

STRATEGIC PLAN IMPLICATIONS

The Board's Strategic Plan places emphasis on consulting with various levels of government and industry to minimize environmental impacts. The transportation of dangerous goods throughout the region creates the potential for environmental and economic impacts in the event of a spill or accident. Increasing awareness of the type of materials being transported by rail will assist in planning for such events and strengthen relationships with regional partners and stakeholders.

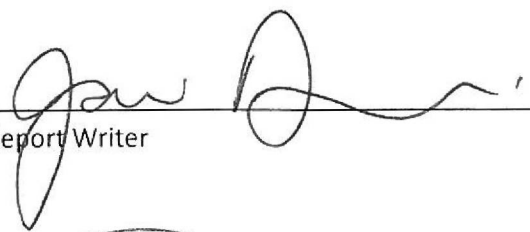
SUMMARY

In November 2013, Transport Canada announced that in response to community concerns about rail safety, a new Directive requiring railway companies to share dangerous goods information with local government authorities is being implemented. The measure acknowledges that local governments need to know the basic information about dangerous goods being transported through their communities.


The RDN's Hazard Risk Vulnerability Risk Analysis (2006) rates the risk of rail accident as 'low' and the RDN has a contingency plan in place in the event of an accident. Receiving ongoing reports on the type and frequency of dangerous goods passing through our region is valuable information for effective, ongoing response and recovery planning.

RECOMMENDATION


That the report on Transport Canada rail safety measures be received and Staff be directed to request ongoing reports on the transportation of dangerous goods in the Regional District of Nanaimo.



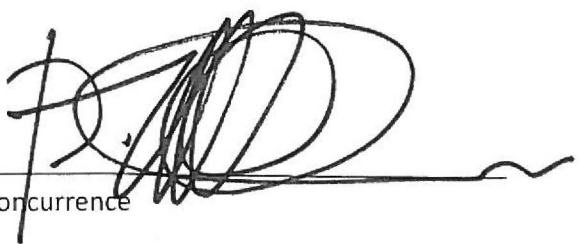
Report Writer



for General Manager Concurrence



Manager Concurrence



CAO Concurrence

COMMENTS:

ATTACHMENT NO. 1

TRANSPORT CANADA ANNOUNCEMENT NOVEMBER 2013

OTTAWA — The Honourable Lisa Raitt, Minister of Transport, today issued a protective direction directing rail companies to share information with municipalities. By issuing the protective direction, the Minister has acted to further enhance safety in the transportation of dangerous goods and facilitate an ongoing dialogue between railways and municipalities.

"We recognize the responsibilities of all parties involved in maintaining safe railway transportation in Canada," said Minister Raitt. "Our government remains committed to two-way dialogue and information exchange with key transportation stakeholders in communities across Canada. We are demonstrating that today with the issuance of this protective direction. "

Effective immediately, Transport Canada requires that:

- Any Canadian Class 1 railway company that transports dangerous goods must provide municipalities with yearly aggregate information, presented by quarter, on the nature and volume of dangerous goods the company transports by rail through that municipality; and
- Any person who transports dangerous goods by rail, who is not a Canadian Class 1 railway company, must provide municipalities with yearly aggregate information on the nature and volume of dangerous goods transported through that municipality and notify municipalities of any significant changes to that information, as soon as possible.

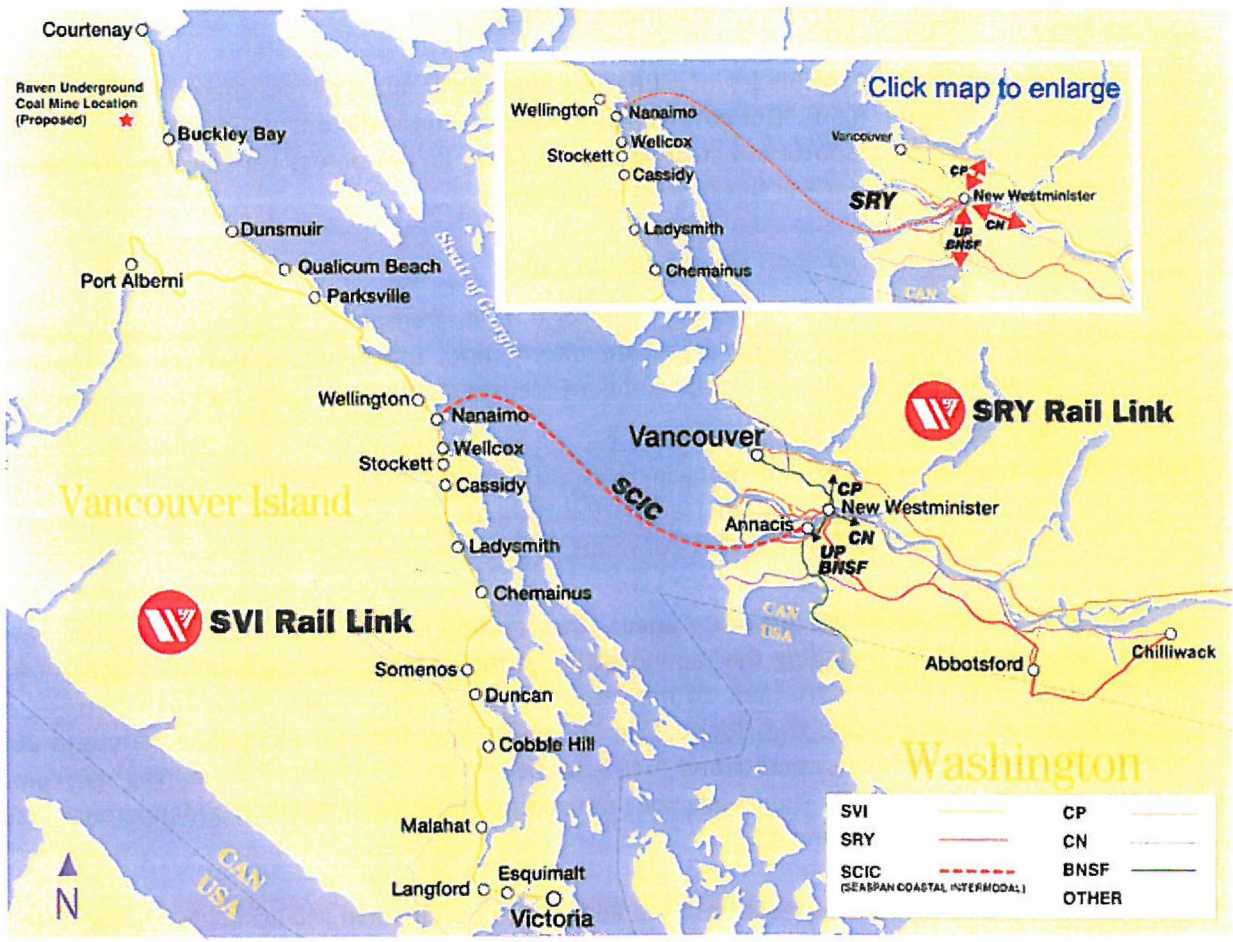
The safety of Canadians is Transport Canada's top priority. The department continues to work closely with all stakeholders, including the rail industry and municipalities to examine all means of improving rail safety and the transportations of dangerous goods. "Our government is taking strong action to protect public safety," said the Honourable Steven Blaney, Minister of Public Safety and Emergency Preparedness. "Local governments and first responders are the front line in keeping our communities safe, and we are ensuring they have the information they need about the dangerous goods being transported in their communities. "

These measures address requests from the Federation of Canadian Municipalities and its members for more information on the dangerous goods being transported by rail in their communities. In addition these measures further support municipal emergency planners and first responders with their emergency planning and response training.

"Today's announcement is welcome news for Canadian communities," said Claude Dauphin, President of the Federation of Canadian Municipalities. "It sends a clear message that the Government of Canada fully agrees that local governments need to know basic information about dangerous goods being transported through their communities."

Railway safety and transportation of dangerous goods regulations exist to protect the safety of the public. Transport Canada does not hesitate to take new steps whenever appropriate. The Protective Direction was issued pursuant to section 32 of the *Transportation of Dangerous Goods Act, 1992* and will remain in effect for three years, or until cancelled by the Minister or her designate, in order to allow the department sufficient time to develop appropriate permanent regulations.

ATTACHMENT NO. 2
 SVI RAILWAY ROUTE MAP





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MEMORANDUM

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

DATE: January 20, 2014

FROM: Jani M. Drew, Emergency Coordinator

FILE: 7130-05-01 DAM

SUBJECT: Status of Reviews and Assessments of Dams in the RDN Electoral Areas

PURPOSE

To provide the Board with the status of reviews and assessments of dams in the RDN Electoral Areas.

BACKGROUND

At the Emergency Management Select Committee meeting held August 27, 2013, Staff was directed to investigate and report on the status of reviews and assessments of dams located within the Electoral Areas of the Regional District. This report outlines the Provincial legislation, review process and applicable assessments of dams in the Electoral Areas.

British Columbia is one of four provinces in Canada with a formal dam safety program. Dams are regulated under the *BC Dam Safety Regulation (44/2000)* of the *Water Act of BC*, with oversight by the Dam Safety Program (Ministry of Forests, Lands and Natural Resource Operations). In 2007 the Canada Dam Association re-wrote Dam Safety Guidelines to establish safety requirements for new and existing dams, to enable the consistent evaluation of dam safety deficiencies and to provide a basis for dam safety legislation and regulation.

Following the Testalinden Dam failure near Oliver, BC in 2010, the Province placed additional emphasis and priority on dam safety. This unfortunate event was the impetus for immediate action to further improve dam safety in BC and shaped much of the Dam Safety Program activities such as completion of Rapid Dam Assessments, BC Dam Safety Regulation Amendment and updating of the Dam Registry.

In BC, dams are rated in accordance with a "consequence classification" from low to extreme (see Attachment No. 1). Dam owners are responsible for inspection and maintenance of their dams. Each year, owners of the approximately 290 'high' and 'very high' consequence dams in BC are requested to return an Inspection Compliance Monitoring report to determine if the dam is being inspected and maintained as required.

These reports are intended for the review of the three components of a safe dam – competent design, construction and operation. The dam safety review process is achieved by inspection and dam owner compliance reporting.

The Ministry of Forests, Lands and Natural Resource Operations provided information on the following dams in the RDN that fall under Provincial dam safety regulations:

Fourth Lake Dam – Rated ‘HIGH’

This dam is owned by Nanaimo Forest Products Ltd, Harmac Pacific Division, with operation and maintenance carried out by Harmac staff (unattended except during routine visits by the mill water attendant). This concrete faced, rock fill dam was constructed in 1952 and is located near the original outlet of Fourth Nanaimo Lake on Sadie Creek (a tributary of the Nanaimo River). The purpose of the dam is to store water for dry season use by Harmac. In the summer and early fall months, water is discharged from the reservoir to augment low flows in the Nanaimo River, which serves as a water supply source for the mill. In addition, extra water is normally discharged up to twice per year for fisheries enhancement.

Harmac is in the second year of a three year Dam Safety Review. They have been working on their inundation study (with some assistance from RDN GIS) and share updated versions of the Emergency Preparedness Plans with the RDN and other stakeholders on a routine basis. This plan includes procedures intended to prevent or minimize loss of life and/or property damage resulting from an emergency at the dam.

Jump Creek Dam – Rated ‘HIGH’

While this dam is owned by the City of Nanaimo, the flood inundation zone impacts the Electoral Areas. If this 1970’s earth fill dam were to fail, it is anticipated it would likely induce a form of failure in the South Fork dam, creating a ‘domino effect’ of downstream impacts. Some upgrades were implemented in 2010 and the Jump Creek dam was slated for a 2013 Dam Safety Review by the Province. Information with respect to this review has not yet been made available to RDN Staff.

The City of Nanaimo is undertaking a review of the seismic vulnerability of its dams, and to plan for upgrades to minimize downstream damage. In order to decrease flooding during winter months the gates of the spillway are always in the down position so that water is not held back, ensuring that storms pass through the reservoir and down the spillway into the river.

South Fork Dam – Rated ‘HIGH’

The City of Nanaimo’s website states this 1930’s concrete dam *“is in excellent condition, however, it falls short of new Dam Safety Regulations and will require an upgrade, with work likely taking place in 4-5 years”*. A previous study had determined that a moderate earthquake could destroy the top one-third of this dam.

Enos Lake Dam – Rated ‘High’:

This High Consequence dam is owned and maintained by Fairwinds Community and Resort. The dam was originally built in the 1950’s, with a clay core, rip rap, road base on top, and measures 15 m high and 25 m wide. In 2011 EBA Engineering Consulting Ltd. conducted a Dam Safety Review and found that the dam would retain a consequence classification of ‘High’. In 2012 RDN Staff made a site visit and reviewed the Fairwinds Emergency Preparedness Plan for the dam. Recommendations were made to

Fairwinds to include emergency notification procedures to inform the appropriate regulating agencies and the RDN in potential future events.

Arrowsmith Dam - Rated 'High':

The Arrowsmith Dam is located at the top of Englishman River approximately 4 km east of the Mount Arrowsmith peak and 35 km south of Parksville. This concrete gravity dam was commissioned in 2000 and built as the Arrowsmith Water Service joint venture between the City of Parksville, the Regional District of Nanaimo and the Town of Qualicum Beach.

The dam, with a live storage volume of 9 million cubic meters, is used to regulate the flow in the Englishman River for release during the summer and fall to meet the domestic water demands in the service area and to improve fisheries flow in the downstream area. Should the Arrowsmith Dam fail, the flood would reach the City of Parksville in approximately 2.5 hours. This may provide adequate time to warn residents in the inundation zone if proper alarms and procedures were in place and the impacted residences were properly identified.

In 2012, EBA Engineering Consultants Ltd. was hired to conduct the dam's first ever Dam Safety Review. The report concluded that the dam was being operated in a diligent, responsible manner and is performing as intended and generally meets the current design criteria.

The report recommended that the dam's Emergency Preparedness Plan include expanded and current emergency contact information and a dam breach study be commissioned. This study would focus on the development of an inundation map to identify potential downstream impacts as current information indicates that the low lying San Pareil neighborhood and Rath Trevor Park would be flooded as well as a hatchery, bridges, water system intake and other infrastructure. Permanent residents near certain roadways or bridges and the recreating public are potentially at risk during a dam breach. It was also recommended that the Plan include effects of inundation, an overview of emergency response structure and notification procedures.

Lacey Lake Dams - Rated 'High'

The Lacey Lake dams are located in the Cherry Creek watershed in the Alberni-Clayoquot Regional District (ACRD). While out of the RDN's jurisdiction, dam failure inundation could impact Horne Lake Regional Park and other stakeholders in that immediate area – hence inclusion in this report. The ACRD has hired Magill Engineering to conduct an inundation study as part of their dam review process. ACRD staff will provide information regarding the inundation path through the RDN Electoral Areas once the study has been completed.

ALTERNATIVES

This report is being provided for the information of the Board.

FINANCIAL IMPLICATIONS

There are no financial implications in receiving this report.

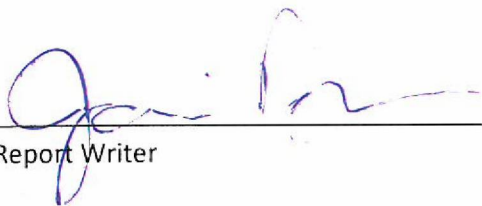
SUMMARY

There are five dams in the Electoral Areas and the RDN has partial ownership of one. Each dam has a Consequence Classification of 'High' and has the potential to put permanent residences at risk, cause loss of life, damage to the environment and cultural values and have a significant impact on infrastructure and economics. While the RDN's *Hazard Vulnerability Risk Analysis* rates dam failure as 'low' (likelihood/frequency), the potential impacts of a breach in an inundation zone are rated as 'high'. These potential impacts to infrastructure are deemed significant and it is estimated that damage to fish habitat, water quality and sensitive riparian areas would also be significant in the event of a dam failure.

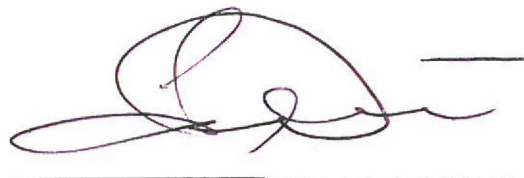
Each dam owner either has a current and satisfactory Dam Safety Review, or is in the process of completing one. In reviewing dam Emergency Preparedness Plans it was noted that the RDN was not always a top priority contact in the event of an emergency dam breach. Having current and accurate contact information and being included in emergency response drills/exercises will give the RDN the opportunity to practice, test and improve dam breach response contingencies.

RECOMMENDATION


That this report on the status of reviews and assessments of dams in the RDN Electoral Areas be received.



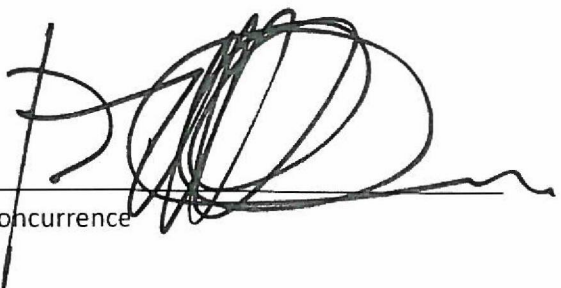
Report Writer



General Manager Concurrence



Manager Concurrence



CAO Concurrence

COMMENTS:

**ATTACHMENT NO. 1
DAM FAILURE CONVERSION GUIDELINE**



Ministry of
Forests, Lands and
Natural Resource Operations

INFORMATION SHEET

**Dam Failure Consequence Classification Conversion Guideline
For Dams in British Columbia
(BC Reg. 163/2011, November 30, 2011)**

Background to Dam Classification in BC

In 1999 the Canadian Dam Association (CDA) published Dam Safety Guidelines to establish safety requirements for new and existing dams, enable the consistent evaluation of dam safety deficiencies and to provide a basis for dam safety legislation and regulation. The Guidelines included a 4-tier failure consequence classification system: very low, low, high and very high. In February 2000, the BC Dam Safety Regulation (44/2000), under the *Water Act* of BC, was enacted. Schedule 1 of the Regulation defined 4 dam classifications similar to those provided by the CDA. In 2007, the CDA Guidelines were rewritten and the consequence classification system changed to 5 tiers: low, significant, high, very high and extreme. The Province has recently amended the BC Dam Safety Regulation bringing the provincial consequence classification system in-line with the CDA Guidelines.

2011 BC Dam Safety Regulation Amendment

On November 30, 2011, the BC Dam Safety Regulation was amended. Schedule 1 of the amended Regulation includes a 5-tier dam failure consequence classification (Attachment 1). This change aligns the consequence classification of BC dams with the current CDA Guidelines thus ensuring BC's dam safety requirements are consistent with the current CDA Guidelines.

Conversion to the New 2011 Dam Failure Consequences Classifications

The dam failure consequence classifications for all dams in BC have been converted to the new 5-tier classifications as per Schedule 1 of the BC Regulation 163/2011 (Attachment 1). The conversions are based on the Dam Consequence Conversion Table provided in Attachment 2. Dam owners are being advised of the Regulation change and provided with confirmation of their dam failure consequence classification by registered letter during August and September 2011. Many dam owners have undertaken dam break inundation studies to confirm the consequence classification or to provide evidence for a revised classification. If a dam owner does not receive notice of their new dam classification by October 2011, or if you have additional information that might influence the dam failure consequence classification, please contact your local Dam Safety Officer.

Additional Information

It is important to note that the BC Dam Safety Regulation dam failure consequence classification determines the requirements that a **dam owner** must meet. The CDA Guidelines classifications are for **dam design** criteria. Please refer to the [CDA website](http://www.cda.ca/) to order the CDA Guidelines (<http://www.cda.ca/>).

Please note that under the amended BC Dam Safety Regulation (163/2011), there are some additional dam safety requirements for dam owners based on the consequence classifications. For example, owners of Significant Consequence Classification dams (formally Low Consequence Classification dams, BC Reg. 44/2000) are now required to prepare Emergency Preparedness Plans. Also, effective November 30, 2011, all owners of dams located on Crown land, except those dams classified as Low Consequence, are required to post signs at their dams. For further information please refer to the Dam Signage Requirement Information Sheet and OIC 237/2011 available on the BC Dam Safety website.

BC Dam Safety Website: http://www.env.gov.bc.ca/wsd/public_safety/dam_safety/index.html

Attachments:

Attachment 1 – BC Dam Safety Regulation (163/2011), Schedule 1. November 30, 2011.

Attachment 2 – BC Dam Consequence Classification Conversion Table. March 27, 2012.

Attachment 1

Schedule 1 – Dam Safety Regulation (163/2011), November 30, 2011¹

Downstream Dam Failure Consequences Classification Table

Dam failure consequences classification	Population at risk	Consequences of failure		
		Loss of life	Environment and cultural values	Infrastructure and economics
Low	None ²	There is no possibility of loss of life other than through unforeseeable misadventure.	Minimal short-term loss or deterioration and no long-term loss or deterioration of (a) fisheries habitat or wildlife habitat, (b) rare or endangered species, or (c) unique landscapes or sites of cultural significance.	Minimal economic losses mostly limited to the dam owner's property, with virtually no pre-existing potential for development within the dam inundation zone.
Significant	Temporary only ³	Low potential for multiple loss of life	No significant loss or deterioration of (a) important fisheries habitat or important wildlife habitat, (b) rare or endangered species, or (c) unique landscapes or sites of cultural significance, and restoration or compensation in kind is highly possible.	Low economic losses affecting limited infrastructure and residential buildings, public transportation or services or commercial facilities, or some destruction of or damage to locations used occasionally and irregularly for temporary purposes.
High	Permanent ⁴	10 or fewer	Significant loss or deterioration of (a) important fisheries habitat or important wildlife habitat, (b) rare or endangered species, or (c) unique landscapes or sites of cultural significance, and restoration or compensation in kind is highly possible.	High economic losses affecting infrastructure, public transportation or services or commercial facilities, or some destruction of or some severe damage to scattered residential buildings.
Very high	Permanent ⁴	100 or fewer	Significant loss or deterioration of (a) critical fisheries habitat or critical wildlife habitat, (b) rare or endangered species, or (c) unique landscapes or sites of cultural significance, and restoration or compensation in kind is possible but impractical.	Very high economic losses affecting important infrastructure, public transportation or services or commercial facilities, or some destruction of or some severe damage to residential areas.
Extreme	Permanent ⁴	More than 100	Major loss or deterioration of (a) critical fisheries habitat or critical wildlife habitat, (b) rare or endangered species, or (c) unique landscapes or sites of cultural significance, and restoration or compensation in kind is impossible.	Extremely high economic losses affecting critical infrastructure, public transportation or services or commercial facilities, or some destruction of or some severe damage to residential areas.

¹ This table is a copy of Schedule 1 of the Dam Safety Regulation 163/2011. In case of discrepancy between this table and the approved Regulation, the Regulation takes precedence.
² There is no identifiable population at risk.
³ People are only occasionally and irregularly in the dam breach inundation zone, for example stopping temporarily, passing through on transportation routes or participating in recreational activities.
⁴ The population at risk is ordinarily or regularly located in the dam breach inundation zone, whether to live, work or recreate.

Attachment 2

BC Dam Failure Consequences Classification Conversion Table (March 27, 2012) ¹								
Consequence Classification NEW BC Dam Safety Regulation 163/2011	Population at Risk	Loss of Life		Environment and Cultural Values ²		Infrastructure & Economics ²		Consequence Classification OLD BC Dam Safety Regulation 44/2000
		BC Reg. 163/2011	BC Reg. 44/2000 ³⁾	BC Reg. 163/2011	BC Reg. 44/2000	BC Reg. 163/2011	BC Reg. 44/2000	
Low	None	No possibility of loss of life	Minimal	Minimal short-term and no long-term loss or deterioration	No significant loss of habitat or sites	Minimal economic losses mostly limited to dam owner's property	< \$100K Minimal	Very Low
Significant	Temporary Only	Low potential for multiple loss of life ⁴	Some Possible	No significant loss or deterioration incl. Important habitat Restoration or compensation possible	Loss or deterioration of regionally important habitat & sites – High chance for restoration or compensation	Low economic losses to buildings, services, public transportation, infrastructure, etc.	< \$1M Limited Infrastructure, Public, Commercial	Low
High	Permanent Residents	< 10	< 10 ⁴⁾	Significant loss or deterioration incl. Important habitat Restoration or compensation possible	Same as below	High economic losses to buildings, services, public transportation, commerce, infrastructure, etc.	< \$10M ⁴⁾ Same as below	High (Low ⁴⁾)
Very High	Permanent Residents	< 100	< 100	Significant loss or deterioration incl. critical habitat Restoration or compensation impractical	Loss or deterioration of Nationally & Provincially important habitat & sites – High chance for restoration or compensation	Very high economic losses to important buildings, services, transportation, infrastructure, commerce, etc. Or severe damage to residential areas	< \$100M Substantial Infrastructure, Public, Commercial	High (High ⁴⁾)
Extreme	Permanent Residents	> 100	> 100	Major loss or deterioration incl. critical habitat Restoration or compensation impossible	Loss or deterioration of Nationally & Provincially important habitat & sites – Low chance for restoration or compensation	Extremely high economic losses to critical buildings, services, transportation, infrastructure, commerce, etc. Or destruction or severe damage to residential areas	> \$100M Very High Infrastructure, Public, Commercial, Residential	Very High

¹ This table contains abridged descriptions of the dam failure consequences. Attachment 1 contains the full descriptions from BC Regulation 163/2011. In all cases the Regulation takes precedence over information contained in this table.

² Names for these categories in BC Reg. 44/2000 are "Environmental and Cultural Losses" and "Economic and Social Losses" respectively.

³ Conservative estimate of loss of life amongst population affected by the flooded waters (only equal Population at Risk).

⁴ Sub-classifications of "High (Low)" and "High (High)" and associated thresholds were established by policy in 1998 for use in the BC Dam Safety Program risk-based assessment.

⁵ A temporary population (e.g. in recreational areas) could be quite large and a "sunny day" failure could result in multiple fatalities.



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MEMORANDUM

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

DATE: January 20, 2014

FROM: Jani M. Drew, Emergency Coordinator

FILE: 7103-D69 REG EP

SUBJECT: Amendment to the District 69 Regional Emergency Resource Agreement

PURPOSE

To obtain Board direction on amending the jointly funded District 69 *Regional Emergency Resource Agreement* as a result of changes in volunteer resources.

BACKGROUND

In 2010, the Regional District of Nanaimo, City of Parksville and Town of Qualicum Beach entered into a five year agreement to share volunteer resources and the cost of providing honorariums and expenses for key positions within Emergency Social Services and Emergency Communications in District 69 (Attachment No. 1). As of December 31, 2013, these volunteers have resigned for varying reasons and the remaining volunteers are not willing or qualified to fill the vacancies.

This has left a significant gap in the ability of the three local governments to meet our statutory requirements to provide these emergency services. In accordance with the terms of the Agreement all parties must agree to any changes to the Agreement. Council for the City of Parksville recently supported amending the terms of the Agreement for the creation of a part-time contract position. The Regional District of Nanaimo and the Town of Qualicum Beach must also consider the proposed amendment.

ALTERNATIVES

1. Amend the current Agreement to allow for the honorarium money budgeted for 2014 to be re-directed and used to fund a one year part-time contract position to provide stability and direction to the volunteer programs.
2. Amend the current Agreement to fund a full-time contract position.

FINANCIAL IMPLICATIONS

Alternative #1 - Amend the current Agreement to allow for the honorarium money budgeted for 2014 to be re-directed and used to fund a one year part-time contract position to provide stability and direction to the volunteer programs.

The current Agreement is in year 4 of an overall 5 year Agreement that expires on March 31, 2015. The total amount shared by all parties in 2014 is \$21,000 which is sufficient to fund a one year contract position (approximately 2 days/wk). There is a pressing need to provide leadership, continuity of services and program stability. Hiring a part-time contractor within existing funding will meet these immediate needs and provide an opportunity to assess the requirements of the position in terms of time and duties, should more funding become available beyond 2015.

Alternative #2 - Amend the current Agreement to fund a full-time contract position.

It is estimated that additional annual funding by each party in the amount of \$16,000 will be necessary to fund a full time position. Prior to doing so however, a careful analysis of roles and responsibilities should be undertaken by all parties to properly define and justify funding a full-time position. Engaging a part-time contractor for the balance of the Agreement as outlined in Alternative #1 will enable Staff to assess the effectiveness of the role and determine whether additional support and funding may be required to expand the role.

STRATEGIC PLAN IMPLICATIONS

There are no strategic plan implications with respect to the proposed amendment.

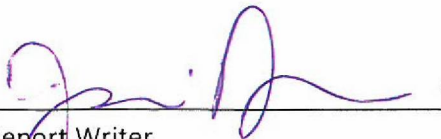
SUMMARY

The *Regional Emergency Resource Agreement* provides an honorarium for volunteers who take on roles of responsibility within the Emergency Program. The volunteers in positions of responsibility resigned on December 31st, 2013, and the remaining volunteers are not prepared or willing to step forward and fill these vacancies. The proposed remedy is to combine the honorarium positions into one part-time contract with the possibility of expanding to a full time position following expiration of the existing Agreement.

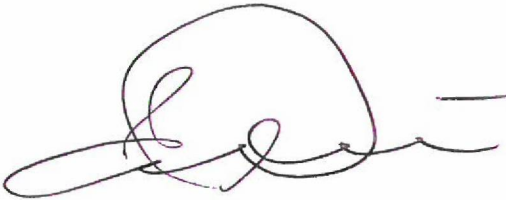
The current model for managing and supporting volunteers with volunteers in no longer a practical approach. The local government areas within District 69 are at risk of not meeting our statutory requirements under the *Emergency Act* and more importantly, not providing service to the public when it is really needed. In order to start moving towards a more sustainable service, it is recommended that the *Regional Emergency Resource Agreement* be amended to re-direct the current year funding to the creation of a part-time contract position as outlined in this report.

RECOMMENDATIONS


1. That, upon similar direction from the City of Parksville and the Town of Qualicum Beach, Staff be directed to amend the current *Regional Emergency Resource Agreement* to allow the 2014 honorarium funding to be re-directed and used to fund a part-time contract position to coordinate Emergency Social Services and Emergency Communications functions in District 69 area.
2. That Staff be directed to evaluate the effectiveness of the position during 2014 and provide further recommendations to the Board with respect to the continuation or expansion of the position in 2015 and beyond.



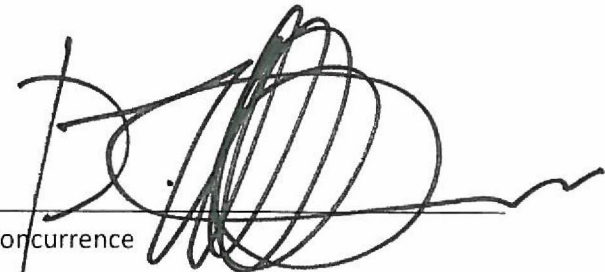
Report Writer



General Manager Concurrence



Manager Concurrence



CAO Concurrence

COMMENTS:

**ATTACHMENT NO. 1
DISTRICT 69 REGIONAL EMERGENCY RESOURCE AGREEMENT**

*District 69 Regional Emergency Resource Agreement – Board Report
February 4, 2010
Page 3*

Attachment No. 1

REGIONAL EMERGENCY RESOURCE AGREEMENT

THIS AGREEMENT made this day of , 2010

AMONG

THE CITY OF PARKSVILLE

AND

THE TOWN OF QUALICUM BEACH

AND

THE REGIONAL DISTRICT OF NANAIMO

WHEREAS the City of Parksville and the Town of Qualicum and the Regional District of Nanaimo each share and provide a Regional Emergency Social Service and Emergency Communications Team response capability to the City of Parksville, Town of Qualicum Beach and portions of Regional District of Nanaimo Electoral Areas E, F, G and H within School District 69;

AND WHEREAS the parties have entered into an Emergency Management Agreement to support the shared Emergency Social Services and Emergency Communications Team volunteer resources;

AND WHEREAS the parties consider it to be of mutual benefit to provide financial and capital support and share these resources for response to Emergency Incidents within the jurisdictions of the City of Parksville, the Town of Qualicum Beach and Regional District of Nanaimo Electoral Areas E, F, G and H within School District 69;

AND WHEREAS the parties to this Agreement agree and acknowledge that the City of Parksville Emergency Program Coordinator will act as the administrator of the agreement providing the funds and acting as the point of contact for each of the volunteer groups to contact when requesting resources or asking questions;

NOW THEREFORE the parties wish to describe the terms and conditions for support of a Regional Emergency Social Service and Emergency Communications Team response capability to the City of Parksville, Town of Qualicum Beach and portions of Regional District of Nanaimo Electoral Areas E, F, G and H within School District 69.

DEFINITIONS:

District 69 means the land within the boundary of School District 69 including the City of Parksville, Town of Qualicum Beach and the Regional District of Nanaimo Electoral Areas E, F, G and H.

Local Government means the City of Parksville, the Town of Qualicum Beach and the Regional District of Nanaimo.

Operating Committee means the committee established under Section 2.1 of this Agreement.

Party means the City of Parksville, the Town of Qualicum Beach and the Regional District of Nanaimo.

Primary Contact/Chair means an appointed member of the operating committee that will organize and lead the operating committee.

Volunteer Resource Groups means the Oceanside Emergency Social Services and the Emergency Communications Team.

1.0 TERM OF AGREEMENT

1.1 The parties agree that the term of this agreement shall be for five years commencing on April 1, 2010 and ending March 31, 2015, subject to earlier termination as herein provided.

2.0 PURPOSES:

2.1 To ensure the long term funding and support of Emergency Social Services and Emergency Communications within the City of Parksville, Town of Qualicum Beach and portions of Regional District of Nanaimo Electoral Areas E, F, G and H within School District 69.

2.2 To ensure adequately trained personnel that can respond when activated, and arrive at the Emergency Incident in a timely manner to act on behalf of each local government.

2.3 To provide for an enhanced, effective and economical level of emergency response support services for residents or occupants who live within the area described in Section 1.1.

2.4 To provide a terms of reference for Emergency Social Services in accordance with Schedule "A" of this agreement and the Emergency Communications Team in accordance with Schedule "B" of this agreement.

3.0 OPERATING COMMITTEE:

3.1 An Operating Committee shall be established, and will consist of the Emergency Program Coordinator or designate of each of the local governments. The Operating Committee will designate one of its members as the primary contact/chair for communications between the Parties arising in the course of this Agreement. The primary contact/chair position shall be rotated through the members of the operating committee on an annual basis.

3.2 The Operating Committee is authorized to make amendments to Schedule A and Schedule B of this Agreement and the primary contact of the Operating Committee designated under Section 2.1

shall be responsible for ensuring that all changes are communicated in writing in a timely manner to each Party.

3.3 The Operating Committee is authorized to review and comment on the annual operating budget, capital budget and annual accounting of operating expenses for both of the volunteer groups.

3.4 The Operating Committee will meet at the request of any Party to review any request by the volunteer groups.

4.0 OBLIGATIONS OF THE PARTIES TO THIS AGREEMENT

Upon entering this Agreement, each Party shall provide the other Parties to this Agreement with its applicable payment each year on or before January 31 of each year for the duration of the agreement.

5.0 FINANCIAL OBLIGATIONS

5.1 Each of the local governments agrees to provide \$1500.00 as an annual operating budget totaling \$4,500 for Emergency Social Services. The amount will be paid to the City of Parksville and distributed to Oceanside Emergency Social Services in the form of one consolidated cheque in the amount of \$4500.00.

5.2 Each of the local governments agrees to provide \$500.00 as an annual operating budget totaling \$1500.00 for the Emergency Communications Team. The amount will be paid to the City of Parksville and distributed to the Emergency Communications Team in the form of one consolidated cheque in the amount of \$1500.00.

5.3.1 Each of the local governments agrees to provide \$1000.00 in the first year, \$2000.00 in the second year, \$3000.00 in the third year, \$4000.00 in the fourth year and \$5000.00 in the fifth year of the agreement for a total of \$15000.00 as an annual honorarium to be distributed to the Emergency Social Services volunteers in accordance with Schedule "C" of this agreement.

5.3.2 Each of the local governments agrees to provide \$500 in the first year, \$1,000 in the second year, \$1,500 in the third year, \$2,000 in the fourth year and \$2,000 in the fifth year of the agreement as an annual honorarium to be distributed to the Emergency Communications Team volunteers in accordance with Schedule "D" of this agreement.

5.4

Svc. Components	Year 1	Year 2	Year 3	Year 4	Year 5	Svc Component Totals
ESS Op Costs	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$7,500
ECT Op Costs	\$500	\$500	\$500	\$500	\$500	\$2,500
ESS Honorarium	\$1,000	\$2,000	\$3,000	\$4,000	\$5,000	\$15,000
ECT Honorarium	\$500	\$1,000	\$1,500	\$2,000	\$2,000	\$7,000
TOTALS/YR	\$3,500	\$5,000	\$6,500	\$8,000	\$9,000	\$32,000

- 5.5 It is agreed and acknowledged by each Party that requests by each of the volunteer resources for capital equipment, etc will be reviewed by the operating committee and the costs for this equipment will be equally distributed between the local governments if the item is for the benefit of the entire Region. Capital items for the use of one single jurisdiction will be reviewed and paid for entirely by the jurisdiction benefitting from the purchase.
- 6.0 **ANNUAL REVIEW OF OPERATING EXPENSES**
- 6.1 Oceanside Emergency Social Services is required to provide a complete accounting of the operating funds supplied by the local governments no later than January 31 of each year. The accounting must be submitted to the City of Parksville Emergency Program Coordinator.
- 6.2 The Emergency Communications Team is required to provide a complete accounting of the operating funds supplied by the local governments no later than January 31 of each year. The accounting must be submitted to the City of Parksville Emergency Program Coordinator.
- 6.3 Upon receipt of the accounting from the volunteer resource groups, the Operating Committee will meet to review the accounting to determine that the funds were spent appropriately on operating expenses for the submitted year.
- 6.4 Upon completion of a satisfactory review, the Operating Committee will approve the release of the funding for the following year to each volunteer group.
- 6.5 If a volunteer group fails to submit an accounting or does not submit a satisfactory accounting, the Operating Committee can hold the following year operating funds and ask the City of Parksville to administer the funds. As a result, the volunteer group would be required to make written requests to the City of Parksville Emergency Program Coordinator in advance of events requiring operating funding.
- 7.0 **DISPUTE RESOLUTION**
- 7.1 Should a dispute arise regarding any matter involving this Agreement it will be adjudicated by a panel of one appropriately qualified staff person designated by each of the Local Government Parties to this Agreement. The decision of the panel will be by simple majority.
- 7.2 Notwithstanding Section 6.1, all disputes arising out of or in connection with this Agreement, or in respect of any defined legal relationship associated therewith or derived therefrom, may at the instance of any party, be referred to a Court of competent jurisdiction or to arbitration by delivery of a Notice of Arbitration in writing. If the parties cannot agree on a choice of arbitrator then each party may appoint an arbitrator and the two arbitrators so appointed must appoint a third arbitrator failing which the third arbitrator must be appointed by a Judge of the Supreme Court of British Columbia. Arbitration will be governed by the *Commercial Arbitration Act (British Columbia)*. The place of arbitration shall be Nanaimo, British Columbia, Canada and the costs shall be borne equally by the parties.

8.0 GENERAL

- 8.1 This Agreement enhances and is in addition to and does not derogate from the Emergency Management Agreement.
- 8.2 In addition to Section 2.2, this Agreement shall be amended only with the written consent of the Parties.
- 8.3 Nothing in this Agreement shall be interpreted as prejudicing or affecting the rights and powers of the Parties in the exercise of their functions under any public and private statutes, bylaws, orders and regulations, all of which may be fully and effectively exercised as if this Agreement had not been executed.
- 8.4 This Agreement shall ensure to the benefit of and be binding upon the parties hereto and their respective heirs, administrators, executors, successors and permitted assignees.
- 8.5 The waiver by a Party of any failure on the part of the other party to perform in accordance with any of the terms or conditions of this Agreement shall not be construed as a waiver of any future or continuing failure, whether similar or dissimilar.
- 8.6 The headings in this Agreement are inserted for convenience and reference only and in no way define, limit or enlarge the scope or meaning of this Agreement or any provision of it.
- 8.7 Wherever the singular masculine and neuter are used throughout this Agreement, the same shall be construed as meaning the plural or the feminine or the body corporate or politic as the context so requires.
- 8.8 No remedy under this Agreement shall be deemed exclusive but shall, where possible, be cumulative with all other remedies at law or in equity.
- 8.9 This Agreement shall be construed in accordance with and governed by the laws applicable in the Province of British Columbia.

9.0 NOTICES

All notices and demands required or permitted to be given hereunder shall be in writing and may be delivered personally, sent by facsimile or may be mailed by first class, prepaid registered mail to the addresses set forth below. Any notice delivered or sent by facsimile shall be deemed to have been given and received at the time of delivery. Any notice mailed as aforesaid shall be deemed to have been given and received on the expiration of 5 business days after it was posted, addressed as follows:

The Town of Qualicum Beach
PO Box 130
Qualicum Beach, BC V9K 1S7
Attention: Administrator

Regional District of Nanaimo
6300 Hammond Bay Rd.
Nanaimo, B.C. V9T 6N2
Attention: Chief Administrative Officer

The City of Parksville
100 E. Jensen Avenue
Parksville, BC V9P 2H3
Attention: Administrator

10.0 TERMINATION

Any party to this Agreement may terminate its participation by giving notice in writing to all of the other Parties notice of termination, not less than six months in advance of the date on which it wishes to terminate its participation. The party terminating participation in this agreement gives up the ability to use or rely on the volunteer resources named in this agreement.

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

FOR THE CITY OF PARKSVILLE

Mayor, Ed Mayne

Fred Manson, C.A.O.

FOR THE TOWN OF QUALICUM BEACH

Mayor, Teunis Westbroek

Mark Brown, C.A.O.

FOR THE REGIONAL DISTRICT OF NANAIMO

Chair, Joseph Stanhope

Carol Mason, C.A.O.

Schedule "A"

Terms of Reference
For
Oceanside Emergency Social Services Director

Reporting to the Emergency Program Coordinator for each party, the Oceanside Emergency Social Services Director (OESSD) is responsible and accountable for staffing and delivery of emergency social services including ensuring evacuees are appropriately provided with temporary food, clothing and lodging support.

The following information is a general description of the preferred training and principal functions of this job and is not a detailed description of all job duties:

Required Training:

- Introduction to Emergency Social Services course
- Reception Centre Course
- Documentation Unit course
- Managing Walk-In Disaster Volunteers course
- Group Lodging Course
- ESS Resource Acquisition: Food, Clothing & Lodging course
- Leadership course
- ESS Directors Course
- ESS in a BCERMS Environment course
- Referrals Unit course
- Level One ESS course
- Level One ESS Supervisors Guidelines course

The OESSD must have exceptional interpersonal, communication, presentation, facilitation, negotiation, problem solving, decision making, leadership and general management skills. A proven ability to effectively lead, coach, and motivate volunteers in a team environment along with the ability to address confidential and sensitive issues on a regular basis.

The OESSD must ensure the following functions are completed and the OESSD must also ensure appropriate direction is provided to Oceanside ESS members who provide these functions (the order of these is random):

- Accounting – all revenue and expenditures are tracked and approved, with bank accounts balanced to bank statements on a continual basis.
- Training – all volunteers receive an orientation and training consistent with the needs of their assigned areas of responsibility. Training and evaluation of team members is provided with the approval of the OESSD or a designated alternate.
- Volunteer management – all volunteers are supervised by the OESSD, with personal information held in confidence. Volunteers are assigned to areas of interest where possible and are informed of the training requirements for their assigned responsibilities; and volunteers are informed when training sessions of interest to them are scheduled. The OESSD is responsible for maintaining the support and motivation of team members.

- Administration – ensure computer files are established and maintained for the organization's requirements and agreements are in place and regularly reviewed and updated with potential suppliers of goods and services that may be required in the event of any type of emergency to which Oceanside ESS may be asked to respond to. The OESSD is also responsible for the development and maintenance of Community ESS plan.
- Emergency exercise training – ensure emergency exercises are conducted with sufficient regularity to ensure ESS members get opportunities to practice the skills they may be called upon to use in a real emergency.
- Promoting public education, awareness of and support for Oceanside ESS – meet with various groups including: service clubs, chambers of commerce, church groups, residents associations, etc to inform these groups on the function of Oceanside ESS, discuss how these organizations might support ESS in an emergency, and potentially recruit new volunteers for ESS.
- Network with partner agencies – maintain regular contact with groups such as the Salvation Army, Emergency Communications Team, Search and Rescue, Victim Services, and other agencies to ensure an understanding of the respective roles of the partner agencies and ESS in an emergency and to provide an opportunity to become acquainted with key personnel in these organizations.
- The OESSD must appoint an alternate OESSD to act on his or her behalf during any absences.
- Attend meetings with and provide information to the EPC as requested.
- The OESSD must establish a regular meeting schedule for the ESS planning team.

In fulfilling his or her position requirements, it may be necessary for the Oceanside OESSD to travel anywhere within the Oceanside area from Bowser to Nanoose and occasionally it will also be necessary to travel outside the Oceanside area for training or for other purposes. The Oceanside ESSD may occasionally send someone else to fulfill his or her commitment or perhaps to accompany the OESSD and or assist the OESSD in his or her role.

Schedule "B"

**Terms of Reference
For
Emergency Communications Team**

Reporting to the Emergency Program Coordinator for each party, the Municipal Amateur Coordinator (MAC) for the Emergency Communications Team is responsible and accountable for staffing and delivery of emergency communications including ensuring volunteers with appropriate training are available to support OESS on a call by call basis and to the EOC/ECC should one be activated.

The following information is a general description of the preferred training and principal functions of this job and is not a detailed description of all job duties:

Required Training:

- Current Amateur Radio Operator Certificate
- Introduction to Emergency Management course
- EOC Level 1 course
- ICS-100 Course
- EOC Level 2 course
- EOC Level 3 Logistics Section course

The MAC must have exceptional interpersonal, communication, presentation, facilitation, negotiation, problem solving, decision making, leadership and general management skills. A proven ability to effectively lead, coach, and motivate volunteers in a team environment along with the ability to address confidential and sensitive issues on a regular basis.

The MAC must ensure the following functions are completed and the MAC must also ensure appropriate direction is provided to ECT members who provide these functions (order of the below is not prioritized):

- Accounting – all revenue and expenditures are tracked and approved, with bank accounts balanced to bank statements on a continual basis.
- Training – all volunteers receive training consistent with the needs of their assigned areas of responsibility. Training and evaluation of team members is provided with the approval of the MAC or a designated alternate and the EPC.
- Volunteer management – all volunteers are tracked, with personal information held in confidence. Volunteers are assigned to areas of interest where possible and are informed of the training requirements for their assigned responsibilities; and volunteers are informed when training sessions of interest to them are scheduled. The MAC is responsible for maintaining the support and motivation of team members.
- Administration - ensure computer files are established and maintained for the organization's requirements and agreements are in place and regularly reviewed and updated with potential suppliers of goods and services that may be required in the event of any type of emergency to which Occanside ESS may be asked to respond to. The MAC is also responsible for the development and maintenance of an ECT response plan.
- Emergency exercise training – ensure emergency exercises are conducted with sufficient regularity to ensure ECT members get opportunities to practice the skills they may be called upon to use in a real emergency.
- Promoting public education, awareness of and support for the ECT – meet with various groups including: service clubs, chambers of commerce, church groups, residents associations, etc to

inform these groups on the function of Oceanside ESS, discuss how these organizations might support the ECTS in an emergency, and potentially recruit new volunteers for the ECT.

- Network with partner agencies – maintain regular contact with groups such as the Salvation Army, Emergency Social Services, Search and Rescue, Victim Services, and other agencies to ensure an understanding of the respective roles of the partner agencies and the ECT in an emergency and to provide an opportunity to become acquainted with key personnel in these organizations.
- The MAC must appoint an alternate MAC to act on his or her behalf during any absences.
- Attend meetings with and provide information to the EPC as requested.
- The MAC must establish a regular meeting schedule for the ECT members.

In fulfilling his or her position requirements, it may be necessary for the MAC to travel anywhere with in the Oceanside area from Bowser to Nanoose and occasionally it will also be necessary to travel outside the Oceanside area for training or for other purposes. The MAC may occasionally send someone else to fulfill his or her commitment or perhaps to accompany the MAC and or assist the MAC in his or her role.

Schedule "C"

Terms of Reference

For

Oceanside Emergency Social Services Honorarium

For the purpose of this document, travel costs means mileage undertaken by an OESS volunteer when responding to a request for emergency social service. Mileage costs shall be at the same rate paid to City of Parkville staff for using their own vehicle for work purposes by the party at the time of the request for service.

The honorarium provided by the parties to the Oceanside Emergency Social Services Team (OESS) shall be distributed as follows:

	Year 1	Year 2	Year 3	Year 4	Year 5
Amount	\$3000.00	\$6000.00	\$9000.00	\$12,000.00	\$15,000.00
ESSD	\$1100.00	\$3000.00	\$4800.00	\$7200.00	\$8400.00
Alternate	\$900.00	\$2000.00	\$3200.00	\$4800.00	\$5600.00
Travel Costs	\$1000.00	\$1000.00	\$1000.00	\$1000.00	\$1000.00

Emergency Social Services Director (ESSD)

The amount includes travel costs.

Total amount to be divided by 12 and paid monthly.

Alternate Emergency Social Services Director (Alternate)

This amount includes travel costs.

Total amount to be divided by 12 and paid monthly.

Travel costs

Made by remaining ESS members using their vehicle for call out, training or special event reasons.

Amounts to be paid on a case by case basis. Form to be completed by member and submitted to ESSD for approval and forwarding to the EPC for payment.

Schedule "D"

Terms of Reference

For

Emergency Communications Team Honorarium

For the purpose of this document, travel costs means mileage undertaken by an ECT volunteer when responding to a request for emergency communications service. Mileage costs shall be at the same rate paid to City of Parksville staff for using their own vehicle for work purposes by the party at the time of the request for service.

The honorarium provided by the parties to the Emergency Communications Team (ECT) shall be distributed as follows;

	Year 1	Year 2	Year 3	Year 4	Year 5
Amount	\$1500.00	\$3000.00	\$4500.00	\$6000.00	\$6000.00
ECT MAC	\$600.00	\$1500.00	\$2400.00	\$3300.00	\$3300.00
Alternate	\$400.00	\$1000.00	\$1600.00	\$2200.00	\$2200.00
Travel Costs	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00

ECT Municipal Amateur Coordinator

The amount includes travel costs.

Total amount to be divided by 12 and paid monthly.

Alternate ECT Municipal Amateur Coordinator

The amount includes travel costs.

Total amount to be divided by 12 and paid monthly.

Travel costs

Made by any ECT member using their vehicle for call out, training or special event reasons.

Amounts to be paid on a case by case basis. Form to be completed by member and submitted to ESSD for approval and forwarding to the EPC for payment.