

Financial Assistance

for Emergency Response
and Recovery Costs

A Guide for
BC Local Authorities
and First Nations

September 2005

Table of Contents

SECTION	PAGE
1. INTRODUCTION.....	1
<i>PROVINCIAL LEGISLATION</i>	2
<i>ASSISTANCE FOR FIRST NATIONS</i>	2
<i>COMPREHENSIVE EMERGENCY MANAGEMENT</i>	3
<i>OVERVIEW OF ELIGIBLE RESPONSE AND RECOVERY COSTS</i>	5
2. ASSISTANCE FOR LOCAL AUTHORITY RESPONSE COSTS	6
<i>LOCAL AUTHORITY RESPONSE</i>	6
<i>ELIGIBILITY OF RESPONSE COSTS</i>	7
Type of Event	7
Event Size or Magnitude	7
Nature of Expenditure	7
Contract and Equipment Rates	9
Compensation through Other Means	9
<i>EOC PROCEDURES</i>	14
Activity 1 – Obtain PEP Task Number	15
Activity 2 – Submit Expenditure Authorization Forms to PREOC.....	15
Activity 3 – Prepare Daily Expense Report	16
Activity 4 – Submit Resource Requests to PREOC	17
<i>RESPONSE CLAIM PROCEDURES</i>	18
Step 2 – Pay Invoices	18
Step 3 – Collect and Organize Documentation	19
Step 4 – Prepare a Response Claim.....	19
Step 5 – Submit Completed Response Claim.....	21
<i>TIPS ON MAXIMIZING FINANCIAL ASSISTANCE FOR RESPONSE</i>	22
<i>FREQUENTLY ASKED QUESTIONS ON RESPONSE</i>	23
<i>FORMS FOR RESPONSE</i>	25
3. ASSISTANCE FOR LOCAL AUTHORITY RECOVERY COSTS	33
<i>LOCAL AUTHORITY RECOVERY</i>	33
Recovery Administration	34
<i>COMMUNITY RECOVERY</i>	34
<i>ELIGIBILITY OF RECOVERY COSTS</i>	34
Ownership	35
Type of Item	35
Type of Action	36
Examples of Eligible Recovery Costs	37
<i>RECOVERY CLAIM PROCEDURES</i>	43

Step 1 – Request Disaster Financial Assistance	44
Step 2 – Complete and Submit “DFA Registration of Intent to Claim” Form	44
Step 3 – Complete and Submit “Recovery Plan” and Documentation	44
Step 4 – Complete and Submit “Recovery Claim Submission” and Documentation	44
Step 5 – Receive Financial Assistance on Eligible Costs	45
<i>TIPS ON MAXIMIZING FINANCIAL ASSISTANCE FOR RECOVERY</i>	46
<i>FREQUENTLY ASKED QUESTIONS ON RECOVERY</i>	48
<i>FORMS FOR RECOVERY</i>	49
4. APPENDICES	56
<i>A. I NEED HELP NOW!</i>	56
<i>B. LINKS</i>	57
<i>C. LEGISLATION</i>	58
5. GLOSSARY	65

Financial Assistance for Emergency Response and Recovery Costs

A Guide for BC Local Authorities and First Nations

1. Introduction

The BC Provincial Emergency Program (PEP) leads the province in response to and recovery from major emergencies and disasters, such as floods, earthquakes, wildland-urban interface fires, landslides, and severe storms.

Among other programs, PEP administers provincial legislation designed to minimize loss of life, reduce suffering, safeguard public health, protect property and the environment, and reduce economic and social impacts to the citizens of British Columbia.

Under the *Emergency Program Act* and the *Compensation and Disaster Financial Assistance Regulation*, local authorities can receive financial assistance for eligible emergency response costs incurred during a disastrous event, and assistance for some post-disaster recovery costs expended to repair or restore public works and facilities that are essential to their operation.

Local authorities are defined by the *BC Emergency Program Act* to include:

- For a municipality, the municipal council
- For an electoral area in a regional district, the board of the regional district
- For a national park, the park superintendent or the park superintendent's delegate if an agreement has been entered into with the government of Canada under section 4 (2) (e) in which it is agreed that the park superintendent is a local authority for the purposes of this Act

The Nisga'a government and other First Nations are also eligible under federal legislation to receive financial assistance for eligible response and recovery costs.

This guide provides local authorities and First Nations in British Columbia with information on the procedures required to maximize claims for financial assistance with the costs of both response and recovery.

Provincial Legislation

PEP's mandate includes minimizing the economic and social impact from emergencies and disasters. To accomplish this, PEP administers the *BC Emergency Program Act* and the *Compensation and Disaster Financial Assistance Regulation (C & DFA Regulation)*. Under this legislation, PEP is authorized to assist local authorities with eligible costs for response and recovery, providing there is sufficient documentation.

Figure 1 illustrates that assistance with response and recovery expenditures is provided through the *Compensation and Disaster Financial Assistance Regulation (C&DFA Reg)*.

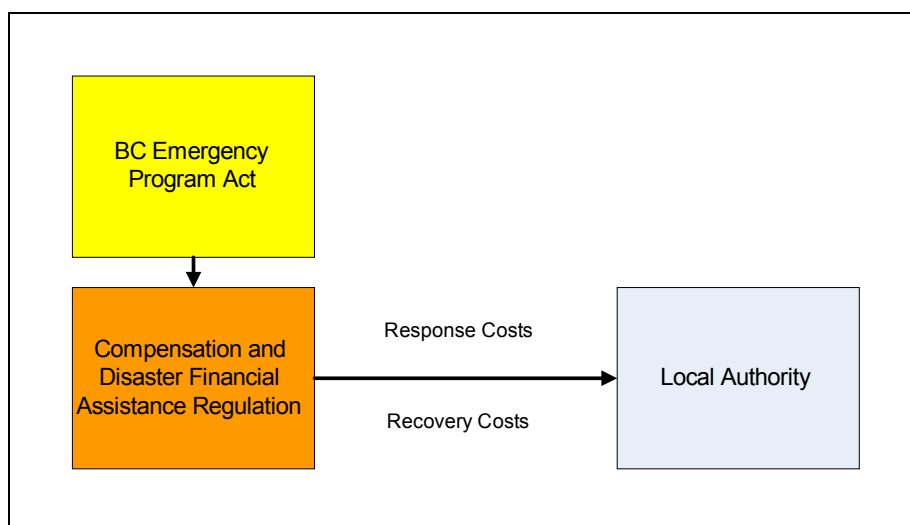


Figure 1. Legislation for Assistance of Response and Recovery Costs

Assistance for First Nations

First Nations in BC qualify for federal assistance. The Government of Canada and the Province of BC have agreed to work together in assisting First Nations for eligible expenditures.

Through an agreement with Indian and Northern Affairs Canada, claims and payments are administered through PEP for First Nations in the same manner as for local authorities. The same eligibility and documentation requirements for disaster financial assistance in BC that apply to local authorities also apply to First Nations.

First Nations are required to prepare and submit their own claims to PEP, even if they participate with a local authority in response. Local authorities are not responsible for claiming costs incurred by First Nations, even if they share emergency operations.

Comprehensive Emergency Management

As many local governments know first-hand, emergencies can be expensive. The cost of responding to events can quickly reach tens or hundreds of thousands of dollars. Safeguarding the public, protecting property, and implementing other response objectives can require substantial short-term expenditures that may present a financial challenge for local governments.

Financial impacts can lead to a secondary crisis, especially where a facility that is critical to a public service has been impacted. Not only may local authorities be hit by major response costs, they may be required to invest immediately in costly repairs or replacement.

Provincial legislation and policies are designed to assist local governments that face substantial expenditures caused by an emergency or disaster. Although not all losses qualify for financial assistance, the province may make some funds available.

In this context, it would help to define the terms “response” and “recovery.” Different legislated programs apply to these phases of an emergency, and it is important to distinguish between them.

Figure 2 shows the approximate relationship between response and two types of recovery for local authorities, and suggests these phases may overlap in time.

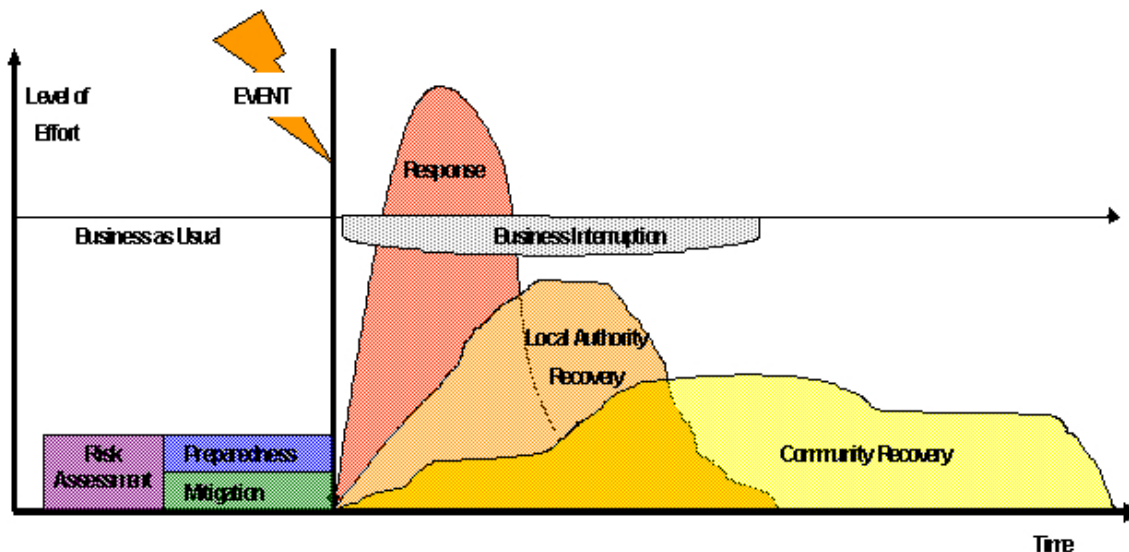


Figure 2. Comprehensive View of Emergency Management for Local Authorities

This comprehensive view of emergency management highlights the following categories of response and recovery costs:

Local Authority Response Costs – Response means all efforts to save lives, reduce suffering, protect property, and other immediate objectives to reduce threats from emergencies. Response may begin before impact if early

information warns of an imminent event, and may continue as long as the event is in progress or the imminent threat exists. Examples of response costs include flood fighting and evacuation activities.

PEP is permitted under the *C & DFA Regulation* to assist a local authority with 100 percent of eligible response costs. For example, a local authority may receive financial assistance for paid overtime costs of local authority staff while responding to an emergency with the submission of approved time sheets. On the other hand, a local authority will not receive assistance for ineligible costs, such as base salaries or wages for regular staff, or expenditure claims that are not supported by documentation.

Local Authority Recovery Costs – Recovery involves efforts to return local authority infrastructure to pre-disaster condition. Local authority recovery applies to the repair or replacement of structures, equipment and materials that are essential to the local authority's functions and operations.

Under the *C & DFA Regulation*, PEP is allowed to assist local authorities with 80 percent of eligible costs required to repair or restore public facilities and replace materials, including costs associated with Community Recovery, on the amount of accepted claim that exceeds \$1,000 per event. To qualify for such payments, the local authority must follow a defined set of steps in planning and documentation, outlined in Section 3.0 of this Guide.

Local authorities may claim recovery costs incurred to repair and/or restore to pre-disaster condition any public facilities or materials that are essential to local authority functions and operations.

A local authority will not receive assistance for recovery costs that are not eligible under the Regulation. For example, PEP will not assist a local authority with stockpiling supplies or with replacing equipment that may have been damaged by incidents other than the event.

General administrative costs associated with individual recovery projects may qualify for financial assistance for amounts up to 10 percent of eligible costs incurred, as deemed appropriate by PEP.

Community Recovery Costs – The Emergency Program Act also allows financial assistance for local authority efforts to support community recovery. Local authorities may qualify for up to 80 percent of eligible costs, including efforts to coordinate local recovery organizations and service providers.

Business Interruption Losses – This category of loss by local authorities does not qualify for financial assistance under BC legislation. This includes local authority costs and interrupted revenues that may not be immediately obvious, including lost income from public facilities and lost tax base. These loss types

may arise from other impacts, such as public works and facilities damage, or the commitment of key local authority personnel to the emergency event.

Overview of Eligible Response and Recovery Costs

Figure 3 summarizes the ratios of provincial financial assistance available for eligible costs for the expense types noted above.

Expense Type	% of Eligible Costs
Local Authority Response	100 %
Local Authority Recovery (accepted claim that exceeds \$1,000)	80 %
Community Recovery (accepted claim that exceeds \$1,000)	80 %
Recovery Administration	10 %
Business Interruption	No eligible costs

Figure 3. Summary of Assistance Ratios by Expense Type

Figure 3 illustrates that local authorities may receive financial assistance from the province for 100 percent of eligible response costs. Under provincial regulation, local authorities may receive 80 percent of recovery and/or Community Recovery costs that exceed \$1,000 in total per event. Local authorities are responsible for the remaining 20 percent of eligible costs and all response and recovery costs that are not eligible for financial assistance from the province.

Two criteria are common to all categories to qualify for financial assistance:

- 1) Costs must be eligible, and
- 2) Costs must be documented.

2. Assistance for Local Authority Response Costs

Local Authority Response

BC's *Compensation and Disaster Financial Assistance Regulation* defines **response measures** as the wide array of efforts needed to remove hazards, rescue persons, and reduce the extent of damage during an emergency. Response may include actions to:

- Determine the area and extent of the disaster
- Contain the disaster, including protective works
- Remove assets from the area of immediate risk
- Implement special security measures
- Provide emergency medical care to casualties of the disaster
- Provide transportation, food, shelter, clothing, and health care for evacuated persons
- Shelter and feed livestock (see Glossary for definition)
- Operate special communications, inquiry, control, and health and sanitation facilities

Refer to Schedule 5 section 1(d) of the *C & DFA Regulation* for exact wording.

Local authorities should keep in mind these critical concepts in preparing a successful request for assistance with response expenditures:

- **Eligibility** – Response costs must be eligible. The province applies specific principles in determining eligibility.
- **Evidence** – Assistance will only be approved if the local authority provides proper documentation.

Said another way, local authorities must demonstrate with clear evidence that they incurred response expenditures that are eligible for financial assistance. The onus of proof is on the local authority.

Local authorities are expected to pay response costs first, then to submit claims to PEP for processing, as shown in Figure 4.

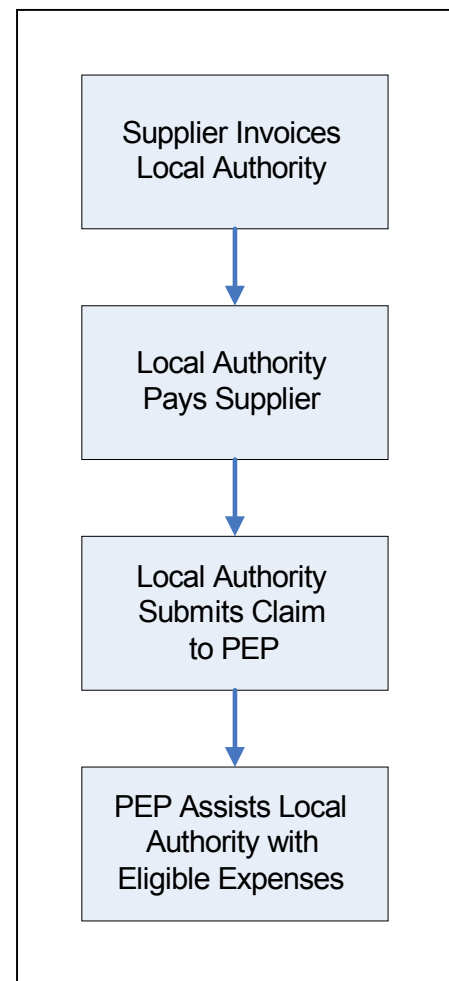


Figure 4. *Local Authorities Pay Suppliers Before Submitting Claims*

There is another reason for municipalities and regional districts to carefully track their costs in emergency response. Local authorities are permitted under Section 17 of the Emergency Program Act to seek recovery of response costs from persons that cause emergencies. To make such a claim, the local authority would need a detailed accounting of its response expenditures.

Eligibility of Response Costs

Eligibility is such an important factor in successful claims for local authority response expenditures it is worth examining in some detail. Eligibility depends on a number of factors, shown in Figure 5 and addressed in the following paragraphs.

Figure 5. Factors Considered in Response Eligibility

Type of Event

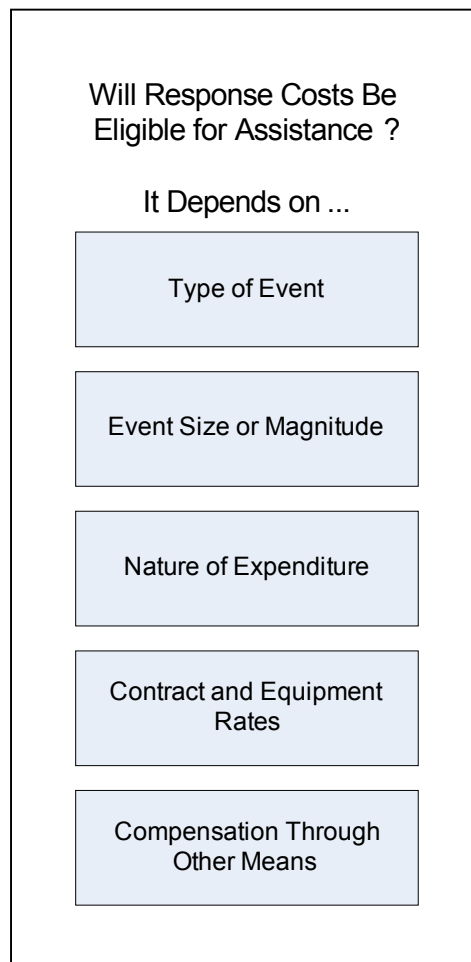
Most disasters caused by natural hazards may be considered for financial assistance under BC legislation, including floods, severe winter storms, landslides and mudslides, and some wildfire situations. However, not all emergencies or disasters will qualify for financial assistance.

Event Size or Magnitude

Most emergency events a local authority may face will be small in size and require relatively little response effort. The province reserves the right to refuse claims from local authorities. Minor floods or snow storms, for example, would not automatically trigger provincial assistance for response costs. If in doubt about a specific incident, contact your PEP Regional Manager for advice.

Nature of Expenditure

The nature of the response expenditure is an important factor to consider. Only response expenses and staff time over and above normal day-to-day costs are eligible for assistance.



Also, eligibility pertains to response costs for efforts needed to preserve public safety related to a specific event. This means that other non-event objectives, such as promoting tourism to protect the local economy, are not eligible.

In general, a local authority will be able to claim most of the costs involved with emergency response, including:

- Site costs
- Emergency Operation Centre costs
- Emergency Social Services costs

There are exceptions, however, and it is important that each local authority understand the rules of eligibility that apply to the nature of response expenditures.

Response activities may include a wide range of actions, depending on the type of event and need for protective action. Eligible costs for response actions at the site of an emergency may include:

- Purchasing sandbags and sand, and renting bag-filling machines during a flood
- Hiring tree experts to remove dangerous trees following a wildfire or wind storm
- Hiring contract security crews to patrol evacuated neighbourhoods
- Purchasing food and fuel for Emergency Social Services volunteers
- Renting private property as a staging area for heavy equipment
- Immediate and temporary repairs to potable water lines following an earthquake

In addition to site-related costs, response costs could also include site-support actions that take place at the Emergency Operations Centre (EOC) or other facility, including these examples:

- Renting rooms and furniture for EOC facilities
- Purchasing paper, folders, labels, and other office supplies for the EOC
- Renting computers, printers, fax machines and other office equipment for the EOC
- Service charges for connecting telephones and data lines
- Purchasing food and water for EOC personnel
- Contract charges for paid EOC personnel
- Overtime costs for local authority staff supporting emergency response
- Travel and accommodation charges for EOC personnel
- Contracted janitorial and security services for the EOC and other response facilities

Contract and Equipment Rates

There are, of course, no provincial limits on what a local authority may pay for service contracts and equipment rentals during response. However, there are limits on the rates eligible for financial assistance from the province.

Contractors come with a wide range of fees, depending on the uniqueness of their skills. Most contractors will charge their standard hourly or daily rates for work during emergencies. If in doubt, talk with your PEP Regional Manager to verify if the province will assist with the full amount of the contract.

Contracts should also specify either provincial Group 1 or Group 2 rates for meal allowances, travel, and accommodation.

The province will only assist a local authority with equipment rental costs up to the rates accepted by the province. These rates are readily available in the *Blue Book - Equipment Rental Rate Guide*, including values for a wide range of heavy equipment. The Blue Book is available from this web site:
http://www.roadbuilders.bc.ca/bluebook_index.htm

Refer to the Glossary for more information on contracts.

Compensation through Other Means

If the local authority has access to funds for response expenditures through other means, the province may reduce or forego payment to the local authority. For example, if the local authority seeks legal compensation from a person who caused an emergency under the BC Emergency Program Act, the province will account for such claims in calculating the amount of provincial assistance to the local authority.

Examples of Eligible Response Costs

Figure 6. Examples of Eligible and Ineligible Response Costs (This table presents examples only and is not comprehensive. Refer to the C & DFA Reg for exact wording.)		
Response Item	Eligible	Not Eligible
Animal Evacuation and Rescue	<ul style="list-style-type: none"> Evacuation, shelter and feeding for livestock and poultry, including the restoration of facilities used for those purposes 	<ul style="list-style-type: none"> Evacuation and rescue costs for pets, backyard or hobby animals
Assets	<ul style="list-style-type: none"> Assets under \$100 (e.g., white boards) Assets over \$100 pre-approved by PEP through use of an Expenditure Authorization Form (EAF) 	<ul style="list-style-type: none"> Purchases where there is no approved EAF Assets where there is a suitable rental alternative
Backfilling Positions	<ul style="list-style-type: none"> Backfilling positions to temporarily cover full-time staff coordinating emergency response 	<ul style="list-style-type: none"> Regular wages / benefits of employees Compensatory time off (CTO) or banked time
Civil Litigation	<ul style="list-style-type: none"> Response costs not reimbursed through civil litigation award 	<ul style="list-style-type: none"> Assistance may be withheld pending outcome of proceedings, or amount must be refunded
Clean-up	<ul style="list-style-type: none"> Clean-up necessary to ensure public safety or is essential for public works 	<ul style="list-style-type: none"> Clean-up that is not essential to public safety or for public works
Damaged Equipment	<ul style="list-style-type: none"> Equipment damaged during eligible response activities may be considered as a recovery cost item 	<ul style="list-style-type: none"> Equipment damaged by events other than the emergency or disaster incident
Debris Removal	<ul style="list-style-type: none"> Costs of debris removal necessary to ensure public safety or essential for public works Necessary clearance from channels, streams, intakes & outfalls of sewers & storm drains, water supply reservoirs 	<ul style="list-style-type: none"> Debris removal that is not essential to public safety or for public works
Emergency Operations Centre	<ul style="list-style-type: none"> Facility rental if other than local authority facility EOC assets under \$100 (e.g., white boards) Equipment rental Cost of feeding EOC staff during an emergency Contractors serving in support capacities EOC materials and supplies Telephone and data services, including installation and operation while EOC is active After-action debrief costs, pre-approved by PEP 	<ul style="list-style-type: none"> EOC assets over \$100, except where PEP pre-approves the purchase through use of an Expenditure Authorization Form (EAF) Telephone or data services in place prior to EOC activation, and emergency installs that are not removed upon EOC deactivation
Emergency Response Measures	<ul style="list-style-type: none"> Establishment, operation of communication facilities Establishment of registration, inquiry services, emergency control headquarters Determining the areas and extent of the disaster Human rescue, transport & emergency health activities Food, clothing and shelter for evacuees Medical care to casualties and transportation, moving patients or casualties, their return after the disaster Protective health and sanitation facilities Remove hazardous materials, chattels, assets, and related storage and transportation costs Protection of publicly-owned institutions, utilities including equipment, materials, and labour Shelter and feeding for livestock, including the restoration of facilities used for those purposes 	<ul style="list-style-type: none"> Normal operating costs of government owned equipment Purchase of special, additional equipment to fight the disaster Costs incurred as a result of a disaster that are recovered from agencies such as the Canadian Disaster Relief Fund or from disaster fund raising drives

Figure 6. Examples of Eligible and Ineligible Response Costs (This table presents examples only and is not comprehensive. Refer to the C & DFA Reg for exact wording.)		
Response Item	Eligible	Not Eligible
Emergency Social Services	<ul style="list-style-type: none"> • Non-government owned facility rental if serving as a reception centre • Materials, supplies required to operate reception centres • Transportation of evacuees, including those in need of medical care, to a reception centre or other lodging and return home from same. 	
Environmental Protection	<ul style="list-style-type: none"> • Actions needed during response to protect potable water supplies, essential public lands, and health-related air quality 	<ul style="list-style-type: none"> • Response activities intended to protect other environments
Equipment	<ul style="list-style-type: none"> • Equipment under \$100 (e.g., shovels) • Equipment if justified by cost efficiencies of purchase over rental or lease options, or if rentals are not available. Must be pre-approved by PEP through use of an EAF 	<ul style="list-style-type: none"> • Equipment over \$100, except where PEP pre-approves • Normal operating costs or usage charges of local authority-owned equipment • Purchase of special, additional equipment
Equipment Rental	<ul style="list-style-type: none"> • Equipment needed during response to support objectives • Costs of rented equipment in feeding staff during an event 	<ul style="list-style-type: none"> • Equipment rented to conduct normal operations • Rental equipment rates that exceed <i>BC Equipment Rental Rates Guide</i>
Evacuation	<ul style="list-style-type: none"> • Food, shelter, clothing for persons evacuated • Evacuation costs for other populations at risk (e.g., elderly in care home) as determined by the EOC and PREOC 	<ul style="list-style-type: none"> • Evacuation costs before an Evacuation Order is issued or after an order has been rescinded (e.g., costs of transporting evacuees)
Facility Rental	<ul style="list-style-type: none"> • Rental of non-local authority community hall or facility • Incremental janitorial and utilities • Facility damage due to occupation 	<ul style="list-style-type: none"> • Hall, facility rental to own community(self) or loss of use charges
Fire Services	<ul style="list-style-type: none"> • Costs of special fire protection of local authority facilities (e.g., external sprinklers) not otherwise reimbursed • Use of fire vehicles outside local authority jurisdiction under conditions of PEP Policy Bulletin 00-11 	<ul style="list-style-type: none"> • Costs of fire protection of private facilities • Fire service charges reimbursed through the Office of the Fire Commissioner
Fuel, Oil, Lubricants	<ul style="list-style-type: none"> • Incremental costs related to the response efforts during the event 	<ul style="list-style-type: none"> • Normal consumption of fuel, oil, lubricants for non-emergency activities
Fundraising	<ul style="list-style-type: none"> • Not Applicable 	<ul style="list-style-type: none"> • Expenses that are recovered from agencies, such as Canadian Disaster Relief Fund, or from disaster fundraising drives
Goods and Services Tax	<ul style="list-style-type: none"> • GST for the portion not recoverable by GST rebate. All local authorities are eligible, except municipalities and regional districts. 	<ul style="list-style-type: none"> • GST that is recoverable by rebate • GST paid by municipalities and regional districts
Inventory	<ul style="list-style-type: none"> • Supplies related to the response operations in support of public safety 	<ul style="list-style-type: none"> • Stockpiling of inventory by the local authority
Materials	<ul style="list-style-type: none"> • Materials needed during response to protect public safety • Costs of materials in feeding response personnel 	<ul style="list-style-type: none"> • Materials used to conduct normal operations

Figure 6. Examples of Eligible and Ineligible Response Costs (This table presents examples only and is not comprehensive. Refer to the C & DFA Reg for exact wording.)		
Response Item	Eligible	Not Eligible
Medical Care, Health Services	<ul style="list-style-type: none"> Medical care to casualties, moving patients, and their return following the disaster Protective health and sanitation facilities 	<ul style="list-style-type: none"> Normal medical care and health service operational costs Purchase of special, additional medical or health care equipment to assist response
Mutual Aid Costs	<ul style="list-style-type: none"> Resources (personnel, equipment, materials) needed during response at site or site support to protect public safety 	<ul style="list-style-type: none"> Costs associated with backfilling personnel by the lending jurisdiction
Office Supplies	<ul style="list-style-type: none"> Related to the operation of special communication facilities, emergency control headquarters, reception centres 	<ul style="list-style-type: none"> Stockpiling of office supplies by the local authority
Overtime Wages	<ul style="list-style-type: none"> Incremental costs related to the event, plus reasonable benefits 	<ul style="list-style-type: none"> Overtime wages that cannot be attributed to event Regular wages, benefits of employees Base operating costs, such as salaries or regular wages of employees, Compensatory Time Off (CTO) or banked overtime Excessive overtime and benefit rate payments
Police Services	<ul style="list-style-type: none"> Costs of police protection and security to enhance public safety, including mutual aid from other municipal police forces, e.g., patrols of hazardous areas, evacuated areas Evacuation costs and resources when evacuation order in place, including mutual aid 	<ul style="list-style-type: none"> Costs of police protection of private facilities Mutual aid charges from RCMP sources under provincial contract
Preventative Works and Mitigation	<ul style="list-style-type: none"> Protection of publicly-owned institutions and utilities from the current threat, including equipment, materials, and labour 	<ul style="list-style-type: none"> Works undertaken as preventative measures to guard against future disasters without prior approval from PEP Damage to local authority facilities if prior assistance was not used for the preventative work as required
Provincial Sales Tax	<ul style="list-style-type: none"> All PST 	<ul style="list-style-type: none"> Not Applicable
Public Works	<ul style="list-style-type: none"> Emergency repairs to public works required to support response objectives 	<ul style="list-style-type: none"> Repair or replacement of public works may be eligible under recovery Costs to enhance public works to better than pre-disaster condition
Scalping of Gravel Beds	<ul style="list-style-type: none"> Scalping when there is an unusually heavy disaster-related deposition, and then only the cost of removing the deposition 	<ul style="list-style-type: none"> All other scalping of gravel beds
Search and Rescue	<ul style="list-style-type: none"> Rescue, transportation, emergency health arrangements 	<ul style="list-style-type: none"> SAR services not related to the event
Service Contracts	<ul style="list-style-type: none"> Contracts directly related to the response efforts 	<ul style="list-style-type: none"> Contracts not related to the event

Figure 6. Examples of Eligible and Ineligible Response Costs (This table presents examples only and is not comprehensive. Refer to the C & DFA Reg for exact wording.)		
Response Item	Eligible	Not Eligible
Staffing Expenses	<ul style="list-style-type: none"> • Paid overtime costs and benefits • Feeding emergency response staff during an event that would not usually be provided 	<ul style="list-style-type: none"> • Regular wages, benefits of employees • Base operating costs, such as salaries or regular wages of employees, Compensatory Time Off (CTO) or banked overtime • Excessive overtime and benefit rates
Supplies	<ul style="list-style-type: none"> • Supplies from local government stores consumed in response 	<ul style="list-style-type: none"> • Stockpiling costs, materials, equipment or other costs related to these activities
Telephone Charges	<ul style="list-style-type: none"> • All telephone charges if rented or leased for event • Airtime charges only if not rented for event (volunteer or staff private phone) 	<ul style="list-style-type: none"> • Telephone charges and equipment used for normal operations
Temporary Wages	<ul style="list-style-type: none"> • Costs of backfilling a regular position with a temporary employee due to incident 	<ul style="list-style-type: none"> • Base salaries or regular wages of regular employees
Travel	<ul style="list-style-type: none"> • Incremental costs related to the event 	<ul style="list-style-type: none"> • Travel costs that cannot be attributed to event
Tree Pruning, Removal	<ul style="list-style-type: none"> • Pruning or removal of trees that constitute an imminent threat to public safety 	<ul style="list-style-type: none"> • Landscaping not essential to the public welfare
Vehicle Repairs	<ul style="list-style-type: none"> • Reimbursement for repair or replacement for damage to or loss of vehicles and related equipment will be limited to the lesser of the insurance deductible or \$1,000. 	<ul style="list-style-type: none"> • Cost of maintaining vehicles used in response, including extraordinary maintenance attributable to emergency conditions (e.g., smoke, dust, surface debris)
Volunteer Expenses	<ul style="list-style-type: none"> • Volunteer expenses that are attributable to the event (e.g., mileage, meal reimbursement, phone charges) in accordance with PEP Policy rates 	<ul style="list-style-type: none"> • Volunteer expenses that cannot be attributed to event • Loss of volunteer personal equipment (e.g., eyeglasses, clothing, computer equipment) reimbursed directly from PEP under policy. Volunteer may submit claim.
Wages	<ul style="list-style-type: none"> • Paid overtime costs and benefits 	<ul style="list-style-type: none"> • Regular wages, benefits of employees • Base operating costs, such as salaries or regular wages of employees, Compensatory Time Off (CTO) or banked overtime • Excessive overtime and benefits rates

For more information on eligible and ineligible response costs, refer to Schedule 5 of the *C & DFA Regulation*, and Part 3 of the Regulation, which can be viewed at the PEP website (www.pep.bc.ca).

EOC Procedures

Some local authorities may work through an Emergency Operations Centre (EOC) in managing their financial requirements, rather than relying on busy personnel at the site of an emergency or on support personnel at headquarters that may be distant from the required information sources.

To be most effective, the Finance & Administration (F&A) Section of an EOC should be operating as soon as possible in an emergency that generates local authority response costs. The F&A Section is responsible for tracking cost information, and ensuring accurate data make their way into daily summaries and event totals, and into subsequent local authority requests for financial assistance.

Financial tracking means more than simply being accountable to the local authority taxpayers. It may mean significant dollars in response expenditures are returned to the local government. If multiple local authorities are working together in a coordinated response, each requires separate financial tracking systems for response claims.

Even if the local authority requires resources for which the province will not provide assistance, the local authority is usually expected to keep their Policy Group (elected officials or senior administrators) informed as to costs that the organization may be required to absorb.

From the perspective of an Emergency Operations Centre, the local authority should undertake four activities to assist with later claims for response costs. These four activities include:

- Obtain a PEP Task Number
- Submit Expenditure Authorization Forms, where required
- Submit Daily Expense Reports
- Submit Resource Requests

All four activities involve direct communication with the Provincial Regional Emergency Operations Centre (PREOC) serving the local authority, as illustrated in Figure 7.

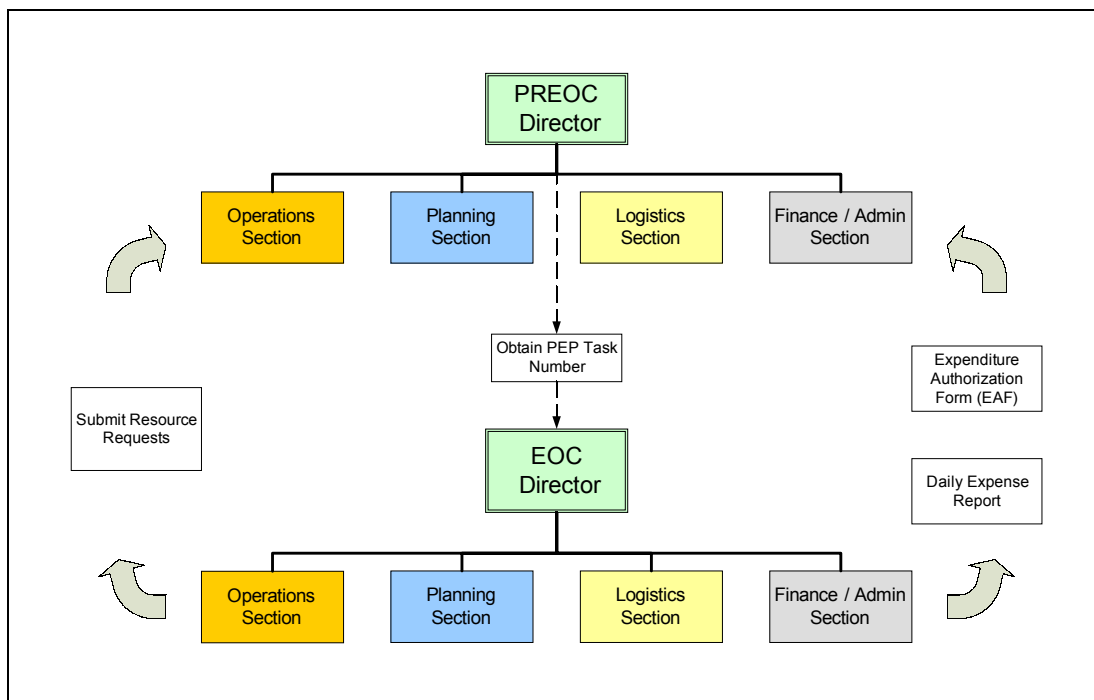


Figure 7. EOC Activities That Support Response Expenditure Claims

Each activity is described in the paragraphs that follow.

Activity 1 – Obtain PEP Task Number

The Provincial Emergency Program issues “task numbers” to manage information about emergencies that occur in the province.

All local authorities engaged in an emergency should request a Task Number from PEP, either by telephone to the Emergency Coordination Centre in Victoria, or through their PEP Regional Manager. Every supplier and contractor, all staff members working overtime, and all volunteers should record and reference the PEP Task Number in tracking their hours and costs.

Activity 2 – Submit Expenditure Authorization Forms to PREOC

In spite of the eligibility list presented earlier, there is room for interpretation of the provincial financial assistance guidelines under the legislation. This provides the flexibility needed to allow the legislation to work as intended – that is, to help those most in need.

It is, therefore, in the interest of every local authority to check assumptions about the response costs the province will consider eligible and the costs the local authority will be covering, especially when dealing with large cost items.

After referring to this Guide and *C & DFA Regulation*, the best way to confirm if the Province will help with specific response expenses is to prepare and submit an **Expenditure Authorization Form (EAF)** to the PREOC. This form is usually prepared in the local authority's EOC to confirm eligibility of particular response costs for actions being considered by the local authority. Finance Section personnel in a local authority EOC are encouraged to contact their counterparts in the PREOC to discuss eligibility and the requirements of the EAF.

A blank Expenditure Authorization Form (EOC Form 530) is presented under "Forms for Response" in this section.

Once an EAF has been authorized by the PREOC, the local authority is assured the province will provide assistance to the dollar limit identified, as long as the local authority provides the proper documentation with the claim. If circumstances require an increase in the estimate, the local authority should prepare an addendum to the EAF and seek authorization from PEP through the PREOC.

Activity 3 – Prepare Daily Expense Report

Local authority decision-makers will want to make response decisions with full knowledge of the cumulative costs to date. Likewise, the PREOC will monitor local authority costs for which the province may be expected to provide financial assistance.

To accomplish such monitoring, the local authority prepares a daily expense report and submits it to the PREOC. The EOC Form 532 (EOC Daily Expenditures) is recommended for this purpose.

With the daily totals, the local authority will also want to record the total cost amount committed to the entire event to date. The EOC Form 534 "Expenditures Event Totals" serves this function. See "Forms for Response" in this section for these forms.

Additional tips on preparing the daily expense report include:

- Enter each expense item in a daily expenditure spreadsheet.
- Make a photocopy of each invoice and relevant paper work and file the invoice.
- Send originals to the financial officer of the local government for payment.

Local authorities should advise all personnel, contractors, service providers and volunteers that they should track their time and costs, and include the PEP Task Number and date on each document they produce.

The local authority should also maintain a daily overtime spreadsheet to estimate overtime payments for local authority staff. Consider these tips on procedures: A sample template is presented under “Forms for Response” in this section.

- Ensure all local authority staff complete an individual timesheet daily.
- Enter the staff time on the “master” spreadsheet (a sample template is presented under “Forms for Response” at the end of this section).
- Calculate the cost of overtime (daily) for each employee then transfer total daily cost to EOC Form 532 (using one line only for the daily total).
- For missing timesheet information, consult the EOC’s “Check In/Check Out Sheet” (EOC Form 511) or obtain the staffing schedules from EOC supervisors.

Activity 4 – Submit Resource Requests to PREOC

Under the BC Emergency Response Management System (BCERMS), the local authority is responsible for using local resources to fill immediate needs to the greatest extent possible. Resources mean material goods, equipment, or personnel required to assist response objectives.

If locally available resources are insufficient for operational needs, the local authority may request assistance through another local authority or through the PREOC (EOC Form 514 is recommended). For example, the local authority may request additional sandbags or sandbag filling machines from the PREOC to be delivered to the site of flooding.

Using the Resource Request Form 514 helps ensure the PREOC devotes due attention to requests from multiple local authorities and critical requests are not lost. See the “BCERMS Overview and Site Support Guidelines” available through the PEP website for more information on the resource request process.

The Forms for Response section offers information on how to fill out a Resource Request. Sample form 514.

Some Resource Requests will require the local authority to initially pay the supplier, although the PREOC may arrange for the resources. For such Resource Requests with financial impacts, the local authority should ensure the proper codes are noted on the Resource Request Form and on all invoices to support a claim for financial assistance. These codes include:

- PEP Task Number
- Expenditure Authorization Form number, if applicable

The local authority is responsible for ensuring that each Resource Request Form includes the justification for the request, as well as all other pertinent information, including a signature by the EOC Director.

Response Claim Procedures

This section addresses the steps local authorities should follow in seeking financial assistance for response costs.

During the response phase, the local authority should take specific steps to seek assistance from the province for response expenditures, as summarized in Figure 8 and in the paragraphs that follow.

Attention to detail is important to ensure accuracy of the local authority claim. The local authority will want to maximize their claim amount by including all eligible expenses, and to avoid the inadvertent inclusion of ineligible items that may substantially delay the approval process.

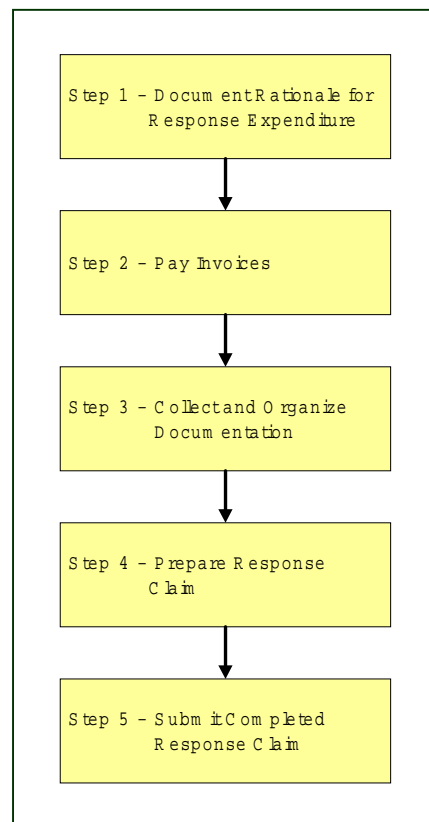
Figure 8. Response Claim Steps

Step 1 – Document Rationale for Response Expenditures

A successful request for financial assistance must include evidence that supports the claim. The local authority must provide documentation that verifies several aspects of each cost item:

- The cost amount of the item
- The date the materials or service was used
- Evidence of the purpose of the goods or services
- Proof that the local authority paid the supplier or contractor

Most of these requirements can be met by providing clear receipts and invoices, and referencing the supporting documentation. The local authority should have recorded the purpose and rationale for each response expenditure identified in a claim at the time of commitment. If required, prepare a brief written rationale for expenditures by consulting the local authority decision-makers, such as the EOC Director.



Step 2 – Pay Invoices

Before claiming response expenditures, the local authority must ensure that all contractors, personnel, and other suppliers have been paid. Invoices are usually received by the local authority via mail or directly from suppliers.

Some tips to keep in mind when paying invoices include:

- Ask each supplier to identify the event name and nature of goods or services on their invoice.
- Stamp each invoice with “Goods and Services Received,” and obtain a signature from a local authority representative who can verify receipt.
- At the top of each invoice, print the PEP Task Number, and the EAF Number, if applicable.
- Verify the sums calculated on the invoice, and identify any GST charges.
- Contact the supplier to obtain any missing information or signatures.
- Pay service providers promptly to ensure their continued service

Step 3 – Collect and Organize Documentation

In the third step, the local authority assembles all documents related to response expenditures and organizes them for presentation to PEP. This includes making photocopies of all paid invoices and receipts, as well as documenting evidence that the local authority paid for the goods or services used in response. These actions will likely take place in the local authority EOC.

Organizing these important documents helps PEP quickly find and verify claims. Local authorities may want to consider organizing expense items by date incurred, by response objective, or by type of goods or services. Some tips include:

- Ensure there are no missing receipts, or explain in a brief statement why a receipt is not available.
- Obtain evidence of payment, such as a photocopy of a charge against the local authority’s general ledger.
- Avoid jargon. Spell out acronyms and explain technical terms.

Step 4 – Prepare a Response Claim

With the evidence gathered in Step 3, the local authority prepares a response claim for submittal to PEP. Using the *Response Claim Submission Spreadsheet*, identify each expense item for which there is documentation, and calculate the summary information indicated. PEP recommends that local authorities use spreadsheet application software (such as MS Excel) with the headings noted in the sample provided under “Forms for Response.”

In addition, consider numbering all pages or using another organization system that helps PEP check if they have received everything you submitted. Ensure the local authority submittal contains all pages in order.

Each local authority is responsible for submitting its own claim. First Nations that have incurred response expenses should submit their individual claims. However, a local

authority that has incurred costs on behalf of First Nations (such as evacuation expenses) may include these costs in the local authority claim, as long as First Nations costs are identified separately.

Note that some response organizations may not claim costs through the local authority, including these examples:

Search and Rescue operations will collect and submit claims directly through the PEP regional offices.

RCMP costs where resources are managed through the provincial contract will submit claims for response costs through the Police Services Division in the Ministry of Public Safety and Solicitor General.

Local authorities should also make note of these additional requirements:

Overtime Wage / Benefit Costs – You must submit copies of time sheets to verify dates and hours of overtime; payroll records to demonstrate calculation (in accordance with your employment agreement) of overtime hours, rates, benefits and total costs; and financial reports to verify payments. Documentation should include whether employee is casual or full-time, pay rate, type of work, regular hours per day, days per week in a daily overtime master spreadsheet so that overtime is evident. If a regular employee is assigned to the incident, backfilling the regular position with a temporary employee is an eligible expense, if required and there is clear documentation of the need. Banked overtime cannot be claimed as an eligible cost. Base salaries or regular wages are not eligible.

Materials, Supplies and Rented Equipment – Provide copies of invoices complete with a purchase requisition that includes justification why the purchase was essential to the incident, and financial reports to verify payment. Capital asset purchases *may* be considered for financial assistance if justification is provided, showing cost efficiencies (i.e., purchase cost is less than rental or lease cost). Prior approval must be obtained from the PREOC for financial assistance with capital assets valued over \$100 per item.

Travel and Food – Provide copies of invoices for food and travel. Costs for staff travel will be calculated in accordance with their employment agreement. For volunteer reimbursement, please consult PEP Policy 00-12 and procedures provided for volunteers.

Local Government Owned Equipment Operating Costs – The cost of fuel, oil and lubricants consumed to operate local government-owned equipment is eligible for recovery, with receipts. Usage charges for equipment owned and operated by the local government are not eligible. Equipment damage caused while undertaking the eligible response work *may* be considered as a recovery cost. Prior to replacement or repair of damaged equipment, written authorization should be obtained from the PREOC.

Supplies from Local Government Stores – Supply a copy of the invoice to replenish stock and copies of inventory records to verify items consumed.

Service Contracts – Submit a copy of the contract, complete with invoices for time and expenses, and a financial report verifying payment.

Landscaping and Stockpiling Costs – Costs for materials, equipment or other costs related to these activities are not eligible.

Step 5 – Submit Completed Response Claim

In the final step of claiming response costs, the local authority sends the completed forms and documentation to PEP for processing.

Response Claim Submissions must include:

- **Summary Sheet** – Include a summary sheet for costs claimed on each submission. Identify a sub-total by PEP Task Number if submission contains invoices for more than one incident. A sample template is provided under “Forms for Response” at the end of this section.
- **Invoices** – Submit invoices for all goods and services being claimed, complete with a purchase requisition that includes justification why the purchase was essential to incident response, and the PEP Task Number.
- **Proof of Payment** – Include financial reports (i.e., general ledger detail or list of expenses claimed complete with copies of cheques issued) that verify all invoice and payroll costs.
- **GST Calculations** – Claim only the portion not recoverable by GST rebate.
- **Accounts** – Separate accounts must be maintained for each Task Number assigned.

Remember: Mail and courier packages can be lost. Retain a copy of the claim and all back-up documents. Be sure to provide the name, telephone number, and email address of one person in the local authority organization who can answer questions about the claim.

Tips on Maximizing Financial Assistance for Response

This section briefly summarizes a handful of key tips on maximizing the amount of assistance for response expenditures.

1. Activate the EOC Finance Section Early – Maximizing financial assistance for response costs depends on the early establishment of EOC policies and procedures. The Finance/Administration section of the local authority EOC should be activated soon after activation. Finance officers who have been trained in the principles of eligibility and documentation procedures should advise site and site support staff on specific actions needed to protect the local authority's financial interests.

2. Do Not Delay Critical Decisions – It is important to note that your organization may be uncertain about eligibility for some response cost items. Do not let this concern for costs unduly impede response actions while lives or critical facilities are at stake.

3. Provide the Evidence – Careful tracking of response expenditures relating to an event will enable the local authority to maximize financial assistance from the province. The provincial government requires sufficient detail to support the local authority claim. A local authority must demonstrate that the expenditures are directly related to the event.

4. Understand Eligibility – Take the time to understand what is eligible and what is not. Make sure to include all eligible costs, but do not include items that are clearly ineligible. If in doubt about the eligibility of a specific item, contact PEP with specific questions.

5. Speed Your Claim – Make all efforts to speed your claim while doing a thorough job. If required, you will be able to add items that come to your attention later for consideration by PEP.

6. Prepare Ahead of Time – Knowing the importance of documentation in maximizing your response claims, it makes sense to prepare for financial assistance ahead of the need. Here are some ideas on steps to take to enhance financial preparedness:

- Identify the personnel who will be responsible for preparing Resource Requests and Expenditure Authorization Forms and provide them with EOC training ahead of time.
- Ensure your elected officials are aware of the intent of the *BC Emergency Program Act* and the *C & DFA Regulation*, and understand the legislation before an emergency strikes.

Frequently Asked Questions on Response

1. How much financial assistance is available to local authorities for emergency response?

In the event of a disaster in British Columbia, the provincial government is allowed under the *Emergency Program Act* to provide some financial assistance to local authorities. Such assistance is designed to help relieve the burden associated with response and recovery, but cannot provide full compensation for all losses. Local authorities are responsible for responding to emergencies.

2. How can we tell if an expense falls under the “response” or “recovery” category?

Response costs are those incurred by a local authority to protect lives, property, animals, and the environment from an active threat of injury or damage. This includes efforts related to evacuation, such as ESS Reception Centre operations, and all functions coordinated through the Emergency Operations Centre. Some emergency and temporary repairs of critical infrastructure fall into this category when such actions reduce further damage and loss from the same event.

Recovery costs are related to repairing or replacing, to pre-disaster condition, local authority facilities or public works that have been damaged by an emergency or disaster.

Consult Figure 6 for examples of response costs and Figure 9 for recovery costs, or contact PEP.

3. Does a local authority need approval of an Expenditure Authorization Form before taking response actions?

No. The local authority should take action, if appropriate, to reduce the immediate threat of injury or loss. Such action does not require approval of expenditures by the Province. However, local authorities are advised to obtain authorization of financial assistance to check assumptions about which response costs the province considers eligible for financial assistance, especially when dealing with large cost items.

4. When should a local authority submit claims for financial assistance with response costs?

The sooner, the better. Requests for financial assistance should be submitted after a local authority receives confirmation of payment for response costs. Interim claims are acceptable, if initial claims are incomplete.

5. Should local governments include First Nations response costs in applying for financial assistance?

First Nations should apply separately for the costs they incurred during response.

However, if your government organization expended funds on behalf of First Nations, such as hiring buses to transport First Nations evacuees, you should claim these costs by distinguishing these expenditures from other costs related only to your local authority.

6. Does the local authority or the Province have to declare a state of emergency to allow disaster financial assistance?

No. Eligibility for financial assistance does not depend on a declaration of a state of emergency by the province or by a local authority.

7. If response equipment and supplies, such as fire pumps and hose, are damaged during emergency response, should we claim these under the category of response or recovery?

Claims for damage to local authority equipment caused by the emergency event should be considered recovery costs. Vehicles are not eligible if they are otherwise insured.

8. Are emergency response costs related to pets and commercial animals eligible for financial assistance?

The C & DFA Regulation includes as eligible any costs required to shelter or feed livestock during an emergency event, including the restoration of facilities used for those purposes. However, the Regulation does not provide financial assistance for costs related to the rescue, relocation, or evacuation of pets. Pet owners are responsible for caring for their animals, and may choose to apply the incidentals amount of evacuee living assistance for feeding and sheltering their pets.

Forms for Response

1. EOC Form 512 – PEP Task Registration Form
2. EOC Form 514 – Request for Resources or Assistance
3. EOC Form 530 – Expenditure Authorization Form
4. Daily Overtime Spreadsheet – Master
5. EOC Form 532 – EOC Daily Expenditures
6. EOC Form 534 – Expenditures - Event Totals
7. Sample Response Claim Submission Spreadsheet

EOC Form 514 –Request for Resources or Assistance

Event:	Date:	Request No.:
PEP Task No.:	Time:	
Precedence Level: <input type="checkbox"/> Emergency <input type="checkbox"/> Priority <input type="checkbox"/> Routine		

Staff/Agency requesting:	
Contact person's name and position:	
Contact telephone number:	
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 resource is needed:	
Where to deliver or report:	
Report to whom (name, title, agency, phone):	

Resource Request completed by (name and position):	
--	--

Resource Request Approved by EOC Operations Chief: _____ <i>Name and Signature</i> _____ <i>Time and Date</i>	Resource Request Approved by EOC Director: _____ <i>Name and Signature</i> _____ <i>Time and Date</i>
---	---

Distribute Completed Form To: <input type="checkbox"/> EOC Director <input type="checkbox"/> Logistics Section <input type="checkbox"/> Operations Section <input type="checkbox"/> Finance / Admin Section <input type="checkbox"/> Planning Section <input type="checkbox"/> PREOC Operations Section <input type="checkbox"/> Other _____	
--	--

Response to Resource Request (Completed by Logistics Section)			
Resource Available?	<input type="checkbox"/> Yes <input type="checkbox"/> No	# of Resources Deployed:	
Request filled by:	_____	Time of Deployment	
	<i>(Name and Signature)</i>	Estimated Time of Arrival	

EOC Form 530 – Expenditure Authorization Form

Event:	Date:	EAF #:
PEP Task No.:	Time:	

Requesting Authorized Person / Agency:	
Location / Tel / Fax:	
Incident Description: (include date, time, location and nature of response activity or service being provided)	
Amount Requested:	
Expenditure Authorized "Not to Exceed"	

Expenditure Request Approved by EOC Finance / Admin Section Chief: _____ <i>Name and Signature</i> _____ <i>Time and Date</i>	Expenditure Request Approved by EOC Director: _____ <i>Name and Signature</i> _____ <i>Time and Date</i>
---	--

_____ Signature of Designated Authorizing Person (PREOC Director or designated principal PREOC staff)	_____ Date Approved	Tel: _____ Fax: _____
--	------------------------	--

Distribute Completed Form To: <ul style="list-style-type: none"> ■ EOC Director ■ Planning Section ■ PREOC Director ■ Other _____ <ul style="list-style-type: none"> ■ Finance / Admin Section ■ Originator of Request
--

2. Assistance for Local Authority Response Costs

DAILY OVERTIME SPREADSHEET - MASTER												
Date:												
Name	Type	Rate	Shift Pattern	Reg. Start Time	Reg. End Time	O/T Start	O/T End	Total O/T Hrs.	Hrs. @ 1.0	Hrs. @ 1.5	Hrs. @ 2.0	Cost of O/T
Jane Doe	Full Time	\$ 20.9270	M-F; 8 hrs./day	8:00 AM	4:00 PM	4:00 PM	9:00 PM	5.0	-	2.0	3.0	\$ 188.34
J. Smith	Casual	\$ 19.9500	as & when req'd.	n/a	n/a	8:00 AM	9:00 PM	13.0	8.0	2.0	3.0	\$ 339.15
											Total Overtime	\$ 527.49
											Total Overtime including Benefits (23%)	\$ 648.82

2. Assistance for Local Authority Response Costs

SAMPLE RESPONSE CLAIM SUBMISSION – Town XYZ – Event Name

Local Government Name: _____
 DFA Event/Task #: _____
 Is this the final claim? YES NO



RESPONSE COSTS		"Response" (1) costs incurred in the immediate disaster period related to the rescue, transportation, emergency health arrangements, emergency feeding, shelter, clothing and transportation of persons evacuated; (2) shelter and feed for livestock, including the provision and restoration of facilities used for those purposes; (3) measures taken to reduce the extent of damage by the removal of valuable chattels/assets/hazardous materials from the area of immediate risk, including the provision of storage space and transportation costs; (4) measures to determine the area and extent of the disaster; (5) containment of the disaster, including the provision of essential services, equipment, material and labour for protective works for individual protection and that of publicly owned institutions and utilities; (6) provision of emergency medical care to casualties of the disaster, including the transportation of casualties from an apprehended disaster area, or of regular patients to make way for casualties, and their return following the disaster; (7) the establishment/implementation of special security measures; and (8) the establishment/operation of any one or more special communications facilities, special registration and enquiry services, emergency control headquarters and protective health and sanitation facilities.									
Site	Vendor	Invoice #	Invoice or bill of sale date	Date Goods or Services Received (if different from date of invoice)	Purpose	(A) Net Invoiced Costs (net of taxes)	(B) PST	Gross GST	Gross Invoice Total	(C) Eligible GST	Total Eligible = Columns A+B+C
Downtown Core	ABC Traffic Service Ltd.	5444-03	June 30, 2005	May 1 - 2, 2004	Traffic control to keep public from danger	\$ 1,875.00	\$ -	\$ 131.25	\$2,006.25	\$ -	\$1,875.00
						\$ 1,875.00	\$ -	\$ 131.25	\$2,006.25	\$ -	\$1,875.00

NOTE: *GST is reimbursed at the portion not recoverable by the GST rebate, as per the Public Service Body Rebate (GST) Regulations - municipalities 0%, public hospitals 17%, schools 32%, and universities/public colleges 33%.

3. Assistance for Local Authority Recovery Costs

Local Authority Recovery

Eligibility for financial assistance with recovery costs does not depend on a declaration of a state of emergency either by the province or by the local authority. It does, however, require the authorization of the Executive Director, PEP.

Depending on the nature of the threat, a disaster may directly impact local authority buildings, improvements, structures, dams, pipelines, equipment, materials and other public works or facilities that are critical to local authority operations. Efforts to repair or replace such tangible items are included in the recovery effort. Some important definitions to consider in recovery are:

Eligible local authority materials, in relation to a local authority, means equipment and materials essential to the functions and operation of the local authority including, without limitation, essential office and institutional furnishings

Eligible local authority structure, in relation to a local authority, means a structure that is essential to the functions and operations of the local authority including, without limitation, government and public buildings, police stations, fire stations, and structures essential to the operation of public recreational facilities such as parks

Eligible public works includes streets, roads, bridges, dams, breakwaters, wharves, dikes, levees, drainage facilities, flood control and irrigation systems and publicly owned sewer and water utilities

Public facility means an eligible local authority structure or any one of the eligible public works

Actions taken to repair or replace damaged facilities can be costly and time-consuming, and may require major projects over several phases of effort. Some of the more expensive tasks required in facility repair include hiring experts to:

- Assess damage
- Clean-up and remove debris
- Prepare project plans and engineering drawings
- Repair damaged facilities
- Replace essential components
- Test facilities prior to operation

These and other related recovery expenditures may be eligible for financial assistance under BC's *Compensation and Disaster Financial Assistance Regulation*.

Recovery Administration

There may be significant administrative costs associated with an emergency event, including managerial and staff time to develop projects to repair public facilities and works, to prepare recovery plans, and to alert the province to the need for financial assistance.

A local authority that is eligible for assistance, for example, must submit a recovery plan to the Provincial Emergency Program (PEP) detailing the various projects it intends to undertake for cleanup and restoration. A local authority should acknowledge the time required for these important administrative efforts and dedicate the appropriate personnel.

Community Recovery

In addition to repairing local authority facilities, recovery also includes helping key elements of a community return to normal operations. This may be a role of local authorities and First Nations where coordination of a wide range of recovery services can speed a return to pre-disaster conditions.

Large-scale community recovery typically requires coordination among multiple stakeholders, including various local authorities, commercial operations, service providers, and volunteer groups. Costs may be incurred to:

- Hire damage assessment assessors, engineers, and other experts
- Rent large public halls for presentations on elements of community recovery
- Rent office equipment for a Recovery Centre
- Let service contracts and pay overtime wages for recovery personnel, including a Recovery Director
- Rent warehouse space and hire transportation to manage donated goods
- Advertise recovery activities in local news media
- Compensate for private land or property acquired in the course of response

Eligibility of Recovery Costs

Under the *Compensation and Disaster Financial Assistance (C & DFA) Regulation*, PEP is authorized to help local authorities rebuild and restore communities after an emergency or disaster. Local authorities may only claim recovery costs that are eligible. Three factors determine eligibility:

- Ownership
- Type of Item
- Type of Action

Ownership

A local authority may only receive assistance for recovery costs related to public facilities and materials that it owns and for which it can demonstrate ownership. In summary, there are two categories to consider:

Eligible – Reconstruction or replacement of structures, equipment, and materials for which there is proof of local authority ownership, including any titles, rights, or privileges assigned by way of a lease or permit.

Not Eligible – Facilities and materials that are not owned directly by the local authority, or where the local authority can provide no proof of ownership, title, right, or privilege assigned by way of lease or permit.

Type of Item

Eligible recovery costs pertain to rebuilding or restoring public facilities, structures and public works or replacing materials that are essential to the functions and operation of the local authority. Examples include:

Eligible Structures

- Fire stations
- Government and public buildings
- Police stations
- Recreational facilities (e.g., parks)

Eligible Public Works

- Breakwaters and wharves
- Bridges
- Drainage facilities
- Sewer utilities
- Streets and roads
- Water utilities

Eligible Materials

- Construction or other materials needed to repair damage when not used for normal operations/work (proof of inventory/replenishment/consumption)
- Equipment damaged while undertaking eligible response efforts may be considered as a recovery cost
- Office furnishings
- Replacement of local authority materials or stores that have been damaged or destroyed in responding to emergency or in repairing public facilities
- Supplies or inventories from local government stores

Not Eligible – Recovery costs for repairing, rebuilding or replacing public works that cannot be considered essential to the public welfare including, without limitation, non-public roads and bridges or landscaping.

Type of Action

The C & DFA Regulation is also clear about the types of recovery actions for which financial assistance is available. Even for structures that would otherwise be eligible, the province can only assist with these actions:

Restoration to Pre-Disaster Condition – Recovery costs are eligible when repairing or replacing facilities to conditions that existed before the disaster. There is no allowance for betterment unless it is required to meet a new building code or law. However, the local authority may choose to claim for amounts that would return a facility to pre-disaster conditions and pay the difference required to upgrade certain qualities of the replacement facility. The local authority should coordinate with PEP prior to taking such action.

Pre-Emptive Protection – Efforts to protect local authority assets from damage during an event are eligible. In other words, protective actions are eligible if they are taken immediately before, during, or after an event to reduce losses from a single, current threat.

Not Eligible – Loss prevention measures designed to protect local authority assets from a potential future emergency. Also, the local authority cannot link several disastrous events in a given year or in other years for the purposes of their recovery claim.

Examples of Eligible Recovery Costs

Figure 9. Examples of Eligible and Ineligible Recovery Costs (This table presents examples only and is not comprehensive. Refer to the C & DFA Reg for exact wording.)		
Recovery Item	Eligible	Not Eligible
Administrative Costs	<ul style="list-style-type: none"> Incremental costs related to recovery plan projects (financial assistance up to 10% of eligible costs as deemed appropriate by PEP) 	<ul style="list-style-type: none"> Base operating costs
Appliances	<ul style="list-style-type: none"> Repair to pre-disaster condition or replacement only of the value of basic models 	<ul style="list-style-type: none"> Repair or replacement to the value of enhanced models
Appraisals, Inspections	<ul style="list-style-type: none"> Inspection, planning, or design to determine costs of restoration or replacement 	<ul style="list-style-type: none"> Base or normal operating costs of local authority staff
Backfilling Positions	<ul style="list-style-type: none"> Backfilling positions to temporarily cover full-time staff conducting disaster assistance surveys and assessments, if supporting documentation is provided 	<ul style="list-style-type: none"> Backfilling positions for staff doing non-disaster related work
Books, Paper, Records	<ul style="list-style-type: none"> Books, papers, records essential to local authority functions and operations 	<ul style="list-style-type: none"> Books, papers, records that are not essential to local authority functions and operations
Bridges	<ul style="list-style-type: none"> Repair or replacement of bridges that are essential for local authority functions and operations to pre-disaster condition * 	<ul style="list-style-type: none"> Repair or replacement of non-essential bridges Costs to enhance bridge to better than pre-disaster condition
Buildings, Facilities	<ul style="list-style-type: none"> Repair, replacement of public facilities that are essential to local authority functions to pre-disaster condition * Removal of damaged buildings that constitute a threat to public safety 	<ul style="list-style-type: none"> Repair or replacement of non-essential buildings, facilities Costs to enhance buildings, facilities to better than pre-disaster condition
Business Interruption	<ul style="list-style-type: none"> Not Applicable 	<ul style="list-style-type: none"> Loss of operational income, loss of revenue, cancellation of work projects, or other business interruption losses
Civil Litigation	<ul style="list-style-type: none"> Recovery costs not reimbursed through civil litigation award 	<ul style="list-style-type: none"> Recovery costs that are reimbursed through civil litigation (amount must be refunded to the Province)
Clean-up	<ul style="list-style-type: none"> Clean-up necessary to ensure public safety or essential for public works 	<ul style="list-style-type: none"> Other clean-up costs

Figure 9. Examples of Eligible and Ineligible Recovery Costs (This table presents examples only and is not comprehensive. Refer to the C & DFA Reg for exact wording.)		
Recovery Item	Eligible	Not Eligible
Community Recovery Support	<ul style="list-style-type: none"> • Overtime costs and benefits for local authority staff devoted to community recovery • Backfilling positions to temporarily cover full-time staff coordinating emergency response • Facility rental to support community recovery, if other than local authority facility • Recovery Centre assets under \$100 • Contractors serving in support capacities • Telephone and data services, including installation and operation while Recovery Centre is active • Costs of materials, supplies, rented equipment that would not usually be provided • Reasonable volunteer expenses (e.g., mileage, hourly rate, meal reimbursement, phone charges) 	<ul style="list-style-type: none"> • Base operating costs, such as salaries or regular wages of employees, Compensatory Time Off (CTO) or banked overtime • Local authority donations to disaster victims, including businesses • Charges for use of own (local authority) facilities • Volunteer expenses that cannot be attributed to event • Loss of volunteer personal equipment (e.g., eyeglasses reimbursed directly from PEP under Policy Bulletin 00.02. Volunteer may submit claim.) • Recovery centre assets over \$100
Contents	<ul style="list-style-type: none"> • Equipment, material, office supplies, institutional furnishings, books, papers, records essential to local authority functions and operations 	<ul style="list-style-type: none"> • Contents not essential to local authority functions and operations
Contractor Rates	<ul style="list-style-type: none"> • Contractor rates that do not exceed BC Equipment Rental Rates Guide 	<ul style="list-style-type: none"> • Contractor rates in excess of BC Equipment Rental Rates Guide
Damaged Equipment	<ul style="list-style-type: none"> • Equipment damaged while undertaking eligible response may be considered 	<ul style="list-style-type: none"> • Equipment damaged by events outside eligible response
Damaged Land, Eroded Land	<ul style="list-style-type: none"> • Not Applicable 	<ul style="list-style-type: none"> • Costs related to non-essential access routes and removal of debris
Dams, Breakwaters	<ul style="list-style-type: none"> • Repair or replacement of essential dams and breakwaters to pre-disaster condition * 	<ul style="list-style-type: none"> • Repair or replacement of non-essential dams, breakwaters • Costs to enhance dams, breakwaters to better than pre-disaster condition
Debris Removal	<ul style="list-style-type: none"> • Removal of damaged structures that constitute a threat to public safety • pruning or removal of trees that constitute a threat to public safety • removal of emergency works and the restoration of their sites to pre-disaster condition, and • necessary clearance of debris and wreckage from channels and streams, intakes and outfalls of sewers and storm drains and water supply reservoirs. 	<ul style="list-style-type: none"> • Costs for scalping of gravel beds • Other debris removal costs that are not a threat to public safety.

Figure 9. Examples of Eligible and Ineligible Recovery Costs (This table presents examples only and is not comprehensive. Refer to the C & DFA Reg for exact wording.)		
Recovery Item	Eligible	Not Eligible
Enhancements	<ul style="list-style-type: none"> Defined as any change or difference between pre-event and post-event structural specifications: <ul style="list-style-type: none"> change in specifications with no increased costs building to meet structural specifications due to application of codes, standards, requirements, where copies of orders are provided building to accommodate physical changes where damage reshapes, transforms natural landscapes causing reconstruction changes 	<ul style="list-style-type: none"> Enhancements that will result in increased costs Works undertaken as preventative measure to guard against future disasters without prior approval from PEP
Equipment	<ul style="list-style-type: none"> Equipment essential to local authority functions and operations 	<ul style="list-style-type: none"> Equipment that is not essential to local authority functions and operations
Equipment Rentals	<ul style="list-style-type: none"> Equipment needed to repair damage when not used for normal operations Contractor rates that do not exceed BC Equipment Rental Rates Guide 	<ul style="list-style-type: none"> Equipment rented for use on normal local authority operations Equipment and contractor rates in excess of BC Equipment Rental Rates Guide
Eroded Land	<ul style="list-style-type: none"> Repair of eroded land for essential access routes 	<ul style="list-style-type: none"> Repair of eroded land for non-essential access routes
Facility Rental	<ul style="list-style-type: none"> Facility rental of outside community hall or facility 	<ul style="list-style-type: none"> Hall or facility rental to own local authority community or loss of use charges
Fixtures	<ul style="list-style-type: none"> Repair to pre-disaster condition or replacement only the value of basic models 	<ul style="list-style-type: none"> Costs to purchase fixtures to better than pre-disaster condition or beyond the basic model
Food Services	<ul style="list-style-type: none"> Costs of materials, supplies, rented equipment in feeding staff during recovery operations that would not usually be provided 	<ul style="list-style-type: none"> Food service costs that would normally be provided to staff
Fundraising	<ul style="list-style-type: none"> Not Applicable 	<ul style="list-style-type: none"> Expenses that are recovered from relief agencies or from disaster fundraising drives
Furniture	<ul style="list-style-type: none"> Furniture repair to pre-disaster condition or replacement only of furniture essential to local authority functions and operations 	<ul style="list-style-type: none"> Costs to purchase furniture that is not essential to local authority functions and operations
Goods and Services Tax	<ul style="list-style-type: none"> GST paid is claimable at the portion not recoverable by GST rebate 	<ul style="list-style-type: none"> GST that is recoverable by rebate
Income Loss	<ul style="list-style-type: none"> Not Applicable 	<ul style="list-style-type: none"> Loss of operational income or revenue, or cancellation of work projects
Institutional Furnishings	<ul style="list-style-type: none"> Institutional furnishings essential to local authority functions and operations 	<ul style="list-style-type: none"> Institutional furnishings not essential to local authority functions and operations
Insurance	<ul style="list-style-type: none"> Private insurance deductible amounts 	<ul style="list-style-type: none"> Insured losses
Inventory	<ul style="list-style-type: none"> Inventory that is essential to local authority functions and operations (proof of inventory, consumption and replenishment is required) 	<ul style="list-style-type: none"> Stockpiling costs for materials, equipment, or other related costs

Figure 9. Examples of Eligible and Ineligible Recovery Costs (This table presents examples only and is not comprehensive. Refer to the C & DFA Reg for exact wording.)		
Recovery Item	Eligible	Not Eligible
Land Improvement	<ul style="list-style-type: none"> • Compensation of private land owner for legal encroachment under state of local emergency 	<ul style="list-style-type: none"> • Costs for illegal encroachment or improvement of land/property for the purpose of damage reduction
Landscaping	<ul style="list-style-type: none"> • Landscaping if essential to public welfare 	<ul style="list-style-type: none"> • Landscaping not essential to public welfare
Linking of Separate Disasters	<ul style="list-style-type: none"> • Not Applicable 	<ul style="list-style-type: none"> • Accumulating recovery costs of two or more distinct disastrous events
Materials	<ul style="list-style-type: none"> • Materials needed to repair damage when not used for normal operations or work • Replacement of local authority materials / stores damaged or destroyed in responding to emergency or in repairing damaged public facilities • Material damaged by disaster that is essential to local authority functions and operations, e.g., inventory 	<ul style="list-style-type: none"> • Material that is not essential to local authority functions and operations • Construction materials in storage or available for construction purposes
Mitigation	<ul style="list-style-type: none"> • Not Applicable 	<ul style="list-style-type: none"> • Works undertaken as preventative measures to guard against future disasters
Office Furnishings	<ul style="list-style-type: none"> • Office furnishings essential to local authority functions and operations 	<ul style="list-style-type: none"> • Office furnishings that are not essential to local authority functions and operations
Overtime Wages	<ul style="list-style-type: none"> • Paid out incremental costs related to the event, plus benefits • CTO paid out 	<ul style="list-style-type: none"> • Overtime wages not attributed to event • CTO if not paid out • Excessive overtime rate payments
Ownership	<ul style="list-style-type: none"> • Reconstruction or replacement of structures, equipment, and materials for which there is proof of local authority ownership, including any titles, rights, or privileges assigned by way of a lease or permit 	<ul style="list-style-type: none"> • Facilities and materials that are not owned directly by the local authority, or where the local authority can provide no proof of ownership, title, right, or privilege assigned by way of lease or permit
Project Admin Costs	<ul style="list-style-type: none"> • Project administration costs 	<ul style="list-style-type: none"> • Normal operating costs
Provincial Sales Tax	<ul style="list-style-type: none"> • All PST 	<ul style="list-style-type: none"> • Not Applicable
Public Works	<ul style="list-style-type: none"> • Repair or replacement of public works (e.g. streets, roads, bridges, dams, breakwaters, wharves, docks, retaining walls) that are essential to local authority functions and operations to pre-disaster condition * 	<ul style="list-style-type: none"> • Repair or replacement of non-essential public works • Restoration to better than pre-disaster condition
Recreational Facilities	<ul style="list-style-type: none"> • Repair, replacement of recreational facilities that are essential to local authority functions and operations to pre-disaster condition * 	<ul style="list-style-type: none"> • Repair or replacement of non-essential recreational facilities • Costs to enhance recreational facilities to better than pre-disaster condition

Figure 9. Examples of Eligible and Ineligible Recovery Costs (This table presents examples only and is not comprehensive. Refer to the C & DFA Reg for exact wording.)		
Recovery Item	Eligible	Not Eligible
Retaining Walls	<ul style="list-style-type: none"> Repair or replacement of retaining walls that are essential to local authority functions and operations to pre-disaster condition * 	<ul style="list-style-type: none"> Repair or replacement of non-essential retaining walls Costs to enhance retaining walls to better than pre-disaster condition
Roads	<ul style="list-style-type: none"> Repair or replacement of local authority streets and roads as public works essential to local authority functions and operations to pre-event condition * 	<ul style="list-style-type: none"> Repair or replacement of non-essential roads Costs to enhance roads to better than pre-disaster condition
Salaries	<ul style="list-style-type: none"> Salaries for backfilled positions when full-time staff conduct recovery project assessments and determination of recovery costs 	<ul style="list-style-type: none"> Normal, regular salaries and operating expenses of employees
Scalping of Gravel Beds	<ul style="list-style-type: none"> The cost of removing the unusually heavy event-related deposition in confined water courses 	<ul style="list-style-type: none"> Other scalping of gravel beds
Structural Repair	Restoration to pre-disaster condition: * <ul style="list-style-type: none"> Foundations, footings, seals, slab floors, pilings, structural walls and attached garages Framing, roofing, doors, windows, material, wall coverings, mouldings, fixtures and finishings Filling and levelling to restore essential access Parking areas, pumps, services/connections, space and water heating equipment Retaining walls as part of the public facility or essential to sustain land adjacent to, and critical to a public facility Existing protective works designed to protect banks from erosion 	<ul style="list-style-type: none"> Restoration to better than pre-disaster condition
Structure Loss Destroyed	<ul style="list-style-type: none"> Compensation for loss only when costs for reconstruction exceeds the BC Assessment Authority replacement value 	<ul style="list-style-type: none"> Compensation for loss of structure when costs do not exceed B.C. Assessment Authority replacement value
Structures – Flood Plain	<ul style="list-style-type: none"> A public safety facility built or installed in an area after being designated under Municipal Act as flood plain, provided that the Ministry of Water, Land and Air Protection or the Canadian Mortgage & Housing Corporation determine it to have been properly flood protected 	<ul style="list-style-type: none"> Structures in flood plains that are not properly flood protected
Structures Depreciated	<ul style="list-style-type: none"> Not Applicable 	<ul style="list-style-type: none"> Neglect or deterioration of structures prior to disaster
Supplies	<ul style="list-style-type: none"> Supplies needed to repair damage when not used for normal operations, work (proof of inventory, consumption, replenishment required) 	<ul style="list-style-type: none"> Supplies used for normal operation Stockpiling supplies
Travel	<ul style="list-style-type: none"> Incremental costs related to the event 	<ul style="list-style-type: none"> Travel costs not attributed to the event
Tree Pruning, Removal	<ul style="list-style-type: none"> Pruning or removal of trees that constitute a threat to public safety due to the event 	<ul style="list-style-type: none"> Other pruning or removal of trees

Figure 9. Examples of Eligible and Ineligible Recovery Costs (This table presents examples only and is not comprehensive. Refer to the C & DFA Reg for exact wording.)		
Recovery Item	Eligible	Not Eligible
Unoccupied Premises	<ul style="list-style-type: none"> Unoccupied premises under construction will be considered occupied with a valid certificate of occupation for the premises under construction 	<ul style="list-style-type: none"> Unoccupied government premises under construction
Vehicle Repairs	<ul style="list-style-type: none"> Not Applicable 	<ul style="list-style-type: none"> Cost of repairing or replacing vehicles lost or damaged in a disaster
Volunteer Expenses	<ul style="list-style-type: none"> Volunteer expenses that are attributable to the recovery (e.g., mileage, phone charges) 	<ul style="list-style-type: none"> Volunteer expenses not attributed to recovery
Wharves, Docks	<ul style="list-style-type: none"> Repair or replacement of essential public wharves or docks to pre-disaster condition * 	<ul style="list-style-type: none"> Repair or replacement of non-essential wharves, docks Costs to enhance wharves, docks to better than pre-disaster condition

* For other than pre-disaster condition, see “Enhancements.”

For more information on eligible and ineligible recovery expenses, refer to the *C & DFA Regulation*, accessible through the PEP website (www.pep.bc.ca).

Recovery Claim Procedures

The province is permitted to assist local authorities with recovery costs under two conditions: 1) Costs must be eligible under the legislation, and 2) Documentation must accompany claims.

For eligible recovery costs, the province may help the local authority by providing 80 percent of the total accepted claim that exceeds \$1,000 in total recovery costs per event.

Authority for the province to assist local authorities with recovery costs comes from the *Compensation and Disaster Financial Assistance Regulation*. Under this regulation, the local authority must obtain approval from PEP before submitting a claim, and provide specific documents with a claim for reimbursement of recovery costs.

Claiming recovery costs requires five steps, illustrated in Figure 10 and summarized in the paragraphs that follow.

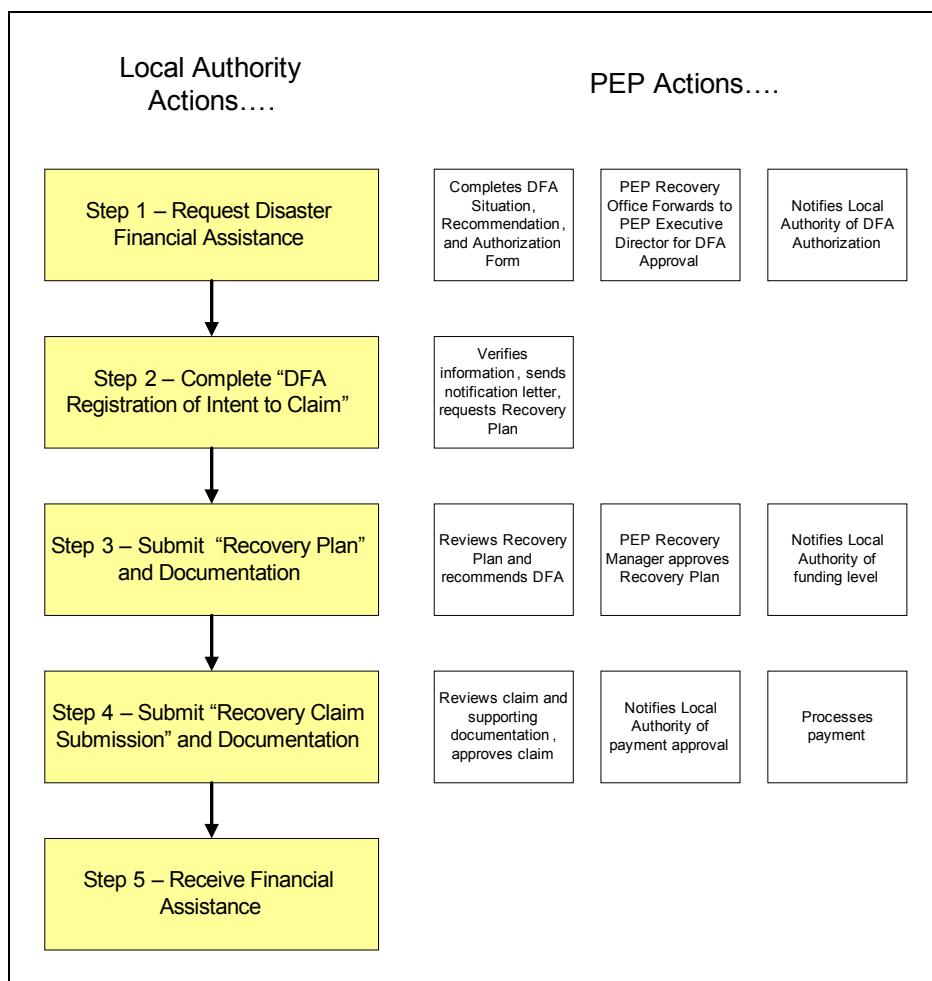


Figure 10. Summary of Local Authority Steps in Claiming Recovery Costs

Step 1 – Request Disaster Financial Assistance

A local authority should contact the PEP Regional Manager as soon as possible after a disaster to request disaster financial assistance (DFA) and to confirm details of the process of claiming recovery costs.

Following submittal of the local authority request, the PEP Regional Manager will complete a “DFA Situation, Recommendation and Authorization” form, and forward a copy to the PEP Recovery Office. The PEP Recovery Office will then seek DFA authorization from the PEP Executive Director and, upon approval, will notify the local authority that it is authorized to prepare and submit a recovery claim.

Step 2 – Complete and Submit “DFA Registration of Intent to Claim” Form

In the next step, the local authority completes a “DFA Registration of Intent to Claim” form and submits it to the PEP Recovery Office. This form can be accessed through the PEP website at www.pep.bc.ca. A sample *DFA Registration of Intent to Claim* form can be found at “Forms for Recovery” at the end of this section.

After reviewing the *DFA Registration of Intent to Claim* form and verifying the information provided, the Recovery Office will prepare and forward to the local authority a notification letter, requesting a Recovery Plan and providing the recommended format.

Step 3 – Complete and Submit “Recovery Plan” and Documentation

Next, the local authority prepares the Recovery Plan that addresses repair or replacement of essential materials, structures and public works. The intent of the Recovery Plan is to provide PEP with enough detailed information to assess the eligible DFA costs. A sample Recovery Plan can be found at “Forms for Recovery” at the end of this section. The local government also may access a template Recovery Plan through the PEP website.

PEP will then:

- Review the Recovery Plan
- Contact the local authority if additional information is required
- Recommend the eligibility of projects
- Update the plan indicating which projects are eligible or ineligible
- Notify local authority of funding levels

Step 4 – Complete and Submit “Recovery Claim Submission” and Documentation

Following the completion of recovery work, the local authority prepares and submits a “Recovery Claim Submission” to account for each cost item.

PEP recommends that local authorities use spreadsheet application software (such as MicroSoft Excel) with the headings noted in the sample provided under “Forms for Recovery.” In addition to this information, local governments can access a template spreadsheet for Recovery Claims Submission through the PEP website (www.pep.bc.ca).

The local authority provides copies of all support documentation that demonstrates the costs involved, confirms local authority payments to suppliers, and provides other information required to justify the claim. Include copies of all paid invoices and receipts, with proof of payment. Ensure there are no missing receipts, or explain in a brief statement why a receipt is not available.

Timelines – All claims and invoices must be submitted, at the latest, within 18 months of the date PEP provides the recovery plan approval notice. If projects cannot be completed on time, a letter outlining the reasons for the delay must be submitted to PEP for approval to extend the project completion date.

GST Note – GST is reimbursed for the portion not recoverable by the GST rebate, as per the Public Service Body Rebate (GST) Regulations. For municipalities, reimbursement is 0 % (42.86 % for expenses incurred prior to February 1, 2004)

Upon receiving the *Recovery Claim Submission* and all supporting documentation, PEP will:

- Review invoices for eligibility and confirm proof of payment
- Notify the local authority of payment approval
- Arrange for payment

Step 5 – Receive Financial Assistance on Eligible Costs

In most cases, the local authority should receive payment within 60 days of receipt by PEP of a completed Recovery Claim Submission and all supporting documentation.

Tips on Maximizing Financial Assistance for Recovery

- 1. Consider Appraisal / Assessment Costs** – Regular staff wages are not usually eligible for recovery. However, costs incurred in the immediate post-disaster period for appraising and estimating damage that are additional to the work carried out by local authority employees are eligible for cost-sharing. This includes hiring outside appraisers and/or the cost of backfilling positions to temporarily cover full-time staff conducting disaster assistance assessments, provided that documentation is available that specifies the positions being backfilled, persons employed, and actual time spent (contracts, agreements, letters of assignment).

- 2. Verify Overtime** – To reflect the incremental costs, the local authority should submit copies of time sheets to verify dates and hours of overtime; payroll records to demonstrate calculation of overtime hours, rates, benefits and total costs (and its relationship to the disastrous event); and financial reports to verify payment. Documentation should include whether employee is casual or full-time, pay rate, type of work, regular hours per day, days per week in a daily overtime master spreadsheet so that overtime is evident. A summary report listing the employees, their overtime and benefit costs is beneficial. Note: Base salaries or regular wages of employees, Compensatory Time Off (CTO) or banked overtime are ineligible unless the CTO is paid out.

- 3. Verify Payment for Materials, Supplies and Rented Equipment** – Copies of invoices and financial reports to verify payment are required, as well as a brief written explanation on each invoice describing the expense if it is not already indicated on an invoice. Ensure expense documentation identifies the project or sub-project for which costs are incurred, according to the Recovery Plan. Costs for materials, equipment, or other costs related to landscaping and stockpiling are not eligible.

- 4. Document Supplies/Inventories Used from Local Authority Stores** – Copies are required of the invoice to replace stock or copies of inventory records to verify amount used and cost. Records must indicate the amount of inventory before an event, the purchases made, deliveries within the affected area (eligible) and to other areas (ineligible), the ending inventory amount, the surplus (deficit) inventory over the beginning inventory, and the extended price using weighted average unit cost. Include the dates when inventory was used and relevant project number.

- 5. Document Service Contracts** – Submit copies of invoices for fees and expenses, the contract if available, and financial reports to verify payment. This includes hired equipment. Contracts should clearly indicate what service was provided and the relevant project number for each contract.

6. Document Consumables for Local Authority Equipment – The cost of fuel, lubricants and oil are eligible for assistance, as long as receipts are submitted. Rental charges for equipment normally owned and operated by a local authority are ineligible for financial assistance. Any equipment damaged while undertaking response work is eligible for consideration as a recovery cost. Ensure dates of damage are clearly identified.

7. Submit All Documentation – The local authority must record on all invoices charged to a project: 1) The date, 2) PEP Task or Event Number, and 3) the local authority project number assigned to the project in the Recovery Plan documentation. If the documentation references more than one project, the amount applicable to each project should be identified. If it is not possible to break out the exact amounts, an estimation of the amount applicable will suffice. The local authority is responsible for providing quality copies of documentation.

Frequently Asked Questions on Recovery

1. When should a local authority submit claims for recovery costs?

Claims may be made after payment of recovery costs by project or phase as identified on the recovery plan and within 18 months of receiving PEP approval of the local authority recovery plan.

2. Can a local authority apply directly to the Canadian federal government for disaster assistance?

No. The system of disaster financial assistance in place in Canada has clear roles and responsibilities for the provincial/territorial governments and the federal government. The BC government delivers disaster financial assistance to the victims of emergencies and disasters in the province, deciding the amounts and types of assistance that will be provided. Local authorities in British Columbia may only apply for financial assistance through PEP.

3. Does the local authority or the Province have to declare a state of emergency to authorize financial assistance for recovery expenditures?

No. Eligibility for financial assistance for recovery costs does not depend on a declaration of a state of emergency either by the province or by a local authority.

4. Is financial assistance available to repair a flood-damaged bridge in such a way that reduces the chance of re-occurrence in the future?

The *C & DFA Regulation* specifies that there is no allowance for betterment. Eligible recovery costs do not include “works undertaken as preventive measures to guard against future disasters,” according to the Regulation.

However, the local authority may claim for amounts that would return a facility to pre-disaster conditions, and then pay the difference required to upgrade the replaced facility to reduce risks of future damage. Coordinate such decisions with PEP prior to taking action.

Forms for Recovery

1. DFA Registration of Intent to Claim
2. Sample Recovery Claim Submission
3. Sample Recovery Plan

**DISASTER FINANCIAL ASSISTANCE (DFA)
REGISTRATION OF INTENT TO CLAIM
Claim Type: LOCAL GOVERNMENT BODY**

Local Government Body: _____
(Legal Name of Applying Local Government Body)

A Local Government Body is defined in the Compensation and Disaster Financial Assistance Regulation as one of the following types of bodies. By placing a check mark below in the appropriate square, please indicate which type of body the applying local government qualifies, and, where possible, provide the corresponding section number (see Definition of a Local Government Body pages 2-4):

- "Public Body" – section _____ (a-e) (see definition); **OR**
- "Local Public Body" – section _____ (a-d) (see definition); **OR**
- "Local Government Body" – section _____ (a-q) (see definition); **OR**
- "Educational Body" – section _____ (a-h) (see definition); **OR**
- "Health Care Body" – section _____ (a-h) (see definition); **OR**
- First Nations** (on reserve)

Mailing Address: _____
(Address) (City) (Province) (Postal Code)

Street Address: _____
(Address) (City) (Province) (Postal Code)

Authorized Contact Name: _____ Title: _____

Phone: () _____ Fax: () _____ Email: _____

PLEASE DESCRIBE THE DAMAGE BY COMPLETING THE FOLLOWING:

DATE(S) OF DAMAGE: _____

CAUSE OF DAMAGE: _____

Does the local government body own/have responsibility for property with the following damage? Please circle appropriate damage:

Building Damage: Yes No **Road Damage:** Yes No **Water Course Damage:** Yes No

BRIEF DESCRIPTION OF DAMAGE:

The Compensation and Disaster Financial Assistance Regulation is available on the internet at:
http://www.qp.gov.bc.ca/statreg/reg/E/EmergencyProgram/124_95.htm

PLEASE COMPLETE AND RETURN PAGE ONE OF THIS FORM TO:

**Provincial Emergency Program
PO Box 9201 Stn Prov Govt, Victoria BC V8W 9J1
Phone: 1-888-257-4777 (Toll Free) Fax: (250) 952-5542**

DISASTER FINANCIAL ASSISTANCE FOR A LOCAL GOVERNMENT BODY

Definition of a Local Government Body:

A public body, local public body, local government body, educational body, or health care body within the meaning of the *Freedom of Information and Protection of Privacy Act*.

Within the meaning of the *Freedom of Information and Protection of Privacy Act* (See http://www.qp.gov.bc.ca/statreg/stat/F/96165_01.htm):

“public body” means:

- A. a ministry of the government of British Columbia
 - B. an agency, board, commission, corporation, office of other body designated in, or added by regulation to, Schedule 2, or
 - C. a local public body
- but does not include
- D. the office of a person who is a member or officer of the Legislative Assembly, or
 - E. the Court of Appeal, Supreme Court or Provincial Court

“local public body” means:

- A. a local government body
- B. a health care body
- C. a social services body
- D. an educational body, or
- E. a governing body of a profession or occupation, if the governing body is designated in, or added by regulation to, Schedule 3

“local government body” means:

- A. a municipality
- B. [repealed 2003-52-79]
- C. a regional district
- D. an improvement district as defined in the *Local Government Act*
- E. a local area as defined in the *Local Services Act*
- F. a greater board as defined in the *Community Charter* or any incorporated board that provides similar services and is incorporated by letters patent
- G. a board of variance established under section 899 of the *Local Government Act* or section 572 of the *Vancouver Charter*
- H. the trust council, the executive committee, a local trust committee and the trust fund board as these are defined in the *Islands Trust Act*
- I. the Okanagan Basin Water Board

- J. a water users' community as defined in the *Water Act*
- K. the Okanagan-Kootenay Sterile Insect Release Board
- L. a municipal police board established under section 23 of the *Police Act*
- M. a library board as defined in the *Library Act*
- N. any board, committee, commission, panel, agency or corporation that is created or owned by a body referred to in paragraphs (a) to (m) and all the members or officers of which are appointed or chosen by or under the authority of that body
- O. a board of trustees established under section 37 of the *Cremation, Interment and Funeral Services Act*
- P. the Greater Vancouver Transportation Authority, or
- Q. the Park Board referred to in section 485 of the *Vancouver Charter*

“educational body” means:

- A. a university as defined in the *University Act*
- B. [repealed 2003-5-19]
- C. Royal Roads University
- D. an institution as defined in the *College and Institute Act*
- E. the Thompson Rivers University
- F. the Open Learning Agency established under the *Open Learning Agency Act*
- G. a board as defined in the *School Act*, or
- H. a francophone education authority as defined in the *School Act*

“health care body” means:

- A. a hospital as defined in section 1 of the *Hospital Act*
- B. a Provincial auxiliary hospital established under the *Hospitality (Auxiliary) Act*
- C. a regional hospital district and a regional hospital district board under the *Hospital District Act*
- D. a local board of health as defined in the *Health Act*
- E. a metropolitan board of health established under the *Health Act*
- F. a Provincial mental health facility as defined in the *Mental Health Act*, or
- G. a regional health board designated under section 4(1) of the *Health Authorities Act*
- H. [repealed 2002-61-17]

3. Assistance for Local Authority Recovery Costs

SAMPLE RECOVERY CLAIM SUBMISSION – Town XYZ – Event Name

Local Government Name: _____

DFA Event/Task #: _____

Is this the final claim? YES NO



RECOVERY COSTS			Recovery costs are defined as: Costs incurred to restore/replace disaster related damage to pre-disaster condition; begins as soon as a reduction in critical response activities permits the re-allocation of resources to longer term recovery activities. Eligible costs as defined in Part 3 and Schedule 5, Sections 1(a)-(c) and (e)-(i) of the Compensation and Disaster Financial Assistance Regulation.								
Project #	Vendor	Invoice #	Invoice or bill of sale date	Date Goods or Services Received (if different from date of invoice)	Purpose	(A) Net Invoiced Costs (net of taxes)	(B) PST	Gross GST	Gross Invoice Total	(C) Eligible GST	Total Eligible = Columns A+B+C
7.0	Bob's Trucking	ab1122	30-Aug-04	2-Aug-04	Heavy equipment for debris removal	\$12,025.00	\$841.75	\$841.75	\$13,708.50	\$ -	\$12,866.75
						\$12,025.00	\$841.75	\$841.75	\$13,708.50	\$ -	\$12,866.75
										Less first \$1,000	\$11,866.75
										Eligible recovery payable @ 80%	\$ 9,493.40

NOTE: *GST is reimbursed at the portion not recoverable by the GST rebate, as per the Public Service Body Rebate (GST) Regulations - municipalities 0% (42.86% prior to Feb. 1, 2004), public hospitals 17%, schools 32%, and universities/public colleges 33%.

3. Assistance for Local Authority Recovery Costs

SAMPLE RECOVERY PLAN – Town of XYZ – Freshet 2004 Event

(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)
Project #	Site location and date of damage	What infrastructure was damaged?	What caused the damage?	Describe the damage	Describe the materials, including quantities and measurements, of damage infrastructure	Describe the repair work	Describe the materials, including quantities and measurements, to repair damaged infrastructure	Estimate or actual cost (incl. taxes)	Total	Comments
1.0	1234 Main St. Town Hall July 16, 2004	Town Hall parking lot	River boulders, trees and debris overflowed banks flowing over area	Several sink holes in town hall parking lot	Asphalt surface – 25 m ³	Repair 3 sink holes by excavating, adding clean fill and patching	Gravel, gradient base, asphalt topping (25 m ³)	\$5,000		
				Curbing smashed by boulders/undermined by current	Asphalt curbs 20 lin. ft.	Restore asphalt curbing	20 lin. ft. asphalt curbing	\$7,000		
				Debris deposit making parking lot unusable		Debris removal and clean up using heavy equipment		\$1,360		
		Culvert beside lot	Torrent from river	Current undermined and swept culvert away	30 mm x 12 ft galvanized culvert	Replace old 30 mm culvert with 50 mm. (Enhancement costs not included)	50 mm x 11 ft. galvanized	\$6,000		Cost of 50 mm \$8,000; Cost of 30 mm \$6,000
Sub Total of Project Number 1									\$13,360	
2.0	1256 Main St. Town Hall Arena July 15, 2004	Retaining wall by rear parking lot entrance to arena	Debris torrent flowed down the creek	Blocked culvert and overflowed into area undermining wall	Poured concrete	Rebuild retaining wall	Lock block	\$10,000	\$10,000	Cost of poured concrete repair \$15,000; lockblock \$10,000 cheaper
3.0	Riverside Dr. July 15, 2004	Berm	High velocity flows of river	Scoured out areas of berm	Class 3 riprap	Replace rip rap on berm	515 m3 class 3 rip rap	\$15,000	\$15,000	No costs for rip rap as free from quarry; trucking costs only
4.0	Riverside Dr. July 15, 2004	Storm sewer	System overwhelmed/filled with flood waters carrying debris	Storm sewer system filled by debris		Inspect storm sewer for damage and flush		\$10,000	\$10,000	Inspection may indicate further recovery work is required
NOTE: This is an illustration only of the type of information required in the recovery plan description of losses and expected recoveries. See Sample Recovery Plan Support Documentation for a complete list of information required for recovery projects.									Total Recovery Plan Costs	
									<u>\$48,360</u>	

**Disaster Financial Assistance (DFA)
Recovery Plan Description
Town of XYZ – Freshet 2004 Event Documentation**

Purpose	To explain the type of information required in each of the column headings of the sample Recovery Plan – Town XYZ – Freshet 2004 Event.
----------------	--

Column	Information Required
(a)	Project number: The local authority assigns a unique project number to each site location where damage has occurred. The project identifier may in fact be a number, letter or any combination of letters and numbers. This project number is specific to the site and is often referred to when discussing the location.
(b)	Site location and date of damage: A local government may incur damage at various locations. The address of the site location is required and the date the damage occurred.
(c)	What infrastructure was damaged? Include the name or type of building, road, bridge, dam, river, breakwater, wharf, dyke, levee, drainage facility, parking lot, culvert that was damaged.
(d)	What caused the damage? Provide a brief explanation of how the damage was caused.
(e)	Describe the damage: Describe what part(s) of the building, road, bridge, dam, river, breakwater, wharf, dyke, levee, drainage facility, parking lot, culvert were damaged.
(f)	Describe the materials, including quantities and measurements, of damaged infrastructure: Provide a clear detailed description of the infrastructure, as identified in column (c), and include type of materials, quantities and measurements that were damaged.
(g)	Describe the repair work: Describe what needs to be done to restore the infrastructure to pre-event condition.
(h)	Describe the materials, including quantities and measurements, to repair damaged infrastructure: Provide a clear detailed description of the materials, quantities and measurements that are required to repair the damage.
(i)	Estimate or Actual Cost (include taxes): A total cost of all activities associated with the project.
(j)	Total: A total cost of all activities associated with the overall project.
(k)	Comments: Include additional information that is relevant to the project. Details about enhancements and reference to engineering reports are a few examples.

4. Appendices

A. I Need Help Now!

If you have an urgent need for information, here are some ideas on how you can quickly resolve your problem:

- 1. Key Word Search** – Search for key word through an electronic version of this document, available through the PEP website at: www.pep.bc.ca/.
- 2. See Frequently Asked Questions** – Scan the FAQs portion of this Appendix for a topic similar in nature to your question or issue. The FAQ answer will usually direct you to detailed information elsewhere in this document.
- 3. See Glossary** – Many of the details surrounding financial assistance have been accumulated here, and are offered alphabetically by topic, with cross-references to websites with more information.
- 4. Contact your PEP Regional Manager** – The Provincial Emergency Program has six regional offices that collectively cover the province in providing support to local authorities. To find the PEP Regional Office closest to you, consult our website at: http://www.pep.bc.ca/about_pep/offices.html
- 5. Contact Another Local Authority** – Some local authorities have experienced emergencies and disasters in recent years and are willing to share their first-hand experience with others. You may want to contact a local authority that is similar to yours in nature and scope of operations for information.
- 6. Contact the PEP Recovery Office** – You are invited at any time to contact us directly to discuss any aspect of financial assistance. Contact:

Recovery Office
Provincial Emergency Program
PO Box 9201 Stn Prov Govt
Victoria BC V8W 9J1
Phone: 1-888-257-4777 (Toll Free)
Fax: (250) 952-5542

B. Links

Ministry of Agriculture and Lands www.gov.bc.ca/al/

- MAL may assist farmers with commercial animals in an emergency.
- MAL also manages several risk management programs on animal health, crop insurance, and financial support for commercial agriculture.

Ministry of Public Safety and Solicitor General, Office of the Fire Commissioner (OFC)

- <http://www.mcaws.gov.bc.ca/firecom/>
- The OFC has legislated authority to issue and enforce orders to evacuate a building or area.
- The OFC is also responsible for coordinating fire fighting resources during provincially declared emergencies, and is available to advise and/or assist other provincial and municipal agencies in their emergency programs.

Ministry of Environment <http://www.env.gov.bc.ca/>

- WLAP provides the central emergency planning and technical support for hazardous material spills that may affect the environment, as well as water-related debris flows, erosion and accretion, and submarine slides.
- The ministry's environmental emergency management activities also provides support to other types of emergencies lead by other provincial agencies, such as flood hazards, landslides, dam safety, and seismic threats.

Ministry of Forests and Range

- http://www.gov.bc.ca/bvprd/bc/channel.do?action=ministry&channelID=-8385&navId=NAV_ID_province
- The BC Forest Service offers fire ground rehabilitation services for public and private lands that are damaged by fire suppression activities.

Ministry of Public Safety and Solicitor General, Emergency Social Services (ESS)

- www.ess.bc.ca
- See website for “Processing ESS Referrals”
- ESS is a local government responsibility. See PEP Policy for “Evacuee Living Assistance.”
- PEP provides training in ESS, and funds food, clothing, shelter, and other essential items for evacuees through a voucher system.
- Care for animals is not an ESS responsibility. The local government may wish to arrange with a non-profit organization to assist with pets and hobby farm or backyard stocks.

Ministry of Transportation (MoT)

- Each year, MoT in partnership with the B.C. Road Builders & Heavy Construction Association, publishes the B.C. “Blue Book” Equipment Rental Rate Guide. The “Blue Book” is the primary authority on rental rates for the industry. See: http://www.roadbuilders.bc.ca/bluebook_index.htm

C. Legislation

Compensation & Disaster Financial Assistance Regulation (Excerpt) Part 3 — Disaster Financial Assistance for Local Government Body

Division 1 — Interpretation

Definitions and application

20 (1) In this Part and in Schedule 5:

"eligible local government body materials", in relation to a local government body, means equipment and materials essential to the functions and operation of the local government body including, without limitation, essential office and institutional furnishings;

"eligible local government body structure", in relation to a local government body, means a structure that is essential to the functions and operations of the local government body including, without limitation, government and public buildings, schools, hospitals, public libraries, penal institutions, welfare institutions, police stations, fire stations, and structures essential to the operation of public recreational facilities such as bathing beaches, zoos and parks;

"eligible public works" includes streets, roads, bridges, dams, breakwaters, wharves, dikes, levees, drainage facilities, flood control and irrigation systems and publicly owned sewer and water utilities;

"eligible costs" does not include costs or expenses

- (a) recoverable at law, or, subject to section 22 (3), for which insurance was reasonably and readily available,
- (b) of a class or kind for which provision is made in whole or in part under any other program offered by local, provincial, federal or international governments or agencies,
- (c) to repair damage caused to a structure or facilities by a hazard if assistance had previously been provided to prevent damage from that or a similar type of hazard and that assistance was not used for that preventive work as required,
- (d) that are a normal risk of a business, trade, calling or enterprise,
- (e) for repair, rebuilding or replacement that cannot be considered essential to the public welfare including, without limitation, non-public roads and bridges or landscaping,
- (f) that are normal operating expenses including, without limitation, regular salaries or equipment operating costs,
- (g) to repair or replace items or facilities for which there is no proof of ownership, title or rights and privileges assigned by way of lease or permit,
- (h) to repair, rebuild or replace structures, including, without limitation, buildings, fixtures, retaining walls, dikes and septic tank systems, that had significantly deteriorated before the disaster through neglect or undue wear and tear, or
- (i) incurred as a result of a disaster that are recovered from agencies such as the Canadian Disaster Relief Fund or from disaster fund raising drives;

"local government body" means

- (a) an educational body within the meaning of the Freedom of Information and Protection of Privacy Act,
- (b) a government body within the meaning of the Freedom of Information and Protection of Privacy Act, or
- (c) a health care body within the meaning of the Freedom of Information and Protection of Privacy Act;

"public facility" means an eligible local government body structure or any one of the eligible public works.

(2) This Part applies in the event of a disaster in respect of which the Lieutenant Governor in Council or the minister has determined that disaster financial assistance may be provided to a local government body.

Division 2 — Acceptance of Claim

Eligibility for assistance

- 21 A local government body may be eligible to receive assistance under this regulation
- (a) if it has, before receiving that assistance, provided notice to the Provincial Emergency Program of any civil litigation it has initiated to recover some or all of the loss, costs or damages it suffered as a result of the disaster, and
 - (b) if and to the extent only that its claim has been accepted under this Act.

Acceptable claims

- 22 (1) Subject to sections 23 to 27 and subsection (2) of this section, a claim for eligible local government body expenses as that term is defined in Schedule 5 may be accepted from a local government body.
- (2) No claim for structural repair to or rebuilding or replacement of a public facility under section 1(a) of Schedule 5 may be accepted unless the claimant is the owner of the public facility in respect of which the claim is made.
- (3) A local government body that has elected for self-insurance is entitled to the assistance available under this Part even though private insurance could have been purchased.

Structural repair, rebuilding or replacement

- 23 (1) Subject to section 25, no claim may be accepted for repair, rebuilding or replacement of a public facility damaged or destroyed in a disaster unless
- (a) the repair, rebuilding or replacement is completed to a standard that
 - (i) adheres to the prevailing codes in the affected area, and
 - (ii) is approved by the government, and
 - (b) subject to subsection (2), the tendering practices and wage rates used for the repair, rebuilding or replacement are approved by
 - (i) the local government body, and
 - (ii) the government.
- (2) A claim for repair, rebuilding or replacement of a public facility for which the approvals required by subsection (1)(b) have not been provided may be accepted in exceptional circumstances and with the prior approval of the Provincial Emergency Program.

Calculation of assistance for eligible materials

- 24 A claim for any item of eligible local government body materials damaged or destroyed in a disaster may be accepted for not more than the lesser of
- (a) the cost to repair the item to the condition it was in immediately before the disaster, and
 - (b) the cost to replace the item with a basic model of that item.

Calculation of assistance for public facilities

- 25 (1) A claim for a public facility damaged or destroyed in a disaster may be accepted for an amount equal to the lesser of
- (a) the cost to repair the public facility to the condition it was in immediately before the disaster,
 - (b) the cost to rebuild the public facility,
 - (c) the cost to replace the public facility, and
 - (d) the assessed value of the public facility.

(2) Despite subsection (1), if a public facility is damaged or destroyed in a disaster and in the opinion of the director retention of the public facility on the land on which the public facility stood before the disaster constitutes a danger to public safety or to the provision of essential local services, the Provincial Emergency Program may accept a claim for that public facility for an amount equal to the lesser of:

- (a) the cost to relocate the public facility and to repair it to the condition it was in immediately before the disaster, and
- (b) the assessed value of the public facility.

(3) The cost of relocation under subsection (2) (a) does not include the costs to acquire the land to which the public facility could be relocated.

Calculation of assistance for compensation payment

26 A claim in respect of the compensation a local government body is obligated to pay under Part 1 as a result of a disaster may be accepted for not more than the lesser of:

- (a) the amount of compensation actually paid by the local government body, and
- (b) the amount determined by the Provincial Emergency Program to represent an appropriate amount of compensation in all of the circumstances.

Calculation of assistance for general administration costs

27 A claim for general administration costs under section 1 (g) of Schedule 5 may be accepted for not more than the lesser of:

- (a) the general administration costs actually paid by the local government body, and
- (b) the amount determined by the Provincial Emergency Program to represent an appropriate amount of general administration costs in all of the circumstances.

Division 3 — Limits on Payment of Assistance on Accepted Claims

Limit to assistance

28 Subject to this Division, the amount of assistance payable in respect of any claim accepted under Division 2 is:

- (a) for claims referred to in section 1 (d) of Schedule 5, 100% of the amount of the accepted claim,
- (b) for claims referred to in section 1 (g) of Schedule 5, the percentage of the amount of the accepted claim, up to a maximum of 10%, that the Provincial Emergency Program determines is appropriate, and
- (c) for any other claim, 80% of the amount by which the amount of the accepted claim exceeds \$1,000.

Multiple claims for assistance for repair

29 If assistance has been provided under this regulation on 2 occasions to repair, rebuild or replace a public facility in a disaster prone area, the local government body seeking assistance to repair, rebuild or replace the public facility is ineligible to receive that further assistance unless the minister determines that, after the second claim was made, the local government body took all corrective or preventive actions that could reasonably have been taken to avoid recurrence of the damage or destruction.

No assistance for structures in flood plain area

30 If an area is designated under the Municipal Act as flood plain and a public facility is built or installed in that area after the area has been so designated, no assistance will be provided to repair, rebuild or replace the public facility if it is damaged in a flood unless the structure was determined by the Minister of

Environment, Lands and Parks or by Canada Mortgage and Housing Corporation to have been properly flood protected.

Claimant must act to protect property

31 Assistance for an accepted claim may be reduced or denied if the minister determines that the local government body claimant took no or insufficient action to protect the claimant's property before, during or after the occurrence of a disaster.

Effect of litigation on payment of assistance

32 (1) If civil litigation is initiated by a local government body claimant to recover some or all of the loss, costs or damages suffered as a result of a disaster, assistance must not be paid to the claimant under this regulation unless:

- (a) before payment of the assistance, the claimant agrees, in a manner satisfactory to the Provincial Emergency Program, that if judgment is awarded to the claimant in the litigation and the judgment includes an award in respect of an eligible expense for which assistance is provided, the claimant will repay to the government the portion of the amount recovered under the judgment that is attributable to that eligible expense up to a maximum amount repayable under this paragraph of the amount of assistance received by the claimant in respect of that eligible expense, or
- (b) the assistance is paid after the conclusion of the litigation in an amount that reflects the recovery made by the claimant under the judgment.

(2) For the purposes of subsection (1) (a), if less than the full amount of the judgment referred to in that subsection is recovered by the claimant, the portion of the amount recovered under the judgment that is attributable to an eligible expense is the proportion of the amount recovered that the judgment awarded in respect of the eligible expense bears to the whole of the judgment amount awarded.

Division 4 — Process for Payment of Assistance

Payment process generally

33 (1) If a disaster occurs for which assistance may be provided under this Part, a local government body that intends to make a claim for assistance must:

- (a) promptly notify the Provincial Emergency Program that it will be seeking assistance under this section, and
- (b) specify the purposes for which that assistance will be sought.

(2) The Provincial Emergency Program must, after reviewing the notice provided by a local government body under subsection (1), notify the local government body as to whether it is eligible to receive some or all of the requested assistance.

(3) A local government body that has provided a notice under subsection (1) and that has been advised under subsection (2) that it is eligible for assistance under this section must, promptly after being advised of its eligibility, submit a recovery plan to the Provincial Emergency Program detailing the various projects it intends to undertake for cleanup and restoration and the recovery plan may be phased if the works detailed in the plan will take time to complete.

(4) A recovery plan submitted under subsection (3) must include:

- (a) an estimate of the response costs,
- (b) for each project within the recovery plan, a description of the damage incurred, the work to be done and an estimate of the costs required to restore a public facility to pre-disaster condition,
- (c) an identifying project number assigned by the claimant to each project in the recovery plan, and
- (d) any other information the Provincial Emergency Program may require.

4. Appendices

(5) Recovery plans must be approved by the Provincial Emergency Program before implementation, and any work undertaken before that approval is given may ultimately be determined to be ineligible for assistance.

(6) The Provincial Emergency Program may appoint persons to act as adjusters and to conduct on-site assessments to confirm the damage described and costs estimated in the recovery plan.

(7) The Provincial Emergency Program may, in respect of a recovery plan submitted for approval, approve the plan as submitted, approve the plan subject to terms and conditions that the Provincial Emergency Program may impose or reject the plan and must, after approving or rejecting the plan:

- (a) notify the local government body of that decision, and
- (b) if the plan is approved or is approved subject to terms and conditions, notify the local government body that funding for the approved plan will be made available in accordance with this section.

(8) After it receives notice under subsection (7) that its recovery plan has been approved, the local government body must, at any time that it becomes aware that it will require assistance in an amount greater than the amount estimated in its recovery plan, notify the Provincial Emergency Program in writing of the increased funding, by project, stating the amount required and why the increase is needed.

(9) Subject to subsection (10), claims made under this section in respect of a project referred to in the recovery plan may be submitted to the Provincial Emergency Program:

- (a) on the completion of that project, or
- (b) if the project is phased as contemplated by subsection (3), at the end of each phase.

(10) All claims under this section must be submitted within 18 months after the date of the approval notice provided by the Provincial Emergency Program under subsection (7).

(11) Claims submitted under subsection (9) must be prepared on the following basis:

- (a) recovery plan projects required to restore facilities must be distinguished and recorded separately from ongoing maintenance and other routine repair work;
- (b) accounts must be maintained separately by project numbers assigned in the recovery plan;
- (c) accurate time sheets for labour and equipment must be kept by project number to assist in the calculation of eligible costs;
- (d) all invoices for goods and services must be kept by project number and must be accompanied by statements indicating the reason for purchasing the goods and services and their applicability to recovery operations.

(12) After a claim has been submitted under subsection (9), the Provincial Emergency Program must review the claim and must notify the local government body, in writing, of the results of that review and, if some or all of the claim has been accepted, of the amount of assistance that is to be provided to the local government body in respect of that claim.

(13) After determining the amount of assistance that is to be provided to a local government body under this section, the Provincial Emergency Program must promptly provide payment of that amount to the local government body along with an explanation as to how the final amount was determined and the reasons for the deletion of any claimed items.

Schedule 5 [am. B.C. Reg. 238/95.]

1 For the purposes of section 22 (1) "eligible local government body expenses" means eligible costs incurred or required for

- (a) structural repair to or replacement of a public facility including
 - (i) foundations, footings, seals, slab floors, pilings, structural walls and attached garages,

- (ii) framing, roofing, doors, windows, materials, wall coverings, mouldings, fixtures and finishings,
 - (iii) filling and levelling to restore essential access,
 - (iv) parking areas, pumps, services and connections and space and water heating equipment,
 - (v) retaining walls that form part of a public facility or that are essential to sustain land that is immediately adjacent to and critical to the public facility, and
 - (vi) existing protective works designed to protect banks from erosion,
- (b) repair to or replacement of eligible local government body materials including books, papers and other records essential to local government body functions and operation,
- (c) clean up and debris removal including
- (i) removal of damaged structures that constitute a threat to public safety,
 - (ii) pruning or removal of trees that constitute a threat to public safety,
 - (iii) removal of emergency works and the restoration of their sites to pre-disaster condition, and
 - (iv) necessary clearance of debris and wreckage from channels and streams, intakes and outfalls of sewers and storm drains and water supply reservoirs, and
- (d) emergency response measures including
- (i) the rescue and transportation of and the emergency health arrangements and feeding, shelter and clothing for persons evacuated as a result of a disaster,
 - (ii) shelter and feeding for livestock, including the restoration of facilities used for those purposes,
 - (iii) measures taken to reduce the extent of damage by the removal of hazardous materials, valuable chattels, and assets from the area of immediate risk, including the provision of storage space and transportation costs,
 - (iv) measures to determine the area and extent of the disaster,
 - (v) containment of the disaster including the provision of essential services, equipment, material and labour for protective works, both for individual protection and for that of publicly owned institutions and utilities,
 - (vi) the provision of emergency medical care to casualties of the disaster or of a resulting epidemic including the transportation of casualties from an apprehended disaster area and their return following the disaster or the transportation of regular patients to make way for casualties and their return following the disaster,
 - (vii) the establishment and implementation of special security measures, and
 - (viii) the establishment and operation of any one or more of special communications facilities, special registration and inquiry services, emergency control headquarters, and protective health and sanitation facilities,
- (e) the deductible amounts for insurance costs,
- (f) costs of inspection, appraisal, planning or design if the services for which the costs are incurred are essential to the local government body's ability to determine the costs of repair, rebuilding or replacement, provided that the claim, under this paragraph:
- (i) must exclude costs incurred by the permanent staff of local government body agencies, and
 - (ii) may include the cost of temporarily filling positions of full-time staff while those full-time staff are engaged in conducting disaster assistance surveys and assessments if documentation is available specifying the positions being filled, the persons employed and the actual time during which they were so employed,
- (g) general administrative costs arising out of individual projects within a recovery plan submitted under section 33 (3),

(h) replacing local government body stores or materials that are damaged or destroyed in responding to emergencies or in repairing public facilities damaged in disasters, and

(i) payment by the local government body of compensation it is obligated to pay under Part 1 as a result of the disaster,

but does not include

(j) loss of operational income,

(k) amounts paid to private contractors in excess of the rates listed in the B.C. Equipment Rental Rate Guide, or

(l) costs incurred or required for or in relation to

(i) damages that are the direct result of inadequate drainage or internal sewer or storm backup for which insurance was reasonably and readily available,

(ii) works undertaken as preventive measures to guard against future disasters for which prior approval of the Provincial Emergency Program has not been obtained,

(iii) construction materials in storage or available for construction purposes, unless those materials are inventory,

(iv) Repealed. [B.C. Reg. 238/95.]

(v) landscaping,

(vi) eroded or damaged land except for essential access routes and the removal of debris,

(vii) Repealed. [B.C. Reg. 238/95.]

(viii) illegal encroachments on or improvements of land or structures for the purpose of damage reduction,

(ix) scalping of gravel beds other than the cost incurred or required to remove a deposition that is unusually heavy and that is directly related to the disaster,

(x) the purchase of special or additional equipment to fight the disaster,

(xi) salaries of permanent employees, except for overtime,

(xii) expenditures related to preventative measures taken before the disaster, including equipment purchased or measures taken that would or should be a normal part of preparations to avoid or mitigate the effects of a disaster,

(xiii) eroded or damaged land except for essential access routes and removal of debris,

(xiv) chemicals, preservatives, fuels and other like items,

(xv) unoccupied government premises under construction,

(xvi) costs incurred in relation to illegal encroachment on or improvement of land for the purpose of damage reduction, and

(xvii) costs incurred due to the cancellation or rescheduling of regular works projects.

Copyright © 2004: Queen's Printer, Victoria, British Columbia, Canada

5. Glossary

This section offers definitions and support information for key topics in financial assistance.

British Columbia Emergency Response Management System (BCERMS)

A comprehensive management scheme that ensures a coordinated and organized provincial response and recovery to any and all emergency incidents. The broad spectrum of BCERMS components includes operations and control management, qualifications, technology, training, and publications.

Disaster Financial Assistance (DFA)

A provincial cost-sharing program with local government and private sector claimants based on provincial legislation. For more information, www.pep.bc.ca/dfa_claims/dfa.html

Emergency Operations Centre (EOC)

A designated facility established by an agency or jurisdiction to coordinate the overall agency or jurisdictional response and support to an emergency response.

The Finance / Administration function in the Emergency Operations Centre has direct responsibility for supporting subsequent claims for financial assistance for response costs, including:

- Complete Purchase Orders using local authority procedures and track in a worksheet for accessibility if amendments are required.
- Liaise with Incident Command Posts, providing clarity of financial process and procedures and eligibility criteria. If eligibility is unclear, consult PREOC for guidance.
- Ensure that all expenditures and financial claims received up to the demobilization date have been processed and documented.
- Complete all financial logs and documentation and forward to the EOC Documentation Unit.
- Ensure any open actions are assigned to appropriate local authority staff for follow up.

Expenditure Authorization Form (EAF)

A local authority may use this form (EOC Form 530) to verify eligibility of specific emergency response costs. See the discussion in the section entitled “EOC Procedures – Step 2” and Form 530 under “Forms for Response.”

Finance/Administration Section

This Section of the Emergency Operations Centre (EOC) is responsible for all incident costs and financial considerations. The Finance/Administration Section includes the Time Unit, Purchasing Unit, Compensation/Claims Unit, and Cost Unit.

Indian and Northern Affairs Canada (INAC)

The federal department that has primary responsibility for meeting the federal government's constitutional, treaty, political and legal responsibilities to First Nations, Inuit and Northerners.

Incident Commander (IC)

The individual responsible for the management of all incident operations at the incident site. The term 'Incident Commander' shall be deemed to include Unified Command.

Incident Command Post (ICP)

The location at which the primary command functions are executed. The ICP may be co-located or shared with the incident base or other incident facilities.

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.

Local Authority

Local authority includes:

- for a municipality, the municipal council
- for an electoral area in a regional district, the board of the regional district
- for a national park, the park superintendent or park superintendent's delegate

Local Government Body

For the purposes of DFA recovery, a public body, local public body, local government body, educational body, or health care body within the meaning of the *Freedom of Information and Protection of Privacy Act*.

Materials

Materials, in relation to a local authority, means equipment and materials essential to the functions and operation of the local authority including, without limitation, essential office and institutional furnishings.

PEP Policies in Response

The following policies are relevant to financial assistance, and are available on the PEP website at: <http://www.pep.bc.ca/>

Number	Title	Effective Date
00-2	Repair or Replacement of Lost / Damaged Equipment or Personal Property	January 2004
00-6	Evacuee Living Assistance	May 2000
00-7	Emergency Service Volunteers	May 2000
00-8	Accommodation Expense Reimbursement – Volunteers	May 2000
00-11	Reimbursement for Local Government Services	June 2000
00-12	Reimbursement Rates – Volunteers and Volunteer Groups	July 2004
01-03	Meal Reimbursement Emergency Service Volunteers	April 2001

Provincial Regional Emergency Operations Centre (PREOC)

The organizational structure responsible for managing the provincial response at the regional level.

Public Works

Eligible public works includes streets, roads, bridges, dams, breakwaters, wharves, dikes, levees, drainage facilities, flood control and irrigation systems and publicly owned sewer and water utilities.

Recovery Claim Submission

A claim for eligible recovery costs may be submitted by a local authority for projects approved on the recovery plan.

Recovery Costs

Costs incurred to repair or replace essential local authority materials, structures and public works.

Recovery Plan

The intent of the Recovery Plan is to provide enough detailed information to assess costs eligible for disaster financial assistance. A suggested spreadsheet

format has been developed to assist local authorities in preparing the recovery plan.

Recovery costs that are not specific to one project (e.g., engineering fees to scope out and design repairs needed at all or some project sites), can be equally distributed across all relevant projects or a specific project number can be created specifically for these types of costs. If a specific project number is created, the projects the cost relates to must be included as a comment.

Resource Requests

Requests for Resources (EOC Form 514) are completed by the Operations Section and then are forwarded to Logistics for acquisition of the resources. Logistics then forwards approved and completed Request for Resources to the Finance/Admin Section in the EOC to track costs.

Response Costs

Also called “emergency response measures” in the C & DFA Regulation, this category includes:

1. The rescue and transportation of and the emergency health arrangements and feeding, shelter and clothing for persons evacuated as a result of a disaster.
2. Shelter and feeding for livestock, including the restoration of facilities used for those purposes.
3. Measures taken to reduce the extent of damage by the removal of hazardous materials, valuable chattels, and assets from the area of immediate risk, including the provision of storage space and transportation costs.
4. Measures to determine the area and extent of the disaster.
5. Containment of the disaster including the provision of essential services, equipment, material and labour for protective works, both for individual protection and for that of publicly owned institutions and utilities.
6. The provision of emergency medical care to casualties of the disaster or of a resulting epidemic including the transportation of casualties from an apprehended disaster area and their return following the disaster or the transportation of regular patients to make way for casualties and their return following the disaster.
7. The establishment and implementation of special security measures.
8. The establishment and operation of any one or more of special communications facilities, special registration and inquiry services, emergency control headquarters, and protective health and sanitation facilities.

Structures

Structures, in relation to a local authority, means a structure that is essential to the functions and operations of the local authority including, without limitation, government and public buildings, police stations, fire stations, and structures essential to the operation of public recreational facilities such as parks.

Volunteers

PEP will reimburse emergency service volunteers and volunteer groups for defined personal out-of-pocket expenses and for the use of their personal equipment and property, such as vehicles, boats, horses, or aircraft, for approved emergency response tasks.

1. Response Tasks, which exceed three hours duration and where a meal is NOT provided, \$13.25 per meal may be claimed by each volunteer to a maximum of four meals per 24-hour period:
 - Up to 3 hours – no meal
 - Over 3 hours – one meal
 - 6 to 9 hours – two meals
 - 9 to 12 hours – three meals
 - Over 12 hours – four meals
2. Volunteer Accommodations - There are occasions when volunteers may be required to obtain overnight accommodation when engaged in an authorized task outside their local area. Therefore, the Provincial Emergency Program has added accommodation to the list of volunteer expenses which may be reimbursed.
3. The conditions for reimbursement of accommodation expenses are:
 - Accommodation was required as the result of an authorized task;
 - A PEP Task Number has been assigned; and
 - Reimbursement will be at the applicable provincial government rates for commercial accommodation or private lodging.
4. Obtain approval for reimbursement of volunteer accommodation expenses from the applicable PEP Regional Manager using an Expenditure Authorization Form.
5. After an emergency volunteers forward an Expense Reimbursement Request, together with receipts and Task Registration Form, to the applicable PEP Regional Manager for approval and submission to PEP headquarters for payment.