

**PEACE RIVER REGIONAL DISTRICT  
Emergency Executive Committee Meeting**

**A G E N D A**

for the meeting to be held on Tuesday, February 7, 2017  
in the Regional District offices, Dawson Creek, BC  
commencing at 1:00 pm

**Committee Chair: Director Goodings**

Vice-Chair: Director Rose

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1. **CALL TO ORDER:**
2. **ELECTION OF CHAIR / VICE-CHAIR:**
3. **NOTICE OF NEW BUSINESS:**
4. **ADOPTION OF THE AGENDA:**
5. **ADOPTION OF THE MINUTES:**
  - M-1 Emergency Executive Committee Meeting Minutes of June 21, 2016
6. **BUSINESS ARISING FROM THE MINUTES:**
7. **CORRESPONDENCE:**
  - C-1 2017 Snow Survey and Water Supply Bulletin.
  - C-2 January 25, 2017 National Energy Board – proposed changes to the Emergency Management filing requirements.
7. **REPORTS:**
  - R-1 January 31, 2017 Emergency Services Budget.
8. **NEW BUSINESS:**
9. **ITEMS FOR INFORMATION:**
  - I-1 November 6, 2016 UBCM – Emergency Program Act Review – Summary of input received from local governments.
  - I-2 For Reference - “PRRD Emergency & Disaster Service Establishment Bylaw No. 1598, 2005” and “PRRD Emergency & Disaster Operations Bylaw No. 1599, 2005”
  - I-3 Emergency Incident Register
10. **ADJOURNMENT:**

**PEACE RIVER REGIONAL DISTRICT  
EMERGENCY EXECUTIVE COMMITTEE  
MEETING MINUTES**



**M-1**

DATE: Tuesday, June 21, 2016

PLACE: Regional District Offices, Dawson Creek, BC

PRESENT: Director Karen Goodings, Electoral Area 'B' – Meeting Chair  
Director Brad Sperling, Electoral Area 'C'  
Director Leonard Hiebert, Electoral Area 'D'  
Director Dan Rose, Electoral Area 'E'  
Director Dale Bumstead, City of Dawson Creek  
Chris Cvik, Chief Administrative Officer

Staff

Trish Morgan, General Manager of Community and Electoral Area Services  
Jill Rickert, Community Services Coordinator  
Suzanne Garrett, Corporate Services Coordinator

1) Call to Order The meeting was called to order at 1:05 pm

**ADOPTION OF THE AGENDA:**

- 2) Adoption of the Agenda MOVED by Director Bumstead, SECONDED by Director Hiebert, that the Emergency Executive Committee agenda for the June 21, 2016 meeting be adopted as follows:
1. Call to Order:
  2. Notice of New Business:
  3. Adoption of the Agenda:
  4. Adoption of the Minutes:
    - M-1 Emergency Executive Committee Meeting Minutes of February 10, 2015
  5. Business Arising from the Minutes:
  6. Correspondence:
    - C-1 April 28, 2016 FCM Communique' regarding new rail safety measures
    - C-2 April 19, 2016 letter from Kelly Lake Cree Nation re: development and implementation of an Emergency Response Plan
    - C-3 May 2, 2016 email from EMBC re: evolution of BCERMS to BCEMS
  7. **REPORTS:**
    - R-1 April 18, 2016 report regarding EMBC Spring Readiness Call.
    - R-2 June 13, 2016 report regarding 2011 unclaimed Search and Rescue Grant application for Tumbler Ridge Team.
    - R-3 May 10, 2016 report regarding BC Spill Response Program.
    - R-4 June 14, 2015 report regarding 2016 Search and Rescue Grant Application Review (handout)
  8. **NEW BUSINESS:**
    - NB-1 Process discussion – “PRRD Emergency and Disaster Operations Bylaw No. 1599, 2005”
  9. **ITEMS FOR INFORMATION:**
    - I-1 Fire Communication – Information Officer Report for the emergency period April 18 to May 10, 2016
    - I-2 For reference: PRRD Emergency and Disaster Service Establishment Bylaw No. 1598, 2005 and PRRD Emergency and Disaster Operations Bylaw No. 1599, 2005.
  10. **Adjournment:** CARRIED.

**MINUTES:**

- 3) M-1 EEC Mtg. Minutes of Feb 10, 2016      MOVED by Director Hiebert, SECONDED by Director Bumstead, that the Emergency Executive Committee Meeting Minutes of February 10, 2016 be adopted.

CARRIED.

**CORRESPONDENCE:**

- 4) C-1 re: New rail safety measures      FCM Communique' regarding new rail safety measures – it was felt that there is still a need to have an identification process – what types of material are being shipped over the rails.

- 5) C-2 re: Kelly Lake Cree Nation      The Kelly Lake Cree Nation is requesting assistance with the development and implementation of an Emergency Response Plan for the community of Kelly Lake. It was noted that in 2009 the Regional District held a 2 day “train the trainer” course on how to facilitate the development of a neighbourhood emergency preparedness plan (neighbours helping neighbours.) Kelly Lake Cree sent at least two representatives to the course. Since that time staff have facilitated workshops in Tomslake and have investigated doing so in Prespatou at the request of a resident in that community. Staff advised they will search the records to find names of the participants from Kelly Lake.

MOVED by Director Bumstead, SECONDED by Director Hiebert, That a letter be forwarded to the Kelly Lake Cree Nation advising that the Regional District will endeavour to coordinate with the entire community of Kelly Lake to assist in working with the community to develop a community emergency preparedness plan.

CARRIED.

- 6) C-3 re: BCEMS      MOVED by Director Hiebert, SECONDED by Director Rose, That staff review and identify any updates to the Regional District's Emergency Plan that may need to be undertaken with respect to the modified BC Emergency Management System (BCEMS) guide.

CARRIED.

**REPORTS:**

- 7) R-2 re: SAR grant      MOVED by Director Rose, SECONDED by Director Hiebert, That the Emergency Executive Committee approve the unclaimed 2011 Search and Rescue Grant funds, in the amount of \$3,443.10, allocated to the Tumbler Ridge Search and Rescue Team, be carried forward as a surplus and used to reduce the tax requisition for the Emergency Planning function in 2017.

CARRIED.

- 8) R-3 re: BC Spill Response      Railways are federally governed, how will the BC Spill Response regulation, a provincial regulation, affect rail spills? It was felt the proposed amendments to the BC Spill Response were vague, lacking details, i.e. no plans for areas where there are no first responders.

- 8) R-3 continued            MOVED by Director Rose, SECONDED by Director Sperling,  
That staff be authorized to forward a submission, by the June 30<sup>th</sup> deadline,  
outlining the following concerns/issues with respect to the proposed amendments  
to the BC Spill Response Intentions Paper:
- Costs for training first responders should be covered by the province as it is  
their regulation
  - Province to provide sufficient funding to local government fire departments
  - Identify a plan for outlying areas where there are no first responders

CARRIED.

- 9) R-4 re: SAR                MOVED by Director Hiebert, SECONDED by Director Bumstead,  
Grant application            that the Emergency Executive, upon review of the 2016 Search and Rescue  
Review                            Grant applications, authorizes that a letter be forwarded to each of the applicants  
inviting them to attend the 2016 Search and Rescue Grant Application meeting  
scheduled for Tuesday, July 19, 2016 at 10:00 am in Dawson Creek.

CARRIED.

**NEW BUSINESS:**

- 10) NB-1 re:                 In response to a query at the Board regarding the development of an elected  
EEC process                 officials guide on emergency management, it was noted that Section 4. "PRRD  
Emergency and Disaster Operations Bylaw No. 1599, 2005" outlines committee  
duties and responsibilities. Search and Rescue funding, policy development,  
guides and manuals have been delegated to the committee and do not require  
the approval of the Board unless the Board specifically resolves to do so on a  
particular item or issue. As the Board has directed that the elected officials guide  
come back to the Board for approval, in this instance it will be reviewed first by  
the Committee and then forward to the Board for approval. Only items (d) and (e)  
in the bylaw, pertaining to negotiations/agreements, would be recommended to  
the Board for approval.

- 11) NB-2 re:                 Staff provided a synopsis of the 2016 wildfire declaration, orders, alerts,  
Declarations,                 revisions that had been issued over the period of April 18 to May 20, 2016.  
orders, alerts  
(handout)                     Communication – received good feedback. Still experiencing some issues, i.e.  
cannot communicate once the power goes out, cannot always access  
website/internet.
- It was noted by the committee that there are a number of different apps and tools  
that may be able to assist in providing notification to communities and gathering  
information from community members. Ms. Morgan noted that there is a platform  
that provides mass notification which enables users to send notifications to  
individuals or groups using lists, GIS locational targeting and also receive  
information from the field from community members via geo-location tags. The  
system is accessible for cell phones, land lines and email (and Northwestel) and  
is already used by the Cariboo Regional District and their member municipalities.  
May need to develop a partnership with municipalities in the region to keep costs  
relative (\$1/household).

- 11) NB-2 continued      MOVED by Director Bumstead, SECONDED by Director Hiebert,  
That staff be authorized to research the availability and cost of leveraging  
technology to assist in communications and information gathering.

CARRIED.

**ITEMS FOR INFORMATION:**

- 12) Items for              Committee members reviewed the following items for information:  
Information  
                                 I-1    Fire Communication – Report for the period April 18 to May 10.
- 13) Adjournment:      The Chair adjourned the meeting at 2:30 pm

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Karen Goodings,  
Chair

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Suzanne Garrett,  
Corporate Services Coordinator



## Snow Survey and Water Supply Bulletin – January 1<sup>st</sup>, 2017

The January 1<sup>st</sup> snow survey is now complete. Data from 77 snow courses and 69 automated snow weather stations around the province, collected by the Ministry of Environment Snow Survey Program and partners, and climate data from Environment and Climate Change Canada have been used to form the basis of the following report<sup>1</sup>.

### Weather

Fall and early-winter weather had been variable across the province. October featured near-normal temperatures across most of the province, with wet conditions through southern BC and the North-East, and drier than normal conditions through the Central and North Coast.

November was extremely warm across the province, with most areas experiencing monthly average temperatures that were 2-5 °C above normal. Weather patterns were dominated by Pacific storm cycles. November was generally wetter than normal across the province, and much wetter than normal in south-west BC. Numerous significant storm events in November led to flooding on Vancouver Island and the South and Central Coast.

Weather patterns flipped in December, ushering in the dominance of Arctic air across British Columbia. Monthly temperatures were typically 2-5 °C below normal across the province. Precipitation through December was generally below normal to near normal across the province, with some areas of the South Interior experiencing above-normal precipitation. While precipitation amounts were not exceptional, cold temperatures led to much higher than normal (typically 130-300% of normal) snowfall throughout December for low elevation areas of south-west BC.

### Snowpack

Snow basin indices for January 1<sup>st</sup> 2017 range from a low of 49% of normal in the Liard to a high of 114% in the South Coast (Table 1 and Figure 1). The province has below-normal snow pack for January 1<sup>st</sup>, with the average of all snow measurements at 82%. Well below-normal snowpack (<65%) is present in northern BC, including the Upper Fraser, Skeena-Nass, Stikine, Peace, and Liard. Slightly below-normal snowpacks (65-80%) are present in the Boundary and Okanagan. Near-normal snowpacks (85-115%) are present throughout the rest of the province.

Two key weather factors have been driving the seasonal snowpack development this year. First is the extremely warm November period across the province. This led to a delay in the early season accumulation of snow, and in some areas led to melting of the early season snow that had fallen in October. During November, river runoff from melting snow and moderate to heavy rainfall, led to extremely high seasonal flows for most river systems in the BC Interior. The second key weather driver has been the dominance of Arctic air across the province through December. This has led to dry conditions, particularly across northern BC, and cold conditions across the province. Colder than normal temperatures in south-west BC has led to much greater snow accumulations at low elevation, while the impact on higher elevation snowpack has been modest. Snow at low elevation has been much higher than

February 7, 2017

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1. Every effort is made to ensure that data reported on these pages are accurate. However, in order to update the graphs and indices as quickly as possible, some data may have been estimated. Please note that data provided on these pages are preliminary and subject to revision upon review.

## Snow Survey and Water Supply Bulletin – January 1<sup>st</sup>, 2017

normal through December, with many areas receiving twice as much snow as normal, or more.

**Table 1 - BC Snow Basin Indices – January 1, 2017**

Basin	% of Normal	Basin	% of Normal
Upper Fraser West	59*	Boundary	73
Upper Fraser East	62	Similkameen	100*
Nechako	90	South Coast	114
Middle Fraser	82	Vancouver Island	98
Lower Fraser	111	Central Coast	87*
North Thompson	87	Skagit	110*
South Thompson	100	Peace	59
Upper Columbia	88	Skeena-Nass	65
West Kootenay	80	Stikine	54*
East Kootenay	87	Liard	49*
Okanagan	79	Northwest	NO DATA

On the January 1, 2016  
Snow Basin Indices  
the Peace was at 68%  
of Normal

\*Note January 1<sup>st</sup> snow basin index values are based on limited observation points

January's snow survey schedule features fewer individual snow survey measurements than occur in later survey periods in the year. Some January 1<sup>st</sup> snow basin indices are therefore based on a very limited number of surveys (e.g. 1-2 surveys within the snow basin) (Table 1) making the data interpretation less robust compared to survey periods later in the season. All available January 1<sup>st</sup> snow measurements are provided at the end of this report.

### Outlook

Weak La Niña conditions in the equatorial Pacific Ocean appear to have peaked. The Climate Prediction Centre (CPC) at the U.S. National Weather Service/NOAA is forecasting La Niña conditions to weaken through the remainder of the winter, and is forecasting a high likelihood of neutral ENSO conditions by the January to March period. Typically, La Niña is linked to cooler and wetter winters across British Columbia. Snowpacks tend to be higher than normal; however, there has been a large range of variability in snowpack during La Niña winters in the past. Given the weak nature of the current La Niña cycle, there is greater uncertainty regarding how it will influence this year's conditions.

Seasonal forecasts from Environment and Climate Change Canada are indicating an increased likelihood of below-normal temperatures across northern and western British Columbia over the January to March period. Short-to-medium term forecasts are suggesting colder temperatures through the middle of January, and an increased likelihood of warmer conditions into the second half of the month.



Ministry of  
Forests, Lands and  
Natural Resources

**RIVER FORECAST CENTRE**

## **Snow Survey and Water Supply Bulletin – January 1<sup>st</sup>, 2017**

By early January, nearly half of the annual BC snowpack has typically accumulated. At this early stage in the season, there is limited indication that any regions of the province are developing increased seasonal flood risk. Currently observed low snow pack in some regions of the province, particularly the northern third of the province, is an early indication of the potential for lower than normal stream flow in the spring and summer this year. However, with three or more months left of snow accumulation, these outlooks could change significantly.

The River Forecast Centre will continue to monitor snow pack conditions and will provide an updated seasonal flood risk forecast in the February 1<sup>st</sup> 2017 bulletin, which is scheduled for release on February 7<sup>th</sup>.

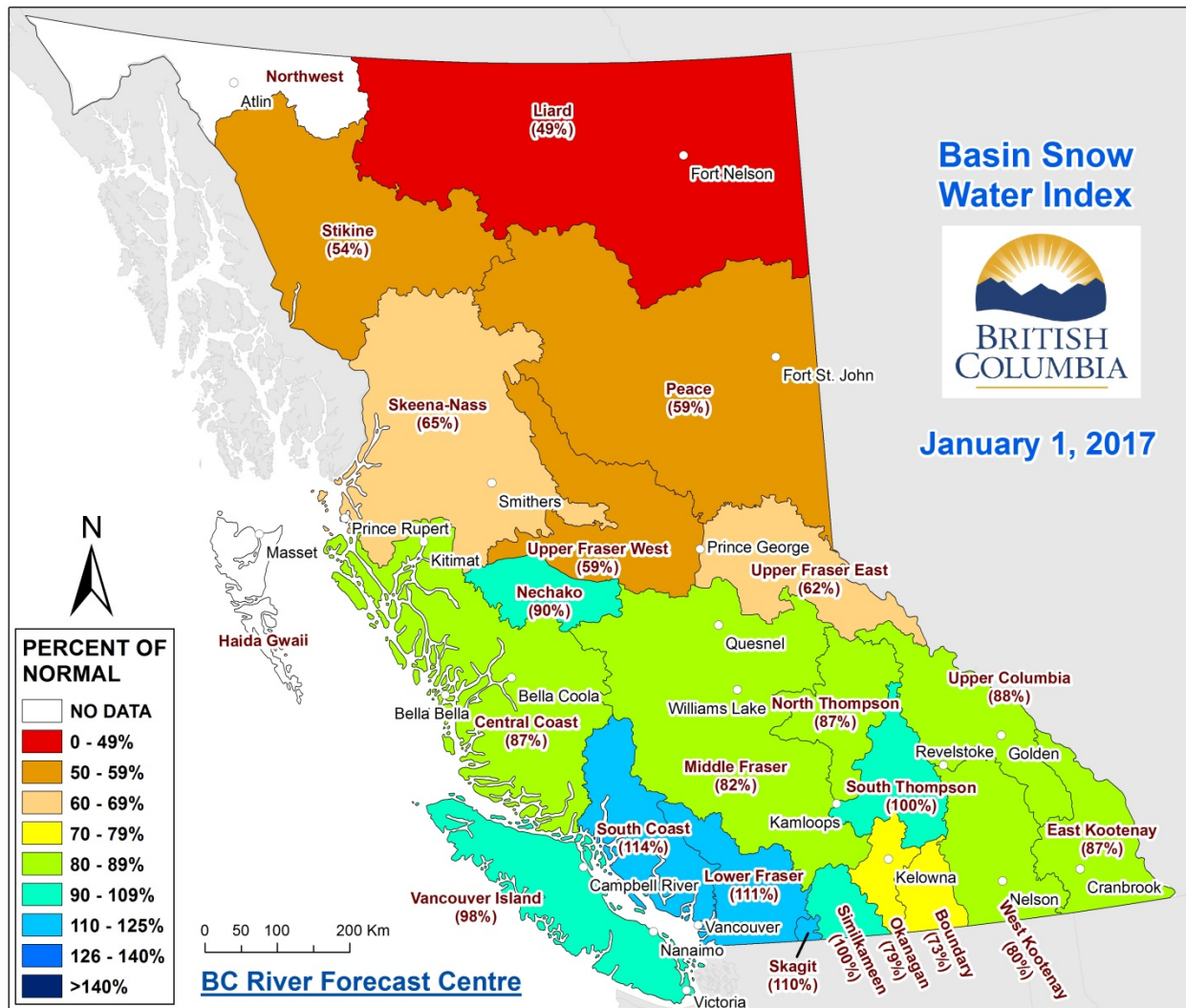
BC River Forecast Centre  
January 9, 2017





# Snow Survey and Water Supply Bulletin – January 1<sup>st</sup>, 2017

Figure 1: Basin Snow Water Index – January 1<sup>st</sup>, 2017



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2017 Automated Snow Weather Station/Manual Snow Survey Data				January				Historic Snow Water Equivalent (mm)						
Station ID	Name	Basin	Elevation (masl)	Survey Date YYYY-MM-DD	SD (cm)	SWE (mm)	Code	SWE % 1981-2010 Normal	2016 SWE (mm)	2015 SWE (mm)	Minimum (mm)	Maximum (mm)	1981-2010 Normal (mm)	Years of Record
1A01P	Yellowhead Lake	Upper Fraser East	1847	2017-01-01		204		69%	254	247	184	428	296	20
1A02P	McBride Upper	Upper Fraser East	1608	2017-01-01	99	142		72%	198	245	121	387	198	25
1A03P	Barkerville	Upper Fraser East	1483	2017-01-01	356	114		74%	123	164	21	312	154	42
1A05	LONGWORTH (UPPER)	Upper Fraser East	1693	2017-01-05	93	202		49%	296	422	114	422	411	22
1A05P	Longworth Upper	Upper Fraser East	1740	2017-01-01	105	192								0
1A06A	HANSARD	Upper Fraser East	622	NS	NS	NS	NS							0
1A10	PRINCE GEORGE A	Upper Fraser East	684	2017-01-04	22	31		53%	81		0	156	59	48
1A11	PACIFIC LAKE	Upper Fraser East	756	2017-01-05	93	186		61%	165	144	56	577	303	29
1A12	KAZA LAKE	Upper Fraser West	1247	2017-01-04	48	96		53%	132	116	92	371	182	34
1A12P	Kaza Lake	Upper Fraser West	1248	2017-01-01	63	116			136		136	136		1
1A14P	Hedrick Lake	Upper Fraser East	1118	2017-01-01	138	234		67%	214	214	143	641	348	17
1A15	KNUDSEN LAKE	Upper Fraser East	1598	2017-01-05	117	261		61%		264	125	821	427	23
1A15P	Knudsen Lake	Upper Fraser East	1601	2017-01-01	104	311								0
1A16	BURNS LAKE	Upper Fraser West	820	2017-01-04	32	46		65%	50	80	10	192	71	36
1A17P	Revolution Creek	Upper Fraser East	1676	2017-01-01	122	203		54%	326	294	184	814	377	32
1A19P	Dome Mountain	Upper Fraser East	1768	2017-01-01	94	215		58%	298	337	171	581	372	11
1A23	BIRD CREEK	Upper Fraser West	1196	NS	NS	NS	NS				72	174	174	4
1B01	MOUNT WELLS	Nechako	1489	NS	NS	NS	NS				220	465	465	4
1B01P	Mount Wells	Nechako	1489	2017-01-01	94	330		104%	227	307	131	516	316	25
1B02	TAHTSA LAKE	Nechako	1319	NS	NS	NS	NS				444	1084	1084	4
1B02P	Tahtsa Lake	Nechako	1319	2017-01-01	116	704		102%	464	497	369	1168	693	25
1B05	SKINS LAKE	Nechako	877	N	N	N	N		53	54	0	127	54	26
1B06	MOUNT SWANNELL	Nechako	1596	NS	NS	NS	NS				134	247	247	4
1B07	NUTLI LAKE	Nechako	1502	NS	NS	NS	NS				173	527	527	4
1B08P	Mount Pondosy	Nechako	1413	2017-01-01	175	293		65%	363	440	204	670	448	25
1C01	BROOKMERE	Middle Fraser	994	NS	NS	NS	NS				22	170	97	12
1C05	MCGILLIVRAY PASS	Middle Fraser	1715	2017-01-04	97	250		91%	239		140	458	274	19
1C06	PAVILION	Middle Fraser	1209	NS	NS	NS	NS				0	80	32	9
1C08	NAZKO	Middle Fraser	1029	NS	NS	NS	NS		31	52	0	92	41	27
1C09A	HIGHLAND VALLEY	Middle Fraser	1547	NS	NS	NS	NS				12	104	51	12
1C12P	Green Mountain	Middle Fraser	1766	2017-01-01	209	336		72%	429	381	268	780	469	23
1C13A	HORSEFLY MOUNTAIN	Middle Fraser	1612	NS	NS	NS	NS							0
1C14	BRALORNE	Middle Fraser	1382	2017-01-04	36	70		86%	77		0	158	81	18
1C17	MOUNT TIMOTHY	Middle Fraser	1632	2017-01-02	55	90		56%	161	104	38	350	160	17
1C18P	Mission Ridge	Middle Fraser	1903	2017-01-01	217	259		99%	237	179	148	659	261	47
1C19	GNAWED MOUNTAIN	Middle Fraser	1617	NS	NS	NS	NS				24	93	53	6
1C20P	Boss Mountain Mine	Middle Fraser	1477	2017-01-01	223	225		70%	255	255	191	495	322	23

1C21	BIG CREEK	Middle Fraser	1130		NS	NS	NS	NS		42	44	10	68	32	27
1C22	PUNTZI MOUNTAIN	Middle Fraser	939	2016-12-29	13	26		72%	22	40	0	106	36	37	
1C23	PENFOLD CREEK	Middle Fraser	1687		NS	NS	NS	NS	525		525	525	0	1	
1C25	LAC LE JEUNE (UPPER)	Middle Fraser	1471	2017-01-04	44	80		116%	119	52	10	146	69	39	
1C28	DUFFEY LAKE	Middle Fraser	1253		NS	NS	NS	NS						0	
1C29	SHOVELNOSE MOUNTAIN	Middle Fraser	1456		NS	NS	NS	NS						0	
1C32	DEADMAN RIVER	Middle Fraser	1463		NS	NS	NS	NS			30	141	65	7	
1C33A	GRANITE MOUNTAIN	Middle Fraser	1175	2016-12-29	27	60		65%	116	78	46	124	93	9	
1C37	BRALORNE(UPPER)	Middle Fraser	1980	2017-01-04	110	328		106%	290		116	504	309	18	
1C38	DOWNTON LAKE (UPPER)	Middle Fraser	1884	2017-01-04	137	434		89%			272	690	489	18	
1C38P	Downton Lake Upper	Middle Fraser	1829	2017-01-01	200	419			451		451	451		1	
1C39	BRIDGE GLACIER (LOWER)	Middle Fraser	1393	2017-01-04	101	276		93%	300		74	466	298	18	
1C40	TYAUGHTON	Middle Fraser	1946	2017-01-04	83	206		84%	198		92	418	244	17	
1C40P	North Tyughton	Middle Fraser	1969	2017-01-01		184			174		174	174		1	
1C41P	Yanks Peak East	Middle Fraser	1683	2017-01-01	115	304		77%	365	389	207	510	397	20	
1C42	CAVERHILL LAKE	Middle Fraser	1400		NS	NS	NS	NS							
1D06P	Tenquille Lake	Lower Fraser	1669	2017-01-01		532		110%	526	446	285	817	485	16	
1D08	STAVE LAKE	Lower Fraser	1211	2017-01-04	220	646		112%	584	159	112	976	578	20	
1D09	WAHLEACH LAKE	Lower Fraser	1395	2017-01-04	102	250		104%	224	91	46	417	240	22	
1D09P	Wahleach Lake Upper	Lower Fraser	1408	2017-01-01	184	308		70%	290	214	214	650	442	25	
1D10	NAHATLATCH RIVER	Lower Fraser	1530	2017-01-04	155	438		75%	634		219	975	585	21	
1D16	DICKSON LAKE	Lower Fraser	1147	2017-01-04	263	806		131%	466		274	1196	616	18	
1D17P	Chilliwack River	Lower Fraser	1621	2017-01-01	146	620		94%	809	353	353	1165	658	25	
1D19P	Spuzzum Creek	Lower Fraser	1197	2017-01-01	73	595		90%	597	198	198	1268	662	18	
1E01B	BLUE RIVER	North Thompson	673	2016-12-31	80	12		8%	160		0	263	149	25	
1E02P	Mount Cook	North Thompson	1574	2017-01-01	287	513		83%	684	608	420	901	621	17	
1E03A	TROPHY MOUNTAIN	North Thompson	1907		NS	NS	NS	NS						0	
1E05	KNOUFF LAKE	North Thompson	1189		NS	NS	NS	NS						0	
1E07	ADAMS RIVER	North Thompson	1769		NS	NS	NS	NS			205	475	324	13	
1E08P	Azure River	North Thompson	1625	2017-01-01		538		91%	528	607	356	780	593	20	
1E10P	Kostal Lake	North Thompson	1760	2017-01-01		398		89%	417	388	271	615	448	32	
1E14P	Cook Creek	North Thompson	1280	2017-01-01	29	0			0		0	0		1	
1F01A	ABERDEEN LAKE	South Thompson	1262		NS	NS	NS	NS	85	61	61	106	94	5	
1F02	ANGLEMONT	South Thompson	1168		NS	NS	NS	NS			164	164	164	2	
1F03P	Park Mountain	North Thompson	1857	2017-01-01	134				379	382	256	632	421	32	
1F04P	Enderby	North Thompson	1950	2017-01-01	128	552								0	
1F06P	Celista Mountain	North Thompson	1533	2017-01-01	67	357		76%	506	388	307	577	468	12	
2A01A	CANOE RIVER	Upper Columbia	866		NS	NS	NS	NS			29	86	48	5	
2A02	GLACIER	Upper Columbia	1249	2016-12-29	83	208		68%	362	266	147	519	304	38	
2A03A	FIELD	Upper Columbia	1310		NS	NS	NS	NS			38	127	80	11	
2A06P	Mount Revelstoke	Upper Columbia	1770	2017-01-01	63	600		102%	595	450	303	861	587	24	
2A07	KICKING HORSE	Upper Columbia	1648	2016-12-28	42	90		61%	160	114	66	257	147	34	

2A11	BEAVERFOOT	Upper Columbia	1924	2017-01-04	42	80		74%	148	92	52	215	108	28
2A14	MOUNT ABBOT	Upper Columbia	2031	2016-12-27	160	522		89%	600	517	298	1065	584	26
2A16	GOLDSTREAM	Upper Columbia	1914	2017-01-03	227	626		106%	584		355	906	588	28
2A17	FIDELITY MOUNTAIN	Upper Columbia	1852	2016-12-26	154	490		82%	590	510	331	1228	596	36
2A18	KEYSTONE CREEK	Upper Columbia	1839	2017-01-03	146	385		95%	414		217	577	405	27
2A18P	Keystone Creek	Upper Columbia	1850	2017-01-01		518			475		475	475		1
2A19	VERMONT CREEK	Upper Columbia	1533	2017-01-04	73	185		89%	286	122	91	328	207	27
2A21P	Molson Creek	Upper Columbia	1930	2017-01-01	194	484		86%	481	431	286	1072	563	36
2A22	SUNBEAM LAKE	Upper Columbia	2066	2017-01-03	166	466		99%	469		243	1131	471	28
2A23	BUSH RIVER	Upper Columbia	1982	2017-01-03	142	399		96%	483		216	940	417	28
2A25	KIRBYVILLE LAKE	Upper Columbia	1739	2017-01-03	218	620		101%	671	273	273	1472	613	29
2A27	DOWNIE SLIDE (LOWER)	Upper Columbia	964	2017-01-03	110	230		77%	338		166	504	298	27
2A29	DOWNIE SLIDE (UPPER)	Upper Columbia	1628	2017-01-03	236	664		94%	335		335	1022	706	27
2A30P	Colpitti Creek	Upper Columbia	2131	2017-01-01	224	465			403		403	403		1
2A31P	Caribou Creek Upper	Upper Columbia	2201	2017-01-01	172	484			465		465	465		1
2A32P	Wildcat Creek	Upper Columbia	2122	2017-01-01	157	258			271		271	271		1
2B02A	FARRON	Lower Columbia	1229	2017-01-03	58	110		75%	157	101	40	330	146	25
2B05	WHATSHAN (UPPER)	Lower Columbia	1476	2017-01-02	89	191		59%		221	169	543	323	28
2B06P	Barnes Creek	Lower Columbia	1595	2017-01-01	129	130		49%	272	222	158	405	265	24
2B07	KOCH CREEK	Lower Columbia	1813	2017-01-02	128	336		97%	415		170	473	346	27
2B08P	St. Leon Creek	Lower Columbia	1822	2017-01-01	48	501		103%	536	471	221	855	488	24
2B09	RECORD MOUNTAIN	Lower Columbia	1906	2016-12-31	123	324		102%	320		134	575	319	26
2C01	SINCLAIR PASS	East Kootenay	1374	NS	NS	NS	NS				25	107	54	12
2C04	SULLIVAN MINE	East Kootenay	1580	2016-12-30	56	84		67%	114	78	29	226	125	29
2C07	FERNIE EAST	East Kootenay	1213	2016-12-30	68	112		85%	98	111	28	330	132	31
2C09Q	Morrissey Ridge	East Kootenay	1966	2017-01-01	39	212		69%	308	171	124	706	306	37
2C10P	Moyie Mountain	East Kootenay	1840	2017-01-01	73	180		105%	184	130	76	354	172	38
2C14P	Floe Lake	East Kootenay	2110	2017-01-01	76	396		113%	331	317	173	503	352	24
2C15	MOUNT ASSINIBOINE	East Kootenay	2230	2017-01-04	108	286		107%	270		111	567	267	28
2C16	MOUNT JOFFRE	East Kootenay	1763	2017-01-04	50	98		59%	206		73	364	166	28
2C17	THUNDER CREEK	East Kootenay	2062	2017-01-04	56	115		91%	190	138	61	276	126	28
2D02	FERGUSON	West Kootenay	929	2016-12-28	74	125		49%	320	254	93	409	256	33
2D03	SANDON	West Kootenay	1072	NS	NS	NS	NS				157	157	157	2
2D04	NELSON	West Kootenay	952	2016-12-29	58	87		52%	121		61	366	167	50
2D05	GRAY CREEK (LOWER)	West Kootenay	1558	NS	NS	NS	NS				69	372	205	23
2D06	CHAR CREEK	West Kootenay	1290	2016-12-29	74	118		49%	221	163	110	480	239	29
2D07A	DUNCAN LAKE NO. 2	West Kootenay	662	NS	NS	NS	NS						0	0
2D08P	East Creek	West Kootenay	2004	2017-01-01	40	443		100%	525	374	206	858	442	36
2D09	MOUNT TEMPLEMAN	West Kootenay	1879	2017-01-02	180	447		90%	520		277	902	496	29
2D10	GRAY CREEK (UPPER)	West Kootenay	1926	NS	NS	NS	NS				222	612	358	16
2D14P	Redfish Creek	West Kootenay	2086	2017-01-01	253	704		137%	751	686	401	751	514	15
2E01	MONASHEE PASS	Kettle	1387	2017-01-02	46	92		56%	165	95	84	239	163	33

2E02	CARMI	Kettle	1254		NS	NS	NS	NS				86	102	0	3
2E03	BIG WHITE MOUNTAIN	Kettle	1672		NS	NS	NS	NS				112	326	235	17
2E07P	Grano Creek	Kettle	1874	2017-01-01	54	189			84%	285	179	143	315	225	19
2F01A	TROUT CREEK (West)	Okanagan	1430		NS	NS	NS	NS		93	68	68	140	0	3
2F02	SUMMERLAND RESERVOIR	Okanagan	1304	2017-01-06	51	104			104%	172		42	198	100	47
2F03	MC CULLOCH	Okanagan	1266		NS	NS	NS	NS				28	144	78	28
2F04	GRAYSTOKE LAKE	Okanagan	1818		N	N	N	N		168		96	282	147	12
2F05P	Mission Creek	Okanagan	1794	2017-01-01	95	176			78%	242	181	104	398	227	47
2F07	POSTILL LAKE	Okanagan	1358		NS	NS	NS	NS						0	0
2F08P	Greyback Reservoir	Okanagan	1550	2017-01-01			102								0
2F09	WHITEROCKS MOUNTAIN	Okanagan	1789		NS	NS	NS	NS				122	447	271	20
2F10P	Silver Star Mountain	Okanagan	1839	2017-01-01	88	314				344		344	344		1
2F11	ISINTOK LAKE	Okanagan	1651	2017-01-06	42	77			112%	108		16	196	69	47
2F12	MOUNT KOBAN	Okanagan	1817	2016-12-29	46	70			50%	185	108	28	261	139	37
2F13	ESPERON CR (UPPER)	Okanagan	1634		NS	NS	NS	NS						0	
2F14	ESPERON CR (MIDDLE)	Okanagan	1440		NS	NS	NS	NS						0	
2F18P	Brenda Mine	Okanagan	1453	2017-01-01	290	125			68%	217	120	85	304	185	24
2F19	OOYAMA LAKE	Okanagan	1365		NS	NS	NS	NS						0	
2F20	VASEUX CREEK	Okanagan	1403		NS	NS	NS	NS				32	117	56	19
2F21	BOULEAU LAKE	Okanagan	1405		NS	NS	NS	NS				160	351	0	2
2F23	MACDONALD LAKE	Okanagan	1742		NS	NS	NS	NS				81	328	189	16
2F24	ISLAHT LAKE	Okanagan	1492		NS	NS	NS	NS						0	
2F25	POSTILL LAKE UPPER	Okanagan	1500		NS	NS	NS	NS							
2G03P	Blackwall Peak	Similkameen	1934	2017-01-01	49	333			88%	488	357	108	923	379	49
2G04	LOST HORSE MOUNTAIN	Similkameen	1988		NS	NS	NS	NS				54	120	93	7
2G05	MISSEZULA MOUNTAIN	Similkameen	1602		NS	NS	NS	NS				21	197	96	15
2G06	HAMILTON HILL	Similkameen	1477		NS	NS	NS	NS				55	313	168	15
3A01	GROUSE MOUNTAIN	South Coast	1126	2017-01-03	224	732			151%	596	96	24	878	485	28
3A02	POWELL RIVER (UPPER)	South Coast	1002		NS	NS	NS	NS						0	
3A05	POWELL RIVER (LOWER)	South Coast	882		NS	NS	NS	NS						0	
3A09	PALISADE LAKE	South Coast	898		NS	NS	NS	NS				86	334	334	3
3A10	DOG MOUNTAIN	South Coast	1007	2017-01-03	239	754			155%	586	78	78	879	488	23
3A19	ORCHID LAKE	South Coast	1178	2017-01-03	251	808			109%	832	180	180	1360	739	26
3A20	CALLAGHAN CREEK	South Coast	1009		NS	NS	NS	NS				100	638	289	13
3A22P	Nostetuko River	South Coast	1457	2017-01-01		169			66%	268	217	32	544	258	28
3A24P	Mosley Creek Upper	South Coast	1655	2017-01-01		181			93%	159	187	85	491	194	28
3A25P	Squamish River Upper	South Coast	1387	2017-01-01		584			79%	726	391	391	1160	742	27
3A26	CHAPMAN CREEK	South Coast	1022		NS	NS	NS	NS							
3A27	EDWARDS LAKE	South Coast	1070		NS	NS	NS	NS							
3B01	FORBIDDEN PLATEAU	Vancouver Island	1110	2016-12-30	219	619			100%	660	219	0	1287	621	30
3B02A	MOUNT COKELY	Vancouver Island	1267		NS	NS	NS	NS						0	
3B04	ELK RIVER	Vancouver Island	270	2016-12-30	40	123			251%	40	0	0	264	49	29

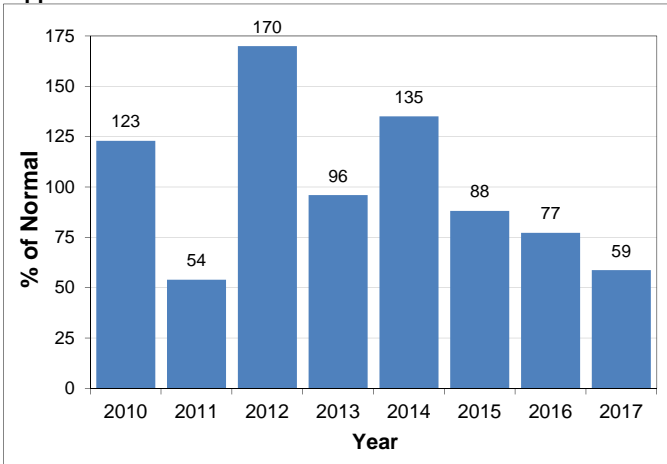
3B10	UPPER THELWOOD LAKE	Vancouver Island	1014	NS	NS	NS	NS				546	734	587	5
3B17P	Wolf River Upper	Vancouver Island	1422	2017-01-01		518		93%	582	292	43	1057	555	35
3B18	WOLF RIVER (MIDDLE)	Vancouver Island	1050	2016-12-30	149	310		118%	230	116	0	774	262	23
3B19	WOLF RIVER (LOWER)	Vancouver Island	615	2016-12-30	95	204		127%	160	40	0	388	161	23
3B23P	Jump Creek	Vancouver Island	1134	2017-01-01		460		100%	287	63	63	1025	459	21
3B24P	Heather Mountain Upper	Vancouver Island	1190	2017-01-01		661			647		647	647		1
3B26P	Mount Arrowsmith	Vancouver Island	1465	2017-01-01		373								0
3C07	WEDEENE RIVER SOUTH	North Coast	196	NS	NS	NS	NS				242	242	242	2
3C08P	Burnt Bridge Creek	North Coast	1329	2017-01-01		279		65%	382	398	139	702	429	19
3D01C	SUMALLO RIVER WEST	Skagit	801	NS	NS	NS	NS		82		47	82	0	2
3D02	LIGHTNING LAKE	Skagit	1254	NS	NS	NS	NS						0	
3D03A	KLESILKWA	Skagit	1134	2017-01-04	69	135		110%	134		0	386	123	20
4A02P	Pine Pass	Peace	1386	2017-01-01		101		18%	363	311	241	1016	549	28
4A03	WARE (UPPER)	Peace	1563	2017-01-03	50	92		61%	90	99	64	248	151	28
4A03P	Ware Upper	Peace	1565	2017-01-01		68								0
4A04	WARE (LOWER)	Peace	969	2017-01-03	31	46		42%	89	92	52	240	110	26
4A04P	Ware Lower	Peace	971	2017-01-01		134								0
4A05	GERMANSEN (UPPER)	Peace	1489	2017-01-04	52	115		62%	156	173	93	364	186	35
4A06	TUTIZZI LAKE	Peace	1043	2017-01-04	38	69		49%	106	92	72	223	142	27
4A07	LADY LAURIER LAKE	Peace	1460	2017-01-02	82	178		60%	194	225	140	472	295	34
4A09	PULPIT LAKE	Peace	1331	2017-01-03	70	136		58%	152	174	130	398	235	28
4A09P	Pulpit Lake	Peace	1331	2017-01-01		110		44%	133	163	133	344	250	27
4A10	FREDRICKSON LAKE	Peace	1323	2017-01-03	38	70		55%	93	106	54	250	128	28
4A11	TRYGVE LAKE	Peace	1409	2017-01-04	62	121		58%	119		119	299	207	32
4A12	TSAYDAYCHI LAKE	Peace	1173	2017-01-04	65	148		68%	166	154	128	393	217	35
4A13	PHILIP LAKE	Peace	1013	N	N	N	N		137	119	48	288	154	35
4A16	MORFEE MOUNTAIN	Peace	1427	2017-01-05	90	239		56%	265	303	199	710	425	28
4A18	MOUNT SHEBA	Peace	1480	2017-01-05	112	279		64%	369	269	106	793	438	23
4A20	MONKMAN CREEK	Peace	1566	N	N	N	N		190	158	107	546	277	23
4A21	MOUNT STEARNS	Peace	1514	2017-01-03	61	92		112%	41	73	14	151	82	28
4A25	FORT ST. JOHN A	Peace	692	2017-01-05	34	50		96%	34	0	0	134	52	32
4A27P	Kwadacha North	Peace	1554	2017-01-01		80								0
4A30P	Aiken Lake	Peace	1061	2017-01-01		117		85%	90	88	71	262	138	32
4A31P	Crying Girl Prairie	Peace	1358	2017-01-01		75			86		86	86		1
4A33P	Muskwa-Kechika	Peace	1196	2017-01-01		301			23		23	23		1
4A34P	Dowling Creek	Peace	1456	2017-01-01		78								0
4B01	KIDPRICE LAKE	Skeena-Nass	1415	NS	NS	NS	NS				369	894	894	4
4B02	JOHANSON LAKE	Skeena-Nass	1480	2017-01-04	51	103		62%	108		84	282	167	32
4B03A	HUDSON BAY MTN.	Skeena-Nass	1452	2017-01-04	82	218		83%	168		135	470	264	34
4B04	CHAPMAN LAKE	Skeena-Nass	1485	NS	NS	NS	NS						0	
4B06	TACHEK CREEK	Skeena-Nass	1133	NS	NS	NS	NS						0	
4B07	MCKENDRICK CREEK	Skeena-Nass	1048	NS	NS	NS	NS						0	

4B08	MOUNT CRONIN	Skeena-Nass	1491		NS	NS	NS	NS									0	
4B10	NINGUNSAW PASS	Nass	647		NS	NS	NS	NS				277	277				0	2
4B11A	BEAR PASS	Nass	437		NS	NS	NS	NS									0	
4B12P	Granduc Mine	Skeena-Nass	790	2017-01-01				157										0
4B13A	TERRACE A	Skeena-Nass	219	2017-01-05		28	46		63%	68		0	264	73	31			
4B14	EQUITY MINE	Skeena-Nass	1434		NS	NS	NS	NS				118	228	166	11			
4B15	LU LAKE	Skeena-Nass	1296		NS	NS	NS	NS				96	182	130	11			
4B15P	Lu Lake	Skeena-Nass	1308	2017-01-01			204		145%	119	174	41	291	141	19			
4B16P	Shedin Creek	Skeena-Nass	1320	2017-01-01			441		104%	195	206	195	598	425	21			
4B17P	Tsai Creek	Skeena-Nass	1360	2017-01-01			165		28%	302	475	302	983	599	19			
4B18P	Cedar-Kiteen	Skeena-Nass	912	2017-01-01			72		23%	178	167	83	568	307	16			
4C01	SIKANNI LAKE	Liard	1390	2017-01-03	48	71			49%	78		44	257	145	33			
4C01P	Sikanni Lake	Liard	1400	2017-01-01			109											0
4C02	SUMMIT LAKE	Liard	1291		NS	NS	NS	NS				58	58	0	3			
4C03	DEASE LAKE	Liard	805		NS	NS	NS	NS				20	168	68	38			
4C05	FORT NELSON AIRPORT	Liard	368		NS	NS	NS	NS		38	42	15	112	57	45			
4C15	JADE CITY	Liard	943		NS	NS	NS	NS						0				
4D01	TELEGRAPH CREEK	Stikine	490		NS	NS	NS	NS						0				
4D02	ISKUT	Stikine	931		NS	NS	NS	NS				76	76	0	2			
4D11P	Kinaskan Lake	Stikine	1020	2017-01-01						94	97	94	97	202	21			
4E02B	ATLIN LAKE	Yukon	730		NS	NS	NS	NS			0							1

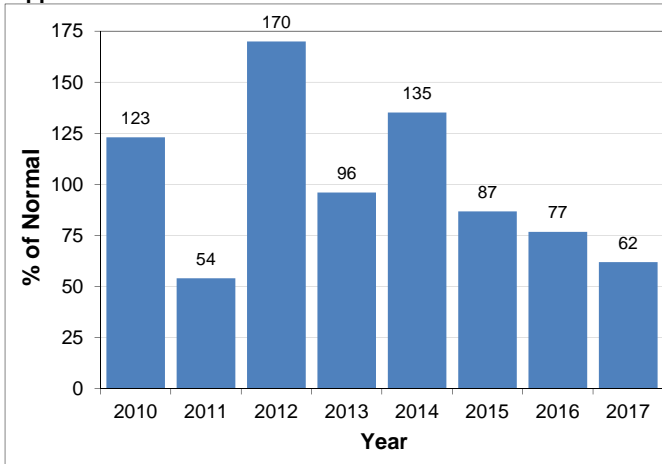
Code	Description
A	Sampling problems were encountered
B	Early or late sampling
C	Early or late sampling w/problems encountered
E	Estimate
N	Scheduled, but not sampled
NA	Not available
NS	Not scheduled
SD	Snow Depth
SWE	Snow Water Equivalent
T	Trace Amount

## Snow Basin Index Graphs - January 1, 2017

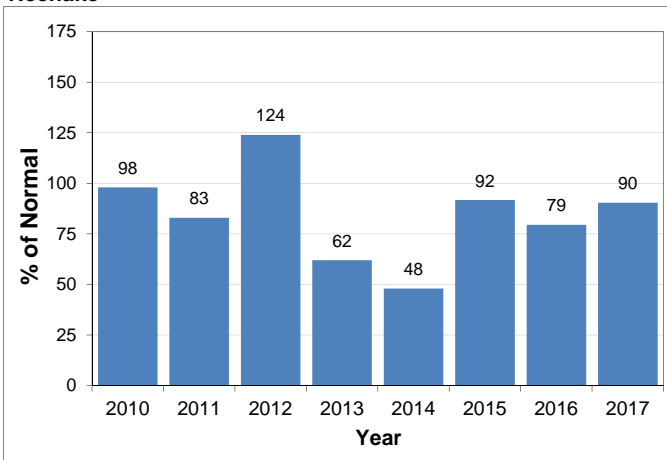
### Upper Fraser West



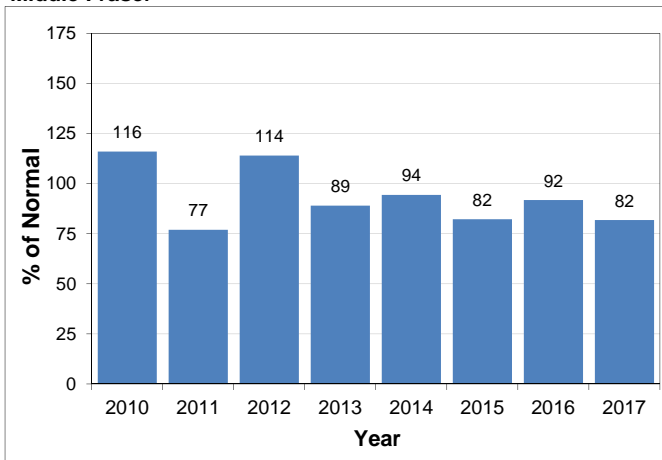
### Upper Fraser East



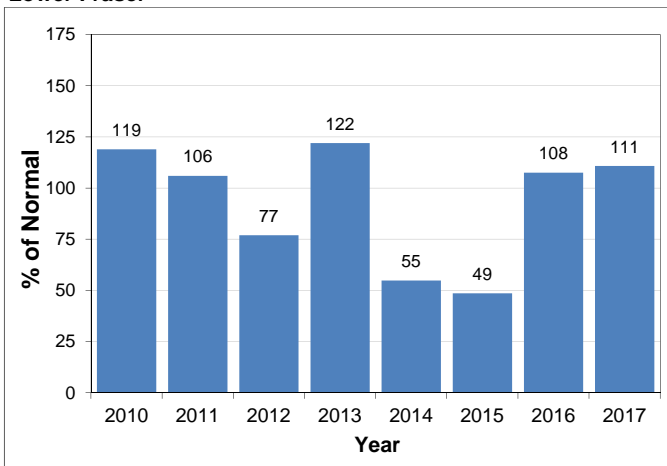
### Nechako



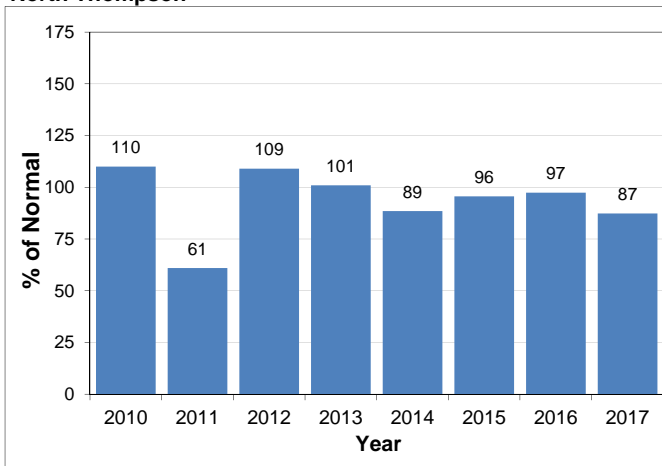
### Middle Fraser



### Lower Fraser



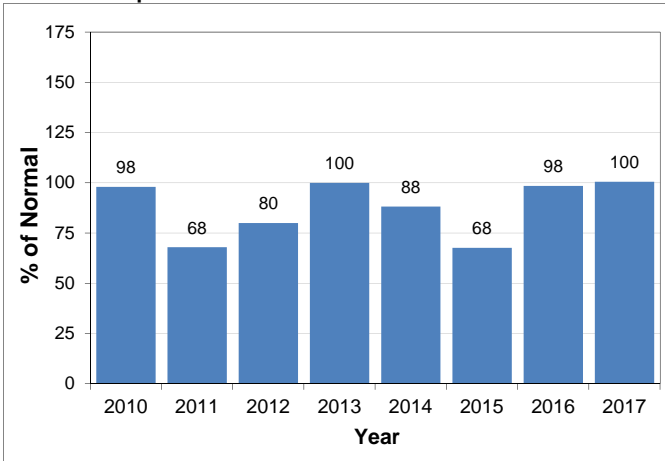
### North Thompson



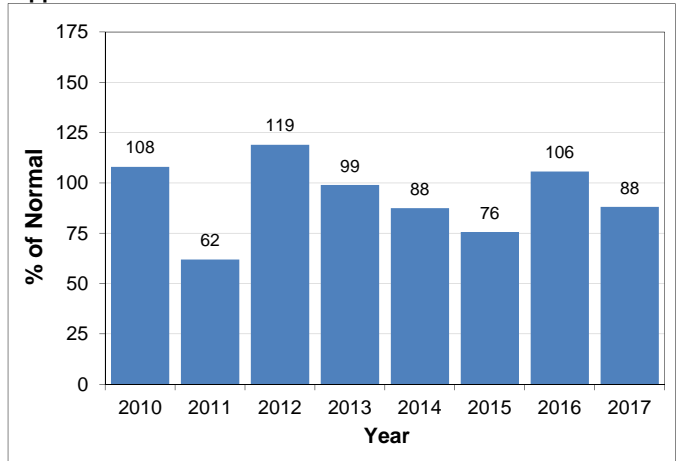


## Snow Basin Index Graphs - January 1, 2017

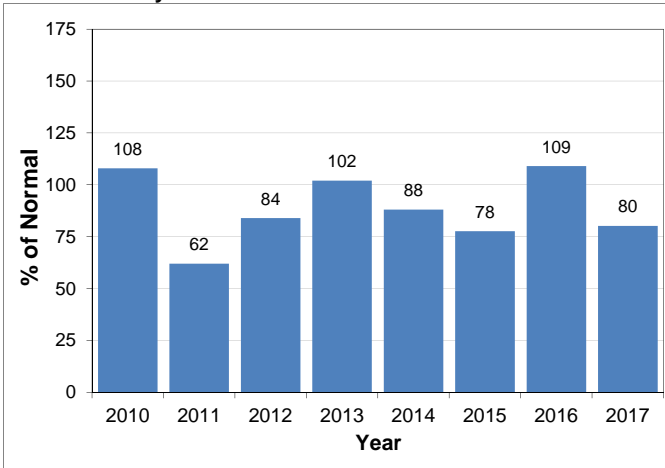
### South Thompson



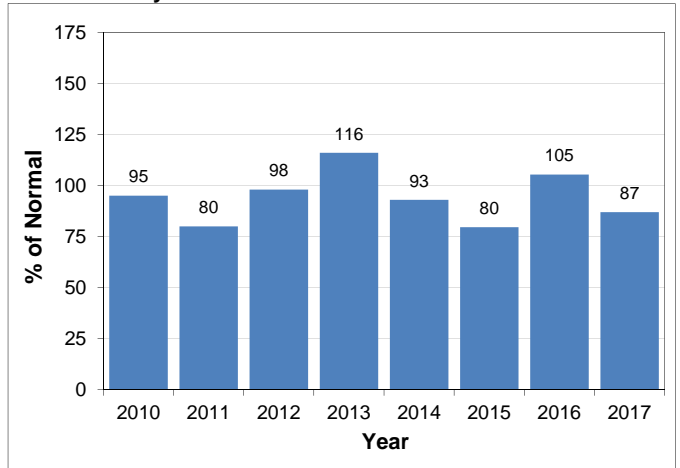
### Upper Columbia



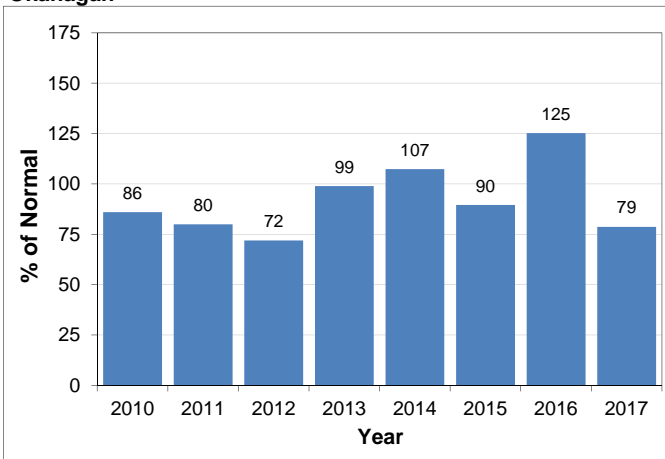
### West Kootenay



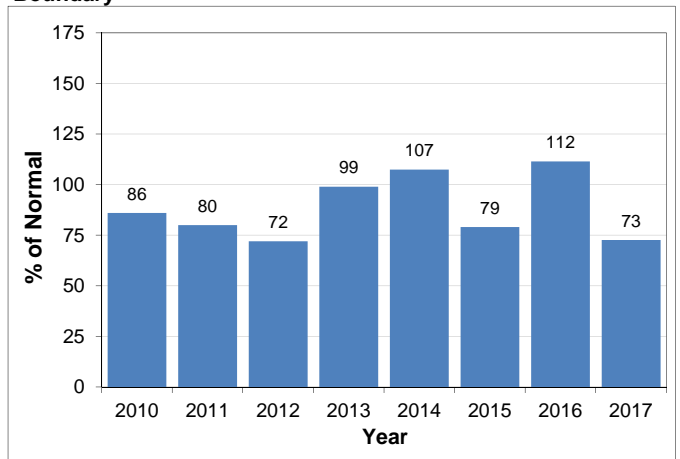
### East Kootenay



### Okanagan

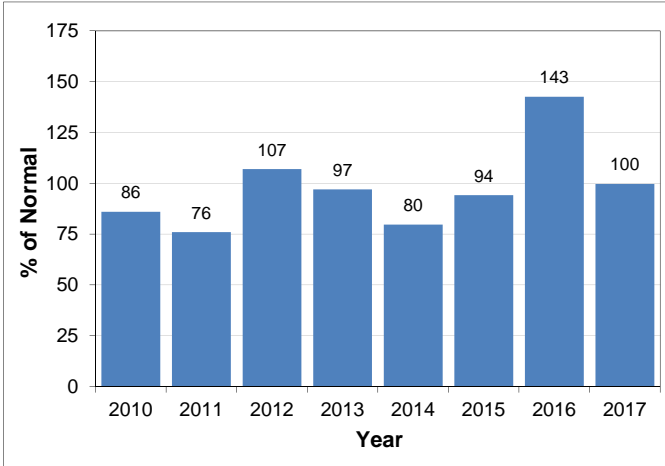


### Boundary

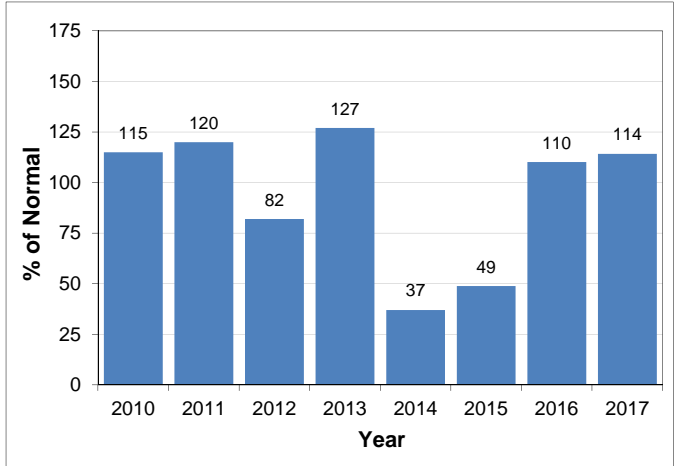


## Snow Basin Index Graphs - January 1, 2017

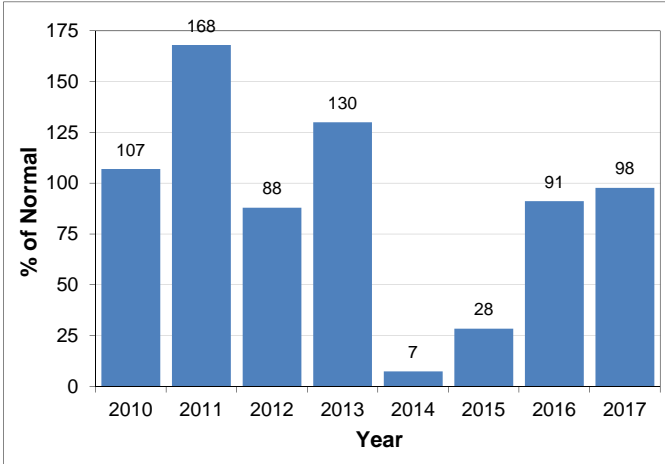
**Similkameen**



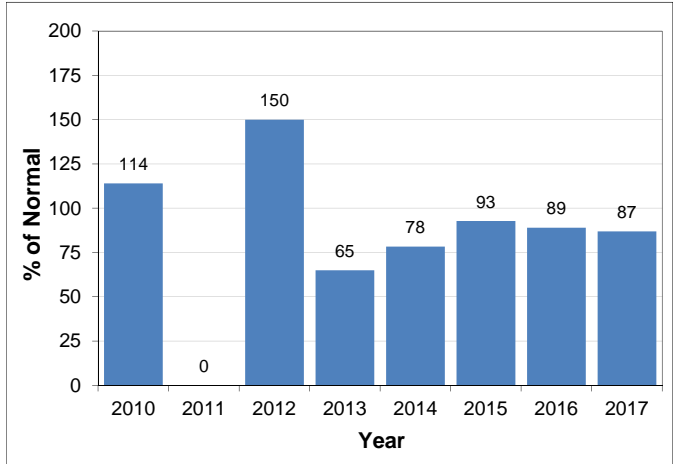
**South Coast**



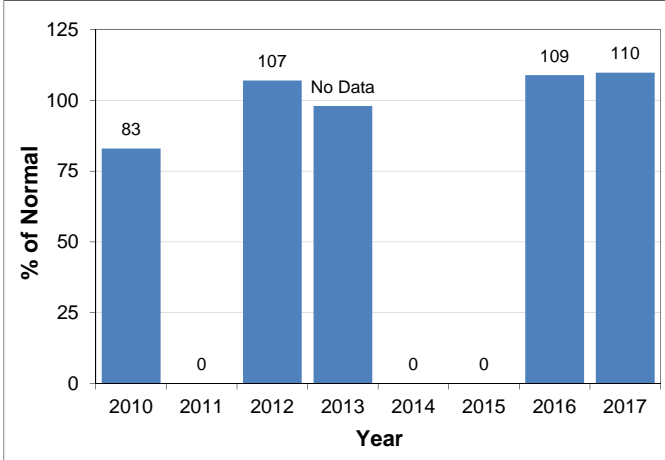
**Vancouver Island**



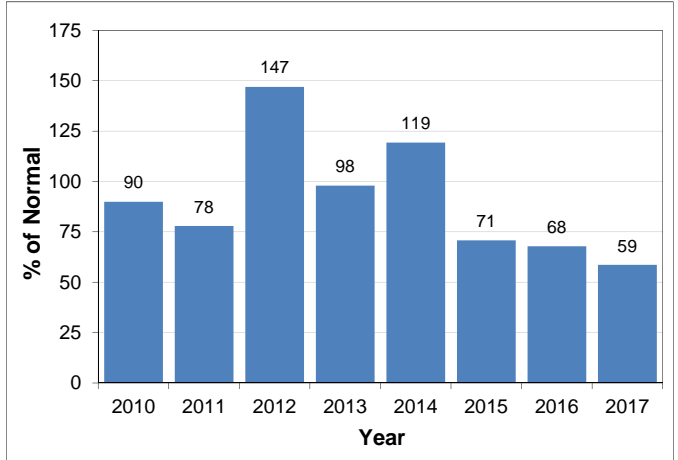
**Central Coast**



**Skagit**

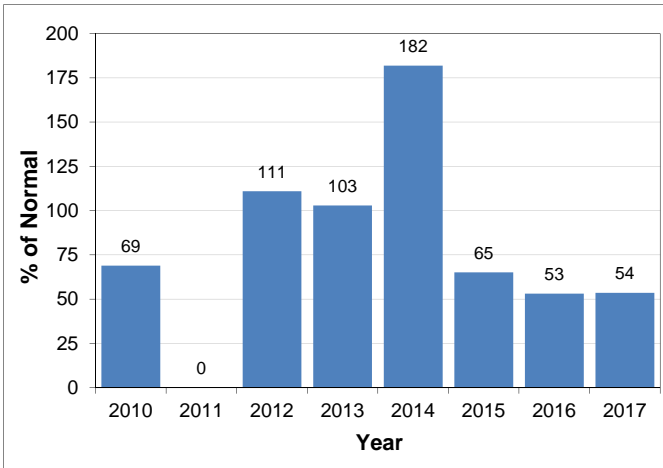


**Peace**

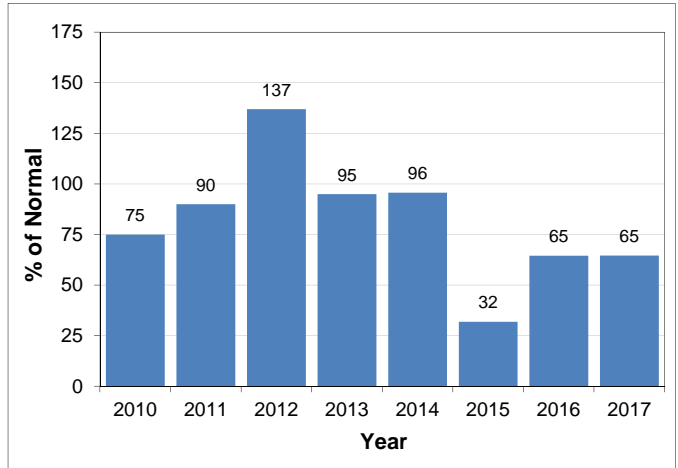


## Snow Basin Index Graphs - January 1, 2017

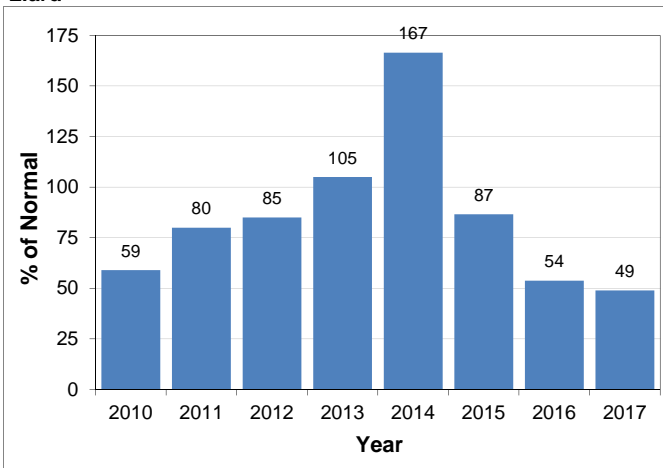
### Stikine



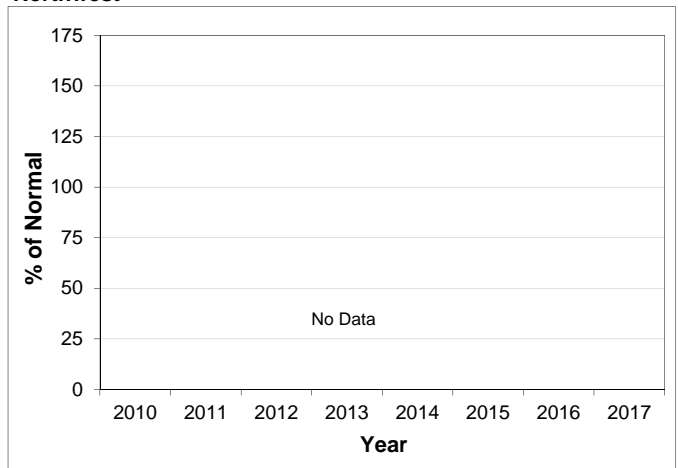
### Skeena-Nass



### Liard



### Northwest





C-2



Bag Service 6180  
Mile 53 Alaska Highway  
Fort St. John, B.C. V1J4H7

January 25, 2017

To Whom it May Concern:

As directed by the National Energy Board, please find enclosed correspondence from the Board dated January 11, 2017 regarding proposed changes to the Emergency Management filing requirements in the Board's *Filing Manual*. Please note that the Board is accepting comments on the proposed changes by March 13, 2017. Do not hesitate to contact the undersigned should you have any questions.

Thank you

Brian Lamond -Manager  
Emergency Preparedness and Security

**BRIAN LAMOND** Manager, Emergency Preparedness  
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February 28, 2017



File OF-Gen 04 01  
11 January 2017

To: All Companies Operating Oil or Gas Pipelines under the Jurisdiction of the National Energy Board (Board) and Interested Parties

**Comments on Proposed Changes to Emergency Management Filing Requirements in the Board's *Filing Manual***

The Board has committed to updating its *Filing Manual* to clarify Emergency Management (EM) filing requirements for its regulated companies during the application process. Updating the *Filing Manual* is another step in the Board's initiative to improve transparency of EM information and to promote continual improvement in EM. Other steps to date include requiring publication of emergency procedures manuals on company websites and the ongoing work related to requiring companies to publish EM Program information on their publicly available websites.

The Board has completed a draft of its proposed changes and is inviting comment on the changes. The proposed changes are based on learnings from the Board's EM consultation and transparency project, recent application processes, and general changes to the Board's and stakeholder expectations regarding the types and scope of EM information made publicly available.

The proposed filing requirements expand on information in the current *Filing Manual* and the proposed changes explicitly address the amount and scope of EM information to be filed in an application. This would result in more detailed information being filed earlier on in the hearing process to inform both the Board's and hearing participants' assessment of the project. The desired outcome of the revised filing requirements is a more complete application that leads to a more consistent, efficient hearing process that includes a comprehensive record of EM information.

The Board will carefully consider all comments received and revise the *Filing Manual* accordingly. The Board anticipates release of an updated *Filing Manual* in spring 2017.

***Draft Changes***

Attached to this letter are excerpts from the *Filing Manual* with the proposed changes in a track changes PDF document. The proposed changes are in the following sections of the *Filing Manual* and are summarized as follows:

- Section 1.5 Confidential Filing;
  - Revision of wording pertaining to confidential filing of Emergency Procedures Manuals to bring it in line with the recent Board Order MO-006-2016 compelling

.../2

companies to have their Emergency Procedures Manuals publicly available on their websites.

- Section 3.3 Management Systems and Programs under the *National Energy Board Onshore Pipeline Regulations* (OPR);
  - In keeping with the Board's focus on the regulatory life cycle, edits clarifying that an applicant must provide a brief overview of its management system and related OPR programs including its Emergency Management Program, and how they support and achieve adequate safety and environmental protection in the context of the proposed project.
- Section 3.4 Consultation;
  - New text in the Consultation section specific to EM-related consultation, particularly pertaining to liaison and consultation with those agencies and organizations that may be involved in an emergency response. Existing wording was also moved to different subsections and some subsections were retitled to bring greater clarity to the Consultation section.
- Section A.2 Environmental and Socio-Economic Assessment;
  - Additional technical requirements related to effects assessment and mitigation to ensure that applicants provide comprehensive information regarding preparing for and responding to emergencies.
- Chapter 6 Non-Application Information Filings, AA.1 Filing Requirements - Engineering and Technical; and
  - Updated wording regarding the standard condition for filing of emergency procedures manuals and deletion of outdated wording.
- Editorial changes in the above-noted sections.

The Board notes that none of the proposed changes affect the process for filing of applications and the *Filing Manual* remains an issues-based document with the types and scope of information to be provided commensurate with the scope of the project, potential risks, and level of stakeholder interest.

#### ***Direction to Companies Operating Oil or Gas Pipelines under the Jurisdiction of the Board***

Within two (2) weeks of receipt of this letter, Board-regulated companies are directed to distribute a copy of this letter to agencies and organizations that may be involved in an emergency response on the pipeline and to those it has consulted in the development of its Emergency Management Program as required under the *National Energy Board Onshore Pipeline Regulations*.

#### ***How to Comment on the Draft Filing Manual Changes***

Comments on the draft changes may be submitted by Companies, first responders, municipalities, Aboriginal groups, members of the public, and other interested parties.

Comments must be submitted by **13 March 2017**. Comments must include a reference to this letter; your name, mailing address, phone number, and email address of the name of your organization (if you represent one), and your comments on the proposed changes. Your comments can be filed by:

- using the “BUOPS.EMS-GMUS@neb-one.gc.ca” email address featured on the [NEB website](#);
- mail;
- fax; or
- courier to:

Secretary of the Board  
National Energy Board  
Suite 210  
517 Tenth Avenue SW  
Calgary, AB T2R 0A8

Facsimile 403-292-5503  
Toll free facsimile 1-877-288-8803

Please note that comments and submissions received may be posted on the NEB website. By submitting a comment you are consenting to the Board collecting, using and disclosing information in your comment, including any personal information. Please read our [Terms and Conditions regarding privacy](#) for further information.

If you have any questions please contact Kent Lien, Technical Leader – Emergency Management at 403-299-2762 or via email at [kent.lien@neb-one.gc.ca](mailto:kent.lien@neb-one.gc.ca).

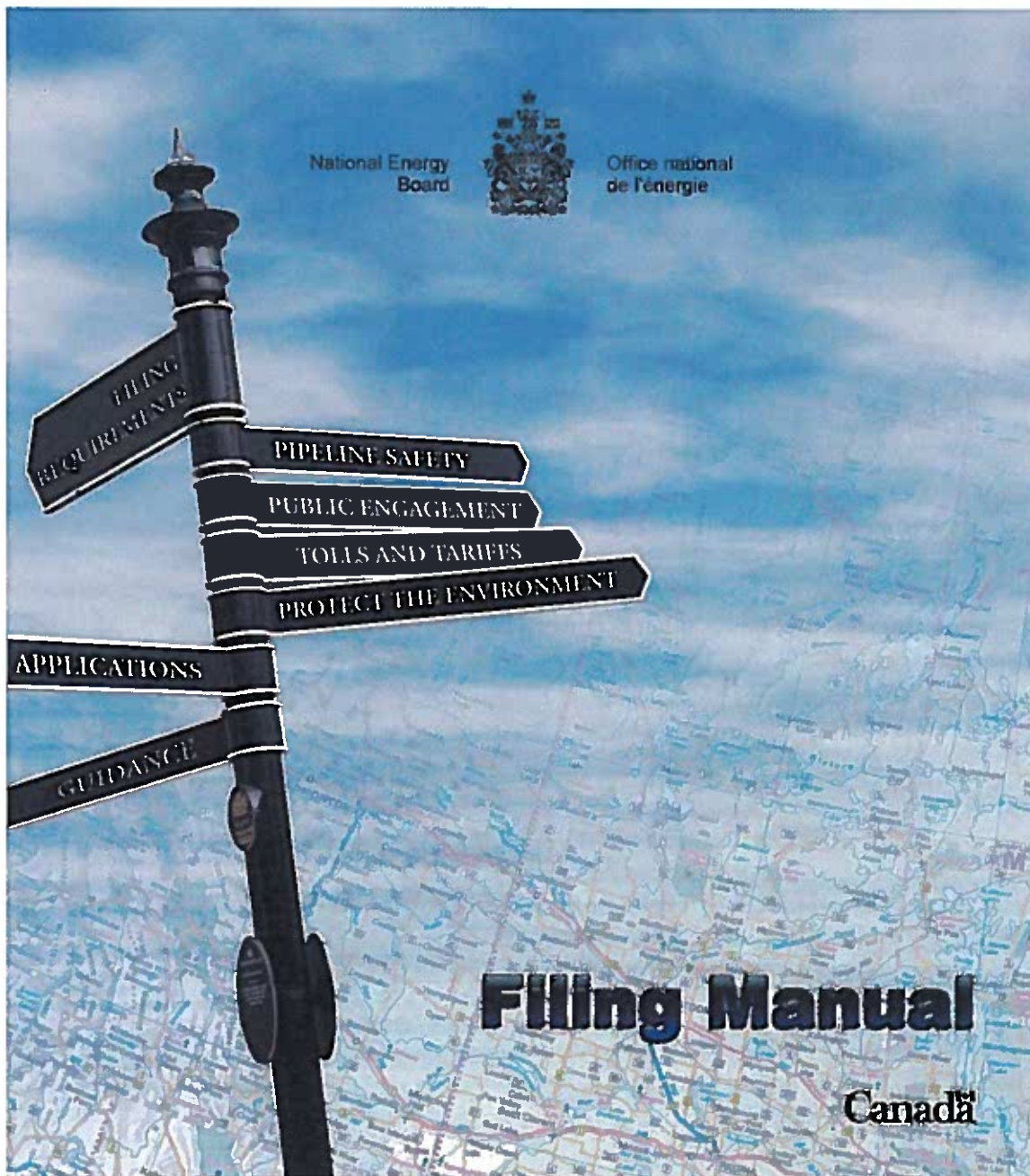
Yours truly,

*Original signed by*

Sheri Young  
Secretary of the Board

Attachment

# Emergency Management Proposed Filing Manual Changes





# Emergency Management Proposed Filing Manual Changes

## Chapter 1 Introduction

### 1.1 Background

The National Energy Board's (NEB or the Board) purpose is to promote safety, security, environmental protection and economic efficiency in the Canadian public interest through its regulation of pipelines, energy development and trade as mandated by Parliament. As a result, companies regulated by the *National Energy Board Act* (NEB Act) are required to obtain the Board's approval to, among other things:

- add new facilities or modify or abandon existing facilities;
- export or import oil and gas products; and
- set tolls and tariffs.

When seeking approval, applicants must submit applications or information filings (collectively referred to as filings) to the Board that are complete and that enable the Board to:

- evaluate the overall public good that the request can create as well as its potential negative aspects;
- weigh the various impacts; and
- make an informed decision that balances, among other things, the economic, environmental and social interests at that point in time.

While it is ultimately the responsibility of the applicant to make its case before the Board, this manual has been developed to provide direction regarding the information the Board would typically expect to see addressed in a filing. The goal is to provide applicants with a clear definition of the Board's expectations for complete filings. Complete filings should allow the Board to carry out more consistent assessments with fewer information requests and therefore, shorten timelines required to make a decision.

As will be seen in the detailed requirements, in the process of assessing proposed projects, the Board uses a risk-oriented approach to evaluate issues, considering the probability and consequence of potential issues.

The contents within this document are based on the requirements outlined within the *National Energy Board Rules of Practice and Procedure, 1995* (Rules). It is the Board's expectation that applicants will use this document to the extent necessary. Checklists of all the filing requirements (summarized) are included in Appendix I. The Board encourages applicants to submit completed checklists with each application. The Board may consider making the inclusion of the checklists mandatory in the future.

### 1.2 Purpose

This manual is designed to:

## Emergency Management Proposed Filing Manual Changes

- assist NEB-regulated companies to identify the instances where a filing is necessary, pursuant to the NEB Act and NEB regulations;
- outline the Board's responsibilities pursuant to the *Canadian Environmental Assessment Act, 2012* (CEAA 2012);
- outline the filings needed for most applications within the jurisdiction of the NEB; and
- provide guidance as to the type of information the Board would typically need to make a decision.

Where a project does not appear to be addressed by this manual, the applicant is encouraged to contact the NEB for assistance.

This manual is not explicitly applicable to:

- oil and gas activities regulated under other Acts for which the Board has responsibility, e.g., the *Canada Oil and Gas Operations Act* and the *Canada Petroleum Resources Act*;
- international and designated interprovincial electric power lines; or
- offshore pipelines.

Any party requiring NEB approval for these activities can refer to this manual for some guidance; however, it does not provide a comprehensive list of requirements for their filings.

### 1.3 Organization

This manual is organized to easily identify the information required for each type of filing that is being made. In addition to the introductory information provided in Chapter 1, this manual is divided into the following chapters:

- Chapter 2 describes how to use this manual and includes a flowchart that applicants can use to determine what elements are required in their filing.
- Chapter 3 is the initial chapter for all applications and identifies the information which must be addressed in every application. After completing the requirements of Chapter 3, the applicant must then determine whether to proceed to Chapter 4 (physical projects) or Chapter 5 (non-physical projects).
- Chapter 4 identifies the information required for physical project applications.
- Chapter 5 identifies the information required for non-physical project applications.
- Chapter 6 identifies the information required for filings other than applications.
- Chapter 7 lists the NEB documents referenced throughout this manual.
- Appendix I includes the filing requirement checklists which applicants are encouraged to complete and submit with each application.

# Emergency Management Proposed Filing Manual Changes

## 1.4 Content Structure

The *Filing Manual* has been designed to assist applicants to clearly understand the information and level of detail required for a filing. The filing requirements are generally presented in the following format:

- a goal statement that clarifies the purpose of providing the information;
- filing requirements that specify the information details that are needed;
- a guidance section that provides direction regarding, for example, the level of detail, potential
- issues and information references; and
- grey boxes that provide direction to help determine if further information is required or not.

## 1.5 Confidential Filing

*Sections 16.1 and 16.2 of the National Energy Board Act*

In respect of a filing related to:

- Any regulatory proceeding (i.e. applications filed under the NEB Act or any other public hearing process under the NEB Act);
- Matters related to condition compliance where the condition is a “for approval” condition of the Board; or
- Any other matter where there is significant third party interest;

an applicant may request that the NEB treat that filing as confidential, in accordance with section 16.1 of the NEB Act. In order for such a request to be successful, the NEB must be satisfied that the filing meets the conditions set out in subsection 16.1(a) or subsection 16.1(b) of the NEB Act. Where a request to treat filing as confidential is due to a potential risk to the security of a facility, applicants may apply under section 16.2 of the NEB Act. In order for such a request to be successful, the NEB must be satisfied that the filing meets the conditions set out in section 16.2, and that the filing was made:

- in respect of any order of the Board made under the NEB Act;
- in any regulatory proceeding (i.e. applications filed under the NEB Act or any other public hearing process under the NEB Act);
- in respect of a matter relating to condition compliance where the condition is a “for approval” condition of the Board; or
- any other matter where there is significant third party interest.

## Emergency Management Proposed Filing Manual Changes

Applicants for all requests made pursuant to section 16.1 or section 16.2 of the NEB Act must provide:

1. A cover letter containing the request and reasons for the requests, as well as a summary of the nature of the information to be treated confidentially;
2. If possible, a redacted version of the filing (which does not contain the information requested to be kept confidential); and
3. Three unredacted copies of the filing that the applicant requests to be kept confidential. The filings must be provided via hand delivery, ordinary mail, registered mail or courier to the Secretary of the Board in a double sealed envelope under confidential cover.

If the NEB is satisfied that the filing meets the conditions set out in subsections 16.1(a) or 16.1(b) or in section 16.2, it may take measures that it considers necessary. One such measure is that only select NEB staff and Members responsible for the consideration of the filing would have access to the information, and the information would not be available to the public. The Board may also issue an order for rulings made pursuant to section 16.1 or 16.2.

### *Security Organization and Administration Standard*

In respect of filings which are unrelated to:

- regulatory proceedings;
- matters relating to condition compliance where the condition is a “for approval” condition of the Board; or
- any other matter where there is a significant third party interest;

such filings may be designated in accordance with the *Security Organization and Administration Standard*. The NEB protects sensitive information under its control in accordance with this standard. In order for a filing to be classified in accordance with this standard, it must be considered sensitive. That is, if it was compromised, it could reasonably be expected to cause injury outside the national interests, for example, damage to an individual’s reputation. Applicants may wish to provide information which may assist the NEB in classifying a filing pursuant to the *Security Organization and Administration Standard*. Further information about the standard, particularly in regards to the levels of designation contained in the standard, can be obtained by viewing the standard online at: <http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=12333&section=text>

## Emergency Management Proposed Filing Manual Changes

**FYI – Exception... Emergency Procedures Manuals required under subsection 32(1.1) of the OPR**

*With respect to Emergency Procedures Manuals, applicants are reminded that, with limited exceptions as set out in Order MO-006-2016, the Board expects that Emergency Procedures Manuals will not be filed confidentially. Order MO-006-2016 compels companies to publish the entirety of their emergency procedures manuals applicable to their NEB-regulated facilities on their or their affiliate's internet site for public viewing. The Board has also previously issued guidance on electronic filing and updating of Emergency Procedures Manuals. Companies should refer to these documents for additional information regarding the Board's expectations around Emergency Procedures Manuals.*

*Note: The Board will continue to treat all Emergency Response Manuals in accordance with the Security Organization and Administration Standard, even if treatment is not specifically requested. Therefore, no specific information is necessary for the filing of Emergency Response Manuals where such a filing is made in the following circumstances:*

- outside of a regulatory proceeding (and where there is no significant third party interest); or*
- condition compliance where the condition is not a "for approval" condition of the Board.*

*Emergency Response Manuals being filed in the course of a regulatory proceeding, or during condition compliance where the condition is a "for approval" condition of the Board, or during any other matter where there is significant third party interest, must be accompanied by a request that the NEB treat a filing as confidential pursuant to section 16.1 or 16.2 of the NEB*

### 1.6 Previously Filed Material

If an applicant wishes to refer to documents previously filed with the Board (e.g., company manuals, programs, standards or procedures) and those documents are still current, rather than resubmitting the documents, the applicant may:

- indicate when, under what circumstances and under what Board file number (if known) the information was filed;
- identify the version of the document referenced to indicate that it matches the previously filed version; and
- identify the section of the document being referenced (if applicable).

## Emergency Management Proposed Filing Manual Changes

### 1.7 Pre-Application Meetings Guidance Notes

- Applicants may request a pre-application meeting to clarify filing requirements with the NEB. The [Pre-Application Meetings Guidance Notes](#) describe the process for requesting a meeting.
- For projects subject to a hearing, the applicant should file a Pre-Application Project Description with the Board three months before applying to the Board. The Pre-Application Project Description allows the Board to initiate its public engagement and enhanced aboriginal engagement activities, as well as its Participant Funding program if applicable. For information on what to include in a Project Description, please see [the Pre-Application Project Description](#) guidance found on the NEB website.

### 1.8 Public Engagement Resources

The Board has a variety of public engagement resources, including videos and online or print publications, that applicants can use to inform potentially affected persons about the NEB and its processes. On the NEB's website there is a detailed list of our publications and what each is used for. (See [Guidance for Companies on NEB Publications](#) under *Participation & Lands*.)

### 1.9 Updates

It is the Board's intent to update this document on a scheduled basis and when updates are necessary. The Board would appreciate any comments readers might have with respect to the content, usability or other matters associated with this document that could assist with future updates and revisions.

# Emergency Management Proposed Filing Manual Changes

## Chapter 3 Common Information Requirements

While each application is unique, the Board expects to see the following common elements:

- a description of the action being sought by the applicant;
- a description of the purpose of the application;
- details regarding consultation activities and outcomes; and
- details regarding notification made to commercial third parties.

As explained in subsection 3.3 below, the Board also expects that each application and project design will reflect a carefully-designed and well-implemented management system and related set of programs.

The following sections describe these common information requirements. For further details on information required in applications, see Chapter 4 and Chapter 5.

### 3.1 Action Sought By Applicant

#### Goal

The application states the request being made and what action is being requested of the Board.

#### Filing Requirements

Section 15 of the Rules requires the following information in an application:

#### 15.(1) Every application shall

- (a) contain a concise statement of the relevant facts, the provisions of the Act or any regulations made under the Act under which the application is made and the nature of, and justification for, the decision or order sought;
  - (b) contain, in addition to the information that is required by the Act and any regulations made under the Act, any other information that explains or supports the application, including information referred to in published policies and guidelines of the Board; and
  - (c) set out the name, address, telephone number and any other telecommunications numbers of the applicant and the applicant's authorized representative, if any.
- (2) Every application shall be divided into consecutively numbered paragraphs, each of which shall be confined as nearly as is practicable to a distinct portion of the subject-matter of the application.

## Emergency Management Proposed Filing Manual Changes

### Guidance

Applicants must, in addition to looking at the *Filing Manual*, have regard to the NEB Act and regulations relevant to the filing for direction on what needs to be included.

### 3.2 Application or Project Purpose

#### Goal

The application provides clearly articulated reasons for the application.

#### Filing Requirement

Provide a description of the purpose of the proposed project.

#### Guidance

Explain the reason for the application, including a discussion of the need that would be addressed by the project.

### 3.3 Management Systems and Programs under the OPR

#### Goal

To demonstrate how an applicant's management system required under the OPR will support and achieve adequate safety and environmental protection in the context of the current project application.

#### Filing Requirements

An applicant must provide:

- an overview of its management system;
- a description of how programs required under the OPR are coordinated within the management system to promote safety and environmental protection; and
- a description of any necessary modifications to its management system should the applied-for project be approved and built.

#### Guidance

The NEB conducts ongoing reviews of company management systems and compliance with the requirements of the OPR through its auditing oversight. However, in addition to this, it is important for public transparency and clarity that applicants explain how safety and environmental protection



## Emergency Management Proposed Filing Manual Changes

are integrated, coordinated and controlled within their management systems and will be ensured for any proposed new facility.

A carefully-designed and well-implemented management ~~systems~~system supports a strong culture of safety and is fundamental to keeping people safe and protecting the environment. Sections 6.1 to 6.6 of the OPR detail the required elements of a company's management system. It must be a systematic approach designed to effectively manage and reduce risk through necessary organizational structures, resources, accountabilities, policies, processes and procedures, and must include measures to evaluate effectiveness and promote continual improvement.

A company's management system must also coordinate the following five programs:

- Emergency Management Program to ensure appropriate emergency preparedness and response (OPR section 32).
- Integrity Management Program to ensure the pipeline system continually operates within its design parameters (OPR section 40).
- Safety Management Program to protect workers and the public from occupational and process hazards (OPR section 47).
- Security Management Program to protect people, property and the environment from malicious damage (OPR section 47.1).
- Environmental Protection Program to avoid or reduce adverse effects on the environment (OPR section 48).

Section 6.5 of the OPR lists a number of processes and requirements that must be part of a company's management system and each of the above five programs.

Section 6.2 requires the appointment of an Accountable Officer and that their name and acceptance of responsibilities be filed with the Board. For further information on the OPR and related supporting documentation, please refer to the NEB's website.

A company's management system applies to the entire lifecycle of a project, from planning and design, through construction and operation, to abandonment. It is therefore relevant at all stages of a project, including the application stage.

### **FYI – Examples...**

The information to fulfill many of the requirements in this *Filing Manual* for pipeline projects should be based upon a company's management system processes. For example:

- Engineering design details required in Guide A.1 for facilities applications should be based upon implementation of processes within the Integrity Management Program, such as hazard identification, risk assessment, development of control and monitoring measures, and identification of legal requirements. Such processes will be similarly applicable to applications for abandonment (Guide B), variances related to physical activities (Guide O), leave to open (Guide T), etc. Design details may also be affected by other programs, such as the security assessment for the project conducted under the Security Management Program.

## Emergency Management Proposed Filing Manual Changes

• Implementation of processes within the Environmental Protection Program will support the information requirements for the environmental and socio-economic assessment, such as in Guide A.2.6.1 (identification and analysis of effects) and Guide A.2.8 (inspection, monitoring and follow-up). Processes related to accidents and malfunctions within the Emergency, Safety and Security Management Programs can similarly contribute to these Guide requirements.

Various management system processes will also apply throughout the application stage, such as ensuring the training and competency of those involved in the development of the project design and of the application documents; quality assurance; document and record control; management of change if design details are altered; and ensuring that work performed by consultants and contractors is consistent with all obligations and responsibilities under the company's management system.

The Board expects an applicant to have applied relevant components of its management system and programs to the planning and design of the proposed project and related application documents, and to have reviewed those components for necessary modification in the event the proposed project goes ahead.

An application that is lacking (such as containing an incomplete discussion of hazards, risks and controls) might indicate that the applicant's management system and program components are inadequate. The Board expects companies to prevent such deficiencies, correct any that are identified, avoid similar deficiencies in future applications, and to apply lessons learned as broadly as possible.

### 3.4 Consultation

The Board expects an applicant to have a company-wide Consultation program that establishes a systematic, comprehensive and proactive approach for the development and implementation of project-specific consultation activities. A Consultation program should be appropriately integrated into a company's overall management system to provide protection for the public, employees, property and the environment throughout the lifecycle (design, construction, operations, maintenance, abandonment) of a pipeline system.

The Board expects applicants will consider consultation for all projects. Depending on the project scope, that could mean carrying out extensive consultation activities or a simple consultation activity such as notifying a single landowner. Applicants are responsible to justify the extent of consultation carried out for each application. Applicants may also make use of the Board's publications to inform potentially affected persons about the NEB and its processes. On the NEB's website there is a detailed list of our publications and what each is used for. (See *Guidance for Companies* on NEB Publications under *Participation & Lands*.)

The following information is required within the application:

- an overview of the policies and goals of the Consultation Program;
- an overview of the design of the project-specific consultation activities; and
- a description of the outcomes of the project-specific consultation activities.

Each of these information requirements is discussed in further detail in the following sections.

| If no project-specific consultation activities are implemented, an explanation is also required.

## Emergency Management Proposed Filing Manual Changes

The Board also expects companies to conduct effective public consultation activities during the construction and operation phases of a project; The Board's requirements for public consultation related to operations and maintenance activities on pipelines can be found on the NEB's website in the "Operations and Maintenance Activities on Pipelines Regulated Under the *National Energy Board Act*: Requirements and Guidance Notes: (January 2013)."

### 3.4.1 Policies and Goals of the Consultation Program

#### Goal

The application outlines the corporate policy or vision with respect to consultation and the principles and goals that guide the applicant's Consultation Program.

#### Filing Requirements

Provide an overview of the company's consultation philosophy, which should include, but not be limited to:

- the corporate policy or vision with respect to consultation;
- the principles and goals established for the project's consultation program; and
- a copy of the Aboriginal consultation protocol, if established, along with any documented policies and principles for collecting traditional knowledge or traditional use information, if applicable.

#### Guidance

The Board expects an applicant to develop and implement a Consultation Program to anticipate, prevent, mitigate and manage conditions which have the potential to affect persons and groups. A Consultation Program should be based on the elements of a standard management system (for example, the management system elements described in the NEB's Onshore Pipeline Regulations). Additional guidance is provided in the NEB's Draft Expectations for Public Involvement Programs [Filing A22289].

The Board also expects applicants to consider the language needs of the potentially affected persons and/or groups and include a description of this consideration in their application. Further to s.41 of the Official Languages Act, the Board is committed to fostering the full recognition and use of both English and French in Canadian Society. The Board recognizes the importance of considering official languages when developing and implementing a consultation program, to result in effective communication with potentially affected persons in the official language of their choice.

## Emergency Management Proposed Filing Manual Changes

### 3.4.2 Designing Project-Specific Consultation Activities

#### Goal

The application indicates why the design of project-specific consultation activities is appropriate for the nature of the project in alignment with the company's Consultation Program.

#### Filing Requirement

Provide a description of the project-specific consultation activities and the factors that influenced the design.

#### Guidance

When designing project-specific consultation activities, applicants should consider that the Board expects consultation activities will, at a minimum:

- be initiated as soon as possible in the planning and design phase of a project;
- provide clear, relevant and timely information to potentially affected persons or groups;
- be accessible to and inclusive of all potentially affected persons or groups;
- be responsive to the needs, input and concerns of potentially affected persons or groups, and demonstrate how this informed the proposed design and operation of the Project; and
- continue throughout the regulatory process, as well as the construction and operation phases of a project.

When consultation includes Aboriginal groups, consider establishing a consultation protocol in collaboration with these groups that takes into consideration their needs and cultural elements.

#### *Project-Specific Consultation Activities*

Describe project-specific consultation activities. At a minimum describe the:

- potentially affected persons or groups to be consulted, including:
  - local residents and land or waterway users;
  - government authorities; and
  - Aboriginal groups;
- potential information needs of the persons or groups;
- the process by which potentially affected parties can comment to the Board before the Board makes its decision;
- manner in which official languages were considered, including how project information will be provided and communicated to potentially affected persons or groups in the official language of their choice to ensure effective and meaningful participation in the Board process;
- methods and timing of consultation;
- procedure for responding to issues and concerns; and

## Emergency Management Proposed Filing Manual Changes

- plans for future consultation and follow-up throughout the operations phase of a project, which may include activities such as public awareness programs, continuing education and consultation with persons regarding proposed operations that may potentially affect them.

### *Design Factors*

Consider the following factors, where appropriate, in the consultation program design:

- the nature, magnitude and areal extent of the project;
- the potential environmental and socio-economic effects of the project;
- effects of the project on navigation and navigation safety;
- potential broad impacts of the project that may extend beyond the project boundaries (e.g., noise and air emissions);
- all registered and non-registered interests held in the lands that may be affected by the project, which may include individuals or organizations identified through the consultation process; the specific or distinct needs of various potentially affected persons and groups;
- the location of Indian reserve lands, Métis settlements and traditional territories;
- existing local community concerns or sensitive issues that may be exacerbated by the project;
- the potential for malfunctions or accidents and risk associated with the project as it relates to emergency management;
- the availability of emergency services;
- the compatibility of the project with current land use and zoning;
- the proximity of the project to urban centres;
- different project routing, design and construction alternatives, and their potential impacts on persons and groups; and
- any other relevant factors not included in this list.

### Consultation Methods

Communicate the project information in a format and manner that is appropriate to the audience. Determine the means of communicating project information in conjunction with the potentially affected persons or groups, if possible.

Consultation methods may include but not be limited to:

- project brochures, either mailed or hand delivered;
- periodic newsletters;
- advertisements in local newspapers;
- radio spots;
- a project Web page;
- telephone calls;
- open house meetings;

## Emergency Management Proposed Filing Manual Changes

- project questionnaires;
- facility tours;
- on-site meetings;
- personal visits; or
- workshops.

### Identifying Aboriginal Groups

Aboriginal groups potentially affected by the project can be identified by:

- considering the location of Indian reserve lands, Métis or other Aboriginal populations, and the traditional territory that may be claimed by one or more Aboriginal groups;
- contacting regional Aboriginal organizations or government agencies familiar with local Aboriginal groups;
- requesting a Preliminary Traditional Territory Analysis from Natural Resources Canada's Major Projects Management Office or the NEB;
- consulting the Aboriginal and Treaty Rights Information System (ATRIS) of Indigenous and Northern Affairs Canada; and
- taking into consideration past experience working in the area.

### Local and Traditional Knowledge

Consider augmenting the application with local and traditional knowledge and integrating the information and knowledge, where appropriate, into the design of the project. Where local and traditional knowledge is obtained, provide an opportunity for the individual who provided the information to confirm the interpretation of the information and how it was used in the project design.

### Identifying Government Authorities

Ensure the appropriate government authorities (local, provincial and federal) are included in the consultation process. In some cases, regulatory approval from another authority will be required. Contact that authority to determine their information requirements.

Table 3-1 (located at the end of Chapter 3) while not exhaustive, identifies federal authorities that might need to be contacted for certain projects. The list is intended for assistance and guidance only - applicants are responsible for obtaining all necessary approvals for any project. The Board accepts no responsibility for the accuracy or completeness of this list.

### Consultation Regarding Emergency Management

Sections 32 to 35 of the OPR describe requirements for an Emergency Management Program which apply to a company's operations. Effective emergency response planning requires liaison and consultation with federal, provincial, and municipal governments, Aboriginal groups, and associated

## Emergency Management Proposed Filing Manual Changes

first responders. The Board assesses a company's Emergency Management Program throughout operations through its compliance verification activities.

For proposed new facilities, it may also be appropriate to initiate consultation with those agencies and organizations that may be involved in an emergency response during the application process. The need for and depth of consultation with these agencies and organizations should be informed by:

- the assessment of potential risks associated with the project;
- the level of public concern regarding emergency management planning and emergency response associated with the project; and
- the extent to which an applicant's emergency response plans would interact with, and rely on those of first responders and other agencies for initial or ongoing response activities.

Agencies consulted with may include but not be limited to:

- Police;
- Fire Departments, including Volunteer Fire Departments;
- Emergency Medical Services;
- Provincial emergency management organizations;
- Provincial Regulators and Ministries of Environment;
- Federal Departments;
- Municipalities;
- Aboriginal groups;
- Waste Management Companies; and
- Spill Co-operatives.

### **FYI Reminder: Consultation Regarding Emergency Management**

Sections 33 to 35 of the OPR outline the requirements applicable to a company operating a pipeline for establishing and maintaining liaison with agencies that may be involved in an emergency and for developing a continuing education program for appropriate organizations and agencies.

Additional information on the NEB's expectations regarding liaison and consultation activities as they pertain to a company's Emergency Management Program can be found on the NEB's website and the OPR Guidance Notes.

### **3.4.3 Implementation and Outcomes of Project-Specific Consultation Activities**

#### **Goal**

The application describes the results of the **public** consultation conducted to-date for the project, in sufficient detail to demonstrate:

## Emergency Management Proposed Filing Manual Changes

- that all parties potentially affected by the project are aware of: the project, the project application to the Board, and their right to comment to the Board before the Board makes its decision;
- that those potentially affected by the project have been adequately consulted, and
- that any concerns raised have been considered, and addressed as appropriate.

### Filing Requirement

Provide confirmation that the information provided to potentially affected persons and groups describes:

- the Applicant's intention to apply to the Board for approval of its project,
- how they can contact the Board with outstanding application-related concerns before the Board makes its decision on the application, and
- the actual date of filing the application with the Board, and information where to find the application and associated documents on the NEB website, including the file number.

Describe the outcomes of the consultation activities conducted for the project, including, but not limited to:

- the persons or groups consulted;
- the methods, dates and locations of consultation activities;
- the information that was distributed to persons or groups, which in most cases will include:
  - the location, starting and ending points, route and main components of the project;
  - a map or maps at appropriate scale that show all major components of the project, the routing of the project, the location of proposed facilities such as pump and compressor stations, and the location of any major towns, roads, water bodies or other landmarks in the area of the project;
  - the proposed timing and duration of construction;
  - the potential environmental and socio-economic effects of the project and how those effects will be addressed;
  - how public safety will be addressed;
  - emergency response information for agencies and organizations that may be involved in an emergency response and other stakeholders;
  - how comments or concerns raised by potentially affected persons or groups will be addressed throughout the consultation process;
  - how interested persons can participate further in the consultation process;
  - company contact information;
  - the proposed timing of filing the application with the Board; and
  - the NEB pamphlet (blue colour) *Information for Proposed Pipeline or Power Line Projects that Do Not Involve a Hearing* if the project is not subject to a hearing. (For hearings, provide the NEB pamphlet (yellow colour) *Information for Proposed Pipeline or Power Line Projects that Involve a Hearing*)



## Emergency Management Proposed Filing Manual Changes

- a summary of the comments and concerns expressed by potentially affected persons or groups;
- a summary of the response made regarding each of the concerns or comments, including:
  - the measures taken, or that will be taken to address those concerns or an explanation of why no further action is required to address the concerns or comments; and
  - the methods and dates that the response was made to the person(s) who raised the concern(s);
- how outstanding concerns will be addressed;
- how input from persons or groups has influenced the design, construction or operation of the project;
- details regarding discussions with Aboriginal groups, which includes each of the items listed above and:
  - the identity of all Aboriginal groups contacted, how they were identified, when and how they were contacted and who was contacted;
  - any relevant, non-confidential written documentation regarding consultations;
  - any concerns about the project raised by Aboriginal groups that you have discussed with any government department or agency, including when contact was made and with whom; and
  - if you are aware of any involvement of the Crown in consultations with the Aboriginal groups with respect to the project, describe the Crown involvement; and
- the details and results of the consultation undertaken with all persons who may be affected by any changes to the project.

### Guidance

#### **Notice To Those Potentially Affected Implementation**

The Applicant should provide confirmation of adequate notice by providing a description of:

- the process by which potentially affected persons and groups can comment to the Board before the Board makes its decision; and
- the methods and timing of notification and consultation.

The Applicant should maintain records and be prepared to further demonstrate the adequacy of the notice that was provided to all potentially affected persons and groups.

See Guidance in 3.4.2.

For consultation activities that could involve a large number of people, it might not be practical to list all individuals that were consulted. It may be more practical to describe the main groups and why they are identified. For example, where a group has a common concern or association, describe:

## Emergency Management Proposed Filing Manual Changes

- the group;
- their location;
- their common concern; and
- the authority of any representatives of the group.

### *Consultation Methods*

Communicate the project information in a format and manner that is appropriate to the audience. Determine the means of communicating project information in conjunction with the potentially affected persons or groups, if possible.

Consultation methods can include:

- ▲ project brochures, either mailed or hand-delivered;
- ▲ periodic newsletters;
- ▲ advertisements in local newspapers;
- ▲ radio spots;
- ▲ a project Web page;
- ▲ telephone calls;
- ▲ open house meetings;
- ▲ project questionnaires;
- ▲ facility tours;
- ▲ on-site meetings;
- ▲ personal visits; or
- ▲ workshops.

### *Concerns*

To close the loop in consultation activities and address concerns before they become complaints, the Board expects applicants to:

- seek to understand the full nature of concerns expressed by persons or groups;
- consider the feasibility of any mitigation proposed by persons or groups to address those concerns;
- respond to concerns; and
- work with persons or groups to jointly resolve concerns.

### *Identifying Aboriginal Groups*

Aboriginal groups potentially affected by the project can be identified by:

- ▲ considering the location of Indian reserve lands, Métis or other Aboriginal populations, and the traditional territory that may be claimed by one or more Aboriginal groups;
- ▲ contacting regional Aboriginal organizations or government agencies familiar with local Aboriginal groups; and
- ▲ taking into consideration past experience working in the area.

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~~Consider augmenting the application with local and traditional knowledge and integrating the information and knowledge, where appropriate, into the design of the project. Where local and traditional knowledge is obtained, provide an opportunity for the individual who provided the information to confirm the interpretation of the information and how it was used in the project design.~~

### 3.4.4 JUSTIFICATION FOR NOT UNDERTAKING A CONSULTATION PROGRAM

#### Goal

The application provides justification of why it was not necessary to carry out a consultation program with respect to the proposed project.

#### Filing Requirement

Explain why a consultation program was considered unnecessary.

#### Guidance

A consultation program might not be necessary if the applicant can demonstrate that one or more of the following scenarios applies:

#### *Equivalent Consultation Program*

In the event that the project has been the subject of an equivalent consultation process carried out under the auspices of another agency, or conducted by another company or agency:

- describe the alternative consultation program;
- provide evidence that this program identified the project that is being applied for and its potential impacts; and
- demonstrate that this alternative program meets the requirements of this section of the manual.

For example, where a road widening requires that an existing NEB-regulated pipeline be relocated, the responsible transportation authorities might conduct a consultation program for the road widening that includes consultation regarding the relocation of the pipeline. The pipeline application would then include a description of this consultation program and how it meets the requirements of this manual.

#### *No or Negligible Environmental or Socio-economic Effects*

Applicants will be conducting environmental and socio-economic assessments of the project in accordance with the requirements of the NEB Act, the CEAA 2012 and this manual (see Guide A within Chapter 4).

Through this assessment process, applicants will determine the potential adverse effects of the project. If the project's potential environmental and socio-economic effects are negligible, a public consultation program might be unnecessary. A project with negligible effects might exist where the following conditions are met:

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- the proposed project is of a small scale and is localized;
- all construction is to occur on previously disturbed land;
- there is no potential for an impact on navigation;
- the land acquisition process is complete and landowner concerns have been addressed;
- there are no residents near the proposed project;
- no other land uses or waterway uses or interests would be affected;
- there is no potential for traditional use activities to be affected by the project;
- there is no potential for cumulative environmental effects; and
- there would be negligible environmental effects associated with construction and operation of the project.

### **Additional information...**

Be sure to demonstrate how any environmental and socio-economic effects of the project are negligible.

### ***Facilities within Company Owned or Leased Lands***

The application is a facilities application that relates to:

- work contained within the confines of land the applicant owns or leases (not including land upon which the applicant holds an easement only), except where those facilities or activities:
- relate to an increase in the storage or disposal of toxic substances;
- could result in increased noise emissions;
- could result in increased emissions of air contaminants; or
- could result in local nuisance, including the potential for increased dust or traffic.

### ***Other Scenarios***

A consultation program may not be feasible if

- additional acquisitions are required to support the day-to-day operations of a pipeline or international power line (e.g., standby plant, or materials and supplies); or
- work performed as part of a contingency project such as emergency repairs

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## Chapter 4 Physical Projects

### Guide A – FACILITIES APPLICATIONS

For a proposed project that involves constructing or modifying facilities that require an application under the NEB Act, the Board must satisfy itself, or make recommendations to the Governor in Council, that the facilities are and will be required for the present and future public convenience and necessity. The Board may consider information relating to:

- engineering;
- environment and socio-economics;
- economics and financial matters;
- lands; and
- any public interest that may be affected by the granting or refusing of the application. Guide A establishes the information required in each of these instances.

#### Section 52 Applications

Applications under section 52 of the NEB Act trigger a public hearing, either written or oral. Applicants should refer to the information requirements outlined in:

- Chapter 3 - Common Information Requirements;
- Chapter 4 - Physical Projects, including sections 4.1 and 4.2 and all subsections within Guide A - Facilities Applications (NEB Act s.52 and s.58).

#### Section 58 Applications

Section 58 of the NEB Act permits the Board to make orders exempting certain facilities from any or all of the provisions of sections 29 to 33 and section 47 of the NEB Act.

58. (1) The Board may make orders exempting

(a) pipelines or branches of or extensions to pipelines, not exceeding in any case forty kilometres in length, and

(b) such tanks, reservoirs, storage facilities, pumps, racks, compressors, loading facilities, interstation systems of communication by telephone, telegraph or radio, and real and personal property and works connected therewith, as the Board considers proper, from any or all of the provisions of sections 29 to 33 and 47.

While applications made under section 58 do not automatically trigger a public hearing, the Board will still assess the application with respect to:

## Emergency Management Proposed Filing Manual Changes

- public consultation;
- engineering;
- environment and socio-economics;
- economics; and
- lands.

As such, applicants should refer to the information requirements outlined in:

- Chapter 3, Common Information Requirements;
- Chapter 4, Physical Projects, including sections 4.1 and 4.2 and all subsections within Guide A - Facilities Applications (NEB Act s.52 and s.58).

### **A.2 Environmental and Socio-Economic Assessment**

#### **A.2.1 Introduction**

Section A.2 describes the NEB's environmental and socio-economic assessment responsibilities and process and outlines the information required in a complete application. Additional filing requirements may exist for applications to other regulators<sup>5</sup>. Section A.2 consists of two broad parts.

Subsections A.2.2 to A.2.4 will assist an applicant in understanding how a project is evaluated and how an applicant should provide information.

A.2.2 – The NEB's Approach to Environmental and Socio-Economic Assessment;

A.2.3 – Scope of an Environmental and Socio-Economic Assessment; and

A.2.4 – Level of Detail.

The applicant should carefully review the information in Subsections A.2.2 through A.2.4 to understand the requirements outlined in the subsections that follow.

The second part, Subsections A.2.5 to A.2.8 describes the information applicants should include in a project-specific Environmental and Socio-Economic Assessment (ESA):

A.2.5 – Description of the Environmental and Socio-Economic Setting;

A.2.6 – Effects Assessment;

A.2.7 – Cumulative Effects Assessment; and

A.2.8 – Inspection, Monitoring and Follow-up.

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In addition to the description of the project (discussed in Section 4.1 of this Manual), the applicant should describe:

- the environmental and socio-economic baseline setting;
- the predicted beneficial and adverse effects of the proposed project on the socio-economic and biophysical environment over the life of the project;
- the methods used for effects analysis, and the rationale for selecting the methods chosen;
- the proposed mitigation measures; and
- the predicted significance of residual project effects and residual cumulative effects.

### Figure A2-1: The Applicant's ESA process

The level of detail the NEB requires in an application will vary with:

- the nature and scale of the project;
- the predicted effects of the project; and
- the level of public interest in the project.

The applicant must provide a defensible line of reasoning, supported by facts, to support the analysis and conclusions on identified issues and the environmental and socio-economic effects of the project.

Table A-1 in Subsection A.2.4 identifies circumstances that trigger the need for detailed information on specific biophysical or socio-economic components and considers all phases of an applied for project (construction, operation, maintenance and abandonment), including the potential for accidents and malfunctions during each phase. Tables A-2 and A-3, which follow Subsection A.2.7, identify those specific information requirements.

#### A.2.4 Level of Detail

The nature of the project, together with the environmental and socio-economic setting, establish the extent of interactions between the project and the environment. Those interactions form the basis on which effects are predicted, and for understanding the appropriate level of detail needed about the setting, interactions, and predicted effects. The extent of public interest may also guide the applicant in determining the level of detail necessary.

Where the project may impact Aboriginal communities and affect the use of traditional territory or potential or established treaty or Aboriginal rights, applicants must identify the potentially- affected Aboriginal groups and carry out effective consultations with them to determine their views and concerns. If there are potential impacts, applicants must file information about the Aboriginal groups affected, the concerns they have raised, how the

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applicant will address the concerns and identify any outstanding concerns. The level of detail provided should reflect the nature and extent of the impacts, the nature of the rights or interests affected and the degree of concern expressed by Aboriginal groups.

The information provided by an applicant in its ESA must be of sufficient detail to allow the NEB to:

- identify the spatial and temporal extent of interactions between the project and the biophysical and human environments;
- identify the potential effects of the project;
- identify the potential for the environment to affect the project; and
- determine the significance of those effects.

### **A.2.6 Effects Assessment**

#### **Goal**

The application includes information on the potential biophysical and socio-economic effects of the project, with enough detail to:

- predict and analyze the nature and extent of those effects;
- identify mitigation options to protect the biophysical and socio-economic environment, and analyze their effectiveness; and
- determine the significance of any effects remaining following mitigation, including the significance of cumulative effects.

#### **A.2.6.1 Identification and Analysis of Effects**

##### **Filing Requirements – Identification and Analysis of Effects**

1. Describe the methods used to predict the effects of the project on the biophysical and socio-economic elements, and the effects of the environment on the project.

This Manual assumes a valued component based approach to effects assessment where the application focuses on those biophysical or socio-economic elements, or a subset of those elements (see guidance below), that may be affected by a project and are of concern or value to the public and Aboriginal groups. Applicants must identify valued components for which effects are predicted and explain why and how the valued components were identified.

If another method is used to assess potential effects on the biophysical and socio-economic elements described in Tables A-1, A-2, and A-3, then provide the details and rationale on that method.



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Provide the details of any important aspects of uncertainty associated with the analysis. Where professional knowledge or experience is cited, describe the extent of professional judgment or experience relied upon, the rationale for that extent of reliance and how the resulting conclusions or decisions were reached

2. Predict the effects associated with the proposed project, including those that could be caused by construction, operations, decommissioning or abandonment, as well as accidents and malfunctions. Also include effects the environment could have on the project.

### **FYI - Reminder...**

If there are no predicted interactions between project activities and a particular biophysical or socio-economic element, then no further analysis is necessary for that element. Instead, provide a sufficient description of the project or setting to demonstrate why no interactions are predicted.

For those biophysical and socio-economic elements or their valued components that require further analysis (see Table A-1), provide the detailed information outlined in Tables A-2 and A-3. This must include, but is not limited to, a description and quantification of:

- spatial and temporal boundaries for the effects analysis of each biophysical or socio-economic element or valued component associated with the project;
- local and regional conditions of each biophysical or socio-economic element or valued component (*i.e.*, location, distribution, abundance, status, sensitivity to the project, ability to recover, and natural variation of valued components, as appropriate), including how this is expected to change from baseline if the project were to proceed;
- factors influencing change, the limiting factors, and the natural variation for each valued component, if known;
- magnitude and reversibility of any predicted change from baseline conditions;
- local, regional and federal management objectives (*e.g.*, recovery strategies, action plans, management plans and land use plans) and thresholds, and identify how the effects of the project relate to such strategies, plans, objectives or thresholds;
- methods used for any modelling, including the assumptions used and limitations of the models; and
- information about reporting requirements for all levels of government (*e.g.*, for GHGs), if applicable.

For each valued component, provide or reference any supporting information used in the project effects analysis, such as:

- public comments;

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- consultations with other regulators and departments or agencies;
- scientific literature;
- local and traditional knowledge;
- status reports;
- approved recovery strategies, action plans and management plans for species at risk; and
- follow-up studies and case studies from other projects;

### **FYI – See also...**

Filing requirements specific to cumulative effects assessment are provided in Subsection A.2.7.

### **Guidance - Identification and Analysis of Effects**

The identification and analysis of project effects builds directly on scoping, the description of the environmental and socio-economic setting, and the level of detail considerations described above.

Typically, applicants use a valued component approach to focus the effects analysis on practical and representative components of the biophysical and socio-economic environment. Valued components could be the broad elements described in Tables A-1, A-2 and A-3 or a representative subset of those elements. In that way, the analysis of potential effects focuses on the components of those biophysical or socio-economic elements where project-environment interactions are more readily assessable, and on the interactions that may be of concern to the public or Aboriginal groups (often termed Valued Environmental Components [VECs] or Valued Socio-Economic Components [VSCs]). The valued components selected must:

- be indicative of predicted effects that could result from the project over time;
- have baseline data available in order to determine the significance of effects; and
- be able to reflect measurable changes that result from the project effects over time.

The analysis should result in an understanding of where uncertainty about project-environment interactions may exist, or where information gaps necessary to predict effects may remain.

### ***Spatial and Temporal Boundaries***

The spatial and temporal boundaries must:

- be provided for each valued component, along with a rationale for selecting those boundaries;
- include the area over which effects on the valued components may occur. This area could include a population boundary, home range, airshed, watershed, Aboriginal traditional land and resource use areas, or municipal or regional planning districts;

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- include the duration that each valued component may be affected;
- consider the effects of the project on the valued component and the extent to which those effects are measurable;
- include all phases of the project; and
- not be constrained by jurisdictional boundaries.

### *Analysis*

The analysis methods must be fully disclosed and meet the study needs. In addition to meeting the requirements of other regulations (*e.g.*, *Species at Risk Act* [SARA], *Migratory Bird Convention Act* [MBCA], *Fisheries Act*, etc.), the analysis of project effects must take into account local, regional and federal policy or management objectives (*e.g.*, recovery strategies, action plans, management plans and land use plans) and thresholds. Where there are no management objectives or thresholds, include information on the current state of knowledge on the valued component. After a review of the available literature, if the state of knowledge is incomplete or there is substantial uncertainty, identify any information gaps, and indicate if and how they will be filled. Where uncertainty exists about the project effects on a valued component, describe how the inspection and monitoring program will reduce the uncertainty.

Where there is applicable local and traditional knowledge, it must be included in the ESA. See Section 3.4 – Consultation, for further details on consulting with Aboriginal persons and groups and gathering traditional knowledge.

### *Effects Assessment for Accidents and Malfunctions*

The prevention of any accidents and malfunctions associated with NEB-regulated projects is the NEB's goal. In the event an accident or malfunction does occur, the Board will hold its regulated companies accountable for an appropriate response under their Emergency Management Program. This program is required by section 32 of the OPR (see also Section 3.3).

The applicant's ESA must identify and assess the effects on workers, the public, and biophysical and socio-economic elements of all potential accidents and malfunctions.

Accidents and malfunctions and associated emergencies can result from numerous events, including pipeline and equipment failure, human error, natural perils such as tornadoes, hurricanes, floods, or earthquakes, and terrorism or other criminal activities. Multi-hazard emergencies, such as an earthquake, may cause pipeline breaks, fires and explosions, which result in injury and further property damage.

The level of detail provided on potential effects of accidents and malfunctions will depend on the:

- type, scale, and location of the proposed project;
- type(s) and characteristics of product(s) to be transported or processed;

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- environmental and socio-economic sensitivities within potentially affected areas;
- the level of interest and concern expressed by those potentially affected by the project regarding emergency management planning and emergency response; and
- extent to which an applicant's existing Emergency Management Program and other plans and manuals address the issues and concerns about the proposed project.

As appropriate, an applicant should describe how it considered potential effects regarding malfunctions and accidents associated with the project. Information should include a description of how:

- project-specific information and circumstances informed the effects assessment;
- the applicant's existing Emergency Management Program and overall management system informed the design, planning, and proposed mitigation for the project regarding malfunctions and accidents and emergency management;
- the applicant used a risk informed approach in addressing issues related to malfunctions and accidents and emergency management. If a formal risk assessment was used, it should be described;
- consultation information has informed emergency management planning for the project;
- tools and methods were used to calculate potential release volumes;
- tools and methodologies such as oil trajectory and spill transport modeling, fate and behaviour modeling, ecological risk assessment, human health risk assessment, and air dispersion modeling informed the effects assessment; and
- potential product fate and behaviour informed effects assessment and response planning.

### A.2.6.2 Mitigation Measures

#### Filing Requirements – Mitigation Measures

1. Describe the standard and project specific mitigation measures and their adequacy for addressing the project effects, or clearly reference specific sections of company manuals that provide mitigation measures. Ensure that referenced manuals are current and filed with the NEB.

If more than one mitigation measure is proposed as a possibility for any particular effect,

- provide the applicable criteria for selecting the mitigation to use, or describe how measures would be combined to mitigate against a single effect.
- If new mitigation measures are to be used, provide any test results or a technically-based rationale for their use and describe how their effectiveness will be evaluated.
- Ensure mitigation measures are appropriate for the scale of impacts predicted.
- If project effects cannot be avoided, mitigation must reduce or compensate for them.

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- Where an applicant hires a third party to prepare its ESA, provide a statement committing to adopting and implementing all mitigation recommendations included in the ESA. Explain any mitigation recommendations not adopted and provide alternative approaches, as appropriate.
- Identify the conditions of approvals or permits required by other regulatory bodies related to the mitigation of environmental or socio-economic effects.

2. Ensure that commitments about **mitigative** measures will be communicated to field staff for implementation through an Environmental Protection Plan (EP Plan). An EP Plan might be simple and concise for smaller, less complex projects but for certain projects (see guidance below), the NEB may require a comprehensive EP Plan. An EP Plan must include all environmental commitments specific to the project and include or cross-reference other plans and programs relied on. Describe any plans or programs that may be used to mitigate potential effects (e.g., waste management plans, invasive species plans, horizontal directional drill contingency plans, heritage resource discovery contingency plans, etc.).

### FYI – Reminder...

See Section 1.6 - Previously Filed Material, for guidelines on referring to information already filed with the Board.

3. Describe plans and measures to address potential effects of accidents and malfunctions during construction and operation of the project (see guidance under Identification and Analysis of Effects, Accidents and Malfunctions in Subsection A.2.6). Under the OPR and associated guidance material, companies are required to have a Security Management Program and an Emergency Management Program (see Section 3.3). These programs must be submitted or referenced for each application.

### Guidance - Mitigation Measures

Mitigation measures are:

- developed during a project's feasibility study;
- developed during project design;
- defined in the project plan;
- refined as the ESA progresses and the project's predicted environmental and socio-economic effects become more certain; and
- may be standard or project-specific measures.

The identification and analysis of effects and mitigation measures may be presented together.

### *Mitigation Options*

At the application stage of the proposed project, many mitigation measures may still be tentative, subject to further detailed design and to site-specific environmental conditions. For these cases, the ESA must describe:

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- the different mitigative options available and being considered; and
- the criteria that would be used for selecting the actual mitigation to be implemented.

Including the options and selection criteria for contingency measures in an EP Plan may avoid having to submit variance applications to the NEB if changes in field conditions require use of construction alternatives.

### **FYI – Reminder...**

In some cases, the proposed route or site, route segments, facility design or construction methods may themselves be forms of environmental mitigation when compared to alternative routing, design or construction methods. This may be demonstrated in the application's discussion of alternatives (see Subsections 4.2.2 and A.2.3) by:

- identifying which design features and construction methods are considered to be mitigation;
- identifying any alternatives that were considered to these features or methods and the proposed routing; and
- providing a comparative analysis of the mitigation measures considered.

### ***Construction Methods***

An applicant must justify its proposed construction method and why this method is the best alternative. Applicants should consider construction methods that minimize environmental and socio-economic effects while allowing for safe and efficient installation of a pipeline.

For example, low impact pipelining uses a narrower strip of land to excavate the trench, install the pipe, compact the subsoil and replace the topsoil all in one continuous operation. This method has been effective in minimizing adverse impact on agricultural-land, forested land and sensitive habitats, such as native prairie. When using this method, topsoil disturbance is reduced, with stripping just slightly wider than the trench. Once the pipeline is lowered into place, the subsoil is returned to the trench and mechanically compacted in layers. The topsoil is then replaced over the levelled trench and land is immediately available for production.

The applicability of low impact pipelining methods will vary according to pipe diameter, topography, and other project-specific factors. However the principles of minimizing disturbance to the land and optimizing construction efficiencies typically result in lesser environmental effects.

Additionally, avoiding instream construction across navigable waterways outside of seasonally dry and frozen conditions can result in less impact to navigation and navigation safety.

### ***Environmental Protection Plan (EP Plan)***

Although the NEB expects an EP Plan to be prepared for all projects, the size and scope of an EP Plan will vary. An EP Plan is specific to a project or activity and is a tool to communicate a company's environmental protection procedures and mitigation measures to employees,

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contractors, and regulators. The purpose of an EP Plan is to document and communicate all project-specific environmental commitments made by an applicant and the associated mitigation measures in a clear and user-friendly format.

The NEB may request the EP Plan to be filed during the examination of an application, or as a condition of approval to be complied with before construction. The NEB may expect a comprehensive EP Plan to be filed under the following circumstances:

- when the applicant does not have up-to-date company manuals on file with the NEB that document its environmental protection procedures;
- if site-specific or project-specific mitigation or protection measures are provided by the applicant as commitments to avoid or address predicted adverse environmental effects in the application; or
- if the application and assessment process is lengthy or complex, and environmental protection measures and commitments are contained in several different places or documents. (*e.g.*, responses to information requests).

A comprehensive EP Plan is typically required for larger facility applications under section 52 or 58 of the NEB Act. In these circumstances, the NEB encourages companies to submit a draft EP Plan containing all preliminary environmental protection and mitigation measures with their application to assist the NEB in assessing the application. Should the project be approved, the NEB often requires the company to file an updated EP Plan before starting construction.

When preparing its EP Plan, an applicant should consider:

- identifying specific goals for protecting environmental elements and addressing socio-economic elements;
- describing the environmental protection objective for each goal, and providing mitigative options to meet those objectives based on site-specific conditions; and
- providing decision-making criteria for choosing which measures and procedures to implement and under what circumstances for each objective.

### ***Draft EP Plan***

If a draft EP Plan is filed with the application, it should contain:

- the purpose of the EP Plan, a summary of the project with a map, and a description of how environmental compliance would be met for the project;
- the resource-specific mitigation to be applied for the project, and the general environmental protection measures for each phase of construction;

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- (or reference) relevant construction specifications and drawings to execute environmental mitigation measures, and the corresponding environmental alignment sheets;
- (or cross-reference) other more detailed plans as applicable (*e.g.*, waste management plan, emergency and security management plans, contingency plans, and other element-specific management plans and programs);
- the assignment of accountabilities and responsibilities for carrying out practices and procedures, making criteria-based decisions and confirming compliance with the Environmental Protection Program (required by the OPR); and
- a table of contacts for reporting environmental incidents as required by other regulators (and the OPR).

### *Final EP Plan*

A final comprehensive EP Plan must:

- include all items required in a draft EP Plan;
- if relevant, include an amendment or concordance table detailing changes from the draft to final version of the EP Plan;
- incorporate all environmental commitments made during the NEB application assessment process, including all requirements set out in permits, orders, certificates, or any other authorizations;
- include a copy of any NEB discussion or assessment of environmental matters as set out in or attached to the NEB certificate or order;
- include additional requirements as a result of season-specific field surveys conducted before construction;
- include the GPS locations for environmentally-sensitive areas identified in the surveys; and
- include updated environmental alignment sheets summarizing all pertinent environmental issues and the corresponding mitigation measures that will be implemented during construction.

### *Variances to the EP Plan*

It is the responsibility of the company to apply to the Board for variances to the commitments made in the application, in the application assessment process or as required in the project approval conditions. It is therefore of benefit to the applicant to incorporate decision making criteria for choosing which measures and procedures to implement and under what circumstances. Where this is done, there may be sufficient flexibility to respond to changes that result in the field without filing a variance application.



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Further information about variation applications can be obtained from the NEB Operations Project Manager assigned to the project or activity.

### *Waste Management Plan*

A waste management plan for the control of contaminated and non-contaminated waste from the project is required. The plan must describe the purpose of the plan, the types of waste anticipated, the resulting prevention and mitigation measures to be applied to manage that waste, and how any relevant reporting requirements will be met. The plan must also include a reporting structure, contact list and reference to other applicable legislation.

### *Mitigation for Potential Effects of Accidents and Malfunctions*

Describe how the Company's programs, plans and manuals, required under the OPR, interact to prevent and mitigate potential accidents, malfunctions and their potential effects.

There may also be project-specific plans and commitments an applicant should consider as part of its mitigation of potential effects of accidents and malfunctions. As noted in Section 3.3, these must also be incorporated into a company's programs as appropriate.

Specifically, applicants must consider the following when preparing their application. The Board recognizes that some of this information may not be available until following regulatory approval if granted. Further, some of the following may be described on an applicant's publically available web-site within its Emergency Management Program discussion as contemplated by the Board in its "Notice of Intent to Order Pipeline Companies to Publish Emergency Management Program Information" dated 8 September 2016. In this case, the URL address must be provided.

As appropriate, applicants should provide a description of how the applicant has considered or will consider the following as relevant:

- Relevant regulatory instruments such as Board Order MO-006-2016 regarding publication of emergency procedures manuals on company websites, Sections 32 - 35 of the OPR, and incident notification and reporting requirements;
- Project- specific response planning measures such as geographic response plans, response times including response in difficult to access areas and in adverse weather conditions, and the use and availability of models;
- Specific mitigation related to the potential fate and behaviour of the product;
- Personnel and response equipment available and their capabilities and limitations;
- Responder health and safety;
- Public safety through notification and evacuation planning or other means;
- Training and exercises to inform response planning including training or funding arrangements with first responders and other organizations;
- Coordination of company emergency response plans with relevant federal, provincial, municipal and Aboriginal community emergency response plans and coordination of responding agencies within the incident management system;
- Mutual aid agreements in place in the event that the incident exceeds company resources and how these resources would be cascaded in;

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- Volunteer management during an incident;
- Development of a waste management plan as it pertains to waste generated during an emergency response; and
- Financial liability and compensation mechanisms in place as required by regulation or through company commitments.

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## Chapter 6 Non-Application Information Filings

An applicant must:

- confirm that an information filing is required; and
- identify which Guides within Chapter 6 are applicable (see Figure 2-1) and provide the required information.

### Guide AA –POST CERTIFICATE OR ORDER REQUIREMENTS

#### Goal

Information is provided to validate the applicant's approach to the proposed facility and to facilitate the Board's audit and inspection processes.

#### AA.1 Filing Requirements - Engineering and Technical

##### Pipe Joining Program

1. Two weeks prior to the start of construction, provide a pipe joining program if the proposed project involves: • pipe, other than auxiliary systems pipe, carrying any substance other than sweet natural gas, oil or refined products;

- the joining of any non-routine material;
- non-routine joining procedures; or
- a pipe grade higher than 483 Mpa.

##### Pressure Testing and Leave to Open

2. Two weeks prior to pressure testing, provide a pressure testing program if exemption has not been granted from section 47 of the NEB Act (i.e., leave to open).

3. One week prior to the start of operations, make an application for leave to open if exemption from section 47 of the NEB Act has not been granted (see Guide T for details).

##### Construction Safety Manual

4. Four weeks prior to the start of construction, submit a construction safety manual pursuant to OPR subsection 20(1) and PPR subsection 27(1). Refer to section 1.6 if this manual has been previously filed with the Board.

##### Emergency Procedures Manual

5. Two ~~weeks~~ months prior to the start of operations, submit an emergency procedures manual ~~and any updates that are made to it~~ pursuant to OPR subsection 32(2) ~~and-or~~ PPR paragraph 35(b) and (c) and in conformance with Board Order MO-006-2016.

## Emergency Management Proposed Filing Manual Changes

- ~~• Refer to Security and Emergency Preparedness and Response Programs, Appendix II to Guidance Notes for the National Energy Board Processing Plant Regulations, dated 24 April 2002.~~
- ~~• Refer to section 1.6 if this manual has been previously filed with the Board. File any updates required to incorporate the current project.~~

### **Gas Processing, Sulphur or LNG Plant Facilities**

6. If the proposed project involves gas processing, sulphur or LNG plant facilities, submit a program for the design, operation and abandonment of pressure vessels and pressure piping

DRAFT



# Peace River Regional District REPORT

R-1

To: Emergency Executive Committee

Date: January 31, 2017

From: Trish Morgan, Manager of Community Services

Subject: 2017 Emergency Services Budget

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## RECOMMENDATION(S):

That the Emergency Executive Committee accept the 2017 Emergency Services budget as presented and that it be forwarded to the Board for approval in the 2017 Annual Financial Plan.

## BACKGROUND/RATIONALE:

Attached please find the 2017 budget for the Emergency Services function. Following is a brief explanation of some of the projects for 2017.

### Emergency Transfer Switches and Back-up Generators - \$20,000:

An emergency transfer switch has been installed in the Farmington Hall so that the site can be used as a warming shelter or reception centre during an emergency. The Wonowon School/Hall has been identified as an additional site and staff will identify other potential sites. This work will be done in conjunction with the Community Emergency Preparedness Planning Process.

### Advertising and Promotion - \$12,000:

#### ➤ Emergency Evacuation Kits

Coordination of emergency evacuations and alerts is very time sensitive, in order to shorten the timeframe of providing notice to residence in a timely manner staff propose to put together 'Evacuation Kits' that will be located at all RCMP Detachments. The kits will contain:

- ✓ prepackaged clear plastic door hanger bags with a 'Emergency Preparedness Information Booklet';
- ✓ blank paper, for the RCMP to print out the 'Evacuation Order or Alert' and map;
- ✓ coloured marking tape to identify the notification level at each address;
- ✓ data collection forms;
- ✓ clip boards, pens, etc.

Supplies will be replaced after an event using the Emergency Operations Centre Task#.

Staff will provide training to RCMP and Search and Rescue Teams on how to use the kits.

#### ➤ Emergency Preparedness Booklet

Staff will develop and print information booklets that will accompany an Evacuation Order or Alert as well as distributed at public functions. This booklet provides pertinent information regarding an evacuation or alert as well as family emergency preparedness tips.

#### ➤ Master of Disaster Program

The Province has developed a curriculum for Grade six students that aims to engage students in awareness of Personal and Family Emergency Preparedness. To promote the use of the curriculum staff proposes a Class Master of Disaster Project Contest, with the winner of each

Staff Initials:

Dept. Head:

CAO:

Page 1 of 4

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grade six classroom, to be determined by the teacher, receiving a Personal Emergency Preparedness Backpack.

**Community Emergency Preparedness - \$2,500:**

Staff is currently working with the Hasler residents and a consultant provided by Spectra Energy to develop a Community Emergency Preparedness Plan, once this plan is completed we will look other community areas such as Wonowon, Old Fort, and One Island Lake.

**Rural Weather Station Pilot Project - \$7,500:**

The lack of available weather data creates challenges when planning and responding to emergencies in our area where various micro-climates exist. Currently weather data is available through Environment Canada which has stations at the airports in Chetwynd, Dawson Creek and Fort St John as well as through seven other weather stations linked to the WeatherFarm website.

Weather stations were planned to be purchased and installed in 2014, however, an opportunity arose where the local agricultural producers along with the Ministry of Agriculture (and supported by the Electoral Area Directors through Gas Tax) will be purchasing and installing 8 stations throughout the region. As such, staff has held off on this project until producer organizations have installed their systems in order to ensure that we don't duplicate the service and to review how the systems are working. If the systems prove to work well, then we will look at supplementing the system by filling the gaps in areas where we require weather data for emergency response.

**Flood Risk Management – \$60,000**

The Government of Canada is offering a \$200 million funding opportunity through the 'National Disaster Mitigation Program' (NDMP) to the provinces and territories. The objective of the NDMP is to reduce the impacts of natural disasters on Canadians by:

- focusing investments on significant, recurring flood risks and costs; and
- advancing work to facilitate private residential insurance for overland flooding.

The NDMP funds may be provided for the following types of mitigation projects:

- new projects or existing projects that have been developed but have not been identified for funding; and
- non-structural or small scale structural mitigation projects.

The NDMP is a merit-based program consisting of four project streams:

- Risk Assessments (Stream 1);
- Flood Mapping (Stream 2);
- Mitigation Planning (Stream 3); and
- Investments in Non-Structural and Small Scale Structural Mitigation Projects (Stream 4).

Provinces and Territories may submit a project proposal for any project stream. If the project is approved, the cost of the project is shared by the federal and provincial government equally. If the federal and provincial governments support the project the funding would be made available for 2018.

The Peace River Regional District may have an opportunity to access these funds to do a 'Risk Assessment (Stream1)', of the rivers and streams causing risk to residents, by submitting a comprehensive application to the Province of BC by July 30, 2017. The application process requires technical information that staff are unable to provide, DWB Consulting Services Ltd., the firm that is

managing the current ‘Stream Rehabilitation’ project, would be able to assist staff in the application process.

### **Mass Communication Software – \$22,000**

Mass communication software provides an opportunity for direct contact with residents at risk in an emergency as well as public meeting notifications, and general information distribution. Many of the programs available allow residents to sign up, identifying their residential, work, and school locations, provide telephone numbers and/or email to receive notifications on their chosen devices, via voice, text, or email. During an emergency this software can be very useful in assisting staff in providing public information directly to affected residents and determining which residents need assistance (e.g., transportation or assistance with livestock evacuations).

This software could be shared with member municipalities as well as be used by other Regional District services which could reduce the cost to the Emergency Planning Service.

Staff have already received a quote from Everbridge and plan to get quotes and comparisons from Intergraph and Connect Rocket as per the requirements of the purchasing policy.

### **Flood Response Supplies – \$4,000**

Since the flooding in 2011 we have delivered sandbags to a variety of key locations through the region that are at a moderate to high risk of flooding (Tomslake Fire Hall, Tupper Hall, Ivor Johnson Park, the truck stop at Wildmare Road (Hasler), Kelly Lake Hall, the Moberly Fire Hall). Emergency Management BC provides local governments with sandbags free of charge, however, if not stored properly they become unusable over time. In order to make it easier to move sandbags to the pick-up locations and to maintain their integrity through the freshet, two custom designed bins that hold 1,000+ sandbags each were purchased in 2014. The bins were utilized during the flooding event in 2016. As the process work well we would like to purchase two more in 2017, eventually working up to having eight to ten bins for use throughout the region.

### **Emergency Support Services – \$12,000**

#### 1) Supporting municipal ESS teams:

Staff will be working with teams from member municipalities with the goal to develop a regional response model to assist residents evacuated due to an emergency or disaster. The funds will be used to:

- ✓ build ‘Level One’ response kits to be provided to ESS Volunteers during a Level One Response Training Course provided by staff; and
- ✓ update PRRD Reception Centre Kits

#### 2) Northern Emergency Social Services Training (NESST)

NESST is a weekend training, exercise, and volunteer appreciation event that will provide five ESS training opportunities and a half day functional exercise for participants, as well as volunteer ‘Years of Service’ recognition. 2017 is the 5<sup>th</sup> NESST event. Training will include:

- ✓ Level One Registrations and Referrals Refresher;
- ✓ Pet Emergency Care Training;
- ✓ Physiological First Aid, geared for ESS;
- ✓ ESS Management Skills; and
- ✓ Working with People with Special Needs/Disabilities during an emergency.

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In 2016 NESST hosted 82 participants from northern BC, of which some were from the Peace Region. A number of the volunteers/staff that attended NESST played an integral role in operating and managing the reception centres that received rural residents as a result of the wildfire evacuations. Staff are recommending sponsoring two team members from each municipal team to the 2017 NESST event.

### **Joint Planning with Member Municipalities - \$25,000**

This last fire and flood season the Regional District worked closely with many of our member municipalities to respond to the wildfires and floods. Throughout these events it became apparent that while we work well together, closer coordination, agreement of roles and responsibilities and discussions around sharing resources is required. A number of regional districts and municipalities across BC have developed various types of agreements and plans to outline how they will work together, provide support to one another and coordinate activities. In discussing the concept with some of the CAO's in the region, they have expressed some desire to also explore how we could partner to support one another. It is proposed that a consultant be hired to assist with facilitating discussions, conducting research on the different models, drafting plans, etc.

### **Search & Rescue**

Staff is recommending that the Search and Rescue grant be transferred to the 'Grants to Community Organizations' function to better represent that Search and Rescue provides services to all residents of the Regional District and that the budget amount of \$22,000 be maintained in 2017. Staff are still investigating whether a higher grant amount should be recommended and if that should have some impact on the STARS grant that is currently provided.

### **OPTIONS:**

- 1) That the Emergency Executive Committee provide direction to staff.

**STRATEGIC PLAN RELEVANCE:** None

**FINANCIAL CONSIDERATION(S):** Please see attached Budget

**COMMUNICATIONS CONSIDERATION(S):** None

**OTHER CONSIDERATION(S):** None

Attachments:     Emergency Planning Budget 2017 – 2021  
                          Letter from Brian Lamond re: Search & Rescue



**Peace River Regional District - Budget Working Paper - Page 1**

Service Fund Category	Regional General Operating - 01	Portfolio Staff	Emergency Executive Committee								
	<b>2510 Emergency Planning</b>	Requisition Exhibit	24	<b>DRAFT</b>				<i>(Used same, 2% inflation, or actual)</i>			
2017 Category	Acct #	See Note	Account Name	2016 Budget	2016 Actual	2016 Variance	2017 Budget	2018 Budget	2019 Budget	2020 Budget	2021 Budget
<b>REVENUE</b>											
<b>2510 Emergency Planning</b>											
01-1-2510-	110		Requisition - Electoral	120,400	120,400	-0	<b>184,220</b>	501,029	532,347	565,270	484,175
01-1-2510-	116	8	Interest on Reserve		2,177	2,177		-	-	-	-
01-1-2510-	155	1	Admin Fees	228,616	228,756	140	<b>242,934</b>				
01-1-2510-	57		Recovered Costs		65	65					
01-1-2510-	175		PEP Task Number Reimbursements		272,423	272,423		-	-	-	-
01-1-2510-	190		Unappropriated surplus	117,250	117,250	-0	<b>142,123</b>	-	-	-	-
<b>Total Category Revenue</b>				<b>466,267</b>	<b>741,071</b>	<b>274,804</b>	<b>569,278</b>	501,029	532,347	565,270	484,175
Tax Rates (based on current year assessments)>>				0.006	Change from LY	0.003	0.010	0.026	0.028	0.030	0.025
<b>Total Amount to Requisition:</b>				<b>120,400</b>	Requisition/Parcel Tax		<b>184,220</b>	501,029	532,347	565,270	484,175
Prior Year Requisition:					Grants						
Change from Prior Year					Borrowing Proceeds						
					Trsf. From Reserves						
				117,250	Prior Year Surplus		<b>142,123</b>				
				<b>228,616</b>	Other		<b>242,934</b>	-	-	-	-
<b>EXPENDITURES</b>				466,267			569,278	501,029	532,347	565,270	484,175
<b>2510 Emergency Planning</b>											
01-2-2510-	200	1	Wages	272,924	228,526	-44,397	<b>291,541</b>	297,372	303,319	309,386	315,573
01-2-2510-	205	1	Benefits	82,064	63,030	-19,034	<b>67,863</b>	69,220	70,604	72,016	73,457
01-2-2510-	206	1	WCB	2,779	3,866	1,086	<b>2,724</b>	2,779	2,834	2,891	2,949
01-2-2510-	210	5	Travel, Conferences & Workshops	8,000	5,124	-2,876	<b>9,250</b>	8,160	8,323	8,490	8,659
01-2-2510-	211		Travel, Use of RD Vehicles	6,600	6,600		<b>6,600</b>	2,958	3,017	3,078	3,139
01-2-2510-	215		Meals	500	141	-359	<b>500</b>	510	520	531	541
01-2-2510-	216		Meetings	500	159	-341	<b>1,500</b>	1,530	1,561	1,592	1,624
01-2-2510-	218		Memberships	1,500	1,436	-64	<b>2,000</b>	1,530	1,561	1,592	1,624
01-2-2510-	230		Telephone & Internet	2,000	1,196	-804	<b>2,000</b>	2,040	2,081	2,122	2,165
01-2-2510-	240	7	Advertising & Promotion	2,000	1,863	-137	<b>12,000</b>	12,240	12,485	12,734	12,989
01-2-2510-	241	10	National Disaster Mitigation project Funding				<b>60,000</b>				
01-2-2510-	242		Training - EOC Tabletop & RD Staff	2,000	905	-1,095	<b>2,000</b>	2,040	2,081	2,122	2,165
01-2-2510-	243		Community Emergency Preparedness	2,500	-	-2,500	<b>2,500</b>	2,550	2,601	2,653	2,706
01-2-2510-	244	3	Trsf Switches & Back-up Generators	20,000	-	-20,000	<b>20,000</b>	20,400	20,808		
01-2-2510-	245	6	Emergency Plan Update		-					25,000	
01-2-2510-	248	6	Man-made Hazards Project	5,000	-	-5,000					
01-2-2510-	249		Weather Stations	7,500	-	-7,500	<b>7,500</b>	7,650			
01-2-2510-	250		Legal	1,500	-	-1,500	<b>1,500</b>	1,530	1,561	1,592	1,624
01-2-2510-	260		Insurance	2,900	2,817	-83	<b>2,800</b>	3,121	3,183	3,247	3,312
01-2-2510-	261		Administration Fees	10,000	10,000		<b>10,000</b>	10,000	10,000	10,000	10,000
01-2-2510-	272		Reg. Emerg. Management Feasibility Study		-		<b>25,000</b>				
01-2-2510-	273		Community Specific Evacuation Plans	1,000	-	-1,000					
01-2-2510-	275		Business Continuity Plan		-				20,000		
01-2-2510-	276		Recovery Plan		-			15,000		65,000	
01-2-2510-	280		Mass Communication Notification System				<b>22,000</b>	20,000	20,000	20,000	20,000
01-2-2510-	295		Emergencies (From Reserve if required)		-						
01-2-2510-	347		Flood Response Supplies (NP & SP)	4,000	-	-4,000	<b>4,000</b>	4,080	4,162	4,245	4,330
01-2-2510-	362		Supplies - office & computer & EOC	4,000	1,449	-2,551	<b>4,000</b>	4,080	4,162	4,245	4,330
01-2-2510-	400	2	Grant - Search & Rescue	22,000	18,557	-3,443		-	-	-	-
01-2-2510-	433		Debris Management Plan						25,000		
01-2-2510-	500		Operations ESS (Emerg. Social Services)	5,000	3,745	-1,255	<b>12,000</b>	12,240	12,485	12,734	12,989
01-2-2510-	571		EOC Emergencies Reimbursed Task #		247,358	247,358		-	-	-	-
01-2-2510-	572		Non-Emergency Reimbursed by Task #		-						
01-2-2510-	600	4	Transfer to Operating Reserve		-			-	-	-	-
01-2-2510-	610	8	Transfer Interest on Reserve		2,177	2,177		-	-	-	-
<b>Total Category Expenditures</b>				<b>466,267</b>	<b>598,947</b>	<b>132,681</b>	<b>569,278</b>	501,029	532,347	565,270	484,175
<i>Surplus (deficit) carry forward</i>					<b>142,123</b>		103,011				
							22.09%	Operating Reserve: Dec. 31			273,922
								Maximum (plus interest) \$250,000 Bylaw 2074			

**Budget Notes:**

1 Full Wages of GM of Community Services, Community Services Coordinator and Protective Services Manager charged to here and other functions pay portion back as revenue to this function.

Total Employee costs for this function	110,309
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2 Grants to various S&R based on formulas - maximum \$22K rural. Transferred this funding to Grants to Community Organizations due to searches are not just for electoral area residents but for municipal and visitors.

3 Equip rural halls with transfer switches. *Not done - carry forward.* This work will be considered during the Neighbourhood Emergency Planning Process

4 No transfer this year due to meeting bylaw maximum.

5 Combined Travel, Conferences & Workshops (includes attendance at a major conference, plus workshops, plus other regional conferences)

6 Man-Made Hazards project put on hold until BC Hydro decides how they are proceeding

7 Development and printing of Emergency Preparedness Booklet; Emergency Evacuation Kits for RCMP/SAR; Master of Disaster Promo

8 Accounting requirement to show interest earned on reserves (In/Out) with no tax effect. Recording purposes only - no budget.

9 Membership with BCAEM; FCABC; TIMG etc

10 Assistance to prepare application for National Disaster Mitigation Project Funding

EXHIBIT 24

Emergency Planning

Category  
1-2510

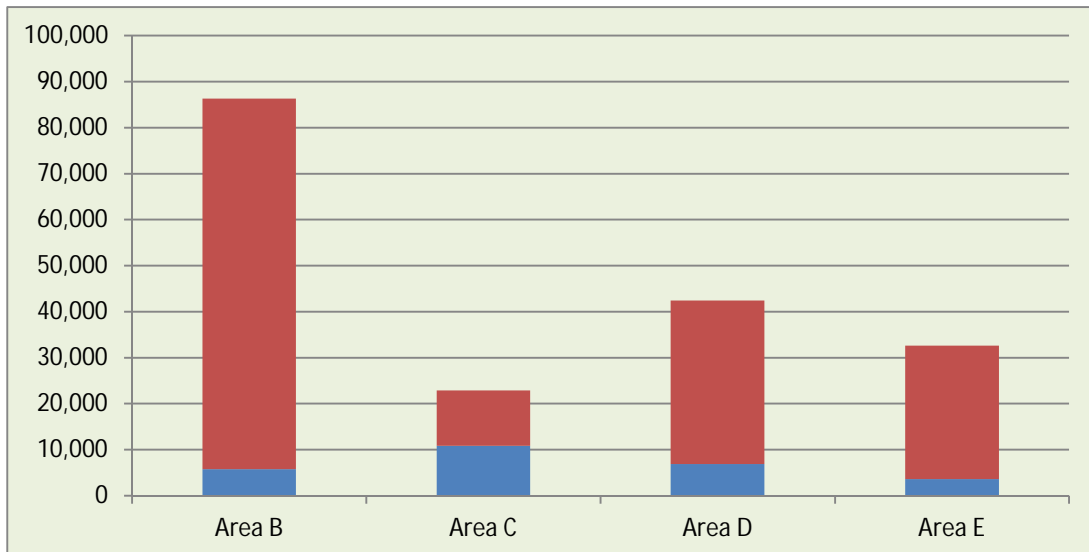
Basis of Apportionment: Converted Hospital Assessment - Land & Improvements

Tax Rate or Other Limitations: Greater of \$ 250,000  
 Or, the product of 0.03 per \$1,000 taxable value (L & I)  
*Bylaw No. 1598, 2005* Max. Product \$ 231,334

<b>DRAFT</b>	Requisition Amount	Tax Rate Per 1000	Figures for Apportionment	Percent	Prior Year Adjustment	Adjusted Requisition
Area B	86,346	0.010	891,744,521	46.87%	(467)	85,879
Area C	22,840	0.010	235,886,018	12.40%	70	22,910
Area D	42,399	0.010	437,881,400	23.02%	310	42,709
Area E	32,635	0.010	337,042,943	17.72%	87	32,722
<i>See Area E Jurisdiction Split Below</i>						
<b>Total</b>	<b>184,220</b>	0.010	<b>1,902,554,882</b>	100.00%	(0)	184,220
Area E - Jurisdiction 759	29,252		302,102,411	89.63%	78	29,330
Area E - Jurisdiction 760	352		3,630,477	1.08%	1	352
	29,603		305,732,888	91%	79	29,682

	Last Year	Change %	Change \$
Requisition	120,400	53.0%	63,820
Assessment	1,889,732,993	0.7%	12,821,889
Tax Rate	0.006	52.0%	0.003

Class 1 - Residential Total All Other Classes





To: Debra Jones-Middleton

From: Brian Lamond

Subject: Regional District funding for Search and Rescue.

We appreciate the support and funding that has been supplied by the Peace River Regional District (PRRD) for Operational support for the four teams (North Peace, South Peace, Tumbler Ridge and Chetwynd), in the Peace River Region over the past years. This funding has allowed the teams to pay their fixed operating costs to run our teams. This also allows us to focus on Operational Readiness and Training to be more prepared and to deliver a better Search and Rescue Service to the Residents and Visitors to the PRRD. As you will see in the chart included, that the number of Operational Tasks in the Province of British Columbia is seeing a continual increase year after year for Search and Rescue services, and with increased needs we all have increased operating costs.

With the funding available from the PRRD (\$22,000.00), we have prioritized the funding to pay all fixed costs for the four teams before using any of the support for variable costs. We are seeing a definite increase in fixed costs for all four teams. When we were first granted the budget in 2011 there was about two thirds allocated to fixed funding (vehicle insurance, Sat phone rental, callout systems, etc.) and the rest of the funds were used for variable costs/projects. In 2016 the fixed costs had increased dramatically for all teams to the point that there was just \$568.83 available for variable costs/projects.

All four teams were allocated a portion of the 2016 10 Million dollars one time funding from the Province based on the team composition and specialty rescue disciplines that are supported by each team. This funding has allowed each team to upgrade some aging team equipment and allow for enhanced training of members. This was one time funding and will not be allowed to carry forward to allow us to offset fixed costs in coming years, and we will still rely on the support from the PRRD for the ongoing fixed costs incurred by all four teams (and with general cost increases it is probable that the annual fixed costs for the four teams will not be covered in the \$22K from the PRRD in 2017).

We would like to ask to see a general increase from the \$22,000.00 allocation to \$25,000.00 to help us better cover our fixed costs on a go forward basis.

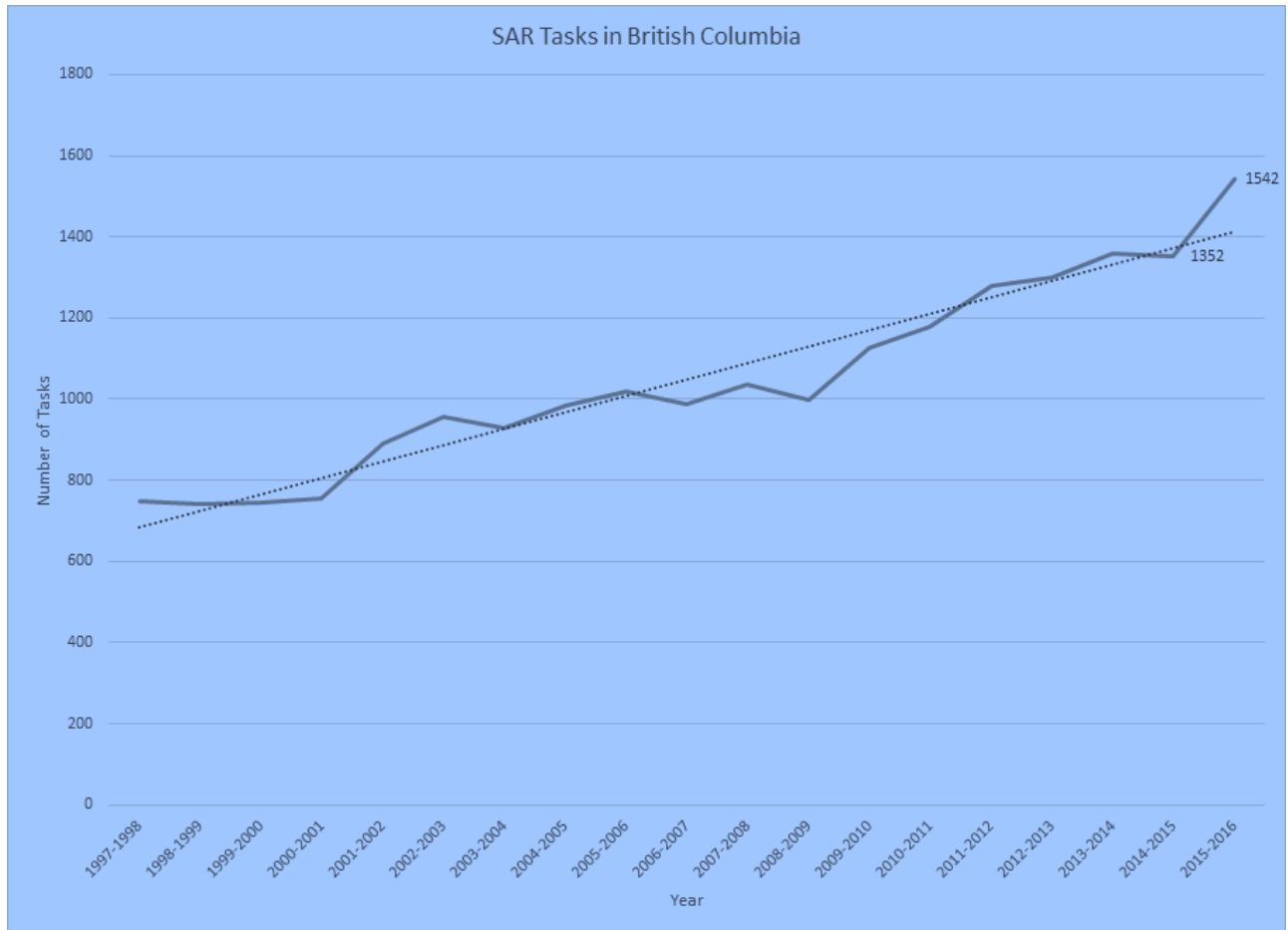
We would also like to discuss with the PRRD the possibility of some capital cost sharing with the four teams. Each team has a number of major capital projects planning underway to support their team needs (North and South Peace for heated/inside storage for their response equipment and training, Tumbler Ridge for an additional response vehicle and Chetwynd for increased inside storage for response equipment). If this is something the Board would be willing to discuss with the teams we are more than able to attend to explain our needs to them

All four teams are currently engaged with the British Columbia Search and Rescue Association (BCSARA) with a National Search and Rescue Secretariat (NSRS), New Initiative Fund (NIF), project to review provincially the Training and Operational needs of all teams in the Province. Each team is currently doing an analysis of the number of Operational tasks and the type of Search and Rescue skills used for those tasks for their team for the last 10 years. This will allow a determination of what Training and Operational needs each team in our Region will need to provide the level of preparedness and response required based on call volume and task types that are likely for the area we serve. This will allow our teams to better determine the level of support from/in our Region from support agencies (including the Province, PRRD and local municipalities).

Until this assessment is completed we will not have a complete understanding of the Operational team needs for our area.

If you require any further information please feel free to contact me. Thank you.

# Provincial Search and Rescue Tasks 1997-2016



February 7, 2017

November 8, 2016

The Honourable Naomi Yamamoto  
Minister of State for Emergency Preparedness  
Room 227, Parliament Buildings  
Victoria, British Columbia V8V 1X4

**RE: Emergency Program Act Review**

Dear Minister Yamamoto,

I would like to formally submit to you an analysis of local government input towards the provincial discussion paper, *Prepared and Resilient: A Discussion Paper on the Legislative Framework for Emergency Management in British Columbia*.

As part of UBCM's submission, you will find a summary of input provided by local governments, trends that have emerged through analysis of local government feedback, and several broad recommendations for consideration. We request that you review the issues and concerns brought forward by local governments, including the overarching recommendations.

UBCM and local governments would like to continue to be engaged as the process to renew the *Emergency Program Act* moves into its next stage. Should you wish to discuss the items brought forward by UBCM and its members in the attached submission, please be advised that Bhar Sihota, UBCM Policy Analyst, may be reached at (604) 270-8226 Ext. 114 or [bsihota@ubcm.ca](mailto:bsihota@ubcm.ca) to arrange a meeting.

We look forward to continued local government engagement throughout the process to renew the *Emergency Program Act*.

Sincerely,



Murry Krause  
President, Union of BC Municipalities

February 7, 2017

# **Union of BC Municipalities**

**Submission to Emergency Management BC**

**Re: Local Government Feedback to *Prepared and Resilient: A Discussion Paper on the Legislative Framework for Emergency Management in British Columbia***

Submitted October 31, 2016



## 1. Introduction

The Union of British Columbia Municipalities (UBCM) represents 100% of the local governments in British Columbia (BC), as well as seven post-treaty First Nations members, and has advocated for policy and programs that support its membership's needs since 1905. Our membership has a strong interest in the *Emergency Program Act* review, as demonstrated by the high number of responses received by the Province and UBCM. Additionally, UBCM's Community Safety Committee met with Minister of State for Emergency Preparedness, the Honourable Naomi Yamamoto, in April 2016 to discuss a number of issues, including the review of this Act.

The following submission examines the *Emergency Program Act*, and in particular local authority feedback to the provincial discussion paper, *Prepared and Resilient: A Discussion Paper on the Legislative Framework for Emergency Management in British Columbia*. While a range of opinions were provided during the review, local governments agreed on the following going forward:

- The process to renew the *Emergency Program Act* should include further consultation, including an ability to see draft legislation;
- It would be difficult for local governments to assume greater responsibility, and in some cases even if corresponding funding were to be provided;
- The current level of local government authority (legislative or otherwise) should be maintained, and proposals that infringe on that authority should be avoided.

## 2. Submission

UBCM would like to thank Emergency Management BC (EMBC) for providing an opportunity to submit this analysis of local government feedback. UBCM has reviewed the discussion paper, UBCM resolutions, and other related materials, in addition to thoroughly evaluating the feedback of each responding local government/authority. This submission is generally reflective of our membership's feedback, although more details can be obtained by examining each local authority submission individually.

This review takes on additional importance given that the *Emergency Program Act* has not undergone a fulsome review since its introduction in 1993. The Ministry of Justice, who sought collaboration in reviewing the Act, first approached UBCM in July 2015. Originally, the Province wished to establish an advisory committee made up of local government senior staff members and elected officials who would be consulted on policy ideas and options, and provide input. Following the July 2015 Cabinet changes, and under a new Ministry, the review process also changed, taking the form of a discussion paper. During the

Community Safety Committee's April 2016 meeting with Minister Yamamoto, the Minister described the discussion paper as a preliminary discussion. As such, UBCM hopes this discussion paper serves as a starting point for analysis and collaboration, and that EMBC remains open to the idea of an advisory committee, as the process to update the Act continues.

### 3. UBCM Background Information

The UBCM Executive Board is comprised of 21 elected officials from all regions of the Province, who represent diverse communities of all sizes, from rural areas to urban centres. Our organization includes a number of issue-specific committees including the Community Safety Committee, which oversees policy development on community safety issues facing local governments, including policing, crime prevention, liquor policy, marijuana policy and emergency services and management. The Committee performs three basic functions:

- Advocates changes in federal and provincial policy to the service and delivery of measures needed by local government to assist in the protection of the public at the local level;
- Represents local government in the development of public policy at the federal and provincial level to protect the public locally; and
- Promotes and shares information on solutions implemented by local government to protect the public.

The UBCM Executive has endorsed multiple resolutions related to the *Emergency Program Act* and emergency management in general, including a recent request that Section 20 of the Act be amended to expand eligibility for disaster relief funding.<sup>1</sup> UBCM's membership has also emphasized the need to restore core funding for emergency management, and requested that the Province supply all local governments with emergency response supplies and materials for Emergency Management Centres.<sup>2</sup> At the 2016 UBCM Convention, a resolution was endorsed (2016-B56) that calls on the provincial government to "work collaboratively with local governments to provide physical and human resources to support emergency response and disaster events".<sup>3</sup>

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<sup>1</sup> See UBCM resolution 2015-B78: *Disaster Relief*, available here:

[http://www.ubcm.ca/assets/Resolutions~and~Policy/Resolutions/2015-ResolutionsBook-for-web\\_lowres.pdf](http://www.ubcm.ca/assets/Resolutions~and~Policy/Resolutions/2015-ResolutionsBook-for-web_lowres.pdf)

<sup>2</sup> See UBCM resolution 2009-B61: *Restoration of Emergency Management Training Funding*, available here:

<http://www.ubcm.ca/resolutions/ResolutionDetail.aspx?id=3820&index=1&year=&no=B61&resTitle=&spons=&res=&prov=&fed=&other=&conv=&exec=&comm=&sortCol=year&sortDir=asc>; and UBCM resolution 2006-B65: *Provincial Assistance with Local Government Emergency Planning*, available here:  
<http://www.ubcm.ca/resolutions/ResolutionDetail.aspx?id=2747&index=0&year=&no=B65&resTitle=&spons=&res=&prov=&fed=&other=&conv=&exec=&comm=&sortCol=year&sortDir=asc>

<sup>3</sup> See UBCM resolution 2016-B56: *Emergency Program Act*, available here:

[http://www.ubcm.ca/assets/Resolutions~and~Policy/Resolutions/2016\\_UBCM\\_Resolutions.pdf](http://www.ubcm.ca/assets/Resolutions~and~Policy/Resolutions/2016_UBCM_Resolutions.pdf)

## 4. Respondents

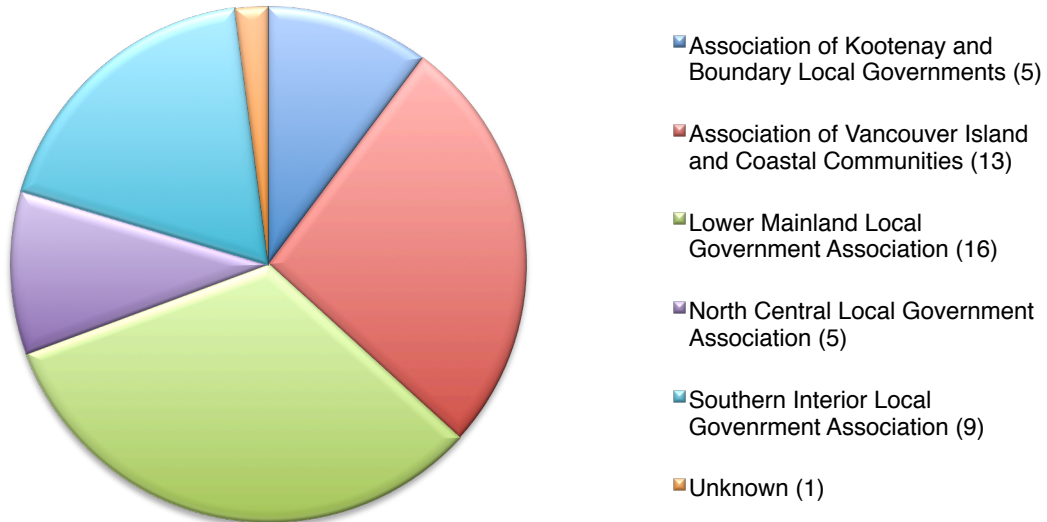
During the review period, UBCM and the Province received a total of 49 responses from local authorities:

Local Government	Authority
Anmore	Village Government
Belcarra	Village Government
Bulkley-Nechako	Regional District Government
Burnaby	City Government
Capital	Regional District Government
Central Kootenay	Regional District Government
Central Okanagan	Regional District Government
Chetwynd	District Government
Clearwater	District Government
Clinton	Village Government
Columbia Shuswap	Regional District Government
Comox Valley	Regional District Government
Coquitlam	City Government
Cowichan Valley	Regional District Government
Delta	District Government
East Kootenay	Regional District Government
Esquimalt	District Government
Fraser-Fort George	Regional District Government
Galiano Island	Islands Trust Regional District Gov
Town of Golden, Columbia Shuswap Regional District Area A	Golden and Area Emergency Management Program
Kamloops	City Government
Kent (with Village of Harrison Hot Springs)	District Government
Kitimat	Fire Department
Kootenay Boundary	Regional District Government
Maple Ridge	City Government
Metro Vancouver	Regional District Government
Mount Waddington	Regional District Government
Nanaimo	City Government
Nelson	City Government
New Westminster	Fire and Rescue Services
North Okanagan Regional District, Village of Lumby, District of Coldstream, City of Vernon, Township of Spallumcheen, City of Armstrong, City of Enderby	Inter-Municipal Emergency Program
City of North Vancouver, District of North Vancouver, City of West Vancouver	North Shore Emergency Management
Oak Bay	Fire Department
Osoyoos	Town Government
Port Coquitlam	City Government
Powell River Regional District (with City of Powell River and Tla'amin First Nation)	Regional Emergency Service
Saanich	Police Department
Saanich	Fire Department
Spallumcheen	District Government
Squamish	District Government
Squamish-Lillooet	Regional District Government
Surrey	Fire Service
Terrace	City Government
Thompson-Nicola	Regional District Government
Ucluelet	District Government
Unknown (Multiple Regional Districts) <sup>4</sup>	Unknown
Victoria	Fire Department
Whistler	Resort Municipal Government
White Rock	Fire Department

<sup>4</sup> No information could be found to identify the respondent.

Respondents can also be separated by Area Association<sup>5</sup> to show input by region.

## Respondents by Area Association



The nature and depth of responses varied considerably, from respondents who wished to focus on 1-2 issues within the document, to those who provided a thorough review. This report includes a general overview of all local government feedback as it pertains to each of the 11 discussion areas. The input noted does not necessary reflect the views of each responding local authority, but reflects an overall trend or majority when examining a particular discussion area.

### 5. Local Government Feedback

In addition to feedback pertaining specifically to the discussion areas, there were several broad themes that emerged, which warrant careful consideration throughout the process to amend the *Emergency Program Act*.

Arguably the most cited overarching concern was the potential for a transfer of responsibilities to local governments, without accompanying funding from the Province. Some respondents noted that many local governments would not have the capacity to take on additional responsibilities even if corresponding funding was provided.

Where the potential for new costs was recognized, respondents were steadfast in pointing out financial implications, both direct and indirect. Regional districts, in

<sup>5</sup> The Union of British Columbia Municipalities has five sub-associations, called Area Associations.

particular, described their unique challenges (e.g. smaller public works staff, larger geographical area) in meeting new costs.

Proposals that could potentially infringe on local government authority were also identified, and oftentimes rejected by respondents. Respondents believe that local authorities know their jurisdictions best, and should not have their decision making power eroded.

Many also identified the desire to comment on further draft versions of the Act, prior to legislation being tabled. This would include further engagement on key proposals, and more overall engagement.

### **a) Discussion Area 1: The Phases of Emergency Management**

*Proposals contained within this Discussion Area:*

- 1. Renaming it (the EPA) the Emergency Management Act.*
- 2. Restructuring the Act so that it contains parts reflecting the phases of emergency management (i.e. a part dedicated to preparedness, a part dedicated to response etc.).*
- 3. Removing the term “emergency program” and references to “program” or “programs” throughout.*
- 4. Defining an “emergency plan” as a plan under the Act to prepare for, prevent, mitigate against, respond to and recover from an emergency and its effects.*

35 of the 49 respondents explicitly agreed with all or parts related to updating the Act with currently used terms and the phases of emergency management.<sup>6</sup> Consistent with the broad themes listed above, several respondents wanted clarification around the phrase “duties for local authorities” as it pertained to restructuring the Act in a way to set out powers and duties for local authorities and the provincial government in each part. Respondents were concerned whether a restructuring of the Act would lead to a transfer of responsibilities and/or costs to local authorities. Regional district respondents did not want a situation where a regional district would be responsible for identifying and planning for the prevention or mitigation of a known hazard.

Although there was a general acceptance of incorporating the four phases of emergency management (prevention/mitigation, preparedness, response and recovery), respondents preferred more detail and consultation when it came to identified roles, responsibilities, and financial implications for local authorities (including a potential funding stream for mitigation activities). Some preferred that the phases align more closely with the BC Emergency Management System

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<sup>6</sup> Others may have implicitly agreed. 8 respondents did not provide comment for this section.

(BCEMS). Several respondents also felt that the mitigation section should include provisions for the sustainable management of hazards.

Respondents also requested consistent definitions for important terms (e.g. Emergency Plan, Emergency Management, recovery, welfare, hazard, preparedness, hazard, damage to the environment, etc.), in part to ensure they do not create additional costs for local authorities. They also offered a variety of potential sources that could be used to clarify definitions (e.g. Canadian Standards Association, BCEMS).

Many local authorities were in favour of re-naming the Act. Those who were not were concerned that a new name (and potentially the inclusion of mitigation/prevention) would impact local government bylaws and some available funding mechanisms, or felt that the term “emergency program” more accurately described the contents of the Act.

## **b) Discussion Area 2: Definition of “Emergency”**

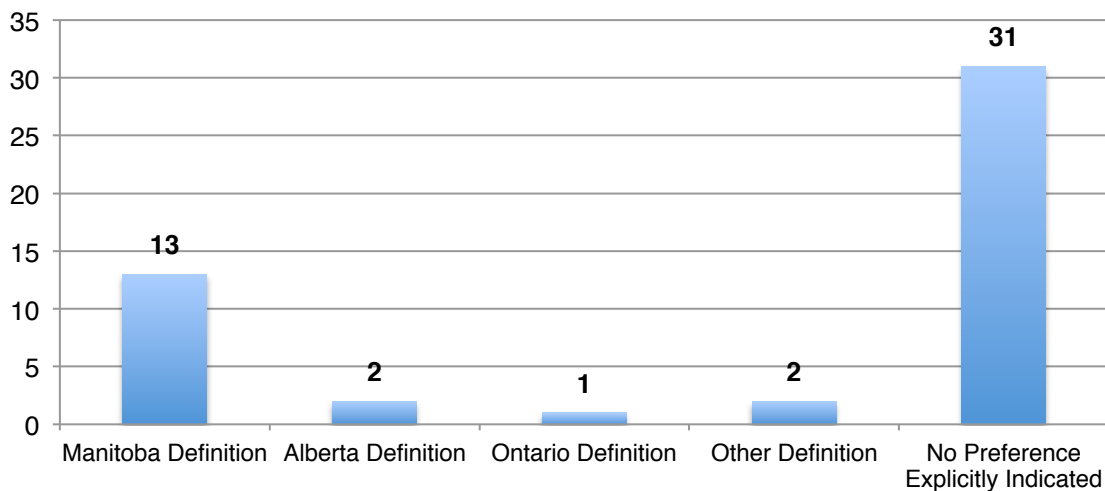
*Proposals contained within this Discussion Area:*

1. *Consider removing the potential causes in the definition of ‘emergency’ and clarify that an emergency includes a disaster. The following definitions from other Canadian jurisdictions may be a helpful guide in revising the definition of ‘emergency’ in BC:*
  - *Manitoba’s Emergency Measures Act defines ‘emergency’ as follows: “a present or imminent situation or condition that requires prompt action to prevent or limit (a) the loss of life; or (b) harm or damage to the safety, health or welfare of people; or (c) damage to property or the environment”.*
  - *Alberta’s Emergency Management Act defines ‘emergency’ as follows: “an event that requires prompt co-ordination of action or special regulation of persons or property to protect the safety, health or welfare of people or to limit damage to property”.*
  - *Ontario’s Emergency Management and Civil Protection Act defines emergency as follows: “a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise”*
2. *Consider including damage to the environment in the definition of emergency.*

The majority of respondents were in favour of the two proposals: amendments to the definition of “emergency”, and including damage to the environment in its

definition. When examining other Canadian jurisdictions’ definition of “emergency”, 13 respondents preferred Manitoba’s definition, 2 preferred the Alberta definition, and 1 preferred Ontario’s definition. Within the suggested options, terms such as “imminent” and “impending” need further clarification, especially as they impact local authorities receiving response funding. Some respondents wished to include “damage to the economy” in the definition of “emergency”, while another suggested the definition should reflect “the association of human life, safety and welfare”.

## Local Authority Preference for Definition of 'Emergency'



*\*Numbers based on interpretation of local authority responses.*

Some respondents focussed on defining the word “disaster” in the amended definition of “emergency”. Several specifically wanted it defined to include large events with widespread impacts, events that are regional in nature, and those that impact multiple jurisdictions.

Many respondents were also in favour of including “damage to the environment” in the definition of “emergency”, although a clearer definition of what encompasses the “environment” has been requested. There is concern among local authorities as to the impacts of including “damage to the environment” in the definition of “emergency”, as it may mean more responsibilities are transferred to local governments who may not have the capacity or funding necessary to take on these duties. One respondent suggested that the addition of this term requires further engagement with local governments. It was also suggested by several respondents that appropriate reimbursement for remediation accompany this potential change.

It was requested that any legislation include language that defines responsibilities for provincial and local governments, and industry and land owners, among others. In keeping with one of the major themes of this report, local authorities are concerned about cost implications of new initiatives.

### **c) Discussion Area 3: Definition of “Local Authority”**

*Proposal contained within this Discussion Area:*

1. *Consider changing the definition of ‘local authority’ to include Treaty First Nations, including the Nisga’a Lisims Government.*
  - *Consider the impact of this proposal in relation to all provisions in the Act that are applied to local authorities.*
  - *This proposal is subject to provincial government consultation with the Treaty First Nations and the Nisga’a Lisims Government in accordance with treaty obligations.*

Local authorities were overwhelmingly in favour of changing the definition of “local authority” to include treaty First Nations (including the Nisga’a Lisims Government). Although not all respondents explicitly supported the change, none rejected it. It was also suggested that the definition of “local authority” be consistent with treaty provisions.

Many respondents wished to also include non-treaty First Nations in this definition, and subsequently clarify the relationship between local authorities and non-treaty First Nations as it pertains to emergency management. Some felt non-treaty First Nations should be given the opportunity to opt-in to the provincial emergency management provisions through a band council resolution.

Several respondents also felt that other prescribed public and private bodies could be included, including school districts, post-secondary institutions, Crown corporations, health authorities, private sector organizations and non-government agencies.

It may also be appropriate to review potential changes with affected First Nations.

### **d) Discussion Area 4: Clarifying Roles and Responsibilities**

*Proposals contained within this Discussion Area:*

1. *Establish Emergency Management BC in legislation and remove references to the Provincial Emergency Program.*
2. *Clarify the responsibilities of the director of EMBC to include the following:*



- *Lead the coordination of all provincial government emergency management activities.*
- *Provide advice and assistance to other authorities—provincial and local authorities—in their emergency management responsibilities.*
- *Establish and maintain a provincial emergency management system to standardize provincial emergency response activities.*
- *Reduce risk by promoting and supporting emergency preparedness, prevention and mitigation, response and recovery initiatives.*

Most respondents supported the two proposals contained within this discussion area. If establishing Emergency Management BC (EMBC) in legislation, it is requested that the Act clearly define the mandate of EMBC, in addition to its duties and responsibilities.

In examining the responsibilities of the Director of EMBC, several respondents requested further information and clarification of duties listed in the discussion paper, while others felt that duties should be added, including but not limited to:

- Business continuity management;
- Leading coordination of all emergency management activities; and,
- Providing advice to other authorities.

More specifically, several local authorities requested clarification around the meaning of “promoting and supporting emergency preparedness, prevention and mitigation, response and recovery initiatives”, as there is some worry regarding the Ministry’s potential role in directing local governments on what prevention and mitigation work must be completed and how these activities will be funded.

Other requests for EMBC include providing leadership through training and exercise programs, creating a single point of contact for provincial ministries in all aspects of emergency management, regularly initiating and leading exercises (with participation from local authorities), and clarifying a local authority’s legal authority pertaining to all phases of emergency management within its jurisdiction.

Several respondents felt that the *Emergency Program Act* should identify roles and responsibilities for all parties under the Act (under each phase), not just the Director of EMBC.<sup>7</sup> This would help clarify implications for local authorities that interact with other ministry representatives, especially during response and recovery. It was suggested that a schedule be added to the Act that defines the roles and responsibilities for each ministry, its relation to EMBC, and legislated responsibilities in the mandate of each ministry.

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<sup>7</sup> Additionally, the District of Oak Bay has requested a change to the duties of the Minister under Section 4(2) of the Act, available here: <http://engage.gov.bc.ca/emergencyprogramact/files/2016/03/Corporation-of-the-District-of-Oak-Bay.pdf>

Several regional district respondents were concerned about specific and costly prevention and mitigation activities being transferred by the provincial government to local authorities without appropriate support and funding.

Lastly, some wondered whether EMBC has the capacity to take on this role within its current state and structure.

### **e) Discussion Area 5: Assigning Provincial Emergency Planning, Response, and Recovery Responsibilities**

*Proposals contained within this Discussion Area:*

1. *Consider removing the current scheme from the Act whereby the Lieutenant Governor in Council (LGIC) assigns emergency planning, response and recovery duties by regulation and provide for the following in the Act:*
  - *An authority for the minister responsible for the Act to require other ministers, after consulting with them, to prepare emergency plans in relation to specified hazards.*
  - *An authority for the Minister responsible for the Act to require, after consultation, that a minister, government corporation, or other prescribed public bodies prepare emergency plans in relation to carrying out specific emergency response and recovery duties.*
2. *In order to support the proposed changes outlined above, other amendments would be required, including the following:*
  - *Define 'hazard' as something that may cause, or contribute substantially to the cause of, an emergency.*
  - *Move the existing requirements in section 3 of the Emergency Program Management Regulation respecting emergency planning to the Act.*
  - *Provide an LGIC regulation creating the authority to prescribe public bodies for the purposes of the Act.*

Although the majority of respondents generally supported this discussion area, there were also suggestions to improve this potential change, including but not limited to:

- Developing standard terminology for all provincial legislation related to emergency management. Currently, different pieces of legislation use different terms for 'emergency plan', including "emergency preparedness plan" and "emergency response and contingency plan".
- Ensuring that emergency management plans are prepared on an all-hazards basis;
- Identifying essential services that will be provided in a disaster or emergency, as well as the risks, resources and funding associated with

- the provision of these services, and a plan to provide these services if a disaster or emergency occurred;
- Adopting clear and transparent parameters and criteria;
  - Having ministries, government corporations and other public bodies use an all-hazards approach to prepare plans; and,
  - Requiring ministries to provide emergency plan templates for their organizations to ensure consistency of planning and implementation at the provincial and local levels.

It was also requested that implementation and consultation for these new responsibilities be clearly defined in the Act.

Although many were in favour of the new definition of “hazard”, one respondent felt the definition should not specify the type of hazard, while several others felt the definition needed clarification with regards to jurisdiction and level of responsibility. Further information was requested around definitions of “emergency” and “disaster”.

There was some concern regarding how this change in authority would work with other public organizations (e.g. school boards, health authorities) and what funding mechanisms would be put in place. Further consultation with local authorities may be necessary in order to examine these issues, especially as they pertain to funding sources and an expansion of the Minister’s authority.

One of the concerns from those who did not support one or both of the proposals was that the new scheme to give authority to the Minister responsible for the Act (as opposed to the Lieutenant Governor in Council) would allow provincial ministries to “decide how, when, or if they will respond to a local emergency”. Another felt that a decentralized approach might be best, where each ministry retains authority for its own program. Others felt the Minister responsible for the Act should be responsible for all emergency planning, so as to ensure all plans are completed at a high, operational standard, and that there are no gaps in planning from too many ministries participating.

Lastly, several respondents were looking for more information regarding the meaning of “provide an LGIC regulation creating the authority to prescribe public bodies for the purposes of the Act”.

#### **f) Discussion Area 6: Ministerial Authority to Direct Emergency Planning**

*Proposal contained within this Discussion Area:*

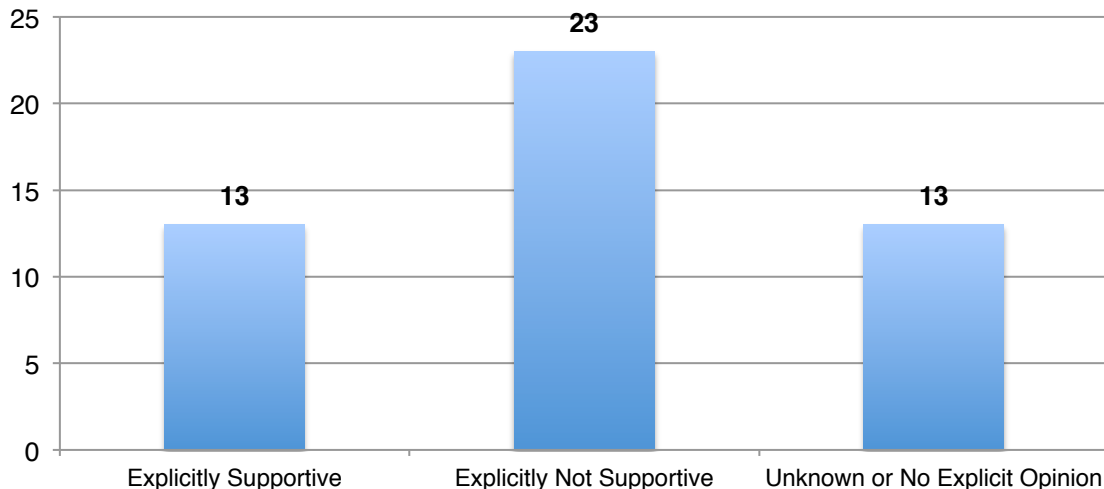
1. *Consider the addition of authority to provide that the Minister responsible for the Act may make an order requiring a local authority to change its*

*local emergency plan where the minister has reviewed the plan and recommended modifications.*

- *The authority should only be available to the Minister after the Minister has recommended modifications to an emergency plan and this authority should parallel the authority of the Minister to require revisions/changes to provincial emergency plans established by other ministries, government corporations and other agencies.*

As displayed in the graph below, local authorities were predominantly in opposition of the proposal to provide authority to the Minister responsible for the Act to review and subsequently require a local authority to change its local emergency plan.

### **Local Authority Responses to Discussion Area 6**



*\*Numbers based on interpretation of local authority responses.*

Arguably the most cited issue with this proposed change was that it would increase provincial authority over local authorities, and erode local autonomy.

Many also felt that there should not be a common standard for emergency management, as all jurisdictions throughout British Columbia are different. Many respondents felt that local authorities would know best about local needs, and as such this “audit function” would not be necessary.

Without checks and balances, local authorities were worried about the potential transfer of responsibilities and subsequent costs. Smaller local authorities may not have the capacity or financial means to handle new standards. If local emergency plans needed to be reviewed and approved by the provincial government, this could potentially add a layer of ‘red tape’. No clearly outlined

parameters or benchmarks have been included in the proposal, nor are there funding streams outlined.

It was unclear whether there would be penalties or other disciplinary action against local authorities that fail to meet requirements set by EMBC. Many were wary of the potential for extensive regulation of local authorities, especially given how costly and time consuming changes could be for many local authorities. One respondent questioned EMBC's capacity to take on this responsibility.

Alternatives proposed by respondents included but were not limited to:

- EMBC providing “guidance” as opposed to requiring a local government to amend its emergency management plan;
- Providing local authorities with standardized emergency plan templates, developed collaboratively, to ensure consistent and unified planning;
- The Province mandating the use of the BCEMS as a common system, by all provincially regulated agencies and local authorities; and,
- A clearly documented and understood set of minimum standards that would be agreed upon by all local authorities, as well as resources for local authorities to meet new standards.

Those in support of this proposal also offered amendments, including but not limited to:

- Expanding the Minister's authority to all emergency plans under provincial responsibility, not just local authority plans;
- Providing a standard/template emergency management plan for local authorities; and,
- Making grant money and other support available to local authorities who were required to make changes to their emergency management plans.

Given the level of resistance to this policy change, and level of uncertainty around the details of the policy, further consultation with local authorities is recommended.

## **g) Discussion Area 7: Private Sector and Non-Government Agencies**

*Proposals contained within this Discussion Area:*

1. *Consider changes to the Emergency Program Act similar to Manitoba's to define “critical services” and require providers of these services to undertake business continuity planning as prescribed by regulation.*

- *Manitoba's Act requires that critical service providers submit business continuity plans to the co-ordinator of the province's Emergency Measures Organization for review and approval.*
- 2. *Consider an authority to require owners of critical infrastructure assets to provide information about these assets as prescribed by regulation for the purposes of supporting efficient and effective emergency planning, prevention/mitigation, response and recovery.*
  - *Any change to the legislation in this regard would need to be supported by a definition of "critical infrastructure assets"; outline how such information would be provided; and provide for the confidentiality of the information.*
  - *Henry Renteria referred to "critical infrastructure" as "those physical and information technology facilities, networks, services and assets, which, if disrupted or destroyed, would have a serious impact on the health, safety, security, or economic well-being of Canadians or the effective functioning of governments in Canada" (p. 26).*

Responding local authorities nearly unanimously supported the two proposals under this discussion area.

Despite the support, there were many questions and proposed amendments. Several respondents requested clarification around the meaning of "critical services", while others wished to replace "critical services" with "critical infrastructure". One respondent questioned whether the two terms were the same. Others wished for two different categories: critical infrastructure asset owners and service providers (e.g. utility companies), and critical service providers (e.g. gas stations). For some smaller communities, a gas station or a grocery store could be labelled a critical service provider. As the owners of critical infrastructure, local authorities requested assistance to complete business continuity plans to adhere to this potential change.

Should information be provided, there are questions pertaining to the collection, security, and dissemination (to local authorities) of critical infrastructure information.

Cost implications were also a key consideration, as local authorities indicated they might require funding for critical infrastructure upgrades, training first responders for applicable hazards, and providing communities with necessary equipment to address hazards.

A respondent that supported Discussion Area 6 wished for the Minister to have similar authority to change business continuity plans.

Of the few who did not support these proposals, the main argument was that business continuity planning could have negative financial implications on businesses deemed “critical”, and place excessive burden on small businesses, potentially leading to negative economic repercussions. There were also questions around who would be required to review this information, and ensure all business continuity plans were sufficiently up to standard.

As with most proposals, respondents were cautious to support anything that would potentially levy responsibilities, costs and/or regulatory processes on to local authorities.

## **h) Discussion Area 8: Shared Responsibility for Emergency Response**

*Proposals contained within this Discussion Area:*

1. *Consider the addition of provisions in the Act that set out the following in respect of local authorities:*
  - *Establish that a local authority is responsible for:*
    - > *Assessing the threat to health, safety, or welfare of people or damage to property and the environment posed by an emergency;*
    - > *Assessing the resources required to respond to and recover from the emergency; and,*
    - > *Implementing its local emergency plan and using local authority resources to respond to and recover from the emergency.*
  - *Provide that a local authority may implement one or more provisions of its local emergency plan in relation to responding to and recovering from an emergency if:*
    - > *If the local authority is of the opinion that an emergency exists or is imminent in the local authority’s jurisdictional area; the local authority has declared a state of emergency; or a provincial state of emergency has been declared.*
2. *Consider the addition of provisions in the Act that set out the following in respect of the provincial government:*
  - *A Minister (or designate) is responsible for implementing one or more provisions of the Minister’s provincial emergency plan to provide provincial assistance and support to a local authority’s response to and recovery from an emergency if the following occur:*
    - > *The scale of the emergency exceeds the response and recovery resources of the local authority and/or*
    - > *The Minister is required under provincial law to provide provincial resources for emergency response and recovery.*
  - *Emergency Management BC is responsible for:*

- > *Communicating with a local authority in relation to an emergency within the jurisdictional area of the local authority, which includes:*
  - *Monitoring the needs of a local authority in responding to and recovering from emergencies;*
  - *Providing advice when necessary to local authorities responding to and recovering from emergencies; and*
  - *Communicating and providing advice when necessary to a Minister in relation to an emergency in the jurisdictional area of a local authority.*

Although there was some support, many respondents were neither clearly in favour or against these proposals, largely due to lack of clarity. This left local authorities asking for more details about the proposals, including but not limited to:

- Cost implications for local authorities (may inhibit response and recovery);
- Definitions of “assessing” and “resources” as they pertain to resources required to address response and recover (e.g. does this include financial resources?);
- Clarification around the meaning of “health, safety, or welfare”, “damage to the environment” and “imminent”;
- Means to address differences between local authorities (e.g. benchmarks, or minimum standards);
- A proper means to provide resources to local authorities, especially given that each local authority is in a different financial situation;
- Guideline of parameters used for local governments to assess resources required to respond to and recover from an emergency;
- Addressing capacity issues potentially faced by local authorities;
- Clarifying responsibilities, standards and expectations for all orders of government and other authorities, including the meaning of ‘shared responsibility’;
- Information or criteria for how it is determined if “the scale of the emergency exceeds the response and recovery resources of the local authority”;
- Clauses for coordination and collaboration;
- Clarification on whether these proposed changes provide a local authority with the right to enter private property to prevent or mitigate a pending emergency;
- Inclusion of a review period;
- Establishment of a single point of contact; and,
- Financial impacts on mutual aid agreements.



One of the most cited concerns was that local authorities might have to assess the “threat to health, safety, or welfare of people or damage to property and the environment posed by an emergency”. Many respondents felt local authorities should not be responsible for this, as this assessment of health is not typically a local responsibility.

Additionally, there was some contention with parts of the proposals, including the clause establishing local authority support for “implementing its local emergency plan and using local authority resources to respond to and recover from the emergency”. One respondent felt this would put the onus on local authorities to respond alone, even if an emergency took place on Crown land or in another jurisdiction. Another thought it would be difficult to find a threshold for when local resources are exceeded.

Funding was also a major concern. One respondent suggested the need for tax credits and other incentives for volunteers to engage in emergency training initiatives, while another was unsure whether provincial support would be withdrawn if EMBC determined a local authority had the resources to respond on its own.

Some regional district respondents were concerned with the difficulty in covering a geographically large jurisdiction, travel time to an emergency, a lack of staff expertise, a lack of financial and physical resources, and a potential lack of provincial response to emergencies in remote areas of regional districts where structures are leased from or owned by the Province.

As with most discussion areas, local authorities were again worried about potential transferring of costs or responsibilities. Given the significant uncertainty surrounding these two proposals, further consultation and clarification is recommended.

#### **i) Discussion Area 9: State of Emergency**

*Proposals contained within this Discussion Area:*

1. *Consider the addition of criteria or a test to guide local authorities or the provincial government in the declaration of a state of emergency and the making of orders during a declared emergency.*
  - *For example, criteria could include that a head of a local authority or the Minister responsible for the Act must believe that the declaration of a state of emergency is required because the use of one or more emergency powers under the Act is necessary and essential to protect the health, safety or welfare of persons or to limit damage to property.*

2. *Consider the addition of emergency powers not currently provided under section 10 of the Emergency Program Act. Some additional emergency powers that should be considered are as follows:*
- *Authority to collect, use or disclose information during a state of emergency that could not otherwise be collected, used or disclosed under any enactment.*
    - > *Consideration must be given to including limits on any additional power respecting the collection, use and disclosure of information during an emergency. For example, in Ontario the information must only be collected, used or disclosed for the purpose of preventing, responding to or alleviating the effects of an emergency and for no other purpose.*
  - *Authority to fast track the accreditation of medical or other essential personnel from other Canadian jurisdictions who may arrive to provide assistance during a state of emergency.*
  - *A further potential emergency power to be considered is the authority for a local authority or the province to vary a licence, permit or other authorization the local authority or province, as applicable, has issued under an enactment.*

For the most part, local authorities were supportive of these two proposals. Those who supported adding criteria or a test to guide the declaration of a state of emergency offered additional steps to help the process, including working with local authorities to understand all repercussions, collaboratively developing a guide for declaring a state of emergency, providing reimbursement for additional local costs incurred due to these potential changes, and putting the proposal through legal review.

Several respondents hoped that all nine emergency powers would be maintained, or that there were better outlined impacts for local government as a result of these changes. Several regional district respondents wanted the ability to alter the size (or area) under a declaration of emergency during an event.

Many of those who did not support the additional powers felt adding additional steps to the process of declaring a state of emergency would slow down the process, especially since local officials may be in a better position to make this decision. Some preferred to develop educational material with criteria examples.

With regard to proposal two, several respondents were cautious about protecting sensitive or personal data/information (as well as FOIPPA implications), and determining limits on the “addition of emergency powers”. Some thought fast tracking accreditation was beyond the capabilities of many local authorities or that it should remain the responsibility of the Province or federal government,

while others wanted a clearer understanding of the parameters and limitations to additional powers.

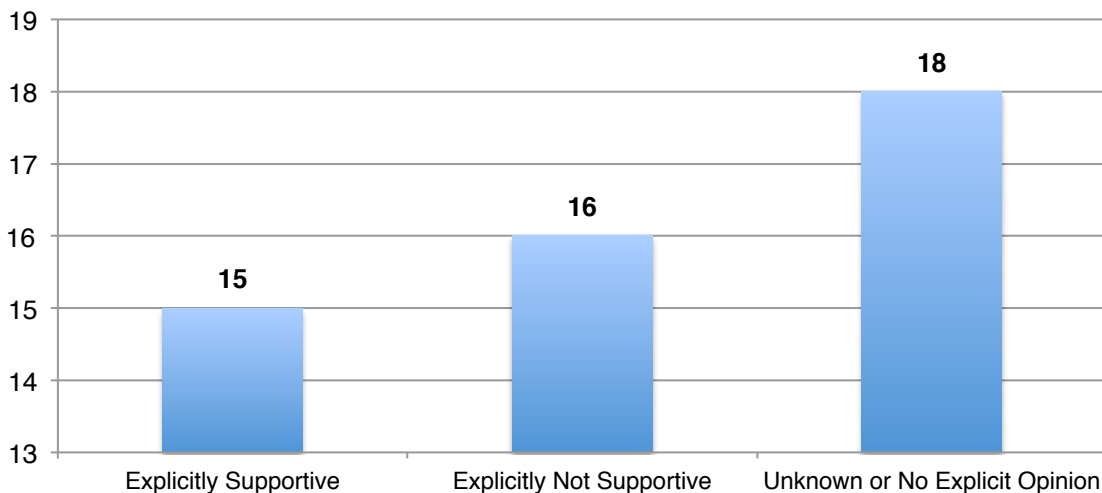
**j) Discussion Area 10: Evacuation Orders**

*Proposal contained within this Discussion Area:*

1. Consider adding authority for police to apprehend any person who refuses to comply with an evacuation order issued under a declared state of emergency for the purpose of taking the person to a place of safety similar to sections 18.1 to 18.3 of the Manitoba Emergency Measures Act.
  - As part of this proposal, also consider the following supporting provisions:
    - > Providing police with a right of entry and use of reasonable force to enforce an evacuation order;
    - > Limiting the period of apprehension to be no longer than reasonably required to take a person to a place of safety; and
    - > Authority for the province (in a state of provincial emergency) or a local authority (in a state of local emergency) to order a person who was apprehended to pay the costs incurred by police in taking the action to enforce the evacuation order.

Local authority respondents were split on this issue; even those who supported the proposal offered suggestions for improvement or wished for further clarification.

**Local Authority Responses to Discussion Area 10**



*\*Numbers based on interpretation of local authority responses.*

Those who supported the idea wanted specific guidelines for police action (including right of entry, reasonableness of force, adherence to Criminal Code), details regarding the cost recovery clause in the proposal, and consideration of resources in smaller communities. One respondent felt that first responders should not be responsible for those who elect to remain in their homes, while another felt that “peace officers” should be included to incorporate other law enforcement agencies (e.g. Conservation Officer Service, BC Sherriff Service).

Others wanted to understand the full range of effects this proposal would have on emergency services, including the possibility that scarce police resources would be allocated towards removing individuals, and the rights of citizens to protect their homes/properties.

Those who where sceptical or did not support this proposal were concerned with many aspects, including but not limited to:

- Police officer safety;
- Civilian safety (especially for those who try to return to their properties);
- Limited police resources;
- Potential for local authorities to have to reimburse the police;
- Potential restriction of residents’ choices;
- Placing new responsibilities on a local authority to recover costs;
- Those who wish to stay near their homes (e.g. farmers);
- Local authority liability, in the case of a security breach;
- The manner in which costs will be collected;
- Whether individuals should be charged for being apprehended or forcibly removed;
- How to manage people who suffer from mental health issues;
- *Charter of Rights* infringements; and,
- Where to house those who are forcibly evacuated.

They also preferred alternatives to this proposal, including conducting educational campaigns, amending police legislation (as opposed to the *Emergency Program Act*), allowing qualified first responders to assess landowners to determine if they are able to protect themselves, using less strict police tactics (e.g. negotiation, collaborative support), and adding new legislation to provide for the ability to issue fines after an emergency has concluded.

Several rural respondents were concerned with rural property owners not being able to tend to their farms and livestock, despite having a better understanding of the area than those who may enforce this policy.

Overall, there is the need for more information on the proposal, although a large number of respondents were not in favour in principle.

## **k) Discussion Area 11: Employment Protection**

*Proposals contained within this Discussion Area:*

1. *Consider whether employment protection should be limited only to the duration of a state of emergency or whether the protection should extend to cover, for example, travel to and from the emergency or a time period after an emergency if the person is still required to provide assistance.*
  - *A further consideration here could include situations where a person is recovering from illness or injury as a result of providing assistance during an emergency.*
  - *Consideration should also be given to whether volunteers or other persons who assist in responding to and recovering from an emergency or disaster are entitled to employment protection in circumstances where they have not been ordered to provide assistance.*
2. *Consider expanding the protection against loss of employment in section 25 of the Act to include the same protections as those provided for a person on jury duty under section 56 of the Employment Standards Act.*
  - *This would add protection for employment benefits and benefits based on seniority, as well as provide that a person who is providing assistance is deemed to be on leave and must not be terminated as a result of being required to provide assistance or because the person is absent or unable to perform employment duties while on deemed leave.*

There was general support for both proposals, although not all respondents supported extending employment protection to volunteers. One respondent felt that providing employment protection to volunteers could have a negative effect on the economy, as employers pay wages for volunteers on duty. The same respondent suggested provincial compensation to employers as a way to compensate for this possible scenario. Several respondents felt a clause requiring mutual agreement between the employee and employer would ensure businesses are not overly burdened by absent employees. One local authority suggested a system be put in place for volunteers to register for coverage.

Several respondents suggested further provisions to protect emergency workers in areas such as liability, equipment damage, and WorkSafeBC provisions. Another respondent argued that protection be extended for early recovery phases, as well as a reasonable period of time for personal rest and recovery. Yet another suggested looking at further coverage for citizens who provide assistance, through the *Good Samaritan Act*. Several wanted employers, in addition to employees, to have protection under new legislation.

Others looked for clarification around the following:

- Whether employers could seek compensation for lost revenue;
- Who would be responsible for ensuring persons called to duty are treated fairly by their employers; and,
- Who would pay costs associated with disputes arising from this policy.

Overall, while respondents differed in opinion regarding coverage for volunteers, the majority showed support for extending coverage during an emergency, and expanding protection against loss of employment.

## 6. Conclusion / Recommendations

As indicated by the Minister of State for Emergency Preparedness during her meeting with UBCM's Community Safety Committee, this discussion paper serves as a preliminary discussion. In addition to posing a number of questions and requesting clarification around many issues, respondents have also indicated that they view this document as a precursor to further engagement and discussion.

The *Emergency Program Act* has not undergone a thorough review since its inception in 1993. Given the significant impact many of these proposals could have on local authorities, and the need for clarification around many details, it is strongly recommended that further consultation take place with local authorities.

Additionally, it is recommended that EMBC and the Province keep in mind the additional themes noted in the local authority responses:

- The need for further consultation in the process to renew the *Emergency Program Act* (including an ability to see draft legislation);
- Local authority difficulty in assuming greater responsibility, in some cases even if corresponding funding were to be provided; and,
- A desire to maintain the current level of local government authority (legislative or otherwise), and caution regarding proposals that infringe on that authority.

Lastly, the local government responses clearly demonstrated the level of knowledge each local authority possesses regarding its area of the Province. It is requested that EMBC keep in mind the level of expertise that rests at the local level, and ensure that given the differences throughout the Province, the unique features of each region are accounted for in any potential change to the Act.

UBCM, on behalf of BC local governments, thanks EMBC for the opportunity to comment on the discussion paper, *Prepared and Resilient: A Discussion Paper*

*on the Legislative Framework for Emergency Management in British Columbia.* We appreciate your consideration of local government concerns related to the discussion paper, and look forward to future consultation and engagement with EMBC as the process to amend the *Emergency Program Act* continues.

PEACE RIVER REGIONAL DISTRICT

By-law No. 1598, 2005

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A by-law for the establishment of an Emergency and Disaster Service  
for Electoral Areas 'B', 'C', 'D' and 'E'.

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WHEREAS, the *Emergency Program Act, R.S.B.C. 1996, c. 111* authorizes the Board of the Peace River Regional District to undertake measures to prepare for, respond to, and recover from emergencies and disasters;

NOW THEREFORE the Regional Board of the Peace River Regional District, in open meeting assembled, enacts as follows:

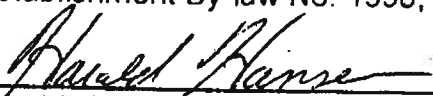
1. The Board hereby establishes a service to prepare, respond and recover from emergencies and disasters.
2. The boundaries of the service are the boundaries of the Peace River Regional District excluding the District of Chetwynd, City of Dawson Creek, City of Fort St John, District of Hudson's Hope, Village of Pouce Coupe, District of Taylor and the District of Tumbler Ridge.
3. The participating areas for the service are the Peace River Regional District Electoral Areas 'B', 'C', 'D' and 'E'.
4. All costs related to this service shall be recovered by one or more of the following:
  - a) property value taxes imposed on land and improvements in accordance with Part 23, Division 4.3 of the Local Government Act, R.S.B.C. 1996, c.323;
  - b) revenue raised by other means authorized by the Local Government Act, R.S.B.C. 1996, c.275 or another Act;
  - c) revenue raised by way of agreement, enterprise, gift, grant or otherwise.
5. The maximum that may be requisitioned under Section 4 for the service shall be the greater of:
  - a) \$250,000; or
  - b) the product of a property value tax of \$0.03 for each \$1,000 of net taxable value of land and improvements included in the service area.



6. This By-law may be cited as "Peace River Regional District Emergency and Disaster Service Establishment By-law No. 1598, 2005."

READ A FIRST TIME this 13<sup>th</sup> day of OCTOBER, 2005.  
READ A SECOND TIME this 13<sup>th</sup> day of OCTOBER, 2005.  
READ A THIRD TIME this 13<sup>th</sup> day of OCTOBER, 2005.  
APPROVED by the Minister of Community Services this 16<sup>th</sup> day of NOVEMBER 2005  
ADOPTED this 24<sup>th</sup> day of NOVEMBER, 2005.

CERTIFIED a TRUE and CORRECT  
COPY of "Peace River Regional District  
Emergency and Disaster Service  
Establishment By-law No. 1598, 2005."

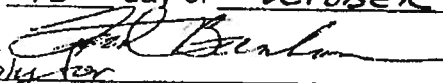
  
Harald Hansen, Administrator

THE CORPORATE SEAL of the Peace  
River Regional District was hereto  
affixed in the presence of:

  
Karen Goodings, Chair

  
Harald Hansen, Administrator

I HEREBY CERTIFY the foregoing to be a true and correct copy of "Peace River  
Regional District Emergency and Disaster Service Establishment By-law No. 1598,  
2005" as read a third time by the Regional Board of the Peace River Regional District  
on the 13<sup>th</sup> day of OCTOBER, 2005.

  
Harald Hansen, Administrator

**PEACE RIVER REGIONAL DISTRICT  
By-law No. 1599, 2005**

A by-law for the administration and operation of the  
Emergency and Disaster Service

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WHEREAS the Board of the Peace River Regional District has, by "Peace River Regional District Emergency and Disaster Service Establishment By-law No. 1598, 2005", established an Emergency and Disaster Service;

AND WHEREAS, pursuant to the provisions of the *Emergency Program Act, R.S.B.C. 1996, c. 111*, the Board must prepare or cause to be prepared local emergency plans respecting preparation for, response to and recovery from emergencies and disasters and establish and maintain an emergency management organization to develop, maintain and implement emergency plans and other preparedness, response and recovery measures for emergencies and disasters for the Electoral Areas within the Regional District;

NOW THEREFORE, the Board of the Peace River Regional District in open meeting assembled enacts as follows:

1. **Citation**

1.1 This By-law shall be cited as the "Peace River Regional District Emergency and Disaster Operations By-law No. 1599, 2005".

2. **Interpretation**

2.1 In this bylaw:

- a) **"Act"** means the *"Emergency Program Act", R.S.B.C., c.111*, and any regulations made thereunder;
- b) **"Board"** means the Board of Directors of the Peace River Regional District;
- c) **"Chair"** means that person elected by the Board as chair;
- d) **"Declaration of a state of local emergency"** means a declaration of the Board or the Chair that an emergency exists or is imminent in the Regional District;
- e) **"Disaster"** means a calamity that:
  - (i) is caused by accident, fire, explosion or technical failure or by the forces of nature, and
  - (ii) has resulted in serious harm to the health, safety or welfare of people, or in widespread damage to property;

2. **Interpretation** (continued)

- f) **"emergency"**, means a present or imminent event or circumstance that:
  - (i) is caused by accident, fire, explosion or technical failure or by the forces of nature, and
  - (ii) requires prompt co-ordination of action or special regulation of persons or property, to protect the health, safety, or welfare of people or to limit damage to property;
- g) **"Emergency Co-ordinator"** means that person appointed under Section 5.1 of this by-law;
- h) **"Emergency Executive Committee"** means that Committee appointed under Section 4.1 of this by-law;
- i) **"Emergency Management Organization"** means that organization established under Section 3.1 of this by-law;
- j) **"Emergency Program"** means the emergency plans and other preparedness, response and recovery measures for emergencies and disasters developed and implemented from time to time by the Emergency Management Organization;
- k) **"Service Area"** means the service area established under "Peace River Regional District Emergency and Disaster Service Establishment By-law No. 1598, 2005."

3. **EMERGENCY MANAGEMENT ORGANIZATION**

- 3.1 An "Emergency Management organization" is established comprised of:
- a) the Emergency Executive Committee;
  - b) the Emergency Co-ordinator;
  - c) such other persons appointed and sub-committees and working groups established and which are charged with emergency preparedness, response and recovery measures.

4. **EMERGENCY EXECUTIVE COMMITTEE DUTIES AND RESPONSIBILITIES:**

- 4.1 An "Emergency Executive Committee" is established comprised of:
- a) the Directors of the Board representing Electoral Areas 'B', 'C', 'D' and 'E';
  - b) the Chief Administrative Officer for the Regional District or designate; and
  - c) such other persons as may be appointed to the Committee by the Board from time to time.
- 4.2 The Emergency Executive Committee shall elect a Chair and Vice-Chair.
- 4.3 The Emergency Executive Committee may establish such Sub-Committees and Working Groups as deemed necessary to facilitate emergency preparedness, response and recovery programs.

**4. EMERGENCY EXECUTIVE COMMITTEE DUTIES AND RESPONSIBILITIES:**

4.4 The Emergency Executive Committee will be responsible for the following duties and responsibilities:

- a) providing policy guidance and direction to the Emergency Co-ordinator and such other persons appointed and Sub-Committees and Working Groups established under this by-law for developing and implementing the emergency program;
- b) reviewing and approving the Emergency Program prepared by the Emergency Coordinator;
- c) preparing and submitting to the Board for approval an annual budget for the development and implementation of the Emergency Program;
- d) negotiating and recommending to the Board agreements with other governments, for the purpose of emergency assistance or the formulation of coordinated emergency preparedness, response or recovery;
- e) negotiating and recommending to the Board agreements with individuals, bodies, corporations or other non-government agencies for the provisions of goods and services in delivering the Emergency Program; and
- f) meeting not less than two times a year with the Emergency Co-ordinator to stay informed of the status of the Emergency Program related initiatives and activities.

**5. EMERGENCY CO-ORDINATOR**

5.1 The Board shall appoint an Emergency Co-ordinator that will report directly to the Emergency Executive Committee.

5.2 The Emergency Coordinator will be responsible for the following duties and responsibilities:

- a) preparing and presenting to the Emergency Executive Committee for annual review and approval an Emergency Program which includes:
  - i) a periodic review and updating of plans and procedures for that review;
  - ii) an emergency response exercise program and training program;
  - iii) procedures by which emergency resources may be obtained;
  - iv) procedures by which emergency plans are to be implemented;
  - v) warning procedures to those persons who may be harmed or who may suffer loss in an Emergency of impending Disaster;
  - vi) procedures to coordinate the provision of food, clothing, shelter, transportation and medical services to victims of Emergencies and Disasters;

**5. EMERGENCY CO-ORDINATOR**

- vii) procedures to establish priorities for restoring essential services provided by the Regional District that are interrupted during an Emergency or Disaster;
  - viii) procedures to recommend priorities for restoring essential services not provided by the Regional District that are interrupted during an Emergency or Disaster; and
  - ix) roles and responsibilities for all persons appointed pursuant to this By-law whose roles and responsibilities are not otherwise defined in this Bylaw.
- 
- b) Making such amendments to the Emergency Program as are necessary to ensure that the information contained in the Emergency Program remains current at all times;
  - c) Advising the Emergency Executive Committee on all matters relating to the Emergency Program;
  - d) Providing day to day administration of the Emergency Program, including the co-ordination of staff involvement in emergency management, encouraging community preparedness and liaising with external organizations for emergency management purposes;
  - e) identifying and maintaining information on potential or real hazards and the impact that such hazards could have on the Service Area;
  - f) ensuring municipal departments in the Service Area keep updated emergency plans that are consistent with and support the Emergency Program;
  - g) being the liaison with other external support organizations and function as the point of contact with the Provincial Emergency Program and other government agencies with regards to emergencies;
  - h) selecting and processing candidates for federal or provincial emergency program training courses;
  - i) co-ordinating the delivery or conduct studies, training and exercises within the Service Area to ensure the Emergency Program is understood, effective and in a state of readiness; and
  - j) performing such other duties as may be assigned by the Emergency Executive Committee.

PEACE RIVER REGIONAL DISTRICT  
By-law No. 1599, 2005

1-2

6. POWER ASSOCIATED WITH THE DECLARATION OF A STATE OF LOCAL EMERGENCY

- 6.1 Once a Declaration of a state of local emergency is made by the Board or the Chair pursuant to the Act in respect of all or part of the Service Area, the Emergency Executive Committee may, subject to the limitations in the Act, exercise all of the powers given to the Board or the Chair in a Declared state of local emergency under the Act.

READ A FIRST TIME this 13<sup>th</sup> day of OCTOBER, 2005.

READ A SECOND TIME this 13<sup>th</sup> day of OCTOBER, 2005.

READ A THIRD TIME this 13<sup>th</sup> day of OCTOBER, 2005.

ADOPTED this 24<sup>th</sup> day of NOVEMBER, 2005.

CERTIFIED a TRUE and CORRECT COPY of "Peace River Regional District Emergency and Disaster Operations By-law No. 1599, 2005."

  
Harald Hansen, Administrator

THE CORPORATE SEAL of the Peace River Regional District was hereto affixed in the presence of:

  
Karen Goodings, Chair

  
Harald Hansen, Administrator

Peace River Regional District  
**Emergency Incident Register**

#	Date of Incident	Task #	PRRD Action	Incident	Type	Operations
127	23-Jan-17		Monitoring Only	Well head failure, sweet gas, company continuing to frac. OGC monitoring.	Oil & Gas	TM
126	17-Dec-16		Monitoring Only	Crew Energy C-ring tank explosion, contained to site	Oil & Gas	TM
125	09-Sep-16		Monitoring Only	EnCana Water Hub site explosion of storage tank	Oil & Gas	TM
124	15-Jun-16	171251	EOC Level 3	south and west Peace flooding with 400+ properties affected	Flooding	ALL PRRD Staff
	April 18, 2016 to May 20, 2016	<b>MANY</b>	EOC Level 3	wildfires across Peace Region causing 4 SOL's, 8 evacuation orders, 12 evacuation alerts, 3218 properties on evacuation alert, 567 properties evacuated	wildfire	ALL PRRD Staff
122	19-Oct-15	163503	EOC Level 1	land slide across Beatton River	water	DR
121	16-Sep-15		Monitoring Only	produced water spill	oil & gas	DR
120	21-May-15	160855	ESS Level 1	House fire 4973 225 Road, issued hotel and clothing voucher	structure fire	JR
119	31-Dec-14	154659	EOC Level 1	power outage in Buick & Prespatou area	cold weather	JR/FH
118	11-Dec-14		Monitoring Only	sour gas release at the end of Old Hope Road	Oil & Gas	TM/JR
117	10-Sep-14		Monitoring Only	Potential water contamination into Lynx Creek	water	SA/TM
116	07-Sep-14		Monitoring Only	industrial spill near Dokkie School and in District of Chetwynd. MOE and trucking company remediated issue		
115	13-Aug-14	151495	Evacuation Alert	Tommy Lakes Fire 60 NE of Pink Mountain	wildfire	TM/FH/JR
114	13-Jul-14	151495	Evacuation Order & Evacuation Alert	Mt. McAllister Fire 56 km west of Chetwynd, threatened Moberly Lake and Hudson's Hope.	wildfire	ALL
113	08-Jul-14	151495	Monitoring Only	Tenakihi-Mesilinka Fire 50 km W of Williston Lake	wildfire	TM/FH/JR/SA
112	06-Jul-14	151495	Evacuation Order	Red Deer Creek fire 61 km SE of Tumbler Ridge, order to evacuate camps and facilities in the area	wildfire	TM/JR/FH/SA
111	02-Jun-14	151495	Evacuation Alert	Forres Mountain Fire 50 km NW of Williston Lake near Tsay Keh Dene	wildfire	ALL
110	13-May-14		notification	Wrangler Road cut off by beaver dam break. 2 houses cut off, all residents notified. MOT will have access open in 1-2 days	Flooding	TM
109	12-May-14		notification	Two 400 barrel tanks caught fire at plant site, no residents displaced or affected	Oil & Gas	TM
108	07-Apr-14	150182	ESS Level 1	House fire in Rolla, clothing voucher provided	Structure Fire	JR
107	07-Apr-14	150189	EOC Level 1	flooding in North Peace due to Spring run-off. Sandbags and sand provided at Charlie Lake Fire Hall for residents to pick-up	Flooding	FB/SA
106	18-Feb-14		notification	PNG Gas leak on Parkland Road, ~500 residents impacted without natural gas, no imminent danger and no evacuation required. PNG on-site monitoring situation.	Oil & Gas	TM
105	05-Feb-14	145092	ESS Level 1	House fire at 13311 215 Rd, clothing voucher provided	Structure Fire	TM/JR
104	03-Jan-14		notification	house fire in Christopher Lee Estates, ESS offered but declined by residents	Structure Fire	JR/FB
103	12-Dec-13		notification	Tanker carrying 9,000 L of kerosene spilled 48 Km west of Chetwynd. MOE lead and are working with company to remediate. Concern for 1 property owner's water well. MOE will monitor.	TDG	TM

Peace River Regional District  
**Emergency Incident Register**

102	08-Dec-13		notification	Truck roll over at Wonowon carrying over 60,000L of gasoline. 300m area evacuated by RCMP which included 200 worker camp, gas station and a few residences - sent to school. PRRD NOT notified of evacuation. MOE lead on remediation.	TDG	TM
101	09-Nov-13	143 757	ESS Level 1	1 home lost to fire outside of DC Fire Protection Area in Farmington. Provided support for clothing for family.	Structure Fire	TM/JR
100	28-Oct-13		notification	EnCana wellsite kicked back. Site is flaring as a result. No public safety issues, contained to the site.	Oil & Gas	TM
99	30-Sep-13		notification	Landslide occurred on Pine River west of Chetwynd near Grizzly Valley view point. No public impacted. MFLNRO to do assessment.	Landslide	TM/FB
98	10-Sep-13		notification	Fire at Tervita site in Buick.	Oil & Gas	FB/JR
97	22-Aug-13		notification	Landslide into Pouce River near AB border. No impact to public	Landslide	TM
96	16-Jul-13		notification	Progress Energy well kicked back. No impact to public.	Oil & Gas	TM
95	20-Jun-13		notification	Oil spill near Boundary Lake. WCSS and Imperial Oil had incident contained within 24 hours. No public impacted.	Oil & Gas	TM
94	28-Jun-13		notification	Advised of a potential security and public safety threat on wellsite south of Wonowon. No evacuation required. RCMP now has incident under investigation.	Oil & Gas, Terrorism	TM, FB
93	26-Jun-13	141 388	EOC Level 1	Environment Canada and River Forecast centre advised that the South Peace could receive approximately 100+ mm of rain in 48 hours. Advised to prepare for potential flood conditions. Sand and sandbags sent to five locations in the South Peace. In the end the north Peace near Pink Mountain received 98+ mm and the South Peace received between 50 and 70 mm in areas.	Weather Event, Heavy Rain	TM, FH, KM, JR
92	18-May-13		notification	1 home and outbuildings lost outside of DC Fire Protection Area near Farmington. Forestry attended as the structure fire also caused a grass fire. No ESS required.	Structure Fire	TM
91	15-May-13		notification	1/2 section fire in Charlie Lake. CLFD contained fire to site. No losses.	Grass Fire	TM
90	12-May-13		notification	1 ha fire at 4805 Bissett Drive, lost 2 utility trailers, 1 car hauler, 1 unserviceable vehicle, 1 storage shed with damage to garage	Structure Fire & Grass Fire	TM
89	06-May-13		notification	fire in Pouce Coupe rural fire protection area near an EnCana facility. EnCana evacuated site. Forestry also attended with PCFD, but was not needed as PCFD got situation under control. No losses.	Grass Fire	TM
88	05-May-13		notification	Fire north of Dawson Creek between 8th & 17th Streets. Grass fire threatened up to 6 properties. DCFD, PCFD and Forestry on site. Only structures lost were outbuildings.	Structure Fire & Grass Fire	TM
87	23-Apr-13		notification	Fire north of Dawson Creek on Loepf property. One building lost. No ESS required	Structure Fire	TM
86	16-May-13		no action	CN Rail derailment, train heading south towards Prince George was derailed at approximately 4:30 p.m. at the south Hasler Bridge approach about 35 kilometers west of Chetwynd. Twelve cars carrying palletized sulphur were derailed. Sulphur did spill into the right of way beside the track, but NO sulphur spilled into the Pine River.	Rail	TM



Peace River Regional District  
**Emergency Incident Register**

85	08-Mar-13	none available	see notes	Sinkhole developed on property east of Chetwynd as a result of a private drilling company who was drilling for domestic water and hit an artesian well. See file for more information	Sinkhole	TM, FB, SA
84	05-Mar-13		no action	Odour complaint from residents 29 km of Doig FN	Oil & Gas	FB
83	11-Dec-12		no action	House fire north of Wonowon, Fort St John Hospital requested ESS for owners but was after the 72 hours. Referred to Red Cross for further assistance.	Structure Fire	FH
82	28-Nov-12	133743	Level 1 ESS	House fire in Buick, family provided with clothing and incidentals	Structure Fire	TM/FH
81	17-Sep-12		notification	Tomslake Sudeteen Park fire, no ESS required, media reported 2 homes evacuated	Grass Fire	
80	14-Sep-12		notification	Tomslake Blockline fire, no ESS required	Grass Fire	
79	14-Sep-12		notification	Chetwynd West Fraser Mill fire - cone fire managed by Chetynd FD	Structure Fire	
78	14-Sep-12	132704	level 1 ESS	Notified by EMBC that there was a fire at the Alaska Hotel in Dawson Creek. Provided shelter for 4 people and clothing for 5 people. notified by Chetwynd Fire Chief that CN Rail sulphur car caught on fire at Azouetta Lake, CN wanted to bring car while on fire to Chetwynd. Fire Chief convinced CN to leave in place and contract industrial crew to extinguish.	Structure Fire	FH, FB, TM
77	01-Aug-12		notification	Camberra sweet gas release 26 km north of Hudson's Hope. Level 2 incident but no residents for 12 km. Gas burned off and under control before notification even made to PRRD. No action required by PRRD.	Rail	
76	09-Jul-12		No Action	minor leak in Spectra line 20 km north of FSJ. No action required	Oil & Gas	
75	29-Jun-12		Monitoring Only	Rupture in 16" Spectra line and fire near Nig Creek compressor. No residents in area	Oil & Gas	TM, FB
74	29-Jun-12		Monitoring Only	house fire at 1687 Feist Ave, Rose Prairie. Provided clothing and incidentals for 5 family members.	Structure Fire	FH
73	08-Jun-12	131095	Level 1 ESS	minor flooding in west Peace, provided sand and sandbags at 3 locations	Flooding	FB, TM, FH, CW
72	05-Jun-12	131049	EOC Level 1	wildfire at South Taylor hill approximately 147 acres, Taylor FD and MOF actioned	Grass Fire	
71	11-May-12		Monitoring Only	Suncor rig fire, no evacuations required, OGC responding with Suncor	Oil & Gas	TM, FB
70	10-Mar-12		Monitoring Only	Odour complaint from residents on 283 Rd N of Fort St John & self evacuated, OGC determined that when power went off, compressor station flared off gas in the line as per normal procedure	Oil & Gas	TM
69	09-Mar-12		No Action	Well site across from WAC Bennett Dam kicked back during drilling, minor explosion, no action required and no residents in area	Oil & Gas	FB, FH
68	24-Feb-12		Monitoring Only	Cecil Lake fixed wing plane crash - search and rescue deployed	Plane Crash	
67	30-Nov-11		No action	Bonavista well site, well casing leak near Hwy 97 & Doig First Nation, no residents affected - well shut in	Oil & Gas	FB, TM
66	06-Nov-11		Monitoring Only	Shell wellsite near Gundy Creek Road required to be shut in and killed	Oil & Gas	TM
66	29-Oct-11		Monitoring Only	house fire in Charlie Lake, ESS not required	Structure Fire	TM
65	15-Aug-11		No Action	noise complaint by resident referred to OGC	Oil & Gas	FB
64	12-Aug-11		No Action	Second rain event continues flooding in Peace, mainly in west and south of Dawson Creek	Weather Event, Heavy Rain, Flooding	All
63	08-Jul-11	121305	EOC Level 2			

Peace River Regional District  
**Emergency Incident Register**

62	26-Jun-11		Monitoring Only	CNRL Pipeline leak near Cypress Creek, Level 2 incident, pipeline bled off	Oil & Gas	TM, FB
61	24-Jun-11	121305	EOC Level 2	Peace Region flooding mainly in the west Peace	Weather Event, Heavy Rain, Flooding	all
60	27-May-11		Monitoring Only	Murray FSR gas release due to mine exploration, OGC reported and monitored	Oil & Gas	TM
59	23-May-11		Monitoring Only	Boundary wildfire contained to <10 ha	Wildfire	TM, FB
58	16-May-11	120 864	EOC Level 1	Moberly Lake flooding, provided sand and sand bags for residents	Weather Event, Heavy Rain, Flooding	TM, FB, FH, SA, CW, BS
57	31-Mar-11		Monitoring Only	Progress gas release between Mile 95 Rd & Wonowon: well shut in, no evacuation required	Oil & Gas	TM
56	20-Jan-11		No Action	Horner house fire (mile 64), left message for home owner to provide ESS, did not hear back	Structure Fire	TM
55	18-Jan-11		Monitoring Only	Trident Exploration - Arras well gas leak, Level 2 incident, sweet gas, no evacuation required	Oil & Gas	TM, FB
54	16-Jan-11		Monitoring Only	Pine pass avalanche, highway closed over 24 hours	Avalanche	FB, TM
53	28-Dec-10		Monitoring Only	One Island Lake gas leak at Apache wellsite		TM, SA
52	12-Nov-10		No Action	Brown house fire, ESS provide by Chetwynd ESS Team		FH, FB
51	28-Oct-10		No Action	Spectra pipeline odour		TM, FB
50	13-Aug-10		Monitoring Only	CN derailment near Lemoray in the Pine Pass, 1 car contained toxic substance.	Rail	TM, FB
49	22-Jul-10		Monitoring Only	wildfire north of Williston Lake		TM
48	29-Jun-10	111 444	level 1 ESS	house fire in Cecil Lake, provided 48 hrs of services		TM
47	20-Jun-10	267 Incident 100	Evacuation Alert	Fire in Beaton, potential to affect Petrobakken gas plant - issued evacuation Alert		TM, FB
46	16-Jun-10	267 Incident 100	Evacuation Alert	fire in Pink Mountain close to subdivision - issued evacuation Alert		TM, FB
45	22-May-10		No Action	BC Hydro Mass power outage due to snow, 7,000 customers without power		TM
44	14-Apr-10		No Action	Encana threat letter to Dawson Creek Daily News		TM
43	March 8, 2010		Monitoring Only	Truck rollover north of Wonowon, handled by MOE and FSJ FD		TM
42	Sun Dec. 12, 2009	104 012	Level 1 ESS	Tomslake house fire		RM
41	Fri, Dec 3, 2009	103 900	Level 1 ESS	Briar Ridge house fire		RM
40	Sun, Nov 22, 2009		No Action	Gas Leak, 15-20 people self-evacuated and back in home -possible court action occurring		RS
39	Fri Oct 29, 2009		No Action	Notified by MOE of small pipeline break and release of product into Alces Creek		RM
38	Wed. Oct 13, 2009	103 085	Level 1 ESS	Farmington house fire, ESS called out by Dawson Creek Hospital		RM
37	Fri, July 10, 2009		No Action	Notified by MOFR of stranded campers on Johnson Creek FSR, campers refused help and left on own		RS, TM
36	Thurs, July 9, 2009		No Action	Notified by Shell of berm break leak of water off lease into Brassey Creek		RS
35	Sat, July 4, 2009		Press Release	Notified by EnCana & RCMP about 6th explosion, Board issued press release		RS, FB

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34	Wed, July 1, 2009		No Action	Notified by EnCana & RCMP about 5th explosion	RS, FB
33	Fri, Jun 12, 2009		No Action	Plane crash near Chetwynd, liase with Chetwynd FD for more information	RS, TC
32	Fri, Jun 12, 2009		No Action	Bomb blast (reststop) South of Pouce Coupe vandalism suspected not by Encana bomber	RS
31	Fri, Jun 5, 2009		Staff Assistance	Smith River Fire - RS & TM travelled to Fort Nelson to assist in the response at PEP's request	RS, TM
30	Wed, Jun 3, 2009		Temporary Shut Down	Blackfoot Water Well E Coli counted too high, well temporarily shut down until new sample and cleared by Northern Health	RS, GK, TM
29	Mon, May 25, 2009		No Action	Wonowon Pine Hills Restaurant fire, ESS not required	RS
28	Tues, May 5, 2009		No Action	Charlie Lake Store Fire, ESS not required	RS
27	Mon, May 4, 2009		No Action	Cecil Lake Grass Fire, MOF notified EEC but no action required	RS
26	Mon, Apr 27, 2009		No Action	H1N1 Advisory by Northern Health (information only)	RS, TM
25	Fri, Feb 20, 2009		No Action	Spectra Pigging Explosion	RS
24	Sun, Jan 3, 2009		No Action	Notified by Encana about 4th explosion	RS
23	Thu, Dec 18, 2008		No Action	Iteration Gas Site Vandalism, not notified about incident until several days after incident	RS
22	Fri, Dec 09, 2008		No Action	Moberly Lake housefire, no response from homeowners for assistance	RS, RM
21	Sun, Nov 23, 2008		No Action	Notified by MOE, Peace Pork structure fire killing mass livestock	RS
20	Tue, Nov 11, 2008		No Action	Conoco Phillips Rig Fire No Rural Residents Impacted, PRRD was notified	RS
19	Sat, Oct 25, 2008		No Action	Jackfish housefire, information came to us 2 days after the fire	RS
18	Fri, Oct 17, 2008		No Action	Braisey housefire, resident declined ESS assistance	RS
17	Sun, Oct 12, 2008		No Action	TDG on Beatton Airport Road, RD notified	RS
16	Sun, Aug 17, 2008		No Action	Sulpher Fire, EPC Chetwynd notified Director Caton	RS
15	Wed, Aug 13, 2008	092 260	Level I ESS	Administer ESS Level I to Rolla Housefire Victim	RS, TM, RM
14	Tue, July 5, 2008	092 138	No Action	Housefire at secondary residence Szoo Rd, N of Watson Spring, thanked us, but delined assistance	RS
13	Thu, May 15, 2008	090 824	Level I ESS	Progress Housefire Victim	RS TM
12	Wed, May 8, 2008	090 737	Level I ESS	Rural Upper Halfway Reserve Fire Victim	RS TM
11	Wed, Apr 16, 2008	N/A	Obtain Resources	Bunkhouse fire then subsequent Propane fire at Sasquatch Crossing (Pink Mtn)	RS
10	Feb, ??, 2008	N/A	No Action	Taylor Rural Housefire Decline ESS	RS
9	Mon Feb 11, 2008	085158	Level I ESS	Arras housefire	RM
8	Dec 2008	N/A	Liase with OGC	Conoco Phillips Rig Fire No Rural Residents Impacted	RS
7	Fri. Jun 1 2007	080 790	Level I ESS	Charlie Lake Fire Burnout Victim	RS
6	Mon. Jun 4 2007	various	Activate EOC	Possible flooding impacting low lying areas, Moberly Lk, Hasler Flats, Upper Halfway	RS
5	Mon. May 7 2007	N/A	Liase with OGC	Pipeline sour gas leak in Montney, liase with OGC for additional information	RS
4	Fri. May 25 2007	080 948	Activate EOC	Evacuation Order implemented in Wonowon re: commercial fire in hotel with fuel component	RS DK GK SS CW
3	Wed. Jan. 10 2007	074 764	Activate EOC	Broker information on behalf of a multi-agency response in the South Peace (Braden Rd)	RS

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2	Sat. Aug. 5 2006	N/A	Liase with OGC	Encana well fire close to Tomslake, liase with OGC for additional information	SA FB
1	Tue. Jul. 4 2006	070 600	Activate EOC	Interface fire Evacuation Alert implemented on behalf of Wonowon residents	RS and office