



**July 5, 2018**

**To:** Local Authorities and First Nations

**Reference:** 545174

**Re: Host Community Response Costs**

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By way of this memorandum, the Province is providing clarification to assist with host community response costs and the mechanics of submitting claims for cost reimbursement.

- (1) **What can a host community claim for cost recovery?** When a non-impacted community is providing hosting services to evacuees from another community, they should not be encumbered by response costs as it not their community that is impacted by the emergency. The community that is providing host services is essentially a contracted service to the impacted community. If the host community uses their facilities, they can charge the impacted community an appropriate rental fee for the use of the building like any other user of the facility. If the host community applies staff time and effort to the incoming external residents, the host community can recoup the costs of their employees (inclusive of base pay) as well as any incremental staff costs (OT) associated with the provision of the host service. For those communities both impacted by an event and hosting residents from other communities, only the portion of total costs that the community is incurring to host may be recovered under this direction.
  
- (2) **What task number should host communities use to recover costs?** The issuance of a task number is more than an accounting tracking number; it is an affirmation of the activation of the Emergency Program Act (EPA) to an emergency. It is preferable for local governments to create referrals under the task that is related to the area the evacuees are from. The host community should operate under the task number provided to the impacted community(s) and bill the impacted community for services rendered.

In an extraordinary emergency event when multiple communities are evacuating to multiple communities, the Province may provide a host community their own task number. In such circumstances, the host community would then submit claims directly to their regular EMBC Regional Office for reimbursement for the eligible expenditures outlined above.

- (3) **Where to submit requests for reimbursement?** The usual route for reimbursement for work done by one community for another is for the supporting community to bill the impacted community and then the impacted community to pay the bill and include these costs in their submission to the EMBC Regional Office.
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Name of addressee

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When the Province has provided a task number for a host community, the host community may send their claims directly to their regular EMBC Regional Office. This direction is made with consideration to reinforcing normal practices and known relationships between communities and their EMBC Regional Offices as well as sharing the load of significant events across our organization in the review and acceptance of community claims.

**(4) How does a host community track costs associated with multiple communities?**

Separate tracking and billing, wherever possible, should be maintained for separate communities so that the host community can bill the impacted communities directly.

In extraordinary emergency events when a host community may be supporting multiple communities and will be requesting reimbursement directly from the Province, we ask that wherever possible, costs be tracked by evacuated community.

If there are any questions regarding host community response costs, please contact your EMBC Regional Office and refer to [Financial Assistance for Emergency Response and Recovery Costs: A Guide for BC Local Authorities and First Nations](#) for more information about eligible and non-eligible response costs.

Sincerely,



Stan Bates

A/Executive Director, Operations and Recovery  
Emergency Management BC