



Ministry of
Emergency Management
and Climate Readiness

Financial Assistance Standards

For emergency response and short-term recovery

April 2026



Content

Table of revisions.....	3
Introduction	4
EMCR contacts	5
Supporting emergency response through to recovery	6
Reimbursement process	7
General eligibility criteria	10
Detailed eligibility tables	14
Appendices	43



Table of revisions

Section	Description of change	Effective date



Introduction

The Ministry of Emergency Management and Climate Readiness (EMCR) is British Columbia's lead agency for coordinating emergency management activities throughout the province. EMCR is responsible for all four phases of emergency management—mitigation, preparedness, response and recovery—and works in close collaboration with local authorities, First Nations, federal and provincial agencies, and other partners through all phases to build a more disaster resilient B.C.

Purpose and audience

These standards outline the processes, requirements and roles related to financial reimbursements for eligible emergency response and short-term recovery costs for First Nations and local authorities. It is intended to provide clarity and consistency for EMCR staff, First Nations and local authorities involved in the delivery of emergency management services.

The goal is to support timely and transparent reimbursement of response and short-term recovery costs through a shared understanding of eligible emergency activities and the reimbursement process.

This document is unable to cover every aspect of emergency response and short-term recovery. If you have questions about activities that are not clearly addressed in this document, contact your [EMCR regional office](#) or Provincial Regional Emergency Operations Centre (PREOC).

For information about funding for mitigation, preparedness and ongoing recovery after emergencies, visit [EMCR Financial supports](#).

Roles and responsibilities

Role of local authorities

The Emergency and Disaster Management Act (EDMA) outlines that a local authority must either maintain an emergency management organization or join a multijurisdictional emergency management organization. This organization is responsible for providing oversight, leadership and coordination of emergency management activities.

Local authorities are responsible for the base operations of their emergency management organization. EMCR will reimburse local authorities for eligible incremental costs that go above and beyond those required for base operations as outlined in these standards and relevant legislation.



Role of First Nations

First Nations are responsible for the base operations of their emergency management organization. EMCR reimburses First Nations, via the Emergency Management and Assistance Program (EMAP) managed by Indigenous Services Canada, for eligible incremental costs above and beyond those required for base operations as outlined in these standards.

First Nations may also elect to have their emergency management operations led by an Indigenous governing body (IGB), such as a Tribal Council. Where a First Nation has provided documentation that an IGB is authorized to act on their behalf, EMCR will reimburse the IGB for eligible incremental emergency and short-term recovery costs above and beyond their base operations as outlined in these standards.

Visit [Local emergency response operations](#) for more information.

EMCR contacts

To report a provincial emergency and to request an EMCR task number, contact the Emergency Coordination Centre at 1-800-663-3456.

Regional offices

Northeast Region

3235 Westwood Drive
Prince George, B.C. V2N 1S4

Tel: 250-612-4172

Fax: 250-612-4171

Email: EMBC.NEAdmin@gov.bc.ca

Northwest Region

103-4741 Park Avenue
Terrace, B.C. V8G 1W2

Tel: 250-615-4800

Fax: 250-615-4817

Email: EMBC.NWEAdmin@gov.bc.ca

Southeast Region

Suite 101-333 Victoria Street
Nelson, B.C. V1L 4K3

Tel: 250-354-5904

Fax: 250-354-6561

Email: EMBC.SEAdmin@gov.bc.ca

Southwest Region

14292 Green Timbers Way
Surrey B.C. V3T 0J4

Tel: 604-586-4390

Fax: 604-586-4334

Email: EMBC.SWEAdmin@gov.bc.ca



Central Region

45-450 Lansdowne Street
Kamloops, B.C. V2C 1Y3

Tel: 250-371-5240

Fax: 250-371-5246

Email: EMBC.CTLAdmin@gov.bc.ca

Vancouver Island Coastal Region

Block A - Suite 200, 2261 Keating Cross
Road, Saanichton B.C. V8M 2A5

Tel: 250-952-5848

Email: EMBC.VICAdmin@gov.bc.ca

Supporting emergency response through to recovery

The response phase of emergency management refers to the time spent taking actions to prevent and reduce the adverse effects of an emergency. It begins when a hazard is imminent or has occurred. The recovery phase also begins at this time and it can be difficult to determine when the shift to recovery occurs.

The recovery phase of emergency management has three stages:

- Short-term recovery (days to weeks)
- Medium-term recovery (weeks to months)
- Long-term recovery (months to years)

This guide outlines the costs that are eligible for reimbursement during short-term recovery. Short-term recovery starts alongside response efforts and focuses on ensuring re-entry is safe for residents while gathering information about the impacts of the event to identify unmet needs and inform recovery planning. Short-term efforts rely on existing policies and procedures and aim to stabilize the situation enough to support medium- and long-term recovery planning. Short-term recovery costs are often urgent in nature and cannot be planned for.

In contrast, the medium-term recovery stage often begins with the completion of response activities, hiring a community recovery manager, or equivalent recovery lead, and developing a post-disaster recovery plan (post-DRP). There is greater involvement of non-governmental organizations (NGOs), insurance companies, financial institutions and volunteer groups during the medium-term stage of recovery. Medium-term recovery costs are often less urgent in nature, can be planned for, and—other than the initial cost of hiring a Community Recovery Manager (CRM) to develop a post-DRP—are not eligible for reimbursement under these standards.

A local recovery period is not required for costs to be eligible for reimbursement. Transitioning to a local recovery period does not impact a community's ability to claim for eligible costs outlined in this guide.

Disaster Financial Assistance

Disaster Financial Assistance (DFA) is a provincial program established to support the recovery of essential, uninsurable losses caused by a natural hazard event that results in extensive or widespread damage. If an event is authorized for DFA, Indigenous governing bodies and local authorities may receive financial assistance to restore essential assets and infrastructure in accordance with regulations.

The short-term recovery costs outlined in this guide are eligible whether DFA is authorized for an event or not.

For the latest information on DFA, visit [Disaster Financial Assistance for communities](#).

Reimbursement process

At the onset of an emergency event, First Nations and local authorities should begin their response immediately. You should request a task number as early as possible. Obtaining an EMCR task number is the first step to authorizing a specific emergency event as eligible for financial reimbursement. However, an EMCR task number does not automatically guarantee that all costs for an event are eligible for reimbursement. In rare situations, EMCR may issue a task number based on available situational information but later determine that the event does not qualify for reimbursement.

Reimbursement eligible expenses are outlined in the [detailed eligibility tables](#). Where you are uncertain of expense eligibility, or where there are extraordinary costs, submit an expenditure authorization form (EAF) to receive certainty on whether expenses are eligible. If additional support is needed, submit a resource request (RR) to have EMCR coordinate additional resources to support in your response.

While incurring costs, track all supporting documentation with the task number provided.

As time permits, prepare your response claims and submit to EMCR for reimbursement.

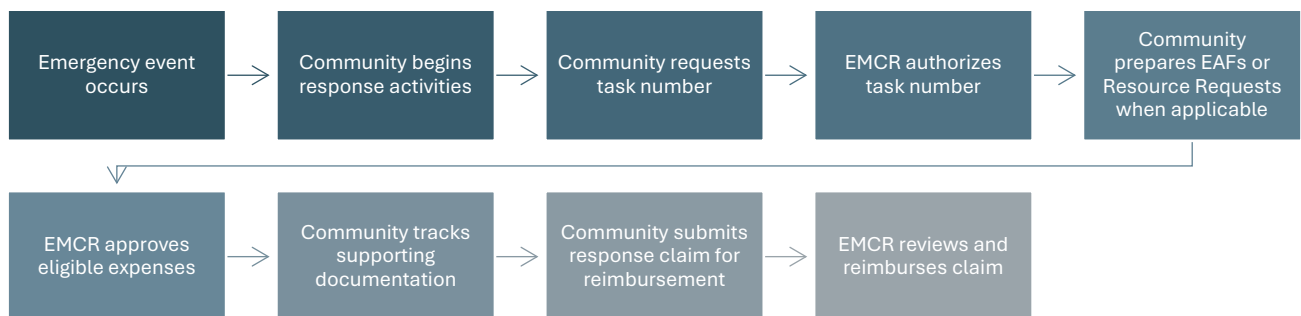


Figure 1. Reimbursement process



Expenditure Authorization Form

An expenditure authorization form (EAF) is recommended for communities seeking pre-approval to undertake extraordinary activities during emergency response or short-term recovery. The expenditures covered by an EAF must be incremental, meaning they are above and beyond normal operational costs. Where certain items require an EAF it is noted in the [detailed eligibility tables](#).

Once the EAF is approved by EMCR, the Province of British Columbia commits to reimbursing the costs incurred for the approved activity. This reimbursement is contingent upon the community submitting all necessary supporting documentation, including receipts and proof of payment, as part of the official response claim. It is the responsibility of the community to collect, maintain and submit these documents in accordance with provincial requirements.

Steps for submitting an expenditure authorization form

1. Determine whether an EAF is required.
2. Complete and submit the EAF before incurring costs.
3. Maintain thorough records of all submitted EAFs to support tracking and claims.
4. Track all costs against each approved EAF.
5. If necessary, request amendments to the EAF. This may include increasing cost estimates or extending the period covered by the EAF.
6. Include all approved EAFs and supporting documentation in your response claim.

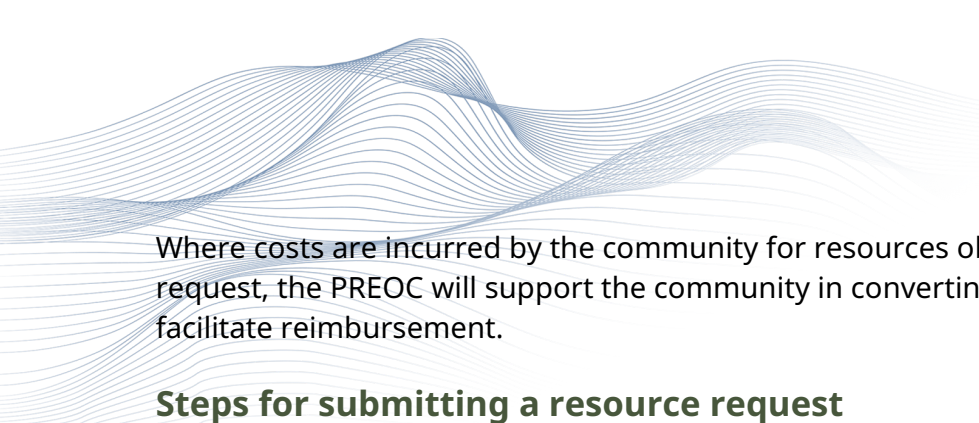
EAFs are submitted through an online portal which requires a [Business BCeID](#) account. Many local authorities and First Nations already have Business BCeID accounts. You can search for your account administrator and have them create an account for your EOC.

If your organization does not have a Business BCeID account, or you are having issues, EAFs can be submitted via email to the EMCR PREOC.

The online form and PDF form are both available on our [local emergency response operations page](#).

Resource Request

A resource request (RR) is initiated when a community is unable to secure the goods or services required during an emergency response or short-term recovery period. In such circumstances, EMCR will provide support by identifying and engaging an appropriate vendor or contractor on behalf of the community.



Where costs are incurred by the community for resources obtained through a resource request, the PREOC will support the community in converting this request into an EAF to facilitate reimbursement.

Steps for submitting a resource request

1. Determine if a resource request is needed.
2. Complete and submit the resource request.
3. Maintain all resource request records. Keep thorough records of all resource requests submitted to facilitate tracking, claims and future reference.

If converted to an expenditure authorization form:

4. Track costs against each approved EAF.
5. Request amendments to the EAF if needed, such as an increase in cost estimates or an extension of the period covered by the EAF.
6. Include approved EAFs in the response claim.

Resource requests are submitted through an online portal, which requires a [Business BCeID](#) account. Many local authorities and First Nations already have Business BCeID accounts. You can search for your account administrator and have them create an account for your EOC.

If your organization does not have a Business BCeID account, or you are having issues, RRs can be submitted via email to the EMCR PREOC.

The online form and PDF form are both available on our [local emergency response operations page](#).

Response claims submissions for reimbursement

A formal request must be submitted by a community to EMCR to obtain reimbursement for eligible costs that have been incurred during an emergency event. Communities can submit their request as eligible costs are incurred or after the emergency event has concluded. Requests for reimbursement must be submitted as a response claim package.

Supporting documentation requirements

To demonstrate that expenditures are eligible for reimbursement, communities must provide thorough evidence supporting each expense listed in the response claim. Acceptable forms of evidence include, but are not limited to, receipts, copies of contract and invoices, timesheets, proof of payment, approved expenditure authorization forms (EAFs), and other relevant financial records.

Visit our [local emergency response operations page](#) for examples and the Response Claim Reimbursement Form.



Preparing a response claim package

All expenses must be itemized using the [Response Claim Reimbursement Form](#). As you prepare the form:

1. **Identify the EMCR task number:** Confirm the EMCR task number assigned to the emergency event for accurate tracking and reference.
2. **Gather supporting documentation:** Collect all necessary documents that substantiate the claim. Ensure that each document directly relates to the costs incurred during the emergency.
3. **Verify eligible costs:** Review the eligibility tables and approved EAFs to make certain that all claimed costs are allowable under the program guidelines.
4. **Confirm incremental expenditures:** Ensure that all expenditures claimed are incremental and not part of the community's regular operating expenses.
5. **Demonstrate linkage to emergency:** Clearly show that all claimed costs are directly attributable to the emergency event.

Submitting a claim

Once the response claim and all supporting documents are completed, submit to the Response Claim Team at responseclaims@gov.bc.ca

General eligibility criteria

Event eligibility

To be eligible, the event must meet the definition of an “emergency” or a “critical incident” under the [EDMA](#). If an event is an emergency or a critical incident, staff will determine if event costs are eligible by considering ministry policy and the facts of the event.

When assessing if an event is eligible for reimbursement, staff will also consider the scale and scope of the event. This may include consideration of the number of people affected, geographic footprint of the event, impact to services etc.

To seek assistance from the Province and confirm event eligibility, you must request and receive an EMCR task number by calling the Emergency Coordination Centre. If in doubt about a specific event eligibility, contact your EMCR Regional Office for assistance.

Emergency events

Events that meet the definition of an emergency will be assessed for eligibility as described below.



Type 1 emergency event

The following emergency events are generally eligible for provincial assistance as long as the response required for these events goes beyond normal operations.

- interface fire
- floods
- extreme heat or cold
- storms (hail, ice, wind, snow)
- landslides
- earthquakes
- avalanches
- tsunamis
- volcanic events
- tornadoes
- hurricanes

Eligibility is considered depending on the scope, scale and context of the event and the emergency powers required to respond.

Type 2 emergency event

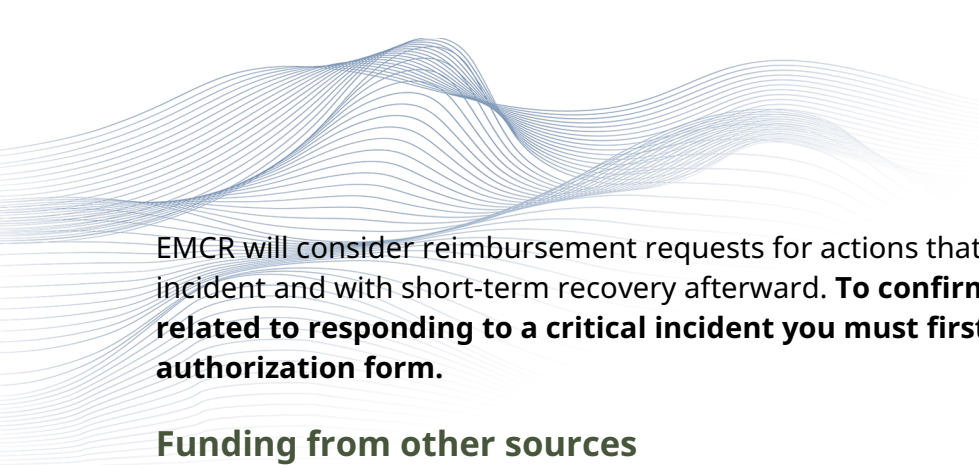
Other hazards covered in the definition of “emergency” under the EDMA may also be considered for provincial assistance on a case by case basis, depending on the scope, scale and context of the event and the emergency powers required to respond. These include:

- accidents
- fires (other than wildfire)
- explosions
- technical failures
- riots
- security threats
- terrorist activity (within the definition of section 83.01 of the [Criminal Code](#))
- forces of nature (beyond what is covered in Type 1 above)
- transmissible diseases
- environmental toxins

For Type 2 events, contact your EMCR Regional Duty Officer early to discuss eligibility.

Critical incidents

EMCR may consider providing financial reimbursement for critical incidents. Note that some costs related to critical incidents, such as direct payments to search and rescue organizations for volunteer expense reimbursements and allowance rates are covered separately in [Emergency management policies](#).



EMCR will consider reimbursement requests for actions that help with response to a critical incident and with short-term recovery afterward. **To confirm reimbursement for costs related to responding to a critical incident you must first submit an expenditure authorization form.**

Funding from other sources

EMCR will not reimburse for any costs already paid or covered by a third party. Examples include: insurance, a claim through a lawsuit, or the ability to recover costs from the responsible party.

Cost eligibility

The primary principle

It is important to understand the types of response and short-term recovery costs that are reimbursable and when an EAF is recommended or required.

The primary principles considered for eligibility are that the costs are over and above (incremental) First Nation or local authority baseline operations and are reasonable and justifiable in the circumstances.

When assessing eligibility, EMCR may consider whether:

- an expense would exist if the emergency event hadn't occurred,
- the expense is above normal for that time period, and
- the expense can be tied to response goals, re-entry or immediate safety.

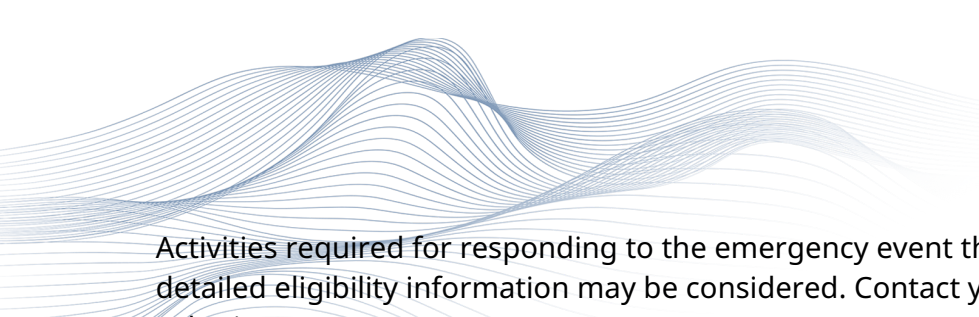
General eligibility of costs

Emergency response activities are outlined in the BC Emergency Management System (BCEMS). To be considered eligible, response activities must be directly attributable to these goals:

BCEMS Response Goals

1. Ensure the health and safety of responders
2. Save lives
3. Reduce suffering
4. Protect public health
5. Protect infrastructure
6. Protect property
7. Protect the environment
8. Reduce economic and social loss

Emergency response activities may include a wide range of actions depending on the type of event. [Detailed eligibility information](#) is outlined in the next section.



Activities required for responding to the emergency event that are not identified in the detailed eligibility information may be considered. Contact your Regional Duty Officer to submit a request.

Communities are expected to ensure response activities are carried out in a cost-effective and financially responsible manner. The use of internal resources is expected before the hiring, renting or resourcing of goods, services and labour from external sources. EMCR will not reimburse costs arising from excessive, non-standard, or above industry wage or overtime practices that extend beyond [employment standards](#) in B.C.

Business interruption losses

This category of loss by local authorities does not qualify for financial assistance under B.C. legislation. This includes local authority costs and interrupted revenues that may not be immediately obvious, including lost income from public facilities and lost tax base. These loss types may arise from other impacts, such as public works and facilities damage, or the commitment of key local authority personnel to the emergency event.

Detailed eligibility tables

1. [Incremental staffing costs for emergency operations](#)
2. [Equipment and materials costs](#)
3. [Facilities costs](#)
4. [Evacuation and Emergency Support Services \(ESS\) costs](#)
5. [Site costs](#)
6. [Extreme heat, cold](#)
7. [Air quality and clean air centres](#)
8. [Water scarcity](#)
9. [Other costs](#)

1. Incremental staffing costs for emergency operations

Category	Eligible	Ineligible	Comments/considerations
1.1 Regular Wages	<ul style="list-style-type: none"> • Incremental regular wages associated with the temporary hiring of additional staff for approved/EMCR-authorized response activities when existing capacity has been exceeded. <ul style="list-style-type: none"> ○ Note: Existing capacity may be demonstrated as exceeded via a conversation with the PREEC. • Incremental regular wages for the hiring of auxiliary staff to temporarily cover (backfill) positions left vacant by staff working on response-related activities. 	<ul style="list-style-type: none"> • The regular wages for existing staff. For example: <ul style="list-style-type: none"> ○ The regular wages associated with response activities. • Wages not directly related to response activities (i.e. the backlog of regular work due to time spent working on the event). 	<ul style="list-style-type: none"> • Wages must be demonstrated as incremental. • EOC daily cost tracking must include timesheets documenting these incremental costs.

Category	Eligible	Ineligible	Comments/considerations
1.2 Overtime wages	<ul style="list-style-type: none"> • The incremental regular wages for part-time or casual employees working outside of existing schedules. • Overtime wages paid for employees performing work directly related to response activities during the response period. <ul style="list-style-type: none"> ○ Must include timesheet signed by EOC director/official. ○ Overtime wages must be paid out. • Overtime incurred to prepare response claims. • An EAF is required for claims administration overtime pay. 	<ul style="list-style-type: none"> • Overtime wages unrelated to response activities. • Banked overtime not paid out. • Overtime pay policies designed specifically to be in effect only during EMCR response eligible events. 	<ul style="list-style-type: none"> • EOC daily cost tracking must include timesheets documenting these incremental costs. • The following deployment and shift lengths serve as a general guide for response operations: <ul style="list-style-type: none"> ○ Deployment Length: Maximum 10 days ○ Shift Length: Maximum 14 hours
1.3 Standby and call-out wages	<ul style="list-style-type: none"> • Standby and call-out is eligible for reimbursement only in situations where the First Nation or local authority has a policy that links standby to: <ul style="list-style-type: none"> ○ specific roles, ○ a hazard warning issued by relevant authorities, and ○ EOC response levels. 	<ul style="list-style-type: none"> • Standby and call-out pay not included as part of a pre-approved response standby policy. • Standby and call-out pay that does not have a pre-approved EAF. 	<ul style="list-style-type: none"> • Wages must be demonstrated as incremental. • EOC daily cost tracking must include timesheets documenting these incremental costs. • Incremental standby is to support conditions where EOC staff are required to immediately be available to

Category	Eligible	Ineligible	Comments/considerations
	<ul style="list-style-type: none"> • Pre-approval of the policy and determination of “imminent” by the PREOC is required before standby costs will be reimbursed. • An EAF is required to be reimbursed for standby. 		<ul style="list-style-type: none"> • support an imminent response.
1.4 Statutory payroll deductions, premiums and taxes	<ul style="list-style-type: none"> • Incremental statutory Federal/Provincial payroll deductions: <ul style="list-style-type: none"> ○ Canada Pension Plan (CPP): Eligible for employees that make less than the maximum pensionable earnings for the year. ○ Employment Insurance (EI): Eligible for employees that make less than the maximum earnings. • WorkSafe BC (WSBC) insurance premiums: Eligible for employees that make less than the maximum wage rate. • Employee Health Tax (EHT): calculated as a percentage of incremental salary paid. 	<ul style="list-style-type: none"> • CPP: Ineligible for employees that make more than the maximum pensionable earnings for the year. • EI: Ineligible for employees that make more than the maximum earnings. • WSBC: Ineligible for employees that make more than the maximum wage rate. • All other employer deductions, premiums and benefits such as: municipal pension, dental, extended health, overhead, benefits loading, union dues etc. 	<ul style="list-style-type: none"> • Must be demonstrated as incremental to the wages claimed. • Must demonstrate calculation and rate for EHT claimed.

Category	Eligible	Ineligible	Comments/considerations
1.5 Contractors	<ul style="list-style-type: none"> Rates paid to consultants or contractors to perform required response services for surge or relief capacity. Where the contracted service is similar to that of staff, the costs for the service or function will be informed by rates paid to a comparable existing staff position within the organization. 	<ul style="list-style-type: none"> Services performed by consultants or contracts not necessary for response. The Province reserves the right to deny a portion of costs determined to be excessive and beyond industry standard such as those outlined in corporate supply arrangements (CSAs). 	<ul style="list-style-type: none"> When in doubt, obtain prior authorization through an EAF Request. Prequalifying contractors or use of “all-found” daily rates is recommended. These rates should include costs associated to travel, per diems, WSBC costs etc. First Nations and local authorities are encouraged to explore and utilize existing CSAs internally or available through the Province of B.C. EOC must document rate of pay, duration of work, work performed and a copy of the contract for claims reimbursement.
1.6 Community recovery manager	<ul style="list-style-type: none"> Hiring a Community recovery manager (CRM) for an initial period of up to six months to complete a post-disaster needs assessment and develop a post-disaster recovery plan where warranted. An EAF is required. 	<ul style="list-style-type: none"> Costs related to permanent staff assigned to a CRM role. Rates for CRMs that exceed the highest CSA rate. 	<ul style="list-style-type: none"> A CSA is available for Emergency Management: Community Recovery Manager Services.

Category	Eligible	Ineligible	Comments/considerations
1.7 Public Safety Lifeline Volunteers	<ul style="list-style-type: none"> Public Safety Lifeline Volunteer (PSLV) expenses directly related to the event, such as mileage, meal reimbursement, or phone charges at rates outlined in PSLV policy. The provision of food, water and sanitation facilities to volunteers who are doing response-related work at the site. 		<ul style="list-style-type: none"> Loss of volunteer personal possessions or equipment, such as eyeglasses or clothing is reimbursed under Public Safety Lifeline Equipment Repair/Replacement Policy 5.04.
1.8 Travel	<p>Costs directly associated with event-related travel, such as:</p> <ul style="list-style-type: none"> Incremental mileage rates reimbursed to employees for use of personal vehicles for response activities. Accommodation and travel costs for contracted employees traveling to work in the EOC or other response or recovery tasks. Travel and accommodation costs for contracted employees if sourced from outside local area (applicable 	<p>Travel costs not directly related to response activities, such as:</p> <ul style="list-style-type: none"> Travel to attend meetings outside of the scope of response activity. Regular costs of commuter travel by employees. 	

Category	Eligible	Ineligible	Comments/considerations
	First Nation or local authority travel rates apply).		
1.9 Food and water	<ul style="list-style-type: none"> • Food costs for EOC staff during an emergency (applicable First Nation or local authority rates apply). • Food for volunteers doing response work at approved rates under policy 5.06. 	<ul style="list-style-type: none"> • Excessive costs such as individual coffees purchased instead of a to-go-box or making coffee onsite. • Food for staff working virtually from their homes. 	
1.10 Gratuities	<ul style="list-style-type: none"> • Gratuities built into the cost of catered food for the EOC. • Gratuities should be no more than 10% to 15% of the total food bill. 	<ul style="list-style-type: none"> • Gratuity reimbursements when an individual employee purchases a meal for themselves while traveling or participating in EOC activities. • Gratuities on takeout. • Gratuities above 15%. 	
1.11 Deploying 'out-of-jurisdiction' First Nations or local authority resources	<ul style="list-style-type: none"> • Personnel borrowed from another First Nation or local authority needed during the response to help protect public safety, either at the site or in support of the site. 	<ul style="list-style-type: none"> • Costs associated with backfilling personnel by the lending jurisdiction. • Services provided by one community for another under an existing Fire Services Mutual Aid agreement. 	<ul style="list-style-type: none"> • See Appendix 2. Deploying 'out-of-jurisdiction' First Nations and local authority staff to an EOC for more details.

2. Equipment and materials costs

Category	Eligible	Ineligible	Comments/considerations
2.1 Equipment rentals	<ul style="list-style-type: none"> Equipment rentals in line with the rates listed in in The Blue Book: Equipment Rental Rate Guide. Regular maintenance of equipment during rental period. 	<ul style="list-style-type: none"> Any rental charges between internal departments for owned equipment. 	<ul style="list-style-type: none"> If a First Nation or local authority is unable to obtain these rates, they must contact an EMCR Regional Duty Manager or the PREOC to request approval for exceeding them. Requestor may be asked to provide documentation of three quotes received that exceed the Blue Book Rate.
2.2 Equipment purchases	<ul style="list-style-type: none"> Assets or equipment where a business case can be made that it is more cost effective to purchase an item than to rent it. An EAF is required for all purchases. 	<ul style="list-style-type: none"> Assets or equipment that are more cost effective to rent. 	<p>The First Nation or local authority should demonstrate that:</p> <ul style="list-style-type: none"> The hazard is, or is forecasted to be imminent, The rental costs (including transportation) exceed purchase costs, or The item is unavailable for rental.
2.3 Deploying 'out-of-jurisdiction' First Nations or local authority resources	<ul style="list-style-type: none"> Equipment or materials borrowed from another First Nation or local authority needed during the response to help protect public safety, either at the site or in support of the site. 		<ul style="list-style-type: none"> Use of equipment from other local authorities or First Nations that was funded by EMCR should only charge an operations and maintenance fee.

Category	Eligible	Ineligible	Comments/considerations
2.4 Damaged equipment	<ul style="list-style-type: none"> Equipment damaged during eligible response and short-term recovery activities. Repair or replacement for damage to and loss of vehicles or major equipment is limited to the lesser of the insurance deductible or \$1,000. Cost for extraordinary maintenance activities resulting from an emergency, such as extensive cleaning after flood or smoke exposure. 	<ul style="list-style-type: none"> Equipment damaged by events other than the emergency. 	<ul style="list-style-type: none"> EMCR may ask for proof that the equipment was properly maintained and to show what condition the equipment was in before the emergency.
2.5 Operating costs for owned equipment	<ul style="list-style-type: none"> Incremental cost of fuel, oil, and lubricants used during response efforts. 	<ul style="list-style-type: none"> Normal consumption of fuel, oil, and lubricants for non-emergency related use. 	<ul style="list-style-type: none"> Costs must be demonstrated as incremental.
2.6 Supplies and materials	<ul style="list-style-type: none"> Supplies from local government stores consumed in response. For example, office supplies for communications facilities, EOC and reception centres, or materials used to protect public safety. Purchase of supplies and materials for use in response. 	<ul style="list-style-type: none"> Stockpiling of materials and supplies not related to the emergency. 	

3. Facilities costs

Category	Eligible	Ineligible	Comments/considerations
3.1 Facilities rental	<ul style="list-style-type: none"> Rental of facilities to establish an EOC if owned facilities are unavailable. 	<ul style="list-style-type: none"> Any rental charges between departments for owned facilities. 	
3.2 Cleaning	<ul style="list-style-type: none"> Incremental costs of facilities cleaning during EOC activation. 	<ul style="list-style-type: none"> Regular facilities cleaning costs. 	
3.3 Security	<ul style="list-style-type: none"> Incremental costs of EOC security during EOC activation. 	<ul style="list-style-type: none"> Regular security costs. 	
3.4 Heating or cooling	<ul style="list-style-type: none"> Incremental costs of heating or cooling EOC facilities during activation. 	<ul style="list-style-type: none"> Regular heating or cooling costs for the facility. 	
3.5 Telephone, connectivity and internet	<ul style="list-style-type: none"> Telephone and data services, including installation and operation while the EOC is active. Emergency installations related to an event. Phone charges if volunteers or staff need to use their personal phones in support of the event. 	<ul style="list-style-type: none"> Telephone or data services in place prior to EOC activation. 	
3.6 IT systems and software	<ul style="list-style-type: none"> Temporary subscriptions to systems or software for the duration of the emergency. 	<ul style="list-style-type: none"> Ongoing subscriptions for or purchase of systems or software. 	

4. Evacuation and Emergency Support Services costs

Category	Eligible	Ineligible	Comments/considerations
4.1 Animal evacuation and rescue	Evacuation, shelter and feeding for: <ul style="list-style-type: none"> • Livestock and poultry, including the restoration of facilities used for evacuation, shelter and feeding • Pets, backyard or hobby animals • Animals in zoos and rehabilitation facilities 	<ul style="list-style-type: none"> • Evacuation of wild animals. 	<ul style="list-style-type: none"> • See Appendix 3: Livestock relocation during an emergency for additional livestock requirements.
4.2 Evacuee reception centres	<ul style="list-style-type: none"> • Rental of equipment or facilities to establish a reception centre if owned equipment or facilities are unavailable. • Incremental portion of contracted services such as janitorial, data, and security for the operation of a reception centre. • Incremental costs of staff delivery of Emergency Support Services (ESS). • Food for volunteers delivering ESS. 	<ul style="list-style-type: none"> • Costs incurred prior to an evacuation alert or order. • Any rental charges between departments for owned equipment, or owned facilities used to establish a reception centre. • Loss of use charges for owned facilities. • Regular portion of contracted services such as janitorial, data, and security for the reception centre. • Regular salary of ESS staff. 	<ul style="list-style-type: none"> • Use of equipment from other local authorities or First Nations that was funded by EMCR should only charge an operations and maintenance fee.

Category	Eligible	Ineligible	Comments/considerations
4.3 Food, shelter and clothing for evacuees	<ul style="list-style-type: none"> Food, shelter and clothing for evacuees as outlined in the ESS Program Guide. 	<ul style="list-style-type: none"> Ineligible costs are outlined in the ESS Program Guide 	<ul style="list-style-type: none"> When a First Nation or local authority provides supports directly to evacuees (e.g. gas cards, gift cards, or accommodations) due to extenuating circumstances, such as acting as a host community, an EAF or documented approval is required. All requests for reimbursement must include referral form, invoices, proof of payment and a detailed list of the supports provided to each individual evacuee.
4.4 Evacuation alert notifications	<ul style="list-style-type: none"> Incremental costs of sending emergency alert messages. 	<ul style="list-style-type: none"> Annual or monthly subscriptions to emergency alerting systems. 	
4.5 Community navigator	<ul style="list-style-type: none"> Hiring a community navigator to provide specialized support for evacuated people. An EAF is required 	<ul style="list-style-type: none"> Costs incurred prior to an evacuation alert or order. 	<ul style="list-style-type: none"> See Appendix 4: Community Navigator & First Nations Community Navigator for Emergency Support Services for additional details.
4.6 Cultural activity locations support	<ul style="list-style-type: none"> Cultural activity locations support (CALs) to provide culturally sensitive evacuee care to support First Nations, 	<ul style="list-style-type: none"> Costs incurred prior to an evacuation alert or order. 	<ul style="list-style-type: none"> See Appendix 5: Cultural activity locations support for more details.

Category	Eligible	Ineligible	Comments/considerations
	<p>Metis, urban Indigenous populations and other affected non-Indigenous communities.</p> <ul style="list-style-type: none"> • Eligible costs include space rentals, transportation to and from CALS and traditional foods. • An EAF is required 		
4.7 Disaster psychosocial support	<ul style="list-style-type: none"> • Delivery of emotional and psychological support to evacuees and ESS responders. • An EAF is required. 		
4.8 Host communities	<p>When EMCR requests help from a community not affected by an emergency to host evacuees from another community, the following costs to the host community are eligible for reimbursement including incremental:</p> <ul style="list-style-type: none"> • Facilities costs • Wages and statutory deductions 		<ul style="list-style-type: none"> • See Appendix 6: Host community response costs for details on task numbers and documentation.

5. Site costs

Category	Eligible	Ineligible	Comments/considerations
5.1 Assessment	<ul style="list-style-type: none"> Assessments required to determine the area and extent of the disaster. 		
5.2 Public works	<ul style="list-style-type: none"> Emergency repairs to public works required to support response or short-term recovery objectives. 	<ul style="list-style-type: none"> Repair or replacement of public works that are eligible under Disaster Financial Assistance. Ongoing operations and maintenance costs of public works. Response costs related to emergencies caused by the failure of public works infrastructure. 	<ul style="list-style-type: none"> See Appendix 7: Construction of temporary berms and dikes for more details on temporary berms and dikes.
5.3 Clean up and debris removal	<ul style="list-style-type: none"> Incremental labour and equipment costs associated with the: <ul style="list-style-type: none"> clean-up of debris or human-made debris that poses an imminent risk to public safety or essential public works operations. clearance of debris from channels, streams, intakes and outfalls of sewers and storm drains, or water supply reservoirs that 	<ul style="list-style-type: none"> Costs associated with the clean-up of debris that does not pose an imminent threat to public safety or essential public works operations. Clean up and debris removal on private property. Clean up and debris removal on provincially owned property (e.g. roads owned by the Ministry of Transportation and Transit). 	

Category	Eligible	Ineligible	Comments/considerations
	<p>poses an imminent risk to public safety or threatens imminent impact to flood protection/engineered structures or infrastructure (e.g. bridges).</p> <ul style="list-style-type: none"> • Private debris disposal (“tipping”) fees when no suitable owned facility is available. • Incremental costs associated with the clean-up of debris on public property to allow safe re-entry into an area. 	<ul style="list-style-type: none"> • Clearance of debris that does not pose an imminent risk to public safety or flood protection structures. • Tipping fees for the disposal of debris when an owned facility is available. • Costs to clean or remove debris from traps or other structures as part of regular maintenance. 	
5.4 Preventative works and mitigation	<ul style="list-style-type: none"> • Protection of publicly-owned institutions and utilities from the current threat, including equipment, materials and labour. 	<ul style="list-style-type: none"> • Works undertaken as preventative measures to guard against future disaster. • Damage to publicly-owned facilities if prior assistance was not used for the preventative work as required. 	
5.5 Protection of objects and sites of heritage value	<ul style="list-style-type: none"> • Actions needed during response and short-term recovery for the immediate protection of objects and sites of heritage value. 	<ul style="list-style-type: none"> • Materials already made available through the Heritage Emergency Response Network. 	
5.6 Environmental protection	<ul style="list-style-type: none"> • Actions needed during response and short-term 	<ul style="list-style-type: none"> • Response or short-term recovery activities intended to 	

Category	Eligible	Ineligible	Comments/considerations
	<p>recovery to protect or assess potable water supplies, essential public lands, and health-related air quality.</p>	<p>protect or assess other environments or values that are not immediately necessary for the protection of people or property.</p>	
<p>5.7 Scalping of gravel beds</p>	<ul style="list-style-type: none"> Clearing (“scalping”) of gravel beds when there is an unusually heavy disaster-related deposition: only the cost of removing the deposited material will be reimbursed. 	<ul style="list-style-type: none"> All other scalping of gravel beds. 	<ul style="list-style-type: none"> Any alterations must be done in compliance with existing provincial and federal statutes and regulations of freshwater waterways.
<p>5.8 Tree pruning and removal</p>	<ul style="list-style-type: none"> Pruning or removal of trees on local authority or First Nation’s owned property that are an imminent threat to public safety due to an emergency event. Pruning or removal of trees on local authority or First Nation’s owned property that pose a threat to the public’s ability to return to an area. 	<ul style="list-style-type: none"> Tree pruning or removal on private property or roadways not owned and maintained by the local authority or First Nation. Landscaping that is not essential to public safety. 	
<p>5.9 Geotechnical services</p>	<p>Geotechnical assessments necessary to understand if:</p> <ul style="list-style-type: none"> there is a need for evacuation alerts or orders, critical infrastructure is at imminent risk, or 	<ul style="list-style-type: none"> All other geotechnical assessments not previously approved by an EAF. 	

Category	Eligible	Ineligible	Comments/considerations
5.10 Fire services	<ul style="list-style-type: none"> re-entry to an area can be deemed safe. Special fire protection of local authority or First Nations' facilities (e.g. external sprinklers). 	<ul style="list-style-type: none"> Fire protection of private facilities. Costs associated with Mutual Aid agreements. Fire service charges reimbursed or provided through the Fire Chiefs' Association of BC and BC Wildfire Service Inter-Agency Operational Procedures and Reimbursement Rates. 	<ul style="list-style-type: none"> Structural protection support will only be considered in scenarios where special fire protection services are not provided by BC Wildfire Services or First Nations' Emergency Support Services.
5.11 Medical care and health services	<ul style="list-style-type: none"> Medical treatment, transport and return of patients following an emergency. Protective health and sanitation facilities. 	<ul style="list-style-type: none"> Regular, operational costs of running medical care and health services. 	
5.12 Police and security services	<ul style="list-style-type: none"> Costs of incremental police protection and security to enhance public safety. Includes mutual aid from other municipal forces (e.g. patrols of hazardous areas, evacuated areas). Evacuation costs and resources when an evacuation order is in place. 	<ul style="list-style-type: none"> Costs of police or security protection of private facilities. Mutual aid charges from RCMP sources under provincial contract. 	

Category	Eligible	Ineligible	Comments/considerations
5.13 Search and rescue	<ul style="list-style-type: none"> Search and rescue services requested by the local authority or First Nation related to an emergency event such as delivering evacuation notices and search and rescue coordinator positions within the EOC. 	<ul style="list-style-type: none"> Search and rescue services not related to the event. 	
5.14 Fencing and signage	<ul style="list-style-type: none"> Incremental fencing and signage costs required specifically for an emergency to protect public safety (e.g. fencing prohibiting entry to structures or land). 	<ul style="list-style-type: none"> Fencing and signage not specifically related to the event. 	

6. Extreme heat, cold

Task numbers may be requested when Environment and Climate Change Canada (ECCC) issues a Weather Alert (including Warnings, Advisories and Watches which will have an associated color code yellow/orange/red) in support of a community's response or when triggers are met as outlined in an Indigenous governing bodies' and local authorities' extreme weather plan. Incremental costs will be considered for an extreme weather emergency, where actions are taken as outlined in the [BC Provincial Heat Alert and Response System \(HARS\)](#) or the [BC Public Alerting System](#).

Costs will not be reimbursed if they are already covered by the BC Housing Extreme Weather Response program.

Category	Eligible	Ineligible	Comments/considerations
6.1 Messaging	<ul style="list-style-type: none"> Print, radio and social media messages to the local population amplifying ECCC and/or Health Emergency Management BC (HEMBC) messaging. 	<ul style="list-style-type: none"> Messaging unrelated to heat or cold response and/or unapproved by ECCC and/or HEMBC. 	
6.2 Support for wellness checks	<ul style="list-style-type: none"> Incremental overtime for local authority or First Nations staff to provide "just in time" training for wellness checks. Incremental costs for local authority or First Nation to provide additional materials, additional transport costs, or tools to do wellness checks (e.g. thermometers and bottles of water). Incremental costs associated with staff or non-governmental organizations (NGO) when working at the request of Indigenous governing bodies 	<ul style="list-style-type: none"> Training planned in advance of a heat or cold event. Incremental wages for the purpose of messaging that does not include additional response actions. 	

Category	Eligible	Ineligible	Comments/considerations
	and/or local authorities to conduct wellness checks.		
6.3 Facility rental for use as emergency warming or cooling centres	<ul style="list-style-type: none"> Rental of a non-local authority or First Nation facility for use as an emergency cooling or warming centre. Incremental janitorial and utility costs. Incremental security costs. 	<ul style="list-style-type: none"> Rental of community-owned facility or loss of use charges. Facility upgrades/repairs required to adapt a facility into a cooling or warming centre if these costs are less than rental costs for equipment to adapt the facility. 	<ul style="list-style-type: none"> Warming and cooling centres are not group lodging facilities and costs related to sleeping are ineligible.
6.4 Community Partner organizations request by a First Nation government or local authority to operate warming or cooling centres	<ul style="list-style-type: none"> Incremental overtime for community partner organization staff keeping facilities open as warming/cooling centres outside of normal operating hours. Incremental security, janitorial and utility costs. 	<ul style="list-style-type: none"> Regular salaries (or straight time) for current staff, benefits, taxes and incremental payroll expenses. Existing security, janitorial and utility costs. 	
6.5 Cooling or heating devices	<ul style="list-style-type: none"> Cost of cooling or heating device rentals for cooling or heating centre. Purchase of heating or cooling devices where a business case can be made that it is more cost effective to purchase than to rent. An EAF is required for purchases. Incremental utility expenses. 	<ul style="list-style-type: none"> Cooling or heating device purchase costs submitted without a prior approved EAF. Cooling or warming device purchase or rental for private residences. 	

Category	Eligible	Ineligible	Comments/considerations
6.6 Transportation to and from warming or cooling centres	<ul style="list-style-type: none"> Commercial transportation of community members to and from warming/cooling centres as needed in communities where no reliable public transportation exists or is deemed to be not appropriate by a First Nation or local authority. Mileage reimbursement for vehicles operated by a First Nation and local authority for the transportation of community members to and from warming/cooling centres where no reliable transportation exists. Use of taxis will be considered on a case-by-case basis. 	<ul style="list-style-type: none"> Transportation costs where other reasonable alternatives exist. 	
6.7 Beverages and snacks	<ul style="list-style-type: none"> Bottled water, coffee, tea, warmed water distributed during health and wellness checks where water is not readily available. Snacks/beverages for the general public at community warming/cooling centre facilities (e.g. fresh fruit and vegetables, muffins, yogurt or comfort snacks such as donuts and popcorn). 	<ul style="list-style-type: none"> Beverages purchased for distribution to private residences or locations that have water or warm beverages readily available. Meals provided at day and night facilities. 	

Category	Eligible	Ineligible	Comments/considerations
6.8 Electrolytes	<ul style="list-style-type: none"> • Culturally appropriate snacks as determined by a First Nation or local authority. • Single-use or bulk packages of electrolytes for use at cooling centres distributed during health and wellness checks as directed by the Ministry of Health or regional Health Authority. 		
6.9 Cultural supports	<ul style="list-style-type: none"> • Incremental costs for Community Navigator(s) connecting the public with support provided by the First Nations Health Authority (FNHA), First Nations Emergency Services Society (FNESS), Indigenous Services Canada (ISC), and/or other cultural organizations. • Incremental costs for activities aimed at providing culturally appropriate services at warming/cooling centres. • An EAF is required. 	<ul style="list-style-type: none"> • Rental of a community-owned facility or loss of use charges. 	
6.10 Warming kits (intended to provide short-term relief from cold weather)	<ul style="list-style-type: none"> • Incremental costs associated with the distribution of warming kits at community warming centre facilities. • Incremental costs associated with the distribution of warming 	<ul style="list-style-type: none"> • Warming kits purchased for distribution to private residences. • For the purposes of this document, unhoused 	<ul style="list-style-type: none"> • Purchase of warming kits may be considered where no other programs or options exist (e.g. NGO supply).

Category	Eligible	Ineligible	Comments/considerations
	<p>kits during health and wellness checks.</p> <ul style="list-style-type: none"> • Warming kits may include, but are not limited to: <ul style="list-style-type: none"> ○ Socks ○ Gloves ○ Toques ○ Handwarmers ○ Disposable/emergency mylar blanket/sleeping bag 	<p>encampments are not private residences.</p>	
6.11 Fire services	<ul style="list-style-type: none"> • Incremental costs to fire services responding to increased heat or cold related medical calls, specifically, operational response to assist with supporting medical emergencies. 	<ul style="list-style-type: none"> • Routine operations supporting medical response. 	<ul style="list-style-type: none"> • For this category, the response claim must clearly demonstrate the increase in event-specific medical calls.

7. Air quality and clean air centres

Task numbers may be requested when Environment and Climate Change Canada issues an Air Quality Health Index of high risk or very high risk in support of a community's response or when triggers are met as outlined in an Indigenous governing bodies' and local authorities' extreme weather plan.

Eligibility is contingent on documentation demonstrating that costs were incremental, extraordinary and directly attributable to an air-quality emergency response triggered by High or Very High AQHI conditions.

Category	Eligible	Ineligible	Comments/considerations
7.1 Messaging	<ul style="list-style-type: none"> Print, radio and social media messages to the local population amplifying ECCC messaging. 	<ul style="list-style-type: none"> Messaging unrelated to air quality response or unapproved by ECCC. 	
7.2 Support for wellness checks	<ul style="list-style-type: none"> Incremental overtime for local authority or First Nations staff to provide "just in time" training for wellness checks. Incremental costs for local authority or First Nation to provide additional materials, additional transport costs, or tools to do wellness checks. Incremental costs associated with staff or non-governmental organizations, when working at the request of Indigenous governing bodies and/or local authorities to conduct wellness checks. 	<ul style="list-style-type: none"> Training planned in advance of an air quality health index event. Incremental wages for the purpose of messaging that does not include additional response actions. 	

Category	Eligible	Ineligible	Comments/considerations
7.3 Facility rental for use as clean air centres	<ul style="list-style-type: none"> Rental of a non-local authority or First Nation facility for use as an emergency clean air centre. Incremental janitorial and utility costs. Incremental security costs. 	<ul style="list-style-type: none"> Rental of community-owned facility or loss of use charges. Facility upgrades/repairs required to adapt a facility into a clean air centre if these costs are more than rental costs for equipment to adapt the facility. 	<ul style="list-style-type: none"> Clean air centres are not group lodging facilities and costs related to sleeping (sleeping bags and cots) are ineligible. Any facility upgrades/repairs require an EAF with clear documentation of costs and how this will be less expensive than rental.
7.4 Community Partner organizations request by a First Nation government or local authority to operate clean air centres	<ul style="list-style-type: none"> Incremental overtime for community partner organization staff keeping facilities open as clean air centres outside of normal operating hours. Incremental security, janitorial and utility costs. 	<ul style="list-style-type: none"> Regular salaries (or straight time) for current staff, benefits, taxes and incremental payroll expenses. Existing security, janitorial and utility costs. 	
7.5 Air scrubbers	<ul style="list-style-type: none"> Cost of air scrubber rentals for clean air centre. Purchase of air scrubbers where a business case can be made that it is more cost effective to purchase than to rent. An EAF is required for purchases. Incremental utility expenses. 	<ul style="list-style-type: none"> Air scrubber purchase or rental for private residences. 	

Category	Eligible	Ineligible	Comments/considerations
7.6 Transportation to and from clean air centres	<ul style="list-style-type: none"> Commercial transportation of community members to and from clean air centres as needed in communities where no reliable public transportation exists or is deemed to be not appropriate by a First Nation or local authority. Mileage reimbursement for vehicles operated by a First Nation and local authority for the transportation of community members to and from clean air centres where no reliable transportation exists. 	<ul style="list-style-type: none"> Transportation costs where other reasonable alternatives exist. 	
7.7 Beverages and snacks	<ul style="list-style-type: none"> Snacks/beverages for the general public at clean air centre facilities (e.g. fresh fruit and vegetables, muffins, yogurt or comfort snacks such as donuts and popcorn). Culturally appropriate snacks as determined by a First Nation or local authority. 	<ul style="list-style-type: none"> Food or beverages purchased for distribution to private residences. Meals provided at day and night facilities. 	
7.8 Cultural supports	<ul style="list-style-type: none"> Incremental costs for Community Navigator(s) connecting the public with support provided by the First 	<ul style="list-style-type: none"> Rental of a community-owned facility or loss of use charges. 	

Category	Eligible	Ineligible	Comments/considerations
	<p>Nations Health Authority (FNHA), First Nations Emergency Services Society (FNESS), Indigenous Services Canada (ISC), and/or other Cultural organizations.</p> <ul style="list-style-type: none"> • Incremental costs for activities aimed at providing culturally appropriate services at clean air centres. • An EAF is required. 		
<p>7.9 Fire services</p>	<ul style="list-style-type: none"> • Incremental costs to fire services responding to increased air quality related medical calls, specifically, operational response to assist with supporting medical emergencies. 	<ul style="list-style-type: none"> • Routine operations supporting medical response. 	<ul style="list-style-type: none"> • For this category, the response claim must clearly demonstrate the increase in event-specific medical calls.

8. Water scarcity

First Nations and local authorities are expected to take all reasonable water conservation measures at their disposal prior to implementing water supply response measures as outlined below. **All water supply response measures require an EAF.**

Category	Eligible	Ineligible	Comments/considerations
8.1 Water supply response measures	<ul style="list-style-type: none"> • Transportation and delivery of water required to maintain drinking water supply or minimum fire suppression capability. • Temporary equipment, materials, or contracted services necessary to support emergency water distribution or storage. • Incremental fuel, equipment operation, and maintenance costs directly related to emergency water delivery operations. • An EAF is required for all water supply response measures. 	<ul style="list-style-type: none"> • The purchase cost of water itself, where water is commercially sourced. • Costs incurred by private individuals, private well owners, or businesses. • Routine operating expenses, maintenance, or capital upgrades. • Long-term drought mitigation, water system upgrades, or business continuity measures. • Costs incurred prior to EMCR authorization or outside the scope of emergency response. 	

9. Other costs

Category	Eligible	Ineligible	Comments/considerations
9.1 After action review	<p>The EMCR reimbursement model for an After Action Review (AAR) is:</p> <p>Tier 1: Informal – Maximum \$512 reimbursement</p> <ul style="list-style-type: none"> • Intended to support room rental or refreshments for attendees. • Conditions: EOC activated due to hazard or threat, no direct community impacts. • Max amount intended to support informal AAR. <p>Tier 2: Formal – Maximum \$7,800 reimbursement</p> <ul style="list-style-type: none"> • Intended for internal, single First Nation or local government (single session) • Conditions: EOC activated due to hazard or threat, moderate community impacts. • Max amount intended to support room, facilitation, report, and staff and/or Public Safety Lifeline Volunteer debriefs that require meals at the current Provincial per-diem rates. 		<ul style="list-style-type: none"> • A copy of the AAR must be provided to EMCR. • An EAF is not required but you are encouraged to contact your Regional Office. • For guidance on how to complete an AAR visit the debrief after an emergency webpage.

Category	Eligible	Ineligible	Comments/considerations
	<p>Tier 3: Formal – Maximum \$15,600 reimbursement</p> <ul style="list-style-type: none"> • Intended for multi-agency or multiple days • Conditions: EOC activated due to hazard or threat, major community impacts. • Max amount intended to support costs for room, facilitation, report, and staff and/or Public Safety Lifeline Volunteer debriefs that require meals at the current Provincial per-diem rates. 		
9.2 Civil litigation	<ul style="list-style-type: none"> • Response costs not reimbursed through a civil litigation award. 	<ul style="list-style-type: none"> • Legal reviews or interpretation of legislation. 	<ul style="list-style-type: none"> • Reimbursement may be withheld pending outcome of proceedings or civil litigation or the amount may have to be paid back.
9.3 Taxes	<ul style="list-style-type: none"> • GST for the portion not recoverable by GST rebate. • All PST related to an eligible expense. 	<ul style="list-style-type: none"> • GST that is recoverable by rebate. • GST paid by municipalities and regional districts. 	



Appendices

Appendix 1. List of acronyms and definitions

List of acronyms

AAR: After Action Review

BCEMS: British Columbia Emergency Management System

BCWS: British Columbia Wildfire Service

CALS: Cultural Activity Locations Support

CPP: Canada Pension Plan

CRA: Canada Revenue Agency

CRM: Community Recovery Manager

CSA: Corporate Supply Arrangement

DFA: Disaster Financial Assistance

DRP: Disaster Recovery Plan

EAF: Expenditure Authorization Form

ECCC: Environment and Climate Change Canada

EDMA: Emergency and Disaster Management Act

EHT: Employee Health Tax

EI: Employment Insurance

EMAP: Emergency Management Assistance Program

EMCR: Ministry of Emergency Management and Climate Readiness

EOC: Emergency Operations Centre

ESS: Emergency Support Services

FNESS: First Nations' Emergency Services Society

FNHA: First Nations Health Authority

GST: General Sales Tax

HARS: Heat Alert and Response System

HEMBC: Health Emergency Management British Columbia



IGB: Indigenous Governing Body

ISC: Indigenous Services Canada

NGO: Non-Governmental Organization

PREOC: Provincial Regional Emergency Operations Centre

PSLV: Public Safety Lifeline Volunteer

PST: Provincial Sales Tax

RR: Resource Request

WSBC: WorkSafe BC

Definitions

Community navigator: An individual who acts as a liaison between the Emergency Operations Centre, Emergency Support Services Reception Centre, support agencies, and evacuees.

Critical incident: A single incident to which all of the following apply:

- a) the incident requires the prompt coordination of actions at a particular location
 - a. to protect the health, safety or well-being of one or more persons, or
 - b. for a prescribed purpose
- b) the actions required under paragraph (a) are beyond the capability or capacity of the responsible emergency service provider
- c) the incident does not include an emergency in relation to which a declaration of a state of provincial emergency or a declaration of a state of local emergency has been made

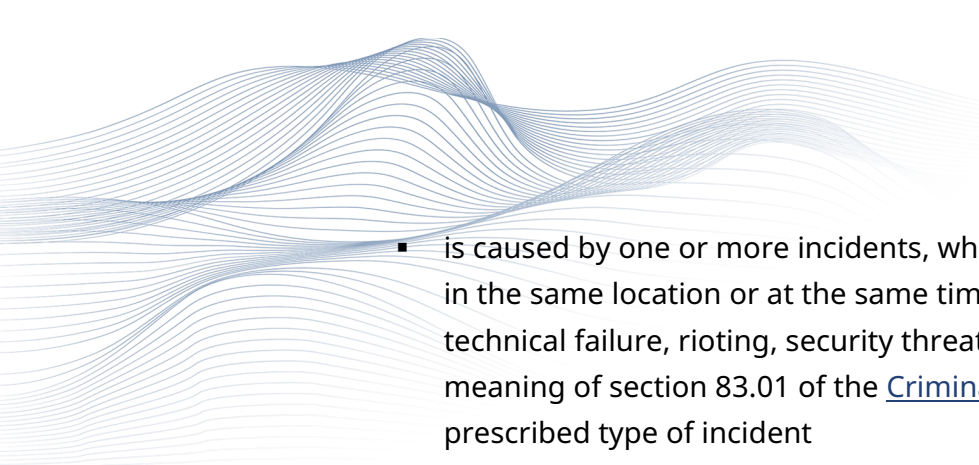
Cultural activity location support (CALs): A designated location for the purpose of providing cultural and/or spiritual support.

Deployed personnel: Staff employed by a First Nation or local authority jurisdiction who are deployed to provide support to an Emergency Operations Centre operated by a different jurisdiction during an emergency/disaster.

Deploying community: The employer of the emergency personnel dispatched to assist in the Requesting Community's Emergency Operations Centre.

Emergency: A state that:

- is the result of any of the following:
 - an event that
 - has occurred, is ongoing or appears imminent, and

- 
- is caused by one or more incidents, whether or not those incidents occur in the same location or at the same time, of accident, fire, explosion, technical failure, rioting, security threat, terrorist activity within the meaning of section 83.01 of the [Criminal Code](#), force of nature or a prescribed type of incident
 - the presence, suspected presence or imminent spread of a transmissible disease or an environmental toxin
 - a prescribed type of event or the presence or suspected presence of prescribed circumstances, and
 - requires the prompt coordination of action, or the special regulation of persons or property, to protect
 - the health, safety or well-being of persons, or
 - the safety of property or of objects or sites of heritage value

Farm operation: Defined by the [Assessment Act, Classification of Land as a Farm Regulation](#). This is all or part of a parcel or a group of parcels of land classified as a farm used for a qualifying agricultural use, including livestock raising.

First Nations community navigator: An individual who has in-depth knowledge of affected Indigenous Peoples, community, or the First Nation. This role supports, demonstrates, and facilitates the implementation of culturally safe practices within the delivery of ESS.

Incremental: The amount in addition to the standard amount required. For example: you typically only heat a building from Monday to Friday, but an emergency requires you to use that building on Saturday and Sunday. The heat used on Saturday and Sunday would be incremental to the standard amount required.

Indigenous governing body: An entity that is authorized to act on behalf of Indigenous peoples that hold rights recognized and affirmed by section 35 of the Constitution Act, 1982.

Immediate: Happening right now. Something occurring instantly, without delay.

Imminent: Happening soon. In the context of emergency management this is often related to warnings and alerts provided by official agencies such as Environment and Climate Change Canada, the provincial River Forecast Centre and Natural Resources Canada; or by specialized professionals such as engineers.

Livestock: Defined by the [Livestock Act](#) and [Assessment Act, Classification of Land as a Farm Regulation](#). This includes cattle, goats, horses, sheep, swine, game, and poultry.

Local authority: A municipality, regional district, the Nisga'a Nation or a treaty first nation.

Requesting community: The community operating the Emergency Operations Centre that has requested support of emergency personnel from other jurisdictions.



Appendix 2. Deploying out-of-jurisdiction First Nations and local authority staff to an EOC

First Nations and local authorities initiate emergency response actions necessary to provide the appropriate resources, including personnel, to respond to an emergency/disaster. In some cases, these requirements go beyond the internal resources available and assistance from outside the affected jurisdiction is needed. Community-to-community support helps build resilience in the province as personnel gain experience and share lessons learned.

Reimbursement rates for municipal staff that are being deployed

Municipal staff will be paid their normal wage and overtime rates. Deployed Personnel will use normal procedures and timelines from their home Deploying Community to submit their hours and expenses for payment through normal channels. The Deploying Community will process the Deployed Personnel's wage (including overtime and statutory deductions) and expense claims as per their normal operating procedures and invoice the Requesting Community for reimbursement.

The Requesting Community will pay the invoice from the Deploying Community for reimbursement of the Deployed Personnel wages and related expenses (travel, accommodation, per diems, and incidentals as defined, e.g. cell phones). These response costs, along with all receipts and supporting documentation, will be included in the response claim that the Requesting Community will compile and submit to EMCR.

For significant emergency events or events that require multiple deployments, the Deploying Community may be able to submit response claim directly to EMCR. Ensure the PREOC is aware of deployments and that all supporting documentation (e.g. EOC Sign-in sheets) are included with the claim.

Determining jurisdictions that might have staff available for deployment

First Nations and local authorities are encouraged to network with neighbour communities to learn each other's emergency management capabilities and to identify personnel that are interested and suitable to provide support to their EOC when needed.

As emergency events escalate, communities are encouraged to contact their EMCR Regional Office to ask about community-to-community support.

First Nations' Emergency Services Society (FNESS) may also be contacted to help identify experienced and competent emergency management personnel throughout the province. FNESS has regular contact with many First Nations and has an awareness of their emergency management capabilities. FNESS also provides emergency management training to First Nations and is tracking individuals who completed this training.



Collective agreement criteria

To address potential collective agreement requirements, it may be beneficial to canvass staff for an expression of interest for the opportunity. Staff would be expected to meet the deployment requirements, such as a minimum of seven days, specific experience and minimum required training levels.

Expenses and travel arrangements

The Requesting Community will make the accommodation arrangements for the Deployed Personnel. If necessary, the PREOC Logistics Section may be able to assist with air travel and accommodation arrangements directly.

Travel expenses of the Deployed Personnel not paid for by the Deploying Community at the time of travel will be included as part of the invoice from the Deploying Community to the Requesting Community. These response costs, along with all receipts, will be included in the response claim that the Requesting Community will compile and submit to EMCR.

Per diem rates

Reimbursement rates for mileage, accommodation and meal allowances will conform to applicable local authority or First Nation rates. If no documented rates exist, reimbursements should follow provincial meal/per diem travel rate (see [Core Policy and Procedures Manual Chapter C.4 Rates and Reimbursement](#)).

Oversight of staff during deployment

The Requesting Community's EOC will determine the hours of work and provide oversight for Deployed Personnel as per the implementation of their local emergency plan.

WorkSafeBC coverage for deployed staff

Deployed Personnel maintain their WorkSafeBC coverage from their "home employer", even when deployed into another jurisdiction.

Ineligible costs

It is recommended that the EOC submit an Expenditure Authorization Form (EAF) to the PREOC to confirm assumptions around response costs.

If a Requesting Community is bringing in staff to support their EOC from a Deploying Community (i.e. outside the jurisdiction of the Requesting Community), the base salary, overtime and expenses from Deployed Personnel are reimbursable.

Banked overtime hours are not a reimbursable cost, and neither are percentage increases for the benefit portion of paid overtime. If there are further questions around eligibility for reimbursement, contact your regional EMCR office.



Appendix 3. Livestock relocation during an emergency

Farm operations responsibility

During emergencies, the primary responsibility for livestock protection lies with the individual farm operations. If farm operations can relocate livestock themselves, they are encouraged to do so. It is important to note that response costs incurred directly by farm operations (e.g. fuel for the farmer's equipment and feed) are not eligible costs within a local authority, First Nation or Indigenous governing body response claim.

Farm operations that cannot relocate livestock themselves can request support through their local authority, First Nation or Indigenous governing body.

Response costs are considered eligible if:

- Services are provided to a farm operation.
- The farm operation has a reasonable income expectation, based on sales. The Ministry of Agriculture and Food staff are available to provide technical support if a farm operation's reasonable expectation of profit is in question.
- Services are provided to relocate, house and feed eligible livestock.
- Services and costs are reviewed and recommended by the Ministry of Agriculture and Food.
- The farm operation operator has requested assistance through the EOC of their local authority, First Nation, or Indigenous governing body.
- A third-party service provider (not the farm operation) incurs livestock relocation response costs.

Conditions and responsibilities

- Livestock relocation for eligible farm operations can occur once an evacuation alert has been issued by the local authority, First Nation or Indigenous governing body.
- Reimbursement, including costs for the return of relocated livestock, will only be considered for a maximum of 96 hours (4 days) following the expiration or cancellation of an evacuation order, unless a specific exception is supported by the Ministry of Agriculture and Food and approved by EMCR.
- Livestock not claimed after the evacuation rescind is issued plus 96 hours (4 days) shall be considered impounded at the relocation site and dealt with using the procedures of the Pound District Regulation of the Livestock Act.



Relocation reimbursement procedures

1. The EMCR task number must be issued to the local authority, First Nation or Indigenous governing body and be noted on all documentation.
2. The local authority, First Nation or Indigenous governing body EOC issues an evacuation alert or order.
3. A broad geographic assessment of risk and capacity related to farm operations is completed by the local authority, First Nation, or Indigenous governing body in consultation with the Ministry of Agriculture and Food (as well as the BC Wildfire Service, Water Management Branch of the Ministry of Water, Land and Resource Stewardship or EMCR where appropriate). Agreement by the local authority and provincial agencies is reached that there is significant risk to livestock and relocation is supported during the evacuation alert phase.
4. The decision to relocate the livestock and the number of livestock is documented.
5. EOCs include the costs related to relocation, housing and feeding the relocated livestock in an Expenditure Authorization Form submitted to the PREOC for review by Ministry of Agriculture and Food.
6. Rates for reimbursement shall be based on current local market rates recommended by the Ministry of Agriculture and Food and approved by EMCR at the time of the event.
7. The Ministry of Agriculture and Food will compare rates within the Expenditure Authorization Form to current local market rates. This will be confirmed within or attached to the Expenditure Authorization Form.
8. EOC arranges for resources to assist eligible farm operations with relocation of livestock.
9. Local authority, First Nation or Indigenous governing body pays service providers.
10. EOC gathers records and submits response claims to EMCR. The local authority, First Nation or Indigenous governing body must ensure that the related documentation, including documented decision-making processes, the number of livestock relocated, and all receipts are forwarded to the EMCR regional office as part of the response cost claim.



Appendix 4. Community Navigator & First Nations Community Navigator for Emergency Support Services

During emergencies and disasters, people and communities may be evacuated. Individuals or communities that historically or currently experience discrimination or disadvantage can often face additional barriers to navigating Emergency Support Services (ESS). Specialized support from a Community Navigator or First Nations Community Navigator can help people receive the supports they need if they are evacuated from their community.

Requesting a First Nations Community Navigator or Community Navigator

The need for a First Nations Community Navigator/Community Navigator is identified by, and at the discretion of, the impacted community. The First Nations Community Navigator may be identified from the impacted First Nation or available resources within a host community and must be accepted by the impacted First Nation or community.

A First Nations Community Navigator or Community Navigator may be requested when it has been determined that a threat is imminent, such as when an official evacuation alert and/or order is in place.

Role of a First Nations Community Navigator/Community Navigator

A First Nations Community Navigator/Community Navigator plays a vital role in supporting community needs. Duties may include, but are not limited to:

- Communicating specific community needs or concerns to the host community with the intent to prepare for receiving evacuees.
- Assisting individuals to create a profile in the Evacuee Registration and Assistance (ERA) tool and answering questions regarding any support administered.
- Preparing Elders and vulnerable evacuees for evacuation.
- Co-ordinating support agencies following an evacuation event.
- Undertaking responsibility for tasks typically assigned to greeters.
- Providing services in multiple locations, such as Reception Centres, EOCs, lodging facilities, and food service locations.
- Supporting community members through transition to recovery. This could include case management and assisting the community recovery branch.

An additional Community Navigator or First Nations Community Navigator may be approved on a case-by-case basis if capacity is exceeded.

Incremental wages for a First Nations Community Navigator/Community Navigator are eligible for reimbursement. The evacuated or the host community may incur associated costs.



Appendix 5. Cultural activity locations support (CALs)

CALS originated out of the recognition that First Nations Peoples' cultures, languages, and spiritual beliefs play a vital role in their wellbeing. Culturally sensitive evacuee care is a crucial component of meeting the needs of First Nations experiencing displacement through culturally appropriate, trauma-informed services. The application of CALS and associated supports are now available to all impacted communities, ensuring equitable access to health, wellness and cultural services during emergencies, as defined by the Emergency and Disaster Management Act (EDMA).

Cultural activities and services may be offered and/or practiced within, or close to ESS reception centres, group lodging facilities or commercial lodging. Some communities may prefer to have a separate designated gathering space(s) where cultural activities and supports can be provided.


Distinctions based approach

Land-based ceremonies and/or traditions have been centred in wellness and healing for Indigenous Peoples since time immemorial. The types of services that are accessible through CALS are commonly referred to as "ceremonial and/or land-based wellness and healing." Connections to ceremonial land-based teachings are foundational to Indigenous identity; however, generations of colonization attempted to disconnect and dispossess Indigenous Peoples from traditional territories and practices. When compounded by the legacy of colonization, the displacement experienced during an evacuation is one example of the disproportionate adverse impact emergencies can have on Indigenous Peoples.

The application of the right to self-determination is a core function of CALS as it applies to Indigenous Peoples. CALS provides appropriate self-resiliency mechanisms that are accessible with low-barrier approaches. Common guiding principles of ceremonial land-based wellness practices are that they:

- Recognize the right to self-determination and foster opportunities for collaboration.
- Integrate the First Nations Wellness Model with a focus on culturally safe models of care.
- Target multiple aspects of support, such as language, cultural values, traditional food processes, life skills, human-nature relations, ethics and social cohesion.
- Improve the quality of life of individuals, families and communities during displacement.

Indigenous Peoples have a distinct relationship to the land; there may be circumstances where the application of CALS at a particular site is appropriate for an evacuated Indigenous community, and not appropriate for others. CALS promotes and facilitates the



implementation of culturally safe practices within the delivery of ESS according to the principles of emergency management set out in the EDMA, Section 2(2).

Requesting and implementing CALS

The need for CALS is identified by, and at the discretion of, the impacted community. CALS may be identified by the impacted community or may be sourced from available resources within the host community. Community owned buildings are eligible in the event they do not generate a profit.

Impacted communities may choose to develop CALS in collaboration with available agencies and resources to address specific cultural needs while upholding the principles of cultural safety and inclusivity.

CALS services

Services offered within the CALS are community-driven and may vary depending on the impacted community's needs and culture. CALS expenses are eligible for reimbursement, including but not limited to:

- Space rental
- Transportation costs for travel to and from CALS and the evacuees' accommodation
- Traditional foods

Funding provided for food at CALS is not a replacement for funds provided directly to evacuees for food through ESS or any other resource. Funding provided for food at CALS is intended to support access to traditional foods that cannot routinely be accessed in restaurants or grocery stores, and to support cultural traditions. While providing traditional food must be prioritized, funds may be used to provide alternative food in addition to, or when traditional food is not available.



Appendix 6. Host community response costs

Eligible host community costs

When a community that is not affected by an emergency is requested by EMCR to help with hosting evacuees from another community, the host community should not have to pay the response costs. The host community is essentially acting as a contracted service for the community affected by the emergency.

Eligible costs include:

- If the host community uses its own facilities, it can charge the impacted community a reasonable rental fee for the use of the building, just like it would for any other user of the facility.
- If the host community's staff spend time assisting incoming evacuees, the host community can recover the costs of employees' regular wages (including base pay and statutory deductions) as well as any incremental staff costs, like overtime, that result from providing hosting services.
- If a community is impacted both by an event and hosting evacuees from other communities, it can only claim the costs related to hosting and not its own response costs.

Task number

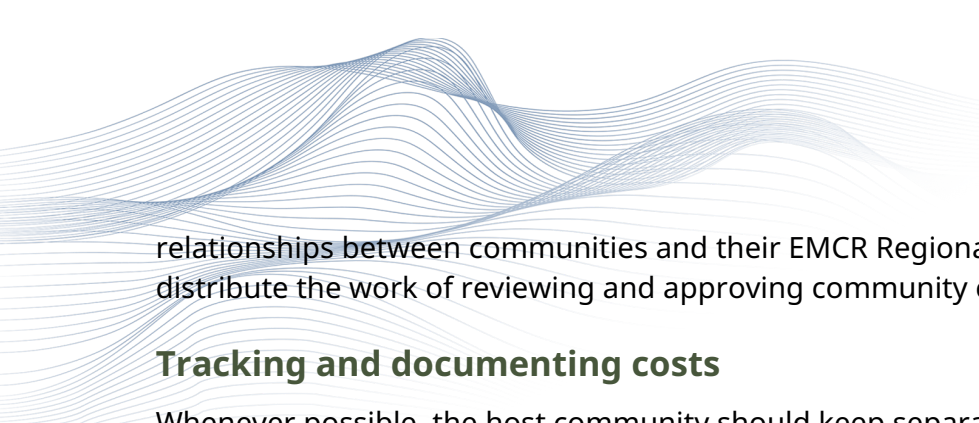
A task number is more than just a tracking number, it confirms that an emergency has been officially activated under the EDMA. Local authorities should create referrals under the task number for the area the evacuees come from. The host community should use the task number assigned to the impacted community(s) and bill that community for services it provides.

In a major emergency where many communities are sending evacuees to multiple other communities, the Province may give a host community its own task number. In this case, the host community would submit claims directly to their regular EMCR Regional Office for reimbursement for the eligible expenditures outlined above.

Reimbursement requests

Normally, when one community helps another, the supporting community bills the impacted community. The impacted community then pays the bill and includes these costs when submitting its claim to their EMCR Regional Office.

When the Province has provided a task number for a host community, the host community may send its claims directly to its regular EMCR Regional Office through the regular claims reimbursement process. This direction is intended to support normal practices and existing



relationships between communities and their EMCR Regional Offices, while also helping distribute the work of reviewing and approving community claims during major events.

Tracking and documenting costs

Whenever possible, the host community should keep separate records and bills for each impacted community so the host community can bill the impacted communities directly.

In major emergency events where a host community is helping multiple communities and will claim reimbursement directly from the Province, costs should be tracked separately for evacuated community whenever possible.

If there are any questions about host community response costs, contact your EMCR Regional Office for more information.



Appendix 7. Construction of temporary berms and dikes

Temporary berms and dikes are considered an emergency response measure of last resort and should only be considered when other measures such as the construction of temporary works using sandbags and gabion baskets are not appropriate or viable.

Temporary berms shall not be placed on existing dikes. The raising of an existing dike requires application under the [Dike Maintenance Act](#). Raising an existing orphan dike will require a local government to become the diking authority per the Diking Authorities for New Dikes policy (Ministry of Forests).

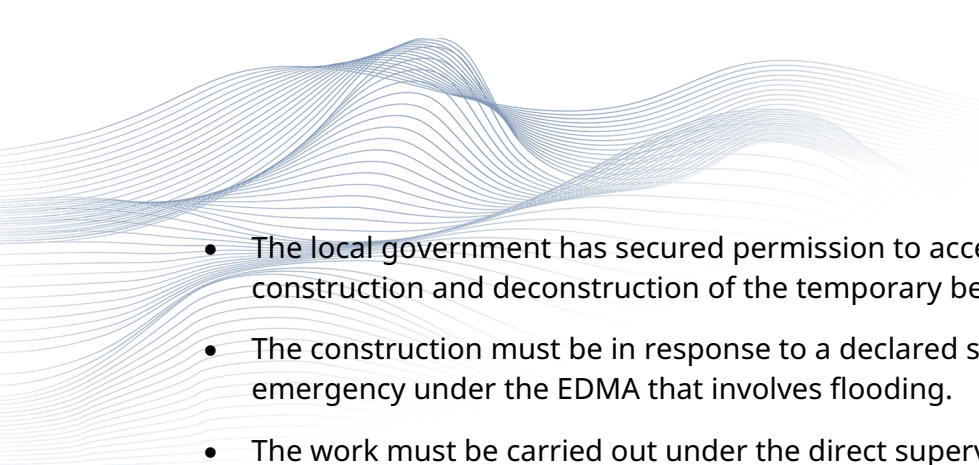
Appropriate use of temporary berms and dikes

The use of temporary berms and dikes may be considered by the Province as an appropriate emergency response activity when required to protect eligible infrastructure. All temporary berms and dikes built must be deconstructed once the threat has passed.

Where the use of a temporary berm or dike is considered appropriate by the Province, the Province will reimburse the local government for the cost of materials, rental equipment, engineering services, and labour hired specifically for this purpose. This includes the construction and removal of the temporary berm or dike.

To be eligible for reimbursement, specific conditions must be met:

- Temporary berm and dike construction will not be supported in situations where:
 - Sandbags or gabion baskets are a viable mitigation option.
 - Time permits the removing or relocating of the infrastructure at risk, and the cost of removing or relocating the infrastructure at risk is less than the cost of constructing and deconstructing the berm or dike.
 - The cost to replace or purchase the infrastructure at risk, including cultural value is less than the cost of constructing and deconstructing the berm or dike.
 - The infrastructure is neither critical to the community nor the primary residence of the owner.
 - The presence of a temporary berm or dike will cause the flood threat to increase in other areas with high value infrastructure.
- The estimate of values other than eligible infrastructure to be protected by a temporary berm or dike must be greater than the cost of building and removing the emergency work.
- The design and construction standards for temporary berms and dikes should conform, where practicable and possible, to the [Dike Design and Construction Guide – Best Management Practices for British Columbia, July 2003 \(PDF\)](#).

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- The local government has secured permission to access private property for construction and deconstruction of the temporary berm or dike.
 - The construction must be in response to a declared state of local or provincial emergency under the EDMA that involves flooding.
 - The work must be carried out under the direct supervision of an appropriately qualified Professional Engineer. Immediately following construction, the Professional Engineer shall prepare a design and construction report, including a location plan, a sketch plan and typical section(s), description of design, construction methods, materials, safety issues, and monitoring requirements.
 - While in place, the local government must ensure the berm or dike is appropriately monitored as determined by the Professional Engineer.
 - A deconstruction plan must be filed as soon as possible after construction of a temporary berm or dike is complete.
 - A temporary berm or dike must be removed by the local government before a reimbursement claim for construction and deconstruction can be processed.
 - [Water Sustainability Act](#) permitting is required for in-stream work completed outside of an emergency declaration issued under the EDMA.