

## Appendix 7: Eligible and Ineligible Response Costs

### Examples of Eligible Response Costs

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

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

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

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