



BCAAP
Program Guidelines
2027/28
BRITISH COLUMBIA AIR ACCESS PROGRAM

Territorial Acknowledgement

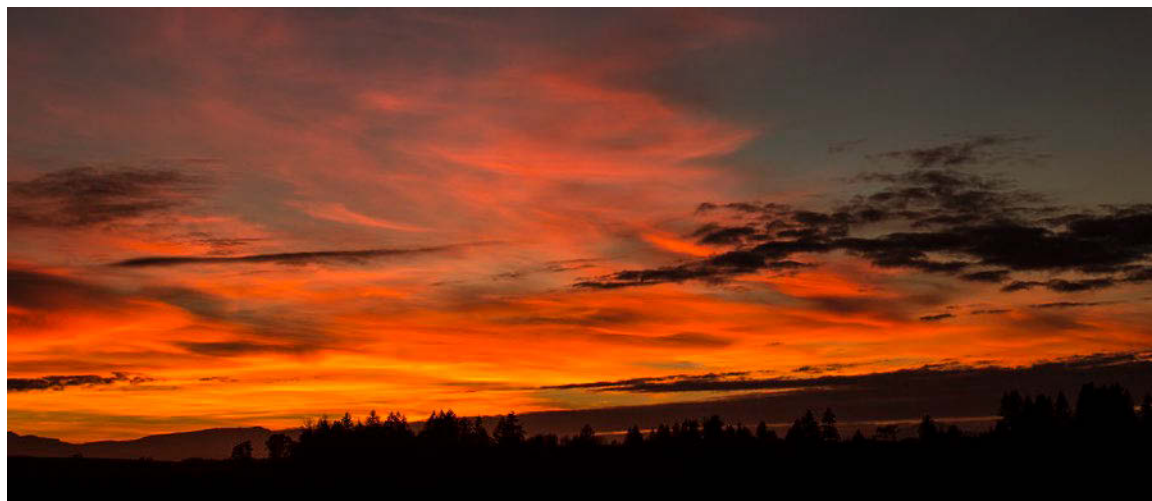


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The BC Air Access Program *Guidelines* document acknowledges that the work detailed herein will take place on the territories of First Nations communities across the province, each with unique cultures, languages, legal traditions and relationships to these lands and waters.

Definitions of community are unique and multidimensional and are influenced by the ongoing impacts of colonization and the government's commitments to reconciliation. The province's reconciliation efforts are guided by the *United Nations Declaration on the Rights of Indigenous Peoples Act*, *Declaration on the Rights of Indigenous Peoples Act*, the *Draft Principles that Guide the Province of British Columbia's Relationship with Indigenous Peoples*, and the implementation of the Truth and Reconciliation Commission of Canada's *Calls to Action*.

This work is grounded in our commitment to advancing lasting and meaningful reconciliation in collaboration with all Indigenous People we serve and work alongside.



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1. Overview of BCAAP

1.1 Context and History

In a province as vast and varied as British Columbia, aviation plays a vital role in the transportation network. Regional airports, community airfields, water aerodromes, and heliports are more than just transportation hubs—they offer a vital lifeline for emergency services, provide alternatives to ground transportation, enable access to remote and Indigenous communities, and afford access to the vast natural resource base in the province. Aviation is critical to the province's economy: supporting jobs and tourism, enabling investment, and facilitating goods movement.

The BC Air Access Program was initiated in 2015 to help build connected, resilient communities; to enhance the safety, capacity, and convenience of aviation; to support emergency services including wildfire control and emergency medical transport; to foster economic development; and to create more sustainable infrastructure.

Since its inception, cost-share grants to airports, heliports, and water aerodromes across the province have leveraged aviation infrastructure valued at over \$165 million. From the outset, BCAAP has undergone continuous improvement and program reviews have been conducted annually.

1.2 Program Architecture

BCAAP is a project-based, cost-sharing grant program administered by the Ministry of Transportation and Transit. Since proposed projects typically outpace available funding, BCAAP grants are competitive. We encourage financial partnerships with local, regional, First Nations, and federal agencies, as well as the private sector. BCAAP grant contributions are calculated on a percentage of a proposed project's **unfunded eligible costs**, and vary based on the type of project proposed (see Section 3.2).

BCAAP will continue to evolve to better reflect the changing transportation landscape of British Columbia. Shaped by Provincial priorities and the continuing evolution of the aviation community, BCAAP will continue to respond to the needs of facility operators, the traveling public, and the communities of the province into the future. Some significant program changes have been made since the last intake, so please read this *Guidelines* document carefully to ensure your proposed project and application conform to current program terms.

BCAAP is designed to advance five key program objectives:

- Increasing **safety** of aircraft flight, including approach systems, precision approach, GPS, weather equipment, hazard beacons, deicing equipment, runway paving, and

BCAAP OBJECTIVES

- Safety
- Reliability
- Economic Development
- Emergency Services
- Environment



rehabilitation of existing lighting; and airside safety, including fencing, fuel systems, and fire equipment;

- Enhancing the **reliability** of flight operations and expansion of facility capacity, including State of Good Repair (SoGR) of airside infrastructure, improvements to passenger accessibility and efficiency, taxiway and apron paving, expansion of all-weather operations (including lighting), improvements to airfield geometry (such as runway or taxiway expansion, turn pads);
- Fostering **economic development** at the community and regional level, including expansion improvements directly linked to regional connectivity, local development, tourism or employment in the facility service area and improvements to convenience and comfort in terminal facilities;
- Supporting **emergency services** including medevac (BC Emergency Health Services) and wildfire (BC Wildfire Service); and
- Reducing **environmental** impacts including emissions baselining, decarbonization, contaminated site remediation, and climate resilience.



2 Eligibility

2.1 Eligible Facilities

- Public air facilities located in British Columbia, including aerodromes, airports, heliports, and water aerodromes
- Hospital heliports are considered private and are not eligible facilities
- Certification or registration with Transport Canada is required (proponents of new facilities that are in planning or construction must commit to registration when complete)
- Facilities serving fewer than 1 million passengers annually
- Facilities owned or operated by the federal government are *not* eligible for BCAAP

2.2 Applicant Eligibility

- The facility owner is responsible for submission of applications.
- Applications may be completed with the support of consultants or the Transport Canada certificate holder.
- Third parties, including vendors, contractors, or consultants, may not apply on behalf of the applicant.
- In every case, program funds flow directly to the responsible entity.

2.3 Terms & Conditions

- The applicant agrees that the proposed project can be completed within one fiscal year and all required funding aside from BCAAP support has been secured.
- The applicant agrees that it is solely responsible for any cost overruns.
- The proposed project will comply with all applicable federal, provincial, and local government standards and requirements.
- The applicant agrees to maintain title and ownership on the premises of all fixed infrastructure and vehicles, as applicable, for a period of five years following project completion, and will maintain the infrastructure in good working order.
- The applicant is responsible for all operating and maintenance costs.
- Other terms are listed in the *Contribution Grant Agreement* executed with grant awardees.



3 Projects

BCAAP supports two project streams, the **Infrastructure** stream and the **Facility Master Plan** stream. Each is accessed with a separate application form.

Base funding is the percentage of the total eligible project cost that is supplied by BCAAP and varies by project type. Certain facility or project conditions may increase the total BCAAP funding by up to 15%, and an additional 5% may be awarded in certain cases of volunteer contributions (see Section 3.3 for details).

3.1 Infrastructure Projects

The Infrastructure stream includes physical infrastructure improvements including vehicles, civil works, equipment, and other investments. Project types within the Infrastructure stream include the following:

Project Type	Representative Projects ¹	Base Funding
Safety of Flight	- Approach/landing systems - Weather equipment - Safety area clearance - Hazard lighting - Deicing equipment/vehicles - Runway surface improvements - Runway lighting rehabilitation - Runway exclusion fencing - Snow removal/FOD removal vehicles	75%
Airside Safety	- Fueling systems/vehicles - Airside signage/paint - Fire equipment	75%
Airside Other	- Taxiway/apron surface improvements - Lighting expansion for all-weather operations - Turn pads, runway expansion - Floatplane docks	75%
Transitional	- Terminal expansion/rehabilitation - Passenger accessibility improvements - Passenger/crew comfort, passenger services - Access security improvements - Hangar rehabilitation	60%

¹ Project listings are intended to illustrate the project type and are not comprehensive lists.



Groundside	▪ Access roads	50%
	▪ Parking facilities and lighting	
	▪ Ancillary structures	
	▪ Maintenance equipment/vehicles	
Environmental	▪ Greenhouse gas (GHG) audit, reduction plan	75%
	▪ GHG reduction/decarbonization	
	▪ Climate resilience and adaptation	
	▪ Contaminated site remediation	

All approved infrastructure projects are intended to be completed within a single fiscal year. Projects requiring multi-year or phased implementation will be evaluated **solely** on the proposed outcomes of the single year of application, since BCAAP cannot commit to future program years. BCAAP infrastructure grants to a facility are limited to a maximum of \$2 million per year.

Applicants may submit multiple proposals without penalty; each proposal is evaluated on its own merits. Please submit only one application per project (multiple applications with different levels of funding will **not** be evaluated).

3.2 Master Plan Projects

Effective master planning offers facility leadership the opportunity to apply a broad, regional perspective to the operation of the facility, better align the facility's priorities with the community, and guide future strategic investments. Under the BCAAP Master Planning stream:

- Only existing or planned facilities servicing a **population under 20,000** are eligible to apply;
- The plan must be prepared by a qualified professional with suitable expertise in aviation facility planning, regional planning, and regional economic development; and
- BCAAP base funding for master plan projects is limited to 70% of total eligible costs, up to a maximum investment of \$35,000.

3.3 Funding Increments

Facilities meeting certain criteria may receive increased funding of up to 15% above the baseline percentage. This incremental funding is awarded at the discretion of BCAAP program staff and may be provided for the following:

- Remote communities as defined by the B.C. Government's [*Rural Initiative Draft Guidance*](#)
- Facilities owned and/or operated by Indigenous governments or business entities
- Projects that are required to bring a certified facility into compliance with minimum federal standards, as documented in Transport Canada's *TP 312, 5th Edition*



An additional 5% may be awarded for non-profit society proponents, operating a facility serving fewer than 15,000 people, whose volunteer contributions to the project are reflected in the cost estimate as in-kind contributions valued at 5% or more of the project total.

3.4 Expense Eligibility

Project expenditures are considered eligible when they are incurred within the time period established by the Agreement and include the following:

- Design and engineering costs
- Project management (limited to 15% of total grant value)
- Meeting and public communications costs (catering and entertainment costs are **not** eligible)
- Materials, labour, and equipment required to complete the project
- Project signage (see Section 6.2)
- Applicable taxes (excluding rebated tax such as GST in most cases)

Ineligible project expenditures include the following:

- Expenditures incurred **before project approval date** or after completion date
- Advance studies (such as business case, proposal development, design, or site investigation) conducted **prior to project approval**
- Legal services
- Property acquisition
- Proponent's administration costs including overhead, staff salaries, expenses
- Landscaping
- Operations or maintenance costs
- Rebated taxes

3.5 Stacking of Funding

If any additional project funding is received from any government or a federal, Provincial, or regional agency (such as PacifiCan or Northern Development Initiative Trust), the BCAAP funding share will be calculated as a percentage of the **unfunded balance**.

BCAAP encourages stacking of funding with the federal Aviation Capital Assistance Program (ACAP). If your proposed project is eligible for ACAP funding, BCAAP requires that your application certify that you have applied for ACAP funding. Operators should obtain program details and confirm eligibility with Transport Canada on their website: <https://tc.canada.ca/en/programs/airports-capital-assistance-program>.



4 How to Apply

Ongoing program review has resulted in a number of modifications to grant applications and their processing and evaluation. **Please review this section carefully to ensure your proposal conforms to all requirements.**

4.1 Before the Intake Window Opens

Applicants are **strongly encouraged** to initiate the application process early on a number of fronts:

- Select priority project(s) that best address facility, community, and BCAAP program objectives so preparation and design can be started.
- A facility may apply for multiple projects, assigning relative priority to all project applications. There is a \$2 million cap on funding to a single facility on any intake year.
- Obtain **long lead time** application components such as council/board resolutions, cost estimates, and site investigations. Ensure that the item is placed on council agendas; for larger projects, conduct site surveys and design work and engage a quality surveyor or engineer for cost estimating.
- Plan **early community engagement**. Since community engagement is required, applicants must design and conduct engagement well in advance of BCAAP application deadlines.
- Consult with BCAAP staff early with any questions you may have. We can provide guidance to applicants up until the intake window closes.

SUBMISSION CHECKLIST

- All screening criteria are met and supported
- Scoring criteria are supported with evidence
- All supporting documents attached
- Certified by an authorizing official

4.2 Access the Application Portal

Once the intake window opens you can access the application portal on the BCAAP website (www.gov.bc.ca/BCAirAccessProgram). Select the **Planning** or **Infrastructure** application stream button as appropriate.

A valid Business BCeID is required to access the BCAAP application portal. This ensures that the applicant is authorized to commit the facility to the terms of the program, and to establish the identity of the applicant. BCAAP will review BCeIDs used to ensure that **only** credentials held directly by the facility owner, or explicitly named permanent employees, will be accepted. Use of third-party credentials (contractor, funding partner, consultant) will invalidate the application.

Business BCeID

Use of third-party credentials (contractor, funding partner, consultant) will invalidate the application



Access or register for a Business BCeID account at bceid.ca. Obtaining a BCeID is a multi-step process so applicants should ensure some advance time to ensure the credential is available when the intake window opens.

4.3 Application Baseline Data

You may start an application at any time during the intake window and save it in progress until complete and ready for submission. The application form requests baseline data, including contact, facility, and project information. Please refer to the following table for guidance on responding to these baseline elements:

Baseline Element	Response Guidance
Project type	- For Infrastructure stream applications, identify the type of project as listed in Section 3.2. - Planning stream defaults to “planning” type.
Project title	- Please ensure that the title is no longer than 10 words (ideally no longer than 36 characters). - Do not include facility name or “Project” in the title.
Project scope	- The project scope for the Infrastructure stream is a Statement of Work that will be used as the project’s formal scope statement in the <i>Conditional Grant Agreement</i>. It must include the specific deliverables intended for the project, which may be referenced to audit the successful completion of the project. Quantities or dimensions are included in the description when applicable. - Generally, the description will be in bullet form where multiple deliverables are proposed. - Similarly, the Planning stream project scope also serves as the terms of reference for the <i>Agreement</i> and should include bullet points outlining key deliverables proposed for the final document.
Project rationale	Briefly describe the reason for prioritizing this project, including the urgency and benefit of the project to the facility and community.
Authorization	BCAAP applications require a facsimile signature from the Project Manager assigned to the project (or principal contact) and the corporate or municipal official authorized to contractually commit the applicant organization.

4.4 Screening Criteria

BCAAP has requested certain proposal characteristics that have been assessed in past project evaluations but are now identified as threshold requirements for any application. Your proposal **must meet the minimum threshold** for each of the following criteria before the application can undergo further review:



Criterion	Minimum Threshold
ACAP participation	Projects qualifying for ACAP funding must have applied for ACAP funding (not applicable to Planning stream). See Section 4.5.
Standards compliance	Application must certify that all project will be developed in full compliance with all applicable local, provincial, and federal standards and regulations (not applicable to Planning stream).
Community alignment	Must submit local government resolution indicating alignment; describe direct linkage and support with community plan. See Section 4.6.
Community engagement	Demonstrate meaningful engagement with the local community (and Indigenous community if applicable) and outcomes, including mitigation of concerns if any (not required for Planning stream). See Section 4.6.
Community support	At least two letters (beyond originating proponent) from non-airport-related organizations or individuals. See Section 4.6.
Contingency plan	Mandatory commitment to ongoing maintenance, cost overruns, and inclusion of contingency plan
Class B cost estimate	Must meet all APEG-BC requirements for at least a Class B estimate, including appropriate contingency budget and volunteer in-kind contributions if applicable. See Section 4.7.

4.5 ACAP Funding

BCAAP policy requires that any project application for infrastructure that qualifies as an eligible project under the federal Aviation Capital Assistance Program (ACAP) must have applied for ACAP funding. See Section 3.5 for details on ACAP funding and potential stacking. If your project may be ACAP-eligible, **please carefully review** ACAP grant terms and conditions at the ACAP [website](#). If you intend to stack (combine) funding from ACAP and BCAAP, you **must consult** with BCAAP staff in advance of submission.

4.6 Community Involvement

BCAAP recognizes the importance of linking aviation facility investments to the nature, vision, and unique requirements of the community the facility serves.

- **Community Alignment.** Community alignment refers to the degree to which the proposed investment will contribute to the community's goals and vision. Applicants demonstrate this alignment by describing the direct linkage of the investment with the community plan, and by securing and attaching a resolution enacted by the municipality, Indigenous Nation, or Regional District as applicable that states support of the proposal by the government. Obtaining time on the government's meeting agenda may require substantial lead time.



- **Community Engagement.** Applicants must demonstrate that they have undertaken meaningful engagement with the community served by the aviation facility. Communications to the community are not sufficient; “engagement” implies two-way communications and can take the form of survey, open house, design charette, pop-up consultation, or other approaches, depending on the nature of the proposal.

Your engagement process should be designed to be proportional to the project’s cost and/or impact on the community. For example, a major upgrade to terminal facilities should trigger a significant outreach, while a more modest engagement would be appropriate for an airside rehabilitation project. Applicants must provide outcomes from engagement activities, including concerns raised and mitigation actions (**not required** for Planning stream). Please reach out to BCAAP if you require additional information.

- **Community Support.** Community support is demonstrated by securing and attaching letters of support for the proposal from **at least two** community representatives. These may include elected Members of Parliament (MP) or B.C. Legislative Assembly (MLA), nonprofit societies, community organizations, business associations, or local businesses (**please note:** businesses onsite at the aviation facility are **not acceptable**).

4.7 Cost Estimate

Until the project is constructed, a cost estimate represents the best estimate of the project manager or quality surveyor based on the information available at the time. Completeness and accuracy of a cost estimation is influenced by many factors, including the project status and development stage. Estimates have a limited life and are subject to inflation and fluctuating market and tariff conditions.

BCAAP adheres to the following standards for Class B cost estimates, which have been prepared by the Association of Professional Engineers and Geoscientists BC:

- **Class B Estimate** ($\pm 15 - 25\%$ contingency). An estimate prepared after site investigation and study has been completed and the major systems defined. Class B is based on a project brief and preliminary design and is used for obtaining effective project approval and for budgetary control. This is the minimum requirement for BCAAP project applications.

Additional information on cost estimating has been prepared by the Association of Consulting Engineering Companies-BC and Association of Professional Engineers and Geoscientists BC at the [ACEC-BC website](#) or the [Canadian Construction Association](#).

In accordance with construction best practices, BCAAP project cost estimates are **required** to include an adequate contingency to offset uncertainties and risks. Contingency is the funding added to a cost estimate to cover potential

CLASS B COST ESTIMATE

- Prepared after site investigation and study has been completed and the major systems defined
- Based on a project brief and preliminary design
- Used for budgetary control
- Includes contingency of ± 15 to 25% and based on quantitative risk analysis

Association of Professional Engineers and Geoscientists-BC



cost items which are not known at the time the estimate is developed. Contingency is intended only for the project components identified within the approved scope, not for scope changes. Contingency must be:

- based on a quantitative risk analysis
- presented on the estimate as a separate line item
- expressed in terms that can be easily understood
- reviewed and recalculated at defined milestones through the project life cycle

In addition, if the applicant is requesting additional funding increment based on volunteer contributions, these contributions must be presented in the cost estimate as costed, in-kind contributions and meet all program requirements (see Section 3.3).

4.8 Master Plan Stream Scoring

Master plan scoring measures how the Master Plan will improve your ability as a facility operator to address the BCAAP program objectives and will be unique to your facility. Please review the elements of these objectives to prepare responses.

Application Element	Response Guidance
BCAAP program objectives	Describe how the Facility Master Plan will advance program objectives (see Section 1.2)
Project rationale	Describe project prioritization and urgency
Community/regional context	Describe project's geographic context, alignment with community objectives, and role in the regional transportation network
Distance to the next-larger aviation facility	Provide road distance in km to the nearest larger air facility; provide facility name.

4.9 Infrastructure Stream Scoring

In general, assessors are looking for **relevant**, **direct** and **evidence-based** responses that are supported, where appropriate, by **documentation** attached to the application (or referenced by specific web URL). The following questions are used to score Infrastructure stream applications against program objectives:

Application Element	Response Guidance
Safety of passengers, flight crews, and personnel on the facility.	Direct and specific linkages of the project to expected benefits to safety, including means of evaluating effectiveness of the improvement
State of good repair of the facility	Direct improvements from repair of existing infrastructure
Efficiency of passenger movement or cargo processing	Specific improvements and supporting documentation if available
Passenger accessibility	"Accessibility" refers to allowing fuller participation or access to persons with disabilities.



Application Element	Response Guidance
Expansion of all-weather operations (including night)	Describe direct impact on operating hours by mitigating weather impacts (including fog, icing, snow, or darkness).
Accommodation of larger reference aircraft or tempo of flight operations	“Reference aircraft” is the aircraft type that represents the maximum size aircraft that the facility can safely accommodate.
Direct economic development benefits, including long-term job creation and revenue generation	Direct, economic benefits, supported by evidence. Indirect benefits, general improvements to economic potential, and presumed spinoff benefits are not applicable. Attach documentation if available.
Direct growth in tourism opportunities	Direct tourism benefits, supported by evidence
Expansion of facility usage (more flights, increased passenger or cargo usage)	Specific projected rate increases resulting from project, based on induced demand, not simply capacity increases
Facility decarbonization baseline audit (e.g., ACERT Level I)	Attach baseline documentation if complete. See ACERT program for audit description.
GHG emission reduction	Direct reductions in GHG emissions predicted; provide GHG reduction plan or equivalent documentation
Contaminated site remediation	Remediation projects will remove site contamination (including material and soil).
Climate resilience	Elements of infrastructure projects that enhance capacity to manage impacts of weather extremes such as increased storm runoff, wind events, wildfire resistance, temperature extremes; and climate impacts such as coastal erosion and sea level rise.

Responses should be evidence-based and documented where possible. Please ensure that all application fields are completed and all documentation is attached. If required, you may submit additional documents (to BCAAP@gov.bc.ca) up to the close of the intake window, even if you have submitted the application. BCAAP staff are available for consultation on application preparation throughout the intake period.

The application intake window closes at 6:00 p.m. on the closing date. Late applications will not be accepted.

4.10 Information Collection

Applicants should be aware that all information collected by the BCAAP program is subject to the *Freedom of Information and Protection of Privacy Act*. The information collected will be used for reporting, tracking, and evaluation purposes. Any questions about collection, use, or disclosure should be directed to the BCAAP program team.



5 Proposal Evaluation

5.1 Evaluation Steps

Proposals are evaluated by BCAAP staff with subject matter contributions from area experts in other Ministries. Evaluation includes the following actions:

- **Eligibility Verification.** Staff will verify the eligibility of the facility and the proposed project, and validate the proposal's type classification.
- **Preliminary Screening.** Staff will evaluate screening criteria to identify proposals for further evaluation (Section 4.4).
- **Baseline Incrementing.** BCAAP staff will assess, using evidence-driven means, the amount of incremental funding above baseline a proposal may receive. Baseline funding may be increased by a maximum of 15%, and an additional 5% may be added for certain volunteer contributions (see Section 3.3).
- **Alignment with Program Objectives.** Proposals are scored for alignment with the five program objectives. Subject-matter expertise is sourced from other Ministries to provide scoring inputs for emergency services, tourism, and economic development objectives. Based on project type, these scores are then weighted to result in a prioritization index for the proposal.
- **Project Prioritization.** Final project prioritization may include evaluation of additional screening criteria such as project need and urgency, geographic distribution, prior BCAAP funding received, and funding contribution partners.

The evaluation process results in a list of prioritized recommended projects for review by the Minister of Transportation and Transit, who makes the final determination of grant awards.

5.2 If Your Project is Not Selected

- Many project applications with significant merit are not selected simply due to the limitations on annual program funding.
- Unsuccessful applicants are encouraged to reach out to BCAAP for a debriefing. We can discuss how to improve your application or modify the design of your project focus, scope, or budget to improve its overall chances in the next intake.
- BCAAP never penalizes an applicant for an unsuccessful application. We welcome the resubmission of applications in the following intake period, especially if there are modifications to the design of the project.



6 Project Implementation

6.1 Implementation Process

- **Notification.** Project expenditures are eligible when incurred on or after the date of Minister's approval. BCAAP aims for notification of grant awards in late March of the program year.
- **Conditional Grant Agreement.** A *Conditional Grant Agreement* (CGA) guides the implementation of your BCAAP project within its terms and conditions. Immediately after announcement, BCAAP finance staff prepare CGAs for endorsement by the proponent and the Ministry.
- **Payment Schedule.** With receipt of an executed CGA, BCAAP finance staff will process an advance of 50% of the grant amount. Once an infrastructure project certifies reaching the 50% complete milestone, an interim payment of 25% will be processed. The balance of the grant will be distributed upon acceptance of the final report.
- **Progress Reports.** Quarterly reporting of project implementation progress is required, using templates supplied by BCAAP. Reports are due on June 1, September 1, December 1, and March 1.
- **Communications.** Public communications regarding BCAAP-funded projects require participation of the Ministry's Government Communications and Public Engagement (GCPE) staff, in accordance with the terms of the CGA and *BCAAP Communications Protocol*. Ministry staff work with each proponent to ensure all public communications, including news releases, social media, and opening events, are coordinated.
- **Project Signage.** Fixed infrastructure projects require signage on the construction site. BCAAP staff will assist the proponent to prepare signage that meets Ministry standards. See Section 6.2 for details.
- **Amendments.** While scope and schedule amendments to the CGA are possible in some circumstances, amendments to scope are not encouraged. BCAAP funds are competitively awarded on the merits of a specific project, so we generally do not support substantial changes to scope or project deliverables. If a proponent needs to amend the schedule to provide additional time, such requests are considered on a case-by-case basis.
- **Closeout.** Upon completion of the project, the proponent will submit a final report to the Ministry, including an accounting of all eligible expenditures sufficient for financial audit, certification of completion and all invoicing has been received, and photographs of the completed infrastructure. Following acceptance, BCAAP will issue a final payment for net grant funds. In some cases, reimbursement may be necessary if advance funds exceed the funded percentage of recoverable costs.
- **Evaluation.** As part of our commitment to continuous improvement, BCAAP may contact facilities following project completion to assess the process, ensuring that partner experiences are considered as part of the evaluation process. We also encourage you to



reach out to program staff at any time during project implementation with questions or comments on the program.

6.2 Project Signage Guidelines

BCAAP requires signage to be installed for fixed infrastructure projects (master planning and vehicle projects do **not** require signage). In general, signs should be erected when construction begins and remain installed 30 days after construction is completed.

The cost of signs fabricated and installed in accordance with these guidelines is an eligible project cost. The King's Printer is responsible for sign fabrication across the province and can confirm pricing.



Procedure

1. Upon execution of the *Conditional Grant Agreement*, please submit the following to BCAAP:
 - **Logo** of the proponent organization (high-resolution image in JPEG or PNG format)
 - Desired **sign size** (see below)
 - Intended **location**
2. The Ministry will produce the design and print-ready file and send it to the recipient, who submits the print-ready artwork and completed [print requisition form](#) to the King's Printer. Contact the King's Printer at 250.387.9364 or kpprintservices@gov.bc.ca for additional support.
3. The Recipient must install the sign at the project site. Signs should always be securely installed in a prominent area. They should not obstruct traffic or cause safety concerns, particularly if located near a road. To avoid potential safety issues, ensure that the appropriate provincial and municipal authorities are consulted. No signs should be installed on third-party property without their permission.
4. Once installed, please send a photo of the installed sign to BCAAP.

Sign Dimensions

Three size options are available to fit the location and space available for the erected sign, and to ensure clear readability at a distance.

C-035U

- 1930mm wide x 1219mm high (76" x 48")
- Freestanding onsite signage for highway, high visibility, and large-scale project locations
- Aluminum .081 Sign Grade with ASTM Type 1 reflectivity, rounded corners

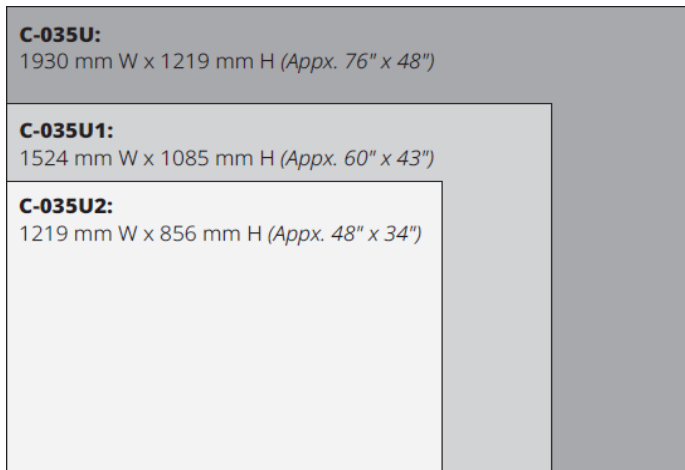


C-035U1

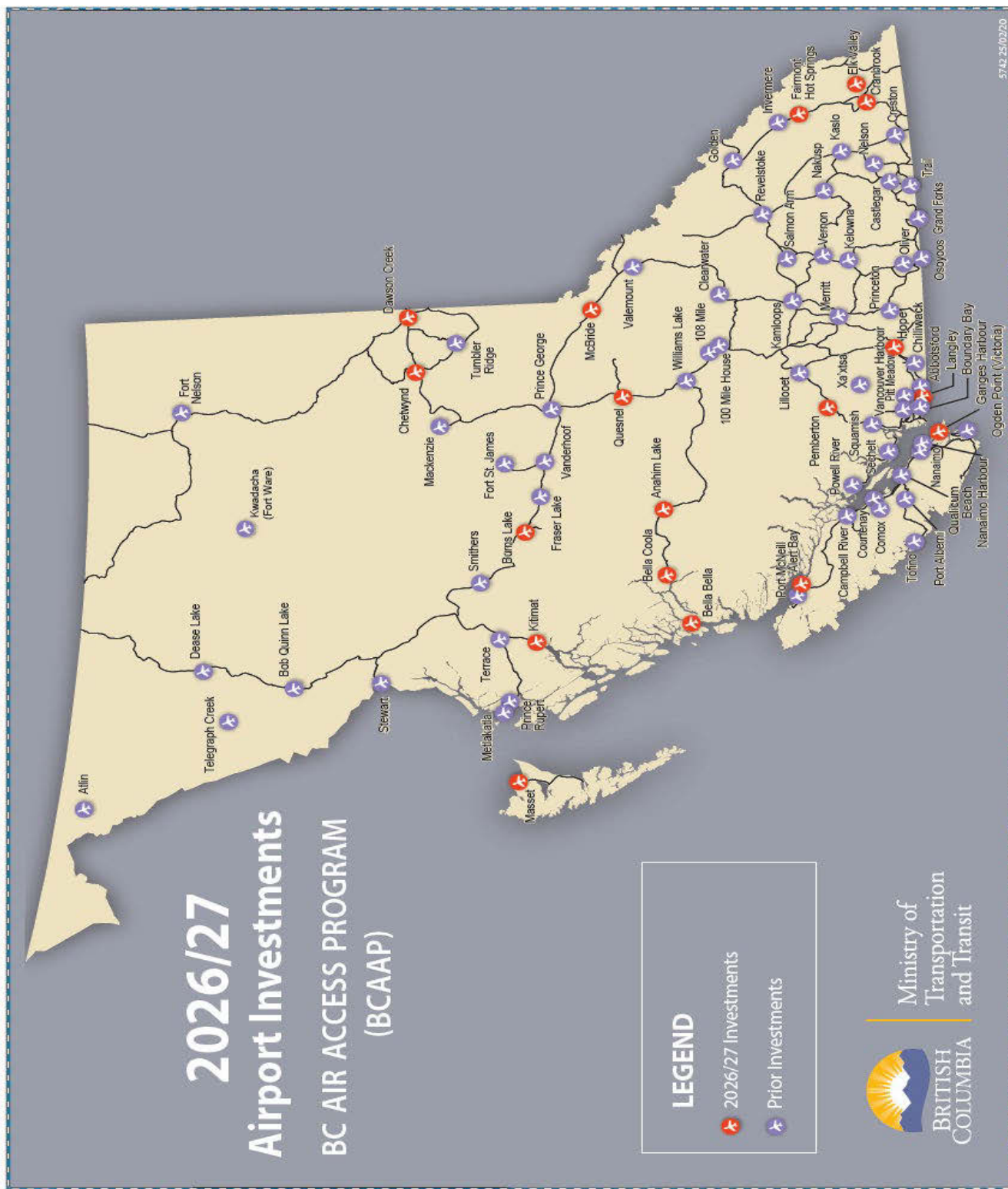
- 1524mm wide x 1085mm high (60" x 43")
- Freestanding onsite signage for high visibility, medium-scale project locations
- Coroplast with grommets, prints direct to substrate with UV inks, no reflectivity

C-035U2

- 1219mm wide x 856mm high (48" x 34")
- Wall or fence mounted or freestanding
- Small-scale project, low-speed or pedestrian traffic
- Coroplast with grommets, prints direct to substrate with UV inks, no reflectivity



7 BCAAP Projects Map





StrongerBC
for everyone

www.gov.bc.ca/BCAirAccessProgram

BCAAP@gov.bc.ca 778.974.5468

