

# Village of Hines Creek Council Request for Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	January 23, 2020
Originated By:	Leanne Walmsley, Chief Administrative Officer
Title:	New Business – 2019-2020 Emergency Management Preparedness Program (EMPP).
File:	1206

## BACKGROUND/PROPOSAL:

The Alberta Emergency Management Agency is pleased to announce that the 2019-2020 Emergency Management Preparedness Program (EMPP) has been approved.

Although high-level objectives of the program have remained the same over last year “to enhance emergency management capacity of communities, resulting in an increased number of trained emergency management practitioners and stronger local capabilities”, the criteria for scoring proposals and awarding grant funding, the maximum amount of award, and the overall process for applying have changed. The 2019-2020 process has been simplified due to tight timelines this year.

There will be a total of \$150,000.00 in grant funding available to support the delivery of large-scale regional projects to a maximum of \$25,000 each. The expectation is that 6 to 10 large-scale projects will be approved.

For this year’s process, a formal program guideline and application template will not be made available, nor is one required, as all information needed to apply is presented.

## Application Process

The following is a summary of the revised application process, conditions for eligibility, and key deadlines for the 2019-2020 program:

- The deadline for submitting written project proposals for funding is February 15, 2020. Interested communities are required to email their proposal to: [aema.grants@gov.ab.ca](mailto:aema.grants@gov.ab.ca). They are also required to CC their respective AEMA regional field officer(s).

Who and what is eligible for program funding?

- Municipalities (e.g. cities, counties, towns, villages, municipal districts, specialized municipalities), Metis settlements, Inter-municipal partnerships are eligible. Other entities such as individuals, First Nations and For-profit corporations are not eligible.
- Expenses eligible for program funding include contractor fees (e.g. trainers/facilitators), training venues, meals and snacks with the exception of

alcohol, consumable training materials (e.g. Training manuals, flip charts, binders, markers etc.). Expenses such as the purchase of computers, electronics, clothing and capital assets are not eligible.

How are proposals to be prepared?

Communities are to prepare and submit a proposal (i.e. PDF format preferred), outlining the details of the project. The proposal must include the following:

- Lead community’s name and project lead’s full contact information.
- Planned project start-date and end-dates;
- High level budget break-down for project expenses to be funded by the grant;
- A summary of project objectives and deliverables;
- Any other information that supports the review panel in making their decisions, and
- Signature and ate signed by the duly authorized representative.

#### Eligibility Criteria and Scoring

Funding will be given to communities whose proposals achieve the highest scores. Points will be awarded on the basis of meeting the following criteria.

Objectives/Deliverables	Maximum points
The project consists of a regional exercise, led by the Applicant community with two or more partnering Communities.	20
The project involves the conduct of a functional Exercise (i.e. the emergency management team perform All Incident Command System (ICS) functions during a Simulated ICS Type – 3 or higher incident).	15
The project also involves a table-top exercise, occurring Prior to the functional exercise.	10
The functional exercise presents conditions for potential Application of Unified Command.	15
The functional exercise incorporates Municipal/Regional Emergency Social Services activities.	15
The functional exercise incorporates industry partners.	10
The functional exercise involves local/regional staff from The Government of Alberta, beyond AEMA (e.g. Alberta Wildlife, Transportation, Alberta Environmental Support And Emergency Response Team (ASERT), etc.	5

- Decisions made by Municipal Affairs with regards to grant funding are final;
- Successful communities will be required to sign a conditional grant agreement (CGA) with the province, and to comply with the terms and conditions therein;
- Successful communities will not be able to incur any project expenses before April 1, 2020.

- All projects must be completed by March 31, 2022;
- Questions regarding the 2019-2020 EMPP process should be directed to [aema.grants@gov.ab.ca](mailto:aema.grants@gov.ab.ca). or respective AEMA regional field officer(s).
- Successful recipients will be notified via email by March 31, 2020; and
- Communities applying must be in good standing with EMPP grants that were awarded in prior years.

RECOMMENDED ACTION:

That Council authorizes administration to contact surrounding Municipalities to see if they would like to collaborate on submitting a written project proposal for funding by February 14, 2020 or to receive this agenda item as information.

Initials show support- Reviewed by:	Manager:	C.A.O. <i>LW</i>
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