

Treasury Board Secretariat
Emergency Management Ontario

25 Morton Shulman Avenue
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Secrétariat du Conseil du Trésor
de la gestion des situations d'urgence Ontario

25, rue Morton Shulman Toronto
ON M3M 0B1



Magda Badura
The Municipality of West Elgin
22413 Hoskins Line Line
Rodney, ON
N0L2C0
treasurer@westelgin.net

Date: February 27, 2024

Re: Approval Letter for Community Emergency Preparedness Grant ("CEPG") Program

Dear Magda Badura:

On behalf of the Province of Ontario (the "Province"), I am pleased to inform you through this Approval Letter that your application to the CEPG Program has been approved for a grant in the amount of **\$50,000.00** in support of your emergency preparedness project as described in section E of your application form (Case Number 2023-11-1-2345210679).

The mandate of Emergency Management Ontario ("EMO") is to ensure that Ontarians are safe, practiced and prepared before, during and after emergencies. This includes access to resources to support emergency management and preparedness. The CEPG Program supports this mandate by providing funding to help community organizations purchase emergency supplies, equipment and services.

As part of the CEPG Program, all funding recipients must comply with the terms and conditions contained within section I of the application form, for the entire duration of the agreement. In accordance with these terms and conditions, you should also be aware of and comply with the following:

A. Communications Protocol:

Applicants wishing to publicly communicate about their funding will require prior approval from the Province. Please send an email to EMOCommunityGrants@ontario.ca seeking approval of publications. Approval may take up to 30 days, please plan communications accordingly and in advance.

In addition to providing the Province with notice before communicating publicly, your organization/municipality/location may be asked to coordinate announcement timing with the Province.

B. Key Dates:

- i. Effective Date: February 27, 2024
- ii. Completion Date: August 30, 2024

- iii. Report back date: September 13, 2024
- iv. Expiry Date: October 31, 2024

C. Approved Budget:

Please see the following approved budget below. As a successful applicant, you will be required to adhere to this approved budget.

Expense Category	Approved Budget
Supplies	0.00
Capital Equipment	0.00
Operating Equipment	50,000.00
Services	0.00
Training	0.00
Administration Costs	0.00
Other	0.00
Total Funding	50,000.00

Approved costs for each recipient are limited to a maximum of \$50,000, as reflected in the approved budget above. Any additional costs in excess of this amount incurred to complete the Project (including in-kind contributions) are the full responsibility of your organization.

D. Report Back Requirements:

Pursuant to the terms and conditions and as described in section H of the application form, all recipients of grant funding are required to report back to the Province by the deadline set out above.

Failure to meet any of these reporting requirements may impact your organization's ability to receive holdback funding (if applicable) and eligibility for future funding in any future iterations of the CEPG Program. Please refer to Transfer Payment Ontario ("TPON") for the report back template and instructions.

E. Payment Schedule:

The following is an overview of the payment schedule for your organization:

Payments	Amount	Payment Date
Funding release	50,000.00	Up to 15 Business Days after the Business Day that all of the following have been received by the Province: <ul style="list-style-type: none"> • Copy of notification to elected official/head for awareness; and • Certificate of insurance.
Holdback funding release (if applicable)	0.00	Up to 10 Business Days after the Province's acceptance of the Report Back.

Total Project Funding	50,000.00	
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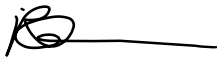
Action Required – to be completed within 10 Business Days of receipt of this letter.

The release of project funds will be subject to your acknowledgement of this Approval Letter by completing the following steps and the submission of supporting documentation in the TPON portal:

1. Provide a copy of notification that the elected official or head (i.e., Chief, Regional Chair, Mayor, Warden, Head of Council, President) of your organization is aware of the approved project funding.
2. A certificate of insurance with a commercial general liability limit of not less than \$2 million (\$2,000,000) in the organization's name must be provided, which confirms the insurance coverage and indemnity required by the terms and conditions of the grant program, including any additional requirements pursuant to section 12.0 of the general terms and conditions, signed by an authorized insurance representative. The certificate of insurance must:
 - Identify a duration of coverage for the organization up to the Expiry Date shown above.
 - Identify the Treasury Board Secretariat as an additional insured, represented in the following language, "His Majesty the King in right of Ontario as represented by the President of Treasury Board Secretariat and the members of the Executive Council of Ontario, and their directors, officers, advisors, agents, appointees and employees".
 - A cross-liability clause;
 - Contractual liability coverage; and
 - Include a statement that the Certificate Holder will be notified of any cancellation or material change within 30 days.
3. If not set up, register for direct deposit at the following link: [Doing business with the Government of Ontario | ontario.ca](https://www.ontario.ca/doing-business)

Should you have any concerns or questions regarding this Approval Letter specifically, please reach out via email to EMOCommunityGrants@ontario.ca or please call 1-855-216-3090.

Looking forward to collaborating with you.



Ruby Nayyar
Senior Manager, Design and Implementation Unit,
Emergency Management Ontario
Treasury Board Secretariat