

**GRANDE PRAIRIE REGIONAL EMERGENCY PARTNERSHIP  
EMERGENCY MANAGEMENT AGREEMENT**

**BETWEEN:**

**The City of Grande Prairie,**  
a Municipal Corporation of the Province of Alberta;

- and -

**The County of Grande Prairie No. 1,**  
a Municipal Corporation of the Province of Alberta;

- and -

**The Town of Beaverlodge,**  
a Municipal Corporation of the Province of Alberta;

- and -

**The Town of Sexsmith,**  
a Municipal Corporation of the Province of Alberta;

- and -

**The Town of Wembley,**  
a Municipal Corporation of the Province of Alberta;

**WHEREAS:**

- A. **The City of Grande Prairie, County of Grande Prairie No. 1, The Town of Beaverlodge, The Town of Sexsmith, and The Town of Wembley**, (referred to hereinafter as "**the Parties**") are local authorities situated within the Grande Prairie Region, in the Province of Alberta;
- B. Each of the Parties have appointed a Director of Emergency Management ("**DEM**") pursuant to the provisions set out in *The Emergency Management Act* R.S.A. 2000, c E- 6.8 ("**Act**");
- C. The Parties recognize that many of the local resources controlled by each of the Parties could be required by more than one municipality in order to cope with a Disaster or Emergency that affects one or more of the Parties;
- D. The Parties desire to form a Regional Emergency Partnership known as the Grande Prairie

Regional Emergency Partnership (“GPREP”) for the purpose of emergency planning, preparedness, response and short and intermediate term recovery;

- E. Pursuant to Section 11.3(1)(b) of the Act, if authorized by Ministerial Order, a Local Authority may delegate its powers and duties under the Act to a joint committee representing 2 or more Local Authorities that is composed of one or more members appointed by each of the Local Authorities;
- F. The Minister responsible for the Act has issued Ministerial Order No. A: 001/13; and
- G. Supported by the registration of a Ministerial Order issued pursuant to Section 11.3(1)(b) of the Act, the Parties to this Agreement hereby collectively form a Regional Emergency Partnership for the purposes of emergency planning, preparedness, response and short and intermediate term recovery “**Agreement**”).

**NOW THEREFORE** the Parties hereto agree as follows:

## **1. DEFINITIONS**

- 1.1. For the purpose of this Agreement, the following words and terms shall have the following meanings:
  - a. "**Act**" means *The Emergency Management Act* of Alberta, Chapter E-6.8, Revised Statutes of Alberta 2000, c. E-6-8;
  - b. "**Assisting Party**" means a Party to this Agreement providing aid, in the form of resources or services to another Party(ies) of this Agreement;
  - c. "**Deputy Director of Emergency Management**" means the person responsible for the duties of the Director of Emergency Management in their absence ("**DDEM**");
  - d. "**Director of Emergency Management or "DEM"**" means the person appointed by resolution of the municipal council of each of the Parties as "**Chief Administrative Officer**" ("**CAO**"), who shall be responsible for the Emergency Management Program in each of their respective municipalities;
  - e. "**Disaster**" means an event that results in serious harm to the safety, health or welfare of people, or in widespread damage to property or the environment;
  - f. "**Emergency Social Services**" ("**ESS**") means services provided to meet the various short-term needs of displaced persons during a large scale emergency or disaster. These short-term services (generally up to 72 hours) are to preserve the mental and physical well-being of evacuees.
  - g. "**Emergency**" means an event that requires prompt coordination of action or special regulation of persons or property to protect the safety, health, or welfare of people or to limit damage to property or the environment;
  - h. "**Emergency Coordination Centre**" means the location that functions as a point of coordination, addressing the needs of the municipality or the GPREP Region as a whole, exercising the authority of the local officials, as well as anticipating and supporting the needs of one or more incident sites ("**ECC**");
  - i. "**GPREP**" means the Grande Prairie Regional Emergency Partnership, as established by



- agreement between and the bylaws of the Parties;
- j. **"GPREP Manager"** means the person appointed by the GPREP Regional Emergency Management Agency to act as the GPREP Manager who is responsible for program administration, planning, and preparedness on behalf of the Directors of Emergency Management and who shall facilitate coordination of planning for response to regional or inter-municipal disasters or emergencies. Further details regarding the GPREP Manager position are set out and incorporated in Schedule "A", attached hereto.
  - l. **"Grande Prairie Regional Emergency Partnership Region"** means the region as defined by the accumulated municipal boundaries of the Parties to this Agreement (**"GPREP Region"**);
  - m. **"Local Authority"** means, where a municipality has a council within the meaning of the *Municipal Government Act*, that Council;
  - n. **"Minister"** means the Minister charged with administration of the Act;
  - o. **"Regional Emergency Management Agency"** means the Regional Emergency Management Agency of the Grande Prairie Regional Emergency Partnership, as established by this Agreement and the bylaws of the respective municipal councils of the Parties hereto (**"the Agency"**);
  - p. **"Regional Emergency Management Committee"** means the Regional Emergency Management Committee of the Grande Prairie Regional Emergency Partnership, as established by this Agreement and the by-laws of the respective municipal councils of the Parties hereto (**"the Committee"**).
  - q. **"Regional Emergency Plan"** means the GPREP Regional Emergency Plan prepared by the Regional Emergency Management Agency to co-ordinate the response to an emergency or disaster; and
  - r. **"Requesting Party"** means a Party to this Agreement requesting aid in the form of resources or services from another Party to this Agreement.

## **2. TERM AND OPTION TO RENEW**

- 2.1. Term of this Agreement shall be for a period of five (5) years thereafter, or until such time as the Parties mutually agree otherwise (the **"Term"**).
- 2.2. Unless a Party gives written notice to the contrary no later than ninety (90) days prior to the expiry of the Term or any renewal Term, as the case may be, the Term of this Agreement shall be automatically renewed for successive periods of five (5) years and all of the terms of this Agreement shall remain in force.
- 2.3. This agreement may be updated during the term to reflect changes in Legislation without otherwise altering the term of this agreement

## **3. ESTABLISHMENT OF GRANDE PRAIRIE REGIONAL EMERGENCY PARTNERSHIP**

- 3.1. The municipal councils of each of the Parties to this Agreement have resolved to enter into such Agreements as may be required to establish a Regional Emergency Partnership, including this Agreement.
- 3.2. GPREP shall be comprised of the municipal councils of each of the Parties to this

Agreement and shall include any municipalities that subsequently become parties to this Agreement pursuant to clause 3.3 herein.

- 3.3. Any municipality interested in becoming a member of the GPREP shall have the opportunity to request membership by following these procedural steps:
  - a. the interested municipality shall contact the GPREP Manager to request information regarding GPREP and this Agreement to which all GPREP members are Parties;
  - b. the municipality shall provide the Committee with their written request to become a member of GPREP;
  - c. the interested municipality may ask for such additional information or clarification as it requires, and the Committee shall use its best efforts to address any questions or requests for information made by an interested municipality;
  - d. the Committee shall review the written request and consider the operational impact of the municipality joining the GPREP;
  - e. following its review of the written request, the Committee shall provide the municipality with its decision as to whether or not it may become a member of the GPREP; and
  - f. the municipality shall execute its written consent to become a party to this Agreement and shall agree to be bound by the terms and conditions.
- 3.4. Any costs incurred by the municipality in seeking to become and/or becoming a member of GPREP and this Agreement shall be the sole responsibility of the municipality applying to become a partner.
- 3.5. Any member of the Committee may withdraw their membership from GPREP and this Agreement, by providing all other Parties hereto with twenty-four (24) months advance written notice. The withdrawal of any party from this Agreement shall in no way impact the remaining Parties hereto, and this Agreement shall continue in full force and effect as between the remaining Parties. No member of GPREP shall be permitted to withdraw from this Agreement during a declared state of local emergency or disaster.

#### **4. REGIONAL EMERGENCY MANAGEMENT COMMITTEE**

- 4.1. The Committee may seek the advice of agency staff and others as deemed appropriate; but such advisors will have no right to vote on matters coming before the Committee and such advice is not binding. Advisors may include, but not be limited to, DEM's, the Department Head of any of the Parties' divisions or departments or representatives from such organizations as the RCMP, ESS, Alberta Health Services, Public Utilities, Alberta Energy Regulator, Alberta Environment, School Divisions, Industry or others as required.

#### **5. REGIONAL EMERGENCY MANAGEMENT AGENCY**

- 5.1. The Agency will provide fourteen (14) days prior written notice to each of the Agency Members. In the event of a pending or imminent Emergency, no notice shall be required to call a special meeting of the Agency. All Agency Members shall use their best efforts



to be present at all meetings despite no notice having been provided.

- 5.2. The Agency shall have the authority to alter, establish and implement rules governing the conduct of its meetings from time to time, subject to the approval of the majority of the Agency Members.
- 5.3. The Agency shall report to the Committee with respect to the design, creation, implementation and evaluation of Regional Emergency Plans, programs and activities. The Agency shall also have the option of presenting information to any of the Parties to this Agreement directly where it deems appropriate to do so.
- 5.4. The Agency may hire staff, consultants and other workers in accordance with the current approved budget.

## **6. EMERGENCY COORDINATION CENTRE**

- 6.1. A minimum of two ECC's will be established by the Agency and shall be maintained in accordance with the Regional Emergency Plan. An ECC may be either a fixed site or a mobile site.
- 6.2. The ECC may be activated by the Director of Emergency Management, DDEM, or authorized response agencies. Responders designated to respond by the Agency may request the activation of the ECC with a call to dispatch.

## **7. COSTS OF GRANDE PRAIRIE REGIONAL EMERGENCY PARTNERSHIP**

- 7.1. The Parties to this Agreement agree to fund GPREP in accordance with the funding formula enumerated in the attached Schedule "B".
- 7.2. Notwithstanding that an ECC may be mobile, the costs of establishing and maintaining the ECC will be the sole responsibility of the municipality in which the ECC is based.

## **8. PREPAREDNESS**

- 8.1. Public education or public awareness programs may be undertaken within the GPREP Region.
- 8.2. Key senior management, supervisory and support staff of each of the Parties to this Agreement will be assigned Emergency operations roles.
- 8.3. Personnel will be provided with training in accordance with the approved GPREP training matrix, notwithstanding this, untrained personnel may be requested to assist with the response. Where possible such assignments will be based on individual backgrounds and skills.

## **9. DELEGATION OF AUTHORITY**

- 9.1. Regardless of the location of the emergency or disaster, staff roles at the Site, in the ECC, in ESS facilities or any other required facilities or activities, may be filled by staff from any of the GPREP municipalities. Any qualified individuals from the GPREP partner municipalities are authorized to fill any of the key leadership roles on behalf of the partnership. This includes but is not limited to:
  - 9.1.1. Director of Emergency Management
  - 9.1.2. ECC Manager
  - 9.1.3. ECC Leadership – Command and General Staff
  - 9.1.4. Incident Commander
  - 9.1.5. ESS facility manager or other leadership roles such as section chiefs or equivalents in the ESS structure.
  - 9.1.6. In the event that outside assistance is required, the DEM may designate and grant authority to individuals from outside of GPREP to fill positions within the response.

## **10. PROVIDING ASSISTANCE DURING EMERGENCY RESPONSES**

- 10.1. It is recognized that not all partners to this agreement have equal resources, therefore municipalities may participate in responses to the extent of and in accordance with their available resources.
- 10.2. If recovery of costs of resources from partner agencies are sought, these may be recovered in accordance with Council approved bylaws or policies of the assisting party.
- 10.3. The assisting party shall provide a statement accounting for the cost incurred by the assisting party, the requesting party shall pay such costs including any applicable taxes in accordance with the payment terms of such statement.

## **11. INSURANCE & INDEMNITY**

- 11.1. It is understood and agreed that the Assisting Party shall not be liable for any penalties, damages or losses whatsoever for delay or failure to respond to any request for aid or for any breach of this Agreement committed by the Assisting Party, notwithstanding that the penalties, damages or losses may result wholly or partially from the negligence of the Assisting Party.
- 11.2. The Requesting Party, or the municipality in which an Emergency or Disaster occurs, shall indemnify and save harmless the Assisting Party(ies) for damage to or loss of any apparatus or equipment which is the result of the Assisting Party(ies) providing assistance.
- 11.3. The Requesting Party, or the municipality in which an Emergency or Disaster occurs, hereby remises, releases and discharges the Assisting Party(ies), its/their successors and assigns of and from all manner of actions, causes of action or claims and demands of every nature or kind which the Requesting Party or the municipality in which the Emergency or



Disaster occurred may have against the Assisting Party(ies) by reason of any breach of this Agreement on the part of the Assisting Party(ies) notwithstanding any negligence on the part of the Assisting Party(ies).

11.4. Notwithstanding anything to the contrary in this Agreement, no Party shall have any liability to any other Party:

- a. with respect to their respective obligations under this Agreement or otherwise for consequential, indirect, exemplary or punitive damages even if they have been advised of the possibility of such damages; and
- b. for any losses, claims, demands, actions, payments, judgments, costs or expenses whatsoever that a Party may incur due to the other Party's refusal or inability to provide assistance.

11.5. During the Term of this Agreement, the Parties shall each, at their own respective cost and expense, maintain in full force and effect General Liability Insurance in an amount not less than FIVE MILLION (\$5,000,000.00) DOLLARS per occurrence for personal injury and/or property damage and any other insurance that is mutually agreed to by the Parties and reasonably obtainable by both. Notwithstanding the foregoing, it is agreed that the aforementioned policy limits do not define or limit a Party's liability to indemnify the other Party under this Section.

11.6. Each Party agrees to forward a copy of this Agreement to their municipal insurer and to be responsible for the costs of any increase in insurance premiums which may result.

## **12. GOVERNING LAW**

12.1. The Parties will always and in all respects comply with and conform to all municipal bylaws, rules or regulations and all other legal requirements whatsoever whether imposed by Municipal, Provincial or Federal authority. The Parties are not required, however, to remedy work done by another Party in contravention of any law.

12.2. This Agreement shall be governed by and construed in accordance with the laws of the Province of Alberta.

## **13. FOIP**

13.1. The Parties acknowledge the *Freedom of Information and Protection of Privacy Act, RSA 2000, Chapter F-25* (the “**FOIP Act**”), as amended from time to time, and shall adhere to the requirements of the FOIP Act. Not limiting the generality of the foregoing, the Parties specifically acknowledge that the terms of this Agreement, including information collected in relation to the Services, may be subject to disclosure under the FOIP Act.

13.2. The Parties collectively agree that during a disaster or emergency, any personal information collected, used or disclosed must protect the rights of the individual in accordance with the FOIP Act.

- 13.3. The Parties hereby agree that any personal information collected during a disaster or emergency, shall only be accessed by authorized personnel which may also include volunteers.
- 13.4. The Parties hereby agree to protect all personal information from unauthorized access and to ensure it is only utilized in accordance with the FOIP Act and use appropriate security safeguards to provide the necessary protection. These can include:
- a. Physical measures (I.e.: locked filing cabinets);
  - b. Technology tools (I.e.: passwords, encryption); and
  - c. Organizational controls (I.e.: security clearances, staff training).
- 13.5. The parties hereby agree to ensure that all personnel and / or volunteers who collect, use or disclose personal information, are aware of the importance of maintaining the security and confidentiality of personal information and hold personnel / volunteer training sessions on the security safeguards.

#### **14. NOTICES**

- 14.1. All notices which may be required to be given under the provisions of this Agreement shall be in writing and may be delivered personally, electronically or by registered mail to a Party, as follows:

**If to the City of Grande Prairie**

P.O. Bag 4000  
10205 - 98 Street  
Grande Prairie, Alberta  
T8V 6V3  
ATTENTION: Robert Nicolay, City Manager  
Phone: 780-538-0300  
Email: [rnicolay@cityofgp.com](mailto:rnicolay@cityofgp.com)

**If to the County of Grande Prairie No. 1:**

10001 -84 Ave  
Clairmont, AB  
T8X 5B2  
ATTENTION: Joulia Whittleton, Chief Administrative Officer  
Phone: 780-532-9722  
Email: [jwhittleton@countygp.ab.ca](mailto:jwhittleton@countygp.ab.ca)

**If to the Town of Beaverlodge:**

PO box 30  
400-10<sup>th</sup> Street  
Beaverlodge, AB  
T0H 0C0  
ATTENTION: Jeff Johnston, Chief Administrative Officer



Phone: 780-354-2201  
Email: [jjohston@beaverlodge.ca](mailto:jjohston@beaverlodge.ca)

**If to the Town of Sexsmith:**

Box 420  
9927 -100 Street  
Sexsmith, AB  
T0H 3C0  
ATTENTION: Rachel Wueschner, Chief Administrative Officer  
Phone: 780-568-3681  
Email: [admin@sexsmith.ca](mailto:admin@sexsmith.ca)

**If to the Town of Wembley:**

Box 89  
9940-101 Street,  
Wembley AB  
T0H 3S0  
ATTENTION: Noreen Zhang  
Phone: 780-766-2269  
Email: [noreen@wembley.ca](mailto:noreen@wembley.ca)

Or to such other address (or email address) as the Parties may direct in writing. Any such notice shall be deemed to have been given (if personally delivered) when delivered, or (if transmitted by e-mail) immediately upon receipt thereof (if transmitted on a business day) or (if transmitted on a non-business day) on the first (1<sup>st</sup>) business day after the date of transmission, or (if mailed) on the fifth (5<sup>th</sup>) business day following the date of mailing. In the case of a postal strike, only personal delivery or electronically shall be effective.

## **15. FORCE MAJEURE**

- 15.1. No Party shall be deemed to be in default of any provision of this Agreement or be liable for any delay, failure in performance, or interruption of service resulting from acts of war, acts of terrorism, criminal acts, acts of God, acts of civil or military authority, pandemics, cyber-attack, labor disruption, civil disturbance, or any other cause beyond its reasonable control.

## **16. TERMINATION**

- 16.1. Any Party may terminate their GPREP membership by providing all Parties twenty-four (24) months written notice. In the event of a Party withdrawal or municipal dissolution, the Parties agree that any additional/all costs shall continue to be shared in accordance with Schedule "B".

- 16.2. The Parties further agree that any capital items acquired through contributions from the Party

terminating GPREP membership, continues to be property of GPREP. Should GPREP itself be dissolved, the assets of GPREP will be disposed of at fair market value and the proceeds split between the Parties in accordance with Schedule "B".

## **17. DISPUTE RESOLUTION**

- 17.1. If the Parties fail to resolve any dispute or difference arising out of any conditions detailed in this Agreement, the dispute or difference shall be settled by meditation. The Parties hereto agree to select a mediator within forty-five (45) days of the dispute arising, unless otherwise agreed to in writing by each Party to this Agreement, to assist them in resolving the matter in dispute.
- 17.2. If the Parties are unable to resolve the dispute or difference arising out of any conditions detailed in this Agreement through the services of a mediator, either of the parties may forthwith submit the matter to arbitration. The dispute or difference shall then be settled by the award of a single arbitrator in accordance with the provisions of the *Arbitration Act* (Alberta). The expense of the arbitration shall be borne as the arbitrator may determine.

## **18. ENTIRE AGREEMENT**

- 18.1. If any one or more of the provisions contained in this Agreement should be invalid, illegal or unenforceable in any respect, the remaining provisions contained herein shall not in any way be affected or impaired thereby, unless, as a result of such determination, this Agreement would fail in its essential purpose.
- 18.2. Headings do not form part of this Agreement and are included solely for the convenience of reference.
- 18.3. All the covenants terms, provisions and undertaking of this Agreement shall extend to and be binding upon the Parties.
- 18.4. This Agreement supersedes and replaces all other contracts, letter agreements, written instruments and verbal understandings of any kind whatsoever, pertaining to the subject matter of this Agreement.
- 18.5. The Parties acknowledge that, in executing this Agreement, they have had the opportunity to seek the advice of independent legal counsel and have read and understand all of the terms and conditions of this Agreement and agrees to be bound by them.
- 18.6. Time shall be of the essence of this Agreement.
- 18.7. This Agreement may be executed in counterpart, may be transmitted electronically, signed with digital signature and shall be as binding upon the Parties as though it were an original Agreement.



IN WITNESS WHEREOF THIS AGREEMENT IS EXECUTED ON BEHALF OF THE PARTICIPATING MUNICIPALITIES, BY THE HANDS OF THEIR OFFICERS DULY AUTHORIZED IN THAT BEHALF AND UNDER EACH MUNICIPAL SEAL AFFIXED:

**The City of Grande Prairie**



\_\_\_\_\_  
Mayor

Mar 14, 2022

\_\_\_\_\_  
Date



\_\_\_\_\_  
Chief Financial Officer

Mar 14, 2022

\_\_\_\_\_  
Date

Adobe Sign Transaction Number: CBJCHBCAABAANJ8NAJOX2I9jcn37GXsaeLAHE-GmRSj1









# GPREP Agreement approved by all municipalities 2022

Final Audit Report

2022-03-14

Created:	2022-03-14
By:	Caitlyn Scott (cscott@cityofgp.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAANJ8NAJOX2I9jcn37GXsaeLAHE-GmRSj1

## "GPREP Agreement approved by all municipalities 2022" History

-  Document created by Caitlyn Scott (cscott@cityofgp.com)  
2022-03-14 - 2:48:10 PM GMT - IP address: 204.209.122.250
-  Document emailed to Jackie Clayton (jclayton@cityofgp.com) for signature  
2022-03-14 - 2:50:48 PM GMT
-  Email viewed by Jackie Clayton (jclayton@cityofgp.com)  
2022-03-14 - 7:40:24 PM GMT - IP address: 207.228.78.71
-  Document e-signed by Jackie Clayton (jclayton@cityofgp.com)  
Signature Date: 2022-03-14 - 7:41:21 PM GMT - Time Source: server- IP address: 207.228.78.71
-  Document emailed to Danielle Whiteway (dwhiteway@cityofgp.com) for signature  
2022-03-14 - 7:41:23 PM GMT
-  Email viewed by Danielle Whiteway (dwhiteway@cityofgp.com)  
2022-03-14 - 8:29:23 PM GMT - IP address: 104.47.61.254
-  Document e-signed by Danielle Whiteway (dwhiteway@cityofgp.com)  
Signature Date: 2022-03-14 - 8:54:15 PM GMT - Time Source: server- IP address: 204.209.122.250
-  Agreement completed.  
2022-03-14 - 8:54:15 PM GMT



IN WITNESS WHEREOF THIS AGREEMENT IS EXECUTED ON BEHALF OF THE PARTICIPATING MUNICIPALITIES, BY THE HANDS OF THEIR OFFICERS DULY AUTHORIZED IN THAT BEHALF AND UNDER EACH MUNICIPAL SEAL AFFIXED:

**County of Grande Prairie No. 1**

  
\_\_\_\_\_  
Reeve

March 9, 2022  
Date

  
\_\_\_\_\_  
Chief Administrative Officer

March 9, 2022  
Date


IN WITNESS WHEREOF THIS AGREEMENT IS EXECUTED ON BEHALF OF THE PARTICIPATING MUNICIPALITIES, BY THE HANDS OF THEIR OFFICERS DULY AUTHORIZED IN THAT BEHALF AND UNDER EACH MUNICIPAL SEAL AFFIXED:

**Town of Beaverlodge**

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Chief Administrative Officer

  
\_\_\_\_\_  
Date



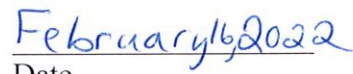
IN WITNESS WHEREOF THIS AGREEMENT IS EXECUTED ON BEHALF OF THE PARTICIPATING MUNICIPALITIES, BY THE HANDS OF THEIR OFFICERS DULY AUTHORIZED IN THAT BEHALF AND UNDER EACH MUNICIPAL SEAL AFFIXED:

**Town of Sexsmith**

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Chief Administrative Officer

  
\_\_\_\_\_  
Date

IN WITNESS WHEREOF THIS AGREEMENT IS EXECUTED ON BEHALF OF THE PARTICIPATING MUNICIPALITIES, BY THE HANDS OF THEIR OFFICERS DULY AUTHORIZED IN THAT BEHALF AND UNDER EACH MUNICIPAL SEAL AFFIXED:

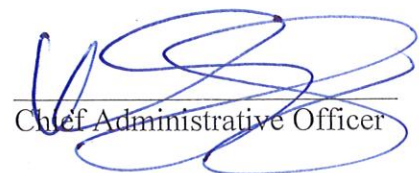
**Town of Wembley**



\_\_\_\_\_  
Mayor

**FEB 24 2022**

\_\_\_\_\_  
Date



\_\_\_\_\_  
Chief Administrative Officer

**FEB 24 2022**

\_\_\_\_\_  
Date

**Schedule "A"**  
**Responsibilities, Costs and Funding for the**  
**GPREP Manager Position**

**Employing Municipality:**

- City of Grande Prairie; and provide day to day supervision of the GPREP Manager will be performed by the City of Grande Prairie. Hiring, firing and evaluation of the GPREP Manager will be done in consultation with the GPREP Agency.
- City of Grande Prairie shall act as the finance authority for GPREP

**Duties of GPREP Manager:**

The GPREP Manager is responsible for planning and coordinating all aspects of GPREP. This includes but is not limited to:

- Building relationships;
- Leading the development and maintenance of plans;
- Coordinating the training of emergency management personnel;
- Designing and conducting exercises;
- Supervising other staff members GPREP;
- Making recommendations and adjustments to the programs as needed to meet the changing conditions in the region;
- Monitoring and evaluating the effectiveness of activities implemented by GPREP;
- Other duties as directed by the Agency;
- Providing advice to DEM/DDEM's of the Parties;
- Liaising with provincial government and organizations related to emergency management;
- Liaising with other municipalities regarding emergency management;
- Liaising with outside agencies and organizations, and partner divisions/departments;
- Planning the Regional Emergency Management Agency meetings.

**Costs of Position and Costs Related to Emergency Management:**

- . Salaries/ Benefits/ Clerical support
- . Capital replacement
- . Office Administration
- . Training and Exercises
- . Travel



**Schedule "B"**  
**Scope of Operational Costs and Funding**  
**for the Grande Prairie Regional Emergency Partnership**

**SCOPE OF ANNUAL OPERATING BUDGET**

1. GPREP REGIONAL EMERGENCY MANAGEMENT COMMITTEE
  - a. Committee meetings
2. GPREP AGENCY
  - a. Plan preparation and distribution
  - b. Agency Meetings
3. PREPAREDNESS
  - a. Training/Courses
  - b. Exercises
  - c. Other priorities as set by the Regional Emergency Management Committee
4. HAZARD ASSESSMENT
  - a. Conducting assessment
5. RECOVERY
  - a. Short term recovery
  - b. Intermediate term recovery as identified by the DEM based on the situation
6. GPREP MANAGER and other authorized staff

**MATTERS OUTSIDE THE SCOPE OF THE ANNUAL OPERATING BUDGET**

1. Emergency Operations
2. ECC creation and maintenance
3. Mitigation of Hazards

**ANNUAL BUDGET**

7. The funding formula will be approved by the Committee and forwarded to each member Council for approval.
8. Once approved, the formula will only go forward to each Council again if there are amendments.

**PROCESS FOR DETERMINING ANNUAL BUDGET**

9. Budget process will be as follows:
  - a. The GPREP budget ("**Budget**") will be approved by the Committee.
  - b. The Budget will be drafted by July for the following budget year.

- c. Any requests to change the next fiscal's year's Budget must be submitted by August of that year.
  - d. Requests to change the Budget will be handled as follows:
    - i. The request will be sent to the GPREP Manager;
    - ii. The Agency will review the request and make recommendations;
    - iii. Recommendations will be submitted to the Committee for a mid September meeting; and
    - iv. Recommendations from the Committee will be submitted to each Party by the end of September.
10. Once the process for determining the Budget is complete and has been approved by the Committee and the Parties to this Agreement, the Budget shall be binding on all Parties.
11. The City of Grande Prairie and County of Grande Prairie No. 1 shall both have a veto power over the proposed Budget as their cost of membership is the most substantial.
12. Members will be requisitioned once a year, by March 31, for their contribution to GPREP.

#### **Funding Model**

<b>Municipal Population</b>	<b>2022 Cost to be a GPREP member</b>	<b>2023 Cost to be a GPREP member</b>	<b>2024 and beyond Cost to be a GPREP member</b>
Up to 1,000	\$5,463.64	\$5,796.54	\$5,970.26
1,001 to 9,999	\$11,255.09	\$11,592.74	\$11,940.52
10,000 and over	\$30,000.00 <u>Plus</u> a percentage (%) of additional costs based on equalized assessment.*	\$30,000.00 <u>Plus</u> a percentage (%) of additional costs based on equalized assessment.*	\$30,000.00 <u>Plus</u> a percentage (%) of additional costs based on equalized assessment.*
Base Funding	\$98,245.45	\$99,392.81	\$101,791.82

\*Total additional costs above the base amount are split among municipalities with a population of ten thousand (10,000) and over based on equalized assessment as published by the Government of Alberta.

Note about increase in costs for municipalities with a population of under 10,000: On Sept 13, 2018, the Grande Prairie Regional Emergency Management Committee approved an annual membership fee increase of 3% for municipalities with a population of under 10,000 until the year 2024 or until it is brought forward for review. This change was based on the fact that the GPREP budget has grown substantially and the contribution of municipalities with a population of 10,000 or more had increased to over \$150,00.00 each by 2018.

#### **Surpluses and Deficits**

If at the end of the year, the GPREP budget has a surplus, that amount will be transferred to the GPREP Emergency Management Agreement

GPREP Trust fund held by the City of Grande Prairie. If the GPREP budget has a deficit, money from the Trust fund will be transferred to cover the shortfall. The Regional Emergency Management committee shall maintain a policy on the use of Trust fund dollars.