



THE MUNICIPALITY OF THE COUNTY OF
LA MUNICIPALITÉ DU COMTÉ DE
RICHMOND

Municipal Emergency Management Advisory Committee

Wednesday, October 1, 2025

6:00 p.m.

Virtual

AGENDA

1. Call to order
2. Items added to the agenda (Approval of the agenda)
3. Review of Minutes – Re: June 23, 2025
4. Emergency Services Coordinator, Re:
 - a) 2025-26 Emergency Services Provider Fund Program.
5. Discussion, Re:
 - a) Comfort centre/emergency shelter strategy
6. Recommendations to Council (if applicable)
7. Adjournment



Municipal Emergency Management

Advisory Committee (MEMAC)

June 23, 2025

Location: Virtual - Zoom

Present: Warden Lois Landry, Deputy Warden Brent Sampson, Councillor Amanda Mombourquette, Troy MacCulloch, Chief Administrative Officer, Steve Marcellus, Emergency Services Coordinator, Shelley David, Municipal Clerk

1. Call to Order

Councillor Amanda Mombourquette called the meeting to order at 7:01 p.m.

2. Items Added to the Agenda (Approval of the Agenda)

Moved by Deputy Warden Brent Sampson, seconded by Councillor Lois Landry, that the agenda be approved.

Motion carried.

3. Review of the Minutes – March 18, 2025

Moved by Warden Lois Landry, seconded by Deputy Warden Brent Sampson, that the minutes of the March 18, 2025, MEMAC meeting be approved.

Motion carried.

4. Emergency Services Coordinator, Re:

a) Comfort Centre/Shelter Updates

Discussion ensued.

b) Emergency Management Guide for Elected Officials and ICS

Discussion ensued.

c) Framboise Wildfire

Discussion ensued.



d) Voluntary Vulnerable Persons Registry (VVPR) and Voyent Alert Update

Following the discussion, the Committee agreed to have staff update the Voyent Alert PSA and post a new message on social media.

5. Community Evacuation Session – Follow Up

Discussion ensued.

6. Establish a meeting schedule

Following discussion, the Committee agreed to meet on a quarterly basis, with additional meetings scheduled as needed and for debriefs.

7. Recommendations to Council

n/a

8. Adjournment

There being no further business, the meeting was adjourned at 7:44 pm.

Municipal Clerk

Chairperson



**Emergency Management
Office of the Minister**

One Government Place, 1700 Granville Street, Halifax, Nova Scotia, Canada B3J 1X5 • Telephone 902-424-5550 Fax 902-424-0581 • Minister.EmergencyManagement@novascotia.ca

June 13, 2025

To: Fire Departments, Ground Search & Rescue, and HAZMAT organizations in Nova Scotia

Re: 2025-26 Emergency Services Provider Fund (ESPF)

The Department of Emergency Management is pleased to announce the launch of the 2025-26 Emergency Services Provider Fund Program. The Emergency Services Provider Fund is intended to assist first responder organizations in Nova Scotia with the purchase of equipment used directly in response to fire or emergency situations.

The Department of Emergency Management has implemented a number of important enhancements.

- The fund has increased from **\$1M to \$4M** beginning in 2025.
- Project funding will be increased from 75% to a maximum of 90%.
- **2025-2026 will offer two streams:**

Emergency Service Individual Organization Funding - SPRING 2025-26

- Supported to a maximum of \$30,000 will accept applications beginning June 15, 2025 and close July 30, 2025

Emergency Service Regional Funding – FALL 2025-26

- Supported to a maximum of \$200,000 will accept applications beginning September 1, 2025 and close October 14, 2025.

Organizations can now apply every two years versus the previous three-year interval.

Organizations which received funding from the ESPF program in 2024-25 are not eligible to receive a grant from the ESPF in 2025-26.

For more information on how to apply, please see the attached ESPF Guidelines or visit our website via the link below.

<https://beta.novascotia.ca/apply-funding-buy-equipment-thats-used-directly-response-fire-or-emergency-emergency-services-provider-fund>

If you have any questions, please e-mail ESPF@novascotia.ca

Sincerely,

Honourable Kim Masland
Minister of Emergency Management

Emergency Services Provider Fund

Application Guidelines 2025-2026

Introduction

The Emergency Services Provider Fund (ESPF) is a program intended to assist first responder organizations in Nova Scotia with the purchase of equipment used directly in response to a fire or emergency situation. Fire Departments, Ground Search and Rescue and HAZMAT organizations play an integral role in assisting emergencies, assisting in recovery and ensuring the safety of Nova Scotians. The Department of Emergency Management is now administering the ESPF and has implemented a number of important changes.

NEW! The ESPF has been increased from \$1,000,000 to \$4,000,000.

NEW! Applicants can now apply every two years.

NEW! Two funding calls in 2025-26; Spring and Fall:

Emergency Service Individual Organization Funding

- Supported to a maximum of \$30,000 will accept applications beginning June 15, 2025 and close July 30, 2025.

Emergency Service Regional Funding

- Supported to a maximum of \$200,000 will accept applications beginning September 1, 2025 and close October 14, 2025.

NEW! Projects will be supported to a maximum of 90%.

ESPF Spring 2025-26

Emergency Service Individual Organization Funding

Emergency Service Individual Organization Funding: applications costing a maximum of \$30,000 will be accepted beginning June 15, 2025 and close July 30, 2025.

Emergency Service Individual Organization Funding will be awarded to a specific emergency service organizations. This funding supports independent initiatives tailored to the individual organization's operational needs, equipment, or programs aimed at enhancing their emergency response capabilities within the program scope.

ESPF Fall 2025-26

Emergency Service Regional Funding

Emergency Service Regional Funding: will be supported to a maximum of \$200,000. Applications will be accepted beginning September 1, 2025 and close October 14, 2025.

Emergency Service Regional Project Funding will be awarded to a first responder organization in partnership with a municipality to support emergency services across a broader geographic area. This funding will address the collective needs of multiple emergency response organizations responsible for the region, ensuring coordinated, region-wide preparedness, response and recovery efforts that benefit an entire region.

Eligible Recipients – Both Streams

- Fire departments;
- Ground search and rescue organizations;
- HAZMAT organizations, and
- Other first responder organizations in Nova Scotia who did not receive funding in 2024-25.

Organizations must be in compliance with all reporting requirements prior to application, including fire incident reports.

Eligible Costs – Emergency Service Individual Organization Funding

Funding will be used for equipment used directly in the response to a fire or emergency situation. Eligible equipment must fall into the following categories. Equipment outside of these categories will not be funded.

- Personal Protective Equipment (PPE) & Self-Contained Breathing Apparatus (SCBA);
- Communications equipment;
- Miscellaneous fire fighting equipment;
- Rescue equipment;
- Water supply and suppression equipment;
- HAZMAT equipment; and
- Emergency power for building

A detailed listing of eligible equipment can be found in the application.

Eligible project costs must be incurred from application approval date to March 31, 2026.

The recipient must secure the necessary insurance and permits prior to the commencement of the Project (e.g. emergency power).

Eligible Costs – Emergency Service Regional Funding

- Major equipment and specialized vehicles/trailers to support operations across a region;
- Regional training facility
- Shared equipment pool (SCBA Cascade Trailer/Location, Drones, Rope or Swift Water Kits, Remote Rescue Kits, Rehab Units)
- Regional mobile command unit
- Multi-purpose UTVs/ATVs for wildland and SAR missions
- Regional hazard and vulnerability analysis to assist in building protection strategies
- Regional risk reduction strategies and public education projects
- Regional exercise and training program with AAR to inform regional capabilities improvements
- Regional fire smart program enhancements
- Mental health resiliency programs

Ineligible Costs

- Operating and administrative costs;
- Firefighting apparatus and typical passenger vehicles;
- Vehicle upgrades;
- New construction or upgrades to facilities; and
- Equipment not used directly in the response to a fire or emergency situation.

Application Submission

To download the ESPF application for 2025–26, please visit the website: <https://beta.novascotia.ca/apply-funding-buy-equipment-thats-used-directly-response-fire-or-emergency-emergency-services-provider-fund>

You can also use a search engine (i.e. Google) to locate our website. Please use the following key words in your search, 'ESPF Nova Scotia'.

If you are having difficulties downloading the application online, please contact the Department of Emergency Management and we will provide assistance.

Completed applications and any supporting documents are to be submitted by email to ESPF@novascotia.ca. If you are unable to submit electronically, please contact DEM.

An acknowledgement email will be sent to you once your application is received.

Review and Approval Process

Applications submitted to DEM will be reviewed to ensure the requirements outlined in these guidelines have been met. Incomplete applications and/or late submissions may result in your project not being considered for funding.

As part of the review and approval process, DEM may request information from your municipalities related to the financial support they provide your organization.

The review and evaluation of applications is a competitive process. Although a project may be eligible, it is not guaranteed funding from this program. If the project is approved; it is possible that the approval will not match the full level of funding requested in the application.

Payment

Successful applicants will receive an approval letter and Terms and Conditions (T&Cs) outlining the requirements of the approval. DEM will release 100% of the payment upon receiving the signed T&Cs.

If your organization has received previous funding through the ESPF and the final report is overdue, no funds can be released for any subsequent grants approved through the ESPF until the overdue report has been received

Project Completion

The project must be complete and all invoices must be dated no later than March 31, 2026.

DEM has the right to require the return of any unspent funds or any funds that have been spent on items that were not part of the Agreement.

Final Reporting

The Recipient must submit a Statement of Expenditures to DEM within 60 days of project end date. DEM will provide the required reporting templates to successful recipients.

The Statement of Expenditures will consist of a listing of all invoices as well as proof of payment in the form of copies of cancelled cheques, printouts of online cancelled cheques, or copies of electronic payment documentation.

Communications

Funding approvals must be kept confidential until DEM has coordinated a public program announcement.

The contribution by DEM must be recognized in any project promotion or communication.

A list of successful project applicants may be made public after the process is completed.

For More Information

Emergency Services Provider Fund (ESPF)
Department of Emergency Management

ESPF@novascotia.ca

Fields marked with an * are mandatory.

APPLICANT INFORMATION

Applicant Name (First Responder Organization)

Street Number * Street Address * Apartment/Suite

PO Box Municipality * Province * Postal Code *

Provide a detailed description of the organization including location, services provided, and the municipalities or communities served (Please attach a map outlining the service location if available).

Select type of organization

Provide proof of incorporation (check appropriate):

Registry of Joint Stocks (Provide Number) #

Through Legislation

An entity of Town of Municipality

CONTACT INFORMATION

First Name, Initials *

Last Name *

Title

Telephone (Primary) * Ext. Telephone (Alt) Ext.

Fax Email *

Your Municipal Finance Contact: * Name of Municipality *

Telephone (Primary) * Ext. Email *

PROJECT INFORMATION

Provide a description of proposed equipment to be purchased and the benefits to your organization and community? *Emergency Service Individual Organization Fund (max \$30,000)*

If your proposed equipment purchase will replace old or deficient equipment, what is the age and condition of the equipment to be replaced or upgraded?

Describe the impact to your organization or community if funding is not forthcoming this year.

Select the appropriate general project category for the proposed equipment to be purchased.
Check off a maximum of 3 categories:

- Personal Protective Equipment (PPE) and Self Contained Breathing Apparatus
- Miscellaneous Fire Fighting Equipment
- HAZMAT
- Rescue Equipment
- Emergency Power for Building
- Water Supply/Suppression Equipment

Select the appropriate sub-category of equipment (check all applicable):

Personal Protective Equipment (PPE) and Self-Contained Breathing Apparatus (SCBA)

- | | |
|-------------|---|
| Bunker Gear | Hard Hats |
| Helmets | Helmet/personal lights |
| Boots | Self-Contained Breathing Apparatus (SCBA) & Accessories |
| Gloves | Rapid Intervention Packs (RIT) |
| Flashhoods | Miscellaneous Safety |
| Coveralls | Equipment/Instruments Industrial Washer and/or Dryer |

Communications

Pagers
Portable Radios
Radio Equipment, Dispatch
Radio Towers
Digital Communications Equipment
SCBA Interface Equipment

Miscellaneous Fire Fighting Equipment

Thermal Imager & Accessories
Gas Detection
Compressors / Cascade Systems Utility
Ladders
Scene Lighting
Rotary Saws
Ventilation Saws
Positive Pressure Fans / Smoke Ejector
Portable generators/power packs

HAZMAT

Hazmat Suits
Decon Shelters
Decon Showers
Leak Control Systems
Gas/Substance
Detectors

Rescue Equipment

- Rescue Tools
- Stabilization Equipment
- Air Bag Systems
- Ice / Water Rescue Equipment
- High Angle Rescue Equipment
- Confined Space Rescue Equipment
- Medical
 - Defibrillators
 - Backboards / Baskets
 - Trauma Bags
- GPS Units
- Mapping/Tracking Software

Emergency Power for Building

Back-up Generator
Electrical Room Upgrades
Wiring/Installation Fixed
Fuel Supply Tank Slab/
Bollard Installation

Water Supply/Suppression Equipment

Hoses	Dry Hydrants
Nozzles	Pump / Tank Skid Units
Monitors	Hose Testers
Wyes & Siamese	Hose Dryers
Adapters	Suction Hose
Foam Eductors	Porta-Tanks
Strainers	Portable Pumps

Provide a breakdown of the costs for the proposed total equipment and indicate if you have provided a quote.

List Total Equipment Costs	Total Cost	Quote Provided (Yes or No)
Total cost (all proposed equipment)		

Provide a quote for proposed equipment purchase (attach the actual quote to the application).

Applicants must provide at least one (1) recent quote for each type of equipment. Referenced quotes must be attached to this application.

Equipment #1 (Describe)

Name of Supplier:

Equipment Sub-Category:

Total Cost:

Equipment #2 (Describe):

Name of Supplier:

Equipment Sub-Category:

Total Cost:

Equipment # 3 (Describe):

Name of Supplier:

Equipment Sub-Category:

Total Cost:

Provide the project total estimated costs and funding breakdown. Please note that cost overruns of projects are the responsibility of the applicant.

Project Total Estimated Project Costs

Equipment Cost (net of HST)	
Other (Please specify)	
Subtotal (net of HST)	
HST	
Total Eligible Cost (incl. HST)	

Projects Estimate Funding Breakdown

Emergency Services Provider Funds up to \$30,000 or 90% of total project cost	\$
Applicant's Contribution to Total Project Cost	\$
Other Groups or Organizations (if applicable)	\$
Total (should match Total Eligible Cost above)	\$

Note: Specify expected amount of project funding by all source(s). Attach letters of funding commitments where appropriate.

The following supplementary information must be attached to your application:

Financial Statements

Equipment Quote (for each type of equipment)

Please ensure your application is complete and includes all supplementary information. Incomplete applications and/or late submissions may result in your project not being considered for funding.

Please submit completed application, including all required attachments to the Program email: [**ESPF@novascotia.ca**](mailto:ESPF@novascotia.ca).

DECLARATION

The information provided on this application form and accompanying documentation is accurate to the best of my knowledge. I hereby give the Department of Emergency Management (DEM) authority to verify any and all information pertaining to this application. I understand that the DEM will contact my municipality regarding any funding they provide the organization. I understand that any projects funded may be subject to audit by the Province of Nova Scotia. I understand that the Province reserves the right to review and inspect funded projects and related documentation during and following project completion. I understand that any municipal and/or provincial permits must be obtained and that work must conform to the Barrier Free Design standards of the Nova Scotia Building Code Regulations and the National Building Code of Canada 2020.

Title

Date

Printed name