

# Community Revitalization Program

## Reception Centre Resiliency Fund

### Fund Guidelines 2023-2024



#### Introduction

During disasters and emergencies, reception centres often become places where people on PEI gather, support one another, receive information and receive a warm beverage or cooling refreshment.

The Reception Centre Resiliency Program provides financial assistance to municipalities and organizations for the purchase and installation of generators, so when the need arises, they are able to serve as a gathering space for those in their communities.

This funding is being provided in partnership between the Department of Justice and Safety, Emergency Measures Organization, Public Safety Division and Department of Fisheries and Communities, Rural and Regional Development Division.

#### Program Criteria

Applications will be reviewed against the following program criteria:

- The services the installation of a generator will allow the organization to provide
- Project work and budget – quotes are clear and reasonable for the proposed work
- Meet the Reception Centre minimum guidelines for services and capabilities and applicant eligibility. (See Reception Centre Minimum Standards on last page)

#### Eligible Applicants

There are two streams for applicants: Applying organizations must be a:

##### **1. Municipality for a designated Municipal Reception Centre:**

- Be an incorporated municipality, and
- At the time of application have an approved Municipal Emergency Plan, according to the *Municipal Government Act*,
- Own the building where the generator will be installed OR maintain a long-term lease of at least 5 years with the owner of the property.

##### **2. Not for Profit Organization for an Unincorporated Reception Centre:**

- Incorporated not-for-profit organization located in PEI
- Have an approved Organizational Emergency Plan from PEI EMO for reception centre operations,
- Have been designated to operate a reception centre in an unincorporated area, or be delegated by a municipality to operate a municipal reception centre,
- Own the building where the generator will be installed OR maintain a long-term lease of at least 5 years with the owner of the property.

## Ineligible Applicants

- Private for profit organizations
- Federal and provincial governments
- Hospitals or health facilities
- Education institutions (public and private)
- Individuals

## Available Funding

Maximum contribution of 80% up to \$50,000 of generator costs. Applicants must contribute at least 20% of generator costs.

Eligible costs include:

- Purchase and delivery of a generator
- Electrical upgrades by a certified electrician
- Site preparation work
- Installation of connection to fuel source by a certified technician
- Repairs to existing generators and/or infrastructure related to the operation of the generator
- Professional advice on the location, size, and power requirements

Additional infrastructure costs may be eligible for funding under the Community Revitalization Program. Please contact a Community Development Officer to discuss needs and available funding.

## Application Procedure

Applications are received on an ongoing basis.

**Qualifying organizations must be a designated reception centre *prior* to applying to the program.** For more information about the designation process, please see “*Reception Centre Minimum Criteria*” on the last page or contact the EMO office (contact details below).

Completed applications may be submitted to the attention of the Community Development Officer via email. Please include the program name in the subject line.

## Contact:

For information regarding how to become a designated reception centre, please contact:

### ***Emergency Measures Organization - Public Safety Division***

Phone: 902-894-0385

Email: [emo@gov.pe.ca](mailto:emo@gov.pe.ca)

To receive an application for funding, please contact the Community Development Officer in your region.

Location	Officer	Phone Number	E-mail
West Prince	Ellen Rennie	902-853-0104	<a href="mailto:emrennie@gov.pe.ca">emrennie@gov.pe.ca</a>
East Prince/Central Queens	Kellie Mulligan	902-887-3975	<a href="mailto:kamulligan@gov.pe.ca">kamulligan@gov.pe.ca</a>
Evangeline	Giselle Bernard (bilingual)	902-854-3680	<a href="mailto:gbbarnard@gov.pe.ca">gbbarnard@gov.pe.ca</a>
Southern Kings/Queens	Sonia Dixon	902-838-0618	<a href="mailto:SDDixon@gov.pe.ca">SDDixon@gov.pe.ca</a>
Eastern Kings	Chris Blaisdell	902-208-0032	<a href="mailto:cwblaisdell@gov.pe.ca">cwblaisdell@gov.pe.ca</a>

### Minimum requirements for a Reception Centre:

**\*Note: Additional requirements may be required for certain locations. Please contact PEI EMO for more details.**

- Minimum capacity – (Chairs and Tables) = 50
- Own the property or maintain a minimum five-year lease
- Have kitchen facilities to provide basic food and beverage service
- Publicly available internet/Wifi for capacity
- Table and Chairs for capacity
- Emergency lighting
- Heating equipment
- Ventilation or air conditioning operation
- Be able to remain open and provide services from 8 am to 8 pm daily \*see note below on HR requirements
- Washroom facilities
- Sufficient electrical outlets to allow for device charging – including extension cords
- Maintain a social media platform or alternate means to advise residents of services
- Appropriate outdoor signage identifying facility as a reception centre
- Documentation procedures to track attendees
- Designated First Aid room and Industrial size first aid kit (based on capacity)
- Required garbage disposal, cleaning supplies and washroom supplies (i.e. toilet paper and towels)
- Meet all fire code requirements
- Ability to ensure safe source of drinking water
- Develop a generator maintenance program with a designated individual to maintain.

### Staffing/Volunteer Plan:

- Develop a 7-day staff and or volunteer rotational schedule for Reception Centre management
- Designated individual with the Safe Food Handling certificate to oversee and manage food services

### Enhanced Reception Centres features:

- Entire facility is barrier free
- Washroom facilities includes showers
- Laundry facilities
- Separate location near or within facility which can be used as for temporary lodging or sheltering
- Children space for temporary childcare including staffing and activities
- Transportation plan
- Security staff
- Companion animal shelter plan