

## Policy Manual

### 6204 – Emergency Relief Assistance for A Catastrophic Event

<b>Document Number:</b>	6204
<b>Document Name:</b>	Emergency Relief Assistance for a Catastrophic Event
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#### 1. PURPOSE

- 1.1 This policy provides parameters for the provision of a one-time emergency relief payment to residents that have experienced a catastrophic event.
- 1.2 This policy is intended to provide an emergency relief payment to a property owner or lessee, whose primary residence was affected by a catastrophic event.

#### 2. DEFINITIONS

- 2.1 Catastrophic Event for the purpose of this policy, is an event that typically affects one property and includes house fire, landslide or such disaster that causes total loss or causes uninhabitable conditions to the residence and/or total loss of a person's personal belongings.
- 2.2 County: Woodlands County as a municipal corporate and the geographical area within its jurisdiction boundaries, as the context requires.
- 2.3 Personal Belongings: are any items located on the property that could be packed in a bag or put in a moving vehicle.
- 2.4 Primary Residence: means a dwelling that a person/family inhabits majority of the time, in a given year and located on real property.
- 2.5 Uninhabitable: Residences considered dangerous, such as holes in the floor or roof, no utility services for extended period of time or exposed electrical wires that pose a fire hazard and is not safe for people to reside in or total loss of residential structure.

#### 3. POLICY DETAILS

##### Eligibility

- 3.1 Must be a resident of Woodlands County and have suffered a catastrophic event to the primary residence and/or personal belongings due to a residential fire, landslide or other such disaster that makes the primary residence uninhabitable.
- 3.2 Ineligible catastrophic events, include overland flooding, weather events, and wildfires, in which provincial or federal financial assistance maybe provided for uninsurable loss and damage caused by such disasters.
- 3.3 Have current taxes paid and be in good standing with the municipality.
- 3.4 Have not received other financial assistance from the County (ie: vouchers for accommodation or food, as a result of evacuation).

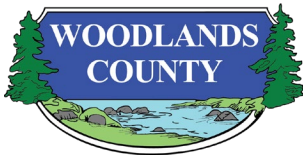
- 3.5 One application per primary resident, whether that is the property owner or lessee, per lifetime.
- 3.6 Be over the age of 18 and provide proof of residency; ie. copy of title, tax notice, utility bill, in the case of a lessee provide a copy of a rental/lease agreement, utility bill, letter from property owner.

#### **Relief Assistance**

- 3.7 The County will provide the impacted party \$1,000.00, issued by cheque following an approved application.

#### **4. PROCEDURE**

- 4.1 Applications must be completed in full and submitted to Woodlands County within 72 hours of the catastrophic event.
- 4.2 Applications are to be submitted to either Municipal Office or by email to [communityservices@woodlands.ab.ca](mailto:communityservices@woodlands.ab.ca).
- 4.3 Applications are reviewed on the first full business day, after being received.
- 4.4 Confirmed by Emergency/ Protective Services, a catastrophic event resulting in loss or near total loss.
- 4.5 Approval of the application will be made by Chief Administrative Officer or designate.
- 4.6 Funds shall be dispensed by cheque, made payable to the approved applicant, following approval.



**Policy Manual**

**6204 – Relief Assistance for Catastrophic Event  
Appendix A – Application Form**

<b>CONTACT INFORMATION</b>	
Applicant Name	Property Owner
Mailing Address	Property Owner Mailing Address & Phone Number
Rural Address	Roll Number
Daytime Phone	Email

What catastrophic event has affected your Primary Residence? Attach Proof of Residency per section 3.5 of Policy 6204.

Have you received other financial assistance from Woodlands County per section 3.3 of Policy 6204?  
If "Yes", describe what kind.  
 Yes    No

Have you been denied by your insurance company?  
 Yes    No    Unknown

\_\_\_\_\_

**Applicant's Signature**

\_\_\_\_\_

**Community Services Signature**

<b>FOR OFFICE USE ONLY</b>	
Verified Residence <input type="checkbox"/> Yes <input type="checkbox"/> No	Received Stamp
Current Taxes Paid <input type="checkbox"/> Yes <input type="checkbox"/> No	
Copies of Documents Attached <input type="checkbox"/> Yes <input type="checkbox"/> No	
Confirmation of Loss by Emergency/Protective Services <input type="checkbox"/> Yes <input type="checkbox"/> No	

**FINAL APPROVAL**

\_\_\_\_\_

**CAO Signature**

\_\_\_\_\_

**Date**