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Sent: April-10-14 9:42 AM
To: Murray, Chris
Subject: Ice Storm Assistance Program Information Package

**Ministry of
Municipal Affairs
and Housing**

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April 10, 2014

Chris Murray
City Manager
City of Hamilton
Hamilton City Hall
71 Main Street West
Hamilton, ON L8P 4Y5

Dear Mr. Murray:

On February 26, 2014, the Province of Ontario announced a one-time Ice Storm Assistance Program to help severely affected municipalities and conservation authorities cover extraordinary costs that were incurred as a result of the December 21 – 22, 2013 ice storm.

According to Environment Canada, a freezing rain warning was issued in your municipality during the December 21 – 22, 2013 ice storm.

I am writing to inform you that if your municipality incurred extraordinary incremental costs arising from ice damage you may be eligible for assistance under the Ice Storm Assistance Program. Costs that may be considered eligible under this program include those related to **emergency response**, such as opening warming centres, as well as **incremental recovery costs** required to protect public health and safety, such as debris clean-up from fallen trees and broken branches.

Please see the attached information sheet for preliminary information on the Ice Storm Assistance Program. In addition, some key dates to be aware of are:

- Detailed program guidelines and claim forms will be made available in **May 2014**. You should use these guidelines and forms to develop your expression of interest and claim submissions.
- An expression of interest in the program with evidence of ice damage and initial cost estimates must be submitted by **June 16, 2014**. If a municipality has not already passed a council resolution seeking provincial assistance for the ice storm, then a municipal council resolution should also accompany the expression of interest.
- The deadline for claim submissions will be **August 31, 2014**.

Successful claims to the Ice Storm Assistance Program will depend on detailed record-keeping of the **incremental** costs incurred as a result of ice damage, and all supporting documentation will need to meet rigorous provincial and federal program audit requirements.

If you have questions on the Ice Storm Assistance Program, please contact MMAH's local **Municipal Services Office** for more information.

Yours sincerely,

Laurie LeBlanc
Deputy Minister

Ontario Ice Storm Assistance Program

WHAT YOU NEED TO KNOW

Ontario is helping municipalities and conservation authorities affected by the December 2013 ice storm by implementing the Ice Storm Assistance Program. Program eligibility depends on detailed record-keeping of incremental ice storm costs. Applicants will be required to demonstrate that claims are ice-damage related and in excess of regular operating budgets in order to be eligible for assistance.

PROGRAM TIMELINE

Release of Program Guidelines (May 2014)

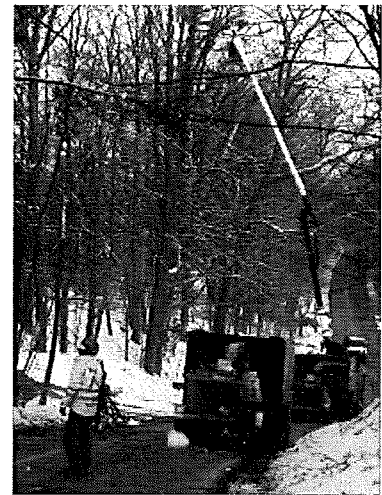
- Detailed guidelines, instructions, expression of interest forms and claim forms will be distributed to municipalities and conservation authorities within potentially affected areas.
- Support will be made available to respond to technical and general program questions.
- Please wait to receive these materials before submitting an expression of interest.

Deadline for Expression of Interest Submissions (June 16, 2014)

- All applicants must submit an expression of interest with evidence to support ice damage (e.g. media reports, photos, reports submitted to council outlining response, evidence of power outages, weather data, etc.) and estimates of ice storm costs incremental to regular budgets.
- Municipal applicants that did not previously submit a resolution seeking assistance through the Ontario Disaster Relief Assistance Program (ODRAP) must submit a resolution from council seeking provincial assistance for the ice storm.
- As part of the expression of interest, municipalities will be requested to confirm that authority is delegated to the treasurer to submit claims on behalf of the municipality.
- The Province will review all expressions of interest to determine whether the applicant was impacted by ice and is eligible to submit a claim for assistance under the program.

Deadline for Claim Submissions (August 31, 2014)

- All claims must be verified and signed by the municipal treasurer or chief financial officer of the conservation authority, and supported with complete and detailed documentation including copies of invoices, overtime sheets and other materials.
- More details about supporting documentation will be provided in program guidelines that will be released in May 2014.



DECEMBER 2013 ICE STORM FACTS

- The December 2013 storm is the most widespread and costly ice-related disaster since the storm of 1998 that hit eastern Ontario.
- At the peak of the storm, approximately 830,000 Ontarians were without power.
- Ice build-up damaged trees, caused power outages and resulted in transportation network problems.

NEXT STEPS FOR MUNICIPALITIES AND CONSERVATION AUTHORITIES

When preparing an expression of interest or a claim submission, applicants should:

- Review and adhere to program guidelines that will be released in May 2014. Applicants should not submit an expression of interest until they have reviewed all program guidelines and forms.
- Ensure that your municipality passes a council resolution seeking provincial assistance for the ice storm. If an ODRAP resolution was already passed, it will be accepted for this program. Municipalities that want to apply, but have not passed a resolution, must pass a council resolution before seeking funding under the Ice Storm Assistance Program and submit that resolution with the expression of interest.
- Ensure that your council delegates authority to your municipal treasurer to submit claims on behalf of the municipality.
- Maintain detailed documentation to prove eligible costs, including tracking ice storm costs separately from normal operating costs in your financial system. Expenses can be incurred until June 22, 2014 to be considered eligible – that is 6 months after the ice storm.
- Retain all documentation on ice storm costs including invoices and overtime sheets, and ensure that documents are marked as ice storm-related.

OVERVIEW OF ELIGIBLE AND INELIGIBLE COSTS

The list below provides examples of types of eligible and ineligible costs under the Ice Storm Assistance Program. The list is not exhaustive. All applicants should refer to the program guidelines that will be available in May 2014 for more detailed information.

Eligible Costs	Ineligible Costs
<ul style="list-style-type: none">✓ Incremental costs of immediate emergency response, such as setting up warming centres.✓ Clean-up of debris including fallen trees and broken branches on roads, sidewalks and frequently travelled routes to protect public health and safety.✓ Incremental costs incurred to provide the essential services, equipment, material and labour required to sustain the operability of public infrastructure.✓ Incremental costs of staff for overtime work and for temporary contract staff to manage ice storm response and clean-up.✓ Repairs or replacement to pre-disaster condition of municipal and conservation authority infrastructure and related equipment damaged as a result of the ice storm.✓ Incremental costs of appraising and estimating damage.	<ul style="list-style-type: none">✗ Regular public sector salaries.✗ Normal operating expenses, including maintenance budgets of those involved in the response.✗ Emergency service costs related to routine incident management functions, as opposed to incremental costs of responding to broader disaster consequences.✗ Tree replacement or tree canopy restoration.✗ Costs of restoring or replacing items that were insured or insurable. Under the program, "insurable" means that insurance coverage for a specific hazard for the municipality or conservation authority was available in the area at reasonable cost.✗ Loss of income, wages, profits and/or revenue, loss of opportunity or inconvenience.✗ Costs incurred by local electricity distribution companies.

If you have questions on the Ice Storm Assistance Program, please contact your local Municipal Services Office for more information.

Provincial Ice Storm Assistance Program – Frequently Asked Questions

1. What's the Ice Storm Assistance Program?

The Ice Storm Assistance Program is a one-time special program designed to help municipalities and conservation authorities with damage as a result of the December 2013 ice storm. The damage must be a result of ice. Eligible costs are incremental, ice-damage related costs incurred to protect public health and safety, and to provide access to municipal roads, sidewalks and frequently travelled routes.

While the Ice Storm Assistance Program was established to respond to the storm of December 2013, the Ontario Disaster Relief Assistance Program continues to exist and we will continue to give careful consideration to requests under that program in response to other natural disasters.

2. What does the program cover?

The Ice Storm Assistance Program covers incremental, ice-damage related costs for emergency response and recovery, including debris clean-up to protect public health and safety.

Examples of eligible costs include:

- ✓ Incremental costs of immediate emergency response, such as setting up warming centres.
- ✓ Clean-up of debris including fallen trees and broken branches on roads, sidewalks and frequently travelled routes to protect public health and safety.
- ✓ Incremental costs incurred to provide the essential services, equipment, material and labour required to sustain the operability of public infrastructure.
- ✓ Incremental costs of staff for overtime work and for temporary contract staff to manage ice storm response and clean-up.

Examples of ineligible costs include:

- ✗ Regular public sector salaries.
- ✗ Normal operating expenses, including maintenance budgets of those involved in the response.
- ✗ Emergency service costs related to routine incident management functions, as opposed to incremental costs of responding to broader disaster consequences.
- ✗ Tree replacement or tree canopy restoration.
- ✗ Costs of restoring or replacing items that were insured or insurable. Under the program, "insurable" means that insurance coverage for a specific hazard for the municipality or conservation authority was available in the area at reasonable cost.
- ✗ Loss of income, wages, profits and/or revenue, loss of opportunity or inconvenience. Costs incurred by local electricity distribution companies.

3. How is the Province going to determine how much financial assistance each municipality or conservation authority will be getting?

There is no fixed amount being made available to each municipality or conservation authority. Assistance amounts will be dependent on the impact of ice damage sustained and the

submission of eligible claims. The costs of damage should be clearly documented and supported with evidence. Assessment of claims under the program will be based on this documentation.

4. How do municipalities apply for ice storm assistance funding?

The process municipalities must follow in applying for ice storm assistance funding is:

1. After reviewing the program guidelines that will be released in May, municipalities that wish to apply must submit an expression of interest with evidence to support ice damage (e.g. media reports, photos, reports submitted to council outlining response, evidence of power outages, weather data, etc.) and estimates of eligible ice storm costs incremental to regular budgets.
2. Expressions of interest will not be accepted until after the release of program guidelines, information and forms in May 2014. The deadline for expressions of interest is June 16, 2014.
3. Municipal applicants that did not previously submit a resolution seeking assistance through the Ontario Disaster Relief Assistance Program (ODRAP) must submit a resolution from council seeking provincial assistance for the ice storm with the expression of interest.
4. Municipalities must ensure that all incremental costs incurred as a result of emergency response or recovery costs to protect public health and safety are documented separately in their financial system and clearly labeled as ice storm-related.
5. As part of the expression of interest, municipalities will be requested to confirm that authority is delegated to the treasurer to submit claims on behalf of the municipality.
6. The Province will review all expressions of interest to determine whether the applicant was impacted by ice and is eligible to submit a claim for assistance under the program.
7. All claims must be submitted by August 31, 2014.
8. The Province will review all claims, and make payments as appropriate after claims have been submitted, reviewed and approved.

5. How do conservation authorities apply for ice storm assistance funding?

The process conservation authorities must follow in applying for ice storm assistance funding is:

1. After reviewing the program guidelines that will be released in May, conservation authorities that wish to apply must submit an expression of interest with evidence to support ice damage (e.g. media reports, photos, reports submitted to council outlining response, evidence of power outages, weather data, etc.) and estimates of eligible ice storm costs incremental to regular budgets.
2. Expressions of interest will not be accepted until after the release of program guidelines, information and forms in May 2014. The deadline for expressions of interest is June 16, 2014.
3. All applicants must ensure that all incremental costs incurred as a result of emergency response or recovery costs to protect public health and safety, are documented separately in their financial system and clearly labeled as ice storm-related.
4. The Province will review all expressions of interest to determine whether the applicant was impacted by ice and is eligible to submit a claim for assistance under the program.
5. All claims must be submitted by August 31, 2014.

6. The Province will review all claims, and draft agreements and make payments as appropriate after claims have been submitted, reviewed and approved.

6. When will more information be available on the Ice Storm Assistance Program?

On April 9, 2014, the Province released preliminary information to municipalities and conservation authorities that may have been severely impacted by the December 2013 ice storm. The information included a letter and a factsheet that outlined the program timeline, next steps and a sample of eligible and ineligible costs.

We are currently developing program guidelines, which will be made available along with claim forms in May 2014. In the meantime, please contact your regional Municipal Services Office for more information.

7. What's the deadline for applying for assistance under this program?

The program will be administered in two stages. First, municipalities and conservation authorities that suffered extraordinary damage as a result of ice must submit an expression of interest by June 16, 2014. The expression of interest must include evidence to demonstrate the extent of ice damage (e.g. media reports, photos, reports submitted to council outlining response, evidence of power outages, weather data, etc.) and estimates of eligible ice storm costs incremental to regular budgets. Municipalities must also submit a copy of their council resolution to pursue ice storm funding with the expression of interest.

The Province will review all expressions of interest and will determine the eligibility of municipalities and conservation authorities to submit a full, detailed claim for assistance.

In the second phase, the deadline for claim submissions is August 31, 2014.

8. When are municipalities and conservation authorities going to receive this funding?

The submission deadline for ice-damage related claims is August 31, 2014. Claims will then be reviewed for eligibility. It is expected this process will take some time due to the volume of claims and associated documentation. Payments will be made as claims are reviewed and approved, and grant agreements are executed between the Province and municipalities and conservation authorities.

9. How long after the ice storm event can costs be incurred?

We are aware that many municipalities and conservation authorities are still cleaning up after the ice storm to protect health and safety. Expenses can be incurred until June 22, 2014 to be considered eligible – that is 6 months after the ice storm.

- 10. If my municipality already passed an Ontario Disaster Relief Assistance Program (ODRAP) resolution to seek assistance for the ice storm, do we need to pass another one to be eligible for the Ice Storm Assistance Program?**

No. If the municipal council already passed a resolution to seek assistance for the December 2013 ice storm under ODRAP, it is not required to pass another resolution.

- 11. My municipality did not pass a council resolution to pursue ice storm funding – can we still apply?**

Yes. Municipalities that suffered damage as a result of ice can still pass a resolution from Council to pursue assistance under this program. This resolution must be submitted with the expression of interest along with evidence to support ice damage (e.g. media reports, photos, reports submitted to council outlining response, evidence of power outages, weather data, etc.) and estimates of eligible ice storm costs incremental to regular budgets.

If council has already passed a resolution for ODRAP assistance for the December 2013 ice storm, it is not necessary to pass a second resolution.

- 12. Do all applicants have to delegate authority to the treasurer to be eligible to submit claims?**

We recommend that municipal applicants delegate authority to the municipal treasurer in order to ensure that there is no delay in claim submissions arising from the municipal elections period. As part of the expression of interest, municipalities will be requested to confirm that authority is delegated to the treasurer.

- 13. Does this program cover tree replacement or tree canopy restoration?**

No. The Ice Storm Assistance Program will not cover tree replacement or canopy restoration.

The program will reimburse costs incurred as a result of immediate emergency response, such as setting up warming centres, and for the subsequent clean-up of debris such as fallen trees and broken branches necessary to protect public health and safety or to allow access to roads, sidewalks and frequently travelled routes.

- 14. What is the Province doing to help homeowners with tree replacement and canopy restoration?**

Although tree replacement and canopy restoration costs are not covered under the Ice Storm Assistance Program, the government has committed to help revitalize the tree canopy in the storm area through a public education and outreach program through the Ministry of Natural Resources (MNR). Through this program, MNR will work with Forests Ontario to provide the public with tree maintenance tips, education on the benefits of having a healthy, diverse tree canopy, and information on the benefits of planting native trees.

15. Can municipalities or conservation authorities apply for assistance under both ODRAP and the Ice Storm Assistance Program for this ice storm?

No. Applicants seeking assistance for ice damage resulting from the December 2013 ice storm should apply to the Ice Storm Assistance Program. Funding will not be made available through the Ontario Disaster Relief Assistance Program (ODRAP) for costs resulting from the December 2013 ice storm.

If a municipality is seeking assistance following a different natural disaster, then they should seek assistance through the Ontario Disaster Relief Assistance Program.

16. Can municipalities or conservation authorities apply for federal funding too?

No. The federal government will not accept requests for assistance submitted directly by municipalities or conservation authorities. Any requests for ice storm relief assistance must be made to the provincial government.

The Province is working with the federal government for cost-sharing under the Disaster Financial Assistance Arrangements.