

From: Laurie LeBlanc [<mailto:laurie.leBlanc@ontario.ca>]
Sent: Thursday, May 29, 2014 03:56 PM Eastern Standard Time
To: Murray, Chris
Subject: Ice Storm Assistance Program Updates and Expression of Interest Information

**Ministry of
Municipal Affairs
and Housing**

**Ministère des
Affaires municipales
et du Logement**

Office of the Deputy Minister

Bureau du sous-ministre

777 Bay Street, 17th Floor
Toronto ON M5G 2E5
Tel. 416-585-7100
Fax 416-585-7211

777, rue Bay, 17e étage
Toronto ON M5G 2E5
Tél. 416-585-7100
Télééc. 416-585-7211



May 29, 2014

In this message you will find updated material on the Ice Storm Assistance Program. This e-mail follows my previous message of April 10, 2014 and provides updated information on key dates and the expression of interest submission process.

1. Expression of Interest

All claimants must submit an expression of interest by **June 16, 2014** with evidence to support ice damage and estimates of ice storm costs incremental to regular budgets. The evidence provided can include media reports, photos, reports submitted to council outlining response, etc. Please see the attached Expression of Interest form for more information.

2. Target Date for Incurring Eligible Program Costs

While **June 22, 2014** is the target date for incurring eligible costs, in some areas inaccessible site conditions caused by the severe winter and a shortage of skilled labour caused delays in addressing public safety hazards. In these circumstances, the Ministry will consider costs incurred after June 22, 2014 on a case-by-case basis. Expenses will need to be backed-up with evidence linking damage to the December 2013 ice storm and documentation to show that the recovery work could not be completed earlier.

I would like to remind claimants that the longer the time between the disaster event and the recovery work, the more difficult it will be to establish a causal link between the expenses incurred and the damage sustained. For example, should another extreme weather event occur before clean-up and hazard abatement work is completed, it would become especially difficult to link damage to the December 2013 ice storm. I encourage all claimants to complete the post-storm clean-up work as quickly as possible.

3. Program Guidelines and Claim Forms

In summer 2014, program guidelines and claim forms will be distributed to municipalities and conservation authorities that have submitted an expression of interest.

4. Deadline for Final Claims Submission

The deadline for final claims submissions has been extended to October 31, 2014. All claims will be subject to rigorous audit standards and detailed documentation will be required to support your claims.

I will continue to share program information with all potentially affected municipalities and conservation authorities. If you have other questions or comments about the program, please do not hesitate to e-mail icestorm.program@ontario.ca, or to contact your local Municipal Services Office.

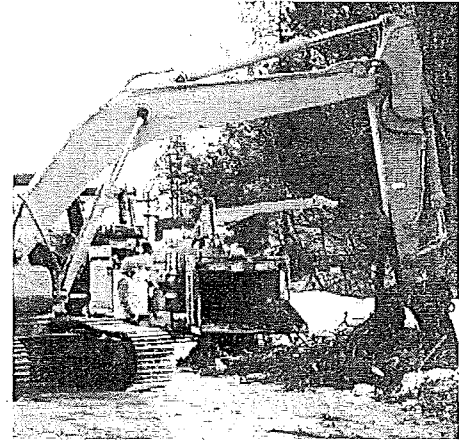
Sincerely,

Laurie LeBlanc
Deputy Minister
Ministry of Municipal Affairs and Housing

Ontario Ice Storm Assistance Program

MAY 2014 PROGRAM UPDATE

Ontario is helping municipalities and conservation authorities affected by the December 2013 ice storm by implementing the Ice Storm Assistance Program. Eligible response and recovery costs must be clearly linked to the ice storm, be incremental to standard operating budgets and incurred to protect public health and safety or to secure access to public roads, sidewalks or frequently travelled routes.



PLEASE NOTE SOME UPDATED TIMELINES

Deadline for Expression of Interest (June 16, 2014)

- All claimants must submit an expression of interest with evidence to support ice damage and estimates of eligible costs.
- If a request for assistance was made previously under the Ontario Disaster Relief Assistance Program (ODRAP), the claimant is still required to submit an expression of interest with supporting evidence and an up-to-date estimate of eligible costs.
- As part of the expression of interest, municipalities are requested to confirm that authority is delegated to the municipal treasurer, chief administrative officer or equivalent senior staff person to submit and attest to the accuracy of the costs claimed.
- Please retain documentation of the delegation on file for audit purposes.

Target Date for Incurring Eligible Program Costs (June 22, 2014)

- Response and recovery costs should be incurred by June 22, 2014, six months after the storm.
- Due to the long winter, late spring thaw and a shortage of skilled labour in some areas, the Ministry will consider costs that are incurred after June 22, 2014 on a case-by-case basis. Applicants will need to demonstrate that the recovery work could not be completed within the six-month time frame and that work is demonstrably linked to the December 2013 ice storm.
- The longer the time between the disaster event and the recovery work, the more difficult it may be to establish a causal link to the ice storm event. Establishing a link between the damage suffered and the December 2013 ice storm will also become especially difficult if another extreme weather event occurs before work is completed.

Release of Program Guidelines and Claim Forms (Summer 2014)

- Detailed program guidelines and claim forms will be distributed to municipalities and conservation authorities to prepare full claims in summer 2014.
- Technical assistance will be available to address claimant questions on claims preparation.

Deadline for Claim Submissions (October 31, 2014)

- Full claims must be supported by detailed documentation such as copies of damage reports, invoices, time sheets demonstrating paid overtime, proof of payment and proof that work was completed. Supporting documentation requirements will be explained in the program guidelines.
- All claims must be verified and signed by the individual with the appropriate delegation of authority.

NEXT STEPS FOR SUBMITTING AN EXPRESSION OF INTEREST

- Fill in the form provided and submit it by June 16, 2014.
- Ensure that the 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 and a new resolution is not required. 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 the municipal council has delegated authority to the municipal treasurer, chief administrative officer or equivalent senior staff person 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.
- Please retain all documentation on ice storm costs including invoices and detailed time sheets, and ensure that documents are marked as ice storm-related. Ensure that you keep original files to avoid future problems at the audit stage.

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. When preparing detailed claims, all applicants should refer to the program guidelines that will be available in summer 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. ✓ Making safe (including removal of trees and tree limbs) any public infrastructure and public facilities, including beaches, zoos and parks, which constitute a threat to public 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 on ice storm response and recovery. ✓ Backfilling contracts where temporary staff was required to perform the work of staff who were deployed to ice storm work. ✓ Repairs or replacement to pre-disaster condition of municipal and conservation authority infrastructure and 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, even for those staff assigned to ice storm work during regular hours, are not considered incremental to standard operating budgets. ✗ Normal operating expenses, including maintenance budgets of those involved in the response. ✗ Recovery costs for work other than to protect public health and safety or secure access to public roads, sidewalks or frequently travelled routes. ✗ 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 insured items. ✗ 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 e-mail icestorm.program@ontario.ca or contact your local Municipal Services Office.