

Financial Assistance for Victims of Fire Policy

1.006

Section: 1.0 Council
Authority: ~~Chief Administrative Officer~~ Council
Administering Department: Chief Administrative Officer

Statement

The Municipal District of Bonnyville (M.D.) will ~~give certain~~ **provide** financial assistance to **qualifying** victims of a house fire **within municipal boundaries**.

Purpose

The purpose of this policy is to ~~To~~ assist **M.D. residents** in their recovery of quality of life ~~for M.D. residents who when they~~ have suffered substantial loss due to fire at their **primary place of residence**, within the dwelling.

Definitions

For the purposes of this policy:

- (1) "Basic Necessities of Life" means food, water, shelter;
- (2) "Bursary" means the giving of money for personal use;
- (3) **"Chief Administrative Officer" (CAO) means the Chief Administrative Officer of the M.D. appointed by Council, or their authorized delegate;**
- (4) **"Council" means the duly elected Council of the M.D.;**
- (5) **"Municipal Boundaries" means the official boundaries of the M.D. and does not include Cold Lake, Bonnyville, or Glendon;**
- (6) **"Primary Residence" means a residence that is situated within the M.D. that is normally occupied by the homeowner or a renter for more than 9 months in a calendar year.**
- ~~(7) "Place of Residence" means any type of dwelling where a person(s) legally lives.~~

Policy

The M.D. will give certain financial assistance to aid **in** the recovery of quality of life for M.D. residents who have suffered substantial loss due to fire within their ~~place of~~ **primary** residence.

- (1) **Following the occurrence of a residential fire within municipal boundaries, the Bonnyville Regional Fire Authority shall notify the M.D. through a Notice of Fire Damage form (Attachment A) within 48 hours of the event.**

Date Adopted: March 9, 2011

Resolution No: 11.170

Date Reviewed₍₀₁₎: April 13, 2016

Resolution No: 16.131

Date Amended₍₀₂₎: December 2, 2020

Resolution No: 20.685

- (2) When knowledge of a house fire that has caused substantial damage to the dwelling is made known to the M.D., the ~~Chief Administrative Officer (CAO)~~ may grant an immediate, one-time bursary in the amount of \$2500.00 to victims of the fire if:
- (a) a person or family has suffered a substantial, immediate and direct loss of materials and possessions required for daily living; **and**
 - (b) there is an immediate and direct hindrance of stable access to the basic necessities of life;
 - ~~(c) the CAO concludes that the fire was not caused by unlawful or suspicious activities perpetrated or abetted by dwellers within the residence.~~
- This bursary will be granted to residents of the home as a group. It will not be given to each person residing at the home at the time of the fire.
- (3) Payments issued under the authority of this policy will be summarized and presented to Council for information purposes **throughout the year at the Council Meeting following the payout.**

Review Period

Within five (5) years from date adopted / amended / reviewed.

For administrative use only:

Previous Policy Number: (prior to July 24, 2019)	10.11.06
Related Documentation: (plans, bylaws, policies, procedures, etc.)	Attachment A: Notice of Fire Damage Form

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Municipal District of Bonnyville
Notice of Fire Damage Form

DRAFT



MUNICIPAL DISTRICT OF BONNYVILLE NO. 87

Bag 1010, Bonnyville, AB T9N 2J7
Phone: 780.826.3171 Fax: 780.826-4524

CAO and BRFA
Finance and
Administrative Services

NOTICE OF FIRE DAMAGE

Purpose

To notify the municipality of a fire within M.D. limits which has resulted in damage or total loss of property.

Section 1: To be Completed by BRFA

Date of Fire: _____

Legal Land Description and/or Rural Address: _____

Name and Mailing Address of Owner

Phone #: _____

Name and Mailing Address of Occupant (if different)

Phone #: _____

Q.1 Who was living in the house: ☐ Owner ☐ Occupant

Q.2 Fire damage was to the following: ☐ House - Minimal ☐ House - Substantial ☐ Other Buildings

Description of damage: _____

Q.3 Substantial, immediate and direct loss of materials and possessions required for daily living: ☐ yes ☐ no

Q.4 Immediate and direct hindrance of stable access to basic necessities of life: ☐ yes ☐ no

**If either box is checked off for Q.3 or Q.4 action may be required under Policy No. 1.006 Financial Assistance for Victims of Fire Policy.*

Section 2: To be Completed by the CAO

Direction by the CAO: ☐ Pay in accordance with Policy No. 1.006 ☐ Other

Other Details: _____

CAO Authorization: _____ Date: _____

Date submitted to A/P: _____ Initials: _____

Copy emailed to Administrative Services ☐ yes Date: _____

Processing Instructions:

- BRFA to complete Section 1
 - CAO to review and complete Section 2
 - If payment is required, original is to be given to Finance with an A/P Voucher and a copy emailed to Administrative Services.
 - If no payment is required, forward the original form to Administrative Services.
- For additional information please refer to the M.D. Notice of Fire Damage Procedure.

Freedom of Information and Protection of Privacy Statement:

The collection of personal information on this document is governed by the Freedom of Information and Protection of Privacy (FOIP) Act as well as other provincial enactments. The Municipal District of Bonnyville has legal authority to collect information to assist in the operations of municipal programs and services. Should you have any questions or concerns regarding the content of this document, please feel free to contact our FOIP Coordinator at the M.D. of Bonnyville, 4905 – 50 Avenue Bonnyville, AB T9N 2J7 P: 780-826-3171 F: 780-826-4524.

Created: December 3, 2020