

**Assistance To Municipalities For Disaster Recovery  
How To Complete Public Damage Report**

1. Please fill in all appropriate answers on the Public Damage Report and the Summary of Repairs to Public Facilities & Infrastructure form. Print clearly.
2. Enclose with the Report and the Summary of Repairs Form all necessary receipts/documentation and forward to your local Municipal Services Office.
3. Attach a certified copy of the Council's resolution requesting special assistance to this form.
4. If you require assistance or have questions about this form, contact your local Municipal Services Office of the Ministry of Municipal Affairs and Housing.

<b>CRITERIA FOR FUNDING MUNICIPALITIES FOR DISASTER RECOVERY</b>	
Category	Eligible Items
Note: Incremental costs are extraordinary municipal costs over and above normal municipal expenditures, which are related to the disaster. Costs for eligible items must have been incurred during, or after, the disaster.	
Evacuation and shelter	Evacuation of people Shelters - including incremental operating expenses and maintenance
Emergency relief	Food/water for volunteers and disaster relief workers Emergency relief supplies e.g. sandbags
Incremental equipment/ equipment rental	Equipment rental (e.g. pumps) Incremental operating expenses for own equipment Equipment repair – pro-rated
Clean-up costs	Clearing and removal of debris, wreckage and sand, including removal of buildings and removal of trees and limbs if public safety is endangered
Overtime/Employees hired for disaster relief effort	Incremental overtime for employees Salaries, benefits and expenses for employees hired for the disaster relief effort Salaries, benefits and expenses for backfilling seconded employees Incremental administrative costs related to disaster relief
Emergency communications	Rental of additional communication equipment
Additional security costs	Additional security measures
Repair/restoration of public facilities to pre-disaster condition	Public facility includes, but not limited to: Municipal buildings Recreational facilities Parks Fences Drainage facilities
Repair/restoration of municipal infrastructure to pre-disaster condition	Municipal infrastructure includes, but not limited to: Municipal roads Bridges Culverts
<b>Examples of ineligible costs</b>	Regular salary Municipal equipment costs (other than as described above) Lost revenues e.g. community centres or waste tipping fees

**Assistance To Municipalities For Disaster Recovery  
Public Damage Report**

Local Municipality ( <i>City, Town, Township, Village</i> )		County/Region/District (if applicable)		
Mailing address:		E-Mail Address:		
Postal Code:	Telephone number (    )	FAX number (    )		
Contact person and title:				
<b>EXPENSES INCURRED DURING AND AFTER DISASTER EVENT (duration/dates)</b>				
COSTS INCURRED FOR: (see attached)	DETAILS	AMOUNT SPENT	For Ministry Use Only	
			Operating	Capital
Evacuation and shelter				
Emergency relief				
Clean up costs				
Emergency communications				
Additional security costs				
Repair/restoration of public facilities to pre-disaster condition				
Repair/restoration of municipal infrastructure to pre-disaster condition				
<b>TOTAL</b>				
<b>THIS IS A FINAL REPORT</b>				
Date of FINAL REPORT				

*If space above is insufficient, additional information may be attached to the report.*

**I certify that**

1. All the expenditures above were expended by the municipality for disaster-related damages.
2. All claimed costs are supported by attached/enclosed receipts, invoices, overtime sheets or other documentation that verifies the expenditures.
3. Records relating to this application will be maintained for 2 years from the date of this

application.

4. All costs reported herein were not eligible to be claimed for under any insurance policy, nor are they the subject of litigation.
5. The expenses claimed herein have not been compensated through other conditional grants of the Province or the federal government. Grant applications for this purpose which remain outstanding are listed below.
6. Should work for which claims have been submitted precluded the need for work that was budgeted by the municipality for the year in which the damage occurred, claims for that damage should be the net of the estimated cost of the budgeted work that was precluded.
7. Copies of the Council resolution and bylaw authorizing this application are attached.

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(Clerk's signature)

(Date)

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(Treasurer's signature)

(Date)

**SUMMARY OF REPAIRS TO PUBLIC FACILITIES & INFRASTRUCTURE**

<b>LOCATION</b>	<b>Nature Of Damage</b>	<b>Nature of Repairs &amp; Restoration</b>	<b>Costs Incurred*1</b>	<b>Related Invoices &amp; Charges *2</b>	<b>Budgeted Work Pre-empted*3</b>	<b>Net Claim for Location</b>
<b>TOTAL FOR ALL LOCATIONS</b>						

\*1 Specify materials, equipment, labour, subcontract costs. \*2 Provide a cross-reference to invoices and charges that have been attached to support the claim.  
\*3 Budgeted work no longer required due to storm work - describe work, indicate budgeted cost.