

TOWN OF TROCHU

EMERGENCY RELIEF PROGRAM POLICY

POLICY No. – 2024-07-08-01

POLICY NAME: Emergency Relief Program Policy

1. BACKGROUND:

The Sunterra Meats Trochu Facility suffered a fire on June 17, 2024 which resulted in the closure of operations for approximately six months to a year, leaving upwards of 130 people without work. Many of these employees reside in the Town of Trochu, they are neighbours and friends.

This fire has created a localized economic disaster which requires the support of all levels of government, the employer, the local community at large and the employees themselves.

Challenges abound due to some of the employees being foreign workers here on work permits. Others are permanent residents of Canada, while others are Canadian citizens. No matter their status, they are neighbours and friends and in need of support.

The community at large has initiated fund raising events and the Town of Trochu is working with government and community agencies to assist those affected with various regulatory applications. The Town Office has received inquiries about donating funds to assist those in need.

2. PURPOSE:

The objective of this policy is to implement an Emergency Relief Program (ERP) to provide emergency administrative and financial support to individuals laid off due to a localized economic disaster in a manner that:

- a. Establishes procedures and guidelines that meet the objective of providing emergency relief to affected employees who have been laid off by Sunterra Meats since June 17, 2024;
- b. Ensures adequate financial controls are in place to properly and effectively steward donations received; and
- c. Reduces time lags and frustration in the provision of emergency administrative and financial support.



3. TERMS of this POLICY:

This policy comes into effect on the day of adoption.

A review process will be undertaken by the Chief Administrative Officer (CAO) within the first 30 days of implementation to ensure the provisions of the policy are sufficient to meet emergency needs effectively and efficiently.

A review process will be undertaken by the CAO in month five (5) of the program implementation to ensure policy provisions remain sufficient to meet emergency needs for the current situation as well as possible future events.

Additional reviews may be undertaken by the CAO to streamline processes.

The CAO will report all findings and changes to the Council as part of the CAO Report.

4. DEFINITIONS:

Affected Individual means a Sunterra Meats employee who has been laid off by Sunterra Meats since June 17, 2024, and who also is a resident of the Municipality, Kneehill County, the Town of Three Hills, and other communities within the region.

CAO means the Chief administrative Officer of the Town of Trochu

Council means the Council of the Town of Trochu.

Direct Support means funds paid directly to the affected individual.

Indirect Support – means funds paid to other entities on behalf of an affected individual such as utility payments, mortgage or rent payments.

Municipality means the Town of Trochu in the Province of Alberta

5. POLICY GUIDELINES:

- a. The CAO shall establish an ERP administration group to support the work required for emergency relief administrative and financial support measures for affected individuals who have been laid off by Sunterra Meats due to the Sunterra Meats Trochu facility fire which occurred June 17, 2024.
- b. The CAO will ensure the ERP administration group consists of individuals from:
 - i. Town of Trochu administration staff;
 - ii. Administration staff from local and or regional support organizations;



- iii. Sunterra Meats personnel, as required;
 - iv. Representatives from provincial and federal government departments, as required; and
 - v. Other individuals as deemed necessary in the CAO's discretion.
- c. Donations shall be accepted to support the immediate financial needs of affected individuals in one of two donation streams:
- i. The Greater Good – donations will be distributed equally on a monthly basis, to all affected individuals who have applied for ERP assistance; and
 - ii. Trochu Residents – donations will be managed through a standing application process for use for those priority types of financial support as provided in section 5(e) of this policy.
- d. The CAO shall manage donations received for and support payments from the ERP by establishing internal financial controls to properly and effectively steward the funds by:
- i. Establishing a separate Municipality savings account at the Trochu Branch of ATB Financial;
 - ii. Creating the required general ledger accounts for tracking of revenues, expenditures and deferred funds;
 - iii. Ensuring the approval process for funds distribution for direct and indirect support established by this policy is implemented; and
 - iv. Providing monthly financial summary reports of activities to Council.
- e. The ERP fund shall provide the following priority types of financial relief so long as the funds are available:
- i. Food security;
 - ii. Housing (i.e. mortgage or rental payments);
 - iii. Residential utility payments (i.e. electricity, natural gas, telephone, municipal utilities);
 - iv. Vehicle loan payments;
 - v. Other payments as determined by the CAO.
- f. The CAO shall ensure that any ERP administrative application procedures and processes established are designed in a manner that:
- i. Prioritizes relief payments to Town of Trochu residents;
 - ii. Reduces red tape and time lags for affected individuals to receive support from the ERP; and
 - iii. Provides appropriate levels of verification to confirm Sunterra Meats employment and residency within the Municipality, for example direct verification by Sunterra Meats of employees laid off since June 17 or copy of Record of Employment issued to the affected individual due to the fire, municipal utility bill, tax notice or lease agreement.
 - iv. Ensures the protection of personal information of those affected individuals.



6. The Council will provide the following deferral options to affected individuals:
- a. The CAO may authorize the deferral of payment of a municipal utility account in the name of an affected individual for up to six (6) months without penalty or loss of utility service;
 - b. The CAO is authorized to accept an application for property tax payment deferral from any affected individual for the tax year 2024. The CAO will submit the list of applications to a Council meeting as soon as possible after receipt for consideration under section 347(1)(c) of the *Municipal Government Act*, RSA 2000, Chapter M-26.

This policy was passed in Council, July8, 2024.



Mayor, Barry Kletke

CAO, Carl Peterson

Date of Last Review; _____, _____, _____
Initials:

(Mayor)

(CAO)

