



*Legislative & Planning Services  
Legal Services Division  
Risk and Insurance Services  
1151 Bronte Road  
Oakville, ON L6M 3L1  
Fax: 905-825-8838  
HaltonRiskMgmt@halton.ca*

To the Householder:

## Ex-Gratia Grant Application Procedure for Public Sanitary Sewer Backups

The Council of The Regional Municipality of Halton has initiated an Ex-Gratia Grant program to deal with sewer back-ups which occur in the public sanitary sewer system. The Regional Municipality of Halton does not believe that any such occurrence was due to any negligence or lack of care on the part of the Region but Regional Council has determined that financial assistance should be available to property owners who have experienced a sanitary sewer backup resulting in property damage.

The financial assistance provided by Regional Council is \$1,000.00. In order to initiate the grant, you are requested to complete the attached application form and return it to our attention (mailing options are located at the bottom of the attached form). Once we have validated your application, we will requisition the funds payable to you. Ex-gratia grant payments are normally processed and ready for pick-up or mailing within two to five business days.

NOTE: By signing the attached form and receiving an Ex-gratia Grant, you and/or your insurers are not precluded from presenting a claim to Halton Region (process as explained below) for losses which you/they believe Halton is responsible, and for which you/they may be legally entitled.

Therefore, if you have sustained damages **which exceed \$1,000.00:**

- **It is important that you immediately contact your personal insurance company to review your coverage and initiate a claim under your property insurance policy.** If you have applicable coverage and make a claim under your home insurance, your insurers will be obligated to handle your property loss in accordance with the terms and conditions of your home insurance policy.
- If you do not have applicable personal insurance coverage for losses exceeding \$1,000.00, you may file a claim against the Region by sending us a separate letter (by fax, mail, or by email as shown at the top of this letter) which details all losses sustained by you. This separate letter will then be forwarded to the Region's liability insurers who will investigate the matter to determine whether or not there is a legal obligation to honour your claim. If they determine that there is sufficient reason to honour your claim, the amount paid to you will be reduced by the amount of the Ex-Gratia grant (\$1,000.00).

Inquiries regarding the above processes may be made to the Risk Management Program Assistant at 905-825-6000 ext. 7600, or by mail, fax or by email to **HaltonRiskMgmt@halton.ca**.

REGIONAL MUNICIPALITY OF HALTON  
EX-GRATIA GRANT FOR PUBLIC SEWER BACK-UPS  
APPLICATION AND RECEIPT & ACKNOWLEDGEMENT FORM

Prior to The Regional Municipality of Halton making payments to applicants for the Ex-Gratia Clean-Up Grant, the following receipt and acknowledgement must be signed:

WHEREAS the Council of The Regional Municipality of Halton may make grants on such terms and conditions as to security and otherwise as the Council may consider expedient pursuant to Section 113 of the Municipal Act, R.S.O. 1990, chapter M. 45 as amended;

AND WHEREAS it is the intention of the Council of The Regional Municipality of Halton that a special assistance grant respecting a specific public sewer backup be given to the undersigned in consideration of the receipt and acknowledgement herein solely for the purpose of assisting the undersigned with clean-up of premises located at \_\_\_\_\_ (address of incident), due to unusual emergency flooding conditions which occurred on \_\_\_\_\_ (date of incident);

IN CONSIDERATION of the payment by The Regional Municipality of Halton of a special assistance grant in the amount of ONE THOUSAND DOLLARS (1,000.00), the undersigned does hereby SPECIFICALLY ACKNOWLEDGE that the payment of such special assistance grant to the undersigned is not deemed to be an admission of liability on the part of The Regional Municipality of Halton AND the undersigned does hereby acknowledge that such payment of a grant is not to be construed, interpreted or implied to be an admission or indication of any liability on the part of The Regional Municipality of Halton. The undersigned further agrees that in the event any proceeding is commenced against The Regional Municipality of Halton by or on behalf of the undersigned, the ex-gratia grant of \$1,000.00 will be deducted from any award of damages in, or settlement of such proceeding.

IT IS SPECIFICALLY UNDERSTOOD AND AGREED by The Regional Municipality of Halton that **the undersigned applicant will continue to retain any and all other legal rights and entitlements.**

I/We do hereby make application for a special assistance grant of \$1,000.00 in regard to a specific public sewer back-up. It is understood that the sole purpose of this grant is to assist the applicant with the clean-up of premises where a public sewer back-up has occurred.

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

APPLICANT NAME, ADDRESS & PHONE NO.:

(Please **print** clearly) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please check one:

I prefer to have my cheque mailed

I will arrange to pick up my cheque in person

**Please return this form by mail or in person to:**

The Regional Municipality of Halton  
1151 Bronte Road, Oakville ON L6M 3L1

Attention: Legal Services / Risk & Insurance Services

**Or by email at: [HaltonRiskMgmt@halton.ca](mailto:HaltonRiskMgmt@halton.ca) or by fax: 905-825-8838**

