

Personnel Costs Related to a Disaster (for local authorities)

When local authority employees are involved in responding and recovering from a disaster, you must ensure that any personnel costs are supported by **detailed timesheets and payroll records** showing disaster-related activities, costs, and expenses.

Here are some important points to keep in mind when submitting personnel costs as part of your Disaster Financial Assistance (DFA) claim.

Eligible personnel costs include:

- Incremental staff time costs for responding and recovering from a disaster (these are costs over-and-above your regular staff costs in your operating budget).
- Paid overtime wages to full-time employees (banked overtime is ineligible).
- Basic statutory benefits (vacation pay, EI, and CPP) for overtime hours worked by regular staff.
- Hiring costs for additional staff needed to provide response and recovery activities, including basic statutory benefits.
- Temporary seasonal staff or backfills hired to perform normal duties of staff that are re-assigned to disaster events.
- Costs for volunteer firefighters which are incremental to your regular budget.
- Food and drink expenses for volunteers.
- Expenses for councillors (indemnities) in accordance with local authority by-laws and agreements.
- Expenses for contracted workers, including contracted emergency coordinators or contracted claims preparation service providers. These expenses must include detailed records of the work performed and the services provided.

Ineligible personnel costs include:

- Regular salaries as part of your regular operating budget.
- Negotiated benefits for workers (health & dental benefits, pension contributions).

A dedicated liaison will be assigned to each local authority to answer claim questions and respond to local needs.