



Terms of Reference:  
Morinville Emergency Funding Program

November 2025

## Morinville Emergency Funding Program

The Emergency Funding Program provides short-term financial assistance to Town of Morinville residents experiencing an unexpected financial crisis that threatens their housing stability, access to utilities, health, or safety.

The goal is to prevent homelessness, maintain access to essential services, and support residents in achieving long-term stability.

### Guiding Principles:

1. **Dignity and Respect:** Residents are supported without judgment and in a manner that maintains their dignity.
2. **Sustainability:** Assistance is provided only when there is a clear and realistic plan for the resident's ongoing stability.
3. **Accountability:** Funding decisions are transparent, documented, and based on consistent criteria.
4. **Collaboration:** FCSS staff work with residents and community partners to create sustainable solutions. Other funding options are discussed and utilized within the context of the request.
5. **Confidentiality:** Personal information is shared only with consent and for the purpose of administering assistance.

### Morinville Resident Definition

For the purpose of emergency funding eligibility, a *Morinville resident* is defined as an individual who has lived within the municipal boundaries of the Town of Morinville for a minimum of six (6) consecutive months.

Temporary residents may also qualify in cases of significant hardship or displacement, such as individuals who are unhoused but currently residing within Morinville, those temporarily relocated to the community due to a tragedy, or individuals seeking refuge or resettlement.

### Eligibility Criteria

An applicant may be eligible if they are experiencing one or more of the following:

- At risk of eviction.
- At risk of utility disconnection (or services have already been disconnected).
- Facing another urgent need directly impacting health, safety, or ability to remain housed or meet basic needs.

To qualify, applicants must provide:

- **Proof of need:** Current bill, notice, or statement showing the amount required.
- **Purpose of funding:** Explanation of how payment will resolve or meaningfully improve the situation (e.g., prevent disconnection, avoid eviction, or cover a one-time emergency cost).
- **Sustainability:** Demonstration that the resident can maintain payments or has a plan to prevent recurrence (e.g., budget adjustments, payment plans, or ongoing supports).
- **Community Partners:** Funding will not be approved unless all other sources of funding have been explored. This includes but is not limited to:
  - Alberta Emergency Social Services
  - Child and Family Services
  - School Board Funding

- Utility Company payment plans
- AISH
- Alberta Seniors Benefits
- Midstream Support Society
- Homeland Housing
- Morinville Food Bank
- Morinville Adopt a Family

### Eligible and Ineligible Expenses:

#### Eligible:

- Rent or arrears needed to prevent eviction or secure housing.
- Utility payments to prevent disconnection or restore services.
- One-time emergency costs such as, but not limited to, prescriptions, urgent transportation, or medical documentation fees.

#### Ineligible:

- Ongoing monthly costs without a sustainability plan for future payments.
- Requests lacking documentation or proof of urgency.
- Cash or gift cards (except under pre-approved extenuating circumstances such as emergency fuel needs).
- Food assistance, unless the Food Bank is not a viable option. Food support is provided only in the form of hampers.

### Payment and Disbursement

Payments are made directly to landlords, utility companies, or service providers. Payments are not made directly to residents, except in rare, pre-approved emergency circumstances.

Payment options include credit card, cheque (may take up to 30 days), or petty cash for small, urgent needs.

Funding for the Town of Morinville Emergency Fund is provided by the Town of Morinville's operating budget and is not from the FCSS Provincial Grant funding. Funding per household should not exceed \$500 except in extenuating or unusual circumstances. Disbursement above \$500 needs to be approved by the Supervisor, FCSS or Manager, Community Services.

The Midstream Emergency Fund may be accessed for amounts over \$500 and up to \$1,000, at the discretion of Morinville FCSS and the Midstream Support Society Board.

Morinville Adopt a Family may be accessed for amounts above \$1000 and when the situation fits their funding criteria. This is at the discretion of Morinville FCSS and the Morinville Adopt a Family director.

### Application and Approval Process:

1. Application/Intake: Resident meet with the Community Support Navigator, another FCSS employee if the Community Support Navigator is unavailable or completes the form on the Town of Morinville website.
2. Review: FCSS employee assess eligibility, sustainability, and urgency.

3. Decision: Funding is approved only if the application meets the eligibility criteria and if it will meaningfully change the resident's circumstances and/or cover an emergency basic need entirely. Funding is denied if it will not alter the outcome, it is not considered a basic need, or if the need is ongoing without a sustainable plan.
4. Follow-Up: FCSS staff assist residents with budgeting, referrals, or applications for ongoing supports.

#### **Additional Notes:**

- Emergency Fund assistance is limited to one-time use per household per lifetime. Exceptions can be made with the approval of the FCSS Supervisor or the Community Services Manager if the situation warrants flexibility.
- The review process typically takes 1 to 3 business days and is not suitable for same-day crisis needs.

#### **Confidentiality and Information Sharing**

- FCSS will not confirm or deny whether a resident has accessed the Emergency Fund without their consent.
- Written consent is required before information is shared with landlords, utilities, or other agencies.
- Only essential details (amount and purpose of payment) are shared with vendors.
- All records are handled in compliance with FOIP legislation.

#### **Governance and Oversight**

The Emergency Fund is administered by Morinville FCSS, with direct oversight by the Supervisor, FCSS. For requests over \$500, applications may be referred to the Midstream Support Society or Morinville Adopt a Family, with funding provided at their discretion. The Community Supports Navigator (or designate) is responsible for assessing applications, approving payments, and maintaining documentation.

#### **Review and Reporting**

This Terms of Reference will be reviewed annually to ensure alignment with funding capacity and community need.

Concerns, questions, or appeals of decisions can be submitted to the Supervisor, FCSS.

Terms of Reference approved by:

A handwritten signature in black ink, appearing to read 'Laura McCarron'.

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Laura McCarron  
Interim Manager, Community Services

Date: November 4, 2025