



ST. ALBERT UTILITY RELIEF PROGRAM 2023

The City of St. Albert in collaboration with the St. Albert Community Village is offering a Utility Relief Subsidy to households. This subsidy is a one-time annual amount of \$75 or \$200 dependent of your housing type. **For applicants with a City of St. Albert utility account** this subsidy will be applied directly against your utility account. **For applicants with no utility account** this subsidy will be deposited to your bank account or a cheque issued. This will **NOT** affect those on income supports. **Eligibility requirements are listed below.**

All applications must be received by the St. Albert Community Village no later than December 1, 2023.

Eligibility:

- Your **total household Annual income** must be at or under the CNIT (Core Needs Income Threshold):

FAMILY STATUS	CNIT THRESHOLD-2022
Individual with no dependents	\$36,000
Couple with no dependents	\$42,000
Couple/Individual with 1 dependent	\$52,500
Couple/Individual with 2 dependents	\$62,500
Couple/Individual with 3 dependents	\$66,000

- You have **lived in St. Albert a minimum of 6 months** with a fixed address and you must be the home owner or lease holder
- You meet the **Residency requirements** as outlined below:
All members of the household must be a Canadian Citizen or Permanent Resident. Households with family members in Canada under a private sponsorship agreement are not eligible while the sponsorship agreement is in effect.

How to Apply:

STEP 1: Confirm your eligibility

STEP 2: Complete an application form

STEP 3: Attach supporting documents and submit application

STEP 4: You will be notified by telephone or email once your application has been reviewed

Application forms can be found on our web site at www.stalbertfoodbankandcommunityvillage.com

Email, fax or drop off the completed application form along with the supporting documents to:

St. Albert Community Village & Food Bank
 30 – 50 Bellerose Drive, St. Albert AB T8N 3L5
 ATTENTION: Utility Relief Program Coordinator
accounting@stalbertfoodbank.ca
 Fax: 780-459-0589; Phone: 780-459-0599 ext. 5



Before submitting your application, please review to ensure all required paperwork is included. Processing time may be delayed if incomplete. Applications with missing information will be held for 30 days to allow time to gather missing material and after 30 days will be closed and a new application with all new supporting documents will be required.

Documents from all of the 4 categories below **MUST** be included with your application:

1. **Proof of status in Canada** – one or several of the following may apply:

- Copy of Canadian birth certificate
- Passport
- Citizenship papers or Immigration documents, Record of Landing (IMM1000) and Permanent Resident Card (both sides)

Identification is required for each member listed on the application

2. **Proof of Address** – Home owner (Drivers License), Lease or Tenancy Agreement

3. **City of St. Albert WATER Utility bill** – If applicable

4. **Proof of Income** for all household members:

Proof of income can be your most recent **CRA Notice of Assessment (NOA)** or all bank statements to all accounts or Pay Stubs

Please note that **Students over 18 years and in school must have letter from the school.**

All official documents must be current within 3 months and please do not submit originals.

Grievance Procedure

St. Albert Utility Relief Program acknowledges and supports a client's right to grieve the services provided and pursue effective resolution. Your grievance will be addressed professionally in a formal manner.

Important Notice

St. Albert Utility Relief Program will comply with the provisions of the Freedom of Information and Protection of Privacy Act. It is the St. Albert Utility Relief Program's intent to protect the privacy of its clients at all times in the collection, storage and destruction of information. Data collected will be used anonymously for future statistical analysis and reporting.



This application is designed to collect specific information from Applicants applying for the St. Albert Utility Relief Program in accordance with Section 33(c) of the Freedom of Information and Protection of Privacy Act.

2023 ST. ALBERT UTILITY RELIEF PROGRAM APPLICATION

APPLICANT INFORMATION

Title: Mr. Mrs. Ms. Miss (please circle one)

Last Name:

First Name:

Phone 1:

Phone 2:

Email:

Address:

St. Albert, Alberta

Postal code: T8N

Date of birth: MM/DD/YYYY

Are you a Canadian Citizen?

___ YES ___ NO

If no, Permanent

Resident? ___ YES ___ NO

Are you a full-time student?

___ YES ___ NO

OTHER PEOPLE RESIDING IN HOME

Last Name:

First Name:

Date of birth: MM/DD/YYYY

Relationship to you:

___ Spouse ___ Son ___ Daughter ___ Other

Canadian Citizen: ___ YES ___ NO

Permanent Resident: ___ YES ___ NO

If over 18 and not a full-time student, do they have a source of income: ___ Yes ___ No (if yes, include required paperwork)

ADDITIONAL PEOPLE (attach extra sheet if required)

Last Name:

First Name:

Date of birth: MM/DD/YYYY

Relationship to you:

___ Spouse ___ Son ___ Daughter ___ Other

Canadian Citizen: ___ YES ___ NO

Permanent Resident: ___ YES ___ NO

If over 18 and not a full-time student, do they have a source of income: ___ Yes ___ No (if yes, include required paperwork)

ADDITIONAL PEOPLE

Last Name:

First Name:

Date of birth: MM/DD/YYYY

Relationship to you:

___ Spouse ___ Son ___ Daughter ___ Other

Canadian Citizen: ___ YES ___ NO

Permanent Resident: ___ YES ___ NO

If over 18 and not a full-time student, do they have a source of income: ___ Yes ___ No (if yes, include required paperwork)

HOUSING INFORMATION

Housing Type: (Please check one)

___ Single Family House/Duplex ___ Apt ___ Townhouse ___ Basement Suite



Ownership Status: Own Rent

I have been a resident of St. Albert since: (Month, Year) _____

VERIFICATION REQUIRED

Home Owner:
Include copy of **City of St. Albert Water Utility bill** (within last 3 months)

Proof of Rent:
Include current copy of **Lease or Tenancy agreement**

***Basement suites must be registered with the City of St. Albert.** If you are in a basement suite, we may ask for a copy of the occupancy permit.

INCOME INFORMATION

INCOME FROM ALL SOURCES FOR EACH WORKING HOUSEHOLD MEMBERS MUST BE DECLARED. PLEASE FILL IN THIS SECTION WITH DOLLAR AMOUNTS.

Please list all annual amounts of income for each household member by source:

Household Income	Employment Amount	CPP Amount	OAS Amount	AB Seniors Amount	AB Works Amount	Other Amount	Total ANNUAL INCOME Amount
Applicant							
Person 1							
Person 2							
Person 3							
Person 4							

OTHER INFORMATION

Have you or anyone on the application ever received a St. Albert Utility Relief Subsidy before?
 Yes No

If your application is approved, **and you DO NOT** have a City of St Albert Utility Account, how would you like to receive your subsidy? EFT (Electronic Funds Transfer) Mailed Cheque

If requesting EFT, please complete the Direct Deposit Enrollment Form with your banking information.

If requesting a cheque, there is a 6-week processing time.

DECLARATION

The information you give will be kept confidential. The collection of information is authorized under section 33(c) of the Freedom of Information and Protection of Privacy Act and the privacy protection provisions in that act will protect it. Data collected will be used anonymously for future statistical analysis and reporting.

I declare this is my application. I declare that all the information in it is true and complete to the best of my knowledge. I understand the application period ends December 1, 2023.

Print Name	Signature of Applicant	Date