



Requesting an Appeal under the GNWT Disaster Assistance Policy

The Disaster Assistance Policy (DAP) provides for disaster assistance to residents, small businesses, non-profit organizations and community governments in the Northwest Territories in the aftermath of certain natural disaster events.

The Department of Municipal and Community Affairs (MACA) administers the DAP on behalf of the Government of the Northwest Territories (GNWT).

1) What is an appeal?

An appeal is a formal request for further review of a decision made on your DAP client file when you feel that a decision was made in error or was made without considering all the information you provided.

2) Who can make an appeal?

An appeal must be made by the person who made an application to the DAP, or by an authorized representative.

3) What can be appealed?

The following decisions can be appealed:

- a) An accommodations application or request for displacement allowance that was denied.
- b) Some or all the items being claimed as part of the contents claim are denied. You cannot appeal the predetermined monetary value set for specific items on the Standardized Items List.
- c) A Ministerial Exception request for greater than the standard 50% advance disaster assistance amount that was denied. You cannot appeal a standard 50% advance disaster assistance application where you are not requesting an Exception.

- d) An application for mitigation that was denied.
- e) Any decision made on your client file, where you feel that a decision was made in error, or without consideration of all relevant information.

You cannot make an appeal if you disagree with the DAP itself, or the Guidelines in the *NWT Disaster Financial Assistance Handbooks*.

Appeals of final claims under the DAP will not be accepted. You will have an opportunity to submit your final claim and be asked to confirm that you acknowledge that it is final and correct.

4) How will I know if I can appeal a decision made on my DAP file?

MACA will notify you in writing when a decision made on your DAP file is eligible for an appeal. You have 30 calendar days from this date to submit an appeal.

If you are not informed of your right to an appeal for an eligible decision, you have 90 days from the date the decision was communicated to you to submit an appeal.

5) How do I make an appeal?

An appeal must be made in writing, addressed to the Deputy Minister of MACA and submitted:

By mail:

Deputy Minister
Municipal and Community Affairs
600, 5201 - 50th Ave
Yellowknife NT X1A 3S9

Or by email: nwt_emo@gov.nt.ca

If you have difficulty reading or writing and need assistance with preparing and submitting an appeal, an authorized representative can make the appeal on your behalf. You must advise MACA if you need this assistance.

6) How will my appeal be reviewed?

After receiving your appeal and all necessary information, the Deputy Minister of MACA will review the decision being appealed. The outcome of the appeal will be communicated to you within 30 calendar days after receiving the request for an appeal. If the Deputy Minister of MACA requires additional time to review the decision, you will be informed in writing.

Once a request for an appeal has been accepted, the decision you are appealing will be reviewed in its entirety.

7) Can I dispute an appeal decision?

No. Once the Deputy Minister has made a decision on your appeal, you cannot make a further appeal.