

TA'AN KWÄCH'ÄN COUNCIL
EMERGENCY FUND POLICY

December 2009



TA'AN KWÄCH'ÄN COUNCIL EMERGENCY FUND POLICY

Effective Date: 9 December 2009
Last Amended:

PURPOSE To provide financial assistance to Ta'an Kwäch'än citizens in cases of emergencies.

POLICY **1.1 DEFINITIONS**

In this policy

“citizen” means a person enrolled as a citizen of the Ta'an Kwäch'än Council pursuant to the *Constitution of the Ta'an Kwäch'än Council, Schedule I, Ta'an Kwäch'än Council Citizenship Code*;

“emergency” means unforeseen circumstances that cause unusual hardships and requires immediate action; and

“Emergency Fund” means the Emergency Fund established each fiscal year and subject to the overall TKC annual operating budget.

1.2 ELIGIBILITY AND ASSISTANCE

The Emergency Fund is a last resort fund and TKC shall not approve applications if other sources of financial assistance are available. For greater certainty, an applicant under this policy shall declare all other funding received to assist with the emergency if this information is available at the time of the application or which may be provided at a later time.

Any citizen may be eligible to apply to the Emergency Fund within the provisions set out in this policy and upon completion of the Emergency Fund Application Form (Appendix A).

A citizen may only access the Emergency Fund once a year, that is, not sooner than the anniversary date of a previous application made by that citizen. The amount of assistance granted shall be determined by the Executive Director who shall make his or her decision based on the facts provided in the application form.

For greater certainty, assistance may be up to but not exceed \$1,000 per application per year.



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PROCEDURE Applicants shall complete the application form to request financial assistance under this policy or, alternatively, may telephone the Executive Director and complete the application form over the telephone or by e-mail.

All supporting documentation shall be supplied by the applicant before a decision can be made.

The Executive Director shall review the request immediately upon receipt of the completed application form and, based on the information provided on the application form, determine the amount of assistance offered and notify the applicant of the decision immediately.

The Executive Director's, or his or her designate's, decision to approve or decline an application shall be final.

Form — *Emergency Fund Application*

Approved on this 9th day of December 2009

Chief Brenda Sam