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Tsuut'ina Nation Contingency Policies and Procedures

Coming Into Force: June 29, 2018



POLICIES AND PROCEDURES

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1 Definitions

- 1.1. **"Approve"** means to consent, agree to, or endorse.
- 1.2. **"Budget"** means the forecast of planned revenues and expenditures for the Nation, a Program or a Company, for a specific period of time.
- 1.3. **"Chief Executive Officer" or "CEO"** means the individual assigned by Chief and Council that is responsible for the day to day oversight of the Nation's operations.
- 1.4. **"Contingency Manager"** means the individual employed by the Tsuut'ina Nation and is responsible for the day to day oversight of the Contingency department.
- 1.5. **"Emergency Accommodation"** short-term accommodation for people who are homeless or in crisis.
- 1.6. **"Fiscal Year"** means the one-year period commencing on April 1 and ending on March 31st of each year.
- 1.7. **"Immediate Relative"** means:
 - (a) A spouse or common-law partner;
 - (b) A parent;
 - (c) A step-parent;
 - (d) A child;
 - (e) A step-child;
 - (f) A sibling;
 - (g) A step-sibling or half-sibling;
 - (h) A mother-in-law, father-in-law, brother-in-law or sister-in-law;
 - (i) A grandparent; or
 - (j) Sensitive relationships that are not set out above are subject to review by an Executive Director and the Human Resources Manager on a case-by-case basis.
- 1.8. **"Low-Income"** means a Tsuut'ina Nation Citizen household that makes less than an annual combined household income of forty-six thousand (\$46,000.00) dollars or less.
- 1.9. **"May"** means to take actions at one's discretion and not a requirement.
- 1.10. **"Medical Citizen" or "Medical"** means:
 - (a) A Tsuut'ina Nation Citizen under a licensed physician's care for a particular disease or condition;
 - (b) A Tsuut'ina Nation Citizen who is waiting for or undergoing medical treatment and care; or

- (c) A Tsuut'ina Nation Citizen who is receiving needed professional services that are directed by a licensed practitioner of the healing arts toward maintenance, improvement or protection of health or lessening of illness, disability or pain.
- 1.11. **"Medical Travel"** means travel for the purpose of receiving medical care from a licensed physician.
- 1.12. **"Persons with Disabilities"** means any person who has a physical or mental impairment that substantially limits one or more major life activities; has a record of such impairment; or is regarded as having such an impairment.
- 1.13. **"Portfolio Liaison Officer" or "PLO"** means the Portfolio Liaison Officer of a Portfolio. PLO's are accountable for the day to day oversight of their respective Portfolio. PLO's are responsible to ensure that their portfolio managers adhere to their respective mandate and service delivery.
- 1.14. **"Program"** means a Tsuut'ina Nation organization or department that is not established with the intention of generating a profit but provides services to the Tsuut'ina Nation Citizens.
- 1.15. **"Traditional Healing"** acknowledges the holistic view of health in First Nations' culture.
- 1.16. **"Tsuut'ina Nation" or "Nation"** means all Tsuut'ina Nation Departments, Programs and Companies.
- 1.17. **"Tsuut'ina Nation Chief and Council" or "Chief and Council"** means the elected Chief of the Tsuut'ina Nation and the duly elected members of Council.
- 1.18. **"Tsuut'ina Nation Citizen" or "Citizen"** means a member of Tsuut'ina Nation as defined and determined by the Tsuut'ina Nation Citizenship Code.
- 1.19. **"Tsuut'ina Nation Elder" or "Elder"** means a Tsuut'ina Nation Citizen who is the age of sixty (60) years or older and on the Tsuut'ina Nation Elder List.
- 1.20. **"Tsuut'ina Nation Citizen Minor" or "Minor"** means a Tsuut'ina Nation Citizen who is under the age of eighteen (18).
- 1.21. **"Utility Bills"** means Electricity and Gas bills.
- 1.22. **"Will, Shall, Required"** means to be obligated or bound by an imperative requirement with no discretion to avoid.

2 Purpose, Scope, and Application

- 2.1. The Contingency program provides available financial assistance to assist Tsuut'ina Nation Citizens with unforeseen financial expenses.
- 2.2. This Contingency Policies and Procedures ("CPP") outlines the administration of the Contingency program financial assistance.
- 2.3. All emergency or extraordinary requests for financial assistance must be approved through this CPP.
- 2.4. All requests are contingent upon available funding at the time of request regardless of eligibility.
- 2.5. All approved financial assistance shall be paid in Canadian funds only.
- 2.6. Applicants must provide requests through a written submission to the Contingency Manager.
- 2.7. Applications shall be processed by order of application and urgency in consultation between the Contingency Manager and the Social Wellbeing Portfolio Liaison Officer ("PLO".)
- 2.8. The Contingency Manager reviews policy and available funding. Approval is granted by Contingency Manager. Any requests outside of policy are reviewed with the Contingency Manager and Social Wellbeing PLO or as otherwise outlined in this policy.

3 Utility Bill Payments

- 3.1. Utility Bill payments are for gas and electricity only.
- 3.2. Utility Bill payments are for Low-Income Tsuut'ina Nation Citizens once per Fiscal Year at a maximum amount of five hundred (\$500.00) dollars, pending funding availability.
- 3.3. A Tsuut'ina Nation Citizen who is not receiving social assistance is eligible for a Utility Bill payment once per Fiscal Year, pending funding availability.

Elders

- 3.4. Tsuut'ina Nation Elders Utility Bill payments are not eligible under the Contingency program.

Persons with Disabilities

- 3.5. If a Tsuut'ina Nation Citizen is receiving Assisted Income for the Severely Handicapped ("AISH") and is employed, they are not eligible for Utility Bill payments.
- 3.6. Tsuut'ina Nation Citizens that receive AISH benefits or those who have completed an assessment with the Health Care program and are categorized under level 4 or 5, may be eligible, pending funding availability, to receive Utility Bill payment through the following criteria and process:
 - (a) Persons with Disabilities must make an application with the Tsuut'ina Nation Income Support program, prior to utilizing the Contingency Program;
 - (b) Persons with Disabilities must provide proof of receiving AISH and/or an Assessment completed by the Tsuut'ina Nation Health Care program as a level 4 or 5;
 - (c) In the event of budget restrictions, preference will be given to those who have no income; and
 - (d) Phone, cable, Internet and satellite bills are not eligible Utility Bills.

4 Shelter Assistance

- 4.1. Rent will be considered for a Low-Income Tsuut'ina Nation Citizen once per Fiscal Year.
- 4.2. Tsuut'ina Nation Citizens must provide a waiting list number from the Off-Reserve Residency Program, to be eligible for shelter assistance.
- 4.3. A Tsuut'ina Nation Citizen is eligible for shelter assistance at a maximum amount of one thousand (\$1,000.00) dollars per fiscal year with discretionary approval by the Contingency Manager and Social Wellbeing PLO, pending funding availability.

Elders and Medical Citizens

- 4.4. Elders/Medical Citizen:
 - (a) Tsuut'ina Nation Elders, Medical Citizens, and Persons with Disabilities must apply with the Tsuut'ina Nation Off-Reserve Residency program, prior to utilizing the Contingency Program; and
 - (b) Special consideration for Tsuut'ina Nation Elders, Medical Citizens or Persons with Disabilities will require discretionary approval by the Contingency Manager and Social Wellbeing PLO and is subject to funding availability.
- 4.5. Emergency Medical Alert System and associated telephone must be linked to the emergency medical alert systems in order to be an eligible Utility Bill for Elders, Medical Citizens, and Persons with Disabilities.

Emergency Accommodations

- 4.6. Emergency Accommodations will be reviewed on a case by case basis in consultation between the Contingency Manager, Social Wellbeing PLO, pending funding availability.
- 4.7. A maximum of 4 nights per Fiscal Year will be considered.

5 Nation Citizen Travel

Education Travel

- 5.1. All Education Travel requests will be referred to the Education Department and subject to the policies and procedures of the Tsuut'ina Education Department.

Medical Travel

- 5.2. Tsuut'ina Nation Citizens are eligible for mileage and accommodation for medical travel, pending funding availability, if:
- (a) Within Alberta but more than 100km away from Calgary:
 - (i) A maximum of two hundred (\$200.00) dollars for mileage, and
 - (ii) One-night accommodation at one hundred fifty (\$150.00) dollars.
 - (b) Outside of Alberta/Out of Country:
 - (i) A maximum of three hundred (\$300.00) dollars for mileage, and
 - (ii) Two-nights' accommodation at one hundred fifty (\$150.00) dollars per night.
 - (c) Within 100km or less of Calgary, a gas voucher of up to seventy-five (\$75) dollars will be provided at the discretion of the Contingency Manager.

Traditional Healing Travel

- 5.3. Traditional and Alternative Healing Travel is provided to Tsuut'ina Nation Citizens attending a Traditional or Alternative Healing ceremony, pending funding availability, once per Fiscal Year, if:
- (a) Within Alberta but more than 100km away from Calgary:
 - (i) A maximum of two hundred (\$200.00) dollars for mileage, per one vehicle.
 - (b) Outside of Alberta/out of Country:
 - (i) A maximum of four hundred (\$400.00) dollars for mileage, per one vehicle.
 - (c) Within 100km or less of Calgary, a gas voucher of up to seventy-five (\$75) dollars will be provided at the discretion of the Contingency Manager.

Bereavement Travel

- 5.4. Tsuut'ina Nation Citizens are eligible for mileage and accommodation for bereavement travel for an Immediate Relative, pending funding availability, if:
- (a) Within Alberta but more than 100km away from Calgary:
 - (i) A maximum of two hundred (\$200.00) dollars for mileage; and
 - (ii) One-night accommodation at one hundred fifty (\$150.00) dollars.
 - (b) If outside of Alberta/Out of Country:

- (i) A maximum of three hundred (\$300.00) dollars for mileage; and
- (ii) Two-nights' accommodation at one hundred fifty (\$150.00) dollars per night.
- (c) Within 100km or less of Calgary, a gas voucher of up to seventy-five (\$75) dollars will be provided at the discretion of the Contingency Manager.

6 Food Assistance

- 6.1. Tsuut'ina Nation Citizens with special medical diet requirements, as determined by the Tsuut'ina Nation Dietician, will be streamlined and referred to the appropriate program.
- 6.2. A gift card will be issued to a Tsuut'ina Nation Citizen if it is deemed an emergency, in consultation between the Contingency Manager and Social Wellbeing PLO.

Elders/Persons with Disabilities

- 6.3. Food assistance will be considered for Low-Income Tsuut'ina Nation Elders/Persons with Disabilities twice per Fiscal Year, up to a maximum of one hundred fifty (\$150.00) dollars per household.

7 Holiday Food Distribution (Rations)

Eligibility

7.1. Eligibility for holiday food distribution is as follows:

- (a) Tsuut'ina Nation Elder;
- (b) Tsuut'ina Nation Citizens names that appear on the Housing or Off-Reserve lists;
- (c) Tsuut'ina Nation Citizens who are self sufficient and are not on the Housing or Off-Reserve list will have to provide yearly documentation that they are the primary caregiver of the home (lease, Utility Bill with name and address) provide; and
- (d) Family units with Tsuut'ina Nation Citizen Minors that do not fall under the above listed.

7.2. Pending funding availability, the following are distributed per household:

Easter	Thanksgiving	Christmas
<ul style="list-style-type: none">• Gift card and/or ration box• Ham	<ul style="list-style-type: none">• Gift card	<ul style="list-style-type: none">• Gift card and/or ration box• Turkey• Ham

8 Hospital Assistance

- 8.1. Hospital assistance will be provided to Adult Tsuut'ina Nation Citizens if an Immediate Relative is admitted to the hospital, pending funding availability, in accordance with the following:

	ICU	Day Surgery	Short Term (less than 5 days)	Extended term care	Medical Appointment/ Specialist
Who is covered/ eligible	Immediate Relatives who are Tsuut'ina Nation Citizen adults	One (1) Tsuut'ina Nation Citizen caregiver	Two (2) Immediate Relatives who are Tsuut'ina Nation Citizens	Two (2) Immediate Relatives who are Tsuut'ina Nation Citizens	Unemployed Tsuut'ina Nation Citizen/Elder/Persons with Disabilities
What they are eligible for	\$100/weekly	\$50/daily (gas/meals/parking)	\$75/weekly (gas/meals/parking)	\$75/weekly (gas/meals/parking)	\$25 gas voucher

9 Treatment Program

- 9.1. When a Tsuut'ina Nation Citizen is requesting drug and/or alcohol or gambling treatment, it is recommended they utilize the Healthy Living Program resources.
- 9.2. In the event of an immediate need to attend drug and/or alcohol or gambling treatment program, eligibility will be determined on a case by case basis in consultation between the Healthy Living program, Contingency Manager, and Social Wellbeing PLO, pending funding availability.

10 Core Benefits

- 10.1. Tsuut'ina Nation Citizens that are Elders/Medical/Persons with Disabilities living off the reserve and not receiving provincial income support or AISH benefits May receive core benefits as determined by Federal Income Support rates.
- 10.2. Tsuut'ina Nation Citizens that are categorized as Medical or Persons with Disabilities must complete an assessment under the Tsuut'ina Health Care program to qualify for core benefits paid under the Contingency Program.
- 10.3. Payment is to be issued at the first of each month, pending funding availability.
- 10.4. Assistance will be reviewed on a case by case situation in consultation between the Contingency Manager and Social Wellbeing PLO.

11 Fundraising Initiatives

- 11.1. A sports team or individual May be eligible for financial assistance up to an amount matching the amount of fundraising efforts. This does not include donations collected from the Tsuut'ina Nation or other Tsuut'ina Nation business entities. The team or individual must provide proof of earned fundraising efforts and valid bank account with receipt of fundraised amount.
- 11.2. All events must have a budget, date and verified agenda attached to the request. Special events May be eligible for financial assistance, pending funding availability, per the following:

Recreation/Sports events (Team - %75 Tsuut'ina Nation Citizens)	Memorial Events	Individual Extra-Curricular
Maximum \$2,500	Maximum \$5,000	Maximum \$1,500
	<ul style="list-style-type: none"> • Pool tournament • Round dance • Hockey tournaments • Hand games • Powwow • Golf tournaments • Other tournaments 	<ul style="list-style-type: none"> • Modeling • Acting • Singing • Arts • Sports Events

- 11.3. Registration fees are not eligible.
- 11.4. Travel Assistance/Sponsorship is limited to once a year:
- (a) Upon Eligibility, the following process is followed:
- Tsuut'ina Nation Citizens that are receiving travel assistance from the Contingency Program must sign a Travel Assistance/Sponsorship form;
 - Tsuut'ina Nation Citizens receiving travel assistance must, within 14 days after the event, provide proof to the Contingency program that they attended (i.e. airfare or hotel receipts etc.); and
 - Failure to comply with the Travel Assistance/Sponsorship form and requirements will result in the Tsuut'ina Nation Citizen being refused future assistance or Special Events travel.
- 11.5. If the event is cancelled, the repayment of assistance from Contingency Program is mandatory.

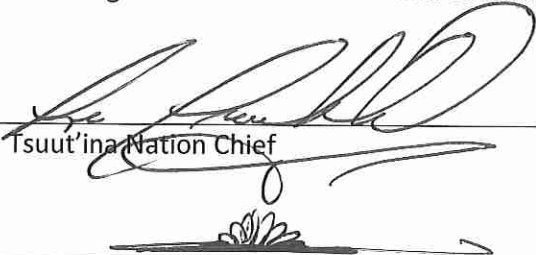
12 Amendments

12.1. Amendments to this document will be through the Tsuut'ina Legislative Process.

13 Chief and Council Signatory Page

THIS POLICIES AND PROCEDURES IS HEREBY made at this duly convened meeting of the Chief and Council of the Tsuut'ina Nation this 29th day of June 2018 by Nation Council Resolution.

Voting in favour of the Contingency Policies and Procedures, as evidenced by signatures, are the following members of the Chief and Council:



Tsuut'ina Nation Chief

Member of Tsuut'ina Nation Council

Member of Tsuut'ina Nation Council

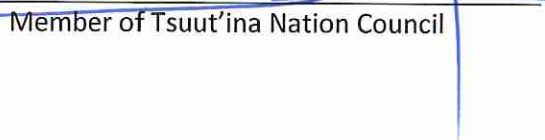
Member of Tsuut'ina Nation Council



Member of Tsuut'ina Nation Council




Member of Tsuut'ina Nation Council

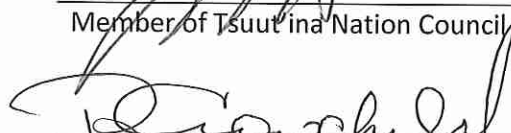


Member of Tsuut'ina Nation Council

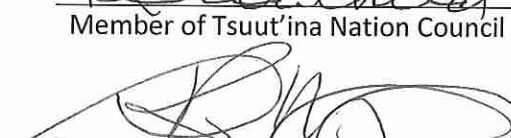
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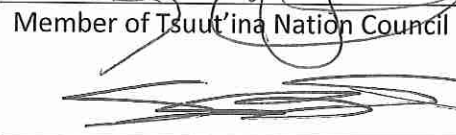
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