



COWESSESS FIRST NATION #73

Urban Department Policy

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1.0 Title

This document shall be entitled the *Cowessess First Nation Urban Department Policies*.

2.0 Definitions

In this document, the following terms shall have the following meanings hereinafter ascribed to them namely:

“Applicant” means the person or party that is making the application to any of these specific programs;

“Application” means the formal notice of request for services submitted to the Urban Department;

“Band” means Cowessess First Nation #73;

“Band Member” means any person whose name appears on the Band List as maintained by the Registrar of the Department of Indian Affairs and Northern Development pursuant to the provisions of the *Indian Act*, R.S.C. 1985 c. 1 - 5;

“Non-Resident Band Member” means any person whose name appears on the Band List as maintained by the Registrar of the Department of Indian Affairs and Northern Development pursuant to the provisions of the *Indian Act*, R.S.C. 1985 c. 1 - 5; who does not live on the reserve.

“Financial Institution” means one of the chartered Banks or Credit Union in Canada that are eligible to do business in the Country;

“Chain of Command” means the administrative leadership of the Cowessess First Nation;

“Chief” means any candidate elected to the position of Chief of the Cowessess First Nation pursuant to the provisions of the Cowessess First Nation Custom Election Act;

“Council” means the Council of the Cowessess First Nation and shall consist of these persons elected to the position of Chief, Resident Councillor and Non-Resident Councillor pursuant to the provisions of the Cowessess First Nation Custom Election Act;

“Councillor” means any person elected to the position of Councillor of the Cowessess First Nation pursuant to the provisions of the Cowessess First Nation Custom Election Act;

“DIAND” means the Department of Indian Affairs and Northern Development or its successors;

“Immediate Family” means in respect of an individual, their: spouse, parent’s parents, parents, siblings, children’s children, or person in the same relationship to their spouse;

“Reserve” means the lands comprised within the Cowessess Indian Reserve; and

“Senior” means a Band Member who has attained the age of Fifty-Five (55) years.

3.0 Application Process:

Programs within the Policy are intended for the exclusive use and benefit of Cowessess First Nation non-resident members.

- 3.1 All applicants must be able to provide proof of Band Membership.
- 3.2 The Urban Department shall be responsible for the delivery of all programs in this Policy.
- 3.3 Access to programs from the Urban Department shall be limited to those members who are not residing on the Reserve.
- 3.4 Applicants must complete the application form to access all Urban Department Programs. Application forms are available from the Urban Department. All applicants are encouraged to submit a signed application form.
- 3.5 In situations where an applicant is not able to complete a form, the form may be completed through telephone communications with the Urban Department. Telephone applications are subject to verification and will be processed after any required documentation is received.
- 3.6 Once a completed application is received, the Urban Department shall be responsible for reviewing and processing the application within a reasonable time frame.
- 3.7 For distributions made by cheque, the Urban Department shall use the internal Finance procedures to requisition said cheque.
- 3.8 Any non-resident Band Member that is being dishonest in the information that they provide to access any of the Programs or Services will not be eligible to apply for one (1) year from time of application. This will include all the Programs and Services not just the one they are accessing.

4.0 Membership Assistance

The purpose of this program is to provide non-resident members with assistance to attend unforeseen events such as: to attend medical appointments; supporting ill family members; or family funerals where assistance is not otherwise available.

4.1 Eligibility

To be eligible for this program, the applicant:

- a. must be a Registered Band Member; and
- b. may apply as an individual or on behalf of a family unit;

Applicants applying as a family unit must have at least one (1) other immediate Family member that is also a Registered Band Member.

4.2 Assistance Provided:

Where a Band Member requires assistance with travel, the Urban Department shall contribute an amount based upon Reserve Social Assistance rates. Assistance provided for travel shall be limited to mileage, with no provision for hotel or meals.

Where a Band Member requires assistance with emergency needs, the Urban Department shall contribute an amount not to exceed One-Hundred Dollars (\$100.00) for an individual or Two-Hundred and Fifty Dollars (\$250.00) for a family unit.

4.3 Assistance Available

The Urban Department shall issue a purchase order (PO) for assistance under this program. If the purchase order is for a fuel purchase, the amount on the purchase order shall be limited to the travel rates utilized for this program.

This program is subject to a fiscal year limit of One-Hundred Dollars (\$100.00) for an individual or Two-Hundred and Fifty Dollars (\$250.00) as a family.

Where there has been a death in the Immediate Family, Members shall be eligible to apply for assistance for each funeral.

4.4 Management of Program

Assistance with travel expenses is available once a person travels greater than forty kilometres (40 km) one way beyond their local community limits.

5.0 Mobility Assistance Program (MAP)

This program is to provide non-resident members access to special needs equipment when all other supports have been exhausted. Assistance available under this program includes the Lifestyle and Extended Care areas.

Lifestyles assistance includes assisted living devices, and may include other accessories based on the needs of the individual as prescribed by a family physician.

Extended Care includes assistance to live with medical conditions that are not covered by First Nations and Inuit Health Benefits.

5.1 Eligibility

To be eligible for this program, the applicant:

- a. must be a Registered Band Member; and
- b. be responsible for providing any supporting documentation that demonstrates his or her needs;

5.2 Assistance Available:

All necessary documentation shall be provided by the Band Member from a medical practitioner doctor or specialist. The payment will be issued directly to the service provider.

Applicants may apply for reimbursement for items under MAP (Extended Care) upon submission of original receipts.

5.3 Management of Programs:

Equipment purchased on behalf of the individual Band Member remains the property of Cowessess First Nation. Once the items and/ or the equipment are no longer required then everything must be returned to the home office where it will be refurbished and then reissued to another Band Member. All recipients shall sign and understand the application and to provide the necessary documentation as part of the approval process.

Applications for assistance under the MAP (Extended Care) are subject to a fiscal year limit of two-hundred and fifty dollars (\$250.00). If travel assistance is approved, the applicant must provide a signed Medical Transportation form. This form will be submitted to First Nations and Inuit Health Benefits by Cowessess Urban Department for reimbursement.

Cowessess Urban Department will not provide assistance with prescription pain killers.

Applications for assistance under the MAP (Lifestyles) are subject to approval by the Cowessess Urban Committee.

The applicant must accept responsibility for all repairs, maintenance and upkeep on MAP (Lifestyles) equipment. Applicants are responsible to find local funding for these costs.

6.0 Transitional Assistance Program (TAP)

This program may provide non-resident members with a contribution to support their transition towards employment. Subject to program maximums, this support may include: short term training; relocation assistance; uniforms; attire; tools and equipment.

This program does not provide a long term education or training program, nor will it ever provide a living allowance.

6.1 Eligibility

To be eligible for this program, the applicant must:

- a. be a registered Band Member; and
- b. be responsible for providing any supporting documentation that demonstrates employment (letter from employer must be on company letterhead)
- c. be within the first 30 days of employment start date

6.2 Assistance Available

The Urban Department shall issue a voucher or requisition a cheque, for assistance under this program.

This program is subject to a fiscal year limit of Two-Hundred and Fifty Dollars (\$250.00) for individuals.

6.3 Management of Programs:

Proof of employment/registration must accompany the application.

Upon approval, this program may provide special work related equipment.

Where members are in receipt of Social Assistance or any other assistance, the member will be directed to those programs.

8.0 Youth Assistance Program – School (YAP)

This program is for non resident Band Members (for school age children and youth within the grades of K-12) it will provide direct payment or reimbursement of mandatory school fees.

8.1 Eligibility

To be eligible for this program, the applicant must:

- a. be a Registered Band Member; and
- b. be up to and including the age of twenty (20) and is attending an educational institution.
- c. applicants have within that school year to submit documentation

Caregivers of such eligible youth are responsible to apply for this program.

8.2 Assistance Available

The Urban Department shall issue a purchase order (PO), or requisition a cheque, for assistance under this program.

This program is subject to a fiscal year limit of Two-Hundred and Fifty Dollars (\$250.00) for individuals.

8.3 Management of Programs

The Urban Department is solely responsible for the delivery of this program.

The Urban department shall pay current mandatory school fees either by direct payment or by reimbursement. Fees that are not eligible for assistance include: student transportation fees, physical education attire, backpacks, lunch monitor fees, yearbooks and any other fees that are identified as “optional”.

Applications for assistance to attend private or residential schools will not be considered.

Supplies will either be issued to the caregivers of the child/youth for the school year or receipts will be reimbursed to a maximum of Fifty Dollars (\$50) per child/youth.

Caregivers of such children/youth may apply for this program.

9.0 Youth Assistance Program – Sports (YAP)

This program provides non-resident Band Members with direct payment or reimbursement of sports fees for children and youth up to the age of Twenty (20) years.

9.1 Eligibility

To be eligible for this program, the applicant must:

- a. be a Registered Band Member; and
- b. be up to and including the age of Twenty (20) and attending an educational institution

Caregivers of such eligible youth are responsible to apply for this program.

9.2 Assistance Available

The Urban Department shall issue a purchase order (PO), or requisition a cheque for assistance under this program.

The assistance available is to cover registration fees. All other costs are not eligible. Applicants are recommended to access the Four Trusts program for equipment costs, which are not eligible expenses under the YAP (Sport).

This program is subject to a fiscal year limit of Two-Hundred and Fifty Dollars (\$250.00) for individuals.

9.3 Management of Program

These fees will be paid directly to the sports agency involved, or by reimbursement following submission of original receipts.

For athletes that compete on a Provincial team, the athlete is eligible to apply for five hundred dollars (\$500.00) to participate on the Provincial team.

For athletes that compete on a National team, the athlete is eligible to apply for one thousand dollars (\$1000.00) to participate on the National team.

Applicants have up to a maximum of Six (6) months upon date of receipts to apply for this program.

10.0 Activity Assistance Program

This program provides non-resident Band Members with direct payment or reimbursement of school club or activity transportation fees to attend events.

10.1 Eligibility

To be eligible for this program the applicant must:

- a. be a Registered Band Member;
- b. be up to including the age of Twenty (20) years and attending an education institution; and
- c. be responsible for providing any supporting documentation that demonstrates the need for travel.

Caregivers of eligible youth are responsible to apply for this program.

10.2 Assistance Available

The Urban Department may issue a purchase order (PO), or requisition a cheque for assistance under this program.

Where a non-resident Band Member requires assistance with travel, the Urban Department shall contribute an amount based upon Reserve Social Assistance rates. Assistance provided for travel shall be limited to mileage, hotels and meals.

Eligible children and youth may apply for twenty-five dollars (\$25.00) per day for day money.

This program is subject to a fiscal year limit of Two Hundred and Fifty Dollars (\$250.00) for individuals. Applications by a team shall not be considered.

10.3 Management of Program

These fees will be paid directly to the individual, school, club or vendor involved.

Applicants have up to a maximum of Six (6) months upon date of receipt to apply for this program.

11.0 Home Ownership Program (HOP)

This program may provide non-resident Band Members with assistance to purchase their first home.

11.1 Eligibility

To be eligible for this program, the applicant must:

- a. be a Registered Band Member;
- b. be a first time homeowner and provide a signed declaration to prove first time home acquisition;
- c. be the primary name on the house title;
- d. provide verification of employment and salary;
- e. provide documentation from a Financial Institution that they have been approved for a Pre-Approved Mortgage
- f. must have sufficient funds for closing costs (land titles, lawyer fees, insurance, etc.); and
- g. if purchasing their home with cash the registered band member must provide a copy of the certified cheque and title deed to their home

Additionally, the home must:

- a. be the primary resident for the first time home owner; and
- b. be a year round home and not a recreation or seasonal home.

Applicants are subject to other criteria that may be established from time to time.

11.2 Assistance Available

Applicants who meet the eligibility criteria are eligible for a grant of five percent (5%) of the value of the home, subject to a five thousand dollars (\$5,000.00) maximum.

Where the 5% grant amount is less than \$5,000.00 the applicant may be eligible for a five hundred dollars (\$500.00) closing costs grant.

The total of the 5% grant and \$500.00 closing cost grant are subject to a combined \$5,000.00 limit.

11.3 Management of Program

Purchase of a Rent to Own is not eligible under this program.

The HOP grant must be paid directly to the applicant's legal counsel or financial institution. If the applicant purchases their home with cash and does not require a mortgage or a down payment they can apply to receive reimbursement for up to 5% of the value of the home with a maximum of up to five thousand dollars (\$5,000.00) upon submission of required documentation.

To be eligible to receive money under this program, applicants must submit an application prior to closing on their first home purchase. There shall be no grant available for applicants who apply to the HOP after they have completed the closing paperwork.

12.0 Home Renovation Program (HRP)

The Home Renovation Program (HRP) will provide funding to non-resident Senior Band Members requiring renovations to bring their house to a minimum standard of health and safety and to individuals with disabilities who require accessibility renovations.

12.1 To be eligible for this program the applicant must:

- a. be a Registered Band Member;
- b. be a Senior as defined by this policy;
- c. be the primary name on the house title;
- d. be the primary resident of the house being renovated;
- e. must own the house for a minimum of five (5) years;
- f. provide signed declaration of proof of ownership;
- g. be able to demonstrate how the housing renovation will alleviate health deficiencies in the home and/or be able to demonstrate how the housing renovation will make the home more accessible for those living with disabilities.

12.2 In-eligible:

- a. recreation and seasonal homes
- b. rental property is not recognized under this program
- c. purchase of appliances
- d. building additions to the existing home
- e. garages and storage units

12.3 Assistance Available

Applicants who meet the eligibility criteria may apply for reimbursement of material and labour and/or submit original invoices from a Professional/Licensed Contractor up to five thousand dollars (\$5,000.00) maximum.

12.4 Manage of Program

The following will be used as a guide when determining the funds available to the Homeowner for renovations:

- a. To be eligible to receive money under this program, applicants must submit an application.
- b. Must submit original receipts from the applicant to be reimbursed within the fiscal year.
- c. Must submit original invoices from the contractor to be paid within the fiscal year.
- d. If funds are not expended by December of a fiscal year, non-resident Band Member that own their homes are eligible to apply to the program.

13.0 Medical Transportation Service

This service is provided to Regina Members who require transportation to medical appointments

13.1 Eligibility

To be eligible for this service, the applicant must:

- a. be a registered Band Member; and
- b. be a Senior as defined by this policy; or a band member living with a medical/physical mobility issue;

13.2 Process:

Notice must be given 1 - 2-days prior to appointment to guarantee a driver will be available;

The driver will not wait at the appointment; members will call the office once they are ready for pickup.

13.3 Guidelines:

Transportation will be provided between the hours of 8:30am – 3:30pm, Monday to Friday except for statutory holidays; as per the Cowessess First Nation Human Resource Policy.

Band members who require assistance to get around will be required to bring a helper with them;

Medical appointments would also include lab/x-ray work and prescription pickup

Smoking, drugs or alcohol are not permitted in the Vehicle;

Violence, swearing or intoxication will not be tolerated;

If guidelines are not followed this service will no longer be available to that band member

The Urban Department has the discretion to provide Medical Transportation Service on a case by case basis and depending on the circumstances

14.0 Comfort Allowance Program

This service may provide non-resident members with a contribution towards the purchase of items needed while in a treatment facility

14.1 Eligibility

To be eligible for this service, the applicant must:

- a. be a registered Band Member;
- b. be responsible for providing any supporting documentation that demonstrates his or her needs;

14.2 Assistance Provided:

the Urban Department shall issue a purchase order (PO), requisition a cheque or give a care package for assistance under this service.

this service is subject to a fiscal year limit of seventy-five dollars (\$75.00).

this service is provided once per fiscal year.

14.3 Management of Service:

proof of enrollment into the treatment facility;

where members are in receipt of Social Assistance or any other assistance, the member will be directed to those programs;

if assistance is not available through other resources a denial letter must be submitted in order to receive help through the Urban Department;

15.0 Driver License Program

This program is to assist non-resident members to acquire their Driver's License. This program will provide financial assistance to a Certified Driver Instructor for the six (6) hours of in-car & six (6) hours of in-class training needed.

15.1 Eligibility

To be eligible for this program, the applicant must:

- a. Be a registered Band Member; and
- b. Be responsible for providing any documentation that demonstrates his or her needs

15.2 Assistance Available:

The Urban Department shall requisition a cheque payable to the service provider.

15.3 Management of Service

This program is subject to a fiscal year limit of Five Hundred Dollars (\$500.00).

Applicants may apply for reimbursement upon submission of original receipts within the fiscal year.

MATRIX

URBAN DEPARTMENT POILICY

<u>DATE</u>	<u>DESCRIPTION</u>	<u>MOTION</u>
May 14, 2009	Adopted by Urban Committee	Motion #1/05-14-09
May 19, 2009	Adopted by Chief and Council	Motion #9/10-37
January 15, 2010	Amendment by Urban Committee (add HRP and Application)	Motion #1/02-08-2010
February 8, 2010	Adopted by Chief and Council	Motion #9/10-320
March 12, 2010	Amendment by Urban Committee	Motion #2/03-12-2010
March 24, 2010	Adopted by Chief and Council	Motion #
March 19, 2019	Adopted by Chief and Council	Motion #18/19-430
May 22, 2019	Adopted by Chief and Council	Motion #19/20-72
October 26, 2021	Adopted by Chief and Council	Motion #21/22-186
October 26, 2021	Adopted by Chief and Council	Motion #21/22-187