



FISHING LAKE FIRST NATION

Community Development Policy

Preamble

The Council of Fishing Lake First Nation exist to protect and monitor the Community Development funds for the Fishing Lake First Nation Band Members. The Council are responsible for making decisions that will provide membership with the maximum benefits of the settlement of the Fishing Lake 1907 Surrender Trust claim, which is designed to assist individual Members to become self-sufficient through Community Development initiatives, such as economic development, health, culture and educational support. In addition to becoming self-sufficient, the Community Development program will assist members and their families to hopefully enjoy a better quality of life by providing aid through housing and recreation funding.

The Community Development Policy is a component of the Fishing Lake 1907 Surrender Trust Restated and Amended Agreement (the "Trust Agreement"). Under Article 5 of the Trust Agreement the Council is to establish an account to be known as the "Fishing Lake Community Development Account" (the "Community Development Account"). The Trustees are obligated, on or before March 31st of each year, to transfer into the Community Development Account an amount equal to the Annual Distribution, which is an amount equal to "three (3.00%) percent of the average of the closing Market Value Trust Property as of December 31 for the preceding five (5) years". Upon the deposit of the Annual Distribution into the Community Development Account the funds are to be administered and disbursed by the Community Development Manager of the First Nation for the sole purposes of Community Development and in accordance with the terms of Article 5.

Other than the deposit of the Annual Distribution into the Community Development Account the Trustees of the Fishing Lake 1907 Surrender Trust are not involved in the administration and disbursement of the funds. This is the Council's responsibility.

The Council intends to use some of the funds in the Community Development Account for the benefit of the First Nation; however, some of the funds will be made available for the Band members through the procedures set out in this policy. The amount of each year's Annual Distribution to be made available to Members for Community Development purposes in accordance with this policy will be determined each year by the Council.

The purpose of this policy is to set out the procedures that the Council will follow considering applications from Band members for the funds that will be made available for Band members.

The Trust Agreement defines “Community Development” as follows:

Community Development” means the following:

- (a) Education.
- (b) Lands.
- (c) Economic Development.
- (d) Health.
- (e) Housing.
- (f) Sports and Recreation.
- (g) Infrastructure.
- (h) Culture and language; and
- (i) any other program, service, project, or activity which is for the use, development, advantage or benefit of the First Nation or its Members.

Definitions

In this policy:

Application – means an application made for funding in accordance with the terms of this policy;

Committees - a group of people appointed for a specific function, typically consisting of members of a larger group.

Community Development Program Manager – means the person hired or identified by the First Nation to assist the Council with the implementation and administration of this policy;

Council – means the duly elected Chief and Council of the First Nation and “Councillor” refers to each member of the council of the First Nation individually;

Fiscal Year – is the 12-month accounting period. Community Development’s fiscal year runs from April 1st to March 31st.

Funding - means the providing of funds in the Community Development Account to a Band member for a Community Development purpose;

Home - means the primary residence of the member; where the member and their family live a majority of the time;

Immediate Family Member - means a person’s spouse, biological or adoptive parent, and child or sibling(s);

Member - a person whose name appears on the Fishing Lake First Nation Membership list;

Micro-business – means a small business, which is normally, but not always, home based, examples of which are, but not limited to, small scale agriculture, hobby businesses or arts and crafts;

Renovations - means structural improvements like roofing, windows and doors, mechanical or electrical improvement such as heating and hot water systems, electrical wiring, insulating and bathroom renovation. Renovations do not include luxury items;

Youth - means Members who are under 18 years of age;

Special Needs – means individuals that have special requirements above and beyond normal needs in the education system (ex. computer for educational assistance in classes).

General

Conflict of Interest

If any Councillor or the Chief who has made an Application for Funding or is the Immediate Family Member of a person that is making an Application for Funding under this policy is in a conflict of interest and shall declare his or her conflict of interest when the Application is submitted or when the Councillor or the Chief becomes aware that a conflict exists. The Councillor or the Chief shall withdraw from the meeting and not participate in any discussion or vote on the Application.

A decision to accept an Application is neither void nor voidable by reason that a Councillor or the Chief who is in a conflict of interest was present at a meeting of the Council where the Application was approved, if the Councillor or the Chief disclosed the conflict, withdrew from the meeting room, did not take part in the discussions or deliberations, did not vote on the approval of the Application and the decision was reasonable and fair at the time the decision was made.

Confidentiality

The Council, the Community Development Manager, the Community Development Clerk, and the Urban Representatives will regard all information contained in applications and material submitted with applications by Members confidential. However, the names of Members and the results of their applications will be made available at the band office. This excludes the names of all Members who have applied for medical reasons, as they will not have their names listed due to the privacy reasons.

Payments

Some forms of funding available under the Community Development policy are not available to a member on an annual basis – for example, a member that received funding for a micro, small business and housing applications can re-apply after 5 years. There shall be no exceptions made to this rule.

Members Must Apply for Community Development Funds

Any Member or group of Members who wish to receive Community Development funding must complete the appropriate Application form. Application forms are available at the band office or on the website (www.fishinglakefirstnation.com). Where additional documents are required to be submitted with an application form, the Members must provide these documents so that the Council or Community Development Manager can make an informed decision. Applications must include all required information.

The costs to complete an application and provide any additional required documents are the responsibility of the person making the Application. The First Nation will not be responsible for any costs relating to the completion of Applications.

Application Deadlines

Application from members seeking funding from the Community Development program must be submitted no later than 10 business days before their registration deadline or the event taking place. Applications received less than 10 business days will only be approved for emergencies, or funerals. Example: medical such as stroke, heart attack, major accident, and/or death.

Educational Assistance: Applicants must apply at least 30 days prior to their course start date.

Housing/Renovations application will be received through out the fiscal year, until the final deadline of March 31st.

Small Business applications will be received April 1st to March 31st of each fiscal year to be processed for June distribution.

Micro Business application deadlines are:

July 31st

November 30th

March 31st

Funding Limitations

All funding available under the Community Development program is on a first come, first serve basis. In the event a member meets the criteria for Funding, but there are no funds available or not available in a specific category for which the Member applied, the Member will be required to re-apply for the next fiscal year.

Priority given to members who have not previously received Community Development Funding

Members who have not previously received funding in the past will be given priority over those members who have already received funding.

Budget for the Community Development Program

The total amount of each year's Annual Distribution made available each year for funding Community Developments under this policy and for each category shall be at the absolute discretion of the Council.

Community Development Application Considered in Camera

All applications for the Community Development funding will be considered in camera by the Council apart from the attendance of the Community Development program manager and legal counsel, or other experts retained by the Council to assist with the consideration of an application, if/when required.

Approval of Applications

All Applications for Funding shall be in the appropriate form, must be fully completed and signed by the applicant(s). The Community Development Manager will from time to time, prescribe and make available application forms in which Applications can be made.

All Applications shall be submitted to the Community Development Program Manager. The Community Development Program Manager shall review all Applications for form and completeness. Where in the opinion of the Community Development Program Manager the Application is incomplete and cannot be adequately assessed by the Council, the Community Development Program Manager shall advise the applicant(s) and afford the applicant(s) the opportunity to complete and re-submit the Application.

All Applications must be approved before any funds will be provided to an applicant(s).

Incomplete Applications

Applications submitted by the members which are incomplete or do not provide the required documentation will be considered incomplete and will be returned to the Applicant for further information upon their request. Incomplete Applications will not be submitted to or considered by the Community Development Manager.

Applicants with incomplete Applications will be advised that their application is incomplete and the reason why it is incomplete by Community Development.

Financial Fraud

Financial fraud is defined as a deliberate act or deliberate failure to act with intent to obtain unauthorized financial benefit from Community Development. Financial fraud includes, but is not limited to, misappropriation of Community Development funds, authorizing or receiving compensation or reimbursement for goods not received or services not performed, falsification of work/employment records, or unauthorized alteration of financial records. Any applicant that engages in financial fraud as defined above will not be allowed to apply for Community Development funds for 2 years.

Report to Members who apply for Community Development Funds

Upon a decision being made by the Community Development Manager on an Application, the applicant will be advised by telephone, or email of the decision on their Application. Calls or emails will be sent to the latest phone number or email given by the applicant on their application. It is the responsibility of the Applicant to advise the Community Development Program Manager of any change of phone number or email address.

Availability of the Community Development Funds after the decision

Members whose application have been approved will be able to pick the funds that they have successfully applied within 10 business days after the Community Development Manager's decision for the Housing Reno/Home purchase, and Micro business. Members who have applied for the small business and have been approved will receive funds a month after the deadline, as FLFN Ventures will be distributing the grants after the decision is made.

Reporting to Membership on the Community Development Application

Every fully completed Application submitted to Community Development for funding will be considered and a record shall be kept of each Application and of the Community Development Manager's decision. A written report with a description of all the Community Development expenditures by the First Nation during the previous year will be made available as part of the Council's annual written report to the Members as required by section 5.08 of the Trust Agreement. This will be presented to the Members by the end of October 31st of each fiscal year, as per section 5.09 of the Trust Agreement.

Funding in Canadian Dollars

All funding for Community Development will be in Canadian Dollars.

Items not Eligible for funding

Items that will not be considered for Community Development including requests for personal items, such as, but not limited to, televisions sets, furniture, vehicles, etc.

Conditional Approval

At the discretion of the Community Development Manager, applications for Funding may be approved on the condition that the member provides additional information requested by the Community Development Manager within a certain time frame. If the member fails to provide the requested additional information within the time requested by the Community Development Manager, the Application will be considered rejected.

Previous Applications

If a member has previously received funds for Micro Business, they are not eligible to apply for economic development funding until the next fiscal year.

Receipts & Non-Compliance

A Member who has had their application approved may be required to submit receipts and or reports on the use of the funds received to the Band Office.

A Member who does not provide the necessary receipts or reports on the use of the funds received may have future applications rejected.

A Member may also be requested by the Council to repay any funds which were not utilized or not utilized in a way that they were intended to be used. If a member is requested to repay any funds, future Applications for Funding under this policy by the Member will be denied for 2 years.

Community Development Funds are NOT to replace existing funding Sources or Programs

Community Development Program Funding shall be used as a last resort.

A Member who applies for housing or education funding will be asked to show proof that they are not eligible to apply for similar funding when submitting their application. In other words, if a member meets the criteria to apply for an existing program or funding source, they are not eligible for funding under the Community Development Program, even if the existing program or funding source cannot provide financial assistance due to a shortage in funds.

Funding is Not Retroactive

Members who have already purchased an item or service prior to the current fiscal year cannot apply to the Community Development Program for reimbursement. This includes a home, a business, business equipment, and/or recreation fees.

Application Process for Community Development Funds

There are several categories of funds that Members may apply for. Each category has different application requirements. Members must apply for these funds using the appropriate application form. Members can obtain an application form by contacting the Band Office or by visiting the website (www.fishinglakefirstnation.com).

Deadlines for submitting Applications must be followed. Any Application submitted after the deadline will be considered at the next cheque processing date.

All Applications are subject to the availability of funds for disbursement under this policy. If a member submits an application which meets the appropriate criteria.

Members applying for government programs require a letter of support from the funding agency. Applications to the Community Development Program are null and void if the applicant does not respond after 30 days of notice: Members can re-apply at their own discretion.

Criteria for Specific Categories

1. ECONOMIC DEVELOPMENT

This category provides-funding for a member who wants to start a new Small Business or a Micro-Business, acquire a business, or expand an existing business. The purpose of this category of funding is to assist a member with the ability to come up with the cash contribution necessary to access or to qualify for existing government programs, which fund business proposals.

Members who wish to apply for small business funding must complete a Community Development Small Business Application. Members must also provide a copy of their completed proposal and/or business plan, which has been submitted to the funding source, with proof that their proposal will be funded by any of the aforementioned initiatives.

Members are eligible to apply for a maximum of a \$5,000.00 contribution. Members may only reapply within the timeframes outlined in this policy. A Member must be at least 18 years of age to apply for Small Business funding. Small Business applications and business plans should be consistent in identification of business partners.

The following must be submitted with all applications for the small business funding: a letter of intent, completed application form, Business plan (must include your financial and marketing plan), quotes from a recognized business, resume, letter of reference or support, certification (if applicable).

Members who wish to apply for Micro-business funding must submit a Community Development Micro-Business Application with documents requested on the application. The maximum amount that a member may apply for is \$1,000.00 contribution. A Member must be at least 18 years of age to apply for Micro- business funding.

The following must be submitted with all applications for the micro- business funding: a letter of intent, a resume, a completed application, and quotes for supplies and/or tools required.

Members who wish to apply for Work Assistance must complete an application. Work assistance helps members with up to \$350 per year with new employment opportunities.

The following must be submitted with all applications for small business funding: apply within 30 days of their start date, have a letter of confirmation from their employer, and quotes for items needed.

2. HOUSING

There are two categories of funding for housing under this policy. A Member can apply for funding to assist them to come up with the down payment for the purchase or construction of a home or renovations to a Home that the member already owns. The funding of renovations is only available to those that own their home. Rented and on-reserve band homes are not eligible.

Members who wish to apply for funding for a down payment on a home can apply for the maximum amount of \$5,000.00. Members will be required to provide proof that they will qualify for a mortgage from an acceptable financial institution prior to funding being approved. Members who receive funding for the down payment on a home, will not be eligible to apply for funding for renovations for a period of five years.

Members will only be eligible for funding for a down payment or for renovations to their home every five years, but priority will always be given to first time applications for these programs.

Members who wish to apply for funds must submit a Community Development Housing Application with the documents requested on the Application. Applicants must provide documents which demonstrate the Member's ability to secure a mortgage, loan or provide receipts which clearly demonstrate acceptable renovation expenses. Members must be a minimum of 18 years of Age to be eligible to make an application for housing and renovations.

The following must be submitted with a renovation application: you need a formal quote, land title, proof of ownership, and current taxes.

The following must be submitted with new home purchase application: you need proof of home purchase and land title.

3. EDUCATION

A Member may apply for funding to assist them with completing their education. The types of financial assistance under this category are as follows:

- A. Tuition
- B. Graduation Incentive
- C. Financial Assistance to purchase a computer/laptop if they are not funded by post secondary funding. Must also be in a 2-year diploma or 4-year degree program full-time.
- D. Educational Assistance for Special Needs equipment
- E. Educational excursions (trip)
- F. Professional Development Training
- G. Application fees

To apply for funding, a member must complete a Community Development Education Application and, if applicable, provide confirmation of enrolment and confirmation of funding at the time of their application. In addition, a member will be required to provide the necessary documents listed on the Application form for the type of assistance required. The maximum amount a member may apply for each year is \$1,000.00.

Eligible members include those students that are attending University, Technical Schools, any other post-secondary education facility, regular high school, grade school, ABE 12, Adult 12 and Special Needs students in lower grades who require learning accommodations.

The following must be submitted with all applications for tuition: a copy of registration with the start date, letter of confirmation that you are enrolled, invoice or quote with the cost of the course, and letter of confirmation you are not eligible for funding through Post Secondary or a letter explaining why no other area is funding the program.

Off-reserve members who have completed their ABE 12 will be eligible for a \$250 graduation incentive. Off-reserve members who have completed their Grade 12 diploma will be eligible for a \$500 graduation incentive.

The following must be submitted with all applications for the graduation incentive for off reserve members: a letter of confirmation you are graduating from the school, or a graduation diploma (must be for the current fiscal year).

Full time students are students enrolled in programs that have defined criteria for what constitutes “full-time”. For example, post-secondary undergraduate programs typically require a student to take a minimum of 12 credit hours (4 courses) by Fishing Lake First Nation to be categorized as full-time. Proof must be provided by the applicant of their full-time status. Eligible Members may be able to apply for a computer on a one-time basis apart from Special Needs students. The maximum contribution towards the purchase of a computer is \$1,000.00. Priority for computers will be given to those students who do not already have a computer in their home.

The following must be submitted with all applications for a laptop/computer: a letter of confirmation that you are enrolled in a 2-year diploma program or 4-year degree program, and a quote for a laptop.

Educational Assistance for Special Needs students in lower grades who require learning accommodations.

The following must be submitted with all applications for educational assistance if you have a disability: a letter from the principle, or physician, and a quote for the item(s) needed.

Educational excursions are trips for off reserve members that are sponsored by the school or the institution that the member attends.

The following must be submitted with all applications for educational excursions: a letter from the school explaining the educational trip, invoice or quote with a detailed breakdown of the cost, and a letter explaining why the trip is beneficial to your education.

Members application fees to attend University, Technical Schools, any other post-secondary education facility will be reimbursed once per fiscal year.

The following must be submitted with all applications for application fees to attend University, Technical Schools, and any other Post-Secondary Education Facility: Proof of payment for the application fee.

4. YOUTH SPORTS AND RECREATION

Members are eligible up to a maximum of \$250.00/year (subject to the availability of funds) so that they may engage in organized sports or other extra-curricular activities such as music, art, dance, and other such activities which require the payment of registration fees to participate.

The following must be submitted with application for registration: the quote or invoice from the vendor, proof of registration if it is not on the invoice and/or quote, and deadline of registration.

Members under the age of 18 years old are eligible each year up to a maximum of \$300 for equipment costs associated with any organized sport, or other extra-curricular activity such as music, art, dance and other activities that require a registration for. They will need to submit equipment costs, and an application prior to approval.

Parents or Guardian of youth must apply for their children's sports and recreation funding by completing a Community Development Sports and Recreation Application which indicates what type of activity the funding will be used for.

The following must be submitted with application for equipment: the quote or invoice for equipment, and proof of registration for the recreational program the youth is attending.

Groups must also apply by completing the Community Development Sports and Recreation Application and provide sufficient details to the Community Development Manager of the proposed activity.

Groups who are organizing sports and recreation activities can apply for a maximum amount of \$2,000.00 on an annual basis. Each group must consist of more than 100% of Members. Payments will be made out the groups name.

The following must be submitted with application for groups: the members of the group, details of the event if they are attending (if applicable), quotes or invoices of what the group needs support with, and the name of the group (the cheque will be made out to the group).

All successful applicants, including group applicants, are required to provide receipts and reports to the Council to demonstrate how funds were utilized. Failure to provide receipts may cause future applications to be rejected and a request may be made by the Council, that the group pay back funds that may have been provided.

5. CULTURE & LANGUAGE

A Member may apply for funding to assist them to continue activities that are designed to teach and promote all cultural aspects.

The types of financial assistance under the Community Development Program are as follows:

- A. Cultural Program
- B. Language and Retention
- C. Elders Program
- D. Hunting and Wildlife

Members may be eligible for each year, up to a maximum of \$200.00/year. Apart from the assistance for a family feast.

The following must be submitted with applications for cultural assistance: the name of the spiritual helper (if applicable), explanation of what you need to attend, and details of the event (poster or itinerary if available).

Members applying for assistance with a feast will be eligible for a maximum of \$400 per year. Only one person will be issued \$400 towards a feast. Any other applicants applying for the same feast will be denied.

The following must be submitted with applications for a family feast: the details of the feast, and what you need help with purchasing.

Members applying for the Community Development Language funding must provide sufficient details to the Community Development Manager of the proposed activity.

Groups who are organizing activities for Culture may also apply for a maximum amount of \$2000 on an annual basis.

The following must be submitted with application for a cultural group: the members of the group, details of the event if they are attending (if applicable), quotes or invoices of what the group needs support with, and the name of the group (the cheque will be made out to the group).

Successful Applicants are required to provide receipts and reports to the Community Development Manager to demonstrate how funds were utilized. Failure to provide receipts may cause future applications to be rejected and a request may be made by the Council that the group pay back funds that have been provided.

6. HEALTH

The types of financial assistance under the Community Development Program are as follows:

- E. Funeral Costs
- F. Community Appreciation
- G. Non-Insured Benefits
- H. Emergency

A member may apply for Funeral Costs for travel to attend a funeral of their immediate family, \$1000.00 for a funeral reception, and \$5,000.00 for funeral services which is paid directly to the funeral home if it's not covered by any other organization (such as Social Assistance or Insurance). Any funeral home that is being used will need to be given a Purchase Order prior to billing. The deceased member must be registered from the First Nation to access these benefits.

Please contact the Community Development office if you need to access the Funeral funding. We will need to know the date of the funeral, the funeral home you are planning on using, and if any other organization will be paying some of the funeral cost. If you are going to be having the funeral on Fishing Lake First Nation, you will also need to let the office know who you are going to get wood (if applicable), dig the grave, and who you are using for fire keeper (if applicable).

Community appreciation is used to pay community members to dig graves, cut wood for funerals, and give gifts/awards of appreciation. The rate for cutting wood is \$100 per load, \$100 for a fire keeper, and \$150 for someone digging a grave.

A member may apply for medical assistance, dental work, and/or vision care that is not approved by FNIHB for up to \$200 in each area per year, and \$600 per year in any area for members 65 and up. There is also emergency travel to see immediate family members who are experiencing life threatening illnesses, such as a stroke, heart attack, and/or have been in a major accident. For Travel Rates please see *appendix*.

The following must be submitted with application for Emergency Travel: the hospital that your immediate family member is located at, your relation to the family member in critical condition, the nature of the critical condition (heart attack, or on life support).

The following must be submitted with an application for Non-Insured Vision, Medical, and/or Dental support: a quote or invoice, and proof there is no coverage. The proof is usually located on the invoice from the optometrist, dental office, or pharmacy. If it is not on the invoice you will need to request it from the office and/or doctor.

Non-Insure also covers up to \$2500 for a scooter, and maintenance once a year.

The following must be submitted with an application for a scooter: A letter from a doctor saying that you require a scooter, and a quote or invoice for a scooter. If you only require a scooter

maintenance you will need to submit a quote or invoice, and a letter from your doctor stating you require a scooter if it is your first time applying.

Members who need a scooter will be approved up to \$2500, as well as maintenance once a year.

A member 18 years or older may apply for \$250.00 one-time per year of Basic Needs to assist when an emergency occurs such as:

- House fire (Children can apply for \$250 each if their home has been in a house fire).
- Flood
- Robbery; or
- Basic Needs

The following must be submitted with the application for Basic Needs: Proof of emergency (if applicable), explanation why you need help with groceries (if applicable), and or copy of your essential bill in your name (if applicable).

7. URBAN GATHERINGS

This program is designed to keep Members of the Fishing Lake First Nation updated and informed of activities, events and future endeavours the Council may be involved.

ALL AREAS OF THE COMMUNITY DEVELOPMENT PROGRAM ARE ALWAYS TO THE AVAILABILITY OF FUNDS.

Appendix

Travel Rates

Out of Province:	\$400
Lloydminster:	\$250
North Battleford:	\$200
Saskatoon, Regina, Prince Albert, Hudson Bay:	\$160
Yorkton, Humbolt, Fort Qu'Appelle, Tisdale:	\$100
Kinistin, Gordons, Muskowekwan, Daystar, Kawacatoose:	\$75
Kelvington, Wynyard, Yellowquill, Quill Lake:	\$30
Margo, Foam Lake:	\$25

This policy shall be reviewed annually by the Fishing Lake First Nation Chief and Council and may be amended as required.

IN WITNESS WHEREOF the parties hereto executed this Agreement as the ___ day of _____, 2017.

Fishing Lake First Nation

Chief

Date

Council

Council

Council

Council

Council

Council

Council

Council

Witness