

EXTRA-ORDINARY REQUESTS POLICY



Authorized By: Chief & Council
 Effective Date: 2023/2024
 Department: Education
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 2022-10-18 1st Reading
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 2023-11-25 3rd Reading/Final

Table of Contents

- 1. Definitions..... 2
- 2. Policy..... 2
- 3. Purpose..... 2
- 4. Scope..... 3-5
- 5. Responsibilities..... 5
- 6. Monitoring and Reporting..... 5
- 7. Termination/Cancellation..... 5-6
- 8. Approval..... 6
- 9. Attachments
 - Appendix A – Level 1 Funding Application.....7-8
 - Appendix B – Level 2 Funding Application.....9-10
 - Appendix C – Level 3 Funding Application.....11-13
 - Appendix C – Funding Annual Report.....14

Extra-Ordinary Funding

1. Definitions

“Applicant” means a member who makes a formal application under the provisions of this policy.

“Fiscal Year” means a period beginning April 1st and ending March 31st.

“Member” means a person whose name is lawfully entered on the band or membership list maintained under the McLeod Lake Indian Band Membership Code, as amended from time to time, and for greater certainty includes Members-in-Common but does not include persons who are ‘Severalty Members’ and ‘Honorary members’ as that term is defined in the McLeod Lake Indian Band Membership Code.

“Members-in-Common” means:

- a) a member who did not elect to receive land in severalty under s. 8.2 of the Treaty No. 8 Adhesion and Settlement Agreement, or if the Member elected to receive such land in severalty, has terminated that election: or
- b) a member who is a descendant of the Member listed in (a), excepting a member descendant who is also a descendant of a Severalty Member.

“Minor” means a person under the age of eighteen (18) years old and is therefore considered to have not reached the age of majority in British Columbia. For this policy, this includes from birth to eighteen (18) years of age. On the day a person turns nineteen (19) years old, a person ceases to be a Minor.

2. Policy

The McLeod Lake Indian Band Chief & Council is committed to creating a healthy, strong, and vibrant community through providing resources that promote physical, mental, emotional, and spiritual wellbeing. The extra-ordinary funding is intended to help make participation in sports activities, class trips and/or other as identified more affordable for Minors who wish to improve their health and wellness, obtain athletic scholarships, or pursue athletic careers through such activities. In addition, also recognizing that travel provides a uniquely immersive, interactive, and dynamic learning experience.

3. Purpose

The purpose of this policy is to outline the financial support that may be available to McLeod Lake Indian Band (MLIB) Minors for participation in sports or travel opportunities (school trips), along with the criteria, funding limits and eligibility requirements.

4. Scope

This policy is replacing the current ECA program and is approved by Chief and Council at a duly convened meeting and effective April 1, 2023.

This policy applies to MLIB Members and MLIB employees who are responsible for administering this policy.

Eligible Minors can apply for and receive funding under each level of funding within each approved Fiscal Year. In this policy, all references to funds are in Canadian dollars only.

a) Tier Funding Levels

Tier funding is available through the following levels.

- i. Level 1 – Extra Curricular Activities (ECA) and
- ii. Level 2 – Skilled Competitive Athlete/Travel, and
- iii. Level 3 - School Education Trips.

b) Level 1 Funding – Extra Curricular Activities (ECA).

- i. The ECA Funds is to assist students ages 4 to 18 with extra-curricular activities and field day trips that occur outside the normal school curriculum. It is intended to give youth the opportunity for new experiences and learning, and to help get them involved in physical activities. Extra-curricular activities and field day trips should enhance the delivery of intellectual, cultural, athletic, spiritual and/or recreational experiences.
- ii. The ECA Funds can be used to cover the cost of participating in activities, as well as supplies or equipment. For example, if a youth is interested in playing soccer, costs associated with registration fees, including required shoes and uniform would all be eligible expenses. Work out gear, non-essential clothing and travel support for out-of-town tournaments is not eligible.
- iii. Other activities eligible for support under the ECA Fund include, but are not limited to: art and music classes, day camps over school breaks, field day trips, dance, language, audio-visual clubs, swimming, gymnastics, sport teams or camps, singing lessons, bikes, snow shoes, skiing, skating, etc.

c) Level 2 Funding – Skilled Competitive Athlete/Travel

- i. A Minor who participates in tiered athletic programs/events for which participants are selected through a competitive process, based on skill level, to engage in sporting activities at a representative or higher level, are eligible to receive up to maximum of seven thousand, five hundred (\$7,500.00) every three (3) Fiscal Years. These dollars can be broken down into three (3) smaller installments throughout these three (3) years based on funding request to a maximum of seven thousand, five hundred (\$7,500.00). This is limited to 3 requests per year, first come, first

serve basis.

- ii. Eligible expenses include:
 - 1) Registration fees,
 - 2) Training camp fees,
 - 3) One-on-one coaching sessions,
 - 4) Travel, and accommodations at tiered athletic programs or events.
 - iii. Funding is on a disbursement/reimbursement basis, except in accordance with Section 4 in this policy.
 - iv. Requests for disbursement/reimbursement, or advance payment in accordance with Section 4 in this policy must include:
 - 1) A completed application form (Level 2) Appendix B and receipts for purchases.
 - v. A Minor who is a professional athlete and receives payment for participation in their sport is ineligible for Level 2 funding.
 - vi. A Minor who receives Level 2 funding must give back to the community in some manner, not limited (a) to an expression of appreciation in the MLIB newsletter complete with photos, (b) community service, or (c) a brief presentation at a Membership meeting on the activity for which they were funded pursuant to this policy. Failure to follow through on this requirement jeopardizes a member's future applications for Level 2 funding.
- d) Level 3 Funding – School Education Trips
- i. A Minor who willingly signs up for a school education trip that is usually travelled during school approved leaves such as Spring Break.
 - ii. We believe every student should have the ability to travel when opportunities arise.
 - iii. Funding is on a dollar-for-dollar basis. We believe, MLIB should 'match' all dollars to a maximum allowable amount of five thousand dollars (\$5,000.00) dollars for registration only.
 - iv. Funding is limited to one school education trip only.
 - v. Ineligible expenses include spending money, gratuity money, passport fee/renewal.
 - vi. Requests for disbursement/reimbursement, or advance payment in accordance with Section 4 in this policy must include:
 - 1) A completed application form (Level 3) Appendix C and confirmation of registration; and
 - 2) Confirmation of what the student has paid to date; and
 - vii. A Minor who receives Level 3 funding must give back to the community in some manner, not limited to (a) an expression of appreciation in the MLIB newsletter, (b) community service, or (c) a brief presentation at a Membership meeting on the activity for which they were funded pursuant to this policy. Failure to follow through on this requirement jeopardizes a member's future applications for Level 3 funding.

d) Application Submission Deadlines

- i. The submission deadline for disbursement/reimbursement requests under Section 4 in this policy is March 31st of each year.

5. Responsibilities

- a) Chief and Council are responsible for approving the budget requests each year.
- b) The Education Director is responsible for.
 - c) Establishing an annual budget and setting aside funds to ensure the commitment to this policy, on a best-efforts basis, as part of the annual MLIB budgeting process.
 - i. Receiving, reviewing, and making decisions on the funding applications in accordance with the provisions of this policy.
 - ii. Notifying the Applicant if any item on their funding application is missing or is declined.
 - iii. Arranging for payment to be made to the organization(s) sponsoring the sporting event(s) or school trip(s) in accordance with Section 4.
 - iv. Forwarding disbursement/reimbursement requests for eligible items on funding applications to the Finance Department for processing.
 - v. Monitoring the funding amounts approved for each Member/Minor in accordance with the funding limits specified in this policy.
 - vi. Ensuring the Minors who receive Level 2 and Level 3 funding give back to the community in accordance with Section 4,
 - vii. When the current budget is fully committed or expended, Education Director can then apply directly to Chief & Council for a budget amendment to increase the budget. In addition to posting when all dollars have been fully expended for one fiscal year, and no more applications can be approved, and
 - viii. Preparing, and providing to Chief & Council, the Fiscal Year Extra-Ordinary Funding Annual Report (Appendix D) by May 31st of each year.
 - d) The Finance Department is responsible for processing disbursement/reimbursement requests in accordance with Section 5.
 - e) Applicants are responsible for submitting the appropriate completed funding applications (Appendix A, Appendix B or Appendix C) and receipts, as applicable, in accordance with the provisions of this policy, to the Education Director. Failure to hand in a fully completed application, may result in a delay and/or not approved application.

6. Monitoring and Reporting

- a) The Education Director will provide Council with a Fiscal Year Extra-Ordinary Annual Report (Appendix D) no later than May 31st of each year.
- b) Minors who receive funding will give back to the community in accordance with Section 4 of this policy.

7. Termination/Cancellation

McLeod Lake Indian Band may terminate or deny funding granted to an eligible Applicant in accordance with these guidelines for any of the following reasons:

- i. The student and parents/guardian make a misrepresentation or false

- statement on his or her application form.
- ii. The student's academic status must maintain satisfactory standing and no fails or incompletes.
 - iii. The student withdraws from schooling and/or trip obligations.
 - iv. The student has (10 or more) absences from classes that are unexcused or without good reason.
- a) Where an applicant has had his or her funding terminated in accordance with these guidelines, he or she will not be eligible for further financial assistance until all funds are repaid back to the Band.
 - b) Funding repayment options will be taken from community service hours that will be arranged between the Education Department and Minor/Member in arrears.

8. Approval

Chief and Council approved Band Council Motion # **20221125#7** on November 25, 2022.

9. Attachments

Appendix A – Level 1 Funding Application
Appendix B – Level 2 Funding Application
Appendix C – Level 3 Funding Application
Appendix D – Funding Annual Report

Appendix A – Level 1 Funding Application (Page 2)

Payment		
<p><i>For disbursement/reimbursement</i> please make cheque payable to:</p> <p>_____.</p>		
Please select method of cheque delivery:		
<input type="checkbox"/> Pick up at MLIB Reception	<input type="checkbox"/> EFT, must be pre-approved.	<input type="checkbox"/> Mail (<i>Print Address below</i>):
<p><i>For advance payment</i> under Section 4 in this Policy, please make payment to:</p> <p>_____.</p>		
Contact Information and Signature of Applicant		
Name (<i>Please print</i>)		Phone #:
Signature		Date:
Submission of Application		
<p>Submit application to the Education Director along with receipts for all purchases or registration for advance payment requests.</p> <p><i>Application Submission Deadlines</i></p> <ul style="list-style-type: none"> • The submission deadline for advance payment requests is March 31st of each year. • The submission deadline for disbursement/reimbursement requests for purchases made in the previous fiscal year is April 30th of each year. <p>For more information, contact the Education Director at 250-750-4415, extension 848 or by email jware@milib.ca</p>		


Appendix B – Level 2 Funding Application (Page 2)

Payment		
<i>For disbursement/reimbursement</i> , please make cheque payable to: _____.		
Please select method of cheque delivery:		
<input type="checkbox"/> Pick up at MLIB Reception	<input type="checkbox"/> EFT, must be pre-approved.	<input type="checkbox"/> Mail (<i>Print Address below</i>):
<i>For advance payment</i> under Section 4 in this Policy, please make payment to:		
Contribution Back to the Community		
I plan to do the following to express my appreciation to the community for the opportunity to receive this funding:		
<input type="checkbox"/> A thank you in the MLIB Newsletter		
<input type="checkbox"/> A brief presentation at a Membership meeting		
<input type="checkbox"/> Community service (please specify):		
<input type="checkbox"/> Other (Please specify):		
Contact Information and Signature of Applicant		
Name (<i>Please print</i>)		Phone #:
Signature		Date:
Submission of Application		
Submit application to the Education Director along with receipts for all purchases or registration for advance payment requests.		
<i>Application Submission Deadlines</i>		
<ul style="list-style-type: none"> • The submission deadline for advance payment requests is March 31st of each year. • The submission deadline for disbursement/reimbursement requests for purchases made in the previous fiscal year is April 30th of each year. 		
For more information, contact the Education Director at 250-750-4415, extension 848 or by email jware@milib.ca		
<i>For Office Use Only</i>		
Method of giving back to the community:		

Appendix C – Level C Funding Application (Page 2)

Payment	
<i>For disbursement/reimbursement</i> , please make cheque payable to: _____.	
Please select method of cheque delivery:	
<input type="checkbox"/> Pick up at MLIB Reception	<input type="checkbox"/> EFT, must be pre-approved.
<input type="checkbox"/> Mail (<i>Print Address below</i>):	
<i>For advance payment</i> under Section 4 in this Policy, please make payment to:	
Contribution Back to the Community	
I plan to do the following to express my appreciation to the community for the opportunity to receive this funding:	
<input type="checkbox"/> A thank you in the MLIB Newsletter	
<input type="checkbox"/> A brief presentation at a Membership meeting	
<input type="checkbox"/> Community service (please specify):	
<input type="checkbox"/> Other (Please specify):	
Contact Information and Signature of Applicant	
Name (<i>Please print</i>)	Phone #:
Signature	Date:
Submission of Application	
Submit application to the Education Director along with receipts for all purchases or registration for advance payment requests.	
<i>Application Submission Deadlines</i>	
<ul style="list-style-type: none"> • The submission deadline for advance payment requests is March 31st of each year. • The submission deadline for disbursement/reimbursement requests for purchases made in the previous fiscal year is April 30th of each year. 	
<i>Applicant agrees, by signing, you acknowledge full responsibility of the following:</i>	
<ol style="list-style-type: none"> a. The student's academic status must maintain satisfactory standing and no fails or incompletes. b. The student has (7 or more) absences from classes that are unexcused or without good reason. 	
For more information, contact the Education Director at 250-750-4415, extension 848 or by email jware@mllib.ca	
<i>For Office Use Only</i>	
Method of giving back to the community:	

Appendix D – Extra-Ordinary Funding Annual Report

Funding Annual Report			
Reporting Year:		Total \$\$ Disbursed This Fiscal Year	
<i>To be completed by Education Director, reviewed by Band Administrator, and submitted to Chief and Council each year by May 31st of each year.</i>			
(e.g., 2020.21 2021.22) 	Previous Year	Previous Year	Current Year
A. Total Funding Applications submitted.			
1) Total Level 1 Submissions			
2) Total Level 2 Submissions			
B. Total amount of Funding disbursed.			
1) Total amount of Level 1 approved			
2) Total amount of Level 2 approved			
C. Total MLIB Members approved for funding and disbursed.			
1) Average amount of funding disbursed per MLIB Member			
<i>Did all MLIB Members who received Level 2 Funding follow through on their obligations to give back to the community in some way?</i>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Additional comments for Council:			
Education Director Signature & Date:			
Band Administrator Signature & Date:			