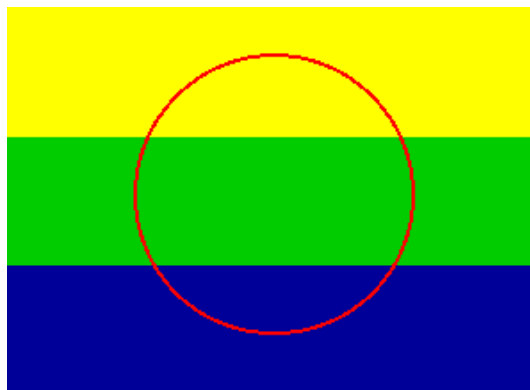


# **Community Services Policy**

**PEGUIS FIRST NATION**



**Adopted: BCR FY 2009/2010 - 37**

## PEGUIS FIRST NATION Community Services and Donations Policy

### MANDATE

- 1 The mandate of the Peguis First Nation Community Services is to provide assistance to Peguis Band Members both on and off reserve.
- 2 Assistance provided may be in the form of referrals to existing services or programs, counselling, resource materials, advocacy or one-time emergency assistance.

### DEFINITIONS

- 1 The following definitions apply:
  - (a) “**Chief and Council**” and “**council**” means the Peguis First Nation leadership consisting of one Chief and Councillors;
  - (b) “**Manager**” means the Manager of the Peguis Community Services Department;

### ORGANIZATION

- 3 The Peguis First Nation Community Services and Donations Department is a program within the Finance Department.
- 4 The Manager will report directly to the Chief Financial Officer (CFO). The CFO will supervise the program and periodically check to ensure the program is operating within the expectation of, and in accordance with the policies of Council.
- 5 The Community Services Department includes Urban Services being provided in Winnipeg, and services provided on the Peguis First Nation

### FUNDING

- 6 On the first day of each month the budgeted amount for Community Services will be transferred to a separate bank account.
- 7 No further amounts will be transferred in the month.
- 8 Any unexpended funds at the end of the month will be carried forward for future months.
- 9 Any unexpended funds carried forward will not affect the new month’s transfer of funds.
- 10 Should funds continue to grow in the Community Services band account over an extended period of time, Chief and Council may authorize a transfer of funds back to the First Nation.

**STAFFING**

- 11 The staffing level shall be one F/T.



*Community Services and Donations Program Organization Chart*

**OPERATION**

- 12 It is the responsibility of the Manager to monitor expenditures to ensure the budget is not exceeded.
- 13 It is the responsibility of the Manager to prioritize all requests for funds.
- 14 The Manager will be the final approval for all requests for funds.
- 15 The Manager will prepare all cheques and maintain all files.
- 16 Signing authority on the bank account will be consistent with those for other First Nation bank accounts.
- 17 The Manager will ensure an annual cash support limit of \$750.00 per family is followed.
- 18 The Manager will ensure that all cash support will only be provided to those that are in an emergency situation and only the amounts required to resolve the immediate situation.

**PROCEDURES FOR APPROVING EMERGENCY ASSISTANCE**

- 19 The individual may identify the need for emergency assistance by speaking to the Chief, a Councillor, Band employee or calling the Band office.
- 20 In all cases, the individual will be referred to the Manager of Community Services.
- 21 The Manager will follow-up with all referrals by meeting with the individual at which time the Manager will explain the services available.
- 22 The individual will be provided an application form for completion.
- 23 The Manager will review the application and investigate the situation, and if applicable, provide counselling, referrals to other programs, or prepare cheques for payment.
- 24 Cheques will be signed twice weekly (Tuesday and Thursday) and distributed at that time by the Manager.