



Municipality of the District of Argyle

Item: Argyle Emergency Fund

Date: January 24, 2023

VISION

We see Argyle as home to a healthy and thriving rural population. Our municipality promotes and supports economic and social opportunities for the region and engages in the active expression of our unique Acadian heritage. We are a place of choice for rural living and are widely recognized for our warm hospitality and joie de vivre. Surrounded by fresh air and cool ocean breezes, we work and play in the great outdoors. People choose to live in Argyle because of our commitment to each other, to our community and to our neighbors. Argyle is a place we are proud to call home.

Background:

Since 2014, The Municipality of Argyle has hosted the Experience of Argyle event in the fall of each year as a fundraiser to assist residents of the municipality who may be going through difficult times. The information and application form are attached in Appendix A.

This event had been very successful, however, due to COVID, the event has not occurred since the fall of 2019. We were able to subsidize this event using COVID revenue from the province for 2020-2021 and 2021-2022 which kept the emergency fund replenished.

Below is a 4 year comparison, for your information, of funds used.

2019-2020	\$3,057.77	7 residents/households
2020-2021	\$1,672.74	5 residents/households
2021-2022	\$4,154.41	9 residents/households
2022-2023 (April – January)	\$3237.51	8 residents/households after 10 months

Currently, there is \$971.45 remaining in the emergency fund. An Experience of Argyle event is contemplated for Fall 2023, which will bring additional revenue for this fund. However, with the cold winter months and the rising living costs, especially in heating fuel, the current remaining emergency funds will only assist 2 additional residents/households.

Further to the financial issue, the increased demand is met with no policy to guide decisions effectively. Through our experience we note various issues with how the moneys is requested and approved. Prior to any future commitment in 2023-24, a policy should be created and amendment to meet our current needs and concerns.

Department of Finance Recommendation:

A motion was made by council advising staff to seek funding within this year's operating budget. Currently, there is \$14,400 remaining in the Community Litter clean up grant program that will not be spent before the end of this fiscal year. Recommendation is that some of this amount be allocated to replenish the Argyle Emergency Fund.

CAO approves DOF recommendation.

Suggested motion:

Move that council approve a transfer of \$4000.00 from the community litter clean up program to the Argyle Emergency fund for the period ending March 31, 2023.

Move that council instruct the CAO to present a policy for the Argyle Emergency fund by April 30, 2023.

APPENDIX A
ARGYLE EMERGENCY FUND

BACKGROUND

The Argyle Emergency Aid Fund assists residents who experience an emergency situation caused by a combination of critical, *unforeseen* circumstances or the resulting state which require immediate action. This program is designed to assist those who cannot reasonably resolve their financial difficulty through fellowships or loans and have exhausted all other options to resolve the emergency.

FUND ADMINISTRATORS

The Chief Administrative Officer (CAO), Director of Finance or Municipal Clerk of the Municipality of Argyle will review and provide a recommendation for each request.

ELIGIBILITY CRITERIA

- 1) The resident must be a current resident of the Municipality of the District of Argyle.
- 2) Need for assistance must be of a critical nature.
- 3) No resident may receive more than one disbursement in any one calendar year.
- 4) The resident must provide, in writing, the nature of the emergency, a line item request of funds, and any supporting documentation such as quote or invoice.
- 5) A second resident shall co-sign the application, thereby vouching the need of the applicant.
- 6) Property taxes owing is not considered eligible for the purposes of this fund, nor is the municipality authorized to offset these funds against taxes outstanding.

Each application for emergency funds will be regarded individually, on a case-by-case basis.

The Emergency Fund are grants that reimburse actual expenses. These grants are not a loan, and do not need to be repaid.

EMERGENCY FUND PROCEDURES

- 1) A resident or a municipal employee, councillor or concerned resident on behalf of a resident, submits an application and all documentation to support the claim to the Municipal Office.
- 2) The application must be endorsed by a third party and will be forwarded to a fund administrator for review.
- 3) Once the request is deemed appropriate, the request is made for the cheque to be processed and presented to the resident and handled by the finance department in an urgent manner.

FUND DISBURSEMENT

Argyle Emergency Aid funds will be reimbursed to residents upon the submission of receipts for actual expenses up to a maximum of \$500. Other arrangements may be made if needed at the discretion of the CAO or Director of Finance



Argyle Emergency Aid Fund Application Form

Name: _____

Address: _____

City: _____ Province: _____

Phone: (Home) _____ (Work) _____

E-mail Address: _____

AMOUNT OF REQUEST: \$ _____

Have you received funds from the Argyle Emergency Aid Fund before? Yes _____ No _____

If yes, when? _____

Please describe your emergency situation, specifying how the funds would be used. To aid us in understanding your need, please explain anything you feel we should know.

Applicant signature _____

Concerned Resident signature: _____

OFFICE USE ONLY

Date: _____ Approved: _____ Denied: _____

Amount Granted \$: _____

Fund Administrator's Signature: _____

Reasons for denial : _____