

MUNICIPALITY OF THE DISTRICT OF ARGYLE <b>POLICY AND ADMINISTRATION MANUAL</b>	REFERENCE NUMBER _____
SECTION <b>PROCEDURE AND ORGANIZATION OF COUNCIL</b>	SUBJECT <b>ARGYLE EMERGENCY FUND</b>

## 1. PURPOSE

- 1.1. The aim of the Argyle Emergency Aid fund is to assist residents who experience an emergency situation caused by a combination of critical, unforeseen circumstances or the resulting state which requires immediate action.
- 1.2. 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.

## 2. AUTHORITY

- 2.1. Section 65C (1) & (2), *Municipal Government Act*.
- 2.2. 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.

## 3. GENERAL APPLICATION PROCESS

- 3.1. The resident must be a current resident of the Municipality of the District of Argyle.
- 3.2. Need for assistance must be of a critical nature.
- 3.3. No resident may receive more than one disbursement in any one calendar year, even if maximum disbursement wasn't used.
- 3.4. The maximum amount to be dispersed in one calendar year is \$500 per household.
- 3.5. The resident or councillor must provide, in writing, the nature of the emergency, a line item request of funds, and any supporting documentation such as quote or invoice.
- 3.6. A second resident shall co-sign the application, thereby vouching the need of the applicant.
- 3.7. 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.

## 4. ELIGIBILITY REQUIREMENTS & GENERAL CONDITIONS

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

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- 4.2. The Emergency Fund are grants that reimburse actual expenses. These grants are not a loan, and do not need to be repaid.
- 4.3. 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.
- 4.4. The application must be endorsed by a third party and will be forwarded to a fund administrator for review.
- 4.5. 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

**5. ACCOUNTABILITY**

- 5.1. 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

**VERSION LOG**

Version Number	Amendment Description	Amendment/Policy Owner	Approved By	Approval Date

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<u>Chief Administrative Officer's Annotation for Official Policy Book</u>	
Date of Notice to Council Members Of Intent to Consider [7 days minimum]:	
Date of Passage of Current Policy:	
I certify that this Policy was adopted by Council as indicated above.	
<u>Original Signed</u>	<u>March 3, 2021</u>
Warden	Date
<u>Original Signed</u>	<u>March 4, 2021</u>
Chief Administrative Officer	Date