



# Committee Terms of Reference

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Kwadacha Member Assistance Fund Committee

Approved by Council May 2023

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## 1.0 Background

### 1.1 Kwadacha Nation

Kwadacha Nation (Kwadacha) is located 570 km North of Prince George, BC at the confluence of the Fox, the Kwadacha, and Finlay rivers in the Rocky Mountain Trench.

As of March 2023, Kwadacha had 605 registered members with 312 members living on reserve and 293 living off reserve.<sup>1</sup>

### 1.2 Endowment Fund

In the 1960's, BC Hydro created the WAC Bennett Dam and Williston Reservoir, the largest body of water in British Columbia and the ninth largest man-made lake in the world. The creation of the reservoir exacerbated the isolation of the Kwadacha peoples and increased their cost of living. It severely impaired their ability to continue their traditional way of life based on hunting, trapping, and gathering.

In 2008, Kwadacha entered into an agreement with BC Hydro to address the impacts of the flooding from the creation and operation of the WAC Bennett Dam and Williston Reservoir. The agreement provided Kwadacha approximately \$15 million as an initial payment and annual payments of approximately \$1.6 million. Annual funds will be paid in perpetuity and will be adjusted every year to offset inflation. In return for the funds paid to Kwadacha, the agreement provides for certainty of current and future operations of BC Hydro's Peace River facilities (WAC Bennett Dam, Williston Reservoir, and Peace Canyon Dam).

The funds go into an endowment fund managed by investment professionals. Proposed expenditures are submitted to an independent Payment Trustee to ensure they meet the test of providing community social and economic benefits.

Kwadacha determined that an appropriate use for part of the endowment would be used to support the Kwadacha Member Assistance Fund, set at \$100,000 per year. \$80,000 of that is to assist members while \$20,000 is to support Committee governance.

## 2.0 Kwadacha Member Assistance Fund

### 2.1 Overview

The Kwadacha Member Assistance Fund (the Fund) is intended to assist Members in need with financial assistance for:

- Food security;
- emergencies (i.e., rent, transportation, unexpected repairs, capital replacements, utilities);
- personal devices for work or emergencies (cell phones, laptops, iPads);
- health and wellness not covered by health and/or mental health funding (i.e., special needs, braces);
- cultural or spiritual activities;

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<sup>1</sup> Indigenous and Northern Affairs Canada (INAC). Kwadacha Nation – Registered Population. Source: [https://fnp-ppn.aadnc-aandc.gc.ca/fnp/Main/Search/FNRegPopulation.aspx?BAND\\_NUMBER=610&lang=eng](https://fnp-ppn.aadnc-aandc.gc.ca/fnp/Main/Search/FNRegPopulation.aspx?BAND_NUMBER=610&lang=eng). Last updated March 2023.

- travel and relocation;
- education and training;
- access to arts and recreation; and
- vehicle insurance for work.

The Kwadacha Member Assistance Fund Committee (the Committee) is responsible for determining how the fund is distributed.

To ensure that the funds support Kwadacha members with the greatest need, Kwadacha set up a robust process to review applications and distribute the funds.

### 2.1.1 Annual Distribution

The portion of the Fund that supports Members in need is currently set a \$80,000 per year. It has three funding streams:

- Summer Applications (\$35,000)
- Winter Applications (\$35,000)
- Minor Year-Round Supports (\$10,000)

Summer applications are reviewed in June with funds distributed in July. Winter applications are reviewed in November with funds distributed in December. Summer and winter funds can be paid to the applicant or to a vendor/service provider on behalf of the applicant if the applicant does not have available funds to pay and/or wait for reimbursement.

Minor year-round supports are distributed on an as-needed basis throughout the year via prepaid gift cards and passes (i.e., transit, gas stations, grocery and big box stores, VISA).

The fund amount and distribution will be reviewed on an annual basis to ensure that the fund meets the needs of the on and off-reserve members.

### 2.1.2 Eligibility

The Fund supports Kwadacha Band Members with either:

- Individuals over the age of 18 with an income of less than \$35,000 per year; or
- Households with an income of less than \$60,000 per year.

All registered Kwadacha Band Members, whether living on- or off-Reserve, who meet these income thresholds are eligible to apply.

Kwadacha Band Members who do not meet these income thresholds, but who need emergency assistance, can submit a special application to the Committee for review. The Committee may make a special recommendation to Council.

Kwadacha Band Members who require a higher amount than those set out in 2.1.4 (Funding Limits) can submit a special application to the Committee for review. The Committee may make a special recommendation to Council. If Council approves an amount that exceeds the annual eligibility limit, they will also set a period of time that the Individual or Household may not apply for or receive funding in subsequent years. This period is based on the amount of funding approved divided by the annual eligibility limits.

### 2.1.3 Eligible Expenses

Eligible expenses include:

- Food security;
- emergencies (i.e., rent, transportation, unexpected repairs, capital replacements, utilities);
- personal devices for work or emergencies (cell phones, laptops, iPads);
- health and wellness not covered by health and/or mental health funding (i.e., special needs, braces);
- cultural or spiritual activities;
- travel and relocation;
- education and training;
- access to arts and recreation; and
- vehicle insurance for work.

### 2.1.4 Funding Limits

Applicants may apply as Individuals or Households.

Applicant Type	Stream	Limit
Individual	All Streams Combined	\$1,500 per year
	Summer and Winter	Up to \$1,500
	Minor Year-Round	Up to \$300 per request
Household	All Streams Combined	\$3,000 per year
	Summer and Winter	Up to \$3,500
	Minor Year-Round	NA

Applicants must determine which Applicant Type they will apply for. They may NOT apply as both Individuals and Households.

As noted in 2.1.2 (Eligibility), Kwadacha Band Members who require a higher amount than those set out in the table above can submit a special application to the Committee for review. The Committee may make a special recommendation to Council. If Council approves an amount that exceeds the annual eligibility limit, they will also set a timeframe that the Individual or Household may not apply for or receive funding in subsequent years. This timeframe is based on the amount of funding approved divided by the annual eligibility limits. For example, if an Individual requests \$4,500 via a special application in 2024, they would not be eligible to submit another request until 2027 (2024 limit: \$1,500, 2025 limit: \$1,500, 2026 limit: \$1,500).

### 2.1.5 Application

Eligible members complete and submit applications to the Committee. The application outlines:

- Eligibility;
- Explanation of need;
- Requested funding amount;
- Funding use;

- Receipts or quote for paid or anticipated expenses; and
- Payee details (self or vendor/service provider).

Applications can be submitted by mail, hand, or email:

Method	Details
Mail or Hand	Kwadacha Member Assistance Fund Prince George Kwadacha Nation Office 497 3rd Ave, Prince George, BC V2L 3C1
Email	<a href="mailto:KMAF@kwadacha.com">KMAF@kwadacha.com</a>

Kwadacha Band Administration are available to support Members who require assistance to complete the application.

The application is attached as Appendix A.

### 2.1.6 Application Deadlines

Stream	Deadline
Summer	May 31 <sup>st</sup>
Winter	October 31 <sup>st</sup>
Minor Year-Round	N/A

### 2.1.7 Application Review and Recommendations

The Committee reviews applications and recommends Council approval of funding requests based on eligibility, need, use, and annual limits.

#### Summer and Winter Streams

As noted in Section 2.1.1, summer applications from Individuals or Households are reviewed in June with funds distributed in July and winter applications from Individuals or Households are reviewed in November with funds distributed in December.

The Committee reviews these applications and makes recommendations to Council during their regular meetings with decisions minuted.

#### Minor Year-Round Support Stream

Minor year-round support applications from Individuals are reviewed on an as-needed basis throughout the year.

The Minor Year-Round Support Subcommittee (the Subcommittee) works within thresholds and other guidance determined by Council to review and approve these applications during their ad-hoc meetings with decisions minuted.

The subcommittee provides a report to the Committee and Council at the next regular meeting.

### 2.1.8 Council Approval

Council reviews Committee recommendations regarding winter and summer stream applications. The approve payments.

Council also sets thresholds and other guidance for the Subcommittee’s review and approval of minor year-round support payments. NTD: what should those limits be?

### 2.1.9 Payment

Council approves and submits requests for winter and summer stream payments to the Director of Finance. The Director of Finance processes the request in line with Kwadacha’s Financial Policy and issues payment to the applicant or vendor/service provider in the applicant’s name.

The Subcommittee approves and submits requests for minor year-round support payments to the Director of Finance. The Director of Finance processes the issuance of gift cards to the applicant.

The Director of Finance provides a report to the Committee and Council at the next regular meeting.

### 2.1.10 Reporting

The Committee provides a provides Council a report on the distribution and use of the Fund twice a year, in January and August. They also provide a verbal update at the monthly Director’s meeting.

The Committee also provides an overview of the use of the Fund (with no identifying or personal information) in Kwadacha’s newsletter and/or website.

## 3.0 Kwadacha Member Assistance Fund Committee

### 3.1 Purpose

The Committee is responsible for the effective and efficient management and distribution of the Kwadacha Member Assistance Fund.

The Committee serves in an advisory capacity to Kwadacha Nation Council (Council) and Nation Management (Management).

### 3.2 Composition & Voting Authority

The Committee is comprised of eight members with no more than two members of the same family appointed as On-Reserve or Off-Reserve Members. The Council and Band Administration appointees do not factor into the maximum number of family members.

Member	Representative For	Details (for clarification)	Voting Authority
1-3	On-Reserve Members	Registered Member at least 18 years of age living On-Reserve with at least one 55 years of age	Yes
4-6	Off-Reserve Members	Registered Member at least 18 years of age living Off-Reserve with at least one 55 years of age	Yes



7	Council	Elected Band Councillor	Yes
8	Band Administration	Director of Finance	No

### 3.3 Recruitment of Voting Committee Members

The Committee will work with Council to develop a Recruitment Strategy based on this Terms of Reference, Term Matrix, and Member Qualifications for Voting Committee Members.

The Committee is responsible for managing the recruitment process while the Council is responsible for appointing the Committee members.

Council will undertake all Committee responsibilities for the initial Committee recruitment and appointment.

Recruitment will follow a three-phase process as outlined below:

Phase		Details
1:	Formal Requests for Nominees	<p>The Committee will develop a formal request outlining member type; duties and responsibilities; term; compensation; and review and appointment process. The request will be circulated to Council and Management and posted in or on for a minimum of 30 days:</p> <ul style="list-style-type: none"> <li>• Band office, community centre, school, and other community buildings;</li> <li>• Kwadacha main website and social media site;</li> <li>• Elder social media sites;</li> <li>• On-Reserve social media sites; and</li> <li>• Off-Reserve social media sites.</li> </ul>
2:	Applications	<p>Members will submit signed applications (see Appendix A) that outline their:</p> <ul style="list-style-type: none"> <li>• interest;</li> <li>• background and experience;</li> <li>• understanding of the Fund and these Terms of Reference; and a</li> <li>• any real, perceived, or potential conflicts and/or concerns with their ability to fulfill the duties and responsibilities.</li> </ul> <p>Each application must be supported by two Band Members who are at least 18 years of age.</p>
3:	Review & Recommendations	<p>The Committee will review the applications. If there are more than five applications for a membership position, the</p>

Phase	Details
	<p>Committee may choose to interview the applicants and develop a short-list.</p> <p>The Committee will prepare a report for Council outlining the applications, short-list (if appropriate), and recommendations for appointment.</p>

### 3.4 Appointment

Council will review the Committee’ report and recommendations at their next regularly scheduled meeting. They will review the recommendations and appoint the Committee Members in accordance with Council governance guidelines and policies.

Council will appoint the Chair, Deputy Chair, and Sub-Committee on an annual basis.

### 3.5 Removal

Committee Members are expected to serve their appointed terms. However, they may serve a shorter term if they or Council determine they are longer able to fulfill the required duties and responsibilities.

If, due to personal circumstances, Committee Members feel they are no longer able to fulfill the duties and responsibilities, they must inform the Committee and Council in writing. They will not be eligible to partake in any Committee meetings or decisions as of the date of the written notice. They will be formally disappointed at the next regularly scheduled Council meeting.

Council may disappoint a Committee Member before the end of term if the Committee Member:

- is convicted of a criminal act;
- misses two consecutive meetings; and/or
- does not comply with this Terms of Reference, Code of Ethics, or any Kwadacha Policy referred in this Terms of Reference.

Council must provide the Committee Member with written notice of disappointment within 48 hours of such determination. The Committee Member may not challenge or dispute the disappointment.

### 3.6 Term and Positions

As outlined in the matrix below, Voting Committee Members will be appointed for three-year terms. Initial appointments will be staggered between two-to-four-year terms to ensure that at least three members have been on the committee for one or more years. Voting Committee Members may be appointed to serve a second consecutive term.

The Director of Finance will be a Non-Voting Committee Member. Council will renew their appointment on an annual basis.

The staggered rotation shown below will ensure Committee consistently and knowledge transfer.

Member		Year												
		'23	'24	'25	'26	'27	'28	'29	'30	'31	'32	'33	'34	'35
1	On-Reserve													
2	On-Reserve													
3	On-Reserve													
4	Off-Reserve													
5	Off-Reserve													
6	Off-Reserve													
7	Council													
8	Director of Finance													

Council will appoint the Chair and Deputy Chair on an annual basis.

To support the new Committee, Council will appoint the Director of Finance, a Non-Voting Member, as Chair for the first two years. Once the Committee is established, Council may wish to appoint another Committee Member as Chair.

A Voting Member chosen from the On-Reserve and Off-Reserve Members, who has served at least one year on the Committee, will be appointed Deputy Chair. Council will ensure this position is rotated between Committee Members living on and off-Reserve.

The Councillor appointed as a Voting Member will act as liaison between the Committee and Council. They will not be eligible to be Chair or Deputy Chair.

The Sub-Committee, comprised of two members of the Committee (Council appointee and Band Administration appointee) and the Executive Director, is responsible to the Committee for the review and approval of Minor Year-Round applications within the thresholds and guidance set by Council.

### 3.7 Member Qualifications and Criteria

Collective, Committee Members should have knowledge and understanding of issues to that would support the review and approval of Fund applications. Council understands that no one Committee Member will meet all criteria, but they will aim to ensure that at least one Member fits each of the following areas of knowledge and understanding:

- Nation history and traditional knowledge;
- Nation vision, mission, and values;
- Community initiatives and partnerships;
- Health and wellness;
- Social issues and trends;
- Governance; and
- Financial acumen.

### 3.8 Compensation

The Councillor and Director of Finance are not eligible for additional compensation outside of Council and/or employment policies and agreements.

Other Voting Committee Members are eligible for the following compensation:

	Compensation	Daily Maximum
Meetings	200	200
Meeting Prep	200	200
Total	400	400

Committee Members will not be reimbursed for expenses associated with their duties as a Committee Member unless travel is requested and approved by Council. In such cases, expenses and reimbursement will align with Nation policies and guidelines.

Committee Member compensation is funded through the \$20,000 set aside for Committee Governance.

### 3.9 Code of Ethics

Committee Members will adhere to the Code of Ethics

Kwadacha Nation is committed to conducting business in an open and ethical manner. We accomplish this by building strength, trust, accountability, and integrity in all governance and businesses practices. It is the responsibility of every Committee Member to build and maintain this code of ethics by supporting and actively participating in the process.

Kwadacha Nation strives to protect our employees, vendors, customers, members, committees, and organization from any illegal or damaging actions committed by individuals either knowingly or unknowingly, will not tolerate any wrongdoing or impropriety, and will immediately take the appropriate disciplinary actions to correct the problem.

At a minimum, Committee Members will adhere to the following:

- Conduct themselves in a manner which reflects the highest standards of integrity, frankness, and responsibility;
- Act in a truthful and honest manner in all dealings while being aware of the need for compassion and discretion;
- Treat all individual as equal regardless of their gender, race, age, rank, or culture;
- Recognize that Committee discussions are privileged and confidential and that Committee Members must refrain from exploiting such information for personal gain;
- As a Committee Member, it is expected that sobriety is followed while conduction Committee business;
- carry out duties of the Committee diligently and honestly, mindful that the primary task is to serve the Kwadacha Nation membership;
- maintain the integrity and dignity of Kwadacha Nation, its programs, governance, business and employees by acting with fairness and impartiality at all times;

- be prompt, courteous, and temperate in the execution of duties;
- adhere to the Committee Terms of Reference, Council direction, and Kwadacha Nation policies and procedures;
- show respect for the authority and jurisdictional structures of Kwadacha Nation, Council and the Board;
- provide constructive criticism and suggestions through proper channels, and contribute to making Kwadacha Nation as harmonious as possible; and
- avoid publicly criticizing Council, other Committee Members, or employees, or the policies of Council or the Board.

In the event a Committee Member violates this Code of Ethics, Council may disappoint them before the end of their term.

Upon appointment, Committee Members must sign the Code of Ethics Agreement (see Appendix B).

## 4.0 Duties and Responsibilities

### 4.1 Committee

The Committee is responsible for:

- Review and recommendation to Council of Spring and Winter applications;
- Oversight of the Sub-committee's review and approval of the Minor Year-Round applications;
- Appropriate management of the Fund;
- Regular reporting to Council and membership;
- Recommendations regarding the future use and policies around the Fund.

### 4.2 Sub-Committee

The Sub-Committee, comprised of two members of the Committee (Council appointee and Band Administration appointee) and the Executive Director, is responsible to the Committee for the review and approval of Minor Year-Round applications within the thresholds and guidance set by Council.

### 4.3 Committee Members

Committee Members will work to ensure that the duties and responsibilities of the Committee are undertaken in a timely and appropriate manner. They will commit to attend all Committee meetings (virtual) and not to miss two consecutive meetings. They will adhere to this Terms of Reference and all policies and guidelines referenced within.

### 4.4 Chair

The Chair's primary role is to act as the presiding Committee Member at Committee meetings and to ensure that the Committee is functioning effectively and meeting its obligations and responsibilities.

The Chair has the following responsibilities:

- Build consensus and develop teamwork within the Committee and promote Committee unity;

- Provide guidance to Committee Members;
- Facilitate the Committee’s understanding, consideration, oversight, and approval of applications and Fund distribution;
- Ensure Council is kept apprised of the Committee’s work and decisions including preparing semi-annual reports;
- Ensure membership are kept apprised of the Committee’s work and decisions including preparing annual summaries;
- Ensure Council is aware of relevant issues of concern to the Committee;
- Act as the Committee’s primary spokesperson;
- Act as a champion of good governance; and
- Assist Committee Administrative Support resource with the following:
  - Scheduling meetings;
  - Reviewing agenda packages; and
  - Reviewing reports developed by the Committee Administrative Support resource.

#### 4.5 Deputy Chair

The Deputy Chair supports the Chair and undertakes the Chair’s responsibilities when requested by the Chair or when the Chair is unable to do so.

#### 4.6 Committee Administrative Support

A Band Administration employee will be identified to provide administrative support to the Committee.

The Committee Administration Support will assist the Committee with the effective flow of committee operations. They will actively plan, organize, coordinate, and oversee committee activities including:

- Schedule meetings;
- Develop agenda packages;
- Ensure meetings and decisions are minuted;
- Maintain official records and attendance records;
- Coordinate financial matters; and
- Develop regular reports and summaries.

### 5.0 Meetings

#### 5.1 Schedule

The Committee will have regularly scheduled virtual meetings four times per year.

Meeting		Focus
1:	November	<ul style="list-style-type: none"> <li>• Review Winter Stream applications and recommend distribution of funds</li> <li>• Review Sub-committee updated on Minor Year-Round Stream</li> </ul>

Meeting		Focus
		<ul style="list-style-type: none"> <li>• Review financial report</li> </ul>
2:	February	<ul style="list-style-type: none"> <li>• Review Sub-committee updated on Minor Year-Round Stream</li> <li>• Review financial report</li> <li>• Review and approve Council update</li> <li>• Discuss topics and issues that may impact Members' needs and the Fund</li> </ul>
3:	June	<ul style="list-style-type: none"> <li>• Review Summer Stream applications and recommend distribution of funds</li> <li>• Review financial report</li> <li>• Review Sub-committee updated on Minor Year-Round Stream</li> </ul>
4:	September	<ul style="list-style-type: none"> <li>• Review Sub-committee updated on Minor Year-Round Stream</li> <li>• Review financial report</li> <li>• Review Terms of Reference</li> <li>• Review and approve Council update</li> <li>• Discuss topics and issues that may impact Members' needs and the Fund</li> </ul>

Additional meetings may be scheduled to respond to Council requests or direction.

Meetings will be held on weekdays and will not exceed four hours.

## 5.2 Notice

Notice of meetings will be sent to the Committee Members a minimum of 10 working days in advance of meeting.

### 5.3 Agenda and Agenda Packages

The Chair will develop the agenda. Each agenda will include, but not be limited to:

- Minutes and action items;
- Areas of focus listed in Section 5.1; and
- Meeting schedule

The Committee Administrative Support will post the agenda packages to a shared, secured site at least five working days in advance of a meeting and advise Committee Members by email that the packages have been posted.

### 5.4 Minutes

The Committee Administrative Support will minute the meetings to ensure proper records of Committee attendance, discussion (high level, not verbatim), direction and decisions. Minutes will be approved by the Committee at the subsequent meeting and maintained by the Committee Administrative Support at the Band Office.

Minutes, with personal or identifying information redacted, will be posted on the Kwadacha website

### 5.5 Attendance

The Chair will take attendance at each meeting. As noted above, Council may disappoint Committee Members who miss two consecutive meetings.

### 5.6 Quorum

Quorum is set at five and comprised of at least four voting committee members and the Chair:

- Two On-Reserve Voting Committee Members;
- Two Off Reserve Voting Committee Members;
- and the Chair.

If a quorum is not present within 15 minutes from the time appointed for a meeting, the meeting will be adjourned and scheduled within seven days of the original meeting date.

### 5.7 Decision Making

Committee Members will follow a simple decision-making process based on quorum.

If all Committee Members are in attendance, decisions will be determined by a Simple Majority Vote.

If Quorum is present, but not all Committee Members are in attendance, decisions will be determined by a Simple Majority Vote.



All Committee Members in Attendance	Quorum. Not all Committee Members in Attendance
Review & Discuss Material	
Motion & Vote	
SIMPLE MAJORITY (4 Voting/7 Voting)	SIMPLE MAJORITY (3 Voting/4 Voting)
Record Decision	

### 6.0 Terms of Reference Approval and Review

The Kwadacha Member Assistance Committee Terms of Reference was approved by Council May 2023.

The Committee will review the Terms of Reference on an annual basis and, if appropriate, make recommendations with respect to revisions to Council.

# Appendix A: Application Form

## THE KWADACHA MEMBER ASSISTANCE FUND

### Funding Application

**The Fund** | The Kwadacha Member Assistance Fund is intended to assist Members in need with financial assistance for:

- Food security
- emergencies (i.e., rent, transportation, unexpected repairs, capital replacements, utilities)
- health and wellness not covered by health and/or mental health funding (i.e., special needs, braces)
- cultural or spiritual activities
- travel and relocation
- personal devices for work or emergencies (cell phones, laptops, iPads)
- education and training
- access to arts and recreation
- vehicle insurance for work

### **Eligibility**

The Fund supports Kwadacha Band Members with either:

- Individuals over the age of 18 with an income of less than \$35,000 per year; or
- Households with an income of less than \$60,000 per year.
- Applicants may apply as Individuals or Households.

All registered Kwadacha Band Members, whether living on- or off-Reserve, who meet these income thresholds are eligible to apply.

Kwadacha Band Members who do not meet these income thresholds, but who need emergency assistance, can submit a special application to the Committee for review. The Committee may make a special recommendation to Council.

### **Application**

Full Name: \_\_\_\_\_ Status #: \_\_\_\_\_

Address: \_\_\_\_\_ Phone#: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Email: \_\_\_\_\_

Do you own your home (Y/N): \_\_\_\_\_ Rent (Y/N/ Specify Amount): \_\_\_\_\_

Are you currently employed (Y/N): \_\_\_\_\_ Are you currently in school (Y/N): \_\_\_\_\_

Are you currently on Social Assistance (Y/N): \_\_\_\_\_ Pension (Y/N): \_\_\_\_\_

**Requested Amount (\$):** \_\_\_\_\_ (See funding limits below).

Applicant Type	Stream	Limit
Individual	All Streams Combined	\$1,500 per year
	Summer and Winter	Up to \$1,500
	Minor Year-Round	Up to \$300 per request
Household	All Streams Combined	\$3,000 per year
	Summer and Winter	Up to \$3,500
	Minor Year-Round	NA

Explanation of Need | Please explain (in a few sentences) why you are eligible to receive Kwadacha Member Assistance Funding in the textbox below:

Funding Use | Please explain (in a few sentences) what the funding is for and how it will benefit you in the textbox below:

Documentation

Please include all documentation to verify the amount requested:

- Invoices
- registration fees
- Receipts or quote for paid or anticipated expenses
- doctor referrals, etc.

Submission

Submission Methods / Options and Deadlines are on the next page.

**Your Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Submission Methods / Options

Applications can be submitted by mail, hand, or email. Kwadacha Band Administration are available to support Members who require assistance to complete the application.

Method	Details
Mail or Hand	Kwadacha Member Assistance Fund Prince George Kwadacha Nation Office 497 3rd Ave, Prince George, BC V2L 3C1
Email	<a href="mailto:KMAF@kwadacha.com">KMAF@kwadacha.com</a>

### Deadline

Stream	Deadline
Summer	May 31 <sup>st</sup>
Winter	October 31 <sup>st</sup>
Minor Year-Round	N/A

## Appendix B: Code of Ethics Agreement

Kwadacha Nation is committed to conducting business in an open and ethical manner. We accomplish this by creating an environment built on strength, trust, accountability, and integrity in all business practices. It is the responsibility of every Committee Member to build and maintain this code of ethics by supporting and actively participating in the process.

Kwadacha Nation strives to protect all of our Committee Members from any illegal or damaging actions committed by individuals either knowingly or unknowingly, will not tolerate any wrongdoing or impropriety, and will immediately take the appropriate disciplinary actions to correct the problem.

At a minimum, Committee Members will adhere to the following:

- carry out duties of employment diligently and honestly, mindful that the primary task is to serve the Kwadacha Nation membership;
- maintain the integrity and dignity of Kwadacha Nation, its programs, governance, business and employees by acting with fairness and impartiality at all times;
- be prompt, courteous, and temperate in the execution of duties;
- take initiative in finding ways of doing work more efficiently, effectively, and economically;
- maintain a positive attitude in dealing with other Committee Members, employees, members of Kwadacha Nation, Council or the Board and conduct themselves both while on duty and in public, in a manner conducive to standards that will bring credit to employees and Kwadacha Nation;
- adhere to Kwadacha Nation policies and procedures;
- follow Council direction attentively, be cooperative, and work as a team member with other Committee Members;
- show respect for the authority and jurisdictional structures of Kwadacha Nation, Council and the Board;
- be courteous and polite towards co-workers and the public;
- provide constructive criticism and suggestions through proper channels, and contribute to making the workplace as harmonious as possible; and
- avoid publicly criticizing the policies of Council or the Board, as well as individual departments.