

NISGA'A TS'AMIKS VANCOUVER SOCIETY

**2026 COMMUNITY ENGAGEMENT EVENT PROGRAM
GUIDELINES**

Table of Contents

1. Program Purpose	3
2. Program Authority	3
3. Eligible Events	3
4. Eligibility Requirements	4
5. Ineligible Applications	4
6. Eligible Applicant	5
6. Application Process	5
6.1 Applicant Information	5
6.2 Distribution of Tickets	6
6.3 Payment Information	Error! Bookmark not defined.
6.4 Applicant Declaration	6
8. Verification of Nisga'a Citizenship	6
9. Proof of Custody or Guardianship	7
10. Waitlist Procedure	7
11. Cancellation Procedure	8
11.1 Participant Cancellation	8
11.2 Failure to Attend	8
11.3 Reassignment of Tickets	8
12. Meal Allowance	Error! Bookmark not defined.
13. Residency and Service Area	8
14. Application Methods	9
15. Accessibility and Application Assistance	9
16. Application Review Process	9
17. Conflict of Interest	10
17. 1 Purpose of the Restriction	11
13. Program Integrity	11
14. Privacy and Confidentiality	11
15. Roles and Responsibilities	11
16. Reporting Requirements	11
17. Program Reconciliation	12
18. Contact Information	12

2026 Program Year

Program Purpose	Sponsor members to attend community events.
Eligible Events	As listed in Section 3.
Application Period	To be determined as event dates and tickets are released.
Attendance Method	Tickets or event admissions provided by NTVS.
Program Status	Subject to Board approval.

1. Program Purpose

The NTVS Community Engagement Event Program supports Nisga'a citizens and families by providing access to community events in Vancouver and surrounding areas. The program is intended to encourage cultural connection, recreation, family participation, and community engagement.

2. Program Authority

The program is subject to approval by the NTVS Board of Directors, including eligibility criteria, budget, event selection, and distribution methods.

3. Eligible Events

Examples include Sporting events, PNE, Fright Nights, Disney on Ice, pumpkin patches, Christmas light shows, concerts and live music performances, fairs and exhibitions, family festivities, cultural celebrations, seasonal events, and other family-oriented events approved by NTVS.

4. Eligibility Requirements

Applicants must meet the following criteria:

1. The applicant must be a Nisga'a citizen residing within the NTVS service area.
2. The applicant must have a valid Nisga'a Citizenship Number issued by Nisga'a Lisims Government or be a parent or a legal guardian of a Nisga'a Child(ren).
3. Applications may only include members of the applicant's immediate household and for Nisga'a citizens who are registered to receive services from NTVS
4. Applications must be completed and submitted by the applicable deadline.

Immediate household members generally include:

- Applicant;
- Spouse or partner residing in the same household;
- Dependent Nisga'a children residing in the same household;
- Nisga'a elder and/or parent(s) residing in the same household.

Participation is limited to approved members - per the most recent NLG Citizenship Registry List - and their eligible household members where specified.

Approval is subject to verification of the eligibility criteria and available program funding.

5. Ineligible Applications

An application may be considered ineligible when:

1. The applicants and their household members are not Nisga'a
2. The applicant does not reside within the NTVS service delivery area
3. Applications submitted for external household members, extended family, and friends that are Nisga'a is not permitted. This is to ensure other NTVS community members have fair opportunity to apply for events.
4. A duplicate application has already been processed for the applicant
5. Required information and documentation is not provided by the established deadline.
6. The application contains information that is false, misleading, altered, or cannot reasonably be verified.
7. The application is submitted after the deadline.

Administration should not deny an application solely because additional clarification is required. Where reasonable, the applicant should first be given an opportunity to provide missing information.

6. Eligible Applicant

An application may be submitted by:

- A parent;
- A legal guardian;
- A person with lawful custody;
- A caregiver with appropriate authorization; or
- A Nisga'a citizen who is legally permitted to apply on their own behalf.

Where the applicant's relationship to the Nisga'a citizen(s) is unclear, administration may request proof of custody, guardianship, caregiving responsibility, or authority to apply.

The name of the payment recipient should normally match the name of the approved applicant.

6. Application Process

NTVS may open event-specific application periods. Applicants may be selected on a first-come, first-served basis, random draw, or another method identified in the event announcement.

NTVS will prioritize 80% of the available tickets to families, and the remaining 20% will go to singles, and couples without children.

The 2026 Program Year will assist with prioritization of the next fiscal year. Households that will not receive event sponsorship this fiscal year will be prioritized next fiscal year and be subject to the same application process BEFORE repeat applicants are considered.

6.1 Applicant Information

Applications will be processed in a timely fashion and if necessary, contact the application to request additional information if necessary. The following information is required for an application to be processed efficiently:

- Applicant full legal name;
- Telephone number;
- Email address;
- Current residential address;
- Mailing address, if different;
- Nisga'a Village, district, or urban local affiliation, where applicable;

- Confirmation that the applicant is authorized to apply on behalf of Nisga'a member(s).
- Full legal names of household participants;
- Dates of birth for household participants;
- Nisga'a Citizenship numbers;

6.2 Distribution of Tickets

Tickets, passes, vouchers, or admissions will be distributed according to event-specific instructions. Tickets have no cash value and may not be sold or transferred unless authorized by NTVS..

6.4 Applicant Declaration

The applicant must declare that:

1. The information provided is complete and accurate.
2. The applicant is authorized to apply for the participants.
3. The applicant and/or participants are Nisga'a citizens enrolled with NLG Nisga'a Citizenship Department under NTVS service delivery area.
4. NTVS may verify the submitted information.
5. The applicant understands that incomplete or inaccurate information may delay or prevent approval.
6. The applicant agrees to repay any amount issued as a result of false, duplicate, or materially inaccurate information.

8. Verification of Nisga'a Citizenship

NTVS community engagement events application approvals are subject to verification of Nisga'a citizenship of the participants in the Ts'amiks area. Applicants must provide Nisga'a Citizenship numbers for themselves and/or their household members participating in the community engagement event.

Where citizenship cannot be verified, administration may direct the applicant to NLG Citizenship Department to acquire the Nisga'a Citizenship Number, or apply for Nisga'a Citizenship.

Citizenship information must only be used for administering and verifying eligibility for the program.

9. Proof of Custody or Guardianship

Proof of custody, guardianship, or caregiving authority is not required for every application.

It may be requested when:

1. The applicant's relationship to the participant is unclear.
2. Further clarification is reasonably required.
3. More than one person applies for the same participant(s).
4. A custody or payment dispute is brought to administrations attention.
5. The participant is in the care of an extended family member, foster caregiver, or another person.
6. Administration has reasonable concern about whether the applicant is authorized to receive the tickets and payment.

Acceptable documentation may include:

- A guardianship document;
- A custody order;
- A care agreement;
- A letter from a recognized agency;
- School records identifying the parent or guardian;
- Other documentation reasonably accepted by administration.

Administration must handle custody information confidentially and should not attempt to resolve family or legal disputes.

Where competing applications are received, payment should be held until the applicant's authority is reasonably established.

10. Waitlist Procedure

When applications exceed available tickets, NTVS will establish an event waitlist.

Applicants placed on the waitlist will be ranked according to:

1. Program priority criteria;
2. Date and time of application;
3. Event-specific considerations established by NTVS.

Placement on a waitlist does not guarantee ticket allocation. If tickets become available, NTVS may contact waitlisted applicants in order of priority.

Applicants who do not respond by the stated deadline may be removed from the waitlist and the opportunity offered to the next applicant. If time does not permit a deadline, NTVS staff will move immediately to the next applicant.

11. Cancellation Procedure

Approved participants who can no longer attend an event should notify NTVS as soon as possible.

11.1 Participant Cancellation

Participants should provide notice immediately upon becoming aware they cannot attend.

Advance notice allows NTVS to:

- Reallocate tickets;
- Contact waitlisted applicants;
- Reduce wasted program expenditures.

11.2 Failure to Attend

Where a participant repeatedly:

- Accepts tickets and fails to attend;
- Cancels without reasonable notice; or
- Causes tickets to go unused,

NTVS may consider this history when reviewing future event applications.

11.3 Reassignment of Tickets

Tickets surrendered prior to an event may be reassigned to waitlisted applicants.

13. Residency and Service Area

The applicant or participants the applicant is submitting an application for must ordinarily reside within the NTVS service delivery area.

Temporary travel or short term absences should not automatically make the application ineligible.

14. Application Methods

Applications may be accepted through one of the following approved methods:

- Secure online application form;
- Fillable electronic form submitted to receptionist@tsamiks.com

Because the NTVS office is currently closed, applications should not require in-person attendance.

The public notice must clearly state:

- How to access the form;
- Where to submit it;
- The deadline;
- The required documents;
- The contact information for assistance;
- That incomplete applications may be delayed or ultimately denied.

Applications and supporting documents should not be submitted through public Facebook comments or other public channels.

15. Accessibility and Application Assistance

Administration should make reasonable efforts to ensure the application process is accessible.

Applicants who cannot use the online application process may contact NTVS for assistance or request an alternative format.

Assistance may include:

- Providing a fillable PDF;
- Assisting an applicant to identify required documents.

Providing assistance does not guarantee approval.

16. Application Review Process

Applications should be reviewed in the order received, subject to operational requirements.

Each application should be assigned one of the following statuses:

- Received;
- Under review;
- Pending verification;
- Approved;
- Declined;
- Payment pending;
- Paid;
- Closed.

The review should include:

1. Confirming the application is complete.
2. Verifying Nisga'a Citizenship.
3. Confirming residency within the service area.
4. Confirming the applicant's authority where required.
5. Checking for duplicate applications.
6. Reviewing the requested payment information.
7. Recording the approval or decline decision.
8. Including the approved applicant on the payment list.

17. Conflict of Interest

To ensure fairness, transparency, and public confidence in the program, employees, contractors, and Board of Directors are not eligible to apply for or receive benefits through the Community Engagement Event Program.

Applications submitted by the following will be denied:

- Current NTVS employees;
- Current NTVS Board of Directors;
- Current TDC and TVC Board of Directors;

Employees and Directors may participate in administering, promoting, or overseeing the program only in their official role and shall not receive any direct benefit from the program.

Applications with employees or directors included as participants will be denied.

Where a real, potential, or perceived conflict of interest arises, the individual must immediately disclose the conflict and remove themselves from any involvement in the related decision-making process.

17. 1 Purpose of the Restriction

This restriction is intended to:

- Protect the integrity of the program;
- Ensure equitable access for eligible community members;
- Prevent actual, perceived, or potential preferential treatment;
- Maintain public trust in NTVS program administration; and
- Support transparent and accountable use of program funds.

13. Program Integrity

NTVS may verify eligibility and maintain records to prevent duplicate allocations and ensure equitable distribution.

14. Privacy and Confidentiality

Personal information collected for this program will be used only for administering event participation and related reporting.

15. Roles and Responsibilities

NTVS administration is responsible for event promotion, application review, participant communication, and reporting. The Board is responsible for program oversight and approval.

16. Reporting Requirements

Following each event, Program Administration should maintain records including:

- Event name;
- Event date;
- Number of tickets secured;
- Number of tickets distributed;
- Number of attendees;
- Number of adults;
- Number of children;
- Total meal allowances paid;
- Total event expenditures;
- Number of cancelled tickets;
- Number of waitlist allocations;

- Any operational issues.

17. Program Reconciliation

Following each event, administration and finance should reconcile:

1. Approved attendee lists;
2. Tickets distribution records;
3. Meal allowance payments;
4. EFT transaction reports;
5. Cancelled allocations;
6. Waitlist replacements;
7. Event invoices;
8. Total expenditures.

Any discrepancy should be investigated and documented.

An annual summary report should be prepared for the Board containing:

- Total events supported;
- Total participating citizens;
- Number of families assisted;
- Number of singles and couples assisted;
- Total ticket costs;
- Total meal allowance costs;
- Total program costs;
- Waitlist statistics;
- Recommendations for future programming.

18. Contact Information

Nisga'a Ts'amiks Vancouver Society

Email: receptionist@tsamiks.com

Telephone: 778-504-6792