

Recreation Policy & Procedures

April 1, 2019

**TK'EMLÚPS te SECWÉPEMC
RECREATION POLICY & PROCEDURES**

1 PURPOSE:

The purpose of the Recreation policy & procedures is to establish guidelines for Tk'emlúps te Secwépemc (TteS) band members to access and obtain available funds for recreation.

Chief and Council will approve an annual Recreation budget, at the beginning of each fiscal year, to be administered by the Community Services Department; and Chief and Council will not consider any further individual or group requests.

2. MISSION:

The Tk'emlúps te Secwépemc has established an annual recreation budget to provide financial assistance to band members. TteS is committed to providing fair and equitable guidelines for all band members to access recreation funding.

3. ELIGIBILITY CRITERIA:

1. The person requesting funding **MUST** be a Tk'emlúps te Secwépemc band member and have a ten-digit Tk'emlúps te Secwépemc Registry Number starting with 688. Funds are not transferable.
2. Eligibility is limited to the current fiscal year beginning April 1st and ending March 31st of the next year and no retroactive payments will be made to a previous fiscal year. Recreation fees that need to be paid in February for activities that occur in the next fiscal year will be deducted from the actual fiscal year that the activities take place (i.e. soccer registration) – after a certain date. Invoices and/or receipts received by March 31st for activities that took place prior to that date will be paid from that fiscal year.
3. Recreation activities must be provided through a registered league, business or organization and all receipts/invoices must contain OFFICIAL BUSINESS LETTERHEAD/LOGO.
4. Band member children in care of a delegated agency are eligible for sponsorship only when funding is not provided by the delegated agency.
5. All receipts and requests must be received by **12pm (Noon) Wednesday** in order to be reviewed, and if approved, processed for payment the following week on Friday.
6. Funding is based on individual age of the TteS member requesting the funds. For example, the change from youth to adult funding occurs on the band member's 30th birthday, not at the beginning of the next fiscal year.



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4. CONFIDENTIALITY:

- a) Due to confidentiality laws anyone over the age of 18 years old is considered an adult, and must apply for their own Recreation funding;
- b) Information **cannot** be disclosed to relatives (including parents and adult children) of adults **over** 18 without the express written consent of the adult:
- c) If you are making decisions and/or requesting services for an adult Person with Disabilities, documentation of the **Registered Power of Attorney** for the dependent adult must be provided to Community Services staff at the time of the request; documentation will be kept on file.

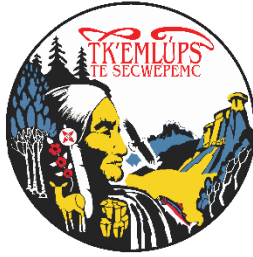
Without proper documentation information regarding adults cannot be disclosed to a third party.

5. ANNUAL RECREATION BUDGET ALLOTMENT:

1. Maximum individual financial support per current fiscal year for the newborns to 3 years is \$300.00 CDN .
2. Maximum individual financial support per current fiscal year for the youth category is 4 to 29 years of age is \$1,000.00 CDN.
3. Maximum individual financial support per current fiscal year for adults aged 30 years and older is \$500.00 CDN
4. Family membership fees will be deducted and divided from each the family's individual allotments (i.e. Family YMCA pass). To be eligible for a family pass a minimum of two family members, living in the same home, with status numbers starting with 0688.
5. Financial assistance is for registration fees **ONLY**; all secondary costs associated with participation in a chosen activity are the responsibility of the participant (i.e. Uniform, costumes, travel or equipment).

1. PROCEDURES TO ACCESS RECREATION FUNDS:

1. TteS band members must complete a TteS Recreation application form and submit the following attachments with their application: (available at Community Services / on line fillable application is available at www.tkemlups.ca/recreation or email: recapp@kib.ca):
 - a. Proof of registration, proof of event and cost;



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- b. Invoice from a recognized business establishment (quotes are not acceptable). Cheques will be made payable to the business establishment; and/or,
- c. Valid receipts for recreation activities that meets the eligibility criteria, as set out in the policy, will be paid as a reimbursement directly to the TteS member.

The application form must be filled out fully and include the required information and documentation. Community Services does not deal directly with vendors. All requests are to be managed by the band member.

2. Failure to submit required receipts will adversely affect further funding. Community Services Department reserves the right to verify the receipts and information provided.
3. **It is highly encouraged that all applicants make their best efforts to fundraise, i.e. Loonie Auctions**
4. **It is the responsibility of TteS band members to read the Recreation policy.**
5. **Any misuse of the Recreations Funds will result in loss of access in future.**

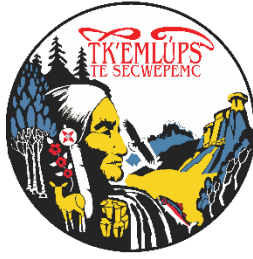
7. ADDITIONAL FUNDING SOURCES:

For TteS youth within the City of Kamloops, the following funding sources may also be available:

1. Kidsport Kamloops: <http://www.kidsportcanada.ca/british-columbia/kamloops/>
Funding is up to a maximum of \$550, Youth up to 18 years of age. All applications are reviewed at Board Meetings (i.e. April 2019)
2. Canadian Tire Jumpstart:
<http://jumpstart.canadiantire.ca/content/microsites/jumpstart/en/apply.html>
Based on financial need, children 4 to 18 years of age. Applications reviewed from January to November.
3. Affordable Recreation for Community Health (ARCH Program)
<https://www.kamloops.ca/parks-recreation/accessible-recreation/arch-program>
Subsidy program to help people access City Facilities and programs. Off reserve residents only.

8. AMENDMENTS:

1. Amendments to these regulations may be made by the Community Services Department on an annual basis;
2. All amendments must be bolded and highlighted;
3. All amendments must be reviewed by Finance Management; and,



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4. All Amendments must receive one (1) reading in Chief and Council.