TK̓EMLÚPS TE SECWÉPEMC

TK̓EMLÚPS TE SECWÉPEMC RECREATION AND WELLNESS POLICY & PROCEDURES

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RECREATION AND WELLNESS POLICY & PROCEDURES

1. PURPOSE:

The purpose of the Recreation and Wellness policy & procedures is to establish guidelines for Tk̓emlúps te Secwépemc (TteS) band members to access and obtain available funds for recreation and wellness activities that support emotional, physical and spiritual wellness.

Kúkwpi7 ell Tk̓wenem7íple7 (Chief and Council) will approve an annual Recreation and Wellness budget, at the beginning of each fiscal year, to be administered by the Community Services Department; and Kúkwpi7 ell Tk̓wenem7íple7 (Chief and Council) will not consider any further individual or group requests.

2. MISSION:

Tk̓emlúps te Secwépemc has established an annual Recreation and Wellness budget to provide financial assistance to band members. TteS is committed to providing fair and equitable guidelines for all band members to access recreation and wellness funding.

3. ELIGIBILITY CRITERIA:

a) The person requesting funding **MUST** be a Tk̓emlúps te Secwépemc band member and have a ten-digit Tk̓emlúps te Secwépemc Registry Number starting with 688. Funds are not transferable.

b) 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. 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.

c) Recreation and Wellness activities must be provided through a registered league, business or organization and all receipts/invoices must contain OFFICIAL BUSINESS LETTERHEAD/LOGO.

d) Band member children in care of a delegated agency are eligible for sponsorship only when funding is not provided by the delegated agency.

e) 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.

f) 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.

g) When requiring funds for sponsorship on recreational events please refer to the "TteS Membership Sponsorship Policy"

4. CONFIDENTIALITY:

a) Due to confidentiality, anyone over the age of 18 years old is considered an adult, and must apply for their own Recreation and Wellness 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 AND WELLNESS BUDGET ALLOTMENT:

a) Maximum individual financial support per current fiscal year for the newborns to 3 years is $600.00 CDN.

b) Maximum individual financial support per the current fiscal year for the youth category is 4 to 29 years of age is $1,500.00 CDN.

c) Maximum individual financial support per current fiscal year for adults aged 30 years and older is $1,000.00 CDN.

d) 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.

6. PROCEDURES TO ACCESS RECREATION AND WELLNESS FUNDS:

a) TteS band members must complete a TteS Recreation and Wellness application form and submit the following attachments with their application: (available at Community Services / online fillable application is available at www.tkemlups.ca/recreation or email: recapp@kib.ca):

b) Proof of registration, proof of events and cost;

c) Invoice from a recognized business establishment (quotes are not acceptable). Cheques will be made payable to the business establishment; and/or,

d) Valid receipts for recreation and wellness activities that meets the eligibility criteria, as set out in the policy, will be paid as a reimbursement directly to the TteS member.

e) 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.

f) Failure to submit required receipts will adversely affect further funding. Community Services Department reserves the right to verify the receipts and information provided.

g) **It is highly encouraged that all applicants make their best efforts to fundraise, i.e. Loonie Auctions**

h) **It is the responsibility of TteS band members to read the Recreation and Wellness policy.**

i) **Any misuse of the Recreation and Wellness Funds will result in loss of access in future. Equipment acquired through the Recreation and Wellness Funds may not be sold for resale.**

7.WHAT IS COVERED BY THE RECREATION AND WELLNESS POLICY

Activities and equipment covered by the Recreation and Wellness policy include but are not limited to:

1. Pool passes, gym passes, yoga, pilates, crossfit, exercise classes, aquafit
2. Registration fees for sports (hockey, soccer, lacrosse, basketball, volleyball, football, baseball, figure skating, gymnastics, dance, martial arts etc)
3. Golf day passes, punch cards or memberships
4. Ski passes, ski and snowboard lessons, First Nations Snowboard Team
5. Art classes, music lessons, summer camp, Scouts, Girl Guides
6. PAL course, first aid courses
7. Entrance fees to Wildlife Park, Aquarium, museums and other attractions
8. Craft supplies
9. Sports & fitness equipment (eg. baseball bats, hockey gear, skis/snowboards, running shoes, bikes, fishing rods, camping equipment, weights etc.)
10. Wellness supplies (eg. self help books, tarot cards, gardening supplies, musical instruments etc.)
11. Any other requests not listed are at the review of the CS manager for decision.

8. WHAT IS NOT COVERED BY THE RECREATION AND WELLNNESS POLICY

1. Travel costs including gas, hotels and food
2. No Weapons (eg. Knives, rifles) due to liability
3. Any expenses covered under the medical and dental policy

9. ADDITIONAL FUNDING SOURCES:

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

a) Amendments to these regulations may be made by the Community Services Department on an annual basis.

b) All amendments must be bolded and highlighted.

c) All amendments must be reviewed by Finance Management; and,

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