



čěčegatštəm ʔəms čičuy
Recreation Reimbursement Program Policy
Programs and Services
Health and Wellness

TNP 02/2024

Approved on MONTH DAY YEAR.

Effective on MONTH DAY YEAR.

Hegus [SIGNATURE]

Hegus [NAME]

DEPOSITED IN THE TLA'AMIN
REGISTRY

ON ____ / ____ / ____
(day/month/year)

Signature of Law Clerk

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1.0 Forward

The Tla'amin Nation's č̣č̣gatštəm ʔəms čičuy (ch'eh-ch'eh-gat-shtum uhms chee-chooey) — 'helping to support our kids' Recreation Reimbursement Program Policy is designed to provide financial assistance to ʔəms čičuy (uhms chee-chooey) 'our children' from 0 to 18 years of age wishing to participate in recreational programs and services beyond Tla'amin's Community Recreation programs. The Program is aligned with Goal 10 of the Comprehensive Nation Plan to take care of Tla'amin čičuy which includes a commitment to develop and implement comprehensive recreation supports. This Policy ensures that ʔəms čičuy have access to a range of meaningful recreational opportunities that can foster a sense of community, cultural pride, and personal growth. By investing in their recreational pursuits, we are supporting their individual development and contributing to the broader goal of creating a vibrant and healthy Tla'amin community.

2.0 Purpose and Scope

Purpose

- 2.1 The purpose of this policy is to establish clear eligibility and administration guidelines for parents, guardians and eligible youth to access and obtain reimbursement for the fees associated with enrolling in a recreational program or activity outside of Tla'amin's Community Recreation programs.

Scope

- 2.2 This policy applies to employees of the Tla'amin Nation who are responsible for the reimbursement of eligible applications under the č̣č̣gatštəm ʔəms čičuy (ch'eh-ch'eh-gat-shtum uhms chee-chooey) — 'helping to support our kids' Recreation Reimbursement Program Policy.
- 2.3 This policy does not apply to requests for funding or reimbursement provided under any other program or budget.

3.0 Definitions

ʔəms čičuy: means our Tla'amin children and youth.

Application for Reimbursement: The form and process by which parents, guardians, or eligible youth request financial reimbursement for recreation registration fees.

Chief Administrative Officer: as defined in the *Administration and Finance Law*.

Delegated Agency: An agency authorized to provide care and services to ʔəms čičuy, as recognized by the Tla'amin Nation.

Fiscal Year: as defined in the *Administration and Finance Law* and means the fiscal year of the Tla'amin Nation which is April 1 to March 31 of the following year.

Director of Community Services: means an officer or an individual who manages, supervises or controls the Community Services Department of the Tla'amin Nation.

Maximum Allowances: The highest amount of money that can be reimbursed for recreation activities per individual annually.

Recreation Manager: The individual who manages, supervises and controls the recreational function of the Community Services Department.

Recreation Registration Fees: The fees associated with enrolling in a recreational program or activity.

Tla'amin Citizens: as defined in the *Government Law* and means a Tla'amin Individual who is enrolled under the *Final Agreement* in accordance with the eligibility and enrolment chapter and the *Citizenship and Enrolment Law*.

4.0 Policy Statements

č'ęęgatštəm ʔəms čičuy — 'helping to support our kids' Program

- 4.1 The Executive Council annually approves the č'ęęgatštəm ʔəms čičuy (ch'eh-ch'eh-gat-shtum uhms chee-chooey) — 'helping to support our kids' budget which is managed by the Community Services Department. Funds will be distributed during the fiscal year by application for reimbursement on a first-come, first-served basis. Once the budget is exhausted, no further individual or group requests will be considered.
- 4.2 Funding provided under this Program is for recreation registration fees only. All secondary costs associated with participation in a chosen recreation activity are the participant's responsibility (i.e. uniform, costumes, travel or equipment).

Eligibility Criteria

- 4.3 Under this Program, funding is available for čičuy from newborn to 18 years of age who are Tla'amin Citizens. For clarification, čičuy will no longer be eligible for funding on the date of their nineteenth (19) birthday.
- 4.4 čičuy in the care of a delegated agency are eligible for sponsorship when funding is not provided by the delegated agency. For privacy reasons, despite Section 4.12, requests for

reimbursement for čičuy in care shall be made directly to Child and Family Services Manager for referral to the Director of Community Services or their delegate.

- 4.5 To be eligible for reimbursement, recreation activities must be provided through a registered league, business, or organization. Proof of payment must contain an official letterhead and/or logo such as formal identification and branding.
- 4.6 Applications for reimbursement must be made during the same fiscal year that the recreation registration fees were paid. Applications for reimbursement will not be considered for recreation registration fees paid during prior fiscal years.
- 4.7 Where family passes are purchased for a recreational activity, the amount of a child or youth pass as applicable will be deducted from each individual's allowance.

Maximum Allowances

- 4.8 The maximum annual allowances for reimbursement for čičuy are as follows:
 - (a) Ages 0 to 6 years will be reimbursed up to \$300 CAD.
 - (b) Ages 7 to 18 years will be reimbursed up to \$1,000 CAD.
- 4.9 Any unused allowances are forfeited and do not roll over to the next year.

Applications for Reimbursement

- 4.10 Applicants may apply for reimbursement using the application form provided by the Community Services Department. Where čičuy are over the age of 18, they may apply for reimbursement on their own behalf.
- 4.11 Without the written consent of a parent or guardian, information regarding applications for reimbursement cannot be disclosed to anyone but the applicant.
- 4.12 Applicants must submit their application for reimbursement up until March 31 of the fiscal year including proof of payment. Applications for recreation registration fees paid during the previous fiscal year submitted after the March 31 deadline are not eligible for reimbursement.
- 4.13 If an application for reimbursement is less than the maximum allowance set out in Section 4.8, additional applications for reimbursement may be made up to the maximum allowance.

- 4.14 If an application for reimbursement is more than the maximum allowance set out in Section 4.8, only up to the maximum amount will be reimbursed.
- 4.15 Complete applications for reimbursement will be reviewed and considered by the Recreation Manager or their delegate. If funding is available, applications for reimbursement will be granted on a first come, first served basis. Where there is any uncertainty regarding eligibility for reimbursement, the Recreation Manager shall forward applications for reimbursement to the Director of Community Services for a decision.
- 4.16 If an applicant is unable to pay for an activity without prior reimbursement due to extenuating financial circumstances, the applicant may contact the Director of Community Services or their delegate for support.
- 4.17 If a recreation activity or program is cancelled and recreation registration fees are refunded following reimbursement under this program, the applicant must notify the Recreation Manager. The refunded amount must be returned to Tla'amin Nation or applied to another eligible activity with supporting documentation.

5.0 Supporting Statements

Compliance

- 5.1 Any employee violations of this policy may result in disciplinary action, up to and including termination, in accordance with the progressive discipline and termination policies.

Exceptions

- 5.2 Exceptions to this policy require approval by the Chief Administrative Officer (CAO) or a delegate approved by the CAO. The CAO will report approved exceptions to the Executive Council.

6.0 Related Documents

Compliance Documents

Administration and Finance Law

Citizenship and Enrolment Law

Freedom of Information and Protection of Privacy Law

Government Law

7.0 Appendices

There are no appendices.

8.0 Summary of Changes

| Replaces | Dated | Key Changes |
|-----------------|----------------|--------------------|
| NEW | MONTH DAY 2024 | |