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# Education Allowances

**Policy  
2015-14**

	<b>AUTHORIZED BY</b>	ýłmixʷm nał səxʷkʷinaʔməm/Council
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	<b>DEPARTMENT</b>	Community Services, Education & Social Development
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Revision History			
Entry ID	613500	Total Number of Pages	13
Date	Revision	Changes	
2020-02-13	2019-03.01	Policy and Procedure Addendums to the Financial Transfer Agreement Policy approved by the Director of Operations on 2009-01-28, including Appendix 1 approved by Council Resolution #090921-15 on September 21, 2009.	
2020-02-13	2019-03.02	Transferred to current format on 2019-06-05. Approved by Council resolution #200210-11 on 2020-02-10.	



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## 1. Policy

It is of fundamental importance to the overall quality of life that every *stqá?tkw4niwt sqilxw*/Westbank First Nation (WFN) Member (Member) achieve the best educational and employment opportunities and outcomes. As a government, WFN must ensure its Members have access to a suite of services that support the achievement of those outcomes. WFN's *nčx'iltən*/education allowances provide Members, and students listed on WFN's Nominal Roll, who are attending an elementary or secondary school, with funding for certain education-related needs that are unavailable to them through alternate arrangements.

## 2. Purpose

The purpose of this Policy is to outline the education allowances available and confirm the eligibility criteria for accessing the allowances.

## 3. Scope

This Policy is a review, update, and revision to, and supersedes, a portion of the Policy and Procedure Addendums to the Financial Transfer Agreement policy signed by the *səxwkwulm' k'l yčayčat*/Director of Operations on *spáqtan*/January 28, 2009, including Appendix 1 approved by Council Resolution #090921-15 on *sk'əlwístən*/September 21, 2009 and signed by the Director of Operations on September 25, 2009.

This Policy applies to Members, and students on WFN's Nominal Roll, who are eligible for education allowances under this Policy, and *səxwkwulm*/Workers responsible for administering this Policy.

### a) Education Allowance for School Supplies and Fees

An education allowance for school supplies and fees is available to Members and those listed on WFN's Nominal Roll who;

- i. Are currently registered at a public or private school recognized by the British Columbia Ministry of Education (Ministry) as an elementary or secondary institution,
- ii. Are between the ages of *mus*/four (4) and *?upńkst ət xəx'nut*/nineteen (19),
- iii. Are not eligible to receive, at no charge, school supplies and fees through an alternate source; and

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- iv.** Submit a completed Education Allowance Application (Appendix A) to the Education & Social Development Department in accordance with Section 3.c) of this Policy.
- b) Education Allowance for Public Transit**
  - i.** An education allowance for public transit is available to Members only and who;
    - 1)** Are between the ages of four (4) and nineteen (19),
    - 2)** Are currently registered at a public or private school that;
      - (a)** Is recognized by the Ministry,
      - (b)** Is located within the boundaries of the Central Okanagan region; and
      - (c)** Has specific programs to enhance the student's educational goals, talents, and skills such as, but not limited to, French language, sports, art, trade, or religion,
    - 3)** Are not eligible to receive public transit through an alternate source at no charge; and
    - 4)** Submit a completed Education Allowance Application (Appendix A) to the Education & Social Development Department in accordance with Section 3.c) of this Policy.
  - ii.** Education allowances for public transit are based on standard rates.
  - iii.** The Education & Social Development Department is not responsible for lost or misplaced public transit passes.
- c)** Separate applications must be submitted for each student eligible for an education allowance under this Policy.
- d)** The Education & Social Development Department must be informed if a student receiving an education allowance withdraw(s) from school or move(s) out of the Central Okanagan region.

## 4. Responsibilities

- a)** Council is responsible for establishing an annual budget and setting aside funds in order to ensure the commitment to this Policy, on a best efforts basis, as part of the annual WFN budgeting process.
- b)** The Senior Manager, Education & Social Development or designate is responsible for;

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- i. Receiving, reviewing, and making decisions on Education Allowance Applications (Appendix A), in accordance with the provisions of this Policy,
  - ii. Notifying the applicant if any item on their Education Allowance Application (Appendix A) is approved or declined,
  - iii. Forwarding requests for payment for eligible items under this Policy to Financial Services; and
  - iv. Completing and submitting the Education Allowances Annual Report (Appendix B) required under Section 5. of this Policy.
- c) Financial Services is responsible for processing payments under Section 4.b)iii. of this Policy.
- d) Parents/Guardians and students are responsible for;
  - i. Submitting a completed Education Allowance Application (Appendix A) in accordance with Section 3.c) of this Policy; and
  - ii. Reporting any changes to their eligibility status to the Education & Social Development Department.

## 5. Monitoring and Reporting

The Education & Social Development Department must provide Council with an Education Allowances Annual Report (Appendix B) no later than *míktú?tin*/May 31 of each year.

## 6. Definitions

**"Guardian"** has the same meaning as that in the British Columbia Family Law Act [SBC 2011] c.25 as amended.

**"Nominal Roll"** means a list of First Nation students enrolled in a School within District No. 23 as of September 30 of a school fiscal year, and approved by WFN. The Nominal Roll does not change even if one or more First Nation Students withdraws from, or is excluded from, a school program after September 30.

**"Worker" (səx<sup>w</sup>k<sup>w</sup>u<sup>l</sup>m)** means any employee, volunteer, contractor, client, or other visitor who performs tasks on behalf of WFN at any WFN workplace through a formal arrangement including, but not limited to, an employment agreement, contract, or approved volunteer application.

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### 7. Cultural Context

#### a) Cultural Context of Policy

Learning has always been a central theme in traditional syilx culture. For centuries prior to first contact, the syilx learned to live in harmony with the world around them. Knowledge was handed down in the form of *captíkʷ4* (*chap-tee'-qulh*)/mythical stories containing vital information about history, politics, governance, biology, geography, sociology, psychology, religion, architecture, culture and all other areas of life. These stories contain numerous layers of information, principles and wisdom for living and solving the challenges of life. This practice was significantly disrupted during the era of residential schools when children were separated from their families and community and prohibited from speaking their language or practicing their culture. In contrast to this unfortunate chapter of syilx history, WFN places extreme importance on proactively encouraging, supporting, and participating in the education of its Members in order to help them attain their personal educational goals and full education potential while embracing who they are as individuals and as syilx people.

#### b) Cultural Context of Definitions

**iʔ sckʷl4 skč̣x̣iplaʔtət iʔ sč̣x̣ənwixʷtət (ih s-ch-kwllh' skts-xhee-  
plah'tet ih sts-xhen'-weewh-tet) WFN Self-Government Agreement  
míktúʔtin (meek-tooh'-teen) (May) Moon of sunflower seeds**  
(smúkʷaʔxm, pronounced *s-moo'quah'hxm* means sunflower).

**mus (moose) Four (4)**

**ṇ̌x̣̌wiltən (n-ch-xhwheel'ten) (Education)**

**səxʷḳ̌wulm (soōhx-quoōl'-m) (Worker)** The literal translation of *səxʷḳ̌wulm* is "the person responsible for" (*səxʷ*) "to work, fix, or create (*ḳ̌wul*). The root of *səxʷḳ̌wulm* comes from *ḳ̌wulṇ̌cutn* (*quoōl-n-choo'-tn*), the word for "Creator". WFN's Workers are, in a sense, creators, working to create important and valuable programs, services, and tools, and to solve issues as they arise, in order to ensure a productive, excellent, and fruitful government and community. The word also denotes value. Originating from the Creator, WFN's Workers have inherent value and are to be treated as such - by their supervisors, colleagues, and clients.



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**səx<sup>w</sup>k<sup>w</sup>ulm<sup>l</sup> kl<sup>l</sup> yʒayʒat (sōōhx-quōōl'-m kl' yahx-yahx'-t) (Director of Operations)** The Director of Operations is the Worker who is over (kl<sup>l</sup>) everyone (yʒayʒat). Through his team of managers and directors, they oversee all WFN's workers.

**sk'əlwístən (skel-wee'-sten) (September)** Moon of the spawning fish (sk'əlwíst, pronounced *skel-weest'*, means spawning fish).

**sknír'mn (skneer-mn) (February)** Moon of the buttercup (The nsyilxcen term for this month does not end in "tən" because the syilx did not traditionally gather or use the buttercup).

**spáqtan (spak'-tan) (January)** Moon of whiteout when everything is white (piq, pronounced *peek*, means white).

**stqá?tk<sup>w</sup>4niw<sup>t</sup> i? Stk<sup>w</sup>nk<sup>w</sup>inpla?s (st-caw-t-quōōlx'-nee-oot ih st-kwn'-queen-plahs) WFN Constitution**

**stqá?tk<sup>w</sup>4niw<sup>t</sup> sqilx<sup>w</sup> (st-caw-t-quōōlx'-nee-oot skxee'-lhx) (Westbank First Nation)** The people (sqilx<sup>w</sup>) living where wind blows (niw<sup>t</sup>) and forms swamps or puddles alongside a large lake (stqá?tk<sup>w</sup>4). Being a windy area, the winds would wash along the shore creating puddles which would either seep into the land, creating wet, marshy areas or wash back into the lake.

**yílmix<sup>w</sup>m naʒ səx<sup>w</sup>k<sup>w</sup>ina?məm (yeel-meehx'-m nal sehx-queen'-ah-mem) (Chief and Council)** The Chief of WFN has been chosen by the people to be the overall manager or boss (yílmix<sup>w</sup>m) of WFN. This leadership position is one of servanthood and self-sacrifice. yílmix<sup>w</sup>m's willingness to lead by example through lifestyle, experience, and wisdom sets the example for səx<sup>w</sup>k<sup>w</sup>ina?məm – the other members of Council – who have also been chosen by the people to be responsible for (səx<sup>w</sup>) working (k<sup>w</sup>) to oversee things (wina?məm). In seeking to lead well, yílmix<sup>w</sup>m naʒ səx<sup>w</sup>k<sup>w</sup>ina?məm are dependent on each other's willingness to sacrifice for the good of others. Traditionally, səx<sup>w</sup>k<sup>w</sup>ina?məm were those chosen to oversee hunting and fishing or to serve as a sort of enforcer of community laws but the term has now been broadened to incorporate the oversight of government. "naʒ" is simply the nsyilxcn<sup>l</sup> (nsyeelhx'-chen) term for "and".



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ʔupńkst əƿ ǰǰńut (*oo'-penkst elh xhe-xhe-noot'*) **Nineteen (19)** Ten  
(ʔupńkst) and (əƿ) nine (ǰǰńut).





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## **Education Allowances**

### **8. Approval**

This policy was approved by *y̓ilmixʷm naʔ səxʷkʷinaʔməm*/Council Resolution

#200210-11 on the 10<sup>th</sup> day of *sknir'mn*/February, 2020 and signed by the

Director of Operations on the 13<sup>th</sup> day of February, 2020.



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Pat Fosbery, *səxʷkʷulm̓ k̓l̓ y̓ayʔat*/Director of Operations



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### 9. References and Related Authorities

[i? sckwłt skcǎ ǎipla?tət i? scǎ ǎnwixwtət/Westbank First Nation Self-Government Agreement](#)

[WFN Government Strategic Plan 2016-2019](#)

#### **WFN Governance**

[stqá?tkw4niwt i? Stkwnkwinpla?s/Westbank First Nation Constitution](#)

[Policy 2015-01 Governance Instrument Creation, Review, and Approval](#)

Policy 2019-03 Education Program

### 10. Attachments

**Appendix A** - Education Allowance Application

**Appendix B** - Education Allowances Annual Report




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## Appendix A - Education Allowance Application (page 1)

			<b>Education Allowance Application</b> Education & Social Development Department, 1900 Quail Lane, Westbank, B.C. V4T 2H3 Phone: 250-768-0227 Fax: 250-768-0528 <i>To be completed for students requesting an Education Allowance          in accordance with Policy 2015-14 Education Allowances</i> <b>Protected when submitted</b>		
<b>STUDENT AND SCHOOL INFORMATION</b>					
Name of Student			<input type="checkbox"/> Male <input type="checkbox"/> Female		Grade
Date of Birth (YYYY/MM/DD)		Status Number		First Nation Name	
Name of Parent/Guardian				Phone Number	
Mailing Address					
City		Province and Postal Code		<input type="checkbox"/> On Westbank Lands <input type="checkbox"/> Off Westbank Lands (WFN Members only)	
School Year					
<b>School where the student is attending:</b>					
<input type="checkbox"/> sensisyusten House of Learning <input type="checkbox"/> George Pringle Elementary <input type="checkbox"/> Hudson Road Elementary <input type="checkbox"/> Chief Tomat Elementary <input type="checkbox"/> Shannon Lake Elementary <input type="checkbox"/> Mar Jok Elementary School		<input type="checkbox"/> Constable Neil Bruce Middle <input type="checkbox"/> Glenrosa Middle School <input type="checkbox"/> Mount Boucherie Secondary School <input type="checkbox"/> Central Program <input type="checkbox"/> Other ( <i>please specify</i> ):			
<b>Education allowance being applied for</b> ( <i>Please check all that apply</i> ):					
<input type="checkbox"/> School Supplies and Fees		<input type="checkbox"/> Public Transit (WFN Members only)			
<b>INFORMATION RELEASE AUTHORIZATION</b>					
I hereby consent to the release of attendance and registration records from my child's school officials to Westbank First Nation (WFN) for the purpose of confirming eligibility for education assistance. Please make education allowance funds payable to: <input type="checkbox"/> Student <input type="checkbox"/> My Parent/Guardian by: <input type="checkbox"/> Cheque delivered by: <input type="checkbox"/> Pick up at Community Services <input type="checkbox"/> Mail <input type="checkbox"/> Direct deposit ( <i>Electronic Funds Transfer must be set up with WFN</i> )					
Signature ( <i>Must be Parent/Guardian if applicant is under 19 years of age</i> )				Date:	
<i>The personal information on this form is collected under section 15 of the Westbank First Nation Freedom of Information and Protection of Privacy Law 2018. The information will be used to evaluate and process Education Allowance applications. If you have any questions about the collection or use of this information, please contact the Privacy Officer at 250-769-4999.</i>					
P2015-14 Appendix A (Last Revised: 2020 January) LF# 636319				Page 1 of 2	



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## Appendix A - Education Allowance Application (page 2)

<b>Office Use Only</b>		
<b>School Supplies and Fees</b>		
<input type="checkbox"/> Kindergarten	\$30	Payable in September
<input type="checkbox"/> Grades 1 to 5	\$80	Payable in September
<input type="checkbox"/> Grades 6 to 12	\$150	Payable in September
<input type="checkbox"/> Grades 6 to 12	\$100	Payable in January
<b>Public Transit</b>		
<input type="checkbox"/> Approved at standard public transit rate	\$	
<b>Total Education Allowance</b>	\$	
Payment Code: 01-2-101000-65215		
If the application or a portion thereof is denied, please state the reasons below:		
Name of Education & Social Development Representative		Position
Signature		Date

The personal information on this form is collected under section 15 of the Westbank First Nation Freedom of Information and Protection of Privacy Law 2018. The information will be used to evaluate and process Education Allowance applications. If you have any questions about the collection or use of this information, please contact the Privacy Officer at 250-709-4999.



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## Appendix B - Education Allowances Annual Report



# Education Allowances Annual Report

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Reporting Year

Total \$ Funded This Fiscal Year

To be completed by the Education & Social Development Manager or designate, reviewed by the *nuk<sup>w</sup>cwixtn yilmix<sup>m</sup> siya?*/Chief Saskatoon Berry Committee, and submitted to *yilmix<sup>m</sup> nal sax<sup>k</sup>ina?m<sup>m</sup>*/Council each year by May 31.

(e.g. 2017.18   2018.19   2019.20) →	Previous Year	Previous Year	Current Year
A. Total number of Applications for an Education Allowance submitted.			
B. Total number of <i>stqá?tk<sup>w</sup>niwt sqilx<sup>w</sup></i> /WFN Members approved for education allowances.			
C. Amount of funding expended for educational allowances for WFN Members:			
a. School Supplies and Fees			
b. Public Transit			
D. Total number of non-WFN Members approved for a School Supplies and Fees education allowance			
E. Amount of funding expended for non-WFN Members for a School Supplies and Fees education allowance			
F. Total amount of funding expended for education allowances.			

Additional comments:

Education & Social Development Representative Signature & Date:

*nuk<sup>w</sup>cwixtn yilmix<sup>m</sup> siya?*/Chief Saskatoon Berry Chair Signature & Date: