



Community. Leadership. Pride.

**Policy
2015-16**

Leisure and Wellness Funding

	AUTHORIZED BY	ȳilmix ^w m nał səx ^w k ^w inaʔməḡm/Chief and Council
	EFFECTIVE DATE	2024-11-15
	DEPARTMENT	Community Services, Membership Services
	REVIEW DUE DATE	2027-11-15

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Revision History			
Entry ID	397122	Total Number of Pages	12
Date	Revision	Changes	
2006-08-08	01	Choices Programs Policy approved by Council resolution.	
2008-03-03	02	Personal Development Programs for WFN Members approved by Council resolution #030308-006 on March 3, 2008 and signed by the Director of Operations on March 4, 2008.	
2018-03-27	03	Policy 2015-16 Leisure and Wellness Funding approved by Council Resolution #180326-23 on March 26, 2018 and signed by the Director of Operations on March 27, 2018.	
2021-09-28	04	Policy 2015-16 Leisure and Wellness Funding approved by Council Resolution #210920-05 on September 20, 2021 and signed by the Director of Operations on September 28, 2021.	
2023-01-26	05	Minor Revision to Appendix B by Membership Services Manager.	
2024-11-15	06	Policy 2015-16 Leisure and Wellness Funding approved by Council resolution #241112-05 on November 12, 2024 and signed by the Director of Operations on November 15, 2024.	



Leisure and Wellness Funding

1. Policy

stqá?tk^w+niwt sqilx^w/Westbank First Nation (WFN) supports and encourages the development of strong, healthy families and seeks to empower its people to be the best version of themselves so the community will continue to flourish. Leisure and wellness funding provides i? sqilx^w t! stqá?tk^w+niwt/Members with reimbursement of expenditures related to the pursuit of leisure and wellness activities that support their physical, mental, emotional, and spiritual well-being.

2. Purpose

This Policy outlines the eligible and ineligible expenses, limits, and requirements of leisure and wellness funding (Funding).

3. Scope

This Policy applies to yi sáx^wk^wina?mám/Council, sáx^wk^wu!m/Workers responsible for administering this Policy, and Members accessing Funding through this Policy.

Funds referenced in this Policy are in Canadian dollars.

a) Funding Availability and Limits

- i. Funding is available to Members only.
- ii. The Funding available per Member per Fiscal Year is a maximum of five hundred dollars (\$500) on a reimbursement basis only, except in accordance with Section 3.a)iii. of this Policy.
- iii. Funding is available in advance only for Elders using the Funding to participate in Elders Group excursions, in accordance with the provisions under Standard 2020-05 Elders Group Excursions.
- iv. Items eligible for Funding include products and activities that promote leisure and wellness including, but not limited to, the examples contained within the Medicine Wheel Matrix (Appendix A.)
- v. Items not eligible for Funding include, but are not limited to;
 - 1) Alcohol and other intoxicating substances,
 - 2) Prescription drugs, medicines, and similar substances,

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- 3) Gambling,
- 4) Expenses related to fulfilling work, employment, or school-related obligations; and
- 5) Regular household expenses, such as, but not limited to;
 - (a) Groceries,
 - (b) Rent or mortgage payments; and
 - (c) Utility bills.

b) Eligibility Criteria

To be eligible for Funding, Members must complete the following tasks:

- i. Submit a completed Leisure and Wellness Funding Application (Appendix B) that complies with the provisions of this Policy to the Membership Services Manager, along with;
 - 1) Copies of receipts for eligible expenses; or
 - 2) Confirmation of participation in an Elders Group excursion for advances under Section 3.a)iii. of this Policy; and
 - ii. Submit the application under Section 3.b)i. of this Policy no later than pæckłtán/March 31 of each year for expenses incurred in the previous Fiscal Year.
- d) Funding for approved applications will be paid out within five (5) to ten (10) business days.
 - e) Members are responsible for any costs that exceed the amount under Section 3.a)ii. of this Policy.
 - f) The Membership Services Manager's decision on applications for Funding is final.

4. Responsibilities

- a) Council is responsible for establishing an annual budget as part of the annual budgeting process that ensures commitment to this Policy on a best efforts basis.
- b) The Membership Services Manager or designate is responsible for;

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- i. Receiving, reviewing, and making decisions on Funding applications, in accordance with the provisions of this Policy,
 - ii. Notifying Members of any items on their Funding application that were declined,
 - iii. Forwarding reimbursement requests for items eligible for Funding to Financial Services for processing; and
 - iv. Monitoring Funding amounts approved for each Member in accordance with Section 3.a)ii. of this Policy.
- c) Financial Services is responsible for processing Funding reimbursement requests submitted by Membership Services.
- d) Applicants are responsible for submitting the application and other documentation required under Section 3.b) of this Policy to Membership Services by the deadline under that Section of this Policy.

5. Monitoring and Reporting

The Membership Services Manager or designate must monitor Funding amounts approved for each Member, in accordance with Section 4.b)iv. of this Policy.

6. Definitions

“Fiscal Year” means a period beginning *s̄p̄ił̄m̄t̄an*/April 1 of one year and ending March 31 of the following calendar year, an example being April 1, 2024 to March 31, 2025 .

“Leisure” means time free from work, school, or other obligations to pursue activities that promote rest and relaxation, or the enjoyment of recreational hobbies or sports.

“Wellness” means the state or condition of being in good physical, mental, emotional, and spiritual health, especially as the result of deliberate effort.

“Worker” (*s̄ax̄w̄k̄w̄l̄m*) 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, remote work agreement, approved volunteer application, or WFN terms of reference agreement.



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7. Cultural Context

i? sqilx^w tı stqá?tk^w†niwt (Members) The people (i? sqilx^w) from stqá?tk^w†niwt sqilx^w.

kətc'ac'a†tən (November) Moon of the cold (c'a†t means cold).

pəck†tán (March) Moon of budding leaves (pəck†).

səx^wk^wuım (Worker) The person or profession (səx^w) to work, fix, or create (k^wuı). The root of səx^wk^wuım comes from k^wıncutn, the word for "Creator". WFN's səx^wk^wuım are, in a sense, creators, working to provide important and valuable programs, services, and tools, and to solve issues as they arise, to ensure a productive, excellent, and fruitful government and community. The word also denotes value. Originating from the Creator, səx^wk^wuım have inherent value and are to be treated as such by their supervisors, colleagues, and clients.

səx^wk^wuım kı ƳƳayƳat (Director of Operations) The səx^wk^wuım who is over (kı) everyone (ƳƳayƳat). Through their team of Directors, they oversee all WFN's səx^wk^wuım.

spıł†m†tən (April) Moon of bitterroot (spıł†m†).

stqá?tk^w†niwt sqilx^w (Westbank First Nation) The people (sqilx^w) living where wind blows (niwt) and forms swamps or puddles alongside a large lake (stqá?tk^w†). Being a windy area, the winds would cause the water to wash upon the shore leaving puddles and pools to cleanse the land and which would either seep into the land, creating wet, marshy areas or wash back into the lake. This area has been identified as the portion of syilx territory from Antler's Beach/Hardy Falls area to around the Gellatly/Green Bay area (essentially from the bend in the lake along the whole shoreline) but it includes a few other areas, including x^wa† mnik, the area closer to Tsinstikeptum Indian Reserve #10 and many other areas that have specific place names.

Ƴıłmix^wm na† səx^wk^wina?məm (Chief and Council) The Chief of WFN has been chosen by the people to be the overall manager or leader (Ƴıłmix^wm) of WFN. Ƴıłmix^wm includes "Ƴil" which references the binding or weaving together of different strands to make one strong whole. The Chief is responsible for ensuring that all the workings of the community are connected and bound together. This leadership position is one of servanthood and self-sacrifice. Traditionally, the



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yílmix^wm represented the will of the people in carrying out the rights of being syilx, as well as representing the guarantee that the syilx will continue on. The yílmix^wm also represented good decisions of the people while protecting the land and the natural laws. The Chief's willingness to be a good role model and lead by example through lifestyle, experience, and wisdom sets the example for səx^wk^winaʔməm, the other members of Council chosen by the people to be responsible for (səx^w) working (k^w) to oversee things (inmaʔm), and for the youth, and for all the people. In seeking to lead well, Chief and Council are dependent on each other's willingness to sacrifice for the good of others. Traditionally, səx^wk^winaʔməm 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. "naʔ" is simply the ṅsyilxč term for "and".

yi səx^wk^winaʔməm (Council) Those who have been chosen by the people to be responsible for (səx^w) working (k^w) to oversee things (inaʔməm). Traditionally, yi səx^wk^winaʔməm were chosen to oversee hunting and fishing or to serve as policeman but the term has now been broadened to incorporate the oversight of government.



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8. Approval

This Policy was approved by Council resolution #241112-05 on the 12th day of kətc'ac'ałtən/November, 2024 and signed by the Director of Operations on the 15th day of November, 2024.

Lisa Pasto, səx^wk^wulm̓ kl̓ ɣɣayɣat/Director of Operations



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9. References and Related Authorities

WFN Governance

[stgá?tkw+niwt i? Stkwnkwinpla?s/Westbank First Nation Constitution](#)

[i? sckwłt skčxwipla?tat i? kəchla?pusa?x/Comprehensive Community Plan](#)

[WFN Government Strategic Plan](#)

[Policy 2015-01 Governance Instrument Creation, Revision, and Rescindment](#)

[Policy 2015-82 Personal Information and Privacy Protection](#)

[Standard 2020-05 Elders Group Excursions](#)

Standard 2024-06 Parental Consent for Minors

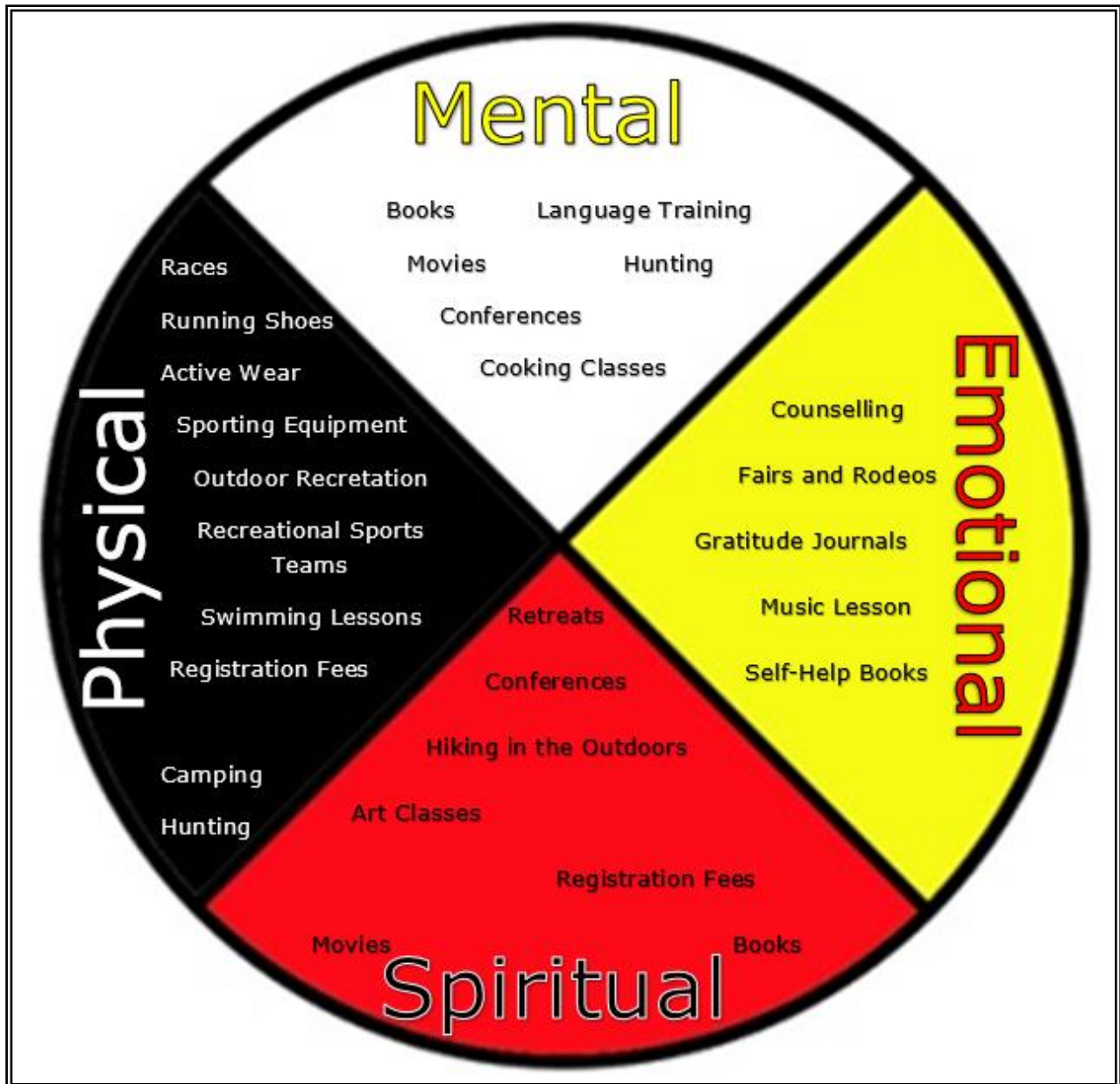
10. Attachments

Appendix A – Medicine Wheel Matrix

Appendix B – Leisure and Wellness Funding Application

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Appendix A - Medicine Wheel Matrix







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Appendix B – Leisure and Wellness Funding Application (page 1)

 Leisure and Wellness Funding Application 		
<p><i>To be completed by Members wishing to access funding under Policy 2015-16 Leisure and Wellness Funding. Submit to Membership Services once completed. Protected in accordance with Policy 2015-82 Personal Information and Privacy Protection.</i></p>		
Date:	<input type="text"/>	Amount Requested: <input type="text"/> <i>(Maximum \$500 per Member per Fiscal Year)</i>
Member Name(s) (Please print)		Status Number(s)
A.	<input type="text"/>	601
B.	<input type="text"/>	601
C.	<input type="text"/>	601
D.	<input type="text"/>	601
E.	<input type="text"/>	601
F.	<input type="text"/>	601
Leisure and Wellness Purchase Information (Itemize each purchase separately)		
Member (A.,B.,C....)	Description of Purchase	Cost
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
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Appendix B – Leisure and Wellness Funding Application (page 2)

Method of Payment	
<input type="checkbox"/> Electronic Funds Transfer (Contact Membership Services to set up first time)	
<input type="checkbox"/> Cheque	
Leisure and Wellness payable to: <input style="width: 500px; height: 20px;" type="text"/>	
Please Select Method of Cheque Delivery	
<input type="checkbox"/> Pick up at Community Services	<input type="checkbox"/> Pick up at WFN Government Building
<input type="checkbox"/> Mail (print address below) <input style="width: 200px; height: 20px;" type="text"/>	
Contact Information and Signature of Applicant	
Name (Please print): <input style="width: 400px; height: 20px;" type="text"/>	Phone #: <input style="width: 100px; height: 20px;" type="text"/>
Signature: <input style="width: 400px; height: 20px;" type="text"/>	Date: <input style="width: 100px; height: 20px;" type="text"/>
Signature of Parent/Guardian (if applicant is under 19 years of age): <input style="width: 400px; height: 20px;" type="text"/>	Date: <input style="width: 100px; height: 20px;" type="text"/>
Submission of Application	
<p>Submit application to Membership Services along with a copy of receipts for all purchases or, in the case of Elders requesting advance Funding for participation in Elders Group excursions, confirmation of participation in the excursion for which the Funding is requested. Please note that Membership Services will not be responsible for any original receipts provided with application.</p> <p>Application Submission Deadlines The deadline for submissions for purchases made in the previous fiscal year is April 7 of each year.</p> <p>For more information, contact Membership Services at 250-768-0227.</p>	