



Community. Leadership. Pride.

Leisure and Wellness Funding

**Policy
2015-16**

	AUTHORIZED BY	ilmix ^w əm nał səx ^w k ^w ina?mam Council
	EFFECTIVE DATE	2018-04-01
	DEPARTMENT	Community Services
	REVIEW DUE DATE	2021-04-01

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Revision History		
Entry ID	397122	Total Number of Pages 11
Date	Revision	Changes
2017-01-23		Conversion of Policy 080304 Personal Development Programs for WFN Members, Policy 2015-25 Recreation Funding approved 2016-08-04 Section 3.a) incorporated, GIP #784 & 2915 initiated, and approved to proceed with drafting.
2018-03-26		Approved by Resolution of Council #180326-23 on March 26, 2018 to take effect on April 1, 2018.
2018-03-27	2015-16.01	Approved and signed March 27, 2018 by the Acting Director of Operations.



Leisure and Wellness Funding

1. Policy

Westbank First Nation (WFN) is committed to creating a healthy, strong and vibrant community through providing resources for the promotion of physical, mental, emotional, and spiritual well-being.

2. Purpose

The purpose of this policy is to outline the financial support that is available to WFN Members for the pursuit of leisure and wellness activities, along with the criteria, funding limits, and eligibility requirements.

3. Scope

This policy applies to WFN Members and WFN employees who are responsible for administering this policy.

This policy is a review, update, and revision to, and supersedes, the "Personal Development Programs for WFN Members Policy" approved by Council Resolution #030308-006 on March 3, 2008 and signed by the Director of Operations on March 4, 2008. This policy also amalgamates Section 3.a) of Policy 2015-25 Recreation Funding approved by Council Resolution #160524-03 on May 24, 2016 and signed by the Director of Operations on August 4, 2016.

a) Leisure and Wellness Funding Limits

- i. Leisure and Wellness funding is;
 - 1) Limited to a maximum of five hundred Canadian dollars (\$500.00) per WFN Member per Fiscal Year; and
 - 2) Available on a reimbursement basis only upon the submission of,
 - (a) A completed Leisure and Wellness Funding Application form (Appendix B); and
 - (b) Receipts for purchases, in accordance with Section 3.a)ii. of this policy.
- ii. Leisure and Wellness funding may be used toward the cost of Leisure products and activities, and products and activities that promote Wellness, that do not include expenses related to the items listed in Section 3.a)iii. of this policy. Examples of eligible purchases are contained within the Medicine Wheel Matrix (Appendix A.)
- iii. Ineligible expenses include, but are not limited to;
 - 1) Alcohol and other intoxicating substances,

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- 2) Prescription drugs, medicine, and similar substances,
 - 3) Gambling,
 - 4) Dining out,
 - 5) Regular household expenses, such as, but not limited to;
 - (a) Groceries,
 - (b) Rent or mortgage payments,
 - (c) Utility bills; and
 - (d) Home maintenance; and
 - 6) Expenses related to fulfilling work, employment, or school-related obligations.
- v. The WFN Member is responsible for any costs for Leisure and Wellness activities that exceed the amount the WFN Member is eligible for under Section 3.a)i.1) of this policy.
- vi. The deadline for applying for reimbursement of expenses under section 3.a)ii. of this policy for the previous fiscal year (i.e. receipts dated no later than March 31) is April 7 of each year.
- vii. The Membership Services Manager's decision on applications for Leisure and Wellness funding is final.

4. Definitions

"Applicant" means a WFN Member who makes an application in accordance with the provisions of this policy.

"Fiscal Year" means a period beginning April 1st and ending March 31st of the following calendar year.

"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.

5. 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.

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- b)** The Membership Services Manager is responsible for;
 - i.** Receiving, reviewing, and making decisions on Leisure and Wellness funding applications, in accordance with the provisions of this policy,
 - ii.** Notifying the Applicant if any item on their Leisure and Wellness funding application is declined,
 - iii.** Forwarding reimbursement requests for eligible items on Leisure and Wellness funding applications to the Financial Services for processing,
 - iv.** Monitoring Leisure and Wellness funding amounts approved for each Member in accordance with Section 3.a)i.1) of this policy; and
 - v.** Preparing, and providing to Council, the Fiscal Year Leisure and Wellness Funding Annual Report (Appendix C) by May 31st of each year.
- c)** Financial Services is responsible for processing reimbursement requests in accordance with Section 5.b)iii. of this policy.
- d)** Applicants are responsible for submitting a completed Leisure and Wellness Funding Application (Appendix B) and receipts for purchases, in accordance with Section 3.a)ii. of this policy, to the Membership Services Manager.

6. Monitoring and Reporting

- a)** The Membership Services Manager will provide Council with a Fiscal Year Leisure and Wellness Funding Annual Report (Appendix C) no later than May 31st of each year.



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7. Approval

This policy was approved by Council/ilmixwəm nał səxw'k'wina?mam via Resolution of Council #180326-23 on the 26th day of March, 2018 and signed and approved by the Director of Operations on the 27th day of March, 2018.

Kevin Kingston, Acting Director of Operations/səxw'k'wuləm k'el yʕayʕat



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8. References and Related Authorities

[Westbank First Nation Constitution](#)

[Westbank First Nation Self-Government Agreement](#)

[Westbank First Nation Strategic Plan 2016-2019](#)

WFN Governance

[Policy 2015-25 Tier Athlete Funding \(previous known as Recreation Funding\)](#)

9. Attachments

Appendix A – Medicine Wheel Matrix

Appendix B – Leisure and Wellness Funding Application

Appendix C - Leisure and Wellness Funding Annual Report

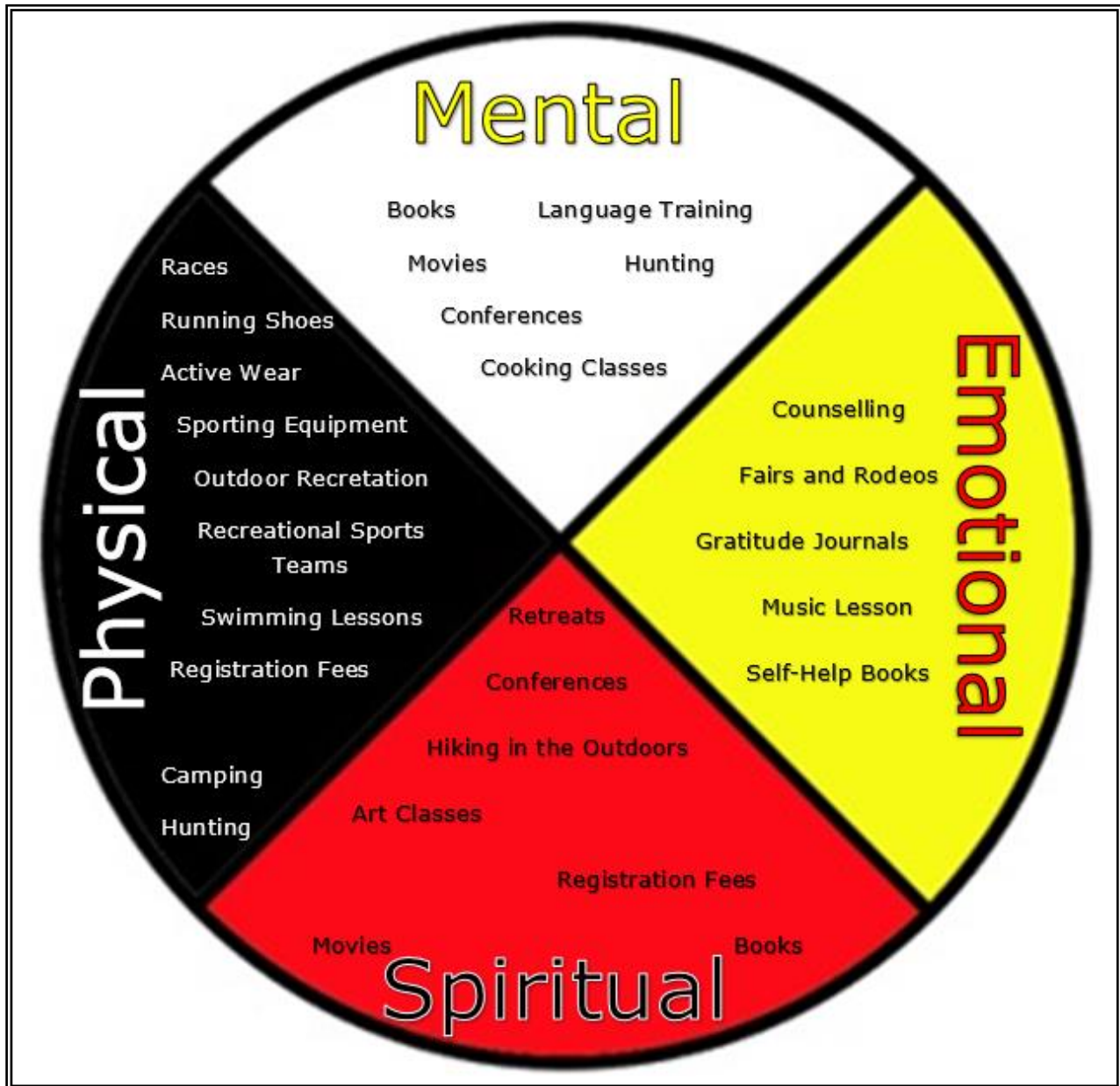
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Appendix A -

Medicine Wheel Matrix

In accordance with

Policy 2015-16 Leisure and Wellness Funding







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

	<p>Leisure and Wellness Funding Application</p> <p>To be used in accordance with Policy 2015-16 Leisure and Wellness Funding for WFN Members</p> <p><i>PROTECTED once submitted</i></p>	
<p>Date: _____ Amount Requested: _____ (Maximum \$500 per Member per fiscal year)</p>		
Member Name(s) (Please print)		Status Number(s)
A.		601
B.		601
C.		601
D.		601
E.		601
F.		601
Health and Wellness Purchase Information (Itemize each purchase separately)		
<i>Member</i> (A., B., C....)	<i>Description of Purchase</i>	<i>Cost</i>



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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		
Method of Cheque Delivery		
Please make cheque payable to:		
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)
Contact Information and Signature of Applicant		
Name (Please print):		Phone #:
Signature:		Date:
Submission of Application		
Submit application to the Membership Services Manager along with receipts for all purchases. The deadline for submissions for purchases made in the previous fiscal year is April 7. For more information, contact the Membership Services Manager at 250-768-0227.		
<p>Policy 2015-16 Appendix A (Last Revised: 2018 March) LF#513543 Page 2 of 2</p>		




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Appendix C - Leisure and Wellness Funding Annual Report



Leisure and Wellness Funding Annual Report

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Reporting Year

Total \$ Reimbursed This Fiscal Year

To be completed by Membership Services, reviewed by Chief Saskatoon Berry Committee/ilmix'əm siya? and submitted to Council/yi səx'k'ina?məm each year by May 31.

(e.g. 2014.15 2015.16 2016.17) →	Previous Year	Previous Year	Current Year
A. Total number of Leisure and Wellness Funding applications submitted.			
B. Total amount of Leisure and Wellness Funding approved			
C. Total WFN/stqa?tx'n'íwt sqilx' members approved for funding and reimbursed.			
D. Average amount of funding reimbursed per WFN Member.			

Additional comments for Council/yi səx'k'ina?məm information:

Membership Services Manager Signature & Date:

Chief Saskatoon Berry Committee/ilmix'əm siya?
Chair Signature & Date: