

Ta'an Kwäch'än Council Physical Activity Fund Policy



Approved: 6-Aug-19

This Physical Activity Fund Policy
approved by Council on this 6th day August, 2019

**_____
Chief Kristina Kane**

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1.0 PURPOSE

Ta'an Kwäch'än Council (TKC) encourages its Citizens to be physically active in order to promote good physical and mental health, as well as improve physical fitness.

2.0 POLICY

TKC Citizens are eligible for financial support towards physical fitness activities up to a maximum of \$540 per fiscal year (April 1st to March 31st).

3.0 ELIGIBILITY

To be eligible, the applicant must be a TKC Citizen and a resident of the Yukon.

4.0 PHYSICAL ACTIVITY OPTIONS

The funds are available for a wide range of activities.

4.1 Whitehorse Canada Games Centre (CGC)

- (a) 10 Punch Pass;
- (b) Monthly Pass;
- (c) Continuous Monthly Pass;
- (d) Annual Pass; or
- (e) Family Pass – TKC family with two or more Citizens.

4.2 Sports/Fitness Membership and Registration Fees

- (a) Sports membership and registration fees; and
- (b) Fitness Centre memberships.

4.3 Sports/Fitness Equipment and Athletic Footwear

- (a) Sports/Fitness equipment; and
- (b) Athletic footwear.

5.0 PAYMENT OPTIONS

5.1 Payment Options:

- (a) CGC – the Health and Wellness Coordinator will contact the CGC to set up an account and arrange payment;
- (b) Reimbursements – a Citizen may request reimbursement for eligible expenses by attaching the receipt to the Application. If the cost exceeds the maximum allowable, TKC will issue a reimbursement for the amount up to \$540; or
- (c) Purchase Orders – if the retailer accepts Purchase Orders, TKC can provide one for eligible expenses pursuant to section 4.0.

6.0 FUNDING LIMITATIONS, BUDGET AND RESTRICTIONS

- 6.1 Funding or reimbursement of eligible expenses up to a maximum of \$540 is available each fiscal year.
- 6.2 Funding is conditional upon budget availability, therefore grants will be issued on a first come, first served basis.
- 6.3 Expenses will only be considered for the fiscal year they are expended.
- 6.4 Expenses must be for the applicant's use only, unless it is a CGC family pass pursuant to s. 4.1(e).

7.0 PROCEDURE

- 7.1 Each fiscal year, Citizens may submit an Application Form and Liability Waiver to the TKC Health and Education Department.
 - (a) An application must be processed within 21 days.
 - (b) The Health and Wellness Coordinator will process the Application and, if required, they may request further supporting documentation;
 - (c) If the Health and Wellness Coordinator does not approve the Application, they must consult the Health and Education Manager who will review the Application; and
 - (d) If the Health and Education Manager does not approve the Application, a letter will be sent to the applicant notifying them of the decision and the reason why the Application was not approved.

8.0 APPEAL

- 8.1 A Citizen, whose Application is not approved, has the right to appeal the decision within 30 days by notifying the Health and Wellness Coordinator.
- 8.2 The Health and Education Manager will notify the Management Committee of the appeal and forward the Application, any additional information provided by the Citizen, and the letter pursuant to section 7.1(d).
- 8.3 The Management Committee must review the appeal materials and make a determination at the next duly convened Management Committee meeting:
 - (a) The Management Committee may approve the Application if it is satisfied that the Application meets the policy criteria; or
 - (b) The Management Committee may not approve the Application if it determines the Application does not meet the policy criteria.
- 8.4 The Management Committee's decision is final and binding.

9.0 REPEAL

- 9.1 This policy repeals and replaces all other policies, practices and directives made in relation to the activities eligible for this Fund.