

Ta'an Kwäch'än Council Community Wellness Fund Policy



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*original signed

Chief Kristina Kane

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1.0 PREAMBLE

1.1 Ta'an Kwäch'än Council (TKC) encourages and supports its Citizens to be culturally and physically active to promote good physical, mental health, and wellness.

2.0 PURPOSE

2.1 This Community Wellness Fund Policy (Policy) establishes guidelines and procedures that will be used to determine the eligibility of applicants for the purpose of facilitating access to cultural and recreational activities.

3.0 APPLICATION

3.1 This Policy provides a community wellness grant to TKC Citizens who reside in the Yukon and is effective April 1, 2020.

4.0 DEFINITIONS

4.1 In this policy,

“Citizen” means a person enrolled as a citizen of the Ta'an Kwäch'än Council pursuant to the *Constitution of the Ta'an Kwäch'än Council, Schedule I, Ta'an Kwäch'än Council Citizenship Code*; and

“Minor” means a citizen who has not yet reached 19 years of age.

5.0 POLICY

5.1 The Health and Wellness Coordinator may inform applicants of other appropriate TKC, municipal, territorial, or federal programs to which they could access to maximize funding.

6.0 ELIGIBILITY

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

6.2 Citizens are eligible for financial support towards cultural and recreational activities up to \$600 per fiscal year (April 1st to March 31st).

6.3 A parent or legal guardian may apply for this fund on behalf of a Minor in their care if the Minor is registered as a Citizen and the activity is specific to the Minor.

7.0 ELIGIBLE ACTIVITIES

7.1 Sports and Recreation

- a) Funding specific to sport, recreation, registration, instruction and/or equipment purchases.

7.2 Culture

- a) Funding towards the purchase of supplies, materials, training, workshops, and teachings related to TKC's culture.
- b) Funding towards contributing to the development of creative skills or expertise in an artistic or traditional and cultural pursuit.
- c) Funding towards encouraging TKC Citizens to participate in land-based cultural and traditional activities.

8.0 PAYMENT OPTIONS

8.1 There are three ways that an activity can be funded:

- a) by attaching the receipt to the application for reimbursement;
- b) by requesting the Health and Wellness Coordinator contact the service provider directly to arrange payment; or
- c) if the retailer accepts purchase orders, TKC can provide one for eligible expenses.

9.0 FUNDING LIMITATIONS, BUDGET, AND RESTRICTIONS

9.1 Expenses will only be considered for the fiscal year (April 1st to March 31st) they are expended.

9.2 Expenses must be for the applicant's use only, unless it is a family pass, or a Minor is specifically identified in the application.

9.3 If an expense is for the family, the expense is deemed to be shared equally.

9.4 Annex one identifies a list of eligible and non-eligible expenses. This list is not exhaustive and can be updated periodically by the Wellness Manager without the need of amending this Policy.

10.0 PROCEDURE

10.1 To apply, applicants must submit an Application Form and Liability Waiver to the TKC Wellness Department.

10.2 Original receipts are required before an application can be approved except for when the activity is paid for directly by TKC or with a purchase order. If a purchase order is used, the receipt must be provided immediately upon purchasing the item.

10.3 The Health and Wellness Coordinator will inform the Applicant of the decision, the reason for the decision, and the appeal process, if applicable, within 21 calendar days of receiving the application.

11.0 APPEAL PROCESS

- 11.1 A Citizen, whose application is not approved, may submit an appeal of the decision within 30 calendar days to the Health and Wellness Coordinator.
- 11.2 The Health and Wellness Coordinator will forward the application, supporting documentation, and the decision letter to the Wellness Manager for review.
- 11.3 If the Wellness Manager still does not approve, the appeal will go to the Executive Director.
- 11.4 The Executive Director must review the appeal materials within 10 business days and decide whether to uphold the decision, amend the decision, or overturn the decision based solely on the policy criteria and the information provided.
- 11.5 If the applicant does not agree with the Executive Director's decision, they may request a final appeal.
- 11.6 The Executive Director will notify the Management Committee of the appeal and forward the Application, any additional information provided by the Citizen, and the decision letter.
- 11.7 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.
- 11.8 The Management Committee's decision is final and binding.

12.0 AMENDMENTS

- 12.1 This Policy repeals and replaces the Physical Activity Fund Policy and previous practices.
- 12.2 Developed policy may be amended at any time through approval of TKC Council.
- 12.3 The Wellness Manager is responsible for the maintenance and review of this policy in conjunction with the Legislation and Policy Analyst.

13.0 ANNEXES

- 13.1 The following annexes are attached in the following order:
 - Types of Expenses
 - Application Form
 - Liability Waiver

ANNEX ONE

This list is not exhaustive and is subject to change without notice. If items are not on the list, please verify that they will be funded before purchasing.

Items usually funded	Not funded
Sport equipment	Labour
Swing set/jungle gym	Childcare
Bike, bike trailer, accessories	Guns/Rifles
Fishing supplies	Ammunition/arrows
Lawn activities	Motorized equipment – boats, quads, snowmobiles, dirt bikes
Lifejackets and PFDs	Airfare
Protective gear	Funeral/potlatch/memorial
Skipping ropes	Toys
Snowshoes	Small equipment – chainsaws, generators, trailers, batteries.
Tobogganing sleds	Board/ electronic games
Skateboards/long boards	Games of chance – including lottery and Bingo
Kicksleds	Car seats
Canoes/kayaks, paddles	Electronic items
Stand up paddle board	Prescription protective eyewear
Ice skates and rollerblades	Air mattress
Chest waders/pants/wader boots	Generator
High visibility hunting gear	GPS
Wet/dry suits	Groceries
Recreation memberships	Fuel
Materials – hide, beads, fur	Non sport shoes - sandals/steel toe/swim/ dress shoes
Music/dance lessons	
Building supplies for canoe construction, paddles, toboggans	
Paint supplies	
Photography	
Summer/science camps	
Trapping equipment	
Auger	
Drum-making	
Fine arts	
Language classes	
Athletic clothing*- only women’s bathing suits, gymnastics bodywear, dance attire	
Sport specific footwear*- only court shoes, cleats, cycling shoes, ski boots, ballet shoes, snowboard boots	
Athletic shoes – running/cross training shoes, hiking boots	
Required uniform	
Camping equipment	
Fitness tracker – Fitbit, Garmin, Huawei Band, Xiaomi, Amazfit	