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TSAWWASSEN FIRST NATION

## **Tsawwassen First Nation**

### **Recreation Reimbursement Program Policy (2023)**

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**Date Enacted: 21 November 2023**

*Order Number: O.094-2023*

**X**

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Kim Baird  
Interim Chief Administrative Officer

Table of Amendments

<b>Section(s) Amended</b>	<b>Date</b>	<b>Order number</b>	<b>Come Into Force Date</b>

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## 1. Authority

Section 31.2 of the *Government Organization Act* states that Executive Council is responsible for the general management, administration, operation, and good government of Tsawwassen First Nation.

## 2. Definitions

In this policy:

- a) **“Delta Facilities”** means any facilities that accept the City of Delta’s drop-in recreation passes;
- b) **“Fiscal Year”** means April 1 of one year to March 31 of the following year.
- c) **“Manager”** means the Manager of Recreation and Events, or their designate.
- d) **“Reimbursement Form”** means the Health and Wellness Program Reimbursement Form in Schedule A of this policy.
- e) **“Tsawwassen Member”** means a Tsawwassen individual who is enrolled as a member of Tsawwassen First Nation in accordance with Chapter 21 [Eligibility and Enrolment] of the Tsawwassen First Nation Final Agreement.

## 3. Purpose

The purpose of the Recreation Reimbursement Program (the “Program”) is to encourage all Tsawwassen Members in their health and wellness journeys by supporting their participation in recreation activities through reimbursement of eligible costs.

## 4. Recreation Reimbursement Program

### 4.1. Replacement of the Recreation Pass Program.

This Program replaces the Recreation Pass Program Policy (2019). Any membership or pass issued under the previous policy must be cancelled within three (3) months of this policy coming into effect. Tsawwassen Members interested in keeping their membership must pay for it and will be reimbursed according to Section 5 of this policy.

#### 4.1.1. Delta Recreation Passes

Tsawwassen families wanting to use Delta Facilities may request the Manager purchase their family 10 punch passes. Once all passes have been used, the Manager will purchase another 10 punch passes. If the Manager concludes that it would be more cost-effective to purchase a monthly pass to Delta Facilities for a Tsawwassen family, the Manager has the discretion to purchase a monthly pass.

#### 4.1.2. Other Recreation Facility Passes

Tsawwassen families who are unable to use Delta Facilities may be reimbursed for drop-in passes at their local public recreation facilities, in addition to the amount provided through this Program. The Manager also has discretion to reimburse for a monthly pass if this is more cost

effective. For clarity, this applies only to public facilities for Tsawwassen families and does not include drop in passes for families or individuals to private facilities such as gyms and yoga studios, which are eligible under this policy up to a total of \$600.

#### **4.2. Reimbursement Amount**

Tsawwassen Members who are 16 or older will be reimbursed up to \$600 (Canadian dollars) per fiscal year to defray costs related to eligible health and wellness activities.

- 4.2.1. If a claim is less than \$600, additional claims may be made up to the maximum claim amount.
- 4.2.2. If a claim is larger than \$600, only up to the maximum amount will be reimbursed.
- 4.2.3. Unused amounts are forfeited and do not roll over to the next fiscal year.

#### **4.3. Eligible Activities**

Eligible activities include any of, but not limited to, the following:

- a) Public recreation centre and private gym passes (daily, monthly, and annual);
- b) Fitness classes (separate from a recreation centre or private gym pass) such as yoga, dancercise, Pilates, swimming, personal trainers, kickboxing, and meditation;
- c) Organized adult team league fees such as soccer, lacrosse, hockey, volleyball, and softball;
- d) Family passes and memberships that are for more than one individual;
- e) Single fitness related events such as a day ski-pass, green fees, driving range, marathon/triathlon fees;
- f) Private or public club memberships or seasonal passes (i.e., golf, tennis, skiing); and
- g) Sports equipment (i.e., rackets and golf clubs) and shoes.

#### **4.4. Non-eligible Activities**

Clothing and Electronic/digital equipment such as biometric and mapping devices (i.e., Apple Watch/Fitbit, or trackers) will not be reimbursed under this Policy.

### **5. Reimbursement**

The following procedure must be used for reimbursement:

- a) Complete the Reimbursement Form, including all receipts for each claim listed; and
- b) Submit the Reimbursement Form to the provided email address.

Once submitted, the Manager will review the claim for approval, and if approved, the applicant will be reimbursed.

#### **5.1. Reimbursement Deadline**

Applicants must submit their Reimbursement Form by March 31 of the fiscal year. Retroactive claims for the previous year filed after the March 31 deadline are not eligible for reimbursement.

#### **5.2. Receipts**

Copies of original receipts are accepted with the Reimbursement Form. This includes digital or email receipts. An eligible receipt must:

- a) include the date it was paid;
- b) detail the eligible activity;
- c) not be handwritten; and
- d) must be from the current fiscal year.

#### **5.3. Extenuating Circumstances**

If an applicant is unable to purchase an activity without prior reimbursement due to financial circumstances, the applicant may contact the Manager for support.

#### **5.4. Cancellation**

If an activity or support is cancelled or returned following reimbursement, the returned funds must be applied to another eligible activity or returned to the Manager.

# Schedule A

## Recreation Reimbursement Program Form



### Recreation Reimbursement Program Form

First Name:	Middle Initial(s):	Last Name:
Address:		
Phone:	Email:	Date of Birth (dd/mm/yyyy):
TFN Enrolment Number:		
<b>Date of Purchase</b>	<b>Type of Claim</b>	<b>Reimbursement Amount</b>
		\$
		\$
		\$
<b>Total:</b>		\$
<b>Payroll Use:</b>		Receipt(s) Attached: <input type="checkbox"/>
Approved by:		Date Paid:

Submit complete forms by email to [recreation@tsawwassenfirstnation.com](mailto:recreation@tsawwassenfirstnation.com)  
***Please ensure all appropriate and required receipts are attached to this form.***