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TSAWWASSEN FIRST NATION

Tsawwassen First Nation

Employment and Training Policy (2025)

Date Enacted: 21 October 2025
Order Number: O.085-2025

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Order Number: O.024-2026

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Kim Baird
Chief Administrative Officer

Table of Amendments

Section(s) Amended	Date	Order number	Come Into Force Date
Sections 4.2, 6.3, 6.4, 10, 10.1 amended	03/03/2026	O.024-2026	03/03/2026

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1. Authority

Section 10 of the *Education, Health and Social Development Act* provides that Tsawwassen Members are eligible for financial assistance to attend training institutions in accordance with criteria and requirements set out in regulation.

2. Definitions

In this policy

a) **"Academic Year"** means any 8 consecutive months where a Client is enrolled in an education program and generally refers to the period of September to April.

b) **"Annual Maximum"** means the annual funding assistance provided to Clients for education, employment supports and living expenses.

c) **"Client"** means an applicant or a recipient of support under this policy.

d) **"Dependent"** means a Client's legal ward, under the age of 18, who resides with and is financially dependent on the Client.

e) **"Dependent spouse"** means a Client's legal partner, who has resided with them for at least one year, is financially dependent on the Client, and is a person with disability or holds a parental role for the Client's dependents under the age of six, and cannot work full or part time and is not supported by an external source, including but not limited to TFN, the Ministry of Child and Family Development, Service Canada, Worker's Compensation, or a pension.

f) **"Director"** means the Director of Strategic Initiatives, or their delegate.

g) **"Eligible Post-Secondary Institution" or "Eligible Institution"** means a Canadian post-secondary institution on the StudentAidBC designated institutions list or the Private Training Institutions Regulatory Unit's Private Training Institution Directory, and any Canadian trades training institution designated by SkilledTradesBC, as well as comparable institutions or apprenticeships in other provinces that offer eligible courses as set out in this policy.

h) **"Employment and Training Application Form" or "Application Form"** means the form provided for application under this policy.

i) **"Employment and Training team"** means the Employment and Training team responsible for implementing this policy.

j) **"Employment Insurance"** means temporary income support provided by Employment and Social Development Canada to unemployed workers while searching for employment or upgrading their skills.

k) **"Expense Form"** means the form to submit expenses for reimbursement, including mileage, under this policy.

l) **"Full-time"** means a Client enrolled in one of the following:

1. A course lasting less than a week, with at least 3 hours of in-person classes per day, and they have no employment income for that day; or
2. A course lasting at least one week, and includes 15 or more hours of in-person classes; or

3. Three or more semester-length courses a term or as defined by the institution.

m) **"Minimum Wage"** means the minimum wage at the time set by the Province of British Columbia each June under the *Employment Standards Act* [RSBC 1996] Chapter 113.

n) **"Part-Time"** means any Client who is not a full-time Client.

o) **"South Delta Service Area"** means the service area set by Employment and Social Development Canada and included in the Indigenous Skills and Employment Training Program Agreement Holder Map, British Columbia as amended from time to time.

p) **"Spouse"** means a person who

i. is married to the Client, or
ii. lives with the Client in a marriage-like relationship for a continuous period of at least one year, or
iii. lives with the Client in a marriage-like relationship and has a child with the Client.

q) **"Summer Student Employment Program Outline"** means the outline provided to Clients interested in participating in the Summer Student Employment Program.

r) **"Tsawwassen Member"** means a Tsawwassen individual who is enrolled as a member of Tsawwassen First Nation in accordance with Chapter 21 of the Final Agreement.

3. Purpose

This policy guides the delivery of programs to support Clients to achieve the skills, qualifications, and experience to obtain employment and higher paying, more desirable careers. TFN manages and delivers these programs in accordance with the funding agreement with Service Canada and subject to available funding approved in the annual *Appropriations Act.*

4. Eligibility and Application Process

Clients must indicate the program they are applying for and submit the Employment and Training Application Form to the Employment and Training team. Where applicable, programs will specify additional application and eligibility requirements.

4.1. Client Eligibility

Eligible Clients include Tsawwassen Members and Indigenous people including youth and persons with disabilities within the South Delta Service Area.

4.2. Funding Eligibility

All amounts in this policy are in Canadian dollars. The Annual Maximum Client funding for all programs under this policy is $55,000.

Clients cannot receive funding under this policy for expenses covered by other TFN programs, and governments or organizations, including other First Nations or Indigenous groups. To determine their eligibility, Clients must disclose any education or living funding received to the Employment and Training team. Any outside funding, except scholarships and bursaries, is included in the Annual Maximum.

Example: If a student receives a living allowance and education expenses from this policy, they cannot receive funding under the Post Secondary Education Policy.

4.2.1. Scholarships and Bursaries

The Employment and Training team will assist Clients to apply for bursaries and scholarships. Awarded scholarships and bursaries are over and above the Annual Maximum.

4.3. Application Form Requirements

To apply, Clients must submit the Application Form and any program-specific documents to the Employment and Training team.

4.4. Appeal Process

Clients have a right to appeal any decision made by the Employment and Training team regarding their application or medical or compassionate leave (section 5.4). Appeals will be made to the Director through the process determined by the Employment and Training team. The Director may escalate the appeal to the Chief Administrative Officer.

5. Client Responsibilities

Clients are expected to adhere to academic and professional standards and responsibilities. These standards, if met, should ensure program success. Clients are encouraged to contact the Employment and Training team with questions or concerns.

5.1. Personal Standard

Clients are expected to make informed and reasonable decisions, including related to personal challenges or difficulties, that may impact their academic standing or employment. Clients experiencing academic or employment challenges are encouraged to contact the Employment and Training team for support.

5.2. Minimum Attendance Standard

Clients are expected to attend their scheduled classes and employment. Client's who fail to meet minimum attendance requirements, or who withdraw from their program without notifying the Employment and Training team, may not be eligible for funding for the same course or opportunity again.

5.3. Minimum Academic Standard

In addition to regular attendance, Clients in education programs must maintain a minimum overall passing grade as defined by their institution.

Clients who fail to pass a program may be eligible to receive support to retake the program a second time; if unsuccessful a second time, the Client must contact the Employment and Training team for support to address the completion barrier, including possible responsibility for repaying support for that program. Failure to notify may result in increased reporting requirements or being required to repay education or living allowance expenses.

5.4. Medical & Compassionate Leave

Clients facing serious medical and personal situations may apply for leave. To qualify, they must provide the Employment and Training Team:

- In the case of the Employment and Training Program, official documentation of a granted academic concession or program or course(s) withdrawal from their institution;
- Where withdrawal is not possible, a letter from their instructor(s) indicating they were performing at a minimum passing level or better prior to the request;
- For medical leave, documentation from a medical professional outlining the circumstance impacting the Client's ability to complete the program; and
- A letter from the Client explaining the situation, when they became aware of it, and the perceived impact on their education or employment performance.

If leave is approved, Client's funding under this policy is paused. Clients must communicate with the Employment and Training team about return to their program at least 30 days before the end of their leave term.

6. Employment and Training Program

This program aims to increase Client's employability and career opportunities by funding education upgrading and skills training and a living allowance for Full-time Clients while in training.

This program is not intended to cover 100 percent of the costs associated with attending education and training. Clients are encouraged to seek additional funding to support their education goals.

6.1. Eligible Courses

Clients training or upgrading must consider existing and projected labour market needs, for current and future employment. Eligible courses include, but are not limited to:

- tickets, diplomas, or certifications;
- drivers' education courses, up to 10 courses;
- cultural workshops and training courses within Canada;
- high school equivalency or adult upgrading courses;
- skills development courses, such as WHIMIS or Food Safe; and
- employment skills training, such as resume writing and interview preparation.

Clients are approved for funding one year at a time. Clients are not guaranteed funding from one year to the next, even if they are continuing in the same program.

6.1.1. Private Institutions

With Employment and Training team approval, Clients may attend a provincial approved private institution if a program is not provided or available at a public institution. Tuition is only paid to the equivalent cost of a similar or exact public institution program.

6.1.2. Distance Education

With Employment and Training team approval, Clients may attend distance education programs if an in-person program cannot accommodate their needs. Clients are encouraged to attend in-person programs when possible.

Clients participating in distance education may be required to meet additional accountability requirements. They are not eligible for funding supports only necessary for in-person attendance, such as commuter travel and parking permits.

6.2. Additional Application Criteria

In addition to submitting the Application Form, Clients applying for the Employment and Training Program must also:

- Prove the training is employment-related, and not a general interest;
- Provide a letter of acceptance and a enrolment verification letter from the institution;
- Provide a scan of open positions they are interested in, including the positions' education prerequisites; and
- Apply with the projected cost of tuition, books, and equipment. Cost projections can be provided through a letter or account statement from the institution.

Applications must be submitted at least 30-days before a Client's program start date. Applications submitted within 30-days may experience processing delays and funding approval may not occur before the program start. Retroactive funding is generally not provided for applications received after the program start date.

6.3. Funding Support

Below are the maximum amounts provided under the program. It is expected that most Client expenses will be less than the Annual Maximum, and funding is provided based on the lesser amount.

Except where otherwise outlined, Clients are reimbursed for expenses following submission of the Expense Form and receipt(s) to the Employment and Training team. If a Client cannot assume assuming purchasing costs, TFN may coordinate direct payment on the Client's behalf.

If a Client's anticipates their education expenses will exceed the maximums set below, they are encouraged to contact the Employment and Training team for guidance. For items required on a course list, syllabus, or hand out, Clients must provide their course outline to the Employment and Training team.

6.3.1. Tuition

Up to the full cost of tuition is funded. Eligible tuition fees include:

- program tuition;
- extended medical and dental coverage; and
- student fees.

Tuition may be paid directly to the institution upon invoicing.

6.3.2. Books

Books indicated as required on a course list, syllabus, or hand-out are funded at actual cost. Where required, book costs may be paid directly to the institution upon invoicing.

6.3.3. Basic Materials and Supplies

Basic materials and supplies such as notebooks and pens, including those indicated as required on a course list, syllabus, or hand-out, are funded up to $500 per academic year. Basic materials and supplies may be paid directly to the institution upon invoicing.

6.3.4. Special Equipment

Speciality equipment required in a syllabus not covered elsewhere under this policy, is funded up to $500 per academic year. Special equipment costs may be paid directly to the institution upon invoicing.

6.3.5. Personal Computers

Full-time Clients are eligible for a personal computer and associated tech accessories, inclusive of software, up to $2,000, once every three years. A computer must be indicated as mandatory on a course list, syllabus, hand-out, or a letter from the institution. Tech accessories may include mouses, printers, docking stations, keyboards, stylus, monitors, laptop stands, webcams, speakers and a microphone.

Clients who accept a computer from their institution are not eligible for a computer under this policy. Clients must return any computer provided under this policy if they accept one from their institution.

Clients may purchase a computer within 30 days of their program start. If a specialized computer is required that may take more than 30 days to arrive, Clients are encouraged to contact the Employment and Training team.

6.3.5.1. Part-time Client Computer Loan

Part-time Clients are eligible for a computer loaned from TFN for the length of their program. The Employment and Training team will issue Clients a computer.

6.3.6. Computer Repairs

Computer and tech accessory repairs, including for basic servicing and maintenance, and scheduled and emergency repairs are funded up to $500 per Academic Year. Before having their computer serviced, Clients are encouraged to check whether their device warranty may cover the repair.

6.3.7. Commuter Travel

Clients with a TransLink U-Pass or a transit pass issued by their institution will receive support as part of their tuition. For Clients without a TransLink U-Pass or institution required transit pass, commuter funds to institutions are reimbursed according to the number of TransLink zones traveled. As TransLink fees and institution required transit pass fees are subject to change, TFN will cover the monthly rate as it stands during the Client's attendance.

Part-time Clients can request bus tickets or apply for funding to cover daily public transit costs for the length of their in-person program. Daily travel costs cannot exceed the price of daily bus tickets to and from their destination.

Clients who drive to training or education may apply for and receive amounts equivalent to the applicable TransLink U-Pass or institution required transit pass.

6.3.8. Parking Permits

Daily, semester or yearly parking permits are reimbursed at actual cost up to $1000 per Academic Year. Clients should choose the most reasonable permit to suit their program length. Parking tickets and fines are not eligible for reimbursement.

6.3.9. Graduation Expenses

Graduation-related expenses are covered by a grant of $750 for each academic level of achievement. This includes items such as graduation application fees, graduation regalia rentals, ceremony and degree fees, graduation photos, and celebratory events organized by the institution.

6.4. Living Allowances & Stipends

Full-time Clients may be eligible for a living allowance while they are attending an Eligible Institution or participating in a program. For greater certainty:

Type of Full-Time Client	Eligible Living Allowance Type

Enrolled in a course lasting less than a week, with at least 3 hours of in-person classes per day, and they have no employment income for that day	Daily
Enrolled in a course lasting at least one week, and includes 15 or more hours of in-person classes	Weekly
Enrolled in three or more semester length courses a term or as defined by the institution	Monthly

6.4.1. Living Allowance Eligibility

Full-time Clients are eligible for a living allowance if they are not receiving Employment Insurance, income assistance, or living allowance type support under other programs. Full-time clients not eligible for a living allowance may be eligible for a top-up as per section 6.4.6.

While receiving a living allowance, Clients must declare any actual or expected employment income or other income to the Employment and Training team. Clients should reach out to the Employment and Training team regarding their eligibility for the living allowance.

6.4.2. Living Allowance Payments

Living allowance payments are made on the last Wednesday of the month for the following month. The living allowance rates are maximums. Clients should refer to the Employment and Training team for the most current rates. As of April 1 2026, the rates are:

Category	Daily Living Allowance*	Weekly Living Allowance**	Monthly Maximum
Single	$109.47	$534.64	$2,298.95
With working Spouse	$109.47	$534.64	$2,298.95
With Dependent Spouse	$151.90	$741.82	$3,198.81
Single parent with one dependent	$158.74	$775.23	$3,333.48
For every additional dependent	$20.53	$100.24	$431.05
* Daily Allowance is the Monthly Allowance divided by 21 (the average number of working days in a month) **Weekly Allowance is the Monthly Allowance divided by 4.3 (the average number of weeks in a month)			

6.4.3. Part-time Top-up

Part-time Clients taking training for one month or longer may receive a monthly top-up based on the number of courses they are enrolled in:

Number of courses	Monthly Living Allowance Amount
Part time – one course	$447.74
Part time – two courses	$895.47

Dependents and marital status are not considered in determining top-up eligibility.

6.4.4. Cost of Living Adjustments

The living allowance and top-up amounts are subject to change based on cost-of-living adjustments. Adjustments are calculated by the annual change in consumer price index for British Columbia from October (previous year) to October (current year). Living allowance adjustments will occur each spring and come into effect April 1 of the following fiscal year.

6.4.5. Employed Clients

Clients eligible for the Weekly or Monthly living allowance, but who are employed more than 90 hours a month, are eligible for a living allowance according to the following formula: *Applicable living allowance minus 30% of gross monthly income.*

Example 1: Max is a single Client with no dependents. They work 60 hours a month and their gross income from employment is $1,071.00. Because Max works less than 90 hours a month, their living allowance is not deducted, and they are eligible for the maximum living allowance of $2,298.95 and their total work income for a total of ***$3,369.95.***

Example 2: Toni is a married Client with a working spouse and one dependent. Toni works 110 hours a month and their gross income from employment is $1,963.50. The living allowance for a married person with a working spouse is $2,298.95 and the living allowance for one dependent is $431.05. Because Toni works more than 90 hours a month , their living allowance would be calculated as follows:

$1,963.50 (income) x 30% = $589.05 (applicable deduction)

$2,298.95 (married person with working spouse) + $431.05 (one dependent) = $2,730.00

Toni's living allowance would be adjusted accordingly: $2,730.00 - 589.05 = $2,140.95.

Toni would also keep all their work income for a total of ***$4,104.45.***

6.4.6. Employment Insurance Top-Up

Full-time Clients receiving Employment Insurance or other living allowance type-income may be eligible for a top-up, not to exceed the living allowance maximum for their course duration. Clients must provide their Employment Insurance benefits statement to the Employment and Training team to confirm eligibility.

6.4.7. Dependents

Clients who claim Dependents or a Dependent Spouse must provide relevant documentation, proving that:

- the Dependent(s) live with the Client;
- are supported by the Client; and
- excluding Dependent Spouses, are under the age of 18.

Clients are encouraged to reach out to the Employment and Training team for any questions about Dependent or Dependent Spouse eligibility.

6.4.7.1. Dependent Spouse Eligibility Criteria

Spouses without income or financial support who live with the Client can only be claimed as a Dependent Spouse if there are Dependent(s) in the home under the age of six.

If a spouse is a person with disability, they may be claimed as a Dependent Spouse even if there are no children in the household under the age of six. Clients are required to provide appropriate examples proving their spouse's disability designation.

6.4.7.2. Additional Dependents

Client's can only claim additional Dependents if the Dependent is a newborn child or the Client becomes the legal guardian of a child. Clients must provide documentation proving formal guardianship.

6.4.7.3. Child Support

Any child for whom a Client is paying court-ordered child support can only be claimed as a Dependent if the Client has shared or full custody of that child. If both guardians of a child are receiving support under this Policy, only one Client can claim them as a Dependent.

6.4.7.4. False Claims

Clients found to have falsely reported Dependents, or a Dependent Spouse will be required to repay the relevant amount to TFN.

7. Targeted Wage Subsidy Program

This program encourages employers to hire Clients and provide them with on-the-job training, experience, and skills upgrading. TFN's goal is that employers will transition Clients to permanent employment following the subsidy end.

7.1. Targeted Wage Subsidy Application

The program may support full-time hours for up to three months for:

- employment opportunities with employers on Tsawwassen Lands and the surrounding area; or
- internships and mentorships, including internships with TFN.

The Employment and Training team may arrange subsidy extensions beyond the three month period. A Client's wage may be above Minimum Wage, but TFN's contribution will not exceed Minimum Wage or 75% of the Client's overall wage.

7.2. Employer Requirements

The employer is responsible for:

- statutory payroll deductions and employer remittances, including submitting time sheets and a record of payments to the Client and the Employment and Training team;
- training and supporting the Client;
- providing the Employment and Training team with monthly progress reports that include updates on training commitments; and
- retaining the Client for the full contract term, unless the employer and the Employment and Training team agree to end the contract early.

7.3. Employment and Training Team Requirements

The Employment and Training team will:

- follow up with the Client within 12 weeks of the placement conclusion to support employment maintenance, and if required, job searches; and
- retain all time sheets, progress reports and record of payments for one year past job completion.

8. Mentorship and Work Experience Program

This program connects Clients with mentorship placements for skills development and career planning. The program is funded under the Targeted Wage Subsidy Program and participation is subject to eligibility for funding as determined by the Employment and Training team.

8.1. Client Eligibility

The program is open to Tsawwassen Members.

8.2. Mentorship Access & Eligibility

Clients are eligible for 1-2 days per week of mentorship wages for up to 6 months with mentors in the Tsawwassen Government and external opportunities, where available, that align with their career development goals. The Employment and Training team will provide Clients the appropriate materials and equipment to support their participation. Mentorships are not full-time positions or work placements.

8.3. Mentor Responsibilities

Mentors are expected to:

- Support mentees to identify necessary employment and skills development opportunities to meet their goals, including to think through career and education decisions;
- Be available to guide mentees through important decisions, challenges, and on the job learning; and
- Provide career guidance and insight.

8.4. Mentee Responsibilities

Mentees are expected to:

- Be self-motivated, have an interest in their personal and career development, and commit the time and energy to their placement;
- Be accountable to make their relationship with their mentor a success; and
- Be committed to continued career and skills development following program completion.

9. Summer Student Employment Program

This program provides Tsawwassen Members and children of Tsawwassen Members up to the age of 25 with valuable hands-on work opportunities and experience. Clients are encouraged to apply their academic knowledge in work placements and to connect with employers for their career development. This program is provided in collaboration with the Education Department. Clients should consult the Summer Student Employment Program Outline for more information.

9.1. Program Eligibility

Eligible Clients must be Tsawwassen Members or children of Tsawwassen Members up to and including the age of 25 entitled to work in British Columbia. Eligibility is also informed by factors such as school attendance, summer availability, previous work experience, and career interests. Preference is given to new Clients.

9.2. Program Structure

The program begins in May for post-secondary Clients and in July for high-school Clients and finishes at the end of August. Clients are eligible for full-time work, and part-time where availability permits. There are two program streams:

1) Tsawwassen Government internship placements; and

2) Work experience with external employers.

9.3. Program Application Requirements

Before the program start, Clients must participate in the spring job fair to assess their position readiness and interest, support their applications, and to arrange interviews. Clients must also submit the additional documents indicated in the Summer Student Employment Program Outline and Application Form.

9.4. Employer Requirements

Tsawwassen Government managers and external employers are required to:

- conduct interviews and communicate with Clients through the Employment and Training team;
- allow Clients to attend program information sessions, skill development workshops and events; and
- provide Clients with onboarding, training and orientations, supervisors and mentors, and regular feedback and performance evaluations on a weekly, mid-program, and final basis.

9.5. Wages

Clients are paid Minimum Wage. Any wage increase is the responsibility of the Employment and Training team, external employer, or both.

10. Employment Supports

Clients can access employment supports during or following the end of their education and training. Except where otherwise outlined, Clients are reimbursed for incurred expenses following receipt(s) submission to the Employment and Training team. All reimbursement requests must be submitted using the Expense Form. If a Client cannot assume purchasing costs, TFN may coordinate direct payment on the Client's behalf.

10.1. Disability Assistance

Disability assistance refers to equipment or service based supports provided to Clients with disabilities for training and employment up to $3,000 each calendar year. Supports included, but are not limited to:

- attendant care for interviews or meetings,
- educational supports (i.e., note takers or sign language interpreters),
- specialized equipment, or
- extra transportation expenses related to attending school or work.

This funding is meant to supplement other disability assistance funding or to help Clients not already receiving similar assistance. If a Client already receives disability assistance from TFN or other entities, they are ineligible for this support. *Example: If a Client's college provides notetakers free of charge, TFN will not fund a notetaker.*

10.1.1. Application Process

In addition to the Application Form under section 4.3, Clients must provide one or more of the following to support their request:

- A medical certificate;
- An educational assessment; and/or
- Documents proving receipt of federal or provincial disability assistance.

10.2. Travel Assistance for Employed Clients

A Client hired for a full-time, permanent job outside of the lower mainland of British Columbia or elsewhere in Canada may be eligible for one-time travel assistance up to $2,000.

The amount of assistance provided is based on the most reasonable travel option, considering cost and time. If the Client's employer pays for the travel, the Client cannot claim this funding. To claim travel assistance, Clients must:

- provide proof of the job offer; and
- declare any other travel funding received.

10.3. Equipment for Employment

Equipment, such as tools, for a Client's employment is funded up to $3,000 for a 5-year period. To be eligible for this funding, a Client must:

- Have worked for their employer for less than one month; or
- Be starting a new position that requires additional equipment; and
- Provide a letter from the employer confirming the equipment is required.

Items must be something a person would not normally own, and each item is only funded once per Client.

To find the most reasonable cost, Client's must provide quotes from at least three separate suppliers. Funding is issued directly to the supplier.

10.3.1. Clothing for Employment

Under the equipment funding, Clients can receive up to $550 in their first month of employment or when starting a new position that requires different clothing or safety gear, to purchase work specific clothing either through voucher or reimbursement. This funding is intended to support

Clients entering or re-entering the workforce, particularly in positions that require trade-specific clothing or safety gear.

For greater certainty, this funding is not for individuals who are already established in their career journey, including those in executive level positions or professional roles.

Seasonal employees may reapply each calendar year during their work season.

10.4. Commuting for Client Job Search and Employment

Clients actively searching for employment, can request bus tickets or apply for funding to cover daily public transit costs for up to two months. Daily travel costs are not to exceed the price of daily bus tickets to and from their destination. If Clients require support beyond two months, they are encouraged to notify the Employment and Training team.

Clients who begin a new job may apply for a monthly bus pass or bus tickets up to the cost of a monthly bus pass, to cover public transit costs for the first month of their employment.

Clients who commute to training, job search activities, or their first month of employment by personal vehicle are eligible for compensation at the mileage rate set out in the Expense Form up to the cost of a monthly bus pass.

10.5. Employment and Training Team Supports

The Employment and Training team supports Clients through:

- enrolment support for education and training programs,
- career counselling and planning, and
- scheduled check-ins.

This includes maintaining a Client database to support follow up with current and former Clients about available employment opportunities. Clients must provide a photocopy of all diplomas/certificates they have earned for inclusion in their file.