



scəw'aθən məsteyəx^w

TSAWWASSEN FIRST NATION

Tsawwassen First Nation

siʔem siyaləx^weʔewtx^w (Respected Elders' Centre) Policy

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Chief Administrative Officer

Table of Amendments

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1. Authority

Section 3(1) of the Community Governance Act states that Executive Council may provide or make arrangements to provide services that it considers necessary or desirable to Tsawwassen Members and non-Members on Tsawwassen Lands.

Section 17(1) of the Education, Health and Social Development Act states that Members ordinarily resident on Tsawwassen Lands are eligible for local community programs that contribute to physical, emotional and social well-being.

2. Definitions

In this policy

- a) **“Director”** means the Director of Member Services or their delegate;
- b) **“Elder”** means any Member aged 55 years or older;
- c) **“Elder Spouse”** means a non-Member aged 55 years or older who is married to or living in a marriage-like relationship with a Member;
- d) **“Event”** means any planned group social, cultural, sporting, government, educational, or business occasion that invites Member or public attendance outside regular programming;
- e) **“Guest”** means anyone invited to *si?em siyal̓ax̓w̓e?ewtx̓w* by an Elder and accompanying an Elder, or invited by the Tsawwassen Government, except Staff;
- f) **“Member”** means a Tsawwassen individual who is enrolled under the Tsawwassen First Nation Final Agreement in accordance with Chapter 21 [Eligibility and Enrolment] of the Final Agreement.
- g) **“Participant”** means any individual attending or taking part in any *si?em siyal̓ax̓w̓e?ewtx̓w* Program, Event, or activity;
- h) **“Program”** means any scheduled program at *si?em siyal̓ax̓w̓e?ewtx̓w* including those that are drop-in, ad hoc, or that require advance registration;
- i) **“Staff”** means any employee of the Tsawwassen Government;

3. Purpose

This Policy governs the operation, management, and use of *si?em siyal̓ax̓w̓e?ewtx̓w* to ensure it is used safely, appropriately, and in a way that respects both its purpose and those who use the space.

4. Application

This Policy applies to the Tsawwassen Government, all Staff, and any individuals who access or use *si?em siyal̓ax̓w̓e?ewtx̓w*. While *si?em siyal̓ax̓w̓e?ewtx̓w* is primarily intended for the use and well-being of Elders, others may occasionally be present. All individuals entering or using *si?em siyal̓ax̓w̓e?ewtx̓w* are expected to follow this policy and respect the intended purpose of the space.

5. Mission

si?em siyal̓ax̓w̓e?ewtx̓w is a place of warmth, connection, and support—where Elders can gather, share, heal, and grow in a space that honours their wisdom and contributions. Through meaningful

programming in recreation, nutrition, social engagement, arts, and health, the Tsawwassen Government strives to enhance the well-being of all Elders, ensuring they feel valued, heard, and at home in their community.

6. Guiding Values

siʔem siyaləxʷeʔewtxʷ is a centre for Elders and operates with Elders at its heart. The following guiding values shape how the centre is operated, managed, and experienced, and reflect interconnected teachings that support care, community, and continuity.

siʔemstəxʷ (Respect) and cpít (Recognize)

We uphold siʔemstəxʷ (respect) and cpít (recognition) by honouring the knowledge, traditions, and lived experiences of Elders. Elders' voices, wisdom, and contributions are recognized and respected in all aspects of decision-making, program design, and daily operations at siʔem siyaləxʷeʔewtxʷ.

məlstéyaxʷct ("Our People" / Community) and ʔíməxtəl (Walking together)

məlstéyaxʷct (community) and ʔíməxtəl (walking together) guide how relationships are built and sustained within the centre. siʔem siyaləxʷeʔewtxʷ fosters a welcoming environment where Elders gather, connect, share, and support one another through collective participation and mutual care.

ʔəwəθət ("Being cured" / Healing) and ʕíčasəm (Grow / "Be growing")

We support ʔəwəθət (healing) and ʕíčasəm (growth) by promoting holistic well-being. Cultural, recreational, and health-focused programs nurture the mind, body, and spirit, supporting Elders in personal healing, ongoing growth, and balance.

xʷəʔənéʔ (Listen) and tátələt (Learn it / "Be learning it")

xʷəʔənéʔ (listening) and tátələt (learning) guide how decisions are informed and relationships are strengthened. Elders' voices direct the path forward, and open dialogue ensures that programs and services continue to reflect Elders' needs, experiences, and aspirations.

syəθ (Tradition / Heritage) and ʕəyt ("To transform" / Create)

syəθ (tradition) and ʕəyt (creation or transformation) guide the balance between honouring the past and embracing change. Rooted in Tsawwassen culture, siʔem siyaləxʷeʔewtxʷ upholds traditional teachings while creating space for new ideas, opportunities, and evolving ways of supporting Elders.

7. siʔem siyaləxʷeʔewtxʷ Management

7.1. Management and Oversight

7.1.1. siʔem siyaləxʷeʔewtxʷ is owned and operated by the Tsawwassen Government.

- 7.1.2. The Recreation and Events Department is responsible for the day-to-day management of si?em siyal̓ax̓we?ewtx̓w.
- 7.1.3. The Director is responsible for the overall oversight of si?em siyal̓ax̓we?ewtx̓w, including Programs, operations, and activities conducted within si?em siyal̓ax̓we?ewtx̓w.

8. Use and Access

8.1. Purpose and Intended Use

si?em siyal̓ax̓we?ewtx̓w is a dedicated space for Elders, created to support their well-being in a safe, welcoming, and culturally respectful environment. It is not open to the general public; Non-Elders may only attend as permitted under Section 8.2. Staff may reserve space solely for Tsawwassen Government use, in accordance with Section 10.

8.2. Guests and Non-Elders

- 8.2.1. Non-Elders may access si?em siyal̓ax̓we?ewtx̓w only as invited Guests of an Elder or the Tsawwassen Government.
- 8.2.2. Guests must remain in the company of the Elder who invited them and are not permitted to access si?em siyal̓ax̓we?ewtx̓w independently.
- 8.2.3. All Guests are expected to respect the purpose of si?em siyal̓ax̓we?ewtx̓w and abide by its policies and guidelines, ensuring their presence supports the comfort and safety of Elders.
- 8.2.4. The Director may establish reasonable limits or conditions on Guest attendance, including designated visiting days, times, or maximum numbers of Guests. These guidelines may be adjusted as needed to support the safety and comfort of Elders, and the purpose of si?em siyal̓ax̓we?ewtx̓w. Elders wishing to bring Guests must follow any current Director-issued guidelines.

8.3. Elder Spouses

Elder Spouses may access si?em siyal̓ax̓we?ewtx̓w independently, unless the space is reserved exclusively for Elders. Some programs and services may be available only to Elders and not to Elder Spouses. If unsure about eligibility, Elder Spouses should seek clarification from si?em siyal̓ax̓we?ewtx̓w staff.

8.4. Use of Designated Spaces

Shared spaces are available on a first-come, first-served basis unless formally booked in accordance with Section 10.

9. Conduct in the si?em siyal̓ax̓we?ewtx̓w

9.1. Safety

Elders and Guests must follow all safety requirements outlined in Section 10, *Safety Considerations*, as well as any posted safety instructions, staff direction, and emergency procedures to ensure the well-being of all individuals within the Elder's Centre.

9.2. Expectations of Conduct

All Elders and Guests must conduct themselves in a respectful and considerate manner. This includes, but is not limited to:

- a) Treating the space, Staff, and other Elders and Guests with respect and courtesy.
- b) Using the *si?em siyaláxw'e?ewtxw* in a way that does not disrupt the peace, comfort, or activities of others.
- c) Adhering to all policies, procedures, and staff instructions.
- d) Refraining from behaviour that damages property, creates disturbances, or negatively impacts others' use of the space.

9.3. Addressing Conduct Concerns

Staff may address unsafe or disrespectful behaviour as it occurs to help keep *si?em siyaláxw'e?ewtxw* safe, respectful, and welcoming. This may include offering a reminder or asking someone to leave if the behaviour continues. Situations that involve repeated or serious concerns, or that cannot be resolved by Staff in the moment, may be brought forward to the Director, CAO, or Executive Council for additional follow-up, which may include temporary or indefinite pauses on that individual's access when needed.

10. Safety Considerations

10.1. Staff Presence and Supervision Requirements

- 10.1.1. A Recreation and Events staff member or a contractor retained by the Tsawwassen Government must be on-site whenever *si?em siyaláxw'e?ewtxw* is open. Their presence ensures appropriate supervision and supports the Tsawwassen Government's responsibility to maintain a safe environment for all users.
- 10.1.2. The Director must ensure that all Staff and contractors assigned to *si?em siyaláxw'e?ewtxw* know the locations of Automated External Defibrillators, first aid kits, fire extinguishers, and emergency exits.

10.2. Kitchen

- 10.2.1. The kitchen at *si?em siyaláxw'e?ewtxw* is certified by Fraser Health. To comply with the *BC Food Premises Regulation*, only authorized Staff or licensed caterers contracted by the Tsawwassen Government for a TFN Government event may prepare food in the kitchen. All users must meet applicable provincial and regional health standards.
- 10.2.2. Due to Fraser Health licensing requirements, when the kitchen is rented, individuals may serve food but cannot prepare it on-site. They may use the oven to heat, reheat, or keep food warm. Food may also be kept warm in chafing dishes or placed on the counter for serving.

- 10.2.3. Members may book the kitchen at the Recreation Centre as an alternative. For availability and booking information, contact the TFN Event and Venue Coordinator.

10.3. Fireplaces

Users may light gas or wood-burning fireplaces but must first notify si?em siyaləxʷe?ewtxʷ staff. Alternatively, users may request si?em siyaləxʷe?ewtxʷ staff to light the fireplace for them.

10.4. Fire Pit

Use of the si?em siyaləxʷe?ewtxʷ fire pit must be in compliance with the TFN Fire Pit Policy.

10.5. Barbeque

- 10.5.1. Elders and Guests may use the barbeque at si?em siyaləxʷe?ewtxʷ. They must book it in advance through the TFN Event and Venue Coordinator.
- 10.5.2. Barbeque users are responsible for safe use of the barbecue.
- 10.5.3. Barbeque users are responsible for cleaning the barbecue before and after use. All food waste, grease, and debris must be removed, and the unit must be safely shut off.

10.6. Smoking and Vaping

- 10.6.1. Smoking and vaping are not permitted inside the Elder's Centre under any circumstances.
- 10.6.2. Smoking and vaping may only take place in designated outdoor smoking areas as identified by the facility.
- 10.6.3. Individuals must properly dispose of cigarette butts or vaping waste in the appropriate receptacles.

10.7. Alcohol

- 10.7.1. Alcohol is not permitted in the space during public hours or public events.
- 10.7.2. Alcohol may be permitted during rentals or private events only if the Director approves the request and all required provincial permits are obtained.
- 10.7.3. Applicants are responsible for complying with all permit requirements and ensuring all attendees follow the applicable rules.

11. Rentals

si?em siyaləxʷe?ewtxʷ is first and foremost a space for the use and well-being of Elders. All bookings are subject to the following guidelines.

11.1. Staff Bookings for Tsawwassen Government-Held Meetings and Events

- 11.1.1. Staff booking requests must be submitted through the Event and Venue Coordinator who will notify Staff if the booking is approved.
- 11.1.2. siʔem siyaləxʷeʔewtxʷ is primarily for the use of Elders. Elder bookings, programs, and services are prioritized at the time of booking. Staff booking requests may be declined where the space is required for Elder programming.

Elder booking requests do not automatically override previously approved Staff bookings.
- 11.1.3. Executive Council may, at its discretion, approve Tsawwassen Government meetings or events to be held at siʔem siyaləxʷeʔewtxʷ. Such approvals override standard booking priorities, including Staff and Elder programming, when deemed necessary to support Tsawwassen Government operations. The Event and Venue Coordinator will notify affected parties of any changes resulting from an Executive Council–approved booking.

11.2. Member Rentals

- 11.2.1. Only Elders may book the Elders’ Centre for private events. Events may include Guests, but the booking must be under the Elder’s name, and the Elder who booked must be present for the duration of the event.
- 11.2.2. Rental requests must be submitted through the Event and Venue Coordinator and are subject to approval by the Director. Approval is discretionary and may be granted or declined based on operational needs, staffing availability, safety, and confidentiality considerations.
- 11.2.3. A rental may proceed only when Staff are available to be scheduled for the duration of the event. If Staff are not available, the Director may decline or reschedule the booking.
- 11.2.4. Rentals are provided free of charge to Elders. No damage deposit is required. The Elder holding the booking is responsible for all cleanup and any damages incurred during their event.
- 11.2.5. Failure to meet the responsibilities above may result in penalties, including cleaning or damage fees, suspension, or loss of rental privileges.
- 11.2.6. Use of the kitchen must comply with Section 10.2 of this Policy.

12. Program and Event Eligibility

- 12.1. The Director may determine eligibility for program or Event access and may reserve Programs for Elders only.
- 12.2. Programs or Events open to Non-Elders may be offered *ad hoc* or as part of a Regular Program.
- 12.3. The Director may require advance registration for Programs, activities, and Events, and may limit the number of participants.

13. Unscheduled Closures and Schedule Modification

Recreation and Events Staff will post a notice on the front door if the Director chooses to close si?em siyaləxʷe?ewtxʷ or modify Programs and services due to adverse weather conditions or other unforeseen circumstances. Staff will also post an update on Tsawwassen Government social media channels as soon as possible to inform the community of the closure or schedule change.

14. Privacy and Confidentiality

The Tsawwassen Government may collect, retain, use, and disclose personal information of Participants for the purposes of providing Programs and services, in accordance with the *Freedom of Information and Protection of Privacy Act*.

15. Staff Attendance and Conduct at Elder Lunches

This section outlines expectations for Staff conduct at Elder Lunches and events to ensure these gatherings remain culturally respectful, socially enriching, and focused on the well-being of Elders.

15.1. Staff Attendance

- 15.1.1. Staff may only attend Elder Lunches if they have been invited.
- 15.1.2. Invited Staff are expected to engage socially with Elders. Sitting with Elders is encouraged.
- 15.1.3. Staff must ensure Elders are served first and have seating before serving themselves.
- 15.1.4. "Grab and go" behaviour, where Staff attend solely to take food and leave, is not permitted. Leftovers may be taken only when offered and after Elders have been served.
- 15.1.5. Staff must always conduct themselves in a respectful and culturally appropriate manner. Behaviour that is disruptive, distracting, or inconsistent with the purpose of Elder Lunches is not permitted. Staff are expected to support a calm, welcoming environment centred on Elders' comfort and social connection.

15.2. Staff Engagement with Elders for Work Purposes

Staff who wish to engage Elders during an Elder Lunch for work-related purposes must follow the protocol below. This process ensures engagement is voluntary, non-intrusive, and does not disrupt the social purpose of Elder Lunches:

- 15.2.1. Staff must request approval in advance from the Manager of Recreation and Events.
- 15.2.2. If approved, the Manager of Recreation and Events will assign an appropriate date and arrange for the engagement to occur in a separate room, away from the dining area.
- 15.2.3. The Manager of Recreation and Events will inform Elders of the opportunity and let them know they may choose to visit the Staff member during or after the lunch.