scəw̓aθən məsteyəxʷ

TSAWWASSEN FIRST NATION

Tsawwassen First Nation

Member Business Development Policy

Date Enacted: 22 September 2026

Order Number: O.102-2026

X _____

Kim Baird

Chief Administrative Officer

Table of Amendments

Section(s) Amended	Date	Order number	Come Into Force Date

Table of Contents

1. Authority **1**

2. Definitions **1**

3. Purpose **1**

4. Application **2**

5. Principles **2**

6. Conflicts of Interest **2**

7. Eligibility **2**

7.1 Business Eligibility 2

7.2 Non-Eligible Expenses 2

8. Business Development Grants **3**

8.1 Small Business Development Grant 3

8.2 Equity Match Grant 3

8.2 Business Loan Support Grant 3

9. Application Process **4**

9.1 Preliminary Meeting 4

9.2 Small Business Development Grant Process 4

9.3 Business Loan Support Grant and Equity Match Grant Process 4

9.4 Business Development Committee 5

9.5 Application Approval 5

9.6 Notification of Outcome 5

9.7 Business Loan Support Grant Distribution 6

10. Reporting **6**

11. Non-Compliance and Eligibility **7**

12. TFN Responsibilities **7**

13. Privacy and Confidentiality **7**

1. Authority

Section 31(2) of the *Government Organization Act* establishes that Executive Council is responsible for the general management, administration, operation, and good government of Tsawwassen First Nation.

Section 7 of the *Financial Administration Act* establishes that Executive Council may establish policies and procedures and give directions respecting any matter relating to the financial administration of Tsawwassen First Nation.

2. Definitions

For the purposes of this policy:

"Applicant" means a Member who applies for support under this policy.

"Business Development Committee" means an external and independent TFN committee established by Executive Council to review funding applications under this policy.

"Business Loan Support Grant" means a conditional grant awarded upon confirmation of an approved loan from a recognized financial institution.

"Equity Match Grant" means a grant that is offered and tied to a Member's own investment in the Member Business.

"Manager" means the Manager of Economic Development, or their delegate.

"Member" means an individual who is enrolled as a member of Tsawwassen First Nation in accordance with the *Membership Act*.

"Member Business" means a business that is 51% or more owned by one or more Members.

"Membership Number" means the number assigned to a Member on the enrolment register, in accordance with the *Membership Act.*

"**šxʷkʷecxənəm**" means steward of the land, lookout, guardian on foot, watching over the land in hən̓q̓əmin̓əm̓.

"TFN" means the Tsawwassen First Nation Government.

3. Purpose

This policy governs TFN's financial support to Members wishing to start or expand their business.

4. Application

This policy applies only to financial support and does not include in-kind support provided to Member Businesses, including:

- temporary use of TFN-owned property;
- land leases offered by TFN within Tsawwassen Lands;
- training, coaching, or workshops; and
- other non-financial assistance.

This policy does not apply to TFN purchasing of Member Businesses' goods or services, to which the TFN *Procurement Policy* applies.

5. Principles

Staff implementing this policy must:

- be impartial to all Members;
- maintain TFN's good financial standing and program sustainability;
- when distributing funding among Member Businesses, try to allocate support to the greatest number of qualified Applicants;
- support Member Businesses that are on the path to self-reliance and profitability; and
- incorporate šxʷkʷecxənəm, ensuring that economic opportunities are not detrimental to TFN's stewardship and environmental sustainability obligations.

6. Conflicts of Interest

Staff administering this policy are subject to the *Conflict of Interest Act*.

7. Eligibility

7.1 Business Eligibility

Applicants must demonstrate that the business is a Member Business or that they intend to establish a Member Business. A Member Business may be organized as sole proprietorship, corporation, trust, or partnership.

Applicants may apply for multiple sources of support under section 8.

7.2 Non-Eligible Expenses

The Manager will not consider applications for non-commercial purposes or personal investments.

8. Business Development Grants

8.1 Small Business Development Grant a

Successful Applicants may receive one or more Small Business Development Grant(s) up to a lifetime maximum of $10,000 (CAD).

The Small Business Development Grant is intended to help fill early-stage financing gaps where traditional lending may not be available. The grant supports Applicants who are establishing, expanding, or operating a small-scale business.

Any funding received under the TFN Port Fund, or any other predecessor program of this grant, will be counted toward the lifetime maximum under this policy.

For clarity, the lifetime maximum for the Small Business Development Grant is separate from, and does not count toward, the lifetime maxima for the Equity Match Grant or the Business Loan Support Grant.

8.2 Equity Match Grant

Applicants may apply for an Equity Match Grant of up to 20% of the total project cost as set out in a Member Business's business plan, subject to a lifetime maximum of $50,000 (CAD).

Subject to the Manager's discretion, TFN will match the Applicant's capital contribution to the project, provided the Applicant contributes:

- a minimum of 7.5% of the total project costs in cash; and
- a maximum of 12.5% of the total project costs in non-cash capital.

8.2 Business Loan Support Grant

TFN may provide a Business Loan Support Grant of up to 50% of a loan secured through a recognized financial institution, to a maximum of $100,000 (CAD). The eligibility amounts are determined based on a Member Business's annual gross revenues, as set out in the table:

Annual sales	Maximum Amount
<$500,000 (gross or projected)	$40,000
>$500,000 and ≤$1,000,000	$50,000
> $1,000,000	$100,000

Applicants are capped at a lifetime maximum of $100,000 (CAD) for the Business Loan Support Grant.

9. Application Process

9.1 Preliminary Meeting

Applicants are encouraged to attend a preliminary meeting with the Manager to identify the Applicant's financial and business needs. The Manager will provide information to the Applicant to support the application process.

For clarity, Applicants are not required to attend a preliminary meeting to apply under this policy.

9.2 Small Business Development Grant Process

9.2.1 Application Form

Applicants seeking a Small Business Development Grant must use the application form approved by the Manager.

The information required in the application form may include:

- Membership Number; and
- disclosure of history of accessing TFN financial assistance.

The Manager may set a deadline for applications each year. The Manager must publish the deadline in the Community Notice at least 60 days before the deadline date.

9.3 Business Loan Support Grant and Equity Match Grant Process

9.3.1 Pre-Application

Applicants for an Equity Match Grant or a Business Loan Support Grant must complete a pre-application form approved by the Manager. The purpose of the pre-application process is to verify eligibility.

The information required in the pre-application form may include:

- Membership Number;
- disclosure of history of accessing TFN financial assistance;
- credit check;
- evidence of cash or other liquid assets; and
- financial statements.

For clarity, Business Loan Support Grant Applicants must complete a pre-application form before securing a loan from a recognized financial institution. If the information in the pre-application form is satisfactory to the Manager, the Manager must provide a

letter to the Applicant that confirms their eligibility for a Business Loan Support Grant subject to approval by a recognized financial institution. Failure to complete the pre-application form before securing a loan may result in the Manager rejecting the application.

9.3.2 Application

Applicants for an Equity Match Grant or a Business Loan Support Grant must complete an application in the form approved by the Manager, who may require:

- a business plan that demonstrates financial viability;
- a business case that demonstrates financial need;
- confirmation of assets identified in the business plan; and
- financial statements; and
- other information that verifies the business's financial stability

9.4 Business Development Committee

The Manager will provide all complete applications to the Business Development Committee for review.

The Business Development Committee may, on reviewing an application:

- support the application without conditions;
- conditionally support the application subject to changes to the business plan and the funding amount requested;
- ask the Applicant to submit additional information; or
- reject the application.

9.5 Application Approval

After the meeting, the Business Development Committee will make recommendations to the Manager. Final approval is subject to the *Delegation of Financial Authority Policy.*

The Manager must notify the Applicant if their application is incomplete and specify if any additional information is required. The Applicant must ensure that the application is complete and free of errors. Incomplete applications may be rejected.

9.6 Notification of Outcome

The Manager will endeavour to notify the Applicant of the application outcome within 15 business days after the Business Development Committee meeting. If a delay will prevent timely notification, the Manager must inform the Applicant.

If an application is not approved, the Manager must give the Applicant a written explanation of the decision. Where appropriate, the Manager may also offer suggestions to help strengthen future applications.

If the application is approved, the Manager and the Applicant must enter into a funding agreement, which will specify:

- payment distribution schedule;
- designated payees, including vendors; and
- reporting requirements.

9.7 Business Loan Support Grant Distribution

9.7.1 Distribution Tranches

Unless specified in the funding agreement, TFN will distribute Business Loan Support Grants in two tranches as follows:

- Year 1: Up to 50% of the approved grant will be provided 12 months after TFN's approval of the grant, as described in 9.6; and
- Year 2: the remaining 50% of the approved grant will be provided 24 months after TFN's approval of the grant, as described in 9.6.

Prior to TFN distributing the funding, the Member Business must provide financial statements and a report from a recognized financial institution of their loan status. The Member Business must contact the Manager in advance to arrange distribution of the grant for Year 1 and Year 2.

9.7.2 Default Risk

In cases where a Member Business is at risk of defaulting on its loan, the Manager may distribute the grant before Year 1 or Year 2, provided that the Member Business submits financial statements or a report from the Member Business's financial institution that indicate a risk of default or a default in loan repayment.

10. Reporting

Member Businesses must comply with the reporting requirements in the funding agreement. The Manager may require:

- annual financial statements submitted 90 days after the Member Business's fiscal year end, including a balance sheet, statement of income and expenditures, and cash flow statements;

- documentation demonstrating compliance with TFN laws; and
- receipts or any other information.

11. Non-Compliance and Eligibility

Failure to comply with this policy or with the conditions of any funding agreement made pursuant to this policy may affect a Member's eligibility for other grants under this policy.

12. TFN Responsibilities

Applicants that meet the criteria in this policy may not receive support. TFN financing is subject to approval of the *Appropriations Act* by the Tsawwassen Legislature each year.

TFN is not responsible for the success or failure of any Member Business.

13. Privacy and Confidentiality

For purposes of delivering the program, personal information may be collected, retained, used, and disclosed in accordance with the *Freedom of Information and Protection of Privacy Act*.