

ACADIA FIRST NATION (AFN)
ARTS AND RECREATION POLICY AND PROCEDURES
FOR YOUTH PROGRAMS (AGES 0-18) AND COMMUNITY EVENTS

Principles

These principles are the cornerstone of managing Acadia First Nation arts and recreation and shall guide in achieving fair and reasonable practices for the Acadia First Nation.

Trust - Act in a fair and reasonable manner.

Flexibility - create an environment where decisions respect AFN members' needs and interests.

Respect - create a sensitive, supportive arts and recreation environment and processes which respect members' needs.

Valuing people - recognize members in a professional manner while supporting members, their families, their health and safety in the arts and recreation context.

Transparency - ensure consistent, fair and equitable application of this policy and its practices.

1 Definitions

1.1 Arts and Recreation- refers to organized or structured music, arts and associated activities undertaken by eligible AFN members and dependents who are residents of Nova Scotia.

1.2 Member - any person who is registered as a band member of AFN living on or off reserve.

1.3 Dependent - a person who resides full-time with the member: and is the biological child of that Acadia First Nation band member, or adopted child.

Is between the ages birth to 18 years

Is in full attendance at an Elementary or Secondary School

1.4 Spouse- any married or legal common law partner (over 12 months) of the Band Member who resides in the home full time.

1.5 Family- any member and their spouse as well as dependants.

1.6 Receipt - an original document or carbon copy showing the date and amount of expenditure paid by the member.

1.7 Community Events- Any event planned by an approved AFN Recreation Committee

1.8 Rec Committee- Group of AFN Band Members and/or staff members who are part of a working group for planning recreation events.

2 Effective Date

This directive comes into effect April 1st, 2023

3 Application

3.1 This policy applies to:

Members of the Acadia First Nation who are residents in the Province of Nova Scotia; Dependents of Members living in the Province of Nova Scotia.

4 Purpose and Scope

4.1 The policy aims to provide a personalized approach for each applicant's particular needs.

4.2 Expenses must be directly attributable to the participation in a structured program for a youth aged 0-18 years. This program expense must be clearly reasonable and justifiable, with the exception of a portion of the annual amount which may be allocated toward an unstructured recreation expense; i.e. bicycle, trampoline, swimming pool, etc. Unstructured amount to be set by the rec committee and evaluated annually. (\$150 of the current amount \$500)

4.3 The applicable rates and allowances contained in the policy, as modified from time to time by the AFN council, shall apply to this Policy unless otherwise stated within this Policy. They shall be applied to all eligible persons irrespective of age, sex, marital or family status, or disability.

Administration:

5 Authorization

5.1 An AFN REC Committee for each community as described in section 6 is to review any requests for funding support from that community when there is question on eligibility. (If a specific request does not fall in the areas as determined by this policy). Day to day operations (processing receipts etc.) can be done without a committee being struck for review.

5.2 The AFN REC Committee shall not be responsible for any expenses until the application for arts and recreation financial support is approved. Proof of payment of services must be provided or payment can be made directly to the agency/vendor.

5.3. Each AFN REC Committee may include, if possible staff, Councillors, on and off-reserve members, youth, Elders and others as to provide for a diverse decision-making group.

6 Responsibilities

6.1 AFN Council Responsibilities

6.1.(a) It is the responsibility of the AFN Council to approve an AFN REC Committee for each area.

6.1 (b) The AFN Council will approve an arts and recreation budget on an annual basis which is based on population of Elders and Youth in each location. As these activities are not funded by government the establishment of a fund by the AFN council is discretionary. The budgets are approved by Chief and Council in March for the following fiscal year (April 1st- March 31st)

6.1 (c) The AFN council shall refer a member(s) to the appropriate AFN REC Committee for explanation of this policy and the provisions found therein.

6.1 (d) AFN staff or committee members who recommend, authorize, interpret, process payment, review and audit expense claims/entitlements shall be familiar with both this policy and other AFN policies which may apply.

6.1 (e) Each committee will be provided an independent account to only be used for REC committee activities unless otherwise approved by the AFN Chief Financial Officer.

The CFO will deposit, at the direction of Chief and Council, funds associated to the REC committee budget starting April 1st each year and throughout the year.

6.1 (f) The AFN REC Committee shall appoint a treasurer for the REC Fund. The treasurer will manage all expenses on a spreadsheet provided by the AFN CFO. The treasurer will provide quarterly reconciliation of the account on June 1st, Sept 1st, Dec 1st, and Mar 31st. This information will be tracked by the CFO and provided to Chief and Council quarterly.

6.1 (g) The appointed treasurer for each area shall retain all written documentation, requests, receipts, and copies of any cheques written from the recreation account for a minimum of seven (7) years.

6.1 (h) Members and/or parent/guardians will be required to sign confirmation of receipt of cash when attending events where travel and/or meal allowances are given.

6.2 AFN Member Responsibilities

The AFN Members shall:

6.2 (a) Read this document and seek clarifications from the committee and/or council when necessary.

6.2 (b) Obtain authorization from the appropriate AFN REC Committee prior to incurring any arts and recreation expenses; members proceeding with arts and/or recreation related transactions prior to authorization or incurring expenses beyond those allowable under this policy, or other AFN associated policies, may be personally responsible for such expenses.

6.2 (c) Follow instructions given by the committee.

6.2 (d) Inform the committee fully of his/her needs by submitting a written request for REC Funds.

6.2 (e) Each Rec Committee account must ensure the CFO has constant access to the account through online accounting practices.

6.2 (f) All cheques issued must have dual signature to follow accounting practices.

6.2 (g) Representatives from each Rec committee should meet annually to review existing policy, make recommendations for changes and to compare best practices.

6.2 (h) The fiscal year for applications and Rec/Art management is from April 1st to March 31st.

6.2 (i) The request for arts and recreation funding is subject to the following:

All requests for arts and recreation financial support must be made via application form (attached)

The AFN member may be asked to provide proof of residency;

Quotes, copy of invoices paid, receipts, etc. must be provided. (Please note payment can be made directly to the agency/vendor if so requested by the member.)

Members who act in a disorderly manner or conduct can be barred-from attending future recreation events.

Members who cancel the planned function without proper notification or excuse, and a cost is incurred to AFN, can be removed from future events.

AFN Members may be required to sign waivers prior to participating in an event/trip/activity, either provided by AFN or an organizing partner. (failure to do so may result in exclusion from said event/trip/activity)

7 AFN Controls

7.1 Time Limits

Financial support for arts and recreation will be provided only for the fiscal year in which the activity takes place. Fiscal year is April 1st until March 31st of the following year (receipts may continue to be accepted for the 1 month period following the end of the fiscal year)

AFN Rec events/activities which have been cancelled due to weather or unforeseen circumstances may take place within the first two months of the following fiscal year while remaining within the previous years budget.

Program Eligibility

8 Introduction

8.1 This arts and recreation policy provides a customized approach for each participant's particular needs.

Funding Assistance Eligibility:

8.2 Eligible Band Members or their dependents (aged 0-18 years), as set out in this policy, are eligible to have an application made for funding assistance for regular arts and recreation activities to an amount that is determined by Council on a yearly basis. (Current amount \$500 per year) This approved amount will be shared with recreation committee members yearly so that all band members may stay informed.

8.3 Eligible Band members or their dependents (ages 18 or younger and enrolled in elementary or secondary school) as set out in this policy, are eligible to have an application made for arts and recreation assistance if they are a member of a provincial or national sports team or arts group (i.e. high-end athlete, musician etc.) to an amount which exceeds the limits in section 8.2.

8.4 Requests of this nature must be requested through a Council member and or the Band Manager. This will be brought to the next Chief and Council for decision unless exigent circumstances prevail.

8.5 Approval of any such amount is subject to the Council's discretion and will be decided based on the particular request at hand. (maximum amount \$2000 Per year- paid from the Yarmouth Office)

8.6 The funding must be for applicants who fall into the approved policy. Approval is not provided to a parent for family memberships (i.e. YMCA membership will be paid for approved children but not parent/family membership).

8.7 At the Community Christmas dinner/party, children's gifts will be provided to children under the age of 18 who are currently in grade 12 or under (no post secondary school). Gifts will be for permanent residents of the Band Members home.

8.8 Acadia First Nation promote drug and alcohol free events. REC Fund will not provide any alcohol at any recreational event.

9 Events

9.1 Overnight Accommodations- AFN Rec will not cover the cost of any overnight accommodation for any member. Events are to be planned for each area by that areas Recreation Committee and are to take place during the duration of a single day.

9.2 Financial Assistance for Meals Meal allowance will be set by the guidelines put forth by NIHB Medical meal allowance and be adjusted twice per annum. (April 1st and October 1st)

Current Meal allowance amounts per person as set by NIHB are as follows- Breakfast \$15, Lunch \$15, Dinner \$30. (Children under the age of 3 shall be eligible for half these amounts)

9.3 Determining Meal allowance eligibility Each area recreation Committee may decide while planning their day trip the amount of meals to which each member is eligible based on the amount of time required to travel to and from the location as well as partake in the activity.


9.4 Travel Assistance Each area recreation committee while planning their activity may decide to provide financial assistance for travel to and from an event or activity. (Location of activity must be more than 50km one way from that areas AFN Administration Office).


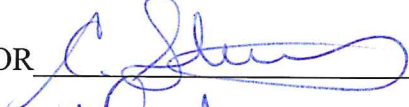
9.5 Travel Assistance Amount- The amount allocated for travel assistance shall be based on the rates provided by NIHB for Medical Travel Assistance and adjusted twice per annum. (April 1st and October 1st). The distance shall be determined by the kilometers from that areas AFN Administration office and the location of the event. (Amount to be rounded to the nearest \$5).

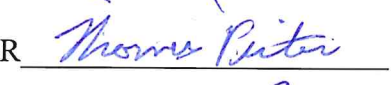
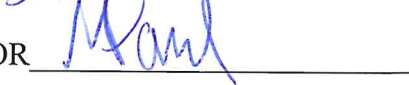
Current travel allowance as set by NIHB is \$0.27/km (March 2023)

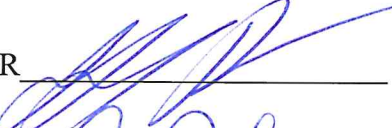
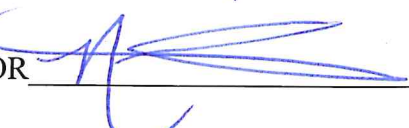
9.6 Travel Assistance Eligibility- Only one travel assistance amount shall be allocated per family (despite the families size or method of travel or distance of their residence from the AFN Administration office).

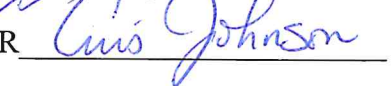
Enacted at a duly convened Band Council meeting held on the 25 day of April 2023.

On Behalf of AFN: CHIEF 

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