

The Community Training Trust Society (CTTS) was established in conjunction with the Association of Yukon Communities. CTTS is funded by the Advanced Education Branch of Yukon Government.

The mandate of the CTTS is to provide funding for training to local government bodies defined as municipal and First Nation employees and elected officials and Local Advisory Councils. Training that will be considered for funding will need to demonstrate the enhancement and creation of new skills, knowledge and competencies through training in relation to the operation, maintenance and management of the specified governments. This includes but is not limited to the following services:

- Water management
- Wastewater and solid waste management,
- Recreation facilities maintenance,
- Roads,
- Infrastructure,
- Governance and Leadership,
- Administration/Finance, and
- Managerial/Supervisory.

1. ELIGIBLE APPLICANTS

- 1.1 Only applications from the incorporated municipalities, First Nations governments and Local Advisory Councils who maintain a head office or residence in the Yukon, on behalf of their employees and elected officials, are accepted.

The local government body shall be defined as those listed in Section 6.

2. ELIGIBLE COURSES

- 2.1 Courses that are considered for funding include those that will result in enhancement and the creation of new skills, knowledge and competencies through training in relation to the operation, maintenance and management of the specified governments.

Local Governments, whose applications have been denied, will be given three (3) months to request a reassessment of the initial application, in writing, based on the provision of additional information.

- 2.2 Courses and workshops that can demonstrate a training component in regard to the enhancement or creation of new skills, competencies and or knowledge may be considered.
- 2.3 All training opportunities eligible for CTTS funding must be open to employees and elected officials from all local government bodies in the Yukon Territory. The training must be relevant to the applicant's current employment.

CRITERIA FOR APPLICATION APPROVAL

Updated: November 2020

- 2.4 Courses outside of Yukon will be funded **ONLY IF** there are no comparable courses offered in Yukon, or the applicant can demonstrate that the timing of the course offered in the Yukon causes undue hardship.
- 2.5 Post-Secondary Degree programs, conferences, AGM's and conventions are not eligible for funding.

3. FUNDING

- 3.1 The Community Training Trust Society only partially funds approved courses. All applicants need to contribute a minimum of 1/3 of the cost of training, either in cash or in-kind depending on the type of application.

The Society funds course fees, rental costs (including equipment); trainer costs, training supplies, and travel costs (see below) including meals and accommodation on an "as needed basis". It does not fund wages, wage top-up, honorariums, or daily allowances, nor does it consider these items as the applicant's contribution to the project. Travel costs will be considered in accordance with:

- a) The most cost-effective manner available, i.e. air, road etc.
 - 1. When by road the Yukon Government (YG) mileage rate/policy shall be followed.
 - 2. The mileage rates contained in this policy for travel shall be adjusted as changes to YG policies take place.
 - 3. When 2 or more employees are travelling, CTTS will fund mileage costs for 1 vehicle at the current YG mileage rate/policy. **Amendment:** In light of the Covid restrictions where only one staff member is allowed per vehicle when travelling for training, CTTS will fund mileage costs for one vehicle *per person* while travelling for training. The mileage costs will be at the current YG mileage rate. This amendment is temporary and will be reviewed by April 30, 2021. If the Covid restrictions are lifted before April 30, 2021, this amendment may be removed at that time.

- 3.2 CTTS will provide funding for training for workshops and courses which will be funded at a rate of 2/3 of the total cost. The maximum contribution provided for any one application is \$3,000.00.

- 3.3 All participants from a local government body attending the same course at the same time must be included on the same application, with the resulting application being processed to the maximum funding available for any one application.

- 3.4 Successful applicants are required to complete the reporting package with C.T.T.S. that outlines conditions for release of the approved funds.

4. TO APPLY

- 4.1 All sections of the relevant application form i.e. attendance at, or sponsoring a course, must be completed and signed by an Official of the Local Government Body.
- 4.2 Applications must be received within 14 days following the conclusion of the training. They will be reviewed at the first meeting on receipt of the application.
- 4.3 Meetings are scheduled as required to consider applications, with a minimum of four (4) meetings per year.
- 4.4 Applications that have been received one week prior to the established meeting date will be reviewed at that meeting. Applications received less than one week before the meeting date will be deferred for review until the next meeting.

5. REGULAR REVIEW OF APPROVAL CRITERIA

- 5.1 Without changing the original intent of the fund agreements, the C.T.T.S. Board of Directors will, from time to time, make changes to these criteria based on the operation and feedback from clients.

ELIGIBLE APPLICANTS

Local Governments:

South Klondike Advisory Council

Hamlet of Ibex Valley

Hamlet of Mount Lorne

Marsh Lake Local Advisory Council

Tagish Advisory Committee

First Nations:

Liard First Nation

Carcross/Tagish First Nation

Little Salmon/Carmacks First Nation

Champagne-Aishihik First Nation

Na-Cho Ny'ak Dun First Nation

Tr'on dek Hwech'in Han

Vuntut Gwitchin First Nation

Kluane First Nation

Ross River Dena Council

Kwanlin Dun First Nation

Selkirk First Nation

Ta'an Kwach'an Council

Teslin Tlingit Council

White River First Nation

Municipalities:

Village of Carmacks

City of Dawson

Town of Faro

Village of Haines Junction

Village of Mayo

Village of Teslin

Town of Watson Lake

City of Whitehorse