



COMMUNITY TRAINING TRUST SOCIETY POLICIES

Last Revised: December 2008

1. APPROVING APPLICATIONS

1.1 CONFLICT OF INTEREST

If the application is from a Community currently represented by a Member of the Board, the member may participate in the general discussion, but does not participate in the final discussion and vote. The minutes are to indicate that the member did not participate in the vote.

1.2 DISTRIBUTION OF FUNDS

Funding and training efforts should be distributed across all categories of employees and elected officials of municipalities and first nation governments and local advisory councils. Also, every attempt will be made to allocate funding equitably based on geography, local government types and type of training.

The maximum contribution provided for any one application is \$3,000.00. CTTS will provide funding on a 2 tier system: Conferences and conventions may be funded at a rate of up to 1/3 of the total cost while other training such as workshops, courses etc may be funded at a rate of up to 2/3 of the total cost.

Application Category	CTTS Contribution	Local Government Contribution
Conferences/. Conventions	1/3 funding	2/3 funding
Courses/ Workshops/ etc	2/3 funding	1/3 funding
Maximum Contribution	\$ 3,000.00	

CTTS Applications Timelines		
Submission deadline	Applications will be accepted up to but not exceeding two (2) weeks after the last day of stated training. If an application is received past the deadline the application will not be approved.	
Reimbursement of Monies	If the applicant does not supply the necessary reporting information within two (2) months after the last day of the stated training, CTTS will not reimburse the requested money.	

1.3 WRITTEN RESOLUTIONS

In the event an actual meeting could not take place, or when there is not a quorum eligible to approve an application for funding at a meeting, a written resolution, signed by a majority of the Directors eligible to vote, and placed with the minutes of the Directors, is valid. All such decisions must again be ratified at the next regular Board meeting.



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1.4 ASSESSMENT CRITERIA

Applications are approved in accordance with the assessment outlined in Schedule A (attached).

2. RELEASING FUNDS

DEADLINES

The Secretary ensures that the deadlines for receipt of documents have been adhered to.

REQUIRED DOCUMENTATION

The Secretary ensures that proof of expenditures and the required reports have been received.

PAYMENT OF FUNDS

a) Where all conditions identified in the contribution agreement 2.1, 2.2 & 2.3 have been met, the Secretary advises the Treasurer to pay out the approved funds, less any reduction for actual expenses that were less than predicted on the application.

b) Where all conditions identified in 2.1, 2.2 & 2.3 have not been met, the Secretary advises the relevant local government body that the funding approval has been rescinded and the reasons underlying that decision.

c) Where the Community Training Trust Society Board members, as a quorum and attending a regularly scheduled meeting, unanimously agree that it is in the best interests of the program, then approved funding may be advanced prior to the training activity taking place. However a signed Contribution Agreement must still be placed with the Secretary of the Society prior to the Treasurer releasing funds.

3. BOARD EXPENSES

The Chair approves expense claims for administrative and travel expenses as outlined below and forwards to the Treasurer for reimbursement to the member.

3.1 ADMINISTRATIVE

Members are reimbursed for necessary administrative expenses upon presentation of receipts and a completed "Expense Claim Form", to the Chair for processing.

3.2 TRAVEL



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Travel expenses are reimbursed upon presentation of proof of expenditures (where required) and a completed “Expense Claim Form” to the Chair for processing.

Expenditures associated with travel will be reimbursed at rates equal to those currently in place at the Association of Yukon Communities.