

The Community Training Trust Society (CTTS) was established in conjunction with the Association of Yukon Communities.

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
- Waste water and solid waste management,
- Recreation facilities maintenance,
- Roads,
- Infrastructure ,
- Governance and leadership

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 Conferences and conventions that can demonstrate a training component in regards 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.
- 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 Education is 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 or 2/3 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 **municipal mileage rate/policies** shall be followed and will take precedent over the Yukon Territorial Government (YTG) mileage rate/policy unless the municipal mileage rate exceeds the YTG rate, only then will the YTG mileage rate take precedent over the municipal mileage rate or unless otherwise dictated by the board of CTTS
 - 2. The mileage rates contained in this policy for travel shall be adjusted as changes to the municipal and YTG policies take place.

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

3.3 All participants from a community 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.

3.5 Successful applicants are required to enter into a contribution agreement with C.T.T.S. that outlines conditions for release of the approved funds.

4. TO APPLY

CRITERIA FOR APPLICATION APPROVAL

Updated: December 2008

- 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 First Nation or 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 this criteria based on the operation and feedback from clients.

Section 6

ELIGIBLE APPLICANTS

Local Governments:

South Klondike Advisory Council

Hamlet of Ibx 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