

**SECTION 3**  
**CAPACITY DEVELOPMENT POLICY**

# CARCROSS/TAGISH FIRST NATION

## SECTION 3

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## GC/TFN CAPACITY DEVELOPMENT POLICY

Effective Date May 4, 2011

Revised

Authorized By Executive Council

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### CD-0010 INTRODUCTION

Welcome to the policy manual for the Capacity Department of the Government of the Carcross/Tagish First Nation (C/TFN).

The policies found in this manual inform the procedures and operations of the Capacity Department on a day to day basis. They guide decision making processes, provide information, prevent financial liability, and help serve our citizens as best we can.

These policies are developed using C/TFN's Policy Development Process created in the fall of 2010. Consultation was undertaken with staff members, directors, and community members in order to create the best policies for C/TFN. All policies have been reviewed by the Management Board, approved by the Education Advisory Committee and approved & signed off by the Executive Council. All policies will be reviewed by the Education Committee.

Amendments to these policies must be proposed to the Director of Capacity Development in writing under the process outlined in the C/TFN Policy Review Process and approved by Management Board and the Executive Council. As necessary, factual additions and revisions, not changing the intent, meaning or spirit of existing policy may be included by the Director, with Management Board Approval, and shall be dated and noted as revisions.

All policies are created to reflect our Constitutionally recognized virtues and values in order to serve all Citizens of the Carcross/Tagish First Nation. They are:

- Selflessness
- Honour
- Respect
- Courage
- Integrity
- Knowledge
- Compassion
- Honesty

For any further information, please contact the Capacity Department. Gunalcheesh

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### CD – 0015 KAAX'ACHGÓOK (Version One)

*(from "My Old People's Stories: A Legacy for Yukon First Nations, Part II: Tagish Narrators"*

*by Catharine McClellan, Edited with additions by Julie Cruikshank)* This story was told by Angela Sidney to Catharine McLellan.

I'd like to sing a song that my son was welcomed home with from the army. This song was supposed to be made by some of our people.

He is Tuk.weidí.

His name is Kaax'achgóok.

A boat drifted away with this man one time in November.

And he stayed out about nine months.

And while he was on the island, he dreamed about home.

He was welcomed home [was what he dreamed].

In those days they steered by the sun.

They did not have a compass in those days. He studied out the sun and tried to come home.

He counted the months. He knew where the sun used to be in June at home.

So a little before June he got ready to start out.

This story is from the fall, when he started out.

He told doo kéilk' (*Tlingit, his sororal nephews*) to make strong of these seal skills - the seal with the spots [harbour seals]. He told them to make string like babiche [semi-tanned line].

They did this. They dried it out.

They did pounds and pounds of it. It stacked up about three feet in the bow of the boat. That was for the anchor for the boat.

They were just like servants.

When it was good and ready, he told them to cook all they can.

They don't know it was for their lunch. They put it in a seal stomach.

They put cooked stuff in it, meat, for their lunch going back.

And they took lots of water in that thing [seal stomach] too

They got this from that island where there were big leaves, just like rhubarb. It's just full of water. It's supposed to be rain water. They just grow near the salt water. They gathered in the water, and they started off.

He studied the sun.

It started to come out the same place.

He would go out early in the morning to see where the sun came up.

He put in a stick to mark it. In the evening he did the same thing. Then it kept moving back.

And finally it came out the same place for two days.

That's the time he started back. That must have been June the summer solstice.

They must have wintered there too.

He watched where the sun came out.

He could go to the sun place every day. And he put the stick down there.

Finally it came back to the same place. Then the sun started to go back.

And he started back.

That month is always calm too.

It's down the coast near Sitka, I guess.

They say the north wind is what took him out.

The place has a big mountain on one side, and it goes right out to the sea.

The mountain is built something like this great Grey Mountain up here [above Carcross].

In June, the sun came up out of the centre of the mountain.

That's how come he started back then.

I forgot how many days he travelled - about a month.

Finally, he saw this mountain in the evening when the sun was going down.

He saw something way off like a seagull floating there. He did not say anything about it.

Next morning it was still there yet. But still he did not say anything.

They anchored the boat when the sun goes down.

The sun goes down right by the stern of the boat.

He followed the sun. He steered by it.

All day he tried to keep in the direction of the sun.

In the morning he would take the reading. And in the evening.

For two days he would watch this [thing like a seagull].

Finally, it got bigger the next night. That seagull looked bigger.

He never said anything about it until the next morning. They said, "What's that? Is it a seagull or what?" They thought it must be a seagull?

When they started to be able to see it at night, they began to travel at night too.

Finally they got back.

He had two wives.

And the youngest one had been married already. The older one waited.

She used to go out to point every morning, about four. She cried, they said.

After she finished crying, she went home.

One time she got there and she saw this boat coming.

She stayed there. She knew how her husband paddled.

She went home and woke up the people and told them the boat was coming - that it looked like her man's paddling.

How could this be? They got up anyway. They looked.

They [the men in the boat] had all kinds of seals and sea otters.

The boat was packed with skins.

Everybody got rich.

When they [the man and his nephews] found out that there had been a potlatch for them, they just gave away the skins right there. They had had a hard time you know.

**LESSONS FROM THE STORY:** perseverance, never giving up, hope, praying, innovation, intelligence, relying on your surrounding for direction, celebration of achievements.

## GC/TFN CAPACITY DEVELOPMENT POLICY

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### CD – 0020 DEPARTMENT MANDATE

The Capacity Development Department provides programs and services to C/TFN Citizens including early childhood education at the Haa Yátx'i Hidí; K-12 school support, programs and services; post secondary program advising and support services; and employment and training advising; and support services.

The Capacity Development Department is also responsible for the human resource function of the organization.

The Capacity Development Department works together with the rest of the organization to deliver programs and services that will improve the educational and employment outcomes of C/TFN citizens and community members.

For more information, please contact the Director of Capacity Development.

TRANSPYRY/  
REVIEW DATE Annually or as required.

## GC/TFN CAPACITY DEVELOPMENT POLICY

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**CD – 0030**

### **RIGHTS AND RESPONSIBILITIES**

#### **RESPONSIBILITIES OF STAFF**

All staff members have the responsibility to:

- a. treat applicants with respect and fairness;
- b. understand the policy and apply it consistently;
- c. implement the policy in the best interests of the Carcross/Tagish First Nation;
- d. comply with the Employee Code of Ethics, Appendix 2-430-A of the C/TFN Personnel Policy.

#### **RIGHTS OF STAFF**

All staff members have the right to:

- a. work in a safe and respectful environment; inappropriate conduct and/or abusive behaviour toward staff/Education Advisory Committee members will not be tolerated. All inappropriate conduct and/or behaviour directed toward staff from Citizens will be reported immediately to the appropriate Director. Individuals/Citizens will be banned from accessing GC/TFN Education Funding for one semester as per the harassment policy.\*\*\* (Written complaints will be forwarded to the proper department Director where appropriate disciplinary action will be determined.)\*\*\*
- b. receive orientation and training regarding the implementation of this policy manual;
- c. recommend amendments to this policy manual;
- d. make discretionary decisions based on their best judgement and the direction of the Education Advisory Committee when necessary.

#### **RESPONSIBILITIES OF APPLICANTS**

It is the responsibility of applicants to:

- a. treat staff with respect and fairness;
- b. complete the application form fully and honestly;
- c. follow the policy carefully and consistently;
- d. keep the best interests of Carcross/Tagish First Nation in mind when applying for and using educational funds.



## **RIGHTS OF APPLICANTS**

All applicants have the right to:

- a. be treated with respect, fairness, and due process according to this policy;
- b. full privacy and confidentiality;
- c. ask questions regarding this policy manual;
- d. appeal any decision concerning their application

TRANSPIRY/  
REVIEW DATE      Annually or as required.

## GC/TFN CAPACITY DEVELOPMENT POLICY

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### CD – 0040

### DISPUTE RESOLUTION

If an applicant disagrees with a decision of a Capacity Department employee or EAC, they are encouraged to contact the employee responsible or Director of Capacity Development to explain their situation and attempt to reach a mutual understanding. If the applicant remains unwilling to accept the decision explanation by the Director, the applicant may make a formal appeal to the Education Advisory Committee, through the Education Employment Training Officer.

The applicant may put forward an appeal in writing to the Education Advisory Committee along with the written report supplied by the Capacity Department employee which states the Capacity Department's decision regarding the student's application. This written appeal must be submitted NO LATER than two (2) weeks past the original date the decision was made. Any appeals made after two (2) weeks past the original due date will be NOT be considered due to budgetary deadlines. The appeal must outline:

- a. the decision that was made;
- b. the reason for appealing;
- c. if a conflict with Capacity Department policy exists.

The Education Advisory Committee will review the appeal at the earliest opportunity and PRIOR to sending out funding notifications of approval for successful applicant's from the first assessment. The EAC will additionally provide a written resolution of their final decision to the rejected applicant within one month from receiving the appeal.

The appeal process shall follow these steps:

1. The Education Employment Training Officer(EETO), if necessary will meet with the applicant to explain the reasons their application was unsuccessful.
2. The EETO receives written appeal from the applicant.
3. The EETO along with the applicant will ensure all necessary information needed in the written appeal is addressed.
4. The written appeal will be presented to the Educational Advisory Committee at their next available meeting for final decision. The applicant may be

present or requested to be present to answer questions if it is deemed necessary by the Educational Advisory Committee.

Once the Educational Advisory Committee has reviewed the appeal and reached their conclusion, a written resolution of their final decision will be issued and kept on the applicants file and written notification will be issued.

TRANSPIRY/  
REVIEW DATE      Annually or as required.

## GC/TFN CAPACITY DEVELOPMENT POLICY

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**CD – 0050**

### **DEFINITIONS**

In these policies, the following definitions will apply:

"Director" means the Director of Capacity Development;

"secondary school" means a body of students organized as a unit for educational purposes, including F.H. Collins High School, Vanier High School, Porter Creek Secondary School, as well as Learning Centres such as Riverfront School, the Individual Learning Centre, and Wood Street Centre;

"good standing" means the status assigned to a student in order to determine eligibility for funding, as determined by the Education Programs and Services Coordinator and instructor at the secondary school, with reference to attendance records, academic achievement, and monthly meetings between the Education Programs and Services Coordinator and the student.

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REVIEW DATE      Annually or as required.

# GC/TFN CAPACITY DEVELOPMENT POLICY

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## **CD - 0100 EARLY CHILDHOOD EDUCATION CENTRE\Haa Yátx'i Hidí POLICY**

### **1.0 GENERAL PROVISIONS**

#### **1.1 HISTORY**

The Haa Yátx'i Hidí (Our Children's House) opened in the fall of 1992 as a licensed First Nations daycare. Our respected elder Lucy Wren gave our centre the name Haa Yátx'i Hidí, which means "little kid's people's house". In 2008, The Haa Yátx'i Hidí moved into the new building at its current location next to the main C/TFN Government building.

In our tradition, children were often given into the care of others for many reasons. Being given the responsibility for a child was a great honour. In contemporary times we refer to these people who are given the care of a child as concerned caregivers. They may be given all, or may share, responsibility for a child over a short or long period of time or even permanently.

Each child has physical, spiritual, mental, and emotional needs. Raising and nurturing a child is more than providing food, a roof overhead, and an education. It calls for providing unconditional love for the child and an environment for the child to realize their full potential and grow and develop into someone the shagóon (ancestors) can be proud of; one that is in balance physically, spiritually, mentally, and emotionally.

#### **1.2 VALUES**

The daily operation of the Haa Yátx'i Hidí are grounded in the values and virtues of C/TFN:

- Selflessness
- Honour
- Respect
- Courage
- Integrity

- Knowledge
- Compassion
- Honesty

### **1.3 MISSION**

The mission of the Haa Yátx'i Hidí is to provide licensed quality care for children in a loving and supportive environment. The centre promotes and enhances all areas of the child's development on the medicine wheel: physical, intellectual, emotional, and spiritual.

C/TFN recognizes that this program is a benefit to all children. All families and children in the community will be recognized and welcomed. This program is intended to be universally accessible to all C/TFN citizens and every effort will be made so that children are not excluded due to family income, disability, or other barriers.

### **1.4 OBJECTIVES**

C/TFN believes that children must be in an environment that fosters positive emotional, social, cognitive, and physical development and inclusion, multiculturalism, interdependence, and dignity.

C/TFN believes that families should be involved in a meaningful way in their childcare experience and deserve assurance of quality care for their child. Childcare professionals will work in partnership with families to ensure the best outcomes for the child.

C/TFN believes that staff members should work in an environment that recognizes and respects their training, skills, and commitment to the well-being of children in their care.

C/TFN believes that all Citizens/Members should have access to a caring and supportive community service.

The Haa Yátx'i Hidí will:

- provide quality care for each child
- model and encourage appropriate guidance and caring for each child and family
- provide opportunities to increase the family's knowledge of their child's health and development
- effectively work with community agencies and individuals that are essential to the well-being of each child and family

## **1.5 OUTCOMES**

All children will feel safe, nurtured, loved and will be encouraged to develop and grow in balance in all areas of the medicine wheel: physically, spiritually, mentally, and emotionally.

All families will be involved in the development and care of their children. They will work with the staff to ensure the best outcomes for their children.

Staff members will work in a respectful and caring environment that fosters the development of the child.

## **1.6 INDICATORS**

- Child assessments
- Student assessments and outcomes at Ghuch Tla Community School
- Parental participation
- Staff recruitment and retention

## **1.7 POLICY REVIEW**

This policy will be reviewed annually, or as required.

## **2.0 ENROLLMENT**

Haa Yátx'i Hidí is licensed to provide care for twenty-five children. They are divided into age groups of infants, toddlers, preschool, and school-age children.

Infants can be enrolled beginning at six weeks old, but exceptional circumstances will be considered.

Children moving from one program area to another will be given priority over new enrollment.

### **2.1 ENROLLMENT PROCESS**

All parents will be required to complete the following forms:

- a. Haa Yátx'i Hidí Registration Form
- b. Parent/Guardian Question & Answer Form

### **3.0 CHILD CARE SUBSIDY & Haa Yátx'i Hidí SUBSIDY**

All parents/caregivers who enrol their child(ren) at the Haa Yátx'i Hidí will be required to complete the Yukon Health and Social Services Application for Child Care Subsidy.

The subsidy program provides financial assistance to eligible families who need child care for their children. The subsidy program is available to families whose children attend licensed child care centres or family day homes.

The amount of subsidy is based on an assessment of income. This assessment takes into account family size, income, and the community where the family resides.

Although this program is funded and administered by the Yukon Government, the Supervisor of the Haa Yátx'i Hidí will be responsible for collecting and submitting the Application for Child Care Subsidy.

**“It is the responsibility of the parent/caregiver to complete the application fully and honestly, if the parent/caregiver does not complete the application in full and on time they will be invoiced directly”**

#### **3.1 Haa Yátx'i Hidí SUBSIDY**

Carcross/Tagish First Nation (C/TFN) is dedicated to providing high quality accessible early child education for C/TFN Citizens at Haa Yátx'i Hidí. This subsidy will cover additional childcare fees not approved by the Yukon Territorial Government subsidy program for C/TFN Citizens with full Citizenship only.

A full C/TFN Citizen is defined under the C/TFN Citizenship Code as a “Citizen registered with C/TFN”.

#### **3.2 Haa Yátx'i Hidí Subsidy Application Procedure:**

1. Provide a copy of the YG Child Care Subsidy Unit Subsidy decision document to the Haa Yátx'i Hidí Supervisor. The Supervisor to provide copies to the Director and Capacity Finance Assistant.
2. Upon completion of the application process, a decision will be made by the C/TFN to confirm Citizenship and availability of subsidy funds.



### **3.3 Haa Yátx'i Hidí Subsidy Guidelines**

1. Copies of C/TFN Beneficiary number and Status Card (if applicable) of the child will be confirmed by the C/TFN Registry Office.
2. Citizens are required to re-apply to Haa Yátx'i Hidí every 6 months. Citizens will be required to re-apply one month before the subsidy expires allowing for the time to process the application.

Note:

- C/TFN subsidy decisions will be discussed in the presence of the child's primary caregiver only.
- To maintain fairness among all families of C/TFN Haa Yátx'i Hidí Subsidy will be re-assessed for accessibility based on monthly attendance records.

#### **Haa Yátx'i Hidí Subsidy Attendance Guidelines**

In order to provide fairness and accessibility to all C/TFN families, the Haa Yátx'i Hidí will be adjusted according to the child's attendance. The attendance guidelines are as follows:

- Full Time – More than 100 hours per month
- Part Time- Less than 100 hours per month
- Drop In – 20 hours (or less) per month (Depending on Availability, Parents may need to call in everyday to see if there is room)

## **4.0 BEHAVIOUR EXPECTATIONS**

### **4.1 CHILDREN**

Children are expected to act in accordance with the virtues and values of C/TFN. These expectations are consistently enforced so that children know what is and is not acceptable.

No form of physical punishment, verbal or emotional abuse, or denial of physical necessities of any child can be permitted, exercised, or inflicted.

No form of physical, verbal, or emotional abuse of any staff member will be accepted. If children are exhibiting these behaviours, parents/caregivers will be notified and required to pick up their child as soon as possible from the Haa Yátx'i Hidí.

## **4.2 STAFF**

Staff members are also expected to act in accordance with the virtues and values of C/TFN.

All staff, including auxiliary staff, will be required to work as part of a team. All staff will be expected to take on extra duties on behalf of the team as needed.

## **4.3 FAMILIES**

Families are encouraged to stay informed and involved in the Haa Yátx'i Hidí and their child(ren)'s development.

The staff members are committed to working together with families to create healthier children, families, and communities.

## **4.4 CONFIDENTIALITY**

Confidentiality of children and families will be respected at all times.

## **4.5 LATE PICK-UP**

All parents or guardians must pick up their child(ren) by 4:45 pm. This will allow parents adequate time to pick up their child after finishing work, and will also allow the child care workers time to clean and close the Haa Yátx'i Hidí.

On the first two occurrences of late pick-ups, staff members will speak with the parent or guardian, clarify the reason for lateness, and review the policy with the parent/caregiver.

If the parent/caregiver is late a third time, the Supervisor of the Haa Yátx'i Hidí will contact them to discuss the difficulties and will make all efforts to reach a mutually agreeable solution.

Should the late pick-ups continue, the parent/caregiver will be charged a \$25 penalty fee for each incident after three (3) incidents per calendar year. A repayment agreement will need to be signed.

## **5.0 HEALTH AND SAFETY**

Haa Yátx'i Hidí will create a safe and comfortable environment that will accommodate the abilities of all children.

To protect the health and well-being of all children, parents/caregivers are encouraged not to bring sick children into Haa Yátx'i Hidí, especially when the children are contagious. If your child is too sick to participate in programming, then the parent/guardian will be asked to pick up their child. The child may return once the child's symptoms have subsided or is cleared by a nurse or doctor.

Children with allergies will be enrolled and accommodated as much is reasonably possible. An environment will be created that minimizes exposure to allergies, but the risk of accidental exposure to allergens cannot be fully eliminated.

Parents/caregivers must discuss their child(ren)'s allergies with the Haa Yátx'i Hidí Supervisor before registration.

## **5.1 MEDICATION**

In order to ensure the health of the child(ren), procedures must be followed concerning the administration of medication at the daycare.

Medication will only be administered once the parent/caregiver has completed a Medication Consent Form with instructions on administering the medication.

All medication must be provided in the original container. The container must be clearly labelled with the child's name, name of medication, the dosage, the date of purchase, and instructions for storage and administration. All medication will be stored in a secured location.

All medication must be prescribed by a physician. Non-prescription medication will only be administered with documentation of instructions.

## **5.2 MEDICAL EMERGENCY**

If a child is injured or becomes ill while at the Haa Yátx'i Hidí, staff members will quickly assess the situation and decide what action will be taken.

### **5.2.1 FIRST AID TREATMENT**

If first aid treatment is required, staff members certified in first aid will provide treatment. An Injury/Incident Report will be completed. The child

will be closely supervised and their feelings will be acknowledged. The family will be informed when they come to pick up the child. Should a serious injury occur the family shall be informed immediately of serious injury by daycare supervisor/staff.

### **5.2.2 MEDICAL ATTENTION**

If medical attention is required, the following procedure will be followed: a staff member certified in first aid will attend to the needs of the child while the Supervisor will contact the family. If the family is not available, the emergency contact provided on the Application Form will be notified.

### **5.3 REPORTING CHILD ABUSE**

According to the *Yukon Child Care Act*, in circumstances when child care workers observe behaviour or situations that may indicate a child is being abused or neglected, they are required to report these situations to the Director, an agent of the Director, or a Peace Officer. This situation will require confidential information to be shared. **It is a requirement to report child abuse directly to Yukon Child Care Services.**

### **5.4 LICENSING REQUIREMENTS**

The Haa Yátx'i Hidí must meet the licensing requirements of YTG Child Care Services.

### **6.0 HOURS OF OPERATION**

The Haa Yátx'i Hidí is open from 8:00 am to 4:30 pm, Monday to Friday. The facility will be closed on the following holidays:

New Year's Day  
Good Friday  
Easter Monday  
Victoria Day  
Aboriginal Day (June 21st)  
Canada Day  
Dahk Kha Day  
Discovery Day  
Labour Day

Thanksgiving Day  
Remembrance Day  
Christmas Day  
Boxing Day  
Professional Development Days

The Haa Yátx'i Hidí will also be closed three (3) days each calendar year to provide personal and professional development opportunities for staff members. Parents will be notified 2 weeks in advance as to the exact day of closure. Haa Yátx'i Hidí may be closed for departmental and community events throughout the year. Parents will be notified two weeks in advance of the closure date.

**7.0 FEE STRUCTURE:** Fee's are subject to change due to Child Care Subsidy Rates. Parents will be notified 30 days in advance of fee changes.

Infants (0 months - 18 months)  
Full Time \$688  
Part Time \$344

Toddlers (19 months - 36 months)  
Full Time \$622  
Part Time \$311

Preschool/K4 Kindergarten  
Full Time \$578  
Part Time \$289

School Age (ages 6-12) after school  
Full Time \$303  
Part Time \$151

School Age All day  
Full Time \$550  
Part Time \$275

The drop-in fees for the Haa Yátx'i Hidí will be:  
\$30 per day per child  
\$15 per half day per child

*Parents/Guardians/Caregivers will have the option of paying these fees in kind through donation of time, labour, or fund-raising assistance.*

## **8.0 VISITORS**

The safety and security of children, families, and staff members at Haa Yátx'i Hidí is critical. Visitors will need permission from the Program Director/Supervisor prior to visiting the centre. Community partners and immediate family members of children enrolled are welcome to visit Haa Yátx'i Hidí. All approved visitors must check in with Haa Yátx'i Hidí staff when they arrive who will sign them in. Unauthorized visitors will be asked to leave the premises.

## **9.0 LANGUAGE AND CULTURAL TRAINING**

As part of the daily activities and operation of the Haa Yátx'i Hidí, children will be provided with opportunities to learn the Tlingit and Tagish language. The C/TFN Cultural Project and Language Coordinator will regularly visit the Haa Yátx'i Hidí and provide education on cultural traditions through language, song, and dance for all children. The long-term goal is to create a full immersion program at the Haa Yátx'i Hidí.

## **10.0 STAFFING**

All staff members will complete a criminal record check prior to starting work at the centre.

All staff members will have a valid First Aid/CPR certificate.

All staff members will have, or be working toward, their Early Childhood Education training.

All staff will have immunizations.

TRANSPIRY/  
REVIEW DATE      Annually or as required.

## GC/TFN CAPACITY DEVELOPMENT POLICY

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### CD-0205

### K-12 PROGRAMS AND SERVICES DEFINITIONS

The following policies outline the guidelines for student support programs for K-12 students:

CD-0206 SCHOOL ENGAGEMENT POLICY

CD-0210 ROOM AND BOARD

CD-0220 SCHOOL SUPPLIES

CD-0230 WINTER CLOTHING ALLOWANCE

CD-0250 GRADUATION INCENTIVE

CD-0260 EXTRACURRICULAR FUNDING

CD-0280 CARCROSS STUDENT VAN

In these policies, the following definitions will apply:

“secondary school” means a body of students organized as a unit for educational purposes, including F.H. Collins High School, Vanier high School, Porter Creek Secondary School, as well as Learning Centres such as Riverfront School, the Individual Learning Centre, and Wood Street Centre;

“good standing” is the status assigned to a student in order to determine eligibility for funding as determined by the Education Programs and Services Coordinator and instructor at the secondary school, with reference to attendance records, academic achievement, and monthly meetings between the Education Programs and Services Coordinator and the student.

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## GC/TFN CAPACITY DEVELOPMENT POLICY

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### CD-0206 SCHOOL ENGAGEMENT POLICY

**SCOPE** All employees of GC/TFN and individuals receiving honoraria from GC/TFN working in the School or with the students on the land.

**PURPOSE** To recognize the importance of working collaboratively with Ghùch Tlà Community School to enrich students learning with culture, heritage and language.

To identify clear roles and responsibilities to ensure a positive experience for all those involved.

**POLICY** All employees of GC/TFN and individuals receiving honoraria from GC/TFN working in the School and / or with students on the land will:

1. Provide a clear Vulnerable Sector Check to be kept on file with Human Resources;
2. Sign and abide by the C/TFN code of ethics at all times;
3. Embody GC/TFN Virtues and Values at all time;
4. Complete Hazzard and Workplace Violence Assessments relative to the activity as per the GC/TFN Safety Program;
5. Encouraged to attend training related to working with Children and Youth;
6. Encouraged to obtain Standard First Aid training.

### ROLES AND RESPONSIBILITIES

Individuals representing GC/TFN will:

- Arrive on time and communicate in advance if you are unable to deliver programming as planned;
- Check in at the front desk when you arrive at the school;
- Come prepared to deliver instructional programming;
- Ensure that the programming and location of activities are safe and appropriate;
- Provide activity specific equipment and materials, as needed, such as hide, porcupine quills, lifejackets, boats etc.;
- Communicate any concerns or complaints with your respective Manager or Director to be addressed with the Ghùch Tlà Community School Principal.



Individuals representing GC/TFN will not:

- Be responsible for the supervision of students/children/youth;
- Administer disciplinary measures;
- Be alone with students/children/youth at any time.

TRANSPIRY/            annually or as required.  
REVIEW DATE

## GC/TFN CAPACITY DEVELOPMENT POLICY

Effective Date May 4, 2011

Revised February 21<sup>st</sup>, 2019

Authorized By Executive Council

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### **CD-0210 ROOM AND BOARD SUBSIDY**

**MISSION** To provide financial support for C/TFN students attending secondary school.

**SCOPE** C/TFN students attending a secondary school in the Yukon who are required to pay for rent for a private accommodation in Whitehorse or at the Gadzoosdaa Dorm.

**POLICY** C/TFN will provide a maximum of \$190 each month for each eligible C/TFN student residing in private accommodation. C/TFN will provide a maximum of \$110 each month for each eligible C/TFN student residing in the Gadszoosdaa dorm.

Parents/caregivers must provide proof of residency in a community within the Yukon, other than Whitehorse, to the Education Manager. Accepted forms of proof of residency will be official government identification, government correspondence, or utility bills.

Payments will be provided to the individuals providing the private accommodation at the beginning of each month. They must also sign a declaration each month stating that the student is living in their residence and attending school regularly. This is required before a cheque will be dispersed.

A subsidy for students staying at the Gadszoosdaa dorm will be paid directly to the Department of Education. Parents/caregivers will be required to confirm excused absences in advance of the absence where possible, or on the day of the absence.

Caregivers/parents must sign the Reimbursement Form which states that if the student drops out of school for no legitimate reason they will be held responsible for repaying C/TFN the full amount of the last month in which they received funding by the end of the semester in which the student dropped out. C/TFN does not issue back pay under any circumstances.

## OUTCOMES

Students will improve attendance records and academic achievement.  
Families will receive support to offset the cost of room and board.  
Students will be living in a safe and healthy environment when away from home.

## INDICATORS

Graduations rates  
Attendance rates

## TRANSPIRY/ REVIEW DATE

Annually or as required.

## GC/TFN CAPACITY DEVELOPMENT POLICY

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### **CD-0220 SCHOOL SUPPLIES**

**MISSION** To provide financial assistance to C/TFN parents and guardians for the purchase of school supplies for their children.

**SCOPE** All C/TFN children attending elementary or secondary school.

**POLICY** Parents or legal guardians are eligible for an annual payment to offset the costs of providing school supplies for their children.

For each student in K-4 (Pre-Kindergarten) to Grade 6, the parent/caregiver will receive \$50/student per year.

For each student in Grade 7 to 12, the parent or caregiver will receive \$65 student per year.

### **PROCEDURES**

Parents/Guardians will be required to complete a School Supplies Request Form and submit it to the Education Programs and Services Coordinator. Once a completed form is submitted, the payments will be made according to the Finance Department procedures and deadlines.

### **OUTCOMES**

Students will have the necessary school supplies.  
Parents and families will be supported in providing for their children.

### **INDICATORS**

Student attendance rates.  
Student outcomes and assessments.

### **TRANSPIRY/**

**REVIEW DATE** Annually or as required.

## **GC/TFN CAPACITY DEVELOPMENT POLICY**

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### **CD-0230 WINTER CLOTHING ALLOWANCE**

**MISSION** To provide financial support to C/TFN families for the purchase of proper winter clothing in order to assist them improve their educational outcomes.

**SCOPE** All C/TFN students attending secondary schools including Yukon Independent Learning Centres, in Grades 10 to 12 only. Priority will be given to Yukon students if there are budgetary constraints.

**POLICY** C/TFN will provide up to \$350 annually for the purchase of winter clothing such as coat, hat, mitt, scarf, boots, or snow pants

#### **PROCEDURE**

Payment will be made upon application from a parent/caregiver/guardian.

Payment will be made to either the parent/caregiver/guardian of students or directly to each eligible student, upon the discretion of the Education Manager.

#### **OUTCOMES**

Students will be provided with adequate winter clothing and another incentive to continue their education

#### **INDICATORS**

Attendance records  
Graduation rates

**TRANSPIRY/REVIEW DATE** Annually or as required.

## GC/TFN CAPACITY DEVELOPMENT POLICY

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### **CD-0250 GRADUATION INCENTIVE**

**MISSION** To provide financial incentive and support for C/TFN students graduating secondary school

**SCOPE** All C/TFN students in good standing graduating from a secondary school.

**POLICY** C/TFN will provide a maximum of \$200 for graduation clothing to the student in advance of the graduation as soon as the approved graduation list is provided to the Capacity Development Department of C/TFN.

C/TFN will provide a Graduation Incentive in the form of a cheque for \$200 and a gift worth up to \$100 to each eligible graduate.

The gift and cheque will be given to Yukon students at the First Nation Graduation Ceremony.

The Graduation Incentive of \$200 and a gift worth up to \$100 will be mailed to students outside the Yukon upon application and approval by the Education Programs and Services Coordinator. The Education Programs and Services Coordinator will contact the students school for confirmation and will process applications.

### **OUTCOMES**

C/TFN students will receive a financial incentive and support to graduate secondary school, which will improve the graduation rates among C/TFN citizens.

### **INDICATORS**

Graduation rates

**TRANSPIRY/REVIEW DATE** Annually or as required.

## GC/TFN CAPACITY DEVELOPMENT POLICY

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### **CD-0260 EXTRACURRICULAR FUNDING**

**MISSION** To provide C/TFN secondary students financial support to pursue extracurricular activities.

**SCOPE** All C/TFN students in good standing attending Yukon ~~secondary~~ schools in Grades K4 to grade 12. Funding for C/TFN students attending school outside the Yukon will be available, provided they can show proof that no other funding is available.

**POLICY** C/TFN will provide a maximum of \$200 each year per eligible student for the pursuit of extracurricular activities.

Extracurricular activities may include sports, student leadership, and other school-operated activities. This may also include cultural pursuits such as dancing, hunting, or fishing.

Payment will be made upon application from a parent/guardian/caregiver.

Payment will be made to either a parent/guardian/caregiver of eligible students or directly to each eligible student, or directly to the agency.

Parents/guardians/caregivers will be required to submit receipts to the Education Manager as proof of eligible expenditures, upon request.

### **OUTCOMES**

C/TFN students will receive financial support to pursue extracurricular activities and more students will become involved in extracurricular activities.

### **INDICATORS**

Application to this program

### **TRANSPIRY/**

**REVIEW DATE** Annually or as required.

## GC/TFN CAPACITY DEVELOPMENT POLICY

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### **CD-0280 CARCROSS STUDENT VAN**

**MISSION** To provide C/TFN secondary students with transportation from Carcross to Whitehorse in order to attend Grade 10-12 secondary school in Whitehorse.

**SCOPE** All C/TFN students living in the Carcross region attending Yukon secondary schools.

**POLICY** A C/TFN van will provide transport from Carcross to Whitehorse so that students can attend Whitehorse secondary schools.

If the grade is offered at Ghuch Tla School in Carcross, students will not be provided with transportation to Whitehorse secondary schools. Consideration may be given for special circumstances at the discretion of the Education Manager and the Capacity Director.

The van will make arrangements to pick students up at their designated pickup and drop off locations on Sundays and return them to Carcross from Whitehorse on Fridays with the exception of holidays and exams.

### **OUTCOMES**

C/TFN students will receive transportation between the designated location in Carcross, to Gadzoosdaa Student Residence under the direction of the Education Manager and the Director of Capacity Development.

### **INDICATORS**

Students attendance records  
Student academic records  
Graduation rates

**TRANSPIRY/REVIEW DATE** Annually or as required.



# GC/TFN CAPACITY DEVELOPMENT POLICY

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## CD 0300 POST SECONDARY STUDENT SUPPORT PROGRAM

### 11.0 GENERAL PROVISIONS

#### 11.1 MISSION

As a step toward creating a more healthy community, C/TFN recognizes its responsibilities to increase our community's capacity through education and training.

The mission of this policy is to create a more educated community by improving the education rates of our citizens and providing support for our Citizens to attend post-secondary education.

#### 11.2 OBJECTIVES

The Capacity Development Department will provide support to C/TFN members to achieve their academic needs.

With the limited funding available, we must ensure that funding is used in an appropriate method. **This funding is not intended to be the sole source of funding for students**; but is intended to supplement other funding sources for full-time or part-time students attending college, university, or approved programs.

All outside funding(ie: grants, loans, scholarships, ect) received from other sources outside of C/TFN, must be disclosed to the Education Employment Training Officer at the time notice of approval has been received for that specific funding along with any details or conditions attached to the outside funding source. Should these outside funds be designated or allocated for specific purposes, those costs(ie, books, tuition, travel, ect) will be deducted from the internal C/TFN funding support and made available to fund additional students on the waiting list.

The C/TFN Capacity Development Department endeavours to assist our Citizens:

1. To provide financial assistance to eligible students;
2. To provide assistance with education & training plans;
3. To encourage access to a higher education or career; and

4. To provide support to achieve these goals.

### **11.3 OUTCOMES**

An increased number of C/TFN Citizens will:

- a. apply for post-secondary funding;
- b. successfully receive post-secondary funding;
- c. successfully complete their post-secondary education;
- d. obtain employment relevant to their education.

### **11.4 INDICATORS**

The number of applicants

The number of approved applicants

The number of successful

graduates The expenditures for  
this program.

### **11.5 AUTHORITY**

The authority for the enforcement of this policy comes from an agreement signed January 7, 2008 by the Carcross/Tagish First Nation and the Government of Canada, under Section 17.0 of the Self-Government Agreement.

This agreement passed responsibility to C/TFN from AANDC (Aboriginal Affairs and Northern Development Canada) for the management, administration, and delivery of the Post-Secondary Student Support Program, including the University and College Entrance Preparation program, and the INAC Indian Studies Support Program.

### **11.6 POLICY REVIEW**

This policy will be first reviewed annually, as required.

## **12.0 APPLICATION PROCESS**

### **12.1 APPLICATION FORM**

In order to qualify for post-secondary funding, students must fill out the Post Secondary Student Application Form. This form includes basic information about the applicant, including:

a. Personal Information

- name and contact information
- date of birth
- marital status
- dependants
- Social Insurance Number
- First Nation status number or beneficiary number (including proof of documentation)

b. Background Information

- current sources of income
- educational history
- employment history

c. Training Information

- Description of the post-secondary activity, including dates, location, level of study
- expected graduation date
- expected tuition cost
- expected books and supplies cost

Students must also include the following documents as attachments to the application form:

- proof of Citizenship
- proof of dependents
- letter of acceptance to program, most recent transcripts, statement of intent:
  - why they are applying for educational funding
  - if they are studying out of Yukon, explaining why
  - education/career goals and action plan
  - any other information that will assist the Capacity Department in making a decision
- complete repayment agreement (\* students who are suspended, released, or do not complete their education program for any unjustified reason will be required to reimburse C/TFN for the full amount of funding received)

It is the responsibility of the applicant to complete the application form fully, honestly, and to the best of their ability.

## 12.2 STUDENT DECLARATION

Students must sign a "Student Declaration" before receiving funds.

By signing this declaration, the student authorizes that

- a. all information is complete and true;
- b. they will notify C/TFN of any personal changes that may affect their funding;
- c. they will be responsible for repaying funds to C/TFN if they do not provide proof of completion;
- d. C/TFN may access information and documentation from the educational institution;
- e. C/TFN may share information with other governments as necessary;
- f. the educational institution may invoice C/TFN directly for tuition costs.

**12.3 Application deadlines**

<u>Semester</u>	<u>Postsecondary Application Deadlines</u>
Fall	June 1 <sup>st</sup>
Winter	November 15 <sup>th</sup>
Summer	March 15 <sup>th</sup>

These deadlines will be advertised on community poster boards, newspaper, and radio 30 days in advance. Any late applications will be deferred to the next intake cycle.

**12.4 APPLICATION NOTIFICATION**

All applicants will be notified of the status of their application.

Within one week of the application deadline, C/TFN Capacity Department will issue a letter by mail to each applicant, indicating that their application has been received.

If an incomplete application is submitted, the applicant will be notified and will be given one additional week to complete the application. The ETO will be available to assist in completing the application form.

A decision regarding funding will be made within two weeks after of the deadline. Unsuccessful applicant's will be notified within two (2) weeks of the deadline at which time an immediate appeal may be made as outlined in section; [CD 0040 Dispute Resolutions]. Successful applicants will be notified if their application is approved or denied in writing within four (4) weeks after the deadline.

## **12.5 EDUCATION ADVISORY COMMITTEE (EAC)**

The Education Advisory Committee shall consist of six members. Clan representation will be a consideration in selecting members. All applicants will be self-nominated, approved by the Director, and confirmed by Executive Council.

Applicants will be selected by the Director based on their ability and willingness to devote the time necessary to the work of the committee and any training requirements.

Under the authority of the Director, the Committee will meet tri-annually (July, November, and March) or as needed to:

1. review aggregate data for Post Secondary Education and Training funding, and;
2. to review education and training policy and procedures.

The Education Advisory Committee will recommend major education and training expenditure priorities to the Director. The Education Advisory Committee will also review expenditures for short courses and expenses necessary for employment such as first aid, clothing, travel, and accommodation.

The Education Advisory Committee will be guided by the principles of respect and consensus decision making in their recommendations to the Director. Voting will be used when necessary. The policies and values of C/TFN must be adhered to in the decision making process.

The Education Advisory Committee will sign and follow the C/TFN EAC Terms of Reference to guide their behaviour, actions, remuneration, and jurisdiction.

## **13.0 GENERAL STUDENT ELIGIBILITY CRITERIA**

### **13.1 ELIGIBILITY CRITERIA**

In order to be eligible for funds through the Post-Secondary Student Support Program, applicants must be:

- a. C/TFN Citizens enrolled with the Carcross/Tagish First Nation, and;
- b. Accepted to an accredited university, college, or other approved program and can show proof of acceptance;

## 13.2 APPLICATION REVIEW

All applications for funding will be reviewed to determine if they have the prerequisite skills, knowledge, and education required to begin the program they are applying for.

An Education/Training Case Plan may be requested prior to being approved in order to determine an applicant's educational plan and readiness to learn.

The Education/Training Case Plan includes past education, training, and work experience as well as future goals, objectives, and interests.

As part of the decision-making process, the Education Advisory Committee will take into consideration all previous academic achievements of the applicant where documentation is available.

Voluntary group seminars, information sessions, meet and greets with the Education Advisory Committee will be held three times per year to help applicants self-evaluate their readiness to learn, complete their required Education and Employment plan, and provide information on post-secondary education.

## 14.0 PROGRAM ELIGIBILITY

### 14.1 ELIGIBLE PROGRAM OF STUDIES

Student applicants living outside of the Yukon must first apply to the ASETS programs in their area for funding support. Should the applicant be unsuccessful at finding local funding support in the province/territory they are residing, proof must be submitted along with their C/TFN post secondary student funding application in the form of the document/letter stating that decision.

Community college, diploma, or certificate programs	Support may be provided for up to two years with a one year extension.
Undergraduate bachelor programs	Support may be provided for up to four years with a one year extension.
Professional and graduate degree programs	Support may be provided for the completion of a master's program or a doctoral thesis for up to two years with a one year extension.

## **14.2 INELIGIBLE PROGRAM OF STUDIES**

Some programs (trades training, courses, upgrading etc.) may not be eligible for funding under the Post-Secondary Student Support Program, but may be eligible for funding through other programs. See *Section CD-0400 ABORIGINAL SKILLS AND EMPLOYMENT TRAINING STRATEGY (ASETS) in this manual.*

- Developmental studies (up-grading)
- Trades training
- Pre-employment training
- *Non-accredited workshops and conferences*

Programs from non-accredited institutions will not be eligible for funding.

Students are encouraged to contact the Education Employment and Training Officer from the Capacity Department for more information regarding ASETS (Aboriginal Skills and Employment Training Strategy).

## **14.3 STUDENT STATUS**

A student will be defined as full-time or part-time based on the definition used by the institution they are attending.

When not otherwise stated, full time is defined as a minimum of three courses, valued at three credits per course. Part time is defined as a minimum of one course, valued at three credits per course.

## **15.0 APPLICATION PRIORITIZATION**

All funding is contingent upon available funds. All applicants will be given fair and equitable consideration.

### **15.1 STUDENT PRIORITIZATION**

In the following order, the criteria below define the priorities for consideration:

1. Continuing students, who are currently enrolled in an accredited post-secondary program.

2. Graduating high school students who have been accepted to an accredited post secondary program.
3. Mature students, or students who have had their education interrupted and who are now returning to complete their education.
4. Students who have previously been unsuccessful in their studies.
5. Students who still owe C/TFN for repayment of any previous financial assistance (housing, non-educational or educational assistance, ect.) must sign & agree to repayment agreement terms prior to any assistance being authorized.

## **15.2 AREAS OF PRIORITIZATION**

Priority will also be given to students pursuing areas of education that are identified as priorities; these priorities will be reviewed annually by the Education Advisory Committee.

Areas of priority include:

- Heritage; (heritage conservation, museum studies, cultural management)
- Arts; (performing arts, music, art, multi media & design, etc.)
- Healing; (social workers, counsellors, psychologists, nurses, etc.)
- Education; (teachers, teaching assistants, early childhood educators, etc.)
- Finance/IT; (accountants, bookkeepers, information technologists, etc.)
- Environment; (biologists, natural resource management, fisheries etc.)
- Polytechnics. (IT/electronics, hospitality, culinary, engineering, applied sciences, etc.)

Priority will be given to students pursuing their first diploma or undergraduate degree.

These priorities will only serve as a general guideline for staff and committee members. They will not prohibit any applicant from a fair review.



## 16.0 STUDENT SUPPORT

### 16.1 TUITION

It is recognized that this financial assistance is not meant as a sole source of funding for students, but as a supplement to other funding sources. Students are encouraged to seek other funding sources (savings, part-time work, scholarships, grants, family members, etc) to support their educational goals.

C/TFN will pay all tuition fees for qualified students. Students are encouraged to attend the closest post-secondary institution that offers the intended program of studies at the lowest costs. If a student wishes to attend a post-secondary institution that does not meet these guidelines, the student may have to pay the amount of tuition that represents the difference if C/TFN does not have sufficient budget allocated to support the higher rates.

Tuition will be paid directly to the accredited institution. The cost of tuition is paid for both full-time and part-time students. Tuition is also paid for online courses.

### 16.2 BOOKS AND SUPPLIES

Full-time students receive funding for required books and course-related materials at a set rate listed below:

Student Category	Books and Supplies Allowance
College preparation students	500
Flat, per term book allowance for Community college, diploma, or certificate programs	500
Flat, per term book allowance for undergraduate, graduate, or professional programs	600
Flat, per year allowance for supplies	100

Students must provide the EETO with receipts if the costs for books and supplies exceed the rates in the table above. Students enrolled in a

program of studies that requires additional supplies or equipment must apply to C/TFN for coverage of the additional costs.

Part-time students will receive the actual cost of the required book(s) for their course(s). A sponsorship letter can be written to the book store or students can purchase on their own and submit a receipt for reimbursement.

### **16.3 LIVING ALLOWANCE**

Only full-time students are eligible for the living allowance. Amounts will be determined based on the information provided on the application form.

The living allowance is expected to be applied to expenses such as food, household needs, daily transportation, and rental costs.

#### **16.3.1 LIVING ALLOWANCE RATES**

Single, living with parents	\$590.00
plus 1 child	\$1,110.00
plus 2 children	\$1,270.00
plus 3 children	\$1,420.00
more than 3 children	\$50.00 per additional child
Single, living on own	\$1,125.00
plus 1 child	\$1,495.00
plus 2 children	\$1,655.00
plus 3 children	\$1,805.00
more than 3 children	\$50.00 per additional child
Married, with employed spouse	\$1,125.00
plus 1 child	\$1,300.00
plus 2 children	\$1,480.00
plus 3 children	\$1,655.00
more than 3 children	\$50.00 per additional child
Married with dependent spouse	\$1,345.00
plus 1 child	\$1,495.00
plus 2 children	\$1,655.00
plus 3 children	\$1,805.00

**more than 3 children     \$50.00 per additional child**

Living allowance rates will be reviewed with this policy, annually or as required.

### **16.3.2 LIVING ALLOWANCE FOR MARRIED/COMMON LAW STUDENTS**

Where two applicants are married to each other or have lived in a common-law relationship for one (1) year or more, have no dependents, and are both attending post-secondary institutes, the living allowance for each applicant will be calculated as a married student with an employed spouse.

Where two applicants are married to each other or have lived in a common-law relationship for one (1) year or more, have dependents, and are both attending post-secondary Institutions, one of the applicants will be designated as a married student with an employed spouse with dependents, and the other applicant will be designated as a married student with an employed spouse with no dependents.

### **16.3.3 LIVING ALLOWANCE PAYMENT**

If living allowance is to be paid by direct deposit, it is the student's responsibility to provide the C/TFN Finance Department with a void cheque or deposit slip from their bank.

If living allowance is to be paid by cheque, the student is responsible for providing the Finance department with a current address.

Living allowance will be paid on the first day of the month.

### **16.3.4 EMPLOYMENT INCOME**

C/TFN will not provide a living allowance for full-time students if they are also working 35 hours or more per week during the academic year.

Applicants will continue receiving a living allowance if they are employed and working less than 35 hours per week during the academic year.

### **16.3.5 OVERSEAS STUDY**

Living allowances will be paid in Canadian dollars, regardless of the location of the post-secondary institution. All other policies and procedures will apply.

## **16.4 MOVING EXPENSES**

If a student needs to relocate to attend post-secondary education C/TFN will cover moving expenses up to one month prior to the start of the semester.

Damage deposit and one month's rent may be paid one month prior to the beginning of the academic year in order to secure a residence.

## **16.5 SECURITY DEPOSIT**

A student may request funding for a security deposit for a residence for postsecondary studies.

The security deposit will be paid directly to the landlord.

The student will be responsible for signing an Agreement to Repay with C/TFN before the security deposit payment will be provided.

## **16.6 TRAVEL SUBSIDY**

Students who are required to move in order to pursue post-secondary education may qualify for a travel subsidy if they are moving:

- a. more than 500 km within Yukon Territory, or
- b. outside Yukon Territory.
- c. commuting daily Monday-Friday from established C/TFN traditional territory to Whitehorse. Post secondary commuters living primarily in C/TFN traditional territory and attending College in Whitehorse full-time may receive up to a maximum of \$250 per month, up to a maximum of \$ 1000 per semester.

The travel subsidy will be issued in increments, up to a maximum of \$500 per request, up to a maximum of \$1000 per semester, or \$2000 per academic year.

The travel subsidy will be issued as required for travel up to three times per calendar year, as requested by the student.

- a. up to one month before the first semester, to travel to the institution;
- b. to return home at Christmas or for the spring vacation;
- c. within one month after the end of the final semester, to return home.

Air travel and bus travel must be booked by the Education Support Coordinator. Students must provide C/TFN a minimum of three (3) weeks advance notice of their intent to travel.

Travel receipts for accommodation, fuel, food, and transportation must be provided to the Education Support Coordinator or further travel support will be suspended. Original receipts or copies will be accepted.

Under no circumstances will students receive cash payments for airfares.

All travel must be approved in advance and there is no provision for retroactive payments.

Bus pass costs may be covered by the C/TFN should it be a requirement of the program and if not already covered by the University or College.

Travel funding will not be provided for the expenses of moving of family members, household effects, pets, or livestock.

Travel support outside the Yukon may not be provided in cases where a program of studies is available locally.  
Exceptional circumstances will be considered.

#### **16.6.1 SPECIAL CONDITIONS TRAVEL**

Students with no other resources may be eligible for a travel subsidy of a maximum of \$500 when dealing with terminal illness or death in the immediate family (parents, siblings, spouse, children, aunts, uncles, grandparents).

Students must notify the Education and Employment Training Officer as soon as possible and explain the circumstances. Travel arrangements will be booked by the Education Support Coordinator.

All Special Conditions travel is subject to approval by the Director. All decisions will be subject to availability of funds.

When dealing with terminal illness or death causes the student to be absent from post-secondary studies for more than two weeks, the student will be considered to have withdrawn from studies and will be subject to funding cancellation.

These special circumstances will be taken into consideration when a student reapplies for future post-secondary financial support.

#### **16.7 TUTORING**

A student may request funding for tutoring if additional support is needed. The Education and Employment Training Officer may approve amounts as

needed, up to a maximum of \$200 per academic year. Payment will be made directly to a tutor approved in writing by the institution or instructor.

A tutor is on staff at C/TFN and is available to support all students upon request at no charge.

## **16.8 LIMITS ON FUNDING**

Each student will be subject to an annual limit on post-secondary funding, based on the cost of equivalent studies at Yukon College (5 courses of 3 credits each per semester, two semesters annually).

Each student will be subject to a lifetime limit on total post-secondary funding from C/TFN, based on 6 years, or 72 months, of support.

All funding is absolutely limited to accredited institutions.

## **16.9 ONLINE EDUCATION**

Students taking courses online from an accredited institution will be eligible for funding for the cost of tuition and books or supplies, but will not be eligible to receive a living allowance. Students taking full-time courses online who feel their circumstances require a living allowance to complete their studies may write a special request to the Education Advisory Committee for consideration.

To ensure online student funding, the student must submit transcripts as requested by C/TFN and/or the Education and Employment Training Officer.

## **17.0. STUDENT RESPONSIBILITIES**

To ensure funding eligibility, all students are required to maintain a minimum of 2.00 (C level) grade point average (GPA) or levels required by the Institution.

If a student's GPA or level falls below this standard, the student will be given one additional semester to raise their grade to the minimum level required for successful program completion.

All students are also required to maintain attendance levels that support their educational success. Poor attendance may result in student probation.

If the student's attendance and progress indicate failure, the student will receive a verbal warning. If there is no improvement, the student will receive a written warning.

If there is still no improvement, the student will have their funding terminated.  
Students are responsible to let C/TFN know if there are any other changes.

### **17.1 TERMINATION OF FUNDING**

A student will have their funding terminated if they are not fulfilling their responsibilities. This will include unsatisfactory academic performance, unexcused absences from classes, misuse of financial support, or dropping out of the program of studies.

All students will be notified 30 days in advance of any termination or changes to their funding.

### **18.0 DEBT REPAYMENT**

If a student fails to successfully complete their education, they will be responsible to repay the C/TFN Capacity Department for all expenditures.  
It is the responsibility of the student to organize a debt repayment schedule with C/TFN Capacity Department.

The debt repayment can be waived for exceptional circumstances, as deemed by the C/TFN Education Advisory Committee on a case by case basis.

TRANSPIRY/  
REVIEW DATE      Annually or as required.

## GC/TFN CAPACITY DEVELOPMENT POLICY

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Revised February 21<sup>st</sup>, 2019

Authorized By Executive Council

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### **CD – 0400 ABORIGINAL SKILLS AND EMPLOYMENT TRAINING STRATEGY (ASETS)**

#### **19.0 GENERAL PROVISIONS**

##### **19.1 MISSION**

To help improve the employment opportunities of Aboriginal peoples and enable them to prepare for, find, and keep high-demand jobs now and in the long term.

##### **19.2 OBJECTIVE**

This fund provides financial support to access:

- job-finding skills and training,
- programs for youth,
- programs for urban and Aboriginal people with disabilities,
- child care □ wage subsidies.

##### **19.3 ELIGIBILITY**

1.3.1 All Citizens or members of C/TFN who reside in the Yukon Territory.

1.3.2 All other Aboriginal persons, including Inuit, Métis and members of other First Nations, except for Yukon First Nations, regardless of their status under the Indian Act, who are residing in the First Nations community.

1.3.3 Participants must be legally entitled to work in Canada and must be legally entitled to work according to the Yukon territorial legislation and regulations.

##### **19.4 OUTCOMES**

C/TFN Citizens and community members will receive the support and resources that they need to prepare for, find, and keep jobs in the short



and long term. As a result, more C/TFN Citizens and community members will obtain and sustain employment.

### **19.5 INDICATORS**

Number of Temporary Financial Assistance recipients  
Employment and training data from C/TFN census.  
Qualitative data from interviews of community members, outreach workers, Temporary Financial Assistance Worker, Transitional Employment Manager, Education and Training Officer, Director of Health and Wellness, Director of Capacity Development.  
Capacity departmental budgets

### **19.6 AUTHORITY**

The authority for the enforcement of this policy comes from the Aboriginal Skills and Employment Training Strategy Funding Agreement signed Nov 18, 2010 by the Carcross/Tagish First Nation and the Council of Yukon First Nations.

### **19.7 REVIEW DATE**

This policy will be reviewed annually, as required.

## **20.0 EMPLOYMENT TRAINING**

Applicants can submit a funding application for any training that will improve their employment prospects.

Some examples of eligible training are:

- trades training
- training for short term employment
- training for long term employment
- skill training
- skill upgrading

### **20.1 TRAINING APPLICATION PROCEDURE**

Funds are available for C/TFN Citizens to receive employment training. In order to apply to these funds, a Citizen must complete the Training Application Form and submit it to the Capacity Development Office.

### **20.2 TRAINING APPLICATION FORM**

The applicant must provide the following information:

a. Personal Information

- name and contact information
- date of birth
- marital status
- dependants
- Social Insurance Number
- First Nation
- status number or beneficiary number (including proof of documentation)
- current sources of income

b. Background Information

- current sources of income
- educational history
- employment history

c. Training Information

- Description of post-secondary program, including dates, location, level of study
- expected graduation date
- expected tuition cost

Applicants must also include the following documents with their application form:

- proof of Citizenship (if applicable)
- proof of dependents
- letter of acceptance to program
- most recent transcripts statement of intent:
- why they are applying for educational funding
- if they are studying out of Yukon, explaining why
- education/career goals and action plan
- any other information that will assist the Capacity Department in making a decision
- completed repayment agreement (\* students who are suspended, released, or do not complete their education program for any unjustified reason will be required to reimburse C/TFN for the full amount of funding received)

### **20.3 TRAINING APPLICATION DEADLINE**

If the applicant is seeking funding for a short-term course (one month or less), applications must be submitted to the Employment Training Officer two weeks before a course begins.

If the applicant is seeking funding for a course longer than one month, such as trades training, the deadlines will follow the same schedule as the Post Secondary Student Support Program.

<u>Semester</u>	<u>ASETS Application Deadline</u>
Fall	June 1
Winter	November 15
Summer	March 15

It is the applicant's responsibility to ensure a complete application with all required documentation is submitted to the Employment and Training Officer prior to the application deadline.

#### **20.4 APPLICATION REVIEW**

All applications for funding will be reviewed to determine if they have the prerequisite skills, knowledge, and education required to begin the program they are applying for.

The Return to Work Action Plan may be requested prior to being approved in order to determine an applicant's educational plan and readiness to learn.

The Return to Work Action Plan includes past education, training, and work experience as well as future goals, objectives, and interests.

Voluntary group seminars will be held three times per year to help applicants self-evaluate their readiness to learn, complete their required Education and Employment plan, and provide information on postsecondary education.

#### **20.6 EDUCATION ADVISORY COMMITTEE (EAC)**

The Education Advisory Committee shall consist of six members. Clan representation will be a consideration in selecting members. All applicants will be self-nominated, approved by the Director, and confirmed by Executive Council.

Applicants will be selected by the Director based on their ability and willingness to devote the time necessary to the work of the committee and any training requirements.

Under the authority of the Director of Capacity, the Committee will meet tri-annually (May, November, and March) or as needed to:

- a. review aggregate data for Post Secondary Education, Training and funding;

- b. to review education and training policy and procedures.

The Education Advisory Committee will recommend major education and training expenditure priorities to the Director. The Education Advisory Committee will also review expenditures for short courses and expenses necessary for employment such as first aid, clothing, travel, and accommodation.

The Education Advisory Committee will be guided by the principles of respect and consensus decision making in their recommendations to the Director. Voting will be used when necessary. The policies and values of C/TFN must be adhered to in the decision making process.

The Education Advisory Committee will sign and follow the C/TFN Terms of Reference to guide their behaviour, actions, remuneration, and jurisdiction.

## **20.7 TRAINING APPLICATION NOTIFICATION**

Applicants will be notified of the status of their application within ten (10) calendar days of the application deadline in writing.

## **20.8 PROOF OF COMPLETION**

Once the course or training is successfully completed, the student must provide the Capacity Development Department with a copy of the certificate or diploma, or other proof of completion.

If proof of completion is not received, the student may be responsible to pay back the funding received from C/TFN and may be required to sign an Agreement to Repay form as soon as possible.

Failure to provide proof of completion may also affect further ability to access C/TFN funding.

## **30.0 ELIGIBLE COSTS**

It is recognized that this fund is not intended to cover all of the costs of any course of learning. Applicants are encouraged to seek other funding to supplement C/TFN funding. In addition, applicants are encouraged to access their own funds and contribute actively in financing their education.

### **30.1 TUITION**

All tuition will be paid for employment training and related courses and workshops.

The applicant is responsible for submitting an invoice for tuition costs, to be paid by C/TFN directly to the institution.

### **30.2 BOOKS AND SUPPLIES**

Books and supplies will be paid for employment training and related courses. The student is responsible for providing an invoice for the cost of books and supplies, to be paid by C/TFN directly.

### **30.3 TRAVEL**

Students are eligible to receive 0.49¢ per kilometre for travel to and from their employment training and related courses within Yukon to a maximum of \$250 per month. Travel will be paid monthly.

Applicants must include all known travel costs as part of their application form.

*C/TFN will begin providing a set travel supplement if applicants are travelling outside Yukon to receive employment training.*

### **30.4 MEALS**

Students engaged in employment training/courses who are not receiving post secondary living allowance rates are eligible to receive funding to offset the costs of meals while they are attending training.

The rates are as follows:

Breakfast	\$12
Lunch	\$13
Supper	\$40

If cooking facilities are available, the student will receive a flat rate for groceries of \$100 per week.

### **30.5 LIVING ALLOWANCE**

Students engaged in full time employment training / courses for **less than 4 consecutive weeks or in part time** employment training or courses can receive \$100 per week while attending employment training or

courses to cover incidental expenditures including laundry, phone calls, local transportation, and other incidental expenses.

This amount is prorated according to attendance.

Students attending **full time** employment training / courses **longer than 4 consecutive weeks** can receive the Post-Secondary living allowance rates under 16.3.1. Students receiving the Post-Secondary living allowance will not be eligible for meal rates.

This amount is prorated according to attendance.

### **30.6 MEDICAL EXAMINATION**

If a medical or physical examination is required for an employed position, the cost will be the responsibility of the individual. They may apply to C/TFN for funding.

### **30.7 CHILD CARE**

C/TFN recognizes that many citizens wishing to participate in employment and skills training may also be parents. Therefore, child care may be required while they are pursuing education and training. If their spouse or immediate family member cannot provide childcare, they may be eligible to receive a child care subsidy to offset the cost of employing a babysitter or day care.

Students can receive \$20/day and \$10/day for each additional child.

If only a half day of child care is required, students will receive \$10/day for the first child, and \$5/day for each additional child.

### **30.8 ACCOMMODATION**

If participants in employment and skills training require private accommodation at the location where they are studying, they may be eligible to receive funding to offset the costs. They can receive \$20/night, or \$50/night if meals are included.

If the applicant cannot secure accommodation with family or friends, they may be eligible to receive funding up to \$90/night to offset the cost for their hotel accommodation.

The applicant must provide receipts for their accommodation to the C/TFN Capacity Department.

#### **40.0 DEVELOPMENT STUDIES/UPGRADING**

Financial assistance may be provided for individuals entering development studies, or upgrading, or the equivalent to Grade 12.

The amount of assistance allocated to an individual is dependent upon the funding available and the applicant's demonstrated need.

The applicant must be 18 years old or out of school for one year to be considered eligible for financial assistance.

The costs of tuition and books will be paid for.

Students who are upgrading on a part time basis (less than three courses) are not eligible for travel or accommodation funding.

Students who are upgrading and enrolled in three (3) or more accredited courses qualify for full-time status and may be eligible for a living allowance.

#### **50.0 WORK GEAR EMERGENCY LOAN**

C/TFN recognizes that some workplaces may require employees to have their own work gear. Applicants are encouraged to purchase their own work gear whenever possible, or request their employer provides work gear, on a repayment basis if necessary. If this is not possible, C/TFN will offer a short-term loan to applicants to purchase their equipment, with the condition of 50% repayment of the total cost with the exception of students, elders and TFA clients will not be required to repay the loan.

To be eligible for these funds, the applicant must submit to the EETO a letter from the employer that specifies:

- a. start date of employment
- b. finish date of employment
- c. type of job
- d. work gear required, but not provided

Within two weeks of the applicant beginning work, original receipts must be submitted to C/TFN Capacity Development Department and the Department of Finance so that a Repayment Agreement can be arranged. If receipts are not submitted the individual will be required to repay the entire cost of the work gear.

A Citizen can only access funding for work gear once per calendar year to a maximum of \$500.00 pending funding availability.

## **60.0 TRAINING RECERTIFICATION**

Funding is available to update certification for First Aid training, or similar employment related programs that require regular re-certification.

Applicants are responsible for submitting receipts to the Capacity Development Department for reimbursement.

Applicants must submit proof of completion to the Capacity Development Department before they will be eligible for reimbursement.

## **70.0 WAGE SUBSIDIES**

*Funding is available through this fund to encourage employers to hire C/TFN Citizens by providing a subsidy for their wage.*

*C/TFN will be moving towards developing this program in the future.*

## **80.0 TERMINATION OF FUNDING**

A student will have their funding terminated if they are not fulfilling their responsibilities. This will include unsatisfactory academic performance, unexcused absences from classes, misuse of financial support, or dropping out of the program of studies. All students will be notified 30 days in advance of any termination or changes to their funding.

## **90.0 DEBT REPAYMENT**

If a student fails to successfully complete their education, they will be responsible to repay the C/TFN Capacity Department for all expenditures.

It is the responsibility of the student to organize a debt repayment schedule with C/TFN Capacity Department.

The debt repayment can be waived for exceptional circumstances, as deemed by the C/TFN Education Advisory Committee on a case by case basis.

TRANSPIRY/  
REVIEW DATE      Annually or as required.



## AMENDMENT LOG SHEET CAPACITY DEVELOPMENT

Any amendment to this Policy Manual shall be recorded and authorized on this Amendment Log Sheet.

Date	Policy	Change	Explanation
May 4, 2011	Entire Policy Manual	Passed as amended	
Date	Policy	Change	Explanation
January 22, 2013	Entire Policy Manual	Passed as amended	
Date	Policy	Change	Explanation
July 31 <sup>st</sup> , 2013	CD 0040 Dispute Resolutions	Amended	Deadlines for appeal and notifications expanded
Date	Policy	Change	Explanation
July 31 <sup>st</sup> , 2013	CD 0280 Carcross Student Van	Amended	Pickup and Drop off arrangements adjusted to meet needs.
Date	Policy	Change	Explanation
July 31 <sup>st</sup> , 2013	CD 0300 12.3 Application Deadlines	Amended	Student Application Deadline moved to June 1 <sup>st</sup> . To commence in 2014.
Date	Policy	Change	Explanation
July 31 <sup>st</sup> , 2013	CD 12.4 Application Notification	Amended	Update to process regarding decision notification and appeal process for denied student.
Date	Policy	Change	Explanation
July 31 <sup>st</sup> , 2013	16.6 Travel Subsidy	Amended	Expanded to include students attending Yukon College living in C/TFN Traditional Territory for 2014/15 academic year, pending signing of a new financial agreement, budget permitting.
Date	Policy	Change	Explanation
July 31 <sup>st</sup> 2013	30.1 Tuition 30.2 Books	Amended	Lifetime limit on tuition and books lifted.
Date	Policy	Change	Explanation

July 31 <sup>st</sup> , 2013	0030 Rights and Responsibilities	Amended to Rights of Staff	Abuse toward staff/committee could result in loss of funding for 1 semester.
Aug 6 <sup>th</sup> , 2015	CD-0010 introduction	Amended	Capacity Policy approval process redefined. EAC approves policy followed up with EC approval and signs policy into effect.
Aug 6 <sup>th</sup> , 2015	CD-0040 Dispute Resolution	Amended	Clarified that EAC is the appeals body for programs under this policy.
Aug 6 <sup>th</sup> , 2015	CD-0240 Attendance Incentive	Removed	Removed from policy per EAC until further notice.
Aug 6 <sup>th</sup> , 2015	CD-0270 Bus Passes	Removed	Bus passes are proved by Yukon, no longer required to be covered by C/TFN.
Aug 6 <sup>th</sup> , 2015	CD-0210 Room and Board Subsidy	Amended	Approved that subsidy would be provided at beginning of each month, not end.
Aug 6 <sup>th</sup> , 2015	CD-230 Winter clothing allowance	Amended	EAC no longer requires receipts for this benefit.
Aug 6 <sup>th</sup> , 2015	CD-0300 11.0 General Provisions and 11.2 Objectives	Amended	Received outside funding will be deducted from C/TFN funding where applicable.
Aug 6 <sup>th</sup> , 2015	CD-12.3 Application Deadlines	Amended	Fall semester application deadlines to C/TFN June 1 <sup>st</sup> yearly.
Aug 6 <sup>th</sup> , 2015	CD-15.1 Student Prioritization	Amended	#5 amended to clarify applicants must not be in arrears with C/TFN in any capacity to receive funding without agreeing to sign repayment agreement.
Aug 6 <sup>th</sup> , 2015	CD 15.2 Areas of Prioritization	Amended	Trades are administered through ASETS program, no longer post secondary. Polytechnics and Fine Arts added.
Aug 6 <sup>th</sup> , 2015	CD 16.3.1 Living Allowance Rates	Amended	Living Allowances adjusted.
Aug 6 <sup>th</sup> , 2015	CD 16.6 Travel Subsidy	Amended	Defines eligible FT students may qualify for travel subsidy.

Aug 6 <sup>th</sup> , 2015	CD-40.0 Development Studies/Upgrading	Amended	Redefined. Students upgrading and enrolled in minimum 3 accredited courses qualify for FT status.
March 17, 2017	CD 0100 CD-0100 EARLY CHILDHOOD EDUCATION CENTRE/ Haa Yátx'i Hidí	Amended	Change name of daycare and rates.
March 17 <sup>th</sup> , 2017	CD-0500 GC/TFN STAFF PROFESSIONAL DEVELOPMENT	Take right out of policy	Removed for Capacity Development Policy
November 2, 2017	CD-0100 EARLY CHILDHOOD EDUCATION CENTRE/ Haa Yátx'i Hidí	Amended	<b>3.0</b> Child Care Subsidy & Haa Yátx'i Hidí <b>SUBSIDY. 5.0</b> HEALTH AND SAFETY. <b>6.0</b> HOURS OF OPERATION. <b>7.0</b> FEE STRUCTURE. <b>8.0</b> VISITORS
November 2, 2017	CD-0205 K-12 PROGRAMS AND SERVICES DEFINITIONS	Amended	<b>CD-0220</b> SCHOOL SUPPLIES. <b>CD -0230</b> WINTER CLOTHING ALLOWANCE. <b>CD-0260</b> EXTRACURRICULAR FUNDING. <b>CD-0280</b> CARCROSS STUDENT VAN.
November 2, 2017	CD-0400 (ASETS)	Amended	<b>40.0</b> DEVELOPMENT STUDIES/UPGRADING. <b>50.0</b> WORK GEAR EMERGENCY LOAN.
June 20 <sup>th</sup> , 2018	CD-0400 (ASETS)	Amended	<b>CD -0400 (ASESTS), 30.4</b> / courses who are not receiving post secondary living allowance rates are eligible for meals. <b>30.5</b> To allow students to receive post-secondary living allowances if there course is 4 weeks or more.
February 21, 2019	CD-0206 SCHOOL ENGAGEMENT POLICY	Amended	"CD-0206 SCHOOL ENGAGEMENT POLICY" was added
February 21, 2019	CD-0210 Room and board Subsidy	Amended	<b>Under policy</b> , 3 <sup>rd</sup> paragraph down, the 2 <sup>nd</sup> sentence was added to the end with "Regularly".

February 21, 2109	CD-0206 School Engagement policy	New	<b>CD-0206 School Engagement Policy</b> was added.
February 21, 2019	CD-0230 Winter clothing Allowance	Amended	<b>Under Scope</b> , 2 <sup>nd</sup> sentence was added: "Priority will be given to Yukon Students if there are budgetary constraints."
February 21, 2019	CD-0300 Post Secondary Student Support Program	Amended	<p><b>16.2 Books and Supplies</b> Last paragraph was added: "Part-time students will receive the actual cost of the required book(s) for their course(s). A sponsorship letter can be written to the book store or students can purchase on their own and submit a receipt for reimbursement."</p> <p><b>16.7 Tutoring</b> Last sentence was added: "A tutor is on staff at C/TFN and is available to support all students upon request at no charge."</p> <p><b>16.9 Online Education</b> First Paragraph, 2<sup>nd</sup> sentence was added to: "Students taking full-time courses online who feel their circumstances require a living allowance to complete their studies may write a special request to the Education Advisory Committee for consideration." <b>Last sentence:</b> "Transcripts" was added.</p>
February 21, 2019	CD-0400 (ASETS)	Amended	<p><b>20.2 Training Application Form</b> Applicants must also include the following documents with their application form: proof of Citizenship "(if applicable)" was added. Last bullet was added: "completed repayment agreement (* students who are suspended, released, or do not complete their education program for any unjustified reason will be required to reimburse C/TFN for the full amount of funding received)"</p> <p><b>20.3 Training Application Deadline</b> Fall dead line changed to June 1<sup>st</sup>.</p> <p><b>30.3 Travel</b> Was changed from 0.34 to 0.49 and maximum was changed to \$250 per month, instead of \$1000. "Receipts for fuel must be submitted to the Capacity Development Department upon completion of the course." Was taken out.</p>

			<b>30.4 Meals</b> Breakfast changed from \$10 to \$12 Lunch changed to from \$15 to \$13 Supper Changed to from \$20 to \$40
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