



# COMMUNITY TRAINING TRUST SOCIETY

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## SCHEDULE A

CRITERIA FOR APPLICATION APPROVAL

LATEST REVISION: [SEPT 29, 2023](#)

### **MAILING ADDRESS**

Box 31314  
Whitehorse, Yukon, Y1A 5P7

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The **COMMUNITY TRAINING TRUST SOCIETY** (CTTS) was established in conjunction with the Association of Yukon Communities. CTTS is funded by the Economic Development Branch of Yukon Government (formerly Advanced Education).

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:

- ROADS
- INFRASTRUCTURE
- WATER MANAGEMENT
- MANAGERIAL AND SUPERVISORY
- ADMINISTRATION AND FINANCE
- GOVERNANCE AND LEADERSHIP
- RECREATION FACILITIES MAINTENANCE
- WASTEWATER AND SOLID WASTE MANAGEMENT

## 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 7.

## 2. ELIGIBLE COURSES

- 2.2** 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.
- 2.3** Courses and workshops that can demonstrate a training component regarding the enhancement or creation of new skills, competencies and or knowledge may be considered.
- 2.4** All training opportunities eligible for CTTS funding must be open to employees and elected officials from all local government bodies in the Yukon Territory. The training must be relevant to the applicant's current employment.
- 2.5** 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.
- 2.6** Post-Secondary Degree programs, conferences, AGMs and conventions are not eligible for funding.

## 3. ABOUT THE FUNDING

- 3.1** The Community Training Trust Society only partially funds approved courses. All applicants need to contribute a minimum of 1/3 (33%) 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.):
- When by road the Yukon Government (YG) mileage rate/policy shall be followed.
  - The mileage rates contained in this policy for travel shall be adjusted as changes to YG policies take place.
  - When 2 or more employees are travelling, CTTS will fund mileage costs for 1 vehicle at the current YG mileage rate/policy.
  - The board will review requests from those who express their preference to travel using individual vehicles, due to COVID concerns, on an ad-hoc basis. The CTTS Board reserves the right to remove or review this consideration at any time.

- 3.2** CTTS will provide funding for training for workshops and courses which will be funded at a rate of 2/3 (66%) of the total applicable cost. The maximum contribution provided for any one application is \$3,000.00.

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

- 3.4** Successful applicants are required to complete the reporting package for CTTS which outlines conditions for the release of the approved funds.

## 4. HOW TO APPLY

- 4.1** All sections of the designated application form must be completed, then signed by an Official of your Local Government Body.
- 4.2** Applications received within fourteen (14) calendar days following the conclusion of the eligible training will be accepted without penalty and reviewed by the Board at the upcoming meeting.
- 4.3** Applications received within forty-five (45) calendar days following the conclusion of the eligible training will be accepted and subjected to a tiered late application penalty. The Board will review these applications at the upcoming meeting without the need for a Letter of Extenuating Circumstance.
- 4.4** Applications received after forty-six or more (46+) calendar days following the conclusion of the eligible training must include a Letter of Extenuating Circumstance to be accepted and considered for review by the Board.
- 4.5** Meetings are scheduled as required to consider applications, with a minimum of four (4) meetings per year.
- 4.6** Applications which have been received within seven (7) calendar days prior to the pre-determined meeting date will be reviewed at that upcoming meeting. Applications received after seven (7) calendar days prior to the pre-determined meeting date will be deferred for review until the next meeting.

## 5. LATE APPLICATIONS

- 5.1** Late applications will have lessened funding priority, with the latest application funded the last (and after all other on-time applications for that specific period).
- 5.2** Applications will not be accepted beyond forty-five (45) calendar days from the last day of eligible training stipulated in the funding application without a Letter of Extenuating Circumstance signed by an authority and addressed to the CTTS Board. This letter must detail the extenuating situation which led to the reasonable inability to apply for funding by the deadline outlined in Section 4.
- 5.3** There is no prescribed form template for the Letter of Extenuating Circumstance, but it must be provided on official organization letterhead.
- 5.4** Approval of funding applications submitted after the forty-five (45) calendar days deadline is not guaranteed, but a Letter of Extenuating Circumstance is mandatory for consideration.
- 5.5** Upon receipt of an eligible accompanying Letter of Extenuating Circumstance, the CTTS Board may at their discretion remove the late status designation of an application to allow for the opportunity of funding in the full requested amount up to \$3,000.
- 5.6** Letters of Extenuating Circumstance will only be considered for training which takes place in the same CTTS Fiscal Year as its application is submitted. The Fiscal Year of the Society is from April 1st to March 31st.
- 5.7** Reporting deadlines will not be extended for late applications; they are given the same reporting timetable as all other on-time applications.
- 5.8** See depiction below of the different tiered reduction levels for tardy applications (Fig 1.0):

**FIG 1.0**

<p><b>LEVEL 1:</b> Late up to 7 days with a total time of 21 days for submission. 5% REDUCTION</p>	<p><b>LEVEL 3:</b> Late up to 21 days with a total time of 35 days for submission. 25% REDUCTION</p>
<p><b>LEVEL 2:</b> Late up to 14 days with a total time of 28 days for submission. 10% REDUCTION</p>	<p><b>LEVEL 4:</b> Late up to 31 days with a total time of 45 days for submission. 50% REDUCTION</p>
<p><b>LEVEL 5: PAST DUE</b> Late more than 31 days NOT ACCEPTED - 100% REDUCTION</p>	

## 6. REGULAR REVIEW OF APPROVAL CRITERIA

- 6.1** Without changing the original intent of the fund agreements, the CTTS Board of Directors will, from time to time, make changes to these criteria based on the operation and feedback from clients.

## 7. ELIGIBLE APPLICANTS

### FIRST NATIONS

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Carcross/Tagish First Nation  
Champagne-Aishihik First Nation  
Kluane First Nation  
Kwanlin Dun First Nation  
Liard First Nation  
Little Salmon/Carmacks First Nation  
Na-Cho Nyák Dun First Nation

Ross River Dena Council  
Selkirk First Nation  
Ta'an kwäch'än Council  
Teslin Tlingit Council  
Tr'ondëk Hwëch'in Hän  
Vuntut Gwitchin First Nation  
White River First Nation

### LOCAL GOVERNMENTS

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Hamlet of Mount Lorne  
Hamlet of Ibex Valley  
Marsh Lake Local Advisory Council

South Klondike Advisory Council  
Tagish Advisory Committee

### MUNICIPALITIES

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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