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## **INTRODUCTION**

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Champagne and Aishihik First Nations is pleased to offer this manual as a guide to its citizens outlining the different programs and services available to them. This manual is for information purposes only and provides an overview of the programs and services offered. Programs and policies are subject to change.

## **HOW TO USE THIS MANUAL**

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There are six departments within Champagne and Aishihik First Nations. Under each department you will find:

- The name of the program or service offered
- A brief description of the program or service offered
- Who is eligible to apply
- How to apply
- Who to contact within the department

Please refer to the CAFN Directory at the beginning of this manual for contact information (telephone, fax and e-mail) for all department staff. Updated Directories are available upon request from the receptionists at both CAFN offices.

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**Please contact the receptionist at either CAFN office to help direct you to the staff person who can best assist you.**

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## HEALTH AND SOCIAL DEPARTMENT

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**Introduction:** The Health and Social Department provides services to CAFN members in the areas of Income Assistance, individual case management, elders fuel benefits, community care, elders programs, recreation, and family health and health promotion and counselling services.

**Director:** Barb Hume  
**Social Manager:** Mary Kane  
**Health Manager:** Vacant

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### SOCIAL PROGRAMS AND SERVICES

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#### ALCOHOL & DRUG PROGRAMS

**Brief Description:** Education, support, prevention and counseling in areas such as:

- Use, abuse and dependency
- Motivation to change
- Screening and assessments
- Pre-treatment and aftercare
- Referrals to treatment centers
- Referrals to detox
- Elders issues
- Homelessness
- Health issues

**Department Contact:** Social Department/Counsellor

**Eligibility Criteria:** CAFN citizens

**Application Procedure:** Contact Health and Social Department

## **CHILD WELFARE**

**Brief Description:** Support for families experiencing child apprehensions or child protection. Provide court support, family mediation, support, and prevention as needed.

**Department Contact:** Director of Health and Social Programs, or Social Programs Manager.

**Eligibility Criteria:** CAFN citizens

**Application Procedure:** Contact Social Programs staff for referral.

## **COMMUNITY WELLNESS**

**Brief Description:** Education, support, prevention, referrals and counseling in areas such as:

- Family violence
- Residential school
- Anger management
- Sexual abuse
- Mental health

**Department Contact:** Social Department, Case Manager, or Counsellor

**Eligibility Criteria:** CAFN citizens

**Application Procedure:** Contact Health and Social Department

## CRISIS INTERVENTION

Brief Description: Education, support, prevention, referrals and counseling in areas such as:

- Family violence
- Suicide Prevention
- Child protection
- Trauma
- Stress/anxiety

Department Contact: Social Department, Case Manager, or Counsellor

Eligibility Criteria: CAFN citizens

Application Procedure: Contact Health and Social Department

## ELDERS WOOD AND FUEL

Brief Description: This fund supports the CAFN Elders in their heating expenses. The average benefit per Elder household is a total of \$1,500.00 per year.

Department Contact: Home and Community Care Coordinator

Eligibility Criteria: CAFN citizens who are 60 years or older and residing in Yukon.

Application Procedure: **Eligible Elders must apply to confirm.**

## **INCOME ASSISTANCE**

**Brief Description:** This program assists CAFN members in need of Income Assistance to cover rent, utilities (except telephone) fuel, and basic needs (food, clothing, incidentals and laundry.)

**Department Contact:** Case Managers, Whitehorse and Haines Junction

**Eligibility Criteria:** CAFN citizens between the ages of 19 and 64 residing within CAFN traditional territory who are without sufficient resources or temporarily unemployed to cover household expenses.

**Application Procedure:** Contact Whitehorse and Haines Junction Case Managers. Applicants must declare all household income, provide utility bill information and fill out forms required for client file. ID may be required for non-citizens (spouses of citizens).

## **SUPPORT SERVICES**

**Brief Description:** Education, support, referrals and counseling in areas such as:

- Legal
- Parenting
- Grief and loss
- Employment
- Social skills
- Decision making

**Department Contact:** Social Department, Case Manager, or Counsellor

**Eligibility Criteria:** CAFN citizens

**Application Procedure:** Contact Health and Social Department

## **EMPLOYMENT OPPORTUNITIES PROGRAM**

**Brief Description:** To provide citizens who are eligible for income assistance to be employed through employment opportunities created by CAFN.

**Department Contact:** Case managers, Whitehorse and Haines Junction

**Eligibility Criteria:** CAFN citizens

**Application Procedure:** Referrals from income assistance program.

## HEALTH PROGRAMS AND SERVICES

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### COMMUNITY CARE

**Brief Description:** Home support services such as cleaning, laundry and cooking, and other assistance based on individual client care plans.

**Department Contact:** Community Care Coordinator

**Eligibility Criteria:** CAFN citizens with health related matters

**Application Procedure:** Self-referral or referral from doctor or family

### ELDERS PROGRAM

**Brief Description:** Provide cultural, social and recreational activities and/or travel to such activities for Elders who do not have access to transportation. And to coordinate with the Health Centre to schedule medical travel, or assist in scheduling non-medical appointments such as the eye doctor or dentist.

**Department Contact:** Elders Program Coordinator

**Eligibility Criteria:** All CAFN Elders

**Application Procedure:** Contact the elders program coordinator for assistance.

## **FAMILY HEALTH**

**Brief Description:** To provide support to parents and children (0-5 years of age) in all CAFN communities, with an emphasis on nutrition, healthy parenting, and the importance of breastfeeding.

**Department Contact:** Family Health Promotion Worker

**Eligibility Criteria:** Any CAFN family, with an emphasis on pregnant or new mothers or children.

**Application Procedure:** No application. Contact the Health and Social Department.

## **HEALTH PROMOTION**

**Brief Description:** Providing prevention, awareness, educational and promotional activities, programs, workshops and seminars on current health issues (such as FASD, HIV/AIDS, diabetes, and smoking awareness and prevention) by promoting healthy living and a traditional lifestyle.

**Department Contact:** Health Promotion Facilitator

**Eligibility Criteria:** All CAFN Citizens

**Application Procedure:** Contact the Health and Social Department

## **RECREATION**

**Brief Description:** To provide sport and recreation programs to all CAFN Elders, adults and children in order to improve the health and well being of CAFN, and facilitate a healthy community through sport and recreation.

**Department Contact:** Recreation Coordinator

**Eligibility Criteria:** CAFN citizens, family, friends and others

**Application Procedure:** Contact recreation programs staff

## **YOUTH CENTRE AND PROGRAMS**

**Brief Description:** To provide youth with opportunities to explore different ways to recreate in a healthy, engaging and fun way, in addition to providing a safe environment for youth to drop-in and make use of the different youth centre equipment.

**Department Contact:** Youth Programs Coordinator

**Eligibility Criteria:** CAFN youth and others

**Application Procedure:** Contact youth programs staff

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## **HOUSING, PROPERTIES & MUNICIPAL SERVICES DEPARTMENT**

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**Introduction:** The Housing, Properties and Municipal Services Department manage and provide services to CAFN rental, subsidy and CMHC housing. The Department also maintains community infrastructure, community buildings and roads. In addition, the Department carries out new construction and renovation projects.

**Director:** Terry Rufiange-Holway  
**Housing Manager:** Rick Mazur  
**A/Administrator:** Sharmane Jones

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### **HOUSING & PROPERTIES PROGRAMS & SERVICES**

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#### **COMMUNITY HALL RENTAL & MAINTENANCE**

**Brief Description:** The Housing and Municipal Department books hall rentals, issues keys and invoices hall renters. The Department is also responsible for the maintenance of these buildings.

**Department Contact:** Housing and Municipal Administrator

**Eligibility Criteria:** Any community member may request to rent one of the CAFN community halls.

**Application Procedure:** Contact the Housing and Municipal Department for hall availability. A rental agreement must be completed prior to the event. Rental fees will be charged by invoice and must be paid at the CAFN Whitehorse or Haines Junction office.

## **FURNACE REPAIRS**

**Brief Description:** The housing maintenance staff responds to work orders for furnace repairs and woodstoves, and enlists the assistance of furnace technicians when necessary. The Housing Department also ensures that all oil furnaces are serviced on an annual basis.

**Department Contact:** Housing and Municipal Department

**Eligibility Criteria:** All tenants of CAFN housing who pay rent or service charges.

**Application Procedure:** CMHC tenants who experience oil or propane furnace problems should report them to the Housing and Municipal Department.

## **HOME INSURANCE**

**Brief Description:** The Housing and Municipal Department maintains property insurance for all CMHC units and self-insurance for all subsidy units.

**Department Contact:** Housing and Municipal Administrator

**Eligibility Criteria:** All tenants of CAFN housing

**Application Procedure:** No application required.

## **HOUSING MAINTENANCE & REPAIR**

**Brief Description:** Problems requiring repair are to be reported to the Housing and Municipal Department and recorded as work orders. These work orders are completed by maintenance staff, signed off by a Supervisor and recorded in maintenance records.

**Department Contact:** Housing and Municipal Department

**Eligibility Criteria:** All tenants in CAFN housing in CMHC units

**Application Procedure:** Contact the Housing, Properties and Municipal Services Department.

## **RENTAL HOUSING**

**Brief Description:** Any member may apply to lease a rental-housing unit. Applications are screened and the Housing Committee allocates houses as units become available.

**Department Contact:** Housing and Municipal Administrator

**Eligibility Criteria:** All CAFN members

**Application Procedure:** Complete a Housing Application and submit it to the Housing, Properties and Municipal Services Department.

## RENT COLLECTION

**Brief Description:** The Housing and Municipal Department collects and maintains rental records, service charges and arrears.

**Department Contact:** Housing and Municipal Administrator

**Eligibility Criteria:** All tenants of CAFN housing

**Application Procedure:** Drop off payment in person at the Whitehorse or Haines Junction office or mail to: **CAFN Housing, Box 5310, Haines Junction YT Y0B 1L0.**

## TRADITIONAL DWELLINGS FUND

**Brief Description:** Funds to assist with traditional and cultural dwellings on CAFN settlement land are allocated to CAFN citizens annually.

**Department Contact:** Housing and Municipal Administrator

**Eligibility Criteria:** All CAFN citizens aged 19 and older are eligible to apply every 3 years in April.

**Application Procedure:** Contact Housing Department for an application form.

## **MUNICIPAL PROGRAMS AND SERVICES**

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### **COMMUNITY INFRASTRUCTURE**

**Brief Description:** The Housing and Municipal Department oversees and constructs new community infrastructure and makes additions or repairs to existing infrastructure.

**Department Contact:** Municipal Manager

**Eligibility Criteria:** All members may record ideas or requests for community infrastructure with the Housing and Municipal Department

**Application Procedure:** Contact the Housing and Municipal Department.

### **ROAD MAINTENANCE**

**Brief Description:** Municipal operators maintain roads in CAFN residential areas and rural settlements.

**Department Contact:** Municipal Manager

**Eligibility Criteria:** Most members residing in CAFN housing

**Application Procedure:** No application required.

## **SNOW REMOVAL**

**Brief Description:** Municipal operators ensure that snow removal is performed to maintain roads in CAFN residential areas and rural settlements.

**Department Contact:** Municipal Manager

**Eligibility Criteria:** Most members residing in CAFN housing

**Application Procedure:** No application required.

## **WATER & SEWER**

**Brief Description:** The Housing and Municipal Department ensures that necessary water and sewer services are supplied to all CAFN tenants. This includes paying water and sewer bills for tenants connected to the Haines Junction municipal system, hauling water to tenants in Canyon, Takhini, Champagne and ensuring that homes with septic systems are pumped on an annual basis.

**Department Contact:** Municipal Manager

**Eligibility Criteria:** All tenants of CAFN housing

**Application Procedure:** No application required. Contact the Housing and Municipal Department if problems arise.

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## **HERITAGE, LANDS & RESOURCES DEPARTMENT**

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**Introduction:** The Department of Heritage, Lands and Resources is responsible for carrying out cultural, heritage, land, and renewable resources programs and management.

**Director:** Lawrence Joe

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### **HERITAGE PROGRAMS AND SERVICES**

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#### **GENEALOGY/FAMILY TREE**

**Brief Description:** To provide family tree information to CAFN members for educational, cultural or personal interest. This includes information on ancestors, descendants and relationships to other members.

**Department Contact:** Heritage Resource Officer

**Eligibility Criteria:** CAFN citizens

**Application Procedure:** Contact Heritage program staff

#### **HERITAGE RESOURCE LIBRARY**

**Brief Description:** A small library of books on heritage are available for members to borrow.

**Department Contact:** Heritage Resource Officer

**Eligibility Criteria:** CAFN citizens

**Application Procedure:** Contact Heritage program staff

## **PHOTO AND DOCUMENT ARCHIVES**

**Brief Description:** Historic documents and photographs will be available for members to access upon completion of archives policies and set-up of an archives database.

**Department Contact:** Heritage Resource Officer

**Eligibility Criteria:** CAFN citizens

**Application Procedure:** Contact Heritage program staff

## **POTLATCH BOOKLET**

**Brief Description:** A booklet on potlatch practices is available free to all members.

**Department Contact:** Heritage Resource Officer

**Eligibility Criteria:** CAFN citizens

**Application Procedure:** Contact Heritage program staff

## **TRADITIONAL ARTS AND CRAFTS WORKSHOPS**

**Brief Description:** Offer traditional arts and crafts workshops for interested citizens and others.

**Department Contact:** Heritage Resource Officer

**Eligibility Criteria:** CAFN citizens

**Application Procedure:** Contact Heritage program staff to sign up for workshops or to share ideas for future workshops.

## **LANDS PROGRAMS AND SERVICES**

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### **COMMUNITY PLANNING TEAMS**

**Brief Description:** Coordinating Planning Teams in CAFN communities to facilitate their involvement in decisions about their own communities. The Planning Teams are made up of five General Assembly delegates and three members-at-large. CAFN has Community Planning Teams in:

- Takhini
- Champagne
- Haines Junction
- Klukshu
- Aishihik
- Whitehorse

**Department Contact:** Community Lands Officer

**Eligibility Criteria:** Residents of CAFN communities or CAFN citizens

**Application Procedure:** Contact Community Lands Office

### **EMERGENCY MEASURES**

**Brief Description:** Provide Emergency Measures information and training to citizens/CAFN communities.

**Department Contact:** Community Lands Officer

**Eligibility Criteria:** CAFN citizens, community members

**Application Procedure:** Contact Lands staff

## **FORESTRY**

**Brief Description:** Can issue permits for CAFN citizens to carry out commercial harvesting on settlement land.

**Department Contact:** Lands Management Officer

**Eligibility Criteria:** CAFN citizens

**Application Procedure:** Contact Lands Management Officer

## **LAND USE WITHIN CAFN TRADITIONAL TERRITORY**

**Brief Description:** Assist with land use issues and concerns, land applications, land use permits, and YESSA applications.

**Department Contact:** Lands Management Officer

**Eligibility Criteria:** CAFN citizens

**Application Procedure:** Contact Lands Management Officer

## **TRADITIONAL TERRITORY MAPS AND GIS**

**Brief Description:** Assist with map requests, and provide map information for personal use.

**Department Contact:** Lands Management Officer and GIS Officer

**Eligibility Criteria:** CAFN citizens

**Application Procedure:** Contact Lands staff

## **RENEWABLE RESOURCES PROGRAMS AND SERVICES**

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### **COMMUNITY HUNTS**

**Brief Description:** CAFN has been allocating a set number of permits from its Bison Annual Allocation towards a harvest opportunity to provide supplementary meat to our communities. CAFN sends an invitation to other CAFN permit holders to join the community hunters, providing additional support in their hunt effort.

**Department Contact:** Renewable Resources Manager/Officer

**Eligibility Criteria:** CAFN citizens

**Application Procedure:** Contact Renewable Resources Manager/Officer

### **HARVESTING PERMITS**

**Brief Description:** Issue hunting and fishing permits to citizens, including food fishing and gaffing licenses, and bison permits. Issue access licence and consent forms for non-citizens.

**Department Contact:** Renewable Resources Manager/Officer or Director of Lands & Resources

**Eligibility Criteria:** CAFN citizens residing in Yukon and spouses of CAFN citizens

**Application Procedure:** Must apply in person at CAFN offices in either Haines Junction or Whitehorse. Contact Renewable Resources Manager/Officer.

## TRAPPING

**Brief Description:** Maintain records of all CAFN traplines. Hosting annual trappers' workshops and other trapping meetings.

**Contact:** Renewable Resources Manager/Officer

**Eligibility Criteria:** CAFN citizens/trappers

**Application Procedure:** Contact Renewable Resources Manager/Officer

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## EDUCATION DEPARTMENT

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**Introduction:** The Education Department provides programs and services to CAFN citizens requiring assistance with: K-12 school support, programs and services; Post Secondary program advising and support services; Employment and Training advising and support services; Daycare programs and services; and Southern Tutchone language program services.

**Director:** Colleen Joe-Titus

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## PRESCHOOL PROGRAMS

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### SHAWKWUNLEE DAYCARE

**Brief Description:** Located in Haines Junction, the daycare is available year-round and is open to all community children between the ages of 18 months and 5 years. The Daycare is licensed and provides language, cultural, and educational programming on a regular basis. A *Parent Advisory Committee* provides advice to the Education Department and Daycare Manager regarding the operation of the Daycare.

**Department Contact:** Daycare Manager

**Eligibility Criteria:** Community children between the ages of 18 months and 5 years

**Application Procedure:** Contact the daycare manager

## **LANGUAGE PROGRAMS**

### **LANGUAGE CLASSES**

**Brief Description:** Currently, classes are being offered to Haines Junction residents on a weekly basis. Students learn the language from fluent speakers in a classroom setting.

**Department Contact:** Language Coordinator

**Eligibility Criteria:** CAFN members and families

**Application Procedure:** Contact the Language Coordinator

### **LANGUAGE NEST**

**Brief Description:** The language nest is a program that targets pre-school age children. Fluent speakers (in most cases Elders) spend time teaching and modelling the Southern Tutchone language to the children on a daily basis. The goal of this program is to introduce children to the language in a natural setting and to encourage the inter-generational transmission of Southern Tutchone.

**Department Contact:** Language Coordinator

**Eligibility Criteria:** CAFN pre-school children

**Application Procedure:** Contact the Language Coordinator

## LANGUAGE RESOURCES

**Brief Description:** Several resources have been developed to date: *Dunena/Junena Yen (Children's Nursery Rhymes)*; *Shar Tayke (The Three Bears)*; *Aghajana 'Ur Dat'ala Taada (Little Red Riding Hood)*; *Dakwanje Naats'u'al (Southern Tutchone language CD)*. We are currently in the process of developing 2 new products: *Dankeyi Kwandur (Stories from our Country Project)*; and *Southern Tutchone language kits for the home*. Producing language resources is an on-going initiative.

**Department Contact:** Language Coordinator

**Eligibility Criteria:** CAFN citizens

**Application Procedure:** Contact the Language Coordinator

## MASTER/APPRENTICE PROGRAM

**Brief Description:** CAFN citizens have the opportunity to take part in a Master/Apprentice program through the Department of Education (YTG). This is an accredited program through the University of Alaska and is being offered one to two times per year. For more information, please contact the Post Secondary, Employment & Training Manager in Whitehorse @ 633-8900.

**Department Contact:** Post Secondary, Employment & Training Manager

**Eligibility Criteria:** CAFN citizens

**Application Procedure:** Contact the Post Secondary, Employment & Training Manager

## K-12 PROGRAMS AND SERVICES

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### ROOM AND BOARD SUPPLEMENTARY FUNDING

**Brief Description:** To assist parents/guardians with monthly living expenses for their dependent children who must live away from their home communities because the school they attend does not provide their grade level. Funding in the amount of \$110/\$190 per month is paid for students living in Yukon Government dormitories and for students living in family and CAFN-approved private accommodations. A monthly allowance of \$35 is provided to each student in the room and board program; deductions are made for inexcusable absences and lateness. Other special education-related circumstances may be approved for funding.

**Department Contact:** Education support workers in Whitehorse and Haines Junction

**Eligibility Criteria:** CAFN students attending a recognized primary or secondary educational institution in Yukon approved by the Yukon Department of Education and who are still dependent on the care of parent(s) or guardian(s). No funds for outside Yukon.

**Application Procedure:** An application form and letter of support must be filled out prior to the start of each school year or school month. Funding begins from the time the application is received. These forms can be obtained from Haines Jct. and Whitehorse offices and the completed forms are to be submitted to the attention of CAFN Education Support Workers.

## SCHOOL SUPPLIES SUPPLEMENTARY FUNDING

**Brief Description:** To provide supplementary funding for the purchase of school supplies for CAFN Grades K-12 members/beneficiaries. Funding is \$50 per student per year for K-7, and \$65 per student per year for grades 8-12 (or13)

**Department Contact:** Education Support workers in Whitehorse and Haines Junction

**Eligibility Criteria:** Funding is for CAFN students attending a recognized primary or secondary educational institution in Canada approved by their respective Department of Education or Provincial Ministry of Education.

**Application Procedure:** An application form must be filled out prior to the start of each school year. These forms can be obtained from Haines Junction and Whitehorse offices and the completed forms are to be submitted to either office to the attention of the Education Department office in Whitehorse.

## **SECONDARY ACADEMIC ACHIEVEMENT AWARD**

- Brief Description:** This fund is for all Grade 8 to Grade 12 & 13 students residing in Canada who achieves a minimum of 75% overall average. The award ranges from \$100 to \$350.
- Department Contact:** Education Support workers in Whitehorse and Haines Junction
- Eligibility Criteria:** CAFN Land Claims Beneficiary students attending Secondary Schools full time in the previous year.
- Application Process:** Contact the Post Secondary, Employment & Training Manager or PS Administrator for CAFN Student Assistance application forms.

## **TUTORING ASSISTANCE**

- Brief Description:** To provide tutoring assistance for CAFN K-12 students. The tutoring must be appropriate to the student's grade level, curriculum, school and community. Funding is available up to \$20 per hour for qualified tutors to a maximum of \$80 per month. In exceptional circumstances, it may be increased up to \$300 per month.
- Eligibility Criteria:** Students must be attending a recognized primary or secondary educational institution and must be a Yukon resident with a permanent address in the Yukon Territory, but may be residing outside the territory short term - i.e. for post secondary education or work reasons.
- Application Process:** Complete an application form and submit to the Education Support Worker in Whitehorse or Haines Junction.

## **YUKON NATIVE GRADUATION FUNDING**

- Brief Description:** To provide assistance for CAFN students who are graduating from a secondary school. CAFN will contribute \$150 for clothing to attend the CYFN Native Graduation ceremony in Whitehorse.
- Eligibility Criteria:** Student must fulfill the requirements to graduate and must be attending the CYFN Native Graduation Ceremony.
- Application Process:** Contact the Education Support Worker in Whitehorse or Haines Junction in April of each year. Education Support Workers will verify eligibility.

## POST SECONDARY EDUCATION, EMPLOYMENT & TRAINING

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### CAFN ABORIGINAL HUMAN RESOURCE DEVELOPMENT AGREEMENT PROGRAM

**Brief Description:** The Aboriginal Human Resource Development Agreement (AHRDA) Program helps CAFN citizens (status or non-status) living in the Yukon gain experience and opportunities for meaningful employment in the Labor Market. Some examples are:

- Trades Training
- Youth
- Training for short term employment
- Training for long term employment
- Summer employment

**Department Contact:** Post Secondary, Employment and Training Manager

**Eligibility Criteria:** CAFN members ages 15 to 64 years old living in the Yukon

**NOTE:** The *Post Secondary, Employment & Training Manager* refers CAFN members living outside the Yukon to their local AHRDA office.

**Application Procedure:** Contact the Post Secondary, Employment and Training Manager

## CAFN COMPREHENSIVE STUDENT SUPPORT POLICY

**Brief Description:** CAFN provides assistance to citizens of the Champagne and Aishihik First Nation to help them achieve their short and longer term educational goals. Students can be supported to engage in a wide variety of educational programs from short courses, longer courses, college programs, trades training, university etc.

All students who are accepted into an approved program regardless of the duration and location of the program may apply for the following supports:

- Education Planning/Application Fees
- Tuition
- Book allowance
- Supplies/Equipment allowance
- Tutoring
- Travel expenses
- Daycare
- Emergency funding

The following additional types of supports are available students who are enrolled in an approved full-time program for a period greater than four weeks:

- Living allowance or top-up funding
- Academic Achievement Awards

**Note:** Funding priorities and limitations to the various type of funding do exist.

**Department Contact:** Post Secondary, Employment and Training Manager

**Eligibility Criteria:** CAFN citizens who are Canadian residents. Students can be supported to engage in a wide variety of educational programs from short courses, longer courses, college programs, trades

training, university etc. but some limitations do exist.

Application Procedure: Contact the Post Secondary, Employment and Training Manager for application forms

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## FINANCE DEPARTMENT

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Introduction: The Finance Department provides financial and support services to the other departments of CAFN.

Director: Lena Smith-Tutin

### TRADITIONAL PURSUITS PROGRAM

Brief Description: Providing tents and fish nets for CAFN citizens to engage in traditional pursuits.  
Annual Budget: \$7,000.00

Department Contact: Director of Finance/Front Reception Desk

Eligibility Criteria: CAFN Elders are eligible to receive the following items **FREE**:

- 1 - 8 x 10 Wall Tent every 5 years
  - 1 - 50 yard Fish Net every 3 years
- (If Elders want a bigger tent or longer fish net, they pay the difference in price.)

All other CAFN citizens are eligible to purchase the following items at **40% of cost**:

- 1 - Wall Tent every 5 years.
- 1 - 50 yard Fish Net every 3 years.

All other traditional items are purchased at 40% Cost.

Application Procedure: CAFN citizens to submit name and order to the Finance & Administration Department by March 31<sup>st</sup> of each year.

## CAFN DONATIONS

**Brief Description:** CAFN provides financial assistance for the following situations, activities and events.  
**Annual Budget: \$6,125.00**

**Department Contact:** Director of Finance

**Eligibility Criteria:** All CAFN citizens are eligible to apply for donations.

**Application Procedure:** Submit Applications for donations to Finance & Administration Dept. anytime.

**NATIVE GRADUATION:** Donation is available for Native Graduation Ceremonies, CYFN, ST. Elias School, St Elias Native Language awards.

Other donations: Halloween, Skate with Santa, Remembrance Day. Get well flowers to CAFN members.

**RECREATION:** Tournaments: Native Hockey Tournament may be considered but not to exceed \$800.00.  
Teams: Registration fees for teams entered in Native tournaments.  
National Tournaments: CAFN may donate registration fees for CAFN representatives.

**NO DONATION WILL BE MADE TO POLITICAL CAMPAIGNS!**

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## SECRETARIAT DEPARTMENT

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**Introduction:** The Secretariat Department provides support and governance services to the Government of CAFN, Elders Senate, Youth Council, CAFN Departments and CAFN citizens. We coordinate the annual general assembly, maintain citizenship and law registries and communication services. Government support includes human resource management, central supplies and Information technology. As well we oversee the implementation of the self-government agreement, inter-governmental relations, and negotiations. The department also includes Economic Development, Business Development, and Administration of Justice negotiations and Community Justice.

**Director:** Fran Asp

### **ADMINISTRATIVE APPEALS TRIBUNAL (Under Review)**

**Brief Description:** The Administrative Appeals Tribunal (AAT) can investigate, hear and decide citizen complaints regarding decisions, processes or procedures used by CAFN employees or committees. The AAT decides if the employee or committee followed CAFN laws, policies or procedures when arriving at the decision.

**Department Contact:** Justice Manager

**Eligibility Criteria:** CAFN Citizens

**Application Procedure:** Complete a complaint form and submit it to the Justice Manager.

## **BUSINESS DEVELOPMENT**

**Brief Description:** Providing business support services to CAFN entrepreneurs (citizens) who are interested in starting or expanding a business. Also assisting with projects based in CAFN communities that will build entrepreneurial opportunity and capacity.

**Department Contact:** Business Development Officer

**Eligibility Criteria:** CAFN citizens

**Application Procedure:** Contact the Business Development Officer for information or to make an appointment.

## **COMMUNITY HEALTH & WELL BEING GRANT**

**SCOPE** The Community Health and Well Being Grant is available to CAFN Beneficiaries living in Canada.

**PURPOSE** This policy establishes guidelines and procedures that will be used to determine the eligibility of applicants for the Community Health & Well Being Grant and the eligibility of purchases and activities under the defined categories.

The Community Health and Well Being Grant is established with the following principles:

- To encourage people to be healthy through recreation and culture
- To encourage people to get out on the land
- To provide funding for cultural activities
- To support youth participation in events and recreation
- To develop positive and meaningful relationships between elders and youth

POLICY	<p>Champagne and Aishihik First Nations shall allocate a maximum of \$100,000.00 yearly for the Community Health and Well Being Grant for use by CAFN individual and group beneficiaries.</p>
Individuals	<p>Eligible individual beneficiaries of the CHWB \$500.00 yearly grant are those of all ages.</p>
Groups	<p>The eligible group beneficiaries of the CHWB grant are defined and limited as follows:</p> <p>Groups with 10 to 15 identified CAFN beneficiaries are eligible for \$1500.00 per year.</p> <p>Groups with 15 or more identified CAFN beneficiaries are eligible for \$2000.00 per year.</p> <p>Smaller Groups with 4 to 9 identified CAFN beneficiaries are eligible for \$100.00 per person in the group.</p> <p><b>Limitation:</b> Beneficiaries' names may appear once yearly in group applications.</p>
Families	<p>Families consisting of 10 to 15 identified CAFN beneficiaries are eligible for \$1500.00 per year.</p> <p>Families consisting of 15 or more identified CAFN beneficiaries are eligible for \$2000.00 per year.</p> <p><b>Limitation:</b> Beneficiaries' names may appear once yearly in family applications.</p>
Communities	<p>Communities with 15 or more residents are entitled to \$1000.00 yearly to host advertized community events open to all residents.</p> <p><b>Limitation:</b> Community events must be advertized a minimum of two weeks in advance of the event in a prominent location and must be open to all community residents. Names of attendees must be included in the final report and intention of the grant is to allow 15 or more beneficiaries to gather.</p> <p>Each community is provided additional Christmas dinner funding yearly.</p>

## Categories and Scope of Eligible Activities

### **Recreational/Athletic**

Focused on providing physical, sport, instructional, and equipment purchases related to recreational activities, music, sports and athletics.

### **First Nations Heritage and Culture**

Focused on providing supplies and materials, training, learning and travel opportunities related to First Nations heritage and culture, including ceremonial/memorial potlatches, supplies for traditional activities, hand games tournament participation, and other related activities.

### **Outdoor Traditional Pursuits and Purchases**

Focused on encouraging beneficiaries in participating in land-based activities and in for of purchases of harvesting equipment, fishing supplies, camp supplies and traditional dwelling materials.

### **Community Gatherings:**

Focused on supporting Beneficiaries in efforts to gather as community and family, either on special occasions, harvesting camps, trips to traditional locations, and other related activities.

### **Non-Eligible expenses for all Categories of Eligible Activities:**

- Labour
- Childcare
- Guns/rifles
- Emergency Travel ie: funeral, illness
- Potlatch gifts
- Funeral-related expenses

## Application and Funding Process

### Option 1.

1. CAFN beneficiaries review the Guidelines for Beneficiaries document (Appendix A) available on the CAFN website and at both administrative offices.
2. Beneficiaries complete the application form and sign the waiver two weeks prior to the commencement of the activity or purchase of materials. For group applications, all participants must be listed and provide a signed the waiver form.

3. Grant intake staff reviews the application to ensure criteria are met and make a funding request to the Finance Department.
4. The cheque for 75% of the cost is issued and a funding report form is issued and additional instructions for reporting as needed (example: photo of the completed traditional dwelling).
5. The applicant submits a completed funding report form and submits all original receipts to the Grant intake staff who issues the final 25% of the grant.

#### Option 2.

1. CAFN beneficiaries review the Guidelines for Beneficiaries document (Appendix A) available on the CAFN website and at both administrative offices.
2. Beneficiaries complete the application form and waiver, pay 100% of expenses in advance and then submit the original receipts for the activity/purchase and submit a completed funding report form. For Group applications, all participants must be listed and must sign a waiver form. **There is no guarantee of funds being available at the time of application. Since no prior approval is given, there is no guarantee that the purchases meet the criteria established by the CHWB.**
3. Beneficiaries allow two weeks for the processing of the application and receipts to be complete. Applicants receive 100% reimbursement of approved activity/purchase costs.

#### Funding Limitations, Budget and Restrictions:

The Community Health and Well Being Grant is funded yearly from April 1<sup>st</sup> to March 31<sup>st</sup> of the fiscal calendar.

Expenses will only be considered for the fiscal year they are expended.

Applications are reviewed as they are received and payments are issued within two weeks.

As the funds are limited to \$100,000.00 per year, applications are reviewed individually on a first come, first served basis.

Further applications are rejected for 3 years if original receipts are outstanding and final funding reports are outstanding to the CHWB

or if the funds were spent in a way that is inconsistent with the application and with the guidelines.

The approved application form and the final report must be for the same project or purchase and in the name of the same individual. If original receipts are lost, the Director of Finance may provide options for repayment of the grant to the applicant to allow uninterrupted access to the CHWB grant.

**Decisions:**

The final decision for approval of Community Health and Well Being applications is by the Director of Finance.

**The policy will be reviewed prior to the beginning of the 2010/2011 fiscal year.**

**Related Policy 7-900 Spending Policy**

**Related Policy 7-980 Emergency Fund**

**Related Policy 7-990 Bereavement Fund**

**This policy repeals and replaces all other policies and statements made in relation to the Community Health and Well Being Grant, the Traditional Dwellings Fund and the Traditional Pursuits Fund.**

**Application Procedure: Complete CHWB application and associated forms and submit to Secretariat Administrative Assistant**

## **COMMUNITY JUSTICE**

**Brief Description:** The Community Justice program provides alternatives to mainstream justice processes, although assistance is not limited to people who have been charged with a criminal offence. Services include diversion, mediation, community conferencing, traditional talking Circles and Circle sentencing, and assistance with the fine option program. Provision of information and supports for people who are in contact with the justice system or Courts.

**Department Contact:** Community Justice Coordinator

**Eligibility Criteria:** All CAFN citizens and all members of the Haines Junction community

**Application Procedure:** Self-referral, referrals from RCMP, Crown Attorney or Defence Counsel

## **ENROLLMENT REGISTRY**

**Brief Description:** Register CAFN citizens and beneficiaries.

**Department Contact:** Registry & Support Services

**Eligibility Criteria:** CAFN heritage or affiliation

**Application Procedure:** Contact Registry & Support Services Officer

## **LAW REGISTRY**

**Brief Description:** Maintain a registry of all laws applying to CAFN settlement lands. Copies are available to all citizens.

**Department Contact:** Registry & Support Services

**Eligibility Criteria:** CAFN citizens

**Application Procedure:** Contact Registry & Support Services Officer

## **NEWSLETTER/WEBPAGE**

**Brief Description:** Providing updates and information to citizens on current activities at CAFN via the bi-monthly newsletter or the CAFN web site ([www.cafn.ca](http://www.cafn.ca)). Citizens are encouraged to submit stories, announcements and news of their communities.

**Department Contact:** Communications Officer

**Eligibility Criteria:** All citizens can view the webpage and an online version of the newsletter at [www.cafn.ca](http://www.cafn.ca). The newsletter is also mailed to CAFN citizens residing in Canada.

**Application Procedure:** Ensure CAFN has your proper address and notify the Communication Officer if you are not receiving the newsletter and would like to.

## **PASSPORT APPLICATIONS**

**Brief Description:** Assisting Elders and Citizens preparing and submitting their Canadian passport applications.

**Department Contact:** Registry & Support Services

**Eligibility Criteria:** CAFN Elders and other citizens

**Application Procedure:** Contact the Registry & Support Services Officer at CAFN Haines Junction Administration Building

## **TAX PREPARATION**

**Brief Description:** Assisting Elders and Citizens preparing and filing their Income Tax Returns.

**Department Contact:** Registry & Support Services

**Eligibility Criteria;** CAFN Elders and other citizens

**Application Procedure:** Contact the Registry & Support Services Officer at CAFN Haines Junction Administration Building