



Programs and Services Manual 2008/09

Ta'an Kwäch'än Council

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About This Manual

This manual is a guide to the programs and services the Ta'an Kwäch'än Council delivers to all Ta'an Kwäch'än citizens starting—unless otherwise stated—April 1, 2008 to March 31, 2009. The contents of this manual is for convenience of reference only. Generally, the availability and administration of these programs and services is based on the statutes and policies of the Ta'an Kwäch'än Council and, in some cases, on the negotiations of Program Transfer Agreements with Canada. The programs and services summarized in this manual are subject to change without notice.

For the programs or services delivered by the Ta'an Kwäch'än Council, this manual provides information about

- the responsible department or government branch
- the name of the program or service
- a brief description of the program or service
- the specific legal and regulatory instrument that may apply to the delivery of the program or service
- who is eligible
- how to apply
- who to contact

Clients are encouraged to call the reception at the Ta'an Kwäch'än Council administration building for assistance in locating the appropriate programs and services staff.

For more information contact the

Ta'an Kwäch'än Council

**117 Industrial Road
Whitehorse, Yukon
Y1A 2T8**

**Telephone: 867.668.3613
Facsimile: 867.667.4295
E-mail: taan@taan.ca
info@taan.ca**

Health Department

Community Health

- Description: The service offers
- health and nutritional programming to elders, adults, youth and children
 - health awareness workshops, such as nutrition and diabetes
 - awareness workshops on HIV/AIDS
 - elders home visits and assistance
 - adults home care
 - development of personal care plans with clients
 - prenatal/postnatal services

Access Criteria: A service for Ta'an Kwäch'än citizens residing in the Yukon

Contact: Health Manager

Home and Community Care/Family Support

- Description: — Comprehensive case managed home and community care and family support and optimizes the home environment for the physical, mental, spiritual and emotional well-being of families in high risk situations

Access Criteria: A service for Ta'an Kwäch'än citizens residing in the Yukon

Contact: Home and Community Care Coordinator

Medical Emergency Fund

Description: — The program provides financial assistance to Ta'an Kwäch'än citizens for travel related expenses in cases of medical emergencies in the immediate family. This funding is available as a last resort

Applicable Policy: Medical Emergency Fund Policy

Eligibility Criteria: The applicant must be a Ta'an Kwäch'än citizen residing in the Yukon

Application Procedure: For application forms contact the Health Manager

Contact: Health Manager

Traditional Arts and Craft

Description: — Traditional arts and crafts workshops for interested citizens

Access Criteria: A service for Ta'an Kwäch'än citizens

Contact: Health Manager

Human Resources Department

Human Resources Services

Staff and Administrative Services

Description: The central support service advises, assists, coaches and counsels the Ta'an Kwäch'än Council management and staff with their human resource needs including

- job descriptions
- classifications

- recruitment and selection
- orientation
- probation and annual performance reviews
- performance issues
- conflict resolution
- compensation and benefits administration
- leaves
- discontinuance of employment
- training and development needs
- policy and legislation interpretations and applications
- policy development

Applicable Policy: Human Resources Policy

Eligibility Criteria: A service for Ta'an Kwäch'än Council staff

Contact: Human Resources Manager

Education Department

Education Programs and Services

Employment and Training

- Description:
- Administration of the Human Resource Development Canada policies, operational plans for training development and employment opportunities for Ta'an Kwäch'än citizens
 - Development of training strategies, proposals for funding, and marketing programs and projects management
 - Liaison with businesses, agencies, organizations, and the federal and territorial and other First Nations governments to create training and employment opportunities for Ta'an Kwäch'än citizens

— Develop and implementation of objectives and outputs of strategic plans that pertain to adult education, and training and employment initiatives in consultation with the Ta'an Kwäch'än community

Access Criteria: A service for Ta'an Kwäch'än citizens residing in the Yukon

Contact: Employment and Training Officer

Post-Secondary Student Support

Description: — The program provides financial assistance to eligible Ta'an Kwäch'än citizens for access to post-secondary education

(The Ta'an Kwäch'än Council administers this program for Indian and Inuit Affairs Canada)

Applicable Policy: Post-Secondary Student Support Policy

Eligibility Criteria: The applicant must be a status Ta'an Kwäch'än citizen residing in Canada

Eligible Program Studies: The Ta'an Kwäch'än Council may support post-secondary education applicants at

Level I

Community College, Diploma or Certificate Programs

Support for up to two years with a one year extension

Level II

Undergraduate Bachelor Programs

Support for up to four years with a one year extension

Level III

Professional and Graduate Degree Programs

Support for the completion of a master's program or a doctoral thesis for up to two years with a one year extension

Support may also be provided for

College Preparation

Supported for up to 12 months of college preparation courses or the First Nations Access Programs/Northern Advancement Program. Not all courses, however, offered by post-secondary institutions are eligible, including developmental studies (up-grading). Students may apply for an extension for college preparation

Full-time Distance and Online Education

Enrollment in full-time distance or online post-secondary program of studies is eligible for reimbursement

Application Procedure: For application forms contact the Education Manager

Contact: Education Manager

Education Top-Up

Description: — The program assists eligible Ta'an Kwäch'än citizens with a post-secondary subsidy of \$270 to offset certain costs associated with attending post-secondary institutions such as a college or trade school

Applicable Policy: Education Top-Up Policy

Eligibility Criteria: The applicant must (be a)

- Ta'an Kwäch'än citizen residing in Canada
- obtain his or her core funding from another education assistance program
- grade 12 graduate
- returning student from previous year
- mature student
- attend classes on a full time basis (three or more program of studies)
- maintain a 2.0 GPA (60 per cent or more) and provide transcripts to Ta'an Kwäch'än Council

- enrolled in one of the following programs: community college, diploma or certificate, undergraduate or bachelor degree, professional degree or graduate and trades

Application Procedure: For application forms contact the Education Manager

Application Deadlines:

Spring and Summer Semester: March 15

Fall Semester: July 15

Winter Semester: November 15

Contact: Education Manager

Education Support

Description: The service offers

- management of the education initiatives that relate specifically to citizens who are involved in the public school system from kindergarten to grade 12
- educational and personal support to students and their families to ensure that learning outcomes are successful
- liaison between teachers, students and parents on educational and personal matters
- liaison with other governments and agencies regarding educational and tutoring needs
- guidance and counseling to individuals who consider furthering their education
- promotion of academic and vocational education
- cultural awareness
- support for life-long learning
- educational support services to Ta'an Kwäch'än Council staff and citizens

Access Criteria: A service for Ta'an Kwäch'än citizens residing in the Yukon and Ta'an Kwäch'än Council staff

Contact: Education Support Worker

Youth Tutoring

- Description: — Tutoring services to students from kindergarten to grade 12 with reading, writing and math support in the school setting
- Access Criteria: A service for Ta'an Kwäch'än citizens residing in the Yukon
- Contact: Youth Tutor

Youth Recreation Activities

- Description: — Various recreational activities based on available budgets
- Access Criteria: A service for Ta'an Kwäch'än citizens residing in the Yukon
- Contact: Education Manager

Housing and Infrastructure Department

Current Programs and Services

- Description: The following services are provided to all or most houses on Ta'an Kwäch'än Council lands:
- Payment of property taxes to the Yukon Government or the City of Whitehorse
 - Payment of basic fire insurance (does not include contents)
 - Chimney cleaning
 - Furnace servicing
 - Septic pump-out

- Water delivery, or access to water tank shed with tested water
- Water tank cleaning
- Snow ploughing
- Any other maintenance or repairs necessary to comply with health or safety standards

Access Criteria: A service for Ta'an Kwäch'än citizens residing on settlement lands

Additional services:

- Assistance to Ta'an Kwäch'än citizens who do not live on Ta'an Kwäch'än Council lands with applications to Indian and Northern Affairs Canada and the Yukon Government (usually Yukon Housing) for housing assistance
- Maintenance of community facilities such as Helen's Fish Camp, the Skating Rink at Lake Laberge and Ta'an Kwäch'än Council office buildings

Contact: Housing and Infrastructure Manager

Proposed Programs

Note: The programs are not available at this time. The Ta'an Kwäch'än Council is in the process of completing a Housing Policy that pertains to the four programs listed below

Assisted Homeownership

Description: — The proposed program provides financial assistance, in form of a forgivable loan secured by a promissory note, to eligible citizens for home ownership on settlement lands

Rent-To-Own Housing

Description: — The proposed program enables eligible citizens to enter into a rent-to-own agreement with the eventual goal of home ownership on settlement lands

Rental Housing

Description: — The proposed program provides for suitable, adequate and affordable rental housing on settlement lands

Renovations Program

Description: — The proposed program provides financial assistance, either as a forgivable or repayable loan, to eligible citizens for repairs and renovations of non-TKC owned properties on settlement lands

Lands, Resources and Heritage Department

Lands Programs and Services

Settlement Land Use Plans

Description: — Facilitation and coordination of the Ta'an Kwäch'än involvement in land and resources management
— Mitigation of actual or potential land use conflicts within and between settlement and non-settlement lands
— Development and monitoring of regional and community land use plans

Applicable Treaty: Ta'an Kwäch'än Council Final Agreement

Applicable Statute: *Land And Resources Act* (Ta'an Kwäch'än Council)

Access Criteria: A service for Ta'an Kwäch'än citizens

Contact: Lands Manager

Sustainable Development Plans

Description: — Production of sustainable development plans for settlement lands with the objective of beneficial socio-economic change that does not undermine the ecological and social systems upon which Ta'an Kwäch'än citizens may be dependent

Applicable Statute: *Land And Resources Act* (Ta'an Kwäch'än Council)

Access Criteria: A service for Ta'an Kwäch'än citizens

Contact: Lands Manager

Land Use in Traditional Territory

Description: — Assistance with land use issues and concerns
— Review and monitoring of land applications, land use permits and YESAA applications in the Ta'an Kwäch'än traditional territory and settlement lands

Access Criteria: A service for Ta'an Kwäch'än citizens

Contact: Lands Manager

Maps and Geographical Information System

Description: — Assistance with map requests and map information for personal use

Access Criteria: A service for Ta'an Kwäch'än citizens

Contact: Lands Manager

Renewable Resources Programs and Services

Fish and Wildlife Management Plans

- Description: — Participation in fish and wildlife management planning that affect Ta'an Kwäch'än traditional territory and aboriginal and Final Agreement rights
- Eligibility Criteria: A service for Ta'an Kwäch'än citizens
- Contact: Renewable Resources Manager

Harvest Reporting

- Description: — Collection of annual Ta'an Kwäch'än fish and wild life harvest statistics and required under the Final Agreement and for management purposes
- Eligibility Criteria: A service for Ta'an Kwäch'än citizens
- Contact: Renewable Resources Manager

Heritage Programs and Services

Heritage Resource Library

- Description: — Access to a small library of books on heritage citizens may borrow
- Access Criteria: A service offered to Ta'an Kwäch'än citizens
- Contact: Heritage Manager

Traditional Arts and Crafts

- Description: — Traditional arts and crafts workshops to interested citizens
- Access Criteria: A service for Ta'an Kwäch'än citizens
- Contact: Heritage Programs Coordinator

Traditional Dancing

- Description: — Traditional dancing workshops to interested citizens
- Access Criteria: A service for Ta'an Kwäch'än citizens
- Contact: Heritage Manager

Hand Games / Stick Gambling

- Description: — Practices and lessons sessions for interested Ta'an Kwäch'än citizens
- Access Criteria: A service for Ta'an Kwäch'än citizens
- Contact: Heritage Programs Coordinator

Language

- Description: — Weekly Southern Tutchone language lessons for beginners
- Access Criteria: A service for Ta'an Kwäch'än citizens
- Contact: Heritage Manager

Dánän Kwänje — Our Land Speaks Website

Description: — An interactive map website showcasing Ta'an Kwäch'än place names and history from sites around the Ta'an Kwäch'än traditional territory

Access Criteria: General public

Contact: Heritage Manager

Forthcoming Service

Note: The service is not available at this time. The Ta'an Kwäch'än Council heritage branch will be compiling genealogical records throughout 2008, after which time it will be available to Ta'an Kwäch'än citizens

Genealogy Records

Description: — Access to family tree information to citizens for educational, cultural or personal interest, including information about ancestors, descendants and relationships to other citizens

Access Criteria: Ta'an Kwäch'än citizens may access family history for their Traditional Family

Contact: Heritage Manager

Finance Department

Internal Support and Central Services

Description: — Generally, the department provides internal support and central services to ensure the efficient and effective financial operations of the Ta'an Kwäch'än Council

Governance

Enrolment Registry

Description:	— Registration of Ta'an Kwäch'än citizens and beneficiaries
Applicable Policy:	Enrolment Policy
Eligibility Criteria:	Must be of Ta'an Kwäch'än heritage or affiliation (Refer also to the <i>Constitution of the Ta'an Kwäch'än Council</i> , schedule I, Ta'an Kwäch'än Council Citizenship Code)
Application Procedure:	Contact the Enrolment Coordinator
Contact:	Enrolment Coordinator Enrolment Committee

Register of Laws

Description:	— Register of laws containing the enactments made by the Ta'an Kwäch'än, Council, accessible to the public for the purposes of viewing and obtaining, for a prescribed fee, copies of these documents
Applicable Statute:	<i>Government Administration and Interpretation Act</i> (Ta'an Kwäch'än Council), 2007, c.1
Applicable Regulation:	<i>Central Register Fees Regulation Act</i> (Ta'an Kwäch'än Council), 2007, c.3
Eligibility Criteria:	Ta'an Kwäch'än citizens and the general public
Application Procedure:	Contact the Clerk of the Register of Laws
Contact:	Clerk of the Register of Laws

Implementation

- Description: — Facilitation of the implementation of the final and self-government agreements
- Development of strategies, mandates and participation in negotiations
- Coordination of activities supporting the implementation of the land claims and self-government agreements, and the devolution and implementation of programs
- Access Criteria: A service for Ta'an Kwäch'än citizens
- Contact: Implementation Manager

Potlatch Donations

- Description: — The program provides a one-time donation of up to a maximum of \$200 to the family affected by the death of a Ta'an Kwäch'än citizen
- Applicable Policy: Potlatch Donations Policy
- Eligibility Criteria: The applicant must be a Ta'an Kwäch'än citizen
- Application Procedure: Contact the Executive Director
- Contact: Executive Director

Elders Income Tax Returns

- Description: — The program reimburses Ta'an Kwäch'än elders for an amount not exceeding \$75 for the preparation of their income tax returns by an accredited financial institution or individual
- Eligibility Criteria: The applicant must be a Ta'an Kwäch'än elder

Application Procedure: The applicant must produce a receipt for the preparation of his or her income tax return

Contact: Executive Director

Newsletter

Description: — Access to information about Ta'an Kwäch'än Council activities to Ta'an Kwäch'än citizens

Contact: Mark Nelson

Website

Description: — Access to essential information about Ta'an Kwäch'än people and governance to Ta'an Kwäch'än citizens and the general public

Contact: Executive Director
Dietmar Tramm
Mark Nelson