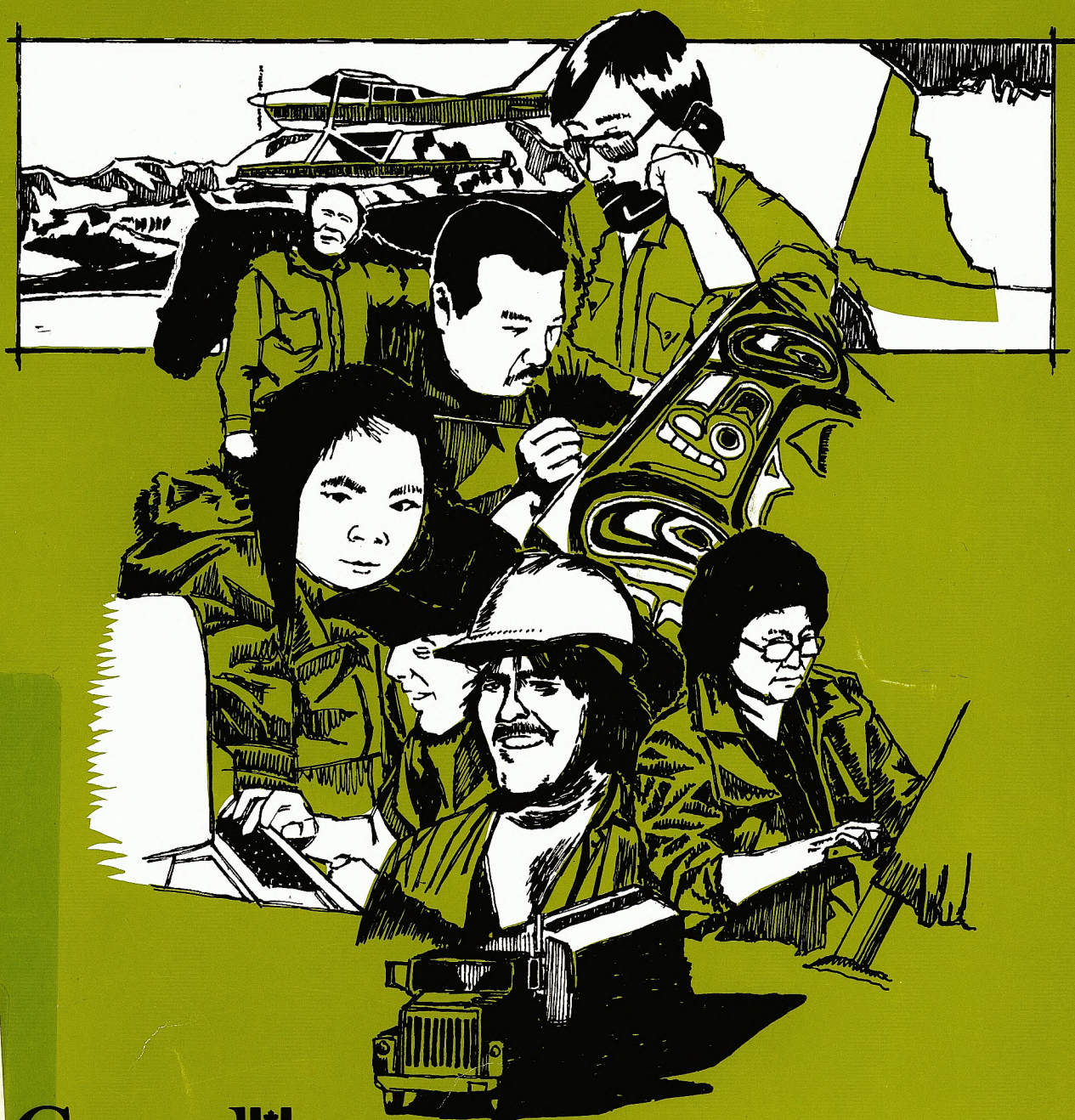




Indian and Northern
Affairs Canada

Affaires indiennes
et du Nord Canada

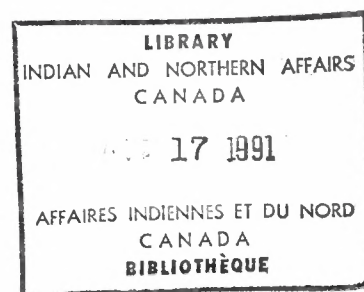
YUKON REGION SERVICE DIRECTORY INDIAN AND INUIT AFFAIRS PROGRAM



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Yukon Region Service Directory Indian and Inuit Affairs Program



Published under the authority of the
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Minister of Indian Affairs and Northern Development

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Introduction

The Department of Indian Affairs and Northern Development provides a broad range of services to Canada's Indians and Inuit. These services are aimed at improving their overall social and economic conditions and advancing the move towards self-government.

The Department provides for houses, roads, sewage systems and water supplies; negotiates land claim settlements; promotes Indian economic development; implements practical forms of self-government; manages Indian lands and trusts funds; provides a range of social and family services to Indians; supports development measures for Canada's North.

This Yukon Region Service Directory is a concise summary of the programs and services provided by Indian and Inuit Affairs Program in the Yukon Region. The directory is designed for reference use by Indian clients, organizations and the general public.

This publication contains a National Profile of the Department of Indian Affairs and Northern Development, its mandate, legislative responsibilities and spending authorities.

Further, this directory includes a listing of all programs administered in the Yukon, summaries of activities, contact persons and phone numbers. Contact with program officers can be made by calling the telephone number listed, or by writing to:

Indian and Inuit Affairs Program
P.O. Box 4100
Whitehorse, Yukon
Y1A 3S9

Fax (403) 668-4148



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National Profile

MANDATE

The Department of Indian Affairs and Northern Development (DIAND) was created in 1966 and is headed by a Minister responsible for Indian and Inuit Affairs, the Yukon and Northwest Territories and their resources. The department is organized into the Indian and Inuit Affairs Program and the Northern Affairs Program in the Yukon.

The Indian and Inuit Affairs Program (IIAP) provides services to status Indians and Inuit in Canada. In keeping with the principles of self-reliance, access to opportunity and participation within Canadian society, the objective of IIAP is to assist and support Indian and Inuit in achieving their cultural, social and economic goals. IIAP also ensures Canada's constitutional and statutory obligations and responsibilities to Indians and Inuit are fulfilled.

The Indian and Inuit Affairs Program's responsibilities are to:

- fulfil the obligations of the federal government arising from treaties, the *Indian Act* and other relevant legislation;
- provide for the delivery of basic services to status Indian and Inuit communities;
- assist Indians and Inuit to acquire employment skills and develop businesses;
- negotiate the settlement of Indian and Inuit claims;
- support constitutional discussions regarding the definition of the rights of aboriginal peoples and related matters.

LEGISLATIVE RESPONSIBILITIES

The *Department of Indian Affairs and Northern Development Act (1970)* states that "the duties, powers and functions of the Minister of Indian Affairs and Northern Development extend to and include all matters over which the Parliament of Canada has jurisdiction, not by law assigned to any other department, branch or agency of the Government of Canada, relating to Indian affairs, the Northwest Territories and Yukon Territory and their resources and affairs; (and) Inuit affairs..."

Legislation under the Department's IIAP responsibility:

- Indian Act
- Indian Oil and Gas Act
- James Bay and Northern Quebec Native Claims Settlement Act
- Indian Lands (Settlement of Differences) Acts
- British Columbia Indian Reserves Mineral Resources Act
- Caughnawaga Indian Reserve Act
- Fort Nelson Indian Reserves Minerals Revenue Sharing Act
- New Brunswick Indian Reserves Agreement Act

- Nova Scotia Indian Reserves Agreement Act
- St. Peters Indian Reserve Act
- Soghees Indian Reserve Act
- Alberta Natural Resources Act
- Manitoba Natural Resources Act
- Natural Resources Transfer (School Lands) Amendment
- Railway Belt Act
- Public Lands Grants Act
- Refunds (Natural Resources Act) Act
- Saskatchewan Natural Resources Act
- Saskatchewan and Alberta Roads Act
- Sechelt Act
- Seed Grain Act
- Cree - Naskapi Act
- Committee for Original Peoples Entitlement Act

The Department is responsible for administering 36 Acts, including the *Department of Indian Affairs and Northern Development Act* (as amended).

The 14 acts administered by the Department's Northern Affairs Program are concerned with federal-territorial political arrangements, the administration of their resources in the Territories and financial assistance to territorial governments.

Of the 23 statutes administered by IIAP, the main one is the *Indian Act*, which:

- defines Indian status;
- defines legal rights of Indians;
- establishes responsibility for education, reserves, band government and management of money;
- incorporates many of the provisions of treaties; and
- establishes responsibility for Indian administration.

In effect, the *Indian Act* establishes a direct legal and administrative relationship between the federal government and status Indian people. The Department provides services for many activities performed by provincial and municipal governments, such as education, social assistance, fire and environmental protection policies, and the development of community services.

SPENDING AUTHORITY

Ultimate control of public money rests with Parliament. This control is achieved by a constitutional and statutory framework dating back to the *British North America (BNA) Act* of 1867. Parliament's financial control is based on the principle that all the financial needs of the government for a given fiscal year should be considered at one time so



Parliament can effectively review the government's expenditure proposals. All monies are deposited to, or taken from the Consolidated Revenue Fund (CRF).

Administration of public money is the responsibility of the Treasury Board. The Ministers of Finance, of Supply and Services (the Receiver General), the Auditor General and federal departments and agencies are also responsible for administering money from the CRF.

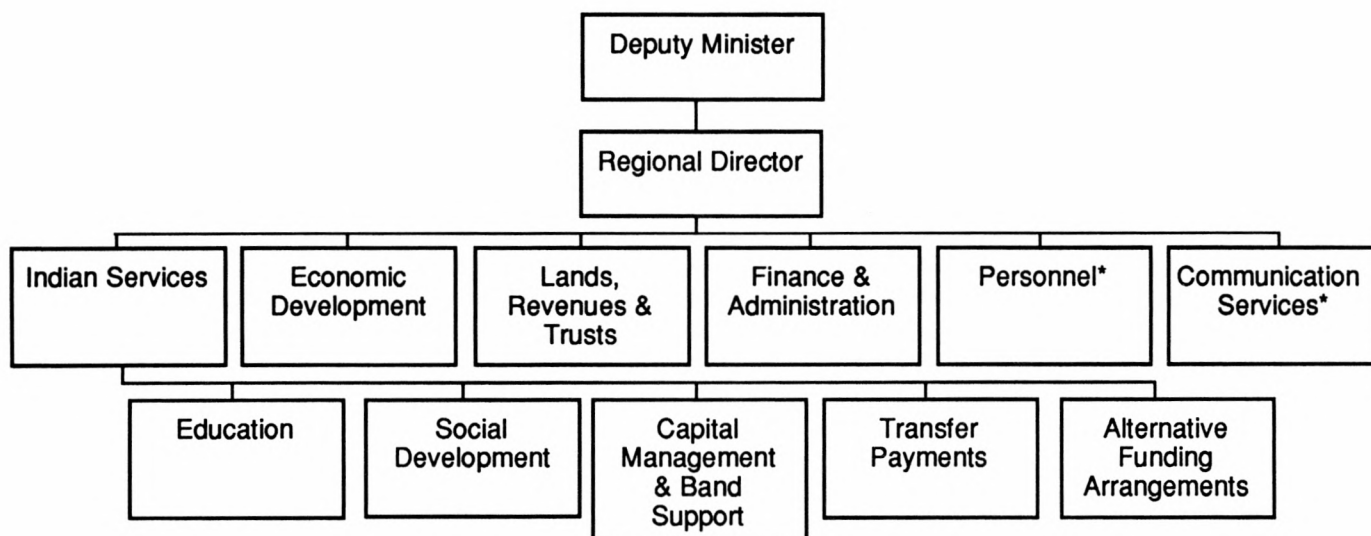
Treasury Board plays a central role in the process of distributing funds to government departments and agencies. It is responsible for the general administrative policy, financial management, and annual and long term expenditure plans.

The nine Indian and Inuit Affairs Programs' Regional Offices across the country are allotted budgets from DIAND. These budgets are derived from the total "Vote" money that DIAND receives from Parliament. A Vote is considered a budget. Each year Treasury Board receives budget proposals from each of the government's departments, DIAND included. Cabinet decides, from recommendations by various committees, which budgets and amounts should be forwarded to Treasury Board for presentation to Parliament for approval.

The Votes are divided into expenditure categories called allotments. It is within this system that controls are exercised. Once Vote amounts are approved, they cannot be altered unless authorized by Parliament and allotments cannot be altered unless permission is granted by Treasury Board.



Regional Profile



DIAND
Technical
Services**

* These two directorates are shared by the Northern Affairs Program (NAP) and are located in the NAP building at 200 Range Road (Takhini area). A Communication Service office is set up in the Federal Building. •

** Engineering & Architecture, located at 204 Main Street, is a division of Public Works Canada which specializes in meeting the engineering needs of both IIAP and NAP.

As one of nine regional offices in Canada, the Yukon Region Indian and Inuit Affairs Program provides services to Indian Bands in the Yukon and Northern British Columbia as required under the *Indian Act*. Offices are located in the Federal Building and at 204 Main Street in Whitehorse.

The Yukon Region has an organizational structure similar to the Indian and Inuit Affairs structure in headquarters.

REGIONAL DIRECTOR

The Regional Director directs and supports the region's staff in carrying out the Department's mandate under the Indian and Inuit Affairs Program in the Yukon Region.

The Regional Director is the Department's most senior regional representative to the Chiefs of the Yukon Region. He coordinates the activities of the various directorates (responsibility centres) reporting directly to him. The Regional Director provides direct contact with other governments, departments and agencies, including the Council for Yukon Indians and the Yukon and the British Columbia Governments.

Contact:
Regional Director, Alan McDiarmid, 667-3389



Regional Programs

LANDS, REVENUES & TRUSTS

This directorate administers lands, Band funds, estates of certain individuals, Band governance (memberships and by-laws) and elections for Indians. This responsibility is mandated to DIAND, through its Minister, by the *Department of Indian Affairs and Northern Development Act* and the *Indian Act*.

LANDS ENTITLEMENT AND CLAIMS

Indian Land Registry -- The Indian Land Registry is maintained in accordance with Sections 21 and 55 of the *Indian Act*. The Region is responsible for ensuring that the registration, protection and recording of rights and interests affecting Indian lands is provided to the Indian Land Registry and to program headquarters in Ottawa.

Research -- Research services assist Indian Bands in obtaining historical data and information for the documentation of specific land claims and other uses. Inquiries from the public and other interest groups are processed in accordance with legislation on Access to Information.

LAND MANAGEMENT

Transfers Of Land Management Authority To Bands -- The Regional Office facilitates the attainment of Order-in-Council authority for Indian Bands to exercise control and management over their reserve lands for specific purposes pursuant to Section 60 of the *Indian Act*. Indian Bands or their agents may be granted Ministerial authority for management of surrendered lands under Section 53 of the *Indian Act*.

Ward And Disposals -- Transactions are processed for the acquisition or disposal of reserve lands, designated lands and Crown lands under the administration and control of the Department.

Individual Indian Interests -- Services are provided for processing transactions concerning allotments, quit claims and transfers between Band members and the Band on reserves or land set-aside. The office also processes the documentation required to set aside parcels of land for schools, health projects, burial grounds and any other purpose for the general welfare of the Band.

Leases/Permits And Related Documentation -- Leases, permits and related documentation are prepared and administered for the use of Indian reserve, surrendered, set-aside, and Crown lands under the administration of the Department. Officers assist in negotiations of contract terms and

conditions, in securing land appraisal reports, land assessment and related program requirement necessary to document and support the transaction.

Designations -- Advice and guidance are provided to Indian Bands in determining the purpose and intent of designating areas under the *Indian Act*.

MEMBERSHIP AND ENTITLEMENT

This activity deals with entitlement, and registration of persons as status Indians pursuant to the provisions of the *Indian Act*. The Membership sector maintains the Register of Status Indians for the region, and Band Lists for those Bands which do not have their own membership codes in place.

ESTATES

Most of the Minister's duties as the quasi-Surrogate Court for Indian estates on reserves, land set-aside and Crown lands are executed under this activity. Officers may function as a public trustee to administer estates of minor children and those declared mentally incompetent or those who die without a will. Trust accounts relating to these and all other individual accounts are held in trust. Estates and trusts are administered in accordance with the *Indian Act* and its regulations.

Contact:

Director - Peter Garrett, 667-3356

Associate Director - Alex Akiwenzie, 667-3326

Manager, Estates, Lands and Environment Protection - Chris Allan, 667-3366

Registration Officer - Marge Ganske, 667-3353

LANDS, REVENUES & TRUSTS -- MAJOR INITIATIVES

- assist Bands in participation in the lands processes;
- acquire land to meet the housing needs of the Bands;
- complete the mapping inventory of Band lands; and
- assist in protection of Indian grave and heritage sites.



ECONOMIC DEVELOPMENT

The directorate plays a major role in bringing together all sources of programming, investment, expertise and information to improve socio-economic conditions in Indian & Inuit communities by:

- helping communities establish regional networks of community controlled Economic Development Organizations and Employment Training Centres that provide effective advisory and program delivery services to communities, enterprises and individuals
- disseminating business, employment, socio-economic and community development information to assist Indian & Inuit communities in their economic development activities
- helping Indian & Inuit communities establish effective and advantageous taxation, business and resource management regimes that satisfy all applicable legislative and regulatory requirements
- influencing the design and delivery of DIAND's basic services programs and federal and provincial economic programs to benefit Indian & Inuit communities
- promoting public and private sector investment in Indian & Inuit businesses and recruitment of Indian & Inuit people
- developing and implementing regional strategies for resource based economic development of Indian & Inuit lands and ensuring that optimum community benefits are derived from mainstream projects
- establishing co-operative mechanisms with other government agencies and private sector business and investment communities for aboriginal economic development opportunities

COMMUNITY ECONOMIC DEVELOPMENT PROGRAM

The purpose of the Community Economic Development Organizations (CEDOs) program element is to provide First Nations with the capacity to manage and deliver their own economic development programs. Activities and expenditures are controlled by individual First Nations or groups of First Nations. Regions exercise advisory and monitoring responsibilities specified in annual funding agreements.

The Regional Opportunities Development program element provides the means for First Nations to address development opportunities or service needs that impact more broadly than a single community.

A/Director -- Art Hay, 667-3314
Area Manager -- Rick Dale, 667-3319
Area Manager -- Andy Easton, 667-3312
Employment Officer -- Betty Vincent, 667-3323

RESOURCE DEVELOPMENT PROGRAM

The Resource Development Program is a means by which DIAND assists Indian & Inuit communities realize income, business and employment opportunities in the resource sec-

tor. It works to establish a comprehensive, partnership approach with ISTC, EIC and other federal, provincial and territorial economic, sectoral and training agencies to support resource development by aboriginal communities.

The resource Access Negotiations (RAN) program element provides a source of financial assistance to communities to:

- Negotiate access to nearby renewable resource development opportunities
- attract investments in community owned resources
- establish employment and business benefits from large scale projects

Area Manager -- Rick Dale, 667-3319

COMMERCIAL DEVELOPMENT PROGRAM

The commercial Development Program contains all of DIAND's residual business development activities. DIAND's roles in the area of commercial development are as follows:

- approving ministerial guaranteed commercial loans to on-reserve businesses
- providing business development advocacy, brokerage and expertise to Indian & Inuit communities through Community Economic Development Organizations and Sectoral Development Institutions
- using loan sale write-offs loan collection program element funds to sell out-right the collection of, outstanding loans to eligible Indian & Inuit lending institutions.

It is important to note that ISTC's Aboriginal Economic Program has a lead federal responsibility for providing equity and technical assistance to Aboriginal Businesses and Aboriginal Capital Corporations.

A/Director -- Art Hay, 667-3314
Area Manager -- Rick Dale, 667-3319
Area Manager -- Andy Easton, 667-3312

RESEARCH & ADVOCACY PROGRAM

The Research & Advocacy Program encompasses projects aimed at:

- influencing national policy and program design
- research national structural issues
- developing positive images and relations with the investment, business and government communities
- informing the public about Indian & Inuit economic development

This program is managed at National Headquarters. First nations and regions may propose projects that have national implications.

A/Director -- Art Hay, 667-3314



INDIAN SERVICES

Indian Services is the largest directorate in the region. Programs include Education, Social Development, Transfer Payments, Capital Management & Band Support and Alternative Funding Arrangements.

The Director of Indian Services coordinates the work of the various units and supervises the introduction of new programs and services. While Bands deal directly on program services with managers and field staff and with the Regional Director on policy issues, the Indian Services Director has the central role in co-ordinating the delivery of all regional service programs.

Acting Director - Ron Chambers, 667-3340

CAPITAL MANAGEMENT & BAND SUPPORT

CAPITAL MANAGEMENT

204 Main Street, Whitehorse, Yukon

The office administers funding for the construction, operation and maintenance of Band housing, public facilities, water and sanitation systems, roads, bridges, fire protection, and utilities.

The amount of capital contributions is determined at the beginning of each fiscal year (April 1), based upon the population of each Band in the region. Funds are released to Bands quarterly, according to the requirements established in the Capital Plans submitted by Bands and approved by the regional Capital Management Committee. No money can be released until the Band's Capital Plan has been approved. Capital plans are submitted by June 30th of each fiscal year.

The office assists in the development of Five-Year Capital plans and works with Bands and the Yukon Government to co-ordinate the community and municipal service construction planning.

Director - Shari Latoski, 667-3348

BAND SUPPORT

204 Main Street, Whitehorse, Yukon

The general management and central administration of each

regional Band is supported through grants provided by the Band Support office.

Band Support Funding is not part of the Contribution Agreement. Bands use a separate application and only have to meet two conditions to receive funds: they must establish a budget forecast and fiscal year expenditure plan and they must provide an annual audit available to Band members. Bands do not have to account for the use of this grant and any surplus can be retained.

Band Support also provides contributions to Bands for:

- consultation -- enabling Band leaders to meet with Departmental officials to discuss items of concern and their priorities for delivery of regional programs;
- planning -- including physical community planning and management improvement planning at the Band level;
- training -- enabling Bands to provide necessary administrative and financial training to their staffs. The first priority is the training identified in the Auditor's Management letter;
- policing -- Band's policing proposals have to meet some strict program requirements;
- pension -- contributions are provided to cover the cost of the employer's share of CPP and regular pension plans for those employees paid out of Department funds;
- Tribal Council -- start-up funding can be provided for Tribal Councils.

Manager - vacant, 667-3343

TRANSFER PAYMENTS

204 Main Street, Whitehorse, Yukon

Program officers manage the transfer of funds to Bands and Indian organizations for the delivery of programs on behalf of the Department. Reviews of audits are carried out and recovery plans to overcome indebtedness and management deficiencies are developed and carried out in co-operation with the Bands.

Funding Management Development Officers spend a great deal of time in the field assisting Bands with financial management and management systems development.

Regional Manager - vacant, 667-3348



ALTERNATIVE FUNDING ARRANGEMENTS (AFA)

204 Main Street, Whitehorse, Yukon

Alternative Funding Arrangements (AFA) represent a major change in the administrative practices of DIAND. AFA recognizes the authority of Indian communities to manage and control their own affairs and the Band Councils' responsibility to their memberships. AFAs provide Band Councils with expanded financial authority to manage the affairs of their people.

AFA transfers the responsibility for the design of programs and setting of priorities to Band Councils. Indian leaders are responsible to their membership for the management of resources and the development of their communities. Under AFA, Band Councils are only required to file annual, audited statements to DIAND and the Band members, certifying that funds were expended for the purpose they were provided.

Communities wishing to negotiate AFAs with DIAND must demonstrate a capability to manage funds and programs. Minimum program requirements are included within the arrangements to meet the Minister's accountability to Parliament.

Bands entering AFA agreements with the Department receive funding for more than one fiscal year. Councils have the right to modify or re-design federally-funded social, educational, capital, maintenance and administrative programs within basic guidelines. If the Band's priorities change during the period of the funding arrangement, Bands can move funds under their own authority from one program to another as long as capital funds are used for capital purposes and minimum program requirements are met.

AFAs do not result in increased funding but provide greater scope for long-term planning than under the previous year-to-year funding arrangements. Funds unspent at the end of one year may be carried over to the next.

The development of AFA agreements with regional Bands will continue to provide an initial option toward eventual Self Government Legislation. The region will support, to the most possible extent, the development of national policies, procedures and directives that will deal with outstanding AFA issues.

AFA Manager -- Russ Smoler, 667-3390

EDUCATION

Room 306, Federal Building, Whitehorse, Yukon

The Education Directorate is responsible for ensuring that all eligible Yukon and Northern British Columbia Indians have access to elementary and secondary schooling that is relevant to their needs. Staff encourages and supports edu-

cational and/or career development opportunities for Indians through post-secondary education.

Director, Barbara Fred -- 667-3395

ELEMENTARY/SECONDARY EDUCATION PROGRAM

The program provides financial support and services to elementary and secondary school students enrolled in federal or provincial schools. It provides students with professional advice, financial assistance and a broad range of other services including: Instructional Services and Support, Student Transportation and Accommodations, Financial Assistance, Guidelines and Counselling. Yukon Region Bands have Community Education Liaison Coordinators (CELCs) who assist the Education Directorate in delivering services to students in their communities. CELCs provide guidance and counselling to students, assist the parents, Band and community in understanding the purpose and benefits of education and encourage the Band, community and parents to play an active and supportive role in the education of Indian children.

POST-SECONDARY STUDENT SUPPORT PROGRAM (PSSP)

PSSP provides financial assistance to enable status Yukon Indian people to attend colleges and universities. PSSP assistance provides Indians and Inuit with qualifications and skills needed to pursue professional careers and to contribute to the achievement of Indian self-government and Economic self-reliance. Students enrolled or accepted for enrolment in certificate, diploma or degree granting institutions are eligible for financial assistance. Inuit or registered Indians must also have been resident in Canada for the 12 consecutive months prior to the date of their application.

Assistance is available to meet all expenses for:

- Tuition -- including registration fees, tuition, books and supplies;
- Travel Expenses -- including the cost of travel to and from school and one additional round trip at the holiday season;
- Living Expenses -- to assist students and their dependents with living cost associated with post-secondary education;
- Incentives & Scholarships -- available to qualifying students and ranging from \$1,000 to \$3,500 annually.

UNIVERSITY & COLLEGE ENTRANCE (UCEP)

UCEP provides academic up-grading to qualify mature students for entrance to college or university. Status Indians and Inuit 20 years of age or older who have at least five credits towards completing grade 11 are eligible for assistance. Funding is available for the full cost of tuition, books and supplies. Students attending college or university away from home can receive financial assistance for tuition, travel and other expenses.

Education Advisor Consultant -- Lynn Ogden, 667-3368



OCCUPATIONAL SKILLS TRAINING PROGRAM (OST)

OST provides assistance for vocational training to eligible Status Indians. The transfer of this program from the Economic Development Directorate came into effect April 1, 1989.

OTHER SERVICES

Assistance may be provided for special programs which are developed and delivered by Indian Bands and/or Indian education organizations.

SOCIAL DEVELOPMENT

Room 304, Federal Building, Whitehorse, Yukon

The Social Development Directorate provides services to Status Indian individuals and families in need of financial assistance, care and protection, and/or assistance in dealing with personal and other problems. Assistance is provided when it is not available from other sources.

Director -- Bill Brinley 667-3337

BAND SOCIAL SERVICE ADMINISTRATION

Funding is provided through Contribution Agreements to Bands administering the social assistance programs. The directorate sponsors training for Band Social Service Administrators and provides advice, direction and support to these workers. Social assistance services are also provided directly to Status Indians who do not live on land set aside in Whitehorse.

Regional Social Worker -- Jessie Sidney, 667-3336

SOCIAL SERVICES ADMINISTRATION

Assistance is provided to eligible Status Indians under two programs:

Basic Needs Assistance -- including the provision of financial assistance necessary to maintain health, safety and the family unit. Allowances are provided for food, clothing, personal, household, shelter, fuel and utility expenses. Social assistance is provided for short term/emergency situations, transient persons, and those waiting for Unemployment Insurance benefits.

Special Needs Allowances -- a part of the income support program. The essential purpose is to alleviate conditions which threaten the well-being and safety of an individual or family. Services include assistance for individuals or families who cannot obtain loans for items such as household furniture and major appliances. For long-term social assistance recipients, other financial assistance is provided for a variety of needs that are normally delivered by other social service agencies, including:

- Babysitting -- assistance is provided for recipients who have

confirmed job interviews or who are engaged in training or social rehabilitation programs (allowances are not paid to members of the same household).

- Transportation -- funds may be provided in times of crisis and if funding from other sources is not available. Eligibility is based on established needs for travel to approved social rehabilitation programs, to medical or dental facilities for health reasons, repatriation, or in the event of a death of a member of the immediate or surrogate family.
- Special Clothing -- allowances are provided in situations where winter, emergency, training or educational clothing is required.
- Moving Costs -- an allowance may be provided for a recipient who is required to move for reasons of health or well-being.
- Laundry -- social assistance recipients who do not own washing machines or who don't have access to free laundry facilities may be entitled to monthly allowances.
- Burn-outs -- in case of fires destroying essential property, assistance can be provided. This program is not intended to relieve persons of the need to purchase insurance coverage to protect themselves and their families from loss of household effects, furnishings, and personal possessions through fire and other major catastrophes.
- Burials or Cremation -- the internment expenses of social assistance recipients or those without resources may be provided.

Social Services Administrator -- Jessie Germaine, 667-3328

ADULT CARE

Assistance is provided to eligible Status Indians for services including:

- In-Home Care -- provides homemakers services for adults in their own homes. The services are intended to prevent or delay the need for institutional placement by caring for the elderly and infirmed in their own homes. Councilling of both the recipient and provider of services is also provided.
- Residential Care, Type I -- provides for institutional care of adults who have decreased physical or mental capacities but are mobile with or without mechanical aid and for those who require supervision and assistance on a 24 hour basis and limited or no nursing care.
- Residential Care, Type II -- provides assistance for institutional care of adults who need 24-hour nursing care under qualified supervision. Eligible recipients will require equipment and aids in specialized accommodation together with a range of medical, social and personal services.

Director -- Bill Brinley, 667-3337



FINANCE AND ADMINISTRATION

FINANCE

The Finance office ensures that the control and expenditure of public funds meets the requirements established by Parliament under the *Financial Administration Act*.

Finance officers assemble the financial documents required to release cheques for contribution agreements with the Bands and other agencies. Funds for social development and education assistance and for economic development projects are released by the finance office. Officers ensure Departmental directives and regulations for the release of funds are followed.

The Finance office maintains mailing lists for the distribution of cheques. A current list of where Bands want contribution cheques sent or deposited is kept in Finance. It also maintains an accounting system for monies held in trust for Bands or individual estates.

The Director of Finance & Administration participates in the Band Management Review Committee, the Capital Management Committee and the Indian Economic Development Fund Loan Review Board.

Director - Bruce Allen, 667-3331

ADMINISTRATION

The Administration office provides service to all regional directorates with responsibilities for:

- Materiel management, including the requisitioning of supplies and services, monitoring of government vehicle maintenance, inventory control, assigning and loaning equipment, providing service and repairs to equipment and completing various reports.
- Information resources, including the receiving, logging and distribution of all incoming mail, processing outgoing mail and maintaining a central filing system.

Manager - Gerry Steers, 667-3332

PERSONNEL SERVICES

200 Range Road, Whitehorse, Yukon

Personnel provides employment services to both the Northern Affairs and Indian and Inuit Affairs Programs, including job classification, hiring of staff, pay and benefits, training, workforce adjustment, manpower planning, union-management relations, health and safety, and native employment.

Personnel Services co-ordinates training and opportunities for present and potential Native employees. The directorate co-operates with the Public Service Commission in drawing upon Departmental and national programs.

The aim of the Native Employment service is to attract, develop and retain native employees, to increase their representation in the Department's workforce and to provide opportunities for Native people to develop skills required to advance to more responsible positions. There are five special recruitment programs coordinated by Personnel Services in the Region.

- Indian and Inuit Recruitment and Development Program (IIRD) -- IIRD candidates assume positions within the Department, based upon an established training and development plan. Upon successful completion of the training, the participant is appointed to a target position.
- Indian and Inuit Graduate Opportunity Program (IIGOP) -- IIGOP facilitates the recruitment of Native post secondary school graduates and provides person-year and salary dollars through the IIRD Program.
- Native Special Assignment Pay Plan (Native SAPP) -- Native employees are appointed to different positions on training and developmental assignments of up to two years.
- Aboriginal Management Program (AMP) -- high level Native employees who have potential for assuming senior level responsibilities are identified by their managers for AMP training. Career plans are developed with the participants and managers, and developmental assignments are found at management levels.

Personnel Director - Marlyn Freibergs, 667-3243

Manager, Human Resources, Meryl Hipperson 667-3248



COMMUNICATION SERVICES

Communication Services provides information to Departmental employees, Native people and the general public on the programs, services and accomplishments of the Department and on Native projects carried out in co-operation with the Department.

There are two Communications offices: one located in the Northern Affairs Program building at 200 Range Road in Whitehorse and one on the 3rd floor of the Federal Building on Main Street in White horse.

Communications staff provide advice concerning communication to other programs and services of the Department. Staff coordinate regional communication projects and activities such as publishing reports, brochures and the production of audio-visual presentations. It is also responsible for the distribution of Departmental publications, the participation of the Department in various regional exhibitions, responding to inquiries from the public and news media and coordinating the Region's advertising and publishing submissions.

Acting Director - Tony Carson, 667-3146
Information Officer - vacant, 667-3351

DIAND TECHNICAL SERVICES

204 Main Street, Whitehorse, Yukon

Known as Engineering and Architecture (E&A), this directorate is a division of Public Works Canada. It specializes in meeting the engineering needs of both IIAP and NAP. Under IIAP, E&A provides engineering services and advice to the Yukon Region Bands.

CAPITAL PROJECT MANAGEMENT

Working with the Bands, E&A prepares community/physical development plans, identifies capital needs, monitors regional capital plans and recommends changes to adhere to standard regulations. Project planning includes all aspects of engineering including planning, design and construction advice.

Officers assist Bands with program management, define infrastructure requirements and develop and amend contribution arrangements. They monitor building processes, complete evaluations, arrange inspection services and approve payments under Contribution Arrangements.

Regional Manager -- Dale Ostapowich, 667-3362