

2014

Yukon Interagency Committee
Toolkit: Case Studies, Protocol
Guide and Other Resources



Council of Yukon First Nations

Acknowledgements

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Interagency committee members also agreed to have a CYFN Health and Social Development staff person, Valerie Laurie, attend interagency meetings in their communities and gather information for case studies. These case studies were sent to interagency committee members for review and revisions were made to the case studies based upon individual interagency committee member's comments and suggestions.

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Valerie wrote the case studies and other material, conducted research, and designed the Interagency Toolkit. Reanna Mohamed put together the resource list in Section 4. Cheryl Sherman, Spencer Edelman and Lori Duncan provided editing assistance.



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INTRODUCTION

This toolkit consists of three case studies about Yukon interagency committees and a collection of practical resources. The toolkit is a part of a project called Community Interagency Protocols.

The aim of this project is to develop useful tools for existing Yukon interagency committees or other groups interested in forming community interagency committees. The tools featured in the toolkit include the following: guides and information to develop interagency privacy protocols and other protocols, event planning resources, funding related resources, and tools which could be used to foster better communication.

Privacy protocols are agreements between different organizations which document mutually agreed upon expectations about client confidentiality, client referrals and information sharing. Other protocols relate to shared expectations that group members have about the purpose of the group, length of meetings, minutes, and responsibilities of group members.

Case studies about Yukon interagency committees are featured in the report for a variety of reasons. One of the main purposes is to highlight the effective approaches different Yukon communities have taken to establish and sustain interagency communities. This information is presented to provide “food for thought” about the different ways interagency committees can be formed and tailored to meet community members’ needs. These stories are intended to promote interagency committees and their benefits so that other communities might consider bringing community members together to create an interagency committee.

Each case study the toolkit presents a short story about:

- how the interagency committee was started and sustained
- challenges faced
- the topics discussed at meetings and
- activities and accomplishments of the group

Collection of Information

In order to collect information, a scan was first conducted to find which Yukon communities had interagency committees, related to health and social issues only, and to determine which communities would be interested in participating in this project. This scan found that six Yukon communities had interagency committees during the summer of 2012. Three Yukon First Nations' Health and Social Departments were represented in these committees in 2012; later that year, when another committee was formed, four departments were represented in the interagency committee in their community. As of March 2014, there are nine interagency committees although staff members of the Yukon First Nations do not necessarily attend these meetings.

Three Yukon interagency committees agreed to participate in this project and a CYFN Health and Social Department staff person began to attend the committee meetings in order to learn about these three groups in 2012. In order to gather information for case studies committee members answered questions about their community's committees and were given the opportunity to review their community's case study.

In addition, the CYFN staff member assisted with the interagency group as requested. Activities varied depending on the community. A few of the ways the CYFN staff person was involved were as follows: keeping meeting minutes; creating a contact list; facilitating meetings and leading an activity to establish goals for the year; and providing information about materials produced by CYFN's Health and Social Department. Attending the meetings was also a useful way to gather information about "promising practices" in order to share this information with other interagency committees. A CYFN staff person will continue to be involved with Yukon interagency committees, as requested, until this project ends in 2015.

A scan of different websites and available literature about interagency committees and related topics was conducted. This scan was conducted in order to assess if there were any internet resources that might be useful to the Yukon interagency committees. A few resources were selected from this search, modified and included in the Interagency Toolkit. The interagency members also provided feedback about the resources and several suggestions on topics to include in the toolkit.

CASE STUDIES



Community A - Even though the Faces Change the Forum Remains

Community A's interagency committee was formed over 20 years ago. Over the years, the "faces around the table" have changed for the most part but the committee meetings remain a forum where community members can come together to discuss a wide variety of topics. Attendance is flexible although there is a core group of people whom attend most meetings. Other individuals attend the meetings when they have an issue to discuss with the group or a planned topic of discussion is of interest to them. Overall, about 14 individuals regularly attended the meetings in 2012-2014.

Committee members represent the following organizations:

- the Health Centre
- the Recreation Board
- the local R.C.M.P detachment
- the school
- Yukon College
- Family and Children's Services
- Emergency Services and
- Justice; Capacity, Health and Wellness; and Natural Resources staff from the local First Nation

There are a variety of practical purposes for the committee. Foremost, group members meet to share information about upcoming community activities, projects and health and social issues. Group members share information to ensure that there is no duplication in activities and services in the community. The meetings further provide a forum to discuss gaps in services and strategies to address them. Another purpose of the committee is to discuss how members can work together.

The interagency committee meetings are a way to improve communication between agency representatives. By improving communication interagency members are in a better position to support one another's projects. The forum ensures that individuals are working together instead of working in isolated silos. Dissention, according to an interagency member, is decreased by having such a forum.

A newsletter, written by staff of the First Nation, and a regular program on CBC radio about the community further enhances communication about community events.

The following specific items have been discussed during the interagency meetings:

- issues related to “off sales” in the community
- a justice program - Gladue Writer Program/Gladue Court
- news about health issues eg. Information about flu outbreaks in the community
- working together to develop a system to ensure houses in the community are numbered for emergency related reasons
- updates to the disaster plan
- mother and child programs
- how group members could volunteer at a special event at the school and a flu shot campaign
- various school programs
- the need for ice skate donations and a loan program for sports equipment
- information about upcoming activities such as a skating program and other events intended for Elders, youth and community members
- upcoming workshops such as a Blood Ties session about safe sex
- RCMP crime statistics
- an activity with the RCMP to answer questions about RCMP procedures and drivers’ licenses
- upcoming changes in personnel at the Health Centre and RCMP detachment
- filling a gap in services in regard to wilderness emergency response

Aside from discussions about these topics that were on the agenda, the meetings are an opportunity to express gratitude for a job well done and develop relationships between community members. At one meeting, for example, a committee member thanked the RCMP for maintaining the skating rink and other members were thanked for delivering Christmas hampers. A potluck lunch during the holiday season further developed relationships between the group members.

What are the challenges?

The interagency group is large and could potentially grow to include many members. It could possibly become a challenge to manage discussions in the group if the group grows larger, however, group members did not express much concern about this possibility. Group members thought it was more important for the group to remain inclusive in nature rather than exclude others.

What works well for this Interagency Committee?

One committee member described this group's philosophy as "we value face time over more desk and paper work." Group members stress that there is not much bureaucracy; members, for example, choose to not send out an agenda in advance and keep official meeting minutes. The group consciously chose not to have any formal record keeping requirements because it was seen as a significant barrier to the group *actually* getting together. With this approach, the committee is able to focus on what is important to them. In addition, with this somewhat informal approach, members do not add largely unnecessary tasks to their already heavy workloads.

The group initially was formed as a society but the group members decided it was unnecessary to have this level of organization. Group members choose to dissolve the official society that had been formed many years ago because it was impossible to keep in a "status of good standing" with the Yukon Society's Act due to the high turn-over of group members. The formalities required of societies did not allow the group the flexibility it needed to maintain a "good standing status" given the transient and dynamic staffing picture of this interagency committee.

There are a few routines the group follows. The date of the meeting, for example, follows a regular pattern so that group members can plan to attend the meeting; the committee almost always meets every 2 months for 1-2 hours. Each meeting involves an update from each interagency member; each member discusses upcoming events or issues in his or her work area.

Members stressed that the group's purpose and activities are intended to benefit the entire community. One "gets the sense" that this shared sense of purpose and shared activities bind the group and perhaps the larger community together. The group members come together to assist one another in the community with different events and activities. They do not just come together at the meetings. Overall, by working together and supporting one another in many different ways a community has been formed and maintained.



Summary – Community A

Community B - A New Group Focused on One Far Reaching Issue

Community B's interagency committee met for the first time in January 2013. The group was formed mainly to provide a forum for different service providers in the community to come together to discuss ways to address substance abuse related issues in the community and preventative measures. In different ways, all the members of this committee communicate with people with addictions in the course of their work. Another interagency committee exists in the community in order to discuss education related issues.

Individuals from the following groups have been invited to participate in the Interagency Committee:

- the Health Centre
- R.C.M.P.
- Many Rivers
- Yukon College
- the local school
- the community's municipal government representative
- Government of Yukon Social Worker
- a local non-government organization that provides cultural and recreational activities to local people
- Health and Social, Restorative Justice, Housing and Greenhouse staff from the local First Nation

The following specific items have been discussed during the interagency meetings:

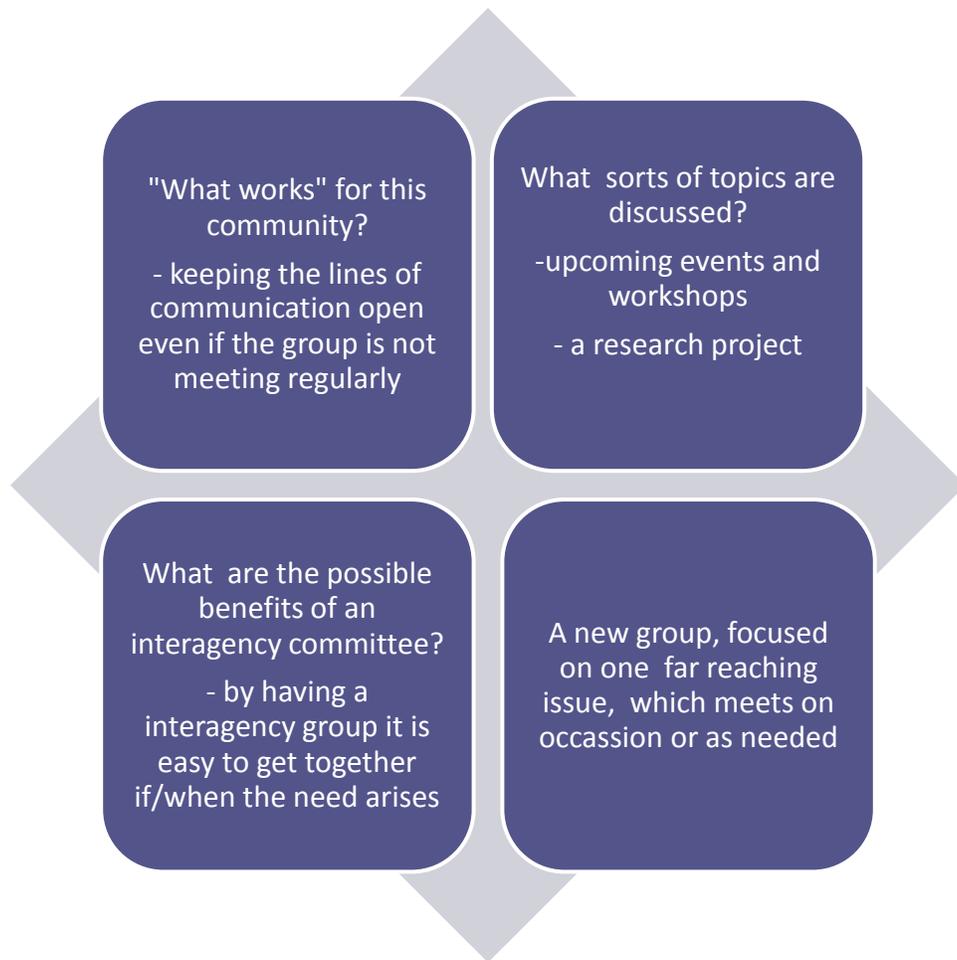
- an upcoming workshop about Mental Health First Aid
- funding options for a local non-governmental organization that provides cultural and recreational activities to local people

What are the challenges?

Due to staff changes and other issues the group does not meet regularly. An individual volunteered to take on the responsibility of convening meetings and the intention is for regular meetings to begin soon although finding a date that works for all the members has also been a challenge.

What works well for this Interagency Committee?

As a Community B interagency member pointed out, there are other opportunities for agency representatives to come together to share information. Members come together at other community meetings and see each other “around town.” In addition, on one occasion a researcher requested a meeting with different agency representatives and it was easy to contact everyone for this meeting as an email list of different agency representatives was already in existence and members know one another. As a group member said: “Even though the group is not yet meeting regularly, the lines of communication are open.” Nonetheless, this committee member also expressed interest in getting together more often in the future.



Summary – Community B

Community C - A New Start

Community C had an interagency committee in the past. This group met once a month and discussed topics such as upcoming events. The group eventually fizzled out even though group members came together for several years (2009 – March 2012).

The Health Director of the local First Nation community expressed interest in redeveloping an interagency committee in the fall of 2012 after she was approached about this project. An initial meeting took place between the Health and Social staff of the First Nation and a CYFN Health and Social staff person to discuss the history of the interagency committee and aspirations for the new one. Steps were taken shortly thereafter to bring agency representatives together for a meeting.

Interagency Committee members currently represent the following organizations:

- the Health Centre
- the local R.C.M.P detachment
- the school
- staff from several departments of the local First Nation
- Government of Yukon Regional Social Worker and
- Council of Yukon First Nations

In general, the members of the group know one another and have worked on community events together. This reality provided a good starting point for frank discussions during the first few interagency meetings about ways for members to better work together for the community.

The first few meetings were also brainstorming sessions about what shared activities or goals the group might like pursue to during the next year. Group members discussed their dreams for the group and the community during these first sessions. An activity was conducted to further refine these ideas during the next meeting.

Consensus Building Activity

In order to establish priorities in regard to goals and activities for the next year, the group members participated in a consensus building activity. Each interagency member had an opportunity to share up to three goals they would like the interagency group members to pursue in the next year. Group members shared their detailed plans about how each of these goals could be reached (ie. goal/activities/who will be involved/ deadline). New interagency members who did not attend this meeting were asked to submit their goals and their suggestions when they joined the group.

The consensus building activity, so far, has identified several general goals and possible activities to do during the next year, such as the following:

- Work together in order to plan additional social activities in order to improve communication and enhance love and respect between community members. A few of the suggestions of activities that would meet this goal included: community tea times, dinners, poker nights, family nights, arts and craft activities, games nights and dances.
- Conduct research to find funds to get the youth centre established.
- Develop a wide variety of cultural activities - mostly directed by Elders. These activities would bring youth and Elders together and include community members. Specific activities would include: cultural camps, storytelling sessions and community dinners with storytelling, lunches for students and Elders, survival skills sessions and First Hunt.

A newsletter was also identified as a way that communication could be improved although the group later decided that there wasn't a need for another community newsletter. The community's recreation centre staff person already produced a newsletter which featured upcoming events for the entire community.

The next step was to schedule activities for the upcoming year. As there were a lot of similarities in individual interagency member's goals for the group it was possible to schedule many activities for dates during the next year. Activities were recorded on a shared calendar during a meeting.

The identified goals and possible activities will need to be reviewed at least once a year in order to ensure that the group is meeting their agreed upon goals and to discuss new priorities.

Instructions about how to conduct a consensus building activity are in Section 3 of the Resources section of this report. It is a potentially useful activity for a newly formed interagency committee or an established group.

What are the challenges?

A few challenges exist. Several meetings had to be postponed due to temperatures unsafe for travel and scheduling issues. A few times it was not possible to have the meeting on a date where everyone was available. In addition, the primary public meeting space in the community was not available for community events during two long periods which made it impossible for interagency committee members to host shared events for large groups of people such as dances and some cultural events. There is currently not a space for community events due to a plumbing problem in the facility.

Several of the organizations which participate in this interagency committee had staff changes during the last year. It was important to ensure that new staff members were made aware of the group and meeting dates during this transition period. In the end, the staffing changes did not have any impact on attendance.

What works well for this Interagency Committee?

This group has been meeting regularly, this time, for over a year. A number of routines and positive group characteristics keep this group together.

A few useful routines have been established such as taking minutes and reading the minutes from the previous meeting. This record keeping, for this group, provides a way to assess what has been accomplished by the group and remind members of goals, issues and activities that have been forgotten inadvertently and require follow-up action.

Committee members usually discuss recent or pending community events, such as public consultations, and each member updates the others on upcoming events that their respective agencies are hosting such as cultural camps and classes. In addition, members have talked freely about social issues and gaps in services which need to be addressed in the community. At one meeting, for example, individuals discussed the need for a day care in the community and the current strategies that are being used to fill this gap in services.

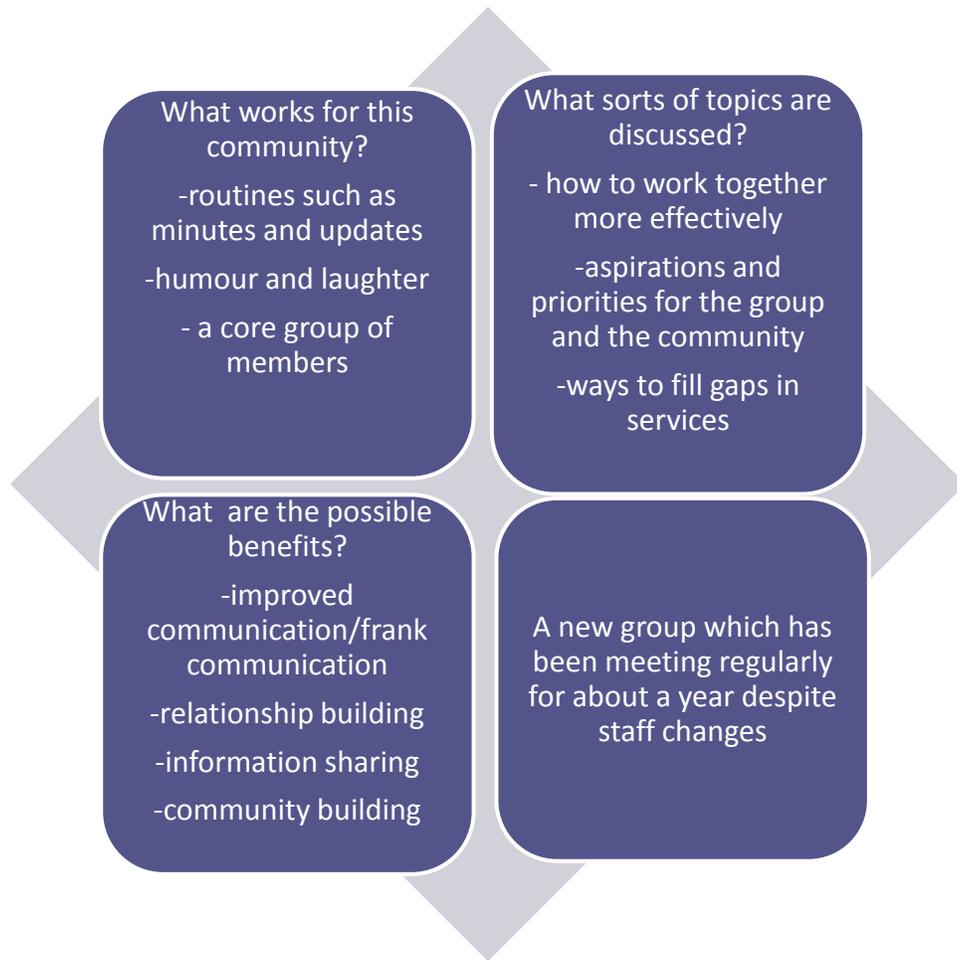
It was beneficial to share information about CYFN Health and Social Department materials and programs at the meetings. For example, it was discovered that two of the community agencies were interested in obtaining copies of the Cultural Orientation and Protocols Toolkit when this resource was shown during a meeting.

It appears that meeting regularly has improved communication between several agencies - not just communication with CYFN. For example, at a recent meeting a staff member of the First Nation expressed interest in more of a connection with the staff from one of the agencies and they discussed how to make it possible.

Laughter and humour are a defining characteristic of the meetings. A member also suggested that a meeting be held around a bonfire – this casual approach might add an additional element of fun to the meetings.

The enthusiasm that group members have for sharing ideas and working together is one of the group's strengths which could be developed even further in the future. A core group of individuals have been involved since the group was formed over a year ago and they attend most meetings. Additional members also joined the group later in the year after being encouraged to attend by interagency committee members. Now that the group has been

formed and routines have been established much can be accomplished by working together on shared goals.



Summary – Community C

Case Study Summary

Three very different stories are presented in the case studies although a few similarities exist.

The length of time these groups have been together varies to a large extent. One group is newly forming; another group came together over a year ago after a break; and the last group has been together for over 20 years. While the purpose of two of the groups is to share information about a wide variety of topics, one of the other interagency groups is more focused on issues related to substance abuse in their community.

These interagency committees serve several similar purposes. On the surface, they provide a forum for committee members to share information about community events and other news specific to each member's work area. The meetings also provide a means for members to plan community events together or community members to discuss ways to work together most effectively. In addition, coming together provides a way for relationships to be formed and dissention to be alleviated through open communication. As the case studies indicate, a wide variety of topics and issues are discussed between interagency committee members.

The three interagency committees have somewhat different approaches to communication, record keeping and "getting together" - any one of these approaches or another approach might be effective in another community. Community A tried a more formal approach and later the group consciously chose not to have any formal record keeping requirements because it was seen as a significant barrier to the group *actually* getting together. With this approach, the group members come together on a regular basis about every 8 weeks for 1-2 hours and they also often work together on community events. Community B found that by having a group established they were able to get together more easily "if and when" the need arose; however, getting together more regularly in the next year is a possibility. Community C, with the assistance of a CYFN staff person, has been meeting regularly every 4 weeks for about 1 hour and documenting discussions in meeting minutes.

Next Steps

During the next year (2014-15), information will likely be added to the case studies in order to further highlight "what works" for the different groups. The stories of other interagency committees will also be added if possible. In time, the case studies will provide a detailed account of the types of issues interagency committees address and the effective strategies the committees use to work together.

As the case studies suggest, there is not necessarily one plan or check list of steps that will be suitable for all communities attempting to start or maintain an interagency committee. Different communities have different priorities, interests and ways of organizing. Priorities might also change over time. Resources found in the next section, such as a Protocol Guide, can be used to assist interagency members in planning how their community's interagency committee will function.

A goal of this project is to share the positive stories described in the case studies and distribute the resources in the Interagency Toolkit. Electronic copies of the Yukon Interagency Committee Toolkit have been sent to the members of the interagency committees involved in this project and the Health and Social Departments of the Yukon First Nations. In addition, this resource will be available on the CYFN website. During the next year a CYFN staff person will offer presentations, as requested, about the Yukon Interagency Committee Toolkit.

A CYFN staff member will also continue to keep in contact with these interagency groups and possibly others and offer assistance, as requested, until March 2015. For example, a CYFN staff member can provide assistance with the development of interagency protocols.

RESOURCES



Resources

Interagency committee members were asked to suggest resources and protocol information that might be useful to their interagency committees. Many of the following resources, such as the Funding Resources, the List of Events and certain internet links are featured in response to an individual member's feedback. Additional resources, such as the Events Planning Checklist and group activity information, were included, as they might be relevant to the work of interagency committees.

Over the next year, interagency members will be given an opportunity to provide feedback about the resources section of the toolkit and suggest protocol information and additional resources and which might be useful. Certain resources will remain and the other resources will be eliminated over time.

Microsoft Word versions of the resources in the next section are available from CYFN Health and Social staff so that interagency committee members can modify all the documents in this toolkit as they see fit.

The resources that are included in the next section are as follow:

1. Protocol Guide: a. Content Guide b. Steps to Develop a Protocol c. Internet Links
2. List of Events
3. Group Activity Information:
 - a. Sample of a Consensus Building Workshop b.) Liberating Structures
4. Resources available through CYFN
5. Event Planning Checklist
6. Funding Resources: a Support Letter Guide b. Example of a Letter of Support c. List of Funders



1. Protocol Guide

1. Protocol Guide: Content Guide, Steps to Develop a Protocol and Links

Interagency committees are created for a variety of reasons. Representatives of organizations often come together to work together on community projects and events. Sometimes interagency committees are formed to address challenges and discuss ways to improve service delivery in a community. In other cases, agency representatives need to share information about clients with whom they all work. Relationship building is also the fundamental reason for many interagency committees.

A protocol is a document which outlines all the shared expectations of interagency committee members. A protocol is developed through frank discussions about a variety of topics over a period of time. A Council of Yukon First Nations' Health and Social Development staff person is available to assist interagency committee members develop a protocol appropriate for their respective committees.

There is not a protocol template that would be appropriate for all the interagency committees in Yukon. This section provides tools and material, adapted from existing resources, that committee members can use to develop a protocol that matches with their interagency committee's purpose and activities, and the nature of the discussions that occur in their interagency committee. See the Community Door website for further information: <http://www.communitydoor.org.au/collaboration/developing-interagency-protocols-and-service-agreements>

Section 1.a provides a starting point for discussions about what to include in an interagency committee's protocol. Section 1.b outlines all the steps involved in writing a protocol and Section 1.c lists available internet based resources.

As the guide in Section 1.a shows, an interagency protocol has several purposes. A protocol can help establish the principles which will direct communication between group members and establish guidelines to follow in regard to the discussion of sensitive topics. A protocol can provide clarity on practical matters such as roles and responsibilities, contact information for members, timing of meetings and record management. In addition, a protocol can address how the group members will take steps to communicate well and resolve conflict.

As a protocol clearly addresses all the expectations of group members, it can also help to avoid the following issues:

- potential misunderstandings over roles and responsibilities
- conflicting expectations about the purpose for the group
- the exclusion of individuals or agencies
- and inappropriate discussions such as conversations about confidential issues

1. a. Yukon Interagency Committee Protocol Guide

The following document is a guide which lists items to:

- 1.) First discuss as a group and
- 2.) Possibly include in an interagency committee protocol

Aim to create a simple, draft protocol first. Details can be added and changes can be made to the protocol as issues arise within the interagency committee.

A protocol is not usually a legally binding agreement. It is a good idea, however, to mention this important detail in the protocol and during any protocol related discussions.

Components of the Protocol	1. Key Questions to Discuss Before Writing the Protocol	2. Items to Consider for the Protocol Document:
Introduction	<p>What is the name of the interagency committee?</p> <p>What are the names of the agencies involved in the interagency committee? Are there any additional agencies that should be members?</p> <p>How can the members be contacted? Who is the main contact for each agency?</p> <p>What are the purposes <i>of the interagency committee</i>?</p>	<p>-the date</p> <p>- the name of the interagency committee</p> <p>- the names of the agencies</p> <p>-if necessary, provide an overview of each service provider ie. mandate of the agency, and organizational structure</p> <p>- a contact list with the names of the interagency committee members and contact information</p> <p>-briefly state the mission, mandate or the purpose(s) of the group</p>

Components of the Protocol	1. Key Questions to Discuss Before Writing the Protocol	2. Items to Consider for the Protocol Document:
<p>Purpose of the Protocol</p> <p>A protocol documents all the shared expectations of the interagency committee members.</p>	<p>What is the purpose of the interagency committee protocol?</p> <p>What are the sensitive topics that might arise as topics of discussion at interagency meetings? I.e. information about the conduct of community members, clients or staff members, child welfare issues, information about economic development plans, funding issues, impending changes in government policies or practices and staff workload issues</p>	<p>- Briefly state the reasons for the protocol, for example:</p> <ul style="list-style-type: none"> • to document the principles which will direct communication between group members • to establish guidelines to follow in regard to the discussion of sensitive topics such as clients' wellbeing and community issues and the documentation of these discussions • to document the roles, responsibilities and expectations of interagency committee members

Components of the Protocol	1. Key Questions to Discuss Before Writing the Protocol	2. Items to Consider for the Protocol Document:
Principles	Are there mutually agreed principles which could guide the work that the interagency committee does?	<p>- Include a list of principles which will direct how the group functions, for example:</p> <ul style="list-style-type: none"> • A focus upon building trusting, supportive relationships • A commitment to work together and resolve any conflicts • A commitment to discussions focused on clients' strengths • Respect for the ideas, perspectives, culture and privacy of interagency members, community members and clients
Confidentiality and Information Sharing	<p>Have all other relevant documents (eg. Privacy Acts, confidentiality agreements, confidentiality policies, data management policies) been reviewed so that any relevant material can be incorporated into the protocol?</p> <p>How will information about clients or other sensitive topics be discussed and documented in the meeting minutes?</p>	<p>- identify and briefly describe the relevancy of existing acts and agreements that have a bearing upon different interagency committee members' conduct</p> <p>-if necessary, attach these relevant existing documents in an appendix</p> <p>-outline how topics related to clients or sensitive topics will be discussed during meetings and documented in meeting minutes</p>

Components of the Protocol	1. Key Questions to Discuss Before Writing the Protocol	2. Items to Consider for the Protocol Document:
<p>Case Management Protocols</p> <p>Case Management Protocols cover the roles and responsibilities of the various agencies in regard to: client eligibility for services, access and referral processes, preliminary and ongoing assessment, delivery of care and support, ongoing care and support, exit planning and aftercare</p>	<p>Will this interagency committee be discussing case management at meetings?</p> <p>How will the clients' rights be protected?</p> <p>Are there existing case management protocols already in place between the agencies involved?</p>	<p>-depending upon the focus of the interagency committee, consider developing case management protocols if they do not already exist</p>
<p>Commitments, Roles and Responsibilities</p>	<p>How often will the group meet and for how long?</p> <p>When? Will every member be able to commit to attending most meetings at this time?</p> <p>What are some of the possible roles and responsibilities of interagency members? i.e. Meeting coordinator, note taker, meeting minutes writer, treasurer, fundraising coordinator, hospitality and providing a meeting space</p> <p>Are there any barriers to sharing the work load?</p>	<p>-state the mutually agreed upon expectations in regard to the frequency, time and duration of meetings and agenda setting</p> <p>-outline whether these responsibilities will be done by one person each time or whether responsibilities will be shared on a rotating basis</p> <p>-document the roles/responsibilities of interagency members on the contact list</p>

Components of the Protocol	1. Key Questions to Discuss Before Writing the Protocol	2. Items to Consider for the Protocol Document:
<p>Communication</p> <p>Managing Differences and Conflict</p>	<p>Are there any communication skills that the interagency group could work on together? How?</p> <p>Are there differences in professional, cultural or organizational philosophies which need to be discussed in order to facilitate better communication?</p> <p>Are roles and responsibilities clear and fair?</p> <p>How will grievances and conflicts be addressed?</p>	<p>-list the communication skills that the group would like to work on ie. having difficult conversations</p> <p>-outline what communication procedures/strategies the group would like to adopt in order to ensure that “everyone is heard and feels that they have been heard” eg. time limits on agenda items, a talking stick, small group work, circle checks</p> <p>-describe how grievances and conflicts between interagency committee members will be addressed and resolved ie. internally and/or with a mediator</p>
<p>Monitoring</p>	<p>How often will the protocol be modified? How will changes to the protocol be approved by all?</p>	<p>-state how often the protocol will be reviewed and modified ie. annually or on an ongoing basis</p> <p>-state how all interagency committee members will indicate that they “sign off on” the changes</p>
<p>Record Keeping and Record Management</p>	<p>What records, such as meeting minutes and financial records, will be kept?</p> <p>How can these documents be accessed by others?</p> <p>Where/how will they be stored?</p>	<p>-state what records will be maintained</p> <p>-state that these documents are public document and describe how they can be accessed by community members</p> <p>-identify where records will be stored</p>

Components of the Protocol	1. Key Questions to Discuss Before Writing the Protocol	2. Items to Consider for the Protocol Document:
Other	<p>Do community members know about the interagency committee? What is the process if community members would like to present information at a meeting?</p> <p>What potential issues might arise in the future?</p>	<p>-outline how community members will know about the meetings and be informed of the process to follow if they wish to present</p> <p>-incorporate any other pertinent information into the protocol</p>

Yukon Interagency Committee Protocol Guide (CYFN, 2014)/ Adapted from Developing Interagency Protocols and Service Agreements (Community Door, 2014, p.2) and Protocol Checklist for Non-Legally Binding Collaborations (Community Door, 2014)

1. b. Steps to Develop an Interagency Committee Protocol

1. Identify the need and purpose for establishing a protocol.
2. Check whether there are existing protocols or other relevant documents or could be adapted and used and review them.
3. Identify which agencies are currently involved in the interagency committee and whether other agencies should be involved.
4. Conduct a meeting to discuss:
 - Why a protocol would be beneficial
 - Issues the protocol will address
 - Purpose of the protocol
 - Issues or barriers to protocol development
5. Establish a shared commitment to working together to develop the protocol.
6. Establish a working group with cross-agency representation to develop the protocol.
7. Develop the draft protocol document for circulation and feedback.
8. Finalize the protocol and distribute.
9. If case management is discussed at the interagency committee meeting, consider developing an advisory group to oversee and support the process of implementation of the case management protocol including briefings of any new interagency members/agency staff.

Steps to Develop an Interagency Protocol (CYFN, 2014)/ Adapted from Developing Interagency Protocols and Service Agreements (Community Door, 2014, p.2) and Protocol Checklist for Non-Legally Binding Collaborations (Community Door, 2014)

1. c. Interagency Protocol Internet Resources

Protocol documents establish the conventions group members agree to follow in their dealings with each other. The following internet links, which provide examples of different agreements and resources, are to provide “food for thought.” These resources and others can be used to explore the diversity of ways different organizations have formalized their working relationships in order to respect privacy and establish good communication.

Electronic Resources about Privacy Issues Relevant to Yukon

- Privacy Act: http://www.priv.gc.ca/leg_c/r_o_a_e.asp
- Access to Information and Protection of Privacy (ATIPP):

1. General Information and the ATIPP Act <http://www.atipp.gov.yk.ca/index.html>
2. Questions and Answers about ATIPP http://www.atipp.gov.yk.ca/atipp_faqs.html#cover
3. Personal Health Information Legislation <http://www.hss.gov.yk.ca/healthprivacy.php>

General Information

- Community Door - Developing Interagency Protocols and Service Agreements: <http://www.communitydoor.org.au/collaboration/developing-interagency-protocols-and-service-agreements>
- Guide to Developing Interagency Protocols: <http://www.dcp.wa.gov.au/servicescommunity/information/Documents/Service%20Excellence/Protocols/GuidetoDevelopingInteragencyProtocols.pdf>
- Interagency Committee Protocol: <http://www.rcmp-grc.gc.ca/mb/detach/swanriver-eng.htm>
- Interagency Committee Vision, Mission and Goals: <http://www.peaceriveraic.com/aboutus.php>
- Memorandum of Understanding: <http://www.aadnc-aandc.gc.ca/eng/1363616280284/1363616361810>
- Terms of Reference Template: http://novascotia.ca/psc/pdf/employeeCentre/recognition/toolkit/step2/Terms_of_Reference_Template.pdf



2. List of Events

2. List of Events

The next section includes a list of important Canadian events and the dates these events will be held in 2014 -2015. This list could be used to determine the week to hold special events in a community.

List of Dates of Special Events for 2014 - 2015

December 6th – National Day of Remembrance and Action on Violence against Women

<http://www.swc-cfc.gc.ca/commemoration/vaw-vff/remembrance-commemoration-eng.html>

April 2015 National Victims of Crime Awareness Week/ Date for 2015 TBA

<http://www.victimswweek.gc.ca/home-accueil.html>

<http://www.victimswweek.gc.ca/fund-fond/apply-demande/form.html>

March 8 - International Women's Day

<http://www.swc-cfc.gc.ca/commemoration/vaw-vff/remembrance-commemoration-eng.html>

Week before the holiday weekend in May - Bike Safety Week

2nd Sunday in September/ First Sunday after Labour Day - Grandparent's Day

October 5th – 11th, 2014 Mental Health Awareness Week/ Date for 2015 TBA

<http://camimh.ca/mental-illness-awareness-week-english/about-miaw/>

November - Crime Prevention Week and Crime Prevention Month

The links below will direct one to websites with the dates of many additional important Canadian events:

Canadian Public Holidays and National Events

<http://www.canada.gc.ca/aboutcanada-ausujetcanada/celebration/menu-eng.html>

Celebrate Canada, June 21 – July 1st

<http://www.pch.gc.ca/eng/1292265603193/1292265603194>

Health Promotion Calendar

<http://www.simcoemuskohealth.org/HealthUnit/Library/otherres/HealthPromotionCalendar.aspx>

Yukon Health and Social Community Events Calendar

<http://www.hss.gov.yk.ca/eventscalendar/index.php> or <http://cyfn.ca/hsd-community-calendar/>



3. Group Activity Information

3. Group Activity Information

This section provides information about the following: a.) a consensus building workshop which was conducted with Community C and b.) a website with information about group activities called liberating structures. These activities could be used to foster goal setting and improved communication between interagency committee members.

3. a Consensus Building Workshop

A consensus workshop provides an opportunity for interagency members to discuss specific activities that could be initiated by their Interagency Committee and identify shared priorities. This activity is adapted from an activity developed by the Canadian Institute of Cultural Affairs (2004, p.27 - 23).

Aim – to create an agreed upon plan for the interagency committee for the next year

Focus Question: What are the activities we'd like to do (or goals we'd like to reach) most during the next year?

Steps to Conduct a Consensus Workshop

Step One - A facilitator would first explain the proposed outcome – an agreed upon plan for the interagency committee for the next year. The facilitator would then present the focus question and outline the process and timeline for the activity.

Step Two – Brainstorm: Participants would first brainstorm on their own. Then they would select their best ideas for goals /events/activities and record them on 3 paper cards.

Participants would be asked to outline: What/Goal; How/Activities; Who; and When for each goal.

Next, participants would share their ideas with the rest of group and affix their cards to a sheet of paper.

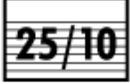
Step Three – Cluster: Participants would cluster similar ideas (on the paper cards) together.

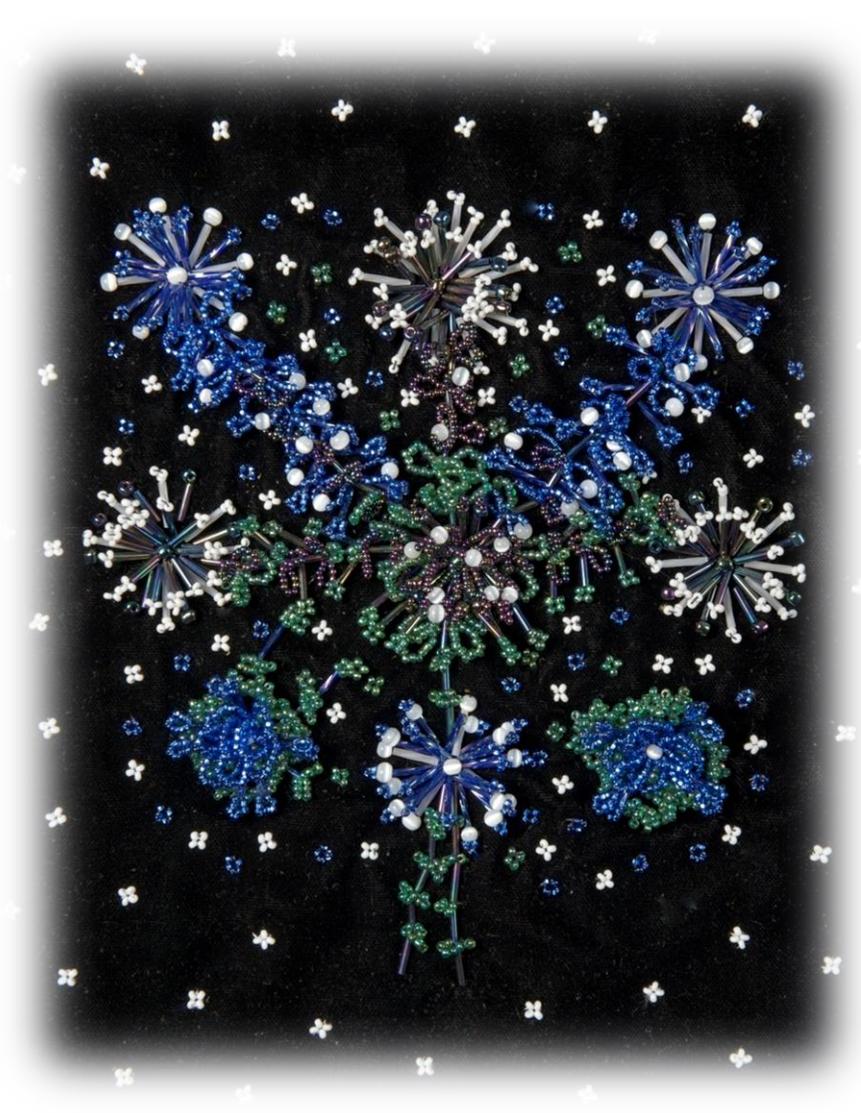
Step Four – Name: Next, participants would determine the main ideas in each cluster and discuss the ideas in the clusters. They would then name each cluster.

Step Five – Resolve: In this step participants would have a focused conversation about the different ideas. Next, they would put these different elements together into an overall plan for the next year. If necessary, interagency member might need to take steps to establish priorities by having each participant select the three ideas he or she likes best of all the ideas.

3. b. Liberating Structures – “Including and Unleashing Everyone”

Liberating Structures are quick, fun group activities that can be used to gather information and make decisions. Many of these activities are intended to transform the way meetings are conducted. Simple instructions on how to conduct all the different activities below can be found on the following website: <http://www.liberatingstructures.com/>

LS Menu 	Wicked questions 	What³ debrief 	Min specs 	Heard, seen respected 	What I need from you 	Integrated autonomy 
Design elements 	Appreciative interviews 	Discovery and action dialog 	Improv prototyping 	Drawing together 	Open space 	Critical uncertainties 
1-2-4-All 	TRIZ 	Shift & share 	Helping heuristics 	Design storyboards 	Generative relationships 	Ecocycle 
Impromptu networking 	15% solutions 	25 : 10 crowdsourcing 	Conversation café 	Celebrity interview 	Agree/certainty matrix 	Panarchy 
9-whys 	Troika consulting 	Wise crowds 	User experience fishbowl 	Social network webbing 	Simple ethnography 	Purpose to practice 



4. Resources available through CYFN

4. Resources available through Council of Yukon First Nations

The following resources were produced through the Aboriginal Health Transition Fund (now the Health Services Integration Fund) between the years 2010-2014. These resources were developed with the Health and Social Development Commission and all 14 Yukon First Nation Health and Social Departments and other partners. They were developed to assist any front line people working for or with First Nation communities in Yukon. To obtain any of these resources, please contact the Health and Social Development Department at CYFN – (867) 393-9240.

A. Cultural Orientation and Protocols Toolkit (2010)

In 2009, members of organizations working in Health and Social Departments in YFN communities identified a need for cultural competency training in order to support resource workers working in YFN communities. For remote communities that may rely on the services of people outside the community, effective preparation and orientation is a critical contribution to successful service outcomes, including retention of qualified staff. Developed collaboratively by the Council of Yukon First Nations, the Yukon First Nation Health and Social Development Commission, and the Yukon Territory Government Health and Social Department, the result was the Yukon First Nations Cultural Orientation and Protocols Toolkit. The Toolkit's purpose is to provide information and learning experiences for health and social resource workers who are working for Yukon First Nation people and for individuals who are supervising and supporting these service providers. This is accomplished by providing a self-administered toolkit of basic information about YFN people common for all communities, including YFN/community specific information for participating YFN, using written and visual materials with curriculum elements to promote engagement, and supporting the toolkit with a brief community profile and recommendations for further learning.

CYFN is currently (2014) working with Yukon College to make the toolkit available online. The online version will be interactive and easy to use.

B. First Nation Mental Health – A Curriculum on Mental Wellness and Mental Illness (2013)

Inspired by the expressed wishes of Yukon First Nations' health and social departments, this curriculum was developed under the direction of the Council of Yukon First Nations in partnership with Mental Health Services, Yukon Government. This curriculum was prepared by Leslie Knight, MSW. It was created over a 6 month period from September 2012 – March 2013 in collaboration with Health and Social Programs staff from 5 Yukon First Nations. This curriculum on mental health is divided into two parts: mental

wellness, and mental illness. Mental wellness can both prevent mental illness and be nurtured when a mental illness is present.

C. Yukon First Nation Mental Wellness Workbook (2010)

This workbook was developed to support YFN Health and Social Departments in: program planning, project evaluation, proposal writing and client support. The focus is on mental wellness, and is divided into six sections. The first section discusses key mental health issues for YFN, their families and communities and what the underlying causes of poor mental health conditions are. The second section proposes five pillars for a YFN Mental Wellness Strategy; the third section contains four tools based on culturally relevant priorities that can help solve problems or determine a path of action to take; the fourth section offers a framework to assist in developing a mental wellness strategy for YFN communities; the fifth section provides a guide to develop a mental wellness strategic guide for the workplace and the sixth and final section lists local, national and international resources.

D. Improving Access to Health Services for Yukon First Nations (March 2010)

The purpose of this report is to provide practical and detailed information about what would assist in improving access to health services for Yukon First Nations people. Five themes which influence access arose through conducting the research:

1. Physical and Structural Challenges,
2. Navigating Services,
3. Community Orientation,
4. Knowledge and Awareness and
5. Cultural Competency

Under each of the theme headings, the report outlines what community members, health providers and other officials stated was working, what is challenging and what is needed in terms of improving access to health services for YFN people.

E. Yukon Health and Social Online Community Events Calendar (2014)

The Yukon Health and Social Online Community Events Calendar is a shared space on the internet which has been developed collaboratively with CYFN Health and Social Development staff, Yukon Government Health and Social Department staff and partners in several Yukon communities.

Click on the following link to see this resource: <http://cyfn.ca/hsd-community-calendar/>

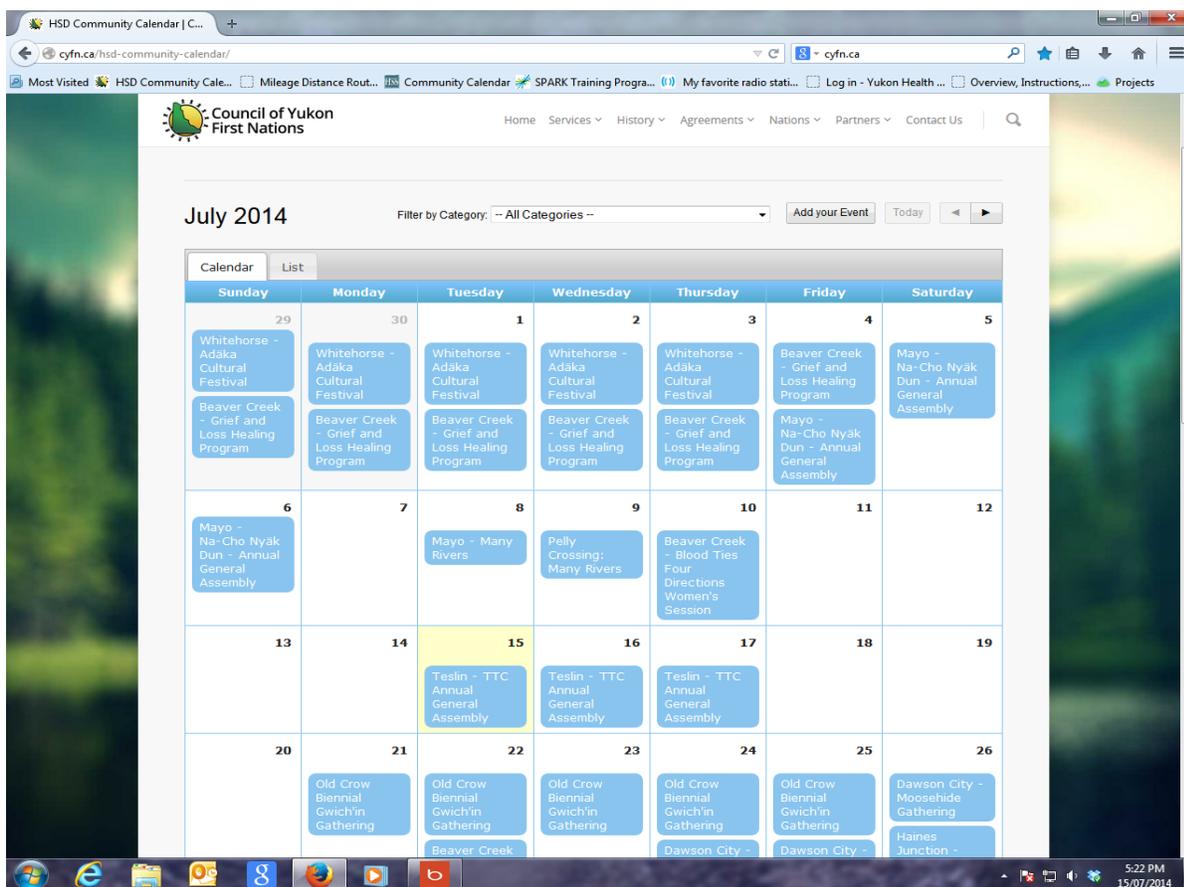
This shared online calendar, which was launched in the summer of 2014, will allow persons from different organizations to access and post information about upcoming health and social related events in Yukon communities. It is also a place where health and social service providers can post information about upcoming community visits.

Users of this resource could include the following groups and others: Yukon Government staff, non-government organization (NGO's) representatives, CYFN employees and staff and community members of the First Nations.

The intent is to make this service available to as many Yukon First Nation communities and health and social service providers as possible. Three Yukon First Nation communities are currently involved in pilot projects in order to test the efficacy of this resource and provide feedback.

Contact the Manager of the Aboriginal Health Transition Fund, CYFN Health and Social Development Department to be a part of this project or for further information (867-393-9200).

This is what the calendar looks like on the CYFN website:





5. Event Planning Checklist

5. Event Planning Checklist

The following document could be used by interagency committees to plan special events. A Microsoft Word version of this document is available from CYFN Health and Social Development staff so that modifications can be made to the form as necessary.

Event:

Theme/Purpose:

Date/s:

Place:

Time: _____

If an item does not apply write NA (non applicable) in the box.

Things to Consider	<ul style="list-style-type: none"> • Yes, No or NA • To Do 	Who/Organization Responsible?	Deadline?	Done <input checked="" type="checkbox"/>
Who is organizing the event?				
Who will invite an Elder?				
Is there an honorarium available?				
Speakers? Who will contact speakers? Honorarium or thank you gifts?				
Will there be: A minute/note taker? Video recorder? Photographer?				

Things to Consider	<ul style="list-style-type: none"> • Yes, No or NA • To Do 	Who/Organization Responsible?	Deadline?	Done <input checked="" type="checkbox"/>
Consent forms for photos?				
Funding/Budget: Who will make arrangements?				
Any deadlines for funding?				
Who will keep track of the budget?				
Date: Does it conflict with another community event?				
Place: Is it available for the date/s needed?				
Cost of facility?				
Water available, kitchen facility if needed, bathrooms, heat/air conditioning?				
Is there equipment such as sound equipment, lap top, projector, screen and microphone available?				
Is it accessible for people with disabilities?				

Things to Consider	<ul style="list-style-type: none"> • Yes, No or NA • To Do 	Who/Organization Responsible?	Deadline?	Done <input checked="" type="checkbox"/>
Publicity: Who will write the material?				
When is the deadline to send out? How will it be sent: mail, email?				
Who will be contacted? Media, community groups, government departments, other organizations?				
Posters, letters, emails, invitations: Information to include: event name, date, time, place, sponsor/host of the event, facility amenities, contact information, child care, cost for participating, food				
Media Who will speak to the media as a contact person?				
Will there be press kits or media releases? Who will be responsible for them?				
Are there guidelines for the media covering the event?				
Other: Set Up:				

Things to Consider	<ul style="list-style-type: none"> • Yes, No or NA • To Do 	Who/Organization Responsible?	Deadline?	Done <input checked="" type="checkbox"/>
Who will set up the tables & chairs? Circle, row or small groups?				
Who will set up the sound equipment, screen, projector, microphone and laptop? Where will the equipment come from if not the facility? Are there fees/costs for rental?				
Registration for the Event: Is there a registration/ participant list?				
Will there be name tags or place cards on tables?				
Packages including agenda and handouts? Who will compile the information?				
Who is responsible for preregistration/registration?				
Food Catering: Who will contact a caterer for the food? And who will take care of all aspects of the budget?				
Who will look at the menu and discuss food choices? Are there any allergies?				
Who will finalize the number of servings with the caterer, times food is needed?				
Who will serve and do cleanup ?				

Things to Consider	<ul style="list-style-type: none"> • Yes, No or NA • To Do 	Who/Organization Responsible?	Deadline?	Done <input checked="" type="checkbox"/>
Child Care: Will there be child care available at the event?				
Child care workers? Necessary items eg. blankets, toys, mats?				
Entertainment: Who will book the entertainment in advance? Who will confirm dates, location and availability?				
Fees? Deposit necessary?				
Is there everything the act needs to perform? eg. microphone, water, sound system				
Transportation: Is there anything to consider with transportation for the event for Elders, participants/delegates, others involved in the event?				
Take Down: Who and When?				
Other:				

Event Planning Checklist (CYFN, 2014)/ Adapted from Event Planning Checklist (CYFN, 2010) and interview with Jackie Johnny



6. Funding Resources

6. Funding Resources

The following funding related documents are located in this section:

- a. Support Letter Guide – This guide, adapted from an existing guide, provides information on what items to include in a support letter accompanying a funding proposal.
- b. Example of a Support Letter –The next resource is an actual support letter, to use as a guide, when writing such letters.
- c. List of Funders – The last resource is a list of funds and grants that interagency committees could possibly access in order to fund shared community projects. It is an updated and modified version of a resource which was produced by the Council of Yukon First Nations’ Health and Social Department in 2010.

6. a. Support Letter Guide

Funders will usually ask for a support letter to accompany a funding proposal. The following guide can be used to ensure that a funder's expectations, in regard to the content of a support letter, are met. Before using this guide, first check what guidelines the funder has already provided in regard to the contents of the support letter.

Criteria	Key Questions	Items to Consider:
Style	Is the letter clear, concise and addressed to the right person?	<ul style="list-style-type: none"> -address the letter to the person who will be reading the letter -the first paragraph should clearly state the name of the fund and project -the letter should not exceed 1-1.5 pages -use the same terms and language as the funder
Background Information	<p>What is the letter writer's relationship to the applicant?</p> <p>Is the letter writer familiar with the work of the applicant?</p>	<ul style="list-style-type: none"> -mention how long you have know the applicant and indicate that you are aware of his/her credentials or abilities
Relevance	Why is it important to do this project now?	<ul style="list-style-type: none"> -show how the project will address a gap or build on previous projects
Impact	How will the project benefit the community or increase knowledge in a certain area?	<ul style="list-style-type: none"> -outline any possible benefits to specific groups or organizations in the community - for research projects, outline how the findings will be shared for the benefit of community members and/or others

Criteria	Key Questions	Items to Consider:
Support and Partnership	<p>How has the letter writer's organization supported the applicants in the past?</p> <p>Does the letter state that the letter writer's organization is working in partnership with the organization requesting the funds?</p>	<p>-outline previous successes and activities the letter writer's organization has had with the organization requesting funds</p> <p>-state how the letter writer's organization will support the project eg. by providing equipment or office space, assisting with meetings and promotions or mentoring staff</p>
Deadline	<p>What is the deadline for the letter?</p> <p>Has enough time been allowed to write the letter?</p>	<p>It is strongly advised to send the support letter on time.</p> <p>However, if the support letter will not be ready in time, it is best to submit the funding proposal on time and inform the funder that the support letter will be sent soon.</p>

Support Letter Guide (CYFN, 2014)/Adapted from Writing Letters of Support (Canadian Institutes of Health Research, 2013) and interview with Glenn Stephen

6. b. Example of a Support Letter

White River First Nation



Environment and

Community Affairs

P.O. Box 2 - Beaver Creek, YT – Y0B 1A0 Phone: (867)862-78021 Fax: (867) 862-7806

glenn.stephen@whiteriverfirstnation.com

January 13, 2014

Brendan Mulligan
Environmental Scientist
Yukon River Inter-Tribal Watershed Council
P.O. Box 31213 211 Main Street Whitehorse,
Yukon Y1A 597

Dear Brendan;

As Environment and Community Affairs Coordinator of White River First Nation, I am writing to express our support for the Yukon River Inter-Tribal Watershed Council's (YRITWC) proposal to Health Canada's 2014-2015 Climate Change and Health Adaptation Program (CCHAP) for Northern First Nations and Inuit Communities. White River First Nation has worked successfully with YRITWC for two years through CCHAP. We value the program's commitment to building our First Nation's capacity to conduct environmental monitoring and to giving voice to our concerns about the health impacts of climate change in our community.

Our First Nation's past experiences working with YRITWC on water quality sampling evolved conducting a community oral history river contamination workshop that was facilitated by YRITWC that was helpful for our members to understand and to consider establishing which five rivers needed sampling. Our First Nation Councilor and youth went on the land with the YRITWC staff to take river samples.

The 2nd. focus community group workshop established identity Climate Changes within our traditional land were our youths used cameras that were provided by YRITWC. This workshop was very successful, our youths found new energy and purpose. Their presentation at the community level will influence Canada and the world that climate change is real.

The YRITWC program and service organization represents the main activity of planning, implementing and water monitoring that is linked to our First Nation vision of continuing and renewed relationship between our members the Upper Tanana and Northern Tutshone people and the land which is valued to White River First Nation cultural traditions as they are pass down through the generation's respect of nature and putting the health of the water, the air, the plants, the wildlife and the land itself before all else.

This proposal represents a critical opportunity for us to continue baseline monitoring, to build the capacity of our First Nation, and to unite with the other First Nations of Tr'ondek Hwech'in, Carcross/Tagish, Selkirk, and Kluane; with YRITWC's Leadership; and with the Government of Yukon to discuss water policy and the reduction of community health risks due to climate change in our traditional territories.

It is vital to White River First Nation that the project "Taking action on climate change: a regional, Indigenous approach to climate change adaptation, health and water governance" is supported and successfully implemented.

Respectfully yours,

GlennStephen
WRFN Environment and Community Affairs Coordinator

6. c. List of Funders

This section includes a list of funds such as grants and community development funds. An earlier version of this document first appeared in the Yukon First Nations' Community Health Scan Toolkit (CYFN, 2010). New funds have been added and changes have been made to the list based on new information.

Funder or Tool	Who is the funding for?	For What?	Contact Information
Aboriginal Research BC Website: www.nearbc.ca Click On: Contact US (for a list of individuals to contact) Click On: Funding, External Funding Opportunities (for information re: research funding and scholarships) Click On: Funding, External Granting Agencies (for list of organizations that fund research and projects – many are health related).	People conducting research with First Nations people a/o communities willing to form partnerships re: projects. Not limited to BC residents.	Funding and research awards	Website: www.nearbc.ca
Association for Community Living Yukon	Intellectually challenged people and their families	Funds for: respite for families increased inclusion Information Re: Registered Disabilities Saving Fund	Tel: 867.667.4606 Website: None

Canada Council for the Arts

Professional Canadian artists and arts organizations

Grants/Services

Toll Free: 1.800.263.5588

For
Aboriginal
arts and culture
related projects

Tel: 613.566.4414 (5060)

Website:
www.canadacouncil.ca

Website: www.canadacouncil.ca

Click On: Aboriginal Arts

Click On: Find Grants and Prizes

Canada Heritage

Three funds specifically for Aboriginal peoples and other funds

Toll Free: 1.866.811.0055

Tel: 819.997.0055

Email: info@pch.gc.ca

Website: www.pch.gc.ca

Website:

www.pch.gc.ca

Click On: Funding Opportunities

Click on: Cultural Diversity and Rights

Click on Aboriginal Peoples a/o Funding Opportunities

Imagine Canada

Umbrella group for the Canadian charitable and non-profit sector.

Provides Info Re:
fundraising
management
volunteerism

Website:
www.imaginecanada.ca

Website: www.imaginecanada.ca

Click On: Programs and Services

Click On: Programs and Services (and) Grant Connect

Canadian Women's Foundation Grants Girls and Women

Violence Prevention
Economic Dev.
Girl's Fund

Website:
www.canadianwomen.org

Website: www.canadianwomen.org

Click On: Grants and Resources

Department of Justice – Canada

Justice-related activities.
Some funds specifically for
First Nations people.

Community-based
Justice Programs
Funding for: other
justice activities.

Tel: 613.957.4222
Fax: 613.992.4556
Website:
www.justice.gc.ca

Website:

www.justice.gc.ca

Click On: Funding

First Nations Environmental Health Innovation Network

First Nations communities interested in participating in research and environmental health researchers.

Funding for: research to build capacity within First Nations communities to participate in environmental health research and use data

Toll Free -1-866-869-6789

Website: www.fnehin.ca

Website: www.fnehin.ca

Click on: Funding Sources

Health Canada

Numerous programs specifically for First Nations people are found on the Health Canada web site under Funded Health Programs and Services.

Health-related projects for: youth and children, chronic disease and injury prevention, mental health, communicable diseases, other topics

Website: www.hc-sc.gc.ca

Website: www.hc-sc.gc.ca

Click On: First Nations, Inuit and Aboriginal Health

Click On: Funded Health Programs and Services

For contact information, Click On: Contact Us

**Health Canada
Climate Change and Health Adaptation
in Northern First Nations and
Inuit Communities**

Northern First Nations and Inuit Communities

Funding for: community-based research

Tel: 613.957.6698

megan.duncan@hc-sc.gc.ca

Program

Google Search: 'Health Canada's Climate Change and Health Adaptation in Northern First Nations and Inuit Communities Program'

Health Investment Fund
Government of Yukon

Yukon residents

Health and wellbeing Tel: 1-800 661-0408
ext:6461

<http://www.hss.gov.yk.ca/healthinvestment.php>

http://www.hss.gov.yk.ca/pdf/hif_guidelines.pdf

New Horizons for Seniors
Government of Canada

Non-profit organizations and
Aboriginal organizations
Funding for seniors

Participation and leadership
Capital Assistance
Elder Abuse Awareness

Toll Free: 1.800.277.9914

<http://www.hrsdc.gc.ca>

Website:

www.hrsdc.gc.ca

Click On: Seniors and Funding

<http://www.hrsdc.gc.ca/eng/seniors/funding/index.shtml>

Yukon College Library	Sources of information about funds.	Directory of Foundations and Grants	Tel: 867.668.8870 Email: library@yukoncollege.yk.ca Website: www.yukoncollege.yk.ca
Note: Yukon College Library has two copies of the 'Directory of Foundations and Grants'			

Royal Bank of Canada	For registered charities and Community-based organizations	water sports children and youth emerging artists	Tel: 416.974.3113 Website: www.rbc.com/donations
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Sears Canada	Funds available for registered Canadian organizations that support after-school programming	children's health children's cancers after-school programs	
http://www.sears.ca/content/corporate-info/charitable-foundation			
Search: Sears Canada Charitable Giving (or) Sears Canada – In Your Community (or) Sears Canada Foundation			

True Sport Foundation	Registered charities for youth (4 to 17)	Funds to foster access and inclusion in sports activities for Aboriginal youth and specific other groups.	Tel: 613 526 6043 ext.3232 Email: cparsons@truesport.ca
Web Site: www.truesportfoundation.ca/en/home Click On: Grants			

Walter and Duncan Gordon Foundation

northern peoples

projects that enhance northern peoples' ability to participate in and help shape public policy

Tel: 416.601.4776 (228)
Fax: 416.601.1689
Website: www.gordonfn.ca

Website:
www.gordonfn.org
Click On: North

Justice – Government of Yukon

Funds for:
Youth from low-income families.
Yukon community groups for crime prevention and victims of crime.

Youth crime prevention
Victims Services projects

Tel: 1-800-661-0408 ext 5492

<http://www.justice.gov.yk.ca/prog/cjps/cp/youthinvestment.html>
www.justice.gov.yk.ca/prog/cjps/cp/funds.html

Click on: Youth Investment Fund (or) Kids Recreation Fund (or) Crime Prevention Victim Services Trust Fund

Women's Directorate – Government of Yukon

Funds for: women

prevention of violence against aboriginal

Tel: 867.667.8269
Toll Free: 1.800.661.0408

www.womensdirectorategov.yk.ca
 Click On: Funding

women and training funds

Youth Directorate - Government of Yukon

Funds for: youth.

Community Projects Leadership Training

Toll Free: in Yukon: 1.800.661.0408
 Tel: 867.667.8213
 Fax: 867.393.6341
 Email: gord.kurzynski@gov.yk.ca

Website: www.eco.gov.yk.ca/youthdirectorategov.yk.ca
 See: Youth Directory for resources
 Click On: Leadership Training or Youth Leadership Training and Activities

Tourism and Culture - Government of Yukon
Arts and Culture Related Funds

Funds for: arts and culture

Varied

Tel: 867.667.5036

Website: www.tc.gov.yk.ca
 Click On: Funding
 See: A long list of different arts and culture related funds

Health and Social Services - Government of Yukon

Funds available for: youth, children's recreation.
 Bursaries for: nurses and capacity development of individuals employed in

Website: www.hss.gov.yk.ca

the health and social field.

Website: www.hss.gov.yk.ca

Click On: Funding – Bursaries

See: Bursaries (or) Health Investment Fund (or) Kid's Recreation Fund (or) Professional Development (or) Youth Investment Fund

**Health and Social Services -
Government of Yukon**

Funds for adults with disabilities,
including mental health issues and
Fetal Alcohol Spectrum Disorder.

an allowance
supported employment

Email:
hss@gov.yk.ca

Website: www.hss.gov.yk.ca/contactus.php (Contact to find a person in your area to assist.)

www.hss.gov.yk.ca/socialservices.php

Click On: Adult Community Services and Yukon Supplemental Allowance

**Health and Social Services -
Government of Yukon**

Pioneer Utility Grand for individuals
65 years or older.

Funds for home
heating costs

Email: hss@gov.yk.ca

Website:

www.hss.gov.yk.ca/contactus.php

Click On: Contact Us (for a contact person in your area to assist you)

Website: www.hss.gov.yk.ca/socialservices.php

Click On: Senior Services on the right of the screen (and) scroll down to Government Support for a link to funds inc. Pioneer Utility Grant

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References and Photo Credits

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