



## CHAMPAGNE AND AISHIHIK FIRST NATIONS

### Business Employment Enhancement Fund (BEEF)

Approved by First Nations Council: October 26, 2017  
Effective Date: October 26, 2017

A handwritten signature in blue ink, appearing to read 'Steve Smith', enclosed within a rectangular box.

*Dän nätthe ada Kaaxnox*  
Chief Steve Smith

**Certified True Copy**  
  
Registrar of Laws  
Champagne and Aishihik First Nations



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## 1.0 General Provisions

### 1.1 Vision of Champagne and Aishihik First Nations

#### *Champagne and Aishihik First Nations*

#### *Vision Statement*

*Dákwän Shadhäla yè 'Äshèyi Kwädän dá government yè,  
dän shäw ghüle du n-däsäduye shí.*

*Dän dèts'än shäw näkutth'et du n-läts'än näkune ní.*

*Kwädqy dän k'è, dákeyi shü dákeyi ye dákwänje shü ghàts'ukhí nü.*



*We, the Champagne and Aishihik First Nations people and government*

*Shall promote a healthy, unified and self-reliant people,*

*While conserving and enhancing our environment and culture.*





## 1.2 *Policy Scope and Purpose*

### **Policy**

There will be a Business Employment Enhancement Fund (BEEF) established to enhance employment opportunities of CAFN Citizens through the provision of a non-repayable employment subsidy.

The fund amount will be established by CAFN through the annual budget process. The impacts of this fund will be evaluated on an annual basis.

### **Purpose**

Each proposed project will be reviewed for alignment with the following economic development goal to:

Increase CAFN Citizen employment opportunities within the Yukon with primary focus on opportunities within the CAFN Traditional Territory.

## 1.3 *Eligibility*

Applicants can be either CAFN Citizen owned businesses or non-profit entities located anywhere in Yukon, CAFN Development Corporations, CAFN Joint Ventures, or any company carrying on business activities in the CAFN Traditional Territory. Preference will be given to Applicants located within the CAFN Traditional Territory. CAFN may consider companies operating elsewhere in the Yukon.

Applicants can submit one (1) BEEF Application within one (1) CAFN fiscal year.

Applicants can submit an Application for two (2) consecutive years.

Applicants cannot submit an Application for three (3) consecutive years. Applicants can reapply after the third year.

Applicants can only employ new hires. Applicants can hire one (1) Employee per business for one (1) year. Applicants cannot hire the same Employee from one year to the next.

### **Non-Eligible Persons**

CAFN Employees in the CAFN Economic Development Branch are not eligible to apply.

## 1.4 *Implementation*

For maximum flexibility, all project proposals will be reviewed by a Committee comprising:

1. Executive Director
2. Employment/Training Officer
3. Economic Development Officer/Business Development Officer
4. Other, as required (i.e. Community Wellness, Education, etc.)





## **Application Approval**

BEEF Applications and project proposals are approved by CAFN's Executive Director or designate.

Applications are approved on the basis of CAFN's fiscal year. Claim would be for April 1<sup>st</sup> forward of each year. Claim could be made from the date of the Application approval forward to the end of CAFN's fiscal year.

Applications are to be submitted to the Economic Development Officer/Business Development Officer.

## **1.5 Contributions**

Contribution is limited to one (1) BEEF Application within one (1) fiscal year.

Contribution is limited to 75% of eligible gross wages paid to the Employee from the approval date of the BEEF, with the balance of wages to be paid by the Employer.

Contribution is limited to a maximum of \$10,000.00 within CAFN's fiscal year.

There are no limits imposed on Applicants as to salary amount or date of hire of an Employee.

## **1.6 Payment Options**

1. Employers with established payroll systems who have a CAFN Contribution Agreement with terms and reporting requirements.
2. CAFN will work with Entrepreneurs without an established payroll system to create a reasonable procedure for a payment option with terms and reporting requirements.

## **Contribution Agreement**

Claims to be made as outlined in Section 2 of the CAFN Contribution Agreement.

[\(Appendix 1 – CAFN Contribution Agreement\)](#)

## **1.7 Fund Management**

Proposals (with outlined criteria) can be submitted to the Economic Development Officer/Business Development Officer.

## **1.8 Evaluation**

The fund will be evaluated on an annual basis.

1. Annual Program Reporting will include [\(Appendix 5 – Annual Program Reporting\)](#).





## 2.0 Appendices

**Please Note:** These appendices are for information only. In the event of any discrepancy between these appendices and the Business Employment Enhancement Fund, the Business Employment Enhancement Fund takes precedence.

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## 2.1 Appendix 1 CAFN Contribution Agreement

### CAFN CONTRIBUTION AGREEMENT

This Agreement made

BETWEEN:

Champagne and Aishihik First Nations  
("CAFN")

AND

\_\_\_\_\_  
("Contractor")

#### WHEREAS

- A. Champagne and Aishihik First Nations ("CAFN") has established the Business Employment Enhancement Fund ("Fund") to provide employment subsidies to businesses.
- B. CAFN administers the Fund and has agreed to provide an employment subsidy to the Contractor.
- C. The Contractor wants \_\_\_\_\_ ("Employee") to work in his business.

**NOW THEREFORE**, in consideration of the terms, conditions and mutual promises contained in this Agreement, CAFN and the Contractor agree as follows:

- 1. CAFN will provide the Contractor with an employment subsidy of 75% of eligible gross wages to a maximum of \$\_\_\_\_\_ to enable the Employee to work in the business according to this Agreement.
- 2. The Contractor will be the employer of the Employee responsible for payroll, WCB, income tax, CPP, EI and other similar withholdings.
- 3. The Employee's Job Description in Schedule A is approved.

#### 1. Description of Work

- 1.1. The Contractor will during the period of work:
  - 1.1.1 provide supervision for the work outlined in Schedule A;
  - 1.1.2 have the right to discipline or dismiss the Employee. The Contractor will be responsible for any severance or termination payments;
  - 1.1.3 do all such acts and things as the Contractor is required to do under this Agreement.

#### 2. Terms of Payment

- 2.1. The Contractor will provide copies of Employee time sheets and/or pay remittance documentation to the Economic Development Officer/Business Development Officer.
- 2.2. CAFN will pay the Contractor upon receipt of documentation, as per attached Schedule B.

#### 3. Overtime

No overtime is payable under the terms of this Agreement.





**4. Timing**

This Agreement shall come into force and have effect as of the date of \_\_\_\_\_ and will expire on \_\_\_\_\_.

**5. Reports**

The Contractor will at the request of CAFN complete a report as outlined in Schedule C.

**6. Evaluation**

The Parties will, after the Employee term is complete, discuss performance of each Party and the Employee under this Agreement to highlight mechanisms to improve individual and overall capacity of the Parties, respectively, to better organize and deliver the services contemplated by this Agreement.

**7. Health and Safety Termination**

If CAFN reasonably believes that the Contractor's failure to perform an obligation under this Agreement constitutes a risk to the health and safety of any person, CAFN may, without notice, immediately suspend or terminate the whole or any part of the Agreement and the Work.

**8. Indemnification**

The Contractor will indemnify and save harmless CAFN from and against all claims, losses, damages, costs, expenses, actions and other proceedings, arising from the work of the Employee under the Contractor's supervision or from any willful or negligent act, omission or delay on the part of the Contractor or the Contractor's servants or agents in performance of the obligations of the Contractor under this Agreement.

DATED: \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
For CAFN

\_\_\_\_\_  
Contractor







**2.1 Appendix 2 Employee Job Description**

**EMPLOYEE JOB DESCRIPTION**

\_\_\_\_\_  
Job Position Title

\_\_\_\_\_  
Employee

This position will report to the Employer and submit time sheets as required.

The first Pay Period will end on \_\_\_\_\_, 20\_\_\_\_.

The Employee will perform the following duties:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DATED:** \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Employer

\_\_\_\_\_  
Employee





## 2.2 *Appendix 3 Required Documentation*

### REQUIRED DOCUMENTATION

Copies of time sheets signed by Employee and Employer

and/or

Copies of pay remittances or pay stubs.



## 2.3 Appendix 4 Fund Reporting – Business Information

### FUND REPORTING – BUSINESS INFORMATION

#### Business Information

Business Name \_\_\_\_\_

#### Business Structure

- Proprietorship
- Partnership (percentage (%) owned by CAFN Citizen) \_\_\_\_\_ %
- Corporation

Business Location \_\_\_\_\_

Industry \_\_\_\_\_

#### Number of Employees and Status

- Full time \_\_\_\_\_
- Part time \_\_\_\_\_
- Seasonal \_\_\_\_\_

#### Type of Job Created/Maintained

- Full time \_\_\_\_\_
- Part time \_\_\_\_\_
- Seasonal \_\_\_\_\_





# CHAMPAGNE AND AISHIHIK FIRST NATIONS

## 2.4 Appendix 5 Annual Program Reporting

Number of Recipients Funded	Number of BEEF Projects Approved	Total Value of BEEF Approved and Released	YT/Can Funds Carried over from Fiscal Year
		\$	\$

Project	Purpose	Amount	Proponent Contribution	Leveraging	Industry

Ownership Statistics	Owner Demographics	Number of Jobs Created	Number of Jobs Maintained	Type of Job Created, Maintained

