



PREAMBLE

The Government of Nunavut (GN), under the authority of the *Financial Administration Act*, may provide financial support and/or assistance for training municipal corporation staff. Training activities delivered to a municipal corporation shall result directly from their expressed needs and correspond to CGS's mandate.

PRINCIPLES

This policy is based on the following principles:

- CGS should assist municipal corporations in training their staff, as it is an essential component of community capacity building.
- Training of municipal corporation staff should be coordinated in partnership with the Nunavut Association of Municipal Administrators (NAMA).
- CGS is committed to Inuit Qaujimajatuqangit concepts of Pijitsirniq (to serve), Angiqatigiiniq (arriving at a decision through discussion), and Piliriqatigiiniq (working together).

SCOPE

This policy applies to all divisions within CGS and to any party receiving grants and/or contributions through this policy.

DEFINITIONS

Contribution

A conditional transfer payment made to a recipient for which the GN will not receive any goods or services. Contribution payments are conditional on performance or achievement and are subject to audit or other reporting requirements.

Grant

An unconditional transfer payment made to a recipient for which the GN will not receive any goods or services.

Grant and Contributions Agreement

An agreement made with the Municipal Training Organization comprising the conditions for both grants and contributions awarded.

Municipal Corporation

A community governing body incorporated under the *Cities, Towns and Villages Act*, or the *Hamlets Act*.

Municipal Corporation Staff

Any employee of a municipal corporation (full time, part time, casual, etc.) including a prospective employee as identified by the corresponding Senior Administrative Officer (SAO).

Municipal Training Organization (MTO)

A non-profit organization that coordinates and manages training initiatives for municipal corporation staff. Its board of directors is made up of two SAOs elected from NAMA and two CGS employees appointed by the Minister of CGS.

Non-Profit Organization

A society or not-for-profit corporation that is registered and is in good standing with the Nunavut Legal Registries. For the purpose of this policy, the mandates of the society or corporation shall include training municipal corporation staff.

ROLES AND RESPONSIBILITIES

1. Minister

The Minister of CGS is accountable to Cabinet for the implementation of this policy.

2. Deputy Minister

The Deputy Minister of CGS:

- (a) is responsible for the administration of all provisions of this policy;
- (b) may approve grants and contributions subject to the conditions outlined in this policy; and
- (c) may, through a letter of instruction, delegate to a corresponding Divisional Director or Regional Director of Operations the authority to approve grants and contributions.

3. Director of Community Development

The Director of Community Development of CGS may approve grants to the MTO in accordance with Schedule 1.

4. Divisional Director or Regional Director of Operations

The corresponding Divisional Director or Regional Director of Operations of CGS may approve grants and/or contributions for training activities and determine the number of installments to be made, in accordance with Schedules 2 and/or 3.

PROVISIONS

1. Eligible applicants
The MTO, non-profit organizations, educational institutions and individuals are eligible for grants and contributions through this policy in accordance with the attached schedules.
2. Financial Conditions
The financial conditions, as detailed in the attached schedules, shall apply to the funding awarded under this policy.
3. Contributions
 - (a) Prior to the issue of payment, the recipient shall sign a contribution agreement, which contains project goals and objectives, guidelines for allowable expenditures, completion timeline and reporting and accounting requirements.
 - (b) Where full financial accounting or reporting requirements are not submitted, or funding not used in full, no additional funding shall be considered until the required financial statement is received, or the amount unaccounted for is repaid.

FINANCIAL RESOURCES

Financial resources for this policy are conditional on approval by the Legislative Assembly, and on the availability of funds in the appropriate budgets.

PREROGATIVE OF CABINET

Nothing in this policy shall in any way be construed to limit the prerogative of Cabinet to make decisions or take action respecting CGS's departmental training initiatives outside the provisions of this policy.

SUNSET CLAUSE

This policy shall be in effect from the date of the signature until December 30, 2020.

Premier

SCHEDULE 1 MUNICIPAL TRAINING ORGANIZATION GRANT

Purpose	To provide financial assistance to the MTO for the coordination of training activities and management of operations.
Eligibility	MTO
Review	The Director of Community Development.
Supporting Data	<p>The MTO shall provide a business plan which shall include:</p> <ol style="list-style-type: none">1. A description of planned training and supporting activities.2. A detailed budget.3. A budget for key operational statistics. <p>The courses administered through the MTO will be added as attached schedules to the grant and contributions agreement signed by the MTO and CGS.</p>
Accountability	<p>The MTO shall provide quarterly financial statements.</p> <p>Within 60 days of the end of the fiscal year the MTO will provide an annual report that shall include:</p> <ol style="list-style-type: none">1. A description of actual training and supporting activities.2. A final financial statement, including supplementary schedules that indicate the funds raised and the amount spent on each major training activity.3. A variance statement for key operational statistics.
Amount	The amount will be set in accordance to the budget allocated in the Main Estimates, with a maximum allowable of \$200,000.
Payment	<p>The grant will be paid in one installment as detailed in the grant and contributions agreement signed between the MTO and CGS.</p> <p>Where the MTO fails to make quarterly financial statements, any additional payments, including payments made under schedules 2 and 3, shall be made in quarterly installments until such time as regular reporting is reestablished.</p>
Term	This program is administered on an annual basis, with a reporting period from April 1 to March 31 of each fiscal year.

SCHEDULE 2

Municipal Training Initiatives Grants

Purpose	To direct all divisional grants targeted for municipal training in CGS.
Eligibility	<p>The MTO shall be considered first for departmental training initiatives directed towards municipal corporation staff.</p> <p>Where the MTO cannot deliver training, the following may be considered: non-profit organizations, educational institutions or individuals that meet the eligibility criteria for departmental training initiatives.</p> <p>Eligibility is specific for each CGS division, but shall include: affordable and client based approach to training with the written support of the client representative or SAO of the respective community (ies).</p>
Review	Divisional Director or Regional Director of Operations.
Supporting Data	A completed application form, provided by CGS, including a description of the proposed training or supporting activity, a detailed budget and a timeline for completion.
Accountability	<p>Recipients shall provide the following records:</p> <ol style="list-style-type: none">1. A report detailing the outcome of the course.2. A financial statement of related revenues and expenses.3. Key operating statistics as appropriate. <p>Approved grants may be withheld or decreased if the purpose of the funding is not met as outlined in the application form.</p> <p>Grants awarded to the MTO for a specific training course shall appear as an appendix to the existing grant and contributions agreement signed by the MTO and be subject to the terms and conditions of this agreement.</p>
Amount	<p>The Divisional Director or Regional Director of Operations will determine the amount of the grant in accordance with their respective training budgets.</p> <p>The maximum allowable grant for any one training initiative is \$50,000.</p>
Payment	Payments may be made in one installment or for the MTO, as detailed in the grant and contributions agreement.
Term	This program is administered on an annual basis, with a reporting period from April 1 to March 31 of each fiscal year.

SCHEDULE 3

Municipal Training Initiatives contributions

Purpose	To direct all divisional contributions targeted for municipal training in CGS.
Eligibility	<p>The MTO shall be considered first for departmental training initiatives directed towards municipal corporation staff.</p> <p>Where the MTO cannot deliver training, the following may be considered: non-profit organizations, educational institutions or individuals that meet the eligibility criteria for departmental training initiatives.</p> <p>Eligibility is specific for each CGS division, but shall include: affordable and client based approach to training with the written support of the client representative or SAO of the respective community (ies).</p>
Review	Divisional Director or Regional Director of Operations.
Supporting Data	A completed application form, provided by CGS, including a description of the proposed training or supporting activity, a detailed budget and a timeline for completion.
Accountability	<p>Recipients shall provide the following records:</p> <ol style="list-style-type: none">1. A report detailing the outcome of the course.2. An audited financial statement of related revenues and expenses.3. Key operating statistics as appropriate. <p>Approved contributions may be withheld or decreased if the purpose of the funding is not met as outlined in the application form.</p> <p>Contributions awarded to the MTO for a specific training course shall appear as an appendix to the existing grant and contributions agreement signed by the MTO and be subject to the terms and conditions of this agreement.</p>
Amount	<p>The Divisional Director or Regional Director of Operations will determine the amount of the contribution in accordance with their respective training budgets.</p> <p>The maximum allowable for any one training initiative is \$150,000.</p>
Payment	Payments shall be made in installments or for the MTO, as detailed in the grant and contributions agreement.
Term	This program is administered on an annual basis, with a reporting period from April 1 to March 31 of each fiscal year.