



Issue Dates: January/80, Nov./84, May/86	Effective Date: Immediate	Responsible Agency:	Directive No: 9801
Chapter: Special Programs			
Directive Title: TRAPPERS' INCENTIVE GRANTS			

PROGRAM:

The Government of the Northwest Territories shall offer incentive grants to assist trappers who are serious about their profession and show good faith in honouring debt incurred under the Trappers' Assistance Program.

GUIDELINES:

1. Eligibility - Trappers who:

- Hold valid General Hunting or Trapping Licenses for hunting and trapping in the Northwest Territories
- Have honoured their debts under the Trappers' Assistance Program
- Plan to continue trapping in a new fur season

are eligible to receive the grant for the purpose of outfitting for the new season.

2. Partnership - trappers are permitted to share fur with a trapping partner provided that:

- The trappers declare their intention to form a partnership at the commencement of the trapping operation
- All parties are working on the trapline and are actively engaged in the trapping operation
- The local Wildlife Officer (or authorized official) is advised of the names of the partners and the details of the sharing agreement.

PROCEDURE:

For the purpose of calculating the grant, the fur season will be from July 1 in one year to June 30 in the following year.



Proceeds from the sale of all fur bearing animals, with the exception of muskox and polar bear hides, are eligible for inclusion in the calculation of the grant.

Calculation of Grant

At the close of each trapping season, the local Wildlife Officer or other authorized official shall:

1. Determine gross total value of the fur sales achieved by each trapper by consulting
 - the trader's fur records
 - the Fur Auction returns
 - receipts for private sales
2. Deduct from the gross total value the sale of Muskoxen or Polar bear hides.
3. Forward the individual trapper's records to the Regional Superintendent of Renewable Resources by July 15. (Copies of fur auction returns and receipts from private sales must be attached to the trapper's record).

Fur sold privately is creditable to the trapper's account for the purpose of calculating the grant. Receipts for sales must be provided to the local Wildlife Officer or authorized official including:

- the purchaser's name and address
- the date of sale
- species
- number of pelts
- price received
- signature of purchaser
- signature of trapper

The grant is calculated as a percentage of sales achieved within a set range.

- Both the percentage payable and the scale are variable but must be fixed and circulated to all Wildlife Officers or appointed officials prior to June 30 in any year, the rates being applicable to the fur season commencing July 1 of the same year.

The trapper must be advised of the performance level expected in order to qualify for a grant at the end of the ensuing fur season.

- The authority to set the percentage rate and scale of sales required to qualify under the Grant Program is vested in the Commissioner or his appointed official.



FINANCIAL ADMINISTRATION MANUAL





Payment of the Grant

Cheques made payable to the individual trapper are mailed to the local Wildlife Officer or other authorized official, who acts as custodian of the cheques until such time as the trapper requires the funds for the purpose of outfitting for a new fur season.

- For those trappers preparing to go trapping in the fall season, the cheques will be made available to the trapper by the local Wildlife Officer or other authorized official. All cheques must be issued by March 31 of the current fiscal year.

Cheques are drawn against the regional general imprest account maintained by the regional Superintendent of Finance and coded against the Trappers' Incentive Grant Program.

Receipt and Issue of Cheques

On the receipt of the cheques, the Wildlife Officer or authorized official shall issue a receipt to the Regional Finance Officer or the Regional Superintendent of Renewable Resources indicating:

- cheque numbers
- names and addresses of the payees
- amount of each cheque
- cheque dates

The Wildlife Officer or authorized official will keep the cheques in a locked safe or cabinet and will maintain a log of cheques issued identifying:

- the cheque number
- name and address of the payee
- amount of each cheque
- cheque date

When the cheque is issued the Wildlife Officer or other authorized official will obtain the trapper's signature in the log indicating that he has received the cheque.



Control of Cheques

The regional Superintendent of Renewable Resources will be responsible for providing the Comptroller General with an updated list of the names and addresses of all custodians of the cheques.

Where the custodian is not an employee of the Government of the Northwest Territories, arrangements must be made to ensure that the custodian is covered by a fidelity bond prior to receiving the cheques.

Upon termination of employment or transfer to a new location a Wildlife Officer or authorized official shall either:

1. Return all unissued cheques to the Regional Superintendent of Finance by registered mail or
2. Provide the Regional Superintendent of Finance with a receipt for the cheques, signed by his successor, indicating:
 - cheque numbers
 - names and addresses of the payees
 - amount of each cheque
 - cheque dates

Debts to the Territories

The Commissioner reserves the right to offset debts due to the Government of the Northwest Territories by trappers who have outstanding loans issued under the Trappers' Assistance Loan Program or the Fur Marketing Services.

Penalty

Where it is found that a trapper has provided false records or false information concerning the sale of fur, or has intentionally aided another trapper to falsify records, the Commissioner may withhold the grant from each party involved for up to three consecutive years following the offence. The power of withholding the grant is vested solely in the Commissioner.