



NUNAVUT ASSOCIATION OF MUNICIPALITIES (NAM)  
CONTRIBUTION POLICY

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## POLICY STATEMENT

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 NAM with a portion of their operating costs as a representative body of municipal governments in Nunavut.
- 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 the division of Community Development within CGS and to the Nunavut Association of Municipalities receiving grants and/or contributions through this policy. It does not include grants and/or contributions received by NAMIX nor individual Nunavut municipalities.

## 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.

### Municipal Corporation

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

### Nunavut Association of Municipalities (NAM)

An organization established to work together to serve the communities of Nunavut by addressing common issues, delivering programs and exchanging information. It is an unified voice for the municipal government on municipal goals as determined by the membership.

### Non-Profit Organization



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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.

### **AUTHORITY AND ACCOUNTABILITY**

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 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 recommend approval of contributions to NAM.

### **PROVISIONS**

1. Financial Conditions

The financial conditions, as detailed in the attached schedule, shall apply to the funding awarded under this policy.

2. Contributions

- (a) Prior to the issue of payment, the recipient shall sign a contribution agreement, which contains project goals and objectives, guidelines for



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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 initiatives outside the provisions of this policy.

### **SUNSET CLAUSE**

This policy shall be in effect from the date of the signature until December 31, 2017

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Premier



## SCHEDULE 1

### SERVICES AND PAYMENT

- The Recipient agrees to carry out the project of providing a unified voice and represent mutual and shared interests of Local Government and Municipal Corporations (hereinafter referred to as the "Project").
- The Recipient shall provide the GN copies of quarterly reports detailing activities of NAM, as outlined in Appendix 1 to the Contribution Agreement - Nunavut Association of Municipalities Funding Agreement (hereinafter referred to as the "Agreement").
- The GN shall pay the Recipient for the Project as stipulated in the Agreement.
- The duration of the Agreement shall be identified in the Agreement, unless otherwise terminated or amended in accordance with the provisions of the Agreement.

### ACCOUNTS AND FINANCIAL STATEMENTS

- The Recipient shall keep proper and separate accounts and records of the revenues and expenditures for the Project, including all invoices, receipts and vouchers, and all supporting and substantiating documents relating thereto, for a period of at least three years after the expiry of the Agreement.
- The Recipient agrees to conduct all financial affairs related to the Agreement, according to generally accepted accounting principles.
- The Recipient agrees to allow the GN or Minister the right to, at any time during the term of the agreement, carry out an inspection of the books, records, and accounts of the Project at any reasonable time.
- The Recipient shall submit to the GN, audited financial statements, respecting the expenditures made during the term of the Agreement. The audited financial statement shall be submitted as in accordance with the Agreement.
- The financial statement shall be presented for NAM members' review at the Annual General Meeting of the Recipient.



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- If payments made to the Recipient exceed the amount to which the recipient is entitled, or the Recipient cannot account for them, then the Recipient shall immediately pay to the GN the amount paid in excess of the Recipient's entitlement, or the amount unaccounted for as the case may be. Where funds remain unaccounted the GN may cease to make further payments under the Agreement.



## APPENDIX I

Details of the documentation that must be supplied by the recipient in order to seek reimbursement are as follows:

- Quarterly status reports briefly outlining the previous quarter's accomplishments, general comments regarding mandate, progress; issues, to include an up to date and approved draft financial statement.
- An audited financial statement accompanied by a motion number from the Annual General Meeting approving the Financial Statements.