



## **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 June 30, 2013.