



## Training Services Fund for Community Governments Policy

### 1. Statement of Policy

The Department of Municipal and Community Affairs (MACA) may provide funding to reimburse communities that provide training courses, instructors, facilities, or qualified staff to deliver community government training offered by the School of Community Government of the Department of Municipal and Community Affairs.

### 2. Principles

The Department of Municipal and Community Affairs will adhere to the following principles when implementing this Policy:

- (1) Community governments play an important role in developing technical expertise in Northwest Territories communities and should be encouraged and supported to continue these efforts.
- (2) Short-term requirements of the School of Community Government to deliver needed training in NWT communities and for training expertise from community governments should not place an undue burden on the operations of community governments.

### 3. Scope

This Policy guides the reimbursement of funding to community governments in the Northwest Territories that assist with the provision of community government training approved by the School of Community Government.

### 4. Definitions

The following terms apply to this Policy:

Community Government - a corporation established under or continued by the *Charter Communities Act*, the *Cities, Towns and Villages Act*, the *Hamlets Act*, the *Tłıchǫ Community Government Act*, or any Recognized First Nations Council.

Community Government Training - Training and development opportunities provided through Municipal and Community Affairs' School of Community Government to community governments and their staff.



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### 5. Authority and Accountability

#### (1) General

This Policy is issued in accordance with Financial Management Board direction to delegate to Ministers authority to establish grants and contribution programs. Authority and accountability is further defined in Financial Administration Manual directives, 805 and 810, and as follows:

##### (a) Minister

The Minister of Municipal and Community Affairs (the Minister) is accountable to the Financial Management Board for the implementation of this Policy.

##### (b) Deputy Minister

The Deputy Minister of Municipal and Community Affairs (the Deputy Minister) is accountable to the Minister and responsible to the Minister for the administration of this Policy.

#### (2) Specific

##### (a) Minister

The Minister may:

- (i) approve changes to this Policy;
- (ii) approve grants or contributions according to the terms and conditions outlined in this Policy; and
- (iii) delegate the authority to approve grants and contributions to the Deputy Minister.

##### (b) Deputy Minister

The Deputy Minister has the following authority and accountability, which he or she may delegate to Regional Superintendents and Directors:



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- (i) determines the need for assistance based on consultations with community governments and/or departmental officials;
- (ii) formally requests community government assistance in hosting, delivering, and/or providing staff to deliver training; and
- (iii) approves contributions to a community for community government training activities.

### 6. Provisions

#### (1) Eligibility

- (a) Community governments that provide training courses, instructors, facilities, and/or qualified staff to deliver training offered by the School of Community Government.
- (b) MACA will coordinate and request hosting and/or training requests as identified by the School of Community Government with community governments.

#### (2) Use of Funds

- (a) Funding shall not be provided to address ongoing funding requirements of community governments.
- (b) MACA may contribute up to 100 percent of the total cost of expenses related to the delivery of community government training.
- (c) Funding may be provided to cover the following training related expenses:
  - (i) travel, accommodation and meals of instructors and/or participants consistent with Government of the Northwest Territories rates;
  - (ii) wages, benefits, and employment insurance consistent with that provided by the community government employer; and





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- (iii) facility costs, training materials and aids as determined by the School of Community Government.
- (d) The contribution will be issued by the Department of MACA through a Contribution Agreement.
- (e) Funding may also be provided for the development of training skills for community government staff that have been requested by the School of Community Government to deliver community government training.
- (f) At the conclusion of the training event, community governments will submit a summary of expenditures and associated proof of payment to the Director, School of Community Government for reimbursement.

### 7. Financial Resources

Financial resources required under this Policy are conditional on approval of funds in the Main Estimates by the Legislative Assembly and there being a sufficient unencumbered balance in the activity for the fiscal year for which the funds would be required.

### 8. Prerogative of the Minister

Nothing in this Policy shall, in any way, be construed to limit the prerogative of the Minister to make decisions or take actions respecting grants or contributions. In this regard, the Minister may make an exception to this Policy. Any exception will require substantiation in writing and must be recorded with the Department of MACA.

Caroline Cochrane  
Minister

Date



Government of Northwest Territories  
Gouvernement des Territoires du Nord-Ouest

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