



## **Advancing Local Government Administrators Program (ALGAP)**

### **1. Statement of Policy**

The Department of Municipal and Community Affairs (MACA) may provide financial support to assist community governments to recruit, develop and retain NWT residents for senior local government administration.

### **2. Principles**

MACA will adhere to the following principles when implementing this policy:

- (1) Local Government Administrators and other senior community government staff play a vital role in the effective operation and administration of community governments.
- (2) Community governments should be encouraged and supported to plan for their human resources including succession planning for its senior positions.
- (3) The recruitment, development and retention of NWT residents as Local Government Administrators or other senior staff positions at the community government level should be encouraged.

### **3. Scope**

This policy applies to community governments in the Northwest Territories.

### **4. Definitions**

The following terms apply to this policy:

Community Government - is a corporation established under or continued by the *Charter Communities Act*, the *Cities, Towns and Villages Act*, the *Hamlets Act*, or the *Tłıchǫ Community Government Act*, or First Nations as defined by the *Indian Act* and recognized by MACA as the only local government within a community (Designated Authorities).

Local Government Administrator – a senior community government staff person responsible for implementing the Council’s vision, overseeing the community government operation, and providing support to the Council. (Commonly referred to as “Senior Administrative Officer” or “Band Manager”.)



## **Advancing Local Government Administrators Program (ALGAP)**

Community Government Training Specialist – A MACA staff person responsible to work with the Community Governments, Trainers and Trainees to provide program and training support.

Local Government Administrator Trainer – a senior community government staff person employed by the community government for an agreed upon period of time who is responsible for the management and administration of municipal programs and services and for the training and development of a Local Government Administrator Trainee or other approved senior position.

Local Government Administrator Trainee – a Northwest Territories resident selected by a community government to train as a Local Government Administrator or other approved senior position for an agreed upon period of time (usually not less than 6 months and not more than 36 months).

Training and Development – a development opportunity such as a conference, workshop, course or training activity including access to a mentor, coach, or one-to-one workplace training suited to develop Local Government Administrator job-related skills or other approved senior position. This may include courses and workshops available through the School of Community Government, colleges, universities and professional associations.

Northwest Territories Resident – a person legally entitled to remain in Canada who makes his or her home and ordinarily resides in the Northwest Territories.

### **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.



## **Advancing Local Government Administrators Program (ALGAP)**

### **(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 contributions according to the terms and conditions outlined in this policy; and
- (iii) Delegate the authority to approve contributions to the Deputy Minister.

#### **(b) Deputy Minister**

The Deputy Minister has the following authority and accountability, which he or she may delegate to the Director or a Regional Superintendent:

- (i) Approve contributions according to the terms and conditions outlined in this policy.

## **6. Provisions**

### **(1) Application Process**

- (a) A call for Expressions of Interest and the Formal Application will be issued each spring. Ongoing calls for applications will be issued should there be available funding after the first round of applications is approved.
- (b) Applications must be submitted in accordance with the approved Program Guidelines and application form.



## **Advancing Local Government Administrators Program (ALGAP)**

### **(2) Eligibility**

- (a) Northwest Territories community governments may receive funding to recruit, develop, retain and certify NWT residents for senior local government administration positions.
- (b) In order to be eligible, community governments must demonstrate their ability to provide matching funding for training and development of the Local Government Administrator or approved senior community government position required under the program.

### **(3) Selection Criteria**

- (a) Applicants are selected for funding approval based on the following categories:
  - (i) Category 1 – a community government seeking to recruit and train up an NWT resident for a vacant senior local government administrator position (highest priority);
  - (ii) Category 2 – a community government seeking to recruit an NWT resident that will be trained and prepared to succeed an existing Local Government Administrator or senior administrative staff person within 24 months (second highest priority); or
  - (iii) Category 3 – a community government seeking to train and develop an existing Local Government Administrator or senior administrative staff person to work towards completing Occupational Certification or to attain specific skills through one-to-one training, coaching, mentoring, or courses and workshops. (lowest priority).
- (b) All applications must include the following in order to receive further consideration:
  - (i) Community government support demonstrated through a council motion;



### **Advancing Local Government Administrators Program (ALGAP)**

- (ii) Community government expressed willingness to participate in a program orientation, self-assessment and specific governance workshops provided by MACA; and
  - (iii) Budget information that includes, but is not limited to, how the community government will provide for the financial costs associated with recruitment and training of a local government administrator trainee or senior administrative trainee.
- (c) Applications are selected by an evaluation committee; the following criteria is evaluated and ranked to determine program eligibility:
- (i) Urgency of staffing needs (e.g. vacant Local Government Administrator position);
  - (ii) Governance, administration and financial stability of operations as determined by the community's Accountability Framework results;
  - (iii) Availability of existing community government staff to support training and development ;
  - (iv) Methodology for training, development, coaching and mentorship activities; and
  - (v) Development opportunity for an existing community government employee.
- (d) Applications evaluated using the above criteria may be provided notional approval, pending the outcome of a public recruitment process for a Local Government Administrator Trainee or senior administrative staff person who meets the following minimum requirements or has equivalencies:
- (i) Northwest Territories resident;
  - (ii) Grade 12 or equivalent;
  - (iii) A minimum 24 months of related community government job experience;



### **Advancing Local Government Administrators Program (ALGAP)**

- (iv) Willingness to commit to an approved training and development program for a minimum of 6 months to a maximum of 36 months; and
- (v) Willingness to commit to 24 months return of service as the Local Government Administrator with the sponsoring community government after successful completion of the program.

#### **(4) Contribution Agreement**

Funds provided under this policy are issued by MACA through a Contribution Agreement.

#### **(5) Use of Funds**

- (a) Successful applications will receive funding as follows, for a minimum of 6 months to a maximum of 36 months; based on an agreed upon Training and Development Plan. (Funding will be prorated accordingly.)
  - (i) A maximum of \$80,000 annually for salaries and benefits (Categories 1 and 2); and
  - (ii) A maximum of \$20,000 annually for training and development which must be matched by the community government applying for the funding (all categories).
- (b) Funding may be used for the following purposes:
  - (i) Salaries and benefits (for Category 1 and 2 only);
  - (ii) Course and registration fees for training and development as approved in the training plan;
  - (iii) Books and other learning materials;
  - (iv) Travel and accommodation to training events; and/or
  - (v) Other forms of relevant training and/or development as approved in the training plan, including Occupational Certification.





### **Advancing Local Government Administrators Program (ALGAP)**

- (c) A community government must refund any unspent funding in the event that one of the following circumstances occur:
  - (i) The Local Government Administrator Trainee resigns or is terminated;
  - (ii) Funds are used for purposes outside the Contribution Agreement;  
or
  - (iii) The reporting requirements are not met.

#### **(6) Reporting Conditions**

- (a) Recipients will submit the following:
  - (i) A semi-annual progress report commencing six months after receipt of the first contribution using an approved template;
  - (ii) A report on the usage of the funds through the annual audited financial statements submitted to the Department of Municipal and Community Affairs.
  - (iii) Within 60 days of the completion of the training and/or development period, a final report using an approved template.

### **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.



## Advancing Local Government Administrators Program (ALGAP)

### 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