



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, train, and develop senior Local Government Administrators.

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, training, development, and retention of 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:

Eligible Community Government - is a corporation established under or continued by the *Charter Communities Act*, the *Cities, Towns and Villages Act*, the *Hamlets Act*, or *Tłı̄ch̄ Community Government Act*, Délı̄ne Final Self Government Agreement, 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" or "City Manager".)



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Local Government Administrator Trainee – an individual 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).

Senior Local Government Administrators – individuals serving as Senior Administrative Officers, Band Managers, City Managers, and the most senior official in charge of finance.

Training and Development – a training or 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.

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 are further defined in Financial Administration Manual directives 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.



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(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;
- (iii) Approve standards, guidelines, and standard operating procedures as may be necessary for the implementation of this policy; and
- (iv) 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 a Director or a Regional Superintendent:

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

6. Provisions

(1) Application Process

- (a) Applications will be considered in the order they are received and accepted on an ongoing basis as long as funds are available.
- (b) Applications must be submitted in accordance with the approved Program Guidelines and application form.

(2) Eligibility

- (a) Eligible community governments may receive funding to recruit, develop, and/or retain senior local government administration positions.



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- (b) To be eligible, community governments must demonstrate their support for the training and development of the Local Government Administrator or approved senior community government position required under the program.

(3) Applications

- (a) All applications must include the following to be considered:
 - (i) Community government support demonstrated through a council motion.
 - (ii) Proof of the following qualifications for all potential Local Government Administrator Trainees:
 - a. Grade 12 or equivalent, as described in the program guidelines.
 - b. A minimum of 12 months of related community government job experience.
 - c. Willingness to commit to an approved training and development program for a minimum of 6 months.
- (b) Applications are reviewed by MACA and selected for funding based on the following criteria:
 - (i) Urgency of staffing needs (e.g., vacant Local Government Administrator position).
 - (ii) Governance, administration, and financial stability of community government operations, as demonstrated by unqualified, audited financial statements and regular reporting for the two years preceding the application.
 - (iii) Relevance of proposed professional development activity to the practice of Local Government Administration.



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(4) Use of Funds

- (a) Funds provided under this policy are issued by MACA through a Contribution Agreement.
- (b) A maximum of \$30,000 annually per Local Government Administrator Trainee is available for training and development and associated travel.
- (c) Funding may be used for the following purposes:
 - (i) Course and registration fees for training and development as approved in the training plan.
 - (ii) Books and other learning materials.
 - (iii) Travel and accommodation for training events.
- (d) A community government must refund any unspent funding if 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.
 - (iii) The reporting requirements are not met.

(5) Accountability Requirements

Community governments are required to report revenues and expenses associated with the delivery of Local Government Administrator recruitment, training, and retention activities enabled by this policy. Specific requirements will be detailed in associated contribution agreements in accordance with the Financial Administration Manual.

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.



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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.

Shane Thompson
Minister

June 19, 2023

Date