



POLICY GUIDELINES

ADVANCING LOCAL GOVERNMENT ADMINISTRATORS PROGRAM (ALGAP)

July 2023

**School of Community Government
GNWT Municipal and Community Affairs**
5201, 50th Avenue, Suite 600
Box 1320
Yellowknife, NT X1A 3S9
867-767-9162, extension 21044

[Advancing Local Government Administrators Program](#)



GUIDELINES

ADVANCING LOCAL GOVERNMENT ADMINISTRATORS PROGRAM (ALGAP)

Contents

Overview	2
Eligibility Requirements	2
Applicant Qualifications	2
Council Resolution	2
Application Process	2
Learning and Development Initiative	3
Funding	3
Accountability	3

GUIDELINES

ADVANCING LOCAL GOVERNMENT ADMINISTRATORS PROGRAM (ALGAP)

Overview

The Advancing Local Government Administrators Program (ALGAP) is designed to support and develop staff in senior-level positions within community government organizations. ALGAP is coordinated through the Municipal and Community Affairs (MACA) School of Community Government (SCG). The program aims to fund professional development learning initiatives.

Eligible applicants are Local Government Administrators (LGA) from any NWT community government in the following positions:

- Senior Administrative Officer (SAO), band manager, or city manager.
- Highest-level financial role in the organization (manager/officer).

Eligibility Requirements

Applicant Qualifications

The revised ALGAP targets community governments that would benefit from building relevant knowledge and skills among individuals in the positions noted above. Applicants/trainees must:

- Be current employees of the community government.
- Have graduated high school with a Grade 12 diploma or equivalent.
- Have a minimum of 12 months job experience with a community government (within or outside the NWT).
- Be willing to commit to an approved training and development program for at least six months.

Council Resolution

Councils must demonstrate support for learners applying for funding under the ALGAP. Support is demonstrated by council resolution (see Appendix 1 - Council Resolution Template).

Application Process

- A call for applications will be issued each March. Applications will be considered in the order they are received and accepted on an ongoing basis as funds are available.
- Please check the [Advancing Local Administrators Program](#) page for updates and application forms.

Applications are reviewed by SCG, and assessed against the following criteria:

- Governance, administrative, financial, and operational stability of the community government, as demonstrated by unqualified, audited financial statements and regular reporting for the two years preceding the application.

- Relevance of the proposed professional development activity to the practice of local government administration.
- Urgency of staffing needs (e.g., vacant Local Government Administrator position).

Learning and Development Initiative

Applicants must identify a learning and development opportunity that will build the capacity of their community government. Related considerations include:

- How will the initiative benefit the community?
 - Will it contribute to better stability regarding staffing, administrative duties, etc.?
- How will the applicant ensure the initiative's success?
- How is the initiative specific to municipal governance?

The SCG will work with successful applicants on their learning and development initiative to create a learning plan. This includes identifying the following:

- Time period (including start and finish dates)
- Location
- Details about the learning opportunity:
 - Including links to program, institution, conference, trainer/company, learning plan, etc.
- How the skills/knowledge gained through the learning plan will meet community needs.
- The following are examples of potential learning and development opportunities:
 - Courses
 - Workshops
 - Conferences
 - Mentorship programs
 - Project consultations

For more information and for assistance in determining available options, please email maca_scg@gov.nt.ca or call 867-767-9163.

Funding

- Funding for applications accepted for ALGAP will be issued by MACA through a contribution agreement.
- A maximum of \$30,000 annually *per trainee* is available to cover costs, including:
 - Tuition and/or registration fees for approved initiative.
 - Books and other learning materials required for an approved initiative.
 - Necessary travel and accommodation for the approved initiative.
- The contribution agreement will be terminated, and unspent funding must be refunded if one or more of the following occur:
 - The trainee resigns or is terminated.
 - Funds are used for purposes outside the Contribution Agreement.
 - The reporting requirements are not met.

Accountability

Upon a successful ALGAP application, a contribution agreement will set out terms and conditions. The agreement will specify reporting requirements in accordance with the [Financial Administration Manual](#).

This may include:

- Budget report(s)
- Progress report(s)
- Final report

Community governments are advised not to make any financial commitments until the contribution agreement has been signed by all parties.

For more information, please contact the MACA School of Community Government:

- (867) 767-9163
- maca_scg@gov.nt.ca

APPENDIX 1 – Council Resolution Template

ADVANCING LOCAL GOVERNMENT ADMINISTRATORS PROGRAM (ALGAP)

Instructions:

- Copy and paste the text below into a new document with your community government letterhead.
- Replace yellow highlighted with applicable information.
- Sign the resolution and attach to your ALGAP application form.
- Email completed application forms (including resolution) to maca_scg@gov.nt.ca

The _____ (insert community government name) council supports an application for learning and development funding from _____ (full name of applicant), the _____ (position name), in accordance with the Advancing Local Government Administrators Program (ALGAP) Policy, including the commitment to an approved training and development program for a minimum of six months.

Time:

Date:

Signatures: