



Department of Municipal and Community Affairs Inuvik and Sahtu Sport and Recreation Reimbursement Program

1. Statement of Policy

The Department of Municipal and Community Affairs encourages involvement and participation in sport and recreation activities by residents of the Inuvik and Sahtu Regions of the Northwest Territories.

2. Principles

The Department of Municipal and Community Affairs is guided by the following principles when implementing this policy:

- (a) Opportunities for residents of the Inuvik and Sahtu Regions to maximize their participation in sport and recreation activities should be supported and encouraged, not only because these activities contribute to the wellbeing of individuals and the quality of life in our communities, but also because participation in these activities enhances the image of the Northwest Territories nationally and internationally.
- (b) Promotion and development of sport and recreation activities and resources should be encouraged and supported for the benefit of the residents of the Inuvik and Sahtu Regions, regardless of their ability or skill level.
- (c) Promotion and development of local capacity and expertise in sport and recreation activities should be encouraged and supported in order to provide quality sport and recreation services in the Inuvik and Sahtu Regions.

3. Scope

This policy for reimbursement of eligible expenses from the Regional Sport Development Program and the Professional Development and Training Fund applies to applications from residents of the Northwest Territories normally residing in the Inuvik and Sahtu Regions.



4. Definitions

The following terms apply to this policy:

Professional Development and Training Fund – The purpose of the Professional Development and Training Fund is to build capacity and expertise in order to provide quality recreation services in the Inuvik and Sahtu Regions. The Professional Development and Training Fund provides reimbursement of eligible expenses for individuals from a Community Government who wish to participate in professional development and training courses.

Regional Sport Development Program – The Regional Sport Development Program provides reimbursement of eligible expenses to athletes and coaches to improve participation in physical activity and sporting events, leading to positive, healthy lifestyles. The Regional Sport Development Program supports activities such as camps, clinics, competitions, and other programs contributing to the development of sport and recreation.

Resident of the Northwest Territories – any individual who has made their home in the Northwest Territories for a period of at least one year.

Youth – Residents of the Northwest Territories under the age of twenty-five (25).

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 1901, 1902, 1903 and 1904 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 reimbursements according to the terms and conditions outlined in this Policy; and
- (iii) delegate the authority to approve reimbursements 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 or Directors:

- (i) Approve applications for reimbursement of eligible expenses incurred in relation to the Professional Development and Training Fund and the Regional Sport Development Program.

6. Provisions

(1) Eligibility

Eligibility under this policy is restricted to applications from residents of the Northwest Territories who normally reside in the Inuvik and Sahtu Regions and/or who may have an affiliation with a Territorial Sport Organization.

Residents of the Northwest Territories who normally reside outside the Inuvik and Sahtu Regions have available programs that are supported by the Mackenzie Recreation Association.

(2) Eligible Expenses

Applicants may receive reimbursement of eligible expenses, up to the prescribed limits, for travel, accommodation, and registration fees only.



(3) Application

Applications on the applicable form must be submitted directly to the Department of Municipal and Community Affairs.

(4) Criteria

- (a) The Regional Sport Development Program may reimburse eligible expenses, up to the prescribed limits, related to participating in events such as camps, clinics, competitions, and other programs that contribute to the development of sport and recreation in the Northwest Territories.
- (b) The Professional Development and Training Fund funding may reimburse eligible expenses, up to the prescribed limits, related to professional development and training courses.
- (c) Subject to available funds, youth applications for events that are held in Canada may be approved for reimbursement, up to a maximum of \$3000 per application. For events that take place outside the Northwest Territories, only travel expenses are eligible for a grant.
- (d) Subject to available funds, adult applications for events that are held in the Northwest Territories may be approved for reimbursement, up to a maximum of \$1500 per application from the Regional Sport Development Program and up to a maximum of \$2000 per application from the Professional Development and Training Fund. Applications related to specialized training events held outside of the Northwest Territories, and which would not otherwise be available in the Northwest Territories, may be considered for reimbursement.
- (e) Applications, with supporting documentation, may be submitted not more than three (3) months prior to an event taking place.
- (f) Applications for events that will involve cash prizes or alcohol or gambling will not be approved.

(5) Reimbursement

- (a) Applicants must submit summary reports and original receipts within 30 days of an event taking place in order to receive reimbursement from the Regional Sport Development Program and the Professional Development and Training Fund.



- (b) Approved applicants may not receive reimbursement for eligible expenses when an event is cancelled or rescheduled, or if for any reason the applicant is unable to attend the event.
- (c) Approved applicants must have 100 per cent attendance at an event to receive reimbursement of eligible expenses from the Professional Development and Training Fund.
- (d) Reimbursements will be made either by cheque or direct credit.

7. Financial Resources

Financial resources required under this policy are conditional on approval of funds in the Physical Activity Sport and Recreation Fund, as established by the *Western Canada Lottery Act* and within the limits established by the Financial Management Board.

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 a special exception to the rules set out in this policy. Any exception will require substantiation in writing and must be recorded with the Department of Municipal and Community Affairs.

Alfred Moses
Minister

June 12, 2019

Date