



NWT Youth Corps Contributions Policy

1. Statement of Policy

The Department of Municipal and Community Affairs encourages and supports community governments and organizations involved in the development and delivery of specialized programs to support NWT youth to develop their skills and contribute to their communities.

2. Principles

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

- (1) The promotion, development and delivery of specialized youth programs should be supported and encouraged.
- (2) The youth of the Northwest Territories should be encouraged and supported to take a leadership role in the development and delivery of initiatives that lead to positive lifestyle choices because these activities contribute to the well-being of youth and the quality of life in our communities.
- (3) The promotion, development and delivery of traditional indigenous youth activities should be encouraged and supported to help preserve and strengthen northern indigenous traditions and culture.
- (4) Staff, volunteers and youth themselves play important roles in promoting and carrying out specialized activities for youth and should be encouraged and supported to develop and participate in skill development or training opportunities.
- (5) Community governments play a vital role in promoting, developing and delivering specialized activities for youth in their communities and should be encouraged and supported to continue these efforts.

3. Scope

This policy applies to those community governments or organizations eligible for financial assistance through contributions from the Department of Municipal and Community Affairs and as outlined in the Provisions section.



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4. Definitions

The following terms apply to this policy:

Audit - The examination and verification of financial records, and reporting thereon. A Level 1 Audit comprises a financial statement certified by a professional auditor in public practice.

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

Youth Organizations - organizations registered under the NWT Societies Act with a mandate of providing specialized programs for NWT youth to develop their skills and contribute to their communities

Contribution - A conditional transfer payment made to a recipient subject to an audit at a later date for which the Department of Municipal and Community Affairs will receive no goods or services in return.

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's delegation of authority to Ministers to establish grants and contribution policies. Authority and accountability is further defined in Financial Administration Manual directives 805, 810, and as follows:

(a) Minister

The Minister Responsible for Youth (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 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 the Director responsible or to Regional Superintendents:

- (i) approve contributions to organizations or community governments for specialized youth programs.

6. Provisions

(1) Eligibility

Organizations are eligible to apply for funding for the expenses associated with activities for NWT Youth Corps Programs that offer a structured and varied program of outdoor, cultural, environmental, educational, work, life and personal growth experiences that challenge, engage, reward and recognize youth. The programs should be designed to assist youth in developing their skills, and contributing to their communities.

(2) Program Objectives should include:

- (a) Activities to improve the outlook and opportunities for young people so that they become healthy, educated people who are able to make responsible personal choices.
- (b) The development of the ethic of civic responsibility in youth.



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- (c) Activities that enhance the capacity of local organizations to engage youth in various opportunities that benefit both the organization and youth.
 - (d) Engaging youth in volunteer and semi-volunteer service as a means of fostering caring communities and improving the youth – adult transition period through career exploration and preparation.
 - (e) Supporting young people to assume leadership in building their communities and leading responsible lives.
 - (f) The personal, social and profession development of young people through community service.
- (3) Program design criteria should include:
- (a) The participation of youth in program leadership and co-ordination,
 - (b) A balance of program structure and flexibility, and
 - (c) Meaningful youth experiences, clearly stated project objectives and outcomes, and a plan for evaluating outcomes.
- (4) Preference will be given to projects which:
- (a) Are linked to a network of youth development opportunities,
 - (b) Include partnerships with government, public sector or community organizations,
 - (c) Include a screening process to determine readiness to participate,
 - (d) Include a well-planned orientation, debriefing and follow-up/post-program support for each participant, and
 - (e) Plan for program continuity and long-term presence in the community.



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(5) Review

Contributions may be made to community governments or territorial, regional and community organizations registered under the NWT Societies Act, based upon an application for funding being made to the Department. The application for funding must include budget estimates detailing all sources of revenues and expected expenses, program objectives and a plan to evaluate success.

The contribution must be accounted for by submitting the following documents within 60 days of the fiscal year end:

- (1) A summary report detailing how the funding was utilized on the form developed for this program.
- (2) Substantiation of expenditures including copies of receipts on the form developed for this program.
- (3) A brief report on success in achieving program objectives.

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 appropriate 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 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 Municipal and Community Affairs.

Caroline Cochrane

Caroline Cochrane
Minister

August 20, 2017

Date