



COMMUNITY TRANSPORTATION INITIATIVES PROGRAM POLICY

POLICY STATEMENT and PURPOSE

The Department of Economic Development & Transportation is committed to supporting communities to develop and maintain local community transportation infrastructure to connect communities to economic development opportunities, and traditional livelihood activities.

Nunavut's Transportation Strategy, *Ingirrasiliqta*, aims to connect our communities to our resources by supporting projects that link communities to their surrounding land and waters.

The *Community Transportation Initiatives Program* supports the development of local community access roads and marine infrastructure. Communities supported will have the resources and capability to undertake the construction, and maintenance.

The Community Transportation Initiatives Program Policy establishes the general terms and conditions by which the Department of Economic Development & Transportation will support the development of local community access roads and marine infrastructure through:

- Access Roads and Community Marine Infrastructure (Schedule A)
- Small Craft Harbour Capital Contributions (Schedule B)

PRINCIPLES

The policy is based on the following principles:

- Inuit societal values of *Pijitsirniq* (serving and providing for family and/or community), *Piliriqatigiinni/ikajuqtiigiinni* (working together for a common cause), *Qanuqtuurniq* (being innovative and resourceful) and *Aajiiqatigiinni* (decision making through discussion and consensus).
- Development of local community transportation infrastructure should be initiated by the community, and supported through the provision of funding or equity in kind, to the maximum extent possible.
- Residents of the community should have a major involvement in decisions affecting the development of local community transportation infrastructure.
- Public spending should benefit local residents.
- Projects should maximize value for money.

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APPLICATION

The *Community Transportation Initiatives Policy* establishes the general terms and conditions for contributions to communities for new or improved local community transportation infrastructure, including community access roads, and marine infrastructure.

DEFINITIONS

Community

A municipality in Nunavut incorporated under the *Cities, Towns and Villages Act* or under the *Hamlets Act*.

Contribution Agreement

A contractual funding agreement between two parties which outlines the obligations and reporting responsibilities of the parties.

Department

The Department of Economic Development & Transportation.

Community Access Road

A public road or trail, which connects a community to nearby locations that may include: recreational sites, camps, archaeological sites, local resources and access to water or to ice in support of fishing, hunting and tourism opportunities.

Community Marine Infrastructure

Including but not limited to a public wharf, breakwater, landing, barge push-out, floating dock, boat ramp, mooring apparatus or other infrastructure, within a community, required for the loading, unloading, protection or repair of vessels.

ROLES AND RESPONSIBILITIES/AUTHORITY AND ACCOUNTABILITY

Executive Council

The Executive Council shall approve program provisions and any exceptions to this policy.

Minister

The Minister is accountable to the Executive Council for the implementation of this policy. The Minister will table annually in the Legislative Assembly a summary of contributions detailing the amount of each contribution, the type of initiative being supported, and community.

The Minister will delegate authority for implementation of this policy to the department head.

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Department

The department head may delegate authority to a senior official from his/her department for the implementation of this policy. The department head, or their designated lead senior official, shall:

- i) Establish and communicate clear and transparent procedures and criteria for allocation of funds for the purpose of supporting transportation infrastructure development under this policy. These will be communicated via an annual call letter sent to all communities that addresses:
 - o Application Process
 - o Evaluation Criteria
 - o Terms and Conditions
- ii) Establish procedures and processes for projects by inviting or receiving proposals from eligible communities that specifically address approved Government of Nunavut economic priorities.
- iii) Publish annually the recipients, the amount of each contribution, and a brief description of the type of project being supported.

At any time, the department may request applicants to submit additional information appropriate to the nature and amount of the requested assistance.

The department may:

- i) Conditionally approve multi-year projects, subject to availability of funds;
- ii) Establish limits for funds available to any one community under this policy; and
- iii) Engage third-party expertise and/or establish review teams to assist in review of project(s).

PROVISIONS

- Nothing in this policy shall be construed as to limit the authority of the NLCA. The Agreement shall take precedence over this policy
- Financial resources required under this policy are conditional on approval by the Legislative Assembly, and on the availability of funds in the appropriate budget
- All provisions contained in the *Financial Administration Act* and the Financial Administration Manual shall apply to the financial administration of all contributions issued by the department.
- Communities receiving contributions shall sign a contribution agreement defining the terms and conditions under which the contribution is offered.
- Eligibility for funding under this policy does not guarantee subsequent approval for financial assistance of any kind. Financial assistance will be provided only to the limit and availability of funding allocated to this policy.

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- The department reserves the right to terminate the agreement and withdraw from the project if the program objectives are not being met.
- Projects selected to receive contributions under this program may be funded at a level below the amount requested.
- All recipients of funding must agree to public disclosure of information related to projects funded under this policy.
- All recipients must agree to allow the department access to the project site or premises, to inspect all books and other financial statements related to the project, and to obtain any other information requested by the department for the evaluation of the success of the project(s).
- Any infrastructure constructed under this policy will be the property of the community receiving the contributed funds. The Government of Nunavut assumes no ownership responsibilities or liabilities related to infrastructure developed under this policy.
- Whenever possible the project or activity shall use Nunavut goods and services.

APPEALS

Applicants have the right to appeal a denial of funding. Apportionment of funds between communities cannot form the basis for appeal. Appeals will be reviewed by the Assistant Deputy Minister of Transportation, and should be submitted in accordance with the guidelines.

PREROGATIVE OF THE EXECUTIVE COUNCIL

Nothing in this policy shall in any way be construed to limit the prerogative of the Executive Council to make decisions, or take actions respecting the development of community transportation infrastructure outside the provisions of this policy.

SUNSET CLAUSE

This policy remains in effect until replaced or repealed. The department will initiate a review of this policy no later than March 31, 2020.

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Schedule A: Access Roads and Community Marine Infrastructure

Purpose

The Access Roads and Community Marine Infrastructure schedule supports communities to develop local community transportation facilities and infrastructure to connect communities to economic and natural resource development opportunities and traditional livelihood activities.

Eligible Applicants

A community governing body incorporated under the *Cities, Towns and Villages Act*, or the *Hamlets Act*.

Eligible Activities and Costs

Development of local community transportation facilities and infrastructure:

- Access Roads; and
- Community Marine Infrastructure

The department head, or their designated lead senior official, shall;

- Establish and communicate clear and transparent procedures and criteria for allocation of funds for the purpose of supporting transportation infrastructure development under this policy. These will be communicated via an annual call letter sent to all communities that addresses:
 - Application Process
 - Evaluation Criteria
 - Terms and Conditions

Establish procedures and processes for projects by inviting or receiving proposals from eligible communities that specifically address approved Government of Nunavut economic priorities.

Review Process and Timeline

The department will issue an annual Call for Proposal to all Nunavut Municipalities. Eligible applicants submit annual project plans.

Proposals will be reviewed and evaluated by the department's Transportation Policy & Planning division using the following criteria:

- degree to which the proposal meets the program objectives;
- degree to which the proposal supports community economic development
- capability of the community to manage and carry out the work;
- extent the community is prepared to contribute to the funding of the project;

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- The communities capacity to procure value for money;
- Use of local expertise, labour, equipment and materials.

As far as possible, funding under this schedule will be allocated equitably across all communities that apply.

Supporting Data

Applications shall at minimum include:

- Total funding requested and project schedule;
- Description of infrastructure type and anticipated use;
- Anticipated community benefits;
- Topographical map showing related existing infrastructure the proposed infrastructure and related infrastructure planned for the future;
- Budget showing total project cost and cost for this construction year;
- Operation and maintenance cost estimates; and
- Use of local expertise, labour, equipment and materials.

Applicants must submit additional information, if requested. Such requests are common and should be expected.

Amount

There is no minimum contribution. The maximum contribution is \$300,000.

The government's liability is limited to the amount of funding authorized. The government will not be responsible for any shortfalls or deficits, however, the community may propose an amendment to the proposal to cover additional or unforeseen costs, as they become known. Such an amendment will be reviewed as with any other proposal.

In the event of surplus funds, the program manager may choose to demand repayment to government or allow funds to be carried over to subsequent years.

Payment

Contributions less than or equal to \$25,000 will be provided as a lump sum payment at the completion of the project. Contributions in excess of \$25,000 will be provided in instalments based on expenditures.

Contribution agreement payments may be based on individual project budgets and requirements of the recipient.

Accountability

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Accountability requirements are listed in individual contribution agreements and are project-specific.

The department may audit the financial records of the recipient to verify the use of funds provided under this schedule.

The community receiving the contribution shall provide regular statements of receipt and disbursement of funds as required by the department. The community will also provide a final financial statement as outlined in the contribution agreement signed with the department.

Recipients which fail to adhere to the accountability requirements will be ineligible for future funding until they satisfy the accountability requirements and demonstrate to program managers that they are willing and able to adhere to accountability requirements on subsequent projects.

Term

Contributions are normally made for a one-year period. Multi-year contributions may be considered on a case-by-case basis, but if approved are conditional on available appropriated funds that year.

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Schedule B: Small Craft Harbour Capital Contributions

Purpose

The Small Craft Harbour Capital Contributions schedule supports communities develop local community marine infrastructure.

Eligible Applicants

A community governing body incorporated under the *Cities, Towns and Villages Act*, or the *Hamlets Act*.

Eligible Activities and Costs

Developments of small craft harbours contributing to sustainable development within a community.

The department may conditionally approve multi-year capital projects, subject to availability of funds. The department may carry over any unused surpluses from the Small Craft Harbour Capital Contributions budget for use in a future year.

Review Process and Timeline

The department head, or their designated lead senior official, shall;

- Establish and communicate clear and transparent procedures and criteria for allocation of funds for the purpose of supporting transportation infrastructure development under this policy. These will be communicated via an annual call letter sent to all communities that addresses:
 - Application Process
 - Evaluation Criteria
 - Terms and Conditions

Proposals will be reviewed and evaluated by the department's Transportation Policy & Planning division using the following criteria:

- degree to which the proposal meets the program objectives;
- degree to which the proposal supports community economic development
- capability of the community to manage and carry out the work;
- extent the community is prepared to contribute to the funding of the project;
- The communities capacity to procure value for money;
- Use of local expertise, labour, equipment and materials.

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As far as possible, funding under this schedule will be allocated equitably across all communities that apply.

Supporting Data

Applications shall at minimum include:

- Total funding requested and project schedule;
- Description of infrastructure type and anticipated use;
- Anticipated community benefits including, but not limited to; traditional fishing and hunting, commercial fishing, tourism and community resupply/sealift
- Topographical map showing related existing infrastructure the proposed infrastructure and related infrastructure planned for the future;
- Budget showing total project cost and cost for this construction year;
- Operation and maintenance cost estimates; and
- Use of local expertise, labour, equipment and materials.

Applicants must submit additional information, if requested. Such requests are common and should be expected.

Amount

There is no minimum contribution. The maximum contribution is \$300,000.

The government's liability is limited to the amount of funding authorized. The government will not be responsible for any shortfalls or deficits, however, the community may propose an amendment to the proposal to cover additional or unforeseen costs, as they become known. Such an amendment will be reviewed as with any other proposal.

In the event of surplus funds, the program manager may choose to demand repayment to government or allow funds to be carried over to subsequent years.

Payment

Contributions shall be paid in accordance with the terms and conditions of the Community Transportation Initiatives Program Policy and on a contribution agreement that the recipient shall sign.

Contributions less than or equal to \$25,000 will be provided as a lump sum payment at the completion of the project. Contributions in excess of \$25,000 will be provided in instalments based on expenditures.

Contribution agreement payments may be based on individual project budgets and requirements of the recipient.

Accountability and Municipal Reporting and Auditing

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Accountability requirements are listed in individual contribution agreements and are project-specific.

The department may audit the financial records of the recipient to verify the use of funds provided under this schedule.

Municipalities shall report on funding under this schedule as follows:

- (a) Budget – An eligible community may include this contribution as other revenue within their financial statements.
- (b) Reporting – A community, through an appropriate note in their budget statements, shall indicate how the funding is intended to be expended over the course of the year
- (c) Audit – It is not a requirement for communities to report specifically on the contribution, but an audit and municipal evaluation should show clear evidence of annual expenditures on Eligible Activities as defined in this schedule. Failure to show this may result in a community to be deemed in default.

The community receiving the contribution shall provide regular statements of receipt and disbursement of funds as required by the department. The community will also provide a final financial statement as outlined in the contribution agreement signed with the department.

Recipients which fail to adhere to the accountability requirements will be ineligible for future funding until they satisfy the accountability requirements and demonstrate to program managers that they are willing and able to adhere to accountability requirements on subsequent projects.

Term

Contributions are normally made for a one-year period. Multi-year contributions may be considered on a case-by-case basis, but if approved are conditional on available appropriated funds that year.