



**DEPARTMENT OF COMMUNITY AND  
GOVERNMENT SERVICES (CGS)**

**COMMUNITY DEVELOPMENT  
GRANTS & CONTRIBUTIONS POLICY**

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## **POLICY STATEMENT**

The Government of Nunavut (GN) provides grants and contributions to Nunavut municipalities for program and service delivery and to non-profit organizations for capacity development within and among Nunavut communities.

The purpose of this policy is to ensure the Department of Community and Government Services' (the department) grants and contributions approval process is accountable, easy to understand, fair, transparent, and reflective of community needs and Inuit societal values.

## **PRINCIPLES**

The policy is based on the following principles:

1. Grants and contributions will be used to assist communities to deliver important programs and services to Nunavummiut and to undertake activities that increase their decision-making capacity and result in greater community autonomy over time;
2. Funding will be provided based on clearly defined criteria that is open and transparent to the public;
3. All partnerships must take into consideration economy, efficiency, and effectiveness, and be administered in a way that is accountable, sustainable, and responsive to the needs of Nunavummiut; and
4. Grants and contributions will respect the Inuit Qaujimajatuqangit guiding principles of:
  - **Pijitsirniq** (to serve)
  - **Aajiiqatigiiniq** (arriving at a decision through discussion and consensus)
  - **Pilmmakharniq** (development of skills through observation, mentoring, practice, and effort)
  - **Piliriqatigiiniq** (working together for a common cause)
  - **Qanuqtuurniq** (being innovative and resourceful).

## **APPLICATION**

This policy applies to all Nunavut municipal corporations, and other approved non-profit organizations whose activities are in the line with the objectives of the Department of Community and Government Services.

## **DEFINITIONS**

Audited Financial Statements - A financial statement prepared by an accountant with an audit designation registered under the *Chartered Professional Accountants Act (Nunavut)*.



**DEPARTMENT OF COMMUNITY AND  
GOVERNMENT SERVICES (CGS)**

**COMMUNITY DEVELOPMENT  
GRANTS & CONTRIBUTIONS POLICY**

---

Block Funding - An unconditional transfer payment made to a recipient for which the GN will receive no goods or services. Block funding payments are subject to audit or other reporting requirements.

Budget - A detailed estimate of future transactions (in terms of quantities, money value, or both) designed to provide a plan for and control over future operations and activities.

Commercial Users - Commercial, for-profit organizations principally engaged in the sale of goods or services including retailers, hotels and other businesses.

Community - A body of people living in the same locality and governed by a municipal government.

Community Development - The process of community resource building in the financial, human, social, cultural, and economic areas.

Community Service Agreement – The GN uses a Community Service Agreement to delegate the authority and responsibility to a municipal corporation for the administration and delivery of a service or program specified in the agreement.

Contribution - A transfer of funds or resources to an individual or an organization to accomplish or assist with some specific objective or project. The transfer is usually accompanied by some reporting, audit or accountability requirement on the part of the recipient.

Designated Service Area - The area or boundary defined by the Department for the purposes of applying this policy.

Economic Rate - The direct and indirect cost per litre incurred by a municipal corporation in providing trucked or piped water and sewage services to users within its designated service area.

Financial Report - An un-audited presentation of financial data, including revenues and expenditures for a given period.

Funding Proposal - An application for funding through one of the Programs covered by the Community Development Grants and Contributions Policy. Funding proposals must meet the requirements established for each program category, and typically include background information, goals and objectives, timelines, proposed personnel, and financial data such as a detailed project budget.

Government Users - The Government of Canada, the GN, public agencies, municipal corporations, and any of their agents.



**DEPARTMENT OF COMMUNITY AND  
GOVERNMENT SERVICES (CGS)**

**COMMUNITY DEVELOPMENT  
GRANTS & CONTRIBUTIONS POLICY**

---

Grant - A transfer payment made to a recipient from whom the Government will not receive any goods or services directly in return. A grant is a discretionary payment without financial accountability requirements; however, an achievement report may be required.

Industrial Users - Organizations whose primary business is resource exploration or development, manufacturing, processing, fabrication, and marine and air transportation.

Mobile Equipment - Vehicles used as equipment for municipal operations, such as graders and bulldozers, which are not considered automobiles for insurance purposes.

Municipal Corporation - A corporation established by or continued under the *Cities, Towns and Villages Act* or the *Hamlets Act* as a city, town, village, or hamlet.

Municipality - A municipal corporation's geographic area of jurisdiction.

Non-Profit Organization - A community, regional or territory-wide organization that is registered under the *Societies Act (Nunavut)* as being non-profit in nature. To be eligible for funding, all non-profit organizations must be in good standing with the Registrar of Societies.

Non-Tax-Based Municipal Corporation - A municipal corporation as established under the *Hamlets Act* which does not collect property tax revenue from its residents.

Official Languages – means the Inuit Language, English, and French, as per the *Official Languages Act (2008)*, ss 3(1). In reference to general conditions, an applicant must provide their communications and services to the public in the Inuit Language; including, without limitations, public signs, posters, commercial advertising, reception services, and any client or customer services available to the general public, or in accordance with an Inuit Language Plan or a substitution approved by the Languages Commissioner.

Residential and Not-for-Profit Users – For the purposes of administering water and sewer subsidies, is a classification used by municipal corporations to determine service rates. It includes private homeowners and establishments including but not limited to churches, clubs, associations, and hostels.

Residential Users – For the purposes of administering water and sewer subsidies, include private homeowners and private renters. The municipal corporation may designate not-for-profit organizations to this category.

Schedule of Revenue and Expenses - An un-audited financial report of revenue and expenditures pertaining to a project and signed by the funding recipient.

Subsidized Rates - The maximum rates per litre for water and sewage services to be charged to categories (residential, non-profit, commercial, government, and industrial) as determined by a by-law of the municipal government.



## DEPARTMENT OF COMMUNITY AND GOVERNMENT SERVICES (CGS)

### COMMUNITY DEVELOPMENT GRANTS & CONTRIBUTIONS POLICY

---

Subsidy - A subsidy or government incentive is a form of financial aid or support extended to an economic sector (or institution, business or individual) generally with the aim of promoting economic and social policy. In the case of the Water and Sewer Subsidy Program, the Government of Nunavut subsidizes the delivery of water and sewer services to keep the cost of those services affordable to consumers.

Tax-Based Municipal Corporation - A municipal corporation that collects property and other tax revenue from its residents.

#### **AUTHORITY AND ACCOUNTABILITY**

##### Legislative Assembly

The Legislative Assembly approves the department's 's grants and contributions budget as well as any revisions to expenditures previously appropriated in the Main Estimates.

##### Executive Council

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

##### Financial Management Board

The Financial Management Board approves an annual budget for contributions contained within this policy, as well as expenditures additional to those appropriated in the Main Estimates in the event of unplanned requirements.

#### **ROLES AND RESPONSIBILITIES**

##### Minister

The Minister is accountable to the Executive Council for the implementation of this policy.

##### Deputy Minister

The Deputy Minister:

- a) is responsible for the administration of all provisions pursuant to this policy;
- b) may approve grants and contributions subject to the conditions outlined in this policy;
- c) may, through letter of instruction, delegate authority to approve grants and contributions to the Assistant Deputy Minister or appropriate Directors; and,
- d) rules on appeals by either requesting that the applications be reconsidered or denying the appeal.



**DEPARTMENT OF COMMUNITY AND  
GOVERNMENT SERVICES (CGS)**

**COMMUNITY DEVELOPMENT  
GRANTS & CONTRIBUTIONS POLICY**

---

Director of Community Development

The Director of Community Development:

- (a) is responsible for the financial administration and policy renewal cycle of all funding programs described in this Policy; and,
- (b) may, within their mandate, approve or deny any grants or contributions.

Grant and Contribution Administration Officers

Administrative Officers in the Community Development Division:

- (a) are responsible for the processing of funding applications, chairing working groups, drafting acceptance and rejection letters and,
- (b) ensuring payments are made in a timely manner.

**PROVISIONS**

Eligibility

- (a) Eligibility for funding under this policy is restricted to municipal corporations and non-profit organizations as set out in the financial conditions of this policy and its attached schedules.
- (b) To be eligible for these funding programs, each municipal corporation must provide documentation confirming its status as a tax-based or non-tax-based municipal corporation, its intention to continue in that capacity and stating its interest in being considered for Municipal Operating Funds Contributions as described in this policy.
- (c) To be eligible recipients, non-profit organizations must be in good standing with the Nunavut Registrar of Societies.
- (d) All proposals that are approved for funding must be project specific with a clearly defined timeline for completion.
- (e) Meeting the eligibility requirements of this policy does not guarantee funding approval.

Financial Conditions

- (a) All provisions contained in the *Financial Administration Act* and the Government of Nunavut's *Financial Administration Manual* shall apply to the administration of all grants and contributions issued by the Department.
- (b) Prior to issuing payment, the recipients of a contribution shall sign a conditional Contribution Agreement which contains their project goals and objectives, guidelines for allowable expenditures, completion timeline, reporting and accounting requirements, and any other information requested in the attached schedules for each contribution category.



**DEPARTMENT OF COMMUNITY AND  
GOVERNMENT SERVICES (CGS)**

**COMMUNITY DEVELOPMENT  
GRANTS & CONTRIBUTIONS POLICY**

---

- (c) Contributions will be paid in instalments as outlined in the terms of the Contribution Agreement.
- (d) Recipients of a contribution that is \$50,000 or less are required to submit mid-year financial reports and a year-end un-audited schedule of revenues and expenses within 30 days of the end of the project or the GN's fiscal year. Exceptions to this condition are listed in the attached schedules for each Contribution Agreement.
- (e) Recipients of a contribution in excess of \$50,000 are required to submit year-end audited financial statements, which include a schedule of revenues and expenses, within 45 days of the end of the project or within 120 days of the GN's fiscal year whichever comes first. Exceptions to this condition are listed in the attached schedules and will be detailed within the contribution agreement.
- (f) In an instance where the required financial reporting is not submitted, the recipient will not be eligible for further funding until the required financial reporting is submitted or any amount unaccounted for is repaid.
- (g) Funding in one fiscal year does not guarantee funding in subsequent years.
- (h) Under the terms of this policy, the Government's liability is limited to the amount of funding authorized. As a result, the Government will not be responsible for any shortfalls or deficits incurred by the funding recipient.
- (i) All applicants for funding must disclose if they have applied for funding for the same project from other sources to avoid any possibility of double funding.
- (j) The GN reserves the right to conduct an audit of any project funded through a grant or contribution program.

**General Conditions**

- (a) Unless the terms of the agreement indicate that unspent funds may be placed in municipal reserves, recipients must repay any surplus project funds, disallowed expenses, overpayments or unexpended balances to the GN within 30 days of the receipt of an invoice from the GN. These amounts constitute debts owed to the Government.
- (b) Recipients cannot carryover surplus funds from one Government of Nunavut fiscal year to the next Government of Nunavut fiscal year unless specifically outlined in the terms of the contribution agreement and/or the schedules below.
- (c) Under the terms of this Policy, the Government's liability is limited to the amount of funding authorized. As a result, the Government will not be responsible for any shortfalls or deficits incurred by the funding recipient.
- (d) All applicants for funding must advise the department if they have any outstanding amounts owing to the GN, under legislation or agreement.
- (e) Where applicable, projects funded under this Policy must meet the necessary approvals required by regulatory, municipal, and other authorities. This may include meeting health and safety standards, support from community councils, or any other approvals deemed necessary for the project to proceed.



**DEPARTMENT OF COMMUNITY AND  
GOVERNMENT SERVICES (CGS)**

**COMMUNITY DEVELOPMENT  
GRANTS & CONTRIBUTIONS POLICY**

---

- (f) Recipients must acknowledge the financial support provided by the Department in any publication or media coverage arising from their project or activity.
- (g) All information or material supplied to or obtained by the recipient because of the agreement with the Government must be treated confidentially.
- (h) The Government may terminate, suspend, or reduce the scope of the agreement if the recipient fails to comply with the terms of the agreement.
- (i) Recipients must provide communications with and services to the public in the Inuit Language, together with any other language used, if any, that are necessary to ensure compliance with section 3 of the *Inuit Language Protection Act, 2008, c17*.

**APPEALS**

- (a) An applicant for a grant or contribution has the right to appeal a denial of funding.
- (b) Appeals will be reviewed by the Deputy Minister or their designate. The decision of the Deputy Minister or designate is final.

**FINANCIAL RESOURCES**

Financial resources required under this policy are conditional on approval by the Legislative Assembly and on the availability of funds in the appropriate budget.

**PREROGATIVE OF CABINET**

Nothing in this policy shall in any way be construed to limit the prerogative of Cabinet to make decisions or take action respecting the department's grants and contributions programs outside the provisions of this policy.

**SUNSET CLAUSE**

This policy shall be in effect from the date of the signature until April 1, 2025.

\_\_\_\_\_  
Hon. Joe Savikataaq, MLA

Premier

\_\_\_\_\_  
Date



**SCHEDULES**

Municipal Funding Program	1
Water and Sewage Subsidy Program	2
Mobile Equipment Program	3
Community Development Fund	4
Municipal Collaboration Program	5
Municipal Organization Operating Fund	6
Community Asset Protection Program	7
Community Lands Administration Fund	8
Inuit Language Training – Municipal Training Organization	9
Inuit Language Implementation Fund - Municipal Compliance	10





## **SCHEDULE 1**

### **MUNICIPAL FUNDING PROGRAM**

#### **1. Purpose**

To provide financial support to municipalities for the delivery of municipal programs and services.

Funding is used to offset the cost of providing specific municipal programs and services including:

- general government services;
- general works;
- protective services;
- transportation;
- building maintenance;
- utilities;
- recreation services and facilities;
- land administration; and,
- community planning administration.

#### **2. Eligibility**

(a) Non-tax based municipalities are eligible for financial support to assist with the cost of delivering municipal programs and services.

(b) Tax-based municipal corporations are eligible for contributions to assist them in maintaining effective levels of operating revenue.

#### **3. Review**

Prior to issuing funding, the Community Development Division shall review the eligibility of and supporting data from each municipal corporation.

#### **4. Supporting Data**

The proposal submitted to the Department shall include financial statements and achievement reports from the previous fiscal year, as well as detailed project descriptions, clearly defined objectives, and proposed budget and other information as required. Supporting data shall include Council motions that confirm the intent to pursue the outcomes of the proposal and to accept the related responsibilities.

#### **5. Accountability Requirements**

Municipal corporations must provide monthly unaudited financial statements to Community



**DEPARTMENT OF COMMUNITY AND  
GOVERNMENT SERVICES (CGS)**

**COMMUNITY DEVELOPMENT  
GRANTS & CONTRIBUTIONS POLICY**

---

Development Regional Offices.

When requested by the department, municipal corporations must provide accurate information related to municipal finance, operations or infrastructure. This ensures the department has access to current and accurate data on which to base program decisions.

Recipients must also acknowledge the financial support provided by the GN in any publication arising from their project.

Failure to submit statements in a timely fashion may result in a holdback of funding until the Department is satisfied that reporting requirements have been met.

**6. Amount**

A municipal corporation may receive a maximum of \$5,000,000 per year, depending on available funding. Funding is assigned to municipalities based on a closed-ended formula wherein the sum of the allocations cannot be greater than the total approved Municipal Funding Program budget in a given fiscal year. The share of the total annual program budget allocated to each municipality is based on the department's assessment of factors that would influence the costs of operating a municipality, including staffing of core positions, populations size and existing infrastructure.

Funding levels will be published in the Department's Main Estimates Summary of Grants and Contributions as approved by the Legislative Assembly. The Financial Management Board must approve any amount exceeding that established in the Main Estimates.

**7. Method of Payment**

Payments will be issued in installments as per the terms of the Contribution Agreement.

**8. Term**

Contribution agreements shall have a one-year term from April 1<sup>st</sup> to March 31<sup>st</sup> of each GN fiscal year.



## **SCHEDULE 2**

### **WATER AND SEWAGE SUBSIDY PROGRAM**

#### **1. Purpose**

To provide financial support to municipal corporations to assist with the provision of water and sewage services and to subsidize costs and reduce user fees for these services.

#### **2. Eligibility**

All municipal corporations in Nunavut.

#### **3. Review**

Prior to issuing a Contribution Agreement, the Community Development Division shall review the supporting data from eligible municipal corporations.

#### **4. Supporting Data**

Municipal corporations must demonstrate that they comply with the previous year's accountability requirements. They must also demonstrate that they have enacted a Water and Sewage Rates Bylaw which sets out the economic rates and the subsidized rates to be charged to all client categories (residential, non-profit, commercial, government and industrial). Each municipal corporation must have forwarded a copy of their Water and Sewage Rates Bylaw to the Minister.

The department shall review the annual audit of the Water and Sewage Service Accounts of each eligible municipal corporation. The audit and review are considered annually when reviewing community eligibility for the subsidy and the terms of the Community Service Agreement.

#### **5. Accountability Requirements**

The recipient is responsible to maintain a separate cost accounting system to record revenue and expenses incurred in the provision of water and sewer services and to calculate its economic rate.

No recipient may charge a service rate greater than its economic rate.

Municipal corporations must provide an annual audit of Water and Sewage Service Accounts.

Failure to submit statements in a timely fashion may result in a hold-back of funding until the Department is satisfied that reporting requirements have been met.



**DEPARTMENT OF COMMUNITY AND  
GOVERNMENT SERVICES (CGS)**

**COMMUNITY DEVELOPMENT  
GRANTS & CONTRIBUTIONS POLICY**

---

**6. Amount**

A municipal corporation may receive a maximum of \$2,000,000 per year, depending on available funding. Funding is assigned to municipalities based on a closed-ended formula wherein the sum of the allocations cannot be greater than the total approved Water and Sewage Subsidy Program budget in a given fiscal year. The share of the total annual program budget allocated to each municipality is based on the department's assessment of the factors that influence the costs of providing water and sewage services within a service area, and ultimately the cost to the end user including population size, road length and extraordinary operational costs associated with waste water management.

Funding levels will be published in the Department's Main Estimates Summary of Grants and Contributions as approved by the Legislative Assembly. The Financial Management Board must approve any amount exceeding that established in the Main Estimates.

**7. Method of Payment**

Payments will be issued in installments, as per the terms of the Contribution Agreement.

**8. Term**

Contribution agreements shall have a one-year term from April 1<sup>st</sup> to March 31<sup>st</sup> of each GN fiscal year.



**SCHEDULE 3**

**MOBILE EQUIPMENT PROGRAM**

(NOTE: For further information on this program see Appendix "A".)

**1. Purpose**

To provide financial support to municipal corporations to assist with the periodic replacement of essential mobile equipment in Nunavut communities.

**2. Eligibility**

Non-tax based municipal corporations in Nunavut.

**3. Review**

The Community Development Division shall review the supporting data provided by eligible municipal corporations prior to issuing any Contribution Agreement.

**4. Supporting Data**

To be eligible for financial support, the municipal corporation must meet the ongoing accountability requirements as required by the Department.

**5. Accountability Requirements**

The recipient is responsible to maintain a separate cost accounting system to record revenue/expenses, transfers to reserves, maintenance costs, and other expenses incurred related to the Program.

**6. Amount**

Funding levels for this program will be published in the Department's Main Estimates Summary of Grants and Contributions, as approved by the Legislative Assembly. The Financial Management Board must approve any amount exceeding the amount established in the Main Estimates. Funding levels depend on available funding in a fiscal year, up to a maximum of \$250,000 per municipality per year.

**7. Method of Payment**

Payments will be issued in installments, as per the terms of the Contribution Agreement.

**8. Term**

Contribution agreements shall have a one-year term from April 1<sup>st</sup> to March 31<sup>st</sup> of each GN fiscal year.



## **SCHEDULE 4**

### **COMMUNITY DEVELOPMENT FUND**

#### **1. Purpose**

To provide financial assistance to municipal corporations and non-profit organizations in support of community development initiatives that enhance the capacity of municipal governments.

#### **2. Eligible Activities**

Eligible activities include:

- Activities that support community development such as:
  - Community-based strategic planning, assessments and consultations;
  - Hiring a facilitator or coordinator to assist with community capacity building and development;
  - Activities that promote long-term community and economic growth;
  - Special purpose meetings, conferences, or training sessions that support municipal development or enhance capacity to deliver municipal services or programs.
- Community anniversaries of incorporation (multiples of ten years).
- One-time requirements for financial support due to unforeseen events.

#### **3. Eligibility**

Nunavut municipal corporations and non-profit organizations with a mandate to enhance capacity in Nunavut municipalities. Non-profit organizations must be in good standing with Nunavut Registrar of Societies.

#### **4. Review**

The Community Development Division shall review funding proposals from eligible applicants using the evaluation criteria developed by the Department. The Director of Community Development may approve or reject the application, subject to the evaluation criteria and available funding.

#### **5. Supporting Data**

Eligible recipients are required to submit a completed Community Development Fund Application Form as well as a detailed written proposal describing:

- Objectives and description of project and activities, including time for completion; and
- Budget including full disclosure of other sources of revenue and major expenditures by type (i.e., salaries, wages, travel, etc.).



**DEPARTMENT OF COMMUNITY AND  
GOVERNMENT SERVICES (CGS)**

**COMMUNITY DEVELOPMENT  
GRANTS & CONTRIBUTIONS POLICY**

---

## **6. Accountability Requirements**

Recipients are required to submit an achievement report outlining the benefits achieved compared to the expectations indicated in the proposal. Recipients must also acknowledge the financial support provided by the GN in any publication arising from their project.

For contributions of \$5,000 or less, the recipient shall provide appropriate documentation for costs related to the project.

## **7. Amount**

Funding levels for this program will be published in the Department's Main Estimates Summary of Grants and Contributions, as approved by the Legislative Assembly. The Financial Management Board must approve any amount exceeding the amount established in the Main Estimates. Funding levels depend on available funding and the nature of the project:

1. A maximum of \$5,000 per 10-year anniversary of incorporation.
2. A maximum of \$50,000 per project toward Community Development Initiatives.
3. A maximum of \$100,000 to address unforeseen municipal administrative opportunities and challenges.

## **8. Method of Payment**

Payments will be issued in installments, as per the terms of the Contribution Agreement.

## **9. Term**

Contribution agreements shall have a one-year term from April 1<sup>st</sup> to March 31<sup>st</sup> of each GN fiscal year.



## **SCHEDULE 5**

### **MUNICIPAL COLLABORATION PROGRAM**

#### **1. Purpose**

To provide financial support to enhance interaction and collaboration among municipal corporations and administrators.

Eligible expenditures include:

- Operational costs associated with the delivery of services to members (such as staffing, contract services, general administrative expenses, and office rental);
- Costs associated with annual general meetings and meetings amongst municipal representatives, such as mayor's forums and annual general meetings of municipal organizations;
- Administrative costs related to the planning and delivery of municipal collaboration initiatives;
- Costs associated with strategic projects to advance the mandate of municipal corporations in Nunavut.

#### **2. Eligibility**

Nunavut municipal corporations and non-profit organizations with a mandate to enhance capacity in Nunavut municipalities are eligible. Non-profit organizations must be in good standing with Nunavut Legal Registries.

#### **3. Review**

The Community Development Division shall review submissions from eligible applicants using the evaluation criteria developed by the Department. The Director of Community Development may approve or reject the application, subject to the evaluation criteria and available funding.

#### **4. Supporting Data**

Proposals submitted to the Department must show clearly defined priorities, objectives and plans, a proposed budget and other information as required to assess the feasibility and alignment of the planned projects with the priorities of the Department. This supporting data will be included as Appendix A of the contribution agreement.

#### **5. Accountability Requirements**

If the required financial reports are not submitted, the recipient will not be eligible for further funding until financial statements are submitted to demonstrate that the contribution was spent as per Appendix A of the contribution agreement or any amount unaccounted for is repaid.





**DEPARTMENT OF COMMUNITY AND  
GOVERNMENT SERVICES (CGS)**

**COMMUNITY DEVELOPMENT  
GRANTS & CONTRIBUTIONS POLICY**

---

Recipients are also required to submit an achievement report outlining the benefits achieved compared to the expectations indicated in the funding proposal.

Unspent funds shall be returned to the Department.

**6. Amount**

Funding levels for this program will be published in the Department's Main Estimates Summary of Grants and Contributions, as approved by the Legislative Assembly. Any amount exceeding the amount established in the Main Estimates must be approved by the Financial Management Board. Funding levels depend on available funding and the nature of the project. Funding levels will be determined annually by the Department based on the priorities of the Department and available financial resources. Allocations will not exceed \$200,000 per contribution agreement.

**7. Method of Payment**

Payments will be issued in installments, as per the terms of the Contribution Agreement.

**8. Term**

Contribution agreements shall have a one-year term from April 1<sup>st</sup> to March 31<sup>st</sup> of each GN fiscal year.



## **SCHEDULE 6**

### **MUNICIPAL ORGANIZATION OPERATING FUND**

#### **1. Purpose**

The Municipal Organization Operating fund provides financial support to non-profit municipal organizations to assist with operational costs and delivery of services to their membership.

#### **2. Eligibility**

Non-profit organizations with a mandate to enhance capacity within and among Nunavut municipalities who are in good standing with the Registrar of Societies.

Eligible activities

- Staffing and Contract Services;
- General administrative expenses such as audits, insurance;
- Office rental;
- Programs and services.

#### **3. Review**

The Department will conduct an annual review of the eligibility of organizations based on membership profiles and achievement reports from the previous fiscal year.

Prior to the issue of payment, the recipient shall sign a contribution agreement, which contains project goals and objectives, guidelines of allowable expenditures, completion timeline, alignment with the organization's strategic objectives as well as reporting and accounting requirements.

#### **4. Supporting Data**

Proposals shall include audited financial statements from the previous two fiscal years, membership data, clearly defined priorities and objectives, detailed project descriptions, a proposed budget and other information required to assess the feasibility of the proposal and its alignment with the priorities of the Department.

Additionally, proposals shall include achievement and activity reports from the previous year, and a motion of the board of directors confirming intent to pursue the outcomes of the proposal and to accept related responsibilities.

#### **5. Accountability Requirements**

Recipients are required to submit an achievement report outlining the benefits achieved, compared to the expectations indicated in the funding proposal.

If the required financial reports are not submitted, the recipient will not be eligible for further



**DEPARTMENT OF COMMUNITY AND  
GOVERNMENT SERVICES (CGS)**

**COMMUNITY DEVELOPMENT  
GRANTS & CONTRIBUTIONS POLICY**

---

funding until financial statements indicating that the contribution was expended are submitted, or any amount unaccounted for is repaid.

Unspent funds shall be returned to the Department.

**6. Amount**

Funding levels will not exceed \$250,000 per organization per year and will be determined based on available financial resources in relation to the membership profile and performance of eligible organizations meeting eligibility requirements

**7. Method of Payment**

Payments will be issued in installments, as per the terms of the Contribution Agreement.

**8. Term**

Contribution Agreements shall have a one-year term from April 1<sup>st</sup> to March 31<sup>st</sup> of each GN fiscal year.



## **SCHEDULE 7**

### **COMMUNITY ASSET PROTECTION PROGRAM**

#### **1. Purpose**

The Government of Nunavut's Community Asset Protection Program is intended to support municipal corporations to invest collectively in cost-effective insurance of municipal assets.

#### **2. Eligibility**

Eligibility is restricted to non-government organizations with a mandate to support cost effective municipal infrastructure insurance.

#### **3. Review**

The Community Development Division shall review funding proposals from eligible applicants using the evaluation criteria developed by the Department. The Director of Community Development may approve or reject the application, subject to the evaluation criteria and available funding.

At any time, the department may, at its cost, perform a Value for Money Audit or any other review that it deems necessary to ensure value, accountability and service to Municipalities.

#### **4. Supporting Data**

Proposals shall include audited financial statements from the previous year, clearly defined priorities and objectives, a proposed budget and other information required to assess the feasibility of the proposal and its alignment with the priorities of the Department.

Additionally, proposals shall include achievement and activity reports from the previous year, and a motion of the board of directors confirming intent to pursue the outcomes of the proposal and to accept related responsibilities.

#### **5. Accountability Requirements**

If the required financial reports are not submitted, the recipient will not be eligible for further funding until financial statements indicating that the contribution was expended are submitted, or any amount unaccounted for is repaid. Recipients are also required to submit an achievement report outlining the benefits achieved, compared to the expectations indicated in the funding proposal.

Unspent funds shall be returned to the Department.

#### **6. Amount**

Funding levels for this program will be published in the Department's Main Estimates-Summary



**DEPARTMENT OF COMMUNITY AND  
GOVERNMENT SERVICES (CGS)**

**COMMUNITY DEVELOPMENT  
GRANTS & CONTRIBUTIONS POLICY**

---

of Grants and Contributions, as approved by the Legislative Assembly. Any amount exceeding the amount established in the Main Estimates must be approved by the Financial Management Board. Funding levels depend on available funding and the nature of the project:

Funding levels will be determined annually by the Department based on the priorities of the Department and available financial resources.

Funding levels will be determined annually by the Department based on available financial resources in relation to requirements and performance of eligible organizations meeting eligibility requirements.

Contributions shall not exceed \$1,000,000

**7. Method of Payment**

Payments will be issued in installments, as per the terms of the Contribution Agreement.

**8. Term**

Contribution Agreements shall have a one-year term from April 1st to March 31st of each GN fiscal year.



**SCHEDULE 8**

**COMMUNITY LANDS ADMINISTRATION FUND**

**1. Purpose**

To provide a contribution to Municipal Corporations for the purpose of supporting Municipal land administration as required under Article 14 of the Nunavut Agreement.

**2. Eligibility**

Eligibility is restricted to the Municipal Corporations.

**3. Review**

The Community Development Division will review the funding allocations and make recommendations for approval to the Deputy Minister.

**4. Supporting Data**

A complete and signed Municipal Operations Profile will be reviewed by the Community Development Division.

**5. Accountability Requirements**

If the required financial reports are not submitted, the recipient will not be eligible for further funding until financial statements indicating that the contribution was expended are submitted, or any amount unaccounted for is repaid.

**6. Amount**

Funding levels will be assigned by the department based on a per capita basis wherein each Municipal Corporation is eligible for a percentage of the total program budget up to a maximum of \$90,000 for a single community.

**7. Method of Payment**

Payments will be issued in installments, as per the terms of the Contribution Agreement.

**8. Term**

Contribution Agreements shall have a one-year term, April 1st to March 31st, of each Government of Nunavut fiscal year.



## **SCHEDULE 9**

### **INUIT LANGUAGE TRAINING – MUNICIPAL TRAINING ORGANIZATION**

#### **1. Purpose**

To provide a contribution to the Municipal Training Organization for the purpose of supporting Inuit Language training for municipal employees.

To expand delivery of training programs for municipal employees, through the Municipal Training Organization. Training may include Inuktitut as a first or second language or improving customer services in Inuktitut.

#### **2. Eligibility**

Eligibility is restricted to the Municipal Training Organization.

#### **3. Review**

The Department will engage the Municipal Training Organization to offer Inuit Language training courses for municipal employees across Nunavut.

#### **4. Supporting Data**

A complete funding application is submitted to the Department, which includes a description of the project, an outline of the project objectives, the proposed budget (including revenues and expenditures) and a timeline for completion.

#### **5. Accountability Requirements**

If the required financial reports are not submitted, the recipient will not be eligible for further funding until financial statements indicating that the contribution was expended are submitted, or any amount unaccounted for is repaid.

Recipients are also required to submit an achievement report outlining the benefits achieved, compared to the expectations indicated in the proposal.

#### **6. Amount**

Funding levels will be assigned by the department based on a per capita basis wherein each Municipal Corporation is eligible for a percentage of the total program budget up to a maximum of \$200,000 for a single community.

#### **7. Method of Payment**

Payments will be issued in installments, as per the terms of the Contribution Agreement.



**DEPARTMENT OF COMMUNITY AND  
GOVERNMENT SERVICES (CGS)**

**COMMUNITY DEVELOPMENT  
GRANTS & CONTRIBUTIONS POLICY**

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**8. Term**

Contribution Agreements shall have a one-year term, April 1st to March 31st, of each Government of Nunavut fiscal year.





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SCHEDULE 10

**INUIT LANGUAGE IMPLEMENTATION FUND – MUNICIPAL COMPLIANCE**

**1. Purpose**

To provide contribution funding to support municipal compliance on a project basis, with an aim to improve municipal compliance under the *Inuit Language Protection Act*.

**2. Eligibility**

Eligibility is restricted to the Municipal Corporations.

**3. Review**

A working group reviews funding applications and makes recommendations to the Director of Community Development. The Director of Community Development may approve or reject the application, subject to the evaluation criteria and available funding.

**4. Supporting Data**

A completed funding application is submitted to the Department, which includes a description of the project, an outline of the project objectives, the proposed budget (including revenues and expenditures) and a timeline for completion.

**5. Accountability Requirements**

If the required financial reports are not submitted, the recipient will not be eligible for further funding until financial statements indicating that the contribution was expended are submitted, or any amount unaccounted for is repaid.

Recipients are also required to submit an achievement report outlining the benefits achieved, compared to the expectations indicated in the proposal.

**6. Amount**

Funding levels are dependent on the size and scope of projects identified within the proposal, as well as the department's assessment of their feasibility to support compliance with the *Inuit Language Protection Act*. A maximum of \$50,000 may be approved per agreement per municipality.

**7. Method of Payment**

Payments will be issued in installments, as per the terms of the Contribution Agreement.

**8. Term**



**DEPARTMENT OF COMMUNITY AND  
GOVERNMENT SERVICES (CGS)**

**COMMUNITY DEVELOPMENT  
GRANTS & CONTRIBUTIONS POLICY**

Contribution Agreements shall have a one-year term, April 1st to March 31st, of each Government of Nunavut fiscal year.

**APPENDIX A  
MOBILE EQUIPMENT FUNDING:**

**SERVICE PARAMETERS, BASIC FLEET SPECIFICATIONS, FUNDING MODEL AND  
RESERVE DEVELOPMENT REQUIREMENTS**

**Program Objectives**

The objectives of the Mobile Equipment Program (MEP) are to:

- promote adequate fleet life cycle planning for the replacement of mobile equipment at the end of their useful life;
- provide municipal corporations with increased responsibility and freedom of choice in the management of their basic mobile equipment fleet; and,
- ensure that municipal corporations receive the benefits of appropriate management of their mobile equipment fleet.

**Program Scope**

Program funding may be used for the purchase of equipment comprising the basic mobile equipment fleet, defined in this policy, in order to provide road maintenance and solid waste management.

The policy may be expanded to cover additional mobile equipment needs of larger municipalities and municipalities with special circumstances requiring equipment beyond those in the basic fleet.

**Scope of Services for which the basic municipal fleet is intended**

**Road Maintenance**

- Provision of a basic level of road maintenance for granular road surfaces including, but not necessarily limited to gravelling, shaping, drainage and signage.
- Snow and ice control to reduce drifting and to facilitate the safe passage for vehicles and pedestrians.
- Maintenance of water, sewer and sanitation infrastructure such as access roads, berms, fencing and pipelines where they exist.

**Solid Waste Management**

- Management of the solid waste disposal site including compacting and pushing of the active layer at the site.

**Other Services**

Communities may be asked to provide other services by their residents that are not specifically mandated by the Department. Where possible and where there is no risk of the equipment



## DEPARTMENT OF COMMUNITY AND GOVERNMENT SERVICES (CGS)

### COMMUNITY DEVELOPMENT GRANTS & CONTRIBUTIONS POLICY

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becoming unusable for core, essential services, equipment that is deemed eligible under this Program may be used to provide these services. Any requests for equipment beyond the basic fleet must be submitted in advance of any commitments or expenditures being made.

Other GN Departments may contract for services with communities or may provide services that are complementary. Where possible and where there is no risk of the equipment becoming unusable for core, essential services, equipment that is deemed eligible under this Program may be used to provide other services.

Funding for equipment related to the provision of fire suppression services, water and sewer services, and granular resource management is not provided through this Program.

#### **Base Entitlements (Basic Fleet)**

The Mobile Equipment Program may provide funding to any eligible municipal corporations for the purchase and replacement of a basic fleet of mobile equipment required to provide essential municipal services. The basic fleet consists of:

- 1 Loader
- 1 Bulldozer
- 1 Grader
- 1 Dump Truck

The needs of municipalities for additional or special mobile equipment beyond the basic fleet will continue to be addressed outside this program through the government's annual capital planning process and included in the Capital Estimates on a case-by-case basis. The MMEP will focus on the needs of all municipalities for a basic fleet and fund only one piece of each type of equipment within the basic fleet.

#### **Maintenance of Mobile Equipment**

This program applies only to the capital costs for the purchase or replacement of equipment in the basic fleet. The costs for regular maintenance of the basic fleet will continue to be covered from municipal operations. In cases of catastrophic loss of a piece of mobile equipment, the municipal insurance program should be sufficient to fund the equivalent replacement cost.

#### **Maintenance Program Requirements**

To maintain eligibility under this program, each municipal corporation is required to implement the manufacturers' preventative and other maintenance schedules for each piece of equipment in the basic fleet. Each municipal corporation must record and document the implementation of these maintenance programs using the maintenance management software program agreed upon by both the Department and the municipal corporation.

Adherence to proper maintenance schedules and practices is critical for success of the MMEP and produces direct benefits for municipal corporations by ensuring there are no preventable excessive maintenance costs and that equipment in the basic fleet does not need to be replaced before reaching the end of its full useful lifecycle.

The Department shall review maintenance reports where any municipal corporation is applying



to purchase equipment in addition to the basic fleet or replacement of equipment before the end of its lifecycle as detailed in these guidelines.

### **Maintenance Program Funding**

Normal and preventative maintenance shall be funded by the municipal corporation from its operations budget and funding provided through the Municipal Funding Program. Additionally, the municipal corporation will retain 25% of all equipment rental revenues in a separately funded reserve, established by a municipal bylaw.

Given the harsh environment and extreme operating conditions for heavy equipment in Nunavut, an eighteen-year life cycle assumes that a significant retrofit is carried out on each piece of heavy equipment at its mid-life point.

Maintenance expenditures of the basic fleet must be covered from municipal operations budgets.

### **Mobile Equipment Reserve**

Municipal corporations are required to have a Mobile Equipment Reserve. This separate reserve, established by municipal bylaw, is funded by unspent Mobile Equipment Block Funding in any year and 25% of the revenue generated when mobile equipment is rented to individuals, other levels of government, other organizations or private enterprises (where no commercial alternative exists within the community).

Municipal corporations are required to retain records of all revenues and expenditures from the Mobile Equipment Reserve and submit these with the accountability requirements of this program.

### **Funding Model**

The Municipal Mobile Equipment Reserve is the primary mechanism for financing the replacement of the basic fleet. Under the MEP:

- Each eligible municipal corporation is entitled to a basic allocation of funding approved by the Legislative Assembly. Additional funding will be allocated based on the Department's analysis of factors effecting the Mobile Equipment fleet requirements in eligible communities (e.g. serviceable road length, population);
- The Department shall distribute the funds annually to each eligible municipal corporation that meets the requirements of the program;
- Each municipal corporation shall ensure their annual contribution is transferred into the Mobile Equipment Reserve; and,
- All replacements of equipment in the basic fleet must be funded from the Mobile Equipment Reserve.

### **Maintenance Program Training and Support**

The municipal corporation is required to ensure that its staff is appropriately trained in the use of its maintenance management software and has the skills and certifications required to maintain its mobile equipment fleet. Where a municipal corporation is unable to recruit or retain properly qualified staff to meet its maintenance program responsibilities, it may opt to have its maintenance provided by private or other sources. These expenses shall be paid from the



operations budget of the municipal corporation as if the municipal corporation were maintaining that equipment itself.

The Department is committed to continuing to support relevant asset management training and equipment maintenance training, and access to certification programs for municipal staff and others involved in the maintenance and repair of the basic fleet.

### **Criteria and Standards for Replacement of Mobile Equipment**

Harmonized fleets lend themselves better to economies of scale and can result in significant savings in training of mechanics and servicing of equipment. Standardization of equipment also makes maintenance easier and allows for swapping of parts and exchanging mechanics among communities. Therefore, these program guidelines outline minimum technical requirements for the types of equipment comprising the basic fleet.

This policy is not intended to unnecessarily limit the responsibility of municipal corporations for the management of mobile equipment, but to provide a basis for the Department to continue to work with municipal corporations and industry to advise municipal corporations on appropriate as well as new types of equipment available. The policy provides for flexibility on a case-by-case basis, depending on the needs of the municipal corporation.

### **Minimum Specifications for Basic Fleet**

Minimum technical specifications to be used by municipalities for the purchase and replacement of equipment in the basic fleet are outlined in the chart below.

Equipment with alternative specifications may be purchased by a municipality on a case-by-case basis subject to review and approval by the Regional Director of Community Development.

### **Life Cycle Replacement of Equipment**

The life cycle for the basic mobile equipment fleet is shown in the table below:

<b>Item</b>	<b>Life Cycle</b>
Loader	18 years (24,000 hours)
Dozer	18 years (24,000 hours)
Grader	18 years (24,000 hours)
Dump Truck	18 years (24,000 hours)

Replacement of heavy mobile equipment on an eighteen-year lifecycle is based on:

- Implementation of the manufacturer's approved maintenance program;
- A major retrofit of each piece of heavy mobile equipment at mid-life (nine years)

Mobile equipment which has become dysfunctional or which experiences excessive operating and maintenance costs may be replaced before the end of its useful life with the approval of the Director of Community Development.



**Options for Purchase of Equipment**

Municipal corporations may replace the basic fleet using any of the following options:

- Outright purchase of equipment from program funds available;
- Leasing of equipment, with ongoing payments out of program funds;
- Debt financing for immediate purchase of equipment, with loan principal and interest paid out of future receipt of program funds as per existing legislation and municipal bylaws.

**Mobile Equipment Program  
Minimum Specifications for Heavy Equipment, Basic Fleet**

<b>EQUIPMENT</b>	<b>MINIMUM SPECIFICATIONS</b>	
	<b>Item</b>	<b>Minimum Specification</b>
Front End Loader rubber tire, 4-wheel drive 100 kw (134 Hp)  (Wheeled Dozer same as appropriate)	Bucket	2.3 - 3.0 m <sup>3</sup> (3.0 - 4.0 yd <sup>3</sup> ) – winter w/ bolt on cutting edge Quick Connect Attachment, IT Style
	Hydraulics	3rd function for accessories, joystick  Quick Connect Hydraulic Couplings 3 valve and 2 lever
	Electrical	Halogen Work Light Ft and Rear Directional Signals Engine Coolant Heater
	Cab	Sealed Instrument Gauges Incl. Hour Mtr. Heavy Duty Heater/Defroster Ride Control System ROPS Canopy
	Engine	Antifreeze/Coolant - Ext Life minus 50 Starting Aid – Thermal
	Accessories	Pallet Forks wide version
	Tractor Bulldozer Crawler type 60 kw (80 Hp)  (Steel Wheel Dozer same) (Wheeled Dozer same)	Blade
Attachments		Ripper incl. hydraulics Winch
Cab		Enclosed ROPS/FOPS Cab  Heavy Duty Heater/Defroster Sealed Instrument Gauges Incl. Hour Mtr.



**DEPARTMENT OF COMMUNITY AND  
GOVERNMENT SERVICES (CGS)**

**COMMUNITY DEVELOPMENT  
GRANTS & CONTRIBUTIONS POLICY**

as appropriate)	Engine	Antifreeze/Coolant - Ext Life minus 50 Starting Aid
	Electrical	Halogen Work Light Ft and Rear Engine Coolant Heater
Motor Grader Articulated Frame 14,000 kg min. operating weight	Blade	Blade width of 12 feet Bolt on cutting edge
	Accessories	Ripper (back) Scarifier (front)
	Cab	ROPS Canopy Sealed Instrument Gauges Incl. Hour Mtr. Heavy Duty Heater/Defroster
	Engine	Antifreeze/Coolant - Ext Life minus 50 Starting Aid
	Electrical	Halogen Work Light Ft and Rear
Dump Truck Rear Dump, Tandem Axle 26,000 kg	Axle Front	18000 lb
	Axle Rear	40000 lb Driver controlled locking diff
	Suspension	Air Ride
	Drive Train	6 * 4
	Transmission	Automatic
	Engine	Diesel Antifreeze/Coolant - Ext Life minus 50
	Electrical	Engine Coolant Heater
	Interior	Hour Meter Heavy Duty Heater/Defroster
	Box	Front Mount Telescopic Hoist Allow for sand spreader (fixed or slide in) Liquid Spreading Tank