



COMMUNITY TRANSPORTATION INITIATIVES PROGRAM POLICY

POLICY STATEMENT

The Department of Economic Development and Transportation (the Department or EDT) 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* (CTIP) 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 of these transportation initiatives.

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

- Schedule A: Access Roads and Community Marine Infrastructure
- Schedule B: Community Marine Infrastructure Capital Projects

PRINCIPLES

The policy is based on the following principles:

- Inuit societal values of *Pijitsirniq* (serving and providing for family and/or community), *Piliriqatigiinni/Ilkajuqtigiinni* (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.

APPLICATION

This Policy applies to municipalities in Nunavut intending to construct new or improve local community transportation infrastructure, including community access roads, and marine infrastructure.

DEFINITIONS

The following terms apply to this policy:

Audited Financial Statement

A financial statement audited by an accountant with an audit designation registered under the *Chartered Professional Accountants Act* (Nunavut).

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 and Transportation.

Community Access Road

A new municipal public road/trail, or existing municipal public/road trail created using CTIP funds, which connects a community to nearby locations in support of economic development opportunities and traditional livelihood activities. Eligible locations include but are not limited to: recreational sites, camps, archaeological sites, local resources (e.g., quarries/aggregate sources) and access to water/ice.

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.

Project Budget

A budget includes details of full disclosure of other sources of revenue, and details of all direct and indirect costs (e.g., salaries, wages, travel, equipment time and administrative fees).

ROLES AND RESPONSIBILITIES

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.

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 *Nunavut Agreement*. 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 of the Government of Nunavut *Financial Administration Manual* and the *Financial Administration Act* governing grants shall apply to the financial administration of all contributions issued by the Department.

- Prior to the issue of payment, the recipients of a contribution shall sign a conditional Contribution Agreement which contains guidelines for allowable expenditures, completion timeline and reporting and accounting requirements.
- 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.
- The Department reserves the right to use past experience with prospective recipients (e.g., promptness of meeting reporting requirements, outstanding debts owed to the Department from prior agreements) as factors in determining funding decisions.
- The Department may terminate, suspend, or reduce the scope of the agreement if the recipient fails to comply with the terms of the agreement.
- 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.
- Applicants have the right to appeal a denial of funding. Apportionment of funds between communities cannot form the basis for appeal. Appeals for grants and contributions must be made within thirty days of the applicant receiving the decision on their application. Appeals will be reviewed by the Assistant Deputy Minister of Transportation. The decision of the Assistant Deputy Minister shall be final.

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 by the Government of Nunavut, outside the provisions of this directive.

SUNSET

This policy remains in effect until replaced or repealed. The Department will initiate a review of this policy no later than March 31, 2026.

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 development opportunities and traditional livelihood activities.

Eligibility

Eligible Applicants

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

Eligible Expenditures

Development of local community transportation facilities and infrastructure:

- Access Roads; and
- Community Marine Infrastructure

Review

Proposals will be reviewed and evaluated by the Department's Transportation Policy and 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 and ongoing maintenance of the project;
- The community's capacity to procure value for money;
- Use of local expertise, labour, equipment, and materials.

Supporting Data

Applications shall at minimum include:

- Total funding request 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;
- Debt owed to the Department;
- Reporting owed to the Department.

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

Accountable Requirements

Mandatory annual activity reports are outlined in individual contribution agreements and are project-specific.

Additionally, municipalities shall report on funding under this schedule as follows:

- i) Budget – An eligible community may include this contribution as other revenue within their financial statements.
- ii) 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.
- iii) 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.

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

Recipients of a contribution in excess of \$100,000 are required to submit year-end audited financial statements, which include a schedule of revenues and expenses, once available. A requirement for mid-year financial reports may be included in individual contribution agreements.

Recipients which fail to adhere to the accountability requirements may 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.

Recipients may be requested to submit geospatial data (e.g., area, latitude/longitude, georeferenced images, shapefiles) related to policy-funded projects.

Amount

As far as possible, funding under this schedule will be allocated equitably across all communities that apply. Projects will be prioritized using number of measurement criteria and principals including:

- Total cost of project and community contribution in terms of materials, labour or equipment;
- Benefits resulting from the project;
- Resource and/or environmental impacts;
- Safety enhancements.

The maximum contribution is \$300,000.

The Government may terminate, suspend, or reduce the scope of the agreement if the recipient fails to comply with the terms of the agreement.

In the event of surplus funds, the recipient must return surplus fund to government.

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.

Prior to the issue of payment, the recipients of a contribution shall sign a conditional Contribution Agreement which contains guidelines for allowable expenditures, completion timeline and reporting and accounting requirements.

Method of Payment

Contributions less than or equal to \$25,000 will be provided as a lump sum payment in advance of the proposed activities. When contributions in excess of \$25,000 are awarded, 80% of the funding will be provided in advance of the proposed activities; the remaining 20% of funding will be withheld until the Final Report and expenses have been approved and verified by the Department.

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.

Schedule B: Community Marine Infrastructure Capital Projects

Purpose

The Community Marine Infrastructure Capital Projects schedule supports communities in the development of local community marine infrastructure.

Eligibility

Eligible Applicants

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

Eligible Expenditures

Developments of community marine infrastructure contributing to sustainable development within a community. Examples of eligible activities include:

- Maintenance/upgrade of docking and marshaling area sites;
- Maintenance/upgrade of beach landing/barge push outs and sealift areas;
- Installation and/or removal of the community floating dock;
- Maintenance/upgrade of community docks; and
- Preparation of marine studies and planning required to undertake the acquisition of minor infrastructure such as mooring bollards, dock cranes and dock lighting.

Review

Proposals will be reviewed and evaluated by the Department's Transportation Policy and 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 and ongoing maintenance of the project;
- The community's capacity to procure value for money;
- Use of local expertise, labour, equipment, and materials.

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;
- Use of local expertise, labour, equipment, and materials;
- Debt owed to the Department;
- Reporting owed to the Department.

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

Accountable Requirements

Mandatory annual activity reports are outlined in individual contribution agreements and are project-specific.

Additionally, municipalities shall report on funding under this schedule as follows:

- i) Budget – An eligible community may include this contribution as other revenue within their financial statements.
- ii) 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.
- iii) 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.

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

Recipients of a contribution in excess of \$100,000 are required to submit year-end audited financial statements, which include a schedule of revenues and expenses, once available. A requirement for mid-year financial reports may be included in individual contribution agreements.

Recipients which fail to adhere to the accountability requirements may 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.

Recipients may be requested to submit geospatial data (e.g., area, latitude/longitude, georeferenced images, shapefiles) related to policy-funded projects.

Amount

As far as possible, funding under this schedule will be allocated equitably across all communities that apply. Projects will be prioritized using number of measurement criteria and principals including:

- Total cost of project and community contribution in terms of materials, labour or equipment;
- Benefits resulting from the project;
- Resource and/or environmental impacts;
- Safety enhancements.

The maximum contribution is \$300,000.

The Government may terminate, suspend, or reduce the scope of the agreement if the recipient fails to comply with the terms of the agreement.

In the event of surplus funds, the recipient must return surplus funds to government.

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.

Prior to the issue of payment, the recipients of a contribution shall sign a conditional Contribution Agreement which contains guidelines for allowable expenditures, completion timeline and reporting and accounting requirements.

Method of Payment

Contributions less than or equal to \$25,000 will be provided as a lump sum payment in advance of the proposed activities. When contributions in excess of \$25,000 are awarded, 80% of the funding will be provided in advance of the proposed activities; the remaining 20% of funding will be withheld until the Final Report and expenses have been approved and verified by the Department.

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.