



## Department of Human Resources

### O&M Contributions Policy

#### PREAMBLE

The Department of Human Resources is committed to a contributions approval and administrative process that is accountable, easy to understand, fair, transparent and reflects community-based needs and Inuit Qaujimagatuqangit values.

#### PRINCIPLES

##### **This Policy is based on the following principles:**

1. “*Excellence in public service*” can be achieved through an effective, functional and skilled public service that is responsive to the public it serves and increasingly representative of the population of Nunavut.
2. In accordance with *Pinasuaqtavut*, continuous learning opportunities for Government of Nunavut employees and Nunavummiut should be supported and encouraged.
3. Learning initiatives designed to support Article 23 of the Nunavut Land Claims Agreement will be given priority.
4. The Inuktitut language should be supported through activities that foster the development, retention, preservation and use of the language.
5. Partnerships with Designated Inuit Organizations, academic institutions, federal, territorial/provincial and municipal governments are essential to achieve our Inuit Employment goals.
6. Initiatives that address specific learning needs in communities will be encouraged.
7. The Department is committed to Inuit Qaujimagatuqangit concepts of Pijitsirniq (to serve), Angiqatigiiniq (arriving at a decision through discussion), and Piliriqatigiiniq (working together).

## **APPLICATION**

This Policy applies to educational institutions, other governments and agencies, non-profit organizations and Designated Inuit Organizations who meet eligibility criteria (as outlined in Schedule A).

## **DEFINITIONS**

### Contribution

A conditional transfer payment made to a recipient from which the Government will not receive any goods or services. Contribution payments are conditional on performance or achievement and are subject to audit or other reporting requirements.

### Educational Institution

A recognized organization or corporation of teaching and learning that results in the gaining and/or enhancement of knowledge and/or skills.

### Non-Profit Organization

A regional or territory-wide organization that is recognized by the *Societies Act (Nunavut)* as non-profit in nature, or other non-profit association, group or agency that is recognized by the Department.

### Audited Financial Statement

A financial statement prepared by an accountant registered under either the *Certified General Accountants Act "Nunavut"*, or the *Institute of Chartered Accountants Act "Nunavut"*.

### Working Groups

Independent groups established by the Department to review initiatives for contributions and make recommendations to the Deputy Minister.

## **PROVISIONS**

### **Authority and accountability**

1. All provisions contained in the *Financial Administration Act* and the Government of Nunavut's Financial Administration Manual shall apply to the financial administration of all contributions issued by the Department.
2. The Legislative Assembly approves the contributions budget of the Department of Human Resources on a fiscal year basis.
3. This Policy is issued under the authority of the Executive Council with the authority to make exceptions and approve revisions to the Policy.

4. The Deputy Minister of the Department of Human Resources is responsible for the administration of the contribution of the contribution program of the department.
5. The Minister will table annually in the Legislative Assembly a summary report for all contributions awarded by the department. The report will include the amount of each contribution, the type of initiative being supported, and the name of the parties benefiting from the funding.
6. The Department of Human Resources will evaluate the results of each initiative being supported, against approved stated objectives.

## **ELIGIBILITY**

Eligibility for this Policy is restricted to Educational Institutions, other governments and agencies, Non-Profit Organizations, and Designated Inuit Organizations that direct their efforts to enhancing Nunavut's public service through learning initiatives and achieving a representative Public Service in accordance with Article 23 of the Nunavut Land Claims Agreement.

## **Financial Conditions**

1. Prior to the issue of 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 and reporting and accounting requirements.
2. Contributions exceeding \$25,000 annually must be paid in installments based on the working capital requirements of the recipient's project, and the terms of the Conditional Contribution Agreement.
3. The recipients of a contribution in excess of \$25,000 are required to submit an Audited Financial Statement within 60 days of the end of the completion of the contract, or the end of the GN fiscal year, whichever comes first.

4. The recipients of a contribution that is less than \$25,000 are required to submit a year-end Financial Statement within 60 days of the completion of the contract, or the end of the GN's fiscal year, whichever comes first.
5. Where full financial accounting or reporting requirements are not submitted, the recipients will not be considered for further funding until the required financial statement indicating that the contribution was expended according to their initiative is received, or the amount unaccounted for is repaid.

### **Prerogative of 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 action respecting Human Resources contributions outside the provisions of this Policy.

**SCHEDULE A**  
**CONTRIBUTIONS**  
**OPERATIONS AND MAINTENCE**

**Akitsiraq Law School**

**A-1**

**Schedule A-1****Akitsiraq Law School**

- Purpose:** Provides contributions to Nunavut Arctic College to sponsor law student positions in the Akitsiraq Law School program and support this legal studies program developed and coordinated by the Akitsiraq Law School Society.
- Eligibility:** Nunavut Arctic College is the sole recipient of this specific contribution.
- Review:** The annual contribution budget is based on the funding proposal developed by the Akitsiraq Law School Society, in cooperation with Nunavut Arctic College, Government of Nunavut Departments of Justice, Human Resources, Education and other funding contributors such as Justice Canada and various Inuit organizations.
- Supporting Data:** The Department of Human Resources will review budget proposal submitted by the Akitsiraq Law School Society and determine a course of action based on the expenditure and revenue projections outlined in the proposal, and the support provided by other Government of Nunavut Departments and contributors.
- Accountability:** A final audited Financial Report accounting for all expenditures will be provided to the Deputy Minister of Human Resources within ninety (90) days of the end of the fiscal year.
- Amount:** The amount of the contribution will be based on the budget proposal submitted by the Akitsiraq Law School Society and other revenues provided by Government of Nunavut Departments and funding contributors. Human Resources' initial contribution in the 2001-2002 fiscal year was in the amount of \$175,000. The Department's 2002-2003 contribution is in the amount of \$350,120. Projected contributions for each of the 2003-2004 and 2004-2005 fiscal years is \$350,120. Projected contribution for the 2005-2006 fiscal year is \$145,883.
- Payment:** Payment terms for the 2002-2003 fiscal year are as follows:
- 1) First payment of \$175,060 payable upon signing of Contribution Agreement.

- 2) Second payment of \$175,060 payable on or after October 15, 2002.

Similar payment terms will be set out in subsequent fiscal year Contribution Agreements.

**Term:**

The legal studies program is expected to take four (4) years to complete on a full time basis. Funding is required over five (5) fiscal years, ending in the 2005-06 fiscal year. Annual budget allocation will be presented in the Department of Human Resources' Main Estimates which are subject to approval by the Legislative Assembly. The reporting period is from April 1<sup>st</sup> to March 31<sup>st</sup> of each fiscal year.