

# PAYMENT DIRECTIVE



Department of Municipal and Community Affairs  
Government of the Northwest Territories

## The Community Capacity Building Fund

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### 1. Statement of Policy

The '**Community Capacity Building Fund**' is established as a one-time fund to assist communities to advance their respective capacity building priorities by providing one-time funding.

### 2. Principles

The Department of MACA will be guided by the following principles for this payment directive:

- (1) Funding under this initiative should be used to assist community governments to advance their unique priorities respecting community capacity building.
- (2) The basic objective underlying the allocation of the fund should be to achieve a balance between an equitable allocation to all 33 communities and consideration of population/per capita pressures.
- (3) Eligibility criteria should be designed in such a way so as to create an incentive for community governments/organizations to collaborate and develop and endorse a community plan that benefits the community at large.

### 3. Scope

This directive applies to the disbursement of the Northern Strategy Trust Fund established by the Federal Government. The trust fund provides the GNWT with the ability to draw down payments as required throughout the period extending from July 4, 2005 until March 31<sup>st</sup>, 2008.

### 4. Eligibility

All 33 communities as listed in Appendix A are eligible to access the fund.

In those communities where there is more than one community governing body (see Appendix B), it will be up to all listed resident community governing bodies in that community to reach consensus respecting the proposed community plan, describing what the community allocation would be used for.

The incorporated community government (see Appendix C) will administer the fund on behalf of all community governing bodies, provided that all eligible community governing bodies listed in Appendix B provide evidence (by way of a letter or band council resolution) of their support for the proposed community plan.

The relevant Member(s) of the Legislative Assembly may be fully involved in the process and his/her support for the community plan and funding arrangement will be taken into consideration.

**The following criteria must also be adhered to:**

- Projects must support community capacity building or the addition/improvement of community infrastructure
- There must be clear evidence of support from all community governing bodies
- The funding cannot be further divided or allocated to individual community governing bodies
- The funding can be used to lever other funding as long as the use of the joint fund serves the public interest at large
- The proposed community plan must not result in an ongoing funding requirement once the Community Capacity Building Funds have been depleted. Any ongoing O&M requirements that may result from the community plan will have to be supported in advance by the responsible department or absorbed by the incorporated community
- If consensus cannot be reached by March 31, 2007, the Minister of MACA will return to Executive Council seeking their input respecting next steps. The local MLA will also be consulted.
- If a community does not submit a proposal by March 31, 2007, the Minister of MACA will return to Executive Council seeking their input respecting next steps. The local MLA will also be consulted.

## 5. Authority and Accountability

### (1) General

This directive is issued in accordance with Financial Management Board (FMB) direction to delegate to Ministers authority to establish grants and contribution programs. Authority and accountability is further defined in Financial Administration Manual directive 401, 401-1, 401-2, and 401-4 and as follows:

#### (a) Minister

The Minister of Municipal and Community Affairs (the Minister) is accountable to the FMB for the implementation of this directive.

#### (b) Deputy Minister

The Deputy Minister of Municipal and Community Affairs (the Deputy Minister) is accountable to the Minister and responsible to the Minister for the administration of this directive.

### (2) Specific

#### (a) Minister

Should the proposed community proposal not meet the set out criteria and thus not qualify, the Minister of MACA will solicit input from Executive Council and the local MLA(s) as to next steps.

Should a community fail to submit a community proposal by March 31, 2007, the Minister of MACA will solicit input from Executive Council and the local MLA(s) as to next steps.

Should a community not reach consensus respecting the expenditure of the funds by March 31, 2007, the Minister of MACA will solicit the input from Executive Council and the local MLA(s) as to next steps.

#### (b) Deputy Minister

The Deputy Minister has the following authority and accountability, which he/she may delegate to Regional Superintendents:

- (i) implement an initial information campaign in all communities, using an information package in cooperation with the Department of Executive.
- (ii) receive and assess community proposal against established criteria and provided that the proposal meets the criteria, including evidence of community support and that of the MLA(s), approve the funding and issue payment.
- (iii) enter into a contribution agreement in the format presented in Appendix D.

## **6. Provisions**

The total amount of the Fund is \$35,000,000. It is being allocated in two ways.

- \$20,000,000 which will be allocated on a pro rata basis between the 33 incorporated communities
- \$15,000,000, which will be allocated on a per capita basis between the 33 incorporated communities
- The breakdown per community of the \$35,000,000 is included in Appendix E

## **7. Term**

One-time contributions that can be drawn down anytime over the next three fiscal years (2005 – 2006 through 2007 – 2008), starting November 1<sup>st</sup>, 2005.

## **8. Financial Resources**

Funds have been established in a trust fund for draw down as and when required to address approved community requests.

## **9. Prerogative of the Minister**

The Minister has the authority to administer this fund as per the guidelines set out in this payment directive.

Michael McLeod, Minister

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## APPENDIX A

### COMMUNITIES ELIGIBLE TO RECEIVE AN ALLOCATION OF THE BASE/CORE FUND AND PER CAPITA PORTIONS OF THE COMMUNITY CAPACITY BUILDING FUND

1. Aklavik
2. Fort McPherson
3. Holman
4. Inuvik
5. Paulatuk
6. Sachs Harbour
7. Tsiigehtchic
8. Tuktoyaktuk
9. Enterprise
10. Fort Liard
11. Fort Providence
12. Fort Simpson
13. Jean Marie River
14. Kakisa
15. Nahanni Butte
16. Trout Lake
17. Wrigley
18. Colville Lake
19. Deline
20. Fort Good Hope
21. Norman Wells
22. Tulita
23. Fort Resolution
24. Fort Smith
25. Hay River
26. Hay River Reserve
27. Lutsel K'e
28. Gameti
29. Behchoko
30. Wekweètì
31. Wha Ti
32. Dettah/ N'dilo
33. Yellowknife

## APPENDIX B

### COMMUNITY GOVERNING BODIES THAT NEED TO AGREE ON THE PROPOSED COMMUNITY PLAN

1. **Aklavik**
  - Ehditit Gwich'in Council
  - Aklavik Métis Local #56
  - Hamlet of Aklavik
  - Aklavik (Inuvialuit ) Community Corporation
2. **Fort McPherson**
  - Tetlit Gwich'in Council
  - Fort McPherson Local #58
  - Hamlet of Fort McPherson
3. **Holman**
  - Hamlet of Holman
  - Holman (Inuvialuit) Community Corporation
4. **Inuvik**
  - Nihtat Gwich'in Council
  - Inuvik Métis Local #62
  - Town of Inuvik
  - Inuvik (Inuvialuit) Community Corporation
5. **Paulatuk**
  - Hamlet of Paulatuk
  - Paulatuk (Inuvialuit) Community Corporation
6. **Sachs Harbour**
  - Hamlet of Sachs Harbour
  - Sachs Harbour (Inuvialuit) Community Corporation
7. **Tsiigehtchic**
  - Charter Community of Tsiigehtchic
  - Gwichya Gwich'in Council
  - Tsiigehtchic Métis Local #63
8. **Tuktoyaktuk**
  - Hamlet of Tuktoyaktuk
  - (Tuktoyaktuk) Inuvialuit Community Corporation
9. **Enterprise**
  - Settlement of Enterprise
10. **Fort Liard**
  - Hamlet of Fort Liard
  - Acho Dene Koe First Nation

11. **Fort Providence**
  - Deh Gah Got'ie Dene Council
  - Fort Providence Local #57
  - Hamlet of Fort Providence
  
12. **Fort Simpson**
  - Liidlíi Kue First Nation
  - Fort Simpson Local #52
  - Village of Fort Simpson
  
13. **Jean Marie River**
  - Jean Marie River First Nation
  
14. **Kakisa**
  - Ka'a'gee Tu First Nation
  
15. **Nahanni Butte**
  - Nahanni Butte Dene Band
  
16. **Trout Lake**
  - Sambaa K'e Dene Band
  
17. **Wrigley**
  - Pehdzeh Ki Dene Band
  
18. **Colville Lake**
  - Behdzi Ahda First Nation
  
19. **Deline**
  - Deline First Nation
  - Charter Community of Deline
  
20. **Fort Good Hope**
  - Charter Community of K'asho Got'ine
  - Fort Good Hope Métis Local #54
  
21. **Norman Wells**
  - Town of Norman Wells
  - Norman Wells Land Corporation
  
22. **Tulita**
  - Hamlet of Tulita
  - Begade Shotagotine
  - Tulita Band Council
  - Tulita Métis
  
23. **Fort Resolution**
  - Fort Resolution Métis Council
  - Deninu K-ue First Nation
  - Settlement of Fort Resolution

24. **Fort Smith**
  - Town of Fort Smith
  - Salt River First Nation
  - Fort Smith Métis Council
  
25. **Hay River Reserve**
  - K'atlodeeche First Nation
  
26. **Hay River**
  - Hay River Métis Council
  - Town of Hay River
  - West Point First Nation
  
27. **Lutsel K'e**
  - Lutsel K'e Dene Band
  
28. **Gameti**
  - Community Government of Gameti
  
29. **Behchoko (Rae-Edzo)**
  - Community Government of Behchoko
  - Rae-Edzo Métis Local #64
  
30. **Wekweètì**
  - Community Government of Wekweètì
  
31. **Wha Ti**
  - Community Government of Wha Ti
  
32. **Dettah/ N'dilo**
  - Yellowknives Dene First Nation (Dettah)
  - Yellowknives Dene First Nation (N'dilo)
  
33. **Yellowknife**
  - City of Yellowknife
  - Yellowknife Métis Local #66
  - Yellowknife Métis Council



## **APPENDIX C**

### **INCORPORATED COMMUNITY GOVERNMENTS THAT WILL RECEIVE THE COMMUNITY CAPACITY BUILDING ALLOCATION ON BEHALF OF THE COMMUNITY**

1. Hamlet of Aklavik
2. Hamlet of Fort McPherson
3. Hamlet of Holman
4. Town of Inuvik
5. Hamlet of Paulatuk
6. Hamlet of Sachs Harbour
7. Charter Community of Tsiigehtchic
8. Hamlet of Tuktoyaktuk
9. Settlement of Enterprise
10. Hamlet of Fort Liard
11. Hamlet of Fort Providence
12. Village of Fort Simpson
13. Jean Marie River First Nation
14. Ka'a'gee Tu First Nation (Kakisa)
15. Nahanni Butte Dene Band
16. Sambaa K'e Dene Band (Trout Lake)
17. Pehdzeh Ki Dene Band (Wrigley)
18. Settlement of Colville Lake
19. Charter Community of Deline
20. Charter Community of K'asho Got'ine
21. Town of Norman Wells
22. Hamlet of Tulita
23. Settlement of Fort Resolution
24. Town of Fort Smith
25. K'atlodeeche First Nation
26. Town of Hay River
27. Lutsel k'e Dene Band
28. Community Government of Gameti
29. Community Government of Behchoko
30. Community Government of Wekweètì
31. Community Government of Wha Ti
32. Yellowknives Dene First Nations
33. City of Yellowknife

**APPENDIX D  
CONTRIBUTION AGREEMENT  
COMMUNITY CAPACITY BUILDING FUND**

**THIS AGREEMENT** made on the \_\_\_\_ day of \_\_\_\_\_ 2006.

**BETWEEN:**

**THE GOVERNMENT OF THE NORTHWEST TERRITORIES**

as represented by

the Minister of Municipal and Community Affairs (hereinafter referred to as the Minister)

- and -

(hereinafter referred to as the "Recipient")

**WHEREAS** the Government of the Northwest Territories, is committed to providing community governments with financial support to advance their respective capacity building priorities by providing one-time funding;

**AND WHEREAS** the Recipient agrees to utilize this funding to advance community priorities and capacity building as outlined in the attachment to this Contribution Agreement;

**THEREFORE**, the Parties agree as follows:

**SERVICES AND PAYMENT**

1. Through the Community Capacity Building Fund, Municipal and Community Affairs shall provide one-time funding of \$\_\_\_\_\_ to the Recipient to support community capacity building initiatives, as outlined in the proposal attached as an Appendix.
2. Funding will be provided in one lump sum payment to the Recipient.
3. If the community changes the scope of the existing proposal, either by:
  - a) adding new projects;
  - b) significantly changing existing projects; and/or
  - c) change results in a difference of ten percent or \$100,000 of the total proposal (whichever is the greater of the two); the community must submit documentation of support from all community governing bodies and request approval for the change.
4. By September 30, 2008 the Recipient shall provide to Municipal and Community Affairs a detailed report of what was accomplished including copies of available plans, reports, photographs and other relevant documentation as may be appropriate.

## **ACCOUNTS AND FINANCIAL STATEMENTS**

5. The Recipient shall keep proper records and accounts of the expenditures pursuant to this agreement, which shall at all times be open to audit and inspection by the Minister during the term of this agreement or within three (3) years after the expiry of this agreement.

The Recipient's annual financial statement shall disclose the details of the contributions received from the GNWT, amount, purpose and disposition of surplus funds or deficit. Segregation of Revenue and Notes to the Communities Financial Statements will be considered sufficient disclosure under this clause.

6. The Recipient is aware of Section 46 of the Financial Administration Act S.N.W.T. (1) c.16 1987, which states that any expenditure under the transfer agreement will be incurred only if there is a sufficient uncommitted balance in the appropriated item for the fiscal year in which the expenditure is required.

## **TERM**

7. This Agreement shall commence on November 1, 2005, and end on September 30, 2008, unless otherwise terminated or amended in accordance with the provisions of this Agreement.

## **NOTICES AND ADDRESS**

8. In this agreement, if any notice is required to be given by the Minister, or the Recipient, it shall be in writing and shall be deemed to have been given, if sent by registered mail, by facsimile or by delivery in person, to the other party if sent to the following address:

Government of the Northwest Territories  
Department Municipal and Community Affairs  
Government of the NWT  
PO Box 1320  
Yellowknife NT X1A 2L9  
Fax No. (867) 873-0584  
Attention: Daniel J. Schofield  
Director, School of Community Government

If to the Recipient:

**IN WITNESS WHEREOF** the parties hereto have set their hands and seals as of the date and year as first above written.

**SIGNED, SEALED AND DELIVERED**  
**in the presence of**

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Witness  
Deputy Minister

Municipal and Community  
Affairs  
Government  
of the Northwest Territories

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Witness

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Chief or Mayor

**APPENDIX E**  
**COMMUNITY CAPACITY BUILDING FUND**  
**\$20 MM CORE OR BASE FUNDING/\$15 MM PER CAPITA**

<b>Community</b>	<b>Populatio</b>	<b>Core/Base Funding</b>	<b>Per Capita Fund</b>	<b>Total</b>
Aklavik	631	\$606,000	\$221,100	\$827,100
Colville Lake	135	\$606,000	\$47,300	\$653,300
Deline	570	\$606,000	\$199,700	\$805,700
Detah/N'Dilo*	475	\$606,000	\$166,400	\$772,400
Enterprise	80	\$606,000	\$28,000	\$634,000
Fort Good Hope	551	\$606,000	\$193,100	\$799,100
Fort Liard	596	\$606,000	\$208,800	\$814,800
Fort McPherson	823	\$606,000	\$288,400	\$894,400
Fort Providence	835	\$606,000	\$292,600	\$898,600
Fort Resolution	528	\$606,000	\$185,000	\$791,000
Fort Simpson	1,269	\$606,000	\$444,600	\$1,050,600
Fort Smith	2,514	\$606,000	\$880,900	\$1,486,900
Gameti	297	\$606,000	\$104,100	\$710,100
Hay River	3,876	\$606,000	\$1,358,100	\$1,964,100
Hay River Reserve	298	\$606,000	\$104,400	\$710,400
Holman	421	\$606,000	\$147,500	\$753,500
Inuvik	3,586	\$606,000	\$1,256,500	\$1,862,500
Jean Marie River	70	\$606,000	\$24,500	\$630,500
Kakisa	40	\$606,000	\$14,000	\$620,000
Lutselk'e	407	\$606,000	\$142,600	\$748,600
Nahanni Butte	114	\$606,000	\$39,900	\$645,900
Norman Wells	848	\$606,000	\$297,100	\$903,100
Paulatuk	312	\$606,000	\$109,300	\$715,300
Rae-Edzo	1,895	\$606,000	\$664,000	\$1,270,000
Sachs Harbour	120	\$606,000	\$42,000	\$648,000
Trout Lake	80	\$606,000	\$28,000	\$634,000
Tsiigehtchic	185	\$606,000	\$64,800	\$670,800
Tuktoyaktuk	1,010	\$606,000	\$353,900	\$959,900
Tulita	487	\$606,000	\$170,600	\$776,600
Wekweti	136	\$606,000	\$47,700	\$653,700
Wha Ti	483	\$606,000	\$169,200	\$775,200
Wrigley	176	\$606,000	\$61,700	\$667,700
Yellowknife *	18,962	\$606,000	\$6,644,200	\$7,250,200
<b>TOTAL</b>		<b>\$20,000,000</b>	<b>\$15,000,000</b>	<b>\$35,000,000</b>

NOTES: \* Populations are the 2004 community population estimates. N'dilo population was estimated based on 2001 census. \*\* Yellowknife population figures include persons living on the Ingraham Trail \*\*\* the \$20,000,000 core funding amount has been rounded to the nearest 100