

Canadian Rural Partnership
Pilot Projects Initiative

Guidelines 2001-2002

**Canadian Rural Partnership
Pilot Projects Initiative**

GUIDELINES 2001-2002

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All project applications must be received by **April 30, 2001**

CANADIAN RURAL PARTNERSHIP

PILOT PROJECTS

The Canadian Rural Partnership is about operating differently within the federal government to ensure that federal programs, policies and activities provide a coordinated network of support to rural communities. Each year the Partnership supports community-based projects that test new ways of promoting sustainable community development. These projects are funded in collaboration with the private sector, the voluntary sector, co-operatives, and various levels of government.

The projects address priority areas identified by rural Canadians for focused attention, such as the need for better access to financial resources, better access to employment opportunities for youth and better program and service delivery in rural areas. In 2000-2001, \$2.9 million was used to support 100 pilot projects across the country.

To meet the objectives of the Pilot Projects Initiative, proposals for funding should:

- be innovative
- demonstrate local impact
- contribute to government priorities
- demonstrate a multi-partner approach, including shared contributions
- include an evaluation framework

Funding through the Canadian Rural Partnership is normally available to a maximum of \$50,000 per project or 1/3 of project costs, whichever is less. Preference will be given to proposals that include more than one partner. Partners may include a province, a private sector or a non-governmental agency, or other federal departments.

Pilot project history:

1998/1999: \$3.8 million provided for 68 projects.

1999/2000: Roughly \$3 million in funding provided for 71 projects.

2000/2001: Roughly \$3 million in funding provided for 100 projects.

The projects must pass a rigorous examination at various levels to be approved for funding. The Rural Secretariat Regional Advisors and their respective provincial and territorial Rural Teams review and prioritize eligible proposals based on a set list of assessment criteria. The projects are then forwarded to the Selection Advisory Committee, composed of rural citizens from across Canada, which provides a national perspective.

The Pilot Project Initiative is scheduled to receive funding until 2002.

For further information on the Partnership and the Pilot Projects Initiative, or to receive a copy of the revised guidelines, please contact the Regional Advisor, Rural Secretariat, in your region. Information on guidelines, along with brief descriptions of previous pilot projects, can also be found on the Internet, at www.rural.gc.ca.

GENERAL INFORMATION

a) Project Eligibility

Pilot Projects are meant to encourage community-based solutions to help improve the quality of life for Canadians living in rural and remote areas. As such, Pilot Project applicants must be:

- rural residents
- local, municipal, provincial or national rural stakeholder organizations and/or associations
- community development associations and/or
- not-for-profit rural organizations

Pilot Projects must be undertaken on a partnership basis.

b) Priority Areas

As part of Canadian Rural Partnership's Rural Dialogue, eleven priority areas were identified. Each project must demonstrate that it addresses one or more of the following priority areas:

1. Improve access to federal government programs and services for rural Canadians;
2. Improve access to financial resources for rural business and community development;
3. Provide more targeted opportunities/programs and services for rural youth, including Aboriginal youth;
4. Strengthen rural community capacity building, leadership, and skills development;
5. Create opportunities for rural communities to maintain and develop infrastructure for community development;
6. Connect rural Canadians to the knowledge-based economy and society and help them acquire the skills to use the technology;
7. Strengthen economic diversification in rural Canada through more targeted assistance;

- . Work with provincial/territorial governments to examine and pilot test new ways to provide rural Canadians with access to health care at reasonable cost;
9. Work with provincial/territorial governments to examine and pilot test new ways to provide rural Canadians with access to education at reasonable cost;
10. Foster strategic partnerships, within communities, between communities and among government(s) to facilitate rural community development; and
11. Promote rural Canada as a place to live, work and raise a family recognizing the value of rural Canada to the identity and well-being of the nation.

c) Funding

Approximately \$2.2 million is available to support Pilot Projects for 2001-2002.

The Canadian Rural Partnership's funding is not meant to replace normal core funded activity of the applicant's organization or participating government departments.

Canadian Rural Partnership funds are intended as a catalyst to encourage partners to come together to test creative, innovative approaches which are clearly incremental to activities already being supported by other government programs.

In order to encourage as much project activity as possible across a broad geographic area and include as many projects as possible, funding from Canadian Rural Partnership will not normally exceed one third (33%) of the total project costs, and will generally not exceed \$50,000.

d) Proposal Assessment

In order to meet the objectives of the Canadian Rural Partnership, proponents seeking funding will be assessed according to the following criteria:

Proposals should be ***innovative***:

- projects should promote self-sufficiency and independence through creative, sustainable solutions that do not result in an ongoing reliance on federal support.
- projects should demonstrate innovation by testing **new** approaches and/or models for rural development, that are not currently in practice elsewhere. Consideration will be given to proposals where the application of a tried and tested approach in a different environment/region could be shown to lead to new and additional results.

Proposals should demonstrate ***local impact***:

- projects should show the degree of community support by working together with, but not be limited to, existing rural networks to build greater grassroots

participation in community-based development.

- projects should show potential long and/or short term benefits for the community. Proposals should contribute to ***the priorities adopted by the government after consultation with rural citizens:***
- projects should be designed to address at least one of the eleven priority areas.
- projects should be consistent with sustainable development considerations.
- preference will be given to projects with potential for broad application in other communities throughout Canada.

Proposals should demonstrate a ***multi-partner approach, including shared contributions:***

- proposals need to be done on a partnership basis, often including a federal department, as well as other partners, such as a province, the private sector or a non-governmental organization. Preference will be given to multi-stakeholder and/or multi-sectoral projects with broader implications at a regional or provincial level.

e) Evaluation Framework

Since Canadian Rural Partnership activity is meant to model best rural practices, evaluation of project activities is critical. A detailed evaluation plan is required as an integral part of each project proposal. This plan must clearly outline how evaluation issues will be handled, including the short-term and long-term project outcomes and success indicators.

Please note: Some projects will be selected for evaluation following the completion of your project, in order that communities may learn from your successes, challenges and disappointments. Your project may have some valuable lessons to offer. In the event that your proposal is successful in your request for Canadian Rural Partnership funding, your project may be selected for post-project evaluation. This post-project evaluation will consist primarily of responding to a set of questions, via interview or survey.

f) Deadline for Proposals

Complete project applications **MUST BE RECEIVED BY APRIL 30, 2001**. We will not be in a position to accept applications after the due date. "Letters of Intent" to apply received by the deadline will not be considered as an application.

APPLICATION PROCEDURE

We encourage you to use our **ON-LINE APPLICATION** system to send your proposal to us. The use of this on-line system will facilitate speedier processing of your application.

The on-line application can be printed in blank or partially completed format, to allow you to work from or view a hard copy.

a) Methods for applying to the Canadian Rural Partnership Pilot Projects Initiative are:

- Go to **ON-LINE APPLICATION**.
- Alternatively, proposals can be sent electronically to: crppilot@em.agr.ca
- Or, you can send your Canadian Rural Partnership Pilot Project Proposal by fax or mail to the office in your province/region.

b) How to complete your proposal when not using the On-Line Application.

The following will guide you through the pilot project application procedure. Project proposals should not exceed five (5) pages in length (additional supporting documentation can be attached). You **must** also complete and submit the one page summary provided in Appendix "A". Information provided in the summary must be consistent with the information provided in the proposal. Please use the headings and instructions below to complete the application.

1.0 Project Title (Maximum five or six words)

2.0 Legal name, address, telephone number, fax number, e-mail address and contact person.

3.0 Project Summary

Provide a clear, concise description of the project. It should be no more than one page.

4.0 Purpose of the Project

Provide a brief statement outlining the objectives of the project.

5.0 Project Description

- 5.1** Brief overview of your organization, who you are, how long have you been operating, your main activities and accomplishments. Provide a brief description of the characteristics specific to your community or region, such as economic profile, social issues, and geographic and demographic information.
- 5.2** Who is the specific target audience for the project? Are project results likely to be broad-based and/or national in applicability?
- 5.3** Indicate the potential long and short-term benefits for the community as well as the degree of community support and/or involvement.
- 5.4** Outline the proposed work plan for the project, including time frames. Projects should be completed in 12 months or less. Please provide a tentative start date. Will an analysis of best practices or a literature review be required? Will a model be tested, and if so, over what period, at how many sites, in what settings, and with how many participants?

6.0 Evaluation

Ensure that the project objectives are focussed and measurable.

- 6.1** Describe overall expected impact and outcome. Goals and outcomes should be specific, clearly defined, attainable and measurable. A clear evaluation plan should be included which indicates the measures that will be established to monitor success indicators, any data/information that will be collected and whether there will be follow-up questionnaires, surveys or other processes to collect impact information.
- 6.2** Provide a dissemination plan to describe how project results could be shared with other audiences. For example, will findings be shared at workshops/seminars/conferences, submitted to journals, newsletters etc., disseminated to appropriate organisations?

7.0 Partners

The Canadian Rural Partnership provides funding on a cost-shared basis. Applicants must ensure that the costs of projects are shared, and are strongly encouraged to seek partners to share costs and broaden expertise to maximize the potential impact of project results. (Commitment letters from partners must be attached).

- 7.1** Identify your partners (organisation, contact name and phone number) and ensure that they are confirmed for the project. What are the roles of your partners in the project? How and what will they contribute to the project (e.g. capital, equipment, software, expertise, facilities)? A

reasonable financial value should be assigned to support in-kind items.

- 7.2** Provide details on other funding sources sought particularly with other federal or provincial programs.

8.0 Budget

Provide a detailed breakdown of total project expenditures, and clearly indicate which items Canadian Rural Partnership funds will be used for, (partnership's share of the total) and which costs or services your organisation and/or partners are contributing to the project.

8.1 Costs eligible for Canadian Rural Partnership funding:

- Costs for labour, salaried services and related employment expenses, incremental to ongoing business of the organization, for each person to be employed on the project. Please indicate the function/relationship each will have to the project.
- Consultants who generally provide expertise that is not available within the applicant's organization. Identify the services they will provide and the costs associated with those services.
- Direct materials and supplies related to the project. (Purchase of electronic equipment such as computers, monitors, scanners, video cameras cannot exceed 10% of the total Partnership approved funding.)
- Costs associated with the evaluation of the project by a third-party contractor.
- Costs associated with printing, information technology and communication services.
- Travel expenditures must be accompanied by details and a rationale. Please keep in mind they must also be in line with the Treasury Board Travel Directive (See Appendix B).

8.2 Costs not covered by the Canadian Rural Partnership:

- Capital expenditures related to the construction/renovation of structures and/or buildings, including the purchases of furniture and furnishings.
- Expenditures related to the acquisition and/or development and preparation of land for any purpose (eg. park and/or trail development, including purchases of tractors and other similar equipment, fertilizers,

shrubbery, etc.)

- Regular on-going operational activities of the institution or organisation.
- Any costs which cannot be directly tied to the project as incremental to ongoing operations.
- Feasibility studies
- Costs of international travel.
- Costs related to the development and testing of commercial products for private benefit.
- Organization and/or sponsorship of conferences and workshops.
- Legal fees associated with the incorporation of an organization.
- Costs being reimbursed under an existing federal or provincial program.

8.3 Indicate if it is anticipated that the project will generate revenue.

What is the source? Provide details on the total revenue expected and information on how it will be used.

9.0 Key Project Personnel

Identify the name, title, phone number and qualifications of the person(s) responsible for the project and other key project personnel (attach resumes as appendices), including the names, and phone number of consultants/researchers to be contracted by the project proponent(s).

10. Canadian Rural Partnership Pilot Project Proposal submission

We encourage you to use our ON-LINE APPLICATION system to send your proposal to us. The use of this on-line system will facilitate speedier processing of your application.

Alternatively, proposals can be sent electronically to: crppilot@em.agr.ca or by hard copy to:

Canadian Rural Partnership Pilot Projects
Agriculture and Agri-Food Canada
Rural Secretariat,
Building #74,
Central Experimental Farm

960 Carling Avenue,
Ottawa, Ontario
K1A 0C6
Fax: (613) 759-1204

Note: The information that you provide is collected for the purpose of the administration of the Canadian Rural Partnership Pilot Projects Initiative. The information collected will be subject to the Access to Information Act.

REVIEW PROCESS

Your project proposal will be reviewed to ensure the basic eligibility criteria are met, and that the proposal follows the application format outlined in the guidelines. Please use the checklist on the following page to ensure you have adequately addressed all of the key elements. A letter of acknowledgement will be sent to the contact person identified on the cover sheet within 30 days.

Provincial and Territorial Rural Teams will review and prioritise eligible proposals based on the assessment criteria outlined in this guide. These projects will then be forwarded to the Selection Advisory Committee, an independent body of rural Canadians, which will provide a national perspective to the review process and recommend projects for consideration to the Secretary of State (Rural Development)

Applicants will be notified in writing of the final results.

APPROVED PROJECTS

Financial assistance to applicants will normally be provided by means of a Contribution Agreement with the Rural Secretariat. Agreements will identify the specific terms and conditions of the contribution and the obligations and responsibilities of the federal government and the recipient.

For further information on the Canadian Rural Partnership Pilot Projects Initiative contact:

Patricia Moore (613) 759-7041
Allen McGuire (613) 759-7993
Information (613) 759-1898
Fax: (613) 759-1204
E:mail:crppilot@em.agr.ca

Or contact one of our Regional Advisors (see list):

RURAL SECRETARIAT REGIONAL ADVISORS

<p>Atlantic Canada: New Brunswick, Prince Edward Island, Nova Scotia, Newfoundland & Labrador: Laurent Légère, Senior Policy Advisor P.O. Box 6088 4th Floor, 1081 Main Street Moncton, New Brunswick E1C 8R2 Tel: (506) 851-2983 Fax: (506) 851-2984 E-Mail: legerel@em.agr.ca</p>	<p>Nova Scotia: Keith Cossey, Regional Advisor Atlantic Canada Opportunities Agency 1801 Hollis Street, Suite 600 Halifax, Nova Scotia B3L 3C8 Tel: (902) 426-8570 Fax: (902) 426-2054 E-Mail: kcossey@acoa-apeca.gc.ca</p>
<p>New Brunswick Paul Landry, Regional Advisor Blue Cross Centre, Ground Floor 644 Main Street, P.O. Box 6051 Moncton, New Brunswick E1C 9J8 Tel: (506) 851-3021 Fax: (506) 851-3961 E-Mail: plandry1@acoa-apeca.gc.ca</p>	<p>Prince Edward Island: Claudette Thériault, Regional Advisor Atlantic Canada Opportunities Agency 100 Sidney Street Charlottetown, Prince Edward Island C1A 7K2 Tel: (902) 368-0736 Fax: (902) 566-7098 E-Mail: ctheriau@acoa-apeca.gc.ca</p>
<p>Newfoundland & Labrador: Robin Kieley, Regional Advisor The John Cabot Building 10 Barter's Hill, 11th floor P.O. Box 1060, Station C St. John's, Newfoundland A1C 5M5 Tel: (709) 772-3112 Fax: (709) 772-2712 E-Mail: kieley@acoa-apeca.gc.ca</p>	<p>Quebec: Esther Côté, Senior Policy Advisor Champlain Harbour Station Room 350-4, 901 Cap-Diamant Street Quebec, Quebec G1K 4K1 Tel: (418) 648-4820 ext. 313 Fax: (418) 648-7342 E-Mail: cotee@em.agr.ca</p>
<p>Alberta/British Columbia/NWT/Nunavut/Yukon: Nathanael Olson, Senior Policy Advisor 600 138-4 Avenue SE Calgary, Alberta T2G 4Z6 Tel: (403) 292-4922 Fax: (403) 292-5659 E-Mail: olsonn@em.agr.ca</p>	<p>Quebec: Monique Martin, Regional Advisor Champlain Harbour Station Room 350-4, 901 Cap-Diamant Street Quebec, Quebec G1K 4K1 Tel: (418) 648-4820 ext. 322 Fax: (418) 648-7342 E-Mail: martinm@em.agr.ca</p>
<p>British Columbia: Brandon Hughes, Regional Advisor 333 Victoria Street, Main Floor Nelson, British Columbia V1L 4K5 Tel: (250) 352-3155 ext. 158 Fax: (250) 352-5170 E-Mail: brandon.hughes@hrdc-drhc.gc.ca</p>	<p>Ontario (North): Karen Streich, Senior Policy Advisor 324 Kirby Road, RR#1 Goulais River, Ontario P0S 1E0 Tel: (705) 649-4110 Fax: (705) 649-4111 E-Mail: streich.karen@sympatico.ca</p>

<p>Alberta: Bev Uibel, Regional Advisor Suite 1500, 9700, Jasper Avenue Edmonton, Alberta T5J 4H7 Tel: (780) 495-8247 Fax: (780) 495-4557 E-Mail: bev.uibel@wd.gc.ca</p>	<p>Ontario: P. Sivaraj, Senior Policy Advisor 174 Stone Road West Guelph, Ontario N1G 4S9 Tel: (519) 837-5855 Fax: (519) 831-7166 E-Mail: sivarajp@em.agr.ca</p>
<p>Northwest Territories: Trudy Samuel, Regional Advisor 301, 5204-50 Avenue Yellowknife, NT X1A 1E2 Tel: (867) 669-4753 Fax: (867) 873-8185 E-Mail: trudy.samuel@ec.gc.ca</p>	<p>Manitoba/Saskatchewan: Darell Pack, Senior Policy Advisor 500-303 Main Street Winnipeg, Manitoba R3C 3G7 Tel: (204) 984-6510 Fax: (204) 983-8357 E-Mail: packd@em.agr.ca</p>
<p>Yukon: Brenda Fair, Regional Advisor P.O. Box 2703 10 Burns Rd Whitehorse, Yukon Y1A 2C6 Tel: (867) 667-5272 Fax: (867) 393-6222 E-Mail: brenda.fair@gov.yk.ca</p>	<p>Rural Secretariat: Lynden Johnson, Executive Director Room 4112, Sir John Carling Bldg. 930 Carling Avenue Ottawa, Ontario K1A 0C5 Tel: (613) 759-7112 Fax: (613) 759-7105 E-Mail: rs@em.agr.ca</p>

CHECK LIST

This check list has been provided to assist you with a quick self assessment of the completeness of your project proposal. Please ensure you adequately address all of the required elements in order to increase the likelihood of a project being approved.

HAVE YOU CLEARLY IDENTIFIED:	YES	NO
1. How you plan to meet the eligibility requirement?		
2. That your project addresses one or more of the eleven priority areas?		
3. That the project activities are incremental to your organisation's operations?		
4. That the project is 12 months or less in duration? (Including a start date and an end date)		
5. How the proposed approach is innovative?		
6. How the local community is involved?		
7. Whether you have applied for funding from other federal programs? Have you listed them?		
8. That you have taken a multi-partner approach?		
9. That your federal partnerships are confirmed? Have they signed-off on the project?		
10. That other funding partners' support has been confirmed? Are the financial agreement documents attached, clearly indicating the amount of funding from all sources?		
11. That your proposal includes an evaluation framework?		
12. All project expenditures in your budget, and how Canadian Rural Partnership funds are to be used?		

**CANADIAN RURAL PARTNERSHIP
PILOT PROJECTS INITIATIVE
STANDARD SUMMARY**

(Not required if submitting proposal through the On-Line Application)

For Rural Secretarial Use Only

File Number:

Name of Applicant/Organization:

Contact Person:

Phone No.:

Province:

Municipality:

Project Title:

Total Cost of Project:

Amount Requested from CRP Pilot Project Initiative:

Partners and Provincial Contributors:

Name

Amount

Cash (C) /
In-kind (IK)

C Q IK Q

C Q IK Q

C Q IK Q

C Q IK Q

C Q IK Q

Rural Priority(ies) Addressed:

Project Description (High Level):

**SUMMARY
TREASURY BOARD DIRECTIVE
ON TRAVEL**

ELIGIBLE EXPENDITURES AND RATES - subject to change

1. Meals

- see Table 1 for the meal rates
- do not claim for meals provided at a conference, on a plane, or at a meeting
- meal allowances include gratuities, provincial tax and the GST

2. Incidental Expenses

You may claim up to \$11.50 per full or part calendar day in travel status when commercial accommodation is used and up to \$11.50 when private accommodation is used.

The incidental expense allowance covers such items as gratuities (other than those related to meals and taxi use) laundry, dry cleaning, depreciation of luggage and other personal supplies and services, the cost of which can be attributed to a period in travel status, but for which no other reimbursement or allowance is provided under this directive.

Incidentals are not reimbursed on travel where overnight accommodation is not utilized.

3. Accommodation

Commercial accommodation: reasonable, acceptable accommodations should be reserved. LUXURY, HIGH-PRICED ACCOMMODATION IS NOT PERMITTED. The traveller, before reserving a room, should confirm with the Departmental Representative if the hotel is listed in the Government Hotel Directory and the rate is within the approved limits for the particular location. Otherwise, the traveller could risk partial reimbursement of actual costs should claims be for unreasonably high-priced accommodation.

Private accommodation: accommodation provided by friends or relatives will be paid at \$13.50 per night for each occasion this accommodation is used.

4. Transportation

The most economical and convenient methods of transportation should be used e.g. bus, rail, motor vehicles and air. Only fares up to full-fare economy class travel is permitted, any charges claimed for other than this class will be reduced to the coach or economy rate. The traveller is required to seek the lowest possible airfares, including charters and other discounts for each trip.

Transportation by air or motor vehicle must be by the most direct route to and from the travel location(s), unless the air travel the company recommends a more economical alternative

routing.

.../2

- 2 -

Contractors or Individuals, other than public servants, are financially responsible for the cost of insurance, such as for cars/accidents/sickness/airline travel and immunizations.

5. Rental Vehicles

Rental vehicles may be authorized where, in the opinion of the Departmental Representative, this method of travel is economical and practical. In order to conserve energy, compact-sized vehicles shall be used unless the number of passengers or the quantity of goods to be transported warrants the use of a larger vehicle. IF ANY OTHER SIZE vehicle other than a compact-sized vehicle is rented without sufficient justification, the rate will be reduced to match that of a compact vehicle.

6. Privately-Owned Vehicles

- See Table 2 for kilometric rates

The traveller will be reimbursed the kilometric rate applicable to the province or territory in which the vehicle is registered, except if coming from the US. In this case he/she will be reimbursed the kilometric rate applicable to the province or territory in which he/she will be staying.

The traveller will use the most direct road routes and shall claim only for distances necessarily driven on business travel during the period claimed. As a general rule, the cost of transportation between the traveller's principal residence and business place is not generally reimbursed since the traveller is expected to present himself or herself at his/her business place on his/her own time and at his/her own expense.

The rates paid are designed to offset the costs of a) "ownership" consisting of depreciation, provincial tax, finance charges, insurance and licence fees, and b) the costs of "operating" consisting of gasoline, oil, lubrication, tires, maintenance and repairs.

Meals and Allowances

Effective October 1, 2000 - subject to change

1. Travel in Canada

	Canada)	Yukon, NWT	Nunavut
1.1 Full Day meal and incidental allowances			
- hotel/motel accommodation	59.40	69.34	82.85
- hotel/motel accommodation with separate service charge on bill	57.10	67.04	80.55
- private/gov./institutional accommodation	59.40	69.34	82.55
1.2 Meal allowances			
- breakfast	10.00	11.65	12.35
- lunch	10.30	12.05	20.05
- dinner	27.60	34.15	38.95
1.3 Incidental expense allowances			
- hotel/motel accommodation	11.50	11.50	11.50
- private/gov./institutional accommodation	11.50	11.50	11.50
1.4 Extended periods in travel status			
- Full day meal and incidental expense allowance	47.90	57.85	71.35
1.5 Weekend travel home transportation allowances			
- two-day weekend	141.80	161.70	188.70
- three-day weekend	212.70	242.55	283.05
- four-day weekend	283.60	323.40	377.40

Kilometre Rates

Effective January 1, 2001

1.1 Employer requested rate	
	Cents/km (taxes included)
Saskatchewan	38.5
Alberta	39.5
Prince Edward Island	41
Nova Scotia	42
Manitoba	41
New Brunswick	42
British Columbia	42
Ontario	42.5
Newfoundland	43.5
Québec	46
North West Territories	47
Nunavut	47
Yukon	48.5
1.2 Traveller requested rate	
Alberta, Manitoba, Saskatchewan	12
New Brunswick, Prince Edward Island	12.5
Nova Scotia, Québec, Ontario,	13
British Columbia	13
Newfoundland	13.5
Yukon	21.5
Nunavut	20.5
North West Territories	20.5
Note: Rates are always paid in Canadian funds	

Revised January 17, 2001