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CANADA - NWT INFRASTRUCTURE PROGRAM HANDBOOK

A Joint Canada NWT Program

July 25, 1994

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**CANADA - NWT
INFRASTRUCTURE
PROGRAM**

Objective:

To upgrade the quality of infrastructure in the Northwest Territories.

To provide training and/or work experience opportunities for unemployed and underemployed Northerners to enhance their ability to access further training and/or employment.

**Eligible Project
Sponsors:**

Any local government, band council, Metis local, designated organization of a settled land claim, community organization, and incorporated public or private organization.

Eligible Projects:

Must contribute to the development or enhancement of local infrastructure.

Must create employment and not compete with or duplicate existing services.

Must contain training and/or work experience allowing individuals to upgrade their skills.

Must be in addition to approved capital plan,

Must have financial arrangements in place to cover ongoing operating and maintenance costs.

Funding

The Canada - NWT Infrastructure Program is a two year agreement with combined Federal - Territorial funding of \$10.8 million.

Each community in the NWT has an allocation based on the number of people not employed. A maximum and minimum level of funding, per community, has been set.

**Eligible Project
Participants:**

All NWT residents are eligible to participate in projects in their community if they are

- 16 years of age or older
- no longer in secondary school full time.
- Preference will be given to candidates who are unemployed or underemployed.

Application Procedures:

For application packages or more information on the Program contact the Education, Culture and Employment office in your region.

A Joint Canada - NWT Program

1.0 introduction

Capital funds have been made available by the Government of Canada and the Government of the Northwest Territories to improve physical infrastructure in local communities. In addition, these funds are to be used to create employment, provide training opportunities and improve local economic potential.

The Government of Canada and the Government of the Northwest Territories have allocated these funds on a formula basis to all the communities of the Northwest Territories. Tax-based communities are eligible for two thirds of project costs, non tax-based communities and aboriginal organizations are eligible for total project costs. Project sponsors are encouraged to maximize the use of other sources of capital financing, optimizing the leverage resulting from available federal and territorial funding.

The Department of Education, Culture and Employment (ECE) is responsible for the implementation and delivery of this program and has developed the administrative procedures, following the terms and conditions set out by the Canada-NWT Infrastructure Agreement. These procedures are presented in this Handbook. ECE will coordinate the Program with assistance from Municipal and Community Affairs, Transportation, Public Works and Services, Renewable Resources, Economic Development and Tourism, and NWT Development Corporation will be consulted on a project by project basis. This will ensure effective program implementation.

2.0 DEFINITIONS

Management Committee

“Management Committee” means the Committee established under the Canada-NWT infrastructure Program Agreement responsible for managing and administering the agreement. It is comprised of two Government of Canada representatives and two GNWT representatives.

Local Government

“Local Government” means any City, Town, Village, Hamlet, Charter Community, Settlement, and Unincorporated Community recognized by the Government of the Northwest Territories.

Band Council

“Band Council” means the council of a Band established under the Indian Act (Canada).

Metis Local

“Metis Local” means any organization so registered under the NWT Societies Act.

Designated Organization of a Settled Land Claim

“Designated Organization of a Settled Land Claim” means an organization established under a settled land claims agreement.

Regional ECE Representative

The **“Regional ECE Representative”** for the Canada-NWT Infrastructure Program will be the Regional Superintendent of Education, Culture and Employment in the Fort Smith, Inuvik, Kitikmeot, Keewatin and Baffin Regions and the Career Centre Manager in the North Slave Region.

Eligible Sponsor

“Eligible Sponsor” includes any local government, aboriginal or community organization, and any body corporate whether public or private.

Project

“Project” means any proposed infrastructure project that receives approval for implementation from the Management Committee.

Eligible Costs

“Eligible Costs” means those costs approved under the contribution agreement that are for goods and services needed to complete a project and any other costs of completing a project that are considered and approved by the Management Committee.

Infrastructure

“Infrastructure” means any physical capital asset(s) used to provide public services.

Community Coordination Group

“Community Coordination Group” means a group formed to seek consensus on suitable proposals for approval under the Canada-NWT Infrastructure Program. Organizations represented on this group must include: local government, band council, Metis local and any designated organization of a settled land claim, where these organizations exist in the community.

“Tax-Eased Communities

“Tax-Based Communities” means those communities which have the authority to tax residents. This includes Yellowknife, Hay River, Iqaluit, Inuvik, Fort Smith, Fore Simpson and Norman Wells.

Non Tax-Based Communities

“Non Tax-Based Communities” means those communities which do not have the authority to tax their residents. This includes all those communities not listed above as “tax-based”.

Project Participant

“Project Participant” means a person employed to work on, or selected to train on, an approved project.

Eligible Community

“Eligible Community” means those communities eligible to participate in the Canada - NWT Infrastructure Program. This includes all the communities listed in Appendix 1.

3.0 PROGRAM DESCRIPTION

The Canada-NWT Infrastructure Program was developed to improve local infrastructure and to create employment and training opportunities. It is anticipated this program will assist individuals to access future employment or education, by providing work experience, skill development and training.

Individual community allocations were established based on the number of working age people who are not employed in each community. Maximum and minimum amounts were applied to ensure all communities have a basic allocation.

Some examples of projects that might be selected are:

- building or upgrading a cultural centre/community centre
- road construction
- sewage disposal plant construction
- surface drainage upgrade
- dock construction
- introduction of electronic highway networks
- construction of airstrips
- recreation facilities construction or upgrading
- womens' shelters
- child care centres

Eligible project sponsors include local governments, band councils, Metis locals, designated organizations of a settled land claim, other community organizations and any incorporated public or private body. Community allocations may be used to sponsor one project or several smaller projects.

In communities where more than one of the following organizations exist, the community should form a Community Coordination Group with representation from all groups: local government, band council, Metis local and designated organizations of a settled land claim. This Group will seek consensus on proposals for submission to the Regional ECE Representative.

The Canada - NWT Infrastructure Program can only be used to support new, enhanced or additional projects. Projects that have already been approved under the 1994-95, 1995-96 or 1996-97 capital plans are not eligible.

All projects must demonstrate that financial arrangements are in place to cover ongoing O&M costs.

This is a two year program. The Canada-Northwest Territories Infrastructure Agreement requires that 35% of the total two year allocation be spent by March 31, 1995. The remainder of the funds must be committed by March 31, 1996.

Application forms and information packages are available through the local Education, Culture and Employment office or any members of the Community Coordination Group.

4.0 PROGRAM OBJECTIVES

The purpose of the Canada - NWT Infrastructure Program is to:

1. Upgrade the quality of infrastructure in the Northwest Territories.
2. Provide effective employment creation in local communities.
3. Provide training and/or work experience opportunities for unemployed or underemployed Northerners to enhance their ability to access further training and/or employment.
4. Enhance community participation in prioritizing and administering infrastructure projects.

5.0 ELIGIBILITY

A) Eligible Sponsors:

Eligible sponsors include local governments, aboriginal or community organizations and public or private corporate bodies. Project applications should demonstrate Community Coordination Group acceptance and support.

This Program will not approve costs which are for services or works budgeted for in the capital plan unless it enhances or accelerates the plan.

B) Project Participants:

Project sponsors must choose participants who are:

- a) residents of the NWT and ;
- b) a minimum of 16 years of age and no longer in secondary school full time.

Priority should be given to participants who are:

- a) unemployed and wanting a job;
- b) not currently eligible for Unemployment Insurance;
- c) eligible for social assistance;
- d) residents of the community where the project will take place.
- e) underemployed

6.0 CRITERIA FOR PROJECT DEVELOPMENT

Criteria for project approval are aimed at enhancing or upgrading the quality of infrastructure in the Northwest Territories, and providing employment and training opportunities for Northern residents.

Each project must satisfy **ALL** of the following seven criteria:

1. The project must contribute to the development or enhancement of local infrastructure.
2. The project must create employment and not compete with or duplicate existing services.
3. Each project must contain training and/or work experience allowing individuals to upgrade their skills or access future training or education opportunities.
4. The project must be an enhancement or an addition to the approved capital plan, or enable the project to be brought forward by at least three years. The project must not be substituting for a planned capital investment.
5. Projects must demonstrate the ability to cover any ongoing operating and maintenance costs of facilities constructed.
6. Satisfactory financial procedures must be in place.
7. Projects must comply with existing federal and territorial legislation, regulations, and requirements including construction, labour, environmental and human rights.

The following criteria also apply to the Program and will greatly influence the decision for approval of a submitted proposal.

Community support - Projects should have the support of all members of the Community Coordination Group in whose jurisdiction the project will be undertaken.

Long-term job creation - Projects creating employment beyond the completion date of the project are encouraged. Proposals should demonstrate the number of jobs required to provide ongoing goods and services to the facility as well as the types of jobs.

Enhancing economic competitiveness - Projects should improve community economic opportunities based on new or upgraded infrastructure. In addition, projects should provide training which will increase the likelihood for local people to get employment or to start businesses. Economic competitiveness can be enhanced by: raising productivity, reducing operating costs, providing new economic opportunities, or boosting the skills of the workforce.

Use of innovative technologies - Projects can be used to introduce new or improved systems, processes, materials, equipment, such as the introduction of electronic highway networks to provide a more effective service to the public.

Bringing Infrastructure up to community standards, codes and by-laws - This criterion allows projects to replace or upgrade existing infrastructure consistent with current community standards. This could include improvements in public health, pollution control, disability access and safety.

Enhancing environmental quality and sustainability - This criterion enables investment in infrastructure to positively affect the environment. This includes projects which improve community health, contribute to the conservation of resources or employ technology to reduce or prevent harmful environmental impacts.

Innovative financing - Projects are encouraged to use alternative funding sources for service provision, such as cost recovery or participation of the private sector in the financing or provision of public services.

7.0 FUNDING

Allocations have been made for all communities in the NWT based on the number of working age people who are not employed. For a schedule of the allocations by community see Appendix 1.

Before funds can be released to approved community projects, a contribution agreement must be signed by the GNWT and the project sponsor see Appendix V. Funds will then be released based on the payment schedule established through the agreement. Up to 500A, of the first fiscal year's budget, can be released upon signing the agreement if there is a demonstrated need such as the cost to cover project materials and freight. The remainder of funds will be released as negotiated by the Regional ECE Representative and the project sponsor.

There are different levels of funding available to communities based on the project sponsor and community type. In all cases, financial participation by third parties is encouraged to increase the total available funding.

In Tax-Based Communities

With respect to any one project, neither Canada nor the GNWT will contribute more than one-third (1 /3) of the total eligible costs. The remaining funds - at least one-third (1 /3) - are expected to come from the municipality and/or a third p-arty. The only potential exceptions would be where a project would not normally be proposed by a local government and/or would be for the primary benefit of an aboriginal organization, in which case, Canada and the GNWT may each contribute up to one-half (1 /2) of the total eligible costs.

In Non Tax-Based Communities

With respect to any one project, neither Canada nor the GNWT will contribute more than one-half (1 /2) each of the total eligible costs.

Funding Schedule

The Canada-NWT Infrastructure Agreement requires that 35 % of the total Infrastructure Program allocation be spent by March 31, 1995. Therefore communities are encouraged to develop proposals for their full allocation and begin projects as soon as possible.

The remainder of the total program allocation must be expended by March 31, 1996. In exceptional circumstances, provisions can be made to accommodate expenditures **after** March 31, 1996, with the approval of the Management Committee. If this option is exercised, the Management Committee must be notified no later than January 31, 1996.

8.0 ELIGIBLE PROJECT COSTS

Eligible project costs are those costs identified in the contribution agreement. They include all direct costs incurred and paid specifically for the purpose of implementing a project under the Canada - NWT Infrastructure Program that are:

- invoiced against a contract for goods and services necessary for the implementation of the project;
- recognized and determined as relevant by the Management Committee;
- paid as salaries and other employment benefits to any employee of Canada, GNWT, or eligible sponsors engaged specifically for the purpose of implementing a project under the Canada - NWT Infrastructure Program;
- required for project signage;
- determined by the Management Committee as eligible administration costs.

Equipment

Where possible, project sponsors should be encouraged to rent equipment rather than purchase it to ensure budgets are available for participant wages.

Any equipment purchased by the sponsor to carry out the project, must be identified in the contribution agreement. The terms around the ownership of the equipment, once the project is complete, must be clearly defined in the proposal.

Cost Overrun

Any cost overrun is the sole responsibility of the project sponsor.

9.0 PROPOSAL SUBMISSION SCHEDULE & PROGRAM DURATION

Target dates for Proposal Submission: Contact Regional ECE Representative

There are 2 target dates for proposal submissions: October 3, 1994 and January 30, 1995. An additional target date will be determined by the Management Committee for the 1995/96 fiscal year.

All proposals must be in ECE headquarters on or before those dates. It is suggested that the Regional ECE Representative set a regional deadline (ie: one week before the HQ cut off date) to ensure proposals are gathered and submitted on time.

Provided that project sponsors can demonstrate full Community Coordination Group support for their proposals, they can submit before any of the stated target dates. This would allow sponsors to take advantage of the short construction season.

All proposers are encouraged to submit prior to the first target date.

Program Duration

Projects will commence after notification of approval and must be completed by March 31, 1996.

If projects are terminated or completed under budget, the Regional ECE Representative must be notified so that the surplus funds can be made available to other community projects.

10.0 TRAINING PLANS

All projects must contain a training or work experience element. Where applicable, training plans must be prepared which indicate the type and length of training, knowledge and skills to be acquired, and how the learning will take place. This includes on-the-job formal and non-formal methods of training. A training information form is included with the project application and, where applicable, must be submitted as part of the application process. (Appendix II). Upon approval of the project, sponsors will be requested to complete a training plan for individual employees. (Appendix IV).

If part of the training is to take place in an institution, project sponsors are encouraged to use Arctic College as the primary delivery agent. (Please note that training allowances are not insurable earnings and participants will not be able to access U.I. unless they have the required weeks of wage employ merit.)

11.0 PROJECT APPLICATION

Potential sponsors should apply using the application form' which will be available from the members of the Community Coordination Group or the Regional ECE Representative.

If clarification of the application form is required, potential sponsors should contact Regional ECE Representatives.

Application packages have been developed for distribution by ECE Representatives and Community Coordination Groups. These should be copied and distributed at the regional level.

To apply for project funding, applicants must complete the application form and the training information form, (Appendix ii) and submit them as a package to the Regional ECE Representative.

It is not necessary to submit the participant's training plan (Appendix IV) at the time of application. This should be completed upon approval of the project and reviewed by the ECE Representative.

Once applications have been received by the Regional ECE Representative, the Representative completes the Project Recommendation Form and forwards the package to the HQ Co-ordinator.

12.0 PROJECT APPROVAL

All projects are approved by the Management Committee which is comprised of two GNWT representatives and two Government of Canada representatives.

Before proposals are sent to the Management Committee, they should have the support of all Community Coordination Group representatives. Community Coordination Groups must determine how to work together to ensure proposals are developed and submitted with consensus.

All proposals are submitted by the Community Coordination Group (or by a project applicant indicating Community Coordination Group support) to the Management Committee through the Regional ECE Representative. The projects are reviewed against the criteria set out in Section 6.0 Criteria for Project Development. If acceptable, HQ Education, Culture and Employment will notify, in writing, the project sponsor, the local Member of Parliament, Member of Legislative Assembly, Regional ECE Representative and the Regional Director. The Regional ECE Representative will then contact the sponsor to arrange for the signing of a contribution agreement for release of funds.

If a proposal is not accepted by the Management Committee. HQ Education, Culture and Employment will notify the Regional ECE Representative and the project applicant. The proposal may then be modified for resubmission based on comments from the Management Committee, or the Community Coordination Group may choose to recommend an alternative proposal.

In the unlikely event that the Community Coordination Group cannot reach consensus on proposals for submission, they should contact the Regional ECE Representative for further direction.

13.0 FINANCIAL ADMINISTRATION

Regional ECE Representatives are responsible for the financial administration of the Canada-NWT Infrastructure Program. In addition, a Program Coordinator may be hired in Headquarters to administer the NWT Canada Infrastructure Program.

All monies released through the program are done so through a contribution agreement.

Budgets submitted with proposals should be reviewed carefully by the Regional ECE Representative to ensure that:

- There is a demonstrated need for all advances requested.
- The budget accurately reflects the nature and the scope of the project.
- Administrative costs are appropriate (generally not to exceed 10% of the total budget).

Budget concerns should be raised with the project sponsor before the payment schedule is negotiated.

Funding is released as negotiated between the project sponsor and the ECE Representative. In no instance, can more than 50% of the first fiscal year's budget be released upon the signing of an agreement.

14.0 PROJECT SPONSOR - REPORTING REQUIREMENTS

Project sponsors are required to submit progress reports and financial accounts quarterly.

In addition, all project sponsors must provide copies of participants' Record of Employment (R. O. E.'s) and financial statements to the Department of Education, Culture and Employment upon completion of the project.

All project sponsors are expected to keep accurate financial and project records which must include information on:

- Budgets and expenditures
- Number of participants
- Participant gender
- Participants' racial origin
- Number of weeks worked
- Training outcomes
- Early terminations and reasons
- Status of participants, after the project is completed
- Comments on success of project (Did it meet objectives?)

A Project Sponsor Report (Evaluation Form) is provided to record and submit this information upon completion of projects. See Appendix III.

Selected communities will be invited to participate in a more formal program evaluation.

15.0 ROLES AND RESPONSIBILITIES

Community Coordination Groups

- Provide program information to eligible potential sponsors
- Solicit and/or develop proposals for submission
- Explore innovative funding arrangements
- Provide evidence of support for all proposals submitted to the Management Committee

Project Sponsors

- Develop proposals based on criteria established in Handbook
- Sign contribution agreement
- Recruit participants upon approval of a project
- Maintain accurate financial records
- Maintain accurate participant information
- Provide financial statements and progress reports as identified in the contribution agreement
- Adhere to the terms and conditions of the contribution agreement and if changes are required, notify the Regional ECE Representative
- Notify ECE of any potential slippage
- Complete evaluations at the end of project and submit required documentation to ECE
- Direct and manage projects and participants

Regional ECE Representative (Regional Superintendent or Manager, Career Centre)

- Contact all members of Community Coordination Group in the Region to provide them with the program information and Handbook
- Develop and implement regional public information plan
- Assist with proposal development where required
- Collect proposals for submission to HQ Coordinator ensuring they meet the criteria established for the program
- Consult with appropriate GNWT departments to ensure proposals do not contravene legislation or requirements
- Notify project sponsors if proposal is unsuccessful and assist with modifications if requested
- Notify Community Coordination Groups (if different from above) of unsuccessful proposals
- Develop contribution agreements with project sponsor
- Forward major changes to approved projects to Management Committee for approval
- Ongoing financial and project monitoring
- Collect project evaluation forms, R. O.E.s and other required documentation

MACA Regional Superintendent

In consultation with Regional ECE representative:

- Contact all members of Community Coordination Group in the Region to provide program information
- Develop and implement regional public information plan
- Ensure proposals have the support of Community Coordination Group, appropriate budgets and meet the criteria established for the program

- Where required, assist communities with identifying projects
- Ensure proposals do not contravene existing territorial and federal legislation or requirements

Management Committee

- Overall management of Canada-NWT Infrastructure program Agreement
- Approve a public information plan
- Approve or deny proposals based on established criteria
- Approve significant changes to project proposals
- Approve funding reallocations between communities
- Approve and/or participate in public information campaigns and official ceremonies related to the program
- Approve a plan and terms of reference for evaluating the Program

HQ Coordinator

- Act as liaison between Regions and Management Committee.
- Receive regional proposals, ensuring necessary information and documentation are accounted for prior to forwarding to the Management Committee.
- Forward copies of all proposals to DIAND.
- Provide guidance to regional staff in the administration of Program.
- Ensure all proposals forwarded to the Management Committee include DIAND environmental review form.
- Overall program and financial coordination.
- Develop and implement public information plan.
- Notify appropriate bodies of Management Committee decisions.

- Send monthly project updates to GNWT Departments, DIAND, NWT Development Corporation, MP, and MLA.
- m Develop an evaluation plan.
- Evaluate program.

16.0 AUDITS

This program and all reports related to it are subject to audit by the GNWT and/or the Federal Government. Project sponsors are required to retain their accounts related to an approved project until March 31, 1999.

Contribution Agreements over \$50,000

Contribution agreements exceeding \$50,000 must have an audit performed by a professional auditor in public practice. The costs of the audit can be built into the project proposal.

Contribution Agreements under \$50,000

Contribution agreements under \$50,000 may either be audited by GNWT auditor or monitored by the Regional ECE representative depending on the complexity of the agreement.

The type of audit arrangement should be identified as part of the contribution agreement. A financial review may be conducted on projects at the end of each fiscal year.

17.0 PUBLIC RELATIONS

in announcing infrastructure projects funded under this Program, certain requirements must be met. In all publicity related to specific approved projects, Canada, NWT and the Project Sponsor must all receive equal recognition. This applies to both local signs on the project site and public announcements about the project.

All project publicity must be approved by the Management Committee. Before any approved project is announced, Project Sponsors will be asked for their input. Community Coordination Groups or Project Sponsors must not, on their own, make any announcements related to the project.

News releases will be issued for selected projects. A major program objective is to demonstrate the benefits of co-operation among governments and other public bodies.

With the local partner, the federal and territorial governments will arrange events to launch approved infrastructure projects. These could include ribbon cuttings, news conferences or other similar events. All three partners will be involved in any launch events.

The Management Committee may request specific projects erect a sign at the project site to indicate that the project has been funded under the Canada-NWT Infrastructure Program. All project sponsors are encouraged to post signage recognizing the contributions from governments. Costs of signage can be included in the project budget and should be addressed in the proposal.

All public information related to calls for tenders for projects must clearly indicate that funding for the project is from this Program.

All printed material and signs must be in both official languages and, where appropriate an aboriginal language.

APPENDIX 1: SCHEDULE OF COMMUNITY FUNDING ALLOCATIONS

APPENDIX II:

PROJECT APPLICATION (INCLUDING TRAINING INFORMATION FORM)

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3.0 Project Criteria

Projects must meet the following criteria. Describe in full' how the project meets the criteria:

Contributes to the development or enhancement of infrastructure:

Creates short term employment:

Develops skills of participants:

Demonstrates satisfactory financial administration and procedures:

Is in addition to, enhances or accelerates the capital plan:

Follows federal/territorial regulations:

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Demonstrates provisions for on going operations and maintenance:

Projects will also be assessed on the following criteria. Describe how the project meets criteria which may be appropriate to your project:

Long-term job creation:

Enhances economic competitiveness:

Enhances environmental quality and sustainability:

Use of innovative technologies:

Use of other financing:

Replaces or upgrades existing infrastructure:

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PART II BUDGET

4.0	Salary and Wage Costs		
	Total Wages:	\$	_____
	Benefits (UIC, CPP, WCB, Vacation pay, NWT Payroll tax)	\$	_____
		Total \$	_____

5.0	Training Costs		
	Total Trainee Allowance		

		\$	_____
	Course Costs		

		\$	_____
	Instructional Materials/Supplies		

	Other (example: facility or equipment rental)		

		\$	_____
		Total	\$ _____.

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6.0 Investment Costs (describe)	
Equipment	
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
	Total \$ _____
Materials	
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
	Total \$ _____
Other	
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
	Total \$ _____
	Total \$ _____
Indicate plans for purchase of capital equipment and the terms of ownership	

Indicate plans for resale or disposal of capital equipment	

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7.0 Overhead Costs	
Administration (not to exceed 10% of total project cost)	\$ _____
Audit Costs	\$ _____
Rental	\$ _____
Supplies and Materials	\$ _____
Transportation	\$ _____
Signage	\$ _____
Other (describe)	\$ _____

Total	\$ _____

Total Project Costs \$ _____

Budget by Fiscal Year

1994/95		1995/96		1996/97	
Budget	Funding Source	Budget	Funding Source	Budget	Funding Source
Wages \$ _____	Infrastructure Program \$ _____	Wages \$ _____	Infrastructure Program \$ _____	Wages \$ _____	Infrastructure Program \$ _____
Training \$ _____	Municipal \$ _____	Training \$ _____	Municipal \$ _____	Training \$ _____	Municipal \$ _____
Investment \$ _____	Other \$ _____	Investment \$ _____	Other \$ _____	Investment \$ _____	Other \$ _____
Overhead \$ _____		Overhead \$ _____		Overhead \$ _____	

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9.0 TRAINING INFORMATION

Project _____ Project Sponsor _____

Community _____

Length of Program: Start Date _____ Completion Date _____

	“Name, of work/ training position	Number of participants in this position	Skills to be learned and /or training” to be provided.	Length of work/ training (months)
	Total Number of Training Positions			

APPENDIX III: PROJECT SPONSOR REPORT (EVALUATION FORM)

PROJECT SPONSOR REPORT' (EVALUATION FORM)

BUDGET EXPENDITURES (ACTUALS)

Attach copies of Record of Employment for all participants.

Wages & Benefits _____

Administration _____

Equipment _____

Overhead _____

Other _____

Total Expenditures _____

General Comments on Project Achievement

Date _____ Signature _____

Name & Position _____

Appendix IV: Participant's Training Plan

APPENDIX V: CONTRIBUTION AGREEMENT

CONTRIBUTION AGREEMENT

This Agreement made this _ day of_ , 1994.

BETWEEN:

The GOVERNMENT OF THE NORTHWEST TERRITORIES, as represented by the Department of Education, Culture and Employment (herein after referred to as the "G. .N.W.T.")

OF THE FIRST PART

-AND-

_____ (hereinafter referred to as the "Recipient")

OF THE SECOND PART

WHEREAS the Recipient has requested financial assistance from the
G.N.W.T. to _____ ;

AND WHEREAS the **G.N.W.T.** wishes to support the Recipient in the delivery of these programs;

AND WHEREAS the **G.N.W.T.** and the Recipient wish to set out the terms and conditions of the financial contributions by the **G.N.W.T.** to the Recipient;

WHEREFORE the **G. N.W.T.** and the Recipient agree as follows:

CONTRIBUTION AND USE

1. **The G.N.W.T.** shall provide a contribution in money to the Recipient for those purposes set out in Appendix "A" (hereinafter referred to as "the project").
2. **The** contribution in money shall be used exclusively for "the project" **unless** written authorization is received by the recipient from the Deputy Minister of Education of the **G.N.W.T.**

PAYMENT

3. The G.N. W. i. shall contribute to the Recipient an amount of money not in excess of \$ _____ which shall be paid in accordance with Appendix "B" hereto.
4. The G.N.W.T. shall, in addition, provide all reasonable non-monetary assistance to the Recipient to enable it to carry out its obligations under this Agreement.

TERM

5. This Agreement shall commence on _____ and terminate on _____ unless otherwise terminated or renewed in accordance with the provisions of the Agreement. All contributions payable shall be in relation to activities and expenditures incurred by the Recipient during this period.

ACCOUNTS AND FINANCIAL STATEMENT

6. **The Recipient** shall keep proper records and accounts of the revenues and of the expenditures for the project, including all invoices, receipts, and vouchers relating thereto. For the purposes of this Agreement, the Recipient shall keep all financial accounts and vouchers and other records for a period of at least THREE (3) years after the expiry of this Agreement.
7. The Recipient shall conduct all financial affairs related to this Agreement according to generally accepted accounting principles.
8. In the event that payments made to the Recipient through this Agreement exceed the amount to which the Recipient is entitled according to this Agreement, any such surplus is payable within 30 days to the G. N. W. T.. Where any surplus payable has not been repaid, an amount equal to the surplus may be retained by the G. N.W.T. from such contribution payments as may subsequently be payable to the Recipient.
9. Any accounts, records, invoices, receipts and vouchers shall at all times be open to audit and inspection by the G. N. W. T., and the G. N.W.T. may make copies thereof and take extracts therefrom at anytime during the term, of this Agreement or within THREE (3) years thereafter.
10. In the event that an audit and inspection is conducted by the G.N.W.T., the Recipient shall provide the necessary facilities and shall furnish the **G.N.W.T.** with reference to such accounts, records, invoices, receipts and vouchers.
11. **The Recipient** shall submit a financial statement for the period ending _____, 199 , by _____, 199 .

For contributions in excess of \$50,000 an audit of the financial statement, for the period ending March 31, 1995, is required to be conducted by a professional auditor in public practice. For contributions of \$50,000 or less, a review of the financial statement must be performed by an independent third party who is an accountant.

TERMINATION, RENEWAL AND AMENDMENT

12. The G.N.W.T. reserves the right to terminate, suspend or reduce the scope of the Agreement by written notice at any time if the Recipient does not comply with the terms of this Agreement.
13. Either party may terminate this Agreement by giving the other 30 days written notice.
14. In the event of termination of this Agreement the Recipient shall be entitled to payment on a pro rata basis in accordance with the services rendered to the date of termination which amount shall be determined by the G.N.W.T.
15. This Agreement may be renewed or amended by the written consent of the parties.
16. The Recipient is aware of section 46 of the Financial Administration Act, R. S. N. W.'T. 1988 c. F-4 which states:

"an expenditure pursuant to the contract will be incurred only if there is sufficient uncommitted balance in the appropriated item for the fiscal year in which the expenditure is required under the contract".

NOTICES AND ADDRESSES

17. In this Agreement, if any notice is required to be given by the G.N.W.T. or the Recipient, it shall be in writing and deemed to have been received:
 - a) immediately, if delivered in person;
 - b) one day after transmittal, if sent by telegram, telex or telecopier
 - c) ten (10) days after mailing, if sent by registered mail;if sent to the following address:

If sent to the G. N.W.T. at:

Department of Education, Culture and Employment
Government of the N.W.T.
P.O. Box XXX
XXXXXXXX, N.W.T.
Postal Code
Attention: Regional Representative Education, Culture and Employment

If to the _____ at:

General Delivery
Anytown, N-i
XXX 000

Attention:

GENERAL TERMS AND CONDITIONS

18. This Agreement shall be interpreted and governed by the laws of the Northwest Territories and any action taken relating to this agreement shall be commenced in the Supreme Court of the Northwest Territories.
19. The term Recipient includes all officers, employees, servants and agents of the Recipient as the case requires.
20. The Recipient is an independent agent with the G. N.W.T. and nothing in this Agreement shall be construed to **create the relationship** of employer between the G. N.W.T. and the Recipient.
21. There shall be no waiver of a **breach** of any term or condition of this Agreement **unless the** waiver is in writing signed by the party who has waived the breach and specifically sets out the breach and the agreement to waive the same. A waiver with respect to a specific breach shall not affect any rights of the party relating to **other or future breaches**.
22. The Recipient shall at all times indemnify and save harmless the G. N. W.T., its officers, **servants**, employees and agents from any claims, demands, costs, losses, damages, expenses, actions, suits or other proceedings by whomever made, or prosecuted in any manner based upon or related to the activities of the Contractor under the Agreement.
23. This Agreement shall enure to the benefit of and to be binding upon the parties hereto, their executors, administrators, successors and assigns.
24. No member of the Legislative Assembly shall be permitted to obtain any share or part of this Agreement or be **entitled** to receive **any financial benefit arising** therefrom.
25. Words in this Agreement importing male gender include female, gender and words importing the **singular** include the plural and vice versa.
26. The recipient agrees to obtain all **licences** and permits that may be necessary for the conduct of the project and will comply with all applicable Acts and Regulations of the Northwest Territories and all applicable Acts and Regulations of the parliament of Canada.

27. **The** recipient shall obtain and maintain comprehensive general liability insurance coverage in the amount not **less** than two million (\$2,000,000.00) dollars inclusive for each occurrence or **accident for bodily injury, death and property damage** including loss of use **thereof**, covering **all** operations of the recipient

IN WITNESS WHEREOF the parties have hereto set their hand and seals as of the day and year first above written.

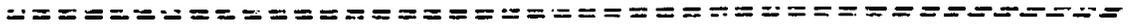
SIGNED SEALED AND DELIVERED
presence of:

Witness

Per: Department of Education, Culture
and Employment
G. N.W.T.

Date

Date



Witness

Recipient

Date

Date

APPENDIX "A"
PURPOSE/OBJECTIVES

APPENDIX "B "

PAYMENT

**CANADA-NWT INFRASTRUCTURE PROGRAM
EVALUATION FRAMEWORK**

Mission Statement:

The Canada-NWT Infrastructure Program will upgrade the quality of infrastructure in the Northwest Territories and provide training and/or work experience opportunities for unemployed and underemployed Northerners.

This program will enhance community based participation through community level prioritizing and administration of projects.

Objectives:

1. Upgrade the quality of infrastructure in the Northwest Territories.
2. Provide effective employment creation in local communities.
3. Provide training and/or work experience opportunities for unemployed or underemployed Northerners to enhance their ability to access further training and/or employment.
4. Enhance community participation in prioritizing and administering infrastructure projects.

Evaluation Framework for Program Objectives:

Increase the quality of infrastructure in NWT			
ISSUE	INDICATORS	DATA REQUIRED	WHEN
- did the program improve the quality of infrastructure in the NWT?	- amount of money expended against total budget - # of successfully completed projects	- financial statements - project reports	- upon completion of the program

Provide timely and effective employment creation

ISSUES	INDICATORS	DATA REQUIRED	WHEN
<ul style="list-style-type: none"> - was the employment creation timely? 	<ul style="list-style-type: none"> - # of projects approved on the August 25/94 target date - length of time from application submission to signing of the contribution agreement - dollars expended at each target date versus overall budget - dollars expended at six month intervals 	<ul style="list-style-type: none"> - recommendation forms - application forms - contribution agreements - quarterly financial reports 	<ul style="list-style-type: none"> - first Management Committee meeting after August 25/94 target date - after signing of last contribution agreement - upon program completion
<ul style="list-style-type: none"> - was this an effective employment creation program? 	<ul style="list-style-type: none"> - # of NWR residents hired on all projects - # of jobs and person days of employment created on all projects - total value of funds expended on wages - total value of funds expended against community allocations - # of long term jobs created 	<ul style="list-style-type: none"> - evaluation forms - financial reports - recommendation forms 	<ul style="list-style-type: none"> - upon program completion
<ul style="list-style-type: none"> - did the program enhance individual's ability to access further education, training or employment opportunities? 	<ul style="list-style-type: none"> - # of participants employed for 20 weeks or more - # of participants that completed their term of employment 	<ul style="list-style-type: none"> - evaluation form 	<ul style="list-style-type: none"> - upon program completion

Enhance community participation in prioritizing and administering projects

ISSUES	INDICATORS	DATA REQUIRED	WHEN
- did the program encourage community based participation in prioritizing of projects? - did the program encourage community based participation in prioritizing of projects?	- # of projects approved with community support - # of applications using the option to bypass community support - # of projects approved with community support - # of applications using the option to bypass community support - # of projects approved with community support - # of applications using the option to bypass community support	- recommendation forms - evaluation forms	- after Management Committee approves all projects - after Management Committee approves all projects

Evaluation am Which could be Used for Overall Program Success

Overall Program Evaluation			
ISSUE	INDICATORS	DATA REQUIRED	WHEN
<ul style="list-style-type: none"> - effective community level administration - level of community participation in the program 	<ul style="list-style-type: none"> - budgets versus expenditures by project - total number of projects - allocation versus expenditures by community/region/NWTP 	<ul style="list-style-type: none"> - project reports - evaluation reports 	<ul style="list-style-type: none"> - upon completion of the program - upon program completion
<ul style="list-style-type: none"> - amount of participation from the private sector 	<ul style="list-style-type: none"> - # of projects utilizing private sector funding - total dollar value contributed from the private sector - source of additional dollars 	<ul style="list-style-type: none"> - application forms - project reports 	<ul style="list-style-type: none"> - upon completion of program
<ul style="list-style-type: none"> - aboriginal participation in program 	<ul style="list-style-type: none"> - # of aboriginal organizations that sponsored projects - # of aboriginal participants in projects 	<ul style="list-style-type: none"> - recommendation forms - evaluation forms 	<ul style="list-style-type: none"> - upon program completion
<ul style="list-style-type: none"> - female participation in the program 	<ul style="list-style-type: none"> - # of women participants in projects 	<ul style="list-style-type: none"> - evaluation forms 	<ul style="list-style-type: none"> - upon program completion

CANADA-NWT INFRASTRUCTURE PROGRAM

Flow Chart

