



1. Statement of Policy

The Department of Lands (the Department) may provide Contribution Funding when the required controls and accountability requirements have been satisfied in order to support its mandate to manage, administer and plan for the sustainable use of public land in the Northwest Territories, for:

- advancing land use planning initiatives;
- participating in the development of standards, guidelines and policies related to sustainable land use and management; and,
- supporting environmental impact assessment and regulatory processes, including the development of guidelines and other reference material, and the participation of Indigenous Governments and Organizations (IGOs) in processes that will help inform responsible land use and resource management across the NWT.

2. Principles

The Department will be guided by the following principles when implementing this Policy:

- (1) Balanced, sustainable, and evidenced-based decisions and recommendations about Northwest Territories public land should be supported by traditional, local and scientific knowledge.
- (2) Land use planning and land management should be a shared responsibility across the Northwest Territories.
- (3) Land use planning, management and decision-making activities should consider ecological, social, cultural, economic and cumulative values to ensure maximum benefits to current and future generations.
- (4) Land and resource management processes should be conducted in an integrated, coordinated, and transparent manner, with regard to the conservation, development and use of land and water resources for the optimum benefit of residents and Canadians, the protection of the environment from the significant adverse impacts of development, the protection of the social, cultural, and economic well-being of residents and communities, and the importance of wildlife, environment, and biological productivity.

3. Scope

This Policy applies to the Department of Lands when distributing Contribution Funding to eligible individuals and organizations that have applied for Contribution Funding.

4. Definitions

The following terms apply to this Policy:

Academic Institution – An institution authorized by a province or territory to grant degrees and/or diplomas.

Contribution Funding – A conditional and accountable transfer of funds to a third party to fulfill a statutory obligation or other Government objective within a specified time frame, as defined in the Financial Administration Manual.

Northwest Territories Indigenous Governments and Organizations– A government or organization with asserted or established Aboriginal and/or Treaty rights in the Northwest Territories.

Transboundary Indigenous Governments and Organizations – A government or organization whose home communities are outside the NWT, but whose asserted traditional territory includes some of the NWT, that may be impacted by land management decisions in the Northwest Territories.

Funding Program – a program established as a Schedule to this Policy to provide Contribution Funding in support of the Department’s mandate and includes any additional requirements and administrative procedures established by the Deputy Minister.

Non-government Organization – organizations registered under the Northwest Territories *Societies Act* as non-profit in nature, or other local, territorial or national associations recognized by the Department.

Municipal Corporation – a municipal corporation established under or continued by the *Charter Communities Act, Cities, Towns and Villages Act, Hamlets Act, or Tlicho Community Government Act*, or a corporation or community governing authority recognized by the Minister of Municipal and Community Affairs as the prime public authority responsible for the provision of municipal services.

Responsible Director – the Senior Manager within the Department who is designated in a Schedule to this Policy as being accountable for the operation of a Funding Program.

Resource Management Board – a board established under the *Mackenzie Valley Resource Management Act, the Waters Act*, or a Northwest Territories land, resources and self-government agreement.

5. Authority and Accountability

(1) General

This Policy is established under the authority of the Minister of Lands (the Minister), in accordance with the Financial Management Board’s delegation of authority to Ministers to establish contribution policies, including authority and accountability as described in Financial Administration Manual.

(2) Minister

The Minister is responsible for establishing and publishing this Policy.

(3) Deputy Minister

The Deputy Minister is accountable to the Minister and is responsible to the Minister for the administration of this Policy.

(4) Specific

(a) Minister

The Minister is accountable to the Financial Management Board for the implementation of this Policy. The Minister may:

- (i) approve changes to this Policy;
- (ii) establish, amend or terminate Funding Programs; and,
- (iii) delegate authority to administer this policy to the Deputy Minister.

(b) Deputy Minister

The Deputy Minister:

- (i) shall conduct periodic evaluations of the effectiveness of this Policy;
- (ii) shall have the authority and accountability for final decisions on appeals with respect to Contribution Funding; and,
- (iii) shall have the following authority and accountability, which may be delegated to a Responsible Director:
 - (a) apply appropriate criteria, terms and conditions;
 - (b) review applications for contributions made under this Policy;
 - (c) approve or deny applications;
 - (d) ensure that accountability and reporting requirements are met according to the terms of the Contribution Agreement; and,
 - (e) approve and execute Contribution Agreements.

6. Provisions

(1) Eligibility

- (i) Eligibility is restricted to those individuals and organizations, as detailed in the attached Schedules, who are also in financial good standing with the Government of the Northwest Territories.

(2) Exclusions

- (i) Applications to participate in proceedings conducted by Resource Management Boards established under Aboriginal rights agreements or under federal legislation (otherwise known as participant or intervenor funding) are not eligible for funding under this Policy.

(3) Financial Conditions

- (i) Subject to this Policy, the Department may provide funding for purposes consistent with its mandate.
- (ii) A funding program established under this Policy shall, in a Schedule to the Policy, clearly specify:

- (a) its purpose, including the intended outcomes specific to the Department's mandate;
- (b) the information the Department will require to evaluate an application;
- (c) the baseline eligibility criteria;
- (d) the evaluation criteria the Department will use to approve or deny an application that has met the baseline eligibility criteria;
- (e) supporting data and materials that will be required from prospective applicants;
- (f) the Responsible Director that is accountable for reviewing and approving applications for funding and eligibility of reported expenditures.

(4) Submission Process

- (i) Proposals for Contribution Funding are submitted to the Deputy Minister or a delegated Responsible Director in the Department of Lands, as specified in the attached Schedules.

(5) Appeal

- (i) An applicant may appeal a decision to the Deputy Minister with respect to their application when Contribution Funding has been denied.
- (ii) Appeals must be made in writing to the Deputy Minister within 30 days of the decision.
- (iii) Decisions regarding appeals are final.

7. Contribution Agreements

- (1) Funding provided under this Policy is conditional on there being a Contribution Agreement in place between the Deputy Minister (or their delegate) and the Recipient.
- (2) In exceptional circumstances, costs towards the Contribution Agreement can be incurred before the Contribution Agreement is signed, consistent with Financial Administration Manual Information Bulletin 805.01

8. Financial Resources

- (1) Financial resources required for contributions under this Policy are conditional and based on appropriated funds in the Main Estimates by the Legislative Assembly and there being sufficient unencumbered free balance in the appropriate activity for the fiscal year for which the funds are required.

9. Amount of Contribution

- (1) The maximum amount of funding made available through the various Funding Programs is dependent on the type of activity undertaken, details of which will be provided in the call for Contribution Funding applications.

10. Ongoing Contribution Agreements

- (1) The Deputy Minister or a Responsible Director may execute a Contribution Agreement that extends beyond one year if:
 - (i) the purpose and amount of the Funding is reviewed and revised as necessary on an annual basis;
 - (ii) the Deputy Minister or Responsible Director is confident based on objective facts, which may include the Department's previous experience with the recipient, that the recipient will appropriately account for the Funding; and,
 - (iii) the Funding Agreement satisfies the additional terms and conditions established by the Comptroller General for ongoing contributions.

11. Accountability Requirements

- (1) Organizations and individuals that receive contributions under this Policy shall report to the Responsible Director how the funds were used and results achieved. Accountabilities and deadline for submission will be detailed in the Funding Agreement.
- (2) Failure to meet the final reporting requirements of the Contribution Agreement will result in the recipient being invoiced for:
 - (i) the amount of the agreement that has been advanced;
 - (ii) ineligible expenses;
 - (iii) un-substantiated expenses; and/or
 - (iv) unspent funding.

12. Prerogative of the Minister

Nothing in this Policy shall in any way be construed to limit the prerogative of the Minister to make decisions or take action respecting Contribution Funding.



Minister
Lands

August 05, 2020
Date

CONTRIBUTIONS

Schedules

Land Use Planning Initiatives

A-1

Sustainable Land Use and Management

A-2

Supporting Integrated Resource Management Systems

A-3

**Schedule A-1
CONTRIBUTIONS**

LAND USE PLANNING INITIATIVES

Purpose

The Department of Lands provides Contribution Funding to support land use planning processes and policy development, including collecting information, undertaking studies, projects or participating in processes that will support regional, sub-regional, or transboundary land use planning activities, including Indigenous led land use planning activities.

Eligibility

Funding is primarily available to Academic Institutions, Indigenous Governments and Organizations, Transboundary Indigenous Governments and Organizations, Non-government Organizations and Resource Management Boards in good financial standing with the GNWT involved in land use planning initiatives that contribute toward advancing land use planning processes.

Submission Process

Proposals are submitted to, the Responsible Director, specifically the Director of Land Use and Sustainability within the Department of Lands.

Supporting Information

The Responsible Director, in issuing a call for Contribution Funding applications, will provide the following information:

- (i) maximum funding amount(s) available to eligible applicants;
- (ii) purpose and restrictions on use of Contribution Funding, including honoraria;
- (iii) proposal requirements, including the budget;
- (iv) on contributions exceeding \$100,000, the proposed recipient's projected monthly or quarterly cash flow requirements during the Government fiscal period(s) to which the transfer applies;
- (v) reporting requirements and associated timeline; and,
- (vi) supporting data and materials that would be required by prospective applicants.

Evaluation Criteria

- (i) The Responsible Director will require the following information to evaluate an application:
 - (a) a completed Application for Funding;
 - (b) description of the intended outcomes;
 - (c) description of the organization or individual making the application;
 - (d) description of the initiatives(s) or project(s) being proposed;
 - (e) detailed budget including all other actual or potential funding sources; and,
 - (f) record or documentation indicating that the organization is in good financial standing with the GNWT.
- (ii) The Contribution Funding applications will be assessed to approve or deny an application using the following eligibility criteria:

- (a) The intended outcomes of the activities described in the application relate to the Department's mandate and purpose of the contribution fund.
 - (b) The proposed project provides recipients with meaningful opportunity to participate in or contribute to land use planning initiatives.
 - (c) Other criteria as listed within the specific call for proposals.
- (iii) If applications for funding exceed the resources available for a contribution fund, funding allotments will be determined using the eligibility criteria as outlined in the specific call for proposals.

Evaluation Process

- (i) Each applicant will be evaluated based on the information as described in the call.
- (ii) All applications will be evaluated by an internal Department of Lands committee comprised of at least two staff members, with a recommendation made to the Responsible Director.
- (iii) The Department of Lands will keep all applications and evaluations on file in accordance with the GNWT's Administrative Records Classification System, (GNWT ARCS), Records Disposition Authority 1995-32.
- (iv) Decisions on funding allocations will be communicated to applicants.

**Schedule A-2
CONTRIBUTIONS**

SUSTAINABLE LAND USE AND MANAGEMENT

1. Purpose

The Department of Lands provides Contribution Funding to support the development of approaches, processes, guidelines and policies related to sustainable land use and management including research, studies, projects, the collection of information, and participation in processes to inform the development of policy or guidelines for land and resource management.

Eligibility

Funding is primarily available to Non-government Organizations, Indigenous Governments and Organizations, Resource Management Boards, Municipal and Community Governments, and Academic Institutions in good financial standing with the GNWT involved in sustainable land use management and decision-making processes.

Submission Process

Proposals are submitted to the Responsible Director, specifically the Director, Land Use and Sustainability within the Department of Lands.

Supporting Information

The Responsible Director, in issuing a call for Contribution Funding, will provide the following information:

- (i) maximum funding amount(s) available to eligible applicants;
- (ii) purpose and restrictions on use of Contribution Funding, including honoraria;
- (iii) proposal requirements, including the budget;
- (iv) on contributions exceeding \$100,000, the proposed recipient's projected monthly or quarterly cash flow requirements during the Government fiscal period(s) to which the transfer applies;
- (v) reporting requirements and associated timeline; and
- (vi) supporting data and materials that would be required by prospective applicants.

Evaluation Criteria

- (i) The Responsible Director will require the following information to evaluate an application:
 - (a) a completed Application for Funding;
 - (b) description of the intended outcomes;
 - (c) description of the organization or individual making the application;
 - (d) description of the initiatives(s) or project(s) being proposed;
 - (e) detailed budget including all other actual or potential funding sources; and
 - (f) record or documentation indicating that the organization is in good financial standing with the GNWT.
- (ii) The Contribution Funding applications will be assessed to approve or deny an application using the following eligibility criteria:

- (a) The intended outcomes of the activities described in the application relate to the Department's mandate and purpose of the contribution fund, as specified in the call for applications.
 - (b) The proposed project provides the recipient organization, communities and residents the opportunity for meaningful engagement and input into land use and/or land management decisions, where applicable.
 - (c) Other criteria as listed within the specific call for proposals.
- (iii) If applications for funding exceed the resources available for a contribution fund, funding allotments will be determined using the eligibility criteria as outlined in the specific call for proposals.

Evaluation Process

- (i) Each applicant will be evaluated based on the information as described in the call.
- (ii) All applications will be evaluated by an internal Department of Lands committee comprised of at least two staff members, with a recommendation made to the Responsible Director.
- (iii) The Department of Lands will keep all applications and evaluations on file in accordance with the GNWT ARCS, Records Disposition Authority 1995-32.
- (iv) Decisions on funding allocations will be communicated to applicants.

**Schedule A-3
CONTRIBUTIONS**

SUPPORTING INTEGRATED RESOURCE MANAGEMENT SYSTEMS

Purpose

The Department of Lands provides Contribution Funding to support environmental impact assessment processes, including the development of guidelines and other reference material, and the participation of IGOs in processes that will help inform responsible land use and resource management across the NWT.

Eligibility

Funding is primarily available to individuals, Indigenous Governments and Organizations, Local Governments, Municipal Corporations, Transboundary Indigenous Governments and Organizations, Non-government Organizations, Academic Institutions, and Resource Management Boards in good financial standing with the GNWT involved in environmental impact assessment and regulatory process initiatives that contribute to effective and informed participation and decision-making.

Submission Process

Proposals are submitted to the Responsible Director, specifically the Director, Securities and Project Assessment or their delegate, within the Department of Lands.

Supporting Information

The Responsible Director or their delegates, in issuing a call for Contribution Funding, will provide the following information:

- (i) maximum funding amount(s) available to eligible applicants;
- (ii) purpose and restrictions on use of Contribution Funding, including honoraria; and
- (iii) proposal requirements, including the budget;
- (iv) on contributions exceeding \$100,000, the proposed recipient's projected monthly or quarterly cash flow requirements during the Government fiscal period(s) to which the transfer applies;
- (v) reporting requirements and associated timeline; and
- (vi) supporting data and materials that would be required by prospective applicants.

Evaluation Criteria

- (i) The Responsible Director will require the following information to evaluate an application:
 - (a) a completed Application for Funding;
 - (b) a description of the intended outcomes;
 - (c) a description of the organization or individual making the application;
 - (d) a description of the initiatives(s) or project(s) being proposed;
 - (e) a detailed budget including all other actual or potential funding sources; and
 - (f) a record or documentation indicating that the organization is in good financial standing with the GNWT.
- (ii) The Contribution Funding applications will be assessed to approve or deny an application using the following eligibility criteria:

- (a) The intended outcomes of the activities described in the application relate to the Department's mandate and purpose of the contribution fund.
 - (b) The proposed project supports objective, timely, evidence-based environmental assessment.
 - (c) Other criteria as listed within the specific call for proposals.
- (iii) If applications for funding exceed the resources available for a contribution fund, funding allotments will be determined using the eligibility criteria as outlined in the specific call for proposals.

Evaluation Process

- (i) Each applicant will be evaluated based on the information as described in the call.
- (ii) All applications will be evaluated by an internal Department of Lands committee comprised of at least two staff members, with a recommendation made to the Responsible Director.
- (iii) The Department of Lands will keep all applications and evaluations on file in accordance with the GNWT ARCS, Records Disposition Authority 1995-32.
- (iv) Decisions on funding allocations will be communicated to applicants.