

NORTHWEST TERRITORIES INDIGENOUS CAPACITY BUILDING PROGRAM

1. STATEMENT OF POLICY

The Department of Industry, Tourism and Investment (ITI) works to build awareness, trust and meaningful relations with Northwest Territories (NWT) residents over the long term. ITI seeks to enhance Indigenous capacity to meaningfully understand and participate in resource development and regulatory processes.

Funding is available for opportunities and activities to increase Indigenous engagement with, participation in, and understanding of the resource industry. This includes how the sector functions, how it is regulated, and the benefits derived from resource exploration and development, with the goal of increasing Indigenous capacity in the resource sector.

2. GOALS AND OBJECTIVES

NWT Indigenous governments and organizations:

- actively participate in and benefit from all aspects of the NWT resource sector;
- promote regional mineral potential to attract industry investment;
- increase capacity to plan, pursue, and participate in economic opportunities in the NWT resource sector; and
- benefit from opportunities in all stages of the resource exploration and development processes in the NWT.

3. PRINCIPLES

The Government of the Northwest Territories (GNWT) should provide financial incentives to encourage Indigenous participation in the resource sector.

4. SCOPE

This policy applies to NWT Indigenous governments and NWT Organizations.

5. DEFINITIONS

1) Minister

The Minister responsible for the Department of Industry, Tourism and Investment.

2) Deputy Minister

The Deputy Minister responsible for the Department of Industry, Tourism and Investment.

3) Contribution Agreement

A written agreement that specifies the terms and conditions to be met by the parties to the agreement, including the amount, start and end date, eligible expenditures, accountability and reporting requirements, and rights and duties in the event of default of the agreement.

Specific terms and conditions will vary according to the nature of the contribution and the project or activity being supported and may be attached as a schedule.

4) Fiscal Year

The period beginning on April 1 in one year and ending on March 31 in the next calendar year.

5) Good Standing

An applicant is in good standing if they have no delinquent debts owing and no debts currently with Corporate Credit and Collections with the Department of Finance at the time of application. Related parties with delinquent debts will also be considered when determining an applicant's eligibility for funding.

6) Resource Industry

All those persons, non-governmental organizations, associations and businesses involved in minerals and petroleum resource exploration and/or development.

7) NWT Indigenous Governments

Those governments with addresses in the NWT that have negotiated, or are in the process of negotiating, self-government agreements with the GNWT and the Government of Canada.

8) NWT Organizations

Incorporated societies under the NWT *Societies Act*.

6. AUTHORITY AND ACCOUNTABILITY

1. General

This policy is issued in accordance with Financial Management Board direction to delegate to Ministers authority to establish grants and contributions programs. Authority and accountability are further defined in Financial Administration directive 805, and as follows:

a) Minister

The Minister is accountable to the Financial Management Board for the administration of this policy. The Minister will table annually in the Legislative Assembly a summary report of contributions, providing the amount of each contribution, the projects being supported, and the names of the recipients.

b) Deputy Minister

The Deputy Minister is accountable to the Minister for the administration of this policy.

2. Specific

1) Minister

a. Policy Authority

This Policy is issued under the authority of the Minister.

b. Operational Guidelines

The Minister has the authority to prescribe operational guidelines for the policy that includes setting limits on individual contributions, designating policy categories and other procedural matters.

c. Changes

The Minister has the authority to approve changes to this policy.

d. Approvals

The Minister has the authority to approve grants and contributions according to the terms and conditions outlined in this policy.

e. Authority to Delegate

The Minister may delegate authority to approve contributions, prescribe operational guidelines for the policy that includes setting limits on individual contributions, and to rule on appeals and decisions.

2) Deputy Minister

a. The Deputy Minister is accountable to the Minister for the administration of the policy and, if delegated, may prescribe operational guidelines for the policy.

b. If delegated, the Deputy Minister may further delegate authority to approve contributions and to rule on appeals and decisions.

3) Assistant Deputy Minister, Minerals and Petroleum Resources

- a. The Assistant Deputy Minister, Minerals and Petroleum Resources, is accountable to the Deputy Minister for overseeing the operational aspects of the policy and may be delegated authority to rule on appeals related to contributions.

7. PROVISIONS

- a) The meeting of eligibility criteria, in and of itself, does not guarantee financial support. Projects will be evaluated based on their relative benefit to the NWT.
- b) Applications for funding will be received at any time and will be evaluated twice a year on April 1st and October 1st, based on the criteria referenced in Section 8 below.
- c) Applicants may receive a maximum of \$25,000 per fiscal year.
- d) Categories:
 - i. Strategic Planning and Capacity Building Activities
 - ii. Training and Educational Opportunities
 - iii. Attendance at Conferences and Tradeshow

Assistance may be provided to a maximum of \$2,500 per attendee per conference. The application may be for up to two attendees per conference. The maximum funding available to any applicant under this category is \$5,000 per conference to a maximum of \$15,000 per fiscal year.
- e) Applicants that receive funding must complete their funded activities within the same fiscal year that they receive funding.
- f) Capital assets are not an eligible expense.

8. APPLICATION PROCESS AND FUNDING

Application forms, guidelines, and any other relevant application information for the Indigenous Capacity Building program can be found on the ITI website at: <https://www.iti.gov.nt.ca/>

1) Intake

Applications will be accepted on an on-going basis throughout the fiscal year, but applications must be approved prior to commencement of the activity.

Applications will be reviewed twice a year on April 1 and October 1. Approved applications will be communicated in writing within 15 business days of the review of the application. Expenditures made prior to the date of application approval will not be considered.

2) Evaluation

Completed applications will be evaluated by a selection committee according to a published grading rubric.

3) Notification

Applicants will be informed in writing within 15 business days of the review of the application whether approval of the application has been granted and which eligible costs have been approved. Successful applicants will be provided with a pre-approved amount followed by a contribution agreement.

4) Funding

ITI will finalize the contribution agreement, including the funding schedule which outlines the deliverables and requirements.

5) Appeals

- a. An applicant who is not satisfied with the decision of the approving authority may appeal to the Assistant Deputy Minister, Minerals and Petroleum Resources
- b. Appeals must be in writing and received by the Assistant Deputy Minister, Minerals and Petroleum Resources, no later than thirty (30) calendar days following the date that the applicant has received notification of the decision.
- c. The Assistant Deputy Minister, Minerals and Petroleum Resources, may vary or set aside the decision if, in his or her opinion:
 - i. The applicant has presented new information that materially affects the application and became known to the applicant between the date the completed and signed application was forwarded to ITI and the date the application was reviewed; or
 - ii. It is determined that the provisions of this policy were not fairly and adequately applied.

6) Eligible Applicants

Applicants must be in good standing and demonstrate that they have an NWT mailing address and are either an NWT Indigenous government or an NWT organization.

7) Eligible Activities

This program provides funding to build Indigenous capacity within the resource sector through:

a. Strategic Planning and Capacity Building Activities

Intended to develop regional resource plans, policies, or strategies with regards to resource exploration and development in the NWT. Examples include workshops, meetings, sessions, or other related capacity building activities.

b. Training and Educational Opportunities

Virtual and in-person courses aimed at increasing knowledge of and enabling participation in the resource sector. Examples include prospector training, Mining 101 courses, career development, etc.

c. Attendance at Conferences and Tradeshows

Intended to increase promotion, marketing and relationship building through attending virtual and in-person conferences and tradeshows. Examples include the Yellowknife Geoscience Forum, AME Roundup, Prospectors & Developers Association of Canada (PDAC) Convention. Expenses for attending international conferences and tradeshows are not eligible.

8) Eligible Expenses

a. Strategic Planning and Capacity Building Activities:

Eligible costs include but are not limited to facilitator/instructor, room/hall rentals, registration fees, equipment rentals, catering and interpreter services.

b. Training and Educational Opportunities:

Eligible costs include but are not limited to instructor fees, course development, tuition and course materials.

c. Conferences/Tradeshows:

Eligible costs include but are not limited to event registration fees, meals and incidentals (as per GNWT Duty Travel Rates), transportation (taxi, public transport), lowest available airfare and standard accommodation.

Total length of stay will be determined based on the minimum time required for travel and attendance at the event.

Where applicants choose to drive, funding will not exceed the lowest available airfare. Costs are based on the GNWT private car kilometric rates plus hotel costs in transit.

9) Ineligible Activities/Expenses

Expenses such as capital expenses, capital equipment, GST/PST/HST, wage or salary subsidies for attendees and honoraria are excluded.

9. FINANCIAL RESOURCES

Financial resources required under this policy are conditional on approval of funds by the Legislative Assembly and there being a sufficient unencumbered balance in the appropriate activity for the fiscal year for which the funds would be required.

10. PREROGATIVE OF THE MINISTER

Nothing in this program will in any way be construed to limit the prerogative of the Minister to make decisions or to take actions respecting contributions or any other form of related assistance, either direct or indirect, outside the provisions of this program.

Date

Caroline Wawzonek
Minister
Industry, Tourism and Investment