

Canada-Northwest Territories Agricultural Policy Framework

Program Information Guide

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Canada





Agriculture and
Agri-Food Canada

Agriculture et
Agroalimentaire Canada



Northwest
Territories Industry, Tourism and Investment

CANADA-NORTHWEST TERRITORIES

AGRICULTURAL POLICY FRAMEWORK IMPLEMENTATION AGREEMENT

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CANADA-NWT APF PROGRAM GUIDELINES FOR SUBMITTING PROJECT PROPOSALS

PROGRAM INFORMATION GUIDE

INTRODUCTION

Agricultural Policy Framework

The Agricultural Policy Framework (APF) is a long-term action plan for Canadian agriculture. The APF offers programs that provide the Canadian agriculture and agri-food industry with the tools, services and options to strengthen business, increase prosperity and meet the demands of consumers at home and abroad. These programs will help brand Canada as a leader in agriculture in both the domestic and international marketplace.

The Government of the NWT (GNWT) has signed an agreement with the Government of Canada to begin implementation of the APF. The agreement provides for yearly contributions to the agri-foods industry of the Northwest Territories (NWT) totalling \$435,000 per year on a 60 per cent Federal and 40 per cent NWT basis. The agreement is effective for a period of five years equalling a cumulative program value of \$2.175 million. The agreement will enhance opportunities for the agriculture and agri-food industry in the NWT by providing assistance under four elements:

- **Food Safety and Food Quality:** Designed to improve the sector's ability to identify and respond to food safety and quality issues to protect human health. The results will improve the industry's ability to meet or exceed market requirements, increase consumer confidence and create value-added opportunities.
- **Environment:** Designed to accelerate the efforts to reduce agricultural risks and provide benefits to the water resources, soil, air and biodiversity in the NWT.
- **Renewal:** Designed to provide farmers with the skills, knowledge and tools to help them succeed in farming; access to advice on increasing profitability through new business opportunities and value-added activities; and opportunities to help them improve farm family incomes and/or make informed choices about sources of income.
- **Science and Innovation:** Designed to provide scientific and technical support aimed at developing innovative approaches to the diversification of the agri-foods industry. The overall goals include realigning public science resources, enhancing coordination along the whole value chain and nurturing an innovative climate.

Assistance is available to agricultural stakeholders that will enhance the safety, environmental stewardship, business management tools and technical advancement of agribusinesses in the NWT.

Northern Agri-Foods Initiative

To encourage the development and commercialization of a northern agri-foods industry, funding has been allocated to a Northern Agri-foods Initiative under the APF Agreement. Specifically, this funding will encourage and foster diversification and commercialization of livestock, crops, fruits, and native berries through adaptive and scientific research, economic analysis, human resource development, marketing, and various food safety initiatives. In addition, the funding will encourage and foster northern-based agri-foods industries with respect to further processing and value-added products.

To help guide the Northern Agri-foods Initiative, a Northern Agri-foods Development Strategy is being developed to identify opportunities to further advance the agri-foods industry in the NWT. The strategy is being developed in partnership with various territorial, municipal and federal government departments, farmers, aboriginal groups and other industry stakeholders.

1.0 GENERAL CONDITIONS AND APPLICATION PROCEDURES

1.1 Eligibility Requirements

All producers, individuals, agriculture groups, organizations, not-for-profit organizations and governments are considered eligible for the majority of programs under the APF agreement. Eligible applicants, where applicable, must have reported a minimum of \$10,000 in gross farm sales as reported to Canada Revenue Agency in at least one of the last three tax years or be considered a new entrant. All agricultural commodities, including supply management, are eligible for APF programming.

Funding offers for agricultural groups and organizations, not-for-profit associations and governments will be based upon the identified need of the project, the project's benefit to the territorial agri-foods industry, the overall viability of the project, and the expected impact, reach and results of the project.

Please refer to the specific eligibility requirements for National APF Programs, as some of these programs may have different eligibility requirements than noted above.

1.2 Maximum Program Contribution

Producers, processors, partnerships, corporations and cooperatives may be eligible for the following maximum levels of funding based upon reported gross farm sales (table below). For example, applicants with annual gross farms sales between \$10,000 and \$24,999 may be eligible for a maximum of \$10,000 in program funding per year, to a maximum of \$50,000 for the life of the program.

APF funding is subject to the annual appropriations by the Parliament of Canada and the NWT Legislative Assembly. **All funding offers are subject to the availability of program funds.**

Gross Farm Sales	Annual Funding Limits (\$)
10,000 - 24,999	10,000
25,000 - 49,999	15,000
50,000 - 99,999	20,000
100,000 or greater	30,000

New entrants may be eligible for a maximum funding limit up to \$10,000 per year.

The annual funding limits established above are the maximum funding levels per applicant, however, funding offers may be reduced based on the commercial sustainability of the applicant and the project proposal. Proposals will be evaluated based on various criteria, including the following:

- eligibility of the applicant and project activities
- the applicant's experience
- applicant's financial contribution to the project
- applicant's ability to obtain required financing and/or investments
- the commercial sustainability of the project and agribusiness
- the identified need of the project
- and the expected impact, reach and results of the project

1.3 New Entrants

Individuals, partnerships, cooperatives or corporations may be considered new entrants if they are establishing a new agribusiness or have not achieved gross sales of \$10,000 in the past 3 years.

1.4 Project Proposal

All applicants must submit a project proposal. This proposal must be consistent with the format outlined in the **Canada-NWT APF Program Guidelines for Submitting Project Proposals** available at the local Industry, Tourism and Investment (ITI) offices.

1.5 Applicant Profile

All applications must be accompanied by a completed Applicant Profile. This profile must be completed annually to be considered for funding under any APF Program.

1.6 Environmental Scan (ES) and Environmental Farm Plan (EFP)

Under the APF, Canada and the NWT agreed to jointly conduct a scan of environmental issues facing agriculture in the NWT. The environmental scan provides an assessment of the location, extent and severity of environmental issues associated with the primary production sector of agriculture in NWT.

The completion of an environmental scan of NWT agricultural areas is the first step in identifying environmental risks associated with soil, water, air and biodiversity, and will be conducted at a scale appropriate to targeting priority areas for implementing Environmental Farm Plans (EFPs), and Beneficial Management Practices (BMPs) incentive funding in the NWT. In conjunction with established APF targets and agri-environmental indicators, the scan may also serve as a baseline assessment of environmental risks in the NWT.

The environmental scan will be used to target efforts to complete voluntary and confidential Environmental Farm Plans (EFP) to identify on-farm risks. The EFP process will raise awareness among producers of practices that support and enhance environmental stewardship, and will also open the door to funding dollars to implement beneficial management practices (BMPs) that will reduce the identified on-farm environmental risks. The priority for BMP funding under Canada-NWT Farm Stewardship Program will be directed towards the EFP's action items to make the farm environmentally compliant.

A copy of the EFP completion certificate, as provided by ITI must accompany the application for BMP incentive dollars. Please note the EFP does not replace federal, territorial or municipal environmental regulatory requirements that may need to be addressed prior to or while certain BMP initiatives are being implemented.

It is the responsibility of the applicant to ensure that all federal, territorial and municipal regulations have been adhered to, and all required permits have been obtained and maintained as current throughout the life of the project.

1.7 Business Plans

Applicants (including agricultural producers, processors, partnerships, corporations, and cooperatives) requesting assistance must undertake a Farm Business Assessment (FBA).

In addition, the program managers may request a business plan where they deem it necessary to determine the commercial sustainability of any farm operation or business proposal.

The Element Sub-Committee may vary eligibility criteria and funding levels dependent upon the identified need, reach and benefit to the territorial agri-foods industry.

1.8 Additional Documentation

Applicants must also submit the following information:

- Statement of Farming Activity;
- Statement of Ownership;
- Most recent financial statements;
- Evidence of compliance to applicable municipal, territorial, federal; and environmental/developmental requirements.

Tax information may be verified with Canada Revenue Agency (CRA). By applying for funding, applicants grant their permission to program managers verifying their income tax information with CRA.

1.9 Application Process

Once the applicant has completed their proposal, Applicant Profile, and attached all the required documentation, the application is then forwarded to the Regional Office of ITI in their area.

Incomplete applications will be considered rejected and returned to the applicant for further information.

1.11 Payment Conditions

Once the project is complete, the applicant must prepare the **Project Claim Form** (attached to their Contribution Agreement) and submit it to their ITI Regional Office. Claims will not be processed for payment without the completed Project Claim Form.

In addition, all projects must be supported by invoices for purchased goods and services, and cancelled cheques for third party labour. ***The value of in-kind resources, such as unpaid labour and supplies, is not eligible for reimbursement under the APF.***

All payment documents should be submitted within **90 days** of project completion as specified in the applicant's contribution agreement. ***GST is not an eligible project cost and will not be reimbursed to the applicant.***

If the applicant is required to submit a project report, it must be submitted with the invoices and project claim form. Program managers have the right to withhold payment until the report is submitted and all other project requirements are met.

On-site inspections of completed activities may be required prior to payment of invoices. In addition, all projects funded under these APF programs are subject to compliance audits to verify that project requirements have been met.

Costs related to normal business operations or project costs incurred prior to approval by the APF Element sub-committee will **not** be eligible for reimbursement.

Websites:

Please note that the program information on the following websites will continually be updated as information is available and programs are finalized.

ITI Web site:

www.iti.gov.nt.ca

Renewal Programming:

www.agr.gc.ca/renewal

Agriculture and Agri-Food Canada Website: www.agr.gc.ca/puttingcanadafirst

Contacts:

Industry, Tourism and Investment
Government of the Northwest Territories
John C. Colford
Manager
Traditional Economy, Agriculture and Fisheries
P.O. Box 1320
Yellowknife, NT X1A 2L9
Phone: (867) 873-7383
E-mail: john_colford@gov.nt.ca

Industry, Tourism and Investment
Government of the Northwest Territories
Gene Hachey
Agri-foods & Commercial Wildlife Consultant
Traditional Economy, Agriculture and Fisheries
P.O. Box 1320
Yellowknife, NT X1A 2L9
Phone: (867) 874 5408
E-mail: gene_hachey@gov.nt.ca

Inuvik Region - ITI

Manager, Trade and Investment
Bag 1, Inuvik, NWT, X0E 0T0 Phone: (867) 777-7103 Fax: (867) 777-7321

Sahtu Region - ITI

Manager, Trade and Investment
Box 130, Norman Wells, NWT, X0E 0V0 Phone: (867) 587-3528 Fax: (867) 587-4981

Deh Cho Region - ITI

Manager, Trade and Investment
Box 240, Fort Simpson NWT X0E 0N0, Phone: (867) 695-7461 Fax: (867) 695-7462

North Slave Region - ITI

Manager, Trade and Investment
Box 2668, Yellowknife, NWT, X1A 2P9, Phone (867) 920-3349, Fax: (867) 873-6109

South Slave Region - ITI

Business Development Officer
156 Miron Dr., Hay River, NWT, X0E 0R2, Phone (867) 875-5562, Fax: (867) 875-5551

Manager, Trade and Investment

PO Box 390, Fort Smith, X0E 0P0, Phone (867) 872-6433, Fax: (867) 872-4628

2.0 NORTHERN AGRIFOODS INITIATIVE

To be considered eligible for this funding through this initiative, applicants must meet the same criteria as established in the eligibility requirements of Section 1.0 of this information guide. Projects funded under the Northern Agri-foods Initiative must be consistent with one of the initiatives outlined in this information guide, and follow the same application process and requirements.

2.1 Land Sustainability and Diversification Activity:

This activity includes the clearing and breaking of land and other land improvements, such as initial applications of limestone, fertilizer, and seed or rootstock, needed for land sustainability and diversification purposes. An acreage payment up to a maximum of \$1,000 per acre is available for this activity that meets the guidelines established by the ITI. Included in this amount is rough clearing, which will be limited to a maximum of \$500 per acre.

Funding will not be provided for land sustainability and diversification, and land enhancement activities for land that was previously improved with assistance from other federal-provincial cost shared programs.

2.2 Pilot Project Initiatives:

This provides for the undertaking of pilot projects aimed at determining merit of new crops, technology, cultivation and management practices. The program will provide for up to a maximum 100 per cent support to projects that provide for advances in innovation, methodology leading to greater diversification of the production sector of the NWT industry.

Notes:

Where reasonable, the existing land base will have to be up to environmental standards and full production potential before further land activity is approved.

Land sustainability and land enhancement activities must be identified as action items under the applicant's environmental farm plan to be eligible for funding. Land diversification activities do not have to be identified as an action item under the applicant's environmental farm plan to be considered for funding.

Applicants must have clear title or long-term lease on the land.

3.0 FOOD SAFETY AND FOOD QUALITY ELEMENT

3.1 Specific Disease Studies on Food-Borne Illnesses

This initiative supports research into the presence of, importance of, and preventative measures for diseases and residues that are transmitted through the food chain.

Eligible Activities:

May include, but are not limited to, the collection and analysis of locally produced foods or feedstuffs to detect or otherwise monitor the presence of harmful biological organisms or chemical residues. Other submissions may be considered by the APF Element Sub-Committee.

Eligible Applicants:

Governments and not-for-profit organizations.

Eligible Costs:

May include, but are not limited to, professional, technical and analytical support.

Maximum Funding Levels:

Assistance may be provided up to 100 per cent of eligible costs.

3.2 Food Safety and Food Quality Program

The National Food Safety and Food Quality Program will provide a contribution towards the improvement of food quality and food safety systems across Canada. These initiatives include:

The Canadian Food Safety and Quality Program Systems Development Component

Funding will be available for national commodity organizations. Regional associations and groups not represented at the national level with the ability to deliver at a national level will also be considered for funding. This initiative is aimed at enhancing national consistency and system integration for food safety and quality as well as developing tracking and tracing systems for validating food safety and quality attributes throughout the value chain.

The on-farm implementation component has a four-phase approach:

- Phase 1 - Establishment or review of a national strategy;
- Phase 2 - Analysis and development of the system;
- Phase 3 - Communication of the initiative; and
- Phase 4 - Assessment/verification/recognition.

Presently Food Quality projects will only be funded for Phase 1.

Food safety is aimed at facilitating industry use of HACCP-based systems. Food Quality will assist the industry to identify needs for these systems. Tracking and tracing will provide industry with the funding to strengthen current industry developed.

On-Farm Implementation Component

This program is designed to:

- Facilitate implementation at the farm level of national commodity specific Hazard Analysis Critical Control Point (HACCP)-based on-farm food systems including underlying traceability system; and
- Provide tools to assist those producers who require or wish to implement a HACCP-based program on their operations to meet or exceed market demand or improve upon their good production practices.

Eligible Participants

National Producer Organizations (NPOs) on behalf of producers across Canada. Regional association and groups not represented at the national level with the ability to deliver at a national level will also be considered for funding. To be eligible for funding a NPO must have completed the Canadian Food Inspection Agency (CFIA) technical review. Currently the chicken, egg and dairy producer organizations have completed the technical review.

Further information may be obtained at:
Agriculture and Agri-Food Canada
Alberta and Territories Regional Office
9700 JASPER AVE, SUITE 720
EDMONTON AB T5J 4G5

Further information may be obtained at: www.agr.gc.ca/puttingcanadafirst

4.0 ENVIRONMENT ELEMENT

4.1 Environmental Scan:

Agriculture and Agri-Food Canada and ITI will provide support for the completion of a regional environmental scan of the agricultural area in the NWT, and for the development and implementation of on-farm plans. Completion and implementation of these plans will be the primary focus for available funding.

4.2 Environmental Farm Planning and Farm Stewardship Initiative

Agriculture and Agri-Food Canada and ITI will provide support for development and implementation of environmental farm plans. Completion and implementation of these plans will be the primary focus for available funding. Governments have committed resources to Environmental Farm Planning, the Canada-NWT Farm Stewardship Program and BMP components of the Greencover Canada Program.

4.3 Other Initiatives

The National Water Supply Expansion Program may also be available to provide support for the development of secure water supplies for the agricultural sector in the NWT. ITI will coordinate these initiatives for the agri-foods industry.

Eligible Activities:

May include, but are not limited to, the completion of regional environmental scan, the completion and implementation of environmental farm plans.

5.0 RENEWAL ELEMENT:

5.1 Human Resource Development Initiative

This initiative will provide learning opportunities and resources for farm managers, farm families, farm workers and service providers to enhance their management abilities and to improve the skills and knowledge required to evaluate new business opportunities through workshops, seminars, conferences and travel and exchange. Emphasis will be placed on, but not limited to, training opportunities related to renewal, science and innovation, on-farm safety, food safety and food quality, and environmental stewardship. This initiative will complement the Canadian Agricultural Skills Services.

Eligible Activities:

May include, but are not limited to, courses, seminars, workshops, travel and exchanges, and any other activity that will develop the human resource capabilities of the agri-foods industry. In addition, activities that provide enhanced access to agricultural information and the development of educational resources are also eligible, including communications tools such as the NWT's agri-foods web site (www.iti.gov.nt.ca), newsletters, training needs assessments, and educational support.

Eligible Applicants:

Agricultural producers, processors, partnerships, corporations, cooperatives, governments and not-for-profit organizations.

Eligible Costs:

May include, but are not limited to, transportation, accommodations, meals, registration fees, course materials, and speaker fees. Reimbursement for travel costs must be consistent with GNWT Treasury Board Policy.

Maximum Funding Levels:

Assistance may be provided up to 50 percent of actual costs for individual agricultural producers, processors, partnerships, or corporations; up to 75 percent of actual costs for cooperatives or farm groups representing three or more agribusinesses; and up to 100 percent of actual costs for government and not-for-profit organizations.

For further information please contact Gene Hachey, Agri-Foods and Commercial Wildlife Development Consultant, at (867) 874- 5408, or gene_hachey@gov.nt.ca Applicants may also view the CFBAS website at: www.agr.gc.ca/renewal

5.3 National Renewal Programs

The following national renewal initiatives are available to the producers of NWT:

- **Canadian Farm Business Advisory Services (CFBAS)**

This program will provide producers with access to a wide range of advisory services that will help them meet the goals they have set for their businesses.

- **Farm Business Assessment: (FBA)**

This service will provide assistance to producers to undertake an initial assessment of their business. Producers are required to contribute \$100 to be eligible for up to 5 days of consultant services to a maximum overall value of \$2,000.

- **Planning and Assessment for Value-Added Enterprises (PAVE)**

This service will provide assistance to producers who want to hire business planning professionals to develop feasibility studies and comprehensive business plans for value-added enterprises.

- **Specialized Business Planning Services:**

This component of CFBAS offers assistance to producers to hire consultants who would help in preparing the specialized plans needed for their businesses. These plans could be related to diversification, marketing, human resources, expansion, risk management or succession. Federal, provincial and territorial governments will pay 50 percent of the consultant fees, up to a maximum of \$8,000. Producers will be responsible for paying the balance.

- **Canadian Agricultural Skills Services (CASS)**

This program provides assistance to farmers and spouses to undertake training and skills development activities to improve the profitability of their on-farm business, or increase their off-farm income opportunities.

Eligible Activities:

Detailed information on these programs is available by calling 1-866-452-5558 or through the Renewal website: www.agr.gc.ca/renewal

Eligible Applicants:

To participate, producers must have at least \$10,000 to a maximum of \$45,000 in annual gross farm sales or be beginning farmers.

6.0 Science and Innovation Element

6.1 Strategic Development for Science and Innovation

Governments and industry will be working together to accelerate the adoption of science and technology to create new value-added opportunities for agricultural processors, producers and rural communities, and new life science and industrial products for consumers. The national Science and Innovation initiatives are:

• **Broker Program**

The program will provide funding to a number of “broker” organizations working between industry, government and universities to accelerate the adoption of innovation in agriculture.

• **Agri-innovation Program**

This program will provide funding for projects that accelerate adoption of innovation and commercialization in the agri-food sector.

Eligible Activities:

The programs will fund 10-15 large projects such as: Flax 2015 and Soy 2020 that help create national or multi-regional opportunities for agriculture.

Eligible Applicants:

Eligible recipients include: companies, commodity organizations, non-profit NGOs, provincial or municipal governments.

Further information may be obtained at:

Research Coordinator and Bio-economist, Science Bureau
Agriculture and Agri-Food Canada
Sir John Carling Building
Room 773, 930 Carling Avenue
Ottawa, Ontario. K1A 0C5
Phone: (613) 759-7864
Fax: (613) 759-7770

Further information may be obtained at:

Department of Industry, Tourism and Investment

Suite 201, 77 Woodland Drive

Hay River NWT, X0E 1G1

Phone: (867) 874-5408

Fax: (867) 875-4078

[www.iti.gov.nt.ca](http://www iti gov nt ca)

[www.agr.qc.ca/puttingcanadafirst](http://www agr qc ca/puttingcanadafirst)