

COMMERCIAL FISHERY SUPPORT PILOT PROGRAM

1. STATEMENT OF POLICY

The Department of Industry, Tourism and Investment (ITI) has a mandate to promote economic self-sufficiency and diversification through the responsible development of the Northwest Territories (NWT) food production and processing sectors, including the commercial fishing sector.

The Commercial Fishery Support Pilot Program (CFSPP) aims to contribute to the diversification of the NWT economy, create new business opportunities and generate new jobs. The program will support the strategic expansion and modernization of commercial fisheries in the NWT, increasing participation in the sector and increase fish production volume.

The CFSPP is aligned with the vision and goals of the Strategy for Revitalizing the Great Slave Lake Commercial Fishery.

2. GOALS AND OBJECTIVES

The CFSPP is designed to:

- Increase the volume and variety of value-added fish products; and
- Improve food security in the NWT through provision of a stable, sustainable and healthy supply of fish harvested, processed and brought to market.

3. PRINCIPLES

- The GNWT should promote economic development and a diversified economy in a sustainable manner;
- Programs and services should be delivered in an effective and accountable manner and as close as practical to the people being served; and
- Collaborations and partnerships should be used to create a viable, profitable commercial fisheries sector in the NWT.

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4. SCOPE

This policy applies to all prospective eligible applicants, as described in the CFISPP Guidelines.

5. DEFINITIONS

1) Commercial Fishing

The harvesting of fish for commercial purposes.

2) Commercial Fisher

A person who earns all or part of their personal and/or business income from legally harvesting fish and/or legally selling this catch.

3) Commercial Fishing Crew

A person employed by another person to legally harvest fish.

4) 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.

5) Emerging NWT Commercial Fisher

A commercial fisher who is an NWT resident and has less than two seasons of experience.

6) Fiscal Year

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

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7) Good Financial Standing

An applicant is in good financial 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 who are not in good standing may be considered when determining an applicant's eligibility for funding.

8) Minister

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

9) NWT Resident

A person who has resided in the NWT for six months prior to the application and who continues to reside in the NWT for the duration of the project.

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, Economic Development

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- a. The Assistant Deputy Minister, Economic Development, 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.
- 4) Regional Superintendents
- a. Regional Superintendents are accountable to the Assistant Deputy Minister for the operational aspects of the Policy in the respective Regions and approve contributions to the levels that may be delegated by the Deputy Minister.

7. PROVISIONS

- a) Meeting 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 throughout the year.
- c) Applicants may receive a maximum of \$30,000 per fiscal year.
- d) Categories:
 - i. Responsive Incentives and Supports: fuel or volume
 - ii. Increasing Sector Participation
 - iii. Research and Sustainability
- e) Applicants that receive funding must complete their funded activities within the same fiscal year that they receive funding.

8. APPLICATION PROCESS AND FUNDING

Application forms, guidelines, and any other relevant application information for the CFSP can be found on the ITI website: <https://www.iti.gov.nt.ca/en/commercial-fishing>

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1) Intake

Applications will be accepted on an on-going basis throughout the fiscal year, but applications must be approved before beginning the activity. Expenditures made prior to the date of application approval will not be considered.

2) Evaluation

Completed applications will be evaluated by ITI program staff according to a published grading rubric.

3) Notification

Applicants will be informed in writing within 15 business days of the review of the completed 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 Deputy Minister who will delegate authority for reviewing the appeal to the appropriate official.
- b. Appeals must be in writing and received by the Deputy Minister no later than thirty (30) calendar days following the date that the applicant has received notification of the decision.
- c. The delegated authority 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

Eligibility varies according to the CFSPP priority stream and emergent initiatives.

The following recipient types have been identified as eligible for funding under the CFSPP:

- Commercial Fisher
- NWT Industry Organization
- NWT Research Body/Institution
- NWT Indigenous Government
- NWT Indigenous Organization

Registration or incorporation is required under Government of the Northwest Territories (GNWT) Corporate Registries.

A commercial fisher must hold a valid commercial fishing license and vessel certificate(s) if applicable.

Applicants must be in good financial standing with the GNWT.

Applicants must be able to demonstrate that they are an NWT resident, with the exception of those applying for the “Out of Territory Recruitment Initiative”.

Applicants who are just starting commercial activities should be able to demonstrate relevant experience and a capacity to engage in the sector, for example through access to equipment, licenses and permits.

7) Eligible Activities

A. Responsive Incentives and Supports –

- i. Fuel rebate will be based on volume of fish delivered.
- ii. Volume incentive will be based on proof of catch volume, either through the fish plant records, or through daily catch records/sales receipt combination.

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- B. Increasing Sector Participation –
- i. Out of Territory Recruitment Incentive
 - Crew wages off-sets;
 - Transportation;
 - Storage
 - ii. Emerging NWT Commercial Fishers
 - Skills development and training assistance;
 - Transportation;
 - Storage.
- C. Research and Sustainability - Encompasses projects that aim to introduce technology, equipment, processes and techniques that will increase the sustainability, productivity, safety and efficiency of commercial fisheries in the NWT. Projects must demonstrate the potential for broad based benefits across the sector.

8) Eligible Expenses

- A. Responsive Incentives and Supports – the fuel rebate and volume incentive are based on proof of catch reporting, either through the fish plant records, or through daily catch records/sales receipt combination.
- B. Increasing Sector Participation –
- i. Out of Territory Recruitment Incentive – Up to 80% of wages/benefits of up to 3 employees, transportation of crew and equipment, and storage of equipment in the NWT.
 - ii. Emerging NWT Commercial Fishers – costs associated with skills development and training, transportation of crew and equipment, and storage of equipment in the NWT.
- C. Research and Sustainability - All costs associated with a research and development project, including wages and salaries, equipment purchases and associated operational costs. This may include cost associated with the purchase or rent of new equipment, vessels and vehicles that are novel to commercial fisheries in the NWT, the cost of labour to test the new equipment, vessels and vehicles, and the cost of labour to test new techniques. This eligibility extends throughout the entire value chain of the fishery, encompassing both harvesting and processing.

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Costs must be directly related to the project. Financial documentation verifying expenditures should be provided. An in-kind requirement of up to 10% of total project costs may be required (can include sweat equity). In-kind costs must be clearly documented and reflect fair market value of related expenses.

9) Ineligible Activities/Expenses

Ineligible costs include the purchase, acquisition or payment of: assets previously owned by the applicant, shareholder or partner in the project; wages or payments to the applicant, shareholders, family members or businesses related by common effective control; land; and, assets that have been purchased previously with the assistance of the GNWT or the Government of Canada unless the amount of assistance is declared and deducted from the fair market value.

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.

August 10, 2023

Date



Caroline Wawzonek
Minister
Industry, Tourism and Investment