Northwest Territories

POLICY

02-03
Department of Municipal and Community Affairs
Recreation and Sport Contributions

1. Statement of Policy

The Department of Municipal and Community Affairs encourages and supports individuals, community governments and organizations involved in the development and delivery of sport and recreation activities.

2. Principles

The Department of Municipal and Community Affairs will adhere to the following principles when implementing this Policy:

(1) The promotion, development and delivery of sport and recreation activities and resources should be encouraged and supported for the benefit of all residents of the Northwest Territories; regardless of location, ability or skill level;

(2) The participation of all residents of the Northwest Territories in sport and recreation activities should be encouraged and supported. Not only because these activities contribute to the well being of individuals and the quality of life in our communities, but also because participation in these activities enhances the image of the Northwest Territories nationally and internationally;

(3) The promotion, development and delivery of traditional aboriginal sport and recreation activities should be encouraged and supported to help preserve and strengthen northern aboriginal traditions and culture;

(4) Staff, volunteers and participants play important roles in sport and recreation activities in the NWT and should be encouraged and supported to develop, deliver and/or participate in skill development and/or training opportunities; and

(5) Community governments also play an important role in promoting, developing and delivering sport and recreation activities in their communities and should be encouraged and supported to continue these efforts.

3. Scope

This Policy applies to those individuals, community governments or organizations eligible for financial assistance through contributions from the Department of Municipal and Community Affairs and as outlined in the attached schedules.

4. Definitions

The following terms apply to this Policy:

Audit - The examination and verification of financial records, and reporting thereon. A Level 1 Audit comprises a financial statement certified by a professional auditor in public practice.

Community Government - Community government means the locally elected structure that is responsible for the management, administration and delivery of municipal programs and services to residents of a defined area and represents any of the community concerns.

Contribution – A conditional transfer payment made to a recipient subject to an audit at a later date for which the Department of Municipal and Community Affairs will receive no goods or services in return.

Sport - Sport is a physical activity carried out in an organized structure and competitive environment, whose outcome is determined by skill and not by chance. It is marked by the disciplined use of muscle groups, mental preparation and strategic methods.

Recreation - Recreation includes those activities pursued by individuals or groups to make their leisure time more interesting, enjoyable and satisfying.

5. 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 contribution programs. Authority and accountability is further defined in Financial Administration Manual directives, 401, 401-1, 401-2, and 401-4 and as follows:

(a) Minister

The Minister of Municipal and Community Affairs (the Minister) is accountable to the Financial Management Board for the implementation of this Policy.

(b) Deputy Minister

The Deputy Minister of Municipal and Community Affairs (the Deputy Minister) is accountable to the Minister and responsible to the Minister for the administration of this Policy.

(2) Specific

(a) Minister

The Minister may:

(i) approve changes to this Policy;

(ii) approve contributions according to the terms and conditions outlined in this Policy; and

(iii) delegate the authority to approve contributions to the Deputy Minister.

(b) Deputy Minister

The Deputy Minister has the following authority and accountability, which he or she may delegate to the Director responsible or to Regional Superintendents:

(i) approve contributions to organizations or community governments for sport or recreation activities; and

(ii) make recommendations to the Minister on particular applications for contributions.

6. Provisions

(1) Eligibility

Eligibility is restricted to individuals or organizations as detailed in the attached Schedules.

(2) Criteria

The criteria as detailed in the attached Schedules apply.

(3) Financial Conditions

The financial conditions as detailed in the attached Schedules apply.

7. Financial Resources

Financial resources required under this policy are conditional on approval of funds in the Main Estimates 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.

8. 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 actions respecting contributions. In this regard, the Minister may make a special exception to the rules set out in this policy. Any exception will require substantiation in writing and must be recorded with the Department of Municipal and Community Affairs.

Vince R. Steen
Minister

Original signed June 2003

Date

Schedules

CONTRIBUTIONS

Schedule A-1

Territorial and Regional Recreation and Sport Organization Contributions

1. Purpose

To financially assist territorial and regional recreation and sport organizations which are registered non-profit societies to provide recreation and sport programs and services to their members, and to community governments in the NWT.

2. Eligibility

Recreation and sport organizations are eligible for funding for the following expenses and activities:

(1) Program administrative expenses (maximum of fifteen percent of contribution agreement total including audits and financial statements, insurance, annual reports, office);

(2) Selection and participation of northerners in regional, territorial, national or international recreation and sporting events, including travel costs;

(3) Development of recreation and sport organizations, including annual conferences and general meetings and strategic planning;

(4) Initiatives aimed at the development of participants and leaders in recreation and sport activities;

(5) Promotion of, and development of resources for recreation and sport activities, including the development of internet web sites;

(6) Hosting regional, territorial, national and international (such as the Arctic Winter Games) recreation and sporting events;

(7) Awards and recognition programs; and

(8) Research initiatives.

3. Review

Contributions may be made to non-profit territorial and regional recreation and sport organizations, based on an annual application for funding, and approved as follows:

(1) Superintendent or Director, Sport, Recreation and Youth for regional contributions; and
(2) Director, Sport, Recreation and Youth for multi-regional or territorial contributions.

The application for funding must include budget estimates for coming year detailing program expenditures, expected revenue and objectives to be achieved in the upcoming year.

The contribution must be accounted for by submitting the following documents within 60 days of the fiscal year end:

(1) Annual report; and
(2) Level professional audit of previous fiscal year.

4. Method of Payment

The method of payment is at the discretion of the Director, Sport, Recreation and Youth, but must be in compliance with approved Government of the Northwest Territories (GNWT) financial practices.

5. Accountability Requirements

A Level One professional audit is required at the end of each fiscal year.

Schedule A-2

Community Recreation and Sport Contributions

1. Purpose

To financially assist eligible community governments or registered “not-for-profit” community-based recreation and sport organizations to provide recreation and sport programs in communities.

2. Eligibility

Community governments and non-profit recreation and sport organizations are eligible for funding for the following activities and events:

(1) Participation in recreation and sport events;

(2) Development and delivery of recreation and sport activities, including traditional aboriginal recreation and sport activities;

(3) Development and delivery of a public aquatics program either at a public pool or a waterfront, includes support to transport residents of small communities to communities with a public pool;

(4) Promotion of, and development of resources for, recreation and sport activities, including the development of internet web sites;

(5) Development and delivery of recreation training, skills workshops or clinics;

(6) Improvements to local recreation and sport programs and services;

(7) To obtain sport and recreation equipment for public programs; and

(8) To develop sport and recreation plans (multi-year facility, event hosting, strategic plans, program development plans, etc.).

3. Review

(1) Proposals/plans must be submitted by the eligible community government or must be accompanied by a letter of support from the eligible community government; and

(2) The contribution must be accounted for by submitting the following documents within 60 days of the completion of the project:

(a) A summary report detailing how the funding was utilized on the form developed for this program; and

(b) Substantiation of expenditures including a financial statement showing all revenues and expenditures related to the project. Copies of original receipts must be retained on file should the Department choose to audit the project.

4. Method of Payment

The maximum allocation for each eligible community government is detailed in Schedule A-4. The method is at the discretion of the Superintendent or Director, Sport, Recreation and Youth but must be in compliance with approved (GNWT) financial practices.

Schedule A-3

ELIGIBLE COMMUNITY GOVERNMENTS

Hamlet of Aklavik	
Hamlet of Fort Liard	
Hamlet of Fort McPherson	
Hamlet of Fort Providence	
Hamlet of Holman	
Hamlet of Paulatuk	
Hamlet of Rae-Edzo	
Hamlet of Sachs Harbour	
Hamlet of Tuktoyaktuk	
Hamlet of Tulita	
Charter Community of Deline	
Charter Community of K'asho Got'ine	(Fort Good Hope)
Charter Community of Tsiigehtchic	
Charter Community of Wha Ti	
City of Yellowknife	
Town of Fort Smith	
Town of Hay River	
Town of Inuvik	
Town of Norman Wells	
Village of Fort Simpson	
Dechi Laot'i Band	(Wekweti)
Gameti First Nation	(Rae Lakes)
Jean Marie River First Nation	
Ka'a'gee Tu First Nation	(Kakisa)
K'atlodeeche First Nation	(Hay River Reserve)
Lutsel K'e Dene Band	
Nahanni Butte Dene Band	
Pehdzeh Ki Dene Band	(Wrigley)
Sambaa K'e Dene Band	(Trout Lake)
Behdzi Ahda' First Nation	(Colville Lake)
Yellowknives Dene First Nation	(Dettah)
Settlement of Deninoo	(Fort Resolution)
Settlement of Enterprise	

SCHEDULE A - 4 COMMUNITY ALLOCATIONS

Community	Community Governance Structure	Population*	NCI**	Proportionate Share (under formula-based funding)	Proportionate Amount with NCI applied	Reduced to fit budget available	Approved Contribution*** (Minimum $14,000 Maximum 10%)	Per Capita
Kakisa Lake		44	1.24	0.70%	$7.161	$5.570	$14.000	$318
Jean Marie River		51	1.52	1.30%	$16.302	$12.681	$14.000	$275
Enterprise		72	1.00	0.90%	$7.425	$5.776	$14.000	$194
Nahanni Butte		76	1.52	1.30%	$16.302	$12.681	$14.000	$184
Trout Lake		79	1.33	1.20%	$13.167	$10.242	$14.000	$177
Colville Lake		92	2.19	2.00%	$36.135	$28.108	$28.000	$304
Wekweti		130	1.55	1.50%	$19.181	$14.921	$14.000	$108
Wrigley		193	1.40	1.40%	$16.170	$12.578	$14.000	$73
Dettah		195	1.03	1.10%	$9.347	$7.271	$14.000	$72
Hay River Reserve		269	1.00	1.10%	$9.075	$7.059	$14.000	$52
Gameti		292	1.35	1.50%	$16.706	$12.995	$14.000	$48
Lutsel K'e		384	1.37	1.70%	$19.214	$14.946	$14.000	$36
Deninoo		572	1.11	1.60%	$14.652	$11.397	$14.000	$24
Sachs Harbour		153	1.53	2.90%	$36.605	$28.474	$28.000	$183
Tsiigehtchic		171	1.58	3.00%	$39.105	$30.419	$30.000	$175
Paulatuk		304	1.63	3.40%	$45.722	$35.565	$35.000	$115
Holman		458	1.56	3.50%	$45.045	$35.039	$35.000	$76
Wha Ti		469	1.54	3.50%	$44.468	$34.590	$34.000	$72
Tulita		489	1.38	3.10%	$35.294	$27.454	$27.000	$55
Fort Liard		505	1.37	3.10%	$35.038	$27.255	$27.000	$53
Deline		600	1.36	3.20%	$35.904	$27.929	$27.000	$45
K'asho Got'ine		711	1.38	3.40%	$38.709	$30.111	$30.000	$42
Aklavik		738	1.37	3.40%	$38.429	$29.892	$29.000	$39
Fort Providence		862	1.25	3.30%	$34.031	$26.472	$26.000	$30
Fort McPherson		952	1.35	3.70%	$41.209	$32.055	$32.000	$34
Tuktoyaktuk		980	1.37	3.70%	$41.819	$32.530	$32.000	$33
Rae Edzo		1.818	1.08	4.00%	$35.640	$27.723	$27.000	$15
Norman Wells		744	1.24	1.60%	$16.368	$12.732	$14.000	$19
Fort Simpson		1.300	1.25	3.00%	$30.938	$24.065	$24.000	$18
Fort Smith		2.728	1.00	3.80%	$31.350	$24.386	$24.000	$9
Inuvik		3.445	1.24	5.50%	$56.265	$43.767	$43.000	$12
Hay River		3.875	0.99	4.70%	$38.387	$29.860	$29.000	$7
Yellowknife		17.702	1.00	16.90%	$139.425	$108.455	$80.000	$5
		41.453		**100.00%**	**$1.060.587**	**$825.000**	**$829.000**	
				2002/03 Budget	**$825.000**			

* Source - NWT Bureau of Statistics (1999)

** NCI - Northern Cost Index

*** Dollar value rounded down to the nearest $1,000 increment