

# Advancing Local Government Administrators Program (ALGAP)

## General Program Guidelines

### Introduction

The *Advancing Local Government Administrator Program* (ALGAP) was designed to invest in the recruitment, training, development and retention primarily of *Local Government Administrators* (LGA) and as success is achieved, on senior management-level staff in community governments. This program supports on-the-job training, coaching, attendance at courses and occupational certification opportunities.

The Department of Municipal and Community Affairs (MACA) works in partnership with the Department of Human Resources (DHR), Local Government Administrators of the NWT (LGANT), and the Northwest Territories Association of Communities (NWTAC) to provide financial support and assist community governments to recruit, train, develop, and retain NWT residents for LGA positions.

The LGA is the senior community government staff person often called a Senior Administrative Officer (SAO) or a Band Manager. They are the staff responsible for implementing the Council’s vision, its strategic plans, and overseeing the community government’s human resources, administration and operations. The LGA interacts regularly with the Mayor or Chief, provides support to Council, supervises staff, and ensures the effective and efficient delivery of community government programs and services.

### Program Information

ALGAP provides three categories of funding depending on the needs of the community government.

Category	Who Can Apply?
<b>1 - Investing Locally</b>	Community governments with a vacant LGA position
<b>2 - Succession Planning</b>	Community governments with an LGA on staff, but who plans to retire or leave the position within two years
<b>3 - Skill Builder</b>	Community governments with an active LGA who wants to pursue Occupational Certification or requires assistance for training to achieve specific skills

## Application Process

Applying for any of the ALGAP funding programs is a two-part process involving an Expression of Interest for funding followed by a Formal Application.

### **Step 1 – Expression of Interest**

The *Expression of Interest* is an opportunity for the community government to describe their interest in the program and how they would like to be involved. In it, the community government outlines their current management situation, which will help determine the program category and propose a general training plan to MACA. For example:

- the community is without an LGA and wants to train an NWT resident to take on that role (Category 1);
- the LGA is leaving or retiring, the community has time to plan ahead by training an NWT resident to take on that role (Category 2); or,
- the existing LGA is interested in pursuing SAO Occupational Certification (Category 3).

The document should explain how the proposed project meets the objectives of the ALGAP program, and how it will benefit the community.

The *Expression of Interest* is reviewed by the Public Service Capacity Working Group to ensure it complies with the ALGAP guidelines and expected program results. It may be accepted, or returned for revisions.

If the *Expression of Interest* is successful, MACA will work with the community to confirm that there is a need, a plan, available funding to support the program, and that Council and community staff are ready and able to see the program through. At this point, MACA will invite the community government to submit an Application for Funding.

### **Step 2 – Application for Funding**

Using forms provided by MACA, the community government will prepare a formal application for ALGAP funding; MACA staff is available to assist if required. This application must include Council Motions or Band Council Resolutions (BCRs) that clearly state Council's commitment to:

1. apply to the ALGAP and if successful, enter into a Contribution Agreement with the GNWT;
2. hire a northern LGA Trainee and **upon successful completion of an agreed to Training and Development Plan, employ the trainee as the community's LGA for a minimum of 24 months** (Category 1 and 2);
3. hire an LGA Trainer to provide training for a northern LGA Trainee and at minimum, match ALGAP training funds up to \$20,000 per year for the length of the Contribution Agreement (Category 1 and 2);
4. host and participate in two governance training workshops: *SAO – A Team Resource*; and *Roles and Responsibilities*, (usually hosted as one event for Category 1 and 2 candidates); and
5. support the Trainee's on going pursue of the SAO Occupational Certification Program both financially and operationally (Category 1, 2, 3).

The following table describes the process:

<b>Step One: Expression of Interest</b>	<b>Step Two: Application for Funding</b>
<p>Each year, MACA invites community governments to submit an <i>Expression of Interest</i> to access ALGAP training funds.</p> <p>Please note: <i>Communities are not restricted to this timeline and can submit an expression of interest to ALGAP anytime throughout the year.</i></p> <p>The Public Service Capacity Working Group reviews these <i>Expression of Interest</i> submissions to ensure they comply with the ALGAP guidelines and expected project results. They may wish to contact the community government to:</p> <ul style="list-style-type: none"> <li>• discuss and clarify the intent of the proposed training situation;</li> <li>• confirm the amount and availability of matched funding contribution required from the community government; and</li> <li>• determine the full commitment of community government, LGA Trainer and Trainee.</li> </ul> <p>For Categories 1 and 2, all of the above, and in addition they will:</p> <ul style="list-style-type: none"> <li>• <b>ensure Council commitment to hire the LGA Trainee, for a minimum of 24 months, upon successful completion of the agreed to training and development plan;</b> and</li> <li>• confirm understanding and commitment of LGA Trainee to take on responsibilities of community government LGA following successful completion of an agreed to period of training.</li> </ul> <p>The <i>Expression of Interest</i> is accepted, or returned for revisions.</p>	<p>When an <i>Expression of Interest</i> is accepted, using forms provided by MACA, the community government prepares a formal application for ALGAP funding. (MACA staff is available to assists).</p> <p>This application requires Council Motions or Band Council Resolutions (BCR) that clearly state Council's commitment to:</p> <ul style="list-style-type: none"> <li>• provide training for the LGA Trainee; and at minimum match ALGAP funds for training up to \$20,000 per year for the life of the program; and</li> <li>• host and attend, together with the LGA Trainer and Trainee, two governance workshops: <i>SAO – A Team Resource</i> and <i>Roles and Responsibilities</i>; and</li> <li>• support the Trainee's on going pursuit of the SAO Occupational Certification Program both financially and operationally.</li> </ul> <p>For Categories 1 and 2 all of the above, and in addition Council must provide a motion or BCR that clearly states Council's commitment to:</p> <ul style="list-style-type: none"> <li>• <b>hire the LGA Trainee as the LGA for a minimum of 24 months, upon successful completion of the agreed to training and development plan.</b></li> </ul> <p>The <i>Application for Funding</i> and support documents can be submitted at any time based on the community's level of readiness.</p> <p>The Public Service Capacity Working Group reviews the Applications and may suggest revisions or changes.</p> <p>Applications are evaluated following established selection criteria for the corresponding ALGAP category. The Applications are then advanced to the ALGAP Steering Committee, with recommendations for their approval or rejection.</p>

The community government is notified regarding the status of their application. If the application has been successful, the Council and MACA will sign a Contribution Agreement setting out the terms and conditions of the funding.

*Please note: Applicants are advised not to make financial commitments based on approval of funding until the Contribution Agreement has been executed and all agreements between the trainer, trainee and community government are signed.*

## **Program Requirements**

Once an Application is approved the community government must fulfill certain actions within a specific timeframe.

- To initiate the program, Council must sign a Contribution Agreement and return it to MACA within 30 days.
- Within one-month of signing the Contribution Agreement, the community government must prepare and submit to MACA a training and development plan to help measure progress. The plan should identify specific stages, achievements and benchmarks to be met by the Trainee. MACA staff are required to assist with the development of the training plan to ensure core competencies are addressed, a progressive plan is developed, community priorities are clearly included and training stages are identified that define progress and are measurable.
- Within the first year of the program, Council will host and attend, together with the LGA Trainer and Trainee, two mandatory governance training workshops.
- The signed Contribution Agreement sets out a required reporting schedule and a payment schedule. Receipt of funding payments and continuation in the program depend on timely submission of required Progress Reports that indicate successful completion of training stages. Funding will be withheld if Progress Reports are not submitted.
- If the LGA Trainer or LGA Trainee withdraws from the Program, funding will be suspended and he/she must be replaced within three months. If the LGA Trainer has left the program, payments for salary and training for the LGA Trainee position will be suspended until the LGA Trainer is replaced. If an LGA Trainee is replaced, MACA staff will work with the LGA Trainer and the LGA Trainee to ensure the training plan is appropriate.

Please see the table below, which outlines these obligations, timelines and consequences.

Time Period	Action
Within 30 days of receiving the Contribution Agreement	The Contribution Agreement is signed and returned to MACA. Financial commitments should not be made based on approval of funding until the Contribution Agreement is signed by both parties.
Within two months of signing the Contribution Agreement	The LGA Trainer and/or the LGA Trainee are hired and have signed commitment agreements with the community government. Payments will commence upon notification of hiring.
Within one month of hiring the LGA Trainee	Using the LGA Training Manual, with assistance from MACA staff, the LGA Trainer must work with the LGA Trainee to prepare a customized training plan, have Council approve it and submit it to MACA.
Within first year of the program	Together, the LGA Trainer, LGA Trainee and the Community Council attend the mandatory governance training workshops: SAO A Team Resource; and Roles and Responsibilities.
As required in the Contribution Agreement	Using the approved forms and based on dates outlined in the Contribution Agreement the community government will submit required Progress Reports and when appropriate a Final Report. Funding will be withheld if reports are not submitted.
Within one working day	Immediately notify MACA of any withdrawals from the program; e.g. if the LGA Trainer or LGA Trainee decide to leave the program.

## Funding

The maximum funding amounts available through ALGAP are different for each category. Funding can span six months to three years based on the identified need, the agreed upon training and development plan, the signed Contribution Agreement between the community government and MACA, and will be prorated accordingly.

In addition to the ALGAP funding received for salary and benefits, community governments must be willing to match the \$20,000 available per year toward training for the LGA Trainee. Please note: a community may exceed this amount if they wish. These training dollars will be matched through the program as noted in the following tables:

<b>Category 1 Investing Locally</b>	<b>Funding Per Year</b>				
Maximum ALGAP Salary / Benefits	ALGAP matching funds for training to a maximum of	Community matching funds for training	Total maximum funding per year from ALGAP	Total anticipated funding per year from Community	Total funding per year for ALGAP Trainee
80,000	20,000	20,000	100,000	20,000	120,000

<b>Category 2 Succession Planning</b>	<b>Funding Per Year</b>				
Maximum ALGAP Salary / Benefits	ALGAP matching funds for training to a maximum of	Community matching funds for training	Total maximum funding per year from ALGAP	Total anticipated funding per year from Community	Total funding per year For ALGAP Trainee
80,000	20,000	20,000	100,000	20,000	120,000

<b>Category 3 Skill Builder</b>	<b>Funding Per Year</b>	
ALGAP matching funds for training to a maximum of	Community matching funds for training	Total funding per year for training
20,000	20,000	40,000

Please note:

- The funding schedule in the Contribution Agreement for all categories is linked to the LGA Trainee's Training and Development Plan, which addresses core competencies, is progressive, includes community priorities, identifies stages that define progress and are measurable. The community government must submit regular reports which include information about the successful completion of each training stage as outlined in the Training and Development Plan.
- Funding payments and continuation in the Program depend on required progress reports that indicate the Trainee is successful in completing the training stages identified in the approved Training and Development Plan.

### Contact

For more information, refer to the Advancing Local Government Administrators Program Guidelines available at [www.33Strong.com](http://www.33Strong.com).

Should you have any questions about the program or the application process, please contact your MACA Regional Superintendent or:

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