



# 2023-2024 OSM WORK PLAN APPLICATION

This form will be used to assess the merits of the proposed work plan and its fit with the Oil Sands Monitoring (OSM) Program mandate and strategic priorities. Applicants must complete the form in its entirety. Applicants that fail to use this form and complete all sections in the timeframe will not be considered.

OSM Work Plan Submission Deadline: The deadline for submission of proposed work plans is <b>October 31, 2022 at 4:30 PM Mountain Standard time</b> . Late submissions will not be accepted.	<b>October 31, 2022 4:30 PM MST</b>
<b>Decision Notification</b>	Mid to Late March 2023

## WORK PLAN COMPLETION

Please **Enable Macros** on the form when prompted.

The applicant is required to provide information in sufficient detail to allow the evaluation team to assess the work plan. Please follow the requirements/instructions carefully while at the same time being concise in substantiating the project's merits. The OSM Program is not responsible for the costs incurred by the applicant in the preparation and submission of any proposed work plan.

**Privacy:** The OSM Program is governed by the Freedom of Information and Protection of Privacy Act (FOIP) and may be required to disclose information received under this Application, or other information delivered to the OSM Program in relation to a Project, when an access request is made by anyone in the public. Applicants are encouraged to familiarize themselves with FOIP. All work plans are public documents.

**Technical Requirements:** When working on this form, please maintain Macros compatibility by always saving your draft and your final submission as a **Microsoft Word Macro-Enabled Document**, failure to do so will result in loss of form functionality. This form was created using Microsoft word 2016 on a PC and may not have functionality on other versions of Microsoft on PC or MACS.

**Government Lead/Coordinator:** All work plans under the OSM Program require either a government lead or a government coordinator. This will ensure that the financial tables (for Alberta Environment and Parks & Environment and Climate Change Canada) are completed accurately for work plan consideration. **However**, if an **Indigenous community, environmental nongovernmental organization** or any other **external partner** is completing a work plan proposal, they would **only** complete the **grant or contract budget component** of the **Human Resources & Financials Section** for their project. The government coordinator within Alberta Environment & Parks would be responsible for completing the remaining components of the Human Resources and Financial Section of this Work Plan Application, as they are responsible for contract and grant facilitation of successful submissions. All other sections outside of Human Resources & Financials Section of this work plan proposal are to be completed in full by all applicants.

**Supplemental Materials:** The OSM Program recognizes that majority of work planning submissions are a result of joint effort and monitoring expertise. Should the applicant wish to submit supplemental materials in addition to their application additional resources are available in the Work Planning Package accessible here: [2023-24 Work Planning Package \(Ctrl+CLICK\)](#)

Should you have any **questions** about completing this work planning form or uploading your final submission documents, please send all inquiries by email to: [OSM.Info@gov.ab.ca](mailto:OSM.Info@gov.ab.ca).



## WORK PLAN SUBMISSION

Upon completion of this application, please submit the appropriately named work plan (**Microsoft Word Macro-Enabled Document**) and all supporting documents to the link provided below. Failure to follow the naming convention provided may result in oversight of your application.

Please upload (by drag and dropping) the **WORK PLAN SUBMISSION & ALL SUPPORTING DOCUMENTS** here:

[\*\*WORK PLAN SUBMISSION LINK \(CTRL+CLICK HERE\)\*\*](#)

**Please use the following file naming convention when submitting your WORK PLAN:**

**202324\_wkpln\_WorkPlanTitle\_ProjectLeadLastNameFirstName**

**Example:**

202324\_wkpln\_OilSandsResiduesinFishTissue\_SmithJoe

If applicable, **please use the following file naming convention when submitting your supplementary or supporting files.** Please number them according to the guidance and examples provided:

**202324\_sup##\_WorkPlanTitle\_ProjectLeadLastNameFirstName**

**Examples:**

202324\_sup01\_OilSandsResiduesinFishTissue\_SmithJoe

202324\_sup02\_OilSandsResiduesinFishTissue\_SmithJoe

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202324\_sup10\_OilSandsResiduesinFishTissue\_SmithJoe

**Do not resave your work plan or documents under any other naming conventions.** If you need to make revisions and resubmit before the work planning deadline of October 31, 2022, **DO NOT** rename your submission. When resubmitting, simply resubmit with the exact naming convention so that it replaces the original submission. **DO NOT** add any additional components such as versioning or dates to the file naming convention. Please direct any questions regarding the submission or naming of submissions to [OSM.Info@gov.ab.ca](mailto:OSM.Info@gov.ab.ca).



## WORK PLAN APPLICATION

PROJECT INFORMATION	
<b>Project Title:</b>	Indigenous Community Based Monitoring Facilitation Centre
<b>Lead Applicant, Organization, or Community:</b>	Dr. Lisa Carter, Athabasca University
<b>Work Plan Identifier Number:</b> <i>If this is an on-going project please fill the identifier number for 22/23 fiscal by adjusting the last four digits: <b>Example:</b> D-1-2223 would become D-1-2324</i>	Click or tap here to enter text.
<b>Project Region(s):</b>	Oil Sands Region
<b>Project Start Year:</b> <i>First year funding under the OSM program was received for this project (if applicable)</i>	April 1, 2020
<b>Project End Year:</b> <i>Last year funding under the OSM program is requested <b>Example:</b> 2024</i>	March 31, 2024
<b>Total 2023/24 Project Budget:</b> <i>For the 2023/24 fiscal year</i>	\$100,000.00
<b>Requested OSM Program Funding:</b> <i>For the 2023/24 fiscal year</i>	\$100,000.00
<b>Project Type:</b>	Community Based Monitoring
<b>Project Theme:</b>	Cross-Cutting
<b>Anticipated Total Duration of Projects (Core and Focused Study (3 years))</b>	Year 4
<b>Current Year</b>	<b>Focused Study:</b> Choose an item.
	<b>Core Monitoring:</b> Choose an item.

CONTACT INFORMATION	
<b>Lead Applicant/ Principal Investigator:</b> <i>Every work plan application requires one lead applicant. This lead is accountable for the entire work plan and all deliverables.</i>	Dr. Lisa Carter
<b>Job Title:</b>	Associate Professor
<b>Organization:</b>	Athabasca University
<b>Address:</b>	1 University Drive, Athabasca, Alberta T9S 3A3
<b>Phone:</b>	1 800 269 1680
<b>Email:</b>	lisac@athabascau.ca

## PROJECT SUMMARY

Should your application be successful, The OSM Program reserves the right to publish this work plan application. Please check the box below to acknowledge you have read and understand:

I acknowledge and understand

In the space below please provide a summary (300 words max) of the proposed project that includes a brief overview of the project drivers and objectives, the proposed approach/methodology, project deliverables, and how the project will deliver to the OSM Program objectives. The summary should be written in plain language.

The Memorandum of Understanding (MOU) signed by the Governments of Alberta and Canada (2017) confirmed a joint commitment to establish, in cooperation with Indigenous communities, effective mechanisms for empowering Indigenous peoples to become equal and respected partners in the design, implementation and governance of monitoring in the oil sands regions. For Indigenous Community-Based Monitoring (ICBM) to contribute to the OSM Program, Indigenous communities require access to resources, information, training, and other supports. A four-year grant to enable establishment of an Indigenous Community Based Monitoring Facilitation Centre (ICBMFC) was issued to Athabasca University as part of the 2020-2021 Science Secretariat/ICBMAC work plan (ADM-2-2021).

The ICBMFC serves as an integral hub to support Indigenous communities and collaborators in the design and implementation of ICBM in the oil sands regions. In 2021-22, direction was given to submit a standalone annual work plan for set-up of the ICBMFC and support OSM activities. This process was recommended to distinguish itself from the ICBMAC work plan and the University of Calgary grant.

A work plan was developed for 2023-24 fiscal year which described the maintenance phase of the centre. On May 8, 2023, the project lead received notification that the work plan was not supported and a request to close-out the work of the ICBMFC was directed by the Oversight Committee. The following directives of the Oversight Committee are cited here:

"Your work plan is approved with a total budget of \$100,000. Please resubmit your work plan proposal, reflecting the OC decisions. Please ensure that your itemized budget accurately reflects allocations.

Funding is based on the following conditions:

-OC does not support this program in 2023/24

-Funding in the amount of \$100,000 is provided to:

- 1) support completion/transition of the 4 workshops/webinars already scheduled to ICBMAC;
- 2) support the creation of a transition plan (identifying near term priorities, long term priorities, contact lists, training, SOPs, collected data, etc.)
- 3) support a handover plan created in collaboration with ICBMAC and the OSM Program Office.

-The report on this work must be submitted by July 30, 2023.

-All funding accepted in 2023-2024 will be based upon signed acknowledgement of OSM Funding Guidelines (attached), which articulates expectations for project and financial updates, adherence to the product notification and review process, technical reporting requirements, and provision of data to the OSM Program. A copy of your signed acknowledgement is to be provided to the Program Office within 15 days.

-COSIA, which is a one-window for industry information requests (e.g. data, samples etc.), has provided a form (attached) for use by the Program Project Leads and their teams.

-any workshops identified in this work plan are to be coordinated through the OSM Program Office for further direction."



This revised work plan work plan describes the work to be completed as directed by the Oversight Committee. The support of directives in this work plan are include as described above. However, the matter related to staff termination are not included in the distribution of approved funds, as these are currently in discussion with Executive Director, OSMP and Grant Manager.

## 1.0 Merits of the Work Plan

All work plans under the OSM Program must serve the mandate of the program by determining (1) if changes in indicators are occurring in the oil sands region and (2) if the changes are caused by oil sands development activities and (3) the contribution in the context of cumulative effects. In the space below please provide information on the following:

- Describe the key drivers for the project identifying linkages to Adaptive Monitoring framework particularly as it relates to surveillance, confirmation and limits of change (as per OC approved Key Questions).
- Explain the knowledge gap as it relates to the Adaptive Monitoring that is being addressed along with the context and scope of the problem as well as the Source – pathway – Receptor Conceptual Models .
- Describe how the project meets the mandate of the OSM Program or areas of limited knowledge is the work being designed to answer with consideration for the TAC specific Scope of Work Document (attached) and the Key Questions (attached)?
- Discuss results of previous monitoring/studies/development and what has been achieved to date. Please identify potential linkages to relevant sections of the State of Environment Report.

The 2022-2023 work plan (to September, 2022) key accomplishments of the ICBMFC are summarized below.

### 1. ICBMFC and community work plan support

The ICBMFC Community Liaisons work closely with the OSMP Stakeholder Liaison, Judy Smith, and relevant TAC representatives and/or social scientists to meet with Indigenous communities on either their approved work plans or on the development of work plans for subsequent years to provide support. These multidisciplinary meetings ensure that communities have a single window of approach to getting support from the relevant OSMP personnel in developing and implementing their work plans. This approach also promotes integration between western science core monitoring programs and the Indigenous Community Based Monitoring (ICBM) programs and regional monitoring programs in the oil sands regions.

a. Contacted 21 Indigenous communities for 2022-2023 work plan support. Thirteen communities received full funding; seven communities received partial funding; one new community to OSM received funding.

b. Together with OSMP Stakeholder Liaison, Judy Smith, 23 virtual meetings were held with community representatives who have identified training needs and future work plan activities. The ICBMFC has engaged with aquatics program TAC leads for referral to communities for training needs.

c. Together with OSMP Stakeholder Liaison, Judy Smith and ICBMAC co-chair, Dr. Ave Dersch, coordinated two virtual sub-regional meetings bringing communities with scientists to learn about activities in Athabasca north and Athabasca south oil sands regions.

d. Assisted OSMP Stakeholder Liaison, Judy Smith, in a webinar presentation of 2023-2024 work plan development for communities. This was followed through with two virtual workshops with TAC leads and communities to discuss areas related to aquatics and terrestrial monitoring.

e. ICBMFC staff hosted and attended two TAC-community workshops about 23/24 work plan development. The aquatics workshop was attended by 16 communities and terrestrial workshop by 13 communities.

f. A Spring Gathering event was conducted in Q4 2022/23 in Athabasca county. This event included ICBMAC co-chairs, AEP Stakeholder Liaison and ICBMFC in the planning of the three-day event. It was attended by 64 participants, representative of 12 communities and organizations involved with OSM activities. Workshops included presentations by ICBMAC co-chairs on ICBM and the OSM Program, a panel discussion co-facilitated by ICBMAC co-chairs, titled "Environmental Monitoring, Cumulative Impacts and Bill C35 Rights." Other workshops included success stories in Community Based Monitoring in

Indigenous Communities (two sessions: ACFN/MCFN and Cold Lake First Nations), Indigenous indicators, sacred teachings, and ethical space.

2. ICBMFC and ICBM training support

a. Together with a planning team involving the OSMP Office, hosted the first aquatics training camp for communities held at Cold Lake with TAC leads/scientists and external partners. Hands-on training topics included fish health, water quality, benthics (river ecology).

b. Participated in annual ACFN, Mikisew Cree Nation Chipewyan Metis ICBM fish camp at Jackfish Reserve (Fort Chipewyan).

c. Together with TAC leads, ICBMAC co-chair, Dr. Ave Dersch, assisted in the development of a suite of standard operating procedures related to aquatic ecosystem health integrated ICBM. A template was developed and the project lead worked closely with TAC leads and their research staff to revise SOPs to develop these materials.

d. ICBMFC continued to with interdisciplinary social scientist (AEP), Dr. Vanessa de Koninck for implementation of Interim Ethical Guidelines. Development of a suite of webinars is in progress as part of upholding the 2022-23 work plan obligations. A suite of three workshops will be delivered in July, 2023 (approval to undertake this workshop received by AEP June 2, 2023).

3. Community Knowledge Hub and ICBM data

a. Work with OSM interdisciplinary social scientist, Dr. Vanessa de Koninck to revise community data hub to comply with FOIP regulations. ICBMFC staff continue to update the database.

b. Work with web developers to structure ICBMFC website. The website development site is complete.

c. A prototype data dashboard that would use ICBM data and analytics was developed with Amazon Web Services and was demonstrated to members of OSMP, AEP, and Service Alberta.

## 2.0 Objectives of the Work Plan

List in point form the Objectives of the 2023/24 work plan below

The Oversight Committee did not support the proposed work plan submitted for 2023-24 fiscal year. This revised plan will conduct the directives expressed by the Oversight Committee (described in Project Summary).

### 3.0 Scope

#### Evaluation of Scope Criteria (Information Box Only- No action required)

Your workplan will be evaluated against the criteria below. A successful workplan would:

- be in scope of the OSM Program (e.g., regional boundaries, specific to oil sands development, within boundaries of the Oil Sands Environmental Monitoring Program Regulation)
- consider the TAC-specific Scope of Work document and the key questions
- integrate western science with Indigenous Community-Based Monitoring)
- address the Adaptive Monitoring particularly as it relates to surveillance, confirmation and limits of change as per approved Key Questions.
- have an experimental design that addresses the Pressure/Stressor, Pathway/Exposure, Response continuum
- produce data/knowledge aligned with OSM Program requirements and is working with Service Alberta
- uses Standard Operating Procedures/ Best Management Practices/ Standard Methods including for Indigenous Community-Based Monitoring

### 3.1 Sub Theme

Please select from the dropdown menu below the theme(s) your monitoring work plan relates to:

Cross Cutting

### 3.2 Core Monitoring or Focused study

Please select from the dropdown menu below if the monitoring in the work plan is "core monitoring" and/or a "focused study". Core monitoring are long term monitoring programs that have been in operation for at least 3 years, have been previously designated by the OSM program as core, and will continue to operate into the future. Focused studies are short term projects 1-2 years that address a specific emerging issue. For the purposes of 2023/24 work planning all Community Based Monitoring Projects are Focused Studies.

Choose an item.



### 3.3 Sub Theme Key Questions

Please select from the dropdown menus below the sub-theme(s) your monitoring work plan relates to and address the Key Questions:

#### 3.3.1 Surface Water Theme

##### 3.3.1.1. Sub Themes:

##### 3.4.1.2 Surface Water Key Questions

Explain how your surface water monitoring program addresses the key questions below.

1. Has baseline been established? Have thresholds or limits of change been identified?

2. Are changes occurring in water quality, biological health (e.g., benthos, fish) and/or water quantity/flows relative to baseline? If yes, is there evidence that the observed change is attributable to oil sands development? (Describe source-pathway-receptor and/or conceptual models and what is the contribution in the context of cumulative effects?)

3. Are there unanticipated results in the data? If yes, is there need for investigation of cause studies?

4. Are changes in water quality and/or water quantity and/or biological health informing Indigenous key questions and concerns?

5. Are data produced following OSM Program requirements and provided into the OSM Program data management system?

6. Do methodologies use relevant Standard Operating Procedures/ Best Management Practices/ Standard Methods?

7. How does the monitoring identify integration amongst projects, themes or with communities?

8. With consideration for adaptive monitoring, where does the proposed monitoring fit on the conceptual model for the theme area relative to the conceptual model for the OSM Program?

9. How will this work advance understanding transition towards adaptive monitoring?



10. Is the work plan contributing to Programmatic State of Environment Reporting? If yes, please identify potential linkages to relevant sections of the State of Environment Report.

Click or tap here to enter text.



**3.3.2 Groundwater Theme**

**3.3.2.1 Sub Themes:**

Choose an item.

**3.3.2.2 Groundwater Key Questions**

Explain how your groundwater monitoring program addresses the key questions below.

1. Has baseline been established? Have thresholds or limits of change been identified?

Not applicable

2. Are changes occurring in groundwater quality and/or quantity relative to baseline? If yes, is there evidence that the observed change is attributable to oil sands development? (*Describe source-pathway-receptor and/or conceptual models*) and what is the contribution in the context of cumulative effects?

Not applicable

3. Are there unanticipated results in the data? If yes, is there need for investigation of cause studies?

Not applicable

4. Are changes in groundwater quality and/or quantity informing Indigenous key questions and concerns Indigenous concerns and health?

Not applicable

5. Are data produced following OSM Program requirements and provided into the OSM Program data management system?

Not applicable

6. Do methodologies use relevant Standard Operating Procedures/ Best Management Practices/ Standard Methods?

Not applicable

7. How does the monitoring identify integration amongst projects, themes or with communities?

Not applicable

8. With consideration for adaptive monitoring, where does the proposed monitoring fit on the conceptual model for the theme area relative to the conceptual model for the OSM Program?

Not applicable

9. How will this work advance understanding transition towards adaptive monitoring?

Not applicable

10. Is the work plan contributing to Programmatic State of Environment Reporting? If yes, please identify potential linkages to relevant sections of the State of Environment Report.

Not applicable



**3.3.3 Wetlands Theme**

**3.3.3.1 Sub Themes:**

Choose an item.

**3.3.3.2 Wetlands - Key Questions**

Explain how your wetlands monitoring program addresses the key questions below.

1. Has baseline been established? Have thresholds or limits of change been identified?

Not applicable

2. Are changes occurring in wetlands due to contaminants and hydrological processes? If yes, is there evidence that the observed change is attributable to oil sands development? (Describe source-pathway-receptor and/or conceptual models) and what is the contribution in the context of cumulative effects?

Not applicable

3. Are there unanticipated results in the data? If yes, is there need for investigation of cause studies?

Not applicable

4. Are changes in wetlands informing Indigenous key questions and concerns?

Not applicable

5. Are data produced following OSM Program requirements and provided into the OSM Program data management system?

Not applicable

6. Do methodologies use relevant Standard Operating Procedures/ Best Management Practices/ Standard Methods?

Not applicable

7. How does the monitoring identify integration amongst projects, themes or with communities?

Not applicable

8. With consideration for adaptive monitoring, where does the proposed monitoring fit on the conceptual model for the theme area relative to the conceptual model for the OSM Program?

Not applicable

9. How will this work advance understanding transition towards adaptive monitoring?

Not applicable

10. Is the work plan contributing to Programmatic State of Environment Reporting? If yes, please identify potential linkages to relevant sections of the State of Environment Report.

Not applicable



**3.3.4 Air Theme**

**3.3.4.1 Sub Themes:**

Choose an item.

**3.3.4.2 Air & Deposition - Key Questions**

Explain how your air & deposition monitoring program addresses the key questions below.

1. Has baseline been established? Have thresholds or limits of change been identified?

Not applicable

2. Are changes occurring in air quality? If yes, is there evidence that the observed change is attributable to oil sands development? (Describe source-pathway-receptor and/or conceptual models) and what is the contribution in the context of cumulative effects?

Not applicable

3. Are there unanticipated results in the data? If yes, is there need for investigation of cause studies

Not applicable

4. Are changes in air quality informing Indigenous key questions and concerns?

Not applicable

5. Are data produced following OSM Program requirements and provided into the OSM Program data management system?

Not applicable

6. Do methodologies use relevant Standard Operating Procedures/ Best Management Practices/ Standard Methods?

Not applicable

7. How does the monitoring identify integration amongst projects, themes or with communities?

Not applicable

8. With consideration for adaptive monitoring, where does the proposed monitoring fit on the conceptual model for the theme area relative to the conceptual model for the OSM Program?

Not applicable

9. How will this work advance understanding transition towards adaptive monitoring?

Not applicable

10. Is the work plan contributing to Programmatic State of Environment Reporting? If yes, please identify potential linkages to relevant sections of the State of Environment Report.

Not applicable



**3.3.5 Terrestrial Biology Theme**

**3.3.5.1 Sub Themes:**

Choose an item.

**3.3.5.2 Terrestrial Biology - Key Questions**

Explain how your terrestrial biological monitoring program addresses the key questions below.

1. Has baseline been established? Have thresholds or limits of change been identified?

Not applicable

2. Are changes occurring in terrestrial ecosystems due to contaminants and landscape alteration? If yes, is there evidence that the observed change is attributable to oil sands development? (Describe source-pathway-receptor and/or conceptual models) and what is the contribution in the context of cumulative effects?

Not applicable

3. Are there unanticipated results in the data? If yes, is there need for investigation of cause studies?

Not applicable

4. Are changes in terrestrial ecosystems informing Indigenous key questions and concerns?

Not applicable

5. Are data produced following OSM Program requirements and provided into the OSM Program data management system?

Not applicable

6. Do methodologies use relevant Standard Operating Procedures/ Best Management Practices/ Standard Methods?

Not applicable

7. How does the monitoring identify integration amongst projects, themes or with communities?

Not applicable

8. With consideration for adaptive monitoring, where does the proposed monitoring fit on the conceptual model for the theme area relative to the conceptual model for the OSM Program?

Not applicable

9. How will this work advance understanding transition towards adaptive monitoring?

Not applicable

10. Is the work plan contributing to Programmatic State of Environment Reporting? If yes, please identify potential linkages to relevant sections of the State of Environment Report.

Not applicable



**3.3.6 Cross-Cutting Across Theme Areas**

**3.3.6.1 Sub Themes:**

Choose an item.

If "Other" was selected from the drop down list above please describe below:

Not applicable

**3.3.6.2 Cross-Cutting - Key Questions**

Explain how your cross-cutting monitoring program addresses the key questions below.

1. Is data produced following OSM Program requirements and provided into the OSM Program data management system?

Not applicable

2. Do methodologies use relevant Standard Operating Procedures/ Best Management Practices/ Standard Methods?

Not applicable

3. How does the monitoring identify integration amongst projects, themes or with communities?

Not applicable

4. With consideration for adaptive monitoring, where does the proposed monitoring fit on the conceptual model for the theme area relative to the conceptual model for the OSM Program?

Not applicable

5. How will this work advance understanding transition towards adaptive monitoring?

Not applicable

6. Is the work plan contributing to Programmatic State of Environment Reporting? If yes, please identify potential linkages to relevant sections of the State of Environment Report.

Not applicable

## 4.0 Mitigation

### **Evaluation of Mitigation Criteria (Information Box Only- No action required)**

Your workplan will be evaluated against the criteria below. A successful workplan would potentially inform:

- efficacy of an existing regulation or policy
- an EPEA approval condition
- a regional framework (i.e., LARP)
- an emerging issue

Explain how your monitoring program informs management, policy and regulatory compliance. As relevant consider adaptive monitoring and the approved Key Questions in your response.

Click or tap here to enter text.



## 5.0 Indigenous Issues

### Evaluation of Indigenous Issues Criteria (Information Box Only- No action required)

Your workplan will be evaluated against the criteria below. A successful workplan would potentially:

- Investigate Indigenous communities key questions and concerns
- Includes culturally relevant receptor(s) and indicator(s)
- Include or be driven by Indigenous communities (participatory or collaborative)
- Develop capacity in Indigenous communities
- Include a Council Resolution or Letter of Support from one or more Indigenous communities
- Describe how ethics protocols and best practices regarding involvement of Indigenous peoples will be adhered to
- Provide information on how Indigenous Knowledge will be collected, interpreted, validated, and used in a way that meets community Indigenous Knowledge protocols

Explain how your monitoring activities are inclusive and respond to Indigenous key questions and concerns and inform the ability to understand impacts on concerns and inform Section 35 Rights

Click or tap here to enter text.

Does this project include an Integrated Community Based Monitoring Component?

Choose an item.

If YES, please complete the [ICBM Abbreviated Work Plan Forms](#) and submit using the link below

[ICBM WORK PLAN SUBMISSION LINK \(CTRL+CLICK HERE\)](#)



## 5.1 Alignment with Interim Ethical Guidelines for ICBM in the OSM Program

1. Are there any community specific protocols that will be followed?

Click or tap here to enter text.

2. Does the work plan involve methods for Indigenous participants to share information or knowledge (e.g. interview, focus group, survey/structured interview), or any other Indigenous participation? If yes, describe how risks and harms will be assessed, and the consent process that will be used.

Click or tap here to enter text.

3. Do the activities include any other collecting/sharing, interpreting, or applying Indigenous knowledge? Please describe how these activities will be conducted in alignment with the Interim Ethical Guidelines, and any community-based protocols and/or guidelines that may also apply.

Click or tap here to enter text.

4. Indicate how Indigenous communities / Indigenous knowledge holders will be involved to ensure appropriate analysis, interpretation and application of data and knowledge.

Click or tap here to enter text.

5. How are Indigenous communities involved in identifying or confirming the appropriateness of approach, methods, and/or indicators?

Click or tap here to enter text.

6. How does this work plan directly benefit your community? How does it support capacity building in your community?

Click or tap here to enter text.

7. How is the information from this work plan going to be reported back to your community in a way that is accessible, transparent and easy to understand?

Click or tap here to enter text.

## 6.0 Measuring Change

### **Evaluation of Measuring Change Criteria (Information Box Only- No action required)**

Your workplan will be evaluated against the criteria below. A successful workplan would potentially:

- assess changes in environmental conditions compared to baseline (e.g., validation of EIA predictions)
- report uncertainty in estimates and monitoring is of sufficient power to detect change due to oil sands development on reasonable temporal or spatial scales
- include indicators along the spectrum of response (e.g., individual, population, community)
- focus on areas of highest risk (where change is detected, where change is greater than expected, where development is expected to expand (collection of baseline))
- measure change along a stressor gradient or a stressor/reference comparison

Explain how your monitoring identifies environmental changes and how can be assessed against a baseline condition. As relevant, consider adaptive monitoring, the TAC specific Scope of Work document and the Key Questions in your response.

Not applicable

## 7.0 Accounting for Scale

### **Evaluation of Accounting for Scale Criteria (Information Box Only- No action required)**

Your workplan will be evaluated against the criteria below. A successful workplan would potentially be:

- appropriate to the key question and indicator of interest
- relevant to sub-regional and regional questions
- relevant to organism, population and/or community levels of biological organization
- where modelled results are validated with monitored data
- where monitoring informs on environmental processes that occur at a regional scale. e.g. Characterizing individual sources to gain a regional estimate of acid deposition and understand signal from individual contributing sources.

Explain how your monitoring tracks regional and sub-regional state of the environment, including cumulative effects. As relevant, consider adaptive monitoring, the TAC specific Scope of Work document and the Key Questions in your response.

Not applicable

## 8.0 Transparency

### **Evaluation of Transparency Criteria (Information Box Only- No action required)**

Your workplan will be evaluated against the criteria below. A successful workplan would potentially include:

- a plan for dissemination of monitoring data, including appropriate timing, format, and aligns with OSM program data management plan
- demonstrated transparency in past performance
- identified an annual progress report as a deliverable
- reporting of monitoring results occurs at timing and format that is appropriate for recipient audience.

Explain how your monitoring generates data and reporting that is accessible, credible and useful. As relevant, consider adaptive monitoring, the TAC specific Scope of Work document and the Key Questions in your response.

Click or tap here to enter text.

## 9.0 Efficiency

### **Evaluation of Efficiency Criteria (Information Box Only- No action required)**

Your workplan will be evaluated against the criteria below. A successful workplan would include:

- appropriately addressed a risk-informed allocation of resources
- identified the role and justification for each staff member on the proposed work plan
- identified in-kind and leveraged resources (e.g., resources and approaches are appropriately shared with other OSM projects where possible)
- established partnerships (value-added) and demonstrated examples of coordinated efficiencies (e.g., field, analytical)
- identified co-location of monitoring effort
- demonstrated monitoring activities and information collected are not duplicative
- considered sampling/measurement/methods compatibility to other data sources (e.g., AER)

Explain how your monitoring is integrated with other OSM projects and incorporates community-based participation and/or engagement in proposed monitoring activities. As relevant, consider adaptive monitoring, the TAC specific Scope of Work document and the Key Questions in your response.

Not applicable

## 10.0 Work Plan Approach/Methods

10.1 List the Key Project Phases and Provide Bullets for Each Major Task under Each Project Phase \*

Year 1 (July, 2020-March 2021) Set-Up phase of the ICBMFC in Fort McMurray.  
Year 2 (April, 2021-March 2022) Build Out phase and community work plan support  
Year 3 (April, 2022-March 2023) Implementation phase and community work plan support and training  
Years 4 (April, 2023-March 2024) - NOT SUPPORTED BY THE OVERSIGHT COMMITTEE

This project is directed by the Oversight Committee to close-out the project with the following activities:  
-Complete work plan and submit to OSMP Office/AEP June 30, 2023 (per confirmation by AEP May 15, 2023)  
-work with AEP/OSMP Office to complete Handover Plan; submit to OSMP Office July 30, 2023  
-work with Athabasca University to complete compilation of Transition Plan; submit to OSMP Office July 30, 2023  
-support/complete transition of four webinar/workshops scheduled to ICBMAC

10.2 Describe how changes in environmental Condition will be assessed \*

Not applicable

10.3 Are There Benchmarks Being Used to Assess Changes in Environmental Condition? If So, Please Describe, If Not, State "NONE" \*

Not applicable

(e.g., objectives, tiers, triggers, limits, reference conditions, thresholds, etc.)

10.4 Provide a Brief Description of the Western Science or Community-Based Monitoring Indigenous Community-Based Monitoring Methods by Project Phase \*

Click or tap here to enter text.

10.5 List the Key Indicators Measured, If Not Applicable, State N/A \*

Not applicable

## 11.0 Knowledge Translation

*In the space below, please provide the following:*

- Describe the plan for knowledge transfer and distribution of learnings from the project. This could include workshops, publications, best practice documentation, marketing plan, etc.
- Demonstrate that the knowledge transfer plan is appropriate for the intended end-users.

Click or tap here to enter text.

## 12.0 External Partners

List by project or project phase each component that will be delivered by an external party (including analytical laboratories) and name the party. Describe and name the associate work plan/grant/contract for these services. \* state none if not required

Click or tap here to enter text.

\*To ensure complete work plan proposal submission, all grants and contracts listed in this section should also be captured in Grants & Contracts.



## 13.0 Data Sharing and Data Management

For 2022-23 the following approach will be taken by the OSM Program related to data sharing.

For all work plans of a **western science** nature funded under the OSM Program, data sharing is a condition of funding and must align with the principle of "**Open by Default**". In this case, all data is to be shared with the OSM Program as directed by the OSM Program Data Management work plan.

For all work plans involving **Indigenous Knowledge** as defined below and funded under the OSM Program, data sharing is a condition of funding and the Indigenous Knowledge components of the work plan must align with the principle of "**Protected by Default**". In this case, all data as defined as Indigenous Knowledge, are to be retained by the Indigenous community to which the Indigenous Knowledge is held.

*Indigenous Knowledge is defined as:*

"The knowledge held by First Nations, Inuit and Métis peoples, the Aboriginal peoples of Canada. Traditional knowledge is specific to place, usually transmitted orally, and rooted in the experience of multiple generations. It is determined by an Aboriginal community's land, environment, region, culture and language. Traditional knowledge is usually described by Aboriginal peoples as holistic, involving body, mind, feelings and spirit. Knowledge may be expressed in symbols, arts, ceremonial and everyday practices, narratives and, especially, in relationships. The word tradition is not necessarily synonymous with old. Traditional knowledge is held collectively by all members of a community, although some members may have particular responsibility for its transmission. It includes preserved knowledge created by, and received from, past generations and innovations and new knowledge transmitted to subsequent generations. In international or scholarly discourse, the terms traditional knowledge and Indigenous knowledge are sometimes used interchangeably."

*This definition was taken from the Canadian Government's Tri-council Policy Statement for Ethical Research involving Humans (Chapter 9, pg. 113) and is an interim definition specific to the Oil Sands Monitoring Program.*

**Data Sharing and Data Management** *Continued*

**13.1** Has there, or will there be, a Data Sharing agreement established through this Project? \*

NO

**13.2** Type of Quantitative Data Variables:

Choose an item

**13.3** Frequency of Collection:

Choose an item.

**13.4** Estimated Data Collection Start Date:

Not applicable

**13.5** Estimated Data Collection End Date:

Not applicable

**13.6** Estimated Timeline For Upload Start Date:

Not applicable

**13.7** Estimated Timeline For Upload End Date:

Not applicable

**13.8** Will the data Include traditional knowledge as defined by and provided by an Indigenous representative, Community or Organization?

NO

**TABLE 13.9 Please describe below the Location of Data and Data Type:**

*Add a Data Source by clicking on the table and then clicking on the blue "+" symbol on the bottom right side of table*

Name of Dataset	Location of Dataset (E.g.: Path, Website, Database, etc.)	Data File Formats (E.g.: csv, txt, API, accdb, xls, etc.)	Security Classification
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Choose an item.

## 14.0 2023/24 Deliverables

Add an additional deliverable by clicking on the table and then clicking on the blue "+" symbol on the bottom right side of table.

Type of Deliverable	Delivery Date	Description
Other (Describe in Description Section)	Q1	Revised work plan submitted to AEP/OSMP Office June 30, 2023
Key Engagement/Participation Meeting	Q1	Indigenous Speaker Series Workshop (carry-over from 2022-23 Work Plan) April 28 and 29, 2023 (1 of 4 per directive of OC)
Key Engagement/Participation Meeting	Q2	Ethics Webinar Series (carry-over from 2022-23 Work Plan) July 12, 2023 (2 of 4 per directive of OC)
Key Engagement/Participation Meeting	Q2	Indigenous Speaker Series (carry-over from 2022-23 Work Plan) July 31, 2023 (3 of 4 per directive of OC)
Other (Describe in Description Section)	Q2	Handover Plan submitted to AEP/OSMP Office July 30, 2023
Other (Describe in Description Section)	Q2	Transition Plan submitted to AEP/OSMP Office July 30, 2023
Key Engagement/Participation Meeting	Q3	Indigenous Speaker Series (carry-over from 2022-23 Work Plan)-September 14, 2023 (4 of 4 per directive of OC)
Other (Describe in Description Section)	Q3	Transition Plan PHASE 2
Other (Describe in Description Section)	Q3	Transition Plan PHASE 3
Other (Describe in Description Section)	Q4	Formal sign-off AEPA and Athabasca University
Other (Describe in Description Section)	Q4	Final Report
Choose an item.	Choose an item.	Click or tap here to enter text.
Choose an item.	Choose an item.	Click or tap here to enter text.
Choose an item.	Choose an item.	Click or tap here to enter text.
Choose an item.	Choose an item.	Click or tap here to enter text.
Choose an item.	Choose an item.	Click or tap here to enter text.



Choose an item.	Choose an item.	Click or tap here to enter text.
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Choose an item.	Choose an item.	Click or tap here to enter text.
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Choose an item.	Choose an item.	Click or tap here to enter text.
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## 15.0 Project Team & Partners

In the space below please provide information on the following:

- Describe key members of the project team, including roles, responsibilities and expertise relevant to the proposed project.
- Describe the competency of this team to complete the project.
- Identify any personnel or expertise gaps for successful completion of the project relative to the OSM Program mandate and discuss how these gaps will be addressed.
- Describe the project management approach and the management structure.

The original 2023-2024 Work Plan is not supported per directive of Oversight Committee May 8, 2023. It must be noted that with the exception of the 2023-2024 Work Plan, project deliverables were approved for each year of the Grant. This revised work plan describes the roles, responsibilities and expertise of members involved in the close-out of the ICBMFC.

ICBMAC Co-Chairs: Peter Fortna and Dr. Ave Dersch

- advise Project Team support of webinars/workshops per directive of Oversight Committee
- directly responsible and accountable for coordination of webinars and workshops

Grant support and guidance

Director, Governance and Corporate Services: Nora Abercrombie

- provides strategic support and guidance of ICBMFC activities

OSMP Office/Stakeholder Liaison, Judy Smith

- work with Athabasca University to develop Handover Plan, including materials, applications and accountability of Biomath tool.

Grant team

Project Manager (Athabasca University): Dr. Lisa Carter

- accountable for preparation of draft close-out plans directed by Oversight Committee
- oversees compilation of materials described in directives of Oversight Committee
- coordinates flow of information from Athabasca University to OSMP Office

Manager Services Research Office (Athabasca University):Rebecca Heartt

- accountable for financial integrity of the project
- provides the financial information for project close-out

Jennifer Gerbrandt (Project Coordinator-ICBMFC)

- assists with the administrative support during transition of project
- contributes to finalization and collation of documents and analyzing reporting functions
- prepares transition of Community Database to OSMP Office

Sara Loutitt and Lois Shaw (Community Liaisons-ICBMFC)

- assists with coordination of four webinar/workshop events assigned by the ICBMAC
- prepares finalized documents for transition planning materials

Athabasca University

Manager, Research Support Services: Rebecca Heartt

Manager, Research Development Office: Dr. Paul Daniels

- assist with finalization and transition of Grant



## 16.0 Project Human Resources & Financing

### Section 16.1 Human Resource Estimates

Building off of the competencies listed in the previous section, please complete the table below. Add additional rows as necessary. This table must include **ALL staff involved** in the project, their role and the % of that staff's time allocated to this work plan. The AEP calculated amount is based on an estimate of \$120,000/year for FTEs. This number cannot be changed. The OSM program recognizes that this is an estimate.

#### Table 16.1.1 AEP

Add an additional AEP Staff member by clicking on the table and then clicking on the blue "+" symbol on the bottom right side of table. The total FTE (Full Time Equivalent) is Auto Summed (in Table 16.2.1) and converted to a dollar amount.

Name (Last, First)	Role	% Time Allocated to Project
Click or tap here to enter text.	Click or tap here to enter text.	0%

#### Table 16.1.2 ECCC

Add an additional ECCC Staff member by clicking on the table and then clicking on the blue "+" symbol on the bottom right side of table. The total FTE (Full Time Equivalent) is Auto Summed in Table 16.2.2

Name (Last, First)	Role	% Time Allocated to Project
Click or tap here to enter text.	Click or tap here to enter text.	0%

The tables below are the financial tables for Alberta Environment & Parks (AEP) and Environment & Climate Change Canada. All work plans under the OSM Program require either a government lead or a government coordinator.

### Section 16.2 Financing

The OSM Program recognizes that many of these submissions are a result of joint effort and monitoring initiatives. A detailed "PROJECT FINANCE BREAKDOWN" must be provided using the Project Finance Breakdown Template provided, accessible here (ctrl + click the link below). Please note that completion of this Project Finance Breakdown Template is mandatory and must be submitted along with each workplan.

## [PROJECT FINANCE BREAKDOWN TEMPLATE \(CTRL+CLICK HERE\)](#)

**Table 16.2.1 Funding Requested BY ALBERTA ENVIRONMENT & PARKS**

Organization – Alberta Environment & Parks ONLY	Total % time allocated to project for AEP staff	Total Funding Requested from OSM
<b>Salaries and Benefits</b> <i>(Calculated from Table 16.1.1 above)</i>	<b>0.00%</b>	<b>\$0.00</b>
<b>Operations and Maintenance</b>		
Consumable materials and supplies		\$0.00
Conferences and meetings travel		\$0.00
Project-related travel		\$0.00
Engagement		\$0.00
Reporting		\$0.00
Overhead		\$0.00
<b>Total All Grants</b> <i>(Calculated from Table 16.4 below)</i>		<b>\$69,000.00</b>
<b>Total All Contracts</b> <i>(Calculated from Table 16.5 below)</i>		<b>\$31,000.00</b>
<b>Sub- TOTAL</b> <i>(Calculated)</i>		<b>\$100,000.00</b>
Capital*		\$0.00
<b>AEP TOTAL</b> <i>(Calculated)</i>		<b>\$100,000.00</b>

\* The Government of Alberta Financial Policies (Policy # A600) requires that all **capital asset** purchases comply with governmental and departmental legislation, policies, procedures, directives and guidelines. **Capital assets** (Financial Policy # A100, Government of Alberta, January 2014) are tangible assets that: have economic life greater than one year; are acquired, constructed, or developed for use on a continuing basis; are not held for sale in ordinary course of operations; are recorded and tracked centrally; have a cost greater than \$5,000.

Some **examples of capital asset equipment include:** laboratory equipment, appliances, boats, motors, field equipment, ATV's/snowmobiles, stationary equipment (pier/sign/weather), fire/safety equipment, pumps/tanks, heavy equipment, irrigation systems, furniture, trailers, vehicles, etc. (Financial Policy # A100, Government of Alberta, January 2014).

**Table 16.2.2 Funding Requested BY ENVIRONMENT & CLIMATE CHANGE CANADA**

Organization – Environment & Climate Change Canada ONLY	Total % time allocated to project for ECCC staff	Total Funding Requested from OSM
<b>Salaries and Benefits FTE</b> <i>(Please manually provide the number in the space below)</i>		
Salaries and Benefits		\$0.00
<b>Operations and Maintenance</b>		
Consumable materials and supplies		\$0.00
Conferences and meetings travel		\$0.00
Project-related travel		\$0.00
Engagement		\$0.00
Reporting		\$0.00
Overhead		\$0.00
<b>ECCC TOTAL</b> <i>(Calculated)</i>		<b>\$0.00</b>

\* ECCC cannot request capital under the OSM program. Any capital requirements to support long-term monitoring under the OSM program should be procured by Alberta and captured in that budget table.



**Table 16.3**

**Complete ONE table per Grant recipient.**

*Add a Recipient by clicking on the table and then clicking on the blue "+" symbol on the bottom right side of table. The total of all Grants is Auto Summed in Table 16.2.1*

GRANT RECIPIENT - ONLY:	Indigenous Community Based Monitoring Facilitation Centre
GRANT RECIPIENT - ONLY: Athabasca University	20GRAEM05
<b>Category</b>	<b>Total Funding Requested from OSM</b>
Salaries and Benefits (partial only)	\$16,000.00
<b>Operations and Maintenance</b>	
Consumable materials and supplies-estimated materials to support ICBMAC webinars/workshops	\$5,000.00
Conferences and meetings travel	\$0.00
Travel for moving of equipment/supplies from Fort McMurray to Athabasca; storage costs	\$10,000.00
Engagement-estimated requirement to support four ICBMAC workshops/webinars	\$8,000.00
Reporting	\$5,000.00
Overhead-aligned with typical overhead of other universities to assist with systems and other processes.	\$25,000.00
<b>GRANT TOTAL</b> <i>(Calculated)</i>	<b>\$69,000.00</b>
GRANT RECIPIENT - ONLY:	Click or tap here to enter text.
GRANT RECIPIENT - ONLY: Athabasca University	Click or tap here to enter text.
<b>Category</b>	<b>Total Funding Requested from OSM</b>
Salaries and Benefits	0
<b>Operations and Maintenance</b>	
Consumable materials and supplies	0
Conferences and meetings travel	0
Project-related travel	0
Engagement	0
Reporting	0
Overhead	0
<b>GRANT TOTAL</b> <i>(Calculated)</i>	<b>\$0.00</b>

**Table 16.4**

**Complete ONE table per Contract recipient.**

*Add a Recipient by clicking on the table and then clicking on the blue "+" symbol on the bottom right side of table. This section is only to be completed should the applicant intend to contract components or stages of the project out to external organizations. The total of all Contracts is Auto Summed in Table 16.2.1*

CONTRACT RECIPIENT - ONLY: PowerEd-NOT SUPPORTED	Click or tap here to enter text.
CONTRACT RECIPIENT - ONLY: Organization	Click or tap here to enter text.
<b>Category</b>	<b>Total Funding Requested from OSM</b>
Salaries and Benefits	\$0.00
<b>Operations and Maintenance</b>	
Consumable materials and supplies	\$0.00
Conferences and meetings travel	\$0.00
Project-related travel	\$0.00
Engagement	\$0.00
Reporting	\$0.00
Overhead	\$0.00
CONTRACT TOTAL <i>(Calculated)</i>	<b>\$0.00</b>
CONTRACT RECIPIENT - ONLY:Survey Contractor-NOT SUPPORTED	Click or tap here to enter text.
CONTRACT RECIPIENT - ONLY: Organization	Click or tap here to enter text.
<b>Category</b>	<b>Total Funding Requested from OSM</b>
Salaries and Benefits	\$0.00
<b>Operations and Maintenance</b>	
Consumable materials and supplies	0
Conferences and meetings travel	0
Project-related travel	\$0.00
Engagement	0
Reporting	\$0.00
Overhead	0
CONTRACT TOTAL <i>(Calculated)</i>	<b>\$0.00</b>
CONTRACT RECIPIENT - ONLY:Subject Matter Experts (3)- NOT SUPPORTED	Click or tap here to enter text.
CONTRACT RECIPIENT - ONLY: Organization	Click or tap here to enter text.
<b>Category</b>	<b>Total Funding Requested from OSM</b>
Salaries and Benefits	\$0.00
<b>Operations and Maintenance</b>	
Consumable materials and supplies	0
Conferences and meetings travel	0
Project-related travel	0



Engagement	0
Reporting	0
Overhead	0
<b>CONTRACT TOTAL</b> <i>(Calculated)</i>	<b>\$0.00</b>
CONTRACT RECIPIENT - ONLY: Undergraduate/graduate trainee student-NOT SUPPORTED	Click or tap here to enter text.
CONTRACT RECIPIENT - ONLY: Organization	Click or tap here to enter text.
<b>Category</b>	<b>Total Funding Requested from OSM</b>
Salaries and Benefits (partial)	\$0.00
<b>Operations and Maintenance</b>	
Consumable materials and supplies	\$0.00
Conferences and meetings travel	0
Project-related travel	\$0.00
Engagement	0
Reporting	\$0.00
Overhead	0
<b>CONTRACT TOTAL</b> <i>(Calculated)</i>	<b>\$0.00</b>
CONTRACT RECIPIENT - ONLY: Exit Survey	Click or tap here to enter text.
CONTRACT RECIPIENT - ONLY:	Click or tap here to enter text.
<b>Category</b>	<b>Total Funding Requested from OSM</b>
Salaries and Benefits	\$0.00
<b>Operations and Maintenance</b>	
Consumable materials and supplies	\$0.00
Conferences and meetings travel	0
Project-related travel	0
Engagement	\$0.00
Reporting	0
Overhead	\$0.00
<b>CONTRACT TOTAL</b> <i>(Calculated)</i>	<b>\$0.00</b>
CONTRACT RECIPIENT - ONLY: Visme application	Click or tap here to enter text.
CONTRACT RECIPIENT - ONLY: Organization	Click or tap here to enter text.
<b>Category</b>	<b>Total Funding Requested from OSM</b>
Salaries and Benefits	0
<b>Operations and Maintenance</b>	
Consumable materials and supplies	0
Conferences and meetings travel	0
Project-related travel	\$0.00
Engagement	\$0.00
Reporting	0
Overhead	0
<b>CONTRACT TOTAL</b> <i>(Calculated)</i>	<b>\$0.00</b>



CONTRACT RECIPIENT - ONLY:Community Database	Community Database stored due to restructure of ARBRI website in Research Office
CONTRACT RECIPIENT - ONLY: Alberta Ltd	External server support, storage and link to continue using site; removal of information related to AU, ICBMFC information and logo from downloadable documents, removal of ICBMFC link access, transfer link access to AEPA.
<b>Category</b>	<b>Total Funding Requested from OSM</b>
Salaries and Benefits	0
<b>Operations and Maintenance</b>	
Consumable materials and supplies	\$31,000.00
Conferences and meetings travel	\$0.00
Project-related travel	0
Engagement	\$0.00
Reporting	\$0.00
Overhead	0
CONTRACT TOTAL <i>(Calculated)</i>	<b>\$31,000.00</b>

**Table 16.5 GRAND TOTAL Project Funding Requested from OSM Program**

The table below is auto calculated, please do not try to manually manipulate these contents.

Category	Total Funding Requested from OSM
<b>Salaries and Benefits</b> <i>Sums totals for salaries and benefits from AEP and ECCC ONLY</i>	\$0.00
<b>Operations and Maintenance</b>	
<b>Consumable materials and supplies</b> <i>Sums totals for AEP and ECCC ONLY</i>	\$0.00
<b>Conferences and meetings travel</b> <i>Sums totals for AEP and ECCC ONLY</i>	\$0.00
<b>Project-related travel</b> <i>Sums totals for AEP and ECCC ONLY</i>	\$0.00
<b>Engagement</b> <i>Sums totals for AEP and ECCC ONLY</i>	\$0.00
<b>Reporting</b> <i>Sums totals for AEP and ECCC ONLY</i>	\$0.00
<b>Overhead</b> <i>Sums totals for AEP and ECCC ONLY</i>	\$0.00
<b>Total All Grants (from table 16.2.1 above)</b> <i>Sums totals for AEP Tables ONLY</i>	\$69,000.00
<b>Total All Contracts (from table 16.2.1 above)</b> <i>Sums totals for AEP Tables ONLY</i>	\$31,000.00
<b>Sub- TOTAL</b>	\$100,000.00
<b>Capital*</b> <i>Sums total for AEP</i>	\$0.00
<b>GRAND PROJECT TOTAL</b>	\$100,000.00

Some **examples of capital asset equipment include:** laboratory equipment, appliances, boats, motors, field equipment, ATV's/snowmobiles, stationary equipment (pier/sign/weather), fire/safety equipment, pumps/tanks, heavy equipment, irrigation systems, furniture, trailers, vehicles, etc. (*Financial Policy # A100, Government of Alberta, January 2014*).



## 17.0 FINANCIAL MANAGEMENT

***The OSM Program reserves the right to reallocate project funding during the current fiscal year on the basis of project performance and financial overspend or underspend.***

*Please check this box to acknowledge you have read and understand*

**In the space below please describe the following:**

- *Discuss how potential cost overruns and cost underruns will be managed.*
- *If this is a continuing project from last year, identify if this project was overspent or underspent in the previous year and explain why.*
- *Describe what risks and/or barriers may affect this project.*

Click or tap here to enter text.



## 18.0 Alternate Sources of Project Financing – In-Kind Contributions

**Table 18.1 In-kind Contributions**

Add an In Kind Contribution by clicking on the table and then clicking on the blue "+" symbol on the bottom right side of table.

DESCRIPTION	SOURCE	EQUIVALENT AMOUNT (\$CAD)
Salary Contribution	80% portion of in-kind commitment Project Manager	\$100,000.00
Salary Contribution	AU Steering Committee (assist with transitioning)	\$6,500.00
Professional Technical Services	Technical support (software, online support; estimated time 40 hours@ \$80/hr (estimated time 80 hours@ \$80/hr)	\$3,200.00
Professional Services	Dissemination results (includes preparation of materials estimated time 80 hours @ \$80/hr	\$6,400.00
Goods and services	Facility and equipment	\$10,000.00
<b>TOTAL</b>		<b>\$126,100.00</b>



## 19.0 Consent & Declaration of Completion

**Lead Applicant Name**

Click or tap here to enter text.

**Title/Organization**

Click or tap here to enter text.

**Signature**

Click or tap here to enter text.

**Date**

Click or tap to enter a date.

**Government Lead / Government Coordinator Name** (if different from lead applicant)

Click or tap here to enter text.

**Title/Organization**

Click or tap here to enter text.

**Signature**

Click or tap here to enter text.

**Date**

Click or tap to enter a date.





## PROGRAM OFFICE USE ONLY

### **Governance Review & Decision Process**

*this phase follows submission and triggers the Governance Review*

**TAC Review (Date):**

Click or tap to enter a date.

**ICBMAC Review (Date):**

Click or tap to enter a date.

**SIKIC Review (Date):**

Click or tap to enter a date.

**OC Review (Date):**

Click or tap to enter a date.

**Final Recommendations:**

**Decision Pool:**

Choose an item.

**Notes:**

Click or tap here to enter text.

### **Post Decision: Submission Work Plan Revisions Follow-up Process**

*This phase will only be implemented if the final recommendation requires revisions and follow-up from governance*

**ICBMAC Review (Date):**

Click or tap to enter a date.

**SIKIC Review (Date):**

Click or tap to enter a date.

**OC Review (Date):**

Click or tap to enter a date.

**Comments:**

**Decision Pool:**

Choose an item.

**Notes & Additional Actions for Successful Work Plan Implementation:**

Click or tap here to enter text.