



# 2022-2023 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 5, 2021 at 4:30 PM Mountain Standard time.</b> | <b>October 5, 2021</b> 4:30 PM MST |
| <b>Decision Notification</b>   | Mid to Late January 2022           |

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.

## 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.

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.

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.

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 Form and Distribution Package, accessible here: [Work Planning Form and Distribution Package](#)

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**:

**202223\_wkpln\_WorkPlanTitle\_ProjectLeadLastNameFirstName**

**Example:**

202223\_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:

**202223\_sup##\_WorkPlanTitle\_ProjectLeadLastNameFirstName**

**Examples:**

202223\_sup01\_OilSandsResiduesinFishTissue\_SmithJoe

202223\_sup02\_OilSandsResiduesinFishTissue\_SmithJoe

.  
. .  
. .

202223\_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 5, 2021, **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>  | Lisa Carter, Athabasca University                         |
| <b>Work Plan Identifier Number:</b><br><i>If this is an on-going project please fill the identifier number for 20/21 fiscal by adjusting the last four digits: <b>Example:</b> D-1-2020 would become D-1-2022</i> | B-CM-16-2223  |
| <b>Project Region(s):</b>   | Oil Sands Region  |
| <b>Project Start Year:</b><br><i>First year funding under the OSM program was received for this project (if applicable)</i>   | April 2020  |
| <b>Project End Year:</b><br><i>Last year funding under the OSM program is requested <b>Example:</b> 2022</i>  | March 31 2024   |
| <b>Total 2022/23 Project Budget:</b><br><i>For the 2022/23 fiscal year</i>  | \$1,300,000.00  |
| <b>Requested OSM Program Funding:</b><br><i>For the 2022/23 fiscal year</i>   | \$1,300,000.00  |
| <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><br>Choose an item.                  |
|   | <b>Core Monitoring:</b><br>Choose an item.                |

| CONTACT INFORMATION   |   |
|---|---|
| <b>Lead Applicant/ Principal Investigator:</b><br><i>Every work plan application requires one lead applicant. This lead is accountable for the entire work plan and all deliverables.</i> | 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>   | lisa.carter@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 the monitoring system in the oil sands region. 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 essential hub to support Indigenous communities and collaborators in the design and implementation of Indigenous CBM in the oil sands region. To support this initiative in 2021-22, direction was given to submit a standalone work plan for the ICBMFC. This process was recommended so that development of this work plan will distinguish itself from the ICBMAC work plan (and the University of Calgary grant). The submission presented here describes continuation and expansion of the project and will highlight tasks and deliverables of the build-out phase and operationalization of the ICBMFC based in Fort McMurray. In this regard, the outcomes described in this application for the ICBMFC will include:

- (1) Operationalization of the ICBMFC in Fort McMurray;
- (2) Enhanced capacity of Indigenous communities in the Athabasca, Peace River and Cold Lake oil sands regions to lead the design and implementation of ICBM in relation to oil sands-related environmental change, and
- (3) Improved cross-cultural understanding and collaboration between Indigenous communities and western scientists.

This work plan details activities which align with the existing grant agreement for Year 3 (2022-2023).

## 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 the EEM 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 EEM framework 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
- Discuss results of previous monitoring/studies/development and what has been achieved to date.

The project continues with supporting the OSM objectives and priorities, with commitment to develop mechanisms to develop capacity in Indigenous communities by empowering them in the design and implementation of ICBM. Athabasca University has accomplished deliverables stated in the 2021-22 work plan under the direction and guidance of the Indigenous Community Based Monitoring Advisory Committee (ICBMAC) and Alberta Environment and Parks (AEP).

The results achieved thus-far in Y2 of this project (January 2021-September 2021)include:

### 1. Set-Up/Implementation Phase (ICBMFC)

- ICBMFC configuration confirmed (Operations Working Group report containing policies and procedures; space furnishings and equipment purchased for Fort McMurray location).
- ICBMFC staff onboarding and orientation (start date February 2021); ICBMFC Manager, Project Coordinator, two Community liaisons.

### 2. Training and Learning Design and Delivery

- Learning and Training Working Group (to identify integrated training/learning needs for ICBM; final recommendation report submitted September, 2021)
- ICBM ethical guidelines development (AEP/ICBMAC are leads and supported by ICBMFC; pending approval by the ICBMAC)
- Community needs identified (engagement with communities on 2021-22 work plan implementation, training and other assistance by ICBMFC; began exploration of cloud-based pilot data repository/analytics tool for ICBM data and information; began development of an ICBMFC website).
- Guidance for communities in receipt of conditional approvals of 2021-22 work plan. This has involved the support of training options and connections with Work Plan leads/Principal Investigators in 2021-22 work plan completion and resubmission of revised work plans.
- Beginning stages of work with communities who have submitted expressions of interest in preparation for submission of 2022-23 work plans.
- Beginning stages of refining/cataloguing SOPs (development of a regional fish monitoring manual).

### 3. Community Awareness and Engagement

- Beginning stages of work with Communications and Engagement Working Group to develop a Communications Plan for ICBMFC.
- Collaborative partnerships and associations with ICBM activities (includes meetings with Work Plan leads/Principal Investigators and TAC leads, and communities).

## 2.0 Objectives of the Work Plan

List in point form the Objectives of the 2022/23 work plan below

1. Expand the implementation of operational services of the ICBMFC.

With ICBMFC operational policies and procedures identified (for the space in Fort McMurray), the purchase/rental of equipment needs for training and community projects will be identified and accrued. In addition, community support in completion of chain of custody forms and transportation of biological samples to laboratories will be implemented.

2. Capacity building through community training and support.

Informed by the recommendations from the Learning and Training Working Group, a curriculum and training plan will be developed and implemented in a phased approach according to thematic priorities and training/learning needs. Ongoing support of communities engaged in 2022-23 work plan activities will continue, as well as assistance with 2023-24 work plan development. These activities will be adjusted to align with community protocols associated with pandemic issues.

3. Communication and engagement.

Tasks such as development of the ICBMFC website and knowledge hub will be developed. Development of communication materials (e.g. brochures, posters) and other modes of communication will be considered. Expansion of ICBMFC community engagement activities (e.g. workshops, gatherings, information sessions) will be planned and implemented.

### 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)
- integrate western science with Indigenous Community-Based Monitoring
- addresses the EEM framework 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 2022/23 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:

Choose an item.

##### 3.4.1.2 Surface Water Key Questions

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

1. Are changes occurring in water quality, biological health (e.g., benthos, fish) and/or water quantity/flows, to what degree are changes attributable to oil sands activities, and what is the contribution in the context of cumulative effects?

Not applicable

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

Not applicable

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

Not applicable

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

Not applicable

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

Not applicable

6. 7.6. Where does the monitoring fit on the conceptual model within the EEM framework for the theme area and relative to the conceptual model for the OSM Program theme area? How will this work advance understanding transition towards of the conceptual model EEM framework?

Not applicable

7. Is the work plan contributing to Programmatic State of Environment Reporting?

Not applicable





**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. Are changes occurring in groundwater quality and/or quantity, to what degree are changes attributable to oil sands activities, are changes affecting other ecosystems, and what is the contribution in the context of cumulative effects?

Not applicable

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

Not applicable

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

Not applicable

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

Not applicable

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

Not applicable

6. Where does the monitoring fit within the EEM framework and relative to the theme area? How will this work advance transition towards the EEM framework?

Not applicable

7. Where does the monitoring fit on the conceptual model for the theme area and relative to the conceptual model for the OSM Program? How will this work advance understanding of the conceptual model?

Not applicable

8. Is the work plan contributing to Programmatic State of Environment Reporting?

Not applicable

### 3.3.3 Wetlands Theme

#### 3.3.3.1 Sub Themes:

Choose an item.

#### 3.3.3.2 Wetland - Key Questions

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

1. Are changes occurring in wetlands due to contaminants and hydrological processes, to what degree are changes attributable to oil sands activities, and what is the contribution in the context of cumulative effects?

Not applicable

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

Not applicable

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

Not applicable

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

Not applicable

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

Not applicable

6. Where does the monitoring fit within the EEM framework and relative to the theme area? How will this work advance transition towards the EEM framework?

Not applicable

7. Where does the monitoring fit on the conceptual model for the theme area and relative to the conceptual model for the OSM Program? How will this work advance understanding of the conceptual model?

Not applicable

8. Is the work plan contributing to Programmatic State of Environment Reporting?

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. Are changes occurring in air quality, to what degree are changes attributable to oil sands emissions, and what is the contribution in the context of cumulative effects?

Not applicable

2. Are changes informing Indigenous key questions and concerns?

Not applicable

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

Not applicable

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

Not applicable

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

Not applicable

6. Where does the monitoring fit within the EEM framework and relative to the theme area? How will this work advance transition towards the EEM framework?

Not applicable

7. Where does the monitoring fit on the conceptual model for the theme area and relative to the conceptual model for the OSM Program? How will this work advance understanding of the conceptual model?

Not applicable

8. Is the work plan contributing to Programmatic State of Environment Reporting? (Answer Box)

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. Are changes occurring in terrestrial ecosystems due to contaminants and landscape alteration, to what degree are changes attributable to oil sands activities, and what is the contribution in the context of cumulative effects?

Not applicable

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

Not applicable

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

Not applicable

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

Not applicable

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

Not applicable

6. Where does the monitoring fit within the EEM framework and relative to the theme area? How will this work advance transition towards the EEM framework?

Not applicable

7. Where does the monitoring fit on the conceptual model for the theme area and relative to the conceptual model for the OSM Program? How will this work advance understanding of the conceptual model?

Not applicable

8. Is the work plan contributing to Programmatic State of Environment Reporting?

Not applicable

### 3.3.6 Cross-Cutting Across Theme Areas

#### 3.3.6.1 Sub Themes:

Other: (Describe in space below)

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

This project supports the implementation of an Indigenous Community Based Monitoring Facilitation Centre based in Fort McMurray. It is enabled through an approved multi-year grant to Athabasca University.

#### 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?

Any data produced in this project will comply with OSM Program requirements

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

All SOPs/Best Management Practices/Standard Methods align with policies and practices of Athabasca University and the OSM Program as well as follow legislative processes. The ICBMAC will be informed to ensure that these procedures and practices are upheld.

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

The Facilitation Centre staff will continue discussions with ICBMAC, TAC and Project Leads to identify opportunities for integration amongst projects and with communities.

4. Where does the monitoring fit within the EEM framework and relative to the theme area? How will this work advance transition towards the EEM framework?

The work of the ICBMFC will continue to focus on supporting communities in the implementation of an adaptive monitoring framework associated with Environmental Effects Monitoring and providing the necessary connections with experts in the field, such as TAC leads, Principle Investigators, and the OSM Program Office.

5. Where does the monitoring fit on the conceptual model for the theme area and relative to the conceptual model for the OSM Program? How will this work advance understanding of the conceptual model?

This project is a cross-cutting initiative and ICBMFC support of communities will involve discussions between communities and collaborating western scientists with reference to the thematic areas of the program described in the conceptual model. This model interlinks the pressures and stressors that are identified in the OSM Program and integrates ICBM into thematic monitoring studies. The ICBMFC will facilitate conversations on knowledge sharing and co-production of project outlines with the hope to incorporate an Indigenous and western science lens in ICBM efforts.

6. Is the work plan contributing to Programmatic State of Environment Reporting?



Although this initiative is in beginnings of development, the information that will be accrued would be of benefit to inform best practices, changes in procedures and future strategic directions in the reporting of environmental impacts in ICBM.

## 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 give consideration for the EEM framework and the approved Key Questions.

The ICBM Facilitation Centre is a multi-year initiative, enabled by a grant agreement signed between Alberta Environment and Parks and Board Governors of Athabasca University on July 31, 2020. To ensure management and compliance with policies, the governance structure of the project involves collaboration between Athabasca University and Alberta Environment and Parks (via the formation of a Core Project Team), with guidance and oversight by the Indigenous Community Based Monitoring Advisory Committee (ICBMAC). With funding issued to Athabasca University, compliance with the reporting requirements and performance criteria described in the Grant Agreement (20GRAEM05) have all been upheld to date, and will continue throughout the life of the project. This includes submission of interim quarterly reporting and annual reports.

This is an operational project which focuses on building Indigenous community capacity with the development of the necessary infrastructure and supports of the ICBMFC which is based in Fort McMurray. The work plan described here addresses cross-cutting project themes of the OSM Program, thereby having the unique opportunity to interface with communities in the support and creation of monitoring projects in any of the themes addressed in the work plan template. Thus, to build interrelationships amongst Indigenous communities, the work of the ICBMFC will coordinate activities and sharing of knowledge across Indigenous communities and non-Indigenous participants. With the collective expertise of staff within the ICBMFC, and in collaboration with, external professionals and scientists (e.g. ICBMAC members, Technical Advisory Committee (TAC) leads, Principle Investigators), Indigenous communities will develop an integrated ICBM submission that aligns with the EEM framework and approved key questions of work plan submissions, as well as the necessary training and awareness-building support associated with CBM needs.

## 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

The December 2017 renewal of the MOU signed by the Governments of Alberta and Canada established a joint commitment for Indigenous participation in the design, implementation, and governance of the OSM Program. The Operational Framework Agreement (OFA) identifies that a Community-Based Monitoring program will be designed to “enable Indigenous communities to design, lead, and execute monitoring programs that address their concerns related to the potential effects from oil sands development to augment Long Term and Focused Monitoring programs”. Taken together, the principles described in these foundational documents informed the development of an ICBM Facilitation Centre. In 2020, based on a recommendation from the ICBMAC, Alberta Environment and Parks issued a multi-year grant to Athabasca University to implement the Facilitation Centre to meet these requirements. The original grant was identified in the approved 2020-2021 Science Secretariat/ICBMAC work plan (ADM-2-2021).

A central goal of this project is to develop capacity and empower Indigenous communities in ICBM. The various ways in which this will be achieved with the development of the Facilitation Centre and will address community concerns about the environment, and support key areas, such as increased capacity to design, lead and implement ICBM, collaboration with other Indigenous communities, scientists, and others associated with the OSM Program, and enriching training and learning skills. The ICBMFC will draw on the “Ethical Guidelines for Indigenous Community-Based Monitoring in the Oil Sands Monitoring Program” (pending approval) for guidance on culturally respectful and inclusive approaches to support Indigenous knowledge holders and other community members in processes such as work plan development and ICBM integration (e.g., respectful approaches to knowledge sharing, development and use of culturally appropriate monitoring protocols).

For ICBM to be effective and meaningful in the OSM Program, Indigenous communities require opportunities to access information, training, equipment and resources, and a physical space to exchange information and collaborate on programs. This work plan proposal addresses the support of Indigenous communities in ICBM efforts.





Does this project include an Integrated Community Based Monitoring Component?

No

## 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 can be assessed against a baseline condition. As relevant give consideration for the EEM framework and the approved Key Questions.

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 give consideration for the EEM framework and the approved Key Questions.

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 give consideration for the EEM framework and the approved Key Questions.

This project will support ICBM with the intent to build capacity that will empower Indigenous communities to respond to issues related to potential environmental impacts of the oil sands development. According to the Grant agreement, this project delivers an annual report for each year of operation. In addition, quarterly progress reports are identified to identify the milestones and the measures associated with them. Where constraints during the course of project activity have been identified, actions are identified and implemented to rectify matters.

The measurement of capacity building is identified by indicators established during the course of this project, and will characterize issues and opportunities established in communities in CBM participation and engagement. Dissemination of these outcomes will be developed for online delivery and other more traditional means, such as posters and brochures etc. In addition, the activities of the Facilitation Centre will be accessible to communities following development of the website.

## 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 give consideration for the EEM framework and the approved Key Questions.

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 \*

High-Level Four-Year Plan:

Year 1 (2020-2021)

Milestones:

- Project roles and responsibilities confirmed
- Staff recruited
- Facilitation Centre space assessed/confirmed
- Scoping of equipment needs initiated
- Training needs assessment initiated

Year 2 (2021-2022)

Milestones:

- Training design and delivery initiated
- Learning materials developed
- Field monitoring assessment complete
- Community support of 2021-22 work plans
- Community led work plans for 2022-23 supported
- Community events and workshops identified and delivered
- User friendly information materials about OSM Program developed

Year 3 (2022-2023)

Milestones:

- Development and delivery of training offerings
- Support data storage and integrity
- Expanded community events and workshops
- Community led work plans for 2023-24 supported
- Support reporting by communities where OSM funding received

Year 4 (2023-2024)

Milestones:

- Training delivery maintained
- Evaluate, report and provide recommendations for maintaining Facilitation Centre

For the current work plan (2022-2023), project phases and tasks according to specifications of the grant agreement provided to Athabasca University. This includes:

Phase 1: Learning and Training development and design.

- i. Develop a phased training plan to support community monitoring initiatives (informed by Learning and Training Working Group Report, submitted September 2021).
- ii. Engage subject matter experts to develop and design modules to support ICBM training and ICBM leading practices (e.g. technical and participatory methods, standard operating procedures, intercultural competence). The content will align with the ICBM Framework and ICBM Integration Strategy.
- iii. Develop relevant tools and processes to support application of ethical guidelines (e.g., webinar presentations, protocols) (with oversight of ICBMAC/AEP and aligned with the document presented to ICBMAC on July 5, 2021 and ICBM Framework).
- iv. Co-develop methodological approaches that are collaborative and interdisciplinary and that will connect Indigenous Knowledge and western scientific systems.

Phase 2: Community awareness and engagement.

- a. Knowledge Hub
  - i. Build online gateway for community access to resources, information, and tools required for ICBM Program.
- b. Work Planning support
  - i. Liaise with communities to assist in work plan logistics (includes continuing support for communities awarded 2022-23 work plans and informing communities of 2023-24 OSM priorities).
  - ii. Support communities with reporting on ICBM activities.
- c. Awareness and engagement
  - i. Develop community-friendly materials and videos that support ICBMFC services and activities.
  - ii. Support hands-on ICBM activities offered by external providers (field activities, integrated activities).
  - iii. Bridge information and knowledge sharing of best practices between communities and scientists (e.g. information sessions/virtual presentations with TAC members, Principal Investigators, and communities engaged in ICBM program).

Phase 3: Implementation and evaluation.

- a. Data Collection and Use
  - i. Support data base implementation for communities, with the intent to empower communities in taking ownership of data collection, analysis, and archiving to meet community needs of ICBM and meaningful integration in the OSM Program (aligned with ICBM Framework).

**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 \*

Not applicable

**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.

Knowledge transfer of information will follow established guidelines and ethical practices, and will be transparent and inclusive. The development of a Learning and Training Working Group comprising members from Athabasca University, ICBMAC, and AEP in 2021-22 recognized that cultural nuances are important in knowledge translation, as well as the need to ensure that respectful consideration is given to include Indigenous ways of knowing in CBM. In September 2020, a joint document entitled "ICBM Integration Strategy and Implementation Plan" identified responsibilities of Athabasca University to integrate Indigenous Knowledge that is inclusive and responsive to Indigenous communities. Thus, the co-production and co-development of learnings is paramount in the overall development of an ICBM Program.

To this end, Athabasca University's department that develops continuing education offerings will assist in the design and development of integrated online learning opportunities that support co-learning of Indigenous Knowledge and western science systems in ICBM. In addition, work will begin to design and develop best practices in ICBM that will be used to inform Technical Advisory Committee members and Principal Investigators.

The Facilitation Centre will be integral to building awareness and understanding among non-Indigenous scientists (Principal Investigators and Technical Advisory Committee members) and Indigenous communities that are engaged in CBM activities. Guided by the recommendations that will be provided by the Engagement and Communication Working Group, the 2022-23 work plan identifies the need to develop different media components, such as posters, brochures, workshops, speaker series events and other resource materials and tools.

## 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

1. PowerEd (Athabasca University) Development of learning or training modules for ICBM program  
Phase 1
2. Subject Matter/content Experts (TBD; as recommended by Learning and Training Working Group Report).  
Phase 1
3. ICBM data archiving  
Database Project Manager (data and analytics migration; co-managed with ICBMAC contractor and Amazon Web Services).  
Computing science students/trainees (2)  
Web portal development (contracted to Animikii)  
Phase 2/3



4. Curriculum coordinator (part-time)

Phase 1

5. Indigenous Community Based Monitoring Engagement Coordinator (TBD). This position will work with community members with training recruitment and ICBM resources (e.g. development of ICBM monitoring science kits, collection and cataloguing of science standard operating procedures).

Phase 2

6. Workshop and Trainer contracts (Ethics webinars/presentation series-Ravenscall; other proprietary training facilities-TBD)

Phase 2

7. Visme Cloud based platform to support team creation of content development

Phase 2

8. Videographer/communications contract (TBD)

Phase 2

\*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:

Click or tap to enter a date.

13.5 Estimated Data Collection End Date:

Click or tap to enter a date.

13.6 Estimated Timeline For Upload Start Date:

Click or tap to enter a date.

13.7 Estimated Timeline For Upload End Date:

Click or tap to enter a date.

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<br>(E.g.: Path, Website, Database, etc.) | Data File Formats<br>(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 2022/23 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   |
|---|---------------|---|
| Key Engagement/Participation Meeting          | Q1            | Engagement meetings of ICBMFC team with TACs/PIs and participating communities in ICBM Project.   |
| Other (Describe in Description Section)       | Q1            | Participation of communities, ICBMAC, AU Research Office and AWS to plan and develop a data migration and translation strategy for ICBM projects. |
| Other (Describe in Description Section)       | Q1            | Develop community friendly materials for ICBM/OSM information.  |
| OSM Program Annual Progress Report (required) | Q1            | Submit ICBM Facilitation Centre Annual Report for 2021-2022 according to criteria identified in Grant Agreement.                                  |
| Other (Describe in Description Section)       | Q1            | Begin development of training curriculum, tools, and resources used in ICBM (aquatics theme).   |
| Public Dissemination Document                 | Q1            | Develop online calendar of workshop and learning events for communities and scientists.   |
| Other (Describe in Description Section)       | Q2            | Quarter 1 grant progress report (April-June, 2022).   |
| Other (Describe in Description Section)       | Q2            | Host ICBM workshop and speaker events for communities and scientists.   |
| Other (Describe in Description Section)       | Q2            | Engage with ICBMAC/AEP with 2023-24 work planning process (virtual meeting).  |
| Other (Describe in Description Section)       | Q2            | Support participating communities on work planning processes and ICBM information (virtual meeting).  |



|   |    |  |
|---|----|--|
| Key Engagement/Participation Meeting    | Q3 | Engagement meetings with participating communities and TACs/PIs to plan ICBM logistics.                              |
| Other (Describe in Description Section) | Q3 | Quarter 2 grant progress report (July-September).  |
| Other (Describe in Description Section) | Q3 | Host workshop and speaker events (training).   |
| Other (Describe in Description Section) | Q4 | Quarter 3 grant progress report (October-December).  |
| Stakeholder or Community Presentation   | Q4 | Host ICBM Gathering for communities, scientists, ICBMAC, and AEP members to share best practices of ICBM activities. |
| Public Dissemination Document           | Q4 | Host materials and presentations on ICBMFC website portal for public consumption.                                    |

## 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.

Project champion

ICBMAC Chair, Bruce Maclean

-has ultimate authority and oversight for the project -provides strategic direction, vision and advice to ensure results meet project goals and objectives

-assists in development of project charter of the grant and annual project plans

OSMP Science Co-Lead, AEP Dr. Sean Royer

-has ultimate authority and oversight for the grant

Project Manager (Athabasca University) Dr. Lisa Carter

-accountable for the quality and timely completion of all deliverables, and abiding by the grant terms and conditions

-oversees the day-to-day aspects of the project led by Athabasca University staff

-co-develops and maintains the project charter and project plans

-tracks and helps resolve issues and change requests

-tracks deliverables and budget

-executes project evaluation, review and reporting

Project Manager (Alberta Environment and Parks) Krista Tremblett

-accountable for ensuring quality and timely completion of all deliverables, and fulfillment of grant terms and conditions

-co-develops and maintains the project charter and project plans

-provides regular updates to AEP, OSM Program management and ICBMAC

-tracks and helps resolve issues and change requests

-works with AU to track, develop and report on performance measures

Project Budget Manager (Athabasca University) Rebecca Heartt, Manager, Research Office

-accountable for financial integrity of the project

-provides the financial information needed to manage the project

-helps the project managers with the tracking and reporting of costs and expenditures against project budget and grant agreement

Working Groups 1. Operations

Judy Smith (AEP) - co-chair

Kristin Hynes (AEP)-co-chair

Dayle Hyde (FC-Athabasca University)

Peter Fortna (ICBMAC)

Lori Cyprien (ICBMAC)

Responsibilities:

- Identify, assess and recommend coordination of space requirements - Identify, assess and recommend laboratory shipping and receiving processes - Identify, assess and recommend office equipment needs (e.g., hardware, software, office furniture)

- Identify and recommend monitoring equipment needs, processes/policies for equipment rental and sharing.

## 2. Training and Learning

Jessica Butts-Scott (Athabasca University) -co-chair

Vanessa de Koninck (AEP) - co-chair

Paul Drevnick (AEP)

Judy Smith (AEP)

Jordan Walker (ICBMAC)

Lorelei Hanson (Athabasca University)

Tracy Hillis (Facilitation Center-Athabasca University)

Christina Winarski (external)

Other ECCC and AEP staff as appropriate

### Responsibilities:

- Identify, prioritize and recommend development of training.
- Develop priority training methodologies, technology and resources
- Guide future development of courses, modules, lectures, workshops

## 3. Community Engagement/Communications

Dayle Hyde (Facilitation Centre-Athabasca University)-Chair

Jennifer Gerbrandt (Facilitation Centre-Athabasca University)

Lois Shaw (Facilitation Centre-Athabasca University)

Judy Smith (AEP)

Nichole Nicholls (ICBMAC)

Ave Dersche (ICBMAC-alternate)

Maddie Bemrose (AEP)

Jen Henderson (external)

### Responsibilities:

- Identify, assess and confirm Indigenous community information needs
- Develop communication and engagement plan
- Develop information and knowledge-sharing opportunities, such as webinars and workshops
- Recommend development of community-friendly information products (brochures, fact sheets etc).
- Develop social media plan Facilitation Centre Manager (Athabasca University)

Dayle Hyde (Facilitation Centre Manager-Athabasca University)

-provides leadership in development and oversight of the Facilitation Centre operations in Fort McMurray -responsible for guidance and administration of the functions of the Centre

-maintains quality control and assurance procedures and protocols

-serves as primary liaison with staff, service providers and guests

-coordinates space allocation and needs of activities associated with the Centre

-liaises with other tenants of the building to coordinate activities of the Centre

-understands and upholds related policies and procedures

Tracy Hillis and Lois Shaw (Community Liaisons-Athabasca University)

-facilitate building capacity in Indigenous communities of Athabasca, Peace River and Cold Lake regions

- support development of communication and community engagement strategy

- identify and contribute to development of awareness building materials

- identify, plan and implement awareness building activities and programs in coordination

with AEP Stakeholder Liaison

- promote understanding of ICBM projects
- develop outreach activities and materials
- maintain community profile database

Jennifer Gerbrandt (Project Coordinator-Athabasca University)

- assists Project Managers in the administrative support and coordination of the grant tasks
- monitors project milestones and deliverables are accomplished on task and on time
- coordinates operational planning of the grant
- liaises with communities in support and guidance of community based monitoring activities
- assists with analysis of data and reporting functions



## 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><br><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><br><i>(Calculated from Table 16.4 below)</i>        |   | <b>\$1,300,000.00</b>            |
| <b>Total All Contracts</b><br><i>(Calculated from Table 16.5 below)</i>     |   | <b>\$0.00</b>                    |
| <b>Sub- TOTAL</b><br><i>(Calculated)</i>                                    |   | <b>\$1,300,000.00</b>            |
| Capital*  |   | \$0.00                           |
| <b>AEP TOTAL</b><br><i>(Calculated)</i>                                     |   | <b>\$1,300,000.00</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><br><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><br><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: Name              | Indigenous Community Based Monitoring Facilitation Centre. |
| GRANT RECIPIENT - ONLY: Organization      | 20GRAEM05  |
| <b>Category</b>                           | <b>Total Funding Requested from OSM</b>                    |
| Salaries and Benefits                     | \$440,500.00   |
| <b>Operations and Maintenance</b>         |  |
| Consumable materials and supplies         | \$28,000.00  |
| Conferences and meetings travel           | \$22,000.00  |
| Project-related travel                    | \$5,000.00   |
| Engagement                                | \$648,500.00   |
| Reporting                                 | \$0.00   |
| Overhead                                  | \$156,000.00   |
| <b>GRANT TOTAL</b><br><i>(Calculated)</i> | <b>\$1,300,000.00</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: Name         | 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<br><i>(Calculated)</i>   | <b>\$0.00</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><br><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><br><i>Sums totals for AEP and ECCC ONLY</i>                | \$0.00                           |
| <b>Conferences and meetings travel</b><br><i>Sums totals for AEP and ECCC ONLY</i>                  | \$0.00                           |
| <b>Project-related travel</b><br><i>Sums totals for AEP and ECCC ONLY</i>                           | \$0.00                           |
| <b>Engagement</b><br><i>Sums totals for AEP and ECCC ONLY</i>                                       | \$0.00                           |
| <b>Reporting</b><br><i>Sums totals for AEP and ECCC ONLY</i>  | \$0.00                           |
| <b>Overhead</b><br><i>Sums totals for AEP and ECCC ONLY</i>   | \$0.00                           |
| <b>Total All Grants (from table 16.2.1 above)</b><br><i>Sums totals for AEP Tables ONLY</i>         | \$1,300,000.00                   |
| <b>Total All Contracts (from table 16.2.1 above)</b><br><i>Sums totals for AEP Tables ONLY</i>      | \$0.00                           |
| <b>Sub- TOTAL</b>   | \$1,300,000.00                   |
| <b>Capital*</b><br><i>Sums total for AEP</i>  | \$0.00                           |
| <b>GRAND PROJECT TOTAL</b>  | \$1,300,000.00                   |

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 (4 members)(four meetings @ 2 hours per meeting)                     | \$5,760.00                |
| Professional/Technical Services | Technical support (software, online support); estimated time 40 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              | Donated facility use for meetings, workshops, other  | \$5,000.00                |
| <b>TOTAL</b>                    |  | <b>\$120,360.00</b>       |





## 19.0 Consent & Declaration of Completion

**Lead Applicant Name**

Lisa Carter

**Title/Organization**

Associate Professor

**Signature**

Lisa Carter

**Date**

Click or tap to enter a date.

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

Krista Tremblett

**Title/Organization**

Senior Manager, Alberta Environment and Parks

**Signature**

Krista Tremblett

**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.