



NORTHERN CONTAMINATED SITES PROGRAM REPORTS

The Northern Contaminated Sites Program Reports consist of the following:

Section 1: Contaminated Sites Remediation Report

- Executive Summary
- Project Statistics
- Schedule Summary
- Budget Summary
- Worksheets (Suppliers)
- Worksheets (Contracts)

Section 2: Contaminated Sites - Faro Report

Section 3: Contaminated Sites - Marwell Tar Pit Report



Monthly Quarterly Engineering

CONTAMINATED SITES - REMEDIATION REPORT

Privacy Act Statement

This statement explains the purposes and use of your personal information. Only information needed to respond to program/reporting requirements will be requested. Collection and use of personal information are in accordance with the [Privacy Act](#). In some cases, information may be disclosed without your consent pursuant to subsection 8(2) of the [Privacy Act](#). We will use your personal information in order to respond to your request (s) and/or program requirements. The collection and use of your personal information provided to INAC for selected program/funding reporting and administration purposes, is authorized by program specific legislation and is required for your participation. The information collected is described by program specific Personal Information Banks (PIB) detailed at [Info Source](#). For further details about applicable legislative authority, PIB description and/or to notify us about incorrect information or to withdraw participation after submitting your information contact the Department at 1 (800) 567-9604. If you require clarification about this Statement, contact our Privacy Coordinator at (819) 997-8277. For more information on privacy issues and the [Privacy Act](#) in general, you can consult the Privacy Commissioner at 1 (800) 282-1376.

SECTION 1

EXECUTIVE SUMMARY	Project Title	Quarter / Fiscal Year
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Overall Project Health Statement **Scope** **Schedule** On Track At Risk of Delay or < 1 Year Delay > 1 Year Delay Ahead of Schedule

	Status	Comments
Q1		
Q2		
Q3		
Q4		

Budget On Track (< 15% Deficit) 15% - 25% Deficit > 25% Deficit Surplus

	Status	Initially Approved Budget (from DWP)	Currently Approved Budget	Expenditures / Commitments to Date	Year End Forecast	Variance 1: (DWP vs Forecast)	Variance 2: (Adjusted Budget vs Forecast)	Comments
Q1		\$	\$	\$	\$	\$	\$	0% Variance
Q2		\$	\$	\$	\$	\$	\$	0% Variance
Q3		\$	\$	\$	\$	\$	\$	0% Variance
Q4		\$	\$	\$	\$	\$	\$	0% Variance

Project Risks ▶ Top Three Project Risks/Risk Rating/Proposed Mitigation Measure/Risk Mitigation Status

Environment, Health and Safety Performance	Socio-Economic Performance
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	Major H&S Incidents	Spills (#)	Employee Training (hrs)	Comments	Total AOC Metrics			Comments
					Employment (p)	Suppliers (#)	Suppliers (\$)	
Q1						\$		
Q2						\$		
Q3						\$		
Q4						\$		
Sub						\$		

AOC Targets and Achievements for Prime Suppliers	Consultations, Engagements and Media Events
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Supplier Name	Employment		Financial		Consultations	Community Engagements	Media Events	Comments
	Target	Total to Date	Target	Total to Date				
					Q1			
					Q2			
					Q3			
					Q4			
Total \$								

Prepared by:	Approved by:
Project Manager	Director
Date	Date



CONTAMINATED SITES - REMEDIATION REPORT

Fiscal Year	
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PROJECT STATISTICS

Categories	Metrics	Q1	Q2	Q3	Q4	Total	Evidence / Explanation
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EHS Performance

Incidents, Inspections and Audits

Safety Incidents (Major Incident, Moderate Incident, Minor Incident, Near misses)	# of incidents, #of near misses						
Environmental Incidents	# of incidents, Spill Volume (L)						
Inspections/Audits (Inspections/Audits (external), Inspections/Audits (internal))	# performed, # non-compliances						

Training and Other Corrective Actions

Awareness Training (EHS Policy & Procedures)	p-hrs						
H&S Training (HAZWOPER, WHMIS, First Aid, Wildlife safety, Water safety, Fire)	p-hrs						
Environmental Training (Spills response, Other)	p-hrs						
Other Corrective Actions (New procedures, Other initiatives)	# procedures, # initiatives						

Socio-Economic Performance

Employment (Total Employees, Northern Employees, Aboriginal Employees, AOC)	# persons, p-hrs						
Workforce Training (Total Employees, Northern Employees, Aboriginal Employees, AOC Employees, Female Employees)	# persons, p-hrs						
Purchase of Goods and Services (Total Suppliers, Northern Suppliers, Aboriginal Suppliers, AOC Suppliers)	# suppliers, Value(\$)	\$	\$	\$	\$	\$	

Consultations, Engagements and Media Events

Events (Consultations, Community Engagements, Media Events)	# persons, p-hrs						
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CONTAMINATED SITES - REMEDIATION REPORT

SCHEDULE SUMMARY

Project Category	Planned Completion	Q1	Q2	Q3	Q4	Revised / Actual Completion	Evidence / Explanation
Care & Maintenance							
Sub-Task 1							
Sub-Task 2							
Sub-Task 3							
Sub-Task 4							
Sub-Task 5							
Regulatory							
Sub-Task 1							
Sub-Task 2							
Sub-Task 3							
Consultation							
Sub-Task 1							
Sub-Task 2							
Sub-Task 3							
Site Investigation & Assessment							
Sub-Task 1							
Sub-Task 2							
Sub-Task 3							
Site Remediation							
Sub-Task 1							
Sub-Task 2							
Sub-Task 3							
Sub-Task 4							
Sub-Task 5							
Sub-Task 6							
Sub-Task 7							
Sub-Task 8							
Sub-Task 9							
Sub-Task 10							
Sub-Task 11							
Sub-Task 12							
Sub-Task 13							
Sub-Task 14							
Sub-Task 15							
Monitoring							
Sub-Task 1							
Sub-Task 2							
Sub-Task 3							
Project Management							
Sub-Task 1							
Sub-Task 2							
Sub-Task 3							
Data Validation Lists							
Schedule Status:	On Schedule	Not on Schedule	Complete	Cancelled	Deferred		
Completion Dates:	Q1	Q2	Q3	Q4	Future FY		
Completion Dates:	Q1	Q2	Q3	Q4	Ongoing		



CONTAMINATED SITES - REMEDIATION REPORT

BUDGET SUMMARY				Fiscal Year		Reporting Period				
						<input type="checkbox"/> Q1 <input type="checkbox"/> Q2 <input type="checkbox"/> Q3 <input type="checkbox"/> Q4				
Category	Initially Approved Budget (from DWP)	Currently Approved Budget	Expenditures / Commitments to Date	Year End Forecast	Variance 1: Initially Approved Budget vs Forecast	Variance 2: Currently Approved Budget vs Forecast	Evidence / Explanation			
Care & Maintenance										
Sub-Task 1					\$	\$				
Sub-Task 2					\$	\$				
Sub-Task 3					\$	\$				
Subtotal	\$	\$	\$	\$	\$	\$	0% Variance			
Regulatory										
Sub-Task 1					\$	\$				
Sub-Task 2					\$	\$				
Sub-Task 3					\$	\$				
Subtotal	\$	\$	\$	\$	\$	\$	0% Variance			
Consultation										
Sub-Task 1					\$	\$				
Sub-Task 2					\$	\$				
Sub-Task 3					\$	\$				
Subtotal	\$	\$	\$	\$	\$	\$	0% Variance			
Site Investigation & Assessment										
Sub-Task 1					\$	\$				
Sub-Task 2					\$	\$				
Sub-Task 3					\$	\$				
Subtotal	\$	\$	\$	\$	\$	\$	0% Variance			
Site Remediation										
Sub-Task 1					\$	\$				
Sub-Task 2					\$	\$				
Sub-Task 3					\$	\$				
Subtotal	\$	\$	\$	\$	\$	\$	0% Variance			
Monitoring										
Sub-Task 1					\$	\$				
Sub-Task 2					\$	\$				
Sub-Task 3					\$	\$				
Subtotal	\$	\$	\$	\$	\$	\$	0% Variance			
Project Management										
PWGSC Fees					\$	\$				
PWGSC Disbursements					\$	\$				
PWGSC Subtotal	\$	\$	\$	\$	\$	\$	0% Variance			
INAC Salaries					\$	\$				
EBP (20% of Salaries)	\$	\$	\$	\$	\$	\$	0% Variance			
INAC Disbursements					\$	\$				
INAC Subtotal	\$	\$	\$	\$	\$	\$	0% Variance			
Subtotal	\$	\$	\$	\$	\$	\$	0% Variance			
Contingency										
Subtotal					\$	\$				
Project Totals	\$	\$	\$	\$	\$	\$	0% Variance			
G & C										
Subtotal	\$	\$	\$	\$	\$	\$	0% Variance			



CONTAMINATED SITES - REMEDIATION REPORT

SUPPLIER WORKSHEETS

Fiscal Year:	Reporting Period: <input type="checkbox"/> Q1 <input type="checkbox"/> Q2 <input type="checkbox"/> Q3 <input type="checkbox"/> Q4
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Worksheet 1 - Employment and Training Record

AOC Employment Targets and Achievements for Prime Suppliers		
Supplier Name	Target (%)	Achievement to Date (%)

Employee Categorization											Employment and Training Record											
Supplier Internal Resource or Subcontractor Name (if applicable)	Employee ID	Employee Gender	Employee Category							Total Hours Worked by Employee for Q1/2/3/4	EHS Awareness		EHS Health and Safety						EHS Environmental		General Training (Non-EHS)	Total Training Hours
			Southern Non-Aboriginal	Southern Aboriginal	Northern Non-Aboriginal	Northern Aboriginal	Aboriginal Opportunity Consideration	Error Check One "x" Only	Policy & Procedures		HAZWOPR	WHMIS	First Aid	Wildlife Safety	Water Safety	Fire Response	Other	Spills Response	Other			

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AOC Financial Targets and Achievements for Prime Suppliers		
Supplier Name	Target (%)	Achievement to Date (%)

Supplier Categorization							Quarterly Supplier Utilization	
Supplier Internal Cost or Subcontractor Name (if applicable)	Supplier Category						Used	Value(\$)
	Southern Non-Aboriginal	Southern Aboriginal	Northern Non-Aboriginal	Northern Aboriginal	Aboriginal Opportunity Consideration	Error Check One "x" Only		



CONTAMINATED SITES - REMEDIATION REPORT

CONTRACTS WORKSHEETS

Fiscal Year:	Reporting Period: <input type="checkbox"/> Q1 <input type="checkbox"/> Q2 <input type="checkbox"/> Q3 <input type="checkbox"/> Q4
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Worksheet 1 - Employment and Training Record

Supplier Name	AOC Employment Target (%)

Employee Categorization								Employment and Training Hours ⁴													
Supplier Internal Resource or Subcontractor Name (if applicable) ¹	Employee ID ²	Employee Gender	Employee Category ³					Total Hours Worked by Employee for Current Quarter	EHS Awareness		EHS Health and Safety						EHS Environmental		General Training (Non-EHS)		
			Northern Non-Aboriginal	Northern Aboriginal	Southern Non-Aboriginal	Southern Aboriginal	Aboriginal Opportunity Consideration		Policy & Procedures	HAZWOPR	WHMIS	First Aid	Wildlife Safety	Water Safety	Fire Response	Other	Spills Response	Other			

- Notes:**
 1) For supplier internal resources please enter "Supplier Internal Resource". For subcontractor's resources, please enter the relevant subcontractor's name
 2) Please enter a unique identifier (employee initials, employee ID etc.) for each employee. Please do not enter employee names to ensure privacy.
 3) Please enter an "x" into the most appropriate category.
 4) Please enter total employment hours and training hours in increments no smaller than 15 minutes. Please specify the current quarter.

Worksheet 2 - Suppliers

Supplier Name	AOC Employment Target (%)

Supplier Categorization						Supplier Utilization ³	
Supplier Internal Cost or Subcontractor Name (if applicable) ¹	Supplier Category ²					Used in this Quarter ⁴	Value(\$)
	Southern Non-Aboriginal	Southern Aboriginal	Northern Non-Aboriginal	Northern Aboriginal	Aboriginal Opportunity Consideration		

- Notes:**
 1) For supplier internal costs please enter "Supplier Internal Costs". For costs relating to a supplier's subcontractor, please enter the relevant subcontractor's name
 2) Please enter an "x" into the most appropriate category.
 3) Please enter the current quarter.
 4) Please enter an "x" if the supplier/subcontractor was utilized in the current quarter.

Worksheet 3 - Project Statistics

Supplier Name	

Categories	Metrics
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EHS Performance

Incidents, Inspections and Audits	
Safety Incidents (Major Incident, Moderate Incident, Minor Incident, Near misses)	# of incidents
Environmental Incidents	# of incidents, Spill Volume (L)
Inspections/Audits (Inspections/Audits (external), Inspections/Audits (internal))	# performed, # non-compliances
Other Corrective Actions (New procedures, Other initiatives)	# procedures, # initiatives

Consultations, Engagements and Media Events

Events (Consultations, Community Engagements, Media Events)	#, # persons
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- Notes:**
 1) Please specify the current quarter, and enter metrics values in this column.



FARO FUNDING MONTHLY REPORT

CONTAMINATED SITES - FARO REPORT

	INAC Approved Budget	Amendments	Revised Funding Agreement	Year to Date Changes	Year to Date Expenditures	Commitment Balance	Year End Forecast	Project Surplus/Deficit
01 Care & Maintenance			\$				\$	\$
01.01								
01.01.01								
01.01.01.01								
02 Regulatory Approvals			\$				\$	\$
02.01								
02.01.01								
02.01.01.01								
03 Consultation			\$				\$	\$
03.01								
03.01.01								
03.01.01.01								
04 Site Assessment			\$				\$	\$
04.01								
04.01.01								
04.01.01.01								
05 Site Remediation			\$				\$	\$
05.01								
05.01.01								
05.01.01.01								
06 Monitoring			\$				\$	\$
06.01								
06.01.01								
06.01.01.01								
07 Project Management			\$				\$	\$
07.01								
07.01.01								
07.01.01.01								
Total	\$	\$	\$	\$	\$	\$	\$	\$

EXAMPLE ONLY



CONTAMINATED SITES - MARWELL TAR PIT REPORT

Schedule E - Work Progress Report

An Annual Work Progress Report (Article 3.13.1) must include, at minimum, information on the following elements of the Project, for the preceding fiscal year:

- A summary description of the progress made on the Project, including an explanation of variances from the work activities set out in Schedule A and Schedule C;
- A list of work items (Schedule B) commenced and completed during the year;
- Amendments made to the activities in Schedule B, reasons for the amendments and an overall assessment of these amendments on the Project schedule and cost;
- A list of work items/activities/sub-activities which could not be completed during the current year as scheduled, reasons there-to, and which will be carried forward for completion in the next year;
- A list of reports (internal and external) completed during the year and copies of these reports;
- Statistical information on environment safety and socio-economic results;
- Information on the meetings held with the Kwnalin Dun First Nation and Ta'an Kwach'an Council, and a brief description of the issues raised and how the issues were rectified; and
- Any significant environmental or health and safety incidents that have occurred.

Schedule F - Annual Financial Report

An Annual Financial Report (Article 3.13.2), prepared on an accrual basis, must include, at minimum, information on the following financial aspects of the Project, for the preceding fiscal year:

- To be reported as separate line items, funds received from Canada, provided by Yukon and received from Other Sources, and funds received from Canada which were carried forward to the current fiscal year from the preceding fiscal year;
- A list of activities carried out (Schedule B) and cost incurred by each activity;
- A separate accounting of the costs incurred and funds dispensed for the completion of the work items/activities/sub-activities which were carried forward from the preceding fiscal year;
- Variance for the current year and the reasons for the variance, with identification of funds and related work items/activities/sub-activities which will be carried forward to the next fiscal year;
- An assessment of the total cost of the Project; and
- Any surplus of funds in the current fiscal year.

NORTHERN CONTAMINATED SITES PROGRAM REPORTS

DCI Number / Fiscal Year: 7914452 (2016-2017)

Purpose: To carry out program evaluation to improve and maintain the effectiveness of the Northern Contaminated Sites Program.

Reporting Period: The parties will submit reports within 30 days following the end of each period.

Due Date: The due date of the report will be specified in the funding agreement as required.

Quarterly Report Template Navigation (Excel Spreadsheet): The Quarterly Report Template is made up of the following tabs:

- Executive Summary
 - Project Statistics
 - Schedule Summary
 - Q1 Budget Summary
 - Q2 Budget Summary
 - Q3 Budget Summary
 - Q4 Budget Summary
 - Worksheet 1: Employees and Training
 - Worksheet 2: Suppliers
 - Glossary
 - Worksheet 1: For Contracts (Printable)
 - Worksheet 2: For Contracts (Printable)
 - Worksheet 3: For Contracts (Printable)
 - Glossary: For Contracts (Printable)
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- Each tab contains a table, or set of tables, that contain light grey cells where data needs to be inputted and white cells that are populated from other parts of the spreadsheet or using formulae.
 - Any cell where data does not need to be inputted is locked, preventing users from altering those cells.
 - Throughout the template, a description of each of the main headings in a table can be obtained by hovering the mouse over the heading.
 - As well, specific tips relating to the data or information to be placed in a particular cell can be found by hovering the mouse over the heading for that cell.
 - All non-standard terms in the Quarterly Report Template are defined in the Glossary tab.
 - The Glossary Tab can be accessed by clicking on the “Glossary” button on the top of each tab.
 - The Glossary of terms can also be found in Appendix A of the Quarterly Report Preparation Guide.
 - Printable copies of Worksheets 1, 2 and 3 (for inclusion in contract documents) have been provided at the end of the template.

Glossary of Terms:

Contaminated Sites – Remediation Report

Term	Definition
INAC Disbursements	<p>Project management expenses related specifically to the project and paid directly by Indigenous and Northern Affairs Canada (INAC), such as travel, training, etc.</p> <p>Template Location: Budget Summary</p>
Aboriginal Employee	<p>Section 35 of the <i>Constitution Act</i> recognizes three groups of Aboriginal people (Indians, Métis and Inuit) as descendants of the original inhabitants of North America. For the purposes of the socio-economic employment and training data, the Aboriginal Employee categories include First Nation, Inuit and/or Métis individuals who are working, either on-site or off-site, performing services related to the project for a contractor, subcontractor or supplier who has a contract with INAC or PWGSC to do work related to the project. Aboriginal employees of INAC or PWGSC are not included in this category.</p> <p>Template Location: Project Statistics, Worksheet 1 - Employment and Training, Worksheet 3 - Contracts</p>
Aboriginal Opportunities Consideration (AOC)	<p>Point-rated evaluation criteria used within a competitive solicitation process which evaluates Bidders on the basis of the type and extent of commitments made to maximizing Aboriginal participation within the resulting contract work. Bidders are required to submit an AOC proposal demonstrating their proposed approach to implementing this component. Upon Award, the successful Bidder's proposed AOC target becomes a firm commitment under the contract.</p> <p>Template Location: Executive Summary, Project Statistics, Worksheet 1 - Employment and Training, Worksheet 2 - Suppliers, Worksheet 3 - Contracts</p>
Aboriginal Supplier	<p>As defined by the Procurement Strategy for Aboriginal Business, an enterprise that is: a sole proprietorship, limited company, co-operative, or not-for-profit organization in which Aboriginal persons have majority ownership and control (meaning at least 51 percent), and in which, in the case of a business enterprise with six or more full time employees, at least 33 percent of the full-time employees are Aboriginal persons; or, a joint venture or consortium in which an Aboriginal business or Aboriginal businesses as defined above have at least 51 percent ownership and control.</p> <p>Template Location: Project Statistics, Worksheet 1 - Employment and Training, Worksheet 2 - Suppliers, Worksheet 3 - Contracts</p>
Awareness - EHS Policy and Procedures Training	<p>General training, provided to all individuals working on the project site, related to the Environmental Health and Safety (EHS) policies and procedures that apply to the site.</p> <p>Template Location: Project Statistics, Worksheet 1 - Employment and Training, Worksheet 3 - Contracts</p>

Term	Definition
Budget Status	<p>Please use the following criteria to specify the color code for budget status:</p> <p>Green - Budget On Track Yellow - 15-25% Over Budget Red - Greater than 25% Over Budget Blue - Under Budget</p> <p>Template Location: Executive Summary</p>
Community Engagement	<p>Includes events that involve the community that are not considered formal Consultations to fulfill Duty to Consult requirements. Examples of engagement activities include meetings, workshops, discussion groups, formal dialogue, sharing knowledge, site tours, and other activities where input is sought related to the project.</p> <p>Template Location: Executive Summary, Project Statistics</p>
Consultation	<p>Formal Consultations that fulfill the Duty to Consult requirements related to the potential or established Aboriginal or Treaty rights recognized and affirmed in section 35 of the <i>Constitution Act</i>, 1982. The specific requirements for formal Consultation are outlined in the Government of Canada document: Aboriginal Consultation and Accommodation Updated Guidelines for Federal Officials to Fulfill the Duty to Consult (March 2011). Please see: http://www.aadnc-aandc.gc.ca/eng/1100100014664/1100100014675</p> <p>Template Location: Executive Summary, Project Statistics, Worksheet 3 - Contracts</p>
Contingency	<p>An amount added to a project budget estimate to allow for items, conditions, or events for which the state, occurrence, and/or effect are uncertain but, if they occur, may result in additional costs. There are two types of contingency:</p> <ul style="list-style-type: none"> • Design contingency covers the cost of known but undefined requirements of the project. The inclusion of design contingency allows for unmeasured quantities or for minor changes made to equipment and engineered items. • Project risk contingency allows for uncertain items, conditions, or events that, should they occur, will likely result in additional costs. <p>Template Location: Budget Summary</p>
Currently Approved Budget	<p>The most recent revised annual budget approved through the formal change request process.</p> <p>Template Location: Executive Summary, Budget Summary</p>

Term	Definition
Environmental Incident	<p>A release or spill that is reportable as stipulated in federal or territorial legislation or in a license or permit applicable to the project. Resources to determine whether a spill or release needs to be reported can be found through the following resources:</p> <ul style="list-style-type: none"> • Yukon - See Schedule A of the Spill Regulations of the <i>Environment Act</i>. Please see: http://www.env.gov.yk.ca/environment-you/spills.php • Northwest Territories - See Schedule B of the Spill Contingency Planning and Reporting Regulations. Please see: https://www.justice.gov.nt.ca/en/files/legislation/environmental-protection/environmental-protection.r2.pdf • Nunavut - See Schedule B of the Spill Contingency Planning and Reporting Regulations. Please see: http://www.justice.gov.nu.ca/apps/fetch/download.aspx?file=%2fapps%2fuploads%2ffiles%2fconsolidated+law%2foriginal%2fenvironmental+protection+act%2f633404216383300000-662918185-reg558.pdf • Federal - For releases, Sections 95, 169, 179 and 212 of the <i>Canadian Environmental Protection Act</i>, 1999 (CEPA, 1999). For environmental emergencies, Section 201 of CEPA, 1999. For an unauthorized deposit of a deleterious substance in water frequented by fish or a serious and imminent danger of such an occurrence, Subsection 38(5) of the <i>Fisheries Act</i>. Please see: https://www.ec.gc.ca/ee-ue/default.asp?lang=En&n=EED2E58C-1 <p>Template Location: Project Statistics, Worksheet 3 - Contracts</p>
First Aid Training	<p>Emergency First Aid, Wilderness First Aid, Cardiopulmonary Resuscitation (CPR) Level C training provided to all individuals working on the project site.</p> <p>Template Location: Project Statistics, Worksheet 1 - Employment and Training, Worksheet 3 - Contracts</p>
Grants and Contributions (G&C)	<p>Through grant and contribution agreements, the federal government transfers funds to organizations that undertake actions consistent with the government's goals. The programs funded by federal grants and contributions range from health research and employment programs to investments in innovation. Grants are transfer payments that are subject to pre-established eligibility criteria and other entitlement criteria. Grants are not subject to being accounted for by recipients and are not normally subject to audit. Contributions are transfer payments that are subject to the performance conditions specified in the funding agreements. They are accounted for in and are subject to audits.</p> <p>Template Location: Budget Summary</p>
HAZWOPER Training	<p>Occupational Safety and Health Administration (OSHA, USA) Hazardous Waste Operations and Emergency Response (HAZWOPER) training provided to all individuals working on the project site.</p> <p>Template Location: Project Statistics, Worksheet 1 - Employment and Training, Worksheet 3 - Contracts</p>
Initially Approved Budget (from DWP)	<p>The annual budget presented in the approved version of the original or annual update to the original detailed work plan (DWP).</p> <p>Template Location: Executive Summary, Budget Summary</p>

Term	Definition
Inspections/Audits (external)	An environmental, health and safety site inspection or audit performed by a third party expert (e.g. a representative of an authority that has jurisdiction over the site or a consultant hired by INAC). Template Location: Project Statistics, Worksheet 3 - Contracts
Inspections/Audits (internal)	An environmental, health and safety site inspection or audit performed by INAC staff. Template Location: Project Statistics, Worksheet 3 - Contracts
Major Incident	An incident resulting from activities performed at the project site that results in a severe and irreversible disability, impairment, injury, illness or fatality to an individual or individuals. Template Location: Project Statistics, Worksheet 3 - Contracts
Media Events	Any radio, television, social media, Internet or newspaper reports and/or media tours that cover the project. Template Location: Project Statistics, Worksheet 3 - Contracts
Minor Incident	An incident resulting from activities performed at the project site that results in injury or illness that inconveniences an individual or individuals. Template Location: Project Statistics, Worksheet 3 - Contracts
Moderate Incident	An incident resulting from activities performed at the project site that results in a reversible disability, impairment, injury or illness that temporarily alters the lives of an individual or individuals. Template Location: Project Statistics, Worksheet 3 - Contracts
Near Misses	An unplanned incident resulting from activities performed at the project site, which did not result in any disability, impairment, injury, illness or fatality, but had the potential to do so. Template Location: Project Statistics, Worksheet 3 - Contracts
Northern Employee	A person with permanent residence of greater than six months in any of the three territories. Does not include employees of INAC or PWGSC. Template Location: Project Statistics, Worksheet 1 - Employment and Training, Worksheet 3 - Contracts
Northern Supplier	A company with a head office, or other regional office, in any of the three territories. Template Location: Project Statistics, Worksheet 2 - Suppliers, Worksheet 3 - Contracts
PWGSC Disbursements	Project management expenses related specifically to the project and paid directly by PWGSC, such as travel, training, etc., using funds supplied by INAC. Template Location: Budget Summary
Quarter	Q1 = April to June (inclusive); Q2 = July to September (inclusive); Q3 = October to December (inclusive); Q4 = January to March (inclusive). Template Location: All sheets

Term	Definition
Schedule Status	Please use the following criteria to specify the color code for schedule status: Green - Schedule On Track Yellow - At Risk of Delay or less than 1 Year Delay Red - Greater than 1 Year Delay Blue - Ahead of Schedule Template Location: Executive Summary
Scope	A description of the elements and tasks that make up the project typically presented in the form of a work breakdown structure, which is deliverable-orientated hierarchical decomposition of the tasks to be performed by the project team to accomplish the project objectives and create the required deliverables. Each descending level represents an increasingly detailed definition of the project work. Template Location: Executive Summary
WHMIS Training	Workplace Hazardous Materials Information System (WHMIS) training provided to all individuals working on the project site. Template Location: Project Statistics, Worksheet 1 - Employment and Training, Worksheet 3 - Contracts

Contaminated Sites – Faro Report

Field	Definition
Faro Funding Monthly Report	<ul style="list-style-type: none"> • Care & Maintenance • Regulatory Approvals • Consultation • Site Assessment • Site Remediation • Monitoring • Project Management
INAC Approved Budget	Funding amount approved by INAC
Amendments	The amount of all Notice of Budget Adjustments
Revised Funding Agreement	The INAC Currently Approved Budget plus or minus any Amendments
Year to Date Changes	The amount of any changes not approved through a Notice of Budget Adjustment
Year to Date Expenditures	The Revised Funding Agreement amount that has been spent to-date
Commitment Balance	The Revised Funding Agreement amount that the recipient has committed
Year End Forecast	The Revised Funding Agreement amount that the recipient forecasts it will spend by year end
Project Surplus/Deficit	The Revised Funding Agreement amount plus or minus the Year End Forecast
Total	

Contaminated Sites – Marwell Tar Pit Report

Field	Definition
Schedule E – Work Progress Report	<p>An Annual Work Progress Report must include, at minimum, information on the following elements of the Project, for the preceding fiscal year:</p> <ul style="list-style-type: none"> • A summary description of the progress made on the Project, including an explanation of variances from the work activities set out in Schedule A and Schedule C; • A list of work items (Schedule B) commenced and completed during the year; • Amendments made to the Activities in Schedule B, reasons for the amendments and an overall assessment of these amendments on the Project schedule and cost; • A list of work items/activities/sub-activities which could not be completed during the current year as scheduled, reasons there-to, and which will be carried forward for completion in the next year; • A list of reports (internal and external) completed during the year and provide a copy of these reports; • Statistical information on environment safety and socio-economic results (in the format set out in the Table below); • Information on the meetings held with the Kwnalin Dun First Nation and Ta'an Kwach'an Council and a brief description of the issues raised and how the issues were rectified; • Any significant environmental or health and safety incidents that have occurred.
Schedule F – Annual Financial Report	<p>Annual Financial Report, prepared on an accrual basis, must include, at minimum, information on the following financial aspects of the Project, for the preceding fiscal year:</p> <ul style="list-style-type: none"> • To be reported as separate line items, funds received from Canada, provided by Yukon, and received from Other Sources, and funds received from Canada which were carried forward to the current fiscal-year from the preceding fiscal-year; • A list of activities carried out (Schedule B) and costs incurred by each Activity; • A separate accounting of the costs incurred and funds dispensed for the completion of the work items/Activities/sub-activities which were carried forward from the preceding fiscal-year; • Variance for the current year and the reasons for the variance with identification of funds and related work-items/Activities/sub-activities which will be carried forward to the next fiscal-year; • An assessment of the total cost of the Project; • Any Surplus of funds in the current fiscal-year.