

## **NORTHERN CONTAMINATED SITES PROGRAM REPORTS**

### **DCI Number / Fiscal Year:**

7914452 (2019-2020)

### **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  |
|--|---|
| 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 Indigenous and Northern Affairs Canada or Public Services and Procurement Canada to do work related to the project. Aboriginal employees of Indigenous and Northern Affairs Canada or Public Services and Procurement Canada 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 Aboriginal Opportunities Consideration proposal demonstrating their proposed approach to implementing this component. Upon Award, the successful Bidder's proposed Aboriginal Opportunities Consideration 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>   |
| Budget Status                                  | <p>Please use the following criteria to specify the color code for budget status:</p> <ul style="list-style-type: none"><li>Green - Budget On Track</li><li>Yellow - 15-25% Over Budget</li><li>Red - Greater than 25% Over Budget</li><li>Blue - Under Budget</li></ul> <p>Template Location: Executive Summary</p>  |
| CIRNAC Disbursements                           | <p>Project management expenses related specifically to the project and paid directly by Crown-Indigenous Relations and Northern Affairs Canada, such as travel, training, etc.</p> <p>Template Location: Budget Summary</p>   |

| Term                      | Definition  |
|---------------------------|---|
| 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: <a href="#">Aboriginal Consultation and Accommodation Updated Guidelines for Federal Officials to Fulfill the Duty to Consult (March 2011)</a>.</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"> <li>• 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.</li> <li>• Project risk contingency allows for uncertain items, conditions, or events that, should they occur, will likely result in additional costs.</li> </ul> <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>  |
| 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"> <li>• Yukon - See Schedule A of the <a href="#">Spill Regulations of the Environment Act</a>.</li> <li>• Northwest Territories - See Schedule B of the <a href="#">Spill Contingency Planning and Reporting Regulations</a>.</li> <li>• Nunavut - See Schedule B of the <a href="#">Spill Contingency Planning and Reporting Regulations</a></li> <li>• 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 <i>Canadian Environmental Protection Act</i>, 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: <a href="#">Who to Call in an Emergency</a></li> </ul> <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>  |

| Term                                 | Definition  |
|--------------------------------------|---|
| Grants and Contributions (G&C)       | 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.<br>Template Location: Budget Summary |
| HAZWOPER Training                    | Occupational Safety and Health Administration (OSHA, USA) Hazardous Waste Operations and Emergency Response (HAZWOPER) training provided to all individuals working on the project site.<br>Template Location: Project Statistics, Worksheet 1 - Employment and Training, Worksheet 3 - Contracts   |
| Initially Approved Budget (from DWP) | The annual budget presented in the approved version of the original or annual update to the original detailed work plan (DWP).<br>Template Location: Executive Summary, Budget Summary  |
| 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 Indigenous and Northern Affairs Canada).<br>Template Location: Project Statistics, Worksheet 3 - Contracts   |
| Inspections/Audits (internal)        | An environmental, health and safety site inspection or audit performed by Indigenous and Northern Affairs Canada staff.<br>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.<br>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.<br>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.<br>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.<br>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.<br>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 Indigenous and Northern Affairs Canada or Public Services and Procurement Canada. Template Location: Project Statistics, Worksheet 1 - Employment and Training, Worksheet 3 - Contracts   |

| <b>Term</b>         | <b>Definition</b>  |
|---------------------|--|
| Northern Supplier   | A company with a head office, or other regional office, in any of the three territories.<br>Template Location: Project Statistics, Worksheet 2 - Suppliers, Worksheet 3 - Contracts  |
| PWGSC Disbursements | Project management expenses related specifically to the project and paid directly by Public Services and Procurement Canada, such as travel, training, etc., using funds supplied by Indigenous and Northern Affairs Canada.<br>Template Location: Budget Summary  |
| Quarter             | Q1 = April to June (inclusive);<br>Q2 = July to September (inclusive);<br>Q3 = October to December (inclusive);<br>Q4 = January to March (inclusive).<br>Template Location: All sheets   |
| Schedule Status     | Please use the following criteria to specify the color code for schedule status:<br>Green - Schedule On Track<br>Yellow - At Risk of Delay or less than 1 Year Delay<br>Red - Greater than 1 Year Delay<br>Blue - Ahead of Schedule<br>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.<br>Template Location: Executive Summary |
| WHMIS Training      | Workplace Hazardous Materials Information System (WHMIS) training provided to all individuals working on the project site.<br>Template Location: Project Statistics, Worksheet 1 - Employment and Training, Worksheet 3 - Contracts  |

### **Contaminated Sites - Faro Report**

| <b>Term</b>                 | <b>Definition</b>   |
|-----------------------------|---|
| Faro Funding Monthly Report | <ul style="list-style-type: none"> <li>• Care &amp; Maintenance</li> <li>• Regulatory Approvals</li> <li>• Consultation</li> <li>• Site Assessment</li> <li>• Site Remediation</li> <li>• Monitoring</li> <li>• Project Management</li> </ul> |
| CIRNAC Approved Budget      | Funding amount approved by Crown-Indigenous Relations and Northern Affairs Canada   |
| Amendments                  | The amount of all Notice of Budget Adjustments  |
| Revised Funding Agreement   | The Indigenous and Northern Affairs Canada 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  |

| <b>Term</b>                   | <b>Definition</b>   |
|-------------------------------|---|
| 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 Total | The Revised Funding Agreement amount plus or minus the Year End Forecast                    |

### **Contaminated Sites - Marwell Tar Pit Report**

| <b>Term</b>                          | <b>Definition</b>   |
|--------------------------------------|---|
| 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> <ol style="list-style-type: none"> <li>1. 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;</li> <li>2. A list of work items (Schedule B) commenced and completed during the year;</li> <li>3. 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;</li> <li>4. 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;</li> <li>5. A list of reports (internal and external) completed during the year and provide a copy of these reports;</li> <li>6. Statistical information on environment safety and socio-economic results (in the format set out in the Table below);</li> <li>7. 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;</li> <li>8. Any significant environmental or health and safety incidents that have occurred.</li> </ol> |
| 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> <ol style="list-style-type: none"> <li>1. 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;</li> <li>2. A list of activities carried out (Schedule B) and costs incurred by each Activity;</li> <li>3. 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;</li> <li>4. 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;</li> <li>5. An assessment of the total cost of the Project;</li> <li>6. Any Surplus of funds in the current fiscal-year.</li> </ol>   |