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INDIGENOUS ADVISORY AND MONITORING COMMITTEE (IAMC) FOR THE TRANS MOUNTAIN EXPANSION PROJECT AND EXISTING PIPELINE (TMX) 2021 CALL FOR PROPOSALS – APPLICATION GUIDE

Overview

The Indigenous Advisory and Monitoring Committee (IAMC-TMX) for the Trans Mountain Expansion and Existing Pipeline (TMX) has made $3.5M available for Indigenous communities to respond to the impacts of TMX, in accordance with the Committee's areas of focus: Emergency Management, Indigenous Monitoring, Marine Shipping and Socio-economic Effects.

The timing of this Call for Proposals allows communities to address ongoing opportunities or issues related to the construction of the Project or to plan for when the pipeline is operational. The Committee looked at how to best disperse funds to Indigenous communities effectively and quickly to allow them to respond to their interests and priorities in a flexible way. **Please see Annex A for more details about the different streams that communities may apply for, including examples of eligible projects.**

The Committee decided on a Call for Proposals for Projects less than $50K as this aligns with the Committee's priority of reaching as many communities as possible through this funding opportunity. This Call for Proposals has a streamlined application, review and evaluation process that will allow for a quick disbursement of funding for approved projects to communities.

The deadline to submit a funding application is December 15, 2021. Proposals may be submitted from July 19 to November 15, 2021. **Applications will be approved on an ongoing basis** until the funding application deadline.

Eligibility

Eligible Recipients of the funding are the **129 Indigenous communities potentially impacted by the Trans Mountain Expansion Project**. The list of eligible communities can be found **here**. Tribal Councils or Not-For-Profit organizations are also eligible to receive funding if they are applying on behalf of the 129 potentially impacted Indigenous communities.

Single Community or Multi-Community Application

This Call for Proposal is limited to **$49,999 per community**; therefore, applicants must select one of two options (not both) to access funding:

1. Submit an application of no more than $49,999 for a single eligible community, **or**
2. Submit an application for multiple communities, where the total funding request does not exceed $49,999 per community. For example, the maximum funding request for two communities is $99,998; for three communities - $149,997; for four communities - $199,996, etc.

Application Streams

For more information on the various application streams, including examples of eligible projects, see Annex A.

The streams are:

Stream 1: Emergency Management

Stream 2: Indigenous Monitoring

Stream 3: Marine Shipping

Stream 4: Socio-economic Effects

Mandatory Supporting Documents for your Application

Single Community Application	Multi-Community Application
1. If application is not signed by the Chief or Authorized Financial Officer, please include Band Council Resolution, Board Resolution or E-mail from the Chief (or equivalent) in support of the project	1. Band Council Resolution, Board Resolution or E-mail from the Chief (or equivalent) from each participating community. This should clearly indicate support of the community's $49,999 to flow through the applicant.
2. Signed Cash Flow Forecast (if an advance is requested)	2. The most recent audited consolidated financial statements of the applicant if the statements are not available online on the First Nations Financial Transparency Act website.
	3. Signed Cash Flow Forecast (if an advance is requested)
	4. Certificate of Incorporation (only applicable to Not-for-Profit organizations or other entities applying for the communities)

Instructions for Completing the Application Form

1. Recipient Information

Complete this section with the legal name and address of the applicant (e.g. the Band, Métis organization or Tribal Council) applying for funding.

2. Coordinator/Project Lead and Contact Person

Provide the name and contact information of the individual leading the project.

3. **Project Information**

Complete this section by selecting **one** of the following three focus areas and completing all required project information:

Focus Area 1: Planning Activities

Focus Area 2: Equipment Purchase

Focus Area 3: Training and Skills Development

For a single community application combining multiple focus areas or for a multi-community application, please select the stream that best describes the project.

Please select the relevant Application Stream (Emergency Management, Indigenous Monitoring, Marine Shipping, Socio-economic Effects) in filling out the application. You must **use the same application stream** throughout the proposal. Should your project fall under more than one Application Stream, choose the stream that best applies.

Depending on the Focus Area chosen, the application form includes prefilled **Project Title**, **Project Description**, **Expected Deliverables** and **Expected Benefits**. Text boxes are available to provide additional information on the project and a text box labeled **mandatory** must be completed with additional details on the project. Ensure your application clearly identifies the link of your project to TMX.

In the **Estimated Project Costs Section**, please provide a description of the project costs and an estimate for the budget line item as noted in the budget table. The estimated cost cannot exceed the maximum allowable (i.e. $49,999 per community).

Note:

Members of the various subcommittees have offered to consult with communities who may want guidance or advice on how to frame their applications. Please contact tmxcommittee-comitetmx@nrcan-rncan.gc.ca for further information, clearly indicating which stream (Emergency Management, Indigenous Monitoring, Marine Shipping or Socio-economic Effects) you are intending to apply under.

4. **Project Date**
Provide the start date of when project activities are expected to begin and the end date of when project activities will be completed. The start date must be after the application date and the end date must be no later than March 31, 2022. Expenditures incurred after the project end date are **not** eligible.

Recipients can only incur costs after notification that the project has been approved. Expenditures incurred before the project has been approved are **not eligible.**

5. **Payment**
Recipients can request an advance payment (up to 50% of total funding request) or receive reimbursement of costs when the project is complete and a claim (financial report) is submitted.

Recipients requesting advance payment will need to submit a signed cash flow forecast, which will determine the advanced amount. At the end of the project, advance payments will be reconciled against actual expenditures based on receipts/invoices.

Recipients will be reimbursed based on actual expenditures when a financial report (i.e claim) is submitted. Supporting documentation (e.g. invoices, receipts, cancelled cheques, etc.) may also be requested. In the financial report, recipients are required to provide a written note on how administration expenses are incurred.

If the recipient has not previously received funding from NRCan, please complete the new vendor form to set up electronic deposit of payments. Please contact gandc-setc@nrcan-rncan.gc.ca if you require a cash flow forecast document or a vendor form.

6. **Declaration**

Please read this Section carefully and have the application signed by a duly authorized individual for the organization. Please include Name, Title, and Contact information of the individual(s) signing the application.

As mentioned previously, support of the project from the Band Council or Board of Directors is **mandatory**. If the application is not signed by the Chief or the organization's authorized Financial Officer, a Board/Band Council Resolution or an e-mail from the Chief/President (or equivalent) is required. Electronic signature is accepted.

For multi-community applications, Board/ Band Council Resolution or an e-mail from the Chief/President in support of the project is required from each community participating in the project. This should be submitted along with the completed and signed application form.

If you have any questions regarding this Call for Proposals, or the application form, please contact tmxcommittee-comitetmx@nrcan-rncan.gc.ca and someone will answer any questions that you have and provide assistance in completing the form.

ANNEX A – IAMC-TMX 2021 Call for Proposals Funding Streams

Emergency Management

Due to the global COVID-19 pandemic, the Emergency Subcommittee looked at how to best disperse funds to Indigenous communities effectively and quickly **to respond to emergency management needs using an all-hazards approach**. This funding stream aligns with the Committee priority of Emergency Preparedness and Response.

The access to additional funding to **enhance the community-based capacity for emergency response capabilities** will allow for a more resilient community in the event of any type of emergency. By enhancing emergency response capability, for the community as a whole, the community will be better able to engage with Trans Mountain, the Canada Energy Regulator, the Transportation Safety Board, and other agencies in response and recovery in the event of an incident, and ensure community concerns are understood and addressed by Trans Mountain, government regulators and other agencies.

Below are examples which may guide your proposal development in the Emergency Management stream. You are not limited to these examples and may put forward other ideas, as long as they meet all the eligibility criteria and fall within one of the three Focus Areas. Applicants should also consider the sustainability of the proposed work.

Focus area 1: Planning Activities

- Develop, review, update and/or renew community Emergency Response Plan
- Emergency response needs analysis
- Hazard, Risk, Vulnerability Assessments
- Pre-planning, organization and preparation to allow a community to be organized to activate emergency management and response plans
- Develop pandemic emergency plans, for inclusion in Emergency Response Plan

Focus area 2: Equipment Purchase

- Emergency preparedness kits
- Spill response kits
- First aid kits
- Firefighting equipment (e.g. firetruck, tanks, hoses, etc.)
- Transportation support for land and marine (e.g. boats, ATVs, trucks, etc.)
- Emergency response vehicle
- Generators
- Sea cans for storage
- Mobile incident command centre

- Communications devices (e.g. satellite phones, other communication devices that can be utilized with out internet, two way radios)
- Supplies and station for Emergency Operation Centre setup or building centre
- Personal Protective Equipment

Focus area 3: Training and Skills Development

- Incident Command System training
- Table top and live exercise training and workshops
- Pipeline training, including response and recovery
- All hazards approach looks at indirect emergencies – training and skills development may encompass emergency response training to wildfire, train derailment or other transportation impacts
- First Aid
- Swift water rescue
- Wilderness training
- Oil spill disaster response
- Environmental monitoring
- Marine environmental training

Indigenous Monitoring

Indigenous monitoring is a priority area for the IAMC-TMX. As stewards of their lands and waters, Indigenous communities have an interest in protecting their territories during the construction and operation of the Trans Mountain Expansion Project and existing pipeline (TMX). Funding under this stream would support communities in enhancing their capacity for Indigenous monitoring, including in environmental management, stewardship and oversight, and in the safeguarding of Indigenous culture and heritage, in particular via the protection of Sites of Indigenous Significance.

Resource development projects may result in cultural and environmental disturbances, contributing to cumulative effects. Enhancing community capacity in Indigenous monitoring in relation to TMX could strengthen a community's ability to apply early adaptive management to mitigate any negative impacts, and to make informed decisions about their territory. In relation to TMX, this could include protecting Sites of Indigenous Significance, watersheds and biodiversity, and supporting reclamation, heritage and archeological work, among others. Indigenous monitoring could also allow for the early discovery and response to technical problems, including spills, accidents and malfunctions that do not get detected by automated systems or a checklist approach. Overall, enhanced community capacity in Indigenous monitoring would help increase aspects of Indigenous oversight by ensuring that Indigenous knowledge and values are respected and integrated into decisions that affect their rights and interests.

Communities may also opt to use this funding to purchase equipment relevant to Indigenous, environmental and safety monitoring of TMX. This may include Personal Protective Equipment (PPE) to

enable monitors to safely conduct fieldwork or equipment to enhance data collection. Communities may also consider training to enhance employment opportunities in Indigenous, environmental and safety monitoring in relation to TMX and for future projects. For more information on training opportunities or PPE relevant to Indigenous monitoring, please contact tmxcommittee-comitetmx@nrcan-rncan.gc.ca.

Below are examples which may guide your proposal development in the Indigenous Monitoring stream. You are not limited to these examples and may put forward other ideas, as long as they meet all the eligibility criteria and fall within one of the three Focus Areas. Applicants should also consider the sustainability of the proposed work.

Focus Area 1: Planning Activities

- Indigenous, environmental and/or safety monitoring needs analysis

- Land use planning

- Skills and training needs assessment, in relation to the construction and operational phases of TMX (may include apprenticeships, cultural training and accredited training)

- Traditional land use studies

- Elder or community engagement in relation to Indigenous Monitoring

- Protocol development for protection of Sites of Indigenous Significance

- Occupational Health and Safety needs assessment

- Impact assessments

- Cumulative effects assessments

- Aquatic and restoration studies

Focus Area 2: Equipment Purchase

- Personal Protective Equipment (e.g. CAS approved hardhat, safety glasses, fire retardant clothing, ankle high safety boots, etc.)

- GPS

- Drone for data collection

- Satellite phones or other communication devices that may be utilized without internet

- Tablets for data collection and drafting reports

- Water quality measuring devises (e.g. water probes)

- Vehicles to support Indigenous Monitoring, including relevant safety features and equipment (e.g. truck, quad, snowmobile)

Focus Area 3: Training and Skills Development

Please contact tmxcommittee-comitetmx@nrcan-rncan.gc.ca to discuss relevant training opportunities.

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Marine Shipping

Through its Marine Shipping Subcommittee (MSSC), the IAMC-TMX supports the safety and protection of Indigenous and environmental interests in the marine environment and aims to increase the involvement of coastal First Nations in the marine safety system, particularly in the area of emergency preparedness and response. Through its recent engagement sessions, the MSSC has learned about the desire to enhance community-based capacity for marine emergency response initiatives for communities impacted by the anticipated increase in shipping related to TMX.

In light of this feedback, the Committee is supporting a funding stream designed to support communities in their marine emergency response and preparedness priorities. By enhancing their emergency management capabilities, communities will be better able to respond and recover in the event of an incident.

Below are examples which may guide your proposal development in the Marine Shipping stream. You are not limited to these examples and may put forward other ideas, as long as they meet all the eligibility criteria and fall within one of the three Focus Areas. Applicants should also consider the sustainability of the proposed work.

Stream 1: Planning activities

- Developing emergency response plans

- Updating emergency response plans

- Data collection to assist in response planning

- Drills or exercises to ensure the efficacy of response plans

Stream 2: Equipment purchase(s)

- Radio-telecommunication system

- Generators

- Sea cans and emergency supplies

- Spill kits

- Emergency response vessel

- GPS units

- Satellite phones

- First aid supplies

- Other such equipment communities deem necessary to be fully prepared to respond and recover.

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Stream 3: Training and skills development

- Emergency management training

- Incident Command System training

- Other training and skill development communities deem necessary to build and/or enhance this capacity within their communities.

Socio-Economic Effects

Building capacity for Indigenous communities to participate directly in socio-economic effects monitoring, and to enhance their role in preventing or mitigating adverse impacts of the Trans Mountain Expansion Project (TMEP) in their territory, including the impacts of temporary workers and work camps, is a priority of the IAMC-TMX. This includes increasing community capacity to identify, assess and address social, economic, cultural, health and well-being concerns.

Funding under this stream may support communities to mitigate adverse impacts, maximize economic benefits and/or address existing concerns that are exacerbated by resource development projects. The funding is meant to enhance the role of communities in ensuring their own well-being as this relates to the impacts of projects in their territory, with a specific focus on TMX.

Resource development projects may result in economic opportunities for Indigenous communities through employment, joint venture partnerships and/or contracting opportunities. Much of the employment on the TEMP is temporary, and Indigenous communities are identifying how to best position themselves and leverage their experience on the TMEP to take advantage of other upcoming opportunities. Communities may submit proposals that focus on employment preparedness (including training) and/or business development.

A key concern for Indigenous communities is the influx of temporary workers and presence of work camps located within or close to their communities. In light of these concerns, communities may submit proposals focused on educating temporary workers about their Nation/community, including important protocols associated with their territory; mitigating concerns related to public safety; addressing ongoing concerns regarding Missing and Murdered Indigenous Women and Girls; and addressing increases in domestic violence, the prevention of sexual assault, issues concerning substance abuse and sex trafficking, and/or other related priorities.

Communities may opt to address the social, economic, cultural or health impacts of TMX outside of the examples listed above. For example, communities may focus their efforts on enhancing internal capacity related to assessing and monitoring the socio-economic impacts of TMX specific to their own community. This will enable communities to be more prepared to leverage future economic opportunities and to better manage the social, economic, cultural, health and well-being impacts associated with large development projects.

Below are examples which may guide your proposal development in the Socio-Economic Effects stream. You are not limited to these examples and may put forward other ideas, as long as they meet all the eligibility criteria and fall within one of the three Focus Areas. Applicants should also consider the sustainability of the proposed work.

Stream 1: Planning Activities

- Economic/Business development planning and/or scan

- Employment/training needs assessment

- Community Response Plans to domestic violence, sexual harassment, sexual assault, racism

- Socio-economic and/or cultural impact assessment of TMEP/TMX (e.g. undertake a study of how the project is/has affected the community)

- Cultural Awareness training (production of videos, training materials, documents, etc.) for workers

- Community-led Socio-Economic Monitoring Framework (e.g. identifying priority indicators for tracking by a community)

- Community health and well-being studies (e.g. intervention mapping to address social and economic factors impacting indigenous people's health)

- Heritage resource studies or workshops (e.g. identifying heritage values and developing a heritage register)

- Infrastructure (e.g. housing, transportation) and services (e.g. health) impact and needs assessments

Stream 2: Equipment Purchase

- Equipment/software to support Community Response Initiatives or Socio-Economic Monitoring (e.g. software, computers, tablets, databases, safety applications)

- Equipment to support Communities overcoming barriers to accessing economic benefits such as employment and career development opportunities (e.g. community transportation, computers)

Stream 3: Training and Skills Development

- Training on community safety and situational awareness

- Training on personal financial management

- Career development/mentorship programs