

NORTHERN CONTAMINATED SITES PROGRAM REPORTS

DCI Number / Fiscal Year:

7914452 (2022-2023)

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:

- Navigation
 - Instructions
 - Worksheet 1 - Employees and Training
 - Worksheet 2 - Suppliers
 - Worksheet 3 - EHS
 - Worksheet 4 - Engagement Events
 - Worksheet 1 - Example
 - Worksheet 2 - Example
 - Worksheet 3 - Example
 - Worksheet 4 - Example
 - Glossary
- 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.

Glossary of Terms:

Contaminated Sites - Remediation Report

Term	Definition
Aboriginal Opportunities Consideration (AOC)	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 participation from the Indigenous population within the affected land claim area. 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.
Awareness - EHS Policy and Procedures Training	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.
Community Engagement	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.
Consultation	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: https://www.aadnc-aandc.gc.ca/eng/1100100014664/1100100014675
Corrective Action	A corrective action within the project, on-site, which is implemented to improve operations, reduce risk to health and safety and/or the environment. Generally, this new procedure would be a direct result of an incident, inspection and/or audit.

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 - Schedule A of the Spill Regulations of the Environment Act. Please see: http://www.env.gov.yk.ca/environment-you/spills.php Northwest Territories - Schedule B of the Spill Contingency Planning and Reporting Regulations. Please see: https://www.enr.gov.nt.ca/sites/enr/files/reports/guide_to_spill_contingency_planning_and_reporting.pdf Nunavut - Schedule B of the Spill Contingency Planning and Reporting Regulations. Please see: https://www.gov.nu.ca/sites/default/files/Spill%20Planning%20and%20Reporting%20Reqs.pdf <p>Federal – <i>Canadian Environmental Protection Act (CEPA, 1999)</i>. For releases, Sections 95, 169, 179 and 212. For environmental emergencies: Section 201.</p> <ul style="list-style-type: none"> - Fisheries Act. Section 38 (5): "If there occurs a deposit of a deleterious substance in water frequented by fish that is not authorized under this Act, or if there is a serious and imminent danger of such an occurrence, and detriment to fish habitat or fish or to the use by humans of fish results or may reasonably be expected to result from the occurrence, then every person shall without delay notify an inspector, a fishery officer or an authority prescribed by the regulations..."
First Aid Training	Emergency First Aid, Wilderness First Aid, Cardiopulmonary Resuscitation (CPR) Level C training provided to all individuals working on the project site.
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.
Indigenous Employee	Section 35 of the <i>Constitution Act</i> recognizes three groups of Aboriginal (Indigenous) 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 CIRNAC or PSPC to do work related to the project. Indigenous employees of CIRNAC or PSPC are not included in this category.
Indigenous Supplier	As defined by the Procurement Strategy for Aboriginal (Indigenous) Business, an enterprise that is: a sole proprietorship, limited company, co-operative, or not-for-profit organization in which Indigenous 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 Indigenous persons; or, a joint venture or consortium in which an Indigenous business or Indigenous businesses as defined above have at least 51 percent ownership and control.

Term	Definition
Inspections/Audits (external)	<p>An environmental, health and safety site inspection or audit performed by a third party expert:</p> <ul style="list-style-type: none"> - A representative of an authority that has jurisdiction over the site, excluding CIRNAC - A consultant retained by CIRNAC - A representative from the project management body, excluding CIRNAC (e.g. Territory, or Third Party Site Operator, Owner or Lessee).
Inspections/Audits (internal)	An environmental, health and safety site inspection or audit performed by CIRNAC staff.
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.
Media Events	Any radio, television, social media, Internet or newspaper reports and/or media tours that cover the project.
Minor Incident	An incident resulting from activities performed at the project site that results in injury or illness that inconveniences an individual or individuals.
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.
Near Misses	<p>An 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.</p> <p>Template Location: Project Statistics, Worksheet 3 - Contracts</p>
New Procedure	A new procedure within the project, on-site, which is implemented to improve operations, reduce risk to health and safety and/or the environment. Generally, this new procedure would be a direct result of an incident, inspection and/or audit.
Northern Employee	A person with permanent residence of greater than six months in any of the three territories. Does not include employees of CIRNAC or PSPC .
Northern Supplier	A company with a head office, or other regional office, in any of the three territories.
Partnering and Capacity Building Opportunities (that are facilitated through active projects)	<p>Capacity building / development is the process through which individuals, organizations and societies obtain, strengthen and maintain the capabilities to set and achieve their own development objectives over time.</p> <p>Data should be collected and recorded for partnering and capacity building opportunities that are facilitated through the Northern Contaminated Sites Program's active projects, including governance and partnering opportunities (e.g. the integration of an Indigenous group into the project governance as a project partner), as well as capacity building activities (e.g. an environmental training program with demonstrations at one of the program's active project sites). Active projects are those that received funding to complete project activities.</p>
Quarter	<ul style="list-style-type: none"> - Q1 = April to June (inclusive) - Q2 = July to September (inclusive) - Q3 = October to December (inclusive) - Q4 = January to March (inclusive)

Term	Definition
WHMIS Training	Workplace Hazardous Materials Information System (WHMIS) training provided to all individuals working on the project site.

Contaminated Sites - Marwell Tar Pit Report

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