**Operations and Maintenance of Solid Waste Assets (OMSWAS) Program**

An Applicant Guide for the Manitoba Region

Prepared by Indigenous Services Canada

**The Program**

In recognition of the challenges faced by many First Nations in managing solid waste on reserve and the environmental, health and safety risks of inadequate solid waste management, in 2016 the Government of Canada launched the First Nation Solid Waste Management Initiative (FNSWMI). The Initiative allocated $409 million over five years to support the development of sustainable waste management systems in First Nations communities through modern infrastructure, operations, training and partnerships. The FNSWMI was then renewed through Budget 2017 allocating $540 million over seven years starting in 2021-22 (sunsetting in 2027-2028) after the success of the first five years of the Initiative.

Activities within the Initiative include, but are not limited to landfill and transfer station construction, waste site decommissioning, community education and awareness, diversion activities (ex. recycling/composting), and municipal type service agreements or service agreements for direct haul systems, where feasible.

Budget 2021 allocated $195 million over five years, starting in 2021-22, with $51.6 million ongoing, to support the operation and maintenance of waste facilities, creating the **Operations and Maintenance of Solid Waste Assets Program (OMSWAS).**

The contributions made to First Nations under this program provide supplementary financial assistance to operate and maintain waste facilities and services consistent with approved policies and standards, above and beyond annual solid waste operation and maintenance (O&M) allocations which form part of First Nation contribution agreements.

**Objectives**

The objectives of the OMSWAS program are to provide financial support to First Nations and other eligible recipients to:

* maintain physical assets and support services that mitigate health and safety risks in their communities;
* ensure that assets and services meet established codes and standards;
* ensure that assets and services are managed in a cost-effective and efficient manner that protects, maintains and maximizes asset life cycles; and
* ensure that the above activities are undertaken in an environmentally sound and sustainable manner.

The expected overarching result of the OMSWAS program is that First Nations communities have a base of infrastructure and service that protects health and safety and enables engagement in the economy.

The OMSWAS program also plays a role in ensuring that on-reserve community infrastructure and services are effectively managed and comparable to the standard of service received by Canadians living off-reserve. These standards may vary province to province to territory, but the OMSWAS program is dedicated to ensuring that the quality of service is equitable across the Nation.

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## **Who can apply**

The OMSWAS program is available to applicants from:

* First Nations
* Tribal Councils
* First Nations Organizations (ex. technical service organizations, eligible collaborative organizations operating on behalf of First Nations)

**Eligible Activities**

**What is operation and maintenance?** ─ The terms operation and maintenance are often conveniently combined and referred to as “O&M”. However, although complementary, these two terms refer to different types of activities.

**Operation** is the performance of work or services and the provision of materials and energy to ensure the day-to-day proper functioning of an asset.

**Maintenance** is the work performed on an asset to preserve it as near to its original condition as practical and to realize its normal life expectancy. Proper maintenance increases the reliability of an asset and minimizes service interruptions. Maintenance activities are usually scheduled (weekly, monthly, etc.) into the normal flow of operation work, and can generally be performed while the asset is in operation; hence the combination of the two terms.

Beyond “O&M” activities, eligible expenditures under the Program include operation-specific administrative costs, salaries and benefits, insurance, professional/consultant fees (for outsourced work), transportation, information technology, and training. O&M funding is also available for costs captured within a Municipal Type Service Agreements (MTSA, or MTA) for solid-waste services such as regular collection, use of an off-reserve facility, and/or hauling.

An **MTSA** is an agreement between Indigenous Services Canada (ISC) or a First Nation, and another federal department, provincial, municipal, city or town government.

Additionally, service agreements established between ISC or a First Nation with a private contractor, individual, or other official organization to deliver solid waste services for a First Nation are also eligible for funding.

For a more fulsome list of eligible activities see **Appendix B**: Eligible Waste (O&M) Activities

**Ineligible activities under the OMSWAS program include:**

* **Planning studies** such as land use planning, integrated solid waste management plan, needs assessment study, O&M plan, etc.
* **Major equipment purchases** encompassing those requiring ongoing O&M, such as skid-steer, dozer, crusher, collection truck, baler, etc.
* **Capital infrastructure acquisition and construction** activities such as feasibility studies, new site staging, construction of a landfill, transfer station or eco-depot, ATCO trailer purchase and installation, perimeter fencing, and costs associated with land acquisition for proposed landfill and/or transfer stations located off reserve.
* **Environmental site assessments**, including Phase I, II & III.
* **Engineered decommissioning and closure** activities such as design and closure plans & designs, capping, berm construction, monitoring well installation and testing at inactive sites, etc.

Additionally, expenses incurred before the approval date communicated by the department are not eligible.

# **How to Apply**

To apply for funding under the OMSWAS program, eligible applicants must submit a completed application to their dedicated ISC Environmental Services Officer.

For an application to be considered complete, the following documents are required:

1. A completed Application Form template (See **Appendix A**).
2. Letters and/or confirming correspondence for other sources of funding (See **Appendix F** for list of other potential sources of waste-related funding).
3. Evidence of support for the proposed activities; either by way of Chief and Council signing the application or submission of a Band Council Resolution (BCR) paired with the application for funding.
4. For equipment or material purchases, provide supplier quotes / estimates / etc.
5. For Third-Party Services, provide copies of agreements and/or contracts.
6. Where available, independent, consultant-based O&M cost estimates or two (2) previous years general ledgers or financial statements supporting amounts.

For additional guidance in completing the Application Form please see **Appendices B, C, D, & E**.

**Submission deadline will close at 11:59 pm on May 31st, 2024.**

All applications received will be subject to availability of funds and that the amount of Solid Waste O&M currently provided to your community will be factored into the maximum contribution.

Any submissions received after the deadline will be deferred for consideration until the following fiscal year, or revisited if additional funds become available.

*Note: If your community or organization was awarded funding in a previous fiscal year through either the FNSMWI or OMSWAS program, all reporting (DCIs) must be up-to-date prior to consideration and processing of a new funding application.*

**Appendix A – Application Template**

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| **A APPLICANT/PROPONENT INFORMATION** | | |
| **Contact Information** | | |
| Name: | Applicant Eligibility: | |
| Associated First Nation (if application submitted by Tribal Council or Organization on behalf of First Nation(s)) |
| Contact name and title: | Phone: | Fax: |
| Mailing Address: | Email: | |

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| **B PROJECT DESCRIPTION** |

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| **Project Title:** | Date of application: |

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| **Description of the Project** | | |
| Provide a high-level overview describing the proposed activities and/or scope of work. | | |
| **Status of Existing Waste Management Situation & Previous Funding History** | | |
| What is the current waste management situation in the community or the communities that this application is intended to support?  *Please include where available details such as type of waste system (landfill, transfer station, direct haul, etc), equipment currently available to the facility and/or collection system, overall site condition, number of staff involved in program, types of materials diverted/recycled, etc.* | | |
| Have you or the community received previous funding from Indigenous Services Canada’s First Nation Solid Waste Management Initiative (FNSWMI) and/or Operation and Maintenance of Solid Waste Assets (OMSWAS) Program? | |  |
| If yes, please provide details of the project(s), funding amount, and fiscal year it was received. | | |
| **Integrated Solid Waste Management Plan** | | |
| Does the community have an Integrated Solid Waste Management Plan (ISWMP)?  *An* ***Integrated Solid Waste Management Plan (ISWMP)*** is a document that serves as a roadmap for implementing an integrated solid waste management system in a community. | If Yes, when was it completed? (YYYYMMDD) | |
| **Community Benefits and Other Benefits** | | |
| Outline the anticipated environmental, social and/or economic benefits the proposed activities/works will have for the intended community in the short, medium and long term.  *Be sure to consider the following questions:*   1. *What are the expected outcomes / deliverables of this project?* 2. *How does the proposed project meet community or representative organization’s priorities?* 3. *How will these activities help progress the community towards their long-term solid waste management goals or overarching strategy?* | | |

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| **C PROJECT ACTIVITY & COST INFORMATION** |
| **It is strongly recommended to identify all costs associated with the community solid waste program into the categories below.**  See Eligible Waste (O&M) Activities (Appendix B) in the Applicant’s Guide for activity descriptions.  See Cost Breakdown Aid (Appendix C) for examples of information to include in the comments/breakdown fields. |

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| **Facility Operations and Maintenance (O&M)** | | | | | | | | | | | | | | | | | | |
| This subsection is intended to capture anticipated expenditures associated with operations and maintenance at a community waste facility. Only fill in fields applicable to your operation. | | | | | | | | | | | | | | | | | | |
| **Activity** | | | | | | | | **Total** | | | | | **Comments/ Breakdown** | | | | | |
| Animal Remains Disposal | | | | | | | |  | | | | |  | | | | | |
| Leachate Pump Out Costs | | | | | | | |  | | | | |  | | | | | |
| Fuel (On-Site Equipment Only) | | | | | | | |  | | | | |  | | | | | |
| Sewer Pump Out (if applicable) | | | | | | | |  | | | | |  | | | | | |
| Cell Cover | | | | | | | |  | | | | |  | | | | | |
| Rental Equipment/Machinery (Facility Use Only) | | | | | | | |  | | | | |  | | | | | |
| Active Site Monitoring | | | | | | | |  | | | | |  | | | | | |
| Inactive Site Monitoring | | | | | | | |  | | | | |  | | | | | |
| Facility Structure/Building Maintenance | | | | | | | |  | | | | |  | | | | | |
| Site Security Maintenance | | | | | | | |  | | | | |  | | | | | |
| Site Access Maintenance | | | | | | | |  | | | | |  | | | | | |
| Closed Landfill Site Maintenance | | | | | | | |  | | | | |  | | | | | |
| Fire Protection | | | | | | | |  | | | | |  | | | | | |
| Other (Identify) | | | | | | | |  | | | | |  | | | | | |
|  | Facility Operations Subtotal: | | | | | | | $0.00 | | | | |  | | | | | |
| **Collection & Hauling Operations & Maintenance (O&M)** | | | | | | | | | | | | | | | | | | |
| This subsection is intended to capture anticipated solid waste collection and hauling-related expenditures. Only fill in fields applicable to your operation. | | | | | | | | | | | | | | | | | | |
| **Activity** | | | | | | | | | | **Total** | | | | **Comments/ Breakdown** | | | | |
| Fuel (Direct Hauling) | | | | | | | | | |  | | | |  | | | | |
| Backhaul (One Time Removal) | | | | | | | | | |  | | | |  | | | | |
| Backhaul (PRO Pilot) | | | | | | | | | |  | | | |  | | | | |
| Fuel (Collection Equipment) | | | | | | | | | |  | | | |  | | | | |
| Rental Machinery/Equipment (Collection Only) | | | | | | | | | |  | | | |  | | | | |
| Collection Equipment/Vehicle Maintenance | | | | | | | | | |  | | | |  | | | | |
| Community Collection System Maintenance | | | | | | | | | |  | | | |  | | | | |
| Hauling Equipment/Vehicle Maintenance | | | | | | | | | |  | | | |  | | | | |
| Other | | | | | | | | | |  | | | |  | | | | |
|  | | | | Collection & Hauling Subtotal: | | | | | | $0.00 | | | |  | | | | |
| **Overhead** | | | | | | | | | | | | | | | | | | |
| This subsection relates to costs anticipated to support overhead expenses associated with an ongoing solid waste operation/system. Only fill in fields applicable to your operation. | | | | | | | | | | | | | | | | | | |
| **Activity** | | | | | | | **Total** | | | | | **Comments/Breakdown** | | | | | | |
| Hydro Services | | | | | | |  | | | | |  | | | | | | |
| Water/Wastewater Services | | | | | | |  | | | | |  | | | | | | |
| Insurance (Building) | | | | | | |  | | | | |  | | | | | | |
| Water Tank Fill (if applicable) | | | | | | |  | | | | |  | | | | | | |
| Insurance (On-Site Equipment) | | | | | | |  | | | | |  | | | | | | |
| Rental Costs for Off-Site Storage | | | | | | |  | | | | |  | | | | | | |
| Office Costs | | | | | | |  | | | | |  | | | | | | |
| Insurance (Collection Vehicle/ Equipment) | | | | | | |  | | | | |  | | | | | | |
| Site Permitting costs | | | | | | |  | | | | |  | | | | | | |
| Other | | | | | | |  | | | | |  | | | | | | |
|  | | | Overhead Subtotal: | | | | $0.00 | | | | |  | | | | | | |
| **Purchases** | | | | | | | | | | | | | | | | | | |
| This subsection relates to any fees paid for one time, minor equipment or material/supply purchases. Please see Appendix B for eligible examples. | | | | | | | | | | | | | | | | | | |
| **Type of Minor Equipment / Material** | | | | | | | **Total** | | | | | **Comments/ Breakdown** | | | | **Anticipated Date** | | |
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|  | | | Purchases Subtotal: | | | | $0.00 | | | | |  | | | | | | |
| **Services** | | | | | | | | | | | | | | | | | | |
| This subsection relates to any fees paid to a third party. This includes any tipping fee (a payment to support the deposition of materials at a facility off reserve), a Municipal Type Service Agreement (a fee paid to a Manitoba Municipality to conduct a service) or a contract (a payment to a firm/organization to conduct work) to conduct a waste management related work. | | | | | | | | | | | | | | | | | | |
| **Activity + Name of Third party** | | | | | | **Total** | | | **Comments/ Breakdown** | | | | | | | | **Anticipated Start/End Dates** | |
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|  | | | Services Subtotal: | | | | $0.00 | | | | |  | | | | | | |
| **Salaries/Wages** | | | | | | | | | | | | | | | | | | |
| This subsection captures information pertaining to the intended number of employees, position/titles, hourly wages, etc., to determine overall salary budget to operate/maintain the community waste system. Only fill in fields applicable to your operation. | | | | | | | | | | | | | | | | | | |
| **Activity** | | | | | **Quantity** | | | | | | **Estimated Cost** | | | | **Salary Breakdown** | | | |
| Salaries and wages – Coordinator | | | | |  | | | | | |  | | | |  | | | |
| Salaries and wages – Operator/Attendant | | | | |  | | | | | |  | | | |  | | | |
| Salaries and wages – Collector | | | | |  | | | | | |  | | | |  | | | |
| Salaries and wages – Manager | | | | |  | | | | | |  | | | |  | | | |
| Other | | | | |  | | | | | |  | | | |  | | | |
|  | |  | | | Salary/Wages Subtotal: | | | | | | $0.00 | | | |  | | | |
| **Training** | | | | | | | | | | | | | | | | | | |
| This subsection relates to costs anticipated for training for operational staff throughout the year. | | | | | | | | | | | | | | | | | | |
| **Name of Training** | | | | | | | **Total** | | | | | **Comments/ Breakdown** | | | | | | **Anticipated Date(s)** |
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|  | | | Training  Subtotal: | | | | $0.00 | | | | |  | | | | | | |
| **Community Education, Awareness & Participation (CEAP)** | | | | | | | | | | | | | | | | | | |
| This subsection serves to capture costs for activities which engage and promote community participation as well as to improve community awareness and education about the current solid waste management system. Only fill in fields applicable to your operation. | | | | | | | | | | | | | | | | | | |
| **Activity** | | | | | | | **Total** | | | | | **Comments/Breakdown** | | | | | | **Anticipated Date(s)** |
| Communication or Awareness Materials | | | | | | |  | | | | |  | | | | | |  |
| Community Engagement Sessions | | | | | | |  | | | | |  | | | | | |  |
| Event Participation | | | | | | |  | | | | |  | | | | | |  |
| One Time Community Cleanup (non-asset related) | | | | | | |  | | | | |  | | | | | |  |
| Targeted Material Round Up | | | | | | |  | | | | |  | | | | | |  |
| Other | | | | | | |  | | | | |  | | | | | |  |
|  | | | CEAP  Subtotal: | | | | $0.00 | | | | |  | | | | | | |

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| **Total Project Costs** |  |
| **\*Attach copies of supporting quotes/estimates to application**  **\*\* Purchases exceeding $25,000 require a minimum of 2 quotes/estimates from different companies/contractors.**  **\*\*\* Contracted & third party professional services must be publicly tendered for amounts exceeding $100,000.**  For questions about the Solid Waste Tendering Policies please contact your ISC Environmental Services Officer. | |

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| **D PROJECT FINANCING INFORMATION** | | | |
| **Financing** | **$** | **Is funding approved?** | **Status and nature of funding approval\*** |
| **First Nation** |  |  |  |
| **Partner** |  |  |  |
| **ISC – O&M**  *Funding allocation provided to community for Solid Waste under annual BBC, Block or Grant agreement* |  |  |  |
| **ISC – OMSWAS**  *Amount requested from the Program* |  |  |  |
| **Other Federal / Provincial** |  |  |  |
| **Other** |  |  |  |
| **Total Financing** |  | **Should match Total Project Costs in previous section.** | |
| \*Attach letters supporting status of non-ISC funding to this application, where available. | | | |

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| **E PROPOSED CASH FLOW SCHEDULE** (for the ISC OMSWAS project funding requested above only) | | | | | | | |
| April |  | July |  | October |  | January |  |
| May |  | August |  | November |  | February |  |
| June |  | September |  | December |  | March |  |
| **Q1 Total** |  | **Q2 Total** |  | **Q3 Total** |  | **Q4 Total** |  |

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| **F PROJECT MANAGEMENT TEAM** | | |
| **Name** | **Project role** | **Activities** |
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| **G APPLICANT APPROVALS** | |
| **Name/Title** | |
| **Signature** | **Date** |
|  | |
| **First Nation Agreement -** If the above signature is not a member of Chief and Council, support for the project must be demonstrated through a signed Band Council Resolution (BCR) or other proof of community support. |  |

# **Appendix B – Eligible Waste (O&M) Activities**

Please note this table is intended to guide development of an application. It may not be exhaustive.

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| **Operations & Maintenance** | | |
|  | **Facility (Site) Operations** | |
| Animal Remains Disposal | Any costs or fees associated with proper disposal of animal remains and/or fish offal (ex. development and maintenance of disposal pits, fees for disposal at an off-site facility, etc.). |
| Leachate Pump Out Costs | Costs associated with leachate pump out at the waste disposal ground. |
| Fuel (On-Site Equipment) | Fuel costs to operate dedicated, on-site solid waste equipment. |
| Sewer Pump Out (if applicable) | Any costs incurred to support sewer/liquid waste pump outs (ex. hiring contractor to service septic tanks or port-o-potties). |
| Cell Cover | Costs for granular or other material to be used for covering active cell(s). |
| Rental Machinery/Equipment (Waste Facility) | Any costs associated with renting equipment, machinery and/or vehicles for the purpose of waste facility operations (ex. renting a dozer or skid-steer from the Public Works Department). |
| Active Site Monitoring | Any costs associated with monitoring the active site (waste disposal ground or transfer station) for potential of site contamination (leachate) migration (ex. costs associated with sample collection and analysis, groundwater well replacement, etc.). |
| Inactive Site Monitoring | Costs associated with post-site closure monitoring such as groundwater sampling, methane gas testing, etc., at closed and inactive landfills and dumps. |
| **Facility (Site) Maintenance** | |
| Facility Structure/Building Maintenance | Costs associated with the maintenance of existing on-site facility structures/buildings or off-site buildings dedicated to community solid waste management (ex. attendant shed & dedicated waste equipment storage building repairs such as building walls, repairing broken flooring, minor spill clean ups and disposal). |
| Site Security Maintenance | Costs associated with maintaining and repairing existing site security infrastructure (ex. repairing fencing, replacement gate, camera replacement, repair or replacement of wildlife prevention methods etc.). |
| Site Access Maintenance | Costs incurred to ensure waste site is accessible (ex. snow clearing costs, access road maintenance, granular material purchase, filling potholes, etc.). |
| Closed Landfill Site Maintenance | This category can support works related to maintaining closed and inactive landfills and dumps including fence maintenance, cutting back vegetation, etc. |
| Fire Protection | Costs associated with fire protection at the waste facility [ex. to keep buffer (~30ft) around waste disposal ground/E from debris and brush]. |
| **Collection & Hauling Operations** | |
| Fuel (Direct Hauling) | This category includes fuel costs to regularly transport waste/recycling to an off-reserve, licensed facility. |
| Backhaul (One-Time Removal) | Costs associated with one-time removal of diverted stewarded and non-stewarded materials from the community. |
| Backhaul (PRO Pilot) | Costs associated with one-time removal of diverted stewarded and non-stewarded materials from the community, organized through the PRO (Product Responsibility Organization) Northern Backhaul Pilot Project. |
| Fuel (Collection Equipment) | Fuel costs associated with operating collection vehicles/equipment within the community. |
| Rental Machinery/Equipment (Collection) | Any costs associated with renting equipment, machinery and/or vehicles for the purpose of collection services. |
| **Collection & Hauling Maintenance** | |
| Collection Equipment/Vehicle Maintenance | Costs associated with maintenance of collection equipment/vehicles (ex. service truck battery replacements, flat tire repairs, replacing gaskets, motor oil & fluids, etc.). |
| Community Collection System Maintenance | Costs associated with the repair or replacement of collection items (ex. household bin stands, community collection pickup bins). |
| Hauling Equipment/Vehicle Maintenance | Costs associated with maintenance of collection equipment/vehicles (ex. service truck battery replacements, flat tire repairs, replacing gaskets, motor oil & fluids, etc.). |
| **Overhead** | | |
|  | Hydro Services | Any costs incurred to support electrical/natural gas connections or services at on-site waste management facility structures/buildings. |
| Water/Wastewater Services | Any costs incurred to support water connections or services at on-site waste management facility structures/buildings. |
| Insurance (Building) | Costs to purchase any insurance associated with the waste management facility structures/buildings (ex. building insurance). |
| Water Tank Fill (if applicable) | Any costs incurred to support a truck to fill cisterns/water tanks for use at the site. |
| Insurance (On-site Equipment) | Costs associated to purchase insurance for dedicated, on-site, waste vehicles/equipment. |
| Rental Costs for off-site storage | Costs to cover storage space for waste related assets (ex. garage rental for dedicated waste equipment). |
| Office Costs | Costs incurred to support on-site office operations including internet, phone bill, paper, ink, printing, etc. |
| Insurance (Collection Vehicle/ Equipment) | Costs associated to purchase insurance for collection vehicles/equipment. |
| Site Permitting costs | Any costs associated with fees/payments to support the waste management activities at the current site (ex. provincial fees to operate a landfill/transfer station, land rental fees, Survey costs, etc.). |
| **Purchases** | | |
|  | **Minor Equipment**  ***\*Exclusive to one-time purchases/acquisitions of equipment, materials, and supplies that require no ongoing O&M.\**** | |
| Health and Safety Equipment | Costs tied to health and safety equipment installed or available to workers (ex. first aid kits, maintenance of eye wash station, fire extinguishers, spill kits, etc.). |
| Personal Protective Equipment (PPE) | Safety equipment for workers (ex. seasonal workwear, gloves, hats, boots, safety vests, etc.). |
| Small Tool and Site Utility Purchases | Purchase of small tools, shovels, brooms, etc. |
| Bin/Container Purchases | One-time purchase of secondary storage and/or collections system household or community bins. |
| Site Signage | Purchasing and designing signage for site including diversion areas, directions and hours of operations. |
| Backhaul Supplies | Purchasing supplies necessary for storing, packing and preparing stewarded and non-stewarded materials for transport (ex. shrink wrap, tote bags, pallets, UN certified drums, etc.). |
| Waste Diversion Machinery and Equipment | Purchase of blue bins, sea containers, compost bins, small recycling trailers**,** etc. |
| **Services** | | |
|  | Tipping Fees/MTSA | Any costs related to depositing waste at an off-reserve facility with a tipping fee or a municipal type service agreement (MTSA) . |
| Third Party Contract | Any costs from a contract or agreement with a third party organization/company to collect, transport/haul or dispose of community waste. |
| One-Time Site Cleanup (related to an asset) | ***\*For waste sites without regular operators and ongoing operations\**** Costs incurred for one-time cleanup efforts including waste consolidation, compacting and site clearing. Associated costs may include third-party contracted services/labor, equipment rental, cover material purchase, short-term funding of wages for cleanup period, etc. |
| Professional and Technical Services (Diversion) | Hiring an organization to conduct diversion work and planning, calculating internal community costs associated with recycling/diversion (ex. estimated transportation costs to collect and transport waste materials out of a community). |
| **Salaries & Wages** | | |
|  | Site Operator/Attendant Salaries | Costs associated to support salary of site staff, operators and attendants. |
| Collector Salaries | Costs associated to support salary of staff tasked with collecting waste on-reserve and transporting to an on-reserve waste facility. |
| Driver Salaries | Costs associated to support salary of dedicated staff tasked with transporting waste to an off-reserve waste facility. |
| Waste/Recycling Coordinator Salaries | Costs associated to support salary for an individual who serves as community waste/recycling coordinator. Role includes administrative duties. |
| Recycling Depot/Eco-depot Staff | Costs associated to support salary of dedicated recycling depot site staff, particularly for sites that are located away from main waste disposal ground. |
| Administrative Wages | Program can support up to **10%** of operations and maintenance costs to support completion of administrative tasks for communities without a designated waste coordinator. Includes PRO registration, backhaul coordination, proposal writing, DCI and financial reporting, acquiring and tendering quotes and estimates |
| Professional and Technical Services (in lieu of Administrative Wages) | Program can support up to **10%** of operations and maintenance costs towards hiring an individual or organization to assist a community with proposal writing, budget management, reporting requirements, etc. (ex. technical services group or consultant). |
| **Training** | | |
|  | Training (Staff) | Costs associated with training opportunities in areas relevant to specific asset/site/system operations, equipment operation, and employee and site safety, etc. Can include registration, accommodations, per diem, travel. |
| **Community Education, Awareness & Participation** | | |
|  | Communication or Awareness Materials | Any costs associated with the promotion/awareness of site operations, collection system, recycling awareness and site safety (ex. printing, materials, delivery/dissemination, translation services, design costs, advertising, broadcasting, etc.). |
| Community Engagement Sessions | This includes meetings, gatherings and/or events used to bring awareness to the local community about their solid waste management system (ex. community town halls/meetings to promote solid waste system).   Eligible costs include: Venue rental, food, etc. Ineligible expenses include: prizes, incentives, honorarium and giveaways. |
| Event Participation | Costs associated with attendance at or participation in education, and professional development programs, conferences, workshops, seminars, events and meetings related to solid waste management. Can include registration, travel, accommodations, per diem, testing and evaluations. |
|  | One-Time Community Cleanup (non-asset related) | Costs associated with organizing a community-led, community-wide cleanup , shoreline cleanup, roadside cleanup, etc. |
|  | Targeted material Round Up | Costs associated with a community round up / drive (ex. one-day) to collect specific materials such as white goods, mattresses, e-waste, etc. |

# **Appendix C – Cost Breakdown Aid**

This aid is intended to outline and guide, with examples, all necessary information to explain/support the amount requested in the ‘**Total**’ columns of the application form, in order to facilitate efficient processing of an application.

Any additional information, details or comments to improve clarity are welcome.

Please note that in lieu of completion of the Section C, Cost Breakdown Table applicants may provide and reference their own excel or PDF version of cost breakdown/budget for the amount requested.

# **Facility O&M, Collection O&M, and Overhead**

Under the ‘**Comments / Breakdown’** section be sure to include, at a minimum, the following information:

**For activities invoiced/calculated:**

* Frequency or regularity of the activity (ex) monthly, weekly, daily, annually, etc.
* Average amount per time/occurrence
* Number of units/equipment repaired, if applicable

Example.

|  |  |  |
| --- | --- | --- |
| **Activity** | **Total** | **Comments/ Breakdown** |
| Leachate Pump out | $800 | Quarterly (4) x $200 per pump out |
| Community Bin Repair | $1200 | $30 per repair x 40 bins repaired in a year |
| Collection Vehicle Insurance | $1440 | Monthly (12) x $120/month. Includes truck and trailer. |

**For activities invoiced/calculated by units consumed:**

* Number of anticipated units
* Price per unit

Example.

|  |  |  |
| --- | --- | --- |
| **Activity** | **Total** | **Comments/ Breakdown** |
| Fuel (Direct Hauling) | $45,000 | 30,000L of fuel x $1.50/L |

# **Purchases**

**Note:** All purchases listed in this section must be supported by the following documentation; to be submitted along with the completed application.

* For purchases under $25,000 a minimum of one (1) supporting quote/estimate/etc., is required.
* Purchases exceeding $25,000 require a minimum of 2 quotes/estimates from different companies/contractors.

Under the ‘**Comments / Breakdown’** section be sure to include, at a minimum, the following information:

* Number of anticipated units
* Price per unit
* Provider/supplier name

Under the ‘**Anticipated Date’** section indicate when the materials/equipment are anticipated to be purchased by.

Example.

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of Minor Equipment / Material** | **Total** | **Comments/ Breakdown** | **Anticipated Date** |
| Health and Safety Equipment – Spill Kits | $100 | 4 spills kits x $25/each from Grainger Supplies. | July 2024. |
| PPE | $300 | PPE for 3 operators:   * 1 vest, jacket, boots, gloves ($100/per)   See attached quote from Workforce Canada Ltd. | May 2024 |

# **Services**

**Note:** All activities listed in this section must be supported by the following documentation; to be submitted along with the completed application.

* Contracted & third-party professional services must be publicly tendered for amounts exceeding $100,000.
* For amounts under $100,000 a minimum of one (1) supporting quote/estimate/etc., is required.

Under the ‘**Comments / Breakdown’** section be sure to include, at a minimum, the following information:

* Services being provided
* Frequency of services
* Cost/price per service

Example.

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity + Name of 3rd Party** | **Total** | **Comments/ Breakdown** | **Anticipated Start/End Dates** |
| Tipping Fees @ Landfill ABC | $5200 | Weekly Tipping fees - $100/load x 52 loads/year | April 1 2024-March 31, 2025 |
| Third-Party Contract – OSS | $84,000 | Yearly contract to pick up and haul waste to municipal landfill. $7,000/month.  See attached service agreement. | April 1 2024-March 31, 2025 |
| Professional and Technical Services – Consultant XYZ | $42,000 | To complete a waste diversion plan for the community.  See attached cost estimate for full scope of work. | June 1, 2024 – September 30, 2025 |

# **Salaries / Wages**

Under the ‘**Salary Breakdown’** section be sure to include the following information:

* Hourly wage per staff OR annual salary
* Anticipated hours to be worked by staff
* Type of position (ex) Full-Time (FTE), Part-Time (PTE), Casual, etc.
  + If casual, include anticipated time period/date range
* Name of employee, if available

Example.

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Quantity** | **Estimated Cost** | **Salary Breakdown** |
| Salaries and wages – Operator/Attendant | 1 | $41,600 | Bob - FTE – 2080 hours x $20/hour |
| Salaries and wages – Collector | 2 | $47,840 | 1 FTE - 2080 hours x $16/hour  1 PTE – 1040 hours x $14/hour |
| Other – Individual(s) hired to Clean up Site | 2 | $8,000 | Two community members contracted to clean up and consolidate waste site over a 2 week period, 2 times a year (Spring/Fall).  40hours/week x $25/hour x 2 weeks x 2 times per year = $4,000/each |

# See **Appendix D** for Average Salaries & Wages.

# **Training**

# Under the ‘**Comments / Breakdown’** be sure to include the following information:

* Number of participants
* Names and roles of participants, if known at time of application
* Registration cost per participant
* Travel cost per participant (including per diem and accommodations), if applicable

Under the ‘**Anticipated Date’** section, please identify when the training is offered and/or intended to be taken.

Example.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Training** | **Total** | **Comments/ Breakdown** | **Anticipated Date(s)** |
| Transportation of Dangerous Goods | $5800 | April and Agnus (2 participants)  $2000 registration fee + $800 flight + $100 per diem = $2900 each | October 5, 2024 |
| Landfill Operation Basics | $8,000 | 2 staff – operation & manager  $3,500 registration + $200 mileage + $300 per diem = $4,000/each | May 10 – May 13th 2024 |

# **Community Education, Awareness & Participation**

# Under the ‘**Comments / Breakdown’** section be sure to include the following information:

* Purpose/Objective of the activity
* Breakdown of associated costs

Under the ‘**Anticipated Date’** section, please identify when the event/activity is intended to take place.

Example.

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Total** | **Comments/Breakdown** | **Anticipated Date(s)** |
| Community Engagement Session | $800 | To communicate with community members about new collection system & recyclable materials  Hall rental - $150  Refreshments - $200  Print-outs of Recyclable Materials List - $450 | March 15, 2025. |
| Event Participation | $3600 | 4 community members attending MARR Conference.  $400 registration x $500 flight (food included at conference) = $900/per person | November 12 – 13, 2024 |

**If necessary, additional supporting documentation or further clarification may be sought by your Environmental Services Officer upon their review of the initial application submission.**

# **Appendix D – Average Salaries & Wages**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | **Average solid waste operations hourly wages in Manitoba:** | | | Transfer Station Attendant | $17.25 | | Waste Collector | $17.25 | | Weigh Scale Attendant | $17.25 | | Landfill Attendant | $14.00 | | Heavy Equipment Operator (WM) | $25.75 | | Garbage Truck Operator | $23.33 | | Solid Waste Coordinator | $26.00 | | **NOTE: Wages are typically $5-10/hour higher in remote regions** | | |

# **Appendix E – Sample Job Description**

LANDFILL OPERATOR

ROLE: Oversee the day-to-day operations of the landfill facility, relevant industry recycling programs, maintain records and reporting, and report to Chief and Council  
  
LANDFILL SITE RESPONSIBILITIES:  
• Oversee all traffic to/in landfill site  
• Ensure proper separation and diversion of recyclable and hazardous materials  
• Provide direction for staff and public regarding proper separation and disposal of materials  
• Move recyclable and hazardous materials to designated areas  
• Work with industry recycling programs to obtain the tools, equipment and training for proper operation  
• Ensure equipment needed for collection and storage of materials is available  
• Monitor equipment use  
• Supervise workers/contractors  
• Maintain safety for the site and for workers  
• Provide clear and safe instructions for public entering the landfill site  
• Respond to community questions regarding disposal at site  
• Compact waste in pit daily; use cover if available  
• Maintain overall site cleanliness and litter control  
• Work with Chief and Council on a regular basis  
  
RECORD KEEPING & REPORTING RESPONSIBILITIES:  
An important part of the landfill operator’s role is to register, log and report on waste and recyclables collected to both  
Chief and Council and industry recycling programs.  
• Monitor waste received at site  
• Keep daily/weekly logs  
• Schedule appropriate agencies/transporters to pick up recyclable or hazardous materials to transport out of the  
community and record/collect receipts for what is removed  
• Provide reports to Chief and Council and the relevant industry recycling programs  
  
SKILLS AND REQUIREMENTS:  
• Computer skills definite asset  
• Strong organizational and supervisory skills  
• Valid Manitoba Class 5 driver’s license  
• Ability to lift/carry heavy loads (50+lbs)  
• Willing to work in all weather conditions  
  
RECOMMENDED TRAINING:  
• Heavy Duty Equipment Operator  
• First Aid/CPR  
• SWANA (Solid Waste Association of North America), including:  
 - Landfill Operator Basics  
 - Manager of Landfill Operation

# **Appendix F – Other Sources of Funding for Waste Operations**

|  |  |
| --- | --- |
| Fund | Website |
| **Asset Management Program** | <https://www.sac-isc.gc.ca/eng/1558029629806/1558029739483> |
| **ECO Action Community Funding Program** | <https://www.canada.ca/en/environment-climate-change/services/environmental-funding/ecoaction-community-program.html> |
| **Emergency Management Non-Structural Mitigation and Preparedness Program** | <https://www.sac-isc.gc.ca/eng/1565705792556/1565705808900> |
| **Emerging approaches for reducing landfill methane emissions** | <https://www.canada.ca/en/environment-climate-change/services/environmental-funding/emerging-approaches-landfill-methane-emissions-fund.html#toc10> |
| **Green Municipal Fund - Study: Waste Reduction and Diversion** | <https://fcm.ca/en/funding/gmf/study-waste-reduction-diversion> |
| **Green Municipal Fund - Capital project Waste Stream Management** | <https://fcm.ca/en/funding/gmf/capital-project-waste-stream-management> |
| **Federation of Canadian Municipalities - Municipal Asset Management Program** | <https://www.fcm.ca/en/programs/municipal-asset-management-program> |
| **FireSmart** | <https://www.sac-isc.gc.ca/eng/1565705092824/1565705114188> |
| **First Nations and Inuit Skills Link Program** | <https://www.sac-isc.gc.ca/eng/1100100033627/1533125289674> |
| **First Nations and Inuit Summer Work Experience Program Fund** | <https://www.sac-isc.gc.ca/eng/1100100033610/1533125433575> |
| **First Nations Waste Management Initiative** | <https://www.sac-isc.gc.ca/eng/1491490781609/1533647730166> |
| **Indigenous Community Infrastructure Fund** | <https://www.sac-isc.gc.ca/eng/1628172767569/1628172789746> |
| **Indigenous Guardians Pilot Program** | <https://www.canada.ca/en/environment-climate-change/services/environmental-funding/indigenous-guardians-pilot-program.html> |
| **First Nations Land Management Resource Centre** *(available to signatories of the Framework Agreement on First Nations Land Management)* | <https://labrc.com> |
| **First Nation Municipal Funding Resources - Business Plan Assistance** | <https://www.firstpeoplesfund.ca/business_plan.php> |
| **First Nation Municipal Funding Resources** | <https://www.firstpeoplesfund.ca/summary_of_programs.php> |
| **First Nation Infrastructure Fund** | <https://www.sac-isc.gc.ca/eng/1100100010656/1533645154710> |
| **Indigenous Clean Energy** | <https://indigenouscleanenergy.com> |