



Fisheries and Oceans
Canada

Pêches et Océans
Canada

Proposal Form
for Funding for
Engagement on:

Fish and Fish Habitat Protection Program
and
Species at Risk Program Initiatives
2023-2024

February 2023

Fisheries and Oceans Canada (DFO) has two funding programs that support engagement on initiatives related to the conservation and protection of fish and fish habitat and aquatic species at risk under:

- Nature Legacy
- Indigenous Habitat Participation Program (IHPP)

In 2023-24, DFO will be undertaking engagement with Indigenous Peoples in several program areas, including:

Species at Risk Program

- Draft Framework for Aquatic Species at Risk Conservation: A Multi-Species Approach

Fish and Fish Habitat Protection Program

- Draft Policy for Applying Measures to Offset Harmful Impacts to Fish and Fish Habitat (Offsetting Policy)
- Draft Guidelines for Establishing and Managing Fish Habitat Banks (Banking Guidelines)
- Interim Codes of Practice

The Department has previously engaged on these topics, and information is available at: [Talk Fish Habitat](#). Updated information will be posted on this website as the next phase of engagement begins and notifications from DFO will be sent out with opportunities to participate in national information sessions. Some topics may also be supported by regional information sessions.

The following provides more details about each topic, documents that will be available, and the anticipated timing of engagement:

Draft Framework for Aquatic Species at Risk Conservation

DFO - Species at Risk Program is seeking input on a new approach for conserving Canada's aquatic species at risk. This Framework for Aquatic Species at Risk Conservation will serve as a policy guide for applying multi-species approaches to help deliver on DFO's *Species at Risk Act* responsibilities.

DFO-Species at Risk Program engaged on key concepts related to multi-species approaches between May and November 2022. Based on feedback from this engagement, DFO has developed a draft Framework and is seeking review and input on this draft. The draft Framework includes principles, criteria and recommendations for the application of multi-species approaches to conservation.

Documents that will be available:

- Draft Framework
- Presentation for information sessions
- Fact sheet
- Survey

Engagement timing: April – November 2023

Draft Policy for Applying Measures to Offset Harmful Impacts to Fish and Fish Habitat (Offsetting Policy)

DFO – Fish and Fish Habitat Protection Program is seeking input on the draft *Policy for Applying Measures to Offset Harmful Impacts to Fish and Fish Habitat* (Offsetting Policy)

The Offsetting Policy will set out principles in applying measures to offset impacts on fish and fish habitat when proponents require authorizations to carry on works, undertakings and activities that impact fish and fish habitat. It will also provide guidance on preparing an offsetting plan.

DFO has already engaged on key concepts during engagement undertaken in 2021 (Wave 1) which was incorporated into the draft Policy.

Documents that will be available:

- Draft Offsetting Policy
- Presentation for information sessions
- Fact sheet

Engagement timing: April 2023 – March 1, 2024

Draft Guidelines for Establishing and Managing Fish Habitat Banks (Banking Guidelines)

DFO – Fish and Fish Habitat Protection Program is seeking input the draft *Guidelines for Establishing and Managing Fish Habitat Banks* (Banking Guidelines)

The Banking Guidelines will be focussed on the administration of fish habitat banks following the fish habitat banking provisions set out in the *Fisheries Act*.

DFO has already engaged on key concepts during engagement undertaken in 2021 (Wave 1) which was incorporated into the draft Guidelines.

Documents that will be available:

- Draft Banking Guidelines
- Presentation for information sessions
- Fact sheet

Engagement timing: April 2023 – March 1, 2024

Interim Codes of Practices

DFO – Fish and Fish Habitat Protection Program will be releasing four new interim Codes of Practice on:

- bridge maintenance and repair
- docks and boathouses
- Others still to be determined

DFO will be seeking input on clarity and scope of the new interim Codes of Practice to validate and improve on measures to avoid and mitigate impacts to fish and fish habitat, and to refine the conditions of use of the documents, as appropriate.

Codes of practice specify procedures, practices or standards for avoiding the death of fish or the harmful alteration, disruption or destruction of fish habitat.

This is in relation to works, undertakings and activities during various phases of their development cycle, such as construction, operation, maintenance or decommissioning, that may occur near waterbodies.

Current codes of practice

Documents that will be available:

- Up to 4 Interim Codes of Practice
- Fact sheet

Engagement timing: April 2023 – March 1, 2024

The anticipated activities associated with this engagement are expected to include:

- Preparation for and participation in national/regional information sessions (except for the Interim Codes of Practice)
- Review of draft documents and Interim Codes of Practice
- Preparation and provision of feedback and comments on the draft documents and Interim Codes of Practice

Preparation and provision of feedback and comments on the draft Framework for Aquatic Species at Risk Conservation and/or completing a survey about the draft Framework

Funding is available for these activities for each topic.

Funding

To support participation on the engagement topics, funding is available for individual communities to provide input/feedback on the engagement topics, as well as for communities or organizations that may coordinate input/feedback on the engagement topics on behalf of multiple communities.

The funding offered will depend upon the funding available, proposed activities, the number of Indigenous communities that will participate, and the following suggested amounts per engagement topic:

- 1 community: \$7,500
- 2 to 10 communities: \$15,000
- 11 to 30 communities: \$30,000
- 31 to 49 communities: \$45,000
- 50 or more communities: \$60,000

Interested applicants are asked to complete this Proposal Form in order to be considered for funding. All sections of the Proposal Form must be completed for the proposal to be considered. Should a proposal be selected, applicants will be asked to submit additional details as part of the agreement negotiations.

Information provided to Fisheries and Oceans Canada will be treated in accordance with

the Access to Information Act and the Privacy Act. These laws govern, protect and limit the collection, use and disclosure of personal, financial and technical information by federal government departments and agencies.

Note: submission of a **Proposal Form** does not guarantee funding.

The completed Proposal Form must be emailed to a DFO Regional Coordinator by February 2, 2024 at 23:59 Pacific Time to be considered.

DFO intends to process applications upon receipt so we encourage you to submit your completed proposal as soon as possible to allow for funding decisions.

If you experience any issues submitting your proposal by e-mail, please contact the DFO Regional Coordinator to make alternate arrangements. Note that to be considered, all applications must be complete and received by the deadline.

For additional information and assistance, please contact the DFO Regional Coordinator in the region in which your proposal will take place.

DFO Regional Coordinator Contact Information:

British Columbia: DFO.PACIHPP-PPAHPAC.MPO@DFO-MPO.GC.CA

Alberta: DFO.CAIHPP-PPAHCA.MPO@DFO-MPO.GC.CA

Saskatchewan: DFO.CAIHPP-PPAHCA.MPO@DFO-MPO.GC.CA

Manitoba: DFO.CAIHPP-PPAHCA.MPO@DFO-MPO.GC.CA

Ontario: DFO.CAIHPP-PPAHCA.MPO@DFO-MPO.GC.CA

Quebec: DFO.QUEIHPP-PPAHQUE.MPO@DFO-MPO.GC.CA

New Brunswick: DFO.GLFIHPP-PPAHGLF.MPO@DFO-MPO.GC.CA

Nova Scotia: DFO.MARIHPP-PPAHMAR.MPO@DFO-MPO.GC.CA

Prince Edward Island: DFO.GLFIHPP-PPAHGLF.MPO@DFO-MPO.GC.CA

Newfoundland and Labrador: DFO.NLIHPP-PPAHTNL.MPO@DFO-MPO.GC.CA

Yukon: DFO.PACIHPP-PPAHPAC.MPO@DFO-MPO.GC.CA

Northwest Territories: DFO.CAIHPP-PPAHCA.MPO@DFO-MPO.GC.CA

Nunavut: DFO.CAIHPP-PPAHCA.MPO@DFO-MPO.GC.CA

National: DFO.NCRIHPP-PPAHRCN.MPO@DFO-MPO.GC.CA

Funding Proposal Form - Engagement on:

Species at Risk Program and Fish and Fish Habitat Protection Program Initiatives

2023-2024

Note: Unless otherwise indicated, all fields are mandatory.

1. Engagement Topics

The following DFO topics are subject to engagement:

Species at Risk Program:

- Draft Framework for Aquatic Species at Risk Conservation: A Multi-Species Approach

Fish and Fish Habitat Protection Program

- Draft Policy for Applying Measures to Offset Harmful Impacts to Fish and Fish Habitat (Off-setting Policy)
- Draft Guidelines for Establishing and Managing Fish Habitat Banks (Banking Guidelines)
- Interim Codes of Practice

2. Applicant

Please enter information about the applicant and principal contact name.

Institution/Body/Organization Name:

Institution/Body/Organization Type:

Contact Name and Title:

Phone Number:

E-mail:

Mailing Address:

Institution/Body/Organization Website address:

3. Applicant's Organization Description:

Please provide a short description of your organization, including its mandate(s), objective(s), and structure, and interest in the topic(s) subject to engagement. Maximum 300 words.

4. Engagement Topics

In the table below, identify the engagement topics(s) of interest and the requested funding (as noted above) and indicate how many communities with which you are proposing to coordinate engagement.

Topic	Indicate If Interested (Yes/No)	Number of Communities to be Engaged/Coordinated	Amount of Funding requested (refer to page 3 for suggested amounts)
Draft Framework for Aquatic Species at Risk Conservation: A Multi-Species Approach			
Draft Policy for Applying Measures to Offset Harmful Impacts to Fish and Fish Habitat (Offsetting Policy)			
Draft Guidelines for Establishing and Managing Fish Habitat Banks (Banking Guidelines)			
Interim Codes of Practice			
Total			

5. Eligible Activities and Projected Expenditures

The anticipated activities associated with this engagement are expected to include:

- Preparation for and participation in national/regional information sessions (except for the Interim Codes of Practice)
- Review of draft documents and Interim Codes of Practice
- Preparation and provision of feedback and comments on the draft documents and Interim Codes of Practice
- Preparation and provision of feedback and comments on the draft Framework for Aquatic Species at Risk Conservation or completing a survey about the draft Framework.

Please provide a description (Section 6 below) of the proposed activities, expenses and indicate the associated amount(s) for each expense category, and only reflect those funded wholly or partially by DFO.

6. Description

Please provide a description of the specific tasks, activities and processes to be used for engagement. Maximum 500 words.

Please identify the outcomes (deliverables) including input/feedback to DFO on the engagement topics. Maximum 500 words.

6.1 Projected expenditures for 2023-2024

Topic(s) for Engagement:

Expense Category	Expense Description/Breakdown	Funding Request
Salary, wages and other labour including employer mandatory benefits	Position Title: Daily/hourly rate: \$ Time required for the activities (days/ hours) + employer mandatory benefits: \$	\$
Honoraria and Ceremonial Offerings Honoraria for Elders or Indigenous knowledge holders Ceremonial Offerings	Number of honoraria recipients (e.g., Elder, knowledge holder): Daily honoraria rate x number of days: \$ Ceremonial offering(s): \$	\$
Professional and Specialized Services	Name of company: Description of activities to be undertaken: Total cost including travel: \$	\$
Travel - Travel including accommodation, meals and allowances, based on National Joint council's NJC Directive on Travel Rates <ul style="list-style-type: none"> • Accommodation and Car Rental Directory Preface - Acquisitions - PWGSC (tpsgc-pwgsc.gc.ca) • Appendix B - Kilometric Rates - Modules 1, 2 and 3 (njc-cnm.gc.ca) • Appendix C - Allowances - Modules 1, 2 and 3 (njc-cnm.gc.ca) 	Travel description/purpose of travel: Mileage: # km x rate/km = \$ Accommodation: location # of people x nightly rate x # nights = \$ Meals/Allowances: # of people x meals/allowance rate x # days = \$	\$

Expense Category	Expense Description/Breakdown	Funding Request
<p>Costs associated with a relevant workshop, meeting or conference</p> <p>(such as Hospitality as per the National Joint Council's NJC Directive on Travel)</p>	<p>Description of use for meeting room:</p> <p>Meeting room cost/day x # of days: \$</p> <p>Description of hospitality:</p> <p>Number of participants: Hospitality costs/day x # of days: \$</p> <p>Facility Audio-Visual costs/days x # of days: \$</p>	<p>\$</p>
<p>Outreach Materials</p>	<p>Description of outreach materials:</p> <p># of documents x # of copies x \$ per copy: \$</p>	<p>\$</p>
<p>Audio/visual, data, network communications services</p>	<p>Description including type(s) of equipment:</p> <p>Type of service x # of days: \$</p>	<p>\$</p>
<p>Purchase or rental of equipment and upkeep (repairs)</p>	<p>Description including type(s) of equipment:</p> <p>Rental costs x duration of rental: \$</p>	<p>\$</p>

Expense Category	Expense Description/Breakdown	Funding Request
Material and supplies	Description of materials: cost of material x #: \$	\$
Administrative Costs (Administrative costs (up to 10% of eligible costs of the funding) – includes office space maintenance, phone lines, internet access, human resources administration, photocopying, etc.)	\$	\$
Total funding requested:		\$

7. Performance Measures

Please identify the expected benefits.

Number of communities engaged and involved (the Recipient and DFO must not be counted as partners):

Number of outreach events conducted (presentations, workshops, etc.):

Number of communities benefiting:

Number of opportunities and actions likely to continue to occur beyond the initiative:

Number of people trained (if applicable):

8. Sources of Support

Please list all sources of cash and/or in-kind support of the proposed work, in the tables below. Include a short description of the type of expense and indicate the amounts associated with each source. Should your proposal be approved, please note that a letter confirming cash support from other sources may be requested, depending on the amount(s).

8.1 Projected expenditures for 2023-2024

Organization Name, Description of activities to be funded and Valuation of support	\$ value of Federal cash and in-kind support	\$ Value of other governmental cash and in-kind support	\$ Value of other cash and in-kind support	Total \$ Support	Confirmed Yes/No

9. Signature

Please note: No additional information received after the application deadline will be taken into consideration.

I confirm that, to the best of my knowledge, all information contained in the Proposal Form is accurate.

Principal Applicant

Name:	
Title:	
Date:	
Signature:	