



Resource Guide for Indigenous Contractors

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1 PREAMBLE

Welcome to the Stantec contractor community!

Stantec is committed to reducing barriers for small and medium sized businesses and increasing the inclusion of businesses owned by underrepresented groups. This includes Indigenous, female-identifying, disabled, visible minority, 2SLGBTQIA+, and veteran groups.

This *Resource Guide for Indigenous Contractors* is designed for Indigenous firms that provide **onsite/field** services with Stantec. It is intended to be interactive and will be updated regularly with new practices based on process improvements and interests shared by the Indigenous contractor community. Our support for Indigenous businesses goes beyond information presented in this initial resource guide. Please reach out to IndigenousRelations@stantec.com with any questions or recommendations.



CONTRACTING PROCESS



2 CONTRACTING PROCESS

Steps	Description
<p>STEP 0: Learn about Stantec and Business Opportunities</p>	<p>Stantec is a global design firm that provides a range of multidisciplinary consulting services related to Water, Energy, Mining, Environment, Buildings, Community Development, and Transportation. Link: Stantec</p> <p>Indigenous suppliers are invited to participate in all client services, such as:</p> <ul style="list-style-type: none"> ❖ Architectural & Engineering design: buildings, bridges, airports, urban planning, interior design. ❖ Environmental Services: baseline studies, regulatory applications, environmental assessments, mitigation design, construction monitoring, and Indigenous and public engagement. ❖ Archaeological & Cultural Assessments. ❖ Restoration and reclamation. ❖ Much more!
<p>Prequalified List of Indigenous Suppliers</p>	<p>Be added to our list of prequalified suppliers! Connect to learn more.</p> <p>IndigenousRelations@stantec.com</p>

<p>STEP 1 A: Contractor Agreement (“Contract”)</p>	<ul style="list-style-type: none"> ❖ Use Stantec's Standard Contracts or share yours with us. Each can be amended to meet project needs and individual requirements. ❖ A Term Sheet attaches to a contract to provide essential project information, “flow downs” from the client agreement, and confirm work scope, schedule, fees, invoicing procedures, and requirements related to insurance, Workers’ Compensation, and health and safety training. See sample Term Sheet. ❖ Self-identify as Indigenous: Vendor Certification Form (stantec.com)
<p>STEP 1 B: Insurance</p>	<ul style="list-style-type: none"> ❖ Project specific insurance requirements are set by clients. Depending on anticipated work activities and associated risks, clients may demand a minimum of \$2 or \$5 million coverage + employers’ liability + fleet insurance for all vehicles used for work, including those driven to work. ❖ Support for insurance variances or upgrades may be available through your Stantec contact. ❖ See sample Insurance Certificate with employers’ liability.
<p>STEP 1 C: Workers’ Compensation</p>	<ul style="list-style-type: none"> ❖ At the time of writing, Stantec requires all contractors to have Workers’ Compensation (WC) (except sole proprietors). Stantec requires WC coverage even if exemptions exist for low-risk work, or work on Reserve Lands. Third party insurance is not an accepted replacement. ❖ If Workers’ Compensation is not required by law, and not required by the client, Stantec will consider exemptions to this policy. ❖ In limited circumstances, Stantec may be able to add workers to its own account. <p>How to get Clearance Letters and Rate Sheets?</p> <ul style="list-style-type: none"> ❖ Contact your local Workers’ Compensation Board for immediate support. Many boards will email letters within moments of a phoned request or may direct you to complete a simple form. ❖ Business member information must be known. ❖ Letters can be issued to any Stantec office. Despite opportunity to include Stantec’s Workers’ Compensation account information, it is not required to complete the request for a Clearance Letter.

	<p>See Sample: Workers' Compensation Clearance Letter, and Rate Sheet</p> <p>More information on Workers' Compensation:</p> <p>Workers' Compensation programs provide medical treatment and salary protection for employees in case of a work-related injury or occupational disease. Federal Workers' Compensation Service - Canada.ca</p> <p>Each Province or Territory has separate Boards and contact information.</p> <p>Registration can take approximately 20 days, but coverage begins immediately upon receipt of application. Registration requires: Business number from Canada Revenue Agency, if applicable; legal business name; legal names, birthdates, and contact information for business owners; description of services; make and model of major equipment; payroll estimates.</p>
<p>STEP 1 D: Pay Terms</p>	<ul style="list-style-type: none"> ❖ Payment terms can be negotiated on each contract. ❖ Stantec's Trade Payables Policy is "Pay When Collected" (PWC) from the client. Typically, Stantec pays contractors once the client has paid. Such payment cycles can take >90 days.
<p>STEP 2: Due Diligence - Health, Safety, Security, Environment (HSSE), Ethics, Quality, and Insurance.</p>	<p>Prior to signing the contract and arriving on site, every contractor providing site services is required to provide written documentation on any business system in place to support health, safety, ethics, environment, quality, and other standards.</p> <p>Contractors are required to complete either a Tier 1 Form (low-risk work) or Tier 2 Form (higher-risk work) depending on the type of services provided. Forms will be sent directly to you for completion. Support to complete the forms is available through the prequalification team: sub.prequal@stantec.com</p> <p>Work independently OR under Stantec's HSSE framework:</p> <p>Contractors working on Stantec projects may work independently or may be eligible to be fully integrated into Stantec crews.</p> <p>Contractor crew members who are fully integrated into Stantec crews must follow Stantec HSSE policies, including all Stantec safety paperwork. Policies and procedures are identified at a pre-site safety meeting with all crew members, including contractors.</p>

STEP 3: Pre-Site Safety Meeting(s)	<p>Pre-Site Safety Meetings</p> <p>At pre-site safety meetings, Stantec crews work closely with crews of contractors to align health and safety practices and project requirements. This step aims to increase safety in the field, boost preparedness of all parties, and often includes a review of project requirements, document sharing, oral discussions, safety pledges, a review of Safe Work Practices, and collaboration on topics such as cultural safety.</p>
PRIOR TO ARRIVING ON SITE	<p style="text-align: center;"> Signed Contract + Completed Due Diligence + Pre-Site Safety Meeting </p>
STEP 4 A: Invoicing & Payment	<ul style="list-style-type: none"> ❖ Follow invoice directions outlined in the Stantec Agreement. ❖ Questions can be shared with your Stantec contact. If needing further assistance, please email Accounts Payable accountspayable@stantec.com ❖ Direct Deposit Form: EFT Authorization Form-Canada-NEW.pdf (stantec.com) ❖ See Sample: Invoice Templates
STEP 4 B: Self-Identify for Reporting	<p>We encourage Indigenous vendors to self identify using the Vendor Certification Form (stantec.com). Please send the completed form to accountspayable@stantec.com</p>
STEP 5: Feedback & Close	<ul style="list-style-type: none"> ❖ Please ask for feedback and provide us with feedback. ❖ Provide the final invoice(s) as soon as possible.

3 MORE CONNECTIONS AT STANTEC

Learn about Stantec's Indigenous Business Partners	<p>Indigenous Relations & Partnerships (stantec.com)</p> <p>Stantec is a minority partner in 12 formal partnerships with Indigenous-owned businesses across Canada. These partnerships combine our technical capabilities with local knowledge and experience to deliver quality services. Whether contributing to sustainable resource development or building communities, the projects undertaken by these partnerships require an understanding of culture, community values, and a commitment to fostering mutually beneficial relationships.</p>
Progressive Aboriginal Relations, Canadian Council for Aboriginal Business.	<p>Progressive Aboriginal Relations (stantec.com)</p> <p>In 2022, we submitted our application to the Canadian Council for Aboriginal Business to become certified in Progressive Aboriginal Relations. We are committed to attaining this certification and continuing to develop relationships with the Indigenous peoples of Canada.</p>
Meet our Indigenous Business & Relations Team	<p>Contact: IndigenousRelations@stantec.com</p> <p>Indigenous Relations Practice: IR Practice.pdf (stantec.com)</p>

SAMPLE FORMS

APPENDIX 1A – TERM SHEET (SHORT)

Schedule 'A'

Indigenous Monitor Scope of Services

Objective

The objectives of the Indigenous Monitor Program are to:

- ✓ Meet conditions outlined in the Impact Assessment Agency of Canada (IAAC) decision on environmental effects.
- ✓ Retain the services of Indigenous Monitors throughout construction
- ✓ Observe, record and report on monitoring activities

Scope of work

The Indigenous Monitor is responsible for providing monitoring services during the Project construction, focusing on requirements set out in the XXX Decision Statement archaeological/heritages sites.

Reporting on-site to the Indigenous Relations Coordinator, the Indigenous Monitor will:

- Work alongside the Consultant and the Contractor to provide cultural knowledge;
- Monitor for compliance with the approved commitments made by CLIENT NAME pursuant to the XXX and XYZ approvals for the Project focusing on mitigation requirements for cultural/archaeological sites;
- Prepare and submit daily reports via an online tool accessible via cellular phone;
- Review monthly Indigenous Monitor reports developed by the Indigenous Relations Coordinator, for distribution to CLIENT NAME and Indigenous groups engaged on the project.

According to Condition 9.1 of the Decision Statement, Indigenous Monitors are to observe, record, and report to the Proponent and Indigenous groups on the implementation of Decision Statement requirements. Indigenous Monitors are to act independent from company ties in the fulfillment of their role. Due to the nature of their role (observe, record, and report), Indigenous Monitors are not able to direct or stop work on site even if they are contracted through the same business entity as those performing the work.

The Indigenous Monitor position will be a part time field-based position reporting to a field-based Indigenous Relations Coordinator who will provide onboarding, as well as scheduling, field data collection, and day-to-day administrative support.

Indigenous groups may provide a roster of Indigenous Monitors who will be trained and scheduled on a rotation for field work to fulfil a part time position not exceeding one week per month based on construction schedule that may also include periods of time without construction.

Role and Responsibilities of the Indigenous Monitor

The role of the Indigenous Monitor is as follows:

- **Observe** the implementation of approved mitigation measures outlined in the Archaeological Resources and Heritage Management Plans and mitigations outlined in the XXX Decision Statement
- **Record** observations of the implementation of approved mitigation measures outlined in the Archaeological Resources and Heritage Management Plans and mitigations outlined in the IAAC Decision Statement
- **Report** on the implementation, throughout construction, of requirements set out in the Decision Statement including the archeological and heritage management plan. This reporting will include the submittal of daily field reports and the review and verification of a monthly overview report.

Responsibilities:

- Work on-site with the Indigenous Relations Coordinator and the Environmental teams
- Provide assistance when dealing with archaeological or heritage sites and discuss any questions that may arise with any mitigation measures with the Indigenous Relations Coordinator and the Environmental teams
- Work with the Indigenous Relations Coordinator and the Environmental teams if there is a chance-find of archaeological, or heritage resources found within the Project footprint
- Monitor and provide feedback on the implementation of mitigation measures specific to the Archaeological Resources and Heritage Management Plans and mitigations outlined in the IAAC Decision Statement
- Have knowledge of all relevant information required for the role including environmental management and protection plans, chance find procedures, and commitments
- Comply with all safety and training requirements required by CLIENT NAME and the Contractor
- Attend required meetings that pertain to your role including meetings of the Land Use Advisory Committee
- Prepare daily reports on project activities
- Review and verify monthly overview reports that have been prepared by the Indigenous Relations Coordinator to verify information that will provide an overview of Indigenous Monitor activities to be provided to CLIENT NAME
- Complete quarterly progress check in reviews with the Indigenous Relations Coordinator to discuss individual work goals and activities regarding their monitoring role

Indigenous Monitor Job Requirements*

The following position requirements will be included as part of the job posting. Indigenous Monitors will be required to comply with the following job requirements:

- Understanding of and ability to perform job requirements as outlined in scope of work;
- Valid driver's license;
- Smart cellular phone;
- Flexibility in terms of work schedule to accommodate construction schedule;
- Be equipped for working in all types of weather conditions;
- Completion of all required training required for the role as well as additional training that may be requested after hiring
- Compliance with Contractor Project Health and Safety Plans and all policies;
- Arrive on site, as scheduled, with all required Personal Protective Equipment (PPE) as outlined by the Contractor;
- Completed pre-access screening prior to mobilizing to site.

*Job requirements are subject to change pending the award of the Contractor.

Consulting Services Contract

A CLIENT NAME Consulting Services Contract will be entered into with the Indigenous group or their designated entity for the implementation of the Indigenous Monitor program. The following outlines the responsibilities of the consultant for the Indigenous Monitor Program:

- Access to a pick-up truck as required for specific Project location (insured and site equipped as per Worksite Requirements);
- Be prepared to cover costs of all expenses associated with fieldwork (ie: accommodation, meals, truck, fuel) to be reimbursed as per the consultant agreement;
- Work with Indigenous Relations Coordinator to coordinate all mobilization details (ie: work schedule, accommodation options).

Included in the consultant agreement will be an administrative fee to cover the costs of managing the agreement for the Indigenous group or designate entity.

Insurance and Worker's Compensation Board/Occupation Health & Safety Requirements

The Consultant shall for the duration of this Contract, without limiting its obligations or liabilities herein and at its' own expense, provide and maintain the following insurance coverage in accordance with the Alberta Insurance Act.

- a) General Liability in an amount not less than \$2,000,000 inclusive per occurrence, insuring against bodily injury, personal injury and property damage including loss of use thereof.
- b) Automobile Liability on all vehicles owned or licensed in the name of the Consultant in an amount of not less than \$2,000,000.
- c) The Consultant shall maintain Worker's Compensation Insurance in the amount required by the Workers' Compensation Board for the term of this Contract. In the event the Consultant is performing work as defined in the Occupational Health and Safety Regulations and the Consultant is a proprietor or performs an exempt activity as defined by the Worker's Compensation Board, then the Consultant shall hold and maintain Worker's Compensation Insurance personal coverage throughout the length of this Contract.
- d) All insurance shall be endorsed to provide the Minister with 30 days advance written notice of cancellation, including cancellation for non-payment of premium.

Additional details regarding requirements can be found in the Consulting Services Contract Section 6.

Scheduling

The Indigenous Monitors program is a part time position with a schedule of 1 week/month rotation basis. Based on Construction schedule, subject to change and subject to no work during the winter seasons.

SAMPLE

Schedule 'B'

Indigenous Monitor Personnel and Compensation

Personnel

The Consultant's approved list of Project personnel will be provided to CLIENT NAME including the Indigenous Monitors and those in charge of liaison with the Minister's representative. This information will be included as part of the consultation services agreement.

Additional information regarding the Project personnel is outlined in Section 2. of the consultation services agreement.

Compensation

A day rate as well as applicable living out allowances and vehicle allowances will be provided for the Indigenous Monitor. There will also be an administrative charge for contract administration. See Table 1 for compensation rates.

Table 1: Indigenous Monitor compensation rates

Compensation	Rate
Day rate	\$X/day (based on 10-hour days)
Living out allowance ¹	\$X/day (paid to non-local Indigenous Monitors)
Vehicle allowance ²	\$X/day
Rotational Allowance ³	\$X/rotation day
Personnel Protective Equipment ⁴ (PPE)	\$X/one-time allowance
Administrative fee ⁴	20% of contract costs (excluding expenses)

Notes:

1. Living out allowance to cover hotels and meals for the Indigenous Monitors whose home address is 100 kms or more from the Project Site;
2. Vehicle allowance to cover the cost of vehicle, fuel and insurances for Indigenous Monitors who live 100 kms or more from the Project Site. All personal vehicles must comply with insurance and worksite requirements;

3. Rotational allowance to cover travel to/from home on rotation days for those Indigenous Monitors that qualify for live-out allowance based on distance from home to work site;
4. A \$X one-time allowance will be paid for the duration of the Consulting Services Contract for the purchase of required PPE for the Indigenous Monitor(s).
5. An administrative fee will be paid on the day rate (excluding expenses) to cover the costs of contract management.

Invoicing Procedures

On a monthly basis, the Indigenous Relations Coordinator will provide copies of all daily Indigenous Monitor reports that will provide information on days worked and applicable allowances for each Indigenous Monitor. An invoice will need to be submitted to the Indigenous Relations Coordinator upon receipt of the daily reports for payment by CLIENT NAME. Each invoice must contain the Contract number, a detail of each row from Table 1 (day rate, allowances and administrative fee) identified and a total for each row. An invoice total including any applicable taxes must be calculated. If the contract holder is GST exempt, a letter must be supplied.

APPENDIX 1B – TERM SHEET (LONG)

INDIGENOUS MONITOR TERM SHEET

Stantec Consulting Ltd. ("STANTEC") has entered into the PRIME CONTRACTS for Project No. [REDACTED] and Project No. [REDACTED] for the [REDACTED] (the "PROJECT").

STANTEC has or will engage the [REDACTED] (the "SUBCONSULTANT") to perform and be responsible for those services described (the "SERVICES") associated with the PROJECT for [REDACTED].

1. SERVICES (SCOPE OF WORK)

The Indigenous Monitor is responsible for providing environmental, cultural and archaeological monitoring services during Project construction, focusing on traditional use and cultural/heritage areas and interests at a Spread or Facility associated with the Project. It is anticipated that [REDACTED] will provide Indigenous Monitoring in relation to the following Project spreads: [REDACTED]. Reporting on-site to the Lead Environmental Inspector (EI), the Indigenous Monitor will:

- Work with the EI(s) to provide traditional knowledge and assist the EI and Resource Specialists when dealing with traditional use and cultural/heritage resource sites;
- Monitor compliance with the approved environmental, cultural and archaeological commitments made by [REDACTED] pursuant to a Regulatory Permit or Approval related to the Spread/Facility with particular focus on the mitigation requirements concerning traditional use and heritage/culture;
- Participate in other environmental inspection duties, as qualified;
- Prepare and submit daily reports for each location and for each day; the daily report will follow an established format;
- Report back to [REDACTED] through a mutually-agreeable communications process.

Additional details on the Indigenous Monitor responsibilities and requirements are provided in **Exhibit A: Indigenous Monitor Contractor Qualification Specification (CQS)**.

The Indigenous Monitor will be provided with an office-based [REDACTED] Indigenous Monitor Coordinator ("IM Coordinator") as a contact point for on-boarding, scheduling and administrative support. In the field, the Indigenous Monitor reports to the Lead EI.

The Indigenous Monitor reports back to [REDACTED]. A mutually-agreeable Indigenous Monitor Communication Protocol will be developed outlining how the Indigenous Monitor will report back to [REDACTED].

[REDACTED] may provide two/multiple Indigenous Monitors to rotate in and out from the construction site(s) to fill an Indigenous Monitor position.

The Indigenous Monitor will have access to Indigenous Cultural Knowledge Holder(s) identified by [REDACTED] to provide additional traditional knowledge and support from time to time. A mutually-agreeable protocol will be developed with [REDACTED] outlining the process for requesting and deploying an Indigenous Cultural Knowledge Holder.

2. START AND END DATES

November 1, 2020 to December 31, 2020. Contract extensions for subsequent years of Project construction to be completed in December of each year.

3. SCHEDULE

[REDACTED]

Details of Project scheduling will be confirmed on a shift basis as per construction schedule. The IM Coordinator will assist the Indigenous Monitor and the SUBCONSULTANT in coordinating the Indigenous Monitor schedule as to days and locations of work.

4. DELIVERABLES

The Indigenous Monitor deliverables are:

- Indigenous Monitor daily reports completed on [REDACTED] on-line environmental compliance system.
- Review of public domain, non-confidential monthly Indigenous Monitor Overview Reports prepared by [REDACTED].
- Completion of quarterly Progress Reviews with [REDACTED] to discuss individual work goals and activities with respect to the monitoring role.
- Completion of required field safety paperwork.

5. TRAINING AND OTHER REQUIREMENTS

Requirements pertaining to the worksite are outlined in **Exhibit B: Worksite Requirements**.

Requirements pertaining to the Indigenous Monitor role are outlined in **Exhibit C: Indigenous Monitor Job Requirements**.

The Indigenous Monitor is required to complete all [REDACTED] and General Construction Contractor (GCC) training required for the Project. See attached **Exhibit A: CQS** and **Exhibit B: Worksite Requirements** for Health, Safety & Environmental (HSE) training requirements. Additional training may be necessary based on GCC requirements.

Personal protective equipment (PPE) required by the Indigenous Monitor on-site will be provided on a one-time basis by STANTEC, as needed. Any replacement PPE required throughout Project construction will be the responsibility of the SUBCONSULTANT. The SUBCONSULTANT also has the option to purchase PPE for the Indigenous Monitor and invoice at cost as per Exhibit E: Daily Reporting and Invoicing Requirements.

The Indigenous Monitor is required to have a smart cellular phone, iPad and specified Applications for their role. STANTEC and/or the CLIENT will reimburse the cost of the iPad and specified Applications as outlined in the Payment for Services section. STANTEC and/or the CLIENT does not cover the cost of the smart cellular phone.

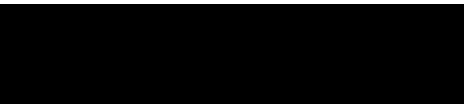
The Indigenous Monitor is required to review, understand and follow the CLIENT policies found in the Prime Agreement and those located in the following ftp site:

Browser link: [REDACTED]
Login name: [REDACTED]
Password: [REDACTED]

6. PAYMENT FOR SERVICES

INDIGENOUS MONITOR DAY RATE \$ [REDACTED] based on a 12-hour day. The day rate is what the SUBCONSULTANT shall pay the Indigenous Monitor, which is inclusive of all overtime rates and benefits.

ENTITY OVERHEAD 10% based on Indigenous Monitor day rate (exclusive of expense allowances)



TOTAL DAY RATE \$ [REDACTED]
BAND MARK-UP 10% applied to Total Day Rate (exclusive of expense allowances)

ALLOWANCES

- Truck Allowance \$ [REDACTED] day rate ([REDACTED])
- Living Out Allowance (LOA) \$ [REDACTED] day rate (non-local, non-camp workers only)
- Rotation Allowance (in and out) \$ [REDACTED] per rotation (non-local; [REDACTED])
- Mobilization/Demobilization \$ [REDACTED] (non-local; cost for each way)
- Meal Allowance \$ [REDACTED] per day (non-local, when approved if seasonal rates apply)
- iPad and Applications \$ [REDACTED] maximum for a one-time purchase per Indigenous Monitor position for an iPad and required Applications to be submitted via receipt for reimbursement at cost.
- UTV/Sled Allowance \$ [REDACTED] per day (all-inclusive of trailer) (where required and preapproved only). Requires pre-approval from Supervisor or IM Coordinator. Expectation is that use is limited to essential and approved situations only (e.g. front end activities, reclamation activities, areas where access is poor). Once Project acquires vehicles for use, these will be used in place of personal vehicles.

See **Exhibit D: Indigenous Monitor Expense Guidelines** for additional details and applicability of expense categories.

All logistics and equipment (accommodations, vehicle, UTV/Sled, etc.) will be organized by SUBCONSULTANT and reimbursed based on expenses outlines above and in **Exhibit D: Indigenous Monitor Expense Guidelines**.

Please see **Exhibit C: Indigenous Monitor Job Requirements** for details of required equipment.

Invoices that do not meet requirements outlined in **Exhibit E: Daily Reporting and Invoicing Requirements** may be rejected and will not be processed for payment until the requirements are met.

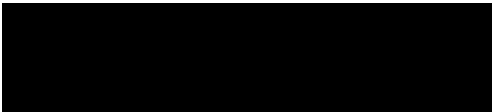
SUBCONSULTANT will only be reimbursed for actual work completed on a time and materials basis, based on provided back-up (e.g. daily reports, payment summaries, third party invoices).

SUBCONSULTANT agrees to complete the work in accordance with the rates listed above for a total compensation not to exceed the Contract Price as indicated in the Task Order, exclusive of all applicable taxes, which shall constitute full and complete payment.

7. INVOICING

Please see **Exhibit E: Indigenous Monitor Reporting and Invoicing Process** for details regarding invoicing requirements.

8. INSURANCE



Notwithstanding the INSURANCE clause of this AGREEMENT, before any SERVICES are provided under this AGREEMENT, SUBCONSULTANT shall procure and maintain in effect insurance coverage in amounts not less than set forth below.

A. Workers' Compensation and Employer's Liability:

Canada: Workers Compensation as prescribed by applicable law. Employer's Contingent Liability and Employer's Liability coverage shall be included in the General Liability policy, clause B below.

B. General Liability: Commercial general liability insurance for personal and bodily injury, including death, and property damage in the amount of \$2,000,000 combined single limit each occurrence and \$2,000,000 in the aggregate. **Stantec** and **STANTEC's CLIENT** shall be named as an "additional insured" under the policy.

C. Automobile Liability: Automobile liability insurance for personal and bodily injury, including death and property damage in the amount of \$2,000,000 each occurrence. All SUBCONSULTANTS must advise their insurer in writing that their vehicle will be used for work purposes. Utility Terrain Vehicle liability insurance is \$300,000 each occurrence.

D. General: All policies shall be primary. Any insurance or self-insurance maintained by STANTEC shall be excess and non-contributory. Waiver of subrogation shall be included under all policies. (Canada: except Automobile Liability). Approval of insurance shall not relieve or decrease the liability of the SUBCONSULTANT and shall not be construed to be a limitation of liability of the SUBCONSULTANT. Policies shall be written by companies licensed to do business in the jurisdiction where the SERVICES are being rendered and the companies shall be subject to the approval of STANTEC.

E. Certificates: SUBCONSULTANT shall provide certificates of insurance evidencing coverage required above, which reference STANTEC's job number or all projects for STANTEC. Each certificate shall provide that the coverage therein afforded shall not be cancelled except with an unqualified thirty days prior written notice to STANTEC except for non-payment of premium, in which case notice shall be ten days. Should this occur, SUBCONSULTANT shall procure and furnish to STANTEC prior to such effective date new certificates conforming to the above coverage requirement. Replacement certificates evidencing renewal or replacement shall be provided to STANTEC prior to the expiry date of any policy. SUBCONSULTANT shall not have the right to receive any payment under the AGREEMENT until certificates are received and approved by STANTEC.

Exhibit A

DRAFT INDIGENOUS MONITOR - CONTRACTOR QUALIFICATION SPECIFICATION

Company	██████████	Date	12/19/2018
Job Title	Indigenous Monitor	Work Location (s)	Field

Job Description	Reporting to the Lead Environmental Inspector (Lead EI) or designate, the Indigenous Monitor (IM) is responsible to provide environmental, cultural and archaeological monitoring services, focusing on traditional land use (TLU)/traditional marine resource use (TMRU) areas along the Project alignment during the construction of the ██████████. The IM will monitor compliance with the environmental, cultural and archaeological commitments made by the Project to the National Energy Board (NEB) and other government entities, as well as any commitments made pursuant to a Regulatory Permit or Approval related to ██████████.
Roles and Responsibilities	<ol style="list-style-type: none"> 1. Work closely with the Environmental Inspection team. 2. Work alongside the Environmental Inspectors (EIs) to provide traditional knowledge and assist the EIs and Resource Specialists when dealing with TLU/TMRU and cultural/heritage resource sites. IMs will monitor and report on the potential protection requirements set out in the Project documents and commitments concerning TLU/TMRU areas. 3. Support chance-find identification of environmental resources and archaeological sensitivities that have indigenous cultural and heritage values along the Project footprint. 4. Be knowledgeable of site related environmental/archaeological documents (e.g., Environmental Protection Plans [EPPs], Environmental Alignment Sheets, other Environmental Management Plans) and Project decisions and commitments related to those documents. 5. Complete all applicable safety, compliance and technical training as outlined below. 6. Monitor the implementation of mitigation measures specifically intended to minimize TLU/TMRU and cultural/heritage impacts. 7. Provide feedback to the Lead EI on the effectiveness of the mitigation measures. 8. Attend regularly scheduled (e.g. EI daily meeting, tailgate meeting) meetings and discuss any issues of concern that pertain to Indigenous cultural and heritage resources. 9. Monitor the implementation of contingency measures, as required. 10. Participate in environmental sampling and other environmental inspection duties, as directed, which may include: <ol style="list-style-type: none"> a. Inspection and tracking of equipment cleaning b. Marking of environmentally sensitive sites (e.g., riparian areas, watercourses, rare plant sites, and wildlife areas (trails, mineral licks, dens, nests, lodges) c. Work with wildlife salvage crews regarding certain species at risk prior to clearing and grading; d. Assessing pre-construction conditions of watercourse crossings, wetlands and riparian areas; and e. Other duties as directed and as qualified to perform. 11. Prepare and submit daily reports and other records (e.g., photographs) with regards to the Project activities and submit to the Lead EI. The daily report will follow an established format. 12. Follow pre-established protocols for feeding back information to Indigenous groups, as outlined in the sub-contractor agreement established between the participating Indigenous community and ██████████.

Experience and Knowledge Requirements (supplemental to High School or Equivalent)

Ref (1)	Education and Certification		Title
	Education	Certification	
AX	<input type="checkbox"/>	<input type="checkbox"/>	Knowledge and experience performing TLU/TMRU field work; <i>and</i>
AX	<input type="checkbox"/>	<input type="checkbox"/>	Experience in right of way or utilities construction and reclamation methods; <i>and</i> :
AX	<input type="checkbox"/>	<input type="checkbox"/>	Ability to comply with the sub-contractor agreement executed with your Indigenous community <i>and</i> :

AX	<input type="checkbox"/>	<input type="checkbox"/>	Knowledge of applied sciences in any of the following areas: <ul style="list-style-type: none"> • Archaeology • Aquatic systems • Describing ecosystems in the field • Soils and landforms • Vegetation and plant identification • Wildlife • Resource and/or land management
AX	<input type="checkbox"/>	<input type="checkbox"/>	Prior experience with environmental monitoring is considered an asset

Company		Date	12/19/2018
Job Title	Indigenous Monitor	Work Location (s)	Field

Orientation/On-Boarding

Ref(2)	Training and Qualification Type(3)		Title	Training Provider(5)	
	Safety	Technical(4)		Contractor	
B2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Project Specific Orientation (Safety, Security, Environmental Awareness Level 1, Worker Code of Conduct, etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
B3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Prime Contractor Site Orientation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
B3.1	<input type="checkbox"/>	<input type="checkbox"/>	Brownfield Site-Specific Orientation (<i>Only if working on brownfield sites, may be included in Prime Contractor Site Orientation</i>)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
B4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Level 2 Intermediate Environmental Education and Compliance Training	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B5	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Level 3 Advanced Environmental Education and Compliance Training	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Supplemental Job-Specific Training and Qualification Requirements


Ref(6)	Training and Qualification Type(3)		Title	Training Provider(5)	
	Safety	Technical(4)		Contractor	
C1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CMSTQ CORE Requirements (PCST/CSTS and On-Boarding/Orientation) <i>PCST—Required for Pipelines (*includes WHMIS)</i> <i>CSTS—Required for Facilities (*includes WHMIS)</i>	<input type="checkbox"/>	<input type="checkbox"/>
C1.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CMSTQ Job-Specific Requirements (<i>as required by regulation or hazard, not position specific—e.g. UTV Training, Fall Protection Training, Confined Space Training, etc.</i>)	<input type="checkbox"/>	<input type="checkbox"/>
C2	<input type="checkbox"/>	<input type="checkbox"/>	Ground Disturbance Level II	<input type="checkbox"/>	<input type="checkbox"/>
CX	<input type="checkbox"/>	<input type="checkbox"/>	Fall Protection – User (<i>For facilities only</i>)	<input type="checkbox"/>	<input type="checkbox"/>
CX	<input type="checkbox"/>	<input type="checkbox"/>	H2S Alive with Respiratory Equipment Fit Test (<i>For facilities only</i>)	<input type="checkbox"/>	<input type="checkbox"/>
CX	<input type="checkbox"/>	<input type="checkbox"/>	Confined Space Entry with Gas Monitor Competency Assessment (<i>Required only if working in a confined space</i>)	<input type="checkbox"/>	<input type="checkbox"/>

Approvals

Rep. Name		Signature		Date	Click here to enter a date.
SME Name		Signature		Date	Click here to enter a date.



Exhibit B



PROJECT

WORKSITE REQUIREMENTS

1.0 Personal Protective Equipment (PPE) And Vehicle Safety Equipment

1.1 Personal Protective Equipment (PPE)

The following PPE is required, but may not be limited to:

- Class 2; Level 2 hi-visibility vest on either orange or yellow background
- Canadian Standards Association (CSA)-approved steel-toed boots
- CSA-approved safety glasses
- CSA-approved hard hat
- Fire resistant clothing with strips when on brownfield sites or on a horizontal directional drill (HDD) site

Please note: All work on Brownfield Operations sites requires workers to be clean shaven.

1.2 Vehicle Safety Equipment

The following safety equipment may be required for vehicles and Utility Terrain Vehicles (UTV), but may not be limited to:

- Pick-Up Truck:
 - Truck must be less than ten (10) years old and in good mechanical and aesthetical condition; be in good working order; be kept appropriately clean and presentable
 - Equipped with proper tires, rated for applicable work conditions, including winter tires as required
 - buggy whip behind the driver's side near the back of the cab;
 - back up alarm or back up camera;
 - Level 2 first aid kit;
 - 20 lb fire extinguisher;
 - Automatic positive air shutoff for diesel vehicles (1ton and larger)
 - Back up alarm must be installed on all heavy equipment or trucks over 1 ton, or on any vehicle where the rear vision is partially or totally obstructed
 - Radio communication if required)
 - disinfectant spray bottle (for Alberta spreads);
 - spill kit; and
 - fire fighting equipment containing a shovel, axe/pulaski and a container able to hold at least 5 litres of water (as per the *Alberta Forest and Prairie Protection (Ministerial) Regulation and British Columbia Wildfire Regulation*)

Trans Mountain will provide UTVs where required on site. There may be circumstances where a personal UTV is required and preapproved if a Project vehicle cannot be provided. In such circumstances of preapproved personal UTV use, the following safety equipment may be required, but may not be limited to:

- All UTVs shall:
 - Have proper warning placards (general safety requirements, weight capacities, and tire pressures assigned by the manufacturer) affixed to them
 - Have a seat belt for each occupant
 - Have minimum 2500lb winch
 - Have adequate front and rear lights
 - Have adequate tire and braking systems



- Have a screen, shield, grill, deflector, guard, or other adequate protection for the operator
 - Have a certified ROPS structure
 - Have license plates securely attached in a visible location where required due to applicable regulatory requirements
 - Be equipped with an orange reflective safety flag attached at the top of a 6ft/1.8m whip “antenna”
 - Be equipped with a 5lb. ABC dry chemical fire extinguisher as per [redacted] requirements
 - Be equipped with spark arrestors
 - Be equipped with a spill kit as per [redacted] requirements
 - Be equipped with a first aid kit as per [redacted] requirements
 - Be authorized and inspected under [redacted] EAF (Equipment Authorization Form) requirements prior to use
- Please refer to Trans Mountain’s Utility Terrain Vehicle (UTV) Standard for additional information

Note that the PPE, safety and vehicle equipment requirements may change pending spread-specific safety guidance.

2.0 Certifications and Training

2.1 Certifications

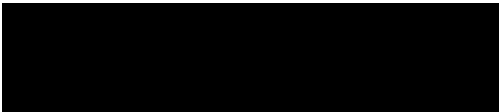

The environmental inspection staff will be required to have the following current certifications from a reputable provider. Additional certifications may be required pending GCC- requirements:

Certification/Requirement	Description
H ₂ S Alive or H ₂ S Awareness (dependent on work location)	Certified course by Enform or Energy Safety Canada
UTV	Certified course held by the Alberta Safety Council or other companies accredited under the Alberta Securities Council/Canada Securities Council (ASC/CSC)
Pipeline Construction Training Services (PCTS)	This course gives an overview of various health and safety topics specific to construction. The course is available online and can be taken through any of the following companies: Christian Labour Association of Canada (CLAC)/ British Columbia Construction Safety Alliance (BCCSA) / Alberta Construction Safety Association (ACSA) or alike.
Drug and Alcohol Testing	Drug and Alcohol Test administered by SureHire / Cann-Amm; prior approval is required if using a different company to administer tests. A clearance letter by the company who administered the test is required. The test must be taken within 30 days prior to worker’s first day on the Project.

Note: Indigenous Monitors may take equivalent courses offered by other providers but must provide name(s) of other providers to the IM Coordinator for review and approval prior to taking the course(s). Certification/Requirements may vary depending on the GCCs requirements. The IM Coordinator will advise of requirements prior to mobilizing to site.



2.2 Training

The following Project-specific training will be required, but may not be limited to:


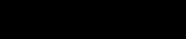
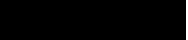

- 
- Level 1 - Contractor spread-specific training plus  training
 - Level 2 – Intermediate Environmental Compliance
 - Level 3 - Advanced Environmental Inspection

Additional online training is required and will be coordinated through the Indigenous Monitor Coordinator.

2.3 COVID-19

 and  Project requires all contractors and subcontractors to adhere to internal health and safety programs as well as any municipal, provincial and federal guidance related to the ongoing pandemic in Canada.

The following documents provide information related to COVID-19 measures that must be adhered to:

-  COVID-19 Self-Declaration and Guidance
-  Site Access Temperature Screening Protocol
-  Safety Precautions When Working Within 2m of Other Workers Guideline
-  Extended Workforce Rapid Response Form (Appendix A)

Training will be provided on COVID-19 measures prior to mobilizing to site by the Indigenous Monitor Coordinator.

[REDACTED]

Exhibit C

[REDACTED] PROJECT

INDIGENOUS MONITOR - JOB REQUIREMENTS

1. General Requirements

- Understanding of and ability to perform job requirements as outlined in the Indigenous Monitor Contractor Qualification Specification form;
- Valid driver's license;
- Smart cellular phone;
- iPad and specified Applications;
- Flexibility in terms of work schedule to accommodate construction schedule (e.g., up to 12 hours per day and possible shift rotation of 14 days on / 7 days off or 6 days on / 1 day off or 10 days on 4 days off);
- Be equipped for working in all types of weather conditions;
- Completion of all required training including [REDACTED] Project Specific Training, General Construction Contractor (GCC) training, as well as compliance management system training;
- Compliance with [REDACTED] and GCCs Project Health and Safety Plans including those associated with COVID-19;
- Arrive on site, as scheduled, with all required Personal Protective Equipment (PPE) as outlined in the Worksite Requirements;
- Completed pre-access screening as outlined in the Worksite Requirements prior to arrival at the worksite;
- Follow the [REDACTED] policies found in the Prime Agreement.

2. Additional Requirements

2.1 Subconsultant Requirements:

- Access to a Pick-up truck, and UTV/SLED as required on specific Project location (insured and site equipped as per Worksite Requirements);
- Be prepared to cover costs of all expenses associated with fieldwork (i.e. accommodation, meals, truck, UTV, fuel) to be reimbursed as per subconsultant agreement;
- Work with IM Coordinator to coordinate all mobilization details (i.e. work schedule, accommodation options);
- In certain Project areas, residing in Project camp accommodations for non-local workers may be required.

Exhibit D

[REDACTED] PROJECT
INDIGENOUS MONITOR - EXPENSE GUIDELINES

The following expense guidelines will be used and will be amendable upon Project direction.

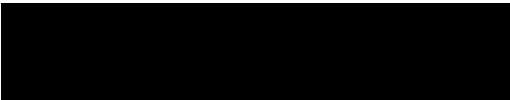
A. EXPENSE ALLOWANCES

The Indigenous Monitor (IM) is expected to supply a smart cellular phone and costs incurred are covered by the Entity Overhead as outlined in the Sub Consultant Agreement. Cellular phones and associated phone plans are not reimbursable.

Allowance Category	Type	Amount
Truck Allowance ¹ (Excludes Westridge Marine Terminal)	Day rate	[REDACTED]
UTV/Sled Allowance, inclusive of trailer ²	Day Rate (where applicable and preapproved only)	\$ [REDACTED]
Living Out Allowance ³ (LOA) Lower Mainland	Day Rate	\$ [REDACTED]
Living Out Allowance ³ (LOA) All other locations	Day Rate	\$ [REDACTED]
Rotation Allowance ⁴ (Excludes Lower Mainland and Edmonton)	Travel out = \$ [REDACTED], Travel in = \$ [REDACTED]	\$ [REDACTED] per full rotation
Seasonal Rates ⁵	Where applicable and prior approval	As per approval
Mobilization/Demobilization ⁶	One mobilization in and one demobilization out per assignment	\$ [REDACTED] per each
Meal Allowance ⁷	Day rate (where applicable and approved due to Seasonal Rates)	\$ [REDACTED]
iPad and Applications ⁸	One-time per IM Position	At cost to a maximum of \$ [REDACTED]

Notes

- Vehicle Allowance** is permitted when workers are required to use personal trucks to travel to work sites. Personal vehicles require comprehensive automobile liability insurance with a combined single limit of not less than \$2,000,000. All personal vehicles must comply with **Exhibit B Worksite Requirements**.
- UTV/Sled Allowance** will be reimbursed for UTV/Sled use and trailer (all inclusive) when approved by the IM Coordinator/Spread Project Manager. Reimbursement may be claimed only for days on which UTV/Sled are being used for work. All uses of the UTV/Sled must carry recognized training certification and require a minimum of \$300,000 insurance. All UTVs/Sleds must comply with **Exhibit B Worksite Requirements**.

- 
3. **Living Out Allowance (LOA)** may be claimed for days at the work site only by non-local, site-based workers not living in provided camp accommodations. Non-local is defined as a worker whose principal residence is greater than a one-way daily travel distance of 100 km from a Project office or work site. Workers claiming LOA are expected to obtain temporary accommodations within 100 km of the work site. LOA rate is to be charged for all workdays and non-work days when remaining at the work site. For those working Pipeline rotations of 6 days on 1 day off, the LOA will be paid for the 1 day off while remaining at the work site. LOA is not applicable for days off when not at site (i.e. when traveling home on shift rotation, on long weekends and other days off away from the work site).
 4. **Rotation Allowance** is paid to non-local workers travelling between their principal residence and a work site. Workers will be compensated for rotation travel at the start and finish of each work rotation. Compensation will be an all-inclusive flat rate per rotation and will be recorded on the Daily IM report. No other compensation for either labour or expenses may be claimed, including LOA, Vehicle Allowance or Meal Allowance while away from the work site. Only non-local workers assigned to a work site will be eligible to claim for rotational travel. For work site workers working 6 days on and 1 day off shift, the one day off is not considered Rotational Travel and as such will not be eligible for Rotation Allowance. Site assigned workers working shifts with multiple days off between shifts where travel home is expected between shifts can claim the Rotation Allowance. All Rotation Allowances must be approved by the IM Coordinator.
 5. **Seasonal rates** will be implemented on occasions when seasonal conditions inflate temporary accommodation costs beyond that accounted for within the LOA. The LOA is made up of accommodations and meal allowance (for example \$█/accommodation plus \$█ meals = \$█ LOA). When seasonal rates occur, the IM Coordinator will obtain approval from █ for the IM to expense the actual cost of accommodation and to claim the daily meal allowance of \$█ instead of claiming LOA.
 6. **Mobilization/Demobilization** will be compensated for initial relocation of non-local workers from their principal residence to a work site at the beginning of the Project assignment and one de-mobilization at the end of the Project assignment. Compensation will be an all-inclusive flat rate for each mobilization and demobilization and will be claimed on the Daily IM report. No other compensation for either labour or expenses may be claimed, including LOA, Vehicle Allowance or Meal Allowance, during Mobilization or Demobilization.
 7. **Meal Allowance** is paid for each work day where seasonal rates are applicable for accommodations. Claims for meal allowance do not require receipts. Claims with both receipts for meals and meal allowance will be rejected. Meal Allowance cannot be claimed if LOA is being claimed.
 8. **iPad and specified Applications** will be reimbursed at cost (based on receipts submitted) to a maximum of \$█. One iPad/Applications per IM Position will be reimbursed, which will be shared between individuals who may rotate in to fill the IM position. Cost associated with damage repair or replacement of an iPad will not be reimbursed.

[REDACTED]

Exhibit E

[REDACTED] PROJECT

INDIGENOUS MONITOR - DAILY REPORTING AND INVOICING PROCESS

1. Indigenous Monitor (IM) Daily Reporting

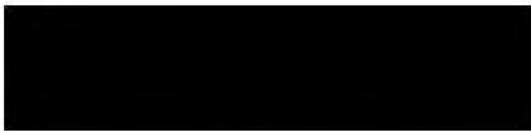
- a. The IM must complete a Daily Report at the end of each shift via the [REDACTED] on-line environmental compliance system.
- b. Each IM Daily Report will be reviewed and signed daily on-line by the Lead Environmental Inspector (EI) and the IM Coordinator.
- c. Different Daily Reports may be required for different sites visited on the same day, as directed by the Lead EI.
- d. Signed on-line Daily Reports will be used to verify time and allowances for invoicing and payment purposes.
- e. Signed IM Daily Reports may be issued to the IM's home Indigenous group per terms outlined in the subcontract communication protocol.

2. Follow-up Questions

- a. The IM can follow up on any issue or topic from any Daily Report after the report has been signed. The IM would note the question/inquiry on a subsequent Daily Report, at which point it becomes actionable.

3. Invoicing Process

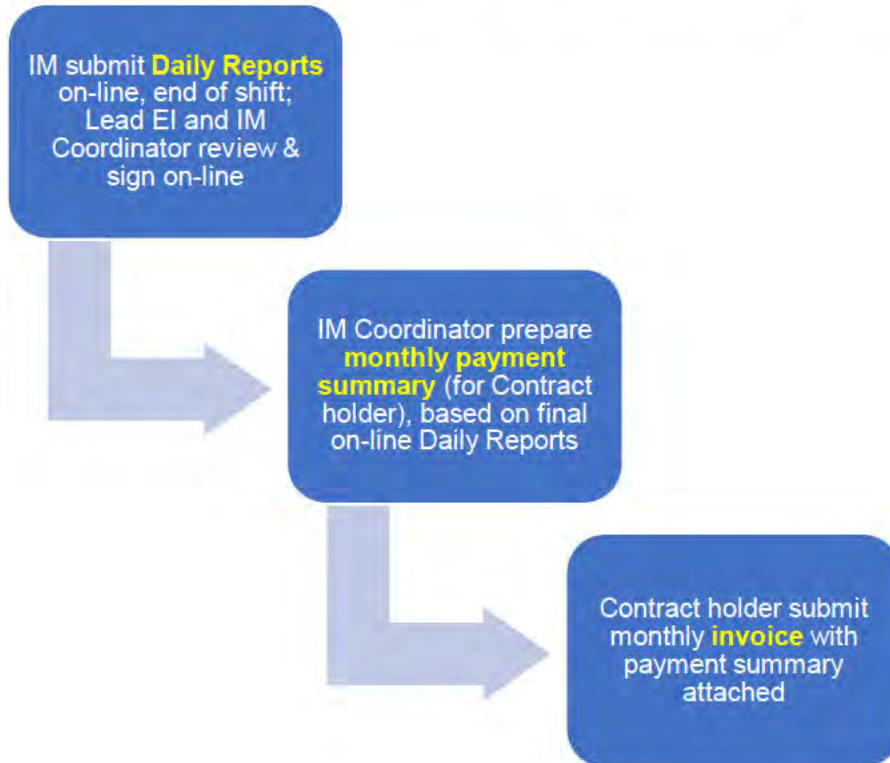
- a. Based on the on-line Daily Reports, [REDACTED] (IM Coordinator) will generate a **payment summary** at the end of each month, noting:
 - the IM's **time worked**;
 - **labour fees** based on the rate in the contract;
 - **expense allowances** as outlined in the contract based on days worked (e.g., vehicle allowance, living out allowance, etc.).
- b. [REDACTED] will submit the payment summary to the Contract holder for review and sign-off; the Contract holder will report any inconsistencies to [REDACTED].
- c. The Contract holder will issue an invoice based on the costs in the payment summary. A signed copy of the payment summary must be attached to the invoice. Invoices are submitted as per the invoice submission guidance outlined in the contract.
- d. If seasonal rates have been pre-approved for accommodation, the Contract holder will also submit with the invoice a separate expense report including copies of accommodation receipts and summary of meal allowances. One-time expense receipts for iPad and Applications (to maximum limit) or other pre-approved expenses may also be included in an expense report.
- e. No invoices will be paid without supporting payment summary and other supporting documentation.
- f. The Contract holder should submit invoices within 7 days of receipt of the payment summary from [REDACTED].



4. Corrections & Adjustments

- a. A Daily Report containing disputed items that is not signed will be put on 'hold' with the aim of resolving the issue in collaboration with the Lead EI.
- b. If not resolved within the calendar month, once resolved and signed, the hours from that Daily Report will be included in the next scheduled payment summary.

Figure 1 – Summary of Standard IM Reporting and Invoicing Process



[REDACTED]

[REDACTED] PROJECT
[REDACTED] - INDIGENOUS MONITOR COMMUNICATION
PROTOCOL

This Indigenous Monitor (IM) Communication Protocol is established pursuant to the Subconsultant Agreement (the "Subconsultant Agreement") between Stantec Consulting Ltd. ("Stantec") and [REDACTED] ("SUBCONSULTANT") on behalf of [REDACTED] for the provision of Indigenous Monitor services during the construction of the [REDACTED] Project ("T[REDACTED]" or the "Project").

Reporting to [REDACTED]

The [REDACTED] IM will utilize the following mechanisms to report back to [REDACTED]:

- a) Stantec will provide a representative of SUBCONSULTANT with monthly IM Overview Reports of key themes and observations of the [REDACTED] IM and other IMs working in the region.
- b) Stantec will provide a representative of SUBCONSULTANT with copies of the [REDACTED] IM Daily Reports, subject to the understanding of confidentiality of such reports.
- c) The IM may request to meet with [REDACTED] representatives with the support of Stantec and/or [REDACTED] as required.
- d) [REDACTED] may request to meet with representatives of Stantec and [REDACTED] to discuss any issues that may arise with the Indigenous Monitor Program.

The communication mechanisms are flexible and can be revisited at any time at the request of SUBCONSULTANT, acting on behalf of [REDACTED].

STANTEC CONSULTING LTD.

[REDACTED]

[REDACTED]

[REDACTED]

Signature [REDACTED]

Signature [REDACTED]

Date November 9, 2020

Date [REDACTED]

[Redacted]

[Redacted] PROJECT

INDIGENOUS MONITOR PROTOCOL FOR REQUESTING SUPPORT OF INDIGENOUS CULTURAL KNOWLEDGE HOLDER

This Indigenous Monitor (IM) Protocol for requesting support of Indigenous Cultural Knowledge Holder is established pursuant to Subconsultant Agreement (the "Subconsultant Agreement") between Stantec Consulting Ltd. ("Stantec") and [Redacted] ("SUBCONSULTANT") on behalf of [Redacted] for the provision of Indigenous Monitor services during the construction of the [Redacted] Project ("Project" or the "Project").

The protocol to be followed is:

1. The IM will make any request for on-site support of an Indigenous Cultural Knowledge Holder on the IM Daily Report, noting reason for the support and in relation to what work site (general KP or Facility).
2. The IM Coordinator will review the request on the Daily Report and confirm the visit with SUBCONSULTANT.
3. Once SUBCONSULTANT has confirmed the Indigenous Cultural Knowledge Holder support, the IM Coordinator will coordinate the timing of the request with IM, Environmental Inspector and the site team
4. Via email to the SUBCONSULTANT, the IM Coordinator will confirm the site visit and the anticipated date and length of the visit by the Indigenous Cultural Knowledge Holder (e.g., half-day, full-day) (confirmed visit).
5. SUBCONSULTANT will be reimbursed for the Indigenous Cultural Knowledge Holder at the same rate and applicable expenses as the IM, per the rates and invoicing procedures outlined in the Subconsultant Agreement and based on the agreed-to length of the confirmed visit.
6. IM Coordinator will coordinate the site visit of the Indigenous Cultural Knowledge Holder to site to support the IM, ensuring required site orientations and other safety requirements are adhered to.

STANTEC CONSULTING LTD.

[Redacted]

Signature _____

 Signature _____

 Date _____
 November 9, 2020

Signature _____

 Signature _____

 Date _____

APPENDIX 2 – INVOICE SAMPLE

Invoice Sample: Please follow directions in Agreement

Name of your company

Remit to:
Name of your company
Address
1234 Georgia St.
Vancouver, BC V5L 2B3

Invoice #: 00001
Today's Date: Nov 30, 2022
Service Dates: November 1 – 30, 2022

Invoice Send To: **As outlined in the Contract**
IndContractors@stantec.com

Stantec Consulting Ltd.
ADDRESS OF OFFICE

Stantec Supervisor & Approver: ***PROJECT NAME OR AS DIRECTED IN CONTRACT***

Hours	Description	Hourly \$	Total
X	Environmental Monitoring (labor)	X	X
X	Equipment Rental	X	X
		Sub Total	X
		GST 5%	X
		Total Due	X

**APPENDIX 3A – INSURANCE WITH
EMPLOYERS' LIABILITY SAMPLE 1**



Certificate of Liability Insurance

This certificate of Insurance neither affirmatively nor negatively amends, extends or alters the coverage afforded by the policies scheduled herein. It is furnished as a matter of information only, confers no rights upon the holder and is issued with the understanding that the rights and liabilities of the parties will be governed by the original policy or policies as they may be lawfully amended by endorsement.

Certificate Holder Stantec ADDRESS			Name and address of Insured SAMPLE		
Type of Insurance	Insurer	Policy Number	Deductible		Limits of Liability
Commercial General Liability	NAME	X	\$X Bodily Injury/Property Damage Deductible		\$ X Bodily Injury & Property Damage – Each Occurrence \$ X Bodily Injury & Property Damage Products – Completed Operations – Aggregate \$ X Personal and Advertising Injury – Aggregate \$ X General Aggregate \$ X Non-Owned Automobile Liability \$ X Tenants Legal Liability – Any One Premises
Contingent Employers Liability	NAME	X	\$X		\$X
Policy Effective Date: DATE			to Policy Expiry Date: DATE		

Operations Covered: **XX**

Additional Insured(s): Stantec, ADDRESS

It is hereby understood and agreed that Stantec are added as Additional Insureds to the above noted policy but ONLY with respect to liability arising out of operations of the Named Insured

CANCELLATION NOTICE:


Should the above described policy be cancelled before the expiration date thereof, the Insurer will endeavour to mail 30 days written notice to the Certificate Holder, but failure to mail such notice shall impose no obligation or liability of any kind upon either the Insurer or HUB International Insurance Brokers.

Issued at: Cranbrook, BC
Date:

HUB International Insurance Brokers

Authorized Representative
Signature

APPENDIX 3B – INSURANCE WITH EMPLOYERS' LIABILITY SAMPLE 2

CERTIFICATE OF INSURANCE					DATE (YY/MM/DD)	
BROKER 			This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the policies below.			
INSURED Sample Company Ltd. 19545 Address Line Town, British Columbia V8N 6G7			COMPANIES AFFORDING COVERAGE			
			COMPANY A NAME			
			COMPANY B NAME			
			COMPANY C			
			COMPANY D			
COVERAGES						
This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period indicated, notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies.						
LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (YY/MM/DD)	POLICY EXPIRY DATE (YY/MM/DD)	LIMITS	
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCURRENCE <input checked="" type="checkbox"/> TENANT'S LEGAL LIABILITY CROSS LIABILITY INCLUDED EMPLOYERS LIABILITY INCLUDED PRIMARY/NONCONTRIBUTORY COVERAGE XCU COVERAGE INCLUDED <input checked="" type="checkbox"/> NON-OWNED <input type="checkbox"/> HIRED	12345	2018/12/04	2019/12/04	EACH OCCURRENCE	\$X
					GENERAL AGGREGATE	\$X
					PRODUCTS – COMPLETED/OP AGG	\$X
					PERSONAL INJURY	\$X
					TENANT'S LEGAL LIABILITY	\$X
					MEDICAL PAYMENTS ANY ONE PERSON	\$X
					NON-OWNED AUTOMOBILE	\$X
A	CONTRACTORS EQUIPMENT	12345	2018/12/04	2019/12/04	BROAD FORM	\$X
B	ENVIRONMENTAL LIABILITY	12345-6	2018/12/04	2019/12/04	POLLUTION LIABILITY	\$X
A	Errors and Omissions (Professional Liability)	12345	2018/12/04	2019/12/04	BROAD FORM	\$X
A	EXCESS LIABILITY	12345	2018/12/04	2019/12/04	EXCESS LIABILITY	\$X
ADDITIONAL INSURED NAME			DESCRIPTION OF OPERATIONS/LOCATIONS/AUTOMOBILES/SPECIAL ITEMS			
CERTIFICATE HOLDER			CANCELLATION			
NAME ADDRESS			Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will endeavor to mail 30 days written notice to the certificate holder named to the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.			
			AUTHORIZED REPRESENTATIVE – Broker Signature <hr/> Per Envision Insurance Services a division of First West Insurance Services Ltd.			

This policy contains a clause that may limit the amount payable.

APPENDIX 4A – WORKERS' COMPENSATION CLEARANCE LETTER



WORKING TO MAKE A DIFFERENCE

Assessment Department	Location	Clearance Section
Mailing Address	6951 Westminster Highway	Telephone 604 244 6380
PO Box 5350	Richmond BC	Toll Free within Canada
Station Terminal	V7C 1C6	1 888 922 2768
Vancouver BC V6B 5L5	www.worksafebc.com	Fax 604 244 6390

Stantec Consulting Ltd.
325 - 25 Street SE
CALGARY, AB T2A 7H8

April 28, 2020

Person/Business : STANTEC CONSULTING LTD
Account number : **XXX**

This letter provides clearance information for the purposes of Section 258 of the *Workers Compensation Act*.

We confirm that the above-referenced firm is active, in good standing, and has met WorkSafeBC's criteria for advance clearance. Accordingly, if the addressee on this letter is the prime contractor, the addressee will not be held liable for the amount of any assessment payable for work undertaken by the above-referenced firm to July 01, 2020.

This firm has had continuous coverage with us since January 01, 1997.

Employer Service Centre
Assessment Department

Clearance Reference # : **XXX**
CLRAAA

For more information about Section 258 and clearance letters visit WorkSafeBC.com

Please refer to your account number in your correspondence or when contacting the Assessment Department.

To alter this document constitutes fraud.

APPENDIX 4B – WORKERS' COMPENSATION CLEARANCE LETTER



WORKING TO MAKE A DIFFERENCE

Assessment Department	Location	Clearance Section
Mailing Address	6951 Westminster Highway	Telephone 604 244 6380
PO Box 5350	Richmond BC	Toll Free within Canada
Station Terminal	V7C 1C6	1 888 922 2768
Vancouver BC V6B 5L5	www.worksafefbc.com	Fax 604 244 6390

Stantec Consulting Incorporated
111 Dunsmuir Street
VANCOUVER, BC V6B 6A3

November 22, 2022

Person/Business : **NAME**
Account number : **XXX**

We confirm that the above-mentioned account is currently active and in good standing .

This firm has had continuous coverage with us since November 11, 2021 and has satisfied assessment remittance requirements to January 01, 2022 .

The next payment that will affect this firm's clearance status is due on February 28, 2023.

This information is only provided for the purposes of Section 258 of the Workers Compensation Act, which indicates that a person using a contractor or subcontractor to perform work may be responsible for unpaid assessments of the contractor or subcontractor.

Employer Service Centre
Assessment Department

Clearance Reference # : **XXX**
CLRA1A

Now you can report payroll and pay premiums online.

Visit www.worksafefbc.com

Please refer to your account number in your correspondence or when contacting the Assessment Department.
To alter this document constitutes fraud.

**APPENDIX 5A – WORKERS' COMPENSATION
RATE SHEET**



Employer Service Centre

Mailing Address: PO Box 5350 Station Terminal, Vancouver BC V6B 5L5
P 604.244.6181 | 1.888.922.2768 | F 604.244.6490 | worksafebc.com

November 30, 2017

SAMPLE
ADDRESS
SMALLTOWN BC V4N 4G9

COPY

Your account number	123456
Your 2017 net rate	XX%
Your 2018 net rate	XX%

Your 2018 premium rate

We're writing to provide information about your premium rate for next year. You'll use this rate to determine your premium for next year's WorkSafeBC insurance - insurance that protects your firm against lawsuits from workers who suffer workplace injuries or occupational diseases and provides benefits to workers who are injured on the job.

One of our goals is to support you in maintaining a safe and healthy workplace.

Your premium rate is dependent on the classification unit assigned to your firm: **Industry Description (951753)**. It's very important that you review the enclosed description of this classification unit; if it does not reflect your business operations, please call us right away.

How we calculate your 2018 premium rate

First, we determine a base premium rate, which reflects the historical cost of injuries in your industry's rate group. Then, we compare your firm's claims and payroll history with other firms in your rate group to determine if you qualify for an experience rating discount or if a surcharge applies. Please refer to the following pages for information about your claims and how your firm's claims and payroll history compares to others in your industry.

Base premium rate	XX%	The base premium rate is stated as a percentage of assessable payroll. It's the same for all firms in your classification unit.
Experience rating discount of X%	XX _____	You've earned a discount of X% based on your firm's claims and payroll history.
Your firm's 2018 net premium rate	XX%	Multiply this rate by your assessable payroll to determine your premium. For 2018, the maximum assessable payroll per worker is \$X.

Through your premiums, your industry funds the BC Construction Safety Alliance (BCCSA), of which you are a member. With programs, services and safety advisors, at no additional cost, they can assist to reduce injuries and their associated costs. For more information, visit bccsa.ca.

Your insurance premium is currently due on a quarterly basis. The first payment for your 2018 premium will be due in April 2018. We'll notify you if your payment schedule changes and will send you more information about reporting your payroll and calculating your premium before your payment is due.

We're here to help

If you have any questions about your WorkSafeBC insurance, please call us at 604.244.6181 (or toll-free at 1.888.922.2768) between 8:30 and 4:30, Monday through Friday. You can find more information about our rate setting process and do business with us anytime at worksafebc.com.

**APPENDIX 5B – WORKERS' COMPENSATION
RATE SHEET**



Employer Service Centre

Mailing Address: PO Box 5350 Station Terminal, Vancouver BC V6B 5L5
P 604.244.6181 | 1.888.922.2768 | F 604.244.6490 | worksafebc.com

Sample

Your 2019 premium rate

Your account number	
Your 2018 net rate	X%
Your 2019 net rate	X%

We're writing to provide information about your premium rate for next year. You'll use this rate to determine your premium for next year's WorkSafeBC insurance - insurance that protects your firm against lawsuits from workers who suffer workplace injuries or occupational diseases and provides benefits to workers who are injured on the job.

One of our goals is to support you in maintaining a safe and healthy workplace.

Your premium rate is dependent on the classification unit assigned to your firm: **Sample Company**. It's very important that you review the enclosed description of this classification unit; if it does not reflect your business operations, please call us right away.

How we calculate your 2019 premium rate

First, we determine a base premium rate, which reflects the historical cost of injuries in your industry's rate group. Then, we compare your firm's claims and payroll history with other firms in your rate group to determine if you qualify for an experience rating discount or if a surcharge applies. Please refer to the following pages for information about your claims and how your firm's claims and payroll history compares to others in your industry.

Base premium rate	X%	The base premium rate is stated as a percentage of assessable payroll. It's the same for all firms in your classification unit.
Experience rating surcharge of X%	X	This reflects a surcharge of X% based on your firm's claims and payroll history.
Your firm's 2019 net premium rate	X%	Multiply this rate by your assessable payroll to determine your premium. For 2019, the maximum assessable payroll per worker is \$XX.

In 2019, your industry will be charged a base premium rate of X%. However, the rate needed to cover the costs of injuries and prevention activities in your industry is X%. As this is much higher than your 2018 rate of X%, we are limiting the increase for 2019. You can expect another increase in 2020.

Your insurance premium is currently due on a quarterly basis. The first payment for your 2019 premium will be due in April 2019. We'll notify you if your payment schedule changes and will send you more information about reporting your payroll and calculating your premium before your payment is due.

We're here to help

If you have any questions about your WorkSafeBC insurance, please call us at 604.244.6181 (or toll-free at 1.888.922.2768) between 8:30 and 4:30, Monday through Friday. You can find more information about our rate setting process and do business with us anytime at worksafebc.com.

5 GLOSSARY

- **Agreement / Contract:** used interchangeably and refers to the legal contract between Stantec and the firm performing services.
- **Contractor / Subcontractor / Sub:** used interchangeably and refers to firms performing services on project sites.
- **Flow Down:** a contractual clause where a contracting party “flows down” contractual terms and conditions it has to another party in a separate contract.
- **HSSE:** Health, Safety, Security, and Environment
- **Prime Contract:** describes the legal contract between the Client and Stantec that governs all aspects of the project. Terms of this contract often flow down to the subcontractor or Contractor Agreement.
- **Procurement:** the act of securing goods (not services on any project sites).
- **Safe Work Practices:** Safe work practices (SWPs) are documents designed around specific tasks and are intended to help identify hazards and applicable controls necessary to reduce our employees’ exposure to health and safety risks.
- **Scope of Work:** a statement of work outlining the responsibilities, timelines, and expectations of an upcoming project.
- **Sole Proprietor:** a person who is the exclusive owner of a business.
- **Supplier / Vendor:** used interchangeably and refers to firms that provide goods and services (but not on sites).
- **Tier 1 Work:** low-risk work or activities onsite (i.e., site labor with no breaking of ground).
- **Tier 2 Work:** medium to high-risk work or activities which may include work near water, use of hand tools, and or use of heavy equipment.





Design with
community in mind