NALMA

Land Use Planning Funding Guidelines

For First Nations managing lands under the Indian Act / RLEMP | 2027-28

About This Program

NALMA's Land Use Planning (LUP) Program provides funding to First Nations at any stage of land use planning. There are four funding categories, each one fitting at a different stage of the planning process; from first groundwork to a finished plan, tools to put the plan into action, and updates to existing land use plans.

The following guidelines are flexible and the eligible activities in each category are only examples, not a complete list. It is important to tell us in your application what your communities needs are.

Who Can Apply

Eligibility is determined by your First Nations land regime; i.e. Indian Act, RLEMP, Self Government, Land Code/FNLMA.

Eligible: First Nations operating under the Indian Act or RLEMP, as well as First Nations with an *__inactive__ Land Code can apply. Self governing First Nations with self government agreements may be eligible on a case-by-case basis, please contact NALMA early in the application process for an eligibility check. If you are unsure if your First Nation is eligible to apply, please do not hesitate to contact us at lup@nalma.ca .

Ineligible: First Nations developing or actively administering a Land Code as these First Nations may receive funding from the FNLM Resource Centre.

*Inactive means that no contribution agreement with Canada was started, or the Land Code was voted inactive.

NALMA funding may be combined with other sources, such as ISC, provincial programs, own-source revenue or private foundations. Contact NALMA's LUP unit early to talk about your project and to explore other possible funding for technical studies this program does not cover.

Words to Know

Short form	What it means
BCR	Band Council Resolution
GIS	Geographic Information System: digital maps and map data
LUP	Land Use Plan
RLEMP	Reserve Land and Environment Management Program
ATR	Addition to Reserve
ISC	Indigenous Services Canada
FNLM Resource Centre	First Nations Land Management Resource Centre (supports First Nations developing or running a Land Code)
OCAP®	Ownership, Control, Access and Possession: First Nation principles for data
PLMCP	NALMA's Professional Lands Management Certification Program
Contribution Agreement	The funding agreement you sign with NALMA

NALMA Specialized Toolkit Training

NALMA's specialized training supports the work this program funds. LUP Toolkit training is not a requirement to be eligible for LUP funding, however it is highly recommended that you take advantage of the LUP Toolkit training before you start your LUP project, or before you apply. The LUP toolkits as well as the knowledge gained have been noted to be highly beneficial during the planning process by providing tools and resources to assist in your LUP process.

Training that fits this program:

- **Land use planning courses:** LUP basics, community engagement, and practical applications, including tools to put a plan into action.
- **GIS and mapping courses:** GIS basics for land management and map data tools.
- **Land management for Chief and Council:** Geared towards assisting leaders understanding of land management and identify the importance of land use planning.

For more information, registration and a full calendar of NALMA's Toolkit training dates please visit: https://nalma.ca/training-and-events/ , or call Toll-free: 1-877-234-9813

About the LUP Toolkits

Two toolkits support your work

Introduction to Land Use Planning Toolkit (short name: **LUP Toolkit**). It explains how to make a Land Use Plan.

Practical Applications of Land Use Planning Toolkit (short name: **Practical Applications Toolkit**). It explains how to put a land use plan into action, including by-laws and development review.

Throughout the following guidelines and applications several tools and resources are referenced that can be found in the above-mentioned toolkits.

A reference will look like this: *LUP Toolkit: Build the Planning Team (4.4). The number in brackets is the section of the toolkit.*

The above-mentioned toolkits are provided to participants of the Specialized Toolkit Trainings and are also available as "read only" documents for NALMA members on NALMA's peer site.

To register as a member, please visit: https://nalmapeersite.ca/

The Four Funding Categories

Category	What it is for	Up to	Time	Needs
1 **Groundwork**	Prepare First Nation for Category 2 (Pre-planning & and Use Plan Development) by ensuring that the First Nation has a planning team, has completed background studies, GIS inventory, leadership involvement, an engagement strategy, and a work plan and budget.	**$50,000**	6 months to 1 year	Letter of Support, Application Form
2 **Pre-Planning & Land Use Plan Development**	Outlines the planning process, guides the First Nation through the necessary research and community engagement to then write a finished Land Use Plan.	**$150,000**	Up to 2 years	Application Form; BCR; Project Proposal

Category	What it is for	Up to	Time	Needs
3 **Land Use Plan Update**	Update an approved Land Use Plan that is 5 to under 10 years old.	**$50,000**	Up to 1 year	Application Form; BCR; Project Proposal
4 **Zoning By-law & Development Review**	Make the legal and practical tools (a Zoning By-law and a Development Review process) to put your Land Use Plan into action.	**$100,000**	1 to 2 years	Application Form; BCR; Project Proposal

If land use planning is new to your community, start with Category 1. You do not have to start at Category 1. Apply for the category that fits where you are now.

> Eligible costs in all categories: consultants and professionals; staff time for the project; community engagement (space, meals, materials, honoraria for Elders and Knowledge Holders); travel; GIS software, data and mapping; printing; translation; and administrative overhead (usually 5–15% of the budget, following First Nation policy). Costs incurred prior to the First Nation signing a Contribution Agreement are not eligible.

When to Apply

NALMA provides two intake cycles for Category 1 applications and one intake cycle for Category 2, 3, and 4 applications.

Category 1 — Groundwork	Categories 1,2, 3 and 4
Biannual Call for Proposals Offered twice a year (Summer and Fall) Two intake cycles per year.	**Annual Call for Proposals** Opens: November 09, 2026 Closes: January 29, 2027 One intake cycle per year.

Late applications will not be accepted. All applications must be received by end of day on the date of closing. Applications received after the closing date will be held for review during the next appropriate proposal intake cycle. If you are not sure which call to aim for, please contact us at lup@nalma.ca .

CATEGORY

1 Groundwork

Up to $50,000 | 6 months to 1 year

Laying the foundation before a full land use planning project.

What This Category Covers

Category 1 is for First Nations that want to start land use planning but need to ensure they are prepared first. Groundwork helps get Leadership on board, find out what data is required, set up your planning team, and make a solid work plan and budget. Completing Category 1 ensures that your Category 2 application will be clear and strong.

If you are not sure where to begin, Category 1 is a solid starting place to begin your land use planning process. A groundwork project provides the time to identify what information your community really needs before you commit to a full planning project.

Apply for Category 1 if:

- You do not have a Land Use Plan, or your plan is 10 or more years old, and you have not started a formal planning process.
- You need to check how ready you are, build your team, or get Leadership support before a full planning project.
- You need to find GIS and data gaps before you plan a full LUP project.
- You need a detailed work plan and budget for a Category 2 application.

> Category 1 is for preparing your First Nation to apply for Category 2 (Land Use Plan Development)

Category 1 Required Deliverables

1. Establish a LUP Team.
2. Compile a list of the background studies, community plans and policies.
3. GIS data inventory, identifying missing information.
4. Chief, Council and key band departments are involved in the LUP project.
5. A Community Engagement Strategy for the LUP project is written.
6. A Category 2 proposal, with a work plan and budget, is finished.

Toolkit Guidance

Use these toolkit sections to build your proposal and work plan. Toolkits are available by attending NALMA's LUP Specialized Toolkit Trainings or by accessing them on the NALMA Peer Site (https://nalmapeersite.ca/).

- **LUP Toolkit: Chapter 4 — Groundwork:** Beginning in a Good Way (4.1), Define the Purpose Together (4.2), Determine Geographical Scope (4.3), Build the Planning Team (4.4), Create Work Plan and Budget (4.5), Readiness Checklist/Tool #7 (4.7)
- **LUP Toolkit: Chapter 3 — Communications and Engagement:** Communications Strategy (3.5), Engagement Plan (3.6)

Eligible Activities

These are only examples, eligible activities include, but are not limited to:

- Talk with Chief and Council to decide the purpose and area of the project *(LUP Toolkit: Define the Purpose Together (4.2), Determine Geographical Scope (4.3))*
- Review existing community plans, strategies and Band Council Resolutions
- Set up your Planning Team: staff, consultants and advisors *(LUP Toolkit: Build the Planning Team (4.4))*
- Review other First Nations' Land Use Plans for ideas *(LUP Toolkit: Beginning in a Good Way (4.1))*
- Write a Communications Strategy *(LUP Toolkit: Communications Strategy (3.5))*
- Write a Community Engagement Strategy: who, how and when *(LUP Toolkit: Engagement Plan (3.6))*
- Talk with community members early to hear their priorities *(LUP Toolkit: Beginning in a Good Way (4.1))*
- List the GIS data you have and find the gaps *(LUP Toolkit: Information Needs (5.1), Building a GIS Database (5.1.3))*
- Gather and organize map data: land tenure, infrastructure, environmental features *(LUP Toolkit: Information Needs (5.1))*
- Start base mapping and set up a geodatabase *(LUP Toolkit: Building a GIS Database (5.1.3))*
- List the technical documents you need: housing studies, environmental assessments, population data *(LUP Toolkit: Information Needs (5.1), Tool #9 — LUP Information Needs by Land Use)*

- Write a detailed Work Plan and Budget for a Category 2 application *(LUP Toolkit: Create Work Plan and Budget (4.5), Tool #5 — Work Plan and Budget Templates)*
- Hire planning, GIS or facilitation professionals *(LUP Toolkit: Build the Planning Team (4.4))*

A complete application needs to include

- A Letter of Support naming this specific project signed by the Chief, a Councillor with signing authority, or a Band Administrator with signing authority.
- Completed application with a workplan and budget

Category 1 is a short project: 6 months to 1 year. You do not have to finish Category 1 before you apply for Category 2. Good groundwork, with a clear scope and a realistic budget, makes a Category 2 application much stronger.

First Nations that finished pre-planning work under the previous Category 1 guidelines can apply directly for up to $125,000 under Category 2. This applies to applications received after June 1, 2026.

CATEGORY

2 Pre-Planning & Land Use Plan Development

Up to $150,000 | Up to 2 years

The full process of land use planning: from research and engagement to a finished Land Use Plan.

What This Category Covers

Category 2 is the main LUP funding category. It has two phases that can overlap in a project of more than one year. Phase A: Pre-Planning is gathering information and talking with the community to identify your communities needs. Phase B: Land Use Plan Development is studying the information, writing the plan and reviewing it. Together they give you a finished Land Use Plan that reflects the community's vision.

The Planning Team does the technical work. A Land Use Planning Committee or similar body provides direction and oversight.

Apply for Category 2 if:

- You do not have an approved Land Use Plan, or your approved plan is 10 or more years old.
- You have finished groundwork (Category 1 or the same kind of preparation), or you can show a clear scope, a team and an engagement approach.
- You have a BCR from Chief and Council that supports the application and names the project.
- You finished pre-planning under the previous Category 1 guidelines. You can ask for up to $125,000 under Category 2 for applications received after June 1, 2026.

Category 2 Required Deliverables

1. A Planning Team and a Land Use Planning Committee are set up.
2. Background data is gathered, GIS geodatabase created, Current Land Use Map and Land Constraint Analysis.
3. The community vision, guiding principles and key land use issues are written down.
4. A Community Engagement Plan is carried out during the project, with a short summary of what the community said that supports the direction of the land use plan.
5. Growth targets and land needs (housing, economic, infrastructure) are studied, and land use options are tested with the community.
6. A draft Land Use Plan and Future Land Use Map are prepared.
7. The draft is reviewed by the First Nation and by the community, then revised and finished.
8. The final Land Use Plan is delivered in print and digital formats. The First Nation owns all GIS files.

Toolkit Guidance

Use these toolkit sections to build your proposal and work plan. Toolkits are available by attending NALMA's LUP Specialized Toolkit Trainings or by accessing them on the NALMA Peer Site (https://nalmapeersite.ca/).

- **LUP Toolkit: Chapter 5 — Pre-Planning:** Information Needs (5.1), Data Sovereignty/OCAP® (5.1.1), Building a GIS Database (5.1.3), Current Land Use Map (5.2.1), Land Use and Occupancy (5.2.2), Land Constraint Analysis (5.2.3), Vision and Guiding Principles (5.3), Land Use Issues (5.4)
- **LUP Toolkit: Chapter 6 — Planning:** Analyze Information (6.1), Community Growth Targets (6.2), Defining Land Uses (6.3), Land Use Options (6.4), Write Land Use Plan (6.5), Mapping (6.5.6), Review (6.6)

Eligible Activities — Phase A: Pre-Planning

- Gather and study background data: land tenure, population, housing, environment, infrastructure *(LUP Toolkit: Information Needs (5.1))*
- Use data sovereignty principles. Consultant contracts must say the First Nation owns all data *(LUP Toolkit: Data Sovereignty/OCAP® (5.1.1))*
- Make a Current Land Use Map: all buildings, roads and land uses today *(LUP Toolkit: Current Land Use Map (5.2.1))*
- Build or expand a GIS geodatabase *(LUP Toolkit: Building a GIS Database (5.1.3))*

- Do a land use and occupancy study, or traditional land use and knowledge mapping *(LUP Toolkit: Land Use and Occupancy (5.2.2))*
- Do a land constraint analysis: flood risk, steep slopes, wetlands, environmental hazards *(LUP Toolkit: Land Constraint Analysis (5.2.3))*
- Study population and housing needs, and project growth *(LUP Toolkit: Understanding Growth (5.1.2))*
- Review existing laws, plans and by-laws
- Order technical studies: archaeological, environmental, engineering
- Write and carry out a Community Engagement Plan *(LUP Toolkit: Engagement Plan (3.6))*
- Hold community sessions: workshops, open houses, sharing circles, kitchen table chats *(LUP Toolkit: Engagement Techniques (3.4), Levels of Engagement (3.3))*
- Set up a Land Use Planning Committee *(LUP Toolkit: Land Use Planning Committee (4.4.2))*
- Write a community vision, guiding principles, goals and objectives *(LUP Toolkit: Vision and Guiding Principles (5.3))*
- Find and record key land use issues and planning priorities *(LUP Toolkit: Land Use Issues and Planning Considerations (5.4))*

Eligible Activities — Phase B: Land Use Plan Development

- Study the information: opportunities and constraints *(LUP Toolkit: Analyze Information (6.1))*
- Set community growth targets: population, housing, economic development *(LUP Toolkit: Community Growth Targets (6.2))*
- Work out residential land needs: how much land, where, and how dense *(LUP Toolkit: Residential Land Needs Analysis (6.2.2))*
- Study economic opportunities and set aside land for economic development *(LUP Toolkit: Economic Opportunities Analysis (6.2.3))*
- Check infrastructure capacity: is there serviced land for planned growth? *(LUP Toolkit: Infrastructure Capacity Analysis (6.2.4))*
- Define land use categories, designations and policy objectives *(LUP Toolkit: Defining Land Uses and Objectives (6.3))*
- Explore and compare land use options with community input *(LUP Toolkit: Exploring Land Use Options (6.4))*
- Make the Future Land Use Map and the supporting maps *(LUP Toolkit: Mapping (6.5.6))*
- Write the Land Use Plan *(LUP Toolkit: Write Land Use Plan (6.5))*
- Review inside the First Nation: lands staff, departments, legal counsel *(LUP Toolkit: Review Land Use Plan (6.6))*
- Review the draft with the whole community *(LUP Toolkit: Review Land Use Plan (6.6))*

- Make changes and finish the plan
- Make the final plan in print and digital formats. Make sure the First Nation owns and keeps all GIS files *(LUP Toolkit: Data Sovereignty (5.1.1))*

> You can spread the maximum of $150,000 over more than one fiscal year within the 2-year timescale. The amount NALMA approves depends on your project and the program budget. First Nations that finished pre-planning under the previous Category 1 guidelines can ask for up to $125,000. This applies to applications received after June 1, 2026. Talk to ISC early about other potential funding for large technical studies, such as geotechnical or environmental site assessments.

CATEGORY

3

Land Use Plan Update

Up to $50,000 | Up to 1 year

A planned review and update of an approved Land Use Plan.

What This Category Covers

A Land Use Plan is a living document. Communities change, lands are added to reserve, new development happens, the environment shifts and priorities change. Category 3 funding supports a full review and update to reflect your community today.

An update is not a full new planning project. The LUP Toolkit describes five steps: re-evaluate the data, re-affirm the vision, audit policies, update maps, and check with the community. The size of the update should match what has changed. A community with good yearly monitoring records will find an update faster and cheaper.

A small change to one policy or map designation is done through your LUP amendment process. It does not need Category 3 funding.

Category 3 Required Deliverables

1. You have confirmed that a full update is needed, and listed the sections, maps and policies to change.
2. Background data, the Current Land Use Map and growth targets are updated.
3. The community has confirmed the vision and guiding principles.
4. The LUP policies are checked, and rewritten, refocused or removed as needed.
5. The Future Land Use Map, other maps and GIS data are updated.
6. The updated plan is reviewed by First Nation Chief and Council, staff and community, then revised, finished and delivered in print and digital formats.

Toolkit Guidance

Use these toolkit sections to build your proposal and work plan. Toolkits are available by attending NALMA's LUP Specialized Toolkit Trainings or by accessing them on the NALMA Peer Site (https://nalmapeersite.ca/).

- **LUP Toolkit: Chapter 8 — Monitoring and Evaluation:** Select Monitoring Indicators (8.1), LUP Conformity (8.2.1), Compliance Monitoring (8.2.2), Perform Annual Reviews (8.3), When to Update (8.4.1), The Update Process — Steps 1–5 (8.4.2)
- **LUP Toolkit: Manage Land Use Changes (7.5):** the amendment process for small changes. Use it to tell an amendment from a full update.
- **LUP Toolkit: Analyze Information and Community Growth Targets (6.1–6.2):** run these studies again in Step 1.
- **LUP Toolkit: Current Land Use Map (5.2.1) and Land Constraint Analysis (5.2.3):** update these as part of re-evaluating the data.
- **LUP Toolkit: Vision and Guiding Principles (5.3):** look at these again in Step 2 to confirm or change the community's direction.
- **Practical Applications Toolkit: Self-Assessment for Implementation, Table 3 (2.2):** a checklist to help you decide if a full update is needed.
- **Practical Applications Toolkit: Monitoring and Adaptation (3.6):** how to track progress, watch for problems and find parts that need to change.

Apply for Category 3 if:

- You have an approved Land Use Plan that is 5 to under 10 years old. (Plans 10 or more years old apply under Category 2.)
- Your community has had significant changes since the plan was approved: Addition to Reserve, major population growth, new development pressure, major infrastructure investment, or a natural disaster (LUP Toolkit: When to Update (8.4.1)).
- You have identified sections of your land use plan that are out of date, incomplete or no longer match your community vision.

> Category 3 is for full updates. A small change to one policy or map designation goes through your LUP amendment process (LUP Toolkit: Manage Land Use Changes (7.5)). If you are not sure if you need an update or an amendment, please contact us before you apply.

Eligible Activities

The five steps come from LUP Toolkit: The Update Process (8.4.2). Activities are grouped by step.

Before you start

- Fill in the Self-Assessment for Implementation (Table 3) to confirm a full update is needed *(Practical Applications Toolkit: Self-Assessment for Implementation (2.2))*
- Review yearly progress reports and monitoring records *(LUP Toolkit: Perform Annual Reviews (8.3); Practical Applications Toolkit: Monitoring and Adaptation (3.6))*
- Compare monitoring indicators with the LUP objectives *(LUP Toolkit: Select Monitoring Indicators (8.1))*
- Check LUP conformity: does development match the plan's vision and land use designations? *(LUP Toolkit: LUP Conformity (8.2.1))*
- Write an Engagement Plan for the update *(LUP Toolkit: Chapter 3 — Communications and Engagement)*

Step 1 — Re-evaluate the data

- Update background data: population, housing, infrastructure capacity, environment *(LUP Toolkit: The Update Process, Step 1 (8.4.2))*
- Update the Current Land Use Map *(LUP Toolkit: Current Land Use Map (5.2.1))*
- Refresh the Land Constraint Analysis with new environmental, flood or cultural data *(LUP Toolkit: Land Constraint Analysis (5.2.3), Analyze Information (6.1.2))*
- Update growth targets and re-run the residential land needs analysis *(LUP Toolkit: Community Growth Targets (6.2), Residential Land Needs Analysis (6.2.2))*
- Review economic land designations and infrastructure capacity *(LUP Toolkit: Economic Opportunities Analysis (6.2.3), Infrastructure Capacity Analysis (6.2.4))*
- Update GIS layers, maps and the geodatabase. Make sure the First Nation owns the data
- Find new land use issues or development pressures the first plan did not cover

Step 2 — Re-affirm the vision

- Talk with the community about what has changed and what the priorities are for the updated plan
- Ask if the vision and guiding principles are still current *(LUP Toolkit: Vision and Guiding Principles (5.3), The Update Process Step 2 (8.4.2))*

Step 3 — Audit policies

- Check how well each LUP policy works. Rewrite, refocus or remove it *(LUP Toolkit: The Update Process, Step 3 (8.4.2))*

Step 4 — Update maps

- Update the Future Land Use Map and the other maps *(LUP Toolkit: The Update Process, Step 4 (8.4.2))*

Step 5 — Check with the community and finish

- Review the updated draft inside the First Nation and with the whole community *(LUP Toolkit: The Update Process, Step 5 (8.4.2))*
- Write and finish the updated LUP
- Make the final updated LUP in print and digital formats. Make sure the First Nation owns and keeps all GIS files

CATEGORY

4 Zoning By-law & Development Review

Up to $100,000 | 1 to 2 years

The legal and practical tools to put a Land Use Plan into action.

What This Category Covers

A Land Use Plan is a guide. By itself it is generally not legally enforceable. Category 4 funds the development of two tools; a zoning by-law and a development review process that, together, give the plan legal effect and a practical way to work.

A Zoning By-law is a law made under Section 81(1)(g) of the Indian Act. It divides the reserve into zones and says what is allowed in each one. It is the most direct way to make land use rules enforceable on reserve.

A Development Review Policy and Procedure sets out how the First Nation reviews building and development proposals. Policies and procedures ensure transparent and consistent decisions are made that consider communities goals and the vision used to develop the land use plan.

A by-law and development review policy and procedure document are both needed to put a Land Use Plan into action. A Category 4 project can include both, or one if you already have the other.

Apply for Category 4 if:

- You have an approved Land Use Plan and are prepared to build the tools to put it into action.
- You want a Zoning By-law to make land use rules enforceable under Section 81(1)(g) of the Indian Act.
- You want a formal Development Review process so building and development decisions are written down, consistent and match the LUP.
- You already have one of the two (for example, a Zoning By-law) and want to build the other.
- You are building Lands Office capacity to run a development review function.

Category 4 Required Deliverables

1. A Planning Team is set up.
2. A Zoning By-law is scoped, drafted, reviewed by a lawyer and the community, passed by Council and published. (Skip if you already have one.)
3. A Development Review Policy and Procedure is made: current practice is reviewed, a decision-making framework and policy are drafted, and forms, checklists and procedures are prepared. (Skip if you already have one.)
4. Lands Office staff are trained, and a plan for checking compliance and settling disputes is made.
5. Chief, Council, departments and the community are involved from start to finish.

Toolkit Guidance

Use these toolkit sections to build your proposal and work plan. Toolkits are available by attending NALMA's LUP Specialized Toolkit Trainings or by accessing them on the NALMA Peer Site (https://nalmapeersite.ca/).

- **Practical Applications Toolkit: Chapter 3 — By-law Making:** Is a LUP Enough? (3.4.1), Indian Act By-law Powers/Section 81(1) (3.4.2), Zoning By-laws, including Table 12 Self-Assessment, Table 13 LUP vs Zoning By-law comparison, Scaling Zoning By-laws, and Tool #12 How to Write a Zoning By-law (3.4.3)
- **Practical Applications Toolkit: Chapter 3 — Decision-Making:** Who Makes Decisions (3.5.1), Decision-Making Process/Table 14 Decision-Making Authority Framework (3.5.2)
- **Practical Applications Toolkit: Chapter 4 — Development Review:** Development Process (4.3), Review and Permitting (4.4), including Tools #1–6 (Pre-Application Forms, Application Forms, Development Review Framework, Development Checklists, Conditions of Approval, Decision Letters)
- **Practical Applications Toolkit: Compliance and Enforcement:** Compliance Monitoring (4.5.1), Dispute Resolution (4.5.2), Enforcement/Table 17 (4.5.3)

> The Practical Applications Toolkit (section 3.4.1) asks First Nations to check if a Zoning By-law is the right tool for them. Think about development pressure, staff capacity and enforcement capacity. If you decide a Zoning By-law is not the right tool, contact NALMA before you apply. We strongly recommend legal advice on any draft by-law. It is an eligible cost.

Eligible Activities — Zoning By-law

- Check if a Zoning By-law is the right tool for your community *(Practical Applications Toolkit: Is a LUP Enough?, Table 12 (3.4.1))*
- Review the by-law powers in Section 81(1) of the Indian Act *(Practical Applications Toolkit: Indian Act By-law Powers (3.4.2))*
- Look at other First Nations' Zoning By-laws *(Practical Applications Toolkit: Zoning By-laws, Tool #12 (3.4.3))*
- Decide the scope of the by-law based on community size, development pressure and capacity *(Practical Applications Toolkit: Scaling Zoning By-laws (3.4.3))*
- Talk with the community and Leadership about the zoning approach *(LUP Toolkit: Engagement Techniques (3.4); Practical Applications Toolkit: Zoning By-laws (3.4.3))*
- Write the by-law: zones, allowed and banned uses, rules and zoning maps *(Practical Applications Toolkit: Zoning By-laws, Tool #12 (3.4.3))*
- Have a lawyer review the draft by-law *(Practical Applications Toolkit: Get Legal Advice, Tip #1 (3.4.2))*
- Review the draft by-law with the community
- Finish the by-law and pass it by majority vote of Council at a band meeting (Indian Act s. 2(3)(b)) *(Practical Applications Toolkit: Enacting the By-law, Tip #3 (3.4.2))*
- Publish the by-law as the Indian Act requires: website, First Nations Gazette or newspaper *(Practical Applications Toolkit: Publishing the By-law, Tip #6 (3.4.2))*
- Hire planning and legal professionals

Eligible Activities — Development Review Policy and Procedure

- Review how building and development approvals work now, and find the gaps *(Practical Applications Toolkit: Development Process (4.3))*
- Design a decision-making framework: who decides, at what level, for which projects *(Practical Applications Toolkit: Decision-Making Authority Framework, Table 14 (3.5))*
- Design a review process scaled to project size and impact *(Practical Applications Toolkit: Project Assessment Framework, Figure 10 (4.3))*
- Write a Development Review Policy: roles, timelines, decision authority, conflict of interest *(Practical Applications Toolkit: Decision-Making Process (3.5.2))*
- Make application forms, review checklists and conditions of approval templates *(Practical Applications Toolkit: Tools #1–6)*
- Design how applications come in and are tracked *(Practical Applications Toolkit: Pre-Consultation (4.3.2))*
- Write standard operating procedures for Lands Office staff

- Write a fee schedule and cost recovery policy
- Involve departments such as housing, economic development and public works in their review roles *(Practical Applications Toolkit: Collaboration (4.4.4))*
- Talk with the community about what development review means for building on reserve *(Practical Applications Toolkit: Community Engagement (4.4.5))*
- Train Lands Office staff to run the new process
- Plan how you will check compliance and settle disputes *(Practical Applications Toolkit: Compliance and Enforcement (4.5); LUP Toolkit: Compliance Monitoring (8.2.2))*

How to Apply

NALMA takes applications through its Call for Proposals. See “When to Apply” (p.4) for the dates for each category.

What does a complete application include?

Category 1:

- ✓ a completed application form
- ✓ a Letter of Support from the Chief, a Councillor or a Band Administrator with signing authority

Categories 2, 3 and 4:

- ✓ a completed application form
- ✓ a Band Council Resolution (BCR) from Chief and Council supporting the specific project you are applying for
- ✓ a separate Project Proposal, including a workplan and budget. Use the Project Proposal Guidelines, include a short description of where your community is now in land use planning and how this project fits

What Makes a Strong Application

NALMA looks at eligibility, how clear the work is, and whether the plan is realistic. A strong application:

- Clearly identify which category you are applying for, and shows you are eligible.
- Describes specific activities and deliverables, not only general ideas.
- Has a realistic timeline and a budget that matches the real cost of the work.
- Shows Leadership support through the BCR or Letter of Support.
- Shows what has been done already and what still needs to be done.

Reporting and Check-ins

NALMA has mandatory check-in and reporting dates that will be specified once a project has been approved. The purpose of check-in meetings is to provide earlier opportunities for NALMA to engage in technical support for funded projects and to assist recipients in keeping their projects on track. Reporting on time and attendance at scheduled check-in meetings with NALMA are required under every NALMA funding agreement. If your project is experiencing delays, or having difficulties, contact NALMA as early as you can to allow us to support you in finding solutions.

Check-ins

- **Mandatory check-ins** are required meetings to share your projects progress and advise of any issues that may have arose. If a check-in meeting is missed without communication and a request to reschedule, it may count as not meeting your funding agreement.
- **Progress Reports** are due on predetermined dates set out in your funding agreement that will report on the progress of your deliverables and expenditures.
- **Final Report** summarizes all activities, the results, and a full account of the expenditures.
- **Final Deliverable** relevant to the category funded must be provided to NALMA with the final report. (Final LUP, Engagement Summary, Updated LUP, Zoning By-law, LUP Policy and Procedure document as well as any maps)

> Tip: To ensure a focused and efficient check-in meeting, please send any materials you would like to discuss to NALMA before each check-in. Check-in and reporting dates along with a payment schedule will be identified in your Contribution Agreement with NALMA.

When a Project Has Difficulties

If NALMA is worried that a project may not be meeting its duties, NALMA will first work with you to try to fix it. This happens before any formal default steps. It may include:

- Changing your work plan and schedule to fit what is happening now.
- Adding time to the agreement so you can finish the deliverables.
- Closing the project if the First Nation cannot or will not continue the funded work.

If a project is closed because of a default, all future payments stop. You must return any money you have not spent. A First Nation that has defaulted can still apply for LUP funding at a later date, however the total amount paid under the defaulted agreement will be taken off that First Nation's total eligible funding under the program.

> Having difficulty because of staff changes, capacity, community issues or something else? Contact your NALMA funding officer as early as possible. NALMA wants to help keep your project on track.

Eligible and Ineligible Costs

Eligible	Ineligible
• Consultants and professionals (planning, GIS, legal, facilitation) • Staff time for the project	• Building or land purchase • General Lands Office operating costs not tied to the project

Eligible	Ineligible
• Community engagement: space, meals, materials, honoraria for Elders and Knowledge Holders • Travel for the Planning Team and engagement • GIS software, data and mapping services • Printing and document production • Translation and language services • Administrative overhead (usually 5–15% of the budget, following First Nation policy)	• Costs already paid by another source for the same activity • Large standalone technical studies (such as geotechnical or Phase I/II ESA). Ask ISC or others for these • Training costs, such as courses and workshops. NALMA offers its own training (see "NALMA Specialized Toolkit Training") • Legal costs for court cases • Alcohol or entertainment • Costs from before the Contribution Agreement is signed

Contact and Support

NALMA's Land Use Planning team can answer questions, review draft work plans and budgets, and connect you with First Nations that have finished a Land Use Plan. Contact us before you apply. Early talks lead to stronger applications.

National Aboriginal Lands Managers Association

www.nalma.ca
705-657-7760 | Toll-free: 1-877-234-9813
E-mail: lup@nalma.ca
LUP Funding: nalma.ca/resources/funding/lup-funding

NALMA can help you:

- Decide which category to apply for
- Review your draft work plan and budget
- Connect with First Nations that have finished LUPs
- Provide information on various trainings as well as information on the Professional Lands Managers Certification Program (PLMCP) NALMA offers

These guidelines may change. Check the current Call for Proposals for deadlines and funding amounts.

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