NALMA | Land Use Planning Funding Initiative | 2027-28

# Project Proposal Guidelines

*Categories 2, 3 and 4*

## 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.

## How to Use These Guidelines

A Category 2, 3 or 4 application has three parts:

- The completed Application Form for your category.
- A Band Council Resolution (BCR) from Chief and Council. It must approve the application and name this project (the category and project title).
- A separate Project Proposal. Use the outline for your category in these guidelines.

The Application Form is a short summary. The Project Proposal describes the whole project. Use the same section headings, in the same order. Keep it plain and practical: say who will do the work, how, and when.

**How to read the toolkit references**

A number in brackets points to a section of one of NALMA's two toolkits.

**LUP Toolkit** = Introduction to Land Use Planning Toolkit

**Practical Applications Toolkit** = Practical Applications of Land Use Planning Toolkit

NALMA gives out both toolkits only through its Specialized Toolkit Training modules. You can open them on the NALMA Peer Site (https://nalmapeersite.ca/). Sign up for training at nalma.ca/training-and-events.

Your work plan and budget must match the numbers in your Application Form. See LUP Toolkit Tool #5 (Work Plan and Budget Templates).

CATEGORY

2

# Pre-Planning & Land Use Plan Development

**Up to $150,000 ($125,000 if you did pre-planning under the previous Category 1 guidelines) | Up to 2 years**

**Suggested length: 8–12 pages, plus attachments.**

Your proposal shows that the community is prepared to make a Land Use Plan. It explains clearly how the work will be done. Category 2 is for communities with no approved Land Use Plan, or a plan 10 or more years old. If you finished Category 1, use the studies and GIS inventory and the Category 2 proposal and work plan it produced. Say what has changed.

| Section | What to write about |
|---|---|
| **1. Community Context and Preparedness** | • Your land base, land regime, population and main land use pressures.<br>• Past plans, studies and earlier planning work, including the background work from Category 1.<br>• Why you need a Land Use Plan now, and what you hope it will do.<br>• How prepared you are: who will be on the Planning Team, where your studies and GIS data are and what is missing, a rough engagement approach, and how Chief and Council support the project. |
| **2. Goals and Deliverables** | • The main goal of the project.<br>• The final products: a Land Use Plan, a Future Land Use Map, a GIS geodatabase the First Nation owns, and an engagement summary. The engagement summary is a short record of what the community said and how it shaped the plan.<br>• How the community will know the project worked. |

| Section | What to write about |
|---|---|
| **3. Pre-Planning (Phase A)**<br>*LUP Toolkit, Chapter 5* | • Gathering and studying background data: land tenure, population, housing, environment, infrastructure (5.1).<br>• Data sovereignty: how consultant contracts will say the First Nation owns all data (5.1.1).<br>• The GIS geodatabase (5.1.3), the Current Land Use Map (5.2.1) and the Land Constraint Analysis (5.2.3).<br>• Any land use and occupancy or traditional land use mapping (5.2.2).<br>• Any technical studies you will order (archaeological, environmental, engineering).<br>• Writing the community vision, guiding principles and key land use issues (5.3, 5.4). |
| **4. Planning (Phase B)**<br>*LUP Toolkit, Chapter 6* | • Studying the information and setting growth targets: housing land needs, economic opportunities and infrastructure capacity (6.1, 6.2).<br>• Defining land uses and testing land use options with the community (6.3, 6.4).<br>• Writing the plan and making the Future Land Use Map (6.5, 6.5.6).<br>• Review inside the First Nation and by the whole community, then changes and finishing (6.6).<br>• Final products in print and digital formats. The First Nation keeps all GIS files. |
| **5. Planning Team and Committee**<br>*LUP Toolkit: Land Use Planning Committee (4.4.2)* | • Who is on the Planning Team (does the technical and day-to-day work) and the Land Use Planning Committee (gives direction). What each person does.<br>• What work First Nation staff will do and what work consultants will do.<br>• How Chief and Council stay informed and involved. |
| **6. Community Engagement**<br>*LUP Toolkit, Chapter 3* | • Who you will talk with and how, including Elders, youth and members who live off reserve.<br>• The main activities and when they will happen: workshops, open houses, sharing circles, kitchen table chats.<br>• How you will report back to the community. |

| Section | What to write about |
|---|---|
| **7. Work Plan and Timeline** | • Activities, who is responsible, and when, for each phase.<br>• How the work is spread across fiscal years.<br>• Key milestones. |
| **8. Budget** | • Costs for each activity. The total must match your application form.<br>• Consultant, GIS, engagement and technical study costs shown separately.<br>• Other funding you will use (for example, ISC funding for large technical studies). |
| **9. Risks and Next Steps** | • The main risks, and how you will deal with them.<br>• How the Land Use Plan will be put into action after this project. A Category 4 project can pay for a Zoning By-law and a Development Review process. |

**Before you send it**

- The proposal uses the section headings above and matches your Application Form.
- The work plan and budget are included and add up to the amount you ask for.
- The BCR is signed, and names this project.

CATEGORY

# 3 Land Use Plan Update

**Up to $50,000 | Up to 1 year**

**Suggested length: 5–8 pages, plus attachments.**

Category 3 is for approved Land Use Plans that are 5 to under 10 years old. (Plans 10 or more years old apply under Category 2.) Your proposal shows why your plan needs a full update and not a small amendment. It explains how you will do the update using the five-step process (LUP Toolkit: The Update Process (8.4.2)).

| Section | What to write about |
|---|---|
| **1. Your Current Plan and What Has Changed** | • The year the plan was approved, and how it has been used.<br>• What has changed since then. See the community changes listed in the Funding Guidelines (for example, an Addition to Reserve or major development pressure) and LUP Toolkit: When to Update (8.4.1).<br>• Attach your current plan, or give a link. |
| **2. Why You Need an Update**<br>*Practical Applications Toolkit: Table 3 (2.2); LUP Toolkit: LUP Conformity (8.2.1)* | • The results of your review of how the plan has been used (Self-Assessment for Implementation, Table 3), and any yearly review or monitoring records (8.3).<br>• Which sections, maps and policies are out of date or no longer match community goals.<br>• Why a small amendment (7.5) is not enough. |
| **3. Goals and Deliverables** | • The main goal of the update.<br>• The final products: an updated Land Use Plan, Future Land Use Map and GIS data. |

| Section | What to write about |
|---|---|
| **4. How You Will Do the Update**<br>*LUP Toolkit: The Update Process (8.4.2)* | • Step 1 — Re-evaluate the data: update background data, the Current Land Use Map, the constraint analysis and growth targets.<br>• Step 2 — Re-affirm the vision: ask the community if the vision and guiding principles are still current (5.3).<br>• Step 3 — Audit policies: decide which to rewrite, refocus or remove.<br>• Step 4 — Update maps: the Future Land Use Map, other maps and GIS data. Make sure the First Nation owns the data. If you have little or no GIS data, explain how you will build base data within your budget.<br>• Step 5 — Check with the community: review inside the First Nation and by the community, then changes and finishing. |
| **5. Planning Team** | • Who is on the Planning Team and what each person does.<br>• What work First Nation staff will do and what work consultants will do. |
| **6. Community Engagement**<br>*LUP Toolkit, Chapter 3* | • How you will tell the community what has changed and hear their priorities.<br>• The main activities, who leads them, and when they will happen. |
| **7. Work Plan and Timeline** | • Activities, who is responsible, and when, within 1 year.<br>• Key milestones. |
| **8. Budget** | • Costs for each activity. The total must match your application form.<br>• Consultant and GIS costs shown separately. |
| **9. Risks** | • The main risks to finishing the update, and how you will deal with them. |

## Before you send it

- The proposal uses the section headings above and matches your Application Form.
- The work plan and budget are included and add up to the amount you ask for.
- The BCR is signed, and names this project.

CATEGORY

# 4 Zoning By-law & Development Review

**Up to $100,000 | 1 to 2 years**

**Suggested length: 6–10 pages, plus attachments.**

A Land Use Plan is a policy. Without a Zoning By-law it cannot be enforced. Without a Development Review Policy and Procedure, development decisions are not consistent or written down. You need both to put a Land Use Plan into action. This project must leave you with both in place. Your proposal shows that you have an approved Land Use Plan and the capacity to use the new tools. Complete the sections for any part you do not already have.

| Section | What to write about |
|---|---|
| **1. Community Context and Need** | • The year your Land Use Plan was approved, and how this project puts it into action.<br>• Your development pressures now, and how building and development decisions are made today.<br>• What you already have in place (for example, an existing by-law or approval process). |
| **2. Parts and Deliverables** | • What the project includes: both parts, or one part if the other is already in place (describe the one you have).<br>• The specific products: for example, a passed by-law, a Development Review Policy, application forms, checklists and procedures. |
| **3. Readiness and Capacity**<br>*Practical Applications Toolkit: Is a LUP Enough?, Table 12 (3.4.1)* | • The results of your check on whether a Zoning By-law is the right tool.<br>• Your staff and Council capacity to run and enforce the tools afterward.<br>• What support or training you will need. |

| Section | What to write about |
|---|---|
| **4. Zoning By-law (if you do not have one)**<br>*Practical Applications Toolkit, 3.4.2, 3.4.3* | • Review of Indian Act Section 81(1) by-law powers and other First Nations' by-laws (Tool #12).<br>• Deciding the scope of the by-law to fit your community's size, development pressure and capacity.<br>• Writing zones, allowed and banned uses, rules and zoning maps.<br>• Legal review (Tip #1) and community review.<br>• Passing the by-law by majority vote of Council at a band meeting (Indian Act s. 2(3)(b)), and publishing it (Tips #3, #6). |
| **5. Development Review (if you do not have one)**<br>*Practical Applications Toolkit, 3.5, 4.3, 4.4* | • Review of how approvals work now, and the gaps (4.3).<br>• Who decides, at what level, for which projects (Table 14), and a review process scaled to project size (Figure 10).<br>• Writing the policy: roles, timelines, decision authority, conflict of interest (3.5.2).<br>• Making application forms, checklists, conditions of approval, a way to track applications, standard procedures (Tools #1–6) and a fee schedule if needed. |
| **6. Engagement, Training and Compliance**<br>*Practical Applications Toolkit, 4.4.4, 4.4.5, 4.5* | • Involving Chief and Council, departments and the community.<br>• Training Lands Office staff to run the new process.<br>• How you will check compliance, settle disputes and enforce (4.5.1–4.5.3). |
| **7. Planning Team** | • Who is on the Planning Team, including who will run the tools afterward.<br>• What work First Nation staff will do and what work planning or legal consultants will do. |
| **8. Work Plan and Timeline** | • Activities, who is responsible, and when, within 1 to 2 years.<br>• Key milestones. |
| **9. Budget and Risks** | • Costs for each activity. The total must match your application form.<br>• Planning and legal costs shown separately.<br>• The main risks, and how you will deal with them. |

## Before you send it

- The proposal uses the section headings above and matches your Application Form.
- The work plan and budget are included and add up to the amount you ask for.
- The BCR is signed, and names this project.