



KATZIE FIRST NATION GUARDIAN REQUEST FORM

Guardian Request Information

Request Date:	
Katzie Referral File Number (required)	
Project Name	
Company/Organization	

Primary Contact Information

Name	
Email	
Phone	

Invoice Contact Information (if different from primary contact)

Name	
Email	
Phone	

Guardian Services Requested	
Number of Guardians Requested	Final number of Guardians will be determined in consultation with Katzie. Please refer to your consultation record.
Type of Monitoring	☐ Site Visit ☐ Cultural Heritage Monitoring ☐ Construction Monitoring ☐ Environmental Monitoring ☐ Ground Disturbance Monitoring ☐ Watercourse or In-Water Works ☐ Vegetation Clearing ☐ Other: _____
Dates of Work	
Duration of Work	☐ Half Day (up to 4 hours) ☐ Full Day (4–8 hours)
Weekend Work Required	☐ Yes ☐ No
Night Work Required	☐ Yes ☐ No
Do you plan to submit additional Guardian Requests	☐ Yes ☐ No If yes, what is the anticipated end date of this work:

Detailed Description of Work or Project Activity	
Anticipated Equipment and Machinery	
Proposed Ground Disturbance Activities	
Project Phase	
Known Environmental or Cultural Heritage Considerations	
Any Additional Information	

Site Information	
Site Address/Location	
Location Map Attached	☐ Yes ☐ No
Parking Available	☐ Yes ☐ No
Meeting Location/ Staging Area	
Site Access Instructions	
Gate Code (if applicable)	
Any Additional Site Information	

Site Contact	
Name	
Phone	
Email	

Emergency Contact	
Name	
Phone	
Email	

Safety Requirements	
PPE Required	☐ Hard Hat ☐ High-Visibility Vest ☐ Safety Footwear ☐ Safety Glasses ☐ Other: _____
Site Orientation Required	☐ Yes ☐ No
Escort Required	☐ Yes ☐ No
Any Additional Safety Notes	

Notices & Signature	
Important Notice	Guardian requests should be submitted as early as possible. Katzie requests a minimum of two (2) weeks' notice to support scheduling and operational planning. A valid Katzie referral file must already exist prior to requesting Guardian services.
Authorized Signatory	
Name	
Title	
Organization	
Signature	
Date	

Katzie First Nation Guardian Rates		
Provision of Guardian Services		Per Guardian Applicable Rate Per Day
Regular Business Day	Full Day (between 4 and 8 hours)	\$750.00
	Half Day (up to a maximum of 4 hours)	\$400.00
Overtime	Between 8 and 12 hours	For each additional hour — \$140.63
	For over 12 hours or over a 40-hour week	For each additional hour — \$187.50
Additional Fees		Applicable Rate
Truck Rental (day rate): Truck rental includes mileage		\$175.00
Mileage Rate: Where Guardian is required to get to site in own vehicle. Mileage rate calculated from KFN Office to site and return.		\$0.72 per kilometre
Administrative Fee: per day rate		15% of daily fee for Guardian Services
Taxes where applicable		

Cancellations

Cancellation by the Proponent:

Where work is cancelled by the proponent within less than 12 hours from the start date of the work and for reasons other than inclement weather, the proponent shall pay the full fees as per previously scheduled hours.

Where work is cancelled by the proponent between 12 and 24 hours from the start date of the work and for reasons other than inclement weather, the proponent shall pay half fees as per previously scheduled hours.

If cancellations happen after work hours or on weekends, please call the Guardian Coordinator so the Guardian receives the information before arriving at the site location.