NISKAMOON INFORMATION MANAGEMENT SYSTEM 2.0

LOCAL OFFICERS' USER GUIDE

Prepared for:

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1.0 OVERVIEW

NIMS 2.0 provides customized user portals according to the role of the user accessing the system. NIMS 2.0 tracks submissions from proposals to completed projects through the use of statuses which match Niskamoon's workflow.

1.1 WORKFLOW STATUSES

Each portal provides a customized view to NIMS projects, where projects are grouped by their **status** in the project workflow. There are 5 main project statuses:

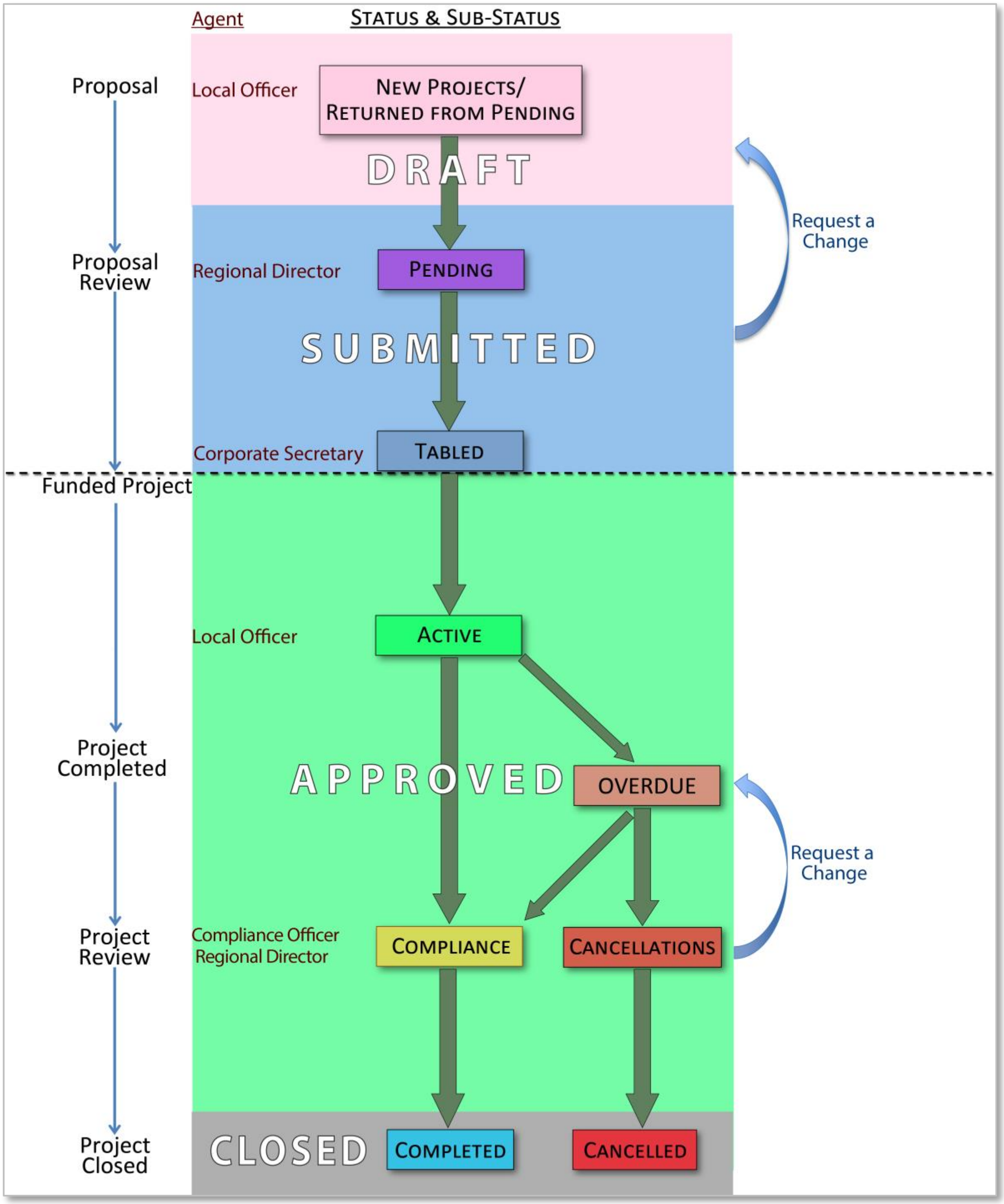
1. **DRAFT**: new projects, created but not yet submitted to the Regional Directors. These projects can be edited only by the Local Officers who created them. Draft projects have two **sub-statuses**:
    a. New projects
    b. Returned from Pending
2. **SUBMITTED**: projects submitted to the Regional Directors but not yet reviewed by the Board. Pending projects have two sub-statuses:

    • **Pending**

    • and **Tabled**.

    When the Regional Director reviews the "Pending" project and assigns it to the Board Meeting, it becomes "Tabled".
3. **APPROVED**: projects that were approved by the Board, and not yet recorded as Completed.Approved projects have **5 sub-statuses**:
    a. **Active** are approved projects that have not reached their end date;
    b. **Overdue** are projects that surpassed their due date;
    c. **Sent to Compliance** are Active projects that were reported by Local Officers to Compliance Officers;
    d. **Returned from Compliance** are the projects that were first reported to Compliance Officers, but were returned to Local Officers for additional information;
    e. **Marked for Cancellation** are projects that are seriously overdue and are marked to be cancelled by the Compliance Officer and Regional Director.
4. **COMPLETED**: projects that are marked as Completed after they successfully passed the Compliance review by both Regional Directors and the Compliance Officer.
5. **CANCELLED**: projects that were Marked for Cancellation by the system and then confirmed as cancelled by the Compliance Officer and Regional Director.

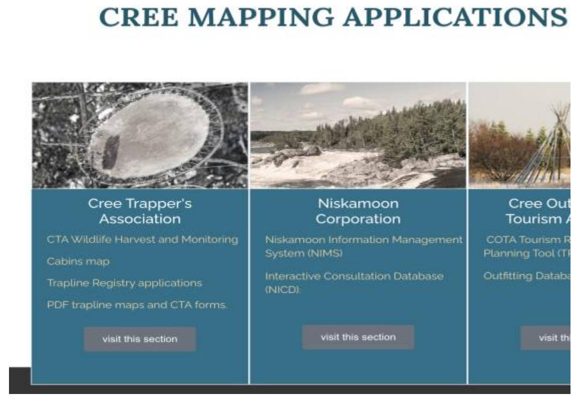
The following chart demonstrates how the Niskamoon Information Management System 2.0 (NIMS 2.0) manages these stages of the projects by assigning different statuses and sub-statuses to them, and which Niskamoon Agent oversees each status.



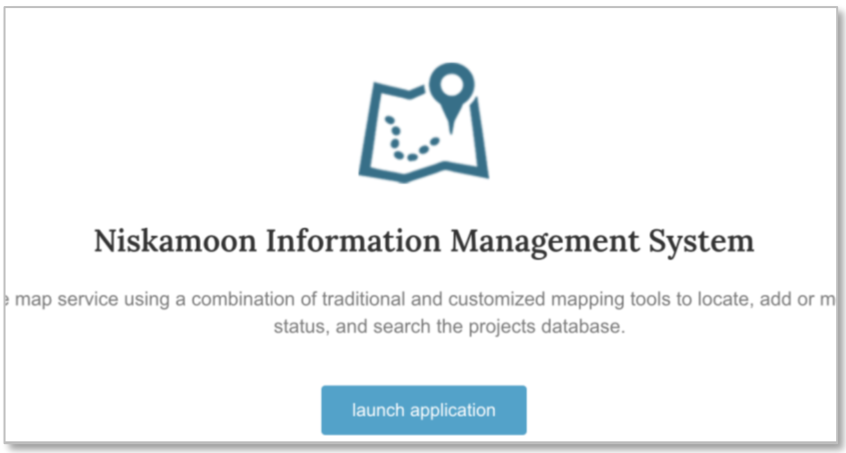
1.2 ACCESSING NIIMS – THE CREE GEOPORTAL

To access NIIMS go to https://creegeoportal.ca. Locate the Niskamoon Corporation section, either under the ***Partners*** heading on the main menu, or from the zone on the page.

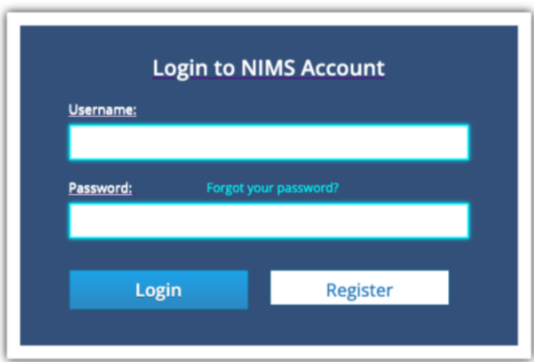
or

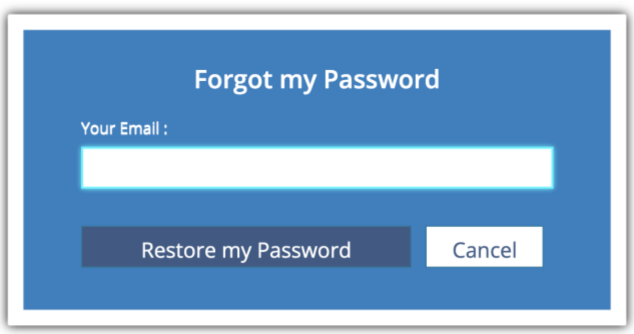


Click the launch application button, this will open a Login to NIMS Account dialogue box.



Enter your ***Username*** and ***Password*** to log in. Choose **'Forgot your password?'** if you do not remember your credentials, you will be prompted to retrieve your password, follow the directions.

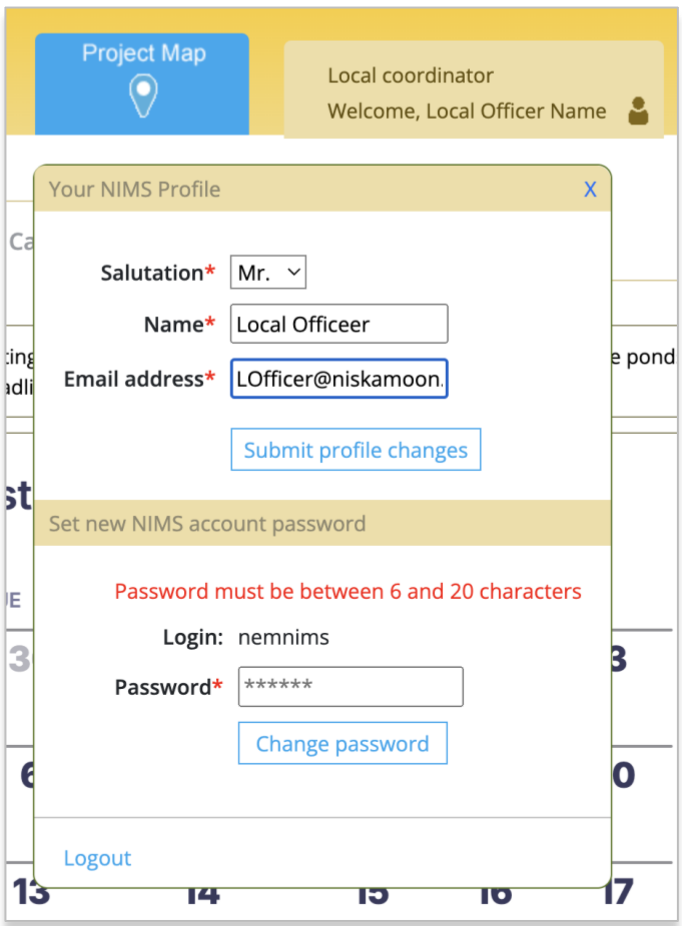




1.2.1 Log out or modify account

Located on the main banner, to the far right of the main tabs, is the 'account' tab. Click on the **icon** to make modifications to your account.

Click the. *Submit profile changes.* or *Change Password* button to save any changes you have made.



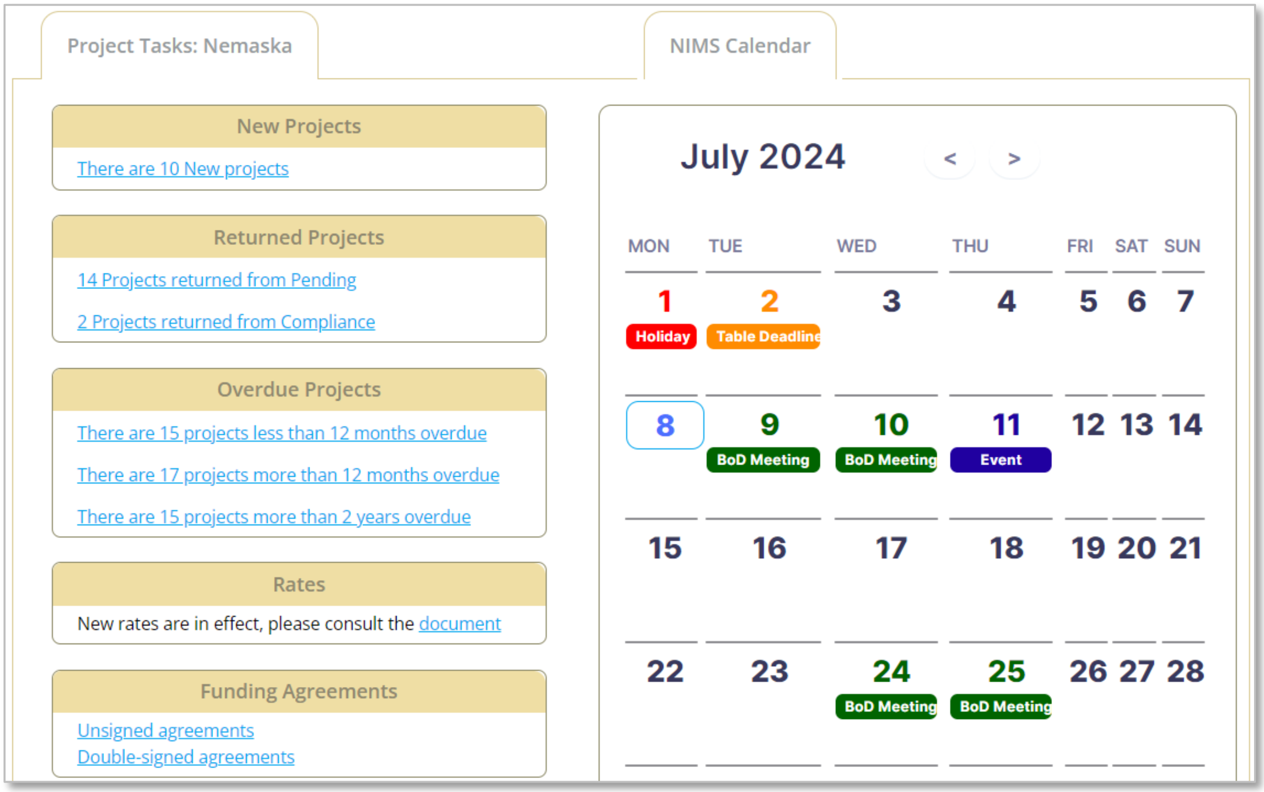
1.3 LOCAL OFFICERS PORTAL –TOP LEVEL TABS

The Local Officers portal features the following **top-level tabs**:

1. Alerts: The opening screen containing important alerts automatically generated by the system according to the user role and the Niskamoon calendar which displays important dates, deadlines, and holidays.
2. Draft Projects: Contains projects created by the local coordinator but not yet submitted for review and projects returned for changes.
3. Submitted Projects: contains projects submitted by the local coordinator for review by the Regional Directors (Pending sub-status) and the Corporate Secretary (Tabled sub-status).
4. Approved Projects: Contains project approved by the board of directors. Approved Projects Sub-statuses are:
    - Active - for projects that are underway,
    - Overdue – for projects awaiting a Compliance report,
    - Sent to Compliance – for projects that have had a compliance report submitted,
    - Returned from Compliance – for projects which require changes to their compliance report,
    - and Cancellations for projects seriously overdue which have been marked to be cancelled by the Compliance Officer and Regional Director.
5. Documents: Provides access to all of the documents stored in the previous NIMS DMS and on Niskaboard, and access to reporting capabilities.
6. Project Map: Contains a map of Eeyou Istchee on which can be displayed projects and the ability to search for projects in the NIMS 2.0 system.

2.0 ALERTS TAB

The system opens on the Alerts tab containing customized alerts for the user (Project Tasks) and the NIMS calendar.



2.1 PROJECT TASKS

The Project Tasks section contains direct links to projects that require your attention and links to documents that are important to Local Officers.

1. The New Projects sub-section indicates how many projects have been created but not submitted. Clicking the link takes the you directly to a table of those projects, from which they can be opened.

2. The Returned Projects sub-section indicates how many projects have been returned to the Local Coordinator for edits. There are two links; one for projects returned from Pending and one for projects returned from Compliance. Clicking the links takes you directly to a table of those projects, from which they can be opened.

3. The Overdue Projects sub-section indicates how many projects are Overdue - 12 months past the project approval date and in need of a compliance report. These are divided into three links based on how many months Overdue the compliance report is. Clicking the links takes you directly to a table of those projects, from which they can be opened.

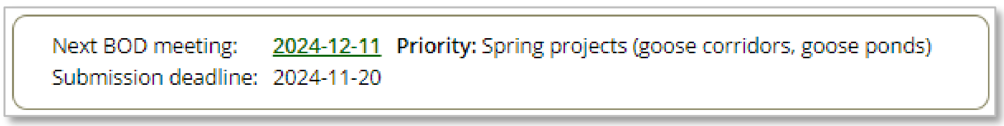
4. The Projects to be Cancellated sub-section become visible every fall. It contains projects that Niskamoon has evaluated as in need of cancellation based on the length of time since they were set active and other considerations. Clicking on the link takes you directly to a table of those project, from which they can be opened.

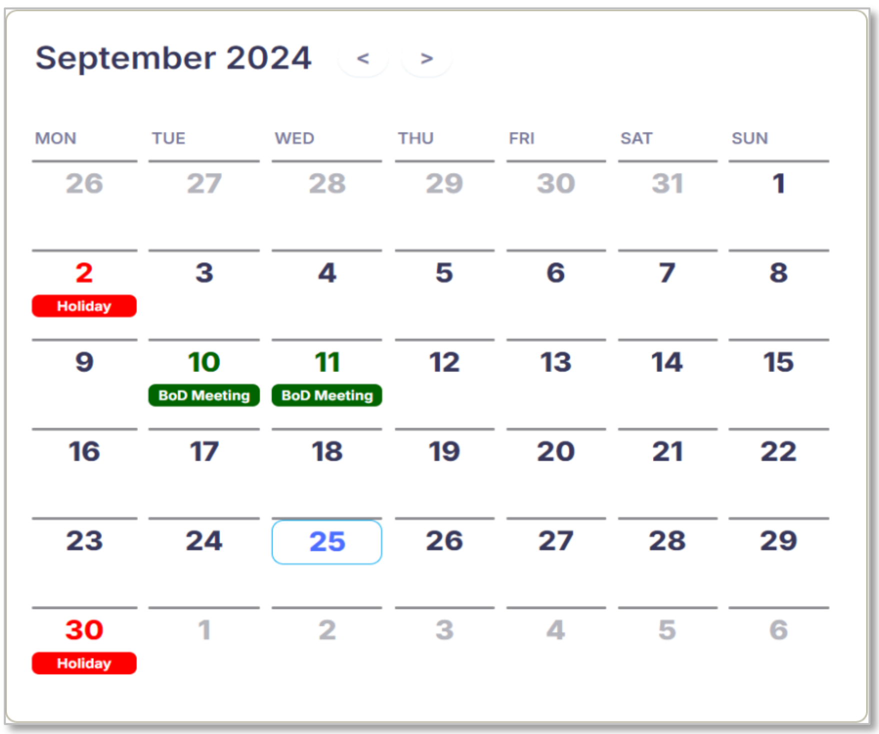
5. The Rates sub-section contains a link to a document detailing Niskamoon projects rates and policies.
6. The Funding Agreements sub-section contains links to Unsigned funding agreements and Double-signed funding agreements (signed by both the local authority and the Niskamoon treasurer.
7. The Board Review sub-section contains a link to a table indicating the decisions concerning the local coordinator's project submissions made at the latest board of directors meeting.

2.2 NIMS CALENDAR

Displayed above the calendar are:

- The next board of directors meeting start date;
- The priority projects to be submitted at the upcoming board of directors meeting;
- The next project submission deadline date.

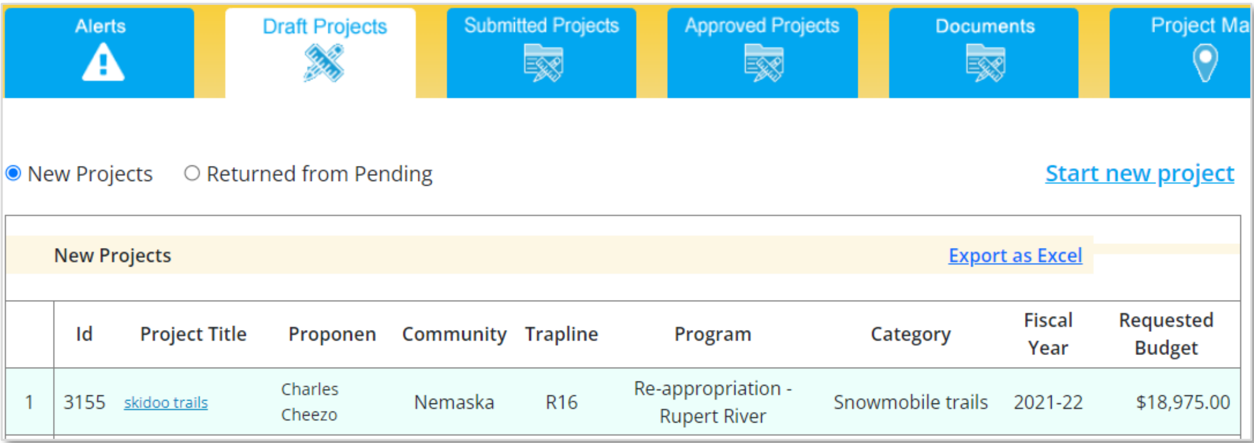




The NIMS calendar displays the dates of project submission deadlines; project table deadlines; board of directors' meetings; Niskamoon events and holidays.

3.0 NIMS 2.0 TABS DESCRIPTION

3.1 DRAFT PROJECTS TAB



This tab contains projects in Draft status. These are projects that have created by the local coordinator but not yet submitted for review and projects returned to Draft for changes.

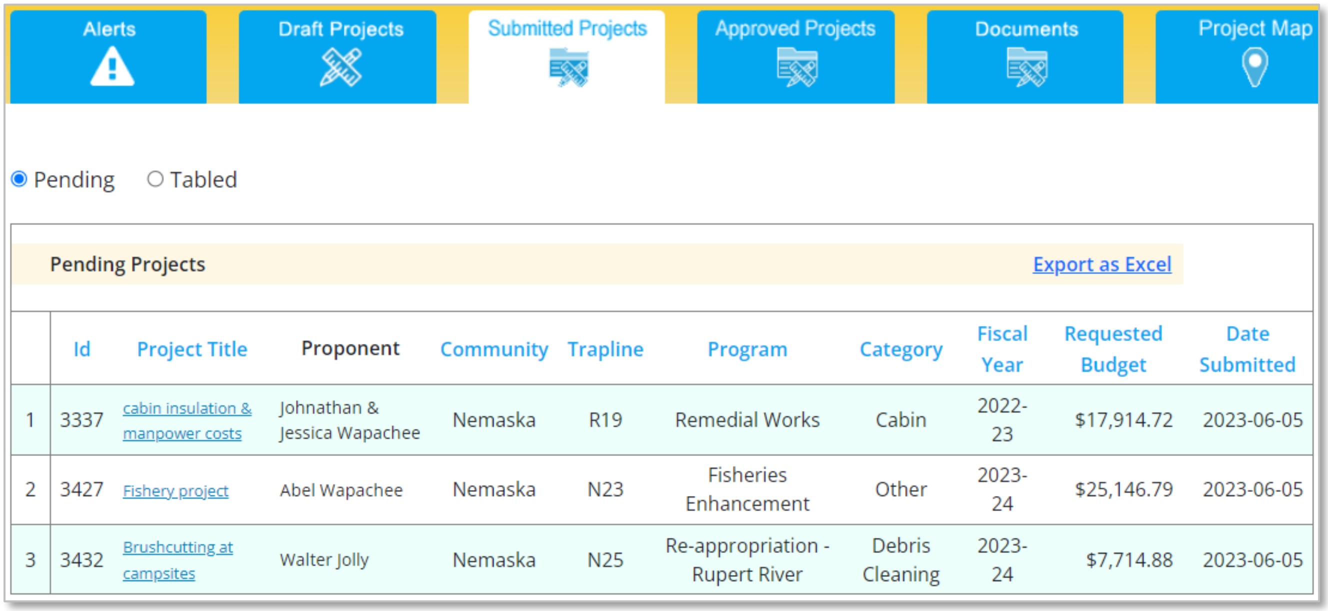
The top level of this tab contains radio buttons on the left allowing the user to switch the contents of the table below between New Draft Projects (projects that have been created but not submitted) and projects that have been returned to Draft from Pending for changes.

The Start new project button is found on the right-hand side of the top level. Click this button to begin a new project application.

In the table at the top right the Export as Excel button allow the user to export the table below as a spreadsheet.

The table itself contains fields summarizing key information about the project. To open a project, click on its title (in blue and underlined).

3.2 SUBMITTED PROJECTS TAB



	Id	Project Title	Proponent	Community	Trapline	Program	Category	Fiscal Year	Requested Budget	Date Submitted
1	3337	cabin insulation & manpower costs	Johnathan & Jessica Wapachee	Nemaska	R19	Remedial Works	Cabin	2022-23	$17,914.72	2023-06-05
2	3427	Fishery project	Abel Wapachee	Nemaska	N23	Fisheries Enhancement	Other	2023-24	$25,146.79	2023-06-05
3	3432	Brushcutting at campsites	Walter Jolly	Nemaska	N25	Re-appropriation - Rupert River	Debris Cleaning	2023-24	$7,714.88	2023-06-05

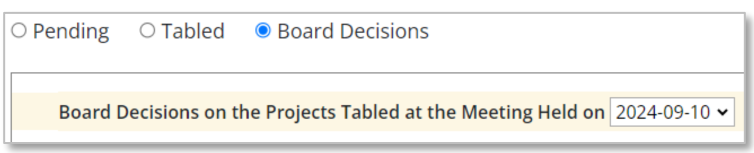
This tab contains projects submitted by the local coordinator for review by the Regional Directors (Pending sub-status) and the Corporate Secretary (Tabled sub-status).

Projects in this status are not editable by the local coordinator.

This tab allows the local coordinator to track the progress of their projects and open them should they need to reference the information or respond to questions.

The top level of this tab contains radio buttons on the left allowing the user to switch the contents of the table below between Pending projects (projects that have been submitted for review by the Regional Directors) and Tabled projects (projects that have been submitted by the Regional Directors for presentation at the next board of directors meeting.

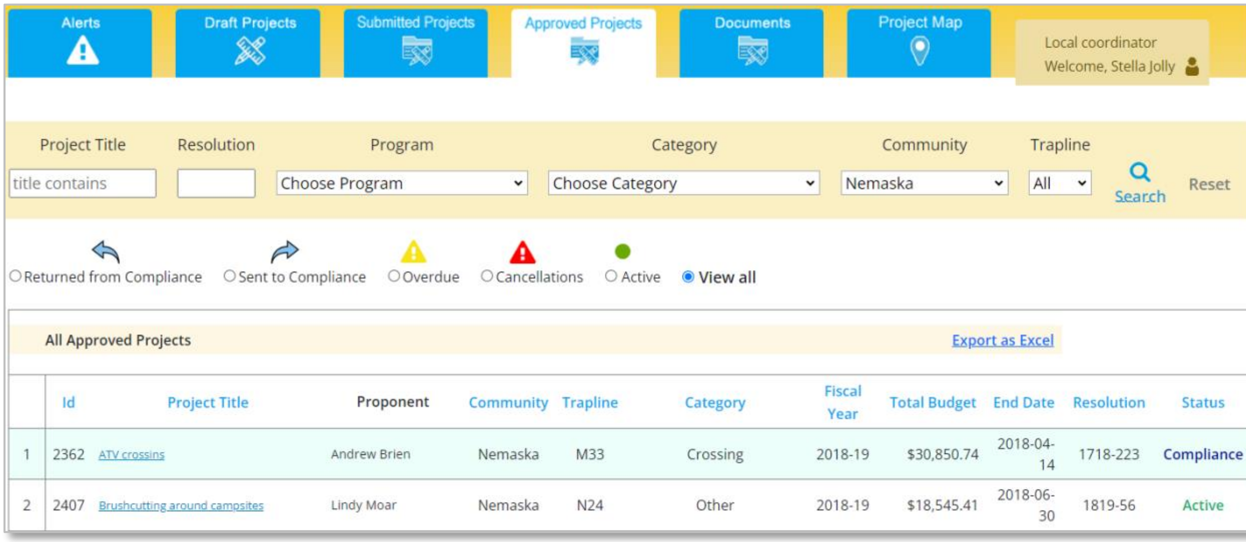
A third radio button, “Board Decisions”, allows the user to review the decisions made at board of director meeting. The user can select the date of the board meeting from a dropdown menu to see the relevant projects.



In the table at the top right the Export as Excel button allows the user to export the table below as a spreadsheet.

The table itself contains fields summarizing key information about the project. Clicking the blue field headings sorts the table alphabetically by that field. To open a project, click on its title (in blue and underlined).

3.3 APPROVED PROJECTS TAB



This tab contains projects that were approved by the Board, and not yet recorded as **Completed**. **Approved** projects have 5 sub-statuses:

1. **Active** are approved projects that have not reached their end date;
2. **Overdue** are projects that surpassed their due date;
3. **Sent to Compliance** are Active projects that were reported by Local Officers to Compliance Officers;
4. **Returned from Compliance** are the projects that were first reported to Compliance Officers, but were returned to Local Officers for additional information;
5. **Approaching Cancellation** are projects that are seriously overdue and in danger of being marked to be cancelled by the Compliance Officer and Regional Director.

The top level of this tab contains a search bar (beige background). Any combination of the search fields can be used to search approved projects

The next level of this tab contains radio buttons allowing the user to switch the contents of the table below between the Approved projects sub-statuses:

- Active,
- Overdue,
- Sent to Compliance,
- Returned from Compliance,
- and Approaching Cancellation.

Additionally, the user can choose to view all of the sub-statuses in one table.

In the table at the top right the Export as Excel button allow the user to export the table below as a spreadsheet.

The table itself contains fields summarizing key information about the project. Clicking the blue field headings sorts the table alphabetically by that field. To open a project, click on its title (in blue and underlined).

Clicking on the Months Overdue field heading (in blue) orders the table; placing those with the most months since being set **Active** at the top. Projects that were set active more than 24 months prior are displayed with a pink background to indicate that their compliance reports are seriously overdue.

Project Title	Proponent	Community	Trapline	Category	Fiscal Year	Approved Budget	Total Budget	End Date	Resolution	Months Overdue
Ashumi Wisjineejuu	Whapmagoostui First Nation	Whapmagoostui	N/A	Other	2018-19	$20,000.00	$20,000.00	2018-06-02	1718-196	67
Snowshoe Making	Whapmagoostui First Nation	Whapmagoostui	N/A	Other	2021-22	$11,500.00	$11,500.00	2022-03-31	2021-207	30
Whapmagoostui Transportation Subsidy	Whapmagoostui First Nation	Whapmagoostui	N/A	Other	2021-22	$300,000.00	$300,000.00	2022-12-31	2223-025	17

3.4 DOCUMENTS TAB

The documents tab allows access to Niskamoon documents (formerly found on niskaboard.ca and in the NIMS DMS), and the generation of reports.

3.4.1 Quick Access tab

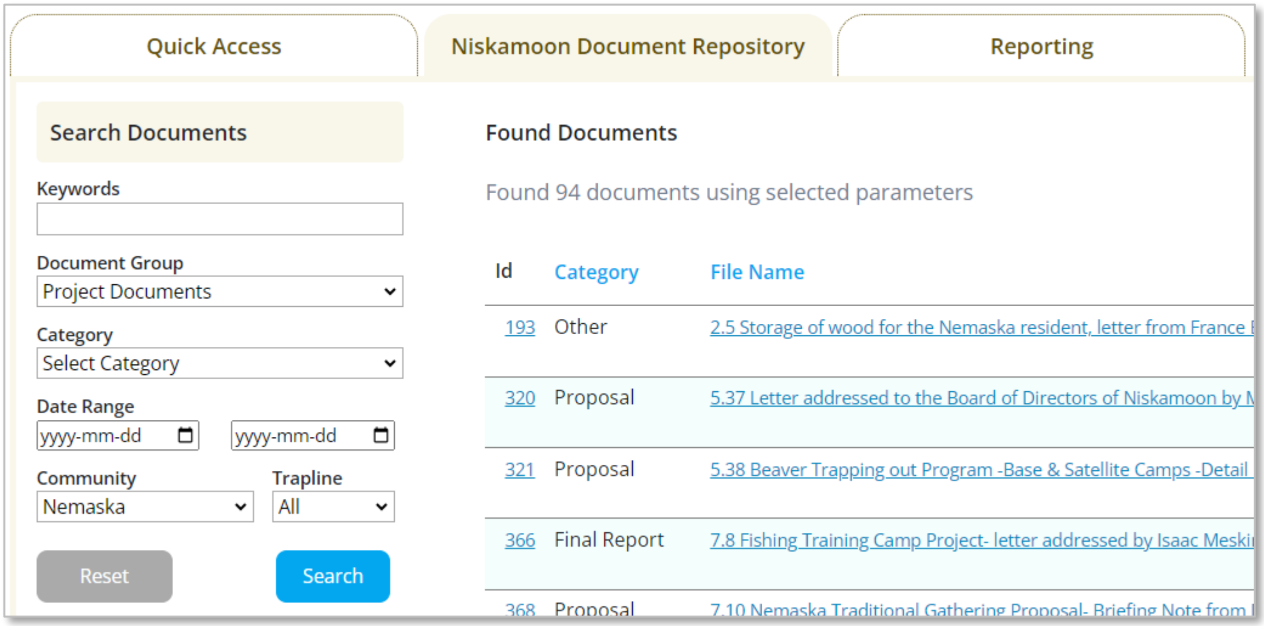
The Quick Access tab contains quick links to the display of useful documents for Local Officers. Clicking the link on the left of the page (with the folder icon) displays documents of that category in the table on the right of that page with the most recent documents at the top of the table.

Clicking the blue field headings sorts the table alphabetically by that field. To download a document, click on its file name (in blue and underlined).

3.4.2 Niskamoon Document Repository tab

The Niskamoon Document Repository tab allows the user the search the document repository. Any combination of the search fields can be used to find the document.

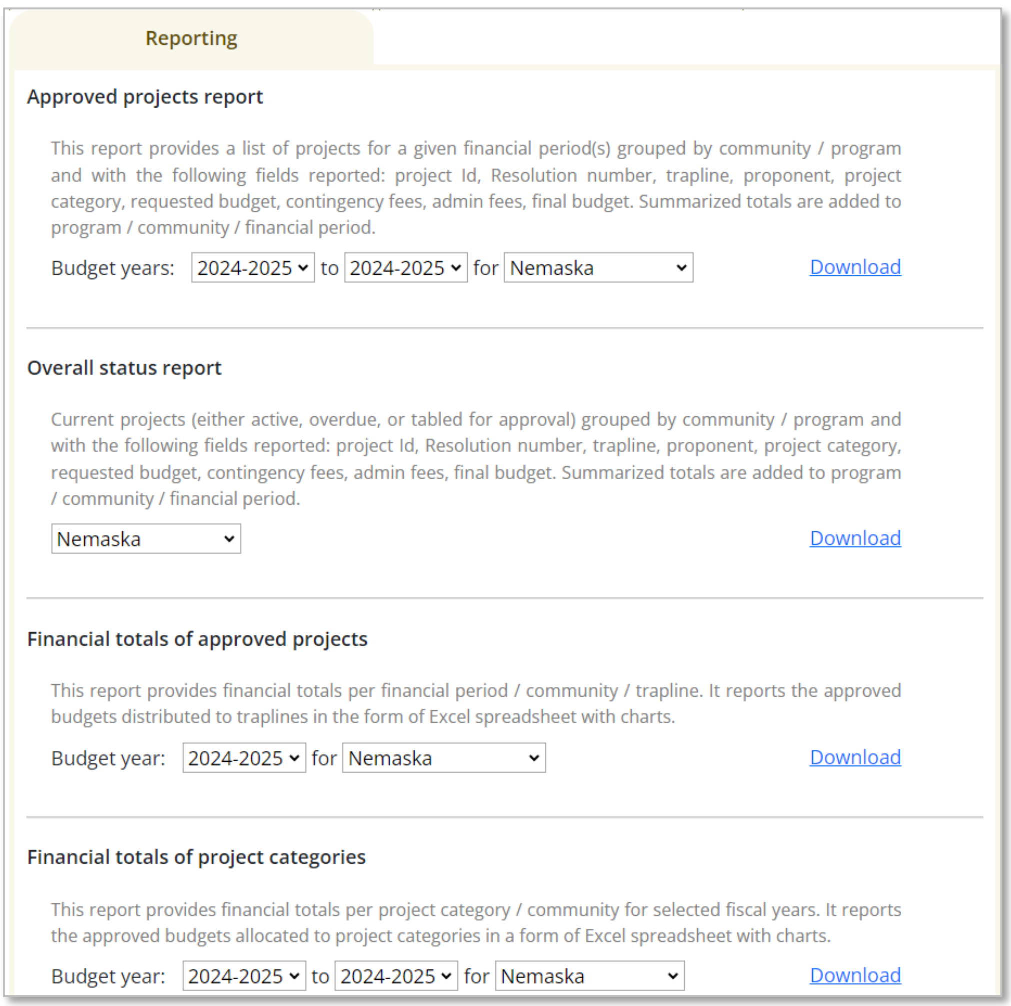
Search results are displayed in a table on the right. Clicking the blue field headings sorts the table alphabetically by that field. To download a document, click on its file name (in blue and underlined).



3.4.3 Reporting tab

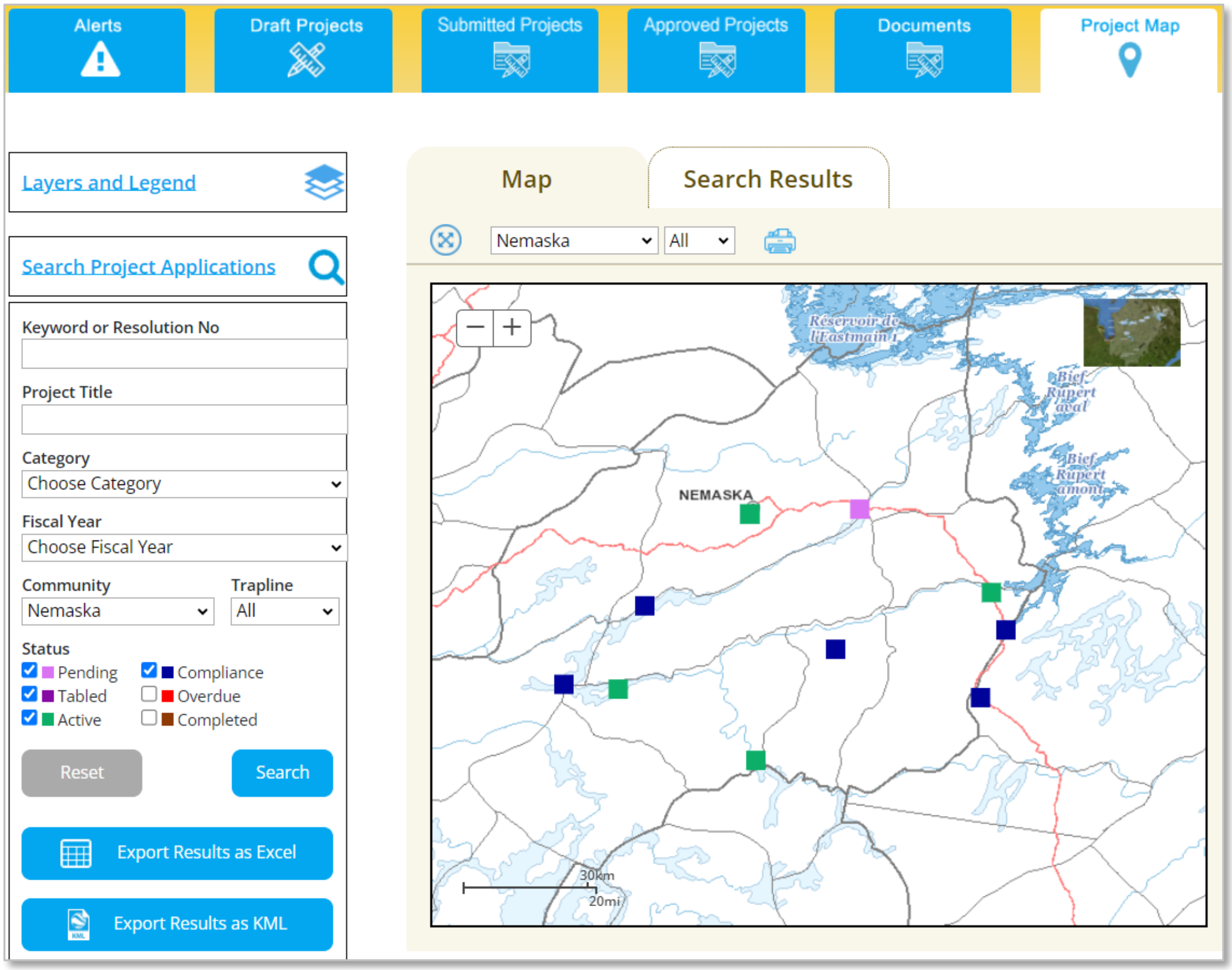
NIMS 2.0 provides Local Officers the ability to run four types of reports:

1. The Approved project report: this report provides a table of projects for a given financial period(s) grouped by community / program
2. The Overall status report: this report provides a table of Current projects (either active, overdue, or tabled for approval) grouped by community / program
3. The Financial total of approved projects report: this report provides financial totals per financial period / community / trapline. It reports the approved budgets distributed to traplines in the form of an Excel spreadsheet with a bar chart.
4. The Financial totals of project categories report: this report provides financial totals per project category / community for selected fiscal years. It reports the approved budgets allocated to project categories in the form of an Excel spreadsheet with a pie chart.



3.5 PROJECT MAP TAB

The project map tab enables the user to search for projects and display them both on the Map and in the Search Results table.



3.5.1 The Map Interface

3.5.1.1 Topographic Map and Satellite Images

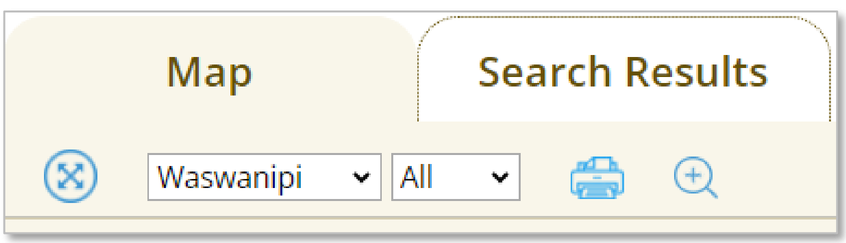
The user can select between satellite view and topographic view when using the map. By default, the topographic view displays.

To switch to the satellite view, click on the box located in top right corner of the map.

To switch back to the topographic view click the box in the same location.

3.5.1.2 The Map Toolbar

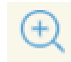
Above the map, at the left, are some tools for the users.

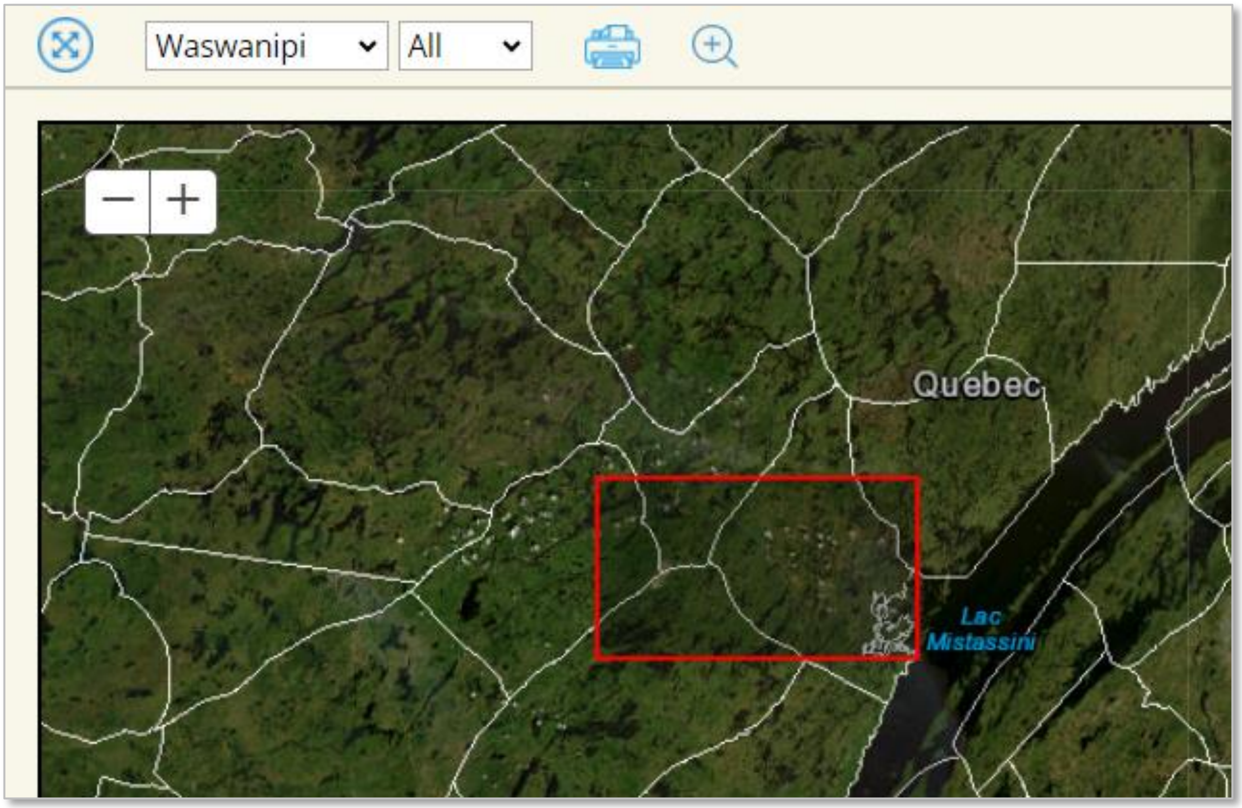


Clicking on the icon of a blue circle containing four arrows  zooms the map out to cover all of Eeyou Istchee.

The map can also zoom to specific traplines. Select a trapline from the dropdown menu and the map will focus on it.

To print the map view, click on the blue printer icon 

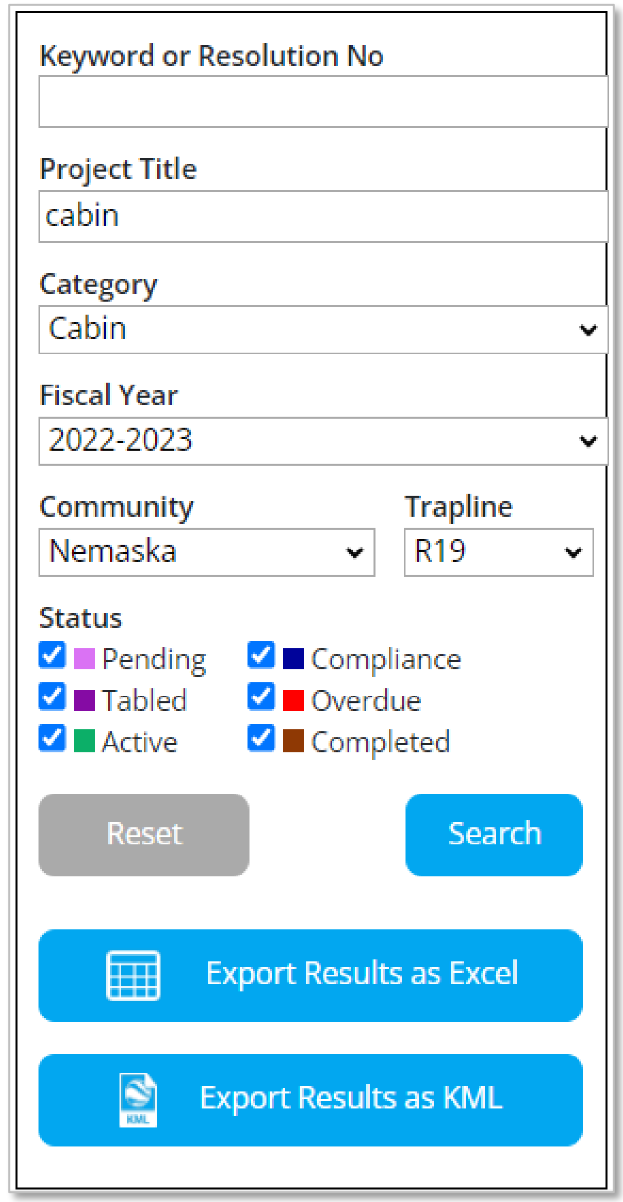
To focus the map on a specific area, use the  Zoom In tool . Click on the tool, then click on the map, then - with the left click button still depressed - move your mouse over the area you want the map to zoom in to.



The tool will display a rectangle with red borders of the area. Adjust the size of the rectangle to encompass the area you want to zoom to. When you are satisfied, release the left click button; the map will zoom in to that area.

3.5.2 Searching for projects

The search panel is located to the left of the map. Users can search for projects by selecting any combination of the following parameters and pressing the blue Search button at the bottom



Keyword or Resolution No: allows the user to search by entering the Resolution number (or Funding Agreement) or by keyword (word appearing in the project description)

Project Title: allows the user to search by entering any word(s) in the project title.

Category: allows the user to select from a dropdown list of project categories.

Fiscal Year: allows the user to select from a dropdown list of fiscal years.

Community: this selection is restricted to the community assigned to the user.

Trapline: allows the user to select from a dropdown list of traplines for the selected community.

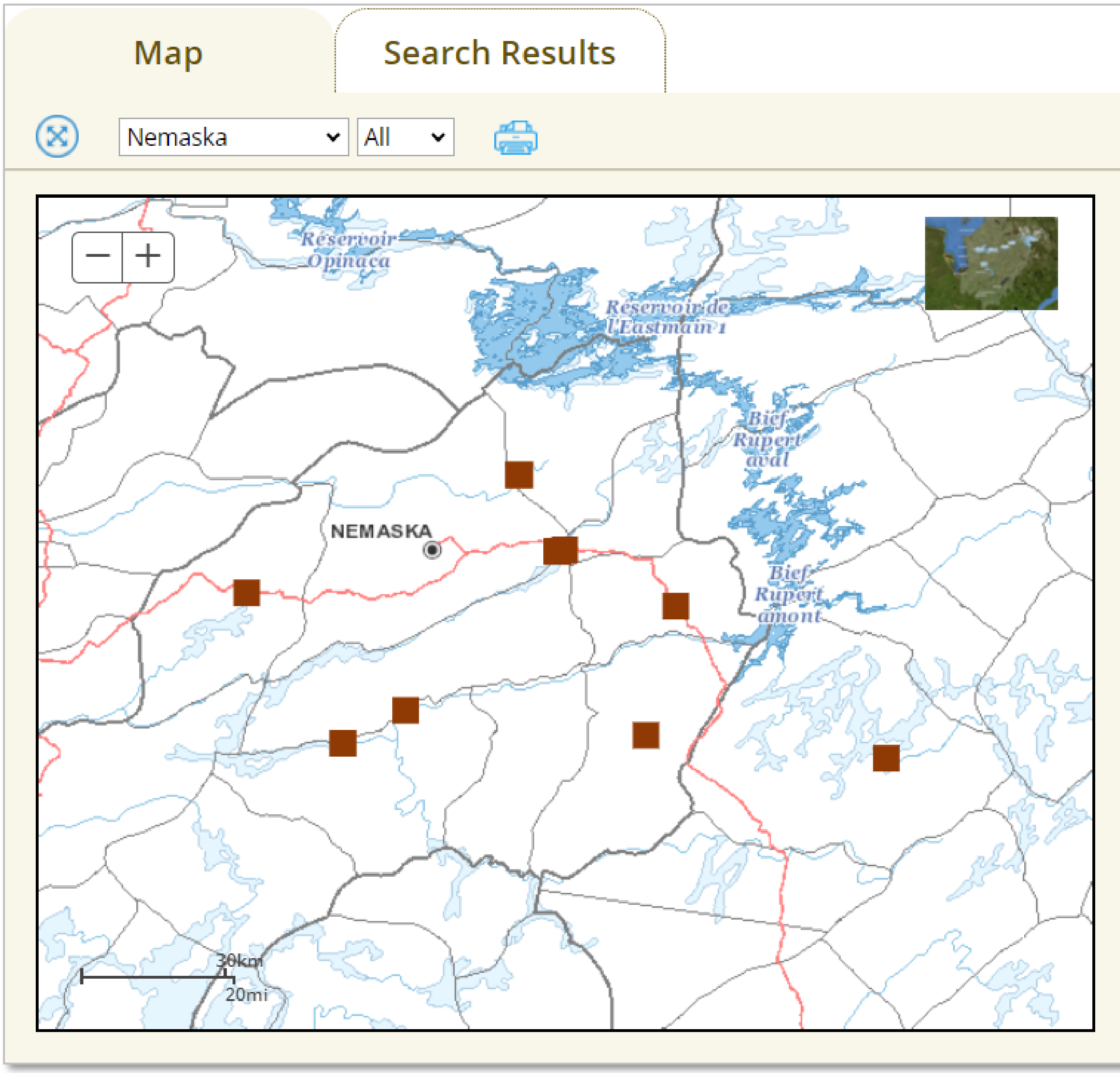
Status: allows the check the project status they wish to search for. Leaving all boxes blank will display all project statuses.

Following a search, users can click on the **Export Results as Excel** button to download a spreadsheet of the results.

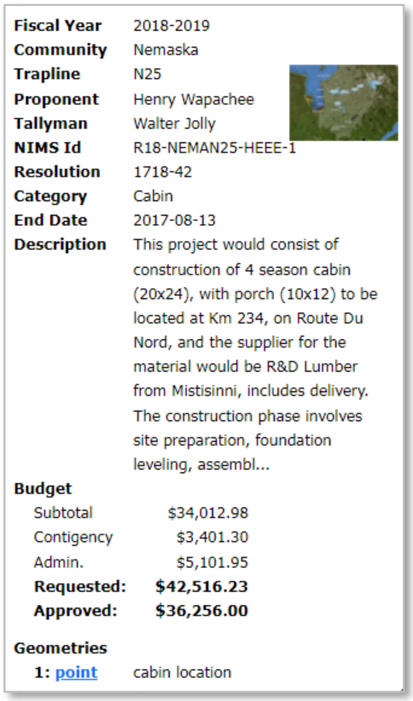
Clicking on the **Export Results as KML** button provides the user with a KML file of the search results. This file can be opened in Google Earth.

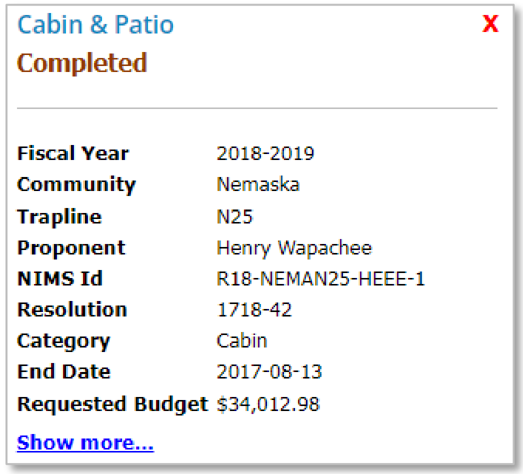
3.5.3 The Map View

The map view is selected by default. Running a search for projects will cause the results to appear on the map.



Clicking on a project location on the map will display a pop-up containing basic information about a project:





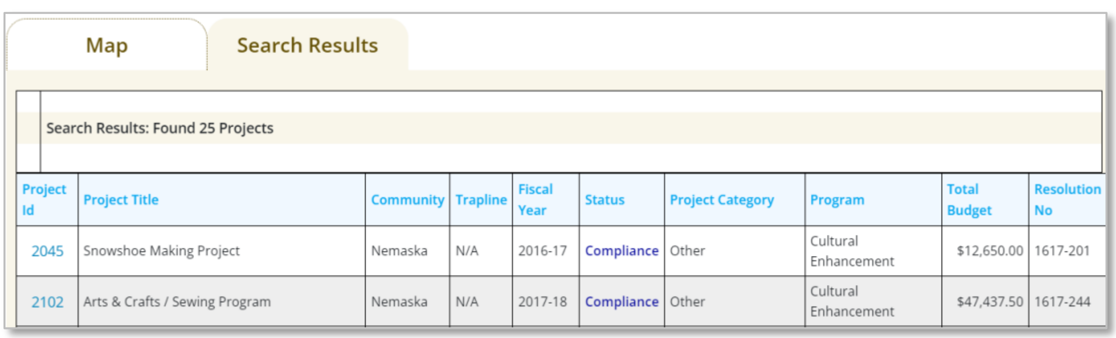
Clicking on the project title (in blue at the top of the box) will open the project fully in NIMS 2.0.

Clicking on **Show more…** will expand the information box to provide more information.

Clicking on the **geometry type** will zoom the map to that geometry.

3.5.4 The Search Results Table

The same search results that display on the maps can also be viewed by clicking on the Search Result tab. Not all projects have geometries; if a search query does not display any icons on the map, check the Search Results tables.



Project Id	Project Title	Community	Trapline	Fiscal Year	Status	Project Category	Program	Total Budget	Resolution No
2045	Snowshoe Making Project	Nemaska	N/A	2016-17	Compliance	Other	Cultural Enhancement	$12,650.00	1617-201
2102	Arts & Crafts / Sewing Program	Nemaska	N/A	2017-18	Compliance	Other	Cultural Enhancement	$47,437.50	1617-244

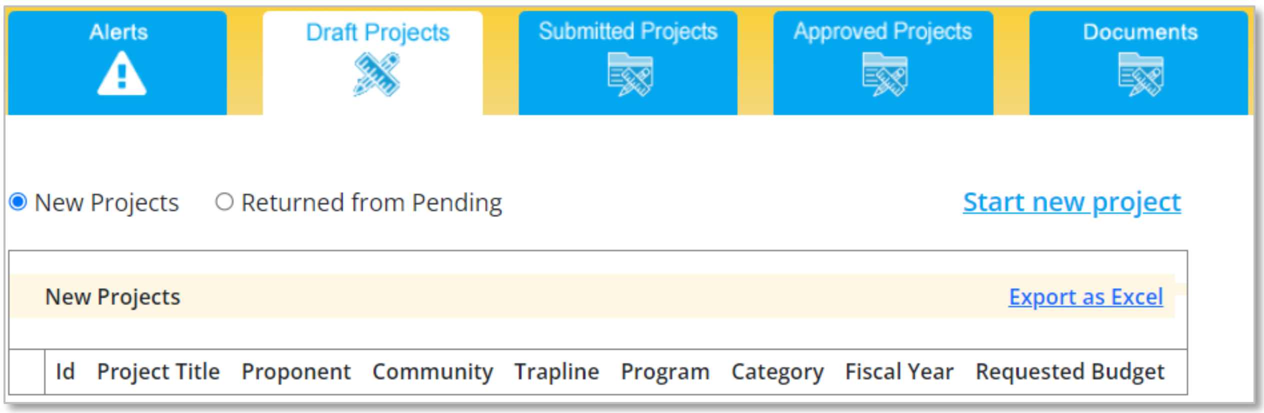
The Search Results table displays key information about each project. The order of the projects can be sorted by clicking on the blue field headings.

To open a project, click on its Project ID number.

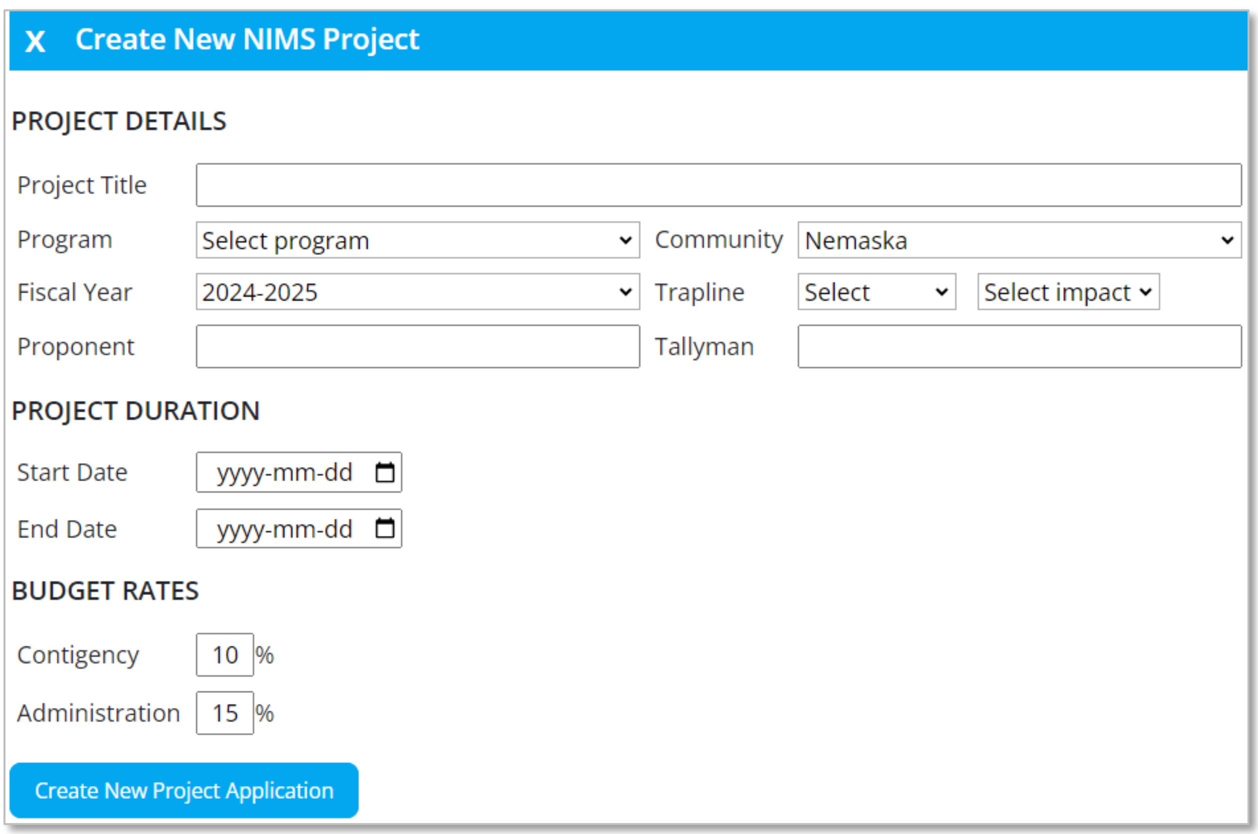
4.0 CREATING AND SUBMITTING A PROJECT

4.1 STARTING A NEW PROJECT

To create a new project, click on the Draft Tab and click the “Start new project” button.



This opens the Create New NIMS Project interface.



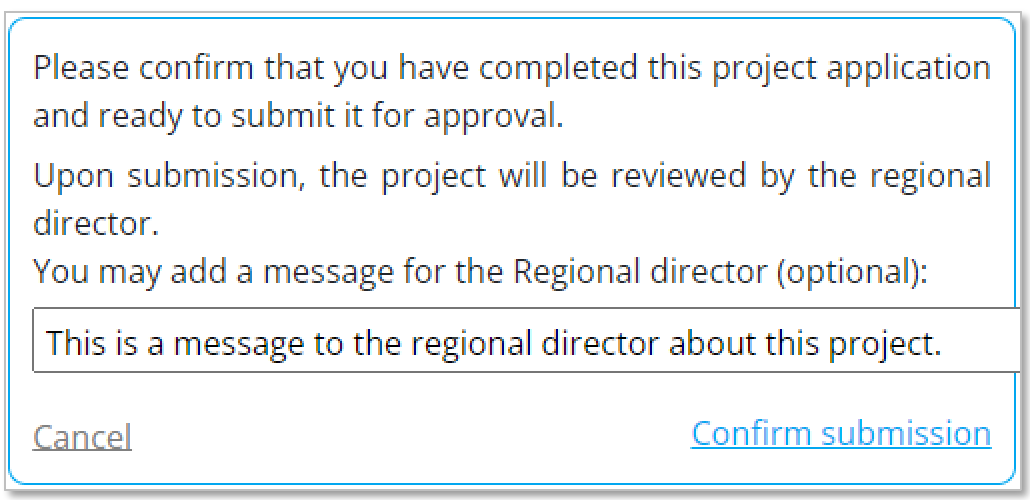
Fill in all of the fields. Be sure to double-check that the information you entered is correct! The following fields cannot be edited once the project is created:

- *Program*
- *Community*
- *Fiscal Year*
- *Trapline*
- *Proponent*
- *Tallyman*

Once you the fields have been correctly filled, click the Create New Project Application button at the bottom. This opens a new Draft project.

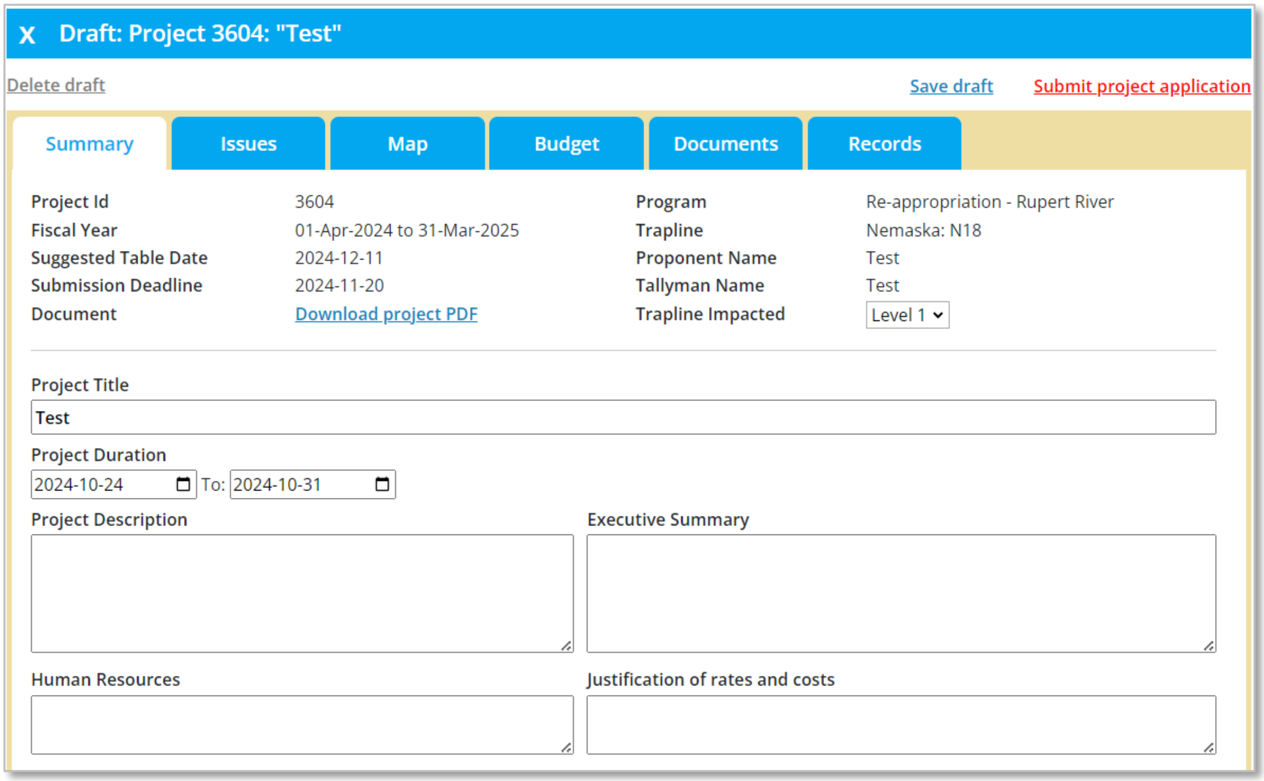
The new project has three important buttons available above the project tabs.

- Delete draft: deletes the **DRAFT** project
- Save draft: saves edits to the **DRAFT** project – save often!
- Submit project application: submits the project for review by the Regional Directors. A panel appears to confirm submission and allow the user to send a message about the project.



Click Confirm submission to change the project's status to **Pending** and prevents further edits.

4.2 SUMMARY TAB

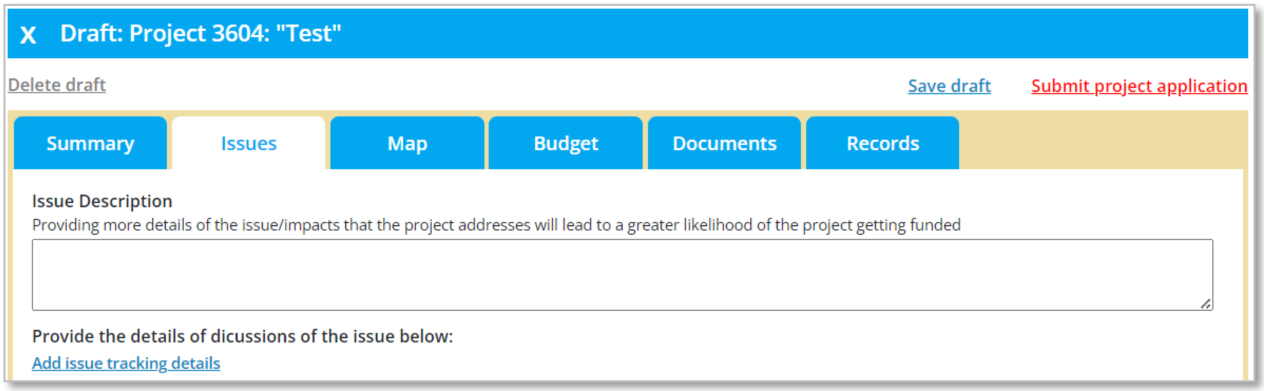


Fill in the fields in the SUMMARY tab. If necessary, edit the *Trapline Impact level*, *Project Title*, and *Project Duration* fields.

All of the fields on this tab are mandatory with the exception of the *Justification of rates and costs* text field.

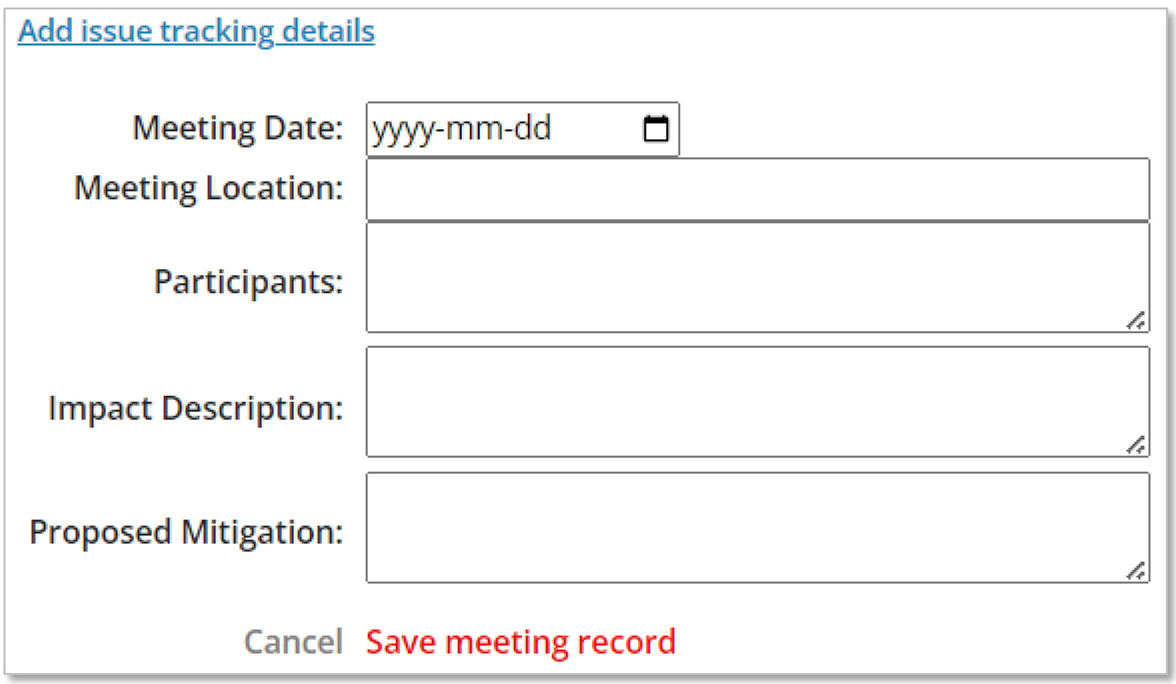
Click the Download project PDF button to download a PDF of the project application including a map of its location if map geometry has been entered, and all uploaded documents – as long as they are PDFs. If the user uploads other file formats, they will not be appended to the Project PDF and will have to be downloaded individually from the DOCUMENTS tab.

4.3 ISSUES TAB



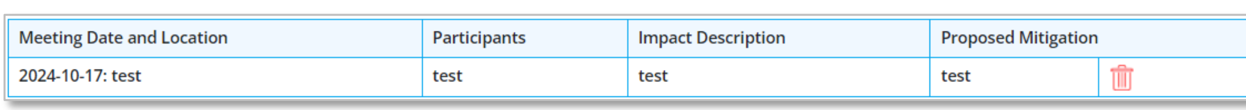
Enter the details of the issue that this project addresses in the *Issue Description* field. This field is not mandatory but, if filled out, will improve the chances of the project being funded.

Click Add issue tracking details to open an interface for the entry of details on specific meetings that were held concerning the project or the issue it addresses. This field is not mandatory but, if filled out, will improve the chances of the project being funded.



Click Cancel to close the interface without saving. Click Save meeting record: to save and close the record.

The meetings display in a table. To delete a meeting click the trashcan icon at the end of the row.

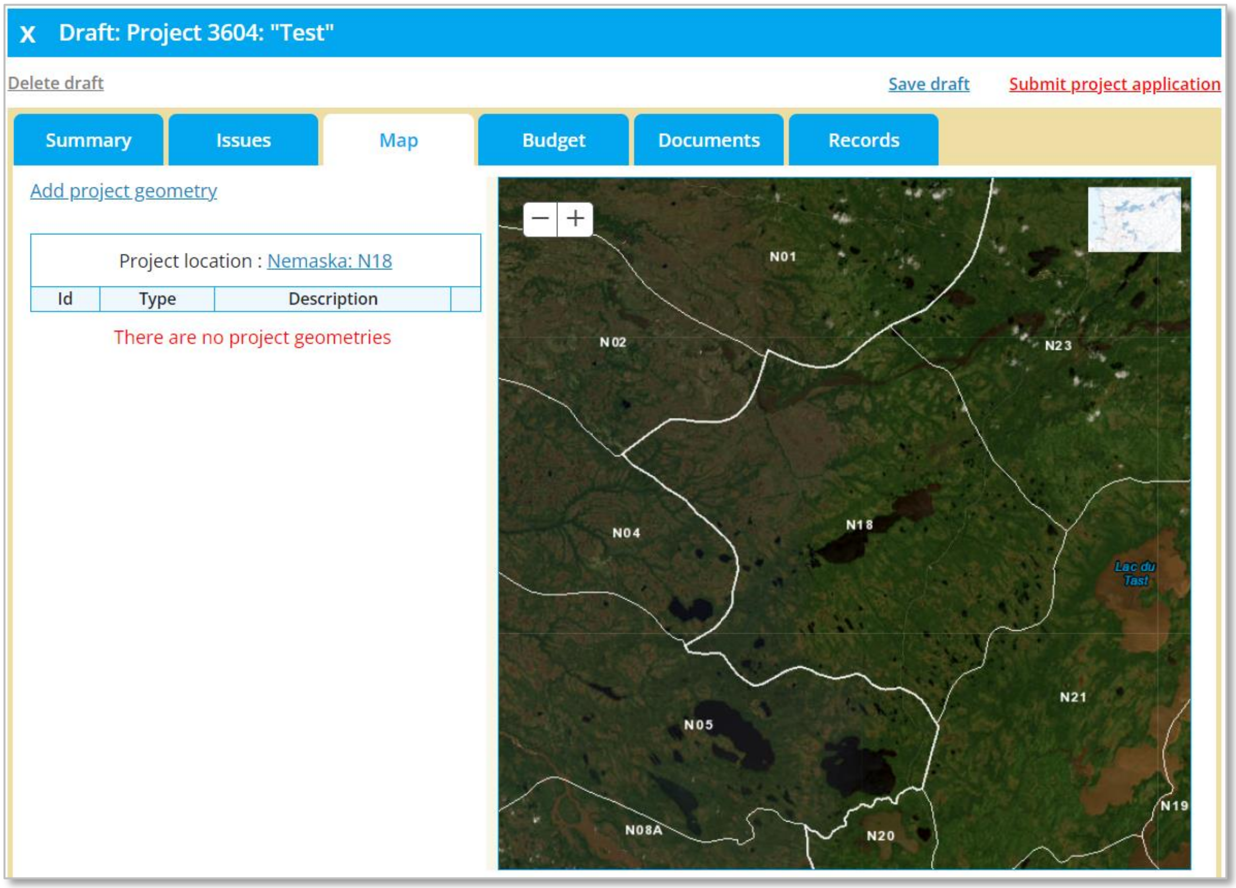


Meeting Date and Location	Participants	Impact Description	Proposed Mitigation	
2024-10-17: test	test	test	test	

4.4 MAP TAB

The map loads centered on the trapline selected when creating the project. By default, the map displays satellite imagery. To switch between satellite and topographic map view click on the inset map on the top right of the map.

To zoom in and out, use either the **+** and **–** buttons on the top left of the map or move your curser over the map use the roller on your mouse. To pan the map, left click on the map and drag it in any direction.



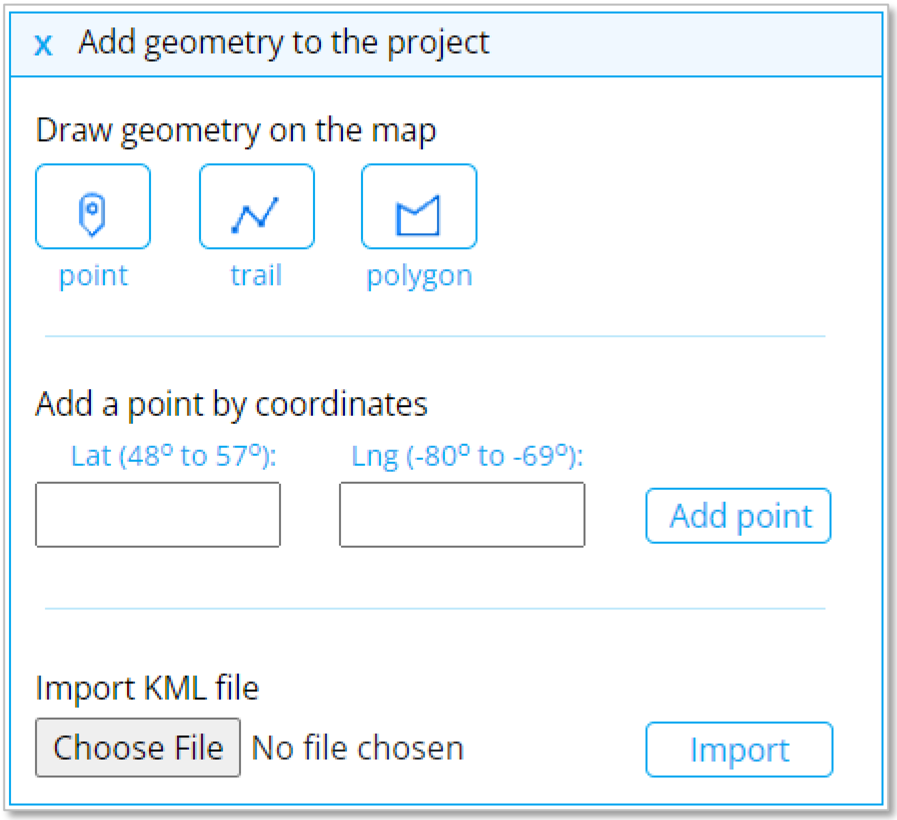
4.4.1 Adding a project location

Map geometries are mandatory for all Remedial Works program projects.

To add a project location to the map, click on Add project geometry (top left of the tab). This will open a panel offering three methods to enter a project location:

- Draw geometry on the map
- Add a point by coordinates
- Import KML file

To draw a geometry on the map, click on the point, trail or polygon button:

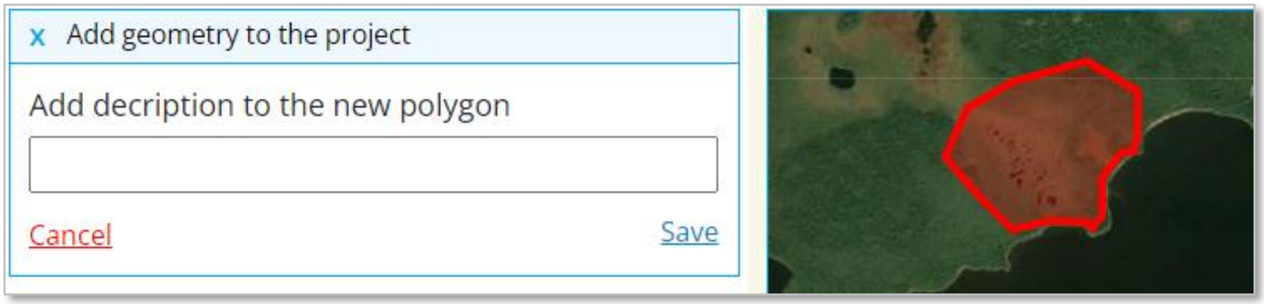


- Point tool – will place a single point where you click on the map, best suited for features such as cabins.
- Trail tool – best suited for trails or routes.
- Polygon tool – best suited for features such as a goose pond or other feature for which a perimeter or area must be defined.

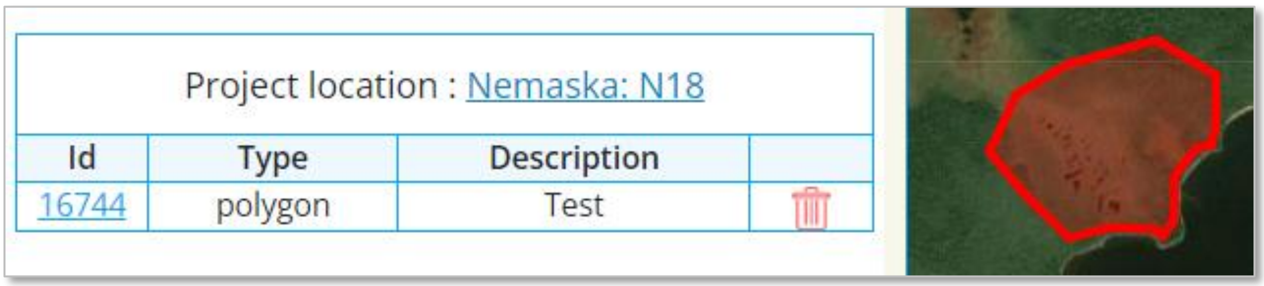
4.4.1.1 Adding a geometry by drawing on the map

In the example image below, the polygon tool was used to create the feature shown. To begin drawing click the polygon button then click on the map. Click once for each vertex (corner) to be added to the shape.

To complete a polygon, double-click to close the polygon from the first and last points you created. Enter a brief description in the text field provided and click Save.

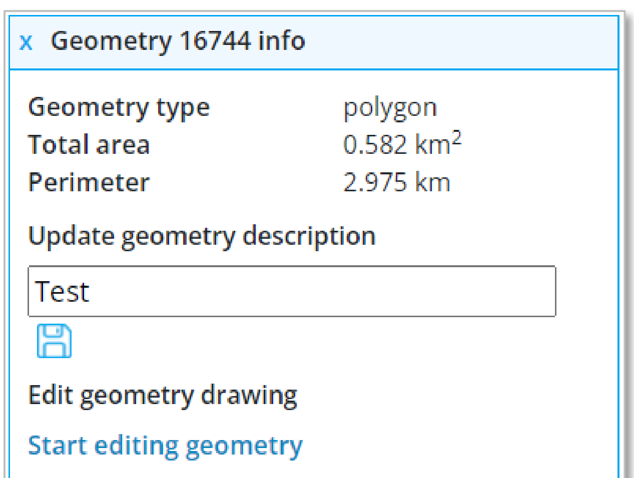


The polygon is displayed on the map and in a table on the left of the map.



To delete the geometry, click the trashcan icon at the end of the row.

To edit the geometry or see more information about it, click on the ID number at the beginning of the row.



The Geometry Info panel will open.

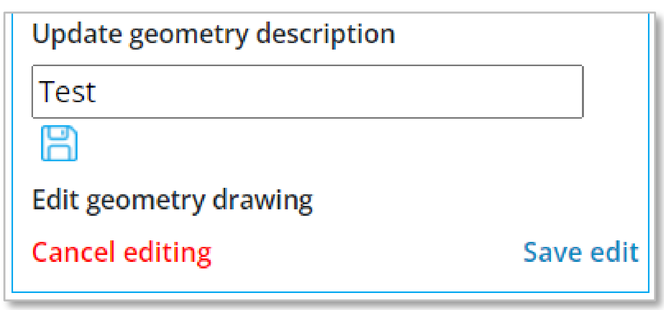
To update the geometry description, type in the text field and click the save icon

Click Start editing geometry to alter its shape.

Edit the drawing as needed by dragging either the real (grey) vertices or virtual (white) vertices to their desired location.

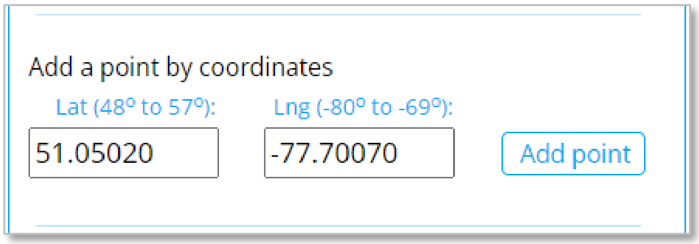
Each time you drag a virtual point it will become a real point. Two new virtual points will be created, bisecting the segments between the existing real points. Drawings can be modified with great precision by manipulating these points.

Edit the geometry, then click Save edit (or Cancel editing to delete the edits).



4.4.1.2 Adding a point geometry by coordinates

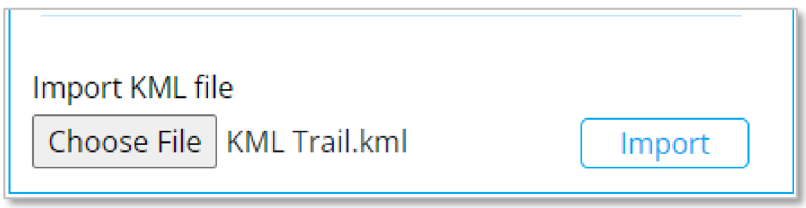
To add a point to the map using coordinates, add the coordinates to the *Lat* (latitude) and *Long* (longitude) text boxes, then click the Add point button.



The coordinates must be in Decimal Degree format as shown above. This is the coordinate notation system used by GPS units and Google Earth. To complete the point, enter a brief description in the text field provided and click Save.

4.4.1.3 Adding a geometry by importing a KML

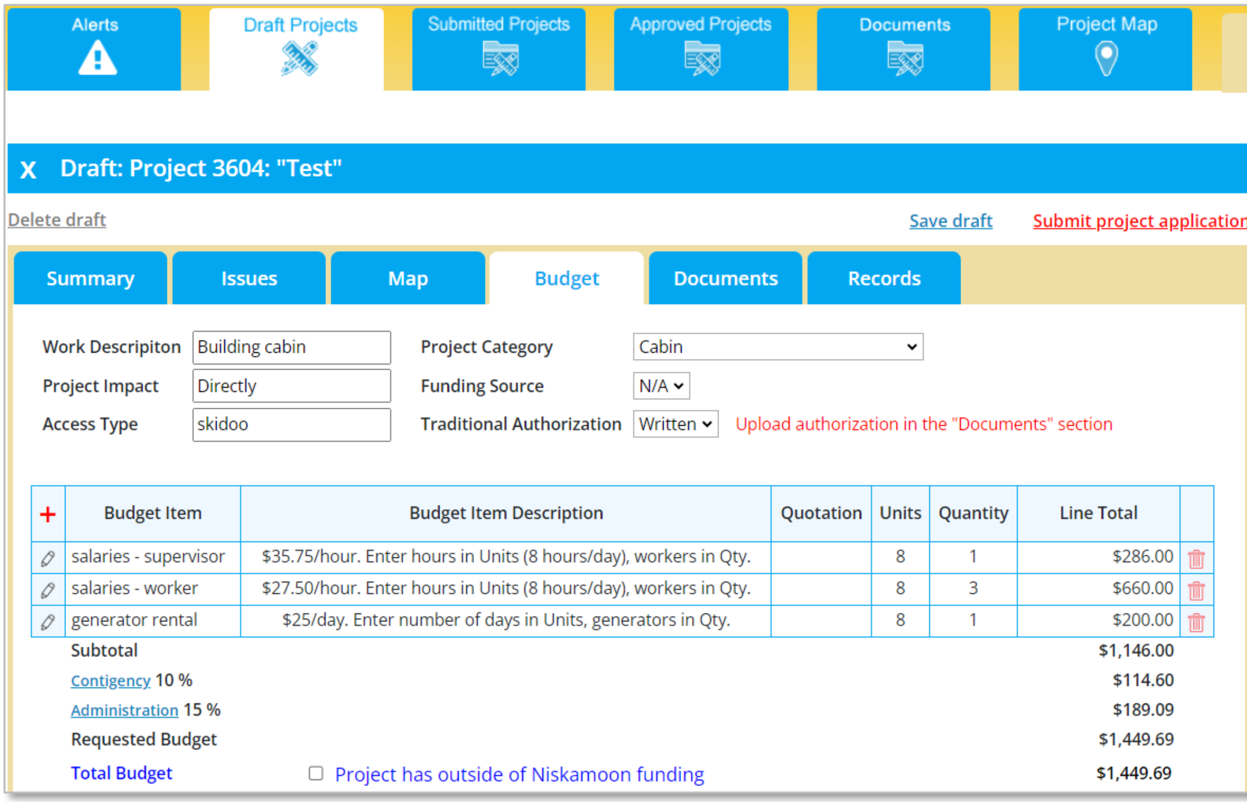
To add a geometry using a KML file, click the Choose File button to upload it from your computer to NIMS.



Once the file is uploaded, the file name is displayed next to the Choose File button.

Click the Import button to add the geometry to the map.

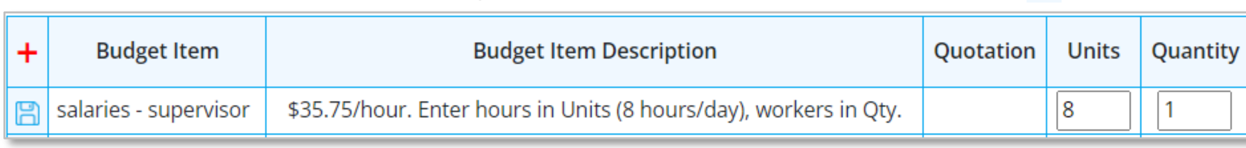
4.5 BUDGET TAB



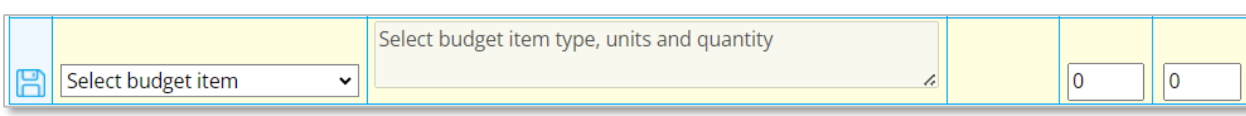
Fill in the fields above the budget table. For the *Traditional Authorization* field, if "Written" is selected from the dropdown menu a tallyman authorization form (Wee Ga Ee Ded) must be uploaded to the DOCUMENTS tab using the Traditional Authorization document category.

Create the budget for the project by filling in the rows of the budget table. By default, the budget items for the salaries are pre-loaded at the top of the table.

Click the pencil icon on the left to edit a row. To save edits to a row click the save icon, which replaces the pencil icon while editing. To delete a row, click the trashcan icon



Add lines to the budget by clicking on the plus icon.



Select a *Budget Item* for the new row from the dropdown list. For each budget item, enter the number of units according to the instructions that appear in the *Budget Item Description* column.

	motorboat rental	$80/day. Enter number of days in Units, boats in Qty.		0	0

Some budget items require that a description be typed, a quotation be uploaded, and the amount be entered.

+	Budget Item	Budget Item Description	Quotation	Units	Quantity	Line Total	
	material, supplies and other	User describes the material.		1	1	99	

Type the description and line total, then save the line. An Upload link will appear in the *Quotation* field of the table for that row. Click the link to upload a PDF of the quotation. Quotations are mandatory for these budget items.

+	Budget Item	Budget Item Description	Quotation	Units	Quantity	Line Total	
	material, supplies and other	User describes the material.	Upload	1	1	$99.00	

As budget lines are added, the budget subtotal, contingency rate, administration rate, requested budget are automatically calculated and displayed below the budget table. Click on Contingency or Administration to edit their percentages.

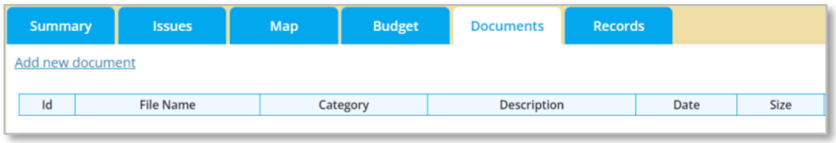
Budget Item	Budget Item Description	Quotation	Units	Quantity	Line Total
material, supplies and other	User describes the material.	Upload	1	1	$99.00
trail (skidoo, atv, portage)	$1500/km. Enter km in Units and 1 in Qty		10	1	$15,000.00
Subtotal					$15,099.00
Contigency 10 %					$1,509.90
Administration 15 %					$2,491.34
Requested Budget					$19,100.24
Total Budget	☐ Project has outside of Niskamoon funding				$19,100.24

If partial funding for a project is being requested only fill in the amount requested from Niskamoon in the budget section. Click on the Project has outside of Niskamoon funding checkbox. Edit the total budget of the project in the *Total Budget field* - by default this field is filled with the requested budget total. Click Save draft at the top of the tab to save the Total Budget.

Subtotal		$15,099.00
Contigency 10 %		$1,509.90
Administration 15 %		$2,491.34
Requested Budget		$19,100.24
Total Budget	☑ Project has outside of Niskamoon funding	$50,000.00

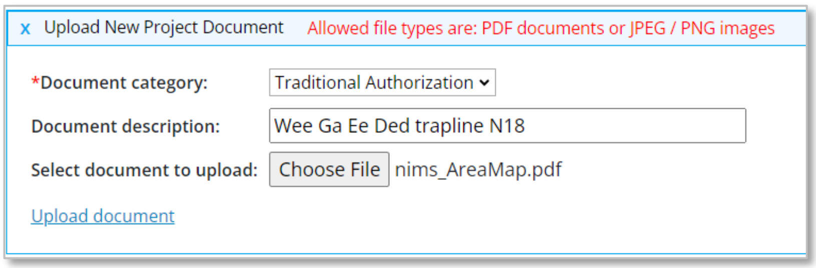
IMPORTANT - Fill out the budget table by grouping the entries together. For example, enter all the workers, then allowances such as food and travel, all rentals, and finally materials purchases. The Niskamoon Administrative Guide has an in depth description of the proper budget order.

4.6 DOCUMENTS TAB



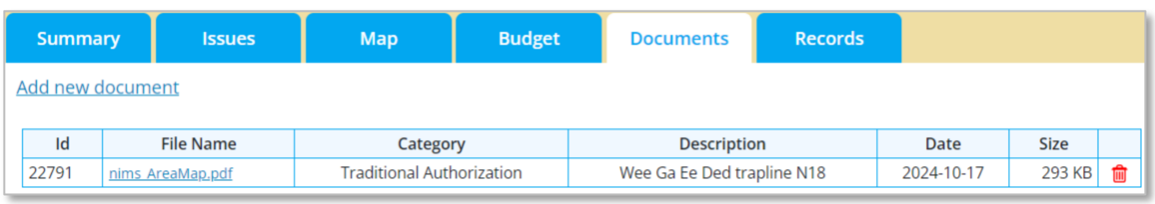
This tab contains the documents associated with the project. The financial report (entered in the Compliance tab) does not appear here; it can only be accessed by the Local Officer and the Compliance Officer from the Compliance tab.

To add a document click Add new document, located at the top left of the tab.



Select the document category, enter a description and click the Choose File button to upload the document from your device. The file's name will display beside the Choose File button. Click Upload document to complete the addition of the document to your project.

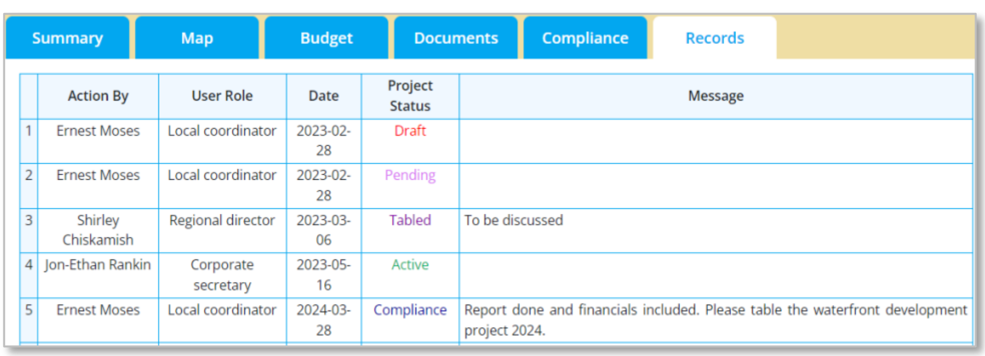
The file will now display in a table under the Documents tab. Click the file name to download the file or the trashcan icon to delete it.



Id	File Name	Category	Description	Date	Size	
22791	nims_AreaMap.pdf	Traditional Authorization	Wee Ga Ee Ded trapline N18	2024-10-17	293 KB	

4.7 RECORDS TAB

The records tab documents each time the project changes status. As well it records any messages sent in NIMS concerning the project.

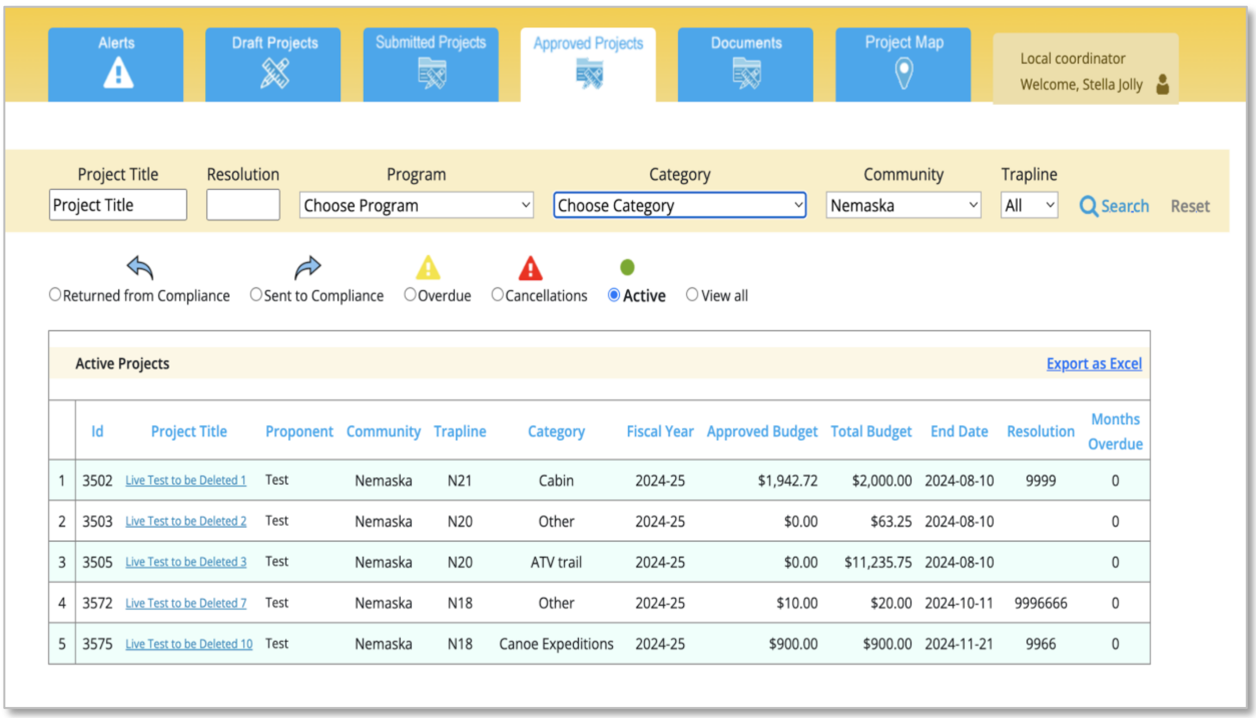


	Action By	User Role	Date	Project Status	Message
1	Ernest Moses	Local coordinator	2023-02-28	Draft	
2	Ernest Moses	Local coordinator	2023-02-28	Pending	
3	Shirley Chiskamish	Regional director	2023-03-06	Tabled	To be discussed
4	Jon-Ethan Rankin	Corporate secretary	2023-05-16	Active	
5	Ernest Moses	Local coordinator	2024-03-28	Compliance	Report done and financials included. Please table the waterfront development project 2024.

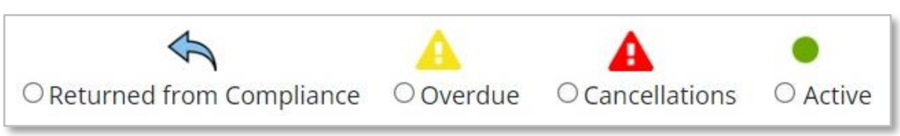
5.0 CREATING AND SUBMITTING A COMPLIANCE REPORT

To create a compliance report, locate the projects you wish to prepare. Under the APPROVED PROJECTS tab, use the search bar to locate these projects. You can search for projects using any or all of the following parameters:

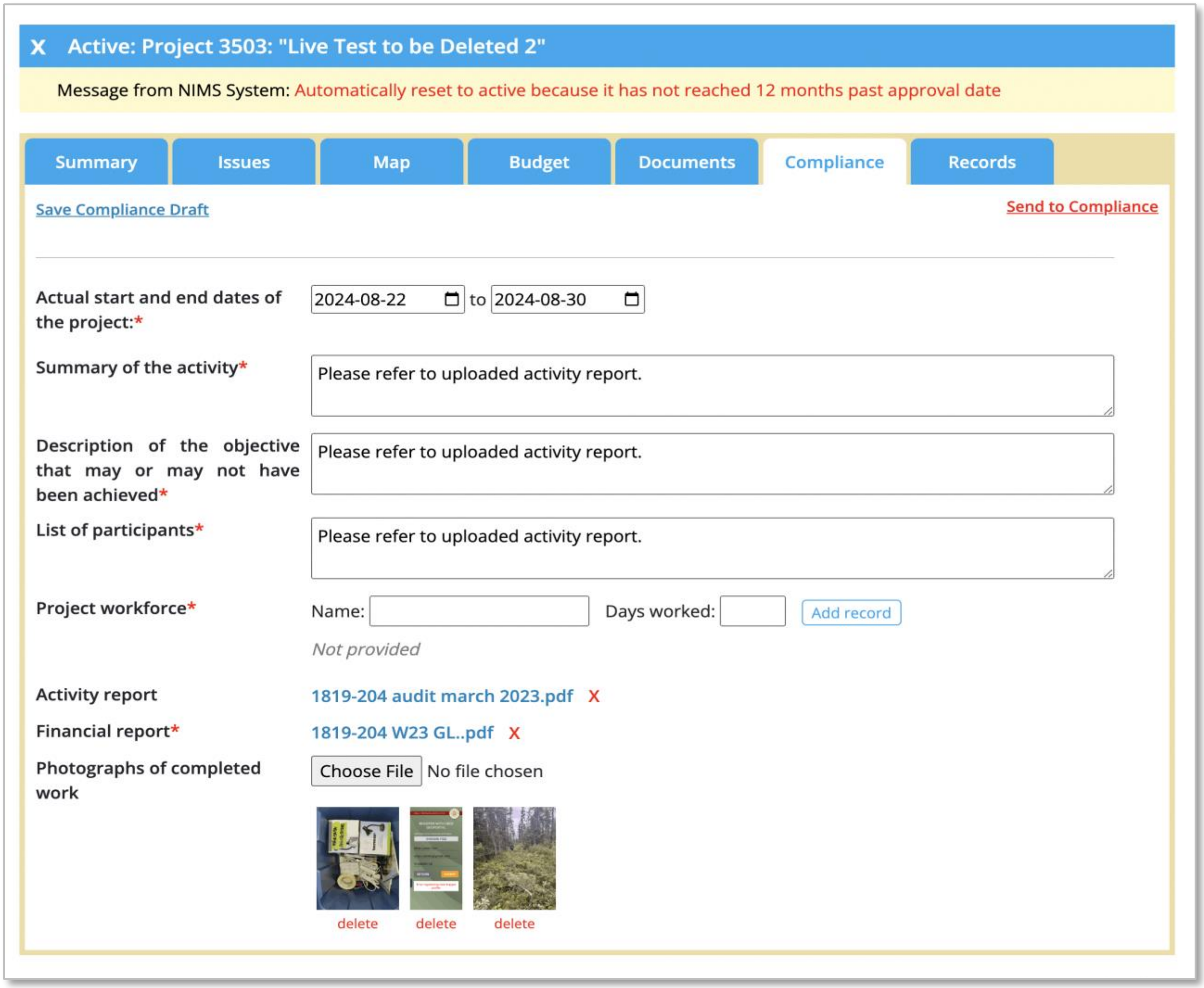
- *Project Title*
- *Resolution number*
- *Program*
- *Category*
- *Community (fixed according to your credentials)*
- *Trapline (limited to your community)*



Compliance reports can only be prepared for projects with these sub-statuses:



Load your project and click the COMPLIANCE tab.



Fields marked with an * are mandatory. For any of the text fields, you may attach a document but you must enter some information in that text field (example below: “Please refer to the uploaded activity report”).

Add all your documents and photographs by clicking their respective Choose File buttons.

Click the Save Compliance Draft to save your work if you are not ready to submit the report.

Click the Send to Compliance if you are ready to submit the report.

6.0 APPENDIX A: NISKAMOON INTERNAL DIRECTORY

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F: 819-673-2111

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6.1 BOARD MEMBERS

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Émilie Sénéchal	Director	Hydro-Québec – Groupe Développement durable boul. René-Lévesque W, 16th floor Montreal, Qc H2Z 1A4	Tél.:514-798-1223, poste 8793235 Cell: 438-822-7190	senechal.emilie@hydroquebec.com
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6.2 STAFF

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6.3 NISKAMOON OFFICERS

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Stella Jolly	Nemaska	32 Machishteweyaay St. Nemaska, QC J0Y 3B0	819-673-2512 ext.202	819-673-2542	sjolly@niskamoon.org