



STRATA 360 Itée.

NISKAMOON INFORMATION MANAGEMENT SYSTEM 2.0

LOCAL OFFICERS' USER GUIDE

Prepared for:



Prepared by:

STRATA360
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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:

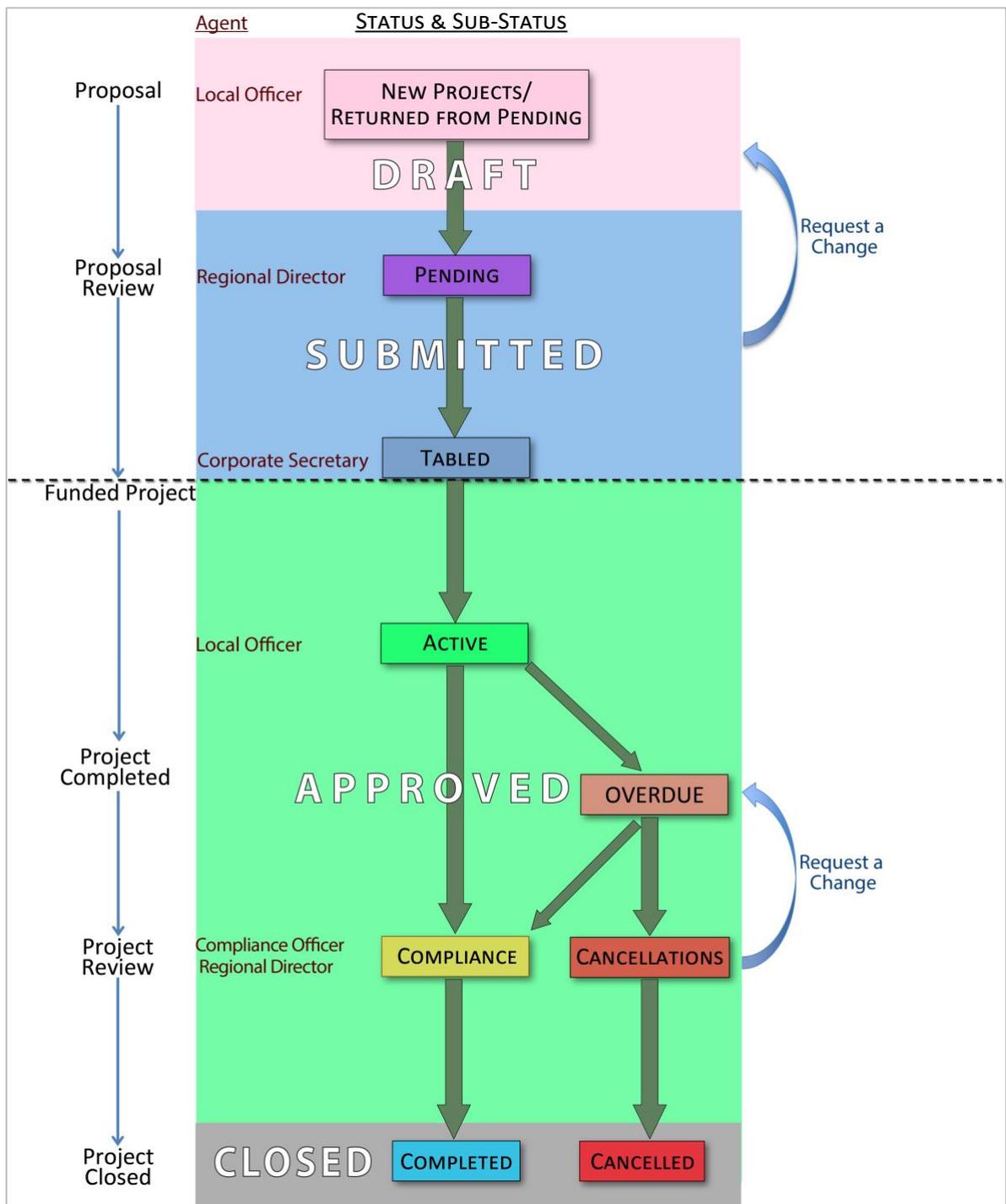
- **Pending**

- 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

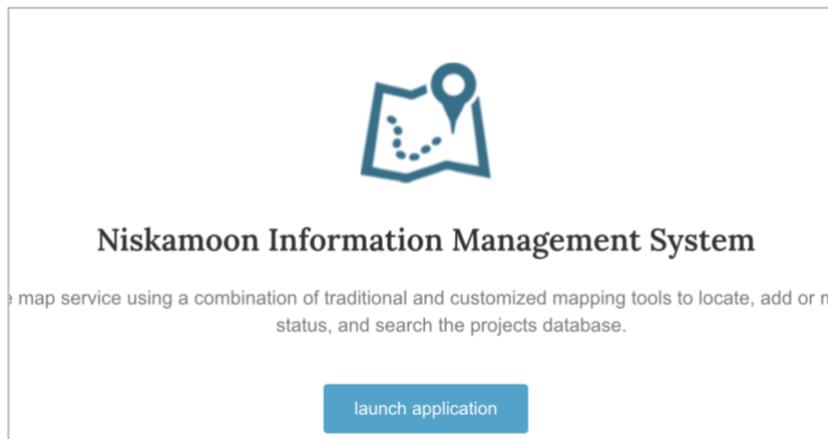
To access NIIMS go to <https://creegeoportal.ca>. Locate the Niskamoon Corporation section, either under the **Partners** heading on the main menu, or from the zone on the page.



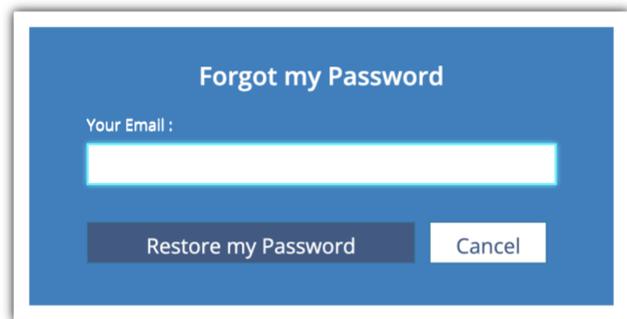
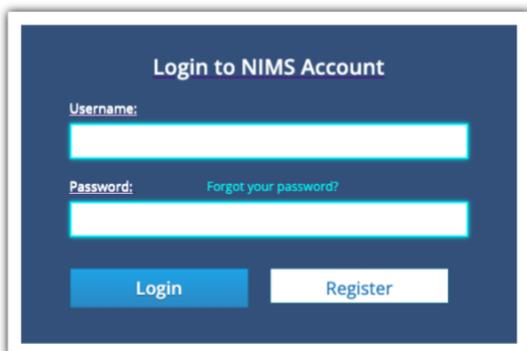
OR



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.

Project Map

Local coordinator
Welcome, Local Officer Name

Your NIMS Profile

Salutation* Mr. ▾

Name* Local Officer

Email address* LOfficer@niskamoon.

Submit profile changes

Set new NIMS account password

Password must be between 6 and 20 characters

Login: nemnims

Password* *****

Change password

Logout

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.

The screenshot displays the Alerts Tab interface, divided into two main sections: Project Tasks and NIMS Calendar.

Project Tasks: Nemaska

- New Projects:** There are 10 New projects.
- Returned Projects:** 14 Projects returned from Pending; 2 Projects returned from Compliance.
- Overdue Projects:** There are 15 projects less than 12 months overdue; There are 17 projects more than 12 months overdue; There are 15 projects more than 2 years overdue.
- Rates:** New rates are in effect, please consult the document.
- Funding Agreements:** Unsigned agreements; Double-signed agreements.

NIMS Calendar

July 2024

MON	TUE	WED	THU	FRI	SAT	SUN
1 Holiday	2 Table Deadline	3	4	5	6	7
8	9 BoD Meeting	10 BoD Meeting	11 Event	12	13	14
15	16	17	18	19	20	21
22	23	24 BoD Meeting	25 BoD Meeting	26	27	28

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 Cancelled 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.

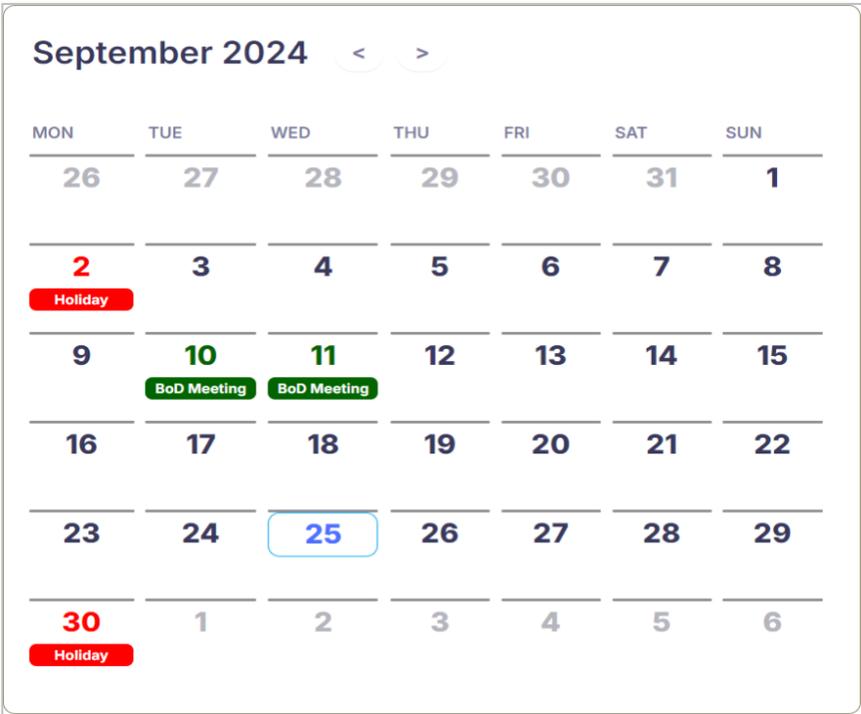
5. The Rates sub-section contains a link to a document detailing Niskamoon projects rates and policies.
6. The Funding Agreements sub-section contains links to Unsigned funding agreements and Double-signed funding agreements (signed by both the local authority and the Niskamoon treasurer).
7. The Board 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.

Next BOD meeting: [2024-12-11](#) Priority: Spring projects (goose corridors, goose ponds)
 Submission deadline: 2024-11-20



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

New Projects										Export as Excel
	ID	Project Title	Proponen	Community	Trapline	Program	Category	Fiscal Year	Requested Budget	
1	3155	skidoo trails	Charles Cheezo	Nemaska	R16	Re-appropriation - Rupert River	Snowmobile trails	2021-22	\$18,975.00	

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

Pending Projects										Export as Excel
	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.

Pending
 Tabled
 Board Decisions

Board Decisions on the Projects Tabled at the Meeting Held on

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

	Id	Project Title	Proponent	Community	Trapline	Category	Fiscal Year	Total Budget	End Date	Resolution	Status
1	2362	ATV crossings	Andrew Brien	Nemaska	M33	Crossing	2018-19	\$30,850.74	2018-04-14	1718-223	Compliance
2	2407	Brushcutting around composites	Lindy Moar	Nemaska	N24	Other	2018-19	\$18,545.41	2018-06-30	1819-56	Active

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 screenshot shows the 'Documents' tab interface. At the top, there are six navigation buttons: Alerts (with a warning icon), Draft Projects (with a pencil icon), Submitted Projects (with a document icon), Approved Projects (with a document icon), Documents (with a document icon), and Project Map (with a location pin icon). Below these, there are three main sections: 'Quick Access', 'Niskamoon Document Repository', and 'Reporting'. Under 'Quick Access', there are three folder icons with links: 'Administrative Guides', 'Funding Agreement, signed', and 'Meeting Minutes'. To the right of these links, there is a section titled 'Funding Agreement, signed (1119 documents)'. Below this title is a table with the following columns: 'Id', 'File Category', and 'File Name'. The table contains one row with the following data: '15475', 'Funding Agreement, signed', and '[AGR1920-142 CNN R-21 Edith Matoush - 4 Season Cabin with porch](#)'.

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 to 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).

The screenshot displays the Niskamoon Document Repository interface. It features three tabs: "Quick Access", "Niskamoon Document Repository" (which is active), and "Reporting".

On the left, under the "Search Documents" heading, there are several search filters:

- Keywords:** A text input field.
- Document Group:** A dropdown menu currently set to "Project Documents".
- Category:** A dropdown menu currently set to "Select Category".
- Date Range:** Two date pickers with the format "yyyy-mm-dd".
- Community:** A dropdown menu currently set to "Nemaska".
- Trapline:** A dropdown menu currently set to "All".

At the bottom of the search filters are two buttons: "Reset" and "Search".

On the right, under the "Found Documents" heading, it states "Found 94 documents using selected parameters". Below this is a table with the following columns: "Id", "Category", and "File Name".

Id	Category	File Name
193	Other	2.5 Storage of wood for the Nemaska resident, letter from France I
320	Proposal	5.37 Letter addressed to the Board of Directors of Niskamoon by M
321	Proposal	5.38 Beaver Trapping out Program -Base & Satellite Camps -Detail
366	Final Report	7.8 Fishing Training Camp Project- letter addressed by Isaac Meski
368	Proposal	7.10 Nemaska Traditional Gathering Proposal- Briefing Note from I

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.

Reporting

Approved projects report

This report provides a list of projects for a given financial period(s) grouped by community / program and with the following fields reported: project Id, Resolution number, trapline, proponent, project category, requested budget, contingency fees, admin fees, final budget. Summarized totals are added to program / community / financial period.

Budget years: to for [Download](#)

Overall status report

Current projects (either active, overdue, or tabled for approval) grouped by community / program and with the following fields reported: project Id, Resolution number, trapline, proponent, project category, requested budget, contingency fees, admin fees, final budget. Summarized totals are added to program / community / financial period.

[Download](#)

Financial totals of approved projects

This report provides financial totals per financial period / community / trapline. It reports the approved budgets distributed to traplines in the form of Excel spreadsheet with charts.

Budget year: for [Download](#)

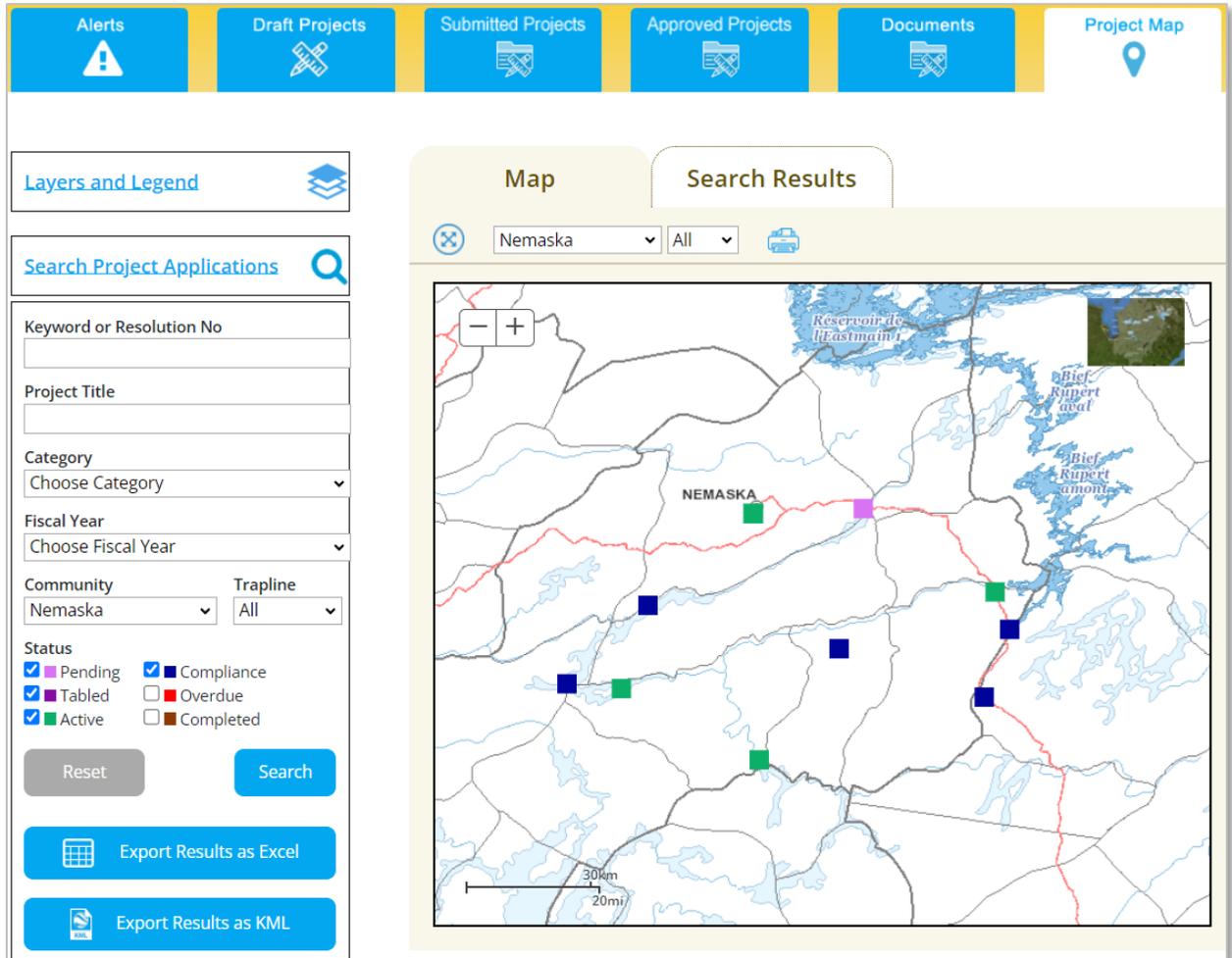
Financial totals of project categories

This report provides financial totals per project category / community for selected fiscal years. It reports the approved budgets allocated to project categories in a form of Excel spreadsheet with charts.

Budget year: to for [Download](#)

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.



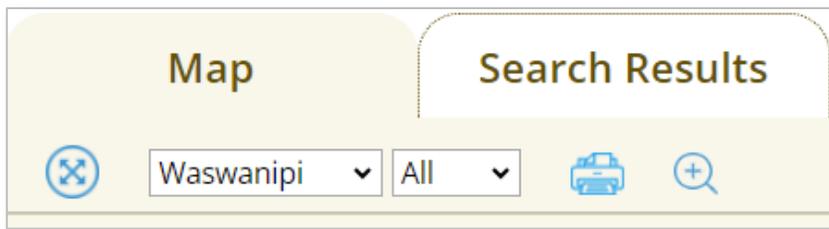
To switch to the satellite view, click on the box located in top right corner of the map.



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.

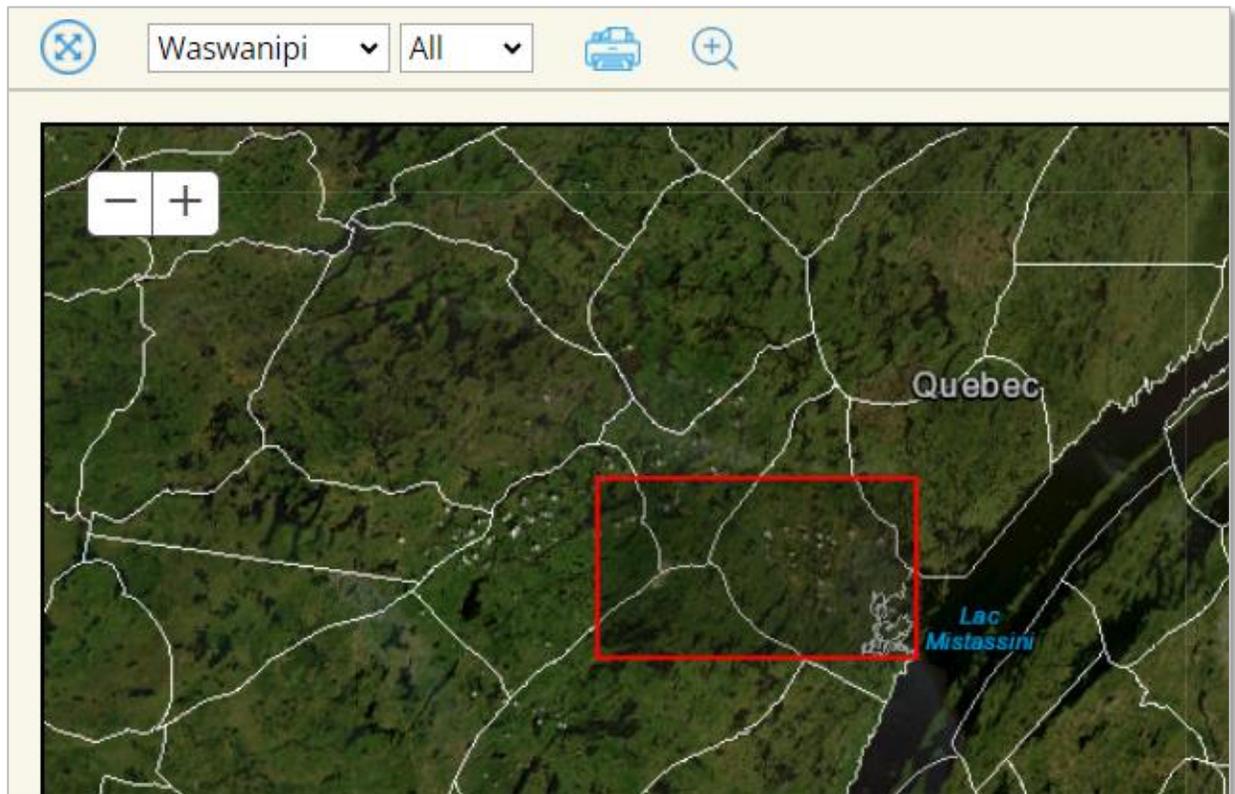


Clicking on the icon of a blue circle containing four arrows  zooms the map out to cover all of Eeyou Istchee.

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.

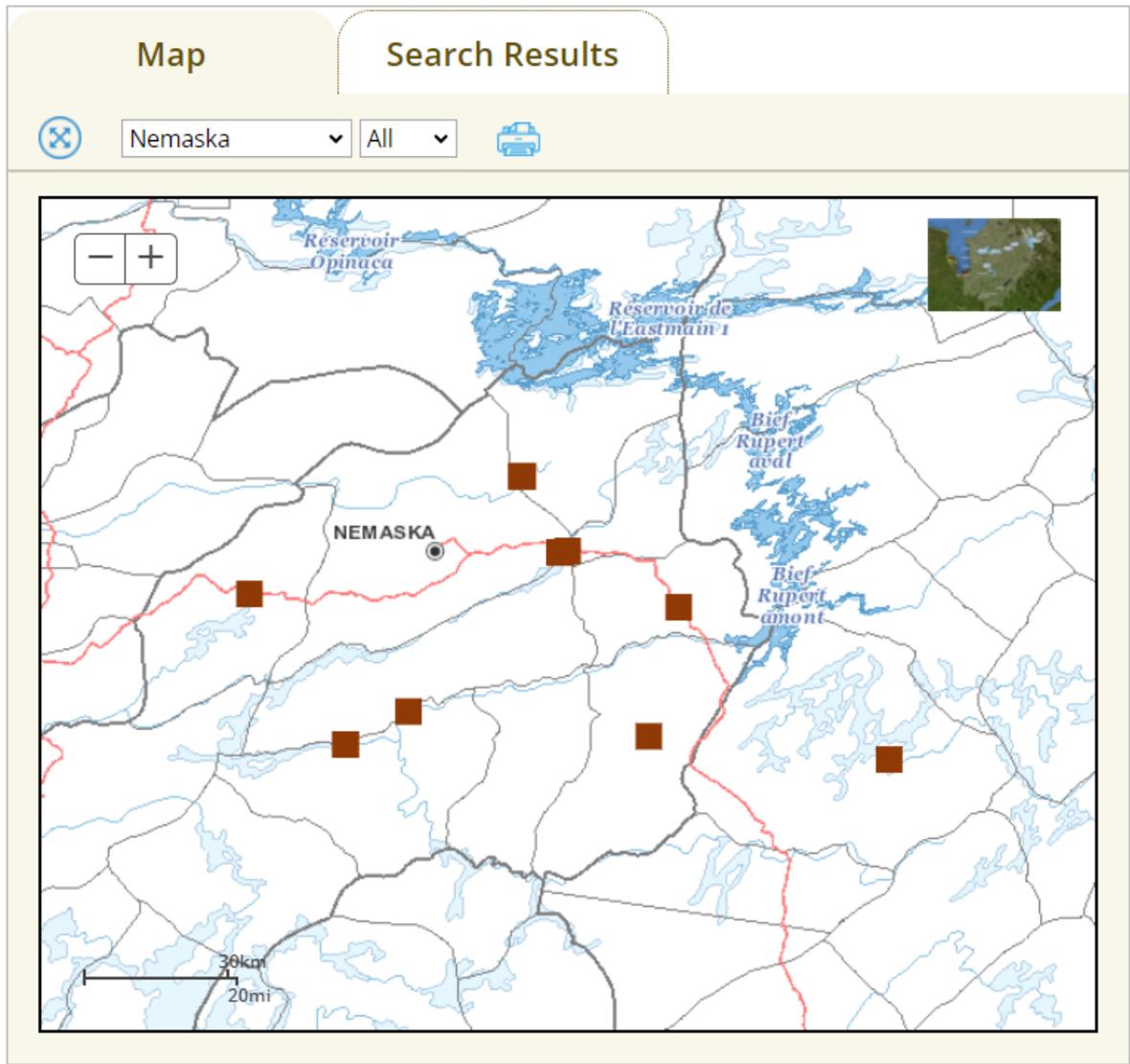
Clicking on the **Export Results as KML** button provides the user with a KML file of the search results. This file can be opened in Google Earth.

The screenshot shows a search panel with the following elements:

- Keyword or Resolution No:** An empty text input field.
- Project Title:** A text input field containing the word "cabin".
- Category:** A dropdown menu with "Cabin" selected.
- Fiscal Year:** A dropdown menu with "2022-2023" selected.
- Community:** A dropdown menu with "Nemaska" selected.
- Trapline:** A dropdown menu with "R19" selected.
- Status:** A section with six checkboxes, each with a colored square next to it:
 - Pending (pink square)
 - Compliance (dark blue square)
 - Tabled (purple square)
 - Overdue (red square)
 - Active (green square)
 - Completed (brown square)
- Buttons:** A grey "Reset" button and a blue "Search" button.
- Export Buttons:** Two blue buttons at the bottom: "Export Results as Excel" (with a calendar icon) and "Export Results as KML" (with a KML file icon).

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:

Fiscal Year 2018-2019
Community Nemaska
Trapline N25
Proponent Henry Wapachee
Tallyman Walter Jolly
NIMS Id R18-NEMAN25-HEEE-1
Resolution 1718-42
Category Cabin
End Date 2017-08-13
Description This project would consist of construction of 4 season cabin (20x24), with porch (10x12) to be located at Km 234, on Route Du Nord, and the supplier for the material would be R&D Lumber from Mistisinni, includes delivery. The construction phase involves site preparation, foundation leveling, assembl...

Budget

Subtotal	\$34,012.98
Contingency	\$3,401.30
Admin.	\$5,101.95
Requested:	\$42,516.23
Approved:	\$36,256.00

Geometries

1: [point](#) cabin location



Cabin & Patio X
Completed

Fiscal Year 2018-2019
Community Nemaska
Trapline N25
Proponent Henry Wapachee
NIMS Id R18-NEMAN25-HEEE-1
Resolution 1718-42
Category Cabin
End Date 2017-08-13
Requested Budget \$34,012.98
[Show more...](#)

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.

Map		Search Results							
Search Results: Found 25 Projects									
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.

The screenshot shows a navigation bar with five tabs: Alerts (Warning icon), Draft Projects (Pencil icon), Submitted Projects (Checklist icon), Approved Projects (Checklist icon), and Documents (Checklist icon). Below the tabs, there are radio buttons for 'New Projects' (selected) and 'Returned from Pending', and a 'Start new project' button. A table with a yellow header row 'New Projects' and an 'Export as Excel' link is visible. The table columns are: Id, Project Title, Proponent, Community, Trapline, Program, Category, Fiscal Year, and Requested Budget.

This opens the Create New NIMS Project interface.

The 'Create New NIMS Project' form is divided into three sections: PROJECT DETAILS, PROJECT DURATION, and BUDGET RATES. PROJECT DETAILS includes fields for Project Title, Program (dropdown), Community (dropdown), Fiscal Year (dropdown), Trapline (dropdown), and Proponent (text input). PROJECT DURATION includes Start Date and End Date (calendar pickers). BUDGET RATES includes Contingency (input field with %) and Administration (input field with %). A blue 'Create New Project Application' button is at the bottom.

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:

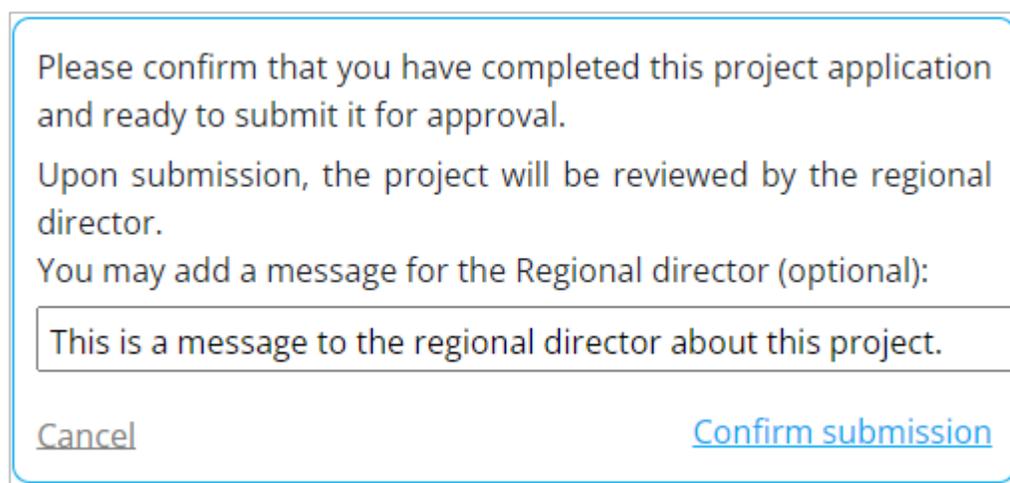
- *Program*
- *Community*
- *Fiscal Year*
- *Trapline*
- *Proponent*
- *Tallyman*

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

X Draft: Project 3604: "Test"

Delete draft [Save draft](#) [Submit project application](#)

Summary	Issues	Map	Budget	Documents	Records
Project Id	3604	Program	Re-appropriation - Rupert River		
Fiscal Year	01-Apr-2024 to 31-Mar-2025	Trapline	Nemaska: N18		
Suggested Table Date	2024-12-11	Proponent Name	Test		
Submission Deadline	2024-11-20	Tallyman Name	Test		
Document	Download project PDF	Trapline Impacted	Level 1 ▾		
Project Title					
<input type="text" value="Test"/>					
Project Duration					
2024-10-24 <input type="calendar"/> To: 2024-10-31 <input type="calendar"/>					
Project Description			Executive Summary		
<input type="text"/>			<input type="text"/>		
Human Resources			Justification of rates and costs		
<input type="text"/>			<input type="text"/>		

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

X Draft: Project 3604: "Test"

Delete draft [Save draft](#) [Submit project application](#)

Summary Issues Map Budget Documents Records

Issue Description
Providing more details of the issue/impacts that the project addresses will lead to a greater likelihood of the project getting funded

Provide the details of discussions of the issue below:
[Add issue tracking details](#)

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.

[Add issue tracking details](#)

Meeting Date: yyyy-mm-dd

Meeting Location:

Participants:

Impact Description:

Proposed Mitigation:

Cancel **Save meeting record**

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

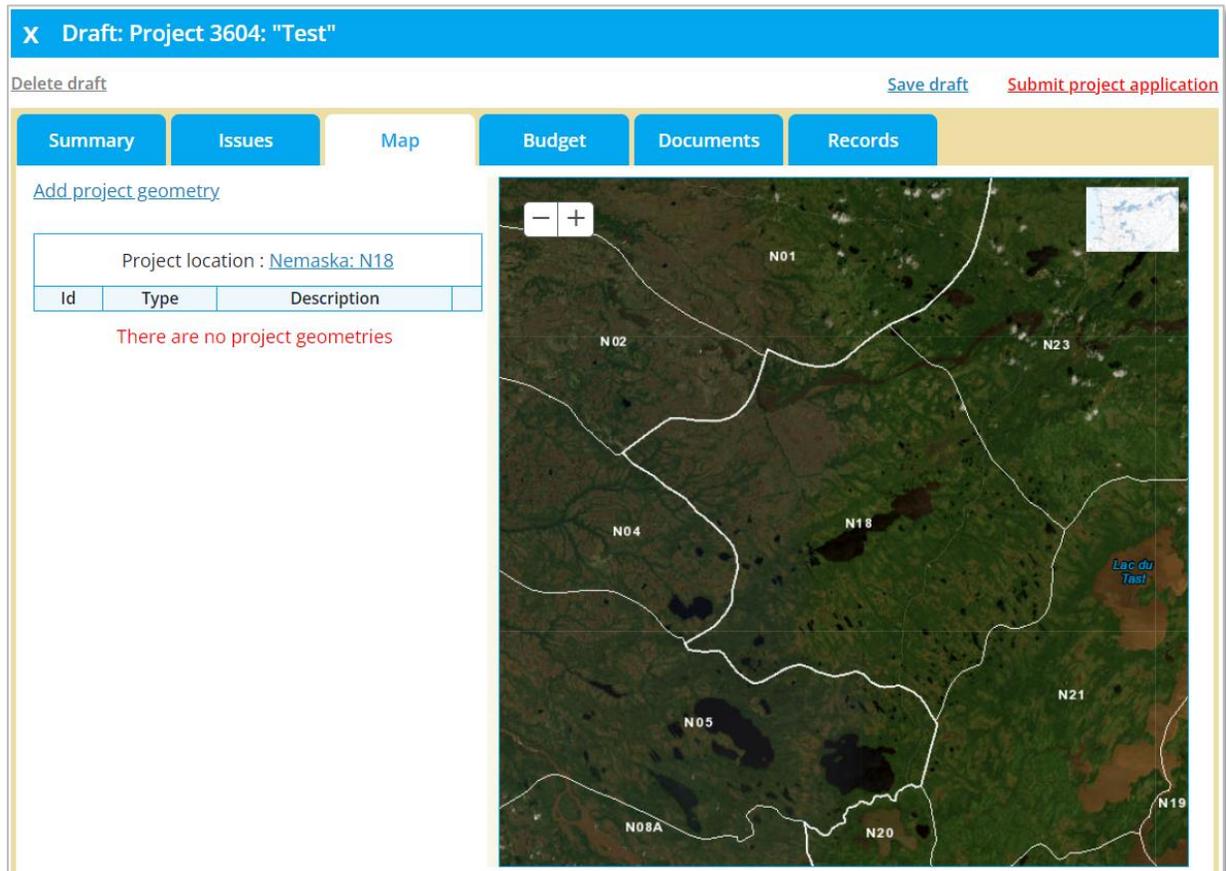
The meetings display in a table. To delete a meeting click the trashcan icon at the end of the row.

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 cursor 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:

x Add geometry to the project

Draw geometry on the map

point trail polygon

Add a point by coordinates

Lat (48° to 57°): Lng (-80° to -69°):

Import KML file

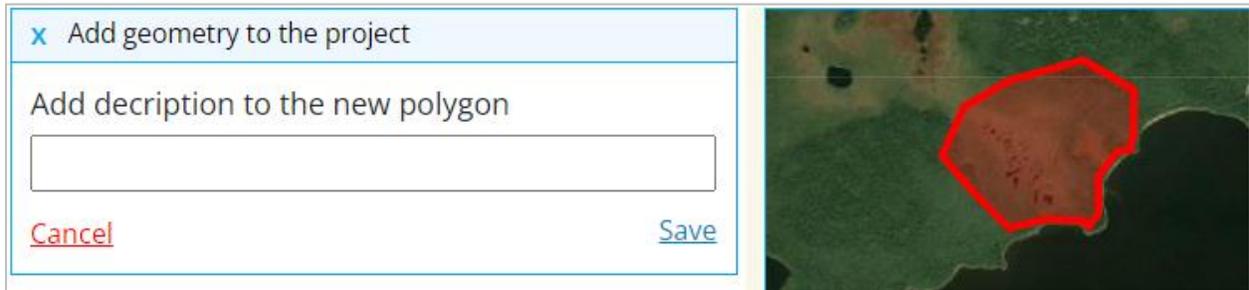
No file chosen

- 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.

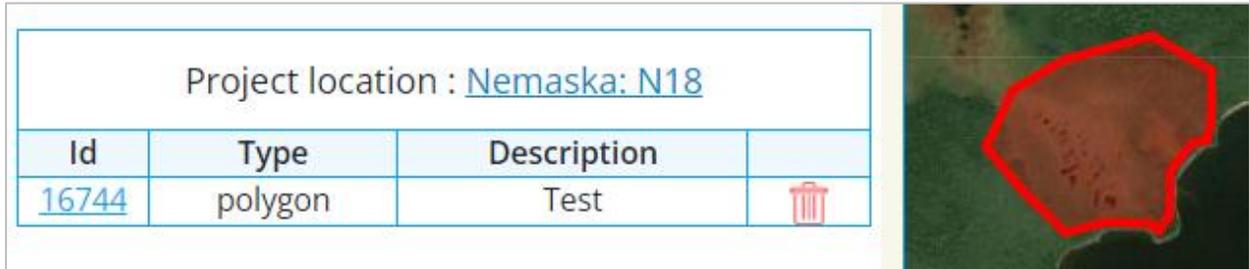
4.4.1.1 Adding a geometry by drawing on the map

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](#).

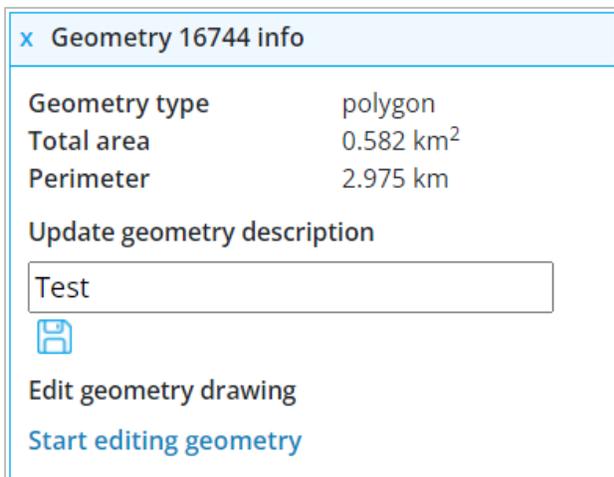


The polygon is displayed on the map and in a table on the left of the map.



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.

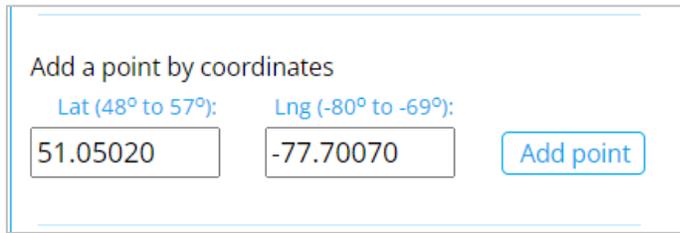
Edit the geometry, then click [Save edit](#) (or [Cancel editing](#) to delete the edits).

Update geometry description


Edit geometry drawing
[Cancel editing](#) [Save edit](#)

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.



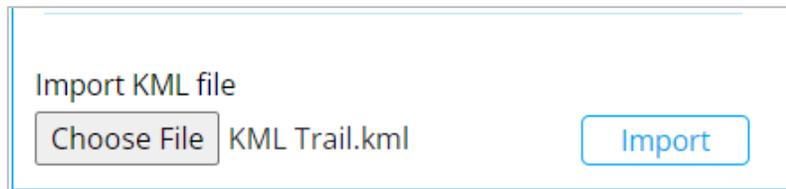
Add a point by coordinates

Lat (48° to 57°): 51.05020 Lng (-80° to -69°): -77.70070 [Add point](#)

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.



Import KML file

[Choose File](#) KML Trail.kml [Import](#)

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

Alerts
Draft Projects
Submitted Projects
Approved Projects
Documents
Project Map

X Draft: Project 3604: "Test"

[Delete draft](#) [Save draft](#) [Submit project application](#)

Summary
Issues
Map
Budget
Documents
Records

Work Description	Building cabin	Project Category	Cabin
Project Impact	Directly	Funding Source	N/A
Access Type	skidoo	Traditional Authorization	Written Upload authorization in the "Documents" section

	Budget Item	Budget Item Description	Quotation	Units	Quantity	Line Total	
	salaries - supervisor	\$35.75/hour. Enter hours in Units (8 hours/day), workers in Qty.		8	1	\$286.00	
	salaries - worker	\$27.50/hour. Enter hours in Units (8 hours/day), workers in Qty.		8	3	\$660.00	
	generator rental	\$25/day. Enter number of days in Units, generators in Qty.		8	1	\$200.00	
Subtotal						\$1,146.00	
Contingency 10 %						\$114.60	
Administration 15 %						\$189.09	
Requested Budget						\$1,449.69	
Total Budget						\$1,449.69	

Project has outside of Niskamoon funding

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 .

	Budget Item	Budget Item Description	Quotation	Units	Quantity
	salaries - supervisor	\$35.75/hour. Enter hours in Units (8 hours/day), workers in Qty.		8	1

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

	<div style="display: flex; align-items: center;"> <input style="width: 90%;" type="text" value="Select budget item"/> </div>	<input style="width: 95%;" type="text" value="Select budget item type, units and quantity"/>		0	0
--	--	--	--	---	---

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
Contingency 10 %					\$1,509.90
Administration 15 %					\$2,491.34
Requested Budget					\$19,100.24
Total Budget <input type="checkbox"/> 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
Contingency 10 %	\$1,509.90
Administration 15 %	\$2,491.34
Requested Budget	\$19,100.24
Total Budget <input checked="" type="checkbox"/> Project has outside of Niskamoon funding	<input type="text" value="\$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

Summary	Issues	Map	Budget	Documents	Records
Add new document					
Id	File Name	Category	Description	Date	Size

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.

x Upload New Project Document Allowed file types are: PDF documents or JPEG / PNG images

*Document category:

Document description:

Select document to upload: nims_AreaMap.pdf

[Upload document](#)

Select the document category, enter a description and click the 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.

Summary	Issues	Map	Budget	Documents	Records
Add new document					
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.

Summary	Map	Budget	Documents	Compliance	Records
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)*

The screenshot shows the Strata360 interface with the 'Approved Projects' tab selected. The navigation bar includes Alerts, Draft Projects, Submitted Projects, Approved Projects, Documents, and Project Map. The user is identified as Stella Jolly, Local coordinator. The search filters are: Project Title (text input), Resolution (text input), Program (dropdown menu), Category (dropdown menu), Community (dropdown menu), and Trapline (dropdown menu). The status filters are: Returned from Compliance, Sent to Compliance, Overdue, Cancellations, Active (selected), and View all. The table below shows the active projects.

	Id	Project Title	Proponent	Community	Trapline	Category	Fiscal Year	Approved Budget	Total Budget	End Date	Resolution	Months Overdue
1	3502	Live Test to be Deleted 1	Test	Nemaska	N21	Cabin	2024-25	\$1,942.72	\$2,000.00	2024-08-10	9999	0
2	3503	Live Test to be Deleted 2	Test	Nemaska	N20	Other	2024-25	\$0.00	\$63.25	2024-08-10		0
3	3505	Live Test to be Deleted 3	Test	Nemaska	N20	ATV trail	2024-25	\$0.00	\$11,235.75	2024-08-10		0
4	3572	Live Test to be Deleted 7	Test	Nemaska	N18	Other	2024-25	\$10.00	\$20.00	2024-10-11	9996666	0
5	3575	Live Test to be Deleted 10	Test	Nemaska	N18	Canoe Expeditions	2024-25	\$900.00	\$900.00	2024-11-21	9966	0

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

The close-up shows the status filter options: Returned from Compliance (blue arrow icon), Overdue (yellow warning triangle icon), Cancellations (red warning triangle icon), and Active (green circle icon).

Load your project and click the COMPLIANCE tab.

X Active: Project 3503: "Live Test to be Deleted 2"

Message from NIMS System: **Automatically reset to active because it has not reached 12 months past approval date**

Summary Issues Map Budget Documents **Compliance** Records

[Save Compliance Draft](#) [Send to Compliance](#)

Actual start and end dates of the project*: 2024-08-22 to 2024-08-30

Summary of the activity*: Please refer to uploaded activity report.

Description of the objective that may or may not have been achieved*: Please refer to uploaded activity report.

List of participants*: Please refer to uploaded activity report.

Project workforce* Name: Days worked: [Add record](#)

Not provided

Activity report [1819-204 audit march 2023.pdf](#) X

Financial report* [1819-204 W23 GL..pdf](#) X

Photographs of completed work [Choose File](#) No file chosen



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

Head Office
 2 Lakeshore Road
 Nemaska QC
 JOY 3B0
 T: 819-673-2600
 F: 819-673-2111

Chisasibi Office
 2 Riverside Road, P.O. Box 620
 Chisasibi, QC
 J0M 1E0
 T: 819-855-3377
 F: 819-855-3378

www.niskamoon.org
 info@niskamoon.org

6.1 BOARD MEMBERS

Name	Title	Address	Telephone	Email
Luc Duquette	Director	Hydro-Québec 1095, Rue Saguenay Rouyn-Noranda, Québec, J9X 7B7	Office:819-764-5124 X4973 Cell: 819-763-0833	duquette.luc@hydroquebec.com
Emily Gilpin-Whiskeychan	Vice-Chairperson	Shabow Meskino P.O. Box 131 Eastmain, Qc J0M 1W0	Cell: 819-977-5030	ewhiskeychan@niskamoon.org
Émilie Sénéchal	Director	Hydro-Québec – Groupe Développement durable boul. René-Lévesque W, 16 th floor Montreal, Qc H2Z 1A4	Tél.:514-798-1223, poste 8793235 Cell: 438-822-7190	senechal.emilie@hydroquebec.com
Anderson Jolly	Director	A Partridge Road, Nemaska QC, JOY 3B0 P.O. Box 252	819-860-8872	andersonjolly@hotmail.com a.jolly@niskamoon.org
Ryan Erless	Director	P.O. Box 534 Waskaganish, Qc J0M 1R0	Cell:819-895-4813 Office:819-895-8650	rerless@niskamoon.org
Jimmy Lavoie	Director	511, Route 167 sud, C.P 100 Chibougamau (Québec) G8P 2K5	Tel.:418-748-8200 poste 8339	lavoie.jimmy@hydroquebec.com
William MacLeod	Chairperson	P.O. Box 2152 Mistissini Blvd Mistissini, QC G0W 1C0	Cell: 418-770-3140	wmacleod@niskamoon.org
Roderick Pachano	Director	PO Box 291 Chisasibi, QC J0M 1E0	613-293-3300	rpachano@niskamoon.org

6.2 STAFF

Name	Title	Address	Telephone	Fax	Email
Denise White	Director of Finance	351, rue Lanctot, Apt. #402 Chibougamau, Qc G8P 0B1	418-770-6143	819-673-2111	dwhite@niskamoon.org
Diane Moar	Financial Clerk	2 Lakeshore Rd Nemaska, QC J0Y 3B0	819-673-2600 Ext. 254	819-673-2111	dmoar@niskamoon.org
Eli Moore	Communications Officer	60 Rue Du Zentih Apt 3, Gatineau QC J9A 0A4	C:819-753-7045		emoore@niskamoon.org
Linda Corston	Executive Manager	81 Metcalfe Street, Suite 900 Ottawa, ON K1P 6K7	613-761-1655 C:514-771-6367	613-761-1388	lcorston@niskamoon.org
Marie Anne Wapachee	Accountant	2 Lakeshore Rd Nemaska, QC J0Y 3B0	819-673-2600 Ext. 335	819-673-2111	mawapachee@niskamoon.org
Matthew Swallow	Treasurer	2 Lakeshore Rd Nemaska, QC J0Y 3B0	819-673-2600	819-673-2111	mswallow@niskamoon.org mswallow@financecng.ca
Robbie Tapiatic	Director of Remedial Works	2 Riverside Road Chisasibi QC J0M 1E0	819-855-3377 C:819-354-3603	819-855-3378	rtapiatic@hotmail.com rtapiatic@niskamoon.org
Shirley Chiskamish	Administrative Assistant	2 Riverside Road Chisasibi QC J0M 1E0	819-855-3377 C: 819-855-7726	819-855-3378	schiskamish@niskamoon.org
Ernie Rabbitskin	Manager of Special Projects	306-351 rue Lanctôt Chibougamau, Quebec G8P0B1	C: 819-527-9787		erabbitskin@niskamoon.org
Mélanie-L. Leblanc, Ph.D.	Wildlife Biologist	344 rue Adelaide, Dalhousie, New Brunswick, E8C 1A3	506-686-3103		melanie.leblanc@niskamoon.org
Matthew Longchap	Regional Coordinator	310 Queen Street Mistissini, QC G0W 1C0	C: 418-748-1675		matthew.longchap@niskamoon.org

6.3 NISKAMOON OFFICERS

Name	Community	Address	Telephone	Fax	Email
Allan George	Whapmagoostui	P.O. Box 390 Whapmagoostui, QC J0M 1G0	819-929- 3384	819-929- 3203	Ageorge@whapmagoostuifn.ca ageorge@niskamoon.org
Ernest Moses	Waskaganish	P.O. Box 60 Waskaganish, QC J0M 1R0	819-895- 8650 ext. 3295	819-895- 8901	emoses@niskamoon.org ernestmoses777@gmail.com
Geraldine Mark	Wemindji	79 Beaver Road Wemindji, QC J0M 1L0	819-978- 3005 ext. 225	819-978- 0258	markgeraldine@niskamoon.org
Cassandra Weapenicappo	Eastmain	76 Nouchini P.O. Box 90 Eastmain, QC J0M 1W0	819-977- 0211 ext.307 C: 819 977 5105	819-977- 0281	cassandraw@eastmain.ca
Kiana Polson	Waswanipi	Diom Blacksmith Building P.O. Box 30 Waswanipi, QC J0Y 3C0	819-753- 2587 ext.231	819-753- 2555	kpolson@cfnw.ca niskamoon@cfnw.ca
Johnny Matoush	Mistissini	187 Main Street P.O. Box 1178 Mistissini, QC G0W 1C0	418- 923- 3461 ext.331	418-923- 3115	jmatoush@niskamoon.org johnnymatoush@mistissini.ca
Jonathan Bosum	Oujé- Bougoumou	P.O. 1169 203 Opemiska Meskino Oujé- Bougoumou, QC G0W 3C0	418-745- 2901 ext.226	418-745- 2905	jonathan.bosum@ouje.ca
Samuel Cox	Chisasibi	P.O. Box 150 Chisasibi, QC J0M 1E0	819-855- 2878 ext.333	819-855- 2875	samuelcox@chisasibi.ca
Stella Jolly	Nemaska	32 Machishteweyaay St. Nemaska, QC J0Y 3B0	819-673- 2512 ext.202	819-673- 2542	sjolly@niskamoon.org