



ADMINISTRATIVE GUIDE

April 4, 2023
Resolution: 2324-003

Table of Contents

CHAPTER 1	MISSION STATEMENT AND CORE VALUES	14
1.1	MISSION STATEMENT	14
1.2	CORE VALUES	14
CHAPTER 2	PROJECTS	15
2.1	FUNDING PRIORITIES.....	15
2.2	TRAPLINE PROJECTS	15
2.2.1	PRIORITIZATION	15
2.3	GUIDELINES FOR SPECIFIC PROJECTS.....	16
2.3.1	Wood Cutting Programs.....	16
2.3.2	Traditional Shelters	16
2.3.3	Trans Eeyou Istchee Trail	17
2.3.4	Cabins.....	17
2.4	OPERATION AND MAINTENANCE	17
2.5	COMMUNITY SUPPORT	17
CHAPTER 3	FISHERIES ENHANCEMENT PROGRAM.....	18
3.1	FUNDING PRIORITIES.....	18
3.2	LAKE STURGEON	18
3.3	PROGRAM GUIDELINES	18
3.4	POLICY ON DISTRIBUTION OF FISH HARVESTING	19
3.5	POLICY ON MONITORING OF FISH CATCH.....	19
CHAPTER 4	DRAFTING AND SUBMISSION OF PROJECTS	20
4.1	INTRODUCTION.....	20
4.2	PROPOSERS.....	20
4.3	FUNDING AGREEMENT	20
4.4	PROJECT DESCRIPTION	20
4.5	BUDGET	21
4.6	DATES	21
4.7	AUTHORIZATIONS	21
4.7.1	TRADITIONAL AUTHORIZATION	21
4.7.2	ENVIRONMENTAL AUTHORIZATION	22
4.8	AGREEMENTS WITH LEGAL ENTITIES	22
4.9	SUBMISSION PROCESS.....	23
4.10	SCHEDULING OF PROJECTS SUBMISSIONS	23

CHAPTER 5 USE OF FUNDING	24
5.1 RECOMMENDED RATES	24
5.2 CREE TRADITIONAL AND CULTURAL ACTIVITIES.....	25
5.3 PARTICIPATION OF STUDENTS	25
5.4 CONSULTATION SERVICES.....	25
5.5 ADMINISTRATION PROVISION	25
5.6 CONTINGENCY PROVISION	25
5.7 PROJECT MODIFICATIONS.....	26
5.8 FRAUDULENT USE OF FUNDING	26
5.9 DEPLETED EENOU INDOHOUN FUND.....	26
CHAPTER 6 REPORTING	27
6.1 INTRODUCTION.....	27
6.2 FINAL REPORTS	27
6.2.1 ACTIVITY REPORT	27
6.2.2 FINANCIAL REPORT	27
APPENDIX “A”	28
CHECK LIST FOR SUBMISSION OF PROPOSAL TO THE BOARD OF DIRECTORS OF THE NISKAMOON	28
APPENDIX “B”	29
NISKAMOON CORPORATION “WEE GA EE DED” FORM	29
APPENDIX “C”	30
MAPS	30
APPENDIX “D”	31
ACTIVITY REPORT	31
APPENDIX “E”	32
TRANS EYOU ISTCHEE TRAIL	32
APPENDIX “F”	33
DEFINITIONS.....	33

Note to reader: This Administrative Guide only applies to projects submitted to Niskamoon Corporation for funding under the various programs offered and does not apply to the Training & Employment Program.

CHAPTER 1 MISSION STATEMENT AND CORE VALUES

1.1 MISSION STATEMENT

Niskamoon provides an efficient framework for cooperation between the Crees and Hydro-Québec.

1.2 CORE VALUES

Niskamoon funds Projects that adhere to its main core values:

1. **Autonomy and Self-Sufficiency:** Projects that ensure the autonomy and self-sufficiency of Cree land users over time.
2. **Passing of Traditional Knowledge:** Projects that promote and enhance the passing of traditional Cree knowledge to future generations.
3. **Accessibility:** Projects that maximize the benefits for as many Crees as possible.
4. **Continued Use of the Lands:** Projects that enhance and promote the continued use of lands impacted by hydroelectric development.

CHAPTER 2 PROJECTS

2.1 FUNDING PRIORITIES

Niskamoon seeks to implement funding programs that alleviate the impacts caused by hydroelectric development in Eeyou Istchee, to promote traditional Cree land use practices, to encourage the transfer of traditional knowledge to younger generations and to help Cree communities adapt to the ongoing and ever-changing effects of this form of development.

Although Niskamoon can potentially fund a wide range of Projects and programs, the organization prioritizes those that apply the following principles:

Sustainability: Projects that provide the means to pursue an activity over the long-term in a self-sufficient manner;

Community involvement: Projects that maximize the benefits for as many community members as possible and that promote the use of the lands.

Youth involvement: Projects that ensure the participation of as many youths as possible and the transmission of Cree traditional values, customs, practices, and knowledge.

2.2 TRAPLINE PROJECTS

Niskamoon acknowledges that all traplines in Eeyou Istchee are impacted in some way by hydroelectric developments. The allocation of the funding per trapline will be up to the discretion of the Board of Directors of Niskamoon but applying the following priorities based on the level of impact caused by hydroelectric development on individual traplines:

Impacted traplines level 1, 2 and 3

Traplines that have a physical Hydro-Québec infrastructure within their boundaries, such as reservoirs, dykes, dams, power stations, substations, transmission lines, hydrometric stations, roads and rivers with reduced flow or increased flow, as shown on *Hydro-Québec Infrastructure by Cree Traplines and Community Map*, December 2009 (scale 1:1 000 000).

Impacted traplines level 4

Any traplines that are not level 1, 2 or 3 impacted traplines.

2.2.1 PRIORITIZATION

Priorities for remedial works and other Projects on impacted traplines are allocated according to the level of impact hereby described. The following table serves as a guideline; the Board may authorize Projects exceeding these amounts, depending on the availability of the funds considering the principles outlined in Section 2.1. It should be noted that these amounts are non-transferable from year to year.

Level and amount	Description of impacts
Level 1 <i>Recommended limit:</i> \$75,000 per year	<ul style="list-style-type: none"> • Reservoirs, dykes, dams, quarries • Roads • Production facilities, garbage dumps, Hydro-Québec Residences • HQ Transport Substations • Reduced flow, Increased flow • Airports
Level 2 <i>Recommended limit:</i> \$50,000 per year	<ul style="list-style-type: none"> • 315-735 kV Transmission Line(s)
Level 3 <i>Recommended limit:</i> \$25,000 per year	<ul style="list-style-type: none"> • Hydrometric, snowfall and rainfall stations, • Weather station, helicopter pad, telecommunications towers
Level 4 <i>Recommended limit:</i> Depending on funds availability	<ul style="list-style-type: none"> • Any trapline that is not level 1, 2 or 3 • Distribution Line(s) to communities and mines on the territory

In addition to the principles outlined in Section 2.1, Projects on Level 4 traplines shall be approved for funding considering the following elements:

- Promoter's contribution to the Project;
- community benefits created (employment generation, accessibility to community members).

Because in any given year there are more Projects submitted than funds available, a waiting list will be maintained by the Local Officers.

2.3 GUIDELINES FOR SPECIFIC PROJECTS

2.3.1 Wood Cutting Programs

Wood-cutting programs are used exclusively to assist those who are no longer able to conduct such activities themselves (elders, widows, etc.). Moreover, Niskamoon considers such an activity first should be conducted on a voluntary basis by family and community members. Nevertheless, Niskamoon would consider funding Proposals for wood cutting programs to a maximum amount of \$25,000 up to the discretion of the Board of Directors and depending on the size of the community. Proposals for wood cutting programs shall provide detailed information on the project and related budget. In addition, Proposals should include a list of beneficiaries for the wood-cutting program and the locations of their camps. Proponents should report on the number of wooden chords distributed. The Proponent should consult with the tallyman for the location and manner of harvesting of the wood as part of the program.

There will be a limit of one (1) wood-cutting program per Cree community per year.

2.3.2 Traditional Shelters

To be eligible for funding, traditional shelter Projects shall be carried out in the traditional way. Consequently, only natural materials picked up in the area surrounding

the shelter must be used for its construction. Proponents shall never purchase or use materials such as lumber, or canvas for the construction, except nails, caulking and varnish. In addition, the excavation of the area must be carried out by hand using only shovels, no mechanical equipment such as backhoe loader can be used, except for a chainsaw. Depending on availability of the funds and the decision of the Board of Directors, eligible Projects may be approved for funding for a maximum amount of \$25,000. Traditional shelters should not be located in the vicinity of the main camp of the land user. A maximum of one traditional shelter project per year per trapline will be funded.

2.3.3 Trans Eeyou Istchee Trail

Niskamoon wishes to connect Eeyou Istchee traplines through the Trans Eeyou Istchee Trail network. To be eligible for funding by Niskamoon the tallymen and land users must choose a trail alignment that will avoid boulders and permanent humid areas. The trail must also connect to the neighboring traplines and must serve as a link between the communities. The rates applying for such type of Projects are appended hereto as appendix APPENDIX “E”. Niskamoon reserves the right to divide a Proposal in several phases in the event the works contemplated in the Proposal are too heavy or costly to be carried in one phase.

2.3.4 Cabins

Niskamoon will approve funding for construction of cabins on traplines only if the funding comes from the trapline’s share of the Boumhounan or Nadoshtin Eenou Indohoun Fund, BRWF and NRMF otherwise Proponent should seek funding from other Cree regional entities.

2.4 OPERATION AND MAINTENANCE

The operation, maintenance and upgrading of any Projects funded by Niskamoon shall be the responsibility of the Proponent of the Project. Niskamoon shall not be responsible for any costs and the Proponent shall defend and keep Niskamoon harmless of any claims and actions respecting a Niskamoon’s funded Project.

2.5 COMMUNITY SUPPORT

Prior to the submission of a Proposal that will either (i) be funded under a community fund (BRWF or NRMF); (ii) be carried out in Category 1 lands or (iii) or for which the Proponent is a Cree First Nation, the Proponent must obtain a supporting resolution from the Chief and council of the Cree First Nation. The Board of Directors of Niskamoon also reserves the right to ask for such resolution as a prerequisite for the funding depending on the nature of the project or the level of funding requested.

CHAPTER 3 FISHERIES ENHANCEMENT PROGRAM

3.1 FUNDING PRIORITIES

The Fisheries Enhancement Program aims to promote Projects that:

- ensure the sustainable, long-term use of aquatic resources valued by Crees;
- restore fishing practices through the development of fishing installations and methods traditionally used by Crees;
- strengthen Cree fisheries through initiatives that foster long-term and self-sufficient activities and pursuits.
- Projects that distributes the benefits

The following priorities shall be followed for funding:

- self-sustainability;
- community involvement;
- respect and promotion of traditional values;
- increasing health benefits through fish consumption;
- involvement of youth.

3.2 LAKE STURGEON

Lake Sturgeon was declared a species of special concern as per the *Species at Risk Act*, therefore, Proposals involving the harvesting of Lake Sturgeon must include the following conditions:

- To hire monitors to track catches and collect measurements on length and weight;
- Only one Lake Sturgeon fishing Project can be carried out per community per year;
- The same Project will have to take a year off every three years to allow the Lake Sturgeon population to regenerate;
- Projects should emphasize on teaching traditional practices and conservation; and
- Proof of community support as provided in Section 2.5; and
- Any other conditions for projects involving harvesting of Lake Sturgeons listed under the Cree Nation Government management plan for the conservation of the Lake Sturgeon.

If any other species become listed under SARA, the same conditions should apply.

3.3 PROGRAM GUIDELINES

Fisheries Enhancement Projects should emphasize teaching a variety of different fishing techniques, during different seasons and in different types of water bodies as possible to promote the teaching of different fishing techniques and knowledge.

Proponents should be encouraged to develop submissions in line with the following guidelines as much as possible to avoid delays in approval.

- Starting date of the Project should be indicated in the Proposal and avoid spawning season;
- The identification and recruitment of instructors to teach traditional fishing practices will be done by the Local Officer, who may utilize local resources such as the

cultural department, the school, CTA and elders councils to assist them in this task.

- There is a maximum of two instructors for each Project. The instructors can designate a third person who will act as an administrative assistant, who will document the Project, maintain a log book/diary regarding the daily activities of the group and monitor catches (total length and mass).
- The administrative assistant must submit relevant documentation to the Local Officer as soon as the fishing campaign is completed. Trainees should be encouraged to participate in the diaries and to provide feedback to the concerned Local Officer regarding the techniques they learned.
- Each Project will have a minimum of four (4) and a maximum of six (6) trainees. Trainees will be paid a maximum daily stipend of \$75 for their participation, corresponding to the current Economic Security Program rates.
- Instructors and candidates need to be identified in advance to ensure equal access for all community members. These names should be provided to the Local Officer prior to submitting the project proposal to the Board of Directors. Any replacements need to be approved beforehand by the Local Officer.
- Each program will last no less than seven (7) days and no longer than fourteen (14) days, including mobilization/demobilization and camp set up.
- Wherever possible, groups are strongly encouraged to use ground or boat transportation to reach the camp where the program will take place.
- Instructors will be free to implement the program based on their own traditional practices and customs but will be required to implement a minimum of elements contained in the list provided by the Local Officer.
- The distribution of fish caught as part of these programs should follow Section 3.3 of the Niskamoon Administrative Guide.
- As stated in Section 3.4 of the Niskamoon Administrative Guide, all final reports must include the catch data for each Project to be complete.
- The number of trainees, instructors and the duration of the Project can be altered subject to additional contributions from other entities or groups beside Niskamoon.
- The Board of Directors may decide to approve Proposals that do not follow these guidelines at their discretion, so long as these Proposals abide by the priorities outlined in Section 3.1 of the Administrative Guide.

3.4 POLICY ON DISTRIBUTION OF FISH HARVESTING

Fish harvested from Projects should be distributed to Cree beneficiaries in accordance with local traditions and customs. In addition, fishes caught as part of a Project should not be sold under any circumstances.

3.5 POLICY ON MONITORING OF FISH CATCH

Every caught fish must be logged for every fishing Project. This is to ensure the perpetuity of fish stocks throughout the territory as well as to monitor fishing trends by communities over the long-term. The Local Officer is responsible to ensure that data collection is done during the fishing Projects. One person on the fishing team should be made responsible for this task, as well as to provide the completed catch log to the Local Officer at the completion of the Project. Blank Data Catch Logs can be requested from the Local Officer.

The catch log should be included in the final report for all fishing Projects and sent to

the Manager of Special Projects. Failure to do so may hinder the possibility for the community to receive funding for fishing Projects in the future.

CHAPTER 4 DRAFTING AND SUBMISSION OF PROJECTS

4.1 INTRODUCTION

Proponents shall work in close collaboration with the Local Officers for the development of their Proposal. Niskamoon will only review applications that were made through their respective Local Officers.

Proposals which do not contain at least the following information shall not be considered by the Board of Directors:

- Proponents' information
- Project description
- detailed budget
- starting and finishing date
- authorization from tallyman and other authorities

In addition, Local Officers are expected to play a primary role in the development of Proposals and are expected to make themselves available to any community members prior to Board of Directors' meetings, in addition to the following:

- promoting Niskamoon funding programs at the local level through presentations and related activities;
- soliciting proposals from community members and local entities;
- assisting the community members in the drafting of Proposals. A checklist has been provided to assist the Local Officers (Appendix APPENDIX "A").

4.2 PROPONENTS

Niskamoon requires the identification of a Proponent for each Proposal. A Proponent of a Project must be an entity or an individual, who is expected to be responsible for the carrying out of the Project and to complete and report to the Local Officers.

Example of an entity: "Cree Nation of Eastmain," "Waskaganish Women's Association."

Local Officers shall ensure that Proponents and Promoters are not in a situation of conflict of interests.

4.3 FUNDING AGREEMENT

Each Proposal that is approved will require the conclusion of a "funding agreement." A supervisor must be identified prior to the Proposal submission so that the signatory of the "funding agreement" can be identified. This person will be responsible for the supervision of the Local Officers work during the Project.

4.4 PROJECT DESCRIPTION

Each Project must be accompanied by a description clearly explaining the activities to be undertaken.

Further, it is advisable to include a description of the benefits or the objectives to be achieved by the Project which will assist the Board of Directors in identifying the source of funding that could be used for the Project. This could include information as to whether the benefit refers to an individual, community or portion of the community.

Any activities taking place outside communities must be accompanied with a map indicating the location of the work in question.

4.5 BUDGET

A budget is required for the evaluation and justification of the amount of funds that are being requested, and to assist the Proponent in the planning and execution of the Project.

ChapterCHAPTER 5 of this Administrative Guide contains information regarding the rates that Local Officers must follow for Proposals to be quickly evaluated at the Board meeting. Local Officers may request higher rates than those provided in ChapterCHAPTER 5 if exceptional circumstances justify those different rates be approved. Such justification shall be included in the description of the Proposal.

It is important to have budgets established as accurately as possible to ensure that there are no significant shortfalls or surpluses.

The budgets accompanying Proposals must contain sufficient information to allow the Board of Directors to properly determine how the funds are being expended. For example, divisions of the budget into labour, equipment, capital and/or professionals' costs are important for the Board of Directors in determining the acceptability of Projects. Aside from the divisions, it is also important to pay attention to the order of items that have an impact on the final amount of the budget; for example, the item of contingency fee should come before the item of administrative fee.

4.6 DATES

Each Proposal must contain the starting date and the projected completion date of each Project. These dates are required to enter the starting date of the funding agreement and the expected completion date. The completion date is required so that Niskamoon will know when to require a financial report for the concerned project. The Local Officers should request the Director of Remedial Works and/or Manager of Special Projects, in writing, regarding any changes to the starting and finishing date of a Project.

4.7 AUTHORIZATIONS

There are several authorizations that may be required for Projects to be undertaken in Cree territory.

4.7.1 TRADITIONAL AUTHORIZATION

Niskamoon acknowledges and respects the traditional authority of the tallymen on the trapline they are responsible for, therefore Niskamoon requires a signed consent from the tallyman for any activity carried out on the trapline when the tallyman is not the Proponent of the Project. Niskamoon will always follow the information provided by the local Cree Trappers' Association regarding the tallymen and traplines.

A form is provided at Appendix APPENDIX "B" to be used by the Local Officers to record a tallyman's consent to the carrying out of a Project. This form allows the Local Officers to record the consent which may also be given by telephone or bush radio.

However, the Board of Directors shall not approve a Proposal if the activities contemplated will be carried out on a trapline for which the tallymanship is being disputed as per the information provided by the local Cree Trappers' Association.

4.7.2 ENVIRONMENTAL AUTHORIZATION

Niskamoon must ensure that all Projects funded demonstrate that the environment is not negatively impacted. In the case of small-scale Projects carried out manually by land users, such a negative impact is unlikely and offset by the benefits of continued use of impacted lands by land users. In the case of Projects carried out with heavy machinery, the following aspects must be evaluated prior to carrying out any Project to determine whether it requires any applicable environmental authorizations:

- Negative effects on fish habitat;
- Negative impact to the topsoil layer (for example, causing erosion);
- Negative effects on existing transportation and navigation routes.

Local Officers must provide sufficient details for any Project that may impact the above-mentioned elements to determine whether a permit may be required or not. On that note, it is important to send in Proposals with enough time to evaluate this prior to the Board meeting.

4.8 AGREEMENTS WITH LEGAL ENTITIES

Niskamoon shall execute funding agreements only with legal entities duly incorporated or created by legislation such as one of the Eenou/Eeyou Cree Nations. Niskamoon does not execute funding agreements for approved Projects directly with individuals.

Niskamoon may, at its sole discretion, execute a funding agreement for an approved Project with a Proponent, subject to the following conditions:

- a given Proponent is duly registered and in good standing with the CNESST (being understood that other employees than the owner would work on the project; proof in this regard may be required);
- the contribution to the Project shall be made in two instalments for projects under \$150,000 and in three instalments for Projects of \$150,000 and over;
- the Promoter shall have six (6) months to submit a report detailing the works carried out and financial statements signed by the treasurer of the Promoter.

Niskamoon may, at its sole discretion, waive any or all the above-mentioned, or add

any, conditions.

4.9 SUBMISSION PROCESS

The following outlines the different steps in the submission process once a Proposal is complete. Local Officers are reminded to consult the checklist in Appendix APPENDIX “A” to help them complete a Proposal.

The submission process provided herein must be observed for all Proposal, either regional or local. Each level of Niskamoon, from the Local Officers to the Board of Directors has a specific role and duties that must be respected to maximize the efficiency of Niskamoon.

- For Proposal that requires the community support, such as Projects to be funded under the BRMF and NRWF, Local Officers shall obtain a resolution from their council.
- Local Officers must gather information from the land users and submit Proposals to the Directors and Manager of Special Projects at least three (3) weeks prior to the upcoming Board meeting;
- Directors and manager of Special Projects shall assess the Proposals and if the Proposal is incomplete, they may send the Proposal back to the Local Officer, including a justification for their decision and any relevant comments. Local Officers shall have until the Tuesday prior to the upcoming Board of Directors meeting to modify the Proposal in conformity with modifications requested from the Directors;
- Local Officers shall ensure that the Proponents of the Projects are not in conflict of interest with the Promoters.
- Complete Proposals are then submitted to the Niskamoon Board of Directors meeting on the Tuesday of the week before;
- The Board of Directors will assess each Proposal based on the mission, core values and funding principles of Niskamoon as provided herein.

4.10 SCHEDULING OF PROJECTS SUBMISSIONS

Niskamoon always seeks to minimize administrative delays related to the funding of the Project. Nevertheless, these are unavoidable at times. To avoid any delays in the carrying out of Projects, it is therefore strongly recommended to submit a Project one season in advance. Otherwise, Niskamoon cannot guarantee that Projects that are submitted the same season as when they are to be carried out begin on time. The following table shows when Projects can be submitted over the course of one year:

Project Types (examples)	When can be submitted (approximate month of meeting)
Winter projects (skidoo trails, goose ponds)	Fall (September)
Spring projects (goose corridors, goose ponds)	Winter (December/February)
Summer projects (cultural events, ATV trails)	Spring (April/June)
Fall projects (ATV trails, goose corridors)	Summer (June/July)

CHAPTER 5 USE OF FUNDING

5.1 RECOMMENDED RATES

The following rates should be used by the Proponents when carrying out a Project funded by the Niskamoon. In the Proposals, Local Officers can deviate from these rates in exceptional circumstances, but they must provide clear justification thereof in the Project description.

NISKAMOON PROJECTS RATES	
SALARIES	RATES
Supervisor	\$32.50/hour (8 hours/day) + Fringe benefits of \$3.25/hour Responsible of project realization
Worker	\$25.00/hour (8 hours/day) + Fringe benefits of \$2.50/hour
Student	See Student Policy (Section 5.3)
EQUIPMENT RENTAL & OTHER	RATES
Snowmobile & ATV	\$80.00/day including gas and oil; not applicable for goose ponds and corridors
Trailer & Sled	\$30.00/day
Boat with Motor	\$80.00/day including gas and oil (8 hours/day)
Paddle Canoe	\$45.00/day – flat rate
Chainsaw and Brushcutter	\$40.00/day including gas and oil
Cabin	Not applicable for goose ponds, goose corridors and crossings. Flat rate of \$300.00 per cabin per project for all other projects.
Food Allowance. The rate cannot be applied if the program or project is near the Community and if the workers will be traveling back and forth each day to their homes. The workers or participants also should bring or take in more traditional food.	\$300.00/week for a group between 5 and 9 \$600.00/ week for a group between 10 and 14 \$1,200.00/ week for a group of 15 and over.
Vehicle	\$0.55/km South of Matagami \$0.66/km North of Matagami (+ \$0.15/km/additional passenger) including gas and oil
Return Trips	1 trip for projects having a duration exceeding 2 weeks
PROJECTS	RATES
Snowmobiles, ATV Trails and Portages	\$1,500.00/km including labor, food, lodging and equipment and excluding transportation to and from work site
Trans Eeyou Istchee Trail	See Appendix APPENDIX “E”

5.2 CREE TRADITIONAL AND CULTURAL ACTIVITIES

Traditional and cultural activities encompass any non-denominational activity during the year that promotes Cree culture and the teaching of traditional and cultural customs. They may include, but not be limited to, canoe brigades, winter journeys, summer gatherings and Aboriginal Day festivities.

Niskamoon will fund traditional and cultural activities for fifty percent (50%) of the total cost per Project for a maximum of \$50,000 for 1 year for traditional and cultural activities for each community.

5.3 PARTICIPATION OF STUDENTS

Niskamoon promotes all forms of education for Cree youth and encourages students to stay in school. Students who wish to participate in Niskamoon Projects outside of the school year will be given a stipend corresponding to the daily rates paid through the Economic Security Program.

Projects involving the participation of students during the school year should clearly explain what measures will be taken to ensure that the Project will not interfere with schoolwork.

The names of students participating in any Niskamoon-funded project should be included in the Proposal and final activity report to inform the Board of Directors.

5.4 CONSULTATION SERVICES

Local Officers may encounter Projects which require drafting, designing, or costing by professionals for Projects of a large scale or complex nature. In this situation, the hiring of a consultant may be warranted. The Local Officer shall make sure that the intent of hiring then inform the Directors or Manager of Special Projects of the intention by the Proponent to hire a consultant.

5.5 ADMINISTRATION PROVISION

Each Proposal may include a budget provision for the administration which shall be between seven (7%) and fifteen (15%) percent of the budgeted cost of the Project. Based on the level of administration work required for said Project, the Board of Directors of Niskamoon will allocate a certain percentage for administration of the Project. However, it is important to understand that the amount for administration will only be distributed, after the submission of the final report and will be calculated based on the actual cost of the Project. Therefore, the Promoter shall use the administration provision only for expenditures related to the administration of the Project such as monitoring, reporting and management of the Project.

5.6 CONTINGENCY PROVISION

Each Proposal may include a contingency provision which shall be of a maximum of ten percent (10%) of the budgeted cost of the Project. The Board of Directors of Niskamoon may, however, provide otherwise if the nature of the works or activities

included in the Proposal is not subject to unforeseen cost.

The contingency fund will only be distributed, after the submission of the final report, which shall justify the release of the contingency fund, and will be calculated based on the actual cost of the unforeseen expenses that shall never exceed ten percent (10%) of the budgeted cost of the Project. The justification for the release of the contingency provision shall explain the unforeseen and unpredictable situation that the Promoter faced and the financial impact of such situation. Finally, contingency provision shall not be used to pay for the administration expenses of the Project.

5.7 PROJECT MODIFICATIONS

In the event the Promoter of a Proposal that was already approved by resolution of the Board of Directors of Niskamoon wishes to substantially modify the activities or the Project to be carried, the Promoter shall send a request thereof to its Local Officer. Such request shall explain the modifications to the Project description. If in the opinion of the Local Officer the proposed modifications are too substantial, the Local Officer shall transfer the request for modifications to the respective Directors and/or Manager of Special Projects. The Directors and/or Manager of Special Projects may either approve the request or submit it to the Board of Directors.

5.8 FRAUDULENT USE OF FUNDING

Anybody that makes a fraudulent use of the funding shall no longer be eligible to funding from Niskamoon.

5.9 DEPLETED EENOU INDOHOUN FUND

In the event that the remaining balance of a trapline's share of the BEIF or NEIF goes below Two Hundred Fifty Dollars (\$250.00) Niskamoon will release the remaining funding and will send a letter to the recipient of the fund explaining that the fund is depleted and that projects can no longer be fund from that fund.

CHAPTER 6 REPORTING

6.1 INTRODUCTION

Niskamoon is legally responsible for the funds it has been mandated to manage. For this reason, Niskamoon requires final reports from the individuals or entities that receive funds from them.

Final Reports should be submitted as soon as possible after a Project is completed. Projects for which Final Reports have not been filed within three (3) fiscal years of their carrying out shall be closed, and any holdbacks that may be payable shall be canceled and returned to their original funds.

6.2 FINAL REPORTS

A “**Final Report**” consists of one Activity Report and one Financial Report. Appendix APPENDIX “D” provides a checklist as well as an example of a typical complete Final Report.

Final reports for Projects approved for an amount of \$150,000 or more, shall be approved by a resolution of the Board of Directors.

6.2.1 ACTIVITY REPORT

An Activity Report is a summary of the activity that has been carried out, which includes a description of the original objectives and pictures. The Board of Directors may require special reporting requirements for Projects that require monitoring, such as Projects that involve harvesting of wildlife.

The Activity Report is to be submitted through the Niskamoon Information Management System (NIMS).

6.2.2 FINANCIAL REPORT

A Financial Report outlines the amounts disbursed in the carrying out of the Project:

- For Projects approved for an amount of \$150,000 or more, the Promoter shall submit an audited financial statement prepared by a Chartered Accountant;
- For Projects approved for an amount less than \$150,000, the Promoter shall submit an unaudited financial statement and the general ledger of the Project both documents signed by the Treasurer of the Promoter.

Under special circumstances, Niskamoon may at its discretion decide otherwise.

The Financial Report is also to be submitted through the Niskamoon Information Management System (NIMS).

APPENDIX “A”



**CHECK LIST FOR SUBMISSION OF PROPOSAL TO THE BOARD OF DIRECTORS
OF THE NISKAMOON**

- NAME OF THE PROMOTER (CONTACT PERSON, ENTITY AND THE PERSON)
- NAME OF THE PROJECT
- DESCRIPTION OF THE PROJECT TO UNDERSTAND THE ACTIVITY
- THE BUDGET OF THE PROJECT
- DATE (THE STARTING DATE AND THE FINISHING DATE)
- AUTHORIZATION (TRADITIONAL, ENVIRONMENTAL)

APPENDIX “B”



NISKAMOON CORPORATION “WEE GA EE DED” FORM

Tallyman _____ of trapline _____ has given his
 (full name)
 consent via radio or telephone to the carrying out of the project _____
 _____ on his/her trapline by _____
 (description of the project) (name of promoter)

As witnessed on the _____ day of _____.

Local Officer:

_____, Cree Nation of _____
Per:

Witness:

Tallyman:

Per:

Per:

APPENDIX “C”



MAPS

The use of maps supplied by the Corporation fund is required.

It's important to standardize the maps that will be used so we could maintain the online georeferenced database.

To be completed by an example of a standardized map

APPENDIX “D”



ACTIVITY REPORT

- SUMMARY OF THE ACTIVITY
- DESCRIPTION OF THE OBJECTIVE THAT MAY OR MAY NOT BE ACHIEVED
PICTURES IF POSSIBLE

APPENDIX “E”



TRANS EYYOU ISTCHEE TRAIL

APPENDIX “F”**DEFINITIONS**

- **“Board of Directors”** means the Board of Directors of Niskamoon Corporation;
- **“BRMF”** means the Boumhounan Remedial Measures Fund established as per the Boumhounan Agreement;
- **“NRWF”** means the Nadoshtin Remedial Works Fund established as per the Nadoshtin Agreement;
- **“Proponent”** means the person, an individual or an entity, that submits a Proposal to the Board of Directors and that will be responsible for carrying out the works, activities or program contained in the Proposal;
- **“Promoter”** means the entity responsible for the management of the Project as approved by the Board of Directors;
- **“Proposal”** means the funding application submitted by Proponents to the Local Officers which include the following information: name of Proponent, the project description, detailed budget, starting and finishing date and the authorization from tallyman and other authorities;
- **“Project”** means the activities, works or program approved by the Board of Directors for which a Promoter and a Proponent has been identified;
- **“SARA”** means the *Species at Risk Act* (L.C. 2002, c. 29);