

NATS

National Addition to Reserve Tracking System

Trainee Guide

NATS Training

SAC-ISC

March 19, 2024

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Step 0 – Getting Started

1. The Regional Office would have sent you an invitation link via email as shown in the following screenshot:

Dear First Nation Recipient,

You are invited to register to the NATS First Nation Web Portal. In order to complete your registration and activate your account click on the link below.

<https://natsuat-portal.powerappsportals.com/register/?returnurl=%2Fhome%2Fprofile%2F&invitation=IZMetKBjCiUNBtTj--PKJ2zYo8A1EPAbtJ7UUBnuVpWG8JewFuODHexI4qtYBYhGgWIPfipPxuzt4c2-0Zu-KoK-6ALY0OIB44hfrVgnZN1Jc7af9BhqvmVdAqzF3z37qVCpc9cgmSKGC4KkOa-n7eKy0bd47qh28997klmBx8->

You will be presented with a screen to sign up with your invitation code. The invitation code will automatically be included, you only need to click the Register button. You will be asked to create a password and click on the Register button again.

If you encounter any issues with registering for an account, please contact your Regional Office.

2. The link will bring you to the following screen below. The invite code will auto-fill into the field.

Government of Canada / Gouvernement du Canada
Indigenous Services Canada
IEMS Sign in
Sign in Register Redeem invitation
* Invitation code ABCDEFGH|
 I have an existing account
Register

3. Click on register to go to the following screen. Create a password for your account.

Redeeming code:
IZMetKBijCIUNBTj--PKJ2zYo8A1EPAbtJ7UUBnuVpWG8JewFuODHexl4qtYBYhGgWIPfipPxuzt4c2-0Zu-KoK-6ALY0OIB44hfrVgnZN1Jc7af9BhqvmVdAqzF3z37qVCpc9cgmSKGC4KkOa-n7eKy0bd47qh28997klmBx8-
Register for a new account
* Email test@gmail.com
* Password
* Confirm password
Register

4. Once logged in, be sure to add a mobile phone number to your account. If you do not have a mobile phone number, please an alternative telephone number:

Please provide some information about yourself.

Your information

First Name * **Last Name ***

Title

Business Phone

E-mail * test@gmail.com **Mobile Phone ***

First Nation Account

Preferred Language

5. Access and create ATR applications by clicking the “Additions to Reserve” dropdown menu at the top of the page. You will be brought to the following screen:

The screenshot shows the top navigation bar of the Government of Canada website. The 'Additions to Reserve' dropdown menu is highlighted with a yellow circle. Below the navigation bar, the page title is 'Applications List'. There is a filter section for 'Filter Applications by' with a dropdown menu set to 'All Applicatic'. A 'Create' button is visible. Below the filter is a table with columns: NATS Number, Name of Addition to Reserve, Region, Status, and Created On. The table is currently empty, displaying the message 'There are no records to display.' A 'Report a problem or mistake on this page' button is located at the bottom.

If you already have applications started, they will also appear listed on this screen. Click on one of the existing applications to continue where you left off or click the “Create” button to create a new application.

Government of Canada / Gouvernement du Canada

Indigenous Services Canada | Additions to Reserve | IEMS | Rita Lavallee

Home → Applications List

Applications List

Filter Applications by: All Applications

NATS Number	Name of Addition to Reserve	Region	Status	Created On
ATR - 00934		Ontario	In Progress	2/21/2022
ATR - 00928	Lot 1 BL09990	Ontario	In Progress	2/21/2022
ATR - 00923		Ontario	In Progress	2/21/2022

Report a problem or mistake on this page

6. Clicking the “Create” button will bring you to the following screen:


Addition To Reserve Application

First Nation Portal Disclaimer

Please read this disclaimer (“disclaimer”) before creating an ATR Proposal using the First Nation Portal (“Portal”) at <https://nats-dev-portal.microsoftcrmportals.com/en-CA/home/profile/> operated by Indigenous Services Canada (ISC).

I agree that the information entered in the ATR Proposal form on the Portal will be shared with my designated Regional Office prior to the submission of my ATR Proposal. The information will be presented in a Read-Only mode and will not be editable by my Regional Office.

I agree that the Regional Office uses the information entered on the ATR Proposal form to assist me in completing the ATR Proposal form to the satisfaction of “Canada”.

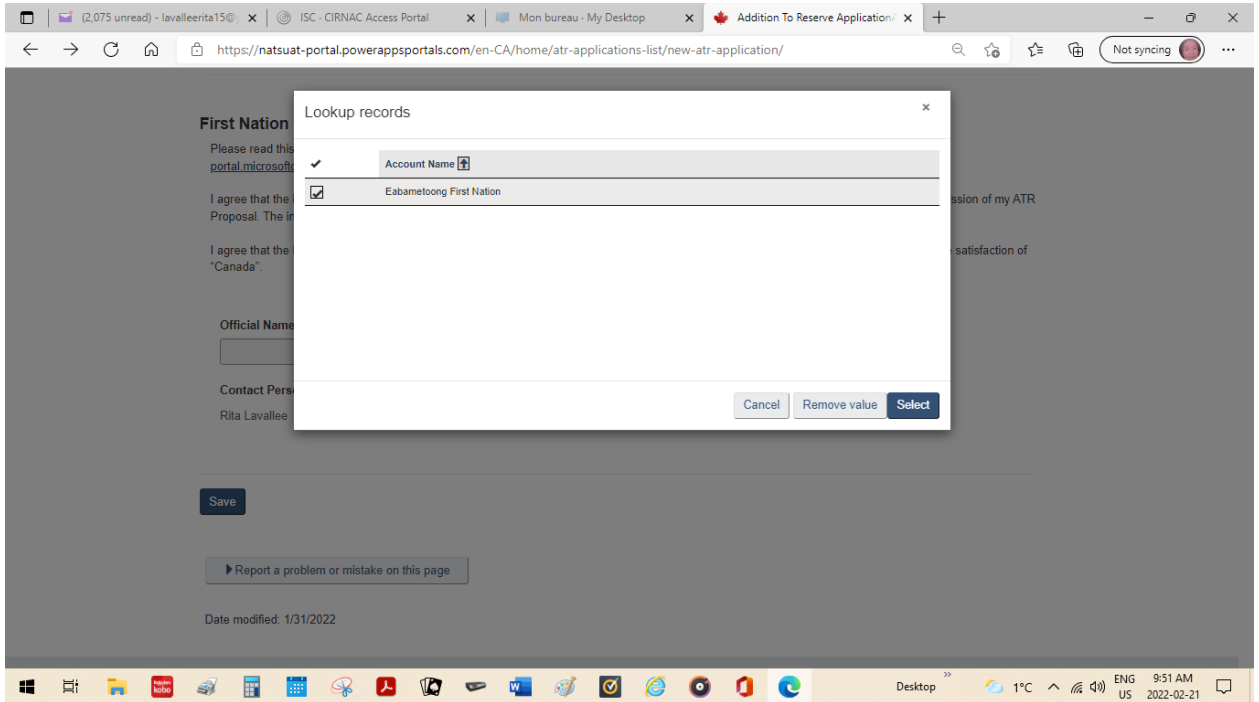
Official Name * 

Contact Person *
Rita Lavallee

Save

Report a problem or mistake on this page

Click the “magnifying glass” icon to select the Official Name of the First Nation. This field is auto populated. The following screen will appear:



Click “Select” to confirm the Official Name, “Remove value” to deselect an already selected name, or “Cancel” to close the menu without making a selection.

- Once you have selected an Official Name, click **Save** to navigate to the following screen:

Government of Canada / Gouvernement du Canada

Indigenous Services Canada

Application Overview

Application Number: ATR - 00935

Section	Status
Step 1 - Contact Information	⚠ Incomplete
Step 2 - General	⚠ Incomplete
Step 3 - Reserve Creation Policy	⚠ Incomplete
Step 4 - Special Circumstances	⚠ Incomplete
Step 5 - Project Overview	⚠ Incomplete
Step 6 - Property Information	⚠ Incomplete
Step 7 - Land Use, Impacts and Benefits	⚠ Incomplete
Step 8 - Environmental Information	⚠ Incomplete
Step 9 - Financial Implications	⚠ Incomplete
Step 10 - Consultation	⚠ Incomplete
Step 11 - Supporting Documents	⚠ Incomplete

Report a problem or mistake on this page

This is the Application Overview. Click on an incomplete step to access its page. Complete all of the steps to be able to submit the application.

8. When attempting to “Save” a step, you may receive an error message at the top of your screen as seen in the screenshot below:

⚠ This section is treated 'Completed' only when below missing data is entered

[Describe the adjacent municipal zoning or provincial Crown land use area.](#)

[Describe the intended use of the land. If unknown, provide information to support the proposal \(e.g. study identifies future need\).](#)

[Explain the community need and provide supporting documentation to demonstrate why the existing reserve is not suitable for the intended use.](#)

[Are there costs related to the provision of services to the First Nation and the local government \(where the First Nation is the service provider\)?](#)

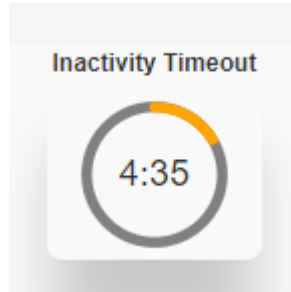
Click on the blue hyperlink to be brought to the section where the error occurred. You will need to complete that section before the step is considered “complete”.

9. At the end of every step, there is a **SAVE & SAVE NEXT** button.
 - a. **SAVE:** saves your screen input. Users must manually go to the next step
 - b. **SAVE & NEXT:** saves your screen input. Users automatically go to the next step.

10. The NATS First Nation Portal has a timeout option. A **Portal timeout** occurs when there is no activity detected in an open session for a period of approximately 30 minutes.

Your first timeout indicator

5 minutes before the Portal signs you out, you receive an **Inactivity Timeout** icon on your screen. It counts down to zero.



Notice of Timeout

When you see this notice, you should **Save** the screen you are working on.

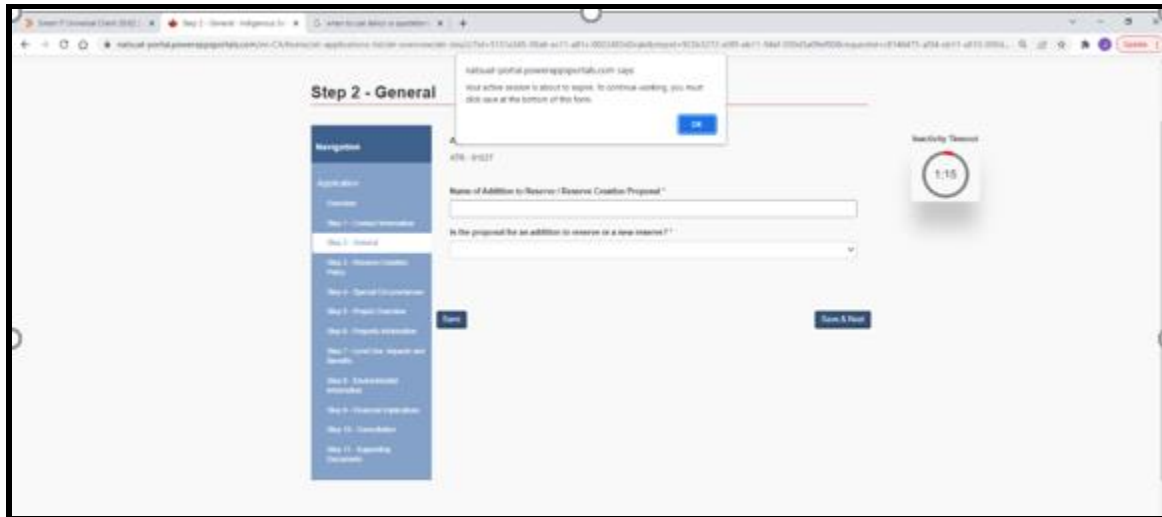
natsuat-portal.powerappsportals.com says

Your active session is about to expire. To continue working, you must click save at the bottom of this form.




If you do not click the **Save** button on your Portal step screen, you are signed off. Any unsaved entries for the screen you were working on are lost.

To see where the entries appear on your screen, see the screenshot below.



Step 1 – Contact Information Page

1. Click on Step 1 – Contact Information.



Government of Canada
Gouvernement du Canada

Français

asdnc-asandc.gc.ca

Indigenous Services Canada
Additions to Reserve ▾
IEMS ▾
Rita Lavallee ▾

[Home](#) → [Applications List](#) → [Application Overview](#)

Application Overview

Application Number **Addition to Reserve Name**
 ATR - 00935

Section	Status
Step 1 - Contact Information	⚠ Incomplete
Step 2 - General	⚠ Incomplete
Step 3 - Reserve Creation Policy	⚠ Incomplete
Step 4 - Special Circumstances	⚠ Incomplete
Step 5 - Project Overview	⚠ Incomplete
Step 6 - Property Information	⚠ Incomplete
Step 7 - Land Use, Impacts and Benefits	⚠ Incomplete
Step 8 - Environmental Information	⚠ Incomplete
Step 9 - Financial Implications	⚠ Incomplete
Step 10 - Consultation	⚠ Incomplete
Step 11 - Supporting Documents	⚠ Incomplete

▶ [Report a problem or mistake on this page](#)

- Click New Contact. Your name will automatically be displayed in this screen. You can add other contacts, or click **SAVE** or **SAVE & NEXT**.

Application Contacts

The screenshot shows a form titled "Application Contacts". At the top right, there is a blue button labeled "New Contact" which is circled in yellow. Below this, there are three columns: "Contact" with an upward arrow icon, "Business Phone (Contact)", and "Email (Contact)". Under the "Contact" column, there is a text input field labeled "Contact Name" with a red border. Under the "Email (Contact)" column, there is a text input field labeled "Contact Email" with a red border and a small downward arrow icon to its right. At the bottom left is a blue "Save" button, and at the bottom right is a blue "Save & Next" button.

- Click the magnifying glass icon to select a Contact.

 Create ×

The screenshot shows a modal window titled "Add a Contact". It has a search bar labeled "Contact *" with a magnifying glass icon on the right. The search bar is highlighted with a blue glow. Below the search bar is a blue "Submit" button.

- Select the Contact you wish to add.

Note: if a contact does not appear in the dropdown list, the **First Nation Administrator** must add it before it appears on the list. Please see [Step 1.1 for more information](#).

Lookup records

Search

<input checked="" type="checkbox"/>	Name ↑
<input type="checkbox"/>	Sarah Diep 2
<input type="checkbox"/>	Sarah Diep 3
<input type="checkbox"/>	Sarah Diep 4

Cancel Remove value Select

5. Click **Save** or **Save & Next**.

Application Contacts

New Contact

Contact ↑	Business Phone (Contact)	Email (Contact)
Contact Name		Contact Email

Save Save & Next

Step 1.1 – How to add an external user to the First Nation Portal

1. Go to your name and select **First Nation Account** as the dropdown option.

Government of Canada / Gouvernement du Canada

Indigenous Services Canada

Home → Profile → First Nation Account

First Nation Account

Sarah Diep

My Profile

First Nation Account

Manage Access

ATR Administrator Dashboard

Security

Change Password

Change Email

Change Two-Factor authentication

⚠ The information you are trying to change must be updated in the **First Nation Profile** system. Please contact your ISC Regional Office.

Please select one of the Organization below for more info.

Big Grassy

Account Name *

Community Number

124


Primary Administrator

Sarah Diep

2. Scroll down and click **Create**.
3. Fill out the contact information and click **Next**.

Create Contact

General

First Name *	<input type="text" value="John"/>	Last Name *	<input type="text" value="Doe"/>
Job Title	<input type="text" value="Administrative Assistant"/>		
Email *	<input type="text" value="johndoeadmin@gmail.co"/>		
Business Phone	<input type="text" value="Provide a telephone number"/>	Mobile Phone *	<input type="text" value="6135555555"/>
Address	<input type="text"/>		
Preferred Language	<input type="text"/> 		

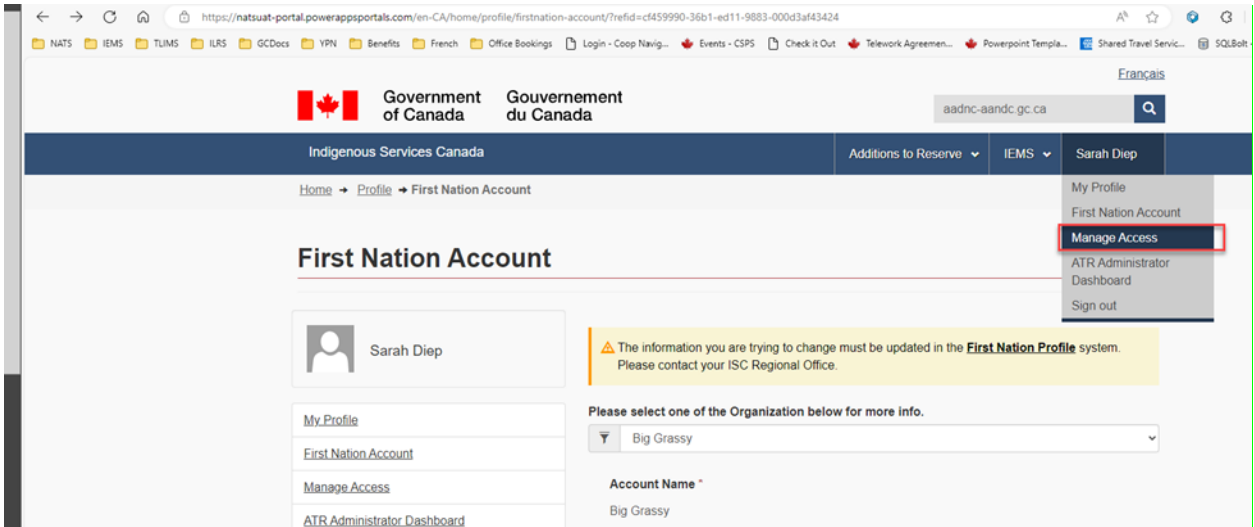
4. Manage the permission settings for your contact. If they are the First Nation's application administrator, you may select Yes to **Is Secondary Administrator**.
5. Select Read Only or Full Access for **Application Access Mode**. Full Access allows the user to edit applications.

6. Click **Submit**.
7. Click on your name and select **First Nation Account** as the dropdown option. Your newly created contact should appear on the bottom of the page.

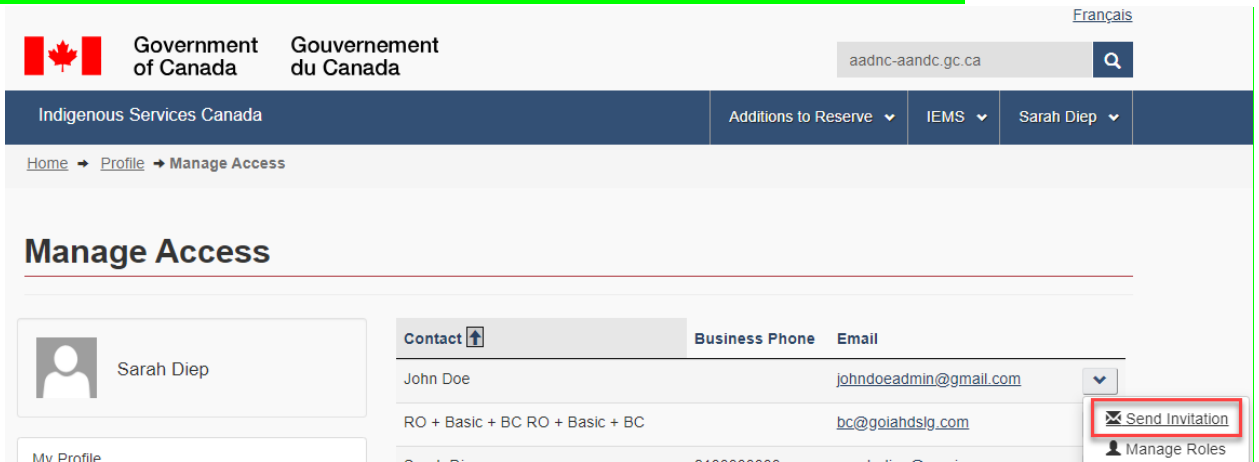
Contact	Business Phone	Email
John Doe		johndoeadmin@gmail.com

Step 1.2 – How to send out invitations

1. Go to your name and select **Manage Access** as the dropdown option.



2. Click on downward chevron beside the contact's name and click **Send Invitation**.



3. The user will receive an invitation to the First Nation Portal.

Dear First Nation Recipient,

You are invited to register to the NATS First Nation Web Portal. In order to complete your registration and activate your account click on the link below.

<https://filmportal.powerappsportals.com/register/?returnurl=%2Fhome%2Fprofile%2F&invitation=oUPjYy3oZRqnhC-XkuL-3Pm1SshDDkMTKYpG0Lm8vn5GdFc5LMfWDfm3i0nAS4PQjVrGnZYOCujGf5T0nIrHoUvB--g1FxH-yndV-N5CxqkdkyaKkUdd9dsPLA4kJEPAGH2lvm7BBt6N6AId7wo5as7ui1GJ4Q8kc->

You will be presented with a screen to sign up with your invitation code. The invitation code will automatically be included, you only need to click the Register button. You will be asked to create a password and click on the Register button again.

If you encounter any issues with registering for an account, please contact your Regional Office.

Regards,

LED NATS Team

Step 2 – General

Step 2.1 – General – Addition to Reserve

Follow the steps below to create an addition to your reserve.

Step 2 - General

Navigation

Application

Overview

Step 1 - Contact Information

Step 2 - General

Step 3 - Reserve Creation Policy

Step 4 - Special Circumstances

Step 5 - Project Overview

Step 6 - Property Information

Step 7 - Land Use, Impacts and Benefits

Step 8 - Environmental Information

Step 9 - Financial Implications

Step 10 - Consultation

Step 11 - Supporting Documents

Application ID:
ATR - 01034

Name of Addition to Reserve / Reserve Creation Proposal *

Is the proposal for an addition to reserve or a new reserve? *

Addition to Reserve
▼

Reserve Name *

✕
🔍

Save
Save & Next

1. Enter the name of the **Name of Addition to Reserve / Reserve Creation Proposal** field. This is a mandatory field. If you do not have the name of the proposal, please write “to be determined” and update the name at a later time.
2. Click the down arrow and select **Addition to Reserve** in the **Is the proposal for an addition to reserve or a new reserve?** field. This is a mandatory field.
3. The **Reserve Name** field appears on screen.
4. Click the **Search** icon and select the reserve.

Lookup records

Search

✓ Name

AGENCY 30

BIG ISLAND 31D

BIG ISLAND 31E

BIG ISLAND 31F

BIG ISLAND MAINLAND 93

FORT HOPE 64

LAKE OF THE WOODS 31B

1 2 >

Cancel Remove value Select

5. Click the **Select** button.

Note: There are two other buttons on the **Lookup records** screen.

- Click the **Cancel** button, if you need to exit the screen without selecting an **Account Name**.
- Click the **Remove value** button to remove an item from the list.

6. Click **Save** or **Save & Next**.

Step 2.2 – General – New Reserve

Use the steps below to add a new reserve.

Step 2 - General

Navigation

Application

Overview

Step 1 - Contact Information

Step 2 - General

Step 3 - Reserve Creation Policy

Step 4 - Special Circumstances

Step 5 - Project Overview

Step 6 - Property Information

Step 7 - Land Use, Impacts and Benefits

Step 8 - Environmental Information

Step 9 - Financial Implications

Step 10 - Consultation

Step 11 - Supporting Documents

Application ID:
ATR - 01033

Name of Addition to Reserve / Reserve Creation Proposal *

Is the proposal for an addition to reserve or a new reserve? *

New Reserve
▼

Enter the proposed name of the New Reserve *

Save
Save & Next

7. Enter the name of the Reserve Creation Proposal in the **Name of Addition to Reserve / Reserve Creation Proposal** field. This is a mandatory field. If you do not have the name of the proposal, please write to be determined and update the name at a later time.
8. In the **Is the proposal for an addition to reserve or a new reserve?** field, click the down arrow and select **New Reserve**. This is a mandatory field.
9. The **Reserve Name** field appears on screen. Enter the proposed name of the **New Reserve**. This is a mandatory field.
10. Click the **Save** or **Save & Next** button.

Step 3 – Reserve Creation Policy

There are three categories for Reserve Creation Policy:

1. Legal Obligation or Agreement
2. Community Addition
3. Tribunal Decision

Step 3.1 – Reserve Creation Policy Category – Legal Obligation or Agreement

When you select the category Legal Obligation or Agreement, the Step 3 screen displays as below.

The screenshot shows the 'Step 3 - Reserve Creation Policy' form. On the left is a navigation sidebar with steps 1 through 11. The main form area contains the following fields:

- Application ID:** ATR - 00935
- Select the applicable proposal category ***: A dropdown menu with 'Legal Obligation or Agreement' selected.
- Legal Obligations and Agreements (Section 9.1)**:
 - Type of Legal Obligation / Agreement ***: A dropdown menu.
 - Name of Agreement/Order ***: A text input field.
 - Date of Agreement/Order ***: A date input field with a calendar icon.
 - Is the land being proposed for reserve creation specifically Identified/described in the Legal Obligation/Agreement? ***: A dropdown menu.

Buttons for 'Save' and 'Save & Next' are located at the bottom of the form.

1. Select the category **Legal Obligation or Agreement** by clicking on the dropdown icon.
2. In the next field, select the **Type of Legal Obligation / Agreement** by Clicking on the dropdown icon. The values include:



3. Click the calendar icon and select the **Date of Agreement/Order**.
4. Click the down arrow to the question – Is the land being proposed for reserve creation specifically identified/described in the **Legal Obligation/Agreement** to select Yes or No.
5. Click **SAVE** or **SAVE & NEXT**.

Step 3.2 – Reserve Creation Policy Category – Category Community Addition

The screenshot shows the 'Step 3 - Reserve Creation Policy' page. At the top, there is a header with the Government of Canada logo and a search bar containing 'aadnc-aandc.gc.ca'. Below the header, a navigation bar includes 'Indigenous Services Canada' and several dropdown menus: 'Additions to Reserve', 'IEMS', and 'Rita Lavalée'. A breadcrumb trail reads: 'Home → Applications List → Application Overview → Step 3 - Reserve Creation Policy'. The main heading is 'Step 3 - Reserve Creation Policy'. On the left is a 'Navigation' sidebar with steps from 'Overview' to 'Step 11 - Supporting Documents'. The main content area shows 'Application ID: ATR - 00935', a dropdown for 'Community Addition', and another dropdown for 'Select Applicable Policy *'. Below these is the 'Community Additions (Section 9.2)' section with a 'Select Applicable Policy *' dropdown and a 'Select Reason(s)' button. A 'Name' field with a calendar icon is present, followed by a yellow message box stating 'There are no records to display.' At the bottom are 'Save' and 'Save & Next' buttons.

1. Select the category **Community Addition** by clicking on the dropdown icon.
2. In the next field, select the **Applicable Policy** by Clicking on the dropdown icon. The values include:

This close-up shows the 'Select Applicable Policy *' dropdown menu. The menu is open, displaying three options: '2016 Policy', '2001 Policy', and '1991 Policy'. The dropdown icon is visible on the right side of the menu.

3. Click the  button and a Lookup Records screen displays. Select one or multiple choices below.

Lookup records

Search

✓ Name

- Economic Development
- First Nation Agreement with Corporation to take or use land (section 35)
- First Nation Agreement with Local Government to take or use land (sectio...
- First Nation Agreement with Province to take or use land (section 35)
- Geographic enhancements to improve the functioning of existing Reserve base
- Institutional to accommodate community growth

Selected records

Cancel Add

4. Click the Add button to add the reason(s) to the Step 3 screen.
5. Click **SAVE** or **SAVE & NEXT**.

Step 3.3 – Reserve Creation Policy Category – Category Tribunal Decision

When you select the category **Tribunal Decision**, the Step 3 screen displays as below.

Government of Canada / Gouvernement du Canada

Indigenous Services Canada

Home → Applications List → Application Overview → Step 3 - Reserve Creation Policy

Step 3 - Reserve Creation Policy

Application ID:
ATR - 00935

Select the applicable proposal category *

Tribunal Decision

Tribunal Decision (Section 9.3)

Applicable option *

Save Save & Next

1. Select the category **Tribunal Decision** by clicking on the dropdown icon.
2. In the next field, select the **Applicable Option** by clicking on the dropdown icon. The values include:

Tribunal Decision (Section 9.3)

Applicable option *

An illegal disposition by the Crown of Reserve lands
Breach arising from Crown's provision of Reserve land
Failure to provide lands under a Treaty or other Agreement

3. Click the option and it is added to the field on the Step 3 screen.
4. Click **SAVE** or **SAVE & NEXT**.

Step 4 – Special Circumstances

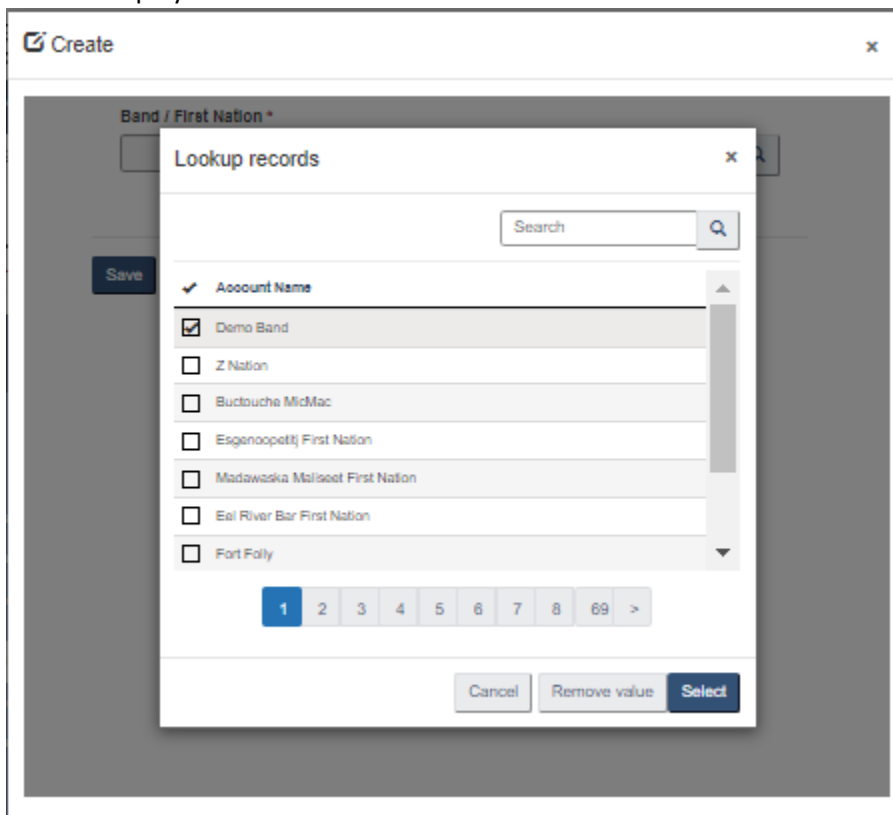
There two categories for Special Circumstances:

1. Joint Proposal (Yes or No)
2. Special Circumstances

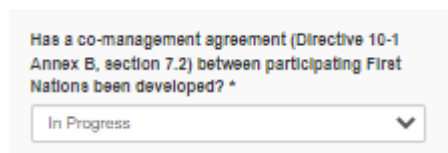
Step 4.1 – Special Circumstances – Joint Reserve Proposal

Answering Yes

1. Select Yes to the Question – Is this a Joint Reserve Proposal by clicking the down arrow and clicking the Yes value.
2. The Create screen displays:



3. Select the Band to join with and click the Select button. You return to the previous screen. A box appears on the screen.



If there is more than one band for the joint reserve, the process has to be repeated for each band.

4. For the question, whether a co-management agreement has been developed, click the down arrow and select a value: Yes, No, or In Progress.

Answering No

Government of Canada / Gouvernement du Canada

Indigenous Services Canada

Home → Applications List → Application Overview → Step 4 - Special Circumstances

Step 4 - Special Circumstances

Navigation

- Application
 - Overview
 - Step 1 - Contact Information
 - Step 2 - General
 - Step 3 - Reserve Creation Policy
 - Step 4 - Special Circumstances**
 - Step 5 - Project Overview
 - Step 6 - Property Information
 - Step 7 - Land Use, Impacts and Benefits
 - Step 8 - Environmental Information
 - Step 9 - Financial Implications
 - Step 10 - Consultation
 - Step 11 - Supporting Documents

Application ID:
ATR - 00935

Is this a Joint Reserve Proposal?
No

Special Circumstances

Are there any special circumstances ?
Yes

Natural Disaster
Yes

Partial subsurface interest or rights
Yes

Small mineral addition
Yes

Save Save & Next!

1. Select No to the Question – Is this a Joint Reserve Proposal by clicking the down arrow and clicking the No value.

Step 4.2 – Special Circumstances

Answering Yes

1. If there are special circumstances, respond to the question by clicking the down arrow and clicking the Yes value.

2. For each of Natural Disaster, Partial subsurface interest or rights or Small mineral addition, Click the down arrow and clicking the Yes or No value based on whether the special circumstance applies.
3. Click SAVE or SAVE & NEXT.

Answering No

Special Circumstances

Are there any special circumstances?	Natural Disaster
<input type="text" value="No"/>	<input type="text" value="No"/>
	Partial subsurface interest or rights
	<input type="text" value="No"/>
	Small mineral addition
	<input type="text" value="No"/>

1. If there are no special circumstances, the following fields will automatically autofill as “No”.
 - a. Natural Disaster
 - b. Partial subsurface interest or rights
 - c. Small mineral addition
2. Click SAVE or SAVE & NEXT.

Step 5 – Project Overview

There are three categories for Project Overview:

1. Selection Area
2. Land Management Regime
3. Band Council Resolution

Step 5 - Project Overview

Navigation

Application

Overview

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Step 8 - Environmental Information

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Step 11 - Supporting Documents

Selection Area

In which Province is the proposed reserve land located? *

Is the proposed reserve land adjacent/contiguous to the existing Reserve?

Is the land within the First Nation's/Band's Treaty Area/Province? *

Provide the section reference if available

Land Management Regime

Indian Act

First Nations Land Management

Self-Governing

Band Council Resolution

Did you attach the Band Council Resolution? *

Complete all the steps below.

1. Select the Province in which the proposed reserve land is located*.
2. For the question – Is the proposed reserve land adjacent/contiguous to the existing Reserve? Use the dropdown arrow to respond Yes or No.
3. For the question – Is the land is within the First Nation's/Band's Treaty Area/Province? * Use the dropdown arrow to respond Yes or No.
4. Complete this field with free form text to provide the section reference if it is available.
5. Under the **Land Management Regime** title, use the dropdown arrow to respond Yes or No for the following fields:
 - Indian Act

- First Nations Land Management
 - Self-Governing
6. Under the **Band Council Resolution** title, use the dropdown arrow to respond Yes or No for the following question - Did you attach the Band Council Resolution?*
 7. Click SAVE or SAVE & NEXT.

Step 6 – Property Information

There are three categories for Property Information:

1. Land Parcel
2. Municipality or Regional District
3. Access
4. Subsurface Mineral Rights
5. Encumbrances

Step 6 - Property Information

Navigation

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Step 8 - Environmental Information

Step 9 - Mineral Implications

Step 10 - Consultation

Step 11 - Supporting Documents

Local Parcel
Save

Application	Name	Previous	Local Description	Project File
There are no records to display.				

Municipality or Regional District

Is the land proposed for resource extraction located within (or just) to west or east of your local "Township/Municipality"?

Is the land located in an unincorporated territory?

Distance from the land proposed for resource extraction to the nearest "Township" (kilometers.)

Access

Is the proposed resource land accessable?

Plan or Description

Will other properties be landbanked if the proposed resource land is added to resource? (e.g., does an adjacent landowner want access across this land to access their own property?)

Subsurface Mineral Rights

Are other land interests included?

Encumbrances

Are there any known encumbrances, third party interests or charges, and claims on the land title record? (e.g., leases, permits, royalties, easements, water flows, etc.)

Are there any known prohibited, illegal, or other party's interests in the proposed resource land?

Tax Paid Amount

Tax Paid Year

Save
Save & Next

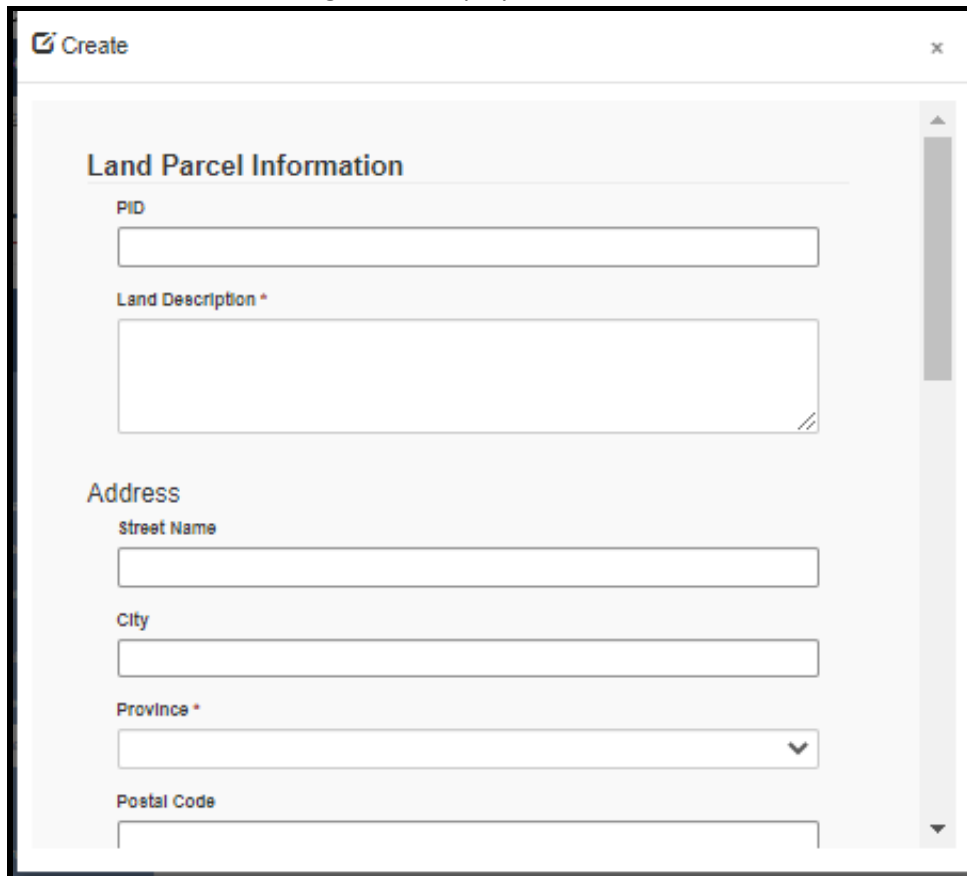
Step 6.1 – Property Information – Add a Land Parcel

This step needs to be completed for each land parcel. For example, if you have five land parcels, you will need to complete this step five times.



Complete all the steps below.

1. Click the **Add** button. The following screen displays.



The screenshot shows a 'Create' form window titled 'Land Parcel Information'. The form contains the following fields:

- PID**: A text input field.
- Land Description ***: A large text area with a search icon in the bottom right corner.
- Address**: A section header for the following fields:
 - Street Name**: A text input field.
 - City**: A text input field.
 - Province ***: A drop-down menu.
 - Postal Code**: A text input field.

The screenshot shows a 'Create' form with the following sections and fields:

- Land Area**
 - Area (Acres) * (Text input)
 - Area (Hectares) * (Text input)
 - Ownership Type * (Drop-down menu)
 - Ownership Name * (Text input)
- Title Information**
 - Did you attach copy of the registered land title document showing ownership? (Drop-down menu)
 - If the land is held in Trust for the First Nation/Band, did you attach a copy of the Property Trust Agreement between the titled property owner and the First Nation/Band? (Drop-down menu)
 - Did you attach a copy of the original patent - Title search report? (Drop-down menu)
- Did you attach a copy of the site plan, registration plan, and/or survey? (Drop-down menu)
- Property Ownership**
 - Did you attach a copy of the accepted offer to purchase (if applicable) (Drop-down menu)
 - Did you attach the information on the First Nation's plan to acquire the land? (Drop-down menu)
- Submit** (Button)

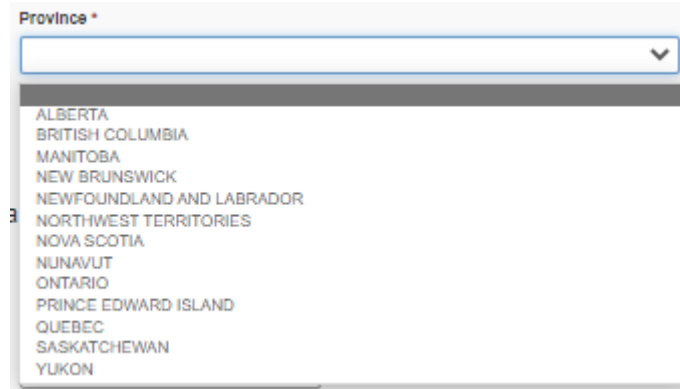
Complete the steps below to fill in the screen. Mandatory fields are marked with an asterisk (*).
Data is entered in **Free form Text** unless specified otherwise.

Under the Land Parcel Information section:

1. Enter the Parcel Identification (PID) number in free form text.
2. Enter the Land Description in free form text. This field is mandatory.

Under the Address section:

3. Enter the Street Name.
4. Enter the City.
5. Select the Province by clicking the Dropdown Arrow and selecting the province.
The values are:



6. Enter the Postal Code.

Under the Land Area section:

7. Enter the **Area** in (Acres). This field is mandatory.
8. **Area (Hectares)**. This field is mandatory.

Note: The system calculates this value for you.

9. Select the **Ownership Type** by clicking the Dropdown Arrow and selecting the type. This field is mandatory. The values are:



10. Enter the **Ownership Name**. This field is mandatory.

Under the Title Information section (the questions are optional):

11. Select a **Yes** or **No** value in response to the question - Did you attach copy of the registered land title document showing ownership?

Did you attach copy of the registered land title document showing ownership?

Yes

No

12. Select a **Yes** or **No** value in response to the question - **If the land is held in Trust for the First Nation/Band, did you attach a copy of the Property Trust Agreement between the titled property owner and the First Nation/Band?**

If the land is held in Trust for the First Nation/Band, did you attach a copy of the Property Trust Agreement between the titled property owner and the First Nation/Band?

Yes

No

13. Select a **Yes** or **No** value in response to the question - **Did you attach a copy of the original patent - Title search report?**

Did you attach a copy of the original patent - Title search report?

Yes

No

14. Select a **Yes** or **No** value in response to the question - **Did you attach a copy of the site plan, registration plan, and/or survey?**

Did you attach a copy of the site plan, registration plan, and/or survey?

Yes

No

Under the Property Ownership section:

15. Select a **Yes** or **No** value in response to the question - **Did you attach a copy of the accepted offer to purchase (if applicable)**

Property Ownership

Did you attach a copy of the accepted offer to purchase (if applicable)

Yes

No

16. Select a **Yes** or **No** value in response to the question - **Did you attach the information on the First Nation's plan to acquire the land?**

Did you attach the information on the First Nation's plan to acquire the land?

Yes

No

Click the **Submit** button to complete the **Addition of the Land Parcel**.

17. Continue with the rest of the step or click SAVE or SAVE & NEXT.

Step 6.2. – Property Information – Municipality or Regional District

Answering Yes

Municipality or Regional District

Is the land proposed for reserve creation located within/adjacent to one or more organized Township/Municipality? *

Yes

Name of Township(s)/Municipality(ies) *

Is the land located in an unsurveyed territory? *

Distance from the land proposed for reserve creation to the nearest Town/City (Kilometers)*

Continue to complete Step 6 for the Municipality or Regional District when you respond **Yes** to the question - **Is the land proposed for reserve creation located within/adjacent to one or more organized Township/Municipality?** This is a mandatory field.

1. Respond **Yes** to the question - **Is the land proposed for reserve creation located within/adjacent to one or more organized Township/Municipality?** A new field displays on the screen below this field.
2. Enter the **Name of Township(s)/Municipality(ies)** in free form text. This is a mandatory field.

Continue to complete Step 6 for the Municipality or Regional District when you respond **Yes** to the question - **Is the land proposed for reserve creation located within/adjacent to one or more organized Township/Municipality?** This is a mandatory field.

3. Respond **Yes** to the question - **Is the land located in an unsurveyed territory?** A new field displays on the screen below this field.
4. Enter the **Name of Geographic Township(s)** in free form text. This is a mandatory field.
5. Enter the **Name of nearest Town/City**. This is a mandatory field.
6. Enter the **Distance from the land proposed for reserve creation to the nearest Town/City (Kilometres)**. This is a mandatory field.
7. Continue with the rest of the step or click SAVE or SAVE & NEXT.

Answering No or Non Applicable

1. Continue to complete Step 6 for the Municipality or Regional District when you respond **No or Not Applicable** to the question - **Is the land proposed for reserve creation located within/adjacent to one or more organized Township/Municipality?** This is a mandatory field.
2. Respond **No or Not Applicable** to the question - **Is the land proposed for reserve creation located within/adjacent to one or more organized Township/Municipality?** A new field displays on the screen below this field.
3. Respond **No or Not Applicable** to the question - **Is the land located in an unsurveyed territory?** A new field displays on the screen below this field.
4. Enter the **Distance from the land proposed for reserve creation to the nearest Town/City (Kilometres)**. This is a mandatory field.'
5. Continue with the rest of the step or click SAVE or SAVE & NEXT.

Step 6.3 – Property Information – Access

Access

Is the proposed reserve land accessible? *

Please Describe

Will other properties be landlocked if the proposed reserve land is added to reserve? (i.e., does an adjacent landowner need access across this land to access their own property?) *

Continue to complete Step 6 for the Access.

1. Respond **Yes or No** to the question – **Is the proposed reserve land accessible?** This is a mandatory field.
2. Enter a description of accessibility or non-accessibility of the land in the field - **Please Describe**. This is a mandatory field if you answered **Yes** to – **Is the proposed reserve land accessible?**

3. Select a response to the question - **Will other properties be landlocked if the proposed reserve land is added to reserve? (i.e., does an adjacent landowner need access across this land to access their own property?) This is a mandatory field.** The values you can select are:

Will other properties be landlocked if the proposed reserve land is added to reserve? (i.e., does an adjacent landowner need access across this land to access their own property?) *

Not Applicable ▼

Yes

No

Unknown

Not Applicable

4. Continue with the rest of the step or click SAVE or SAVE & NEXT.

Step 6.4 – Property Information – Subsurface Mineral Rights

Subsurface Mineral Rights

Are mines and minerals included? *

There are four selections for the question – **Are mines and minerals included?** The options are:

Are mines and minerals included? *

Yes ▼

Yes

No

Unknown

Not Applicable

Answering Yes

Continue to complete Step 6 for the **Subsurface Mineral Rights** when you respond **Yes** to the question - **Are mines and minerals included?** This is a mandatory field.

1. Respond **Yes** to the question - **Are mines and minerals included?** A new field displays on the screen below this field.
2. Respond to the question - **Is the First Nation the registered owner of the mines/minerals?** This is a mandatory field. The following selections display.

Is the First Nation the registered owner of the mines/minerals? *

Yes

No

Unknown

- If you respond **Yes** or **Unknown** to the question - **Is the First Nation the registered owner of the mines/minerals?**, your answer is recorded, and the **Subsurface Mineral Rights** section is done.
- Continue with the rest of the step or click SAVE or SAVE & NEXT.

Answering No

Subsurface Mineral Rights

Are mines and minerals included? *

No ▼

Please describe

Is the First Nation the registered owner of the mines/minerals? *

No ▼

If the mines and minerals are not held by the property owner, has the First Nation/Band contacted the owner to acquire them or negotiate an access agreement? *

No ▼

Who is the Registered owner of the mines and minerals *

If you respond **No** to the question - **Is the First Nation the registered owner of the mines/minerals?**, two further question displays on the screen.

- Respond to the question - **If the mines and minerals are not held by the property owner, has the First Nation/Band contacted the owner to acquire them or negotiate an access agreement?** This field is mandatory. The following selections display.

Yes

No

Unknown

- Complete the last question – **Who is the Registered owner of the mines and minerals?** by entering the data in free form text in the box that displays on the screen. This is a mandatory field.
- Continue with the rest of the step or click SAVE or SAVE & NEXT.

Answering Unknown

Subsurface Mineral Rights

Are mines and minerals included? *

Is the First Nation the registered owner of the mines/minerals? *

1. If you respond **Unknown** to the question - **Are mines and minerals included?**, a second question field displays on the screen. This field is mandatory.
2. If you respond **Unknown** to the question - **Is the First Nation the registered owner of the mines/minerals, the Subsurface Mineral Rights?**, the input is concluded. This field is mandatory.
3. Continue with the rest of the step or click SAVE or SAVE & NEXT.

Answering Not Applicable

1. No additional questions appear.

Step 6.5 - Property Information – Encumbrances

Encumbrances

Are there any known encumbrances, third party interest or charges not shown on the Land Title search? (e.g., leases, permits, traplines, easements, water lines, etc.) *

Are there any known provincial, Aboriginal, or other party's interests in the proposed reserved land? *

Tax Paid Amount

Tax Paid Year

Answering Yes

Encumbrances

Are there any known encumbrances, third party interest or charges not shown on the Land Title search? (e.g., leases, permits, traplines, easements, water lines, etc.) *

Are there any known provincial, Aboriginal, or other party's interests in the proposed reserved land? *

Tax Paid Amount

Tax Paid Year

Did you attach the information?

1. Respond **Yes** to the question - **Are there any known encumbrances, third party interest or charges not shown on the Land Title search? (e.g., leases, permits, traplines, easements, water lines, etc.)** by clicking the drop-down arrow and selecting the **Yes** value. This field is mandatory.
2. Respond **Yes** to the question - **Are there any known provincial, Aboriginal, or other party's interests in the proposed reserved land?** by clicking the drop-down arrow and selecting the **Yes** value. This field is mandatory.
3. Entering data in the **Tax Paid Amount** and the **Tax Paid Year**. The fields is optional.
4. Respond **Yes** to the question - **Did you attach the information?**, by clicking the drop-down arrow and selecting the **Yes** value. This field is not mandatory. The information is about the Tax Paid Amount and Tax Paid Year.
5. Continue with the rest of the step or click SAVE or SAVE & NEXT.

Answering No

Encumbrances

Are there any known encumbrances, third party interest or charges not shown on the Land Title search? (e.g., leases, permits, traplines, easements, water lines, etc.) *

Please describe

Are there any known provincial, Aboriginal, or other party's interests in the proposed reserved land? *

Please describe

Tax Paid Amount

Tax Paid Year

1. Respond **No** to the question - **Are there any known encumbrances, third party interest or charges not shown on the Land Title search? (e.g., leases, permits, traplines, easements, water lines, etc.)** by clicking the drop-down arrow and selecting the **No** value. This field is mandatory.
2. Respond **No** to the question - **Are there any known provincial, Aboriginal, or other party's interests in the proposed reserved land?** by clicking the drop-down arrow and selecting the **No** value. This field is mandatory.
3. Enter a description in the **Please describe** field. This is not a mandatory field.
4. Entering data in the **Tax Paid Amount** and the **Tax Paid Year** fields is optional.
5. Continue with the rest of the step or click SAVE or SAVE & NEXT.

Step 7 – Land Use, Impacts and Benefits

Step 7 - Land Use, Impacts and Benefits

Navigation

Current land use and zoning for the proposed reserve land

Describe the current land use *

Including but not limited to any existing structures (e.g. buildings, etc), utilities (e.g. hydro, etc.), activities (e.g. agricultural use, leases, etc.).

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Current Land Use and Zoning for Adjacent Lands

Describe the adjacent land use. *

Describe the adjacent municipal zoning or provincial Crown land use area. *

Future/Intended Land Use for the Proposed Reserve Land

Has the First Nation/Band undertaken any land use planning activities (e.g. capital plan, land use plan, community plan, etc.) that includes the land being proposed for reserve creation? *

Describe the intended use of the land. If unknown, provide information to support the proposal e.g. study identifies future need. *

Explain the community need and provide supporting documentation to demonstrate why the existing reserve is not suitable for the intended use. *

Impacts and Benefits

Are there any economic development plans for the land being proposed for reserve creation? *

Will the reserve creation have an effect on the social and economic prosperity of the First Nation? *

Are there costs related to the provision of services to the First Nation and the local government (where the First Nation is the service provider)? *

Are there tax revenue adjustments? *

Are there financial implications for the Government of Canada (i.e., will there be capital expenditures required?) *

Are there existing First Nation, provincial, territorial, regional or local government land use plan? *

Is there regional infrastructure management (e.g., sewer/hydro/water)? *

Is there regional traffic or transit management plans? *

Is this a protected or environmentally sensitive areas in or around the proposed area? *

Are there culturally sensitive areas (such as First Nation burial, archeological or ceremonial sites)? *

If a site has been registered as such, please provide details.

Save Save & Next

Step 7.1 – Land Use – Current land use and zoning

Current land use and zoning for the proposed reserve land

Describe the current land use *

Including but not limited to any existing structures (e.g. buildings, etc), utilities (e.g. hydro, etc.), activities (e.g. agricultural use, leases, etc.).

Current Land Use and Zoning for Adjacent Lands

Describe the adjacent land use. *

Describe the adjacent municipal zoning or provincial Crown land use area. *

Complete all the steps below.

1. For the current land use and zoning for the **proposed reserve land**, enter your description of the current land use in free form text. This is a mandatory field.
2. For the current land use and zoning for adjacent lands, enter your description of the current land use in free form text. This is a mandatory field.
3. For the current land use and zoning for adjacent lands, enter the description of the adjacent land's municipal zoning or provincial Crown land use area in free form text. This is a mandatory field.
4. Continue with the rest of the step or click SAVE or SAVE & NEXT.

Step 7.2 – Land Use – Future/Intended Land Use for the Proposed Reserve Land

Future/Intended Land Use for the Proposed Reserve Land

Has the First Nation/Band undertaken any land use planning activities (e.g. capital plan, land use plan, community plan, etc.) that includes the land being proposed for reserve creation? *

Describe the intended use of the land. If unknown, provide information to support the proposal e.g. study identifies future need. *

Explain the community need and provide supporting documentation to demonstrate why the existing reserve is not suitable for the intended use. *

Answering Yes

Future/Intended Land Use for the Proposed Reserve Land

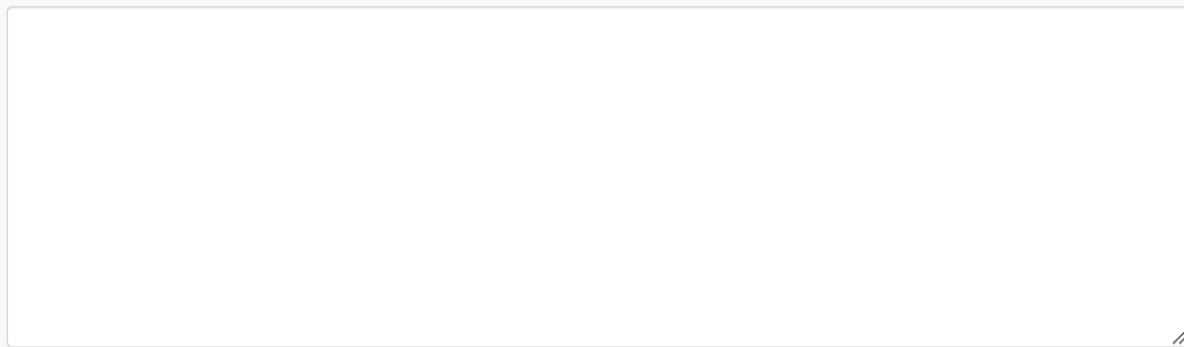
Has the First Nation/Band undertaken any land use planning activities (e.g. capital plan, land use plan, community plan, etc.) that includes the land being proposed for reserve creation? *

Yes 

Did you attach the information? *



Describe the intended use of the land. If unknown, provide information to support the proposal e.g. study identifies future need. *




1. Respond **Yes** to the question – **Has the First Nation undertaken land use planning activities (e.g. capital plan, land use plan, community plan, etc.) that includes the land being proposed for reserve creation?*** This is a mandatory field.
2. Respond **Yes** or **No** to the question - **Did you attach the information?**, by clicking the drop-down arrow and selecting the **Yes** value. This field is mandatory if you selected Yes.
3. Continue with the rest of the step or click SAVE or SAVE & NEXT.

Answering No or Unknown

Future/Intended Land Use for the Proposed Reserve Land

Has the First Nation/Band undertaken any land use planning activities (e.g. capital plan, land use plan, community plan, etc.) that includes the land being proposed for reserve creation? *

No 

Describe the intended use of the land. If unknown, provide information to support the proposal e.g. study identifies future need. *

Explain the community need and provide supporting documentation to demonstrate why the existing reserve is not suitable for the intended use. *

Complete all the steps below.

1. Respond **No** to the question – **Has the First National undertaken land use planning activities (e.g. capital plan, land use plan, community plan, etc.) that includes the land being proposed for reserve creation?*** This is a mandatory field.
2. Enter a description of the question – **Describe the intended use of the land. If unknown, provide information to support the proposal e.g. study identifies future need.** This is a mandatory field.
3. Continue with the rest of the step or click SAVE or SAVE & NEXT.

Step 7.3 – Impacts and Benefits

Impacts and Benefits

Are there any economic development plans for the land being proposed for reserve creation? *

If the proposal is for economic development, identify the economic development potential that the reserve creation proposal may have on the surrounding area (e.g. employment, etc.). *

Will the reserve creation have an effect on the social and economic prosperity of the First Nation? *

Are there costs related to the provision of services to the First Nation and the local government (where the First Nation is the service provider)? *

Are there tax revenue adjustments? *

Are there financial implications for the Government of Canada (i.e., will there be capital expenditures required)? *

Are there existing First Nation, provincial, territorial, regional or local government land use plans? *

Is there regional infrastructure management (e.g., sewer/hydro/water)? *

Is there regional traffic or transit management plans? *

Is this a protected or environmentally sensitive areas in or around the proposed area? *

Are there culturally sensitive areas (such as First Nation burial, archeological or ceremonial sites)? *

If a site has been registered as such, please provide details.

The values you can choose are:

Yes
No
Unknown
Not Applicable

Answering Yes

This step describes all the questions listed when selecting **Yes** as a response. Please enter a description when asked to describe the details. The questions are listed as followed:

1. **Are there any economic development plans for the land being proposed for reserve creation?**
This is a mandatory field.
 - a. *Please Describe*
2. **If the proposal is for economic development, identify the economic development potential that the reserve creation proposal may have on the surrounding area (e.g. employment, etc.).**
This is a mandatory field.
3. **Will the reserve creation have an effect on the social and economic prosperity of the First Nation?** This is a mandatory field.
 - a. *If Yes, describe the effect.*

4. **Are there costs related to the provision of services to the First Nation and the local government (where the First Nation is the service provider)?** This is a mandatory field.
 - a. *If Yes, describe the costs.*
5. **Are there tax revenue adjustments?** This is a mandatory field.
 - a. *If Yes, describe the tax revenue adjustments **
6. **Are there financial implications for the Government of Canada (i.e., will there be capital expenditures required?)** This is a mandatory field.
 - a. *If Yes, describe the financial implications.*
7. **Are there existing First Nation, provincial, territorial, regional or local government land use plan?** This is a mandatory field.
 - a. *If Yes, describe*
8. **Is there regional infrastructure management (e.g., sewer/hydro/water)?** This is a mandatory field.
 - a. *If Yes, describe*
9. **Is there regional traffic or transit management plans?** This is a mandatory field.
 - a. *If Yes, describe*
10. **Is this a protected or environmentally sensitive areas in or around the proposed area?** This is a mandatory field.
 - a. *If Yes, describe*
11. **Are there culturally sensitive areas (such as First Nation burial, archeological or ceremonial sites)?** This is a mandatory field.
12. Enter a description of the question – **If a site has been registered as such, please provide details.**
13. Continue with the rest of the step or click SAVE or SAVE & NEXT.

Answering No, Unknown or Not Applicable

This step describes all the questions listed when selecting **No, Unknown or Not Applicable** as a response. No additional sub-questions appear.

1. Respond **No, Unknown or Not Applicable** to the question – **Are there any economic development plans for the land being proposed for reserve creation?** This is a mandatory field.
2. Enter a description of the question – **If the proposal is for economic development, identify the economic development potential that the reserve creation proposal may have on the surrounding area (e.g. employment, etc.).** This is a mandatory field.
3. Respond **No, Unknown or Not Applicable** to the question – **Will the reserve creation have an effect on the social and economic prosperity of the First Nation?** This is a mandatory field.
4. Respond **No, Unknown or Not Applicable** to the question – **Are there costs related to the provision of services to the First Nation and the local government (where the First Nation is the service provider)?** This is a mandatory field.
5. Respond **No, Unknown or Not Applicable** to the question – **Are there tax revenue adjustments?** This is a mandatory field.

6. Respond **No, Unknown or Not Applicable** to the question – **Are there financial implications for the Government of Canada (i.e., will there be capital expenditures required?)** This is a mandatory field.
7. Respond **No, Unknown or Not Applicable** to the question – **Are there existing First Nation, provincial, territorial, regional or local government land use plan?** This is a mandatory field.
8. Respond **No, Unknown or Not Applicable** to the question – **Is there regional infrastructure management (e.g., sewer/hydro/water)?** This is a mandatory field.
9. Respond **No, Unknown or Not Applicable** to the question – **Is there regional traffic or transit management plans?** This is a mandatory field.
10. Respond **No, Unknown or Not Applicable** to the question – **Is this a protected or environmentally sensitive areas in or around the proposed area?** This is a mandatory field.
11. Respond **No, Unknown or Not Applicable** to the question – **Are there culturally sensitive areas (such as First Nation burial, archeological or ceremonial sites)?** This is a mandatory field.
12. Enter a description of the question – **If a site has been registered as such, please provide details.**
13. Continue with the rest of the step or click SAVE or SAVE & NEXT.

Step 8 – Environmental Information

There are eight questions in the Step 8 – **Environmental Information** screen. Each question may have sub-questions. The questions are listed as followed:

1. Has an environmental site assessment been conducted on the land? The values you can choose are **Yes** or **No**.
2. Is there a description of the topography/soil/surface water? The values you can choose are **Yes, No** or **Unknown**.
3. Are there any wells located on the property? The values you can choose are **Yes, No** or **Unknown**.
4. Are there any (existing or decommissioned) above ground or underground fuel storage tank?
5. Is there a proposed activity or project contemplated for the land? The values you can choose are **Yes, No** or **Unknown**.
6. Is the land located within or adjacent to any environmentally sensitive areas (e.g. park, conservation reserve, greenbelt, etc.)? The values you can choose are **Yes, No** or **Unknown**.
7. Is the land located within or adjacent to any culturally sensitive areas (e.g. archeological, burial, ceremonial)? The values you can choose are **Yes, No** or **Unknown**.
8. Is there an existing use/business that may require or benefit from ongoing provincial regulations after the land is reserve (i.e. First Nation Commercial and Industrial Development Act (FNCIDA))? The values you can choose are **Yes, No, Unknown** or **Not applicable**.

Once you are done answering the questions, continue with the rest of the step or click SAVE or SAVE & NEXT.

Step 8 - Environmental Information

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Environmental Information

Has an environmental site assessment been conducted on the land? *

Is there a description of the topography/soil/surface water? *

Are there any wells located on the property? *

Are there any (existing or decommissioned) above ground or underground fuel storage tank? *

Is there a proposed activity or project contemplated for the land? *

Is the land located within or adjacent to any environmentally sensitive areas (e.g. park, conservation reserve, greenbelt, etc.)? *

Is the land located within or adjacent to any culturally sensitive areas (e.g. archeological, burial, ceremonial)? *

Is there an existing use/business that may require or benefit from ongoing provincial regulations after the land is reserve (i.e. First Nation Commercial and Industrial Development Act (FNCIDA))? *

Save

Save & Next

Below are possible values that **may** appear:

Yes

No

Unknown

Not Applicable

Question 1 – Has an environmental site assessment been conducted on the land?

Has an environmental site assessment been conducted on the land? *

Yes

No

There are two responses to this question – **Yes** and **No**. This is a mandatory field. Click the drop down arrow to view your options for the question.

Answering Yes

Has an environmental site assessment been conducted on the land? *

Yes

Did you attach the report? *

Were any issues identified? *

1. You clicked **Yes** to the question – **Are there any economic development plans for the land being proposed for reserve creation?** This is a mandatory field.

Two sub questions display:

2. Respond **Yes** or **No** to the question – **Did you attach the report?** This is a mandatory field.
3. Respond **Yes**, **No** or **Unknown** to the question – **Were any issues identified?** This is a mandatory field.
 - a. If **Yes**, use free form text to describe the issues that were identified and describe how they were addressed. This is a mandatory field.

Were any issues identified? *

Yes

Please describe the issues that were identified and how they were addressed. *

- b. If **No**, use free form text to describe the provide any available information related to the previous, current and intended use of the land. This is a mandatory field.

Were any issues identified? *

No

If no issues were identified, provide any available information related to the previous, current and intended use of the land. *

c. If **Unknown**, no sub question appears.

Answering No

Has an environmental site assessment been conducted on the land? *

No

1. You clicked **No** to the question – **Are there any economic development plans for the land being proposed for reserve creation?** This is a mandatory field. No additional sub-questions appear.

Question 2 – Is there a description of the topography/soil/surface water?

Is there a description of the topography/soil/surface water? *

▼

Yes

No

Unknown

There are three responses to this question – **Yes**, **No** and **Unknown**. This is a mandatory field. Click the drop down arrow to view your options for the question.

Answering Yes

Is there a description of the topography/soil/surface water? *

Yes

Provide a description of the topography/soil/surface water. *

1. You clicked **Yes** to the question – **Is there a description of the topography/soil/surface water?** One sub-question displays.
2. Use free form text to provide a description of the topography/soil/surface water. This is a mandatory field.

Answering No or Unknown

Is there a description of the topography/soil/surface water? *

No

1. You clicked **No** or **Unknown** to the question – **Is there a description of the topography/soil/surface water?** This is a mandatory field. No additional sub-questions appear.

Question 3 – Are there any wells located on the property?

Is there a description of the topography/soil/surface water? *

Yes
No
Unknown

There are three responses to this question – **Yes**, **No** and **Unknown**. This is a mandatory field. Click the drop down arrow to view your options for the question.

Answering Yes

Are there any wells located on the property? *

Yes

If Yes, please describe *

1. You clicked **Yes** to the question – **Are there any wells located on the property?** One sub-question displays.
2. Enter a description to the question – **If Yes, please describe.** This field is mandatory.

Answering No or Unknown

1. You clicked **No** or **Unknown** to the question – **Are there any wells located on the property?** This is a mandatory field. No additional sub-questions appear.

Question 4 – Are there any (existing or decommissioned) above ground or underground fuel storage tank?

Are there any (existing or decommissioned) above ground or underground fuel storage tank? *

Yes
No
Unknown

There are three responses to this question – **Yes, No** and **Unknown**. This is a mandatory field. Click the drop down arrow to view your options for the question.

Answering Yes

Are there any (existing or decommissioned) above ground or underground fuel storage tank? *

Yes

If Yes, please describe *

1. You clicked **Yes** to the question – **Are there any (existing or decommissioned) above ground or underground fuel storage tank?** One sub-question displays.
2. Use free form text to describe the (existing or decommissioned) above ground or underground fuel storage tank. This field is mandatory.

Answering No or Unknown

1. You clicked **No** or **Unknown** to the question – **Are there any wells located on the property?** This is a mandatory field. No additional sub-questions appear.

Question 5 – Is there a proposed activity or project contemplated for the land?

Is there a proposed activity or project contemplated for the land? *

▼

Yes

No

Unknown

There are three responses to this question – **Yes**, **No** and **Unknown**. One sub-question displays. This field is mandatory.

Answering Yes

Is there a proposed activity or project contemplated for the land? *

▼

If Yes, please describe the activity. *

1. You clicked **Yes** to the question – **Is there a proposed activity or project contemplated for the land?** One sub-question displays.
2. Use free form text to describe the activity.

Answering No or Unknown

1. You clicked **No** or **Unknown** to the question – **Is there a proposed activity or project contemplated for the land?** This is a mandatory field. No additional sub-questions appear.

Question 6 – Is the land located within or adjacent to any environmentally sensitive areas (e.g. park, conservation reserve, greenbelt, etc.)?

Is the land located within or adjacent to any environmentally sensitive areas (e.g. park, conservation reserve, greenbelt, etc.)? *

▼

- Yes
- No
- Unknown

There are three responses to this question – **Yes**, **No** and **Unknown**. This is a mandatory field. Click the drop down arrow to view your options for the question.

Answering Yes

Is the land located within or adjacent to any environmentally sensitive areas (e.g. park, conservation reserve, greenbelt, etc.)? *

Yes ▼

Provide the name of the area or describe *

1. You clicked **Yes** to the question – **Is the land located within or adjacent to any environmentally sensitive areas (e.g. park, conservation reserve, greenbelt, etc.)?** One sub-question displays. Use free form text to provide or describe the name of the area.

Answering No or Unknown

1. You clicked **No** or **Unknown** to the question – **Is the land located within or adjacent to any environmentally sensitive areas (e.g. park, conservation reserve, greenbelt, etc.)?** This is a mandatory field. No additional sub-questions appear.

Question 7 – Is the land located within or adjacent to any culturally sensitive areas (e.g. archeological, burial, ceremonial)?

Is the land located within or adjacent to any culturally sensitive areas (e.g. archeological, burial, ceremonial)? *

▼

Yes

No

Unknown

There are three responses to this question – **Yes**, **No** and **Unknown**. This is a mandatory field. Click the drop down arrow to view your options for the question.

Answering Yes

Is the land located within or adjacent to any culturally sensitive areas (e.g. archeological, burial, ceremonial)? *

Yes
▼

If Yes, please describe *

2. You clicked **Yes** to the question – **Is the land located within or adjacent to any culturally sensitive areas (e.g. archeological, burial, ceremonial)?** One sub-question displays.
3. Use free form text to describe the land.

Answering No or Unknown

1. You clicked **No** or **Unknown** to the question – **Is the land located within or adjacent to any culturally sensitive areas (e.g. archeological, burial, ceremonial)?** This is a mandatory field. No additional sub-questions appear.

Question 8 – Is there an existing use/business that may require or benefit from ongoing provincial regulations after the land is reserve (i.e. First Nation Commercial and Industrial Development Act (FNCIDA))?

Is there an existing use/business that may require or benefit from ongoing provincial regulations after the land is reserve (i.e. First Nation Commercial and Industrial Development Act (FNCIDA))? *

Yes

No

Unknown

Not Applicable

There are three responses to this question – **Yes**, **No** and **Unknown**. This is a mandatory field. Click the drop down arrow to view your options for the question.

Answering Yes

Is there an existing use/business that may require or benefit from ongoing provincial regulations after the land is reserve (i.e. First Nation Commercial and Industrial Development Act (FNCIDA))? *

Yes

If Yes, please describe *


4. You clicked **Yes** to the question – **Is there an existing use/business that may require or benefit from ongoing provincial regulations after the land is reserve (i.e. First Nation Commercial and Industrial Development Act (FNCIDA))?** One sub-question displays.
 1. Use free form text to describe the existing use/business.

Answering No, Unknown or Not Applicable

1. You clicked **No**, **Unknown** or **Not Applicable** to the question – **Is there an existing use/business that may require or benefit from ongoing provincial regulations after the land is reserve (i.e. First Nation Commercial and Industrial Development Act (FNCIDA))?** This is a mandatory field. No additional sub-questions appear.

Step 9 – Financial Implications

Costs **Add**

Type of Cost	Estimated Cost	Responsible Party	Additional Information 
--------------	----------------	-------------------	--

There are no records to display.

Save **Save & Next**

This screen is where you can add, edit or delete the costs of your application. It is optional.

Note: To edit or delete a cost, you must have already added a cost.

1. Click the **Add** button to **Add a Cost**.
2. Go to [Step 9.1](#) to view the steps to add a cost.
3. Once you have added a cost you can go to [Step 9.2](#) to see the steps to **Edit** or **Delete** an **Existing Cost**.

Step 9.1 – Financial Implications – Add a Cost

You clicked the **Add** button. The Create screen displays. Follow the steps below to **Add a Cost**.

The screenshot shows a 'Create' form with the following fields:

- Type of Cost:** A dropdown menu with a downward arrow on the right.
- Estimated Cost:** A text input field.
- Responsible Party:** A dropdown menu with a downward arrow on the right.
- Additional Information:** A dropdown menu with a downward arrow on the right.
- Submit:** A blue button at the bottom left.

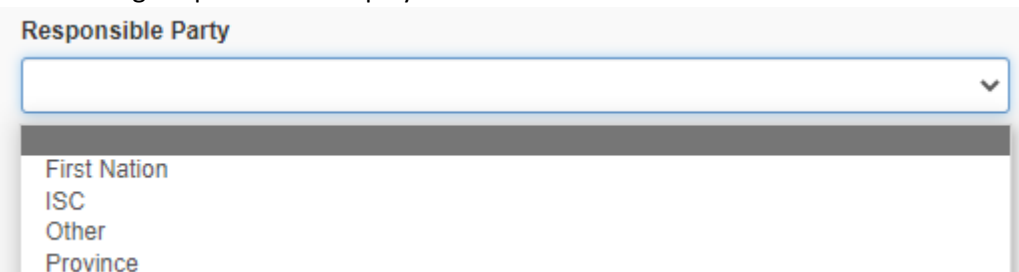
1. Click the down arrow to the right of the **Type of Cost** field.
2. The following drop down list displays.

The dropdown menu for 'Type of Cost' displays the following options:

- Additional funding for infrastructure housing, or other capital costs
- Environmental
- Land acquisition transaction cost
- Land acquisition
- Negotiation costs
- Other federal departments or age...
- Other
- Service agreements
- Surveys

3. Click the value in the list for your cost.
4. Go to the **Estimated Cost** field and enter the cost. **Do not enter** dollar signs (\$) or commas (,).
Example: For the amount \$2,300.01, enter 2300.01. Do not enter dollar signs or commas.

5. Go to the **Responsible Party** field.
6. Click the down arrow to the right of the **Responsible Party** field.
7. The following drop down list displays.



The screenshot shows a dropdown menu titled "Responsible Party". The menu is open, displaying a list of options: "First Nation", "ISC", "Other", and "Province". The dropdown is set against a light gray background.

8. Click the party in the list.
9. Go to the **Additional Information** field.
10. Click the down arrow to the right of the **Additional Information** field.
11. The following drop down list displays.



The screenshot shows a dropdown menu titled "Additional Information". The menu is open, displaying two options: "Specified in an agreement to which Canada is a party to" and "Specified in a land use plan to which Canada is a party to". The dropdown is set against a light gray background.

12. Click the party option in the list.
13. Click the **Submit** button. You are returned to the previous screen.
14. Go to [Step 10](#).

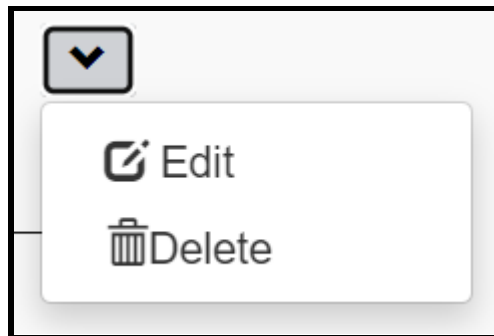
Step 9.2 – Financial Implications – Edit or Delete an Existing Cost



Note that you can add more than one cost by repeating the steps listed in [Step 9.1](#).

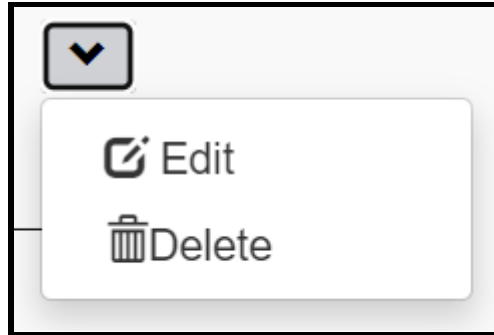
Step 9.2.1 – Financial Implications - Delete a Cost


1. To **Delete** a cost click the down arrow to the right of the cost and click the **Delete** icon.



Step 9.2.2 – Step 9 – Financial Implications - Edit a Cost

1. To edit a cost click the down arrow to the right of the cost and click the **Edit** option. The **Edit** screen displays.



 Edit

×

Type of Cost

Land acquisition transaction cost ▼

Estimated Cost

1,000,000.00

Responsible Party

Test ▼

Additional Information

Specified in an agreement to which Canada is a party to ▼

Submit

2. Make your changes and click the **Submit** button. You are returned to the previous screen.

Lastly, click SAVE or SAVE & NEXT.

Step 10 – Consultation

There are four major parts to the Consultation screen:

1. Local Government
2. Provincial Government
3. Other Federal Government Departments
4. Other Interests

Step 10 - Consultation

Navigation	Local Government
Application	
Overview	
Step 1 - Contact Information	
Step 2 - General	
Step 3 - Reserve Creation Policy	
Step 4 - Special Circumstances	
Step 5 - Project Overview	
Step 6 - Property Information	
Step 7 - Land Use, Impacts and Benefits	
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Has the First Nation informed the local government of this reserve creation proposal? *

Has early engagement begun with local government to support land use zoning? *
(e.g.: business sector, development of planned infrastructure to support growth for First Nation and Local government)

Are service agreements, between the First Nation and a local government, required to provide some or all services for the proposed reserve land (e.g. emergency services, road, maintenance, garbage/recycling, etc.) *

Is there an existing service agreement in place? *

Can the land proposed for reserve creation be serviced (e.g., water, sewer, landfill, etc.) by existing reserve infrastructure? *

Is the property subject to municipal taxes? *

Has early dialog begun to negotiate possible municipality service agreements and/or Tax loss agreements? Taking the 'Good Neighbour' approach.

Provincial Government

Has the First Nation informed the provincial government of this reserve creation proposal? *

Other Federal Government Departments

Has the First Nation informed any other federal departments/agencies of the reserve creation proposal? *

Other Interests

While it is the duty of the Crown to consider the potential or established Aboriginal or Treaty rights of First Nation, Métis and Inuit peoples before setting land apart as reserve, has the First Nation/Band informed other First Nations, Aboriginal groups or Métis of this reserve creation proposal? *

Save

Save & Next

Below are possible values that **may** appear:

Yes
No
Unknown
Not Applicable

Step 10.1 – Consultation – Local Government

There are seven questions listed in this section. Question 1 to 6 is mandatory. Question 7 is not mandatory. Each question may have sub-questions. The questions are listed as followed:

1. Has the First Nation informed the local government of this reserve creation proposal? The values you can choose are **Yes, No or Not Applicable**.
2. Has early engagement begun with local government to support land use zoning? (e.g., business sector, development of planned infrastructure to support growth for First Nation and Local government). The values you can choose are **Yes, No or Not Applicable**.
3. Are service agreements, between the First Nation and a local government, required to provide some or all services for the proposed reserve land (e.g. emergency services, road, maintenance, garbage/recycling, etc.) The values you can choose are **Yes, No or Unknown**.
4. Is there an existing service agreement in place? The values you can choose are **Yes, No or Unknown**.

5. Can the land proposed for reserve creation be serviced (e.g., water, sewer, landfill, etc.) by existing reserve infrastructure? The values you can choose are **Yes, No, Unknown** or **Not Applicable**.
6. Is the property subject to municipal taxes? The values you can choose are **Yes, No** or **Unknown**.
7. Has early dialog begun to negotiate possible municipality service agreements and/or Tax loss agreements? Taking the 'Good Neighbour' approach. The values you can choose are **Yes, No** or **Not Applicable**.

Once you are done answering the questions, continue with the rest of the step or click SAVE or SAVE & NEXT.

Question 1 – Has the First Nation informed the local government of this reserve creation proposal?




Has the First Nation informed the local government of this reserve creation proposal? *

Yes
No
Not Applicable

There are three responses to this question – **Yes, No** and **Not Applicable**. No additional sub-questions appear.

Question 2 – Has early engagement begun with local government to support land use zoning? (e.g.: business sector, development of planned infrastructure to support growth for First Nation and Local government)



Has early engagement begun with local government to support land use zoning? *
(e.g.: business sector, development of planned infrastructure to support growth for First Nation and Local government)

Yes
No
Not Applicable

There are three responses to this question – **Yes, No** and **Not Applicable**. No additional sub-questions appear.

Question 3 – Are service agreements, between the First Nation and a local government, required to provide some or all services for the proposed reserve land (e.g. emergency services, road, maintenance, garbage/recycling, etc.)?

Are service agreements, between the First Nation and a local government, required to provide some or all services for the proposed reserve land (e.g. emergency services, road, maintenance, garbage/recycling, etc.) *

- Yes
- No
- Unknown

There are three responses to this question – **Yes**, **No** and **Unknown**. Click the drop down arrow to view your options for the question.

Answering Yes

Are service agreements, between the First Nation and a local government, required to provide some or all services for the proposed reserve land (e.g. emergency services, road, maintenance, garbage/recycling, etc.) *

What service(s) will be required (e.g., water, sewer, hydro, solid waste disposal, fire protection, policing, emergency medical, etc.)? *

Are discussions with local government to obtain the services in progress? *

- Yes
- No

1. You clicked **Yes** to the question – **Are service agreements, between the First Nation and a local government, required to provide some or all services for the proposed reserve land (e.g. emergency services, road, maintenance, garbage/recycling, etc.)?** One sub-question displays.
2. Enter free form text to describe the services that will be required. This is a mandatory field.
3. Select **Yes** or **No** to the question – **Are discussions with local government to obtain the services in progress?** This is a mandatory field.

Answering No or Unknown

1. Select **No** or **Unknown** to the question – **Are service agreements, between the First Nation and a local government, required to provide some or all services for the proposed reserve land (e.g. emergency services, road, maintenance, garbage/recycling, etc.)?** No additional sub-questions appear.

Question 4 – Is there an existing service agreement in place? –Yes, No, Unknown, or Not Applicable?

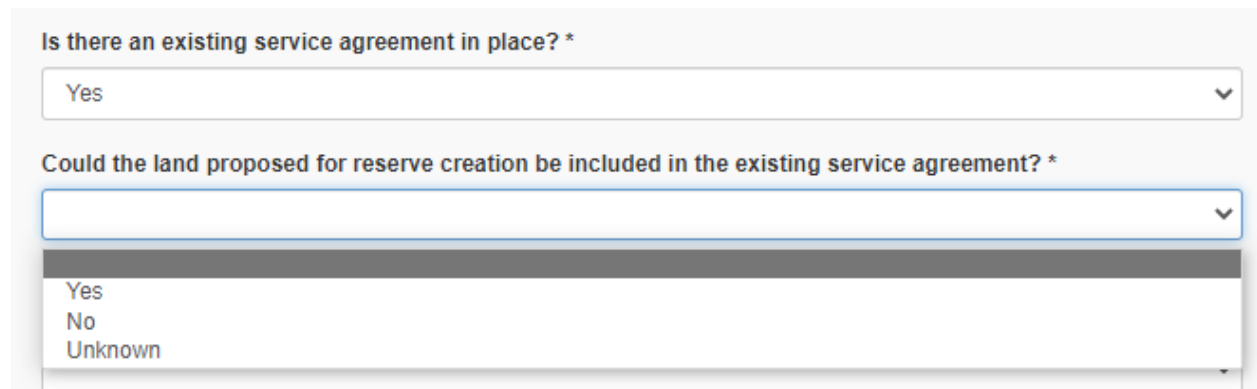


Is there an existing service agreement in place? *

Yes
No
Unknown

There are three responses to this question – **Yes**, **No** and **Unknown**. Click the drop down arrow to view your options for the question.

Answering Yes



Is there an existing service agreement in place? *

Yes

Could the land proposed for reserve creation be included in the existing service agreement? *

Yes
No
Unknown

1. You clicked **Yes** to the question – **Is there an existing service agreement in place?** One sub-question displays.
2. In the new field, select the choice (**Yes**, **No** or **Unknown**) that indicates whether the land could be included in the existing service agreement.

Answering No or Unknown

1. Select **No** or **Unknown** to the question – **Is there an existing service agreement in place?** No additional sub-questions appear.

Question 5 – Can the land proposed for reserve creation be serviced (e.g., water, sewer, landfill, etc.) by existing reserve infrastructure?

Can the land proposed for reserve creation be serviced (e.g., water, sewer, landfill, etc.) by existing reserve infrastructure? *

1. Select your answer (**Yes, No, Unknown** or **Not Applicable**) to the question – **Is there an existing service agreement in place?** No additional sub-questions appear.

Question 6 – Is the property subject to municipal taxes?

Is the property subject to municipal taxes? *

1. Select your answer (**Yes, No, Unknown** or **Not Applicable**) to the question – **Is the property subject to municipal taxes?** This is a mandatory field.

Question 7 – Has early dialog begun to negotiate possible municipality service agreements and/or Tax loss agreements? Taking the 'Good Neighbour' approach.

Has early dialog begun to negotiate possible municipality service agreements and/or Tax loss agreements? Taking the 'Good Neighbour' approach.

1. Select your answer (**Yes, No** or **Not Applicable**) to the question – **Has early dialog begun to negotiate possible municipality service agreements and/or Tax loss agreements? Taking the 'Good Neighbour' approach.** This is **NOT** a mandatory field. No additional sub-questions appear.

Step 10.2 – Consultation – Provincial Government


Provincial Government

Has the First Nation informed the provincial government of this reserve creation proposal? *


There are two responses to this question – **Yes** and **No**. Click the drop down arrow to view your options for the question.

Answering Yes

Has the First Nation informed the provincial government of this reserve creation proposal? *

Yes 

Did you attach the correspondence? *




Yes

No


1. You clicked **Yes** to the question – **Has the First Nation informed the provincial government of this reserve creation proposal?** One sub-question appears.
2. In the new field – **Did you attach the correspondence?** , select the choice (**Yes** or **No**) that indicates whether you attached the correspondence.

Answering No


Has the First Nation informed the provincial government of this reserve creation proposal? *

No 

Please explain



Did you attach the correspondence? *



Yes

No

1. You clicked **No** to the question – **Has the First Nation informed the provincial government of this reserve creation proposal?** Two new fields display.
2. In the new field – **Please explain** - enter free form text to explain why the province has not been informed.
3. In the new field – **Did you attach the correspondence?** select the choice (**Yes** or **No**) that indicates whether you attached the correspondence. This field is mandatory.

Step 10.3 – Consultation – Other Federal Government Departments

Other Federal Government Departments

Has the First Nation informed any other federal departments/agencies of the reserve creation proposal? *

▼

Yes

No

There are two responses to this question – **Yes** and **No**. This is a mandatory field. Click the drop down arrow to view your options for the question.

Answering Yes

Other Federal Government Departments

Has the First Nation informed any other federal departments/agencies of the reserve creation proposal? *

Yes ▼

Did you attach the correspondence? *

▼

Yes


No

1. You clicked **Yes** to the question – **Has the First Nation informed any other federal departments/agencies of the reserve creation proposal?** One sub-question displays.
2. In the new field – **Did you attach the correspondence?** select the choice (**Yes** or **No**) that indicates whether you attached the correspondence. This is a mandatory field.

Answering No

Other Federal Government Departments

Has the First Nation informed any other federal departments/agencies of the reserve creation proposal? *

No 

Please Describe

Did you attach the correspondence? *

- Yes
- No

1. You clicked **No** to the question – **Has the First Nation informed any other federal departments/agencies of the reserve creation proposal?** Two sub-questions appear.
2. In the new field – **Please explain** - enter your explanation in the free form text.
3. In the new field – **Did you attach the correspondence?**, select the choice (**Yes** or **No**) that indicates whether you attached the correspondence. This is a mandatory field.

Step 10.4 – Consultation – Other Interests

Other Interests

While it is the duty of the Crown to consider the potential or established Aboriginal or Treaty rights of First Nation, Métis and Inuit peoples before setting land apart as reserve, has the First Nation/Band informed other First Nations, Aboriginal groups or Métis of this reserve creation proposal? *

There are two responses to this question – **Yes** and **No**. Click the drop down arrow to view your options for the question.

Answering Yes

Other Interests

While it is the duty of the Crown to consider the potential or established Aboriginal or Treaty rights of First Nation, Métis and Inuit peoples before setting land apart as reserve, has the First Nation/Band informed other First Nations, Aboriginal groups or Métis of this reserve creation proposal? *

Did you attach the correspondence? *

1. You clicked **Yes** to the question –**While it is the duty of the Crown to consider the potential or established Aboriginal or Treaty rights of First Nation, Métis and Inuit peoples before setting land apart as reserve, has the First Nation/Band informed other First Nations, Aboriginal groups or Métis of this reserve creation proposal?** One sub-question displays.
2. In the new field – **Did you attach the correspondence?**, select the choice (**Yes** or **No**) that indicates whether you attached the correspondence. This is a mandatory field.

Answering No


Other Interests

While it is the duty of the Crown to consider the potential or established Aboriginal or Treaty rights of First Nation, Métis and Inuit peoples before setting land apart as reserve, has the First Nation/Band informed other First Nations, Aboriginal groups or Métis of this reserve creation proposal? *

No 

Please explain

Did you attach the correspondence? *



Yes

No

1. You clicked **No** to the question – **While it is the duty of the Crown to consider the potential or established Aboriginal or Treaty rights of First Nation, Métis and Inuit peoples before setting land apart as reserve, has the First Nation/Band informed other First Nations, Aboriginal groups or Métis of this reserve creation proposal?** Two sub-questions appear.
2. In the new field – **Please explain** - enter your explanation in free form text.
3. In the new field – **Did you attach the correspondence?**, select the choice (**Yes** or **No**) that indicates whether you attached the correspondence. This is a mandatory field.

Step 11 – Supporting Documents

There are four actions to the Supporting Documents screen- **Upload Documents**, **View Details of Existing Documents**, **Delete Existing Documents** and **Edit Existing Documents**.

Each action is described below in a sub-Step.

Step 11.1 – Supporting Documents – Upload Documents

If you answered **Yes** to any question asking you to attach or upload a document from Step 1 to 10, it will create a checklist reminding you to upload these documents with the status **Requested**.

STEP 11 - Supporting Documents

Navigation

Application

- Overview
- Step 1 - Contact Information
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STEP 11 - Supporting Documents

Please do not attach all of your documents as one large attachment. Provide each document as a separate attachment.

Name	Date of Document	Status Reason
Step 6 - Plan to acquire the land		Requested <input type="button" value="v"/>
Step 6 – Property Trust Agreement		Requested <input type="button" value="v"/>
Step 6 – Site information		Requested <input type="button" value="v"/>
Step 6 - Title information		Requested <input type="button" value="v"/>
Step 9 – ESA		Requested <input type="button" value="v"/>

If you do not wish to attach these documents, you will have to go back to the step in which you answered **Yes** to attaching or uploading a document and change it to **No, Unknown or Not Applicable**.

- To attach a file, click on the downward arrow beside the **Requested** status. The **Create** screen displays.

Create



General

Document Type *

Other Document Type

Description

Date of Document

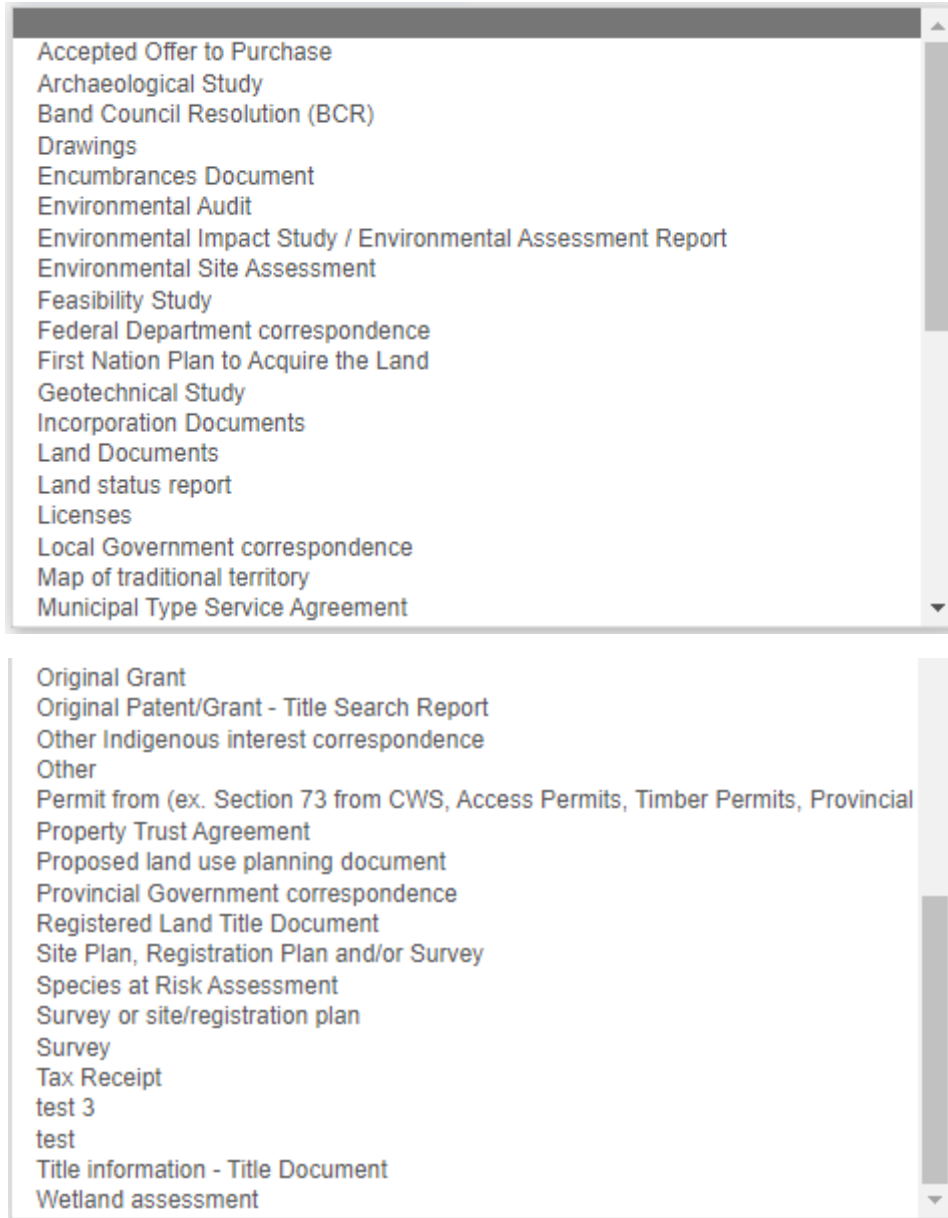
Attach a file *

 No file chosen


Submit

2. Click the down arrow icon for the **Document Type** field. This is a mandatory field. The following list displays.

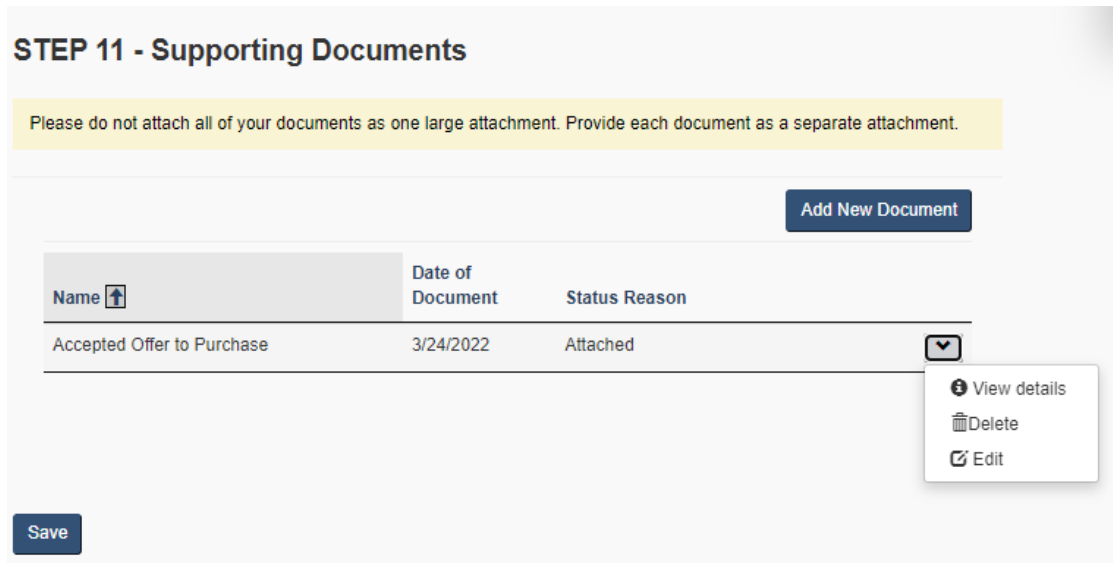
Document Type



3. Select the document type you want to add. Go to the next field.
4. The **Other Document Type** field is optional unless you select **Other** in the previous field. If you select **Other**, enter free form text in the **Other Document Type** field to describe the document.
5. The **Description** field is optional. Enter free form text if you want to describe your document in more detail.
6. The **Date of Document** is an optional field. Enter a date in the format shown **M/D/YYYY** or click

the calendar  icon and select a date on the calendar that displays.

7. The **Attach a file** field is mandatory. Click the **Choose file** button to add a document. If you do not have the document available, click the **No file chosen** button.
Note: You will need to attach a document later.
8. Click the **Submit** button.
9. You are returned to the **Supporting Documents** screen.



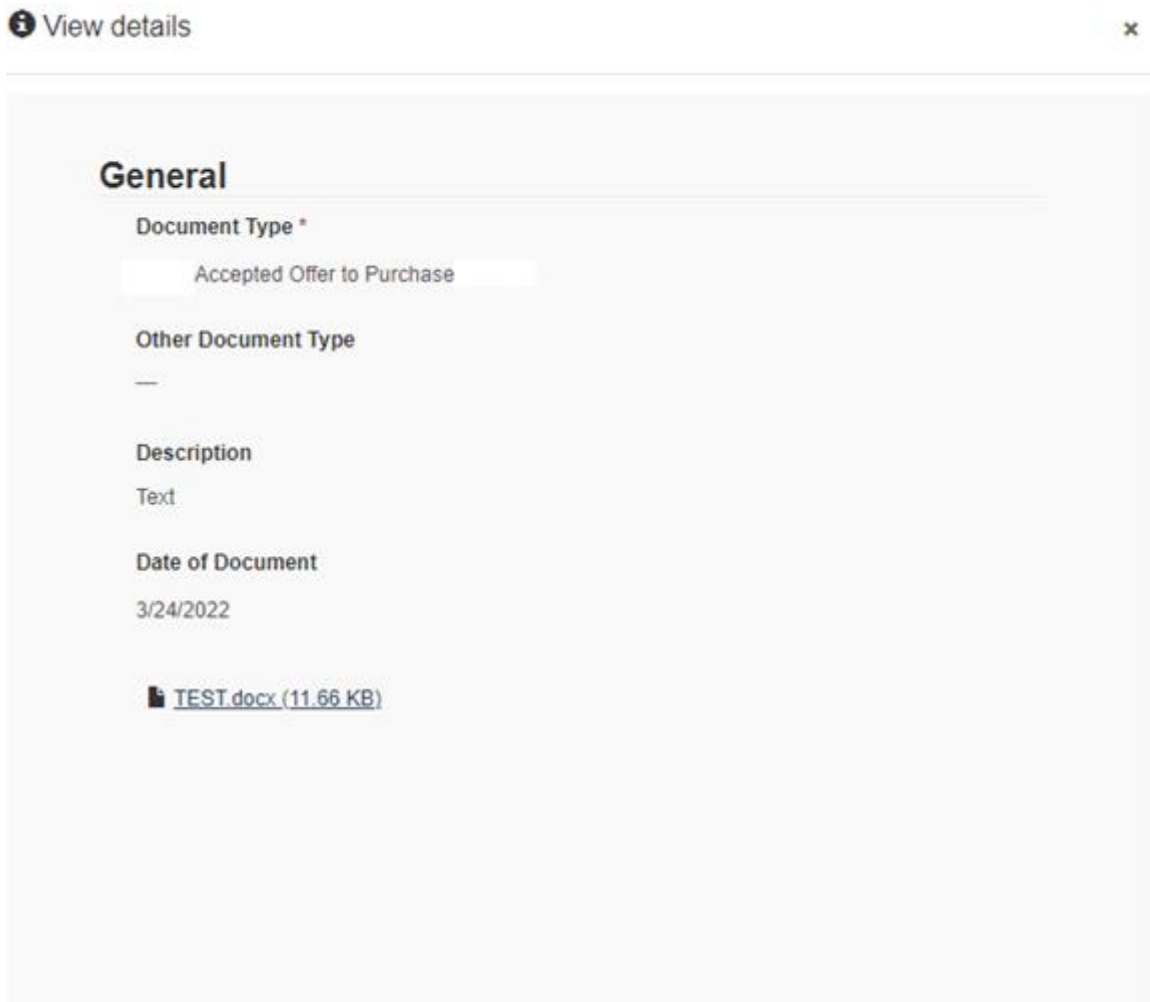
Note: Your document now displays on the screen. You can also upload as many additional document beyond the checklist by clicking the **Add New Document** button and following the steps of the **Create** display screen as posted above.

10. Once you attached the file, the status will change from **Requested** to **Provided**. Below is an example.


Name	Date of Document	Status Reason	
Step 6 - Title information - Title Document	6/2/2022	Provided	▼

11. When you are done adding documents go to [Step 11.5](#).

Step 11.2 – Supporting Documents – View Details of Existing Documents






You clicked **View Details** from the mini menu to the right of the document for which you want to view the details. The **View Details** screen displays.

1. View your document details.
2. Click the  located at the top right of the screen to exit the screen and return to the previous screen.

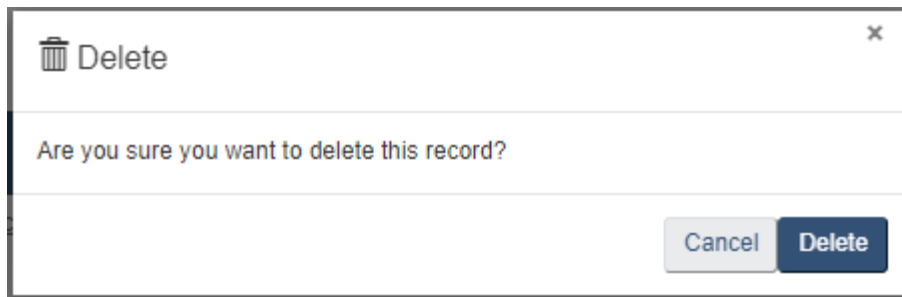
Step 11.3 – Supporting Documents – Delete an Existing Document

If you manually uploaded documents outside the current checklist and you wish to delete it, please follow the example below.



If you have two documents on your list and you want to delete the Archaeological Study document, follow the steps below.

Name 	Date of Document	Status Reason	
Accepted Offer to Purchase	3/24/2022	Attached	
Archaeological Study	3/31/2022	Attached	

1. Click **Delete** from the mini menu to the right of the document, the **Delete** dialog box displays.



2. Click the **Cancel** button to cancel the delete.
 3. Click the **Delete** button to delete the document.
- The deleted document no longer appears on the list.

Name 	Date of Document	Status Reason	
Accepted Offer to Purchase	3/24/2022	Attached	

Step 11.4 – Supporting Documents – Edit an Existing Document

Edit

General

Document Type *
Accepted Offer to Purchase

Other Document Type
[Empty text box]

Description
Text

Date of Document
3/24/2022

TEST.docx (11.66 KB)

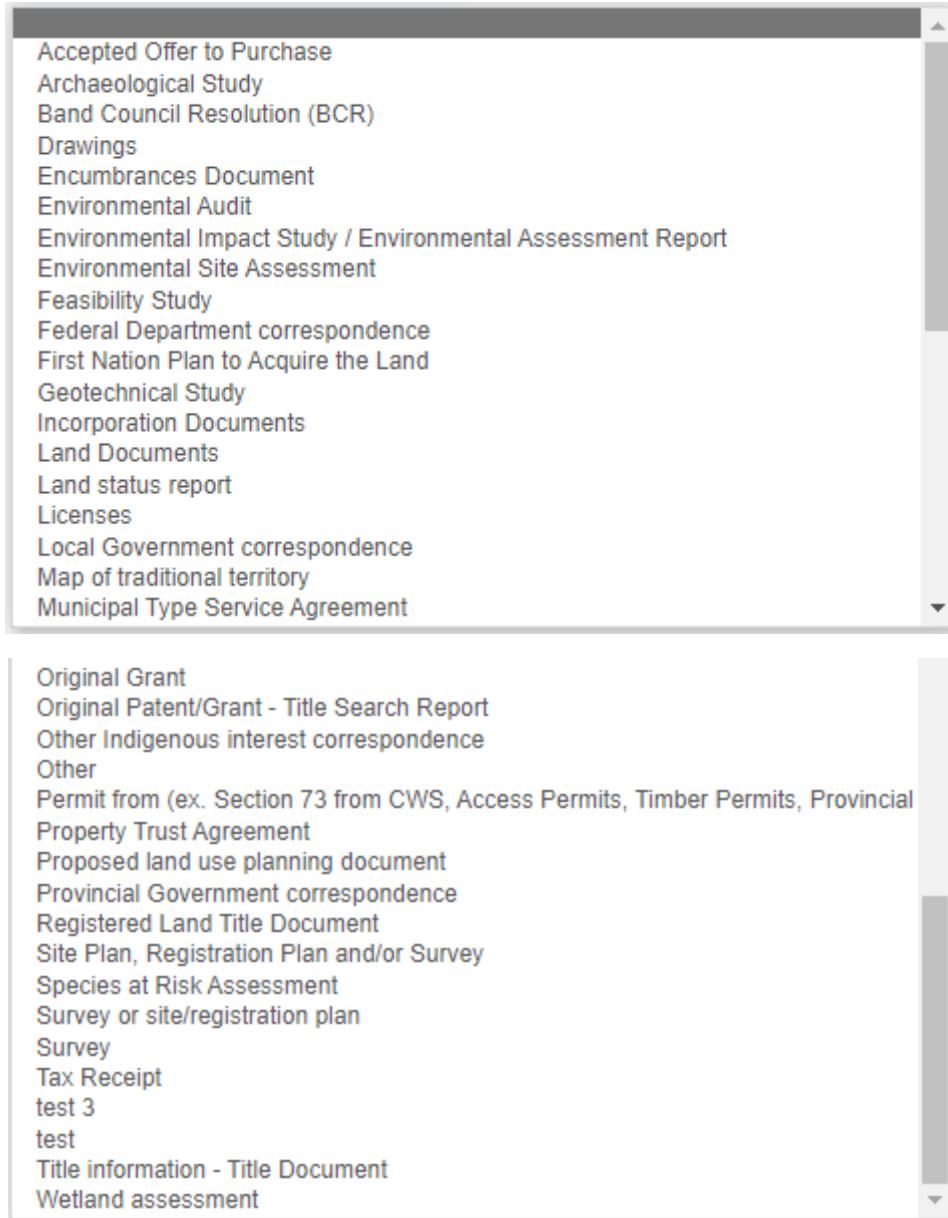
Attach a file *
Choose Files No file chosen

Submit


If you click **Edit** from the mini menu to the right of the document for which you want to view the details, the **Edit** screen displays. Edit any fields that you need to.

1. Click the down arrow icon for the **Document Type** field. This is a mandatory field. The following list displays.

Document Type




2. Select the document type you want to add. Go to the Next field.
3. The **Other Document Type** field is optional unless you select **Other** in the previous field. If you select **Other**, enter free form text in the **Other Document Type** field to describe the document.
4. The **Description** field is optional. Enter free form text if you want to describe your document in more detail.
5. The **Date of Document** is an optional field. Enter a date in the format shown **M/D/YYYY** or click

the calendar  icon and select a date on the calendar that displays.

- The **Attach a file** field is mandatory. To delete the document you had attached and add a new one click the down arrow to the right of the screen. Then click the **Choose file** button to add your new document.

Note: The words **No file chosen** are there to indicate that a file has not been attached. These words are replaced by your document name when you attach a file.



- Click the **Submit** button.
- You are returned to the **Supporting Documents** screen.

- View your document details.
- Click the  located at the top right of the screen to exit the screen and return to the previous screen.

Note: When you attach a document your **Step 11** screen redisplay and shows the document has been provided in the **Status Reason** column.

STEP 11 - Supporting Documents

Please do not attach all of your documents as one large attachment. Provide each document as a separate attachment.

Name 	Date of Document	Status Reason
Step 6 - Plan to acquire the land		Provided 

Step 11.5 – Supporting Documents – Add New Document

- Click on **Add New Document**.

STEP 11 - Supporting Documents

Navigation


Application

- Overview
- Step 1 - Contact Information
- Step 2 - General
- Step 3 - Reserve Creation Policy
- Step 4 - Special Circumstances
- Step 5 - Project Overview
- Step 6 - Property Information
- Step 7 - Land Use, Impacts and Benefits
- Step 8 - Environmental Information
- Step 9 - Financial Implications
- Step 10 - Consultation
- Step 11 - Supporting Documents

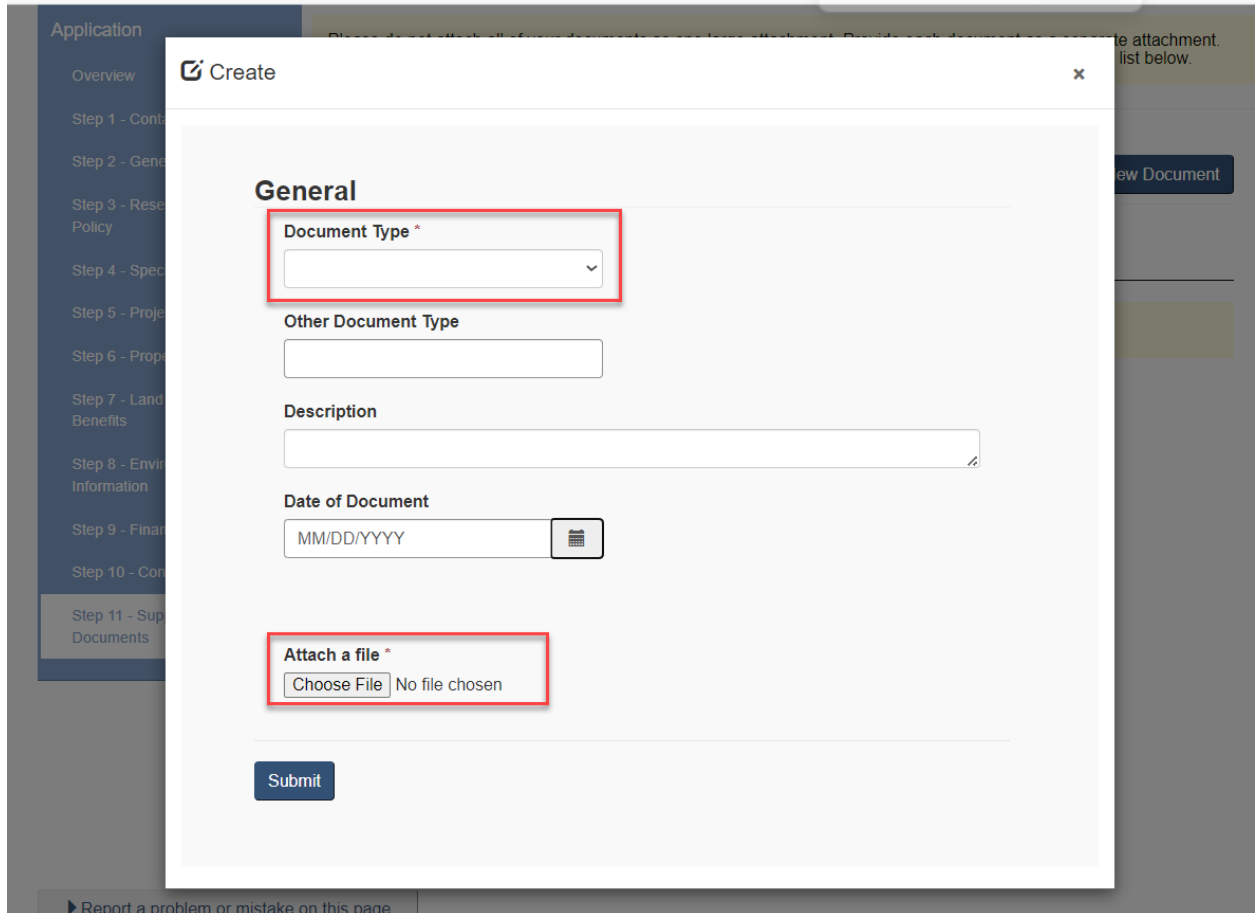
STEP 11 - Supporting Documents

Please do not attach all of your documents as one large attachment. Provide each document as a separate attachment. Please use the "Add New Document" button if you need to attach a document that does not appear in the list below.

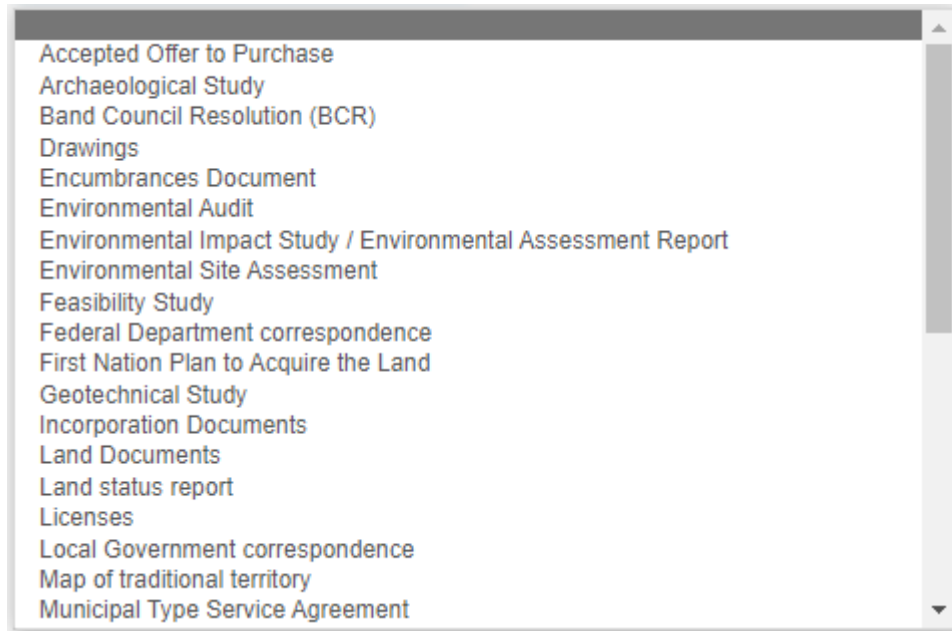
Add New Document

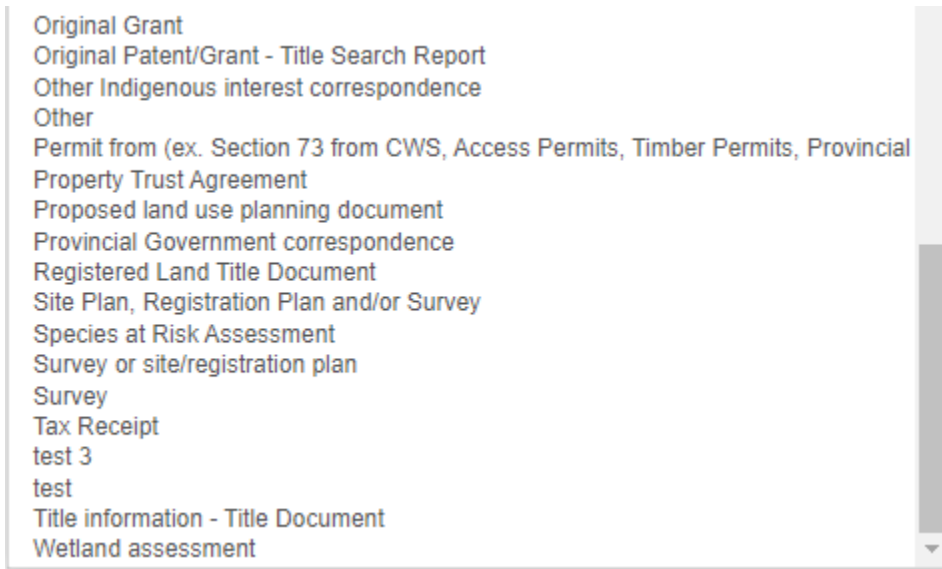
Name 	Description	Date of Document	Status Reason
There are no records to display.			

2. Select a drop down menu option under **Document Type**.



3. The drop down options are:





4. **Attach a file.**
5. Click on **Submit.**

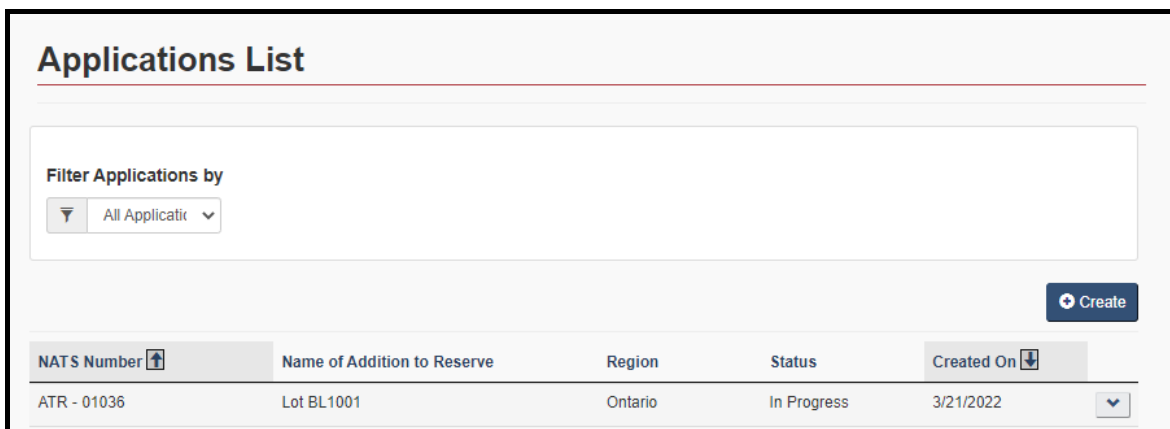
Step 12 – Final Application Submission to Regional Office

Once all the steps are marked complete, you can submit your application to your Regional Office.

1. At the top of your screen, click the **Applications List** link to go to the **Applications List** screen.



The following screen displays.



2. Locate your application that you want to submit.
3. Click your application **NATS Number**.
The following screen displays.

Home → Applications List → Application Overview

Application Overview

Application Number Addition to Reserve Name
 ATR - 01036 Lot BL1001

Section	Status
Step 1 - Contact Information	✔ Complete
Step 2 - General	✔ Complete
Step 3 - Reserve Creation Policy	✔ Complete
Step 4 - Special Circumstances	✔ Complete
Step 5 - Project Overview	✔ Complete
Step 6 - Property Information	✔ Complete
Step 7 - Land Use, Impacts and Benefits	✔ Complete
Step 8 - Environmental Information	✔ Complete
Step 9 - Financial Implications	✔ Complete
Step 10 - Consultation	✔ Complete
Step 11 - Supporting Documents	✔ Complete

4. If all your steps indicate a status of **Complete**, you can click the Submit button.
You are returned to the Applications List screen
Your document now shows a status of Submitted.

Government of Canada / Gouvernement du Canada

Indigenous Services Canada

Home → Applications List

Applications List

Filter Applications by: All Applications

Create

NATS Number	Name of Addition to Reserve	Region	Status	Created On
ATR - 01036	Lot BL1001	Ontario	Submitted	3/21/2022

5. You also receive an email confirming receipt of your submission from the Regional Office.

Reply Reply All Forward

<NATS.DoNotReply-NePasRepondre.SNSAR@sac-isc.gc.ca> 5:20 PM

Confirmation that ATR Proposal is submitted CRM:0037114

Dear

Your Addition to Reserve/Reserve Creation proposal ATR - 01036 - Lot BL1001 has been received by your Regional Office on 3/27/2022 5:19 PM .

Should you have any questions please contact your Regional Office.

Regards,
LED NATS Team