
TREATY COMMEMORATION EVENT GUIDE



Treaty Relations Commission of Manitoba

400-175 Hargrave Street

Winnipeg, MB

R3C 3R8

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www.trcm.ca

Introduction:

The Treaty Relations Commission of Manitoba (TRCM) is a neutral body, created through a partnership between the Assembly of Manitoba Chiefs (AMC) and Canada with a mandate to strengthen, rebuild and enhance the Treaty relationship and mutual respect as envisaged by the Treaty parties. The Commission will enhance and maintain positive intergovernmental relations and cooperation, conduct independent research that advances discussion on Treaty related issues and facilitate public understanding of the importance and role of Treaty making in building a stronger and healthier nation.

More information about the TRCM can be found on its website at www.trcm.ca

Treaty Commemorations:

Treaty Commemorations are an excellent opportunity to promote and enhance the culture and traditions of First Nation communities as they were at the time of Treaty making. Such events serve as important mechanisms for showcasing the Treaties and the Treaty relationship.

It is the TRCM's view that creating Treaty awareness and understanding in Manitoba and beyond can be supported by recognized Treaty Commemorations and monuments. As such, the TRCM embraces the opportunity to support events which will in turn serve to create a greater understanding of the Treaty relationship.

Intake Dates:

The TRCM requires that all funding requests be submitted no later than June 1 of each year for events being held beginning June 15 of that same year. The TRCM will review each submission request carefully, deciding which Treaty Commemorations will be funded.

Participation of the Treaty Commissioner:

The Treaty Commissioner will attend Treaty Commemorations where and when it is possible. A letter of request outlining the event details, logistics and information specific to the Treaty Commissioner's participation will be required.

Funding Guideline:

The following reasonable expenses are eligible for funding to the extent of the TRCM's budgetary capacity. Please indicate the funding requested from the TRCM with respect to each item:

1. Master of Ceremonies;
2. Commemoration Planner;
3. Report Writer;
4. Translator;
5. Honourariums for Elders conducting Traditional Ceremonies;
6. Recognition of Elders;

7. Traditional Feast;
8. Treaty Re-enactments;
9. Short term equipment (as needed) for the Construction of a Stage;
10. Expenses for local performers (local travel and apparel);
11. Monuments;
12. Traditional Activities and Events; and/or
13. Facility Rental.

Please provide a complete event budget along with this Treaty Commemoration Guide and be prepared to submit a final report of the Treaty Commemoration.

Note: The TRCM will fund to a maximum of \$5,000.00 per Treaty Commemoration based on the discretion of the Treaty Relations Commission of Manitoba and dependent on the number of funding requests per fiscal year.

Other Funding, Partnerships and Contributions:

Communities are encouraged to seek out opportunities to collaborate with other partners and contributors to maximize the success of the Treaty Commemoration.

Potential Partners may include:

1. Aboriginal, Federal, Provincial or Municipal Governments;
2. Other Aboriginal Communities;
3. Tribal Councils; and/or
4. Local Businesses.

As an example, through Canadian Heritage, under the “*Building Communities: Through Arts and Heritage*” program lies two program components that are designed to assist local communities throughout the country to celebrate significant milestones in community history and to preserve local heritage. Marking community anniversaries of 100 years by way of commemoration and annual festivals that recur such as annual “Treaty Days” are key activities that can potentially be funded under the program components. These components are titled: Local Arts and Heritage Festivals and Community Historical Anniversaries Programming. More information can be found at www.pch.gc.ca.

Release of Funding:

Upon review and approval of the Treaty Commemoration Application and Proposal, the TRCM will formally respond to the community/organization requesting funding. Successful proposals will receive 25% of its approved funding within two (2) weeks of the approval. A 25% funding release will be issued upon receipt and review of a summary report of planning. The remaining 50% of the approved funding will be released when the TRCM receives; reviews and approves the final report that is required with all approved funding. Be advised that in the event your community's/organization's Treaty Commemoration does not take place as initially proposed, your community/organization is responsible to refund, in full, the TRCM's initial release within thirty (30) days of its distribution.

TRCM Deliverables:

Communities that receive funding through the TRCM are required to submit a final report outlining activities and planning of the Treaty Commemoration. Reports must include copies of original receipts, invoices, and a detailed budget outlining expenditures realized from the TRCM contribution to the event. Cheque requisitions are required for processing. All reports must also include tangible items such as: Agenda/Event Guide, photographs (digital or print), or DVD; further, releasing the documents to the TRCM for use in future reports and communications. The TRCM requires reports to be submitted within thirty (30) days after the event completion. As an appendix, a Report Template is attached for reference.

Funding Application:

Please complete the Funding Application and submit with your Treaty Commemoration Proposal. As an appendix, a Proposal Template is attached outlining event details that are required before a decision can be determined about your proposal submission. This template can be forwarded electronically to the community / contact person upon request to the TRCM.

Please submit your Application and Proposal in full to:

Treaty Relations Commission of Manitoba

400-175 Hargrave Street
Winnipeg, MB R3C 3R8

Application:

* Please attach additional pages if additional space is required.

1) Name of Community/Organization: _____

2) Name of Contact Person: _____

3) Address of Planning Office: _____

4) Telephone: (204) _____ 5) Mobile: (204) _____

6) Email: _____ 7) Fax: (204) _____

7) Name of Alternate Contact Person: _____

8) Telephone: (204) _____ 9) Mobile: (204) _____

10) Email: _____ 11) Fax: (204) _____

12) Date of Treaty Making and Location: _____

13) Date of Treaty Commemoration and Location: _____

14) Who is invited to participate in the Treaty Commemoration? _____

15) How many people are you expecting to attend the Treaty Commemoration? _____

16) Please identify the communities the Treaty Commemoration serves: _____

17) Are Elders or Youth included in the Treaty Commemoration? If yes, in what capacity? _____

18) How will the Treaty Commemoration be advertised and made known to the public? _____

19) Is media invited to attend this event? _____

20) What other organizations or businesses have been invited to participate? _____

21) Please identify any confirmed partnerships or contributions from other sources that will provide additional funding to the event? _____

22) Other Information, Comments or Details? _____

Submitted by: _____ Date: _____

Title: _____

_____ First Nation
Treaty Commemoration

Proposal

Submitted to:

Treaty Relations Commission of Manitoba

Submitted by:
_____ **First Nation**

BACKGROUND

Information pertaining to the community (Name, location, community size, culture/traditions, language, Youth and Elder involvement):

The date the Treaty was entered into:

Chief and Councillors who made the Treaty:

Overview of Treaty Commemoration activities (Start/End Date, tentative agenda, who will participate in the re-enactment, etc...)

GOALS & OBJECTIVES

The goals and objectives for the _____ First Nation/organization Treaty Commemoration are consistent with those of the TRCM mandate. The TRCM mandate will be incorporated into the Commemoration to ensure viewers understand more about the TRCM in addition to learning about Treaties and the Treaty relationship.

The TRCM mandate:

- Strengthen, rebuild and enhance the Treaty relationship;
- Enhance and maintain intergovernmental relationships and cooperation;
- Provide facilitation services for discussing Treaty related issues; and
- Conduct independent research.

Continue to outline the community goals and objectives of the Treaty Commemoration (details about the events that will take place, agenda, special events, ceremonies, volunteers, location, etc...)

SCOPE OF WORK

Outline the details that will make the event a success (number of volunteers, planning details, other sources of revenue/profit, logistical details, details regarding reporting to TRCM, lead contact within the community – including contact (both primary and secondary) information, event agenda, etc...)

TIMEFRAME

Proposal Submission
Planning and Coordination
Treaty Commemoration Events
Re-enactment of Treaty Making
Reporting (30 days following the Treaty Commemoration)
Data collection, receipts/information produced (media coverage/photos)
Submission of Final Report

DETAILED BUDGET

* Please note, not all items may be approved. Items approved based on approved funding amount.

EXPENDITURE	BUDGET	ACTUAL	VARIANCE
Master of Ceremonies	\$	\$	\$
Commemoration Planner	\$	\$	\$
Report Writer	\$	\$	\$
Translator	\$	\$	\$
Honourariums for Elders (conducting Traditional Ceremonies)	\$	\$	\$
Recognition of Elders	\$	\$	\$
Traditional Feast	\$	\$	\$
Treaty Re-enactments	\$	\$	\$
Short term equipment (as needed) for the Construction of a Stage	\$	\$	\$
Expenses for local performers (local travel and apparel)	\$	\$	\$
Monuments	\$	\$	\$
Traditional Activities and Events	\$	\$	\$
Facility Rental	\$	\$	\$
Other (Identify)	\$	\$	\$
TOTAL FUNDING REQUEST	\$	\$	\$

Appendix B – Treaty Commemoration Report Template

____ NATION

Treaty Commemoration Report

Prepared By: XX

INTRODUCTION:

Details of Community History

Information about Community Treaty making process: who, where, when, etc...

Information about the Treaty Commemoration held on XX, 2012

Dignitaries from XX were invited to participate in the Commemoration.

Treaty Commissioner James Wilson from the Treaty Relations Commission of Manitoba was invited to participate as an honoured guest. (IF ACCURATE)

SUMMARY OF ACTIVITIES:

All activities are related to the Indigenous protocol process that is involved in the Treaty making process.

1. Treaty Re-enactment.

Provide details if this was a part of the Treaty Commemoration

2. Traditional Activities:

Provide details if this was a part of the Treaty Commemoration

3. Other Items:

Provide any additional information pertaining to the Treaty Commemoration in respect to your proposal submission.

BUDGET:

(Copies of ORIGINAL receipts invoices/cheque requisitions are required for processing)

Item 1	\$
Item 2	\$
Item 3	\$
Item 4	\$
Item 5	\$
TOTAL	\$X,000.00

Approved by: Chief _____
_____ First Nation

_____ Date