

## Appendix D

### Details of Incorporation Process

<b>Step</b>	<b>Community</b>	<b>Department</b>	<b>Board</b>	<b>Other</b>
Community Passes Resolution	Community passes resolution and forwards to minister through regional office	Acknowledges receipt of resolution and assigns staff		
Proposal Prepared and Forwarded to Minister		Department assists community with preparation of "Proposal to Incorporate" (in approved format) and sends to minister		Community & department prepare all necessary by-laws and agreements
Proposal Referred to Board			Minister acknowledges receipt and forwards to the Northern Manitoba Community Consultation Board	
Notice of Proposal Posted in Community & Public Meeting(s) Set	Posts notice that a proposal has been received (must state persons may obtain access to proposal and who to contact)		Sets public meeting date(s) and gives public notice of the meeting at least 30 days before meeting held	

<b>Step</b>	<b>Community</b>	<b>Department</b>	<b>Board</b>	<b>Other</b>
Public Meeting(s)	Makes presentation to Board		Prepares report on proposal	
Board Reports to Minister			Submits report to minister	
Minister may Incorporate the Community	If minister incorporates community, determines official ceremony, enacts by-laws, encloses all agreements	Minister either accepts or rejects report		If accepted, regulation is drafted