

## Proposed Guidelines for Community Consultations

### Draft Consultation Work Plans and Budgets

#### *Low Level of Consultation: \$0 - \$5,000*

##### **Tasks:**

##### Information Sharing:

- Information on MMTP to be provided by Conservation and Water Stewardship.

##### 1 Leadership Session

- Meeting between Manitoba and Community Leadership to introduce the project and hear any issues or concerns about the project on the exercise of Aboriginal or Treaty rights of the community.

##### 1 Community Meeting

- Community meeting to introduce the project, validate the information provided by the proponent (community concerns, any accommodation measures) and to gather any outstanding issues or concerns about the project on the exercise of Aboriginal or Treaty rights of the community

ITEM	TOTAL COST	DETAILED BREAKDOWN
<b>STAFFING AND HONORARIA:</b>		
<b>Honoraria</b> Includes honorarium paid to elders and community knowledge holders. Note: Honorarium to individuals already being paid salary (e.g. Band Council, paid employees) is not an eligible cost	\$1,500	Honoraria for elders and resource knowledge holders: 10 people x \$150/half day = \$1,500
<b>Basic Travel Costs</b> Includes travel (mileage and air), accommodation and sustenance costs (food for community feast) for community members to attend meetings.	\$2,955	Costs for food for community meeting. 300 people x \$ 9.85 (lunch rate) = \$2,955
<b>COMMUNICATION AND REPORTING:</b>		

ITEM	TOTAL COST	DETAILED BREAKDOWN
<b>Reporting</b> Includes costs associated with reporting back to the Province on the proposed decision or action	\$2,250	Preparation of Community Report. 3 days x \$750.00 = \$2,250
<b>FACILITIES EQUIPMENT, SUPPLIES AND OTHER CHARGES:</b>		
<b>Meeting and Office Facilities</b> Includes the rental of meetings facilities, office space or furnishings specific to consultation purposes (includes costs for information meetings specific to the consultation). Note: Capital costs for the purchase of property and furnishings are not eligible for funding.	\$300	Meeting room rental for community meeting: \$300
<b>PROFESSIONAL SERVICES:</b>		
<b>Translation</b> Includes costs related to translation services related specifically to the consultation project.	\$220	Translation for community meeting: 55.00/hr x 4hrs x 1 meeting = \$220
<b>TOTAL</b>	\$4,825	

### ***Low Level of Consultation: \$5,000 - \$10,000***

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#### **Tasks:**

##### Information Sharing:

- Information on MMTP to be provided by Conservation and Water Stewardship.

##### 1 Leadership Session

- Meeting between Manitoba and Community Leadership to introduce the project, confirm interest in participating in the consultation process.

##### 1 Community Meeting

- Community meeting to introduce the project, validate the information provided by the proponent (community concerns, any accommodation measures) and to gather any outstanding issues or concerns about the project on the exercise of Aboriginal or Treaty rights of the community.

ITEM	TOTAL COST	DETAILED BREAKDOWN
<b>STAFFING AND HONORARIA:</b>		
<p><b>Community Coordinator Costs</b> Includes community coordinators hired for consultation activities related specifically to the consultation project.</p>	\$2,400	<p>Community coordinator to coordinate, schedule, promote, organize, implement and undertake all consultation activities related specifically to the consultation project. Approximate time allocation for services:</p> <p>Planning, coordinating:</p> <ul style="list-style-type: none"> <li>• Scheduling: 3 days</li> <li>• Preparation of materials: 2 days</li> </ul> <p>Attendance at community meeting to document community discussion and concerns. 1 day</p> <p>Reporting:</p> <ul style="list-style-type: none"> <li>• Summarizing meeting responses: 3 days</li> <li>• Reporting to Chief and Council: 1 day</li> </ul> <p>Total: \$30.00 X 8 hrs/day x 10 days = \$2,400</p>
<p><b>Honoraria</b> Includes honorarium paid to elders and community knowledge holders. Note: Honorarium to individuals already being paid salary (e.g. Band Council, paid employees) is not an eligible cost</p>	\$1,500	<p>Honoraria for elders and resource knowledge holders: 10 people x \$150/half day = \$1,500</p>
<p><b>Basic Travel Costs</b> Includes travel (mileage and air), accommodation and sustenance costs (food for community feast) for community members to attend meetings.</p>	\$2,955	<p>Costs for food for community meeting. 300 people x \$ 9.85 (lunch rate) = \$2,955</p>
<b>COMMUNICATION AND REPORTING:</b>		
<p><b>Information Material</b> Includes the purchase of information material related specifically to the consultation project and the development of information packages, reports or related material that may be necessary to adequately inform the community.</p>	\$450	<p>Advertising for community meetings:</p> <p>Radio station 1 week x \$300/week = \$300</p> <p>1 Newspapers x 1 week x \$150/week = \$150</p>
<p><b>Documentation</b> Includes costs associated with documenting community input.</p>		<p>Included in Coordinator cost.</p>

ITEM	TOTAL COST	DETAILED BREAKDOWN
<b>Reporting</b> Includes costs associated with reporting back to the Province on the proposed decision or action	\$2,250	Preparation of Community Report. 3 days x \$750.00 = \$2,250
<b>FACILITIES EQUIPMENT, SUPPLIES AND OTHER CHARGES:</b>		
<b>Meeting and Office Facilities</b> Includes the rental of meetings facilities, office space or furnishings specific to consultation purposes (includes costs for information meetings specific to the consultation). Note: Capital costs for the purchase of property and furnishings are not eligible for funding.	\$300	Meeting room rental for community meeting: \$300
<b>PROFESSIONAL SERVICES:</b>		
<b>Translation</b> Includes costs related to translation services related specifically to the consultation project.	\$220	Translation for community meeting: 55.00/hr x 4hrs x 1 meeting = \$220
<b>TOTAL</b>	\$7,675	

***Low Level of Consultation: \$10,000 - \$15,000***

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**Tasks:**

Information Sharing:

- Information on MMTP to be provided by Conservation and Water Stewardship.

1 Leadership Session

- Meeting between Manitoba and Community Leadership to introduce the project, confirm interest in participating in the consultation process.

1 Community Meeting

- Community meeting to introduce the project, validate the information provided by the proponent (community concerns, any accommodation measures) and to gather any outstanding issues or concerns about the project on the exercise of Aboriginal or Treaty rights of the community.

ITEM	TOTAL COST	DETAILED BREAKDOWN
<b>STAFFING AND HONORARIA:</b>		
<p><b>Community Coordinator Costs</b> Includes community coordinators hired for consultation activities related specifically to the consultation project.</p>	\$2,400	<p>Community coordinator to coordinate, schedule, promote, organize, implement and undertake all consultation activities related specifically to the consultation project. Approximate time allocation for services:</p> <p>Planning, coordinating:</p> <ul style="list-style-type: none"> <li>• Scheduling: 3 days</li> <li>• Preparation of materials: 2 days</li> </ul> <p>Attendance at community meeting to document community discussion and concerns. 1 day</p> <p>Reporting:</p> <ul style="list-style-type: none"> <li>• Summarizing meeting responses: 3 days</li> <li>• Reporting to Chief and Council: 1 day</li> </ul> <p>Total: \$30.00 X 8 hrs/day x 10 days = \$2,400</p>
<p><b>Honoraria</b> Includes honorarium paid to elders and community knowledge holders. Note: Honorarium to individuals already being paid salary (e.g. Band Council, paid employees) is not an eligible cost</p>	\$3,000	<p>Honoraria for elders and resource knowledge holders: 20 people x \$150/half day = \$3,000</p>
<p><b>Basic Travel Costs</b> Includes travel (mileage and air), accommodation and sustenance costs (food for community feast) for community members to attend meetings.</p>	\$4,925	<p>Costs for food for community meeting. 500 people x \$ 9.85 (lunch rate) = \$4,925</p>
<b>COMMUNICATION AND REPORTING:</b>		
<p><b>Information Material</b> Includes the purchase of information material related specifically to the consultation project and the development of information packages, reports or related material that may be necessary to adequately inform the community.</p>	\$450	<p>Advertising for community meetings:</p> <p>Radio station 1 week x \$300/week = \$300</p> <p>1 Newspapers x 1 week x \$150/week = \$150</p>
<p><b>Documentation</b> Includes costs associated with documenting community input.</p>		<p>Included in Coordinator cost.</p>

ITEM	TOTAL COST	DETAILED BREAKDOWN
<b>Reporting</b> Includes costs associated with reporting back to the Province on the proposed decision or action	\$2,250	Preparation of Community Report. 3 days x \$750.00 = \$2,250
<b>FACILITIES EQUIPMENT, SUPPLIES AND OTHER CHARGES:</b>		
<b>Meeting and Office Facilities</b> Includes the rental of meetings facilities, office space or furnishings specific to consultation purposes (includes costs for information meetings specific to the consultation). Note: Capital costs for the purchase of property and furnishings are not eligible for funding.	\$300	Meeting room rental for community meeting: \$300
<b>PROFESSIONAL SERVICES:</b>		
<b>Translation</b> Includes costs related to translation services related specifically to the consultation project.	\$220	Translation for community meeting: 55.00/hr x 4hrs x 1 meeting = \$220
<b>TOTAL</b>	\$13,545	

***Moderate Level of Consultation: \$15,000 - \$20,000***

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**Tasks:**

Information Sharing:

- Information on MMTP to be provided by Conservation and Water Stewardship.

1-2 Leadership Sessions

- Meeting between Manitoba and Community Leadership to introduce the project, confirm interest in participating in the consultation process.

2 Community Meetings

- Community meetings to introduce the project, validate the information provided by the proponent (community concerns, any accommodation measures) and to gather any outstanding issues or concerns about the project on the exercise of Aboriginal or Treaty rights of the community.

ITEM	TOTAL COST	DETAILED BREAKDOWN
<b>STAFFING AND HONORARIA:</b>		

ITEM	TOTAL COST	DETAILED BREAKDOWN
<p><b>Community Coordinator Costs</b> Includes community coordinators hired for consultation activities related specifically to the consultation project.</p>	\$3,600	<p>Community coordinator to coordinate, schedule, promote, organize, implement and undertake all consultation activities related specifically to the consultation project. Approximate time allocation for services:</p> <p>Planning, coordinating:</p> <ul style="list-style-type: none"> <li>• Scheduling: 4 days</li> <li>• Preparation of materials: 3 days</li> </ul> <p>Attendance at community meeting to document community discussion and concerns. 2 days</p> <p>Reporting:</p> <ul style="list-style-type: none"> <li>• Summarizing meeting responses: 5 days</li> <li>• Reporting to Chief and Council: 1 day</li> </ul> <p>Total: \$30.00 X 8 hrs/day x 15 days = \$3,600</p>
<p><b>Honoraria</b> Includes honorarium paid to elders and community knowledge holders. Note: Honorarium to individuals already being paid salary (e.g. Band Council, paid employees) is not an eligible cost</p>	\$3,750	<p>Honoraria for elders and resource knowledge holders: 25 people x \$150/half day = \$3,750</p>
<p><b>Basic Travel Costs</b> Includes travel (mileage and air), accommodation and sustenance costs (food for community feast) for community members to attend meetings.</p>	\$5,910	<p>Costs for food for community meeting.</p> <p>300 people x \$ 9.85 (lunch rate) x 2 meetings = \$5,910</p>
<p><b>COMMUNICATION AND REPORTING:</b></p>		
<p><b>Information Material</b> Includes the purchase of information material related specifically to the consultation project and the development of information packages, reports or related material that may be necessary to adequately inform the community.</p>	\$450	<p>Advertising for community meetings:</p> <p>Radio station 1 week x \$300/week = \$300</p> <p>1 Newspapers x 1 week x \$150/week = \$150</p>
<p><b>Documentation</b> Includes costs associated with documenting community input.</p>		<p>Included in Coordinator cost.</p>

ITEM	TOTAL COST	DETAILED BREAKDOWN
<b>Reporting</b> Includes costs associated with reporting back to the Province on the proposed decision or action	\$3,000	Preparation of Community Report.  4 days x \$750.00 = \$3,000
<b>FACILITIES EQUIPMENT, SUPPLIES AND OTHER CHARGES:</b>		
<b>Meeting and Office Facilities</b> Includes the rental of meetings facilities, office space or furnishings specific to consultation purposes (includes costs for information meetings specific to the consultation). Note: Capital costs for the purchase of property and furnishings are not eligible for funding.	\$600	Meeting room rental for community meeting: \$300 x 2 meetings = \$600.
<b>PROFESSIONAL SERVICES:</b>		
<b>Translation</b> Includes costs related to translation services related specifically to the consultation project.	\$440	Translation for community meeting:  55.00/hr x 4hrs x 2 meetings = \$440
<b>TOTAL</b>	\$17,750	

***Moderate Level of Consultation: \$20,000 - \$25,000***

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**Tasks:**

Information Sharing:

- Information on MMTP to be provided by Conservation and Water Stewardship.

1-2 Leadership Sessions

- Meeting between Manitoba and Community Leadership to introduce the project, confirm interest in participating in the consultation process.

3 Community Meetings

- Community meetings to introduce the project, validate the information provided by the proponent (community concerns, any accommodation measures) and to gather any outstanding issues or concerns about the project on the exercise of Aboriginal or Treaty rights of the community.



ITEM	TOTAL COST	DETAILED BREAKDOWN
<b>STAFFING AND HONORARIA:</b>		
<p><b>Community Coordinator Costs</b> Includes community coordinators hired for consultation activities related specifically to the consultation project.</p>	\$4,800	<p>Community coordinator to coordinate, schedule, promote, organize, implement and undertake all consultation activities related specifically to the consultation project. Approximate time allocation for services:</p> <p>Planning, coordinating:</p> <ul style="list-style-type: none"> <li>• Scheduling: 4 days</li> <li>• Preparation of materials: 3 days</li> </ul> <p>Attendance at community meeting to document community discussion and concerns. 3 days</p> <p>Reporting:</p> <ul style="list-style-type: none"> <li>• Summarizing meeting responses: 8 days</li> <li>• Reporting to Chief and Council: 2 days</li> </ul> <p>Total: \$30.00 X 8 hrs/day x 20 days = \$4,800</p>
<p><b>Honoraria</b> Includes honorarium paid to elders and community knowledge holders. Note: Honorarium to individuals already being paid salary (e.g. Band Council, paid employees) is not an eligible cost</p>	\$3,750	<p>Honoraria for elders and resource knowledge holders: 25 people x \$150/half day = \$3,750</p>
<p><b>Basic Travel Costs</b> Includes travel (mileage and air), accommodation and sustenance costs (food for community feast) for community members to attend meetings.</p>	\$8,865	<p>Costs for food for community meeting. 300 people x \$ 9.85 (lunch rate) x 3 meetings = \$8,865</p>
<b>COMMUNICATION AND REPORTING:</b>		
<p><b>Information Material</b> Includes the purchase of information material related specifically to the consultation project and the development of information packages, reports or related material that may be necessary to adequately inform the community.</p>	\$450	<p>Advertising for community meetings:</p> <p>Radio station 1 week x \$300/week = \$300</p> <p>1 Newspapers x 1 week x \$150/week = \$150</p>
<p><b>Documentation</b> Includes costs associated with documenting community input.</p>		<p>Included in Coordinator cost.</p>

ITEM	TOTAL COST	DETAILED BREAKDOWN
<p><b>Reporting</b> Includes costs associated with reporting back to the Province on the proposed decision or action</p>	\$3,750	<p>Preparation of Community Report. 5 days x \$750.00 = \$3,750</p>
<b>FACILITIES EQUIPMENT, SUPPLIES AND OTHER CHARGES:</b>		
<p><b>Meeting and Office Facilities</b> Includes the rental of meetings facilities, office space or furnishings specific to consultation purposes (includes costs for information meetings specific to the consultation). Note: Capital costs for the purchase of property and furnishings are not eligible for funding.</p>	\$900	<p>Meeting room rental for community meeting: \$300 x 3 meetings = \$900.</p>
<b>PROFESSIONAL SERVICES:</b>		
<p><b>Translation</b> Includes costs related to translation services related specifically to the consultation project.</p>	\$660	<p>Translation for community meeting: 55.00/hr x 4hrs x 3 meetings = \$660</p>
<b>TOTAL</b>	\$23,175	