Mi’kmaq History Month Committee
Implementation Guide and Terms of Reference – June 10, 2014
Welcome and Document Purpose

The Mi’kmaq were the first people of Nova Scotia and we have been living in our homeland of Mi’kma’ki for more than 11,000 years. Mi’kma’ki is the land now known as the Atlantic Provinces and Gaspé Peninsula, and this region includes Nova Scotia, Prince Edward Island, New Brunswick and parts of Quebec, Newfoundland and the northeastern part of Maine. This area is considered the traditional territory for the Mi’kmaq and it is vast in the amount of culture, tradition and history.

Traditionally, Mi’kma’ki, was divided into seven districts, each district was named based on distinguishing characteristics of its land and each was led by a District Chief. The seven District Chiefs collectively formed the Mi’kmaw Grand Council (Sante’ Mawio’mi) which governed all Mi’kmaw people. Decisions made by the Grand Council were based on consensus and included mutual respect and trust as a code of governance. “All seven Mi’kmaq districts also belonged to a larger political body governed by Grand Chiefs which consisted of many different tribes living in Eastern North America. This political body was called Wabanaki Confederacy and included Passamaquoddy, Penosboscot, Maliseet, Mi’kmaq, and Abenaki tribes.”

While much of history is written from past documentation, Mi’kmaw history is learned and understood though different methods of information sharing, such as archaeology, geology and storytelling. In the past, Mi’kmaw people learned about their culture and history through stories and legends.

3 Cape Breton University: http://www.cbu.ca/mrc/overview, accessed May 2014
These oral histories are still very important today as a tool to understand the Mi’kmaw past and, therefore, Elders hold much of the knowledge and history. It is these stories and legends that help put all the pieces together into a picture that we can call our own.\textsuperscript{5}

Over the past 20 years, there have been limited resources available for the development and promotion of Mi’kmaq History Month. Despite this, schools, individuals and organizations have continued to express an interest in educating and promoting Mi’kmaw culture and history. Therefore in 2013, the Mi’kmaq History Month Advisory Committee was formed to focus specifically on providing advisory services and some planning and implementation of activities for Mi’kmaq History Month.\textsuperscript{6} The Mi’kmaq History Month Advisory Committee will spearhead efforts to re-develop this level of structure and put a process in place that will create a sustainable program and encourage, enable and assist all parties and communities to participate, in order to consistently and uniformly promote Mi’kmaq History Month.

\textsuperscript{5} Mi’kmaq History Month: History: \url{http://mikmaqhistorymonth.com/history/}, accessed May 2014
\textsuperscript{6} MACS has been the lead organization for the MHM Committee, although not yet approved or mandated
# Table of Contents

Overview of Mi’kmaq History Month ........................................................................................................ 6  
Mi’kmaq History Month Committee - Terms of Reference ................................................................. 7  
  Committee Purpose: .......................................................................................................................... 7  
  Committee Mandate: ....................................................................................................................... 7  
  Committee Goals and Objectives: ..................................................................................................... 8  
MHM Committee Structure: .................................................................................................................. 9  
Roles and Responsibilities: .................................................................................................................... 10  
Membership .......................................................................................................................................... 14  
Meeting Frequency ............................................................................................................................... 15  
Meeting Notice ...................................................................................................................................... 15  
Decision Making Process ...................................................................................................................... 15  
Committee Position Responsibilities ..................................................................................................... 16  
Committee Contact List (May 2014) ..................................................................................................... 20  
5 Year Strategic Implementation Plan Summary (2014 - 2019) ......................................................... 22  
  MHM Audiences ............................................................................................................................... 23  
  Strategic Goals and Objectives ........................................................................................................ 25  
MHM Communication Plan ................................................................................................................... 28  
  Key Messages ................................................................................................................................. 28  
  Communication Channels .................................................................................................................. 29  
Tips and Checklists ............................................................................................................................... 35  
  MHM Activity Timeline Checklist .................................................................................................... 36  
  Tips on How to Run/Chair an Effective Meeting .............................................................................. 46  
  Checklist for Chair when Running Meeting ..................................................................................... 48  
  Checklist for Annual Advisory Committee Review .......................................................................... 49  
Templates ............................................................................................................................................. 52  
  Meeting Agenda Template ............................................................................................................... 53  
  Meeting Agenda Sample .................................................................................................................... 54  
  Meeting Minutes Template .............................................................................................................. 55
Sample Press Release ........................................................................................................... 58
Additional Resources ........................................................................................................ 60
Partner Contact List .......................................................................................................... 61
Detailed Strategic Implementation Plan ............................................................................ 71
Overview of Mi’kmaq History Month

Beginning with Treaty Day (October 1), the month of October is Mi’kmaq History Month (MHM) and it was officially proclaimed as such by Grand Chief Ben Sylliboy and Premier John Savage, on October 1, 1993. The purpose of MHM is to promote public awareness for all citizens of Nova Scotia.

Purpose of Mi’kmaq History Month

“Wi’kipatmu’k Mi’kmawey”

“Honoring of the Mi’kmaw way”

Create understanding through education and celebration

Vision

Mi’kmaq History Month aims to celebrate and build understanding of Mi’kmaw culture, history and language so that all can share in the achievements and unique story of our past, present and future.

8 “Wi’kipatmu’k Mi’kmawey” meaning or could mean, “Honouring or celebrating the Mi’kmaq way.”
Mi’kmaq History Month Committee - Terms of Reference

Draft 2: May 28, 2014

Name:
The official name of the Committee is the Mi’kmaq History Month Committee (MHM Committee).

Committee Purpose:
Over the past 20 years, there have been limited resources available for the development and promotion of Mi’kmaq History Month. Despite this, schools, individuals and organizations have continued to express an interest in educating and promoting Mi’kmaw culture and history. The MHM Committee will assist and spearhead efforts to re-develop this level of structure and put a process in place that would enable and encourage all parties and communities to participate in order to consistently and uniformly promote Mi’kmaq History Month and create a sustainable program.

Committee Mandate:
The mandate of the MHM Committee is to provide support to the designated host organization, once appointed and approved, in the coordination and facilitation of the priorities that relate to Mi’kmaq History Month.

The MHM Committee wishes to promote all aspects of Mi’kmaq culture and history through the celebration of the Mi’kmaq History Month and throughout the entire year.
Committee Goals and Objectives:

The purpose of the MHM Committee is to make decisions regarding the promotion and development of Mi’kmaq History Month and its initiatives. The MHM Committee will bring funding opportunities to the attention of the Host Organization and Working Committee(s), participating communities and organizations, and act as a cohesive sounding board for sharing information, connecting resources and responding to funding opportunities for Mi’kmaq History Month programs and initiatives.

These goals will be met through the following Committee objectives:

- To use members’ expertise and connections to assist programs/events in achieving the respective outcomes
- To provide a mechanism for promoting best practices, a transfer of knowledge, identification of emerging funding trends and changes in federal, provincial and private sector funding environments
- To create a forum for communication and networking with partners
- To stimulate an increase in Mi’kmaq History Month activities across the province
- To support communities in promoting Mi’kmaq History Month activities
- To increase public awareness and participation in Mi’kmaq History Month
- To promote media coverage of Mi’kmaq History Month and associated events
- To develop and approve an annual work plan for the Committee activities
- To act in an advisory role in developing the Mi’kmaq History Month poster
- To provide advisory services to the working committee(s) on the design, development, implementation, evaluation, maintenance, and revision of the events and programs of MHM while ensuring that the implementation work plan is followed and activities completed by the Working Committee(s)
MI’KMAQ HISTORY MONTH COMMITTEE IMPLEMENTATION GUIDE AND TERMS OF REFERENCE – JUNE 10, 2014

MHM Committee Structure:

In order to implement all strategic activities for Mi’kmaq History Month, the Committee structure is as follows:

A. Host Organization

The Host Organization applies for funding on behalf of the Committee but is primarily concerned with logistical issues and ensuring the Committee meets and carries out its primary functions. The Host Organization shares these responsibilities with designated Committee member volunteers.

B. The MHM Committee

The MHM Committee provides leadership in the awareness and promotion of activities that occur during Mi’kmaq History Month and works to increase attendance at events. The Committee provides advisory services to the Working Committee(s) on the design, development, implementation, evaluation, maintenance, and revision of the events and programs of MHM while ensuring that the implementation work plan is followed and activities are completed by the Working Committee(s). The Committee is also responsible for developing an annual theme for Mi’kmaq History Month to unify celebration and education efforts. See Committee position descriptions for additional information.

C. The Working Committee(s)

The Working Committee(s), led by members of the Committee, is responsible for the Committee’s annual work plan implementation. The Working Committee(s) is also responsible for further developing annual themes as identified by the Committee.
Roles and Responsibilities:

A. Role of the Host Organization

The Committee is accountable to a designated Host Organization that would share responsibility for logistics and accountability with designated volunteer positions such as a Committee Chair, Co-chair and Secretary (See Committee position descriptions for additional information). The Host organization also applies for funding on behalf of the Committee.

Responsibilities of the Host Organization Are:

- To sit a representative on the Committee in the position of Chair or Co-chair
- To secure a location for meetings
- To ensure the MHM Committee members are notified of meetings
- To provide a physical location to store and maintain copies of the MHM Committees’ terms of reference, minutes and all relevant documentation of the MHM Committee business
- To maintain an up to date list of the MHM Committee members and contact information
- To keep record of the MHM Committee member meeting attendance
- To record all decisions made at meetings
- To apply for funding on behalf of the Committee
- To ensure all necessary reports are filed
- To maintain up to date financial records, budget and manage any funds allotted to the MHM Committee
- Hosting of the MHM Website and updates, if required
- Consider funding requests made by the MHM Committee
B. Role of the MHM Committee

The MHM Committee will develop an annual theme for Mi’kmaq History Month to unify celebration and education efforts and encourage all parties and communities to participate in MHM. The MHM Committee provides advisory services to the Working Committee(s) on the design, development, implementation, evaluation, maintenance, and revision of the events and programs and ensures that the implementation work plan is followed.

**RESPONSIBILITIES OF THE MHM COMMITTEE INCLUDE:**

- To choose an annual theme and bring together the various Working Committees to share the theme and provide advice
- To allow the Working Committees to develop and identify relevant activities and events to organize and coordinate in the respective regions, areas and communities
- To provide a conduit for the sharing of information and knowledge between the Working Committee(s) and MHM Committee
- To help keep the attention on Mi’kmaq History Month
- To increase attendance at events
- To assist and spearhead efforts to re-develop a level of structure for the month and put a process in place that would enable and encourage all parties, organizations and communities to participate in order to consistently and uniformly promote Mi’kmaq History Month and create a sustainable program
- To assist in making decisions regarding the promotion and development of Mi’kmaq History Month and its initiatives
- To bring funding opportunities to the attention of the MHM Committee and act as a cohesive sounding board for testing and responding to funding opportunities for Mi’kmaq History Month programs and initiatives
- To provide advisory services for the Working Committee(s) (knowledge transfer, expertise, best practices, connections and the work plan)
- To make decisions regarding direction and big picture aspects related to MHM
- To generate proposals where applicable
• To support the Working Committee(s) and provide advisory services, where required, for promotion and development of MHM and initiatives
• To assist in event and activity promotion and communication
• To recommend methods and avenues in which funding dollars can be used / spent / distributed to the Host Organization
• To attend meetings
• To pay travel expenses to attend meetings, or to have financial support for employment Organization
• To share information between the MHM Committee / Working Committee and the respective organizations

**MHM Committee Positions**

The following three positions will be held by MHM Committee members.

- **Chair**
- **Co-chair**
- **Secretary**

The Chair Position will be held by the Host Organization and the Co-chair will be a MHM Committee member as with the secretary position.

**C. Role of the Working Committee(s)**

Each Working Committee that is established will be led by a member of the MHM Committee and is responsible to report back to the MHM Committee. The Working Committee(s) may include additional persons and stakeholders, as required, to fulfil the skills, knowledge and abilities needed for the Committee(s). The additional persons (Working Committee members) would not be part of the MHM Committee. The Working Committee(s) reports back to the MHM Committee on activities; however, will be responsible for making decisions on activities and implementation.
The Working Committee(s) will also be responsible for coordinating with the MHM Committee for Treaty Day to ensure that there is a link between the two activities.

**Responsibilities of Working Committees are:**

- To be responsible for the implementation of the work plan
- To develop additional sub-working committees, as required
- To make decisions regarding promotion and development of MHM and initiatives
- To work with the MHM Committee to gain knowledge, feedback and expertise
- To develop events and activities in the respective areas and communities

There can be a number of various Working Committees, which can include, but are not limited to:

- Communications, Partnership Development, Education, Community

**Note: A Link with Other Committees**

Most advertising and communication which is completed links Treaty Day with the launch of Mi’kmaq History Month. Although Treaty Day is organized and managed by a separate group, there needs to be a link to the two MHM Committees as this may get confusing when working with various partners. Linking with the promotion and communication that the Treaty Day Committee is doing will ensure that efforts are not being duplicated and that awareness and understanding of Treaty Day and Mi’kmaq History Month are linked.

Therefore, the MHM Committee would be a communication hub for all Working Committees and work with the Treaty Day Committee to share information. It would also be beneficial to partner with and share information with other complimentary committees, such as the Tripartite Forum Culture and Heritage, as there could be information leveraged by all parties.

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9 Other Committees and Organizations could also be partnered with
Membership

The MHM Committee consists of volunteers who sit on the Committee on behalf of an organization or group that recognizes and participates in Mi’kmaq History Month in some way. The MHM Committee membership represents the following organizations, stakeholders and partners, but is not limited to:

- Grand Council
- Host Organizations
- Confederacy of Mainland Mi’kmaq
- Mi’kmaq Association for Cultural Studies (MACS)
- Union of Nova Scotia Indians
- Chief(s) which hold the Culture and Heritage portfolio
- Native Council of Nova Scotia
- Provincial Government Departments (Education and Early Childhood Development, Aboriginal Affairs, Communities, Culture and Heritage)
- Mi’kmaq – Nova Scotia – Canada Tripartite Forum
- Federal Government Departments (Aboriginal Affairs and Northern Development Canada)
- Mi’kmaw Kina’matnewey (MK)
- Kwilmu’kw Maw-klusuaqun Negotiation Office (KMKNO)
- Mi’kmaq Native Friendship Centre
- Nova Scotia Native Women’s Association
- Community Members
- Community Elder
- Community Youth

This list is not a fully inclusive list. Additional MHM Committee members may be added if required and requested, to ensure the success of MHM.

**Meeting Frequency**

The MHM Committee will meet at least four (4) times annually. Additional meetings may be held as required. The meeting venues may vary to accommodate Committee members.

**Meeting Notice**

Meeting notification shall be communicated electronically to MHM Committee members by the MHM Committee secretary a minimum of TWO weeks prior to the scheduled meeting date. The meeting agenda and background materials shall be shared electronically with committee members ONE week before the scheduled meeting date.

**Decision Making Process**

The Mi’kmaq History Month committee believes that decision making should be reached through collaboration and consensus, when appropriate and possible. Consensus is reached when a decision is supported by each present Committee member.
Committee Position Responsibilities

COMMITTEE CHAIR¹⁰

HELD BY: This position will be held by a member of the Host Organization

KEY RESPONSIBILITIES:

- Provides leadership to the Committee
- Chairs Committee meetings
- Holds Committee members accountable for adhering to the terms of reference
- Promotes Mi’kmaq History Month in the community and to external stakeholders and the media
- Approves communications related to MHM initiatives/activities for distribution to constituents, stakeholders, and others
- Acts as signing officer on cheques or other documents requiring signatory authority
- Encourages Committee members to participate in meetings and activities
- Keeps the Committee’s discussions on topic
- Keeps the Committee’s activities aligned with Mi’kmaq History Month’s purpose and vision
- Evaluates the effectiveness of the Committee’s decision making process
- Initiating an annual review of the MHM Committee’s Terms of Reference
- Follows up with consistently absent members to determine if they wish to discontinue membership
- Identifies and recommends to constituent organizations and stakeholders replacements for members who discontinue participation
- Orients new Committee members
- Recognizes Committee members for contributions

• With support from the Secretary and Co-Chair, prepares a debrief report by the end of November documenting the successes and lessons learned of the previous Mi’kmaq History Month

**COMMITTEE CO-CHAIR**

**HELD BY:** This position will be held by a committee member and can be a rotating position annually

**KEY RESPONSIBILITIES:**

• Provides support to the Chair in providing leadership to the Committee
• Learns the responsibilities and duties of the Chair and keeps informed of key Committee issues
• Acts in the absence of the Chair
• Promotes Mi’kmaq History Month in the community and to the media
• Encourages Committee members to participate in meetings and activities
• Supports the Chair in the preparation of a debrief report by the end of November documenting the successes and lessons learned of the previous Mi’kmaq History Month

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SECRETARY

HELD BY: This position will be held by a Committee member and can be a rotating position annually

KEY RESPONSIBILITIES:

- Ensures accurate and sufficient documentation exists to enable Committee members to determine when, how and by whom Committee business was conducted
- Notifies Committee members of meetings
- Maintains archived Committee documents, up to date contact information for the Committee and communicates with Committee members to schedule meetings
- Maintains up to date list of Committee members and contact information
- Sends meeting agendas to all Committee members one week (7 days) prior to the meeting
- Keeps accurate meeting minutes
- Meeting minutes outlining a high level overview and actions will be circulated to the full Committee within one week (7 days) of the completion of the meeting
- Maintains copies of Committees terms of reference and meeting minutes
- Maintains up to date list of contact information for community partners
- Keeps record of Committee member meeting attendance
- Records all decisions made at meetings
- Supports the Chair and Co-Chair in the preparation of a debrief report by the end of November documenting the successes and lessons learned of the previous Mi’kmaq History Month

COMMITTEE MEMBERS

KEY RESPONSIBILITIES:

- Understanding and representing the interests of project stakeholders
- Acting on opportunities to communicate positively about the project
- Actively participating in meetings through attendance, discussion, and review of minutes, papers and other MHM Committee documents
- Supporting open discussion and debate, and encourage fellow MHM Committee members to voice their insights
- Sharing outcomes of MHM meetings and promoting activities with their organizations
- Taking a genuine interest in the project’s outcomes and overall success
## Committee Contact List (May 2014)

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Organization / Community</th>
<th>Email</th>
<th>Address</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deborah Ginnish</td>
<td>Executive Director</td>
<td>Mi’kmaq Association of Cultural Studies</td>
<td><a href="mailto:deborah@mikmaq-assoc.ca">deborah@mikmaq-assoc.ca</a></td>
<td>47 Maillard St., Sydney NS B1S 2P5</td>
<td>(902) 567-1752, Cell: (902) 565-8176</td>
</tr>
<tr>
<td>Chief Wilbert Marshall</td>
<td>Chief</td>
<td>Potlotek First Nation</td>
<td><a href="mailto:chief2010@potlotek.ca">chief2010@potlotek.ca</a></td>
<td>12004 Nova Scotia Trunk 4, St Peter's, NS B0E 3B0</td>
<td>(902) 535-3317</td>
</tr>
<tr>
<td>Claire Meuse</td>
<td>Administration Assistance, Program Services</td>
<td>Mi’kmaw Kina’matnewey</td>
<td><a href="mailto:claire@kinu.ca">claire@kinu.ca</a></td>
<td>47 Maillard Street, Sydney NS B1S 2P5</td>
<td>(902) 567-0336</td>
</tr>
<tr>
<td>Pam Gloade-Desrochers</td>
<td>Executive Director</td>
<td>Mi’kmaw Native Friendship Centre</td>
<td><a href="mailto:Pam@mymnfc.com">Pam@mymnfc.com</a></td>
<td>2158 Gottingen Street, Halifax NS, B3K 3B4</td>
<td>(902) 423-6130 Ext: 228</td>
</tr>
<tr>
<td>Tim Bernard</td>
<td>Director, History and Culture</td>
<td>Confederacy of Mainland Mi’kmaq</td>
<td><a href="mailto:Tim@cmmns.com">Tim@cmmns.com</a></td>
<td>57 Martin Crescent, Truro, NS B2N 6N7</td>
<td>(902) 895-6385, ext 245</td>
</tr>
<tr>
<td>Patricia Ellis</td>
<td>Communications Officer</td>
<td>Aboriginal Affairs and Northern Development Canada</td>
<td><a href="mailto:patricia.ellis@aandc-aadnc.gc.ca">patricia.ellis@aandc-aadnc.gc.ca</a></td>
<td>PO Box 160, 40 Havelock Street, Amherst NS B4H 3Z3</td>
<td>Phone: (902) 661-6232, Cell: (902) 664-6793</td>
</tr>
<tr>
<td>Spencer Wilmont</td>
<td>Director, Education &amp; Student Services</td>
<td>Native Council of Nova Scotia</td>
<td><a href="mailto:spencerwilmot@eastlink.ca">spencerwilmot@eastlink.ca</a></td>
<td>PO Box 1320, Truro, NS, B2N 5N2</td>
<td>(902) 895-1523, 1-800-565-4372 (toll free)</td>
</tr>
<tr>
<td>Stephen Christmas</td>
<td></td>
<td></td>
<td><a href="mailto:dinglochristmas@hotmail.com">dinglochristmas@hotmail.com</a></td>
<td>12 Tupsi Drive, Sydney NS, B1S 3H6</td>
<td></td>
</tr>
<tr>
<td>George Paul</td>
<td>Communications Officer</td>
<td>Eskasoni Mi’kmaw Nation</td>
<td><a href="mailto:prgeorge@eskasoni.ca">prgeorge@eskasoni.ca</a></td>
<td>PO Box 7288, Eskasoni, B1W 1A4</td>
<td>(902) 565-0024</td>
</tr>
<tr>
<td>Adam Gould</td>
<td>Communications Officer</td>
<td>Mi’kmaq – Nova Scotia – Canada Tripartite Forum</td>
<td><a href="mailto:adam@tripartiteforum.com">adam@tripartiteforum.com</a></td>
<td>57 Martin Crescent, Truro, NS B2N 6N7</td>
<td>Phone: (902) 895-6385, Toll-free: 1-877-892-2424</td>
</tr>
<tr>
<td>Carol Ann MacNeil Rolls</td>
<td>Director of Negotiations</td>
<td>Office of Aboriginal Affairs</td>
<td><a href="mailto:camacnei@gov.ns.ca">camacnei@gov.ns.ca</a></td>
<td>5251 Duke Street, Suite 500, Halifax, Nova Scotia B3J 2Y3</td>
<td>(902) 424-8394</td>
</tr>
<tr>
<td>NAME</td>
<td>TITLE</td>
<td>ORGANIZATION / COMMUNITY</td>
<td>EMAIL</td>
<td>ADDRESS</td>
<td>TELEPHONE</td>
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<td>-------------------</td>
</tr>
<tr>
<td>Debbie Eisan</td>
<td>Coordinator</td>
<td>Halifax Aboriginal People's Network - Mi'kmaw Native Friendship Centre</td>
<td><a href="mailto:Debbie.eisan@mymnfc.com">Debbie.eisan@mymnfc.com</a></td>
<td>2158 Gottingen Street, Halifax NS, B3K 3B4</td>
<td>(902) 423-6130</td>
</tr>
<tr>
<td>Heather Ternoway</td>
<td>Policy &amp; Research Analyst</td>
<td>Office of Aboriginal Affairs</td>
<td><a href="mailto:ternowhx@gov.ns.ca">ternowhx@gov.ns.ca</a></td>
<td>5251 Duke Street, Suite 500, Halifax, Nova Scotia B3J 2Y3</td>
<td>Phone: (902) 424-4339, Cell: (902) 266-8137</td>
</tr>
<tr>
<td>Megan Hallett</td>
<td>Program Coordinator, Strategic Development Initiative</td>
<td>Culture and Heritage Development Communities, Culture and Heritage</td>
<td><a href="mailto:HALLEMP@gov.ns.ca">HALLEMP@gov.ns.ca</a></td>
<td>1741 Brunswick St., 3rd Floor, P. O. Box 456, STN Central, Halifax NS B3J 2R5</td>
<td>(902) 424-4179</td>
</tr>
<tr>
<td>Tanya Johnson-MacVicar</td>
<td>Mi’kmaq History Month Project Officer</td>
<td></td>
<td><a href="mailto:Mikmaqhm@gmail.com">Mikmaqhm@gmail.com</a></td>
<td>48 Kelmere Dr., Sydney NS B1R 1P8</td>
<td>(902) 577-7289</td>
</tr>
<tr>
<td>Natasha Jackson</td>
<td>Director, Communities Nova Scotia</td>
<td>Culture and Heritage Development Communities, Culture and Heritage</td>
<td><a href="mailto:jacksonL@gov.ns.ca">jacksonL@gov.ns.ca</a></td>
<td>1741 Brunswick St., 3rd Floor, P. O. Box 456, STN Central, Halifax NS B3J 2R5</td>
<td>(902) 424-8306</td>
</tr>
<tr>
<td>Wyatt White</td>
<td>Director, Mi’kmaq Services Education and Early Childhood Development Division</td>
<td>Government of Nova Scotia</td>
<td><a href="mailto:whitewj@gov.ns.ca">whitewj@gov.ns.ca</a></td>
<td></td>
<td>(902) 424-8181</td>
</tr>
<tr>
<td>Shara Johnson</td>
<td>Communications Officer</td>
<td>Kwilmu'kw Maw-klusuaqn Negotiation Office Mi’kmaq Rights Initiative</td>
<td>sharajohnson@mikmaqrigh ts.com</td>
<td>851 Willow Street, Truro NS B2N 6N8</td>
<td>Phone: (902) 843-3880, Cell: (902) 322-0218</td>
</tr>
</tbody>
</table>
As part of the strategic planning process, a number of meetings and workshops were held with the MHM Advisory Committee and sub-committees to develop a five-year strategic implementation plan for the execution of Mi’kmaq History Month. The following is a summary of the strategic elements which will be required to be kept in focus and implemented by the MHM Advisory Committee and subsequent working groups.

The strategy developed the vision and purpose for MHM, and identified the appropriate target audiences, goals and objectives for MHM. The goals and objectives were set to assist in achieving the purpose of MHM. Such will also assist in ensuring that MHM will continue to grow and will help to allow communities to drive and take the lead on the events and activities to celebrate and create awareness. For additional information, refer to the Background Document.
MHM Audiences

An important element in planning and implementing activities in addition to setting strategic goals and objectives for MHM is to identify the audience(s) which MHM is to focus. In the initial planning meeting, the MHM Committee identified the following audiences for Mi’kmaq History Month.

1. **PRIMARY:** Nova Scotia Mi’kmaw
   
   A. The Mi’kmaw of Nova Scotia
      
      i. On reserve
      
      ii. Off reserve
   
   B. Youth
      
      i. Schools in each community (P-12), as applicable (on-reserve)\(^\text{13}\)
      
      ii. Public and private schools (P-12) outside the communities (off-reserve)

2. **SECONDARY:** All of Nova Scotia
   
   A. Government (Municipal, Provincial and Federal)
   
   B. Various organizations and institutions (correctional facilities, hospitals, libraries)
   
   C. Neighbouring communities (Mi’kmaq and non-Mi’kmaq)

3. **TERTIARY:** Share details of MHM with the rest of Mi’kma’ki
   
   A. New Brunswick, Prince Edward Island, Newfoundland and Labrador, Gaspé and northern Maine

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\(^{13}\) This includes School boards, support workers, teachers etc
These audiences, as identified by the MHM Committee, will contribute to the goals, objectives and activities of the strategic implementation focus and work plan.

The following diagram was discussed during the MHM Committee session and depicts an approach of first focusing inward on the Mi’kmaq communities within Nova Scotia, then gradually, over time, expanding to reach Nova Scotia, as a whole, and then to later share details of the month with all of Mi’kma’ki, in the event that there are committees or organizations which want to implement something similar.

The diagram is not intended to be a representation of the importance of any one audience, the degree of focus or demand and is, likewise, not intended to suggest how the audiences should be engaged, but only depicts the audiences as identified.

It is also important to note, that although there are a number of audiences highlighted which are already engaged in the MHM activities, outlining the details and including these audiences in the documents and tools will ensure that there is continued engagement.

Working together to cover all audiences will allow for all citizens within Mi’kma’ki to have an understanding of the history, language, and culture of the Mi’kmaw and create an awareness of how everyone works and lives together to create a diverse and successful area for all.
Strategic Goals and Objectives

During the initial workshop a number of goals and objectives were set which will assist in achieving the purpose of MHM and will match the vision. These goals and objectives were then further developed based on best practice and industry research (details in the separate Background Document) and with the sub-working committee. Although the goals were solidified, it was essential to further develop the objectives to ensure that the elements highlighted in the strategic implementation work plan would be achievable, not only in the short-term but in the long-term. It will also assist in ensuring that Mi’kmaq History Month will continue to grow and it will help to allow communities to drive and take the lead on the events and activities to celebrate and create awareness.
The following outlines the objectives which were created within the Committee strategic planning workshop, the sub-committee meeting and the recommended adjusted objectives. Based on best practice research, a few of the objectives were adjusted to make the implementation more streamlined for the MHM Committee.

<table>
<thead>
<tr>
<th>GOALS</th>
<th>MHM AUDIENCES</th>
<th>OBJECTIVES 14</th>
</tr>
</thead>
</table>
| 1. CREATE AWARENESS | A. The Mi’kmaq of Nova Scotia  
- On reserve  
- Off reserve  
B. Youth15  
- Schools in each community (P-12), as applicable (on-Reserve)  
- Public and private schools (P-12) outside the communities (off-Reserve)  
C. Government (Municipal, Provincial and Federal)  
D. Various organizations and institutions (correctional facilities, hospitals, libraries)  
E. Neighbouring communities16  
F. Explore the option of developing awareness packages | A. Completion of an Environmental Scan  
- What is out there already?  
- What organizations and partners are involved? |
| 2. COLLABORATION1718 | A. Engage partners (new and existing) | A. Develop partnerships with existing organizations and individuals involved in MHM  
B. Develop partnerships with new organizations and individuals who would like to be involved in MHM  
C. Gain commitment from stakeholders for continued support |
| 3. CELEBRATION | A. Involve community groups  
B. Community involvement  
C. Expand to secondary audience  
D. Expand to tertiary audiences | A. Creation of a unified theme and calendar  
B. Provide funding for community partners and events  
C. Partner with the Treaty Day Committee19  
D. Involve community groups |

14 These were initially recommended as new objectives by the SSBDC following a review of the MHM Committee meeting feedback and best practice research. Following the initial meeting of the subcommittee, an additional goal was added for consideration ‘Collaboration’ and recommended objectives B. C. and D. were moved down to fit within this additional goal. After the April 30th meeting, the proposed objectives were changed to activities, upon feedback from some Committee members.

15 Includes Support Workers

16 First nation and non-first Nation communities

17 This goal was added upon completion of the sub-committee meeting (April 8)

18 Leveraging partnerships through collaboration will allow for the message and activities of Mi’kmaq History Month to be completed by many different organization, committees and communities rather than only being the responsibility of the MHM Committee.

19 A recommendation has been made that the MHM Committee and Treaty Day Committees be merged with subsequent working groups associated. However, this option would be required to be explored further and the MHM Committee was unable to make that decision as additional stakeholders would be required in that decision.
Details and recommendations for the high level activities link to similar organizations and committees, including planning activities completed for Nova Scotia African Heritage Month. Additional details are highlighted in the detailed background document.

The adjusted objectives and proposed activities will still focus on each of the audiences in both the short and medium-term. As there are a number of organizations, individuals and communities that are already involved in MHM, it is a goal that these audiences will continue to be involved. Developing new partnerships may result in forming new working committees to allow for the messaging to permeate other areas and stakeholders.

EXAMPLES OF HOW THE NEW ACTIVITIES WILL LINK TO THE RESPECTIVE AUDIENCES, IS AS FOLLOWS:

**GOAL 2, ACTIVITY A: DEVELOP PARTNERSHIPS WITH EXISTING ORGANIZATIONS AND INDIVIDUALS INVOLVED IN MHM**

Leverage the work which is already being completed, continue to grow these efforts in First Nation Communities, schools and organizations.

**GOAL 2, ACTIVITY B: DEVELOP PARTNERSHIPS WITH NEW ORGANIZATIONS AND INDIVIDUALS WHO WOULD LIKE TO BE INVOLVED IN MHM**

Leverage work completed with existing partners to leverage new working relationships. This is a practice which is completed by similar groups and this has proven to be effective in implementing activities and events.
MHM Communication Plan

Focused communication efforts will help the MHM Advisory and Working Committees achieve the goals and objectives by facilitating effective and efficient communication methods and messages by using channels and tools that are specifically targeted to each audience. The plan outlines purposeful messaging that can be utilized.

Key Messages

The key messages from MHM Advisory and Working Committees must focus on more than just the annual theme. The most effective communication should encompass the bigger picture, focused on achieving MHM’s vision. To achieve the vision the MHM communication will ensure that it is targeted to:

- Promote awareness
- Encourage participation; and
- Drive the purpose of the month to create consistency

The three key messages that all committee members should be consistently publicizing to achieve the vision are:

- **KEY MESSAGE:** You and your organization or group can take part in Mi’kmaq History Month
- **KEY MESSAGE:** Mi’kmaq History Month is about creating understanding through education and celebration
- **KEY MESSAGE:** October is Mi’kmaq History Month in Nova Scotia

To promote awareness
To encourage participation
To drive the purpose of the month to create consistency
Communication Channels

There are endless possibilities for communicating key messages to an audience but not all are equally effective. It is important to focus energy and know what tools should be used for what audience and the reasons for each. The following chart outlines, communication channels and activities as well as audiences the tools will reach.
<table>
<thead>
<tr>
<th>Communication Channel / Tools</th>
<th>Purpose</th>
<th>Target Audience</th>
<th>Utilization</th>
</tr>
</thead>
</table>
| Poster                        | • Create awareness of MHM  
   • Educate  
   • Encourage participation in MHM events  
   • Promote MHM theme  
   **Primary Audiences:**  
   • Band Offices  
   • First Nation Health Centers, Community Centers and Cultural Centres  
   • Schools on and off reserve  
   **Secondary Audiences:**  
   • Government Departments  
   • First Nation and non-First Nation organizations such as libraries, hospitals, recreational organizations etc.  
   • Neighboring communities, local businesses etc.  
   • Distribute through MHM committee connections  
   • Use as a take-away at conferences and meetings  
   • Use to help MHM staff communicate consistent messaging about the organization and ensure all key points are covered  
   • Provide government departments with information that is quick and easy to pass on to industry looking for referrals  
   **Tertiary Audience:**  
   • New Brunswick, Gaspé, Newfoundland and Labrador and Prince Edward Island  
   • Electronic copies of the posted can be distributed. |
| One on One Meetings           | • Create awareness of MHM  
   • Build partnerships  
   **Primary Audiences:**  
   • Band Offices  
   • First Nation Health Centers, Community Centers and Cultural Centres  
   • Schools on and off reserve  
   • Use one on one meetings with other First Nation organizations as opportunities to discuss complimentary assets, resources and partnerships |
<table>
<thead>
<tr>
<th><strong>COMMUNICATION CHANNEL / TOOLS</strong></th>
<th><strong>PURPOSE</strong></th>
<th><strong>TARGET AUDIENCE</strong></th>
<th><strong>UTILIZATION</strong></th>
</tr>
</thead>
</table>
| **ONE ON ONE MEETINGS** | • Educate on how an individual or organization can participate in MHM | **SECONDARY AUDIENCES:**  
• Government Departments  
• First Nation and non-First Nation organizations such as libraries, hospitals, recreational organizations etc.  
• Neighboring communities, local businesses etc  | • Meet with organizations and businesses in the area surrounding the First Nation communities. Provide a face to face introduction to the organization where individuals are able to ask questions  
• Communicate to Government Departments, needs of the group and provide opportunities for funding  
• Develop partnerships with existing organizations |
| **ATTENDING CONFERENCES AND EVENTS OR MEETINGS** | • Build relationships.  
• Promote awareness and increase visibility of MHM  
• Build partnerships  
• Encourage more individuals and groups to participate | **SECONDARY AUDIENCES:**  
• Government Departments  
• First Nation and non-First Nation organizations such as libraries, hospitals, recreational organizations etc.  | • Highlight the importance of MHM  
• Develop partnerships with existing organizations |
| **PRESS RELEASES AND MEDIA INTERVIEW** | • Promote awareness  
• Encourage participation  
• Highlight events | **PRIMARY AUDIENCES:**  
• Band Offices  
• First Nation Health Centers, Community Centers and Cultural Centres  
• Schools on and off reserve  | • Advertise MHM events to help increase awareness, participation and engagement through various media mediums  
• Coordinate with partners hosting MHM events or performers to generate interest in doing TV and radio spots for free media exposure through interviews on local TV, radio shows and in print |
<table>
<thead>
<tr>
<th>COMMUNICATION CHANNEL / TOOLS</th>
<th>PURPOSE</th>
<th>TARGET AUDIENCE</th>
<th>UTILIZATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRESS RELEASES AND MEDIA INTERVIEW</td>
<td>• Promote awareness</td>
<td><strong>SECONDARY AUDIENCES:</strong></td>
<td>• Advertise MHM events to help increase awareness, participation and engagement through media mediums.</td>
</tr>
<tr>
<td></td>
<td>• Encourage participation</td>
<td>• First Nation and non-First Nation organizations such as libraries, hospitals,</td>
<td>• Get free media exposure through interviews on local TV and radio shows and in print.</td>
</tr>
<tr>
<td></td>
<td>• Highlight events</td>
<td>recreational organizations etc.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Neighboring communities, local businesses etc.</td>
<td></td>
</tr>
<tr>
<td>NEWSLETTER EMAIL</td>
<td>• Communicate with partners and organizations or individuals hosting</td>
<td><strong>PRIMARY AUDIENCES:</strong></td>
<td>• Reach out to hosting communities and organizations to see what additional support the Advisory Committee could provide leading up to MHM.</td>
</tr>
<tr>
<td></td>
<td>events</td>
<td>• Band Offices</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• First Nation Health Centers, Community Centers and Cultural Centres</td>
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<tr>
<td></td>
<td></td>
<td>• Schools on and off reserve</td>
<td></td>
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<tr>
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<td></td>
<td><strong>SECONDARY AUDIENCES:</strong></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>• First Nation and non-First Nation organizations such as libraries, hospitals,</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>recreational organizations etc.</td>
<td></td>
</tr>
<tr>
<td>COMMUNICATION CHANNEL / TOOLS</td>
<td>PURPOSE</td>
<td>TARGET AUDIENCE</td>
<td>UTILIZATION</td>
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<tr>
<td><strong>WEBSITE</strong></td>
<td>• Create awareness of MHM and theme, events, • Promote information on participation</td>
<td><strong>PRIMARY AUDIENCES:</strong>  • Band Offices  • First Nation Health Centers, Community Centers and Cultural Centres  • Schools on and off reserve</td>
<td>• Advertise MHM events to help increase awareness, participation and engagement through media mediums</td>
</tr>
<tr>
<td><strong>SECONDARY AUDIENCES:</strong></td>
<td>• Government Departments  • First Nation and non-First Nation organizations such as libraries, hospitals, recreational organizations etc.  • Neighboring communities, local businesses etc</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TERTIARY AUDIENCE:</strong></td>
<td>• New Brunswick, Gaspé, Newfoundland and Labrador and Prince Edward Island</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COMMUNICATION CHANNEL / TOOLS</td>
<td>PURPOSE</td>
<td>TARGET AUDIENCE</td>
<td>UTILIZATION</td>
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<td>----------------------------------------------------------------------------</td>
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<tr>
<td><strong>FACEBOOK AND TWITTER PAGE</strong></td>
<td>• Promote MHM events and opportunities to get involved</td>
<td><strong>PRIMARY AUDIENCE:</strong></td>
<td>• Highlight events, Mi’kmaw History Month theme.</td>
</tr>
<tr>
<td></td>
<td>• Stay connected with community and keep community informed about MHM</td>
<td>• Band Offices</td>
<td>• Communicate deadline committees, organizations and groups that would like apply</td>
</tr>
<tr>
<td></td>
<td>• Highlight potential involvement ideas</td>
<td>• First Nation Health Centers, Community Centers and Cultural Centres</td>
<td>• Collect Event Information</td>
</tr>
<tr>
<td></td>
<td>• Gather feedback and collect information about events</td>
<td>• Schools on and off reserve</td>
<td>• Update calendar on Mi’kmaw History Month website with a list of activities and events</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>SECONDARY AUDIENCES:</strong></td>
<td>• Reminder of Deadline for Promotion of Events</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Government Departments</td>
<td>• Share the calendar with all partners and working groups</td>
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<tr>
<td></td>
<td></td>
<td>• First Nation and non-First Nation organizations such as libraries, hospitals,</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>recreational organizations etc.</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>• Neighboring communities, local businesses etc.</td>
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<td></td>
<td><strong>TERTIARY AUDIENCE:</strong></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>• New Brunswick, Gaspé, Newfoundland and Labrador and Prince Edward Island</td>
<td></td>
</tr>
</tbody>
</table>
Tips and Checklists
MHM Activity Timeline Checklist

The following checklist is to be utilized annually for the Advisory and Working Committees for the implementation of MHM. Additional strategic implementation requirements are highlighted in the strategic implementation work plan.

<table>
<thead>
<tr>
<th>Month</th>
<th>Activity</th>
<th>Details</th>
<th>Responsible Party(ies)</th>
<th>Complete (Y/N)</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>Initial Annual Meeting and Identify Theme</td>
<td>Initial meeting for Advisory Committee for the year</td>
<td>Advisory Committee</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Identify a theme for current year</td>
<td>Advisory Committee</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Discuss potential activities to pursue for MHM</td>
<td>Advisory Committee</td>
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<tr>
<td></td>
<td></td>
<td>Reflect on the previous years’ MHM achievements and challenges</td>
<td>Advisory Committee</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Review strategic implementation work plan and set working committees</td>
<td>Advisory Committee</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Brainstorm of activities and events which can be completed</td>
<td>Advisory Committee</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Provision of advice and identification of needs from working groups</td>
<td>Advisory Committee</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Identification of activities which can be supported by the advisory committee (Example: website and promotional) Action plan for supporting the working groups, if applicable</td>
<td>Advisory Committee</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Creation (or revision) of a communication sub-committee to ensure that there is communication with working groups</td>
<td>Advisory Committee</td>
<td></td>
</tr>
<tr>
<td>February</td>
<td>Review of Strategic Implementation Work Plan</td>
<td>This happens on an annual basis to identify where the activities are in terms of completion and what needs to be completed for the following fiscal year</td>
<td>Advisory Committee</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Working Committee</td>
<td>Meet with all heads of the working committees to identify next steps and focus for the year</td>
<td>Working Committee leads</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Partner with the Treaty Day Committee</td>
<td>Set communication protocol with the Treaty Day Committee</td>
<td>Advisory Committee</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Communicate theme</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Communicate events</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Updated Treaty Day events on the Mi’kmaq History Month calendar</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Month</td>
<td>Activity</td>
<td>Details</td>
<td>Responsible Party(ies)</td>
<td>Completed (Y / N)</td>
</tr>
<tr>
<td>-------</td>
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<td>-------------------------------------------------------------------------</td>
<td>--------------------------------------------</td>
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</tr>
<tr>
<td>March</td>
<td>Monthly Meeting</td>
<td>Monthly meeting for Working Committees</td>
<td>Respective Working Committees</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Communicate Theme</td>
<td>Get in touch will all organizations and groups on the contact list to communicate the theme of MHM and discuss potential partnerships to help advertise and educate people on the history and significance of MHM</td>
<td>Communications Working Committee</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Update Website / Social Media</td>
<td>Communicate the theme</td>
<td>Communications Working Committee</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Start Planning</td>
<td>Set working committees for contacting various partners and audiences and develop working committees to implement various activities including the implementation of the strategic work plan</td>
<td>Designated Working Committees</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Develop Partnerships with Existing Organizations</td>
<td>Start to work with the primary audiences</td>
<td>Designated Working Committees</td>
<td></td>
</tr>
<tr>
<td>Month</td>
<td>Activity</td>
<td>Details</td>
<td>Responsible Party(ies)</td>
<td>Completed (Y/N)</td>
</tr>
<tr>
<td>-------</td>
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</tr>
<tr>
<td>APRIL</td>
<td>Monthly Meeting (as required)</td>
<td>Monthly meeting for Working Committees</td>
<td>Respective Working Committees</td>
<td>N</td>
</tr>
<tr>
<td>APRIL</td>
<td>Set Deadline for Promotion of Events</td>
<td>Set deadline for information on events to be included in the promotion and advertising for MHM</td>
<td>Communications Working Committee</td>
<td>N</td>
</tr>
<tr>
<td>APRIL</td>
<td>Prepare and Issue an notice of funding to community groups (Funding program)</td>
<td>If funding support is available for community activities, prepare and issue a notice of funding for committees, organizations and groups that would like apply for funding to host an event or activity for MHM</td>
<td>Funding Working Committee</td>
<td>N</td>
</tr>
<tr>
<td>APRIL</td>
<td>Communicate Funding Program Deadline</td>
<td>Communicate deadline committees, organizations and groups that would like apply for funding to host an event or activity for MHM</td>
<td>Funding Working Committee</td>
<td>N</td>
</tr>
<tr>
<td>APRIL</td>
<td>Implementation of Strategic Work plan</td>
<td>This will be an ongoing activity throughout the majority of the year</td>
<td>Designated Working Committees</td>
<td>N</td>
</tr>
<tr>
<td>APRIL</td>
<td>Develop Partnerships with Existing Organizations</td>
<td>Focus on ensuring schools and districts are contacted in April (Including support workers)</td>
<td>Designated Working Committee</td>
<td>N</td>
</tr>
<tr>
<td>APRIL</td>
<td>Develop Partnerships with New Organizations</td>
<td>Focus on ensuring schools and districts are contacted in April</td>
<td>Designated Working Committee</td>
<td>N</td>
</tr>
<tr>
<td>APRIL</td>
<td>Website / Social Media</td>
<td>Update calendar on Mi’kmaq History Month website with a list of activities and events</td>
<td>Communications Working Committee</td>
<td>N</td>
</tr>
<tr>
<td>APRIL</td>
<td></td>
<td>Communicate and share the calendar with all partners and working groups as per the communication plan outline</td>
<td>Communications Working Committee</td>
<td>N</td>
</tr>
<tr>
<td>Month</td>
<td>Activity</td>
<td>Details</td>
<td>Responsible Party(ies)</td>
<td>Completed (Y/N)</td>
</tr>
<tr>
<td>-------</td>
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<td>------------------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>MAY</td>
<td>Monthly Meeting</td>
<td>Monthly meeting for Working Committees</td>
<td>Respective Working Committees</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Reminder of Deadline for Promotion of Events</td>
<td>Contact communities, organizations and groups to remind of the deadline for information on events being held for MHM in order to have the event included in promotion and advertising of MHM</td>
<td>Funding Working Committee</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Communicate Funding Program Deadline</td>
<td>Communicate deadline committees, organizations and groups that would like apply for funding to host an event or activity for MHM</td>
<td>Funding Working Committee</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Accept Applications for the Funding Program</td>
<td>Accept and review monthly</td>
<td>Funding Working Committee</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Design Posters</td>
<td>Design promotional posters for MHM</td>
<td>Communications Working Committee</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Website / Social Media</td>
<td>Update calendar on Mi’kmaq History Month website with a list of activities and events</td>
<td>Communications Working Committee</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Communicate and share the calendar with all partners and working groups as per the communication plan outline</td>
<td>Communications Working Committee</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Develop Partnerships with Existing Organizations</td>
<td>Existing contacts - ongoing</td>
<td>Designated Working Committee</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Develop Partnerships with New Organizations</td>
<td>New contacts - ongoing</td>
<td>Designated Working Committee</td>
<td></td>
</tr>
<tr>
<td>MONTH</td>
<td>ACTIVITY</td>
<td>DETAILS</td>
<td>RESPONSIBLE PARTY(IES)</td>
<td>COMPLETED (Y/N)</td>
</tr>
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</tr>
<tr>
<td>June</td>
<td>Monthly Meeting</td>
<td>Monthly meeting for Working Committees</td>
<td>Respective Working Committees</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Advisory Committee Meeting</td>
<td>Meet with all working groups to identify what activities have been scheduled for various areas</td>
<td>Advisory Committee</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Brainstorm additional ideas and provide support and advice, if applicable</td>
<td>Advisory Committee</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Link with Treaty Day committee</td>
<td>Advisory Committee</td>
<td></td>
</tr>
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<td>Approve MHM Posters</td>
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<td>Communicate Funding Program Deadline</td>
<td>Communicate deadline committees, organizations and groups that would like apply for funding to host an event or activity for MHM</td>
<td>Funding Working Committee</td>
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<td>Accept Applications for the Funding Program</td>
<td>Accept and review monthly</td>
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<td>Award of funding and community to unsuccessful candidates</td>
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<td>Collect Event Information</td>
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<td>Develop Media Release</td>
<td>Develop a media release for MHM</td>
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<td>Develop Partnerships with Existing Organizations</td>
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<td>Develop Partnerships with New Organizations</td>
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<td>Advisory Committee Meeting</td>
<td>Planning for the month and next steps</td>
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<td>Distribute Posters</td>
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<td>MHM Celebrations and Events</td>
<td>MHM celebration and events to be held throughout the month, with ongoing promotion to advertise activities</td>
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<td>MONTH</td>
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<td>Advisory Committee Meeting</td>
<td>Debriefing meeting for committee members of MHM to discuss:</td>
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<td>• what could be improved upon for next year and how to make those improvements</td>
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<td>November</td>
<td>Working Committee Meetings</td>
<td>Debriefing meeting for committee members of MHM to discuss:</td>
<td>Respective Working Committees</td>
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<td>• what could be improved upon for next year and how to make those improvements</td>
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<td>Break</td>
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Tips on How to Run/Chair an Effective Meeting

Before the Meeting:

1. Clarify the purpose/objective of the meeting.
2. Consider who should be invited to the meeting.
3. Contact all individuals invited with options of possible meeting times.
4. Set a meeting time that is convenient for everyone involved.
5. Select a venue for the meeting that meets the group’s size and needs (if possible arrange the room to allow individuals to face each other to help facilitate conversation).
6. Plan and coordinate any visual aids that may be required for the meeting.
7. Create an agenda of items to be discussed during the meeting.
8. Distribute the agenda to all individuals that will be in attendance.

During the Meeting:

1. Greet and welcome individuals in attendance – introduce any first time attendees.
2. Start the meeting on time.
3. Review the agenda and any objectives for the meeting.
4. Confirm who will be responsible for taking and distributing minutes from the meeting.
5. Review any minutes from past meetings that required actions.
6. Encourage conversation and feedback among all individuals.
7. Ensure conversations stay on track and relevant to the meeting agenda/objectives.
8. Summarize key points and decisions made during the meeting.
9. Set a date, time and location for the next meeting, if required.
10. End the meeting on time.

20 Adapted from the Holden Leadership Centre website at the University of Oregon: http://leadership.uoregon.edu/resources/exercises_tips/skills/running_effective_meetings, accessed May 2014
AFTER THE MEETING:

1. Ensure minutes are compiled and distributed in a timely manner.
2. Follow up on any actions delegated during the meeting.
3. Address any issues that may have arisen during the meeting.
4. Add any items that were not covered in the meeting to the agenda for the next meeting.
Checklist for Chair when Running Meeting

☐ Greet and welcome individuals in attendance – introduce any first time attendees.
☐ Start the meeting on time.
☐ Review the agenda and any objectives for the meeting.
☐ Confirm who will be responsible for recording attendance and taking and distributing minutes from the meeting.
☐ Review any minutes from past meetings that required actions.
☐ Encourage conversation and feedback among all individuals.
☐ Ensure conversations stay on track and relevant to the meeting agenda/objectives.
☐ Summarize key points and decisions made during the meeting.
☐ Confirm any actions that need to be completed prior to the next meeting and ensure each action is assigned an owner responsible for its completion.
☐ Set a date, time and location for the next meeting, if required.
☐ End the meeting on time.

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21 Adapted from the Holden Leadership Centre website at the University of Oregon: http://leadership.uoregon.edu/resources/exercises_tips/skills/running_effective_meetings, accessed May 2014
Checklist for Annual Advisory Committee Review

Has the Committee Chair:

☐ Provided leadership to the Committee
☐ Chaired Committee meetings
☐ Held Committee members accountable for adhering to the terms of reference
☐ Promoted Mi’kmaq History Month in the community and to external stakeholders and the media
☐ Approved communications related to MHM initiatives/activities for distribution to constituents, stakeholders, and others
☐ Acted as a signing officer with Treasurer or Co-Chair on cheques or other documents requiring signatory authority
☐ Encouraged Committee members to participate in meetings and activities
☐ Kept the Committee’s discussions on topic
☐ Kept the Committee’s activities aligned with Mi’kmaq History Month’s purpose and vision
☐ Evaluated the effectiveness of the Committee’s decision making process
☐ Initiated an annual review of the MHM Committee’s Terms of Reference
☐ Followed up with consistently absent members to determine if they wish to discontinue membership
☐ Identified and recommending to constituent organizations and stakeholders replacements for members who discontinue participation
☐ Made sure that Committee chairpersons were appointed
☐ Oriented new Committee members
☐ Recognized Committee members for contributions
☐ With support from the Secretary and Co-Chair, prepared a debrief report by the end of November documenting the successes and lessons learned of the previous Mi’kmaq History Month.
HAS THE COMMITTEE CO-CHAIR:

☐ Provided support to the Chair in leading the Committee
☐ Learned the responsibilities and duties of the Chair and keeps informed of key Committee issues
☐ Acted in the absence of the Chair
☐ Promoted Mi’kmaq History Month in the community and to the media
☐ Encouraged Committee members to participate in meetings and activities
☐ Acted as signing officer with Chair or Treasurer on cheques or other documents requiring signatory authority
☐ Supported the Chair in the preparation of a debrief report by the end of November documenting the successes and lessons learned of the previous Mi’kmaq History Month

HAS THE SECRETARY:

☐ Notified Committee members of meetings
☐ Maintained up to date list of Committee members and contact information
☐ Sent meeting agendas to all Committee members one week (7 days) prior to the meeting
☐ Kept accurate meeting minutes
☐ Completed meeting minutes outlining a high level overview and actions and circulating minutes to the full Committee within one week (7 days) of the completion of the meeting
☐ Maintained copies of Committees terms of reference and meeting minutes
☐ Maintained up to date list of contact information for community partners
☐ Kept record of Committee member meeting attendance
☐ Recorded all decisions made at meetings
☐ Supported the Chair in the preparation of a debrief report by the end of November documenting the successes and lessons learned of the previous Mi’kmaq History Month
HAS THE TREASURER:

☐ Prepared and monitoring overall budget
☐ Filed necessary reports
☐ Kept Chair and Co-Chair up to date on the state of the budget through regular reports
☐ Acted as signing officer with Chair or Co-Chair on cheques or other documents requiring signatory authority

HAVE COMMITTEE MEMBERS:

☐ Understood and represented the interests of project stakeholders
☐ Acted on opportunities for communicate positively about the project
☐ Actively participated in meetings through attendance, discussion, and review of minutes papers and other MHM Committee documents
☐ Supported open discussion and debate, and encourage fellow MHM Advisory Committee members to voice their insights
☐ Shared outcomes of MHM meetings and promoting activities with their organizations
☐ Took a genuine interest in the project’s outcomes and overall success
Templates
Meeting Agenda Template

AGENDA
MI’KMAQ HISTORY MONTH ADVISORY COMMITTEE MEETING

DATE:
TIME:
LOCATION:

1. Introductions and welcome
2.
3.
4.
5. Identify any actions that need to happen prior to the next Advisory Committee meeting:
   a. Develop a list of actions that are required over the next two months
   b. Determine a realistic timeline for each action
   c. Assign each action an owner responsible for the completion of the action
   d. Identify and discuss, in advance, any possible resources, challenges or barriers that may exist in completing each action, if applicable
6. Determine date, time and location of next meeting
7. Wrap Up
Meeting Agenda Sample

AGENDA
MI’KMAQ HISTORY MONTH ADVISORY COMMITTEE MEETING - FEBRUARY 2015

DATE: TBD
TIME: TBD
LOCATION: TBD

1. Introductions and welcome
2. Review of the purpose of Mi’kmaq History Month (particularly for any new Committee Members):
   a. Mandate
   b. Identification of what wants to be achieved, long-term
   c. Identification of the key audiences/partners
   d. Key messages
   e. Linkages between Treaty Day and other events, plans, research etc…
3. Review debrief of the 2014 Mi’kmaq History Month and discuss:
   a. What worked well in 2014
   b. What are areas of improvement for 2015
   c. What changes/adjustments are necessary to make these improvements
4. Identify a theme for Mi’kmaq History Month 2015
   a. Brainstorm and discuss possible themes
   b. As a Committee, take a vote and come to a consensus on a theme
5. Identify any actions that need to happen prior to the next Advisory Committee meeting:
   a. Develop a list of actions that are required over the next two months
   b. Determine a realistic timeline for each action
   c. Assign each action an owner responsible for the completion of the action
   d. Identify and discuss, in advance, any possible resources, challenges or barriers that may exist in completing each action, if applicable
6. Determine date, time and location of next meeting
7. Wrap Up
Meeting Minutes Template

**MEETING LOGISTICS**

**DATE:**
**BUILDING:**
**ADDRESS:**

**ATTENDANCE**

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**OPENING PRAYER**

**NAME:**

**MEETING START**

**SCHEDULE START:**
**ACTUAL START:**
**SCRIBE:**
AGENDA ITEMS AND NOTES ON DISCUSSION

ITEM 1:
NOTES:

ITEM 2:
NOTES:

ITEM 3:
NOTES:

ITEM 4:
NOTES:

ITEM 5:
NOTES:

POST MEETING ACTION ITEMS

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DECISIONS MADE DURING MEETING

DECISION:

DECISION:

DECISION:

CLOSING PRAYER:

NAME:

MEETING END

SCHEDULE END:

ACTUAL END:

NEXT MEETING

DATE:

TIME:

LOCATION:
Sample Press Release

The following is a sample press release from 2014s African Heritage Month and is beneficial to be used as an example of the kind of information that should be included in a press release for MHM.

30th Nova Scotia African Heritage Month Launches
Premier's Office/Communities, Culture and Heritage
January 28, 2014 11:30 AM

In its 30th year, African Heritage Month in February is celebrating the extraordinary achievements of young Nova Scotians of African descent as rising stars in their communities.

Lt.-Gov. J.J. Grant, Premier Stephen McNeil and African Nova Scotian Affairs Minister Tony Ince were joined by members of the African Heritage Month Information Network today, Jan. 28, to unveil this year's African Heritage Month theme, Rising Stars: Celebrating Our Youth.

"African Heritage Month is a chance for people of African descent and all Nova Scotians to celebrate and learn about the province's rich African Nova Scotian culture, and to reflect on what it means to have extraordinary young people leading our communities," said Premier McNeil. "The rising stars of the African Nova Scotia community are showing us that hard work, dedication and the willingness to help others can have a tremendous impact on our society."

This year's theme features the extraordinary achievements of young people who are leading in communities across the province and inspiring others to be successful. Six young people received the African Heritage Month plaque for their dedication to their communities:

- Tatyana Headley of Glace Bay
- Natasha Silver of Antigonish
- Summer-Joy Upshaw of Amherst

• Lindell Smith of Halifax
• Erica Porter of Newport, Hants Co.
• Kayla Fells of Yarmouth

"As a member of the African Heritage Month Network, I am pleased we are able to celebrate youth on the official poster as well as in our communities across Cumberland County and Nova Scotia," said Elizabeth Cooke-Sumbu, executive director for the Cumberland African Nova Scotian Association. "Our youth hold our future and we must cultivate them!"

"The province is proud to celebrate African Heritage Month and encourages all Nova Scotians to take the opportunity to celebrate the achievements and contributions of peoples of African descent in Nova Scotia," said Mr. Ince. "I thank the African Heritage Month Information Network and all of the partner organizations and volunteers for working hard to host African Heritage Month activities and celebrations in every region."

More information on African Heritage Month and a calendar of events can be found on the African Nova Scotian Affairs website, http://ansa.novascotia.ca.

Nova Scotians can also keep up to date on African Heritage Month events on Facebook (African Nova Scotian Affairs) and Twitter @OfficeofANSA.

FOR BROADCAST USE:
In its 30th year, African Heritage Month in February is celebrating the extraordinary achievements of young Nova Scotians of African descent as rising stars in their communities.
Lt.-Gov. J.J. Grant, Premier Stephen McNeil and African Nova Scotian Affairs Minister Tony Ince were joined by members of the African Heritage Month Information Network at Province House today (January 28th) to unveil this year's African Heritage Month theme, Rising Stars: Celebrating Our Youth.
More information on African Heritage Month can be found on the African Nova Scotian Affairs website.
Media Contact: Glenn Friel
Cell: 902-456-7416 / E-mail: frielgp@gov.ns.ca
Additional Resources
## Partner Contact List

### First Nation Organizations Contacts

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<tr>
<th></th>
<th>Aboriginal Peoples Training &amp; Employment Commission (APTEC)</th>
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<tr>
<td>1</td>
<td>Director</td>
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<td>Phone: 902-895-1523</td>
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<td>Toll Free: 1-800-565-4372</td>
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<td>Fax: 902-564-1123</td>
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<td><a href="mailto:kmilley@ncns.ca">kmilley@ncns.ca</a></td>
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<td>Phone: 902-895-1523</td>
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<td>Toll Free: 1-800-565-4372</td>
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<td>Fax: 902-895-0024</td>
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<td>Phone: 902-354-2751</td>
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<td>Toll Free: 1-800-565-4372</td>
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<td>Fax: 902-354-2757</td>
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<td><a href="mailto:jdorey@ncns.ca">jdorey@ncns.ca</a></td>
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<td></td>
<td>29 Market Street, P.O. Box 2080 Liverpool, NS B0T 1K0</td>
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<td><a href="mailto:johnstonl@eastlink.ca">johnstonl@eastlink.ca</a></td>
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<td>Confederacy of Mainland Mi’kmaq (CMM)</td>
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<td></td>
<td>Phone: 902-895-6385</td>
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<td>Fax: 902-893-1520</td>
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<td></td>
<td>PO Box 1590 57 Martin Cres. Truro, NS B2N 5V3</td>
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<td><a href="http://www.cmmns.com">www.cmmns.com</a></td>
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<td>7</td>
<td>Native Council of Nova Scotia</td>
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<td>8</td>
<td>Union Of Nova Scotia Indians</td>
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<td></td>
<td>Phone: 902-539-4107</td>
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<td></td>
<td>Fax: 902-564-2137</td>
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<td>P.O. Box 961 Sydney, NS Canada B1P 6J4</td>
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<td><a href="mailto:rec@unsi.ns.ca">rec@unsi.ns.ca</a></td>
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<td></td>
<td>Mi'kmaq Native Friendship Centre</td>
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<td>Mi'kmaq Employment and Training Secretariat (METS)</td>
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<td>9</td>
<td>Connections Career Centre Manager</td>
<td>Native Employment Officer</td>
<td>Client support worker</td>
<td>Phone: 902-758-4181</td>
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<td></td>
<td>Phone: 902-420-1576 Fax: 902-423-6130 <a href="mailto:glodetrish@hotmail.com">glodetrish@hotmail.com</a></td>
<td>Phone: 902-420-1576 Fax: 902-423-6130 2158 Gottingen Street Halifax NS B3K 3B4</td>
<td>Phone: 902-420-1576 Fax: 902-423-6130 2158 Gottingen Street Halifax NS B3K 3B4</td>
<td>Fax: 902-758-2127 <a href="mailto:metsada@mets.ns.ca">metsada@mets.ns.ca</a></td>
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<td></td>
<td>2158 Gottingen Street Halifax NS B3K 3B4 <a href="http://www.mynnfc.com/">http://www.mynnfc.com/</a></td>
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<td>P.O. Box 99, Shubenacadie NS, B0N 2H0</td>
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<td>10</td>
<td>Mi'kmaq First Net</td>
<td>Mi'kmaw Kina'matnewey</td>
<td>Nova Scotia Native Women’s Association</td>
<td>Phone: 902-895-6385 Fax: 902-893-1520 <a href="mailto:info@mns-firstnet.ca">info@mns-firstnet.ca</a></td>
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<td>Phone: 902-895-6385 Fax: 902-893-1520 <a href="mailto:info@mns-firstnet.ca">info@mns-firstnet.ca</a> <a href="http://www.mns-firstnet.ca/">www.mns-firstnet.ca/</a></td>
<td>Phone: 902-567-0336 Fax: 902-567-0337 <a href="mailto:mkeducation@kinu.ca">mkeducation@kinu.ca</a></td>
<td>Phone: 902-893-7402 Fax: 902-897-7162 <a href="mailto:gracefrancis@eastlink.ca">gracefrancis@eastlink.ca</a> <a href="mailto:annfiddes@hotmail.com">annfiddes@hotmail.com</a></td>
<td>Phone: 902-895-6385 Fax: 902-893-1520</td>
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<td>47 Maillard Street, Membertou NS B1S 2P5</td>
<td>P.O. Box 805 Truro NS B2N 5E8</td>
<td>c/o The Confederacy of Mainland Mi'kmaq 57 Martin Cres. Truro, NS B2N 5V3</td>
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<td><a href="http://www.mets.ca/">www.mets.ca/</a></td>
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<td>FIRST NATION ORGANIZATIONS CONTACTS</td>
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| 17 | KjipukTuk Aboriginal Community College  
Phone: 902-420-0686  
Fax: 902-423-6130  
2158 Gottingen St. Halifax  
NS B3K 3B4 |
| 18 | Mi'kmaq College Institute  
Phone: 902-563-1871  
Fax: 902-563-1693  
P.O. Box 5300, Cape Breton University Sydney, NS B1P 6L2 |
| 19 | Mi'kmaq Resource Centre  
Phone: 902-563-1660  
diane@compu-clone.ns.ca  
Box 5300, Cape Breton University Sydney, NS B1P 6L2 |
| 20 | Mi’kmaq Economic Benefits Office, Membertou  
Phone: 902-562-4700  
Fax: 902-562-2068  
201 Churchill Dr.  
Membertou Business Centre Membertou, NS, B1S 0H1  
www.unamaki.ca/ |
| 21 | Atlantic Policy Congress (APC) of First Nations Chiefs Secretariat, Cole Harbour Head Office  
Phone: 902-435-8021  
Toll Free: 1-877-667-4007  
Fax: 902-435-8027  
153 Willowdale Drive Cole Harbour Dartmouth, NS B2V 0A5  
www.apcfnc.ca/en/ |
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<th>First Nation Community Contacts (Education)</th>
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<tr>
<td>1. Acadia First Nation – Medway Office</td>
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<tr>
<td>Education Director</td>
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<tr>
<td>5163 Hwy # 210, P.O. Box 639, Milton, NS B0T 1P0</td>
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<tr>
<td>Phone: (902) 685-2956</td>
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<td><a href="http://www.acadiafirstnation.ca">www.acadiafirstnation.ca</a></td>
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<tr>
<td>2. Annapolis Valley First Nation</td>
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<td>Education Officer</td>
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<tr>
<td>P.O. Box 89, Cambridge Station, NS B0P 1G0</td>
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<tr>
<td>Phone: 902-538-7149</td>
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<td>3. Bear River First Nation</td>
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<td>Education Director</td>
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<tr>
<td>P.O. Box 210, Bear River, NS B0S 1B0</td>
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<tr>
<td>Phone: 902-467-3802</td>
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<td><a href="http://www.bearriverfirstnation.ca/">http://www.bearriverfirstnation.ca/</a></td>
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<td>4. Eskasoni First Nation</td>
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<tr>
<td>Education Coordinator</td>
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<tr>
<td>P.O. Box 7040 Eskasoni, NS B1W 1A1</td>
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<tr>
<td>Phone: 902-379-2800</td>
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<td><a href="http://www.eskasoni.ca/">http://www.eskasoni.ca/</a></td>
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<td>5. Glooscap First Nation</td>
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<td>Education Officer</td>
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<tr>
<td>P.O. Box 449, Hantsport, NS B0P 1P0</td>
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<tr>
<td>Phone: 902-684-9788</td>
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<td><a href="http://www.glooscapfirstnation.com/">http://www.glooscapfirstnation.com/</a></td>
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<td>Education Director</td>
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<td>111 Membertou St. Membertou, NS B1S 2M9</td>
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<tr>
<td>Phone: 902-564-6466</td>
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<td><a href="http://www.membertou.ca/">www.membertou.ca/</a></td>
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<td>7. Millbrook First Nation</td>
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<td>Millbrook Band Administration</td>
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<tr>
<td>P.O. Box 634 Truro, NS B2N 5E5</td>
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<tr>
<td>Phone: 902-897-9199</td>
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<td><a href="http://www.millbrookfirstnation.net">www.millbrookfirstnation.net</a></td>
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<td>8. Paqtnkek Mi’kmaw Nation</td>
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<td>R.R. #1 Afton, Antigonish County, NS B0H 1A0</td>
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<tr>
<td>Phone: 902-386-2781</td>
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<td>6537 Pictou Landing Road</td>
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<tr>
<td>Trenton, NS B0K 1X0</td>
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<td>Phone: 902-752-4912</td>
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<td>10. Potlotek / Chapel Island First Nation</td>
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<tr>
<td>Education Manager</td>
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<tr>
<td>Box 538, Chapel Island, NS B0E 3B0</td>
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<tr>
<td>Phone: 902-535-3317</td>
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<td>potlotek.ca/</td>
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<td>11. Shubenacadie / Indian Brook First Nation</td>
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<td>Education Liaison Officer</td>
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<tr>
<td>522 Church Street Hants Co. Indian Brook, NS B0N 1W0</td>
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<tr>
<td>Phone: 902-758-2049</td>
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<td><a href="http://shubenacadieband.ca/">http://shubenacadieband.ca/</a></td>
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<td>12. Wagmatcook First Nation</td>
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<tr>
<td>Economic Development Officer</td>
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<tr>
<td>P.O. Box 237 Baddeck, NS B0E 1B0</td>
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<tr>
<td>Phone: 902-295-2598</td>
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<td><a href="http://www.wagmatcook.com/">http://www.wagmatcook.com/</a></td>
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| 13 | **Waycobah First Nation**  
Education Director  
PO Box 149 Whycocomagh  
Inverness Co. Cape Breton  
NS B0E 3M0  
Phone: 902-756-2337 | Fax: 902-756-2060 |
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<td><a href="http://www.waycobah.ca/">http://www.waycobah.ca/</a></td>
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<td>#</td>
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</table>
| 1 | Annapolis Valley Regional School Board           | Programs and Services Department  
121 Orchard St, PO Box 340, Berwick, Nova Scotia B0P 1E0  
Phone: (902) 538-4617 | Fax: 902-538-4652  
http://www.avrsb.ca/ |
| 2 | Cape Breton - Victoria Regional School Board     | Central Office  
P.O. Box 89, Cambridge Station, NS B0P 1G0  
Phone: (902)564-8293 | Fax: (902)564-0123  
http://www.cbv.ns.ca/ |
| 3 | Chignecto-Central Regional School Board          | Education Services  
60 Lorne Street, Truro, NS B2N 3K3  
Phone: (902) 897-8950  
http://www.ccrsb.ca/ |
| 4 | Conseil Scolaire Acadien Provincial              | Regional Office  
250, avenue Brownlow, Unité 7, Dartmouth, N.-É. B3B 1W9  
Phone: (902) 433-7044  
http://csap.ednet.ns.ca/ |
| 5 | Halifax Regional School Board                    | Central Office  
33 Spectacle Lake Dr, Dartmouth, NS B3B 1X7  
Phone: (902) 464-2000  
www.hrsb.ns.ca/ |
| 6 | South Shore Regional School Board                | Central Office  
69 Wentzell Drive, Bridgewater, NS B4V 0A2  
Phone: (902) 541-3000 | Fax: (902) 541-3051  
http://www.ssrwb.ca/ |
| 7 | Strait Regional School Board                     | Central Office  
16 Cemetery Road, Port Hastings, NS B9A 1K6  
Phone: (902) 625-2191 | Fax: (902) 625-2281  
http://www.srsb.ca/ |
| 8 | Tri-County Regional School Board                 | Central Office  
79 Water Street, Yarmouth, NS B5A 1L4  
Phone: (902) 749-5696 | Fax: (902) 749-5697  
http://www.tcrsb.ca/ |
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<th>Museums in Nova Scotia</th>
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<td>1</td>
<td>Acadian House Museum</td>
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<tr>
<td></td>
<td>9 Hill Rd, Chezzetcook, NS B0J 1N0</td>
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<td>Phone: (902) 827-5992</td>
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<td>2</td>
<td>Acadian Museum</td>
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<tr>
<td></td>
<td>15067 Main St, PO Box 98</td>
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<td>Phone: (902) 224-2170</td>
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<td>3</td>
<td>Admiral Digby Museum</td>
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<tr>
<td></td>
<td>95 Montague Row, Digby, NS</td>
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<td></td>
<td>Phone: (902) 897-8950</td>
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<td>4</td>
<td>An Drochaid (The Bridge)</td>
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<td>11513 Nova Scotia Trunk 19, Mabou, NS B0E 1X0</td>
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<td>Phone: (902) 945-2311</td>
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<td>5</td>
<td>Annapolis Valley MacDonald Museum</td>
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<tr>
<td></td>
<td>21 School Street, PO Box 925, Middleton, NS, B0S 1P0</td>
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<td>Phone: (902) 825-6116</td>
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<td><a href="http://www.macdonaldmuseum.ca/">http://www.macdonaldmuseum.ca/</a></td>
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<td>6</td>
<td>Antigonish Heritage Museum</td>
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<tr>
<td></td>
<td>20 East Main Street, Antigonish, NS B2G 2E9</td>
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<tr>
<td></td>
<td>Phone: (902) 863-6160</td>
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<td><a href="http://www.heritageantigonish.ca">www.heritageantigonish.ca</a></td>
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<td>7</td>
<td>Archelaus Smith Museum</td>
</tr>
<tr>
<td></td>
<td>Centreville, Clark's Harbour, NS B0W 1P0</td>
</tr>
<tr>
<td></td>
<td>Phone: (902) 745-3361</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.archelaus.org/">http://www.archelaus.org/</a></td>
</tr>
<tr>
<td>8</td>
<td>Avon River Heritage Museum</td>
</tr>
<tr>
<td></td>
<td>17 Belmont Road, Newport Landing, NS B0N 2A0</td>
</tr>
<tr>
<td></td>
<td>Phone: (902) 757-1718</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.avonriver.ca/">http://www.avonriver.ca/</a></td>
</tr>
<tr>
<td>9</td>
<td>Bass River Heritage Museum</td>
</tr>
<tr>
<td></td>
<td>Bass River, NS B0M 1B0</td>
</tr>
<tr>
<td></td>
<td>Phone: (902) 647-2648</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.bassrivermuseum.ca/">http://www.bassrivermuseum.ca/</a></td>
</tr>
<tr>
<td>10</td>
<td>Bear River Heritage Museum</td>
</tr>
<tr>
<td></td>
<td>Oakdene Centre, 1913 Clementsvale Road, Annapolis, Subd. A, NS</td>
</tr>
<tr>
<td></td>
<td>Phone: (902) 467-0142</td>
</tr>
<tr>
<td></td>
<td><a href="http://bearriverhistory.ca/">http://bearriverhistory.ca/</a></td>
</tr>
<tr>
<td>11</td>
<td>Carmichael Stewart House Museum</td>
</tr>
<tr>
<td></td>
<td>86 Temperance St, New Glasgow, NS B2H 3A7</td>
</tr>
<tr>
<td></td>
<td>Phone: (902) 752-5583</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.parl.ns.ca/csmuseum/">http://www.parl.ns.ca/csmuseum/</a></td>
</tr>
<tr>
<td>12</td>
<td>Chapel Hill Museum                                           --------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>P.O. Box 46, 5492 Hwy 3, Shag Harbour, B0W 3B0</td>
</tr>
<tr>
<td></td>
<td>Phone: (902) 723-1313</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.chapelhillmuseumns.com/">http://www.chapelhillmuseumns.com/</a></td>
</tr>
<tr>
<td>13</td>
<td>Chestico Museum</td>
</tr>
<tr>
<td></td>
<td>8095 Route 19 Harbourview, P.O. Box 144, Port Hood, NS B0E 2W0</td>
</tr>
<tr>
<td></td>
<td>Phone: (902) 787-2244</td>
</tr>
<tr>
<td></td>
<td><a href="http://chesticoplacem.com/">http://chesticoplacem.com/</a></td>
</tr>
<tr>
<td>14</td>
<td>Colchester Historical Museum</td>
</tr>
<tr>
<td></td>
<td>29 Young St, Truro, NS</td>
</tr>
<tr>
<td></td>
<td>Phone: (902) 895-6284</td>
</tr>
<tr>
<td></td>
<td><a href="http://colchesterhistorium.ca/">http://colchesterhistorium.ca/</a></td>
</tr>
<tr>
<td>15</td>
<td>DesBrisay Museum</td>
</tr>
<tr>
<td></td>
<td>P.O. Box 46, 5492 Hwy 3, Shag Harbour, B0W 3B0</td>
</tr>
<tr>
<td></td>
<td>Phone: (902) 723-1313</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.desbrisaymuseum.ca/">http://www.desbrisaymuseum.ca/</a></td>
</tr>
<tr>
<td>16</td>
<td>Chestico Place                                              --------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>8095 Route 19 Harbourview, P.O. Box 144, Port Hood, NS B0E 2W0</td>
</tr>
<tr>
<td></td>
<td>Phone: (902) 787-2244</td>
</tr>
<tr>
<td></td>
<td><a href="http://chesticoplacem.com/">http://chesticoplacem.com/</a></td>
</tr>
<tr>
<td></td>
<td>Museums in Nova Scotia</td>
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<tr>
<td></td>
<td>Fisheries Museum of the Atlantic</td>
</tr>
<tr>
<td>17</td>
<td>68 Bluenose Dr, Lunenburg, NS B0J 2C0</td>
</tr>
<tr>
<td></td>
<td>Phone: (902) 634-4794</td>
</tr>
<tr>
<td>18</td>
<td>King County Museum</td>
</tr>
<tr>
<td>21</td>
<td>37 Cornwallis, Kentville, NS B4N 2E2</td>
</tr>
<tr>
<td></td>
<td>Phone: (902) 678-6237</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.okcm.ca/">http://www.okcm.ca/</a></td>
</tr>
<tr>
<td>22</td>
<td>Les Trois Pignons</td>
</tr>
<tr>
<td>25</td>
<td>15584 Cabot Trail, Cheticamp, Inverness County, NS B0E 1H0</td>
</tr>
<tr>
<td></td>
<td>Phone: (902) 224-2642</td>
</tr>
<tr>
<td></td>
<td>Museums in Nova Scotia</td>
</tr>
<tr>
<td>---</td>
<td>---------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>29</td>
<td>Musée des Acadiens des Pubnicos&lt;br&gt;P.O. Box 92, West Pubnico, Yarmouth County, NS B0W 3S0&lt;br&gt;Phone: (902) 762-3389&lt;br&gt;<a href="http://www.museeacadien.ca/">http://www.museeacadien.ca/</a></td>
</tr>
<tr>
<td>30</td>
<td>North Highlands Community Museum&lt;br&gt;Cabot Trail, Cape North, NS B0C 1G0&lt;br&gt;Phone: (902) 383-2579</td>
</tr>
<tr>
<td>31</td>
<td>Pelton-Fuller House - Yarmouth County Museum and Archives&lt;br&gt;22 Collins St, Yarmouth, NS&lt;br&gt;Phone: (902) 742-5539&lt;br&gt;<a href="http://yarmouthcountymuseum.ednet.ns.ca/">http://yarmouthcountymuseum.ednet.ns.ca/</a></td>
</tr>
<tr>
<td>32</td>
<td>Pier 21&lt;br&gt;1055 Marginal Rd, Halifax, NS B3H 4P7&lt;br&gt;Phone: (902) 425-7770&lt;br&gt;<a href="http://www.pier21.ca/">http://www.pier21.ca/</a></td>
</tr>
<tr>
<td>33</td>
<td>Queens County Museum&lt;br&gt;109 Main St, Liverpool, NS B0T 1K0&lt;br&gt;Phone: (902) 354-4058&lt;br&gt;<a href="http://www.queenscountymuseum.com/">http://www.queenscountymuseum.com/</a></td>
</tr>
<tr>
<td>34</td>
<td>Riverview Ethnographic Museum&lt;br&gt;18 Chute Rd, Bear River, Nova Scotia&lt;br&gt;Phone: (902) 467-4321</td>
</tr>
<tr>
<td>35</td>
<td>Rossignol Cultural Centre&lt;br&gt;205 Church St., Liverpool, Nova Scotia&lt;br&gt;Phone: (902) 354-3067&lt;br&gt;<a href="http://www.rossignolculturalcentre.com/">http://www.rossignolculturalcentre.com/</a></td>
</tr>
<tr>
<td>36</td>
<td>St. Mary's River Association Education and Interpretive Centre&lt;br&gt;8404 #7 Highway, PO Box 179, Sherbrooke, Nova Scotia, B0J 3C0&lt;br&gt;Phone: (902) 522-2099&lt;br&gt;<a href="http://www.stmarysriverassociation.com/">http://www.stmarysriverassociation.com/</a></td>
</tr>
<tr>
<td>37</td>
<td>Stewiacke Valley Museum&lt;br&gt;5445 Highway 289, Upper Stewiacke, NS&lt;br&gt;Phone: (902) 671-2118</td>
</tr>
<tr>
<td>38</td>
<td>Wagmatcook Culture and Heritage Centre&lt;br&gt;Nova Scotia 105, Wagmatcook, NS B0E 3N0&lt;br&gt;Phone: 1 866-295-2999&lt;br&gt;<a href="http://www.wagmatcookcentre.com/">http://www.wagmatcookcentre.com/</a></td>
</tr>
<tr>
<td>39</td>
<td>West Hants Historical Society Museum&lt;br&gt;281 King Street, Box 2335, Windsor, NS B0N 2T0&lt;br&gt;Phone: (902) 798-4706&lt;br&gt;<a href="http://westhantshistoricalsociety.ca/">http://westhantshistoricalsociety.ca/</a></td>
</tr>
<tr>
<td>40</td>
<td>Yarmouth County Museum &amp; Archives&lt;br&gt;22 Collins St, Yarmouth, NS&lt;br&gt;Phone: (902) 742-5539&lt;br&gt;<a href="http://yarmouthcountymuseum.ca/">http://yarmouthcountymuseum.ca/</a></td>
</tr>
<tr>
<td></td>
<td>Libraries in Nova Scotia</td>
</tr>
<tr>
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<td>------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| 1 | Annapolis Valley Regional Library  
26 Bay Rd., P. O. Box 640, Bridgetown, N.S. B0S 1C0  
Phone: (902) 665-2995  
http://www.valleylibrary.ca/ | 2 | Cape Breton Regional Library  
50 Falmouth Street, Sydney, NS B1P 6X9  
Phone: (902) 562-3279  
http://www.cbrl.ca/ | 3 | Colchester-East Hants Public Library  
754 Prince Street, Truro, NS, B2N 1G9  
Phone: (902) 895-0235  
http://lovemylibrary.ca/ | 4 | Cumberland Public Libraries  
21 Acadia Street, PO Box 220, Amherst, NS B4H 3Z2  
http://crl.library.ns.ca/ |
| 5 | Eastern Counties Regional Libraries  
390 Murray Street, PO Box 2500, Mulgrave, N.S. B0E 2G0  
Phone: (902) 747-2597  
http://ecrl.library.ns.ca/ | 6 | Halifax Public Libraries  
60 Alderny Landing, Dartmouth, NS B2Y 4P8  
Phone: (902) 490-5744  
http://www.halifaxpubliclibraries.ca/ | 7 | Pictou-Antigonish Public Libraries  
P.O. Box 276, New Glasgow, NS B2H 5E3  
Phone: (902) 755-6031  
http://www.parl.ns.ca/ | 8 | South Shore Public Libraries  
135 North Park St., Unit B, Bridgewater, NS B4V 9B3  
Phone: (902) 543-2548  
http://www.southshorepubliclibraries.ca/ |
| 9 | Western Counties Libraries  
405 Main Street, Yarmouth, NS B5A 1G3  
Phone: (902) 742-2486  
http://www.westerncounties.ca/ | 10 | Nova Scotia Provincial Library  
1741 Brunswick St., 2nd Floor, P. O. Box 456, STN Central, Halifax, Nova Scotia B3J 2R5  
Phone: (902) 424-2457  
https://library.novascotia.ca |
## Detailed Strategic Implementation Plan

<table>
<thead>
<tr>
<th>Goal 1</th>
<th>Objective</th>
<th>Required Activity</th>
<th>Responsible Party</th>
<th>Dates</th>
<th>Required Resources</th>
<th>Estimated Budget</th>
</tr>
</thead>
</table>
| CREATE AWARENESS | B. Completion of an Environmental Scan  
• What is out there already?  
• What organizations and partners are involved?  
• What is out there already?  
• What organizations and partners are involved?  
• What organizations, partners, communities and individuals are involved?  
• Identification of what promotional materials are being created and utilized, where, by whom  
• Identification of educational and awareness material and packages are available and who is using these | IDENTIFY THE CURRENT STATE OF MHM  
• Development of a review working Committee  
• Creation of a list of activities which have been completed in the provide over the last 5 years and by whom  
• Work with communities and organizations to identify what has been completed, how and by whom  
• What organizations, partners, communities and individuals are involved  
• Identification of what promotional materials are being created and utilized, where, by whom  
• Identification of educational and awareness material and packages are available and who is using these | Working Committee²³ | April – June 2014 | Advisory Committee – Create Working Committee | NA Or $$ for Hiring a Consultant |
| | IDENTIFICATION OF EXISTING AWARENESS AND EDUCATION PACKAGES  
• Identification of educational and awareness material and packages that are available and who is using those  
• Who owns these packages  
• How are these communicated and distributed  
• How are these used | Working Committee | April – June 2014 | Advisory Committee – Create Working Committee | NA Or $$ for Hiring a Consultant |

²³ The Working Committees for this Objective can be a different Working Committee if required. However, if this is the case, communication will be essential to ensuring that efforts are not duplicated and the work is complimentary.
<table>
<thead>
<tr>
<th>GOAL 1</th>
<th>OBJECTIVE</th>
<th>REQUIRED ACTIVITY</th>
<th>RESPONSIBLE PARTIES</th>
<th>DATES</th>
<th>REQUIRED RESOURCES</th>
<th>ESTIMATED BUDGET</th>
</tr>
</thead>
</table>
| CREATE AWARENESS | A. Completion of an Environmental Scan  
  • What is out there already?  
  • What organizations and partners are involved? | **BEST PRACTICE REVIEW**  
  • Best Practice Review of activities and methods in Aboriginal communities, Nations and other Committees across Canada  
  • Review of other months’ activities, such as African Heritage Month, in Canada  
  • Review other months which may be similar to identify how these are structured and what is available | Working Committee | May – July 2014 | Advisory Committee – Create Working Committee | NA  
Or $5 for Hiring a Consultant |
| | | **CREATE AN ACTION PLAN FOR NEXT STEPS**  
  • Identify potential gaps and area which can be improved  
  • Create a list of next steps to close gaps and create work plans and working groups, as applicable (Example: Awareness Packages) | Working Committee | August 2014 | Advisory Committee – Create Working Committee | NA  
Or $5 for Hiring a Consultant |
<table>
<thead>
<tr>
<th>Goal 2</th>
<th>Objective</th>
<th>Required Activity</th>
<th>Responsible Parties</th>
<th>Dates</th>
<th>Required Resources</th>
<th>Estimated Budget</th>
</tr>
</thead>
</table>
| **Collaboration** | A. Develop partnerships with existing organizations and individuals involved in MHM | **Identification of Existing Partners**  
- Evaluate the existing involvement from communities, organizations as a whole (Example: Economies of scale and the results of the individual communities and support organizations) to gather a baseline  
  - First Nation Communities  
  - First Nation School Boards  
  - First Nation Organizations (supporting in and off-reserve)  
  - Tribal Councils  
  - Non-First Nation School Boards (Public, Private, Post-Secondary)  
  - Support workers in schools  
  - Government Departments (Municipal, Provincial, Federal)  
  - Additional organizations (Hospitals, Libraries, Correctional Facilities)  
  - Neighbouring Communities  
  - Identification of how these partners are involved and what activities are completed  
  - Work with each audience to identify what is being completed now and by whom  
  - Identification of current materials and packages being used now | Working Committee | May – June 2014 | Advisory Committee – Create Working Committee | NA or $ for Hiring a Consultant |
| DATABASE CREATION | | **Database Creation**  
- Create a database which can be used to record the Nation’s inventory | MACS or Working Committee | May – June 2014 | Advisory Committee – Create Working Committee | NA or $ for Hiring a Consultant |
<table>
<thead>
<tr>
<th><strong>GOAL 2</strong></th>
<th><strong>OBJECTIVE</strong></th>
<th><strong>REQUIRED ACTIVITY</strong></th>
<th><strong>RESPONSIBLE PARTIES</strong></th>
<th><strong>DATES</strong></th>
<th><strong>REQUIRED RESOURCES</strong></th>
<th><strong>ESTIMATED BUDGET</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>COLLABORATION</strong></td>
<td>A. Develop partnerships with existing organizations and individuals involved in MHM</td>
<td><strong>COMPLETION OF A NEEDS ASSESSMENT</strong>&lt;br&gt;• Identification of what supports are provided now&lt;br&gt;• Identification of what supports are needed and wanted&lt;br&gt;• Identification of what is needed in terms of packages and materials (Example: Teachers packages and materials)&lt;br&gt;• Develop a gap analysis of what is required to fulfill needs&lt;br&gt;• Develop an action plan based on the results of the needs analysis</td>
<td>Working Committee</td>
<td>July – August 2014</td>
<td>Advisory Committee – Create Working Committee</td>
<td>NA Or $ for Hiring a Consultant</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>COMMUNICATION PLAN CREATION</strong>&lt;br&gt;• Completion of an internal and external communications plan to identify key audiences to target, key messages and draft of marketing materials.&lt;br&gt;• Purpose is to:&lt;br&gt;• Communicate the benefits of MHM&lt;br&gt;• Communicate to all audiences to get buy in&lt;br&gt;• Identify roles and responsibilities for the communication&lt;br&gt;• Timelines for communication</td>
<td>Working Committee</td>
<td>July – September 2014</td>
<td>Advisory Committee – Create Working Committee</td>
<td>NA Or $ for Hiring a Consultant</td>
</tr>
<tr>
<td>Goal 2</td>
<td>Objective</td>
<td>Required Activity</td>
<td>Responsible Parties</td>
<td>Dates</td>
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<td>Estimated Budget</td>
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</tbody>
</table>
|        | Collaboration | A. Develop partnerships with existing organizations and individuals involved in MHM | Marketing and Promotion  
- Develop good news stories from partners, events to develop promotional packages (useful for engaging new partners on Objective C)  
- Marketing, promotion and communication  
- Develop marketing and promotional material for partners  
- Work with other Aboriginal organizations and partners to help drive and promote the message of MHM  
- Communicate opportunities and successes that other partners have had  
- Going to Tribal Councils, who will be responsible for promoting to communities | Working Committee | July – September 2014 | Advisory Committee – Create Working Committee | $ Material creation, design and printing  
Or $ for Hiring a Consultant |
| | | | Create an Action Plan for Next Steps  
- Develop action plans with the communities to continue to engage, including timing  
- Create plans which are reasonable to implement | Working Committee | June – September 2014 | Advisory Committee – Create Working Committee | NA  
Or $ for Hiring a Consultant |
<table>
<thead>
<tr>
<th>GOAL 2</th>
<th>OBJECTIVE</th>
<th>REQUIRED ACTIVITY</th>
<th>RESPONSIBLE PARTIES</th>
<th>DATES</th>
<th>REQUIRED RESOURCES</th>
<th>ESTIMATED BUDGET</th>
</tr>
</thead>
</table>
|        | B. Develop partnerships with new organizations and individuals who would like to be involved in MHM | **EXPLORATION OF POTENTIAL PARTNERS AND OPPORTUNITIES**  
- Development of a Working Committee(s) to focus on new partnership development  
- First Nation Communities  
- First Nation School Boards  
- First Nation Organizations (supporting in and off-Reserve)  
- Tribal Councils  
- Non-First Nation School Boards (Public, Private, Post-Secondary)  
- Government Departments (Municipal, Provincial, Federal)  
- Additional organizations (Hospitals, Libraries, Correctional Facilities)  
- Neighbouring Communities  
- Potential funders  
- Develop a list of potential partners to engage  
- Add potential list to partner database (covert to an actual partner when applicable) | Working Committee | April 1, 2015 – March 31, 2017 (See below) | Advisory Committee – Create Working Committee  
Communications Plan  
Marketing Materials  
Database  
Partner with other Development agencies to leverage their business expertise and connections  
Partnering with other organizations, communities, businesses, Government and NGOS | NA  
Or $ for Hiring a Consultant |
|        | **COMPLETION OF A NEEDS ASSESSMENT**  
- Identification of what potential partners will require  
- Identification of what supports would be required  
- Identification of what is needed in terms of packages and materials (Example: Teachers packages and materials)  
- Work with all existing partners to identify what elements are required and identify areas in which to partner etc  
- Develop a gap analysis of what is required to fulfil needs  
- Develop an action plan based on the results of the needs analysis and associated timelines | Working Committee | April 1 – May 30, 2015 | Advisory Committee – Create Working Committee | NA  
Or $ for Hiring a Consultant |
<table>
<thead>
<tr>
<th><strong>GOAL 2</strong></th>
<th><strong>OBJECTIVE</strong></th>
<th><strong>REQUIRED ACTIVITY</strong></th>
<th><strong>RESPONSIBLE PARTIES</strong></th>
<th><strong>DATES</strong></th>
<th><strong>REQUIRED RESOURCES</strong></th>
<th><strong>ESTIMATED BUDGET</strong></th>
</tr>
</thead>
</table>
| **COLLABORATION** | **B. Develop partnerships with new organizations and individuals who would like to be involved in MHM** | **ENGAGE NEW PARTNERS (SHORT-TERM)**  
- First Nation Communities  
- First Nation School Boards  
- First Nation Organizations (supporting in and off-Reserve)  
- Tribal Councils  
- Non-First Nation School Boards (Public, Private, Post-Secondary)  
- Potential funders  
- Networking and Marketing MHM  
- Be involved in Associations & Boards  
- Engage School Boards  
- Engage Chiefs and Councils | Working Committee | April 1, 2015 – March 31, 2016 | Advisory Committee – Create Working Committee  
Communications Plan  
Marketing Materials  
Database  
Partnering with other organizations, communities, businesses, Government and NGOs | NA |
| **REVIEW OF NEW PARTNERSHIPS** |  
- What went well  
- What did not  
- Create action plans to improve relationships, if applicable | Working Committee | April 1 – April 30, 2016 | NA | NA |
<table>
<thead>
<tr>
<th>GOAL 2</th>
<th>OBJECTIVE</th>
<th>REQUIRED ACTIVITY</th>
<th>RESPONSIBLE PARTIES</th>
<th>DATES</th>
<th>REQUIRED RESOURCES</th>
<th>ESTIMATED BUDGET</th>
</tr>
</thead>
</table>
| **COLLABORATION** | B. Develop partnerships with new organizations and individuals who would like to be involved in MHM | **ENGAGE NEW PARTNER (MEDIUM TERM)**  
- Government Departments (Municipal, Provincial, Federal)  
- Additional organizations (Hospitals, Libraries, Correctional Facilities)  
- Neighbouring Communities  
- Industry Organizations (Unions, Trade associations, RENS Sector Councils, Training Institutions)  
- Potential funders  
- Networking and Marketing MHM  
- Be involved in Associations & Boards  
- Partnering with other organizations, communities, businesses, Government and NGOS  
- Partner with other development agencies  
- Leverage their expertise and connections  
- Attend networking sessions – examples: Chambers of Commerce, Board of Trade, Municipal meetings | Working Committee | April 1, 2016 – March 31, 2017 | Advisory Committee – Create Working Committee  
Communications Plan  
Marketing Materials  
Database  
Partner with other Development agencies to leverage their business expertise and connections  
Partnership other organizations, communities, businesses, Government and NGOS | NA |
| | | **REVIEW OF NEW PARTNERSHIPS**  
- What went well  
- What did not  
- Create action plans to improve relationships, if applicable | Working Committee | April 1 – April 30, 2017 | NA | NA |
| | | **MARKETING AND PROMOTION**  
- Work with other Aboriginal organizations and partners to help drive and promote the message of promoting MHM  
- Communicate opportunities and successes that other partners have had  
- Going to Tribal Councils who will be responsible for promoting to communities | Working Committee | Ongoing | Marketing Materials created  
Adjustment if required | $$ printing, if applicable |
<table>
<thead>
<tr>
<th>GOAL 2</th>
<th>OBJECTIVE</th>
<th>REQUIRED ACTIVITY</th>
<th>RESPONSIBLE PARTIES</th>
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<th>REQUIRED RESOURCES</th>
<th>ESTIMATED BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Collaboration</td>
<td>C. Gain commitment from stakeholders for continued support</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>• Identify the role that each stakeholder plays (Example: Event organization, funding provision)</td>
<td>Working group</td>
<td>Ongoing</td>
<td>Communications Plan Database</td>
<td>NA</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Create a meeting schedule to ensure continuous engagement in planning activities</td>
<td>Working group</td>
<td>April 1, annually</td>
<td>Communications Plan Database</td>
<td>NA</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Ask partners for commitment</td>
<td>Working group</td>
<td>Ongoing</td>
<td>Approval from advisory Committee Database</td>
<td>NA</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Development of MOUs (Example)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Ensure the Website support and updating continues</td>
<td>Working group</td>
<td>January 2017 in preparation for funding expiration</td>
<td>Party within MACS responsible for updating the calendar</td>
<td>NA (in-Kind) Unless funding required for website maintenance</td>
</tr>
<tr>
<td><strong>GOAL</strong></td>
<td><strong>OBJECTIVE</strong></td>
<td><strong>REQUIRED ACTIVITY</strong></td>
<td><strong>RESPONSIBLE PARTIES</strong></td>
<td><strong>DATES</strong></td>
<td><strong>REQUIRED RESOURCES</strong></td>
<td><strong>ESTIMATED BUDGET</strong></td>
</tr>
<tr>
<td>----------</td>
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</tr>
<tr>
<td>3</td>
<td>Celebration</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>A. Creation of a unified theme and calendar</td>
<td>• Creation of annual theme for MHM</td>
<td>Advisory Committee</td>
<td>February annually</td>
<td>Completed Environmental Scan Working Groups List of Partners</td>
<td>$ for meeting</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Meet with all the heads of each working group to communicate the theme</td>
<td>Advisory Committee</td>
<td>April, annually</td>
<td>NA</td>
<td>$ for meeting</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Brainstorm potential activities and events which can be completed throughout the year</td>
<td>Advisory Committee Working Committees</td>
<td>April, annually</td>
<td>Working Groups and Committees</td>
<td>NA</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Provision of advice and identification of needs from working groups</td>
<td>Advisory Committee</td>
<td>Ongoing</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Identification of activities which can be supported by the advisory committee (Example: Website and promotional) Action plan for supporting the working groups, if applicable</td>
<td>Advisory Committee</td>
<td>April (Based on initial April planning meeting)</td>
<td>Working Groups and Committees</td>
<td>NA</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Creation (or revision) of a communication sub-committee to ensure that there is communication with working groups</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Working Groups to meet monthly</td>
<td>Working Groups</td>
<td>Monthly April - October</td>
<td>Working Groups and Committees</td>
<td>NA – all the individual groups expenses</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Meet with all working groups to identify what activities have been scheduled for various areas</td>
<td>Advisory Committee</td>
<td>June</td>
<td>Working Groups and Committees</td>
<td>$ for meeting</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Brainstorm additional ideas and provide support and advice, if applicable</td>
<td>Advisory Committee</td>
<td>June</td>
<td>Working Groups and Committees</td>
<td>$ for meeting</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Update calendar on Mi’kmaq History Month website with a list of activities and events</td>
<td>MACS</td>
<td>June (and ongoing)</td>
<td>Details from all working groups Party within MACS responsible for updating the calendar</td>
<td>NA</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Communicate and share the calendar with all partners and working groups as per the communication plan outline</td>
<td>MACS Communications Working Group</td>
<td>June (and ongoing)</td>
<td>Details from all working groups Party within MACS responsible for updating the calendar</td>
<td>NA</td>
</tr>
</tbody>
</table>
### Celebration

**B. Provide funding for community partners and events**

<table>
<thead>
<tr>
<th>Goal 3</th>
<th>Objective</th>
<th>Required Activity</th>
<th>Responsible Parties</th>
<th>Dates</th>
<th>Required Resources</th>
<th>Estimated Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>• Creation of a funding approval working committee</td>
<td>Funding Working Group</td>
<td>April 15, 2014</td>
<td>Approval from advisory Committee</td>
<td>NA</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Development of funding policies and procedures</td>
<td></td>
<td>Thereafter, review and revise, if applicable annually in January</td>
<td>Approval from MACS Board (if applicable)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Development of an application and review process including timelines</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Communicate the application process to all working committees, as per communication plan</td>
<td>Funding Working Group and Communications Working Group</td>
<td>April 16 – June 1, 2014</td>
<td>Communication Plan</td>
<td>NA</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Communicate the application process to all partners (existing and new)</td>
<td></td>
<td>Same timeframe annually thereafter</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Accept all applications, as per set timeline</td>
<td>Funding Working Group</td>
<td>June 15, 2014</td>
<td>Application Review process</td>
<td>NA</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Review of applications, as per process</td>
<td>Funding Working Group</td>
<td>June 16 – 30, 2014</td>
<td>Application Review process</td>
<td>NA</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Awarding of funding</td>
<td>Funding Working Group</td>
<td>July 5, 2014</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Informing unsuccessful applicants with feedback</td>
<td>Funding Working Group</td>
<td>July 10, 2014</td>
<td>NA</td>
<td>NA</td>
</tr>
</tbody>
</table>

---

24 As there is $50,000 in funding committed for the next 3 years, this money can be utilized for events, programming and MHM activities. Therefore, this funding can be provided to the various working groups for these activities. It would be the intention that working groups would create proposals for funding and submit it to a designated person on the Advisory Committee or a Proposal Review Working Committee for approval or decline.
<table>
<thead>
<tr>
<th>GOAL 3</th>
<th>OBJECTIVE</th>
<th>REQUIRED ACTIVITY</th>
<th>RESPONSIBLE PARTIES</th>
<th>DATES</th>
<th>REQUIRED RESOURCES</th>
<th>ESTIMATED BUDGET</th>
</tr>
</thead>
</table>
|        | C. Partner with the Treaty Day Committee | • Partner with the Treaty Day Committee  
• Set communication protocol with the Treaty Day Committee  
• Communicate theme  
• Communicate events  
• Updated Treaty Day Events on the Mi’kmaq History Month calendar  
• Exploration of partnering with the Treaty Day Committee for the awards ceremony  
  • This can either be merged with the grand feast and showcase to maximize participation and economies of scale or can be created as a wrap up even that can occur at the end of the month | Advisory Committee  
Sub-working committees (Both Treaty Day and MHM) | April | Buy in and approval from MACS Board, UNSI and Treaty Day Committee  
Buy in and approval from MACS Board, UNSI and Treaty Day Committee | NA |
|        | D. Involve Community Groups | • Partner with the relevant community groups in each audiences  
• Set communication protocol with the Committees  
• Communicate theme  
• Communicate events  
• Updated Community Events on the Mi’kmaq History Month calendar | Advisory Committee | April | List of other community committees (First Nation and non-First Nation) | NA |

**NOTE!**

Also, as highlighted in the work plan is a partnership with the Treaty Day Committee.