



Project Charter for the Nibi Mosewin Onji Nayaano-nibiimaang Gichigamiin, the Great Lakes Water Walk

Project Partner Relationship

For many years, Nibi Emosaawdamajig - Those Who Walk for the Water have organized sacred water walks in the Kawarthas in celebration of water. Ecologos Environmental Organization administers the Water Docs Film Festival and Water Docs at School Action Projects. The leadership of Ecologos participated in several sacred water walks organized by Nibi Emosaawdamajig and recognize that they evoke a spirit of reverence for water, a core mission of Ecologos. Acknowledging the Water Walk as an indigenous ceremony with strong cultural ties, Ecologos and Nibi Emosaawdamajig have agreed to work as project partners to organize a walk based on:

- The shared vision of honouring the Great Lakes
- Restoring a sacred relationship between people and water
- Building relationships of trust and respect between Indigenous and non-Indigenous people and organisations.

Purpose of the Charter

This Charter outlines the understanding between Ecologos Environmental Organization and Nibi-Emosaawdamajig, and delegates authority to the Great Lakes Water Walk (GLWW) project (the Project) to plan, govern and implement the Great Lakes Water Walk in the fall of 2017.

Vision of the Walk

“Nigaa-izhichigemi onji Nibi... We do this because of Water”

The *Nibi Mosewin Onji Nayaano-nibimaang Gichigamiin*, hereafter referred to as the *Great Lakes Water Walk*, is an Indigenous-led, inclusive, multicultural ceremony and celebration of Nibi (Water) as a sacred, life-giving gift to all Creation. The GLWW endeavors to:

- Reawaken our innate, sacred reverence for water.
- Crystallize individual and organizational commitment to preserve and protect the Great Lakes.
- Facilitate community outreach to inform and engage participants leading up to the walk.
- Launch an annual Day of Walking for the Water using the momentum of the 2017 GLWW.
- Mentor and enable Indigenous leadership for each subsequent Annual Day of Walking for the Water.

Niigaan Bimosedaa Ontario 150: Walking Ahead Ontario 150

While acknowledging the truth of Indigenous resistance, resilience and resurgence during the past 150 plus years of imposed colonization, Indigenous Peoples and Canadians are walking symbolically together towards a new, collective reconciliation grounded in peace, friendship and mutual respect through the shared experience of ‘walking for the water’ in this inaugural Great Lakes Water Walk.

Role and Responsibilities of the Project Partners

As the organizers of many sacred water walks, Nibi Emosaawdamajig has primary responsibility for:

- The planning, design and conduct of the walk itself as a sacred indigenous ceremony
- The participation of the indigenous community in the walk.

As the funding and transfer payment agent, Ecologos has primary responsibility for:

- Satisfaction of, and accountability for, the Ontario 150 transfer payments and meeting the expectations of other funders concerning the walk
- Developing additional funding for the GLWW project
- Managing partnerships with other GLWW stakeholders including Greatness, the Great Lakes Project and the Toronto and Region Conservation Authority
- Execution of contracts with Project Staff
- Issuance of payments to Project staff and suppliers.

Together, both partners will work towards:

- Inclusive, multi-cultural, multi-faith community-wide participation in the walk
- Insuring that the 2017 GLWW lays the groundwork from which to build an annual Day of Walking for the Water

Roles of the Partner Representatives

Each Project Partner will delegate authority to a Partner Representative to fulfill the primary responsibilities of the Project Partner listed in this section of the Charter. Each Project Partner will nominate their own Partner Representative and will accept the nomination of the other Partner's Representative. Each Partner Representative will be accountable to their Project Partner for the fulfillment of the primary responsibilities of the Project Partner.

Role and Decision Making Authority of the Gikendaasowin Advisory Circle

This Charter delegates governance of, and decision making authority for, the project to the Gikendaasowin Advisory Circle (the "Circle").

Membership and Meeting Frequency

The elders of this Circle will include three members appointed by Nibi Emosaawdamajig and three Ecologos Board members, appointed by the Ecologos Board. The Circle will convene in person or by teleconference on at least a monthly basis or as needed to resolve outstanding issues. The Circle will meet more frequently in the initial organizing phase of the project.

Decision Making Process

The Circle will recognize Anishinaabe decision-making protocols and will come to a consensus on all decisions. The Circle will appoint an Indigenous Elder to lead meetings of the Circle. The Elder will state the consensus for all decisions made by the Circle.

Staffing and Project Team Oversight

The Circle will appoint the Project Manager and will oversee the work of the Project Team. The Circle will review and approve:

- The project organization chart submitted by the Project Manager
- Hiring decisions and staffing changes submitted by the Project Manager; such decision and changes will be based on the approved organization chart.

The Partner Representatives will be members of the GLWW Project Team and will report to the Project Manager on their activities in fulfillment of the primary responsibilities of their Project Partner.

Project vision, plan and gating

The Circle has responsibility for the overall vision and scope of the GLWW. The Circle will review and approve the project plan submitted by the Project Manager on behalf of the Project Team and will review and approve changes and monitor progress in project scope, budget and schedule.

Financial Oversight

The Circle is responsible to the partners for oversight of project finances. The Circle will review and approve the project budget submitted by the Project Manager on behalf of the Project Team. Spending decisions by the Project Team will be based on the approved project budget.

The Circle will review:

- Spending by the Project Team against the approved budget
- Changes to the budget that are requested by the Project Team.

Decisions to apply for grants

Gikendaasowin Advisory Circle will approve both funding targets and a fundraising proposal template to be used for all funding applications. Any funding application that includes material differences to the pre-approved template, will require separate approval by the Gikendaasowin Advisory Circle.

Settling disputes

Any disputes between the Parties, which may arise in the course of the implementation and interpretation of this agreement, shall be settled amicably through consultation or negotiation between the Parties.

The leaders of Nibi Emosaawdamajig and the Ecologos Board will be convened in the event that a formal complaint or significant dispute arises between the parties. The purpose of the meeting will be for all parties to hear all concerns, and to make their best efforts to resolve the complaint or dispute'. Both parties recognize the authority of the Circle to mediate any disputes.

Risk Management

The Partners face significant reputational risks in agreeing to implement this Project as organizations and individuals are engaging in truth and reconciliation activities to establish right relationships between indigenous and non-indigenous peoples and communities. In addition, Ecologos, as Transfer Payment and Funding Agent faces significant legal and financial risks. The Circle will be cognizant of the risks faced by the Partners and will exercise due diligence in the identification and mitigation of specific risks as they arise.

Amendments to the Charter

The Circle can amend the Charter with the consultation and consent of the Project Partners.

Roles and Responsibilities of the Project Manager

This Charter delegates the management of the project to the Project Manager. The Circle will appoint the Project Manager at its initial meeting based on the recommendations of the Project Partners.

The Partners will nominate candidates for the role of Project Manager against a mutually agreed upon set of qualifications for the role, including:

- Experience in managing large projects with tight deadlines and many stakeholders to successful completion
- Experience in working with Indigenous communities and cultural protocols
- Integrating multiple tracks of activities
- Motivating and leading teams
- Facilitating decisions with an open mind and open heart
- Ability to build trust among project partners and stakeholders.

Project team management

The Project Manager will submit a Project Organization Plan to the Advisory Circle for approval. The organization chart will include:

- Nibi Emosaawdamajig Partner Representative with roles and responsibilities aligned with Nibi Emosaawdamajig's primary responsibilities identified in this Charter
- Ecologos Partner Representative with roles and responsibilities aligned with the Ecologos' primary responsibilities identified in this Charter
- Additional positions, roles and responsibilities for the following functions:
 - Marketing and Communications
 - Community Engagement
 - Volunteer Coordination
 - Event Coordination
 - Social Media
 - Administrative support for the project and for the Circle.

The Project Manager will schedule and oversee weekly status meetings of the Project Team. These meetings will include:

- Status reports on all project deliverables
- Risk and issue identification and mitigation

Hiring and staffing decisions

Both partners will work together to secure the best staff. All measures will be taken to prioritize recruitment of Indigenous candidates for the staff and contract positions. The Project Manager will take the lead on all hiring decisions and contract negotiations. Final hiring ratification rests with the Circle.

In consultation with the Ecologos Partner Representative and the Project Manager, staff members of Ecologos may perform some of the Ecologos primary responsibilities or some of the additional functions listed above. All staffing decisions will be submitted by the Project Manager to the Circle for approval.

Financial management

The Project Manager will approve all invoices, and will submit monthly budget and expense tracking reports to the Circle. GLWW Invoices over \$2500 will also require Circle approval. Ecologos will be responsible for the execution of contracts with, and payment of, all project supplier invoices.

Issue and risk management

The Project Manager will identify and log all issues and risks to the project. The Project Manager will work with the Partner Representatives and other members of the Project Team to resolve issues and mitigate risks. Issues that cannot be resolved and material risks to the Project will be escalated to the Circle for resolution or mitigation.

Contracting, Payment Management and Financial Reporting

As a Corporation without Share Capital and as the Transfer Payment Agent of the Ontario 150 grant, Ecologos will manage contracts, payments and financial reports on behalf of the project. In particular, Ecologos will:

- Execute contracts with project staff and suppliers
- Pay invoices submitted by project staff and suppliers and approved by the Project Manager
- Prepare financial reports for the project funders as required
- Work with the Project Manager to monitor and prepare regular financial tracking reports for the Circle

Invoice Payment

Invoices will be paid by cheque by Ecologos within 30 days. All invoices should clearly outline any project expenses incurred and include hard copies of any receipts using an Ecologos designed template. All invoice submissions must be pre-approved by the Project Manager in accordance with the agreed upon shared budget.

Recording expenditures and revenues

All project expenditures and revenues will be accounted for and summarized in monthly tracking reports that will be prepared by the Project Manager, submitted to the circle for monthly approval and shared with the project team.

Financial reports for the Funders

EcoLogos will prepare the financial reports for the funders, with the support of the project team.

Project assets

Project assets are not anticipated at the time of signing this agreement. In the event that a significant asset is required, an amendment to this Charter will be prepared.

Execution of the Charter

The Project Charter has been executed on May ____, 2017 by the members of the Gikendaasowin Advisory Council.

Nibi Emosaawdamajig Members

Ecologos Environmental
Organization Members

Elder Shirley Williams

Ian Gilmour

Elizabeth Osawamick

Marcelene Anderson

Georgie Horton-Baptiste

Rienk de Vries

Anishinaabemowin Glossary

Nibi - Water

Nibi Emosaawdamajig - Those Who Walk for the Water

Nibi Mosewin - Water Walk

Nayaano-nibiimaang Gichigamiin - The Five Freshwater Seas, i.e. The Great Lakes

niigaan - at the front, leading, in the future

bimose - to walk

bimosedaa - (inclusive and plural) Let's all walk together

nigaa - we will

izhichige - do such things, act in a certain way (singular)

izhichigemi - many do such things, many act in a certain way (plural)

onji - because of, reason for

gikendaaso - to be knowledgeable

gikendaasowin - (noun) knowledge

Suggested Organizational Chart

