Supporting Wellbeing Training Partnership Agreement

Between:
Supporting Wellbeing, MakeWay Charitable Society (SWB)
and
[Partner Organization Name] (the Partner)
[Date]

Background & Scope

The purpose of this Agreement is to outline the terms and responsibilities related to the delivery of SWB Training to stakeholders and other identified participants of the Partner.

The SWB Training is an Indigenous-led training that builds the capacity of people who deliver or support land-based programming to support mental health and wellness during their programs. It is trauma-informed, culturally responsive, and grounded in northern Indigenous realities. The SWB Training was developed by and for land-based programmers to enhance their capacity to support their staff and participants' wellbeing at on the land camps.

The Partner is a [background and overview of the partner]. The Partner is engaging in this training with SWB for the purpose of [reason for engaging in training]:

Training Details

- Training Dates: [Insert Dates]
- Location: [Community, venue]
- Number of Participants: Minimum 3 / Maximum 12 (final number to be confirmed a minimum of 7 days before the training)

Shared commitments to successful training delivery

The Partner will:

- Provide [name, role] as the designated point of contact to coordinate the training on behalf of the Partner, in partnership with SWB. They can be contacted at [phone number and email address]. Hereafter referred to as "the Coordinator". They must communicate

with SWB and coordinate the training in a timely manner, and must have major logistics (venue, catering, etc.) confirmed with SWB at least **30 days before the training.**

- Attend at least three logistics meetings and one community context meeting.
- Complete and sign the appended Logistics Form at least **14 days before the training.**
- Confirm participant list with a minimum of 3 and a maximum of 12 participants at least **10 days before the start of training.**
- Coordinate and collect signed waivers, participant information, media, and code of conduct forms at least **7 days before the start of training.**
- Complete coordination of accommodations and travel for participants (if necessary).
- Provide accommodations for SWB facilitators and emotional support person that are separate from participant accommodations (if on the land).
- Review with and coordinate the signature of the conduct forms for all Partner staff that will be onsite.
- Identify emotional support people in the community/region and assist SWB to hire one emotional support person to carry out the roles and responsibilities in the appended Emotional Support Contract Description.
- Secure a mutually approved venue that aligns with SWB's venue checklist (appended)
- Coordinate at least two half-days of on the land activities (weather and season permitting) for participants to process the emotionally difficult topics. Some examples of land-based activities are: hide tanning, setting and checking fishnets, fixing fish or meat, harvesting and making medicines, etc.
- Assume responsibility for the safety of all SWB staff, Partner staff, and participants during land-based activities and camps. This includes, but is not limited to, providing:
    - Someone on site at all times that is trained in Wilderness First Aid and Predator Defense (if necessary) that will take the lead if any incidents occur;
    - Someone on site at all times who maintains camp, ensures there is food, water, and hot beverages for the group, manages community members who come to visit, and ensures safety policies and procedures are being followed;
    - Activity leaders (knowledge holders, Elders, contractors, etc.) that have the necessary expertise and skills to be leading the activity;
    - An adequately stocked first aid kit, communication devices, and mode of transportation for the number of participants at any activity;

    - People hired to support the operations of land-based camps will have demonstrated ability with respect to the use of chainsaws, knives, firearms, and all aspects of camp set-up and maintenance. Trained staff who have demonstrated abilities for the land-based activities, including the skills and experience to use [chainsaws, knives, snow machines, boats, etc.].
- Provide an on the land safety plan to SWB at least three weeks before the training, including emergency contact information, safety contact person at camp/community, plans for evacuation, etc.
- Organize catering and refreshments that meet the dietary needs of all individuals on site during the course of the training.
- Provide 1-2 flip chart stands.
- Compile a packing list that includes clothing, sleeping things, gear, and a description of the sleeping arrangements (ie. cabins, wall tents, hotels, pop tents, etc.). Distribute this list to all participants and SWB staff at least 2 weeks before the start of training.
- Provide the following contributions to the training:
    - A deposit of [$3,000-$6,000] to SWB that will be reimbursed after the training is delivered.
    - [Financial contribution amount]
    - [In-kind contributions] (i.e. staff time, venue space, on-staff emotional support or knowledge holders, etc.)
- Provide an [invoice or financial report] to Supporting Wellbeing—MakeWay Charitable Society at least **15 days after the training** for a maximum of the contribution amounts listed on the next page.

SWB WILL PROVIDE:

- Two trained facilitators to deliver and facilitate the SWB Training curriculum.
- An emotional support person to be available through the training to participants and staff, based on the Partner recommendation.
- SWB Training participant guides and handouts.
- All facilitation materials including: scenario cards, cue cards, markers, pencil crayons, paper, pens, pencils, sticky notes, flip chart paper, etc.
- Wellness kits for each participant to ensure they feel cared for during the training and have tools to ground themselves throughout the training.

- Art supplies to make art during the training.
- A collaborative agenda, shared with the Partner and participants at least 1 week before the training.
- All necessary forms for signature by the participants, staff, and contractors of the Partner (i.e. waivers, code of conduct, participant information, etc.).
- Gifts for knowledge holders.
- A minimum of three pre-training meetings with the Coordinator, to assist with the logistics planning.
- A community context meeting between the Coordinator, facilitators and emotional support person at least 1 week before the training.
- A post-training debrief with the partner at least 2 weeks and no later than 2 months after the training.
- The following financial contributions:
    - Facilitator fees and travel expenses (SWB cover directly);
    - Materials for wellness kits and facilitating (SWB cover directly);
    - Emotional support person travel expenses (if necessary) (SWB cover directly);
    - Emotional support: [$$] (via invoice or grant agreement or SWB cover directly);
    - Catering: [$$] (via invoice or grant agreement);
    - Venue: [$$] (via invoice or grant agreement);
    - On the land materials, staff, camp maintenance, etc.: [$$] (via invoice or grant agreement).

Liability

- The Partner is responsible for the safety and wellbeing of all individuals participating or supporting the training (e.g., camp safety, logistics, activities). The partner is responsible for ensuring they have appropriate expertise in safety on the land as well as sufficient liability insurance.
- SWB is responsible for any instances related to the delivery of training itself (e.g., delivery of sessions, training materials).
- Each party agrees to take reasonable steps to ensure safety and wellbeing throughout. The wellbeing of all people present during the training period is the priority of both SWB and the Partner.

Cancellation and Rescheduling

SWB Training dates are carefully planned by staff and facilitators up to a year in advance of delivery. Rescheduling training should be avoided if at all possible to prevent lengthy delays. If cancellation or postponement is unavoidable, the following terms apply:

If the Partner cancels or reschedules for non-emergency reasons, the Partner will be eligible for the following refunds:

Terms	Cancellation	Reschedule
More than 60 days before training	Full deposit returned	Allowed to reschedule
31-60 days before training	75% of the deposit will be returned	Allowed to reschedule
15-30 days before training	50% of the deposit will be returned and the Partner will reimburse SWB for non-refundable travel costs incurred prior to cancellation	Allowed to reschedule on a case-by-case basis
Less than 15 days before training	Full deposit is forfeited and the Partner will reimburse SWB for non-refundable travel costs incurred prior to cancellation	Allowed to reschedule on a case-by-case basis

If SWB cancels or reschedules:

- SWB will notify the Partner as soon as possible and will not charge any fees. The Partner's full deposit will be returned.
- SWB will only cancel or reschedule in emergency circumstances and after all reasonable alternatives have been exhausted.

Emergency Exceptions

SWB or the Partner may cancel or postpone a training in the event of emergencies, such as a death in the community, extreme weather, or safety concerns. In such cases, SWB will work with the Partner to reschedule the training, at no penalty to the Partner.

If Responsibilities are not Met

Both parties agree to fulfill the responsibilities outlined in this agreement. If the Partner or SWB does not meet these responsibilities, either organization reserves the right to cancel the partnership with written notice. If the Partner cancels because SWB is not meeting their responsibilities, their deposit will be returned based on the above schedule. If SWB cancels because the Partner is not meeting their responsibilities, the deposit will not be returned, but no additional fees will be charged.

If the program is not being delivered to the safety standards of SWB, SWB can cancel the training at any time and the deposit will not be returned. The Partner is responsible for full reimbursement of non-refundable travel and accommodation costs incurred prior to notification.

Agreement

By signing this agreement, both parties agree to the roles, responsibilities, and terms listed above.

_____	_____
[Name, Title] [Client Organization]	[Name, Title] Supporting Wellbeing – MakeWay Charitable Society
Date:_____	Date:_____

Appendix A
Logistics Forms

On the land camp training logistics form

The Partner: _____

Location:_____

Training Dates: _____

<table>
<tr><th colspan="2">Sleeping Arrangements</th><th>Safety</th></tr>
<tr><td># of cabins/tents for sleeping</td><td>How many people are in each cabin/tent?</td><td>Who will be the on-site safety person?
Name:
Number:</td></tr>
<tr><td colspan="2" rowspan="2">Please describe what is provided in the sleeping area (ie. mattresses, spruce bough, cots)</td><td>Who will be the on-site camp maintainer?
Name:
Number:</td></tr>
<tr><td>Have you sent SWB your on the land safety plan?
Yes No</td></tr>
<tr><td colspan="2">Hygiene</td><td rowspan="2">Who are the emergency contacts?
Name:
Number:

Name:
Number:</td></tr>
<tr><td>How many handwashing stations will be set up and where?</td><td>How many hand sanitizers will be set up and where?</td></tr>
</table>

SUPPORTING WELLBEING

<table>
<tr><td>How many outhouses/bathrooms will be at camp?</td><td>Where can people wash up and with what? (ie. basin in cabins, etc.)</td><td>What is the number for the safety communication device in case families are trying to reach participants/SWB staff?

Type: (ie. sat phone, inreach, starlink)

Contact information
- Number
- Email</td></tr>
<tr><td colspan="2">Training Space</td><td rowspan="2">What safety equipment (first aid kits, bear spray, etc.) will be at camp? How many of each? Where will it be located?</td></tr>
<tr><td>Where will be the training space? (cabin, wall tent, etc.)</td><td>How big is the training space?

Can we put flip chart papers on the walls?</td></tr>
<tr><td>How many chairs will be in the training space?</td><td>Where will the private emotional support space be?</td><td>Kitchen/Dining</td></tr>
<tr><td colspan="2">How many tables will be in the training space?</td><td>What meals will the cook be providing? (breakfast, lunch, dinner, snacks, coffee/tea, etc.)</td></tr>
<tr><td colspan="2">How many flip chart stands can you provide in the training space?</td><td>Where will clean water be coming from?</td></tr>
<tr><td colspan="2">On The Land Activities</td><td rowspan="2">Where will people be eating?</td></tr>
<tr><td colspan="2">What land-based activity will we be doing the afternoon of Day 2?</td></tr>
</table>

What land-based activity will we be doing the afternoon of Day 4?	**Any allergies that we should be aware of?**
How many knowledge holders/Elders/other workers will be at the camp? This is to help us plan gifts to bring!	
Will there be any evening activities for the participants? If yes, what will they be and when?	
Transportation	
Who will pick up SWB staff from the airport (if necessary)? Name: Number: Email:	**How will we be travelling to the camp? (boat, skidoo, truck)**
Please provide details on leaving the community to go to camp Date: Meeting Time: Arrival Time: Pick up location:	**Please provide details on returning to the community** Date: Leaving Time: Return Time: Drop off location:
Is there anything else that we should know about camp logistics?	

In community training logistics form

The Partner: _____

Location:_____

Training Dates: _____

Training Space		Safety Information
Where is the training space?	**How big is the training space?** **Can we tape/tack flip chart papers on the walls?**	**Who will be the on-site safety/coordinator for the training? (including land-based activities)** Name Number
How many chairs will be in the training space?	**Where will the private emotional support space be?**	**How many first aid kits will there be? Where will they be?**
How many tables will be in the training space?		**Have you sent SWB your on the land safety plan?** Yes No
How many flip chart stands can you provide in the training space?		**What safety communication device will you be bringing on the land?**

On The Land Activities	Catering Details
What land-based activity will we be doing the afternoon of Day 2?	**What meals will we be providing? (breakfast, lunch, dinner, snacks, coffee/tea, etc.)**

What land-based activity will we be doing the afternoon of Day 4?	**Where will food and beverages be located?**
How many knowledge holders/Elders/other workers will be involved? *This is to help us plan gifts to bring!*	**Where will clean water be coming from? (ie. jugs of water, sink, water bottle refill station)**
Will there be any evening activities for the participants? If yes, what will they be and when?	**Where will people be eating?**
Transportation	
Who will transport SWB staff from/to the airport (if necessary)? Name: Number: Email:	**How will we be travelling to land-based activities? (boat, skidoo, truck)**
Is there anything else that we should know about training logistics?	

Appendix B
Venue Checklist

On The Land Camp

- ☐ Either a 16’ x 20’ x 5’ wall tent with a wood stove. Ideally, there should be rope hanging along each wall from corner to corner to hang up flip chart paper **OR** a heated cabin with space for 15 people to sit in a circle or u-shape and there is wall space to hang up flip chart papers. **Note:** Camp staff or community members can not be cooking, hanging out, or walking in/out of the space.
- ☐ At least 15 chairs, and ideally 7 tables, but can make do with 2.
- ☐ A separate, private space for the emotional support person to support participants and staff (ie. a separate wall tent, cabin, or room) that is comfortable and warm.
- ☐ A kitchen and dining area with snacks, water, coffee and tea available for participants and staff at all times.
- ☐ Reusable dishes, cutlery, cups, and mugs to take care of the land. (no disposable paper/plastic)
- ☐ A dishwashing station (rinse, wash, bleach rinse) for participants to wash their own dishes, cutlery, cups to reduce work on kitchen staff
- ☐ Facilitators and emotional support must have separate accommodations from participants
- ☐ A communication device for emergencies on-site at all times with someone who knows how to operate it (ie. Inreach, satellite phone, starlink, etc.)
- ☐ First aid kit that is adequately stocked for the number of participants and days of training
- ☐ At least 2 bear sprays if seasonally appropriate
- ☐ At least 1 outhouse for every 10 people at camp with adequately stocked toilet paper
- ☐ Handsanitizer in all outhouses and in the dining area
- ☐ A handwash station in/near the training room, the kitchen, and the dining area with soap and water.
- ☐ Comfortable sleeping accommodations for all participants and staff.
- ☐ Board games and/or cards for evening activities (recommended)

In Community

- ☐ A boardroom, hall, gym, or other space that can comfortably accommodate at least 15 people in a circle or u-shape, provides space for breakout groups, and the ability to hang

flip chart paper on the walls. **Note:** Community members can not be hanging out or walking in/out of the space.

- ☐ A separate, private space available for the emotional support person to support participants and staff (ie. a room with a door, a wall tent, a cabin etc.) that is comfortable and warm.
- ☐ At least 15 chairs and 6-7 tables
- ☐ At least one working bathroom with running water to handwash or a handwash station
- ☐ A space for catering to be placed
- ☐ Handsanitizer, paper towel, and a cleaning spray to wipe down surfaces
- ☐ Snacks, water, coffee and tea available for participants and staff at all times.
- ☐ Transportation to and from the land-based activities

Appendix C
Emotional Support Contract

About Supporting Wellbeing

Supporting Wellbeing (SWB), a project on MakeWay's shared platform, is a training program based out of Somba K'e/Yellowknife. Our work provides tools and resources to people who deliver land-based programming to mitigate and respond to mental health challenges on the land. We are building a future where Northern residents have access to on the land programs that are culturally affirming and trauma-informed; supporting and strengthening Indigenous cultures, languages, and ways of life throughout the North. Supporting Wellbeing is guided by our values:

- Reciprocity: With oneself, the land, and each other.
- Inclusiveness: Accepting, welcoming, and being intentional about diversity, and celebrating one's strengths.
- Accountability: Mutual accountability to each other, the land, our partners, and ourselves.
- Wellbeing: Mental, physical, emotional, and spiritual facets are balanced and nurtured together to create a holistic level of wellbeing in which all four areas are strong and healthy.
- Indigenous Self-Determination: Supporting Indigenous sovereignty, rights and the value of Indigenous knowledge and ways of being.

Strategic Plan

Outline of Position

Reporting to the Project Director or Project Coordinator, the emotional support is a contracted position that is responsible for providing emotional support to all participants and staff at the Supporting Wellbeing training. The emotional support provided must be culturally relevant and safe for Indigenous participants. This position is expected to work collaboratively with partner organizations and Supporting Wellbeing staff. This position may include travel and time on the land.

Responsibilities

Before the Supporting Wellbeing Training

- Sign contract or Memorandum of Understanding.

- Confirm travel arrangements with Supporting Wellbeing staff.
- At least one week before the training, attend a Community Context meeting with facilitators and host organization to understand important community dynamics, recent loss or traumas, and local practices and protocols.
- Communicate with the Project Coordinator about any materials that you need to provide emotional support.
- Pack all necessary gear and equipment to be on the land (if applicable)
- Establish a check-in system with the facilitators and host organization.
- Provide contact information that facilitators can share with the participants.
- Review the Supporting Wellbeing Code of Conduct, and Policy Manual.
- Review Dechinta's Gender and Queer Terminology Toolkit and the Native Youth Sexual Health Association's Mental Health Youth Peer Support Manual for 2SQTIP+.

During the Supporting Wellbeing training

- Must attend the entirety of the training.
- Communicate a check-in system with the participants, how they can approach you, where they can chat with you, etc.
- Pay attention to participants and the group throughout the training and touch base with anyone you notice is having a hard time.
- Lead grounding techniques when you notice the group is dysregulated.
- Build connection and positive group dynamics by participating in land-based activities, connecting one-on-one with participants, etc.
- Debrief with facilitators and hosts daily to see if there are any concerns arising for you to check in on.
- Treat all participants, facilitators, partners, and all others at the training with dignity and respect. Please refer to our Code of Conduct and Policy manual.
- Stay on site overnight if it is an overnight camp to provide support in the evenings or provide on-call support in the evenings if necessary.
- Provide region specific mental health supports for participants to access post-training. Review the options with the group before participants depart.

After the Supporting Wellbeing training

- At least two weeks after the training, debrief with your facilitators and a SWB staff member about how the training went

- Decompress!

Skills, and Knowledge Required

- Model and honour Indigenous values– respect and honour Indigenous cultural values and priorities.
- Experience or education in social work, counselling, mental health service provision, life coaching, supporting family or friends, providing support at on the land camps, or any other related experience.
- Experience working with Northern Indigenous communities.
- Ability to maintain confidentiality while also following legal requirements.
- Provide an inviting, non judgemental and compassionate communication style so people feel comfortable talking with you.
- Commitment to an anti-oppressive and decolonial workplace.
- Ability to work both independently and with a collaborative team.
- Be flexible to adapting work hours to accommodate the programming as needed, including occasional evenings and weekends.
- Be willing to travel as needed.
- Comfortable working in land-based settings, staying in tents or cabins heated by woodstove and travelling for trainings.

In addition, the incumbent should be:

- An empathetic and active listener.
- An adaptable and resourceful problem solver.

Compensation

Emotional support persons in attendance will be paid a rate to be determined based on the following guidelines:

- If the emotional support person is a local Elder, they will be paid in accordance with the host organization's policies and protocols;
- If the emotional support person is a staff person from another organization whose time has been made available, their costs may be covered by the employing organization. If they are taking leave without pay, SWB will pay them the equivalent of lost wages;
- If the emotional support person is in private practice, they will be paid their normal fee.

Supporting Wellbeing will cover the following travel expenses: transportation, accommodation, per diem at GNWT Duty Travel Rate where meals are not provided, and a contribution to childcare of $50/day per child per day where applicable.

Significant travel and time on the land is anticipated.

Physical & Environmental Demands

Contract work at Supporting includes inherent risks of injury and harm. The emotional support person will be working both indoors and outdoors. The emotional support person should be comfortable or willing to try to be comfortable providing support in a cabin, in a wall tent, or in a boardroom-type venue. The emotional support person may be required to stay overnight at on the land camps in a tent or cabin heated by wood stove. The emotional support person may have to travel by boat, vehicle, plane, helicopter, snowmobile, quad or other modes of transportation to get to the teaching location. This may result in exposure to the extremes of our Northern climates.

Sensory Demands

The emotional support is expected to spend time supporting participants. The camp/space may be loud. There may be fluorescent lighting. There may be loud machinery.

Mental Demands

Mental demands for the emotional support person are an unavoidable part of the job at Supporting Wellbeing. There is potential for multiple aspects of the project to be ongoing all requiring attention and concentration. The position may require travel to small communities within the North. The training is focused on mental health topics, including but not limited to suicide, intergenerational trauma, residential schools, conflict, etc. The emotional support person may have to manage conflict, difficult behaviours, self care and the self care of participants results in increased mental demands.

The above statements are intended to describe the general nature and level of work being performed by the incumbent of this contract. They are not intended to be an exhaustive list of all responsibilities and activities required of this position.