



## **MANITOBA METIS FEDERATION INC.**

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**Website: [www.mmf.mb.ca](http://www.mmf.mb.ca)**

June 2009

### **MEMBERSHIP APPLICATION and CONFIRMATION PACKAGE**

If you are a new applicant, the Manitoba Metis Federation (MMF) Board of Directors is pleased you are considering membership with the MMF. If you are an existing member and confirming your existing membership to ensure your file meets the new constitutional requirements, we thank you for participating in this process designed to protect our Metis identity and strengthen our Metis Nation.

This Membership Application and Confirmation Package provides essential information and the necessary forms for:

1. New Individual Membership Application (Voting Membership for new applicants 18 years or older);
2. New Children's Membership Application (Non-Voting Membership for new applicants 17 years or younger);
3. Current Individual Membership Confirmation (Confirming existing Individual Members 18 years and older);
4. Current Membership Card Replacement;
5. Existing Membership Transfer.

**All Membership Application and Membership Confirmation Requests are to complete the forms provided in this package.**

#### **PLEASE REVIEW THIS ENTIRE PACKAGE CAREFULLY**

As a Member of the MMF, we welcome you to participate in all activities provided by our Metis government. We encourage you to keep in touch with your Local Executive and your Regional Office and keep apprised of activities, events, programs and services that we provide.

We would also ask that you keep your personal contact information (including your e-mail address) current by getting in touch with your Regional Membership Clerk on a regular basis. This is so the Local Office, Regional Office and Home Office can maintain the Central Membership Registry. In addition to assisting with keeping the Registry up-to-date, ensuring that your information is current benefits you and your family.

You will find information and notices of events on our website: [www.mmf.mb.ca](http://www.mmf.mb.ca). In addition, the MMF Regional Offices send information and notices to the Local Executive for distribution and notification to their members. You can also contact your local chair for up-to-date information.

Should you have any questions or concerns, please contact your regional office.

## Criteria for New Individual or Children's Membership With the Manitoba Metis Federation

- I am applying for a New Individual Membership (Voting Member: 18 years or older)
- I am applying for a Children's Membership (Non-Voting Member: 17 years or younger)

To be an Individual Member or Child Member of the Manitoba Metis Federation you must:

1. *Self-identify as Métis:* The application for Manitoba Metis Federation Membership provides an objective and verifiable way of self-identifying as a Métis. The application process, the Central Membership Registry, and the issuing of Membership Cards, protect our Métis rights by preventing non-Métis from wrongly claiming and abusing our rights;
2. *Show an ancestral connection to the Historic Métis Community:* In order to objectively verify the ancestral connection to the Historic Metis Nation, new applicants for membership in the Manitoba Metis Federation must submit a copy of their own Metis genealogy, or a family member's Metis genealogy, and the required supporting evidentiary documents along with their completed application forms and processing fee;
3. *Be accepted by the contemporary Metis Community:* A demonstrable way of showing acceptance by today's Manitoba Metis Community is to have the MMF, as the duly elected self-government representative of the Métis Nation within Manitoba, register you in the MMF Central Membership Registry and issue you a MMF Membership Card through the application process;
4. In order to meet this objectively verifiable process, this package contains the application form that will help the MMF identify you as Métis;
5. You must be 18 years of age or older to apply for the Individual Membership. For those 17 years or younger applying for a Children's Membership, you must have also your parent or guardian sign your application;

All new applicants please follow all steps in the *Next Steps* section on page 3.

### Current Membership Requests

- I am confirming my Current Individual Membership.

If you are a current member of the Manitoba Metis Federation and requesting confirmation of your membership:

1. **All current members are required to provide a genealogy, including supporting evidentiary documents,** if they do not have one in their membership file along with their completed application. The genealogy must be completed by an acceptable recognized genealogical institution. This information is required to objectively verify the member's Historic Métis Nation Ancestry and needs to be submitted **no later than September 1<sup>st</sup>, 2012.**

2. Please ensure that your membership file is current, complete and accurate by completely filling out all the forms provided in this package. You will be required to provide any missing information before your request is processed.
3. If you are unsure as to what documents are already in your file, please call your Regional Office Membership Clerk to find out what will be required to process your request.

**Depending upon the results of discussions with the Regional Office Membership Clerk, current members may be directed to follow Step 1 and one or more of the remaining steps in the *Next Steps* section on page 3.**

### **I am replacing my lost MMF Membership Card.**

Card replacement is available for only Confirmed Individual Members, or Individual Members and Child Members who have completed the new application process after June 15, 2009. Unconfirmed Members must complete the Membership Confirmation Process prior to receiving a new Membership Card. If you are a Confirmed Member of the Manitoba Metis Federation and requesting a replacement card:

1. Please ensure that all of your membership file information is current, complete and accurate by making an appointment with your Regional Office Membership Clerk;
2. Ensure that you bring two pieces of identification with you to your appointment. Without them, your request for your new card may take longer to process.

### **I am transferring from one MMF Local or Region to Another.**

This is available for only Confirmed Individual Members, or Individual Members and Child Members who have completed the new application process after June 15, 2009. Unconfirmed Members must complete the Membership Confirmation Process prior to receiving a new Membership Card. If you are a Confirmed Member of the Manitoba Metis Federation and requesting a transfer:

1. Please ensure that all of your membership file information is current, complete and accurate by calling or meeting with your Regional Office Membership Clerk;
2. Request or pick up a Transfer Slip from the Local Executive, Regional or Home Office;
3. If you are requesting a transfer from one Local to another Local, whether within the same Region or in two different Regions, the Transfer Slip must be signed by the:
  - a. Local Executive of the Local you are joining;
  - b. Regional Committee of which the Local is a part.

## **Next Steps**

1. Complete **all three forms** in the Membership Application and Confirmation Package:
  - a. Membership Application / Confirmation Form (refer to page 5 of this Package);
  - b. Authorization and Request for Release of Information Form (refer to page 8 );
  - c. Consent Form (refer to page 11)

2. Obtain genealogy including supporting evidentiary documents:

- a. You must provide an official genealogy that identifies a Metis Nation Ancestor. This evidence of Historic Métis Nation Ancestry along with supporting evidentiary documents must be completed by an acceptable recognized genealogical institution.

If the genealogy does not have the applicant's name on it, the applicant must provide proof of attached lineage with a copy of a long-form birth certificate or an official baptism certificate listing the parents' names.

- b. Government-issued photo identification is required by the institution completing your genealogy as well as a Long Form Birth certificate or Baptismal Certificate with your parent's names.
- c. An official genealogy can be obtained from one of the following genealogical institutions:

<b>Métis Culture &amp; Heritage Resource Centre</b> 5 <sup>th</sup> Floor - 63 Albert Street Telephone: 956-7767 <a href="http://www.metisresourcecentre.mb.ca">www.metisresourcecentre.mb.ca</a>	<b>St. Boniface Historical Society</b> 340 Provencher Boulevard Telephone: 233-4888 <a href="http://www.shsb.mb.ca">www.shsb.mb.ca</a>
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If you have a genealogy produced by a genealogical institution not mentioned above please contact your Regional Membership Clerk for a determination as to whether it will be acceptable.

- 3. Have the Local Executive sign section in the ***Individual Membership Agreement and Declaration Form*** in the Membership Package. The Regional Office can provide you with the contact information for the Local in your area.
- 4. When Steps 1 through 3 above have been completed, call your Regional Office to make an appointment for processing by the Regional Committee.

If the application is accepted, your picture will be taken by the Regional Office will process your application and forward it to Central Registry Office at MMF Head Office where it will be subject to final approval and forwarded to a secure facility for processing.

**NOTES:**

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## Membership Agreement and Declaration Section Part I:

I, \_\_\_\_\_,  
First Name Middle Name Surname Maiden Name (if applicable)

Declare I am a Metis resident of Manitoba and do hereby make application for the Manitoba Metis Federation (MMF) Membership.

I declare that I am a "Metis", and of "Historic Metis Nation Ancestry," as per the following MMF Constitutional Definition:

*1.1 "Métis" means a person who self-identifies as Métis, is distinct from other Aboriginal peoples, is of Historic Métis Nation ancestry, and is accepted by the Métis Nation.*

*1.2 "Historic Métis Nation" means the Aboriginal people then known as Métis or Half-breeds who resided in the Historic Métis Nation Homeland.*

*1.3 "Historic Métis Nation Homeland" means the area of land in west central North America used and occupied as the traditional territory of the Métis or Half-breeds as they were then known.*

*1.4 "Métis Nation" means the Aboriginal people descended from the Historic Métis Nation which is now comprised of all Métis Nation citizens and is one of the "aboriginal peoples of Canada" within the meaning of s.35 of the Constitution Act 1982.*

*1.5 "Distinct from other Aboriginal peoples" means distinct for cultural and nationhood purposes.*

I agree that I must provide a copy of my long-form birth certificate and/or baptismal certificate, my, or a family member's, Metis genealogy with supporting documents, showing that I am Metis and of Historic Metis Nation Ancestry.

If I do not have my own genealogy with supporting documents, and if a family member's Metis genealogy, with supporting documents, is to be used, I understand I must provide, either, a long form birth certificate(s), and/or baptismal certificate(s) with my parent's names, or other papers, showing our family ties.

I have attached the following documents or portions thereof (check only those included):

- \_\_\_\_\_ Genealogy from a recognized genealogical institution;
- \_\_\_\_\_ Long-form birth certificate(s) and/or baptismal certificate(s);
- \_\_\_\_\_ Half-Breed Scrip Documents (affidavits, index, etc);
- \_\_\_\_\_ 1870 Census Records;
- \_\_\_\_\_ 1901 Census Records;
- \_\_\_\_\_ Other (Church records, government documents, journal, etc.) as described below:

## Membership Agreement and Declaration Section Part II:

I, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,  
First Name Middle Name Surname Maiden Name (if applicable)

I certify that these attached documents, and other documentation and information supplied by me, are to the best of my knowledge, reliable and authentic, and would qualify me as “Metis” and meet the “Historic Metis Nation Ancestry” requirement.

**I certify** that the foregoing information is true and accurate. I acknowledge that providing false information is grounds for termination of membership.

**I understand** that the Central Registry Office of the Manitoba Metis Federation reserves the right to question any documentation or information provided as part of this application process. Applications will be subject to review before approval or rejection.



\_\_\_\_\_  
Name of Applicant (please print)

\_\_\_\_\_  
Applicant Signature (in **BLACK INK** above)  
Signature **MUST** remain inside box

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Witness (please print), or  
Name of Parent/Guardian if Applicant under 18 years

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

***MMF Use Only:***

**LOCAL:** Application checked for completion and certified on behalf of the \_\_\_\_\_ Local.



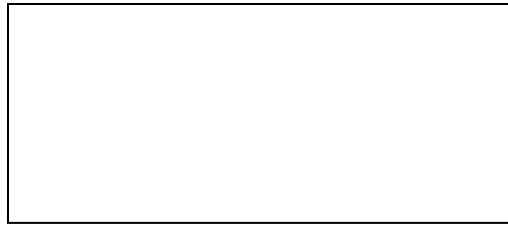
\_\_\_\_\_  
Name of Local Authority

Local Authority Signature (in ink within box)

\_\_\_\_\_  
Date

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**REGIONAL:** Approved on behalf of the \_\_\_\_\_ Regional Committee.



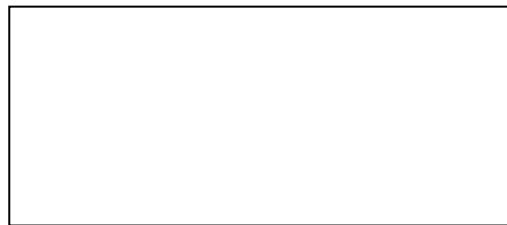
\_\_\_\_\_  
Name of Regional Authority

Regional Authority Signature (in ink within box)

\_\_\_\_\_  
Date

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**CRO:** Approved on behalf of the Central Registry Office.



\_\_\_\_\_  
Name of CRO Authority

CRO Authority Signature (in ink within box)

\_\_\_\_\_  
Date



## Authorization and Request for Release of Information Form

With respect to an application for membership to the Manitoba Metis Federation Inc.

Name (In Full):

\_\_\_\_\_

First

\_\_\_\_\_

Middle

\_\_\_\_\_

Surname

\_\_\_\_\_

Maiden (if applicable)

Address (In Full):

\_\_\_\_\_

P.O. Box Number and Street

\_\_\_\_\_

City

\_\_\_\_\_

Province

\_\_\_\_\_

Postal Code

Telephone Numbers:

\_\_\_\_\_

Home

\_\_\_\_\_

Work

\_\_\_\_\_

Cell (or Other)

\_\_\_\_\_

Email (if available)

Date of Birth: \_\_\_\_\_ City/Town & Province of Birth: \_\_\_\_\_  
mm/dd/yy

I, \_\_\_\_\_, applicant for membership into the Manitoba Metis Federation, hereby authorize the following:

I hereby authorize and request the Indian and Northern Affairs Canada to release and provide to the Manitoba Metis Federation all information and documentation with respect to whether I am registered as a member of any Indian Band under the *Indian Act*, Canada.

I hereby authorize and request Vital Statistics, Manitoba to provide and release to the Manitoba Metis Federation such information and documentation as may be requested in order to process my application for membership in the Manitoba Metis Federation.

I hereby authorize and grant permission to the Manitoba Metis Federation to conduct document verification with the appropriate organizations and/or agencies if necessary for the sole purpose of confirming ancestry concerning application for membership within the Manitoba Metis Federation.

I consent to the use of my genealogy by relatives when applying for their membership:  Yes  No

I hereby acknowledge that a photocopy or fax of this authorization shall be sufficient to allow for the release of the specific information and documentation requested.

Dated at \_\_\_\_\_, Manitoba on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of parent/ guardian where applicant is under the age of 18



## **Our MMF Privacy Statement**

In applying for membership with the Manitoba Metis Federation (MMF), you have entrusted our registry with your personal information, and we are committed to protecting this information. We need to collect a certain amount of personal information from you in order to enroll you, keep in touch with you, and fulfill our mandate and our responsibilities to you as a member of the MMF. You in turn have a right to expect us to treat your personal information with the care and respect it deserves.

We hereby pledge to use, maintain, and protect your personal information responsibly and in accordance with the highest privacy principles and standards, as enshrined in Canadian federal and provincial privacy laws.

### ***What personal information do we collect about you?***

Personal information is any information about you as an identifiable person. The personal information we collect about you is what you yourself either give to us directly or expressly permit others to give us. We do not collect your personal information from any source without your knowledge and consent.

Mostly, it is the information you provide either on, or along with, the forms you fill out in applying for membership. Once you are enrolled, we keep records of your use of our services or your participation in any programs we sponsor. We will also keep records of any responses you may voluntarily provide to surveys or questionnaires we send out in future.

Most of the personal information we collect is information we need to have for essential registry purposes. Sometimes, however, we may ask you for information for related, but non-essential purposes — for example, information about your knowledge or experience of Métis cultural practices and traditional lore. Whenever we consider any information we request to be non-essential, we always let you know that it is optional and your response is strictly voluntary. Whenever we consider the information to be essential, you can rest assured that we collect only the amount and types that we need to fulfill the purpose at hand.

### ***How do we intend to use your personal information?***

We use your personal information only for purposes that we consider reasonable and consistent with our mandate and our obligations to our members. This may include the following:

- Processing applications, tracing ancestry, and determining eligibility for membership certification and providing membership cards.
- Maintaining the membership registries.
- Compiling and issuing voter lists for MMF elections.
- Communicating with our members.
- Determining a person's eligibility to be a candidate for elected or appointed office with the MMF.
- Providing information to Regional and Local executives as necessary for them to fulfill their objectives and obligations to their members.
- Verifying status and eligibility for Métis-specific programs, services, and job placements (with the express consent of the individual when the request comes from affiliates or other third parties).
- Determining if applicant is on any Indian Registries
- Conducting research into cultural practices and traditional lore.

- Conducting Métis-specific research on such topics as health, housing, demographics, education, training and employment (such research does not involve or result in the identification of individuals).
- Generating non-personal statistical data and reports.
- Conducting the day-to-day business of the Central Registry Office.

Should we decide in the future to use your personal information for any additional purpose, we will first take reasonable steps to inform you and seek your consent.

### ***With what third parties do we share your personal information?***

As a general rule, we use your personal information only within our own organization — that is, our central registry office and its associated MMF regional/local offices. We share personal information with outsiders only on a very limited basis and only as necessary to fulfill our stated purposes. ***We never sell, lease or trade our member’s personal information.***

It is sometimes necessary for us to share some of your personal information with service providers whom we hire to help us carry out our responsibilities to you. For example, we contract with a firm that distributes our communications materials.

We regularly share personal information in our course of our registry activities. Your full knowledge and consent is requested on the “*Authorization and Request for Release of Information*” form (see page 8 of this package). These third parties include:

- **Indian and Northern Affairs Canada:** When you apply for membership, harvester certification, we ask you to sign an authorization for us to verify with INAC that you are not on the Indian Register.
- **Vital statistics registration services:** At the time of application, we seek your authorization for us to obtain vital statistics information from Manitoba Vital Statistics.
- **Relatives:** We ask for your consent to allow your supporting genealogical documentation to be used by your relatives in making applications of their own. Denying consent will not affect your application or your standing with the MMF.
- **Genealogical Organizations:** we seek your authorization to confirm ancestral documentation submitted with your application.

Whenever we transfer personal information to third parties, we give them only as much as is required for the purpose at hand. We also ensure, by means such as contract clauses, that the third parties keep the information confidential, protect it with appropriate safeguards, retain it only as long as necessary to fulfill the purpose, and generally treat it in accordance with privacy standards comparable to our own.

### ***Storing your personal information***

We keep your personal information in our Central Registry Office at the MMF Home Office, 150 Henry Avenue and at your MMF Regional Office. We will retain it on file there as long as you remain an MMF member.

We take the security of your personal information very seriously. We are instituting numerous physical, organizational, and technological safeguards to protect our membership, both paper and electronic, against loss, theft, and unauthorized access, disclosure, copying, use, and modification. We regularly review our security needs to ensure that our safeguards continue to be appropriate and equal to the

task.

Our registry staff receives privacy training and is aware of the need for confidentiality and security of any personal information they may handle in the course of their daily work.

***What are your rights regarding your personal information?***

You have a right to withdraw your consent at any time to any of the uses or disclosures listed above, subject to legal or contractual restrictions and reasonable notice. Depending on the nature of the use or disclosure in question, withdrawing consent may have consequences affecting your membership. We will inform you of any such possible consequences.

You have a right to be given access to whatever personal information about you we have on file, to challenge its accuracy and completeness, and to have it amended as appropriate. Our policy is to respond to access requests within 30 days, at minimal cost to requestors.

You have a right to be informed about our policies and practices with regard to your personal information. We will be pleased to respond to all inquiries.

If you believe we have been in any way remiss in handling your personal information, please inform the Central Registry Office and we will investigate and attempt to resolve all complaints to the satisfaction of all those involved.

***How can you exercise your privacy rights?***

You may direct all relevant inquiries and concerns to our Privacy Officer using the following contact details:

Registrar  
300-150 Henry Ave.  
Winnipeg, MB R3B 0J7

Phone: 204-586-8474  
Fax: 204-947-1816  
E-mail: mhcc@mmf.mb.ca

***Consent Form***

I have read *Our MMF Privacy Statement* and consent to the storage and use of my personal information provided in this application as described in the document above.

Dated at \_\_\_\_\_, Manitoba on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of parent/ guardian  
where applicant is under the age of 18