



Report on the 2nd Meeting

Exploring an Urban Aboriginal Community Strategy

Montreal, Quebec
January 13, 2009
City of Montreal
Salle des Ecluses
801 rue Brennan

Sponsored by:
Department of Indian Affairs

Coordinated by:
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INTRODUCTION

The following document includes:

- a) the summative transcription of meeting proceedings for the second meeting for Exploring an Urban Aboriginal Community Strategy; held in Montreal at building City of Montreal
- b) the proposed terms of reference for the Urban Aboriginal Network of Montreal co-created by the participants of this meeting building on the draft terms generated in the November meeting.

Meeting officially opened at 9:20 a.m.

See last section of report for list of participants.

MEETING PROCEEDINGS

Opening & Welcome

Rheena Diabo

Introduction of facilitator and participants in a “go around” as there were some new people in attendance that were not at the November meeting. Volunteers were recruited to conduct informal translation, as there were several people who are not fluently bilingual. Carole Brazeau and Pascale C. Annoual volunteered their services, and made it possible for everyone to participate and effectively share their ideas. Other participants also contributed to translation in the smaller group work.

Power Point Presentation

- ✧ Housekeeping
- ✧ Workshop Guidelines
- ✧ Action Research Relevance to this process
- ✧ Overview of November Meeting
- ✧ Recommendations from November Meeting (Driving today's agenda)

Questions/Comments - A question and short discussion followed on how many people are at the meeting today, and what were the numbers at the November meeting? Nakuset answered there were about 60 people at the November meeting. Today there are 22 people present with 3 or 4 people new.

The concern arose, "*was the number of participants adequate to move forward?*" Organizers noted that there is still genuine interest however there were competing demands in some previous participants' schedules, they did indicate they would try to make the next meeting scheduled in March. There were other participants who felt their role had been fulfilled in the last meeting; and those who would directly and consistently participate in it would best serve the further development of the Urban Aboriginal Network.

Based on this information, the participants felt it was prudent to move forward and not lose the momentum.

Agenda

The agenda was presented, accepted and was based on the recommendations stemming from the report submitted from November's meeting:

- 1) Explore Terms of reference for Aboriginal Network for an Urban Aboriginal Network
- 2) Begin to explore the use of committees to support the work of the Network

Review of Partnerships

As a lead into the first activity, a short review of partnerships and the practical considerations that this process is using to develop a framework that will strengthen existing working relationships and foster new ones.

City of Montreal Announcement

Carole Chouinard, Ville de Montreal made an announcement regarding the City of Montreal's project developing a resource handbook on Aboriginal services. She requested that everyone take a look at the draft handbook to verify and validate the information regarding their services. She asked that this be done during the break. Salwa Majouji has the draft handbook and would be responsible for any revisions required.

Developing Terms of Reference

Terms of reference ensure a sound framework for working groups, committees and networks. They usually include:

- Purpose
- Membership (types)
- Accountability(practices & procedures)
- Operations (practices & procedures)
- Timeframes

Group Work

Draft terms or questions that would help to develop them were crafted based on the information generated during the November meeting. These are located in the shaded boxes and were presented to participants. The participants were

organized into feedback groups and asked to rework these drafts or to answer the questions posed; to ensure they represented the sentiments shared in the November meeting. The next section of the transcripts provides the draft terms in the shaded boxes, below each shaded box is the feedback provided through the group work.

Proposed Purpose

The purpose of the Urban Aboriginal Network of Montreal will be to provide opportunities for service providers to Aboriginal people within the Montreal area to:

- 1. Share information about their services, client needs, resources and opportunities*
- 2. Explore and initiate joint projects*
- 3. Strengthen work relationships among partner organizations.*
- 4.*

With the intent to improve services to Aboriginal clients (preventing overlaps and addressing gaps)

Group 1:

Improve the existing services.

Lobbying

Instead of “client” use aboriginal people”

Establish committee based on population needs

Group 2:

Advocacy

Lobbying (long term vision) (projects will emerge from the committee- services, funds

Spokesperson to defend the interest

Group 3:

Pear down needs and identify priorities,
Mandate vague and very extensive

Once priorities established; creation of committees who can better address these
identified priorities

(E.g. service gap for First Nations and Inuit men)

Organizations that serve native populations but work under umbrella of non-native
organizations not eligible for funding.

Group 4

Purpose is to provide...

1) transfer of knowledge....

3) Develop and strengthen work relationships in collaboration with partner organizations

With the goal to improve the quality of life and services to Aboriginal clients

2) (Move at end of 2... explore and initiate joint projects, preventing overlaps and
addressing gaps.

BREAK

Proposed Membership

Membership would be open to all organizations and governments that provide services to the Urban Aboriginal population in the Montreal area

Organizations will determine who their formal liaison is for network meetings and communication and inform the network of this. They will further determine how info from the network will be shared within their organization

(Group 1)

Question was asked: *who should be involved in the Network include other organizations / groups that may not have been invited initially?*

- Individual members of Aboriginal communities
- DPJ (Centre de jeunesse, Kahnawake family social services, Kanasatake: include other communities)
- C.I.C. (Citizen immigration Canada)
- Waseskun
- Non-aboriginal shelters that serve aboriginal pop. (Dans la rue, Maison Marguette)
- CLSC- Metro and le Faubourgs
- Wapikoni Mobile
- Employ Quebec
- Open periodically to public
- Probation officers (justice)
- Prison (Joliette, Tanguay, Bordeau)
- Jewish Hospital - Community Mental Health
- Portage (mother/child program)
- Native Student associations (UQAM, Concordia, McGill, John Abbott)
- Nunavik house
- Sante publique Montreal
- Chez Doris Stella
- McCord Museum (others)

- Chest Hospital (MCH, MGH)
- Native Court worker
- Makivik Coop
- Droits devant
- Prisoners rights organizations (Elizabeth Fiy)
- MUC Police?
- HIV organizations
- Terre en Vue?
- FNISPA

Proposed Accountability

Annual report and research shared with:

1. *Any agencies that provide resources to the network*
2. *Member organizations*
3. *Network Partners*
4. *Network Clients*

Minutes of meetings provided to liaison person of member organizations

Organizational representatives report back to their organizations on meetings, decisions, plans, and projects

(Group 2)

- When funding is involved the administrative agency will provide financial report to the network.
- Use resources of the City of Montréal (offices, supplies, funding)
- Ex: Annual report: brief 1 or 2 pages total (realization and projections)
- Use outcome maps
- Each organization identifies priorities
- Presentation of group organizations
- Pilot project

Subcommittees:

- Each subcommittee prepares status reports on projects to
- the network based on one common agreed upon format
- Network circulates information
- Members have access to information
- Agencies that provide resources
- Member org.
- Network partners
- Network clients

The Network needs to appoint an administrative Agency

Member Responsibilities

Share info proactively within the network

Assist in developing the agenda for meetings, workshops and other Network forums

Attend Network activities

Share in chairing responsibilities

Ripple / share what is learned at the Network table within their parent organizations

When and where possible advocate for important Urban Aboriginal community Montreal area issues with their respective organizations and other tables they participate in

(Group 3)

1. Commit to: Appoint represents within organization. Attend network activities
2. Update and share relevant information and issues to network
 - Within own organization
 - Summary
 - Group e-mail and establish website (long-term)
3. Individual Membership Roles and responsibility at each meeting
 - Encourage participation
 - Who will chare future meetings?
 - Funding to hold meetings?
- 3 a. Organizational Membership
4. Share rotating hosting meetings; subcommittees

- Identify resources open for meetings, space, refreshments, and compatible dates, places available
 - Assign individual liaison person
- 5. Set up agenda for future meeting by appointed agency
- 6. Clientele/Beneficiary Repr. & Member *
- 7. Membership definitions should be more clear
- 8. Minutes should distributed to all members of an organization
- 9. Allow/alternate representative of the organization
- 10. Create a board or executive committee to coordinate the meetings (long term)
- 11. Include Montreal and surrounding area i.e. south shore??

Exploring Operations

Meetings *Monthly? Bimonthly? Quarterly? Date? (i.e. 2nd Tuesday of every month or every 2 months) Location?*

Minutes *Rotating recorder? format of agenda & minutes? Dissemination?*

Chairing *Rotating chair? drafting agenda? notice of meeting?*

Decision Making *Majority vote, consensus?*

(Group 4)

Initially meeting once every 6 weeks

Duration: 3 hours /half a day

After assessment- Bi-monthly (one meeting every 2 months)

Annual Meeting- One full day

Day or date to be specified

Location: Free and Central

Fixed location- Ville de Montreal

Appointed agency sends out reminders for meetings- two weeks in advance

Establish the calendar (Six months in advance)

Rotate the location to get two know the organization.

Minutes:

Assign 2 secretaries/recorders at end of the meeting for the next
Only 1 secretary (2 secretary replacements)
Agenda for each meeting with a varia section, items to be established
Appointed organization will draft and distribute agenda
Dissemination of meeting, agenda and minutes - Group e-mail
As soon as possible summary/report, draft 2-3 weeks after meeting.

Records:

Recommend 1) NWSM 2) recommend another organization. Note: NWSM willing to do this if network agrees.

Decision Making:

Adequate time for discussion
People should be heard before decision is made
Consensus for committees
Majority rule for the larger committee

Chairing:

First meetings NWSM
Rotate after at the end of meeting vote who will chare the next meeting.

Establishing Realistic Priorities

Participants were asked to individually review the list of practical things a network could do that was generated at the November meeting. They were then led through a prioritizing activity that helped them to identify the #1 priority. Participants were then asked to return to their working groups and create a list of their priorities and discuss the reasons for their assessments. Each group was asked to document their list on flip chart.

Practical Things To Do To Help In Meeting The Challenges And Needs

1. List of organizations
2. Network website
3. Resource guide
4. Direct links
5. Information – master list of organizations that help native organizations,
6. Serve as a brainstorming
7. Serve as a brainstorming meeting
8. Discuss challenges
9. Advocacy
10. Screen and assess all potential foster child family – develop native foster families list train and provide info to parents
11. Share information
12. Guided tour to clientele to native organizations
13. Creation of Urban survival guide
14. To create a sub-committee to respond specific issues
15. To assure funds
16. Assess human resources needs
17. Share information-newsletters
18. Gatherings ongoing
19. Support Systems
20. Debriefing ongoing
21. Awareness of ideas, issues
22. Formalize committee and structure
23. 1 committed member from each organization/group for liaison
24. Service Providers and native based organization bring needs to government or other levels, a second liaison person.
25. Network responsible to sensitize and bring awareness to other systems
26. Clarifying available resources-inventory
27. Council to share information, handle collecting and sharing resources
28. On line database/resource list
29. E-mail distribution of council meeting minutes
30. Committee formation involving different groups
31. Common place or directory to direct people to the right services
32. Updated info with someone responsible for updating membership
33. Website for the umbrella groups to feed information and keep it fresh
34. Material available in different formats
35. Sub-committees with a focus e.g. culture, education, health, child services

Group 1 Priority List:

- # 23 Committed member from each organization
- # 10 Develop native foster families list train and provide info to parents
- # 11 to assure funds
- # 7 List of organizations
- # 8 Discuss Challenges

Group 2 Priority List:

- # 35 Subcommittees with a focus e.g. culture, education, health and child services **(4X)**
- # 16 Assess human resource needs
- # 9 Advocacy

Group 3 Priority List:

- # 1 to assure funds **(3X)**
- # 22 Formalize committee and structure **(2X)**
- # 25 Network responsible to sensitize and bring awareness to other systems

Group 4 Priority List:

- # 22 Formalize committee and structure **(2X)**
- # 8 Discuss challenges
- # 31 Commonplace or directory to direct people to right services
- # 35 Subcommittees w/a focus e.g. culture, education, health and child services

Based on the priority exercise there is a strong need to complete the establishment of subcommittees or working groups and formalize their structure. The following outlines the top five priorities identified for the Urban Aboriginal Network of Montreal:

1. Establish Sub Committees with a focus e.g. culture, education, health & child services
2. Formalize committees and structure
3. Assure Funds
4. Listing and/or Directory of Organizations
5. Discuss Challenges

Next Meeting

Proposed dates are March 3 or 10, 2009. Need to respond to Nakuset by end of this week.

Closing: Rheena Diabo

Urban Aboriginal Network of Montreal Framework

PURPOSE

The purpose of the Urban Aboriginal Network of Montreal is to afford opportunity for service providers to Aboriginal people in the Montreal area to:

1. Share information and transfer knowledge about their client needs, services, resources and opportunities
2. Prioritize needs, explore and initiate joint projects that address gaps and prevent overlaps
3. Develop and strengthen work relationships in collaboration with partner organizations.

With the intent to improve the quality of life and services to Aboriginal clients

MEMBERSHIP

Membership is open to all organizations and governments that provide services to the Urban Aboriginal population in the Montreal area.

MEMBERS ROLES & RESPONSIBILITIES

Organization Responsibilities

Member organizations appoint their representative and alternates for network meetings.

Where feasible provide meeting space

Host UANM meetings/activities

Promote participation in the UANM

Individual Responsibilities

Attend UANM meetings & activities and participate responsibly

Share info proactively within the network

Assist in developing the agenda for meetings, workshops and other Network forums

Share in chairing/recording responsibilities

Share what is learned at the UANM table within their parent organizations

Participate in sub-committees

Promote the purpose of UANM

When and where possible advocate for important Urban Aboriginal community Montreal area issues with their respective organizations and other tables they participate in.

OPERATING GUIDELINES

Meetings

The UANM will meet every two months. Meetings will be held in the afternoon of the 2nd Tuesday of designated months. Location for the next meeting will be determined during meetings. Meetings are open to all staff of member organizations and clients served.

Chairing

Until such time that the need for an executive committee is determined the responsibilities for chair will be rotated among willing members. The chair will be responsible for drafting the agenda and ensuring it is sent to the recorder.

Minutes

Until such time that the need for an executive committee is determined the responsibilities for recorder will be rotated among willing members. The recorder will be responsible for taking and circulating the minutes of the meeting along with the proposed agenda for the next meeting. The proposed agenda will also include name of chair, meeting date, location and time.

Decision Making

Decisions in Network meetings will be carried by a majority vote of representatives present. Decisions in sub-committee meetings will be by consensus.

Administration

The administrating agency for the UANM will be the Native Women's Shelter of Montreal. The responsibilities of the administrating agency will be to:

- House and maintain the master files of the UANM
- Provide administration services for UANM projects such as contracts, accounting and financial statements (statements should be provided for regular meetings/sub-committees responsible for projects).

Accountability

The UANM will issue an Annual report that outlines further development of the UANM, the work conducted, the projects realized and share with:

1. Any agencies that provide resources to the network
2. Member organizations
3. Network Partners
4. Network Clients

The UANM will ensure there are documented minutes of UANM and sub-committee meetings. UANM will share minutes of meetings with member organizations. Member organizations will determine how their representatives report back to them on meetings, decisions, plans and project.

Upon the creation of Sub-committees the UANM will establish and enact clear *Terms of Reference* for Sub-Committees that include committee: mandate, term duration, reporting requirements, authorities, membership.

The administering agency for UANM will provide monthly financial statements these statements should be prepared for regular meetings/sub-committees responsible for projects administered by the agency. The administering agency for UANM will ensure that those projects they administer for UANM are included in the annual audit.

Considerations for the further development of the Urban Aboriginal Network of Montreal

Meeting Schedule

Based on the practices of other networks there are some months not conducive to meetings due to the large volume of people who take time off from work. The months are March, July and August. Many choose not to hold meetings in these months. However going without a meeting for three months is also not conducive to momentum and may compromise the timeliness of some initiatives, so networks will determine and will agree to hold “back to back” meetings to ensure they are meeting at least six times per year. Based on this the following chart presents the UANM two options for meeting schedule for 2009-2010, with alternate months to replace those where holidays may impede participation.

Option I	Option II
April	May
June	July meet in June
August meet in Sept.	September
October	November
December	January
February	March meet in Feb.

Agenda & Minutes

In the appendix are a sample Agenda & Minute templates. If this is acceptable then they should be sent to all member organization representatives so they have copies for their use in the event they record or chair.

Membership

The previous meeting had identified potential members of the UANM that were overlooked or possibly could not participate in initial meetings. It will be important to promote the UANM with these organizations and invite them to participate in the Network.

Values

It is well accepted within aboriginal cultures that values guide what we do. It will be important for the UANM to establish a statement of values (philosophy statement; that embodies the spirit invested by participants and supports the intent of the framework developed.

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URBAN ABORIGINAL COMMUNITY STRATEGY MEETING # 2
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Appendix A

Agenda Template & Minutes Template

Urban Aboriginal Network of Montreal
Meeting Agenda
Date:

- 1. Welcome**
- 2. Review of Agenda**
- 3. Review of Minutes of Previous Meeting**
- 4. Follow-Up**
 - a.
- 5. New Business**
 - a.
- 6. Varia**
 - a.
- 7. Deferred**
 - a.
- 8. Next Meeting**

URBAN ABORIGINAL NETWORK OF MONTREAL Minutes of _____		
The meeting began at _____, with _____ as chair, _____ as recorder. Also present : _____ . Meeting adjourned at _____.		
<i>List Items for each category</i>	<i>Note key points discussed/covered</i>	<i>Note who is responsible for follow up, what it is and by when</i>
1. Review of Agenda		
2. Review of Minutes	Discussion:	Action:
3. Follow- Up	Discussion:	Action:
ITEM A	a.	
Item b	b.	
	c.	
4. New Business	Discussion:	Action
<i>Item a</i>	a.	
	b.	
5. Varia	Discussion:	Action
	a.	
	b.	
6. Deferred	Discussion:	Action
	a.	
7. Next Meeting: _____ at _____ . _____ to chair, _____ to record.		