

**Prince George Urban Aboriginal Strategy – Project Champions Council
Meeting – October 11, 2005, 9:30 am – 4:00pm
Prince George Native Friendship Centre – Circle of Unity
MINUTES**

- 1) Call to order: Chair, Gloria George
- 2) Opening Prayer: Jim Roberts
- 3) Introductions:

Project Champions and Alternates:

1. Chair and Healing Project: Gloria George
 2. Dakelh Elders Project: Rose Thomas
 3. Disabilities Project: Jim Roberts
 4. Education Project: Ben Berland
 5. Employment Clusters Project: Bob Scott
 6. Lifeskills Project: Megan Hunt
 7. Moccasin Telegram Project: Marcel Gagnon
 8. Off Reserve Funding Project: Joanne Teegee
- Off Reserve Funding Project and Dakelh Elders Project (alternate): Emily Bencher

Governments:

Western Economic Diversification (WD), PGUAS Coordinator: Peter Gosselin

Coordinating Body:

Aboriginal Business Development Centre (ABDC):
Veronica Creyke, Ray Gerow, Angela Yorke (Recorder)

Community Entity:

Prince George Nechacko Aboriginal Employment and Training Association
(PGNAETA): Karin Hunt, Lawney Chabot, PGNAETA Program Officer

Observers and Guests:

Carrier Sekani Tribal Council: Jason Morgan

Agenda changes:

- Add 4, September 22 meeting minutes
- Change 5d to 5.1 ABDC Contractual Process
- Add 5.2 Current Process
- Add 15 Edmonton UAS

| Agenda Items | Discussion | Action |
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| Agenda Item 4: Review minutes and action items from Sept. 12 meeting | September 12, 2005; added September 22: Page 2 – add members’ names who attended the meeting with Mayor Kinsley Page 3 - Agenda Item 5 – TOR - remove the action item for replacement of members | ABDC to do To discuss upon review of TOR on Oct. 31/05 agenda |

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| <p>Review minutes and action items from Sept 22 meeting</p> | <p>Page 3 – Agenda Item 6 – PGNAETA Contribution Agreement – 4th paragraph – change paragraph to read “policy of the Treasury Board is quite restricted, PGNAETA to work with WD about less restriction” WD gave PGNAETA a document regarding “General Conditions for Funding”</p> <p>Page 4 – Agenda Item 6 – Second paragraph Change the last paragraph to read “ratified their financials until September of every year”</p> <p>Page 3 – Agenda Item 5a – Conflict of Interest Change to “disagree with having a PCC at the table during the discussion of funds; some people can better address their projects while others do not have that capability”</p> <p>Minutes, as amended, from September 12 and September 22 are accepted</p> | |
| <p>Agenda Item 5a – Review PGNAETA Contribution Agreement with WD</p> | <p>WD needs to complete changes to the Contribution Agreement</p> <p>WD circulated “General Conditions – Contributions, Appendix C (6 pages)” to be added to the formal agreement</p> <p>PGNAETA Board of Directors would like to see an indication in writing (not just an email) about how much will be the “hold back” from WD</p> <p>Is the payment going to be in a lump sum or in installments? What will be done with the interest?</p> <p>Page 12 – Contribution Agreement – ii Performance Indicators Add e) PCC survey of PGNAETA’s services Add f) number of capacity development workshops</p> | <p>WD to send completed changes of Contribution Agreement</p> |

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| | <p>iii Methodology & Timing Last sentence – add “PGNAETA will bring Draft of final report to the PCC”.</p> <p>“Accountability” is to be added as an Appendix “D” to the Terms of Reference</p> | |
| Agenda Item 5b – Ratify Application Form | <p>PGUAS-PCC to review the draft application form and give feedback to PGNAETA Add the Community Entity’s address Add a block for the file # on page one.</p> | PGNAETA to send amended Application Form |
| Agenda Item 5c – Policy and procedures for funding projects | <p>Finance Committee circulated Teleconference minutes of October 7 Capital Purchases – too early to decide on capital purchases. Need to decide on a limit. What happens to the purchases when the project ends? Upon completion of the project the PCC determines the disposition of assets.</p> <p>Membership Fees – example: Are the membership fees at YMCA for Dakelh Elders covered? Fees would have to be justified. What is the rationale for the memberships? The memberships must directly correlate with the outcome.</p> <p>Backdating Projects Decision of the PCC if the projects are backdated. Set parameters before any backdating of projects. Some projects have already done some work</p> <p>Assessing Applications Recommends that PCC review an assessment form Everyone has different capacity levels, some people need to learn the process from the beginning. Time is of the essence. Could assist those projects that have not been through the process. All projects are subject to the same level of questioning.</p> | <p>Tabled, to be discussed.</p> <p>Tabled, to be discussed.</p> |

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| <p>Agenda Item 5.1 – ABDC Contractual Agreement with WD</p> | <p>Page 5 – Scope of work 3d. Change to “Develop draft media communications under the direction of the PGUAS-PCC”</p> <p>Timelines and deliverables – in terms of accountability, need benchmarks/timelines</p> <p>Discussion about duplication of services PCC should have option of a streamlined process</p> <p>How did the two coordinating and community entity bodies occur? At the two meetings in March 2005, discussions occurred about the separate roles of PGNAETA and ABDC, as existing Aboriginal organizations; that PGNAETA assist with project development and ABDC do the logistical coordination of the PCC</p> <p>Page 6 – 4. Assist with Capacity Development. Need to change wording.</p> <p>Page 6 – Period of Contract</p> <p>Page 6 – Project Costs Should be a specific breakdown and justification of costs. WD will ask for a detailed breakdown of the budget. Difficult when determining a specific cost. Usually the year-end evaluation shows the volume of work. Need to be accountable to the community Maybe ABDC will assist projects with their communications</p> | <p>ABDC & PGNAETA to work on wording</p> <p>WD to check</p> <p>ABDC to redraft and include rationale for each process</p> |
| <p>Agenda Item 5.2 – Current Process</p> | <p>Suggest that Host Agencies for Projects reflect the project</p> <p>To incorporate concern about the Current Process into the discussion of the Decision-Making Process</p> | <p>Tabled until October 31, 2005</p> |

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| Agenda Item 6 Advisory Group – role of existing organizations | Not discussed, add to October 31, 2005 agenda | October 31, 2005 agenda |
| Agenda Item 7 Decision-making Process | Circulated document “Process” with 10 listed points for Project Champions to consider when determining what projects are to be funded; to also include discussions about Current Process (see 5.2 above) Several Project Champions expressed concerns about the Current Process | October 31, 2005 agenda To be further discussed |
| Agenda Item 8 Sustainability | WD circulated 3-page document “Program Sustainability Information Sheet” and workshop description of “Sustainability Planning: Increasing the Long-term Viability of Your Programs” | October 31, 2005 agenda |
| Agenda Item 9 Communications Committee | Circulated Communications Committee minutes of September 28 Midway, complete the last line with “community function” Discussions occurred about some activities | October 31, 2005 agenda |
| Agenda 10 Policy and Research Committee | Discussion about role – northern focus to research; whether an extension of a separate function of the GUVAS or its affiliate; attendance at a Policy and Research conference being hosted in Vancouver possibly in February 2006; what about policies that PGUAS generates | |
| Agenda 11 Review Final Draft Terms of Reference | Did not discuss. Circulated copies dated October 10 (either one with “track changes” showing all of the deletions of June 27 and August 24 [14 pages] or without “track changes” [10 pages] including Principles, Acronyms, Glossary | October 31, 2005 agenda |
| Agenda 12 Conflict of Interest Guidelines | PGNAETA circulated via email the Waterloo guidelines (at the Sept 22 meeting, circulated the PG Urban Aboriginal Working Group “Conflict of Interest”) for PCC review | October 31, 2005 agenda |

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| <p>Agenda Item 13 – Review final draft of Consensus</p> | <p>Circulated the Aboriginal Consensus paper. The term “Aboriginal Consensus” and its meaning will go under the Glossary that provides a brief description.</p> <p>The entire definition, including the process in reaching consensus, will be listed as an Annex</p> <p>Discussion was held around changing the phrase “Blocking or Standing in the way” It was decided to change the phrase to “Blocking or Challenging”</p> | <p>ABDC to re-draft</p> |
| <p>Agenda Item 14 – Meeting with GUVAS in November</p> | <p>WD will be in Toronto on November 22 for the suggested meeting with GUVAS. Need to look at another date. Option: Could another WD staff attend?</p> | <p>WD to check</p> |
| <p>Agenda Item 15 – Edmonton UAS</p> | <p>To be discussed October 31</p> | <p>October 31 agenda</p> |
| <p>Miscellaneous</p> | <p>Discussed draft letters to the City of Prince George, Lheidli Tenneh and United Native Nations. Redrafted letters to the City and Lheidli T’enneh to be sent</p> <p>UNN, as in other projects not represented to date, to draft a letter and cc it to the participants that were present at the Open Space in January</p> <p>The attachment is to include a short paragraph on the background of the PGUAS-PCC and a list of the projects.</p> | <p>Chair to sign and ABDC to send letters to City and Lheidli Tenneh</p> <p>Communications Committee to draft</p> |
| <p>Agenda Item 4a – Set next meeting date.</p> | <p>October 31, 2005, Monday, in the Circle of Unity Room, 9:30 am – 4 pm</p> | |

Closing Prayer: Jim Roberts

Adjourned.