

# Kugaaruk Committee of Council

## Phase I Strategic Planning Document



February 1, 2001

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## Background

The Department of Health and Social Services in Nunavut has proposed the establishment of hamlet Committees of Council to address community wellness and empowerment as directed by the Bathurst Mandate.

Initially, the focus was on Health and Social Services. Through consultation and planning, the focus of a well community has grown to include a more diverse list of elements that make a well community. This scope of involvement will enable this Committee of Council to get up and running with partners and the Hamlet with sufficient information to develop a draft Community Wellness Plan. During the process it became evident that virtually all Nunavut Government Departments are involved in providing the programs, services and funding that support community wellness.

This Committee of Council recognized that there would be a significant body of work, particularly in the initial stages. For long-term commitment from the members and success of the Committee of Council, it is imperative that it has a high degree of autonomy and that recommendations are taken seriously.

With the help of partners and the support of the community, this Committee of Council can significantly influence the achievement of Pinasuaqtavut through facilitating the process of empowering people of the community to be engaged in achieving and assuming accountability for their own wellness and the wellness of the community as a whole.

## Nunavut Vision

We are guided by a vision of government that:

- Places people first
- Represents and is accountable and fair to all its residents
- Is a servant of the people of Nunavut
- Seeks direction from the people
- Is shaped by and belongs to the people of Nunavut
- Offers programs and services in an integrated and holistic manner
- Promotes harmony amongst people
- Places ownership of well-being into the hands of individuals, families, and communities
- Conducts itself with integrity and openness
- Encourages excellence and welcomes creativity
- Incorporates the best of Inuit and contemporary government systems

## Bathurst Mandate

### *Healthy Communities*

That builds capacity; are self-assured, caring, and responding to the needs of individuals and families

### *Simplicity and Unity*

Where people come first and are responsible & accountable for their own well being

### *Continuing Learning*

Where people acquire the skills they need to increase independence and prosperity while preserving culture, values and language of origin

### *Self Reliance*

People and communities are dedicated to directing their own destiny by working together, co-operating and focusing the collective resources that are available to achieve maximum health and well being for every resident.

## Committee of Council Mandate

### *Interim*

Establish the Committee of Council model for ensuring community wellness and provide an interim process for capturing community concerns or issues regarding health and social services program delivery for community residents.

### *Long-Term*

Provide a focus for discussions within the community and between the community, its partners and Nunavut Government regarding aligning Kugaaruk policies, programs and system relationships more closely with the vision of Pinasuaqtavut - the Bathurst Mandate.

## Committee of Council Mission

We will listen to the voices of the people of Kugaaruk in developing and implementing a Community Wellness Plan that strives to ensure a healthy, happy and safe environment for everybody and achieve Pinasuaqtavut for our Community

## Committee of Council Members

- Joshua Kringorn
- Zachary Oogark
- Otto Apsaktaun
- Benedicta Kayaitok
- Remi Krikort
- One more to be appointed

## Committee of Council Values

- Integration of traditional and contemporary beliefs
- Trustworthy & respectful working both ways – Committee of Council to the people and the people to the Committee of Council
- We are a voice of the people
- Responsible and Accountable
- Directed by the Community
- Confidentiality
- Promote through leadership
- Team Players
- Honor input from youth and elders
- Innovative & Future oriented

## Committee of Council Membership

- Recommended number of members (6) including:
  - Former H&SS Board member
  - Housing Association member
  - Youth & Justice Committee member
  - Hamlet Councilor
  - One member from the Community
  - Inuit participation as per the Bathurst Mandate
  - H&SS Representative or CHR
- Must not miss more than 3 meetings in a year (unexcused)
- Prepared to put significant time in meeting in the initial stages

## Elements That Make Up a Well Community

- *Inuit values and beliefs* - guide the wellness process
- *Inuit cultural activities and life skills* - use to educate younger families, how to deal with family problems using Inuit values
- *People* - are happy (mental / physical / social / spiritual)
- *People* - are self directed and empowered
- *People* - are taking responsibility, making choices and are making use of what is available
- *Housing* - there is enough, affordable, quality housing
  - Now there is a shortage of houses
  - Too many people in one house and some must move to another house
  - Crowded houses create more sickness in the community
- *Employment* - there are enough good jobs
- *Food* – there is traditional, nutritional, affordable, food available to everybody
- *Education* - everybody has sufficient education to achieve employment and personal goals
- *Families* - are recognized & supported as the foundation of the community
- *Connected families* - strong generational values and ties
- *My Community* – is recognized by and influencing all levels of government
- *Good Communications* - with all information available in Innuinaqtun and/or Inuktitut (written and/or oral e.g. tapes
- *A Radio Station* - for good communications
- *Self Sustaining* – there is effective, long-term economic & social development
- *Services and Resources* - are accessible, effective and provide unified solutions (available and not overlapping)
- *Service Providers* – are dedicated, professional, permanent, accessible and being used appropriately
- *Infrastructure* - is in place and service delivery is being provided effectively (water, streets, garbage, etc.)
- *Transportation* - is available and accessible (air, roads, water, local)
- *Facilities* - are available:
  - Recreational, pool, group homes, assisted adult living situations, elder/handicapped housing
  - We need a women's shelter in each community – often they now go to another community – would be cheaper to have a shelter in each community and save on travel
  - We need a facility where everyone could go for physical exercise – need equipment in the communities for people to use
- *Funding* - is in place
- *Integrated Services* - are provide complete programs
- *Participation* - people are encouraged to come out and participate in community events
- *On the land* - people get out camping, hunting, fishing:
  - Get away from community and live Inuit life style on the land
  - Elders who don't go out on the land where they used to go to hunt and camp – it would be better for them to have more activities like this
- *Spirituality* - that gives you knowledge, co-operation, harmony
- *Equal treatment* - for all residents of the communities regardless of Inuit, non-Inuit, rich, poor
- *Social issues* – awareness workshops for all types of social issues
- *Volunteering* - *in the community*
  - Not a problem in the past
  - Today we only volunteer if we get paid
  - It is a lost art and a lost value

## Committee of Council Key Functions

- Prime for overall community wellness
- Listening to the voice of the people
  - Feedback that is not supportive to the committee should not be recorded
  - We are looking for feedback that would assist the other organizations and agencies and help people work together
- Advocate on behalf of the people
- Setting Direction
- Health and Wellness Promotion
- Determining, monitoring and measuring program and service delivery / with the people
- Initiate / facilitate planning
- Communications in our community with Hamlet Council
- Mediation and Dispute Resolution depending on the seriousness of the situation – should be moderate to really serious
- Fund raising – providing a resource to assist other agencies with fund raising
- Committee Recruitment and Development
- Coordinate, facilitate, consult, mentor as part of the Committee mandate
- Set direction for a significant part of the work of the Wellness Co-ordinator
- Integrate into the education program promote fitness and health classes
- Involved with hiring of Health & Social Services staff
- Assist Health & Social Services with orientation with new staff
- Open access to information and people, and a direct voice to the government of Nunavut through Council
- Control over approved budget and resources
- A partner with all other stakeholders
- Usual member term is 2 years, but if approved by other members may stay on longer
- In any given year, no more than half of the Committee members should change
- Prospective members must apply to the Committee explaining their reasons, qualifications and willingness to make a long term commitment to being a member
- Prospective Committee members that pass the initial selection process must pass a criminal records and personal reference check
- Member selection options:
  - Council could select and remove members ..... Or
  - Council may say no to a member selected by the Committee, but may not arbitrarily select a committee member on their own without the approval of the Committee
  - Council may not arbitrarily remove a member from the Committee without the approval of the Committee
  - The Committee may not remove a Committee member before their term is up without the approval of Council

## Committee of Council Terms of Reference

- Autonomous as representatives of all of the citizens of your Community
- A significant voice in planning and implementing a Community Wellness Plan
- Long-term, continuous, Council support and commitment to quickly act upon the recommendations of this Committee
- Chair selection options:
  - Council could select the Chair ..... Or
  - The Chair is automatically a Council member on the Committee .... Or
  - Committee to select a Chair and Vice-Chair every year
  - The Committee has the power to address problems that may arise with the Chair. And, if serious enough they may select another Chair

- All members, including the Chair and Hamlet member, must attend all meetings
- Must have a dedicated Hamlet representative on the Committee
- Honoraria options:
  - No honoraria .... Or
  - Regardless of employed or unemployed, an honoraria for members

### **Committee of Council Members Code of Conduct**

- Prior to all meetings, all Committee members are asked for agenda items
- All meetings are long enough to effectively address agenda issues
- Respect the confidentiality of sensitive issues and information
- All Committee members should take an Oath of Confidentiality
- Read all related materials prior to the meeting and bring with you to the meeting
- Come prepared to participate, arrive on time, and stay until the end of the meeting
- Honor & respect each other
- Respect views of others - seek first to understand, then be understood
- Appreciate creativity and be non-judgmental
- Respect Agenda time frames
- Limit questions to clarification during presentations
- Use plain language that everybody can understand
- Avoid disruptive side conversations and behavior
- Encourage contribution from all members
- Use the "T" Rule to help facilitate the flow of the meeting
- Final decisions are consensus
- Fully support all decisions and closed agenda items inside and outside of the Committee
- Agree to park new and unresolved (timed out) agenda items when time frames are in jeopardy - but commit to pursue in future

- A member who is in conflict or has a conflict of interest must step out while the issue is being dealt with
- Have a formal swearing in of new Committee members
- Only time Committee can meet is when they have a quorum
- Any additions made to Agenda at the meeting can only be added with majority vote of members
- Must follow time frames set with Agenda and stop meetings on time

### **Committee of Council Goals**

#### Committee of Council Goal # 1

1. A comprehensive Community Wellness Plan is in place and working.

#### Measures:

- The community is engaged in and achieving their vision of a well community for .....
- Wellness-related programs and services are meeting the needs of residents and achieving the objectives of the Community Wellness Plan
- The Committee of Council is fully participating in planning at the municipal, regional and territorial level for programs and services that support community wellness
- The Committee is well established with mandate, roles and responsibilities clear
- Committee members have the necessary skills and competencies and a process for renewal is in place

Committee of Council Goal # 2

2. Wellness-related information, programs, services and resources are accessible to everyone.

*Measures:*

- Clearly defined avenues - channels / communications / language are in place, working and easily accessible e.g. ombudsman, web site, help line
- All stakeholders – (Community through to Department) understand the role, priorities, initiatives and accomplishments of the Committee of Council
- Roles, responsibilities, processes, protocols and procedures for Committee mediation and dispute resolution are clearly defined and working
- Methodologies for addressing ongoing community wellness are in place and working well

Committee of Council Goal # 3

3. All partners and stakeholders are working together to achieve the Community Wellness Plan

*Measures:*

- Mandates, roles and responsibilities of all stakeholders are clear with the Community successfully assuming primership for inter-agency co-operation
- All program providers, funding agencies partners and stakeholders are working effectively together and achieving the objectives of the Community Wellness Plan.
- All stakeholders are kept up to date on the issues, initiatives and outcomes of the Committee of Council work/endeavors

**Next Steps**

Item
Next meeting date
Get on next Council Agenda
Select/confirm Chairperson at next meeting
Schedule meetings for rest of year
Provide copies of plan to Council members
Present to Council for approval
More training for a workshop to Plan
Complete Phase II Tactical Planning

### Definition of Terms

Advocate / advocacy	One who speaks on behalf of many
Autonomy / autonomous	Right to self govern, freedom to make decisions
Bathurst Mandate	Empowerment of people and communities
Commitment	Ensign or entrust, pledge a course of action
Committee of Council	The group of people challenged to facilitate the Bathurst Mandate
Consensus	Mutual agreement and commitment among members without voting
Empowered	Authorized, enabled
Engaged	Employed busily, pledged
Expediently	Done speedily, done for speedy performance
Formalize	Give shape to, make legal
Generational	Handed down form elders to new family members
Holistic	A natural form of a whole that is greater than the sum of the parts
Infrastructure	Permanent parts that form solid basis for structure e.g. buildings
Inter - Agency	The united efforts of similar groups to provide programs and services
Interim	Temporary until something permanent is in place – usually 6 to 12 months
Long – Term	Permanent – in the case of a plan - 3 to 5 years
Mandate	Commission or authority to perform specific responsibilities
Ombudsman	A position to investigate individual's complaints against public authorities
Partner	A person associated with others in which they share risks and benefits
Programs	A definite plan of intended proceedings and activities
Self-directed	Free will to act and take action
Self sustaining	Requiring nothing from outside, independent
Service Providers	Those who do work for or meet the needs of others
Services	Provision of what is necessary for the good or well being of people
Stakeholder	A person or group that has concern, obligation or ownership
Trustworthiness	<i>Trust</i> – well intended / <i>Worthiness</i> – able to meet the commitment
Vision	Insight or wise in understanding what should be
Wellness	Complete and in good health with all the necessary support

## Attachment A - Health Programs, Services, Objectives and Measures

### Core Services

#### *Non Discretionary Core Services*

- Reflect services and programs legislated by the Canada Health Act, Children and Family Services Act, Public Health Act
- Encompass the broad range of services needed to promote health, prevent illness and injury from pre-conception to death
- Provide diagnosis, treatment, care, and support for our whole lives

#### *Non Discretionary Core Services*

- Health Promotion Health Protection & Preventative Services
- Emergency, Acute, & Diagnostic Services
- Continuing Care
- Developmental, Rehabilitation, & Support Services
- Community Corrections (probation and parole services performed by social workers in the community for the Dept of Justice)

#### *Non Discretionary Core Programs*

- Maternal Health Program
- Adult Health Program
- Communicable Disease Control Program
- Chronic Care Program
- Treatment & Emergency Program
- School Health Program
- Infant & Child Health Program
- Social Services Programs
- Adoptions Act
- Children and Family Services Act
- Public Guardianship Act

#### *Discretionary Core Services*

- Also reflect the priorities of the Nunavut Department of Health & Social Services
- Those priorities in turn reflect the health and social needs expressed by Nunavummiut
- Department Priority Items
- Mental Health
- Suicide Prevention Program
- Tobacco Reduction Program
- Alcohol and Drug Program

### Objectives & Measures

#### **Children**

##### *Objective:*

Babies will be born healthy

##### *Measure:*

- % of infants with birth weight of 2500 grams or less
- Percentage of women smoking during pregnancy
- Infant mortality rate

##### *Objective:*

Children will grow up in a family and community environment where they are nurtured, supported, respected and protected

*Measure:*

- % of children with up to date immunization
- % of children requiring dental surgery under general anesthesia

*Objective:*

- School aged children will be given every opportunity possible to reach their highest potential

*Measure:*

- Number of child apprehensions
- % Children attending school and involved in community sports

**Adults**

*Objective:*

Adults will maximize their social, emotional, intellectual, spiritual and physical well being

*Measure:*

- Cancer mortality rate
- Potential years life lost to injuries
- Potential years life lost to respiratory
- % of people impaired in their activities of daily living by chronic condition
- % of women participating in cervical cancer screening
- % of women participating in breast cancer screening

*Objective:*

Youth make positive and healthy choices in moving to independence

*Measure:*

- Incidence of suicide
- Incidence of sexually transmitted diseases
- % 19 –25 employed

*Objective:*

Elders will be able to live independently as possible for as long as possible

*Measure:*

- % seniors over age 65 using home care services
- % of seniors over age 65 immunized against pneumococcal infection

## **Families**

### ***Objective:***

Families will be recognized and supported as the foundation of a healthy community

### ***Measure:***

- Number of safe shelter bed days used per 1000 population
- Incidence of spousal assault per 1000 population
- Incidents of child abuse per 1000 population

## **Communities**

### ***Objective:***

People have a sense of belonging and a shared responsibility for their problems and solutions

### ***Measure:***

- Alcohol consumed per 1000
- Tobacco consumption per 1000
- Mortality rates
- Morbidity rates
- New TB cases per 1000
- Water consumption per capita
- Rates of enteric diseases

## Attachment B – Conducting Meetings

### Conducting Committee of Council Meetings

This document is for the Chairperson for the Committee of Council. It will assist you to make your meetings more focused and productive.

#### Before The Meeting

**1. *Determine your objectives.***

A meeting will run smoothly only if it has a clear objective or set of objectives. You as leader must be clear about what you want the meeting to accomplish before it begins. Your objectives should be included in your written agenda.

**2. *Plan how to accomplish your objectives.***

As leader, it's your job to think about how the objectives should be accomplished. Usually the objectives themselves are fairly straightforward. You may need to analyze data that was collected since the last meeting, or you may need to begin thinking about a solution to a problem. Since each problem is unique, the choice of methods will vary, and you must decide which technique is most useful to you at the time. A second issue you may want to consider is the structure of the meeting itself. Should reports be given? Will there be open discussion on certain points? Is there input from an external source? As leader, it's up to you to decide how to structure the meeting.

**3. *Decide who, besides regular team members, will be invited to the meeting.***

Team members know the usual meeting time, and they should be informed of any changes. There may be other individuals who are invited or wish to attend, including citizens, representatives from partner organizations or hamlet personnel.

You need to see that visitors come to the appropriate session for their purpose, that team members are informed in advance about the visit, and that the business of the meeting proceeds as efficiently as possible.

**4. *Determine where the meeting will be held.***

Your meeting place is important because it should provide the privacy and quiet space necessary for good work. If the meeting must be held in a space occupied by other people or machines, choose the quietest possible area. Try to meet in the same place every time rather than moving around. When team members have to reorient themselves, it lessens the efficiency of the meeting.

**5. *Decide when the meeting will be held.***

Ideally the meetings are held at the same time. When team members change shifts or have other scheduling difficulties, however, the meeting time may have to change. The leader must coordinate when the meetings are held to ensure that the maximum number of team members can attend. Inform members well in advance of all meeting times and locations.

**6. *Send out a statement of objectives in advance.***

Although it may seem obvious that the team is to take up a certain matter at its next meeting, it is always good practice to inform team members in writing of what will be happening. This helps to solidify expectations about the meeting and prevents the team from drifting into irrelevant topics. The statement of objectives should also be sent to

appropriate partners, management, staff, and other so they can give input before the meeting.

**7. *Make arrangements for equipment.***

You'll almost always want a flipchart and if you are comfortable with using them a laptop computer and data projector. Arrangements for these, plus any other special equipment, need to be made prior to each meeting.

**8. *Come to the meeting room early and set it up.***

As team leader, you can't take anything for granted. Other groups may have used your meeting space and rearranged it. You need to set up the chairs (usually in a horseshoe), adjust the temperature, make sure that the space is quiet, and perhaps straighten it up. Be certain that the environment for your team's work is as comfortable and pleasant as it can be.

## **Beginning the Meeting**

**1. *Start on time.***

Always start on time, even if all the members have yet to arrive. This lets people know that you intend to stick to the meeting times. If you begin the meeting late, members will come late to the next meeting and you'll have to begin even later. This situation perpetuates itself, and you'll end up with little or no time for your meetings.

**2. *Review and confirm objectives.***

Even though the objectives for the meeting usually have been specified at the previous meeting and sent out in written form, it's wise to briefly review them at the outset. This ensures that everyone understands the objectives and that members will be prepared to focus on them. If there is other business, it should

be briefly discussed so that you can judge whether to include it in the present meeting or hold it for future meetings.

**3. *Make the time limits clear.***

Let members know how much time you expect to spend on each part of the meeting. By setting this expectation, members know how much time they have to give to each phase of the meeting and they will tend not to exceed it.

**4. *Review action items from the previous meeting.***

In many cases, team members will have taken on responsibility for activities between meetings. At the beginning of each meeting, review whether these activities have been completed and what the results are.

## **During The Meeting**

**1. *Make sure the group stays focused.***

Consistent with your emphasis on objectives, you need to see that the group stays focused on what it needs to be doing. At times, the group may get off on tangents which you, as a wise leader, will realize are important in the development of the group.

For example, the group, particularly in its early stages or when the normal process has been disrupted, may begin to reconsider its purpose. It has slipped back into the second stage of group development: Finding a purpose. You may feel that this is legitimate business for the group and choose to focus attention on that issue, possibly just by allowing members to continue to explore the topic until they feel some satisfaction.

Regardless of the issue, your job is to keep things focused on the most important topic at hand. This helps keep up the group's energy and motivation. Nothing is more demoralizing to a group than to feel that it's accomplishing nothing worthwhile. Your team needs to feel that things are happening and that the process is working, even if no specific action is taken on a particular day.

**2. *Be prepared to shift tools if one isn't working well.***<sup>1</sup>

There will be times when a meeting goes awry because the approach you've selected turns out to be inappropriate for the task at hand. Be prepared to switch to a different approach if the first one fails. For example, if you're using Pareto analysis to organize data and your diagram turns out to be a flat distribution, you'll usually want to consider a different way to analyze the same data or, if necessary, collect new data. In general, the way to handle a tool or step that is not working is to return to an earlier tool or step in the cycle. There will also be times when a certain tool is simply irrelevant to the problem at hand. At these times, the leader's role is to move the group ahead quickly to a more productive technique.

## Ending the Meeting

**1. *Establish action items and responsibilities***

Whenever a team session ends with a decision, roles and responsibilities need to be assigned. Everybody should know what is to be done, who will do it, and when it will be accomplished. The distribution of tasks should be fair. Those who can do the tasks best should do them,

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<sup>1</sup> The Committee will require training in the use of management and planning tools and statistical analysis tools

but everyone should be involved at one point or another in the initiatives the Committee requires.

**2. *Sum up the session and set the date, place, and objectives for the next meeting.***

You need to be sure that team members know where and when the next meeting will be and that they agree on what will be accomplished there. These decisions are usually simple and straightforward and grow directly out of the activity in your meeting. However, it's still a good idea for the leader to sum things up briefly by reviewing what's been accomplished and what will be done at the next session.

**3. *Evaluate the meeting.***

Ask for feedback from the team: "To what extent did we meet our objectives?" This needn't be a lengthy discussion, but some time can be provided for team members to express themselves about how the group functioned, what went right, and what went wrong. In general, members need to feel a sense of satisfaction and closure, that they got what they wanted out of the meeting or, if not, that they had a chance to express their discontent. Periodically, you'll want to conduct a more formal evaluation of the meeting by using a questionnaire. One is attached to this section.

**4. *End the meeting crisply, positively, and on time.***

You may recall meetings that simply faded away because the leader didn't seem to know how to end them or meetings in which a good spirit was established but that ended with the feeling that the meeting had served no purpose. It's important to end the meeting on an optimistic note, without endless discussion. Never ask a question at the

end of a meeting. Just state what will be done next time, thank people for their work, and announce that the meeting is over.

**5. *Clean up and rearrange the room.***

This is a courtesy to others, which you hope they will also show to you.

**After The Meeting**

**1. *Prepare the minutes.***

With the help of the individual who was assigned to take notes, prepare a comprehensive but concise summary of the meeting. Do this as soon after the meeting as possible, before you lose the flavor of what really happened. Distribute them in time to get feedback before the next meeting.

**2. *Follow up on action items and plan carefully for the next meeting.***

One of your most important tasks is to be sure that members who have been assigned responsibilities carry them out. Offer whatever help they need, since the advancement of the group depends on their work. You will also want to plan the details of the next meeting.

**Setting an Agenda**

For a meeting to run smoothly, it must be structured to ensure that all the important activities are completed and all the objectives are met or brought closer to completion. You create this structure by preparing an agenda for each team meeting. A typical agenda is shown below. In this sample agenda, each item is clear, while ending the meeting is short and sweet. Your agenda will be somewhat different for each meeting depending on:

- Committee's stage of development
- Whether guests are involved
- What your objective is

It's crucial that you actually *make an agenda*. You should distribute copies to the Committee members so that time limits and sequence will be clear.

**Sample Agenda**

Cumulative Time	Time	Activity	Who Does It?
5	5	<ul style="list-style-type: none"> <li>▪ Review of what we're doing</li> <li>▪ Objectives for this meeting</li> <li>▪ Special developments since last meeting</li> </ul>	Leader
15	10	Reports on activities conducted since last meeting	Participating members
56	36	<ul style="list-style-type: none"> <li>▪ Action Plans</li> </ul>	Everybody
59	3	<ul style="list-style-type: none"> <li>▪ Assigning tasks</li> </ul>	Volunteers or Chair – directed
60	1	<ul style="list-style-type: none"> <li>▪ Ending the meeting</li> </ul>	Chair

**Diagnostic Checklist For Committee Meetings**

***Before The Meeting, Did The Leader:***

***Yes / No***

- 1. Determine the objectives? \_\_\_\_\_
- 2. Plan how to accomplish these objectives? \_\_\_\_\_
- 3. Decide who would be invited besides regular team members? \_\_\_\_\_
- 4. Determine where the meeting would be held? \_\_\_\_\_
- 5. Decide when the meeting would be held? \_\_\_\_\_
- 6. Send out a statement of objectives in advance? \_\_\_\_\_
- 7. Make arrangements for audiovisual equipment? \_\_\_\_\_
- 8. Come to the meeting room early and set up? \_\_\_\_\_

***In Beginning The Meeting, Did The Leader:***

***Yes / No***

- 9. Start on time? \_\_\_\_\_
- 10. Review and confirm objectives? \_\_\_\_\_
- 11. Make the time limits clear? \_\_\_\_\_
- 12. Review action items from the previous meeting? \_\_\_\_\_

***During The Meeting, Did The Leader:***

***Yes / No***

- 13. Make sure the group stayed focused? \_\_\_\_\_
- 14. Shift techniques when one wasn't working well? \_\_\_\_\_

***In Ending The Meeting, Did The Leader:***

***Yes / No***

- 15. Establish action items and responsibilities? \_\_\_\_\_
- 16. Sum up and set the date, place, and objectives of the next meeting? \_\_\_\_\_
- 17. Evaluate the meeting? \_\_\_\_\_
- 18. End the meeting crisply, positively, and on time? \_\_\_\_\_

***After The Meeting, Did The Leader:***

***Yes / No***

- 19. Make sure the minutes were prepared \_\_\_\_\_
- 20. Follow up on action items and plan carefully for the next meeting? \_\_\_\_\_

**Attachment C – Input for Tactical Planning**

### **Formalize the role and Objectives of this Committee**

- Council agrees to initial strategic plan
- Committee members make commitment
- All stakeholders understand the mandate, role, priorities and initiatives of the Committee
- Continue with Tactical Plan
- Establish Sub-Committees with a Committee member as prime to deal with key areas and partners

### **Establish Role And Support Of The Wellness Co-Ordinator**

- Develop and revise the job definition for the Community Wellness Co-ordinator to include:
  - Provide administrative support to carry out Committee initiatives
  - Liaison with all stakeholders, taking the lead to achieve inter-agency co-operation and support
  - Represent to stakeholders and suppliers the needs and wishes of the community e.g. prime interface with Health Center
  - Advocacy
  - Communications
  - Accountable to both the hamlet and the Committee of Council
- Prime to facilitate the development of a comprehensive Community Wellness Plan

### **Develop An Initial Operating Plan And Budget**

- Scope out work to be done in Phase II
- Detail the assistance required from the Wellness Co-ordinator
- Determine resource requirements
- Develop an operating budget
- Assist in accessing funding

### **Establish An Ongoing Public Consultation And Reporting Process**

- Provide a forum within the community for presentation and discussion of program
- delivery issues or concerns, with a view to recommending solutions or problem solving discussions with residents or with community and if appropriate regional staff
- All stakeholders are kept up to date on the issues, initiatives and outcomes of the Committee work/endeavors
- The Committee is easily accessible by all stakeholders

### **Establish Formal Lines Of Communication And A Communications Plan**

- Establish lines of communications with all partners
- Develop a comprehensive reporting and communication plan
- Communicate through the media (radio, posters, etc.) to let residents know about Committee endeavors
- Consider networking global, national, territorial, local
- Public Relations
- Arrange for translation and interpretation
- Formalize a process to communicate with Council - report findings and progress regularly
- Inform public on all issues before the Committee to invite their input

### **Acquire Methods / Tools / Training**

- The committee will use a consultative approach to identify and develop solutions for priority community wellness issues
- Use the Precede / Proceed Model to develop a community wellness plan
- Utilize a structured process for meetings
- Acquire Alternate Dispute training

### **Promote And Facilitate Inter-Agency Co-Operation**

- Under community primership, a model is in place to assist agencies to work in a unified and co-operative mode; achieving optimum results with programs and services
- Mandates, roles and responsibilities of all stakeholders are clear
- Funding and services provided are achieving optimum results
- Work with other agencies like Brighter Futures to joint venture and focus available resources
- Work with inter-agencies, volunteers, community groups and Department Staff to improve relations and resolve issues
- Regional association of HSOWELL committees (work towards establishing)

### **Initiate Development And Implementation Of A Community Wellness Plan**

The Committee will use a consultative approach to identify and develop solutions for priority health and social issues specific to the Community:

- The community is engaged in and achieving their vision of what they expect their well community to be
- Health and social programs are meeting the needs of clients and achieving the objective of a healthy community
- Determine and prioritize community needs
- Develop a long term plan to meet those needs with a co-ordinated effort
- Negotiate for provision of funding and services
- Monitor and measure the results e.g. H&SS Programs are being evaluated for effectiveness and efficiency
- Make ongoing changes as required
- Strategic Planning Session
- Open meetings

- Reporting to and through Hamlet Council
- Discussions with Department staff
- Communications with Department Headquarters

### **Establish A Working Health Promotion Model**

- Data collection
- Sorting priorities
- Examine connections between community wellness planning and H&SS programs and services in the community and provide recommendations for both

### **Establish Mechanisms And Processes To Address Disputes And Complaints**

- Addressing concerns
- Mediation & Dispute Resolution
- The roles and responsibilities, mechanisms, processes, protocols and procedures are clearly defined and working for formal complaints and disputes
- Develop a process to escalate issues including who to approach and in which sequence

### **Develop The Role Of Advocacy**

- Advocate on behalf of residents and the community for health and social services
- Trigger government policy
- Key stakeholders from municipal through to territorial and national are responding to needs and issues

### **Committee Development**

- Work with the Executive Director, Department Staff, and Nunavut Arctic College to determine training needs and access funding and programs to meet those needs
- Communicate with other agencies to share joint development opportunities
- Access funding sources for training
- Defining Outcomes
- Determine longer-term development needs and communicate to the department

### **Facilitate Planning Processes**

- Input into department planning regarding local issues and legislation
- Annual planning input
- Capture Community's dream of the future
- Engaging community in the process