

Community Assessment Tool

Rating Guide and Benchmarking Tool

A tool for UAS Steering Committees to inform decision making and serve as a mechanism to enhance capacity development efforts

Use this form to complete your report electronically.

City:

Delivery Model:

Date of assessment:

Number of Participants:

Name of Facilitator

TO BE COMPLETED BY THE OFFICE OF THE FEDERAL INTERLOCUTOR

Fiscal year:

Reviewed by:

Report Submitted:

Community Assessment Tool

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Office of the Federal
Interlocutor for
Métis and Non-Status Indians
Urban Aboriginal Strategy
66 Slater Street, Ottawa, ON
K1A 0H4

How to use the Community Assessment Tool

The Office of the Federal Interlocutor for Métis and Non-status Indians (OFI) at the Department of Indian Affairs and Northern Development (DIAND) is responsible for the federal government's Urban Aboriginal Strategy (UAS).

In 2007, the Government of Canada announced the renewal of the UAS for five years. As part of the renewal the government announced a number of areas of greater focus in the new strategy including putting tools in place to enhance community engagement. Toward this goal, OFI has developed the Community Assessment Tool (CAT) to help participating communities develop strategies to assess progress. The CAT is first and foremost a tool for UAS communities, but it will also contribute to a national UAS evaluation strategy.

The CAT is a standardized tool that will **inform decision making** within the community and serve as a mechanism to **enhance capacity development efforts** that may be required locally and nationally. The CAT is also a method for UAS Steering Committees **to gauge how their community is meeting UAS objectives** through self-assessment which helps the Steering Committee to understand its current circumstances, collectively determine the need for change and define future possibilities.

The assessment tool is based in part on a national framework of common objectives that all participating communities are working toward. The tool also recognizes the fact that communities vary in how they are implementing the initiative, and encourages local initiatives that focus on local priorities. It is important for communities to make a realistic assessment of where they are at currently and then to set realistic targets for advancement.

The tool incorporates several useful elements:

- A. A framework of nine characteristics that describe successful implementation of the UAS, intended as a starting point to help guide community planning processes;
- B. A set of community level progress indicators for these nine characteristics, designed to provide communities with ways to assess progress;
- C. A set of "mapping points" to help Steering Committees use the community level progress indicators to identify areas of strength and obtain an understanding of areas in need of further improvement based on the possibilities and challenges in the community; and,
- D. A benchmarking assessment tool that provides greater detail on the characteristics and performance indicators, and some suggested targets to help communities in their assessments and subsequent planning.

What are the steps for using the Community Assessment Tool?

1. *Read first.* Before starting with page 5, please take the time to read the read the “How to use the Community Assessment Tool” and these steps for background and information of this tool.
2. *Fill in the form.* Participants will for work through the questions **individually**. If any of the indicators do not apply, participants should leave them blank and write N/A in the “Describe” box. If the participants wish to provide some contextual information for any of the indicators, they are free to do so. If a participant is unsure or does not know the answer to a particular indicator, he or she should not check a box. Instead he or she should write “don’t know” or “unsure” in the “Describe” box followed by an explanation of why he or she is unsure. If a participant wishes to answer using “Other” he/she may do so, by filling out the “Describe” box with his or her response.
3. *Send in the completed form.* Please send the completed form to the facilitator *at least 24 hours* before the planned group session. The facilitators may choose to ask for the forms back earlier to give themselves more time to compile the results from the individual assessments and allow them to be better equipped to guide the group session.
4. *Discuss.* Together discuss individual answers to each question, and then decide which of the four mapping points (*First Steps, On the road, Nearly there, and We’re there*) best describes the community’s situation. This should be completed in a separate CAT document for the whole group.
5. *Use the Results Summary Section on pages 22 & 23 to summarize the community responses for all 9 characteristics.* This will give the group a snapshot of where the community is as a whole. Mapping the features on the graph will help the Steering Committee and the community to determine what areas to concentrate on strengthening in the future.
6. *Be realistic.* These indicators are suggestions for the types of questions a community should be asking itself with regards to its own progress. Some of the indicators may not apply to all communities and we encourage communities to add or modify indicators to best fit individual situations. While we plan to use this report for own information on community progress towards UAS objectives, it is also intended to provide Steering Committees with an opportunity to discuss areas of strength in their processes, as well as opportunities for improvement.

Some terms we use in the Community Assessment Tool

Some terms within the Community Assessment Tool may require group discussion to ensure a common understanding. While not all terms within this document require detailed definition, taking the time to discuss the local meaning may be important for the group session. A space is provided below the use by participants.

Example

Steering Committee membership

Given the UAS is a community – government partnership initiative, all levels of government would be present, members that represent the diversity of the Aboriginal community, including but not limited to, Aboriginal women, men, youth, Elders, private sector partners, civil society organizations and other community stakeholders.

EXAMPLE - Characteristic 1 – Decision Making Structure

A UAS planning and decision-making structure established through broad community consultation that has the confidence of the Aboriginal community.

1. A Steering Committee that is in place and meeting regularly.

First Steps <input type="checkbox"/>	On the road <input type="checkbox"/>	Nearly there <input checked="" type="checkbox"/>	We're there <input type="checkbox"/>
We are still working on establishing a Steering Committee.	We have a Steering Committee in place but are not meeting regularly.	There are regular meetings but not all members consistently attend	The Steering Committee meets regularly and all members attend.
Describe: Some members are committed, some rarely attend. We need more youth and business representatives.			

2. Steering Committee members were chosen through a public process involving the Aboriginal community

First Steps <input type="checkbox"/>	On the road <input type="checkbox"/>	Nearly there <input checked="" type="checkbox"/>	We're there <input type="checkbox"/>
Steering Committee members have not yet been selected.	A public process for membership selection has been identified.	We have contacted representatives from the Aboriginal community in order to facilitate the membership review process	We chose our Steering Committee members through a public process, involving the Aboriginal Community.
Describe: The process was transparent but community did not directly elect SC members. Community can nominate Aboriginal members. Unsure how government members are selected.			

3. Steering Committee membership is reviewed and/or renewed at a public forum involving the Aboriginal community at least once per year

First Steps <input type="checkbox"/>	On the road <input checked="" type="checkbox"/>	Nearly there <input type="checkbox"/>	We're there <input type="checkbox"/>
We have not yet reviewed/renewed Steering Committee membership at a public forum	We plan to hold a public forum this coming year to review/renew Committee membership.	We have invited the community to a public forum to review/renew Committee membership.	The Aboriginal community was involved in a public forum to review Committee membership.
Describe: We recognize the importance of holding a public forum. It is a big effort. We have had public forums in the past but membership was not necessarily discussed. We will plan to discuss membership renewal with the community this year.			

Characteristic 1 – Decision Making Structure

A UAS planning and decision-making structure established through broad community consultation, that has the confidence of the Aboriginal community.

1. A Steering Committee that is in place and meeting regularly.

First Steps <input type="checkbox"/>	On the road <input type="checkbox"/>	Nearly there <input type="checkbox"/>	We're there <input type="checkbox"/>
<i>We are still working on establishing a Steering Committee.</i>	<i>We have a Steering Committee in place but are not meeting regularly.</i>	<i>There are regular meetings but not all members consistently attend.</i>	<i>The Steering Committee meets regularly and all members attend.</i>
Describe:			

2. Steering Committee members were chosen through a public process involving the Aboriginal community

First Steps <input type="checkbox"/>	On the road <input type="checkbox"/>	Nearly there <input type="checkbox"/>	We're there <input type="checkbox"/>
<i>Steering Committee members have not yet been selected.</i>	<i>A public process for membership selection has been identified.</i>	<i>We have contacted representatives from the Aboriginal community in order to facilitate the membership review process</i>	<i>We chose our Steering Committee members through a public process, involving the Aboriginal Community.</i>
Describe:			

3. Steering Committee membership is reviewed and/or renewed at a public forum involving the Aboriginal community at least once per year.

First Steps <input type="checkbox"/>	On the road <input type="checkbox"/>	Nearly there <input type="checkbox"/>	We're there <input type="checkbox"/>
<i>We have not yet reviewed/renewed Steering Committee membership at a public forum</i>	<i>We plan to hold a public forum this coming year to review/renew Committee membership.</i>	<i>We have invited the community to a public forum to review/renew Committee membership.</i>	<i>The Aboriginal community was involved in a public forum to review Committee membership.</i>
Describe:			

4. Wide support exists within the Aboriginal community for the make-up of the Steering Committee.

First Steps <input type="checkbox"/>	On the road <input type="checkbox"/>	Nearly there <input type="checkbox"/>	We're there <input type="checkbox"/>
<i>We have not yet provided the community with an opportunity to show their support.</i>	<i>Some members of the Aboriginal community have expressed support the Steering Committee.</i>	<i>There is increasing support of the Steering Committee and its work by a large cross section of the Aboriginal community.</i>	<i>We feel that we have wide support by the Aboriginal community.</i>
Describe:			

5 Steering Committee membership includes the Aboriginal community and officials from the federal, provincial and municipal/regional governments.

First Steps <input type="checkbox"/>	On the road <input type="checkbox"/>	Nearly there <input type="checkbox"/>	We're there <input type="checkbox"/>
<i>We are still trying to put a Steering Committee in place.</i>	<i>We have some of the representatives and are working toward securing a commitment from others.</i>	<i>We are working towards a greater range of membership on the Steering Committee.</i>	<i>The Steering Committee has full membership and is representative of the local community.</i>
Describe:			

6. Aboriginal community members and government officials achieve consensus on project funding and jointly determine other key Steering Committee decisions.

First Steps <input type="checkbox"/>	On the road <input type="checkbox"/>	Nearly there <input type="checkbox"/>	We're there <input type="checkbox"/>
<i>We are still trying to develop a decision making process.</i>	<i>We are working towards a decision-making process that is open and consensus-based.</i>	<i>Our decision making process is set and we are collaborating on a plan to guide our work.</i>	<i>We have achieved effective working relationship and decision-making process.</i>
Describe:			

8. If you have any other comments or need more space to expand on one from above, please use the following space to do so.

Additional Comments:

Characteristic 2 – Strategic Planning Process

A strategic planning process that provides clear guidance for decision-making and activities, and which reflects Aboriginal values and traditions.

1. A strategic planning process has taken place that identifies key issues, sets clear priorities that are reflective of national and community priorities, sets short and longer-term objectives, and addresses evaluation.

First Steps <input type="checkbox"/>	On the road <input type="checkbox"/>	Nearly there <input type="checkbox"/>	We're there <input type="checkbox"/>
We are working towards identifying key issues for our community.	We have identified key issues and are working towards setting clear priorities that reflect national and community priorities.	We have completed the planning process and are working towards a more strategic process that reflects Aboriginal traditions and values.	Our strategic planning process has successfully taken place and we are confident that it is reflective of national and community priorities, and Aboriginal traditions and values.
Describe:			

2. Aboriginal members agree on how Aboriginal values and traditions can be integrated into the planning process, and ensure that the plan reflects those values and traditions.

First Steps <input type="checkbox"/>	On the road <input type="checkbox"/>	Nearly there <input type="checkbox"/>	We're there <input type="checkbox"/>
We have yet to decide how best to integrate traditions and values into our planning process.	We are working towards reflecting the diversity traditions and values into our planning process.	We have come to some agreement on how best to integrate traditions and values and are working towards developing a way to ensure our strategic plan reflects these values.	Our members agree on how to integrate Aboriginal traditions and values into the planning process and we have developed methods to ensure the plan reflects these values.
Describe:			

3. Project funding and other decisions are in keeping with the community's plan.

First Steps <input type="checkbox"/>	On the road <input type="checkbox"/>	Nearly there <input type="checkbox"/>	We're there <input type="checkbox"/>
<i>We are still trying to solidify our planning process and are working toward identifying priority areas.</i>	<i>We have established priority areas, and have a plan in place to make funding decisions.</i>	<i>We have coordinated our funding and other decisions with our planning process and are working towards becoming more strategic.</i>	<i>Our funding and other decisions are in line with our strategic planning process.</i>
Describe:			

4. The UAS Steering Committee reviews the planning document on a regular basis, reviews progress to date and seeks input from the Aboriginal community on the future direction of the UAS.

First Steps <input type="checkbox"/>	On the road <input type="checkbox"/>	Nearly there <input type="checkbox"/>	We're there <input type="checkbox"/>
<i>We are still trying to achieve regular meetings to review the planning process.</i>	<i>The Steering Committee meets regularly to review the planning document and informs decisions based on the plan.</i>	<i>The Steering Committee regularly reviews the plan and identifies and basis its actions on identified high priority areas.</i>	<i>The Steering Committee has developed an efficient way to review the plan and seeks input from the Aboriginal community for future planning decisions.</i>
Describe:			

5. The planning process is supported within the Aboriginal community.

First Steps <input type="checkbox"/>	On the road <input type="checkbox"/>	Nearly there <input type="checkbox"/>	We're there <input type="checkbox"/>
<i>We are still working toward achieving support for the plan from Committee members.</i>	<i>We have identified the need for consultation and are working toward setting up a public gathering to discuss the planning process with the Aboriginal community.</i>	<i>We have held a public consultation with the Aboriginal community to assess support.</i>	<i>We have consulted with the Aboriginal community and received positive feedback about our plan and its priorities.</i>
Describe:			

6. If you have any other comments or need more space to expand on one from above, please use the following space to do so.

Additional Comments:

Characteristic 3 – Community UAS Priorities

Community UAS priorities that support and complement the priorities established elsewhere in the Aboriginal community and the community at large.

1. Linkages are established with other related initiatives in the community, through cross-membership on Steering Committees or other formal means.

First Steps <input type="checkbox"/>	On the road <input type="checkbox"/>	Nearly there <input type="checkbox"/>	We're there <input type="checkbox"/>
<i>We are not yet aware of other initiatives or committees that exist within the community.</i>	<i>We have identified other initiatives or committees to speak with and exchange information.</i>	<i>We have made contact with other initiatives or committees.</i>	<i>We link with other initiatives or committees to expand the reach of our work.</i>
Describe:			

2. Knowledge about priorities and major activities of other related initiatives is brought to the UAS Steering Committee for discussion.

First Steps <input type="checkbox"/>	On the road <input type="checkbox"/>	Nearly there <input type="checkbox"/>	We're there <input type="checkbox"/>
<i>We are not yet aware of the priorities or major activities of other related initiatives.</i>	<i>There is some knowledge of the activities of other initiatives and we are working toward adding these items to our meeting agenda.</i>	<i>We have knowledge of the priorities and activities of related initiatives in the community and are currently discussing possible partnerships, etc at Steering Committee meetings.</i>	<i>We have discussed the priorities and activities of related initiatives and are actively working to expand the reach of our work</i>
Describe:			

3. The UAS planning process acknowledges these other initiatives, and their plans and priorities.

First Steps <input type="checkbox"/>	On the road <input type="checkbox"/>	Nearly there <input type="checkbox"/>	We're there <input type="checkbox"/>
<i>The work of other initiatives has not yet been recognized in the UAS planning process.</i>	<i>We have identified related initiatives and are working toward adding them to our planning process.</i>	<i>The UAS planning process acknowledges related initiatives and their plans and priorities.</i>	<i>The planning process acknowledges these initiatives and their plans and priorities and is working toward forming partnerships where appropriate.</i>
Describe:			

4. UAS priorities and major activities can be demonstrated and recognized to complement, and not duplicate or compete with, those of other initiatives.

First Steps <input type="checkbox"/>	On the road <input type="checkbox"/>	Nearly there <input type="checkbox"/>	We're there <input type="checkbox"/>
<i>We have not yet considered how we can work together with other related initiatives in the community.</i>	<i>We recognize that UAS priorities and activities must complement related initiatives and are working towards areas where we can partners to achieve similar objectives.</i>	<i>Our activities and priorities do not compete with those of related initiatives in the community and we are working toward streamlining our efforts more efficiently (ie. Better mechanisms for coordination.)</i>	<i>We work very well with the other initiatives in the community and have confidence that we are forming solid partnerships.</i>
Describe:			

5. If you have any other comments or need more space to expand on one from above, please use the following space to do so.

Additional Comments:

Characteristic 4 - Communication

Mechanisms exist for effective on-going, transparent, two-way communication between UAS officials and the Aboriginal community and the community at large.

1. The UAS Steering Committee has in place a regular line of communication to the Aboriginal community and the community at large. The UAS Steering Committee conveys:
- 1) information about decisions made and activities undertaken ,
 - 2) how the UAS Steering Committee initiatives fit with the UAS planning process,
 - 3) what issues have arisen at the UAS Steering Committee table that the Aboriginal community should be aware of.

First Steps <input type="checkbox"/>	On the road <input type="checkbox"/>	Nearly there <input type="checkbox"/>	We're there <input type="checkbox"/>
<i>We are still working to establish a regular line of communication to the Aboriginal community and the community-at-large.</i>	<i>We have established a line of communication to the community and are working toward making it part of our regular practice.</i>	<i>We have established a regular line of communication to the community and are working toward making it more informative and accessible</i>	<i>We have established a regular and well rounded line of communication to the Aboriginal community and community-at-large.</i>
Describe:			

2. The UAS Steering Committee has a procedure in place to solicit, receive and review feedback from the Aboriginal and community-at-large, and to communicate a response to their feedback.

First Steps <input type="checkbox"/>	On the road <input type="checkbox"/>	Nearly there <input type="checkbox"/>	We're there <input type="checkbox"/>
<i>We have yet to solicit community feedback.</i>	<i>We are working on developing a procedure to solicit and review feedback from the community.</i>	<i>We have a procedure in place and are working on a response to communicate to the community.</i>	<i>We have a procedure in place and have developed a process for responding to community feedback.</i>
Describe:			

3. The UAS Steering Committee and any working group or sub-committees encourage public participation (with exceptions for meetings or parts of meetings that need to be *in camera* for privacy reasons.

First Steps <input type="checkbox"/>	On the road <input type="checkbox"/>	Nearly there <input type="checkbox"/>	We're there <input type="checkbox"/>
<i>We are still focusing on working towards better communication within our membership.</i>	<i>We are working on identifying ways that we can encourage more public participation.</i>	<i>We have identified ways through which we can encourage public participation in the UAS process.</i>	<i>We are actively encouraging public participation.</i>
Describe:			

4. If you have any other comments or need more space to expand on one from above, please use the following space to do so.

Additional Comments:

Characteristic 5 – Community Support – National Priorities

Projects that are supported in the community and that are in keeping with the three national priorities areas and the community priorities and planning process.

1. Project selection criteria explicitly incorporate the three national priorities and the community's priorities as identified in a planning process.

First Steps <input type="checkbox"/>	On the road <input type="checkbox"/>	Nearly there <input type="checkbox"/>	We're there <input type="checkbox"/>
<i>We are starting to work towards better aligning our projects with community and national priorities, and the planning process.</i>	<i>Many of our projects align with our priority areas and we are working towards a more open relationship with our project proponents.</i>	<i>The project proponents are aware of the community and national priorities and we are working on setting up an initial review of projects to save time on funding decisions.</i>	<i>Our project selection criteria explicitly incorporate the national and community priorities and project proponents are well aware of how their projects will be assessed.</i>
Describe:			

2. Projects that are approved demonstrate a clear link to one or more of the national and community priorities.

First Steps <input type="checkbox"/>	On the road <input type="checkbox"/>	Nearly there <input type="checkbox"/>	We're there <input type="checkbox"/>
<i>We are still working on setting clear and specific community priorities that are in line with the national priorities and are included in the planning process.</i>	<i>We have clear and specific community priorities that are in line with the national priorities and we are working on a funding approval process that works for us.</i>	<i>Most of our approved projects demonstrate a clear link to one of the priorities and we are working toward becoming more strategic.</i>	<i>Our approved projects demonstrate a clear link to community and national priorities.</i>
Describe:			

3. The UAS Steering Committee has a formal process in place to solicit feedback from the broader community on the projects that have been selected and to receive guidance for future project selections.

First Steps <input type="checkbox"/>	On the road <input type="checkbox"/>	Nearly there <input type="checkbox"/>	We're there <input type="checkbox"/>
<i>We have infrequently solicited informal feedback from the community on project selection.</i>	<i>We have received feedback regularly and are working on a more formal and proactive process through which to solicit feedback on project selection.</i>	<i>We have developed a formal process for soliciting feedback on project selection.</i>	<i>We have initiated a formal process for soliciting feedback on project selection and we are working on incorporating the feedback into our future project selection process.</i>
Describe:			

4. If you have any other comments or need more space to expand on one from above, please use the following space to do so.

Additional Comments:

Characteristic 6 – Government to Community Relationship

A positive government to community working relationship on the UAS, including all relevant levels of government

1. Aboriginal members and government officials participate in and support the planning process and other steering committee activities.

First Steps <input type="checkbox"/>	On the road <input type="checkbox"/>	Nearly there <input type="checkbox"/>	We're there <input type="checkbox"/>
<i>We are hoping to have more participation and are working on getting more support for the planning process and other steering committee activities.</i>	<i>Aboriginal members and government officials participate in the planning process and other steering committee activities and we are working towards gathering more support among these groups.</i>	<i>Aboriginal members and government officials are consistently present and they seem to support the planning process and other steering committee activities.</i>	<i>Aboriginal members and government officials formally participate in and support the planning process and other steering committee activities.</i>
Describe:			

2. Aboriginal members and government officials believe that there is a positive, collaborative working relationship in place.

First Steps <input type="checkbox"/>	On the road <input type="checkbox"/>	Nearly there <input type="checkbox"/>	We're there <input type="checkbox"/>
<i>We have experienced many challenges and this has put a strain on our working relationship.</i>	<i>We have identified the challenges in our working relationship.</i>	<i>Although there are still some challenges, we are working together to foster a more positive and collaborative relationship and there seems to be some success.</i>	<i>We have a positive and collaborative working relationship.</i>
Describe:			

3. If you have any other comments or need more space to expand on one from above, please use the following space to do so.

Additional Comments:

Characteristic 7 – Identified Capacity-Building Needs

The UAS Steering Committee has worked to identify organizational and skills-related capacity development needs.

1. The organizational development needs and priorities of Aboriginal service delivery organizations have been identified through a consultative process.

First Steps <input type="checkbox"/>	On the road <input type="checkbox"/>	Nearly there <input type="checkbox"/>	We're there <input type="checkbox"/>
We have not yet identified the organizational development needs and priorities of Aboriginal organizations.	We have identified some of the development needs of the Aboriginal organizations and are hoping to carry out a broader consultation to learn more in the future.	Through a broad consultative process, the needs of Aboriginal organizations in the community have been identified.	As a result of consultation, we feel we have a good understanding of the needs and priorities of local organizations and we plan to work together to address them where possible.
Describe:			

2. An effort has been made to identify any individual skills that need further development, among Aboriginal service providers and community partners.

First Steps <input type="checkbox"/>	On the road <input type="checkbox"/>	Nearly there <input type="checkbox"/>	We're there <input type="checkbox"/>
We have not yet been able to identify skills development needs among Aboriginal service providers and partners..	We are working toward identifying skills development needs in the community.	We have identified some of the skills development needs.	We have identified needs and are working on a plan to address them.
Describe:			

3. Barriers that may be preventing organizations or individuals from participating in the UAS have been identified.

First Steps <input type="checkbox"/>	On the road <input type="checkbox"/>	Nearly there <input type="checkbox"/>	We're there <input type="checkbox"/>
We have not thought about what barriers keep organizations or individuals from participating.	We are learning about the barriers that make participation difficult.	We have identified barriers to participation and have begun to overcome them.	Our work to overcome barriers has increased participation.
Describe:			

4. A plan has been put in place to address these capacity development needs and barriers, drawing on available community and OFI resources.

First Steps <input type="checkbox"/>	On the road <input type="checkbox"/>	Nearly there <input type="checkbox"/>	We're there <input type="checkbox"/>
<i>We have not yet put a plan in place to address capacity needs and barriers.</i>	<i>We are working toward addressing capacity development needs drawing on local and OFI resources.</i>	<i>A plan to address these needs and barriers is in place and we are working toward identifying resources.</i>	<i>A capacity development plan has been put in place that draws on community and OFI resources, where available.</i>
Describe:			

5. If you have any other comments or need more space to expand on one from above, please use the following space to do so.

Additional Comments::

Characteristic 8 - Linking with Others Locally

Formal linkages at the local level among federal departments and agencies on the UAS.

1. Local federal officials, including UAS Steering Committee members and others meet periodically to discuss issues affecting urban Aboriginal people and opportunities for collaboration.

First Steps <input type="checkbox"/>	On the road <input type="checkbox"/>	Nearly there <input type="checkbox"/>	We're there <input type="checkbox"/>
<i>We have not yet met with other federal officials to discuss opportunities for collaboration.</i>	<i>Local federal officials have met, as needed, to discuss issues affecting urban Aboriginal people and/or opportunities for collaboration.</i>	<i>We recognize a need for and are working toward setting up regular meetings with local federal officials to discuss issues and opportunities.</i>	<i>Local federal officials meet regularly and express interest in increasing collaborative efforts.</i>
Describe:			

2. Local federal officials who are not Steering Committee members attend Steering Committee meetings periodically to establish relationships with Aboriginal committee members and gain first-hand knowledge of the UAS.

First Steps <input type="checkbox"/>	On the road <input type="checkbox"/>	Nearly there <input type="checkbox"/>	We're there <input type="checkbox"/>
<i>We have not yet had other local federal officials attend a Steering Committee meeting.</i>	<i>We have extended an invitation to attend meetings to non-member local federal officials.</i>	<i>We have had federal non-members attend and continue to communicate meeting times with them. We are continuing to encourage relationship building.</i>	<i>We have seen consistent interest in Steering Committee meetings and there is evidence that non-members want to establish a working relationship with Aboriginal committee members.</i>
Describe:			

3. Federal Steering Committee representatives champion UAS priorities and plans within their departments and among other federal departments.

First Steps <input type="checkbox"/>	On the road <input type="checkbox"/>	Nearly there <input type="checkbox"/>	We're there <input type="checkbox"/>
<i>Federal officials from departments other than OFI have been invited to sit at the Steering Committee..</i>	<i>Federal officials from departments other than OFI have attended meetings.</i>	<i>Federal officials from departments other than OFI have provided information to the Steering Committee on project opportunities.</i>	<i>We have established a process to consistently receive information from other federal departments to enhance our working relationship.</i>
Describe:			

4. Locally, federal departments contribute funds and/or in-kind resources to UAS projects

First Steps <input type="checkbox"/>	On the road <input type="checkbox"/>	Nearly there <input type="checkbox"/>	We're there <input type="checkbox"/>
<i>We are starting to consider opportunities for collaboration.</i>	<i>We have identified opportunities for collaboration by local federal departments.</i>	<i>We have established some connections between UAS projects and local federal departments.</i>	<i>We have close working relationships with local federal departments</i>
Describe:			

5. UAS projects (and project ideas) are coordinated with other local federal initiatives.

First Steps <input type="checkbox"/>	On the road <input type="checkbox"/>	Nearly there <input type="checkbox"/>	We're there <input type="checkbox"/>
<i>We are working on identifying federal initiatives to coordinate with.</i>	<i>We have identified and/or contacted officials from other local federal initiatives.</i>	<i>We are working with other local federal initiatives to move toward greater coordination of efforts in the community.</i>	<i>We are confident that UAS projects are coordinated with other local federal initiatives.</i>
Describe:			

6. If you have any other comments or need more space to expand on one from above, please use the following space to do so.

Additional Comments:

Characteristic 9 – Linkages between Governments

Formal linkages between the federal government and provincial/municipal governments.

1. The UAS Steering Committee has representation from the Aboriginal community as well as representation from within the federal, provincial and municipal/regional governments.

First Steps <input type="checkbox"/>	On the road <input type="checkbox"/>	Nearly there <input type="checkbox"/>	We're there <input type="checkbox"/>
<i>We are still working on getting support from the various groups.</i>	<i>We have representation from most governments and the Aboriginal community.</i>	<i>We have full membership from the Aboriginal community but we are working to get more senior representation from the government.</i>	<i>The Steering Committee has full membership from the Aboriginal community and the representatives from the government are able to make decisions at the table..</i>
Describe:			

2. Provincial governments, together with municipalities, contribute funding and in-kind support equivalent to local federal UAS investments.

First Steps <input type="checkbox"/>	On the road <input type="checkbox"/>	Nearly there <input type="checkbox"/>	We're there <input type="checkbox"/>
<i>We are still working to engage the province</i>	<i>We have secured some funding and in-</i>	<i>We have accomplished</i>	<i>The contributions of provincial and/or</i>

Results summary page

1. Where are you for each feature? Print this page then plot your location on the graph. Keep it for your group's reference.

We're there									
Nearly there									
On the road									

Decision-Making

Strategic Planning Process

Community UAS Priorities

Communication

Community Support – National

Government to Community Relationship

Identified Capacity Building Needs

Linking With Others Locally

Linkages between Governments

2. Review your graph, and reflect on your experience. Bearing in mind that you cannot do everything at once, what features would you and your community and/or Committee want to strengthen at this time?

Record your list in the table below.

Area to Strengthen	How this will be achieved (action plan)

ANNEX A: Last year's Findings in Summary

Below is a summary of findings from the CAT in 2006-2007. Please review the findings in advance of the CAT session for 2007-2008.

Areas to Strengthen	How was this addressed (action plan details)

Do you believe these challenges are still present for the Steering Committee? Do you have suggestions to better address any of the challenges stated above?

<p>Describe:</p>

Additional Notes: