

GUIDE TO DRAWING UP

a *Women
Citizen*
DECLARATION



*Conseil des
Montréalaises*

Montréal 

a *Women
Citizen*
DECLARATION

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Message from the President OF THE CONSEIL DES MONTRÉALAISES

Since their nomination, in September 2004, the *Conseil des Montréalaises'* members have not hesitated to work in partnership with Montreal's women advocacy groups. The *Conseil des Montréalaises'* primary role consists of advising the City Council of Montreal, but is also eager to champion grassroots projects. Given the significance of the Women Citizen Declaration drawing-up project, the *Conseil des Montréalaises* wishes to contribute to the large circulation of such a concrete popular education and citizens' participation experiment. In publishing this Guide, we hope that numerous community organizations and women's groups will decide to implement this process, allowing their group members to voice their vision of an environment that resembles them, and answers their needs.

If more citizens, men and women, knock on their city elected officials' doors to have their say, we trust that they will be heard. Municipal democracy must be closer to the people, and, as a dynamic example of participatory democracy, the Women Citizen Declaration's approach is worth encouraging.

We want to thank the *Centre d'éducation et d'action des femmes* (CÉAF) who have provided us with the inspiration for this Guide by developing the approach resulting in their *Déclaration citoyenne des femmes de Sainte-Marie*. We are particularly grateful to Julie Raby, project initiator. We thank the CÉAF and the *Centre des femmes de Pointe-aux-Trembles* for allowing us to use their Women Citizen Declaration as an illustration.

We also want to mention the contribution of the *Comité femmes* of the *Conférence régionale des élus de Montréal* (CRÉ) who believed in the project and provided financial support to other Women Citizen Declaration drawing-ups. Our special thanks go to Marie Leahy, coordinator of the CRÉ's *Comité femmes* at the time.

Finally, we want to convey our special thanks to Johanne Bouchard who acted as facilitator for Women Citizen Declaration drawing-ups in women's centre and then systematized the approach for this Guide.



Nicole Boily

Président

How to Use THIS GUIDE?

The *Conseil des Montréalaises* is proud to introduce this Guide, a popular education tool to draw up a Women Citizen Declaration.

WHAT IS A WOMEN CITIZEN DECLARATION?

It is a manifesto in which are determined the principles and values of a borough or a municipality where life is good from women's point of view. In a perspective of social and political involvement, the Women Citizen Declaration is the foundation that serves as a platform for collective actions or mobilizations directed at improving living conditions in a given environment.

APPROACH TO DRAWING UP A WOMEN CITIZEN DECLARATION

The approach to drawing up a Women Citizen Declaration lies within the framework of popular education and consists of ten workshops encompassing the two following components: **Information** and **Production**.

The first component includes three information workshops respectively regarding: The Municipal Governing Body, The Montreal Charter of Rights and Responsibilities, and the *Conseil des Montréalaises'* Role. The second component comprises seven workshops leading to the actual production of a Women Citizen Declaration.

The main goal of this approach is to prepare women to play a more active role in their borough and in municipal affairs.

The Women Citizen Declaration is drawn up by a Local Action Committee, set up for this purpose, but we hope – and the approach is devised to this end – that the committee will continue to exist beyond the Declaration's drawing-up, and become an active group of intervention in its milieu. Relying on the principles promoted in their Declaration, these groups will then take up public space and their actions may contribute to shape the environment to their image.

PROJECT ORIGINS

This unique project of drawing up a Women Citizen Declaration originates from the *Centre d'éducation et d'action des femmes* (CÉAF), active in Montreal's borough of *Sainte-Marie* for over 35 years. In 2003-2004, *Sainte-Marie* was designated by the City of Montreal for the implementation of an integrated revitalization pilot project. In this context, forums were organized to invite citizens to express their vision of the borough's development. While actively involving themselves in this process, CÉAF's members realized that they needed tools to increase the effectiveness of their actions. The CÉAF then decided to work with them to reinforce women's ability to play a role in the development of their community while encouraging them to participate in the political process at the municipal level. An action committee was set up, and a Women Citizen Declaration put on the workbench.

The project caught the attention of the *Comité femmes* of the *Conférence régionale des élus de Montréal* (CRÉ)¹ who provided financial support for its development and, in doing so, allowed four more women's centre to go through the process of drawing up their own Women Citizen Declaration, just in time to intervene in the municipal elections of 2005. They are the *Centre d'éducation des femmes La Marie Debout* (Hochelaga-Maisonneuve), the *Centre des femmes de Rosemont*, the *Centre des femmes de Pointe-aux-Trembles*, and the *Centre des femmes de Rivière-des-Prairies*.

In turn, the *Conseil des Montréalaises*² supported this popular education activity by producing this *Guide to Drawing up a Women Citizen Declaration*. In doing so, the *Conseil* has demonstrated its interest in reinforcing women's capacity to be part of their community development and in encouraging their commitment to municipal political affairs.

With this Guide, the *Conseil* wishes to provide as many women's groups as possible with a tool to increase women's participation in the municipal political process and therefore, rectify women's under-representation within local governance.

¹ The *Comité femmes* is a committee of the *Conférence régionale des élus de Montréal* (CRÉ of Montreal). Its mission is to promote and contribute to the improvement of women's living conditions on the Montreal Island by encouraging their full participation in economic, cultural, social, and political development. Its specific mandate is to further integration and consideration, by local and regional authorities, of women's particular interests and needs, and to promote equal representation at the local and regional development process. This committee includes representatives of the following circles: community-based sector, corporate sector, labour organizations, and municipal, public and parapublic agencies.

² The *Conseil des Montréalaises* sprung from the *Sommet de Montréal*, held in 2002. Since 2004, fifteen women from all walks of life are providing advice to the Municipal Council on all questions related to gender equality and women status.

WHO CAN USE THIS GUIDE?

This Guide is aimed at women's groups who are active at the local level. The approach was developed in that sense.

Even though this Guide is based on a Montreal context, it is adaptable to other municipal realities. In such cases, facilitators can use the local structures that play a role in their own municipal context. For that purpose, we suggest adapting the vocabulary (e.g. *borough*, etc.), and substituting local organizations with the specifics of each region (e.g. *Conseil des Montréalaises*, etc.).

Mixed groups can also use it. However, special attention must be given to women's participation, and their vision of community development must be taken into account. Let's remember that the main objective of the activity is to provide women with means to increase their participation in the municipal political process, bringing to reality an environment that answers their needs and concerns. Women "experience the city" in a different way than men in terms of urban design, safety, public transport, required services, etc.

Ultimately, this Guide constitutes a working tool for the facilitators who will lead the process of drawing up a Women Citizen Declaration within their respective groups.

GUIDE STRUCTURE

As briefly exposed above, this approach encompasses two components: information and production. Activities related to each component are distributed, alternately, within a process of four stages. The third stage consists of ten workshops, the core of the process. All the stages are described in detail in this Guide, by means of checklists. These checklists provide the facilitator with precise instructions for planning and carrying out the proposed activities, and achieving each stage's objectives. They are the facilitator's roadmap throughout the process. Following is an outline of the four stages, and their associated checklists:

FIRST STAGE:

Getting the Mandate from the Executive Board CHECKLIST 1

SECOND STAGE:

Consultation and Recruitment (*Collage Activity*) CHECKLIST 2

THIRD STAGE:

Production and Information Workshops (10) CHECKLISTS 3.1 to 3.10

FORTH STAGE:

Adoption of the Women Citizen Declaration
at the Annual Meeting CHECKLIST 4

Each checklist comes as one reference page. First, the objectives of the activity are outlined, followed by a comment contextualising those objectives. Then a sequence of events is proposed, and a list of required material. Tips intended for the facilitator complete the checklist.

Women's groups who have completed the process of drawing up their Citizen Declaration have tested and validated all the activities described in this Guide. However, we welcome you to modify, adapt, or substitute them with activities better suited to your context.

Finally, by way of reference and inspiration, we included two examples of Women Citizen Declaration drawn up by Local Action Committees.

FACILITATOR'S ROLE

The facilitator is the person responsible for setting the process in motion (first and second stages). She is afterwards in charge of the ten workshops' planning and animation (third stage). She ensures that schedules and objectives are met, making adjustments when necessary. She is the keeper of the material produced at each workshop since it is often used in subsequent meetings. Furthermore, unless participants can take that responsibility, she will have to write, in between meetings, the elements of the Citizen Declaration, as they are taking shape, and as consensus takes place among participants. She must also coordinate the final editing process (graphic work, publishing, etc.).

Lastly, the facilitator must supervise the Women Citizen Declaration's launching and dissemination (fourth stage).

Of course, because this is a process of popular education, the facilitator is expected to confer as much attention to the group's evolution, and the workshops' ambiance, as to the result itself. Her role is to stimulate participants in achieving their goals, and in doing so, ultimately, she helps them to become citizens more apt and motivated toward municipal affairs.

Good Work!

Annex 1

ADDITIONAL INFORMATION FOR WORKSHOP 4

SAFETY AND MOBILITY

“Every woman, and particularly underprivileged or isolated women, must have easy access to public transport in order to circulate freely and to fully enjoy economic, social and cultural life in the city...”

According to the European Charter for Women in the City³, the following criteria are to be considered when analysing mobility in the city from women’s point of view:

- Access at all time to a maximum of options, notwithstanding economic situation or particular status (mother, elderly, handicapped, etc.);
- A city that allows short distances, limited use of automobile, and is safe.

Furthermore, in terms of urban safety, women of Montreal have drawn up six principles that have been recognized as principles of safe urban design:

1. Knowing where we are, and where we are going: road signs;
2. Seeing and being seen: visibility;
3. Hearing and being heard: crowdedness;
4. Getting help: formal vigilance and access to help;
5. Living in a clean and friendly environment: design and maintenance of sites;
6. Acting together: exploratory walks, population and local group mobilization, public place appropriation⁴.

³ In a document entitled : “Projet de revitalisation dans une perspective féministe” / *Centre d’éducation et d’action des femmes* (CÉAF, 2003-2006), page 5, Julie Raby describes the *European Charter for Women in the City* as a platform developed by a group of European organizations containing a number of concrete recommendations to promote women’s active citizenship in urban design.

⁴ *Guide d’aménagement pour un environnement urbain sécuritaire, Programme Femmes et ville, Ville de Montréal*, 2002, p.29.

Annex 2

GROUPS WHO HAVE DRAWN UP A WOMEN CITIZEN DECLARATION, CONTACT INFORMATION

CENTRE D’ÉDUCATION ET D’ACTION DES FEMMES

2422, boul. de Maisonneuve Est
Montréal (Québec) H2K 2E9

Phone: 514 524-3901
Email: ceaf@qc.aira.com

CENTRE D’ÉDUCATION DES FEMMES LA MARIE DEBOUT

4001, rue Sainte-Catherine Est
Montréal (Québec) H1W 2G7

Phone: 514 597-2311
Email: lmd@bellnet.ca

CENTRE DES FEMMES DE ROSEMONT

5095, 9^e Avenue, bureau 206
Montréal (Québec) H1Y 2J3

Phone: 514 525-3138
Email: c.femmes.rsmt@qc.aira.com

CENTRE DES FEMMES DE POINTE-AUX-TREMBLES

12125, rue Notre-Dame Est, bureau 164
Montréal (Québec) H1B 2Y9

Phone: 514 645-6068
Email: info@cdfpat.org

CENTRE DES FEMMES DE RIVIÈRE-DES-PRAIRIES

12017, avenue Alexis-Carrel
Montréal (Québec) H1E 4B8

Phone: 514 648-1030
Email: info@cdfrdp.qc.ca

Annex 3

WEBSITES OF INTEREST

The following websites may or may not link to an English version. Introduction in italic is a brief English description of content and do not constitute the official title of website or organization.

QUÉBEC GOVERNMENT

Chief Electoral Officer-Québec
Direction générale des élections du Québec
<http://www.electionsequébec.qc.ca/en/index.asp>

Municipal Election. Newly elected rep.
Élections municipales. Nouvelles élues, nouveaux élus
http://www.mamr.gouv.qc.ca/legislation/legi_lois.asp

Guide for women aspiring candidates
Guide pour aspirante candidate *Pourquoi pas vous?*
http://www.mamsl.gouv.qc.ca/publications/legislation/guide_pourquoi_pas_vous.pdf

Ministère des Affaires municipales et des régions
<http://www.mamr.gouv.qc.ca>

Québec municipal
<http://www.inforoutemunicipale.qc.ca>

Québec Municipality Index
Répertoire des municipalités du Québec
http://www.mamr.gouv.qc.ca/repertoire_mun/repertoire/repertoit.htm

Municipality Websites, MRC and others
Sites des municipalités, MRC et autres
http://www.mamr.gouv.qc.ca/sites_interet/orga_site.asp

MUNICIPAL GOVERNMENT MONTRÉAL REGION

Cross-cultural affairs-Montréal
Bureau interculturel de Montréal
<http://interculturel.ville.montreal.qc.ca>

Charte de la Ville de Montréal (2003-09-22)
http://www2.ville.montreal.qc.ca/vie_democratique/charte.pdf

Montréal Charter of Rights and Responsibilities
Charte montréalaise des droits et responsabilités
http://ville.montreal.qc.ca/pls/portal/docs/page/charte_mtl_en/media/documents/charte_droits_en.pdf

Communauté métropolitaine de Montréal (CMM)
<http://www.cmm.qc.ca/>

Advisory committee on gender equality and women status
Conseil des Montréalaises
<http://www.ville.montreal.qc.ca/conseildesmontrealaises>

City Contract Montréal/Gouvernement du Québec (2003-2007)
Contrat de ville entre Montréal et le Gouvernement du Québec (2003-2007)
http://ville.montreal.qc.ca/pls/portal/docs/page/Portail_En/media/documents/contratdeville_int_a.pdf

Gender equality promotion program
Femmes et ville
http://www2.ville.montreal.qc.ca/cmsprod/femme_ville/accueil

Office de consultation publique de Montréal (OCPM)
<http://www2.ville.montreal.qc.ca/ldvdm/jsp/ocpm/ocpm.jsp>

Municipal data bank
Sherlock (banque d'informations municipales)
<http://www11.ville.montreal.qc.ca/sherlock2/index.jsp>

Ville de Montréal
http://ville.montreal.qc.ca/portal/page?_pageid=66,66713&_dad=portal&_schema=PORTAL

ELECTORAL SYSTEM

Rapport du groupe de travail (2004-10)
http://www2.ville.montreal.qc.ca/vie_democratique/pdf/rapport_cadre_electoral_2005.pdf

MUNICIPAL ASSOCIATIONS

Fédération québécoise des municipalités (FQM)
<http://www.fqm.ca>

Union des municipalités du Québec (UMQ)
<http://www.umq.qc.ca>

OTHER WEBSITES OF INTEREST

Place publique (journal communautaire/community newspaper)
http://www.ecologieurbaine.net/index.php?option=com_content&task=view&id=23&Itemid=57&lang=en

Network of Healthy Cities and Towns
Réseau des villes et villages en santé
<http://www.rqvvs.qc.ca/anglais/reseau/intro.htm>

Community development partnership
Société de développement communautaire de Montréal (SodecM)
<http://www.ecologieurbaine.net/index.php?lang=en>

SPECIFIC RESOURCES

Women and local politics, Guide (Eastern Townships)
Femmes et politique municipale de l'Estrie, « Programme », *Une élection, c'est pas sorcier! – Petit guide pour sortir gagnante d'une élection municipale*, Sherbrooke, septembre 2003.
www.femmespolitiquemunicipale.org

Women, politics and democracy, Summer school
Groupe Femmes, Politique et Démocratie
« École d'été Femmes et démocratie municipale, juin 2005 »
<http://www.femmespolitiqueetdemocratie.com>

Guide for emerging young politicians
Fédération des municipalités du Québec « Guide de la relève municipale par région »
<http://asp.fqm.ca/placeauxjeunes/contenu/guide.asp>

Annex 4

EXAMPLES OF WOMEN CITIZEN DECLARATIONS

STE-MARIE'S

WOMEN CITIZEN DECLARATION

Whereas...*

Women are usually nowhere to be seen, invisible, at all levels of decision-making related to their neighbourhood's social and economical development, or its urban design, and because they wish to be part of it;

Whereas...

A neighbourhood's living environment, and its urban design planning do influence and do strongly affect the daily life of its residents, especially the women inhabiting it, in terms of transportation, safety, and ecosystem;

Whereas...

Women are the poorest population segment, and put up with the shortcomings of their neighbourhood on a daily basis, regarding housing access and mobility. And because they are still the primary victims of violence, these facts make them the most concerned population segment in terms of urban development improvement;

Whereas...

Cities are now confronted with major challenges to protect the environment, to promote equitable quality of life for all, and to build an active democracy in a plural society where women must be at the heart of the debate;

Ste-Marie's Women Citizen Declaration claims to be inclusive and concerns all women of Ste-Marie, without discrimination.

Its goals are:

- To promote the basis of a neighbourhood where life is good for women,
- To uphold and campaign for considering women's reality in the development of their neighbourhood,
- To influence urban planning according to women's perspective,
- To increase security measures in order to make sure that women feel safe at all times and may therefore fully participate in the life of this neighbourhood,
- To engage in changes toward neighbourhood's improvements for the benefit of all.

** Because we are committed to developing this neighbourhood, with this Declaration, we want to contribute to the implementation of more equitable choices for women, with regards to urban planning, safety, mobility, and design. We want to reduce exclusion and discrimination, and promote higher participation of women in local development.*

* The text in italic comes in part or in full from "The European Charter for Women in the City", Brussels (Belgium), 1994-95.

In order for Ste-Marie to become a neighbourhood where life is good for women, we want the following:

1. HOUSING AND URBAN DESIGN PLANNING

- 1.1** That concrete measures be taken to insure social cohabitation in the neighbourhood (by social cohabitation, we mean cultural, generational, economical, and lifestyle diversity of the neighbourhood's residents);
- 1.2** That low income population* not have to allocate more than 25% of its revenue to housing;
- 1.3** That everyone be entitled to a place to live at an affordable price, offering quality and security, in a healthy environment;
- 1.4** That urban design planning integrates accessible and diversified collective spaces to answer the individual needs of residents (storage needs, creative DIY or personal projects needs, etc.);
- 1.5** That urban design planning favours a convivial and safe usage of public and private spaces, in accordance with urban security principles (e.g. no housing towers);
- 1.6** That our neighbourhood's development plan allows a bigger place for nature (flowers, trees, green spaces, fountains, access to the River, etc.).

* Are considered *Low income* all people living under poverty line, as established by Statistics Canada

2. MOBILITY

- 2.1 That public transportation be adapted to women's needs, and accessible to all (schedule, itineraries, comfort, access with stroller, etc.);
- 2.2 That safety be improved in public transportation in accordance with urban security principles (e.g. human presence in underground transport areas, lights in bus shelters, etc.);
- 2.3 That alternative and environmentally friendly means of transportation be encouraged in order to reduce automobile traffic in the neighbourhood (e.g. bicycle trails, bicycle racks, etc.);
- 2.4 That bus routes be augmented and service toward the south improved;
- 2.5 That road surveillance be intensified in order to insure compliance with speed limitations on streets crossing main roads;
- 2.6 That pedestrian crossing times be augmented, and pedestrian crossings be built;
- 2.7 That allotted hours for trucking movement be regulated on streets crossing main roads.

3. SAFETY

From women's perspective, urban environment is safe if it allows us:

- to know where we are, and where we are going
- to see and be seen
- to hear and be heard
- to escape and get help
- to live in a clean and friendly environment

- 3.1 We request that neighborhood's design be re-evaluated according to these principles, and improvements made where necessary;
- 3.2 That public lighting and signalling be improved;
- 3.3 That signals providing direction toward public areas where help is available be added;
- 3.4 That the number of public phone booths be increased;
- 3.5 That all women from the neighbourhood have free or affordable access to self-defence training;
- 3.6 That means to promote the development of a safe social monitoring of the neighbourhood be implemented (e.g. Neighbourhood Watch teams, to monitor absent residents' home, or address violent incidents).

4. SOCIAL AND ECONOMIC DEVELOPMENT

- 4.1 That the number and quality of proximity services be increased, in particular services related to food supply;
- 4.2 That women's specific reality be taken into account in revitalization plans;
- 4.3 That neighbourhood businesses have policies favouring local labour hiring;
- 4.4 That permanent and flexible measures be implemented to promote and support projects originating from residents of the neighbourhood;
- 4.5 That establishment of superstores be forbidden;
- 4.6 That no more business licenses for activities linked to sex and criminality be issued (e.g. pledge loans enterprise, topless bars, erotic massage parlours).

5. COMMUNITY LIFE AND QUALITY OF LIFE

- 5.1 That a permanent committee of citizens, male and female, be constituted;
- 5.2 That women's participation in all decision-making processes related to neighbourhood social and economic development be furthered;
- 5.3 That means be implemented to contribute to the establishment of better neighbourhood practices;
- 5.4 That the neighbourhood residents mobilize their forces to promote social development, school success and safety of their children;
- 5.5 That cleanliness of parks and streets be improved.

6. NATURAL AND HISTORIC RESOURCES

- 6.1 That access to the River be facilitated;
- 6.2 That we promote enhancement of our architectural heritage within the population, and that heritage buildings' recycling be submitted to public consultation;
- 6.3 That concrete and flexible programs be implemented to support small property owners in their heritage preservation's efforts.

7. CULTURE

- 7.1 That cultural stakeholders in the neighbourhood bring forward means that allow residents to develop a sense of belonging toward the cultural domaine;
- 7.2 That local talent be promoted;
- 7.3 That the library holds a larger variety of material and a larger number of copies of the same item;
- 7.4 That public placarding be planned and organized in such a way that uncontrolled advertising is prevented;
- 7.5 That means be implemented to prevent illegal graffiti and that areas be created to allow and value the legal practice of graffiti.

The Ste-Marie's Women Citizen Declaration was drawn up by the members of *Le comité d'action locale du Centre d'éducation et d'action des femmes*, and was inspired by "The European Charter for Women in the City".

Centre d'éducation et d'action des femmes (CEAF)
2422, boul. de Maisonneuve Est, Montréal (Québec) H2K 2E9
Phone: 514 524-3901
Email: ceaf@qc.aira.com

Annex 4 (cont.)

EXAMPLES OF WOMEN CITIZEN DECLARATIONS

POINTE-AUX-TREMBLES' WOMEN CITIZEN DECLARATION

Whereas...

Women represent 52% of the active population in Québec while, according to most recent statistics (2003), they hold only 11.6% of office as mayors, and 24.5% as town councillors;

Whereas...

A more equitable female presence at decision-making levels is essential in our democratic process, considering that women are often at the centre of social and family development in our society;

Whereas...

Women are the poorest population segment and put up with the shortcomings of their neighbourhoods on a daily basis, in terms of housing access, mobility, and other services provided by the City of Montréal, and because they are still the primary victims of violence;

Whereas...

Pointe-aux-Trembles is the 2nd borough with the most single-parent families (2780 families), of which 60% live under the poverty line, and 85% are headed by a woman;

Whereas...

Women of Pointe-aux-Trembles want to alleviate exclusion and discrimination toward women, and want more equitable choices to be considered regarding urban planning, safety, mobility, employment, and design;

Whereas...

Women of Pointe-aux-Trembles wish to ensure their borough a flourishing growth; they want a better quality of life; they want to speak up and be more involved as citizens, they ask for the following:

1. HOUSING

- 1.1 That concrete measures be taken to insure social cohabitation in the borough, and therefore avoid creating ghettos (by social cohabitation, we mean cultural, generational, economical, and lifestyle diversity of the residents);
- 1.2 That low income population* not have to allocate more than 25% of their income for housing;
- 1.3 That measures be taken to build more public housing, located near services, specifically for elderly women and single-parent women;
- 1.4 That women be more informed and made aware of their rights and obligations in relation to housing;
- 1.5 That services provided in collective spaces be improved in terms of accessibility and diversity, to answer residents individual needs (storage space needs, laundry facility needs, DIY space needs, etc.).

* Are considered *Low income* all people living under poverty line, as established by Statistics Canada.

2. MOBILITY-TRANSPORTATION

- 2.1 That we encourage the establishment of the *Train de l'Est*, in order to offer Pointe-aux-Trembles' residents an efficient means of transportation to reach Downtown Montréal, by joining existing lobby groups;
- 2.2 That bus service in the borough be improved by diminishing wait time, and establishing new routes;
- 2.3 That North-South and East-West services be expanded in the borough;
- 2.4 That customer service be improved on buses (drivers more courteous);
- 2.5 That the repair program of all potholes dangerous for the borough's population be carried on (potholes on St-Jean-Baptiste/Marien exit service road, Sherbrooke Street, Notre-Dame Street, etc.);
- 2.6 That public transport be improved according to women's needs and made accessible for all of them (comfort, security, *Between Stops* service, etc.);
- 2.7 That low-income people be entitled to public transport's reduced fares, just as the elderly and students;
- 2.8 That lighting be added at bus stops to insure that users are seen by bus drivers (e.g. on Notre-Dame Street, from La Rousselière to the East-End).

3. SAFETY

From women's perspective, urban environment is safe if it allows us:

- to know where we are, and where we are going
 - to see and be seen
 - to hear and be heard
 - to escape and get help
 - to live in a clean and friendly environment
- 3.1 We ask that the borough's design be re-evaluated according to these principles, and improvements be made where necessary;
 - 3.2 That public lighting and street signalling be improved;
 - 3.3 That signals providing direction toward public areas where help is available be added;
 - 3.4 That the number of public phone booths be increased;
 - 3.5 That means to promote the development of a safe social monitoring of the neighbourhood be implemented (e.g. create mutual assistance clubs, like Block Parents, but adapted to answer women's needs).

4. VIOLENCE

- 4.1 That more security be provided to elderly women who are victims of abuse and neglect (more supervision in home-care centres, more awareness and prevention programs);
- 4.2 That awareness programs be implemented for women who are experiencing physical and verbal violence;
- 4.3 That all women from the borough have free or affordable access to self-defence and self-esteem classes;
- 4.4 That neighbourhood police patrol more around parks in the evening, to make sure that youngsters do not gather there to use drugs and sexually intimidate young girls;
- 4.5 That more free activities corresponding to youngsters' real needs be offered (more youth centres, concerts, dances, sport activities) to get them out of the parks in the evening;
- 4.6 That workshops preventing precocious sexuality of their children be offered to parents.

5. SOCIAL AND ECONOMIC DEVELOPMENT

- 5.1 That the number and quality of proximity services be increased in neighbourhoods by the River (Notre-Dame Street), specifically services related to food supply (fruit store, butcher's shop, bakery, boutiques, etc.), while preserving the area's historical character;
- 5.2 That establishment of superstores be forbidden, other than on Sherbrooke Street;

- 5.3 That women's specific reality be taken into account in revitalization plans;
- 5.4 That neighbourhood businesses have policies favouring local labour hiring, including a hiring policy for women over 45 years old.

6. COMMUNITY LIFE AND QUALITY OF LIFE

- 6.1 That a permanent women's committee be established in our borough;
- 6.2 That women's participation in all decision-making processes related to the borough's social and economic development be furthered;
- 6.3 That organizations and mutual assistance groups working on women's reintegration be recognized and encouraged;
- 6.4 That popular education programs be implemented to counter workplace discrimination against women over 45, disabled women, and women with light health problems;
- 6.5 That food resources be augmented (yearlong food basket, Quebec Breakfast Clubs in schools), and that food quality in food banks be improved (expiry date);
- 6.6 That more public transport services be set up to get food supplies to families and people who have no access to means of transportation;
- 6.7 That an awareness campaign be organized to ask storekeepers to have their specials at the beginning of the month in order to help low-income women.

7. FAMILY AND EDUCATION

- 7.1 That neighbourhood residents mobilize their forces to promote social development, school success and safety of their children;
- 7.2 That the elderly be more involved in family and educational development;
- 7.3 That we recognize and value contemporary family life: single parenting, co-parenting, homoparenting, etc;
- 7.4 That Pointe-aux-Trembles' youth centres be better supported, and that more street workers be part of the teams;
- 7.5 That more drop-in services and day-care services be established;
- 7.6 That homework help services be increased;
- 7.7 That more extracurricular activities be offered to students;
- 7.8 That means to prevent boys from dropping out of school be found and implemented;
- 7.9 That drug sales in elementary and secondary schools be strictly repressed;
- 7.10 That organizations working in developing parental skills, self-esteem, and family conflict resolution be supported;
- 7.11 That services for kids with physical and mental health problems be provided.

8. ENVIRONNEMENT

- 8.1 That mobility by bus, bicycle or foot be improved, in order to reduce car traffic in the borough;
- 8.2 That access to the waterfront be promoted by adding walkways, benches, picnic tables, and beaches;
- 8.3 That cleanliness be improved on the riverbanks, and garbage cans added;
- 8.4 That more green areas be added in neighbourhoods, and existing parks restyled (more play sets/swing sets for kids, tables, flowers, trees, etc.);
- 8.5 That some neighbourhoods be revitalized (erasing graffiti, planting flowers, trees, etc.).

9. CULTURE, LEISURE AND HERITAGE

- 9.1 That the City of Montréal, as well as cultural stakeholders in the neighbourhood, implement means to allow residents to develop a sense of belonging toward the cultural domaine;
- 9.2 That more free activities be offered to low-income population (painting, yoga, drawing, music, etc.);
- 9.3 That local talent be promoted;
- 9.4 That public exterior swimming pools be added;
- 9.5 That skate parks be built for our teens;
- 9.6 That more inexpensive sport activities be offered to our teens;
- 9.7 That dedicated spaces be provided to allow and value the legal practice of graffiti;
- 9.8 That we promote enhancement of our architectural heritage within the population (Pointe-aux-Trembles: second borough to have been founded, after Ville-Marie);
- 9.9 That heritage buildings' recycling be submitted to public consultation (churches, mills, old buildings);
- 9.10 That concrete and flexible programs be implemented to support small property owners in their heritage preservation and historic building restoration's efforts.

The Pointe-aux-trembles' Women Citizen Declaration claims to be inclusive and concerns all women of Pointe-aux-Trembles, without discrimination. Its goals are:

- To promote the characteristics of a neighbourhood where life is good for women,
- To uphold and campaign for considering women's reality in the development of their neighbourhood,
- To influence urban planning according to women's perspective,
- To increase security measures in order to make sure that women feel safe at all times and may therefore fully participate in the life of this neighbourhood,
- To engage in changes toward neighbourhood's improvements for the benefit of all.

THE POINTE-AUX-TREMBLES' WOMEN CITIZEN DECLARATION WAS DRAWN UP BY THE MEMBERS OF *LE COMITÉ RÉDACTION DÉCLARATION CITOYENNE DU CENTRE DES FEMMES DE POINTE-AUX-TREMBLES*, AND WAS INSPIRED BY "THE EUROPEAN CHARTER FOR WOMEN IN THE CITY" AND THE *STE-MARIE'S WOMEN CITIZEN DECLARATION*.

THIS CHARTER WAS UNANIMOUSLY ADOPTED AT *LE CENTRE DES FEMMES DE POINTE-AUX-TREMBLES'* ANNUAL GENERAL MEETING, HELD ON MAY 24, 2005.

Centre des femmes de Pointe-aux-Trembles

12 125, rue Notre-Dame Est, bureau 164, Montréal (Québec) H1B 2Y9

Phone: 514 645-6068

Fax: 514 645-3009

Email: info@cdfpat.org

Website: www.cdfpat.org

CHECKLISTS

FIRST STAGE: Getting a Mandate from the Executive Board	CHECKLIST 1
SECOND STAGE: Consultation and Recruitment (<i>Collage Activity</i>)	CHECKLIST 2
THIRD STAGE: Workshops	CHECKLIST 3
Workshop 1 (Production) <i>Starting the Process</i>	3.1
Workshop 2 (Information) <i>Municipal Governing Body</i>	3.2
Workshop 3 (Production) Developing Content <i>Reflecting on Selected Themes</i>	3.3
Workshop 4 (Production) Developing Content <i>Mobility and Safety: Two Recurring Themes</i>	3.4
Workshop 5 (Information) <i>The Montreal Charter of Rights and Responsibilities</i>	3.5
Workshop 6 (Production) Developing Content <i>Validation: Layout and Provisional Content</i>	3.6
Workshop 7 (Production) <i>Final Content Validation</i>	3.7
Workshop 8 (Information) <i>The Conseil des Montréalaises</i>	3.8
Workshop 9 (Production) <i>Formatting the Women Citizen Declaration</i>	3.9
Workshop 10 (Production) <i>Proposal for Launching the Women Citizen Declaration and Action Plan</i>	3.10
FOURTH STAGE: Adoption of the Women Citizen Declaration at the Annual Meeting	CHECKLIST 4

GETTING A MANDATE FROM THE EXECUTIVE BOARD

OBJECTIVES

- Getting support from Board members;
- Involving members in the process.

COMMENT

If you wish to integrate this activity into your organization's schedule, it is important to present the concept in a formal fashion to your Board members, in order to receive a mandate to proceed. From the outset, the members will be aware of your objectives, and among them, you may even recruit participants for your Local Action Committee.

This point may be put on the agenda of a regular Board meeting, or be the topic of a special meeting.

SEQUENCE OF EVENTS

1. Description of the process.	20 min
2. Exhibit an example of a Women Citizen Declaration, or present a testimony.	20 min
3. Questions, comments.	15 min
4. Proposal regarding the mandate.	5 min

Duration: 1 h

REQUIRED MATERIAL

- *Guide to Drawing up a Women Citizen Declaration;*
- Examples of Women Citizen Declarations.

TIPS FOR THE FACILITATOR

Use this Guide to present objectives of the activities and Stages.

To illustrate, exhibit one or two Declarations already drawn up.

or

Invite a representative from an organization who has already gone through the process to speak about it.

CONSULTATION AND RECRUITMENT (COLLAGE ACTIVITY)

OBJECTIVES

- Setting up a *Local Action Committee* (Women Citizen Declaration's drawn-up group);
- Identifying themes to be included in the Declaration.

COMMENT

At this stage, mobilization must be wide, since it is a consultation. The goal is to obtain from a large sample of women their vision of a borough where life is good. This gathering of information is done through a collective collage. The result will be used to identify topics to put in the Declaration.

It is also an opportunity to recruit participants for the Local Action Committee. This group of 5 to 10 women will have the mandate to draw up the Declaration.

SEQUENCE OF EVENTS

1. Participants' introduction.	10 min
2. Description of the meeting's objectives.	20 min
3. Description of the process, testimony.	60 min
4. Break.	15 min
5. <i>Collage</i> activity. Theme: "A borough where life is good".	15 min
6. Discussion of collage.	30 min
7. Review of a Women Citizen Declaration.	15 min
8. Setting up the Committee.	10 min
9. Meeting assessment. Wrap up.	5 min

Duration: 3 h

REQUIRED MATERIAL

- Flipchart pad;
- 3 big cardboard panels;
- Glue sticks;
- Markers;
- Image clippings from magazines (at least 10 clippings per participant);
- Examples of Women Citizen Declarations.

TIPS FOR THE FACILITATOR

Collage

Assemble the 3 cardboard panels to make the background on which participants will lay out selected clippings. Set this background on the wall. Display clippings on a large table. A wide selection of clippings will bring a more eloquent collage. Don't forget the glue sticks.

Explain to the participants that the exercise will lead them to imagine the ideal borough: *a borough where life is good...* from their point of view.

Invite participants to look at the clippings and select three to five images to display on the cardboard background, composing collectively this borough where life is good.

When they are finished, ask each one to go in turn by the collage to present their images, and explain their choices.

While they are doing this, on flipcharts previously laid out on the walls around the room, write down the concerns that are emerging from their presentation. Pay attention, themes will intersect with each other.

Once this activity is completed, try to bring out the major themes with the participants. You will then have some basic elements to draw up your Women Citizen Declaration.

Safeguard the results of this activity (the collage itself, as well as the list of concerns on flipcharts). You will need this material for upcoming workshops, when themes to be included in the Women Citizen Declaration will be defined.

Workshop 1

STAGE

3

PRODUCTION 3.1

STARTING THE PROCESS

OBJECTIVES

- Defining the project of drawing up a Women Citizen Declaration, to make sure that objectives are well understood by all participants;
- Familiarising participants with the feminist approach;
- Sketching a work plan, a schedule, and the committee proceedings;
- Pursuing identification of themes to include in Declaration.

COMMENT

It is important to make sure that participants understand the process of drawing up a Women Citizen Declaration, and appreciate that a feminist perspective will be the basis of their approach. Therefore, the objectives must be aligned with this perspective. Secondly, with the participants' input, sketch out a work plan, a schedule, and the committee's proceedings. Finally, more work can be done on identifying themes to include in the Declaration.

SEQUENCE OF EVENTS

1. Participants' introduction.	10 min
2. Presentation of the meeting's agenda and objectives.	5 min
3. Discussion on the process of drawing up a Women Citizen Declaration, in the context of a feminist perspective.	30 min
4. Break.	15 min
5. Discussion and adoption of work plan, schedule, and committee's proceedings.	30 min
6. Identification of Declaration's themes and content's elements (cont.).	45 min
7. Activity: <i>Letter to a girlfriend</i> .	40 min
8. Meeting assessment. Wrap up.	5 min

Duration: 3 h

REQUIRED MATERIAL

- Collage and list of concerns on flipcharts, from previous meeting;
- Values carried by the feminist approach (on flipchart): equity, equality, democracy, responsibility, pacifism, ecology;
- Draft of work plan, schedule, and committee proceedings.

STAGE

3

Workshop 1 - STARTING THE PROCESS (CONT.)

3.1

TIPS FOR THE FACILITATOR

Discussion on the process of drawing up a Women Citizen Declaration, in the context of a feminist perspective

To start the discussion, explain:

- The objectives and expected results of the project;
- The importance of having women participating actively in the development of their borough and their city;
- The meaning of *Development in a feminist perspective*. Highlight the values conveyed by the feminist approach: equity, equality, democracy, responsibility, pacifism, ecology;

Discussion and adoption of work plan, schedule, and committee proceedings

We recommend preparing a draft in advance that you can submit as a basis for discussion.

Identification of Declaration's themes and content's elements (cont.)

The objective is to evaluate if the collage activity allowed the identification of all themes that would be relevant in your Declaration. If not, what other themes can be added? You don't have to reinvent the wheel! Get inspiration from the claims and demands voiced by your local forums, your neighbourhood's coalitions, your local organizations, etc. What matters is that themes be of local character, manageable at the municipal level, and appreciated in a feminist perspective. Other women's groups have drawn up Declarations, take advantage of their experience.

Activity: *Letter to a girlfriend*

This activity seeks two objectives:

- Ascertain participants' comprehension of the process, and their capacity to articulate it.
- Generate written material to be used in the Declaration and to publicize the project. Here is how it could be introduced to your group:
"You decide to write a letter to a girlfriend of yours to let her know that you have become a member of a local group mandated to draw up a Women Citizen Declaration.

You must explain to her:

- What's a Women Citizen Declaration;
- Why you became involved in that project;
- How your group will proceed;
- The importance of such a project;
- Why she should participate too."

After allotted writing time, each participant is invited to read her letter aloud. You will then have an opportunity to evaluate their level of understanding and then adjust your work accordingly. Invite them to keep their letter. If they have demonstrated a good understanding, you can later incorporate extracts of these letters into the Declaration, or use them to publicize the project for recruitment purposes.

MUNICIPAL GOVERNING BODY

OBJECTIVE

- Informing participants about structure and powers of the central city and its boroughs.

COMMENT

This meeting must allow participants to understand structure and powers of the central city and its boroughs.

With fusions, later followed by “demergers”, Montreal has known profound changes in recent years. This new structure is still challenging for many citizens. Participants must know whom to speak to. They must understand the central city’s authority, the borough council’s role, etc.

SEQUENCE OF EVENTS

1. Presentation of the meeting’s objectives. Speaker’s introduction, if one is invited.	10 min
2. Lecture (first part).	60 min
3. Break.	15 min
4. Lecture (cont.).	60 min
5. Q & A.	20 min
6. Meeting assessment. Wrap up.	15 min

Duration: 3 h

REQUIRED MATERIAL

- Consult with speaker, or according to the facilitator’s strategy (see below).

TIPS FOR THE FACILITATOR

You can lead this information meeting yourself, using the document: *Pour que Montréal vous appartienne! Guide à l’intention des intervenantEs communautaires*, published by the *Société de développement communautaire de Montréal* (SodecM).

You can also call in a speaker from this organization for a three-hour presentation on that topic. Here is how to get in touch with this resource:

SodecM

3516, avenue du Parc, Montréal (Québec) H2X 2H7

Phone: 514 282-8378

Email: sodecm@web.net

Website: www.ecologieurbaine.net

Workshop 3

STAGE

3

PRODUCTION 3.3

DEVELOPING CONTENT

Reflecting on Selected Themes

OBJECTIVES

- Fleshing out the Women Citizen Declaration content;
- Expressing ideas regarding its drafting.

COMMENT

The matter at hand is to carry on with the process of drawing up the Women Citizen Declaration. The challenge is to have participants clearly expressing their vision of a borough where life is good, and developing a case statement for each selected theme. This is the opportunity to gather as much material as possible, to be used in the drafting stage.

Women's groups who have gone through the process stated that the main difficulty consisted in synthesizing all topics. After this workshop, you should have enough material to write a first draft. You can work by segments that you submit to the group members, to make sure that the wording reflects their concerns, and that the language used is understandable.

SEQUENCE OF EVENTS

1. Presentation of the meeting's agenda.	5 min
2. Review of major themes and content elements.	15 min
3. Review of values conveyed by the feminist approach.	10 min
4. Description of borough's socioeconomic characteristics.	30 min
5. Break.	15 min
6. Activity: <i>What I want/What I don't want</i> .	40 min
7. Pooling of ideas, and discussion.	60 min
8. Meeting assessment ("Are we on schedule?"). Wrap up	5 min

Duration: 3 h

STAGE

3

Workshop 3- DEVELOPING CONTENT

Reflecting on Selected Themes (CONT.)

3.3

REQUIRED MATERIAL

- Flipchart pad;
- Markers.

TIPS FOR THE FACILITATOR

The first part of this meeting consists of a review of the themes, content elements, and values conveyed by the feminist approach, in order to jog everybody's memory. We suggest getting back to flipchart sheets filled out in prior meetings. Display them on the wall. The sheets will also be useful later for the activity *What I want/What I don't want*.

Borough's socioeconomic characteristics

This description will allow participants to acquire a comprehensive view of their borough. For data, you can refer to the following studies:

- *Des différences, des similitudes. Portrait socio-économique des femmes et des hommes de l'île de Montréal en 2001, Comité femmes de la Conférence régionale des élus de Montréal. Novembre 2004.*
- *Rapport sur la pauvreté à Montréal. Document de recherche et de réflexion, Forum régional sur le développement social de l'île de Montréal, Conférence régionale des élus de Montréal. Septembre 2004.*

Activity: What I want/What I don't want

Ask participants to clarify for each selected theme, in writing, and individually, what they want and what they don't want to see taking place as development in their borough, in the perspective of feminist values. Once done, pool the various points of view, and write them down on flipcharts. Identify consensual elements; discuss divergent opinions, your goal being to achieve consensus on selected themes and content.

Workshop 4

STAGE

3

PRODUCTION 3.4

DEVELOPING CONTENT

Mobility and Safety: Two Recurring Themes

OBJECTIVES

- Fleshing out the Women Citizen Declaration content;
- Expressing ideas regarding its drafting.

COMMENT

Moving about in the borough (mobility), as well as safety are two themes that have come up in every Declaration. Those two themes have probably come up in your group too. To go deeper into these questions, we suggest sharing with participants the information contained in Annex 1, and then proceed with the activities planned for this meeting.

SEQUENCE OF EVENTS

1. Presentation of the meeting's agenda.	5 min
2. Review of last meetings.	20 min
3. Presentation of the European Charter's elements regarding mobility.	20 min
4. Activity 1: Reflection on mobility in the borough.	45 min
5. Break.	15 min
6. Introduction of the Six Principles for Safety in Urban Design.	20 min
7. Activity 2: Reflection on feelings about safety in the borough.	45 min
8. Meeting assessment. Wrap up.	10 min

Duration: 3 h

REQUIRED MATERIAL

- Flipchart pad;
- Markers.

STAGE

3

Workshop 4 - DEVELOPING CONTENT

Mobility and Safety: Two Recurring Themes (CONT.)

3.4

TIPS FOR THE FACILITATOR

Review of last meetings

Present to the group what has been done so far, evaluate what remains to be done, etc.

Activity 1: Mobility

Regarding mobility (refer to annex 1), ask participants to imagine a typical day in the borough, when they have to go about within the community. Try to identify local obstacles to women's mobility by answering to the following questions:

- Can I go anywhere without having to use a car?
- Is it possible for me to get to work, have access to cultural and commercial services by foot, by bicycle, by bus?
- Is public transport schedule convenient for me (if I have night classes, if I work part time)?
- What are the obstacles to my mobility? Are there solutions to eliminate those obstacles, and in doing so, improve our quality of life?

Start the discussion with the ideas that have emerged in the responses. Write down all elements pertinent to include in the Declaration.

Activity 2: A safe borough

In relation with the six principles (refer to annex 1), start the discussion with the following questions:

- Do you feel safe in your borough? Why?
- Are the streets that you normally use well lit, well cleared of snow? Do they appear safe to you?
- Are public areas safe, comforting?
- Are there sectors in the borough that seem dangerous? Which ones?
- What could be done to make them safe?

Write down all elements pertinent to include in the Declaration.

Workshop 5

STAGE

3

INFORMATION 3.5

THE MONTREAL CHARTER OF RIGHTS AND RESPONSIBILITIES

OBJECTIVES

- Informing participants about their rights and responsibilities;
- Tracing the history of the Montreal Charter of Rights and Responsibilities;
- Explain to the participants how they can put the Charter to use.

COMMENT

The Montreal Charter of Rights and Responsibilities came into effect on January 1, 2006. The only one of its kind, this is the first municipal charter to outline rights and responsibilities specific to citizens. It is an essential reference tool in the relation between Montréal and its citizens.

SEQUENCE OF EVENTS

1. Presentation of the meeting's objectives. Speaker's introduction, if one is invited.	10 min
2. Lecture (first part).	60 min
3. Break.	15 min
4. Lecture (cont.).	60 min
5. Q & A.	20 min
6. Meeting assessment. Wrap up.	15 min

Duration: 3 h

REQUIRED MATERIAL

- Consult with speaker, or according to the facilitator's strategy (see below).

STAGE

3

Workshop 5- THE MONTREAL CHARTER OF RIGHTS AND RESPONSIBILITIES (CONT.)

3.5

TIPS FOR THE FACILITATOR

You can lead this information meeting yourself:

1. Explain what a charter is in general terms.
2. Explain the objectives of the Montreal Charter of Rights and Responsibilities, focusing on its specificity.
3. Get to know its content with the participants. Pay particular attention to articles addressing women's issues.

You can also call in a speaker from the following organization for a three-hour presentation on that topic:

SodecM

3516, avenue du Parc, Montréal (Québec) H2X 2H7

Phone: 514 282-8378

Email: sodecm@web.net

Website: www.ecologieurbaine.net

You can obtain a copy of the Montreal Charter of Rights and Responsibilities at any Accès Montréal office, at borough's offices, and on the City of Montréal's website:

http://ville.montreal.qc.ca/pls/portal/docs/page/charte_mtl_en/media/documents/charte_droits_en.pdf

DEVELOPING CONTENT

Validation: Layout and Provisional Content

OBJECTIVES

- Finalizing and confirming Women Citizen Declaration's draft;
- Approving parts already written.

COMMENT

The first part of this meeting consists of reaching an agreement on your Declaration's final content outline. The second part is devoted to participants' approval of parts already written, to make sure that the wording is correct and reflects their concerns, and that the language used is understandable.

SEQUENCE OF EVENTS

1. Presentation of the meeting's agenda.	5 min
2. Discussion and approval of a final content outline's proposal.	60 min
3. Presentation and approval of parts already written (first part).	30 min
4. Break.	15 min
5. Presentation and approval of parts already written (cont.).	60 min
6. Meeting assessment. Wrap up.	10 min

Duration: 3 h

REQUIRED MATERIAL

- Flipchart pad;
- Markers;
- Photocopies of parts already written;
- Examples of Women Citizen Declaration.

TIPS FOR THE FACILITATOR

Proposal on final content outline

In order to facilitate the process, we recommend preparing a proposal in advance, and using it as a basis for your discussion.

We also recommend looking at Women Citizen Declarations provided in this Guide (annex 4), to draft your proposal. Introduce your proposal with those examples, and justify your choices.

Approval of parts already written

Hand out copies of parts already written. Proceed to a systematic reading, part by part, and make the necessary changes.

FINAL CONTENT VALIDATION

OBJECTIVES

- Approving final content of your Women Citizen Declaration;
- Brainstorming on its graphic presentation.

COMMENT

The matter at hand consists of validating the final version of your text. Bravo! You're almost there.

However, it is possible that your group is not ready at this stage to write "The End" at the bottom of their text. If it is the case, you may consider another meeting, on workshop 6 model, and postpone this one to a later date. This is for you to judge.

SEQUENCE OF EVENTS

1. Presentation of the meeting's agenda.	5 min
2. Validation of final version of Women Citizen Declaration's text.	75 min
3. Break.	15 min
4. Validation (cont.).	60 min
5. Brainstorming on graphic presentation.	20 min
6. Meeting assessment. Wrap up	5 min

Duration: 3 h

REQUIRED MATERIAL

- Flipchart pad;
- Markers;
- Photocopies of their Women Citizen Declaration's text;
- Examples of Women Citizen Declarations (version showing graphic aspects*).

* Since the Declarations annexed to this Guide are not showing the specific graphic aspects of actual documents, prior to this meeting, you may want to contact the Women's groups who have produced those Declarations to order an official specimen.

TIPS FOR THE FACILITATOR

Text approval

Hand out copies of text. Proceed to a systematic reading, part by part, and make the necessary changes.

Brainstorming on graphic presentation

In preparation for Workshop 9 (Formatting the Women Citizen Declaration), ask participants to think about its graphic presentation. You may analyse with them the visual aspects of other Declarations; what they like, what they don't like. * (see comment above)

Participants should leave with the following assignment for workshop 9: prepare ideas, proposals, sketches, mock-ups, etc. They must think of a format (brochure, leaflet, poster, booklet, etc.) and of a formula presenting the following characteristics: simple, catchy, easily readable, showing logo and colours of their organization, etc.

Workshop 8

STAGE 3

INFORMATION 3.8

THE CONSEIL DES MONTRÉALAISES

OBJECTIVE

- Informing participants about the role of the *Conseil des Montréalaises*.

COMMENT

The *Conseil des Montréalaises* sprung from the *Sommet de Montréal*, held in 2002. Since 2004, fifteen women from all walks of life are providing advice to the Municipal Council on all questions related to gender equality and women status.

SEQUENCE OF EVENTS

1. Presentation of the meeting's objectives. Speaker's introduction, if one is invited.	10 min
2. Lecture (first part).	60 min
3. Break.	15 min
4. Lecture (cont.).	60 min
5. Q & A.	20 min
6. Meeting assessment. Wrap up.	15 min

Duration: 3 h

REQUIRED MATERIAL

- Consult with speaker.

TIPS FOR THE FACILITATOR

We suggest inviting the President of the *Conseil des Montréalaises* to present the history of the *Conseil*, its role, and its usefulness to women of Montréal. Here is how to get in touch with this resource:

Conseil des Montréalaises

1550, rue Metcalfe, 14^e étage, suite 1424, Montréal (Québec) H3A 1X6

Phone: 514 872-9074

Fax: 514-868-5810

Email: conseildesmontrealaises@ville.montreal.qc.ca

Website: ville.montreal.qc.ca/conseildesmontrealaises

STAGE 3

3.8

Workshop 9

STAGE
3

PRODUCTION 3.9

FORMATTING THE WOMEN CITIZEN DECLARATION

OBJECTIVE

- Defining the graphic presentation of your Women Citizen Declaration.

COMMENT

Your Women Citizen Declaration can take a variety of shapes: a booklet, a poster, or simply a word-processed document. You can integrate it to your organization's promotional material.

While drawing up your Declaration, you had the opportunity to look at the ones produced by other women's groups. You may have noticed that, in all cases, these groups have put a lot of efforts in personalizing their Declaration. Most participants are indeed very enthusiastic about the document's visual aspect.

SEQUENCE OF EVENTS

1. Presentation of the meeting's agenda.	5 min
2. Report on the assignment regarding graphic presentation of Women Citizen Declaration.	75 min
3. Break.	15 min
4. Discussion and decision on graphic presentation.	60 min
5. Setting up the <i>Graphic Subcommittee</i> (yourself and 2 participants) to meet with graphic designer, or to produce document.	15 min
6. Meeting assessment. Wrap up.	10 min

Duration: 3 h

REQUIRED MATERIAL

- Flipchart Pad;
- Propositions, sketches, models, etc., prepared by participants.

STAGE
3

Workshop 9- FORMATTING THE WOMEN
CITIZEN DECLARATION (CONT.)

3.9

TIPS FOR THE FACILITATOR

Explain to the participants that this workshop serves the purpose of providing directions to the graphic designer (or the subcommittee if you opted to do it yourself).

Ask participants to present, in turn, their "graphic" vision of the Declaration. Try to group similar ideas and to achieve consensus. If there's no consensus, it's ok, just explain that all ideas will be considered by the subcommittee and/or the graphic designer, however, the ones that have brought the most interest from the group will be considered in priority.

Form the subcommittee (yourself and two participants). This subcommittee will have the mandate of meeting with the graphic designer, or realizing the final document.

Workshop 10

STAGE

3

PRODUCTION 3.10

PROPOSAL FOR LAUNCHING THE WOMEN CITIZEN DECLARATION, AND ACTION PLAN

OBJECTIVES

- Preparing a proposal for launching the Women Citizen Declaration, to be submitted for adoption at the annual meeting;
- Preparing an action plan proposal, to be submitted for adoption at the annual meeting.

COMMENT

To launch your Declaration, we suggest organizing a festive event. It's time to celebrate, after all the work that has been accomplished.

In the perspective of social and political involvement, your Women Citizen Declaration is the foundation that serves as a platform for collective actions directed at improving living conditions in the borough. Now that it is drawn up, the group has to determine how it will be put to use, how it will contribute to articulate the group's actions. Therefore, an action plan must be defined.

You will have three elements to introduce at the annual meeting: The Women Citizen Declaration, a launching proposal, and an action plan proposal.

Prior experiences with the process of drawing up a Women Citizen Declaration have sometimes resulted in groups not able to finish it in time for the annual meeting. In those cases, participants have presented their work, and what remains to be done to complete it. This meeting was a good opportunity for exchange and work improvement.

SEQUENCE OF EVENTS

1. Presentation of the meeting's agenda	10 min
2. Drawing up a <i>Launching Event</i> proposal.	60 min
3. Break.	15 min
4. Drawing up an <i>Action Plan</i> proposal.	60 min
5. Preparation for the annual meeting.	30 min
6. Meeting assessment. Wrap up.	5 min

Duration: 3 h

STAGE

3

3.10

Workshop 10 - PROPOSAL FOR LAUNCHING THE WOMEN CITIZEN DECLARATION, AND ACTION PLAN (CONT.)

REQUIRED MATERIAL

- Flipchart Pad;
- Markers;
- Action plan draft.

TIPS FOR THE FACILITATOR

Launching Event

You can go for a *Happy Hour* type event. Together, determine this event's objectives. Where will it take place? How to decorate the room? Think about the guest list (participants, local organization's representatives, etc.), the sequence of events. Who is in charge of what? Make sure local medias are invited.

Action Plan

Your Declaration touches many themes. While drawing up your action plan, make sure that priorities are set and that your goals are realistic. For example, your action plan may include two components: *Public Awareness and Main Issues*. *Public Awareness*, to spread about the content of your Women Citizen Declaration; and *Main Issues*, to start conducting concrete actions in your milieu. To help the discussion, you can come up with a proposal outlining a *Public Awareness* event where your group would present its Women Citizen Declaration to the Mayor of the borough.

Annual Meeting Preparation

With the participants, prepare a sequence of events for the annual meeting during which the Women Citizen Declaration, the launching event proposal, and the action plan will be presented. Participants should appreciate that this presentation is, in fact, their second action as a group, the first one having been the actual process of drawing up their Women Citizen Declaration.

When presenting the Declaration, you may want to start with the history of the project, and a description of the process, workshop by workshop. To allow each one to be part of the presentation, participants can divide up workshops between themselves. You may want to plan for a period of questions and comments between workshop presentations. Proceed to a formal adoption of the Declaration at the general meeting. Once adopted, you can submit your proposal for a launching event and conclude with your action plan. Ideally, you should plan for all members of your organization to receive a copy of your documents prior to the annual meeting.

ADOPTION OF THE WOMEN CITIZEN DECLARATION AT THE ANNUAL MEETING

OBJECTIVES

- Allowing the Local Action Committee to perform a first presentation of their Women Citizen Declaration, to be formally adopted by their organization at the annual meeting;
- Allowing the Local Action Committee to present a proposal for a launching event of their Women Citizen Declaration, event to be formally endorsed by their organization at the annual meeting;
- Allowing the Local Action Committee to present a proposal for an action plan, to be also endorsed by their organization at the annual meeting.

COMMENT

Endorsement at the annual meeting is a peak moment in the process of drawing up a Women Citizen Declaration. For the first time, the Local Action Committee will present publicly its vision of a borough where life is good. It is also an important moment in the democratic life of your organization. A large assembly will then be made aware of the Declaration's values and principles, and will endorse it by a formal vote. What's more, members will be informed of the launching event and of the action plan. Take advantage of this meeting to recruit new participants for the Local Action Committee.

SEQUENCE OF EVENTS

According to the annual meeting agenda.

REQUIRED MATERIAL

- Your Women Citizen Declaration.
- Your Launching Event proposal.
- Your Action Plan proposal.

TIPS FOR THE FACILITATOR

Make sure that the point “*Women Citizen Declaration*” is a main point on the annual meeting agenda. Make sure that the allotted time will be sufficient to allow presentation, questions and comments, and adoption of your Declaration by the assembly.

Follow with your launching event proposal, allow for questions and comments, and proceed with its adoption by the assembly.

Conclude with your action plan proposal. Present your plan systematically, allow for questions and comments, and proceed with its adoption by the assembly.

If your group has not completed the whole process leading to a Women Citizen Declaration, it is still an excellent opportunity to present the work that has been accomplished so far and what remains to be done. Propose to the assembly that the Local Action Committee will submit the document to the Executive Board, for adoption, once completed.

And Now...

With the Women Citizen Declaration, and the action plan, completed, the Local Action Committee is now equipped to start its... action. However, it is important to keep supporting committee members in their efforts to implement their action plan and to promote the values and principles stated in their Declaration.

- Publicize your Women Citizen Declaration by presenting it in various contexts.
- Formally present it to the Mayor of your borough.
- Arrange a tour of organizations and institutions in your borough to raise awareness toward your actions.
- Meet citizens from your borough, men and women.
- Get their support for the Women Citizen Declaration.