

A helpful guide for local engagement teams organizing community conversations through a Community Engagement Grant

HOSTING COMMUNITY-LED CONVERSATIONS

Engage in meaningful and inclusive conversations to explore how children and youth with disabilities or support needs can best be included and supported in your community.

In partnership with



You are embarking on important work. This guide helps you through the process.

Bringing people together to hear their experiences is rewarding, enlightening and emotional. The Community-Led Conversations is designed to ensure the voices in your community are heard and accurately reflected in your community report. This guide will support your work as you conduct several initial conversations and two follow-up conversations during this collaboration process:

Engagement 1: Initial Conversations

Your initial engagement sessions in your community. We recommend one session with community service providers and 2-5 sessions with families. You can hold the sessions in a single week or over many weeks. It's entirely up to what works best for your community.

Engagement 2: Follow-up

The engagement session allows you to communicate back and authenticate what you've heard from participants in your initial conversations. We suggest getting everyone, including attendees from your initial conversations, together virtually to report back.

Engagement 3: Solutions Tables

This is a wider community engagement session to discuss key findings and brainstorm solutions with participants. This session should include participants from past sessions and additional community partners like those from healthcare, recreation and education.

A note about terminology in this report:

Engagement: The overarching process of holding multiple sessions with various groups across your community.

Conversation: The exchange of ideas and experiences (in-person, virtually or in a hybrid format) that people have while speaking and listening to each other.

Session: The way (format, place, time) people gather for conversations. One session will have multiple conversations.

Questions?

Email clcproject@inclusionbc.org for help at any point in your engagement project.

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BUILD

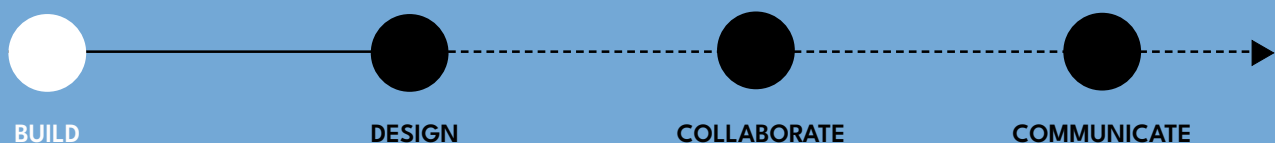
Meaningful engagement starts with diverse and inclusive leadership.

Meaningful community outreach begins with you, the local engagement team. Your approach to this process sets the tone for community-led engagement and means you—and your community—can take the results of your work and turn them into impactful, positive outcomes for the people you support.

This section outlines key questions to consider as you build your local engagement team and prepare to design your engagement in the community including:

- Building an inclusive and diverse local engagement team with varied partners and perspectives from across your community.
- Defining your project goals.
- Establishing geographic boundaries.

Work through this team-building stage at your own pace and in the order that feels most appropriate. You might also discover in the next design phase that there is a perspective missing. Consider inviting new people/organizations to the local engagement team at any time during this project.



PLANNING: BUILDING THE TEAM

Build an open, diverse and inclusive engagement team.

There is no magic number to hit when building your team. What's more important is that there is a diverse range of perspectives representing the entire population of your city, town or region.

Allow time in your planning process to explore potential team members who may not typically be included in a project like this one. Once your team is set, schedule an engagement team meeting schedule that works for everyone, most of the time.

Reflect:

Whose voices are missing from your local engagement team?

Is there representation from a diverse range of people in your community?

Act:

Brainstorm individually or as an initial team to identify missing perspectives on your engagement team. Imagine yourself as different community members within specific settings as you think about who is missing and who needs to be included. For example, does your team represent the perspectives of diverse ages, geographic locations and lived experiences?

Engagement team members might include but are not limited to: Service providers, childcare workers, respite workers, small business owners, or non-profit organization leaders.

Does your engagement team include people who provide care, services or support to a diverse group of children, including:

Early childhood years?

Middle years?

Teenage years?

First Nations?

Métis?

Newcomers to Canada?

PLANNING: DEFINING YOUR PURPOSE

Set community-based goals for your engagement.

The tangible output of this project is a written report, as required by the grant. But the goals you aim to achieve with the information and perspectives you gather from your community are uniquely yours. The hope is that the outcomes from this engagement will benefit your community long after this project is over.

During your first engagement team meeting, set aside time to communicate the grant process and expectations. Then take it beyond the grant requirements and set community-based goals for this critical engagement.

Your team might identify one target goal or several specific goals you want to achieve through this engagement process.

Reflect:

Why are we, as a community, taking part in this project?

What do we hope to achieve through this collaboration with our diverse population?

Who is excluded from the engagement process based on geographical boundaries?

Act:

Knowing what your team wants to achieve, write a simple key purpose statement to guide you as you move through the planning, engagement and follow-up phases of the project.

PLANNING: ESTABLISHING GEOGRAPHIC BOUNDARIES

Draw boundaries to best serve your project goals and community needs.

Your engagement team is in the best position to define your geographical boundaries for this engagement project. Think about your geographic boundaries in terms of service delivery areas and access to engagement. How can you best ensure everyone in your community can most easily travel to and attend a session?

Reflect:

Who are we excluding from the engagement process based on geographical boundaries?

Can we capture some of those perspectives in other ways?

Can we do a hybrid session where some people are in the room and others attend virtually? Can we send out a survey? Can we call people on the phone to get their input?

Act:

If your geographical area is large, explore a hybrid virtual and in-person session.

Up next:

Designing An Inclusive & Culturally Safe Space For Community Engagement

DESIGN

Place cultural safety at the centre of your engagement planning.

Reach as many people as possible, and make it as easy and as safe for them to participate as possible. This section helps you ensure your sessions are designed to be culturally safe, inclusive and accessible.

Over the next several pages, you'll find:

- Insights on choosing physical locations
- Suggestions on how to create safe spaces for conversations
- Ideas for incentives to encourage participation
- Promotional tips to spread the word
- Considerations for running hybrid virtual/in-person sessions
- Using surveys to engage more people

Use these resources in whatever way is most helpful to your local engagement team as you design your sessions.



PLANNING & DESIGN: LOCATION ASSESSMENT

Bring the conversation to a safe, inviting and accessible location.

Where you host your community-led engagement sessions has a direct impact on attendance, safety and participation. Typical considerations for locations might include budget, the size of the space, amenities and services, and an easy-to-access address. Also, think about a location's cultural safety including its history and meaning in the community for all the people that will attend your sessions.

There are people on your team who have keen insight into the community members you want to engage. Here are a few questions to consider as a team:

Reflect:

Where can we hold sessions that will make all participants feel safe and comfortable? Are there existing community events where we could have a presence? For example, could we have a booth at a local community fair? People can share their ideas with us while they enjoy a day out with their family.

Act:

Brainstorm possible locations for your sessions. No space is off-limits. You could host them at a public park, or a community or cultural centre. Consider partnering with an existing community event or local Indigenous organization to host your sessions.

Let logistics come into play only after you've brainstormed all possibilities, and it's time to narrow your location options down. You can use multiple locations if you're hosting multiple conversations, so you can reach people in different areas of your community.

IDEAS FOR ENGAGEMENT LOCATIONS

Friendship Centre

Service provider space

Park

Community Centre

School gym

Local coffee shop

Gathering place for newcomers

Library (public or school)

Existing community event

Indigenous meeting space

Backyard

PLANNING & DESIGN: SAFE SPACE INVENTORY

Remove access barriers to ensure safe and inclusive conversations.

You've just undergone thoughtful consideration of your physical locations. Now, transform those locations into spaces where people feel safe to be vulnerable and share their experiences.

- Childcare** Childcare is often a barrier to participation. Consider budgeting for free childcare to families (childcare providers would be paid through the grant) either onsite in the same room as your engagement session or onsite in a different room. You can also offer honourariums for families to pay for in-home childcare so they can pay a known caregiver while they attend the session.
- Transportation** Consider budgeting to provide honourariums for safe and convenient transportation to and from the session location(s).
- Community Elder** Enhance cultural safety by having a local Indigenous Elder welcome participants to the sessions. Elders get a lot of requests for their time: If you're unable to secure an Elder, be sure to open your session with a territorial acknowledgement and expressing gratitude for the First Nations lands upon which you're gathering. Remember the importance of learning about the land and Indigenous peoples' history as part of our shared responsibility to reconciliation.
- Graphic Facilitator** Incorporating a visual representation of what's being shared is a powerful way to communicate your commitment to active listening. It can also empower participants as they see their words take form visually. Consider hiring a graphic facilitator to attend one or more of your sessions to bring conversations to life.
- Food for Thought** Feed participants during or after sessions. Consider supporting a local small business and ask them to provide catering, or incorporate the event into a city-hosted community BBQ. (If you order too much food for a session, invite attendees to take food home for their families.)
- Languages** Consider offering sessions and communications in other languages if it makes sense for your community. Partner with a local translator and facilitator who can translate communications or host a session in the participants' first language. The opportunity to converse in one's first language can increase an individual's sense of safety.

PLANNING & DESIGN: INCENTIVES FOR PARTICIPATION

Honour the spirit of exchange with incentives for participation.

People want to share their experiences, but their time and truth are incredibly valuable. Combined with initiatives like free childcare and transportation, thoughtful incentives such as gift cards are an excellent way to thank people for their participation.

Reflect:

What kind of incentive will make a meaningful impact for someone in our community?

Does this incentive offer control to the person receiving it?

Can they decide how they want to use it?

Act:

Work with local businesses, large grocery store chains or internal community services to secure gift cards that you can offer to all of your participants.

PLANNING & DESIGN: PROMOTING YOUR SESSIONS

Spread the word with strategic promotional efforts.

Your event is designed to be a unique, safe, and accessible opportunity to have a diverse range of voices heard. Now you need people to show up and participate.

While pre-event registration makes for easier planning, it can sometimes be a barrier to participation. Consider having a registration page but ensure people know they can attend (even without pre-registration). As you look to spread the word, tap into the networks of your local engagement team to identify the best places to share invitations.

SOCIAL MEDIA

The first post should go out at least a month before your first session. Post at least once a week to remind people to register online. Directing people to a simple landing page with an email sign-up works well or you can share a phone number where people can call to register for the sessions.

Ask community partners to share posts on their social media channels, too. Local childcare centres and school newsletters are also good places to spread the word.

WEBSITE PRESENCE:

Create a landing page for your sessions and host it on a local engagement team member's website. Use this as the main digital hub—add QR codes, links to your survey, your virtual meeting details, etc.

 [SEE LIVE SAMPLE LANDING PAGE](#)

LOCAL POSTERS & FLYERS

Promote engagement on public bulletin boards (at local coffee shops or community centres) and ask local retailers to place a printed information flyer near their check-out counters.

LOCAL MEDIA

Take your event to your local media for coverage and free publicity.

DIGITAL ANNOUNCEMENT BOARDS

Use community centre digital announcement boards and city-owned electronic billboards to display event information.

PLANNING & DESIGN: RUNNING A HYBRID SESSION

Encourage virtual participation for more feedback and engagement.

Life is busy. Attending a session in person can be difficult for busy parents and service providers. Consider holding some of your sessions in a hybrid format so participants can choose to attend virtually or in person.

Hybrid session tips

- ✓ Use a hosting platform that is free and easy for participants to use, such as Zoom.
- ✓ Make sure you have the right platform subscription. Some free accounts only let you host up to 40 minutes, for example.
- ✓ Be sure to include the invite link in all digital promotions.
- ✓ Email the link to your sign-up list as soon as they sign up. Resend the link to this list on the same day of the event as a friendly reminder.
- ✓ Make sure you have an in-room connection to a good microphone system so people joining virtually can hear as well as people in the room.
- ✓ Do a tech run-through. Make sure participants can see a live view and hear everyone.
- ✓ Consider appointing one person to facilitate the hybrid “room” and troubleshoot any technical issues. This person should introduce themselves to the “room” and help virtual participants share with the in-person participants. This helps in-person participants and virtual attendees feel connected.
- ✓ Ensure sound is accessible too. A roaming microphone is essential to ensure people are heard (both for virtual and in-person participants), especially in larger gatherings.

PLANNING & DESIGN: ADDING SURVEYS

Adding surveys: Effective and easy.

Digital surveys are an easy, barrier-free way to get responses from people who can't attend a session or have more to say after attending one. It's easy to set up a direct link in your digital and social media advertising pages and posts. You can set up a survey in minutes with platforms like SurveyMonkey or Typeform, or use your internal survey system if you have one.



EXPERIENCE A LIVE SAMPLE SURVEY

Pro Survey Tip 1: Make it anonymous.

People are more likely to engage in a survey if they have an option to remain anonymous.

Pro Survey Tip 2: Use open-answer fields.

Ask each question clearly, and let respondents answer in as many words as they like, and in their language of choice (use Google Translate to review responses).

Up next:
Hosting Your Community-Led Engagement Session

COLLABORATE

Be open and ready to go where the conversations take you.

You may be surprised at the level of emotion in the room as your event gets rolling. There may be sadness, fear, frustration, anger, or all of the above mixed with sentiments of hope and optimism.

There's room for everyone and every feeling. This section helps you tie up loose ends on your logistical planning so you can build in room for flexibility and openness to go wherever the conversation takes you.

In this section, you'll find:

- A sample agenda for inspiration
- Prepping for the question: What's next?
- Final logistical checklist



COLLABORATION & ENGAGEMENT SETTING THE AGENDA

An agenda guides the session.
The people guide the conversation.

It may take a while for people to relax and feel comfortable engaging in conversation. Your agenda should help keep things moving until the conversation unfolds.

Consider the timing of each session based on the audience. The following are suggested timelines that have worked well in other communities:

- Youth: 1 hour
 - Families: 2 hours
 - Community Service Providers: 3 hours
-

In sessions, you'll want to explore some key themes to identify outcomes for your community report. You can pose the questions as suggested below, or reword in a way that best works for your session participants:

1. What is working well when it comes to services and supports for children and youth with disabilities or support needs in your community?
2. What is missing when it comes to services and supports in your community? You might also ask: What are the opportunities for improvement when it comes to services and supports in your community?
3. What does an ideal network of services and supports look like in your community? This is the “magic wand” question, helping participants identify their wishlist of the changes they'd like to see so that all families and children and youth with disabilities or support needs thrive.

COLLABORATION & ENGAGEMENT

SAMPLE AGENDA

This is a sample agenda for a two-hour session. Feel free to borrow any or all of the content below.

1. Welcome & Land Acknowledgement (5 min)
2. Introduce facilitator, project team and project: What we're doing and why? (10 min)

**At this point, divide participants into smaller discussion groups, if needed.
(Five to eight participants per group is good practice to enhance participant safety.)**
3. Connection/icebreaker exercise (10 min)
4. Conversation 1: **What services and supports for children and youth with disabilities or support needs are working well in our community?** (15 min)
5. Report back discussion themes to the room (10 min)
6. Conversation 2: **What are the gaps in services and support in our community?** (20 min)
7. Report back discussion themes to the room (10 min)
8. Conversation 3: **What does a better network of services and supports look like in our community?** (20 min)
9. Report back discussion themes to the room (10 min)
10. Define the next steps and how you will communicate the report generated from this discussion (5 min)
11. Summary and closing circle: Final words from participants, invitations to stay in touch and share contact info, and final thanks) (5 min)
12. Food and socializing. Allow space and time to fill out evaluations and feedback forms (30-60 minutes post-session). **Make sure your invitation and marketing materials reflect this added time so participants can plan accordingly.**

COLLABORATION & ENGAGEMENT FINAL LOGISTICS CHECKLIST

Wrap up your prep with a complete ‘To-do’ list.

- | | |
|--|--|
| <input type="checkbox"/> Event promotion | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Create survey | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Promote survey | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Book catering/organize food | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Arrange audiovisual equipment | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Arrange hybrid session tech | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Book facilitator/translator | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Brief facilitator/translator | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Contact the First Nation about the welcome by an Elder (ask about protocols to show respect and appreciation) | <input type="checkbox"/> _____
<input type="checkbox"/> _____ |
| <input type="checkbox"/> Email sign-up list an event reminder | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Prepare evaluation feedback forms | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Assign session notetaker | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Purchase supplies (pens, flipcharts, etc) | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Book childcare staff | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Arrange complimentary transportation | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Run tech test | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Finalize the agenda | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Seating rentals (if necessary) | <input type="checkbox"/> _____ |

COLLABORATION & ENGAGEMENT

PREPARING FOR THE QUESTION, "WHAT'S NEXT?"

Clarify the next step.

Once all sessions have taken place, it's time to analyze and evaluate what you heard. This may take several weeks. In the meantime, offer your participants a clear picture of how you plan to use the insights from each session to create a report and guide future action.

In your closing circle, invite people to fill out the evaluation forms and sign up for an email list to receive information about the report and a copy of the report when it's ready.

Let them know the next steps as far as you have planned them, and be clear that the learnings from these conversations—and the report—belong to them. It will guide future community activities, initiatives and programming.

HELP PEOPLE STAY CONNECTED

WITH THE PROCESS

Make it easy and safe for people to sign up to get a copy of the final report, and learn about follow-up opportunities.

WITH EACH OTHER

Allow space and time for people to share their contact information with other participants if they want to.

Up next:

Writing & Sharing Your Report, And Connecting It Back To Your Community

COMMUNICATE

Communicating what you heard.

The first phase of your project is holding all of the sessions in your community. The second phase is communicating what you heard during those sessions.

There are four steps to follow after your conversations with families, youth, service providers and other community groups to fulfill the second phase of this project:

1. Synthesize and authenticate your findings by sharing them back with community session participants. (Did we accurately capture what you told us in the sessions?)
2. Draft your community report.
3. Share your report with the wider community. Invite them to a session to help develop a series of solutions based on what you heard in the family and community service provider sessions.
4. Submit your final community report (with solutions table) back to the Community-Led Collaboration Project.

This final section walks you through these final four steps of the Community Engagement Grants process.



FOLLOW-UP & COMMUNICATION

ENGAGEMENT SESSION 2

Synthesizing your session notes and authenticating your takeaways with session participants.

Engagement Session 2 takes place after you've completed your various community sessions with families and community service providers. It's a built-in check to make sure your final report is an accurate reflection of what you heard from participants. It's also an opportunity to dive a little deeper into your community's needs. Oftentimes, people have follow-up thoughts or comments stemming from an initial conversation.

There are two ways to check back in with your session participants:

1. Host a follow-up session online.
2. Host a follow-up session in person.

IN THIS SESSION:

Begin by sharing back what you heard during the initial conversation. Then ask the following key questions:

- Did we get the key themes right?
- Is there something missing?
- Is there more we should add or things we should change?

FOLLOW-UP & COMMUNICATION

DRAFT

Drafting your report.

You now have a great deal of data from your initial sessions. You have also authenticated the input in the follow-up session to minimize misunderstanding and assumptions.

The main report communicates your key findings and themes based on your collaboration with session participants. You'll be reaching out to community partners during your third and final engagement session (coming up next). You'll be sharing the report you are currently drafting before and during that wider engagement session.

Now, you're all set to revise your session notes and finalize your community report. Refer to Appendix B to see a community report outline with recommended sections you should include.

FOLLOW-UP & COMMUNICATION

ENGAGEMENT SESSION 3

Seeking solutions through sharing.

Your final engagement session is holding a Solutions Table Discussion, which allows a wider group of community partners (including those from healthcare, education and recreation, for example) to engage in solution-based thinking. You can break this up into two parts:

1. First, share your community report in advance of the session

Sharing electronically may be most efficient, as you can also inform recipients about the upcoming Solutions Table Session.

In addition to inviting participants from initial sessions, consider sharing this session invitation with government representatives, and wider community partners from:

- **Education**
- **Healthcare**
- **Recreation**
- **Social Support**

2. Hold your Solutions Table Session

A few weeks later, hold a virtual session to discuss the report's key themes and brainstorm solutions to key issues raised in the research. These solutions will be written up in a Solutions Table and added as an appendix to your final community report.

See Appendix B for a Solutions Table example.

FOLLOW-UP & COMMUNICATION

SUBMIT YOUR FINAL REPORT

Finalize and submit your community report.

Submit your community report (with Solutions Table appendix) to clcproject@inclusionbc.org by November 15, 2024, as the final step in the process.

This hasn't been easy work, but impactful work rarely is. Congratulations on a successful collaboration with your community! The sharing and learning don't have to stop here. Share the report widely with members of your community.

We hope the findings will inform meaningful improvements to the ways children and youth with disabilities or support needs are included and supported in your community.

APPENDIX A SAMPLES & LISTS

Social Media: Post Sample



Use community hashtags, emojis and @tags for max reach and engagement

Inclusion BC
June 5 · 🌐

YOUR COMMUNITY NEEDS YOUR INPUT!
Families and Service Providers in **#Castlegar** and surrounding areas are invited to participate in a conversation about services and supports for children and youth with disabilities or other support needs in your community from June 15th – 17th.

We'll explore what is working for families, what is missing and what better services and supports could look like in order to inform the future of services.

🌟 Service Provider Session: Friday, June 16th - 10 AM - 12 PM
Kootenay Family Place

🌟 Family Sessions: Thursday, June 15th - 5:30 - 7:30 PM
Kootenay Family Place
OR
Saturday, June 17th - 10 AM - 12 PM
COINS

There will be:

- + Food and refreshments. Stay for a meal after each session.
- + Childcare options available
- + Support for transportation available
- + Space and support for dialogue
- + Quiet space available on-site and follow-up support

For registration and more event information, please visit the event website:
<https://inclusionbc.org/campaigns/clcp-castlegar/>

*If unavailable to attend in person, there are various other ways to engage and offer your input. Please visit the website for more details or call us at 1-844-488-4321.

APPENDIX A SAMPLES & LISTS

Email Examples

Fill in highlighted text with your own text.

REGISTRATION CONFIRMATION EMAIL

Subject: You're registered! Add this event to your calendar

From: [Use the personal name of main contact person for the public]

Hello,

Thank you for registering for the community-led collaboration! We'll be gathering at [location] on [date] at [time].

→ Event details

Feel free to bring your kids with you. We have free childminding available [mention available childcare options]. If you need transportation to [location], let us know! We have free options to make sure you can get here (and back home) safely. [mention transportation supports available]

→ Address any potential barriers that may prevent them from attending last-minute. Be clear about options that are available, and how to access those options

Are you joining us virtually?

Join Zoom Meeting- link

Meeting ID: _____

Passcode: _____

... [complete link info provided by virtual services provider (Zoom or Teams, etc)]

→ Add virtual meeting details

If you run into technical difficulties at the time of the event, we're here to help! You can get in touch with us: [add direct contact for hybrid session coordinator]

Have questions? Reach out to [add point person contact info] or simply reply to this email.

→ Final open invitation to get in touch with questions or concerns

Thank you again for registering! We'll see you soon.

[sign-off and signature]

APPENDIX A SAMPLES & LISTS

Email Examples

EVENT REMINDER EMAIL

Hello,

We'll see you soon at [location] on [date] at [time] for [an evening/afternoon/morning] of open and safe conversation about creating better service and support networks for you and your child (or children).

Quick reminders:

- We have childcare available onsite [add info on childcare options]
- Transportation support: We are offering transportation support to and from the event [add info about transportation options and how to access those]
- [include any other barriers and provide available solutions and how to access them]

You can also join us virtually!

[add virtual meeting link and details]

If you run into technical difficulties at the time of the event, we're here to help! You can get in touch with us: [add direct contact for hybrid session coordinator]

Have questions? Reach out to [add point person contact info] or simply reply to this email.

[sign-off and signature]

APPENDIX A

SAMPLES & LISTS

General Supplies List

- Ice breaker materials
- Tech support (virtual attendance)
 - Laptop
 - Wi-Fi Access for Zoom
 - Camera
 - Audio
 - Screen
- Large Post-it Easel Pad (the kind of pages that stick to the wall work best)
- Easel Stand
- Sharpies
- Pens (one for each attendee)
- Small post-its or stickers
- Pads of paper for note taking

Supporting documents to bring to the session:

- One pager of the background of the project for each attendee
- Evaluation forms
- PowerPoint deck to help guide the conversation

APPENDIX A SAMPLES & LISTS

Flyer/Poster Sample — English

  **NUU-CHAH-NULTH
TRIBAL COUNCIL**  

Community-Led Collaboration Project

We want to hear from local community service providers.

Local community service providers in Port Alberni and surrounding areas are invited to participate in a conversation about how to create a better network of services and supports for children and youth with disabilities or other support needs in your community.

We'll explore what is working for the families you support, what is missing and what better services and supports could look like in order to inform the future of services.

**Wednesday, October 18
10 AM - 1 PM**
Port Alberni Friendship Centre
3555 4th Ave B, Port Alberni, BC
This is a **FREE** event
Options to attend in-person or virtual.
Food will be provided.

To register and for more information*: 

www.inclusionbc.org/campaigns/clcp-portalberni

*If unavailable to attend in person, there are various other ways to engage and offer your input. Please visit the website for more details or call Julie (PAACL) at 250-735-7820 or Darlene (Port Alberni Friendship Centre) 250-723-8281

 **BCACDI**  **inclusionBC**  **BC Association of
Aboriginal Friendship Centres**  **THE FEDERATION**
OF COMMUNITY SOCIAL SERVICES OF BC

APPENDIX A

SAMPLES & LISTS

Flyer/Poster Sample — Mandarin

Community-Led Collaboration Project

We want to hear from families with children and youth with disabilities or support needs.

我們希望能夠傾聽來自有特殊需求及支持的家庭的聲音。

Families in Richmond are invited to participate in a conversation about services and supports for children and youth with disabilities or other support needs in your community.

我們邀請列治文家庭參與一個有關協助兒童與青少年需要額外幫助與需求的資源服務相關討論。

We want to know what is working for families, what is missing and what a better network of services and supports could look like in Richmond.

我們想詳細了解在列治文社區內哪些部分是做得很好的，哪些是需要額外加強的資源並且將資源網絡可以建立的更完善

Family Session #1 (in Mandarin) 家庭研討會議 #1 中文
Wednesday, November 15 (6 – 8 pm)
11月15日 (星期三) 晚上六點至八點
Richmond Caring Place Society
7000 Minoru Blvd, Richmond, BC

Family Session #2 (in English) 家庭研討會議 #2 英文
Thursday, November 16 (6 – 8 pm)
11月16日 (星期四) 晚上六點至八點
Hugh Boyd Secondary School
9200 No 1 Rd, Richmond, BC

Family Concurrent Sessions #3 (in English) 家庭同期研討會議 #3 英文
Saturday, November 18 (10 am – 12 pm)
11月18日 (星期六) 上午10點至中午12點
Seedlings Early Childhood Development HUB
6380 No. 3 Rd, Richmond, BC
East Richmond Community Hall
12360 Cambie Rd., Richmond, BC

All these sessions are FREE. 所有研討會均為免費參加
Options to attend in-person or virtual. 可選擇現場及線上參加
Food will be provided at in-person sessions. 現場活動均提供餐點
Support for transportation and childcare will be available. 提供交通支援與兒童照顧服務

To register and for more information*:
註冊與取得更多活動資訊

www.inclusionbc.org/campaigns/clcp-richmond

*If you can't attend in person, there are other ways to participate. Please visit the website or call us at 1-844-488-4321. 若無法參與現場討論，我們還有其他參與方式。請瀏覽我們的網站或致電1-844-488-4321了解更多研討會相關訊息。

BCACDI | inclusionBC | BCAMFC | BC Association of Aboriginal Friendship Centres | THE FEDERATION OF COMMUNITY SOCIAL SERVICES OF BC

APPENDIX A SAMPLES & LISTS

Evaluation/Feedback Form Sample: Families, Section 1

Thank you for attending today’s session. The project team worked thoughtfully to create sessions that would be accessible and culturally safe. Our intention is that people feel safe and included to share their thoughts and experiences about how to create a better network of services and supports for children and youth with disabilities or support needs.

We’d love to hear about your experience in this session. Please give us your feedback.

	Not Applicable	1. Strongly Disagree	2. Disagree	3. Neutral	4. Agree	5. Strongly Agree
I felt safe and included						
This session felt culturally safe to me						
I got to share my thoughts and ideas						
I felt connected to other participants						
The purpose of the session was clear						
The room set-up was accessible						
The format and instructions were clear and easy to follow						
The facilitator created a space for diversity of ideas						
The childcare supports were helpful in allowing me to attend/participate						
The transportation supports were helpful in allowing me to attend/participate						

APPENDIX A
SAMPLES & LISTS

Evaluation/Feedback Form Sample: Families, Section 2

How did you hear about today's session?

Please share any additional thoughts for feedback. Thank you so much.

[Add partnership logos at the bottom of the evaluation form]

APPENDIX A SAMPLES & LISTS

Evaluation/Feedback Form Sample: Service Providers, Section 1

Thank you for attending today’s session. The project team worked thoughtfully to create sessions that would be accessible and culturally safe. Our intention is that people feel safe and included to share their thoughts and experiences about how to create a better network of services and supports for children and youth with disabilities or support needs.

We’d love to hear about your experience in this session. Please give us your feedback.

	Not Applicable	1. Strongly Disagree	2. Disagree	3. Neutral	4. Agree	5. Strongly Agree
I felt safe and included						
This session felt culturally safe to me						
I got to share my thoughts and ideas						
I felt connected to other participants						
The purpose of the session was clear						
The room set-up was accessible						
The format and instructions were clear and easy to follow						
The facilitator created a space for a diversity of ideas						
If attending virtually, I felt included in the session						

APPENDIX A
SAMPLES & LISTS

Evaluation/Feedback Form Sample: Service Providers, Section 2

How did you hear about today's session?

Please share any additional thoughts for feedback. Thank you so much.

[Add partnership logos at the bottom of the evaluation form]

APPENDIX B

REPORT OUTLINE TEMPLATE

(following Grant Description in grant document)

This is the outline we suggest using for the report you will write and give back to your community. Please note: There are some differences between the template below and the report you will provide back to the Community-Led Collaboration Project for the grant that you received. Please refer to the reporting requirements for the grant that are contained in the Community Engagement Grant Description document.

Conversations in [Community Name]
Findings from the Community-Led Conversations

1. Project Approach

- What was the approach? How did you create partnerships to guide the project?
- How did you communicate to your community about the project?
- How did you prioritize safety, connection, conversation, collaboration, and community in your engagement approach?
- Number of participants, group composition (eg. service providers, families, or youth).

2. About [your community]

- A brief introduction of your community; identify composition and areas of specific need.
- Provide statistics relating to children and youth with disabilities or support needs in your community or region that provide relevant context to the report and its findings.

3. What You Heard

- Summarize what you heard in the community: What is working? What are the gaps and where do they exist?
- Provide qualitative and quantitative data including the major themes, key issues, and opportunities.
- Include testimonials, if desired, from project participants.

4. Solutions (template in Appendix B of this guide)

- Share solutions identified at the Solutions Table session (the last session of the project).
- What actions will you take because of the engagement to make meaningful change in your community?
- How will the research be used?
- How will you continue to build networks of support in your community for children and youth with disabilities or support needs?

APPENDIX A SAMPLES & LISTS

Solutions Table Example

The following Solutions Table can be used to track the results of your final engagement—the meeting with wider community partners. We recommend sharing the challenges and/or opportunities for change raised in your other sessions. Then, the group can brainstorm solutions to address them. Include a copy of your populated Solutions Table in your community report.

We’ve populated the table with one sample idea to get you started:

Solutions Table

[Community Name]

[Date]

What is the opportunity for change and/or challenge facing your community?	Description of the opportunity for change/challenge.	What is the solution that will address this opportunity or challenge?	Who will deliver this solution?
Challenge 1 (example): Families struggle to access the information they need.	Example: Families are looking for more information about resources, services, and support in their community.	[Insert your solutions here.]	[List the people or groups that will be accountable for bringing the solution to life.]

THANK YOU

We are here to help. Reach out with any questions, anytime.

Email clcproject@inclusionbc.org for help at any point in your Community Conversations project.

In partnership with

