

FACILITATION PLANS

FOR COMMUNITY WORKSHOPS FOR THE HOUSING SOLUTIONS LAB













HOUSING SOLUTIONS LAB

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FACILITATION PLANS FOR HOMEOWNERS' WORKSHOPS

HOW TO USE THIS DOCUMENT

This document includes facilitation plans used during the Housing Solutions Lab's workshop engagement sessions.

Organizations or individuals are welcome to reuse and repurpose these process designs, as long as the requirements of the Creative Commons licence listed on the previous page are followed.

Many parts of this document are left blank to fill in for your own use. When deciding on a venue and design of an engagement session, we recommend <u>consulting the SFU Centre for Dialogue's 'Beyond Inclusion'</u> guide.

AUDIENCE

Many groups were invited to participate in these workshops, including service providers, organizations that work with or advocate for older adults, local government staff and elected officials, home sharing organizations, accessory dwelling unit builders, local community groups, academics in relevant fields and housing advocacy groups. Adjust this invite list based on your context and needs.

WORKSHOP GOALS

These workshops aimed to identify and understand the situation and context of a range of homeowners on Vancouver's North Shore who would be interested in considering housing options such as home sharing, secondary suites and coach houses. Exploring the context includes identifying barriers, values, interests, needs and specific demographics.

Another goal is to connect participants with each other to help foster support for these options, generating excitement and connecting it to their current work. It is also an opportunity for participants to network and connect on projects they are working on.

WORKSHOP FORMAT

These workshops were held online using zoom. They typically had two stages: first, a plenary facilitator framed and introduced the topic, and second, participants in breakout rooms discussed the topic. The plenary portion was brief, and most time was spent in discussion in breakout rooms. Facilitators and notetakers were stationed in each room. This process design does not include the training details for notetakers and facilitators, but those details should be included in broader workshop plans.

If you have any questions, please reach out to renewable cities@sfu.ca.

WORKSHOP 1: UNDERSTANDING OUR CONTEXT

These workshops were held online, but could be adapted into in-person events.

Logistics

Event title:

Date:

Time: 1.5 hours

Meeting link (e.g., zoom link):

Meeting ID: Password:

Links to other tools or documents:

ROLES

Master tech host:¹ Tech support/chat captain:² Lead (plenary) facilitator: **Breakout room facilitators:** Notetakers:

Primary contact email/phone: <<i include the contact of a staff member who support staff can contact if they are having difficulty connecting>>

MATERIALS REQUIRED

- Presentation slides
- Online meeting tool (e.g., Zoom, Microsoft Teams, Google Meet)
- Strong internet connection for Master tech host, facilitators and notetakers
- Online collaboration tool (e.g., Miro, Jam board, Mural) with boards set up as needed for the workshop

¹ This is the person who hosts the online meeting, and manages the technical aspects (e.g., screen sharing, letting participants into the meeting, etc.)

² This person is additional support, responding to questions in the chat as they arise and troubleshooting one-on-

one with participants who may be having difficulties connecting

Facilitation plan

Note: this agenda for this workshop was ambitious. We recommend choosing which of the activities are most valuable for your work and focusing on one or two of them.

Time	Agenda item	Tech prompts, slide content, logistics
30 mins before workshop	Check in & tech test for hosts, notetakers & facilitators. Test screen sharing capabilities of all facilitators/tech hosts.	Master tech host admits other hosts and facilitators into the room for pre-event check-in. Master tech host provides orientation for notetakers (facilitator training took place at an earlier date). Microphone/sound & screen share check. Prompt facilitators to change their names to reflect their roles (if needed): Notetakers and facilitators
		should include "Facilitator" or

		"Notetaker" in their name.
		Send a message to the waiting room 5 mins before workshop start: Welcome to "*name of workshop*." We will start shortly.
		Host shares the title slide.
		Remind tech host to save chat at end of session.
0:00	SOFT START	
	Objective: Participants warmly welcomed, ready to go on zoom	
	Lead: Format: Plenary	
	 Instructions: Welcome each person as they arrive to zoom, let them know we're just waiting for everyone to arrive, feel free to rename yourself to include your organization, (small talk, warm/inviting tone, inviting people to turn on cameras) Let people know facilitators, notetakers, tech hosts all here to help deliver workshop today 	

0:02	WELCOME, LAND ACKNOWLEDGEMENT, OVERVIEW OF THE SESSION, GOALS, INTRODUCTION Objective: Participants warmly welcomed, aware of workshop goals, agenda. Lead: Format: Plenary	Chat message during land acknowledgement: Please feel free to introduce yourself in the chat and share what lands you are joining us from.
	Welcome + Workshop goals à while sharing screen + relevant slides Extend a warm welcome to participants Share a Land acknowledgement as appropriate Introduction to the organization/group running the workshop, share why you are working on this project and how it intersects if your current work Why you are covering this topic today Who is contributing to this project Turnover to workshop facilitator, if a different person UNSHARE SCREEN	Master tech host shares slides
	Reporting and information outcomes: notetakers do not need to record this plenary information, only note questions and responses that are asked	
0:12	WORKSHOP OVERVIEW, HOUSEKEEPING, ZOOM TIPS Objective: Participants understand what will happen in session, engagement norms established, familiar with technology.	Messages and/or links for chat: If you have any issues during the session, please direct message

Format: Plenary

Lead:

Instructions

• Lead host introduces self + land acknowledgement.

Zoom tips!

- Explain difference between gallery/speaker view etc. in Zoom/other meeting tool
- Explain how to toggle the shared screen size.
- Today we'll be focused on conversations we invite you to interact and connect with others; where possible keep your cameras on.
- Ways to participate:
 - Use the chat function.
 - "Raise hand" function.
 - Just unmute and speak.
- Break out rooms
 - Some of the groups are assigned, some you can self-select based on your interest
 - If trouble/need someone to move you to the right room, just type in chat and tech host can help move you.
- Use chat for technical issues
 - Hosts may drop in to breakout rooms if needed, don't worry about them just carry on with your conversations
 - Note if any organization staff are joining as listeners
- We're not recording the event, but we will share a summary of results of the workshop with participants and other stakeholders.

Overview of the agenda: (SHARE SLIDE)

Housekeeping: rules/norms of engagement and asks for input/discussion/concerns for other items and ask for explicit agreement from participants (SHARE SLIDE).

UNSHARE SCREEN / SLIDES

<< name of tech support person>>.

Any screens to be shared.

Slide: Agenda overview.

Slide: Rules of engagement.

Reporting and information outcomes: no notes needed for this section, unless questions are asked.

WARM UP

Objective: Participants warmed up, encouraging participation from get-go.

Format: Plenary

Lead:

Instructions:

• Ask participants to stop and take a moment to reflect about being here today. What brings us here. Take a breath in/out. It's << day of the week>> and here we are.

- This workshop is about thinking beyond current options and solutions, seeing where we are at and what creativity might land us with new options or approaches. It's about adapting/readapting existing models.
- We are using a dialogue approach you can expect a more interactive, curiosity driven approach.
- We're also taking an asset-based approach to this workshop, identify and sharing strengths and then work together to create solutions. To get us warmed up, tell us: What do you love about your home? (pause) This is beyond housing and relates to something that can be very deep for us.
- Let's take a couple seconds to think about it. I'm going to ask for a couple of volunteers who might be willing to share out loud and get us started. Feel free to give your name, org, and share something that you love about your home.
- You can also write things you love about your home in the chat

(Participant response time)

• Facilitator reads out items in the chat, can ask if anyone willing to speak a bit about their comment.

Messages and/or links for chat:

Question for prompt (put in chat after host gives the prompt): What do you love about your home?

Reporting and information outcomes:

Assign one notetaker (before the session) to record plenary comments.

PROJECT CONTEXT - LOCAL CONTEXT 3

Objectives:

Participants <u>new to the lab</u> get all the info they need to participate in workshop (i.e., background context)

Participants <u>familiar with the lab</u> get to reflect on a pertinent question/topic – suggested topic = their organization's interest/role in the lab.

Format: Plenary for instructions, then Self-selecting breakout groups **Lead:**

Instructions:

- Some of you are familiar with this project already, some of you are new. We want to
 make the most of everyone's time together which means we don't want to re-share
 information that you are already familiar with!
- For those of you that have already had a chance to learn about the lab through previous meetings, we're going to send you off to a breakout group to start discussion.

SEND PORTION OF PARTICIPANTS TO BREAKOUT GROUPS -

• 2 breakout groups are opening. We are looking for equal distribution. If it's really uneven our tech hosts might move you to get even distribution so don't panic if that happens!

Messages and/or links for chat:

If you have seen the overview presentation about the Housing Solutions Lab or are familiar with the project, please join one of our two breakout rooms. You may be moved at the start to balance numbers in the groups.

Self-selecting breakout groups (FACILITATORS AND NOTETAKERS SELECT YOUR ROOMS AS PER BELOW)⁴

* Max breakout group size – if 7 or more participants, break into

³ This was designed this way as there were some participants who had already been introduced to the Housing Solutions Lab while others were familiar with it. Adapt this section based on your needs

⁴ Include a list of breakout groups, if preassigned, here, including which facilitator and notetaker go to each room

Stream A	A: Plenary presentation	2 groups this will planned based on is attending. If 6 d	
Stream Lead:	A format: Plenary presentation + discussion	less participants, of breakout group needed.	
Instruct	ions:		
• 1	Present: Understanding the context: Presentation about the project (5 min). Discussion: What are some things that exist in << name of the community you are focusing on>> right now that can help support this program? We have less than 10 mins to discuss this together and dig in.	PowerPoint presentation to be shared: < <staff name="">> v</staff>	
	ing and information outcomes: name>> will take notes on discussion/presentation, but not on the presentation.	share screen in plenary	
Stream E	B: Breakout rooms 1 and 2		
Stream	B Format: Breakout group discussion	Tech host: send message to breake	
_	1 Lead: Facilitator 1 Notetaker:	groups: 3 min remaining.	
Group	1 online tool (e.g., Miro) board link:		
Group 2	d: 2 Lead: Facilitator 2 Notetaker: 2 online tool (e.g., Miro) board link:		
Dusalva	ut Group Facilitator Instructions (Stream B):		

Note to facilitators – This section is meant to be a quick one! Try to keep the energy quick, encourage brainstorming/though showering, lots of ideas is great

Facilitator in each breakout group gives instructions (none given in plenary):

- Give this quick recap of project key points about the lab before starting discussion points: This project is about addressing climate, social isolation, health, housing and affordability through homeowner options such as secondary suites, home sharing and coach houses.
- While the other group is getting an overview of the project, we want to dig into some elements of 'what exists' as a baseline for the << name of community you are working in>>. With that in mind, the question for us to discuss/brainstorm
- What are some things that exist in our community right now that can help support this program?
- Pull up Miro board on Facilitator's shared screen, and write up sticky notes with responses (people are welcome to click Miro link, contribute if they know how to use Miro, but otherwise can just observe, contribute verbally or in chat)
 - Prompts to help the conversation go along -- use as needed to help dig into the question more: assets might be:
 - Existing programs in the community.
 - Existing organizational connections.
 - Social connections between residents.
 - Organizations/ institutions (and potential connection/collaborations).
 - Zoning bylaws/land/property/policies.
 - Transit/transportation networks.
 - Recreation activities.
 - Community assets.
 - o If folks mention items that apply to the broader regional or national, you can add them too (feel free to specify on the sticky).

Facilitators – be prepared to summarize overall themes that emerged (30 seconds or less).

Reporting and information outcomes:

Plenary notetaker: (discussion only, not presentation)

Breakout group 1: notetaker: notes on discussion

Breakout group 2 notetaker: notes on discussion

REPORT BACK + SET UP FOR NEXT ACTIVITY

Format: Plenary

Lead:

Instructions: Return to Plenary.

• We're going to do a quick report back + set up for our next activity

• Share Miro board on screen with sticky notes from previous activity

Miro tutorial (adapt based on the online tools you are using)⁵

- Click on link in the chat. Click left button on your mouse and you can drag to move around the board.
- Zoom in and out with scroll button on mouse or pinching in and out on trackpad.
- There are sticky notes in piles already for you to grab and move, you can type on them.
- If you aren't comfortable using this tool, your facilitator is ready to write down what you say on sticky notes and put them up.
- For each breakout group, the Facilitator will share link that will lead you right to the board you're working on. They will also share their screen and you don't need to actively navigate or add things to the board yourself.
- While we were getting an overview of the project, the group already familiar with this project, we started digging into some elements of 'what exists' as a baseline for the community we are working in. The breakout groups discussed unique assets of our community that can support programs this solutions lab is wanting to prototype.
 - Ask breakout facilitators for 30 second report back about discussion.

Miro – facilitator shares screen

<<Master tech host>> set up next breakout rooms manually (include link below)

Share in chat: Miro/resource link once time to do the activity

⁵ Miro boards can be difficult to work with if there are a lot of people (>10) using at the same time. Be sure to test your tools before the workshop to decide which is the best fit for your needs

• Thank the facilitators. There's a lot of information shared already. And note this is just initial exercise, we will dig into a related question a bit later, in addition to other conversations and mapping work.

(Move right into explanation – still more time for breakout room assignments by tech host while activity being explained)

0:45

ACTIVITY 3: UNDERSTANDING HOMEOWNERS IN THE COMMUNITY: THEIR INTERESTS, HOPES, NEEDS, MOTIVATIONS

Objectives: Participants dig into values, interests, hopes, needs of homeowners. Identifying motivations and barriers. What would motivate older homeowners to create a home share or secondary suite?

Format: Plenary (presentation, instructions) + Breakout groups (discussion, Miro board)

Lead:

Instructions:

- We're going to send you to preassigned groups with a facilitator. That facilitator is going to look at a picture with you to inspire conversation about values, hopes, assets, needs and motivations for people that may be in a context like that photo.
- You will have <20 minutes to work on this exercise together. You will be rotating through the photos with your facilitator as your guide and write your thoughts on sticky notes on the Miro board. We started with some general statements/assumptions about different types of homeowners feel free to expand/challenge these! They are meant as a starting point and will eventually help us as we put together different personas for the lab. There is also a centre zone for profiles/attributes of other people you are thinking about who's context might not be reflected anywhere else. You will be rotating through a few of the profiles. Aim for covering at least 2, and if your group is faster and covers more, great! We will all be sharing the same

Resource needed: Miro boards (or alternate tool) with images, persona profiles, sticky notes set up for group use

Set breakout groups mixed based on field/affiliation, preassigned. F= facilitator N=notetaker

Breakout group 1

F:

N:

Participants:

Breakout group 2

F:

N:

Participants

Miro board, but each group will start with different profiles. The idea is that you will see what groups before you have written, and you add to what they've written (and ask questions and comments if you are not certain about parts).

- Important question to get at this for this phase is: what would compel/enable people in various contexts to take action /take up a solutions /program such as this?
- We'll see you back here at <<15 mins from start of this section>>

Send to Breakout groups.

Include instructions below for breakout room facilitators, and which profiles/examples they should start talking about first.

Breakout group facilitator Instructions

- Facilitators of each group will start at different photo/user profile and rotate through the photos.
- Work on one prompt/question at a time, from assets to motivations, and question below circles.
 - o Prompts: (note: bolded question is important spend time digging into it!)
 - Values/needs What are this person/character's hopes for their homes? What about their needs?
 - Assets what assets might a homeowner in this context have? (e.g. social connections/memberships, connections with organizations/ institutions, property assets, other)
 - What motivations might a homeowner in this context have for taking up different housing options (home sharing/secondary suite/coach house)?
 - What would it take for people in a context like this to ultimately take up a program like this (e.g. managing secondary suites/home sharing)?
- Use your judgement about how many profiles to cover some groups may move faster than others. If conversation is productive, don't feel obliged to move quickly to the next section.
- Possible reflections at end, only if time:

Message to all groups – 2 minutes left warning

Reporting and information outcomes:

One notetaker in each group assigned to write down what was discussed, details of conversations.

Facilitators will put sticky notes on Miro

	 Are there any commonalities between user profiles? What's unique about the different situations? Are there any aspects/angles of experiences you've heard of that have not been covered? 	
1:05	5 MINUTE BREAK Return to plenary. Host gives instructions about 5 min break/time back (screens off/mute) Lead facilitator – as folks are returning could give recap / observations of what's written on Miro board (reflection on unique elements, commonalities)	
1:10	 ACTIVITY 4: HOMEOWNER OPTIONS: WHAT MIGHT IT TAKE? Objective: Inspire participants about possible options for homes, understand the current context, assess gaps, consider what it might take to get to a future state (to identify barriers) Format: Plenary (presentation, instructions) + breakout groups (discussion, Miro) Lead: Lead facilitator + breakout facilitators Instructions: Plenary facilitator – our last activity today is intended to keep the juices flowing as we think about solutions, and <<name different="" facilitator="" if="" of="" or="" share,="" staff="" who="" will="">> is going to share a couple of tiny vignettes to inspire you.</name> SHARE SLIDES – VIGNETTES/CASE STUDY EXAMPLES Plenary facilitator (or other staff): 2.5-minute presentation for inspiration. 4 vignettes, 30 second summary or less of 4 case studies (with pictures to share) 	Tech host to share slides of case study/vignette examples Tech host to prepare four breakout groups for participant self-selection (adjust based on the vignettes you choose): ADUs for senior homeowners Financial support for secondary suites Intergenerational home share

• Plenary facilitator: activity instructions

- You're going to head out to breakout groups now. You will self-select the vignette of interest to you. The vignette is meant to serve as general inspiration and ideas – these are not proposals but could be seen as pieces of potential solutions.
- When you go to your breakout group, your facilitator will help facilitate the
 discussion and share their Miro board. You will be discussing the following
 questions (the first one is the key):
 - What might it take to move from where we are, to building and implementing a successful program?
 - What similar programs already exist in our community or regionally?
 - Which service providers might play a role in creating a successful program (inspired by this model) and what might they do?
- o Go ahead and select that breakout group. If you see more people in one group, please choose one with less participants so we can get an even spread.
- You'll have until <<5 minutes before end of session>> to discuss. Let us know if you need any help being moved to a group.

Questions for discussion in breakout groups -

- What might it take to move from where we are, to building and implementing a successful program?
- What similar programs already exist in our community or regionally?
- Which service providers might play a role in creating a successful program (inspired by this model) and what might they do?

Note to facilitators:

- There are a few questions here, but the main focus of this section is really about building to the bolded question "what might it take."
- We want to air more on the blue-sky thinking—encourage your group to do some dreaming into ideal world what type of programs could exist and what would it take to get us there.

• Renters and host connection platform

Messages and/or links for chat:
(after presentation)
Please join the
breakout room of your choice: ADUs for senior homeowners, financial support for secondary suites,
Intergenerational home share, or
Renters and host connection platform

Link to Miro board:

Message to all groups – 2 minutes left warning

Reporting and information outcomes:

One notetaker in each group assigned to write down what was

	 This is not a design charette. Focus is more on 'what might it take to get there' (addressing barriers) rather than coming up with designing a specific programmatic solution (and creative ideas are very welcome!!) You (breakout group facilitator) may be asked to do a 30-second report-back of the discussion to the whole group when we return to plenary. 	discussed, details of conversations Facilitators will write sticky notes on Miro
1:25	NEXT STEPS AND THANK YOU'S & WRAP UP Objective: communicate next steps, wrap up Format: Plenary Lead: Instructions: Next steps • Return to plenary. • Thanks for everyone's contributions. This is a lab, so you were the first of our experiments in our stakeholder workshops. Pace is always a challenge, and we appreciate your patience as we navigate that together. In any case, we see this as the beginning of a conversation. We invite more conversation with you. • Share how you're going to use this information and report back on it • Share any future engagement opportunities • Thank you to participants, facilitators, notetakers. • Close workshop (facilitators and notetakers please stay on for a quick connection)	Share in chat any websites, newsletters or upcoming event dates that may be of interest. Share evaluation link in chat.
1:30	 END OF SESSION Notetakers - final clarification instructions; Facilitators, 5 min debrief – any flags, concerns/challenges 	Master tech hosts downloads and saves chat before ending the Zoom meeting

WORKSHOP 2

Event title:

Date:

Time: 1.5 hours

Meeting link (e.g., zoom link):

Meeting ID: Password:

Links to other tools or documents:

ROLES

Master tech host:⁶
Tech support/chat captain:⁷
Lead (plenary) facilitator:
Breakout room facilitators:
Notetakers:

Primary contact email/phone: <<i include the contact of a staff member who support staff can contact if they are having difficulty connecting>>

MATERIALS REQUIRED

- Presentation slides
- Online meeting tool (e.g., Zoom, Microsoft Teams, Google Meet)
- Strong internet connection for Master tech host, facilitators and notetakers

⁶ This is the person who hosts the online meeting, and manages the technical aspects (e.g., screen sharing, letting participants into the meeting, etc.)

⁷ This person is additional support, responding to questions in the chat as they arise and troubleshooting one-on-one with participants who may be having difficulties connecting

Facilitation plan

Objective: To identify what people require to say yes to housing solutions prototypes.

Time	Activity	Tech host notes
30 minutes pre-event	Tech and facilitation team meeting	Master tech host adds lead facilitators, breakout room facilitators and tech support as Zoom co-hosots.
		Facilitators check that screen sharing is working
		Spotlight lead facilitator
5 minute pre- event		Send message to waiting room: "Thanks for joining us at the workshop today. We will start shortly"
Event start	Welcome:	Share slides on screen
0:00	Lead facilitator welcome people as they enter the zoom room	Monitor wait room Chat messages to share in first 5 mins: "Welcome and thank you for joining us
		for our second workshops!"
		"If you are experiencing any technical difficulty, please feel free to message our tech support, << name>>, who may be able to assist you."
		Tech host start preparing breakout rooms, timer set at 30 mins.

Opening and Land Acknowledgement (8 minutes)

Lead facilitator starts meeting, pass to collaborator for land acknowledgement and other collaborating organization welcome (if applicable)

Lead facilitator:

Today we're coming together to work on a few pieces.

- As we move forward with the lab, we are starting the initial prototype codesign for home sharing program or secondary suites
- << lead facilitator or project partner>> will speak to where we are at in a few minutes
- We are identifying the key components necessary to run a program for ether solution
- We will also have a chance to build connections with each other

Agenda:

- Welcome
- Overview of what the project has been doing in the past few months
- Identifying specific pilot program elements in small groups
- Networking and connecting exercise
- Wrap up + next steps

House keeping

- Technical issues (contact master host or tech support)
- Renaming
- People may pop into your group as listeners, not during networking time, each group will have a facilitator and notetaker

Engagement guidelines

- Be present and engaged
- Be respectful of others, assume positive intent
- Step up, step back
- Sharing stories

Share slides

Maintain spotlight on facilitators speaking

Chat message:

(during land acknowledgement)

We invite you to share in the chat what lands you are joining us from. You can use this tool https://native-land.ca/ if you are unsure

(During housekeeping)

"Please make sure you have your first name listed on zoom, if you haven't already. To rename yourself, look in the top, right hand corner of your window for ... or more and click the drop-down menu. Select Rename and rename yourself so it has your first name, and organization (optional)"

0:10	Review of information (5 minutes): <lead facilitator="" or="" other="" staff="">> Provide brief overview of project objectives, where we are in the project (timeline), parameters and brief description of what was heard so far, challenges to tackle</lead>	Share slides Chat message: Share link to any relevant publications (e.g., workshop reports)
0:15	Minimum Specs activity (37 minutes total): Intro (2 minutes) by lead facilitator: Building on the conversations we had at our previous workshop, we want to get specific about what a housing solution program would need, in terms of program coordination, management and the on-the-ground tasks associated with it. The goal is to identify specific program needs and then evaluate which ones are essential for success. We will put you in small groups shortly. For two of the potential housing options to prototype, the home share program or creating secondary suites, we are going to ask you to brainstorm some of the minimum specifications to make these solutions possible. Your breakout facilitator will walk you through brainstorming and then prioritizing action items to help us land on a series of concrete minimum specifications. You'll be asked to think about the program from start to finish. These will let us refine our prototypes as we progress into our co-design phase of the lab. You will also see some pre-populated ideas from the previous workshops, feel free to expand on them, disagree or refine them, or add things that are missing.	(If not done already) to prepare breakout groups and time them with 30 minutes. Create 2 breakout groups: Topic: home sharing Facilitator: Notetaker: Topic: secondary suites Facilitator: Notetaker: Max number of participants in each breakout group: 5 (7 absolute max), note there will be 1 facilitator and 1 notetaker in each group as well Chat message: (send just before breakout) Breakout room options: Room 1: Home sharing
	In a moment we will open the breakout rooms – you will see options pop up on your screen to pick a breakout room. If you do not see the option, please message in the chat which room you would like to join, and our tech host will move you.	Room 2: Secondary suites To join a meeting room, click Breakout Rooms in your meeting controls menu (usually at the bottom or top of your

	If you are interested in both topics, please look at how many people are in a room — we are hoping for a maximum of 8 people in each room. You will have 30 minutes total.	screen). This will display the list of open breakout rooms created.
	Move people to breakouts – allow participants to choose the breakout according to the solution they have the most interest in.	Click Expand All to expand all available rooms and see which participants are in that room. Hover your mouse over the number to the
0:17	Breakout activity (30 minutes total)	right of breakout room you wish to join, click Join, then confirm by
	Introductions (5 min) Breakout facilitator: Let's do a quick round of introductions, please share your name, one hope and one concern you have about this specific type of solution (5 minutes max)	clicking Join.
0:23	Program Structure (10 min), add links to Miro/Jam boards as relevant In the context of our challenges, I am going to ask you to generate a list of all the tasks associated with running a home share/secondary suite program.	Breakout facilitators share screen with
	We will use a jamboard for this activity.	jamboard so people can see the ideas going up
	(share screen for your group). As you can see, some of the ideas from previous workshops are listed here, feel free to expand on them, or continue to add to the board.	Facilitator will ruthlessly encourage folks to reduce the list
	(If prompts are needed) What would you need to do before starting the program? How would participants get involved?	Adjust networking matches during this section
	What is needed while the program is running? How would participants exit the program?	0:44 chat message to all groups: "5 minutes left for discussions!"
	Give participants 7 minutes to generate as many program tasks as they can think of.	End breakout groups at 0:49
0:33	Prioritization of Absolute Minimums (16 min)	

read all the ideas. We will discuss how to reduce this list to the absolute minimum needed to achieve our purpose. Don't worry, our notetaker has recorded all your suggestions.	
Allow 15 minutes of discussion.	
Once final list is reduced – Ask for any closing thoughts people have when it comes to making this as successful as possible.	
Thank you for these great contributions! I'll see you all back in the plenary room!	
Lead facilitator in plenary: Thank you for these specifications, our team will consolidate them and share them back with you after the session	
Impromptu networking activity (20 minutes total)	Start creating breakout groups (listed below), timed for 5 mins
Lead facilitator: We recognize that working on solutions like this takes a lot of collaboration and space for discussion. We would like to offer you some time to connect with others who are on this call, in smaller groups without facilitators and notetakers, to hear about your perspectives of challenges and supports that come	Lead facilitator: Have a slide up with the question.
with working on prototype programs like this.	Put question in the chat before sending to breakout:
We are going to put you in a series of pairs, each time we would like you to think about the challenge of developing these prototypes and share what you can provide in terms of support or resources and what you may need as support and resources. You will have about 5 minutes for each of your discussions! After each 5-minute round is up, you will be brought back to plenary before being sent to the next new group. There will be 2-3 rounds depending on our time.	What challenges are you thinking about when it comes to developing these prototypes? What support or resources can you provide?
After this exercise, we'll have some time to reflect on our conversations and share a commitment that you might be willing to make to this work (e.g. having a conversation with a colleague or sharing a resource). For example, you may be able	You will have about 5 minutes for each round of your discussions!" Send folks into their pairs (or 3 people)
	Allow 15 minutes of discussion. Once final list is reduced — Ask for any closing thoughts people have when it comes to making this as successful as possible. Thank you for these great contributions! I'll see you all back in the plenary room! Lead facilitator in plenary: Thank you for these specifications, our team will consolidate them and share them back with you after the session Impromptu networking activity (20 minutes total) Lead facilitator: We recognize that working on solutions like this takes a lot of collaboration and space for discussion. We would like to offer you some time to connect with others who are on this call, in smaller groups without facilitators and notetakers, to hear about your perspectives of challenges and supports that come with working on prototype programs like this. We are going to put you in a series of pairs, each time we would like you to think about the challenge of developing these prototypes and share what you can provide in terms of support or resources and what you may need as support and resources. You will have about 5 minutes for each of your discussions! After each 5-minute round is up, you will be brought back to plenary before being sent to the next new group. There will be 2-3 rounds depending on our time. After this exercise, we'll have some time to reflect on our conversations and share a commitment that you might be willing to make to this work (e.g. having a

solutions. Or perhaps you know someone else who may have expertise that should be considered.	Do	Do 2 to 3 rounds of pairs	
But first, we will send you to small groups of 2 or 3 for 5 minutes to discuss	Ro	und 1	
challenges and support for these housing solutions.	#	Members	
Allow for 2 to 3 rounds of 5 minutes for the pairs.	$\frac{1}{2}$		
Pairs are brought back to plenary between each round.	3		
At the end bring everyone back to plenary	<u>4</u> 5		
	Ro	und 2	
	#	Members	
	1		
	$\frac{2}{2}$		
	3 4		
	5		
	Ro	und 3 (end 2:11)	
	#	Members	
	1		
	$\frac{2}{3}$		
	4		
	5		

1:10	Commitments (15 minutes)	Stop sharing screen
	Thank you for spending time with us today – we appreciate all your contributions to this ongoing project. Let's do a closing round.	Remove spotlight, go to gallery view in Zoom
	Please share one commitment you are ready to offer this group as we think about next steps in this process. I'll ask each of you to keep your contribution to a minute or less.	
	(Ask to see if anyone wants to with whole group, or can share in the chat)	
1:25	Closing (5 minutes)	
	Folks, we want to thank you for your time today. We know you are all very busy.	Chat message: "Let us know how today went by filling out this 3-minute survey:
	I'd like to share the next steps of the project with you:Share project next steps	SURVEYLINK
	We'd really appreciate it if you could take a few seconds to fill out our evaluation form and share with us any additional thoughts or feedback.	After event ends, save the chat for reporting.
	Thank all participants and partners, facilitators, tech host.	