

What would it take

Secondary suite

\$\$ Support
for
renovations

Building
Code
forgiveness

Messaging

- taxation
- utilities
- changing rules

Change in
municipal
+ social
expectation

Income
Tax
incentive
for
homeshar

Tenants are
IN our homes.
safety/security

Less Punitive
Municipal
Rules

Education for
Homeowners
"It's OKAY" to
have a
suite

Parking

Flexibility for

FACILITATION PLANS

FOR HOMEOWNERS' WORKSHOP FOR THE HOUSING SOLUTIONS LAB

ACKNOWLEDGEMENTS

Published by [Simon Fraser University \(SFU\) Renewable Cities](https://renewablecities.sfu.ca), a program of the [SFU Morris J. Wosk Centre for Dialogue](https://www.sfu.ca/morris-j-wosk-centre-for-dialogue/), 2024.

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The Seniors Hidden Housing Solutions to Affordability and Climate Change received funding from [Canada Mortgage and Housing Corporation](https://www.cmhc.ca/) (CMHC) under the NHS Solutions Labs, however, the views expressed are the personal views of the author and CMHC accepts no responsibility for them.

« Seniors Hidden Housing Solutions to Affordability and Climate Change » a reçu du financement de la Société canadienne d'hypothèques et de logement (SCHL) en vertu du les laboratoires des solutions de la SNL Cependant, les opinions exprimées sont les opinions personnelles de l'auteur et la SCHL n'accepte aucune responsabilité à l'égard de telles opinions. »

Additional funding received from Vancity. Catalyzing funding from the North Family Foundation.



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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 [consulting the SFU Centre for Dialogue's 'Beyond Inclusion' guide](#).

WORKSHOP GOALS

These workshops aimed to identify and understand barriers to uptake of housing options like home sharing, secondary suites and coach (laneway) houses. The homeowner workshops were exclusively for homeowners in the geographic focus of the Lab (Vancouver's North Shore) who are over the age of 55. All participants were provided with an honorarium to recognize their time and contributions.

WORKSHOP FORMAT

These workshops facilitated by the lab typically used two stages: first, a plenary facilitator framed and introduced the topic, and second, participants at breakout tables discussed the topic. The plenary portion was brief, and most time was spent in discussion at breakout tables. Facilitators and notetakers were stationed at each table. 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

These workshops were in-person, but the questions could be adapted to an online meeting format.

Logistics

Event Title:

Date:

Time: (2 hours)

Location:

ROLES

Event coordinator:

Plenary facilitator:

Breakout group facilitators:

Notetakers:

Back up facilitator (if needed):

Active listener/back up notetaker (if needed)¹:

MATERIALS REQUIRED

- Computer, presentation file and projector (if using slides)
- Microphone²
- Per table group:
 - 1 flip chart stand with flip chart paper
 - A variety of sizes of sticky notes for participants and facilitators to write ideas on
 - Permanent markers³ (or other thick markers) to write on sticky notes (minimum 1 per participant)
 - At least one pen per participant, for taking notes and filling out evaluation surveys
 - Sticky dots (minimum 20 per table)
 - Notepads (one per participant)
 - Flip chart markers (~10 per table)
- Nametags for all participants and notetakers/facilitators
- Painter's tape
- Wayfinding posters, as appropriate – discuss with your venue
- Instructions printed for facilitators

¹ Sometimes a participant may benefit from the presence of an active listener to hear their full story. Decide if you have the staffing capacity and interest in including this in your workshop.

² For plenary presenter, even if it is a small group there may be participants with hearing loss

³ Markers are more visible from a distance than pens

Facilitation plan

Time	Agenda item	Tech prompts, slide content, logistics
60 mins before workshop	Staff arrive to set up the room (earlier if needed)	Each table set up with appropriate supplies
40 mins before workshop	Workshop staff check in & training for notetakers (facilitator training took place before the event). Approximately 15-20 mins in length.	
30 mins before workshop	Catering arrives and it set up (as appropriate)	
10-20 mins before workshop	Soft start of workshop: <ul style="list-style-type: none"> • Participants arrive • Coffee, tea, refreshments available • Participants are directed to sit at one of the small tables, workshop staff help to ensure tables are filled evenly (groups of similar sizes) • Facilitators introduce themselves at the tables, engage in small talk where appropriate to create a welcoming environment 	
Workshop begins 0:00	WELCOME, LAND ACKNOWLEDGEMENT, OVERVIEW OF THE SESSION, GOALS, INTRODUCTION	

	<p>Objective: <i>Participants warmly welcomed, aware of workshop goals, agenda.</i></p> <p>Lead: Format: Plenary</p> <p>Welcome & land acknowledgement</p> <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> ○ For example, there is a demographic mismatch between Canada’s housing stock and our demographics. • Workshop objectives • <i>Turnover to workshop facilitator, if a different person</i> <p>Reporting and information outcomes: notetakers do not need to record this plenary information, only note questions and responses that are asked</p>	<p>Slides:</p> <ul style="list-style-type: none"> • Land acknowledgement • Organization introduction • Additional info (if needed) on context • Project & workshop objectives
0:10	<p>WORKSHOP OVERVIEW, HOUSEKEEPING</p> <p>Objective: <i>Participants understand what will happen in session, engagement norms established, familiar with technology.</i></p> <p>Format: Plenary Lead:</p>	

	<ul style="list-style-type: none"> • Plenary facilitator introduces self • Overview of the agenda • Housekeeping: washroom and exit locations, other needs or logistics that participants should know (e.g., how to receive an honorarium) • (If applicable) Active listeners available – for some stories we may bring in someone to listen to your story with you to ensure its captured, even if the group is carrying on with discussion • (If applicable) Other members of our organization are here as listeners but not to answer questions in discussions. Of course, you can ask lots of questions during break and after the session – we’re happy to be available! But priority today is listening and hearing you input and perspective. • Norms of engagement/Community guidelines⁴ and asks for input/discussion/concerns for other items and ask for explicit agreement from participants • Acknowledge/introduce notetakers and facilitators and support team - roles <p>Reporting and information outcomes: no notes needed for this section, unless questions are asked.</p>	<p>Slides:</p> <ul style="list-style-type: none"> • Agenda • Housekeeping • Engagement Norms
0:13	<p>WARM UP</p> <p><i>Objective: Participants warmed up, encouraging participation from get-go.</i></p>	

⁴ These can change depending on the needs of each group. Some examples include: speak personally, be open to other perspectives and no one holds the monopoly on truth. See more examples from [AORTA](#), [Intergroup Dialogue Project](#) and [BCcampus](#). See an example in Appendix 1.

	<p>Format: Plenary, pair and share Lead: Plenary facilitator, table facilitators support</p> <p>Participant introductions</p> <ul style="list-style-type: none"> • Ask participants to stop and take a moment to reflect about being here today. What brings us here? What brought you here today? <i>[can pause for moment of reflection]</i> • This lab is about thinking beyond current options and solutions, seeing where we are at and where creativity might land us with new options or approaches. It's about adapting/readapting existing models. • Today we're using a dialogue approach – you can expect a more interactive, curiosity driven approach to this workshop. • We're also taking an asset-based approach to this workshop, identify and sharing strengths and then work together to create solutions. • This isn't a 'how to'-- it's really to get a sense of interests, to explore and problem solve together to develop into co-designed pilot programs. • Optional interaction (if time): To get us warmed up, tell us a little bit about yourselves: <ul style="list-style-type: none"> ○ How did you get here? Transport mode: transit/bike/walk/roll/car; Where are you based? West of here, north, south, east • Let's start off with getting to know some folks at the table. Turn to a person near you and share a story with a neighbour (hopefully someone you haven't met yet!): • Introduce yourself and share something that makes you hopeful about living where you are. <ul style="list-style-type: none"> ○ I'm going to give you 1 minute each and then ask you to switch! • Allow time for connecting, give warning 15 seconds before you switch who is sharing 	<p>Flip chart – suggested header/title:</p> <p>“Something that makes you hopeful about living where you are.”</p> <p>Slide:</p> <ul style="list-style-type: none"> • “Introduce yourself and share something that makes you hopeful about living where you are.”
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	<ul style="list-style-type: none"> • Hopefully by now you know at least one new <<geographic location (e.g., North Shore)>> neighbour, before we leave today our goal is that you feel well connected to multiple folks at your table! • Take a minute to write down some key phrases about what you discussed with your neighbour on a sticky note in front of you, and you can pass it to your facilitator, and they can put it on your flip chart. • Is there anyone here that would like to share a key word or phrase that came up for you that summarizes what brings hope to you or your neighbour? Feel free to give your name to introduce yourself before you share. <p>Reporting and information outcomes:</p> <ul style="list-style-type: none"> • Notetakers at each table write down summary of discussion/folks that offered perspective (whatever notetakers hear is fine – it might not be possible to totally hear). • If notetaker participates in pair and share, sticky notes written by participants is also sufficient (no additional notetaking required) • Facilitators: if you are participating in conversation, take notes on a sticky note and add to flip chart 	
0:20	<p>PROJECT CONTEXT</p> <p><i>Objective: Participants get project context that they need to participate in workshop (i.e., background context)</i></p> <p>Lead: Plenary facilitator Format: Plenary for presentation If applicable, prepare a presentation about where you are in the project that connects to</p>	PowerPoint presentation about the project you are working on

	<p>this engagement session Reporting and information outcomes: n/a</p>	
<p>0:25</p>	<p>PARTICIPANT CONTEXT</p> <p><i>Objective: Participants share values, assets, interests with each other, discover common ground, different perspectives</i></p> <p>Lead: Plenary facilitator (instructions), table facilitators (activity) Format: Plenary for instructions, breakout groups at tables for activity</p> <ul style="list-style-type: none"> • We've seen the general context, and now we want to get personal! We are here because we want to hear from you, we want to understand your perspectives and experience • We're going to go through a series of questions at your tables (slide with 3 questions) • When you think about your home and housing situation... <ul style="list-style-type: none"> ○ What values are important to you for your home? ○ What assets do you have access to? ○ What are your interests and needs for housing as you age? • For each question, you are going to have some time to reflect. You can write on a sticky note, or if you prefer you can just speak it to the facilitator, and they can write it down. We'll spend a few minutes answering each question. • After you've had a few minutes to reflect and share what you've written with the group, your facilitator will help group some of the responses so you can see some common themes among group members • We have until <<time>> for this exercise (about 30 minutes) 	<p>Flip chart – suggest having 3 separate flip chart pages with headers/titles:</p> <ul style="list-style-type: none"> • “Values important to you for your home” • “Assets - access” • “Interests and needs for housing as you age” <p>Slide with 3 questions:</p> <ul style="list-style-type: none"> • What values are important to you for your home? • What assets do you have access to? • What are your interests and needs for housing as you age?

	<p>Table facilitator instructions:</p> <ul style="list-style-type: none"> • Facilitate group conversation with three questions using sticky notes, flip chart pages. • Focus questions: When you think about your home and housing situation... <ul style="list-style-type: none"> ○ What values are important to you for your home? ○ What assets do you have access to? ○ What are your interests and needs for housing as you age? <p>Plenary facilitator will:</p> <ul style="list-style-type: none"> • Give a warning when half of remaining time is up Give a notice 5 minutes before the end of this section <p>Reporting and information outcomes (notetakers):</p> <ul style="list-style-type: none"> • One notetaker in each group records details of conversations/discussions • Ensure flip charts are labelled (i.e., question being asked, page number e.g., “3 of 5 pages”) • Take pictures of flip charts. Send pictures on WhatsApp notetakers group (or alternate arrangement) 	
1:00	<p style="text-align: center;">10 MINUTE BREAK</p> <ul style="list-style-type: none"> • During the break, Plenary Facilitator to check tables, look at key themes that came up • Table facilitators/notetakers check in with plenary facilitator as needed (support needed? Touch base) 	<ul style="list-style-type: none"> • Coffee/tea, water, refreshments available

1:10	<p>REFLECTION ABOUT LAST ACTIVITY + PRESENTATION ABOUT HOUSING OPTIONS</p> <p><i>Objective: Participants get inspiration about what home options might be available</i></p> <p>Lead: Plenary facilitator (presentation + instructions), table facilitators (activity) Format: Plenary for instructions, breakout groups at tables for activity</p> <ul style="list-style-type: none"> • Welcome back. • Before the break we learned about the project goals, and we started to dive into getting an understanding of all that you bring with you to the lab. • Report back on themes observed at tables (based on what observed on flip charts) • Next, we’re going to start thinking about the future. And we want to dive into thinking about How we get there, what might it take? • Presentation: definitions of coach houses, home share, secondary suites, summary of some potential options based on other precedents with a slide of each type of option (Visual) <p>Reporting and information outcomes (notetakers): n/a</p>	<p>Slides</p> <ul style="list-style-type: none"> • Housing options at a high level • Coach houses • Secondary suites • Home sharing
1:20	<p>PERSPECTIVES ON HOUSING OPTIONS - WHAT MIGHT IT TAKE?</p> <p><i>Objective: Participants share about perspectives and experiences for home options, and identify factors/what it might take to successfully deliver</i></p> <p>Lead: Plenary facilitator (presentation + instructions), table facilitators (activity) Format: Plenary for instructions, breakout groups at tables for activity</p>	<p>Flip chart – suggested header/title:</p> <p>“Housing options – what might it take?”</p> <p>_____”</p> <p>(“___” is the housing option being discussed)</p>

- We are curious about your opinions on expanding your home to include options such as home sharing, secondary suites and coach houses.
- These are not the only solutions available to homeowners, but they are a starting point as we start to think about options for homeowners.
- In your breakout groups you're going to have a chance to discuss different options you've considered, and your experience or impressions of the options.
- Think about which options would be of potential interest to you for your home
- Your table facilitator is going to work with your group to decide which of these options you are most interested in discussing. You will have about 30 minutes for your conversation. You may want to discuss and hear perspectives in your group about all three options (secondary suite, home share, coach house), or maybe you want to deep dive into one. You can decide this at your tables. Your discussion question is **“what might it take for ____ (home sharing / coach houses / secondary suites) to be a viable option”**
- If not a viable option for you, what might it take to make it viable for a friend or yours or a neighbour, or someone else in your community
- This is where we need our creative thinking – feel free to use blue sky thinking / open minded thinking. We're not designing a program here but we're thinking about addressing incentives and disincentives – things that encourage or discourage us from pursuing these options.
- Go to breakout groups

Table facilitator instructions:

- Ask your table to prioritize/decide what they'd like to speak about first (**use dot voting with sticker dots if you'd like or another mode of group decision making**), priority order about their interests for each of the following options (it's

fine if only 2 of 3 options selected/discussed, depending on interest of the group and flow of conversation):

- Having a secondary suite in my home
- Having a home share or renting a bedroom in my home
- Having a coach house on my property

- **“What might it take for ____ housing solution to become a viable option for you” “What might make it feasible or attractive enough for you to want to do it?”**

Tips for stimulating conversation/ideas, additional prompts for facilitators:

- Refer back to values/interests/needs /assets – ask how each of those identified pieces might be relevant here
- What would if not a viable option for you, what might it take to make it viable for a friend or yours or a neighbour, or someone else on the North Shore
- Other ideas to seed conversation, if needed:
 - extra services
 - social or health supports
 - financial incentives
 - knowledge/support in process
 - hotline/helpline
 - safety assurances
 - cohort program
 - how might existing assets be adapted to help make it possible (e.g., social services, organizations meeting related needs, community connections, leveraging existing knowledge/resources)

	<p>Reporting and information outcomes (notetakers):</p> <ul style="list-style-type: none"> • One notetaker in each group records details of conversations/discussions • Ensure flip chart pages are labelled (i.e., question being asked, page number e.g., “3 of 5 pages”) 	
1:52	<p>FINAL REFLECTIONS</p> <p><i>Objective: reflect together, thank everyone involved, communicate how information will be used + next steps, wrap up</i></p> <p>Lead: Plenary facilitator (activity) Format: Plenary</p> <ul style="list-style-type: none"> • If short on time, turn to neighbour and share. If lots of time walk around with microphone so everyone can hear. • Before we close, we want to share something hopeful together. We’ve made wonderful connections. • What are you most excited about in the future of your housing on the North Shore? <p>Reporting and information outcomes:</p> <p>Notetakers: Record conversation at table (whatever notetakers hear is fine – it might not be possible to totally hear, or if you are participating in conversation just record your conversation).</p>	<p>Slide:</p> <ul style="list-style-type: none"> • What are you most excited about in the future of your housing on the North Shore?

	<p>Facilitators: if you are participating in conversation, take notes on a sticky note and add to flip chart</p>	
1:55	<p>THANK YOU'S, NEXT STEPS & CLOSING</p> <p><i>Objective: reflect together, thank everyone involved, communicate how info will be used + next steps, wrap up</i></p> <ul style="list-style-type: none"> • Thanks for everyone's contributions today. This is a lab, so you were the first of our experiments in our homeowner's workshop. We see this as the beginning of a conversation. We invite more conversation with you as we continue the project. • <<share what you are going to do with this information>>. What you've provided today is incredibly valuable, creative thinking on hurdling barriers. • <<share any report back plans and future next steps>> • Thank you to participants, facilitators, notetakers <p>Feedback</p> <ul style="list-style-type: none"> • How do you think we could get more people to participate? • If you have additional thoughts from the workshop today, please contact <<workshop staff member>> and we'll incorporate them into our findings. • This is the first stakeholder workshop we are doing today so any feedback is welcome. <p>Evaluation</p> <ul style="list-style-type: none"> • Please take a few minutes to fill out the evaluation survey that is being distributed right now and give your feedback. • Digital evaluation form also available – let us know if you prefer that. 	<p>Messages and/or links for chat:</p> <p>Any screens to be shared e.g., PowerPoint presentation</p> <p>Slides:</p> <ul style="list-style-type: none"> • Next steps, feedback, honorariums (if applicable) • contact info <p>Distribute evaluation surveys</p>

	<p>Honorarium</p> <ul style="list-style-type: none">• If applicable, share how to get this information <p>Final thanks + closing</p> <p>Reporting and information outcomes</p> <ul style="list-style-type: none">• Notetakers: write down participants that indicate interest (and if they express interest about particular thing)• Take photos of flip charts and share to WhatsApp group	
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WORKSHOP 2

Similar to Workshop 1, this was an in-person workshop. The material requirements are the same as above.

Logistics

Event Title:

Date:

Time: (2 hours)

Location:

ROLES

Event coordinator:

Plenary facilitator:

Breakout group facilitators:

Notetakers:

Back up facilitator (if needed):

Active listener/back up notetaker (if needed)⁵:

MATERIALS REQUIRED

- Computer, presentation file and projector (if using slides)
- Microphone⁶
- Per table group:
 - 1 flip chart stand with flip chart paper
 - A variety of sizes of sticky notes for participants and facilitators to write ideas on

⁵ Sometimes a participant may benefit from the presence of an active listener to hear their full story. Decide if you have the staffing capacity and interest in including this in your workshop.

⁶ For plenary presenter, even if it is a small group there may be participants with hearing loss

- Permanent markers⁷ (or other thick markers) to write on sticky notes (minimum 1 per participant)
- At least one pen per participant, for taking notes and filling out evaluation surveys
- Sticky dots (minimum 20 per table)
- Notepads (one per participant)
- Flip chart markers (~10 per table)
- Nametags for all participants and notetakers/facilitators
- Painter's tape
- Wayfinding posters, as appropriate – discuss with your venue
- Instructions printed for facilitators
- Large sheets of butcher paper

Facilitation plan

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

Time	Agenda item	Tech prompts, slide content, logistics
1.5 hours before workshop	Workshop staff sets up room, checks tech and catering	
1 hour before workshop	Catering delivery	
30 mins before workshop	<p>Coffee and cookies welcome</p> <p>Facilitators welcome participants as they arrive and invite them to meet folks at their table.</p> <p>Brief check in for facilitators/notetakers with lead facilitator</p>	Networking time for participants

⁷ Markers are more visible from a distance than pens

0:00	<p>Welcome</p> <p><u>Plenary facilitator</u> to open session, welcome everyone</p>	
0:02	<p>Land acknowledgement and introduction (10 minutes)</p> <p><u>Plenary facilitator</u> to restate purpose of meeting, go through agenda, ground rules for dialogue and housekeeping</p>	Slides
0:12	<p>Participant introductions (10 minutes)</p> <p>Invite participants to introduce themselves at their tables, sharing their name, one hope and one concern they have for housing on the North Shore, table facilitators to model to keep responses short.</p>	
0:22	<p>Review of information (5 minutes):</p> <p><u>Plenary facilitator</u> briefly describe what was heard so far in previous workshops, challenges to tackle in the session today and timeline for project</p>	Share slides if needed or have copies of report on tables
0:27	<p>Visioning our future (30 minutes)</p> <p><u>Plenary facilitator</u></p> <p><i>I am going to ask you to close your eyes for a few minutes, if you feel comfortable. Take a big breath and imagine yourselves 2 to 3 years from now. We have now implemented some of these housing solutions with home share programs, secondary suite renovations and opportunities to build coach homes. What would your home and community look like, feel like? What do you see for yourselves?</i></p> <p><i>We are going to invite you to go up to the large paper on the wall and draw out what you think your community could look like in 2 to 3 years' time. There are images on your tables you are also welcome to use, or you can write words on sticky notes.</i></p>	<p>Large butcher paper on the wall (one sheet representing the vision for their community and one for their home, label each distinctly, with colored markers</p> <p>Images printed out of different styles of housing; scissors available on the tables for participants to cut/past images onto butcher paper</p>

	<p><i>This is an opportunity to really imagine how different your neighborhood/community could look like if we succeed with our new housing solutions. We encourage you to chat with each other as you do this activity.</i></p> <p><i>Once you are done with the community, we invite you to think about your own home, how different it might look in 2 to 3 years if we succeed with these solutions.</i></p> <p><i>Try to add specific ideas to each board. You don't need to be a great artist, draw what comes to mind, or write some words!</i></p> <p><i>15 to 20 minutes to draw ideas on the walls.</i></p> <p>Table facilitators to assist their participants as needed, especially those with mobility issues. Can also encourage conversations while people are working on the butcher paper.</p> <p><u>Debrief by Plenary facilitator: (10 mins)</u></p> <p>Facilitator to walk to each wall and ask questions about what they see, check in to see what resonates most with people in the room, recap overlapping ideas.</p>	<p>Table facilitators welcome to draw as well</p>
<p>0:57</p>	<p>Voting on what would make them say yes (18 minutes)</p> <p><i>Lead facilitator: In the previous workshop, you identified a number of ideas that would make these programs more easily accessible and attractive to you. As you consider the visions you have drawn on the walls, we are now going to ask you to use the sticky dots in front of you and vote for the top 2-3 things that would make you say yes in each of the categories of projects. Each type of solution will have its own sheet. Feel free to add if ideas are missing</i></p> <p><u>Table facilitators</u> to assist folks with sticky dot exercise. Try to have folks get through their votes in 10 minutes.</p> <p><u>Plenary facilitator</u> to debrief the activity and identify the top 2 ideas in each solution type</p>	<p>On the wall, large flipcharts labeled with each potential solution, under the headings (home-share and secondary suite renovation) list the ideas and supports surfaced in the previous session.</p> <p>One co-facilitator to capture each top 2 ideas on another flipchart, or pre-prepared slide</p>

1:15	Health break (5 minutes)	
1:20	<p>Deliberation on key elements and recommendations (30 minutes)</p> <p><u>Lead facilitator:</u></p> <p><i>At your tables we are going to ask you to brainstorm specific ideas that would help you say yes to one of the solutions (homeshare or secondary suite renovations). If we were to implement these solutions in the next year, what key elements would you like to see in place ahead of time. Give 1 example for each solution</i></p> <p><i>Try to be as specific as possible. Your table facilitator has flipcharts for each solution and will collect your ideas to post them up.</i></p> <p><i>At your tables, we are going to ask you to come up with a few key recommendations for decision-makers. If they were to implement these prototypes of projects, what would they need to consider for all of you to say yes to these?</i></p> <p><u>Table facilitators</u> Spend 10 minutes brainstorming and collecting ideas at tables.</p> <p><u>Lead facilitator:</u> <i>Thank you for all these specific ideas! Now at your tables, please discuss what is core to these solutions that we should not compromise on and come up with 1 to 2 key recommendations you'd like to make to decision-makers that would enable the implementation of these programs.</i></p> <p><u>Table facilitators</u> to animate a discussion and help collect 2 to 3 key recommendations from residents to decision makers on sticky notes or flipcharts</p> <p>Roughly 8 to 10 minutes</p> <p><u>Lead facilitator:</u> <i>Let's hear from each of the groups, I'm going to ask the table facilitators to share the recommendations each group has come up with</i></p> <p>Allow for 8 to 10 minutes to hear from each of the groups</p>	<p>Each table has 2 flipcharts labelled with home-share program or secondary suite renovation program – table facilitators to collect stickies from participants and post to each section.</p> <p>Facilitators to note the 2 or 3 key recommendations from their group on large stickies</p>
1:50	Closing and next steps (10 minutes)	

	<p><u>Lead facilitator:</u> <i>Folks, we want to thank you for your time today. We know you are all very busy.</i></p> <p><i>As you do that, I'd like to share the next steps of the project with you: next workshops in fall, conversations taking place over the summer</i></p> <p><i>We will send you a What We Heard report after this session and will be holding a third round of workshops in the fall.</i></p> <p><i>As we close off our meeting, I'd like to invite you all to go around your tables and share one word of how you are feeling right now.</i></p> <p><u>Table facilitators</u> to model and encourage people to share.</p> <p><i>Please fill out the evaluation forms in front of you and enjoy the coffee and cookies! We will keep the room open for another 30 minutes if you would like to spend some more time together.</i></p> <p><i>To receive honorariums, please make sure you fill out a form before you leave. This will also be emailed after the session.</i></p> <p><i>Please hand in your nametag and evals before you leave.</i></p> <p>Thank any partners and team, facilitators and notetakers</p>	<p>Table facilitators to collect feedback forms</p>
2:00	<p>Social time</p> <p>Table facilitators/notetakers brief check in to ensure high level themes were captured in the notes</p>	<p>Networking time for participants</p> <p>Team collects all materials and flipcharts</p>
2:30	<p>Adjourn</p>	

APPENDIX 1: EXAMPLE GROUP AGREEMENTS

- Be present and engaged
- Be respectful of others, assume positive intent
- Step up, step back
 - If you find you are sharing a lot, we invite you to consider stepping back for a moment to allow space for those who may not have shared yet. If you find you are not sharing as much as others in the group, we invite you to step up and share your thoughts.
- Sharing stories – [Chatam House Rule](#)
 - For sessions that are under Chatam House Rule, we describe it as: “participants are free to use the information received, but neither the identity nor the affiliation of the speaker(s), nor that of any other participant, may be revealed”
 - We’re happy for you to take what we discuss today and continue the conversation with others.
 - If you heard a story someone shared and you want to share it with others, you may use the story but do not attribute it to the person. Or, ask their permission if you want to share it.