Let's Connect CW!

Host a Conversation Guide

Thank you!

We appreciate your interest in hosting a conversation in your community!

By hosting a conversation, you will be creating a new opportunity for people to share their thoughts and ideas to shape the future of engagement in Centre Wellington.

Community engagement is about how and when you're involved in shaping change, action and decisions in our community. We know the community hasn't always felt heard in the past, and we want to do better. Help us shape how we should engage tomorrow.

For more details about this project please visit www.connectcw.ca/Lets-Connect.

Hosting a conversation

As a conversation host, here's what you can expect:

- Host a 60-minute conversation at a location of your choice.
- Invite a group of people (we recommend 4-15 people) to participate.
- As host, you will set up the space and ensure any supplies are ready to go. Once participants arrive, you will walk your group through the guided engagement activity. Your role will be to pose questions to the group and allow a good balance of discussion and time for people to think about their answers.
- This guide gives you all the tools and information you need to make your conversation a great success. And, if you have any questions, we are here to help in any way we can.

How to use this guide

Bringing people together to talk about their experiences engaging with Centre Wellington will take some planning, but don't worry we've got you covered!

The guide has three sections:

- **Instructions** on how to host your own conversation (pages 2 to 5)
- **Conversation guide** with an agenda and questions to ask (pages 6 to 10)

- **Printable materials** you might use to support your conversation. If you would like to use print copies, we've included printable versions of the evaluation form and ballots for the draw (pages 11 to 16)

Have questions? Contact us:

Kendra Martin | Manager of Strategic Initiatives and Communications

Kmartin@centrewellington.ca | 519-846-9691 x220

Hannah Barclay | Digital Media Associate

Hbarclay@centrewellington.ca | 519-846-9691 x221

Step 1: Plan Your Conversation

- ☐ **Identify who to include**. A diverse group of participants will make for a richer, more inspired conversation. Consider "who are the people in my community that…"
  - ➢ Would add varying perspectives to the conversation?
  - ➢ Might have a different cultural experience?
  - ➢ May be new to the community?
  - ➢ Are often forgotten about or missed?
  - ➢ Would be excited to help shape the future of engagement in Centre Wellington?
- ☐ **Pick your date, time and location.** You can host in your home, at a local park, coffee shop or community hall depending on how many people you have.
- ☐ **Invite your guests**. Use any way that works best! A few ideas might be creating a Facebook group, a poster or sending invites by email.

  Give some background information:

  - ➢ Community engagement is defined as: "An intentional process with the purpose of working in inclusive and respectful ways to shape decisions, actions, impacts, or change."
  - ➢ Centre Wellington is undertaking a project to improve how they engage with you.
  - ➢ They want to understand your current experiences engaging with Centre Wellington to make improvements for the future.

- Your stories, ideas and thoughts will help shape the Township's engagement approach and *new community engagement strategy*.

And a call to action:

- You are invited to a community conversation to share your experiences with community engagement in Centre Wellington.
- In this 60-minute conversation, you will have an opportunity to tell us your ideas and hear others' ideas too.
- Join us [**Add your date, time and location**]
- Please extend this invitation to anyone else you think might be interested.
- For more information about the Township's project, visit their website: www.connectcw.ca/Lets-Connect
- Please contact [**Add your name**] if you have questions.
- We hope to see you there!

Step 2: Host Your Conversation

- ☐ **Prepare yourself.** Read through these instructions and the conversation guide at the back.
- ☐ **Gather supplies.** Consider things like name tags, pens, markers, snacks or other items
- ☐ **Print extra copies.** If you are using paper, print copies of the evaluation form (pages 10 to 12) and ballots (page 13). Print one evaluation form and one ballot for each guest, including yourself.
- ☐ **Set up early.** Give yourself time to set up the space and be ready 15 minutes before start time.
- ☐ **Welcome people as they arrive.** Introduce yourself to people you don't know and to others. Welcome people and thank them for coming.
- ☐ **Kick off your conversation!** Watch the clock. Start and end on time as close as possible.
- ☐ **Let the conversation flow.** Make an effort to invite everyone to share their ideas without putting people on the spot. Ask to hear from those who haven't contributed.

Step 3: Take Notes

This is important! Let people know that their feedback needs to be recorded to share it with the Township to consider.

For Notetaking:

- You can either type or write your notes out – whichever works best for you!

Some tips for taking notes:

- ➢ Capture people's own words, try not to summarize or use your own words.
- ➢ Repeat or paraphrase responses to ensure they're correct.
- ➢ Ask clarifying questions if you don't understand.
- ➢ Ask for a minute to catch up if needed.

Step 4: Send Your Feedback

Review your notes to expand any shorthand or acronyms so that it can easily be read by someone else. If you took handwritten notes, please type them out if you can.

In your notes, please include:

- Your name
- Date of your conversation
- Number of participants

There are a few different ways to send us your notes, depending on what format they are in.

- **Saved file**:
    - **Upload** your notes at www.connectcw.ca/host-conversation
    - **Email** your notes to communications@centrewellington.ca
- **Handwritten or printed**:
    - **Drop off** your notes at 1 MacDonald Square, Elora ON. Address the envelope to: 1 MacDonald Square, Elora, Ontario N0B 1S0
    - **Mail in** your notes. To request a self-addressed stamped envelope, contact us at communications@centrewellington.ca or 519-846-9691 x220

Conversation Guide

Set up	
Time	30-60 minutes prior to start
How to guide	• Arrange space, tables, chairs • Welcome and introduce guests • If dropping off or mailing your notes, print copies of the evaluation forms and ballots for guests to fill out. Include these with your notes.

Agenda item: Welcome + connection	
Time	10 minutes

How to guide	• Briefly explain the project and why you're here. Centre Wellington wants to hear about your experiences and ideas. All information provided will remain confidential; no names will be attributed to comments. Input will be shared with the Township of Centre Wellington to improve how it engages with the community.
	• Review agenda
	  ○ Welcome + connection
	  ○ Your experiences
	  ○ Our vision for engagement
	  ○ Our values for engagement
	  ○ Close
	• Ask participants to introduce themselves and why they're here. If you have a lot of people, this can be in small groups or pairs.

Agenda item: Your experiences	
Time	20 minutes
How to guide	Preamble: We engage our community on a number of different issues. Over the last few years, we've sought public input to help us make decisions on projects like the Active Transportation and Mobility Plan, Bellwood Hall Renovation Project and the Centre Wellington Parks & Recreation Plan, to name a few.
	Questions: 1. Before today, how many of you have participated in a Centre Wellington engagement activity (for example, a meeting, online survey or providing input on ConnectCW, the Township's online engagement website)? Ask for a show of hands, if people feel comfortable. 2. Tell us what has gone well, what hasn't and how Centre Wellington can improve. 3. What are some of the reasons you may have not participated in the past, or may not participate in the future? 4. What can the Township do to have you participate in the future?

Agenda item: Our vision for engagement	
Time	10 minutes
How to guide	Preamble: Imagine 3 years from now Centre Wellington and our community have received an award of excellence in community engagement.

	(Ask everyone to reflect in silence for a minute before sharing)
	Question: 1. What do the headlines say? What are you saying? What have we achieved? What is your hope for how Centre Wellington engages with you?

Agenda item: Our values for engagement	
Time	15 minutes
How to guide	Preamble: Centre Wellington wants to ensure they're engaging with you and others in the community in a meaningful and respectful way. How do you describe what this looks like to you?
	Questions: 1. What actions would they have taken for you to say they've engaged you in a meaningful and respectful way? 2. What would they have done for you and others?

Agenda item: Close	
Time	5 minutes
How to guide	Preamble: We have come to the end of our time together. Thank you very much for coming today, for giving your time and expertise and participating in this

	conversation. Your insights are important and will help shape the future of community engagement at Centre Wellington.
	Question: 1. What are you taking away from our conversation today?
	Final comments: There are more questions and opportunities to provide feedback until September 21. Please visit the project page and sign up to receive updates at www.connectcw.ca/Lets-Connect. **Evaluation form:** Centre Wellington would like feedback on your experience today, please complete the evaluation. Scan the QR code below or fill out a paper copy. https://www.connectcw.ca/Lets-Connect/demographic-questions **Draw:** Everyone who attends a Host A Conversation workshop is eligible to enter a draw for a Township Swim Passes. To enter your name in the draw, use the paper ballots in this guide (page 15). Paper ballots can be dropped off at 1 MacDonald Square (Elora) or typed into a word document and sent via email to communications@centrewellington.ca

	Thank you!

Agenda item: Clean up	
Time	10 minutes
How to guide	• Collect any handwritten notes, evaluation forms and ballots • Send your notes as described in Step 4

Evaluation Form

Your experience is important to us! We have a few questions for you about this engagement activity. It will only take 2 minutes.

How much do you agree or disagree with each of these statements?

I understand what the purpose of this engagement is

☐ Strongly Disagree ☐ Disagree ☐ Neutral ☐ Agree ☐ Strongly Agree

I understand how my input will be used

☐ Strongly Disagree ☐ Disagree ☐ Neutral ☐ Agree ☐ Strongly Agree

I believe that Centre Wellington is listening

☐ Strongly Disagree ☐ Disagree ☐ Neutral ☐ Agree ☐ Strongly Agree

The Township made it easy for me to participate

☐ Strongly Disagree ☐ Disagree ☐ Neutral ☐ Agree ☐ Strongly Agree

I had an opportunity provide my thoughts

☐ Strongly Disagree ☐ Disagree ☐ Neutral ☐ Agree ☐ Strongly Agree

The invitation to participate made me feel welcomed

☐ Strongly Disagree ☐ Disagree ☐ Neutral ☐ Agree ☐ Strongly Agree

I felt included and respected

☐ Strongly Disagree ☐ Disagree ☐ Neutral ☐ Agree ☐ Strongly Agree

I believe the Township will consider my input

☐ Strongly Disagree ☐ Disagree ☐ Neutral ☐ Agree ☐ Strongly Agree

I learned something new about the Township

Let's Connect CW
YOUR IDEAS. OUR FUTURE.

☐ Strongly Disagree ☐ Disagree ☐ Neutral ☐ Agree ☐ Strongly Agree

Please add your comments about taking part in this process.

Tell us about yourself

We are asking these questions to better understand who we are hearing from and who we might be missing. These questions are voluntary. You do not have to answer if you do not want to.

The personal information is collected according to s. 28(2) of Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and will be used by the Township of Centre Wellington to inform policy decisions. If you have questions about this notice of collection, please contact Kendra Martin, KMartin@centrewellington.ca, 519-846-9691 ext. 220.

Have you participated in a public engagement activity with the Township of Centre Wellington within the last year?

Select one answer only
◯ Yes
◯ No
◯ Unsure
◯ Prefer not to answer

Where do you currently live?

Select one answer only
◯ Elora
◯ Belwood
◯ Fergus
◯ Rural area
◯ Other (please specify):
◯ Prefer not to answer

What age group are you in?

Select one answer only
◯ Under 18 years old
◯ 18-29 years old
◯ 30-39 years old
◯ 40-49 years old
◯ 50-59 years old
◯ 60-64 years old
◯ 65 years old and above
◯ Prefer not to answer

[A More in depth demographics questionnaire can be found at https://www.connectcw.ca/Lets-Connect/demographic-questions]

Enter the Host Your Own draw

Name of person or organization who hosted the discussion:

_____

Your name: _____

Your email: _____

Your phone number: _____

- - - -