

Calgary



East Village Community Space

Kitchen Table Conversations.

Summer/Fall 2016 Host Guide.



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Introduction

What is a Kitchen Table Conversation?

A Kitchen Table Conversation is an opportunity for you, the Host, to invite a few neighbours to get together over a cup of coffee/tea and have a conversation about your community.

Kitchen Table Conversations are not about coming to conclusions or complete agreement; they're about sharing your ideas and opinions about something you care about.

Hosting Kit

These conversation kits have been developed by The City of Calgary. We hope that they encourage you to meet your neighbours, think creatively, and dream about what is possible in your community.



Roles required

For your Kitchen Table Conversation, you will require two roles: the role of the Host and the role of the Reporter.

Although you can choose to organize your conversation however you like, we've found that it is easier if you share the fun with someone else!

The Host:

Organizes the event, introduces the conversation, and guides the guests through the questions.

The Reporter:

Summarizes the main ideas of the conversation in point form, ensures that participants feel that their comments are accurately recorded and then sends this report to: The City of Calgary, Community Social Worker, Nancy Dick.

You can email the summary to Nancy.Dick@Calgary.ca or Nancy will pick up the report from you, (403) 703-5104.

The City will be including your ideas, as well as those of your neighbours, in our report back event at the end of September and a report will be publicly available and shared on the City's website. Your names and personal information will not be shared or connected to your submitted responses.

Role of the Host

The role of the **Host** is to help the conversation flow and stick to the ground rules:

- Set a meeting time and date and invite no more than 8 neighbours to a suitable location for a 1 - 2 hour conversation. Include someone who is prepared to be the Reporter and understands that role.
- Introduce the Kitchen Table Conversation process and the background information for this conversation (page 7).
- Collect contact details for each participant (there is a form on page 9).
- Explain the ground rules (on page 10) and request that everyone follow these throughout the conversation. If necessary, respectfully draw people back to these ground rules if they are not being adhered to during the conversation.
- Ask participants to introduce themselves.
- Begin with the first question (page 11).

The group does not have to agree with everyone's ideas. Diversity of opinions and ideas is needed for a great conversation. What is important is that everyone feels that they have contributed their ideas and they have been recorded accurately.

At the end of the conversation identify and confirm the main themes and ideas offered by the group.

The Role of the Reporter

The role of the **Reporter** is to summarize the main ideas and thoughts that were shared during the conversation into a point form report.

- Bring whatever materials you will require (e.g. paper, pen, laptop, et cetera) to record the main ideas of the conversation.
- Try not to leave out any ideas and thoughts.
- Share back with the group the main ideas that you have recorded to ensure that it captures what has been said.
- Send the report along with the participant contact details to The City of Calgary, Community Social Worker at Nancy.Dick@Calgary.ca or ask Nancy to come pick it up, (403) 703-5104.

Important: Your completed report needs to be submitted prior to Friday, September 16, 2016.

Background information about the proposed community space in East Village Place

Calgary Housing Company has recently become the new owner of East Village Place. In addition to the East Village Place apartments, on the first two floors there is nearly 23 000 square feet of space. The intention of The City of Calgary and Calgary Housing Company is to see the first two floors developed for community use. We'd like to hear your ideas and thoughts about how this space could be used to benefit the community as a whole.



We encourage you to think creatively and broadly. Although no idea is a bad idea, please be thoughtful and as detailed as possible with your ideas. For example, if there is a specific program that you would like to see in the space, please share this, as well as what makes that specific program great.

All of your ideas will be compiled and you'll be invited to an event in the fall where we will share these back with you. Once we've ensured that we've heard your ideas clearly, these ideas will be used to inform the criteria that will be used to evaluate proposals. Please refer to the Frequently Asked Questions section of this document if you'd like to know more about how your input will be used (page 14).

Participant information (Please record this information on the following page before continuing with the conversation questions)

Name:

Telephone #:

Email:

Age:

- ☐ Under 18
- ☐ 18-24
- ☐ 24-49
- ☐ 50-64
- ☐ 65 and over

Do you identify as:

- ☐ Male
- ☐ Female
- ☐ Other (non-binary, gender fluid, etc.)

Which role best describes you:

- ☐ I live in the East Village (include which building you live in)
- ☐ I work in the East Village
- ☐ I'm a member of the community
- ☐ I live outside of the East Village

Please ask each participant to write down this information and then submit it along with your group's responses. If anyone would prefer not to include their name and contact information, that is okay.

Please read the following statement to your group:

This demographic information lets us know whether we have heard from a broad range of community members. Your answers are anonymous. Your name will not be used in any documents or associated with any of the data collected from this conversation. Your participation in this conversation and any of the questions is completely voluntary.

This information is being collected for the purposes of hearing how the East Village community would like the space located at 610 8th Avenue S.E. utilized for community use. The personal information is collected under the Freedom of Information and Protection of Privacy Act (FOIP), Section R.S.A. 2000, c.F25 33(c) and protected by this act, solely for the use of The City of Calgary, Calgary Neighbourhoods and Calgary Housing Company. If you have any questions about the use of this information, you can contact Nancy Dick at 403-703-5104.

Participant information form (please submit this form along with your groups' responses)

Example: Jane Doe, 403-555-5555, janedoe@shaw.ca, 65+, Female, I live in the East Village (Murdoch Manor)

Participant 1:

Participant 2:

Participant 3:

Participant 4:

Participant 5:

Participant 6:

Participant 7:

Participant 8:

Ground rules for the conversation

We request that everyone follow these ground rules throughout the conversation. If necessary, respectfully draw people back to these ground rules if they are not being adhered to during the conversation.

1. Participate to your fullest ability. Your ideas and opinions need to be heard.
2. There are no “right answers”.

Speak from your own experience and avoid generalizing (Use “I” instead of “they”, “you”, or “we”).

3. Everyone is entitled to have a say.

The goal is not to agree but to ensure that everyone has the opportunity to share their ideas.

4. Be conscious of the amount of ‘airtime’ you are using. Everyone would like to contribute their ideas and it is not fair if one or two people dominate the conversation.
5. Be respectful to one another.

Be conscious of your body language and non verbal responses – they can be as disrespectful as words.

Please feel free to add any additional ground rules that your group agrees to.

Conversation questions

The following are five questions that we would like your group to answer. Each question is followed by a number of question prompts. These prompts are here to help you answer each question in as much detail as possible. Please allow your group members to have a few moments to think about their answers before sharing with the group.

1. Tell the group about a space that you like to go to in your community to meet your friends, family, neighbours, and others.
 - a. What do you like about that space? Why do you go there vs. another place?

2. What does 'community space' mean to you?
 - a. What are the most important things that need to be there to make it a community space?
 - b. Why would you go to the community space?
 - c. Who else would use it? What would other people use it for?
 - d. What are some of the reasons people may not use a community space?
 - e. What would be different for you with access to a community space?

(Questions are continued on the next page.)

(Questions continued)

3. What would make you feel welcome in a community space?
 - a. Does the space need to be affordable? Accessible? Please provide an example of what would make the space affordable and accessible for you.
 - b. How important is the physical space itself vs. the people you meet there or what you do there?
4. Think about the things you do, use, and visit during a week. What do you have to leave the East Village to buy/do/etc.?
 - a. What's missing from your community?
 - b. What should there be more of in your community?
 - c. What services would make the greatest positive impact in your life (i.e. programs, services, activities, amenities, businesses, etc.)? Why?
5. Would you answer any of the above questions differently if it was winter?

Please submit your group's responses along with your Participant's Information Form by either emailing these to Nancy.Dick@Calgary.ca or calling Nancy Dick at (403) 703-5104 to request a pick up.

How can I stay in contact?

If you have any questions, suggestions, or concerns regarding these Kitchen Table Conversations or would like more information about the proposed community space, please feel free to contact your Community Social Worker, Nancy Dick at (403) 703-5104 or Nancy.Dick@Calgary.ca

To keep up-to-date with additional engagement opportunities, please visit the East Village Neighbourhood Association's website at **ev-na.com**.

Thank you for taking the time to share your ideas with us. If you have provided your contact information we will contact you in the fall to invite you to our follow up gathering where we will share with you what we have heard from the community.



Frequently Asked Questions

1. What's going on with this space?

On June 30, 2016, Calgary Housing Company became the new owner of East Village Place (750 - 5th St. S.E.). East Village Place refers to both the 163 apartments and the approximate 23,000 square feet of community space on the first two floors. The intent of the Calgary Housing Company and The City of Calgary is to develop the first two floors for community use.

2. What do you mean by 'community space'?

Community space is somewhere everyone feels welcome and all can participate. It could be a place where you meet to share a cup of coffee, tell stories or listen to music. It might have programs such as dance classes or painting. There might be games, or food, or a fitness area. Mainly it's somewhere for people to be together, enjoy each other and be "community".

3. Will this space be another senior's club?

We know how important the Golden Age Club was to many of the residents in the East Village and how challenging the last year has been since its closure. Although this space will most likely not be another senior's club, we encourage everyone to think of how this space could be used by community members from across the neighbourhood.

4. How will a decision be made on what the community space will be used for?

The ideas you have shared over the summer will be put together with your neighbour's ideas and Calgary Housing Company will assess whether any themes emerge. These themes will then be used to create a Request for Proposals (RFP). A Request for Proposals is a process where Calgary Housing Company invites interested organizations to outline how they would like to use the space to meet the community's needs. Your input, along with other criteria (e.g. financial feasibility) becomes the basis for evaluating these proposals.

5. Will organizations receive space for free?

No. Organizations will have to produce a plan to cover economic rent that covers operating costs and a lifecycle reserve. Ideally, Calgary Housing Company would like one main tenant on the lease who would be responsible for sub-leasing spaces to additional organizations.

6. When could the community space be ready for use?

Beginning in the fall (2016), renovations to fix up the space will begin on the first two floors. After the RFP process we will be able to more clearly define what the next steps will be.