

# REDESIGN RUPERT



Redesign Rupert  
Recharge  
Community  
Workshop



## Acknowledgements

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We would also like to thank all of the organizations who supported Redesign Rupert by hosting, publicizing, and helping to implement Redesign Rupert events and initiatives. Then there are the Prince Rupert residents who participated in this project; those who took part in one-to-one meetings, community mapping events, the Redesign Rupert Recharge workshop, and the community action groups. Your time and input were central to the success of the project.

Finally, a very special thank you to the members of the Redesign Rupert Advisory Committee, Carmen Elduayen, George Emes, Scott Farwell, Laurie Gray, Sandra Jones, Jacquie Ridley, and Paul Vendittelli for your time, advice, and support. Your involvement enriched the project and leaves a lasting legacy for the community to draw upon.

Marleen Morris, Krystin St. Jean, and Greg Halseth

August 2017

## Accessing This Report

The reports from this project may be accessed through the Community Development Institute's website at: <http://www.unbc.ca/community-development-institute/research-projects>. Seven reports make up the final Redesign Rupert Report:

- Executive Summary
- Redesign Rupert Report 1: Project Governance
- Redesign Rupert Report 2: Initial Meetings
- Redesign Rupert Report 3: Community Mapping
- Redesign Rupert Report 4: Redesign Rupert Recharge Community Workshop
- Redesign Rupert Report 5: Redesign Rupert Action Groups
- Redesign Rupert Report 6: Community Profile

For further information about this topic and the project contact Marleen Morris or Greg Halseth, Co-Directors of UNBC's Community Development Institute:

Community Development Institute at UNBC

3333 University Way

Prince George, BC V2N 4Z9

Website: <http://www.unbc.ca/cdi>

Marleen Morris

Tel: 250 960-5952 / Cell: 250 960-9806

Email: [Marleen.Morris@unbc.ca](mailto:Marleen.Morris@unbc.ca)

Greg Halseth

Tel: 250 960-5826

Email: [Greg.Halseth@unbc.ca](mailto:Greg.Halseth@unbc.ca)

## Redesign Rupert: Redesign Rupert Recharge Community Workshop

To build upon the themes identified through the initial meetings and the community mapping process and engage in more robust discussions on actions that would support economic and social development, Redesign Rupert hosted a half day community workshop titled Redesign Rupert Recharge on October 22, 2016. The event was organized into table discussions on each identified theme with three 30-minute facilitated sessions. The table themes were:

- Children, Youth, and Families
- Community Culture and Heritage
- Economy and Livelihoods
- Housing
- Public Spaces

Participants were invited to join one or more of the table discussions. Throughout the course of the event, 150 participants actively engaged in the facilitated discussions consisting of two questions:

- “What is the current state of <specific theme>”; and
- “What actions can we take to improve <specific theme>”.

These questions were designed to have participants consider and discuss the existing assets and services, opportunities to build on what is currently exists, and new ideas that would support the goal of creating a more resilient community. The Final Report from Redesign Rupert Recharge can be found in Appendix 4A.

Table discussions were facilitated and recorded by volunteers, including members of the Funders Committee, Redesign Rupert Advisory Committee, City of Prince Rupert staff, and the CDI team. A Facilitators and Recorder’s Guide was prepared for these volunteers to assist them with their tasks. In addition, briefing and de-briefing sessions were held. The Facilitators and Recorders Guide can be found in Appendix 4B. A list of workshop volunteers can be found in Appendix 4C.

The workshop was held at the Jim Ciccone Civic Centre Auditorium. Included was a pancake breakfast hosted by the Knights of Columbus, entertainment provided by Frances Riley, an area for kid’s activities, and an opportunity to win door prizes donated by local businesses. A list of door prize contributors can be found in Appendix 4D.

The event was promoted through traditional media, social media, the Redesign Rupert website, and posters. The event poster can be found in Appendix 4E.

The final report from the workshop was circulated to all participants, with an invitation to provide comment and feedback. The report was also distributed to and discussed by the Funders Committee and the Redesign Rupert Advisory Committee.

Redesign Rupert: Appendix 4A

Final Report: Redesign Rupert Recharge Community Workshop

# REDESIGN RUPERT RECHARGE

## Final Report



Prepared for Redesign Rupert  
Prepared by the Community Development Institute  
December 2016

## INTRODUCTION

The City of Prince Rupert is a vibrant community with a rich history and exciting future of possibilities. Over the past several decades, the community has faced economic and social challenges that have been created due to economic instability. Recently, Prince Rupert has begun to prepare for the possible introduction of new industries and expansion of existing sectors. To prepare Prince Rupert for the potential investments and economic changes, a need for support and action was identified to anticipate and take action on opportunities and challenges to build a prosperous future.

These initiatives will be delivered through Redesign Rupert, a civic engagement process in partnership with the Community Development Institute (CDI) at the University of Northern British Columbia (UNBC), the City of Prince Rupert and Community Futures of the Pacific Northwest. The purpose of Redesign Rupert is to develop and implement strategies for economic diversification and community resilience in Prince Rupert. This project has been designed to:

- Identify and build upon economic assets and opportunities;
- Engage organizations and individuals to pursue opportunities to build community capacity and enhance quality of life; and
- Create a strong and adaptable foundation to allow Prince Rupert to anticipate and adjust to changing issues and opportunities.



## SUMMARY OF PUBLIC ENGAGEMENT AND WORKSHOP PROCEEDINGS

Since the official launch in January 2016, Redesign Rupert has been engaging the community to identify assets and opportunity that will create a vision for a resilient and diversified Prince Rupert. This process started through a community mapping process that engaged residents to explore what makes Prince Rupert a great place to live and what they would like to see in the future. Through the discussions and data collected, five major themes emerged:

- Children, Youth, and Families
- Community Culture and Heritage
- Economy and Livelihoods
- Housing
- Public Spaces

To build upon these themes and engage in more robust discussions on actions that will support economic and social development, Redesign Rupert hosted a half day community workshop titled Redesign Rupert Recharge on October 22, 2016. The event was organized into table discussions on each identified themes with three 30 minute facilitated sessions. Participants were invited to join one or more of the table discussions. Throughout the course of the event, 150 participants actively engaged in the facilitated discussions consisting of two questions:

- “What is the current state of <specific theme>”; and
- “What actions can we take to improve <specific theme>”.

These questions were designed to have participants consider and discuss the existing assets and services, opportunities to build on what is currently exists, and new ideas that will support the goal of creating a more resilient community.

## IDENTIFIED OPPORTUNITIES AND ACTIONS

The information collected during Redesign Rupert Recharge was analyzed to identify actions aimed to foster a more resilient community with a strong, diversified economy.

### Children, Youth, and Families

#### **Eliminate barriers to participation in child and youth programs and activities.**

- Offer free programs or provide subsidies for lower income families.
- Locate programs so as to be accessible via public transit.
- Strengthen communications and awareness about what exists using a variety of channels including Facebook, signage, flyers, and more.
- Offer activities that engage both parents and children, such as Saturday morning family swim at the pool.

#### **Increase after-school programming options and hang out spaces for young teens (aged 11-15 years) and older youth (18-20 years) that focus on empowerment and skills development.**

- Establish youth-based programming that takes advantage/builds awareness of local sites, for example Coal Terminal, Old Forts, etc.
- Increase opportunities for skills development and training linked to developing industries.
- Establish a youth camp, similar to those offered in Hartley Bay and Metlakatla.
- Promote the Youth Council (with the City of Prince Rupert) to build awareness about politics and government.
- Utilize school spaces for extracurricular and after school programs.

#### **Build capacity within local service/volunteer organizations to provide and maintain child and youth programming.**

- Support volunteers and workers involved in programming for children and youth.
- Facilitate networking and resource sharing between family service organizations.
- Strengthen relationships with the Province (Ministry of Children and Family Development)

#### **Establish an outdoor public space (with some covered area) that is safe, easily accessible and suitable for child and youth-based structured and unstructured activities, i.e. community gardens, outdoor water park, or walking track.**

- A central space that is accessible outside of the 9-5 timeframe.

## Community Culture & Heritage

**Develop a greater awareness and appreciation within the local community about the diverse array of arts and cultural assets in Prince Rupert, for example, local carvers.**

- Engage the community in local arts and cultural activities through free events, such as markets, block parties, multicultural nights in schools.
- Create more opportunities for community to experience local cultures.
- Offer programs to learn local arts and cultural practices, such as carving, canning and preserving, etc.
- Enable all members of the community to access and engage in local arts and cultural activities, regardless of income.

**Strengthen efforts to promote and showcase local arts and culture to tourists and visitors.**

- Establish a tour bus or walks of key historical and cultural sites.
- Begin a “Taste of Prince Rupert” festival – showcasing local music, dance, food and art.
- Encourage open public markets to promote local arts, cultural cuisine, clothing etc.
- Create permits to enable artists to sell off the docks.
- Redesign the logo/signage for Prince Rupert to reflect local culture and heritage.

**Expand the number of spaces available for arts and culture groups and activities.**

- Make better use of existing spaces (such as Westview School, Lester Centre of the Arts, Kwinitza Station, Long House, large kitchens) in the community by opening them up after hours, making them available to cultural groups, and offering diverse programming.
- Improve the stock of rental space available.
- Create a new cultural centre with rehearsal and performance space, accessible space as well as outdoor, covered areas.
- Establish a permanent space for practice and jam sessions.

**Extend efforts to publicize and coordinate local arts and cultural events/ opportunities.**

- Improve promotion of local events utilizing existing event calendar platform (website and Facebook page) and consider the introduction of a community events flyer.

## Economy and Livelihoods

### **Develop a local economic diversification strategy.**

- Use a community based recruitment strategy to attract and retain the professional services residents needed, such as lawyers, doctors, and health care workers. Prince Rupert should be aware the new hospital in Terrace may result in some of its health services being diverted and the impact this may have on community members.
- Strengthen business/economic partnerships with local First Nations.
- Explore economic opportunities associated with multiculturalism, tourism, alternative energy, etc.

### **Strengthen efforts to attract, support and retain retail businesses in Prince Rupert.**

- Promote the positive attributes of Prince Rupert, for example the weather, high quality of life, short commute, and opportunities for outdoor recreation.

### **Revitalization of 3<sup>rd</sup> Avenue and other key economic hub zones led by community champions.**

- Integrate residential development into the downtown core.
- Reroute trucks from driving through downtown.

### **Expand training and apprenticeship opportunities in fields that are relevant to the local economy.**

- Improve communications and promotion of existing opportunities.
- Organize a youth job fair to engage youth and retain them in the community.
- Improve coordination around training to address situation of agencies competing with one another for training services.

## Housing

### **Expand the supply of quality, affordable rental housing.**

- Incentivize homeowners and developers to create and/or make available rental accommodations that are affordable to both workers and residents.
- Look at redeveloping existing properties in town for residential use, such as the Seal Cove School property.
- Examine opportunities for the City to develop affordable purpose-built rental housing.
- Ensure the full replacement of affordable units that are torn down or made uninhabitable.
- Examine the reasons behind the large number of vacant homes and what might be done to bring them back on the market.
- Look at promising practices in addressing affordable housing challenges that have been successful in other communities.

### **Explore options to lower the costs of residential development.**

- Explore alternative methods of housing development that reduce the cost of construction.
- Examine the potential for collective, community-based construction processes, such as the Habitat for Humanity model.

### **Establish a community-based housing group to speak as a unified voice on housing issues and to explore solutions.**

- Approach and strengthen partnerships with industry and government (including BC Housing) to address housing challenges.
- Foster industry investments in community infrastructure, including housing.

### **Expand housing options that are physically accessible for seniors to enable the growing elderly population to remain in Prince Rupert as they age.**

- Provide smaller, accessible homes that are affordable to those on fixed incomes.

### **Increase supply of supported housing.**

- Providing differing levels of care to seniors.
- Offering semi-independent living situations for youth, i.e. Autumn Home in Abbotsford.

### **Establish a standard of care for landlords to ensure that rental accommodations are safe and of acceptable quality.**

## Public Spaces

### **Foster community involvement in the use and maintenance of public spaces.**

- Support existing groups and encourage volunteer recruitment to assist with the revitalization and maintenance of public spaces, i.e. trail maintenance, clean ups, etc.
- Establish a system for coordinating and dispatching volunteers to address needs and opportunities.
- Create a dedicated fund and/or mobilize crowd funding to support public space enhancements.
- Collaborate with industry and corporate stakeholders.
- Establish grants to fund beautification efforts.
- Encourage public citizenship, community pride and responsibility with respect to public spaces: picking up after dogs, not littering, etc.
- Engage the community in the development of a trail network to connect neighbourhoods.
- Improve signage directing people to public spaces.

### **Revitalize, enhance and promote the use of existing public spaces.**

- Upgrade and maintain spaces and walkways/boardwalks to ensure safety, for example adding railings at Cow Bay Marina and redirecting traffic on 2<sup>nd</sup> Ave, smooth pavement, signage to advise of lime disease risk at Butze, lighting along walking paths.
- Renovate public spaces to be fully accessible to those with mobility aids, in wheelchairs, and using strollers.
- Expand and increase walkability of the existing trail network.
- Enhance Cow Bay Marina Wharf and the Breakwater to include vibrant open-air venues.
- Refresh and enhance equipment at parks and playgrounds.
- Ensure ongoing maintenance of the library and museum and encourage greater use of these spaces by the public.
- Establish a network of garbage bins to reduce litter in public spaces.

### **Create new public spaces, including covered spaces.**

- Approach landowners about converting the covered area behind Cowpuccino's and the bridge area for public use.
- Encourage the use of vacant lots by pop-up vendors and food trucks.
- Create neighbourhood parks/meeting places, particularly on the east side.
- Explore sites for a community greenhouse and/or garden, at McKay Street Park or utilizing Charles Hays greenhouse.
- Create a network of trails/staircases to connect different neighbourhoods.
- Work with CN to gain public access to the waterfront.
- Re-establish public access to Salt Lakes.

## CONCLUSION AND NEXT STEPS

The goal of Redesign Rupert Recharge was to create conversation and dialogue to allow the residents of Prince Rupert to provide input where they saw opportunities to help create a more resilient and economically diversified community. The information that was collected through this event helped identify priorities for the community.

From the community priorities that emerged, work is underway to establish community action groups. These groups will consist of residents to develop a vision, goals, current assessment, strategies, and action plans for the priority. These groups will be encouraged and supported to mobilize to take immediate and direct action on strategies even as the plan is being developed. The Community Action Groups, supported by the Redesign Rupert team, will work to build capacity and leadership skills to take advantage of immediate and long term opportunities to create a resilient future for Prince Rupert. Action groups are beginning to be established and will start meeting in December.

The Redesign Rupert team would like to thank all the sponsors and volunteers of Redesign Rupert Recharge for making the event a great success.

Further information about this topic and the project; please contact Krystin St Jean, Senior Facilitator or Marleen Morris, Co-Director at the Community Development Institute at the University of Northern British Columbia:

Community Development Institute at UNBC

3333 University Way

Prince George, BC

V2N 4Z9

250-960-5952

[Krystin.stjean@unbc.ca](mailto:Krystin.stjean@unbc.ca)

[Marleen.morris@unbc.ca](mailto:Marleen.morris@unbc.ca)





Redesign Rupert: Appendix 4B

Facilitators and Recorders Guide: Redesign Rupert Recharge Community  
Workshop



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## Facilitator's Guide

10/22/2016



# Agenda for Volunteers

8:30-9:30	Volunteer Briefing
9:30-9:45	First participants arrive
9:45-10:00	Opening Remarks <ul style="list-style-type: none"><li>• Welcome: Tsimshian Elders</li><li>• Welcome: Mayor Lee Brain</li><li>• Welcome and description of the day: Krystin St Jean</li></ul>
10:00-10:30	Table discussions
10:30-10:40	Break for refreshments, networking, and prize draws
10:40-10:45	Reflection on the discussions
10:45-11:15	Table discussions
11:15-11:25	Break for refreshments, networking, and prize draws
11:25-11:30	Reflection on the discussions
11:30-12:00	Table discussions
12:00-12:15	Final reflections on the discussions
12:15-12:30	Closing remarks and prize draws

# Role of Facilitators

## The role or the Facilitator is:

- To keep the discussion on track and on time.
- To ensure that everyone gets a chance to share their opinion.
- If necessary, to respectfully intervene in the discussion to ensure that everyone has time to speak.
- To remain neutral; you should therefore avoid agreeing/disagreeing with opinions expressed.

## A) Preparations

- Arrive at the location sixty minutes ahead of the start of the session.
- Ensure that your flip chart stand is beside your table.

## B) Introduction and Ice Breaker

- **Introduce recorder, flip charter and yourself (Up to 2 minutes)**
- Thank participants for coming.
- Give the participants a brief introduction of the Redesign Rupert process and the role of the workshop in it (Summary text provided in Appendix 1).
- Have participants introduce themselves and share their response to the following question: ***What is the one thing that currently excites you most about Prince Rupert?***

## C) Small Group Dialogues

### First Round

- Outline guidelines for the discussion:
  - It is a generative discussion, meaning that the intent is just to generate ideas: a “brain dump”.
  - We are not trying to reach consensus.
  - There are no “right” or “wrong” answers.

- Everyone will have a chance to speak and only one person should speak at a time.
- Outline your role as facilitator:
  - To keep the discussion on track and on time. *(The timelines for discussion are tight; you may therefore wish to warn and apologize in advance that you may have to interrupt or cut short a discussion in order to ensure that the group gets through all of the questions.)*
  - To ensure that everyone gets a chance to share their opinion. *(This means that it is your role, if necessary, to respectfully intervene in the discussion to ensure that everyone has time to speak. Let people know this.)*

**(NOTE:** Tables at the event will be discussing different topics. Therefore, the topics that your table is discussing will likely differ from that being discussed at the neighboring table. If a participant is interested in a neighboring topic, encourage them to join other conversations if they so choose)

- Pose **Question 1: What is the current state of [insert name of discussion group] in Prince Rupert?** (12 minutes)
  - *PROMPT: What do we have in the community?*
  - Ask everyone to take 1 minute to consider their answer. Encourage use of **Response Forms** to write down ideas and thoughts.
  - Ask everyone at the table to ‘present’ their responses to the group.
    - Participant responses will be captured on the flipchart by the recorder.
  - If there is time after everyone shares their responses, ask if anyone would like to comment on any of the responses of the group.
- Pose **Question 2: What action can we take to improve [insert name of your discussion group]?** (Up to 14 minutes)
  - *PROMPT: What can we do to build on what we have?*
  - *PROMPT: What are some ideas for something new related to [insert name of your discussion]*
  - Ask everyone to take 1 minute to consider their answer. Encourage use of **Response Forms** to write down ideas and thoughts.
  - Ask everyone at the table to ‘present’ their responses to the group.
    - Participant responses will be captured on the flipchart by the recorder.

- After everyone has had a chance to speak and the responses are on the flipchart, use the following questions to stimulate discussion:
  - What can you affirm? *OR* What resonates with you?
  - Does anything surprise you?
  - Is anything missing?
- Use provided list in *Appendix II* of theme sub-topics associated to stimulate discussion if required.
  
- **DISCUSSION WRAP UP:**
  - Encourage participants to use the provided **Response Forms** which are located on the table to make additional comments on the discussion they have heard. Ask that the Response Forms be left on the table for collection or dropped in one of the marked receptacles located around the venue (point to locations)
  - Ask people at the table to consider signing up using the **Sign Up Sheet** located on the table to learn about and participate in next steps for this topic area.
  
- **PLEASE NOTE:** Not all participants may feel comfortable speaking to their ideas in front of a group. Do not push a participant into answering if they are not comfortable to do so but rather encourage them to use the provided **Response Forms** located on the table. Provide support if they would like it.

**During Intermissions:**

- Before leaving the table, place all **Response Forms** in the marked envelope
- Take some time for a restroom break and refreshments before the next round begins.
- Please return to your table at least 5 minutes before next session to greet participants.

**Subsequent Rounds:**

- Take note and acknowledge new participants who may have joined the table:
  - Introduce facilitator and recorder and ask for introductions from the table. Review the guidelines for general discussion and the role of the facilitator.

- Take up to 3-5 minutes to review questions and responses from last round (Led by Flipchart Recorder).
  - Take 5-7 minutes to ask new participants:
    - What can you affirm? *OR* What resonates with you?
    - Does anything surprise you?
    - Is any you would like to add?
  - Continue discussion at question two, using prompts if required.
- **DISCUSSION WRAP UP:**
    - Encourage participants to use the provided **Response Forms** which are located on the table to make additional comments on the discussion they have heard. Ask that the **Response Forms** be left on the table for collection or dropped in one of the marked receptacles located around the venue (point to locations)
    - Ask people at the table to consider signing up using the **Sign Up Sheet** located on the table to learn about and participate in next steps for this topic area.
  - **PLEASE NOTE:** Not all participants may feel comfortable speaking to their ideas in front of a group. Do not push a participant into answering if they are not comfortable to do so but rather encourage them to use the provided **Response Forms** located on the table. Provide support if they would like it.

## D) Wrap up

- Leave all flip charts, forms and materials at the tables.

### FACILITATOR TIPS:

- **If a comment is made that is not completely clear**, it may be necessary to probe further. You can do this in a number of ways, for example by asking:
  - *Could you explain further?*
  - *Could you give me an example of what you mean?*
  - *Is there anything else you would like to add?*
  - *Could you please describe what you mean?*
  
- **If one or two participants are dominating the discussion**, it might be necessary to say something like: “I appreciate your ideas, but would like to suggest that in the interests of time we move on to some of the other participants.” **If everyone is speaking at the same time, remind people of** the need to make sure they each give each other room to speak. It may be helpful to say something like, “I see that everybody has a lot to say on this topic. Let’s go around **the table in a more systematic way to** make sure everyone has an opportunity to share their comments.”
  
- **If there are participants that appear to feel less comfortable speaking out**, you can try to encourage the participation of each person by reiterating your appreciation for every opinion, regardless of how similar or different it is to what has already been said.



# Role of Flip Chart Recorders

## The role of the Flip Chart Recorder is:

- To ensure that each participant's key ideas are recorded on the flipchart
- Recorded comments should not be attributed to named individuals.

## A) Preparations

- Arrive at the location by 8:30 and attend a pre-briefing run through.
- Pick up the facilitation kit. This kit will contain the following: flipchart markers, pens, blue and yellow highlighters, paperclips, pencils, **Sign Up Sheets**, **Response Forms** and **Detailed Recorder Forms**.

## B) Introductory Activity

- Introduce yourself.

## C) Small Group Dialogues

### First Round:

- **Question 1:** *What is the current state of [insert name of discussion group] in Prince Rupert?* (12 minutes)
  - Record each participant's key points on the flipchart.
- **Question 2:** *What action can we take to improve [insert name of your discussion group]?* (Up to 14 minutes)
  - Record each participant's key points on the flipchart

### Subsequent Rounds:

- Report out on previous discussion with new participants at the table and capture any new information that they may add related to a certain topic.
- Continue recording new ideas as they come to light.

### During Intermission:

- Take some time for a restroom break and refreshments before the next round begins.
  - Please return to your table at least 7 minutes before report out to everyone on key points **discussed during last 30 minutes.** These points will be displayed for other participants to read.

### D) Wrap up

- Leave all flip chart materials at the table.

#### **RECORDER TIPS:**

- Capture and report out on high level, key points from the participants. Don't be concerned about capturing detailed information.
- Write clear, concise and legible notes.
- If you miss or are unclear about what a participant has said, you may wish to ask them to clarify or repeat what they said.
  - Avoid telling a discussion participant what his or her answers mean, as in, "*So what you are really saying is ...*" as the participant may not feel able or willing to challenge your misinterpretation.

# Role of Detailed Recorders

## The role of the Detailed Recorder is:

- To ensure that details of each participant's ideas are recorded on the provided Detailed Recorder Form.
- To note positive or negative attributes of the discussion (ie, did the table get energized or did a disagreement take place at certain points)
- Recorded comments should not to be attributed to named individuals.

## A) Preparations

- Arrive at the location by 8:30 and attend a pre-briefing run through.
- On the provided **Detailed Recorder Form**, record your table topic in the blank space on top of each page.

## B) Introductory Activity

- Introduce yourself.

## C) Small Group Dialogues

### First Round:

- **Question 1: *What is the current state of [insert name of discussion group] in Prince Rupert?*** (12 minutes)
  - On the corresponding form, record each participant's points in the column marked "Round 1 Participant Responses" on the provided Detailed Recorder Form in as much detail as possible.
    - Include as many details as you are able to capture.
      - Note any positive discussion points by highlighting in yellow and marking a "p" in the margin.
      - Note any negative discussion points by highlighting in blue and marking with an "n" in the margin.
  - Make any additional notes and observations in the column marked "Round 1 Notes and Observations"

- **Note: Ensure that the notes and observations correspond with the points that were made.**
- **Question 2: What action can we take to improve [insert name of your discussion group]?** (Up to 14 minutes)
  - On the corresponding form, record each participant's points in the column marked "Round 1 Participant Responses" on the provided Detailed Recorder Form in as much detail as possible.
    - Include as many details as you are able to capture.
      - Note any positive discussion points by highlighting in **yellow** and marking a "p" in the margin.
      - Note any negative discussion points by highlighting in **blue** and marking with an "n" in the margin.
  - Make any additional notes and observations in the column marked "Notes and Observations"
    - Note: Ensure that the notes and observations correspond with the points that were made.

#### **Subsequent Rounds:**

- Use a new Recorder Form for all three rounds.
- If someone intentionally links an idea to a previous discussion, make note of it and which discussion in the "Notes and Observations" column

#### **During Intermission:**

- Before leaving the table, please place **Detailed Recorder Forms** in the provided Manilla Envelope
- Take some time for a restroom break and refreshments before the next round begins.
  - Please return to your table at least 7 minutes before report out to everyone on key points **discussed during last 30 minutes.** These points will be displayed for other participants to read.

## **D) Wrap up**

- Paper clip all response forms together and leave all materials at the tables.

**RECORDER TIPS:**

- Write clear, concise and legible notes.
- If you miss or are unclear about what a participant has said, you may wish to ask them to clarify or repeat what they said.
  - Avoid telling a discussion participant what his or her answers mean, as in, "*So what you are really saying is ...*" as the participant may not feel able or willing to challenge your misinterpretation.

# Role of Float Facilitators

## The role of the Float Facilitator is:

- To carry discussion with participants who are not seated at a table
- To encourage participants who are not seated at a table to join based on their interests during discussions.
- To provide a warm, inviting and positive atmosphere in the venue.

## A) Preparations

- Arrive at the location by 8:30 and attend a pre-briefing run through.
- Be stationed by key strategic locations (ie, breakfast station, mural activity, registration table) at the beginning of the event.

## B) Small Group Dialogues

### Throughout Event:

- Have one to one or small group discussions with participants who may not be seated at tables.
  - PROMPT: What brought you out today?
  - PROMPT: What is important to you in Prince Rupert?
  - PROMPT: What is something that you would like to improve upon?
- Encourage participants to join tables to share their ideas in the discussions
- If people are uncomfortable with joining discussion tables, encourage them to fill out **Response Forms** and place them in marked containers around the room.

### FACILITATOR TIPS:

- **If a comment is made that is not completely clear**, it may be necessary to probe further. You can do this in a number of ways, for example by asking:
  - *Could you explain further?*
  - *Could you give me an example of what you mean?*
  - *Is there anything else you would like to add?*
  - *Could you please describe what you mean?*
  
- **If one or two participants are dominating the discussion**, it might be necessary to say something like: "I appreciate your ideas, but would like to suggest that in the interests of time we move on to some of the other participants." **If everyone is speaking at the same time, remind people of** the need to make sure they each give each other room to speak. It may be helpful to say something like, "I see that everybody has a lot to say on this topic. Let's go around **the table in a more systematic way to** make sure everyone has an opportunity to share their comments."
  
- **If there are participants that appear to feel less comfortable speaking out**, you can try to encourage the participation of each person by reiterating your appreciation for every opinion, regardless of how similar or different it is to what has already been said.

APPENDIX I: SUMMARY OF FACILITATION

<b>Time allotment</b>	<b>Task</b>
Up to 2 minutes	Introduce recorder, flip charter, and yourself
Up to 12 minutes	<p><b>Question:</b> What is the current state of [insert name of your discussion group] in Prince Rupert?</p> <p>Prompt: What do we have in the community?</p>
Up to 14 minutes	<p><b>Question:</b> What action can we take to improve [insert name of your discussion group]?</p> <p><b>Prompt:</b> What can we do to build on what we have?</p> <p><b>Prompt:</b> What are some ideas for something new related to [insert name of your discussion group]?</p>
Up to 2 minutes	<p>Ask people at the table to fill out an additional Response Form if they wish to provide more information on the discussion.</p> <p>Ask people at the table to consider signing up to learn about and participate in next steps for this topic area.</p> <p>Point out sheets on the table.</p>



APPENDIX I: Summary of Redesign Rupert and Workshop Purpose Speaking Points

## **APPENDIX II: Summary of Redesign Rupert Themes and Subtopics**

### **✓ Public Spaces**

- Access to Public Spaces
  - Trails
  - Mount Hays
  - Waterfront
  - Parks
    - Playgrounds
- Outdoor Recreation
- Indoor Spaces
  - Gathering places
    - Community Centre
    - Cultural Centre
- Neighborhoods
  - Downtown
    - Abandoned Buildings
  - Cow Bay

### **✓ Children, Youth and Families**

- Affordable Activities
  - Sports and Recreation
  - Arts and Culture
- Youth Mentorship and Guidance
  - Youth Centre
- Pre K and Childcare Services
- Elementary and Secondary Programs
  - After School Support
- Social Support
  - Family Support Programs
  - Domestic Violence Programs
  - Cultural Programs
  - Health Care

## ✓ **Economic Growth and Livelihoods**

- Sectors
  - LNG
  - Distribution and Warehousing
    - Port of Prince Rupert
  - Fishing
    - Commercial Fisheries
    - Fish Processing
  - Tourism
    - Cruise Tourism
    - Regional Tourism
    - Services and Amenities
      - Accommodations
    - Product Development
      - Mountain Biking
  - Value Added Industries
  - Food Production
- Local Business/Entrepreneurialism
  - Shopping and Services
    - Restaurants
    - Entertainment
    - Increased Shopping Opportunities
  - Social Enterprise
  - First Nations Business Opportunities
- Training and Education Opportunities
  - Jobs and Skills Training
    - Life Skills
  - Post-Secondary
    - Trades
    - College University
  - Continuing Education

## ✓ **Housing**

- Affordable Housing
- Seniors Housing
  - Independent and Assisted Living
- New Housing Development
- Improved Housing Conditions

- Increase in Rental Units
- Emergency Shelter

✓ **Community Culture and Heritage**

- Community Unity
  - Support Diversity
  - Volunteerism
  - Opportunities for Gathering
- Arts and Culture
  - First Nations Arts and Culture
  - Visual Arts
    - Public Art Displays
  - Cultural Spaces
    - Performing Arts
    - Museums and Galleries
- Celebrate History and Culture
- First Nations Culture and History
- Local Events and Celebrations
  - Sporting Events
  - Community Events



Redesign Rupert: Appendix 4C

Redesign Rupert Recharge Community Workshop Volunteers

## Redesign Rupert Recharge: Volunteers

First Name	Last Name	Role
Frances	Riley	Entertainment
Corrine	Bomben	Facilitator-C,Y & F
Laurie	Gray	Facilitator - Culture
Scott	Farwell	Facilitator - Economy
George	Emes	Facilitator - Housing
John	Farrell	Facilitator-Pub Spaces
Devlin	Fernandes	Flip Chart - C, Y & F
Jacquie	Ridley	Flip Chart - Culture
Dale	Richardson	Flip Chart - Economy
Clare	Mochrie	Flip Chart - Housing
Veronika	Stewart	Flip Chart - Public Spaces
Kaitlin	Harrison	Recorder - C, Y & F
Hans	Seidemann	Recorder - Culture
Willa	Thorpe	Recorder - Economy
Alycia	Mutual	Recorder - Housing
Amanda	Brown	Recorder - Public Spaces
Krystin	St. Jean	Float
Lee	Brain	Float
Paul	Vendittelli	Float
Ken	Shaw	Float - Mural
Marli	Bodhi	Registration
Lucia	McCann	Registration
Rosa	Miller	Registration
Tanya	Ostrom	Greeter
Christine	Yew	

Redesign Rupert: Appendix 4E

Redesign Rupert Recharge Community Workshop Event Poster



## Redesign Rupert Recharge: Door Prizes

Business	Door Prize Donated
City Furniture	UHD Big Screen TV
Crest Hotel	Gift certificate for Dinner
Crest Hotel	Gift certificate for Dinner
Cow Bay Café	Gift certificate for Dinner
Opa	Gift certificate for Dinner
Cargo	Gift certificate for Dinner
City of Prince Rupert: Recreation Centre	Admission passes (four: for a family)
Home Work	Gift package
Cowpuccinos	Gift certificate

Redesign Rupert: Appendix 4E

Redesign Rupert Recharge Community Workshop Event Poster



# REDESIGN RUPERT RECHARGE

October 22, 2016 | 9:30AM - 12:30PM  
Jim Ciccone Civic Centre Auditorium

Come shape the Prince Rupert you want to see!

- Pancake Breakfast
- Discussion
- Door Prizes
- Kids Activities

