# Solutions Lab on Community Decision-Making Tools for Housing Issues

**- Virtual event -**

**National Ideation Session**

**PlayBook**

April 22, 2021





**Priority Decision Data Inc.**

**Table of Contents**

[Solutions Lab on Community Decision-Making Tools for Housing Issues 0](#_Toc65150412)

[1 logistic Information 2](#_Toc65150413)

[2 Event Overview 3](#_Toc65150414)

[Background: 3](#_Toc65150415)

[The purpose of this event (April 22nd National Ideation Workshop) is to: 3](#_Toc65150416)

[Agenda 4](#_Toc65150417)

[Pre-Event 4](#_Toc65150418)

[Event 4](#_Toc65150419)

[Details: 7](#_Toc65150420)

# 

# logistic Information

**Community Data Program Team**

|  |  |  |
| --- | --- | --- |
| **Name** | **Contact information** | **Role** |
| Michel Frojmovic | michel@communitydata.ca | **Project lead, welcome participants**  **Small group facilitator** |
| Mary Clarke | [mary@communitydata.ca](about:blank) | **Driving Adobe Connect, small group facilitator** |
| David Crenna | [principal@prioritydecisiondata.com](about:blank) | **Housing expert, present research and participate in breakout group** |
| Mike Ditor | mike@communitydata.ca | **Small group facilitator** |
| Saeideh Hejazi | [saideh.hejazi@gmail.com](about:blank) | **Support, survey findings** |
| Jamie Carrick |  | **Data dashboard.** |

**Facilitation Team National Labs:**

|  |  |  |
| --- | --- | --- |
| John Purkis | [jpurkis24@gmail.com](about:blank)  **cell 613-558-9005** | Lead Facilitator |
|  |  |  |
| Phil Culhane | [p.culhane@lansdowne.com](about:blank)  **cell** | Back up Co-Lead Facilitator |

**Meeting Info:**

**Meeting:** National Ideation Session

**Date and Time:** Thursday, 1:30 to 3:30 pm,

April 22nd, 2021

**Location:**  [https://cdp.adobeconnect.com/theboardroom/](about:blank)

**Teleconference number:** 1-866-398-2885  
**Conference code:** 908904

**Mural Link for Facilitators:** https://app.mural.co/invitation/mural/ctlabs8714/1613158781799?sender=ud35adad844f44c00fa209726&key=60cc6d25-5033-44dc-b0f9-d95c8cb1af07

**Mural Link for Visitors:** https://app.mural.co/t/ctlabs8714/m/ctlabs8714/1613158781799/1b6f26b0c5a1bcfe6150c27910d8484e1fef5967

**Event Set up:**

Adode Platform (Mary)

* + 1 ppt slide deck, hosted by John or Mary [TBC]
  + 3 computers recording – 2 local, 1 cloud
  + Cameras, headphones and mics
  + Breakout Room Assignments (John, Fiona, Mike, Mary, David)
  + Rapporteur Assignments: TBD
  + Note taking (help from Saeideh, Bryn, Mary Mike, David)

**Materials:**

PPT Deck (John, Mary, Michel, David)

Mural Whiteboard Platform (John & Bryn)

Research summary, Output from March 2nd, Revised Challenge Brief

**Audience:**

Approximately 35 people from municipal government, data consortium and federal departments who are generating, using or are interested in housing data.

# Event Overview

## Background:

With the financial support of the Canada Mortgage and Housing Corporation (CMHC), the Community Data Program of the Canadian Community Economic Development Network has launched a Solutions Lab project called, in brief: **“Community Decision-Making Tools for Housing Issues**”. Working in partnership with municipal and community sector organizations active in the housing sector, the CDP Solutions Lab project will seek to strengthen evidence-based planning and decision making using innovative methods and tools. The aim is to transform municipal and neighbourhood scale data into better programs, policies and operational decisions. These methods and tools will respond to the real constraints of time and analytical staff support needed to apply data to housing-related decisions affecting neighbourhoods and communities.

The project is being delivered over eighteen months, from October 1, 2020, until March 31, 2022, in the form of structured and facilitated workshops, webinars, tools development and testing, and technical guidance. The project aims to integrate several innovations into the work of local planners, policy analysts, and decision-makers, including:

* Common indicators relevant to measuring housing results at the municipal and neighbourhood scale
* New data sources and uses of data, including data modelling
* Use of new software to support data visualization and data access
* Shared learning between provincial jurisdictions
* More effective feedback loops to better understand the impact of data on local decision making

A series of engagement activities are taking place at a National level (National Lab) and a local level (Micro Labs).

Meetings are scheduled to take place on the following dates starting at 1:30-3:30 pm ET

* January 12, 2021:  Virtual Orientation
  + [CMHC CDP Solutions Lab Working Group Terms of Reference - January 12, 2021](about:blank) (.docx)
  + [Notes - Solutions Lab Working Group Meeting January 12, 2021](about:blank) (.docx)
* January 19, 2021: [Living Room Conversation on Housing Data](about:blank)
* **March 2, 2021**: National Insight Generation Workshop
* **April 8, 2021: Survey and Research Findings**
* **April 22, 2021**: National-level ideation session followed by local microlabs to engage local stakeholders in ideation sessions
* **June 15, 2021**: National session to share ideas from local microlabs & confirm prototype to be developed further
* **September 14, 2021**: Prototype development workshop
* **November 9, 2021**: To Be Confirmed
* **December 7, 2021**: To Be Confirmed
* **February 8, 2022**: Lessons Learned Roundtable / Road map engagement session
* **March 8, 2022**: Sharing project results and transition to post-project implementation

## The purpose of this event (April 22nd National level ideation session) is to:

* Provide a brief overview of the output from the National Insight Generation Workshop, survey, interviews and research.
* Review and discuss potential solutions/ideas to help address challenges and barriers
* Prioritize potential solutions
* Clarify next steps for micro labs and prototypes.

# Agenda

## Pre-Event

1. Please review:

* Survey results
* New research Students and summary slides from David

1. Share Agenda, Adobe meeting link and Mural Link in advance

## Event

**Agenda:**

* + 1. Introductions
    2. Review
* Key insights from March, Survey, Interviews (Mary)
* New research (Waterloo students 5min each?)

1. Idea Generation
2. Prioritization of ideas
3. Next Steps

* Microlabs activities
* June Session

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Time** | **Agenda Item** | **Lead** | **Supporting Materials** | **Notes** |
| **1:15** | Open Meeting for team and Tech Checks | Mary | PowerPoint slides  Mural Link |  |
| **1:25** | **5 mins to Opening slide** | Mary |  |
| **1:30** | Introduction - Welcome & Housekeeping | Mary |  | Brief Welcome and Adobe Technology orientation  Mural intro |
| **1:35** | Introduction – Opening remarks | Michel |  | *Welcomes everyone,*  Thank participants for attending.  Introduce John and Bryn |
| **1:40** | Introduction – Agenda and Objectives | Mary | *Slide: agenda, objectives,* Project Overview | *Purpose of Today’s Meeting, Where are we in the process?* |
| **1:45** | Review | Mary, Participants  Students | Slides: Key Insights from March  **Student Research summary 5min.** | Key insights from: March session, national survey results, rch. Questions? |
| **2:05** | Idea Generation –  Context Setting for Breakout Room Discussions (5) | John | Slides  Mural Board  Summaries  Provide a brief overview of Mural. | Review systems map  Invite participants to Mural board and provide a brief overview.  Mural Board and exercise to help participants use the board.  Framing questions |
| **2:10** | BREAKOUT Discussions | John/Mary/ Bryn/Mike/  David/ Michel | Question slides and prompts for facilitators  Mural to capture thoughts and info | Participants will be divided into 4-5 breakout rooms, random assignment  *Ask people to write their name on a post it and put it on the map as a way to get comfortable with Mural. Then do a go around.*  Need to ensure moderator in each group  See below for discussion questions |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Break out group discussion**   1. After you introduce yourselves, select a rapporteur. 2. Then take 5 minutes by yourself to write down/brainstorm 7-10 potential solutions (one per note) that respond to the following question:   ***Based on your understanding of the issues and challenges, what are the potential solutions that you envision? Group them based on the structure provided.***  **Please write your responses on a post it note on Mural in your groups section.**  **Facilitator note:** As participants are writing their potential solutions group common ideas. For those participants who are not comfortable writing ideas in Mural let them share their comments and write them down.   * + 1. **In your group share your ideas with each other and group common themes in Mural.**     2. **Discuss the ideas and as a group select 3-5 of the best ideas that you believe will help address the issues/challenges.**     3. **Each group rapporteur will be asked to share the 3-5 best ideas (potential solutions) with the larger group.** | | | |
| **2:50** | Recall to Plenary | Mary |  | Mary/John will check in with facilitator to determine when to end the breakouts. |
| **2:50 –3:10** | Brief summary from each group rapporteur | Mary | Ask each group rapporteur to share their top 2-3 potential solutions from their breakout group | We will group the ideas and set up a voting exercise. |
| **3:10 – 3:20** | Identify preferred solutions and potential prototypes. | John | As each participant to select favourite solution idea. | Use integrated voting system in Mural to identify the preferred solutions. |
| **3:20** | Next steps for Engagement & Closing Remarks | Mary  Michel | Slide with overview of national and local (micro lab) sessions.  Updated Challenge Brief |  |

## Details:

Additional details will be added for Micro Lab facilitators to help them run the Ideation session.