



# **Your Kitchen Table Talk Host Kit**

**Social Planning Council Kitchener-Waterloo**

300-151 Frederick St. Kitchener ON N2H 2M2

519 -579 -1096

## Background

In a little over a year, Ontario has gone through both a provincial and a municipal election and we are now gearing up for the federal election this fall. Oftentimes people look at elections as being very removed from their day to day lives and do not make a connection between public policies and practices (including taxation and spending) and the environment and opportunities that people can access. The Social Planning Council has engaged local discussions on topics of what we need as a community to support all people to live lives of dignity and equity. During the 2014 municipal elections, we identified key topics important to people's day to day lives: strong neighbourhoods, poverty elimination and access to information have been selected for continued exploration. To further this conversation, we are organizing informal discussions to look more closely at decent lives and strong neighbourhoods.

### *Purpose*

The Social Planning Council of Kitchener-Waterloo is facilitating a number of informal small group meetings throughout July and August, called Kitchener Table Talks (KTTs), with the intention of engaging community members who may not usually take part in public forums. The focus of these meetings is on what makes for a 'decent' life and how neighbourhoods provide an environment to support everyone to live a decent life. The KTTs will also explore people's ideas of what could be done to strengthen neighbourhoods to be more supportive of everyone.

### *Timeframe*

- July-September – Kitchen Table Talks
- August - September– Compile data
- October – Report to community

## Overview of Kitchen Table Talks (KTT)

### *Description*

- a KTT is an informal group meeting of 8-12 participants from diverse backgrounds
  - a host invites participants, and provides appropriate space and refreshments
  - the Social Planning Council of KW provides facilitator/recorder teams
- the participants answer a series of questions guided by the facilitator, and a recorder documents the discussion

### *Purpose*

- to listen to participants' experiences and ideas
- to gather information that will be used to inform actions regarding the provincial election
- to create an environment that encourages people from diverse backgrounds to participate and find common ground

***Host Checklist (see detailed checklist on page 6)***

- ✓ plan a time, date and place that works for you—book a time to hold your session with (call 519-579-1096 or email ktt@waterlooregion.org)
- ✓ invite 8-12 people - try to choose people who reflect the diversity of the community. These could be people in your own neighbourhood or people in your wider social network: aim for different life experiences and priorities (see Page 4 for suggestions of who to invite).
- ✓ notify project staff of any participant needs, e.g. childcare or travel costs to participate
- ✓ plan and provide simple refreshments

***What the Project Team Provides***

- ✓ facilitator/recorder team
- ✓ participant handouts
- ✓ supplies—name tags, pads, pencils
- ✓ participant profile form
- ✓ participant evaluation form
- ✓ reimbursement for simple refreshments (except alcohol) and assistance for participants to take part

***Sample Kitchen Table Talk Meeting***

*Before the Meeting*

- project team arrives 30 minutes prior to start of meeting to set up
- host shows project team meeting space and spot allocated for computer set up (table or desk with outlet close by)
- host greets participants upon arrival
- participants fill out nametags
- host distributes pencils and forms
- participants fill out forms (consent and profile) provided by facilitator (15 min)
- host introduces the facilitator/recorder team

*Sample meeting agenda***Community Kitchen Table Talk****Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_**Host:** \_\_\_\_\_ **Location:** \_\_\_\_\_***Meeting Agenda***

- welcome and introductions
- overview of project
- meeting objectives
- overview of purpose and structure of meeting
- facilitated discussion
- close the discussion
- review objectives
- evaluation
- close meeting

*After the Meeting*

- project team gathers supplies, forms and equipment
- at a later date, host will review the notes from the session to ensure all input was captured
- hosts will receive a copy of the final report upon request

### *Reflecting Diversity*

The Kitchen Table Talks are an opportunity for diverse members of the community to participate. Your neighbourhood and the K-W community are rich with people from different walks of life. Plan to invite 8-12 people that reflect that diversity. In order to hold a conversation which features a variety of experiences and ideas, you might consider the following characteristics when deciding who to invite:

- gender
- cultural background
- Canadian newcomer and/or English as a second language
- teachers/academics
- seniors
- university/college students
- persons with disabilities
- labour force (in labour force/not in labour force)
- professionals
- workers in different areas— e.g. retail, commercial, manufacturing
- having varied income levels
- renters and home owners
- different faith backgrounds
- religious leaders
- citizen leaders
- business leaders
- political leaders



## Host Checklist

- plan a time, date and place that works for you and participants – book three hours – project staff will need set up and clean up time
- contact the Social Planning Council (519-579-1096 Ext. \*3006 or email [ktt@waterlooregion.org](mailto:ktt@waterlooregion.org)) and book a facilitator/recorder team
- invite people you know who reflect the diversity of the community--aim for 8-12 people
- give those you invite an outline of the meeting time, date and location (approximately 3 hours) and a brief description of the nature of the discussion we hope to have with them. This can be done by conversations or by providing a flyer – an electronic copy is included here, paper copies will be provided by request
- notify project staff if any participant needs assistance e.g. childcare or travel costs to participate
- provide space for the gathering – if help is needed, contact project staff
  - provide space (desk or table) for a laptop computer to be set up to record meeting notes
- plan and provide simple refreshments (suggestions—coffee/tea, water, juice, cookies or fruit). Keep receipts and submit to project team for reimbursement at the end of meeting (reminder: we cannot reimburse for alcohol)

## My Participants

|     | Invited | Status (call back, confirmed etc) |
|-----|---------|-----------------------------------|
| 1.  |         |                                   |
| 2.  |         |                                   |
| 3.  |         |                                   |
| 4.  |         |                                   |
| 5.  |         |                                   |
| 6.  |         |                                   |
| 7.  |         |                                   |
| 8.  |         |                                   |
| 9.  |         |                                   |
| 10. |         |                                   |

## ***Contact Information***

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