

**Solutions Lab on Community Decision-
Making Tools for Housing Issues
- Virtual event -**

National Insight Generation Workshop

PlayBook

March 2 2021



Canadian
CED Network
Réseau canadien
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1 LOGISTIC INFORMATION

Community Data Program Team

Name	Contact info	Role
Michel Frojmovic	michel@communitydata.ca	Project lead, welcome participants Small group facilitator
Mary Clarke	mary@communitydata.ca	Driving Adobe Connect, small group facilitator
David Crenna	principal@prioritydecisiondata.com	Housing expert, present research and participate in breakout group
Mike Ditor	mike@communitydata.ca	Small group facilitator
Saeideh Hejazi	saideh.hejazi@gmail.com	Support, survey findings
		Data dashboard.

Facilitation Team National Labs:

John Purkis	jpurkis24@gmail.com cell 613-558-9005	Lead Facilitator
Fiona Wright	f.wright@lansdowne.com cell 613-299-6713	Co-Lead Facilitator
Phil Culhane	p.culhane@lansdowne.com cell	Back up Co-Lead Facilitator

Meeting Info:

Meeting: Insight Generation Session

Date and Time: Tuesday, 1:30 to 3:30 pm, March 2, 2021 (FYI, the session for Quebec will be led March 16, 2021)

Location: <https://cdp.adobeconnect.com/theboardroom/>

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)
- Note taking (help from Saeideh, Fiona, Mary Mike, David)

Materials:

- PPT Deck (John, Mary, Michel, David)
- Mural Whiteboard Platform (John)
- Draft Challenge Brief

Audience:

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

2 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 “**Developing easy-to-use community decision-making tools to help achieve National Housing Strategy goals**”. Working in partnership with municipal and community sector organizations active in the housing sector, the CDP Solutions Lab project will strengthen evidence-based planning and decision making using innovative methods and tools 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).

All meetings take place on Tuesdays starting at 1:30 pm ET

- January 12, 2021: Virtual Orientation
 - [CMHC CDP Solutions Lab Working Group Terms of Reference - January 12, 2021](#) (.docx)
 - [Notes - Solutions Lab Working Group Meeting January 12, 2021](#) (.docx)
- January 19, 2021: [Living Room Conversation on Housing Data](#)
- **March 2, 2021**: National Insight Generation Workshop
- **April 6, 2021**: National level ideation session followed by microlabs engagement of local stakeholders ideation sessions
- **June 15, 2021**: National session to share ideas from local microlabs & confirm prototyping approach
- **September 14, 2021**: Prototyping activities 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 (MARCH 2ND NATIONAL INSIGHT GENERATION WORKSHOP) IS TO:

- Provide a brief overview of the CDP Solutions Lab
- Review and discuss issues and assumptions from the draft challenge brief and related research
- Gather input on how housing related data is currently generated and used
- Discuss how housing related data could be used to help inform decision making in the future

AGENDA

PRE-EVENT

Please read through the **Challenge Brief** which will be provided in advance of the session

Research Deck

Share Agenda, Adobe meeting link and Mural Link in advance

EVENT

Agenda:

1. Introductions
2. Overview of the CDP Solutions Lab
3. Challenge brief and research
4. Group discussion
 - Current reality
 - Ideal future
5. Next Steps

Time	Agenda Item	Lead	Supporting Materials	Notes
1:15	Open Meeting for team and Tech Checks	Mary	Ppt slides Mural Link	
1:25	5 mins to Opening slide	Mary		
1:30	Welcome & Housekeeping	Mary		Brief Welcome and Adobe Technology orientation Mural intro
1:35	Welcome/Opening	Michel		<i>Welcomes everyone,</i> Thank participants for attending. Introduce John and Fiona
1:40	Introduction to the workshop	<i>John</i>	<i>Slide: agenda, objectives</i> <i>Poll Question: Please introduce yourself</i>	<i>Purpose of Today's Meeting,</i> <i>Introduction to Mural platform.</i>

			<p><i>name, organization, and your response to the following question:</i></p> <p>“Why is it important for you to be here?”</p>	
2:00	Project Overview	John	<p>Slides: Project Overview and status update</p> <ul style="list-style-type: none"> - Context - Problem - Phase 	<p>Brief overview of the CDP Solutions lab.</p> <p>Questions?</p>
2:10	Information leveling – Challenge Brief Overview	David	<p>What has the research phase found to date? What are the issues challenges and opportunities?</p> <p>How does housing data flow in the system?</p> <p>Where are the gaps? What is preventing organizations from using housing data to make better decisions?</p> <p>What are the best practice examples?</p>	<p>Challenge Brief Slide summary</p>
2:30	Context Setting for Breakout Room Discussions (5)	John	<p>Invite participants to Mural board Provide a brief overview of Mural.</p>	<p>Slides</p> <p>Mural Board</p> <p>Framing questions</p>
2:35	BREAKOUT Discussions	John/Mary/ Fiona/Mike/ David/ Michel	<p>Question slides and prompts for facilitators</p> <p>Individual Mural to capture thoughts and info</p>	<p>Participants will be divided into 5 breakout rooms, random assignment</p> <p>Need to ensure moderator in each group</p>

Break out group discussion

1. Based on the overview and information covered in the challenge brief what is missing?

Alternative: We introduce Mural. 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.

Please write your responses on a post it not in Mural in your groups section.

Facilitator note: As participants are writing their comments group common ideas. For those participants who are not comfortable writing ideas in Mural let them share their comments and write them down.

More specific framing questions

1 A. Are there any issue areas that are missing?

1B. Are there any additional sources of data that are relevant/useful to help inform decision making at a local level?

1 C. What do you see as the challenges and barriers to making housing related data more useful for decision makers at the national, provincial, and local level in Canada? (e.g. access to information, information provided in the right format, information specific to a community or neighborhood?)

2. Data sources and decision making Who holds housing related data?

1 A. Who holds housing related data? What are the sources of data Federally, Provincially, Locally?

1 B. What types of decisions do you make that require housing related data? Consider the scale at which the decision is being made?

3. Who else do you think we can invite to the table to help us better understand these issues and to help identify and prototype potential solutions.

3A. Who is not here that needs to be here? Are there any additional organizations that should be invited to participate in future sessions at the local or national scale. If so who? Please write the organizations name and contact person if you have it on a post it note.

3:05 - 3:05	Recall to Plenary	Mary		Mary/John will check in with Moderators to see when to close the breakouts.
3:05 – 3:20	Brief summary from each group	John	Ask each group facilitator to share 2-3 insights from their breakout group	
3:20	Next steps for Engagement & Closing Remarks	John or Michel or Mary?	Slide with overview of national and local (micro lab) sessions. Updated Challenge Brief	

DETAILS: