

100K+

LETHBRIDGE

*Let's talk about our future.*

Kitchen Table Conversations Toolkit

## Purpose

Lethbridge is nearing 100,000 residents. Becoming a City of 100,000, offers a unique moment of reflection on what a City of this size can be, what it offers residents and visitors, what role it plays in the region, and how it celebrates its past and plans for the future—the next 10, 20 and even 30 years

100k+ Conversations is a way of starting thoughtful discussions that contribute to understanding the growing needs within our diverse community. We're growing up and it's time to talk about our future. What do the next 10, 20 and 30 years look like for you, your family, your neighbourhood and your City.

100K+ Conversations will take form in a variety of ways including but not limited to formal open houses, pop-up engagements, street conversations, online surveys, and **Kitchen Table Conversations**. All conversations will contribute to the City's review and update of our master plan (the Integrated Community Sustainability Plan / Municipal Development Plan, or ICSP/MDP), which includes the work of the South Saskatchewan Regional Plan Compliance Initiative.



Figure 1- Group Facilitation ([www.masterfulfacilitation.com](http://www.masterfulfacilitation.com))

This Kitchen Table Conversations toolkit is designed to assist organizations, businesses, and residents with hosting their own mini community participation workshop where they can engage in directed conversations with their colleagues, families and friends about how they view the future of their street, neighbourhood, and city.

### Project Websites

100K+ Conversations Webpage – [www.lethbridge.ca/100K+](http://www.lethbridge.ca/100K+)

SSRP Compliance Initiative Webpage – [www.lethbridge.ca/ssrp](http://www.lethbridge.ca/ssrp)

### Contact Us:

100K+ Conversations/SSRP Compliance Initiative Project Team – [ssrp@lethbridge.ca](mailto:ssrp@lethbridge.ca)



# What do I need to do?

Step 1	Consider	Consider what theme you want to have a conversation about? Who do you want to invite to participate? A good size group is between 5 and 7 people. The actual size depends on your group members' availability and your comfort level. Keep in mind that a large group can be just as challenging as a group that is too small. Try to find people with different points of view and who are open minded.
Step 2	Invite	<p>Invite your colleagues, friends and family to participate. This activity will take between 1-2 hours to complete. If you are short on time, you can ask your group to take a look at the questions ahead of time. Food is a great way to entice people 😊</p> <p>Share this document with your group prior to the conversation, so everyone has time to get some background understanding on the purpose.</p>
Step 3	Prepare	<ol style="list-style-type: none"> <li>1) Spend time before the Kitchen Table Conversation to think of “provoking” questions that you can ask to get your participants to provide deeper insight or to re-start conversation when it has slowed (e.g., “can you provide an example”, “does that problem impact many people or just a few”, “how does that compare to other place where you have lived”, or simply “why”, “where” and “how”).</li> <li>2) When you invite people to participate (and again at the meeting before getting into the questions), set the stage so that people know why they are there. <ul style="list-style-type: none"> <li>• What is the purpose of the Conversation? <i>You are here to provide feedback to assist in the review and update of our City’s master plan (the ICSP/MDP).</i></li> <li>• Who will review this information? <i>The 100K+ Project Team with the City of Lethbridge will collect and report out on conversations. The individual participants in the Kitchen Table Conversations will be kept anonymous.</i></li> <li>• Where can I learn about the results of the Kitchen Table Conversations? <i>It is the responsibility of the Conversation Host to share the results / final submission of her or his Conversation with the 100K+ Project Team. The Project Team will create a summary report that will capture the generalized results of all the Kitchen Table Conversations.</i></li> <li>• Where do I look for more information? More information can be found on the project websites <a href="http://www.lethbridge.ca/ssrp">www.lethbridge.ca/ssrp</a> and <a href="http://www.lethbridge.ca/100K+">www.lethbridge.ca/100K+</a> or they can contact the Project Team directly <a href="mailto:ssrp@lethbridge.ca">ssrp@lethbridge.ca</a>.</li> </ul> </li> </ol>
Step 4	Meet	<ol style="list-style-type: none"> <li>1) Set the ground rules. Conversations should be respectful, but that doesn’t mean everyone has to agree. The Conversation Host is responsible for ensuring everyone has a chance to voice their opinions and that they have a safe space to do that (i.e., safe from insult and personal attacks). It is important to emphasize that only one</li> </ol>



		<p>person should be speaking at a time, so that everyone's voice is heard and to allow the note-taker to accurately capture the conversation.</p> <ol style="list-style-type: none"><li>2) Appoint one of your participants as the official note-taker. While they are still part of the Conversation, they are also being asked to capture what is being said.</li><li>3) The Conversation Host, will lead the group through the conversation topics and guiding questions specific to the theme chosen. Pay attention to how much time you have, and try to keep the conversation on-topic (a little deviation is okay, as long as the new topic is clearly related to the question at-hand).</li><li>4) Try to balance voices. It can be hard in a conversation when an individual or group of individuals dominate. Encourage less vocal participants to share their voice by asking specific questions or asking if they agree with what has been said (but try not to push people beyond their comfort zone).</li></ol>
Step 5	Report	The Conversation Host is responsible for summarizing and submitting the captured conversations back to the Project Team ( <a href="mailto:ssrp@lethbridge.ca">ssrp@lethbridge.ca</a> ).
Step 6	Present	In late 2016 or perhaps early 2017, each Conversation Host will be invited to make a quick presentation to the South Saskatchewan Regional Plan Compliance Initiative Project Team as the ambassador of their Kitchen Table Conversation. The presentation will be about 5 minutes and touch on the main themes of the conversation.

At the conclusion of your kitchen table conversation, encourage all participants to visit [www.lethbridge.ca/100K+](http://www.lethbridge.ca/100K+) to complete the 100K+ Survey 2 Series. At the end of each survey there is a place to enter your name into a draw for a prize.



## Capturing Conversations

A note taker should be identified before the start of the conversation. Ensure that is clearly identified which Theme and Topic is being captured in the notes. The note taker shouldn't worry too much about trying to capture every comment word-for-word. Focus on trying to capture main themes, points of agreement, points of disagreement, and specific examples. At the end of each question, the note-taker should review the notes that were taken and read them aloud to the group. This helps you ensure that everyone's comments were heard and are accurate.

The Conversation Host is responsible for summarizing and submitting the captured conversations back to the Project Team. The summarized comments should be typed and submitted via email (please no handwritten sheets). If you're group is looking to do something more interesting or collaborative, go right ahead! We would love to have your creative submissions such as a photomosaic, poem, video... whatever helps you to best share your comments.

In late 2016 or perhaps early 2017, each Conversation Host will be invited to make a quick 5 minute presentation on their kitchen table conversation to the South Saskatchewan Regional Plan Compliance Initiative Project Team.

Questions and submissions can be sent via email directly to the project team at [ssrp@lethbridge.ca](mailto:ssrp@lethbridge.ca).



## Conversation Topics & Guiding Questions

The first set of Kitchen Table Conversation's will take place throughout the summer and fall of 2016. They will focus on the areas of Efficient Land Use, Environmental Resources, and Historic Resources. More general conversations are also welcome. The conversations are being guided by ongoing working within the [South Saskatchewan Regional Plan Compliance Initiative \(SSRP-CI\)](#), and the ultimate goal of updating the city's master plan, the Integrated Community Sustainability Plan/Municipal Development Plan (ICSP/MDP).

We encourage your kitchen table conversation to focus on one of these themes. In this document, you will find further details including conversation topics and guiding questions for each of these themes. Click on which theme you wish to explore.

1. [Efficient Use of Land](#)
2. [Environmental Resources](#)
3. [Historic Resources](#)
4. [General](#)

At the conclusion of your kitchen table conversation, please encourage all participants to visit [www.lethbridge.ca/100K+](http://www.lethbridge.ca/100K+) to complete the 100K+ Survey 2 Series. At the end of each survey there is a place to enter your name into a draw for a prize. Thanks for your participation.

## 1) Efficient Land Use

We encourage you to read and share the following links/documents related to efficient land use with your kitchen table conversation participants prior to the conversation.

- [An Intro to the SSRP](#)
- [An Intro to the Efficient Land Use Strategy](#)
- [SSRP](#) (Section 5: Efficient Use of Land – pg. 88)
- [ICSP/MDP](#) (Section 6.4: A Well Designed City – pg. 44)
- [100K+ Survey 1 Results](#) (A Well Designed City – pg.50)

### *Topic 1: Neighbourhood Classifications*

Neighbourhoods have developed over different periods of time which has influenced the pattern and style of their growth. Therefore, it is useful to classify neighbourhoods into four types of neighbourhoods that have similar characteristics.

- **Central areas – Downtown and adjacent**  
*Downtown, Fleetwood, London Road, Senator Buchanan, Staffordville, Victoria Park, Westminster*
- **Mature areas – Neighbourhoods outside the central area, generally completed prior to 1980**  
*Agnes Davidson, Glendale, Hardieville, Henderson Lake, Lakeview, Majestic Place, Park Meadows, Redwood, Scenic Heights, St. Edwards, Stafford Manor, Varsity Village*
- **Established areas – Completed neighbourhoods, generally 1981 to present**  
*Fairmont, Heritage Heights, Indian Battle Heights, Mountain Heights, Paradise Canyon, Park Royal, Chinook Heights, Ridgewood, Southgate, Sunridge*
- **Developing areas – Currently developing and planned neighbourhoods (outline plan)**  
*Arbour Ridge, Blackwolf, Copperwood, Country Meadows, Crossings, Garry Station, Legacy Ridge, Riverstone, Royal View*

### *Guiding Questions*

- What neighbourhood type do each of the individuals around the table currently live in?
- What are the strengths, weaknesses, opportunities, and threats of each neighbourhood type?

### *Topic 2: Urban Footprint*

Land is a limited, non-renewable resource and so it should not be wasted. As Lethbridge continues to grow and develop over time land use decisions should strive to reduce the urban footprint, and use land more efficiently; ultimately reducing the conversion of surrounding agricultural lands into a developed urban environment.

Actions that can minimize the urban footprint include: redevelopment of older neighbourhoods and vacant lands, repurposing older buildings, adding density to older neighbourhoods and increasing the density of new neighbourhoods, building new neighbourhoods with a diversity of housing types, and using less land for large infrastructure such as roadways.

### *Guiding Questions*



- How important minimizing the city of Lethbridge's urban footprint is. When you think about it from an individual perspective or a community perspective does your view change?
- What is the most important argument for minimizing our urban footprint? Economic, Environmental, Social, Not Important?
- What ways can a city support the minimization of its urban footprint. What are the Strengths, Weaknesses, Opportunities, and Threats of each of the following:
  - Increase residential densities in new neighbourhoods
  - Increase residential densities in existing neighbourhoods
  - Encourage redevelopment near college and university
  - Encourage redevelopment in the downtown
  - Encourage redevelopment along commercial corridors (e.g. 3rd Avenue South, 13th Street North, Mayor Magrath Drive South)
  - Increase residential and commercial densities by reducing parking requirements
  - Promote mixed-use development (residential and commercial in same building)
  - Encourage smaller/fewer roads and more alternative transportation options (walking, cycling, and transit)
  - Increase industrial densities by encouraging the better utilization of land and servicing.

### ***Topic 3: Compact City***

Increasing residential densities (amount of people in an area of land) and the mix of residential, recreation, commercial activities, all in close proximity is part of the formula for an exciting, safe and vital city. Higher densities increase social interaction, improve safety, maximize municipal spending, reduce traveling time, and contributes in a number of other ways.

#### ***Guiding Questions***

- Do you support the idea of residential densification?
- Does your view on residential densification change if it's in your neighbourhood, or right on your street?
- What are the Strengths, Weaknesses, Opportunities, and Threats of residential densification?
- Where are the most appropriate areas in the City for residential densification?

### ***Topic 4: Quality Urban Design/Diversity of Housing Types***

Designing neighbourhoods with a mix of housing types and quality urban design, architecture, and streetscaping helps create vibrant places that are inviting, diverse and with a mix of amenities that promotes the ability to live, work, shop. In addition to a variety of amenities.

A Diverse Range of Housing in a neighbourhood can be achieved through the provision of a variety or range of tenure options, lot sizes, building forms, dwelling styles, etc. The provision of a diverse range of dwelling styles and densities also provides housing choice and ensures the housing needs of residents at different stages in life and increasingly diverse household types (e.g., young families, professionals, retirees, those with disabilities) are provided and catered for. By providing a greater housing and lifestyle choice a more diverse range of people are also attracted to a location.

#### ***Guiding Questions***

- Do you believe your neighbourhood offers opportunity to "live, work, shop, and play" within close proximity?
- Which component of "live, work, shop, and play" do you feel is most missing from your neighbourhood?



- What are the Strengths, Weaknesses, Opportunities, and Threats of having “live, work, shop, and play” within close proximity?
- Do you support the idea of a mix of housing types (single detached, suites, duplexes, townhouses, apartments, etc.) in Lethbridge?
- Does your support for a mix of housing types (single detached, suites, duplexes, townhouses, apartments, etc.) change when it is being located in your neighbourhood or on your street?
- What are the Strengths, Weaknesses, Opportunities, and Threats of living in a neighbourhood that has a mix of housing types?



## 2) Environmental Resources

We encourage you to read and share the following links/documents related to environmental resources with your kitchen table conversation participants prior to the conversation.

- [An Intro to the SSRP](#)
- [An Intro to the Environmental and Historic Resources Strategy](#)
- [SSRP](#) (Section 5: Efficient Use of Land – pg. 88)
- [ICSP/MDP](#) (Section 6.5: An Environmentally Responsible City – pg. 52)
- [100K+ Survey 1 Results](#) (An Environmentally Responsible City – pg.81)

### *Topic 1: Environmental Footprint*

Environmental Footprint (also known as Ecological Footprint) is a measurement of the environmental resources required to sustain a particular lifestyle. This measurement incorporates water and energy use, uses of land for infrastructure (such as bicycle paths, utilities and houses, waste management), agriculture, forests, and all other forms of energy and material "inputs" that are required to produce and dispose of the goods and services that we use every day. An environmental footprint can be measured for an individual, household, city and even the entire planet.

Actions that can minimize an environmental footprint include: reducing consumption, recycling, walking and biking to work and conserving water.

### *Guiding Questions*

- How important minimizing the city of Lethbridge's environmental footprint is. When you think about it from an individual perspective or a community perspective does your view change?
- What is the most important argument for minimizing our environmental footprint? Economic, Environmental, Social, Not Important?
- What actions can individuals and families take to minimize their environmental footprint? Discuss some of the examples provided. Are there any other actions that are important?
  - Purposefully reduce household consumption;
  - Purchase second-hand items (e.g., clothing) regularly (at least once every month);
  - Purchase "green" energy from your electrical distributor or carbon offsets (e.g., when you book a flight);
  - Purchase energy efficient appliances and fixtures (e.g., furnace, light bulbs);
  - Recycle/compost;
  - Walk, bike, carpool or take public transit to work, school, shopping etc. (at least one a week);
  - Drive a hybrid or electric vehicle;
  - Landscape using drought resistant plants (xeriscape)

### *Topic 2: Water Conservation and Quality*

Water conservation refers to the efficiently with which our community manages water resources. Water quality refers to the condition of the water in our community (i.e., its level of "cleanliness"), including the water that flows in the Oldman River, the water in our lakes and storm ponds, and the water the flows back in to the Oldman River from our streets and houses.



Actions that can conserve water include: landscaping with drought resistant plants (xeriscaping), not watering lawns at the warmest part of the day, and taking short showers. Actions that can protect water quality include: disposing of chemicals in appropriate facilities (rather than down the drain), cleaning drains and gutters of garbage and debris, washing your vehicle at a car wash facility, rather than at your home.

### *Guiding Questions*

- How important is it that the city of Lethbridge conserves water? When you think about it from an individual perspective or a community perspective does your view change?
- What is the most important argument for conserving water? Economic, Environmental, Social, Not Important?
- What actions can individuals and families take to conserve water? Discuss some of the examples provided. Are there any other actions that are important?
  - Landscape using drought resistant plants (xeriscaping);
  - Water plants and lawn in the morning or evening (rather than at the warmest part of the day);
  - Capture and use rainwater;
  - Take short showers;
  - Use appliances with only full loads (e.g., dishwasher and laundry machine);
  - Purchase low-water consumption appliances and fixtures (e.g., low-flow toilet, low-flow shower head)
- How important is it that the city of Lethbridge protects water quality? When you think about it from an individual perspective or a community perspective does your view change?
- What is the most important argument for protecting water quality? Economic, Environmental, Social, Not Important?
- What actions can individuals and families take to protect water quality. Discuss some of the examples provided. Are there any other actions that are important?
  - Dispose of dangerous chemicals at appropriate facilities (rather than putting down drain);
  - Clean drains and gutters of garbage and debris;
  - Adopt a storm drain;
  - Wash vehicle at a car wash facility, rather than at your home;
  - Direct downspouts to lawn or garden, rather than to driveway

### ***Topic 3: Native Plants***

Native plants are those that occur naturally or are indigenous to a particular region, ecosystem or habitat without human intervention. Examples of plants native to Lethbridge include cottonwood trees, prickly pear cacti, sagebrush, blue grama grasses, and saskatoon and buffalo berry bushes. Actions that can protect native plants include: controlling the spread of invasive plants, landscaping with native plants and safeguarding areas where native plants are still found.

### *Guiding Questions*

- How important is it that native plant species are protected in Lethbridge? When you think about it from an individual perspective or a community perspective does your view change?
- What is the most important argument for protecting native plant species? Economic, Environmental, Social, Not Important?



- What actions can individuals and families take to protect native plant species? Discuss some of the examples provided. Are there any other actions that are important?
  - Landscape using native plants;
  - Control the spread of invasive species (e.g., weeds) at your home;
  - Clean vehicles, off-road vehicles and boats at designated facilities after use;
  - Volunteer to do “weed-pulls” (e.g., Lethbridge Knapweed Pull)

#### ***Topic 4: Greenhouse Gases and Air Pollutants***

Greenhouse gases are gases that contribute to the greenhouse effect, and include Carbon Dioxide and Methane. The greenhouse effect is the process that traps heat (solar radiation) within the planet’s atmosphere leading to an overall warming of the planet. This is same process that allows plants to stay warm and thrive within your backyard greenhouse during the winter. The greenhouse gas effect is one of the major causes of human caused (anthropogenic) climate changes. Air pollutants include greenhouse gases and other sources of air pollution such as Fine Particular Matter (PM2.5), Ozone (O3) and Nitrous Dioxide (NO2). Actions that can reduce the generation of greenhouse gases and air pollutants include: walking, biking, carpooling or taking public transit to work, planting trees, and conserving energy.

#### ***Guiding Questions***

- How important is it that there is a reduction in the generation of greenhouse gases and air pollutants in Lethbridge? When you think about it from an individual perspective or a community perspective does your view change?
- What is the most important argument for reducing the generation of greenhouse gases and air pollutants? Economic, Environmental, Social, Not Important?
- What actions can individuals and families take to reduce the generation of greenhouse gases and air pollutants? Discuss some of the examples provided. Are there any other actions that are important?
  - Conserve energy (e.g., using an adjustable thermostat, turning lights off when you leave a room);
  - Purchase “green” energy from your electrical distributor or carbon offsets (e.g., booking a flight);
  - Purchase energy efficient appliances and fixtures (e.g., furnace, light bulbs);
  - Walk, bike, carpool or take public transit to work, school, shopping etc. (at least one a week)



### 3) Historic Resources

- [An Intro to the SSRP](#)
- [An Intro to the Environmental and Historic Resources Strategy](#)
- [SSRP](#) (Section 5: Efficient Use of Land – pg. 88)
- [ICSP/MDP](#) (Section 6.5: An Environmentally Responsible City – pg. 52)
- [100K+ Survey 1 Results](#) (An Environmentally Responsible City – pg.81)

#### *Topic 1: Protecting Historic Resources*

Historic Resources are creations of both nature and humans that have meaning to our communities. Historic resources are broadly defined, and can include paleontological resources (e.g., dinosaur fossils), archaeological resources (e.g., teepee rings and Indigenous camp sites), historic resources (e.g., homesteads) and cultural resources (e.g., culturally significant landscapes), in addition to resources that are appreciated for their natural, scientific and esthetic value. Beyond just being physical locations, historic resources offer us insight into the past and its role in shaping our future. In short, historic sites are key tools in building strong citizens and communities.

Actions that can protect historic resources include: designation (historic resources can be designated at the municipal, provincial, federal and international level), physical protection that limits access (fencing and signage), their adaptive reuse (the repurposing or conversion of an historic buildings to another use to supports it preservation; local examples include the Southern Alberta Art Gallery and the Galt Museum and Archives), as well as education and awareness.

#### *Guiding Questions*

- How important is it that historic resources in Lethbridge are protected? When you think about it from an individual perspective or a community perspective does your view change?
- What is the most important argument for protecting historic resources? Economic, Environmental, Social, Not Important?
- The City of Lethbridge has been actively identifying and protecting historic resources since 2007. Discuss some of the examples provided as to how more work can be done. Are there any other actions that are important?
  - The City should designate more historic resources;
  - The City should provide better access to information on the designation process and what it means for owners of designated buildings / sites;
  - The City should provide better information on historic resources that have been designated;
  - The City should identify and protect Indigenous historic resources;
  - The City should identify and protect historic resources from a greater diversity of Lethbridge residents (e.g., groups within our community whose stories are not as prominently told);
  - The City should encourage more adaptive reuse of historic resources (adaptive reuse refers to the repurposing or conversion of an historic buildings to another use to supports it preservation; such as from a residence to a business)
  - The City should showcase heritage more prominently and in innovative ways (e.g., more signage and exhibits; naming back-alleyways).



#### 4) General

We encourage you to read and share the following links/documents with your kitchen table conversation participants prior to the conversation.

- [An Intro to the SSRP](#)
- [ICSP/MDP](#)
- [100K+ Survey 1 Results](#)

If you are interested in having a more generally themed Kitchen Table Conversation, here are a few conversations starting ideas, however feel free to create your own.

##### *General Conversations Starters*

- What do we do well in Lethbridge? In what areas do we need to improve?
- How has our community changed in the past 10, 20 or 30 years? What trends have you noticed?
- What do the next 10, 20 or 30 years hold for our City? Are we ready for those changes?

For more inspiration, you can refer to the different policy areas of our current [ICSP/MDP](#) or take a look at the [SSRP](#).