

Community Meetings

Tips & Examples

Bringing your community together through a virtual or in-person meeting is a powerful way to share information, mobilize community support, and create a feeling of being part of something bigger than ourselves.

Cycle Hamilton hosted two community meetings. The first for information sharing, brainstorming, and initial planning. The second meeting was a workshop to guide action through various forms of delegation.

Below are tips and considerations for hosting one or two community meetings. Cycle Hamilton's workshop slides can be used as a template to host your own delegation workshop – the information is still accurate as of November, 2020. See comments for additional information along the way.

Information and Planning Meeting

Tips

1. Let your community know what's happening and keep them focused on information sharing and forwarding engagement and action. While folks will rightfully want to vent, and it may be helpful to provide some time for that, be clear that the meeting is focused on sharing collective wisdom and moving towards action.
2. Designate the following roles:
 - a. Facilitator - someone to keep the meeting on track and on time and ensure everyone has a chance to speak.
 - b. Scribe - someone to take notes, capture insights, and clarify details for follow-up sharing and action. This person can also format meeting notes to be **shared** with attendees and those who could not join.
3. Provide an agenda, including the information you want to mine from the group. Save time for new information and insights to arise and for questions to surface regarding next steps.

Example

Below is a detailed meeting agenda, reflecting the tips noted above.

Date: February 12, 2024

Time: 7:30pm

Location: Zoom

Attendees: As per Community Map

Facilitator: Abbie Little, Co-Chair of Cycle Hamilton

Scribe: Kate Whalen, volunteer consultant

Support team: Juby Lee, City of Hamilton; Julia Hamill, Bike Share

Agenda

1. Welcome and Introduction
 - a. Abbie provides welcoming remarks, shares high-level details, and invites self-introductions from participants.
2. Information Sharing, Brainstorming, and Action Planning
 - a. Abbie shares vision to have 30 delegations from a variety of wards and lived experiences, and plans for an in-person workshop to prepare advocates to delegate.
 - b. Abbie asks attendees for recommendations about which wards, perspectives, and voices should be sought for inclusion.
 - c. Abbie facilitates a brainstorming session to capture recommendations on individuals who should be personally invited to delegate, based on their ward, lived experience, or voice in the community. Abbie also asks attendees if they would be willing to reach out and copy her, in cases where she lacked the personal connection.
 - d. Abbie asks for recommendations for how else to best achieve their advocacy goal to influence the City Council to voice in favour of continued funding for Bike Share.
3. Next Steps
 - a. Abbie shares next steps for communication, **sharing meeting notes**, and the date and time for the workshop.

Delegation Workshop

The Delegation Workshop brought community members together to support them in registering for, preparing, and delivering their delegation to City Council.

Tips

1. Make it clear WHY it's important for people to delegate.
2. Take people through the process for timelines to delegate
3. Provide examples and help people identify their unique perspectives and craft the story they want to tell.

Example

Click [here](#) to view our workshop outlining the following:

- The *why* for delegating
- Ways to delegate
- The process and timelines for delegating
- Preparing for what to say
- FAQs like “will Council ask me questions?”
- Sample activity for identifying ward and council priorities people could speak to
- Presentation of example delegations
- Next steps and creating accountability