

TOWN-HALL FACILITATION GUIDE

Find your way back to the main Town-hall Host Toolkit → [Over here!](#)

Link to the data entry form → [Found here!](#)

Link to data entry guide → [Found here!](#)

Welcome to the facilitation guide - this document includes a **high level summary of the main focus of the town hall** discussion and then a **detailed step by step facilitation guide** and **facilitation tips** to help your event run smoothly.

The town hall discussion will be centred around crowdsourcing the most important things that should and shouldn't be included in a Green New Deal for Canada for your community. **We're not looking for comprehensive policy proposals, instead we want to focus on building a big vision and principles**, recognizing that policy will take longer and come later on in the process (e.g. "Massive investment in public transit" is a principle whereas "Extend the Skytrain in Vancouver to Langley" is too specific).

We recognize that this process isn't perfect and that there's still work to be done to bring in those not able to attend these town halls, and to make sure the voices marginalized by the status quo are lifted up and adequately consulted in the process.

The core part of the town hall agenda, that will help identify the Green New Deal principles, is called the Red Lines/Green Lines exercise. Red lines/Green lines is an approach for building alignment.

What are Red Lines? Red lines are the things that absolutely cannot be in a Green New Deal for Canada for people, groups, communities and institutions to be on board.

What are Green Lines? Green lines are the things that people, groups, communities and institutions want, and in some cases, will need to see in a Green New Deal in order to be on board, and for their people to support a Green New Deal for Canada.

Your top priorities at the townhall are to:

1. Record the number of people that attended your town-hall (and take a picture!)
2. Make sure the group discussion stays on track by asking questions to guide the discussion and keeping track of time.
3. Make space for everyone to speak so that people who may be shy have a chance to participate
4. Record the results of the town hall (green lines and top red lines) into [our online form](#). To be included in the first phase report, please enter by June 7th.

5. Make sure that people are connected to each other and are aware of upcoming meetings / actions in their community for social and environmental justice.

▲ A note on process: It's **very important** that a notetaker is assigned for each table/small group, and then the notes are given to the host to send back to the GND coalition by June 7th at the latest (for inclusion in the first phase report). Those notes will be entered using our data form, [found here](#). There is a guide to using the form, including preview images, [available here](#).

Detailed Agenda: Facilitation Guide & Script

Time	Section title	What's happening	Sample script	Who
	Set up	People in key roles arrive at location Prepare the following: <ul style="list-style-type: none">• Set-up chairs and tables in small 5-10 people discussion breakout groups• Put pens, papers, and possibly sticky notes on each table• If you are using microphones or flipchart paper, set that up• Place sign-up sheets at the entrance or at each table		Host + organizing team
	Open doors	Doors open and invite participants to mingle, get snacks, get seated		Host + participants

15 min	<p>Kick off the Town-hall</p> <p>Introduction Ice-breaker</p>	<ul style="list-style-type: none"> • Welcome • Land acknowledgment <ul style="list-style-type: none"> ◦ Use the resources here and here. • Explain the purpose and agenda for the town-hall • Quick ice-breaker 	<p>Land acknowledgment: Use the resources link on the left to craft your land acknowledgement.</p> <p>Purpose & Agenda: The Pact for a Green New Deal in Canada was launched May 6th by 80+ endorsing groups from across the country and across sectors.</p> <p>In just a few days, it has received tens of thousands of signatures pledging their support, and over 150 town-halls like this one are organized across the country to help develop a vision and support for a Green New Deal in Canada. Today, we are joining this effort!</p> <p>The plan for today is that we'll start by introducing the Pact for a Green New Deal, then we'll go in breakout groups for discussion defining what that means in Canada, then we'll come back in plenary as group and wrap up our town-hall.</p> <p>But first, we want to get to know each other, so we're going to do a quick icebreaker exercise called pair and share.</p> <p>Find a partner you don't know yet, introduce yourself, and talk about why you came to the town hall today. - we have 3 minutes to do this.</p> <p>Then, if you are sitting around a table, invite everyone to share their name, where they are coming from.</p>	Host Indigenous elder
15 min	<p>Presentation:</p> <p>What's the Pact for GND?</p>	<ul style="list-style-type: none"> • Speak to what the Pact for a Green New Deal in Canada is <ul style="list-style-type: none"> ◦ If you want to have speakers you can, 	<p>Overview of what the Pact for Green New Deal is:</p> <p>We're here to talk about our vision for a Green New Deal -- and to help set the stage we want to start by getting clear on what the Green New Deal is all about.</p>	

	<p>Introduce the Red Lines/Green Lines</p>	<p>but it's not necessary</p> <ul style="list-style-type: none">○ If you want a longer introduction on a GND, you'll find more info here: full Pact for Green New Deal text here● Explain the Red Lines / Green lines exercise● Suggest that you print this list of suggested GND principles and have them on each table	<p>One of the questions that comes up a lot is “How is the Green New Deal different from other climate action plans?”</p> <p>At the heart of the Green New Deal is the idea that we can't tackle the climate crisis in isolation -- we need a vision that also addresses growing inequality, rising racism, and other critical issues. We need a vision that lifts up Indigenous rights.</p> <p>So the next question is “Why is it important to build a vision that addresses inequality and racism as well as the climate crisis?”</p> <p>There are many ways we could answer that question, but here are two reasons:</p> <ol style="list-style-type: none">1. It's the right thing to do. Preserving a safe climate is going to require massive changes to our economy and society at large -- which are greatly needed regardless of climate change. We must work to ensure that the new world we're building doesn't recreate the injustices of our current system. The Green New Deal is an opportunity to ensure that we correct ongoing and historical harms and injustices, and build a path to a better future for all.2. And it's the only way to build the power we need to win. To build the political power necessary to tackle the climate crisis we need to unite a huge and diverse movement. And the only way to do that is to make sure that the vision we're fighting for is one that people from different movements, communities and backgrounds are all inspired to unite behind. <p>A Green New Deal is a vision of rapid, inclusive and far-reaching transition, to slash emissions, protect critical biodiversity, meet the demands of the multiple crises we face, and create over a million jobs in the process.</p>	
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			<ul style="list-style-type: none">• Create millions of good, high-wage jobs, increase unionization and workers’ rights, and support decent work and economic security for all people living and working in Canada, regardless of immigration status• Legislate the UN Declaration on the Rights of Indigenous Peoples, including the right to Free, Prior, and Informed Consent;• Promote justice and equity by centering the communities marginalized by our current economy. This means acting on multiple issues to address past and current harms to Indigenous peoples, communities of color, particularly Black communities, LGBTQ, migrant, refugee and undocumented, and rural communities, the poor, low-income workers, women, the elderly, people with disabilities, and youth.• Ensure that Canada pays its share of the climate debt to countries in the Global South whose climate has been impacted by practices and decisions in Canada, and ensure that corporations based in Canada are not damaging the climate and environment elsewhere <p>Red/Green lines exercise: That’s why we’re going to do an exercise, along with thousands of people across the country, to come together and share what we think a Green New Deal would look like for our community.</p> <p>You will go into breakout groups and discuss your Red lines and Green lines. Please take the time to discuss, find common themes and areas of difference - and try to prioritize in your group.</p> <p>What are Red Lines? Red lines are the things that absolutely cannot be in a Green New Deal for Canada for people, groups, communities and institutions to be on board.</p>	
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What are Green Lines? Green lines are the things that people, groups, communities and institutions want, and in some cases, will need to see in a Green New Deal in order to be on board, and for their people to support it.

For example, in one place you may have:

- **Green** line: Affordable, Low-Carbon Housing for All
- **Red** line: No TransMountain Pipeline expansion

For example, in another:

- **Green** line: a federal job guarantee program for retraining workers in the oil sector
- **Red** line: No worker is left behind in the process of transitioning our economy

For example, in another:

- **Green** line: Expand transit infrastructure
- **Red** line: Violating or slowing down the implementation of UNDRIP, FPIC, and the 94 Calls to Action from the Truth and Reconciliation Commission.

For example:

- **Green** line: Support a widespread transition to climate resilient ecological agriculture
- **Red** line: No migrants are deported or exploited because of precarious immigration status

It's not about agreeing on each of these or finding the perfect wording, it's about building a common vision.

* **Note-taking:** As a facilitator you'll need to make sure you've assigned a clear note-taker(s) for the next section. Since the town-halls are a process of input on the Green New Deal vision for Canada it is *critical* that notes are taken and then uploaded!

45 min	Activity Break-out groups	<ul style="list-style-type: none"> Go into breakout groups <ul style="list-style-type: none"> Keep the time and let tables know when it's almost time to end the breakouts Ensure that a note-taker is designated at each table to write down the Green and Red lines into a sheet of paper or on sticky notes 	<p>Intro for the break-out discussion: Now we're going to break off into small groups/tables to discuss our Green Lines / Red Lines.</p> <p>At your table (or in a group of 5), start with taking a couple of minutes to silently write down a list of your personal red lines and green lines. (suggest that you aim for 2-3) You can use the example bullet points printed on your table as a starting point.</p> <p>Then do a go-around, where everyone shares their top 2 red lines and green lines.</p> <p>Then, at your table (or in a group of 5), make a list of your group's top red/green lines. Discuss them.</p> <p>Write down your group's final red lines, and green lines on the note taker's report-back paper or on sticky notes, and make sure to designate one person responsible for holding on to them!</p> <p>That person is responsible for reporting back to the whole group AND for handing the notes to the event host/note-taker to make sure we submit it online. Note: while there's likely only time to discuss the top red and green lines from each group, we want to capture all red and green lines in the final data submission - so please hand ALL the notes in at the end so they can all get uploaded!</p> <p>You have 45 min [adjust time based on your event] in total so make sure to move along in the discussion!</p>	,
10	BREAK	<ul style="list-style-type: none"> It's a good moment for the 		Note-taker

min		host/facilitator/note-takers to check in about how it's going and make any adjustments!		Facilitator
20 min	Report-back in Plenary	<ul style="list-style-type: none"> One person per group goes to the front to present to the whole room the top Red Lines and Green Lines for their table. <ul style="list-style-type: none"> There is a time limit of (suggested 1-2 minutes) Every group has one presenter per group Collect the results Recap the next steps <u>Option:</u> You can ask each note-taker to put them up on the wall, and ask people to walk around to visit the stations (like in a <u>gallery walk</u>) to see what others have said. 	<p>Report-back: Thank you everyone! each group will have one presenter who will report-back with the top red and green lines from your table. You are asked to stay within 1-2 minutes, so please be brief!</p> <p>Collect results: At the end of the town hall tonight, I need every note-taker to come here at the front to give ALL their notes to the event host so we can record all of the red and green lines, and upload them online!</p> <p>Recap next steps: After this town-hall (ideally right after!) we will upload the results of what was said at your tables into an online form that the Pact for Green New Deal organizers have sent us, where they are collecting input from all 200+ town-halls across the country! This will help shape the big vision to be developed in the coming months. We will hear back from them on what others across the country have said in similar town-halls once they are able to share the results!</p>	Note-taker Facilitator
10 min	Get involved!	Quick report out on ways for people to get involved	Prepare a list of announcements about upcoming events organizing meetings coming up in your community that are related to how we create a Green New Deal at a community level. (You can also ask if people have any events to share. Suggest that people keep the description of the event short - 30	

			seconds or less - and try and write out on flip chart paper or a chalkboard the what, where and why!)	
			Note: If you've already got plans to keep organizing in your community on a Green New Deal - make sure you pitch your next step!	
	Closing	<ul style="list-style-type: none"> Closing activity that's positive <ul style="list-style-type: none"> You may want to close out with <u>a song or chant</u> or use some activities to <u>suggested here</u> 	<ul style="list-style-type: none"> Thank people for coming Take a group photo Make sure everyone gives their name, email, phone number on sign-up sheets (so you have a count of the number of people and a way to contact them) 	Host/Facilitator
	Clean up Data upload		<ul style="list-style-type: none"> Hang around and talk to people, if there are any immediate issues or specific people you want to debrief with. Optional: Combine red and green lines that are substantially the same - e.g. "no Kinder Morgan expansion" could be merged with "Stop the new Kinder Morgan pipeline" but would not make sense to merge with "No new pipelines in Canada", which is a bigger statement. If you prefer, you can simply enter each red line and green line without trying to count up all the ones that are substantially the same. Upload your notes for the town-hall! 	Host + organizing team

More Pact for a Green New Deal for Canada resources here:

- [The text](#)
- [10 questions](#)
- [Send a message to your members](#) (draft messages here)

- [Sample Tweets, Instagram and Facebook posts.](#)
- [General Macros.](#)
- [Celeb Macros.](#)
- [Launch Press release.](#)
- [List of supporting organizations and artists.](#)

Facilitation Tips

Co-facilitating: You may want to have a co-facilitator and do this as a team! It can work really nicely and provide some support, especially for folks who are newer to it!

Ground-rules: You may want to introduce “container guidelines” -- these are some ground rules that will guide how you will have the conversation. Introducing them at the beginning means you can invoke these later on in the discussion. Some examples:

- Step up step back: If you're someone who tends to not speak a lot, please step up into a role of speaking more. If you tend to speak a lot, step back and listen more more.
- Accept non-closure - we're talking about complex things! It's ok if we don't find total resolution.
- More info on that [here](#).

Time-keeping: You need to keep the event's timing on track. Give yourself permission to do that by stating right at the beginning that you'll be keeping time, or delegate and assign a time-keeper among the organizing/host team.

Create a speakers list: In order to avoid people speaking over each other, hold a list of who has raised their hands. You can get someone in the organizing team to help you keep track. When collecting people's questions, keep an eye towards gender parity, and prioritizing voices of people of colour, Indigenous peoples, and other marginalized identity. You can state at the beginning that you do so, and that you will also let first time speakers jump over the stack if others on the list have already spoken once.

Sticking to questions: Be gentle and firm about respecting time and people sticking to questions.

Break-outs & Plenary: Be attentive to how you hold the space in smaller breakouts vs. in plenary (depending on the overall event size and number of participants)

- In plenary, be clear, gentle and firm about when and for how long is appropriate for people to speak, to maximize participation for everyone.
- Give clear instructions when sending people in breakout groups, and request that each group/table assign someone who will take some notes and be responsible for reporting-back a short synthesis (written or verbal).

Introductions/Icebreakers: If you want some other suggested icebreakers, check-out some more ideas [here](#), [here](#) and [here](#).

Anti-oppression facilitation:

Often times when we think about carving out space for people to speak, we think about ensuring equal participation. The thing is we're not all coming to the table equally. Instead, we want to encourage **equitable participation**. This is a framework to ensure that we continue to centre and uplift voices traditionally excluded and made to feel like their issues are not 'climate' issues.

Example: We know that housing justice, racial justice, Indigenous rights, land defence and solidarity, anti-colonial struggle, migrant justice struggles, labour organizing and disability justice ARE climate issues. A facilitator ensuring that we do not fall into the trap of 'othering' communities on the frontlines of intersectional climate justice work needs to continually name these axis of active organizing as climate justice work. We want all justice organizers and community members to feel empowered, seen, valued and valorized in this discussion.

Calling into the Room: It is important to note that there may be people of colour, poor folks, disabled folks, traumatized folks, ESL folks who are showing up (bravely) to a space like this for the first time. When folks are unaware of how intersectional oppression operates in public speaking spaces, the result can be a solutions based discussion that ignores marginalized communities at its core. Calling into the room that race, gender, socio-economic backgrounds and all dynamics of power that flow between them, can have an incredible impact on folks participation, might very well encourage folks to step up and step back of their own accord. Naming these things at the beginning of a session can help create a space for active and rolling reflection. When/if you notice that traditionally marginalized communities are being spoken over or largely left out of solutions being presented by others, renaming axis of power and how they operate will help folks recenter how and where they are showing up to this discussion.

Script Example: "I would like to call into the room that the movement for climate justice centers those who have been and continue to be on the frontlines. Often times in our organizing work and in our fight for 'mainstream climate' wins we exclude a huge number of communities who are our allies and leaders. Climate justice is migrant justice, Indigenous rights, land defence and solidarity work, anti-colonial struggle, anti-imperialist struggle, immigration rights, labour rights, housing rights, anti-poverty work and racial justice. While you are here with us today we want you to think about which communities are represented in this room and which ones are not. A Green New Deal must be one that uplifts us all, or it is not going to solve the interconnected crises we face. While you're speaking here today, to the room and to each other, think about the axis of oppression you sit at. Remember that racialized people, poor people, migrants, immigrants, people who don't speak english as a first language and traumatized people don't usually get space to speak. Think about your proximity to power and privilege, and let it guide how you show up here today to support others, to uplift voices, and to ensure we can fight for a Green New Deal for all of us."

Getting the room's attention: If people are deep in conversation or coming back from a break and you're trying to gather everyone's attention to get the event started or moving along the agenda, you can use some tricks like "If you can hear me clap once! if you can hear me clap twice!". Here is a list of [Games and Energizers](#) -- good for introductions but also to use for a stretch or a break to get the energy back up!

Reminders: As a facilitator you have a mic to communicate important reminders to participants! For example, use it to make sure everyone has signed up on the sign-up sheet, and that the host/organizing team knows where to collect them at the end.

Some resources

[Aorta Collective Resource](#) & [this other one](#)
[Seeds for Change Facilitation Tools](#)
[350 Trainings website](#)

Additional readings

In your discussions, try to cover a range of issues: labour, Indigenous rights, migrants rights, anti-racism, environment, youth, LGBTQ2S, conservation, food security, agriculture, faith, disability justice, mining, wars and other international dimensions, public transportation, education, health, arts, local community.

APPENDIX: Sample Green New Deal Principles:

The following list are some examples of ideas that have already come up for what would be important to include in a Green New Deal. These will be useful to spark ideas and discussions at your event. You might consider printing out copies of this list and putting them on each table at your event, or writing them on a flip-chart paper at the front of the room.

- Declare a state of [climate emergency](#) and set legally binding climate target for Canada in line with the science of keeping global warming to [1.5 degrees C](#) and pass it into law
- Freeze new fossil fuel extraction and expansion projects.
- Create millions of good, high-wage jobs, increase unionization and workers' rights, and support decent work and economic security for all people living and working in Canada - including permanent resident status for all migrants and refugees in Canada, and status on landing for future migrants;
- Make massive public investments in the infrastructure of a 100% renewable energy economy - including power generation, energy efficiency, public transportation, public housing, food justice, ecological agriculture, and clean manufacturing
- Legislate the [UN Declaration on the Rights of Indigenous Peoples](#), including the right to [Free Prior and Informed Consent](#);

- Promote justice and equity by centering the communities marginalized by our current economy. This means acting on multiple issues to address past and current harms to Indigenous peoples, communities of color, particularly Black communities, LGBTQ, migrant, refugee and undocumented, and rural communities, the poor, low-income workers, women, the elderly, people with disabilities, and youth.
- Ensure that Canada pays its share of the climate debt to countries in the Global South whose climate has been impacted by practices and decisions in Canada, and ensure that corporations based in Canada are not damaging the climate and environment elsewhere
- Collectively ensure the right of all people to clean air, clean water, healthy food, and a safe environment built on connection and community