

Dialogue Instructions

Use this booklet to guide you through the conversation.



Climate Emergency Dialogue Kit

Read before your dialogue

Anyone can host a dialogue using the tips and discussion prompts found in this kit.

WHAT TO DO BEFORE THE DIALOGUE

- **Review the instructions and content.** Get familiar with the instructions and the materials in the kit before your dialogue. Note that the categories HOW WE MOVE, and HOW WE BUILD/RENOVATE have proposed actions to discuss, whereas the category HOW WE AMPLIFY simply has questions to explore.
- **Attend an optional training session.** The City is offering in-person and online trainings on how to host your own dialogue. To see the dates and sign-up for a session, visit [Vancouver.ca/ClimateEmergency](https://vancouver.ca/ClimateEmergency)
- **Select the category and the target/topic area for your dialogue.** To save time, choose the category and the target/topic you want to discuss before the group gathers. You most likely will have time for just one target/topic, but can always do more if time allows.
- **Invite people to participate.** Send invitations out to friends, family, co-workers, classmates, or whomever you want to



bring together. Let them know the time, location, and category and target(s) or topic(s) that will be discussed. We recommend dialogues be limited to 2 - 8 people. If you have more than 8 people, break into smaller groups so that everyone can participate. A dialogue about one target/topic will take between 1.5 - 2 hours.

DURING THE DIALOGUE

- **Read the instructions out loud.** The instructions are meant to be used like a script: hosts can use it to walk participants through the exercise. Invite others to read through the content on the action cards.
- **Take notes.** At the start of the dialogue, ask someone to take notes on the recording sheet, or directly into the online recording form. Digital copies of the recording sheet are available online at Vancouver.ca/ClimateDialogues
Please do not take notes on the dialogue kits so they can be reused.
- **Report back.** Let the City know the three most important things or themes from your discussion. This could include points where you found the most consensus, disagreement, debate, or compelling comments and ideas that you think we need to hear.

- **Ask people to fill in their demographic information.** It is important that the City understands who we are hearing from - and more importantly, who we may be missing. Please ask participants to fill out their demographic information during the meeting. It may be easiest to have participants do this as they arrive or pass a sheet around so that people can fill out during the dialogue.
- **Seat people so everyone can see each other.** This is best if everyone can sit around a table.
- **Cover as much as you can.** There is a lot of content in these kits. You do not have to cover it all. We recommend that you focus on one category, one target/topic, and their corresponding actions or questions. If you have time and the group has energy to tackle more, please do so.
- **Be respectful of others' time.** There are time suggestions for each question. You can adjust these to the needs of your group, but keep an eye on the time and give gentle reminders to keep the group on track as you move through the questions. You can set a timer to help with this.
- **Welcome thoughts and ideas from everyone.** With such an important topic to discuss, you might notice differences in beliefs and opinions within the group. That's okay—and encouraged. Support an open, respectful conversation by sharing the included discussion rules and referring back to them if needed.

- **Own and guide the conversation.** Try your best to tease out themes and patterns in the discussion. Ask questions or summarize what you've heard to help the conversation along, and involve less vocal participants to ensure everyone's voice is heard. You don't need to hear from everyone on every topic.
- **Take photos.** If your participants don't mind, take a few photos and share them through social media and with the City, and be sure to tag us with **#VanClimateEmergency**. We would love to see your dialogues in action!

AFTER THE DIALOGUE

- **Thank everyone for coming.**
- **Encourage participants to fill out the individual survey.** With so many areas to discuss, people may want to explore more actions and share their own ideas. Please encourage everyone to take the survey on their own.
- **Send us your feedback!** City staff will be using feedback from the dialogues, public workshops, and online survey to fine-tune the actions in the Climate Emergency Action Plan. They won't be able to use your feedback unless you send it back to them. The best way to do that is by completing the online recording form. You can also mail the recording sheet back to City Hall or send it by mail to the Sustainability Group, City of Vancouver, 453 West 12th

Avenue, 7th Floor, Vancouver, BC, V5Y 1V4 or emailing it to greenestcity@vancouver.ca. **Submit your feedback by April 22, 2020.**

- **Pass it on!** Encourage participants to host their own dialogues, and pass this kit along to someone else to host their own conversation. Make sure all the pieces are there first!

What you need to host a dialogue

- A copy of the dialogue kit – either a physical copy or a digital one
- Ability to play the introductory video for participants, including internet access
- A copy of the recording sheet and a pen or pencil. If you have internet access, you can also fill out the online form directly as you go, although we recommend you still pass the recording sheet around to capture demographic questions.
- A timer to help you stay on track
- A camera (optional)

Visit [Vancouver.ca/ClimateDialogues](https://vancouver.ca/ClimateDialogues) for more resources and tips including:

- Training dates for how to host a dialogue
- Invitation resources
- Recording sheets

If you have any questions, email greenestcity@vancouver.ca

Dialogue Instructions



Step 1: Welcome everyone

5 minutes

Hosts, please read the following welcome and introduction to the evening.

Thank you so much for coming together to talk about the bold actions we need to take to address the climate crisis.

Vancouver is situated on the unceded, traditional territories of the Musqueam, Squamish and Tsleil-Waututh Nations. It's important for us to begin here and recognize those who have lived in stewardship relationships with these lands and waters for millennia. There is much to learn from these communities and other Indigenous peoples in how to live within reciprocal relationships with natural systems that can help guide us in our response to the climate crisis.

Vancouver is experiencing the growing impacts of the climate crisis and we're at risk to greater challenges as the planet continues to warm. Through the Greenest City Action Plan, the City of Vancouver cut carbon pollution (the leading cause of climate change) by 12% between 2007 and 2018, but it is not enough. We need to do more.

In 2019, the City of Vancouver joined more than 1,200 other municipalities in declaring a climate emergency. Council approved a Climate Emergency Response in April 2019, identifying six big moves that the City would need to make to reduce carbon pollution in Vancouver.

The proposed actions you will learn about in this dialogue kit are part of a 5-year Climate Emergency Action Plan that aims to reduce carbon pollution from the largest sources of emissions in Vancouver – burning natural gas to heat our buildings and hot water, and from burning gas and diesel in vehicles.

The actions are ambitious but doable. In fact, many have already been done in other cities around the world, and the City believes they can be achieved here, too.

For today's dialogue, our job is to examine these proposed actions and give advice on what the City of Vancouver needs to consider to make sure these actions are successful. The City asks you to consider how the plan can support thriving people, places and communities. During these conversations, ask yourself who is thriving now and how this plan can make Vancouver more equitable for all.

City staff will use the feedback from these dialogues, online surveys and public workshops to fine-tune the actions in the Climate Emergency Action Plan that will be brought back to Council in October, 2020. It will also help to inform Vancouver's long-term strategic plan, the Vancouver Plan.

We will end this dialogue with a commitment to take a personal climate action.

On September 27, 2019, one hundred thousand people joined the Vancouver Climate Strike demanding bold action on the climate crisis. This is the City of Vancouver's response to that challenge. Help us make it successful.

Step 2: Introductions

10 minutes

Host, please read this text:

My name is _____ and I will be your host tonight.
I wanted to hold this dialogue because _____.

Before we begin, let's go around the room and introduce ourselves.

Please share:

- Your name and preferred pronouns (she/her/hers, he/him/his, they/them/theirs); and
- What motivated you to come to this climate emergency dialogue today?

You can either ask someone to start and go around in a circle from there, or ask the person beside you to start. Make sure you also share who you are and why you wanted to host this dialogue.

Step 3: Introduce the recording sheet

2 minutes

It is important for the City to hear from Vancouverites from all walks of life. To that end, the City is collecting demographic information to learn who is participating and what gaps may exist so we can reach out to those missing voices. Your personal information is kept anonymous and only looked at as a part of the bigger pool of data we collect.

I am going to pass around this recording sheet and ask everyone to fill out the questions on the front.

Pass around the recording sheet. You may also want to get your guests to fill this out as they arrive. If your group is directly adding comments online, we recommend you still pass around the recording sheet to capture demographics and report them in aggregate in the online form.

Step 4: Select a note taker

3 minutes

Staff working on the Climate Emergency Action Plan can only use our feedback if we report what we discussed.

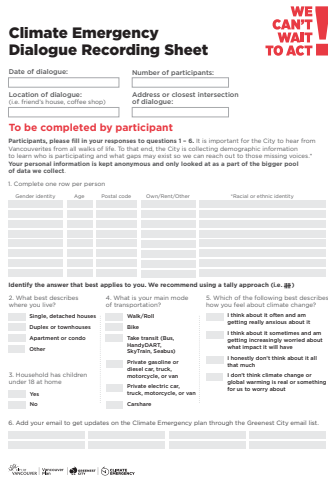
Can I have someone to volunteer to be a note taker?

There is a recording sheet (or computer) for the notes.

It is not necessary to record the full discussion, just listen carefully and record three important points that we think the City should know about what we talked about. These three things could be areas of consensus, points with the most rigorous debate, or perspectives worth noting.

Thank your volunteer and give that person the recording sheet to keep notes.

Recording sheets can be downloaded online at Vancouver.ca/ClimateEmergency



WE CAN'T WAIT TO ACT

Climate Emergency Dialoging Recording Sheet

Date of dialogue: _____ Number of participants: _____
 Location of dialogue: _____ Address or closest intersection of dialogue: _____
 (ie. friend's house, coffee shop) _____

To be completed by participant

Participants, please fill in your responses to questions 1 - 6. It is important for the City to hear from Vancouverites from all walks of life. To that end, the City is collecting demographic information to learn who is participating and what gains may exist so we can reach out to those missing voices. **Your personal information is kept anonymous and only looked at as a part of the bigger pool of data we collect.**

1. Complete one row per person

Gender identity	Age	Postal code	Own/Rent/Other	Racial or ethnic identity

Identify the answer that best applies to you. We recommend using a tally approach (i.e. |||)


2. What best describes where you live?
 Single, detached houses
 Duplex or townhouses
 Apartment or condo
 Other

3. Household has children under 18 at home?
 Yes
 No

4. What is your main mode of transportation?
 Walk/Bike
 Bike
 Taxi/Transit (Bus, HandyDART, SkyTrain, SeaBus)
 Private gasoline or diesel car, truck, motorcycle, or van
 Private electric car, truck, motorcycle, or van
 CarShare

5. Which of the following best describes how you feel about climate change?
 I think about it often and am getting really annoyed about it
 I think about it sometimes and am getting increasingly annoyed about what impact it will have
 I honestly don't think about it at all that much
 I don't think climate change or global warming is real or something for us to worry about

6. Add your email to get updates on the Climate Emergency plan through the Greenest City email list.



RECORDING SHEET

Step 5: Review discussion rules

5 minutes

Discussion Rules help set the tone for a conversation and foster a safe space where everyone can contribute.

Read through the included Discussion Rules and place tent card somewhere visible so they can be referred to throughout the conversation if needed.

**Can we all agree to abide to these Discussion Rules?
Are there any other ground rules you would like to include?**

Step 6: The climate emergency context

10 minutes

The City of Vancouver created this short video to provide some background on the climate emergency, the causes, local impacts, and need for action. Let's watch.

*The video is available on
Vancouver.ca/ClimateEmergency.
It is also linked to the QR code listed here.*



After watching the video ask:

Was there anything you found surprising or shocking about the facts presented?

If you selected HOW WE MOVE or HOW WE BUILD/RENOVATE, please **continue to step 7.**
If you are going to discuss HOW WE AMPLIFY, please **skip to step 9.**

Step 7: Set up the game board

2 minutes

For HOW WE MOVE and HOW WE BUILD/RENOVATE, place the game board question side up where everyone can see. You can do this before people arrive as well.

TO REDUCE THE CARBON POLLUTION ASSOCIATED WITH:

Place the **Category card** your group is discussing here.

THE CITY OF VANCOUVER SET A TARGET OF:

Place the **Target card** your group is discussing here.

THE CITY OF VANCOUVER IS PROPOSING THE FOLLOWING ACTION:

Place an **Action card** here and answer the questions.

INSTRUCTIONS
For each action, discuss this question with your group and record the top three things that you think the City of Vancouver should know about your discussion.
Make sure the City gets this feedback by April 22, 2020 so staff can incorporate what was heard as they finalise the Climate Emergency Action Plan that will go to Council in October 2020.

Our Challenge:

NEARLY **60%** OF OUR CARBON POLLUTION COMES FROM BURNING NATURAL GAS

NEARLY **40%** COMES FROM BURNING GAS AND DIESEL IN VEHICLES

CONSIDER
Do you see any opportunities for this action to address inequality?

CONSIDER
Are there groups that may be negatively impacted?

CONSIDER
What excites you or concerns you about this action?

If the City were to implement this action, what does it need to consider to make sure it is successful?

The QR code will link you to the online reporting form, or RAG it online at vancouver.ca/ClimateEmergency

#VanClimateEmergency

Step 8: Introduce the category and target for the dialogue

3 minutes

For our conversation today, we will discuss [HOW WE MOVE OR HOW WE BUILD/RENOVATE]

Read the background information on the relevant category card and place it on the category square on the game board.

This category has both targets and actions. We are going to start by exploring the actions associated with [THE NAME OF THE TARGET YOU ARE DISCUSSING].

If we have more time, we can move on to another target, but let's start with this one.

Read through the content on the target card and place on the target square on the game board.

Step 9: Discuss actions

30 minutes

This target has a set of actions that the City of Vancouver is considering to reduce the amount of carbon pollution with [CATEGORY NAME - HOW WE MOVE OR HOW WE BUILD/RENOVATE]. Please note these actions are not the ones that we in this room will take, but the ones that the

City is proposing. We will discuss what we can individually do at the end of this dialogue.

Each card contains the name of the action, a short description, and additional related benefits. Not all actions are equally impactful at reducing carbon pollution. Actions are labeled as **game changer actions** or **supporting actions** based on the scale of impact, with game changer actions having the largest potential to reduce carbon pollution. Let's start by reading the action, and then we will discuss **if the City were to implement this action, what does it need to consider to do it successfully?**

Read out the action card and then place it on the action square on the game board. Note there is more information on the back of the card.

All of the action cards are available on the Climate Emergency Dialogue page if your participants have smart phones and want to follow along at Vancouver.ca/ClimateDialogues

If you only have time to discuss a few actions, start with the game changer actions, as they have the largest potential to reduce emissions.

What excites or concerns you about this action? Are there groups that may be negatively impacted? Do you see any opportunities for this action to address inequity?

Keep discussion to about 5 minutes per action. Set a timer to help you stay on track.

Make sure the recorder is capturing up to three ideas per action that you want to share with the City.

Repeat this step for each action that you want to discuss. If you have additional time, you can discuss other actions.

Once you're done this section, please skip to Step 11.

Step 10: HOW WE AMPLIFY

35 minutes

This section doesn't have a game board. Instead, read through the background information on the HOW WE AMPLIFY category card and place it where everyone can see.

For our conversation today, we will be discussing the category HOW WE AMPLIFY.

This category is broken down into three different topics. We will start our conversation today discussing [THE NAME OF THE TOPIC]. If we have more time, we can move on to another topic, but let's start with this one.

Read through the content on the topic card and place it beside the HOW WE AMPLIFY card so everyone can see.

This category has a series of questions for each topic.

Specific actions related to the three categories in HOW WE AMPLIFY will not be presented as part of the October **2020 Climate Emergency Action Plan**. Information collected through this process is preliminary and will be used to shape future City of Vancouver environmental planning through Vancouver Plan and other processes.

Let's start with question one and see how far we get.

We recommend you spend up to 10 minute per question. Set a timer to help you keep track of time.

Make sure you are recording the answers to your questions on the recording sheet. Again, no need to share back everything you discussed, but select three points to share.

Keep going through the questions until you run out of time or energy.

Step 11: What climate actions can you take?

15 minutes

Place the “Act Now” board, which can be found on the back of the game board, in the centre of the group.

Many people want to know what actions they can personally take to reduce their impact. There are actions like “take fewer flights” that individuals can take, but there are also actions where we join the efforts of other organizations

that are working collectively to make changes to the system.

Let's have a look through this list and each find an action we can commit to.

After a few minutes of reviewing the actions, ask everyone to go around the circle and state one action they want to commit to doing to reduce their own carbon impact.

Please record the top actions that people are committing to on the recording sheet.

Step 12: Take a photo

3 minutes

The City of Vancouver would love to see your dialogues in action! Post a photo of your dialogue to social media and help us spread the word to your networks about the opportunity to get shape our climate future.

There is a sign included in this dialogue kit. Take a photo of your group holding this sign and post it to social media along with the hashtag **#VanClimateEmergency**.

Here's some suggested wording:

I just participated in a **@CityofVancouver @GreenestCity** Climate Emergency dialogue. You can too by visiting **Vancouver.ca/ClimateEmergency #VanClimateEmergency**

Photos can also be loaded when you report back the input from your dialogue using the online form.

Step 13: Closing

2 minutes

Thank you so much for taking the time to discuss climate action.

I will share what we discussed with the City of Vancouver. Staff will be using feedback from dialogues like this, in-person workshops, and online surveys to help finalize the Climate Emergency Action Plan that will go to Council in October, 2020.

Before we close, the City invites you to do the following three things:

- 1. Take the online survey.**

If you would like to provide more comments on the actions we talked about, or to explore a different section of the plan, please fill out the Climate Emergency online survey individually before April 22, 2020. This survey has slightly different questions including one where you can rank the actions based on your personal comfort level.

2. Encourage others to host a dialogue.

If you or someone you know would be interested in running a dialogue. Kits and instructions are available online at [Vancouver.ca/ClimateDialogues](https://vancouver.ca/ClimateDialogues)

3. Stay connected and informed.

If you want to receive updates on the Climate Emergency Action Plan, make sure you put your email down on the recording sheet, or sign up on the [Vancouver.ca/ClimateEmergency](https://vancouver.ca/ClimateEmergency) website. If you have a smart phone, you can also follow the QR code on the last page of these instructions to get on the list. Follow the project on social media at [@GreenestCity](https://twitter.com/GreenestCity)

While the City works to finalize the Climate Emergency Action Plan, we also have our own work to do. We have all committed to take an action to reduce our personal carbon footprints and to work together to scale up our impact. The climate crisis is daunting, but we can address it by taking bold actions together.

In closing, let's go around the room and have everyone say one word that expresses how you are feeling in this moment.

It is okay if someone wants to pass.

Thank you.

AFTER THE DIALOGUE

Congratulations! You hosted a Climate Emergency dialogue!

Please be sure to share with the City what you discussed by **April 22, 2020**. You can do this three ways:

- 1.** Fill out the online recording form, which is best as it ensures your dialogues are accurately recorded. Lower Mainland high school students who hosted dialogues must fill out the online form to claim community service hours. Likewise, Lower Mainland Girl Guides or Scouts Canada units must complete the online form to claim badges (supplies limited).
- 2.** That being said, you can also mail in the physical recording sheet to the Sustainability Group, City of Vancouver, 453 West 12th Avenue, 7th Floor, Vancouver, BC, V5Y 1V4.
- 3.** Email the recording sheet to **greenestcity@vancouver.ca**

Thanks so much for hosting! We couldn't do this without you!
City of Vancouver, Climate Emergency Team

JOIN US

Scan this QR code and sign up for the Greenest City newsletter





[Vancouver.ca/ClimateEmergency](https://vancouver.ca/ClimateEmergency) | [#VanClimateEmergency](https://twitter.com/VanClimateEmergency)



Vancouver
Plan



**WE
CAN'T
WAIT
TO ACT** 