



This “meeting in a box” workbook was created for citizen-organized and led discussions that will help energize downtown. Your feedback will inform Fort St. John’s “Downtown Action Plan” - detailed policies, actions and design guidelines to guide the future public and private development in the Downtown.

**YOU CAN SUBMIT YOUR WORKBOOK TO CITY HALL OR ONLINE...**

<http://placespeak.com/energizeFSJ>

Mail to:  
attn: Moira Green  
10631 - 100 Street  
Fort St. John, BC V1J 3Z5

**Deadline for  
completed  
workbooks:  
September 12, 2014**

## IMAGINE 2035...

It's September 2035, and The Globe and Mail has a beautiful picture of downtown Fort St. John on the cover. The caption says, **"Fort St. John has a beautiful and safe downtown with a range of shops, services, entertainment, and public gathering places and many housing choices to support all people in the community regardless of age, income, or accessibility/mobility. Hard work over the last 20 years has made this community one of Canada's best downtowns."**

As you turn the page, residents and City staff tell the story of how Fort St. John managed to reach this vision. Page after inspiring page shows how people worked together to develop implementable strategies and actions for the future. Community pride is evident in every word and photo.

This is an inspiring vision for Fort St. John's future. Thank you for sharing your ideas with us today to inform the Downtown Action Plan.





## GETTING STARTED

### What is the Downtown Action Plan?

The **Downtown Action Plan** will include detailed policies, actions and design guidelines to guide the **future public and private** development in the Downtown.

The Downtown Action Plan is being prepared over three phases. Phase 1 resulted in the **“Downtown Inventory and Analysis.”** You can see this report on our website. We’re currently in Phase 2.

Phase 2 has three steps:

1. Challenges and Opportunities: The “Downtown Inventory and Analysis” report was summarized, and we gathered feedback on issues and opportunities for downtown.
2. Based on feedback in Step 1, we prepared concept options that describe what downtown could be like in the future. This workbook is way to give feedback on the concept options.
3. Feedback in Step 2 will inform the “Preferred Concept.”

After step 3, we’ll be ready to develop the Action Plan.

### What are Meetings in a Box and why are we doing them?

Fort St. John is at an important crossroad. Because the city is rapidly growing, now is the time to plan this growth so we achieve community goals well into the future. Downtown is the centre piece of our community’s overall growth management strategy, and we need your ideas.

This “Meeting in a Box” format is intended to help you share ideas in a way that is more comfortable and suits your schedule. Get together with your family, friends, community groups, associations, your co-workers, your school class, and neighbours!



## QUESTIONS?

Please feel free to contact us at [mgreen@fortstjohn.ca](mailto:mgreen@fortstjohn.ca) or 250-787-5787 More information is on our website at <http://placespeak.com/energizeFSJ>

### How do I use this workbook?

This workbook will help you host a meeting with people in your neighbourhood. It is a guide for you and your circle to explore issues and answer questions to help the City understand whether we're heading in the right direction for downtown.

Please use this workbook to provide feedback on the information presented in the accompanying Concept Options Discussion Guide.

Once complete, please send us your feedback. You can submit your workbook to City Hall or online:

<http://placespeak.com/energizeFSJ>

### Drop off at City Hall

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### How long will this take?

We suggest that you host the conversation over lunch, snacks, or dinner. The length of the conversation is up to you and your guests, but it could take anywhere from 30 minutes to two hours.

### What do I need?

- Sign in sheet
- One workbook
- "Big Moves" flashcards
- Discussion Guides for each guest
- Pens & markers
- Sticky notes
- Sticky Dots
- Computer with internet access for submitting your completed workbook (Optional - not required if you drop off workbook)

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## HOSTING A MEETING IN A BOX

Hosting a Meeting in a Box means taking on the role of gathering the group and facilitating the conversation.

### 1. Invite

Think about your friends, family, co-workers, neighbours, sports teammates, classmates, or association members who are as passionate as you are about our downtown's future. Perhaps you already meet regularly with a group that would like to talk about the future of downtown. Either way, call them up and invite them over for a conversation.

Feel free to invite as many people as you like. We find that conversations between 6 to 12 people usually let everyone have a chance to talk and are small enough for most people's homes or meeting spaces.

### 2. Remind your guests

One or 2 days before your conversation, call your guests to remind them to come. It doesn't hurt to remind your guests that you'll probably be meeting for up to 2 hours and that you will have drinks and snacks for them.

### 3. Set up your conversation

Pick a location where you and your guests can easily talk to each other. Sort copies of meeting materials into sets and hand them out to guests as they arrive.

Please make a sign-in sheet available near the entrance, because accurate attendance numbers help the City understand how effective specific engagement methods are.

### 4. Facilitate your conversation

As the "host" of this discussion, your role is to ensure that:

- Everyone has a chance to say something
- No one dominates the conversation
- The discussion stays on topic
- Someone is taking notes on the conversation so that the workbook can be completed, and
- The group can summarize their top ideas for each question.

To help, this workbook will guide you through three rounds of discussion.

**If you'd like some assistance hosting your conversation, our staff are happy to help!**

### 5. Send us your feedback

Once complete, please ensure to send us your feedback. To make it easier to collect and analyze community feedback, please submit your responses online by September 12:

<http://placespeak.com/energizeFSJ>

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## ICE BREAKER

(SUGGESTED TIME: 10 MINUTES)

Icebreakers are an easy way to warm up the discussion, because they get everyone talking and help people relax before getting to work.

Here's an icebreaker that you may like to try with your guests:

1. Ask everyone to pair up
2. Ask your guests to introduce themselves to their partners. Then, tell them they each have 2 minutes each to answer the following question. "If you could pick any city to visit, where would you go? Why?"
3. After about 2 minutes, remind your guests to switch roles, so that both people in the pair have a chance to talk.
4. Finally, invite each person to introduce their partner to the whole group and share a few words about their partner's dream vacation.

**Have fun!**



© Avril Orloff (artwork); Vince Verlaan, Myriam Laberge & Brenda Chaddock (co-creators)



## QUESTION 1: BIG MOVES

(SUGGESTED TIME: 30-45 MINUTES)

During the Step 1 workshops, we drafted “Big Moves” to describe how we can make downtown even better.

### Which are your top 3 Big Moves? Why?

- 1. Review the Discussion Guide.** Spend 5-10 minutes to review the Big Moves on pages 8 - 23. The host sets up the Big Moves flashcards in a central place, reads the titles, and answers questions of clarification.
- 2. Silently and individually think about your top 3 Big Moves.** Which will have the biggest impact on downtown? Which are most likely to succeed? Write some comments on sticky notes - each new idea on its own sticky note.
- 3. Vote for your top 3 Big Moves.** Place sticky dots on the Big Moves flashcards to vote for your top 3 Big Moves.
- 4. Take turns explaining which Big Moves you voted for and why.** The meeting host will help summarize ideas and capture anything we missed.
- 5. As a group, agree on the top Big Moves** and record them here. You can use the extra space for explaining why.

### Why you responded this way:

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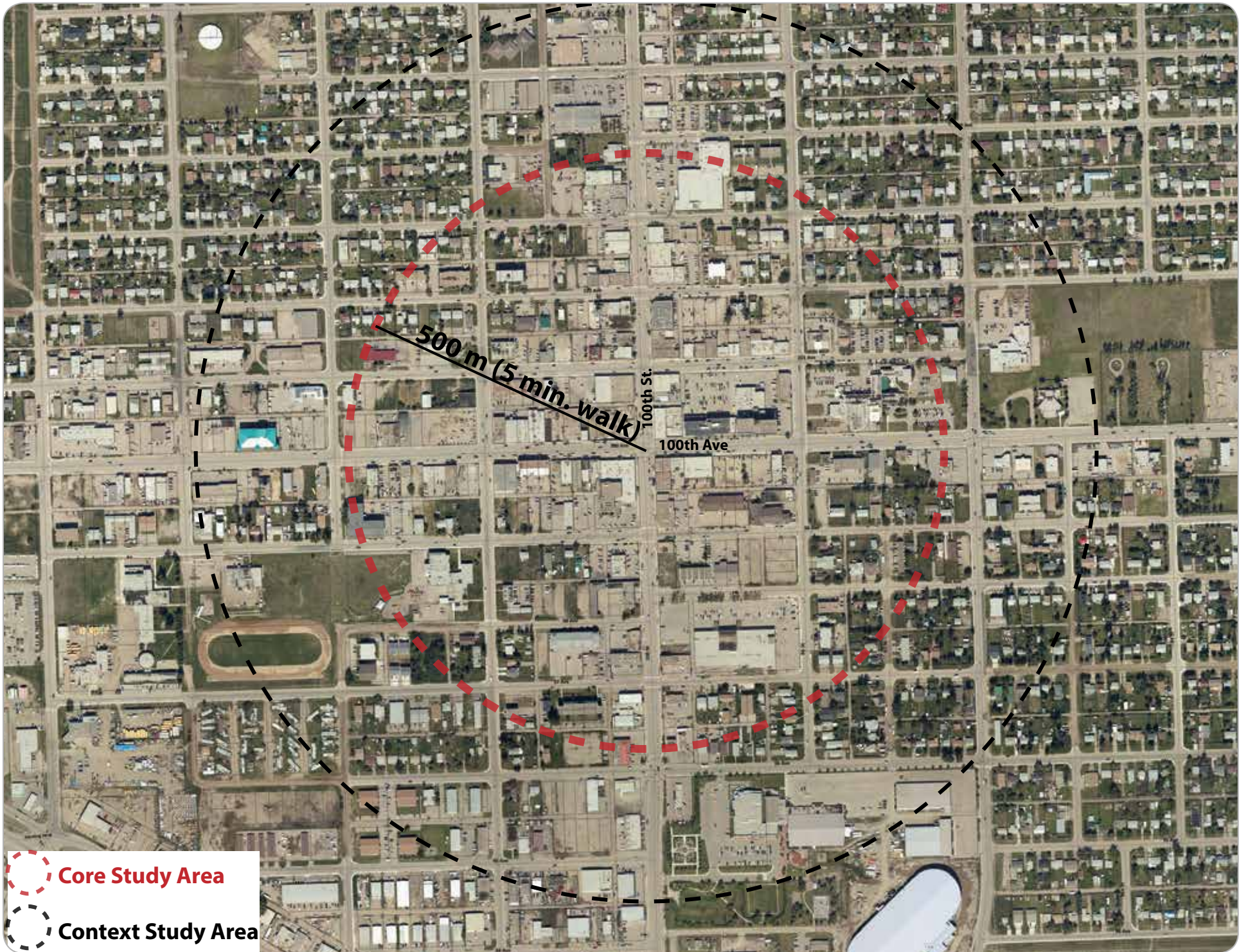
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-  Core Study Area
-  Context Study Area

## QUESTION 2: DESIGN PRINCIPLES

(SUGGESTED TIME: 20 MINUTES)

During the Step 1 workshops, we drafted “Design Principles” for public and private realms to help create a people-friendly place with a unique sense of place. The map on page 10 shows the downtown area.

### What do you think of the Design Principles?

- 1. Review the Discussion Guide.** Spend 5-10 minutes to make sure everyone has reviewed the Design Principles on pages 24-25.
- 2.** Silently and individually reflect on the Design Principles for both public areas and private areas. **What did we get right? What did we miss?**
- 3.** Using **one sticky note for each idea**, write down the design principles that we got right. Add new ideas that we have missed.
- 4. Take turns sharing your ideas.** The meeting host will help cluster the same big moves together.
- 5. Vote on the top ideas.** Use 3 sticky dots each to vote on your top ideas.
- 6.** As a group, **summarize your discussion and record the top ideas** here.

### Comments about the Design Principles:

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## FINAL THOUGHTS

If you would like to share any other comments, please share them here:

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If there were any issues discussed in your group that are still unresolved, please share them here:

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## ABOUT YOUR MEETING IN A BOX GROUP

### 1. How many people participated in your discussion?

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*It is optional to send back your sign in sheet. Please return it if your guests would like to be entered into the prize draw or if they would like to be updated about this project.*

### 2. How would you like to be identified?

*You could choose your host's name or your organization for example*

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### 3. We're just curious, how old are the participants in your discussion?

*Please mark the number of people who fit the age ranges below:*

13–17 yrs \_\_\_\_\_ 55–64 yrs \_\_\_\_\_

18–24 yrs \_\_\_\_\_ 65–74 yrs \_\_\_\_\_

25–34 yrs \_\_\_\_\_ 75 yrs or over \_\_\_\_\_

35–44 yrs \_\_\_\_\_ Rather not say \_\_\_\_\_

45–54 yrs \_\_\_\_\_

### 4. How about your gender?

*Please mark the number of people in each category below:*

Male \_\_\_\_\_

Female \_\_\_\_\_

Rather not say \_\_\_\_\_

# HOW ARE WE DOING?

1. How useful did you find this event for learning about the Downtown Action Plan process, the issues being discussed, and feeling that your input will be heard? *Please mark your answer on the scale below.*



2. How well did your meeting go overall? *Please mark your answer on the scale below.*



In terms of everyone having a chance to talk?	no	somewhat	yes
In terms of having a good quality discussion?	no	somewhat	yes
In terms of the group being satisfied with the outcome?	no	somewhat	yes

3. Did you find the materials easy to understand and use? *Please mark your answer on the scale below.*



4. Would you host this sort of event again? **yes**  **no**

Would you recommend it to others? **yes**  **no**

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5. What other comments would you like to share?

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# SIGN IN SHEET

Participants are automatically entered into a draw to win a \$500 gift certificate from Ferris Fast Cycles! What better way to enjoy downtown than to head there on a shiny new bike? We're giving away one prize to a lucky winner. Prize draw will take place on September 19, 2014, and the winner will be notified by phone.

We will not share or use your contact information for any other purpose.

Participant Names	Email Address and/or Phone Number (if you would like to be entered in the Prize Draw)