

"How-To" Guide: Facilitating a Climate Connector Meeting

Content: Step-by-step instructions for organizing and running your first "Climate Connector" meeting, covering practical logistics (where to meet, how to invite people, sample agenda, tips for managing group discussion, using the "Conversation Tips" effectively).

Goal: Make it easier for community leaders who may feel intimidated by organizational tasks or who need a clear starting point.

Your First Climate Connector Meeting: Planning for Success

Setting the Stage

Goal: To help you organize and lead an initial, low-stress neighbourhood meeting to introduce the Neighbouring for Climate program and select a few first actions.

Step 1: Define Your Objective (The "Why")

Before inviting anyone, decide what you want to achieve in the first 60-90 minutes.

- *Sample Objective:* Introduce the Neighbouring for Climate program, identify 3-5 neighbours interested in joining, and select one "Starter Action" to pursue together.

Step 2: Practical Logistics (The "Where" & "When")

Task	Detail/Idea
Location	In-person if possible to build connection Community league hall (if available), a local park, a neighbour's driveway/yard, or a large living room. <i>Keep it accessible and comfortable.</i>
Time/Date	Weekday evening (7:00 PM) or weekend morning or afternoon (10:00 AM or 2:00 PM). Avoid major holidays. <i>Give at least one week's notice.</i>
Attendance Goal	Aim for 5-10 households/individuals. Keep the first group small for effective discussion. This can grow as time goes on.
Supplies	<ul style="list-style-type: none">● Neighbouring for Climate Toolkit● Printouts (Conversation Tips, Table Mat, Local Asset Inventory, Neighbour Bingo Card etc.), pens, sticky notes, refreshments (coffee, water, or encourage folks to bring their own snack and drink).● Tables and chairs

Step 3: Crafting the Invitation (The "Who")

- **Tone:** Friendly, local, and outcome-oriented. *Focus on the benefit, not the work.*
- **Delivery:** Use the Nextdoor App, a community league newsletter, email list, group chat, or simple physical postcards or posters (available for downloading on the Neighbouring for Climate website).
- *Sample Language Snippet:* "Let's make our street more prepared for summer heat and cut down on waste! Join me for coffee/tea on [Date] at [Time] to

chat about simple, local actions we can take together using the City's Neighbouring for Climate toolkit."

Step 4: The Sample Agenda (60-90 Minutes)

Time	Activity	Tool Reference
0:00 - 0:15	<p>Welcome & Icebreaker: Introduce yourself, thank people for coming, and do a quick round of introductions (Name, what street they live on, and one thing they love about the neighbourhood).</p>	
0:15 - 0:30	<p>The Neighbouring for Climate Program Overview: Briefly explain the program (neighbour-led, focus on small steps, City support). Use the guidebook in your toolkit or webpage with online resources if needed for context.</p>	Guidebook Webpage
0:30 - 0:45	<p>Discussion & Idea Generation: Ask the group: "What is one small change you'd like to see on our block?" Use the Conversation Tips to manage input. Cluster ideas into topic categories (Waste, Nature, Energy, etc.).</p>	Conversation Tips Worksheet
0:45 - 1:00	<p>Action Selection & Commitment: Based on the</p>	

Time	Activity	Tool Reference
	discussion, select 1-2 easy "Starter Actions" the group is excited about. Assign a volunteer to lead the next step for each action.	
1:00 - End	Wrap-up & Next Date: Confirm the next steps, set a date for a follow-up check-in (perhaps just 30 minutes online), and thank everyone again.	

Step 5: Tips for Managing Discussion

- **Stay Positive:** Focus on solutions and opportunities, not on guilt or overwhelming problems.
- **Use the 'Round Robin':** Go around the room and ask everyone for one idea, ensuring quieter voices are heard.
- **Keep it Local:** If the discussion shifts to global policy, gently bring it back to what the group can realistically change *on their street*.
- **Don't Over-Commit:** It's better to succeed at one small action (like a tool share library) than to fail at five big ones.

Your Immediate Next Steps

1. Send a quick "Thank You" email/message summarizing the actions selected and the next meeting date.
2. Connect the folks in your group to the Neighbouring for Climate webpage.
3. Share contact information if it has not already been shared.