



LET'S FILL UP
ON NEW ENERGIES



OFFICE
DE CONSULTATION PUBLIQUE
DE MONTRÉAL



**Citizen workshop for the
public consultation on
reducing our dependence
on fossil fuels in Montreal.**



@ocpMontreal

FACILITATION HANDBOOK

Citizen Workshop

A citizen workshop is a 2.5 hour self-guided activity on the topic of reducing our dependence on fossil fuels in Montreal. Each workshop requires a minimum of 4 participants but there is no maximum since participants will work in teams of 4 to 7 people. The facilitator must ensure the overall success of the workshop while each team must independently go through the process step by step with the provided toolkits.

THE OBJECTIVES OF THE CITIZEN WORKSHOP

- Stimulate collective reflection on the consumption of fossil fuels;
- Reflect on solutions that could be implemented to reduce the dependence of Montrealers and the City of Montreal on fossil fuels;
- Structure the debate in favour of the most feasible solutions;
- Enhance the consultation online.

BEFORE YOUR WORKSHOP (2HRS)

1. Preparation of materials
 - Felt markers
 - To see from a distance what participants have written
 - Sticky tack
 - To stick cards to the wall
2. Preparation of toolkits (1 hour)
 - Participants will work in teams of 4 to 7 people
 - For each team, you will need to prepare a DIY kit:
 - 1x facilitation canvas
 - 1x overview
 - 1x rules of conduct
 - 5x “theme” cards
 - 14x “solution” cards
 - 14x “argument” cards
 - 3x collection sheets
3. Preparation of the room (1 hour)
 - You will need a work table for each team with 4 to 7 chairs and a wall on which to post things.
 - Stick the facilitation canvas on the wall and make 3 piles with the “challenge/problem”, “solution” and “argument” cards.
 - Place the “theme” cards, the rules of conduct and the collection sheets on the table.

FACILITATION OF THE WORKSHOP

Introduction (30 min)

1. Participants arrive, sit down and introduce themselves (10 min)
2. The facilitator introduces the workshop (10 min)
 - The facilitator presents the objectives of the consultation:

The City of Montreal has requested, in response to a citizen initiative, that the Office de consultation publique de Montréal (OCPM) hold a broad consultation on the best ways to reduce the dependence of Montrealers on fossil fuels. The world is becoming increasingly urbanized and three quarters of inhabitants of developed nations live in cities. These cities are facing all kinds of important challenges, including the challenge of climate change caused by the emission of greenhouse gases (GHGs). An important portion of GHGs is created by human activity, notably the consumption of fossil fuels. It is therefore natural to ask, at the city scale, what actions we can take to reduce our dependence on fossil fuels.

The workshop we are holding today serves two purposes. On the one hand, it will be very helpful to inform the Mayor and other elected officials who will be in Paris next December at the COP21, as to the priorities of Montrealers on the subject. On the other hand, the consultation will lead to a report with recommendations that could help the City to implement initiatives that are concrete, ambitious and achievable.

- The facilitator presents the process of the workshop:

STEP 1: Choose the theme(s) to discuss in team(s).

Definition of a theme : A sector of activity which consumes fossil fuels.

STEP 2: Identify the challenges/problems related to the theme.

Definition of a challenge/problem: a difficulty or obstacle to overcome to reduce our consumption of fossil fuels (something that doesn't work or that could be improved).

STEP 3: Propose solutions for the challenges/problems.

Definition a solution: A “concrete”, “ambitious” and “achievable” action that would help reduce our consumption of fossil fuels.

STEP 4: Identify the arguments for and against each solution.

STEP 5: Complete the collection sheets and present the results.

- The facilitator presents the rules of conduct.
- The facilitator encourages the participants to take pictures and share them on social media using @OCPMONTREAL and #VERTMTL.

3. Ice-breaker game (10 min)

Objective: An ice-breaker game allows participants to get to know each other and to set the stage for collaboration and interaction.

The choice of ice-breaker game should take into consideration the number of participants, the size of the room, etc. Some examples of games are available in Annex.

4. Additional context for the consultation (optional – 15 min)

Objective: To allow participants to become familiar with the different concepts.

This step is optional and depends on the participants' understanding of the subject matter. The objective is to propose an overview of the inherent issues pertaining to the consumption of fossil fuels. Various resources are available to the facilitator:

- A technical sheet prepared by the City of Montreal is available at ocpm.qc.ca/sites/ocpm.qc.ca/files/pdf/P80/3aENG.pdf
- Several videos are available at ocpm.qc.ca/vertmtl/multimedia/

STEP 1: THEME (10 MIN)

Objective: Choose the theme(s) to be discussed in team(s).

Definition of a theme: A sector of activity which consumes fossil fuels.

Instructions

1. The facilitator (or a participant) presents the “theme” cards (5 min)

- Five themes are proposed for the discussion: transportation, buildings, industry, city services, and personal habits.

1. Create teams (5 min)

- Several options are possible depending on the number of participants:
 - The facilitator can create teams of 4 to 7 people for each theme as per the results of a show of hands.
 - Alternatively, the facilitator can stick the themes next to the facilitation canvases spread in the room before the arrival of the participants.Each participant heads toward a canvas with a theme that interests them.

- Several teams may work on the same theme.
- Each team sticks the chosen theme card next to the facilitation canvas.

STEP 2: CHALLENGES/PROBLEMS (30 MIN)

Objective: Identify the challenges/problems related to the theme.

Definition of a challenge/problem: a difficulty or obstacle to overcome so as to reduce our consumption of fossil fuels (something that doesn't work or that could be improved).

Instructions

1. Name the challenges/problems (10 min).
 - Facilitator: "With respect to your theme, what do you think are the challenges to overcome to reduce our fossil fuel consumption?"
 - Individually, the participants complete the "challenge/problem" cards.
 - For each card, the participant should name the challenge/problem and explain it in two sentences.
 - Each participant can fill out multiple cards.
2. Discussion (20 min).
 - The participants present their challenge/problems to the team.
 - Each participant sticks their "challenge/problem" cards on the wall underneath the "theme" card.
 - Each participant briefly explains its challenges/problems.
 - The other participants can ask for clarifications.
 - The participants discuss their challenges/problems as a team and choose the 3 which they will work on in Step 3.

Facilitation Advice:

- Move around the teams to make sure the participants understand the instructions.
- The facilitator may propose the consolidation of similar challenges/problems.
- The facilitator can ask questions to help encourage discussion:
 - Why did you identify this challenge/problem?
 - Of the challenges/problems listed, which ones do you experience in your daily life? What is your experience?
 - Why do these challenges/problems persist?
 - Which challenges/problems speak to you the most?

OPTIONAL BREAK (10 TO 15 MIN)

The facilitator may propose another ice-breaker game once the participants return from their break.

STEP 3: SOLUTIONS (40 MIN)

Objective: Identify solutions related to the challenges/problems identified in Step 2.
Definition of a solution: A “concrete”, “ambitious” and “achievable” action that would help reduce our consumption of fossil fuels.

Instructions

1. Propose solution (10 min).
 - Facilitator: “Now that you have identified challenges/problems, what solutions can you think of to reduce our dependence on fossil fuels resulting from these challenges/problems? Which “concrete”, “ambitious” and “achievable” solutions do you think would allow us to solve these challenges/problems?”
 - Individually, the participants complete the “solution” cards.
 - On each card, the participant names the solution and explains it in two sentences.
 - Each participant may complete multiple “solution” cards.
2. Discussion (30 min).
 - The participants present their solutions to the team.
 - Each participant sticks its “solution” cards under the related “challenge/problem” card.
 - Each participant briefly explains its solution.
 - The other participants may ask for clarification.
 - The participants discuss the solutions as a team and choose one solution for each challenge/problem for Step 4.

Facilitation Advice:

- Move around the teams to make sure the participants understand the instructions.
- The facilitator may propose the consolidation of similar solutions.
- If a challenge/problem does not appear to have a solution, that is ok. You may either take a few minutes to encourage the team to come up with a solution together, or leave the challenge/problem unsolved.
- The facilitator can ask questions to help encourage discussion:
 - Among the solutions proposed, are there any that you have tried? What is preventing you from trying a solution? What would be an incentive to try a solution?
 - Who could help remove obstacles or create incentives for the proposed solutions (e.g.: individuals, City, companies, institutions)?
 - What concrete measures/actions would it take?

STEP 4: ARGUMENTS (25 MIN)

Objective: Identify the arguments for and against each solution proposed in Step 3.

Instructions

1. Propose arguments (10 min).
 - Facilitator: “If we want the best ideas to be kept or implemented (or not), what would be the arguments for or against each solution?”
 - Individually, the participants complete the “argument” cards.
 - Each participant may complete multiple “argument” cards.
 - There may be multiple arguments for each solution.
2. Discussion (15 min).
 - The participants present their arguments to the team.
 - Each participants sticks its “argument” card underneath the related “solution” card.
 - Each participant briefly presents its arguments.
 - The other participants may ask for clarifications if the argument is not clear.

Facilitation Advice:

- Move around the teams to make sure the participants understand the instructions.
- The facilitator may propose the consolidation of similar solutions.
- All arguments can be kept (there are no choices to make).

STEP 5: RESULTS (20 MIN)

Objectives: Present a summary of the team's discussion to the group. Submit the team's contributions to the online platform vertMtl.org.

Instructions

1. Complete the collection sheets (15 min).
 - Before leaving, each team must complete all 3 collection sheets.
2. Present the results (5 min).
 - Each team presents the results of its work with the entire group.

AFTER THE WORKSHOP

The facilitator of the workshop must transmit the data from the collection sheets to the online consultation vertMtl.org.

How to transcribe the results onto vertMtl.org:

1. Gather the collection sheets following your workshop.
2. Unless you have already done so, create an online profile for your group on the platform vertMtl.org.
 - Select "Organisateur d'activité contributive citoyenne" as profil type.
 - Once you are logged in to the platform, for each collection sheet, choose the theme the team was working on.
3. To add a challenge/problem, explore the list of challenges/problems on the platform to see if there are any that correspond to the ones identified on the collection sheet.
If you find a corresponding challenge/problem: vote "D'accord".
If you do not find a corresponding challenge/problem: In the section Défis/ problèmes, click on the button "+ Proposer" and write your challenge/problem and its description. Once you have finished, click "Publier".
4. To add the solution related to the challenge/problem, click on the "Propositions liées" tab, click the button "Ajouter une proposition liée", and write the solution and its description. Once you have finished, click the button "Publier".
5. To add arguments related to the solution, click on the solution and write the arguments for and against which were identified by the team. Once you have finished, click the button "Publier".
6. Repeat as many times as needed.

ICE-BREAKER GAMES

The Blind Car (and mute)

The participants form pairs. One person is behind the other: the “driver”. The other person is the “vehicle”. The vehicle closes their eyes during the game.

The driver can drive the vehicle as follows:

- go straight when the driver presses a finger in the middle of the back of the vehicle.
- stop when the driver stops touching the vehicle.
- turn left when the driver touches the left shoulder of the vehicle.
- turn right when the driver touches the right shoulder of the vehicle.
- go backwards when the driver puts their hand on the neck of the vehicle.

Since several blind cars will be moving in the space simultaneously, it is important to avoid collisions.

The driver can control the speed by applying more or less pressure.

After a few minutes, change roles. After a few more minutes, change partners.

Variation: do the game without speaking.

Variation: the vehicles make motor noises.

Stop/Walk

- The participants move around the room without speaking. The facilitator gives instructions:
 - “Stop!”: The participants stop moving.
 - “Walk!”: The participants start moving again.

The facilitator can try to trick the participants with the instructions (“Stop! ... ok and stop! Great, so now... stop! Walk! Stop!”).

Variation: add more instructions (jump!, say your name!, touch your nose!, touch your elbow!, etc.)

Variation: inverse the instructions (stop = walk, walk = stop, jump = name, name = jump, etc.)