Appendix G

Questions to Consider: Engagement and Collaboration

2025

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Community Led Engagement

Focus Area/Theme	Questions
Understanding the Community	• Who makes up the community? • What are the demographic characteristics (age, gender, ethnicity, socioeconomic status)? • Are there distinct cultural or social groups within the community? • What are the community's strengths and assets? • What local knowledge, skills, and resources can be leveraged? • What are the community's vulnerabilities and needs? • Are there specific groups that are more vulnerable to risks?
Engagement and Participation	• How can we ensure broad and inclusive participation? • How can we reach and involve marginalized or less vocal groups? • What barriers to participation might exist (e.g., language, accessibility)? How can those barriers be removed? • What methods of engagement will be most effective? • Are there preferred ways of communication and participation (e.g., in-person meetings, outreach, online forums, surveys)?
Power Dynamics	• How can we shift power dynamics to empower community members? • What steps can be taken to ensure that community members have real decision-making authority? • How can we ensure transparency and accountability in the decision-making process? • What is the context (socio-economic, political, cultural, environmental) that I am working in? How will this impact or influence this work?
Communication and Trust	• How can we build and maintain trust with the community? • What are the community's past experiences with authorities and participation processes? • How can we ensure that community input is valued and visibly incorporated into outcomes? • How can people be compensated for their time (e.g. stipends/honorariums)? • How can we share what actions have been taken because of community feedback?
Collaboration and Partnership	• Who are the key stakeholders and potential partners in the community? • Are there local organizations, leaders, or groups that can facilitate engagement? • How can we foster ongoing partnerships rather than one-off interactions?
Practical Considerations	• What resources are needed to support community-led engagement? • What funding, tools, or training might be necessary? • Are there logistical considerations (e.g., timing of meetings, accessibility of venues, cultural safety)? • How will we measure the success of community-led engagement? • What indicators will be used to evaluate the effectiveness and impact of the engagement process?

Cultural Safety	• How can we ensure cultural safety in our engagement process? • Are we respecting and incorporating cultural practices and norms in our engagement strategies? • How can we address any cultural misunderstandings that may arise?
Sustainability and Long-term Engagement	• How can we ensure that engagement efforts are sustainable? • How will we maintain communication and involvement with the community after the initial engagement process? • What mechanisms can be put in place for ongoing feedback and adaptation?
Legal and Ethical Considerations	• What legal and ethical considerations must be taken into account? • Are there any legal requirements for public participation and engagement? • How will we ensure ethical standards are met in the engagement process?
Feedback and Adaptation	• How will we incorporate community feedback and adapt our approach? • What mechanisms will be in place to gather and respond to feedback throughout the process? • How will we ensure that the community sees their input reflected in the final outcomes?

Addressing Power Dynamics

Focus Area/Theme	Questions
Identifying Power Structures	• What are the existing power structures within the community? • Who currently holds decision-making authority? • How is power distributed among different groups within the community? • Who are the key influencers and leaders? • Are there informal or formal leaders who have significant influence? • How can these leaders be engaged in a way that supports broader community participation?
Ensuring Equitable Participation	• How can we ensure that all voices are heard, especially those of marginalized or traditionally excluded groups? • What strategies can be used to engage underrepresented or vulnerable populations? • How can we create safe spaces for open and honest dialogue? • What barriers to participation might exist, and how can they be addressed? • Are there social, economic, or logistical barriers preventing some community members from participating? • How can we provide support (e.g., transportation, childcare, translation services) to overcome these barriers? • How can we provide a sense of belonging in these spaces, so community members feel welcomed?
Shifting Power Dynamics	• How can we actively shift power dynamics to empower community members? • What concrete steps can be taken to transfer decision-making authority to community members? • How can we ensure that community members are involved in all stages of the process, from planning to implementation? • What roles will community members play in the decision-making process? • How will community members be integrated into leadership roles? • What mechanisms will be established to ensure their input is taken seriously and has a real impact?
Transparency and Accountability	• How will we maintain transparency through the engagement process? • What information needs to be shared with the community, and how will it be communicated? • How will we ensure the decision-making process is open and transparent? • What accountability mechanisms will be put in place? • How will we ensure that community leaders and decision-makers are accountable to the broader community? • What feedback loops will be established to allow community members to hold those in power accountable?
Building Trust and Relationships	• How can we build trust with the community? • What past experiences might influence the community's trust in authorities? For example, consider the ongoing impacts of Canada's colonial legacy.

	• How can we demonstrate a genuine commitment to empowering the community?
	• How will we foster long-term relationships with community members?
	• What strategies will be used to maintain ongoing engagement and collaboration?
	• How can we ensure that the relationships built during the engagement process are sustained over time?
Measuring and Reflecting on Power Dynamics	• How will we measure changes in power dynamics?
	• What indicators will be used to assess whether power has been effectively redistributed?
	• How will we gather and analyze data on power dynamics throughout the process?
	• How will we reflect on and learn from our experiences in addressing power dynamics?
	• What processes will be in place for continuous learning and improvement?
	• How will we incorporate lessons learned into future engagement efforts?
Supporting Community Leadership	• How can we ensure that community leadership is inclusive and representative?
	• What steps will be taken to ensure that the community leaders we engage with reflect the diversity of the community?
	• How can we encourage and support new and emerging leaders from different backgrounds to participate in emergency management strategies?

Physical Spaces

Focus Area/Theme	Questions
Physical Spaces	Location and Accessibility: • Is the location easily accessible by public transportation? • Is the venue centrally located and convenient for most people? Physical Accessibility: • Is the venue accessible to people with disabilities (i.e., ramps, wheelchair access, elevators, and accessible restrooms)? • Are there adequate parking facilities, including reserved spaces for people with disabilities? Size and Capacity: • Does the venue have sufficient space to accommodate all participants comfortably? • Are there enough seats, tables, and other necessary facilities? • Have you considered the needs of adults who may need to bring dependents with them? Safety and Comfort: • Is the venue safe and secure for all participants? • Is it culturally safe? (E.g., school or church buildings may be triggering for community members who experienced or had friends/family experience residential schools.) • Are there amenities to ensure comfort? (E.g., heat, AC, and ventilation)
Accessibility Considerations	Language and Communication: • Are translation and interpretation services available for non-English or non-French speakers? • Are there provisions for sign language interpreters or captioning for participants who are deaf or hard of hearing? Information Accessibility: • Are materials provided in multiple formats, such as large print, braille, and digital versions? • Is information shared in clear, simple, easily understood language? Timing and Scheduling: • Are sessions scheduled at times that are convenient for most community members, including those who work or have caregiving responsibilities? • Are there alternative session times or recordings available for those who cannot attend live sessions? Technological Accessibility: • If sessions are held online, is the platform accessible to all participants, including those with disabilities? • Are there provisions for participants who may not have access to the internet or necessary devices?

Who Has Access to These Sessions?	Inclusivity: • Are efforts made to ensure that all community members, including marginalized and vulnerable groups, are aware of and invited to the sessions? • How are invitations and information about the sessions disseminated to reach a broad audience? • Are we creating and conducting engagement sessions within the community? • Are we building relationships by attending existing gatherings and events? • How are we meeting the community where they are to engage with them effectively? Barriers to Participation: • What barriers might prevent some community members from attending (e.g., childcare needs, transportation costs)? • Are there supports available to help overcome these barriers (e.g., providing childcare, offering transportation subsidies)? Equity in Participation: • Are there strategies in place to ensure that all voices are heard, and that no group dominates the conversation? • How will the sessions be structured to facilitate equitable participation for all participants? • Are you using a trusted and knowledgeable facilitator when embarking on culturally safe strategies that are familiar and respected by community members? Confidentiality and Privacy: • Are there measures in place to ensure the confidentiality and privacy of participants? • How will sensitive or personal information shared during the sessions be protected?
Feedback and Adaptation	Gathering Feedback: • How will feedback be collected from participants about the accessibility and inclusivity of the sessions? • What methods will be used to gather input from those who areunable to attend? Adapting Based on Feedback: • How will feedback be used to improve future sessions? • Are there mechanisms to continuously improve accessibility and inclusivity?
Supporting Diverse Needs	Cultural Safety: • Are cultural considerations acknowledged and incorporated into the process of planning sessions (e.g., dietary restrictions, religious observances, protocol)? • How can the sessions be designed to respect and reflect the cultural diversity of the community?

	Creating a Welcoming Environment:
	- How can physical space be arranged to create an inclusive and welcoming environment? - Are there visual or auditory aids that can enhance the experience for all participants? - How are community members being made to feel welcomed in these sessions? - How are you creating a sense of belonging for marginalized and excluded groups?

Community Partners

Focus Area/Theme	Questions
Identifying Partners and Stakeholders	• Who are the key community partners and stakeholders? • What assumptions are being made about who should be involved? • What local organizations, groups, and individuals have a stake in the HRVA process? • Are there informal community leaders or influencers who should be involved? • Who might be impacted negatively if they aren't involved in the process? • What are the roles and responsibilities of each partner and stakeholder? • How can each partner/stakeholder contribute to the HRVA process? • What specific roles will partners/stakeholders play in decision-making and implementation?
Engagement and Collaboration	• How can we ensure meaningful and sustained engagement with partners and stakeholders? • What engagement methods (e.g., workshops, meetings, focus groups) will be most effective? • How can we maintain regular communication and updates? • What are the interests and priorities of each partner and stakeholder? • How can we align the HRVA process with the goals and concerns of different stakeholders? • Are there any potential conflicts of interest that need to be managed?
Capacity and Resources	• What resources and capacities do partners and stakeholders bring to the HRVA process? • What expertise, local knowledge, and resources can each partner contribute? What gaps currently exist? • Are there gaps in capacity that need to be addressed through training or support? • How can we ensure equitable distribution of resources and support? • Are all partners and stakeholders receiving the necessary resources to participate effectively? • Are we creating additional hardship or engagement fatigue for partners? • How can we support under-resourced or marginalized groups?
Inclusivity and Representation	• How can we ensure diverse and inclusive representation? • Are all relevant groups, including marginalized and vulnerable populations, represented? • How can we reach and engage underrepresented communities? • What strategies will ensure all voices are heard and valued? • How can we create an inclusive environment where everyone feels comfortable sharing their perspectives? • What mechanisms will be in place to gather and incorporate diverse input?
Collaboration Dynamics	• How can we foster collaboration and build trust among partners and stakeholders? • What steps can be taken to build and maintain trust and mutual respect? • How can we facilitate open and transparent communication? • How will decisions be made collaboratively?

	• What decision-making processes will be used to ensure fairness and inclusivity? • How will disagreements or conflicts be resolved?
Maintaining Sustainable Relationships and Commitments	• How can we ensure ongoing engagement and collaboration beyond the HRVA process? • What mechanisms will be in place for continued partnership and follow-up? • How can we build long-term relationships and networks? • What are the long-term goals and commitments of each partner and stakeholder? • How can the HRVA process support and align with these long-term goals? • What commitments are needed from each partner for sustained impact?
Evaluation and Feedback	• How will we evaluate the effectiveness of partner and stakeholder engagement? • What metrics will be used to assess the quality and impact of engagement? • How will feedback be collected and used to improve the process? • How can we ensure transparency and accountability in the engagement process? • What reporting and feedback mechanisms will be established? • How will we ensure that partners and stakeholders are kept informed and involved in evaluation?