

FUNCTIONAL ZERO CONSULTATION

HOSTING A COMMUNITY BASED CONSULTATION

Throughout the fall of 2016, Dr. Alina Turner and the Canadian Observatory on Homelessness will seek input from various stakeholders on the proposed definition of [Functional Zero](#). Through the Community Workspace on Homelessness, an online survey and a series of web-based Town Halls, we will solicit feedback on several key consultation questions.

In addition to this menu of options, we encourage local service providers, individuals with lived experience, policy makers, researchers and members of the public to lead local consultation processes.¹ The information gathered through roundtables and other community-based events will ensure the definition of Functional Zero is widely applicable to diverse experiences.

As you plan your local event, consider the following:

Audience	The COH is interested in feedback from a wide range of stakeholders, with a priority on individuals with lived experience. Which stakeholders will you target? Will you focus on a particular group? In your submission, indicate the types of stakeholders present at your event.
Approach	Resources permitting, an in-person event can encourage attendance and feedback from individuals who may be unlikely to participate in an online event. That said, due to the timeline of the consultation process, a webinar might be more feasible in some instances. Weigh your options and consider the best approach to solicit input from your target stakeholder group. Community roundtables, webinars and focus groups at homeless-serving agencies are all good choices.
Preparation	Will you require participants to prepare or review materials in advance? In some instances this may be impractical. Plan to review the definition and key questions at the event. If you are circulating materials in advance, ensure they are accessible and relevant to your target audience.
Facilitation	Use the Functional Zero Consultation Questions to structure your event. Set objectives at the outset of the event: will you seek to build consensus among participants or are you content to collect divergent views?
Inclusivity	Once you've identified a key stakeholder group, how will you ensure there is a range of views represented within that group? If you are seeking input from individuals with lived experience, ensure the event is inclusive and accessible. Refer to the Checklist for planning inclusive and accessible events , created by the Lived Experience Advisory Council, for helpful guidance.
Feedback	How will feedback be collected and shared with the COH? In addition to collective submissions, participants should be encouraged to share individual feedback via one or both of our online surveys. The first is oriented towards personal experiences of homelessness; the second, seeks input on community-level adoption of the definition. Individuals with lived experience are encouraged to complete either survey.

Refer to these helpful resources for more information on effectively engaging your community:

- Lived Experience Advisory Council. (2016). *Nothing about us without us: Seven principles for leadership and inclusion of people with lived experience of homelessness*. Toronto: The Canadian Observatory on Homelessness Press. www.homelesshub.ca/NothingAboutUsWithoutUs
- Community Places. (2014). *Community Planning Toolkit: Community Engagement*. www.communityplanningtoolkit.org/sites/default/files/Engagement.pdf

To read the proposed Functional Zero definition, visit: www.homelesshub.ca/functionalzero

¹The COH is unable to directly participate in local consultation processes and events. However, we encourage you to collect feedback and share it through email submission prior to September 30th 2016. If you would like to discuss an alternative mechanism to share feedback on the definition, please contact Jesse Donaldson, Project Manager, at jdonald8@edu.yorku.ca.