



Community engagement guide for grant recipients

Anti-racism community engagement

This guide has been prepared for you as a recipient of an Anti-Racism Community Engagement Grant.

The guide is intended as a resource as you prepare to engage with your community. This engagement guide includes resources to help you with planning and conducting your engagement.

Learn more about Alberta's anti-racism engagement: alberta.ca/taking-action-against-racism

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Engagement planning guide

Anti-racism community engagement

Below are some tips you may find helpful on planning and conducting an engagement session.

Considering who to invite

- Whose perspectives are you hoping to gain insight on?
- Are you looking for diverse representation, or for input from a specific group?
- How many people are you inviting?

Preparing for the engagement

- How are you sending out invitations and asking for RSVPs?
- You may wish to review Alberta's Anti-Racism Action Plan for more information on the province's current and future actions related to combating racism: www.alberta.ca/taking-action-against-racism.aspx.
- Consider options for providing a trauma-informed engagement. This could include acknowledging the sensitive nature of the discussion topic, providing a safe space for an open, inclusive, and accessible discussion, learning about the values of participants and possible triggers, offering emotional/psychological support on site or referrals to emotional/psychological support.
- Consider preparing an agenda for the engagement. A [Sample agenda](#) is provided below.
- Consider who will take notes at the meeting, and who will report back through the feedback form.

Setting up the engagement space

- Do you have chairs and table space for everyone and a setup where all participants can see each other?
- Is the space accessible? Are there publicly available washrooms and emergency exits?
- Does the space meet your technical requirements?
- You may wish to set up a registration table and have participants register when they arrive.
- You may wish to print copies of the [Information for session participants](#). Participants may find this information helpful before and/or during your discussions on anti-racism.

Opening the engagement session

- Begin by welcoming participants, and providing any information on the venue (i.e. washrooms, emergency exits)
- Provide information on the purpose of the engagement and outline the session format. You can find information on the purpose of the engagement in the [Information for session participants](#).
- You may wish to acknowledge the sensitive nature of the discussion topic, set some guidelines for respectful participation and safe spaces, and mention emotional/psychological support resources. The Mental Health Help Line (1-877-303-2642) is a 24 hour, 7 day a week confidential service that provides support, information and referrals to Albertans experiencing mental health concerns. If your organization has an

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existing code of conduct, you may use that as a guide. Here are a few guidelines for you to consider:

- Please listen respectfully when others are speaking.
- Please speak on your own behalf, and do not try to speak on behalf of others.
- Please use respectful language.
- Please participate at your own comfort level. You are free to listen, speak, leave early and take breaks.

Facilitating the discussion

- If participants raise topics that are out of scope, please reiterate the focus of the engagement and direct the conversation back to the discussion topic. The focus of the engagement is on racism in Alberta, what the Government of Alberta can do to address racism, and where the government should focus its efforts to maximize impact.
- If conflicts arise, please remind participants of the ground rules and/or code of conduct.
- Be mindful that, for some people, the discussion may trigger memories of culturally unsafe personal experiences or those of their friends, family and community. Share with participants that there are mental health resources available to them if they should be experiencing any distress as a result of sharing their experiences or hearing those of other participants.
- The [Engagement discussion guide](#) below may assist in facilitating the discussion.

Concluding the engagement

- Thank participants for their involvement.
- Remind participants of mental health resources.
- Remind participants they can provide additional feedback through the online survey.

After the engagement session, as per the grant agreement, the grant recipient must report the outcomes of their engagement session. The Feedback Form can be accessed at this [link](#).

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Sample Agenda

Action	Notes
	Ensure participants are aware of amenities and emergency protocols.
Welcome and introductions	Provide information on the purpose of the engagement. Outline the event format. Ask participants to briefly introduce themselves.
Discussion	Lead discussion, using the <i>discussion guide</i> and <i>information for session participants</i> documents as resources.
Wrap-up	Thank participants for their involvement. Remind participants they can take the online survey.

Engagement Discussion Guide

You may find the following discussion guide helpful in conducting your engagement session and responding to the questions in the [Feedback Form](#).

DISCUSSION THEME I: RACISM IN ALBERTA

This discussion gives participants an opportunity to share their views on racism in Alberta.

Conversation Prompts

Engagement lead(s) may find the following discussion prompts helpful in gathering participants' thoughts.

1. Have you experienced racism and discrimination in Alberta? If so, please describe the circumstances.
2. What actions could Alberta's government take to help address racism and discrimination in Alberta?

DISCUSSION THEME II: BARRIERS TO ACCESSING GOVERNMENT SERVICES

This discussion gives participants an opportunity to share their thoughts on any barriers that may affect the ability for Albertans to access information resources, or services because of their racial or ethnic identity.

Conversation Prompts

Engagement lead(s) may find the following discussion prompts helpful in gathering participants' suggestions.

3. Have you experienced any barriers in accessing information, resources or services provided by the Alberta government because of your racial or ethnic identity?
4. What actions should the Alberta government take to remove the barriers identified?

DISCUSSION THEME III: ONGOING ENGAGEMENT

This discussion gives participants an opportunity to share their views on what the Alberta government can do to continue its dialogue with Albertans on anti-racism.

Conversation Prompts

Engagement lead(s) may find the following discussion prompts helpful in gathering participants' views.

5. What is the best way for the Alberta government to continue its dialogue with Albertans on anti-racism?
6. How should the Alberta government monitor and report on progress made to address anti-racism in a way that is meaningful to you and your community?

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Information for session participants

Overview

Racism has no place in Alberta. As our province becomes more diverse, Alberta's government has a responsibility to break down barriers, promote inclusive and accepting communities, and embrace diversity as one of our strengths.

Anti-racism action is a priority for Alberta's government. Alberta's government is committed to taking meaningful action to address racism and help build a more welcoming, inclusive province for all Albertans.

Government anti-racism actions already underway

Alberta's government has established an Anti-Racism Advisory Council. The Council provides advice to government on efforts to combat racism and promote more accepting and inclusive communities across Alberta.

In July 2022, government released an Alberta Anti-Racism Action Plan (www.alberta.ca/taking-action-against-racism.aspx) that sets out government actions under five themes: public education and cultural awareness; government as a catalyst for system improvements; empowering communities; responding to hate incidents and crimes; and data and measurement.

Public engagement on anti-racism

As part of the Anti-Racism Action Plan, the government is asking Albertans for their perspectives and input to help develop next steps for anti-racism action. Alberta's government is hosting stakeholder engagement sessions, and sessions with Indigenous groups and supporting community-led engagements. An online survey is also open to Albertans to provide their input.

Alberta's government is hoping to gain an improved understanding of racism in the province; input on what government can do to help address racism in Alberta; and input on where government should focus its efforts to maximize impact.

Community-led engagement

The government is providing grant funding to community organizations to carry out their own engagement so that the needs and concerns of people in communities impacted by racism are heard. Feedback collected from community organizations will inform the Alberta government's next steps for anti-racism action.

Feedback from the community organizations are summarized and the government is not collecting or requesting individual information of session participants. The feedback will be shared with the Alberta government and the may be included a public report after the engagement. Your participation in this engagement is voluntary and anonymous. You can decide not to participate at any time.

In addition to your participation at a community engagement session, you also have an opportunity to provide input on anti-racism in Alberta through an online survey at <https://www.alberta.ca/anti-racism-engagement.aspx>.

Learn more: alberta.ca/taking-action-against-racism