Acknowledgements

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- **Annie Mauboules** of District of North Vancouver
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- **Sarah McJannet** of District of Squamish

The Healthy Built Environment Linkages Toolkit (Version 1.1, October 2014), which is the subject of this Guide, is a project of the BC Provincial Health Services Authority’s Population (PHSA) & Public Health team under the leadership of the Healthy Built Environment Alliance (HBEA). The Toolkit and supporting information is available from The PHSA: [http://www.phsa.ca/our-services/programs-services/population-public-health/healthy-built-environment](http://www.phsa.ca/our-services/programs-services/population-public-health/healthy-built-environment)

Related materials for the Healthy Built Environment Linkages Toolkit Workshop Curriculum are available on [www.planh.ca](http://www.planh.ca) to accompany this Guide. All related materials for the Healthy Built Environment Linkages Toolkit Workshop are intended to be open source and modified by workshop organizers to meet their unique needs and objectives. BC Healthy Communities Society and PlanH do not take responsibility for the content and accuracy of modified workshop materials such as presentations and workshop agendas or examples.

PlanH, implemented by BC Healthy Communities Society, facilitates local government learning, partnership development and planning for healthier communities where we live, learn, work and play. Working together with health authorities, UBCM and the Ministry of Health, PlanH supports Healthy Families BC, the Province’s health promotion strategy.
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Healthy Built Environment Linkages Toolkit Workshop Overview

WHY A WORKSHOP FOR THE HBE LINKAGES TOOLKIT?

The Healthy Built Environment Linkages Toolkit (the Toolkit) links five features of the built environment (housing, neighbourhood design, food, transportation, and natural environments) with health outcomes. Find the toolkit on planh.ca.

The Healthy Built Environment Linkages Toolkit workshops animate and activate the Toolkit by getting people together in a shared learning experience, to explore and the Toolkit together by applying it to projects, plans and issues that matter to them in their community/region.

**Workshop Learning Objectives**

Build knowledge and familiarity about links between healthy built environment, and the components of the Healthy Built Environment Linkages Toolkit.

Develop understanding about the rationale and value of linking healthy built environment evidence and information into projects, plans and initiatives in the community and develop capacity to use the Linkages toolkit to create healthy communities.

Build networks, partnerships, and relationships to articulate the value of linking health outcomes with community plans and projects

**Workshop Audience and Participants**

The intended audience for the workshop includes: community planners, transportation planners, design professionals, decision makers in municipal and regional government, First Nations staff and officials, public health practitioners, and community agencies and organizations whose work focuses on and affects their communities’ built environment.

**Workshop Planners and Facilitators**

The anticipated workshop planners and facilitators are people that have an interest, as well as experience and a role to create healthy communities

For example public health staff, local government (perhaps in community planning) staff, and possibly community organizations as well (depending on the workshop and context.)

**Applied and Practical Learning**

We have heard that communities and professionals would be interested in leveraging opportunities to work on real key projects and issues in the community, not just abstract or conceptual learning.
The workshops are designed so that people will leave with some new knowledge and insight and to work on real issues and projects together, after applying the Toolkit to work on real issues, projects and plans.

The workshop intends to help participants to strengthen their connections and ways of working on community projects and issues together, perhaps to use the HBE Linkages Toolkit to ‘continue the conversation’ and build health linkages into built environment work.

**WORKSHOP OPTIONS**

Three workshops of varying durations and depths, to meet different needs:

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<th>Workshop 2 Take a Dip</th>
<th>Workshop 3 Take a Dive</th>
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<tr>
<td><strong>Timeframe</strong></td>
<td>1.5 hours</td>
<td>4 hours / half-day</td>
<td>7 hours / full-day</td>
</tr>
<tr>
<td><strong>Synopsis</strong></td>
<td>Learn about the HBE Linkage Toolkit</td>
<td>Try out the HBE Linkages Toolkit with a couple of community issues or projects</td>
<td>Working session on making health linkages for a project or plan in community/region</td>
</tr>
<tr>
<td><strong>Purpose</strong></td>
<td>Orientation / Building block for collaborative work toward a healthier built environment.</td>
<td>Roll up your sleeves and try out the HBE Linkages Toolkit on a couple of issues or topics in your community/region.</td>
<td>Working Session to use the HBE Linkages Toolkit use information in the Toolkit and develop strategies for linking health outcomes and built environment in a project or plan.</td>
</tr>
<tr>
<td><strong>Suitable Audience / Participants</strong></td>
<td>Anyone who has an interest and role in a healthy built environment. Audience could be from a single organization or any combination of: population and public health, local government, First Nations, and community agencies working on issues related to the built environment.</td>
<td>Combined group of participants from organization/agencies that: • work in population and public health, local government, First Nations, and possibly also community agencies; • work in the same community or region; and share a common interest and role in community projects or plans that affect the built environment</td>
<td>Key organizations should be committed to continue to work together on next steps (after the workshop) to bring health considerations and outcomes into the community project. Include people from the same community/region that work in population and public health, local government, First Nations, and possibly also community agencies.</td>
</tr>
<tr>
<td><strong>Workshop Planning and Facilitation</strong></td>
<td>Could be planned and facilitated by one person. Or, a great opportunity to co-plan and co-facilitate!</td>
<td>Multi-agency planning committee (three to six people) two facilitators</td>
<td>Multi-agency planning committee two facilitators</td>
</tr>
<tr>
<td><strong>Participant numbers</strong></td>
<td>Flexible – from small group (8-10) to a larger auditorium-style session (30+).</td>
<td>Up to 30 participants, or perhaps more (up to 50) with additional facilitators.</td>
<td>Up to 30 participants, or perhaps more (up to 50) with additional facilitators.</td>
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</table>
WORKSHOP MATERIALS

Workshop Curriculum for each of the three workshops: Detailed workshop agenda for facilitators, plus supporting resources you will need to deliver the workshop (slides, activity descriptions, worksheets for participants).

Overview & Planning Guide (this document): Information about the workshops to help you determine whether to go ahead with a workshop in your community/region, and consider which of the three workshops is most suitable. Guidance to plan the workshop, and resources to help you prepare as a workshop organizer/facilitator.

What do I/we need to make a workshop happen? Kick Start Tips:

- Refer to Resource in this guide: Questions to Kick-Start Workshop Planning Process
- Review the curricula for any of the three workshops that may be of interest.
- Discuss the potential for a workshop with colleagues, to help assess the interest and available capacity to host a workshop, including resources to plan and facilitate as well as budget (e.g. refreshments, workshop venue, photocopies, etc.)

Are the Toolkit and Workshop Designed to ‘Work’ in My Community/Region?

The Toolkit is not Prescriptive - context is key. The Toolkit is about asking the right questions to link planning and the built environment. The Toolkit does not offer prescriptive advice. Each community is different. The Workshop depends on local workshop organizers to adapt the agenda, include local information, and focus on the parts of the Toolkit that are the most relevant opportunities to link built environment and health.

The Toolkit is already being used to fuel conversations and to build collaborative and effective approaches to making healthier communities in urban and suburban communities, as well as in small towns and rural communities. Refer to Resource 8 in the Workshop Planning Guide: Examples of How the HBE Linkages Toolkit is Being Used

Small Towns and Rural Communities Considerations

Please be advised of a few considerations about planning HBE Linkages Toolkit Workshops in small towns and rural communities:

Limited Evidence: The Toolkit is built on existing research and literature linking community planning and design with health. This body of evidence focuses on the urban environment. Strategies that are shown to ‘work’ in urban environments may or may not be successful in non-urban communities. While evidence related to small town and rural communities is not specifically included in the Toolkit, the Workshop does include some examples of healthy built environment projects and plans in small towns and rural community contexts that could be referenced.

Focus on appropriate “Physical Features” from the Linkages Toolkit: Some of the Physical Features and Principles may not resonate in a small town and rural community context, as they were developed with larger communities in mind. It is recommended that workshop organizers and facilitators in small towns and rural communities review the Planning Principles in the Toolkit and determine which ones are a meaningful ‘fit’ in their community and workshop.
**Supplementary Resources:** Healthy communities resources for small towns and rural communities exist, and these may be more suitable or supplementary for your work.

Small Towns and Rural Communities are encouraged to consider hosting Linkages Toolkit Workshops, and share feedback about how the Toolkit and workshop can be adapted based on their experience. Input can also inform agencies about needs for additional resources and tools to meet small towns and rural communities’ needs and priorities.

**First Nations**

First Nations collaboration to plan and participate in Workshops is highly encouraged. The Workshop can provide a useful forum for joint discussions and relationship-building. The HBE Linkages Toolkit does not specifically address First Nations communities in the research, evidence, and recommendations.

**Elements that the Toolkit Focuses On**

The Toolkit does focus on large-scale physical features of the outdoor built environment (neighbourhood design, transportation, housing, food, and natural environment) and respective health outcomes.

**Some Elements that the Toolkit Does Not Focus On**

The Toolkit does not focus on health outcomes related to indoor environments, social connections, and social environments. Refer to PlanH ‘Healthy Society’ for guidance related to social connectedness, age friendliness, welcoming communities, public involvement, and vibrant economies.

The Toolkit does not explicitly focus on equity; however, an equity lens is encouraged in the workshops. Refer to Resource: Equity Information to Support Workshop Planning in the Workshop Planning Guide.

For more information about scope and limitations of the Healthy Built Environment Toolkit, please read the Healthy Built Environment Toolkit, especially pages 13 and 14.
Healthy Built Environment Linkages Toolkit Workshop Planning Guide

Introduction

This workshop planning guide offers workshop planning guidelines and practical resources that will be useful to workshop organizers that hosting and organizing a Healthy Built Environment (HBE) Linkages Toolkit workshop. The guide includes three key areas:

1. Who will lead the workshops, and recommended guidelines for skills and experience;
2. How to get started on workshop planning; and,
3. Scope of work for the workshop planning committee – 4 key areas/roles

This planning guide accompanies the HBE Linkages Toolkit workshop materials on planh.ca

A few key pieces of advice about planning a workshop on the HBE Linkages Toolkit are:

• Customize the agenda for whichever workshop you choose (1, 2, or 3) so that it fits with your context and community. An agenda is provided in the curriculum for each workshop, but it’s important to add local information, include local issues and topics, and adapt any of the activities and timeframes to make it your own.

• Make a strong effort to invite both participants who are focused on health outcomes, and participants who are focused on the built environment in their work. The workshop is about linking health outcomes with built environment plans and project, so it’s important to bring together representatives from a variety of relevant sectors and roles: planning, health, environment, community, etc.

• Get familiar with the HBE Linkages Toolkit as a key resource for this workshop, as well as other HBE resources (See “Broaden your Horizons and Knowledge” on Page 6). In addition to learning about the Toolkit and becoming comfortable with helping participants to use it in the workshop, it would also be an asset to have some people on the workshop planning committee that have some experience with healthy built environment ideas and projects, if possible.

• The workshop is as much (or maybe even more!) about developing partnerships to work together on health and built environment issues, as it is about learning the content of the Linkages Toolkit. The workshop is one step in a longer process. Refer to Resource 9 for more information and resource suggestions about partnership development.
Who will lead the HBE Linkages Toolkit Workshop? Maybe You!

The workshop materials are provided as ‘open source’ information. The materials are intended to be referenced by people in organizations and community agencies who would like to plan and facilitate their own workshop. There are no specific qualifications or standards for who can pick up the workshop materials and create a workshop.

It is anticipated that the workshops will mostly be planned and delivered by HBE professionals for an audience of interested colleagues in their sectors/professions in a particular region or community. For example, public health staff and local government (perhaps community planning) staff, possibly together with community organizations, would make a good planning team. Co-planning and co-facilitating this workshop could be a great partnering and relationship-building opportunity between people in health and built environment roles in the community/region.

The table below outlines the capacity and resources to that are needed to plan each of the workshops options described above.

As one might expect a 1.5 hour introductory workshop (Workshop 1) required less commitment and capacity to plan than a half-day (Workshop 2) or full day (Workshop 3) workshop with more complex and applied material.
### OUTLINE OF RECOMMENDED WORKSHOP PLANNING CAPACITY AND RESOURCES

<table>
<thead>
<tr>
<th>Workshop Planning Capacity and Resources</th>
<th>Workshop 1: Introduction</th>
<th>Workshop 2: Take a Dip</th>
<th>Workshop 3: Take a Dive</th>
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<tbody>
<tr>
<td><strong>How many facilitators</strong> (for an audience of 30 participants)</td>
<td>1 or 2 Facilitators</td>
<td>2 Facilitators (add 1 facilitator for larger group)</td>
<td>2 Facilitators (add 1 facilitator for larger group)</td>
</tr>
<tr>
<td><strong>Facilitation role and complexity</strong></td>
<td>Presentations, Explaining concepts, Moderating whole-group discussions, Time management</td>
<td>Presentations, Moderating whole-group discussions, Organizing and directing small group work, Synthesizing input and material from participants, drawing out varied perspectives, Leading the group through the agenda with balanced judgement, sensitivity, and sense of the big picture</td>
<td>Presentations, Moderating whole-group discussions, Organizing and directing small group work, Synthesizing input and material from participants, drawing out varied perspectives, Leading the group through the agenda with balanced judgement, sensitivity, and sense of the big picture</td>
</tr>
<tr>
<td><strong>Workshop Planning Committee / Resources</strong></td>
<td>Planning could be accomplished by 1 (or ideally 2) people</td>
<td>Small workshop planning committee (3-6 members) recommended</td>
<td>Small workshop planning committee (3-6 members) recommended</td>
</tr>
<tr>
<td><strong>Familiarity with Healthy Built Environment Linkages Toolkit, and additional resources</strong></td>
<td>Read, review and understand the Healthy Built Environment Linkages Toolkit</td>
<td>Read, review and understand the Healthy Built Environment Linkages Toolkit</td>
<td>Read, review and understand the Healthy Built Environment Linkages Toolkit</td>
</tr>
<tr>
<td></td>
<td>Get curious and learn more about healthy communities topics/areas</td>
<td>Explore additional resources related to your community context and the focus issues/topics selected for your workshop</td>
<td>Explore additional resources related to your community context and the focus issues/topics selected for your workshop</td>
</tr>
<tr>
<td><strong>Required skills / knowledge / experience on the Planning Committee with ‘healthy built environment’</strong></td>
<td>Some knowledge and professional experience with community health work or with built environments (or both), and be willing to learn more.</td>
<td>Do not need to be HBE experts by any means, but helps to be familiar with the principles and ideas.</td>
<td>Helpful to have some practical experience on the workshop planning committee with HBE topics and work.</td>
</tr>
<tr>
<td><strong>Estimated ‘lead time’ to plan and host a workshop</strong></td>
<td>Several weeks – perhaps 6 weeks</td>
<td>A couple of months</td>
<td>A couple of months</td>
</tr>
</tbody>
</table>
Getting Started with Workshop Planning

Recommended steps to get started with Workshop Planning include:

• Refer to Workshop Planning Resource: Quick Community Context Assessment Questions, To Assist Kick-Starting Workshop Planning Process

• Review the Overview and curricula for any of the three workshops that may be of interest.

• Discuss the potential for a workshop with colleagues, to help assess the interest and available capacity to host a workshop, including resources to plan and facilitate as well as budget (e.g. refreshments, workshop venue, photocopies, etc.)

Scope of Work for the Workshop Planning Committee

The workshop planning committee’s scope of work to plan and prepare for a workshop includes the following areas:

• Get to know the HBE Linkages Toolkit and complementary resources.

• Organize people and logistics - workshop promotion, invitations, venue, budget, etc.

• Plan and customize the workshop agenda - Scope out and select community issues/projects for discussion, add contextual information (health and community data), and any other adjustments/revisions to make it fit your audience and time available.

• Facilitator preparation – Prepare for activities (based on agenda and activity descriptions), presentations (based on agenda and provided slide deck), and discussions, based on provided questions.

Guidance in each of the four areas is outlined below, with suggestions and links for additional resources.

CONTACT INFORMATION / DIRECTORIES FOR GENERAL CONTACTS;

Health Authorities:
http://planh.ca/training-support/
health-authority-support

Municipalities, Regional Districts and Islands Trust, First Nations:
http://www.civicinfo.bc.ca/
directories
GET TO KNOW THE HBE LINKAGES TOOLKIT AND COMPLEMENTARY RESOURCES

Healthy Built Environment Linkages Toolkit

- In order to host a Healthy Built Environment Linkages Toolkit workshop, it is really important to read, review and understand the HBE Linkages Toolkit. Your knowledge will prepare you to help others in the workshop to understand and apply the Toolkit. [http://www.phsa.ca/our-services/programs-services/population-public-health/healthy-built-environment](http://www.phsa.ca/our-services/programs-services/population-public-health/healthy-built-environment).

Aspects of a healthy built environment that the Toolkit does not focus on

- The Toolkit focuses on large-scale physical outdoor features: housing, natural environments, food, transportation, and neighbourhoods. Get curious and round out your knowledge by becoming more familiar with complementary healthy communities topics/areas. Three topics to learn more about include:
  - Strategies that work in small towns and rural communities?
  - The Toolkit is built on existing research and literature linking community planning and design with health. This body of evidence focuses on the urban environment. Strategies that are shown to ‘work’ in urban environments may or may not be successful in non-urban communities.
  - Healthy communities resources for small towns and rural communities do exist, and these may be (more) suitable, supplementary and useful to bring into your workshop. For example: [http://www.ruralhealthycommunities.ca](http://www.ruralhealthycommunities.ca)
  - [http://planh.ca](http://planh.ca) (search rural)

Equity

- “Care must be taken to ensure the community’s most vulnerable members are supported. Apply an equity lens with an emphasis on age- and child-friendly design, and supporting vulnerable populations, such as those with low incomes, mental illness or disabilities.” (Healthy Built Environment Linkages Toolkit, 2014, page 14)

- Equity is a key component that needs to be studied and understood, and integrally included in approaches for community health.

- Supplementary information and resources to learn more about equity concepts, and a checklist and guidelines for including equity in planning are offered in Workshop Planning Resource: Supplementary Information Brief and Resources about an Equity Lens in Planning.

- Health outcomes related to indoor environments, social connections, and social environments
• Refer to PlanH ‘Healthy Society’ section that addresses health linkages related to inclusive communities (e.g. social connectedness, age friendliness, welcoming communities), public involvement, and vibrant economies. http://planh.ca/take-action/healthy-society

Broaden your horizons and knowledge about healthy built environment resources

• Check out some information, tools, and resources that link health outcomes and built environment/community planning. Some of this information may be useful in your workshop. Also, you can pass it along to participants who want to learn more.

• Healthy Built Environment resources on the Provincial Health Services Authority website: http://www.phsa.ca/our-services/programs-services/population-public-health/healthy-built-environment

• PlanH, especially the “Take Action” section: http://planh.ca/take-action/healthy-environments

• Note: If you are not already signed up for the PlanH email list to stay current with best practices, learning opportunities, events, grants, and news around BC - healthy communities on the ground … consider doing so: http://planh.ca/news/subscribe-planh-enews

• Canadian Institute of Planners Healthy Communities: https://www.cip-icu.ca/Topics-in-Planning/Healthy-Communities

• National Collaborating Centre for Healthy Public Policy: http://www.ncchpp.ca/59/Built_Environment.ccnpps


ORGANIZE PEOPLE AND LOGISTICS

• Tasks related to organizing people and logistics for HBE Linkages workshops are similar to other workshops, and include:
  • Participants: invitation list, invitations, outreach, registration
  • Speakers: First Nations Welcome, keynote speaker (as applicable), resource people
  • Logistics: venue, refreshments/food, room set-up, audio-visual
  • Printing: agendas, worksheets, handouts, evaluation forms
  • Materials: markers, flipcharts, tape, nametags
  • Budget: existing funds or grants/in-kind for room rental, refreshments

• Resources to support you with organizing people and logistics include:
  • Refer to Workshop Planning Resource: ‘People’ and ‘Logistics’ Preparation Checklist for Healthy Built Environment Linkages Toolkit Workshops
  • Refer to Workshop Planning Resource: Post-Workshop Evaluation Form
  • Refer to Workshop Planning Resource: Sample Promotional Text for Healthy Built Environment Linkages Workshop Outreach and Invitations
  • Refer to Workshop Planning Resource: Acknowledging First Nations Territory
PLAN AND CUSTOMIZE THE WORKSHOP AGENDA TO MEET YOUR NEEDS

- The workshop curriculum materials for Workshop 1, Workshop 2, and Workshop 3 each include detailed facilitator agendas. Resources to support the agenda curriculum include activity descriptions, worksheets, PowerPoint slides, and key items that need to be prepared by the planning committee for the workshop.

- The planning committee and facilitator will need to tailor the workshop curriculum to fit their unique context, both in terms of the content and process:

Workshop Content

- Select locally relevant examples and issues/projects/plans to focus on in the workshop
- Workshop 1 – Select a relevant physical feature from the HBE Linkages Toolkit to focus on in the workshop (See Workshop 1 Curriculum)
- Workshop 2 – Select two community issues/projects to focus on (See Workshop 2 Curriculum, in the section ‘Customize the Agenda’)
- Workshop 3 – Select a community plan/project that is the focus of the Workshop (See Workshop 3 Curriculum, in the section ‘Customize the Agenda’)
- Explore and Include local data and information about community health: Refer to Workshop Planning Resource: Where to Find Information and Data about Community Health in Your Community / Region
- Consider whether you need to incorporate other tools and information, to ensure that the content is aligned with the interest of the audience and the focus issues/topics.

Workshop Process

- The planning committee needs to review and customize the agenda for their workshop, to ensure that the learning methods, timelines, and the flow of activities suits the context and the community.
- Review the agenda and activities. Is there the right balance of whole group discussions, presentations, and small group activities for your audience?
- Select the appropriate slides from the slide deck, and ensure that the quantity of slides fits your timeline.
- Is there enough time for group discussions? If you need more time, consider eliminating some activities or making the workshop a longer so that it is not rushed.
- Do you need to make the workshop longer or shorter? Consider proposed agenda modification options in the workshop curricula, “Making the Workshop Longer or Shorter”

FACILITATOR ROLE

- Refer to “Who will lead the HBE Linkages Toolkit Workshop? Maybe You!” for information about how many facilitators are needed, and the facilitation role for Workshop 1, Workshop 2, and Workshop 3.
Workshop Planning Resources

Workshop Planning Resource 1:
Where to Find Information and Data about Community Health in
Your Community / Region

HOW TO USE THIS INFORMATION

In Workshops 1, 2, and 3, data about regional and local community health trends and status are presented and discussed in Agenda Item 2: “Making the Case for Linking Community Planning and Health Outcomes and Orienting to our Context”. This information is important for setting a regional/community context in the workshop, and for informing participants about the community health trends and priorities.

HEALTH AUTHORITY CONNECTIONS AND SUPPORT

Health authorities can support local governments by providing advice and expertise on health, acting as a resource for local government staff and elected officials to develop healthy public policy, providing community health profiles, and facilitating opportunities and partnerships to work together on joint healthy community actions. You might already have relationships with staff from your health authority. If need a place to begin, the contacts and links below may be helpful:

Plan H provides contact information for a direct person to speak with and an overview specific to each Health Authority: http://planh.ca/training-support/health-authority-support

If you need to first confirm Health Authority and Local Health Area (LHA) boundaries relative to your region/community: http://www.bcstats.gov.bc.ca/statisticsbysubject/geography/reference/maps/health.aspx

BC COMMUNITY HEALTH PROFILES

The BC Community Health Profiles provide local data for use by health authorities and local governments to support community health planning & decision-making. These Health Profiles were created in 2014, and provide current information and analysis.

Community Health Profiles for each available community are available here: http://www.phsa.ca/our-services/programs-services/population-public-health/community-health-data/bc-community-health-profiles
BC COMMUNITY HEALTH ATLAS

The BC Community Health Atlas is a free, user-friendly platform for visualizing and comparing data related to population health, demographics as well as developmental, socio-economic, and environmental determinants of health. You can use the Atlas to:

• Create customizable geographic maps that display patterns in health indicators by local health area (LHA) or by school district;

• Visualize and compare reliable, up-to-date local-level BC data from multiple sources; and,

• Help inform local-level decision-making and planning for community health.


REGIONAL AND LOCAL SOURCES OF REGIONAL AND LOCAL DATA

Tracking down recent and relevant information from local studies and sources may require a few phone calls and emails to colleagues in regional and local government, community agencies (check community service agencies, social planning councils, etc), school districts, health authorities, etc.

One example of local/regional reports that provides data related to community health, available for some communities is “Vital Signs”. This link lists community foundations and communities in BC participating in Vital Signs: http://www.vitalsignscanada.ca/en/foundations?tags=34
Workshop Planning Resource 2: Acknowledging First Nations Territory

HOW TO USE THIS INFORMATION

First Nations collaboration to plan and participate in HBE Linkages Toolkit workshops is highly encouraged. The workshops can provide a useful forum for joint discussions and relationship building. (Note: the HBE Linkages Toolkit does not specifically address First Nations communities in the research, evidence, and recommendations.)

As suggested in the workshop agendas, when working within the traditional territory of a First Nation there is a protocol to follow. It is customary to acknowledge the host First Nation community, its people and their traditional territory at the outset of any meeting.

SAMPLE GUIDELINES FOR ACKNOWLEDGING FIRST NATIONS TERRITORY

The following are some sample guidelines for acknowledging traditional territory, from a School District in British Columbia:

- “Acknowledging the territory is a way of honouring and showing respect for a group of people who have been living and working on this land for time immemorial.

- A “Welcome” to the territory is only offered by the First Nations people who are traditionally from the territory.

- Visitors, including everyone who is not a member of the traditional First Nation, would “acknowledge” the territory.

- Acknowledging the territory is performed at any important function such as a school assembly, awards night, graduation, a celebration including Aboriginal communities, etc. It may also be performed prior to an important meeting or presentation.

- Generally, the host is the person who would acknowledge the territory. Guests may or may not acknowledge the territory.

- It is not necessary to have an Aboriginal person acknowledge the territory.

- The Acknowledgement/Welcome is usually the first item on the agenda. (If you forget, offer the acknowledgement as soon as possible.)

- For large events, it is always respectful to have a member of the local First Nation, preferably an Elder, perform a Welcome. As a token of appreciation and respect for their welcome an Honorarium is given to them.”

Honorarium customs and policies may vary by context, and it would be useful to ask partner organizations about the amount. To provide a sample, one agency’s sample honorarium to a First Nations elder is $150.00 for half-day and $300.00 for a full day.
Workshop Planning Resource 3: Questions to Kick-Start a Workshop Planning Process

HOW TO USE THIS INFORMATION

The question below may be useful as you get started with workshop planning, to increase your understanding of your context and lead you to other people to collaborate with.

QUESTIONS TO ASSESS COMMUNITY CONTEXT

The questions below aim to reveal information about the current context and status for HBE work in the community. What is happening already for HBE work? Who is involved?

<table>
<thead>
<tr>
<th>Question</th>
<th>Why ask this question?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is there already local political will, commitment and progress to working toward healthier built environments?</td>
<td>The workshop is intended to be a capacity building event. The workshop’s effectiveness in generating next steps and follow-through action will be improved if the community is already committed to realizing healthy built environments and develops/uses its existing capacity. Look for: political champions, commitment to particular aspects of HBE (e.g. cycling, housing policies, etc.)</td>
</tr>
<tr>
<td>Are HBE programs and policies are already in place?</td>
<td>Provincial and regional programs are important to be aware of, and local/community programs are particularly important because they indicate interest and commitment to health objectives that can be celebrated and built upon. In the workshop it would be useful to build on that existing momentum and commitments. Who are the key people to involve with First Nations, Health Authority, local government and regional government agencies, and others?</td>
</tr>
<tr>
<td>What are some key HBE issues of interest locally?</td>
<td>If strategies, plans or issues related to creating a healthy built are already in the spotlight, it would be useful to highlight them and ensure that the associated people and resources their valuable expertise to the Workshop. For example, municipal staff leading a current project related to the healthy built environment could inform the workshop and suggest projects/plans that are the focus of discussion during the workshop.</td>
</tr>
<tr>
<td>Who is responsible for community-led action on healthy built environments?</td>
<td>Tap into local community groups and agencies whose work relates to creating healthy built environments: food systems, neighbourhood planning, natural environments, housing and/or transportation. Might they be interested in assisting with the workshop and becoming familiar or engaged with the HBE Linkages Toolkit?</td>
</tr>
</tbody>
</table>

Workshop Planning Resource 4:
Preparation Checklist for Healthy Built Environment Linkages
Toolkit Workshop

HOW TO USE THIS INFORMATION

This checklist may help with organizing planning and logistics duties for the workshop, and is intended to be customized to meet your needs.

PEOPLE CHECKLIST

Invitations and Registration

☐ Participant selection: target sectors and organization representatives
☐ Invitation list for participants
☐ Invitations to invited speakers (welcoming remarks) and resource people (related to focus issues/projects being discussed at the workshop)
☐ Send out “save the date” communication early on
☐ Invitation dissemination (determine who in the group is leading this) via proper channels – email, letter, personal calls, etc.
☐ Monitoring RSVPs, telephone / e-mail follow-ups on invitations (and outreach)
☐ Announce workshop on websites (if available)

Communication with Participants and Guests

☐ Workshop survey regarding participants’ interests? (if applicable, to be done early in the process)
☐ Send homework / preparation information at least 1 week in advance
☐ Final confirmation of registration with map and directions
☐ Arrangements with presenters and resource people - communication about expectations, their role, and files/slides/resources
☐ Photo Consent and Consent to share information e.g. Participant contact list (if required)
☐ Name Tags
☐ Post Workshop follow up communication – report and next steps

Refreshments and Food

☐ Catering ordered - aim for healthy food guidelines e.g. http://www.health.gov.bc.ca/healthy-eating/pdf/eat-smart-meet-smart.pdf and minimal waste
☐ Catering timed for delivery in synch with agenda timing for scheduled break(s)
VENUE LOGISTICS CHECKLIST

Technical Equipment

Create an equipment list and source your requirements. Here is a sample list.

- LCD projector and screen (or white wall space). Extra bulb for replacement.
- Laptop computer connected to projector
- Flip chart paper and stands (how many? depends on size of group)
- Audio speakers/sound system/microphone (depending on the workshop room and size of group)

Room Selection and Set-Up

These are ‘ideal conditions’ for the Workshop. Organizers could try to meet as many of these attributes as possible, with trade-offs (of course!) for convenience of location, cost, etc.

- Accessible for all
- Quiet and uninterrupted
- Neutral and inclusive space promoting comfort for all participants
- Moveable tables and chairs (number adjusted to fit audience size)
- Participant tables set up café-style for groups (confirm numbers, perhaps up to 6 per table depending on size of group and size of available tables)
- Tables for food, resources/printed materials, registration
- Front of room with chairs and table for presenters/speakers
- Large enough area for people to get up and move around
- Natural light, and blinds/curtains if sun will be shining directly into workshop area
- Control of heat/cooling system
- Separate food preparation / food storage area (only if needed)
- Wall space for hanging flip chart pages etc.
- Blank wall or screen for projections
- Electrical plugs/extension cords available, if necessary for audio/visual
- Wireless internet connection (accessible to facilitators, and to participants too if possible)

Source: Adapted from a BC Healthy Communities. The checklist is intended to be adapted to meet your workshop needs.
Workshop Planning Resource 5: Sample Promotional Text for Healthy Built Environment Linkages Workshop Outreach and Invitations

HOW TO USE THIS INFORMATION

The sample text below can be adapted and used for promotional information and invitations for workshop.

1. Letter to Mayor and Council (can be adapted for various elected officials)

{Return address / letterhead of host organization}

{Date}

RE: WORKSHOP OPPORTUNITY: Linking Community Planning and Health Outcomes: Introduction to Healthy Built Environment Linkages Toolkit

Dear Mayor and Council,

On behalf of our team of workshop hosts, I am pleased to extend an invitation to all elected officials (and staff if relevant to the organization’s communication channels) of [name or government body] to participate in the upcoming workshop: Linking Community Planning and Health Outcomes: Introduction to Healthy Built Environment Linkages Toolkit. This workshop, which is sure to be a dynamic learning opportunity and dialogue, is scheduled to take place at the following time and location:

{Date, Time, Place}

This free (or insert cost information) event focuses on utilizing an exciting new tool, the Healthy Built Environment Linkages Toolkit, in order to make practical links between community planning and health outcomes in our community/region. We will be specifically discussing the Toolkit in terms of [describe focus issue/project opportunity]

More information about the Toolkit we will be focusing on click on Healthy Built Environment Linkages Toolkit to explore it. To register, please contact [link or name, email of registration contact person]

We hope you will join us and look forward to your participation in this worthwhile exploration of opportunities to build a healthier community.

Yours Sincerely,

{Name and Signature}

Together with the team of workshop hosts:

{Insert logos if applicable}
2. General Participant Invitation, Website Posting, etc.

Linking Community Planning and Health Outcomes: Workshop on Healthy Built Environment Linkages Toolkit

(Date and Time)

(Place and Address (map link))

The workshop focuses on utilizing an exciting new tool, the Healthy Built Environment Linkages Toolkit, in order to make practical links between community planning and health outcomes in our community/region. We will be specifically discussing the Toolkit in terms of {describe issue/project opportunity}.

Space is limited and pre-registration is required {link to register, or contact name and email to register}. Please RSVP by {Date}

This is a free (or insert cost) learning and collaborative action opportunity targeted to {insert target audience organizations and types}. The workshop is hosted by {names of organizations/hosts}.

{Add host organizations’ and funding organizations’ logos.}
Workshop Planning Resource 6:
Post-Workshop Evaluation Form for Participants

**HOW TO USE THIS INFORMATION:**

Customize the participant evaluation form (as needed), hand it out to participants to evaluate the workshop, and then analyze the results to inform future work.

**Please complete this confidential evaluation and submit it as you leave**

<table>
<thead>
<tr>
<th>Overall, how would you rate this session?</th>
<th>Poor</th>
<th>Below Average</th>
<th>Average</th>
<th>Good</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>How would you describe the facilitator(s)?</td>
<td>Not effective</td>
<td>Below average</td>
<td>Average</td>
<td>Effective</td>
<td>Very effective</td>
</tr>
<tr>
<td>How would you describe the quality of the materials i.e. PowerPoint slides, handouts?</td>
<td>Poor</td>
<td>Below Average</td>
<td>Average</td>
<td>Good</td>
<td>Excellent</td>
</tr>
<tr>
<td>Prior to attending this workshop... (Please circle one)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I was aware of the Healthy Built Environment Linkages Toolkit.</td>
<td>Disagree</td>
<td>Somewhat agree</td>
<td>Neutral</td>
<td>Somewhat agree</td>
<td>Strongly Agree</td>
</tr>
<tr>
<td>When carrying out the functions of my work, I made connections between healthy communities and community planning (using the Toolkit, and/or in other ways)</td>
<td>Disagree</td>
<td>Somewhat agree</td>
<td>Neutral</td>
<td>Somewhat agree</td>
<td>Strongly Agree</td>
</tr>
<tr>
<td>When carrying out the functions of my work, I connected with other sectors to help with planning for healthy communities.</td>
<td>Disagree</td>
<td>Somewhat agree</td>
<td>Neutral</td>
<td>Somewhat agree</td>
<td>Strongly Agree</td>
</tr>
<tr>
<td>As a result of this workshop, I have... (Please circle one)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gained new knowledge and familiarity about links between healthy built environment, and components of the Healthy Built Environment Linkages Toolkit.</td>
<td>Not really</td>
<td>Some</td>
<td>A great deal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Practiced using and applying the Healthy Built Environment Linkages Toolkit.</td>
<td>Not really</td>
<td>Some</td>
<td>A great deal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Strengthened my networks as they relate to the connections between community health and planning.</td>
<td>Not really</td>
<td>Some</td>
<td>A great deal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>What did you find most valuable about the workshop? What are you taking away?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
How will today’s session influence your practice? What actions will you take?

What aspects of the workshop need improvement?

Please provide any other comments here:

Thank you very much for taking the time to provide us with your feedback!
INTRODUCTION AND HOW TO USE THIS INFORMATION

The Healthy Built Environment Linkages Toolkit advises that users keep in mind the following regarding equity: “Care must be taken to ensure the community’s most vulnerable members are supported. Apply an equity lens with an emphasis on age- and child-friendly design, and supporting vulnerable populations, such as those with low incomes, mental illness or disabilities.” (Healthy Built Environment Linkages Toolkit, 2014, page 14)

Literature on whether and how planning principles promote equity is described in the Toolkit as ‘scarce’ (page 10), but it is growing. Concepts of equity, accessibility, and design for all ages are addressed to varying extents in the Toolkit, and it is suggested in the Toolkit that future reviews could consider looking at these concepts.

In the HBE Linkages workshop materials, questions and ideas have been included in to help you to maintain an ‘equity lens’ in the workshop. During the workshop you could choose to place more emphasis on equity considerations, depending on the topics(s) and focus of the workshop. Consider reviewing some of these resources to supplement information in the toolkit, and prepare for your workshop. You may also consider sharing some these resources (perhaps edit and add your own) with participants, to help them continue learning after the workshop.

WHY CONSIDER EQUITY?

Equity in health can be achieved when all people have a fair chance to reach their full potential for good health. We all benefit when everyone can experience opportunities to be healthy – the healthiest communities are those that welcome diversity and offer an inclusive environment for all to thrive. Using an equity lens means that we always consider the ways in which our actions and their consequences are experienced by individuals and groups within our community.

Checklist for Community Planning with an Equity Lens:

- Put equity on the agenda: Be loud and clear in identifying why equity is important;
- Involve a wide variety of community members: use participatory planning processes that welcomes diverse voices;
- Drive equity goals: make a commitment by setting targets to reduce unfair differences in health outcomes and maintain strong leadership;
- Monitor inequity: continually collect information on the health and wellbeing of population subgroups, to monitor impacts and ensure that inequities are not inadvertently increased;

HEALTH INEQUITIES: WHAT ARE THEY?

Health inequities are differences in health outcomes that are avoidable. They are shaped by a multitude of personal, social, cultural, and economic factors, including, but not limited to income distribution, access to education, housing, early childhood development, language proficiency, social connections, and environmental factors.

Canadian Institute of Planners, in “Health Equity and Community Design.” Resource and link listed below.
• Make equity explicit: use a clear definition of equity, as it relates to your community, and use planning tools that highlight equity issues.

Source for all content in the above paragraphs “What are we aiming for with equity”: Rebecca Haber and National Collaborating Centre for Environmental Health. Community Planning with a Health Equity Lens - Promising Directions and Strategies. 2011. Resource and link are listed below.

RESOURCES

Various summaries, tools and guides can help to explain the complexities around equity as well as provide guidance about how to practically include an ‘equity lens’ throughout planning processes and to make decisions that result in equitable outcomes in communities. Here are a few resources to consider:


  Describes how an equity lens can be applied to community planning for health. North American examples of community projects and plans with an explicit equity lens.

• Angela Park with Urban Sustainability Director’s Network. Equity in Sustainability – An Equity Scan of Local Government Sustainability Programs. 2014. http://usdn.org/public/Innovation.html#EquityScan

  Publication by a US organization, which recognizes that equity is emerging as a core component of sustainability and cites examples of leading cities and regions that are now making equity central to their sustainability efforts. The publication outlines concepts, good practice, and presents North American examples.


  Outline of Canadian evidence, examples, and guidance for practicing Planners and others about how to create more equitably designed communities.

“Equity is just and fair inclusion. An equitable society is one in which all can participate and prosper. The goals of equity must be to create conditions that allow all to reach their full potential. In short, equity creates a path from hope to change.”

http://www.policylink.org/about/mission-statement
Planning Resource 8:
Examples of How the HBE Linkages Toolkit is Being Used

HOW TO USE THIS INFORMATION

It may be useful to know how the HBE Linkages Toolkit has been used in communities, to get ideas about similar suitable projects and uses for the Toolkit in your own community.

The HBE Linkages Toolkit was completed in 2014. One year later, the HBE Linkages Toolkit has been used as a tool to provide healthy built environment input for plans, projects and strategies, as a tool for framing and communications, and in research and education.

See further summary information in the table below, and contact the Provincial Health Services Authority (Healthy Built Environment) if more detailed information is needed.
<table>
<thead>
<tr>
<th>Ways that the HBE Linkages Toolkit is Being Used</th>
<th>Examples/Projects Provided by Health Authorities, Local Governments, Teachers/Instructors, Consultants in recent Survey (2015)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Types of Review and Input</td>
<td>Internal lens by local government (self-assessment, awareness)</td>
</tr>
<tr>
<td></td>
<td>Input from health authorities to local government</td>
</tr>
<tr>
<td></td>
<td>Regular ‘frame’ for providing input to development referrals</td>
</tr>
<tr>
<td></td>
<td>Conversation starter</td>
</tr>
<tr>
<td>Communication and Framing about healthy built environments</td>
<td>Audiences: Project and Council Committees, Elected Officials, Professional and Community booths and presentations</td>
</tr>
<tr>
<td></td>
<td>What Types of Communication and Framing: Common language for health authorities and local governments to communicate</td>
</tr>
<tr>
<td></td>
<td>Presentations and input</td>
</tr>
<tr>
<td></td>
<td>Key messages about HBE</td>
</tr>
<tr>
<td>Education and Research</td>
<td>Examples: Internal tool to raise awareness within Local Govts, and within Health Authorities staff</td>
</tr>
<tr>
<td></td>
<td>Component of curriculum for graduate university students and for Environmental Health Officers</td>
</tr>
<tr>
<td></td>
<td>Literature Reviews and Cross Referencing between HBE / Planning / Health Projects</td>
</tr>
<tr>
<td></td>
<td>Validating indicators and Program Focus</td>
</tr>
</tbody>
</table>
