

***Health Promotion Department Social Inclusion Guidelines
Revised, August 2016***

The Health Promotion Department respects and values the input and contributions of people with lived experience by committing to facilitate their participation in work led by the Health Promotion Department. The purpose of the following guidelines is to outline how Health Promotion Department staff members intend to include individuals who are directly experiencing or have experienced the identified issue(s) in the work led by the Health Promotion Department.

Health Promotion Department staff will apply these guidelines: when creating committees, working groups or coalitions; developing standards of practice or policy options and documents; and, when the goal of the work is to build community capacity. The following are guidelines and may need to be individualized in some cases.

1. Respecting individual differences

- Where possible, Health Promotion Department staff will create an inclusive and flexible environment, which allows for individuals with lived experience's unique needs

2. Responsibility to ensure inclusion

- A Health Promotion Department staff member will provide a copy of these guidelines to community partners (Quality of Life CHALLENGE, Inclusion Policy and Procedures)
- Chairpersons of Health Promotion Department-led committees will include a brief reminder about the inclusion guidelines on agendas every three months (Quality of Life CHALLENGE, Inclusion Policy and Procedures)
- Health Promotion Department staff may consult with individuals with lived experience to determine a supportive number of representatives with lived experience
- Health Promotion Department staff will consider and offer different participation options (e.g., committee member, focus group, survey, written input, individual consultation). Consideration will be given to the time commitment required as well as individual skills and capacity
- Health Promotion Department staff will consider the level of engagement required for the specific initiative (refer to and follow Appendix A: Continuum of Engagement). Decisions will be made in a collaborative and inclusive manner
- Input from each participant is equally valued. To highlight this principle, reading an opening inclusion statement at meetings will be considered (Appendix B: Saskatoon Anti-Poverty Coalition Opening Statement)

- Full names of organizations rather than acronyms will be used in discussions in order to support full understanding for all present (Quality of Life CHALLENGE, Inclusion Policy and Procedures)
- When inviting participants to a meeting at which food will be provided, Health Promotion Department staff will ask all guests about special dietary needs
- Health Promotion Department staff will invite individuals that are working with the Health Promotion Department to provide feedback during and after each meeting or event on how they felt about their participation
- Individuals with lived experience that are participating in work with the Health Promotion Department can feel free to provide feedback at any time on how they felt about their participation. If needed, anonymous feedback can be mailed to: Health Promotion Department, 101-310 Idylwyld Drive N, Saskatoon, SK, S7L 0Z2

3. Communication

- When individuals with lived experience are invited to participate in Health Promotion Department work, a Health Promotion Department staff member or current working group member will be identified to be their “buddy”. Buddies will be responsible for sitting beside new members through the first few meetings or events, helping answer questions, and supporting, inspiring and nurturing the individual in their role with the work
- Health Promotion Department staff may extend an invitation to people with lived experience to bring a person of their choosing to accompany them to meetings or events for support. Note: Providing the guest with financial compensation may not be possible, and will be negotiated prior to the meeting or event
- Individuals with lived experience will be given options for how they would like to be notified of meetings and other important messages (e.g., phone, email, mail)
- People who have lived experience can provide valuable input in reviewing communications and marketing for content and tone. When possible, as part of the editing process, all major communications will be edited by a person with lived experience

Financial Reimbursement

The Health Promotion Department recognizes that it should not cost people living with low incomes to participate in the work of the Health Promotion Department.

Other organizations using this document should recognize these as guidelines only, and financial reimbursement may need to be adjusted given the circumstances.

As much as possible, financial reimbursement will be negotiated prior to the meeting or event.

1. Self identification of low-income status

- Income status is based on self-identification. This information will be kept confidential by the staff of the Health Promotion Department (Quality of Life CHALLENGE, Inclusion Policy and Procedures)

2. Transportation

- The cost of transportation will be offered for each meeting or engagement where costs are incurred
- With a minimum of one week's notice, the Access Bus will be used for people with physical challenges
- A \$5 honourarium per person per one-way bus trip taken (\$10 round trip) will be paid to those (including their children, as relevant) taking the bus. Information on City of Saskatoon discounted bus passes is available: <http://www.saskatoon.ca/DEPARTMENTS/Community%20Services/Communitydevelopment/Pages/LeisureAccessProgram.aspx>
- A \$10 honourarium will be paid to those using their own vehicle, as well as reimbursement for parking costs
- Cab fare will be covered for those with children, those unable to access public transportation, and in the cases of extreme inclement weather
- As much as possible, meetings will be organized in spaces that are easily accessed by public transportation and wheelchairs. (Quality of Life CHALLENGE, Inclusion Policy and Procedures, Vibrant Communities Saint John Honouraria and participation expenses)

3. Childminding

- Childminding will be available on site when appropriate, and paid at \$16/hr (Living Wage YXE, Saskatoon Mothers' Centre)
- Childminding arranged by the participant will be paid at \$16/hr for the length of the meeting (i.e., when childminding is not available on site, illness, special needs), plus an additional hour to account for travel time to and from a meeting (Quality of Life CHALLENGE, Inclusion Policy and Procedures, Living Wage YXE, Saskatoon Mothers' Centre)

4. Food

- For meetings scheduled over a meal hour and meal is NOT provided, a \$10 honourarium will be provided
- For meetings scheduled over a meal hour and for over two hours, children on site (i.e., in childminding) will be provided with a healthy snack or meal (Quality of Life CHALLENGE, Inclusion Policy and Procedures)

5. Honouraria

- An honourarium of \$16/hr will be provided to participants with low incomes for meetings (including preparation time) and presentation time, up to a maximum of 8 hours. Half hour payments will be provided at \$8/hr for any meetings, events, or tasks that require it (Living Wage YXE, Saskatoon Mothers' Centre)
- When people with low incomes are asked to conduct specific focused work (e.g. research, report writing, creating presentations) beyond meeting times, they will be provided an honourarium of \$16/hr. (Quality of Life CHALLENGE, Inclusion Policy and Procedures, Living Wage YXE, Saskatoon Mothers' Centre)

General Reference: DOES Guideposts, Saskatoon Anti-Poverty Coalition

Appendix A. Continuum of Engagement (source: IAP2 International)

INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
Objective	Objective	Objective	Objective	Objective
To provide the community with balanced and objective information to assist them in understanding the problem, alternatives, or solutions.	To obtain community feedback on analysis, alternatives, or decisions.	To work directly with the community throughout the entire process to ensure that community and organizational concerns are consistently understood and considered.	To partner with the community in each aspect of the decision, including the development of alternatives and the identification of the preferred solution.	To place final decision-making in the hands of the community.
Promise to the community	Promise to the community	Promise to the community	Promise to the community	Promise to the community
We will keep you informed.	We will keep you informed, listen to and acknowledge your concerns, and provide feedback on how community input influenced the decision.	We will work with you to ensure that your concerns and issues are directly reflected in the alternatives developed and provide feedback on how community input influenced the decision.	We will look to you for direct advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	To place final decision making in the hands of the community.

Appendix B. Saskatoon Anti-Poverty Coalition Meeting Opening Statement

SAPC Opening Statement

Let us acknowledge today that some of us present are volunteers and that others are professionals being paid while attending this meeting.

We acknowledge that some of us here are living in poverty, while others here are not living in poverty. We acknowledge that we don't know everything there is to know about one another but everyone is equal.

Everyone does have importance in this world, a purpose. A simple word, a simple act, can make a difference in a person's life. We are here because we all want to work together to reduce and eliminate poverty in Saskatoon

Some of us have more practice at being at meetings and speaking publicly, but we all experience uncertainty at time. We acknowledge that everyone here has something important to say and something important to contribute to our purpose.

It is the job of the meeting Chair to keep us all on track so that we can complete the business of the meeting within a reasonable time frame. Because of this responsibility the Chair may have to limit the amount of time each of us has in which to speak. This is not a reflection on the value of what is being said, only a reflection of the need to give others a chance to speak, and to keep the meeting within a reasonable time frame.

At the end of the meeting the co-chairs will be available to discuss any concerns of feelings we may have about any part of today's meeting. We are all very welcome to talk with the co-chairs after the meeting.

In addition we are each reminded to:

- Have fun
- Be excellent to each other
- Respect boundaries (invisible personal fence)
- Arrive early so you get a chair
- Be friendly
- Work as a team, support one another, we're all in this together

****This applies to all meetings of SAPC members or Executive or Committees or Task Force(s).

DATE	ACTIVITY	NAME (Print)	AMOUNT \$ RECEIVED	SIGNATURE FOR CASH RECEIVED	DESCRIPTION OF FEES
					Honourarium: \$
					Transportation: \$
					Childminding: \$
					Food: \$
					Honourarium: \$
					Transportation: \$
					Childminding: \$
					Food: \$
					Honourarium: \$
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