

# CREATING INCLUSIVE NEIGHBOURHOOD GATHERINGS

There is so much beauty when people with different backgrounds and perspectives are brought together.



## What is Inclusion?

Inclusion is creating an environment in which we all feel like we belong and are valued for our unique perspectives and skills. Differences are considered opportunities for collective growth. Everyone has equal access to opportunities and resources and can contribute fully to our City's success.

## What is Diversity?

Sometimes when we think about diversity, we just think about one factor, such as age, race or gender. However, we each have many layers of diversity which may include factors like ability, marital status or profession. It is important to consider all these factors when creating inclusive gatherings in our neighbourhood.

**More information:**

[Art of Inclusion: Our Diversity & Inclusion Framework](#)

**Inclusion is about how well the contributions, presence, and perspectives of different groups of people are valued and integrated.**

Below is a checklist for residents, neighbourhood connectors, groups, community leadership and agencies with considerations for hosting inclusive gatherings.

# Considerations for Inclusive Gatherings

## What is the purpose of the gathering and who is it for?

- Determine who the intended audience is. Who could benefit from participating?
- Who would be impacted if they were not included in this gathering?
- Explore why this gathering matters; this will provide insight into what should be included.

## How can neighbours get involved?

- Seek diverse representation and leadership in the planning process as it can provide meaningful inclusion, a sense of belonging, and safety.
- Provide opportunities for residents to voice their interest in different types of gatherings.
- Ask neighbours for help. Find out what they would like to contribute, such as time, ideas, connections, skills and/or items.
- Find out what your neighbours might need to participate. Start by asking a simple question: “Are there supports we can arrange to assist in your enjoyment of this gathering?” This is a caring way to ensure everyone is included.
- Intentionally welcome and thank all neighbours for their contributions, both big and small.

## What is the best time for the gathering?

- Pick a date and time considering the needs of individuals and families in your neighbourhood.
- Be aware of gatherings on religious or cultural days. Visit: [Diversity Calendar](#) for more information.

## Where will the gathering happen and what activities are planned?

- Pick a welcoming local neighbourhood space - [community hall](#), [parkland](#), business, school, church or [street](#).
- Is the gathering location and activities accessible for persons with different levels of mobility?
- Consider barriers to accessing the event (e.g. physical accessibility, travel, costs, etc.) and barriers to participating in the event (e.g. language, sound, room accessibility).
- Be prepared with activity variations (e.g. easier/ harder challenges, touch/personal space, gender, language).

## How will you communicate before and during the gathering?

- Use a variety of ways to let your community know about the gathering, such as word of mouth, email, social media, websites, posters, flyers, etc.
- Provide contact information and a statement indicating that if anyone requires an accommodation, they may contact the gathering host.
- Use simple, concise, and short text and larger and simpler fonts (14 points or more is recommended). Also, use high contrast colours – dark text on a light background is best.
- Avoid embedding essential information in a graphic. Graphics often cannot be ‘read’ by a screen reader used by someone with a visual disability.
- Use gender-inclusive language (e.g. we welcome all the children vs. all the boys and girls).
- Consider inviting other family members, friends or neighbours who can offer interpretation if participants don’t speak English.
- Bring name tags. Remembering people’s names and preferred pronouns models inclusive behaviour.
- Consider asking that all attendees refrain from wearing any scents.

## What food and beverages will be available?

- Consider dietary sensitivities and cultural preferences (e.g. kosher, halal, vegetarian, vegan, dairy-free, and gluten-free options as needed).
- Clearly label any buffet-style meals or ingredients in potluck dishes.
- Be aware of the meaning of cultural practices related to alcohol, smoking and vaping.

## Additional City of Edmonton Resources:

- Create events for all, not just those who are able bodied - [Guide to Planning Accessible Meetings & Events](#)
- Find ways to connect children, youth, adults and seniors - [Intergenerational Programming Toolkit](#)
- Learn more about how the City of Edmonton has committed to building better relationships with Indigenous Peoples - [Indigenous Framework](#)

For further assistance, reach out to Neighbourhood Services: [keep.neighbouring@edmonton.ca](mailto:keep.neighbouring@edmonton.ca)

*We would be happy to help your neighbourhood thrive!*