

FAQs for Focus Groups: Labour Market Challenges and Solutions for the Non-Profit Housing Sector Study

1. How will information be gathered for the study's consultations?

In-person and virtual focus groups will be group discussions guided by a facilitator. The focus groups will be interactive and involve stations or smaller group discussions. BCNPHA staff will take notes during the focus groups to record the information provided by participants. Participants will also be asked to participate in a survey to provide additional details about their organization's workforce.

2. Why was I selected to participate?

Your organization is eligible to participate in the relevant focus group if it meets the criteria for the study:

- Non-profit housing societies in BC
- Funders and policy organizations related to BC's non-profit housing sector, and other knowledge holders involved in operations of non-profit housing in BC
- BC-based training programs or professional development programs for skills related to the non-profit housing workforce's skills needs.

The various focus groups will be open to specific types of organizations.

Eligible participants for the in-person focus groups can self-select to participate at the 2025 RENT in their region. Registration for the RENT session will be needed to participate in the in-person focus groups. Housing societies that did not participate in the in-person focus groups can participate in the virtual focus group offered in Fall 2025.

Participation in the virtual focus groups will be by invitation from BCNPHA, based on an environmental scan, BCNPHA contacts, and knowledge holders suggested by the study's advisory group or focus group participants.

3. What will happen during the session?

The session will typically include:

- An introduction to the topic and guidelines.
- A moderated discussion where participants share thoughts and experiences.
- Activities like brainstorming, rating, or responding to questions.
- Notes will be taken by the research team to record the discussion, so that the key findings can be included in the study's reports.

4. How long will the focus group last?

Focus groups will be approximately **90 minutes**, but the exact timing will be provided in advance.

5. Will I be compensated for my time?

Housing societies who send representatives to the in-person or virtual focus groups will receive an honorarium. Housing societies can send up to two representatives to the focus groups where they are eligible to participate. Housing societies can participate in more than one focus group depending on eligibility for the focus group session. *Other knowledge holders will not receive honoraria.*

6. Do I need to prepare anything before the session?

No prior preparation is typically required. A consent form will be sent in advance to registered participants in each focus group that must be signed to participate.

Please note, for some focus groups, there will also be a brief survey distributed to housing societies in the session to collect quantitative information about the organizations participating (e.g. number of staff, types of positions within the organization, etc.). We would like only one survey per participating housing society.

7. Will my responses be confidential?

Participants will not be named in the study's reports or presentations, but some organization names or program names might need to be identified (e.g. to describe training programs available). Focus group discussions may be recorded for research purposes and the research team will take notes at the focus groups to inform the study's key findings and recommendations. Notes and recordings from focus groups will be stored in secure files, available only to the research team. We ask that participants keep what they hear from others during the sessions confidential.

8. Can I leave the session early?

While your full participation is highly valued, you are free to leave at any time if needed. Please inform the moderator if you need to step out.

9. What if I feel uncomfortable answering a question?

You are not obligated to answer any question that makes you uncomfortable. You can choose to pass or skip questions without explanation.

10. Who will see my responses?

Only the research team will review the recordings or notes. These will be used solely for the purpose of the study. Some organizations or programs will be named in the study's reports and presentations as needed (e.g. to describe training programs available).

11. How is the session recorded?

Sessions may be audio recorded to ensure accurate data collection. The research team will take notes at the focus groups to inform the study's key findings and recommendations. Recordings are securely stored and will be deleted according to the Province of BC's guidelines for document retention after the study is completed.

12. Who can I contact if I have questions or concerns?

If you have any questions before or after the session, you can contact the research team via the provided email or phone number.