

Letter of Intent: Information Sheet and Informed Consent Form
[Focus Group Participants – People with Lived Experience]

Project title: The Right to Housing for Disabled Canadians

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Invitation to participate: You are invited to participate in this research because of your knowledge and experience with housing as a disabled individual in Canada. Your contribution will help identify challenges and areas of discrimination faced by disabled people in British Columbia, Manitoba, Nova Scotia, and Ontario. We want to recruit 10 participants for this study. It is entirely your choice to participate or not. If you decide not to participate, it will not affect your relationship with the researcher or the organization(s) who may be asking you to participate. The information in this form tells you about what is involved in the research, what you will be asked to do, and any potential risks or benefits.

Purpose of this research study: In this study, we want to learn how well the right to housing for disabled people is being met in Canada, focusing on the provinces of British Columbia, Manitoba, Nova Scotia, and Ontario. The goal of this study is to create a plan for future research on discrimination and housing rights for disabled people in Canada.

What you will be asked to do: If you choose to take part in this research, you will be asked to attend a three-hour online focus group and to share your housing experiences. The time session will be organized as follows: 45 minutes discussion, followed by a 15 minute break; then 45 minutes discussion, followed by a 15 minutes break; then 45 minutes discussion, followed by a 5 minute wrap-up. The focus group will be audio-recorded. We will ask for your permission to be quoted (use your words) in the project's final report or other publications. You can choose to say yes or no. Your name and identity will not included in the final report.

Who can take part in the research study: Any disabled person aged 18 years and older who lives in British Columbia, Manitoba, Nova Scotia, or Ontario.

Possible risks: We will be asking about difficult situations that you might have lived through, which could feel uncomfortable or cause distress or anxiety. Please know that at any time, if you feel uncomfortable answering a question, you can tell the facilitator that you do not want to answer. You can also stop your participation in the focus group at any time by letting the facilitator know. Additionally, focus groups may be held in locations, such as community spaces, where you access services, and this could make

it harder to keep your participation anonymous if you are seen by service providers or others.

Possible benefits: There is no promise that you will personally benefit from being in this study. However, the focus group will give you a chance to share your experiences, which can help bring attention to the challenges disabled people face when trying to find and keep housing. You will receive a \$150 honorarium as a thank-you for your time and for sharing your experiences.

Confidentiality and privacy: Any information you share will be kept confidential, and your identity will be anonymous. Only the research team and other focus group participants will know if you participated in the study. The focus group will be audio recorded and transcribed. Any video recordings will be deleted once the audio is saved, and the audio will be deleted after it has been turned into text. All data will be stored in secure, password-protected folders on a password-protected computer or a secure online platform (Microsoft SharePoint). The data will not include your name and identity and will be given an ID code. It will be kept for seven years after the study is finished and then destroyed. The data will only be shared within the research team and will not be made public. We will not keep your contact information for future studies. Participants will be expected to respect the anonymity of other participants and discussions in the focus groups, only sharing published anonymized results from the focus group. Please note, however, that there are limits to confidentiality. If information that suggests harm to yourself or others is revealed, we may be required to report it.

Reporting of results: The Canadian Centre for Housing Rights (CCHR) will publish a report with results from the study. The study's report will be available on CCHR's website. If you want to receive the report or a summary of the report, please let us know in the consent form and the research team will email you a copy when the study is completed. The study will also produce other documents and events that will be shared with the general public, including:

- An annotated bibliography of grey literature on housing for people with disabilities in British Columbia, Manitoba, Nova Scotia, Ontario.
- Several white papers based on the findings from the annotated bibliography.
- One policy paper based on the study's findings.
- A short documentary film on the housing experiences of disabled people in British Columbia, Manitoba, Nova Scotia, Ontario, and Quebec.
- Two peer-reviewed journal articles.
- Two conference papers.
- An edited book proposal on the rights to housing for people with disabilities.
- A national conference on the right to housing for persons with disabilities.

Withdrawing from the study: Your participation in this study is completely voluntary, and you don't have to take part if you don't want to. You can also change your mind and leave the study before or during the focus group discussion. If you want to stop during the focus group session, just tell the facilitator, who will briefly interrupt the session to let you leave. However, once your focus group participation is completed, your information will be anonymized, making it impossible to retrieve or remove your data from the study. Only the information you gave during the focus group session before your withdrawal will be used in the study and your identity will be kept confidential. Withdrawing from the study will not affect your relationship with the researcher, the organization that may have asked you to participate, or the services you receive from them. You will still receive an honorarium (\$150 gift card) if you decide to withdraw your information from the study.

Questions and contact information: If you have any questions about the study or want any more information, please contact:

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Statement of consent:

By checking boxes and circling [Yes] or [No] answers in this form, I agree that:

- The study has been explained to me.
- All my questions have been answered.
- The potential risks, discomforts, and any possible benefits of this study have been explained to me clearly.
- I have been told that my participation will be kept anonymous and I agree to respect the anonymity of other participants and the focus group discussions.

In addition, I understand that:

- I have the right to choose not to participate, and I can stop my participation in the focus group at any time by telling the facilitator I want to stop.
- I can decide not to participate without any negative consequences.
- I can choose not to answer any specific questions.
- I can ask questions about the study now or in the future.
- No personal information that could identify me will be shared or published without my explicit permission.

I agree to participate in this study [Yes] or [No]

I agree to have the focus group recorded so that it can be written down (transcribed).
[Yes] or [No]

I agree to the use of anonymous quotations from my participation in the focus group in the study's final report [Yes] or [No]

I agree to receiving the study's report or summary of report findings by email [Yes] or [No]

Print Name: _____

Signature: _____ Date: _____

Email to receive study findings:

Principal Investigator: _____

Co-investigator(s) / Collaborator: _____

Signature(s): _____ Date: _____
