



Tool Kit - Module 10



ACTION ITEM 10

Community Notice to Review and Provide Input on Draft Sustainability Vision

Key Task 1: *Logistical Activities Undertaken for
Community Notification to Review Draft
Sustainability Vision*

Key Task 2: *Strategies Developed and Implemented
to Receive Community Input (e.g. Hotline,
Email Account, Website Portal) Following
Notification*

Key Task 3: *Notify the Community of Review
Opportunity and Receive/Compile input*

1 KEY TASK

Logistical Activities Undertaken for Community Notification to Review Draft Sustainability Vision

Objective » *To take the necessary steps to ensure locations are booked to host the engagement activities.*

Overall Responsibility » **Facilitator /Visioning “Champion”**

Activities

- » Review the approved notification plan developed in Action Item 3: Key Task 2.
- » Facilitator develops a press release listing the time period for reviewing and providing input on the DRAFT Sustainability Vision; location of where the DRAFT Sustainability Vision can be viewed; and the method(s) through which input / feedback can be provided on the Sustainability Vision.
- » Facilitator submits press release to the Visioning “Champion” and the Community’s Leadership for review, input, and approval.
- » Facilitator addresses all input and edits and finalizes the press release.
- » Facilitator contacts stakeholders (e.g. local media, municipal organizations, local schools, local organizations such as ENGOS) and informs them of the opportunity to review and provide input on the DRAFT Sustainability Vision.
- » A media campaign (e.g. radio, print, social media) is initiated.
- » Facilitator manages the entire process to ensure the correct information is being shared with the community at the appropriate time.

Advertisement – (Community) Sustainability Visioning Exercise (For Students) – Optional

*“The **(insert community name)** has developed a DRAFT Sustainability Vision! A Vision tells us what you want the community to look like in the future (for example, do you want more soccer fields? Do you want more parks?).*

*We would like you to thank you for all of your ideas! They were very helpful! We would like to hear what you think of the DRAFT Sustainability Vision! We will be coming to your school on **(insert date)** at **(insert)** to hear your ideas!*

*If you would like more information, please visit our website at **(insert website address)** or speak to your teacher.*

*If you have questions or concerns, please contact – **(insert contact name)** at **(email address and telephone)**.”*



2 KEY TASK

Strategies Developed & Implemented to Receive all Community Input Following Notification

Objective » *To ensure that appropriate mechanisms are in place to receive community input made on the DRAFT Sustainability Vision.*

Overall Responsibility » **Facilitator / Visioning “Champion” / Community Leadership**

Activities

- » Develop a strategy which includes:
 - Identification of individuals who will be responsible for gathering all input;
 - Define the sources through which input can be provided (e.g. website, social media, hotline, email);
 - Develop a template for capturing input;
 - Ensure that the template is shared with all those who will be gathering input from the community;
 - Educating identified individuals on the DRAFT Sustainability Vision, how it was developed, the “What Was Heard” report and the key trends identified, what the DRAFT Sustainability Vision means, and next steps;
 - Ensuring identified individuals know how input should be gathered, know how to address questions if /when they are asked; know how / when to direct a question to a senior member associated with the undertaking (i.e. the Facilitator, the Visioning Champion, the Community Leadership); and
 - Outlining the process to be undertaken when passing a question on to a senior member.

3 KEY TASK

Notify the Community of Review Opportunity & Receive / Compile Input

Objective » *The community is informed of the opportunity to provide input on the Community's DRAFT Sustainability Vision, and specific opportunities arranged.*

Overall Responsibility » **Facilitator / Visioning "Champion" / Community Leadership**

- Activities**
- » Notify the community of review opportunities.
 - » Implement the review mechanisms (e.g. meeting, online comments).
 - » Summarize input in an agreed-upon format.
 - » Ensure Community's Leadership is available to address community questions as required.