



Tool Kit - Module 4

PHASE 1	<i>ACTION ITEM 4</i>	<i>Community Given Notice Related to the Sustainability Visioning Undertaking</i>
--------------------------	---------------------------------	--

Key Task 1: *Logistical Activities Undertaken for
Community Notification*

Key Task 2: *Notify the Community and Address
Questions*

1 KEY TASK

Logistical Activities Undertaken for Community Notification

Objective »» *To undertake the steps necessary to ensure the community is aware of the Community Sustainability Visioning exercise.*

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

Activities

- »» Review the approved notification plan in Action Item 3, Key Task 2.
- »» Contact all identified sources and inform them of the activity and their involvement in the process. This could include such things as:
 - Local Media: hired to advertise the exercise;
 - Local schools: to distribute newsletters to students; and
 - Local community organizations: to inform their membership.
- »» Upon receipt of consent from these identified sources, distribute all previously developed materials (e.g. advertisements, leaflets, newsletters) to these groups.
- »» Manage the undertaking to ensure the correct information is being shared with the Community at the appropriate time.

Example of Advertisement – (Community) Sustainability Visioning Exercise (For Media & Interested Parties)

*“The **(insert community name)** will be developing a Sustainability Vision! This vision will help to guide the future development of our community and can help us decide if our vision for the future could include the Nuclear Waste Management Organization’s APM project.*

*We would like to ask and invite all members of the community to come out and share their vision of **(insert community name)** with us! We want to make sure that our community reflects the interests, goals, and needs of you, the residents!*

We plan to have a series of Engagement Sessions in the upcoming months and will notify you as we get closer to the dates!

*If you would like more information, please visit our website at **(insert website address)**.*

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

Example of Advertisement – (Community) Sustainability Visioning Exercise (For Students)

*"The **(insert community name)** will be developing a 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 help us design the new **(insert community name)** We will be sending you more information soon, so put your thinking caps on!*

*If you would like more information, please visit our website at **(insert website address)***

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



2 KEY TASK

Notify the Community & Address Questions

Objective » *To ensure the community is sufficiently informed of the Community Sustainability Visioning exercise and all questions regarding the exercise are appropriately addressed.*

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

Activities

- » Implement the plans outlined in Action Item 4: Key Task 1 above.
- » Notify the community.
- » Develop a strategy for addressing community questions. This strategy could include:
 - A series of identified individuals tasked with addressing questions;
 - The sources through which enquires can be made (e.g. website, social media, hotline, email);
 - Educating identified individuals on the Sustainability Visioning exercise, Frequently Asked Questions, NWMO, the APM approach and the siting process;
 - Ensuring identified individuals know 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.
- » Ensure Community’s Leadership is available to address community questions as required.
- » Assemble all inquires, and schedule a meeting with the Community’s Leadership to discuss next steps.
- » At the meeting, outline trends which can be seen in the inquires and discuss ways in which to address these findings as the Sustainability Visioning exercise moves forward.