



Tool Kit - Module 6

PHASE 2	ACTION ITEM 6	<i>Preparation of Materials to Support Sustainability Visioning</i>
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Key Task 1: *Develop Tools (e.g. Workbook) Containing Overview and Focused Questions for Use During Discussion*

Key Task 2: *Develop a Publically Accessible Location for Engagement Material*

1 KEY TASK

Develop Tool (e.g. Workbook) Containing Overview & Focused Questions for use During Discussion

Objective » *To develop tools (e.g. workbook) capable of eliciting input which will guide the development of the Community's Sustainability Vision. The tools should be designed in such a way that it can be used at the engagement session(s) or at home by those who are unable to attend the engagement sessions.*

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

Activities

- » Identify all audiences which will be targeted by the community engagement sessions (e.g. rate payers, residents, local students, businesses, religious groups, ENGOs, community organizations) and submit the list of potential participants to both the Visioning "Champion" and Community Leadership for confirmation.
- » Develop several short, focused questions which will be directed to the engagement session participants. The answers to these questions will assist with the development of the Community's Sustainability Vision. See sample workbook on page 2. These questions, which may be used to facilitate a discussion or be included in a workbook, may include:
 - What are four phrases that you would like to see used to describe this community in the future? (e.g., "a financially prosperous community", "a socially thriving community", "a community which values the health and well-being of both its people and environment")?
 - What are three of your major concerns regarding this community both now and as we move into the future?
 - What would you like your future community to look like?
 - If you had to develop a vision statement for the community, what would it be? ; (a) "How would you describe your community today?" and (b) "How would you like to describe your community in 5 years?"
 - What are the five most valuable things (in your opinion) about this community?
 - What would you like to see remain unchanged within the community?
- » Submit these questions to the Visioning "Champion" and Community Leadership for review, edits, and input.
- » Address all edits and finalize questions.
- » Develop an easy-to-understand, very simple introductory statement explaining what the workbook is intended to do (i.e. the introductory statement should answer the questions of "Why are we asking you to answer these questions?" and "How do these questions help with the development of a Community Sustainability Vision?").
- » Develop one or two very clear and easy-to-understand lines introducing each question.
- » Ensure the language used is tailored to the audience (e.g. if targeting high school students and elementary school students the language and the look and feel of the workbooks will have to be designed for these audiences).
- » Develop a template of the workbook (audience specific) which includes both the introductory statement and the focused questions.
- » Submit the workbook template to the Visioning "Champion" and the Community's Leadership for review, edits, and input.
- » Address all edits and input and finalize the workbook.

Sample Workbook

Page 1

Coloured Title Page with pictures and a title (e.g. "Community X's Sustainability Visioning Workbook")

Page 2

- Definition of Community Sustainability Vision;
- Overview of why visioning is important to the Community.

Page 3

- Key demographic facts about the Community;
- List of Sustainability activities taking place in the Community.

Page 4

- Explain the Workbook and how it will help to inform the development of the vision;
- Explain the Workbook's structure (e.g. focused questions, diagrams, etc.)

Page 5

Please draw a picture of what you would like the community to look like in the future (e.g. 5 or 10 years).

Page 6

What are four phrases that you would like other people to use when describing this Community (e.g. "it's a great place to live").

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Page 7

How would you like the Community to be described in the future?

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Page 8

What are 5 things that you like most about the community and 5 things you like least?

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Panel 9

What do you want to see change in the community?

What do you want to remain the same in the community?

Panel 10

- Thank you note;
- Contact information if there are questions / concerns;
- List of next steps related to the production of the vision statement.

Ensure that workbooks contain:

- Colourful pictures;
- Easy to understand language;
- Lots of "white space";
- As few words as possible; and
- Clear instruction that people do not have to address each page.

2 KEY TASK

Develop a Publically Accessible Location for Engagement Material

Objective » *To develop a publically accessible location for engagement material which will allow easy access to materials related to the development of the Community's Sustainability Vision.*

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

Activities

- » Identify one or more locations in the community (e.g. municipal building, library) for a reference centre that would be an appropriate place to house materials related to the Community Sustainability Visioning exercise. One or more of the locations should be accessible some evenings or weekends and should be wheelchair accessible.
- » Facilitator, Visioning "Champion" or designate should be responsible for cataloguing materials when they are originally placed in the reference centre and periodically checking to ensure all required materials are in the reference centre. If the materials are placed in a library or in the municipal offices, there may be an opportunity to delegate this task.
- » Identify opportunities for placing materials on the municipal website or on a separate website and identify someone to establish the website and/or upload the visioning materials.