



## Tool Kit - Module 8

**PHASE**  
**2** **ACTION ITEM 8** *Community Sustainability Visioning Activities*

**Key Task 1:** *Undertake Logistical Activities to Host Engagement Activities*

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**Key Task 2:** *Host Engagement Activities to Obtain Input*

# 1 KEY TASK

## Undertake Logistical Activities to Host Engagement Activities

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

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

### Activities

- » Contact all venues identified in the notification plan developed in Action Item 3: Key Task 2 and book the locations for the identified engagement date and time.
- » Ensure the venue has the appropriate equipment (e.g. projector, screen, audio visual equipment, microphones, work tables and chairs) to support the requirements of the engagement session.
- » Arrange refreshments for the session (as appropriate).
- » Identify all key personnel from the Community (and NWMO if the Community believes this is necessary) who should be present at the event and confirm their availability.
- » Prepare an agenda/plan for the event. The agenda for the event could include for example:
  - Introduction;
  - Background and context;
  - Question and answer period;
  - Brainstorming and discussion sessions focused around the workbook;
  - Breaks; and
  - Timing associated with each activity along with an identified “Lead” for each activity.

Additional ideas on activities in included in the table on the following page while a format for the event plan is included on page 3.

- » Submit the agenda to the Visioning “Champion” and the Community’s Leadership for review and input.
- » Address all edits and input and finalize the agenda.
- » Ensure all key personnel invited to the meeting (e.g. Community representatives) are in possession of the agenda.
- » Ensure educational information, posters, handouts, workbooks, sign-in sheet (see page 4) and other materials are printed and ready for the day of the session.

## **Potential Activities for Public Engagement**

*Outlined below are a collection of potential activities which may take place at an engagement session. The lists presented below are not exhaustive and activities should not be considered as the only options that can be undertaken at any given engagement session.*

### **Sessions with Large Audiences (Community Workshops / Meetings)**

- Mix & Mingle time to review meeting materials (e.g. advertising leaflets / pamphlets);
- Group Presentation introducing visioning and workshop's agenda;
- Question & Answer Period where the residents are given the chance to ask a panel of informed individuals (e.g. Community Economic Development officer, Chief, Councillors, NWMO Representative);
- Completion of the Workbook (individually);
- Completion of the Workbook (small groups);
- Small Group Discussions related to visioning and designing a vision statement;
- Presentation of results from group activities;
- Activities related to "drawing" a picture of what the future community may resemble.

### **Sessions with Smaller Audiences (Booth at Farmers' Markets, Coffee Shop Talks)**

- One-on-One Discussions related to visioning;
- Distribution of advertising leaflets / pamphlets;
- Completion of the Workbook.

**Event Agenda/Plan**

Type of Session: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Timing of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_ Estimated # of Attendees: \_\_\_\_\_

Facilitator Name: \_\_\_\_\_

Representatives Attending (i.e. Community Representatives, NWMO Representatives):

\_\_\_\_\_

\_\_\_\_\_

<i>Activity</i>	<i>Description</i>	<i>Key Messaging</i>	<i>Timing</i>	<i>Resources Required</i>	<i>Lead</i>
Introductory Session	<ul style="list-style-type: none"> <li>• Provide an overview of visioning</li> <li>• Introduce the agenda for the session</li> </ul>	<ul style="list-style-type: none"> <li>• Sustainability Visioning &amp; Importance to Community;</li> <li>• Process of developing Vision</li> <li>• Decision to move forward to APM is yet to be determined.</li> </ul>	6:00 p.m. – 6:30 p.m.	<ul style="list-style-type: none"> <li>• Overhead projector</li> <li>• Slides</li> <li>• Materials explaining visioning</li> </ul>	Facilitator

### Public Engagement Sign-in Sheet

Name of Session: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Timing of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Activity	Please Write Your Name	Signature	Date
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