

## APPENDIX G - Spirit Trail Community Engagement Tool Options

Jul-09

COMMUNITY ENGAGEMENT TOOL	DWV APPLICATION
<b>SHARING INFO</b>	
<i>Written</i>	
Printed Info with Contacts - Fact Sheet, Newsletter, Brochure, Links	website, hard copy by segment, bill stuffer, electronic school newsletters & other listservs
Central & Technical Staff Info Contacts	on webpage, all written materials
Feature Stories/Newspaper Inserts	tidings, NS News and/or Outlook
Info Kiosk/Depositories	trail construction sites, library, Park Royal, Caufeild Village, community centres
Responsiveness Summaries	post-open house, meetings
Web Site	expand current webpage, post timely updates on new info, updates trigger 'web alert' emails
Add'l Email Listservs	WVChamber E-Update and Association Updates
Technical Reports	publish on website
<i>Events</i>	
Expert Panels	engineering, council members(s), user groups, out of district "multi-use" trail experts
News Conferences	groundbreaking, openings
Press Releases/Backgrounder	all events
Briefings @ Existing Organizations	biking, running, disability, PACs/schools, Senior Centre, scouting, cubs, girl guides
<b>COMPILE &amp; PROVIDE FEEDBACK</b>	
Comment Forms (short), questionnaire (longer)	mailing (select or random sampling) or group administered at meetings
Computer-based Polling	via website and/or email list
Personal Interviews/meeting	to use strategically within segment to clarify/resolve specific issue affecting one or small # of residents/stakeholders
Small group meeting/interview/focus groups	as above, but in small group setting
Community Facilitators	use at public meetings
<b>BRING PEOPLE TOGETHER</b>	
Open Houses	by segment(s) -experts on hand but participants tour information displays at own pace
Public Hearings & Meetings	by segment (s) - presentation(s) with Q&A. facilitators
Town Meeting	In segments where involvement by mayor/council is needed
Workshops/World Cafes	public meeting with opportunity for participants to engage in analysis of alternatives
Symposia / Panels	presentation by panel of experts
Stakeholder meeting types - Charrettes, Kitchen Table Mtgs, Deliberative Dialogues, Dialogue Techniques, Focused Conversation, Focus Group	use as appropriate while obtaining feedback & bringing people together
Tours & Field Trips	learn about other local trails - have multiple speakers...
Fairs & Events	displays at events. Also grand opening party/ceremony by segment
Ongoing Advisory Groups/Task Forces	to provide input to Council & staff, and help to distribute project information