

Community Engagement Planning Tool

Level of Engagement	Inform - 1	Consult - 2	Involve - 3	Collaborate - 4	Empower - 5
	<i>To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.</i>	<i>To obtain public comment on analysis, alternatives and/or decisions.</i>	<i>To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.</i>	<i>To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.</i>	<i>To place final decision making in the hands of the public.</i>
	staff report/agenda item (BoT)	input session: open house, survey, public comment at BoT meeting, community event	focus groups	create community outreach plan	celebrate solution
	webpage		workshops/roundtable/forum	citizen stakeholder groups	publish milestones
	commentary/statement		online engagement tool		disburse trained champions
	notifications: email, social media, newsletter, flyer, etc.		involve advisory board as appropriate		

* It is the intent to utilize the highest level of community engagement for a topic, as well as the level previous. For example: A level 3 (Involve) item would also use level 2 (Consult) and level 1 (Inform) tools.