

Participatory Mapping Guidelines

Community Engagement Guide

Pre-Planning

- With the help of partner organizations (i.e., municipalities or NGOs), identify locations in the area that would be ideal for reaching the public (i.e., local recreation centres, libraries, markets, shopping areas). Spread engagement activities in space and time, to maximize coverage – e.g., opportunities for people of all age ranges; shift workers; etc.
- Advertise surveys through websites, social media, or other local news sources.

Required Resources

- At least one large map for participatory mapping
- Stickers in three colours that can indicate ‘acceptable’, ‘conditional’, and ‘unacceptable’
- At least one computer to capture survey responses; have paper copies on hand in case internet connection is broken
- Minimum of 1 person as facilitator (ideally 2 or more so that if multiple participants engage at the same time, they can all be addressed at the same time)

Minute-by-Minute Agenda

- 1 minute – brief explanation of study and purpose
- 2 minutes – brief explanation of survey and mapping activity
- 7 minutes – guide participant through mapping activity
 - Support the participant through completion of the survey
 - Support the participant through the participatory mapping exercise
 - Probe the participant for rationale behind sticker placement – what are they thinking about as they find a location that is ‘acceptable’ or ‘unacceptable’? what factors or issues are you considering as you add indications and markups to your map? Is it something about the specific location that is important to you, or about the general landscape features?
- Note: some participants may represent key interest groups in the community – consider inviting them to a stakeholder focus group event.

Stakeholder or Capacity-Holder Workshop Guide

Pre-Planning

- Determine invitation list based on advice from project partners and/or targeted stakeholder mapping. Participants in this category should be members of local environmental, business, naturalist, or community groups, or members of farmers’/agriculturalists’ associations (see previous section for context).

- Secure location and time of meeting; ensure that space is booked for 3 hours. Ideally a room that would be perceived as a 'neutral space', enables roundtable conversations (5-10 people at a time), and has access to the Internet and a projection system (i.e., renting a room at a recreation centre, a library, a local legion, a community centre, etc.).
- Organize catering for event (being mindful of dietary restrictions)

Required Resources

- At least one large paper map per 5-10 people attending (depending on how many individuals you want working on a single map).
- Individual mapping worksheets (see example in Appendix)
- Stickers or markers in three colours that can indicate 'acceptable', 'conditional', and 'unacceptable'
- Powerpoint presentation to provide some background on the project along with details about the objectives and the protocol of the workshop.
- Minimum of 2 facilitators. The main roles are: presenting the project background, workshop expectations, and answering any questions; explaining and facilitating the completion of both individual and group worksheets; guiding conversation between participants regarding the group mapping activity.

Model Agenda for Focus Group Mapping Exercises

Activity	Timing	Participant Role	Facilitator Role
Roundtable Introductions	15 minutes	Introduction	Introduction
Background Presentation	15-20 minutes	Listening/taking notes	Presenting findings from technical mapping exercise
Questions	10 minutes	Asking any questions about the project or presentation	Answering questions
Individual mapping activity	15 minutes	Completing worksheet	Scanning room to help participants if needed; e.g., using Google Maps to investigate details about the area that may not appear on the given worksheets
BREAK	10 minutes		
Group mapping activity	20-30 minutes	Completing worksheet in small groups	Scanning room to help participants if needed;
Group discussion on group mapping activity	20-30 minutes	Sharing their findings with other groups	Facilitating discussion with probing questions
Take-aways and wrap up	20 minutes	Ask any final questions and share key takeaways from the exercise	Answer any final questions and provide contact information for follow-up opportunities

Key probing questions to consider: what are you thinking about as you find a location that is ‘acceptable’ or ‘unacceptable’? What factors or issues are you considering as you add indications and markups to your map? Is it something about the specific location that is important to you, or about the general landscape features?