

Mississauga Moves

Community Conversation Kit



Why Host this Community Conversation?

The City of Mississauga has recently initiated the Mississauga Moves project to:

- Develop a vision for Mississauga's future transportation system;
- Gain a better understanding of today's pain points and potential improvements for getting around Mississauga; and
- Lay out a policy framework and action plan to guide investment in and stewardship of transportation across Mississauga from today to the year 2041.

This is your chance to influence the future of transportation in Mississauga for over 20 years to come!

This kit has been designed for you to hold your own community conversation with members of your community group or organization, family, neighbours and/or friends about the future of how you move around Mississauga. It one of several ways the City is engaging with stakeholders and the public to help plan the future of travel on our roads, sidewalks, trails and transit network. Visit www.mississaugamoves.ca to learn more about the project and other ways to engage.

In this kit, you will be provided with tips, tricks and tools will help you get the conversation started, ask questions, record your ideas and provide feedback for the City's consideration.

The kit includes:

- A **Facilitation Guide** for your individual use
- **Community Conversation Forms** that you will fill out and submit to the City
- A **Conversation Toolkit** with materials to print and prepare before you start your conversation

FACILITATION GUIDE



Mississauga Moves Community Conversation Kit

The Basics

Who is this Community Conversation Kit for?

This Community Conversation Kit has been developed for Mississauga community members who want to host their own conversation about the future of transportation in the City. The conversation is best suited for groups of up to 15 people.

What is the purpose of the conversation?

We have used all of the input we have received to date to develop a draft vision and goals for the future of transportation in the City of Mississauga. This Community Conversation Kit will help you to host a conversation to get feedback on the vision and goals, and to collect ideas for actions that will help us reach our vision and achieve our goals.

What is a vision?

A vision is an aspirational statement that sets an overarching direction for the future of transportation in the City. The draft vision for Mississauga's Transportation Master Plan is:

“Mississauga will be a place where everyone and everything has the freedom to easily and efficiently get anywhere at any time.”

What are goals?

Goals are multi-year outcomes achieved as a result of implementing the Transportation Master Plan. The draft goals are as follows:

- **Integration – freedom of choice:** an integrated network, where people and goods have viable options for moving within and beyond the city
- **Connectivity – freedom of access:** simple and pleasant connections between people and the places and things they need to prosper
- **Safety – freedom from harm:** safe conditions for all travelers, fostering hazard-free travel and striving for zero fatalities
- **Inclusion – freedom from barriers:** an accessible network, where moving is easy regardless of someone's age, ability, income or familiarity with the city
- **Resilience – freedom to evolve:** leadership in adapting to the changes that reshape the transportation system and how it is used
- **Health – freedom to flourish:** support for the health of people and the planet, with more people-powered trips, lower vehicle emissions and better stewardship of the natural environment

Where should I hold the conversation?

You can bring this conversation to a group that meets regularly or host your own gathering at a location of your choice that is accessible and convenient for the people you invite to be part of the conversation.

How long will the conversation take?

We encourage you to talk for as long as needed. We suggest that the conversation take about 60 to 90 minutes. The agenda for the conversation will look something like this:

Time	Activity
10 minutes	Introductions and ice-breakers
45 to 80 minutes	Conversation questions regarding: <ul style="list-style-type: none"> • Transportation Choices • Goals for the Future • Allocating Funding • Vision Review • Mapping Action • Other feedback
5 minutes	Wrap-up

Feel free to make adjustments as you see fit - this is your community conversation!

How do I get started?

The following pages provide step-by-step instructions – from how to facilitate the discussions, to what to do with all of the great ideas you hear. Please review this document before hosting your conversation.

How will the information that I send you from the conversation be used?

Feedback will be used to refine the draft vision and goals, and in the development of actions that will help us implement our plan. Your feedback will be reviewed by Lura Consulting, an independent third-party consultant that the City has hired to summarize your perspectives. It will be used to develop the **City of Mississauga’s first Transportation Master Plan**.

How do I return the information?

Once the conversation is complete, please make sure the notes from your conversation are provided to Michelle Berquist. The package can be scanned and sent by email, mailed to the office, or dropped off in person.

By email: mississaugamoves@mississauga.ca
By mail/in-person: Michelle Berquist
Project Leader, Transportation Planning
City of Mississauga
Suite 800
201 City Centre Drive
Mississauga, Ontario L5B 2T4

Preparing for the Conversation

Thank you for your commitment to Mississauga Moves and for taking the time to convene a conversation about the future of transportation in the City of Mississauga!

As the conversation leader and facilitator, your job will be to:

- Encourage your families, friends and community contacts to participate;
- Lead the conversations, and keep an eye on timing;
- Help discussions run smoothly and ensure that everyone who wants to speak has a chance to talk about their ideas;
- Keep an environment of openness and respect so that all participants are comfortable sharing ideas;
- Record the ideas shared by the participants during your conversation; and
- Have fun!

The checklist below has been developed to help you prepare for your conversation:

- Find a place for your conversation** – choose a location that can accommodate everyone participating and will be comfortable for your conversation (i.e. not too loud or too dark, etc.). Consider facilitating this conversation in a meeting room or office, at the library, at a café or even in your own home.
- Invite people to the conversation** – make sure you let them know the date, the start and end time of the conversation, and location. Assure them that they do not need to be an expert or know any special information about transportation, and you just want to hear about their experiences getting around in Mississauga. You can also give them a copy of the agenda if they are interested in more details.
- Prepare your tools** – referring to the Conversation Toolkit at the back of this kit, print Tools 1 (1 per participant), 2 (1 for the group), 3 (1 per participant) & 4 (1 per participant) and review how to use them. Make sure you cut out the ‘bills’ in Tool 2. If you are not able to print this package, email mississaugamoves@mississauga.ca to request one for pick-up!
- Have materials on hand** – make sure you have pens for yourself and participants.

Tips Before Starting the Conversation

Here are a few tips to help you as you ‘set the table’ for an engaging, enlightening and productive conversation:

- ✓ **Create a welcoming atmosphere** – thank everyone for coming, introduce yourself if the group doesn’t know you, and generally keep the mood warm and inviting for group members to express their opinions.
- ✓ **Set the stage for the conversation** – clearly explain the purpose of the conversation and why the City wants to hear from community members about the future in relation to the Transportation Master Plan. See the *Starting the Conversation* page in the [Community Conversation Forms](#) section for guidance.
- ✓ **Listen** – listen to what participants have to say, this is their opportunity to voice their opinions to help shape the Strategic Plan.
- ✓ **Emphasize that there are no “right” and “wrong” answers** – everybody is different, and everyone will have a slightly different perspective on complex topics such as transportation. It is important to emphasize that everyone’s voice counts, and that this is a brainstorming session so every answer is the right answer!
- ✓ **Reflect the mood you want to see** – be positive, open-minded, and have fun with the experience!

COMMUNITY CONVERSATION FORMS



Mississauga Moves Community Conversation Kit

Starting the Conversation

Let everyone know the intent of the conversation is to inform a new Transportation Master Plan being developed by the City of Mississauga. **The purpose of the Transportation Master Plan is to guide the City's investment in and stewardship of transportation infrastructure and services across Mississauga from today to the year 2041.** This plan will guide the future of Mississauga's roads, sidewalks, trails and transit. Ideas and insights from the people who move around Mississauga every day will make this the plan the best it can be. Thank you for taking the time to participate and share your thoughts with Mississauga Moves.

The City's goals for engaging with community members are to:

- Have people engage in interesting and meaningful discussions about the future of transportation in Mississauga;
- Identify the community's values and interests as they relate to transportation;
- Collect information on the community's current transportation choices and how to expand the choices available; and
- Understand the barriers to using a variety of transportation modes.

Activity Tip: Icebreakers to Get the Conversation Going

The members of your group may or may not already know each other. Even if they do, every conversation needs a bit of a warm-up or "ice-breaker" to get it going! After you have welcomed participants, introduce yourself, and give a few details about the purpose of the meeting. Here are a few ice-breakers to get you started:

- Go around the group and ask each person to answer "What was the best thing that happened to you this week?"

OR

- Have each group member state one (1) activity that they do in the City of Mississauga that they really love and makes them happy (e.g. walking my dog, going to the waterfront, etc.)

Question 1 – Transportation choices: How do you travel around the City of Mississauga?

Time Required: 5 minutes

For this question we are looking to get people thinking about the transportation choices they make in their day-to-day lives. Please record the number of responses for each of the various options in the table below to help us track which options people use (using check marks).

Mode	Number of People	Comments?
Walk		
Bike		
MiWay		
GO Transit		
Carpool		
Ride with Family/Friends		
Drive Alone		
Taxi/Uber		
Other		

***Note: Before asking this question, you will need to hand out 1 copy of Tool #1 for each participant from the Toolkit (which you have printed beforehand)**

Question 2 – Goals for the future: From the following list, what transportation goals are most important to you? Rank your top three goals (indicating 1, 2 and 3) in the chart provided.

Time Required: 15 minutes

- **Integration – freedom of choice:** an integrated network, where people and goods have viable options for moving within and beyond the city
- **Connectivity – freedom of access:** simple and pleasant connections between people and the places and things they need to prosper
- **Safety – freedom from harm:** safe conditions for all travelers, fostering hazard-free travel and striving for zero fatalities
- **Inclusion – freedom from barriers:** an accessible network, where moving is easy regardless of someone's age, ability, income or familiarity with the city
- **Resilience – freedom to evolve:** leadership in adapting to the changes that reshape the transportation system and how it is used
- **Health – freedom to flourish:** support for the health of people and the planet, with more people-powered trips, lower vehicle emissions and better stewardship of the natural environment

Once participants have finished ranking their top three goals, have them go around and share their three and quickly explain why they made the choices they did. Tally results and note participant comments in the table on the following page.

Question 2 Responses:

Priority	Number of Times Ranked			Comments
	#1	#2	#3	
Integration				
Connectivity				
Safety				
Inclusion				
Resilience				
Health				

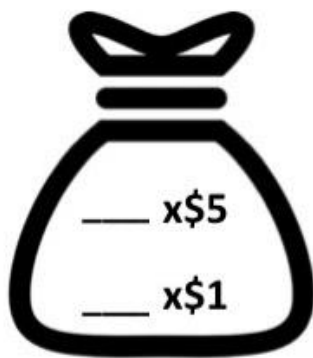
***Note:** Before asking this question, you will need to lay out 1 copy of Tool #2 for the group from the Toolkit (which you have printed beforehand, and cut out the “money”)

Question 3 – Set your budget: How would you allocate funding to the six different goal areas? Working as a group, use the “money” provided to allocate a budget to the different goals areas.

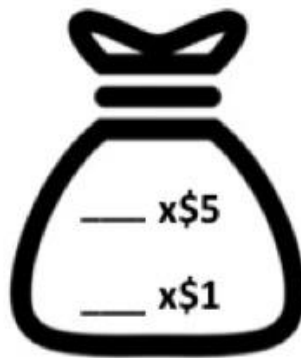
Time Required: 15 minutes

Guide participants to use their list of goals for reference. If there are many conflicting opinions, remind participants that they can participate in this activity on the online survey to provide their own unique thoughts.

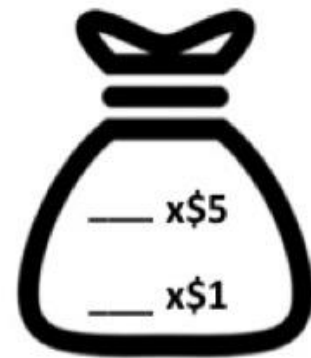
Question 3 Responses:



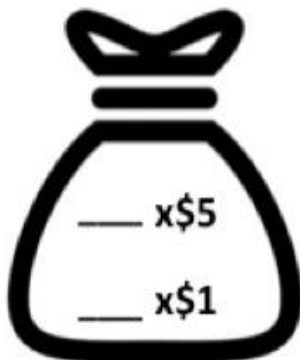
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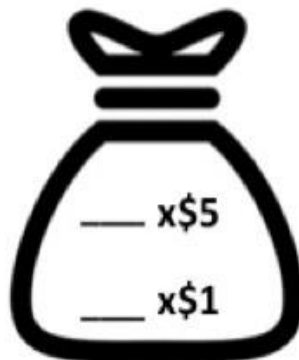
SAFETY



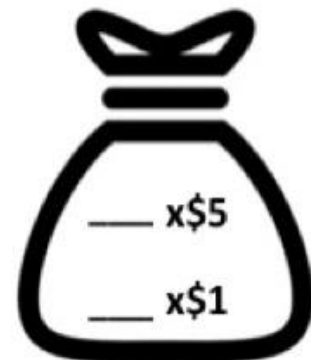
INCLUSION



HEALTH



CONNECTIVITY



RESILIENCE

***Note: Before asking this question, you will need to hand out 1 copy of Tool #3 to each participant from the Toolkit (which you have printed beforehand)**

Question 4 – Vision review: The proposed vision for the Transportation Master Plan is as follows (group members can read along on their handout as you read out loud):

“Mississauga will be a place where everyone and everything has the freedom to easily and efficiently get anywhere at any time.”

- Where everyone refers to all travellers, no matter who they are or what their purpose.
- Where everything refers to the goods we need, from groceries to industrial supplies.
- Where easily refers to each individual traveller having a smooth trip.
- Where efficiently refers to how we can collectively all take our trips while keeping the city moving.
- Where anywhere includes any part of the city and beyond.
- Where any time includes any time of day, any day of the week, any season of the year.

Do you feel this is an appropriate vision for transportation in Mississauga? Is there anything you would add or change about the vision?

Time Required: 15 minutes

Have a group discussion about whether this vision statement reflects what you want for the people of Mississauga for the next two decades and beyond? Remember that this statement is purposefully high-level. Record responses in the table on the following page.

Question 4 Responses:

Yes, because...	No, because...	Somewhat, because...

***Note: Before asking this question, you will need to hand out 1 copy of Tool #4 for each participant from the Toolkit (which you have printed beforehand)**

Question 5 - Taking Action: Using the map, identify action items you would like to see regarding transportation in the City.

Time Required: 10 minutes

Provide each participant with their own map and invite them to identify action areas around the City. They can be identified using arrows or circles to show the specific areas. Actions can also include ideas that apply city-wide; you can write these in the margin. After 5 minutes, go around in a circle and ask each participant to identify one of their action items.

As the facilitator, please collect their maps at the end of this conversation and attach it to this package so that they may be returned to the City.

Question 6: Is there anything else you would like to add?

Time Required: 5 minutes

If participants have any final thoughts, ideas, comments or concerns they would like to add regarding the Mississauga Transportation Master Plan, this is the time! Record responses below.

Question 6 Responses:

Wrapping Up the Conversation

By now you and your group have probably shared some interesting things about transportation in Mississauga and each other!

A great way to close the conversation is to go around the room and have each person in your group share one sentence on what they learned from the conversation. Questions that you can use to help include:

- **What did you learn today about yourself?** (e.g. “I work with some great people doing important things. I need to get to know more people in my organization!” Etc.);
- **What did you learn today about transportation?** (e.g. “I only ever drive my car, and I never thought about safety the way a pedestrian or cyclist does. We should definitely work on that.”)

Thank everyone for taking the time to share their thoughts and stories.

Remind your group members of other ways that can provide their input to the process:

- By completing the online survey at www.mississaugamoves.ca - they will be answering same questions but will be able to voice their independent opinions
- Through pop-up events that will take place throughout Mississauga (details on the website).
- Signing up for email updates at www.mississaugamoves.ca to get updates about the final phase of the project.

Once the conversation is complete, please make sure the notes from your conversation are provided to Michelle Berquist.

By email: mississaugamoves@mississauga.ca
By mail/in-person: Michelle Berquist
Project Leader, Transportation Planning
City of Mississauga
201 City Centre Drive
Mississauga, Ontario L5B 2T4

CONVERSATION TOOL KIT



Mississauga Moves Community Conversation Kit

Tool #1: Mississauga Transportation Master Plan Goals

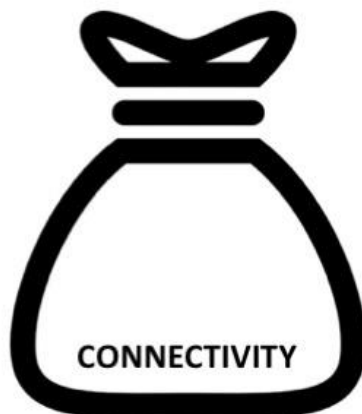
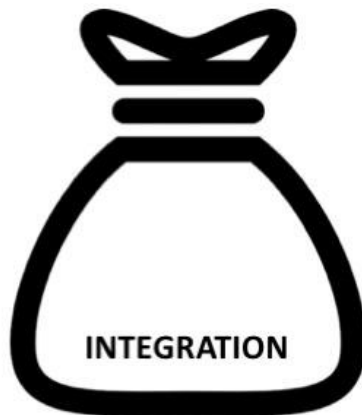
How to Use This Tool: Print one chart per participant and allow participants to use it for reference for Questions 2 and 3.

<p>Integration: <i>Freedom of Choice</i></p> <p>An integrated network, where people and goods have viable options for moving within and beyond the city.</p> <p>Rank: _____</p>	<p>Connectivity: <i>Freedom of Access</i></p> <p>Simple and pleasant connections between people and the places and things they need to prosper.</p> <p>Rank: _____</p>
<p>Safety: <i>Freedom from Harm</i></p> <p>Safe conditions for all travelers, fostering hazard-free travel and striving for zero fatalities.</p> <p>Rank: _____</p>	<p>Resilience: <i>Freedom to Evolve</i></p> <p>Leadership in adapting to the changes that reshape the transportation system and how it is used.</p> <p>Rank: _____</p>
<p>Inclusion: <i>Freedom from Barriers</i></p> <p>An accessible network, where moving is easy regardless of someone’s age, ability, income or familiarity with the city.</p> <p>Rank: _____</p>	<p>Health: <i>Freedom to Flourish</i></p> <p>Support for the health of people and the planet, with more people-powered trips, lower vehicle emissions and better stewardship of the natural environment.</p> <p>Rank: _____</p>



Tool #2: “Money” for Allocating a Budget

How to Use This Tool: Print one copy of this tool. In Question 3, you will work as a group to allocate “money” into the money bags for each goal below. The rectangles and squares on the next page will be used as “money”.



\$5	\$1	\$1	\$1
\$5	\$1	\$1	\$1
\$5	\$1	\$1	\$1
\$5	\$1	\$1	\$1
\$5	\$1	\$1	\$1

Tool #3: Draft Vision and Associated Definitions

How to Use This Tool: Print one chart per participant and allow participants to use it for reference for Questions 4.

“Mississauga will be a place where everyone and everything has the freedom to easily and efficiently get anywhere at any time.”



Everyone: all travellers, no matter who they are or what their purpose



Everything: the goods we need, from groceries to industrial supplies



Easily: each individual traveller having a smooth trip



Efficiently: collectively taking our trips while keeping the city moving



Anywhere: any part of the city and beyond



Any time: any time of day, any day of the week, any season of the year

Tool #4: Take Action Map

How to Use This Tool: Print one copy of this tool for each participant and allow participants to write action items for Question 5.

