

# SINGLE WORKSHOP

## SAMPLE AGENDA

In some cases, it may make sense to combine all steps of the decision-making process into a single meeting. This format works well as an early exploratory workshop when the goal is to identify community interests and determine which alternatives should advance to a feasibility study, or when it is unlikely that participants will attend multiple sessions. Hosting several such workshops—at different times or locations—can also broaden participation.

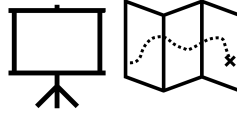
A single exploratory workshop can serve as an early step in a longer public process. Introducing discussion about the future of the dam in this setting helps communities begin to discuss potential changes without immediately triggering resistance to dam removal. The exploratory workshop model can jump-start dialogue, clarify community priorities, and identify which alternatives warrant further study. At this stage, consequence estimates will likely be general, and that is okay—the process helps determine what data will be needed in subsequent feasibility studies. Results from those studies can then inform a second round of workshops with more detailed and quantitative performance measures using the same decision-making framework.

For single-session workshops, the objectives and alternatives are typically determined in advance by the project team and steering committee. However, leaving blank objective cards and empty alternative columns in the matrix can invite participants to share ideas that may have been overlooked. Facilitators might ask, “What’s missing from this list?” to encourage reflection and ensure that all community perspectives are represented.

# WORKSHOP PLAN

## 1. Introduction

- Presentation of what is known about the dam.
- Discuss the process & timeline.



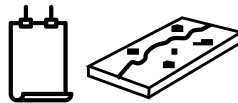
## 2. Discuss Objectives

- Participants select objective cards.
- Participants use the objective cards to share their interests and concerns about the future of the dam.



## 3. Present Alternatives

- Present case studies and alternatives.
- Explain matrix.



## 4. Group Discussion of Alternatives

- Discuss Case Studies and alternatives.
- Brainstorm other alternatives.
- Review matrix.



## 5. Evaluate Tradeoffs

- Participants rank alternatives.  
**GREEN** - Preferred Option  
**YELLOW** - Acceptable Option  
**RED** - Oppose



## 6. Conclusion

- Report out.
- Closing remarks.

# MULTIPLE WORKSHOPS

## SAMPLE AGENDAS

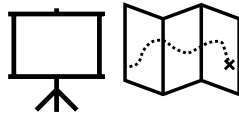
If a dam is publicly owned, highly visible, or strongly tied to community identity, it will likely require a more extensive public process that provides meaningful opportunities for public involvement. In these cases, the decision-making process should be designed as a series of workshops and check-ins that allow for ongoing exchange between the project team, the steering committee, and the public.

We recommend engaging the public at a minimum of four key points during the process:

- An initial workshop where participants discuss the project scope and provide input on project objectives
- A second workshop where participants provide input on project alternatives
- A third workshop where participants evaluate the alternatives
- A final meeting when the project team or decision makers present the final report and final decision

The process is iterative, with ongoing communication between the project team, steering committee, and public. The team may first refine materials internally, review them with the steering committee for initial feedback, and then share them more broadly with the public for input. This cycle—of refinement, feedback, and revision—may occur several times over the course of one or more years, depending on project complexity, funding, and permitting timelines.

## FIRST WORKSHOP



### DISCUSS PROJECT FRAMING + DETERMINE OBJECTIVES

- Presentation of what is known about the dam.
- Discuss the process and timeline.
- Participants select objective cards and use the cards to share their interests and concerns about the future of the dam.

## SECOND WORKSHOP



### BRAINSTORM ALTERNATIVES

- Overview of charrette and presentation of case studies.
- Participants select objective cards to introduce themselves.
- Charrette to develop alternatives.

## THIRD WORKSHOP



### EVALUATE ALTERNATIVES

- Overview of matrix.
- Participants select objective cards to introduce themselves.
- Rank alternatives on the matrix.

## FOURTH WORKSHOP



### FINAL REPORT

- Presentation of outcome of public process and the final decision.
- Discuss next steps.
- Discuss opportunities for adaptive management and stewardship.

# SAMPLE AGENDA

## 1st PUBLIC MEETING:

### INTRODUCTION PRESENTATION (40 min)

- ☐ **Introductions**
  - Introduce the project team and steering committee.
- ☐ **Background to the Project**
  - Information about the watershed, river, dam, why the dam is being discussed.
- ☐ **Project Timeline**
  - What will be the timeline of work for the project, and at what specific points will the public be involved in the process.
- ☐ **Overview of Approach**
  - Describe the approach that is being taken for decision-making around the dam and how the public input will be factored into the final decision.

### BREAK OUT GROUPS (1 hour)

- ☐ **Objective Cards Exercise (Printed Objective Cards)**
  - Ask people to introduce themselves by selecting or writing in 5 objective cards in response to the question: What Do You Think Are The 5 Most Important Project Objectives?
- ☐ **Post-it Exercise- ask the group to respond to the following questions:**
  - What do we want to make sure to protect in this process?
  - What are some of the key issues that you want to make sure are addressed in this planning process?
  - When you imagine a healthy, resilient river, what does that look like to you?
  - How can the community be good stewards of the river?

### WRAP-UP (20 min)

- ☐ **Debrief**
  - The facilitator or members of the group can share highlights from their breakout group discussions.
- ☐ **Review Next Steps**
  - Revisit the timeline and opportunities for the public to be involved.
- ☐ **Paddle of the River**
  - If the project team can organize a paddle on the river, announce it at the first public meeting.

# SAMPLE AGENDA

## 2nd PUBLIC MEETING:

### INTRODUCTION PRESENTATION (20 min)

- ☐ **Introductions**
  - Introduce the project team and the steering committee.
- ☐ **Background to the Project**
  - Information about the watershed, river, and dam, why the dam is being discussed.
- ☐ **Project Timeline**
  - What will be the timeline of work for the project, and at what specific points will the public be involved in the process.
- ☐ **Overview of Approach**
  - Describe the approach that is being taken for decision-making around the dam and how the public input will be factored into the final decision.
- ☐ **Review Objectives**
  - Review project objectives and how the information from the first public meeting was incorporated into the project objectives.

### ALTERNATIVES PRESENTATION (20 min)

- ☐ **Introduce case studies**

### BREAK OUT GROUPS (1 hour)

- ☐ **Objective Cards Exercise (Printed Objective Cards)**
  - Ask people to introduce themselves by selecting or writing-in 5 objective cards in response to the question: What Do You Think Are The 5 Most Important Project Objectives? Are there any objectives that are missing?
- ☐ **Case Studies (Printed Case Study Cards)**
  - Ask the participants to take time to review the case study cards.
  - Are there any questions about the case studies?
  - What aspects of each case study are relevant to the dam being discussed?
- ☐ **Brainstorming:**
  - Given what was learned from the case studies, ask the group to consider which alternatives might be good for the dam being discussed?
  - With the printed plans and photos of the site, ask participants to sketch on the trace any ideas of other alternatives that may be worth considering for the project.

### WRAP-UP (20 min)

- ☐ **Debrief**
  - The facilitator or members of the group can share highlights from their breakout group discussions.
- ☐ **Review Next Steps**
  - Revisit the timeline and opportunities for the public to be involved.

# SAMPLE AGENDA

## 3rd PUBLIC MEETING:

### INTRODUCTION PRESENTATION (20 min)

- ☐ **Introductions**
  - Introduce the project team and steering committee.
- ☐ **Background to the Project**
  - Information about the watershed, river, dam, why the dam is being discussed.
- ☐ **Project Timeline**
  - What will be the timeline of work for the project, and at what specific points will the public be involved in the process.
- ☐ **Overview of Approach**
  - Describe the approach that is being taken for decision-making around the dam and how the public input will be factored into the final decision.
- ☐ **Review Objectives**
  - Review project objectives and how the information from the first and second public meetings was incorporated into the project objectives and alternatives.

### MATRIX PRESENTATION (20 min)

- ☐ **Present the Matrix**
  - Review the methods used to estimate consequences and the results as they are represented in the Matrix.

### BREAK OUT GROUPS (1 hour)

- ☐ **Objective Cards Exercise (Printed Objective Cards)**
  - Ask people to introduce themselves by selecting or writing-in 5 objective cards in response to the question: What Do You Think Are The 5 Most Important Project Objectives? Are there any objectives that are missing?
- ☐ **Matrix (Printed Matrix for each participant)**
  - Ask the participants to take time to review the Matrix.
  - Ask if there are any questions about the Matrix.
  - Ask the participants to use the sticky dots to indicate the alternatives they endorse, accept, or oppose.
  - Have participants share with the group their reasoning for their selection.
  - Optional second round of ranking following the discussion.

### WRAP-UP (20 min)

- ☐ **Debrief**
  - The facilitator or members of the group can share highlights from their breakout group discussions.
- ☐ **Review Next Steps**
  - Revisit the timeline and opportunities for the public to be involved.

# SAMPLE AGENDA

## 4th PUBLIC MEETING:

### INTRODUCTION PRESENTATION (20 min)

#### ☐ Introductions

- Introduce the project team, steering committee and the decision makers if they are present.

#### ☐ Background to the Project

- If necessary, review information about the watershed, river, dam, and why the dam is being discussed.

### DISCUSSION OF FINAL REPORT AND FINAL DECISION (1 hour)

#### ☐ Review of Approach

- Describe the approach that was taken for decision-making around the dam.
- Review project objectives and project alternatives.
- Include photos of the community engagement process

#### ☐ Final Decision

- Explain the final decision and how it was made.
- Describe how the public input was factored into the final decision.

### WRAP-UP (20 min)

#### ☐ Debrief

- Ask if there are any questions about the decision.

#### ☐ Review Next Steps

- Provide a timeline of what the next steps are in the process.
- Discuss opportunities for adaptive management and stewardship.