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**Title of Project:**

PlanYourPlace: A geospatial cyberinfrastructure for sustainable community planning

**Sponsors:**

GEOIDE, The Neptis Foundation, TECTERRA

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This consent form, a copy of which has been given to you, is only part of the process of informed consent. If you want more details about something mentioned here, or information not included here, you should feel free to ask. Please take the time to read this carefully and to understand any accompanying information.

The University of Calgary Conjoint Faculties Research Ethics Board has approved this research study.

**Purpose of the Study:**

*The purpose of this research is to engage you and your fellow community residents in planning your community. There will also be support material including education components and decision making tools. The research is part of a larger study, the purpose of which is to build an online interactive tool that supports community involvement in planning.*

*Your community was chosen to try out the engagement process and online tool because the researchers had background knowledge about the community, or were invited by the community association or leaders to work in the community. Your presence here is a result of response to notices about the research. We invite you to participate in the community planning session!*

**What Will I Be Asked To Do?**

*As a participant, you are asked to engage in various group discussions about your community, work with others in a number of planning and visioning activities, and learn about planning through presentations and discussion. This session will take approximately 6 hours.*

*There will be short online surveys, group note-taking, and a post-it wall available for you to provide your thoughts and feedback about planning (and the workshop) in numerous ways.*

*Follow up workshops may also occur. These will be either for the purpose of further exploring the issues brought up in this workshop, or for the researchers to present the compiled results to your community for verification / validation. These will be scheduled in 2-4 weeks, for workshops, or in 4-12 months for results*

*Your participation is entirely voluntary. You may leave at any time during the session if you no longer wish to participate in the study. Should you choose to leave, there will be no penalty to you, and it will not prejudice*

*your relationship with the research team or community. If you leave, it will not be possible to remove your input from group discussions you have already participated in, but you may remove your own posts from the post-it wall. You may also opt-out of individual components of the workshop if you wish. This will not prejudice your relationship with the research team.*

## **What Type of Personal Information Will Be Collected?**

*Should you agree to participate, you will be asked to provide your name and relationship to the community (i.e. resident, community association member, planner, etc. You need only provide as much information as you are comfortable disclosing in the workshop's public setting.*

*There are several options for you to consider if you decide to take part in this research. You can choose all, some or none of them. Please put a check mark on the corresponding lines that grants me your permission to:*

*I grant permission to have my company's or organization's name used: Yes: \_\_\_ No: \_\_\_*

*You may quote me without using my name: Yes: \_\_\_ No: \_\_\_*

*You may quote me and use my name: Yes: \_\_\_ No: \_\_\_*

*\* You may photograph or video-tape me: Yes: \_\_\_ No: \_\_\_*

*\* I understand that by being photographed or video-taped I will be identifiable, so my contribution to this research and this workshop can be publicly identified. Please note that, where intended reporting of photographed or videotaped images includes public display, the researchers will have no control over any future use by others who may copy the images and repost them in different formats or contexts, including online.*

## **Are there Risks or Benefits if I Participate?**

*It is possible that you and your neighbours will not agree on all topics discussed in the workshop. It is possible that the engagement process may involve strong emotions as it discusses your home community. The session is designed to support respectful dialogue about the community and avoid confrontation, but it cannot be ruled out. No danger is foreseen. However, some information shared may affect your relationships with your neighbours. It is your choice what information you share in the public setting.*

## **What Happens to the Information I Provide?**

*The information collected by the research team during the workshop will involve notes on the proceedings (including quotes), note pages, cards, and post-its created by participations alone and in group discussions, and any vision statements or unofficial plans created. These will be retained by the research team indefinitely. They will be used to aggregate responses and compile reports, papers, and document results. The information will also be used to inform student research projects. All documents generated during any session will be scanned and maintained on secure servers by the research team. All original documents generated during a session, at your request, will either be returned to you once they have been transcribed, or shredded at the conclusion of the research.*

*You will remain anonymous or be publicly identifiable, in written reports and in presentations, according to the choices you have indicated in this consent form. Absolute anonymity or confidentiality cannot be guaranteed in a group setting, as the researchers will be unable to control what is said by individual participants outside of the group*

*If you attended the workshop you may be invited to return to a results-presentation workshop. In this, results will be shared with you and other attendees to verify that they accurately represent your collective views as expressed in the first workshop. A copy of these results will be made available on the website, for you to keep as a record of your involvement and the vision or unofficial plans created. If you wish, the Community Association may also retain copies or originals of group discussion materials (notes, cards, etc.), which will be returned after processing at the University of Calgary.*

*The results of the study will also be provided to our sponsors and affiliates, including: GEOIDE, Neptis, TECTERRA, and the City of Calgary. The results will also be posted on our website, making them publicly*

available and widely disseminated.

You may leave the workshop at any time if you do not wish to contribute any further. You may also opt-out of any of the activities. This will not prejudice your relationship with the researchers or community. However, you are cautioned that it will not be feasible to remove your contribution to group discussions once it has been offered. You may take down your post-it wall contributions if you wish.

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**Signatures (written consent)**

Your signature on this form indicates that you 1) understand to your satisfaction the information provided to you about your participation in this research project, and 2) agree to participate as a research subject.

In no way does this waive your legal rights nor release the investigators, sponsors, or involved institutions from their legal and professional responsibilities. You are free to withdraw from this research project at any time. You should feel free to ask for clarification or new information throughout your participation.

Participant's Name: (please print) \_\_\_\_\_

Participant's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Researcher's Name: (please print) \_\_\_\_\_

Researcher's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Questions/Concerns**

If you have any further questions or want clarification regarding this research and/or your participation, please contact:

*Dr. Andrew Hunter,  
Department of Geomatics Engineering / Schulich School of Engineering  
403-220-7377, [ahunter@ucalgary.ca](mailto:ahunter@ucalgary.ca)*

*Or any of the researchers listed on the first page.*

If you have any concerns about the way you've been treated as a participant, please contact the Senior Ethics Resource Officer, Research Services Office, University of Calgary at (403) 220-3782; email [rburrows@ucalgary.ca](mailto:rburrows@ucalgary.ca).

A copy of this consent form has been given to you to keep for your records and reference. The investigator has kept a copy of the consent form.