Summer 2005 Communications Research Instrument
Anna Woodrow and David Bruce

The purpose for this instrument is to gather information on our current categories of active interest (and to update the inventory from 2003) which include:

(i) communication tools and technologies available in rural sites (assuming here that certain tools may make certain types of interactions possible, or may constrain other types of relationships);

(ii) communication processes, or the events around which communication occurs and the spaces in which interaction occurs (this includes the interest in structured community events, such as festivals, agricultural fairs, etc. -- times when unique identities are negotiated and disseminated); and,

(iii) links between communication and community economic development (ways of supporting the argument that communication is a significant variable which affects a community's economic and social position).

How will this instrument generate information about capacity?
By better understanding the processes involved in communal communications, information mobilization, access to and use of communication tools. Who is using them and how are they used by a community?

How will it help build capacity?
By providing useful, comparative data for community leaders, businesses and residents regarding their communications strengths and areas for improvement, as compared with other rural communities; helping communities to re-value the importance of certain events and tools within the life of the community; and, by stimulating interest and discussion around the usefulness of effective communication tools and the importance of communicative exercises and spaces to not only build channels for discussion and feedback, but to also build local confidence and pride.

General Information:
Number of sites - 24
Dates for Entry/Exit - (May-June 2005)
Procedure - Data should be gathered primarily by the site research team, but with assistance of a local informants and site people who know a great deal about the communication issues and spaces in the community.
Format for findings - electronic copy in Word Perfect or Word preferred but hard copy will be accepted if there are equipment and software incompatibilities.
Mail all findings to - **David Bruce (dwbruce@mta.ca) by June 30, 2005**

Site Name: _____

Names of Person(s) completing form: _____

_____

Contact Information For Person(s) Competing Form

Name: _____

Phone: _____

Email: _____

Date(s) Information Collected: _____

Communication Inventory

Item	Yes/No/#	Comments	Suggestions / Information Sources
Community Cable TV			
Community Cable TV - is there a local TV station available in the community?			1. Turn on a TV and scan the channels to see if there is a local cable station. 2. If you can't find one, double check by asking some local people. 3. If you still can't find one, or there is any doubt, check the telephone directory yellow pages under "Cable Television Companies" and call cable company to find out.
Cable TV Provider - who is the cable provider, name the company and give contact information?			1. Find the company in the yellow pages and call them. 2. The information might be on their web site.

Internet			
Provide name, address, phone number, website, and email address for each companies providing Internet in the community (Internet Service Providers - ISPs)			1. Check the yellow pages. 2. Ask at the local CAP site. 3. Ask at computer retailers.
Speed of Internet Access - indicate which types are available in the community, by checking the appropriate boxes.		☐ Broadband ☐ DSL ☐ Modem ☐ Cable ☐ Other	1. Ask at the local CAP site. 2. Ask at computer retailers.
Are any parts of the community excluded from access to the highest speed available in the community			1. Ask at the local CAP site. 2. Ask at computer retailers.
How many public internet access centres are in the community? Provide the name and location of each. For each location, provide information on the following:			1. Ask your site contacts. 2. Ask at the library. 3. Note that some tourist bureaus offer public access as well - if so, please include in the listing and provide the information requested below.
Name, phone and email contact for the person responsible for the access center			Could be the staff person or a committee person, indicate which.
1. How many computer terminals are at each public access centre?			Get all the details from each of the access centres.

1. Average number of users per week in summer months (June-Aug)?			Count repeat users (even if one person uses it everyday of the week, that would count as 5). Ask if they have this information, or if you can review their sign-up sheets or monthly reports.

1. Average number of users per week in other months?			Ask if they have this information, or if you can review their sign-up sheets or monthly reports.
Is there an official municipal government website? Provide the URL, and the date the home page was last updated. In which languages is this information available?			1. Ask at the town hall. 2. Check local paper.
Who is responsible for maintaining this website?			We want the name of the person responsible for updating the information on the website. We do not want the name of ISP or company which provides hosting services. Check the website or ask at town hall.

Is it possible to contact the council electronically? How? (Check all that apply)		☐ Individual email addresses ☐ General email address ☐ From the website only ☐ Other	1. Check the website. 2. Ask at town hall.

Does the municipal office communicate with residents electronically? How? (Check all that apply)		☐ Post information on website ☐ Respond to email inquiries ☐ Send out general notes to a list or discussion group ☐ Other	1. Check the website. 2. Ask at town hall.

Are there any other websites which appear to represent the community or parts of the community. List the URL for each. In which languages is this information available?		http://www.tantramar.ca,	1. Check the municipal website. 2. Check with local computer retailers. 3. Ask the staff at the library or CAP site. 4. Do not include websites which are strictly about an organization or group. Include only those which appear to provide information about the community. 5. Do your own "search" on Google to see what you can find.

Newspapers * see note 1 at end of file			
Local Newspaper (frequency, name and number produced). Which languages appear in the newspaper?			1. Go to a store and ask if there is a local newspaper, or check with one of your site people. Most of you will know if your site has a local newspaper by this time. 2. In terms of the number published, call the newspaper, tell them what we're doing, and get all of this info from them (including some of the material below).
Is there a web address for this newspaper?			Check paper or ask at the office.

Regional Newspaper (frequency, name, number produced). Which languages appear in the newspaper?			1. Ask some of your site people about this, but you can also go to the local stores and ask for a regional paper. 2. You can do a web search, by going to http://www.abyznewslinks.com/canad.htm or http://www.altstuff.com/newspapr.htm 3.

Community Newsletters *see note 2 at end of file.			
Community Newsletters - How many? How frequent is each newsletter? Which languages appear in the newsletters? For each newsletter, provide the following:			1. This may be trickier to get information on, unless you have a good relationship with some site people. Since they are in the area, they should know if they receive any newsletters. 2. On the other hand, you can ask at the library, as they would probably keep copies of local materials. 3. If you're not having any luck, call the municipal office. 4. Include only those newsletters which are available to the general public, either by distribution or in a public space.
Is the newspaper distributed by email?			
Is the newspaper posted on a website? What is the website?			

Contact information of any/all newsletter producers. Include email address.			1. If you find out about a community newsletter, try to get a copy (maybe at the library) and it should have this information. 2. Mail a copy of each to David Bruce.

Are there any other newsletters from adjacent communities with local site information, or other types of print media, used in the community?			1. Ask site people. 2. Check at the library, and other social meeting places. 3. Mail a copy of each to David Bruce.
Community Radio			

Is there a local Radio Station? Contact information (name, phone, email)			1. Check with Recreation Department, Tourist Bureau or Library may know about the local radio station (as they will use it for announcements if possible) 2. Ask for a copy of their media contact(s), if they have one 3. You may find contact information on the internet

Interpersonal Communication			
Are there doughnut shops, cafes, restaurants, bars, taverns, pubs, etc. which are generally used by people to sit and have a coffee and chat? List all with Hours of operation/location) **(see note 3 at end of file)**			1. You'll need to ask several site contacts for ideas. 2. You will also need to observe/enter several potential gathering places. 3. For each place, comment on which groups of people meet there, and comment on whether or not there may be any evidence of exclusion of groups of people from these places.
Is there a community centre(s) operated by the municipality? (where in town, is it available for rent...)			Contact town office for rental enquiries.

List all outdoor sites generally used by people to gather, (i.e. parks, wharves, land adjacent to the community centre, etc.). Include any spaces in communities adjacent to the site if they are identified by local site people as important. List the "space" and the community name (if not within the site).			1. Ask site people. 2. Ask at Town Hall. 3. Observe where people tend to gather. 4. For each place, comment on which groups of people meet there, and comment on whether or not there may be any evidence of exclusion of groups of people from these places.

List all regular community monthly and annual events (i.e. fall suppers, agricultural fairs, dances etc.). Provide dates and times, if possible. **(See note 4 at end of file)**			1. There may be an events board at the entrance to the park that gives events notices 2. Schedule may come in tax bill call town hall for date this year 3. Call the churches in town for a schedule of their annual events

List any local halls available for public meetings (i.e. A Lion's Club or a church hall or the town hall).			1. Ask at town hall for list of potential halls or meetings. 2. Need to check with each church.
1. What **regular** meetings (and what type) are held in these facilities? List as many as possible with how often they meet.			Contact each facility for a listing.

2. Is there a charge for using the facilities? How much?			Contact each facility for prices and time slots.
List any local halls or other places used for family or social events (i.e. weddings, reunions, etc.). Include indoor and outdoor spaces, if appropriate.			1. Ask at town hall for list of potential halls or meeting places. 2. Need to check with each church. 3. Ask site people.

Cell Phone Coverage			

Is there cell phone coverage in the site? Is it analog or digital service?			1. Bring your own cell phone, turn it on, and test. 2. Ask some people in the town.

Notes

1) **Newspapers:** Local paper is one that is published in the community itself, Regional is one that is published in a community within the region (one which people might use to do some of their shopping, etc.), Provincial would be a paper generally available throughout the province, National would be one generally available across the country. Do not include "trade", industry, or real estate "newspapers." Include only those aimed at the general public.

2) **Newsletters:** A newsletter is a printed or electronic document which is locally produced and distributed within the community or nearby with some regularity (even if only once a year). It may or may not: have advertising, be produced by a local voluntary group or organization, have information about events external to the community. Only include church bulletins if they carry more than church news, **and** are available to the general public outside of the congregation (for example, they are placed in the library or posted in public places).

3) **Meeting Places**: We want to know where people go to meet informally. This would include coffee shops, restaurants, bars, taverns, and other public spaces. Please record information about the types of people who typically meet in each of these places (men, women, youth, seniors, etc.,) and if there might be any possibility of "exclusion" of some groups of people. When in doubt about whether or not to include a place, simply include the place and information about who meets there. Do not locations where "official" meetings take place (e.g., Home and School Association meetings, Municipal Council meetings, Royal Order of Water Buffalo Society monthly meetings), **unless** those spaces are also used as the informal spaces.

4) **Events:** Do not include sports events which have a daily/weekly/monthly schedule/league. Include major sporting events (such as hockey tournaments, curling bonspiels, etc.)