

[Name of Project] Public Engagement Plan

Public engagement creates opportunities for people to contribute to decision making and communicates how public input is collected and used.

Instructions:

- **A Public Engagement Plan is an internal tool that helps your team plan communications and public engagement activities.**
- **The Plan is a living document and should be updated throughout your process to remain current.**
- **If you have questions about this template, please contact ahipgrant@edmonton.ca.**

[Project Background]

- *Provide a brief description of your project.*

[Stakeholders]

- *Identify the stakeholders for your project. This may include Community Leagues, Homeowners Associations, Business Improvement Areas, nearby neighbours, nearby businesses, schools, faith leaders, etc.*

[Key Decision Points]

- *Identify the key decisions for your project.*
- *Identify who will make decisions.*
- *Identify the role of the public (if applicable) for each decision.*

Consider...

- *What are the important decisions for your project and will you ask the community for input?*
- *Have any commitments related to the role of the public already been made?*
- *What are the preferences and expectations of the community regarding their role?*

Example:

<i>Key decision Points</i>	<i>Decision Maker</i>	<i>Role of the Public</i>
<i>Good Neighbour Plan</i>	<i>Builder</i>	<i>Input on issue resolution process</i>

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<i>Density</i>	<i>Builder</i>	<i>None</i>
<i>Community amenity space</i>	<i>Community</i>	<i>Determine if a community garden or sitting area should be included in the design</i>

[Public Engagement Questions]

- *Outline the information you need from the public and the key questions you will ask the public to gather this information.*

Example:

<i>Key decision Points</i>	<i>Information Needed from the Public</i>	<i>Question(s) for the Public</i>
<i>Good Neighbour Plan issue resolution process</i>	<i>Feedback on a draft issue resolution process and if it is sufficient</i>	<ol style="list-style-type: none"> <i>1. Do you have any comments on the draft issue resolution process?</i> <i>2. Is anything missing from the draft issue resolution process?</i>
<i>Community Amenity Space</i>	<i>Preference for either a community garden or sitting area</i>	<ol style="list-style-type: none"> <i>1. What are the pros and cons of a community garden?</i> <i>2. What are the pros and cons of a sitting area?</i> <i>3. Is there a proposal that you prefer?</i>

[Public Engagement Activities]

- *Share your public engagement activities. This could include drop in engagement sessions, community roundtables, surveys, stakeholder meetings, etc*
- *Outline your planned timing for each activity.*

Example:

<i>Public Engagement Activity</i>	<i>Timing</i>
<i>Meeting with Community League</i>	<i>Month/Year</i>
<i>Drop in engagement session at local community hall</i>	<i>Month/Year</i>

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[Communications Activities]

- *Outline the communications activities you will conduct to support your engagement. This could include letters to the community, social media updates, website information and community newsletters.*
- *Think about the information the community will need to know:*
 - *What type of needs do residents have?*
 - *Are there on site supports?*
 - *What security and safety measures are in place (if applicable)?*
- *Try to be specific about the program and services to address potential concerns and misconceptions.*

[Reporting Back to the Community]

- *Explain how you will report back to the community on what you heard and how the input will be considered.*
- *For example, a What We Heard Report can be used to capture the community's feedback and an email to the community could be used to explain what the final decision was and how community input was considered in that decision.*