

Public Consultation Plan

Project Name:	Devonian Gardens Trail Link – Preliminary Design
Department Responsible:	C & PS
Project Manager:	Dave Cross, Manager – C & PS
Consultant (if applicable):	AECOM
Project Participants:	<ul style="list-style-type: none"> - Landowners Adjacent to Trail Alignment - RVA (Stakeholder) - Alberta Transportation(Stakeholder) - ASPRWF(Stakeholder) - U of A, Devonian Gardens(Stakeholder) - Alberta ESRD(Stakeholder) - Parkland County (PRC, Infrastructure) - Parkland County Residents
Project description:	Preliminary Design development for a trail link.
Decision being made:	Final Design for Trail Alignment
Decision makers:	_____County Administration__ will make the final decision based on recommendations from _Consultants/Project Committee_____
Scope (including impact and complexity) of this decision:	Finalizing Alignment Design. Impact is greatest to adjacent landowners, Parkland County and the RVA.
Timeline for decision:	January 2015
Reason for public consultation:	<ul style="list-style-type: none"> - Awareness of the project status and timeliness - Feedback from adjacent landowners regarding the fine tuning of the alignment - Feedback from stakeholders regarding fine tuning of alignment
Level of public consultation:	<ul style="list-style-type: none"> - Awareness for the general public - Consultation from stakeholders and adjacent landowners regarding the fine tuning of the alignment
Information being sought from public:	<ul style="list-style-type: none"> - General public focus is on awareness of the project status and timelines - Adjacent landowners and stakeholders feedback being sought to help fine tune the alignment
How information from public will be used in the decision making:	<ul style="list-style-type: none"> - Any information from general public will be noted - Feedback from adjacent landowners and stakeholders will be utilized where possible to fine tune the trail alignment

Public Consultation Strategy		
Potential Participants	Proposed level of consultation	Consultation Strategy
General Public	Awareness	Project status and timeline information shared via website, print publications, newsletter, CA newsletters
Adjacent Landowners	Awareness/Consultation	Meeting, written/e-mail correspondence, website
Stakeholders	Awareness/Consultation	Meetings

Resources and Budget		
Staff/Contractors	\$Included in AECOM Contract	
Technical Info and Materials		
Communication	\$250	
Logistics		
Participant Expenses		
Event Planning & Participation	\$500	
Special Meetings		
Communication with Stakeholders		
Display Preparation	AECOM Contract	
Information Management		
Type of information being gathered	How information will be recorded/managed/included into planning considerations	
- Written comment	- Captured through feedback forms at Meeting - Information tracked and follow up for each contribution as to its status	
- Verbal comment	- Noted by consultant - Information tracked and follow up for each contribution as to its status	
Communication Strategy		
Target Audience	Key Messages & Timing	Communication Tool(s)
Adjacent Landowners	- Project awareness - Feedback on the fine tuning of trail alignment	- Direct Mail out to adjacent property owners
Division 1 Residents	- Project awareness -	- Print media, newsletter, website -

County Residents	<ul style="list-style-type: none"> - Project awareness 	<ul style="list-style-type: none"> - Print media including Examiner/Reporter, Dispatch, Communicator Website (PC, RVA)
Stakeholders	<ul style="list-style-type: none"> - Project awareness - Feedback on the fine tuning of the trail alignment 	<ul style="list-style-type: none"> - Meetings - E-mail
Evaluation Strategy		
Criteria to be used to determine if public consultation is successful:	<ul style="list-style-type: none"> - Adjacent landowners and stakeholders participate in process - Increased awareness of project idea 	
What will be measured and evaluated to determine success:	<ul style="list-style-type: none"> - amount of feedback received - type/quality of feedback - variety of responders 	
When measurement and evaluation will take place and the methods to be utilized:	<ul style="list-style-type: none"> - following feedback opportunities on the fine tuning of the trail alignment - staff to provide qualitative feedback on process 	
How the measurement and evaluation results will be used:	<ul style="list-style-type: none"> - Information will be tracked and taken into account in the planning of future Department Public Consultation activities. 	