

Public Consultation Plan

Project Name:	Yellowhead Overlander's OHV Area Proposal
Department Responsible:	C & PS
Project Manager:	Dave Cross, Acting Manager – C & PS
Consultant (if applicable):	N/A
Project Participants:	<ul style="list-style-type: none"> - Council - County Staff (C & PS) - County Residents
Project description:	Gather community input regarding a proposed OHV staging area at the area known as Hell's Half Acre.
Decision being made:	Approve proposed OHV Staging Area.
Decision makers:	_____ Council _____ will make the final decision based on recommendations from _____ Administration _____
Scope (including impact and complexity) of this decision:	<p>The final decision will impact those residents living in the immediate area, Off Highway Vehicle users from the County and Off Highway Vehicle users from surrounding municipalities.</p> <p>The proposal includes the development of a staging area and monitoring of existing trails in the area. The group is aiming to provide a safer, more organized approach to off highway vehicle use in the Hells Half Acre area. One that supports the existing use of the area and reduces impacts to neighboring residents.</p> <p>The diversity of community residents related to Off Highway Vehicle use increases the complexity of the decision.</p>
Timeline for decision:	January 2013
Reason for public consultation:	<ul style="list-style-type: none"> - Test ideas and concepts of the group's proposal
Level of public consultation:	<ul style="list-style-type: none"> - Awareness - Feedback
Information being sought from public:	<ul style="list-style-type: none"> - Feedback on the group's proposal
How information from public will be used in the decision making:	<ul style="list-style-type: none"> - Administration will review feedback/comments provided and will make a recommendation to Council as to whether or not to support the group's proposal

Public Consultation Strategy		
Potential Participants	Proposed level of consultation	Consultation Strategy
General Residents	Awareness/Consultation (test ides)	Information Sharing via web, print and open house. Feedback gathered by survey at Open House and on line.
Neighbouring Residents	Awareness/Consultation (test ideas)	Information Sharing via web , print, open house. Feedback gathered by direct mail out survey, survey at Open House and on line.
County Departments (C & PS, Public Works, Engineering)	Awareness/Consultation	Information Sharing and feedback gathered at Meeting
Resources and Budget		
Staff/Contractors	Internal	
Technical Info and Materials	Internal	
Communication	Internal	
Logistics		
Participant Expenses		
Event Planning & Participation	\$100	
Special Meetings		
Communication with Stakeholders	\$750	
Display Preparation	\$100	
Information Management		
Type of information being gathered	How information will be recorded/managed/included into planning considerations	
- Written comment	- Tracked on spreadsheet with admin responses to each comment as to status of use	
Communication Strategy		
Target Audience	Key Messages & Timing	Communication Tool(s)
General Residents	- Share information regarding group’s proposal for establishing a staging area on site	- Web - Print media
Neighbouring Residnets	- Same as above	- Web - Print media - Direct mail out

County Departments	- Same as above	- meeting
--------------------	-----------------	-----------

Evaluation Strategy	
Criteria to be used to determine if public consultation is successful:	<ul style="list-style-type: none"> - feedback received - use of a gradient of agreement scale with majority being able to live with it or higher
What will be measured and evaluated to determine success:	<ul style="list-style-type: none"> - amount of feedback received - type/quality of feedback - gradient of agreement
When measurement and evaluation will take place and the methods to be utilized:	<ul style="list-style-type: none"> - following completion of survey and open house - 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 by staff when developing recommendations' for Council in regards to the group's proposal