

**Schedule A
Public Participation Plan**

PROJECT BACKGROUND

Description of the overall project or initiative:	
The decision being made is:	
Decision Makers:	
The scope (impact, and complexity) of the decision is:	
The timeline for the decision is:	
The public is being involved because:	
The level of involvement:	
The specific information being sought is:	
How will the information be used in the decision-making?	

STAKEHOLDERS

The project Stakeholder Register is shown below and captures the individuals and/or groups considered stakeholders in this project's context.

Project Title:				
Name of Stakeholder or Group of Stakeholders	Stakeholder Individual or Group	Project Role	Organization	Type of stakeholder Internal or external to the project
Council	Town Council	Elected Officials and Project Sponsors	Town of Magrath	Internal

While this list is intended to be all-inclusive, there is always a chance a small number of stakeholder groups has been inadvertently missed. All other stakeholder groups that self-identify and ask to be included will be included in the engagement process.

Project Title:						
Project Phase	Participation Goal (Inform, Consult, Involve, Collaborate, Empower)	S.M.A.R.T Participation Objective	Communication Items	Public Participation Tools / Techniques* (See attached listing for options)	Desired Out Comes	Event Date(s)

EVALUATION STRATEGY

What are the indicators of success for the public involvement process?	
What will we measure or evaluate about the public involvement process?	
When and how?	
What will we do with the results of the evaluation?	

Public Participation Tools to be Used

PUBLIC NOTIFICATION TOOLS	PUBLIC RESPONSE TOOLS
<p>1. In-person Participation</p> <ul style="list-style-type: none"> <input type="checkbox"/> Front Counter Interactions <input type="checkbox"/> Door Knocking <input type="checkbox"/> Interviews <input type="checkbox"/> Meetings <input type="checkbox"/> Round Tables <input type="checkbox"/> Town Halls <input type="checkbox"/> Open House <input type="checkbox"/> Workshops 	<p>1. In-person Participation</p> <ul style="list-style-type: none"> <input type="checkbox"/> Focus Groups <input type="checkbox"/> Site Visits <input type="checkbox"/> Public Hearings <input type="checkbox"/> Door-to-Door Surveys <input type="checkbox"/> Walkshops (Combination of walking tours and workshops) <input type="checkbox"/> Community Forums
<p>2. Digital Participation</p> <ul style="list-style-type: none"> <input type="checkbox"/> Online Polls or Surveys <input type="checkbox"/> Chat Groups <input type="checkbox"/> Webinar <input type="checkbox"/> Social Media/Discussion Forum <input type="checkbox"/> Online Workbooks 	<p>2. Digital Participation</p> <ul style="list-style-type: none"> <input type="checkbox"/> Social Media Polls <input type="checkbox"/> Virtual Focus Groups <input type="checkbox"/> Online Idea Boards <input type="checkbox"/> Interactive Web-based Simulations <input type="checkbox"/> Virtual Meetings <input type="checkbox"/> Online Deliberation Platforms
<p>3. Written Participation</p> <ul style="list-style-type: none"> <input type="checkbox"/> Written Submissions <input type="checkbox"/> Email <input type="checkbox"/> Mail-in Survey <input type="checkbox"/> Mail-in Polls <ul style="list-style-type: none"> <input type="checkbox"/> Mail-in Workbooks 	<p>3. Written Participation</p> <ul style="list-style-type: none"> <input type="checkbox"/> Online Comment Forms <input type="checkbox"/> Feedback Cards at Public Events <input type="checkbox"/> Surveys Included in Utility Bills <input type="checkbox"/> Feedback Boxes in Public Spaces <input type="checkbox"/> Public Comment Forms on Municipal Websites
<p>4. Representative Participation</p> <ul style="list-style-type: none"> <input type="checkbox"/> Committee Appointments <input type="checkbox"/> Ad-Hoc Committee <input type="checkbox"/> Citizen Board 	<p>4. Representative Participation</p> <ul style="list-style-type: none"> <input type="checkbox"/> Task Forces (A task force is a temporary group or committee established to address a specific issue, problem, or objective) <input type="checkbox"/> Advisory Panels <input type="checkbox"/> Community Liaison Groups <input type="checkbox"/> Stakeholder Roundtables <input type="checkbox"/> Resident Associations <input type="checkbox"/> Working Groups