

3 STEPS TO PUBLIC ENGAGEMENT TEMPLATES

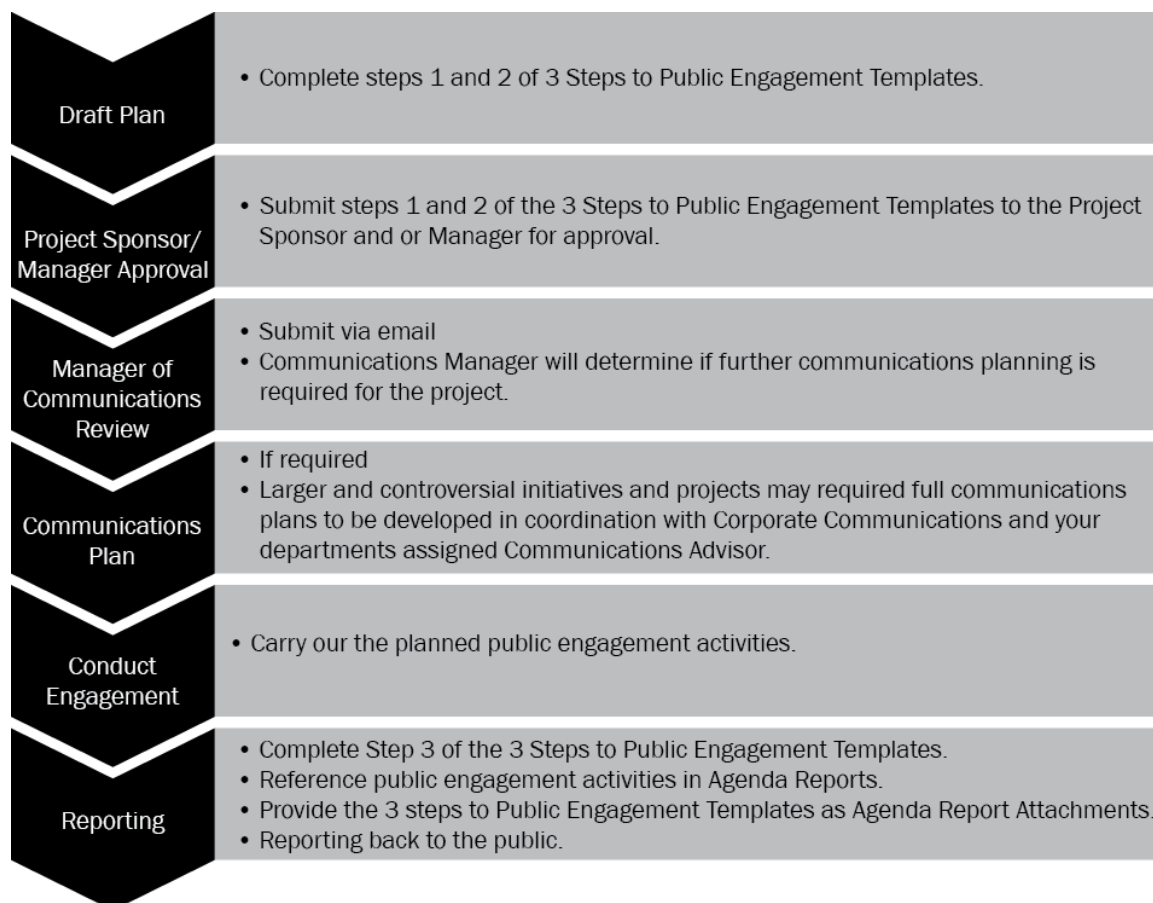
Directions:

1. The attached templates are to be used with the *3 Steps to Public Engagement Guidebook* and *Toolkit*.
2. Templates are to be completed at the time of Project Plans and Charters.
3. Templates and the *Public Engagement Spectrum* chart are to be included in all Agenda Reports and files.
4. Templates and Public Engagement must be referenced in all Agenda Reports under the *Stakeholder Communications or Engagement*.

***The intention of the 3 Steps to Public Engagement is to help staff plan, record, report and justify the Public Engagement initiatives they undertake.**

***Staff are expected to take responsibility for the Engagement and its outcomes.**

Public Engagement Flow Chart



STEP 1 – DECIDING TO ENGAGE

Exemptions:

If your project fits into one of the following categories, you do not have to use the Three Steps to Public Engagement if:

- The project is routine, in nature, or is maintenance and follows established department policies and procedures.
- Ongoing initiatives that are part of standard business procedures and conducted on a regular basis (eg: census, community satisfaction survey, annual programming surveys, application processing that is part of everyday business procedures)
- External led projects and initiatives (primarily statutory Planning & Development activities) covered under City Council Policy C-P&E-01 Public Consultation requirements for Planning and Development Processes. These processes are governed under the Municipal Government Act and are usually processed in response to a developer application or conducted privately by the proponent.

All projects should complete the first DECIDING template, whether or not Public Engagement is required.

1. DECIDING TO ENGAGE TEMPLATE

A. Project Description

Project Name:	<u>Single Use Item Reduction Strategy</u>
Responsible Department:	<u>Utilities & Environment</u>
Project Sponsor:	<u>Kevin Scoble, Chief Administrative Officer</u>
Project Manager:	<u>Olivia Kwok, Supervisor, Waste & Diversion Programs</u>

B. Engagement Objectives

<p>Inform target audiences about single use items in St. Albert</p> <ul style="list-style-type: none"> What items can be included in the reduction strategy How single use items impact our environment How to reduce the use at home, school, work, City of St. Albert, etc. where possible or suggest alternatives <ul style="list-style-type: none"> City of St. Albert – Explore options such as offering option to use box for curbside recycling collection, paper bag only program for curbside leaf collection, City facilities not selling single use items such as bottled water, etc.
<p>Engage with target audiences for feedback about reducing single use items in St. Albert</p> <ul style="list-style-type: none"> Acknowledge some members of our community may need single use items such as straws due to accessibility needs
<p>Empower residents to share knowledge by developing tools, resources and communication materials</p>
<p>Encourage proper sorting of single use items in the curbside collection program</p>

C. Need to Engage

If you select **yes** to any of the below, engagement is necessary

	Yes	No	Comments
The issue directly affects a specific group in the community, their rights and entitlements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Residents, businesses, etc.
The project will impact or cause inconvenience to the daily lives of residents including services and programs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Could alter shopping behaviours – e.g. bring your own bag/utensils/containers. Could trigger business operation changes for stores, restaurants, etc.
Public input is required for project development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

The issue directly and significantly affects the natural environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Reduce waste being sent to landfill, encourage proper waste sorting, etc.
A significant number of people or particular groups are likely to have strong views on the issue	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Residents, businesses, etc.
The change or issue is likely to directly affect quality of life	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Could alter shopping behaviours – e.g. bring your own bag/utensils/containers for residents. Could trigger business operation changes for stores, restaurants, etc.
A legal administrative trigger, such as public hearing, subdivision or a process governed by the Municipal Government Act	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
The decision has long-term, large-scale or otherwise significant social, environmental and/or economic impacts for one or more stakeholder groups	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Could alter shopping behaviours – e.g. bring your own bag/utensils/containers for residents. Could trigger business operation changes for stores, restaurants, etc.
There is – or will be – public and/or media concern over the issue	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Waste is a hot topic in the media Other communities in Edmonton Metropolitan Region, and throughout Canada are also exploring similar bans and strategies

Exceptions

☐ Covered in Policy P&E-01 ☐ Notification with radius of less than 100 m

Approval – No Engagement Required

Project Sponsor/Manager

Date