

STEP 3 TOOLKIT

Conduct a Stakeholder Analysis

What will this Toolkit help you do?

- Identify the individuals and groups who are affected by, or have an influence on, infrastructure planning in the community—and who should therefore be involved in the planning process.
- Clarify the communication and engagement process as it relates to decisions about infrastructure. This means describing who will be informed about the process and decisions, who will provide input on them, and who will make those decisions.
- Get ready for Step 4: Develop a Work Plan, Budget, and Schedule.

What Tool is in this Toolkit?

- Stakeholder Analysis Template

When should you use this Toolkit?

- If the community is in the process of developing a Comprehensive Community Plan (CCP), use this Toolkit as you complete the Pre-Planning Stage in the *CCP Handbook*.
- If the community is going through another infrastructure planning process, use this Toolkit to help you complete Step 3 in the Guide, and before you develop a work plan, budget, and schedule.

TIPS:

- Use this Toolkit to inform your work plan, budget, and schedule. It may seem too early in the process to be conducting a stakeholder analysis, but it is an important step to take at this point because stakeholder engagement has implications for the project's overall budget and schedule.
- Complete the Stakeholder Analysis Template with the Infrastructure Planning Team—they will be able to offer different perspectives on stakeholders to engage during the planning process.

STAKEHOLDER ANALYSIS TEMPLATE

Answer the following questions to help identify the individuals and groups who have a stake in the community's infrastructure—that is, those who have an interest in or concern about infrastructure. They should all be involved in the planning process in some way.

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WHO IS AFFECTED BY INFRASTRUCTURE IN THE COMMUNITY?

List all individuals and groups. This is typically a large list. It usually includes: community members in general; Chief and Council; managers and staff; businesses; and, visitors to the community.

Be sure to have conversations with many different types of groups in the community, including youth and elders—these groups often have specific infrastructure needs that should be discussed in the planning stage.

WHO HAS THE AUTHORITY TO MAKE DECISIONS ABOUT INFRASTRUCTURE PLANNING IN THE COMMUNITY?

List individuals and groups. This is typically Chief and Council, but some managers may also have authority (in other ways)—for example, in approving development applications.

WHAT OTHER EXTERNAL INDIVIDUALS OR GROUPS MAY BE INTERESTED IN THE COMMUNITY'S INFRASTRUCTURE, OR IN WORKING WITH THE COMMUNITY TO ADDRESS INFRASTRUCTURE ISSUES AND OPPORTUNITIES?

List individuals and groups such as Tribal Councils, the First Nations Health Authority, the First Nations' Emergency Services Society, federal agencies, provincial agencies, and neighbouring local governments.

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HOW WILL THE INDIVIDUALS OR GROUPS YOU IDENTIFIED ABOVE BE INVOLVED IN THE INFRASTRUCTURE PLANNING PROCESS?

For each person or group, indicate how they will be engaged. Will they be kept informed? Will they provide input? Will they make decisions?

PERSON OR GROUP	HOW WILL THEY BE ENGAGED?	WHEN SHOULD THEY BE INVOLVED AND ON WHAT TOPICS?
Example: Youth	Provide input	<ul style="list-style-type: none"> During identification of infrastructure needs Ask to provide input on infrastructure for youth (e.g., skate parks, recreation centre)