

Engagement Work Plan

- **Task:** Engagement-related tasks organized under each stage of the OPR work plan (also includes initiatives and deliverables). Town-led tasks are highlighted.
- **Description:** The purpose and details of each deliverable
- **Level of Engagement:** Three levels of public engagement per the Town's Engagement Charter, including:
 - Inform (one-way communication)
 - Consult (two-way listen-learn dialogue)
 - Collaborate (two-way active participation)
- **Participants:** Identifies individuals and groups with a role in the implementation of / participation in the deliverable

	Audience	Description
	Hybrid	Includes any participants except general members of the public
	Public	Includes general members of the public

Phase 1: Set the Stage (Winter 2024–Summer 2025)

Engagement goal: Foundational, knowledge and understanding, determining the path forward.

#	Task	Description	Level of Engagement	Participants
1.1	Project Commencement Notice	<ul style="list-style-type: none"> • Project commencement notice to inform the public and stakeholders of project kick-off 	Inform	General Public and Stakeholders
1.2	Kick-Off Meeting with TAC (virtual)	<ul style="list-style-type: none"> • Introductions / kick-off meeting • Review the roles and responsibilities of members, Terms of Reference, project goals, schedule, and initial research findings. • Discuss any existing OP policies that are difficult to implement. • Collaborate to define key issues. • Present the results of the Background Report. 	Inform, Consult	TAC

1.3	Indigenous Engagement (Town-led) ¹	<ul style="list-style-type: none"> As per the Town's Indigenous Engagement process currently in place 	Consult	Indigenous Communities
1.4	Project Launch (Town-led)	<ul style="list-style-type: none"> Introduce the public to the project Overview of provincial and regional planning policy context Identify what's in/out of scope Create interest for the project 	Inform, Consult	General Public
1.5	Public Open House #1 – Information Session (in-person)	<ul style="list-style-type: none"> To present the results of the Background Report and overall findings from Phase 1. Provide opportunity for dialogue and feedback 	Inform, Consult	Town Council TAC CWG General Public
1.6	CWG Meeting #1 (in-person)	<ul style="list-style-type: none"> Introductions / kick-off meeting Review the roles and responsibilities of members, Terms of Reference, project goals, schedule, and initial research findings. Overview of planning framework and list of key resources. Define key issues. Present the results of the Background Report Gather initial feedback 	Inform, Consult	CWG
1.7	Council Meeting – OPR Project Update	<ul style="list-style-type: none"> To present the results of the Background Report, Public Open House 1, and overall findings from Phase 1. 	Inform, Consult	Town Council
Phase 2: Refresh the Vision & Confirm Priorities (Spring-Fall 2025)				
Engagement goal: Visioning and confirming priorities				
2.1	"What's Next for our Town?" – Artist Call (Town-led)	<ul style="list-style-type: none"> Invite local artists to participate in an art contest and submit proposals on conducting an arts-based engagement session with the community and in partnership with the Town. Proposal will include the development of a final artistic product that can be used in conjunction with OP activities 	Collaborate	Local artists. Leverage key organizations such as Ontario Arts Council, Halton Hills Public Library & Cultural Services

¹ Engagement approach to be confirmed through initial meetings

2.2	Key Interviews (virtual)	<ul style="list-style-type: none"> Conduct interviews with key community representatives to fill in gaps not covered by the CWG on OP priorities and foster connections early on Provides opportunity to identify preliminary / perceived opportunities and constraints, and proactively plan for them 	Consult	Stakeholder representatives
2.3	TAC Meeting #2 (virtual)	<ul style="list-style-type: none"> Share the key findings from technical reports 	Inform, Consult	TAC
2.4	CWG Meeting #2 (in-person)	<ul style="list-style-type: none"> Share the key findings from technical reports 	Inform, Consult	CWG
2.5	Public Open House #2 – Vision and Priorities (in-person)	<ul style="list-style-type: none"> Plan and participate in an open house to confirm the OPR vision and priorities Showcase the interactive local artist session (Town-led). Input and feedback on Vision and Priorities (format TBC) 	Inform, Consult, Collaborate	Town Council TAC CWG General Public
2.6	Council Workshop #1 (in-person)	<ul style="list-style-type: none"> Provide an update on the project and public engagement efforts to date Gather feedback on the vision, goals and objectives of the OPR, and potential policy opportunities and constraints based on technical results Confirm Vision and Priorities 	Inform, Consult, Collaborate	Town Council

Phase 3: Assess Directions (Fall-Winter 2025/2026)

Engagement goal: Developing policy directions, reporting back on technical analysis and findings

3.1	TAC Meeting #3 (virtual)	<ul style="list-style-type: none"> Present key findings from the Policy Directions Report and solicit feedback 	Inform Consult Collaborate	TAC
3.2	CWG Meeting #3 (in-person)	<ul style="list-style-type: none"> Present key findings from the Policy Directions Report and solicit feedback 	Inform Consult Collaborate	CWG
3.3	Council Workshop #2 (in-person)	<ul style="list-style-type: none"> Share the key findings from the Policy Directions Report and solicit feedback from Council. 	Inform Consult Collaborate	Town Council
3.4	Special Meeting of Council (in-person)	<ul style="list-style-type: none"> Discuss revisions that may be required prior to amending an OP as part of a statutory review requirement per Section 26 (3)(b) of the <i>Planning Act</i>. 	Inform Consult	Town Council General Public

Phase 4: Refine the Plan (Winter 2025/2026-Spring 2026)

Engagement goal: Transforming policy directions into policy

4.1	TAC Meeting #4 (virtual)	<ul style="list-style-type: none"> Present and discuss the draft OP to solicit feedback 	Inform Consult Collaborate	TAC
4.2	CWG Meeting #4 (in-person)	<ul style="list-style-type: none"> Present and discuss the draft OP to solicit feedback 	Inform Consult Collaborate	CWG
4.3	Council Workshop #3 (in-person)	<ul style="list-style-type: none"> Present and discuss the draft OP to solicit feedback Engage Council on their goals and objectives for the OPR Provide information on Council's statutory obligations regarding conformity with Provincial policy and legislative framework 	Inform Consult Collaborate	Town Council
4.4	Public Open House #3A (1 in-person)	<ul style="list-style-type: none"> Conduct a series of public open houses (in-person and virtual formats) hosted across the Town to present the draft OP and mapping for public input. 	Inform Consult Collaborate	Town Council TAC CWG General Public
4.5	Public Open House #3B (1 in-person)		Inform Consult Collaborate	
4.6	Public Open House #3C (virtual)		Inform Consult Collaborate	

Phase 5: Finalize the Plan (Spring-Summer 2026)

Engagement goal: Finalizing the OP

5.1	Public Open House # 4 and Statutory Public Meeting (in-person)	<ul style="list-style-type: none"> Present the updated / final draft OP To address comments received on the final draft OP and prepare for Council adoption 	Inform Consult	Town Council TAC CWG General Public
5.2	Council Presentation	<ul style="list-style-type: none"> Prepare a presentation to Council and provide inputs (as required by legislation) to the final Recommendation Report 	Inform Consult	Town Council