

# 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

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

1.3	Indigenous Engagement (Town-led) <sup>1</sup>	<ul style="list-style-type: none"> <li>As per the Town's Indigenous Engagement process currently in place</li> </ul>	Consult	Indigenous Communities
1.4	Project Launch (Town-led)	<ul style="list-style-type: none"> <li>Introduce the public to the project</li> <li>Overview of provincial and regional planning policy context</li> <li>Identify what's in/out of scope</li> <li>Create interest for the project</li> </ul>	Inform, Consult	General Public
1.5	Public Open House #1 – Information Session (in-person)	<ul style="list-style-type: none"> <li>To present the results of the Background Report and overall findings from Phase 1.</li> <li>Provide opportunity for dialogue and feedback</li> </ul>	Inform, Consult	Town Council TAC CWG General Public
1.6	CWG Meeting #1 (in-person)	<ul style="list-style-type: none"> <li>Introductions / kick-off meeting</li> <li>Review the roles and responsibilities of members, Terms of Reference, project goals, schedule, and initial research findings.</li> <li>Overview of planning framework and list of key resources.</li> <li>Define key issues.</li> <li>Present the results of the Background Report</li> <li>Gather initial feedback</li> </ul>	Inform, Consult	CWG
1.7	Council Meeting – OPR Project Update	<ul style="list-style-type: none"> <li>To present the results of the Background Report, Public Open House 1, and overall findings from Phase 1.</li> </ul>	Inform, Consult	Town Council
<b>Phase 2: Refresh the Vision &amp; Confirm Priorities (Spring-Fall 2025)</b>				
<b>Engagement goal:</b> Visioning and confirming priorities				
2.1	“What’s Next for our Town?” – Artist Call (Town-led)	<ul style="list-style-type: none"> <li>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</li> </ul>	Collaborate	Local artists. Leverage key organizations such as Ontario Arts Council, Halton Hills Public Library & Cultural Services

<sup>1</sup> Engagement approach to be confirmed through initial meetings

2.2	Key Interviews (virtual)	<ul style="list-style-type: none"> <li>Conduct interviews with key community representatives to fill in gaps not covered by the CWG on OP priorities and foster connections early on</li> <li>Provides opportunity to identify preliminary / perceived opportunities and constraints, and proactively plan for them</li> </ul>	Consult	Stakeholder representatives
2.3	TAC Meeting #2 (virtual)	<ul style="list-style-type: none"> <li>Share the key findings from technical reports</li> </ul>	Inform, Consult	TAC
2.4	CWG Meeting #2 (in-person)	<ul style="list-style-type: none"> <li>Share the key findings from technical reports</li> </ul>	Inform, Consult	CWG
2.5	Public Open House #2 – Vision and Priorities (in-person)	<ul style="list-style-type: none"> <li>Plan and participate in an open house to confirm the OPR vision and priorities</li> <li>Showcase the interactive local artist session (Town-led).</li> <li>Input and feedback on Vision and Priorities (format TBC)</li> </ul>	Inform, Consult, Collaborate	Town Council TAC CWG General Public
2.6	Council Workshop #1 (in-person)	<ul style="list-style-type: none"> <li>Provide an update on the project and public engagement efforts to date</li> <li>Gather feedback on the vision, goals and objectives of the OPR, and potential policy opportunities and constraints based on technical results</li> <li>Confirm Vision and Priorities</li> </ul>	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"> <li>Present key findings from the Policy Directions Report and solicit feedback</li> </ul>	Inform Consult Collaborate	TAC
3.2	CWG Meeting #3 (in-person)	<ul style="list-style-type: none"> <li>Present key findings from the Policy Directions Report and solicit feedback</li> </ul>	Inform Consult Collaborate	CWG
3.3	Council Workshop #2 (in-person)	<ul style="list-style-type: none"> <li>Share the key findings from the Policy Directions Report and solicit feedback from Council.</li> </ul>	Inform Consult Collaborate	Town Council
3.4	Special Meeting of Council (in-person)	<ul style="list-style-type: none"> <li>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>.</li> </ul>	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"> <li>Present and discuss the draft OP to solicit feedback</li> </ul>	Inform Consult Collaborate	TAC
4.2	CWG Meeting #4 (in-person)	<ul style="list-style-type: none"> <li>Present and discuss the draft OP to solicit feedback</li> </ul>	Inform Consult Collaborate	CWG
4.3	Council Workshop #3 (in-person)	<ul style="list-style-type: none"> <li>Present and discuss the draft OP to solicit feedback</li> <li>Engage Council on their goals and objectives for the OPR</li> <li>Provide information on Council's statutory obligations regarding conformity with Provincial policy and legislative framework</li> </ul>	Inform Consult Collaborate	Town Council
4.4	Public Open House #3A (1 in-person)	<ul style="list-style-type: none"> <li>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.</li> </ul>	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"> <li>Present the updated / final draft OP</li> <li>To address comments received on the final draft OP and prepare for Council adoption</li> </ul>	Inform Consult	Town Council TAC CWG General Public
5.2	Council Presentation	<ul style="list-style-type: none"> <li>Prepare a presentation to Council and provide inputs (as required by legislation) to the final Recommendation Report</li> </ul>	Inform Consult	Town Council