

OFFICIAL PLAN REVIEW: COMMUNITY ENGAGEMENT & CONSULTATION PROGRAM FOR SEGUIN TOWNSHIP



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1. GOALS

The goals of the community engagement plan is to establish a process that will educate the public through transparent, accountable, consistent and accessible engagement.

Through building engagement strategies we hope to inspire community stakeholders to shape the Township's future by supporting decisions that reflect the common good for all residents of Seguin Township now and in the future. It is our intent to build community stakeholder trust in the Municipality's process.

2. PROGRAM METHODOLOGY & APPROACH

2.1 KICK OFF MEETING

At the outset of Phase 1, our Project Team will hold a kick-off Meeting to initiate the project and introduce the Team. A discussion around municipal and Project Team responsibilities will be included the the meeting, and an agenda and minutes will be produced by the Project Team.

2.2 LAUNCH PROJECT WEBSITE

Our Project Team will develop a dedicated project website, which will be a repository for information related to the project, as well as a forum for community dialogue. Before the site goes live, there will be an opportunity for the township to provide feedback on appearance, function, and content of the website.

2.3 STAFF AND STAKEHOLDER CONSULTATIONS

There will be two Staff and Stakeholder consultations. These will consist of face-to-face meetings with Staff and identified stakeholders in the community (including industry, NGOs, Steering Committee, First Nation Communities etc.).

At the first meeting we plan to introduce the project, and gain input from stakeholders on issues and ideas.

At the second stakeholder meeting we will debrief the Public Open House.

2.4 PUBLIC MEETINGS

There will be a total of three Public Meetings. The first will be a Public Open House in the form of a Community Cafe will be held, including a short presentation to contextualize and inform discussions. The Open House will inform interested parties about the project, ways to get involved, and preliminary issues and opportunities for inclusion in the Official Plan.

The second public meeting will be held to disseminate the results of the draft of the Official Plan. We will be seeking further input on proposed policies.



The final public meeting will be the formal Public Meeting under the Planning Act. The Final By-law will be presented to the public and Council. Council will have an opportunity to hear any further input prior to considering adoption of the By-law.

It is also recommended that the Community Workshop and the Open House be combined with a Council Workshop on the same dates to inform and engage with Council.



The Council workshops would be held prior to the Community Workshop and the Open House

3. VALUE ADDED

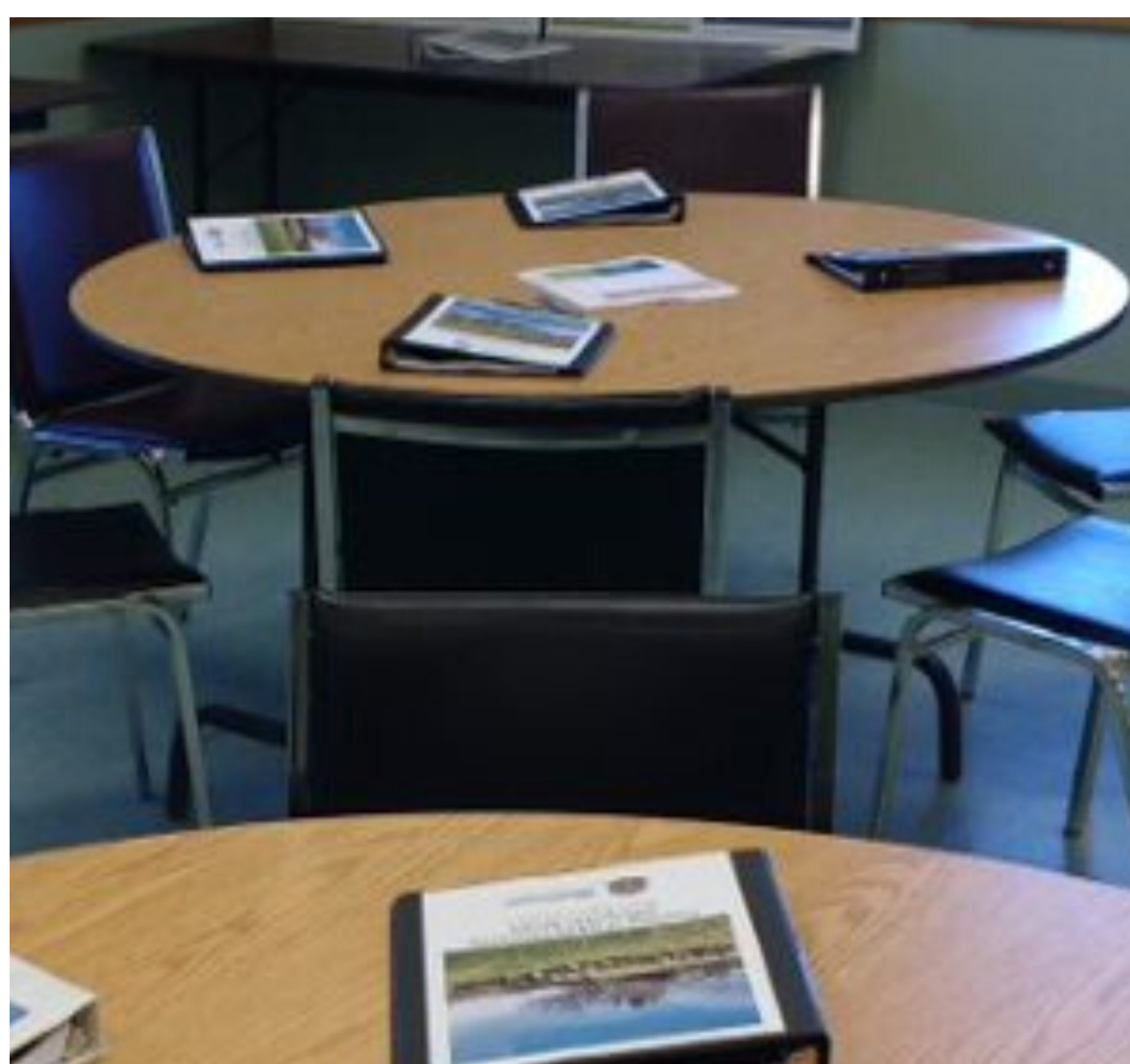
3.1 WEBSITE

Skeleton and Brumwell and Associates will develop a dedicated project website, which will be a repository for information to be shared with the public and stakeholders. The website will provide an outline and timeline of the project; a download for documents to be available to the public; a calendar; and a comment submission form.

The website also functions as a forum and commenting space for continuous online engagement. Project updates and upcoming consultation activities will be posted on the website. The comment form will be for the public to submit comments. This forum is an opportunity for the community to create a dialogue for discussion.

3.2 SURVEY

A survey will also be developed and posted on the project website. This survey will highlight key public considerations that will be introduced during the first workshop.



3.3 OPEN HOUSE WORKSHOP

Our Project Team uses a workshop approach at Open Houses to gain feedback from a



range of views. We also provide a short presentation to help inform participants about the Project and to help guide meaningful discussions. We have found this type of Open House to be useful in obtaining the broad views and ideas of many stakeholders.

3.4 INDIGENOUS ENGAGEMENT

Members of our Project Team also have experience in Indigenous engagement, which we will draw upon in undertaking the Project.

3.5 STEERING COMMITTEE

A steering committee will be established in consultation with township staff and council.

The steering committee will provide feedback and input at appropriate stages of the work. It is anticipated that the steering committee will meet on the same dates as the two staff and stakeholder consultations, the community workshop, and the open house and public meeting (5 meetings) as well as having a dedicated Sharepoint site for the purposes of sharing documentation and conversations.

4. CONCLUSION

Our Project Team is please to submit this proposal for the Township of Seguin's Official Plan Review: Community Engagement & Consultation Program.

Submitted by Skelton Brumwell & Associates Inc.





PHASE 1: KICK OFF MEETING

Face-to-face meeting with Staff. This meeting will initiate and identify issues and stakeholders.

PHASE 2: PROJECT WEBSITE INITIATED

Using Wix, we will develop user-friendly content and create a point of contact to promote engagement throughout the project



PHASE 3: STAFF & STAKEHOLDER CONSULTATION

Face-to-face meeting with Staff and identified stakeholders in the community (including industry, Steering Committee, NGOs, First Nation Communities etc.). During this phase we plan to introduce the project, and gain input from stakeholders on issues and ideas.

PHASE 4: PUBLIC OPEN HOUSE

The first will be a Public Open House in the form of a Community Cafe will be held, including a short presentation to contextualize and inform discussions. The Open House will inform interested parties about the project, ways to get involved, and preliminary issues and opportunities for inclusion in the Official Plan.



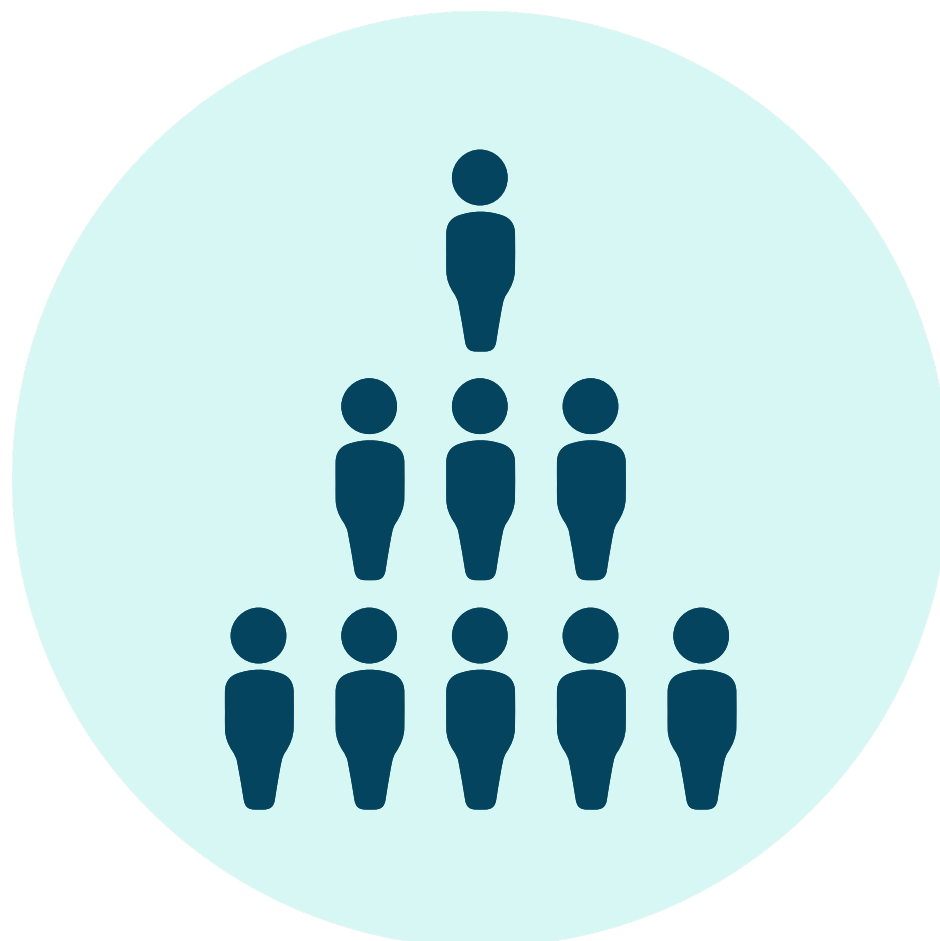


PHASE 5: STAFF & STAKEHOLDER CONSULTATION

Face-to-face meeting with Staff and identified stakeholders in the community (including industry, NGOs, Steering Committee, First Nation Communities etc.). Debrief the Community Workshop, continue public engagement.

PHASE 6: OPEN HOUSE

The second public meeting will be held to disseminate the results of the draft of the Official Plan. We will be seeking further input on proposed policies.



PHASE 7: FINAL PUBLIC MEETING

The final public meeting will be the formal Public Meeting under the Planning Act. The Final By-law will be presented to the public and Council. Council will have an opportunity to hear any further input prior to considering adoption of the By-law.