



OUR SPRINGWATER, OUR FUTURE
OFFICIAL PLAN REVIEW



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Communications Strategy

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 Township of Springwater

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1. Introduction

A successful and meaningful consultation program is an important component in the completion of the Township of Springwater Official Plan Review. Early and proactive consultation coupled with appropriate issues management will minimize challenges as the project progresses and the project team seeks the support from the Township and the County of Simcoe. A positive and engaging consultation process will assist in ensuring that the preparation and administration of the Township's Official Plan is met with support from Municipal staff, Council, the public and stakeholders.

The purpose of this Communications Strategy is to build upon the proposed work program to undertake the preparation of the Official Plan, and clearly outline the agreed upon principles, methods and tools used to consult with Township Staff, Council, agencies, the public and other stakeholders. This report identifies the various roles and responsibilities of the consulting team, Township staff, Council and other stakeholders. It is intended that this report augment the Townships Strategic Plan and Communications Plan for Municipal Development, and will be used as an internal guide throughout the Townships Official Plan Review.

The Township of Springwater Strategic Plan ("Our Springwater, Our Future) 2016-2018 recognizes that community engagement is a key factor to achieving the strategic goals of the Township. It is the direction of Council to:

"Create opportunities by which our community establishes sustainable relationships for the purpose of building a collective vision for the benefit of our community".

This direction is critically important in the development of the Townships new Official Plan, as it will establish the vision, objectives and policies to guide land use planning decisions and future growth and development in the Township.



1.1 Official Plan Review Process

The Official Plan Review is envisioned as a two phase process spanning a multi-year timeframe and culminating in a new Official Plan for the Township of Springwater. The two phased Official Plan review process is illustrated in the following graphic, which highlights the key tasks, anticipated timing, and opportunities for community engagement.

Official Plan Review Process



The first phase being undertaken is the 'Preparatory Phase' and includes the preparation of this Communications Strategy, a comprehensive Planning Framework Review, a community Visioning Workshop, the preparation of a Discussion Paper and Growth Management Strategy (GMS) Update, and will culminate in a Special Meeting of Council and a final discussion paper to Council. Phase 1 will establish a community vision, goals and objectives to guide land use planning in the Township, and identify the issues and proposed policy directions to be considered in the preparation of the new Official Plan.

PHASE 2 – OFFICIAL PLAN POLICY PREPARATION & ADOPTION



Phase 2 will involve undertaking any required background studies or reports as identified through the Phase 1 work, and proceeding with the drafting of the new Official Plan and policies. This Phase will involve various consultations with the public, stakeholders and Council to review the draft Official Plan policies.

2. Roles and Responsibilities

For the project to be a success, the roles and responsibilities of all those involved need to be clearly outlined and defined.

2.1 Consultant

MMM Group Limited will be responsible for the overall facilitation of the project including, but not limited to:

- Facilitation of public consultation;
- Summary of all comments received;
- Meetings with staff / stakeholders and the public;
- Preparation of a Draft Discussion Paper, Growth Management Strategy, and Background Reports; and the Draft Official Plan;
- Preparation of required Schedules / Mapping; and
- Presentations to Council.

Chris Tyrrell and Randall Roth will be the primary contacts for the project and should be copied on all emails.

2.2 Township Staff

The Director of Planning Services, Brent Spagnol, and Chris Russell, Planner, will be the primary contacts for the consultant. The Township's responsibilities will include the following items:

- Day to day liaison between stakeholder groups;
- Providing input / assistance regarding technical issues;

- Liaison with outside agencies and stakeholders, as required;
- Coordination of public consultation notices and logistics;
- Receiving comments from the public;
- Advertising and circulating / reviewing notices for public meetings;
- Booking and coordinating meeting spaces;
- Incorporating text received from the Consultant into various Township templates including, but not limited to, website(s), social media, notices, and questionnaires;
- Review and comment on the Draft Discussion Paper, Growth Management Strategy, Background Reports and Draft Official Plan; and,
- Attendance at Public and Council meetings.

Staff meetings will include representation from the various Township municipal departments to ensure that the process considers all matters that may relate to planning across all areas of the Townships jurisdiction.

2.3 Township Council

Council will participate in several meetings throughout the project as well as be responsible for the adoption of the new Official Plan. Specifically, they will participate in the following tasks:

- Provide input to Vision, Goals and Objectives;
- Review and comment on the Draft Discussion Paper, Growth Management

Strategy, Background Reports, Draft Official Plan; and

- Adoption of a new Official Plan.

2.4 Stakeholders and Members of the Community

The input received from stakeholders and the community is very important to the development of the Official Plan. Stakeholders and the community will be involved throughout the duration of the project and provide input in the following areas:

- Participate in the development of the Vision, Goals, and Objectives;
- Review and comment on the background work;
- Provide input through social media;
- Complete online questionnaires;
- Provide comments on the Draft Discussion Paper, Growth Management Strategy, Background Reports and Draft Official Plan; and
- Attend Public Open Houses, the Statutory Public Open House and Statutory Public Meeting.

Stakeholder meetings are intended to consist of individuals from various formalized groups, organizations, committees and agencies which express the collective interests of the entire organization. A list of stakeholders will be identified in the early stages of the project in consultation with Township staff. Stakeholders are anticipated to include such organizations as the: County of Simcoe; Nottawasaga Valley Conservation Authority

(NVCA); Lake Simcoe Region Conservation Authority (LSRCA); Township of Springwater Agricultural Society; Trails Development Committee; Recreation Advisory Committee; Accessibility Advisory Committee; First Nations Groups of Simcoe County; Simcoe County District School Board; Simcoe Muskoka Catholic School Board; Elmvale Business Improvement Association (BIA); Agricultural Society; and the housing and building industry; among others. All stakeholders and residents will be encouraged to participate in the community public open houses.

3. Project Branding

To ensure that the Official Plan Review project has a consistent image and theme when presented to and viewed by the public, project branding and report / presentation templates will be developed. The project branding will complement the existing Township of Springwater logo; and utilize a unique Official Plan Review project logo on all reports / public materials to give the project an overall consistent look and feel to establish an identifiable brand. Document templates will be established using the project branding and will be consistently used for all materials created throughout the duration of the entire Official Plan Review project.

The project brand will be the basis for the development of study promotional materials. The materials will be used to establish momentum and to increase public awareness through on-going promotion and outreach initiatives.



MMM will prepare promotional materials which will be distributed throughout the Township. These materials are anticipated to include a project post-card, poster / flyer, and other communication materials. A description of the promotional materials to be developed for the Springwater Official Plan Review include:

- **Project Post-Card:** A project post-card will contain relevant information including consultation milestones, contact information and a link to the project website. Copies could be provided at community destinations, at local businesses, in schools, at the Township's office, etc. The Post-Card may also be distributed at public events and meetings. The card will be developed based on the study brand and will include appealing and engaging wording to generate public interest.
- **Project Poster / Flyer:** A project poster / flyer would similarly include relevant information about the study and key study milestones. The poster / flyer would be formatted to be consistent with the study brand and include key contact information

and other opportunities for engagement. Township staff will be responsible for providing the posters / flyers to key community destinations. As needed, electronic copies of the poster / flyer would be provided to the Township or to local businesses for them to print and distribute. Township staff would be responsible for coordinating with venues throughout the Township to distribute posters.

Additional discussion and considerations with Township staff to confirm the preferred promotional materials will be required.





4. Format of Meetings

All of the meetings discussed will follow the general format outlined below. The messaging presented in meeting materials and at all Public Open Houses and Workshops will be kept simple and will be easy to understand.

Materials prepared for meetings will be provided to Township Staff in advance for review. Materials prepared for public consumption will meet Accessibility for Ontarians with Disabilities Act, 2005 (AODA), requirements where applicable and additional accommodations will be made to meet the Township's requirements.

4.1 Visioning Public Open Houses / Workshops

Visioning Public Open Houses / Workshops will be held throughout the initial visioning phase of the project and will focus on engaging the community in the project. Their format will include interactive, face-to-face engagement that will allow members of the public to provide their collective input to shape the vision for the Township of Springwater. It also will include unique and innovative public consultation techniques designed to suit the stage of the project including, but not limited to, dot-matrices, brainstorming / charting, and dynamic group work.

These sessions will be facilitated by the consultant with assistance from Township staff or other team members where required.



Workshops will include similar advertising, promotion on social media and online presence as an Open House. Workshops can also be held in association with Open Houses.

4.2 Open Houses

Open houses are designed to be informal sessions where interested persons and organizations can review material (presentation boards, graphics, document summaries, etc.) at their own pace, ask questions, and discuss issues with the Consultant team and Township staff. This format is a particularly effective way of introducing the project and Consultant team as well as allowing individuals “face-to-face” time with the Consultant and Township staff. The formal presentation by the Consultant will include an open question and answer or discussion period.

All Open Houses will have clear sign-in areas to collect contact information of those members of the public in attendance. Comment sheets will be provided to collect feedback during the meeting as well as hard copies of the questionnaires. Options will be made available for attendees to take feedback forms away and submit comments after the open house. Every Open House will provide the opportunity to promote the project’s online presence, social media channels and the online questionnaires, as further means to obtain information.

Advertising for the Open Houses will occur through formal notices sent out by the Township, the local newspaper and online

through the Township’s website. Direct mailings at the project initiation and key milestones throughout the project will be considered. Further advertising can occur through the Township’s social media channels and word of mouth from Township Staff and Council.

4.3 Staff / Stakeholder Meetings

In advance of all meetings with Staff / Stakeholders, the materials to be discussed will be circulated prior to the meeting. Meetings of this nature may often be clustered with other meetings throughout the project. The format of all internal meetings will be discussed prior to the event to ensure all expectations as met from all parties.

4.4 Presentations to Council

Presentations to Council will generally occur at regularly scheduled Council meetings; however, due to the nature and extent of the topics to be discussed, it may be appropriate to have Special Council meetings. The Consultant, in consultation with Township staff, will make the presentations to Council. The presentations are intended to update Council on the current stage of the project or highlight key issues for discussion or Council direction. At these meetings, Council will have the opportunity to adopt the latest recommendations for the project, and / or receive information reports. Recommendations provided by Council will be considered for incorporation in the next version of the report / phase(s) of the project.

5. Online Presence and Print Media

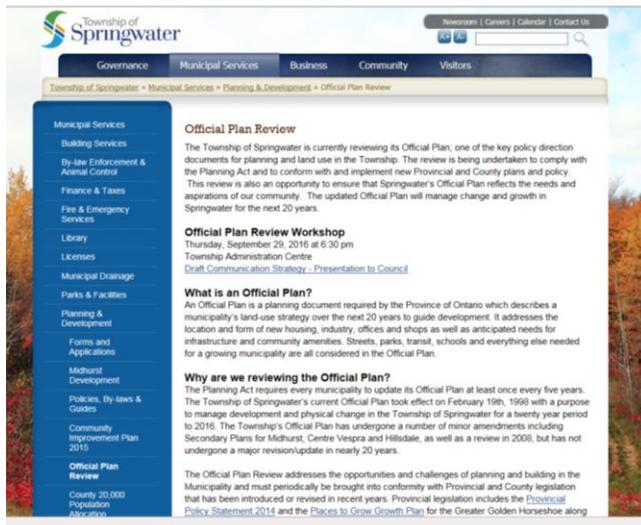
To ensure that information regarding the project is widely available to everyone in the Township, there will be a strong online presence, in addition to the use of print media. This will involve having materials available on the Township’s website and engaging the community through various social media platforms. A dedicated project webpage for the Official Plan Review will be established, so all materials and communications are readily accessible. All of the text for the website and social media platforms will be provided to the Township to be incorporated into their template(s).

5.1 Township’s Website

The Township’s website will be the home for the Official Plan Review. A dedicated page, consistent with the project branding, will be established by the Township which will host all appropriate materials produced throughout the duration of the project. A member of the public should be able to visit the Official Plan Review page of the Township’s website and find all the most current and relevant information on the project. The online questionnaires created for the project will also be accessible through the Township’s website.

In order to facilitate updates to the Township’s website for the Official Plan Review, the consultant will provide all consultation materials in Adobe Pdf formats. This will allow members of the community who are not able to attend meetings in person to remain up to

date on the project. In addition, all background reports completed for the project will also be made available for public review. The consultant will provide updates to the Township for the website at necessary milestones throughout the project.



5.2 Online Questionnaires

By providing the questionnaires online a greater audience can be reached including those unable to attend meetings in person. Hard copies of the questionnaires will also be made available at meetings. The Township's social media pages / accounts will also be used to promote the questionnaire.

The responses collected through the questionnaire will be analyzed and a summary will be included at each appropriate stage of the project.

5.3 Social Media

Social media will be used throughout the duration of the project to encourage community involvement and promote the

project. Social media will be used to encourage input to online questionnaires, disseminate project information / updates, advertise upcoming meetings, and collect general feedback from the community. This will also be another effective means to provide notice regarding upcoming consultation events.

The social media platforms will include Facebook and Twitter. The Township's existing Facebook page has just over 100 followers, as a result it is recommended that the existing account be used to promote the Official Plan Review. This will ensure that the existing audience that is already interested in the Township of Springwater events is engaged in the project. The Township's existing Twitter account (@springwatertwp) has just over 2,700 followers. It is recommended that a unique hashtag, #springwaterOPR, be used to collect all social media posts related to the Official Plan Review.

Township staff and the consultant will promote social media at all events held for the project. In particular during the visioning phase of the project, social media photo frames are proposed to be distributed as an information piece to increase awareness about the project. The photo frames are intended to have residents capture "What I Love About My Community" The photos collected from this initiative will inform staff and the consultants of what makes Springwater special and unique, and can form part of the overall vision for the community and be incorporated into the Discussion Paper. It is recommended that a community contest be initiated at the first

series of public visioning workshops, with prizes awarded to the best images captured.

The consultant will provide staff with social media content that will include the types of messaging that should be posted on the social media outlets for each milestone in the project. The consultant will provide content as requested for use in social media such as links and photos. Township staff will be responsible for posting and monitoring all social media messaging and content.

5.4 Email Distribution List and Email Contact

The Township will utilize its email distribution list to notify residents of upcoming events and project updates through the duration of the project. The Township will update and maintain a list of all individuals wishing to be engaged in the project through the Township's email distributions.

A dedicated project email address is also proposed to be established and managed by the Township to direct all email correspondence to, such as "OfficialPlanReview@springwater.ca".

5.5 Issues Disposition & Comments Matrix

Tracking and maintaining a well-organized database of comments and input received will be a key component of the project record and will be a primary reference for the development of the Official Plan. MMM will prepare a well-organized matrix of comments using Excel over the course of the project.

Included in the matrix will be a summary of each comment received, from whom it was received, when it was received as well as a response to each. In most cases response to each individual who submitted the comment will not be provided, however, if the comment is more complex in nature a follow-up may be required. This will be determined based on discussions with Township staff.

The matrix will be used as an internal document over the course of the project but will form part of the project record / summary report in order to demonstrate to those involved how their comments were incorporated into the Official Plan Review. The spreadsheet will be available for Township staff to review as needed over the course of the study.

5.6 Project Video

A project video will be created at the beginning of the visioning phase of the project in order to provide the community with general information regarding the project. A video can be an effective media tool in engaging with the community and creating interest in the project. The video is intended to encourage engagement for the duration of the project. Some of the key themes highlighted may include: what is an official plan, why should the community be involved, and how can input be provided. The video is intended to initiate community discussion on how residents envision their community to look like in the next 20 years, and how the Official Plan can play an important role in

shaping their community. This can be a useful tool to be used at any of the Workshops / Open Houses throughout the project. We anticipate the video to be a fairly brief, two to three minute animated video with voice overs and a soundtrack, to capture the attention and interest of the community.

Additional project videos may be considered during the Phase 2 work program to identify key policy recommendations to address matters important to the Township.

5.7 Print Media / Direct Mail

The use of print media and direct mailings will be considered at key milestones and consultation events throughout the project. Advertisements in the *Springwater News* may be used at key milestones to advertise public meetings and highlight opportunities to provide comments. Opportunities will also be considered for including posters / flyers or information sheets, which may be distributed along with the Township's tax bills or other direct mailings.

6. Key Consultation Activities

Throughout the duration of the project there will be a number of consultation activities designed to raise awareness and engage with a variety of stakeholders on the project. Each team member identified in the previous section will play a different part in the facilitation at these events. Certain meetings have been grouped together in the project work plan and are intended to occur over the same day.



Phase 1 – Preparatory Phase

6.1 Creating a Vision

Following the project initiation meeting, the project will include the development of a vision, goals and objectives for the Township of Springwater. This will include a substantial amount of community engagement and awareness to ensure that active participation

by local citizens occurs at the beginning of the project.

Meeting with Staff / Stakeholders

One of the first tasks in the Preparatory Phase is to meet with Staff / Stakeholders (Simcoe County, First Nations Groups of Simcoe County, Simcoe County District School Board, Simcoe Muskoka Catholic District School Board, Elmvale Business Improvement Association (BIA), Agricultural Society, advisory groups etc.) to obtain input on the existing vision, goals, objectives and to explain the format of public workshops. This, in our experience, ensures there are no surprises and all expectations are met. Meeting internally with these groups, ideally on the same day, will assist the Project Team in understanding certain issues, and provide a tone which can be used in the workshop with the public.

MMM anticipates that this will involve two separate meetings with staff and stakeholders over the course of one day.

Meeting with Council

Following meetings with Staff / Stakeholders, we will engage Council through a strategic workshop, to outline the study process, key issues identified to date through the planning framework review, and solicit Council's input on the vision, goals, and objectives. We understand this meeting will build upon the Strategic Session already undertaken with Council, and serve to gain further insights on Council's concerns and aspirations for the community.

Visioning - Public Open Houses / Workshops

A series of Community Visioning Workshops will be undertaken, which represent an opportunity for the public and other stakeholders to be formally introduced to the project. The Visioning Workshops are aspirational, in that the focus will be to better understand what resident's value about their community and how they wish to see it evolve over the next 20 years. The Visioning Workshops will inform Official Plan policy development by implementing Provincial and County planning policies in a manner that is meaningful and appropriate to the Township of Springwater.

To ensure that we engage both urban and rural communities of the Township, we propose holding various Visioning workshops throughout the Township, which will be confirmed with Township staff.

More specifically, we propose that the meetings consist of an open house, in which participants may review display boards and speak with staff and the consulting team as well as complete a survey / questionnaire to assist in providing input on a new vision, goals, and objectives. The open house will be followed by a presentation to discuss the process that will be followed to review and update the Official Plan as well as preliminary issues identified. This helps to develop a clear direction that can be referenced moving forward. This public open house also has an educational component to ensure the community is clear on what an Official Plan is,

the purpose of the Official Plan and how the amendments will manage and direct the Township's growth in the future. At the conclusion of the presentation, participants will have the opportunity to work in facilitated break-out groups to further refine a vision and identify goals and objectives. The details and agenda for the workshop will be confirmed with staff.

As discussed in the following section, the launch of the Online Survey will occur with the advertising of the Workshops. The Workshops will also be an opportunity to promote the project's social media presence.

Online Survey

The online survey will be designed to collect feedback from the community regarding their vision for Springwater. The questionnaire will be available for the duration of the Preparatory Phase and can therefore be incorporated at any of the other planned events. This also allows the community to reflect on the information presented by the project team and provide their input at a later date.

"What I Love About My Community Contest"

As previously discussed, it is recommended that a community contest be initiated at the first series of public visioning workshops, with prizes awarded to the best images captured. Residents will be encouraged to capture images using the photo frame to post to the Township's social media.



6.2 Draft Discussion Paper and Draft Growth Management Strategy

To begin the technical work for the Official Plan a Draft Discussion Paper and Draft Growth Management Strategy will be completed.

The Discussion Paper will outline the findings of the planning framework review (the context in which the new Official Plan must conform to), and outline the key issues to be addressed in the OPR, as well as potential policy options and recommendations.

This work will also identify any required supporting studies to be undertaken as part of Phase 2 of the work program. The Report will outline a new structure and format for the

proposed Official Plan, through the preparation of a detailed and annotated Table of Contents to form the basis for the new Official Plan.

The Growth Management Strategy will assist in satisfying the Planning Act and PPS 2014's requirements for undertaking a review of the Official Plan and address the growth management requirements of the Growth Plan and County Official Plan. The strategy will assess the Township's settlement hierarchy and community structure to ensure sustainable long-term growth. The strategy will identify suitable locations for growth and the phasing of development with consideration of municipal investments in infrastructure. It will detail the employment (industrial, commercial and institutional) and residential land needs in the Township of Springwater.

This work will culminate in identifying an appropriate settlement strategy for the Township, outlining recommendations for a community structure and settlement area strategy to accommodate the Township's anticipated growth needs.

This work will be undertaken in parallel with the Draft Discussion Paper, which will identify the issues and options for addressing the Growth Management Strategy for the Township. The Growth Management Strategy, will be submitted to the Township for review prior to circulation to the stakeholders and the public for review and comment.



Meeting with Staff / Stakeholders

A meeting with staff and stakeholders is required to present the findings of the Visioning workshop and discuss the Draft Discussion Paper and Growth Management Strategy. We anticipate that this will include a presentation and roundtable discussion with stakeholders to identify individual concerns and comments. We anticipate that separate meetings with staff and public agencies will be undertaken on the same day.

Public Open House

A Public Open House will be held to present the findings and recommendations from the Community Visioning workshop as well as the draft findings from the Draft Discussion Paper and Growth Management Strategy. Participants will have an opportunity to review boards, listen to a presentation regarding the highlights of the Study, and speak to members of the Project Team and Township staff. All input received from this session will be considered and any revisions will be made prior to finalization.

Special Meeting of Council (Section 26 Meeting)

MMM Group will formally initiate the Official Plan Review by holding a Statutory Section 26 Special Meeting of Council under the *Planning Act*. The purpose of this meeting is to present the Draft Discussion Paper and Growth Management Strategy and identify and receive further community input on the issues that need to be addressed through the Official Plan Review. Findings and recommendations resulting from the community and stakeholder

visioning exercises will also be presented to identify key issues that should be addressed. The comments obtained from this meeting will be used to finalize the Draft Discussion Paper and Growth Management Strategy.



Phase 2 – New Official Plan

6.3 Preparation of Background Reports

Based on Phase 1 recommendations, a number of supporting technical background studies may be undertaken to address key issues identified in Phase 1. Background Reports will address a wide range of complex and technical issues, to assist in the formulation of Official Plan policies.

The consultant will consider all recommendations from each Background Report and identify how they should be addressed through the preparation of the Official Plan.

Meet with Staff / Stakeholders

Once all of the Background Reports have been submitted to the Township, the consultant will meet with Township Staff / Stakeholders to

provide an overview of the Background Report(s) to highlight key policy recommendations to obtain feedback prior to meeting with Council and the public. As a note, we would suggest that we submit each Background Report as it is completed to ensure that staff / stakeholders are not overwhelmed. It is anticipated that separate meetings with staff and the stakeholders will be required.

Meeting with Council

Based upon the direction and comments from staff and the stakeholders the consultant will prepare a presentation to Council to highlight the findings of the background studies and policy recommendations moving forward. This meeting is to be held on the same day as the Staff / Stakeholders meeting.

6.4 Draft Official Plan

Visioning information will be combined with findings from the Background Reports to create a Draft Official Plan. The Draft Official Plan will be circulated to staff, and all stakeholders for review and comment, prior to its release for viewing at the Statutory Public Open House.

Following staff and stakeholder review of the Draft Official Plan, the consultant will meet with staff and stakeholders to review the Official Plan and discuss comments in order to prepare a revised Draft Official Plan for public consultation.

The Draft Official Plan will be presented to Council with the intent to obtain feedback and

authorization to proceed to a Statutory Public Open House to present the Draft Official Plan.



Statutory Open House / Meeting

Once the Final Official Plan Amendment has been prepared the required statutory public open house and public meeting will be held. A Final Draft Official Plan Amendment is to be presented to the public prior to Council Adoption. Should it be Council's preference, another meeting could be held for Council adoption.

6.5 Final Official Plan Amendment

Based on the feedback received on the Draft Official Plan Amendment the Final Official Plan Amendment will be prepared and submitted to Council for adoption.

7. Accessibility & Public Engagement

This Communication Strategy aims to provide the public, stakeholders, staff and members of Council with a menu of consultation and communication alternatives, from which they can select their preferred method to engage.

MMM Group Limited has been closely following the development of the *Accessibility for Ontarians with Disabilities Act (AODA)*. Ontario Regulation 413/12 came into effect in January 2013 and municipalities are expected to be in compliance by 2016. A sound consultation and engagement plan requires a solid understanding and action plan regarding accessibility. We will endeavor to understand the Township's current and planned approach to accessibility and will use this as the starting point to develop a range of accessible consultation and engagement activities. Township staff will consult with the

Accessibility Advisory Committee to ensure both public meetings and project materials are accessible.

More specifically the following will be achieved:

- An accessible public location will be identified as the preferred location for public open houses;
- The notices will be made AODA compliant and will include contact information for a Township staff representative who can provide information in an alternate format as needed;
- The information can be made available in an alternate format following the public events and should be coordinated with a Township representative;
- The webpage will be made AODA compliant; and
- Requests for accessible needs should be considered on a request specific basis, which may include one on one support for those who require assistance.



8. Event Preparation & Coordination

The success of a public and / or stakeholder event will be driven by the roles and responsibilities but also requires coordination and a consistent logistical approach. Upfront planning and preparation will ensure the effectiveness of all consultation activities. If consultation activities / meetings are not well executed, the effectiveness of the consultation process could be diminished.

To streamline this approach and mitigate any potential logistical issues that may arise, a Consultation Event checklist has been prepared to assist in the preparation of each public open house and meeting (Refer to Appendix A).

Appendix A – Consultation Event Checklist

A. Meeting Date Selection (4 weeks in advance)

- Does the proposed meeting date conflict with a religious holiday? Does the date conflict with a break period (e.g., March break)?
- Are Councillors / Mayor available to attend?

B. Meeting Invitations (3 weeks in advance)

- Have Councillors and the Mayor been invited? If so, list the confirmed attendees:
-

- Facebook / Twitter updates completed
 - Project webpage update completed
 - Direct invitations completed where required. Generally list the recipients of direct invitations:
-

- Email circulation completed
- Invitations to agencies / government completed
- Newspaper and newsletter / post card circulations completed
- Notice contains accessibility disclaimer (i.e., contacting the Township to obtain accessible or alternate formats of documents or if there are special needs to enable meeting attendance and participation)

C. Venue Checklist (two weeks prior – minimum)

- Review AODA requirements with confirming venue
 - Venue has been booked
 - Payment for venue has been arranged by the Township, if required
 - Adequate capacity for the venue is confirmed. Indicate the capacity here:
-

- Tables and chairs will be arranged appropriately for workshop purposes.
 - Refreshments will be provided
 - Audio equipment is available
 - Visual equipment is available (projector, screen)
 - If Internet access is required for the meeting, indicate how access will be obtained:
-

D. Meeting Materials (draft three weeks prior)

- Sign in sheets
- Nametags for all staff
- General consultation supplies (pens, markers, stickers, post-its, tape, clips)
- Extension cord
- Projector and screen (back-up projector if a projector is supplied at the venue)
- Workshop-specific print materials (maps, questionnaires, workbooks, etc.)
- Flip charts
- Display boards
- PowerPoint presentation on a USB key
- Laptop
- Laptops as work stations (e.g., for participants to interact with Project Webpage)
- Easels
- Directional signage
- Camera
- Table cards

E. Accessibility Review (conduct an inspection of these elements and indicate any foreseen issues with the following)

- Directional signage is placed in the appropriate location for way finding purposes
-
- Sufficient parking and designated accessible parking spaces are available
-
- Sidewalks and paths of travel to the building are free of any barriers and contain depressed curb areas where needed
-
- Main entrance doors are barrier free with a power door operator or automatic sliding door
-
- Accessible washrooms available and in close proximity to meeting space
-
- Hallways and corridors are free of any physical barriers (such as garbage receptacles, etc.)
-

- Main Room – doors are either propped open or accessible; display equipment and tables are not blocking any path of travel
-
- Audio equipment (if requested, ASL interpreters are set up and assistive listening devices are on hand)
-
- PowerPoint presentation and display boards
-