

PUBLIC ENGAGEMENT PLAN 2024

**OFFICIAL PLAN
REVIEW AND
ZONING BY-LAW
AMENDMENT**



West Nipissing Oust

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1 Stakeholder Engagement Goals

Engagement throughout the Official plan review and zoning by-law amendment project is a critical element of success. The following engagement goals have been set:

- Provide clear and accessible project information;
- Create useful and informative educational materials regarding the Official plan review and zoning by-law amendments;
- Provide timely and accurate project updates;
- Meaningfully engage all stakeholders in the project process, recognizing that some stakeholders are more affected by the project than others;
- Obtain representative and detailed feedback from a range of stakeholders, ensuring those that may traditionally be under-represented are consulted;
- Use efficient, effective and consistent mechanisms for engaging the community, including:
 - On-line tools such as a project website and social media
 - Printed resources
 - In-person availability and consultation events
- Respect the time, effort and input of all interested stakeholders through timely responses, tracking of feedback and inclusion of input where appropriate.

2 Consultation Approach

The approach to public engagement is an open, transparent, fair, informative and empowering process whereby stakeholders feel heard and valued. Input will be used as appropriate and where possible, and the project record will reflect the comments received as well as how those comments were considered.

A key pillar of success in the approach is clear and accessible information that can be easily understood and referenced throughout the project.

2.1 Communication Methods

All efforts will be made to ensure equal effort and representation in all areas of the Municipality. The following communication methods will be employed:

- Email status updates and invitations to the project stakeholder list;
- Mail-outs where appropriate;
- Printed copies of materials at town hall/municipal office;
- Telephone availability of project team and Municipal lead;

- Council update reports;
- Presentations (oral and written); and
- Social media.

The Planning Advisory Committee (PAC) established through By-law No. 2022-107 will be treated as an active partner throughout the project through education, engagement and continuous communication.

2.2 Webpage Development

To ensure public access to clear, accessible information, a webpage will be created in collaboration with Municipal staff. This webpage will be a central hub for all project information to act as a repository for documentation, an area to educate and advertise next steps, and a continual mechanism for team contact with the public.

2.3 Flexible Engagement Approach

All opportunities to effectively engage community members, agencies and First Nations will be taken throughout the project. A hybrid approach to on-line, in-person and telephone consultations will be taken as appropriate to ensure interested and affected stakeholders are aware, informed and offered the opportunity to provide input.

3 Engagement Plan / Schedule

An engagement schedule has been created to ensure the following principles are followed:

Inform – To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.

Consult – To obtain public feedback on analysis, alternatives and/or decisions.

Involve – To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.

Collaborate – To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.

Empower – To place final decision making in the hands of the public.

3.1 Preliminary Schedule of Engagements

The following is a list of known engagement elements at the time of drafting this Plan. Additional meetings, events or consultations may be undertaken as required throughout the project.

Table 1: Preliminary List of Engagement Events

Date	Description of Task
October 2024	Populate project webpage – update with project description, project schedule, ways for stakeholders to engage in the process and a sign-up portal to be added to the project contact list.
February/March 2025	Special Open Meeting of Council as per Section 26 – to provide the public and Council the opportunity to discuss the project and provide input.
February/March 2025	Stakeholder Meetings – to provide the opportunity for various associations or groups to discuss the project and provide input.
December 2025	Public Meeting – this meeting will present the draft documents to the public in a presentation with an Open House and Q and A format.
December 2025	Update project webpage – Update with a list of issues heard at public meeting. Post the public meeting presentation and presentation boards and ask for stakeholder comments.
April 2026	Statutory Public Meeting – final public meeting to present Council with the updated / draft final Official Plan and Zoning By-law.

As with all community project, events and opportunities will arise that are not know at the time of writing this Plan. All opportunities for stakeholders and First Nations to be effectively involved in this project will be pursued.