

Project Work Plan & Schedule

The following is a description of our work plan that includes the key engagement events described in the preceding section. The Community and Stakeholder Engagement and Communication section includes our approach for communications, how we will deliver engagement sessions and timely responses.

The number of visits to the community will depend on decisions regarding in person or virtual meetings. Assuming all are in person, we estimate 10+ visits to Beaverton with at least one member of the team. Typically multiple members of the team will be in attendance at these visits.



Workshop for Port Perry Waterfront Action Plan

Phase 1 Review Background Information

(January 2023 – March 2023)

Project Start-Up Meeting with Township Working Group

- » Confirm the work program and schedule
- » Set key milestone dates
- » Obtain base mapping, including air photo, property ownership, and typical layers of information including ROWs, buildings, utilities, etc.
- » Discuss the Community and Stakeholder Engagement
- » Confirm the protocol for engagement with Indigenous communities

Meeting #1 Waterfront/Harbour Advisory Group

- » Confirm the work program and schedule
- » Discuss the Community and Stakeholder Engagement
- » Identify community groups, key stakeholders, property owners and key individuals to contact
- » Discuss highlights of work completed to date by the Advisory Group

Prepare the Community & Stakeholder Engagement & Communication Plan

- » Prepare the Plan based on input from the Working Group and the Advisory Group
- » The Plan will confirm the community and stakeholder groups to be contacted, and for each phase will identify the forums to

be used, agenda, materials to be used, the timing and the key messages.

- » The Plan will also detail the communications strategy describing the timing and material to be used for the project webpage, protocol for talking to the media, media brief, notices etc.

Communications

- » Notice of project start up and opportunity for a 20-minute meeting with team
- » Project webpage on Let's Talk Brock: project phases, dates for upcoming meetings, post the statement.. "My waterfront is.... We will provide material to update the webpage in each phase

One-On-One or Small Group Meetings

- » Open invitation to all for a one-on-one 20-minute meeting with a member of the team (in person by setting up in a downtown Beaverton location, or virtually)
- » One-on-one meetings with the Mayor and Councillors (in person or virtually)
- » Focus group meetings and/or site walks with key community/stakeholder groups

Consultation with Indigenous Communities

Based on direction from the Township regarding protocol, we recommend connecting with the Indigenous communities to advise that the project has been initiated and to ask how they'd like to be involved.

Inventory, Analysis and Identification of Opportunities and Challenges

- » Review background information, including Council reports and minutes, Official Plan policies, existing studies, LSRCA regulations, policies and guidelines, etc , conduct site inventory and summarize the opportunities and challenges looking through five lenses:
 - recreation (water and land based)
 - natural heritage and hazards
 - harbour/marina/boating/fishing
 - cultural heritage
 - circulation/connections
- » As a **value add**, we are including an ecologist on our team to ensure our concepts are based on a natural heritage framework. As part of this component, we will:
 - Compile and review relevant background reports, mapping, and data for the study area (i.e., MNRF LIO/NHIC, MECP, LSRCA, Township of Brock, Region of Durham).
 - Complete field reconnaissance to describe and map natural heritage features/functions, resource management requirements/options, and restoration/enhancement opportunities.
 - Prepare existing conditions and opportunities/constraints mapping as a “framework” for the development and refinement of concepts.
 - Provide input to strategies and management recommendations that enhance the robustness and resiliency of the waterfront and open space for the long-term, while providing for sustainable human use and enjoyment.
 - Identify environmental enhancement opportunities with an emphasis on sustainable native plant communities that provide public education/enjoyment and require lower, eco-friendly maintenance and costs.
 - Provide input to bio-engineering strategies to protect the shoreline from changes in water levels related to climate change.
- » We will undertake a demographic review of the community, assessing recent population trends as revealed by the 2021 Census, and examining

future growth projections and their implications for the Waterfront and Open Space Plan.

Meeting #2 Township Working Group

- » We will meet to review the content and details of the format for the first workshop. We will review what we have heard so far, the results of the team’s inventory and analysis and key directions to consider

Meeting #2 Waterfront/Harbour Advisory Group

- » We will meet to review the content and details of the format for the first workshop. We will review what we have heard so far, the results of the team’s inventory and analysis and key directions to consider

Meeting with approving agencies

We will meet (virtual) with the Region, LSRCA, DFO, Ministry of Environment and Natural Resources to review our work in progress and to understand key policies, directions, requirements that may shape recommendations.

Consultation: Workshop #1

- » We suggest an in person workshop for the first large format community engagement. Workshop #1 would include a presentation to report out on what we’ve heard so far, the findings of the team’s inventory and analysis and key directions, followed by table group discussions. At this workshop, we will be looking for input on a vision statement, confirmation of the Project Objectives included in the Request for Proposal and response to the team’s understanding of existing conditions and opportunities. We will confirm the sequence of meetings during our day of workshops. For example, and based on direction from both the Township and Waterfront/Harbour committees, we could plan on sequential working sessions with:
 - Business owners/representatives
 - Art, culture, tourism groups
 - Boat owners/anglers
 - Public
 - Targeted sessions with specific demographic groups, such as youth

Phase 2 Overarching Vision & Design Concepts for Key Areas

(April 2023 to June 2023)

Prepare Phase 1 Report

- » We will prepare a report that summarizes the results of our inventory and analysis of existing conditions, the key opportunities for change, vision statement, design principles, and the key themes of input from the community. This report will form the first few chapters of the final report

Report Out to Council

- » Report out to Council on the results of Phase 1



Design Preparation

- » Develop the variables to consider for the design charrette such as options to consider with respect to connections, recreation amenities, harbour, downtown and the specific focus areas for concept plans. We will prepare the detailed agenda and format and confirm with both the Township staff Working Group and the Waterfront/Harbour committee.

Consultation: Design Charrette

- » Open call to people to participate in one of two design sessions: 3:00 or 6:30 pm
- » Organize into groups of 15, each led by a member of The Planning Partnership
- » Begin with a presentation to provide the framework for the design session, followed by table group design session and conclude with a pin up of design options. Will repeat this at both sessions
- » Display the charrette drawings the following day in a community facility for further input and post online.



Workshops for Kingston Penitentiary and Portsmouth Olympic Harbour Visioning (bottom) and Bowmanville Zoo (top)

Consultation: Online

- » Using the Metroquest online survey platform, prepare a survey for further input from the community on design ideas being explored. (Examples: [Port Perry Metroquest Survey](#) and [Huntsville Waterfront Metroquest Survey](#))

Meeting with Indigenous Communities

- » Depending on direction received at the meeting in Phase 1, meet with Indigenous communities to share the results of the design charrette and to obtain further input on the early ideas being considered.

Meeting #3 Township Working Group

- » We will meet to review the results of the charrette and the online survey. We will discuss additional consultation that may be required with specific groups.

Meeting #3 Waterfront/Harbour Advisory Group

- » We will meet to review the results of the charrette and the online survey. We will discuss additional consultation that may be required with specific groups.

Meeting with Approving Agencies

- » We will meet (virtual) with the Region, LSRCA, DFO, Ministry of Environment and Natural Resources to review our initial design concepts and to confirm guidelines, regulations and approvals that may be required.

Prepare Summary of Charrette and Consolidated Drawings

- » Prepare written summary of the charrette and the survey results
- » Prepare consolidated drawings that reflect the input received on the overall framework and the concepts for key areas
- » Prepare the transportation network plan to address access and circulation
- » Itemize the infrastructure requirements to implement concepts

Report Out to Council

- » Report out to Council on the results of Phase 2



Example of Metroquest survey for Port Perry Waterfront Action Plan



Example of Metroquest survey for Huntsville Waterfront Strategy

Phase 3 Design Guidelines, Costs & Phases

(July 2023 to September 2023)

Design Guidelines/Standards

- » We will prepare design guidelines and/or standards to direct the subsequent stages of design for the focus areas. This could include the design of streets, furnishings, landscape treatment, shoreline rehabilitation, trails.

Costs, Financial & Economic Analysis

- » We will prepare order of magnitude construction costs for key elements of the Waterfront Area and Open Space plan. We will identify the operating implications of development (including an overview of likely tax-related benefits to the Township). We will also assess the economic impacts of waterfront development (using the provincial TREIM model).

Implementation Strategy

- » We will prepare an implementation plan that sets out the short, medium, and long term phasing for each of the components of the plan. The implementation plan will identify key actions for each component, identify who's responsible, and specific resources required from the Township. It will also include a road map for approvals required for any of the concepts.

Meeting #4 Township Working Group

- » We will meet to review the guidelines, costs, financial and economic analysis and implementation strategy.

Meeting #4 Waterfront/Harbour Advisory Group

- » We will meet to review the guidelines, costs, financial and economic analysis and implementation strategy.

Consultation: Workshop #2

- » We suggest an in person workshop for the third large format community engagement. Workshop #2 would include a presentation to report out the overall framework for the waterfront area and open space, the design concepts for focus areas, the results of the online survey, the

guidelines, costing and implementation. At this workshop, we will be looking for further input on the concepts and comments on the guidelines, costing and implementation. Like Workshop #1, we will confirm the sequence of meetings during our day of workshops. It may be best to organized sequential working sessions with:

- Business owners/representatives
- Art, culture, tourism groups
- Boat owners/anglers
- Public
- Targeted session with specific demographic groups, such as youth

Prepare Summary of What We Heard

- » We will prepare a summary of What We Heard at Workshop 2

Report Out to Council

- » Report out to Council on the results of Phase 3



Preferred concept from Port Pery Waterfront Action Plan

Phase 4 Recommendations

(October 2023 – November 2023)

Prepare the Report: Waterfront Area and Open Space Plan – A Plan of Action

- » The report will compile all the work completed through all four phases of the project. It will be a highly graphic, reader friendly document that provides a solid foundation for ongoing work on the waterfront, harbour and open space. The drawings will clearly depict the broadly supported change supported by the community. The implementation strategy will map out the actions required to continue the momentum that the community has already established. The document will be a living document that can easily adopt to changing priorities of council or opportunities that may arise.

Circulate the Draft Report to Township Working Group

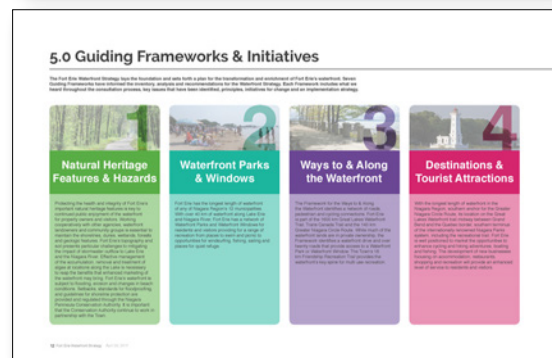
- » We will circulate the draft report to the Working Group. We will prepare the revised draft before circulating it to the Waterfront/Harbour Advisory Group.

Circulate the Revised Draft Report to the Waterfront/Harbour Advisory Group

- » We will circulate the revised draft to the Group and make modifications before the presentation to Council

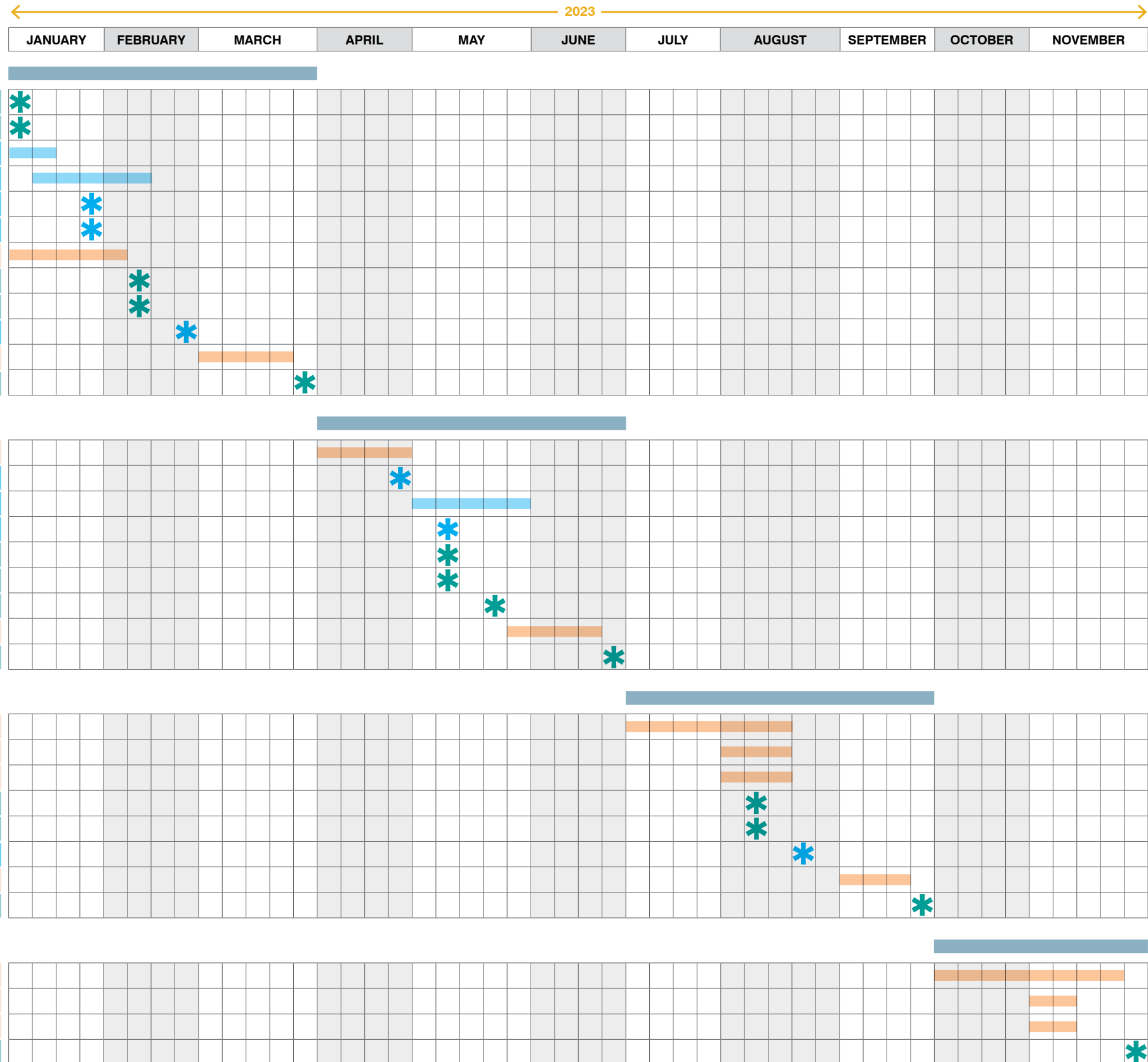
Report Out to Council

- » Report out to Council on the final Waterfront Area and Open Space Plan – A Plan of Action



Pages from Fort Erie Waterfront Strategy final report

Schedule/Gantt Chart



LEGEND

- Phase Timing
- Task Timing
- Communications/Engagement Task Timing
- Consultation/Engagement Event
- Meetings/Presentations