

July 2, 2024

GSAI File: 888-003

*In Memoriam, Founding Partner:*  
**Glen Schnarr**

Planning and Development  
Town of Caledon  
6311 Old Church Road  
Caledon, ON L7C 1J6

Attention: Bailey Loverock, RPP  
Senior Policy Planner, Strategic Policy Planning

- and -

Tanjot Bal, MCIP RPP  
Senior Planner, Development & Design

**Re: Indigenous Consultation Memo  
Proposed Alloa Secondary Plan  
Alloa Landowners Group  
Part of Lots 18-21, Concessions 3, 4 and 5, WHS (Chinguacousy)  
Town of Caledon, Region of Peel**

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Glen Schnarr & Associates Inc. (GSAI) is pleased to submit this Indigenous Consultation Memo in response to the requirements of PARC-2024-0036. As discussed with Town staff, the Alloa Landowners Group plans to engage with Indigenous Nations and Communities, as informed by the Town of Caledon's "Expectations for Indigenous Engagement for Proponent Led Development" document appended to this letter. GSAI can confirm that this engagement is planned to begin in Q3 2024, following initial submission of the Alloa Secondary Plan application, and that C. F. Crozier and Associates Inc. has been retained to undertake this work. The staging of engagement will allow for a greater picture of the Secondary Plan during engagement and more fulsome information sharing.

The proposed workplan generally consists of initial correspondence with the relevant Indigenous Nations and Communities that will include a description of the project, location figures, anticipated impact of the project, and a list of studies complete or underway. Follow meetings and correspondence are anticipated. All engagement will be documented and shared with the Town of Caledon through future stages of this development application.

Engagement is planned with the following relevant Indigenous Nations and Communities: Mississaugas of the Credit First Nation; Six Nations of the Grand River; Huron-Wendat Nation; Haudenosaunee Confederacy of Chiefs (as represented by the Haudenosaunee Development Institute); and Métis Nation of Ontario (Region 8).



We trust this satisfies the Indigenous Engagement Summary/Memo requirement of PARC-2024-0036 and contributes towards a complete application. We look forward to the engagement process and the Town's review of the future engagement summary.

Please feel free to contact the undersigned if you have any questions or require anything further.

Sincerely,

**GLEN SCHNARR & ASSOCIATES INC.**

Zechariah Bouchard, BURPI  
Planner

Jason Afonso, MCIP, RPP  
Partner

Encl.

c. Alloa Landowners Group

# TOWN OF CALEDON: EXPECTATIONS FOR INDIGENOUS ENGAGEMENT FOR PROPONENT LED DEVELOPMENT

The Town of Caledon has reconciliation goals designed to establish and maintain mutually respectful relationships between Indigenous Nations and those that inhabit the land we now call Caledon. The Town has expectations for Indigenous Engagement on Development Application projects that meet the criteria outlined below. Within the Application process, you will notice requirements for proof of engagement with Indigenous Nations.

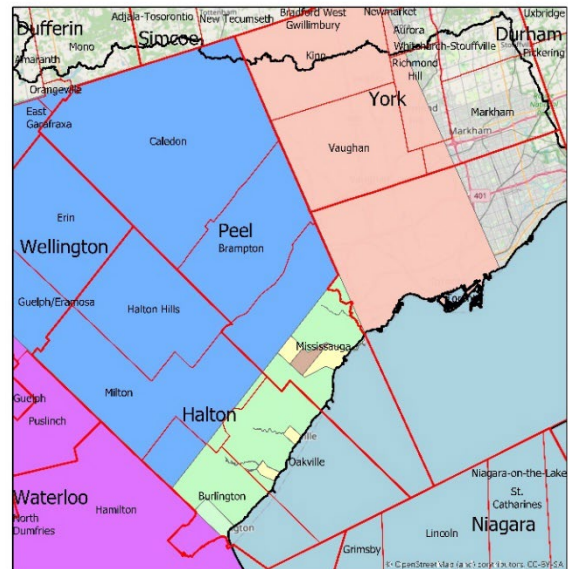
The Town of Caledon is part of the Treaty Lands and Territory of the Mississaugas of the Credit First Nation, the traditional Territory of the Huron-Wendat, the Haudenosaunee, and the Anishnabek of the Williams Treaties. Caledon honours and respects Indigenous heritage, traditional knowledge and the long-lasting history of the land. In addition, Caledon strives to protect the land, water, plants and animals that have inhabited this land for generations and those generations yet to come. As part of Caledon's commitment to meaningful Indigenous engagement, we encourage proponents of development applications to follow these suggested best practices for Indigenous engagement on projects in Caledon.

## WHY INDIGENOUS ENGAGEMENT IS IMPORTANT

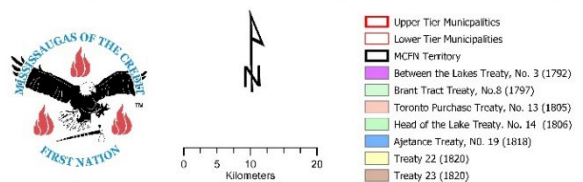
Indigenous engagement is important as it promotes respectful and inclusive practices when working on projects that may impact Indigenous lands, treaty rights, resources, or communities. By involving Indigenous Peoples in the decision-making process, proponents can align their projects with Indigenous perspectives, cultural values, and sustainable development goals. Meaningful engagement fosters collaboration, mitigates conflicts, and achieves mutually beneficial outcomes for all parties involved. This approach recognizes Indigenous rights, interests, and knowledge leading to stronger relationships and sustainable project outcomes.

## WHOM TO ENGAGE

The Crown has a legal Duty to Consult Indigenous Nations and representative organizations and can delegate procedural aspects of consultation to proponents. We recommend contacting the relevant



Peel Region within MCFN Treaty Lands and Territory



# TOWN OF CALEDON: EXPECTATIONS FOR INDIGENOUS ENGAGEMENT FOR PROPONENT LED DEVELOPMENT

departments within the following Indigenous Nations and representative organizations to begin engagement:

- [Mississaugas of the Credit First Nation](#)
- [Six Nations of the Grand River](#)
- [Huron-Wendat Nation](#)
- Haudenosaunee Confederacy of Chiefs as represented by the [Haudenosaunee Development Institute](#)
- [Métis Nation of Ontario \(Region 8\)](#)

## WHEN TO ENGAGE

As per the Provincial Policy Statement (PPS), issued under the authority of the *Planning Act*, the Town of Caledon requires engagement on all Development Applications.

The following is a list of applications that the Town may require applicants to complete Indigenous Engagement, separate from any required Archaeological Assessment:

- Official Plan Amendments
- Zoning Bylaw Amendments
- Draft Plans of Subdivision/Condominium
- Site Plans
  - Amendment, Full Stream

Engagement will not be required on lands previously disturbed

## HOW TO ENGAGE: BEST PRACTICES

### Establish Engagement Expectations

- Engage with Indigenous Nations early to understand their expectations and build relationships.
- Seek feedback from Nations throughout the project's phases.
- Maintain regular communication and update contact lists.

### Confidentiality



# TOWN OF CALEDON: EXPECTATIONS FOR INDIGENOUS ENGAGEMENT FOR PROPONENT LED DEVELOPMENT

- Communicate with each Indigenous Nation individually, unless the Nation indicates otherwise.
- Do not share the views of one Nation about a project with another Nation, or in a public report, without prior consent.
- Inform participants if meeting summary notes will be posted to a public report.

## Consistency

- Be consistent with engagement messaging. For example, identify a project by the same name in all communications.
- Use consistent formatting (or a template) for project documents to make information easily accessible and recognizable for Indigenous Nations.

## Inclusiveness and Consideration

- Provide Indigenous Nations reasonable time to respond to requests, and to review and validate draft meeting summaries, such as 5 - 8 business days for meeting invites and 2 - 4 weeks for reviewing draft reports.
- Understand that it is common to have follow-up discussions using various methods of communication after initial engagements. Remember that this does not mean the project is more or less important to the Indigenous Nation involved.
- Where possible, maintain a single point of contact from your organization for communications with an Indigenous Nation regarding a specific project.
- Learn about important events for Indigenous Nations, such as celebrations, ceremonies or traditional hunting times that may affect the timing and priority of the Nation for engagement. It is important to avoid reaching out during significant dates like National Indigenous Peoples Day or Truth and Reconciliation Day or providing respectful space should there be a death in the community
- Provide key information that is directed to Nations as a courtesy, especially if the information is provided to the public.

## INITIAL OUTREACH

### DO:

- ✓ Copy appropriate Nation and Project Staff.
- ✓ Provide key Project details, such as
  - Project name,
  - Project location (with a map),
  - A summary of project details, and
  - Anticipated impacts of Project.



# TOWN OF CALEDON: EXPECTATIONS FOR INDIGENOUS ENGAGEMENT FOR PROPONENT LED DEVELOPMENT

- ✓ Offer a meeting to introduce the Project.
- ✓ Provide contact information for further information.
- ✓ Follow-up.
- ✓ Provide attachments in an accessible file format, such as PDF.

## DON'T:

- ✗ Address all correspondence to Chief and Council.
- ✗ Identify the project by a different name in different communications.

## MEETINGS

### DO

- ✓ Plan enough time for the meeting.
- ✓ Share an agenda and slide deck in advance of the meeting for the Nation's review.
- ✓ Prepare internally before the meeting.
- ✓ Turn on videos or have a profile picture if cameras are turned off.
- ✓ Begin with a round of introductions and give Indigenous Nations the opportunity to introduce themselves first at the beginning of the meeting.
- ✓ Allow Indigenous Nations to choose whether meetings are conducted in person or online, and to determine the location for in-person meetings.
- ✓ Build in time for health breaks.
- ✓ If the meeting is held in-person, consider bringing physical copies of the presentation.
- ✓ Consider financially supporting the costs of participation.

### DON'T

- ✗ Assume meeting participants are familiar with the project and the history leading up to the project.
- ✗ Wait until the end of the meeting for questions.
- ✗ Promise what is not realistic.

## ENGAGEMENT TRACKING

It is recommended to keep track of engagement activities with Indigenous Nations and representative organizations and maintain a record of all communication, such as:

- When, where, with whom, and how the engagement occurred,
- The shared issues and interests, and how they were addressed, and



# TOWN OF CALEDON: EXPECTATIONS FOR INDIGENOUS ENGAGEMENT FOR PROPONENT LED DEVELOPMENT

- Follow-up actions or commitments resulting from the communication.

For more information and guidance on Indigenous Engagement, please contact the Indigenous Relations department at [indigenousrelation@caledon.ca](mailto:indigenousrelation@caledon.ca)

You can also visit our official website at [Town of Caledon: Indigenous Reconciliation](#)

For planning related questions, contact the Planning and Development Services Department at 905-584-2272 ext. 7338.



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