

Public and Agency Consultation Plan

City of Hamilton

Waterdown Trunk Watermain Twinning Class Environmental
Assessment and Conceptual Design

Prepared by GM BluePlan



Project No. 719007

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1 Introduction

1.1 Background

The 2006 City of Hamilton Water and Wastewater Master Plan recommended a new 600 mm watermain twinning into Waterdown to support growth and to provide additional security. As part of the 2017 Preliminary Design Brief, an assessment of study area constraints, identification of potential alignments and selection of a preferred watermain alignment was completed. Due to several factors including road right of way constraints, new easements were required in the preliminary preferred alignment, triggering this Schedule 'B' Class Environmental Assessment (EA).

The objective of this study will be to undertake the MEA Class EA Schedule 'B' approach to assess the alternative options of twinning the 600 mm watermain from the HD016 pumping station to the intersection of Hwy 5 and Algonquin Avenue including the preliminary preferred alignment selected in the 2017 Preliminary Design Brief. This assessment will include technical, socio-economic, cultural, archeological and natural environment investigations as well as identification of any future permits, approvals and additional investigations required.

The Class EA study is being conducted according to the requirements of the Municipal Engineers Association (MEA) Class EA Schedule "B" which is a planning process approved under Ontario's Environmental Assessment Act.

As with any Environmental Assessment Process, it is as much about public relations as it is about technical solutions. Allowing either approach to dominate may impede the process as the study proceeds. Our project team recognizes the fine balance between providing the best technical solution and providing the solution most acceptable to the public.

The success of the study rests with the ability of the project team to solicit, process and respond to public input. This document outlines the Public and Agency Consultation Plan that will be implemented throughout the study process.

This plan is also being driven by six key principles:

- **Respect:** for all parties engaged in the process
- **Clear, consistent communication:** to ensure broad understanding, and that all communicators on behalf of the project are using consistent messages
- **Demonstrated organizational and community values:** ensure all communications reflect the values of City of Hamilton as an organization and as a community
- **Transparency:** communicate the EA process openly
- **Flexibility:** the communications and consultation plan will be a living document allowing adaptability when opportunities arise throughout the EA process
- **Offer a variety of feedback options:** to ensure as broad a range of input as possible

1.2 Purpose and Approach

Given the nature of this project, the Class EA will proceed as a **Schedule B** undertaking in accordance with the requirements of the Municipal Class Environmental Assessment process, prepared by the Municipal Engineers Association (October 2000, as amended in 2007, 2011 and 2015). The Class EA process includes public and review agency consultation, evaluation of alternatives, impact assessment of proposed alternatives, and identification of measures to mitigate adverse impacts. **Schedule B** projects must satisfy Phase 1 and 2 of the Class EA process.

The purpose of the Public and Agency Consultation Plan is to provide a framework for providing and receiving input from stakeholders and other parties interested in the study. This plan will provide guidance for all aspects of the communication and public consultation process for the study including areas where coordination with other project teams is required.

In planning the communication and consultation program, the overall approach is to:

- Meet the public and agency notification and consultation requirements for Phases 1 and 2 of the MEA Municipal Class EA (October 2000, as amended in 2007, 2011 and 2015);
- Build on past communication protocols and consultation plans from previous Class EA and municipal planning initiatives the City has undertaken to ensure consistency and continuity; and,
- Complete additional tasks to enhance the proposed consultation program and overall Class EA process, as needed throughout the study.

1.3 Goals and Objectives of the Public and Agency Consultation Plan

Effective consultation with government agencies, conservation authorities, indigenous communities, utilities, community groups and other stakeholders will be vital to the success of this study. Thus, a primary goal and objective of this plan is to ensure meaningful consultation and encourage two-way communication with the community, regulatory agencies, and City staff.

Methods outlined in this Plan are intended to:

- Present clear and concise information to stakeholders at key stages in the study process;
- Meet MEA Class EA consultation requirements;
- Solicit community, regulatory agency and City staff input;
- Ensure that factual information is provided to interested and affected stakeholders as soon as reasonably possible; and,
- Make contact with external agencies to obtain legislative or regulatory approvals, or to collect pertinent technical information.

More specifically, the Public and Agency Consultation Plan will:

- Provide estimated timelines for meetings, kitchen table meetings, and Public Information Centres (PICs);
- Provide an outline of project documentation required, including comments management tracking, project website and a citizens document;

- Provide details on how and when external agencies will be able to be involved in the project; and,
- Provide details for Indigenous community consultation as required.

Clear and effective communication, coordination and cooperation with all stakeholders will start at the earliest stages and continue throughout. Different methods will be used to ensure effective and efficient two-way communication including public notices (with full contact information and invitations to participate), direct mailings, informative website content, and meaningful and clear information available at the PICs.

1.4 Overarching Key Messaging Framework

One of the key principles driving this Plan is clear, consistent communication. Throughout the EA process, it is critical that the project team, City Councillors and other involved stakeholders use similar language when talking about the project and project strategies. Therefore, establishing and sharing clear anchor messaging at the outset will provide a foundation to build from throughout the EA process. This messaging should highlight the importance of twinning the trunk watermain within the Waterdown study area, why its needed and some of the benefits. It should also demonstrate the City's commitment to an open and transparent process where residents and stakeholders will have opportunities to learn more and have a voice in the process. This project is needed to:

- Service growth – current infrastructure won't keep up with growth
- Provide security of water supply
- Ensure overall system will operate more efficiently
- Optimize operation and maintenance of existing and future infrastructure

2 Communication Plan

2.1 Class EA Study

2.1.1 Study Contact List

Any and all relevant agencies, stakeholders and interested parties will be included in the project distribution list. A list of relevant review agencies and interested and affected parties has been prepared for this project based on the RFP, the Consultant's Project Team knowledge of the study area, and information provided by the City. The list includes federal departments and agencies, provincial ministries and agencies, municipal departments and agencies, utilities, hospitals, emergency services, Indigenous Communities, and other special interest groups who have previously enquired about similar studies.

Throughout the Class EA process, the study contact list will be revised, as appropriate, to reflect only those agencies/parties who wish to continue to be directly notified. In this manner, the project contact list will constantly be updated to ensure that all possible effort is made to include all interested agencies/parties throughout the EA process.

2.1.2 Study Notifications

Public Notices for this project will be distributed starting June 2019. The following notices are scheduled throughout this project; Notice of Commencement, Notice of PIC #1, Notice of PIC #2 and Notice of Study Completion. All draft notices will be developed by GM BluePlan and finalized by the City's Communication Department in conjunction with the GM BluePlan project team.

The Notice of PIC and Notice of Completion will be published in the following local newspaper:

- Dundas Star News
- Flamborough Review

In addition to the newspaper and website notices, GM BluePlan will prepare a notice in letter format and mail or email to the established list of stakeholders. The GM BluePlan project team will follow-up with select agencies in person, by mail, e-mail or phone to facilitate the collection of information relevant to the study. The GM BluePlan project team will maintain a file with all correspondence sent and received from these agencies.

A summary of tasks and responsibilities for tasks associated with all Notices is provided below.

Table 1: Summary of Tasks and Responsibilities

Task	Responsibility
Prepare draft Ad / Letter format Notices for review	GM BluePlan
Organize and place Notices in the papers	City of Hamilton
Finalize and mail Ad / Letter format Notices	GM BluePlan

Task	Responsibility
Distribute Notices to internal City of Hamilton Staff (e.g. Fire & Emergency Services, Councillors)	City of Hamilton
Prepare and maintain a Comment Tracking Sheet	GM BluePlan
Prepare any required written responses to questions and issues	GM BluePlan & City of Hamilton

Internal contacts and notification will be coordinated through the City's Project Manager.

2.1.3 Notice of Study Commencement

A Notice of Study Commencement will be issued in June 2019. GM BluePlan will prepare a Draft Notice and once finalized the City will publish on the project website. GM BluePlan will organize and send a letter notice to the Study Contact List.

2.1.4 Notice of Public Information Centres

There are two Public Information Centres (PICs) planned as part of this project. The GM BluePlan Team will prepare the joint Draft Notice of PIC #1 and Draft Notice of PIC #2 for the PIC events. Once approved, the City will publish the Notice of PIC in two rounds of the local newspapers, as with the Notice of Commencement.

The Notice will also be published on the City's website. The first notice will be issued two weeks in advance of the PIC. In addition to the newspaper notices, the GM BluePlan Team will prepare a notice in letter format and mail to the established list of stakeholders as with the Notice of Commencement.

2.1.5 Notice of Study Completion

Once the Study has been finalized, a Notice of Study Completion will be prepared. The purpose of this notice is to announce the study's completion, begin the 30-day public review period for the final Class EA. Copies of the final report will be filed at agreed public facilities and made available for the minimum 30-day review period.

As with all the notices, the Notice of Study Completion will be advertised in the above mentioned local newspapers.

3 Consultation Plan

3.1 Public Consultation Centre

There are two PICs planned for this study.

3.1.1 PIC No. 1 and 2

PIC No. 1 – PIC No. 1 is planned for September 2019 and is intended to present Phase 1 of the MEA Class EA process: study area, study problem/opportunity and baseline opportunities and constraints.

PIC No. 2 – PIC No. 2 is planned for November 2019 and is intended to outline Phase 2 of the MEA Class EA process: alternative solutions and evaluation as well as present the preliminary preferred servicing solution.

All PICs will be located at a venue(s) selected by the City at key locations as to ensure easy access to all interested residents. Each PIC will follow an “Open House” format with display boards, complimented by videos where appropriate, that will be utilized to present the project information.

In preparation for PICs, the GM BluePlan Team will:

- Prepare the Draft Notice of PIC for the City to advertise in local newspapers;
- Prepare all coloured displays, sign-in sheets and comment forms;
- Provide final displays in PDF format to the City in advance of the PIC for posting on the project’s website;
- Provide professional staff and facilitate the PIC event;
- Prepare draft responses to written comments/concerns raised by attending public members and stakeholders for City review;
- Issue approved response letters; and,
- Update the project contact list to include additional public members and stakeholders who wish to be directly notified of future project related events.

3.2 City of Hamilton Staff Input

3.2.1 Staff Technical Meetings

City staff and GM BluePlan will hold two technical meetings throughout the project’s timeline. The GM BluePlan team will present study findings and solicit technical input during each meeting, as well as prepare and distribute agendas and minutes.

3.3 External Stakeholder Input

As the study progresses and especially when specific impacts have been identified, it will be necessary and advantageous to meet directly with affected and concerned agencies and stakeholders.

3.3.1 Conservation Authorities

There is one local conservation authority within the study area: Hamilton Conservation Authority (HCA). Due to the nearby creeks and natural features, successful consultation with HCA will be critical to delivery of the solution.

Conservation Halton jurisdiction begins at the border of the study area and will therefore also be consulted throughout this study.

Early consultation with the conservation authorities will be important. Primary contact will be confirmed through the initial study notification process.

3.3.2 Ministries

A number of provincial and federal Ministries will receive notifications related to this study throughout the process. Some of the key Ministries include:

- Ontario Ministry of the Environment, Conservation and Parks – a consultation meeting is planned for this study.
- Ontario Ministry of Indigenous Affairs
- Ontario Ministry of Transportation
- Ontario Ministry of Natural Resources and Forestry
- Ontario Ministry of Agriculture, Food and Rural Affairs
- Ontario Ministry of Culture, Tourism and Sport
- Ontario Ministry of Municipal Affairs and Housing
- Indigenous and Northern Affairs Canada
- Environment Canada
- Niagara Escarpment Commission – a consultation meeting is planned for this study

3.3.3 Municipalities

Given the location of the study, GMBP and the City will consult with Halton Region throughout the Class EA process.

3.3.4 Utilities

A number of local, provincial and federal utility companies will be contacted throughout the Class EA process. Some of the key utility companies include:

- Alectra Utilities Corporation / Horizon Utilities Corporation – a consultation meeting is planned for this study
- Bell Canada
- Enbridge Pipelines Inc.
- Hydro One
- TransCanada Pipelines
- Union Gas Ltd.

- Hamilton Utilities Corporation

In addition, railway and local transit companies are also on the contact list and will be advised of the project.

3.3.5 Special Interest Groups

A number of local, provincial and federal special interest groups will be contacted throughout the Class EA process. Some of the key special interest groups include:

- Hamilton District Catholic School Board
- Hamilton-Wentworth District School Board
- Waterdown BIA
- Downtown Dundas BIA

As the project progresses, other special interest groups will have the opportunity to be added to the contact list for any future communications.

3.3.6 Landowners

GM BluePlan will send Notices to residents in and around the study area.

GM BluePlan will hold “Kitchen Table” meetings with residential and agricultural landowners to discuss potential alignments and garner feedback from affected owners. GM BluePlan will work with the City to establish a list of key landowners within and around the study area for consultation throughout the EA process.

3.3.7 Indigenous Communities

Indigenous communities are an important stakeholder group for municipal consultation. Sometimes, Indigenous communities will be consulted based on interests; other times, a project might impact established or asserted Indigenous rights or Métis communities. Past practices for Class EA studies includes proponents identifying Indigenous communities through a Government of Canada’s web-based, geographic information system called the Aboriginal and Treaty Rights Information System (ATRIS). More recently, however, proponents are required to contact MECP directly who – in consultation with the Ministry of Indigenous Affairs - will identify a list of Indigenous communities to consult for this Class EA.

3.4 Public Documentation

3.4.1 Comments Management Tracking

All the comments received will be contained in a database such that all comments received can be linked directly to it and stored easily and efficiently. It is expected that multiple comments will be received so maintaining an organized structure is key. All comments will be initially directed to Project Managers Mark Zamojc (GM BluePlan) and Winston Wang (City of Hamilton) via the website, mailed/emailed Notices or newspaper Notices.

3.4.2 Citizens Document

The GM BluePlan Team will prepare a separate document to summarize the outcome of all public and agency sessions, meetings and workshops. The document will be made available for public review as part of the Class EA Environmental Study Report at the conclusion of the study.

3.4.3 Project Website

The City of Hamilton has set up a page on their corporate website for this study. This website will provide a space for any interested party to obtain information on the project, consultation timelines, upcoming events, and contact information. This website will be maintained by City staff and the GM BluePlan team will provide information and materials for posting when required.

The project website is the following: www.hamilton.ca/waterdowntrunkwatermainEA.