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City of Hamilton
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Hamilton, ON, L8R 3K3

**Re: Ancaster Elevated Water Reservoir Class Environmental Assessment and Conceptual
 Design
 Public Consultation Plan**

Dear Winston:

We are pleased to submit our final draft of the Public Consultation Plan for the Ancaster Elevated Water Reservoir Class Environmental Assessment and Conceptual Design Study. The purpose of this plan is to outline the public consultation activities that will take place over the course of the study in order to fulfill all of the City's requirements and the requirements of a Schedule 'B' Municipal Class Environmental Assessment.

Please do not hesitate to contact us if you have any questions or comments.

Yours truly,

GENIVAR Inc.

Christopher Mills, P. Eng.
Project Manager



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1. Introduction

The City of Hamilton is undertaking a Schedule 'B' Municipal Class Environmental Assessment (Class EA) for a new water storage facility to service Pressure District 18 in the Ancaster area.

Consultation with the public, stakeholders, interested parties and government review agencies is a necessary and important component of the Class EA process. This Public Consultation Plan outlines the approach that will be taken to fulfill the consultation requirements of the Class EA process and ensure that stakeholders input is properly captured and considered as part of the study.

This Plan identifies key stakeholders, potential issues, and how stakeholder groups will be provided the opportunity to provide input and feedback into the evaluation of alternatives conducted as part of this study.

2. Stakeholder Sensitivity Analysis

A Stakeholder Sensitivity Analysis was conducted based on input from the City and GENIVAR's understanding of the study area. The results of this analysis are included in Table 2-1 below.

Table 2-1 Stakeholder Sensitivity Analysis

Agency/Stakeholder	Description	Potential Issues	Sensitivity
Local Residents	Local Residents in area (area TBD)	It is expected that local residents will have a high sensitivity to this project. Residents are generally most concerned with construction impacts in their area (traffic, noise, dust) and visual impact of the water storage facility. Notices will be mailed/hand delivered to local residents during the Study.	High* *Sensitivity may change depending on ET location
Commercial and Industrial Properties	Ancaster Industrial Park	The Ancaster Industrial Park is within the Study Area and the Pressure District 18. Therefore, the tenants of the Park will be a key stakeholder in the Study. Local businesses and developers within this area will be included on the project contact list. Expected concerns include construction and visual impact.	High
Proposed Developments	Land Owners Development Companies	Local land developers will have a high sensitivity to projects on or near to their development area. Land owners of alternative site locations will be contacted directly early on in the Study.	High
Local Interest Groups	TBD	It is expected that local interest groups will have an interest in this Study, however no specific concerns are expected.	Moderate

Agency/Stakeholder	Description	Potential Issues	Sensitivity
Local Agencies	Grand River Conservation Authority (GRCA) Niagara Escarpment Commission	The GRCA will have a high sensitivity to the Study, specifically during the evaluation of alternative sites and watermains with regards to environmental features. The Study Area is located outside of the Escarpment Plan but within the Grand River Conservation Area. However, the sites being considered are within areas that have been disturbed and therefore, the incremental impact from a natural heritage perspective is not considered to be significant.	High Low
First Nations Agencies and Aboriginal Communities	Six Nations/First Nations Indian and Northern Affairs Canada Ministry of Aboriginal Affairs	All public notifications for this project will be sent to First Nations and Aboriginal Communities and Agencies. Letters specific to First Nations will be sent and agencies will be requested to return a response form in the early stages of the project.	Moderate
Federal Agencies	Canadian Environmental Assessment Agency Department of Fisheries and Oceans Environment Canada Transport Canada NAV Canada Parks Canada	Federal agencies will be notified during the project as part of the Class EA process. No specific issues are expected.	Low
Provincial Agencies	Ministry of the Environment Ministry of Culture Ministry of Natural Resources Ministry of Transportation Ministry of Attorney General Ministry of Tourism & Culture Ministry of Municipal Affairs and Housing Ministry of Public Infrastructure Renewal Ontario Provincial Police	Provincial agencies will be notified of the Study as part of the Class EA process. Agencies will be mailed the project notices and will be requested to complete a response form in the early stages of the project. No specific issues are expected.	Moderate
Utilities	Bell Canada Rogers Cable Enbridge Atria	Local utilities required to service the facility will have an interest in the Study and Preliminary Design.	Moderate

3. Proposed Consultation Approach

3.1.1 Public and Review Agencies Contact

The Ancaster Elevated Water Reservoir Class EA study will fulfill Phases 1 and 2 of the Municipal Class EA process as required for a Schedule 'B' Class EA study. There are two (2) mandatory points of public contact (i.e. notification of the project, invitations to stakeholders to provide input). However, the City's requires that the minimum requirements of the Class EA process be exceeded. Therefore, five (5) key points of contact will occur throughout the Study; namely:

- Notice of Study Commencement and PIC 1 (anticipated in January 2012)
- Public Information Centre (PIC) 1 to introduce the background and objectives of the study, identify the communicate the approach to the evaluation of alternatives, present the alternative sites, and to request public input (anticipated in March 2012)
- Notice of PIC 2 (anticipated in May 2012)
- Public Information Centre (PIC) 2 to discuss the evaluation of alternatives, and to request public input (**mandatory consultation point** - anticipated in August 2012)
- Publication of Project File and Notice of Study Completion (**mandatory consultation point** - anticipated in September 2012).

Consultation activities for each point of contact are described in more detail in Table 3-1 below.

A third PIC may be held (if required) to obtain additional feedback from stakeholders/public after the publication of the Project File and issuance of the Notice of Study Completion. This would be considered if comments received lead to significant changes to the evaluation of alternatives.

Table 3-1 Public Consultation Activities

Activity	Public Consultation Activities
Notice of Commencement	Notice published in local newspapers Notice posted on City of Hamilton website Letter sent to Agencies and key public/stakeholders on the Stakeholder List and/or listed as 'High Sensitivity' in Stakeholder Sensitivity Analysis Letter sent to First Nations and Aboriginal Groups
Public Information Centres	Notice published in local newspapers Notice posted on City of Hamilton website Notice distributed to key stakeholders, local residents and businesses within 500 m of the preferred site Notice sent to Agencies and key public/stakeholders on the Stakeholder List and/or listed as 'High Sensitivity' in Stakeholder Sensitivity Analysis Notice sent to First Nations and Aboriginal Groups Hold Public Consultation Centre 1 (March 2012) and 2 (August 2012)
Notice of Completion	Notice published in local newspapers Notice posted on City of Hamilton website Notice sent to Agencies and key public/stakeholders on the Stakeholder List and/or listed as 'High Sensitivity' in Stakeholder Sensitivity Analysis Notice sent to First Nations and Aboriginal Groups Place Final Phase 1 and 2 Class EA Report on Public Record for a minimum 30-day review period

The City has retained Azimuth Consultants to conduct an assessment of the natural heritage impacts of the various alternatives, and to ensure the requirements of the HCA & GRCA are met. Azimuth and the City will lead the consultation activities with the HCA & GRCA and provide input to GENIVAR in the documentation of these consultation activities.

3.1.2 Public Information Centres

The purpose of the PIC's is to present the alternative sites, storage facility configuration, the evaluation process and the recommended site as well as to solicit input on the site selection process followed.

Information will be presented on display boards and staff from both the City and GENIVAR will be in attendance to discuss the information and respond to questions from participants. A comment sheet/questionnaire will be available for attendees to provide written feedback. The City will review all PIC materials in advance of the presentation to the public.

All local residents and businesses within 500 m of the preferred site will be informed of the PIC's through either a local mailing or hand delivered notices.

Questionnaires/comment sheets received at PIC's as well as verbal comments received will be summarized and incorporated into the final Phase 1 and 2 EA Report.

An effort will be made to ensure that the venue selected for the PICs is accessible. The notices of PIC will include invitations for members of the public to contact the project team to communicate accessibility requirements.

3.1.3 First Nations Program

An inclusive list of First Nations groups and appropriate agencies has been included in the Stakeholder Contact List. The communication approach may consist of mail-outs, meetings and follow up phone calls or emails or a combination of these (as required). When sending out project notices and updates, First Nations groups and agencies will receive a customized letter in addition to the project notice.

4. Communications Management

4.1.1 Stakeholder Contact List

A preliminary Stakeholder Contact List has been developed. This list will be reviewed and updated over the course of the project.

Public and Agencies are encouraged to add their name to the Stakeholder Contact List through any of the project notices or at the PICs. Any new interest groups and/or interested members of the public identified during the progress of the Study will be added to the Stakeholder List.

4.1.2 Agency Communications

All communications with the public and the various agencies and interest groups will be included as an appendix to the Phase 1 and 2 EA Report, and will be part of the final public document.

4.1.3 Master List of Concerns

In order to effectively document and address all stakeholder concerns, a Master List of Concerns will be compiled and regularly updated. The list will include all issues that arise during communications with any stakeholders and will also include a documented methodology to deal with the issues. The City's Project Manager will be provided with the updated Master List of Concerns. Any issues requiring immediate

attention will be raised with the City's Project Manager at the earliest possible opportunity for discussion and to determine the required actions to be taken.

Table 4-1 Example List of Public and Agency Comments

Agency/Stakeholder	Date	Source	Comment Received	Response
Utility ABC	Oct 15, 2010	Email	No conflicts in Study Area	Comment acknowledged
Local Resident	Jan 15, 2011	Letter	Evaluation method is acceptable	Comment acknowledged

All communications (written and oral) received during the course of the project will be documented and included in the final Phase 1 and 2 EA Report. The names of local residents will be excluded from public record to protect their privacy.