12. PUBLIC AND AGENCY CONSULTATION PROGRAM FOR PHASES 3 AND 4

12.1 OVERVIEW

This section provides a summary of the public and agency consultation program undertaken to support Phases 3 and 4 of the Class EA process. Public and agency consultation materials are provided for reference in Appendix 9. For a project of this size and complexity, project communications proceeded along a number of fronts as described in the following sections of this report:

- Public consultation
- Community Liaison Committee (CLC)
- Technical Advisory Committee (TAC)
- City of Hamilton Public Works Sub-Committee (formerly Public Works Infrastructure and Environment Sub-committee).

12.2 PUBLIC CONSULTATION

The overall goal of the plant expansion is to improve the quality of wastewater treatment services provided to the residents of Hamilton. The project team firmly believes that the quality of decisions made regarding expansion will be improved by soliciting and acting on input from the public and stakeholders. Specifically, the objectives of public consultation in this project are to:

- Inform the public and stakeholders about the project
- Offer educational information to the public and stakeholders regarding the project
- Obtain public input on project components at key decision-making points
- Earn public support for project decisions
- Meet or exceed the public consultation requirements of the Class EA process.

This section presents the public consultation activities carried out for the Woodward Avenue WWTP Phase 3 and 4 Class EA, in the context of the Class EA process. The public consultation process involved the following components:

- Project Logo: To maintain continuity with the Master Plan, the logos used for the Master Plan were also used for the Phase 3 and 4 Class EA for Woodward Avenue WWTP.
- Project Team Contacts: In order to ensure consistent communication, all project materials for general public circulation identified and provided contact information for both City and Consultant team project managers.
Project Contact List: A contact list was developed and continually updated throughout the project. The list includes interested members of the public as well as a number of review agencies, businesses and organizations.

Project Update Notice: A Project Update Notice was prepared to announce Phases 3 and 4 of the Class EA study, was placed in local newspapers and on-line on November 21, 2006, and was also sent to the project mailing list.

Community Liaison Committee (CLC): A committee of community representatives, including citizens and elected officials was established and met regularly throughout the Class EA process (see Section 12.3).

Technical Advisory Committee (TAC): A committee of representatives from numerous technical review agencies and stakeholders was established and met regularly to determine and review technical requirements for the expansion of the Woodward Avenue WWTP (see Section 12.4).

Public Works, Infrastructure and Environment Sub-Committee: A committee consisting of Public Works Committee members to oversee the Phase 3 and 4 Class EA and to champion the project at Council (see Section 12.5).

Plant Tours: The City of Hamilton organized a public tour of the Woodward Avenue WWTP on June 14, 2007 to assist in educating the CLC, TAC and any other interested public regarding the plant’s current operations.

Public Information Centre: A Public Information Centre (PIC) was held during the project on August 21, 2007 to present interested parties with information regarding the planning process, the alternatives under consideration and the preliminary recommended solution. All attendees were encouraged to provide comments using comment sheets.

Notice of Completion: A copy of the Notice of Completion is included at the beginning of this report. It will also be posted in local newspapers, posted on the project website, and sent to the project mailing list.

12.3 COMMUNITY LIAISON COMMITTEE

The City established a Community Liaison Committee (CLC) for the project, which provided advice and shared information with the City’s project team, to make sure that the issues important to the community were identified and addressed.

CLC membership was formed through appointment and advertising in newspapers and included the following parties:

♦ Elected officials (3 CLC seats)
♦ Representative of local community groups (1 CLC seat)
♦ Representatives of local industry or business groups
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- Hamilton Chamber of Commerce (1 CLC seat)
- Hamilton Port Authority (1 CLC seat)
- Representatives of local environmental groups
- Hamilton Harbour RAP (1 CLC seat)
- Environment Hamilton (1 CLC seat)
- Hamilton Industrial Environmental Association (1 CLC seat)
- Private citizens residing within the drainage area (4 to 6 seats).

Over the course of the Class EA, the CLC had 3 meetings. All meetings were chaired by an independent, professional facilitator. A summary of the CLC meetings and activities is provided below:

- Meeting No. 1: Review inventory of existing facilities, study area and constraints, especially with regard to previous and ongoing related projects. Provide information on how the evaluation criteria and methodology will be developed in a workshop with TAC and then applied to evaluate alternatives.

- Meeting No. 2: Solicit input on the evaluation methodology developed with input from TAC. Review feasible concepts to be evaluated, preliminary evaluation results and recommended concepts and draft materials for the Public Information Centre and solicit any comments and concerns. Meeting No. 2 also included a tour of the Woodward Avenue WWTP.

- Meeting No. 3: Review Conceptual Design.

12.4 TECHNICAL ADVISORY COMMITTEE

The City established a Technical Advisory Committee (TAC) for the project, which provided advice and general technical input to the City’s project team, to make sure that the issues important for the Woodward Avenue WWTP expansion, including applicable legislation and policies were identified and considered in the development of the preferred design concept.

TAC membership included the following agencies:

- Hamilton Harbour Remedial Action Plan (RAP), Technical Advisors (2 representatives)
- Hamilton Conservation Authority
- Ontario Ministry of the Environment, EA Coordinator for the local area
- Ontario Ministry of the Environment, Approvals Branch (1 representative)
- Environment Canada, Great Lakes Sustainability Fund (2 representatives)
- Infrastructure Canada (1 representative).
Over the course of the Class EA, the TAC had 3 meetings with the same agenda as the CLC, as outlined previously. All meetings were held shortly before CLC meetings to ensure that any feedback from the TAC could be shared with CLC members.

12.5 PUBLIC WORKS, INFRASTRUCTURE AND ENVIRONMENT SUB-COMMITTEE

City staff requested that a sub-committee of the Public Works Committee be struck, whose purpose it was to oversee the Phase 3 and 4 Class EA, the design process and contract tendering, and to champion the project at Council. Its initial mandate was approximately 18 months, with an option to extend its activities to cover the entire project implementation period to 2010.

The membership of the sub-committee included the Chair of the Public Works Committee and three additional committee members, at least two of whom represented wards located within the study area. These are the same elected officials who were invited to sit on the CLC. In addition, the City’s General Manager of Finance and Corporate Services (J. Rinaldo) and the General Manager of the Public Works Department (S. Stewart), or their alternates, were invited to sit on the PWSC.

Over the course of the Class EA, the PWSC had 4 meetings. All meetings were held shortly ahead of CLC and TAC meetings with similar agenda items to ensure that PWSC members are informed of CLC meeting content ahead of time.