

## **Barton Street and Fifty Road Municipal Class Environmental Assessment - Phases 3 and 4 Focus Group Role and Mandate**

### **Purpose**

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Enable local residents, property owners and other stakeholders a means to provide input into the Barton and Fifty Road Environmental Assessment (BFI EA) through a task-orientated Focus Group. The Focus Group will support the City in meeting the requirements of the Municipal Class Environmental Assessment process, Phases 3 and 4. The input received will assist the City's Planning and Economic Development Department in preparing evaluation criteria and design alternatives for the practical design, in Phases 3 and Phase 4. This process will inform the detailed design process that precedes construction.

### **Mandate**

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The City believes that the advice of local residents, property owners and other stakeholders can enhance communication with the community and lead to more informed decisions. This Focus Group is one of the methods the City will use to provide input to elected representatives, staff and consultants with regard to the development of the preferred practical design for the BFI EA.

The mandate of the Focus Group includes the following.

- Assist in the identification of current and potential community issues relative to land use and infrastructure.
- Review the earlier stages of the Fruitland-Winona Transportation Master Plan.
- Share information and knowledge of the area.
- Comment on background information and presentations.
- Provide input on proposed alternative solutions.
- Provide information to their stakeholder organization about the BFI EA.
- Attend focus group meetings.
- Attend Public Information Centres, where possible.
- Work together to ensure a full discussion, which values different perspectives.
- Work together towards the satisfactory resolution of issues and strive to achieve general consensus on identified issues, where feasible.
- Respect and listen to other Focus Group members' opinions, concerns and ideas. Focus Group members will have an equal opportunity to share and express ideas and opinions.



## **Advisory Role**

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The role of the Focus Group is to provide input into the BFI EA Phases 3 and 4 process, which will result in the development of a preferred practical design for both roads.

Focus Group members are encouraged to talk with neighbours and/or their stakeholder group, identify any issues or concerns, and bring them to the Focus Group, as necessary.

The input received will be evaluated along with input from the general public and technical reviewers. City staff will make the final recommendations for the BFI EA and bring them forward to Hamilton City Council for their approval and for filing with the Ministry of the Environment and Climate Change.

## **Membership**

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Focus Group members will include local residents, property owners and other stakeholders, such as business owners, neighbourhood association representatives, institutions and/or other area groups and associations. Members should come from a wide range of geographic locations to represent the overall study area.

## **Attendance and Alternate Members**

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Members will make every effort to attend all meetings. Alternate members may be identified where there are potential scheduling conflicts or other barriers to consistent participation. Alternate members are invited to attend all meetings in order to provide continuity.

## **Observers**

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Observers who are not Focus Group members are welcome to attend meetings. Focus Group meetings are only open to the general public for the purpose of gaining an understanding of the discussions. Non-members will not be permitted to participate in the discussions. The meetings are not meant for public/business/stakeholder delegations to make presentations.

## **Staff Resources**

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The City consultant, Amec Foster Wheeler, will facilitate and lead the BFI EA Focus Group meetings. City staff (Planning and Economic Development Department, Infrastructure Planning Section) will co-ordinate the BFI EA and provide primary staff support. As may be required, staff from various City departments as well as agencies and other consulting firms will be available to the Focus Group as resources to address specific issues as needed. Staff will provide professional advice relating to both projects.



### **Meeting Dates, Times and Locations**

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Focus Group meetings will be held at various stages of the BFI EA, as required, during the afternoon or evening on dates suitable for members. The proposed location for the meetings has yet to be determined, however, every effort will be made to ensure meetings are held within the neighbourhood.

It is expected that a minimum of three (3) Focus Group meetings will be held at key points during the BFI EA.

City staff will provide meeting materials to members, including an agenda and background materials, at least five (5) days prior to the meeting date via email. Members are asked to review provided materials in advance of the scheduled meeting. Members and staff may place any item on the agenda. Hard copies of materials will be made available at the Focus Group meetings.

Focus Group members are also asked, where possible, to attend the BFI EA Public Information Centres (PICs). A total of three (3) PICs are planned to take place over the course of the BFI EA.

### **Term**

The Focus Group will be established for the duration of the BFI EA research and analysis stages, approximately 12 to 18 months.