

## **Appendix G: Public and Stakeholder Consultation**

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### **Consultation and Communication Plan**

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Consultation and  
Communication Plan

## Summary

Our proposed consultation and communications program has three main goals:

- To effectively consult with, and address the concerns of, residents and businesses in the immediate vicinity of the Oakville Water Purification Plant (the Plant), who may have been inconvenienced by the current round of construction activities and will likely have additional concerns about more construction at the Plant;
- To effectively engage the relevant agencies, levels of government and other stakeholders to ensure that the planning, design, approvals and construction process meets their requirements; and
- To effectively communicate and consult with the general public who may have an interest in this project.

A summary of the Public Consultation Milestones is presented below in Table 1:

**Table 1: Summary of Proposed Public Consultation Milestones**

Public Consultation Milestone / Event	Proposed Date
Notice of Commencement, Advertisement and Mail Out	Sept 2014 (completed)
Public Consultation and Communication Log	Ongoing
Inputs to Region's Website	On going
Stakeholder Advisory Committee Meeting #1	Winter 2015
Stakeholder Advisory Committee Meeting #2	Spring 2015
Public Information Centre # 1 Notice - Advertisement and Mail Out	Spring 2015
Public Information Centre #1	Spring 2015
Notice of Completion, Advertisement and Mail Out ( <i>if Schedule B</i> )	Summer 2015
<i>If Schedule C</i>	
Public Information Centre # 2 Notice - Advertisement and Mail Out	Fall 2015
Public Information Centre #2	Fall 2015
Notice of Completion, Advertisement and Mail Out	Fall 2015

## Consultation Target Groups

As part of the Class EA process, a carefully considered communications and public consultation program has been put in place for clearly identified target groups. Table 2 below presents the proposed target groups. For each target group, consultation objectives and associated consultation initiatives are also clearly outlined.

**Table 2: Summary of Proposed Public Consultation**

Target Group	Objectives	Proposed Consultation Initiatives
Special Stakeholders, Proximate Property Owners and Business Operators, Water Lot Lease Holders	<ul style="list-style-type: none"> <li>• Identify issues and concerns</li> <li>• Seek comments and feedback</li> <li>• Obtain closure on issues</li> </ul>	<ul style="list-style-type: none"> <li>• Notice of Project Commencement <ul style="list-style-type: none"> <li>○ Advertisement</li> <li>○ Door-to-door delivery</li> </ul> </li> <li>• Public Information Centres</li> <li>• Region / Project Website</li> <li>• One on One Meetings as required</li> <li>• Correspondence and meetings with Special Interest/residential groups as needed - Negotiated closure</li> <li>• Presence of community groups on stakeholder committee</li> <li>• Regular dialogue with local Town and Regional councilors</li> <li>• Notice of Completion</li> </ul>
Agencies	<ul style="list-style-type: none"> <li>• Keep Agencies apprised of process, schedule and decisions</li> <li>• Identify issues and concerns</li> <li>• Seek comments and feedback</li> <li>• Obtain approvals where applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Notice of Project Commencement and Mail Out</li> <li>• Ongoing correspondence/ dialogue as required</li> <li>• Meetings as required</li> <li>• Presence of key agencies on stakeholder committee</li> <li>• Notice of Completion</li> </ul>
General Public	<ul style="list-style-type: none"> <li>• Keep public apprised of process, schedule, options and decisions</li> <li>• Seek comments and feedback</li> <li>• Identify issues and concerns</li> <li>• Obtain public buy in</li> </ul>	<ul style="list-style-type: none"> <li>• Notice of Project Commencement Advertisement</li> <li>• Public Information Centre</li> <li>• Region/Project Website</li> <li>• Ongoing correspondence as required</li> <li>• Notice of Completion</li> </ul>

## Identify Key Agencies / Stakeholders

Our team will work closely with the Region to identify the project's key agencies and stakeholders. Some key agencies/stakeholders are noted in Table 3 below. The list will be finalized in consultation with the Region.

**Table 3: Preliminary List of Stakeholders**

Key Agencies /Stakeholders	Topics of Consultation
<b>Municipalities</b> <ul style="list-style-type: none"> <li>• Region of Halton</li> <li>• Town of Oakville <ul style="list-style-type: none"> <li>○ Planning Services</li> <li>○ Recreation and Culture</li> <li>○ Local councilors</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Project planning process</li> <li>• Engineering requirements</li> <li>• Insight into areas of concern for local residents</li> <li>• Potential construction impacts and opportunities for mitigation, particularly for Waterworks Park</li> <li>• Input into potentially affected stakeholders, including water lot lease holders and park users</li> </ul>
<b>Federal, Provincial and Other Agencies</b> <ul style="list-style-type: none"> <li>• Conservation Halton</li> <li>• Department of Fisheries and Oceans</li> <li>• Ministry of Environment and Climate Change</li> <li>• Ministry of Natural Resources and Forestry</li> <li>• Ministry of Municipal Affairs and Housing</li> <li>• Ministry of Transportation</li> <li>• Ministry of Tourism, Culture and Sport</li> <li>• Ministry of Aboriginal Affairs</li> <li>• First Nations</li> </ul>	<ul style="list-style-type: none"> <li>• Approval requirements, including submission requirements and timelines</li> <li>• Background information/available data on the natural/social/economic environment inventory</li> <li>• Impacts of design alternatives on the natural/social/economic environment (and vice versa) and opportunities for mitigation</li> <li>• Input into potentially affected stakeholders, such as water lot lease holders and lake users (e.g., boaters, fishers, etc)</li> <li>• Review of draft Project File / ESR, as required</li> </ul>
<b>Local Community Groups, Associations and other Stakeholders</b> <ul style="list-style-type: none"> <li>• Community groups and residential associations</li> <li>• West River Residents' Association (WRRRA)</li> <li>• West Kerr Village Residents Association (WKVRA)</li> <li>• West Harbour Residents Association (WHRA)</li> <li>• Association of Oakville Harbours' Stakeholders</li> <li>• Oakville Camera Club</li> <li>• Halton Environmental Network (HEN)</li> <li>• Oakvillegreen Conservation Association Inc.</li> <li>• Halton Outdoor Club</li> <li>• Kerr Village BIA</li> </ul>	<ul style="list-style-type: none"> <li>• Project planning process and regular updates, including timing of local disruptions</li> <li>• Areas of concern for local residents, businesses and users of the park and trails</li> <li>• Impacts of design alternatives on the natural/social/economic environment and opportunities for mitigation</li> <li>• Anticipated construction impacts and opportunities for mitigation</li> <li>• Input into potentially affected stakeholders, such as residents and businesses near the project site, water lot lease holders, park and lake users, etc.</li> </ul>

## Stakeholder Advisory Committee

We are proposing formation of a Stakeholder Advisory Committee (SAC) comprising of key agencies. The Stakeholder Advisory Committee (SAC) will be formed shortly after the distribution of the Notice of Commencement. The purpose of the SAC will be to inform the key agencies and to provide feedback to the project team on the planning process, design alternatives and evaluation, potential impacts on the local community and mitigation opportunities, agency approvals, and other aspects related to the project. The SAC is scheduled to meet twice during the Class EA process (Table 4).

**Table 4: Stakeholder Advisory Committee Meetings**

SAC Meeting	Timing	Agenda Items
Meeting #1	<ul style="list-style-type: none"><li>• After the identification of alternative solutions</li></ul> Winter 2015	<ul style="list-style-type: none"><li>• Planning process</li><li>• Problem statement</li><li>• Draft alternative solutions</li><li>• Evaluation criteria</li></ul>
Meeting #2	<ul style="list-style-type: none"><li>• After evaluation of alternative solutions</li></ul> Spring 2015	<ul style="list-style-type: none"><li>• Natural/social/economic environment inventory</li><li>• Field work and investigations</li><li>• Evaluation process for alternative solutions and results</li><li>• Preliminary recommended alternative solution</li><li>• Feedback on PIC #1 materials</li></ul>

## Public Consultation Activities

The consultation activities for our consultation and communications plan are discussed below. An important feature of our consultation process is its continuity through EA stage to the design and construction phases. This will be advantageous in terms of maintaining seamless dialogue with various stakeholders through the design phase and ensuring that public concerns from the EA stage are followed through to the construction phase as well.

### Notice of Commencement

A project initiation letter and notice will be published in the Oakville Beaver and other suitable local paper and mailed to review agencies, residents and business in the vicinity of the Plant, and other key stakeholders. The letter and notice will outline the proposed project and the planning process and invite comments. The comments received will be responded to on as needed basis. The comments received and the response provided will be recorded in the Public Consultation and Communications Log.

### Public Consultation and Communications Log

Correspondence with stakeholders and the general public will be tracked and documented in a Public Consultation and Communications Log (Log). The Log will document the date and substance of the comment and indicate what response or follow-up was undertaken.

### Project Information on Region Website

The project information will be made available through the Region website, similar to the Region's website for the Plant's current upgrade<sup>1</sup>. At a minimum, the website will include various public notices and presentation boards from the PICs. The project contact information will also be provided.

### One-on-One Engagement with Stakeholders

Throughout the project, we anticipate there will be stakeholders that require in-depth discussion on specific issues and concerns. For example, Conservation Halton and the Ministry of Environment may wish to discuss water takings or mitigation to potential environmental impacts, and local councillors or residential groups may require additional information or reassurances about local disturbance related to construction. For these and other similar instances, the project team will be available for one-on-one meetings or teleconferences to clarify and resolve issues and concerns.

### Public Information Centres

Due to the potential sensitivity surrounding additional construction activities in this neighbourhood, we propose holding two Public Information Centres (PICs) to help engage the local community. The PICs will provide an opportunity for special interest groups, potentially affected property owners, and the general public to review the available project information and discuss the project one-on-one with project team members. Region staff and project team members will be available for the PIC to discuss the public's issues and concerns and answer their questions directly. This PIC will help the team identify issues and refine the preferred alternative design to accommodate the needs of the interested parties. Table 5 presents the anticipated timing and content for each PIC.

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<sup>1</sup> <https://www.halton.ca/cms/one.aspx?portalId=8310&pageId=62700>

**Table 5: Public Information Centres**

PIC	Timing	PIC Topics
PIC #1	<ul style="list-style-type: none"><li>• After the evaluation of alternative solutions</li></ul> Spring 2015	<ul style="list-style-type: none"><li>• EA planning process</li><li>• Problem/Opportunity Statement</li><li>• Background information, studies and inventories</li><li>• Proposed alternative solutions</li><li>• Evaluation process</li><li>• Recommended preferred alternative solution</li><li>• Feedback on preferred alternative solution</li><li>• Project timeline and next steps</li></ul>
PIC #2	<ul style="list-style-type: none"><li>• If project becomes a Schedule C</li><li>• After the evaluation of alternative designs and identification of recommended design</li></ul> Fall 2015	<ul style="list-style-type: none"><li>• Summary of project to-date</li><li>• Background information, studies and inventories</li><li>• Alternative designs, including their potential impacts and mitigation measures</li><li>• Evaluation process and results for alternative designs</li><li>• Recommended preferred alternative design</li><li>• Feedback on recommended design</li><li>• Project timeline and next steps</li></ul>

### Notice of Completion

A Notice of Completion will be published in the Oakville Beaver advising that the Environmental Screening Report's posting on public record for a 30 day mandatory public review. Any comments received will be considered prior to proceeding with the design and construction of the project.