

1-A

REGION OF PEEL
WASTEWATER CAPACITY IMPROVEMENTS IN CENTRAL MISSISSAUGA
APPENDIX 1-A

Communication and Consultation Plan

Public and Agency Consultation Plan

Wastewater Capacity Improvements in Central
Mississauga

Schedule 'C' Municipal Class Environmental
Assessment

Prepared by GM BluePlan for:



Project No. 718018

February 2022

Table of Contents

	Page
1 Introduction.....	1
1.1 Background.....	1
1.2 Purpose and Approach	2
1.3 Goals and Objectives of the Public and Agency Consultation Plan	2
1.4 Overarching Key Messaging Framework.....	3
2 Communication Plan.....	4
2.1 Study Contact List.....	4
2.2 COVID-19 Protocol Implementation.....	4
2.3 Study Notifications	4
2.1.1 Notice of Study Commencement.....	5
2.1.2 Notice of Public Information Centres.....	5
2.1.3 Notice of Study Completion.....	6
3 Consultation Plan	7
3.1 Public Consultation Centre	7
3.1.1 PIC No. 1 and 2.....	7
3.2 Region of Peel Staff Input.....	7
3.2.1 Visioning Workshop	7
3.2.2 Progress Meetings	8
3.2.3 Preliminary Design Workshops	8
3.2.4 Regional Council and Committee Presentations	8
3.3 External Agency Input.....	8
3.3.1 Conservation Authorities	8
3.3.2 Ministries.....	8
3.3.3 Municipalities.....	9
3.3.4 Utilities	9
3.3.5 Special Interest Groups.....	9
3.3.6 Indigenous Communities.....	10
3.4 Public Documentation	10
3.4.1 Comments Management Tracking	10
3.4.2 Citizens Document.....	10
3.4.3 Project Website	10

1 Introduction

1.1 Background

The Region of Peel retained GM BluePlan Engineering Limited (GM BluePlan) to conduct a Schedule “C” Municipal Class Environmental Assessment (Class EA) for the Wastewater Capacity Improvements in Central Mississauga. This project developed alternatives and selected the optimal long-term wastewater servicing strategy for Central Mississauga.

The Class EA study was conducted according to the requirements of the Municipal Engineers Association (MEA) Class EA Schedule “C” 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 recognized 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 was implemented throughout the study process.

This plan was also 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 Region of Peel 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 proceeded as a **Schedule C** 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 included public and review agency consultation, evaluation of alternatives, impact assessment of proposed alternatives, and identification of measures to mitigate adverse impacts. **Schedule C** projects must satisfy all five phases of the Class EA process. These projects have the potential for greater environmental impacts.

The purpose of the Public and Agency Consultation Plan was to provide a framework for providing and receiving input from stakeholders and other parties interested in the study. This plan provided 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 public and agency consultant plan, the overall approach was to:

- Meet the public and agency notification and consultation requirements for Phases 1 through 5 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 Region has undertaken to ensure consistency and continuity.
- 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 was vital to the success of this study. Thus, a primary goal and objective of this plan was to ensure meaningful consultation and encourage two-way communication with the community, regulatory agencies, the City of Mississauga and Region 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, City of Mississauga and Region staff input.
- Ensure that factual information is provided to interested and affected stakeholders as soon as reasonably possible.

- 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, workshops, presentations 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.
- Provide details for Indigenous community consultation as required.

Clear and effective communication, coordination and cooperation with all stakeholders began in the early stages and continued throughout. Different methods were 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 was critical that the project team, regional and 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 provided a foundation to build from throughout the EA process. This messaging should highlight the importance of a wastewater strategy within the Central Mississauga study area, why its needed and some of the benefits. It should also demonstrate the Region'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 due to:

- Significant new growth is projected in the study area
- Servicing growth – current infrastructure won't keep up with growth
- System upgrades/optimization will better service existing
- This project is part of the big picture strategy for the Region providing a servicing solution for existing and future customers
- Climate change needs to be considered and its impact on existing and future infrastructure
- Overall system will operate more efficiently
- Holistic solution optimizing operation and maintenance of existing and future infrastructure

2 Communication Plan

2.1 Study Contact List

Any and all relevant agencies, stakeholders and interested parties are 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 Region. 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. The contact list is attached in **Volume 1, Appendix B**.

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

2.2 COVID-19 Protocol Implementation

Wastewater services are considered an essential service. The Wastewater Capacity Improvements in Central Mississauga Class EA is a key component of wastewater service planning and therefore the project continued to move forward through the Province of Ontario's Emergency Orders and restrictions caused by the COVID-19 pandemic. However, it should be noted that beginning March 17, 2020, the following protocols were taken to ensure that Class EA communication and consultation with key stakeholders were not affected:

- Study Notices were available on the Region of Peel website and sent to stakeholders by email only.
- Communication with stakeholders was completed through email or virtual meetings.
- Indigenous Communities were contacted to determine the best communication approach.
- Public Information Centres were held virtually.

2.3 Study Notifications

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

The Notices were published in ‘The Mississauga News’ weekly newspaper. In addition to the newspaper, website and social media (e.g., Twitter), GM BluePlan prepared a notice in letter format which was mailed/emailed to the established list of stakeholders. The Notice of PIC No. 2 and Notice of Completion were also mailed out to residents and businesses located nearby the proposed alignments.

The GM BluePlan project team followed up with select agencies in person, by mail, email, or phone to facilitate the collection of information relevant to the study. The GM BluePlan project team maintained 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	Region of Peel
Finalize and mail Ad / Letter format Notices	GM BluePlan
Distribute Notices to internal Region of Peel and City of Mississauga Staff (e.g., Fire & Emergency Services, Councillors)	Region of Peel
Prepare and maintain a Comment Tracking Sheet	GM BluePlan
Prepare any required written responses to questions and issues	GM BluePlan & Region of Peel

Internal contacts and notification were coordinated through the Regions’s Project Manager.

2.1.1 Notice of Study Commencement

A Notice of Study Commencement was issued in May 2019. GM BluePlan prepared a Draft Notice and once finalized the Region published the Notice in the local newspapers in two rounds as well as the project website. GM BluePlan organized and sent a letter notice to the Study Contact List.

2.1.2 Notice of Public Information Centres

There were two Public Information Centres (PICs) planned as part of this project. The GM BluePlan Team prepared a Draft Notice of PIC for the PIC event. Once approved, the

Region published the Notice of PIC in the local newspapers in two rounds, as with the Notice of Commencement.

The Notice was also published on the Region's website. The first notice was issued two weeks in advance of the PIC. In addition to the newspaper notices, the GM BluePlan Team prepared a notice in letter format and mailed/emailed to the established list of stakeholders as with the Notice of Commencement.

2.1.3 Notice of Study Completion

Once the Study was finalized, a Notice of Study Completion was prepared. The purpose of this notice was to announce the study's completion and begin the 30-day public review period for the final Class EA. Copies of the final report are 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 was advertised in the above mentioned local newspapers.

3 Consultation Plan

3.1 Public Consultation Centre

There were two PICs planned for this study.

3.1.1 PIC No. 1 and 2

PIC No. 1 – PIC No. 1 took place on March 10, 2020 and was intended to present Phase 1 and Phase 2 of the MEA Class EA process: study problem/opportunity, baseline opportunities and constraints, alternative solutions and evaluation as well as present the preliminary preferred servicing solution for the Central Mississauga Wastewater System.

PIC No. 1 was located at the Mississauga Valley Community Centre, a venue selected by the Region at a key location as to ensure easy access to all interested residents. The first PIC followed an “Open House” format with display boards.

PIC No. 2 – PIC No. 2 took place virtually from June 22, 2021 to July 6, 2021. PIC No. 2 outlined the Class EA process, alternative design solutions and evaluation as well as present the preliminary preferred design concept.

In preparation for PICs, the GM BluePlan Team completed the following:

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

3.2 Region of Peel Staff Input

3.2.1 Visioning Workshop

A Visioning workshop was held with the project team and key stakeholders to engage, inform and enable technical, policy and regulatory input at the beginning stages of the project to ensure a common vision for development throughout the project. This workshop set out the strategy for the Class EA.

3.2.2 Progress Meetings

Region staff and GM BluePlan held progress meetings throughout the project's timeline. The GM BluePlan team presented study findings and solicited technical input during each meeting, as well as prepared and distributed agendas and minutes.

3.2.3 Preliminary Design Workshops

Preliminary design workshops were held during key milestone dates within the Preliminary Design Task. During these workshops, design details, timing and delivery of the design was reviewed and confirmed with the project team.

3.2.4 Regional Council and Committee Presentations

Project progress was provided to Councillors at key milestones throughout the study which included periodic project update bulletins and pre-PIC opportunities to meet and discuss the study prior to public engagement.

3.3 External Agency Input

As the study progressed, the project team consulted with key external agencies to allow the opportunity to receive feedback.

3.3.1 Conservation Authorities

There are two local conservation authorities within the study area: Credit Valley Conservation (CVC) and Toronto and Region Conservation Authority (TRCA). Due to the connections adjacent to Cooksville Creek and Etobicoke Creek, consultation with CVC and TRCA was completed at key stages of the project.

3.3.2 Ministries

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

- Ontario Ministry of the Environment and Climate Change
- 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 Children, Community and Social Services
- Ontario Ministry of Health and Long-term Care
- Ontario Ministry of Economic Development, Job Creation and Trade
- Ontario Ministry of Municipal Affairs and Housing

- Indigenous and Northern Development Canada
- Environment Canada
- Fisheries and Oceans Canada
- Infrastructure Ontario

3.3.3 Municipalities

City of Mississauga Given the location of the study, GMBP and the Region consulted with the City of Mississauga throughout the Class EA process. Coordination with the City included both technical and communication aspects with numerous City departments including but not limited to land use planning, public works, stormwater, parks, transportation, and active transportation.

City of Toronto Shaft 1 is located at the border of Mississauga and Toronto therefore the City of Toronto was consulted once Shaft 1 was identified. A portion of the Shaft 1 compound is located on City of Toronto managed and owned lands which will require future easement and Permission to Enter agreements with the City.

3.3.4 Utilities

The following local, provincial and federal utility companies were contacted throughout the Class EA process:

- Alectra Utilities
- Bell Canada
- Enbridge Gas Distribution Inc.
- Enbridge Pipelines Inc.
- Hydro One Networks
- Hydro One Telecom
- Ontario Power Generation
- Rogers Cable
- TransCanada Pipelines
- Trans-Northern Pipeline Inc.
- Union Gas Ltd.

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

3.3.5 Special Interest Groups

The following special interest groups were consulted throughout the process:

- Mississauga Cycling Advisory

- Building Industry and Land Development Association
- Mississauga Board of Trade
- Ontario Building Officials Association
- Sierra Club of Ontario (Peel Region)
- Trillium Health Partners
- Dufferin-Peel Catholic School Board
- Peel District School Board

3.3.6 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.

For this study, the following Indigenous communities were consulted:

- Six Nations of the Grand River
- Mississaugas of the Credit First Nation
- Haudenosaunee Confederacy Chiefs Council
- Huron-Wendat Nation

3.4 Public Documentation

3.4.1 Comments Management Tracking

All the comments received were maintained in an organized excel spreadsheet. All comments were initially directed to the Region of Peel Project Manager via the website or newspaper Notices.

3.4.2 Citizens Document

The GM BluePlan Team prepared a separate document to summarize the outcome of all public and agency sessions, meetings and workshops. The document is available for public review as part of the Class EA Environmental Study Report.

3.4.3 Project Website

The Region of Peel set up a page on their corporate website for this study. This website provided a space for any interested parties to obtain information on the project,

consultation timelines, upcoming events, and contact information. This website was maintained by Region staff and the GM BluePlan team provided information and materials for posting when required.