



# **Etobicoke Creek Trunk Sewer Improvements and Upgrades Schedule 'C' Municipal Class EA**

Region of Peel

## **Public and Agency Consultation Plan (V3)**

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## Etobicoke Creek Trunk Sewer Improvements and Upgrades Schedule 'C' Municipal Class EA

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# 1. Introduction

## 1.1 Background

The Region is responsible for the operation and maintenance of the sanitary sewer network, pumping stations, and wastewater treatment plants within the Regional boundaries.

The Region initiated a Class Environmental Assessment (EA) Study in December 2018 to identify, develop and implement a solution to address future capacity needs and existing sanitary sewer operational issues in the Etobicoke Creek Trunk Sewer. The study area for this Class EA Study was identified as bounded by Kennedy Road to the west, Steeles Avenue East to the north, Derry Road East to the south, and Dixie Road to the east, and subsequently expanded as the study progressed to east of Dixie Road as shown in Figure 1-1.

The existing Etobicoke Creek Trunk Sewer from Kennedy Road to Derry Road consists of primarily twin sewers ranging in size from 1050 mm to 1350 mm diameter pipes, including some sections that have been relined around the connection with the Biscayne Sewer Extension. The study area also contains the site of the former Brampton Wastewater Treatment Plant located northeast of the Highway 410 and 407 interchange, through which the Etobicoke Creek Trunk Sewer crosses.

A Feasibility Study was completed in February 2018 that included a background review, identification and assessment of the technical feasibility of alternatives and ultimately the recommendation to undertake a Class Environmental Assessment (EA). This project builds on the findings of the feasibility study to complete a Schedule 'C' Municipal Class EA that will identify a preferred solution to address the future capacity needs to meet the requirements of the growth plan as well as to resolve the existing sanitary sewer issues within and around the abandoned plant site.

The decommissioning of smaller municipal treatment facilities in the system in the 1970s and the difference in design criteria of the existing and new infrastructure at the time have led to inconsistencies and operational issues in parts of the system. These issues include defects in rehabilitation work done to existing pipes, historical surcharging of sections, high permanent water levels at sections, inflow from abandoned connections, uneven flow, exposed pipe in some sections, and difficult access points for operations and maintenance staff.

In addition to State of Good Repair drivers, the surrounding area is projected to undergo growth in the future for both residential and employment populations as per the current Water and Wastewater Master Plan Update. The City of Brampton has also recently approved their growth vision known as the *2040 Vision* and plans to transform the area around Kennedy Road and Highway 401 with the development of a new "Uptown". This area encompasses the CAA lands, formerly known as the Powerade Centre, and has already seen emerging development interest in the area. However, presently there are no trunk sanitary sewers (only a local 250 mm sanitary sewer on Kennedy Road) to service the planned growth.

## 1.2 Purpose and Approach

The purpose of this Public and Agency Consultation Plan is to ensure timely, effective and consistent communication with all stakeholders throughout this study. The plan will be used to outline the communications strategy to engage both internal and external stakeholders and will be updated as required throughout the study process. Points of consultation necessary throughout the project will be defined in this document to provide clarity on the timing and transfer of information to and from interested parties.

This project has been identified as a Schedule 'C' project, as defined in the Municipal Class EA process (October 2000, as amended in 2007, 2011, 2015) of the Municipal Engineers Association (MEA). As such, the points of notification and consultation during Phases 1 to 5, as required by the Municipal Class EA process, will be followed. Communication will follow Regional communication protocols to ensure compliance with *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990 c.M.56, as amended* and continuity between all Regional projects. The process will begin with one of the most critical steps: the development of the Problem/ Opportunity Statement. It is imperative that the message relayed through this statement be crafted clearly and concisely as it

will guide notices and correspondence to the public and agencies. Pre-consultation efforts will be taken with key stakeholder agencies where appropriate.

The goal of the plan is also to enact lessons learned from previous Class EA and municipal planning experiences in order to implement a consultation process that is effective, defensible and traceable.



Figure 1-1. Study Area

## **2. Communication Plan**

### **2.1 Class EA Study**

#### **2.1.1 Stakeholder Contact List**

A Stakeholder Contact List will be developed that incorporates federal and provincial ministries / agencies, conservation authorities, municipalities, indigenous communities, utilities, rail and transit companies, and affected public within the Study Area (local businesses, institutions and property owners). This list will be updated and revised throughout the project as existing stakeholders express a desire to be removed from the mailing list, and/or as new stakeholders express an interest in being informed. All efforts will be made through collaboration with the Region's communications team and the project manager to ensure that the list is comprehensive.

### **2.2 External Stakeholders**

The Stakeholder Contact List will be organized into categories. The following sections provide a brief overview of what stakeholders will be involved throughout the study.

#### **2.2.1 Municipalities**

The City of Brampton will be a key stakeholder in this study as the study area falls within the City of Brampton, and particularly also because the City owns a large portion of land referred to as the CAA Lands (formerly Powerade Centre) directly east of Kennedy Road, between the existing trunk sewer and Highway 407. City staff who will be engaged will include those working in policy planning (especially those involved in the City's 2040 Vision), parks and forestry services, transit, transportation, asset management, development engineering, and heritage. The Study Area is primarily located in Ward 3 with the lands south of the municipal boundary falling in the City of Mississauga's Ward 5, as shown in Figure 2-1. The Study Area extends east to the ward boundary line at Dixie Road where Ward 7 commences. The councillors for each of these wards will also be notified and engaged with as required.

Pre-consultation will be undertaken with City staff prior to the formal commencement of the study in order to help identify issues critical to the City, as well as confirming contact protocols.



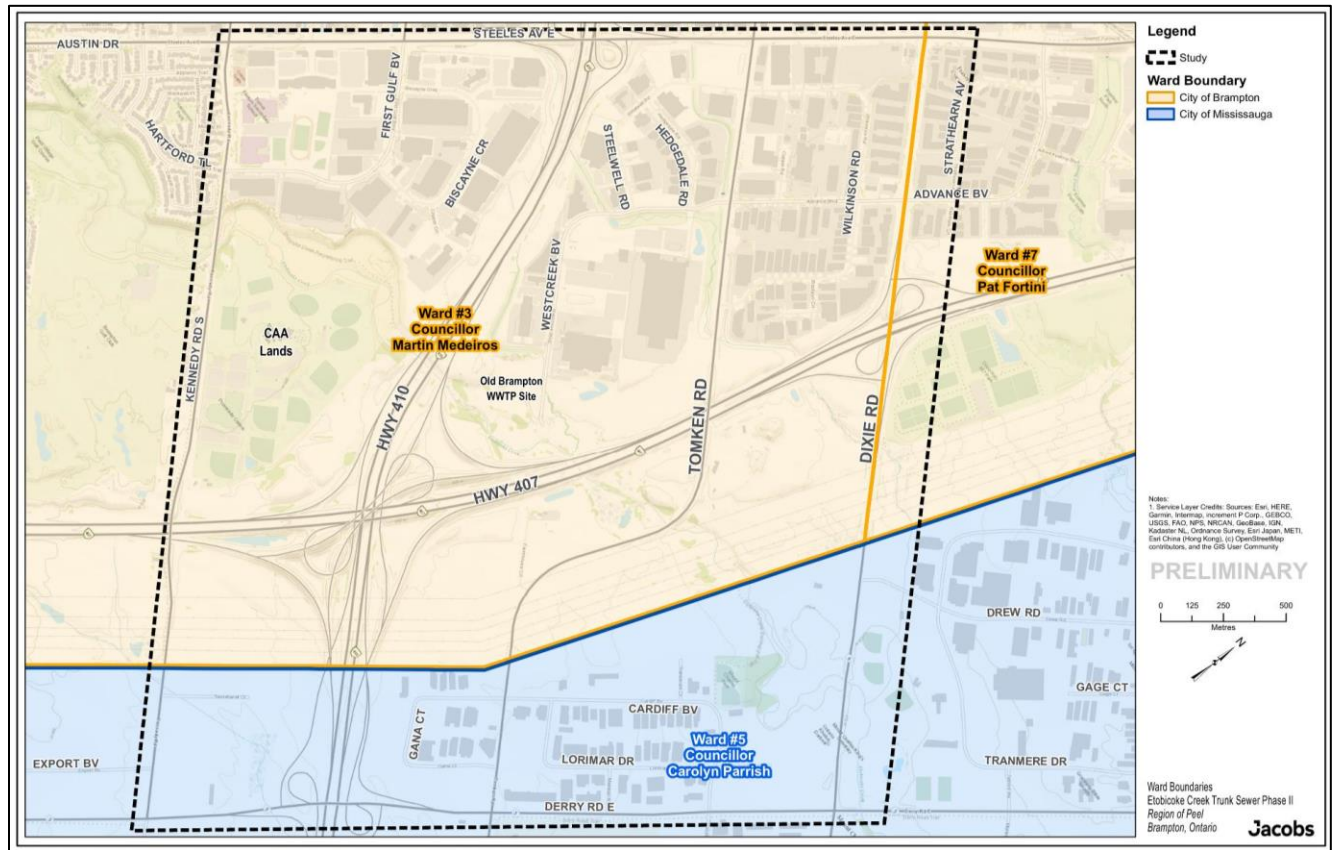


Figure 2-1. Ward Boundaries

## 2.2.2 Conservation Authorities

The Toronto and Region Conservation Authority (TRCA) will be a key stakeholder in this project as the existing infrastructure and potential solutions are within the Etobicoke Creek floodplains and regulation limits. Additionally, there is existing restorative work that TRCA has conducted within the study area which may be impacted by the final solution and design.

Pre-consultation will be undertaken with TRCA, prior to the commencement of the formal Class EA study. The purpose of the consultation will be to help identify issues critical to TRCA, as well as to confirm contact protocols.

## 2.2.3 Provincial Ministries/ Agencies

Provincial ministries and agencies will be engaged as necessary throughout the project. Key ministries will include:

- Ministry of Transportation (MTO), as a section of Highway 410 is within the study area.
- Infrastructure Ontario (IO), as the study area contains Highway 407.
- Ministry of Environment, Conservation and Parks (MECP), as they must be involved in Environmental Assessments in the province. MECP will be pre-consulted with to identify the EA coordinator for this project. As per MECP protocol, official contact will be made when the Notice of Commencement is sent to the appropriate contacts at MECP, including the EA coordinator. All Notices, including the Project Information Form will be emailed to MECP's Central Region email address.
- Ministry of Natural Resources and Forestry (MNR), as they serve as a contact for Federal agencies.
- Ministry of Tourism, Sport and Culture (MTCS), as they must be informed of any cultural heritage sites within the study area identified through Archaeological Assessments.

- Ministry of Indigenous Affairs (MIA), as they may be of assistance in ensuring appropriate engagement of relevant Indigenous stakeholders.

#### **2.2.4 Indigenous Communities**

The Region's protocols for engaging with the appropriate indigenous communities will be followed in order to ensure that the legislated 'duty to consult' is satisfied through the MEA Class EA process. MECP will provide the project team with the list of Indigenous Communities to consult within their response to the Notice of Commencement. Once identified, the appropriate indigenous groups will be added to the contact list. As the study progresses, this contact list will be updated to reflect stakeholder interest for continued engagement.

#### **2.2.5 Utilities**

Utility companies, including Hydro One Networks and Alectra Utilities, will be contacted throughout the study as they have infrastructure and subsequent potential conflicts within the study area. All efforts will be made to ensure that conflicts are avoided/mitigated through effective engagement with the appropriate parties.

#### **2.2.6 Local Businesses, Institutions and Property Owners**

Efforts will be made to engage the appropriate stakeholders owning local businesses, institutions and properties within the study area. Consultation with property owners regarding land acquisition for easement purposes will require coordination with the Region's Realty Division. As the study progresses, additional stakeholders who express interest in the study will be added to the Stakeholder Contact List and will be further engaged.

### **2.3 Internal Stakeholders**

The Region will engage with internal stakeholders through distribution of Notices as noted above, invitations to engage with the Project Team at project meetings, and individual consultation as required. This will include the internal groups as listed below:

- Project Sponsor and Advisors
- Infrastructure Planning and Asset Management, State of Good Repair
- Infrastructure Planning and Asset Management, Growth and Water Resources
- Water and Wastewater Hydraulic Modelling Program
- Wastewater Capital, Design & Construction
- Wastewater Capital, Condition Assessment and Rehabilitation
- Real Estate
- Information Management and Technology



### 3. Consultation Plan

This Consultation Plan includes study notifications, Public Information Centres (PIC), municipal and external agency stakeholder consultation, and public documentation that will be included as part of the Environmental Study Report, in line with the MEA Class EA requirements. Should there be the need for enhanced communication methods, this will be identified through subsequent stages of the Class EA.

#### 3.1 Study Notifications

All study notices will be distributed to the Stakeholder Contact List by mail, or by e-mail if no mailing address is available. The notices will also be posted on the Region's project site and will be published in the local newspaper, the *Brampton Guardian*. All notices will be documented as part of the final Environmental Study Report. The following describes the general process that will be followed for the distribution and publication of the notices.

##### **General:**

- Jacobs will prepare a draft Notice and provide to the Region for review
- Region will review and make comments as necessary
- Jacobs will update the draft with the Region's changes and finalize the Notice
- Jacobs will provide the final Notice to the Region
- Region will issue all Notices to the local newspaper directly and post on the study webpage
- Jacobs will maintain a Correspondence Tracking Sheet throughout the Class EA process
- Jacobs will provide written responses (both on behalf of the Region as well as directly, as necessary) to questions or concerns from stakeholders throughout the Class EA process

##### **Notification to External Stakeholders and Public:**

- Jacobs will prepare a cover letter/email for the Notice, if required
- The Notice will be sent by mail or email with the cover material, as required, to contacts in the Stakeholder Contact List at the time of Notice preparation
- Public Notice within the Study Area will be undertaken through publishing the Notice in the *Brampton Guardian*

##### **Notification to Internal Stakeholders and Indigenous Communities:**

- Region will distribute Notices to internal stakeholders, including Councillors and Indigenous Communities

##### **Notification through Website:**

- Region will internally coordinate and publish the Notice on their project website

##### **Notification through Social Media:**

- Region may also broadcast PICs through its social media accounts closer to the time, depending on stakeholder feedback

For specific stakeholders identified by the Region and Jacobs, follow-up communication will be pursued to ensure receipt of the Notice. Follow-up may occur in the form of email or phone call.

### **3.1.1 Notice of Study Commencement**

The project will be introduced to the public and stakeholders through the Notice of Study Commencement to formally introduce the project. This notice will contain a brief description of the study, the Class EA process, preliminary project timeline, the Regional project manager's contact information, and provide methods by which interested stakeholders can get involved (i.e. via the Stakeholder Contact List).

A completed Project Information Form will be sent to MECP's Central Region email address at the time of issuing the Notice of Commencement.

### **3.1.2 Notice of Public Information Centre No. 1**

At the end of Phase 2, the first PIC will present the preliminary preferred solution and the supporting evaluation and analyses to the public and stakeholders. This notice will contain a brief description and an update on the progress of the Class EA study, the Regional project manager's contact information, and methods available for interested stakeholders to get involved at this stage, including details of PIC No. 1 (i.e., date(s), timeframe, location, and brief description of PIC goals and content). The Notice will be issued on the local newspaper a week ahead of the PIC and will also be posted to the project website. Emails will be sent out to stakeholders on the day that the presentation material is posted on the study webpage.

### **3.1.3 Notices of Public Information Centre No. 2**

At the end of Phase 3, the second PIC will be held to present the preferred design concept and the supporting evaluation and technical studies to the public and stakeholders. As with the Notice of PIC No. 1, this Notice will contain a brief description and an update on the progress of the study, the Regional project manager's contact information, and methods available for interested stakeholders to get involved at this stage, including details of PIC No. 2 (i.e., date(s), timeframe, location, and brief description of PIC goals and content). The Notice will be issued approximately two weeks ahead of the PIC and will also be posted to the study webpage.

### **3.1.4 Notice of Study Completion**

At the end of Phase 4, the public and stakeholders will be informed of the Study's completion through the Notice of Study Completion. This notice will contain a brief description of the study, a summary of the preferred design alternative, next steps including details on the Environmental Study Report (ESR) and its review period (i.e. locations for viewing hard copies of the ESR, website address to access the electronic copy of the ESR, dates and timing of the review period, and contact information for submitting comments on the ESR).

## **3.2 Public Information Centres**

Public Information Centres (PICs) will be held to provide the opportunity for the public and stakeholders to directly connect with the project team and to obtain information through personal interaction. Team members from both the Region and Jacobs will be present at the PICs to explain the project and answer any questions or concerns that attendees may have. All PICs will be located at a venue within or within close proximity to the study area and will be set up in an "open house style" format.

In order to accommodate social distancing measures to prevent the spread of COVID-19, Online Public Engagement will replace the in-person PICs. Online Public Engagement will be a designated period during which digital material will be made available on the study webpage and comments will be collected from interested parties.

The following outlines the overall process that will be followed for all PICs:

- Region will make reservations to the venues, as agreed with Jacobs for in-person PICs

- Jacobs will create draft display panels , sign-in sheets, comments form and any hand-out packages, and provide to the Region for review; Online Public Engagement will replace display panels with digital presentation material
- Region will review and make comments as necessary
- Jacobs will update the draft with the Region's changes and finalize the PIC material
- Jacobs will provide a soft copy of the final PIC material to the Region
- Region will post the soft copy of the PIC material onto the project website
- Jacobs will bring all PIC material to the venue and will ensure project staff is present at the PIC for those that are held in-person
- Jacobs will collect and document all sign-in sheets and comments forms that are filled out by attendees or those received by the Region during the Online Public Engagement period
- Stakeholders who express an interest in being kept up-to-date on the study will be added to the Stakeholder Contact List, as required
- Jacobs will provide draft responses to Region for comments and/or concerns received from stakeholders, including those received through the comment forms
- Region will review draft response and make comments as necessary
- Jacobs will update with the Region's changes and issue final responses as required
- Jacobs will prepare summary reports on each PIC (to be incorporated into final ESR)

### **3.2.1 Public Information Centre No. 1**

At the end of Phase 2, the evaluation and the recommendation on the preferred solution will be presented to public and stakeholders at PIC No. 1, in the form of Online Public Engagement. The objective will be to communicate how the Region has pursued solutions that address the problem/opportunity statement while minimizing impact to the surrounding area through digital presentation material. The outcome is to obtain feedback on the preliminary preferred solution and/or the evaluation process.

Feedback from the Online Public Engagement will be reviewed, addressed, and used to refine the preferred solution. The evaluation criteria, methodology and engagement process will be documented in the Phase 2 Report for the Region's review and endorsement, to demonstrate the transparency and thoroughness of the decision-making process.

### **3.2.2 Public Information Centre No. 2**

At the end of Phase 3, the preferred solution and the preferred method / design concept for implementation will be presented at PIC No. 2. Input on the analysis of impacts of construction on the surrounding community and environment will allow the approach and mitigating measures to be refined. As the date of PIC No. 2 approaches, the decision on format will be made, in compliance with Provincial and Regional health guidance.

## **3.3 Municipal Stakeholder Consultation**

As required, the Project Team will arrange one-on-one information meetings with interested parties including Region/City Councillors, City staff, Regional management team and key agencies to provide a forum to further explain the problem/opportunity statement, key challenges and opportunities, alternative alignments and potential impacts. Agendas will be prepared for meetings one week prior to the meetings and written minutes documenting discussions will be provided to all attendees within 1-week timeframe.

At key study milestones, Briefing Notes will also be prepared and issued to councillors to ensure that they are aware of the project's progress and are able to answer any questions or concerns that may arise from their ward's constituents. The Region's Project Manager will send the Briefing Notes to Councillors, as required.

### **3.4 Public Documentation**

The ESR will contain documentation of all relevant public and agency consultation material, including notices, PIC material, information packages, comments and responses (excluding personal contact information), correspondence with stakeholders, and stakeholder meetings.

#### **3.4.1 Correspondence Tracking**

The project team will maintain a tracking sheet with all stakeholder correspondence. This will include correspondence letters, e-mails, phone calls, meetings, and completed comments sheets. The project team's responses as well as acknowledgements will also be tracked. The tracking sheet will be incorporated into the ESR (excluding personal information of residents/individuals not representing agencies).

#### **3.4.2 Study Website**

The Region's project website will contain all material that is published to the public, including notices, PIC material, and the final ESR. Jacobs will support in the preparation of the content that will be posted to the project website.

## **Appendix A. Stakeholder Contact List**