



Effective Consultation During COVID-19

for

the Municipal Class EA
(MCEA) Process

Presenter



Paul Knowles, P.Eng., is the MEA's MCEA Advisor. He graduated from Queen's University as a Civil Engineer and worked in the private sector for 9 years before joining the Town of Carleton Place as Town Engineer in 1989. His involvement with the Municipal Engineers Association (MEA) and the Municipal Class Environment Assessment (MCEA) began shortly thereafter. In 1993, Paul was promoted to CAO for Carleton Place but continued his engineering work and remained very active with the MEA as a Board member (2008 – 2018) and as its President in 2017, Throughout the years, Paul has been involved in all aspects of the MCEA document, including all re-writes and amendments. Paul officially retired from Carleton Place at the end of 2018 but is continuing to work with MEA as its MCEA Advisor, delivering training programs and pursuing improvements to the MCEA process



Topics for Today

MCEA Schedule **B** and **C** Process

- Minimum Requirements
- Effective Consultation Plan
- Special COVID Accommodation
- Actual Project Examples

MCEA Schedule **A+** Consultation



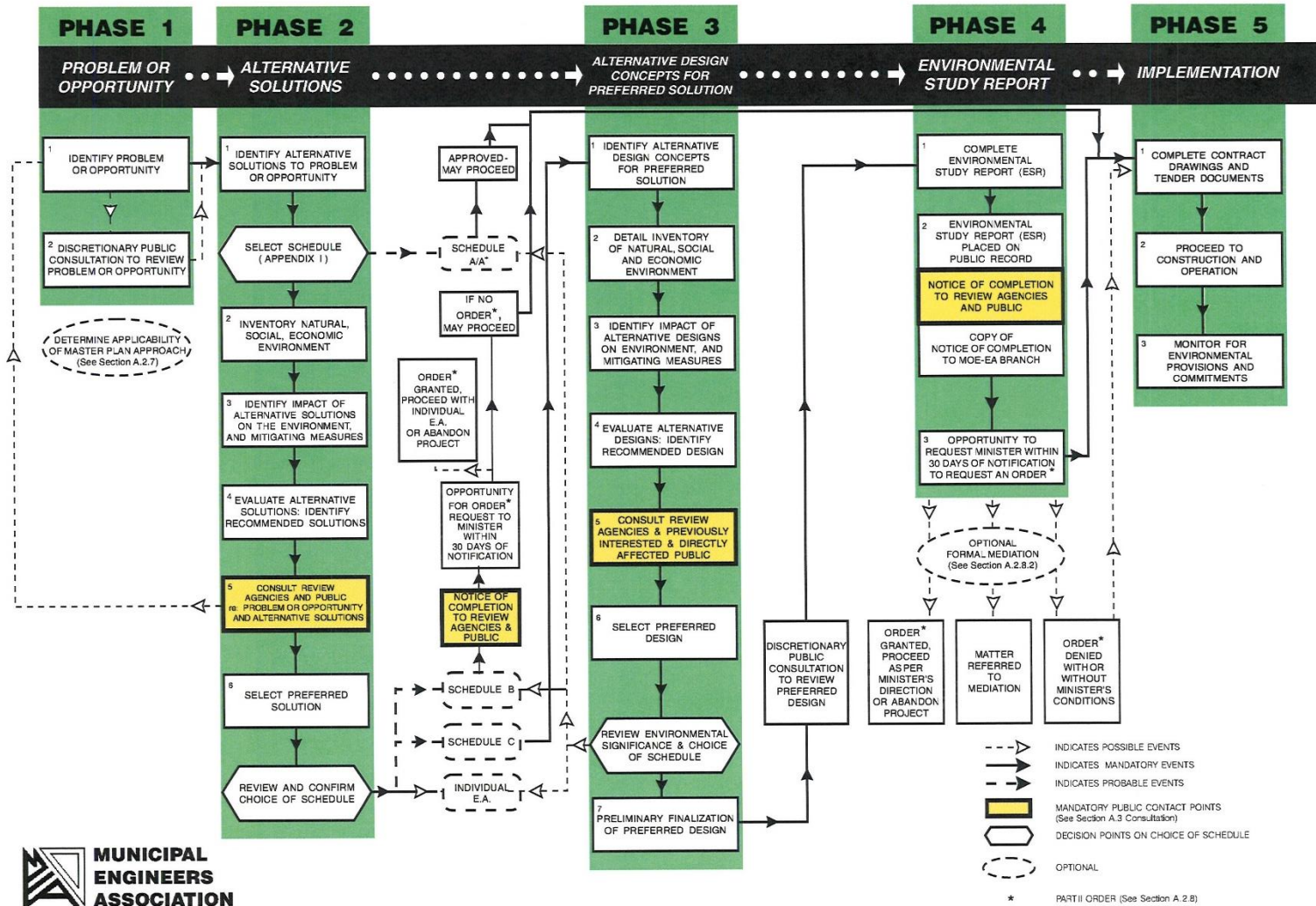
MCEA Schedule **B** or **C**

Minimum Legal Requirements

- Notice of Commencement
- 1st Public Contact **Open House**
- 2nd Public Contact (Schedule C only)
- Notice of Completion



NOTE: This flow chart is to be read in conjunction with Part A of the Municipal Class EA





Effective Consultation Plan

Minimum Requirements – Notices

A.3.5.3 Locally

- 2 editions in newspaper –
Other Established Process
- Adjacent owners/reasonably have an interest

A.3.6 Review Agencies

- Always MECP Regional EA Coordinator –
Requirements Proscribed (email)
- Other appropriate agencies

A.3.8 Review of EA Documents

- EA Documents ‘Place on the Public Record’
need not be hard copy

Consultation Plan

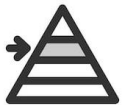
MCEA Section A.3.5



- Identify Stakeholders



- Means of Contact



- Level of Consultation



- General Timing of Contact

- Significant Flexibility/Prior to Notice of Commencement



Effective Consultation Plan



Identify Stakeholders

- Adjacent Owners/Tenants
- Users of the Project
- General Community
- Special Community Groups
- Governments/Agencies
- Indigenous Peoples

Project Team (Proponent/Consultant)

Identify Specifics for Each Group of Stakeholders

COVID – **Virtual Team Meetings**



Effective Consultation Plan



Means of Contact Customize for Stakeholder

- Letters
- Signage/Flyers
- Email/Web Site
- Personal Contact – **Physical Distance**
- Press Release
- Paid Ads (Newspaper/Other)
- Social Media



Effective Consultation Plan

Stakeholders

Means of Contact

- Adjacent Owners/Tenants → Letters, Flyers
- Users of the Project → Signs, Ads
- General Community → Ads, Press Release, Web, Social Media
- Special Community Groups → Personal Contact – **Physical Distance**
- Governments/Agencies → Email
- Indigenous Peoples → Letters, Email, Personal Contact - **Physical Distance**



Effective Consultation Plan



Level of Consultation

- Open House or Public Meeting – **NOT during COVID-19**
- Personal Meetings (on site) – **Physical Distance**
- Web Site
- Virtual Open House – **COVID-19**
- Community Survey
- On-Line Discussion Groups





Effective Consultation Plan

Open House

- Display Boards around Perimeter of Room
- Calm 1 on 1 Discussion
- Detailed Discussion of Individual Issues
- Message can be Heard Differently





Effective Consultation Plan

Public Meeting

- Slideshow Presented to Audience
- All Hear Same Message
- Audience Hears Others Viewpoint
- Difficult to Address Individual Issues
- Meeting can Deteriorate





Halton Consutation

NOTICE OF ONLINE PUBLIC ENGAGEMENT- SCHEDULE B

MUNICIPAL CLASS ENVIRONMENTAL ASSESSMENT STUDY

Intersection Improvements at Guelph Line (Regional Road 1) and
Harvester Road/Queensway Drive
City of Burlington
PR-2829A

Study

The Region has initiated a Municipal Class Environmental Assessment (Municipal Class EA) Study for intersection improvements at Guelph Line and Harvester Road/Queensway Drive. There are existing capacity constraints at the intersection of Guelph Line at Harvester Road/Queensway Drive and localized infrastructure improvements will be necessary to improve existing operating conditions. To address existing localized capacity constraints at this intersection, a wide range of alternatives have been considered. The impact of the various alternatives on social, cultural, economic and natural environments have been evaluated and assessed during the Study.

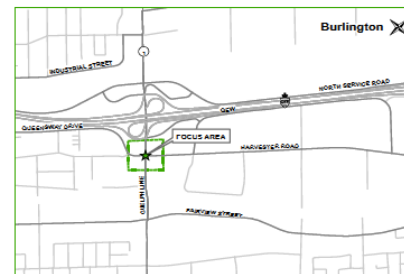
Process

The Study is being conducted in compliance with the requirements of a Schedule B undertaking of the Municipal Class Environmental Assessment document (October 2000, as amended 2007, 2011 & 2015), which is an approved process under the *Ontario Environmental Assessment Act*.

As part of the Study, online public engagement has been arranged to allow local residents and interested members of the public an opportunity to review and comment on the alternatives, including the preferred alternative, the evaluation process, and next steps in the Study process. Display boards will be made available to the public on halton.ca, the Region's website, starting December 5, 2019.

Members of the public are encouraged to submit comments by Thursday, December 19, 2019. Comments can be submitted online through halton.ca.

Public consultation is an integral part of the Municipal Class EA Study process. We want to ensure that anyone with an interest in the study has the opportunity to provide input as the study proceeds. If you would like to be placed on the study mailing list or have any questions or concerns, please contact one of the study representatives.



The map shows the approximate limits of the study area. This notice first issued November 21, 2019.

Study Representatives:

Alicia Jakaitis
Project Manager
Halton Region
1151 Bronte Road
Oakville, Ontario L6M 3L1
Phone: 905-825-6000, ext. 7556
Email: alicia.jakaitis@halton.ca

Allan Ortlieb
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Engineering
IBI Group
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Toronto, Ontario M9W 0C0
Phone: 416-679-1930, ext. 65480
Email: allan.ortlieb@ibigroup.com



Halton Consutation

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Effective Consultation Plan

Virtual Open House

- Display Boards on Web Site
- AECOM Virtual Open House
<https://investors.aecom.com/news-releases/news-release-details/aecom-launches-virtual-public-consultation-tool>



Effective Consultation Plan

Virtual Open House

- Display Boards on Screen with Commentary

<https://401expansion-mississauga-milton.ca/ea-process/public-information-centre/>

- Video of a Walk Around the Room Viewing Display Boards

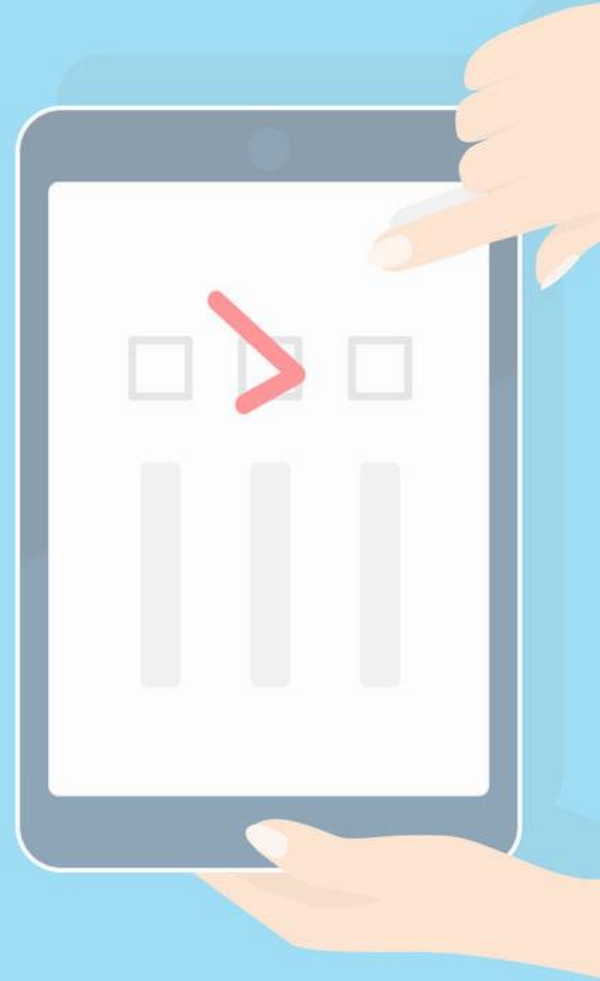
<https://www.niagararegion.ca/projects/south-niagara-falls-treatment-plant/default.aspx>



Effective Consultation Plan

Community Survey/Online Discussion Groups

- Gather Feedback from Community
- Determine Community's Preference
- Control Message/Process
- Monitor any other Discussion Group



Effective Consultation Plan

UK's National Environmental Research Council

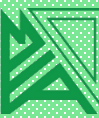


Natural
Environment
Research Council

RRS Boaty McBoatface	1695
RRS Henry Worsley	1471
RRS David Attenborough	612
RRS Pillar of Autumn	352

Effective Consultation Plan

“We are pleased that people are embracing the idea in a spirit of fun,” [said Alison Robinson](#), director of corporate affairs. “We have suggested some criteria for the name on our website and the final decision will be announced in due course. We are very much enjoying hearing everyone’s ideas.”



Effective Consultation Plan

Personal Meetings (on site)

- Allows Discussion of Details
- Time Consuming but Worthwhile

Modify to Respect Social Distancing

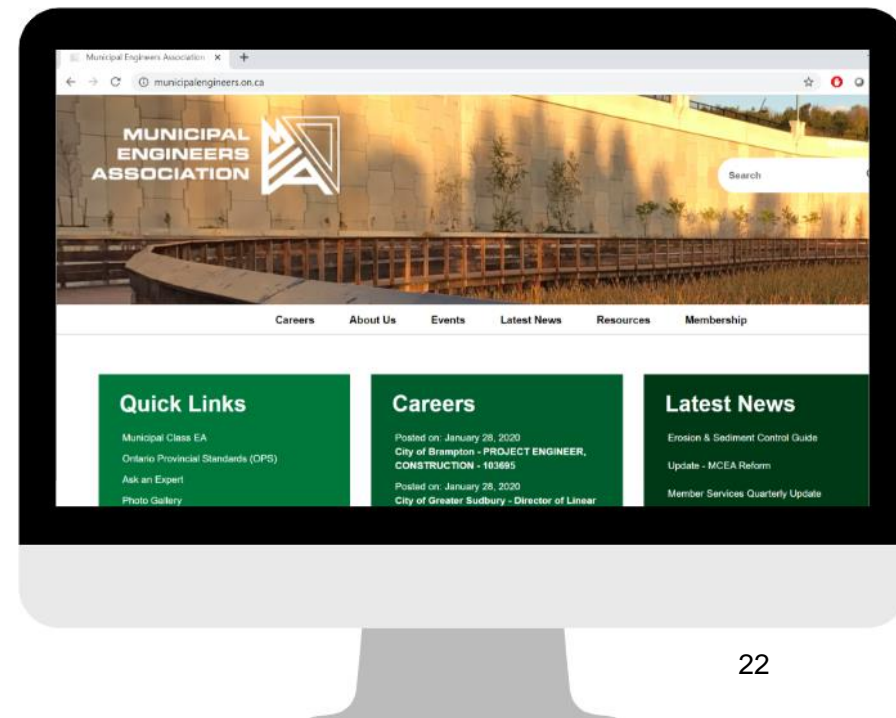




Effective Consultation Plan

Web Site

- Excellent to Provide Info to Stakeholders
- Include Feedback Opportunity





Effective Consultation Plan

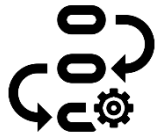
Web Site Example

<https://www.halton.ca/For-Residents/Opportunities-to-Participate/Online-Public-Engagement-Guelph-Line-Municipal>

Effective Consultation Plan



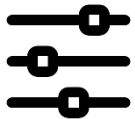
General Timing of Contact



Outline Steps and Schedule



How Many Contacts and When



Adjust During Process as Required
COVID-19

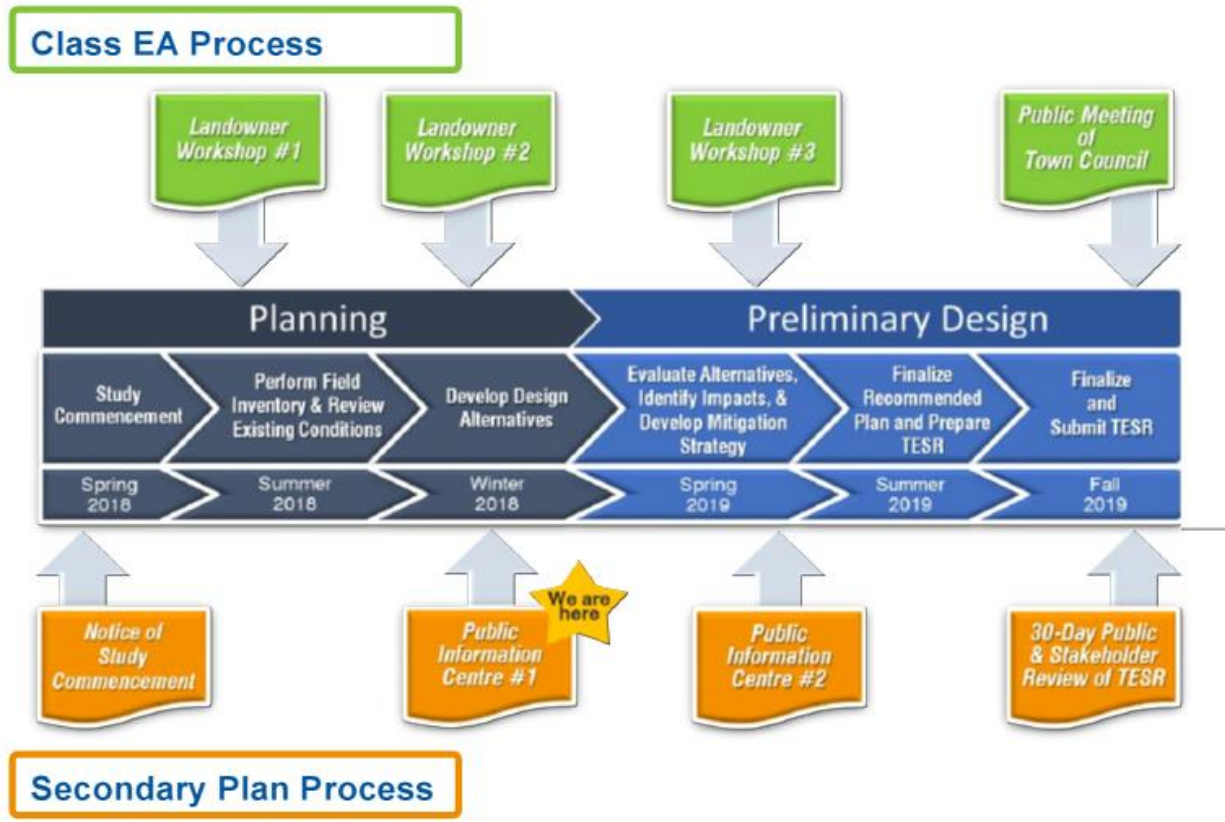


Relate to Other Process if Appropriate



Highway 7 and Highway 15 Intersection Improvements Study

PARALLEL PROCESSES – INTEGRATED CONSULTATION





Special Accommodation - COVID

- Extend time for Review/Input
- Special Arrangements for Review of Material
- Direct Follow-up with Interested Parties



MCEA Schedule A+

Amended Schedule A+ Example Projects

- New Fence
- New Retaining Wall
- Resurface Street
- Replace Services
- Retire Infrastructure
- New LID Features
- Reconstruct Main St
- Reconstruct Heritage Bridge
- Streetscaping
- New Pumping Station
- New Water Storage
- Treatment Plan <50% Increase

MCEA Schedule **A+**

Exempt – No Formal Process/Notice of Completion/PIIOR

MCEA Section A.2.1.1

- Level of Complexity = Level of Consultation
- Consultation Plan
 - Identify Stakeholders
 - Means of Contact
 - Level of Consultation
 - General Timing of Contact





MCEA Schedule A+

New Fence



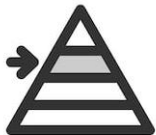
Identify Stakeholders

Adjacent Owners



Means of Contact

Letter



Level of Consultation

One Notice – Explain project details and construction timing



Timing of Contact

Prior to Construction

MCEA Schedule **A+**

Reconstruct Main St

Identify Stakeholders



General Community

Adjacent Owners

BIA, Chamber of Commerce

Cycling Club Accessibility
Committee

Beautification Committee³⁰



MCEA Schedule **A+**

Reconstruct Main St

Means of Contact

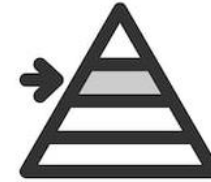


- General Community Press Release, Ads, Social Media, Web Site
- Adjacent Owners Letters, Flyers, Personal Contact
- BIA, Chamber of Commerce Email, Personal Contact
- Cycling Club Email, Personal Contact
- Accessibility Committee Email, Personal Contact
- Beautification Committee Email, Personal Contact

MCEA Schedule **A+**

Reconstruct Main St

Level of Consultation/General Timing



Open House #1 - **Virtual**

- September
- Review Existing Conditions
- Identify Priorities – Parking, Cycling, Streetscape

Open House # 2 - **Virtual**

- November
- Review Options for Reconstruction

MCEA Schedule A+

Reconstruct Main St

Level of Consultation/General Timing



Individual Meetings with Key Stakeholders

Respect Social Distancing

- December to February

Open House #3 - **Virtual**

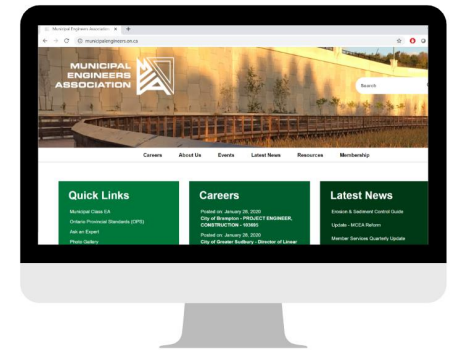
- March
- Review Recommended Reconstruction Plan

Present Final Plan to Council for Approval

- April

MCEA Training

www.MunicipalEngineers.on.ca
\
Events
\
MCEA Training



**New Heritage Bridge Checklist
2020 MCEA Amendment
MCEA Workshop**

**MUNICIPAL
ENGINEERS
ASSOCIATION**



QUESTIONS

www.MunicipalEngineers.on.ca/Resources/Ask-An-Expert

**A Recording of this Presentation and a Copy of the
Slideshow will be Posted on the MCEA Web Site**

www.municipalclassea.ca