Effective Consultation During COVID-19 for the Municipal Class EA (MCEA) Process

April 23, 2020
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

<table>
<thead>
<tr>
<th>Stakeholders</th>
<th>Means of Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Adjacent Owners/Tenants</td>
<td>Letters, Flyers</td>
</tr>
<tr>
<td>• Users of the Project</td>
<td>Signs, Ads</td>
</tr>
<tr>
<td>• General Community</td>
<td>Ads, Press Release, Web, Social Media</td>
</tr>
<tr>
<td>• Special Community Groups</td>
<td>Personal Contact – Physical Distance</td>
</tr>
<tr>
<td>• Governments/Agencies</td>
<td>Email</td>
</tr>
<tr>
<td>• Indigenous Peoples</td>
<td>Letters, Email, Personal Contact - Physical Distance</td>
</tr>
</tbody>
</table>
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
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 & 2013), 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:

Alicja Jakaitis
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halton.ca
Halton Consultation

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Effective Consultation Plan

Virtual Open House

• Display Boards on Web Site

• AECOM Virtual Open House

Effective Consultation Plan

Virtual Open House

• Display Boards on Screen with Commentary

• Video of a Walk Around the Room Viewing Display Boards
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

<table>
<thead>
<tr>
<th>Ship Name</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>RRS Boaty McBoatface</td>
<td>1695</td>
</tr>
<tr>
<td>RRS Henry Worsley</td>
<td>1471</td>
</tr>
<tr>
<td>RRS David Attenborough</td>
<td>612</td>
</tr>
<tr>
<td>RRS Pillar of Autumn</td>
<td>352</td>
</tr>
</tbody>
</table>
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
PARALLEL PROCESSES – INTEGRATED CONSULTATION

Class EA Process

Planning
- Study Commencement
- Perform Field Inventory & Review Existing Conditions
- Develop Design Alternatives

Spring 2018
Summer 2018
Winter 2018

Preliminary Design
- Evaluate Alternatives, Identify Impacts, & Develop Mitigation Strategy
- Finalize Recommended Plan and Prepare TESR
- Finalize and Submit TESR

Spring 2019
Summer 2019
Fall 2019

Secondary Plan Process

Notice of Study Commencement
Public Information Centre #1
Public Information Centre #2
30-Day Public & Stakeholder Review of TESR
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 Committee
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
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
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