

Town of Erin Urban Centre Wastewater Servicing Class Environmental Assessment Phases 3 and 4

Consultation and Communications Plan



Town of Erin WW Servicing Class EA

Consultation and Communications Plan

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1.0 Introduction

This Consultation and Communication Plan (the “Plan”) is for the Town of Erin Urban Centre Wastewater Servicing Class Environmental Assessment (the “Project”). This Project will be completed as a Schedule C undertaking under the Municipal Class Environmental Assessment (EA) (October 2007, as amended in 2007 and 2015). This Plan is intended to guide proactive, open, and transparent consultations and communications with Municipal Council, the general public, local businesses, interest groups, government review agencies (e.g. Ministry of Environment and Climate Change (MOECC) and Credit Valley Conservation Authority (CVC), etc.) and Aboriginal communities¹ as pertinent to the Project. As a living document, this Plan may be reviewed periodically to ensure that it reflects the most up-to-date understanding of the Project (i.e. includes feedback from the groups listed above and is in tandem with changing conditions).

The *key principles of engagement* that will drive the consultation and communications aspects of this EA process include:

Clarity

The scope of the Project will be clear on what is and is not included in the consultation process. This will help ensure that participants understand their role in Project decisions. As well, it will help keep input focused and move the Project along in a timely manner and complete it by the middle of March 2018.

All documents prepared for this Project will use clear language and where possible, will use simple language and images. This will create a “level-playing field” for everyone involved regardless of their knowledge and background.

Accountability

Municipal Council, the general public, local businesses, interest groups, government review agencies and Aboriginal communities will know the roles of all the participants in the study and who is making decisions and as well, have access to factual, easy-to-understand, and relevant information in a timely manner. Each person and organization involved in the study will be accountable for delivering matters they are responsible for.

Transparency

Where possible, all comments and questions received through the consultation process, along with the answers provided, will be recorded and documented. Relevant information, such as

¹ Directions for consultation with the Aboriginal communities will be requested from relevant provincial and federal ministries / department. See Section 9.0 Aboriginal Communities for more details.

project overview, fact sheets, glossary, Public Liaison Committee (PLC) meeting minutes, presentations, reports, etc. will be made publicly available through the Project website (i.e. webpages built into the Town website).

Respect

The process will be respectful of all participants' comments, inputs, and questions, decision-making protocols, and jurisdictions at the municipal, regional and provincial levels.

Inclusivity

Engagement will be encouraged with inclusivity in mind, ensuring representation of the community. The general public, local businesses, interest groups, government review agencies, and Aboriginal communities will be invited to share their views and comments, while hearing those of others. Participants will have opportunities to share their comments and ask questions in person and in writing.

Responsiveness

The Project Team is committed to being accessible and responsive to citizens' concerns, whether expressed via email or in-person at PLC meetings or Public Information Centres (PICs).

An excellent consultation and communication plan improves how project decisions are made. The purpose of this Plan is to establish strategies for consultation and communications that allow the Project Team (consisting of Ainley Group, Hardy Stevenson and Associates Limited, and Hutchinson Environmental Sciences Limited, Town of Erin, and Triton Engineering Services Limited) to make available easy-to-understand and up-to-date information in a timely manner. Information will be provided to all stakeholders and Aboriginal communities so as to allow ample opportunities for engagement in the EA process.

2.0 Project Background

The Town of Erin (the “Town”) is a rural lower-tier municipality located in southern Wellington County northwest of the Greater Toronto Area (GTA). The population of the Town is 11,830 spread out in 3900 households². It includes two urban centres, Erin Village and Hillsburgh.

The Town’s Official Plan was originally approved by Wellington County on December 14, 2004. The Town completed a Servicing and Settlement Master Plan (SSMP) in September 2014, assisted by their consultant B.M. Ross and Associates Limited. This was completed as a Master Plan under the Municipal Class EA process and included water, wastewater, transportation and storm water management servicing. The SSMP followed Approach #1 of the Class EA Master Planning Process and by doing so, addressed Phases 1 and 2 of the Class EA process. Because the SSMP was done at a broad level of assessment, more detailed project-specific studies are required to fulfill the Class EA requirements.

The Town made the decision to move forward with a municipal wastewater collection and treatment system. In order to advance to next steps, the Town is undertaking the Project to continue Phase 2 of a Class EA process. The Town is also commencing and completing Phases 3 and 4.

2.1 Project Description

The Project is classified as a Schedule C under the Municipal Class EA process. The Town will continue with Phase 2 of Schedule C by reviewing and updating wastewater related studies completed as part of the Class EA Master Planning Process (Phases 1 and 2). The Town will commence and complete Phases 3 and 4 of this Class EA process to determine the preferred design concept for wastewater servicing across the Town. This will include identification of the parts of the community that should be connected to the wastewater collection and treatment system.

This Project represents a critical investment in the communities of Erin Village and Hillsburgh that, in one way or another, will impact every resident in the Town of Erin. It will, of necessity, require the Town to examine growth and development in addition to issues in the existing community in order to make best use of discharge limits to the West Credit River.

² <http://www.erin.ca/living-here/about-community>

The communities of Erin Village and Hillsburgh are serviced by individual private septic systems of varying ages. While information on these systems exists from past studies and Municipal records, there remains a need to complete additional investigations and fieldwork to fully define the problems that exist to support development and costing of alternative design concepts.

There is a concern in the community over the potential cost of the preferred design concept and there will be a need to establish reliable and accurate costs, including the treatment plant, collection system and the full cost to the residents to connect to the system. There will need to be a transparent cost sharing plan developed between existing properties and new development properties. The required geotechnical report will define costs more accurately during this key decision making process.

The Project Team will remain sensitive to community issues and will work with the Core Management Team (CMT), PLC, and all stakeholders to ensure that the preferred design concept reflects community goals and is affordable.

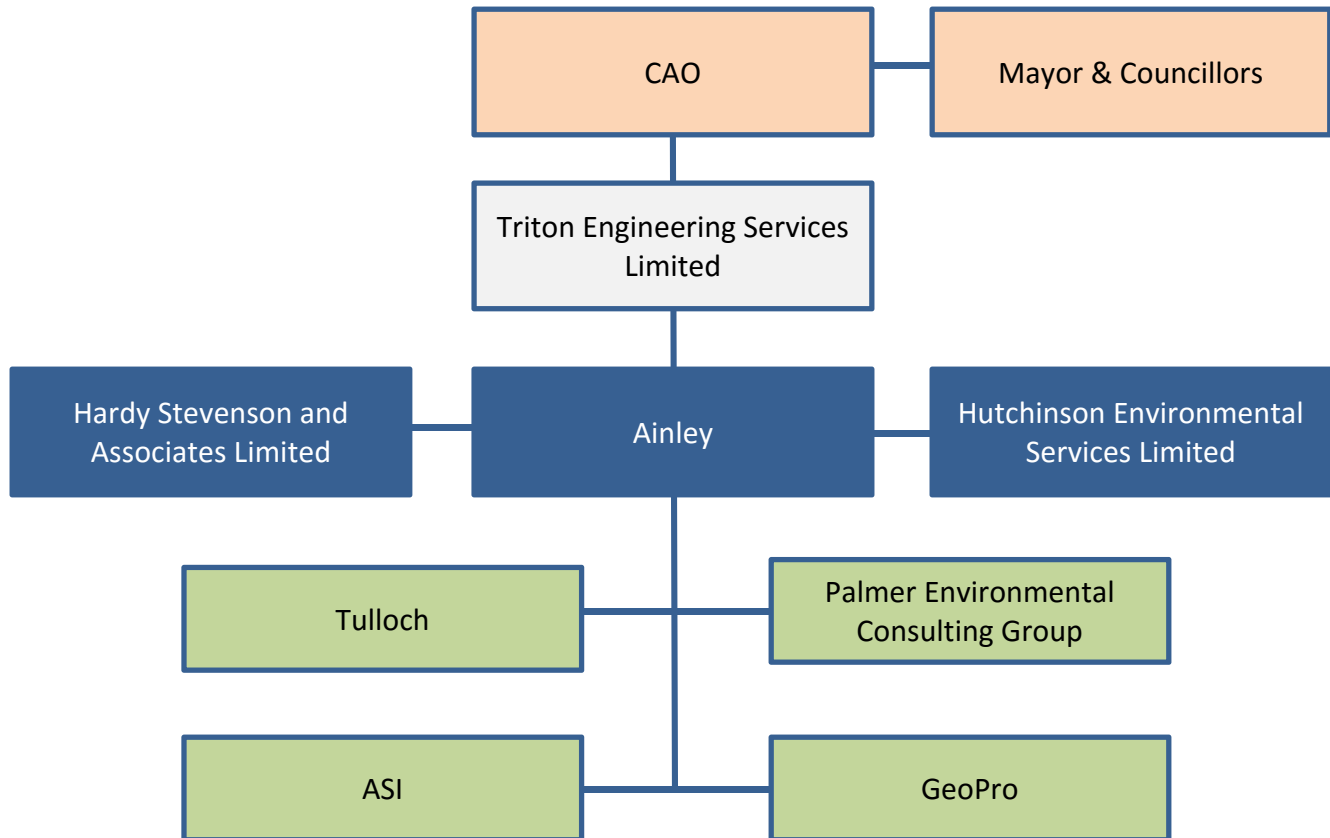
In order to accomplish this, the Project Team will strive for a strong two-way communication process with Municipal Council, the general public, local businesses, interest groups, government review agencies and Aboriginal communities.

Consultation activities for this Project includes: CMT meetings; PLC meetings; Council workshops; PICs; and opportunities to submit written feedback from the beginning of the Project to two weeks after the second PIC and during the public review period of the Environmental Study Report (ESR).

2.2 Project Team

The Project Team includes the Town of Erin, Triton Engineering Services Limited, Ainley Group, Hardy Stevenson and Associates Limited (HSA), and Hutchinson Environmental Sciences Limited (HESL). The following individuals will lead their respective teams:

Kathryn Ironmonger	Town of Erin <i>Chief Administrative Officer / Town Manager</i>
Christine Furlong	Triton Engineering Services Limited <i>Professional Engineer, Municipal Project Manager</i>
Joe Mullan	Ainley Group <i>Consultant Team Project Manager</i> Responsible for coordinating and leading all aspects of the project and keeping the project on track and within budget.
Gary Scott	Ainley Group <i>Technical Coordinator</i> Responsible for coordinating and leading the technical teams to identify and evaluate alternative design concepts for treatment / facilities and the collection systems.
Dave Hardy	Hardy Stevenson and Associates Limited <i>Class EA Coordinator and Consultation Lead</i> Responsible for coordinating the preparation of all public consultation materials and Class EA documentation and ensure that the entire process is completed smoothly. He will also chair and facilitate all meetings / workshops with Council, the CMT, PLC and the Public.
Deborah Sinclair	Hutchinson Environmental Sciences Limited <i>Environmental Coordinator</i> Responsible for coordinating all of the scientific studies.
Neil Hutchinson	Hutchinson Environmental Sciences Limited <i>Environmental QA/QC and Scientific Advisor</i> Responsible for providing scientific oversight and leadership to the HESL team and coordinating activities with Ainley Group. He will also be the lead on offsetting/compensatory mechanisms through meetings with MOECC / CVC.



Tulloch Mapping Solutions will conduct geodetic surveys of the Town. This includes the use of Light Detection and Ranging (LiDAR) (a remote sensing method used to examine the surface of the Earth) to produce an accurate elevation model and contour mapping of the study area. Best use will be made of existing LiDAR information to generate an elevation model and this will be augmented by new LiDAR or with field work as needed.

ASI Archaeological & Cultural Heritage Services will conduct a Stage 1 Archaeological Assessment and Cultural Heritage Resource Assessment for the project area and any proposed facility sites.

Palmer Environmental Consulting Group Inc. will support HESL with the environmental studies by providing dedicated staff with technical expertise in terrestrial ecology and geomorphology.

GeoPro Consulting Limited will conduct geotechnical investigations, material testing and analysis, including groundwater monitoring.

3.0 Approach to Consultation

The Consultation Program will meet the minimum consultation requirements as per Schedule C projects under the Municipal Class Environmental Assessment.

Schedule C Municipal Class EA Minimum Consultation Requirements

- Three mandatory contact points: (a) first mandatory point of contact is in Phase 2 of the process, (b) second mandatory point of contact is in Phase 3 and (c) third mandatory point of contact is at the completion of the Environmental Study Report where the 30 calendar days of public review of the Report takes place.
- Review agencies (e.g. MOECC, CVC, etc.) must be contacted at the three mandatory contact points.
- Two published notices (i.e. two notices appearing in separate issues of the same newspaper) for each of the three mandatory point of contacts.
- Minimum mandatory requirements for the contents of notices include:
 - Name and address of the proponent.
 - A brief description of the project which outlines the nature of the problem or opportunity and the need for a solution.
 - Reference to the project following the requirements of the Municipal Class Environmental Assessment.
 - Details of when and where information (e.g. ESR) is available to the public.
 - Name or title of a contact person to whom comments should be directed.
 - In the case of Notices of Completion for both Schedule B and C projects:
 - Date by which comment/input is to be received by the proponent; and
 - Advice of the public's right with regard to the provisions to request a Part II Order, with date by which the request must be received by the Minister and the address of the Minister.

We believe that a successful Consultation Program should be solution-based, rather than problem-based. This should include a mix of tried and true and novel and innovative consultation approaches.

This mix includes meetings with the to-be-established PLC; traditional PICs; meetings with the government review agencies (e.g. MOECC, CVC, etc.) and workshops with elected officials.

The Consultation Program for this Project is intended to promote a two-way dialogue with Municipal Council, the general public, local businesses, interest groups, government review agencies, and Aboriginal communities.

The Consultation Program will unfold in three stages:

Consultation Stage One: Project Introduction

- Scope of Project
- Project Challenge / Opportunity
- Detailed environmental and infrastructure study
- Develop alternatives

Consultation Stage Two: Alternatives Evaluation

- Develop evaluation criteria
- Review of alternatives
- Identification of Preferred Alternative

Consultation Stage Three: ESR Review

3.1 Engagement Strategies

The following engagement strategies will be used to receive input and feedback from Municipal Council, the general public, local businesses, interest groups, government review agencies, and Aboriginal communities throughout the Class EA process.

Core Management Team (CMT) Committee

CMT meetings will be aligned with key study stages or as deemed necessary by the Project Team. The CMT includes staff from Town of Erin and Triton Engineering Services Limited, Wellington County Planning Department, Blackport Hydrogeology, government review agencies (e.g. MOECC, CVC, etc.), Ainley Group, Hardy Stevenson and Associates Limited, and Hutchinson Environmental Sciences Limited.

Deliverables: terms of reference, meeting agendas, background materials (e.g. fact sheets and reports) and meeting minutes.

See Section 11.0 Core Management Team Committee for further details.

Public Liaison Committee (PLC)

PLC meetings will be aligned with key study stages or as deemed necessary by the Project Team. The PLC includes 10-12 members across the community, including representatives from local businesses, aggregate and agricultural industries, development community, Heritage Committee, Economic Development Committee, Environment and Sustainability Advisory Committee, Recreation and Culture

Committee, environmental groups, and the general public. While these meetings will be open to the general public, they will not participate in the discussions.

Deliverables: terms of reference, meeting agendas, background materials (e.g. fact sheets and reports), consultation materials (e.g. comment forms), PowerPoint Presentations, meeting minutes, and meeting invitations.

See Section 12.0 Public Liaison Committee and PLC Terms of Reference (Appendix A) for further details.

Council Workshops

There will be a series of workshops. These information-sharing and educational workshops are for municipal Councillors, including the Town of Erin County Councillor. While these meetings will be open to the public, they will not participate in the discussions.

Deliverables: meeting agendas, background materials (e.g. fact sheets and reports), and meeting minutes.

See Section 13.0 Council Workshops for further details.

Public Information Centres (PICs)

There will be two PICs. The PICs are for anyone from the general public and is open to members of Municipal Council, CMT, and PLC. The PICs will provide opportunities for the Project Team and the attendees to share information, ask questions, and provide feedback / comments. In addition, participants will be able to submit written feedback from the beginning of the Project to two weeks after the second PIC – this will be done via email, hand delivery, and / or regular mail.

Deliverables: Notices of Public Information Centres, meeting agendas, background materials (e.g. fact sheets and reports), consultation materials (e.g. comment forms, displays etc.), summary reports, and responses to comments received.

See Section 14.0 Public Information Centres and Public Review of ESR for further details on PICs.

Public Review of ESR

At the end of the Class EA process, an ESR will be made available for public review at the Town's Office, the Erin Branch and Hillsburgh Branch public libraries, and the

Project website for at least 30 calendar days (additional time may be provided in the event of a lengthy Report, public holidays, pre-set Council meeting dates on which to review the ESR). This will be the final contact point in which the public and government review agencies will review the ESR and submit written comments via email, hand delivery, or regular mail within a given deadline.

Deliverables: Notice of Completion and responses to comments received.

Written Submissions

There will be an opportunity to submit written feedback from the beginning of the Project to two weeks after the second PIC. As well, there will an opportunity to provide written submissions as part of the public review period of the ESR.

Deliverables: responses to comments received.

4.0 Approach to Communications

Communications and consultation go hand-in-hand. In any consultation process, it is essential to clearly communicate the issues and opportunities for public input. Inviting community members to participate in the process is essential as the preferred design concept that emerges from this process should be one that is well understood and enjoys wide support.

Providing ample opportunity to hear about ongoing project developments will help ensure that those who have an interest in the process will be able to understand the study and provide comments.

In general, having clear communication for the Project is essential, as the Project understanding is instrumental in how the community views the preferred design concept. Particularly, in regards to the results of technical reports, it will be important to ensure that the information is understandable and easily digestible for laypersons.

4.1 Communications Strategies

Notifications

The Project Team will fulfill at least the minimum mandatory requirements for notices, including the minimum requirements for notice contents. All notifications will have plain, simple language which can be understood by laypersons. There are three types of notification that will be distributed / advertised through the three phases of this Project: the Notice of Study Commencement; the Notices for Public Information Centres; and the Notice of Completion for the Environmental Study Report.

For each type of notice and for each distribution / advertisement, the Project Team will:

- Publish two notices in the local newspapers (i.e. Erin Advocate and Wellington Advertiser) in separate issues of the same newspaper.
- Provide email notice to Wellington County and adjacent municipalities (Township of Guelph/Eramosa, Township of Centre Wellington, Town of Caledon, Peel Region, Town of Halton Hills, Halton Region and Township of East Garafaxa), including the Councillors.
- Provide email notice to the government review agencies.
- Provide email or mail notice to potentially or directly affected persons, including all those who have expressed an interest in participating in the EA process.
- Post notice on the Project website.
- Mail notice to potentially affected Aboriginal communities.

Optional methods of distribution / advertisement include:

- Post notice in community facilities, specifically the Erin Branch and Hillsburgh Branch Public Libraries, and the Erin Community Centre / Erin Centre.
- Provide notice to Erin Radio 88.1.
- Share via social media (Twitter and Facebook).
- Share via e-newsletter.

Notice of Study Commencement

The Notice of Study Commencement will be disseminated at the beginning of the Project. At minimum, this notice will include:

- Name and address of the proponent.
- A brief description of the project which outlines the nature of the problem or opportunity and the need for a preferred design concept.
- The Project will be referenced following the requirements of the Municipal Class Environmental Assessment process.
- Details of when and where information is available to the public.
- Name or title of a contact person along with contact information to whom comments should be directed.
- A study area map that is clear and legible and shows major landmarks and familiar linear facilities such as highways and rail lines.

Notices for Public Information Centres

There will be two notices for each PIC. They will be disseminated at a minimum of two weeks prior to PIC #1 and PIC #2, at the end of Phase 2 and at the end of Phase 3, respectively. At minimum, these notices will include:

- Name and address of the proponent.
- A brief description of the project which outlines the nature of the problem or opportunity and the need for a preferred design concept.
- The Project will be referenced following the requirements of the Municipal Class Environmental Assessment.
- Details of when and where information is available to the public.
- Name or title of a contact person along with contact information to whom comments should be directed.
- Date, time and location of the PICs.
- A map that identifies the venues of the PICs and the study area (if possible).

Notice of Completion for the Environmental Study Report

This notice, along with the ESR being made publicly available, will initiate the statutory minimum 30 calendar day public review period of the ESR. At minimum, this notice will include:

- Name and address of the proponent.
- A brief description of the project which outlines the nature of the problem or opportunity and the need for a preferred design concept.
- The Project will be referenced following the requirements of the Municipal Class Environmental Assessment.
- Name of the approved Class EA Schedule under which the Project is planned.
- A study area map that is clear and legible and shows major landmarks and familiar linear facilities such as highways and rail lines.
- A notification that Class EA documentation has been prepared and is available for review by interested persons.
- Details of when and where information (e.g. ESR) is available to the public.
- Date by which comment / input is to be received by the proponent.
- Name or title of a contact person along with contact information to whom comment should be directed.
- Advice of the public's right with regard to the provisions to request a Part II Order, with date by which the request must be received by the Minister and the address of the Minister.
- Notification that any requests should be received on or before the end of the specified review period.
- The date of publication of the Notice.

Project Website

The Town website will maintain a dedicated webpage(s) for this Project (i.e. Project website). It will have up-to-date information for stakeholders and Aboriginal communities. The following is a list of items that will be posted on the website (not an exhaustive list):

- Project overview.
- Fact sheet(s).
- Glossary.
- Notices (e.g. Notice of Study Commencement, Notice of PICs, and Notice of Completion).
- Meeting minutes of PLC meetings.
- Summary reports of PICs.
- Presentations and information displays.
- Table of questions asked throughout the consultation, paired with the responses provided.
- E-library of background reports, newsletters, other resources.

Social Media

The Town already has Twitter and Facebook accounts. These platforms will be used for disseminating information. Any questions will be directed to the project email address.

E-Newsletter

An e-newsletter will be periodically sent to all process participants and interested parties at important points of the Project. These e-newsletters will include key project developments or milestones and reference the website for more information.

4.2 Communications Protocol

Project Email Address: All questions, comments or feedback about project should be directed to a dedicated Project email address – Erin.Urban.ClassEA@AinleyGroup.com.

Public Documents Review: All Project-related documents to be made public will be reviewed by the CMT, followed by the PLC prior to being shared with the general public. This will be done for two reasons: (1) to ensure that the key stakeholders have an opportunity to weigh in first and (2) to ensure that documents are well-vetted for clarity and accuracy before they are shared with the general public for their review and / or feedback.

Circulation of Communication Materials: All communications to the public (e.g. notices, website updates, invitations for PLC meetings and PICs) will be drafted by the consultants with advice from the CMT (PLC will advise on materials for PICs), reviewed by the Project Leads, and will be disseminated by the Town's Clerk, Dina Lundy. This applies for all mailings, advertisements, and webpage updates.

Confidentiality: Confidentiality is key to strengthening trust between the municipality and the public. All comments and feedback received by the CMT, PLC, and the general public will be collected and documented to assist the Town of Erin in making a decision.

In accordance with the *Ontario Freedom of Information and Protection of Privacy Act*, comments and feedback will not be attributed to the respective individuals or groups. The names, titles, contact information or personal information will be withheld where appropriate.

This information will only be made public with written consent from the individuals or groups, authorizing the disclosure of such information. Consent is not required for making the comments and feedback part of public record.

As well, without compromising the transparency of the consultation process, some data will be kept confidential so as to protect the health and safety of the property owners.

Media Relations: Requests for interviews or any other inquiries from the media will be directed to the CAO. The Project Team will support this person in generating the responses as needed.

5.0 Goals and Objectives

5.1 Overall Project Goals

1. Continue with Phase 2 of the Class EA process and then to complete Phases 3 and 4 to select the preferred design concept and locations for wastewater collection system components, wastewater treatment plant and the wastewater treatment plant outfall.
2. Prepare a completed ESR.
3. Engage residents and stakeholders in a proactive way, ideally developing a consensus around the preferred design concept.

5.2 Consultation and Communication Goal and Objectives

The consultation and communication *goals* are:

1. To ensure that residents and stakeholders are well-informed and well-equipped with data and information.
2. To conduct an open and inclusive engagement process that gives stakeholders an opportunity to provide input and helps to shape the preferred design concept.
3. To ensure that stakeholders and Aboriginal communities have opportunities to participate in the process in accordance with the Schedule C Municipal Class EA consultation requirements.

The *objectives* are:

1. To provide timely, clear, concise and factual information to the stakeholders and Aboriginal communities at key points in the EA process.
2. To seek input from the stakeholders and Aboriginal communities.
3. To meet the Schedule C Municipal Class EA minimum consultation requirements.
4. To create and provide forums for the stakeholders and Aboriginal communities to participation in the EA process.
5. To obtain legislative or regulatory approvals or collect pertinent technical information from external agencies.

6.0 Challenges and Opportunities

Challenges

- As seen in the previous phase, community members have strong feelings about this project and implications for the community.
- Some community members do not want growth.
- For those who want growth, it must be done in a manner that is appropriate to the existing community.
- There are certain individuals and groups within the community who consider themselves to be well informed. It will be important to ensure that they get the level of consultation that they are hoping for.
- People who may need to put in a new septic system in the immediate future will want quick certainty about the servicing area in order to make the decision.
- People who recently put in a new septic system may be opposed to implementing a wastewater system because of their sunk cost.
- Individual home owners may oppose a requirement that all homes along a sewer route would have to hook up to the new municipal system. The municipality may need to consider a financial mitigation toolbox.
- Impact on property owners in regards to the siting and routing of wastewater facilities.
- Potential impact on natural spaces and species. Ensuring an appropriate assimilative capacity for the West Credit River will be key.
- Planned population levels and growth targets are challenging to the economic viability of the towns.

Opportunities

- Property values may rise as a result of municipal wastewater system hookup.
- Increased development opportunities and economic growth.
- Continued growth will help ensure the economic viability of the community.
- This is an opportunity to convene a wide range of interests and perspectives together where everyone can share their views and comments and hear from each other. Hearing diverse views improves decisions.

- Proposed housing development in Hillsburgh may be possible to put on a communal septic system instead of the municipal wastewater, allowing for quicker development without needing to wait for the completion of the wastewater system.
- Possibility of reducing pollution into the Credit River due to leaking / leaching septic systems.
- Opportunity to bring the community together to collectively find a preferred design concept.
- Improve decision making processes around municipal projects in general.

7.0 Key Messages

This is an initial list of key messages that will guide the Project Team as they interact with various stakeholders throughout the life of this Project. This list will be added to / revised / updated as needed to reflect any changing conditions.

- The Town has made the decision to move forward with a municipal wastewater collection and treatment system.
- This Project is classified as Schedule C Municipal Class EA.
- This Project is to review and update wastewater-related studies completed in Phases 1 and 2 and complete Phases 3 and 4 of the Class EA process for wastewater servicing as a Schedule C Class EA by preparing an ESR.
- This EA process provides an opportunity to identify and assess the environmental impacts of the existing private sewage systems and other wastewater servicing alternative design concepts.
- The surveys of existing properties will provide valuable data that will be essential for evaluating the different alternatives.
- Community growth over time is inevitable and will require sewage servicing. A municipal system is the best way to accomplish this and to improve services for existing residents.
- Ensuring the health of the rivers and watersheds in the area is a key concern.
- All homes along the sanitary sewer route will be required to hook up to the system.

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- The target audiences of this EA process are the general public, local businesses, interest groups, government review agencies, and Councillors. The Aboriginal communities will be consulted based on advice from the Ontario Ministry of the Environment and Climate Change, the Ontario Ministry of Aboriginal Affairs and the Department of Indian and Northern Development Canada.
 - The Consultation Program intends to add value to the stakeholder and public consultation by improving how decisions are made. Stakeholders will be well-informed and well-equipped with timely, clear, concise, and factual data and information when participating in the EA process.

8.0 Stakeholders

8.1 General Public

The general public includes all members of the community who are not specifically part of the local business community, interest groups or the Aboriginal communities. The general public will have opportunities to participate in the EA process through two PICs and through written feedback from the beginning of the Project to two weeks after the second PIC and during the public review of the ESR. In addition, representatives from the general public will participate on the PLC and will provide ongoing guidance and input for the project. This consultation program meets the minimum requirement of 3 mandatory contact points with the general public as per Schedule C Municipal Class EA.

8.2 Local Business

The local business community includes the Village of Erin Business Improvement Area, Let's Get Hillsburgh Growing Committee, East Wellington Chamber of Commerce, owners of new development lands and any other for-profit companies that have direct or indirect interests in the EA process. They will be represented at the PLC. Therefore, they will have opportunities to share their views and comments by participating in the PLC meetings in addition to the two PICs and public review of the ESR.

8.3 Interest Groups

The interest groups include Transition Erin, Concerned Erin Citizens, Heritage Committee, Economic Development Committee, Environment and Sustainability Advisory Committee, Recreation and Culture Committee and any other not-for-profit or informal groups that have direct or indirect interests in the EA process. They will be

represented at the PLC. Therefore, they will have opportunities to share their views and comments by participating in the PLC meetings in addition to the two PICs and public review of the ESR.

8.4 Government Review Agencies

Two of the main government review agencies for this EA process are the MOECC and the CVC. Government review agencies will be part of the CMT. In addition, they will be invited to attend the two PICs and review the ESR.

9.0 Aboriginal Communities

First Nations and Aboriginal peoples are an important stakeholder group for municipal consultation. As per the Municipal Class EA, the Project Team / Town of Erin will contact the Ontario Ministry of the Environment and Climate Change, the Ontario Ministry of Aboriginal Affairs and the Department of Indian and Northern Development Canada for directions on consultation with the Aboriginal communities. As well, the Project Team will seek input from the Town regarding consultation with the Aboriginal communities.

10.0 Schedule of Consultation Activities

The EA process will be approximately 24 months and will be completed by the middle of March 2018.

STAGE	FOCUS	CONSULTATION ACTIVITY	ESTIMATED TIMELINE
ONE	Project Introduction	CMT Meeting #1	Late May 2016
		PLC Meeting #1	Late May 2016
		Council Workshop #1	Early June 2016
	Summary of Environmental Baseline and Current Wastewater Systems (natural environmental studies, survey of septic systems, topographical survey and base drawings)	CMT Meeting #2	Mid-October 2016
		PLC Meeting #2	Mid-October 2016
		Council Workshop #2	Late October 2016
	Project Introduction and Baseline Conditions	PIC #1	Early November 2016
TWO	Evaluation of Design Alternatives	CMT Meeting #3	April 2017
		PLC Meeting #3	April 2017
		Council Workshop #3	May 2017
	Selection of Preferred Design Alternative	CMT Meeting #4	July 2017
		PLC Meeting #4	July 2017
		Council Workshop #4	August 2017
	Public Evaluation of Design Alternatives, Including Preliminary Preferred Design	PIC #2	October 2017
		Written Submissions	Deadline in November 2017
THREE	Draft ESR Overview	CMT Meeting #5	January 2018
		PLC Meeting #5	January 2018
		Council Workshop #5	February 2018
	Review of Completed Draft ESR	ESR 30-Day Review	Mid-March 2018
		ESR Comments	Deadline in mid-April 2018

11.0 Core Management Team Committee

11.1 Membership

The CMT Committee includes staff from Town of Erin and Triton Engineering Services Limited, Wellington County Planning Department, Blackport Hydrogeology, government review agencies, Ainley Group, Hardy Stevenson and Associates Limited, and Hutchinson Environmental Sciences Limited.

11.2 Role

The role of the CMT will be to:

- Review and approve the Consultation and Community Plan;
- Receive technical and environmental studies and provide guidance and input;
- Guide the Project and the Project schedule;
- Review information provided to the public in advance of PLCs and PICs;
- Liaise with government agencies as needed;
- Review the ESR prior to public review and Town's adoption; and
- Attend all meetings throughout the life of the Project.

11.3 Key Input Opportunities

The CMT will have the following input opportunities throughout the Project:

- Provide guidance and input after reviewing technical and environmental studies;
- Provide comments on draft reports prior to release to the public; and
- Review the ESR in advance of public review period.

See Appendix A for CMT Terms of Reference.

12.0 Public Liaison Committee

12.1 Membership

The PLC includes 10-12 members across the community, including local businesses, aggregate and agricultural industries, development community, Heritage Committee, Economic Development Committee, Environment and Sustainability Advisory Committee, Recreation and Culture Committee, environmental groups, and representatives of the general public.

12.2 Role

The role of the PLC will be to:

- Consider any matters, issues, or information referred to them by the Project Team relating to the Class EA, and provide advice and recommendations as requested;
- Liaise with the organization they represent (if applicable) and bring forward advice, issues, or comments from their organization to the PLC;
- Assign an alternate representative to attend a meeting(s) when absent from a meeting(s);
- Strive to operate in a consensus mode, where participants openly discuss views and opinions. They will seek to develop common ground and narrow areas of disagreement to the best of their ability. It is not the purpose of the PLC to provide a single unified position to the Town;
- Ensure that the results of the PLC discussions are accurately recorded in the meeting minutes, or in additional reports that members may determine as needed;
- Receive project information available to the public and be invited to attend PICs; and
- Treat all members of the PLC with mutual respect and courtesy.

12.3 Key Input Opportunities

The PLC will have the following input opportunities throughout the duration of the Project; it will comment on:

- Opportunity Statement for the project;

-
- Evaluation approach, including evaluation criteria, weighting factors and proposed methodology;
 - Evaluation results;
 - Anticipated impacts and mitigation measures;
 - Communication and consultation activities and approach;
 - Key documents completed in draft before they are released to the public; and
 - Related project issues and items as may be identified as the project evolves.

See Appendix A for PLC Terms of Reference.

13.0 Council Workshops

The Project Team will provide a series of workshops with Town Council that are intended to educate and inform Councillors and for the Councillors to provide input and strategic direction for the Project Team.

Early on, the workshops will be learning focused, familiarizing Councillors about the Project status. Later in the process, the workshops will be based around the completion of key scientific and technical studies. Finally, the later workshops will focus on options assessment and determining a preferred design concept.

14.0 Public Information Centres and Public Review of ESR

There will be two PICs and a public review period (minimum of 30 calendar days) of the ESR. As well, there will be opportunities to submit written feedback via email, hand delivery and / or regular mail. Written feedback will be accepted from the beginning of the Project to two weeks after the second PIC and during the public review period of the ESR.

All PICs and the public review of the ESR will be announced via local newspapers (Erin Advocate and Wellington Advertiser) – two notices in separate issues of the same newspaper, project website, and emails / mail to those who must be notified and are interested in participating in the EA process. Other optional methods of communication include posts on bulletin boards at community facilities (Erin Branch and Hillsburgh Branch Public Libraries and Erin Community Centre / Erin Centre), announcements on Erin Radio 88.1, social media (Twitter, Facebook), and e-newsletters.

PIC #1 at end of Phase 2 (Consultation Stage One: Project Introduction): At this meeting, the Project Team will share the problem or opportunity, the need for the project, the planning and design details formulated to date, and the inventories of the natural, social and economic environments. There will be an opportunity to discuss potential impacts and local sensitivities. The Project Team will explain the Class EA planning process and outline the rights of the public with respect to participation, including their roles and responsibilities and the right to request a Part II Order

PIC #2 at end of Phase 3 (Consultation Stage Two: Alternatives Evaluation): At the meeting, the Project Team will review the alternative designs along with impacts of the alternative designs on the environment. This will include a preliminary preferred design but it will be clear that it is not a decision but rather a preference following evaluation of the alternatives and their impacts on the environment. Comments from the participants will assist in the selection of the preferred design concept.

Public Review of ESR (Consultation Stage Three: ESR Review): The ESR will be available for review by the public and review agencies for at least 30 calendar days. It will be made available by placing two copies of the ESR at the Administration and / Clerk's Department. As well, in order to allow for review outside of business hours, two copies will be placed at the Erin Branch and Hillsburgh Branch public libraries and an electronic version will be posted on the Project website.

15.0 Consultation Record Keeping

Thorough documentation of the public consultation is important for demonstrating what comments were received and how they were integrated into the EA process. Keeping in mind that the EA submission must include documentation of the consultation process, the Project Team will develop and maintain the following records:

15.1 Committee Meeting Minutes

For both CMT and PLC meetings, meeting minutes will be documented by the Project Team. For each meeting, draft meeting minutes will be circulated to the members. Suggested edits will be encouraged where information was recorded erroneously or was incorrect – no new comments will be added. Members will provide suggested edits and then, the minutes will be finalized (incorporating suggested edits, if applicable) and re-circulated. Only final PLC meeting minutes will be posted on the Project website along with the respective presentations where applicable.

15.2 Summary Reports of Public Information Centres

A summary report will be completed for each of the PICs. The final versions will be made available on the Project website. They will include the project overview, meeting format, number of people in attendance, feedback received, next steps, and contact information for follow-up questions or inquiries.

15.3 Tracking All Inputs Received

There will be a document that identifies any (a) input received, (b) names of individuals / groups that raised the comment / question, and (c) method by which the input was received.

15.4 Tracking Questions Asked and Answers Given

There will be an internal project document that identifies:

- a. Questions raised;
- b. Names of individuals / groups that raised the comment / question;
- c. Method by which the questions were received;
- d. The responses given;
- e. Agreements / commitments made to address the concerns; and
- f. Outstanding concerns and conflicts along with an explanation as to why they are outstanding.

15.5 Maintaining Stakeholder Contact Lists

A list of stakeholders will be maintained throughout the Project. This will include everyone that the Project Team has reached out to and vice versa. It will include columns for first name, last name, affiliation, title, email, telephone, address, and source (e.g. attended PIC #1, signed up through listserv on Project website, etc.).

15.6 List of Documents Made Available to the Public

There will be list and description of materials that were shared with the stakeholders and Aboriginal communities. This includes consultation materials, background materials and notices. Where possible, information on how, when and where they were circulated will be included as well.

15.7 Monthly Project Status Report

On a monthly basis, the Project Team will provide the Town with a brief project status report to update the Town staff and Council with project progress.

15.8 Summary of Consultation Activities

There will be a document that includes a list of engagement activities, engagement methods, date of occurrence, target audience and participants, and purpose.

Appendix A – Public Liaison Committee Terms of Reference

*Town of Erin Urban Centre Wastewater Servicing
Schedule C Municipal Class Environmental Assessment*

**Public Liaison Committee
TERMS OF REFERENCE**

Project Background and Description

The Town of Erin (the “Town”) is a rural lower-tier municipality located in southern Wellington County northwest of the Greater Toronto Area (GTA). The population of the Town is 11,830 spread out in 3900 households. It includes two urban centres, Erin Village and Hillsburgh.

The Town’s Official Plan was originally approved by Wellington County on December 14, 2004. The Town completed a Servicing and Settlement Master Plan (SSMP) in September 2014, assisted by their consultant B.M. Ross and Associates Limited. This was completed as a Master Plan under the Municipal Class Environmental Assessment (Class EA) process and included water, wastewater, transportation and storm water management servicing. The SSMP followed Approach #1 of the Class EA Master Planning Process and by doing so, addressed Phases 1 and 2 of the Class EA process. Because the SSMP was done at a broad level of assessment, more detailed project-specific studies are required to fulfill the Class EA requirements.

The Town has made the decision to move forward with a municipal wastewater collection and treatment system as recommended in the SSMP. In order to advance to next steps, the Town is undertaking a Class EA - Urban Centre Wastewater Servicing Class Environmental Assessment (the “Project”). This Project involves continuing Phase 2 of a Class EA process and then, commencing and completing Phases 3 and 4.

The Project is classified as a Schedule C under the Municipal Class EA process. The Town will continue with Phase 2 of the Schedule C Project by reviewing and updating wastewater related studies completed as part of the Class EA Master Planning Process (Phases 1 and 2) and commence and complete Phases 3 and 4 of this Class EA process to complete an Environmental Study Report (ESR), which helps to determine the preferred design concept for wastewater servicing across the Town (including identification of the parts of the community that should be connected to the wastewater collection and treatment system).

The Town has retained a multi-disciplinary consultant team including the Ainley Group (project management), Hardy Stevenson and Associates Limited (environmental assessment coordination, public and stakeholder consultation, and communications), and Hutchinson Environmental Sciences Limited (water quality and assimilative capacity studies) to carry out this Project.

The Consultation Program will strive for strong two-way communication with Municipal Council, the general public, local businesses, interest groups, government review agencies (e.g. Ministry of Environment and Climate Change, Credit Valley Conservation Authority, etc.) and Aboriginal communities (where appropriate).

Part of the Consultation Program is to establish a Public Liaison Committee (PLC). PLCs are common in projects of this nature and it is an approach that has proven to be helpful for guiding many other similar projects. Through the PLCs, a cross section of key stakeholders will be engaged early on and in depth during the EA process. This will help address issues and discuss approaches prior to engaging the wider community. As well, this will allow for a detailed discussion of Project issues with a smaller group of stakeholders, while still allowing for a range of perspectives from across the community.

In addition to the PLC, the Consultation Program includes:

Core Management Team (CMT) Committee, which includes Town of Erin and Triton Engineering Services Limited, Wellington County Planning Department, Blackport Hydrogeology, government review agencies, Ainley Group, Hardy Stevenson and Associates Limited, and Hutchinson Environmental Sciences Limited (not open to the general public);

Council Workshops, which are intended for municipal councillors (although open to public, the general public will not participate in the discussion);

Public Information Centres (PICs), which are for the general public (CMT, PLC, and councillors are invited to attend);

Public Review of ESR, which offers the stakeholders and government review agencies at least 30 calendar days to review the ESR and submit written comments via email, hand delivery, or regular mail within a given deadline; and

Written Submissions, which will be opportunities to submit written feedback from the beginning of the Project to two weeks after the second PIC and as part of the public review period of the ESR.

Purpose of PLC

The PLC is a non-political advisory committee that will be established by the Town of Erin in accordance with these Terms of Reference (ToR). Members of this group are guided by these ToR.

The purpose of the PLC is to provide advice and feedback to the Town of Erin, the CMT, and the Project Team at key milestones over the course of the Project, including feedback on the following:

- Opportunity Statement for the project;
- Evaluation approach, including evaluation criteria, weighting factors and proposed methodology;
- Evaluation results;
- Anticipated impacts and mitigation measures;
- Communication and consultation activities and approach;
- Key documents completed in draft before they are released to the public; and
- Related project issues and items as may be identified as the project evolves.

All participating members will have an opportunity to be heard. By participating as members of the PLC, the members are not expected to waive their rights to the democratic process, and may continue to avail themselves of participation opportunities through delegations to Council, and / or providing written briefs. Any positions taken by individual members are without prejudice.

Membership

The PLC is structured to allow a full range of stakeholder opinions to be made available to the Town of Erin. Accordingly, the Town intends to have member representatives in the PLC, from the following groups:

Types of Groups	
General public (both Erin and Hillsburgh)	Economic Development Committee
Community interest groups	Environment and Sustainability Advisory Committee
Local businesses (includes Erin Village BIA and Let's Get Hillsburgh Growing Committee)	Environmental groups
Development community	Aggregate industry
Heritage Committee	Agricultural industry
Recreation and Culture Committee	

Recruiting

10-12 PLC members will be identified and recruited by the Town of Erin from the groups listed above. PLC membership positions will be advertised through ads in the Erin Advocate and Wellington Advertiser, Town's website and social media (Twitter and Facebook). The following criteria are recommended to assist with identifying and selecting community-at-large PLC representatives:

- Interest in water and wastewater servicing matters.
- Ability to attend meetings over a 24 month period.
- Ability to travel to attend meetings.
- Represent general public and / or represent one of the groups listed above.

See *end of this ToR* for the Application Form

Meetings

The PLC will be convened at key points in the project. Meetings are anticipated to be aligned with key study stages or as deemed necessary by the Project Team. Meetings will be held at the Town's offices, with the exact location to be confirmed. In order to adhere to the project schedule, the PLC meetings will take place as scheduled. If a participating member is not able to attend a meeting, he / she is encouraged to assign an alternate representative (see sections below on *Participating Members* about alternate representatives).

The Project Team will organize the meetings, including setting the dates, sending invitations, and providing the agendas and information related to the study process in advance of each meeting. Participants should review any reports and materials before the meetings as required. PLC meetings will be open to members of the public but only members of the PLC will be able to participate in the discussions.

Minutes

Minutes of meetings with the PLC will be taken by a member of the Project Team. Draft meeting minutes will be circulated to the PLC for suggested edits following each meeting. Members will have three business days to provide suggested edits (only information that was recorded erroneously or was incorrect will be incorporated – no new comments will be added); then, the minutes will be finalized (incorporating suggested edits, if applicable), re-circulated and posted on the project website.

Members and observers are not allowed to audio or video record the meeting without permission from the chair.

Roles and Responsibilities

As a member of the PLC, each participant will:

- Consider any matters, issues, or information referred to them by the Project Team relating to the Class EA, and provide advice and recommendations as requested;
- Liaise with the organization they represent (if applicable) and bring forward advice, issues, or comments from their organization to the PLC;
- Assign an alternate representative to attend a meeting(s) when absent from a meeting(s);
- Strive to operate in a consensus mode, where participants openly discuss views and opinions, and seek to develop common ground and narrow areas of disagreement to the best of their ability. It is not the purpose of the PLC to provide a single unified position to the Town;
- Ensure that the results of the PLC discussions are accurately recorded in the meeting minutes, or in additional reports that members may determine as needed;
- Receive project information available to the public and be invited to attend PICs; and
- Treat all members of the PLC with mutual respect and courtesy.

Project Team members will:

- Strive to provide accurate, understandable information to PLC members, such that they can contribute informed advice and recommendations;
- Ensure that appropriate Town staff (or other resource people) are present at discussions on specific issues or components of the planning process;
- Ensure that the advice and recommendations of the PLC are fully considered as part of the Class EA; and
- Be open, receptive, and give careful consideration to advice and ideas received from PLC members.

Structure of PLC

Chair: Meetings will be chaired and facilitated by Dave Hardy (with Hardy Stevenson and Associates Limited). The Chair will conduct PLC meetings in a timely and orderly manner and ensure that the meeting adheres to the agenda items. The Chair will help the PLC to provide advice through consensus where possible and will ensure that each member has an opportunity to provide their input and opinion.

Participating Members: Each PLC member will represent an independent interest. A member will be allowed to identify an alternate who may participate in the discussions so that if the member is unavailable, the member's interests can continue to be represented. It is the responsibility of the member to notify their alternate if they are unable to attend the meeting and that they are up-to-date on the Project. Members and their alternates are expected to share the meeting discussions with their respective organizations.

Observers: Observers (non-members) will not participate, ask questions or provide unsolicited comments unless the PLC Chair provides for this opportunity.

Reporting

The Project Team will prepare the meeting minutes for all PLC meetings. Draft versions will be circulated to the meeting participants for suggested edits (no additional comments could be added to the minutes after the meeting). They will then be finalized, re-circulated and posted on the project website. See section above on *Minutes* with additional information.

Decision Making

The PLC does not make decisions about the Class EA. It will be acting in an advisory capacity to the Project Team, and through the Project Team to the Town Council. However, from time to time the PLC may be asked to assist with decisions of an administrative matter, such as the time, date and location of meetings.

Transparency

All meeting records will be posted on the Town's website for review by Council and the general public.

Application Form

Name	
Address	
Telephone	
Email	
Affiliation	
Are you currently a member of any Town Board or Advisory Committee? If yes, which one(s)?	
Please list prior or current community involvement or experience within the Town of Erin including but not limited to participation in the Servicing and Settlement Master Plan (SSMP).	
Please list the skills or qualifications you would bring to this committee.	

Please list your reason(s) for seeking appointments to this Public Liaison Committee and other pertinent information you may deem helpful in considering your application.

Please list on this form any affiliation that you have, financial or otherwise, with a commercial or other industry interest and/or land ownership and if you think this might be perceived as biasing your participation in the Public Liaison Committee or a conflict of interest.

Please send your completed and signed forms to:

Dina Lundy (Town Clerk)

Email: dina.lundy@erin.ca

Mail to: Attn: Dina Lundy,
Town of Erin,
5684 Trafalgar Road,
Hillsburgh, ON N0B 1Z0.

Completed applications must be received by April 29, 2016.

Signature: _____ **Date:** _____

All comments and information received from individuals, Public Liaison Committees and agencies regarding this Project are being collected to assist the Town of Erin in making a decision. All comments and feedback will be part of public record. In accordance with the *Ontario Freedom of Information and Protection of Privacy Act*, comments and feedback will not be associated with the respective individuals or groups by sharing the names, titles, contact information or personal information. This information will only be made public only with written consent from the individuals or groups, authorizing the disclosure of such information.