

THE REGIONAL MUNICIPALITY OF PEEL

**Zone 6 Reservoir and Feedermain
Class Environmental Assessment:
Communication and Engagement Plan**

May 2010

PMHubbard and Associates



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APPENDIX A: Stakeholder Interview Questions

1 Problem Statement

1.1 Purpose of the Problem Statement

Phase 1 of the five phase Class Environmental Assessment planning process requires the proponent of an undertaking to document factors which lead to the conclusion that an improvement or change is needed. As such, the problem statement is the principal starting point in the undertaking of an environmental assessment. The problem statement assists in assessing the magnitude and extent of a problem and, therefore, the scope of the project.

1.2 Development of a Problem Statement

In developing the problem statement for the Region of Peel with respect to Zone 6 water servicing, the following issues were considered:

- In June 2007, the Regional Municipality of Peel (the Region) completed a Water and Wastewater Servicing Master Plan Update. The Master Plan Update included an investigation of alternative ways to supply potable water to the Cities of Mississauga and Brampton and the Town of Caledon (Bolton).
- In the Masterplan update (2007), it was determined that equalization fire and emergency storage facilities not dependent on pumped supply was required for service areas in North Brampton and Mayfield West through numerous elevated tanks and in-ground reservoirs at appropriate ground elevations.
- During the August 2003 blackout, Zone 6 was without water due to the lack of system storage in Zone 6 and the inability of the lower pumping stations to supply water during the power failure
- Zone 6 is a large pressure zone, primarily residential which experiences high demands and development pressures
- Current Zone 6 system suffers from negligible floating storage and difficulty supplying its central and western limits

- Current Zone 6 system makes it extremely difficult to convey sufficient quantities of water during high demand periods and as such, customers experience low pressure
- Various rural communities in the Town of Caledon (Caledon) have experienced water quality and water supply issues with private wells and some municipal wells. In an effort to obtain a secure supply of water, residents in communities within Zones 7 and 8 have enquired about servicing options based on the planned expansion of the South Peel water system in the City of Brampton (Brampton) and south Caledon, or existing municipal well systems.

Problem Statement

- The Region of Peel Water and wastewater Masterplan update (2007) confirmed the need for a new Zone 6 reservoir and feedermain
- The new reservoir and feedermain will connect to the existing Zone 6 system and provide needed storage for equalization, fire and emergencies, while also providing greater flexibility in system operations.
- The Zone 6 reservoir and feedermain will solidify the serviceability of Zone 6 in North Brampton and Caledon (Bolton) by providing a large storage volume at the top end of the South Peel system.
- The reservoir will equalize pressure across Zone 6, provide opportunity to optimize energy use through load shifting and provide further protection to lower zones with the ability to backfeed from Zone 6 during emergencies

1.3 About the Project and Study Area

The Region is proceeding to plan the water servicing facilities under the Municipal Engineers Association Class Environmental Assessment process (MEA Class EA). That process requires the Region to undergo a planning process that:

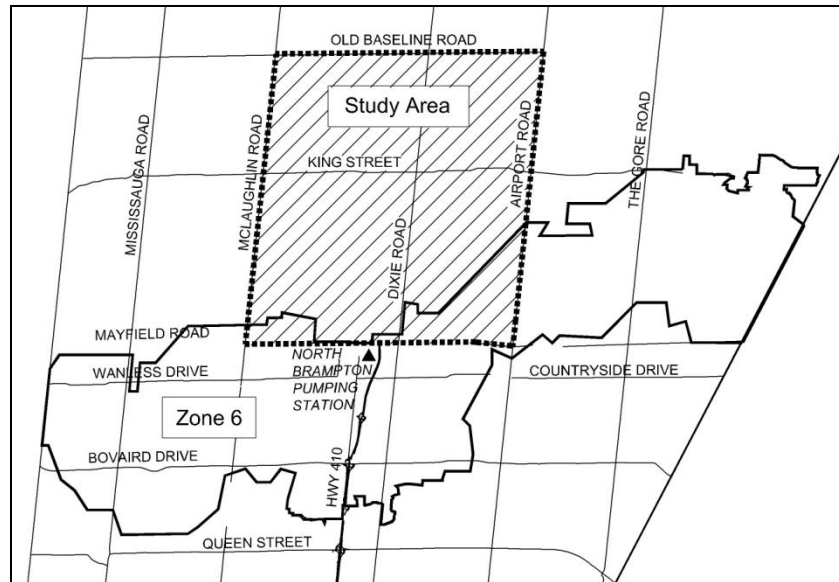
- Confirms the need for the project,

- Clearly defines the problems and./or opportunities,
- Identifies feasible alternatives for solving the problem,
- Evaluates the alternatives & selects a preferred alternative based on criteria, and
- Assesses the impacts of the preferred alternatives.

The purpose of this Communication & Engagement Plan is to:

- 1) Identify how the communications for the project will be addressed; and
- 2) Identify a plan for engaging agencies, Aboriginal people, stakeholders and the general public.

Study Area Map



2 Effective Communication and Engagement

The MEA Class EA stresses the importance of ... “*consultation early in and throughout the process*” as a “*key feature of environmental assessment planning*”. While the MEA Class EA identifies minimum mandatory consultation points in the process, it’s useful to assess early on in the process the type of consultation that’s needed and adjust the plan based on what is learned in each stage. The type and amount of consultation that goes beyond the minimum mandatory requirements is a function of the expected complexity and significance of environmental impacts as well as the expectations of stakeholders, agencies and the public.

The Regional Official Plan Policy on Public Consultation

7.3.5 Public Consultation

Public involvement is a vital part of the planning process and decision making. Effective public consultation enables people to influence decisions about planning issues that affect the place in which they live and work. *Regional Council* recognizes its responsibility to inform the residents and respond to their concerns.

7.3.5.1 Objective

To establish an effective method for involving the public in the planning review process.

7.3.5.2 Policies

It is the policy of *Regional Council* to:

- 7.3.5.2.1 Provide opportunities for public consultation on regional issues.
- 7.3.5.2.2 Coordinate public meetings on regional matters with area municipal public meetings if opportunities arise.
- 7.3.5.2.3 Investigate more effective ways to consult with the public on planning matters.

2.1 Principles of Effective Consultation

The principles of effective consultation include:

Early Involvement

Involving interested parties in the early stages of the project achieves the following:

- Provides an open transparent process from the beginning of the process.
- Provides a way to identify and understand the interests and issues before major irrevocable decisions are made.
- Provides the Project Team with information about the Study Area that may not be readily discernable from other sources.
- Identifies problems and opportunities that are being experienced in the community and that may be able to be addressed in the planning process.

Openness and Transparency

Projects that are developed in a collaborative, open and transparent way build community trust and credibility. In order to develop a constructive and productive relationship with the community in which the project is being planned, the Project Team will:

- Identify stakeholders that have an interest in the project and/or the study area and be open to adding stakeholders to the data base as they are identified through the process.
- Listen to the community with an open mind to fully understand their input and feedback.
- Work with the community to solve problems and resolve issues.
- Provide information in a timely way and provide technical and process information in a form that is easily understandable for a lay person.
- Provide several ways for the public to receive information (website, public forums, email, phone, fax, in person).

- Document in an accurate way the input that's been received and how the project has reflected it.
- Identify the project constraints that help to frame the problem, the alternatives and the evaluation of alternatives.

There are two components to working with agencies, stakeholders and the public:

1. **Communications** – both within the project team and the Region and with external contacts (Town of Caledon, City of Brampton, the agencies, stakeholders and the public); and
2. **Engagement** – this is how the Region, municipalities, agencies, stakeholders and the general public are involved in the planning process. The following outlines how these two elements of the Class EA will be approached.

2.2 Communications

It is important that all members of the project team be kept up to date on all aspects of the project to ensure that the process best reflects the available information and inputs received. To ensure that there are clear lines of communication in the project, the following protocols will be followed.

2.2.1 Project Team Communications

Region of Peel

The Project Manager for the Region and the key contact for the project is Italia Ponce, Program Planning & Compliance, Water Division, Environment, Transportation and Planning Services. All communication to the Region from the consultant team shall be directed to Ms. Ponce who will ensure that the information is communicated to the appropriate Regional staff. Ms. Ponce will be the Regional contact listed on Notices and correspondence on the project.

The Region of Peel project team members include:

- Italia Ponce, Project Manager Water Division

- Amy Miles, Communications Services (will be circulated any Notices or publicly distributed information)
- Heather McGinnity, Technical Analysts, Water Division
- Anthony Parente, Manager, Water Division
- Lynne Gemaine, Manager, Water Division
- Imran Motala, Supervisor, Water Division
- Gayle Gorman
- Kennedy Self , Manager, Planning
- Mark Schiller, Director, Water Division
- Martin Pendlebury, Project Manager, Water Division

Communication with Regional and local Municipal politicians will be directed to the Regional Project Manager for distribution as appropriate:

- Regional Chair Emil Kolb
- Town of Caledon Mayor Marolyn Morrison
- Town of Caledon Ward 2 Local Councillor Gord McClure
- City of Brampton Councillor John Hutton
- City of Brampton Councillor Vicky Dhillon
- Regional Councillor Allan Thompson (Caledon)
- Regional Councillor Richard Whitehead (Caledon)
- Regional Councillor John Sprovieri (Brampton)
- Regional Councillor Paul Palleschi (Brampton)

Trow Consultant Team

Ismail Issa, Project Manager is the primary contact for the consultant team. He will be the consultant contact on Notices and correspondence. Any correspondence to the Region will be directed through Ismail or copied to him. The Environmental Assessment (EA) process and consultation with agencies, First Nations, stakeholders and the public will be managed by Pamela Hubbard. She will also be copied on all correspondence so she can provide advice on the EA process and consultation approach in a timely way.

The Trow team project members include:

- Ismail Issa, Project Manager
- Murray Thompson, Lead - Feasibility Study
- Pamela Hubbard, EA and Consultation Coordinator, PMHubbard and Associates
- Frank Dolling, Lead – Reservoir Design, Associated Engineering

2.2.2 Communication with Agencies, Stakeholders and the General Public

The Project Team has identified, in consultation with Regional planning and Environment Transportation and Planning Services (ETPS) staff, key stakeholders including community and resident associations, business associations, institutions, environmental groups as well as agencies and municipal staff who have a potential in interest this project. As contacts are made with Regional and Town councillors, and stakeholders, the data base will be expanded to accommodate additional interests. (see attachment 1 for a preliminary list of agencies and stakeholders). Individuals will be added to the data base as their interests are identified through other communication.

All correspondence received by any member of the Project Team from government agencies, stakeholders and the general public will be directed to the Regional Project Manager, the Trow

Project Manager and the EA and Consultation Coordinator. All three will be copied on any correspondence.

Trow will develop and maintain a tracking system for agencies, stakeholders and the public who express an interest in the project. The table below presents the information to be tracked in the data base.

Table 1: Issues tracking

Agency/Dept/stakeholder/ Public	Comment/ issue/question	Contact info (email/phone/a ddress)	Date received	Type of communication	Regional/ Consultant Contact	Response & date	Follow-up
Name and affiliation	Identify the issue, question or comment as provided. If this is a long response indicate the type of inquiry and attach the correspondence or inquiry in full	How to contact the respondent	Date when the comment was received	email (E) letter (L) meeting (M) phone (P)	Project Team member who has been contacted	Full response and date it was sent	Indicate if there is further follow-up required to address the issue raised

This data base will be reviewed as the project progresses to evaluate the issues that are raised and how they can be addressed. The response to all issues will be discussed with the Project Team to ensure consistency and continuity with messaging. The data base will be used to circulate information, notices and newsletters.

2.3 Key messages

In communicating information about this project, the following key messages will be used by the Project Team. Establishing key messages ensures that the Project Team provides continuity and consistent information about the project. Key messages may be established at the beginning of each

phase of the project. As new information becomes available key messages could change. The key messages for phase one are presented below. Key messages 1 to 4 are from the problem statement.

Phase 1 Key Messages:

1. The Region of Peel Water and wastewater Master Plan update (2007) confirmed the need for a new Zone 6 reservoir and feedermain.
2. The Zone 6 reservoir and feedermain is being located at a higher elevation (i.e., in Zone 7) because the reservoir must be able to provide a gravity-fed water supply that can service Zone 6 without pumps and during a power outage.
3. There will be no groundwater taken within the study area for the reservoir supply. The water will come from the North Brampton Pumping Station, which is supplied by Lake Ontario water, and will be used to service customers in Pressure Zone 6 only.
4. The Zone 6 reservoir is not intended to service customers in Zone 7 area. There are several projects that are approved or are in the planning process that will service areas in Zone 7.
5. The Region is taking a proactive approach to consultation and is interested in hearing from the community as early in the process as possible so that issues and concerns can be addressed before key decisions are made.

Other Key Points

1. The new reservoir and feedermain will connect to the existing Zone 6 system and provide needed storage for equalization, fire and emergencies, while also providing greater flexibility in system operations.
2. The Zone 6 reservoir and feedermain will improve the serviceability of Zone 6 in North Brampton and Caledon (Bolton) by providing a large storage volume at the top end of the South Peel system.

3. The new reservoir will equalize pressure across Zone 6, providing an opportunity to optimize energy use through load shifting and providing further protection to lower zones with the ability to backfeed from Zone 6 during emergencies.
4. A feasibility study has identified feasible ways of providing a new water system in Zone 6, specifically the areas where the elevation works for each of the three types of the storage being considered.
5. Government agencies, First Nations, Aboriginal peoples, and the public will be provided with several opportunities to provide input to the project.
6. The schedule for completion of the planning process is Fall 2010. Public meetings were held on the following dates:
 - June 16, 2009: to get feedback on the problems and opportunities and alternative methods of providing water service to Zone 6; and
 - May 19, 2010: to get feedback on alternative routes for the watermain and sites for the storage facility.
7. Pending all necessary approvals, the construction could start in 2011/12.

2.3.1 Current and Anticipated Issues

Current Issues in the Study Area:

- The Region's composting facilities (Chinguacousy Curing Pad) at King and Dixie Rd is a source of odour complaints from nearby residents.
- Issues related to the supply of water to nearby communities, in particular Sandhill (area with contaminated wells) and Campbell's Cross.
- Construction of the feedermain route across Greenbelt and on private land.
- Ministry of Transportation requirements for the feedermain crossing under Highway 410.

The use of agricultural land for the reservoir site has been discussed with the Town of Caledon and is being addressed through the planning process.

Other Possible Issues

Other possible issues that could arise include:

- Construction issues could be related to access to agricultural property i.e. how to maintain access during growing/harvesting seasons.
- Siting of the feedermain route across the GTA West Corridor Study Area.

Other issues will be identified and the above will be confirmed during the Stakeholder Interviews and as the project planning progresses.

2.4 Engagement Strategies

This section identifies how the project will engage various municipal staff, agencies and stakeholders.

2.4.1 Municipal, Agency and Aboriginal Engagement

Regional/Town of Caledon/City of Brampton Councillors and Senior Management

Regional and Local Councillors representing the Study Area were requested to:

- Provide input to the Consultation and Communications Plan;
- Identify local/Regional stakeholders who are likely to have an interest in the project;
- Identify local/Regional issues that may need to be addressed; and
- Identify the most appropriate location(s) for public events.

At each phase and at key points of the project, information is circulated to the Councillors prior to it being distributed to the public. Their offices are consulted on the timing of public events to ensure that there are no conflicts with key community events.

Senior Management in the Region is advised of key decisions, issues and methods of addressing issues at each phase of the project. Senior Management is requested to be involved in major decisions that have impacts beyond the project. A briefing is provided at the end of each phase of the project or at key points, as required.

Municipal Coordination Team

Regional and Town of Caledon/City of Brampton staff were invited to participate in a Municipal Coordination Team (MCT). Invitations were extended to:

- Regional Planning and Development;
- Regional Transportation;
- Regional Water and Wastewater;
- Public Works and Planning Departments from Town of Caledon and City of Brampton

The purpose of the MCT is:

- To ensure that the Project Team is aware of local municipal and Regional activities/issues that could impact the planning of the project;
- To provide a list of stakeholders/community members/property owners that may have an interest in the project; and
- To ensure the coordination of municipal projects with this project.

The City of Brampton requested to be kept informed through the review of project documents. Face-to-face meetings have been held with staff from the Town of Caledon.

Agency Coordination Team

Several utility companies, federal and provincial agencies and the Toronto Region and Credit Valley Conservation Authorities were identified as having an interest in this project and have the potential to impact or be impacted by the project. The Agency Coordination Team (ACT) was assembled from a list of agencies that have the potential to be interested in this project and from the list provided in the MEA Class EA. An invitation will be sent to each agency and they will be asked to provide their interest in the project from their legislative or organizational mandate. This list of respondents will be invited to be part of the ACT.

The ACT members will include at a minimum the Class EA Coordinator for the Ministry of the Environment as per MEA Class EA requirements. Other agencies will self identify through the invitation process.

The purpose of the ACT will be:

- Provide an indication of the provincial and federal interests that must be addressed in this project;
- Identify the permits and approvals that will be required to be addressed following Class EA approval and how those permits/approvals can be supported in the Class EA;
- Identify the policy objectives that need to be considered in the project planning;
- An indication of the constraints that the Project Team needs to know in planning the project; and
- Identify if there are any other EA requirements applicable to the project.

The initial contact with the agencies included:

- A cover letter requesting that they identify their interests in the project;
- A fax/email back form indicating the contact information for the agency, the types of interest they have, their interest in participating in ACT, type of information that they can provide for the

Study Area, and any permits, approvals or policy directions that need to be considered in the Class EA process;

- The Notice of Commencement; and
- Preliminary information that could assist them in determining their interests:
 - ❖ A brief description of the project (i.e., storage and feedermain)
 - ❖ A map showing the location of the study area in a local and Regional context;
 - ❖ The rationale for the project and problems/opportunities that are being addressed;
 - ❖ Any other information that can help them to determine their interest.

The following agencies have been identified as having an interest in this project:

- Canadian Environmental Assessment Agency
- Canadian Transportation Agency
- Credit Valley Conservation
- Department of Fisheries and Ocean Canada
- Dufferin-Peel Roman Catholic School Board
- Fisheries and Oceans Canada
- Indian & Northern Affairs of Canada
- Indian Claims Commission
- Ministry of Agriculture, Food & Rural Affairs
- Ministry of Citizenship & Immigration
- Ministry of Community and Social Services
- Ministry of Culture
- Ministry of Health
- Ministry of Municipal Affairs and Housing
- Ministry of Natural Resources
- Ministry of the Attorney General

- Ministry of the Environment
- Ministry of Tourism and Recreation
- Ministry of Transportation
- Ontario Clean Water Agency
- Ontario Ministry of Aboriginal Affairs
- Ontario Provincial Police
- Ontario Realty Corporation
- Peel District School Board
- Peel Regional Police
- Region of Peel Ambulance Service
- Toronto and Region Conservation Authority (TRCA)
- Transport Canada

First Nations and Aboriginal People

Recent Court cases have indicated that the Crown must consult in a meaningful way with Aboriginal people, including (but not limited to) First Nations and Metis, Inuit, unceded nations and Aboriginal people not associated with reserves. The Crown is defined as Provincial or Federal agencies that make decisions that could affect Aboriginal interests. From an EA Perspective, the Provincial or possibly the Federal government could be required to make a decision that would require consultation with Aboriginal interests. In these cases, they would request the Region to provide them with an indication of how Aboriginal interests have been addressed in the project planning.

For the purpose of this project, the following approach is being taken:

1. Federal and provincial Aboriginal agencies were contacted to determine if there are First Nations treaty rights in this area. A letter was also be sent to First Nations and other Aboriginal people who may have an interest in this area.

2. Potential Aboriginal interests were identified and contacted by phone to determine if there is an interest in this project.
3. Face to face discussions will be held with interested Aboriginal parties if requested.
4. Results of the archaeological/cultural heritage assessments will be circulated to interested First Nations and other Aboriginal people.
5. A report summarizing the Aboriginal consultation will be incorporated into the Consultation Report and the ESR.

The following First Nations and Aboriginal agencies have been invited to participate:

- Alderville First Nation
- Beausoleil First Nation
- Chippewas of Georgina Island
- Chippewas of Mnjikaning (Rama)
- Curve Lake First Nation
- Hiawatha First Nation
- Kawartha Nishnawbe First Nation
- Métis Nation of Ontario
- Mississaugas of New Credit First Nation
- Mississaugas of Scugog Island
- Six Nations of the Grand River
- Wendat-Huron Nation

Stakeholders

At the beginning of any project it is not unusual to have a small list of potential stakeholders. This list was the basis for holding brief phone interviews to establish interests, identify current and

anticipated issues, and identify other stakeholders and to confirm the most appropriate engagement methods. Stakeholders are generally amenable to interviews as it:

- Provides them with an early indication of the project;
- Provides information to them first hand;
- Shows that the Region is serious about involving the public in the process in a meaningful way; and
- Shows that the Region is seeking community knowledge early in the project.

Stakeholder interviewing followed the template in Attachment 2. A summary of the results of the interviews was documented and provided to the Region.

A Community Liaison Committee was not established for this project. However, the Region is willing to meet with the stakeholder groups who expressed an interest to provide them with information and to obtain their feedback directly.

General Public

The general public is being advised of the project through:

- Notices – the mandatory public notices will be developed in consultation with Regional staff based on their communication standards and the MEA Class EA requirements. The Project Notices will be placed in local newspapers (the Caledon Citizen, and the Brampton Guardian) and posted in local venues in the community.
- Direct mailing of notices of Public Open Houses to all property owners in the Study Area and to all those who inquire and are added to the mailing list.
- Notices and Project information will be posted on the Region of Peel website under Class Environmental Assessments Projects.

In addition to public forums, it may be beneficial to meet with specific members of the public as their interests and issues are identified through the process. These types of meetings will be decided as the process evolves and the needs are identified.

2.5 Engagement and Communications Strategy

This section outlines how and when the various interests in this project will be included in the project planning. Prior to the start of the Class EA process, the Region has carried out a feasibility study to determine what is technically feasible to examine in the Class EA. The following table shows when and how municipal staff, agencies, stakeholders and the public will be invited to participate in the Class EA process.

Table 2: Feasibility Study and Start-Up

Activities
• Project Team initiation meeting
• Draft a Communication and Engagement (C&E) Plan
• Initial discussions with Regional and Town Councillors on the C&E Plan
• Establish preliminary data bases for agencies, municipal staff, Aboriginal people, and stakeholders and interested public
• Draft Notice of Commencement & invitations to agencies and Aboriginal people.
Communications
• Notice of Study Commencement
• Project webpage established
• Letters of invitation to potential agency and Aboriginal participants
• Preliminary Data Base of agencies, Aboriginal people, stakeholders and public
• Preliminary list of stakeholders
Reports
• Revised Communication and Engagement Plan including stakeholder interview format and content

Table 3: Phase 1 Problem/Opportunity

	Regional and Municipal Politicians	Regional and Municipal Staff	Agencies & Aboriginal Groups	Stakeholders	General Public (e.g., via website)
Types of Engagement					
• Project Team monthly meetings					
• Carry out stakeholder interviews				X	
• Establish technical coordinating committees		X	X		
• Advise of placement of Notice of Commencement & timing of Stakeholder interviews	X	X			
• Circulation of Notice of Commencement to stakeholders and interested public		X	X	X	X
• Discussions as necessary	X	X	X	X	X
Communications/Materials					
• Notice of Study Commencement placed in local newspaper	X	X	X	X	X
• Project webpage updated with Notice and any other material deemed necessary (Feasibility Study, link to Master Plan, etc.)					
• Letters of invitation to participate in coordinating committees including information that can help them to determine if they will have an interest in the project		X	X		
Reports¹					
• Final Engagement and Communication Plan					
• Summary of Stakeholder Interviews					
• Agency, Municipal, Stakeholder & Public Comment Data Bases					

¹ Reports (Tables 3 to 6) to be made available as per consultation and Class EA requirements.

Table 4: Phase 2 Alternative Methods

	Regional and Municipal Politicians	Regional and Municipal Staff	Agencies & Aboriginal Groups	Stakeholders	General Public (e.g., via website)
Types of Engagement					
• Project Team meetings (monthly)					
• Technical Coordinating Committee meetings (1 meeting for each committee)		X	X		
• Public Open Houses #1 & 2	X	X	X	X	X
• Briefing meeting prior to Open House #1 & 2	X				
• Circulation of Open House #1 & 2 notices	X	X	X	X	X
• Discussions as Necessary	X	X	X	X	X
Communications/Materials					
• Notice of Public Open House #1 & 2 (for newspapers and posting in public venues in the community)	X	X	X	X	X
• Materials for Open House		X	X		X
• Agendas and Notes for technical coordination meetings		X	X		
• Updated Project webpage with Open House material and Notice & technical reports					
Reports					
• Updates to Engagement and Communication Plan if necessary					
• Summary of results of Phase 2 Engagement Strategy including Open House #1 & 2					
• Updates to Agency, Municipal, Stakeholder & Public Comment Data Base					

Table 5: Phase 3 Alternative Designs

	Regional and Municipal Politicians	Regional and Municipal Staff	Agencies & Aboriginal Groups	Stakeholders	General Public (e.g., via website)
Types of Engagement					
• Technical Coordinating Committee meetings (1 meeting for each committee)		X	X		
• Briefing prior to Public Consultation	X				
• Circulation of notice of Public Consultation opportunity	X	X	X	X	X
• Posting or placing of public consultation materials on the project’s website and in public places (e.g., libraries, municipal offices, etc) for review.	X	X	X	X	X
• Other Public Consultation (type to be determined based on interest)	X	X	X	X	X
• Discussions as Necessary	X	X	X	X	X
Communications/Materials					
• Notice of Public Consultation opportunity	X	X	X	X	X
• Materials for Public Consultation		X	X		X
• Agendas and Notes for Technical coordination meetings		X	X		
• Updated Project webpage with material and consultation Notice, technical reports					
Reports					
• Updates to Engagement and Communication Plan if necessary					
• Summary of results of Phase 3 Engagement Strategy					
• Updates to Agency, Stakeholder & Public Comment Data Base					
• Other					

Table 6: Phase 4 Environmental Project File

	Regional and Municipal Staff	Agencies & Aboriginal Groups	Stakeholders	General Public (e.g., via website)
Types of Engagement				
• Agency Coordinating Committee input on draft ESR	X	X		
• Municipal Coordinating Committee input on draft ESR	X			
• Briefing with Regional and Local Politicians	X			
• Individual discussions as necessary to resolve issues	X	X	X	X
• Other?				
Communications/Materials				
• Draft Environmental Study Report	X	X		X
• Final Environmental Study Report	X	X	X	X
• Notice of Completion placed in Newspapers & Circulated	X	X	X	X
• Update Project webpage	X	X	X	X
• Letters to interested parties to advise of review period	X	X	X	X
Reports				
• Draft & Final ESR				
• Summary of Input from Consultation				
• Completed Agency, Stakeholder & Public Comment Data Base				
• Other				

APPENDIX A: Stakeholder Interview Planning

Stakeholder Interview Plan

**Regional Municipality of Peel
Water Supply System
– Zone 6 Feedermain and Storage Facilities**

April 2009

1. Purpose of Stakeholder Interviews

Carrying out stakeholder interviews is a useful way to understand what's going on in the Study Area. It is typically carried out with representatives from:

- Community groups
- Business organizations
- Local resident groups
- Environmental groups
- Other special interest groups that are known to have an interest in the Study Area

Individual opinion leaders in the community may also be contacted.

Stakeholder interviews can be helpful in the following ways:

- It can inform the stakeholders about the Project early before decisions are made
- It provides key community information to the Project Team that can be used in the project planning
- It can provide an indication of who the other key stakeholders are in the Study Area
- It can result in more accessible consultation forums and methods.
- Key features of the community can be identified
- Community values are made explicit

2. Potential Stakeholders

Early in project planning, it's useful to draw on the stakeholders and community members who have previously shown an interest in the Study Area. Based on discussions with Regional and Town staff and politicians, a list is developed of those people who will be approached for an interview.

The following organizations were identified for stakeholder interviews:

• Caledon Countryside Alliance
• Trout Unlimited Canada
• Coalition of Concerned Citizens
• The Humber Watershed Alliance
• Caledon Environmental Advisory Committee
• Caledon Agricultural Advisory Committee
• Peel Federation of Agriculture

3. Interview Overview

In order to ensure that each stakeholder has the same information of the project, the following format will be used:

Preamble

- Good morning/afternoon. My name is _____ and I work with Trow Engineering. We are working with the Regional Municipality of Peel on an environmental assessment to site a water reservoir and a feedermain in the Town of Caledon. We're carrying out the community consultation for this project.
- You /Your organization were/was suggested to us as someone who might be interested in speaking with us early in our planning process.
- Would you have a few minutes to talk with me about the project? If you'd prefer, we can reschedule for a time that's more convenient for you.
- **(if yes)** Thank you. To begin with, this project has not yet been formally announced in the newspapers. We're contacting people like you/organizations like yours so that we can better understand the community interests surrounding this project, who we should be involving, and how best to do so. First, I'd like to take a couple of minutes to give you some background information on the project.

Project Description

As I mentioned, the Region of Peel is conducting an environmental assessment - or EA, for short - to help them site a water reservoir and a feedermain in the eastern half of Ward 2 in the Town of Caledon. The study area for the project is between McLaughlin and Airport Roads going west to east, and between Old Baseline and Mayfield Roads going north and south.

The recent Waste and Wastewater Master Plan Update for the Region identified that there is a need to service the Zone 6 area of the Region with water that can be gravity fed and does not rely on pumps (the Zone 6 area lies in the northern part of Brampton). This is to ensure that there is a water supply both for people to drink but also for emergency services, such as fighting fires. To do this, the water reservoir needs to be located at a certain elevation, which is why the reservoir has to be located

somewhere between Mayfield and Old Baseline. The reservoir will be fed by the North Brampton Pumping Station, which is located near the intersection of Mayfield and Heart Lake Roads. Wherever the reservoir is located, a feedermain will need to be constructed that connects the pumping station to the reservoir. Feedermain are typically buried underground beneath roadways.

The environmental assessment process that we are following will allow the Region to find a location for the reservoir that best meets the environmental, social and economic needs of the local community. It is possible that there could be one large reservoir, or two or more smaller reservoirs. This will be examined and evaluated during the EA process.

Questions

In conducting the work for this project, we want to make sure we engage the local community, let them know what is taking place, and get their input.

Can I ask you a few questions, to help ensure we do this?

1. What is the correct name and contact(s) information for you or your organization?
2. Have you heard about this project before I called? **(If yes)** How did you know about it?
3. Do you or your organization have an interest in being consulted on this project?
4. **(If yes to #3)** What would your or your groups' interests be?
5. Is there anything specific that you feel we should know about the community or the study area?
6. Who else in the community should we be consulting with on this project?

7. We're planning to have at least 2 Open Houses and will be developing a project website. We will also be issuing newspaper notices to let people know about the start of the project, the Open Houses and their opportunity to review the final report. We would also like to post these notices at local gathering places, such as community centres or halls. We're also prepared to meet with organizations and people in the community if requested.
 - Are there better ways of consulting with this community? If so, what would you suggest?
 - Can you suggest any locations where we might post notices about the project?
8. Where would be the best place to hold the Open Houses?
9. Would your organization be interested in putting a link to our project website on your webpage?
10. Is there anything else that we need to know as we move forward with project planning?

Conclusion

Thank you so much for your time.

If you would like more information, please visit the Region's website at www.peelregion.ca/pw/water/environ-assess, click on "Caledon", and then click on the "Zone 6" link to the project website.