

Appendix 'B'

Technical Memorandum: Stage One Work Plan



London
CANADA



ONERIVER

ENVIRONMENTAL ASSESSMENT COMMUNITY CONSULTATION PLAN



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INTRODUCTION

This Community Consultation Plan (the “Plan”) is for the City of London One River Master Plan Environmental Assessment (the “Project”). This Project will follow the Master Plan process outlined in the Municipal Engineers Association’s (MEA’s) Municipal Class EA document and meet Phases 1 (identify the “problem (deficiency) or opportunity”) and 2 (identify “alternative solutions” and establish a “preferred solution”) of the process as outlined in the MEA’s Municipal Class EA document (as amended in 2007 and 2011, and 2015)

This Plan is intended to guide transparent, proactive, and inclusive consultations and communications with Municipal Council, the general public, local businesses, interest groups, regulatory review agencies, and Indigenous Communities.

To ensure that the Plan reflects what is anticipated to be complex and changing conditions, it will be treated as a living document and reviewed periodically to be updated with the latest understanding of the project.

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KEY PRINCIPLES

The EA process will be guided by the following key principles:

Summaries of our engagement sessions throughout the consultation process will be made available publically through the Project Website where possible.

TRANSPARENCY

CLARITY

To help participants understand their role in Project decisions, and to keep the Project focused and proceeding in a timely manner, all documents will use plain language where possible.

Engagement will be used to encourage strong participation by the community. Participants will have opportunities to communicate in a variety of ways; in person, in writing, or online.

INCLUSIVITY

ACCOUNTABILITY

The Project Team will provide factual, easy-to-understand, and relevant information to participants in the study.

The Project Team is committed to being responsive and accessible to interested parties. This includes being available via e-mail, in-person meetings, or at Public Information Centres (PICs).

RESPONSIVENESS

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PROJECT BACKGROUND

“A Master Plan **Environmental Assessment** to Improve the Health of the Thames River and its Social Role in Central London”



Who is involved?

The City of London, Conservation Authorities, Provincial and Federal Agencies, Indigenous and First Nations Communities, General Public, Interest Groups.

Where is this Study being done?

From Boler Road bridge to the Forks of the Thames, Harris Park and Carfrae Crescent.

Why are we conducting an Environmental Assessment (EA)?

This Master Plan EA studies multiple projects together due to their related broader social, economic, and natural environment issues.

What is being considered?

A preferred option for the Springbank Dam, Back to the River, Thames Valley Corridor Plan, Thames River Clear Water Revival and Pollution Prevention Plan.

How will the EA be conducted?

Per MEA's Municipal Class EA's Master Plan process. Open consultations will be held with relevant stakeholders, detailed studies on alternatives will be conducted to develop a Master Plan Document for projects.

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STUDY AREA



Above: The study area for the One River Environmental Assessment with major landmarks noted.

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TEAM CONTACTS

Inquiries and comments should be directed to the following project team members.

CITY OF LONDON

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GOALS AND OBJECTIVES

Overall Project Goals

1. Seek Project direction from Council, connect with a representative portion of the population, and solidify the problem and opportunity statement in Phase 1.
2. Continue and complete Phase 2 of the Class EA process to select the preferred design concept for One River projects.
3. Prepare a completed Master Plan.
4. Engage residents and stakeholders in a meaningful way and seek input for the preferred design concept.

Consultation and Communications Goals & Objectives

The consultation and communications goals are:

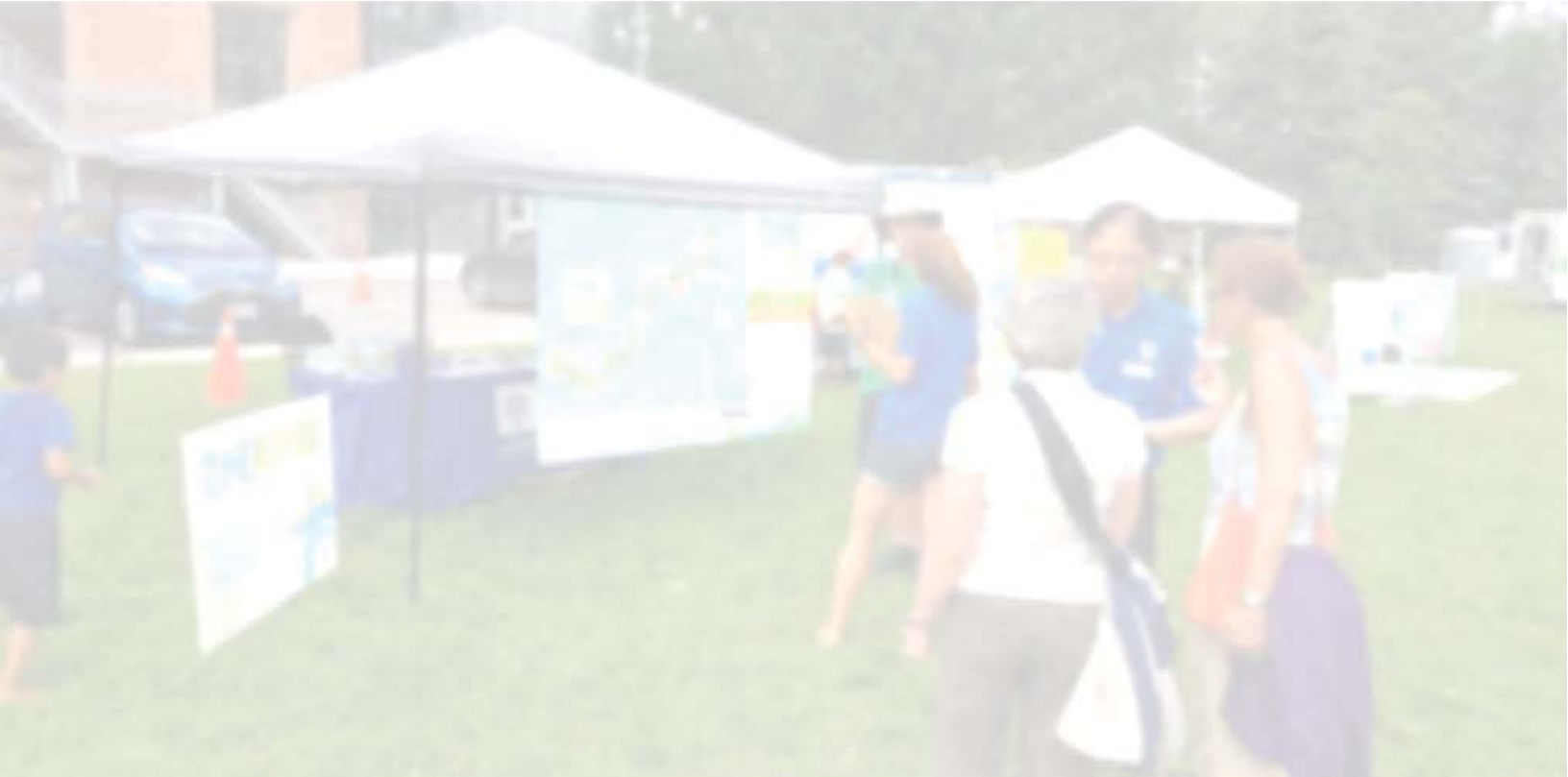
1. To ensure that stakeholders and Indigenous communities have opportunities to participate in the process to share their concerns and perspectives.
2. To conduct an inclusive engagement process that gives stakeholders an opportunity to provide insight to shape the preferred design concept.
3. To provide Council with the necessary information to make informed decisions on the preferred design concept.
4. To ensure that residents and stakeholders are well-equipped and well-informed with data and information.

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The objectives are:

1. To provide clear and timely information to stakeholders, Indigenous and First Nations communities at key points in the EA.
2. To meet the consultation requirements of the Municipal Class EA process.
3. To obtain regulatory approval or collect technical information from external agencies.
4. To seek input from stakeholders and Indigenous communities by creating and providing forums for participation in the EA process.



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STAKEHOLDERS

Active participation by the various stakeholder groups is integral to the success of the Project.

General Public

The general public includes all members of the community who are not specifically a part of another stakeholder group. They will have opportunities to participate throughout the EA process through the three PICs, public surveys, and through written feedback from the Project Commencement to the review period of the Master Plan.

Interest Groups

The interest groups include local associations, non-profit community organizations, and business groups. They will be invited to meet with the Project Team or submit comments on numerous occasions throughout the EA process. One-on-one presentations, group sessions, lunch-and-learn events will be organized with groups that are interested in doing so.

Regulatory Authorities and External Agencies

Government review and external agencies such as Fisheries and Oceans Canada, the Ontario Ministry of the Environment and Climate Change, the Upper Thames River Conservation Authority, the Lower Thames River Conservation Authority, and the Ontario Ministry of Natural Resources, will be part of the Agency Advisory Committee and engaged throughout the process. They will have opportunity to review the Master Plan and be invited to participate in the PICs.

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FIRST NATIONS & INDIGENOUS GROUPS

First Nations and Indigenous Communities are rights holders and may be impacted by the results of this Project. The Project Team recognizes the importance of engaging them throughout the EA process.

First Nations and Indigenous Communities are an important stakeholder group for Project consultation. The Project team will contact and invite Indigenous communities to participate in the process, meet in person, and provide their comments and concerns. The Project team has developed a contact list, and has begun sending invitations for participation. Currently that contact list includes:

- Aamjiwnaang First Nation
- Delaware Nation (Moravian of the Thames)
- Chippewas of the Thames
- Munsee-Delaware Nation
- Oneida Nation of the Thames
- Bkejwanong Territory (Walpole Island)
- Caldwell First Nation
- Chippewas of Kettle and Stony Point First Nation
- Southern First Nations Secretariat
- Ministry of Indigenous Relations and Reconciliation
- Métis Nation of Ontario

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COMMUNICATIONS APPROACH

General communication with the public will commence in parallel to preparation and execution of public consultation events. As Council makes decisions regarding the study's direction, the public will be informed of new developments.

Communication materials and strategies will be general in nature, informing residents an EA is taking place, the subject, and where to get more information. Potential tools include:

- **Posters** at City locations/libraries
- **Wire frame signs** along popular roads and trails along the river
- **Strong bolt/postcard signs** in high vehicle traffic areas
- A one-time **flyer drop** to all buildings within 500m of the River throughout London directing them to the website for ongoing information
- City **e-newsletter**
- **Advertising** – radio, newspapers, online
- Cityhub staff **intranet**
- Short **video** explaining the project
- **Emails** to stakeholder and public engagement list
- **Letters** to Indigenous and First Nations communities
- A project **fact sheet/brochure** for meetings with stakeholder groups
- Script/information for staff on **public inquiry lines** – Clerks, ES London, where to direct callers (website, staff, etc.)

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CONSULTATION APPROACH

A successful consultation program should be solution-based and promote two-way dialogue. The Project Team is committed to maximizing all parties' awareness of Project developments, and to provide ample opportunities for engagement.

General consultation stages and activities are as follows:



Pre-Consultation & Project Launch

Following the release of the Notice of Commencement, but prior to PICs a series of pop-up events will be held to increase visibility of the study, understand initial sentiment and participation data, and build contact lists.



Reports to Civic Works Committee and Council

Technical work plans, initial findings from permitting agencies, stances of stakeholders, and general public sentiment will be presented to the Civic Works Committee and Council. Decisions and guidance from the Civic Works Committee and Council will guide the materials and direction of future PIC events.



Public Information Centres

Held to provide updates and presentations, which will give the public the opportunity to learn about the progress of the study and to provide input.



Completion of EA

Following the development of the Draft Master Plan, it will be made available for review as per EA requirements.

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PRE-CONSULTATION & PROJECT LAUNCH

Provide general communications to the public and stakeholders, indicating that the EA has started. Maximize awareness of project commencement

DETAILS

Information to the public will be very high level at this stage, given that the Civic Administration will ask Council to confirm the study direction in September.

DELIVERABLES AND MATERIALS

Communications and engagement in this phase includes:

- [Notice of commencement](#) published July 20 and 27 in *The Londoner*
- Information posted on [London.ca](#) and [GetInvolved.london.ca](#). A link to the Back to the River initiative.
- [Survey](#) posted to [GetInvolved.london.ca](#)
- [Note to Council](#) that the EA is proceeding, starting with a pre-consultation stage.
- [News release](#) (July 21st) noting project commencement, explaining pre-consultation stage and opportunities for input.
- [Social media](#) directing to the web pages above
- Content in the [City's e-newsletter](#)
- [Note to stakeholders](#) (email, letters) that notice has been published and explaining the nature of the pre-consultation phase
- [Cityhub staff intranet](#)
- Information for staff on [public inquiry lines](#) – Clerks, ES London, where to direct callers (website, staff)

DIRECT ENGAGEMENT WITH PUBLIC

The goal is to explain the pre-consultation phase, explain key considerations the EA would review, raise awareness about further input opportunities over the next year, and explain how the public can become involved and access up-to-date information. Residents will also be able to complete a survey. Two types of locations and event types have been identified which will be staffed by a team of City of London staff and project consultants:

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Staffed information booth at community festivals in July and August including:

- Inspirationfest July 23
- Ribfest August 3
- Western Fair Farmers Market August 12
- Forest Festival August 19

Pop Ups in August at Springbank Park and at the Forks of the Thames:

- River Forks Park August 10
- Springbank Park August 11

The team will engage users at a location and time when they are using and thinking about their activities along the Thames River. Pop ups will not be full-sized booths with tables and multiple displays. Instead they will have limited displays and materials better suited to the environment this engagement is being conducted in.

Following this engagement period, an overview of public feedback will be made available on the Project webpage, anticipated to be in late August/early September. Availability of the summary will also be promoted using social media and a message distributed to the stakeholder email list.



Interactions with the public at Inspirationfest.

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Pop-up booth setup with map and lawn signs.

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REPORTS TO COMMITTEE & COUNCIL

Prepare and deliver documents to Civic Works Committee and Council
To allow Council to make an educated and well-informed decision

DETAILS

Council has the opportunity to provide further direction for the EA team following receipt of reports from the project team. The direction allows for the development of materials for future Public Information Centres.

DELIVERABLES AND MATERIALS

- | | |
|-----------------------------------|-----------------------------|
| • Technical memo & work plan | Aug 29 CWC & Sept 5 Council |
| • Community Consultation Plan | Aug 29 CWC & Sept 5 Council |
| • Agency Committee report | Sept 26 CWC & Oct 3 Council |
| • Springbank Dam Preferred option | Oct 24 CWC & Oct 30 Council |
| • Springbank Dam Council decision | Dec 4 CWC & Dec 12 Council |

PROJECT TEAM CONSULTATIONS

The Project Team will provide periodic updates on the progress of the project and be available to Council and Committee Members to address questions that may arise. There is also a possibility for Council and Committee member information-sharing and educational workshops.

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PUBLIC INFORMATION CENTRES

An open meeting for the general public, Project Team, and other attendees to share information, ask questions, and provide feedback/comments.

DETAILS

Three PICs are planned and will be hosted at a location near or overlooking the river, such as Museum London. Ease of access to the location and parking will be considered. The first PIC, to present the preferred option is scheduled for November 2017. Other PIC dates to be determined.

DELIVERABLES OR MATERIALS

The following products would be used:

- **Notice of Public Information Centres** at least 30 days in advance
- **Agendas** and **background** materials
- Promotion of the event could include London.ca **homepage banner**, social media, City e-newsletter, posters
- **Emails** to stakeholders
- Display boards or other **visuals**:
 - Video either with a focused message or used as a backdrop (such as with drone footage)
- Post event - content on GetInvolved.london **project page**.

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COMPLETION OF EA

At the end of the Class EA process, a copy of the Master Plan will be made available for public review for at least 30 calendar days.

DETAILS

Upon completion of the Environmental Assessment, the public will be notified of the end of the study, provided an opportunity to review the Master Plan report (for at least 30 days), and thanked for their participation.

DELIVERABLES OR MATERIALS

Completion of EA tools will include:

- Issue Notice of Completion
- Updated information and digital copy of materials available to the public on getinvolved.london.ca
- [Social media](#) publication regarding the review period
- [Emails](#) to stakeholders and contact lists
- Report to [Committee and Council](#)
- Making [physical copies of materials](#) available at local facilities such as libraries or recreational facilities

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