

MEA Clarification

March 2023

Consultation to Match Complexity of Project

A.2.1.1 LEVEL OF COMPLEXITY

Some schedule A+ projects can be complex and may have significant local impacts while other Schedule A+ projects are routine. The following illustrates the range of projects that are included in Schedule A+

Amended Schedule A+ Example Projects

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

Schedule A+ projects are exempt from the requirements of the EA Act. However, this does not relieve the municipality from acting as a responsible level of government and consulting with their community.

The purpose of Schedule A+ is to identify projects where it is appropriate to inform the public of municipal infrastructure project(s) being constructed or implemented in their area so that the public can interact with their local government. There, however, would be no ability for the public to request a Part II Order. If the public has any comments, they should be directed to the municipal proponent when they would be more appropriately addressed.

The (MCEA) process allows flexibility to be responsive to specific project and consultation needs. Proponents should use this flexibility to better serve the community and when deciding the details, the proponent should consider - for this particular project, would the community benefit from:

- 1) More Opportunity for Public Engagement?** If yes, additional consultation can be undertaken. The proponent should carefully consider what type of consultation the community and stakeholders would most benefit from, ensuring a meaningful engagement process. Additional consultation (outside the requirements of the MCEA process) can be done in whatever form is most appropriate for the situation.
- 2) A Very Detailed Consideration of Alternatives?** If yes, then additional consideration and evaluation of alternatives can be done. This additional level of detail is not required in other steps of the process, if is not deemed to be necessary.

3) Thorough Documentation of the Preferred Solution and Associated Mitigating Measures? If yes, then a report, memo, presentation, or other form of documentation (beyond the requirements of the MCEA) can be prepared to document the process, preferred solution, and next steps.

The proponent should expand the minimum Schedule A+ process to incorporate the components that will provide benefit to the community.

Section A.3.5 describes the consultation plan requirements for Schedule B and C projects. This involves;

- Identifying Stakeholders
- Determining the Means of Contact
- Establishing the Level of Consultation
- Scheduling the General Timing of Contact

This same process should be used to create a consultation plan for a complex Schedule A+ project.

The manner in which the public is advised of Schedule A+ projects is to be determined by the proponent. This could be a notice provided to adjacent property owners, a notice posted at the site, a report to council, a list of projects posted on the municipality's website etc. For some routine Schedule A+ projects, the annual budget approval process could be sufficient notice to the community. **The level of Consultation should vary with the Complexity of the Project.** (Note: the mandatory requirements for a "Public Notice" as outlined in Section A.3.5.3 do not apply to Schedule A+).

To illustrate, for a simple Schedule A+ project (Construct a New Fence along a road allowance), the consultation plan could be simple:

Identify Stakeholders	Adjacent Owners
Means of Contact	Letter by Mail
Level of Consultation	One Notice – Explain project details and construction timing.
General Timing of Contact	Once - Prior to Construction

Whereas, for a complex Schedule A+ project (Reconstruct Main Downtown Street), the consultation plan should be more comprehensive:

Identify Stakeholders

General Community
Adjacent Owners
BIA, Chamber of Commerce
Cycling Club
Accessibility Committee
Beautification Committee

Means of Contact

Press Release, Ads, Social Media, Web Site
Letters, Flyers, Personal Contact
Email, Personal Contact
Email, Personal Contact
Email, Personal Contact
Email, Personal Contact

Level of Consultation/General Timing

Open House #1 - September

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

Open House # 2 - November

- Review Options for Reconstruction

Individual Meetings with Key Stakeholders - December to February

Open House #3 - March

- Review Recommended Reconstruction Plan

Present Final Plan to Council for Approval - April