



Consultation Expectations For Schedule A+ Projects

in

the Municipal Class EA
(MCEA) Process

Start Time 1:30



Presenter



Paul Knowles, P.Eng., is the MEA's MCEA Advisor. He graduated from Queen's University as a Civil Engineer and worked in the private sector for 9 years before joining the Town of Carleton Place as Town Engineer in 1989. His involvement with the Municipal Engineers Association (MEA) and the Municipal Class Environment Assessment (MCEA) began shortly thereafter. In 1993, Paul was promoted to CAO for Carleton Place but continued his engineering work and remained very active with the MEA as a Board member (2008 – 2018) and as its President in 2017, Throughout the years, Paul has been involved in all aspects of the MCEA document, including all re-writes and amendments. Paul officially retired from Carleton Place at the end of 2018 but is continuing to work with MEA as its MCEA Advisor, delivering training programs and pursuing improvements to the MCEA process



Topics for Today

MCEA Schedule **A+** Consultation

- Minimum Requirements
- Complexity of Schedule **A+** Projects
- Actual Project Examples



MCEA Schedule **B** or **C**

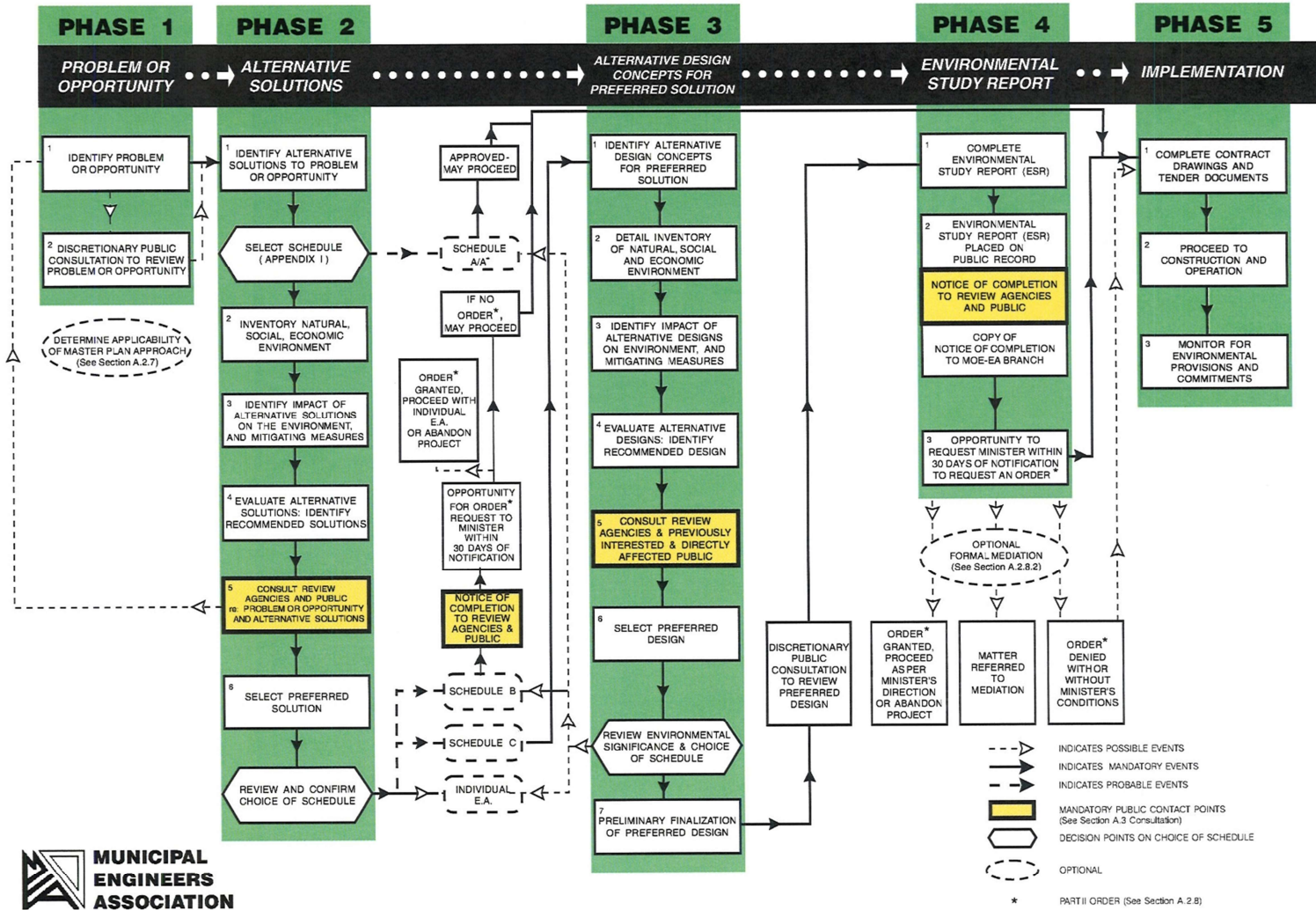
Minimum Legal Requirements

- Notice of Commencement
- 1st Public Contact
- 2nd Public Contact (Schedule C only)
- Notice of Completion/Public Record





NOTE: This flow chart is to be read in conjunction with Part A of the Municipal Class EA





MCEA Schedule **A** or **A+**

Exempt - NO Formal Process

- NO Notice of Completion/PIIOR
- Cannot Elevate to Schedule B/C
- Act Responsible/Consult

Schedule **A**

- No Expectation of Consultation or
- Covered via Planning Act





MCEA Schedule **A+**

- Responsibility to Consult/Notify
- Some Projects Routine (min – notify)
- Potential for Significant Local Impacts

- MCEA Section A.2.1.1
 - Level of Complexity = Level of Effort



MCEA Schedule **A+**

Would Community benefit from:

- More public engagement?
- Detailed Consideration of Alternatives?
- Thorough Documentation?

Do Not Make Extra Effort the Norm



MCEA Schedule **A+**

- Consultation Plan
 - Identify Stakeholders
 - Means of Contact
 - Level of Consultation
 - General Timing of Contact





Effective Consultation Plan



Identify Stakeholders

- Adjacent Owners/Tenants
- Users of the Project
- General Community
- Special Community Groups
- Governments/Agencies
- Indigenous Peoples

Project Team (Proponent/Consultant)

Identify Specifics for Each Group of Stakeholders



Effective Consultation Plan



Means of Contact Customize for Stakeholder

- Letters
- Signage/Flyers
- Email/Web Site
- Personal Contact
- Press Release
- Paid Ads (Newspaper/Other)
- Social Media (paid ads)





Effective Consultation Plan

Stakeholders

Means of Contact

- Adjacent Owners/Tenants → Letters, Flyers
- Users of the Project → Signs, Ads
- General Community → Ads, Press Release, Web, Social Media
- Special Community Groups → Personal Contact
- Governments/Agencies → Email
- Indigenous Peoples → Letters, Email, Personal Contact



Effective Consultation Plan



Level of Consultation

- Open House or Public Meeting
- Personal Meetings (on site)
- Web Site
- Virtual Open House
- Community Survey
- On-Line Discussion Groups





Effective Consultation Plan

Personal Meetings (on site)

- Allows Discussion of Details
- Time Consuming but Worthwhile

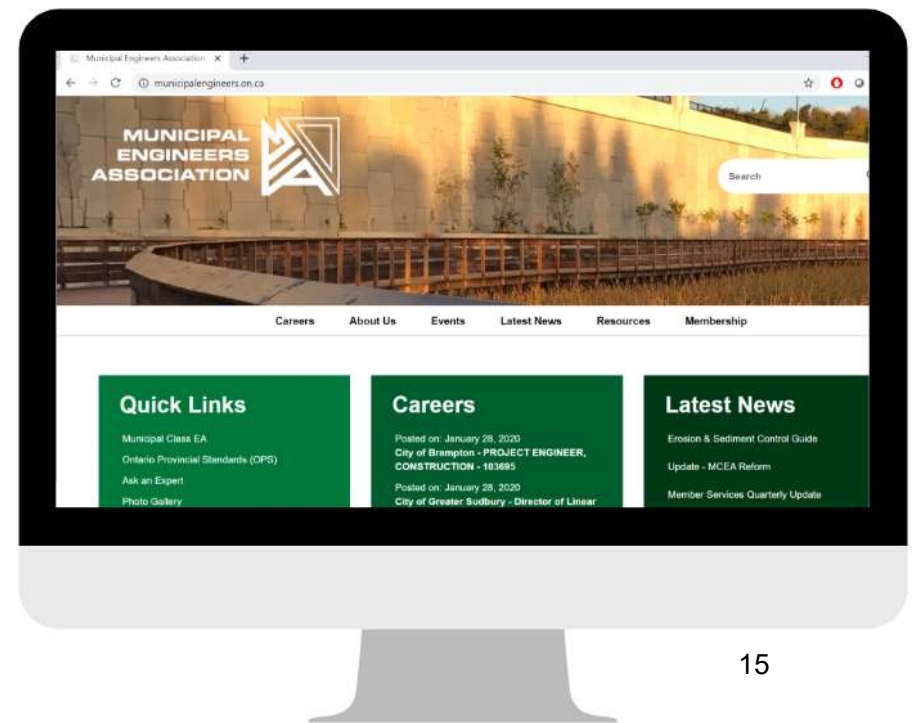




Effective Consultation Plan

Web Site

- Excellent to Provide Info to Stakeholders
- Include Feedback Opportunity

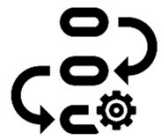




Effective Consultation Plan



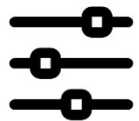
General Timing of Contact



Outline Steps and Schedule



How Many Contacts and When



Adjust During Process as Required



Relate to Other Process if Appropriate



MCEA Schedule **A+**

Example Projects - Notice

- Resurface Street
- New Culvert
- New Fence
- New Retaining Wall
- Retire Infrastructure
- New LID Features
- Sidewalks/Paths
- Noise Barriers
- Utilities
- Traffic Control
- Safety Projects
- New/Extend Services
- Upgrade W/WW Facilities



MCEA Schedule A+

New Fence



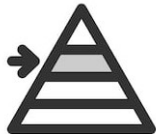
Identify Stakeholders

Adjacent Owners



Means of Contact

Letter



Level of Consultation

One Notice – Explain project details and construction timing



Timing of Contact

Prior to Construction



Sample Letter to Adjacent Property Owners – Notice of Project to Public

RE - 2019 Capital Construction – Install Fence along McNeely Ave.

Dear _____

The Town of South Falls is planning to install a new fence along the east side of McNeely Ave from Lake Ave. to Patterson Cres. during the 2019 construction season. Work is scheduled to begin on June 3rd, 2019 and be completed by July 31st, 2019. The new fence will be a wooden privacy fence and will be installed on the municipal side of your rear property line. This fence will be the Town's fence and maintenance will be the municipality's responsibility. The contractor should not need to access or disturb your property during construction.

We have attempted to notify all tenants of the planned construction. If you have tenants in the affected area please advised them of the planned construction.

Please direct any questions regarding this project to:

John Smith
519-222-3300
jsmith@southfalls.ca

Yours truly

K.J. Brown, P. Eng. Town Engineer

Town of South Falls



MCEA Schedule A+

Example Projects - Input

- Streetscaping – cycle lanes
- Traffic Calming
- Localized Improvements
- Reconstruct Street
- Re-designate Street
- Reconstruct Bridge
- New AT Bridge
- Utilities Crossing Water Course



MCEA Schedule A+

New Bikeway



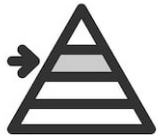
Identify Stakeholders

Adjacent Owners
Cycling Groups
General Public



Means of Contact

Letters/Ads/Press/
Social Media



Level of Consultation

One Open House
Final Design to Council



Timing of Contact

Nov 2018; April 2019



Sample Notice of Project and Invitation for the Public to Provide Feedback

Engineering Design of London – Beckwith Bikeway: Public Consultation Session Tuesday, November 20, 2018 Falls Community Centre

Members of the public are invited to attend the public consultation meeting any time between 5:00 p.m. and 7:00 p.m. An optional walking tour will start at 6:00 p.m.

The City of North Falls is proposing active transportation infrastructure improvements on London Street and Beckwith Avenue. This project will complete engineering design work needed to extend the existing separated cycling facilities on London Street (between York Street and Mills Road) to Queen Street in the south and to Taylor Avenue in the north. The design of this project will be completed in two phases:

Insert sketch showing location and phases

The purpose of the Public Consultation Session is to introduce North Falls residents to the London – Beckwith Bikeway project and to gather input on the proposed work. This public meeting will provide residents with the opportunity to discuss and share feedback on the potential cycling facility types.

The public meeting will be drop-in format and will display information on the study process, proposed design treatments and future steps. An optional walking tour will be offered as part of the public meeting to review existing cycling facilities at Paris Street and Franktown Road. Project staff from the City and Consultant will be available to answer questions and respond to any concerns.

The design work for this project began in October 2018 and is expected to be completed by April 2019.

For further information, please contact:

Bob Brown, P.Eng
Project Engineer
City of North Falls, ON
705-222-3300
bbrown@northfalls.ca



MCEA Schedule A+

Example Projects - Complex

- Reconstruct Main St
- Reconstruct Heritage Bridge
- New Pumping Station
- New Water Storage
- Upgrade Treatment Facilities
- Shoreline/In Water Works



MCEA Schedule A+

Reconstruct Main St

Identify Stakeholders



General Community

Adjacent Owners

BIA, Chamber of Commerce

Cycling Club Accessibility
Committee

Beautification Committee²⁴



MCEA Schedule **A+**

Reconstruct Main St



Means of Contact

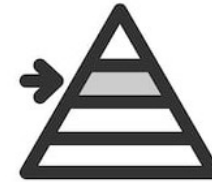
- General Community Press Release, Ads, Social Media, Web Site
- Adjacent Owners Letters, Flyers, Personal Contact
- BIA, Chamber of Commerce Email, Personal Contact
- Cycling Club Email, Personal Contact
- Accessibility Committee Email, Personal Contact
- Beautification Committee Email, Personal Contact



MCEA Schedule **A+**

Reconstruct Main St

Level of Consultation/General Timing



Open House #1

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

Open House # 2

- November
- Review Options for Reconstruction



MCEA Schedule **A+**

Reconstruct Main St

Level of Consultation/General Timing



Individual Meetings with Key Stakeholders
December to February

Open House #3

- March
- Review Recommended Reconstruction Plan

Present Final Plan to Council for Approval

- April



NOTICE OF 1st PUBLIC CONSULTATION CENTRE

Reconstruction of Main Street

Main Street is a busy arterial street in the Downtown Core of the City of North Falls that serves many functions;

- provides an arterial road connection for vehicle traffic in the community
- provides access to businesses and cultural facilities in the Downtown Core
- allows parking opportunities for the public
- provides a pleasant public space

Main Street is in poor condition – the pavement and sidewalks are at the end of their useful life and the streetscape is dated. The City of North Falls is proposing to reconstruct Main Street from Lake Ave to Bell St.

Members of the public are invited to attend a public consultation meeting on **September 7, 2019** any time between **5:00 p.m. and 7:00 p.m.** An optional walking tour will start at 6:00 p.m. at the **Public Library 114 Main St.**

Insert sketch showing location and phases

The purpose of the Public Consultation Session is to review the existing conditions and identify priorities such as Traffic Flow, Parking, Cycling, Streetscape.

A further Open House is planned for later fall to review various options for the reconstruction of Main St. Detailed Design would then proceed over the winter with the final plans presented in the spring of 2020.

For further information, please contact:

Bob Brown, P.Eng
Project Engineer
City of North Falls, ON
705-222-3300
bbrown@northfalls.ca
Date Issued August 23, 2019



NOTICE OF 2nd PUBLIC CONSULTATION CENTRE

Reconstruction of Main Street

Main Street is in poor condition – the pavement and sidewalks are at the end of their useful life and the streetscape is dated. The City of North Falls is proposing to reconstruct Main Street from Lake Ave to Bell St.

In September 2019 the community identified the following priorities for this project;

- maintain an arterial road connection for vehicle traffic in the community
- maintain access to businesses and cultural facilities in the Downtown Core
- allow as many parking opportunities as possible for the public
- incorporate cycling lanes
- provide a pleasant public space

Members of the public are invited to attend a public consultation meeting on **November 12, 2019** any time between **5:00 p.m. and 7:00 p.m.** at the **Public Library 114 Main St.**

Insert sketch showing location and phases

The purpose of the Public Consultation Session is to review various options for the reconstruction of Main St.

Based on the feedback from this public consultation, a recommended design for Main St will be selected and presented at a further Open House planned for early next year.

For further information, please contact:

Bob Brown, P.Eng
Project Engineer
City of North Falls, ON
705-222-3300

bbrown@northfalls.ca

Date Issued August 23, 2019



NOTICE OF 3rd PUBLIC CONSULTATION CENTRE

Reconstruction of Main Street

Main Street is in poor condition – the pavement and sidewalks are at the end of their useful life and the streetscape is dated. The City of North Falls is proposing to reconstruct Main Street from Lake Ave to Bell St. In September 2019 the community identified priorities for this project. In November 2019 the community reviewed various options for including the competing priorities. The feedback from the community has now been analyzed and a recommended plan for the reconstruction of Main St. has been developed that;

- maintains an arterial road connection for vehicle traffic in the community
- maintains access to businesses and cultural facilities in the Downtown Core
- allows as many parking opportunities as possible for the public
- incorporates cycling lanes
- provides a pleasant public space

Members of the public are invited to attend a public consultation meeting on **February 7, 2020** any time between **5:00 p.m. and 7:00 p.m.** at the **Public Library 114 Main St.**

Insert sketch showing location and phases

This recommended plan for the reconstruction of Main St, along with the community's feedback, will be presented to Council early in the spring of 2020. Detailed design would then proceed and the final plans available in the summer of 2020.

For further information, please contact:

Bob Brown, P.Eng
Project Engineer
City of North Falls, ON
705-222-3300
bbrown@northfalls.ca
Date Issued August 23, 2019



MCEA Material

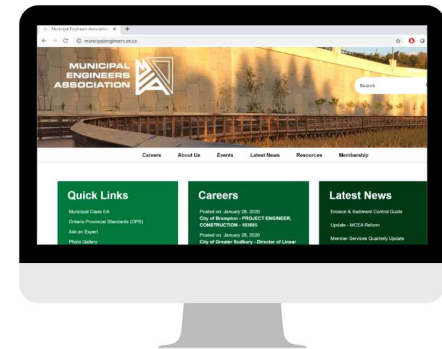
A graphic for a webinar. The word 'WEBINAR' is written in large, white, block letters at the top. Below it, a network of glowing blue circles, each containing a person icon, is connected by lines, suggesting a virtual meeting or community. The background is a dark blue gradient.

municipalclassea.ca
Effective MCEA Consultation During COVID-19
New Heritage Bridge Checklist



Upcoming Training

www.MunicipalEngineers.on.ca
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Events
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MCEA Training



**Approval of Arterial/Collector Roads
through the Planning Act
2020 MCEA Amendment Explained
Introduction to the MCEA**

**MUNICIPAL
ENGINEERS
ASSOCIATION**



QUESTIONS

www.MunicipalEngineers.on.ca/Resources/Ask-An-Expert

**A Recording of this Presentation and a Copy of the
Slideshow will be Posted on the MCEA Web Site**

www.municipalclassea.ca