

Document 2 Consultation Plan Summary

Consultation is a key principle of successful environmental assessment planning and a requirement of the Municipal Class Environmental Assessment (EA) process for a Schedule C study. Consultation efforts for the Huntmar Drive Widening and Stittsville Main Street Extension EA study involved a broad range of stakeholders, including residents, community associations, property owners, businesses, school boards, regulatory and approval agencies, Indigenous People, City Accessibility Advisory Committee, various City departments, special interest groups, and Ward Councillors.

Three Consultation Groups were created to assist the EA study team in advancing the study by providing input at key decision points in the process. These were the Agency, Business, and Public Consultation Groups:

- The Agency Consultation Group (ACG) primarily includes representatives from government agencies (federal, provincial, municipal) and approval bodies. The ACG ensures that the City is following the relevant procedures, policies and legislation.
- The Business Consultation Group (BCG) enables business owners and private sector property owners to inform and provide input to the study, advising and commenting on economic and business issues and development plans.
- The Public Consultation Group (PCG) enables community associations, community groups, special interest groups and Advisory Committees to provide direct input to the study, advising and commenting on local issues and opportunities.

Early in the study process, stakeholders were identified through consultation with Ward Councillors. Contact lists were maintained and updated throughout the process.

Numerous focused stakeholder meetings were also held throughout the study to discuss specific issues and opportunities. This included meetings with the directly affected landowners and businesses. These meetings were critical in ensuring that the planned and ongoing developments and development applications were considered and incorporated into the EA study recommendations.

The public was notified of the EA study commencement and of the virtual public consultation events (virtual open houses) that were held as part of the consultation process.

The virtual public consultation events included a bilingual presentation, display boards and a question-and-answer period delivered by the bilingual study team. All consultation materials were posted on the project website (<https://www.Ottawa.ca/huntmardrivestittsvillemain>) in accessible format to allow for additional feedback. A questionnaire was also posted on the project website that allowed anyone interested to provide feedback for 3 weeks following the consultation event.

Every person who had an interest in the study had the opportunity to learn and participate in consultation events by visiting the project website and by contacting the project manager at any time. All persons and organizations that expressed an interest in the project were added to the project mailing list and received information about the study as it progressed.

Three sets of Agency, Business, and Public Consultation Group meetings and two public consultation events were held virtually over the course of the study. Consultation Group participants were invited to attend via email approximately 2-3 weeks before the scheduled meeting date and then reminded of the meeting via a second email one week prior. A summary of the consultation dates is provided below.

At the first set of Consultation Group meetings, participants received information on the Study objectives and context, existing conditions and draft alternative design concepts.

First Agency Consultation Group Meeting	First Business Consultation Group Meeting	First Public Consultation Group Meeting
Wednesday, September 29, 2021 10:00 am to 12:00 pm 29 members attended	Monday, October 4, 2021 1:30 to 3:00 pm 16 members attended	Monday, October 4, 2021 3:30 to 5:00 pm 4 members attended

At the second round of Consultation Group meetings and the first Public Consultation Event, participants were engaged in discussion and received information on the following:

- Introduction and Study Objectives
- Background, Need and Opportunity
- Existing Conditions and Planning Framework
- Preferred Solutions and Preliminary Preferred Designs
- Next Steps
- Question and Answer period

Second Agency Consultation Group Meeting	Second Business Consultation Group Meeting	Second Public Consultation Group Meeting	First Public Consultation Event (open house)
Wednesday, February 23, 2022	Tuesday, June 7, 2022	Tuesday, June 7, 2022	June 15, 2022 6:30 to 8:30 pm

10:00 am to 12:00 pm 30 members attended	2:00 to 4:00 pm 21 members attended	6:30 to 8:30 pm 4 members attended	45 individuals signed in
---	--	---------------------------------------	--------------------------

Notification of the public consultation period occurred through several means. An email reminder was sent to the general project mailing list on June 10, 2022. The study team notified Consultation Group members of the date, time, and virtual platform of the first public consultation event and encouraged them to share this information broadly. Ward Councillors' offices helped promote the event via their newsletters. Buckslips were mailed out to the residents within and surrounding the Project Limits (approximately bounded by Richardson Side Road, Terry Fox, Hazeldean and Carp roads). Advertisements were also placed in citywide newspapers, specifically the English language Ottawa Citizen and the French language LeDroit in both their June 4 and June 11, 2022 editions. The public consultation event was also advertised on City of Ottawa's Facebook social media accounts.

Fully accessible versions of the consultation materials - including the presentation slide deck, detailed information boards, and draft concept design roll plans were made available on the project website at <https://www.Ottawa.ca/huntmardrivestittsvillemain> (English) and [Ottawa.ca/promenadehuntmarstittsvillemain](https://www.Ottawa.ca/promenadehuntmarstittsvillemain) (French). Feedback on the project was invited via an online survey, which was available between June 15 and July 6, 2022. A total of 17 surveys were received. Some residents also provided input directly to the project manager via email.

At the third round of Consultation Group meetings and the second (final) Public Consultation Event, participants were engaged in discussion and received information on the following:

- Introduction, Study Objectives, EA Process
- Background, Need and Opportunity
- Consultation Feedback to Date
- Draft Recommended Plan
- Project Impacts and Mitigation Measures
- Project Phasing and Implementation
- Next Steps
- Question and Answer

Third Agency Consultation Group Meeting	Third Business and Public Consultation Group Meeting (combined)	Secon Public Consultation Event (open house)
--	--	---

Tuesday, December 6, 2022	Thursday, January 19, 2023	Tuesday, January 31, 2023
10:00 am to 12:00 pm	10:00 am to 12:00 pm	6:00 to 8:00 pm
50 members attended	36 members attended	42 individuals signed in

Notification of the public consultation period occurred through several means. An email reminder was sent to the general project mailing list on January 20, 2023. The Study team notified Consultation Group members of the date, time, and virtual platform of the second public consultation event and encouraged them to attend and promote it. Buckslips were mailed to the residents within and surrounding the Project Limits. Advertisements were also placed in the Ottawa Citizen and LeDroit in both their January 21 and 28, 2023 editions. The City’s Facebook social media accounts were also used to advertise the consultation event.

Accessible versions of the consultation materials (presentation, information boards, and design roll plans) were made available on the project website. Feedback on the project was welcomed via an online survey, which was available between January 31 and February 23, 2023. A total of 7 surveys were received. Residents also provided comments directly to the project manager by email.

During the two public consultation periods, emails were sent to the Indigenous Communities providing an update on the Study and offering an opportunity to discuss further and to meet if desired. No comments have been received to date.

Input received as part of the EA’s consultation efforts was critical to the success of the study and informed all components of the EA process, including the evaluation of alternative solutions and designs, and the preparation of the recommended plan. The Huntmar Drive Widening and Stittsville Main Street Extension Environmental Study Report contains a detailed summary of key comments and questions received and how they were addressed as part of the EA process.