

Appendix I – Public Consultation

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* To be added following 30-day public review and before finalizing the IMP

Summary of Consultation

The IMP study process has been completed in accordance with the provisions for “Master Plans” completing Phases 1 & 2 as outlined in the Municipal Class Environmental Assessment (EA) process (2023) by the Municipal Engineers Association following “Approach #1”. The Municipal Class EA process is an approved process under the *Environmental Assessment Act RSO 1990* (EA Act) that follows a planning process leading to environmentally sound decision-making. An EA involves identifying and planning for environmental issues and effects prior to implementing a project or set of projects. The development of the IMP Master Plan included consultation with the public and stakeholders, consensus building, consideration of reasonable alternative solutions and a high-level assessment of the effects on the environment at the network level. The strategy for consultation was developed as a broad, bilingual and accessible program which included the following:

- Numerous Project Management Team Meetings;
- Six (6) Steering Committee Meetings;
- Two (2) Public Consultation Events;
- Numerous Targeted Stakeholder Meetings;
- Correspondence via Letters and emails; and
- Establishment of a Study website.

Stakeholders

A broad list of stakeholders was developed for the study to be kept apprised of the study process. These included:

- Conservation Authorities;
- Community Associations;
- Development Review Sub-Committee (internal City representatives and external developer consultants);
- Building Owners and Managers Association (BOMA);
- Federation of Citizen’ Associations of Ottawa (FCA);
- Greater Ottawa Home Builders’ Association (GOHBA);
- Greenspace Alliance;
- City of Ottawa Ward Councillors;
- Provincial Ministry Representatives; and
- Subscribers via City website requested be part of the stakeholder consultation list.

Consultation was also undertaken throughout the study with identified Indigenous Communities. Communities to consult with were identified through advisement from MECP and supplemented by City expertise.

Consultation Methods



A variety of methods for communicating updates on the study were employed to obtain feedback throughout the study lifecycle. These included:

- **Stakeholder List:** a list of stakeholders for the study was created and updated throughout the study. Members include those listed as above as well as members of the public who could request to be added to the contact list for the study to receive updates throughout the study process.
- **Engage Ottawa Study Website:** English and French websites were established for the study English: Ottawa.ca/imp and French: Ottawa.ca/pdi in Q4 (November) 2019. The study website posted notification of public consultation events and associated consultation material throughout the study process.
- **Social Media Updates:** notifications on various social media platforms were provided at key study milestones.
- **Study Email:** emails received throughout the study process were received through the Engage Ottawa website and responded to via the email established for the study at: imp-pdi@ottawa.ca
- **Public Consultation Events:** two (2) public consultation events were held at key milestones during the study process. The first was held in the spring of 2022 and the second was held in the spring of 2023.

Communications throughout the study were provided in both English and French languages as well as meeting provincial accessibility requirements in accordance with the *Accessibility for Ontarians with Disabilities Act, 2005 (AODA)* as required.

Consultation Events

- **November 2019 Notice of Study Commencement:** The Notice of Study Commencement was published in local newspapers on November 1st 2019 and is provided in **Appendix I, Item 1**. The notice was sent out to the stakeholder list and Indigenous Communities via email as well as posted to the study website.
 - Summary of Consultation Feedback: Feedback received during the consultation period from emails were examined and tabulated to better understand the comments and concerns. A total of 11 emails were received. The following are the most frequently discussed topics, in order of frequency by theme.

Frequency	Comments/Concerns
7	Request to receive updates/information; be added to project mailing list
2	Questions/concerns about project coordination with relevant construction projects
1	Questions/concerns about project coordination with OP, TMP projects
1	Confirmation of receipt of a message/inquiry

Frequency	Comments/Concerns
1	Question/concern about source water protection/contamination
1	Question/concern about pressure/infill impacts to existing community infrastructure
1	Request for information on municipal water to villages
1	Request for continued community engagement/consultation

- June 2020 Meeting with Community Associations:** An introductory online meeting was held with representatives of area community associations on June 18, 2020. An overview of the study objectives and timelines was provided at that time. Community association representatives were provided this opportunity to provide early input to the IMP process.
- June 2020 Meeting with Greater Ottawa Home Builders Association (GOHBA):** An introductory online meeting was held with representatives of GOHBA on June 18, 2020. An overview of the study objectives and timelines was provided at that time. GOHBA representatives were provided this opportunity to provide early input to the IMP process.
- August 2021 Master Plan Update:** In August 2021 when the IMP decoupled from the OP for consultation a notification of the updated project schedule was sent out to the stakeholder list and Indigenous Communities via email as well as posted to the study website.
 - Summary of Consultation Feedback: Feedback received during the consultation period from emails were examined and tabulated to better understand the comments and concerns. A total of 18 emails were received. The following are the most frequently discussed topics, in order of frequency by theme.

Frequency	Comments/Concerns
11	Request to receive updates/information; be added to project mailing list
3	Questions/concerns about project coordination with OP, TMP projects
3	Confirmation of receipt of a message/inquiry
2	Concerns about timelines and project consultation process
2	Offer of support in process (technical questions, consultation contact lists)
2	Comments on Municipal Class EA approval process approach
2	Questions/concerns about pressure/infill impacts to existing community infrastructure
1	Question/concern about source water protection/contamination

- February 2021 through February 2023 Engagement with GOHBA:** Six (6) meetings were held throughout this time with the Urban Infill Committee to share information on the IMP progress and obtain feedback.

- **May 2022 Preliminary Policies and Program Recommendations Public Consultation:** In May 2022 a notification was posted to the study website with an update of the Study's progress and inviting comments on the draft preliminary policies and program recommendations document. The document was provided in both English and French in accessible format. A feedback form was provided on the City's website, alternatively, comments could also be provided by email to the study team. Comments were invited between May 20, 2022 and July 22, 2022. Notifications, feedback received and further details can be found in **Appendix I, Item 2** for the As We Heard It Report for this consultation period.
- **December 2022 through April 2023 Engagement with GOHBA:** An *On-Site SWM Working Group* was established to support the study which consisted of GOHBA members and City of Ottawa representatives. The working group was created to work together to address stormwater requirements for small residential developments of ten or fewer dwelling units. Five (5) meetings were held throughout this time.
- **June 2023 Draft IMP Virtual Open House and Online Engagement:** On June 14, 2023 the City hosted a live online consultation event with a presentation and question and answer periods. Display boards were also provided detailing key information from the draft IMP. All information presented was available in English and French accessible formats. Notification was sent out to the stakeholder list via email, posted to social media and posted to the study website. In addition, newspaper ads were published in the Citizen and le Droit May 20 and June 10 informing the public of the event. Comments were invited between June 14 and July 7, 2023. Notifications, feedback received and further details can be found in **Appendix I, Item 3** for the As We Heard It Report for this consultation period.
- [DATE TO BE DETERMINED AFTER COUNCIL APPROVAL] **Notice of Master Plan:** The Notice of Master Plan and 30-day public review period was published in local newspapers on [DATE TO BE DETERMINED AFTER COUNCIL APPROVAL] and is provided in **Appendix I, Item 4** of this Appendix. The notice was sent out to the stakeholder list and Indigenous Communities via email as well as posted to the study website.

Summary of Indigenous Consultation

Correspondence with Indigenous Communities can be found in **Appendix I, Item 5.**

- November 2019 sent Notice of Commencement via email
- August 2021 sent Master Plan Update via email
- March 2022 sent an update email
- May 2022 sent notification inviting comment on the Preliminary Policies and Program Recommendations via email
 - Response was received from the Algonquins of Pikwakanagan via email requesting a phone call which occurred July 20, 2022. A follow up email summarizing the conversation was sent. No further comments received.

