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| <b>TO:</b>      | <b>CHAIR AND MEMBERS<br/>WASTE MANAGEMENT WORKING GROUP<br/>MEETING ON JANUARY 19, 2017</b>  |
| <b>FROM:</b>    | <b>JAY STANFORD, M.A., M.P.A.<br/>DIRECTOR, ENVIRONMENT, FLEET &amp; SOLID WASTE</b>   |
| <b>SUBJECT:</b> | <b>GENERAL FRAMEWORK FOR THE COMMUNITY ENGAGEMENT<br/>PROGRAM FOR THE RESOURCE RECOVERY AND RESIDUAL<br/>WASTE DISPOSAL STRATEGIES AS PART OF THE<br/>ENVIRONMENTAL ASSESSMENT PROCESS</b> |

### RECOMMENDATION

That, on the recommendation of the Director – Environment, Fleet & Solid Waste, the following **BE SUPPORTED** by the Waste Management Working Group:

- a) The general framework for the community engagement program as presented in this report;
- b) The establishment of a Waste Management Community Liaison Committee designed to be a liaison/feedback group for City staff; and
- c) The typical flow of information/reporting structure as identified in Figure 1 in this report.

### PREVIOUS REPORTS PERTINENT TO THIS MATTER

Relevant reports that can be found at [www.london.ca](http://www.london.ca) under City Hall (Meetings) include:

- Memorandum of Understanding with the Institute for Chemicals and Fuels from Alternative Resources - University of Western Ontario (December 12, 2016 meeting of the Civic Works Committee (CWC), Item #10)
- Establishment of a Waste Management Working Group (December 5, 2016 meeting of the Strategic Priorities and Policy Committee (SPPC), Item #2)
- Update and Next Steps: London Waste to Resources Innovation Centre and Green Shields Energy (October 4, 2016 meeting of the CWC, Item #10)
- Appointment of Consulting Engineer Long Term Solid Waste Resource Recovery and Disposal Plans (May 24, 2016 meeting of the CWC, Item #10)
- Individual Environmental Assessment Long Term Solid Waste Resource Recovery & Disposal Plans (October 6, 2015 meeting of the CWC, Item #14)
- Preliminary Concept for a London Waste to Resources Innovation Centre (February 3, 2015 meeting of the CWC, Item #4)
- City of London W12A Landfill Area Plan Study Meeting on Official Plan & Zoning By-Law Amendment (February 9, 2009 meeting of the Planning Committee, Item #15)

### COUNCIL'S 2015-2019 STRATEGIC PLAN

Municipal Council has recognized the importance of solid waste management in its 2015-2019 - Strategic Plan for the City of London ([2015 – 2019 Strategic Plan](#)) as follows:

#### **Building a Sustainable City**

- Strong and healthy environment
- Robust infrastructure

#### **Growing our Economy**

- Local, regional, and global innovation
- Strategic, collaborative partnerships

#### **Leading in Public Service**

- Proactive Financial Management
- Innovative & supportive organizational practices
- Collaborative, engaged leadership
- Excellent service delivery

## BACKGROUND

### **PURPOSE:**

The purpose of this report is to provide the Waste Management Working Group (WMWG) with an overview of the community engagement plan for development of the Resource Recovery Strategy and the Residual Waste Disposal Strategy for the City of London.

### **CONTEXT:**

In October 2015 Municipal Council directed staff to proceed with the development of long-term Resource Recovery Strategy and Residual Waste Disposal Strategy for the City of London.

The Resource Recovery Strategy involves the development of a plan to maximize waste reduction, reuse, recycling, resource recovery, energy recovery and/or waste conversion in an economically viable and environmentally responsible manner. Resource Recovery strategies (i.e., sometimes known as waste diversion strategies) are developed and approved at the local government level and do not require Provincial government approval. However, they do serve as input into Provincial government decision-making.

The Residual Waste Disposal Strategy involves the development of a long-term plan to manage residual waste (waste after resource recovery) and involves completion of an Individual environmental assessment (EA) as prescribed by the Ministry of Environment & Climate Change (MOECC). The Individual EA is approved by the Minister of Environment & Climate Change and Cabinet.

A key aspect of any environmental assessment is community engagement. It enables stakeholders to participate in the planning process and enhance the quality of the project. The objectives of community engagement are:

- to engage stakeholders from the beginning of the process through the use of a variety of community engagement tools, events and activities to ensure that there are adequate opportunities to learn about the project and to provide input, feedback and comments concerning the development of the two strategies and the EA Process, and that these comments are considered by the City;
- to engage Indigenous Communities as early as possible in the process and to facilitate their involvement in the process in ways that meet their needs;
- to ensure the engagement process is open, transparent and inclusive;
- to document all issues and concerns identified by the public, agencies and other stakeholders and to demonstrate how these concerns and issues have been incorporated into the decision making process; and,
- to fulfill the EA Process public consultation requirements.

## DISCUSSION

This report provides an overview of the proposed community engagement program and is divided into three parts:

PART A Who Will be Consulted?

PART B What Engagement Tools will be Used?

PART C How will Information be Incorporated into the Process?

### **PART A - Who Will be Consulted?**

There are generally three categories of stakeholders who want to be involved in the EA Process; the general public, the Government Review Team and Indigenous Communities.

## General Public

Key stakeholders from the general public include:

- Interested residents, businesses and groups;
- City of London Advisory Committees;
- W12A Landfill Public Liaison Committee; and,
- Waste Management Community Liaison Committee (see below, to be created).

Broad-based advertising (e.g., social media, newspaper advertisements) will be used to reach interested persons, businesses and groups. In addition, notices or newsletters regarding the process will be mailed to all property owners within two kilometres of the Waste Management and Resource Recovery area which includes the W12A Landfill site. The City will engage interested persons, businesses and groups and elicit feedback through a variety of methods such as open houses, letter and email correspondence, social media, Engage London, the City's website and newspaper advertisements.

The City has three Advisory Committees that may have interest in the EA and will be contacted early in the process to determine how they would like to participate in the process. The three Advisory Committees are the Advisory Committee on the Environment, Agriculture Advisory Committee and Environmental and Ecological Planning Advisory Committee.

The W12A Landfill PLC serves as a focal point for dissemination, review and the exchange of information and monitoring results relevant to the operation of the City's landfill. The W12A Landfill PLC will be sent all public notices on the process and provided with regular updates at their meetings (every two months). The W12A Landfill PLC will also be given the opportunity to have one or two of its members be a part of the proposed Waste Management Community Liaison Committee (CLC).

It is proposed to establish a new liaison committee whose purpose is to make sure that the diverse interests of multiple stakeholders are equally and adequately represented through a diverse membership throughout the EA Process by encouraging the participation of key individuals representing specific stakeholder groups. The proposed name for the committee is the Waste Management CLC. The proposed objective of the CLC is to act as an informal sounding board (panel) and to:

- provide input on the Terms of Reference and the EA studies;
- provide input on communication materials to be used in the community engagement; and,
- provide the City with assistance in reviewing issues received from the community, as appropriate.

The proposed composition of the CLC is presented in Table 1.

**Table 1 – Proposed Composition of Waste Management CLC**

| <b>Member</b>   | <b>Selection Process</b>   |
|---|--|
| One and two members from a community group with interest in the environment | <ul style="list-style-type: none"> <li>• Will approach London Environmental Network and/or Urban League to recommend participants</li> </ul> |
| One or two members community associations                                   | <ul style="list-style-type: none"> <li>• Will approach London Urban League to recommend participants</li> </ul>                              |
| One or two members of the local business community                          | <ul style="list-style-type: none"> <li>• Will approach London Chamber of Commerce to recommend participants</li> </ul>                       |
| One or two waste management company using the W12A Landfill                 | <ul style="list-style-type: none"> <li>• Waste management companies will be invited to submit an application to participate</li> </ul>       |
| One or two members from W12A Landfill Public Liaison Committee              | <ul style="list-style-type: none"> <li>• Will approach W12A Landfill PLC to recommend participants</li> </ul>                                |
| Two members at large  | <ul style="list-style-type: none"> <li>• Public will be invited to submit an application to participate</li> </ul>                           |

### Government Review Team

The Government Review Team consists of staff from various government ministries and agencies (federal, provincial including local Conservation Authorities and municipal including local Boards of Health) who have an interest in the proposed project. At a minimum, members of the Government Review Team will receive all mandatory notices and be provided a copy of all draft ToR and EA reports for review and comment. Additional involvement by individual Government Review Team members will be made on a case by case basis as required.

### Indigenous Communities

The City will engage Indigenous groups as early as possible in the development of this TOR to facilitate their involvement in the process in ways that meet their needs. The Indigenous groups will be consulted on how they would like to be involved in the EA Process. The City is currently developing a list of potentially affected Indigenous groups in consultation with the Ministry of Environment and Climate Change (MOECC), the Ministry of Indigenous Relations and Reconciliation, and Aboriginal Affairs and Northern Development Canada.

## **PART B What Engagement Tools will be Used?**

The minimum community engagement requirements for an individual EA are listed below:

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| Notice of Commencement   | mandatory          |
| Notice of Submission   | mandatory          |
| Maintain a website (or webpages) with information about the proposal | highly recommended |
| Provide specific aboriginal consultation                             | highly recommended |
| Hold at least two events providing information and receiving input   | highly recommended |

The proposed community engagement plan by the City goes well beyond these minimum requirements and is outlined below.

### Terms of Reference Phase

The proposed community engagement activities for the Terms of Reference phase are listed in the approximate order in which they are likely to occur.

- **Notice of Commencement (NOC)** - The NOC will announce the start of the ToR phase. The NOC will be advertised in The Londoner and posted on the City's website. It will provide a brief overview of the proposed Undertaking, information about the City, the application process for participation in the Waste Management CLC, open house #1 and how to contact the City with comments and questions.

Prior to issuance of the NOC, a media release will be issued to all local newspapers and radio and TV stations and announcements will be made on the City's website and through social media.

The NOC, accompanied by a letter of introduction from the City about the undertaking, will be emailed or mailed to:

- Government Review Team members;
  - Indigenous Communities;
  - Businesses that utilize the W12A Landfill;
  - Properties located within a 2 km radius of the Waste Management and Resource Recovery area.
- **Website** - The City's website will allow stakeholders to stay up to date on the ToR Process, get background information and documents, find out about upcoming community engagement activities and will include a number of engagement tools to solicit feedback including the new Engage London program.

- **Interested Stakeholders Contact List** - The City will maintain a contact list of anyone who has expressed an interest in being involved in the process. Anyone on the contact list will be notified of all community engagement events as well as be provided general updates on the status of the EA Process on a regular basis.
- **Advertising of Community Engagement Events** – The minimum advertising for specific community engagement events (e.g., open houses, circulation of Draft Terms of Reference, Notice of Submission) will be placement of an ad in The Londoner newspaper, information posted on the City’s website and a notice mailed to:
  - Persons and groups on the Interested Stakeholders Contact List;
  - Indigenous Communities;
  - Properties located within a 2 km radius of the Waste Management and Resource Recovery area
- **Waste Management CLC Meetings** – The Waste Management CLC will meet on a regular basis to provide input to the City Project Team. The first meeting of the CLC will elect a chair and vice-chair, review the role of the CLC and review and discuss the EA Process and materials to be displayed at Open House #1. Meetings will also take place prior to the second and third open houses to review and comment on material to be used at the open houses and prior to submission of the draft ToR to the MOECC to provide comments on the draft document. Additional meetings will take place on an as needed basis. Guidelines for the general operation of the Waste Management CLC will be submitted to Civic Works Committee.
- **Open Houses** – The City will hold at least two and likely three open houses to inform the public about the EA Process, the Community Engagement Plan, the overall project, alternatives being considered and to solicit input. Each open house may involve multiple days at one location and/or be held at several different locations.
- **Other Meetings/Presentations** - The City Project Team will be available to meet and/or make presentations to interested residents individually and/or to groups (depending on the preference of the residents) who want further details or who want to speak directly to staff about any concerns or input they have. Staff will tailor the meeting/presentation to the needs of each group or individual and in general each will include an explanation the EA Process, provide information, answer questions and provide opportunities for residents to deliver feedback.
- **Indigenous Communities** - In addition to the community engagement activities described above, consultation specific to individual Indigenous groups will also be carried out.
- **Draft Terms of Reference** – A draft ToR will be prepared and circulated for review. This allows potential issues to be identified and considered up front. It also allows identification and feedback on major gaps and omissions that if not corrected may lead to amendments to the document once it is formally submitted.
- **Notice of Submission (NOS)** - The NOS will announce the formal submission of the completed ToR to the MOECC for approval. Stakeholders will have the opportunity to directly provide comments to the MOECC on the ToR.

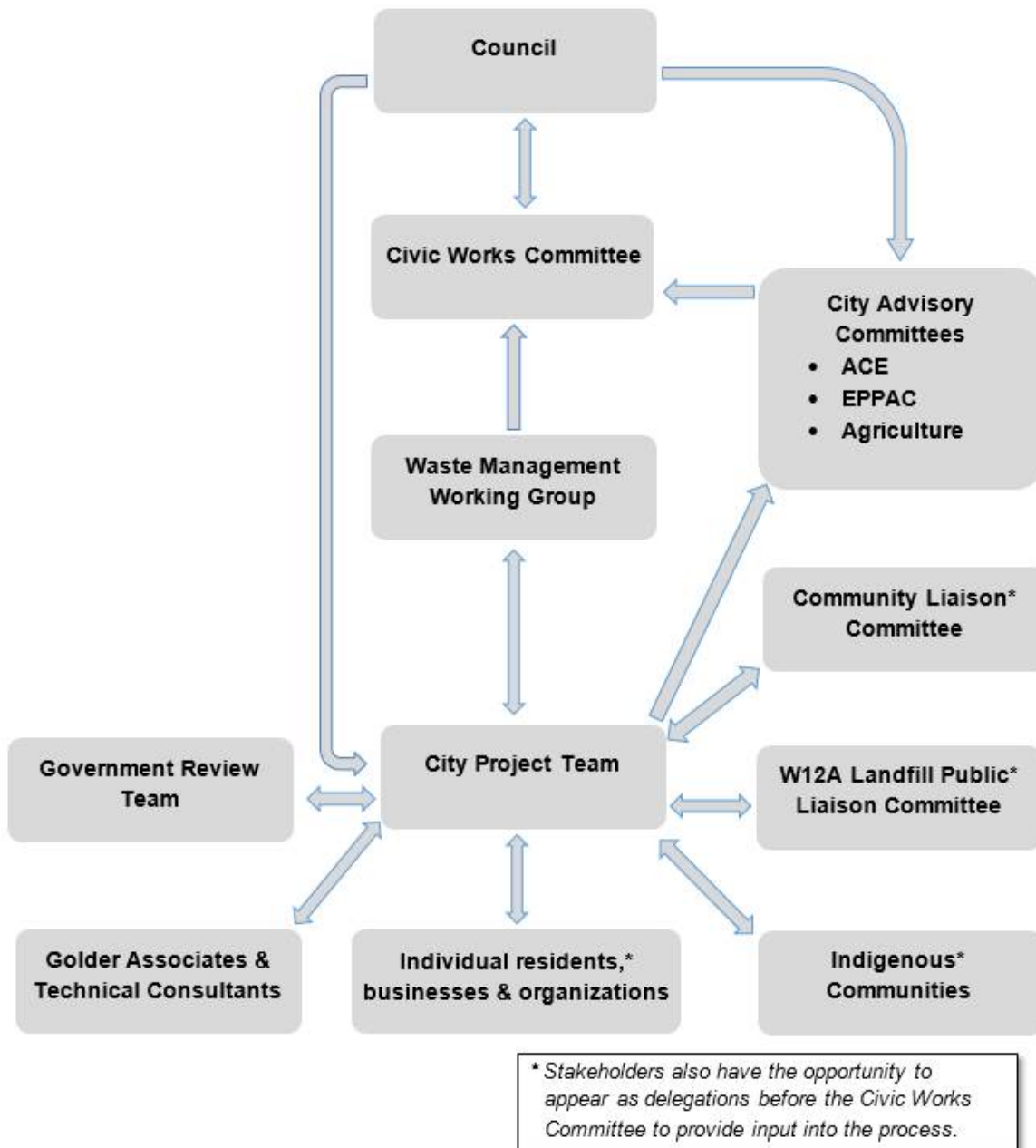
### EA Phase

The Community Engagement Program for the EA phase will be developed at the end of the ToR Phase taking into account what worked and what did not during the ToR Community Engagement Program. It is expected that the Community Engagement Program for the EA phase will have many of the same features used in the ToR phase including NOC, the use of the City website, the interested stakeholders contact list, advertising of community engagement events, Waste Management CLC meetings and open houses.

### **PART C How Will Information be Incorporated into the Process?**

The typical flow of information between the various groups and stakeholders identified in Part A and the City approval process is presented in Figure 1.

Figure 1 – Typical Flow of Information/Reporting Structure



**ACKNOWLEDGEMENTS**

This report was prepared with assistance from Mike Losee, Division Manager, Solid Waste Management.

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