

County of Simcoe
Environmental Resource Recovery Centre
Consultation Report – Project Initiation and Siting
June 4, 2018

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1 INTRODUCTION

In 2010, a 20-year Solid Waste Management Strategy (Strategy) was approved for the County of Simcoe. With a focus on diversion of waste from landfill, the document addressed various considerations for long-term waste management planning – including development of infrastructure for transfer and organics processing. Planning for transfer of garbage is crucial given the looming closure of County landfills by 2029 and projected population growth. In addition, ensuring organics processing capacity has become increasingly important given provincial waste policy brought forth under *Bill 151 – Waste-Free Ontario Act, 2016*.

Further to the Strategy, development of a Materials Management Facility (MMF) for transfer of garbage and recycling and an Organics Processing Facility (OPF) began in earnest in 2014. Although an Environmental Assessment (EA) is not required for either the OPF or MMF, the County committed to going above and beyond requirements to develop these projects with this framework in mind – including undertaking an extensive consultation program. The 18-month siting process consisted of three distinct phases – seeking direction on siting methodology, short-listing sites, and determining the preferred final site. In March 2016, County Council approved furthering development of a co-located OPF and MMF, referred to collectively as the Environmental Resource Recovery Centre (ERRC), at 2976 Horseshoe Valley Road West, Springwater. Furtherance of required land use planning approvals continues at the time of writing this report.

The purpose of this report is to summarize public, Aboriginal, and stakeholder consultation undertaken throughout the siting process to submission of the land use planning approval documents in November 2016. Although much of this material has already been provided through various staff reports to County Council and uploaded to the project webpage at www.simcoe.ca/errc, this report will provide a comprehensive reference and overview of the engagement process undertaken from project initiation through siting.

It is noted that consultation and comments related to the land use planning process are summarized in other project-related reports. As project development has continued over 2017/2018, additional staff reports can be found on the project webpage.

1.1 Presentation of Information

This document provides a comprehensive summary of consultation activities undertaken and is organized as follows:

- objectives of the consultation program;
- consultation tools and strategies applied to public consultation;
- summary of consultation undertaken with Aboriginal communities;
- overview of stakeholder consultation activities;
- public information and consultation sessions undertaken through project notification to final site selection; and
- brief summary of continued consultation and next steps.

2 SITE LOCATION AND LAYOUT

Currently in the land use planning process, the proposed site for the ERRC is located at 2976 Horseshoe Valley Road West in the Township of Springwater, legally described as Lot 2 Concession 1. It is located on the north side of Horseshoe Valley Road West, approximately 3 kilometers west of Highway 400. The location of the site is provided as **Figure 1** for reference. The property is owned by the County of Simcoe and identified as the Freele County Forest Tract. The overall site is roughly 84 hectares (207 acres) in area with the proposed facility footprint of the ERRC set to utilize only approximately 4.5 hectares of land located more or less centrally within the property.

A conceptual site layout has been provided for reference as **Figure 2**.

3 OBJECTIVES AND METHODOLOGY FOR CONSULTATION

From the outset, the OPF and MMF projects were approached with an understanding of the sensitive nature of siting waste management facilities and acknowledging that – despite the many advantages the ERRC will bring to County diversion programs and waste operations – there would be concerns from neighbouring landowners.

The objectives of the engagement process (which continues) are threefold – to provide detailed information and awareness of the project (inform), obtain feedback on alternatives and/or decisions in order to inform decision making at critical milestones (consult), and work with relevant stakeholders during the various steps of developing these projects (collaborate).

The following methodology has guided the engagement process thus far:

- clear, accessible information is provided to County Council, the public, and stakeholders as the project is developed;
- information/consultation sessions and meetings are organized at key project milestones, open to the appropriate stakeholders, and undertaken in a format that encourages effective and meaningful dialogue;
- proposed methods of engagement and communication material for public sessions, such as storyboards, are brought forth to the Community Engagement Committee (CEC) for their review and recommendations;
- timely and transparent staff reports are provided to County Council presenting project updates, consultant reports, and summaries of on-going consultation (including communication material);
- various forms of media are utilized to advertise important milestones (such as staff reports, information/consultation sessions, etc.) – this includes media releases, paid advertising (print and radio), social media, and notification to the project contact list;
- engagement with staff on the Project Team is encouraged and contact information readily available for submission of questions, comments, or concerns; and
- dialogue (whether verbal or in writing) is undertaken in a respectful manner.

This methodology was provided to County Council via *Item CCW 16-191 – Solid Waste Management Infrastructure Projects – Public/Stakeholder Engagement Update* (May 24, 2016).

4 CONSULTATION TOOLS AND ACTIVITIES

The intent of the consultation process for the ERRC project is to provide the community with project information at all stages in development and apply feedback and responses to project design and development as early and transparently as possible. A variety of methods and communication tools have been utilized for disseminating project information and for on-going collection of information from interested parties – including the public, Aboriginal communities, and agencies.

Communication tools used for this project and discussed further in this report include:

- on-line information via project webpages established for the OPF and MMF and the co-located ERRC facility – www.simcoe.ca/errc;
- media releases at key project milestones;
- project notices published in local newspapers;
- utilization of social media – notices provided via Facebook and Twitter;
- information on the ERRC project provided to County residents via the ‘Managing Your Waste’ newsletter and at public events;
- interviews with local media – both print and radio;
- updates sent to the Project Contact List;
- direct mailings to landowners within 500 m of the proposed site/facility;
- public information and consultation sessions undertaken at various stages of the siting process, with County staff and consultants available to attendees;
- feedback forms provided at public sessions and available on-line for submission to the project team;
- establishment of the Community Engagement Committee with local government, First Nations, and public representation to provide feedback on the consultation process; and
- staff reports presented to County of Simcoe Council – providing updates and information at key milestones.

4.1 Project Webpages

Throughout the development process, information on this project was provided on dedicated webpages. At the onset, both the OPF and MMF facilities had their own webpages on the County’s website (www.simcoe.ca/opf and www.simcoe.ca/mmf) with links provided from both the County’s main page and Solid Waste Management page. Following the siting process and determination that both facilities would be located on one site at the ERRC complex, the webpages were combined and redirected to one webpage (www.simcoe.ca/errc).

This webpage is updated regularly with the project’s current status and, in addition, contains:

- announcements regarding public information and consultation sessions and upcoming staff reports to be presented to County Council;
- Frequently Asked Questions (FAQs – both web-based with a search tool and in PDF format);

- information video on the ERRC complex;
- details on the siting process;
- consultants' reports; and
- all project-related staff reports.

Currently, a link is provided to the County's Planning webpage – providing information on the land use planning process and technical studies undertaken to date.

4.2 Media and Social Media Communication

Working with the County's Corporate Communications Department, a variety of tools have been utilized to communicate project information with the public – from media releases/advisories to utilization of County social media. These tools were utilized at key milestones from project notification through the siting process. Table 1 below provides a summary of media releases and advisories sent from the County's Corporate Communications Department from 2014 until the land use planning applications were submitted in late 2016.

Table 1: Summary of Media Releases and Advisories

Date	Title of Release/Advisory
June 17, 2014	<i>Advisory</i> County hosts public information sessions on Organics Processing Facility
December 1, 2014	<i>Reminder Advisory</i> County hosts public information sessions on Organics Processing Facility and Materials Management Facility
August 6, 2015	<i>Release</i> County of Simcoe Committee of the Whole set to review report on siting of Solid Waste Management projects
August 31, 2015	<i>Release</i> County Council approves next steps in siting Solid Waste Management projects Announce public consultation dates and locations
September 23, 2015	<i>Advisory</i> County of Simcoe hosts public consultation sessions on Solid Waste Management projects
October 5, 2015	<i>Reminder Advisory</i> County of Simcoe hosts public consultation sessions on solid waste management projects – Minesing and Oro Medonte
October 15, 2015	<i>Reminder Advisory</i> County of Simcoe hosts public consultation sessions on solid waste management projects – Elmvale
October 19, 2015	<i>Reminder Advisory</i> County of Simcoe hosts public consultation sessions on solid waste management projects – Stayner
October 26, 2015	<i>Reminder Advisory</i> County of Simcoe hosts public consultation session on solid waste management projects – Hillsdale

Table 1: Summary of Media Releases and Advisories *continued*

Date	Title of Release/Advisory
March 1, 2015	<i>Release</i> Committee of the Whole set to review Organics Processing Facility and Materials Management Facility siting report
March 8, 2015	<i>Release</i> Committee of the Whole endorses preferred location and passes motion for Council's approval
March 22, 2015	<i>Release</i> County Council approves preferred location for Organics Processing and Materials Management Facility
April 7, 2016	<i>Advisory</i> County of Simcoe hosts public information sessions on Organics Processing and Materials Management Facility
April 18, 2016	<i>Reminder Advisory</i> County of Simcoe hosts public information sessions on Organics Processing and Materials Management Facility
September 12, 2016	<i>Advisory</i> County of Simcoe seeking feedback on Organics Processing Facility

In addition, paid media advertising was utilized at various key milestones – primarily to advertise public consultation and information events. Advertising was run County-wide through Sun/Post Media and/or Metroland Media newspapers ranging from quarter to half-page ads in the following local newspapers: Midland Mirror, Alliston Herald, Orillia Today, Barrie Advance, Innisfil Journal, Collingwood Connection, Stayner Sun, Wasaga Sun, Bradford Times, and Innisfil Examiner. Table 2 below provides a summary of newspaper advertisements since the project was initiated in 2014 through late 2016. In addition, copies are provided for reference in **Appendix A.1**.

Table 2: Summary of Newspaper Advertisements

Date	Details of Notification
June 12, 2014	project notification – June 17, 2014 Public Information Sessions
September 1, 2014	Community Engagement Committee (CEC) application details
November 20, 2014	siting methodology and criteria – December 2, 2014 Public Sessions
November 27, 2014	siting methodology and criteria – December 2, 2014 Public Sessions
April 30, 2015	RFEIs 2015-050 and 2015-051 – property
May 7, 2015	RFEIs 2015-050 and 2015-051 – property
May 14, 2015	RFEIs 2015-050 and 2015-051 – property
September 24, 2015	short list of sites – October 2015 Public Consultation Sessions
October 1, 2015	short list of sites – October 2015 Public Consultation Sessions

Table 2: Summary of Newspaper Advertisements *continued*

Date	Details of Notification
October 15, 2015	reminder – October 2015 Public Consultation Sessions
April 7, 2016	release of preferred site – April 19, 2016 Public Information Sessions
April 14, 2016	release of preferred site – April 19, 2016 Public Information Sessions
September 8, 2016	notification of OPF survey and September 20, 2016 drop-in sessions
September 15, 2016	reminder notification of OPF Survey and September 20, 2016 drop-in sessions

The County also regularly utilizes social media platforms to communicate with residents and provide information and updates. Twitter and Facebook were utilized to increase awareness about this project and to encourage broad participation. The Twitter handle @simcoecounty and Facebook page [facebook.com/CountyofSimcoe](https://www.facebook.com/CountyofSimcoe) are embedded in various communication materials and consultation resources for reference.

Table 3 below provides an overview of Tweets and Facebook posts regarding this project.

Table 3: Summary of Social Media Communication

Date	Social Media Platform	Details of Notification
June 12, 2014	Twitter	project notification – June 17, 2014 Public Information Sessions
November 26, 2014	Twitter	December 2, 2014 Public Information Sessions
December 1, 2014	Twitter	reminder – December 2, 2014 Public Information Sessions
	Facebook	
December 2, 2014	Twitter	reminder – December 2, 2014 Public information Sessions (afternoon and evening times provided)
August 6, 2015	Twitter	Committee of the Whole set to review siting report for infrastructure projects
	Facebook	
September 5, 2015	Twitter	October 2015 Public Consultation Sessions – dates
September 10, 2015	Twitter	reminder – October 2015 Public Consultation Sessions
September 15, 2015	Twitter	
	Facebook	
September 22, 2015	Twitter	
September 23, 2015	Twitter	
September 24, 2015	Twitter	
September 28, 2015	Twitter	
September 30, 2015	Twitter	
October 2, 2015	Twitter	reminder – October 2015 Public Consultation Sessions start on October 6
	Facebook	
October 5, 2015	Twitter	reminder – October 6, 2015 Public Consultation Sessions at Simcoe County Museum

Table 3: Summary of Social Media Communication *continued*

Date	Social Media Platform	Details of Notification
October 6, 2015	Facebook	reminder – October 6, 2015 Public Consultation Sessions at Simcoe County Museum (2 Tweets during day with times)
	Twitter	
	Twitter	
October 8, 2015	Facebook	reminder – October 8, 2015 Public Consultation Sessions at Oro-Medonte Township Administration Centre (times provided)
	Twitter	
October 14, 2015	Twitter	reminder – October 15, 2015 Public Consultation Sessions at the Elmvale Arena
October 15, 2015	Facebook	reminder – October 15, 2015 afternoon Public Consultation Session at the Elmvale Arena (2 Tweets during day with times)
	Twitter	
	Twitter	
October 19, 2015	Twitter	reminder – October 20, 2015 Public Consultation Sessions at the Stayner Arena
October 20, 2015	Facebook	reminder – October 20, 2015 Public Consultation Sessions at the Stayner Arena (times provided)
	Twitter	
October 23, 2015	Twitter	reminder – final Public Consultation Sessions to be held on October 26, 2015 at Hillsdale Community Centre
October 26, 2015	Facebook	reminder – October 26, 2015 afternoon Public Consultation Session at the Hillsdale Community Centre (2 Tweets during day with times)
	Twitter	
	Twitter	
March 1, 2016	Twitter	notification – Committee of the Whole to review OPF and MMF siting report
	Facebook	
March 7, 2016	Twitter	reminder – Committee of the Whole to review OPF and MMF siting report
March 8, 2016	Facebook	notification – Committee of the Whole endorses preferred OPF/MMF location, passes motion for Council's approval
	Twitter	
March 22, 2016	Facebook	notification – County Council approves preferred location for OPF/MMF
	Twitter	
April 7, 2016	Facebook	notification – April 19, 2016 Public Information Sessions at the County Museum (afternoon and evening times provided)
April 8, 2016	Twitter	notification – April 19, 2016 Public Information Sessions at the County Museum (afternoon and evening times provided)
April 11, 2016	Twitter	
April 14, 2016	Twitter	
April 15, 2016	Twitter	
April 18, 2016	Twitter	

Table 3: Summary of Social Media Communication *continued*

Date	Social Media Platform	Details of Notification
April 19, 2016	Twitter	reminder – April 19, 2016 Public Information Sessions at the County Museum (afternoon and evening times provided)
	Twitter	Public Information Session starts at 2 pm @simcoecountyMUS, reminder of session at 6 pm
	Twitter	@WardenGerry – Organics & Material Management Facility open houses today. 1st session 2-4 2nd 6-8 at the Simcoe County Museum
	Twitter	Public Information Session starts at 6 pm @simcoecountyMUS
September 12, 2016	Twitter	notification – September 20, 2016 drop-in sessions & survey regarding ownership and operation of the OPF
September 14, 2016	Facebook	
September 14, 2016	Twitter	
September 16, 2016	Twitter	
September 19, 2016	Facebook	
	Twitter	
September 20, 2016	Twitter	
September 28, 2016	Facebook	reminder – complete online survey regarding ownership and operation of the OPF
	Twitter	
September 30, 2016	Facebook	
	Twitter	
October 1, 2016	Twitter	
October 3, 2016	Twitter	
October 4, 2016	Twitter	reminder – last day to complete online survey regarding ownership and operation of the OPF

4.3 Newsletters and Flyers

County of Simcoe's Solid Waste Management Department currently publishes and has delivered two newsletters annually to County residents. The 'Managing Your Waste' newsletter is circulated County-wide to an estimated 120,000 households. This newsletter is a key communication tool for Solid Waste Management operations. Table 4 below provides a summary of newsletters where information on the ERRC project was included. In addition, copies of the newsletters are included in **Appendix A.2** for reference.

Table 4: 'Managing Your Waste' Newsletter Updates

Date	Circulation (households)	Details
June 2014	120,225	information on the OPF project and upcoming June 17, 2014 Public Information Sessions

Table 4: ‘Managing Your Waste’ Newsletter Updates *continued*

Date	Circulation (households)	Details
October 2014	120,156	“Developing Infrastructure” – OPF and MMF project update
May 2015	120,717	project update – County Council approved siting methodology and evaluation criteria, 2015 upcoming milestones (including fall consultation sessions)
September 2015	121,625	details of October 2015 Public Consultation Sessions and comprehensive information on the short list of sites (two pages dedicated to project)
March 2016	121,363	details on the April 19, 2016 Public Information Sessions and detailed information presented on preferred site located at 2976 Horseshoe Valley Road West, Springwater (two pages dedicated to project)
Fall – Winter 2016	122,842	update on the ERRC project – technical studies being undertaken in preparation for the land use planning process

Other key communication material has been prepared to address common questions and concerns regarding the project. As the project has progressed and correspondence received, both *Frequently Asked Questions (FAQs)* and *‘Quick Facts’* documents have been updated with current project information. In addition, a *‘One Site, One Solution’* information booklet was produced with release of the preferred site. These documents are updated as required and posted at www.simcoe.ca/errc. In addition, they are distributed at public sessions and events visited by the Solid Waste Management team (such as fairs, community days, etc.). For reference, copies of these documents (handouts and information booklets) can be found in **Appendix A.3**.

4.4 Project Contact List

The project contact list was initiated at the June 17, 2014 Public Information Sessions where attendees were invited to sign-up for project notifications. In addition, an option to sign-up to the contact list was added to both the OPF and MMF project webpages in the spring of 2015 and is currently available on the ERRC project webpage. Information on the project contact list is continuously provided at public information/consultation sessions and in correspondence regarding the project.

The number of e-mail recipients has ranged from 12 to 276 and the number of direct mail recipients has ranged from 1 to 17. At key milestones, e-mail communications are sent out by the County’s Customer Service Department while letters are sent by the County’s Solid Waste Management Department. Table 5 summarizes the notifications sent regarding project development from project initiation to the land use planning process, initiated in late 2016.

Table 5: Notification to Project Contact List

Date	Format	Number Contacted	Details of Notification
November 25, 2014	e-mail	14	December 2, 2014 – Public Sessions
February 20, 2015	e-mail	40	Items CCW 15-055 and 15-078
May 8, 2015	e-mail	42	Request for Expressions of Interest (RFEI) 2015-050 and 2015-051 (property)
June 16, 2015	letter	1	Item CCW 15-229
June 18, 2015	e-mail	50	
August 6, 2015	e-mail	52	Item CCW 15-240
	letter	1	
September 25, 2015	e-mail	70	October 2015 – Public Consultation Sessions
	letter	1	
November 19, 2015	e-mail	233	Item CCW 15-397
	letter	14	
March 1, 2016	e-mail	242	Item CCW 16-054
March 2, 2016	letter	14	
April 8, 2016	e-mail	242	April 19, 2016 – Public Information Sessions
May 18, 2016	e-mail	272	Items CCW 16-165 and CCW 16-191
	letter	15	
August 3, 2016	e-mail	275	Item CCW 16-266
	letter	17	
September 7, 2016	e-mail	276	Item CCW 16-301
September 8, 2016	letter	17	
September 9, 2016	e-mail	270	OPF Survey and September 20, 2016 drop-in sessions
	letter	17	
October 3, 2016	e-mail	270	reminder of OPF survey due date October 4
October 19, 2016	e-mail	270	Item CCW 16-357
	letter	17	
November 2, 2016	e-mail	270	Item CCW 16-376
December 9, 2016	e-mail	270	Request for Information (RFI) document for OPF
December 22, 2016	e-mail	270	notification – Planning application submitted to Township of Springwater
	letter	16	

4.5 Consideration for 500 m Neighbouring Landowners

Again, being cognizant that siting waste management facilities is a sensitive undertaking, the County initiated communication and consultation with 500 m neighbouring landowners during the siting process. Although no requirement for an EA, this framework was kept in mind when determining the method of consultation with potential neighbours to the ERRC facility. Different groups of neighbouring landowners were considered at two stages in the siting process – with release of the short list of sites and determination of the final preferred site.

It is noted that the 500 m boundary was assumed by the County based on experience managing development around our landfills and information outlined in the Ministry of the Environment and Climate Change's *D-4 Guideline – Land Use On or Near Landfills and Dumps*. Although the ERRC facility is not a landfill, a 500 m radius was assumed from the property boundary given that the footprint of the facility was unknown at this stage in project development.

Consultation with 500 m neighbouring landowners was undertaken in conjunction with public consultation. Also, where meetings were held with neighbouring landowners to the preferred site, details (including meeting notes) were provided to County Council and the public via staff reports and the project webpage to ensure transparency and accountability.

4.5.1 Short List of Sites

With release of the seven short-listed sites in August 2015, seven groups of neighbouring landowners were considered. Letters to property owners located within 500 m of the proposed sites were sent following direction from County Council on August 25, 2015 to advance consultation in regard to these sites. Table 6 below outlines correspondence sent to the landowners around each of the seven short-listed sites. In addition, copies of correspondence are provided in **Appendix B.1**.

Table 6: Correspondence to 500 m Neighbouring Landowners – Short List of Sites

Date	Letters Sent	Short-listed Site	Details of Notification
September 9, 2015	20	1637 Fairgrounds Road North, Clearview Township	letter notifying of site and fall 2015 consultation
	10	2249 Flos Road Seven East, Springwater Township	
	24	1473/1273 Old Second South, Springwater Township	
	24	2976 Horseshoe Valley Road West, Springwater Township	
	20	Line 5 North, Oro-Medonte Township	
	11	1453 Flos Road Three East, Springwater Township	
	28	540/528 Penetanguishene Road, Springwater Township	
March 1, 2016	20	1637 Fairgrounds Road North, Clearview Township	letter outlining recommendation to be presented to County Council regarding the preferred site ¹
	11	2249 Flos Road Seven East, Springwater Township	
	24	1473/1273 Old Second South, Springwater Township	

**Table 6: Correspondence to 500 m Neighbouring Landowners –
Short List of Sites** *continued*

Date	Letters Sent	Short-listed Site	Details of Notification
March 1, 2016	20	Line 5 North, Oro-Medonte Township	letter outlining recommendation to be presented to County Council regarding the preferred site ¹
	8	1453 Flos Road Three East, Springwater Township	
	28	540/528 Penetanguishene Road, Springwater Township	

Notes:

1. Correspondence to 500 m neighbours of the preferred site are considered in Section 4.5.2 and Table 7 below.

A summary of correspondence received during the siting process, Project Team responses, and how feedback was addressed is summarized in **Appendix F**.

4.5.2 Preferred Site – 2976 Horseshoe Valley Road West, Springwater

On March 1, 2016, prior to public release of the preferred location, the County's Director of Solid Waste Management (Rob McCullough) and the Special Project Supervisor (Stephanie Mack) personally delivered information packages to neighbours living within 500 m of the property boundary. Packages were couriered to owners where this was not feasible (i.e. owners of vacant lands). For information, there are 27 neighbouring properties within 500 m of the property boundary (with owners including the Nottawasaga Valley Conservation Authority (NVCA), Hydro One Networks, and the Roman Catholic Archdiocese of Toronto). It was important that consideration was given to near neighbours and that they were notified, if possible, with release of the staff report on the public Committee of the Whole agenda (and subsequently announced on-line and in the media).

Delivered packages contained a letter outlining the recommendation of the preferred location at 2976 Horseshoe Valley Road West, Springwater, and dates of upcoming information meetings (one for neighbouring landowners and two public sessions), business cards for both Mr. Rob McCullough and Ms. Stephanie Mack, and the staff report with the consultant's final siting report (with a USB flash drive for the large schedules). Follow-up e-mails were sent to landowners who had provided their contact information previously to the County. Examples of this correspondence is provided for reference in **Appendix B.1**.

Table 7 below summarizes correspondence sent to 500 m neighbours of the preferred site (as a group) from March 1, 2016. It is noted that other correspondence from individual neighbours of the ERRC site, County responses, and on-going communication to January 2017 is summarized in **Appendix F**. Also, the neighbouring landowner meetings and tour are discussed further in Sections 4.5.3 through 4.5.5.

Neighbouring landowners were informed on December 28, 2016 that the formal land use planning process had been initiated and consultation opportunities and notification to neighbours, stakeholders, and the public would be posted at the appropriate time, as per the Planning Act. Smaller meetings with 500 m landowners are on hold in the interim as the land use planning process is undertaken.

Table 7: Correspondence to 500 m Neighbouring Landowners – Preferred Site

Date	Correspondence Delivered/Sent	Details of Notification
March 1, 2016	20 – hand delivered 7 – couriered	recommendation to advance project at 2976 Horseshoe Valley Road West, Springwater and details on neighbouring landowner meeting to be held on March 23, 2016
March 22, 2016	15 – by e-mail	details on March 23, 2016 neighbouring landowner meeting and agenda
March 31, 2016	25 – by e-mail (to 20 landowners)	meeting notes from March 23, 2016 and invitation to attend the April 19, 2016 Public Information Sessions
June 28, 2016	4 – by e-mail	notification to neighbours directly adjacent the site that on-site studies were beginning – including the use of heavy equipment
August 23, 2016	1 – hand delivered 26 – by mail	project update – County seeking feedback on project delivery method for the Organics Processing Facility (OPF), details on neighbouring landowner meeting to be held on September 8, 2016
September 14, 2016	1 – hand delivered 11 – couriered	letter to neighbouring landowners that did not attend September 8, 2016 session – provided information on OPF procurement
September 19, 2016	25 – by e-mail (to 20 landowners)	e-mail with meeting notes from September 8, 2016 meeting – requested any comments on errors to be relayed, provided details on September 20, 2016 drop-in sessions
September 30, 2016	1 – hand delivered 26 – by mail	letter with final meeting notes from September 8, 2016, details and invitation to attend a County-hosted tour of similar waste management facilities on November 2, 2016
June 28, 2016	4 – by e-mail	notification to neighbours directly adjacent to the site of supplementary on-site work – including the use of heavy equipment
December 28, 2016	26 – by mail	letter from R. McCullough with a project update noting that technical studies undertaken, land use Planning applications submitted, 2017 milestones (including business case reports for both the OPF and MMF)

4.5.3 Neighbouring Landowner Meeting – March 23, 2016

A meeting for neighbouring landowners located within 500 m of the property boundary was held on March 23, 2016, with approximately 35 near neighbours (representing 20 properties) in attendance. The date of this meeting was purposeful as it was intended to provide information to landowners immediately after direction was received from County Council on March 22, 2016. The format was a facilitated round table discussion, with the objective to begin building the relationship between the County and its neighbours – those potentially most impacted by the facilities. To ensure meaningful and respectful dialogue, the County retained a professional facilitator, Ms. Sue Cumming, to assist with the arrangements and to be present at the meeting. Binders with project information (meeting agenda, 'One Site, One Solution' booklet, 'Quick Facts' and 'Get the Facts' documents, and copies of maps from the storyboards) were provided to each of the households represented.

After a short introduction by County staff, residents were free to ask questions, provide comments, and relay their concerns. For reference, notes from the March 23, 2016 neighbouring landowner meeting are included as **Appendix B.2**. These notes were sent to the landowners on March 31, 2016 as follow-up and provided to County Council via staff report *Item CCW 16-191 – Solid Waste Management Infrastructure Projects – Public/Stakeholder Engagement Update* (May 24, 2016).

From this meeting, material was prepared for the Public Information Sessions on April 19, 2016 to address some common questions and concerns. It should be noted that it was relayed at this meeting that some questions may not be able to be answered at this point in project development. County staff are committed to updating County Council, the public, and near neighbours as the projects progresses and to subsequently update information on the project webpages. Concerns regarding traffic and the environment were considered and addressed, for example, in technical studies for the land use planning process. These technical reports have subsequently been made available to the public.

4.5.3.1 Community Monitoring Committee

It is noted that at the neighbouring landowner meeting on March 23, 2016 and through various correspondence, some of the near neighbours expressed their desire to have the County form a Community Monitoring Committee (CMC) immediately (note that this matter has been readdressed at subsequent meetings). Staff committed to bring this request forward to County Council for their direction. This request was subsequently detailed and discussed via Item CCW 16-191 (referenced above and available on the project webpage).

This type of committee, which has been historically required by the Ministry of the Environment and Climate Change (MOECC) in environmental permits (mainly for large projects such as landfills), is traditionally set up following facility commissioning. The mandate of a CMC could be, for example, to review operational information, environmental monitoring reports or new approvals or amendments to existing approvals. It is understood that some neighbours wish to have a CMC set up at these early stages, allowing for a few representatives of the larger group to meet and dialogue directly with staff and be provided consultant reports and updates.

As the County committed to meeting with the neighbours as a group (there are only 27 properties within 500 m of the property boundary) and providing regular updates and consultant reports to County Council and the public, staff outlined in Item CCW 16-191 that it was unclear how a CMC would add value to the engagement process at this time in project development

(prior to commissioning of the facilities). Such a committee could, however, hinder direct, meaningful dialogue with those property owners who wish to represent their own interest. Staff indicated that they were doubtful that having a small, vocal minority represent the larger group of neighbours on a CMC (or a similar committee) would bring benefit to the consultation process currently being undertaken or provide the best forum for fostering productive dialogue.

County Council directed that the current method of engagement continue and neighbouring landowners be informed and consulted as a group with facilitated meetings organized at key project milestones. As was offered from the outset of this project, staff would be available to meet individually with landowners to discuss more specific concerns, particularly once the facilities are developed further and potential impacts are understood. In addition, public information and consultation sessions will also be organized at key milestones and recommendations from the Community Engagement Committee sought on the methods of engagement and communication material presented. County Council and the public will be provided timely project updates and consultant reports as development continues.

It is anticipated that with commissioning of the facilities, the engagement process will be re-examined to determine the best method for providing information (such as annual monitoring reports) in the future. This could include consideration of a monitoring committee once operations commence.

4.5.4 Neighbouring Landowner Meeting – September 8, 2016

A meeting for neighbouring landowners located within 500 m of the property boundary was held on September 8, 2016, with 24 near neighbours (representing 15 properties) in attendance. It was intended that this meeting would provide near neighbours – those potentially most impacted by the facility – the opportunity to hear the County's consultant's presentation on procurement and project development firsthand, ask questions, and discuss ownership and operation of the OPF directly with the consultant and staff prior to the public drop-in sessions. The format was a facilitated round table discussion. To ensure meaningful and respectful dialogue, the County again retained Ms. Sue Cumming, a professional facilitator, to assist with the arrangements and to be present at the meeting.

For reference, notes from the September 8, 2016 neighbouring landowner meeting are included in **Appendix B.3**. Note that a draft copy of these notes was sent to landowners for review and comment on their completeness. One response was subsequently received and the notes were amended as noted on page 1.

As outlined in the notes, discussion at this meeting included:

- purpose of this consultation and why staff were seeking feedback on procurement-related matters;
- staff committing to providing, where possible, three weeks' notice for upcoming neighbouring landowner meetings and that feedback would be sought on revising start times for these meetings;
- clarification on various matters unrelated to procurement (note that the meeting notes were organized according to topic of discussion). This included anaerobic digestion, the siting process and forestry, on-site storage, and buffer distances/site plan; and

- how follow-up would be undertaken – meeting notes would be sent within two weeks of the meeting and questions and responses added to the FAQs (where information had not already been provided). Note that meeting notes were sent on September 19 and 20, 2016 for comment, final version was mailed to all neighbouring landowners on September 30, 2016.

Following this meeting, seven questions and responses were added to the FAQs. Binders containing project information, meeting notes, and contact information were sent to landowners who did not attend either the March or September 2016 landowner meetings.

4.5.5 Tour of Waste Facilities – November 2, 2016

At the September landowner meeting, it became clear that there was still confusion and lack of clarity amongst the neighbours on the function and design of the OPF and MMF. Given this, the County organized a tour of similar facilities for neighbouring landowners. Dr. Tej Gidda, the County's consultant and an organics processing technical expert, was present to guide the tour. Although technology has not been determined for the County's OPF, the tour was offered to near neighbours to provide a better understanding of these types of facilities – what facilities look like, daily operations, and technology employed (such as odour control and processing). County staff have hosted similar tours in the past and feedback has been very positive – noting that seeing these facilities firsthand allows for a better understanding of their design and impact on the communities in which they serve.

Invitations were sent to all 500 m landowners by mail (letter dated September 30, 2016). A copy of this letter is provided with other correspondence to neighbouring landowners in **Appendix B.1**. On November 2, 2016, 4 County waste management staff and 11 neighbours travelled by chartered bus to the following facilities:

- City of Guelph's Waste Resource Innovation Centre (aerobic composting facility); and
- City of Toronto's Disco Road Green Bin Facility (anaerobic digestion facility).

4.6 Community Engagement Committee

In August 2014, County Council approved the formation of a Community Engagement Committee (CEC). The mandate of this committee is to provide a forum for focused discussion on public engagement during the siting and procurement process. The non-voting committee consists of County and local municipal staff, Aboriginal representation, and public representatives that make recommendations to the Project Team on the frequency, format, and materials to be used at public and stakeholder consultations. Terms of Reference for this committee can be found at www.simcoe.ca/errc.

At key milestones, the committee convenes to discuss the project and public communication tools and materials. Discussion has included the format of sessions, review of communication material (such as storyboards, handouts, etc.), and follow-up debriefs on the effectiveness of consultation events. For reference, minutes from the CEC meetings are posted on the project webpage. Table 8 below provides a summary of the meetings held to date – noting that the meetings were suspended during the formal land use planning process.

Table 8: Summary of Community Engagement Committee Meetings

Date	Details
November 4, 2014	discussed upcoming December 2014 Public Information Session, reviewed draft communication material, and provided recommendations to the Project Team
January 19, 2015	debriefed on the December 2014 Public Information Sessions and reviewed upcoming milestones
June 22, 2015	reviewed upcoming milestones and discussed fall 2015 consultation sessions on the short list of sites
September 14, 2015	discussed upcoming public consultation sessions, reviewed draft communication material, and provided recommendations to the Project Team
November 23, 2015	debriefed on the October 2015 Public Consultation Sessions – overview of the comments received and feedback, upcoming milestones, format of spring public information session
March 7, 2016	discussed upcoming public information sessions following release of the preferred site, reviewed draft communication material, and provided recommendations to the Project Team
May 31, 2016	discussed required land use planning approvals, debrief of the April 19, 2016 Public Information Sessions, and replacement of municipal staff representative on the committee
September 6, 2016	discussed the upcoming consultation on the OPF project delivery method, reviewed draft communication material, and provided recommendations to the Project Team
February 10, 2017	discussed status of the project – including the Request for Information for Organics Management Options, the Preliminary Business Case, and new committee members

4.7 County of Simcoe Staff Reports

Communication with County Council has been undertaken at various stages in project development via numerous staff reports. These staff reports, presented publicly on agendas one week prior to discussion at Committee of the Whole (CCW), have been utilized to communicate updates on the project, seek direction during the siting process, present technical reports, and to provide correspondence received regarding this project. Again, it is noted that the project contact list is notified when project-related staff reports are on an upcoming agenda.

Table 9 summarizes the project-related staff reports presented to County Council from 2014 to 2016. Copies of these reports are provided on the project webpage (links are provided).

Table 9: Summary of Project-related Staff Reports – 2014 to 2016

Date	Item No.	Title of Report	Description of Milestone
2014			
January 28, 2014	CCW 14-025	Central Composting Facility Update	A proposed project plan for the Organics Processing Facility (OPF) and timeline were endorsed by County Council.
May 27, 2014	CCW 14-246	RFP 2014-021 – Consulting Services – Central Composting Facility	Conestoga-Rovers & Associates (CRA) (since becoming GHD Limited) were retained as the County's consultant for siting and furthering procurement of organics processing technology.
August 12, 2014	CCW 14-253	Transfer Facility Assessment	Following a financial analysis, County Council endorsed further work to determine the viability of a County transfer facility and extending the scope of work assigned to Conestoga-Rovers & Associates to provide engineering services for siting.
August 12, 2014	CCW 14-299	Organics Processing Facility Update	The first public information sessions were held on June 17, 2014 to provide the public and interested stakeholders an opportunity to receive information on the project and discuss the County's diversion program for source-separated organics.
August 26, 2014	CCW 14-344	Transfer Facility Funding Update	Additional information on available funding from the Continuous Improvement Fund (CIF) for the blue box-related project costs was presented to County Council.
October 30, 2014	CCW 14-407	Community Engagement Committee	Community Engagement Committee formed to provide input on public engagement.

Table 9: Summary of Project-related Staff Reports – 2014 to 2016 *continued*

Date	Item No.	Title of Report	Description of Milestone
2015			
January 13, 2015	CCW 15-020	Infrastructure Projects – Update	Update on public information sessions held on December 2, 2014 which outlined the proposed siting process and methodology for the facility and to obtain public feedback on site evaluation criteria.
February 26, 2015	CCW 15-055	Organics Processing Facility – Siting Methodology and Evaluation Criteria	The siting methodology and evaluation criteria for the OPF endorsed by County Council.
February 26, 2015	CCW 15-078	Materials Management Facility – Siting Methodology and Evaluation Criteria	The siting methodology and evaluation criteria for the MMF endorsed by County Council.
June 23, 2015	CCW 15-229	Solid Waste Management Infrastructure Projects – Siting Process Update	An overview of the projects was provided in preparation for presentation of the short list of sites.
August 11, 2015	CCW 15-240	Organics Processing Facility and Materials Management Facility – Short List of Sites	The short list of sites endorsed by County Council.
November 24, 2015	CCW 15-397	Infrastructure Projects – Consultation Update	Overview of consultation undertaken in regard to the short list of sites.
2016			
March 8, 2016	CCW 16-054	Solid Waste Management Infrastructure Projects – Final Siting Report	Recommendation to co-locate both the OPF and MMF at 2976 Horseshoe Valley Road West, Springwater, endorsed by County Council.

Table 9: Summary of Project-related Staff Reports – 2014 to 2016 *continued*

Date	Item No.	Title of Report	Description of Milestone
May 24, 2016	CCW 16-191	Solid Waste Management Infrastructure Projects – Public/Stakeholder Engagement Update	Summary of the engagement process undertaken to date and a summary of information sessions held following release of the preferred site.
May 24, 2016	CCW 16-165	Solid Waste Management Infrastructure Projects – Development Strategy	The project Development Strategy for development of the co-located OPF and MMF at 2976 Horseshoe Valley Road West, Springwater, endorsed by County Council.
August 9, 2016	CCW 16-266	Organics Processing Facility – Project Delivery Method	A detailed summary of options and key considerations for procurement of the OPF was provided to County Council. GHD Limited recommended a Design-Build-Operate (DBO) procurement method for the facility.
September 13, 2016	CCW 16-301	Solid Waste Management Infrastructure Projects – Project Update	Provided an update on the projects – including details on preparations for Planning applications, the Community Engagement Committee, and correspondence recently received.
October 25, 2016	CCW 16-357	Organics Processing Facility – Recommendation for Project Delivery Method	Presented details of public consultation completed in regard to the project delivery method for the OPF, sought County Council's direction on the recommended approach, and provided information on moving forward with the procurement process and preliminary business case.
November 8, 2016	CCW 16-376	Environmental Resource Recovery Centre – Project Update	Update on development of the Environmental Resource Recovery Centre (ERRC) – including information on further archaeological work that was undertaken on the property, details on the conceptual site plan currently being prepared for submission with Planning applications, and presentation of an updated Development Strategy timeline.

5 CONSULTATION WITH ABORIGINAL COMMUNITIES

In addition to consultation with the public and stakeholders, an important consideration during the siting process was the engagement of Aboriginal communities. Given the sensitivity of this project, the County retained the services of Mr. Cory Jones, P.Eng., of Neegan Burnside Ltd., a member of the Chippewas of Nawash Unceded First Nation (Cape Croker). Mr. Jones has extensive experience in facilitating effective engagement of First Nations communities for large infrastructure projects. His role at the outset of this project was to guide the project team and provide insight and guidance on correspondence and consultation with Aboriginal communities.

First Nations and Métis communities consulted during the siting process were:

- Members of the Williams Treaties First Nations
 - Alderville First Nation
 - Curve Lake First Nation
 - Hiawatha First Nation
 - Scugog Island First Nation
 - Chippewas of Beausoleil First Nation
 - Georgina Island First Nation
 - Rama First Nation
- Métis Nation of Ontario (Métis Consultation Unit)
- Saugeen First Nation
- Nation huronne-wendat

For reference, a record of communication and meetings with Aboriginal communities is provided in **Appendix C.1**. In addition, key meetings noted in this table are discussed further below in Section 5.1.

5.1 Summary of Meetings

During the siting process, representatives from the County met with community members from Beausoleil First Nation and Métis Nation of Ontario. It is noted that a staff member from Rama First Nation was a member of the Community Engagement Committee and attended meetings on their behalf as was directed by Chief Noganosh of Rama First Nation.

5.1.1 Visit to Beausoleil First Nation – October 8, 2015

On October 8, 2015, County Warden Gerry Marshall and Ms. Debbie Korolnek, General Manager of Engineering, Planning & Environment, met with Chief Monague of Beausoleil First Nation and his staff on Christian Island to discuss the projects and to seek direction on the expectations for effective engagement with their community.

5.1.2 Visit to Beausoleil First Nation – January 23, 2016

On January 23, 2016, County Warden Gerry Marshall and Solid Waste Management Department staff attended a community meeting on Christian Island to present information on the projects and to answer questions. The meeting included a presentation by the County which defined the function and importance of both the OPF and MMF facilities. In addition, staff relayed information on the siting process undertaken to date, the evaluation criteria applied, and the short-listed sites. Next steps in project development were discussed and attendees were provided the opportunity to ask questions.

5.1.3 Meeting with Representatives from Métis Nation of Ontario – March 9, 2016

On March 9, 2016, County Warden Gerry Marshall and Solid Waste Management Department staff attended a meeting with representatives from the Georgian Bay Traditional Territory Consultation Committee of the Métis Nation of Ontario.

The meeting included a presentation by County staff highlighting the importance of developing the OPF and MMF facilities in the County, an overview of the siting process and evaluation criteria applied, the features of the preferred site, and next steps in the development of the project.

5.1.4 Site Visit with Beausoleil First Nation – June 1, 2016

On June 1, 2016, County Warden Gerry Marshall, Deputy Warden Terry Dowdall, and Solid Waste Management Department staff met with representatives from Beausoleil First Nation to discuss the infrastructure projects and conduct a site visit of the preferred site at 2976 Horseshoe Valley Road West, Springwater. The meeting convened at the County's Administration Centre and concluded at the site.

Beausoleil First Nation representatives expressed their expectations for consultation on the projects and the potential for community elders to conduct a traditional ceremony at the property. The County expressed their intention for continued, meaningful engagement as the projects moved forward. In addition, the County discussed its plans to coordinate site tour(s) of similar facilities to be scheduled around the time the procurement process for the OPF occurs.



Christian Island Ferry to Beausoleil Community Meeting – January 23, 2016

6 STAKEHOLDER CONSULTATION

Engagement of various stakeholders has been ongoing and will continue to be important to the success of these projects. Stakeholders for this project include our member municipalities (with consideration for the Township of Springwater as the municipality hosting the preferred site), approval agencies such as the Ministry of the Environment and Climate Change (MOECC), Conservation Authorities, and other County departments such as Planning and Forestry.

Again, given the sensitivity of siting waste management facilities, the County committed to keeping stakeholders informed during each phase of the siting process. From the outset of this project, information was provided to our member municipalities and agencies were invited to participate in the public sessions. Table 10 below summarizes correspondence sent to various agencies over the course of project development (noting that a summary of correspondence sent to Aboriginal communities is provided separately in **Appendix C.1**). In addition, copies of various correspondence are provided in **Appendix D.1** and key meetings, presentations, and tours are discussed further in Sections 6.1 through 6.4.

Table 10: Summary of Stakeholder Correspondence and Consultation

Date	Municipality/Agency	Details of Notification
May 16, 2014	Clerks – 16 member municipalities	letter from R. McCullough with details on Public Information Sessions being held on June 17, 2014
	Clerk – City of Barrie	
	Clerk – City of Orillia	
	Manager – MOECC, Barrie District Office	
	CAO – Lake Simcoe Region Conservation Authority	
	CAO – Nottawasaga Valley Conservation Authority	
	Executive Director – Severn Sound Environmental Association	
	Clerks – neighbouring municipalities (Regions of Durham, York, Peel, Dufferin and Grey Counties, District of Muskoka, City of Kawartha Lakes)	
November 12, 2014	Clerks – 16 member municipalities	letter from R. McCullough with details on Public Sessions being held on December 2, 2014
	Clerk – City of Barrie	
	Clerk – City of Orillia	
	Manager – MOECC, Barrie District Office	
	CAO – Lake Simcoe Region Conservation Authority	
	CAO – Nottawasaga Valley Conservation Authority	
	Executive Director – Severn Sound Environmental Association	
June 26, 2015	MOECC – Barrie District Office	project update meeting

Table 10: Summary of Stakeholder Correspondence and Consultation *continued*

Date	Municipality/Agency	Details of Notification
July 16, 2015	Lake Simcoe Region Conservation Authority	meeting with County Solid Waste Management and Planning staff to discuss Source Protection and siting methodology
August 14, 2015	MOECC – Barrie District Office	meeting to discuss short list of sites and upcoming fall consultation sessions
August 26, 2015	Ministry of Municipal Affairs (MMA), MOECC	teleconference with County Solid Waste Management and Planning staff to discuss land use planning process
September 1, 2015	local municipal staff – Township of Springwater	meeting to provide information about the project and discuss short-listed sites
September 14 to October 9, 2015	Clerks – 16 member municipalities	letter from R. McCullough with details on Public Consultation Sessions being held in October 2015
	Clerk – City of Barrie	
	Clerk – City of Orillia	
	Manager – MOECC, Barrie District Office	
	CAO – Lake Simcoe Region Conservation Authority	
	CAO – Nottawasaga Valley Conservation Authority	
	Executive Director – Severn Sound Environmental Association	
	various – other agencies and organizations (17 in total)	
	various – utilities and services (11 in total)	
	various – local school boards (4 in total)	
September 16, 2015	local municipal staff – Township of Oro-Medonte	meeting to provide information about the project and discuss short-listed sites
September 24, 2015	local municipal staff – Township of Clearview	meeting to provide information about the project and discuss short-listed sites
September 29, 2015	local Councillors and Mayors and Deputy Mayors in municipalities with short-listed sites	tour of similar waste facilities (discussed in Section 6.2)
October 1, 2015	local Councillors and Mayors and Deputy Mayors in municipalities with short-listed sites	bus tour to observe location of short-listed sites (discussed in Section 6.3)

Table 10: Summary of Stakeholder Correspondence and Consultation *continued*

Date	Municipality/Agency	Details of Notification
October 19, 2015	various agencies and local municipalities with short-listed sites – included the MOECC, Nottawasaga Valley Conservation Authority, Severn Sound Environmental Association	meeting to provide information about the project and discuss short-listed sites
November 25, 2015	Nottawasaga Valley Conservation Authority	follow-up meeting with local Conservation Authorities to discuss natural heritage features, resource management, natural hazards, groundwater/ Source Protection
	Severn Sound Environmental Association	
	Lake Simcoe Region Conservation Authority	
November 30, 2015	local municipal staff – Township of Oro-Medonte	pre-consultation meeting with County and local Planning staff and County's consultant regarding short-listed site in Oro-Medonte
December 9, 2015	local municipal staff – Township of Clearview	pre-consultation meeting with County and local Planning staff and County's consultant regarding short-listed site in Clearview
December 21, 2015	local municipal staff – Township of Springwater	pre-consultation meeting with County and local Planning staff and County's consultant regarding short-listed site in Springwater
March 2, 2016	MOECC – Barrie District Office	meeting to discuss preferred site and co-located facility for OPF and MMF
April 1, 2016	Clerks – 16 member municipalities	letter from R. McCullough with details on Public Information Sessions being held on April 19, 2016
	Clerk – City of Barrie	
	Clerk – City of Orillia	
	Manager – MOECC, Barrie District Office	
	CAO – Lake Simcoe Region Conservation Authority	
	CAO – Nottawasaga Valley Conservation Authority	
April 1, 2016	Township of Springwater Planning, Ministry of Natural Resources and Forestry, and Nottawasaga Valley Conservation Authority	meeting with County Planning staff and County's consultant to discuss the Terms of Reference (TOR) for the Environmental Impact Study

Table 10: Summary of Stakeholder Correspondence and Consultation *continued*

Date	Municipality/Agency	Details of Notification
August 25, 2016	Township of Springwater	meeting with County Planning staff and County's consultant to discuss the project and on-going technical studies
September 13, 2016	Clerks – 16 member municipalities	notification letters regarding the OPF project delivery method on-line survey and the September 20, 2016 drop-in sessions
	Clerk – City of Barrie	
	Clerk – City of Orillia	
	Manager – MOECC, Barrie District Office	
	CAO – Lake Simcoe Region Conservation Authority	
	CAO – Nottawasaga Valley Conservation Authority	
	Executive Director – Severn Sound Environmental Association	

6.1 Consultation with Member Municipalities

As outlined above in Table 10, letters with details on the early public information sessions were sent to the Clerks of the County's member municipalities. Understanding that greater interest in the project would be generated once potential sites were made public, special attention was given to providing detailed information to local political representatives prior to release of the short-listed sites. It has been staff's previous experience that residents may not understand the two-tiered nature of municipal government in this area, who is responsible for waste management, or where to find information. With this in mind, information packages on the projects were provided to all member municipalities and local Council members.

Packages were hand-delivered by Solid Waste Management staff on July 22 and 23, 2015. The purpose of these packages was to prepare for the release of the list of short-listed sites in early August 2015.

Each municipal package contained the following:

- cover letter to the Clerk detailing contents of packages from R. McCullough, Director – Solid Waste Management;
- 25 copies of both the OPF and MMF 'Fast Facts' sheets and business cards – to be made available to staff and residents;
- packages for each Mayor, Deputy Mayor, and Ward Councillor with a letter from R. McCullough with his business card, OPF and MMF 'Fast Facts' sheets, and OPF and MMF project business cards.

Following release of the short-listed sites, consideration and support from the project team was provided to the three potential host municipalities. Meetings with staff from the Townships of Springwater, Clearview, and Oro-Medonte were arranged as outlined in Table 10 – providing an opportunity to provide information and dialogue on the project. An example of the presentation from these meetings is provided in **Appendix D.2** for reference.

6.2 Facility Tours – September 29, 2015

The County has hosted tours of waste management facilities to observe how these types of facilities operate, manage waste, and control emissions. Feedback has been very positive on the value of these tours as seeing these facilities firsthand allows for a better understanding of their design and impact on the communities in which they serve.

Facility tours were offered to the Mayor, Deputy Mayor, Ward Councillors with a short-listed site in their ward, and the Chief Administrative Officers (CAOs) from all three potential host municipalities. On September 29, 2015, the County coordinated a full-day tour for 22 attendees – noting that representatives from Springwater, Clearview, and Oro-Medonte attended. Three co-located facilities for the transfer of waste and processing of source-separated organics were toured – the City of Toronto’s Green Bin Facility, Region of Peel’s Integrated Waste Management Facility, and the City of Guelph’s Waste Resource Innovation Centre. The purpose of this tour was to obtain firsthand knowledge of similar facilities and how operations are conducted. The County’s consultant, Dr. Tej Gidda, attended the tour to provide additional details and technical information on organics processing, answer questions, and address how potential impacts (such as odour and noise) are mitigated.

6.3 Short-listed Site Tour – October 1, 2015

On October 1, 2015, the County hosted a bus tour to visit six of the short-listed sites under consideration and the County’s current facility for Solid Waste Management truck servicing. Again, the tour was offered to the Mayor, Deputy Mayor, Ward Councillors with a short-listed site in their ward, and the CAOs from all three potential host municipalities. The tour provided an opportunity for the Project Team to travel together with representatives from Springwater and Oro-Medonte and discuss the project, what the facilities would look like, and the potential sites.

6.4 Stakeholder Consultation Workshop – October 19, 2015

A formal stakeholder consultation workshop was hosted by the County on October 19, 2015, providing opportunity for a two-way exchange of information between the Project Team and various representatives from the MOECC, local Conservation Authorities, Planning and Public Works departments of potential host municipalities, and the County’s Planning, Forestry, and Transportation and Engineering departments. A copy of the presentation is provided in **Appendix D.2** noting that discussion points included:

- project background;
- methodology including regulatory framework, siting process, and evaluation;
- review of short-listed sites for OPF and MMF and potential to co-locate the facilities;
- key evaluation criteria – surface water/groundwater, land use/zoning, terrestrial, agricultural, proximity to sensitive receptors, and transportation considerations;
- design;
- permitting and approvals; and
- next steps including public, Aboriginal, and further opportunities for stakeholder consultation.

The meeting provided attendees with an overview of the projects and the short-listed sites and opportunity to ask questions directly to the consulting team. The feedback received was reviewed and considered by GHD in their evaluation of the short-listed sites.

7 PUBLIC CONSULTATION

The purpose of involving the public and stakeholders at the early stages of the siting process was to encourage involvement in the decision-making process, provide assurances that all views were considered, and to ensure accountability. To facilitate the public consultation process, three distinct vehicles for soliciting feedback were established – a dedicated project webpage which allowed for the provision of information to the public and feedback via an electronic comment form, the aforementioned Community Engagement Committee, and public sessions.

Section 7 provides details of the various public information and consultation sessions undertaken from project notification through siting. In addition, details are provided on consultation sessions held to seek input on the Project Delivery Method for the OPF.

7.1 Project Notification – Public Information Sessions

On June 17, 2014, the first Public Information Sessions for the Organics Processing Facility (OPF) Project were held at the Simcoe County Museum. Two sessions, the first held from 2:00 to 4:00 pm and the second from 6:00 to 8:00 pm, were open house format and provided the public and interested stakeholders the opportunity to receive information and discuss the County's diversion programs for organics (source-separated organics, leaf and yard waste, and brush). Representatives with the County's consultant, Conestoga-Rovers & Associates (CRA), were present to discuss their experience and expertise with such projects and provide the opportunity for interested parties to ask questions and obtain more detailed information on processing organics.

The purpose of the sessions was threefold:

- to provide public notification of the project and major steps;
- to outline the proposed timeline; and
- to introduce the Project Team.

In total, there were 26 visitors to the sessions – noting that there was challenging weather conditions that day (including local tornado warnings).



Public Information Session, Simcoe County Museum – June 17, 2014

7.1.1 Notification and Advertising

Advertising for these sessions began in May with letters being sent to stakeholders including member municipalities, First Nations and Métis Nation of Ontario, the separated cities of Barrie and Orillia, neighbouring municipalities, the Ministry of the Environment (now the Ministry of the Environment and Climate Change, MOECC), and local Conservation Authorities. Also in May, information was provided on the County's website at www.simcoe.ca/opf. Notification of the sessions was advertised in the June edition of the 'Managing Your Waste' newsletter (distributed to 120,000 households), print advertisements in local newspapers on Thursday, June 12, 2014, a media advisory on June 17, 2014, and through social media (Twitter).

7.1.2 Communication Material

Communication material presented at this session was available upon request in electronic format and, following the session, was available online. For reference, the storyboards and print material from this session can be found in **Appendix E.1**. These storyboards provide an overview of the County's successful diversion programs for organics, the current system for processing both green bin and leaf and yard waste/brush, and pertinent questions such as "Why change?", "Where will the organics facility go?", and "How much will this facility cost?".

7.1.3 Feedback Received

Comment sheets were provided for attendees to the sessions. These forms included information on the project contact list and space for comments and/or questions on organics processing. Four completed sheets were received. A summary of comments from this session and the Project Team's response are provided in **Appendix F.1** (noting that Appendix F contains feedback received on the project from initiation to the land use planning process).

7.1.4 Reporting

For reference, information on these Public Information Sessions were presented to County Council in *Item CCW 14-299 – Organics Processing Facility Update* (August 12, 2014).

7.2 Siting Methodology and Criteria, Introduction of MMF – Public Sessions

On December 2, 2014, the second public sessions for the infrastructure projects were held at the Simcoe County Museum. Two sessions, the first held from 2:00 to 4:00 pm and the second from 6:00 to 8:00 pm, were open house format and provided the public and interested stakeholders the opportunity to receive information on the MMF project (this project was introduced at these sessions) and, in addition, provide comment and feedback on the siting methodology and evaluation criteria for both projects.

Addressing "Where will the facilities go?" and "How will the sites be selected?" the purpose of the sessions was to:

- summarize the proposed siting process and methodology;
- provide information and obtain feedback on evaluation criteria; and
- outline next steps in the siting process.

Representatives with the County's consultant, CRA, were present to discuss their experience and expertise with siting waste management facilities and provide the opportunity for interested parties to ask questions and obtain more detailed information on the process for siting facilities.

7.2.1 Notification and Advertising

Advertising began in early November with letters being sent to stakeholders including member municipalities, First Nations and Métis Nation of Ontario, the separated cities of Barrie and Orillia, the MOECC, and local Conservation Authorities. Information was provided on the County's website, print advertisements in local newspapers on November 20 and 27, 2014, a media advisory on December 1, 2014, and through social media (Twitter). Local radio stations also provided details on these sessions.

7.2.2 Communication Material

Communication material presented at this session was available upon request in electronic format and following the session, was available online. For information, storyboards and other material presented at this session can be found in **Appendix E.2**. Storyboards from this session provide an overview of project development to date and a summary of the MMF project, siting considerations, and outline specific siting criteria for the facilities.

7.2.3 Feedback Received

At the sessions, visitors were invited to speak with the Project Team and submit written questions and comments on a provided form. Questions for consideration included:

- Do you have any comments on the siting criteria presented?
- Do you have additional criteria you feel has been omitted?
- Do you have any additional questions or comments on the information presented at this session?

Feedback was continually sought online via the project webpages and through Customer Service. Submitted comments were reviewed by the Project Team and forwarded to the County's Consultant, CRA, for their consideration as they began the first siting reports for the OPF and MMF.

For reference, early feedback regarding the project and the siting criteria is summarized in **Appendix F.1**. In addition, feedback and comments received on the siting methodology and how they were addressed were included the following technical reports:

- *County of Simcoe Organics Processing Facility – Part 1 – Planning – Siting Methodology and Evaluation Criteria* (Conestoga-Rovers & Associates, February 2015)
- *County of Simcoe Materials Management Facility – Part 1 – Planning – Siting Methodology and Criteria* (Conestoga-Rovers & Associates, February 2015)

7.2.4 Amended Siting Criteria

It is noted that the proposed siting criteria was subsequently amended from that presented to the public in December 2014. Based on public feedback received, the Oak Ridges Moraine and Class 3 Agricultural Lands were added as part of Screen 1. In addition, further clarification on evaluating sites within the County Greenlands and Prime Agricultural Areas was provided with Screen 1. Existing zoning and land use will be considered within these areas, and certain sites exempted from this criteria. For example, previously developed properties such as existing or closed landfill sites or quarries which fell within County Greenlands or Prime Agricultural Areas could move forward for further evaluation should other criteria (such as size) be met.

7.2.5 Reporting

For reference, information on these Public Information Sessions were presented to County Council in *Item CCW 15-020 – Infrastructure Projects – Update*, January 13, 2015.

Technical reports with the feedback received were presented to County Council in the following staff reports:

- *Item CCW 15-055 – Organics Processing Facility – Siting Methodology and Evaluation Criteria* (February 26, 2015)
- *Item CCW 15-078 – Materials Management Facility – Siting Methodology and Evaluation Criteria* (February 26, 2015)

7.3 Short-listed Sites – Public Consultation Sessions

Following the two-stage evaluation process, County Council was presented with a short list of sites for consideration. Details on these sites are outlined in the following technical reports, prepared by GHD Limited (GHD – formerly CRA):

- *County of Simcoe – Organics Processing Facility, Part 2 – Long List Evaluation* (GHD, July 2015)
- *County of Simcoe – Materials Management Facility, Part 2 – Long List Evaluation* (GHD, July 2015)

These reports were presented to County Council via *Item CCW-240 – Organics Processing Facility and Materials Management Facility – Short List of Sites* (August 11, 2015). Direction was received by County Council on August 25, 2015 to proceed with consultation on a short list of seven sites and to include additional consideration for co-locating the facilities on a single site. Further to this, a comprehensive consultation program for the sites was commenced in fall 2015.

The intent of this consultation was to compile local knowledge of the short-listed sites and to seek feedback from the public, neighbouring landowners, potential host and Aboriginal communities, and government agencies. It is noted again that although an Environmental Assessment (EA) is not required, the County approached these projects with this framework in mind – including undertaking extensive consultation with the public regarding the short-listed sites.

In October 2015, ten public consultation sessions were held in the potential host municipalities – Springwater (six sessions), Oro-Medonte (two sessions), and Clearview (two sessions). The sessions, the first held from 2:00 to 4:00 pm and the second held from 6:00 to 8:00 pm, consisted of an open house portion, providing the public and interested stakeholders the opportunity for open discussion with the Project Team, a formal presentation, and question and answer session. It is noted that the consultation plan was amended and four sessions added as per the Deputy Mayor of Springwater Don Allen's request at the August 11, 2015 Committee of the Whole meeting. Both Elmvale and Hillsdale were added as locations, with the first session at the Simcoe County Museum considered the Midhurst event.

As interest in the projects increased with the release of the short-listed sites, the purpose of the consultation sessions was to:

- provide a description of the facilities and the benefits of developing the infrastructure locally;
- summarize project development to date;
- present the short-listed sites for both the OPF and MMF;
- obtain feedback, comments, and questions in regards to the sites and potential to co-locate facilities; and
- outline next steps in the siting process.

Table 11 provides a summary of attendance at the consultation sessions. An average of 49 residents and stakeholders attended each meeting.

Table 11: Attendance at Public Consultation Sessions – Short List of Sites

Date	Location	Session Attendance	
		Afternoon	Evening
October 6, 2015	Simcoe County Museum 1151 Highway 26, Minesing	65	110
October 8, 2015	Township of Oro-Medonte Administration Centre 148 Line 7 South, Oro-Medonte	44	40
October 15, 2015	Elmvale Community Arena – Springwater Room 14 George Street, Elmvale	31	49
October 20, 2015	Stayner Arena and Community Centre 269 Regina Street, Stayner	21	21
October 26, 2015	Hillsdale Community Centre 4517 Penetanguishene Road, Hillsdale	51	54

7.3.1 Notification and Advertising

Advertising for the sessions began in early September with letters being sent to landowners within 500 m of the short-listed sites followed by letters sent to various stakeholders including member municipalities, First Nations and Métis Nation of Ontario, the separated cities of Barrie and Orillia, the MOECC, local Conservation Authorities, and various government agencies.

Notification of the sessions was advertised in the September edition of the 'Managing Your Waste' newsletter (distributed to 121,625 households) with the size of the edition increased to provide comprehensive information on the projects. Additional notification was provided through media releases on August 31, September 15, September 23, October 5, and October 15, 2015 outlining the dates of the sessions, print advertisements in local newspapers on September 24, October 1, and October 15, 2015, e-mail notification sent to the contact list on September 25, 2015, and information on the County's main website, the OPF and MMF webpages, and through social media (Facebook and Twitter).

In addition, during the public consultation process, both the Warden and staff conducted various media interviews to discuss the projects and the sessions.

7.3.2 Communication Material

Communication material presented at these sessions was available upon request in electronic format and, following the sessions, was available online. For reference, the presentation, storyboards, and print material can be found in **Appendix E.3**. These storyboards provided an overview of the siting process for both the MMF and OPF, maps illustrating the location of the seven short-listed sites, and pertinent questions such as “What is a Materials Management Facility (MMF)?”, “What is an Organics Processing Facility (OPF)?”, and “How were the short-listed sites selected?”.

Information on the draft storyboards and presentation for the sessions were discussed with the Community Engagement Committee (CEC) on September 14, 2015. Comments and recommended revisions and/or additions to the storyboards were incorporated into the final version.



Public Consultation Sessions, fall 2015

7.3.3 Feedback Received

Comment sheets were provided for attendees to the sessions. The forms provided space for comments and/or questions on the OPF and MMF siting process. In addition, the Project Team was present at the sessions to answer questions directly and discuss the project and potential sites.

A deadline for submission of comments on the sites was set in order that the County's consultant be provided the information prior to on-site visits and for review and consideration in the comparative evaluation. Comments and petitions received up to November 17, 2015 (via submission at the consultation sessions, e-mail/mail to the County directly, through the project webpages, and forwarded from the potential host municipalities) were reviewed by the Project Team and forwarded to GHD for consideration in the final siting report. Through the consultation process on the potential sites, the County received over 200 comments, including 18 completed comment sheets.

A summary of comments received during the siting process and the Project Team response is provided in **Appendix F.2**. In addition, feedback and comments received and how they were considered was included in the following technical report, outlining the comparative evaluation of the short-listed sites:

- *County of Simcoe – Organics Processing Facility, Materials Management Facility, and Co-located Facility – Part 3 – Short List Evaluation* (GHD, February 26, 2016)

Although feedback had been submitted to GHD in November 2015, the Project Team continued to receive and review correspondence. A summary of correspondence received from November 18, 2015 until February 29, 2016 (release of the preferred site occurred on March 1, 2016) and the Project Team response is summarized in **Appendix F.3**.

7.3.4 Reporting

For reference, information on these public consultation sessions were presented to County Council in *Item CCW 15-397 – Infrastructure Projects – Consultation Update* (November 24, 2015).

In addition, GHD's Part 3 report was provided to County Council in March 2016 in *Item 16-054 - Solid Waste Management Infrastructure Projects – Final Siting Report* (March 8, 2016).

Correspondence and feedback from residents to the Warden from November 18, 2015 (not included in GHD's Part 3 siting report) to February 29, 2016 was provided in *Item CCW 16-191 – Schedule 4* (May 24, 2016) as noted on the table in **Appendix F.3**.

7.4 Release of Preferred Site – Public Information Sessions

On March 22, 2016, County Council directed that development of the OPF and MMF proceed with consideration that both facilities be located on a single site – 2976 Horseshoe Valley Road West, Springwater. In addition, County Council directed that consultation with landowners located within 500 m of the preferred site and public information sessions be furthered to provide details on the site, co-location of the facilities, and upcoming milestones. Section 4.5.3 provides details on the neighbouring landowner meeting held on March 23, 2016.

On April 19, 2016, Public Information Sessions were held at the Simcoe County Museum. Two sessions, the first held from 2:00 to 4:00 pm and the second from 6:00 to 8:00 pm, were organized in a modified open house format with topic-specific stations. This format was purposeful – stations were established based on common questions being received (such as those pertaining to traffic, required Planning approvals, organics processing technology, and the impact on the forest tract). Attendees were provided an opportunity to seek specific information and to speak directly with staff and consultants most knowledgeable on the various topics.



Public Consultation Sessions, April 19, 2016

The sessions were attended by ten County staff – including representatives best to answer specific questions regarding the Solid Waste Management facilities, traffic, Planning-related matters, and forestry. This included Mr. Mark Aitken – CAO, Ms. Debbie Korolnek – General Manager, Engineering, Planning & Environment, Mr. Rob McCullough – Director, Solid Waste Management, Ms. Stephanie Mack – Special Projects Supervisor, Mr. Christian Meile – Director, Transportation & Engineering, Mr. David Parks – Director, Planning, Development & Tourism, Mr. Nathan Westendorp – Manager, Development, and Mr. Graeme Davis – County Forester.

Representatives from GHD included Dr. Tej Gidda, Mr. Brian Dermody, and Mr. Blair Shoniker who have been actively involved with this project and the siting process. Also in attendance were the Warden, Deputy Warden, and various members of County Council.

The following attendance was noted at the sessions:

- approximately 60 residents and stakeholders from 2:00 to 4:00 pm
- approximately 80 residents and stakeholders from 6:00 to 8:00 pm

7.4.1 Notification and Advertising

Consistent with a formal EA process, notification and advertising for the sessions was extensive and included:

- notification by letter on March 1, 2016 to landowners within 500 m of the preferred location (as discussed above);
- notification by letter on April 1, 2016 to landowners within 500 m of the other six short-listed sites;
- newspaper advertisements County-wide on April 7 and April 14, 2016;
- e-mail sent to contact list on April 8, 2016;
- 'Managing Your Waste' newsletter sent to all households (approximately 122,000) the week of April 11. The size of this edition was increased to provide comprehensive information on the preferred location;
- media releases on April 7 and April 18, 2016 providing details on the sessions;
- letters sent to member municipalities, the separated cities of Barrie and Orillia, various First Nations communities, Métis Nation of Ontario, the MOECC, and local Conservation Authorities; and
- information on the County's main website, the OPF and MMF webpages, and through social media (Facebook and Twitter).

7.4.2 Communication Material

Communication material presented at this session was available upon request in electronic format and, following the session, was available online. For reference, the storyboards and print material from this session can be found in **Appendix E.4**. These storyboards provided an overview of the preferred site, a conceptual drawing of the site layout, details on the upcoming studies to be completed, and answers to common questions related to site design and processing technology, transportation, planning, and forestry.

Information on the draft storyboards for the sessions were sent to the Community Engagement Committee (CEC) for review on April 11, 2016. Comments and recommended revisions and/or additions to the storyboards were incorporated into the final version.

7.4.3 Feedback Received

Comment sheets were provided for attendees to the sessions. The County received eight completed comment sheets as well as several comments given on flip charts that were provided. A summary of comments from these sessions and correspondence received between March 1, 2016 (release of the preferred site) and May 9, 2016 and the Project Team response is provided for reference in **Appendix F.4**. In addition, comments received between May 10, 2016 and August 11, 2016 and the Project Team response are summarized in **Appendix F.5**.

7.4.4 Reporting

For reference, information on these public consultation sessions were presented to County Council in *Item CCW 16-191 – Solid Waste Management Infrastructure Projects – Public/Stakeholder Engagement Update* (May 24, 2016).

It is noted that correspondence to the Warden was provided to County Council in the following items (as noted in the tables presented in **Appendix F.4** and **Appendix F.5**):

- correspondence from March 1 to May 9, 2016 presented in Item CCW 16-191 – Schedule 4 (May 24, 2016)
- correspondence from May 10 to August 11, 2016 presented in Item CCW 16-301 – Schedule 2 (September 13, 2016)

7.5 Project Development Strategy – Survey and Drop-in Sessions

Following the release of the preferred site and in order to further the development of the MMF and OPF at 2976 Horseshoe Valley Road West, Springwater, an updated project work plan and timeline for the development of the co-located facilities was presented to County Council in *Item CCW 16-165 – Solid Waste Management Infrastructure Projects – Development Strategy* (May 24, 2016). The Development Strategy was prepared to consider four key paths – Planning Approvals, Environmental Compliance Approval, procurement of design and construction of the MMF, and procurement of processing technology and construction of the OPF.

Work continued on determining a procurement approach for organics processing technology and a subsequent technical memorandum was prepared by the County's consultant, GHD, and provided through *Item CCW 16-266 – Organics Processing Facility – Project Delivery Method* (August 9, 2016). Specifically, the memorandum outlined various project delivery methods and potential contractual arrangements for the OPF. GHD recommended that the County utilize a Design-Build-Operate (DBO) procurement method, consistent with other municipal facilities developed by the cities of Guelph, Hamilton, Toronto, Surrey, and Calgary. This information was utilized to further consultation on the OPF – noting that the delivery method will have implications on facility operations upon commissioning and in the future.

Feedback on the OPF project delivery method was sought via a brief survey which was made available online and by hard copy at drop-in sessions. This survey sought feedback on various considerations for ownership and operation of the OPF and the recommended delivery method, DBO. As procurement-related matters can be challenging to understand, a presentation summarizing material in Item CCW 16-266 was also prepared to go alongside the survey. Further to this, on September 20, 2016, public drop-in sessions were held at the Simcoe County Museum. Staff and representatives from GHD were available to answer questions and discuss the procurement of the OPF at two sessions, the first held from 2:00 to 4:00 pm and the second from 6:00 to 8:00 pm. This session coincided with a neighbouring landowner meeting held on September 8, 2016 – discussed in Section 4.5.4.

The purpose of these informal sessions was to assist residents with completing the survey (both hard copies and online versions were available) and to explain the more technical information presented on-line.

In total, 25 residents and stakeholders attended (total for both sessions).

7.5.1 Notification and Advertising

Advertising for the survey and sessions began with letters being sent to 500 m landowners on August 25, 2016 followed by letters sent to various stakeholders including member municipalities, First Nations and Métis Nation of Ontario, the separated cities of Barrie and Orillia, the MOECC, local Conservation Authorities, and various government agencies.

Additional notification was provided through media releases on September 12, 2016 outlining the County was soliciting feedback on the survey and the date of the drop-in sessions, print advertisements in local newspapers on September 8 and 15, 2016, e-mail notifications sent to the contact list on September 9 and October 3, 2016, and information provided on the County's main website, the project webpage, and through social media (Facebook and Twitter) up until October 4, 2016.

In addition, staff conducted media interviews to discuss this consultation opportunity and the procurement of organics processing technology.

7.5.2 Communication Material

The draft survey and presentation were reviewed by the Community Engagement Committee (CEC) on September 6, 2016 and their recommendations were quite helpful in simplifying and explaining the more technical information. For reference, the presentation and survey are provided in **Appendix E.5**.

7.5.3 Feedback Received

A total of 203 survey responses were submitted through this process. Of the responses submitted, 128 responses were included in the analysis (16 surveys were not completed, 10 were without a name or valid mailing address, and 49 surveys were multiple submissions). Analysis showed that 50% of respondents supported GHD's recommended DBO approach.

It is noted that general comments received through the survey were related to siting and general comments on the project. Where respondents selected "Other" to Question 3, comments were most often provided. In general, consideration for schedule, technology, and administration requirements appeared slightly less important than risk, control, and budget. Feedback received on the OPF project delivery method were reviewed by the Project Team and forwarded to GHD for consideration.

In addition to the survey, the County continued to receive correspondence and feedback regarding this project. For reference, a summary of this correspondence and the Project Team response is provided in **Appendix F.6**. In addition, due to the volume of correspondence received, feedback received from Mr. and Mrs. Wagner, neighbouring landowners, is summarized in **Appendix F.7** for reference (to January 2017).

7.5.4 Reporting

Information on consultation related to OPF project delivery method and the recommendation was presented to County Council in *Item CCW 16-357 – Organics Processing Facility – Recommendation for Project Delivery Method* (October 25, 2016).

It is noted that correspondence to the Warden from August 12, 2016 to the land use planning process (January 3, 2017) was provided to County Council in *Item CCW 17-038 – Schedule 3* (January 24, 2017).

8 LAND USE PLANNING PROCESS

On November 18, 2016, applications were submitted to the Township of Springwater to further the required local Official Plan (OP) and Zoning By-law amendments for 2976 Horseshoe Valley Road West, Springwater. These applications and a County-initiated County Official Plan Amendment (COPA) have followed the process as outlined in the Planning Act. On December 16, 2016 the County received notification from the Township that the applications were deemed to be complete. Notice of this was posted on the project webpage and the County Planning webpage for the COPA and, in addition, the project contact list and 500 m landowners were notified. Consultation on this project has now followed the land use planning process – including required notifications and Public Meetings.

FIGURES

(provided electronically or on-line at www.simcoe.ca/errc)

APPENDICES

(provided electronically or on-line at www.simcoe.ca/errc)