

DOWNTOWN OTTAWA TRANSIT TUNNEL PLANNING AND ENVIRONMENTAL ASSESSMENT STUDY

DRAFT FINAL STUDY DESIGN AND SCHEDULE DOCUMENT

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LIST OF ACRONYMS

ACG	Agency Consultation Group
ACPDR	Advisory Committee on Planning, Design and Realty (NCC)
BCG	Business Consultation Group
CEAA	Canadian Environmental Assessment Act
DOTT	Downtown Ottawa Transit Tunnel
EA	Environmental Assessment
EPR	Environmental Project Report
LRT	Light Rail Transit
MOE	Ministry of the Environment
NCC	National Capital Commission
OEAA	Environmental Assessment Act (Ontario)
OP	Official Plan
PCG	Public Consultation Group
RSO	Revised Statute of Ontario
TMP	Transportation Master Plan
WBS	Work Breakdown Structure
RA	Responsible Authority

GLOSSARY OF TERMS

Agency Consultation Group (ACG) - An agency committee to the Downtown Ottawa Transit Tunnel Study Team consisting of representatives from government agencies, transportation organizations and approval bodies.

Business Consultation Group (BCG) - A business committee to the Downtown Ottawa Transit Tunnel Study Team consisting of representatives from business associations, institutions and large commercial establishments.

Canadian Environmental Assessment Act (CEAA) - A Federal Act, which came into force in 1995 (amended in 2003), requiring projects where the Government of Canada has decision-making authority to undertake an Environmental Assessment to determine whether the project is likely to result in a significant adverse environmental effect. CEAA is “triggered” if a Federal Authority is the proponent for the project, provides land, provides funding or is required to provide an approval.

The Federal Authority that “triggers” CEAA is referred to as the “Responsible Authority” and has the responsibility to ensure that an environmental assessment is undertaken prior to exercising its duty.

Canadian Environmental Assessment Agency - An organization that has the legal obligation to coordinate the CEAA process when an EA is also required under another jurisdiction. The role of the Agency is to facilitate coordination and co-operation among Federal, Provincial and Municipal Agencies.

Consultation Process - The process during the course of the planning study, in which the proponent consults with various agencies, groups, and the general public, in order to identify and attempt to resolve any concerns or issues before formal submission to the Ontario Ministry of the Environment.

Environment - The Ontario *Environmental Assessment Act* defines the environment as:

- (a) air, land or water,
- (b) plant and animal life, including human life,
- (c) the social, economic and cultural conditions that influence the life of humans or a community,
- (d) any building, structure, machine or other device or thing made by humans,
- (e) any solid, liquid, gas, odour, heat, sound, vibration or radiation resulting directly or indirectly from human activities, or
- (f) any part or combination of the foregoing and the interrelationships between any two or more of them, in or of Ontario.

Environmental Assessment - A planning process that is mandated by provincial and federal legislation, and that requires the systematic identification and mitigation of the effects of projects on all aspects of the environment.

Environmental Project Report (EPR) - A report documenting the EA carried out by the proponent, in accordance with Ontario's Transit Project Assessment Process (Ontario Regulation 231/08 under the *Ontario Environmental Assessment Act*).

Light Rail Transit (LRT) - Light Rail is essentially a modern evolution of the conventional trolley. It is a metropolitan railway system characterized by its ability to function at higher operating speeds, operate as a single vehicle or in short trains along exclusive rights-of-way at ground level, on aerial structures, in subways, or on

streets, and to board and discharge passengers at track or car-floor levels. It can run on electric energy, be diesel powered or be a hybrid of systems.

Mitigation - The elimination, reduction, or control of the adverse environmental effects of the project, including restitution for any damage to the environment caused by such effects through replacement, restoration, compensation, or any other means.

Modal split - The percentage of person-trips made by either transit or automobile, relative to the total number of person-trips made by motorized modes (i.e. transit and automobile, combined).

Ontario Environmental Assessment Act (OEAA) - The purpose of the Act is the betterment of the people of the whole or any part of Ontario by providing for the protection, conservation and wise management in Ontario of the environment. R.S.O. 1990, c. E.18, s. 2. It requires projects proposed by a provincial or municipal body to be subjected to a defined planning process which requires the proponent to document the purpose and rationale, look at a full range of reasonable alternatives, and assess the effects on the environment.

Proponent - The body proposing to undertake a project and who is, therefore, required by law to prepare an environmental assessment in accordance with the Ontario Environmental Assessment Act. In the case of this proposed project, the City of Ottawa is the proponent.

Public Consultation Group (PCG) - A public committee to the Downtown Ottawa Transit Tunnel Study Team consisting of representatives from community associations, special interest groups, and City of Ottawa advisory committees.

Rapid Transit - Fast, frequent, high-capacity transit service provided using either bus or rail technology, operating in an exclusive right-of-way or otherwise un-delayed by mixed traffic in shared corridors.

Transit Project – The Ontario *Environmental Assessment Act* defines a transit project as an undertaking consisting of:

- (a) An enterprise or activity that is the planning, designing, establishing, constructing, operating, changing or retiring of a facility or service that, aside from any incidental use for walking, bicycling or other means of transporting people by human power, is used exclusively for the transportation of passengers by bus or rail, or anything that is ancillary to a facility or service that is used to support or facilitate the transportation of passengers by bus or rail; or,
- (b) A proposal, plan or program in respect of an enterprise or activity described in clause (a) above.

Transit Project Assessment Process – The Ontario *Environmental Assessment Act* defines a transit project assessment process as: a focused impact assessment process that includes consultation, an assessment of potential positive and negative impacts, an assessment of measures to mitigate negative impacts, and documentation.

Transportation Master Plan - A City of Ottawa document which establishes infrastructure and program needs supporting policies for the regional transportation system.

1.0 INTRODUCTION

1.1 Project Context

The City of Ottawa is proceeding with the preparation of a Planning and Environmental Assessment (EA) Study for the expansion and improvement of its rapid transit network to accommodate existing and future demand in the downtown core area. The intent of this expansion would be to support the transit mode split objectives of the City's Transportation Master Plan, and existing land uses and future development established in the City's Official Plan. This downtown rapid transit project or Downtown Ottawa Transit Tunnel (DOTT), is a primary component of the City's overall plan for transportation service and infrastructure improvements required to support future growth.

This study will be conducted in two major phases: a Project Planning Phase and a Project Environmental Assessment Phase. The Planning Phase will rely and build upon previous planning work to determine a preferred route for an underground LRT tunnel to serve central Ottawa that will maximize ridership, support the OP and TMP transit mode split and development targets in a cost-effective manner. The Project Environmental Assessment Phase of the study will consist of a coordinated EA that meets the requirements of the new "Transit Project Assessment Process" (Ontario Regulation 231/98) under the *Ontario Environmental Assessment Act* (OEAA) and the requirements of the *Canadian Environmental Assessment Act* (CEAA). This EA will document the potential effects of the project on the environment, including any mitigation necessary to offset negative impacts.

Official Plan/Transportation Master Plan Background

The City of Ottawa's 2003 Official Plan (OP) sets out a growth management strategy that emphasizes urban intensification and increased mixed-use development centered on rapid transit as a means to address travel demand and to discourage single occupancy vehicle use as the preferred mode of peak period travel. To support this strategy, the 2003 Transportation Master Plan (TMP) sets a 30% transit mode split goal for 2021. The TMP identified an expanded rapid transit network as a key component to achieving this objective.

Currently, both the 2003 OP and TMP are being reviewed and updated. The 30% transit mode split target has been retained for the new City of Ottawa population forecast of 1.136 million for the year 2031. As part of the TMP update, a review of all existing and possible future transit services in the downtown against the practical capacity for rapid transit on the existing downtown street network has been completed. Analysis has concluded that a grade-separated facility (tunnel) is needed in the future to accommodate expected transit ridership. The recommended downtown rapid transit network plan was approved by City Council in May 2008 and forms the basis for the need, justification and preferred solution for the Project.

Relationship to Other Studies

The City, in conjunction with the National Capital Commission (NCC), the City of Gatineau, and Société de Transport de l'Outaouais (STO) have recognized the need for improved inter-provincial transit linkages. This separate initiative will be the subject of the Interprovincial Core Area Transit Integration – Strategic Planning Study being led by the NCC. Although the timing and scoping of the Integration Study is under review, the DOTT Planning and Environmental Assessment Study must ensure that integration of STO services are thoroughly addressed, resulting in a comprehensive transit tunnel study.

Project Study Area

The study area for the DOTT Project (shown in Figure 1-1) is generally from Bayview Transitway Station in the west through the downtown core between Wellington Street and Laurier Avenue West to King Edward Avenue, and encompassing Lowertown West, Byward Market and the University of Ottawa campus area. The area extends south and east from here to include Hurdman Transitway Station and the VIA Rail Station. The study area will cover the approaches to all four road bridges, plus the existing rail bridge on the Ontario side of the Ottawa River. Aside from the main transit route through the downtown core, the study area highlights consideration of the role of Bayview and Hurdman Stations as key transfer points, the interprovincial linkage (both to the west and east of the downtown core), and the connection to the VIA Rail Station.

Figure 1-1: Study Area



1.2 Environmental Assessment Requirements

Provincial Requirements

The DOTT Project is subject to the OEAA. In order to facilitate the faster implementation of transit infrastructure, the MOE approved a new *Regulation* under the OEAA on June 25, 2008 that exempted most public transit projects from the requirements of the OEAA, provided that they comply with the “Transit Project Assessment Process” outlined in the *Regulation*. The *Regulation* sets out a 6-month EA process that focuses the assessment of environmental effects in accordance with the definition of the environment under the Act. It prescribes the timeline to undertake consultation, complete and submit documentation; undertake public and agency review; and for government decision making. The 6-month EA process can only commence once the City has selected a preferred transit project, and since the *Regulation* primarily deals with approvals, there is flexibility in the approach followed to determine the preferred project. More information on the new Regulation can be found at: www.ebr.gov.on.ca.

Federal Requirements

With the likelihood of requirements for Federal permits and property, and with the City pursuing Federal funding, the project must also comply with the requirements of the Canadian Environmental Assessment Act (CEAA). On this basis, federal coordination activities will begin as early as possible, that is, once a Project Description is submitted by the City to the Federal Environmental Assessment Coordinator. More information on the Canadian Environment Assessment Act can be found at www.ceaa.gc.ca.

Coordinated Approach

Since this project must satisfy both Provincial and Federal EA legislation, a coordinated process as outlined in the *Canada-Ontario Agreement on Environmental Assessment Cooperation*, November 1, 2004 will be undertaken to avoid unnecessary duplication.

1.3 Study Goals

There are three key goals for this study: First, to complete a planning study to determine the preferred alignment for a grade-separated LRT facility to serve central Ottawa that will maximize ridership, support the OP and TMP mode split and development targets in a cost-effective manner. Secondly, to complete a coordinated federal/provincial EA which documents the project’s impacts on the environment, including any mitigation necessary to offset any negative impacts. Thirdly, to reach and involve all stakeholders during the planning and environmental assessment phases so they can effectively contribute to the decision-making process.

1.4 Consultation

A combination of Agency, Business and Public Consultation Group meetings, stakeholder meetings, Public Open Houses and individual group/agency meetings (as necessary) will be undertaken to ensure effective communication, meaningful exchange of ideas, project refinements, and successful project implementation.

2.0 WORK PLAN

2.1 Work Plan Approach

As noted earlier, the Downtown Ottawa Transit Tunnel: Planning and Environmental Assessment Study will be conducted in two major phases: The Project Planning Phase and the Project Environmental Assessment Phase (see Figure 2-1: Project Planning and Environmental Assessment Process). The study is structured so that each stage builds on the previous one and provides greater clarity and support regarding the goals of the project.

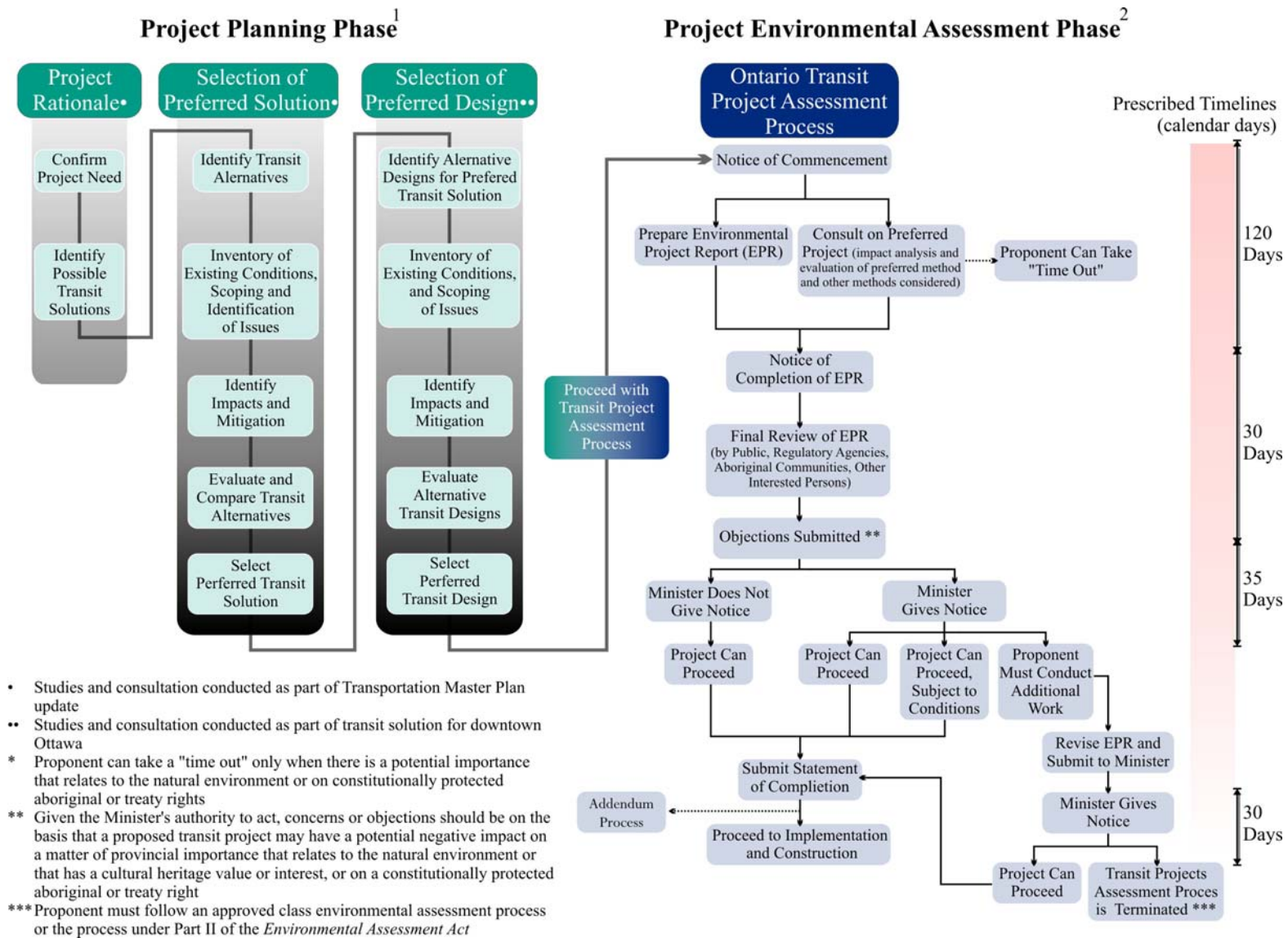
2.1.1 Project Planning Phase

Conceptually, the approach for the project planning phase will follow the requirements set out in the 2007 Municipal Class EA for Transit Projects. This begins with identifying and confirming the project need and justification, followed by an assessment of alternative solutions to the undertaking. Work carried out during the 2008 update of the City's Transportation Master Plan will be reviewed and incorporated into the documentation of a recommended transit solution. The recommended transit solution will be of sufficient detail to prepare and submit a Federal Description Report. A range of design alternatives for the recommended transit solution will subsequently be developed and evaluated, leading to the identification of a preliminary preferred transit design. Refinements to the preliminary preferred design based on the feedback received will be incorporated and it will be brought forward to Committee and Council. Broad consultation with the public, project stakeholders and Consultation Groups will be undertaken throughout this phase. Ultimately, a preferred transit design will be recommended.

2.1.2 Project Environmental Assessment Phase

At this stage, the plan will be of sufficient detail to undertake a detailed impact assessment of the preferred design. The impact assessment process will be designed to fulfill both the CEAA screening requirements and those of the new Ontario "Transit Project Assessment Process" EA *Regulation*. The results of this effort will be the subject of consultation with the public, project stakeholders, Consultation Groups and the review agencies.

Figure 2-1: Project Planning and Environmental Assessment Process



¹ During the Project Planning Phase a federal Project Description will be submitted to the federal environmental assessment coordinator

² During the Project Environmental Assessment Phase a federal Environmental Assessment will be prepared to fulfill the requirements under the CEAA

2.2 Tasks

The methodology for undertaking the proposed project is best described by the breakdown of each stage into distinct tasks. Each project task is outlined below.

PHASE 1: PROJECT PLANNING

Stage 1: Project Initiation

1-1: Project Initiation Meeting with the City. Launch the exchange of project information between City and consultant and formalize study process protocols.

1-2: Preliminary Review of Supporting Documents and Background Information. Existing information will be collected and reviewed to assist in scoping study issues.

1-3: Identify Consultation Groups. Comprehensive membership within the three consultation groups (ACG, BCG, PCG) will be identified and members contacted to confirm their involvement in the study.

1-4: Study Design and Schedule Document. This document will act as a “Blueprint” for the project to ensure effective coordination amongst those with an interest in the project.

1-5: Coordination Meeting with MOE and CEAA. Start-up meeting to obtain general guidance regarding overall study process, provincially regulated deadlines and the incorporation of Aboriginal interests; and to assist Provincial and Federal coordinators in understanding the City’s expectations regarding the timing of the assessment and key milestones.

Stage 2: Need, Justification and Identification of Alternative Solutions

2-1: Review and Confirm Need and Justification. The TMP update has provided the need and justification for this project and will be used to confirm the need.

2-2: Review and Confirm Preferred Solution to the Undertaking. Summarize alternatives and document the decision path to the preferred solution. Prior work will be updated to reflect current conditions in the study area.

2-3: Base Map Preparation. Base mapping for the study area, including information on surface and subsurface features will be prepared.

2-4: Update Inventory of Existing Environment. Additional existing conditions information will be collected and examined to support the development of the preferred solution design alternatives and their associated environmental effects.

2-5: Consultation Group Meetings #1. Meetings will be held with the ACG, BCG and PCG to present the Study Design and Schedule Document, to review and confirm the project need, to the review and confirm the preferred solution to the undertaking, and to present an overview of existing environmental conditions.

2-6: Present Project Overview to ACPDR. Provide an overview of the project and obtain general guidance on design matters reflecting federal lands.

2-7: Federal Project Description Report. The federal authority receiving the *Project Description Report* from the City will determine if they will require an EA of the project under Section 5 of the CEAA. Assuming an EA is required, the Responsible Authorities (i.e., Transport Canada, Industry Canada, Fisheries and Oceans Canada (DFO), Parks Canada, and NCC) will determine the scope of the environmental assessment. The scope will be incorporated into the overall coordinated process.

Stage 3: Develop and Identify Preliminary Preferred Design and Technology

3-1: Identify Technology Alternatives and Characteristics. Collect all relevant information on possible technologies to allow for easy reference and for the development of design standards.

3-2: Identify and Develop Design Alternatives. Design alternatives will be developed for each study segment, accounting for connection at the interface point between segments.

3-3: Update and Refine Inventory of Existing Environment. Existing conditions will be updated and refined to implement the preferred solution alternative designs based on the design criteria previously identified.

3-4: Identify Evaluation Criteria & Methodology. Key evaluation considerations will include, but not necessarily limited to, cost, urban integration, impacts on traffic environment and access, effects on residential, commercial and institutional developments, social impacts, and effects on the biophysical environment.

3-5: Consultation Group Meetings #2. These meetings will be held to review the alternative designs for the transit project and the criteria and evaluation methodology proposed to evaluate the alternatives.

3-6: Impact Assessment and Evaluation of Alternative Designs. Each of the project design alternatives developed will be evaluated and assessed.

3-7: Consultation Group Meetings #3. The assessment and evaluation results, appropriately defined and documented, will be made available in advance and will be discussed at the meeting. The outline of the materials for the first Public Open House will also be presented for review and comment.

3-8: Public Open House #1. This meeting will present the alternative project design concepts, the detailed existing conditions information, the evaluation criteria and methodology, and the preliminary preferred alternative design for the project. A public consultation summary report will be prepared.

3-9: Confirm Preferred Design and Technology Choice(s). Based on feedback from the Public Open House and with input from the ACG, BCG and PCG, the recommended design concept will be confirmed for the project.

3-10: Presentations to Committee and Council. Formal presentation of the study's progress will be made at this stage to gain approval for the preliminary preferred design alternative.

3-11: Present Preliminary Preferred Design and Technology to ACPDR. The process of selecting the preferred design as well as the results of the public consultation to date will be presented to keep the Committee aware of the progress on the project.

3-12: Prepare Federal Project Scoping Report. The report will be based on the approved design alternative, and will form the first step in the federal approval process.

Stage 4: Refinement & Assessment of Recommended Design Plan

4-1: Refinement of Preferred Design. Refinements will be made, where appropriate, to the preliminary preferred design. Attention will focus on avoidance of impacts through design enhancements as opposed to implementing conventional mitigation measures.

4-2: Prepare Functional Design Plan. Based on the preferred design concept a functional design plan will be completed.

4-3: Develop Implementation and Staging Strategies. The *Implementation and Staging Plan* for the preferred design will include the implementation and staging of watermains, utilities, sewers, intermittent/long-term stormwater management facilities, and the major works associated with the project. The plan will also take into consideration the timing and phasing of adjacent developments.

4-4: Description and Costing (WBS) of Preferred Design. A scope of work and a work breakdown cost structure, in approved Work Breakdown Structure (WBS) format, will be developed to determine individual phase cost estimates, as well as an overall cost estimate for the project.

4-5: Impact Assessment of Preferred Design. This assessment will focus on the varied environmental components. Mitigation measures will be identified to minimize or eliminate potential adverse effects and, where possible, enhance environmental quality.

4-6: Consultation Group Meetings #4. The results of the previous tasks will be presented for review and comments, as will materials planned for the second Public Open House.

4-7: Public Open House #2. The objectives of this Open House will be to present the *Recommended Plan* including staging, cost, assessment of effects, and the proposed mitigation measures and to solicit comments and input from the public. A public consultation summary report will be prepared.

4-8: Present Final Report Summary to ACPDR. The *Recommended Plan* and the results of the public consultation will be presented along with recommendations for future consultation as design progresses.

4-9: Finalize and Submit to Council. The *Recommended Plan* and the results of the public consultation will be presented along with a summary of staging, implementation and mitigation issues.

PHASE 2: PROJECT ENVIRONMENTAL ASSESSMENT

5-1: Notice of Commencement and Public Open House. The Project Environmental Assessment Phase of the study will begin with a Notice of Commencement and Public Open House.

5-2: Identification of Approval Requirements and Amending Procedure. A list of approvals, such as permits to take water, sanitary sewer discharge agreements and building permits, will be identified. An amending procedure to address potential minor and major changes that arise during design will be developed.

5-3: Prepare Implementation and Staging Plan. The strategies developed previously will be formalized into a complete Implementation and Staging Plan to guide the design.

5-4: Prepare Monitoring Strategy and Schedule. A strategy for the preconstruction, construction and operation phases will be developed from the EA process.

5-5: Public Open House #3. This final open house will allow the public to see the final technical details and provide their input on issues of provincial significance. A summary report will be prepared.

5-6: Consultation with Stakeholders. Additional consultation will be undertaken as required during the review and approval period.

5-7: Prepare Environmental Project Report. The report will be completed based on input from the stakeholders and final round of public consultation.

5-8: Prepare CEAA Screening Report. The report will build on material developed during the functional design tasks and focus on environmental impacts and the measures to be put in place to mitigate those impacts. The CEAA Screening Report will be of sufficient scope to address the Federal Screenline Requirements.

5-9: Notice of Completion. A Notice of Completion will be issued once the Provincial EPR has been completed and finalized.

5-10: Technical Support during EPR and CEAA Review. Team members will be available to answer any questions that may arise during the review and approval process.

5-11: Statement of Completion. A Statement of Completion for the Provincial EPR will be issued once the final reports have been received and all review periods and written objections or requests for revised reports (if any) have been dealt with to the satisfaction of the Minister of the Environment.

3.0 COMMUNICATIONS PLAN

There is significant public interest in this study from a variety of stakeholders. Accordingly, consultation must be inclusive and appropriate for a study of this type and will be dependent, in part, on broad and effective consultation, communication and consensus building. The main features of the Communications Plan which follows also incorporates the consultation requirements and notices identified for the Transit Project Assessment Process.

3.1 Communications Strategy

The benefits of an effective public consultation program include the following:

- Provides opportunities for interested parties to participate in the Study;
- Promotes a high level of public awareness and knowledge of the Study;
- Allows for the sharing of knowledge and information;
- Provides a forum for open, two-way dialogue;
- Identifies public and stakeholder issues;
- Identifies technical concerns;
- Creates a feedback mechanism; and
- Allows for the preparation of an end product, which has the broadest possible acceptance.

3.2 Target Audience

3.2.1 Consultation Groups

There will be three invited Consultation Groups involving community, business, and government agencies. These Consultation Groups will meet in advance of each round of Public Open Houses. The roles of these groups will be to provide input, opinions and interactive dialogue with the Study Team. They will assist the City in advancing the study, but will not be the sole source for public and other stakeholder input. The three Consultation Groups and their roles are described below. The membership of these groups may be modified during the course of the study as circumstances dictate.

Agency Consultation Group

An Agency Consultation Group (ACG) will be formed to address the full range of technical issues and to comment on all of the special studies required to fully assess the various alternatives and to ensure that the City is following the correct procedures, legislation and addressing appropriate policies. During the study it is possible that this group could be divided into a City Consultation Group and External Agency Consultation Group. ACG members will include experts in their related fields from government agencies and approval bodies including, but not limited to:

- Government of Canada:
 - Canadian Environmental Assessment Agency – Ontario Regional Office
 - Environment Canada – EPA Division
 - Transport Canada
 - Infrastructure Canada
 - Department of National Defense Headquarters
 - Public Works and Government Services Canada
 - Fisheries and Oceans Canada
 - Health Canada
 - Parks Canada
 - National Capital Commission
 - Natural Resources Canada – Geomagnetic Laboratory
 - Canadian Transportation Agency - Rail Infrastructure Directorate
- Province of Ontario:
 - Ontario Ministry of Culture
 - Ontario Ministry of the Environment
 - Ontario Ministry of Natural Resources
 - Ontario Ministry of Energy and Infrastructure
 - Ontario Ministry of Transportation
 - Ontario Secretariat for Aboriginal Affairs
- City of Ottawa:
 - Public Works and Services
 - Planning, Transit and the Environment (including OC Transpo)
 - Business Transformation Services
 - City Manager's Office
 - Community and Protective Services
 - Ottawa Police Services
- Other Agencies:
 - Rideau Valley Conservation Authority
 - Société de Transport de l'Outaouais (STO)
 - Transport 2000
 - VIA Rail

- Canadian National Railway
- Hydro Ottawa Limited
- Hydro One Networks Inc.
- Bell Canada
- Enbridge
- City of Gatineau
- Downtown Ottawa Coalition

Public Consultation Group

A Public Consultation Group (PCG) will be formed to enable community and special interest groups to provide direct input to the study and commenting on local issues and concerns. PCG members will include, but are not limited to:

- City of Ottawa Advisory Committees:
 - Pedestrian and Public Transit Advisory Committee
 - Roads and Cycling Advisory Committee
 - Accessibility Advisory Committee
 - Local Architectural Conservation Advisory Committee
 - Environmental Advisory Committee
 - Arts, Heritage and Culture Advisory Committee
 - Ottawa Forest and Greenspace Advisory Committee
- City Centre Coalition
- Access Now
- Ontario Disability Directorate
- Dalhousie Community Association
- Centretown Citizen's Community Association
- Action Sandy Hill
- Federation of Citizens Association of Ottawa-Carleton
- Hintonburg Community Association
- Lowertown Community Association
- Heritage Ottawa
- University of Ottawa Student's Association (undergraduates)
- University of Ottawa Graduate Student's Association (GSAED)
- Downtown Ottawa Coalition

Business Consultation Group

There are many business, commercial and institutional interests within or adjacent to the study area that may be affected by this undertaking. Accordingly, a BCG will be established to enable these groups to provide input to the study, and advise and comment on issues of concern. BCG members will include, but are not limited to:

- Building Owners and Managers Association
- ByWard Market BIA
- Downtown Rideau BIA
- Ottawa Chamber of Commerce
- Ottawa Tourism and Convention Authority
- Preston Street BIA
- Sparks Street Mall BIA and Management Board
- Bank Street Promenade BIA
- Downtown Ottawa Coalition
- University of Ottawa
- Carleton University

- Canadian Federation of Independent Businesses
- National Capital Business Alliance
- Regroupement des gens d'affaires
- National Arts Centre
- Rideau Centre
- Congress Centre
- The Eastern Ottawa Chamber of Commerce
- Arts Court

3.2.2 General Public

Every person or organization that has an interest in the Study will be given opportunities to learn about and participate in the study process through various means described in Section 3.3 (Communication Methods).

3.2.3 Aboriginal Communities

Representatives from aboriginal communities which may have an interest in the Study or be potentially impacted by the project will be contacted and given opportunities to learn about and participate in the study process through direct consultation.

3.2.4 Other Stakeholders

Individual stakeholders will be identified and contacted as required during the course of the study for direct consultation on specific issues.

3.3 Communication Methods

Communication will be initiated by distributing and receiving information through various meetings with study participants, at Open Houses, and through the use of the City's project website and secure FTP site. Communication methods during the two phases of the study are discussed below.

3.3.1 Planning Phase

Consultation Group Meetings will be held with each of the three Consultation Groups (ACG, BCG, PCG) prior to each Public Open House in order to update the Consultation Groups on the progress of the study and solicit feedback and input. Four meetings with each of the Consultation Groups are planned during the planning phase of the study. Additional meetings may be held as required.

Presentations to ACPDR (NCC) will be undertaken to provide information on the project and obtain direction and advice on design matters reflecting federal lands. Three presentations are planned during the planning phase of the study.

Public Open Houses will be held in order to update the public on the status of the study and obtain feedback on information and options presented. Two Public Open Houses are planned during the planning phase of the study.

Meetings with Individual Stakeholders will occur on an "as required" basis throughout the planning phase to address specific issues identified through the course of the study.

Presentations to Committee and Council will be undertaken to present the findings of the planning phase and obtain Council approval to proceed with the Project Assessment Phase of the study.

3.3.2 Project Assessment Phase

As outlined in the *Transit Project Assessment Process*, specific points of contact are required to satisfy *OEAA* requirements during the EA phase of the study.

Notice of Commencement and upcoming study events will be placed in daily newspapers with regional coverage, as well as on the City's project website. In addition, the Notice will be distributed directly to:

- Every assessed property owner within 30 m of the site of the transit project;
- The Director of the Environmental Assessment and Approvals Branch, MOE;
- The Regional Director, MOE;
- Aboriginal communities identified as having an interest in the project; and,
- Other persons the City considers may be interested in the project.

As per the new Transit Project Assessment Process, the City has 120 days to consult with stakeholders and complete the EA report from the time the Notice of Commencement is published.

Public Open House will be held in order to update the public on the status of the study and obtain feedback on information and options presented. One Public Open House is planned during the project assessment phase of the study.

Consultation with Stakeholders will occur on an "as required" basis throughout the project assessment phase to address specific issues identified through the course of the assessment.

Notice of Completion will announce the filing of the Environmental Assessment Report for the final 30-day public review. The notice will be given to:

- Every person to whom a Notice of Commencement was given;
- The Director of the Environmental Assessment and Approvals Branch, MOE;
- The Regional Director, MOE;
- Every person from whom the City receives a written request for a copy of the Notice; and,
- Other persons the City considers may be interested in receiving a copy of the Notice.

The Notice will be published in accordance with the *OEAA*, and venues where the Report can be viewed will be identified.

3.3.3 Project Website

A project website will be maintained for the duration of the Planning and Environmental Assessment Study. The website will include information on the study process, public notifications, frequently asked questions (FAQ), contact coordinates for further information or how to be added to the study's mailing list, updated study findings and display materials from Public Open Houses.

3.3.4 FTP Site

Delcan will maintain a secure FTP site for the transfer of study related materials with the three Consultation Groups.

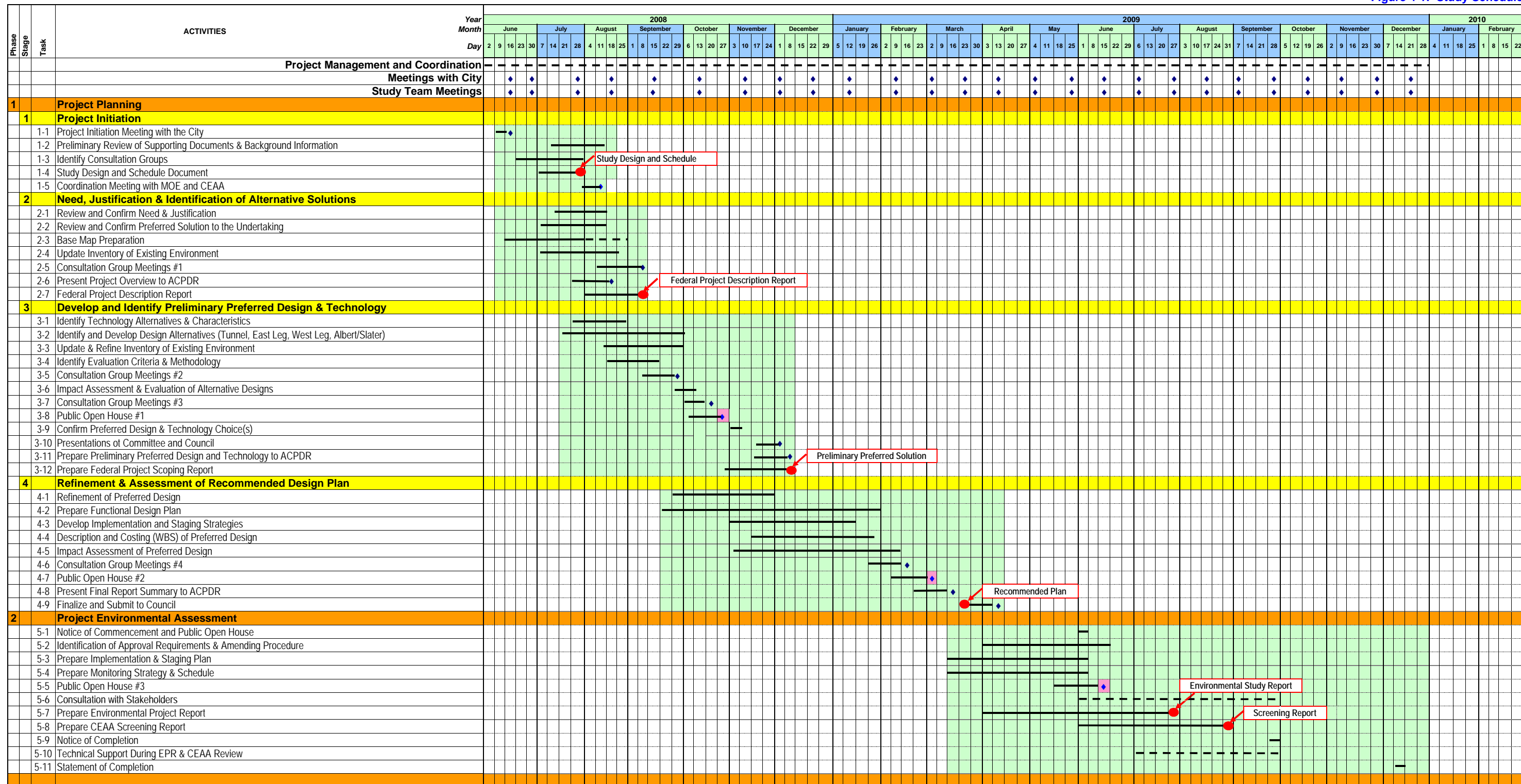
3.4 Summary

The Communications Plan may be modified over time as the need arises and should be used to continuously guide the consultation process for the DOTT Planning and Environmental Assessment Study. It is important that any change to the scope of work and time schedule be reflected by corresponding changes to the Communications Plan.

4.0 PROJECT SCHEDULE

The following Figure 4-1 highlights the estimated sequence of events and duration of the project's major tasks and sub-activities. This schedule reflects a completion target date of January, 2010 for submission to the MOE for approval of the Environmental Project Report.

Figure 4-1: Study Schedule



LEGEND : ♦ - Meeting or Milestone Event ♦ - Public Event ● - Deliverable — - - - - Intermittent Task — - - - - Intermittent Task

