

Wainfleet Water and Sewer Servicing Phase II

Meet and Greet Issues and Follow Up Recommendations

Members of the Public Liaison Committee (PLC) for the Wainfleet Water and Sewer Project, Phase 2, reviewed the report from the January 17, 2009 Meet and Greet. This review was completed at the March 17, 2009 meeting of the Public Liaison Committee. The following actions will be undertaken to follow through with comments and suggestions received during the Meet and Greet as well as the submitted questionnaires. Please note that answers to questions submitted are in the separate document entitled “January 17 Meet and Greet – Questions and Answers”.

Theme	Issue	Action
Consultation Events	Notification Tools	<ul style="list-style-type: none"> • Continue to use identified tools ensuring timely release of information
	Mayor Henderson’s Newsletter	<ul style="list-style-type: none"> • Continue E version and paper version • Continue to mail newsletter 4 weeks prior to any events
	Location of Port Colborne Brethren in Christ Church is appropriate	<ul style="list-style-type: none"> • Maintain use of church for events
	Combine Open House and Public Meeting	<ul style="list-style-type: none"> • Agree
	Facilitator	<ul style="list-style-type: none"> • Maintain use of facilitator at all events • Have facilitator prepare independent consultation report
	Clear Language	<ul style="list-style-type: none"> • Review all documents to ensure they are in clear plain language
	Public Information Centre and Public Meeting Organizational Details	<ul style="list-style-type: none"> • Continue to hold at key times coordinated with draft report release • Continue to provide update on all studies even though they are progressing at different rates/stages • Continue to have key experts present as necessary • Continue to have key Township and Regional staff attend • Review material in advance for Joint Advisory Committee; PLC and key staff
	Follow Up to Comments from	Inclusion of Seasonal Residents

Theme	Issue	Action
Meet and Greet		<ul style="list-style-type: none"> • Continue to hold events on Saturdays • Investigate webinar technology for public meetings to allow property owners from outside the Township to attend
	Residents not Receiving Notice	<ul style="list-style-type: none"> • Prepare contact database and ensure contacts receive notices • Continue to mail separate event notices • Mail event notices 4 weeks prior to event • Continue newspaper and website advertising • Continue to develop project database from sign in sheets • Send material to assessment roll address with tear off sheet to return for alternative addresses
	Self-Identified Community Organizations	<ul style="list-style-type: none"> • Provide identified organizations with event information prior to its release to ensure correct information is available to their members • Continue regular meetings with the PLC with identified organizations
	Information on Current Studies (Kick Off; in Progress; Draft Report)	<ul style="list-style-type: none"> • Post Terms of Reference (TOR) on project web sites; include executive summaries and complete documents (please note: consultant proposals cannot be released as they are proprietary documents) • Include notice of availability of TOR in Mayor Henderson's newsletter (e version and paper version) • Publish quarterly study updates (website; newsletter; reports to Committee and Councils) • Draft reports released as staff reports to Township and Regional Councils
	Results of Consultation Events	<ul style="list-style-type: none"> • Prepare summary of comments received as consultation report • Release consultation report electronically 8-12 weeks after event • Include follow up and actions
	Recommendations from Meet and Greet	<ul style="list-style-type: none"> • In addition to publishing Meet and Greet facilitator's report; publish commitments and actions document as follow up to the facilitator's report