

CONSULTATION GUIDE



**A GREENER
CITY IN
THE PALM
OF YOUR HANDS!**

DEVELOPING THE ENVIRONMENTAL POLICY

Phase 2 of the Public Consultations

April 22, 2008

TABLE OF CONTENTS

1. Introduction and background.....	1
2. Consultation objectives	2
3. Public consultation activities	3
A. Launch	
B. Four exchange and discussion workshops	
C. Youth consultation	
D. Internal consultation	
E. Two information sessions and one public hearing	
F. Public Hearing	
4. Taking part	5
5. Schedule	6
APPENDIX A: Submitting a Brief	9

1. INTRODUCTION AND BACKGROUND

Protecting our municipality's environment is a key component of our quality of life. This is why, in 2008, Gatineau wants to introduce an environmental policy that will harmoniously guide its development in future years. With its creation in the spring of 2006, the Commission consultative sur l'environnement et le développement durable (CCEDD) was mandated to develop an environmental policy for Gatineau. In the fall of 2006, Ville de Gatineau commissioned the Observatoire de l'Environnement et du Développement Durable de l'Université de Sherbrooke (OEDDUS) to develop a work plan for this policy. The OEDDUS report summarizes the environmental policies of different Canadian and European cities, and provides a list of key issues and related challenges that had to be addressed in the future policy.

Following the presentation of this report, the CCEDD began discussions to lay out an action plan for the development of the environmental policy. It was agreed that this policy could only be prepared with input from residents and civil society organizations.

This policy would constitute a planning tool that would enable Gatineau to orchestrate its future interventions in the areas of water, air, soil biodiversity, residual materials, power and quality of life. The environmental policy will help prioritize the following directions for Gatineau:

- taking on the leadership role;
- acting with a focus on sustainable development;
- increasing awareness and educating to stimulate change and commitment; and
- monitoring, enforcing and strengthening by-laws.

2. CONSULTATION OBJECTIVES

Committed to giving its residents and partners a key role in the decision-making process and to sparking the interest of residents in consultation activities, Gatineau has pushed for an inclusive participatory approach in every public consultation, based on the following principles:

- guaranteed transparency;
- residents, organizations and partners are invited to speak out from the project's outset;
- everyone is encouraged to participate and participants are treated equitably;
- collective learning is promoted;
- the decision-making process is understood; and
- clear and responsible reporting is provided.

In addition to these general objectives, which are applicable to every public participation activity, specific objectives have been set for this exercise.

Phase 1: preparing for the policy development:

- develop and present the environmental overview of Gatineau. This overview, prepared by the Module de l'urbanisme et du développement durable, is a summary strategic analysis that covers the different aspects of environmental management (i.e. water, air, soil, biodiversity, residual materials and power);
- give residents, organizations and local partners the opportunity to share their expectations about the environmental policy before it is drafted;
- make Gatineau youth aware of the environment and encourage them to contribute to the policy's development;
- identify pockets of resistance to change in terms of residents' habits;
- explain the policy-development and decision-making processes; and
- prioritize Gatineau's areas of intervention in regard to the environment.

Phase 2: draft environmental policy

- present the draft environmental policy to residents, organizations and partners from different areas;
- help residents, organizations and local partners find out about and understand the contents (issues and proposals) of the draft environmental policy;
- foster learning among residents, organizations and local partners so they can fully take part in developing the draft environmental policy;
- answer questions from residents;
- give residents the opportunity to express their views in order to fine-tune the draft policy based on their expectations, preferences and needs
- stimulating participation by young people; and
- clarify the decision-making process.

3. CONSULTATION ACTIVITIES

Several separate public participation activities have been organized to give everyone the chance to actively take part in the decision-making process. These were divided into two phases, the first of which took place in the fall of 2007, with the launch of consultation process on the development of the environmental policy, four discussion workshops, a youth component and an internal consultation. The second phase will involve two information sessions and a public hearing.

Phase 1: Preparations for the development of the environmental policy – *COMPLETED*

A. Launch of the environmental policy consultation process

This launch marked the starting point for the activities organized for residents, organizations and local partners. The objective of this launch was essentially to:

- Disclose the processes that would be followed to develop the policy and make decisions.

B. Four discussion workshops for residents, partners and organizations

These discussion workshops were part of the activities organized for residents, organizations and partners. The workshops' objectives were to:

- Present the environmental overview and make the most of the knowledge, skills and expertise of the different parties.

This workshop gave participants the opportunity to express their views and comments on the environmental overview and present the issues and main themes related to Gatineau's future role in connection with the environment.

Altogether, four workshops took place in different parts of Gatineau.

C. Youth component

These discussion workshops were part of the activities organized for high school students. The objectives of these workshops were essentially to:

- Develop among Gatineau youth an interest in and commitment to the development of the environmental policy and to give participants the opportunity to share their opinions and comments about the environmental overview, and to outline the issues and main themes related to Gatineau's role in regard to the environment.

D. Internal consultation

In the interest of giving municipal employees a special place in the environmental issue and to make them aware of its many aspects, they were invited to make suggestions through a suggestion box. Their comments provided insight into the views and opinions of Gatineau's municipal employees and an opportunity to benefit from their expertise.

Phase 2 – Draft environmental policy

E. Two information sessions and a public hearing

Once the draft environmental policy has been completed, Gatineau will invite residents to two information sessions, on May 5 and 6, 2008 (one in the east end, the other in the west end of the city). These information sessions will consist of the presentation of the draft policy, followed by a question period, during which residents can ask questions to help them better understand the issues.

Officials from the Module de l'urbanisme et du développement durable and the consultant will present the policy and answer questions from the participants. The following is the proposed schedule:

- 7:00 p.m.: Opening comments by the Chairman of the CCEDD
- 7:15 p.m.: Presentation of the draft environmental policy
- 7:40p.m.: Presentation on tabling a brief
- 7:50 p.m.: Break and registration for questions
- 8:00 p.m.: Questions
- 8:50 p.m.: Closing comments and explanation of the next steps

F. Public hearing

Residents, organizations and partners will have until **Tuesday, May 20, 2008** to submit briefs. A meeting will be held in the form of a “public hearing”, where the briefs will be presented by their authors. Residents will also have the opportunity to voice their views and suggestions at the hearing, which will take place on **Wednesday, May 28**.

The Chair of the CCEDD and the official in charge of the policy development project will listen to your briefs. The following process is proposed for this meeting:

- 3:35 p.m.: Opening comments and explanation of the public hearing process
- 3:40 p.m.: Introduction of the members of the CCEDD
- 3:45 p.m.: Presentations of the briefs
- 5:30 p.m.: Break
- 6:00 p.m.: Presentations of the briefs
- 8:15 p.m.: Break and registration for verbal comments
- 8:30 p.m.: Verbal comments
- 9:15 p.m.: Closing comments and explanation of the next steps

4. TAKING PART

Information Sessions		Public Hearing
May 5, 2008	May 6, 2008	May 28, 2008
Aylmer service centre	Centre communautaire du Lac-Beauchamp	Maison du Citoyen
5 th floor	Salle du pavillon 1	Salle Jean-Després
115 rue Principale	745 boulevard Maloney Est	25 rue Laurier
6:30 to 9:00 p.m.	6:30 to 9:00 p.m.	3:30 to 9:30 p.m.

If you cannot attend either of the information sessions but would like to take part in the public hearing, you are encouraged to review the documents and to submit your brief (See Appendix A – Tabling a Brief) to Ville de Gatineau no later than May 20, 2008.

5. SCHEDULE

The following are the main steps, including those that have already been completed:

1. **APRIL 2007:** Presentation of the work plan
2. **JUNE AND JULY 2007:** Scientific telephone survey of 1,155 Gatineau residents
3. **SEPTEMBER 2007:** Tabling of the overview of environmental initiatives
4. **SEPTEMBER 19, 2007:** Official launch of the public consultation process
5. **OCTOBER 15 TO 18, 2007:** Four discussion workshops involving associations and residents in the Aylmer, Hull, Gatineau, Masson-Angers and Buckingham sectors
6. **OCTOBER 25 TO NOVEMBER 9, 2007:** Discussion workshops with high school students
7. **DECEMBER 2007:** Tabling the first phase of the consultation report
8. **DECEMBER 2007:** Developing the draft policy
9. **FEBRUARY 12, 2008:** Progress report to the Municipal Council
10. **APRIL 22, 2008:** Final presentation of the draft environmental policy to the plenary committee
11. **MAY 5 AND 6, 2008:** Information evenings
12. **MAY 28, 2008:** Public hearing
13. **SUMMER 2008:** Tabling of the second phase of the consultation report
14. **SUMMER 2008:** Revision and fine-tuning of the environmental policy
15. **FALL 2008:** Adoption of the environmental policy by the Municipal Council

APPENDIX A – SUBMITTING A BRIEF



SUBMITTING A BRIEF

As a rule, briefs contain the following elements:

- The title of the project
- A short introduction on the resident, organization or association submitting the brief
- A short explanation of the reason for the interest in the project
- Ideas, comments and suggestions on improving the draft environmental policy and the methods proposed in the environmental policy action plan

In order to ensure better understanding and follow-up, personal information, such as the address or phone numbers of a resident submitting the brief should be provided on a separate sheet. ***A brief must be no more than ten pages long.***

Briefs must also be written with due regard to other participants. They must not contain statements that are demeaning to the dignity, honour or reputation of others, or that breach their privacy.

Specifically, briefs on the draft environmental policy may contain the following elements:

- For each theme, what do you think of the directions proposed in the draft environmental policy?
- For each theme, what do you think of the objectives proposed in the draft environmental policy?
- For each theme, what do you think of the different methods proposed in the draft environmental policy action plan?

Different ways of submitting a brief

- There are three ways to submit a brief
 - 1) File a written brief and present it at a public hearing
 - 2) File a written brief without presenting it at a public hearing
 - 3) Voice an opinion at a public hearing

Submitting a brief

In order to enable the members of the Commission consultative sur l'environnement et le développement durable and Gatineau officials to prepare, briefs must be submitted no later than ***Tuesday, May 20, 2008***. You can reach us by:

- Fax: 819-595-7138
- E-mail: [villeverte@gatineau.ca](mailto:villerverte@gatineau.ca)
- Phone: 819-243-2345, extension 7149
- Mail: Ville de Gatineau
Section de la planification stratégique
P.O. Box 1970, Station Hull
Gatineau QC J8X 3Y9

The electronic transmission of a brief

- The document that is transmitted must consist of a single file no larger than five megabytes (MBs).
- The document must be identified in the e-mail, including an indication of the topic, date and number of pages.
- The brief must not be changed after its transmission. Any additional information must be provided in the form of an addendum, which will be appended to the previously submitted brief.

Publication of the briefs

Briefs remain confidential until they are presented at the public hearing. Briefs filed but not presented will be made public at the hearing.

Every brief that is made public will be posted on the Gatineau Web site.

Thank you for having taken the time to read this document!