

To: Development Services Committee

From: Warren Munro, HBA, RPP, Commissioner,  
Development Services Department

Report Number: DS-19-129

Date of Report: June 19, 2019

Date of Meeting: June 24, 2019

Subject: Public Consultation Plan for the Updated Oshawa Executive  
Airport Business Plan

File: F-2510

---

## **1.0 Purpose**

The purpose of this Report is to respond to the following May 21, 2019 Council direction related to the updated Business Plan for the Oshawa Executive Airport.

Attachment 1 shows the bulk mail distribution area that has been used in the past and will be used to promote the 2019 Town Hall meeting of the Airport Community Liaison Committee (A.C.L.C.).

## **2.0 Recommendation**

That the Development Services Committee recommend to City Council:

That, pursuant to Report DS-19-129 dated June 19, 2019, staff proceed with the public consultation plan for the updated Oshawa Executive Airport Business Plan as outlined in Section 5.0 of DS-19-129.

## **3.0 Executive Summary**

Not applicable.

## **4.0 Input From Other Sources**

The following have been consulted in the preparation of this report:

- Airport Manager
- Director, Economic Development
- Corporate Communications
- Airport Business Plan Working Group
- A.C.L.C.

## **5.0 Analysis**

### **5.1 Background**

The current Oshawa Executive Airport Business Plan covers the period from 2015 to 2019.

On May 21, 2019, Council directed that staff prepare a public consultation plan for Council's approval to obtain public input during the process to update the Business Plan. On May 22, 2019, the ABPWT met to discuss the public consultation plan.

In December, 2017, Council directed that the ACLC host an annual Town Hall meeting to provide a forum to share information and obtain comments from the public on airport matters.

It is anticipated that the Airport Community Liaison Committee will be hosting a Town Hall meeting in September of 2019.

### **5.2 Public Input**

Public input would be sought in two phases:

1. Phase 1: Information Gathering
2. Phase 2: Feedback on the draft Oshawa Executive Airport Business Plan

Consistent with City practice, all members of Council will be invited to the Town Hall meeting.

It is recommended that Lura Consulting be retained to chair the Town Hall meeting and to record the minutes of the meeting. Lura Consulting is an independent consultant with an expertise in holding public meetings. Lura Consulting effectively chaired the 2018 ACLC Town Hall meeting.

#### **5.2.1 Phase 1: Information Gathering**

It is recommended that the update to the Business Plan coincide with the September 2019 Town Hall agenda to obtain public input. This Town Hall meeting would be open to all interested parties including the public, the airport users, airport businesses and other interested parties. It is hoped that the preliminary results of the air quality assessment and noise study results will also be presented at the Town Hall meeting by the City's consultant RWDI.

Public input opportunities would include:

- Public Town Hall meeting held September 2019
- A feedback form available online on Connect Oshawa, as well as on paper at Service Oshawa, the airport and at the Public Town Hall meeting
- Stakeholder consultation between the Commissioner of Development Services, the Airport Manager and the Director of Economic Development Services and the below list of stakeholders

### **5.2.1.1 Phase 1: Stakeholder Interviews**

In addition to the Town Hall meeting and feedback form, it is also recommended that hold a series of key informative meetings with the following:

- Transport Canada
- NavCanada
- The Region of Durham
- Town of Whitby
- The Greater Oshawa Chambers of Commerce
- Post-secondary institutions in Oshawa
- Various aviation groups
- ACLC
- ABPWG
- Representatives of CORE (Citizens Opposed to Runway Extensions)

### **5.2.2 Phase 2: Feedback on the draft Oshawa Executive Airport Business Plan**

The next step in the process would be for staff to prepare a draft updated Business Plan for review by the Development Services Committee and Council and to obtain authorization for staff to schedule a public meeting to be held by the Development Services Committee to obtain public input on the draft Business Plan. The Air Quality and Noise Study will also be presented to Development Services Committee.

Public input opportunities would include:

- Public meeting held by Development Service Committee
- A feedback form available online on Connect Oshawa, as well as on paper at Service Oshawa, the airport and at the Public Meeting

The draft Business Plan will be referred back to staff after the Development Services Committee public meeting for further review and consideration of the public input to a future recommendation report. The final recommendation report will then be presented to Development Services Committee and Council for approval. Promotion of the Development Services Committee meeting will follow the same process mentioned above excluding the newspaper advertisements.

### **5.2.3 Promotion**

City staff recommend the following communication tactics to promote both phases of the consultation:

- City website – Oshawa Executive Airport Business Plan Consultation information featured on [www.oshawa.ca](http://www.oshawa.ca)
- Connect Oshawa - Oshawa Executive Airport Business Plan Consultation information featured on [www.connectoshawa.ca](http://www.connectoshawa.ca)
- Social media –social media messaging City’s corporate and Airport channels

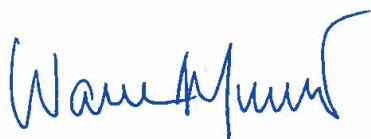
- Advertising – newspaper and social media advertisements, as well as radio ads and a Curbex sign (for phase 1 only)
- Media relations - Oshawa Executive Airport Business Plan Consultation shared with local media and emailed to website newsfeed subscribers through the City's news and alerts
- Mailed notices to:
  - Property owners located in proximity to the airport (area generally described as Conlin Road in the north, Ritson Road North in the east, Rossland Road to the south and the Oshawa-Whitby border to the west);
  - All individuals who have provided their contact details at the two previous Airport Community Liaison Committee (ACLC) Town Hall meetings and the South Field Master Plan Public Open House;
  - All individuals who have made an airport noise submission in the last five (5) years that included a mailing address; and,
  - All tenants at the Oshawa Executive Airport.

## **6.0 Financial Implications**

The cost to advance the public consultation including advertising, securing a venue and the service of Lura Consulting and RWDI is estimated at \$16,000. The 2019 airport budget includes \$100,000 for work related to the update of the Airport Business Plan including a review of Noise and Traffic Management Plan and the preparation of the Air Quality Assessment and Noise Study.

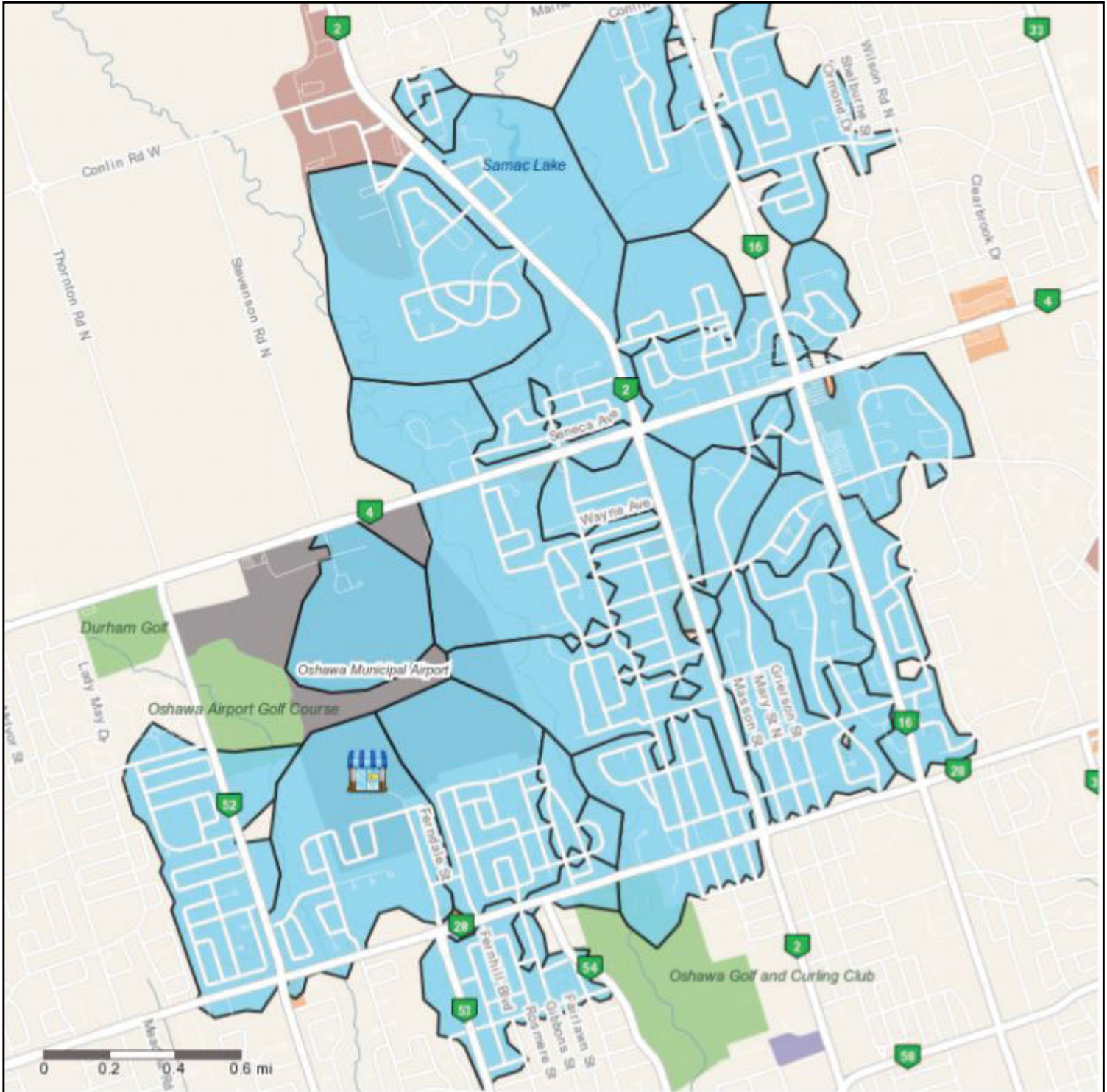
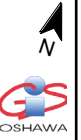
## **7.0 Relationship to the Oshawa Strategic Plan**

The recommendation of this Report advances the Accountable Leadership goal of the Oshawa Strategic Plan.



Warren Munro, HBA, RPP, Commissioner,  
Development Services Department

Title: Canada Post Border Drop - Oshawa Executive Airport  
Subject: Public Consultation Plan for the Updated  
Oshawa Executive Airport Business Plan  
File: F-2510



Individual Postal Groups to Receive Postal Drop