

# Appendix A:

## Draft Communication Plan

---

The Regional Municipality of Peel

DRAFT

# Communication Plan

Municipal Class Environmental Assessment Study on Airport Road from 100m  
North of King Street to 300m North of Huntmill Drive in Caledon

## Table of Contents

1	Introduction .....	1
1.1	Project Description.....	1
1.2	Communication Plan.....	1
1.2.1	Region of Peel Strategic Plan .....	1
1.2.2	Goals and Objectives.....	2
2	Key Stakeholders and Interests.....	3
3	Key Messages and Communication Tactics .....	5
3.1	Public Notices.....	5
3.2	Region of Peel Study Website.....	6
3.3	Social Media.....	6
3.4	Community Working Group.....	7
3.5	Technical Advisory Committee .....	8
3.6	Interviews.....	8
3.7	Project Information and Project Updates.....	8
3.8	Public Information Centres .....	8
3.9	Agency and Stakeholder Meetings .....	9
3.10	Presentations to Councillors and Senior Management .....	9
3.11	Public Review Period.....	10
3.12	Comment Log.....	10
4	Schedule of Consultation Activities .....	11

### List of Tables

Table 1: Key Stakeholders and Interests.....	3
--	---

### List of Figures

Figure 1: Schedule of Consultation Activities .....	11
---	----

### Appendices

Appendix A – Study Contact List

Appendix B – Notification Packages

Appendix C - Communication Work Plan

## 1 Introduction

### 1.1 Project Description

The Region of Peel is undertaking a Schedule 'C' Municipal Class Environmental Assessment (EA) Study for improvements to Airport Road from King Street to Huntsmill Drive in the town of Caledon. Within the study limits, Airport Road carries two lanes of traffic as a north-south arterial road under the jurisdiction of the Region of Peel.

The Class EA study will examine alternative solutions to:

- Address long term transportation issues related to planned future growth;
- Enhance the safety of Airport Road through:
  - Intersection improvements,
  - Potential roundabouts, and
  - Traffic calming measures for trucks and other vehicular traffic through Caledon East;
- Support the Caledon East Community Improvement Plan, including streetscaping; and
- Promote healthy living through infrastructure improvements for walking and cycling.

This Class EA Study will not be considering road widening for additional traffic along Airport Road.

### 1.2 Communication Plan

The purpose of this Communication Plan is to outline a framework for public consultation during the Class EA Study. The Plan will facilitate opportunities for the public and other interested or affected parties to participate early on and throughout the planning and decision-making process.

Specifically, this Plan will identify:

- Key stakeholders and their potential interests in the Study;
- Key messages and communication tactics to facilitate meaningful dialogue with the public and stakeholders; and
- A schedule for undertaking consultation activities in a timely manner during the Class EA process.

This Communication Plan will be a working document throughout the Study to allow for flexibility in its implementation and for improvements to the Plan when necessary to achieve its goals and objectives.

#### 1.2.1 Region of Peel Strategic Plan

The Communication Plan will support the Region of Peel's 2015-2035 Strategic Plan. Specifically, the Plan will support the current Term of Council priority to modernize service delivery by exploring:

- Interactive formats for meetings,
- Use of social media to share information, and
- Educational materials to initiate discussion with the public and key stakeholders.

The Plan will further support the long-term objectives of the Strategic Plan, such as:

- Coordination and partnerships among internal and external parties. For example, the Region's Public Works and Public Health departments will develop criteria to assess the health implications of alternative transportation solutions; and the Region will work with the local conservation authority to improve stormwater management to address climate change issues, and
- Welcoming the community voice and participation through the establishment of a Community Working Group representing a wide range of community interests (see Section 3.4 for details).

### 1.2.2 Goals and Objectives

The goal of the Communication Plan is to carry out consultation with the public and key stakeholders in a way that allows for the sharing of ideas, education and meaningful input to solutions. The Project Team is committed to achieving the following:

- Create a positive experience for the exchange of views;
- Maintain meaningful discussions for the Study outcome;
- Ensure the consultation process is responsive to all stakeholders; and
- Document all public input and Project Team responses to demonstrate transparency.

The objectives of the Plan are to:

- Inform the public of the Class EA Study;
- Raise public awareness of the known transportation problems or opportunities within the Study corridor, possible solutions, and ways to avoid or mitigate potential impacts;
- Generate public interest to provide input at key stages of the Study;
- Gather public input and feedback during the Study through a variety of channels, including public meetings, Community Working Group meetings and other consultation methods; and
- Ensure that consultation input and feedback is considered in the development, evaluation, and selection of alternative solutions, including mitigation for potential impacts.

## 2 Key Stakeholders and Interests

In preparation for the Study, the Region identified potential stakeholders based on the Study scope and observed characteristics of the Study area. A summary of the key stakeholders and their potential interests in relation to Airport Road is provided in **Table 1**. A comprehensive mailing list of the Agencies to be contacted during this Study is included in **Appendix A**.

In addition to the Agency list, the Region compiled a mailing list of property owners with land adjacent to Airport Road, including 300m along the east and west legs of each intersection, within the Study limits. This list will not be made public to respect the Municipal Freedom of Information and Protection of Privacy Act.

Both Study mailing lists will be updated throughout the Study based on feedback and participation.

**Table 1: Key Stakeholders and Interests**

Stakeholder	Interest
<b>Federal Agencies</b>	
Environment Canada and Climate Change	<ul style="list-style-type: none"> <li>Species at Risk</li> </ul>
Canadian Environmental Assessment Agency (CEAA)	<ul style="list-style-type: none"> <li>CEAA Requirements</li> </ul>
Fisheries and Oceans Canada (formerly Department of Fisheries and Oceans (DFO))	<ul style="list-style-type: none"> <li>Harmful alteration, disruption or destruction (HADD) of fish habitat</li> </ul>
Indigenous and Northern Affairs Canada (INAC) (formerly Aboriginal Affairs and Northern Development (AAND))	<ul style="list-style-type: none"> <li>Obligations and commitments to First Nations, Metis and Inuit under Federal Acts, Agreements, Treaties and Land claims</li> </ul>
<b>Provincial Agencies</b>	
Ministry of the Environment and Climate Change (MOECC)	<ul style="list-style-type: none"> <li>Municipal Class EA</li> <li>Drainage and Stormwater Management</li> <li>Low Impact Development</li> <li>Source Water Protection</li> <li>Air Quality</li> <li>Climate Change</li> <li>Noise Assessment</li> </ul>
Ministry of Natural Resources and Forestry (MNRF)	<ul style="list-style-type: none"> <li>Species at Risk</li> <li>Provincially Significant Wetlands</li> <li>Areas of Natural and Scientific Interest</li> <li>Oak Ridges Moraine Conservation Plan Area (areas of high aquifer vulnerability)</li> <li>Greenbelt Plan Area</li> </ul>
Ministry of Tourism, Culture and Sport (MTCS)	<ul style="list-style-type: none"> <li>Archaeological Assessment</li> <li>Cultural and Built Heritage Assessment</li> </ul>
Ministry of Indigenous Relations and	<ul style="list-style-type: none"> <li>Obligations and commitments to</li> </ul>

DRAFT Communication Plan for the Municipal Class Environmental Assessment Study on  
 Airport Road from 100m North of King Street to 300m North of Huntsmill Drive in Caledon

Stakeholder	Interest
Reconciliation (MIRR) (formerly Ministry of Aboriginal Affairs (MAA))	First Nations, Metis and Inuit under Provincial Acts, Agreements, Treaties and Land claims
<b>Local Agencies</b>	
Town of Caledon	<ul style="list-style-type: none"> <li>• Traffic operations and safety (intersections, roundabouts, traffic calming, road and property accesses)</li> <li>• Truck Traffic (coordination with Olde Base Line Road Feasibility)</li> <li>• Caledon East Community Improvement Plan (streetscaping and active transportation)</li> <li>• Land Use (Official Plan, Secondary Plans, Special Policy Areas, Development Applications)</li> </ul>
Local Conservation Authorities: <ul style="list-style-type: none"> <li>• Toronto and Region Conservation Authority (TRCA)</li> <li>• Credit Valley Conservation (CVC)</li> </ul>	<ul style="list-style-type: none"> <li>• Drainage and Stormwater Management</li> <li>• Natural Hazards (Floodplain, Water Crossings)</li> <li>• Environmentally Significant Areas</li> </ul>
Utility Companies	<ul style="list-style-type: none"> <li>• Utility conflicts and setbacks</li> </ul>
Student Transportation and School Boards: <ul style="list-style-type: none"> <li>• Student Transportation of Peel Region</li> <li>• Peel District School Board</li> <li>• Dufferin-Peel Catholic District School Board</li> <li>• Conseil scolaire de district catholique Centre-Sud</li> <li>• Conseil scolaire Viamonde</li> </ul>	<ul style="list-style-type: none"> <li>• Student Transportation (Bus Stops, Bus Routes, School Access, Active Transportation)</li> </ul>
<b>Indigenous Peoples</b>	
<ul style="list-style-type: none"> <li>• First Nations</li> <li>• Metis</li> </ul>	<ul style="list-style-type: none"> <li>• Archeological Assessment</li> </ul>
<b>Public</b>	
Local Community	<ul style="list-style-type: none"> <li>• Road Safety</li> <li>• Truck Traffic</li> <li>• Property Requirements</li> <li>• Farming Operations</li> <li>• Streetscaping/Beautification</li> </ul>
Road Corridor Users	Pedestrians: <ul style="list-style-type: none"> <li>• Accessibility</li> <li>• Connectivity</li> <li>• Walkability</li> </ul> Cyclists: <ul style="list-style-type: none"> <li>• Cycling Facilities</li> </ul> Drivers: <ul style="list-style-type: none"> <li>• Traffic congestion and conflicts</li> <li>• Goods Movement</li> <li>• Transit (GO Transit, Student Transportation)</li> </ul>

### 3 Key Messages and Communication Tactics

Key messages for the Study include:

- No major road widening is required as Airport Road will have sufficient road capacity to 2041;
- The Caledon East Community Improvement Plan will be supported by incorporating solutions that promote safe crossings, active transportation, and streetscaping; and
- Upgrading Olde Base Line Road to a Primary Truck Route is being considered under a separate study, to potentially offer an alternative route for trucks travelling on Airport Road.

Call-out phrases in support of the Communication Plan may include:

- “We want to hear from you”
- “Contact us for information on how to participate in the Community Working Group”
- “Find out more about this project and share your views at the Public Information Centre”
- “Visit the Study website and follow us on Twitter (@peelpublicworks) to stay informed”

Several tactics can assist in creating a good approach for communicating key messages and engaging the public and stakeholders. The following communication tactics are proposed for the Airport Road Class EA:

- Public Notices;
- Region of Peel Study website;
- Social Media (e.g., Region of Peel Twitter account);
- Community Working Group workshops/meetings;
- Technical Advisory Committee workshops/meetings;
- Interviews with Community Working Group members;
- Project Information and Project Update newsletters;
- Public Information Centres;
- Agency and Stakeholder Meetings;
- Presentations to Councillors and Senior Management;
- Public Review Period; and
- Comment Log.

Consent forms will be distributed at public meetings where photographs may be taken for study documentation.

#### 3.1 Public Notices

Four notices will be advertised twice in the Caledon Enterprise, announced on the Study’s website and Region’s Twitter account, and mailed to the Study contact list (i.e., property owners and representatives of Indigenous communities, Agencies and other interest groups). These include:

- Notice of Study Commencement;
- Notice of Public Information Centre No. 1;
- Notice of Public Information Centre No. 2; and
- Notice of Study Completion.

For the Notice of Study Commencement, the Region will mail notification packages to property owners within the Study area and to relevant review Agencies.

Notification to property owners will include:

- Cover letter, including an invitation to participate as a Community Working Group member;
- A copy of the Notice of Study Commencement issued in the newspaper; and
- Information on the Community Working Group and Expression of Interest Form.

Notification to Agencies will include:

- Cover letter, including an invitation to participate as a Technical Advisory Committee member;
- A copy of the Notice of Study Commencement issued in the newspaper; and
- Contact Information Form to confirm the Agencies' point of contact and areas of interest.

A draft of each notification package is included in **Appendix B**.

Additional details regarding the Notices of Public Information Centres and Study Completion can be found in Sections 3.8 and 3.11, respectively.

### 3.2 Region of Peel Study Website

A Study website will be created by the Region's Communication Associate with input provided by the Project Team. The Study website will enable the Project Team to provide the following information to the public:

- Notices for public events (e.g., Public Information Centre);
- Study materials (e.g., technical reports, Environmental Study Report);
- Display materials for public meetings (e.g., handouts, comment form, public presentation) - Those who cannot attend a Public Information Centre will be able to provide feedback online;
- Community Working Group meeting agendas, minutes and materials; and
- Contact information so the Public can reach the Project Team with comments/feedback.

### 3.3 Social Media

The Region of Peel has a Twitter account that can be used for posting announcements prior to public events. The Twitter account will be maintained by the Region's Communication Associate and input for public announcements specific to this Study will be provided by the Project Team. The Region will tweet

announcements for Study events, such as opportunities to participate in Public Information Centres and the Community Working Group.

### 3.4 Community Working Group

A Community Working Group will be formed for this Study. An Expression of Interest letter will be mailed to property owners and other interested community representatives in the Study area, together with the Notice of Study Commencement, to illicit interest in becoming a member of the Community Working Group.

Expressions of interest will be sought from a cross-section of resident, community and business stakeholders. The applicable Region of Peel and Town of Caledon Councillors will be asked to distribute the Expression of Interest form letter to anyone who they think might be appropriate as a candidate.

Approximately 15 Community Working Group members will be selected by the Project Team after the specified closing date for expressions of interest. The selection will be based on a review of all the expressions of interest received in relation to the criteria listed in **Appendix B**. Generally, members will be selected to provide a cross-section of interests including businesses, neighbourhoods, and special groups.

Community Working Group meetings will provide an enhanced level of consultation from that typically available through Public Information Centres (see Section 3.8 for details). These meetings will be interactive to receive input from a cross-section of the community from within the Study area. A total of three Community Working Group meetings will be held: one as an orientation-style meeting and two others in a workshop format to discuss Study findings in advance of Public Information Centres.

The Region will welcome the selected members to the Community Working Group by a letter informing them of the first orientation meeting. Orientation will take approximately 1.5 hours to cover the following:

- Meet and Greet between the Project Team and Members;
- Introduction to the Project;
- Background and Interests of Members;
- Terms of Reference for the Community Working Group;
- Outline of the Class EA Study Process; and
- Questions and Comments.

Discussions will be facilitated and documented as part of the Class EA process. Community Working Group meetings will be held on a weekday evening at a local and accessible venue, whenever possible, to maximize the opportunity for participation.

### **3.5 Technical Advisory Committee**

A Technical Advisory Committee (TAC) will be formed for enhanced consultation and feedback from Agencies. An Expression of Interest letter will be mailed to relevant review agencies, together with the Notice of Study Commencement, to illicit interest in becoming a member of TAC.

Two workshop-style meetings will be held with TAC: one during Phase 2 and one during Phase 3 of the Study. The participating agencies will provide information and input related to their areas of interest and/or mandate. These meetings will be an opportunity to hear Agencies' expectations for the Study and identify permit requirements for the next stage of the project. The discussions will help clarify commitments in the Environmental Study Report to a level of detail that could facilitate "approvals in principle" and expedite the permitting process during the next phase of the project (detailed design).

### **3.6 Interviews**

Interviews with Community Working Group members, who give their approval, will be conducted for input to Project Information and Project Update newsletters (see Section 3.7 for details). These could be telephone interviews and/or one-on-one meetings. The interviews and newsletters will help communicate messaging from Community Working Group members as Ambassadors to the community. Four to five questions will be developed as lead-off questions.

### **3.7 Project Information and Project Updates**

Project Information and Project Update newsletters will be communication tools to keep stakeholders informed and encourage their continued involvement in the Study. Each newsletter will have important information on:

- Work done to date;
- What the Project Team has heard from the community; and
- Opportunities to become involved.

The newsletters can also be used as an ongoing education and information tool with visually interesting graphics. These will be available on the Study website and can be emailed to stakeholders on the Study contact list.

### **3.8 Public Information Centres**

Public meetings or Public Information Centres (PICs) will be held in the format of a drop-in open house with key Study information presented on display boards for review and discussion. This format allows for face-to-face discussions between the Project Team and community members with an interest in the project.

Comment forms and handouts will be provided at each PIC for the public to respond to the information presented and provide their individual input. Each PIC will be documented, including a summary of public comments from discussions and comment forms.

Two PICs will be arranged for this Study:

- The first PIC will take place during Phase 2 of the Study to present the problem and opportunity statement, environmental issues and constraints, assessment of alternative solutions, and the preliminary preferred solution; and
- The second PIC will take place during Phase 3 to present the assessment of alternative design concepts, environmental impacts and mitigation, and preliminary preferred design.

The PICs will be advertised in the community newspaper(s) and through announcements on the Study website and Region's Twitter account. The first advertisement will be published two weeks in advance of the scheduled PIC date and the second advertisement will be published on the dates closest and prior to the PIC. The Notice of PIC will be mailed to the Study contact list two weeks in advance of each PIC.

### **3.9 Agency and Stakeholder Meetings**

Meetings with individual agencies will be held as required throughout the Study schedule. Some Agencies will participate as members of TAC and will not require individual meetings. In either case, a Kick-Off Meeting will be held with key agencies upon Study Commencement to review the following:

- Study goals and objectives;
- Study scope and schedule;
- Key issues and constraints;
- Existing data collected by other Agencies; and
- Establishment of TAC.

In addition, a site visit will be held with environmental agencies (e.g., TRCA and MNRF) during Phase 1 of the Study to review existing site conditions and constraints.

Meetings with individual property owners may be required to address site-specific issues that may not affect or be of interest to the community as a whole. These can be conducted as kitchen-table or café-style meetings on an as-needed basis. The need may arise if issues remain outstanding following all other consultation efforts or the focus of discussion is on mitigation for localized or site-specific impacts.

For all meetings, agendas will be circulated in advance and minutes will be circulated after to those invited.

### **3.10 Presentations to Councillors and Senior Management**

Regional and Town Councillors and Senior Management will be briefed on the Study two weeks before each PIC.

### 3.11 Public Review Period

The Notice of Study Completion will inform the public and stakeholders that the Study has been completed and that the process leading up to the preferred solution is documented in an Environmental Study Report for a 30-day public review period. The Notice will:

- Describe the preferred solution,
- Identify locations where the Environmental Study Report is available for review;
  - Region of Peel Clerk's Department at 10 Peel Centre Drive, Suite A, Brampton, Ontario L6T 4B9,
  - Town of Caledon at 6311 Old Church Road, Caledon, Ontario L7C 1J6, and
  - A location within or near the Study area (e.g., local community centre or library);
- Explain the procedure to discuss outstanding concerns with the Region during the review period; and
- Explain the provision for a Part II Order Request to the Minister of Environment and Climate Change should any issues remain outstanding toward the end of the review period and after an attempt to resolve concerns with the Region.

The Environmental Study Report will be prepared in advance of the review period. A draft of the report will be circulated to Regional staff and Agencies, such as the MOECC, MNRF, TRCA and Town of Caledon, for review and comment.

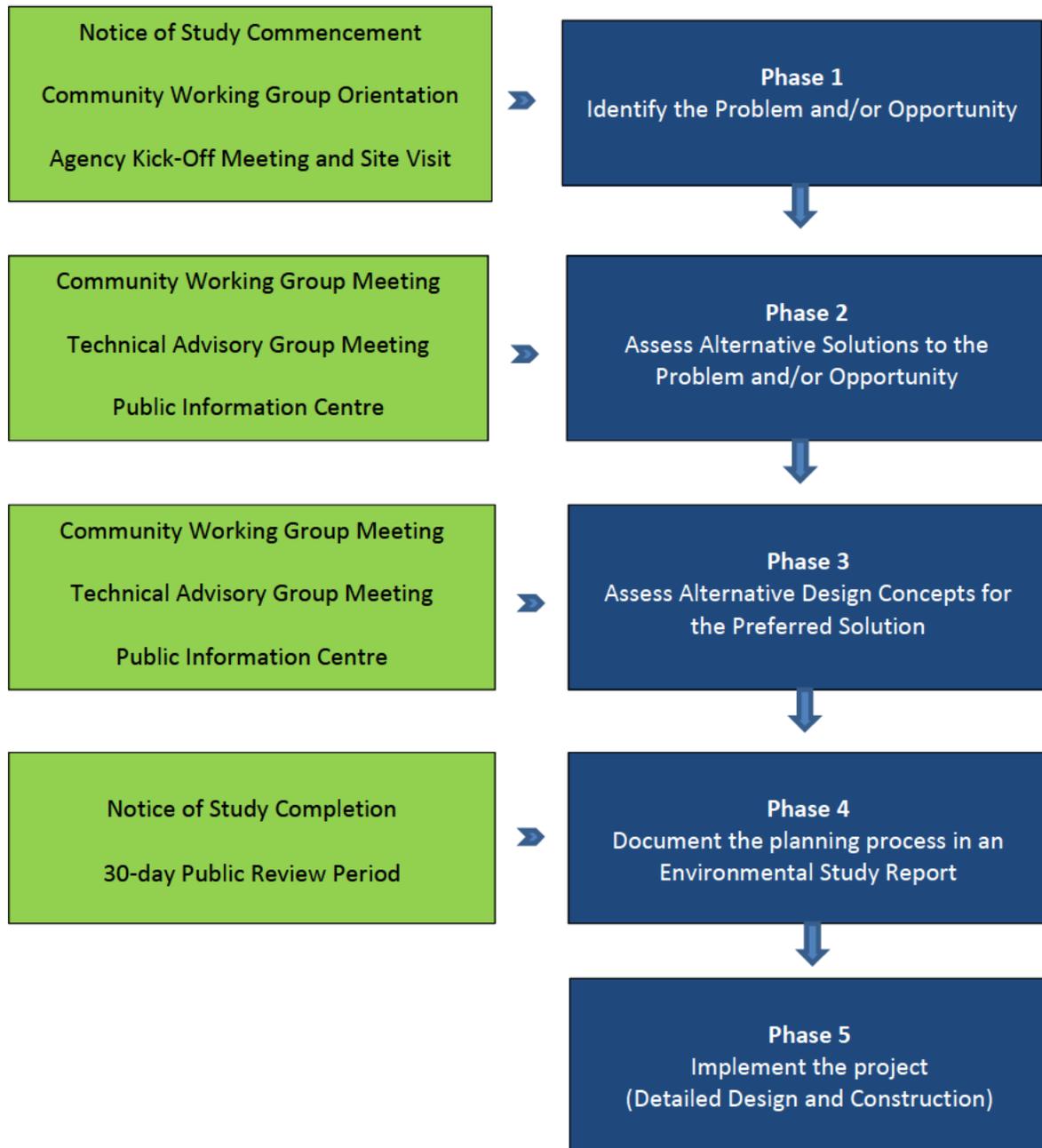
### 3.12 Comment Log

All comments will be logged into an Excel database to itemize issues and ensure that concerns are properly addressed and/or responded to by the Project Team. This will include a communications log for Indigenous groups. Project Team members will have access to the comment log throughout the Study and a final version of the log will be appended to the Environmental Study Report.

## 4 Schedule of Consultation Activities

Figure 1 illustrates when the main consultation activities will occur during the Study process.

Figure 1: Schedule of Consultation Activities



Refer to **Appendix C** for the detailed communication work plan.

## **Appendix A – Study Contact List**

**Agency List: Airport Road - 100m north of King Street to 300m north of Huntsmill Drive**

Type	AGENCY	FIRST NAME	SECOND NAME	POSITION	ADDRESS	EMAIL	PHONE
Clerk	Town of Caledon	Carey	deGorter	Town Clerk	6311 Old Church Road, Caledon ON L7C 1J6		
Council	Town of Caledon	Doug	Beffort	Area Councillor - Ward 1	6311 Old Church Road, Caledon East, ON L7C 1J6	<a href="mailto:doug.beffort@caledon.ca">doug.beffort@caledon.ca</a>	
Council	Town of Caledon	Gord	McClure	Area Councillor - Ward 2	6311 Old Church Road, Caledon East, ON L7C 1J6	<a href="mailto:gord.mcclure@caledon.ca">gord.mcclure@caledon.ca</a>	
Council	Town of Caledon	Nick	deBoer	Area Councillor - Wards 3 & 4	6311 Old Church Road, Caledon East, ON L7C 1J6	<a href="mailto:nick.deboer@caledon.ca">nick.deboer@caledon.ca</a>	
Council	Town of Caledon	Allan	Thompson	Mayor	6311 Old Church Road, Caledon East, ON L7C 1J6	<a href="mailto:allan.thompson@caledon.ca">allan.thompson@caledon.ca</a>	
Council	Town of Caledon	Barb	Shaughnessy	Regional Councillor - Ward 1	6311 Old Church Road, Caledon East, ON L7C 1J6	<a href="mailto:barb.shaughnessy@caledon.ca">barb.shaughnessy@caledon.ca</a>	
Council	Town of Caledon	Johanna	Downey	Regional Councillor - Ward 2	6311 Old Church Road, Caledon East, ON L7C 1J6	<a href="mailto:johanna.downey@caledon.ca">johanna.downey@caledon.ca</a>	
Council	Town of Caledon	Jennifer	Innis	Regional Councillor - Wards 3 & 4	6311 Old Church Road, Caledon East, ON L7C 1J6	<a href="mailto:jennifer.innis@caledon.ca">jennifer.innis@caledon.ca</a>	
Municipal - CS	Town of Caledon and Caledon Heritage	Sally	Drummond	Heritage Resource Officer, Development Approval and Planning	6311 Old Church Road, Caledon East, ON L7C 1J6	<a href="mailto:sally.drummond@caledon.ca">sally.drummond@caledon.ca</a>	905-584-2272 ext 4243
Municipal - CS	Town of Caledon	Peggy	Tollett	General Manager, Community Services	6312 Old Church Road, Caledon, ON L7C 1J6		
Municipal - CS	Town of Caledon	Brian	Baird	Manager, Parks, Community Services	6310 Old Church Road, Caledon, ON L7C 1J6		
Municipal - CS	Town of Caledon	Paula	Strachan	Senior Development Planner/Urban Designer, Planning and	6311 Old Church Road, Caledon, ON L7C 1J6	<a href="mailto:paula.strachan@caledon.ca">paula.strachan@caledon.ca</a>	905.584.2272 x.4228
Municipal - FIS	Town of Caledon	Kant	Chawla	Senior Transportation Planner, Development Approval and Planning Policy	6312 Old Church Road, Caledon East, ON L7C 1J6	<a href="mailto:kant.chawla@caledon.ca">kant.chawla@caledon.ca</a>	905-254-2272
Municipal - FIS	Town of Caledon	Fuwing	Wong	General Manager, Finance and Infrastructure Services	6313 Old Church Road, Caledon, ON L7C 1J6		
Provincial	Infrastructure Ontario	Lisa	Myslicki	Environmental Specialist, Realty Services, Environmental Services	1 Dundas St W, Suite 2000, Toronto, ON M5G 2L5	<a href="mailto:Lisa.Myslicki@infrastructureontario.ca">Lisa.Myslicki@infrastructureontario.ca</a>	416-212-3768
Provincial	Ministry of Indigenous Relations and Reconciliation	Rachel	Manson-Smith	Manager (A), Ministry Partnerships Unit	4th Floor, 160 Bloor St E, Toronto ON M7A 2E6	<a href="mailto:maa.ea.review@ontario.ca">maa.ea.review@ontario.ca</a>	416-325-7032
Provincial	Ministry of Agriculture, Food and Rural Affairs	Jackie	Van de Valk	Rural Planner - Environmental and Land Use Policy, Food Safety and	Elora Resource Centre, Unit 10, 6484 Wellington Road 7, Elora ON	<a href="mailto:jackie.vandevalk@ontario.ca">jackie.vandevalk@ontario.ca</a>	519-846-3415

### Agency List: Airport Road - 100m north of King Street to 300m north of Huntsmill Drive

Type	AGENCY	FIRST NAME	SECOND NAME	POSITION	ADDRESS	EMAIL	PHONE
Provincial	Ministry of Community Safety and Correctional Services	Robert	Greene	Director	George Drew Building, 13th Floor, 25 Grosvenor St, Toronto, ON M7A 2G8	<a href="mailto:Robert.Greene@ontario.ca">Robert.Greene@ontario.ca</a>	416-314-6683
Provincial	Ministry of Municipal Affairs	Mark	Christie	Manager, Community Planning and Development (East), Central	College Park, 13th Flr, 777 Bay St., Toronto ON M5G 2E5	<a href="mailto:Mark.Christie@ontario.ca">Mark.Christie@ontario.ca</a>	416-585-6063
Provincial	Ministry of Natural Resources and Forestry	Mark	Heaton	Area Biologist, Halton/Peel/Toronto	50 Bloomington Rd, Aurora ON L4G0L8	<a href="mailto:mark.heaton@ontario.ca">mark.heaton@ontario.ca</a>	905-713-7406
Provincial	Ministry of the Environment and Climate Change	Email	Email	Email	Email	<a href="mailto:MEA.Notices.EAAB@ontario.ca">MEA.Notices.EAAB@ontario.ca</a>	<b>EMAIL Notice of Completion for B and C only</b>
Provincial	Ministry of the Environment and Climate Change	Trevor	Bell	Environmental Resource Planner/EA Coordinator	Place Nouveau, 9th Flr, 5775 Yonge St, Toronto ON M2M4J1	<a href="mailto:Trevor.Bell@ontario.ca">Trevor.Bell@ontario.ca</a>	416-326-3469
Provincial	Ministry of Tourism, Culture and Sport	Weifang	Dong	Manager (A), Sport, Recreation and Community Division Policy Branch	777 Bay Street, 18th Floor Toronto ON M7A 1S5	<a href="mailto:Weifang.dong@ontario.ca">Weifang.dong@ontario.ca</a>	416-212-9311
Provincial	Ministry of Tourism, Culture and Sport	Laura	Hatcher	Team Lead, Heritage Land Use Planning (A), Heritage Program Unit, Programs and Services Branch	401 Bay St, Suite 1700, Toronto, ON M7A 0A7	<a href="mailto:laura.e.hatcher@ontario.ca">laura.e.hatcher@ontario.ca</a>	416-314-3108
Provincial	Ministry of Transportation	Jason	White	Manager, Engineering Office, Central Region, Provincial Highways Management Division	Bldg D 5th Flr, 159 Sir William Hearst Ave, Toronto, ON M3M 0B7	<a href="mailto:jason.white@ontario.ca">jason.white@ontario.ca</a>	416-235-5575
Provincial	Niagara Escarpment Commission			Director, Senior Strategic Advisor	232 Guelph St, Georgetown, ON L7G 4B1	<a href="mailto:necgeorgetown@ontario.ca">necgeorgetown@ontario.ca</a>	905-877-5191
Federal	Canadian Environmental Assessment Agency	Anjala	Puvananathan	Director, Ontario Region	55 St. Clair Ave. E., Suite 907, Toronto, ON M4T 1M2	<a href="mailto:Anjala.puvananathan@ceaa-acee.gc.ca">Anjala.puvananathan@ceaa-acee.gc.ca</a>	416-952-1576
Federal	Environment and Climate Change Canada	Rob	Dobos	Manager, Environmental Assessment Section, Environmental Protection Branch - Ontario Region	PO Box 5050, 867 Lakeshore Rd, Burlington, ON L7S 1A1	<a href="mailto:rob.dobos@ec.gc.ca">rob.dobos@ec.gc.ca</a>	905-336-4953

### Agency List: Airport Road - 100m north of King Street to 300m north of Huntsmill Drive

Type	AGENCY	FIRST NAME	SECOND NAME	POSITION	ADDRESS	EMAIL	PHONE
Federal	Fisheries and Oceans Canada	Julie	Dahl	Regional Manager, Habitat Management, Fisheries Protection Program, Ecosystem Management, Central Region	867 Lakeshore Road, P.O. Box 5050, Burlington, ON L7R 4A6		(204) 983-5164
Federal	Fisheries and Oceans Canada	Dan	Thompson	Team Leader - Triage and Planning	867 Lakeshore Road, P.O. Box 5050 Burlington, ON L7R 4A6	<a href="mailto:dan.thompson@dfo-mpo.gc.ca">dan.thompson@dfo-mpo.gc.ca</a>	519-668-3897
Federal	Indigenous and Northern Affairs Canada			Environmental Assessment Coordination, Environmental Unit, Lands and Economic Development	25 St. Clair Ave E, 8th Floor, Toronto, Ontario M4T 1M2	<a href="mailto:EACoordination_ON@andc-aadnc.gc.ca">EACoordination_ON@andc-aadnc.gc.ca</a>	
Federal	Transport Canada	Email	Email	Email	Email	<a href="mailto:EnviroOnt@tc.gc.ca">EnviroOnt@tc.gc.ca</a>	<b>Email</b>
Conservation	Credit Valley Conservation	Jakub	Kilis	Planner, Environmental Assessment	1255 Old Derry Rd, Mississauga, ON L5N 6R4	<a href="mailto:jkilis@creditvalleyca.ca">jkilis@creditvalleyca.ca</a>	905.670.1615 ext 287
Conservation	Toronto and Region Conservation Authority	Sharon	Lingertat	Senior Planner, Environmental Assessment Planning	5 Shoreham Drive, Downsview, ON M3N 1S4	<a href="mailto:SLingertat@trca.on.ca">SLingertat@trca.on.ca</a>	416-661-6600 Ext. 5717
Education	Conseil scolaire de district catholique Centre-Sud	Andre	Blais	Director of Education	110 Drewry Avenue, Toronto, ON M2M 1C8	<a href="mailto:ablais@csdccc.edu.on.ca">ablais@csdccc.edu.on.ca</a>	416-397-6564
Education	Conseil scolaire Viamonde	Martin	Bertrand	Director of Education	116, Cornelius Parkway, Toronto, ON M6L 2K5	<a href="mailto:bertrandm@csviamonde.ca">bertrandm@csviamonde.ca</a>	416 614-5929
Education	Dufferin-Peel Catholic District School Board	Marianne	Mazzorato	Director of Education	40 Matheson Boulevard West, Mississauga, ON L5R 1C5		905-890-1221
Education	Peel District School Board	Branko	Vidovic	Planning & Accommodation Support Services	5650 Hurontario Street, Mississauga, ON L5R 1C6	<a href="mailto:branko.vidovic@peelsb.com">branko.vidovic@peelsb.com</a>	905-890-1010 ext. 2724
Education	Student Transportation of Peel Region				Keaton Centre, 5685 Keaton Crescent, Mississauga, ON L5R 3H5		905-890-6000
Emergency	Peel Regional Police	Jennifer	Evans	Chief	7750 Hurontario Street, Brampton, ON L6V 3W6		905-453-3311
Emergency	Region of Peel Ambulance Service	Peter	Dundas	Director-Paramedic Services	5299 Maingate Dr, Mississauga, ON L4W 1G6	<a href="mailto:peter.dundas@peelregion.ca">peter.dundas@peelregion.ca</a>	905-791-7800, ext. 3921
Emergency	Town of Caledon Fire and Emergency Services	Chief Darryl	Bailey	Chief	6211 Old Church Road, Caledon East, ON		905.584.2272 x. 4303

**Agency List: Airport Road - 100m north of King Street to 300m north of Huntsmill Drive**

Type	AGENCY	FIRST NAME	SECOND NAME	POSITION	ADDRESS	EMAIL	PHONE
Utility	Bell Canada Municipal Operations Centre	Diana	Velez	c/o Telecon	200 Town Centre Boulevard, Suite 300, Markham, ON L3R 8G5	<a href="mailto:bell.moc@telecon.com">bell.moc@telecon.com</a>	905-470-2112 x 40309
Utility	Enbridge Gas Distribution Inc	Diana	Beaulne	Mark-Up Administrator	500 Consumers Road, 4th Floor, North York, ON M2J 1P8	<a href="mailto:markups@enbridge.com">markups@enbridge.com</a>	416-495-5520
Utility	Hydro One Networks Inc			Planning and Scheduling Department	40 Olympic Drive, Dundas, ON L9H 7P5	<a href="mailto:westcentralzonescheduling@hydroone.com">westcentralzonescheduling@hydroone.com</a>	905-627-6050
Utility	Hydro One Telecom	Ian	Mitchell	EA Coordinator	65 Kelfield Street, Rexdale, ON M9W 5A3	<a href="mailto:ian.mitchell@hydroone.com">ian.mitchell@hydroone.com</a>	416-240-6701
Utility	Rogers Cable	Edgar	Henriquez	EA Coordinator	3573 Wolfedale Road, Mississauga, ON L5C 3T6	<a href="mailto:edgar.henriquez@rci.rogers.com">edgar.henriquez@rci.rogers.com</a>	905-897-6457
Utility	TransCanada Pipelines Inc.			Head Office	450-1 Street SW, Calgary, AB T2P 5H1		1-800-661-3805
Utility	Trans-Northern Pipelines Inc.			Head Office	310-45 Vogell Road, Richmond Hill, ON L4B 3P6	<a href="mailto:Info@tnpi.ca">Info@tnpi.ca</a>	289-475-5369
Utility	Zayo (formerly Allstream)	Ian	Fleming	EA Coordinator	50 Worcester Road, Toronto, ON M9W 5X2	<a href="mailto:utility.circulations@mtsallstream.com">utility.circulations@mtsallstream.com</a>	416-345-3406
Indigenous	Haudenosaunee Confederacy Development Institute	Hazel	Hill	Interim Director HDI	16 Sunrise Court, Suite 407, P.O. Box 714, Ohsweken, ON N0A 1M0		519 445 4222
Indigenous	The Metis Nation of Ontario	Davi	Shantilal	Manager - Lands, Resources & Consultation	500 Old St. Patrick St, Unit 3, Ottawa, ON K1N 9G4	<a href="mailto:consultations@metisnation.org">consultations@metisnation.org</a>	416.977.9881 ext. 102
Indigenous	Credit River Metis Council	Steven	Sarrazin	Consultation Coordinator Lands, Resources and Consultation	10A Bram Crt., Unit 4, Brampton, ON L6W 3R6	<a href="mailto:stevens@metisnation.org">stevens@metisnation.org</a>	705-671-9855 ex# 226
Indigenous	Curve Lake First Nation	Melissa	Dokis	Lands Consultation Liasion	22 Wiinookeeda Road, Curve Lake, ON K0L 1R0	<a href="mailto:mdutytoconsult@curvelakefn.ca">mdutytoconsult@curvelakefn.ca</a>	705-657-8045
Indigenous	Curve Lake First Nation	Phyllis	Williams	Chief	22 Wiinookeeda Road, Curve Lake, ON K0L 1R0	<a href="mailto:chief@curvelakefn.ca">chief@curvelakefn.ca</a>	705-657-8045
Indigenous	Mississaugas of Scugog Island First Nation	Dave	Mowat	Community Consultation Specialist	22521 Island Rd., Port Perry, ON L9L 1B6	<a href="mailto:dmowat@scugogfirstnation.com">dmowat@scugogfirstnation.com</a>	(905)985-3337
Indigenous	Chippewas of Georgina Island, Georgina Island Administration Office	Janice	Taylor	Band Manager	R.R.#2 Box N-13, Sutton West, ON L0E 1R0		705-437-1337
Indigenous	Alderville First Nation	Dave	Simpson	Land and Resources	11696 Second Line, Roseneath ON K0K 2X0	<a href="mailto:dsimpson@alderville.ca">dsimpson@alderville.ca</a>	905-352-2662
Special Interest	Peel Agricultural Advisory Group	Melanie	Williams	Principal Planner, Integrated Planning Division, Region of Peel	10 Peel Centre Dr., Suite A, 6th Floor, Brampton, ON L6T 4B9	<a href="mailto:Melanie.Williams@peelregion.ca">Melanie.Williams@peelregion.ca</a>	905-791-7800 ext. 4749



## **Appendix B – Notification Packages**

## NOTICE OF STUDY COMMENCEMENT

### MUNICIPAL CLASS ENVIRONMENTAL ASSESSMENT STUDY FOR AIRPORT ROAD FROM 100M NORTH OF KING STREET TO 300M NORTH OF HUNTSMILL DRIVE, TOWN OF CALEDON

#### The Study

The Region has initiated a Schedule 'C' Municipal Class Environmental Assessment (EA) for improvements to Airport Road from 100m north of King Street to 300m north of Huntsmill Drive, Town of Caledon (see map).

The study will examine the need for improvements on Airport Road to:

- address the short and long term issues related to planned future growth;
- enhance the safety of Airport Road by examining intersection improvements, potential for roundabouts, and traffic calming measures for truck and other vehicular traffic through Caledon East; and
- promote healthy living through infrastructure improvements for walking and cycling

This study will not be considering road widening for additional traffic along Airport Road and will support the Caledon East Community Improvement Plan, including streetscaping.

#### The Process

The study is being conducted in compliance with Schedule 'C' of the Municipal Class EA, which is approved under the Ontario Environmental Assessment Act.

#### Public Consultation

Public consultation is an integral part of the Municipal Class EA process and opportunities to comment are welcomed throughout the study. We also invite you to participate as a member of our Community Working Group (CWG) which will consist of members from a cross-section of the community within the study area. Contact Asha Saddi if you wish to be involved as a CWG member.

#### Contact

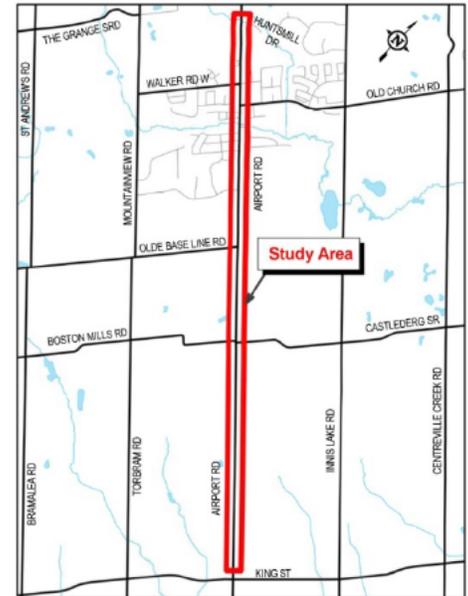
Please visit our website at [peelregion.ca/airportrd](http://peelregion.ca/airportrd) for updates on this project and information on CWG membership. If you wish to provide comments or request additional information about this project please contact the Project Manager:

#### Sonya Bubas, MCIP, RPP

Project Manager  
Region of Peel  
Transportation Division, Public Works  
10 Peel Centre Drive, 4th Floor,  
Brampton, ON L6T 4B9  
Tel: 905-791-7800 ext. 7801  
Fax: 905-791-1442  
Email: [sonya.bubas@peelregion.ca](mailto:sonya.bubas@peelregion.ca)

#### Asha Saddi

Technical Analyst  
Region of Peel  
Transportation Division, Public Works  
10 Peel Centre Drive, 4th Floor,  
Brampton, ON L6T 4B9  
Tel: 905-791-7800 ext. 7794  
Fax: 905-791-1442  
Email: [asha.saddi@peelregion.ca](mailto:asha.saddi@peelregion.ca)



This Notice first issued on XXXX, XX, 2017

The Region of Peel is committed to ensure that all Regional services, programs and facilities are inclusive and accessible for persons with disabilities. Please contact the Project Manager if you need any disability accommodation to participate in the study.

Information will be collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act. With the exception of personal information, all comments will become part of the public record.

XXXX, XX, 2017  
Project No. 16-4360

Name/Address

**Re: Notice of Study Commencement and Community Working Group Participation  
Municipal Class Environmental Assessment Study for Airport Road from 100m north  
of King Street to 300m north of Huntmill Drive, Town of Caledon**

Attention: [Name, Title]

The Region of Peel has initiated a Schedule C Municipal Class Environmental Assessment for improvements to Airport Road from 100m north of King Street to 300m north of Huntmill Drive, in the Town of Caledon. A copy of the Notice of Study Commencement is enclosed for your reference.

A key component of this study is public consultation and the Project Team welcomes your comments and invites you to participate in the study through two planned Public Information Centres as the study progresses. Details of the location and time of these public meetings will be advertised in the Caledon Enterprise newspaper and a notice will be mailed to you separately.

As part of the public consultation for this study, a Community Working Group (CWG) is also being established to help identify issues and opportunities and provide important input on the study. The CWG will consist of a cross section of residents, local businesses and other interest groups. If you are interested in participating as a member of the CWG, please review the CWG Roles and Responsibilities on the Region of Peel's website at [peelregion.ca/airportrd](http://peelregion.ca/airportrd) and return a completed copy of the attached Expression of Interest form to Asha Saddi by mail, fax or email by **[closing date]**.

The Project Team looks forward to your participation in this study. In the meantime if you have any questions or comments please do not hesitate to contact Asha Saddi or myself.

Sincerely,

Sonya Bubas, MCIP, RPP  
Project Manager, Transportation  
Infrastructure Programming & Studies  
Tel: 905-791-7800 ext. 7801  
Email: [sonya.bubas@peelregion.ca](mailto:sonya.bubas@peelregion.ca)

Asha Saddi  
Technical Analyst, Transportation  
Infrastructure Programming & Studies  
Tel: 905-791-7800 ext. 7794  
Email: [asha.saddi@peelregion.ca](mailto:asha.saddi@peelregion.ca)

encls: Notice of Study Commencement  
Community Working Group – Expression of Interest Form

---

**Public Works**

10 Peel Centre Dr., Suite B, Brampton, ON L6T 4B9  
Tel: 905-791-7800 [www.peelregion.ca](http://www.peelregion.ca)

XXXX, XX, 2017  
Project No. 16-4360

Name/Address

**Re: Notice of Study Commencement and Technical Advisory Committee Participation  
Municipal Class Environmental Assessment Study for Airport Road from 100m north  
of King Street to 300m north of Huntmill Drive, Town of Caledon**

Attention: [Name, Title]

The Region of Peel has initiated a Schedule C Municipal Class Environmental Assessment for improvements to Airport Road from 100m north of King Street to 300m north of Huntmill Drive, in the Town of Caledon. A copy of the Notice of Study Commencement is enclosed for your reference.

A key component of this study is to form a Technical Advisory Committee (TAC). This group will meet before the scheduled dates of the Public Information Centres for the study and will review areas of interest as well as the evaluation of alternative solutions and designs.

The purpose of this letter is to notify your organization of the study commencement and to invite you to complete the attached Contact Information Form indicating your areas of interest in this study and the details of the contact person who will be attending the TAC meetings. Please forward your completed form to Asha Saddi by mail, fax or email by **xx, xxxx, 2017**.

In the meantime please do not hesitate to contact Asha Saddi or myself if you have any questions or comments regarding this study.

Sincerely,

Sonya Bubas, MCIP, RPP  
Project Manager, Transportation  
Infrastructure Programming & Studies  
Tel: 905-791-7800 ext. 7801  
Email: [sonya.bubas@peelregion.ca](mailto:sonya.bubas@peelregion.ca)

Asha Saddi  
Technical Analyst  
Infrastructure Programming & Studies  
Tel: 905-791-7800 ext. 7794  
Email: [asha.saddi@peelregion.ca](mailto:asha.saddi@peelregion.ca)

encls: Notice of Study Commencement  
Contact Information Form

---

**Public Works**

10 Peel Centre Dr., Suite B, Brampton, ON L6T 4B9  
Tel: 905-791-7800 [www.peelregion.ca](http://www.peelregion.ca)

# Environmental Assessment - Airport Road from 100m north of King Street to 300m north of Huntmill Drive, Caledon

## Contact Information Form

Name of Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Do you wish to attend the TAC meetings? \_\_\_\_\_

What are your areas of interest in this study?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please submit your completed form by **XXXX, XXXX XX, 2017** to Asha Saddi (contact information on reverse).

---

### Public Works

10 Peel Centre Dr., Suite B, Brampton, ON L6T 4B9  
Tel: 905-791-7800 [www.peelregion.ca](http://www.peelregion.ca)

## **Environmental Assessment - Airport Road from 100m north of King Street to 300m north of Huntsmill Drive, Caledon**

### **Community Working Group – Expression of Interest**

A Community Working Group will be formed as part of this Environmental Assessment to provide a balance of perspectives representing:

- new/longtime residents,
- local business,
- special interests, such as organizations or associations, and
- those that work in or close to the study area.

The Community Working Group will be used as an enhanced level of consultation to help the Project Team to develop a solution for the study area that meets the needs of all stakeholders.

The Project Team would like to learn about your interest in the study. If you would like to participate as a member of the Community Working Group, please complete the attached form and submit to Asha Saddi (contact information below).

The Community Working Group members will be chosen to provide:

- a cross section of interests,
- various knowledge, and
- broad set of skills

Please submit your completed form by XXXX, XXXX XX, 2017 to:

Asha Saddi  
Technical Analyst  
Region of Peel  
Transportation Division, Public Works  
10 Peel Centre Drive, 4<sup>th</sup> Floor,  
Brampton, ON L6T 4B9  
Tel: 905-791-7800 ext. 7794  
Fax: 905-791-1442  
Email: [asha.saddi@peelregion.ca](mailto:asha.saddi@peelregion.ca)

---

#### **Public Works**

10 Peel Centre Dr., Suite B, Brampton, ON L6T 4B9  
Tel: 905-791-7800 [www.peelregion.ca](http://www.peelregion.ca)



## **Appendix C – Communication Work Plan**

**Communication Work Plan**  
**June 6, 2017**

**Phase 1 - Identification of Problems and/or Opportunities**

**1.1 Develop Communication Plan**

- Identify Goal, Objectives, Key Messages, Stakeholders and Interests; and Consultation Methods and Timing
- Compile Public and Agency Contact Lists
- Create Project Website and System for Twitter Announcements
- Prepare Notice of Study Commencement
- Identify Selection Process for Community Working Group (CWG) and Technical Agencies Committee (TAC)
- Prepare Letters and Reply Forms to recruit CWG and TAC members; Develop Selection Criteria
- Create Comments and Response Tracking Table

**1.2 Issue Notice of Study Commencement**

- Advertise Notice of Study Commencement in two separate editions of the Caledon Enterprise
- Mail Notice of Study Commencement, including CWG and TAC Letters and Reply Forms to Contact Lists

**1.3 Establish CWG and TAC**

- Advertise and Mail Notice of Study Commencement with CWG Information as per above
- Mail CWG and TAC Letters and Reply Forms as per above
- Distribute Notice of Study Commencement with CWG Information to Community Centres
- Distribute CWG Reply Forms to Councillors to Share with Interested Constituents
- Review Submitted Reply Forms against Criteria to Select CWG and TAC Members

**1.4 Conduct Agency Kick-off Meeting**

- Prepare and Circulate Agenda to Region and Consultant Project Team and TAC
- Prepare Meeting Materials
- Review Study Scope, TAC Membership, Data Collection, Problems and Opportunities, Existing Conditions, Key Issues and Constraints
- Document and Circulate Meeting Notes to Region and Consultant Project Team and TAC

**1.5 Conduct Site Visit with Environmental Agencies**

- Contact the Ministry of Natural Resources and Forestry and Toronto and Region Conservation Authority to schedule a Site Visit
- Prepare and Circulate Agenda to Region Project Team and Participating Agencies
- Visit Study Area to Review Existing Conditions, Environmental Constraints, and Approval Expectations
- Document and Circulate Meeting Notes to Region Project Team and Participating Agencies

**1.6 Conduct CWG Orientation Session**

- Prepare and Mail Welcome Letters to CWG with Meeting Location, Time and Agenda
- Meet and Greet between Region Project Team and CWG Members
- Formally Introduce Region Project Team and CWG, including Interests
- Prepare and Review CWG Terms of Reference
- Prepare and Present Study Background (Class EA Process, Airport Road Class EA, Background Studies, etc.)
- Address Questions and Concerns

**Communication Work Plan**  
**June 6, 2017**

**Phase 2 - Identification and Evaluation of Alternative Solutions**

**2.1 Maintain Communication Plan (ongoing)**

- Update Public and Agency Contact Lists based on Feedback and Participation
- Update Project Website and Twitter Announcements prior to and following Public and Agency Meetings
- Update Comments and Response Tracking Table following each Public and Agency Meeting

**2.2 Conduct TAC Meeting No. 1**

- Prepare and Circulate Agenda to Region and Consultant Project Team and TAC
- Prepare Meeting Materials
- Discuss Alternative Solutions, Impact Assessment, Evaluation Criteria and Preliminary Preferred Solution
- Document and Circulate Meeting Notes to Region and Consultant Project Team and TAC

**2.3 Conduct CWG Workshop No. 1**

- Prepare and Circulate Agenda to Region and Consultant Project Team and CWG
- Prepare Workshop Materials
- Facilitate Interactive Discussions for Input to Alternative Solutions, Impact Assessment, Evaluation Criteria and Preliminary Preferred Solution
- Document and Circulate Meeting Notes to Region and Consultant Project Team and CWG

**2.4 Update Senior Management and Councillors two weeks prior to PIC No. 1**

- Present Study Findings, Public Input and PIC No. 1 Materials

**2.5 Issue Notice of Public Information Centre (PIC) No. 1 two weeks prior to PIC**

- Prepare and Advertise Notice of PIC No. 1 in two separate editions of the Caledon Enterprise
- Mail Notice of PIC No. 1, including CWG and TAC Letters and Reply Forms to Contact Lists

**2.6 Conduct PIC No. 1**

- Prepare PIC No. 1 Materials for multiple formats (open house, virtual and mobile)
- Present Background and Study Process, Problem and Opportunity Statement, Existing Conditions, Alternative Solutions, Impact Assessment, CWG and TAC Input, Evaluation Criteria and Evaluation; and Preliminary Preferred Solution
- Prepare and Distribute Sign-In Sheets and Comment Forms
- Create an On-line Account where those cannot attend the PIC will be able to provide feedback
- Summarize PIC and Public Comments
- Respond to Written Comments as required

**2.7 Meet with Individual Stakeholders to Review Site-Specific Issues as required**

- Confirm Meeting Date, Time and Location with Region Project Team and Stakeholder(s)
- Discuss Site-Specific Issues
- Document and Circulate Meeting Notes to Region Project Team and Stakeholder(s)

**Communication Work Plan**  
**June 6, 2017**

**Phase 3 -Identification and Evaluation of Alternative Designs**

**3.1 Maintain Communication Plan (ongoing)**

- Update Public and Agency Contact Lists based on Feedback and Participation
- Update Project Website and Twitter Announcements prior to and following Public and Agency Meetings
- Update Comments and Response Tracking Table following each Public and Agency Meeting

**3.2 Conduct TAC Meeting No. 2**

- Prepare and Circulate Agenda to Region and Consultant Project Team and TAC
- Prepare Meeting Materials
- Discuss Alternative Designs, Impact Assessment and Mitigation, Evaluation Criteria and Preliminary Preferred Design
- Document and Circulate Meeting Notes to Region and Consultant Project Team and TAC

**3.3 Conduct CWG Workshop No. 2**

- Prepare and Circulate Agenda to Region and Consultant Project Team and CWG
- Prepare Workshop Materials
- Facilitate Interactive Discussions for Input to Alternative Designs, Impact Assessment and Mitigation, Evaluation Criteria and Preliminary Preferred Solution
- Document and Circulate Meeting Notes to Region and Consultant Project Team and CWG

**3.4 Update Senior Management and Councillors**

- Present Study Findings, Public Input and PIC No. 2 Materials

**3.5 Issue Notice of PIC No. 2 two weeks prior to PIC**

- Prepare and Advertise Notice of PIC No. 2 in two separate editions of the Caledon Enterprise
- Mail Notice of PIC No. 2, including CWG and TAC Letters and Reply Forms to Contact Lists

**3.6 Conduct PIC No. 2**

- Prepare PIC No. 2 Materials for multiple formats (open house, virtual and mobile)
- Present PIC No. 1 Summary, Results of Technical Studies, Alternative Designs, Impact Assessment and Mitigation, CWG and TAC Input, Evaluation Criteria and Evaluation; and Preliminary Preferred Design
- Prepare and Distribute Sign-In Sheets and Comment Forms
- Create an On-line Account where those cannot attend the PIC will be able to provide feedback
- Summarize PIC and Public Comments
- Respond to Written Comments as required

**3.7 Meet with Individual Stakeholders to Review Site-Specific Issues as required**

- Confirm Meeting Date, Time and Location with Region Project Team and Stakeholder(s)
- Discuss Site-Specific Issues
- Document and Circulate Meeting Notes to Region Project Team and Stakeholder(s)

**Communication Work Plan  
June 6, 2017**

**Phase 4 - Environmental Study Report (ESR)**

**4.1 Document Study Process and Preferred Plan in Environmental Study Report**

- Prepare and Circulate Draft ESR to Regional Staff and Agencies
- Address Review Comments on Draft ESR
- Finalize ESR

**4.2 Update Senior Management and Councillors**

- Present ESR Recommendations

**4.3 Issue Notice of Study Completion**

- Distribute Final ESR to Regional Clerk's Office and Review Centres
- Prepare and Advertise Notice of Study Completion in two separate editions of the Caledon Enterprise
- Mail Notice of Study Completion to Contact Lists
- Address Comments during 30-day Review Period
- Follow-up regarding Part II Order Requests if required

**4.4 Prepare and forward Memorandum of Completion to the Ministry of Environment and Climate Change**