



BURNSIDE

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Appendix M

Study Consultation

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Appendix M1

Notice of Study Commencement

CITY OF MISSISSAUGA – NOTICE OF STUDY COMMENCEMENT

Municipal Class Environmental Assessment Study for Sheridan Park Drive Extension

WHAT?

- The City of Mississauga is undertaking a study for the proposed extension of Sheridan Park Drive between Homelands Drive and Speakman Drive.
- The site location and approximate extent of the Study Area are shown on the map.

WHY?

- Complete the road network in the area to improve connectivity in Sheridan Park Corporate Centre (Sheridan Park) and surrounding commercial areas for all users.
- Maximize access to the Sheridan Park (Sheridan Park).
- Improve the pedestrian and cycling network for employees in Sheridan Park and neighbouring residents.

HOW?

- The Study is being carried out in accordance with the requirements of a Schedule B undertaking as outlined in the Municipal Engineers Association *Municipal Class Environmental Assessment Manual* (October 2000, as amended 2007, 2011 & 2015), which is an approved process under the *Ontario Environmental Assessment Act*.
- The study will examine how traffic operates both now and in the future – and determine ways to address existing and future issues. It will also examine the impacts of extending Sheridan Park Drive on the social, cultural and natural environments and develop mitigation measures.
- Several alternatives will be developed and evaluated and refined through community and agency consultation. The Project Team will then select a preferred alternative.
- At the end of the study, a Project File documenting the entire Study process will be available for public review.

GET INVOLVED!

- Consultation is an important part of the Municipal Class EA process. Throughout the Study, the City will make contact with various agencies and members of the community, and consider their opinions as part of any decisions that are made.
- A Public Information Centre (PIC) will be held in Phase 2 to present information related to the study and answer any questions you may have. Details regarding PIC will be advertised publicly and communicated as the study progresses.
- To find out more about project announcements and other information please visit the project website:

www.mississauga.ca/sheridanparkea

WE WANT TO HEAR FROM YOU – PLEASE VISIT THE WEBSITE AND COMPLETE A SURVEY!

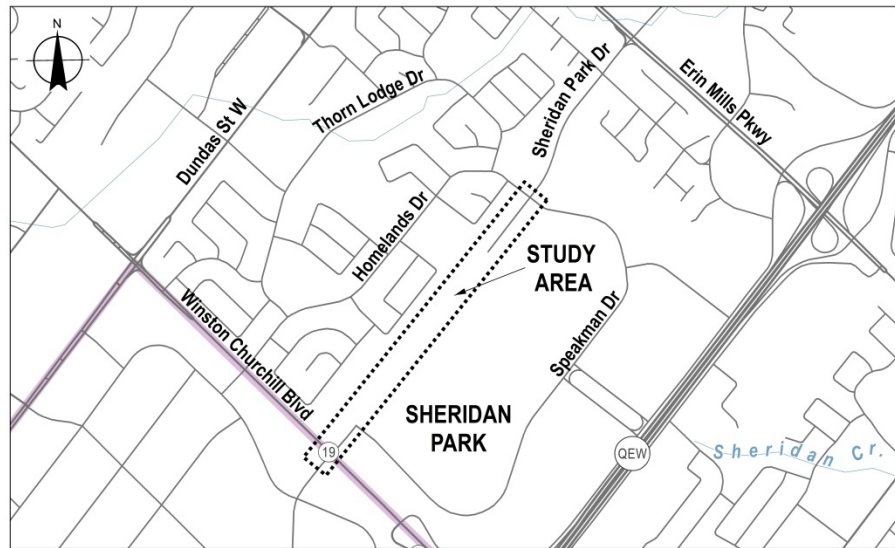
(If you require a hard copy of the survey, please contact the Project Team – see below)

If you have any questions or comments regarding the study or would like to be added to the Project Contact List, please contact:
SheridanParKEA@rjburnside.com

Dana Glofcheskie, P.Eng.
Project Manager
 City of Mississauga
 201 City Centre Dr, Suite 800
 Mississauga, ON L5B 2T4
 (905) 615-3200 ext. 8243

David Argue, P.Eng., PTOE
Consultant Project Manager
 R.J. Burnside & Associates Limited
 6990 Creditview Road, Unit 2
 Mississauga, ON L5N 8R9
 (905) 821-5895

WHERE?





Date

Via: «Via»

«Title» «First_Name» «Last_Name»

«Position»

«AgencyOrganization»

«Address_1»

«Address_2»

«City» «Province» «Postal_Code»

Dear «Title» «Last_Name»

**Re: Notice of Study Commencement
Sheridan Park Drive Extension
Municipal Class Environmental Assessment Study
Project No.: 300039474.0000**

The City of Mississauga has initiated a Municipal Class Environmental Assessment (EA) for the proposed extension of Sheridan Park Drive between Homelands Drive and Speakman Drive. R.J. Burnside & Associates Limited (Burnside) has been retained by the City of Mississauga.

The City aims to complete the road network in the area to improve connectivity in Sheridan Park Corporate Centre (Sheridan Park) and surrounding areas for all users. The study will examine how traffic operates both now and in the future – and determine ways to address existing and future issues. It will also examine the impacts of extending Sheridan Park Drive on the social, cultural and natural environments and develop mitigation measures. The approximate extent of the Study Area for this project is shown on the Map provided in the attached Notice of Commencement.

The EA will be conducted as a Schedule B in accordance with the "Municipal Class Environmental Assessment" (Municipal Engineers Association, October 2000, as amended in 2007, 2011, and 2015) which is an approved process under the *Ontario Environmental Assessment Act*. A key component of the study will be engagement with Indigenous communities, the public and agencies.

At this stage of the process, Burnside is requesting on behalf of the City of Mississauga, that your agency complete the enclosed Response Form (to be returned by February 16, 2017), to assist us in understanding your agency's involvement with this project. Specifically, we are seeking information on:

- Policies, positions or guidelines implemented or administered by your agency that may affect implementation of improvements to the study area;

- Background information that is pertinent to the compilation of an environmental inventory of the general area of study;
- Any preliminary comments or concerns that your agency has on the proposed projects; and
- Other projects proposed within or near the general area of study.

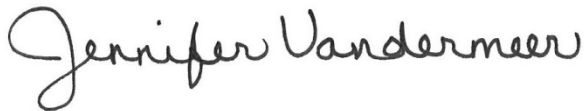
We are making contact early in the project development so concerns from your agency can be addressed and incorporated into the overall project design. Input and comments received from agencies, Indigenous communities and the public will be incorporated into the planning and design of this project.

Your input and questions are encouraged. To provide the study team with your comments, please email SheridanParkEA@rjburnside.com, or for further project information please contact Jennifer Vandermeer at 226-486-1559.

Your participation in this EA study is much appreciated.

Yours truly,

R.J. Burnside & Associates Limited



Jennifer Vandermeer, P.Eng.
Environmental Assessment Lead
JCV:js

Enclosure(s) Notice of Commencement
Response Form

cc: Dana Glofcheskie, City of Mississauga (enc.) (Via: Email)
 David Argue, Burnside (enc.) (Via: Email)

039474_Sheridan Park Drive EA_NOCm Agencies Letter
19/01/2017 1:43 PM

Project Response Form

Notice of Study Commencement Sheridan Park Drive Extension Class Environmental Assessment Study

Name: _____
(Please Print)

Phone No.: _____

Agency: _____

Signed: _____

Date: _____

Please assist us in identifying your interests:

		YES	NO
1.	Does your organization wish to participate in this project?		
2.	If the answer to Question 1 is "no," would you like to be removed from contact list?		

3. Please identify any concerns or comments your agency may have at this time.

Please return this completed form by **February 16, 2017** to SheridanParkEA@rjburnside.com

January 24, 2017

Via: «Via»

«Title» «First_Name» «Last_Name»
«Position»
«AgencyOrganization»
«Address_1»
«Address_2»
«City» «Province» «Postal_Code»

Dear «Title» «First_Name» «Last_Name»

**Re: Notice of Study Commencement
Sheridan Park Drive Extension
Municipal Class Environmental Assessment Study
Project No.: 300039474.0000**

The City of Mississauga (City) has initiated a Municipal Class Environmental Assessment (EA) for the proposed extension of Sheridan Park Drive between Homelands Drive and Speakman Drive. R.J. Burnside & Associates Limited (Burnside) has been retained by the City to help facilitate the EA process.

The City aims to complete the road network in the area to improve connectivity in Sheridan Park Corporate Centre (Sheridan Park) and surrounding areas for all users. The study will examine how traffic operates both now and in the future - and determine ways to address existing and future issues. It will also examine the impacts of extending Sheridan Park Drive on the social, cultural and natural environments and develop mitigation measures. The approximate extent of the Study Area for this project is shown on the Map provided in the attached Notice of Commencement.

The EA will be conducted as a Schedule B in accordance with the "Municipal Class Environmental Assessment" (Municipal Engineers Association, October 2000, as amended in 2007 and 2011) which is an approved process under the *Ontario Environmental Assessment Act*. A key component of the study will be engagement with Indigenous communities, the public and agencies.

This notification is being provided to you in hope that you can assist the Project Team in determining if your organization may hold an interest in this project. Your comments are welcome and we encourage you to provide us with your views. For your convenience, we have enclosed a 'Response Form'.

Specifically, we are seeking input on:

- Any preliminary comments or concerns that your community has on the proposed project;
- The level of interest in the project from the community for further engagement; and
- The best methods to communicate with your community.

Unless you indicate otherwise, the Project Team will continue to provide you with updates throughout the study including notification of and materials from public meetings and study completion. The Project Team can also provide the Archeological Assessment Report, or any other technical reports, as requested.

The Project Team would be pleased to meet with you at any time during the study to answer your questions or respond to any concerns you may have.

We are making contact early in the project development so concerns from Indigenous communities can be addressed and incorporated into the overall project design. Input and comments received from Indigenous communities, the public and agencies will be incorporated into the planning and design of this project.

If you have any questions or comments regarding the study please email SheridanParkEA@rjburnside.com, or for further project information please contact Dana Glofcheskie at (905) 615-3200 ext. 8243 or by email at dana.glofcheskie@mississauga.ca.

Your participation in this EA study is much appreciated.

Yours truly,

City of Mississauga

Dana Glofcheskie, P.Eng.
Project Manager
Transportation & Works Department,
Transportation & Infrastructure Planning
Division
DG:js

Enclosure(s) Notice of Commencement
 Response Form

cc: David Argue, Burnside (enc.) (Via: Email)
 Jennifer Vandermeer, Burnside (enc.) (Via: Email)

Project Response Form

Notice of Study Commencement Sheridan Park Drive Extension Class Environmental Assessment Study

Name: _____
(Please Print)

Phone No.: _____

Signed: _____

Date: _____

If there is a different contact for your organization that we should follow-up with, please let us know:	
Name:	
Address:	
Phone:	
Email:	

The study is in its initial stages and information can be provided as it progresses.

Please assist us in identifying your interests:

		YES	NO
1.	Do you wish to participate in this project?		
2.	If the answer to Question 1 is "no," would you like to be removed from contact list?		
3.	Are there areas of cultural significance to your community in close proximity to the study area that the City should be aware of? (if yes, please provide details below)		
4.	Is the project within an area subject to a land claim?		
5.	Would your community / organization like to meet with the City to discuss this study?		

Is there any additional information your community requires from the City in order to better understand the study and to identify if / how the project may adversely impact Aboriginal and / or Treaty rights of your community?

Please identify any initial comments your community or organization may have at this time.

Please return this completed form by **February 16, 2017** to SheridanParkEA@rjburnside.com



January 24, 2017

Via: «Via»

«Title» «First_Name» «Last_Name»
«Position»
«AgencyOrganization»
«Address_1»
«Address_2»
«City» «Province» «Postal_Code»

Dear «Title» «First_Name» «Last_Name»

**Re: Notice of Study Commencement and Invitation to Participate on the Stakeholder
Advisory Committee
Sheridan Park Drive Extension
Municipal Class Environmental Assessment Study
Project No.: 300039474.0000**

The City of Mississauga has initiated a Municipal Class Environmental Assessment (EA) Study to establish the preferred approach for the proposed extension of Sheridan Park Drive between Homelands Drive and Speakman Drive.

The City aims to complete the road network in the area to improve connectivity in Sheridan Park Corporate Centre (Sheridan Park) and surrounding areas for all users. The study will examine how traffic operates both now and in the future - and determine ways to address existing and future issues. It will also examine the impacts of extending Sheridan Park Drive on the social, cultural and natural environments and develop mitigation measures. The approximate extent of the Study Area for this project is shown on the Map provided in the attached Notice of Commencement.

The EA study will be conducted as a Schedule B in accordance with the "Municipal Class Environmental Assessment" (Municipal Engineers Association, October 2000, as amended in 2007, 2011, and 2015) which is an approved process under the *Ontario Environmental Assessment Act*. The City has retained R.J. Burnside & Associates Limited (Burnside) to undertake this study. The Study Team, responsible for completing the Class EA, consists of City and Burnside staff.

At this stage of the process, Burnside is requesting on behalf of the City of Mississauga, that your agency complete the enclosed Response Form (to be returned by February 9, 2017), to assist us in understanding your agency's involvement with this project. Specifically, we are seeking information on:

- Policies, positions or guidelines implemented or administered by your agency that may affect implementation of improvements to the study area.

- Background information that is pertinent to the compilation of an environmental inventory of the general area of study.
- Any preliminary comments or concerns that your agency has on the proposed projects.
- Other projects proposed within or near the general area of study.

We are making contact early in the project development so concerns from your agency can be addressed and incorporated into the overall project design. Input and comments received from agencies, Indigenous communities and the public will be incorporated into the planning and design of this project.

Stakeholder Advisory Committee Invitation

Public and agency consultation will be an important component of the overall study process. As part of the consultation process, the City intends to form a Stakeholder Advisory Committee (SAC). The purpose of the SAC is to provide comments and advice pertaining to decisions to be made by the City of Mississauga with regard to the Sheridan Park Drive Extension. The SAC mandate is to be a forum for more in-depth discussion of the key study issues, concerns or solutions, and to provide advice to the Study Team. The role of SAC is advisory, with no voting to be undertaken.

Please consider this letter as the City of Mississauga's Notice of Study Commencement and an invitation for you or an appointed member of your organization to participate on the SAC. One of the first functions of the SAC will be to develop a Problem Statement, which will guide the study. It is expected that there will be three (3) SAC meetings during the study process.

In the space on the enclosed Response Form, please provide the contact information for one (1) designated representative from your organization, and return to the undersigned no later than February 16, 2017.

Your input and questions are encouraged. To provide the study team with your comments, please email SheridanParkEA@rjburnside.com, or for further project information please contact Jennifer Vandermeer at 226-486-1559.

Thank you for your interest in this Class EA study.

Yours truly,

R.J. Burnside & Associates Limited

Jennifer Vandermeer, P.Eng.
Environmental Assessment Lead
JCV::js

Enclosure(s) Notice of Commencement
 Response Form

cc: Dana Glofcheskie, City of Mississauga (enc.) (Via: Email)
 David Argue, Burnside (enc.) (Via: Email)

Project Response Form

Notice of Study Commencement Sheridan Park Drive Extension Class Environmental Assessment Study

Name: _____
(Please Print)

Phone No.: _____

Agency: _____

Signed: _____

Date: _____

Please assist us in identifying your interests:

		YES	NO
1.	Does your organization wish to participate in this project?		
2.	If the answer to Question 1 is "No," would you like to be removed from contact list?		
3.	Does your organization wish to participate as a member of the Stakeholder Advisory Committee (SAC) ?		
4.	If the answer to Question 3 is "Yes", what time would work best for scheduling SAC Meetings?	<input type="checkbox"/> 2-4pm	<input type="checkbox"/> 4-6pm

5. Please identify any concerns or comments your agency may have at this time.

If there is a different contact for your organization that will be participating in the Stakeholder Advisory Committee, please let us know:

Name:	
Address:	
Phone:	
Email:	

Please return this completed form by **February 16, 2017** to SheridanParkEA@rjburnside.com