

Appendix K1 –
Government Review Team Master
Distribution List & Project Mailing List

Government Review Team Master Distribution List



PARSONS

Prepared for Metrolinx
by IBI Group & Parsons

Environmental Assessment Government Review Team Master Distribution List

**Including Agency Contacts for Information into Environmental
Assessment Planning Matters**

**Environmental Assessment Services
Environmental Assessment Branch
Ministry of the Environment, Conservation and Parks**

April 2021

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Key Guidelines in Determining the Government Review Team for Projects and in Conducting Circulations

The “Government Review Team Master Distribution List” is meant as a tool and an information source to ensure that matters pertaining to environmental assessment (EA) submissions are routed to the proper contacts within Federal, Provincial and Municipal agencies. The list also contains agency contacts for information purposes and links to agency websites where additional information may be obtained.

For individual EA projects, prior to submission of a draft Terms of Reference for a project, the Project Officer will provide a copy of the Government Review Team (GRT) list to the proponent (or its consultant). The proponent should review the list and indicate which agencies and sections/staff within these agencies it believes should be circulated the Terms of Reference and subsequent EA, and provide a brief written explanation for those which are not believed to be relevant for the project (i.e. X ministry only wishes to review projects within X distance from a certain type of facility and the project will be further than that away from the such facilities). The proponent should contact the agencies proposed to be included to confirm their inclusion. The proponent should provide the proposed list to the Project Officer for review and input. Obtaining Project Officer input of the GRT for the particular project will help avoid having to notify additional agencies late in the process.

During the EA process, proponents’ request for comments from agencies which accompanies the EA documentation should outline that, if the agency has no concerns on the EA or has no interest in the project, a written letter, completed “no comment form” (if provided by proponent) or email stating this to the proponent would be preferable. This lets the Project Officer know that an agency is satisfied at a certain stage in the process and/or that no further circulation to the agency is necessary. Proponents should also follow-up with the agencies by telephone and email to ensure the proper person received the documentation and to reiterate the preference that a statement of no concerns or no interest is provided, if applicable.

This list is periodically updated. Anyone using this list should request the most up-to-date version by contacting:

Environmental Assessments Branch

Environmental Assessment Services – Duty Officer at:

416-314-8001; or 1-800-461-6290; or enviropemissions@ontario.ca

Important Notes on the Contents of this List

1. The default method by which agencies receive EA documents is by courier of a hard paper copy. Some agencies have indicated they are willing to accept (or prefer) electronic versions by email, CD, USB or downloading from websites (with notice of document availability at a website and a request for comments sent by mail or by email), but unless they indicate they are willing to accept this, hard copies are sent.
2. For all agencies, if a project is going to be located or have effects within more than one of their review districts/regions, then all relevant districts/regions should receive the full documentation and the cover letter should notify them which other districts/regions of their ministry are also receiving the documentation. The same should be done if more than one office within a ministry will be circulated a document and the offices are not divided based on geographic areas. This should be confirmed with individual agencies to determine distribution requirements.
3. This list was originally primarily used for individual EAs but is also now being used to indicate, in general, which agencies wish to review projects prepared under Class EAs or other streamlined EA process. For detailed information on which agencies are to be considered for circulation on projects under particular Class EAs or streamlined EAs, please consult the particular Class EA or streamlined EA guide and/or the proponent of the Class EA.

Name, Position, Agency and Address	Document Form	Phone, Fax and Email	Types of EA Projects to be Circulated
PROVINCIAL AGENCIES & MINISTRIES			
Conservation Ontario			
Ms. Leslie Rich, Policy and Planning Liaison Conservation Ontario 120 Bayview Parkway Newmarket ON L3Y 3W3 www.conservationontario.ca	Electronic	T: 905-895-0716 Ext. 226 F: 905-895-0751 C: 705-716-6174 lrich@conservationontario.ca	Parent Class EAs or province-wide EA matters only.
Conservation Authorities For individual EAs and Class EAs, send to the local Conservation Authority covering the affected area. If no Conservation Authority exists for that area, then no circulation necessary.	1 hard copy	See Municipal Directory at http://www.mah.gov.on.ca/page1591.aspx or http://conservationontario.ca/conservation-authorities/find-a-conservation-authority/	All individual and Class EAs within area covered by the particular Conservation Authority. <u>Please Note:</u> Conservation Ontario and each individual Conservation Authority should be circulated any Class EA annual surveys which are committed to in the Parent Class EAs.
GO Transit and Metrolinx			
Pam Foster, Director Environmental Programs and Assessment Metrolinx 10 Bay Street Toronto ON M5J 2W3	1 electronic copy	T: 647-272-9386 pam.foster@metrolinx.com	Projects of interest include: i) crossings of a GO Transit/Metrolinx transportation corridor or station facility, ii) is within 300m of a GO Transit/Metrolinx transportation corridor, station or maintenance facility, or iii) all transit projects.
Hydro One Networks Inc.			
Hydro One Networks Inc.	1 electronic copy	SecondaryLandUse@HydroOne.com	Projects that could potentially directly impact HONI facilities (including transmission/distribution lines/stations). Proponents must clearly identify the proposal's location and outline the type of impact anticipated relative to HONI facilities.
Niagara Escarpment Commission			
Nancy Mott, Senior Strategic Advisor Niagara Escarpment Commission 232 Guelph Street Georgetown ON L7G 4B1	1 hard copy and 1 electronic copy	C: 289-839-0106 F: 905-873-7452 nancy.mott@ontario.ca	Projects with potential effects on the Niagara Escarpment Planning Area and Area of Development Control. The Plan Area and Development Control Area are identified in the Niagara Escarpment Plan 2017 and are available at www.escarpment.org .
Kim Peters, Senior Strategic Advisor Niagara Escarpment Commission 232 Guelph Street Georgetown ON L7G 4B1	1 electronic copy and 1 hard copy	T: 647-539-8788 F: 905-873-7452 kim.peters@ontario.ca	Projects with potential effects on the Region of Halton and the Region of Peel.

Name, Position, Agency and Address	Document Form	Phone, Fax and Email	Types of EA Projects to be Circulated
<p>John Stuart, Senior Strategic Advisor(A) Niagara Escarpment Commission 232 Guelph Street Georgetown ON L7G 4B1</p> <p>Administrative Assistant Niagara Escarpment Commission 1450 7th Avenue East, 1st Floor Owen Sound ON N4K 2Z1</p>	1 electronic copy and 1 hard copy	<p>John: T: 905-703-5837 F: 905-873-7452 john.stuart@ontario.ca</p> <p>Administrative Assistant necowensound@ontario.ca</p>	Projects with potential effects on the Niagara Escarpment Plan Area, including the municipalities of the County of Dufferin (including Town of Mono), County of Grey, County of Bruce, County of Simcoe, Owen Sound, Town of Blue Mountains.
Office of the Fire Marshal			
<p>Local Fire Department(s)</p> <p>Please contact the affected local municipal office in order to obtain the name of the Fire Chief and the address of the affected fire department. See Municipal Directory at http://www.mah.gov.on.ca/page1591.aspx.</p>	1 hard copy		<p>The Office of the Fire Marshal has requested that EAs be directed to the local Fire Department in the affected municipality (or municipalities).</p> <p>Where Fire Department access might be affected.</p>
Ontario Power Generation			
<p>Tammy Wong, Senior Environment Specialist Corporate Programs Ontario Power Generation 700 University Ave. Toronto ON M5G 1X6</p>	Prefers email notifications	<p>T: 416-592-4548 tammy.wong@opg.com</p>	Projects within 5 km of an OPG generating site or that could potentially directly impact any Ontario Power Generation generating site or any waterpower projects being built on the same river system as OPG waterpower facilities. If unsure, contact OPG before sending documents.
Ontario Provincial Police			
<p>Jennifer Davey, Administrative Assistant Research and Program Evaluation Unit / Research Planning & Analysis Section Ontario Provincial Police 777 Memorial Avenue, 1st Floor Orillia ON L3V 7V3</p> <p>Acting in current position: Abisola Akinwumi A/Administrative Assistant Facilities Section, 2nd Floor Ontario Provincial Police 777 Memorial Avenue</p>	Downloading preferred	<p>Contact both Jennifer and Abisola:</p> <p>Jennifer: T: 705-309-2621 jennifer.davey@opp.ca</p> <p>Abisola: T: 705-329-6825 abisola.akinwumi@opp.ca</p>	<p>Individual and Class EAs in municipalities without own police service (OPP then patrols area), projects with potential to change demographics, traffic flow, or the need for police presence.</p> <p>EAs having a direct physical impact on OPP detachments, or impacting provincial highways (which OPP patrols).</p>

Name, Position, Agency and Address	Document Form	Phone, Fax and Email	Types of EA Projects to be Circulated
Orillia ON L3V 7V3			
Ministry of Agriculture, Food and Rural Affairs			
Michele Doncaster, Manager Land Use Policy & Stewardship Food Safety and Environmental Policy Branch Ministry of Agriculture, Food and Rural Affairs 1 Stone Road W, 3rd Floor Guelph ON N1G 4Y2	Cover letter only for province-wide Parent Class EA documents and Individual EAs Do not circulate Class EA projects (see regional office contacts below)	T: 226-979-1552 F: 519-826-3109 michele.doncaster@ontario.ca	All province-wide Parent Class EA documents and Individual EAs that are province-wide or include multiple regions that affect agricultural operations and prime agricultural areas (i.e. predominantly prime agricultural lands which include specialty crop areas and/or Canada Land Inventory (CLI) Class 1, 2 and 3 soils, and any associated CLI Class 4 to 7 soils). Do not circulate Parent Class EA documents or Individual EAs that only include land in designated "settlement areas" (as defined by the Provincial Policy Statement). Do not circulate Class EA projects (see regional office contacts below).
Rural Planners/Regional Offices: Circulate Individual EAs, Class EAs and waste EAs affecting agricultural operations, prime agricultural areas (i.e. predominantly prime agricultural lands which include specialty crop areas and/or Canada Land Inventory (CLI) Class 1, 2 and 3 soils, and any associated CLI Class 4 to 7 soils), and in the Greater Golden Horseshoe, the Agricultural System, (see definition and map at: http://www.omafra.gov.on.ca/english/landuse/agsys-ggh.htm) to the appropriate Rural Planner. Do not circulate any Individual EAs or Class EAs that only include land in designated "settlement areas" (as defined by the Provincial Policy Statement), and illustrated in the local municipal official plan land use schedule. See geographic coverage area for OMAFRA Rural Planners on the intranet site: http://ontarioca11.maps.arcgis.com/apps/webappviewer/index.html?id=93d00701708946d5b011d2ab88319597			
Jocelyn Beatty, Rural Planner Central-Eastern Ontario and Northwestern Ontario Land Use Policy & Stewardship Food Safety and Environmental Policy Branch Ministry of Agriculture, Food & Rural Affairs Elora Resource Centre 6484 Wellington Rd 7 Elora ON N0B 1S0	Prefers electronic version	T: 519-546-7612 F: 519-846-8178 jocelyn.beatty@ontario.ca	Email omafra.eanotices@ontario.ca as initial step prior to circulating documents. Projects meeting above criteria in the following geographies: Central-Eastern Ontario: Durham Region, York Region, Simcoe County, District of Muskoka, City of Kawartha Lakes, City of Barrie, City of Belleville, City of Orillia, City of Peterborough, City of Quinte West, City of Toronto, Peterborough County, Northumberland County, Haliburton County, Lennox and Addington, Prince Edward County, Hastings County.

Name, Position, Agency and Address	Document Form	Phone, Fax and Email	Types of EA Projects to be Circulated
			Northwestern Ontario: Kenora District, Rainy River District, Thunder Bay District.
David Marriott, Rural Planner Western Ontario Land Use Policy & Stewardship Food Safety and Environmental Policy Branch Ministry of Agriculture, Food and Rural Affairs 6484 Wellington Road 7, Unit 10 Elora ON N0B 1S0	Email Only Preferred	T: 519-766-5990 F: 519-846-8178 david.marriott@ontario.ca	Email omafra.eanotices@ontario.ca as initial step prior to circulating documents. Projects meeting above criteria in the following geographies: Western Ontario: Bruce County, Grey County, Huron County, Dufferin County, Perth County (including Stratford and St. Mary's), County of Wellington (including City of Guelph), Region of Waterloo.
Sarah Kielek-Caster Rural Planner(A) Central-West Ontario Land Use Policy & Stewardship Food Safety and Environmental Policy Branch Ministry of Agriculture, Food and Rural Affairs 6484 Wellington Road 7 – Unit 10 Elora ON N0B 1S0	1 e-copy	T: 226-962-8933F: 519-846-8178 sarah.kielek-caster@ontario.ca	Email omafra.eanotices@ontario.ca as initial step prior to circulating documents. Projects meeting above criteria in the following geographies: Central-West Ontario: Niagara Region, County of Essex, County of Lambton, Middlesex County, Elgin County, Oxford County, Chatham-Kent, City of Hamilton, City of London, City of St. Thomas.
John O'Neill, Rural Planner Eastern Ontario and Northeastern Ontario Environmental Land Use Policy Food Safety and Environmental Policy Branch Ministry of Agriculture, Food and Rural Affairs 1st Fl.-59 Ministry Rd., Box 2004, ORC Building Kemptville ON K0G 1J0	Prefers electronic version	T: 613-258-8341 (office) 613-290-9112 (cell) F: 613-258-8392 john.o'neill@ontario.ca	Email omafra.eanotices@ontario.ca as initial step prior to circulating documents. Projects meeting above criteria in the following geographies: Eastern Ontario: Renfrew County, Frontenac County, Lanark County, United Counties of Leeds and Grenville, City of Ottawa, United Counties of Stormont, Dundas & Glengarry, United Counties of Prescott Russell. Northeastern Ontario: Cochrane District, Algoma District, Sudbury District, City of Greater Sudbury, Manitoulin Island, Temiskaming District, Nipissing District, Parry Sound District.

Name, Position, Agency and Address	Document Form	Phone, Fax and Email	Types of EA Projects to be Circulated
<p>Nancy Rutherford, Rural Planner(A) Greater-Toronto Area and Central Southwest Ontario Land Use Policy & Stewardship Food Safety and Environmental Policy Branch Ministry of Agriculture, Food and Rural Affairs 6484 Wellington Road 7 – Unit 10 Elora ON N0B 1S0</p>	1 e-copy	<p>T: 226-962-2139 F: 519-846-8178 nancy.rutherford@ontario.ca</p>	<p>Email omafra.eanotices@ontario.ca as initial step prior to circulating documents.</p> <p>Projects meeting above criteria in the following geographies:</p> <p>Greater Toronto Area: Peel Region, Halton Region.</p> <p>Central Southwest Ontario: Brant County, City of Brantford, Haldimand County, Norfolk County.</p>
Ministry of Colleges and Universities			
<p>EAs to be sent to individual affected Colleges and Universities. Only contact Ministry when issues cannot be resolved at the local level.</p> <p>Lindsey Harrold, Director(A) Postsecondary Finance and Information Management Branch Ministry of Colleges and Universities 315 Front Street W, 16th Flr Toronto ON M7A 0B8</p>	1 hard copy	<p>See INFO-GO for contact information of various colleges and universities.</p> <p>T: 437-227-5276 lindsey.harrold@ontario.ca</p>	<p>Individual and Class EAs for projects affecting colleges and universities should be submitted directly to the affected institution. They should be consulted about any project within approximately 400m of the boundary of the institution and any of its campuses and for other projects which may impact an institution's property, buildings and facilities, faculty, staff, students and visitors (through air- and water- borne materials; noise, light, transmission and other vibration generated energies; pedestrian and public transportation route and volume changes, including impacts from commercial and industrial initiatives, demographic changes, etc.).</p>
Ministry of Economic Development, Job Creation and Trade			
<p>Shireen Mohammed, Manager(A) Corporate Policy Unit Strategic and Corporate Policy Branch Ministry of Economic Development, Job Creation and Trade 56 Wellesley St. W, 11th Flr Toronto ON M5S 2S3</p>	Electronic version	<p>T: 437-770-1241 shireen.mohammed@ontario.ca</p>	<p>Any proposed regulations requiring that large-scale private sector undertakings be made subject to the Environmental Assessment Act.</p> <p>Projects with significant job creation potential or supply chain benefits to the regional or provincial economy.</p> <p>Individual EAs (including joint federal-provincials EAs) involving large public infrastructure projects, particularly baseload electricity generation, transmissions lines, water and petroleum pipelines and transportation corridors.</p>
<p>Michael Helfinger, Senior Policy Advisor Corporate Policy Unit Strategic and Corporate Policy Branch Ministry of Economic Development, Job Creation and Trade</p>		<p>T: 416-434-4799 Alternante Mobile: 426-722-6229 michael.helfinger@ontario.ca</p>	

Name, Position, Agency and Address	Document Form	Phone, Fax and Email	Types of EA Projects to be Circulated
56 Wellesley St. W, 11th Flr Toronto ON M5S 2S3			
Ministry of Education			
Paul Bloye, Director Capital Program Branch Capital and Business Support Division Ministry of Education 315 Front Street W, 15th Flr Toronto ON M7A 0B8	Contact first	T: 416-325-8589 paul.bloye@ontario.ca	Any project that is directly related to schools or school boards.
Local French and English Public and Catholic Boards of Education	1 hard copy	See Municipal Directory at http://www.mah.gov.on.ca/page1591.aspx	Any project that will impact a school building, property or staff and students, e.g. noise, air quality, well water quality, pedestrian routes, school bus routes, general safety considerations, enrolment and school construction planning.
Ministry of Energy, Northern Development and Mines			
Mr. Andrea Pastori, Cabinet Liaison and Strategic Policy Branch Coordinator Strategic Policy and Analytics Branch Strategic, Network and Agency Policy Division Ministry of Energy, Northern Development and Mines 77 Grenville St., 6 th Flr. Toronto ON M7A 1B3	Prefers electronic version	T: 416-274-2126 andrea.pastori@ontario.ca	Individual and Class EAs with energy implications or energy-related (including renewable energy such as small hydro, wind, energy from waste landfill gas, deep lake water cooling).
Mary Perry, Manager(A) Strategic Support Unit Ministry of Energy, Northern Development and Mines Willet Green Miller Centre, 2 nd Flr 933 Ramsey Lake Rd Sudbury ON P3E 6B5	Prefers electronic version	T: 705-690-0026 mary.perry@ontario.ca	All EAs. Consult ENDM at draft Terms of Reference stage (or earlier) to determine if project will impact lands containing: significant geological resources, mining claims, mineral development projects, and/or abandoned mine hazards. ENDM also comments on potential economic and community development impacts from a northern stakeholder perspective. ENDM also has an interest in individual and Class EAs with energy implications or energy-related (including renewable energy such as small hydro, wind, energy from waste landfill gas, deep lake water cooling).
Clare Pineau, Initiatives Coordinator Strategic Support Unit Ministry of Energy, Northern Development and Mines Willet Green Miller Centre, 2 nd Flr 933 Ramsey Lake Rd Sudbury ON P3E 6B5	Prefers electronic version	T: 705-561-6912 clare.pineau@ontario.ca	

Name, Position, Agency and Address	Document Form	Phone, Fax and Email	Types of EA Projects to be Circulated
Jennifer Paetz, Initiatives Coordinator Strategic Support Unit Ministry of Energy, Northern Development and Mines Willet Green Miller Centre, 2 nd Flr 933 Ramsey Lake Rd Sudbury ON P3E 6B5	Prefers electronic version	T: 705-690-8205 jennifer.paetz@ontario.ca	
Ministry of Health and Long-Term Care			
Public Health Units and Medical Officers of Health See: http://www.alphaweb.org/?page=PHU	1 hard copy		Send entire EA for sewage and water-works, and for waste facility projects which may have health implications to Public Health Unit/Medical Officer of Health for the geographic area.
Ministry of Heritage, Sport, Tourism and Culture Industries			
Heritage, Tourism and Culture Division			
<p>The Ministry of Heritage, Sport, Tourism and Culture Industries (MHSTCI), Heritage, Tourism and Culture Division, has an interest in the conservation of cultural heritage resources, which includes archaeological resources, built heritage resources and cultural heritage landscapes, and in stimulating tourism growth and investment.</p> <p>Cultural Heritage Undertakings that may affect property(ies) or project areas having recognized or potential cultural heritage value or interest, which may include:</p> <ul style="list-style-type: none"> • built heritage resources • cultural heritage landscapes • archaeological resources • areas of archaeological potential • properties owned or controlled by the Province or public bodies prescribed under Ontario Regulation 157/10 <p>While some cultural heritage resources may already be identified and inventoried by official sources, the significance of others can only be determined after evaluation. The first step is to determine whether there are cultural heritage resources that could be impacted. The most accurate means for making this determination is by retaining qualified persons to research the potential presence of cultural heritage resources.</p> <p>Alternatively, someone who is not a qualified person can determine whether or not there may be the potential for an area to contain cultural heritage resources.</p> <p>The following documents have been developed by MHSTCI to assist the non-specialists:</p> <ul style="list-style-type: none"> • Criteria for Evaluating Archaeological Potential: http://www.forms.ssb.gov.on.ca/mbs/ssb/forms/ssbforms.nsf/GetFileAttach/021-0478E~3/\$File/0478E.pdf • Criteria for Evaluating Marine Archaeological Potential: http://www.forms.ssb.gov.on.ca/mbs/ssb/forms/ssbforms.nsf/GetFileAttach/021-0503E~1/\$File/0503E.pdf • Criteria for Evaluating Potential for Built Heritage and Cultural Heritage Landscapes: http://www.forms.ssb.gov.on.ca/mbs/ssb/forms/ssbforms.nsf/GetFileAttach/021-0500E~1/\$File/0500E.pdf 			
Karla Barboza, Team Lead(A), Heritage Heritage Planning Unit	Prefers electronic/ email copy	T: 416-314 7120 karla.barboza@ontario.ca	Receives the initial circulations for all individual and site-specific Class EAs for all regions of the province. The Team

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Programs and Services Branch Ministry of Heritage, Sport, Tourism and Culture Industries 401 Bay Street, Suite 1700 Toronto ON M7A 0A7			Lead will assign to a Heritage Planner for review. EA matters of province-wide significance (including Parent Class EAs and Environmental Assessment policies and guidelines).
Heritage Planners: Site-specific individual and Class EA projects – Heritage Planners review site-specific EAs impacts on cultural heritage resources.			
Vacant, Heritage Planner. Contact Karla Barboza Heritage Planning Unit Programs and Services Branch Ministry of Heritage, Sport, Tourism and Culture Industries 401 Bay Street, Suite 1700 Toronto ON M7A 0A7	Prefers electronic/ email copy	Contact Karla Barboza: karla.barboza@ontario.ca	Contact Karla Barboza as initial step prior to circulating documents. All individual and site-specific Class EAs for South-western Ontario which covers upper- and single-tier municipalities from Grey, Wellington, Waterloo, Brant and Norfolk, westward, plus Northern Ontario (Kenora, Rainy River, Thunder Bay, Cochrane Algoma).
Laura Hatcher, Heritage Planner Heritage Planning Unit Programs and Services Branch Ministry of Heritage, Sport, Tourism and Culture Industries 401 Bay Street, Suite 1700 Toronto ON M7A 0A7	Prefers electronic/ email copy	T: 437-239-3404 laura.e.hatcher@ontario.ca	Contact Karla Barboza as initial step prior to circulating documents. All individual and site-specific Class EAs in Central Ontario, which covers upper- and single-tier municipalities of: Hamilton, Halton, Niagara, Peel, Dufferin; Durham, York, Toronto, Simcoe, Muskoka, Kawartha Lakes, Haliburton, Peterborough and Northumberland.
Dan Minkin, Heritage Planner Heritage Planning Unit Programs and Services Branch Ministry of Heritage, Sport, Tourism and Culture Industries 401 Bay Street, Suite 1700 Toronto ON M7A 0A7	Prefers electronic/ email copy	T: 416-786-7553 dan.minkin@ontario.ca	Contact Karla Barboza as initial step prior to circulating documents. All individual and site-specific Class EAs in Central Ontario, which covers upper- and single-tier municipalities of: Hamilton, Halton, Niagara, Peel, Dufferin; Durham, York, Toronto, Simcoe, Muskoka, Kawartha Lakes, Haliburton, Peterborough and Northumberland.
Joseph Harvey, Heritage Planner(A) Heritage Program Unit Programs and Services Branch Ministry of Heritage, Sport, Tourism and Culture Industries 401 Bay Street, Suite 1700 Toronto ON M7A 0A7	Prefers electronic/ email copy	T: 613-242-3743 joseph.harvey@ontario.ca	Contact Karla Barboza as initial step prior to circulating documents. All individual and site-specific Class EAs in Eastern Ontario which covers upper- and single-tier municipalities from Hastings, east to the Quebec boarder, as well as Renfrew, Parry Sound and Nipissing.

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Tourism Policy and Research Branch The Tourism Policy and Research Branch (TPRB) is responsible for advancing Ontario's tourism sector by: <ul style="list-style-type: none"> Supporting government policies, regulations and strategies that provide the right framework for tourism development; Providing research to identify the trends, strengths, weaknesses, challenges and opportunities of tourism development in Ontario; Providing strategic northern tourism policy and planning advice, including promoting activities that protect, diversify and enhance tourism interests on lands and waters in Northern Ontario; Supporting regional tourism including the effective operation of Regional Tourism Organizations; Providing support to tourism stakeholders across the province. 			
James (Jim) Antler, Policy Advisor Tourism Policy Unit Tourism Policy and Research Branch Ministry of Heritage, Sport, Tourism and Culture Industries 447 McKeown Avenue, Suite 203 North Bay ON P1B 9S9	Prefers electronic	T: 705-493-0880 james.antler@ontario.ca	All Parent Class EAs, Class EAs and individual EAs of province-wide or high-level of significance (e.g. inter-provincial bridges), EA policies and guidelines, and site-specific EAs pertaining to all regions of the Province.
Sport, Recreation and Community Programs Division			
Sport, Recreation and Community Programs Division Policy Branch: Neil Coburn, Director(A) 777 Bay Street, 18th Floor Toronto ON M7A 1S5 Policy Unit: Ray Dempster, Manager Bob Freeman, Senior Policy Advisor	2 copies	Neil: 416-518-6319 neil.coburn@ontario.ca Ray: 647-527-9070 ray.dempster@ontario.ca Bob: 416-809-4280 bob.freeman@ontario.ca	All Parent Class EAs, Class EAs and individual EAs that relate to trails, parkland, and open space that support sport and recreation in Ontario.
Ministry of Indigenous Affairs			
Ministry of Indigenous Affairs 160 Bloor St E, 9 th Floor Toronto ON M7A 2E6	Contact MECP to determine if the Ministry of Indigenous Affairs should be notified	Contact the Ministry of the Environment, Conservation and Parks to determine if the Ministry of Indigenous Affairs should be notified	Projects that have the potential to impact Aboriginal or treaty rights and/or have a significant Indigenous component.

Name, Position, Agency and Address	Document Form	Phone, Fax and Email	Types of EA Projects to be Circulated
Ministry of Municipal Affairs and Housing			
Ontario Growth Secretariat			
Jeff Thompson, Manager(A), Growth Policy Growth Program Policy and Delivery Unit Ontario Growth Secretariat, Ministry of Municipal Affairs and Housing 777 Bay Street, 23 rd Floor, Suite 2304 Toronto ON M5G 2E5	Contact both Jeff and Stewart via email first	T: 416-325-6282 & 416-325-1578 jeff.thompson@ontario.ca	Interested in EAs in the Greater Golden Horseshoe region.
Stewart Chisholm, Manager(A), Growth Policy Ontario Growth Secretariat Ministry of Municipal Affairs and Housing 777 Bay St., 23 rd Floor Toronto ON M5G 2E5		T: 437-225-0331 stewart.chisholm@ontario.ca	
Regional Offices			
Regional Offices: Should be circulated individual and Class EA projects that have one or more of the following: <ul style="list-style-type: none">• a municipal proponent;• relate to municipal servicing; and/or• have federal involvement.			
Maya Harris, Manager Community Planning and Development (East) Central Municipal Services Office Ministry of Municipal Affairs and Housing 13th Floor, 777 Bay Street Toronto ON M5G 2E5	Electronic copy	T: 437-776-8447 F: 416-585-6882 maya.harris@ontario.ca	Projects meeting above criteria in upper- and single-tier municipalities of Durham, Toronto, Muskoka, Simcoe, and York.
Heather Watt, Manager Community Planning and Development (West) Central Municipal Services Office Ministry of Municipal Affairs and Housing 13th Floor, 777 Bay Street Toronto ON M5G 2E5	Electronic copy	T: 437-232-9474 heather.watt@ontario.ca	Projects meeting above criteria in upper- and single-tier municipalities of Halton, Hamilton, Toronto, Niagara and Peel.
Michael Elms, Manager Community Planning and Development Eastern Municipal Services Office Ministry of Municipal Affairs and Housing	1 hard copy	T: 613-545-2132 F: 613-548-6822 michael.elms@ontario.ca	Projects meeting above criteria in upper- and single-tier municipalities of Northumberland and City of Kawartha Lakes eastward, including the Ottawa and Kingston areas to the Quebec border.

Name, Position, Agency and Address	Document Form	Phone, Fax and Email	Types of EA Projects to be Circulated
8 Estate Lane, Rockwood House Kingston ON K7M 9A8			
Anna Little, Manager Community Planning and Development Northern Municipal Services Office – Sudbury Ministry of Municipal Affairs and Housing 159 Cedar Street, Suite 401 Sudbury ON P3E 6A5	Prefer electronic version via email	T: 705-564-6802 anna.little@ontario.ca	Projects meeting above criteria in upper- and single-tier municipalities of Algoma, Cochrane, Manitoulin, Nipissing, Parry Sound, Sudbury, and Timiskaming including Sault Ste. Marie and North Bay areas.
Victoria Kosny, Manager Community Planning and Development Northern Municipal Services Office – Thunder Bay Ministry of Municipal Affairs and Housing 435 James Street South, Suite 223 Thunder Bay ON P7E 6S7	Prefers electronic version	T: 807-473-3025 F: 807-475-1196 victoria.kosny@ontario.ca	Projects meeting above criteria in upper-tier and single-tier municipalities and within planning board jurisdictions of Kenora, Rainy River and Thunder Bay.
Erick Boyd, Manager Community Planning and Development Western Municipal Services Office Ministry of Municipal Affairs and Housing 659 Exeter Road, 2nd Floor London ON N6E 1L3	1 hard copy	T: 519-873-4025 F: 519-873-4018 erick.boyd@ontario.ca	Projects meeting above criteria in upper- and single-tier municipalities of Haldimand, Brant, Waterloo, Wellington, Norfolk, Bruce, Dufferin, Huron, Perth, Lambton, Essex, Chatham-Kent, Oxford, Elgin, Middlesex, and Grey including Kitchener, London and Windsor areas.
Infrastructure Ontario			
Joanna Brown, Environmental Specialist Infrastructure Ontario 14 Gable Lane Kingston ON K7M 9A7	Electronic Version Only	T: 343-302-7392 joanna.brown@infrastructureontario.ca	Projects where lands required for the undertaking are managed by Infrastructure Ontario (which are lands held by the Ministry of Government and Consumer Services in right of Her Majesty the Queen) or are adjacent to lands managed by Infrastructure Ontario. Responsibility and ownership of the General Real Estate Portfolio is now under MGCS but title to most properties has not been updated across the province. Any projects with title related to MOI or MGCS (or also MEDJCT) should be circulated to IO. Projects where lands required for the undertaking are managed by
Ainsley Davidson, Director Land Use Planning Infrastructure Ontario 1 Dundas St. W., Suite 2000 Toronto ON M5G 1Z3	Electronic version only	T: 647.264.3605 ainsley.davidson@infrastructureontario.ca cc: noticereview@infrastructureontario.ca	
Mr. Ramsen Yousif, Portfolio and Leasing Analyst Infrastructure Ontario 1 Dundas St. W., Suite 2000 Toronto ON M5G 1Z3	Electronic version only	T: 647-264-4705 ramsen.yousif@infrastructureontario.ca cc: noticereview@infrastructureontario.ca	

Name, Position, Agency and Address	Document Form	Phone, Fax and Email	Types of EA Projects to be Circulated
			Infrastructure Ontario (which are lands held by the Ministry of Infrastructure in right of Her Majesty the Queen) or are adjacent to lands managed by Infrastructure Ontario.
Ministry of Natural Resources and Forestry			
Keith Johnston, Environmental Planning Team Lead(A) Strategic and Indigenous Policy Branch, Policy Division Ministry of Natural Resources and Forestry Whitney Block Rm 5520 99 Wellesley St W Toronto ON M7A 1W3	2 hard copies	T: 705-313-6960 keith.johnston@ontario.ca	For 'Parent' Class EAs, exemptions and activities of provincial wide application.
Regional and District Offices: Circulate all individual and Class EAs to the relevant district office(s) with a letter requesting the documents be reviewed and send a copy of cover letter to Regional Office. If project impacts more than one district, also send EA document to Regional office. For District boundaries, please visit the Crown Land Use Policy Atlas: http://www.gisapplication.lrc.gov.on.ca/CLUPA/Index.html?site=CLUPA&viewer=CLUPA&locale=en-US <ol style="list-style-type: none"> 1. In the search bar to the top right, search for the Township that the project is within 2. On the left side, the Township should come up. Click on it 3. Click on the Map Layers tab 4. Click on Select Map Layers 5. Tick off MNRF District – the district should appear in the highlighted township on the map 			
Southern Region Ministry of Natural Resources and Forestry 300 Water Street, Box 7000 4th Floor, South Tower Peterborough ON K9J 8MS Attn: Ruth Lindenburger, Land Use Planning Supervisor, & Kelly Belshaw, Regional Planning Coordinator	Prefers electronic version of reports and notifications	T: 705-313-0391 ruth.lindenburger@ontario.ca T: 705-772-9329 kelly.belshaw@ontario.ca	Copy of cover letter only for all individual or Class EAs entirely within one District. All individual EAs and Class EAs which occur in two or more of the following Districts: Aurora, Aylmer, Bancroft, Guelph, Kemptville, Midhurst, Pembroke, Parry Sound, Peterborough, and Algonquin Park.
Aurora District Ministry of Natural Resources and Forestry 50 Bloomington Road Aurora ON L4G 0L8 Attn: Maria Jawaid, District Planner	1 hard copy & 1 electronic copy	T: 289-380-6817 F: 905-713-7360 maria.jawaid@ontario.ca	All individual EAs and Class EAs in District which covers upper-and single-tier municipalities of Halton, Toronto, York, Peel and Durham.
Aylmer District Ministry of Natural Resources and Forestry 615 John St. N	Prefer electronic version and notifications	T: 519--200-2276 karina.cerniavskaja@ontario.ca	All individual EAs and Class EAs in District which covers upper- and single-tier municipalities of London, Norfolk, Oxford, Middlesex, Lambton, Chatham-

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Aylmer ON N5H 2S8 Attn: Karina Cerniavskaja, District Planner			Kent, Essex County, County of Elgin and Windsor areas.
Bancroft District Ministry of Natural Resources and Forestry 106 Monck St, PO Box 500 Bancroft ON K0L 1C0 Attn: Planner	2 hard copies	T: 705-772-0085 F: 705-755-3125 elizabeth.spang@ontario.ca T: 705-772-9012 F: 705-755-3125 catherine.warren@ontario.ca	All individual EAs and Class EAs in District which covers upper- and single-tier municipalities of Haliburton and the northern-halves of Peterborough, Hastings, Lennox and Addington and Frontenac.
Guelph District Ministry of Natural Resources and Forestry 615 John St. N Aylmer ON N5H 2S8 Attn: Karina Cerniavskaja, District Planner	Prefers electronic version of reports and notifications	T: 519-200-2276 karina.cerniavskaja@ontario.ca	All individual EAs and Class EAs which covers upper- and single-tier municipalities of Huron, Perth, Waterloo Region, Brant County, Brantford, Guelph, Wellington County, Hamilton, Niagara Region, and Haldimand County.
Kemptville District Ministry of Natural Resources and Forestry 31 Riverside Dr. Pembroke ON K8A 6X4 Attn: Scott Lee, Resources Operations Supervisor	Prefer electronic version of reports and notifications	T: 613-292-4884 or 613-258-8230 scott.lee@ontario.ca	All individual EAs and Class EAs in District which covers upper- and single-tier municipalities of Leeds & Grenville, Lanark and Ottawa eastward, including Stormont, Dundas, Glengarry, Prescott and Russell.
Midhurst District Ministry of Natural Resources and Forestry 2284 Nursery Road Midhurst ON L9X 1N8 Attn: Kim Benner, District Planner, & Ken Mott, District Planner	1 hard copy and 1 digital copy	Kim: T: 249-288-4563 kim.benner@ontario.ca Ken: T: 289-288-4624 ken.mott@ontario.ca	All individual EAs and Class EAs in District which covers upper- and single-tier municipalities of Grey, Bruce, Simcoe and Dufferin (except East Luther – MNRF Guelph).
Parry Sound District Ministry of Natural Resources and Forestry 7A Bay St Parry Sound ON P2A 1S4 Attn: Jaclyn Brown, District Planner	Prefers electronic version of reports and notifications	T: 705-346-0224 jaclyn.brown@ontario.ca	All individual EAs and Class EAs in District which covers upper- and single-tier municipalities of Parry Sound and Muskoka. Part coverage of the County of Haliburton (McClintock, Livingstone, Havelock and Sherborne Townships).
Pembroke District Ministry of Natural Resources and Forestry 31 Riverside Drive Pembroke ON K8A 8R6 Attn: Kristen Wagner, District Planner	Prefers electronic version of reports and notifications	T: 613-732-3661 MNRF.PEM@ontario.ca	All individual EAs and Class EAs in District which covers Renfrew County.

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Peterborough District Ministry of Natural Resources and Forestry 300 Water St, South Tower, 1st Floor Peterborough ON K9J 8M5 Attn: Elizabeth Spang, District Planner (Peterborough Area)	Prefer electronic version and notifications	T: 705-772-0085 F: 705-755-3125 elizabeth.spang@ontario.ca	All individual EAs and Class EAs in District which covers upper-, lower- and single-tier municipalities Prince Edward County, Kawartha Lakes, Northumberland and the southern halves of Peterborough, Hastings, Lennox and Addington and Frontenac.
Peterborough District Ministry of Natural Resources and Forestry South Tower, 1st Floor 300 Water St, PO Box 7000 Peterborough ON K9J 8M5 Attn: Catherine Warren, District Planner (Kingston Area)	Prefer electronic version and notifications	T: 705-772-9012 F: 705-755-3125 catherine.warren@ontario.ca	All individual EAs and Class EAs in District which covers upper-, lower- and single-tier municipalities Prince Edward County, Kawartha Lakes, Quinte West, Belleville, Northumberland and the southern halves of Peterborough County, Hastings, Lennox and Addington, Frontenac, and City of Kingston.
Northwest Regional Resources Section Ministry of Natural Resources and Forestry Ontario Government Building 435 James Street South Thunder Bay ON P7E 6S7 Attn: Carrie Hutchison, Regional Planning Coordinator	Prefer electronic version of cover letter	T: 807-629-7583 F: 807-473-3023 carrie.hutchison@ontario.ca	Copy of covering letter only for all individual EAs entirely within one District. All individual or Class EAs for projects which occur in two or more of the following Districts: Dryden, Fort Frances, Kenora, Nipigon, Red Lake, Sioux Lookout and Thunder Bay.
Dryden District Ministry of Natural Resources and Forestry Box 730, 479 Government Road (Hwy. 17) Dryden ON P8N 2Z4 Attn: Catherine Dashnay, A/District Planner	1 hard copy, 1 electronic copy	T: 807-223-7516 F: 807-223-2824 catherine.dashnay@ontario.ca	All individual and Class EAs in District. For district boundaries in Northern Ontario consult: http://www.mnr.gov.on.ca/en/ContactUs/1ColumnSubPage/STEL02_179001.html . To compare to municipal boundaries use Crown Land Use Policy Atlas – http://crownlanduseatlas.mnr.gov.on.ca/ .
Fort Frances District Ministry of Natural Resources and Forestry 922 Scott Street Fort Frances ON P9A 1J4 Attn: Christine Kent, Operations Supervisor	Prefer electronic version and notifications	T: 807-274-8632 F: 807-274-4438 christine.kent@ontario.ca	All individual EAs and Class EA in District.
Kenora District Ministry of Natural Resources and Forestry 808 Robertson Street, Box 5080 Kenora ON P9N 3X9 Attn: Abby Anderson, Operations Supervisor	Prefer electronic version and notifications	T: 807-468-2556 F: 807-468-2736 abby.anderson@ontario.ca	All individual EAs and Class EA in District.

Name, Position, Agency and Address	Document Form	Phone, Fax and Email	Types of EA Projects to be Circulated
Nipigon District Ministry of Natural Resources and Forestry Ontario Government Building 5 Wadsworth Dr., PO Box 970 Nipigon ON P0T 2J0 Attn: Kimberly McNaughton, District Planner	1 hard copy 1 electronic copy	T: 807-887-5113 F: 807-887-2993 kimberly.mcnaughton@ontario.ca	All individual EAs and Class EA in District.
Red Lake District Ministry of Natural Resources and Forestry 227 Howey Street, PO Box 5003 Red Lake ON P0V 2M0 Attn: Tanna Gurski, District Planner	1 hard copy	T: 807-727-1338 F: 807-727-2861 tanna.gurski@ontario.ca	All individual EAs and Class EA in District.
Sioux Lookout District Ministry of Natural Resources and Forestry 49 Prince Street, Box 309 Sioux Lookout ON P8T 1A6 Attn: Jason Suprovich, District Planner, & Shawn Burke, Operations Supervisor	2 hard copies	Jason: T: 807-737-5037 F: 807-737-1813 jason.suprovich@ontario.ca Shawn: T: 807-737-5051 shawn.burke@ontario.ca	All individual EAs and Class EA in District.
Thunder Bay District Ministry of Natural Resources and Forestry Ontario Government Building 435 James Street South, Suite B001 Thunder Bay ON P7E 6E3 Attn: Emily Hawkins, Operations Supervisor	Prefer electronic version and notifications	T: 807-475-1448 F: 807-475-1527 emily.hawkins@ontario.ca	All individual EAs and Class EA in District.
Northeast Region Ministry of Natural Resources and Forestry 5520 Hwy #101 East, Postal Bag 3020 South Porcupine ON P0N 1H0 Attn: Justin Standeven, Regional Planning Coordinator	Prefers electronic version and notifications	T: 705-235-1172 F: 705-235-1246 justin.standeven@ontario.ca	Copy of covering letter only for all individual EAs entirely within one District. All individual EAs and Class EAs for projects which occur in two or more of the following Districts: Chapleau, Cochrane, Hearst, Kirkland Lake, North Bay, Sault Ste. Marie, Sudbury, Timmins and Wawa.
Chapleau District Ministry of Natural Resources and Forestry 190 Cherry Street Chapleau ON P0M 1K0	2 hard copies	T: 705-864-3139 F: 705-864-0681 tim.mutter@ontario.ca	All individual EAs and Class EAs in District. For district boundaries in Northern Ontario consult:

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Attn: Tim Mutter, District Planner			http://www.mnr.gov.on.ca/en/ContactUs/1ColumnSubPage/STEL02_179001.html . To compare to municipal boundaries use Crown Land Use Policy Atlas – http://crownlanduseatlas.mnr.gov.on.ca/ .
Cochrane District Ministry of Natural Resources and Forestry 2-4 Hwy 11S Cochrane ON P0L 1C0 Attn: Robin Stewart, District Planner	2 hard copies	T: 705-272-7111 F: 705-272-7183 robin.stewart@ontario.ca	All individual EAs and Class EA in District.
Hearst District Ministry of Natural Resources and Forestry 631 Front Street, Box 670 Hearst ON P0L 1N0 Attn: Jack Van Gemeren, District Planner	2 hard copies and one electronic copy	T: 705-337-2223 jack.vangemeren@ontario.ca	All individual EAs and Class EA in District.
Kirkland Lake District Ministry of Natural Resources and Forestry 10 Government Road East, PO Box 910 Kirkland Lake ON P2N 3K4 Attn: Rick Gordon, District Planner(A) Shaun Walker, Operations Supervisor	1 hard copy and 1 electronic copy	Rick: T: 705-568- 3231 F: 705-568-3200 rick.gordon@ontario.ca Shawn: T: 705-568-3201 Shaun.walker@ontario.ca	All individual EAs and Class EA in District.
North Bay District Ministry of Natural Resources and Forestry 3301 Trout Lake Road North Bay ON P1A 4L7 Attn: Julie Robinson, District Planner	1 electronic copy	T: 705-475-5546 F: 705-475-5500 julie.robinson@ontario.ca	All individual EAs and Class EA in District, which is generally the District of Nipissing and North to the Town of New Liskeard.
Sault Ste. Marie District Ministry of Natural Resources and Forestry 64 Church Street Sault Ste. Marie ON P6A 6V5 Attn: Marjorie Hall, District Planner	1 hard copy and 1 electronic copy	T: 705-941-5127 F: 705-949-6450 marjorie.hall@ontario.ca	All individual EAs and Class EA in District which is roughly southern half of Algoma.
Sudbury District Ministry of Natural Resources and Forestry 3767 Hwy 69 S., Suite 5 Sudbury ON P3G 1E7 Attn: Julie McFarling, District Planner	Prefer electronic version and notifications	T: 705-564-7876 F: 705-564-7879 julie.mcfarling@ontario.ca	All individual EAs and Class EA in District which is roughly southern half of Sudbury District.

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<p>Timmins District Ministry of Natural Resources and Forestry Ontario Government Complex 5520 Hwy. 101 E, PO Bag 3090 South Porcupine ON P0N 1H0 Attn: Andrea Ellis Nsiah, District Planner Tuovi Haapakoski, Operations Supervisor</p>	2 hard copies	<p>Andrea: T: 705-235-1383 F: 705-235-1377 andrea.ellishnsiah@ontario.ca</p> <p>Tuovi: T: 705-235-1316 tuovi.haapakoski@ontario.ca</p>	All individual EAs and Class EA in District.
<p>Wawa District Ministry of Natural Resources and Forestry 48 Mission Road, PO Box 1160 Wawa ON P0S 1K0 Attn: Tricia Young, District Planner</p>	2 hard copies	<p>T: 705-856- 4726 F: 705-856- 7511 tricia.young@ontario.ca</p>	All individual EAs and Class EA in District.
Ministry of the Solicitor General			
<p>Robert Greene, Director Ministry of the Solicitor General 25 Grosvenor Street, 13th Flr Toronto ON M7A 1Y6</p>	Downloading preferred	<p>T: 416-277-2370 robert.greene@ontario.ca</p>	Contact to see if they have an interest in the EA.
Ministry of Transportation			
<p>Dawn Irish, Manager Environmental Policy Office Transportation Planning Branch Ministry of Transportation Garden City Tower 2nd Flr., 301 St. Paul St. St. Catharines ON L2R 7R4</p>	Prefer electronic copies	<p>T: 905-380-5196 F: 905-704- 2007 dawn.irish@ontario.ca</p> <p>Include a copy for Ramona Afante: ramona.afante@ontario.ca</p>	Parent Class EAs & individual EAs for Network Plans of provincial interest.
<p>Regional Offices: The relevant offices should be circulated all individual and Class EAs that are transportation projects or are located within 400 metres of a provincial highway plus those that are located outside built-up areas that involve any of the following:</p> <ul style="list-style-type: none"> a) potential for creation of more than a minimal change in traffic volumes/patterns; b) requirement for direct access to a provincial transportation facility; or c) requirement for access roads to areas where there were previously no roads. 			
<p>Michael Nadeau, Manager Engineering Program Delivery West Design and Engineering Branch Ministry of Transportation</p>	2 hard copies	<p>T: 519-873-4373 C: 226-688-4799 michael.nadeau@ontario.ca</p>	Projects meeting above criteria in upper- or single-tier municipalities of Waterloo, Haldimand, Norfolk, Brant, Oxford, Perth, Wellington, Dufferin, Bruce, Huron, Grey, Elgin, Middlesex, Lambton, Chatham-Kent and Essex.

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659 Exeter Road, 4th Floor London ON N6E 1L3			
Jason White, Manager Engineering Program Delivery Central Design and Engineering Branch Ministry of Transportation 159 Sir William Hearst Ave., 5th Floor, Building D Toronto ON M3M 0B7	2 hard copies	T: 416-235-5575 F: 416-235-3436 jason.white@ontario.ca	Projects meeting above criteria in upper- or single-tier municipalities of Hamilton, Niagara, Halton, Peel, Toronto, York, Simcoe and Durham.
Peter Makula, Manager Engineering Program Delivery East Design and Engineering Branch Ministry of Transportation 1355 John Counter Blvd, Postal Bag 4000 Kingston ON K7L 5A3	2 hard copies (if electronic available, 1 hard copy and 1 electronic version)	T: 613-329-5523 F: 613-540-5103 peter.makula@ontario.ca	Projects meeting above criteria in upper- or single-tier municipalities of Northumberland, Kawartha Lakes and Haliburton eastward including Peterborough, Kingston and Ottawa areas.
John Fraser, Manager-North Bay Engineering Program Delivery Northeast Design and Engineering Branch Ministry of Transportation Ontario Government Complex 447 McKeown Ave. North Bay ON P1B 9S9	Electronic only	T: 705-497-5462 C: 705-471-8732 john.fraser3@ontario.ca	Projects meeting above criteria in upper- tier municipalities of Muskoka, Parry Sound, Nipissing, Timiskaming, Cochrane, and Algoma including Sudbury, Sault Ste. Marie, North Bay and Timmins areas
Gary Weiss, Manager(A) Engineering Program Delivery Northwest Design and Engineering Branch Ministry of Transportation 615 James St. S., 2 nd Flr Thunder Bay ON P7E 6P6	Electronic copy	T: 807-624-8883 gary.weiss@ontario.ca	Projects meeting above criteria in upper- tier municipalities of Thunder Bay, Kenora and Rainy River.

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FEDERAL AGENCIES			
Impact Assessment Agency of Canada			
Anjala Puvananathan, Regional Director Ontario Regional Office Impact Assessment Agency of Canada 55 York Street, Suite 600 Toronto ON M5J 1R7	Electronic (USB) version preferred	Switchboard T: 416-952-1576 iaac.ontarioregion-regiondontario.aeic@canada.ca Anjala Puvananathan: T: 416-952-1576 anjala.puvananathan@canada.ca	<p>Contact must be initiated during proponent's pre-submission consultation with provincial and federal bodies. The Impact Assessment Agency of Canada (the Agency) manages the federal assessment process for designated projects that may require an assessment under the Impact Assessment Act (IAA).</p> <p>Any individual project that matches the description of a project type and meets or exceeds the established threshold set out in the Physical Activities Regulations (also known as the Project List) would be a <i>designated project</i> and would be subject to IAA. Under IAA, the proponent must provide the Agency with an initial project description if it is captured in the Project List.</p> <p>The project types in the Project List include national parks and protected areas; defence; mines and metal mills; nuclear facilities, including certain storage and long-term management or disposal facilities; oil, gas, and other fossil fuels; electrical transmission lines and pipelines; renewable energy; transport; hazardous waste; and water projects.</p> <p>For more information about IAA, please access the following link: https://www.canada.ca/en/impact-assessment-agency.html.</p> <p>If it appears that IAA applies to the proposed project, the proponent should contact the Agency switchboard at 416-952-1576.</p>
Canadian Nuclear Safety Commission			
Nana Kwamena, Director Environmental Assessment Division Canadian Nuclear Safety Commission 280 Slater Street PO Box 1046, Station B Ottawa ON K19 5S9	None	T: 613-992-7231 Work from home #: 343-543-6760 F: 613-995-5086 nana-owusua.kwamena@canada.ca	All EAs related to nuclear facilities and/or operations.

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CN Rail			
Michael Vallins, Manager Public Works CN Rail 1 Administration Road Concord ON L4K 1B9	1 hard copy	T: 905-669-3264 michael.vallins@cn.ca	Projects affecting railway lines. Technical advice and information only
Environment and Climate Change Canada			
Wes Plant, Manager Environmental Assessment Section Environmental Protection Branch – Ontario Region Environment and Climate Change Canada 4905 Dufferin St. Downsview ON M3H 5T4	Electronic (USB or download) version preferred	T: 416-739-4272 wesley.plant@canada.ca	All individual EAs and Parent Class EAs (particularly those affecting an area of federal interest or responsibility), and only Class EAs or other streamlined EAs that also could fall under the Impact Assessment Act.
Fisheries and Oceans Canada			
Information about projects near water, and a self-assessment process for determining if DFO review is required, is found at: http://www.dfo-mpo.gc.ca/pnw-ppe/index-eng.html Contact information for DFO by province: http://www.dfo-mpo.gc.ca/pnw-ppe/contact-eng.html	Consult DFO (if DFO review required)	See first column	Any EAs which may cause serious harm to fish. The <i>Fisheries Act</i> requires that projects avoid causing serious harm to fish unless authorized by the Minister of Fisheries and Oceans Canada. Serious harm to fish is defined in the <i>Fisheries Act</i> as “the death of fish or any permanent alteration to, or destruction of, fish habitat.” This applies to work being conducted in or near waterbodies that support fish that are part of or that support a commercial, recreational or Indigenous fishery. An authorization from DFO under the <i>Fisheries Act</i> may be required. The need for EA circulation to DFO should be determined following the steps in the link provided at left.
Health Canada			
Impact Assessment Program – Ontario Region Regulatory Operations & Regions Branch Health Canada 180 Queen St. W Toronto ON M5V 3L7	1 electronic copy via email	hc.ia-on-ie-on.sc@canada.ca	No contact necessary; the Impact Assessment Agency of Canada will decide if this department needs to be notified of project (for federal impact assessment for projects under the Impact Assessment Act). No regulatory role in provincial environmental assessment process. Provides advice within mandate upon request (e.g., on human health matters not covered by provincial agencies). Expertise may be available on human health risks related to air quality,
Kitty Ma, Ontario Regional Manager(A) Regulatory Operations & Regions Branch Health Canada	1 electronic copy via email	T: 416-954-2206 F: 416-952-4444 kitty.ma@canada.ca	

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180 Queen St. W Toronto ON M5V 3L7			drinking and recreational water quality, country foods, noise, electric and magnetic fields, and radiation. They also have expertise on human health risk assessment (multimedia toxicology) and health impact assessment (determinants of health) methodology.
Julie Boudreau, Environmental Assessment Specialist Regulatory Operations & Enforcement Branch Health Canada 180 Queen St. W Toronto ON M5V 3L7	1 electronic copy via email	T: 416-973-1273 julie.boudreau3@canada.ca On leave from August 2020 to July 2021	Letter requesting expert advice should specify scope of project and assessment, the expertise requested, and sections of the EA to be reviewed.
Mr. Dae Y. Lee, Environmental Assessment Specialist Regulatory Operations & Enforcement Branch Health Canada 180 Queen St. W Toronto ON M5V 3L7	1 electronic copy via email	T: 416-954-5021 daeyoung.lee@canada.ca	
Indigenous Services Canada and Crown-Indigenous Relations and Northern Affairs Canada			
Aboriginal and Treaty Rights Information System (ATRIS)		http://sidait-atris.aadnc-aandc.gc.ca/atris_online/	ATRIS is a web-based mapping interface that provides information on the location and nature of established and potential Aboriginal and treaty rights. This website can be used to assist proponents in identifying potentially affected Indigenous communities for specific projects.
Indigenous Services Canada (ISC)		https://www.canada.ca/en/indigenous-services-canada.html	Works with partners to improve access to high quality services for First Nations, Inuit and Métis peoples of Canada and improve socio-economic conditions in Indigenous communities.
Crown-Indigenous Relations and Northern Affairs Canada (CIRNAC)		https://www.canada.ca/en/crown-indigenous-relations-northern-affairs.html	Responsible for managing relations between the Government of Canada and First Nations, Inuit and Métis peoples of Canada, based on a government-to-government relationship model.
Transport Canada			
Transport Canada does not require receipt of all individual or Class EA related notifications. Proponents are requested to self-assess if their project will interact with a federal property and require approval and/or authorization under any Acts administered by Transport Canada (see list to the right of the most common Acts that Transport	Electronic copy	EnviroOnt@tc.gc.ca	Contact to see if they have an interest in the EA. Transport Canada does not require receipt of all individual or Class EA related notifications. We are requesting project proponents self-assess if their project: 1. Will interact with a federal property and/or waterway by reviewing the Directory of Federal Real Property, available at www.tbs-sct.gc.ca/dfrp-rbif/ ; and

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<p>Canada administers that have been applied to EA projects).</p> <p>If the proponent has determined that Transport Canada will not provide an approval/or authorization related to their project, Transport Canada is to be removed from the project distribution list.</p>			<p>2. Will require approval and/or authorization under any Acts administered by Transport Canada* available at http://www.tc.gc.ca/eng/acts-regulations/menu.htm.</p> <p>Projects that will occur on federal property prior to exercising a power, performing a function or duty in relation to that project, will be subject to a determination of the likelihood of significant adverse environmental effects, per Section 82 of the <i>Impact Assessment Act, 2019</i>.</p> <p>If the aforementioned does not apply, the Environmental Assessment program should not be included in any further correspondence and future notifications will not receive a response. If there is a role under the program, correspondence should be forwarded <i>electronically</i> to: EnviroOnt@tc.gc.ca with a brief description of Transport Canada's expected role.</p> <p>Summary of most common Acts administered by TC that have applied to projects in an EA context:</p> <ul style="list-style-type: none"> • Canadian Navigable Waters Act (CNWA) – the Act applies primarily to works constructed or placed in, on, over, under, through, or across navigable waters set out under the Act. The Navigation Protection Program administers the CNWA through the review and authorization of works affecting navigable waters. Information about the Program, CNWA and approval process is available at: http://www.tc.gc.ca/eng/programs-621.html. Enquiries can be directed to NPPONT-PPNONT@tc.gc.ca or by calling 519-383-1863. • Railway Safety Act (RSA) – provides the regulatory framework for railway safety, security, and some of the environmental impacts of railway operations in Canada. The Rail Safety Program develops and enforces regulations, rules, standards and

Name, Position, Agency and Address	Document Form	Phone, Fax and Email	Types of EA Projects to be Circulated
			<p>procedures governing safe railway operations. Additional information about the Program is available at: https://www.tc.gc.ca/eng/railsafety/menu.htm. Enquiries can be directed to RailSafety@tc.gc.ca or by calling 613-998-2985.</p> <ul style="list-style-type: none"> • Transportation of Dangerous Goods Act (TDGA) – the transportation of dangerous goods by air, marine, rail and road is regulated under the TDGA. Transport Canada, based on risks, develops safety standards and regulations, provides oversight and gives expert advice on dangerous goods to promote public safety. Additional information about the transportation of dangerous goods is available at: https://www.tc.gc.ca/eng/tdg/safety-menu.htm. Enquiries can be directed to TDG-TMDOntario@tc.gc.ca or by calling 416-973-1868. • Aeronautics Act – Transport Canada has sole jurisdiction over aeronautics, which includes aerodromes and all related buildings or services used for aviation purposes. Aviation safety in Canada is regulated under this Act and the Canadian Aviation Regulations (CARs). Elevated Structures, such as wind turbines and communication towers, would be examples of projects that must be assessed for lighting and marking requirements in accordance with the CARs. Transport Canada also has an interest in projects that have the potential to cause interference between wildlife and aviation activities. One example would be waste facilities, which may attract birds into commercial and recreational flight paths. The Land Use In The Vicinity of Aerodromes publication recommends guidelines for and uses in the vicinity of aerodromes, available at: https://www.tc.gc.ca/eng/civilaviation/publications/tp1247-menu-1418.htm. Enquires can be directed to tc.aviationservicesont-servicesaviationont.tc@tc.gc.ca or by

Name, Position, Agency and Address	Document Form	Phone, Fax and Email	Types of EA Projects to be Circulated
			calling 1-800-305-2059 / 416-952-0230.
Ottawa International Airport			
Yvon Laroche, Director of Environmental Services Ottawa International Airport Suite 2500 110 Airport Parkway Private Ottawa ON K1V 9B4	Prefers electronic copy	T: 613-248-2000 Ext.1157 F: 613-248-2003 yvon.laroche@yow.ca	Projects potentially affecting the Ottawa International Airport.
Greater Toronto Airport Authority			
Steven Thomas, Manager Environmental Services Greater Toronto Airport Authority Lester B. Pearson International Airport 3111 Convair Drive, PO Box 6031 Mississauga ON L5P 1B2	Prefers electronic copy	T: 416-776-7613 steven.thomas@gtaa.com	Projects potentially affecting Pearson Airport and surrounding area including the 401, 427, 409 and 407, as well as those affecting east Pickering Airport site.
MUNICIPALITIES			
<p>It is the proponent's responsibility to distribute all EA-related material to the appropriate contact persons in the relevant departments at the affected lower-, upper- or single-tier municipality or municipalities. The municipality will determine which contacts will respond or if one will respond for all departments (excludes Fire Department, Police Department and School Boards which get their own circulation and provide their own comments or sign-off as they are designates of provincial ministries).</p> <p>The Environmental Assessment Act also requires that all Notices of Terms of Reference submission (section 6(3.3)) and all Notices of EA Submission (section 6.3(3)) be filed with the Clerk of each municipality in which the undertaking is to be carried out, but the Clerk is usually not the person designated by the municipality for providing comments or sign-offs on individual EAs or Class EAs.</p> <p>For a Municipal Directory and more information regarding Ontario municipalities please go to the following web pages: http://www.mah.gov.on.ca/page1591.aspx http://www.amo.on.ca/</p>			

During late May 2021, a copy of the Draft EPR was circulated to regulatory agencies for review. A list of the agencies and their representative is included in the table below:

Agency	Contact
Infrastructure Ontario	Joanna Brown joanna.brown@infrastructureontario.ca
Ministry of Heritage, Sport, Tourism and Culture Industries	Karla Barboza karla.barboza@ontario.ca
Central Lake Ontario Conservation Authority	Andrew Fera afera@cloca.com
Toronto and Region Conservation Authority	Sharon Lingertat sharon.lingertat@trca.ca Margie Akins Margie.Akins@trca.ca
Ministry of Transportation	Jason White jason.white@ontario.ca Prashanth Selvakumar Prashanth.Selvakumar@ontario.ca Valerie Nantais Valerie.Nantais@ontario.ca
Ministry of Natural Resources and Forestry	Steven Strong steven.strong@ontario.ca Maria Jawaid maria.jawaid@ontario.ca
Ministry of Agriculture, Food & Rural Affairs	Jocelyn Beatty jocelyn.beatty@ontario.ca
Ministry of the Environment, Conservation and Parks	Anne Cameron Anne.Cameron@ontario.ca

During late November 2021, a copy of the updated version of Draft EPR was circulated to regulatory agencies for review. A list of the agencies and their representative is included in the table below:

Agency	Contact
City of Oshawa	Ranjit Gill (RGill@oshawa.ca) Anthony Ambra (AAmbra@oshawa.ca)
City of Pickering	Richard Holborn (rholborn@pickering.ca) Nadeem Zahoor (nzahoor@pickering.ca)
Ministry of Natural Resources and Forestry	Ken Mott (Ken.Mott@Ontario.ca) Chris Hislop (chris.hislop@ontario.ca)
Central Lake Ontario Conservation Authority	Andrew Fera afera@cloca.com
Toronto and Region Conservation Authority	Margie Akins (Margie.Akins@trca.ca)
City of Toronto	Hank Wang (Hank.Wang@toronto.ca) Andres Jarrin (andres.jarrin@toronto.ca) Andrew Au (Andrew.Au@toronto.ca) Alan Filipuzzi (Alan.Filipuzzi@toronto.ca) Aaron Shantz (aaron.shantz@ttc.ca)
Region of Durham	David Dunn (David.Dunn@Durham.ca) Jack Phelan (Jack.Phelan@durham.ca) Viji Mathi (Viji.Mathi@durham.ca) Matthew Darling (Matthew.Darling@durham.ca)
Town of Whitby	Tara Painchaud (painchaudt@whitby.ca) Roger Saunders (saundersr@whitby.ca) Lori Tesolin (tesolinl@whitby.ca) Edward Belsey (BelseyE@whitby.ca) Deanna Schlosser (schlosserd@whitby.ca) Dhaval Pandya (pandyad@whitby.ca)
Town of Ajax	Geoff Romanowski (Geoff.Romanowski@ajax.ca) Michael Sawchuck (Michael.Sawchuck@ajax.ca) Stev Andis (Stev.Andis@ajax.ca) Stephen Ruddy (Stephen.Ruddy@ajax.ca)
Ministry of the Environment, Conservation and Parks	Anne Cameron (Anne.Cameron@ontario.ca)
Hydro One	Daniel King-Costa (Daniel.KingCosta@HydroOne.com)
CP Rail	Jennifer Benedict (Jennifer_Benedict@cpr.ca) Christopher Jones (Christopher_Jones@cpr.ca)
CN Rail	Michael Vallins (michael.vallins@cn.ca)

	Julianne Meijaard (julianne.meijaard@cn.ca)
Ministry of Heritage, Sport, Tourism and Culture Industries	Laura Hatcher (Laura.E.Hatcher@ontario.ca)
Infrastructure Ontario	Joanna Brown (Joanna.Brown@infrastructureontario.ca)
Ministry of Transportation	Rami El Mawed (Rami.ElMawed@ontario.ca) Jason Hanna (Jason.Hanna@ontario.ca) Brenda Liegler (Brenda.Liegler@ontario.ca) Martin Michalek (Martin.Michalek@ontario.ca) Jason White (jason.white@ontario.ca)

Project Mailing List

Technical Advisory Group
Municipal Advisory Group
Stakeholder Advisory Group
Indigenous Nations
Elected Officials



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Municipal Technical Advisory Group



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Municipal Technical Advisory Group (MTAG) Terms of Reference

Background

The Durham-Scarborough Bus Rapid Transit (DS BRT) project is recognized by Metrolinx, the City of Toronto, the Toronto Transit Commission, Region of Durham, and Durham Region Transit as a priority rapid transit corridor. The DS BRT will connect people through the Region of Durham and Scarborough. The corridor has varied traffic, land use conditions and constraints. With rapid growth in the past decade, and an expectation for this growth to continue into the future, demand for travel along the corridor will continue to increase and a higher capacity form of transit will be needed to link communities and employment on both sides of the Toronto-Durham boundary.

An Initial Business Case on the corridor was completed by Metrolinx in 2018, which recommended an alignment for the BRT, as well as demonstrated significant benefits of the corridor. The IBC is available on the Metrolinx website: http://www.metrolinx.com/en/regionalplanning/projectevaluation/benefitscases/benefits_case_analyses.aspx

Metrolinx, with its partners is preparing for an environmental assessment and preliminary design of the corridor. This next phase of work builds on the Initial Business Case and includes a Preliminary Design Business Case and follows the Transit Project Assessment Process (TPAP, O.Reg. 231/08). The corridor as defined in the IBC is shown in Exhibit 1, between downtown Oshawa and Scarborough Centre. The transit vehicle technology is set in the form of Bus Rapid Transit, meaning dedicated infrastructure for buses with rubber tires.

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- Streetscape and boulevard design;
- Bridge / structural design and impacts;
- Traffic and parking operations and impacts; and
- Intersection layouts and lane configurations.

Exhibit 1: Corridor



Purpose

The purpose of the DS BRT Municipal Technical Advisory Group (MTAG) is:

- To provide information and insights into issues, opportunities and solutions that exist within the study area;
- To act as a conduit to distribute information about the project within the represented agencies and organizations;
- To review and provide comments on draft documents and designs.
- Share technical design standards with the Project Team for review / integration into the design, as feasible

Responsibilities and Expectations

To achieve the defined role, the following expectations are set out for all members:

- Respect and adhere to the provisions of this Terms of Reference;
- Make best efforts to attend each meeting or send an alternate in their place;
- Arrive at meetings on time and stay for the full meeting duration;
- Prepare for meetings by reviewing the agenda, previous meeting minutes and any other relevant documents and initiating discussions internally at their agency or organization;
- Respect the viewpoints of other members. All members shall have the opportunity to be heard;

Durham-Scarborough BRT May 2019

- Be courteous and respectful of others, and behave in a way that supports an environment of open discussion;
- Identify relevant issues and engage in related issue resolution and problem-solving;
- Assist in identifying agenda items for forthcoming meetings which may be cross-functional and of broader interest;
- Complete any assigned action(s) within the timeframe identified and report on the progress of the assigned action(s);
- Inform the MTAG or Project Working Group of any notable organizational directions that may affect the project;
- Members will not speak on behalf of the MTAG or the Project Working Group. The MTAG is an advisory group consisting of varied voices that provide valued input to the project; MTAG has no single spokesperson; and
- Members are required to declare any personal conflicts of interest (if applicable) regarding matters under consideration.

Mandate

While the MTAG participation in the study is extremely important, the MTAG does not have any binding decision-making authority. Information and comments from the MTAG will be used as advice by the Project Working Group. While every effort will be made to respond to or incorporate the input and comments of this group, the final decision on all design decisions rests with the Project Working Group.

Membership

MTAG members will include:

- Local agencies with permits and / or approvals
- Local agencies with a direct technical interest in the project and / or corridor

A list of potential members will be established by the Project Working Group. As the study progresses, additional members may be invited at the direction of the Project Working Group. Members have been appointed based on recommendations made by the Project Working Group.

Term

Members are appointed for the duration of the DS BRT project, commencing in June 2019. The study is expected to be complete by mid-2021.

Administration

Agendas

The Project Team will circulate agendas to MTAG members a minimum of one week prior to the meeting date.

Meetings

Up to four (4) meetings will be arranged to coincide with key project milestones. By meeting throughout the process, the group will act as a sounding board to anticipate issues, opportunities and challenges. If a member of the MTAG is unable to attend a meeting, an alternate representative should attend in their place. The group will also act as a conduit to distribute information about the project within the represented agencies and organizations.

Meetings will consist of a variety of formats and last between one to two hours. A typical meeting may include:

- Formal presentation by the Project Team or other experts;
- Question and answer session;
- Working sessions designed to solicit feedback; and
- Brief report back.

Meeting locations will vary throughout the study between locations in Durham Region, Scarborough or Metrolinx offices. Additional meetings may be held as determined by the Project Working Group. The format of additional meetings will be tailored to the purpose of the meeting. The MTAG may also be consulted between meetings by other methods such as individual meetings, or the striking of ad-hoc working groups.

Meetings will be chaired by the Metrolinx Project Manager or another member of the Project Working Group and facilitated by the Project Working Group and/or members of the Consultant Project Team.

Reporting

A minute-taker provided by the Consultant Project Team will record notes at all meetings. Metrolinx will incorporate the notes into a meeting summary that will be circulated in draft form to MTAG members within three weeks of each meeting. Members will be able to provide comments on the draft meeting report for one week after circulation. Once the comments are incorporated, a final meeting summary will be made available to members.

Communication

Distribution of meeting materials, invitations, agendas and reports will be by email.

Confidentiality

All material should be considered confidential prior to public release. Participants are expected to adhere to the responsibilities and expectations set out in this Terms of Reference.

Contact

Questions about the MTAG and these Terms of Reference may be directed to:

Kristin Demasi
Project Manager
Metrolinx
Kristin.Demasi@Metrolinx.com
(416) 202-3723

David Hopper
Consultant Project Manager
Parsons
David.Hopper@parsons.com
(416) 352-8625

Durham-Scarborough Bus Rapid Transit
Municipal Technical Advisory Group Contact List

Category	Sub Category	Association/Business Name	Contact	Position	Address	Phone	Email
Toronto							
Government	Municipal	City Planning - Transportation Planning	Alan Filipuzzi	Program Manager			Alan.Filipuzzi@toronto.ca
Government	Municipal	City Planning - Transportation Planning	Andrew Au	Senior Transportation Planner			Andrew.Au@toronto.ca
Government	Municipal	City - Transit Expansion Office	Miriam Bart	Project Coordinator			Miriam.Bart@toronto.ca
Agencies	Municipal	Toronto Transit Commission (TTC)	Dominic Ho	Transit Planner			dominic.ho@ttc.ca
Agencies	Municipal	Toronto Transit Commission (TTC)	Aaron Shantz	Transit Planner			Aaron.Shantz@ttc.ca
Government	Municipal	City Planning - Transportation Planning - Transit Unit	Charissa logna	Senior Transportation Planner			Charissa.logna@toronto.ca
Government	Municipal	City Planning - Transportation Planning - Transit Unit	Michael Hain	Senior Transportation Planner			Michael.Hain@toronto.ca
Government	Municipal	City Planning - Community Planning	Christian Ventresca	Manager			Christian.Ventresca@toronto.ca
Government	Municipal	City Planning - Urban Design	Sasha Terry	Senior Urban Designer			Sasha.Terry@toronto.ca
Government	Municipal	City Planning - Strategic Initiatives, Policy & Analysis	Kirsten Stein	Senior Planner			Kirsten.Stein@toronto.ca
Government	Municipal	TRS Svcs Capital Projects & Program	Matthew Davis	Manager			Matthew.Davis@toronto.ca
Government	Municipal	TRS Svcs Capital Projects & Program	Andres Jarrin				andres.jarrin@toronto.ca
Government	Municipal	TRS Svcs Capital Projects & Program	Hank Wang				hank.wang@toronto.ca
Government	Municipal	ECS ER Third Party & Utility Review	Anita Sparre	Manager Third Party Review & Util Review			Anita.Sparre@toronto.ca
Government	Municipal	Economic Development and Culture	Margie Galarneau				Margie.Galarneau@toronto.ca
Government	Municipal	Economic Development and Culture	Ian J. Brown				Ian.Brown@toronto.ca
Government	Municipal	Community Development Officer	Saida Osman				Saida.Osman@toronto.ca
Government	Municipal	CP UD Heritage Preservation Services	Alison Torrie-Lapaire	Project Manager Archaeology	100 Queen Street West		Alison.Torrie-Lapaire@toronto.ca
Government	Municipal	CP UD Heritage Preservation Services	Eric Beales		100 Queen Street West	416-338-1095	eric.beales@toronto.ca
Government	Municipal	City Planning - SIPA Policy Planning	Jane Weninger	Senior Planner - Environmental Planning	55 John St, Metro Hall, Floor 22	416-392-0422	Jane.Weninger@toronto.ca
Government	Municipal	City Planning - SIPA Policy Planning	Jane Welsh	Project Manager, Environmental Planning, Policy	55 John St, Metro Hall, Floor 22	416-392-9709	Jane.Welsh@toronto.ca
Government	Municipal	City Planning - Heritage Planning, Urban Design	Neil MacKay	Heritage Planning, Urban Design			Neil.MacKay@toronto.ca

Durham-Scarborough Bus Rapid Transit
Municipal Technical Advisory Group Contact List

Category	Sub Category	Association/Business Name	Contact	Position	Address	Phone	Email
Government	Municipal	City Planning - Urban Design	Joe Muller	Program Manager Heritage Preser Svcs		416-392-4178	Joe.Muller@toronto.ca
Government	Municipal	PFR PDCP PDD Landscape Architecture Unit	Mark Lowe	Project Coordinator		416-396-4972	Mark.Lowe@toronto.ca
Government	Municipal	PFR UF Tree Protect & Plan Review SC	Mark Ventresca	Supervisor Tree Protection & Plan Review		416-396-5131	Mark.Ventresca@toronto.ca
Government	Municipal	PFR UF Ravine Protection	Lisa Carson	Planner Urban Forestry	150 Borough Dr, 5th Floor, M1P 4N6	437-233-8298	Lisa.Carson@toronto.ca
Government	Municipal	PFR UF Tree Protect & Plan Review	Lisa Carson	Planner Urban Forestry	150 Borough Dr, 5th Floor, M1P 4N6	437-233-8298	Lisa.Carson@toronto.ca
Government	Municipal	Toronto Region Board of Trade	Jonathan English	Director, Policy	1 First Canadian Place P.O.Box 60	416 862 4502	jenglish@bot.com
Government	Municipal	Toronto Fire Services	Dan Sell	Platoon Chief, Operations	4330 Dufferin Street, 3rd Floor		Daniel.Sell@toronto.ca
Government	Municipal	Toronto Fire Services	Bill Nguyen	Fire Protection Engineer, Fire Prevention	4330 Dufferin Street, 3rd Floor		Thuy.Nguyen@toronto.ca
Government	Municipal	Toronto Police Services	Robert Norris		Toronto, ON M3H 5R9		Robert.Norris@torontopolice.on.ca
Government	Municipal	Toronto Paramedic Services	Sidney Chu	Superintendent, Planning & Emergency Management Toronto Paramedic Services			emsplanning@toronto.ca
Government	Municipal	Infrastructure & Development Services	Jackson Lee	Senior Engineer	BSE	416-392-8260	Jackson.Lee@toronto.ca
Government	Municipal	Toronto Water	Nadeem Paracha	Senior Engineer			Nadeem.Paracha@toronto.ca
Durham							
Government	Regional	Durham Region representative on TAG	Dave Dunn	Project Manager		905-668-4113 ext. 3422	david.dunn@durham.ca
Government	Regional	Durham Region Planning	Chris Leitch	Principal Planner		905-668-7711 ext. 2567	chris.leitch@durham.ca
Government	Regional	Durham Region Transit	Janet Piercey	Communications Advisor		289-830-2519	Janet.Piercey@durham.ca
Government	Regional	Durham Region Transit	Jack Phelan				Jack.Phelan@durham.ca
Government	Regional	Durham Region Traffic	Josh De Boer	Project Engineer, Road Safety & Data Management Group		905-666-8116 ext. 4767	Joshua.deBoer@durham.ca
Government	Regional	Durham Region Traffic	Dave Dankmeyer	Traffic Systems Project Manager			Dave.Dankmeyer@Durham.ca
Government	Regional	Durham Region Transportation Infrastructure	Doug Robertson	Project Manager		905-668-7711 ext. 3733	doug.robertson@durham.ca
Pickering							
Government	Municipal	Pickering representative on TAG	Richard Holborn	Director Engineering Services			rholborn@pickering.ca

Durham-Scarborough Bus Rapid Transit
Municipal Technical Advisory Group Contact List

Category	Sub Category	Association/Business Name	Contact	Position	Address	Phone	Email
Government	Municipal	Communications	Shauna Muir	Communications & Public Engagement Coordinator			smuir@pickering.ca
Government	Municipal	Transportation	Nadeem Zahoor	Transportation Engineer		905-420-4660 ext. 2213	nzahoor@pickering.ca
Ajax							
Government	Municipal	Ajax representative on TAG	Geoff Romanowski	Director, Planning & Development Services			Geoff.Romanowski@ajax.ca
Government	Municipal	Planning & Development Services	Stephen Ruddy	Manager of Development Engineering and Transportation Planning Planning and Development Services	65 Harwood Ave. S. Ajax, ON L1S 2H9	905-619-2529, ext. 3256	stephen.ruddy@ajax.ca
Government	Municipal	Heritage	Michael Sawchuck	Heritage Planner			Michael.Sawchuck@ajax.ca
Government	Municipal	Communications	Rachael Wraith	Manager of Corporate Communications			Rachael.Wraith@ajax.ca
Government	Municipal	Planning	Stev Andis	Manager, Planning & Development Services			Stev.Andis@ajax.ca
Whitby							
Government	Municipal	Whitby representative on TAG	Tara Painchaud				painchaudt@whitby.ca
Government	Municipal	Commissioner	Roger Saunders	Commissioner of Planning and Development			saundersr@whitby.ca
Government	Municipal	Planning	Lori Tesolin	Principal Planner			tesolinl@whitby.ca
Government	Municipal	Planning	Edward Belsey	Planner			BelseyE@whitby.ca
Government	Municipal	Planning	Deannna Schlosser	Planner			SchlosserD@whitby.ca
Government	Municipal	Transportation	Dhaval Pandya	Transportation Engineer			pandyad@whitby.ca
Government	Municipal	Communications	Keegan Hughes	Social Media Associate		905-391-6120	hughesk@whitby.ca
Government	Municipal	Communications	Erika Botond	Senior Manger, Corporate Communications		905-391-7290	botonde@whitby.ca
Oshawa							
Government	Municipal	Oshawa representative on TAG	Anthony Ambra	Director Engineering Services			aambra@oshawa.ca
Government	Municipal	Transportation	Ranjit Gill	Transportation Engineer			rgill@oshawa.ca
Government	Municipal	Planning	Tom Goodeve	Principal Planner			TGoodeve@oshawa.ca
Government	Municipal	Communications	Shannon McFayden	Manager, Corporate Communications			smcfadyen@oshawa.ca
Government	Municipal	Communications	Heather Dunn	Corporate Communications Officer			HDunn@oshawa.ca

Technical Advisory Group



PARSONS

Prepared for Metrolinx
by IBI Group & Parsons

Technical Advisory Group (TAG)

Terms of Reference

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Exhibit 1: Corridor



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May 2019

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- Brief report back.

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Meetings will be chaired by the Metrolinx Project Manager or another member of the Project Working Group and facilitated by the Project Working Group and/or members of the Consultant Project Team.

Reporting

A minute-taker provided by the Consultant Project Team will record notes at all meetings. Metrolinx will incorporate the notes into a meeting summary that will be circulated in draft form to TAG members within three weeks of each meeting. Members will be able to provide comments on the draft meeting report for one week after circulation. Once the comments are incorporated, a final meeting summary will be made available to members.

Durham-Scarborough BRT

May 2019

Communication

Distribution of meeting materials, invitations, agendas and reports will be by email.

Confidentiality

All material should be considered confidential prior to public release. Participants are expected to adhere to the responsibilities and expectations set out in this Terms of Reference.

Contact

Questions about the TAG and these Terms of Reference may be directed to:

Kristin Demasi
Project Manager
Metrolinx
Kristin.Demasi@Metrolinx.com
(416) 202-3723

David Hopper
Consultant Project Manager
Parsons
David.Hopper@parsons.com
(416) 352-8625

Durham-Scarborough Bus Rapid Transit
Technical Advisory Group Contact List

Category	Sub Category	Association/Business Name	Contact	Position	Address	Phone	Email
Agencies	Federal	Canadian Transport Agency	John Woodward	Senior Environmental officer			john.woodward@otc-cta.gc.ca
Agencies	Federal	Parks Canada	Sarah DeCarlo	Project Officer	10725 Reesor Road, Markham ON L6B 1A8	416 702 3479	sarah.decarlo@canada.ca
Agencies	Federal	Environment and Climate Change Canada	Wes Plant	Manager, Environmental Assessment Section	4905 Dufferin St., Downsview ON M3H 5T4	416-739-4272	wesley.plant@canada.ca
Agencies	Federal	Department of Fisheries and Oceans (DFO)	Brent Valere	Senior Habitat Biologist			brent.valere@dfo-mpo.gc.ca
Agencies	Federal	Transport Canada					EnviroOnt@tc.gc.ca
Agencies	Federal	CP Rail	Chris Jones	Durham Office		416-706-3632	Christopher_Jones@cpr.ca
Agencies	Federal	CP Rail	Jennifer Benedict	Assistant Director Public Works & Crossing Compliance	1290 Central Parkway West, Suite 600 Mississauga ON L5C4R3	905-803-5989	Jennifer_Benedict@cpr.ca
Agencies	Federal	CN Rail	Dimeji Olawuwo	Senior Designer			oladimeji.olawuwo@cn.ca
Agencies	Federal	CN Rail	Victoria (Mingming) Hua	Coordinator			mingming.hua@cn.ca
Agencies	Provincial	Infrastructure Ontario	Lisa Myslicki	Environmental Specalist			Lisa.Myslicki@infrastructureontario.ca
Agencies	Provincial	Infrastructure Ontario	Frank Dieterman				Frank.Dieterman@infrastructureontario.ca
Agencies	Provincial	Infrastructure Ontario	Joanna Brown	Environmental Specialist	14 Gable Lane, Kingston ON K7M 9A7	343-302-7392	joanna.brown@infrastructureontario.ca
Agencies	Provincial	Infrastructure Ontario	Ramsen Yousif	Portfolio and Leasing Analyst	1 Dundas St. W., Suite 2000, Toronto ON M5G 1Z3	647-264-4705	ramsen.yousif@infrastructureontario.ca
Agencies	Provincial	Infrastructure Ontario					noticereview@infrastructureontario.ca
Government	Provincial	Ministry of Transportation (MTO)	Kathy Ruston	Team Leader Transit Infrastructure Policy Office	College Park 30th Flr Suite 3000, 777 Bay St, Toronto, ON M7A 2J8	647-278-3679	kathy.ruston@ontario.ca
Government	Provincial	Ministry of Transportation (MTO)	Jason White	Manager, Engineering Office	5th Floor, Building D, Toronto ON M3M 0B7	416-235-5575	jason.white@ontario.ca
Government	Provincial	Ministry of Transportation (MTO)	Rami ElMawed				Rami.ElMawed@ontario.ca
Government	Provincial	Ministry of Transportation (MTO)	Jason Hanna				Jason.Hanna@ontario.ca
Government	Provincial	Ministry of Transportation (MTO)	Martin Michalek				Martin.Michalek@ontario.ca
Government	Provincial	Ministry of Transportation (MTO)	Brenda Liegler				Brenda.Liegler@ontario.ca
Government	Provincial	Ministry of Transportation (MTO)	Michael Sit				Michael.Sit@ontario.ca
Government	Provincial	Ministry of Transportation (MTO)	Eileen Li				Eileen.Li@ontario.ca
Government	Provincial	Ministry of Transportation (MTO)	Salia Kalali				Salia.Kalali@ontario.ca
Government	Provincial	Ministry of Transportation (MTO)	Les Dzbik				Les.Dzbik@ontario.ca
Government	Provincial	Ministry of Transportation (MTO)	Janice Munro				Janice.Munro@ontario.ca
Government	Provincial	Ministry of Transportation (MTO)	Samera Fares				Samera.Fares@ontario.ca
Government	Provincial	Ministry of Transportation (MTO)	Kevin Chan				Kevin.Chan3@ontario.ca
Government	Provincial	Ministry of Transportation (MTO)	Eric Yao				Eric.Yao@ontario.ca
Government	Provincial	Ministry of Agriculture, Food and Rural Affairs	Michele Doncaster	Manager, Land Use Policy & Stewardship, Food Safety and Environmental Policy Branch	1 Stone Road W, 3rd Floor, Guelph ON N1G 4Y2		michele.doncaster@ontario.ca

Durham-Scarborough Bus Rapid Transit
Technical Advisory Group Contact List

Category	Sub Category	Association/Business Name	Contact	Position	Address	Phone	Email
Government	Provincial	Ministry of Agriculture, Food and Rural Affairs	Jocelyn Beatty	Rural Planner	Elora Resource Centre, 6484 Wellington Rd 7, Elora ON N0B 1S0		jocelyn.beatty@ontario.ca
Government	Provincial	Ministry of Heritage, Sport, Tourism, and Culture Industries	Laura Hatcher				Laura.E.Hatcher@ontario.ca
Government	Provincial	Ministry of Heritage, Sport, Tourism, and Culture Industries	Rosi Zirger	Heritage Advisor	401 Bay Street, Suite 1700 Toronto, Ontario M7A 0A7	416.314.7159 or	rosi.zirger@ontario.ca
Government	Provincial	Ministry of Heritage, Sport, Tourism, and Culture Industries	Karla Barboza	Manager			Karla.Barboza@ontario.ca
Government	Provincial	Ministry of Natural Resources and Forestry (MNRF)	Ken Mott	District Planner			Ken.Mott@Ontario.ca
Government	Provincial	Ministry of Natural Resources and Forestry (MNRF)	Chris Hislop				chris.hislop@ontario.ca
Government	Provincial	Ministry of Natural Resources and Forestry (MNRF)	Sally Renwick	Team Lead, Priorities and Planning Section, Strategic and Indigenous Policy Branch	300 Water Street, 3rd Floor, South Tower, Peterborough ON K9J 3C7	705-755-5195	sally.renwick@ontario.ca
Government	Provincial	Metrolinx	Rakesh Shreewastav	Manager, Civil Infrastructure			Rakesh.Shreewastav@metrolinx.com
Government	Provincial	Metrolinx	Wilson Taveira	Acting Manager, Civil Infrastructure - Bus Rapid Transit			wilson.taveira@metrolinx.com
Government	Provincial	Ministry of Energy, Northern Development and Mines	Andrea Pastori	Strategic Policy Branch Coordinator	77 Grenville St., 6th Flr., Toronto ON M7A 1B3	416-274-2126	andrea.pastori@ontario.ca
Government	Provincial	Ministry of the Environment, Conservation and Parks	Anne Cameron	Project Officer	135 St. Clair Avenue West, 1st Flr, Toronto ON M4V 1P5	437-246-2066	anne.cameron@ontario.ca
Government	Provincial	Ministry of Municipal Affairs and Housing	Laurie Miller	Director of Provincial Planning Policy Branch			laurie.miller@ontario.ca
Government	Provincial	Ministry of Colleges and Universities	George Xenos	Director (A), Postsecondary Finance and Infrastructure	315 Front Street W, 16th Flr, Toronto ON M7A 0B8	647-300-6058	george.xenos@ontario.ca
Agencies	Regional	Toronto and Region Conservation Authority (TRCA)	Margie Akins		101 Exchange Ave		Margie.Akins@trca.ca
Agencies	Regional	Central Lake Ontario Conservation Authority (CLOCA)	Lisa-Beth Bulford				lbulford@CLOCA.com
Agencies	Municipal	Toronto Transit Commission (TTC)	Aaron Shantz	Transit Planner			Aaron.Shantz@ttc.ca
Agencies	Municipal	Toronto Transit Commission (TTC)	Dominic Ho	Transit Planner			dominic.ho@ttc.ca
Agencies	Municipal	City of Toronto	Andrew Au				andrew.au@toronto.ca
Agencies	Municipal	City of Toronto	Andres Jarrin				andres.jarrin@toronto.ca
Agencies	Municipal	Pickering representative	Richard Holborn	Director Engineering Services			rholborn@pickering.ca
Agencies	Municipal	Ajax representative	Geoff Romanowski	Director, Planning & Development Services			Geoff.Romanowski@ajax.ca
Agencies	Municipal	Whitby representative	Tara Painchaud				painchaudt@whitby.ca
Agencies	Municipal	Oshawa representative	Anthony Ambra	Director Engineering Services			aambra@oshawa.ca

Durham-Scarborough Bus Rapid Transit
Technical Advisory Group Contact List

Category	Sub Category	Association/Business Name	Contact	Position	Address	Phone	Email
Agencies	Regional	Durham Region representative	Dave Dunn	Project Manager		905-668-4113 ext. 3422	david.dunn@durham.ca
Government	Regional	Durham Region Transit	Jack Phelan				jack.phelan@durham.ca
Government	Regional	Durham Region	Viji Mathi	Project Engineer, Transportation	605 Rossland Rd E, Whitby, ON L1N 6A3	416-578-6835	viji.mathi@durham.ca
Agencies	Municipal	Durham Region Police - Pickering	Inspector Mitch Martin		1710 Kingston Rd.	(888) 579-1520, Ext. 2521	westdivision@drps.ca
Agencies	Municipal	Durham Region Police - Whitby	Inspector Gerry Moote		480 Taunton Rd. E.	(905) 579-1520, ext. 1836	centralwestdivision@drps.ca
Agencies	Municipal	Durham Region Police - Oshawa	Inspector Dave Saliba		77 Centre St. N.	(905) 579-1520	centraleastdivision@drps.ca
Agencies	Municipal	Durham Region Paramedic Services	Troy Cheseboro	Director/Chief	4040 Anderson Street, Whitby, ON L1R 3P6	905-665-6313	Troy.Cheseboro@durham.ca
Agencies	Municipal	Oshawa Fire Services	Derrick Clark	Fire Chief			DCClark@oshawa.ca
Agencies	Municipal	Oshawa Fire Services	Stephen Barkwell	Deputy Fire Chief			SBarkwell@oshawa.ca
Agencies	Municipal	Oshawa Fire Services	Andy Banga	Chief Fire Prevention Officer			ABanga@oshawa.ca
Agencies	Municipal	Whitby Fire Services	Glenn Green	Fire Chief			greeng@whitby.ca
Agencies	Municipal	Pickering Fire Services	Steve Boyd	Deputy Fire Chief			sboyd@pickering.ca
Agencies	Utilities	Enbridge Gas Distribution	Daniel Petrozziello, PMP	Transit Project Manager, Capital Development and Delivery	101 Honda Blvd. Markham, Ontario L6C 0H9	905-927-3021	daniel.petrozziello@enbridge.com
Agencies	Utilities	Hydro One	Daniel Costa			416-931-2358	Daniel.costa@HydroOne.com
Agencies	Utilities	Hydro One	General Inbox				SecondaryLandUse@HydroOne.com
Agencies	Utilities	Toronto Hydro	Manish Rathore		71 Rexdale Blvd	416-451-2210	MRATHORE@TorontoHydro.com
Agencies	Utilities	Bell Canada	Kenn Elliot	Project Manager - FTTH Durham Region	15 Victoria St Floor 2, Oshawa Ontario	416-296-6975 (office) 647-221-8421 (mobile)	ken.elliott@bell.ca
Agencies	Utilities	Bell Canada	Dayton Dumesnil		19 Hunter Street West, 3rd Floor		dayton.dumesnil@bell.ca
Agencies	Utilities	Elexicon Energy	Ken Gallen				kgallen@elexiconenergy.com
Agencies	Utilities	Elexicon Energy	A Berdichevsky	Manager of Engineering	55 Taunton Road East, Ajax ON L1T 3V3	905-427-9870 ex	aberdichevsky@elexiconenergy.com
Agencies	Utilities	Elexicon Energy	Ed Johnston	Supervisor, Planning & Standards	55 Taunton Road East, Ajax ON L1T 3V3	905 427 9870 ext 3269	ejohnston@elexiconenergy.com
Agencies	Utilities	Elexicon Energy	Faisal Habibullah	Manager, Planning	55 Taunton Road East, Ajax ON L1T 3V3	905-427-9870 ext. 4289	FHabibullah@elexiconenergy.com
Agencies	Utilities	Oshawa PUC Networks Inc.	Mike Lugtenburg			905-723-4526 ext. 5248	mlugtenburg@opuc.on.ca
Agencies	Utilities	Imperial Oil SPPL	Jon Harding	Community Awareness and ROW Land Agent			jon.s.harding@esso.ca
Agencies	Utilities	Rogers Communications	Triden Balasingam		301 Marwood Drive, Oshawa, ON, L1H1J4	416-935-5173	Triden.Balasingam@rci.rogers.com
Agencies	Utilities	Rogers Communications	Bernie Visser	System Planner	301 Marwood Drive, Oshawa, ON, L1H1J4	905 436-4136	Bernie.Visser@rci.rogers.com

Durham-Scarborough Bus Rapid Transit
Technical Advisory Group Contact List

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Agencies	Utilities	Aptum (Cogeco)	Mark Houston		413 Horner Avenue, Toronto, ON, M8W 4W3	416 847 0869	UtilityCirculations@aptum.com
Agencies	Utilities	Distributel Fiber Partnership/ A2B Fiber Inc.	Sheldon Pepin		56 Aberfoyle Crescent, Suite 200 Toronto ON M8X 2W4		sheldon.pepin@distributel.ca
Agencies	Utilities	TeraSpan	Mr. S. Khoe		6870 Palm Avenue Burnaby, BC, V5J4M3	604-684-8711	tpucc@teraspan.com
Agencies	Utilities	Telus	Anthony Segreto		25 York Street 22nd Floor Toronto ON M5J 2V5	416-629-8996	Anthony.Segreto@telus.com

Stakeholder Advisory Group



PARSONS

Prepared for Metrolinx
by IBI Group & Parsons

Stakeholder Advisory Group (SAG)

Terms of Reference

Background

The Durham-Scarborough Bus Rapid Transit (DS BRT) project is recognized by Metrolinx, the City of Toronto, the Toronto Transit Commission, Region of Durham, and Durham Region Transit as a priority rapid transit corridor. The DS BRT will connect people through the Region of Durham and Scarborough. The corridor has varied traffic, land use conditions and constraints. With rapid growth in the past decade, and an expectation for this growth to continue into the future, demand for travel along the corridor will continue to increase and a higher capacity form of transit will be needed to link communities and employment on both sides of the Toronto-Durham boundary.

An Initial Business Case on the corridor was completed by Metrolinx in 2018, which recommended an alignment for the BRT, as well as demonstrated significant benefits of the corridor. The IBC is available on the Metrolinx website:http://www.metrolinx.com/en/regionalplanning/projectevaluation/benefitscases/benefits_case_analyses.aspx

Metrolinx, with its partners is preparing for an environmental assessment and preliminary design of the corridor. This next phase of work builds on the Initial Business Case and includes a Preliminary Design Business Case and follows the Transit Project Assessment Process (TPAP, O.Reg. 231/08). The corridor as defined in the IBC is shown in Exhibit 1, between downtown Oshawa and Scarborough Centre. The transit vehicle technology is set in the form of Bus Rapid Transit, meaning dedicated infrastructure for buses with rubber tires.

This project will define the following elements to a 30% preliminary design level:

- Number and location of stops;
- Extent of [REDACTED] and curbside dedicated bus lanes, and transition area design and operation;
- Associated transit priority infrastructure (e.g. queue jump lanes)
- Infrastructure for active transportation (i.e., walking, cycling);
- Streetscape and boulevard design;
- Bridge / structural design and impacts;
- Traffic and parking operations and impacts; and
- Intersection layouts and lane configurations.

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Exhibit 1: Corridor



Purpose

The DS BRT Stakeholder Advisory Group (SAG) has been created to engage and consult community stakeholders in the DS BRT project process. The role of the SAG is:

- To provide information and insights into issues, opportunities and solutions that exist within the study area;
- To act as a conduit to distribute information about the project process and other engagement opportunities to organizations and members of the public;
- To be open-minded and considerate of different perspectives; and
- To provide local context about existing conditions to supplement the information obtained by the Project Working Group.
- To review and provide comments on draft documents and designs.

Responsibilities

To achieve the defined role, the following expectations are set out for all members:

- Respect and adhere to the provisions of this Terms of Reference;
- Make best efforts to attend each meeting or send an alternate in their place;
- Arrive at meetings on time and stay for the full meeting duration;
- Prepare for meetings by reviewing the agenda, previous meeting minutes and any other relevant documents and initiating discussions internally at their organization;

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- Respect the viewpoints of other members. All members shall have the opportunity to be heard;
- Be courteous and respectful of others, and behave in a way that supports an environment of open discussion;
- Commit to professional, cooperative and positive conduct / behaviour
- Identify relevant issues and engage in related issue resolution and problem-solving;
- Assist in identifying agenda items for forthcoming meetings which may be cross-functional and of broader interest;
- Complete any assigned action(s) within the timeframe identified and report on the progress of the assigned action(s);
- Inform the SAG or Project Working Group of any notable local initiatives and/or organizational directions that may affect the project;
- Members will not speak on behalf of the SAG or the Project Working Group. The SAG is an advisory group consisting of varied voices that provide valued input to the project; SAG has no single spokesperson; and
- Members are required to declare any personal conflicts of interest (if applicable) regarding matters under consideration.

Mandate

While the SAG participation in the study is extremely important, the SAG does not have any binding decision-making authority. Information and comments from the SAG will be used as advice by the Project Working Group. While every effort will be made to respond to or incorporate the input and comments of this group, the final decision on all design decisions rests with the Project Working Group.

Membership

SAG members will be invited from:

- Representatives of local associations (including Resident/Ratepayer Associations, Business Improvement Areas);
- Representatives of local institutions and organizations, including hospitals and school boards; and
- Other organized professional or community groups.

A list of potential members will be established by the Project Working Group. Efforts will be made to create a comprehensive list that reflects a broad range of stakeholders who represent specific interests within 500 m of the study corridor.

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As the study progresses, additional members may be invited at the direction of the Project Working Group. In order to provide interactive SAG meetings, membership will be limited to about 30 organizations.

Observers

In the interest of openness and transparency, meetings will be open to observers to attend SAG meetings. Observers will not participate actively in the meetings, and can provide comments to the Project Team after the meeting.

Elected officials or their staff are not eligible to be SAG members, but are invited to attend and observe SAG meetings.

Term

Members are appointed for the duration of the DS BRT project, commencing in June 2019. The study is expected to be complete by mid-2021.

Administration

Location

Meetings will be held in a public venue such as a civic building, community centre, school, or library, within or very near to the project study area. Meeting locations will be barrier-free and easily accessible by public transit. Meeting locations may vary throughout the study between locations in Durham Region, Scarborough or Metrolinx offices. Additional meetings may be held as determined by the Project. The format of additional meetings will be tailored to the purpose of the meeting.

Meeting invitations will be sent a minimum of two weeks prior to the meeting date.

Agendas

The Project Team will circulate agendas to SAG members a minimum of one week prior to the meeting date.

All agendas, materials presented and outcomes of SAG meetings will be made public and shared on the project website (www.metrolinxengage.com/DSBRT) to demonstrate transparency and assist SAG members' communication with their organizations and networks about the project.

Meetings

Up to four (4) meetings will be arranged to coincide with key project milestones. By meeting throughout the process, the group will act as a sounding board to anticipate

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issues, opportunities and challenges. If a member of the SAG is unable to attend a meeting, an alternate representative should attend in their place.

The group will also act as a conduit to distribute information about the project, and to help distribute information about other engagement opportunities to organizations and members of the public associated with SAG members.

Meetings will consist of a variety of formats and last between one to two hours. A typical meeting may include:

- Formal presentation by the Project Team or other experts;
- Question and answer session;
- Working sessions designed to solicit feedback;
- Brief report back; and
- Informal networking.

Additional meetings may be held as determined by the Project Working Group. The format of additional meetings will be tailored to the purpose of the meeting. The SAG may also be consulted between meetings by other methods such as online surveys, individual meetings, or the striking of ad-hoc working groups.

Meetings will be chaired by the Metrolinx Project Manager or another member of the Project Working Group and facilitated by the Project Working Group and/or members of the Consultant Project Team.

Reporting

A minute-taker provided by the Consultant Project Team will record notes at all meetings. Metrolinx will incorporate the notes into a meeting summary that will be circulated in draft form to SAG members within three weeks of each meeting. Members will be able to provide comments on the draft meeting summary for one week after circulation. Once the comments are incorporated, a final meeting summary will be made available to members.

Communication

All communications will be in English; translation services will not be available for SAG meetings. Any member requiring accommodation should make this requirement known to a member of the Project Working Group, who will ensure communications are provided in a barrier-free manner.

Distribution of meeting materials, invitations, agendas and reports will be by email.

Confidentiality

All material should be considered confidential prior to public release. Participants are expected to adhere to the responsibilities and expectations set out in this Terms of Reference.

Contact

Questions about the SAG and these Terms of Reference may be directed to:

Kristin Demasi
Project Manager
Metrolinx

Kristin.Demasi@Metrolinx.com
(416) 202-3723

David Hopper
Consultant Project Manager
Parsons

David.Hopper@parsons.com
(416) 352-8625

Freedom of Information and Protection of Privacy

Please note that all information will be used in accordance with the Freedom of Information and Protection of Privacy Act. With the exception of personal information, all information provided through the SAG process will form part of the public record.

Durham-Scarborough Bus Rapid Transit
Stakeholder Advisory Group Contact List

Category	Sub Category	Association/Business Name	Contact	Position	Address	Phone	Email
Community	BIA	Toronto Association of Business Improvement Areas					
Community	BIA	Downtown Whitby BIA					
Community	BIA	Pickering Village BIA					
Community	BIA	Downtown Oshawa BIA					
Community	Association	Confederation of Resident and Ratepayer Associations in Toronto					
Community	Association	Scarborough Residents Unite Neighbourhood Association/Scarborough Village Community Association					
Community	Association	Highland Creek Community Association					
Community	Association	Highland Creek Community Association					
Community	Association	Highland Creek Community Association					
	Association	Highland Creek Community Association					
Community	Association	Residents Rising Neighbourhood Association					
Community	Association	Scarborough Centre for Healthy Communities					
Community	Association	Scarborough Community Renewal Organization					
Community	Association	Scarborough Community Renewal Organization					
Community	Association	Scarborough Neighbourhood Action Plan (NAP) Committee					
Community	Association	East Scarborough Boys and Girls Club					
Community	Association	East Scarborough Boys and Girls Club					
Community	Association	Toronto Strong Neighbourhood Strategy Community Development Officers					

Durham-Scarborough Bus Rapid Transit
Stakeholder Advisory Group Contact List

Category	Sub Category	Association/Business Name	Contact	Position	Address	Phone	Email
Business	Land Owners/Large Developments	University of Toronto Scarborough Campus					
Business	Land Owners/Large Developments	University of Toronto Scarborough Campus					
Business	Land Owners/Large Developments	University of Toronto Scarborough Campus					
Business	Land Owners/Large Developments	Centennial College					
Business	Land Owners/Large Developments	Trent University - Durham					
	Land Owners/Large Developments	Trent University - Durham					
	Land Owners/Large Developments	Trent University - Durham					
Business	Land Owners/Large Developments	Ontario Tech University					
Business	Land Owners/Large Developments	Ontario Tech University					
Business	Land Owners/Large Developments	Durham College					
Business	Land Owners/Large Developments	Scarborough Town Centre					

Durham-Scarborough Bus Rapid Transit
Stakeholder Advisory Group Contact List

Category	Sub Category	Association/Business Name	Contact	Position	Address	Phone	Email
Business	Land Owners/Large Developments	Pickering Town Centre					
Business	Land Owners/Large Developments	Pickering Town Centre					
Business	Land Owners/Large Developments	Oshawa Centre					
Business	Land Owners/Large Developments	Oshawa Centre					
Business	Land Owners/Large Developments	Ajax Downs					
Agencies	Land Owners/Large Developments	Scarborough Health Network					
Agencies	Land Owners/Large Developments	Scarborough Health Network					
Agencies	Land Owners/Large Developments	Rouge Valley Health System - Centenary Health Centre					
Agencies	Municipal	TDSB					
Agencies	Municipal	Toronto Lands Corporation (subsidiary of TDSB)					
Agencies	Municipal	Toronto Lands Corporation (subsidiary of TDSB)					
Agencies	Municipal	Toronto Lands Corporation (subsidiary of TDSB)					
Agencies	Municipal	Toronto Lands Corporation (subsidiary of TDSB)					
Agencies	Municipal	TCDSB					

Durham-Scarborough Bus Rapid Transit
Stakeholder Advisory Group Contact List

Category	Sub Category	Association/Business Name	Contact	Position	Address	Phone	Email
Agencies	Regional	DDSB					
Agencies	Regional	DDSB					
Agencies	Regional	DCDSB					
Community	Association	Guildwood Village Community Association					
Community	Association	Guildwood Village Community Association					
Community	Association	Guildwood Village Community Association					
Community	Association	Glen Andrew Community Association					
Community	Association	Glen Andrew Community Association					
Community	Association	Glen Andrew Community Association					
Community	Association	Glen Andrew Community Association					
Community	Association	North Bendale Community Association					
Community	Association	Midland Park Community Association					
Community	Association	Centennial Community Recreation Association					
Community	Association	Centennial Community Recreation Association					
Community	Association	MornelleCAN in Mornelle Court					
Community	Association	Scarborough Campus Students' Union					
Business	Association	Ajax-Pickering Board of Trade					
	Association	Ajax-Pickering Board of Trade					
Business	Association	Whitby Chamber of Commerce					
Business	Association	Whitby Chamber of Commerce					

Durham-Scarborough Bus Rapid Transit
Stakeholder Advisory Group Contact List

Category	Sub Category	Association/Business Name	Contact	Position	Address	Phone	Email
Business	Association	Greater Oshawa Chamber of Commerce					
Community	Advocacy	Cycle Toronto					
Community	Advocacy	Access Alliance / Scarborough Cycles					
Community	Advocacy	Toronto East Cyclists					
Community	Advocacy	Durham Region Cycling Coalition					
Community	Advocacy	Durham Region Cycling Coalition					

Indigenous Nations



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by IBI Group & Parsons

**Durham-Scarborough Bus Rapid Transit
Indigenous Nations Contact List**

Contact Name	Contact Title	Indigenous Nation	Address	Phone / Fax	Email
Dave Mowat	Chief	Alderville First Nation	11696 2nd Line Road, P.O. Box 46 Roseneath, ON K0K 2X0	905-352-3000 905-352-3242	dmowat@alderville.ca
Jesse Johnson	Lands and Resource Coordinator	Alderville First Nation	11696 2nd Line Road, P.O. Box 46 Roseneath, ON K0K 2X0	905-352-2011	jesse.johnson@alderville.ca
Guy Monague	Chief	Beausoleil First Nation	11 O-Gema Street Christian Island, Cedar Point, ON L0K 1C0	705-247-2051 705-247-223	bfncchief@chimnissing.ca; tanyaroote@chimnissing.ca
Dana Monague	Lands Compliance Officer	Beausoleil First Nation	11 O-Gema Street Christian Island, Cedar Point, ON L0K 1C0	705-247-8974 Ext. 242	danamonague@chimnissing.ca
Marcella Sunday	Lands Compliance Officer	Beausoleil First Nation	11 O-Gema Street Christian Island, Cedar Point, ON L0K 1C0	705-247-8974 Ext. 234	marcella.sunday@chimnissing.ca
Donna Big Canoe	Chief	Chippewas of Georgina Island	RR#2, Box-N13 Sutton West, ON L0E 1R0	705-437-1337 705-437-4597	donna.bigcanoe@georginaisland.com
Natasha Charles	Project Coordinator, Community Consultation and Executive Assistant to Chief & Council	Chippewas of Georgina Island	RR#2, Box-13 Sutton West, ON L0E 1R0	705-437-1337 ext. 2246 705-437-4597	natasha.charles@georginaisland.com
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Sharday James	Community Consultation Worker, Communications	Chippewas of Rama First Nation	5884 Rama Road Rama, ON L3V 6H6	705-325-3611 ext. 1633	shardayj@ramafirstnation.ca
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Tom Cowie	Community Consultation Worker	Hiawatha First Nation	197 Sopers Lane Hiawatha, ON K9J 0E6	(705) 295-7773 ext. 73 705-295-7131	tcowie@hiawathafn.ca
Chris Howard	Community Consultation Worker	Hiawatha First Nation	197 Sopers Lane Hiawatha, ON K9J 0E6	(705) 295-7773 ext. 71 705-295-7131	choward@hiawathafn.ca

**Durham-Scarborough Bus Rapid Transit
Indigenous Nations Contact List**

Contact Name	Contact Title	Indigenous Nation	Address	Phone / Fax	Email
Konrad Sioui	Grand Chief	Huron-Wendat Nation	255 Place Chef Michel Laveau Wendake, QC G0A 4V0	418-843-3767 1-877-712-3767 (toll free)	administration@cnhw.qc.ca
Mario Gros-Louis		Huron-Wendat Nation			mario.groslouis@cnhw.qc.ca
Maxime Picard	Project Coordinator - Ontario	Huron-Wendat Nation	255 Place Chef Michel Laveau Wendake, QC G0A 4V0	418-843-3767 ext. 2105	maxime.picard@cnhw.qc.ca
Kris Nahrgang	Chief	Kawartha Nishnawbe First Nation	257 Big Cedar Lake Road Big Cedar, Ontario	705-654-4661	rknahrgang@gmail.com
Christopher Reid	Lawyer	Kawartha Nishnawbe First Nation			lawreid@aol.com
Kelly LaRocca	Chief	Mississaugas of Scugog Island First Nation	22521 Island Road, Port Perry, ON L9L 1B6	(905) 985-3337 (905) 985-8828	klarocca@scugogfirstnation.com
Dave Mowat	Consultation, Lands and Membership Supervisor	Mississaugas of Scugog Island First Nation	22521 Island Road, Port Perry, ON L9L 1B6	905-985-3337 ext. 229 905-985-8828	dmowat@scugogfirstnation.com
Stacey LaForme	Chief	Mississaugas of the Credit First Nation	2789 Mississauga Road, R.R. #6 Hagersville, ON N0A 1H0	905-768-1133 ext 240 905-768-1225	Stacey.LaForme@mncfn.ca
Megan DeVries	Archaeological Coordinator	Mississaugas of the Credit First Nation	Department of Consultation and Accommodation 4065 Hwy 6 North, Hagersville, ON N0A 1H0	o: 905-768-4260 m: 289-527-2763	Megan.DeVries@mncfn.ca
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Valerie Janssen		Huron-Wendat Nation	255 Place Chef Michel Laveau Wendake, QC G0A 4V0		valerie.janssen@cnhw.qc.ca

Elected Officials



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Elected Officials Contact List

Municipality / Region	Ward	Constituency Office Address	Contact	Position	Address	Phone	Email
City of Toronto	n/a	n/a	John Tory	Mayor	City Hall, 2nd Floor 100 Queen St. W. Toronto, ON M5H 2N2	416-397-2489	mayor_tory@toronto.ca
	Ward 21 Scarborough Centre	n/a	Michael Thompson	Councillor	100 Queen Street West, Suite B31 Toronto, ON M5H 2N2	416-397-9274	councillor_thompson@toronto.ca
	Ward 24 Scarborough-Guildwood	Scarborough Civic Centre 150 Borough Drive, 2nd floor Scarborough, ON M1P 4N7	Paul Ainslie	Councillor	100 Queen Street West, Suite C52 Toronto, ON M5H 2N2	416-392-4008	councillor_ainslie@toronto.ca
	Ward 25 Scarborough - Rouge Park	Scarborough Civic Centre 150 Borough Drive, 2nd floor Scarborough, ON M1P 4N7	Jennifer McKelvie	Councillor	100 Queen Street West, Suite B25 Toronto, ON M5H 2N2	416-338-3771	councillor_mckelvie@toronto.ca
City of Pickering	n/a	n/a	Dave Ryan	Mayor	Mayor's Office City of Pickering One The Esplanade Pickering, ON L1V 6K7	T: 905-420-4600 F: 905-420-6064	mayor@pickering.ca
	Ward 1	n/a	Kevin Ashe	Regional Councillor	Regional Councillor, Ward 1 City of Pickering One The Esplanade Pickering, ON L1V 6K7	Councillors Office T: 905-420-4605 F: 905-420-6064	kashe@pickering.ca
		n/a	Maurice Brenner	City Councillor	City Councillor, Ward 1 City of Pickering One The Esplanade Pickering, ON L1V 6K7	Councillors Office T: 905-420-4605 F: 905-420-6064	mbrenner@pickering.ca
	Ward 2	n/a	Bill McLean	Regional Councillor	Regional Councillor, Ward 2 City of Pickering One The Esplanade Pickering, ON L1V 6K7	C: 416-567-1055	bmclean@pickering.ca
		n/a	Ian Cumming	City Councillor	City Councillor, Ward 2 City of Pickering One The Esplanade Pickering, ON L1V 6K7	Councillors Office T: 905-420-4605 F: 905-420-6064	icumming@pickering.ca
	Ward 3	n/a	David Pickles	Regional Councillor	Regional Councillor, Ward 3 City of Pickering One The Esplanade Pickering, ON L1V 6K7	C: 905-706-5077	dpickles@pickering.ca
		n/a	Shaheen Butt	City Councillor	City Councillor, Ward 2 City of Pickering One The Esplanade Pickering, ON L1V 6K7	Councillors Office T: 905-420-4605 F: 905-420-6064	sbutt@pickering.ca

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Town of Ajax	n/a	n/a	Shaun Collier	Mayor	Town Hall: 65 Harwood Ave. S. Ajax, Ontario L1S 2H9	Cell: 905-409-6891 Tel: 905-683-4550 ext. 3332	shaun.collier@ajax.ca
	Ward 1	n/a	Marilyn Crawford	Regional Councillor	Town Hall: 65 Harwood Ave. S. Ajax, Ontario L1S 2H9	Tel. 905-619-2529 ext. 3372 Cel.905-550-1133	Marilyn.crawford@ajax.ca
	n/a	n/a	Rob Tyler-Morin	Councillor	Town Hall: 65 Harwood Ave. S. Ajax, Ontario L1S 2H9	Tel. 905-619-2529 ext. 3374 Cel. 905-409-0572	rob.tylermorin@ajax.ca
	Ward 2	n/a	Sterling Lee	Regional Councillor	Town Hall: 65 Harwood Ave. S. Ajax, Ontario L1S 2H9	Tel. 905-619-2529 ext. 3380 Cel.289-314-3861	Sterling.lee@ajax.ca
	n/a	n/a	Ashmeed Khan	Councillor	Town Hall: 65 Harwood Ave. S. Ajax, Ontario L1S 2H9	Tel. 905-619-2529 ext. 3364 Cel. 905-391-9239	ashmeed.khan@ajax.ca
	Ward 3	n/a	Joanne Dies	Regional Councillor	Town Hall: 65 Harwood Ave. S. Ajax, Ontario L1S 2H9	Tel. 905-619-2529 ext. 3373 Cel.905-626-1916	Joanne.dies@ajax.ca
	n/a	n/a	Lisa Bower	Councillor	Town Hall: 65 Harwood Ave. S. Ajax, Ontario L1S 2H9	Tel. 905-619-2529 ext. 3363 Cel. 905-409-0464	lisa.bower@ajax.ca
Town of Whitby	n/a	n/a	Don Mitchell	Mayor	Town of Whitby Municipal Office 575 Rossland Road East Whitby, Ontario L1N 2M8	Cell Phone: 905.706.3168 Office: 905.430.4300 x2203	mayor@whitby.ca
	Ward 2 West	n/a	Deidre Newman	Councillor	Town of Whitby Municipal Office 575 Rossland Road East Whitby, Ontario L1N 2M8	Cell Phone: 905.706.0413 Office: 905.430.4300 x2203	newmand@whitby.ca
	Ward 3 Centre	n/a	JoAnne Alexander	Councillor	Town of Whitby Municipal Office 575 Rossland Road East Whitby, Ontario L1N 2M8	Cell Phone: 905.706.0379 Office: 905.430.4300 x2203	alexanderj@whitby.ca
	Ward 4 East	n/a	Maleeha Shahid	Councillor	Town of Whitby Municipal Office 575 Rossland Road East Whitby, Ontario L1N 2M8	Cell Phone: 905.706.0514	shahidm@whitby.ca
	n/a		Chris Leahy	Regional Councillor	Town of Whitby Municipal Office 575 Rossland Road East Whitby, Ontario L1N 2M8	Cell Phone: 905.706.0720 Office: 905.430.4300 x2203	leahyc@whitby.ca
	n/a		Rhonda Mulcahy	Regional Councillor	Town of Whitby Municipal Office 575 Rossland Road East Whitby, Ontario L1N 2M8	Cell Phone: 905.706.0482 Office: 905.430.4300 x2203	mulcahyr@whitby.ca

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Municipality / Region	Ward	Constituency Office Address	Contact	Position	Address	Phone	Email
	n/a		Elizabeth Roy	Regional Councillor	Town of Whitby Municipal Office 575 Rossland Road East Whitby, Ontario L1N 2M8	Cell: 905.706.2001	roye@whitby.ca
	n/a		Steve Yamada	Regional Councillor	Town of Whitby Municipal Office 575 Rossland Road East Whitby, Ontario L1N 2M8	Cell Phone: 905.706.1587 Office: 905.430.4300 x2203	yamadas@whitby.ca
City of Oshawa	n/a	n/a	Dan Carter	Mayor	5th Floor, Rundle Tower, City Hall 50 Centre Street South Oshawa, ON L1H 3Z7	905-436-5611	mayor@oshawa.ca
	Ward 4	n/a	Rick Kerr	Regional & City Councillor	5th Floor, Rundle Tower, City Hall 50 Centre Street South Oshawa, ON L1H 3Z7	905-436-5632	rkerr@oshawa.ca
		n/a	Derek Giberson	City Councillor	5th Floor, Rundle Tower, City Hall 50 Centre Street South Oshawa, ON L1H 3Z7	905-436-5624	DGiberson@Oshawa.ca
Durham Region	n/a	n/a	John Henry	Regional Chair	The Regional Municipality of Durham Headquarters 605 Rossland Road East Whitby, Ontario L1N 6A3	905-668-7711	chair@durham.ca

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	n/a	100 Old Kingston Road (Main Office) Suite 1 Ajax, Ontario L1T 2Z9	Mark Holland	MP	Telephone: 905-426-6808 Fax: 905-426-9564	Mark.Holland@parl.gc.ca
Durham	n/a	23 King St. W Bowmanville, ON L1C 1R2	Lindsey Park	MPP	Tel 905-697-1501 Fax 905-697-1506	lindsey.parkco@pc.ola.org
	n/a	54 King Street East (Main Office) Suite 103 Bowmanville, Ontario L1C 1N3	Erin O'Toole	MP	Telephone: 905-697-1699 Fax: 905-697-1678	Erin.OToole@parl.gc.ca
Oshawa	n/a	Unit 2 78 Centre St. N Oshawa, ON L1G 4B6	Jennifer K. French	MPP	Tel 905-723-2411 Fax 905-723-1054	JFrench-CO@ndp.on.ca
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Pickering-Uxbridge	n/a	Suite 213 1550 Kingston Rd. Pickering, ON L1V 1C3	Peter Bethlenfalvy	MPP	Toll Free 888-444-1730 Tel 905-509-0336 Fax 905-509-0334	peter.bethlenfalvyco@pc.ola.org
	n/a	1154 Kingston Road (Main Office) Unit 4 Pickering, Ontario L1V 1B4	Jennifer O'Connell	MP	Telephone: 905-839-2878 Fax: 905-839-2423	JENNIFER.OCONNELL.C1@PARL.GC.CA

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Toronto	Scarborough Centre	2063 Lawrence Ave. E Scarborough, ON M1R 2Z4	Christina Maria Mitas	MPP	Tel 416-615-2183 Fax 416-615-2011	christina.mitasco@pc.ola.org
		2155 Lawrence Avenue East (Main Office) Unit 5 Scarborough, Ontario M1R 5G9	Salma Zahid	MP	Telephone: 416-752-2358 Fax: 416-752-4624	Salma.Zahid.C1A@parl.gc.ca
	Scarborough- Guildwood	Unit B1 3785 Kingston Rd. Scarborough, ON M1J 3M4	Mitzie Hunter	MPP	Tel 416-281-2787 Fax 416-281-2360	mhunter.mpp.co@liberal.ola.org
		3785 Kingston Road (Main Office) Suite 10 Scarborough, Ontario M1J 3H4	John McKay	MP	Telephone: 416-283-1226 Fax: 416-283-7935	jmckay@johnmckaymp.on.ca
	Scarborough- Rouge Park	Unit 105 8130 Sheppard Ave. E Toronto, ON M1B 3W3	Vijay Thanigasalam	MPP	Tel 416-283-8448 Fax 416-283-1597	vijay.thanigasalamco@pc.ola.org
		3600 Ellesmere Road (Main Office) Unit 3 Toronto, Ontario M1C 4Y8	Gary Anandasangaree	MP	Telephone: 416-283-1414 Fax: 416-283-5012	GARY.ANANDASANGAREE.C1@PARL.GC.CA
Whitby	n/a	Suite 101 114 Dundas St. E Whitby, ON L1N 2H7	Lorne Coe	MPP	Tel 905-430-1141 Fax 905-430-1840	lorne.coeco@pc.ola.org
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