



Task Title: Neighbourhood Safety Letter

OALCF Cover Sheet – Practitioner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes ☐ No ☐

Goal Path: Employment ☐ Apprenticeship ☐

Secondary School ☐ Post Secondary ☐ Independence ☒

Task Description: The learner will write a letter to a public official outlining a concern about neighbourhood safety.

Main Competency/Task Group/Level Indicator:

- Communicate Ideas and Information/Complete and create documents/B2.3
- Use Digital Technology/D.2

Materials Required:

- Computer with word processing program (e.g., Microsoft Word or Google Docs)

Learner Information

Writing letters to public officials is a powerful way to engage in democracy and make your voice heard on issues you care about. It's a direct way to communicate your concerns and opinions to those who make decisions that affect you and your community.

Scan the "Neighbourhood Concern".

Neighbourhood Concern

Your neighbourhood is small and surrounded by forested land on two sides. People like to walk and hike in this area and local schools use it for field trips. There are plans to build a large shopping complex in part of the existing forest. The intersection where people cross to get to the forest is extremely busy and there is no crosswalk. Many families with children cross here and it has been a safety concern for many years. There has already been one accident resulting in a pedestrian with a broken leg and you are worried the next accident will be a death. You are very concerned about what will happen if the new shopping complex is built without creating a crosswalk.

Work Sheet

Task 1: Open a new page on the web browser of the computer. Conduct a search to find your local councillor or band member and write down their name and mailing address.

Answer:

Task 2: Open a word processing program on the computer. Write a business letter to your representative explaining your concerns about the new shopping complex and suggesting solutions. Show the letter to your instructor.

Answer: No written response required here.

Task completed: Yes: ☐

Answers

Answers will vary. A sample letter is as follows:

134 Sequoia Drive
Thunder Bay, Ontario
P7B 5T2

December 8, 2024

Councillor Trevor Giertuga, McIntyre Ward
233 Lydia Avenue
Thunder Bay, Ontario
P7G 2G1

Mr. Giertuga:

It has recently come to my attention that there are plans for a shopping complex to be built at the intersection of John Street and Golf Links Road. I am very concerned about this proposal.

My first concern is the additional traffic that will result from adding a shopping centre to this area. This intersection is already extremely busy. There are residential neighbourhoods and two schools in the area. Increased traffic due to this shopping centre could be dangerous for children crossing the road to attend school and increased traffic noise and pollution will adversely affect people who live in these neighbourhoods.

My second concern is the loss of green space that this will represent. Currently, the green space at this intersection is used for field trips by local school children. The children of Forest Park School go to that area for supervised overnight camping trips. Biology students at Hammarskjold High School also frequent this area to collect samples for their class projects. Additionally, this area is a favorite for dog walkers.

I suggest that a new location for this shopping centre be proposed. The area currently under consideration is too close to residential areas that will be affected by the increase in traffic and the green space that is currently at that location is precious to local residents.

Sincerely,

Sheila Clements

Sheila Clements

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
B2.3	writes texts to present information, summarize, express opinions, present arguments, convey ideas or persuade			
	manages unfamiliar elements (e.g. vocabulary, context, topic) to complete tasks			
	selects and uses vocabulary, tone and structure appropriate to the task			
	organizes and sequences writing to communicate effectively			
	uses a variety of vocabulary, structures and approaches to convey main ideas with supporting details			
D.2	selects and follows appropriate steps to complete tasks			
	locates and recognizes functions and commands			
	makes low-level inferences to interpret icons and text			
	performs simple searches using keywords (e.g. internet, software help menu)			

This task: Was successfully completed ☐ Needs to be tried again ☐

Task Title: NeighbourhoodSafetyLetter_I_B2.3_D.2

Learner Comments:

Instructor (print):

Learner (print):