SAULT STE. MARIE

Plan of Subdivision/Condominium Application Process

2022PWE-ENG-15-P

Version 1.0
October 2023

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APPENDICES:

PLAN OF SUBDIVISION/CONDOMINIUM APPLICATION PROCESS

Introduction

This document provides information on the application and approval process for a Plan of Subdivision and Condominium and covers the following:

- regulatory and policy context;
- plan of subdivision vs condominium;
- approval flowcharts;
- application and approval process; and
- supporting studies and plans.

Regulatory and Policy Context

The application and approvals process is established through the following regulations and policies at the Provincial and City levels:

- Planning Act, R.S.O., 1990
- Provincial Policy Statement, 2020,
- Growth Plan for Northern Ontario, 2011
- Sault Ste. Marie Official Plan 1996
- Sault Ste. Marie Zoning By-law 2005-150

As the process has evolved over time, the inclusion of studies and plans have been incorporated under the broad categories of land use, development, infrastructure and environment, representing the multi-facetted and complex nature of a development. It is the responsibility of the City to ensure that an application for a proposed development is reviewed within this context and as prescribed in Section 1.2.1. of the Provincial Policy Statement which states:

A coordinated, integrated and comprehensive approach should be used when dealing with planning matters within municipalities, across lower, single and/or upper-tier municipal boundaries, and with other orders of government, agencies and boards including:

a) managing and/or promoting growth and development that is integrated with infrastructure planning;

b) economic development strategies;

c) managing natural heritage, water, agricultural, mineral, and cultural heritage and archaeological resources;

d) infrastructure, multimodal transportation systems, public service facilities and waste management systems;

e) ecosystem, shoreline, watershed, and Great Lakes related issues;

f) natural and human-made hazards;

g) population, housing and employment projections, based on regional market areas; and

h) addressing housing needs in accordance with provincial policy statements such as the Policy Statement: Service Manager Housing and Homelessness Plans.

Plan of Subdivision vs Condominium

For both a plan of subdivision and condominium the application and review process and submission requirements are similar, with variations in a Plan of Condominium towards the end of the process based on the ownership structure of the properties created.

Plan of Subdivision

An application for approval of a plan of subdivision is typically required when a tract of land is to be divided into five (5) or more separately conveyable building lots or blocks. Under Section 51 of the Planning Act, the City has the authority to regulate the division of land through Plans of Subdivision. Through the application and approval process, the City's authority is used to ensure the orderly servicing and development of large parcels of land in accordance with provincial and municipal regulations, policies and standards. This is done by considering to what extent factors relating land use, development, infrastructure and environment can be effectively coordinated to support the proposed development.

Plans of Subdivision will usually include information on new municipal infrastructure (i.e., water and sewer servicing and new roads), lot and block patterns and any park and/or school sites. Plans of subdivision are also typically used to create public rights-of-way for municipal services.

Plan of Condominium

An application for approval of a plan of condominium is required when a land parcel or any buildings on the property are to be divided into separately titled condominium units. Under the Condominium Act, the City has the authority to regulate the division of land and/or buildings through Plans of Condominium. This authority is used to regulate division of land and/or buildings into parcels or units that may be sold as part of a condominium corporation. It is also used to ensure that the rights of future owners are protected and that any interests/obligations in favour of the City are transferred from the applicant to the future owners.

Section 9(2) of the Condominium Act states that an application for condominium is processed in the same way as a Plan of Subdivision under Section 51 of the Planning Act, with necessary modifications.

Planning Act Requirements

Under Section 51 (17) of the Planning Act, the applicant is required to provide for approval, a draft plan of the proposed subdivision (or condominium) drawn to scale and showing the following:

- the boundaries of the land proposed to be subdivided, certified by an Ontario land surveyor;
- the locations, widths and names of the proposed highways within the proposed subdivision and of existing highways on which the proposed subdivision abuts;
- on a small key plan, on a scale of not less than one centimetre to 100 metres, all of the land adjacent to the proposed subdivision that is owned by the applicant or in which the

applicant has an interest, every subdivision adjacent to the proposed subdivision and the relationship of the boundaries of the land to be subdivided to the boundaries of the township lot or other original grant of which the land forms the whole or part;

- the purpose for which the proposed lots are to be used;
- the existing uses of all adjoining lands;
- the approximate dimensions and layout of the proposed lots;
- if any affordable housing units are being proposed, the shape and dimensions of each proposed affordable housing unit and the approximate location of each proposed affordable housing unit in relation to other proposed residential units;
- natural and artificial features such as buildings or other structures or installations, railways, highways, watercourses, drainage ditches, wetlands and wooded areas within or adjacent to the land proposed to be subdivided;
- the availability and nature of domestic water supplies;
- the nature and porosity of the soil;
- existing contours or elevations as may be required to determine the grade of the highways and the drainage of the land proposed to be subdivided;
- the municipal services available or to be available to the land proposed to be subdivided; and
- the nature and extent of any restrictions affecting the land proposed to be subdivided, including restrictive covenants or easements.

Application and Approval Process for Subdivisions/Condominiums

Step 1: Application for a Development Assistance Review Team (DART) Meeting

Before submitting a planning application to the City for a plan of subdivision or condominium., a DART meeting is required. The purpose of this meeting (referred to in other jurisdictions as a pre-consultation meeting) is to discuss the proposed development and to assist the applicant, the City, and other external agencies in identifying the requirements for a planning application.

The following documents are required to be submitted to the City constituting the applicant's formal request to initiate a mandatory DART meeting:

- a cover page with the applicants and any consultants details
- a document that references the property (survey, parcel register, condition of agreement of purchase)
- project description
- conceptual plan
- development application checklist

The project description and conceptual plan should provide an adequate level of information that will demonstrate the size and scale of the development and the extent to which the proposal in

within or may require alternative zoning provisions (height, setbacks, lot coverage), infrastructure capacity, environmental features, etc.

A checklist of possible study and/or report requirements should first be obtained from the City Planning Department. The applicant will fill out this checklist identifying the studies/plans he/she thinks might be required by the City given the nature of the development and its location. The applicant will submit the required documents in accordance with the pre-consultation stage column in the checklist. A Terms of Reference Document is provided to support the applicant in identifying items on the checklist. The applicant will submit the checklist to the City constituting the applicant's formal request to initiate a mandatory DART (pre-consultation) meeting. By the informed discussion at the DART meeting:

- the proponent can describe the proposed development;
- both parties will understand what studies/plans/reports must be completed before an application can be properly prepared and filed with the City;
- the City can provide the applicant with a solid basis for assessing his/her business plan; and
- the City will be able to identify contextual matters that might assist the application process.

Step 2: DART (pre-consultation) Meeting

Upon receiving the Subdivision Checklist from the applicant, the City will set a time for the DART meeting. In the lead-up to the meeting, the City will gather internal information on the proposed development and review the studies/plans identified by the applicant.

The City will also identify both internal and external stakeholders that will need to be informed of the proposal and invite them to the DART meeting.

At the meeting the City, applicant, and stakeholders will:

- review and discuss the proposed development;
- identify studies and plans that will be required;
- identify concurrent applications required;
- inform the applicant of the approval process including the process for informing Council and requirements for public consultation; and
- identify staff contacts assigned to the file.

After the meeting, the City will prepare minutes of the DART meeting that will:

- provide a summary of the proposed development;
- confirm the application/s that will be submitted;
- list all of the studies/plans that are required to be submitted with the application/s;
- provide any other requirements that may be unique to the development.

Step 3: Submission of Complete Application

The amount of time between when the applicant receives the Dart Agreement and the application is submitted, is the responsibility of the applicant and will vary depending on the scale, complexity and plans/studies/reports that are required. Once all of the required information is compiled, the applicant will submit an application that will include:

- a cover letter;
- a checklist for “requirements for a complete application;”
- completed application form;
- required fees;
- all required information identified in the DART Agreement
- authorization letter.

The term complete application has a very specific meaning. An application is determined to be complete, once the City has reviewed the application form and all accompanying plans/reports /studies to determine that what has been submitted meets all requirements in the DART Agreement to the satisfaction of the City. Upon determining that an application is complete, the applicant will be informed in writing and the review of the application will begin.

There are some important considerations regarding the review of an application:

- If a plan/study/report is submitted that is incomplete, authored by an unqualified individual, or does not contain adequate analysis, the application will be considered incomplete and returned to the applicant.
- For plans/studies/reports where the City may not have internal expertise to assess the contents, a peer review may be required. The cost of the peer review will be borne by the applicant.
- If the proposed development is revised, the study/report shall reflect the revisions by an updated report or letter from the author indicating the recommendations and conclusions are the same.
- If the proposed development significantly changes, a new application may be required.
- Provincial planning regulations and policies are revised from time to time and can have a direct influence on local planning processes and policy. If a considerable time elapses between the DART Agreement and submission of an application or if an application is submitted at a time when revisions are in the process of being approved, changes to accompanying plans/reports/studies may be required.

Step 4: Informal Open House and Public Meeting Scheduled

Information collected from the public will to be an important part of the approval process. If it is decided that informal public consultation is required the time, date, format, and content will be established.

Informal Open House: Once the complete formal application is submitted to the Planning Department and prior to the formal public meeting, the applicant will be required to hold one informal public meeting. The applicant will be required to submit a letter in writing to planning staff detailing the items raised at the informal public meeting and how the applicant plans to address items raised.

Formal Notice of Public Meeting: Once a date has been established to hear the application, a notice of public meeting is created and circulated to the applicant, agencies, and neighbours within a 120-metre radius of the subject property. A notice of public meeting is also advertised in the local newspaper for a minimum of 20 days prior to the public meeting.

Step 5: Notification of Complete Application

Planning staff will advise in writing within 30 days of formal submission if your application is considered complete or incomplete. If your application is deemed complete, a notice of a complete application will be advertised in the local newspaper. If the application is deemed incomplete a letter will be sent to the applicant advising what is required for a complete submission.

Step 6: Application Circulated

Fifteen days after accepting the completed application, staff will circulate the application to relevant authorities and others who may need to be informed or contribute to providing information and recommendations.

Step 7: Post-circulation Meeting

A meeting between the City, applicant, and consultants to discuss agency or public issues raised during circulation, review proposed conditions of draft approval, and review municipal requirements for inclusion in the subdivision agreement.

Step 8: Finalize Planning Report for Council

After the Public Meeting is held and all comments have been received from the various circulated agencies, planning staff prepares a report to Council, including conditions of draft approval. If approved by Council, the applicant must fulfill these conditions prior to the approval of the final plan. These conditions must be met within three (3) years from the date of approval.

Step 9: Public Meeting of Council and Recommendation of Draft Approval/Refusal to Council.

The function of the Council is to review the application including staff recommendations and agency comments based on applicable planning policies and regulations, information provided by the applicant, and input from public consultation so an informed decision can be made.

A Notice of Decision must be provided in accordance with Section 51 (37) of the Planning Act to the applicant and each person or public body that made written request to be notified of the decision.

Step 10: Draft Approval with Conditions or Refusal.

Having considered your application, the approval authority may either "draft approve" or refuse your subdivision proposal. Conditions will accompany Draft Approval and must be satisfied in order to enter into an agreement with the City.

Step 11: Notice of Draft Approval or Refusal Circulated

The approval authority must provide a written notice of its decision within 15 days of its decision to the applicant and each person or public body that requested to be notified. When a notice of decision is given, a 20-day appeal period follows.

Step 12: Appeal Period

Once Council has either granted or refused draft plan approval, it is subject to a 20 day appeal period, during which time anyone, including the applicant, who is not satisfied with the decision may lodge an appeal under Section 51(37) of the Planning Act.

If no appeals are received within the 20 day period, draft plan approval is considered final and binding.

If an appeal is received, the Clerk of the City will forward the appeal to the Ontario Land Tribunal (OLT) within 20 days of the date of the notice. An appeal to the OLT must be accompanied by a fee payable to the Minister of Finance. Fees and appeal processes are regularly updated, and we encourage persons to visit the Ontario Lands Tribunal website at https://olt.gov.on.ca/ for more information. If an appeal is received, the entire matter is taken out of the Council's jurisdiction, and the Ontario Land Tribunal then arranges for a hearing.

Step 13: Approval Period (Satisfying Conditions of Draft Approval)

Conditions of draft plan approval vary by development type and complexity. The applicant must satisfy the conditions of Draft Approval before final approval is granted. Generally, this step entails the detailed design of the development, provision of financial securities, and obtaining approvals from government agencies to name a few. The applicant must communicate with the various agencies to satisfy draft approval conditions. Example conditions include cash-in-lieu of parkland, road widening, zoning by-law amendment, specific geometric design requirements for an entrance on a municipal roadway, etc. The applicant is responsible for all fees associated with the conditions prior to final approval.

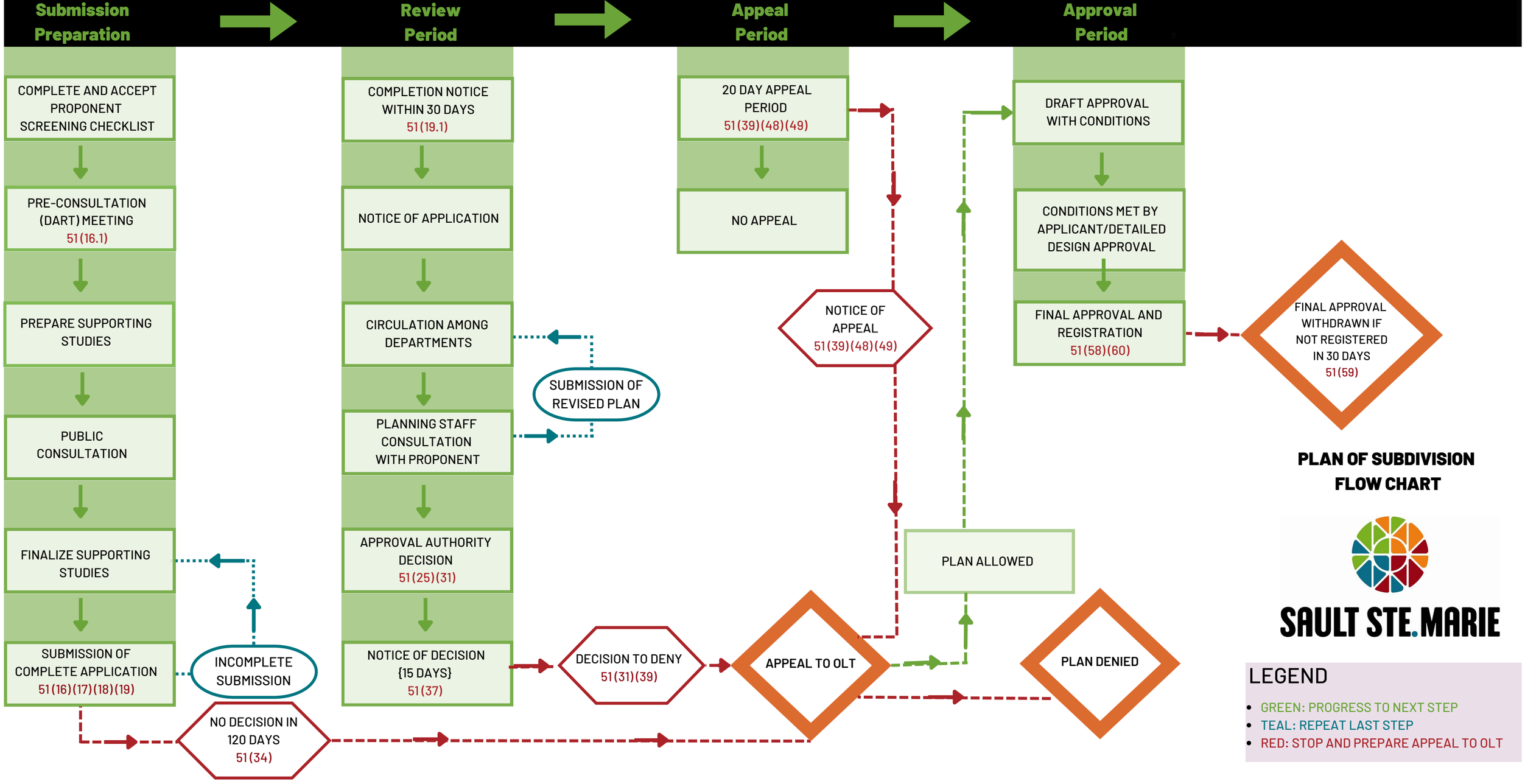
Draft Approval is granted for three years; a one year Draft Approval extension can be requested.

Step 14: Final Subdivision Approval

When all conditions of draft approval are satisfied an Ontario Land Surveyor will prepare a final plan of subdivision (MPlan). The required copies of the MPlan are delivered to the Planning department. The Director of Planning signs the approval certificate and the Plans are delivered to the Land Registry Office where the MPlan is registered. The subdivision Agreement with the local Municipality is then registered.

APPENDIX A

Plan of Subdivision and Condominium Process Flowcharts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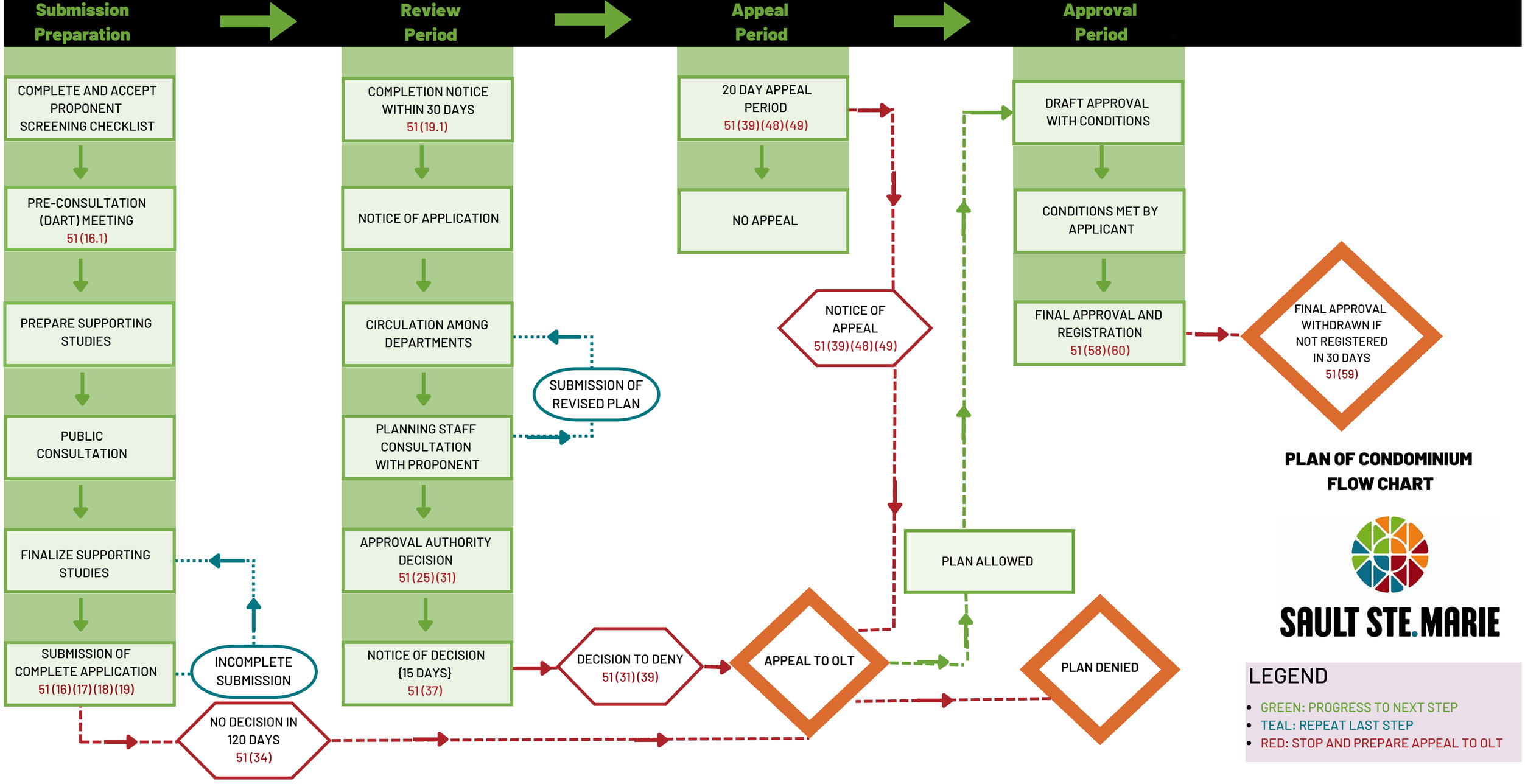
GREEN: PROGRESS TO NEXT STEP
TEAL: REPEAT LAST STEP
RED: STOP AND PREPARE APPEAL TO OLT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Site Plan Approval

DENIED OR CONDITIONS APPEALED

APPEAL TO OLT

Approved

Agreement Requirement

EXEMPTION IF NO MORE CONDITIONS REQUIRED

STANDARD CONDOMINIUM PLAN REGISTERED

Standard Process

See Draft Plan of Condominium Flow Chart

EXEMPTION FROM PLAN OF CONDOMINIUM FLOW CHART

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APPENDIX B

Checklist for Studies / Plans / Reports

This checklist identifies information that may, or will be required, and at which stage in the process. The information identified is to be completed as part of the application submission.

Categorization	
Definitely Required	X
Probably Required	X
Possibly Required	X

Studies/Plans/Reports	Stage		
	Pre-consultation	Draft Plan of Subdivision or Condominium	Final Approval of Subdivision or Condominium
Land Use			
Planning Justification Report			
Public Consultation Strategy			
Conceptual Subdivision/Condominium Plan			
Draft Plan of Subdivision/Condominium			
Final Plan(s) of Subdivision/Condominium			
Urban Design Report			
Landscape Plan			
Archaeological Study			
Cultural Heritage Impact Assessment			
Sensitive Land Use Report (Land Use Compatibility)			
Agriculture Impact Assessment			
Development			
Project Description			
Boundary Certification			
Geotechnical Study (Slope Stability Report)			
Geotechnical Study (Site Servicing, stormwater management, hydrogeological)			
Geotechnical Study (Structural)			
Grading Plans			
Hydrogeologic Study			
Wind Study			
Noise and Vibration Study			
Air Quality Study			
Infrastructure			
Phasing Plan			
Preliminary (Conceptual) Servicing Report/ Plan			
Final (Functional) Servicing Report/ Plan			
Preliminary (Conceptual) Stormwater Management Report/ Plan			
Final (Functional) Stormwater Management Report/ Plan			
Transportation Impact Study			
Parking Impact Analysis			
Environment			
Environmental Impact Study			
Tree Inventory Preservation Plan			
Environment Site Assessment			

APPENDIX C

Terms of Reference and Guidelines for Studies / Plans / Reports

CHECKLIST GUIDELINES/TERMS OF REFERENCE

In order to ensure the interests of the City are met and to adequately assess the technical aspects of a development proposal, plans, reports and studies are required to be submitted to support an application for a subdivision or condominium.

This document provides a comprehensive list of plans, reports and studies and supporting guidelines and term of reference. Not all plans, reports and studies within this document will be required for a development proposal and the level of detail required varies widely.

During the DART meeting, submission requirements for a subdivision or condominium application and all supporting plans, reports and studies will be identified. For more information, refer to the Subdivision/Condominium Application Process.

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1. LAND USE

1.1 Planning Justification Report

Description

A Planning Justification Report (PJR) is required to support an application made under the Planning Act. The PJR provides support for the development application by establishing a professional planning rationale and opinion as to how the proposed development conforms to applicable planning policy and represents good planning principles.

Rationale

- Provide a clear understanding of the proposal.
- Justify why the land use and built form are appropriate.
- Identify and analyze all of the relevant legislation, regulations, and policies (both provincial and municipal).
- How the proposed development meets the intent of policies.
- Highlight information specific or particular to the proposal (i.e., special history, different circumstances).
- State why, in the opinion of the author, the proposal should be considered and approved.

Who Should Prepare this?

A Registered Professional Planner (RPP) or under direct supervision of an RPP.

When is this Required?

Draft Plan stage of Subdivision or Condominium Application Process.

Required Contents

- Purpose of application - required approvals and their sequencing
- Site context – location, existing conditions, site description and surrounding land uses/context/built form
- Description of the proposal – development statistics, zoning provisions (height, setbacks, density, parking), site and contextual considerations, relevant phasing
- Requested amendments to the Official Plan and/or Zoning By-law if applicable
- Relevant planning history such as previous approvals, legislative references, Local Planning Appeal Tribunal (LPAT) history, and relevant authorities (include copies of relevant documents)
- Policy and planning analysis - Provincial Policy Statement, Growth Plan for Northern Ontario, Sault Ste. Marie Official Plan, Sault Ste. Marie Zoning By-law, areas of compliance and noncompliance and why

- Summary of supporting plans, reports and studies
- Summary and conclusions - analysis and opinion as to why the proposal is good planning

1.2 Public Consultation Strategy

Description

There are two components to a public consultation strategy, the statutory requirement and best practice. The statutory requirements are contained within the Planning Act and in Ontario Regulations (O/Regs) such as 178/16 (Plans of Subdivision) and 180/16 (Official Plans and Official Plan Amendments). This statutory requirement is intended to "get the applicant thinking" in a pro-active manner about:

- how to build "trust" in the area impacted by the proposal;
- who the audience or "public" is who will be impacted by the proposal; and
- ensuring that the public's voice is heard, evaluated and recorded as part of the development application review process.

Best practice public consultation augments the statutory requirements and introduces other forms of public consultation such as public information centers (PICs), surveys, workshops, etc.

A public consultation strategy outlines all forms of consultation that will take place as part of the application process and should be reflective of the location, complexity, scale and nature of the proposed development. Depending on the complexity, the Public Consultation Strategy may be included within the Planning Justification Report or may be prepared as a separate report.

Who Should Prepare this?

A Registered Professional Planner (RPP) or a Communications Consultant

Participants

- Applicant and consulting team
- Planner (file manager)
- Planning Administration Staff
- Ward Councillor

Responsibilities

<u>Applicant and Consulting Team</u>

- Prepare presentation material and provide to Planner to demonstrate the information to be presented at the Public Consultation Meeting at least one month in advance of the desired Public Consultation Meeting date
- Request Planner to schedule Public Consultation Meeting
- Post approved notice sign on subject property at least 14 days prior to the meeting
- Present proposed concept to attendees, answer any questions, respond to feedback, and commit to providing additional information as appropriate

- Take appropriate notes to capture the comments, questions and feedback
- Include comments and responses as part of the Planning Justification Report as part of a complete application submission package

Planner (file manager)

- Review materials provided by the applicant to ensure there are substantive materials for the neighbourhood to review
- Schedule Public Consultation Meeting (date and location)
- Provide approved wording and installation procedures for notice sign to applicant
- Chair Public Consultation Meeting
- Answer questions relating to the process and timing of the future planning application

Ward Councillor

- Attend, listen and ask questions

Notice

The Planner will coordinate the required notices. It is the applicant's responsibility to post the approved notice sign on the subject property as soon as possible and a minimum of 14 days prior to the meeting. Notice for the Public Consultation Meeting will not be given until satisfactory presentation materials have been submitted to the Planner.

Location

In a suitable publicly accessible venue that is as close as possible to the subject site, such as schools, community centres, etc.

Required Presentation by Applicant/Agent

The applicant is required to prepare a short presentation that:

- Introduces the proposed development concept
- Provides building elevations
- Demonstrates how the development will fit into the existing neighbourhood
- Identifies the studies to be provided in support of the application and provides draft copies, if available

Feedback Gathered and Responses

The goal of the meeting is to engage with the community and obtain their feedback regarding the proposed development. The applicant must provide a section within the **Planning Justification Report** that identifies the comments received and how they have been addressed.

1.3 Conceptual Subdivision/ Condominium Plan

Description

To show the proposed ground floor and key elements of the site plan in context, with adjacent street(s) and properties, including site circulation for pedestrians and vehicles, conceptual grades, and proposed hard and soft landscaping on site and on the adjacent street(s) and properties. A streetscape and landscape concept for the space between the proposed building and the curb, on the site and adjacent site, may also be requested.

Required Contents

- Must be drawn to a standard metric scale, legible at 1:100 or 1:200 scale
- Existing buildings shown in dashed line if demolished, and proposed development including the ground floor of the proposed building(s)
- Distinguish between parts (or all) of the existing building to be conserved, from new building elements in plan, if appropriate. Indicate with notes and graphics which parts are proposed to be conserved in place and which parts would be reconstructed
- All property lines, abutting streets and building footprints on adjacent properties
- All driveways and parking areas on site and on adjacent properties
- Above grade structures and parts of the buildings which overhang the ground floor including cantilevers, canopies, balconies, etc.
- Existing/proposed underground structures and ramps
- Dimensioned relationships of the proposed buildings above and below grade to property lines
- General concept for grading including the existing/proposed elevations at property lines, along driveways (indicating slope), pedestrian sidewalks and walkways and building entrances
- Identify grades, as per applicable Zoning By-law definition

Easements, Reserves and Widenings

- Existing/proposed reserves, easements and/or road widenings
- Location, dimensions and details of any watercourses and any significant features or delineation lines such as flood lines, fill lines, and limits of buffer zones as they relate to natural heritage

Site Circulation – Pedestrian, Bicycle, Vehicular Driveways, Servicing and Parking

- General location and dimensions of existing/proposed pedestrian circulation in the street and boulevard and on site, including sidewalks, walkways, patios, stairs and ramps
- General location and dimensions of existing/proposed bicycle circulation, parking, and access to parking and storage (indoor and outdoor)
- General location and dimensions of publicly accessible areas on site and within the building, including parks and open spaces, POPS, walkways, mid-block connections, pedestrian mews, etc.

- General location and dimensions of existing/proposed vehicular circulation in the road allowances and on site including driveways, curb cuts, ramps, laneways, surface parking, loading and service areas
- Location of existing or proposed transit stops, access to transit, including station entrances
- Grading information for ramps and walkways, including AODA requirements

Waste Disposal Facilities

- General location and dimensions for all loading and service areas, including access to these areas
- General location and dimensions of facilities for at grade storing and handling of garbage, recyclable material and organic waste

Fire Code Requirements

- Location of existing/proposed fire hydrants located within the municipal boulevard and/or on the subject property, existing/proposed fire routes, servicing the hydrant and existing/proposed Siamese connection location(s), if required

Hard Landscape – Grading, Retaining Walls, Fences and Railings

- General location of landscape and architectural elements such as retaining walls, fencing and rails on site and in the public boulevard adjacent to the site
- General concept for grading including the existing/proposed elevations at property lines, along driveways (indicating slope), pedestrian sidewalks, walkways, ground floor and at building entrances, including the relationship of grades along the right-of way, from the property line to curb face
- Spot elevations, as appropriate

Soft Landscape and Planting

- General location of soft landscape and plantings on the site and on adjacent road allowance, including location of proposed street trees
- Location and identification of trees protected under City by-laws; including trees on adjacent properties within 6 metres of the subject site
- Location of tree protection zones (where trees are being retained and protected)

Concept Streetscape Diagrams

- In plan and section, show the streetscape concept for the proposed site and adjacent sites, showing hard and soft landscape, between the ground floor of the building and the curb, including setbacks, ground floor uses

1.4 Draft and Final Plan of Subdivision/Condominium

1.4.1 Draft Plan and Final Approval of Subdivision

Description

Plan of Subdivision - S. 51 of the Planning Act requires plans to show the following information:

Required Contents

Under Section 51 (17) of the Planning Act the applicant is required to provide a draft plan of the proposed subdivision drawn to scale and showing:

- the boundaries of the land proposed to be subdivided, certified by an Ontario land surveyor;
- the locations, widths and names of the proposed highways within the proposed subdivision and of existing highways on which the proposed subdivision abuts;
- on a small key plan, on a scale of not less than one centimetre to 100 metres, all of the land adjacent to the proposed subdivision that is owned by the applicant or in which the applicant has an interest, every subdivision adjacent to the proposed subdivision and the relationship of the boundaries of the land to be subdivided to the boundaries of the township lot or other original grant of which the land forms the whole or part;
- the purpose for which the proposed lots are to be used;
- the existing uses of all adjoining lands;
- the approximate dimensions and layout of the proposed lots;
- if any affordable housing units are being proposed, the shape and dimensions of each proposed affordable housing unit and the approximate location of each proposed affordable housing unit in relation to other proposed residential units;
- natural and artificial features such as buildings or other structures or installations, railways, highways, watercourses, drainage ditches, wetlands and wooded areas within or adjacent to the land proposed to be subdivided;
- the availability and nature of domestic water supplies;
- the nature and porosity of the soil;
- existing contours or elevations as may be required to determine the grade of the highways and the drainage of the land proposed to be subdivided;
- the municipal services available or to be available to the land proposed to be subdivided; and
- the nature and extent of any restrictions affecting the land proposed to be subdivided, including restrictive covenants or easements.

1.4.2 Draft and Final Plan of Condominium

Description

Plan of Subdivision - S. 51 of the Planning Act requires plans to show the following information:

Requirements

Draft Approval Certificate

- Include the Draft Approval Certificate on each plan submitted at time of application

THIS DRAFT PLAN OF CONDOMINIUM IS APPROVED UNDER SECTION 51 OF THE PLANNING ACT THIS _____ DAY OF _____, 20____, SUBJECT TO THE CONDITIONS, SET FORTH IN LETTER DATED _____.

_____

CHIEF PLANNER AND EXECUTIVE DIRECTOR,

CITY PLANNING DIVISION, CITY OF SAULT STE. MARIE

- location and number of units to be sold, on a floor-by-floor basis
- all common elements (i.e., corridors, lobbies, elevators, etc.)
- location and number of parking spaces, if they are to be sold separately
- location and amount of landscaped open space and common recreation space

Ownership Information and O.L.S. Signature

- name of registered owner, signature and date signed
- name of Ontario Land Surveyor, signature and date signed

Legal Description and Property Details

- legal address of the property
- boundaries of the land proposed to be subdivided, certified by an Ontario Land Surveyor
- locations, widths and names of the proposed or existing highways on which the proposed subdivision abuts, including reserves

Purpose and Use of the Lots and Adjoining Lands

- purpose for which the proposed lots are to be used
- existing uses of all adjoining lands
- approximate dimensions and layout of proposed lots
- natural and artificial features, including municipal appurtenances, such as buildings or other structures or installations, railways, highways, watercourses, drainage ditches, wetlands and wooded areas within or adjacent to the land proposed to be subdivided
- availability and nature of domestic water supplies

- nature and porosity of soil
- existing contours or elevations as may be required to determine the grade of the highways and the drainage of the land proposed to be subdivided

Servicing Information

- municipal services available or to be available to the land proposed to be subdivided
- nature and extent of any restrictions affecting the land proposed to be subdivided, including restrictive covenants or easements

Key Plan

- on a small key plan, on a scale of not less than one centimetre to 100 metres, illustrate all of the land adjacent to the proposed subdivision that is owned by the applicant or in which the applicant has an interest; every subdivision adjacent to the proposed subdivision; and the relationship of the boundaries of the land to be subdivided to the boundaries of the township lot or other original grant of which the land forms the whole or part.

Final Approval Certificate

- Include the Final Approval Certificate on each plan submitted for registration

PARTS _____ APPROVED AND PARTS _____ EXEMPTED UNDER

SECTION 9 OF THE CONDOMINIUM ACT AND SECTION 51 OF THE PLANNING

ACT THIS _____ DAY OF _____, 20____.

_____

CHIEF PLANNER AND EXECUTIVE DIRECTOR,

CITY PLANNING DIVISION, CITY OF SAULT STE. MARIE

1.5 Urban Design Brief

Description

An Urban Design Brief (UDB) is intended to provide the design rationale for site, building and landscape design elements of the proposed development and how it is compatible and complimentary with the existing neighbourhood. The level of detail expected in the UDB will depend on the scale, site, nature, and complexity of the development proposal.

Rationale

The Urban Design Brief should not be a description of the proposed development layout, nor, does it replace the requirement for a Planning Justification Report. It should explain how the proposed development represents the most effective design to meet the intent of the City's policies and how the proposal responds to the surrounding physical context.

Who Should Prepare this?

An urban designer, licensed architect, or a Registered Professional Planner (RPP).

When is this Required?

An Urban Design Brief is required as part of a development application a Draft Plan of Subdivision/Condominium, and/or Site Plan when identified as being required through pre-consultation.

Required Contents

Provide an overview of the urban design vision, objectives and principles for the proposed development. Describe how the development will integrate with the existing and planned surrounding context and how it will contribute to creating a unique sense of place through the public realm and built form.

<u>Context Analysis</u>

Provide a description and detailed analysis of the site and surrounding existing and planned context noting the attributes and considerations including, but not limited to:

- Elevation drawings
- Existing natural features, topography and vegetation
- Lot fabric (including frontage and depth)
- General street/block pattern (including block lengths)
- Built form character of surrounding area
- Surrounding land uses
- Views and vistas to and from the site

- Landmarks or gateways
- Transportation networks (vehicular, cycling, pedestrian, transit, access points etc.)
- Relationships and linkages to public open spaces

Description and analysis should incorporate context mapping and photographs depicting the subject site and relationship to its surrounding context.

Development Plan

Provide a detailed description and illustration(s) outlining the overall character and configuration of the proposed development site. The plan should illustrate how the proposal fits within, and interfaces with, the surrounding context.

Detailed Design Direction

Provide detailed design direction that describes how the development plan will be realized. The design direction should be clearly expressed though text, sketches representing proposed development, and precedent images illustrating intended features and attributes of the proposal. The design direction should address, but not be limited to:

Site Design:

- Master planning (for large sites), urban/community structure
- Positioning of the building(s) in relation to the site, abutting streets and surroundings
- Vehicular, pedestrian and bicycle access, circulation and facilities
- Access to transit
- Location of parking
- Streetscape
- Public open spaces
- Landscaping and amenity areas
- Parking, loading and service areas
- Lighting

Built Form:

- Height and massing
- Setbacks
- Building to street ratio
- Transition to adjacent uses and built form
- Entrance points/gateways and

Heritage Resources

Where heritage properties and buildings exist as part of a development site, describe how the heritage resource will be protected, conserved, enhanced and integrated.

Sustainability Features

Describe the low impact development, stormwater facilities, energy efficiency measures and green building technologies that will be incorporated.

1.6 Landscape Plan

Description

To provide information and details for the hard and soft landscaping on site and on adjacent streets and boulevards, using the Site Plan drawing as a base. This includes tree preservation plans, details and materials for paving, location, types, size and planting details for proposed trees, shrubs and other plants. Landscape Plans will show the materials, dimensions and construction details for hard and soft landscape elements including paving, furniture, seating, fences, rails, pergolas, retaining walls and other features and planting details.

Required Contents

General Details

- Must be drawn to a standard metric scale, legible at 1:100 or 1:200 scale
- Existing/proposed elevations at property lines, driveways and building entrances
- Existing/proposed easements and encroachments
- Indicate in plan and section, existing/proposed pedestrian clearway widths
- Identify all improvements to adjacent public boulevards and sidewalks, including but not limited to: trees, shrubs, hedges, plantings or other ground cover, permeable paving materials, street furniture, ramps, waste and recycling containers, lighting and bicycle parking and storage facilities
- Label all paving materials and provide design details for paving and other hard landscape elements on the site and in adjacent boulevard
- Label materials and provide schematic construction details of significant hard landscaping elements, including furniture, seating, fences, railings, screen walls, living walls, retaining walls, play equipment and weather protection elements (sun and wind screens)
- Plant lists keyed to locations on the site, including the species, size, height, and root condition of all trees shrubs and plants, indicating native species
- Planting details of proposed trees, shrubs and other plants
- Indicate in plan and section, soil volumes for trees and other plantings
- Soil is retained on-site or adjusted or replaced with soil of equal or better quality
- Location, size, number and species of existing trees that are to be retained/protected (including trees on adjacent properties within six metres of the subject site's property lines)
- Tree protection plan notes for trees being protected, including those on adjacent private and City-owned property including public streets
- The location of and dimensions of any design features which promote sustainability and effective stormwater management and delineate which of these may be assumed by the City (i.e. within the boulevard or on private property)

Accessible and Landscaped Roofs

For roof(s) which are wholly or in part landscaped, including green roofs, provide Landscape and Planting Plans for each level of roof with landscape, including:

- Proposed rooftop hard and soft landscaping in plan with location, dimensions and materials of paved areas including walkways and patios, as well as furniture, seating, planters, lighting, railings and other elements including weather protection (sun and wind screens)
- Dimensioned cross-sections showing hard and soft landscaping elements, including materials, soil depths, volumes and insulation for planters
- Plant lists and planting details for all plant material, including location of plant material, species, number of plants, size, height, and root condition for all plants, indicating native species
- Location and details of roof lighting fixtures (also shown on Lighting Plan)
- Relevant cross sections and dimensions for green roofs and/or cool roofs

Landscape and Planting Plan for Sites subject to Heritage Approval

- Provide additional level of detail in the Landscape and Planting Plan for applications that include heritage considerations. These plans are to be cross referenced with any lighting and landscape plans approved under the Ontario Heritage Act.

1.7 Archeological Study

Description

This study is to ascertain the presence or absence of archaeological resources. If these resources are present, the archaeological study should evaluate the significance of these resources and outline measures to conserve the resources or mitigate the impact of development on these resources.

Rationale

The authority to request this study is provided by the Planning Act, Provincial Policy Statement, and the Sault Ste. Marie Official Plan.

Sault Ste. Marie Official Plan Section 2.4 HE.9 requires an archaeological impact assessment meeting Ministry of Citizenship Culture, and Recreation guidelines when the development impacts medium to high potential archaeological sites. Official Plan Schedule E identifies areas of Archeological potential.

Who Should Prepare this?

A professional holding an archaeological license from the Ministry of Tourism, Culture and Sport. All reports and drawings must be stamped and/or signed and dated by a qualified professional, licensed in the Province of Ontario.

When is this Required?

In support of a Draft Plan of Subdivision or Condominium application in an area identified as medium to high potential archeological sites.

Required Contents

An Archaeological Study must adhere to the Standards and Guidelines for Consultant Archaeologists (2011) for work conducted within lands which comprise the City of Sault Ste. Marie.

Notes

- An Archaeological Study must be submitted and accepted by the Ministry of Tourism, Culture and Sport to be accepted by the City of Sault Ste. Marie, and a letter confirming receipt and acceptance of the Archeological Study must be provided to City Planning staff.
- Should the recommendations include a program of archaeological monitoring during the construction process, an archaeological monitoring and mitigation strategy will be required as a condition of development approval.

- Should the assessment result in the discovery of archaeological resources (e.g. arrowheads or human remains), the proponent will be required to prepare and implement a commemoration and interpretation strategy as a condition of development approval.
- Archaeological assessments are to be completed together with any associated mitigation well in advance of any soil disturbance.
- It is the responsibility of the applicant and their consulting team to comply with the Ontario Heritage Act regardless of the City requesting an Archaeological Study.

1.8 Cultural Heritage Impact Assessment

Description

A Heritage Impact Assessment (HIA) is a study to determine the impact of a proposed development on the cultural heritage value of a property (or adjacent properties) and to recommend an overall approach to the conservation of heritage resources.

Rationale

- The assessment should be based on a thorough understanding of the significance and heritage attributes of cultural heritage resource(s), identify any impact the proposed development or alteration will have on the resource(s), propose mitigation options, and recommend a conservation strategy that provides the highest level of protection to cultural heritage resources within the context of the proposed development.
- The Heritage Impact Assessment should apply conservation principles, describe the conservation work, and recommend methods to avoid or mitigate negative impacts to the cultural heritage resource(s). Minimal disruption should be the guiding principle for all work.
- The City requires this study in accordance with Provincial Policy Statement 2.1.8.

Purpose

- Identify and protect cultural heritage resources
- Identify necessary mitigation measures

Who Should Prepare this?

A member in good standing of the Canadian Association of Heritage Professionals. All reports and drawings must be stamped and/or signed and dated by a qualified professional, licensed in the Province of Ontario.

When is this Required?

- In support of a Draft Plan of Subdivision.
- Development and site alteration shall not be permitted on adjacent lands to the natural heritage features and areas identified in provincial policy statement 2.1.4, 2.1.5, and 2.1.6 unless the ecological function of the adjacent lands has been evaluated and it has been demonstrated that there will be no negative impacts on the natural features or on their ecological functions.

Required Contents

<u>Introduction to Development Site</u>

- Inventory and description of the cultural heritage resource(s) contained within the development site (or on the adjacent properties) identifying significant features, buildings, landscapes, vegetation, vistas, and including any heritage recognition of the property with existing heritage descriptions as available.
- Description of the context including adjacent heritage properties and their recognition (as above), and any yet to be identified potential cultural heritage resource(s).

Background Research and Analysis

- Cultural heritage value or interest of the site.
- Development history of the site including original construction, additions and alterations with substantiated dates of construction.

Statement of Significance

- A statement of significance identifying the cultural heritage value and heritage attributes of the cultural heritage resource(s). This statement will be informed by current research and analysis of the site as well as pre-existing heritage descriptions. This statement is to follow the provincial guidelines set out in the Ontario Heritage Tool Kit.
- Professional quality record photographs of the cultural heritage resource in its present state

Description of the Proposed Development or Site Alteration

Impact of Development or Site Alteration:

- An assessment identifying any impact the proposed development or site alteration may have on the cultural heritage resource(s).

Considered Alternatives and Mitigation Strategies:

- An assessment of alternative options, mitigation measures, and conservation methods that may be considered in order to avoid or limit the negative impact on the cultural heritage resource(s).

Conservation Strategy:

- The preferred strategy recommended to best protect and enhance the cultural heritage value and heritage attributes of the cultural heritage resource(s)
- Recommendations for additional studies/plans related to: conservation; site specific design guidelines; interpretation or commemoration; lighting; signage; landscape; stabilization; additional record and documentation prior to demolition; and long-term maintenance.

Notes

The assigned file manager from the Development Services Department will determine through the pre-consultation process if a Heritage Impact Assessment, or any supplementary reports, are required.

1.9 Sensitive Land Use Report: (Land Use Compatibility Report)

Description

The definition of Sensitive Land Uses according to the Provincial Policy Statement is “Buildings, amenity areas, or outdoor spaces where routine or normal activities occurring at reasonably expected times would experience one or more adverse effects from contaminant discharges generated by a nearby major facility. Sensitive land uses may be a part of the natural or built environment. Examples may include, but are not limited to residences, day care centres, and educational and health facilities” (PPS).

Rationale

This Report shall meet the requirements set out in the Provincial Policy Statement 1.2.6 Land Use Compatibility. Major facilities and sensitive land uses shall be planned and developed to avoid, or if avoidance is not possible, minimize and mitigate any potential adverse effects from odour, noise and other contaminants, minimize risk to public health and safety, and to ensure the long-term operational and economic viability of major facilities in accordance with provincial guidelines, standards and procedures. Any sensitive land identified are to be included in the Planning Justification Report.

Pre-consultation with planning authorities is highly encouraged when planning for a new development, to identify potential constraints with respect to potential impacts to major facilities and sensitive land uses, explore alternative locations if necessary, and ensure all necessary studies are completed to inform planning decisions.

Who Should Prepare this?

Proponents are responsible for retaining qualified individuals to undertake appropriate studies, locating and designing their proposal to avoid, minimize and mitigate adverse effects and/or potential impacts to major facilities, and for installing and monitoring any required mitigation measures, as well as ensuring any necessary permissions (including ECAs, EAs and EASR registrations as applicable) under the EPA, the EAA or the Ontario Water Resources Act (OWRA), or other relevant legislation. Qualified individuals should have the education, experience, training or certification that will qualify them to: conduct the necessary analysis on adverse effects; provide expert opinions; and make recommendations on the subject matter related to avoiding or mitigating the adverse effects.
For example:

- Noise impact studies should be prepared by qualified individuals with experience in environmental acoustics.
- Vibration studies should be undertaken by qualified individuals with experience in vibration.
- Dust studies should be undertaken by qualified individuals with experience in assessing sources of particulate matter, including fugitive emissions and dust mitigation measures.

- Odour compatibility studies should be undertaken by qualified individuals with experience in odour assessment and mitigation.

In most cases these reports should be prepared by a licensed engineering practitioner that is a holder of a licence, limited licence, or provisional licence under the Professional Engineers Act.

When is this Required?

The Report is to be applied to achieve and maintain land use compatibility between major facilities and sensitive land uses when a draft plan of subdivision or condominium approval under the Planning Act is needed in the following circumstances:

- a new or expanding sensitive land use is proposed near an existing or planned major facility; or
- a new or expanding major facility is proposed near an existing or planned sensitive land use.

A major facility is defined as the following by the Provincial Policy Statement: “facilities which may require separation from sensitive land uses, including but not limited to airports, manufacturing uses, transportation infrastructure and corridors, rail facilities, marine facilities, sewage treatment facilities, waste management systems, oil and gas pipelines, industries, energy generation facilities and transmission systems, and resource extraction activities.” (PPS)

The Report also applies in situations where the use of the land is not changing, but the nature and/or intensity of the land use is, and an application under the Planning Act is required. For example, a six-storey residential building being replaced by a twenty-storey residential building within the same parcel can trigger this Report, if an approval under the Planning Act is required. It also applies in situations where there is a new use proposed for an existing building and an application under the Planning Act is required. For example, a new residential use may be proposed for a building that is currently used for commercial purposes, which would lead to a situation of potential incompatibility if the building is located within an industrial and commercial employment area.

Required Contents

- PPS policies 1.2.6.1 and 1.2.6.2 provide direction to ensure that major facilities and sensitive land uses are appropriately planned and developed to avoid, or if avoidance is not possible, minimize and mitigate adverse effects (e.g. from odour, noise and other contaminants) and ensure the long-term viability of major facilities. As such, planning proposals need to demonstrate how land use compatibility has been assessed and addressed.
- Planning authorities also need to ensure that long-term viability and functions of employment areas are protected from encroachment within and surrounding these areas, as per PPS policies 1.3.2.2 and 1.3.2.3. Employment area conversion is also an important issue, as per PPS policies 1.3.2.4 and 1.3.2.5.

Notes

Relevant policies referenced above represent minimum standards. Within the framework of the provincial policy-led planning system, planning authorities may go beyond these minimum standards to address matters of importance to a specific community, unless doing so would conflict with any policy of the PPS.

A Draft Guideline to Land Use Compatibility by Ontario Ministry of the Environment, Conservation and Parks exists. This Guideline acts in concert with provincial noise, dust and odour guidelines, standards and procedures, and refers to these technical guidelines for further direction on undertaking compatibility studies, assessments and modelling. The Guideline provides context on how land use compatibility is achieved through Ontario's land use planning process and the Environmental Protection Act (EPA) and regulations. It should also be used to inform Environmental Assessment (EA) processes carried out under the Environmental Assessment Act (EAA) and for compliance considerations.

1.10 Agricultural Impact Assessment

Description

The purpose of an Agricultural Impact Assessment (AIA) is to evaluate the impact a proposed development could have on the agricultural resource. The evaluation will consider if the proposal will adversely affect existing and future agricultural production or activities on a subject property or in the area surrounding it. The AIA will also assess the potential impact a development may have on the overall viability of agriculture in the area and identify possible adverse impacts on agricultural production, infrastructure and operations. The decision regarding whether a development application should be approved or denied will be made as a result of many factors, one of which will be its impact on agriculture and whether that impact is acceptable within the context of established planning policies.

Rationale

The principle underlying the recommendations of the AIA is to protect agricultural land and to minimize adverse impacts on agriculture, both in the immediate vicinity of the development, and on the broader. AIA will address Provincial, Regional and Local planning issues in addition to assessing the impacts associated with the regulatory regime (Minimum Distance Separation (MDS), Source Water Protection, Nutrient Management, etc.).

Purpose

- identify possible adverse impacts on the agriculture;
- identify additional restrictions that may impact abutting agricultural operations as a result of the development (e.g. changes in MDS that would restrict expansion of an abutting agricultural operation);
- identify and evaluate locational options for the proposed development and demonstrate that the proposed location is the preferred option in terms of minimizing the impact on agriculture;
- identify methods of removing or reducing any adverse impacts resulting from the development; and,
- address whether or not it is appropriate to provide “warning clauses” for the development, noting the presence of surrounding agricultural operations and if so, to make recommendations in that regard.

Who Should Prepare this?

The AIA should be prepared by qualified professionals with established technical and planning expertise and credentials in the fields of Planning and Agriculture.

When is this Required?

In general an AIA may be required to accompany a draft plan of subdivision or condominium applications.

Provincial Policy Statement requires the application of the Ontario Ministry of Agriculture, Food and Rural Affairs (OMFRA) Minimum Distance Separation (MDS) Formulae for new development in the vicinity of an existing livestock operation, as well as the expansion of an existing livestock facility in close proximity to sensitive land uses such as rural residences.

Required Contents

The scope of the AIA may vary depending on the scale of the development proposed and its potential impacts. The scope will be confirmed by the City as part of a pre-consultation process. All decisions on the scope of an AIA will be made by City staff based on the nature of each specific application.

An AIA shall include, but is not limited to the following:

Description of Proposal

- A description of the type of application and the nature of the proposal including a site plan, and a plan showing the location of the proposal in the context of the surrounding area.
- A description of any activities or processes associated with the proposal. If the proposal would provide for a range of possible uses, the AIA should address all possible scenarios involving permitted or proposed uses causing the maximum adverse impacts on agriculture.

Applicable Planning Policies

- A review of the policy context and regulatory framework in which the development is proposed, from an agricultural perspective, including relevant provisions of the Provincial Policy Statement
- Provincial Plans, the Regional Official Plan, Local Official Plan and Zoning By-law.
- Identification of the existing and proposed official plan designations and zoning on the property as well as location within Provincial planning policy areas.
- An assessment of applicable agricultural-related policies in the above plans and by-law, and demonstrates how the proposed development is consistent with these policies.

On-site and Surrounding Area Physical Resource Inventory

- **Soils:** A detailed description, including mapping, of the soil composition of the site and surrounding area and the CLI agricultural capability ratings of the soils. A description of the inherent limitations to agricultural capability should be included. Verification/refinement of existing soil capability mapping may be necessary.
- **Climate**: A general description of climatic features including Crop Heat Units, number of frost-free days, and the general climatic patterns of the area. A description of any microclimatic conditions particular to the site should be included (e.g. frost pockets).

- **Slope / Topography:** A general description of slope and topographic features including contour mapping of the site and surrounding area. If there are CLI notations regarding topography, an assessment of this information should be completed. A description of any limitations to agricultural capability based on slope should be included.
- **Drainage:** A description of the details regarding drainage including existing or past improvements. If tile drainage exists a description of the system and its status should be provided. If no system exists the need for one and the potential improvements that could be achieved through tile drainage should be addressed.

On-site Features

- *Past Farming Practices:* An outline of the history of the type and extent of agricultural operations on the site, including any recent changes.
- *Type and Intensity of Existing Agricultural Production:* A description of current cultivation patterns, livestock operations, and any wooded or currently idle areas.
- *Non-Agricultural Land Use On-site:* A description of on-site non-agricultural lands uses indicate conflicts with existing and potential on-site agriculture.
- *Parcel Size, Shape, and Accessibility:* A description of fields on the site and their relationship to transportation routes and neighbouring farm properties vis-a-vis accessibility by farm machinery. Indicate limitations on farming efficiency posed by same.
- *Existing Farm Management:* A description of land tenure and management on-site i.e. leased or owner operated, on or off-site residence, size of the total operation of which property is part.
- *Capital Investment in Agriculture:* A description and evaluation of the degree of investment in land improvements, irrigation systems, tile drainage, rootstocks, facilities, buildings, machinery, etc.

Off-site Land Use Features

- Surrounding Land Use Types: A description of the location. type and intensity of surrounding agricultural and non-agricultural land uses and proposed land use changes up to a distance of 1 km from the property boundary of the site. These should be indicated on a map with details about the history of surrounding agricultural uses.
- Existing and Potential Constraints to On-site Agriculture: An evaluation of constraints on agricultural production on-site arising as a result of existing and proposed non-agricultural uses in the area, including Minimum Distance Separation, nutrient management, traffic impacts, etc.
- Regional Land Use, Lot and Tenure Patterns: In order to determine the general character of the area which might influence the long-term agricultural potential of the site, an overall description of the broad rural area containing the site, including the extent of the area considered, a description of the fragmentation and tenure (absentee, non-farm) characteristics, non-agricultural land uses, the general agricultural (soil and macroclimatic) capability, and a review of non-agricultural commitments in the pertinent planning documents. Indicate the availability of agricultural support services to the site.

Agricultural Viability

- An assessment of the viability of the site property as an agricultural operation on its own and in consolidation with a larger existing operation. The flexibility of the site for different types of agricultural operations should be considered in the viability assessment. This review should include considerations related to alternative agricultural operations that could occur into the future.
- Impact on the viability of neighbouring agricultural operations resulting from increased restrictions that may occur as a result of the proposed development.

Assessment of the Impacts on Agriculture

- A description of the short and long term effects of the proposal on the agricultural community through the direct loss of agricultural resources including a description of the quantity and quality of land lost from agricultural production and the effects on existing or potential operations on the site.
- A description of the potential effects of the proposal on existing and potential farming operations on surrounding lands. The discussion should consider Minimum Distance Separation criteria, Nutrient Management issues, the compatibility of the proposal with agricultural operations, and the effects on the flexibility of surrounding lands to accommodate both changes in types of farming, such as from cash crops to livestock, and expansions to livestock operations. Potential impacts on existing wells or impacts due to noise and increased traffic should be addressed.
- Consideration of the proposal's impact on the existing agricultural character of the general area including implications for land use, tenure or fragmentation patterns. The effect of the proposal as an intrusion in an agricultural area or on the continuity of the agricultural area should be considered.
- Consideration of the potential cumulative impacts of this proposed development in the context of other decisions in the area.

Alternative Location Analysis

If the AIA is being completed to satisfy the policies of the PPS, a Provincial Plan or the Regional Official Plan to address the proposed removal of land from prime agricultural areas, an alternative location analysis should be completed to demonstrate that the proposed development location has the least impact on agriculture and to demonstrate the need, within an appropriate planning horizon, for additional land to be designated to accommodate the proposed use.

Mitigative Measures

- A description of any measures that could be taken to reduce the impacts of the proposal on both on-site and off-site agriculture and the degree to which the impacts would be reduced (e.g. confining the development to areas on the site with poorer capability land and retaining as much good quality land in production as possible, establishing appropriate buffers on the development site so as not to impact the ability of abutting operations to expand).

- Identification of the impact of removal and/or mitigation measures the proponent proposes to undertake as part of the proposal.
- Identification of any notices that could be included as conditions of development to ensure that the presence of surrounding agricultural operations are recognized and to advise future land owners that those operations may be subject to future expansion or shifts in production.

Conclusions

The main findings from the study should be summarized. Net potential impacts to agriculture resulting from approval of the proposed development after implementation of agreed to mitigation measures should be identified. Opinions regarding the implications for the Regional agricultural sector of proceeding with the proposal as described should be provided. If appropriate, mitigation measures to reduce any negative impacts on the agricultural sector should be proposed. Proposals for ongoing monitoring to assess future impacts should be included.

The report should include professional opinions as to the extent to which the development can satisfy the directions of the Provincial Policy Statement (PPS), the agricultural development policies of the Regional Official Plan and Local Official Plan, and why the proposal represents good planning.

Background Information to Accompany the AIA

The AIA should be supported with the following background information:

- literature cited;
- all background data sources;
- a list of people contacted during the study;
- a description of the methodologies and survey techniques employed in the study, including a description of soil sampling techniques and method of viability assessment;
- soil survey site investigation data (e.g. soil profile descriptions and slope measurements); and,
- curriculum vitae of study team members.

Summary

Include a summary at the front of the report containing a description of the proposal, its effects on agriculture and all conclusions and recommendations arising from the study.

2. DEVELOPMENT

2.1 Project Description

Definition

A Project Description is a document that outlines the details of a specific project in a structured format covering all stages of the project and the processes involved in it.

Rationale

A Project Description is drafted quite early in the Project Life Cycle. It is a useful document that could be referred to for a quick understanding of what the project involves, what it aims to accomplish, and how it shall be accomplished.

Who Should Prepare this?

The Project Manager.

When is this Required?

Pre-consultation stage of a Subdivision or Condominium Application Process.

Required Contents

Project descriptions provide the following details to the applicants:

- the problem that the project will address
- a set of goals for the project
- the overall objectives for the project
- a project plan that describes the activities the members will undertake

2.2 Boundary Certification

Definition

The boundary survey establishes the perimeter of a property as it relates to a site's legal description.

Rationale

The Land Registration System requires a legal survey for an owner to subdivide land.

Who Should Prepare this?

An Ontario Land Surveyor (OLS).

When is this Required?

Draft Plan of Subdivision/ Condominium Application.

Required Contents

A licensed professional surveyor will:

- Check and ensure extent of title, and note planning restrictions, easements and other legalities.
- Prepare a legal boundary and, if necessary, other surveys (for example a topographic survey) of the site.
- Engage other consultants, if necessary, to carry out preliminary studies of Engineering, Planning and Environmental issues that must normally be submitted with a Draft Plan of Subdivision or Condominium, or a Consent Application.
- Prepare a Draft Plan of the proposed subdivision or condominium.
- Prepare the final plans required for registration or deposit in the Land Registry system.

<u>General Details</u>

- Metric Scale
- Must be drawn to a standard scale (i.e. 1:100, 1:200, 1:500) and preferably at same scale as Site Plan Drawing
- Legal description
- Based on original with stamp and initials of an Ontario land surveyor all existing construction (up-to-date and showing distances from lot lines), including underground vaults
- Boundaries, dimensions and site area calculations of the parcel(s) of the site
- Boundaries and dimensions of any abutting lands in which the applicant has an interest

- Municipal address of buildings on or adjacent to the site
- Spot elevations along the boundary of the site and in adjacent public boulevards
- Ravine by-law limit, if applicable
- Underlying lot fabric, including lot and registered plan numbers (part lot control exemption applications only)
- Location, width and area of any rights-of-way and easements affecting the site and any elements within the easements; (identification of any widenings)
- Location, width and names of all roads or highways within or abutting the site
- Location of existing above and below grade utilities within the adjacent street boulevard (Site Plan Control Applications only); location of any fire hydrants on property or in close proximity to property
- Location of all vegetation, watercourses, natural features, artificial features; including Municipal appurtenances and paved areas on or adjacent to the site
- Location and grade of all existing trees including trees on adjacent properties within six metres of the subject site's property lines

2.3 Geotechnical Study (Slope Stability Report)

Definition

This study is to determine if the proposed development and/or associated construction activities related to the development will cause or have the potential to cause erosion or slope instability problems on the lands being developed and/or adjacent lands and infrastructure.

Rationale

A geotechnical investigation may be required to identify the Existing Top-of-Slope (ETOS) and determine the Long-Term-Stable Top-of-Slope (LTSTOS). Due to the complexities of site development and soil conditions, the development proposal should be discussed in advance with the City technical staff to confirm the level of study required. Typically, comprehensive assessments are required for development projects close to major features such as steep ravines, while less detail may be required for minor works near shallower slopes. The assessment of the LTSTOS is to be completed following the Ministry of Natural Resources (MNR) Technical Guide on River and Stream Systems: Erosion Hazard Limit (2002) and should be accompanied by a detailed slope stability analysis. The LTSTOS must be plotted on a topographic site plan and the minimum Factor of Safety required by the City for slope stability analysis is 1.5.

Who Should Prepare this?

A registered professional engineer qualified in geotechnical engineering. All reports and drawings must be stamped, signed and dated by a qualified professional, licensed in the Province of Ontario. Per OP 4.6 F.3: Removal of vegetation on a slopeland shall not be permitted without consultation with a Professional Forester, Professional Engineer, or Landscape Architect.

When is this Required?

This report may be required to support the Draft Plan of Subdivision or Condominium Application.

This report is required in accordance with the Official Plan 4.6 F.2: Any application for development of any slopelands that contains slopes over 15% shall be accompanied by an engineering study that addresses the hazards of slope stability at that site, and an Environmental Impact Study (EIS) that shall address all of the environmental concerns of development at that site.

Required Contents

Where required, a solution based on sound technical data should be recommended to minimize or eliminate the impact of the development and associated activity, and at the same time ensure that the development will be safe for a design period of 100 years. Alternatives should be considered, and a final solution recommended and justified by comparing it to the alternatives. The basic requirements are as follows:

- Determine the existing subsoil conditions and pertinent geotechnical parameters for the entire height of the slope;
- Model the slope conditions and assess its stability. Determine the stable slope inclination corresponding to a minimum Factor of Safety of 1.5; and
- Provide and assess mitigation strategies, where required.

The following report outline provides a general guide for the documentation and calculations required by the City. The level of detail required for a specific submission will depend on factors such as:

- Slope characteristics (e.g., height, angle, and distance from watercourse);
- Distance of development from the slope;
- Local soil conditions; and
- The type of development proposed.

Shape the Sault Background Report requires this report to be accepted from the SSM Region Conservation Authority.

2.4 Geotechnical Study/ Soil Report (Site Servicing, Structural, Stormwater Management, Hydrogeological)

Definition

A Geotechnical Report is a sub-surface investigation that analyses soil and bedrock composition to determine its structural stability and its ability to accommodate development.

Rationale

To provide an assessment in the event that there may be significant challenges in the conceptual designs, land requirements, detailed design, and construction stages of a development and to supplement Stormwater Management Reports or Hydrogeological Studies.

Who Should Prepare this?

A registered professional engineer qualified in geotechnical engineering. All reports and drawings must be stamped, signed and dated by a qualified professional, licensed in the Province of Ontario.

When is this Required?

This study will be required for Draft Plan of Subdivision or Condominium Application for site servicing plans, stormwater management reports and hydrogeological studies.

This study may be required for Final Approval of Subdivision or Condominium Applications for structural plans.

Geotechnical Studies are required for the design and construction of municipal roads and all developments.

The detailed design of any infiltration facilities will be based on site specific percolation tests. The number of tests will be dependent on the size of the facility and the different types of soils conditions found within the proposed facility foot print zone of influence.

Per OP 3.4: The areas of alluvial soils are environmentally sensitive to development because of the bearing capacity of these soils to support foundations. No development applications or building permits shall be approved for development on alluvial soils without a review and a report prepared by a professional engineer approved by the municipality. Refer to OP Schedule B for locations of alluvial soils.

Per OP 3.5: Lacustrine clay soils lack the ability to support the operation of domestic sewage systems. The development of a domestic sewage system shall not take place in areas of clay soils unless all of the guidelines of the Ministry of Environment and Energy and Algoma Health Unit are met and the approval of the Algoma Health Unit is obtained.

Per OP 4.3: Development proposed within floodplains in accordance with T.1 and/or T.4 shall require an Environmental Impact Study (EIS). Any development, including grading or the placement of fill within the floodplain and any setback area must be accompanied by a study using "accepted geotechnical principles".

Notes

In addition to a Geotechnical Study, a Hydrological Review may also be required. The applicant is responsible for the preparation and cost of these studies.

Required Contents

The following is a general outline of information to be included in the Studies/Reviews:

- Purpose and scope of services, site and project description
- Geologic setting (overview of regional geology, local stratigraphy, groundwater occurrence)
- Subsurface conditions including soil and groundwater conditions
- Soil physiochemical behaviors to identify soil corrosivity
- Identification of soil degradation from petroleum hydrocarbons
- Service installation
- Road construction and pavement design
- Retaining structures
- Foundation recommendations
- Floor slab
- Frost protection
- Temporary shoring and retaining walls
- Drainage
- Seismic consideration
- Explanation and/or justification of the number of boreholes
- Confirmation of the feasibility of the conceptual stormwater management design from a geotechnical perspective. This must include a test pit or borehole in the location of all stormwater management facilities including low-impact development locations (if known at the time of the geotechnical investigation)
- Address any side slope stability concerns, hazardous soils, berm construction (with the appropriate materials and compaction), specifications of a liner (if required), high groundwater table and/or bedrock issues
- Locations of investigation on site and servicing plans
- Factors of safety, feasibility and risk assessment
- Mitigation measures and monitoring programs where necessary
- Determination of the location of the seasonably high groundwater level after the ground has thawed to account for the high groundwater table associated with the snowmelt event

- Discussion and conclusions
- Recommendations regarding below grade water tight structure(s) and/or requirement of PWDS Environmental Compliance Approval (ECA) from Ministry of Environment and Climate Change (MOECC) where applicable.
- Figures and illustrations including site plan, borehole location plan, and typical cross-section drawing
- Borehole logs
- Lab test data (grain size analysis)

This study should be prepared using the Ministry of Natural Resources and Forestry Technical Guide – River and Stream Systems: Erosion Hazard Limit where appropriate.

2.5 Grading Plans

Description

A grading plan outlines the criteria for land development. Design elevation, surface gradient, lot type, and swale location are the usual components of the plan. The plan also shows the elevations, dimensions, slopes, drainage patterns, etc.

Rationale

To show grading details for the site and building and their relationship to adjacent and surrounding streets, boulevards and properties, as well as grading of site circulation, and grading relationships for the interior and exterior of building(s). The Site Grading Plan includes information to allow for technical review of stormwater, site servicing and tree preservation.

Who Should Prepare this?

A qualified, registered professional engineer. All reports and drawings must be stamped, signed and dated by a qualified professional, licensed in the Province of Ontario.

When is this Required?

A Grading Plan may be required for Draft Plan of Subdivision and Condominium Applications and will be required for Final Approval of Subdivision or Condominium Applications.

Requirements

<u>General Details</u>

- Use the Site Plan and Topography Survey as a base (in grey)
- General grading information, including existing/proposed elevations at 6 metre intervals along property lines, driveways, sidewalks, walkways and other paved areas
- Proposed elevation at 6 metre intervals along all building and structure perimeters and at building entrances
- Retaining walls, including grades at top and bottom of walls
- Existing/proposed grading adjacent to trees to be preserved, including all trees on adjacent properties, streets and boulevards within 6 metres of subject site's property lines

<u>Stormwater Details</u>

- Grading and technical information on water flow and water retention on site, including:
    - Storm and surface water drainage directions, site ponding limits with corresponding control volumes and control facilities, shallow groundwater conditions, major overland and emergency overland flow routes
    - Soil retention and/or replacement details
    - Sediment and erosion control measures applied during construction
    - Buried watercourses

Tree Protection

- Grading and technical information for protection of existing trees, where trees are being retained and protected, including:
  - Location and identification of trees protected under City By-laws
  - Location of tree protection zones
  - Tree protection plan notes
  - Soil retention and/or replacement details
  - Sediment and erosion control measures applied during construction

Public and Private Servicing Information

- Location of proposed utilities, transformers, gas regulators, air intakes/exhausts, garage access stairs on the site and on adjacent streets and boulevards
- Proposed roof control devices location, type, control release rates and corresponding storage volumes for flat roof portions
- UV treatment facilities and/or oil grit separators
- Storage facilities and dimensions/details for rainwater harvesting and reuse (e.g. cisterns)

2.6 Hydrogeological Study

Description

A Hydrogeological Study is an objective science-based review of the subsurface hydrogeologic and geologic conditions in an area or location to identify development suitability and constraints.

Rationale

A Hydrogeological Study is undertaken to assess matters such as: groundwater infiltration and recharge, groundwater discharge and baseflow, groundwater elevations and flow paths, water quality and temperature, cumulative watershed impacts, coldwater fisheries supported by groundwater discharge, and impacts to the City's drinking water sources.

Who Should Prepare this?

A licensed, professional geoscientist or exempted engineer as set out in the Professional Geoscientist Act of Ontario. All reports and drawings must be stamped, signed and dated by a qualified professional, licensed in the Province of Ontario.

When is this Required?

- In support of Final Approval of Subdivision or Condominium Application.
- Per OP 3.1: Any proposal for new development of pits and quarries must be accompanied by a hydrogeological study. Mineral aggregate areas are identified in OP Schedule A.
- Per OP 3.7: Land uses within the Precambrian Uplands area will be limited to those without the potential to pollute the groundwater. The consideration of a land-use application under the provisions of the Planning Act, for a use beyond those listed in the implementing zoning by-law shall be accompanied by an Environmental Impact Study and a Hydrogeologic Study prepared by experts in those fields.
- New residential and non-residential development can occur on full municipal services within the area designated Residential or Commercial on Schedule "C". New residential development within the Rural Area as shown on Schedule "C" can occur on individual wells and septic systems, provided the lands are suitable for the long term provision of such services. Development applications of 5 lots or more must be accompanied by a hydrogeological study that addresses the quality and availability of the water supply, as well as the suitability of the soils to support the proposed septic systems.

The Groundwater or Aquifer Recharge Area has been identified in the Sault Ste. Marie and Area "Groundwater Management and Protection Study" (June, 2003).

Requirements

The Hydrogeological Study at a minimum shall include an assessment of the Existing Conditions, Impacts Assessment, and Mitigation Measures. Below is a summary of the elements that should be included within the report. The scope of the assessment is site specific. The proponent is

encourage to undertake pre-consultation with the City of Sault Ste. Marie, and the applicable Conservation Authority to confirm the scope prior to undertaking any technical work.

Existing Conditions

- Introduction and background
- Site location and description
- Description of Topography and Drainage, physiography, geology and soils
- Test pits/boreholes
- Monitoring Wells
- Private Well Survey
- Hydro-stratigraphy/Hydrogeology: Aquifer properties, groundwater levels, groundwater flow direction
- Description of surface water features and functions
- Water Taking Permit Details
- Water Quality
- D-5-5 (Water Supply)
- Source Water Protection: Wellhead Protection Areas, Transport Pathways, Significant Drinking Water Threats, Existing Conditions/Issues
- Ecologically Significant Groundwater Recharge Areas

Impact Assessment

- Groundwater Levels
- Pumping Tests
- Groundwater Discharge (Baseflow)
- Water Balance
- Groundwater Quality
- D-5-4 (Onsite Sewage Systems)
- Source Water Protection: Wellhead Protection Areas, Creation of a Transport Pathway, Significant Drinking Water Threats, Existing Conditions/Issues
- Quantity and Quality of an aquifer used for the supply of drinking water
- Temporary Dewatering
- Contaminant Migration
- Flowing Conditions

Mitigation Measures

- Maintenance of Infiltration/Recharge
- Maintenance Groundwater Quality
- Monitoring Program
- Contingency Plans

Please ensure consistency with the Hydrogeological Assessment Submissions Guidelines: Conservation Authority Guidelines for Development Applications (June 2013) and the Ministry of Environment, Conservation and Parks Hydrogeological Assessment Guidelines (1995).

2.7 Wind Study

Description

Wind Studies are conducted to predict, assess and where necessary, mitigate the impact of the site and building designs and development on pedestrian level wind conditions. It provides a visual model and a written evaluation of how a proposed development will impact pedestrian-level wind conditions.

Rationale

The objective is to maintain comfortable and safe pedestrian level wind conditions that are appropriate for the season and the intended use of pedestrian areas. Pedestrian areas include sidewalks and street frontages, pathways, building entrance areas, open spaces, amenity areas, outdoor sitting areas, and accessible roof top areas among others. Tall buildings can have major impacts on the wind conditions in their surrounding context especially when a building is considerably taller than surrounding buildings. Tall buildings tend to intercept the stronger winds that exist at high elevations and redirect them downwards towards the ground level. Winds around the base of such buildings can be accelerated up to several times the values that existed prior to the tall buildings, thus creating uncomfortable and sometimes dangerous conditions for pedestrians. It is important to consider the potential impacts of a proposed development on the local microclimate early in the planning and design process as this allows sufficient time to consider appropriate wind control and mitigation strategies, including significant changes to site and building designs.

Who Should Prepare this?

A wind study must be prepared, signed and stamped by an engineer who specializes in pedestrian level wind evaluation. Where a wind study is prepared by a company which do not have extensive experience in pedestrian level wind evaluation, an independent peer review may be required at the expense of the proponent.

When is this Required?

It is important to consider the potential impacts of a proposed development on the local microclimate early in the planning and design process as this allows enough time to consider appropriate wind control and mitigation strategies, including significant changes to site and building designs. Properties, circumstances, etc. of a project that, through precedents, are known to be causative factors for noticeable wind impacts around the project are referred to as triggers. If the project meets the conditions specified under the list of triggers, then a wind assessment would be requested for the project. The requirement for and scope of a Wind Study will be determined at the formal pre-application consultation stage. The Wind Study may be required in conjunction with applications for draft plan of subdivisions. There are two types of wind studies

assessments Qualitative and Quantitative Assessments. The type of assessments will be determined based on the Triggers.

Triggers for a Wind Study

- A development proposal with a building 20 m in height or more, requires a Qualitative Wind Assessment as a minimum.
- A development proposal with a building that is 20 m in height or more, and up to two times the height of surrounding buildings requires a Quantitative Wind Tunnel Study.
- A development proposal with a building 40 m in height or more requires a Quantitative Wind Tunnel Study.
- A development proposal with two or more buildings that are 20 m in height or more, requires a Quantitative Wind Tunnel Study.
- A development proposal with a site area of 3 hectares or more, and a building that is 20 m in height or more, requires a Quantitative Wind Tunnel Study.

Required Contents

- The applicant is required to provide an image displaying the proposed “test locations” to the Urban Designer for approval prior to the simulation. The scope of the assessment should cover all key pedestrian areas on and within one block of the Project in all directions.
- Type of application, application number, municipal address and the company who has prepared the analysis.
- Brief description of the project (at minimum describe height and location, including a location map)
- The method chosen for the assessment.
- Indicate the meteorological data used to confirm the wind conditions.
- Provide images which display the prevailing wind directions inset within the current site conditions for each required test date. Highlight the location of the proposed site.
- Provide an image which displays the existing and proposed pedestrian and amenity area(s) within the proposed development and immediate adjacent area(s). For wind tests only, inset within this image show where the final test locations were chosen.
- Where a wind tunnel test was completed, provide the numerical findings at each sensor location on each test date. This will display the resulting wind conditions at each test location (e.g. prevailing wind directions and speeds) as a result of the proposed development.
- Provide a written summary of the wind impacts, which include the locations of the impact and type of wind sensitive use where the impact occurs for each test date.
- Detail the proposed mitigation measures included in the development proposal (if applicable).

2.8 Noise and Vibration Study

Description

A Noise/Vibration Impact Analysis is a technical report that provides a written description of the impact of noise and vibrations generated by a proposed development on the surrounding environment, the impact of noise from the surrounding environment on the proposed development, and the impact of noise from the proposed development on itself as well as mitigation measures to reduce any negative impacts.

Rationale

Development should be appropriately designed, buffered and/or separated from industries as necessary to mitigate adverse affects including those from noise/vibration to promote safety and security. In addition, the effects of nearby development should be minimized as necessary to preserve the quality of parks and open spaces.

Who Should Prepare this?

An accredited acoustic expert or a registered professional engineer qualified in acoustical engineering. All reports and drawings must be stamped, signed and dated by a qualified professional, licensed in the Province of Ontario.

When is this Required?

This study may be required in support of a draft plan of subdivision or condominium application. Shape the Sault Background Report refers to sensitive land uses are prohibited above 30 Noise Exposure Forecast (NEF), if above 30, a report must be prepared to demonstrate that appropriate Ministry of Environment noise guidelines can be achieved.

Required Contents

During pre-application consultation, City Planning staff will work with the applicant's consultant to determine if such a report is required and, if so, the specific requirements of the Study, based on the nature of the proposed application and context of the study area. The Study should include, but is not necessarily limited to:

<u>Introduction</u>

- Description of the subject site and the proposed development
- Location/context map
- Identification of the noise source(s)
- Description of the sound level guidelines/standards applied (methods)

<u>Environmental Noise (and Vibration) Assessment</u>

- Noise sources and noise level forecasts (e.g. Tables showing ultimate road traffic and predicted unmitigated sound energy exposures outdoors)
- Environmental noise guidelines
- Noise impact assessment (including low frequency noise impacts)
- Vibration assessment, if applicable

Noise (and Vibration) Mitigation Requirements and Recommendations

- Indoors: architectural requirements, ventilation requirements
- Outdoors: at source requirements, sound barriers (i.e. Description and site plan with noise mitigation)
- Warning clauses

A Noise/Vibration Impact Analysis should be based on the applicable guidelines established by the Association of Professional Engineers of Ontario, the Ministry of the Environment, Conservation and Parks, Canadian National Railway, and City By-laws. Please consult with any other affected agency to ensure the study captures the needs of all agencies.

2.9 Air Quality Study

Description

A technical report that provides a written description of the impact of air emissions, including odour and dust, by the surrounding environment on the proposed development as well as mitigation measures to reduce any negative impacts.

Rationale

This report will:

- Provide a written description of the impact of air emissions from the surrounding environment on the proposed development.
- Provide details of all measures proposed to mitigate or reduce the anticipated negative air emission impacts.

Who Should Prepare this?

This Air Quality Study is to be prepared, on behalf of the applicant, by a Consultant that is either an Air Quality expert or a qualified Professional Engineer.

When is this Required?

This study may be required to support:

- Draft Plan of Subdivision or Condominium Application
- Sensitive land uses including residential land uses, schools, day cares, hospitals, places of worship, and other uses identified as sensitive by the City.
- If the proposed development is determined not to include a sensitive land use assessment of nearby industrial uses is not required unless requested by the City.
- Air Quality Studies will be required for applications that include sensitive uses, depending on their proximity to sources of emissions or areas with permissions for employment uses that may emit in the future. That area is defined by the 'area of influence' in the Province's D-6 Guidelines (currently 1000m from the property line of the emitting use).
- The requirement for an Air Quality Study may already be a condition of initial approval of the proposed development.

<u>Type or Level of Assessment</u>

- Different levels of analysis are required depending on the types of sensitive uses included in the proposed development, and the character and proximity of nearby industrial uses to the proposed development.
- The Air Quality Study process uses a tiered, risk-based approach. This minimizes the effort required for proposed developments that are unlikely to be impacted by air, odour,

or dust emissions, while ensuring adequate assessment when situations with higher potential impacts are identified.

- If the development includes a sensitive land use, the proximity of the sensitive land use to any industrial land use should be evaluated. Proximity to industrial land uses should be assessed based on the principle of potential influence areas outlined in the Ministry of the Environment and Climate Change (MOECC) Guideline D-6 “Compatibility between Industrial Land Uses” (the Guideline). The Guideline provides a classification system for industrial facilities, from Class I (facilities with the lowest potential for emissions) to Class III (facilities with the highest potential for emissions).
- Nearby industrial land uses (within 1000 metres of the proposed development) should be classified according to this classification system and listed in the Air Quality Study.
- If the separation distance for one or more nearby industrial land uses is lower than the potential influence distance in the Guideline (70, 300, and 1000 metres for Class I, II, and III industrial uses respectively), then further assessment is required. Note that separation distance should be evaluated from property line to property line unless ancillary land uses or mandatory setback distances are present, in which case these may be included in the separation distances.
- If further assessment is required due to the proximity of industrial land uses, the consultant shall obtain a copy of any Environmental Compliance Approvals (ECAs; previously known as Certificates of Approval) issued to the subject industrial facilities.
- If these ECAs include an air emission component, the consultant shall obtain a copy of the emission summary table from each of the industrial facilities. These emission summary tables should be examined to evaluate the presence of common contaminants emitted by nearby industrial facilities. If the combined facility ground-level concentrations of any particular compound exceed 100% of the MOECC limit for that compound, further analysis with respect to that contaminant may be required to assess cumulative impacts from multiple facilities. This analysis could include dispersion modelling or long-term air sampling and monitoring in advance of application approval. The applicant should submit a proposed monitoring plan for the City’s approval, and finalize the plan in consultation with the City. The applicant should not commence monitoring until the City has approved the monitoring plan.
- If the nearby industrial facilities have operations that emit odours, as determined by the character of the operations or the presence of odour assessment in the ECA, a community odour survey in the vicinity of the proposed development is required. The applicant should submit a proposed community odour survey plan for the City’s approval, and finalize the plan in consultation with the City. The applicant should not commence the community odour survey until the City has approved the plan.
- Additionally, if nearby facilities have significant levels of particulate matter emissions, or a fugitive dust management plan is a condition in the ECA, or the industrial land use contains unpaved roads or outdoor storage piles, a dust monitoring program may be required as part of the Air Quality Study.

Required Contents

During pre-application consultation, City Planning staff will work with the applicant's consultant to determine if such a report is required and, if so, the specific requirements of the Study, based on the nature of the proposed application and the context of the study area.

The Study should include, but is not necessarily limited to:

- A list of industrial land uses within 1000 metres of the proposed development
- Classifications per MOECC Guideline D-6 of nearby industrial land uses and their distances to the proposed development
- For industrial facilities whose area of influence includes sensitive land uses associated with the proposed development, copies of any issued Environmental Compliance Approvals
- Copies of any emission summary tables required as part of the Study process
- Methodology and results of air sampling, odour community surveys, and dust sampling required as part of the Study process
- Identification and analysis of the impact of air emissions, odour, and dust generated from the immediately surrounding area, including without limiting the foregoing, the operations of airports, transportation/rail infrastructure, corridors and yards, waste management facilities, industries and other air emissions-generating uses on the proposed development.
- Identification and analysis of the impact of air emissions generated within the proposed development on itself
- Recommendations for air emission mitigation, including both potential emission control upgrades at sources and any adjustments to the site plan and architectural design as are necessary to minimize exposure to air emissions, odour, and dust, and to comply with relevant regulations and standards including, if necessary, applying for Environmental Activity and Sector Registry (EASR) registrations or Environmental Compliance Approvals (ECAs) to the Ontario Ministry of the Environment and Climate Change.

NOTE: The City may hire an outside consultant to review air quality studies submitted in support of a development application and the cost of any such services will be paid for by the applicant.

3. INFRASTRUCTURE

3.1 Phasing Plan

Description

A phasing plan describes the timings of when each stage of your development will be completed.

Rationale

A phasing plan is needed for all major development applications where the:

- development is to be built out in phases rather than in one go
- development is for mixed use
- development includes community benefits

Who Should Prepare this?

The Project Manager.

When is this Required?

In support of a Draft Plan of Subdivision or Condominium Application.

Required Contents

- Overall Development Plan: This plan should provide an overview of the entire subdivision and identify the number of phases required to complete the development.
- Schedule of Phases: The plan should provide a schedule of the proposed phases and identify the approximate timeframe for each phase.
- Site Plan: The site plan should show the location of all proposed improvements, including lots, streets, utilities, and other infrastructure.
- Design Standards: The plan should comply with all applicable design standards and regulations, such as setbacks, lot size, and zoning requirements.
- Utility Plan: The plan should include a utility plan that identifies the proposed locations of water, sewer, and electrical infrastructure for each phase.
- Phasing Criteria: The plan should identify the criteria for determining when each phase is complete and ready for occupancy.
- Construction Details: The plan should include construction details for each phase, such as grading, drainage, paving, and landscaping.
- Environmental Impact: The plan should evaluate the environmental impact of the proposed development and identify measures to mitigate any negative impacts.
- Community Amenities: The plan should identify any community amenities, such as parks, recreational areas, and public spaces.
- Financing Plan: The plan should include a financing plan that outlines the estimated costs for each phase and identifies the source of funding for each phase.

3.2 Site Servicing Report/ Plan

3.2.1 Preliminary (Functional) Site Servicing Report/ Plan

Description

A Servicing Report is intended to demonstrate the impact of a proposed development on the infrastructure capacity of the area. The Servicing Report must prove that the demands of the proposed development on water and wastewater, stormwater, gas, electricity, and telecommunications are all met without causing detrimental impact to existing infrastructure servicing capacity. This Terms of Reference document is intended to be applied in conjunction with all other applicable guidelines, such as the City of Sault Ste. Marie's Subdivision Development Guideline and Technical Standards.

Rationale

It is critical to know the demands that proposed developments will have on water, wastewater, storm, gas, hydro, and telecommunications capacity in the City.

Purpose

- To determine the overall impact on the trunk and local municipal service capacities, such as: water treatment plant, water distribution systems and pressure zones, pump stations, wastewater treatment plants, trunk sewers and stormwater management facilities, etc. due to the proposed change in land use or development.
- To determine the necessary improvements to municipal servicing infrastructure required to support the proposed level of development.
- To determine mitigation measures to minimize any negative impacts.

Who Should Prepare this?

A Preliminary Servicing Report should be completed by a qualified professional engineer licensed in the province of Ontario with experience in water, wastewater, storm, gas, electricity, and telecommunications management.

When is this Required?

In support of Draft Plans of Subdivision/Condominium Application.

Applicable Policies

Planning Act S(17)(h)

Required Content

Shape the Sault Background Report references the Provincial Policy Statement. Municipalities can only permit new development if there is confirmation of sufficient reserve capacity in the local sewage and water systems. Fire Protection: must demonstrate there are adequate water flows in the adjacent infrastructure available for fire fighting purposes.

A Preliminary Servicing Report must address the following components:

- Water Consumption – estimated consumption, current capacities of trunk systems, phasing, net impact due to the proposed change in land use or development, need for expansion and upgrades
- Sanitary Sewage – estimated discharge, current capacities of trunk systems, net impact due to the proposed change in land use or development, need for expansion and upgrades.
- Storm Drainage –the storm drainage issues will be addressed in accordance with the Stormwater Management Report requirements set out in the Stormwater Management Terms of Reference (**section 3.4**).
- Hydraulic gradelines modelling to estimate the potential of basement flooding or sewer back-ups.
- Phasing of development and construction staging
- Financial implications of infrastructure expansion and upgrades

The report includes the following information:

- Location map of the subject property
- Property description
- Present owner contact
- Information on the magnitude of the proposed development, including preliminary site, lots and street layouts, etc.
- Basic design assumptions and parameters
- Information related to existing surface and underground storm, sanitary and water services (e.g, location, size, grade and invert elevations, etc.)
- Supporting calculations such as sanitary sewer design calculations
- Identify upgrades to existing infrastructure required to support the proposed development
- Plans and profiles of sewers in an appropriate scale
- The proposed basement and ground floor elevations of all buildings to be constructed

Notes

The level of detail for the Servicing Report depends on the type of application and the size of the development, and concerns raised by the City such as known downstream sewer capacity issues.

3.2.2 Private Site Servicing Plan

Required Contents

- The legal description, lot size, property dimensions, existing rights-of-way,
- Easements, municipal utility corridors, water service location, water wells;
- The location of items listed in Column 1 of Tables 8.2.1.6.A., 8.2.1.6.B. and 8.2.1.6.C. of the Ontario Building Code;
- The location of the proposed sewage system;
- The location of any unsuitable, disturbed, compacted areas, or slopes greater than 4:1; and

- Proposed access routes for system maintenance.

When is this Required?

Private Site Servicing Plans may be required for Final Approval of Subdivision Applications.

3.2.3 Final Site Servicing Plan/ Report (Final Approval)

A final site servicing report and plan consists of all the applicable requirements outlined in section 3.2.1 above and is at a stage of 90% completion. All concerns have been identified, and comments from the City and any other stakeholder has been addressed and applied to the servicing report and plan. Final Site Servicing Plan and Report is required for Final Approval of Subdivision or Condominium Applications.

3.3 Preliminary Stormwater Management Report/Plan

Description

A Stormwater Management Plan is to be submitted in conjunction with the development application. The applicant is encouraged to discuss the need, scope and proposed stormwater management concepts and design assumptions with City staff prior to preparing the report. The report is to be submitted in two stages (preliminary and final reports). For complex Site Plan Control applications, the Preliminary and Final Reports are to be submitted in conjunction with the development application and must be accepted prior to Site Plan approval.

Rationale

The objective of a Stormwater Management Report is to evaluate the effects of a proposed development on the stormwater and drainage system, and to recommend how to manage rainwater/snowmelt for the proposed development and meet the City of Sault Ste. Marie, Provincial and Federal Regulations.

OP 4.1 states: “The Groundwater Recharge Protection Area is the area of sand and gravel deposits south of the Shield Line, as shown on OP Schedule “B”. The importance of protecting the City’s groundwater resources is critical. On-site stormwater must be collected, stored and treated, and properly disposed of, in order to remove contaminants before the stormwater is allowed to enter into the ground or exit the property.”

PPS 2.2.1 i, requires that stormwater management practices minimize stormwater volumes and contaminant loads, and maintain or increase the extent of vegetative and pervious surfaces.

A Stormwater Management Report is required in order to provide City staff with the necessary information to evaluate the effects of the proposed development on the stormwater and drainage infrastructure as well as the local hydrologic cycle and watershed. Promoting best practices in stormwater management is important to protect the watershed, the great lakes from excess erosion, fluctuations in flows, and flooding as well as maintain groundwater recharge and improve water quality.

Purpose

To evaluate the effects of the proposed development on the stormwater and drainage system, and to recommend how to manage rainwater/snowmelt for the proposed development.

Who Should Prepare this?

A qualified, registered professional engineer. All reports and drawings must be stamped, signed and dated by a qualified professional, licensed in the Province of Ontario. The study may be a stand-alone document or combined with a Functional Servicing Report.

When is this Required?

The Preliminary Report outlines the design assumptions and conceptual engineering schemes to manage both quantity and quality of run-off. The Preliminary Report is to be submitted when the application is initiated and must be accepted prior to Draft Plan Approval of a Plan of Subdivision or Condominium.

Required Contents

A Stormwater Management Report must be based on:

- Established stormwater management principles,
- Best management practices,
- The Ontario Ministry of Environment, Conservation and Parks Policies and design guidelines
- The City of Sault Ste. Marie design Guidelines

The preliminary report must provide sufficient engineering information to allow for the necessary review and acceptance of the proposed stormwater management schemes in principle. This report should address the following:

- Identify existing stormwater management requirements that apply specifically to the site
- Identify constraints and potential opportunities – quantitative, qualitative, erosion sensitivity and environmental concerns related to water resources for both interim and ultimate development conditions, both on and off site.
- Identify the inlets (from upstream) and outlet (to downstream) for the minor and major systems, including overland flow routes
- Identify all internal and external drainage areas under existing and future development conditions for minor and major flows
- Indicate if the off-site land or works are required to implement the stormwater management proposals and comment to what extent (e.g. easements, dedication, land acquisition, etc.)
- Indicate the interim measures required for erosion, pond siltation and sedimentation, downstream works, riparian flow considerations, during the construction phase.
- Indicate if other agencies are required to grant approvals or issue permits and provide proof of approvals
- Submit plans and calculations to support the proposals

In addition, the Preliminary report must include the following information:

- Location map of the subject property
- Property description
- Present owner contract
- An external drainage plan including all upstream lands and any diversion of drainage routes
- An internal drainage plan including flood and fill lines and overland flow routes
- Schematic layout of the sub watershed showing the main watercourse, tributaries and trunk sewers
- Provide descriptions of pre-development and post-development conditions, statistics and respective storm release rates
- Any supporting calculations, reports and drawings, such as:
    - Calculation of surface run-off coefficients and release rates
    - Calculation of existing run-off coefficients and release rates
    - Calculation on permissible release rate and required on site storage
    - Methods of run-off attenuation and on site storage
    - Measures to maintain or improve water quality

  - Measures to minimize impact of run-off downstream including on erosion, flooding, etc.
- Ontario Ministry of Environment, Conservation and Parks Certificate of Approval and related documents if applicable
- Geotechnical Study and Hydrological Review where applicable

3.4 Final Stormwater Management Report / Plan

Description

A Stormwater Management Report is a document that identifies the quality and quantity impacts of the change in stormwater operations on the following:

- Existing infrastructure
- The lands subject to development
- Water bodies; and
- Downstream impacts

Best practices in stormwater management help to minimize the effects of polluted or otherwise impacted (e.g. higher temperature, high levels of sediment, de-oxygenated) runoff on the hydrologic cycle due to the current urban form. Effective management of stormwater is critical to the continued health of the lakes, streams, ponds, fisheries and habitats that make up our watershed.

Rationale

A Stormwater Management Report is required in order to provide City staff with the necessary information to evaluate the effects of the proposed development on the stormwater and drainage infrastructure as well as the local hydrologic cycle and watershed. Promoting best practices in stormwater management is important to protect the watershed, the great lakes from excess erosion, fluctuations in flows, and flooding as well as maintain groundwater recharge and improve water quality.

Purpose

To evaluate the effects of the proposed development on the stormwater and drainage system, and to recommend how to manage rainwater/snowmelt for the proposed development.

Who Should Prepare this?

A qualified, registered professional engineer. All reports and drawings must be stamped, signed and dated by a qualified professional, licensed in the Province of Ontario. The study may be a stand-alone document or combined with a Functional Servicing Report.

When is this Required?

A Final Stormwater Management Report may be required as part of the following applications:

- Final Approval of Subdivision/Condominium Application

Required Contents

A Stormwater Management Report is prepared by a Registered Professional Engineer qualified in municipal engineering/stormwater management, and must include all appropriate reports, plans, computer modeling results and design calculations relating to how storm run-off is managed.

The Stormwater Management Report shall be consistent with the requirements of the Storm Drainage and Stormwater Management Policies and Design Guidelines and include:

- A map of existing contours and pre-development catchments including external contributing areas
- Identification of floodplain limits of all watercourses, including erosion hazard
- A plan with pre-development and post-development catchments including area and runoff coefficients
- A plan of the sewer system, stormwater management facilities and overland flow routes
- A description of methodology and existing conservation authority watershed criteria
- A summary of the City's applicable criteria to be met
- Detail input parameters to the hydrologic model
- Complete computer output/input printouts (computer files)
- Electronic data files of input and output for pre and post development conditions
- Summary of computer output results in a simplified tabular format
- Identification of revised pipes and proposed catchbasin inlet controls
- Verification that major overland flow routes do not impact properties and that road gutter flows are within City parameters
- Summary of how all City and Watershed stormwater management criteria has been satisfied
- Outline of the operations, maintenance, and monitoring program for the stormwater management facilities, including Oil Grit Separators (OGS) and Low Impact Developments (LIDs)
- Phosphorus budget and water balance in accordance with the relevant conservation authority guidelines
- The inclusion of any low impact developments (LIDs) and their function (and include in the modelling) including relevant hydrogeological information

Notes

An Erosion and Sediment Control Plan may be required to supplement this report.

Regardless of any Environmental Compliance Approvals (ECA) issues by the Ministry of Environment, Conservation and Parks, the developer must demonstrate compliance with the City Wide ECA for assumption of infrastructure.

3.5 Transportation Impact Study

Description

A Transportation Impact Study is an evaluation of the effects of a proposed development on the existing road network and adjacent properties. The study is intended to determine improvements to infrastructure, service upgrades and recommend mitigation measures to address travel demands generated by the development, if necessary.

Purpose

To evaluate the effects of a development or re-development on the transportation system and to suggest any transportation improvements that are necessary to accommodate the travel demands and impacts generated by the development.

Rationale

The Traffic Impact Study will provide the City with a comprehensive analysis of the implications of the proposed development on transportation both at the local and regional scale. The study will provide a basis through which the suitability of the type and scale of the proposed development can be evaluated along with the identification of what improvements and mitigating strategies may be necessary either on or off site as well as for future demand in order to provide for a safe and efficient traffic flow.

Who Should Prepare this?

A qualified transportation engineer experienced in preparing transportation engineering studies. All reports and drawings must be stamped, signed and dated by a qualified professional engineer, licensed in the Province of Ontario.

When is this Required?

Shape the Sault Background Report identifies that a Transportation Impact Study may be required as part of a development's application process, as determined by the City.

In support of Draft Plan of Subdivision/Condominium Application.

Required Contents

A Transportation Impact Study should include the following information:

- Location plan of the subject property
- Property description
- Owner/Consultant contact
- Transportation context for the horizon year and time periods for analysis
- Estimate of travel demand generated by different development scenarios
- Evaluation of transportation impacts of site-generated traffic/transit demands
- Identification of transportation system improvements required to mitigate adverse impacts
- Assessments of parking and access issues
- Supporting data used in the analysis

Notes

Pre-consultation or discussion with City Transportation Planning staff is required prior to commencement of the Transportation Impact Study. Applicants and/or their consultants are required to submit a full scope of work proposal for review and approval by staff.

A detailed analysis will be required for development proposals that exceed population and employment forecasts for the in-effect Transportation Master Plans. This work is to be completed by the City's Transportation Master Plan consultant at the Applicants expense.

In instances where a proposed development requires improvements to the City's transportation network; a design brief, completed design drawings and cost estimate are required to be prepared to the satisfaction of the City by an experienced engineering consultant specializing in transportation design. The Applicant may be required to implements the improvement. All improvements should be assumed to be at the applicants expense or require front-ending (if development charges eligible).

Additional content not listed here may also be necessary to meet the specific requirements of the planning application.

3.6 Parking Impact Analysis (Parking Study)

Description

A Parking Study is used to estimate the parking demand that will be generated by a proposed development and determine the number of parking spaces required as per the City of Sault Ste. Marie parking policies and standards, local conditions, and site constraints. A Parking Study can also be used to justify a deviation from parking requirements as part of an amendment to the parking requirements for a development, as well as to explore alternative strategies to satisfy the parking requirements of the development.

Rationale

Parking is a key component of the transportation network and urban fabric of the City. Ensuring adequate and appropriate parking for residents and visitors contributes to Sault Ste. Marie's land use efficiency, good urban design, and economic vitality; however, an oversupply of parking can be costly, aesthetically unpleasing, and can have negative impacts on the streetscape and built form. Conversely, an undersupply of parking can cause issues with circulation and access within the City.

When is this Required?

A parking study may be required for the following application types:

- Draft Plan of Condominium Application
- Conversion of an existing rental property to condominium tenure

Required Contents

- Location plan of the subject property
- Property description
- Owner/Consultant contract
- Inventory of parking facilities in the area
    - On-site parking
    - On-street parking
    - Off-street public parking in the area
- Utilization of existing facilities during peak periods of parking demand
- Estimate of the parking demand generated by each component of the development including, where applicable:
    - Residents
    - Employees
    - Visitors/Customers/Patrons
- As assessment of the feasibility and appropriateness of shared parking on the site
- A parking strategy if the parking demand cannot be accommodated on-site
- Information and plans showing the location of any off-site parking and the lease arrangements for this parking

4. ENVIRONMENT

4.1 Environmental Impact Study

Description

The purpose of an Environmental Impact Study (EIS) is to determine the potential impacts, direct and indirect, of a proposed development on the environmental features of an area. An EIS can also be required to determine the status of a potential environmental feature that has not been officially designated.

Rationale

An EIS is an umbrella title under which are a number of seperate technical studies. The number and complexity of technical studies required will vary and will be determined by the number of environmental features on or around the site, and the size and sensitivity of these features. An EIS provides the mechanism for assessing the potential impacts of a proposed development on a feature and the effect it may have on the environmental system. The results of an EIS will be recommendations for conservation, mitigation and compensation, as may be required.

Although an EIS may be required as part of an application under the Planning Act, studies that may be required are regulated under other Acts and are the responsibility of other Ministries and authorities (Conservation Authority).

For this reason, if an EIS is required the City will identify the contents required for an EIS and will determine the contents of the EIS (referred to as a scoped EIS) and will provide a scoped EIS to the applicant. This is done to ensure that all necessary requirements and associated methodologies for conducting the technical studies have been comprehensively considered. An EIS can only be initiated once a scoped EIS has been provided to the applicant by the City. An EIS that has not been scoped by the City will result in the submission of an incomplete application.

Purpose

- To outline potential impacts on natural heritage features, functions and/or systems
- To propose mitigations to offset impacts.
- To determine compliance with relevant sustainability and land use policies

Who Should Prepare this?

The EIS will be prepared by a qualified environmental professional with expertise in species identification, biological, ecological and/or environmental functions and processes.

When is this Required?

To support a proposed development that is within or adjacent to a natural area, system and/or feature, or is reasonably expected to have adverse effects on the area, system, feature or function. The following considerations are outlined in the Sault Ste. Marie Official Plan.

These result of a technical study relating to any of these mean prohibition of development; development subject to detailed Environmental Impact Study (EIS); or development with minimum conditions after review.

These natural constraints include the following:

- OP 3.2: Natural Heritage Features; identified in Schedule B
- OP 3.6: Fish Habitat; identified in Schedule B
- OP 4.1: Groundwater Recharge Protection Area; identified in Schedule B
- OP 4.2: Great Lakes Flood Line; identified in Schedule B
- OP 4.3: Tributary Flood Line; identified in Schedule B
- OP 4.4: Specific Flood Areas; identified in OP 4.4
- OP 4.5: Wetlands; identified in Schedule C
- OP 4.6: Fill Areas; identified in Schedule B

Applications which may require an Environmental Impact Study include:

- Draft Plan of Subdivision/Condominium Application

Required Contents

The scope of an EIS may include a requirement to assess any of the following:

- Describe the development proposal in relation to the existing natural features and functions on the subject lands and adjacent lands
- Determine if natural features of the subject lands function or contribute to the functioning of core and/or corridor habitat
- Describe the surrounding environment including biophysical inventory, specifically indicating species at risk (including vulnerable, threatened and endangered species)
- Examine the functions of the natural features, their sensitivity and significance
- Identify and map the location and extent of sensitive or significant features
- Identify and map the proposed areas of direct and/or indirect impact on the natural features and their ecological functions, or the impact of development on the function of the land as core or corridor habitat
- Identify any lands to be preserved in their natural state or enhanced
- Identify alternative mitigating measures to address the negative effects of development on the natural features and their ecological functions, including measures for avoidance and setbacks for development
- Review requirements for natural heritage feature offsetting/compensation

- Identify the potential for restoration and/or creation of wildlife habitat
- Include a monitoring program to measure the impacts of development over time, which should include consideration for potential long-term induced impacts and post-construction adaptive management strategies to address such potential impacts
- Examine the cumulative impact of the existing proposed and potential development, including the impact on groundwater function and quality
- Recommend how the proposal will maintain, restore, protect or enhance the natural features and ecological function of the area
- A description of potential impacts to the features and functions identified as part of the study (note that negative impacts may result in a denial recommendation without mitigation or offsetting)

Notes

An Environmental Impact Study should begin early in the development process when there is the greatest opportunity to design in harmony with the natural environment.

4.2 Tree Inventory Preservation Plan

Description

A Tree Preservation Plan provides a strategy and specific actions taken for on trees within and outside the development limit which are, or may be, impacted by constructed works. It will consist of a plan that includes, but is not limited to, boundary tree identification, inventories, species at risk identification, development setback requirements and construction related elements for trees relevant to the development proposal.

Purpose

To identify tree care methodology and detail specific treatments required to protect and to preserve trees before, during, and after construction on a site. This provides staff with a basis on which to assess to proposed application with regard to tree preservation and protecting issues and the overall contribution to the urban forest canopy cover.

Rationale

A Tree Protection and Preservation Plan provides City staff with a basis on which to assess the proposed application's tree preservation and protection issues. It also analyses the overall urban forest canopy cover contribution. Providing continuous tree canopy enhances natural habitats and serves to connect links to open space and other natural areas within the City. Encouraging placement of trees near public and semipublic spaces for shade cover and aesthetics is a valuable feature for any urban area as it reduces the urban heat island effect, decreases urban air pollution, and provides for more enjoyable spaces.

Who Should Prepare this?

A Qualified Tree Consultant such as:

- A Registered Professional Forester (RPF)
- A Registered Landscape Architect (LA)

All reports and drawings must be stamped, signed and dated by a qualified professional, licensed in the Province of Ontario.

When is this Required?

To support the following applications:

- Draft Plan of Subdivision or Condominium Application
- Any time trees are being preserved, removed or impacted as a result of development or related actions resulting from development.

Required Contents

- A brief overview of the study area and proposed development
- A photo log of the site showing site conditions
- A tree inventory (and other vegetation species as required on a case by case basis) identifying all existing trees or groupings of trees, their species, size and condition, and those trees proposed to be removed or retained
- A discussion of the rationale for proposed tree removal and retention

- Information to address a tree protection measures for all retained tree(s)
- A detailed tree protection methodology section to address those particular conditions where the proposed development will impact on the health and structural integrity of the tree(s)
- Identification of any dead, diseased and/or hazardous tree(s)

A Tree Preservation Plan should contain:

- A large formal plan visually displaying the information presented in the tree inventory and other relevant information within the report including tree numbers, tree protection zone limits, tree preservation fencing location, details, and specifications, Qualified Tree Consultant's contact information, location of topsoil stockpiles, and the construction storage and staging areas including the construction access route. Information on the plan shall also include the drip lines of vegetated areas staked by the Conservation Authorities in conjunction with the municipal staff.
- The Site Servicing and Grading Plan that may accompany some applications must include the existing and proposed grades.

Applicants should be aware of the City's tree preservation by-law, policies and guidelines, which are invaluable to understanding content requirements in any Tree Preservation Plan.

Notes

If the proposed development is revised, the study/report shall reflect the revisions by an updated report or letter from the author indicating the recommendations and conclusions are the same.

Please note that a peer review may be required. The cost of the peer review will be borne by the applicant.

Please note that the requirements of this study may vary depending on the nature of the proposal. This will be determined through the pre-consultation process and in consultation with any applicable external agencies.

If the submitted study is incomplete, is authored by an unqualified individual, or does not contain adequate analysis, the application will be considered incomplete and returned to the applicant.

4.3 Environment Site Assessment

Description

A Phase I Environmental Site Assessment (ESA) is a report which details the results of a systematic investigatory process, by which the assessor seeks to determine whether a particular property is or may be subject to actual or potential contamination. The assessment does not involve the collection of samples or alteration of a property (i.e. excavation), unless enhancements are agreed upon by the assessor and the client.

A Phase II Environmental Site Assessment (ESA) is a report detailing the results of a systematic iterative process, by which the assessor seeks to discover, characterize and/or delineate the concentrations or quantities of substances of concern related to a site, and compare those levels to established criteria.

Rationale

The reuse and redevelopment of brownfield sites is a key goal of the City Sault Ste. Marie Official Plan.

Per PPS 3.2: Sites with contaminants in land or water shall be assessed and remediated as necessary prior to any activity on the site associated with the proposed use such that there will be no adverse effects.

By requesting a Phase I and/or Phase II Environmental Site Assessment it helps ensure that a property is safe for the intended use. Where City records or other information indicate that a site may be contaminated by a prior or current use, a Phase I Environmental Site Assessment may be required to determine whether there is a need for a Phase II Environmental Site Assessment, and/or Record of Site Condition.

When is this Required?

A Phase I Environmental Site Assessment is required when City records or other information indicate that a site may be contaminated by a prior or current use, and/or where there is a potential change in land use that would require a Record of Site Condition, for final approval of a subdivision application.

A Phase II Environmental Site Assessment will be required when a Phase I ESA indicated a potential for the presence of soil and/or groundwater contamination, and/or when, based on the review of a Phase I ESA, the Environmental Projects Manager determines that a Phase II ESA is warranted based on the nature of the property and surrounding land uses, the proposed development, and/or the potential concentration of contaminants.

Who Should Prepare this?

A Qualified Person (QP) is a person as defined in O. Reg. 153/04 who is able to conduct or supervise a Phase I or II Environmental Site Assessment. This person must hold a licence, limited licence, or temporary licence under the Professional Engineers Act or be registered with and a member of the Association of Professional Geoscientists of Ontario.

Required Contents

The Phase I and/or Phase II ESA must be completed to the requirements under Ontario Regulation 153/04. Guides for Completing Phase I and Phase II Environmental Site Assessments are available on the Ministry of the Environment and Climate Change website. The City of Sault Ste. Marie requires that the Phase I and/or Phase II ESA must have been prepared within two years of the date that the planning application is made, or have been prepared within five years of the date that the planning application is made if it has been updated within the past two years by a Qualified Person. The submitted copy must be signed by the Qualified Person who completed the assessment(s).

Site Plan Approval

DENIED OR CONDITIONS APPEALED

APPEAL TO OLT

Approved

Agreement Requirement

EXEMPTION IF NO MORE CONDITIONS REQUIRED

STANDARD CONDOMINIUM PLAN REGISTERED

Standard Process

See Draft Plan of Condominium Flow Chart

EXEMPTION FROM PLAN OF CONDOMINIUM FLOW CHART

SAULT STE. MARIE

APPENDIX B

Checklist for Studies / Plans / Reports

This checklist identifies studies and information that may, or will be required, and at which stage in the process. The information identified is to be completed as part of the application

Categorization
Required (®)
Likely Required (✓)
Possibly Required (?)

Studies/Plans/Reports	Stage		
	Pre-consultation	Draft Plan of Subdivision or Condominium	Final Approval of Subdivision or Condominium
Land Use			
Planning Justification Report		®	
Public Consultation Strategy		®	
Conceptual Subdivision/Condominium Plan	®		
Draft Plan of Subdivision/Condominium		®	
Final Plan(s) of Subdivision/Condominium			®
Urban Design Report			?
Landscape Plan			✓
Archaeological Study		✓	
Cultural Heritage Impact Assessment		?	
Sensitive Land Use Report (Land Use Compatibility)		✓	
Agriculture Impact Assessment		?	
Development			
Project Description	®		
Boundary Certification		®	
Geotechnical Study (Slope Stability Report)		?	
Geotechnical Study (Site Servicing, stormwater management)		®	
Geotechnical Study (Structural)			✓
Grading Plans			®
Hydrogeologic Study		?	
Wind Study		?	
Noise and Vibration Study		?	
Air Quality Study		?	
Infrastructure			
Phasing Plan		®	
Preliminary (Conceptual) Servicing Report/ Plan		®	
Final (Functional) Servicing Report/ Plan			®
Preliminary (Conceptual) Stormwater Management Report/ Plan		®	
Final (Functional) Stormwater Management Report/ Plan			®
Transportation Impact Study		✓	
Parking Impact Analysis		?	
Environment			
Environmental Impact Study		®	
Tree Inventory Preservation Plan			?
Environment Site Assessment		®	

APPENDIX C

Terms of Reference and Guidelines for Studies / Plans / Reports

CHECKLIST GUIDELINES/TERMS OF REFERENCE

In order to ensure the interests of the City are met and to adequately assess the technical aspects of a development proposal, plans, reports and studies are required to be submitted to support an application for a subdivision or condominium.

This document provides a comprehensive list of plans, reports and studies and supporting guidelines and term of reference. Not all plans, reports and studies within this document will be required for a development proposal and the level of detail required varies widely.

During the DART meeting, submission requirements for a subdivision or condominium application and all supporting plans, reports and studies will be identified. For more information, refer to the Subdivision/Condominium Application Process.

Contents

1. LAND USE

1.1 Planning Justification Report

Description

A Planning Justification Report (PJR) is required to support an application made under the Planning Act. The PJR provides support for the development application by establishing a professional planning rationale and opinion as to how the proposed development conforms to applicable planning policy and represents good planning principles.

Rationale

- Provide a clear understanding of the proposal.
- Justify why the land use and built form are appropriate.
- Identify and analyze all of the relevant legislation, regulations, and policies (both provincial and municipal).
- How the proposed development meets the intent of policies.
- Highlight information specific or particular to the proposal (i.e., special history, different circumstances).
- State why, in the opinion of the author, the proposal should be considered and approved.

Who Should Prepare this?

A Registered Professional Planner (RPP) or under direct supervision of an RPP.

When is this Required?

Draft Plan stage of Subdivision or Condominium Application Process.

Required Contents

- Purpose of application - required approvals and their sequencing
- Site context – location, existing conditions, site description and surrounding land uses/context/built form
- Description of the proposal – development statistics, zoning provisions (height, setbacks, density, parking), site and contextual considerations, relevant phasing
- Requested amendments to the Official Plan and/or Zoning By-law if applicable
- Relevant planning history such as previous approvals, legislative references, Local Planning Appeal Tribunal (LPAT) history, and relevant authorities (include copies of relevant documents)
- Policy and planning analysis - Provincial Policy Statement, Growth Plan for Northern Ontario, Sault Ste. Marie Official Plan, Sault Ste. Marie Zoning By-law, areas of compliance and noncompliance and why
- Summary of supporting plans, reports and studies
- Summary and conclusions - analysis and opinion as to why the proposal is good planning

1.2 Public Consultation Strategy

Description

There are two components to a public consultation strategy, the statutory requirement and best practice. The statutory requirements are contained within the Planning Act and in Ontario Regulations (O/Regs) such as 178/16 (Plans of Subdivision) and 180/16 (Official Plans and Official Plan Amendments). This statutory requirement is intended to "get the applicant thinking" in a pro-active manner about:

- how to build "trust" in the area impacted by the proposal;
- who the audience or "public" is and who will be impacted by the proposal; and
- ensuring that the public's voice is heard, evaluated and recorded as part of the development application review process.

Best practice public consultation augments the statutory requirements and introduces other forms of public consultation such as public information centers (PICs), surveys, workshops, etc.

A public consultation strategy outlines all forms of consultation that will take place as part of the application process and should be reflective of the location, complexity, scale and nature of the proposed development. Depending on the complexity, the Public Consultation Strategy may be included within the Planning Justification Report or may be prepared as a separate report.

Who Should Prepare this?

A Registered Professional Planner (RPP) or a Communications Consultant

Participants

- Applicant and consulting team
- City of Sault Ste Marie Planning Department
- Planning Administration Staff
- Applicable Ward Councilors

Responsibilities

<u>Applicant and Consulting Team</u>

- Prepare presentation material and provide to Planner to demonstrate the information to be presented at the Public Consultation Meeting in advance of the desired Public Consultation Meeting date
- Arrange location and schedule Public Consultation Meeting.
- Provide notification to neighbours and the public.
- Present proposed concept to attendees, answer any questions, respond to feedback, and commit to providing additional information as appropriate

- Take appropriate notes to capture the attendees, comments, questions and feedback
- Include comments and responses as part of the Planning Justification Report as part of a complete application submission package

Planner (file manager)

- Review materials provided by the applicant to ensure there are substantive materials for the neighbourhood to review
- Attend Public Consultation Meeting
- Provide approved wording and installation procedures for notice sign to applicant
- Answer questions relating to the process and timing of the future planning application

Ward Councilors

- Attend, listen and ask questions

Notice

The Planner will provide support in reviewing materials, choosing dates/locations and communicating City policies. It is the applicant's responsibility to arrange, schedule and coordinate the Public Consultation Meeting. Notices shall be provided a minimum of 14 days prior to the meeting. Notice for the Public Consultation Meeting shall not be given until satisfactory presentation materials have been submitted to the Planner.

Location

In a suitable publicly accessible venue that is as close as possible to the subject site, such as schools, community centers, etc.

Required Presentation by Applicant/Agent

The applicant is required to prepare a short presentation that:

- Introduces the proposed development concept
- Provides a site plan (and building elevations if applicable)
- Demonstrates how the development will fit into the existing neighbourhood
- Identifies the studies to be provided in support of the application and provides draft copies, if available

Feedback Gathered and Responses

The goal of the meeting is to engage with the community and obtain their feedback regarding the proposed development. The applicant must provide a section within the **Planning Justification Report** that identifies the comments received and how they have been addressed.

1.3 Conceptual Subdivision/ Condominium Plan(s)

Description

To show the key elements of the site plan/development in context, with adjacent street(s) and properties, including site circulation for pedestrians and vehicles, conceptual grades, and proposed hard and soft landscaping on site and on the adjacent street(s) and properties. A streetscape and landscape concept for the space between the proposed building(s) or building setback envelope as applicable and the curb, on each site and adjacent site(s), may also be requested.

General Requirements and Contents

- Must be drawn to a standard metric scale, legible at 1:100, 1:200, 1:250 or 1:500 scale
- Existing buildings shown in dashed line if demolished, and proposed development including the ground floor of the proposed building(s) if applicable.
- All property lines, abutting streets and building footprints on adjacent properties
- All driveways and parking areas on site and on adjacent properties
- Above grade structures if applicable.
- Existing/proposed underground structures and ramps
- Dimensioned relationships of the proposed buildings/building set-backs to property lines if applicable.

Easements, Reserves and Widenings

- Existing/proposed property boundaries, right of ways, reserves, easements road widenings
- Location, dimensions and details of any watercourses and any significant features or delineation lines such as flood lines, fill lines, and limits of buffer zones as they relate to natural heritage, and fill regulated areas.
- Turnarounds, service easements, and property requirements for municipal facilities (i.e. storm water management ponds) and/or services.

Conceptual Servicing and Grading

- Locations and/or property requirements of Third Party infrastructure or services, i.e Canada Post, Rogers Communications etc.
- General concept for grading including existing and proposed elevations at property lines and their interaction to the existing grading and drainage patters of adjoining properties, grading along driveways (indicating slope), pedestrian sidewalks and walkways and building entrances, as per applicable Zoning By-law prepared by a licenced Civil Engineer or licenced Ontario Land Surveyor.
- General concept for sanitary sewer servicing, including existing drainage areas to be serviced, and allowances for future extension of services prepared by a Civil Engineer.
- General concept for storm sewer servicing and storm water management, including existing drainage areas to be serviced, and allowances for future extension of services prepared by a Civil Engineer.

- General concept for domestic and fire protection water servicing, including allowances for future extension of services prepared by a Civil Engineer. Location of existing/proposed fire hydrants located within the municipal boulevard and/or on the subject property, existing/proposed fire routes, servicing the hydrant and existing/proposed Siamese connection location(s), if required
- General concept for electrical servicing, including allowances for future extension of services prepared by a Electrical Engineer.

Site Circulation – Pedestrian, Bicycle, Vehicular Driveways, Servicing and Parking

- General location and dimensions of existing/proposed pedestrian circulation in the street and boulevard and on site, including sidewalks, walkways, patios, stairs and ramps
- General location and dimensions of existing/proposed bicycle circulation, parking, and access to parking and storage (indoor and outdoor)
- General location and dimensions of publicly accessible areas on site and within the building, including parks and open spaces, POPS, walkways, mid-block connections, pedestrian mews, etc.
- General location and dimensions of existing/proposed vehicular circulation in the road allowances and on site including driveways, curb cuts, ramps, laneways, surface parking, loading and service areas
- Location of existing or proposed transit stops, access to transit, including station entrances
- Grading information for ramps and walkways, including AODA requirements

Waste Disposal Facilities

- General location and dimensions for all loading and service areas, including access to these areas
- General location and dimensions of facilities for at grade storing and handling of garbage, recyclable material and organic waste

Hard Landscape – Grading, Retaining Walls, Fences and Railings

- General location of landscape and architectural elements such as retaining walls, fencing and rails on site and in the public boulevard adjacent to the site
- General concept for grading including the existing/proposed elevations at property lines, along driveways (indicating slope), pedestrian sidewalks, walkways, ground floor and at building entrances, including the relationship of grades along the right-of way, from the property line to curb face
- Spot elevations, as appropriate

Soft Landscape and Planting

- General location of soft landscape and plantings on the site and on adjacent road allowance, including location of proposed street trees
- Location and identification of trees protected under City by-laws; including trees on adjacent properties within 6 metres of the subject site
- Location of tree protection zones (where trees are being retained and protected)

Concept Streetscape Diagrams

- In plan and section, show the streetscape concept for the proposed site and adjacent sites, showing hard and soft landscape, between the ground floor of the building and the curb, including setbacks, ground floor uses.

1.4 Draft and Final Plan of Subdivision/Condominium

Description

Ontario's *Planning Act* (Section 51) and Condominium Act grants the City authority to regulate the division of land through Plans of Subdivision. Through the review of these plans the City will examine whether the land is suitable for the proposed developement, the number and location of new public streets and their connection to the broader transportation network, the adequacy of utilities, municipal services and school sites, and the conservation of natural resources.

Who Should Prepare these?

A licensed Ontario Land Surveyor.

1.4.1 Draft Plan of Subdivision

Required Contents

Under Section 51 (17) of the Planning Act the applicant is required to provide a draft plan of the proposed subdivision drawn to scale and showing:

- the boundaries of the land proposed to be subdivided, certified by an Ontario land surveyor;
- the locations, widths and names of the proposed highways within the proposed subdivision and of existing highways on which the proposed subdivision abuts;
- on a small key plan, on a scale of not less than one centimeter to 100 meters, all of the land adjacent to the proposed subdivision that is owned by the applicant or in which the applicant has an interest, every subdivision adjacent to the proposed subdivision and the relationship of the boundaries of the land to be subdivided to the boundaries of the township lot or other original grant of which the land forms the whole or part;
- the purpose for which the proposed lots are to be used;
- the existing uses of all adjoining lands;
- the approximate dimensions and layout of the proposed lots;
- natural and artificial features such as buildings or other structures or installations, railways, highways, watercourses, drainage ditches, wetlands and wooded areas within or adjacent to the land proposed to be subdivided;
- the availability and nature of domestic water supplies;
- the nature and porosity of the soil;
- existing contours or elevations as may be required to determine the grade of the highways and the drainage of the land proposed to be subdivided;
- the municipal services available or to be available to the land proposed to be subdivided; and
- the nature and extent of any restrictions affecting the land proposed to be subdivided, including restrictive covenants or easements.

Additional Required Contents

- if any affordable housing units are being proposed, the shape and dimensions of each proposed affordable housing unit/lot and the approximate location of each proposed affordable housing unit in relation to other proposed residential units;

Draft Approval Certificate

- Include the Draft Approval Certificate on each plan submitted at time of application as follows:

> Subject to the conditions set forth in our decision dated _____, this draft plan of subdivision is approved under section 51 of the Planning Act.
>
> _____
> (position title)
> (name of approval authority)

- location and number of units to be sold,
- all common elements (i.e., corridors, lobbies, elevators, etc.)
- location and number of parking spaces, if they are to be sold separately
- location and amount of landscaped open space and common recreation space

Ownership Information and O.L.S. Signature

- name of registered owner, signature and date signed
- name of Ontario Land Surveyor, signature and date signed

Legal Description and Property Details

- legal address of the property
- boundaries of the land proposed to be subdivided, certified by an Ontario Land Surveyor
- locations, widths and names of the proposed or existing highways on which the proposed subdivision abuts, including reserves

Purpose and Use of the Lots and Adjoining Lands

- purpose for which the proposed lots are to be used
- existing uses of all adjoining lands
- approximate dimensions and layout of proposed lots
- natural and artificial features, including municipal appurtenances, such as buildings or other structures or installations, railways, highways, watercourses, drainage ditches, wetlands and wooded areas within or adjacent to the land proposed to be subdivided.
- availability and nature of domestic water supplies

- nature and porosity of soil
- existing contours or elevations as may be required to determine the grade of the highways and the drainage of the land proposed to be subdivided

Servicing Information

- municipal services available or to be available to the land proposed to be subdivided
- nature and extent of any restrictions affecting the land proposed to be subdivided, including restrictive covenants or easements

1.4.2 Draft Plan of Condominium

Required Contents

Under Section 51 (17) of the Planning Act and Section 9 of the Condominium Act, the applicant is required to provide a draft plan of the proposed condominium drawn to scale and showing:

- the boundaries of the land proposed to be subdivided, certified by an Ontario land surveyor;
- the boundaries, delineation, locations, widths and identifiers of common elements, parcels of tied land, units, within the proposed condominium and of existing highways on which the proposed subdivision abuts;
- the locations, widths and names of the proposed highways within the proposed subdivision and of existing highways on which the proposed subdivision abuts;
- on a small key plan, on a scale of not less than one centimeter to 100 meters, all of the land adjacent to the proposed subdivision that is owned by the applicant or in which the applicant has an interest, every subdivision adjacent to the proposed subdivision and the relationship of the boundaries of the land to be subdivided to the boundaries of the township lot or other original grant of which the land forms the whole or part;
- the purpose for which the proposed lots are to be used;
- the existing uses of all adjoining lands;
- the approximate dimensions and layout of the proposed lots;
- natural and artificial features such as buildings or other structures or installations, railways, highways, watercourses, drainage ditches, wetlands and wooded areas within or adjacent to the land proposed to be subdivided;
- the availability and nature of domestic water supplies;
- the nature and porosity of the soil;
- existing contours or elevations as may be required to determine the grade of the highways and the drainage of the land proposed to be subdivided;
- the municipal services available or to be available to the land proposed to be subdivided; and
- the nature and extent of any restrictions affecting the land proposed to be subdivided, including restrictive covenants or easements.

Additional Required Contents

- if any affordable housing units are being proposed, the shape and dimensions of each proposed affordable housing unit/lot and the approximate location of each proposed affordable housing unit in relation to other proposed residential units;

Draft Approval Certificate

- Include the Draft Approval Certificate on each plan submitted at time of application

Subject to the conditions set forth in our decision dated _____, this draft pan of condominium is approved under section 51 of the Planning act and section 9 of the Condominium Act, 1998

_____
(position title)
(name of approval authority)

- location and number of units to be sold,
- all common elements (i.e., corridors, lobbies, elevators, etc.)
- location and number of parking spaces, if they are to be sold separately
- location and amount of landscaped open space and common recreation space

Ownership Information and O.L.S. Signature

- name of registered owner, signature and date signed
- name of Ontario Land Surveyor, signature and date signed

Legal Description and Property Details

- legal address of the property
- boundaries of the land proposed to be subdivided, certified by an Ontario Land Surveyor
- locations, widths and names of the proposed or existing highways on which the proposed subdivision abuts, including reserves

Purpose and Use of the Lots and Adjoining Lands

- purpose for which the proposed lots are to be used
- existing uses of all adjoining lands
- approximate dimensions and layout of proposed lots
- natural and artificial features, including municipal appurtenances, such as buildings or other structures or installations, railways, highways, watercourses, drainage ditches, wetlands and wooded areas within or adjacent to the land proposed to be subdivided.
- availability and nature of domestic water supplies
- nature and porosity of soil
- existing contours or elevations as may be required to determine the grade of the highways and the drainage of the land proposed to be subdivided

- municipal services available or to be available to the land proposed to be subdivided

- nature and extent of any restrictions affecting the land proposed to be subdivided, including restrictive covenants or easements

1.4.3 Final Plans of Subdivision/Condominium

Who Should Prepare this?

A licensed Ontario Land Surveyor.

Description

When all conditions of the draft approval have been met, final approval is given and the plan of subdivision/condominium may be registered with a Land Registry Office. The developer may then go ahead with the sale of lots in the subdivision.

Considerable time may pass between draft approval and actual registration of the plan. However, the approval authority has the power to require that draft approval will lapse after three years. It also has the power to give a further extension of draft approval. When determining whether a draft approval should be extended, provincial policies and plans must be considered by the approval authority (minister, municipality or planning board) in the review process. The approval authority also has a one-time discretionary authority to reinstate draft approved plans of subdivision that have lapsed within the past five years, if certain conditions have been met.

If a plan of subdivision has been registered for eight years or more and does not meet the growth management objectives of provincial policies or plans, the local municipality is encouraged to use their authority under the *Planning Act* to treat the plan as not registered and, where appropriate, change official plan designations and zoning bylaw permissions.

A registered plan of subdivision creates new, separate parcels of land and can be legally used for the sale of lots. It should not be confused with "compiled plans" or "reference plans" which are used simply to describe parcels of land.

A registered plan of subdivision/condominium is a legal document that shows:

- the exact surveyed boundaries and dimensions of lots on which houses or buildings are to be built
- the location and width of streets
- the sites of any schools, public facilities, or parks
- The plan does not show specific building locations; the rules for locating buildings are set out in the zoning bylaw

Requirements

The plan of subdivision/condominium must be:

- In the case of a Plan of Subdivision, prepared in accordance with the Planning Act and Land Titles Act

- In the case of a Plan of Condominium, prepared in accordance with the Planning Act, the Condominium Act and the Land Titles Act
- surveyed by a registered Ontario land surveyor
- in conformity with the official plan and with any county, regional or district plan as well as provincial policies
- approved by the proper planning authority
- registered with a Land Registry Office

1.5 Urban Design Brief

Description

An Urban Design Brief (UDB) is intended to provide the design rationale for site, building and landscape design elements of the proposed development and how it is compatible and complimentary with the existing neighbourhood. The level of detail expected in the UDB will depend on the scale, site, nature, and complexity of the development proposal.

Rationale

The Urban Design Brief should not be a description of the proposed development layout, nor does it replace the requirement for a Planning Justification Report. It should explain how the proposed development represents the most effective design to meet the intent of the City's policies and how the proposal responds to the surrounding physical context.

Who Should Prepare this?

An Urban Designer, Licensed Landscape Architect, or a Registered Professional Planner (RPP).

When is this Required?

An Urban Design Brief is required as part of a development application for Draft Plan of Subdivision/Condominium, and/or Site Plan when identified as being required through pre-consultation.

Required Contents

Provide an overview of the urban design vision, objectives and principles for the proposed development. Describe how the development will integrate with the existing and planned surrounding context and how it will contribute to creating a unique sense of place through the public realm and built form.

<u>Context Analysis</u>

Provide a description and detailed analysis of the site and surrounding existing and planned context noting the attributes and considerations including, but not limited to:

- Elevation drawings
- Existing natural features, topography and vegetation
- Lot fabric (including frontage and depth)
- General street/block pattern (including block lengths)
- Built form character of surrounding area
- Surrounding land uses
- Views and vistas to and from the site

- Landmarks or gateways
- Transportation networks (vehicular, cycling, pedestrian, transit, access points etc.)
- Relationships and linkages to public open spaces

Description and analysis should incorporate context mapping and photographs depicting the subject site and relationship to its surrounding context.

Development Plan

Provide a detailed description and illustration(s) outlining the overall character and configuration of the proposed development site. The plan should illustrate how the proposal fits within, and interfaces with, the surrounding context.

Detailed Design Direction

Provide detailed design direction that describes how the development plan will be realized. The design direction should be clearly expressed though text, sketches representing proposed development, and precedent images illustrating intended features and attributes of the proposal. The design direction should address, but not be limited to:

Site Design:

- Master planning (for large sites), urban/community structure
- Positioning of the building(s) in relation to the site, abutting streets and surroundings
- Vehicular, pedestrian and bicycle access, circulation and facilities
- Access to transit
- Location of parking
- Streetscape
- Public open spaces
- Landscaping and amenity areas
- Parking, loading and service areas
- Lighting

Built Form:

- Height and massing
- Setbacks
- Building to street ratio
- Transition to adjacent uses and built form
- Entrance points/gateways and

Heritage Resources

Where heritage properties and buildings exist as part of a development site, describe how the heritage resource will be protected, conserved, enhanced and integrated.

Sustainability Features

Describe the low impact development, stormwater facilities, energy efficiency measures and green building technologies that will be incorporated.

1.6 Landscape Plan

Description

To provide information and details for the hard and soft landscaping on the development site and on adjacent streets and boulevards. This includes tree preservation plans, details and materials for paving, location, types, size and planting details for proposed trees, shrubs and other plants. Landscape Plans will show the materials, dimensions and construction details for hard and soft landscape elements including paving, furniture, seating, fences, rails, pergolas, retaining walls and other features and planting details.

Who Should Prepare this?

An Urban Designer or a Licensed Landscape Architect.

Required Contents

General Details

- Must be drawn to a standard metric scale, legible at 1:100, 1:200 or 1:250 scale
- Existing/proposed elevations at property lines, driveways and building entrances
- Existing/proposed easements and encroachments
- Indicate in plan and section, existing/proposed pedestrian clearway widths
- Identify all improvements to adjacent public boulevards and sidewalks, including but not limited to: trees, shrubs, hedges, plantings or other ground cover, permeable paving materials, street furniture, ramps, waste and recycling containers, lighting and bicycle parking and storage facilities
- Detailed design plans, sections and details of park spaces either public or as part of a condominium
- Location and details of roof lighting fixtures (also shown on Lighting Plan)
- Label all paving materials and provide design details for paving and other hard landscape elements on the site and in adjacent boulevard
- Label materials and provide schematic construction details of significant hard landscaping elements, including furniture, seating, fences, railings, screen walls, living walls, retaining walls, play equipment and weather protection elements (sun and wind screens)
- Plant lists keyed to locations on the site, including the species, size, height, and root condition of all trees shrubs and plants, indicating native species
- Planting details of proposed trees, shrubs and other plants
- Indicate in plan and section, soil volumes for trees and other plantings
- Soil is retained on-site or adjusted or replaced with soil of equal or better quality
- Location, size, number and species of existing trees that are to be retained/protected (including trees on adjacent properties within six meters of the subject site's property lines)
- Tree protection plan notes for trees being protected, including those on adjacent private and City-owned property including public streets

- The location of and dimensions of any design features which promote sustainability and effective stormwater management and delineate which of these may be assumed by the City (i.e. within the boulevard or on private property)

Accessible and Landscaped Roofs

For roof(s) which are wholly or in part landscaped, including green roofs, provide Landscape and Planting Plans for each level of roof with landscape, including:

- Proposed rooftop hard and soft landscaping in plan with location, dimensions and materials of paved areas including walkways and patios, as well as furniture, seating, planters, lighting, railings and other elements including weather protection (sun and wind screens)
- Dimensioned cross-sections showing hard and soft landscaping elements, including materials, soil depths, volumes and insulation for planters
- Plant lists and planting details for all plant material, including location of plant material, species, number of plants, size, height, and root condition for all plants, indicating native species
- Location and details of roof lighting fixtures (also shown on Lighting Plan)
- Relevant cross sections and dimensions for green roofs and/or cool roofs

Landscape and Planting Plan for Sites subject to Heritage Approval

- Provide additional level of detail in the Landscape and Planting Plan for applications that include heritage considerations. These plans are to be cross referenced with any lighting and landscape plans approved under the Ontario Heritage Act. The Sault Ste. Marie Heritage committee shall be consulted during this process for all areas of locally significant heritage areas.

1.7 Archeological Study

Description

This study is to ascertain the presence or absence of archaeological resources. If these resources are present, the archaeological study should evaluate the significance of these resources and outline measures to conserve the resources or mitigate the impact of development on these resources.

Rationale

The authority to request this study is provided by the Planning Act, Provincial Policy Statement, and the Sault Ste. Marie Official Plan.

Sault Ste. Marie Official Plan Section 2.4 HE.9 requires an archaeological impact assessment meeting Ministry of Citizenship Culture, and Recreation guidelines when the development impacts medium to high potential archaeological sites. Official Plan Schedule E identifies areas of Archeological potential.

Who Should Prepare this?

A professional holding an archaeological license from the Ministry of Tourism, Culture and Sport. All reports and drawings must be stamped and/or signed and dated by a qualified professional, licensed in the Province of Ontario.

When is this Required?

In support of a Draft Plan of Subdivision or Condominium application in an area identified as medium to high potential archeological sites.

Required Contents

An Archaeological Study must adhere to the Standards and Guidelines for Consultant Archaeologists (2011) for work conducted within lands which comprise the City of Sault Ste. Marie.

Notes

- An Archaeological Study must be submitted and accepted by the Ministry of Tourism, Culture and Sport. Proof of receipt and acceptance of the Archeological Study must be provided to City Planning staff. In the event of significant delays of acceptance by the Ministry, the City may accept confirmation of study submission to the Ministry in deeming an application complete. Draft Plan approval will not be granted until acceptance from the Ministry.
- Should the recommendations include a program of archaeological monitoring during the construction process, an archaeological monitoring and mitigation strategy will be required as a condition of the subdivision agreement or condominium agreement.

- Should the assessment result in the discovery of archaeological resources (e.g. arrowheads or human remains), the proponent will be required to prepare and implement a commemoration and interpretation strategy as a condition of development approval.
- Archaeological assessments are to be completed together with any associated mitigation well in advance of any soil disturbance.
- It is the responsibility of the applicant and their consulting team to comply with the Ontario Heritage Act regardless of the City requesting an Archaeological Study.

1.8 Cultural Heritage Impact Assessment

Description

A Heritage Impact Assessment (HIA) is a study to determine the impact of a proposed development on locally significant heritage areas or the cultural heritage value of a property (or adjacent properties) and to recommend an overall approach to the conservation of heritage resources.

Rationale

- The assessment should be based on a thorough understanding of the significance and heritage attributes of cultural heritage resource(s), identify any impact the proposed development or alteration will have on the resource(s), propose mitigation options, and recommend a conservation strategy that provides the highest level of protection to cultural heritage resources within the context of the proposed development.
- The Heritage Impact Assessment should apply conservation principles, describe the conservation work, and recommend methods to avoid or mitigate negative impacts to the cultural heritage resource(s). Minimal disruption should be the guiding principle for all work.
- The City requires this study in accordance with Provincial Policy Statement 2.1.8.

Purpose

- Identify and protect cultural heritage resources
- Identify necessary mitigation measures

Who Should Prepare this?

A member in good standing of the Canadian Association of Heritage Professionals. All reports and drawings must be stamped and/or signed and dated by a qualified professional, licensed in the Province of Ontario.

When is this Required?

- In support of a Draft Plan of Subdivision or Condominium when identified by the city as required.

Required Contents

<u>Introduction to Development Site</u>

- Inventory and description of the cultural heritage resource(s) contained within the development site (or on the adjacent properties) identifying significant features, buildings, landscapes, vegetation, vistas, and including any heritage recognition of the property with existing heritage descriptions as available.

- Description of the context including adjacent heritage properties and their recognition (as above), and any yet to be identified potential cultural heritage resource(s).

Background Research and Analysis

- Cultural heritage value or interest of the site.
- Consult with the City of Sault Ste. Marie Heritage Committee.
- Development history of the site including original construction, additions and alterations with substantiated dates of construction.

Statement of Significance

- A statement of significance identifying the cultural heritage value and heritage attributes of the cultural heritage resource(s). This statement will be informed by current research and analysis of the site as well as pre-existing heritage descriptions. This statement is to follow the provincial guidelines set out in the Ontario Heritage Tool Kit.
- Professional quality record photographs of the cultural heritage resource in its present state

Description of the Proposed Development or Site Alteration

Impact of Development or Site Alteration:

- An assessment identifying any impact the proposed development or site alteration may have on the cultural heritage resource(s).

Considered Alternatives and Mitigation Strategies:

- An assessment of alternative options, mitigation measures, and conservation methods that may be considered in order to avoid or limit the negative impact on the cultural heritage resource(s).

Conservation Strategy:

- The preferred strategy recommended to best protect and enhance the cultural heritage value and heritage attributes of the cultural heritage resource(s)
- Recommendations for additional studies/plans related to: conservation; site specific design guidelines; interpretation or commemoration; lighting; signage; landscape; stabilization; additional record and documentation prior to demolition; and long-term maintenance.

Notes

The planning department will determine through the pre-consultation process if a Heritage Impact Assessment, or any supplementary reports, are required.

1.9 Sensitive Land Use Report: (Land Use Compatibility Report)

Description

The definition of Sensitive Land Uses according to the Provincial Policy Statement is “Buildings, amenity areas, or outdoor spaces where routine or normal activities occurring at reasonably expected times would experience one or more adverse effects from contaminant discharges generated by a nearby major facility. Sensitive land uses may be a part of the natural or built environment.

This report should be viewed as a precursor report to assist the City and Developer in determining if a Noise/Vibration Study per Section 2.8 or an Air Quality Assessment per Section 2.9 or other appropriate Sensitive Land Use study is required and may with the permission of the Planning Department be included within the Planning Justification Report. Examples of sensitive land uses may include, but are not limited to residential uses, day care centers, and educational and health facilities” (PPS).

Rationale

This Report shall meet the requirements set out in the Provincial Policy Statement 1.2.6 Land Use Compatibility. Major facilities and sensitive land uses shall be planned and developed to avoid, or if avoidance is not possible, minimize and mitigate any potential adverse effects from odour, noise and other contaminants, minimize risk to public health and safety, and to ensure the long-term operational and economic viability of major facilities in accordance with provincial guidelines, standards and procedures. Any sensitive land identified are to be included in the Planning Justification Report.

Pre-consultation with planning authorities is highly encouraged when planning for a new development, to identify potential constraints with respect to potential impacts to major facilities and sensitive land uses, explore alternative locations if necessary, and ensure all necessary studies are completed to inform planning decisions.

Who Should Prepare this?

A Registered Professional Planner in consultation with qualified individuals as deemed appropriate. Proponents are responsible for retaining qualified individuals to undertake appropriate studies in support of their application, screening of sensitive land uses, locating and designing their proposal to avoid, minimize and mitigate adverse effects and/or potential impacts to major facilities, and for installing and monitoring any required mitigation measures, as well as ensuring any necessary permissions (including ECAs, EAs and EASR registrations as applicable) under the EPA, the EAA or the Ontario Water Resources Act (OWRA), or other relevant legislation. Qualified individuals should have the education, experience, training or certification that will qualify them to: conduct the necessary analysis on adverse effects; provide expert opinions; and make recommendations on the subject matter related to avoiding or mitigating the adverse effects.

For example:

- Noise impact studies should be prepared by qualified individuals with experience in environmental acoustics.
- Vibration studies should be undertaken by qualified individuals with experience in vibration.
- Dust studies should be undertaken by qualified individuals with experience in assessing sources of particulate matter, including fugitive emissions and dust mitigation measures.
- Odour compatibility studies should be undertaken by qualified individuals with experience in odour assessment and mitigation.

In most cases these reports should be prepared by a licensed engineering practitioner that is a holder of a licence, limited licence, or provisional licence under the Professional Engineers Act.

When is this Required?

The Report is to be applied to achieve and maintain land use compatibility between major facilities and sensitive land uses when a draft plan of subdivision or condominium approval under the Planning Act is needed in the following circumstances:

- a new or expanding sensitive land use is proposed near an existing or planned major facility; or
- a new or expanding major facility is proposed near an existing or planned sensitive land use.

A major facility is defined as the following by the Provincial Policy Statement: “facilities which may require separation from sensitive land uses, including but not limited to airports, manufacturing uses, transportation infrastructure and corridors, rail facilities, marine facilities, sewage treatment facilities, waste management systems, oil and gas pipelines, industries, energy generation facilities and transmission systems, and resource extraction activities.” (PPS)

The Report also applies in situations where the use of the land is not changing, but the nature and/or intensity of the land use is, and an application under the Planning Act is required. For example, a six-storey residential building being replaced by a twenty-storey residential building within the same parcel can trigger this Report, if an approval under the Planning Act is required. It also applies in situations where there is a new use proposed for an existing building and an application under the Planning Act is required. For example, a new residential use may be proposed for a building that is currently used for commercial purposes, which would lead to a situation of potential incompatibility if the building is located within an industrial and commercial employment area.

Required Contents

- PPS policies 1.2.6.1 and 1.2.6.2 provide direction to ensure that major facilities and sensitive land uses are appropriately planned and developed to avoid, or if avoidance is not possible, minimize and mitigate adverse effects (e.g. from odour, noise and other contaminants) and ensure the long-term viability of major facilities. As such, planning proposals need to demonstrate how land use compatibility has been assessed and addressed.
- Planning authorities also need to ensure that long-term viability and functions of employment areas are protected from encroachment within and surrounding these areas, as per PPS policies 1.3.2.2 and 1.3.2.3. Employment area conversion is also an important issue, as per PPS policies 1.3.2.4 and 1.3.2.5.

Notes

Relevant policies referenced above represent minimum standards. Within the framework of the provincial policy-led planning system, planning authorities may go beyond these minimum standards to address matters of importance to a specific community, unless doing so would conflict with any policy of the PPS.

A Draft Guideline to Land Use Compatibility by Ontario Ministry of the Environment, Conservation and Parks exists. This Guideline acts in concert with provincial noise, dust and odour guidelines, standards and procedures, and refers to these technical guidelines for further direction on undertaking compatibility studies, assessments and modelling. The Guideline provides context on how land use compatibility is achieved through Ontario's land use planning process and the Environmental Protection Act (EPA) and regulations. It should also be used to inform Environmental Assessment (EA) processes carried out under the Environmental Assessment Act (EAA) and for compliance considerations.

1.10 Agricultural Impact Assessment

Description

The purpose of an Agricultural Impact Assessment (AIA) is to evaluate the impact a proposed development could have on the agricultural resource. The evaluation will consider if the proposal will adversely affect existing and future agricultural production or activities on a subject property or in the area surrounding it. The AIA will also assess the potential impact a development may have on the overall viability of agriculture in the area and identify possible adverse impacts on agricultural production, infrastructure and operations. The decision regarding whether a development application should be approved or denied will be made as a result of many factors, one of which will be its impact on agriculture and whether that impact is acceptable within the context of established planning policies.

Rationale

The principle underlying the recommendations of the AIA is to protect agricultural land and to minimize adverse impacts on agriculture, both in the immediate vicinity of the development, and on the broader. AIA will address Provincial, Regional and Local planning issues in addition to assessing the impacts associated with the regulatory regime (Minimum Distance Separation (MDS), Source Water Protection, Nutrient Management, etc.).

Purpose

- identify possible adverse impacts on the agriculture;
- identify additional restrictions that may impact abutting agricultural operations as a result of the development (e.g. changes in MDS that would restrict expansion of an abutting agricultural operation);
- identify and evaluate locational options for the proposed development and demonstrate that the proposed location is the preferred option in terms of minimizing the impact on agriculture;
- identify methods of removing or reducing any adverse impacts resulting from the development; and,
- address whether or not it is appropriate to provide “warning clauses” for the development, noting the presence of surrounding agricultural operations and if so, to make recommendations in that regard.

Who Should Prepare this?

The AIA should be prepared by qualified professionals with established technical and planning expertise and credentials in the fields of Planning and Agriculture.

When is this Required?

In general an AIA may be required to accompany a draft plan of subdivision or condominium applications.

Provincial Policy Statement requires the application of the Ontario Ministry of Agriculture, Food and Rural Affairs (OMFRA) Minimum Distance Separation (MDS) Formulae for new development in the vicinity of an existing livestock operation, as well as the expansion of an existing livestock facility in close proximity to sensitive land uses such as rural residences.

Required Contents

The scope of the AIA may vary depending on the scale of the development proposed and its potential impacts. The scope will be confirmed by the City as part of a pre-consultation process. All decisions on the scope of an AIA will be made by City staff based on the nature of each specific application.

An AIA shall include, but is not limited to the following:

Description of Proposal

- A description of the type of application and the nature of the proposal including a site plan, and a plan showing the location of the proposal in the context of the surrounding area.
- A description of any activities or processes associated with the proposal. If the proposal would provide for a range of possible uses, the AIA should address all possible scenarios involving permitted or proposed uses causing the maximum adverse impacts on agriculture.

Applicable Planning Policies

- A review of the policy context and regulatory framework in which the development is proposed, from an agricultural perspective, including relevant provisions of the Provincial Policy Statement
- Provincial Plans, the Regional Official Plan, Local Official Plan and Zoning By-law.
- Identification of the existing and proposed official plan designations and zoning on the property as well as location within Provincial planning policy areas.
- An assessment of applicable agricultural-related policies in the above plans and by-law, and demonstrates how the proposed development is consistent with these policies.

On-site and Surrounding Area Physical Resource Inventory

- **Soils:** A detailed description, including mapping, of the soil composition of the site and surrounding area and the CLI agricultural capability ratings of the soils. A description of the inherent limitations to agricultural capability should be included. Verification/refinement of existing soil capability mapping may be necessary.
- **Climate**: A general description of climatic features including Crop Heat Units, number of frost-free days, and the general climatic patterns of the area. A description of any microclimatic conditions particular to the site should be included (e.g. frost pockets).

- **Slope / Topography:** A general description of slope and topographic features including contour mapping of the site and surrounding area. If there are CLI notations regarding topography, an assessment of this information should be completed. A description of any limitations to agricultural capability based on slope should be included.
- **Drainage:** A description of the details regarding drainage including existing or past improvements. If tile drainage exists a description of the system and its status should be provided. If no system exists the need for one and the potential improvements that could be achieved through tile drainage should be addressed.

On-site Features

- *Past Farming Practices:* An outline of the history of the type and extent of agricultural operations on the site, including any recent changes.
- *Type and Intensity of Existing Agricultural Production:* A description of current cultivation patterns, livestock operations, and any wooded or currently idle areas.
- *Non-Agricultural Land Use On-site:* A description of on-site non-agricultural lands uses indicate conflicts with existing and potential on-site agriculture.
- *Parcel Size, Shape, and Accessibility:* A description of fields on the site and their relationship to transportation routes and neighbouring farm properties vis-a-vis accessibility by farm machinery. Indicate limitations on farming efficiency posed by same.
- *Existing Farm Management:* A description of land tenure and management on-site i.e. leased or owner operated, on or off-site residence, size of the total operation of which property is part.
- *Capital Investment in Agriculture:* A description and evaluation of the degree of investment in land improvements, irrigation systems, tile drainage, rootstocks, facilities, buildings, machinery, etc.

Off-site Land Use Features

- Surrounding Land Use Types: A description of the location. type and intensity of surrounding agricultural and non-agricultural land uses and proposed land use changes up to a distance of 1 km from the property boundary of the site. These should be indicated on a map with details about the history of surrounding agricultural uses.
- Existing and Potential Constraints to On-site Agriculture: An evaluation of constraints on agricultural production on-site arising as a result of existing and proposed non-agricultural uses in the area, including Minimum Distance Separation, nutrient management, traffic impacts, etc.
- Regional Land Use, Lot and Tenure Patterns: In order to determine the general character of the area which might influence the long-term agricultural potential of the site, an overall description of the broad rural area containing the site, including the extent of the area considered, a description of the fragmentation and tenure (absentee, non-farm) characteristics, non-agricultural land uses, the general agricultural (soil and macroclimatic) capability, and a review of non-agricultural commitments in the pertinent planning documents. Indicate the availability of agricultural support services to the site.

Agricultural Viability

- An assessment of the viability of the site property as an agricultural operation on its own and in consolidation with a larger existing operation. The flexibility of the site for different types of agricultural operations should be considered in the viability assessment. This review should include considerations related to alternative agricultural operations that could occur into the future.
- Impact on the viability of neighbouring agricultural operations resulting from increased restrictions that may occur as a result of the proposed development.

Assessment of the Impacts on Agriculture

- A description of the short and long term effects of the proposal on the agricultural community through the direct loss of agricultural resources including a description of the quantity and quality of land lost from agricultural production and the effects on existing or potential operations on the site.
- A description of the potential effects of the proposal on existing and potential farming operations on surrounding lands. The discussion should consider Minimum Distance Separation criteria, Nutrient Management issues, the compatibility of the proposal with agricultural operations, and the effects on the flexibility of surrounding lands to accommodate both changes in types of farming, such as from cash crops to livestock, and expansions to livestock operations. Potential impacts on existing wells or impacts due to noise and increased traffic should be addressed.
- Consideration of the proposal's impact on the existing agricultural character of the general area including implications for land use, tenure or fragmentation patterns. The effect of the proposal as an intrusion in an agricultural area or on the continuity of the agricultural area should be considered.
- Consideration of the potential cumulative impacts of this proposed development in the context of other decisions in the area.

Alternative Location Analysis

If the AIA is being completed to satisfy the policies of the PPS, a Provincial Plan or the Regional Official Plan to address the proposed removal of land from prime agricultural areas, an alternative location analysis should be completed to demonstrate that the proposed development location has the least impact on agriculture and to demonstrate the need, within an appropriate planning horizon, for additional land to be designated to accommodate the proposed use.

Mitigative Measures

- A description of any measures that could be taken to reduce the impacts of the proposal on both on-site and off-site agriculture and the degree to which the impacts would be reduced (e.g. confining the development to areas on the site with poorer capability land and retaining as much good quality land in production as possible, establishing appropriate buffers on the development site so as not to impact the ability of abutting operations to expand).

- Identification of the impact of removal and/or mitigation measures the proponent proposes to undertake as part of the proposal.
- Identification of any notices that could be included as conditions of development to ensure that the presence of surrounding agricultural operations are recognized and to advise future land owners that those operations may be subject to future expansion or shifts in production.

Conclusions

The main findings from the study should be summarized. Net potential impacts to agriculture resulting from approval of the proposed development after implementation of agreed to mitigation measures should be identified. Opinions regarding the implications for the Regional agricultural sector of proceeding with the proposal as described should be provided. If appropriate, mitigation measures to reduce any negative impacts on the agricultural sector should be proposed. Proposals for ongoing monitoring to assess future impacts should be included.

The report should include professional opinions as to the extent to which the development can satisfy the directions of the Provincial Policy Statement (PPS), the agricultural development policies of the Regional Official Plan and Local Official Plan, and why the proposal represents good planning.

Background Information to Accompany the AIA

The AIA should be supported with the following background information:

- literature cited;
- all background data sources;
- a list of people contacted during the study;
- a description of the methodologies and survey techniques employed in the study, including a description of soil sampling techniques and method of viability assessment;
- soil survey site investigation data (e.g. soil profile descriptions and slope measurements); and,
- curriculum vitae of study team members.

Summary

Include a summary at the front of the report containing a description of the proposal, its effects on agriculture and all conclusions and recommendations arising from the study.

2. DEVELOPMENT

2.1 Project Description

Definition

A Project Description is a document that outlines the details of a specific project in a structured format covering all stages of the project and the processes involved in it.

Rationale

A Project Description is drafted quite early in the Project Life Cycle. It is a useful document that could be referred to for a quick understanding of what the project involves, what it aims to accomplish, and how it shall be accomplished.

Who Should Prepare this?

A Registered Professional Planner or a Civil Engineer licenced in the Province of Ontario.

When is this Required?

Pre-consultation stage of a Subdivision or Condominium Application Process.

Required Contents

Project descriptions provide the following details to the applicants:

- the problem that the project will address
- a set of goals for the project
- the overall objectives for the project
- a project plan that describes the activities the members will undertake

2.2 Boundary Certification

Definition

The boundary survey establishes the perimeter of a property as it relates to a site's legal description.

Rationale

The Land Registration System requires a legal survey for an owner to subdivide land.

Who Should Prepare this?

An Ontario Land Surveyor (OLS).

When is this Required?

Draft Plan of Subdivision/ Condominium Application.

Required Contents

A licensed professional surveyor will:

- Check and ensure extent of title, and note planning restrictions, easements and other legalities.
- Prepare a legal boundary and, if necessary, other surveys (for example a topographic survey) of the site.

General Details

- Metric Scale
- Must be drawn to a standard scale (i.e. 1:100, 1:200, 1:500) and preferably at same scale as Site Plan Drawing
- Legal description
- Based on original with stamp and initials of an Ontario land surveyor all existing construction (up-to-date and showing distances from lot lines), including underground vaults
- Boundaries, dimensions and site area calculations of the parcel(s) of the site
- Boundaries and dimensions of any abutting lands in which the applicant has an interest
- Municipal address of buildings on or adjacent to the site
- Spot elevations along the boundary of the site and in adjacent public boulevards
- Ravine by-law limit, if applicable
- Underlying lot fabric, including lot and registered plan numbers (part lot control exemption applications only)

- Location, width and area of any rights-of-way and easements affecting the site and any elements within the easements; (identification of any widenings)
- Location, width and names of all roads or highways within or abutting the site
- Location of existing above and below grade utilities within the adjacent street boulevard (Site Plan Control Applications only); location of any fire hydrants on property or in close proximity to property
- Location of all vegetation, watercourses, natural features, artificial features; including Municipal appurtenances and paved areas on or adjacent to the site
- Location and grade of all existing trees including trees on adjacent properties within six metres of the subject site's property lines
- Any encroachments onto the property by adjoining property owners.

2.3 Geotechnical Study (Slope Stability Report)

Definition

This study is to determine if the proposed development and/or associated construction activities related to the development will cause or have the potential to cause erosion or slope instability problems on the lands being developed and/or adjacent lands and infrastructure.

Rationale

A geotechnical investigation may be required to identify the Existing Top-of-Slope (ETOS) and determine the Long-Term-Stable Top-of-Slope (LTSTOS). Due to the complexities of site development and soil conditions, the development proposal should be discussed in advance with the City technical staff to confirm the level of study required. Typically, comprehensive assessments are required for development projects close to major features such as steep ravines, while less detail may be required for minor works near shallower slopes. The assessment of the LTSTOS is to be completed following the Ministry of Natural Resources (MNR) Technical Guide on River and Stream Systems: Erosion Hazard Limit (2002) and should be accompanied by a detailed slope stability analysis. The LTSTOS must be plotted on a topographic site plan and the minimum Factor of Safety required by the City for slope stability analysis is 1.5.

Who Should Prepare this?

A registered professional engineer qualified in geotechnical engineering. All reports and drawings must be stamped, signed and dated by a qualified professional, licensed in the Province of Ontario. Per OP 4.6 F.3: Removal of vegetation on a slopeland shall not be permitted without consultation with a Professional Forester, Professional Engineer, or Landscape Architect.

When is this Required?

This report may be required to support the Draft Plan of Subdivision or Condominium Application.

This report is required in accordance with the Official Plan 4.6 F.2: Any application for development of any slopelands that contains slopes over 15% shall be accompanied by an engineering study that addresses the hazards of slope stability at that site, and an Environmental Impact Study (EIS) that shall address all of the environmental concerns of development at that site.

Required Contents

Where required, a solution based on sound technical data should be recommended to minimize or eliminate the impact of the development and associated activity, and at the same time ensure that the development will be safe for a design period of 100 years. Alternatives should be considered, and a final solution recommended and justified by comparing it to the alternatives. The basic requirements are as follows:

- Determine the existing subsoil conditions and pertinent geotechnical parameters for the entire height of the slope;
- Model the slope conditions and assess its stability. Determine the stable slope inclination corresponding to a minimum Factor of Safety of 1.5; and
- Provide and assess mitigation strategies, where required.

The following report outline provides a general guide for the documentation and calculations required by the City. The level of detail required for a specific submission will depend on factors such as:

- Slope characteristics (e.g., height, angle, and distance from watercourse);
- Distance of development from the slope;
- Local soil conditions; and
- The type of development proposed.

This report and subsequent design (if any) shall meet the requirements of and be accepted by the SSM Region Conservation Authority and the City of Sault Ste. Marie Engineering Department.

2.4 Geotechnical Study (Site Servicing, Structural, Stormwater Management)

Definition

A Geotechnical Report is a sub-surface investigation that analyses soil and bedrock composition to determine its structural stability and its ability to accommodate development. A geotechnical study does not necessarily include sampling to satisfy Environmental Site Assessments or O. Reg 406/19 - On-site and Excess Soil Management, however the developer may wish to consider a mutual sampling and analysis program.

Rationale

To provide an assessment in the event that there may be significant challenges in the conceptual designs, land requirements, detailed design, and construction stages of a development and to supplement Stormwater Management Reports.

Who Should Prepare this?

A registered professional engineer qualified in geotechnical engineering shall prepare geotechnical reports. All reports and drawings must be stamped, signed and dated by a qualified professional, licensed in the Province of Ontario.

When is this Required?

A geotechnical study will be required for Draft Plan of Subdivision or Condominium Application for site servicing plans, design and construction of municipal roads, stormwater management reports and hydrogeological studies and for the design of structural foundations in accordance with the Ontario Building Code.

The detailed design of storm water management facilities will be based on site specific percolation tests. The number of tests will be dependent on the size of the facility and the different types of soils conditions found within the proposed facility foot print zone of influence.

Per the Official Plan (OP 3.4): The areas of alluvial soils are environmentally sensitive to development because of the bearing capacity of these soils to support foundations. No development applications or building permits shall be approved for development on alluvial soils without a review and a report prepared by a professional engineer approved by the municipality. Refer to OP Schedule B for locations of alluvial soils.

Per Official Plan (OP 3.5): Lacustrine clay soils lack the ability to support the operation of domestic sewage systems. The development of a domestic sewage system shall not take place in areas of clay soils unless all of the guidelines of the Ministry of Environment, Conservation and Parks and Algoma Public Health Unit are met, and the approval of the Algoma Health Unit is obtained.

Per OP 4.3: Development proposed within floodplains in accordance with T.1 and/or T.4 shall require an Environmental Impact Study (EIS). Any development, including grading or the placement of fill within the floodplain and any setback area must be accompanied by a study using "accepted geotechnical principles".

Notes

Boreholes shall be advanced to a minimum of 2m beyond the deepest services, unless required otherwise for structures/building foundation recommendations. The geotechnical engineer shall determine the appropriate depth of boreholes.

Required Contents

The following is a general outline of information to be included in the Studies/Reviews:

- Purpose and scope of services, site and project description
- Geologic setting (overview of regional geology, local stratigraphy, groundwater occurrence)
- Subsurface conditions including soil and groundwater conditions
- Soil physiochemical behaviors to identify soil corrosivity (watermain corrosion protection etc.)
- Identification of soil degradation from petroleum hydrocarbons
- Service trench type recommendations
- Depth to bedrock or refusal if encountered
- Road construction and pavement design recommendations
- Recommendations for the design of retaining structures if applicable to the development
- Foundation recommendations
- Slab on grade/floor slab and structure backfill design recommendations
- Frost protection recommendations
- Temporary shoring and retaining walls
- Drainage/infiltration rate recommendations
- Seismic considerations
- Explanation and/or justification of the number of boreholes
- Confirmation of the feasibility of the conceptual stormwater management design from a geotechnical perspective. This must include a test pit or boreholes in the location of all stormwater management facilities including low-impact development locations (if known at the time of the geotechnical investigation)
- Address any side slope stability concerns, hazardous soils, berm construction (with the appropriate materials and compaction), specifications of a liner (if required), high groundwater table and/or bedrock issues
- Locations of investigation on site and servicing plans
- Factors of safety, feasibility and risk assessment
- Mitigation measures and monitoring programs where necessary

- Determination of the location of the seasonably high groundwater level after the ground has thawed to account for the high groundwater table associated with the snowmelt event
- Discussion and conclusions
- Recommendations regarding below grade water tight structure(s) and/or requirement of PWDS Environmental Compliance Approval (ECA) from Ministry of Environment, Conservation and Parks MECP) where applicable.
- Figures and illustrations including site plan, borehole location plan, and typical cross-section drawing
- Borehole logs
- Lab test data

2.5 Grading Plans

Description

A grading plan outlines the criteria for land development. Design elevation, surface gradient, lot type, and swale location are the usual components of the plan. The plan also shows the elevations, dimensions, slopes, drainage patterns, etc.

Rationale

To show grading details for the site and building and their relationship to adjacent and surrounding streets, boulevards and properties, as well as grading of site circulation, and grading relationships for the interior and exterior of building(s). The Site Grading Plan includes information to allow for technical review of stormwater, site servicing and tree preservation.

Who Should Prepare this?

A qualified, registered professional engineer. All reports and drawings must be stamped, signed and dated by a qualified professional, licensed in the Province of Ontario.

When is this Required?

A Grading Plan may be required for Draft Plan of Subdivision and Condominium Applications and will be required for Final Approval of Subdivision or Condominium Applications.

Requirements

<u>General Details</u>

- Use the Site Plan and Topography Survey as a base (in grey)
- General grading information, including existing/proposed elevations at 0.25, 0.5, 1, 5, 10 etc. metre intervals including but not limited to along property lines, driveways, sidewalks, walkways and other paved areas
- Proposed elevation at 0.25, 0.5, 1, 5, 10 etc.metre intervals along all building and structure perimeters and at building entrances
- Retaining walls, including grades at top and bottom of walls
- Existing/proposed grading adjacent to trees to be preserved, including all trees on adjacent properties, streets and boulevards within 6 metres of subject site's property lines

<u>Stormwater Details</u>

- Grading and technical information on water flow and water retention on site, including:
    - Storm and surface water drainage directions, site ponding limits with corresponding control volumes and control facilities, shallow groundwater conditions, major overland and emergency overland flow routes
    - Soil retention and/or replacement details
    - Sediment and erosion control measures applied during construction

- Buried watercourses

Tree Protection

- Grading and technical information for protection of existing trees, where trees are being retained and protected, including:
  - Location and identification of trees protected under City By-laws
  - Location of tree protection zones
  - Tree protection plan notes
  - Soil retention and/or replacement details
  - Sediment and erosion control measures applied during construction

Public and Private Servicing Information

- Location of proposed utilities, transformers, gas regulators, air intakes/exhausts, garage access stairs on the site and on adjacent streets and boulevards
- Proposed roof control devices location, type, control release rates and corresponding storage volumes for flat roof portions
- UV treatment facilities and/or oil grit separators
- Storage facilities and dimensions/details for rainwater harvesting and reuse (e.g. cisterns)

2.6 Hydrogeological Study

Description

A Hydrogeological Study is an objective science-based review of the subsurface hydrogeologic and geologic conditions in an area or location to identify development suitability and constraints.

Rationale

A Hydrogeological Study is undertaken to assess matters such as: groundwater infiltration and recharge, groundwater discharge and baseflow, groundwater elevations and flow paths, water quality and temperature, cumulative watershed impacts, coldwater fisheries supported by groundwater discharge, and impacts to the City's drinking water sources.

Who Should Prepare this?

A licensed, professional geoscientist or exempted engineer as set out in the Professional Geoscientist Act of Ontario. All reports and drawings must be stamped, signed and dated by a qualified professional, licensed in the Province of Ontario.

When is this Required?

A Hydrogeological Review shall be required should the development be serviced with private wells for domestic and/or fire protection water. The applicant is responsible for the preparation and cost of these studies. The following additional requirements govern the need to complete a hydrogeological review.

- In support of Final Approval of Subdivision or Condominium Application if private wells are used.
- Per the Official Plan Clause; OP 3.1: Any proposal for new development of pits and quarries must be accompanied by a hydrogeological study. Mineral aggregate areas are identified in OP Schedule A.
- Per the Official Plan Clause; OP 3.7: Land uses within the Precambrian Uplands area will be limited to those without the potential to pollute the groundwater. The consideration of a land-use application under the provisions of the Planning Act, for a use beyond those listed in the implementing zoning by-law shall be accompanied by an Environmental Impact Study and a Hydrogeologic Study prepared by experts in those fields.
- New residential and non-residential development can occur on full municipal services within the area designated Residential or Commercial on Schedule "C". New residential development within the Rural Area as shown on Schedule "C" can occur on individual wells and septic systems, provided the lands are suitable for the long term provision of such services. Development applications of 5 lots or more must be accompanied by a hydrogeological study that addresses the quality and availability of the water supply, as well as the suitability of the soils to support the proposed septic systems.

The Groundwater or Aquifer Recharge Area has been identified in the Sault Ste. Marie and Area "Groundwater Management and Protection Study" (June, 2003).

Requirements

The Hydrogeological Study at a minimum shall include an assessment of the Existing Conditions, Impacts Assessment, and Mitigation Measures. Below is a summary of the elements that should be included within the report. The scope of the assessment is site specific. The proponent is encouraged to undertake pre-consultation with the City of Sault Ste. Marie, and the Sault Ste. Marie Region Conservation Authority to confirm the scope prior to undertaking any technical work.

Existing Conditions

- Introduction and background
- Site location and description
- Description of Topography and Drainage, physiography, geology and soils
- Test pits/boreholes, Monitoring Wells
- Private Well Survey
- Hydro-stratigraphy/Hydrogeology: Aquifer properties, groundwater levels, groundwater flow direction
- Description of surface water features and functions
- Water Taking Permit Details
- Water Quality
- D-5-5 (Water Supply)
- Source Water Protection: Wellhead Protection Areas, Transport Pathways, Significant Drinking Water Threats, Existing Conditions/Issues
- Ecologically Significant Groundwater Recharge Areas

Impact Assessment

- Groundwater Levels
- Pumping Tests
- Groundwater Discharge (Baseflow)
- Water Balance
- Groundwater Quality
- D-5-4 (Onsite Sewage Systems)
- Source Water Protection: Wellhead Protection Areas, Creation of a Transport Pathway, Significant Drinking Water Threats, Existing Conditions/Issues
- Quantity and Quality of an aquifer used for the supply of drinking water
- Temporary Dewatering
- Contaminant Migration
- Flowing Conditions

Mitigation Measures

- Maintenance of Infiltration/Recharge
- Maintenance Groundwater Quality
- Monitoring Program
- Contingency Plans

Please ensure consistency with the Hydrogeological Assessment Submissions Guidelines: Conservation Authority Guidelines for Development Applications (June 2013) and the Ministry of Environment, Conservation and Parks Hydrogeological Assessment Guidelines (1995).

2.7 Wind Study

Description

Wind Studies are conducted to predict, assess and where necessary, mitigate the impact of the site and building designs and development on pedestrian level wind conditions. It provides a visual model and a written evaluation of how a proposed development will impact pedestrian-level wind conditions.

Rationale

The objective is to maintain comfortable and safe pedestrian level wind conditions that are appropriate for the season and the intended use of pedestrian areas. Pedestrian areas include sidewalks and street frontages, pathways, building entrance areas, open spaces, amenity areas, outdoor sitting areas, and accessible roof top areas among others. Tall buildings can have major impacts on the wind conditions in their surrounding context especially when a building is considerably taller than surrounding buildings. Tall buildings tend to intercept the stronger winds that exist at high elevations and redirect them downwards towards the ground level. Winds around the base of such buildings can be accelerated up to several times the values that existed prior to the tall buildings, thus creating uncomfortable and sometimes dangerous conditions for pedestrians. It is important to consider the potential impacts of a proposed development on the local microclimate early in the planning and design process as this allows sufficient time to consider appropriate wind control and mitigation strategies, including significant changes to site and building designs.

Who Should Prepare this?

A wind study must be prepared, signed and stamped by an engineer who specializes in pedestrian level wind evaluation. Where a wind study is prepared by a company which do not have extensive experience in pedestrian level wind evaluation, an independent peer review may be required at the expense of the proponent.

When is this Required?

It is important to consider the potential impacts of a proposed development on the local microclimate early in the planning and design process as this allows enough time to consider appropriate wind control and mitigation strategies, including significant changes to site and building designs. Properties, circumstances, etc. of a project that, through precedents, are known to be causative factors for noticeable wind impacts around the project are referred to as triggers. If the project meets the conditions specified under the list of triggers, then a wind assessment would be requested for the project. The requirement for and scope of a Wind Study will be determined at the formal pre-application consultation stage. The Wind Study may be required in conjunction with applications for draft plan of subdivisions. There are two types of wind studies

assessments Qualitative and Quantitative Assessments. The type of assessments will be determined based on the Triggers.

Triggers for a Wind Study

- A development proposal with a building 20 m in height or more, requires a Qualitative Wind Assessment as a minimum.
- A development proposal with a building that is 20 m in height or more, and up to two times the height of surrounding buildings requires a Quantitative Wind Tunnel Study.
- A development proposal with a building 40 m in height or more requires a Quantitative Wind Tunnel Study.
- A development proposal with two or more buildings that are 20 m in height or more, requires a Quantitative Wind Tunnel Study.
- A development proposal with a site area of 3 hectares or more, and a building that is 20 m in height or more, requires a Quantitative Wind Tunnel Study.

Required Contents

- The applicant is required to provide an image displaying the proposed “test locations” to the Urban Designer for approval prior to the simulation. The scope of the assessment should cover all key pedestrian areas on and within one block of the Project in all directions.
- Type of application, application number, municipal address and the company who has prepared the analysis.
- Brief description of the project (at minimum describe height and location, including a location map)
- The method chosen for the assessment.
- Indicate the meteorological data used to confirm the wind conditions.
- Provide images which display the prevailing wind directions inset within the current site conditions for each required test date. Highlight the location of the proposed site.
- Provide an image which displays the existing and proposed pedestrian and amenity area(s) within the proposed development and immediate adjacent area(s). For wind tests only, inset within this image show where the final test locations were chosen.
- Where a wind tunnel test was completed, provide the numerical findings at each sensor location on each test date. This will display the resulting wind conditions at each test location (e.g. prevailing wind directions and speeds) as a result of the proposed development.
- Provide a written summary of the wind impacts, which include the locations of the impact and type of wind sensitive use where the impact occurs for each test date.
- Detail the proposed mitigation measures included in the development proposal (if applicable).

2.8 Noise and Vibration Study

Description

A Noise/Vibration Impact Analysis is a technical report that provides a written description of the impact of noise and vibrations generated by a proposed development on the surrounding environment, the impact of noise from the surrounding environment on the proposed development, and the impact of noise from the proposed development on itself as well as mitigation measures to reduce any negative impacts.

Rationale

Development should be appropriately designed, buffered and/or separated from industries as necessary to mitigate adverse affects including those from noise/vibration to promote safety and security. In addition, the effects of nearby development should be minimized as necessary to preserve the quality of parks and open spaces. The need for this supporting study will be determined from the Land Use Compatibility Report. Because of the variability of the requirements of a land use compatibility evaluation, a noise/vibration study may not be required to fulfill its requirements, and thus the requirements of this report are provided separately and distinctly.

Who Should Prepare this?

An accredited acoustic expert or a registered professional engineer qualified in acoustical engineering. All reports and drawings must be stamped, signed and dated by a qualified professional, licensed in the Province of Ontario.

When is this Required?

This study may be required in support of a draft plan of subdivision or condominium application.

Required Contents

During pre-application consultation, City Planning staff will work with the applicant's consultant to determine if such a report is required and, if so, the specific requirements of the Study, based on the nature of the proposed application and context of the study area. The Study should include, but is not necessarily limited to:

<u>Introduction</u>

- Description of the subject site and the proposed development
- Location/context map
- Identification of the noise source(s)
- Description of the sound level guidelines/standards applied (methods)

Environmental Noise (and Vibration) Assessment

- Noise sources and noise level forecasts (e.g. Tables showing ultimate road traffic and predicted unmitigated sound energy exposures outdoors)
- Environmental noise guidelines
- Noise impact assessment (including low frequency noise impacts)
- Vibration assessment, if applicable

Noise (and Vibration) Mitigation Requirements and Recommendations

- Indoors: architectural requirements, ventilation requirements
- Outdoors: at source requirements, sound barriers (i.e. Description and site plan with noise mitigation)
- Warning clauses

A Noise/Vibration Impact Analysis should be based on the applicable guidelines established by the Association of Professional Engineers of Ontario, the Ministry of the Environment, Conservation and Parks, Canadian National Railway, and City By-laws. Please consult with any other affected agency to ensure the study captures the needs of all agencies.

2.9 Air Quality Study

Description

A technical report that provides a written description of the impact of air emissions, including odour and dust, by the surrounding environment on the proposed development as well as mitigation measures to reduce any negative impacts.

Rationale

Because of the variability of the requirements of a land use compatibility evaluation, a air quality study may not be required to fulfill its requirements, and thus the requirements of this report are provided separately and distinctly.

This report will:

- Provide a written description of the impact of air emissions from the surrounding environment on the proposed development.
- Provide details of all measures proposed to mitigate or reduce the anticipated negative air emission impacts.

Who Should Prepare this?

This Air Quality Study is to be prepared, on behalf of the applicant, by a Consultant that is either an Air Quality expert or a qualified Professional Engineer.

When is this Required?

This study may be required to support:

- Draft Plan of Subdivision or Condominium Application
- Sensitive land uses including residential land uses, schools, day cares, hospitals, places of worship, and other uses identified as sensitive by the City.
- If the proposed development is determined not to include a sensitive land use assessment of nearby industrial uses is not required unless requested by the City.
- Air Quality Studies will be required for applications that include sensitive uses, depending on their proximity to sources of emissions or areas with permissions for employment uses that may emit in the future. That area is defined by the 'area of influence' in the Province's D-6 Guidelines (currently 1000m from the property line of the emitting use).
- The requirement for an Air Quality Study may already be a condition of initial approval of the proposed development.

Type or Level of Assessment

- Different levels of analysis are required depending on the types of sensitive uses included in the proposed development, and the character and proximity of nearby industrial uses to the proposed development.
- The Air Quality Study process uses a tiered, risk-based approach. This minimizes the effort required for proposed developments that are unlikely to be impacted by air, odour, or dust emissions, while ensuring adequate assessment when situations with higher potential impacts are identified.
- If the development includes a sensitive land use, the proximity of the sensitive land use to any industrial land use should be evaluated. Proximity to industrial land uses should be assessed based on the principle of potential influence areas outlined in the Ministry of the Environment and Climate Change (MOECC) Guideline D-6 “Compatibility between Industrial Land Uses” (the Guideline). The Guideline provides a classification system for industrial facilities, from Class I (facilities with the lowest potential for emissions) to Class III (facilities with the highest potential for emissions).
- Nearby industrial land uses (within 1000 metres of the proposed development) should be classified according to this classification system and listed in the Air Quality Study.
- If the separation distance for one or more nearby industrial land uses is lower than the potential influence distance in the Guideline (70, 300, and 1000 metres for Class I, II, and III industrial uses respectively), then further assessment is required. Note that separation distance should be evaluated from property line to property line unless ancillary land uses or mandatory setback distances are present, in which case these may be included in the separation distances.
- If further assessment is required due to the proximity of industrial land uses, the consultant shall obtain a copy of any Environmental Compliance Approvals (ECAs; previously known as Certificates of Approval) issued to the subject industrial facilities.
- If these ECAs include an air emission component, the consultant shall obtain a copy of the emission summary table from each of the industrial facilities. These emission summary tables should be examined to evaluate the presence of common contaminants emitted by nearby industrial facilities. If the combined facility ground-level concentrations of any particular compound exceed 100% of the MOECC limit for that compound, further analysis with respect to that contaminant may be required to assess cumulative impacts from multiple facilities. This analysis could include dispersion modelling or long-term air sampling and monitoring in advance of application approval. The applicant should submit a proposed monitoring plan for the City’s approval, and finalize the plan in consultation with the City. The applicant should not commence monitoring until the City has approved the monitoring plan.
- If the nearby industrial facilities have operations that emit odours, as determined by the character of the operations or the presence of odour assessment in the ECA, a community odour survey in the vicinity of the proposed development is required. The applicant should submit a proposed community odour survey plan for the City’s approval, and finalize the plan in consultation with the City. The applicant should not commence the community

odour survey until the City has approved the plan.

- Additionally, if nearby facilities have significant levels of particulate matter emissions, or a fugitive dust management plan is a condition in the ECA, or the industrial land use contains unpaved roads or outdoor storage piles, a dust monitoring program may be required as part of the Air Quality Study.

Required Contents

During pre-application consultation, City Planning staff will work with the applicant's consultant to determine if such a report is required and, if so, the specific requirements of the Study, based on the nature of the proposed application and the context of the study area.

The Study should include, but is not necessarily limited to:

- A list of industrial land uses within 1000 metres of the proposed development
- Classifications per MOECC Guideline D-6 of nearby industrial land uses and their distances to the proposed development
- For industrial facilities whose area of influence includes sensitive land uses associated with the proposed development, copies of any issued Environmental Compliance Approvals
- Copies of any emission summary tables required as part of the Study process
- Methodology and results of air sampling, odour community surveys, and dust sampling required as part of the Study process
- Identification and analysis of the impact of air emissions, odour, and dust generated from the immediately surrounding area, including without limiting the foregoing, the operations of airports, transportation/rail infrastructure, corridors and yards, waste management facilities, industries and other air emissions-generating uses on the proposed development.
- Identification and analysis of the impact of air emissions generated within the proposed development on itself
- Recommendations for air emission mitigation, including both potential emission control upgrades at sources and any adjustments to the site plan and architectural design as are necessary to minimize exposure to air emissions, odour, and dust, and to comply with relevant regulations and standards including, if necessary, applying for Environmental Activity and Sector Registry (EASR) registrations or Environmental Compliance Approvals (ECAs) to the Ontario Ministry of the Environment and Climate Change.

NOTE: The City may hire an outside consultant to review air quality studies submitted in support of a development application and the cost of any such services will be paid for by the applicant.

3. INFRASTRUCTURE

3.1 Phasing Plan

Description

A phasing plan describes the timings of when each stage of the development will be completed. The phasing plan should reflect the anticipated staged approach to the development and incorporate future servicing, grading and transportation considerations. The phasing plan shall reflect the final completed development design in addition to required modifications to facilitate approvals, permits and construction staging.

Rationale

A phasing plan is needed for all major development applications where the:

- development is to be built out in multiple phases
- development is for mixed use
- development includes community benefits

Who Should Prepare this?

Registered Professional Planner in conjunction with a Civil/Municipal Engineering licenced in the Province of Ontario, or a Civil/Municipal Engineering licenced in the Province of Ontario.

When is this Required?

In support of a Draft Plan of Subdivision or Condominium Application.

Required Contents

- Overall Development Plan: This plan should provide an overview of the entire subdivision and identify the number of phases required to complete the development.
- Schedule of Phases: The plan should provide a schedule of the proposed phases and identify the approximate timeframe for each phase.
- Site Plan: The site plan should show the location of all proposed improvements, including lots, streets, utilities, and other infrastructure.
- Design Standards: The plan should comply with all applicable design standards and regulations, such as setbacks, lot size, and zoning requirements.
- Utility Plan: The plan should include a utility plan that identifies the proposed locations of water, sewer, and electrical infrastructure for each phase.
- Phasing Criteria: The plan should identify the criteria for determining when each phase is complete and ready for occupancy.
- The plan shall include sufficient design and construction details for each phase, such as grading, drainage, servicing, paving, and transportation circulation.
- Environmental Impact: The plan should evaluate the environmental impact of the proposed development and identify measures to mitigate any negative impacts.

- Community Amenities: The plan should identify any community amenities, such as parks, recreational areas, and public spaces.

3.2 Site Servicing Report/ Plan

3.2.1 Preliminary (Functional) Site Servicing Report/ Plan

Description

A Servicing Report is intended to demonstrate the impact of a proposed development on the infrastructure capacity of the area. The Preliminary Servicing Report must prove that the demands of the proposed development on water and wastewater, stormwater, gas, electricity, and telecommunications are all met without causing detrimental impact to existing infrastructure servicing capacity. This Terms of Reference document is intended to be applied in conjunction with all other applicable guidelines, such as the City of Sault Ste. Marie's Subdivision Development Guideline and Technical Standards.

Rationale

It is critical to know the demands that proposed developments will have on water, wastewater, storm, gas, hydro, and telecommunications capacity in the City.

Purpose

- To determine the overall impact on the trunk and local municipal service capacities, such as: water treatment plant, water distribution systems and pressure zones, pump stations, wastewater treatment plants, trunk sewers and stormwater management facilities, etc. due to the proposed change in land use or development.
- To determine the necessary improvements to municipal servicing infrastructure required to support the proposed level of development.
- To determine mitigation measures to minimize any negative impacts.

Who Should Prepare this?

A Preliminary Servicing Report should be completed by a qualified professional engineer licensed in the province of Ontario with experience in water, wastewater, storm, gas, electricity, and telecommunications management.

When is this Required?

In support of Draft Plans of Subdivision/Condominium Application.

Applicable Policies

Planning Act S(17)(h)

Required Content

Municipalities can only permit new development if there is confirmation of sufficient reserve capacity in the local sewage and water systems.

A Preliminary Servicing Report must address the following components:

- Water Consumption – estimated consumption, current capacities of trunk systems, phasing, net impact due to the proposed change in land use or development, need for expansion and upgrades
- Sanitary Sewage – estimated discharge, current capacities of downstream systems, net impact due to the proposed change in land use or development, need for expansion and upgrades.
- Storm Drainage –the storm drainage issues will be addressed in accordance with the Stormwater Management Report requirements set out in the Stormwater Management Terms of Reference (**section 3.4**).
- Hydraulic gradelines modelling to estimate the potential of basement flooding or sewer back-ups should standard computation methods identify concerns.
- Phasing of development and construction staging
- Financial implications of infrastructure expansion and upgrades

The report includes the following information:

- Location map of the subject property
- Property description
- Present owner contact
- Information on the magnitude of the proposed development, including preliminary site, lots and street layouts, etc.
- Basic design assumptions and parameters
- Information related to existing surface and underground storm, sanitary and water services (e.g, location, size, grade and invert elevations, etc.)
- Supporting calculations such as sanitary sewer design calculations
- Identify upgrades to existing infrastructure required to support the proposed development
- Plans and profiles of sewers in an appropriate scale
- The proposed basement and ground floor elevations of all buildings to be constructed

Notes

The level of detail for the Preliminary Servicing Report depends on the type of application and the size of the development, and concerns raised by the City such as known downstream sewer capacity issues.

3.2.2 Individual Site Servicing Plan (Condominiums)

Required Contents

The contents of the plans and report are as set forth within the City of Sault Ste. Marie Engineering and Design Guidelines and Standards for Subdivisions, and as required as part of the conditions of Draft Plan approval.

When is this Required?

Private Site Servicing Plans shall be required for Final Approval of Condominium Applications.

3.2.3 Final Site Servicing Plans/ Report (Final Approval)

A Final Site Servicing Plan and Report is required for Final Approval of Subdivision or Condominium Applications and shall represent the detailed design of the development.

Who Should Prepare this?

The Final Stie Servicing Report and Plan(s) shall be completed by a qualified professional engineer licensed in the province of Ontario with experience in water, wastewater, storm, gas, electricity, and telecommunications management.

When is this Required?

Prior to subdivision approval.

Required Content

The contents of the plans and report are as set forth within the City of Sault Ste. Marie Engineering and Design Guidelines and Standards for Subdivisions, and as required as part of the conditions of Draft Plan approval.

Environmental Compliance Approval applications shall be included with the final site servicing plans and report. The municipal Consolidated Linear Infrastructure Environmental Compliance Approval (CLI ECA) replaces the numerous pipe-by-pipe Environmental Compliance Approvals (ECAs) that were previously issued for components of municipal sewage collection systems and municipal stormwater management systems. Environmental Compliance Approval shall be granted prior to subdivision registration.

A CLI ECA does not apply to:

- municipal sewage treatment plants
- privately owned, industrial and commercial sewage collection
- privately owned, industrial and commercial stormwater management systems

3.3 Preliminary Stormwater Management Report/Plan

Description

A Stormwater Management Plan is to be submitted in conjunction with the development application. The applicant is encouraged to discuss the need, scope and proposed stormwater management concepts and design assumptions with City staff prior to preparing the report. The report is to be submitted in two stages (preliminary and final reports).

Rationale

The objective of a Stormwater Management Report is to evaluate the effects of a proposed development on the stormwater and drainage system, and to recommend how to manage rainwater/snowmelt for the proposed development and meet the City of Sault Ste. Marie, Provincial and Federal Regulations. The City of Sault Ste. Marie regulates stormwater management through its Sewer Use By-law and the City of Sault Ste. Marie Storm Water Investigative Study, Appendix 'K' – Stormwater Management Guidelines.

A Stormwater Management Report is required in order to provide City staff with the necessary information to evaluate the effects of the proposed development on the stormwater and drainage infrastructure as well as the local hydrologic cycle and watershed in accordance with their policies. Promoting best practices in stormwater management is important to protect the watershed, downstream properties and receivers, flooding, as well as maintain groundwater recharge and improve water quality.

Purpose

To evaluate the effects of the proposed development to the satisfaction of the City of Sault Ste. Marie on the receiving stormwater and drainage system(s), and to recommend how to manage rainwater/snowmelt for the proposed development in accordance with the City Sault Ste. Marie Sewer Use By-law and Storm Water Management Guidelines, Appendix K – City of Sault Ste. Marie Stormwater Investigative Study.

Who Should Prepare this?

A qualified, registered professional engineer. All reports and drawings must be stamped, signed and dated by a qualified professional, licensed in the Province of Ontario. The study may be a stand-alone document or combined with a Functional Servicing Report.

When is this Required?

The Preliminary Report outlines the design assumptions and conceptual engineering schemes to manage both quantity and quality of run-off. The Preliminary Report is to be submitted when the application is initiated and must be accepted prior to Draft Plan Approval of a Plan of Subdivision or Condominium.

Required Contents

A Stormwater Management Report must be based on:

- Established stormwater management principles and best management practices,

- The Ontario Ministry of Environment, Conservation and Parks Policies and Design Guidelines
- The City of Sault Ste. Marie Stormwater Management Design Guidelines (Appendix K, City of Sault Ste. Marie Stormwater Investigative Study)

The preliminary report must provide sufficient engineering information to allow for the necessary review and acceptance of the proposed stormwater management schemes in principle. This report should address the following:

- Identify existing stormwater management requirements that apply specifically to the site
- Identify constraints and potential opportunities – quantitative, qualitative, erosion sensitivity and environmental concerns related to water resources for both interim and ultimate development conditions, both on and off site.
- Identify the inlets (from upstream) and outlet (to downstream) for the minor and major systems, including overland flow routes
- Identify all internal and external drainage areas under existing and future development conditions for minor and major flows
- Indicate if the off-site land or works are required to implement the stormwater management proposals and comment to what extent (e.g. easements, dedication, land acquisition, etc.)
- Indicate the interim measures required for erosion, pond siltation and sedimentation, downstream works, riparian flow considerations, during the construction phase.
- Indicate if other agencies are required to grant approvals or issue permits and provide proof of approvals

In addition, the Preliminary report must include the following information:

- Location map of the subject property
- Property description
- Present owner contract
- An external drainage plan including all upstream lands and any diversion of drainage routes
- An internal drainage plan including flood and fill lines and overland flow routes
- Schematic layout of the sub watershed showing the main watercourse, tributaries and trunk sewers
- Provide descriptions of pre-development and post-development conditions, statistics and respective storm release rates
- Any supporting calculations, reports and drawings, such as:
    - Calculation of surface run-off coefficients and release rates
    - Calculation of existing run-off coefficients and release rates
    - Calculation on permissible release rate and required on site storage
    - Methods of run-off attenuation and on site storage
    - Measures to maintain or improve water quality
    - Measures to minimize impact of run-off downstream including on erosion, flooding, etc.
- Ontario Ministry of Environment, Conservation and Parks Certificate of Approval and related documents if applicable
- Geotechnical Study and Hydrological Review where applicable

3.4 Final Stormwater Management Report / Plan

Description

Effective management of stormwater is critical to the continued health of the lakes, streams, ponds, fisheries and habitats that make up our watershed.

A Stormwater Management Report is a document that identifies the final design and the quality and quantity impacts of the change in stormwater operations on the following:

- Existing infrastructure
- The lands subject to development
- Water bodies; and
- Downstream impacts
- Other information as required within the City of Sault Ste. Marie Stormwater Investigative Study
- Other information as required within the City of Sault Ste. Marie Engineering Design Guidelines and Standards for Subdivisions

Rationale

A Stormwater Management Report is required in order to provide City staff with the necessary information to evaluate the effects of the proposed development on stormwater and drainage infrastructure as well as the local hydrologic cycle and watershed.

Purpose

To evaluate the effects of the proposed development on the stormwater and drainage system, and to provide design information on the management of rainwater/snowmelt runoff for the proposed development.

Who Should Prepare this?

A qualified, registered professional civil/municipal engineer. All reports and drawings must be stamped, signed and dated by a qualified professional, licensed in the Province of Ontario. The study may be a stand-alone document or combined with a Functional Servicing Report.

When is this Required?

A Final Stormwater Management Report shall be required for Final Approval of Subdivision/Condominium Application

Required Contents

A Stormwater Management Report is prepared by a Registered Professional Engineer qualified in municipal engineering/stormwater management, and must include all appropriate reports, plans, computer modeling results and design calculations relating to how storm run-off is managed.

The Stormwater Management Report shall be consistent with the requirements of Appendix K – Stormwater Management Guidelines of the City of Sault Ste. Marie Stormwater Investigative Report and the City of Sault Ste. Marie Engineering Design Guidelines and Standards for Subdivisions.

Notes

An Erosion and Sediment Control Plan will be required to supplement this report.

Regardless of any Environmental Compliance Approvals (ECA) issues by the Ministry of Environment, Conservation and Parks, the developer must demonstrate compliance with the City Wide ECA for assumption of infrastructure.

3.5 Transportation Impact Study

Description

A Transportation Impact Study is an evaluation of the effects of a proposed development on the existing road network and adjacent properties. The study is intended to determine improvements to infrastructure, service upgrades and recommend mitigation measures to address travel demands generated by the development, if necessary.

Purpose

To evaluate the effects of a development or re-development on the transportation system and to suggest any transportation improvements that are necessary to accommodate the travel demands and impacts generated by the development.

Rationale

The Traffic Impact Study will provide the City with a comprehensive analysis of the implications of the proposed development on transportation both at the local and regional scale. The study will provide a basis through which the suitability of the type and scale of the proposed development can be evaluated along with the identification of what improvements and mitigating strategies may be necessary either on or off site as well as for future demand in order to provide for a safe and efficient traffic flow.

Who Should Prepare this?

A qualified transportation engineer experienced in preparing transportation engineering studies. All reports and drawings must be stamped, signed and dated by a qualified professional engineer, licensed in the Province of Ontario.

When is this Required?

A Transportation Impact Study will likely be required as part of a development's application process whenever a proposed development is over 40 residential units or contains commercial or industrial land uses, or may cause adverse operational or safety impacts on the road network or as determined by the City.

Required Contents

A Transportation Impact Study should include the following information:

- Location plan of the subject property
- Property description
- Owner/Consultant contact
- Transportation context for the horizon year and time periods for analysis
- Estimate of travel demand generated by different development scenarios
- Evaluation of transportation impacts of site-generated traffic/transit demands
- Identification of transportation system improvements required to mitigate adverse impacts
- Assessments of parking and access issues
- Supporting data used in the analysis

Notes

Pre-consultation or discussion with City staff is required prior to commencement of the Transportation Impact Study. Applicants and/or their consultants are required to submit a full scope of work proposal for review and approval by staff.

In instances where a proposed development requires improvements to the City's transportation network; a design brief, completed design drawings and cost estimate are required to be prepared to the satisfaction of the City by an experienced engineering consultant specializing in transportation design as part of final approval and shall be included within the subdivision/condominium agreement. The Applicant may be required to implement the improvement. All improvements should be assumed to be at the applicants expense or require front-ending (if development charges are eligible).

Additional content not listed here may also be necessary to meet the specific requirements of the planning application.

3.6 Parking Impact Analysis (Parking Study)

Description

A Parking Study is used to estimate the parking demand that will be generated by a proposed development and determine the number of parking spaces required as per the City of Sault Ste. Marie parking policies and standards, local conditions, and site constraints. A Parking Study can also be used to justify a deviation from parking requirements as part of an amendment to the parking requirements for a development, as well as to explore alternative strategies to satisfy the parking requirements of the development.

Who Should Prepare this?

A qualified transportation engineer experienced in preparing transportation engineering studies. All reports and drawings must be stamped, signed and dated by a qualified professional engineer, licensed in the Province of Ontario.

Rationale

Parking is a key component of the transportation network and urban fabric of the City. Ensuring adequate and appropriate parking for residents and visitors contributes to Sault Ste. Marie's land use efficiency, good urban design, and economic vitality; however, an oversupply of parking can be costly, aesthetically unpleasing, and can have negative impacts on the streetscape and built form. Conversely, an undersupply of parking can cause issues with circulation and access within the City.

When is this Required?

A parking study may be required for the following application types:

- Draft Plan of Condominium applications with medium and/or high-density areas
- Draft Plan of Subdivisions applications with medium and/or high-density areas
- Conversion of an existing rental property to condominium tenure

Required Contents

- Location plan of the subject property
- Property description
- Owner/Consultant contract
- Inventory of parking facilities in the area
    - On-site parking
    - On-street parking
    - Off-street public parking in the area
- Utilization of existing facilities during peak periods of parking demand
- Estimate of the parking demand generated by each component of the development including, where applicable:
    - Residents
    - Employees
    - Visitors/Customers/Patrons
- As assessment of the feasibility and appropriateness of shared parking on the site

- A parking strategy if the parking demand cannot be accommodated on-site
- Information and plans showing the location of any off-site parking and the lease arrangements for this parking

4. NATURAL ENVIRONMENT

4.1 Environmental Impact Study

Description

The purpose of an Environmental Impact Study (EIS) is to determine the potential impacts, direct and indirect, of a proposed development on the natural environmental features of an area. An EIS can also be required to determine the status of a potential environmental feature that has not been officially designated.

Rationale

An EIS is an umbrella title under which are a number of separate technical studies. The number and complexity of technical studies required will vary and will be determined by the number of environmental features on or around the site, and the size and sensitivity of these features. An EIS provides the mechanism for assessing the potential impacts of a proposed development on a feature and the effect it may have on the environmental system. The results of an EIS will be recommendations for conservation, mitigation and compensation, as may be required.

Although an EIS may be required as part of an application under the Planning Act, studies that may be required are regulated under other Acts and are the responsibility of other Ministries and authorities (Conservation Authority).

For this reason, if an EIS is required the City will identify the contents required for an EIS and will determine the contents of the EIS (referred to as a scoped EIS) and will provide a scoped EIS to the applicant. This is done to ensure that all necessary requirements and associated methodologies for conducting the technical studies have been comprehensively considered. An EIS can only be initiated once a scoped EIS has been provided to the applicant by the City. An EIS that has not been scoped by the City will result in the submission of an incomplete application.

Purpose

- To outline potential impacts on natural heritage features, functions and/or systems
- To propose mitigations to offset impacts.
- To determine compliance with relevant sustainability and land use policies

Who Should Prepare this?

The EIS will be prepared by a qualified environmental professional with expertise in species identification, biological, ecological and/or environmental functions and processes.

When is this Required?

To support a proposed development that is within or adjacent to a natural area, system and/or feature, or is reasonably expected to have adverse effects on the area, system, feature or function. The following Sault Ste. Marie Official Pan clauses detail the applicable considerations the developer shall address. These considerations may result in the preparation of a technical study which may impose prohibitions on development; development subject to additional detailed Environmental Impact Studies; or development with minimum conditions.

Official Plan natural constraints include the following:

- OP 3.2: Natural Heritage Features; identified in Schedule B
- OP 3.6: Fish Habitat; identified in Schedule B
- OP 4.1: Groundwater Recharge Protection Area; identified in Schedule B
- OP 4.2: Great Lakes Flood Line; identified in Schedule B
- OP 4.3: Tributary Flood Line; identified in Schedule B
- OP 4.4: Specific Flood Areas; identified in OP 4.4
- OP 4.5: Wetlands; identified in Schedule C
- OP 4.6: Fill Areas; identified in Schedule B

Applications which may require an Environmental Impact Study include:

- Draft Plan of Subdivision/Condominium Application

Required Contents

The scope of an EIS may include a requirement to assess any of the following:

- Describe the development proposal in relation to the existing natural features and functions on the subject lands and adjacent lands
- Determine if natural features of the subject lands function or contribute to the functioning of core and/or corridor habitat
- Describe the surrounding environment including biophysical inventory, specifically indicating species at risk (including vulnerable, threatened and endangered species)
- Examine the functions of the natural features, their sensitivity and significance
- Identify and map the location and extent of sensitive or significant features
- Identify and map the proposed areas of direct and/or indirect impact on the natural features and their ecological functions, or the impact of development on the function of the land as core or corridor habitat
- Identify any lands to be preserved in their natural state or enhanced
- Identify alternative mitigating measures to address the negative effects of development on the natural features and their ecological functions, including measures for avoidance and

setbacks for development

- Review requirements for natural heritage feature offsetting/compensation
- Identify the potential for restoration and/or creation of wildlife habitat
- Include a monitoring program to measure the impacts of development over time, which should include consideration for potential long-term induced impacts and post- construction adaptive management strategies to address such potential impacts
- Examine the cumulative impact of the existing proposed and potential development, including the impact on groundwater function and quality
- Recommend how the proposal will maintain, restore, protect or enhance the natural features and ecological function of the area
- A description of potential impacts to the features and functions identified as part of the study (note that negative impacts may result in a denial recommendation without mitigation or offsetting)

Notes

An Environmental Impact Study should begin early in the development process as the timeframe to complete is typically extensive and when there is the greatest opportunity to design in harmony with the natural environment.

4.2 Tree Inventory Preservation Plan

Description

A Tree Preservation Plan provides a strategy and specific actions to retain and/or preserve trees within and outside the development limit which are, or may be, impacted by constructed works. It will consist of a plan that includes, but is not limited to, boundary tree identification, inventories, species at risk identification, development setback requirements and construction related elements for trees relevant to the development proposal.

Purpose

To identify tree care methodology and detail specific treatments required to protect and to preserve trees before, during, and after construction on a site. This provides staff with a basis on which to assess to proposed application with regard to tree preservation and protecting issues and the overall contribution to the urban forest canopy cover.

Rationale

A Tree Protection and Preservation Plan provides City staff with a basis on which to assess the proposed application's tree preservation and protection issues. It also analyses the overall urban forest canopy cover contribution. Providing continuous tree canopy enhances natural habitats and serves to connect links to open space and other natural areas within the City. Encouraging placement of trees near public and semipublic spaces for shade cover and aesthetics is a valuable feature for any urban area as it reduces the urban heat island effect, decreases urban air pollution, and provides for more enjoyable spaces.

Who Should Prepare this?

A Qualified Tree Consultant such as:

- A Registered Professional Forester (RPF)
- A Registered Landscape Architect (LA)

All reports and drawings must be stamped, signed and dated by a qualified professional, licensed in the Province of Ontario.

When is this Required?

To support the following applications:

- Draft Plan of Subdivision or Condominium Application
- Any time trees are being preserved, removed or impacted as a result of development or related actions resulting from development.

Required Contents

- A brief overview of the study area and proposed development
- A photo log of the site showing site conditions
- A tree inventory (and other vegetation species as required on a case by case basis) identifying all existing trees or groupings of trees, their species, size and condition, and those trees proposed to be removed or retained
- A discussion of the rationale for proposed tree removal and retention

- Information to address a tree protection measures for all retained tree(s)
- A detailed tree protection methodology section to address those particular conditions where the proposed development will impact on the health and structural integrity of the tree(s)
- Identification of any dead, diseased and/or hazardous tree(s)

A Tree Preservation Plan should contain:

- A large formal plan visually displaying the information presented in the tree inventory and other relevant information within the report including tree numbers, tree protection zone limits, tree preservation fencing location, details, and specifications, Qualified Tree Consultant's contact information, location of topsoil stockpiles, and the construction storage and staging areas including the construction access route. Information on the plan shall also include the drip lines of vegetated areas staked by the Conservation Authorities in conjunction with the municipal staff.
- The Site Servicing and Grading Plan that may accompany some applications must include the existing and proposed grades.

Applicants should be aware of the City's tree preservation by-law, policies and guidelines, which are invaluable to understanding content requirements in any Tree Preservation Plan.

Notes

If the proposed development is revised, the study/report shall reflect the revisions by an updated report or letter from the author indicating the recommendations and conclusions are the same.

Please note that a peer review may be required. The cost of the peer review will be borne by the applicant.

Please note that the requirements of this study may vary depending on the nature of the proposal. This will be determined through the pre-consultation process and in consultation with any applicable external agencies.

If the submitted study is incomplete, is authored by an unqualified individual, or does not contain adequate analysis, the application will be considered incomplete and returned to the applicant.

4.3 Environment Site Assessment

Description

In general terms, an environmental site assessment in the context of brownfield sites means the assessment of the environmental condition of the land including the soil, ground water and sediment, if any. An environmental site assessment may be carried out for purposes such as a sale of property between parties, to obtain financing or a mortgage, or to obtain approval from a municipality for a land use change or building permit.

A Phase I Environmental Site Assessment (ESA) is a report which details the results of a systematic investigatory process, by which the assessor seeks to determine whether a particular property is or may be subject to actual or potential contamination. The assessment does not involve the collection of samples or alteration of a property (i.e. excavation), unless enhancements are agreed upon by the assessor and the client.

A Phase II Environmental Site Assessment (ESA) is a report detailing the results of a systematic iterative process, by which the assessor seeks to discover, characterize and/or delineate the concentrations or quantities of substances of concern related to a site, and compare those levels to established criteria.

Record of Site Conditions (RSC's) and Risk Assessments are not covered by this document; however they may be required to obtain building permits or other approvals. We encourage developers to consult with an Environmental Professional/Qualified Person early in the development process.

Rationale

The reuse and redevelopment of brownfield sites is a key goal of the City Sault Ste. Marie Official Plan.

Per PPS 3.2: Sites with contaminants in land or water shall be assessed and remediated as necessary prior to any activity on the site associated with the proposed use such that there will be no adverse effects.

By requesting a Phase I and/or Phase II Environmental Site Assessment it helps ensure that a property is safe for the intended use. Where City records or other information indicate that a site may be contaminated by a prior or current use, a Phase I Environmental Site Assessment may be required to determine whether there is a need for a Phase II Environmental Site Assessment, and/or Record of Site Condition.

When is this Required?

A Phase I Environmental Site Assessment is required when City records or other information indicate that a site may be contaminated by a prior or current use, and/or where there is a potential change in land use that would require a Record of Site Condition, for final approval of a subdivision application.

A Phase II Environmental Site Assessment will be required when a Phase I ESA indicated a

potential for the presence of soil and/or groundwater contamination, and/or when, based on the review of a Phase I ESA, the Environmental Projects Manager determines that a Phase II ESA is warranted based on the nature of the property and surrounding land uses, the proposed development, and/or the potential concentration of contaminants.

Who Should Prepare this?

A Qualified Person (QP) is a person as defined in O. Reg. 153/04 who is able to conduct or supervise a Phase I or II Environmental Site Assessment. This person must hold a licence, limited licence, or temporary licence under the Professional Engineers Act or be registered with and a member of the Association of Professional Geoscientists of Ontario.

Required Contents

The Phase I and/or Phase II ESA must be completed to the requirements under Ontario Regulation 153/04. Guides for Completing Phase I and Phase II Environmental Site Assessments are available on the Ministry of the Environment and Climate Change website. The City of Sault Ste. Marie requires that the Phase I and/or Phase II ESA must have been prepared within two years of the date that the planning application is made, or have been prepared within five years of the date that the planning application is made if it has been updated within the past two years by a Qualified Person. The submitted copy must be signed by the Qualified Person who completed the assessment(s).