

## Appendix D-2

# Scoping and Terms of Reference Checklist

The **Scoping Checklist** provides a brief summary of components to be considered in the preparation of an EIA Terms of Reference. Scoping is to be completed in consideration of the following:

- Scope and scale of the proposed *development* or *site alteration*;
- Scope and scale of potential impacts resulting from the proposed *development* or *site alteration*;
- Sensitivity or complexity of the features on or adjacent to the proposed project to land use change and specific impacts associated with the proposed project;
- Surrounding land use context (e.g., existing *development*);

Depending on the items above, not all elements listed below will necessarily be required. Large projects, those with a higher risk of potential impact, and those with complex natural heritage features and functions will generally require a more comprehensive set of assessments, analyses, etc. Smaller scale projects with lower potential impacts and where natural heritage features and functions are less complex are suitable for a scoped EIA and a greater number of items may be 'scoped out' (i.e., not required). In all cases, some items listed below may not be required depending on the specific site conditions and project.

**Who Prepares the Checklist:** The checklist is to be completed by the Lead Planning Agency (or by their delegate or assign) with input from other agencies with jurisdiction within the subject property or features that triggered the EIA requirement.

**Who Uses the Checklist:** The scoping checklist is to be used by the EIA practitioner who will be preparing the EIA to inform the preparation of a Terms of Reference for submission, review and approval.

**When is the Checklist Completed?** The scoping checklist may be completed through Step 2 of the EIA Process (Scoping the EIA).

### Part 1 – Project Information

#### 1-A | General Information

Project Name: \_\_\_\_\_

Proponent: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

Contact Information: E: \_\_\_\_\_

P: \_\_\_\_\_

Project Location: \_\_\_\_\_  
(Street Address or Lot and Concession)

Consultant: \_\_\_\_\_

Consultant Lead: \_\_\_\_\_

Contact Information: E: \_\_\_\_\_

P: \_\_\_\_\_

## 1-B | Project Type

- |   |   |
|---|---|
| <input type="checkbox"/> <i>Agricultural building</i> or structure within building cluster  | <input type="checkbox"/> Re-build – same footprint  |
| <input type="checkbox"/> <i>Agricultural building</i> or structure outside building cluster | <input type="checkbox"/> Re-build – larger or altered footprint                                   |
| <input type="checkbox"/> Lot Severance for <i>single detached dwelling</i>                  | <input type="checkbox"/> Addition to existing dwelling / structure                                |
| <input type="checkbox"/> New <i>single detached dwelling</i> on an existing lot             | <input type="checkbox"/> Accessory re-development or modification (e.g., swimming pool, driveway) |
| <input type="checkbox"/> New accessory structure (garage, shed, etc.)                       | <input type="checkbox"/> Septic system or other servicing   |
| <input type="checkbox"/> New accessory <i>development</i> (e.g., swimming pool, driveway)   | <input type="checkbox"/> Other <i>development</i> or <i>site alteration</i> . Specify:            |

## Part 2 – Scoping of Inventories and Delineations

Project Area  
Adjacent Lands

This section provides general guidance on what types of field inventories and feature delineations are anticipated to be required for the EIA. The proponent (or consultant) is to provide detailed description(s) of the proposed approach (survey type, specific methods, seasons, etc.), rationale and locations for surveys as part of a Draft Terms of Reference.

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- Species at Risk
- Screening Assessment<sup>19</sup>
  - Targeted surveys are anticipated to be required. To be confirmed through Screening Assessment and/ or in consultation with MECP, as appropriate

- 
- Significant Wildlife Habitat*
- Screening Assessment<sup>20</sup>
  - Field program to address assessment of *Significant Wildlife Habitat*, as appropriate

- 
- Terrestrial
- Ecological Land Classification (ELC)
  - Botanical Inventory
  - Significant woodland assessment<sup>21</sup>
  - Avifauna (Birds)
    - In-Field Habitat Assessment
    - Incidental / General Observations<sup>22</sup>
    - Detailed or Targeted Survey(s)
  - Herpetofauna (Amphibians and Reptiles)

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<sup>19</sup> The Terms of Reference (TOR) is to include a preliminary Species at Risk (SAR) screening assessment to identify if any SAR have potential to occur within or adjacent to the study area within a distance appropriate to determine impacts to the species or influence of species presence on the proposed *development* or *site alteration*. This may include species listed Provincially (ESA 2007) or federally (SARA 2004), as applicable to the species type and project.

<sup>20</sup> A Screening Assessment for *Significant Wildlife Habitat* (SWH) includes a desktop and secondary-source level assessment of habitats present against criteria for SWH in the applicable Ecoregion Criteria Schedule for the Project. This assessment approach is suitable for identifying most candidate habitat areas (e.g., by vegetation community); for most SWH types this approach is not enough to confirm presence or absence. Where candidate areas may be impacted, additional field surveys to confirm will be required.

<sup>21</sup> A significant woodland assessment may require targeted field surveys to inform the assessment of significance (e.g., prism sweeps, forest patch age).

<sup>22</sup> This survey approach should be limited to only those projects with low risk of impact to this species group and where the potential presence of Species at Risk or *Significant Wildlife Habitat* is very low.

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	<input type="checkbox"/> <input type="checkbox"/>	In-Field Habitat Assessment
	<input type="checkbox"/> <input type="checkbox"/>	Incidental / General Observations <sup>21</sup>
	<input type="checkbox"/> <input type="checkbox"/>	Detailed or Targeted Survey(s)
<input type="checkbox"/> <input type="checkbox"/>	Mammals	
	<input type="checkbox"/> <input type="checkbox"/>	In-Field Habitat Assessment
	<input type="checkbox"/> <input type="checkbox"/>	Incidental / General Observations
	<input type="checkbox"/> <input type="checkbox"/>	Detailed or Targeted Survey(s)
<input type="checkbox"/> <input type="checkbox"/>	Terrestrial Crustaceans (e.g., chimney crawfish)	
	<input type="checkbox"/> <input type="checkbox"/>	In-Field Habitat Assessment
	<input type="checkbox"/> <input type="checkbox"/>	Incidental / General Observations
	<input type="checkbox"/> <input type="checkbox"/>	Detailed or Targeted Survey(s)
<input type="checkbox"/> <input type="checkbox"/>	Insects	
	<input type="checkbox"/> <input type="checkbox"/>	In-Field Habitat Assessment
	<input type="checkbox"/> <input type="checkbox"/>	Incidental / General Observations
	<input type="checkbox"/> <input type="checkbox"/>	Detailed or Targeted Survey(s)

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Aquatic

- In-Field Habitat Assessment / General Assessment
- Detailed / Targeted Survey(s)

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Delineation of Features<sup>23</sup>

- Woodland (If determined to be a *significant woodland*)
- Wetland
- Valleyland (Top of Bank / Slope)
- Other: \_\_\_\_\_

**Part 3 – Other Studies<sup>24</sup>**

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<sup>23</sup> Where Species at Risk are found to occur, delineation of habitat will also be required, but cannot be known at the scoping stage. Delineation of habitat is to be done in consultation with, or be approved by the MECP, as appropriate.

<sup>24</sup> These studies are generally prepared as stand-alone reports. Relevant information on the interaction of these processes and functions with natural heritage features and functions is to be addressed in the EIS. It is strongly encouraged that the programs for these studies be integrated with the EIA Terms of Reference to ensure information appropriate to informing the EIA is collected.

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- Geotechnical
    - Secondary Source
    - Study Required
  - Hydrogeological
    - Secondary Source
    - Study Required
  - Geomorphological
    - Secondary Source
    - Study Required
  - Surface Water
    - Secondary Source
    - Study Required
  - Natural Hazard(s)<sup>25</sup>
    - Secondary Source
    - Study Required
  - Wetland Water Balance
  - Other (specify): \_\_\_\_\_
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## Part 4 – Terms of Reference Requirements

- Introduction
    - Description of Subject Property
    - Description of proposed *development* or *site alteration*
    - Description of known site history pertinent to the EIA (e.g., former land use(s), grading, filling)
    - Description of landscape context
    - Map:** location of subject property, orthophotography base.
  - Planning Context
    - Legislative, regulatory and policies applicable to the property and the proposed *development* or *site alteration*.
    - Current land use designation and zoning
    - Proposed land use designation and zoning to support proposed *development*
  - Background Review
    - List relevant natural heritage information secondary sources (e.g., species atlases, databases);
    - List relevant existing studies, plans, etc. (if / as available).
    - Map:** location of subject property, mapped feature(s), orthophotography base.
  - Biophysical Inventory
    - Define and provide rationale for study area.
    - Detailed study approach and methods for all identified inventories and delineations identified in **Part 2**. Where there is rationale to exclude a specific feature or area from assessment, provide rationale for consideration. Appropriate justification /
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<sup>25</sup> This includes slopes, valleylands, steep and oversteep slopes, etc.

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rationale for single-season or multi-season surveys shall be provided (e.g., vegetation community / ELC, wetland delineation, etc.)

- Map:** location of proposed surveys, subject property, proposed study area, orthophotography base.

- Biophysical Analysis**

*Describe the general approach and anticipated approach and/or method(s) of analyses for the following:*

- Species at Risk:**
  - Preliminary screening assessment to be provided as part of the TOR. This will inform the field program.
- Significant Wildlife Habitat:**
  - Preliminary screening assessment to be provided as part of the TOR. This will inform the field program.
- Evaluation of significance for natural heritage species, features and/or areas within the study area against appropriate policies and guidelines<sup>26</sup>;
- Linkage* Assessment;
- Enhancement Area(s);
- Natural Hazards within the study area;
- Buffer* assessment;

- Alternative Assessment**

*Outline approach to identifying or assessing alternatives to avoid or minimize impacts.*

- Impact Assessment**

*Confirm scope includes an impact assessment that will consider direct, indirect (including induced) and cumulative impacts and provide general approach to impact assessment.*

- Mitigation**

*Confirm scope includes identification of mitigation measures that effectively address anticipated impacts resulting from the proposed development or site alteration. Mitigation is to include recommendations for enhancement or restoration.*

- Monitoring Program**

*If a monitoring program may be required, confirm that consideration and recommendations for a monitoring plan (or rationale that one is not required) will be included in the EIA.*

- Recommendations and Conclusions**

*Confirm that recommendations and conclusions with respect to the 'no negative impact' test will be included in the EIA.*

- Maps and Figures**

*Outline anticipated maps and figures to be prepared for and included in the EIA to document and support assessment(s), recommendations and conclusions.*

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**Note:** Maps / figures may be combined for ease of production and review. The maps / figures listed are provided to illustrate the information that is to be included as part of the TOR submission.

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<sup>26</sup> This may include local municipal, regional, provincial, federal legislation, policies, plans and guidance documents, as appropriate and applicable to the study area, project type, species and features.

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## CHECKLIST COMPLETION RECORD

A record of the individuals who complete the checklist is provided below.

COMPLETED BY:			
Name:	_____	Name:	_____
Position	_____	Position	_____
Agency:		Agency:	
Contact Information:		Contact Information:	
Date:	_____	Date:	_____

## CHECKLIST COMPLETION RECORD (Continued)

COMPLETED BY (Continued):			
Name:	_____	Name:	_____
Position	_____	Position	_____
Agency:		Agency:	
Contact Information:		Contact Information:	
Date:	_____	Date:	_____