

Appendix D-3

EIA Submission Checklist

The EIA shall be submitted as part of a complete application. The proponent's consultant will use the **EIA Submission Checklist** to confirm that the EIA meets submission requirements and has been prepared in accordance with an approved TOR. The *Lead Planning Authority* will review the submission and checklist to confirm it satisfactorily meets submission requirements. If the submitted EIA does not meet the submission standards or was not prepared in accordance with the approved TOR, the *Lead Planning Authority* may return the submission. The identified deficiencies must be addressed, and the EIA re-submitted prior to the initiation of the review process.

Applicant: _____ Consultant: _____

Phone: _____ Phone: _____

Email: _____ Email: _____

Address: _____ Address: _____

Development or site alteration Application Address:

Complete Application Verification Checklist (For Use by Lead Planning Authority)

Lead Planning Authority: _____

- 8 ½ by 11 paper (maps, figures and appendices may be on 11 by 17), double sided in a standard font of reasonable size
- A title page that includes: the name of the applicant, address of the subject property, lists the author(s) of the report, the consulting firm(s) and the date the report was completed
- Copy of approved Terms of Reference appended to EIA
- Digital copy of report, data and shapefiles
- Complete EIA Submission Checklist completed and signed by proponent (or delegate)

EIA Submission:

- Accept
- Return (if submission is returned, please provide written justification to proponent and request resubmission)

Signature: _____ Date: _____

EIA Completion Checklist (For Use by Proponent / EIA Consultant)

Reporting Standard

- 8 ½ by 11 paper (maps, figures and appendices may be on 11 by 17), double sided in a standard font of reasonable size.
- A title page that includes: the name of the applicant, address of the subject property, lists the author(s) of the report, the consulting firm(s) and the date the report was completed.
- Provide contact information for the consulting company/ principle author of the report .

- Digital copy of report, data and shapefiles.
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Content

The following is a checklist of all the potential sections that may need to be addressed as part of and EIA. This checklist shall be used in the context of the approved EIA Terms of Reference. In the notes section below to describe why a piece wasn't included, such as it not being required in the Terms of Reference.

Date of approved Terms of Reference: _____

Introduction

- Descriptions of the subject property (natural features and areas, land cover, existing hard surfaces or buildings).
- Descriptions of the type and scale of the *development* or *site alteration* proposal (including any required servicing, *infrastructure* upgrades or stormwater facilities, existing or proposed trails).
- Description of the historical and present use of the subject property:
 - Grading and filling activities
 - Brownfield contamination
- Description of the site context/study area and the subject property's relationship to the surrounding landscape.
- Map(s) of the *development* or *site alteration* location, subject property and study area.
 - Orthographic map with known natural heritage features/ areas overlaid.

Planning Context

- Identify the current land use designations and zoning for the subject property and for the adjacent lands.
- Identify the type of required applications / permits.
- Map(s) of the *development* or *site alteration* location and extent of area to be studied including current zoning/land use.
- Identify environmental legislative, regulatory and policy requirements that may affect the *development* or *site alteration* proposal, including clauses relevant to the proposal.

Background Review

(may be included in Characterization of the *Natural Environment*)

- Identify relevant information from existing studies, plans, databases and other sources to be analyzed as part of the EIA.
- Identify and incorporate important information from additional technical studies such as: geotechnical, hydrogeologic and hydrologic studies.

Characterization of the Natural Environment

- Describe the study methods for natural heritage features and areas, wildlife, *wildlife habitat* and Species at Risk in detail (including time of year, level of search effort, etc.) as well as for delineating feature boundaries.
- Identify and describe all known or candidate natural heritage features and areas within the study area and specify their boundaries.
- Characterize the existing conditions of the following based on the accumulated data:
 - Geology and soils

- Hydrology and hydrogeology
 - Aquatic and *fish habitat*
 - Terrestrial and wetland vegetation
 - Wildlife
 - Natural hazards
 - Connectivity and ecological *linkages*
- Include map(s) showing locations for field studies (study area boundary, plots, stations, transect(s)), natural heritage features and areas (including their limits), etc.
 - Include completed SAR Screening Table as an appendix.
 - Include completed SWH Screening Table as an appendix.

Data Analysis

Natural Heritage and Natural Hazard Assessment

- Assess the various natural heritage features and areas against the appropriate policies and guidelines to determine significance.
- Assess the various natural heritage features and areas against the appropriate policies and guidelines related to natural hazards.
- Include an assessment of appropriate *buffers* and/or setbacks.

Opportunities and Constraints

- Discuss and depict Natural Heritage and Natural Hazard Opportunities and Constraints.
- Identify all of the constraints to potential *development* or *site alteration* related to natural heritage features and areas identified for protection, as well as natural hazards, including their respective *buffers* and setbacks.
- Identify opportunities for *development* or *site alteration* on the subject property that work within the limitations of the site-specific constraints.
- Identify opportunities for restoration, enhancement and/or stewardship opportunities.
- Depict constraints and opportunities in a Figure.
- Environmental Policy Analysis.
- Include an environmental policy analysis confirming how the proposal meets (or doesn't meet) the applicable policies and legislation as described in the Planning Context section (see above).

Impact Analysis

- Detailed description of the proposed *development* or *site alteration* as it relates to potential impacts to the natural heritage features and areas identified for protection, and/or their *ecological functions*. Consider elements such as: built form, grading, stormwater management, servicing, trails and post-*development* use of the land.
- Include a water balance (or appended/cross reference to a supporting study) with a supporting impact analysis in the EIA when addressing hydrological impacts.
- Include an impact assessment that considers both short-term and long-term impacts, including:
 - *Direct Impacts*
 - *Indirect Impacts (including induced)*
 - *Cumulative Impacts*

*It is recommended to use a table format to summarize the impact analysis section.

- The Evaluation of Alternative Options/Measures describes how impacts can be mitigated through use of Best Management Practices, and innovative measures. The iterative process undertaken by the design team is included in this section.

- Where trails are part of the *development*, identify and describe the opportunities for alternative trail alignments and approaches.
- Summarize preferred alternative(s) for the proposal.
- Recommend Mitigation Measures (including avoidance, enhancement, restoration, outreach, education and stewardship).

Monitoring

- Include a Monitoring Plan for performance and effectiveness of mitigation measures. Consider whether adequate baseline information has been collected and provide recommended time frame for monitoring program. Where an EIR is being recommended the monitoring plan will form a starting point for the EIR.

Recommendations and Conclusion

- Recommendations and Concluding Statement.

Appendices and attachments

- EIA Terms of Reference and *Lead Planning Authority* approval thereof
- Mapping and figures
- Species lists
- Additional technical studies, as applicable

Files and Permissions

- Digital copy of EIA and appendices are provided in PDF or Word format
- If available at time of submission, species data is provided as an excel file
- If available at time of submission, GIS shapefiles are provided in ESRI Compatible Format**

**Permission is given to Halton Region, *Lead Planning Authority*, as well as the CA and NEC (as appropriate / applicable) to utilize data collected from this study.

<p>I _____, agent for _____, confirm that the attached Draft Environmental Impact Assessment (EIA) addresses the scope of work outlined in the approved Terms of Reference, contains the above study requirements and has been completed in accordance with the Region’s EIA Guideline.</p>	
Signature: _____	Date: _____