

## **APPENDIX 1: ENVIRONMENTAL IMPACT STATEMENT (EIS) FORM**

This form is intended to facilitate the preparation and review of Environmental Impact Statements required in support of development applications under Section 4.7.8 of the Official Plan. It is intended to be used by the applicant in conjunction with the City of Ottawa's *Environmental Impact Statement (EIS) Guidelines*. Completion of this form does not constitute or guarantee any type of planning approval.

### ***When is an EIS Required?***

**(EIS Guidelines, Section 1.2)**

An EIS is required when development or site alteration, as defined in Section 4.7.8 of the Official Plan, is proposed in or adjacent to (i.e., within a specified distance of) environmentally designated lands or other non-designated features of the City's natural heritage system (NHS). The EIS Decision Tool (Appendix 2 of the EIS Guidelines) provides a checklist of the natural heritage system features and adjacent areas within which an EIS is required under the policies of the Official Plan. Note that the distances that "trigger" an EIS may differ, depending on whether the project is proposed in the urban or rural planning area. These distances are measured from the subject property boundary to the edge of the designated lands or natural feature, not from the proposed project area limits.

Each section of this form includes general instructions on its completion, as well as a reference to detailed instructions in the corresponding section in the EIS Guidelines.

In accordance with the Provincial Policy Statement and the Official Plan, the basic principle of the EIS is that:

At minimum, the EIS must demonstrate that the proposed development or site alteration will have no negative impacts on the values or ecological functions for which the triggering environmentally significant lands or natural heritage features have been identified.

**REQUIREMENT FOR PRE-CONSULTATION MEETING**

(EIS Guidelines, Sections 1.3, 2.1 and 2.2)

Before completing this form, please confirm and indicate with a checkmark that you have:

- Discussed the proposed development or site alternation with a Development Information Officer.
  
- Met with the Development Review staff of the City of Ottawa for a Pre-Consultation Meeting.

The Pre-Consultation Meeting with the City’s Development Review staff will include a review of the project to determine the *preliminary* scope and level of detail of the EIS requirements, using the EIS Decision Tool (EIS Guidelines, Appendix 2) and the Preliminary Environmental Data Collection Checklist (EIS Guidelines, Appendix 6). In some cases, this form (with supporting maps and plans) may constitute the EIS. Otherwise, this form should be completed and submitted as a summary outline accompanying a more comprehensive EIS Report. The applicant is responsible for working with the City and, where appropriate, other review agency staff to determine the final scope of the EIS during the development pre-application process. The scope will not be considered final until the background information review and field study components have been substantially completed, to allow for any necessary revisions based on new information discovered as part of the EIS.

**1. PROPERTY IDENTIFICATION**

(EIS Guidelines, Section 3.1)

**1.1 Property Owner’s Name:**

**1.2 Municipal Address of Property:**

**1.3 Lot, Concession and Township (rural properties only):**

**1.4 Property Information Number(s):**

(available at [http://ottawa.ca/residents/emaps/index\\_en.html](http://ottawa.ca/residents/emaps/index_en.html))

**1.5 Mailing Address (if different from property address):**

**1.6 Land Use Designation[s] from the City of Ottawa Official Plan:**

(available at [http://ottawa.ca/residents/planning/op/index\\_en.html](http://ottawa.ca/residents/planning/op/index_en.html))

**1.7 Zoning from the City of Ottawa Zoning By-Law:**  
(available at [http://ottawa.ca/residents/emaps/index\\_en.html](http://ottawa.ca/residents/emaps/index_en.html))

**1.8 Existing land uses:**

**2. DESCRIPTION OF THE SITE AND THE NATURAL ENVIRONMENT**  
(EIS Guidelines, Sections 1.5, 2.1, 2.2 and 3.2)

- In this section, you will describe and illustrate the subject site and the surrounding area, identifying any natural features and ecological functions that might be affected by the proposed development or site alteration.
- The description may include materials prepared for other purposes, including the associated development application form.
- You may attach as much information to this form as needed.
- The preliminary scope and level of detail required in the description of the site and the natural environment will be established in discussion with the City during the pre-consultation process.
- The EIS must provide a descriptive summary of each natural heritage feature known to be present on, or adjacent to, the site. The summary must discuss the value(s) assigned to the feature (refer to Appendix 5 in the EIS Guidelines), clearly identify aspects of the feature that contribute to its significance, and assess the sensitivity of the feature to the proposed project. At a minimum, the description of the site and the surrounding area must identify, locate and describe the feature[s] that triggered the requirement for the EIS.
- The EIS must also identify and describe the ecological functions that might be affected by the proposed development or site alteration.
- If a Tree Conservation Report is required under Section 4.7.2 of the Official Plan or the City of Ottawa's Urban Tree Conservation By-Law, it should be incorporated into the EIS. Refer to the Tree Conservation Report Guidelines for additional specifications regarding information and mapping requirements  
[http://ottawa.ca/residents/healthy\\_lawns/forestry/urban\\_tree\\_conservation/guidelines\\_en.html](http://ottawa.ca/residents/healthy_lawns/forestry/urban_tree_conservation/guidelines_en.html)
- The City of Ottawa can provide useful background information and digital mapping (EIS Guidelines, Appendix 4). In some cases, the City of Ottawa's public eMap service ([http://ottawa.ca/residents/emaps/index\\_en.html](http://ottawa.ca/residents/emaps/index_en.html)) may suffice for the production of figures, aerial photographs and maps. Another useful on-line resource for the production of figures and maps is Land Information Ontario (<http://www.mnr.gov.on.ca/en/Business/LIO/>).
- Always cite the sources of information used in preparing the maps, figures and written descriptions.

**REQUIREMENT FOR SITE VISIT**

(EIS Guidelines, Sections 2.2 and 3.2)

*At least one site visit, during the growing season, is required for every EIS. A fieldwork summary table including date and time of all site visits, personnel involved, weather conditions, and purpose of each visit, must be submitted as part of the EIS.*

Please provide the site visit information as required.

Date	Time	Personnel Involved	Weather Conditions	Purpose of Visit

**2.1 General Map of the Natural Environment**

(EIS Guidelines, Section 3.2.1)

- *A general map of the natural environment will always be required. It should include a key map to show the subject site's location in relation to the surrounding major roads and other landmarks.*
- *The use of aerial photography as a base for the natural environment map is strongly encouraged (and is required under the Tree Conservation Report Guidelines).*
- *The map will be drawn to scale, with standard mapping elements such as a north arrow, date, and legend.*
- *The map will illustrate and identify all of the existing terrestrial and aquatic natural features, natural ecosystems and vegetation communities:
 
  - *on the site (note: the property line must be clearly indicated); and,*
  - *that might be affected in the surrounding area.**
- *The map will identify the feature[s] that triggered the requirement for an EIS.*
- *The map will include topographic information (i.e., elevation contours) at a level of detail sufficient to show general slope trends and specific topographic features such as valleys or gullies, cliffs or escarpments, hills, post-glacial features (e.g., drumlins, eskers, kettles), etc.*
- *Any map prepared by a professional consultant should be submitted as both a printed and electronic document. The electronic map should be submitted in a format compatible with ArcMAP Version 9.2, and it should include all supporting data files (i.e., shapefiles, projection files, coverages) as well as a PDF version. The standard City of Ottawa projection is NAD83 3 degree Modified Transverse Mercator (MTM). The City can provide the projection file if requested.*

**2.2 Landforms, Soils and Geology**  
(EIS Guidelines, Section 3.2.2)

*A description of the soils and geology on the subject site and in the affected surrounding area will be required for any EIS in which the environmental values or functions of the feature[s] or designation[s] that triggered the EIS may be dependent upon or sensitive to the potential effects of the project on landform features, soils or geological conditions (e.g., significant valleylands, Earth Science ANSIs, etc.).*

Please describe the soils and geology, including soil texture (e.g., sandy, clay, muck, etc.) and depth to bedrock, and identify the source(s) of information used (e.g., personal observation, borehole data, available mapping). Attach copies of mapping and other supporting documentation when available.



Briefly describe any significant features such as significant valleylands, landform features or Earth Science ANSIs located on or adjacent to the property (refer to Annex 14 and Schedule K of the Official Plan).



**2.3 Surface Water, Groundwater and Fish Habitat**  
(EIS Guidelines, Section 3.2.3)

- *All surface water features (natural watercourses, drains, ponds, wetlands, etc.) must be included on the map of the natural environment (see Section 2.1 above).*
- *Direction of flow, including overland drainage, must also be indicated on the map. A description of the surface water features, drainage, and groundwater conditions on the subject site and in the affected surrounding area will be required for any EIS in which the environmental values or functions of the feature[s] or designation[s] that triggered the EIS may be dependent upon or sensitive to the potential effects of the project on surface water or groundwater flows.*
- *Such a description will always be accompanied by a description of soils and geology (see Section 2.2 above).*
- *Some examples where a description of surface water and groundwater conditions would be required are (but are not limited to):*
  - *Projects adjacent to a significant wetland;*
  - *Projects within or adjacent to a wetland associated with a significant woodland;*
  - *Projects within or adjacent to a significant valleyland;*
  - *Projects that might affect natural vegetation communities or plant and wildlife species dependent upon groundwater discharge; and,*
  - *Projects that might affect natural vegetation communities or plant and wildlife species dependent upon permanent or seasonal surface water supply.*

Please describe the surface water features, including approximate widths and depths as well as duration of flow (i.e., is water present all year round or not). Are there any vernal pools, where water collects during the spring melt? Describe drainage and groundwater conditions, including depth to groundwater where known.

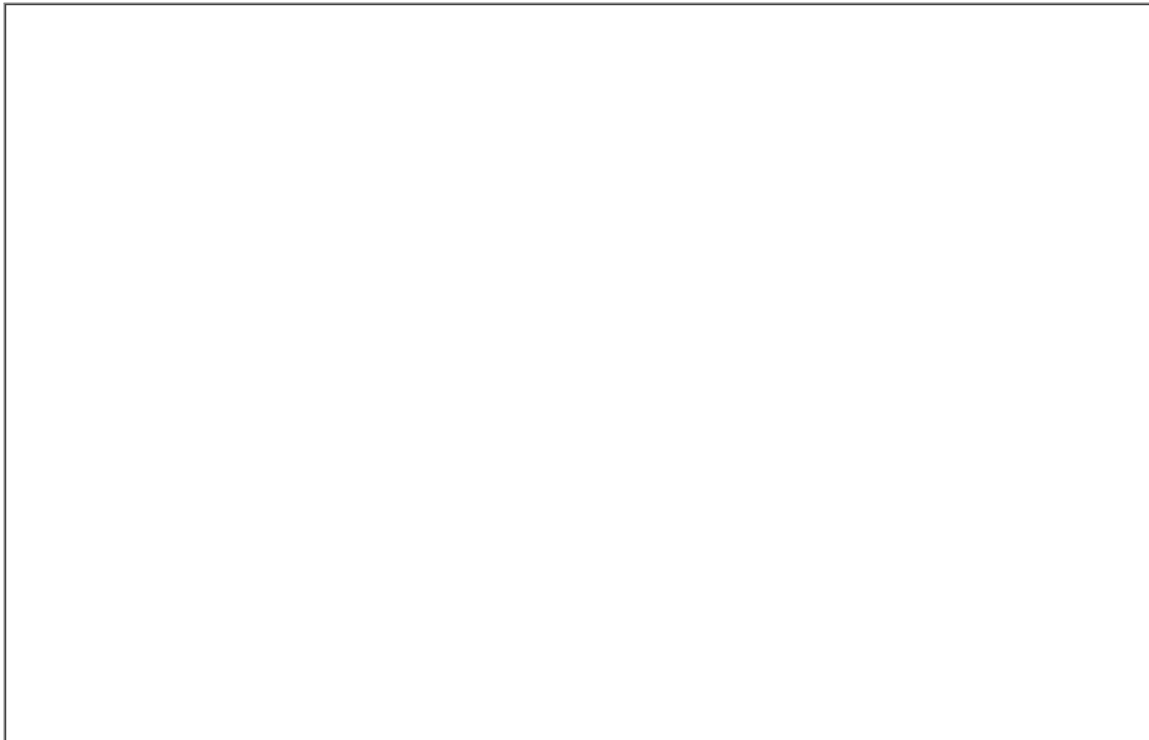
Do any of the surface water features contain fish? Please describe areas of fish habitat and types of fish present (identify species if known).

## 2.4 Vegetation Cover

(EIS Guidelines, Section 3.2.4)

- *All vegetation communities must be included on the map of the natural environment (see Section 2.1 above). Mapped communities must be clearly labelled to make it easy to match the description provided below with the appropriate community on the map.*
- *A description of the vegetation communities, including dominant species of trees, shrubs and/or groundcover for each community on the subject site and in the affected surrounding area is required. A detailed plant species list for the property is not required in every case. The level of detail required will vary with the size and complexity of the proposed project and the amount of natural vegetation that may be affected.*
- *The limits of any significant wetlands, significant woodlands and wetlands associated with significant woodlands should be shown on the map of the natural environment. The description of the vegetation communities should note which communities are included within these significant features.*
- *Provincially rare vegetation communities must be described and mapped. See also Section 2.6 below regarding the potential occurrence of species at risk.*
- *If a Tree Conservation Report is required under Section 4.7.2 of the Official Plan or the City of Ottawa's Urban Tree Conservation By-Law, it should be incorporated into this EIS. Refer to the Tree Conservation Report Guidelines for additional information*  
*([http://ottawa.ca/residents/healthy\\_lawns/forestry/urban\\_tree\\_conservation/guidelines\\_en.html](http://ottawa.ca/residents/healthy_lawns/forestry/urban_tree_conservation/guidelines_en.html)).*

Describe each of the vegetation communities shown on the natural environment map. Include the list of plant species observed, if available.

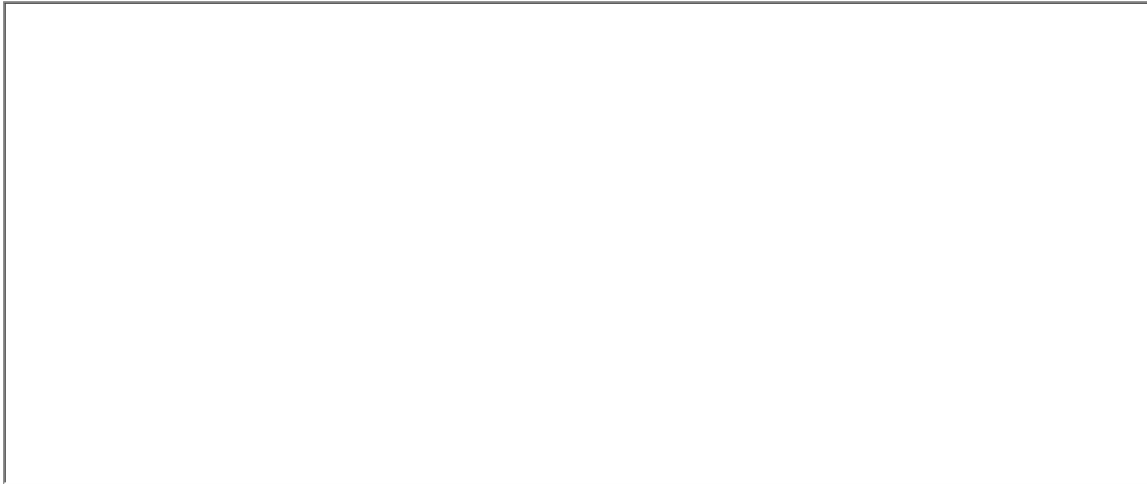


## 2.5 Wildlife

(EIS Guidelines, Section 3.2.5)

- *At a minimum, incidental observations of wildlife in the vicinity of the property should be described. "Wildlife" may include birds, mammals, reptiles, amphibians or invertebrates such as insects and molluscs. Fish should be included under Section 2.3 above. Some projects may require field surveys at specific times of the year to provide more detailed information on wildlife species or habitat usage (e.g., spring surveys for breeding birds or amphibians, fall surveys for migratory waterfowl, winter surveys for raptors, etc.).*
- *See also Section 2.6 below regarding the potential occurrence of species at risk.*

List all wildlife species known or suspected to occur in the vicinity of the property. Where possible, specify whether the animal lives on the property or whether it is a visitor (e.g., looking for food or migrating through). Indicate why each species has been included on this list (e.g., direct observation, tracks seen, call heard, reported previously).



## 2.6 Habitat for Species At Risk

(EIS Guidelines, Section 3.2.6)

- *A map of habitat for species at risk will be required if the development site or the affected surrounding area contains species at risk or habitat for species at risk, meaning any species listed under the federal Species at Risk Act or the Ontario Endangered Species Act, 2007 and its regulations.*
- *The general map of the natural environment may also serve as the map of habitat for species at risk, if the scale and resolution allow precise depiction of species' locations and habitats, and provided that the publication of this map is not restricted by the Ministry of Natural Resources for the protection of the species.*

List all species at risk known or suspected to occur in the vicinity of the property. Indicate whether or not the presence of the species has been confirmed.





**3. DESCRIPTION OF THE PROPOSED PROJECT**

(EIS Guidelines, Section 3.3)

- In this section, you will describe the intention, planned activities, and expected outcomes of the development or site alteration.  
You may attach as much information to this form as needed.
- The description must include a summary of any site preparation activities, construction activities, required infrastructure or utilities, landscaping plans, and activities associated with anticipated future uses of the site.
- The detail of the description should reflect the size and complexity of the development or site alteration. For example, a single lot severance may require only a single paragraph of description, whereas a plan of subdivision may require supporting plans, studies and reports.
- The description may consist of materials prepared for other purposes, including the associated development application form.
- If you do not know the answer to a question, please enter “unknown.” City of Ottawa staff may be able to assist you in answering the question during their review of the development application and EIS.
- The description must be accompanied by a plan showing the proposed development or site alteration overlaid on the map of the natural environment.
- The proposed plan must show all identified environmental constraints.  
Refer to the Tree Conservation Report Guidelines for additional specifications regarding information and mapping requirements  
([http://ottawa.ca/residents/healthy\\_lawns/forestry/urban\\_tree\\_conservation/guidelines\\_en.html](http://ottawa.ca/residents/healthy_lawns/forestry/urban_tree_conservation/guidelines_en.html))
- The use of actual concept plans, development plans, site plans or other figures is strongly encouraged.

**3.1 What is the intent of the development or site alteration?** (e.g., construction of a single detached home, build a subdivision, open a quarry, etc.)

**3.2 What site preparation, if any, will the development or site alteration require?** (e.g., brush-clearing, tree removal, blasting, grading, filling, etc.)

**3.3 What construction activities, if any, will the development or site alteration require?** (e.g., excavation, preparation of foundation/pad, installation of public or private utilities, erection of a building, landscaping, etc.)

3.4	<p><b>What operational activities, if any, will occur at the site?</b> (<i>e.g., personal residence[s], operation of a kennel, operation of a quarry, industrial activities, etc.</i>)</p> <div data-bbox="337 315 1385 436" style="border: 1px solid black; height: 58px;"></div>
3.5	<p><b>What decommissioning, demolition and waste removal activities, if any, will be required at the end of the life of the development?</b> (<i>If known.</i>)</p> <div data-bbox="337 535 1385 693" style="border: 1px solid black; height: 75px;"></div>
3.6	<p><b>Will the development or site alteration involve the handling or storage of hydrocarbons (i.e., gas, oils, etc.) or other hazardous substances at any stage of construction, operation or decommissioning/demolition? If yes, please describe.</b> (<i>This excludes equipment and machinery used during construction, and individual private vehicles.</i>)</p> <div data-bbox="337 903 1385 1024" style="border: 1px solid black; height: 58px;"></div>
3.7	<p><b>Will the development or site alteration require a Certificate of Approval (C. of A.) or a Permit To Take Water (PTTW) from the Ontario Ministry of Environment at any stage of construction, operation or decommissioning/demolition? If so, please describe why.</b></p> <div data-bbox="337 1197 1385 1354" style="border: 1px solid black; height: 75px;"></div>
3.8	<p><b>Will the development or site alteration require a Permit for <i>Development, Interference with Wetlands and Alterations to Shorelines and Watercourses</i> from the South Nation Conservation Authority, the Rideau Valley Conservation Authority, or the Mississippi Valley Conservation Authority?</b></p> <div data-bbox="337 1522 1372 1612" style="border: 1px solid black; height: 43px;"></div>
3.9	<p><b>Will the development or site alteration require any other type of Provincial or Federal permit or licence at any stage of its life (<i>i.e., site preparation, construction, operation, decommissioning/demolition</i>)? If so, please describe.</b></p> <div data-bbox="337 1743 1385 1869" style="border: 1px solid black; height: 60px;"></div>

#### 4. IMPACTS AND MITIGATION

(EIS Guidelines, Sections 3.4 and 3.5)

- *In this section, you will identify how the proposed development or site alteration could impact the natural environment, and what mitigation measures will be used to avoid or reduce any negative impacts.*
- *Not all impacts are negative. In some cases, the use of mitigation measures such as restoration or enhancement of natural habitat areas, or removal of invasive non-native vegetation, may result in a net benefit to the natural environment. The purpose of this EIS is to demonstrate how your project will be accomplished with no negative impact on any significant natural features or their ecological functions, as required by the Provincial Policy Statement. **Projects that cannot meet this requirement may not be approved.***
- *The level of detail should reflect the size and complexity of the development or site alteration. For example, a simple country lot severance may require only the following summary table to be completed, whereas a plan of subdivision may require supporting plans, studies and reports to fully demonstrate how potential impacts will be mitigated.*
- *Examples of potential impacts and mitigation measures are provided in the provincial Natural Heritage Reference Manual (MNR, 2010).*
- *The City of Ottawa has established some standard mitigation measures for use in specific circumstances. These mitigation requirements are identified in Appendix 10 of the EIS Guidelines.*

**4.1 Complete the attached summary table to identify the potential impacts of the various actions associated with each stage of the proposed development or site alteration as described above, and the mitigation measures that will be used to avoid or reduce these impacts.**

**4.2 Will the development or site alteration result in any positive effects on the natural environment? Please include positive effects in the summary table, and provide a brief description below.**

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**4.3 What, if any, monitoring or follow-up is needed to ensure that no negative impacts occur? (Refer to Section 3.6 of the EIS Guidelines).**

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**5. CONCLUSION**

(EIS Guidelines, Section 3.7)

**Will the proposed project result in any negative impacts to natural features or ecological functions, once the recommended mitigation measures have been implemented? *NOTE: residual negative impacts to significant natural features or ecological functions may mean that the project cannot be approved as proposed.***

**6. DECLARATION**

(EIS Guidelines, Sections 3.7)

**Please provide the names and affiliations of all individuals who contributed to the preparation of this EIS, and indicate their role(s) in the process (e.g., EIS author, biologist, planning consultant, geotechnical engineer). Attach resumés where needed to demonstrate professional qualifications.**

**I hereby certify that the information contained within this EIS is accurate and complete, to the best of my knowledge. I acknowledge that incomplete or incorrect information may delay the development review process.**

\_\_\_\_\_  
**Signature of Owner/Applicant**

**Date**

\_\_\_\_\_  
**Signature of EIS Author**  
(if different from above)

**Date**

**NOTE: Completion of this EIS form does not constitute or guarantee any type of planning approval**

**EIS Form, Section 4.1: Impacts and Mitigation Summary Table**

Activity	Natural Heritage Feature / Function	Potential Effect (may be positive or negative)	Proposed Mitigation	Residual Effect (may be positive or negative)
<b>Site Preparation</b>				
<i>Example: Vegetarian clearing</i>	<i>Natural vegetation (note: no significant species or significant woodlands known to occur on site)</i>	<i>Loss of natural vegetation from site</i>	<i>Minimise amount of clearing to only that required to accomodate development (house, well, septic, laneway)</i>	<i>Loss of X ha of natural vegetation within development footprint</i>
<b>Construction</b>				
<b>Operation</b>				
<b>Decommissioning (if applicable)</b>				