



“Inspiring a Healthy Environment”

Environmental Impact Study (EIS) Checklist

The following checklist has been compiled by the Upper Thames River Conservation Authority (UTRCA) to assist applicants with the preparation of an EIS needed to form part of a complete application. This checklist is required to be reviewed with UTRCA staff prior to preparation or submission of this study.

Internal Technical Review Team

Date Prepared: _____

UTRCA File Handler: _____

UTRCA Technical Reviewer: _____

Applicant Information (signed landowner authorization form may be required)

Landowner: _____ Email: _____

Applicant: _____ Email: _____

Consultant: _____ Email: _____

Lands Subject To Application

Address: _____ Municipality: _____

Lot: _____ Concession: _____ Property Size: _____

Project Name: _____

Proposed Project Works: _____

Important Dates

Scoping Meeting*: _____

Site Visit(s) (if required): _____

*Prior to scheduling a scoping meeting, please provide any preliminary ELC information to staff one week in advance of meeting date to allow time to appropriately prepare.

Administrative Considerations

Initiation of Fieldwork/Study: Should fieldwork be initiated prior to the agreement on the scope of required for a project, we caution that additional studies may be required (at the applicant's expense) to address any outstanding concerns.

Terms of Reference (ToR): A ToR may be submitted to the UTRCA in conjunction with this scoping checklist and shall include all components deemed to be required by the UTRCA.

Qualifications: The field surveys and written report must be completed by qualified professionals with experience in the appropriate discipline.

Checklist

Report Introduction

- 1. Objectives: purpose of the report and proposed development
- 2. Location: municipal address and legal description of subject lands; description of the extent of the study area
- 3. Physical Environment: description of vegetation communities, soils and geology, topography, surface water and drainage, and groundwater conditions
- 4. Regulated Features: description of all natural hazard features, and applicable setbacks, present on the subject or adjacent lands (floodplain, watercourse, erosion, valleylands, and wetlands)
- 5. Site Conditions: description of existing and proposed land use and site conditions
- 6. Background Documentation: description of referenced background studies, reports, documents, EAs, watershed/sub-watershed studies, etc.

Report Contents

- 7. Detailed Description of Regulated Natural Hazard Features:
 - a. Description of features and associated setbacks, as defined under the Regulation, present within the study area,
 - b. Confirmation of the size and extent of features (including those that extend beyond the study area); and,
 - c. List of vegetation species , separated by community, with groundwater indicator species identified
- 8. Field Investigation Methodology:
 - a. Site visits completed during appropriate timing windows, locations and frequencies, as agreed upon during pre-consultation; and,
 - b. all dates of investigations, names of investigators, conditions during field work, any variance of methods, data sheets, photos, etc. included

- 9. Assessment of Hydrologic Function:
 - a. Summary of hydrologic function (e.g. flood storage, flow attenuation, recharge area, etc.) (to be completed in conjunction with a hydrologic/hydrogeologic investigation, prepared by a qualified professional)
 - b. ediscussion of input of water, hydroperiod, groundwater and surface water interactions, fluctuations in water levels, etc.
- 10. Impact Assessment:
 - a. Discussion of potential impacts of proposal on the feature(s) and associated hydrologic/hydrogeologic functions
 - Includes temporary impacts during construction and permanent impacts(direct, indirect and cumulative)
 - Summarize in Net Effects table
- 11. Mitigation Recommendations:
 - a. Identification of hazard avoidance or hazard mitigation strategies
 - must be consistent with a completed hydrologic/hydrogeologic investigation
 - Recommendations of the EIS to be carried forward into the Detailed Design for the project
 - Include an outline of staging and timing of implementation of mitigation measures
 - b. Explanation of how successful mitigation will be ensured for temporary and permanent protection of the regulated features
 - c. Where impacts to features and functions are deemed unavoidable, a description of what alternatives have been considered, and rationale as to why the impacts are unavoidable must be provided
 - d. Where compensation is proposed to offset unavoidable impacts, a high-level summary of the proposed compensation plan must be discussed with UTRCA staff prior to report submission
- 12. Policy Analysis: provide rationale on how the proposal conforms/complies with applicable Conservation Authority policies. Other relevant policies should also be identified.
- 13. Monitoring Plan:
 - a. Outline of the type of monitoring, timeframe of monitoring and reporting responsibilities;
 - Monitoring may include existing/retained features, and/or proposed mitigation measures or compensation features; and,
 - b. Include specific thresholds in the plan to identify triggers for adaptive management

- 14. Connection to Other Technical Reports:
 - a. ensure that the details provided in the EIS are cross-referenced for consistency in other technical reports that have been identified as a requirement for a complete application (Hydrogeological Assessment, Stormwater Management Report, etc.)
- References: list of all background documents referenced in the report

Figures/Drawings and Appendices

- 15. Site/Concept Plan: general layout of subject lands and proposed development, overlain on aerial photograph of the site
- 16. Feature Delineation: delineation of regulated features (e.g. Ecological Land Classification mapping, overlain on aerial photograph of the site)
 - a. GIS shapefiles are required upon acceptance of report in one of the following formats: ESRI geodatabase, ESRI map package, shapefile, georeferenced CAD file.
- 17. Conservation Authority Regulation Limit: UTRCA's best-available mapping is available through UTRCA's open data portal, however the text of the regulation prevails and an unmapped feature determined to be present on the subject lands through the EIS that meets the required definitions under Ontario Regulation 41/24 may be considered regulated by the Conservation Authority
- 18. Wetland Catchment Area: figure showing existing catchment areas, drainage patterns, inflow and outflow locations
- 19. Development Constraints: figure showing all regulated features and applicable setbacks, and identifying the greatest extent of all setbacks.
 - a. Two (2) versions of this map are required; one provided on a plan view drawing and one on aerial imagery
- 20. Proposed Alteration to Features: identify any regulated features that are proposed to be removed, relocated, enhanced, compensated for, etc., including the required setbacks
- 21. Proposed Enhancements: identify any feature enhancement or mitigation measures
- 22. Site Photos: can be included throughout the body of the report or as an appendix
- 23. Field Notes/Data Sheets: Include field data sheets. Associated Excel files may also be requested
- 24. Agency Correspondence:
 - a. Record of pre-consultation with UTRCA and municipality, relevant correspondence confirming scope of study, requirements, approvals, etc.

Other Comments

Disclosure

Please note that each technical submission is different, and local characteristics of each site may change the scope of work. This checklist is intended to ensure that some of the more critical information required for the preparation of an Environmental Impact Study has been considered.

The purpose of this checklist is to outline the requirements specific to the Conservation Authority. A separate, standalone report is not required to be prepared for the Conservation Authority versus other agencies. This checklist does not preclude the applicant/author from including requirements of other agencies within the report.

Please ensure this form is enclosed as an appendix to the submitted report, and/or provided to UTRCA upon submission of a planning and/or permit application. As this application is still in the pre-consultation stage, the UTRCA requirements are subject to change pending further consultation and revisions to the proposed development. If any omissions are noted to these basic items, the submission will NOT be deemed complete, and will be returned to the applicant/consultant for revisions.