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Appendix B

Terms for Reference for Technical Studies
and Reports

The following reports and studies discussed below are:

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| i. | Planning Justification Report; |
| ii. | Environmental Impact Assessment; |
| iii. | Stormwater Management Plan (in compliance with the ERCA guidelines); |
| iv. | Functional Servicing Study (Storm, Sanitary, Water, Road Network, Existing Utility Coordination); |
| v. | Phase 1 and 2 Environmental Site Assessment; |
| vi. | Archaeology Phase 1 and 2 (Archaeological Assessment) and Conservation Plan (if archaeology resources are identified); |
| vii. | Transportation Impact Study; |
| viii. | Noise and Vibration Impact Assessment; |
| ix. | Odour and Dust Impact Analysis; |
| x. | Shadow Study; |
| xi. | Lighting Plan/Photometric Analysis; and/or, |
| xii. | Land Use Compatibility Assessment Study. |

All the above-noted studies must be completed by a registered and certified Professional in their field. The completion of select studies is at the discretion of the Town Staff, depending on the circumstances of the development. All scope and terms of reference should be approved by the Town. The applicant is responsible for providing the required reports and studies to the Town in accordance with AODA standards.

Planning Justification Report

A Planning Justification Report (PJR) is to provide a background context, an overview of the purpose and effect of an application, and establish a professional planning rationale for the application by demonstrating how a proposal conforms to applicable planning policy documents and good planning principles. The PJR is also an opportunity to illustrate how the proposal will contribute to the community or neighborhood and to important issues such as housing mix, support for institutions and public amenities, and the local economy. This can be accomplished through creating a narrative regarding the development, as opposed to just the reiteration of planning policies.

All reports must indicate the author of the report, and be signed by a Registered Professional Planner (RPP).

Reports are expected to vary widely in content and detail according to the nature and complexity of the application; thus, the Agent or the Applicant must contact the Town of LaSalle Planning Staff in order to ascertain the requirements for their application(s). However, all reports must include the following general sections:

A. Introduction

- Every report must contain a brief introduction which outlines: Who was retained to write the report and date retained;
- What application(s) has/have been submitted or are required;
- Whether a pre-consultation took place with the County/Town and the date of the meeting(s); and,
- A statement of the purpose of the report.

B. Site Context

The site context is intended to assist the reader in understanding where the proposal is located and the characteristics of the landscape surrounding the site of the proposal.

Specifically, this section of the report will contain:

- A description of the location and existing conditions of the subject lands;
- A description of the surrounding land uses (if commercial or industrial, specify the type of businesses) and important features such as roads and environmental features;
- Identification of constraints affecting the site (e.g. water features, hazard lands, access restrictions, etc.);

- Identification of any lands on the site regulated by ERCA;
- Identification of other development proposals affecting surrounding land uses; and,
- Maps or reference to appendices which help to provide a context for the site and the surrounding lands (surveys, aerial photographs, area maps, etc.).

C. Description of Proposal

The intent of the proposal description is to provide sufficient information to allow the reader to understand the purpose and effect of the application(s).

This section of the report must provide details about:

- Proposed uses and buildings (if known);
- Previous applications and any previous consultation with the Town or ERCA;
- A detailed concept plan shall be provided showing all applicable zoning regulations (i.e. lot frontage, setbacks, coverage, encroachments, building height, parking (both number and size of spaces) etc.); and,
- A description of the surrounding land uses.

D. Supporting Studies and Reports

The purpose of this section is to list all of the technical studies and reports submitted in support of the application (e.g. Traffic Impact Assessment, Noise Assessment, Environmental Impact Assessment, etc.). Each item listed should be described and accompanied by a small paragraph or statement highlighting the key outcomes of the studies, (e.g. recommended conditions of approval for a plan of subdivision) and how they relate to current planning policies.

E. Policy and Planning Analysis

The Policy and Planning Analysis is the most important part of the Planning Justification Report as it is the basis for establishing why a proposal should be approved. This section will provide a detailed analysis of the relevant policies, legislation, plans, studies and/or guidelines (e.g. D-Series Guidelines) to support the proposal. Additionally, the technical studies and reports should be utilized to justify the appropriateness of the proposal.

The planning analysis is intended to provide a rationale and opinion as to why the proposal is appropriate, in terms of how the proposal addresses “good planning principles”. For example, this may include a discussion of how the proposal provides beneficial social, economic or environmental outcomes; how the proposal is compatible with the surrounding area; how the

proposal contributes to creating complete, vibrant communities; and/or how potential negative impacts have been avoided or mitigated.

F. Summary or Conclusion

The purpose of this portion of the report is to provide the Planning Staff with a summary that contains statements presenting:

- The purpose and effect of the application, including why the requested amendments are necessary;
- A summary of the key relevant plans and policies and how they are being addressed;
- A summary of the key merits of the application; and,
- Final recommendations.

G. Appendices of Maps, Plans, etc.

The following visual aids and/or appendices are commonly included in Planning Justification Reports and should be included where applicable:

- Maps, including aerial photographs, land parcel mapping or legal surveys;
 - Street level pictures of the land subject to proposed development;
 - Official Plan maps of land use designations or other designations;
 - Zoning mapping;
 - Concept Plan, Site Plan and/or building elevations;
 - Official Plan Amendment Sketch/Copy of draft Official Plan Amendment;
 - Zoning By-law Amendment Sketch/Copy of draft Zoning By-law modifications; and,
 - Draft Plan of Subdivision.
-

Planning Justification Briefs

For less complex proposals, a Planning Justification Brief may be requested instead of a full report. A Planning Justification Brief may be in the form of a memo or a short report. The purpose of a Planning Justification Brief is to give a summary of the proposal and outline the merits of the proposal based on good planning principles. The requirements for a scoped Planning Justification Brief will be determined on a case-by-case basis, through the formal consultation process. Planning Justification Briefs must be signed by a Registered Professional Planner (RPP).

Briefs do not need to include a detailed policy analysis and detailed Appendices, Maps and Plans, but must include, at a minimum:

- A description of the proposal and the site context;
- Identify the approvals required;
- A list of all supporting studies and technical reports with an overview of key findings; and,
- A brief summary and professional opinion of how the proposal is consistent with good planning principles.

Environmental Impact Assessment/ Management Plan

An Environmental Impact Assessment/Management Plan shall be required as part of an application for all development and site alteration applications within, or abutting the identified Natural Heritage System, including all of its component natural heritage features and functions and/or on adjacent lands.

The Environmental Impact Assessment/Management Plan shall demonstrate that the proposed use, including any servicing works, will have no negative impact on significant natural heritage features and areas and their associated ecological functions.

It is the Applicant's responsibility to ensure a qualified individual (professional biologist or ecologist) prepares the Environmental Impact Assessment/Management Plan, to the standards and guidelines as listed by Section 7.13: Environmental Impact Assessment/Management Plan of the [Town of LaSalle Official Plan](#).

The plan must address:

- Information about the proposed development (as described by Section 7.13);
- Any time negative impact is unavoidable; and,
- Compensatory restoration/mitigation techniques.

The agreement will be further secured through the submission of financial securities to the Town.

The Town may determine that a scoped Environmental Impact Assessment/Management Plan may be permitted for minor development proposals, and development proposals in areas that have been previously disturbed and/or where previous environmental studies have been undertaken. Refer to the approved Environmental Impact Assessment (EIA) Terms of Reference for the extent of the scoping and identification of issues prior to undertaking the study. An EIA Terms of Reference Checklist is provided in [Appendix C](#) for additional detail regarding the scope and terms of report preparation.

Stormwater Management Plan

The purpose of a Stormwater Management Plan is to identify measures required to control the quantity, quality and velocity of runoff associated with the development of a specific area and to ensure no negative impacts to upstream and downstream areas within the drainage scheme. The consulting engineer shall prepare a report for the Town to review. A PDF set must be sent via email prior to agreement signing. The Stormwater Management Plan will be prepared in accordance with the guidelines established in [Section 9 | LaSalle Development Manual Volume II](#) and [ERCA'S Stormwater Management Guidelines](#).

Where a Stormwater Management Plan is required, such a study should:

- a) Be consistent with approved watershed/sub-watershed plan recommendations;
- b) Provide all of the technical information on which the recommendations have been made, including but not limited to:
 - i. All water resources and functions;
 - ii. Existing and proposed overland flow routes;
 - iii. Existing and proposed surface features and associated pre and post development infiltration rates;
 - iv. Topographic features including top of bank and flood elevations;
 - v. A cut/fill balance;
- c) Assess the impacts of development on receiving waters, both before and after construction, with respect to quantity control, and the potential for flooding, erosion and sedimentation;
- d) Identify the effect of development on water quality and describe and recommend measures to limit any negative impact and, if possible, improve water quality;
- e) Describe mitigation measures which would, if necessary, prevent adverse impacts on the receiving water, flora and fauna and recreational uses;
- f) Identify the effects of development on aquatic habitats and describe and recommend water management practices to ensure the remain sustainable;
- g) Identify long-term costs on managing and maintaining the function of the stormwater management system;
- h) Identify how the stormwater management system can integrate with the Natural Heritage System, trail network and overall urban design;
- i) Identify the Federal, Provincial and Conservation Authority approvals required for the project and be consistent with the requirements of the appropriate agencies; and,

- j) Other requirements as determined through consultation with the Town, in consultation with the Conservation Authority.

The Stormwater Management Plan shall be coordinated with the Environmental Impact Study to ensure a consistent approach to maintaining or improving the ecological conditions of the Study Area.

Functional Servicing Report

The intent of this technical report is to evaluate the effects of a proposed change in land use or development on the Town's servicing infrastructure. The report shall demonstrate that the design conforms to current Official Plans, Secondary Plans, and Master Plans. [Section 10 | LaSalle Development Manual Volume II](#) provides requirements on what information should be included in the FSR.

Where a Functional Servicing Report is required, such a report should:

- a) Identify servicing capacity requirements with respect to the Town's master servicing strategies and the Wastewater Plant Capacity Allocation Protocol;
- b) Identify stormwater management strategy, property size requirements and release rates;
- c) Identify preliminary grading;
- d) Identify the routing of water, wastewater and stormwater services;
- e) Identify the sizing of services including accommodation for external service areas, as may be required;
- f) Identify the requirements for fire-fighting capacity;
- g) Identify the cost sharing responsibilities of developing the services;
- h) Identify the timing of services;
- i) Describe development phasing including any interim servicing measures and how those services shall be decommissioned or modified;
- j) Describe existing utility infrastructure and preliminary utility servicing requirements for the development; and,
- k) Detail any implementation requirements, including how the disturbed areas will be rehabilitated.

Phase 1 and 2 Environmental Site Assessment

An Environmental Site Assessment (ESA) may be required in cases of site remediation, environmental risk assessment and management services. These reports must be completed by certified and qualified Engineers and Environmental Scientists. It is the responsibility of the Owner to confirm that their Consultants contact ERCA and other regulating agencies as necessary, as well as adhere to the guidance and advice of those agencies.

A Phase I ESA identifies potential contaminating activities and areas of potential environmental concern on a property through desktop study review of background documents and maps, interviews and site reconnaissance. A Phase 2 ESA involves intrusive investigations (i.e. monitoring wells or test pits) and assessment through sampling, monitoring and chemical analysis of applicable media (i.e. soil, groundwater, sediment and/or vapours) on areas of the property identified in the Phase I ESA where contaminants are potentially present.

Archaeological Assessment and Conservation Plan

The Ontario Heritage Act authorizes the establishment of policies, priorities and programs for the conservation, protection and preservation of the heritage of Ontario. Archaeological sites are a part of our province's heritage. An Archaeological Management Plan (AMP) is an effective tool that supports the implementation of municipal policies and procedures for identifying and conserving archaeological resources. An AMP also supports the intent of the cultural heritage and archaeological objectives of the Provincial Planning Statement, 2024.

The purpose of an Archaeological Assessment is to ensure archaeological resources on site are evaluated, documented, and, where appropriate, conserved prior to land disturbance/site development.

Where an Archaeological Assessment is required, the Assessment shall be undertaken by the proponent in accordance with criteria established by the Province, and it shall be the responsibility of the proponent to carry out appropriate consultation with affected First Nations prior to undertaking the Assessment, to the satisfaction of the Town. An Archaeological Assessment must be completed by a professional Archaeologist, licensed in the Province of Ontario, to the satisfaction of the Town.

There are four stages of Archaeological Studies. The requirement to proceed to a higher stage of study shall be determined by Provincial Guidelines and in consultation with the Town. The following describes the study requirements by stage:

Stage 1	Consists of background research and is the pre-survey phase of the assessment;
Stage 2	Consists of actual field examination and may require either a surface or pedestrian survey or test pit surveys of the subject property;
Stage 3	Consists of field activities conducted when archaeological resources are encountered during a Stage 2 survey and warrant further investigation and assessment. The purpose of the Stage 3 work is to gather more detailed information which will be used to delineate and evaluate the significance of the site under examination, in order to determine appropriate mitigation measures. For all Stage 3 work, an onsite First Nations Monitor may be required; and,
Stage 4	Involves mitigating the impacts of development on archaeological sites, through either site excavation or site avoidance. This occurs after the field assessment Stages 1 - 3 have been completed, and the assessment report has been reviewed by the Archaeology and Heritage Planning Branch of the Ministry of Tourism, Culture and Sport. For all Stage 4 work, an onsite First Nations Monitor may be required.

No land disturbance shall be permitted until notification has been received from the Province that the property has been cleared of archaeological concerns.

Heritage Impact Assessment

A Heritage Impact Assessment (HIA) is a study to determine the impacts to known and potential heritage resources within a defined area proposed for future development. The assessment results in a report that identifies all heritage resources, provides an evaluation of the significance of the resources, outlines any impact proposed development or site alteration will have on the resources, and makes recommendations toward conservation methods and/or mitigative measures that would minimize impacts to those resources. The report will be used to help the Town make informed decisions related to the identified heritage resources.

Transportation Impact Study

A Transportation Impact Study is required where proposed development may impact the transportation network, including the road, transit route, cycling and pedestrian components. Prior to the undertaking of a transportation impact study, pre-consultation is required between the Municipality and the Applicant's consultant. The intent of the pre-consultation is to discuss the development proposal, relevant issues pertaining to the type of development or its location, establish the scope of study required and confirm acceptable study parameters, which leads to establishing the Terms of Reference.

The consulting engineer shall prepare a PDF report for the Town to review. The traffic analysis will be prepared in accordance with the guidelines established in [Section 3.3 | LaSalle Development Manual Volume II](#).

Where a Transportation Impact Study is required, such study should:

- a) Where appropriate, coordinate the assessment and recommendations with the County and/or the Ministry of Transportation Ontario;
- b) Include the collection and projection of traffic related data from the nearby and adjacent road network based on existing and future conditions;
- c) Assess trip generation, assignment and distribution from the proposed development as well as existing, permitted and proposed developments within the Study Area to a horizon year directed by the Town during the pre-application process;
- d) Assess street and intersection capacity and queuing including current and projected operational deficiencies that may arise as a result of growth from background traffic, future conditions and traffic generated by the proposed development;
- e) Assess the need for vehicular and bicycle parking as it relates to the proposed land use, or mixture of land uses. The assessment may include a discussion of transit supportive parking standards, Transportation Demand Management initiatives, the role of on-street and/or off-site parking opportunities;
- f) Describe and recommend measures required to achieve the transportation goals, objectives and policies set out in the Transportation Chapter of this Plan and the Town's capital projections included in the Development Charges By-law;
- g) Describe and recommend specific site design practices, including Transportation Demand Management measures, to ensure priority is given to sustainable modes of transportation over vehicle use;

- h) Employ Transportation Association of Canada guidelines regarding driveway access design, location, throat length and function;
- i) Describe the traffic related outcomes/impacts on the transportation network that will result from the proposed development and associated improvements to the network to the defined planning horizon;
- j) Describe how the proposal will promote development patterns that will generate positive impacts on transportation, including any appropriate opportunities for enhanced active transportation facilities, traffic calming and/or transportation demand management;
- k) Ensure that driveway, loading and vehicular and bicycle parking requirements are provided and suitably located in the development;
- l) Ensure that facilities are provided for ease and safety of pedestrian movement through the development including, but not limited to, walkways, pedestrian crossings, and overpasses/underpasses; and,
- m) Evaluate the proportion of development that is in proximity to existing, planned or potential transit stops along transit routes.

Noise and Vibration Impact Study

A Noise and 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.

Development should be appropriately designed, buffered and/or separated from industries as necessary to mitigate adverse effects, 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.

Odour and Dust Impact Analysis

An Odour and Dust Impact Analysis may be required whenever a Plan of Subdivision or Condominium or in the case of Site Plan Control (industrial) is within a direct line of a current agricultural or industrial site, or an expected agricultural or industrial site is proposed to be developed.

Shadow Study

A Shadow Study Plan is a technical document that provides a visual model and written description of the impact of shadows cast by a proposed development on the subject lands and on surrounding streets, parks, and properties including residential areas, community outdoor amenity areas (such as children play areas, school yards, tot lots and amenity areas associated with commercial and employment areas), and the public realm (sidewalks, open spaces, parks and plazas). These studies are done to evaluate the impact of shadows at various times of day throughout the year.

Such study should include:

1. Diagrams showing extent of shadows at different intervals over different months;
2. A digital copy of the 3-D model used by the consultant to generate the shadow diagrams;
3. Architectural elevation indicating building height at rooftop, mechanical equipment and average grade around building foundation; and,
4. Diagrams showing the vertical extent of shadows upon adjacent high-rise buildings.

The submission of an Overshadow Study Plan with development applications would complement the Town's development review process and demonstrate the shadow impacts of development proposals internally and on surrounding property. This terms of reference provides guidance on what should be included in an Overshadow Study Plan.

Lighting Study/Photometric Plan

Photometric analysis is the study of how light emanates from electrical lighting fixtures known as luminaires into the space being lit and the potential impacts on surrounding properties. At its core, the study provides a multidimensional simulation of a proposed lighting design, allowing clients and users to see the impact of the new plan. [Section 12.2 | LaSalle Development Manual Volume II](#) provides specifications for lighting.

Where a Lighting Study is required, such study should:

1. Identify the location and specifications of all lighting fixtures proposed on the exterior of the buildings and site of the proposed development;
2. Include a photometric plan of projected illumination (lumens) in connection with the proposed development and demonstrate the illumination levels at all property lines and 6.0 metres beyond those property lines;

3. Identify the Light Pollution Index (LPI) and analyze the LPI and cumulative effects of lighting in the context of existing and planned future conditions;
4. Recommend measures to mitigate the impact of light pollution in connection with the proposed development; and
5. Provide evidence that sufficient lighting is provided to ensure lighting improves visibility and safety.

Land Use Compatibility Study

The Land Use Compatibility Study provides guidance on the implementation of the Town's Official Plan's land use compatibility policies, which seek to minimize and mitigate potential conflict between incompatible land uses.

The D-1 Land Use and Compatibility guide identifies how land use compatibility issues may be addressed by municipalities during a development proposal, namely, Official Plan or Zoning By-law amendments. The goal of land use compatibility is to minimize adverse effects of "industrial, transportation and utility" uses that emit noise (vibration), odour or air pollution on sensitive uses (e.g. residential). The definition of "development" in the Official Plan is the creation of a new lot, a change in land use, or the construction of buildings and structures, any of which requires approval under the Planning Act or that are subject to the Environmental Assessment Act.

