

SITE SCREENING QUESTIONNAIRE

How to Complete an Environmental Site Screening Questionnaire

The Planning Act establishes the principle for land use planning in Ontario and describes how land uses may be controlled and who may control them. Part I (Provincial Administration), Section 2 (Provincial Interest) of the Planning Act specifies, among other matters, that municipalities have regard to:

- the protection of ecological systems, including natural areas, features and functions
- the orderly development of safe and healthy communities
- the protection of public health and safety
- the appropriate location of growth and safety.

The role of municipalities is primarily to

Make planning decisions to determine the future of local communities

Prepare planning documents such as

An Official Plan (Part II; Section 14.7), which establishes the general planning goals and policies that will guide future land use of the municipality.

Zoning By-Laws (Part V; Section 34), which establishes the rules and regulations that control development as it occurs in the municipality.

Zoning by-laws may be passed by the councils of local municipalities for prohibiting any use of land and the erecting, locating or using of any class or classes of buildings or structures on land:

that is contaminated,

that contains a sensitive groundwater feature or a sensitive surface water feature, or that is within an area identified as a vulnerable area in a drinking water source protection plan that has taken effect under the Clean Water Act, 2006

to ensure planning decisions and documents are consistent with the Provincial Policy Statement (PPS) and conform or do not conflict with provincial plans.

The part lot control provisions of the Planning Act of Ontario provide the municipality with the ability to approve the creation of new lots and lot line adjustments in registered plans of subdivision. When an applicant applies for a local Official Plan Amendment, Rezoning, Site Plan Approval, or Minor Variance, an Environmental Site Screening Questionnaire must be completed and submitted with every application for a local Official Plan Amendment, Rezoning, Site Plan Approval, or Minor Variance.

The application for a local Official Plan Amendment, Rezoning, Site Plan Approval, or Minor Variance will not be considered complete and no processing shall occur until the Environmental Site Screening Questionnaire is completed and submitted to review the indicators of potential site contamination including changes in property use (from industrial, commercial or community use to any of residential, institutional, parkland or agricultural use) as defined in Part IV of Ontario Regulation 153/04 to determine the need for further investigation.

Depending on the nature of the application and its location relative to existing and/or former uses, it may be necessary that the Environmental Site Screening Questionnaire be signed by the property owner and a qualified licensed professional engineer/geoscientist in Ontario, as defined in Ontario Regulation 153/04 and the Environmental Site Screening Questionnaire must be signed by the Owner and sworn before a Commissioner of Oaths. The purpose of a licensed professional preparing and signing the Environmental Site Screening Questionnaire is to streamline the application review process by reviewing the technical aspects prior to application submission.

A [Phase 1 Environmental Site Assessment](#), in accordance with the Ministry of Environment's Regulation 153/04 Records of Site Condition — Part XV.1 of The Environmental Protection Act, amended by Ontario Regulation 511/09, Ontario Regulation 245/10, Ontario Regulation 179/11 and Ontario Regulation 269/11 is required to evaluate the potential for the existence of site contamination and complete the Environmental Site Screening Questionnaire.

As described by Ontario Regulation 153/04— Part XV.1 of the Environmental Protection Act, amended by Ontario Regulation 511/09, Ontario Regulation 245/10, Ontario Regulation 179/11 and Ontario Regulation 269/11, Phase 1 Environmental Site Assessment is comprised of:

- **Review of historical land use, public databases and records, fire insurance plans, chain of title, legal description of the site, previous environmental reports, environmental source information, physical setting sources, site operating records;**
- **Visual assessment of the site and neighboring properties up to 250 m around the subject property boundaries with identification of any potentially contaminating activities, including identification of any liquid or chemical storage (i.e. tanks), staining, potential contaminant transport pathways, site photographs;**
- **Interviews with key site manager and relevant personnel, and determination of possible impacts from former and current on-site and/or off-site operations;**
- **Locating on-site underground public and private utilities;**
- **Compilation of a Conceptual Site Model that is based on available environmental information;**
- **Evaluation of the requirement for Phase 2 Environmental Site Assessment, including recommended locations for subsurface investigations at areas of potential environmental concern, if necessary, and**
- **Reporting.**

A Phase 1 Environmental Site Assessment may subsequently determine that the site is suitable for the proposed use or may recommend the preparation of a Phase 2 Environmental Site Assessment. Possible uses of the subject property and the adjacent properties that can cause contamination include:

- **Acid and Alkali Manufacturing, Processing and Bulk Storage**
- **Adhesives and Resins Manufacturing, Processing and Bulk Storage**
- **Airstrips and Hangars Operation**
- **Antifreeze and De-icing Manufacturing and Bulk Storage**
- **Asphalt and Bitumen Manufacturing**
- **Battery Manufacturing, Recycling and Bulk Storage**
- **Boat Manufacturing**

- **Chemical Manufacturing, Processing and Bulk Storage**
- **Coal Gasification**
- **Commercial Autobody Shops**
- **Commercial Trucking and Container Terminals**
- **Concrete, Cement and Lime Manufacturing**
- **Cosmetics Manufacturing, Processing and Bulk Storage**
- **Crude Oil Refining, Processing and Bulk Storage**
- **Discharge of Brine related to oil and gas production**
- **Drum and Barrel and Tank Reconditioning and Recycling**
- **Dye Manufacturing, Processing and Bulk Storage**
- **Electricity Generation, Transformation and Power Stations**
- **Electronic and Computer Equipment Manufacturing**
- **Explosives and Ammunition Manufacturing, Production and Bulk Storage**
- **Explosives and Firing Range**
- **Fertilizer Manufacturing, Processing and Bulk Storage**
- **Fire Retardant Manufacturing, Processing and Bulk Storage**
- **Fire Training**
- **Flocculants Manufacturing, Processing and Bulk Storage**
- **Foam and Expanded Foam Manufacturing and Processing**
- **Garages and Maintenance and Repair of Railcars, Marine Vehicles and Aviation Vehicles**
- **Gasoline and Associated Products Storage in Fixed Tanks**
- **Glass Manufacturing**
- **Importation of Fill Material of Unknown Quality**
- **Ink Manufacturing, Processing and Bulk Storage**
- **Iron and Steel Manufacturing and Processing**
- **Metal Treatment, Coating, Plating and Finishing**
- **Metal Fabrication**
- **Mining, Smelting and Refining; Ore Processing; Tailings Storage**
- **Oil Production**
- **Operation of Dry-Cleaning Equipment (where chemicals are used)**
- **Ordnance Use**
- **Paints Manufacturing, Processing and Bulk Storage**
- **Pesticides (including Herbicides, Fungicides and Anti-Fouling Agents) Manufacturing, Processing, Bulk Storage and Large-Scale Applications**
- **Petroleum-derived Gas Refining, Manufacturing, Processing and Bulk Storage**

- **Pharmaceutical Manufacturing and Processing**
- **Plastics (including Fibreglass) Manufacturing and Processing**
- **Port Activities, including Operation and Maintenance of Wharves and Docks**
- **Pulp, Paper and Paperboard Manufacturing and Processing**
- **Rail Yards, Tracks and Spurs**
- **Rubber Manufacturing and Processing**
- **Salt Manufacturing, Processing and Bulk Storage**
- **Salvage Yard, including automobile wrecking**
- **Soap and Detergent Manufacturing, Processing and Bulk Storage**
- **Solvent Manufacturing, Processing and Bulk Storage**
- **Storage, Maintenance, fuelling and repair of equipment, vehicles, and material used to maintain transportation systems.**
- **Tannery Textile Manufacturing and Processing**
- **Transformer Manufacturing, Processing and Use**
- **Treatment of Sewage equal to or greater than 10,000litres per day**
- **Vehicles and Associated Parts Manufacturing**
- **Waste Disposal and Waste Management, including thermal treatment, land filling and transfer of waste, other than use of bio soils as soil conditioners**
- **Wood Treating and Preservative Facility and Bulk Storage of Treated and Preserved Wood Products**

Upon completion of the environmental site screening questionnaire, the municipality may require the following certification from the professional engineer:

- "To the best of my knowledge, the information provided in the Environmental Site Screening Questionnaire is true, and I do not have any reason to believe that the subject site contains contaminants at a level that would interfere with the proposed property use".
- "I am a qualified person with the required liability insurance in accordance with the required municipal Site Contamination Protocol.

When a planning application is proposing a change to a more sensitive land use (ie. commercial to residential), Ontario Regulation 153/04 should be followed with a [record of site condition](#) submitted to the Ministry of the Environment.

When a record of site condition filing is not required to facilitate development, the following standard conditions of approval shall be fulfilled to the satisfaction of the municipality.

- **The applicant acknowledges and agrees that ensuring the suitability of the land for the proposed use(s) is the responsibility of the applicant/ landowner.**
- **Prior to the approval (where applicable), the environmental consultant shall certify that all properties to be developed and/or conveyed to the municipality pose no unacceptable risks to public health and safety and to the environment and can be developed for proposed uses.**

The municipality may require a reliance letter from our professional engineer to indicate that, despite any limitations or qualifications included in the reports/documents, the municipality is authorized to rely on all information and opinion provided in the reports submitted for the proposed development in agreement with a condition of development approval. The required reliance letter shall include the following:

- **We represent and warrant to the Municipality that the work completed in the environmental reports identified herein is RSC Compliant and was completed by or under the supervision of a Qualified Person within the meaning of the Environmental Protection Act and Brownfield Regulation 153/04, as amended.**
- **We agree that the municipality and its Peer Reviewers may rely upon the reports for the exclusive purpose of the development application, including the representations, assumptions, findings, and recommendations contained in the Phase I Environmental Site Assessment Report.**
- **We further agree that in the case of any inconsistency between this Reliance Letter and any limitations set out in the Phase I Environmental Site Assessment Report this letter shall take priority.**
- **We understand and agree that it is appropriate to extend reliance to the municipality in relation to the Phase I Environmental Site Assessment Report to assist the municipality in its assessment of the environmental suitability of the application for development and/or request to use non potable groundwater standards.**
- **We further agree that we will promptly notify the municipality upon receipt of notice by the Ministry of the Environment that the Ministry intends to audit the Phase I Environmental Site Assessment Report and if so, to provide the**

municipality with written confirmation of the results of the audit including that any Record of Site Condition or Risk Assessment was approved by the Ministry of the Environment under Brownfield Regulation 153/04, as amended.

- We further agree that we will provide the municipality with a written acknowledgement from the Ministry of the Environment that the Phase I Environmental Site Assessment Report submitted by us to the Ministry of the Environment will not be the subject of a Ministry of the Environment audit.
- We represent and warrant that we comply with all applicable insurance provisions contained within Ontario Regulation 153/04, as amended.
- We shall provide the municipality with proof of insurance and maintain Professional Liability Insurance coverage of \$2,000,000 per claim and \$4 million aggregate.
- We agree that we shall be responsible to indemnify and save the municipality harmless from any and all claims, demands, causes of action, costs, including defending against any legal proceedings or other damages howsoever arising from the municipality's direct or indirect reliance upon the representations, findings, assumptions and conclusions contained in the Phase I Environmental Site Assessment Report prepared by us for the purpose of evaluating the development application, except any damages, claims, demands, actions or causes or action arising out of or as a result of the negligent actions of the municipality, its agents or employees

Our cost of carrying out the Phase 1 Environmental Site Assessment work as per CAN/CSA-Z768-01 Standard which is suitable for financing purposes and/or due diligence for purchase and sale of the property is \$2,490 for properties located in Our service area in Ontario includes Toronto (City of Toronto), Hamilton (City of Hamilton), Oshawa ([City of Oshawa](#)), Pickering ([City of Pickering](#)), Clarington ([Municipality of Clarington](#)), Ajax ([Town of Ajax](#)), Whitby ([Town of Whitby](#)), Brock ([Township of Brock](#)), Scugog (Township of Scugog), Uxbridge (Township of Uxbridge), Burlington ([City of Burlington](#)), Halton Hills ([Town of Halton Hills](#)), Milton ([Town of Milton](#)), Oakville ([Town of Oakville](#)), Brampton (City of Brampton), Mississauga ([City of Mississauga](#)), Caledon (Town of Caledon), Vaughan ([City of Vaughan](#)), Aurora ([Town of Aurora](#)), East Gwillimbury ([Town of East Gwillimbury](#)), Georgina ([Town of Georgina](#)), Markham (City of Markham), Newmarket (Town of Newmarket), Richmond Hill (Town of Richmond Hill), Whitchurch - Stouffville (Town of Whitchurch-Stouffville), King ([Township of King](#)), and Bradford-West Gwillimbury (Town of Bradford-West Gwillimbury)

But Phase 1 Environmental Site Assessment work as per CAN/CSA-Z768-01 Standard may not satisfy the requirements of Ontario Regulation 153/04 Records of Site Condition — Part XV.1 of The Environmental Protection Act, amended by Ontario Regulation 511/09, Ontario Regulation 245/10, Ontario Regulation 179/11 and Ontario Regulation 269/11. Our cost of carrying out the Phase 1 - Environmental Site Assessment as per Ontario Regulation 153/04 Records of Site Condition — Part XV.1 of The Environmental Protection Act, amended by Ontario Regulation 511/09, Ontario Regulation 245/10, Ontario Regulation 179/11 and Ontario Regulation 269/11, completing the required Environmental Site Screening Questionnaire, and providing any required certification and/or reliance letter is \$5,995.

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Our service area for carrying out the Phase 1 - Environmental Site Assessment as per Ontario Regulation 153/04 Records of Site Condition — Part XV.1 of The Environmental Protection Act, amended by Ontario Regulation 511/09, Ontario Regulation 245/10, Ontario Regulation 179/11 and Ontario Regulation 269/11, completing the required Environmental Site Screening Questionnaire, and providing any required certification and/or reliance letter, includes Toronto (City of Toronto), Hamilton (City of Hamilton), Oshawa (City of Oshawa), Pickering (City of Pickering), Clarington (Municipality of Clarington), Ajax (Town of Ajax), Whitby (Town of Whitby), Brock (Township of Brock), Scugog (Township of Scugog), Uxbridge (Township of Uxbridge), Burlington (City of Burlington), Halton Hills (Town of Halton Hills), Milton (Town of Milton), Oakville (Town of Oakville), Brampton (City of Brampton), Mississauga (City of Mississauga), Caledon (Town of Caledon), Vaughan (City of Vaughan), Aurora (Town of Aurora), East Gwillimbury (Town of East Gwillimbury), Georgina (Town of Georgina), Markham (City of Markham), Newmarket (Town of Newmarket), Richmond Hill (Town of Richmond Hill), Whitchurch - Stouffville (Town of Whitchurch-Stouffville), King (Township of King), and Bradford-West Gwillimbury (Town of Bradford-West Gwillimbury)