

INITIAL PROPOSAL REPORT GUIDELINE



Subdivision Approval Process

About this guideline

This document outlines the information and level of detail required in the **Initial Proposal Report (IPR)** when prepared by the **Applicant** and submitted to the City during the Consultation stage of the Subdivision Approval Process.

About the Initial Proposal Report

The Initial Proposal Report is a summary report that documents key assumptions made by the Applicant regarding planning rationale and servicing issues. It typically consists of several pages of text, plus figures, depending on the complexity of the proposal. Submission of the Initial Proposal Report constitutes the Applicant's formal request to initiate mandatory pre-consultation through the **Proposal Review Meeting**. Applicants are encouraged to take advantage of the optional informal Pre-Consultation meeting prior to preparing an Initial Proposal Report.

Purpose of the Initial Proposal Report

The Initial Proposal Report provides the Applicant an opportunity to document their planning and servicing assumptions for advancing the proposed development. Information and assumptions are based on existing background studies and available reports and by applying due diligence. It is not necessary to complete additional study work or detailed analysis in preparing a proposal report.

Identifying assumptions and intentions at this point of the process helps foster collaboration and ensures the Applicant and the City are on the same page when discussing the proposed development. The report also identifies potential red flags that could hinder an application in the future, avoiding delays in subsequent stages. The Initial Proposal Report provides a basis for informed discussion at the Proposal Review Meeting. This enables the City to better identify clear requirements for a subdivision application, and provides the Applicant with a solid basis for assessing their business plans.

How the Initial Proposal Report is reviewed

The City reviews the Initial Proposal Report to validate that the assumptions made by the Applicant are complete and consistent with area growth plans, in preparation for the Proposal Review Meeting. At the Proposal Review Meeting, the City provides the Applicant with comments, recommends revisions to the Initial Proposal Report, and clearly identifies requirements for submission of a subdivision draft plan application.

Recommendations are documented in the **Record of Consultation**. Based on feedback from the City, the Applicant decides whether to proceed with submission of a formal draft plan application. In the event significant issues arise from City comments, the Applicant may wish to revise their Initial Proposal Report and resubmit.

Consultation

Draft Approval

Design Studies

Servicing Drawings

Final Approval

Preparing an Initial Proposal Report

The Applicant provides responses to each required section as outlined in this guideline. Each section provides examples of questions to consider when preparing the Initial Proposal Report. Every application is unique and the considerations identified herein do not represent all potential considerations for a site.

The Applicant is to use existing information wherever possible when preparing an Initial Proposal Report. Background Studies, Master Plans and other existing reports are available to the public either as an online resource or by consulting with City Staff. Contact the File Manager if assistance is required. When existing information is not available, indicate assumptions and identify any study work that should be completed either as a requirement of a complete Draft Plan or as a condition of Draft Plan Approval. The discussion to confirm those assumptions will occur at the Proposal Review Meeting.

If a specific section is not applicable to a given application, the Applicant will indicate that it is not applicable and provide rationale to support why it is not applicable. The proposal report should be as complete as possible with no blank sections.

When completing section 13.0 Financial Implications, the Applicant should use the **Initial Proposal Report: Cost-Sharable Works and DC Revenue Estimates Worksheet** to summarize estimates and attach it to the Initial Proposal Report as an appendix. An electronic copy is available online in MS Excel format.

There is no pre-approval process for Initial Proposal Reports. The Applicant incorporates comments from the Record of Consultation into their Initial Proposal Report and resubmits as a **Final Proposal Report** as part of a complete Draft Plan of Subdivision Application Submission. Refer to the **Final Proposal Report Guideline** for more information.

Submitting an Initial Proposal Report

All Initial Proposal Reports are submitted to the City through the File Manager with a request to undertake Mandatory Consultation by placing the application on the following month's APAG agenda. Proposal Reports must be submitted in both paper and electronic (.pdf) formats.

Required Sections of an Initial Proposal Report

An Initial Proposal Report must provide background information as outlined in each of the required sections as described below (sections 1.0 – 15.0).

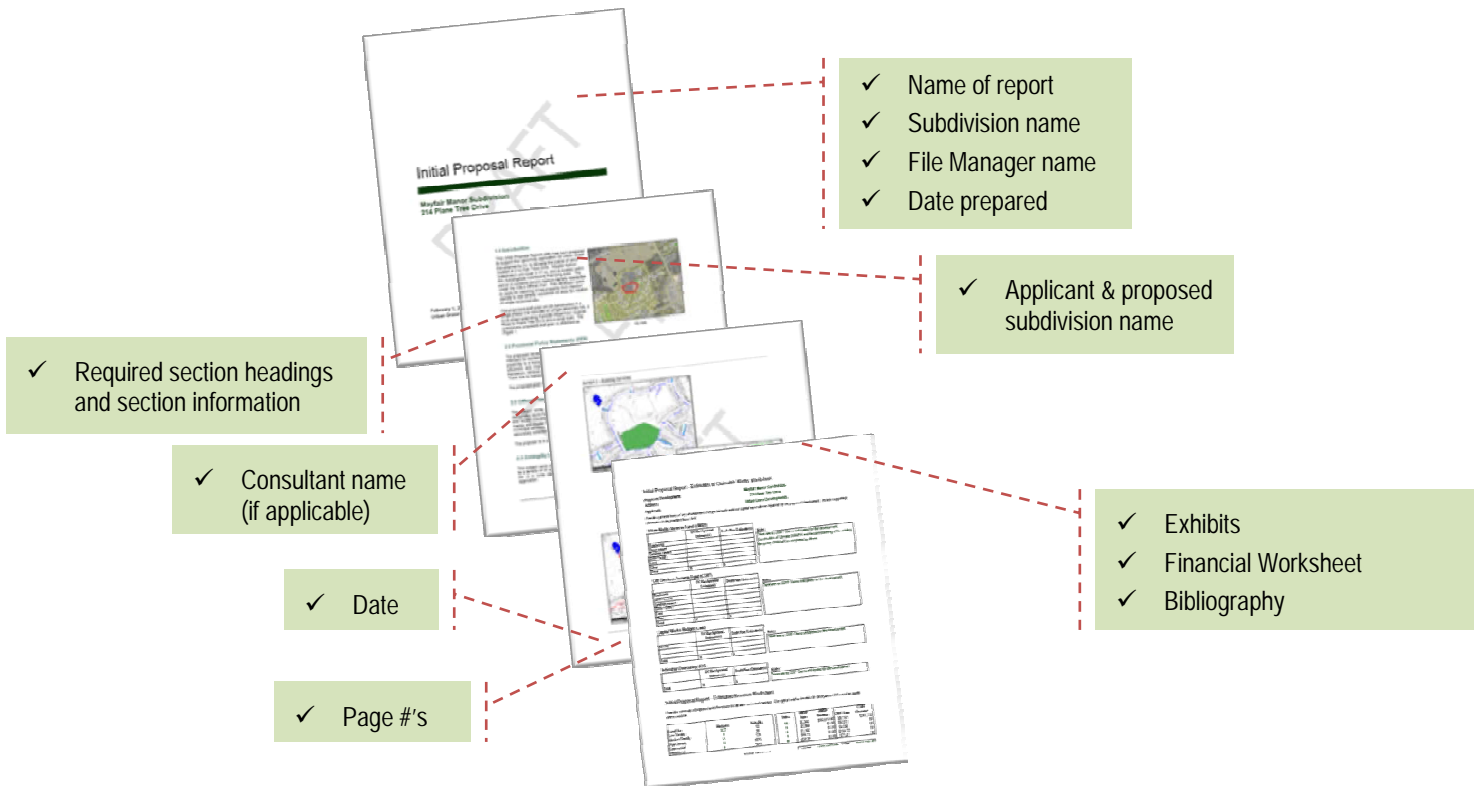
The structure of an Initial Proposal Report contains the following key elements:

1. Title Page

2. Main Body

3. Appendices

- Exhibits
- Financial Estimates Work Sheet
- Bibliography



1.0 Introduction

Provide a general, but brief, description of the proposed development and its stakeholders. Insert a key map illustrating the location of the proposed development. Questions to consider:

- Where is the development located? What is the land area in hectares?
- What are the intentions for the site, including proposed land use?
- Who will act as “File Manager” on behalf of the Applicant?

NOTE: Considerations above to be addressed for all applications.

2.0 Provincial Policy Statement (PPS)

Provide a general, but brief, description of how the proposal conforms with the Provincial Policy Statement. As the PPS provides the highest level of policy on matters relating to land use planning, the brief description needs to address provincial interest. Questions to consider:

- How does the development contribute to building strong communities?
- How does the development contribute to the wise use and management of resources?
- How does the development protect public health and safety?
- How does the development protect significant Natural Heritage Features

3.0 Official Plan

Describe how the proposal conforms with applicable policy components of the Official Plan. If the proposal does not conform to all policies, provide details. Questions to consider:

- What are the Official Plan policies applicable to these lands?
- What amendments are required to the Official Plan to permit the Application to proceed?

Describe how the proposal conforms to Council adopted Area Studies (e.g., Uplands North Area). This section should include information on how the application meets specific design or constraints identified in the Area Study.

NOTE: If the proposed development is not within the limits of an existing Area Study, contact the Planning Department. Scheduling an Initial Pre-Consultation meeting prior to completing an Initial Proposal Report is strongly encouraged.

5.0 Zoning/By-Law

Provide an outline of existing and future zoning required for development. Questions to consider:

- What special provisions are required for the proposed development?

6.0 Existing Conditions

Describe existing features and characteristics of the site and adjacent properties. If a subsection noted below does not apply to the proposed development, provide rationale for this assumption. Questions to consider:

- What is the site topography?
- Identify Natural Heritage features
- What are the existing uses and constraints?
- What are the adjacent land uses?
- Are there any legislative, regulatory, guideline and/or policy constraints?

6.1. Environmental Conditions

Describe environmental characteristics that require review. The table below provides a partial listing of environmental features that may present themselves in a proposed development. Provide brief, descriptive detail identifying potential implications for the proposed development for all applicable environmental features. Include significant abutting features external to the plan. Examples of environmental features to discuss include, but are not limited to, the following:

Identified ESA's	Potential ESA's	Woodlands
Wetlands	Flood Plain	Slopes
Surface Watercourses	Municipal Drains	Aggregate Resource Areas
Groundwater Recharge Areas	Wildlife Habitat	Other Hazard Areas

6.2. Site Contamination

Provide a brief history of prior site uses and conditions from the perspective of possible site contamination. Questions to consider:

- What is the land use history of the site?
- Is there a history of spills on the site?
- Was the site previously used for landfill purposes?
- Has the site ever housed industrial uses or a gas station?
- Has a Record of Site Condition ever been completed or is one needed?
- Does the site abut a contaminated site?

6.3. Archaeological / Built Heritage Concerns

Completion of an Archaeological Study is a requirement of a Complete Plan of Subdivision Application. However other heritage issues may have an impact on the site. Topic areas which should be covered when applicable:

- What archaeological studies have already been completed? When will additional studies be completed?
- If a study has been completed was it for the subdivision or the entire land holdings?
- What are the historical uses of the site?
- Are there any designated / prioritized structures or cultural Heritage landscapes within the limits of the proposed development?

7.0 Subdivision Design

Briefly describe the subdivision design for the proposed development. Questions to consider:

- Are there any unique design elements incorporated into the design and/or any unique constraints that have a major impact on the design?
- How does the design integrate with surrounding developments?
- How does the plan encourage neighbourhood interaction and development?
- How is the design energy efficient?

7.1. Existing Services

Identify available hard services at the boundary of the proposed development and/or note whether extension of hard services may be required external to the site. Briefly discuss existing services including sanitary sewers, watermains, storm sewers, road connections, existing stormwater management facilities and outlet watercourses.

Note: The capacity of existing services will be discussed later in the individual preliminary design sections of this report.

7.2. Subdivision Phasing / Staging

Briefly note any plan for phasing or staging the proposed development. Questions to consider:

- Is the Applicant planning to phase the Subdivision? If so, how?
- If proposal is for subsequent phase, note any issues or requirements associated with the phase.
- Is staged construction considered?
- Will a site alteration agreement be required?

8.0 Sanitary Servicing

Identify the intended sanitary servicing strategy and any works required to achieve it. Reference any previous background reports such as the Sanitary Master Plan or a completed Environmental Assessment that include recommendations affecting the site.

8.1. Proposed Sanitary Sewershed

Identify the full boundaries of the sewershed for the proposed development describing the total area and estimated population, including all external upstream areas to be conveyed through the development. A diagram should be included to support the comments.

8.2. Sanitary Servicing Strategy

Briefly describe the strategy for provision of sanitary servicing. Identify the preferred outlet or how flows might be split if there are multiple outlets. Identify the proposed routing of any trunk sewers within the development noting any sewers eligible for funding claims under current Urban Works Reserve Fund (UWRF) rules or identified as City Services Reserve Fund projects in the DC Background Study. Briefly describe any proposal for temporary servicing measures as well as anticipated lifespan and triggers for decommissioning to a permanent solution.

8.3. Sanitary Outlets

Identify all available sanitary outlets, the Pollution Control Plant (PCP) sewershed and any tributary pump stations. Describe the proposed sanitary outlet assumptions. Analysis is not required at this stage. Questions to consider:

- What are the potential impacts on existing pipes? What are your sources of information?
- If a sanitary outlet is not immediately available, describe proposed alternatives.
- How will additional flows impact downstream trunk sewers and treatment capacity?

9.0 Water Servicing

Provide a summary of the existing hydraulic network and what works will be required to service the proposed development.

9.1. Water Servicing Strategy

Briefly describe the anticipated water demand of the proposed development. Include any external areas to be serviced through the development and describe how they will be accommodated.

Based on anticipated demand, briefly describe the proposed water infrastructure, both mains and pump stations, assumptions made and whether existing installations external to the development will require upsizing, relocation or extension. Note any works assumed to be funded from the City's Development Charge Funds.

9.2. Existing Water Network

Identify existing watermains in the area and whether they are on the high or low level systems. Questions to consider:

- Is additional looping or a water pump station required to service the full subdivision?

10.0 Stormwater Management (SWM)

Provide a short synopsis of the Stormwater Management (SWM) requirements, evaluation and proposed servicing strategy.

10.1. Stormwater Assumptions

Identify the subwatershed for the proposed development. Briefly describe the location and drainage boundary, including all upstream areas to be conveyed through the development. A diagram should be provided. Reference any existing Master Drainage Plans or SWM Environmental Assessments as noted in section 6.4. Questions to consider:

- Describe the stormwater drainage area.
- What is the proposed outlet for stormwater runoff?
- Is the outlet an enclosed pipe, ditch or open watercourse?
- Are there downstream capacity or erosion constraints?
- Is a Municipal Class Environmental Assessment required?

10.2. Proposed Strategy for Stormwater

Provide the assumptions made relating to the proposed strategy for collecting, conveying and controlling storm runoff. Identify any recommended SWM infrastructure, its location within the site and the major and minor conveyance routes for directing flow to these locations. Describe the relationship between the SWM strategy and protection of the Natural Heritage System. When draining to an existing external SWM facility, identify the source for design information on the facility and what steps are required to confirm adequate capacity in the facility. A diagram should be provided.

Note any works assumed to be funded from the City's Development Charge Funds.

11.0 Transportation

Analysis of traffic impacts and preliminary transportation design are necessary for layout of a draft plan. It will be determined at the Proposal Review Meeting if a Transportation Impact Study (TIS) is required as part of a Complete Plan of Subdivision Application. This section references existing traffic studies and provides a summary of findings and recommendations.

If a TIS has not been completed prior to the Proposal Review Meeting, the Applicant may need to return to the Proposal Review Meeting with a revised proposal when changes to the proposal are identified upon completion of the TIS.

11.1. Transportation Impact Study

Summarize existing conditions and identify known deficiencies for the arterial road network. Discuss the location of secondary collectors and all access points to arterial roads and potential effects on the arterial network. Identify existing transportation studies applicable to the site, as noted in section 6.4. When applicable, the need to complete a TIS is identified in the Record of Consultation.

11.2. Internal Roadworks

Provide a summary of assumptions applied when preparing the proposed internal road layout. Questions to consider:

- Is the proposed road layout consistent with the recommendations of the community plan?
- How have internal design aspects such as turning circles, sightlines or right-of-way treatment features been considered in terms of safety and impact on draft plan and lotting.
- What traffic calming measures are proposed?

11.3. External Roadworks

Briefly summarize assumptions being made regarding external roadworks. Questions to consider:

- Do external roadworks trigger the design of a new ultimate cross-section and profile? Consider the extent of additional grading and cost implications of external roadworks if the adjacent arterial road is not at the ultimate profile.
- Will new/enhanced turn lanes or signals be required?
- Consider potential safety concerns with proposed arterial road accesses.

11.4. Bicycle and Pedestrian Considerations

Comment briefly on the proposed draft plan with respect to pedestrian, bus and bicycle traffic. What opportunities have been employed to promote alternative modes of transportation?

12.0 Natural Heritage / Parks

Provide a brief summary of the natural heritage protection strategy for the development.

12.1. Natural Heritage System

Provide a summary of OP designations related to any natural heritage features on or adjacent to the subject lands. Review all existing background information regarding the features to identify the specific nature of the features and how the proposed plan will address their relative significance. In accordance with OP Policies, additional work may be required to accurately classify features not previously studied or identified on the subject lands, through a Subject Lands Status Report. At this time, identify all subsequent studies that may be required to assess significance and developmental setbacks and ensures that other servicing studies are coordinated with these studies.

12.2. Parks & Open Space

Identify the location of proposed park areas and the rationale for their placement within the draft plan. Questions to consider:

- Have pathways been incorporated into the design of the plan?
- Do proposed pathways reflect the Bicycle and Pathway Master Plan?
- Summarize the proposed parkland dedication.
- What other aesthetic features are proposed for the development? (e.g., decorative fencing, landscape areas, etc.)
- Note if cash-in-lieu of parkland dedication is proposed.
- What elements are to be considered in park space design? (e.g., developable land, hazard lands, wetlands, etc.)
- What is the character of any natural area blocks to be created?

13.0 Financial Implications

Provide a preliminary picture of the financial impacts of the proposed development by summarizing major claimable works and estimates of anticipated revenues. The **Cost-Sharable Works & DC Revenue Estimate Guideline** provides full details for completing financial cost estimates at the Initial Proposal Report stage. Estimates provided in the Initial Proposal Report are required only for the purpose of providing financial context for the proposed development.

Estimates provided at this stage will not be used to judge proposals for prematurity or cost effectiveness, but rather to support financial discussions during consultation to better understand cost implications when assessing how to progress the development.

The following sections illustrate the format and content to apply when describing the financial implications for the proposed development.

13.1. Summary of Revenues

Provide a brief summary of assumptions used to estimate revenues such as expected number of units. Contact the Building Division to confirm current development charge rates. Questions to consider:

- Does the proposed land use represent a significant reduction or increase in density over the uses proposed in the Official Plan or Area Study? If so, refer to Planning rationale for the deviation.
- What assumptions were made when calculating revenues? (ie. Density, % floor space, etc)

Use the “Initial Proposal Report: Cost-Sharable Works and DC Revenue Estimates Worksheet” to complete revenue calculations.

Estimated CSRF Revenues	Estimated UWRF Revenues
\$,,\$\$	\$,,\$\$

13.2. Summary of Cost-Sharable Works

Provide a general listing of any development charge claimable works or capital expenditures triggered by the proposed development. Use the **Cost-Sharable Works & DC Revenue Estimate Worksheet** and attach it to the Initial Proposal Report as an appendix. The worksheet provides direction for reporting triggered projects, Master Plan level information including DC cost estimates, updated estimates and Background Study schedules. Project information should note all circumstances where updated cost estimates provided by the Consulting Engineer exceed Background Study estimates.

13.3. Cost-Sharable Works & DC Revenue Estimate Worksheet

The diagram illustrates the 'Cost-Sharable Works & DC Revenue Estimate Worksheet' with callouts to its key sections:

- Cost-Sharable Works Estimates**: Points to the top section of the worksheet.
- Revenue Estimates**: Points to the bottom section of the worksheet.
- Background estimates**: Points to a table within the worksheet.
- Updated Cost Estimates**: Points to another table within the worksheet.
- Notes and rationale to support project description**: Points to a text area within the worksheet.

14.0 Miscellaneous

Briefly describe any remaining special issues that merit attention for the development, if any. Items or issues to consider include:

- Proximity to Provincial/Federal interest (i.e., highways, railways, airports etc...)
- Existing Utility company infrastructure (Natural gas/oil pipelines, hydro corridors etc...)

15.0 Appendices

The contents of the Initial Proposal Report and presentation at the Proposal Review Meeting help staff determine the Background Studies necessary to prepare conditions of Draft Plan Approval and progress to the submission of servicing drawings. This section is intended to list the documents referenced by the Applicant in the preparation of the IPR and the conclusions derived by the Applicant on the site. Include a chart listing existing applicable background reports and research conclusions in the following format:

- title
- date
- subject matter
- report status (underway/under review/accepted)
- who commissioned and who prepared the work
- key findings or implications for the subject site

The following list suggests some of the many backgrounds studies that may exist for a given site. Any applicable background reports not shown in this list should be identified as well.

Area Study	Water Network Analysis	Master Drainage Plan
Transportation Master Plan	Geotechnical Study	Conceptual SWM Report
Tree Preservation Report	Water System Area Plan	Environmental Assessment
Noise Study	Transportation Impact Study	Environmental Impact Study
Hydrogeotechnical Study	Methane Gas Report	Official Plan and Zoning By-law
Bicycle & Pathway Master Plan	Sanitary Matter Plan	Subject land Status Reports

The following appendices should be included with an Initial Proposal Report:

- Exhibits – Include diagrams where appropriate to illustrate report issues.
- Initial Proposal Report: Cost-Sharable Works & DC Revenue Estimate Worksheet
- Bibliography - Provide a complete list of sources that were used or referenced in the preparation of this report