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## **What is it?**

A Phase One Environmental Site Assessment (ESA), prepared in accordance with Part VII and Schedule D of Ontario Regulation (O. Reg.) 153/04, is a type of study to determine the likelihood that one or more contaminants have affected any land or water on, in or under the subject property, to determine the need for a Phase Two ESA, and to provide the basis for carrying out any Phase Two ESA required.

The Phase One ESA includes the following components:

1. A records review
2. Interviews with persons most familiar with the property
3. Site reconnaissance
4. An evaluation of the information gathered from the records review, interviews and site reconnaissance (including development of a conceptual site model with figures)
5. A Phase One ESA report based on the above.

The Phase One report must clearly identify if one or more Potentially Contaminating Activities (PCAs), as defined under O. Reg. 153/04 and listed in Table 2 of Schedule D, may have contributed to or caused Areas of Potential Environmental Concern (APECs), based on historical and current uses of the subject property or any properties, located wholly or partly, within a 250 metre radius of the nearest point on a boundary of the subject property.

## **Who prepares it?**

A Qualified Person, as defined under section 5 or 6 of O. Reg. 153/04; i.e., a person who holds a valid licence as a Professional Engineer (P. Eng.) or who holds a valid certificate of registration as a Professional Geoscientist (P. Geo.).

## **Why is it required?**

The Phase One ESA is required to develop a preliminary determination whether the environmental condition of the property is suitable for the intended use.

## When is it required?

A Phase One ESA is required in support of a development application, except for Site Plan applications that do not include a land dedication to the City. It must be submitted with the initial development application along with the Qualified Person's reliance letter addressed to the City, in order for the application to be deemed as a "Complete Application" under the *Planning Act*.

## Additional Information

- Please refer to the [Transportation and Works Development Requirements Manual](#) under [Section 5 – Environmental Requirements](#) for further details, including the form of the letter of reliance acceptable to the City.
- The letter of reliance provided by the Qualified Person must not have any time or monetary limits imposed.
- A Phase One ESA report that is not accompanied with a letter of reliance in a form that is acceptable to the City as stated above, shall be deemed as "Incomplete" for the purpose of submission of a "Complete Application" made under the *Planning Act*.
- A "Phase I ESA" that is prepared following the Canadian Standards Association ("CSA") standard Z768-01 (2016), is not regulated under provincial legislation, cannot be used to file a Record of Site Condition, and will not be accepted by the City.
- A Phase One ESA report that is not in full compliance with all of the requirements prescribed under Part VII and Schedule D of O. Reg. 153/04 shall be deemed as "Incomplete" for the purpose of submission of a "Complete Application" made under the *Planning Act*.
- For land dedications to the City, the Phase One ESA report must be prepared within 18 months of submission of a "Complete Application" made under the *Planning Act*, unless a Record of Site Condition has been filed for the subject property. For development applications that do not include land dedications to the City, the Phase One ESA report must be prepared within 3 years of submission of a "Complete Application" made under the *Planning Act*.
  - Additionally, the Phase One ESA report must show the boundaries of the land dedication(s) within the figures of the report and the location of any identified PCAs and APECs.