

APPENDIX 1: SCOPED ENVIRONMENTAL IMPACT STATEMENT (EIS) FORM

This form is intended for use by applicants (primarily private landowners) who need to conduct a Scoped EIS in support of minor development applications such as single lot severances or minor changes in land use. Instructions on the types of information needed are included in the form, with additional information provided following the form. The form also includes references to specific sections of the [City of Ottawa's Environmental Impact Statement \(EIS\) Guidelines](#) for more detailed information on EIS requirements.

You may not need to complete every section of this form. City of Ottawa staff (the Environmental Planner, Development Review) can advise you which sections need to be completed for your specific project.

If you do not know the answer to a question, please enter "unknown." City staff may be able to assist you in answering the question during their review of the development application and EIS.

Completion of this form does not constitute or guarantee any type of planning approval.

When is an EIS Required?

(EIS Guidelines, Section 1.2)

You have been asked to provide an EIS because you are proposing a development or site alteration project in or adjacent to environmentally designated lands or other significant parts of the City's natural heritage system (NHS). The EIS Decision Tool (Appendix 2 of the EIS Guidelines) provides a checklist of these EIS 'triggers.' Note that the distances that trigger an EIS may be different for urban and rural areas. These distances are normally measured from your property boundary to the edge of the designated lands or natural feature.

In accordance with the Provincial Policy Statement and the Official Plan, the basic principle of the EIS Guidelines is that:

At minimum, the EIS must demonstrate that the proposed development or site alteration will have no negative impacts on the values or ecological functions for which the triggering environmentally significant lands or natural heritage features have been identified.

In many cases, you can avoid or greatly reduce the risk of negative impacts by locating your project (whether it is a new building or a new lot) away from the significant natural features identified. In other cases, you may need to schedule parts of the work to occur outside of sensitive times of the year for wildlife.

REQUIREMENT FOR PRE-CONSULTATION

(EIS Guidelines, Sections 1.3, 2.1 and 2.2)

Before completing this form, you must discuss your proposed project with the Development Review planners of the City of Ottawa. They will determine if an EIS is required, and if so, whether you need to submit this form or a Detailed EIS report.

Please provide the name(s) of the City staff you have discussed this EIS with, and the date(s) of the discussion:

Matthew Hayley, Environmental Planner, City of Ottawa; Sep 23, 2016 email exchange with Dennis Jacobs (project planner)

1. Property Identification (EIS Guidelines, Section 3.1)

1.1 Property Owner's Name:

Capital Hotel Holdings Ltd.

1.2 Municipal Address of Property:

Chateau Laurier: 1 Rideau Street, Ottawa

1.3 Lot, Concession and Township (rural properties only):

1.4 Property Information Number(s): (available at http://ottawa.ca/en/city_hall/emaps/index.html)

042800100

1.5 Mailing Address (if different from property address):

1.6 Land Use Designation[s] and Zoning from the Official Plan (http://www.ottawa.ca/en/city_hall/planningprojectsreports/ottawa2020/official_plan/index.html) and Zoning By-Law (http://www.ottawa.ca/en/licence_permit/bylaw/a_z/zoning/index.html):

MD - Mixed-Use Downtown Zone

1.7 Existing and past land uses:

Commercial Hotel Establishment

REQUIREMENT FOR SITE VISIT

(EIS Guidelines, Sections 2.2 and 3.2)

If you currently live on the property, please indicate how long you have lived there:

You must have visited the site at least once during the growing season for the purpose of evaluating the proposed project impact on the natural environment. Please fill in the following table with the required site visit information.

Date	Time	Personnel Involved	Weather Conditions	Purpose of Visit
11-Nov-16	1330-1600 hrs	R. Willson (Beacon Environmental)	Sunny, Windy, Cold	Assess Barn Swallow Potential

2. Description of the Site and the Natural Environment

(EIS Guidelines, Sections 1.5, 2.1, 2.2 and 3.2)

2.1 General Map of the Natural Environment

(EIS Guidelines, Section 3.2.1)

Please attach a map showing your property in relation to the surrounding environment, including the natural features on and/or adjacent to the site (note: your property line must be clearly indicated). Recent aerial images can be obtained through the City's interactive mapping tool at http://ottawa.ca/en/city_hall/emaps/index.html

Photographs of the property also help to illustrate the existing conditions on the site.

Please describe the significant natural feature(s) on or adjacent to your property and indicate the feature's location(s) relative to your project.

See Figures 1 and 2 and Appendix A for additional details regarding methodology, photos and recommendations.

2.2 Landforms, Soils and Geology
(EIS Guidelines, Section 3.2.2)

Please describe the physical environment: the landform (e.g., sloped, flat, valley, hill, etc.) soils (e.g., silty, sandy, clay, peat, etc.) and depth to bedrock and type (e.g., limestone, shale, granite, etc.). Identify the source(s) of information used (e.g., personal knowledge, well record, available mapping). Attach copies of mapping and other supporting documentation when available.

Footprint of proposed development and site alteration as shown in Figure 2 has been in developed state for a long period.

2.3 Surface Water, Groundwater and Fish Habitat
(EIS Guidelines, Section 3.2.3)

Please describe the surface water features (e.g., creeks, drains, ponds, etc.) including their approximate widths and depths, duration of flow (i.e., is water present all year round or not) and location relative to your project. Are there any places where ponds occur during springtime or after storms? Describe drainage and groundwater conditions, including depth to groundwater where known.

Not Applicable given limits of proposed re-development

Do any of the surface water features contain minnows or other fish? Please list the kinds of fish present (if known).

Not Applicable

2.4 Vegetation Cover
(EIS Guidelines, Section 3.2.4)

Describe each of the types of vegetation community shown on the natural environment map (e.g., lawn, cropped field, old field, marsh, thicket/scrub, swamp, woods, etc.). List the most common plants observed in each of these communities, if possible.

Purpose of site visit was limited to assessing the potential for Barn Swallow to have nests in the multi-level parking garage and therefore adjacent vegetation communities were not assessed while on site.

Vegetation communities that are adjacent to the subject property include manicured lawn with patches of trees to the north and a treed slope to the west.

2.5 Wildlife
(EIS Guidelines, Section 3.2.5)

List all wildlife species known or suspected to occur in the vicinity of the property. Where possible, specify whether the animal lives on the property or whether it is a visitor (e.g., looking for food or migrating through). Indicate why each species has been included on this list (e.g., seen, tracks found, call heard, reported previously).

Species Name	Resident/Visitor	Evidence
Barn Swallow (<i>Hirundo rustica</i>)		Species known to breed in general vicinity; no evidence of recent nesting on property

2.6 Habitat for Species At Risk
(EIS Guidelines, Section 3.2.6)

List any species at risk known or suspected to occur in the vicinity of the property. Indicate why each species has been included on this list (e.g., seen, tracks found, call heard, reported previously). Provide photographs if available.

Barn Swallow: species known to breed in general vicinity and known to nest in garages and on other human structures. This species triggered the requirement for this Scoped EIS.

3. DESCRIPTION OF THE PROPOSED PROJECT

(EIS Guidelines, Section 3.3)

Please attach any available drawings or plans of your proposed project, to illustrate the information provided below.

3.1 What is the purpose of the development or site alteration? (e.g., creation of a new lot for a single detached home, expansion of an existing home, etc.)

Modification of parking facilities to support redesign of parts of hotel.

3.2 What site preparation, if any, will be required? (e.g., brush-clearing, tree removal, blasting, grading, filling, etc.)

Footprint of parking garage already established and disturbed.

3.3 What construction or demolition activities, if any, will be required? (e.g., excavation, preparation of foundation/pad, installation of public or private utilities, construction/demolition of a building, landscaping, etc.)

Various construction activities possible but all will be occurring within the existing, disturbed footprint.

3.4 What ongoing activities, if any, will occur at the site? (e.g., private residence, operation of a small business, farming, etc.)

Continued operation of the parking garage to support hotel business.

3.5 Have you consulted with other regulatory agencies (e.g., Conservation Authority, Ministry of Natural Resources, Ministry of Environment) to determine whether your project will require their authorisation?

Yes, staff at Kemptville office of Ministry of Natural Resources and Forestry consulted regarding best practices for Barn Swallow and regulatory requirements under the provincial Endangered Species Act. No authorizations required given stage of project and current findings.

4. IMPACTS AND MITIGATION

(EIS Guidelines, Sections 3.4 and 3.5)

4.1 Based on the information provided above, complete the attached summary table to identify the potential impacts of the various project activities on the natural environment on or adjacent to your property, and the mitigation measures that will be used to avoid or reduce these impacts.

4.2 Will the project result in any positive effects on the natural environment? Please include positive effects in the summary table, and provide a brief description below.

No positive effects on the natural environment are anticipated.

5. CONCLUSION

(EIS Guidelines, Section 3.7)

Will the proposed project result in any negative impacts to natural features or ecological functions, once the recommended mitigation measures have been implemented? *NOTE: residual negative impacts to significant natural features or ecological functions may mean that the project cannot be approved as proposed.*

No

6. DECLARATION

(EIS Guidelines, Section 3.7)

Please provide the names and affiliations of all individuals who contributed to the preparation of this EIS, and indicate their role(s) in the process (e.g., EIS author, biologist, planning consultant, geotechnical engineer). Attach resumés where needed to demonstrate professional qualifications

Rob Willson: Site Visit and Report Author; Senior Ecologist at Beacon Environmental <http://www.beaconenviro.com/rob_willson.aspx>

Rosalind Chaundy: Report Review; Senior Ecologist at Beacon Environmental <http://www.beaconenviro.com/rosalind_chaundy.aspx>

I hereby certify that the information contained within this EIS is accurate and complete, to the best of my knowledge. I acknowledge that incomplete or incorrect information may delay the development review process.



Dennis Jacobs on Behalf of Art Phillips/Capital Hotel Holdings Ltd.
Signature of Owner/Applicant

November 18, 2016
Date



Rob Willson
Signature of EIS Author (if different from above)

November 16, 2016

Date

NOTE: Completion of this EIS form does not constitute or guarantee any type of planning approval

EIS Form, Section 4.1: Impacts and Mitigation Summary Table

Activity	Natural Heritage Feature/Function	Potential Effect (may be positive or negative)	Proposed Mitigation	Residual Effect (may be positive or negative)
Site Preparation				
Construction				
	Barn Swallow nesting	disturb adults/young on nest	see in Appendix A Letter Report	
Operation				
Other				
Examples				
<i>Site Preparation: Vegetation clearing to allow for house construction</i>	<i>Natural vegetation (note: no significant species or significant woodlands known to occur on site)</i>	<i>Loss of natural vegetation from site</i>	<i>Only clear the area that is required to allow for development (house, well, septic, laneway)</i>	<i>Loss of X ha of natural vegetation within development footprint</i>
OR				
<i>Other: Severance of 2 ha vacant lot for sale</i>	<i>Significant woodland on property</i>	<i>If new lot developed in woods, could lose up to 2 ha of woodland</i>	<i>New lot will be located outside of woodland</i>	<i>None</i>

GENERAL INSTRUCTIONS FOR COMPLETING THE SCOPED EIS FORM

For more detailed instructions, please refer to the appropriate section of the EIS Guidelines. City of Ottawa staff can provide advice on what information is needed for your project.

- The Scoped EIS may include materials prepared for other purposes, including the associated development application form, which will provide much of the property information requested in Section 1 of the EIS Form.
- You may attach as much information to this form as needed. Maps, plans, drawings and photographs are all useful items to include.
- The preliminary scope and level of detail required in the description of the site and the natural environment will be established in discussion with City staff during the pre-consultation process.

2. DESCRIPTION OF THE SITE AND THE NATURAL ENVIRONMENT

(EIS Guidelines, Sections 1.5, 2.1, 2.2 and 3.2)

- In this section of the form, you will provide information about the existing condition of your property and the surrounding area, identifying any natural features and functions (e.g., significant wetlands, significant woodlands and any associated wetlands, significant valleylands, significant wildlife habitat or habitat for an endangered or threatened species, areas of natural and scientific interest, urban natural features, natural corridors) that might be affected by the proposed development or site alteration.
- Each natural feature that is present on, or adjacent to, the site must be identified and described in a brief summary. At a minimum, the description of the site and the surrounding area must identify, locate and describe the feature(s) that triggered the requirement for the EIS; however, any other features discovered during the EIS must also be included.
- If a Tree Conservation Report (TCR) is required under Section 4.7.2 of the Official Plan or the City of Ottawa's Urban Tree Conservation By-Law, it should be combined with the EIS. Refer to the TCR Guidelines for additional specifications regarding information and mapping requirements (<http://ottawa.ca/en/enw/water/tl/trees/preservation/guidelines/ndex.htm>).
- The City of Ottawa can provide useful background information and digital mapping (EIS Guidelines, Appendix 4). In some cases, the City of Ottawa's public eMap service (<http://ottawa.ca/en/chiw/hall/emap/ndex.htm>) may suffice for the production of figures, aerial photographs and maps. Another useful resource for the production of figures and maps is Land Information Ontario (<http://www.mnr.gov.on.ca/en/Busines/LIO/>).
- Always cite the sources of information used in preparing the maps, figures and written descriptions.

2.1 General Map of the Natural Environment

(EIS Guidelines, Section 3.2.1)

- A general map of the natural environment is always required. It should include a key map to show the subject site's location in relation to the surrounding major roads and other landmarks.
- The use of aerial photography as a base for the natural environment map is strongly encouraged (and is required under the TCR Guidelines).
- The map will include standard mapping elements such as a scale bar, north arrow, date and legend.
- The map will illustrate and identify all of the existing natural features and vegetation communities on the site and in the surrounding area, including the feature(s) that triggered the requirement for an EIS.
- The map will include topographic information such as general slope trends and specific features such as valleys or gullies, cliffs or escarpments, hills, drumlins, eskers, kettles, etc.

2.2 Landforms, Soils and Geology

(EIS Guidelines, Section 3.2.2)

- A description of the physical environment of the subject site and the affected surrounding area will be required for any EIS where the feature(s) or designation(s) that triggered the EIS are dependent upon or sensitive to the potential effects of the project on landform features, soils or geological conditions (e.g., significant wetlands, significant valleylands, Earth Science areas of natural and scientific interest, etc.).

2.3 Surface Water, Groundwater and Fish Habitat

(EIS Guidelines, Section 3.2.3)

- All surface water features (natural watercourses, drains, ponds, wetlands, etc.) must be included on the map of the natural environment (see Section 2.1 above). Direction of flow, including overland drainage, must also be indicated on the map.
- A description of the surface water features, drainage, and groundwater conditions on the subject site and in the affected surrounding area will be required for any EIS where the feature(s) or designation(s) that triggered the EIS are dependent upon or sensitive to the potential effects of the project on surface water or groundwater flows.
- Examples of cases where a description of surface water and groundwater conditions would be required include (but are not limited to) projects:
 - Adjacent to a significant wetland;
 - Within or adjacent to a wetland associated with a significant woodland;
 - Within or adjacent to a significant valleyland;
 - That might affect natural vegetation communities or plant and wildlife species dependent upon groundwater discharge; and,
 - That might affect natural vegetation communities or plant and wildlife species dependent upon permanent or seasonal surface water supply.
- Such a description will always be accompanied by a description of soils and geology (see Section 2.2 above).
- Information on fish and fish habitat may be available from City or Conservation Authority staff or documents.

2.4 Vegetation Cover

(EIS Guidelines, Section 3.2.4)

- All vegetation community types on the subject site and in the affected surrounding area must be included on the map of the natural environment (see Section 2.1 above). Mapped communities must be clearly labelled to make it easy to match the description provided with the appropriate community on the map.
- A description of the vegetation communities, including (where known) the most common species of trees, shrubs and/or groundcover for each community is required. For example: Woods - sugar maple, ash, white pine over poison ivy and wildflowers. Old field - long grass, Queen Anne's lace, clover and milkweed.
- The locations of any significant wetlands, significant woodlands and wetlands associated with significant woodlands should be shown on the map of the natural environment.
- See also Section 2.6 below regarding the potential occurrence of species at risk.
- If a Tree Conservation Report is required under Section 4.7.2 of the Official Plan or the City of Ottawa's Urban Tree Conservation By-Law, it should be included with this EIS. Refer to the Tree Conservation Report Guidelines for additional information (http://ottawa.ca/en/env_water/tlg/trees/reservation/guidelines/index.html).

2.5 Wildlife

(EIS Guidelines, Section 3.2.5)

- Incidental observations of wildlife in the vicinity of the property should be described. "Wildlife" may include birds, mammals, reptiles, amphibians or invertebrates such as insects and molluscs. Fish should be included under Section 2.3 above.
- See also Section 2.6 below regarding the potential occurrence of species at risk.

2.6 Habitat for Species At Risk

(EIS Guidelines, Section 3.2.6)

- The City of Ottawa maintains a list of species at risk known or expected to occur in the city. Staff will inform you if any of these species could potentially be present on or adjacent to your property. The presence of species at risk may mean that you need a professional biologist to assist you with the preparation of your EIS.
- A map of habitat for species at risk will be required if the development site or the affected surrounding area contains species at risk or habitat for species at risk, meaning any species listed under the federal Species at Risk Act or the Ontario Endangered Species Act, 2007 and its regulations.
- The general map of the natural environment may also serve as the map of habitat for species at risk, if the scale and resolution allow precise depiction of species' locations and habitats, and provided that the publication of this map is not restricted by the Ministry of Natural Resources for the protection of the species.

3. DESCRIPTION OF THE PROPOSED PROJECT

(EIS Guidelines, Section 3.3)

- In this section, you will provide information about your proposed project.
- You may attach as much information to this form as needed.
- The description must include a brief summary of any site preparation activities, construction activities, required servicing or utilities, landscaping plans, and activities associated with anticipated future uses of the site.
- The description may consist of materials prepared for other purposes, including the associated development application form.
- If you do not know the answer to a question, please enter “unknown.” City staff may be able to assist you in answering the question during their review of the development application and EIS.
- The description must be accompanied by a plan showing the proposed development or site alteration overlaid on the map of the natural environment. The proposed plan must show all identified environmental constraints.
- Refer to the TCR Guidelines for additional specifications regarding information and mapping requirements (http://ottawa.ca/en/env_water/tlg/trees/preservation/guidelines/index.html).
- The use of actual concept plans, development plans, site plans or other figures is strongly encouraged.

4. IMPACTS AND MITIGATION

(EIS Guidelines, Sections 3.4 and 3.5)

- In this section, you will identify how your proposed project could impact the natural environment, and what mitigation measures will be used to avoid or reduce any negative impacts.
- The purpose of this EIS is to demonstrate how your project will be accomplished with no negative impact on any significant natural features or their ecological functions, as required by the Provincial Policy Statement. **Projects that cannot meet this requirement may not be approved.**
- Not all impacts are negative. In some cases, the use of mitigation measures such as restoration or enhancement of natural habitat areas, or removal of invasive non-native vegetation, may result in a net benefit to the natural environment.
- Negative impacts can often be avoided by locating your development away from any significant natural features, especially if you keep or create a buffer of natural vegetation between the feature and your project area.
- The City of Ottawa has established some standard mitigation measures for use in specific circumstances. These mitigation requirements are identified in Appendix 10 of the EIS Guidelines.
- More examples of potential impacts and mitigation measures are provided in the provincial Natural Heritage Reference Manual (MNR, 2010) which can be accessed online at <http://www.mnr.gov.on.ca/en/Busines/AYEP/Πυβλιχατιον/249081.ητυλ>