

# PLANNING JUSTIFICATION REPORT

Zoning By-law Amendment  
for  
**Development of back-to-back townhouses**  
On  
**221 Doyle Street**  
Township of Southgate, Grey County

**JANUARY 13, 2024**

---

*Prepared By:*

**Punya S Marahatta, PhD, MCIP, RPP**

Project Planner/ Manager

White Rose Park

*Prepared For:*

**1000321467 Ontario Inc.**

7941 Jane Street, Suite#201

Concord ON L4K 2 M7

---

This Page is intentionally left blank.

---

## Table of Contents

<b>1.0 Introduction.....</b>	<b>3</b>
<b>2.0 Property Context and Proposed Development.....</b>	<b>5</b>
2.1 Location and Existing Conditions .....	5
2.2 Development Overview.....	6
<b>3.0 Conformity with the Policy Framework.....</b>	<b>8</b>
3.1 Provincial Policy Statement, 2020.....	8
3.2 Recolour Grey- Grey County Official Plan .....	9
3.3 Township of Southgate Official Plan .....	10
<b>4.0 Application for Zoning By-law Amendment.....</b>	<b>10</b>
<b>5.0 Supporting Studies.....</b>	<b>11</b>
5.1 Supporting Studies .....	12
5.1.1 Topographic Survey.....	12
5.1.2 Archaeological Study.....	12
5.1.5 Preliminary Engineering Design and Functional Servicing Report (FSR).....	12
<b>6.0 PUBLIC CONSULTATION STRATEGY .....</b>	<b>12</b>
<b>7.0 CONCLUSION .....</b>	<b>13</b>

## List of Figures

<b>Figure 1: Concept Plan of Subject Property .....</b>	<b>3</b>
<b>Figure 2: Zoning Map .....</b>	<b>4</b>
<b>Figure 3: Areal Photo of the surrounding .....</b>	<b>5</b>

## List of Appendices

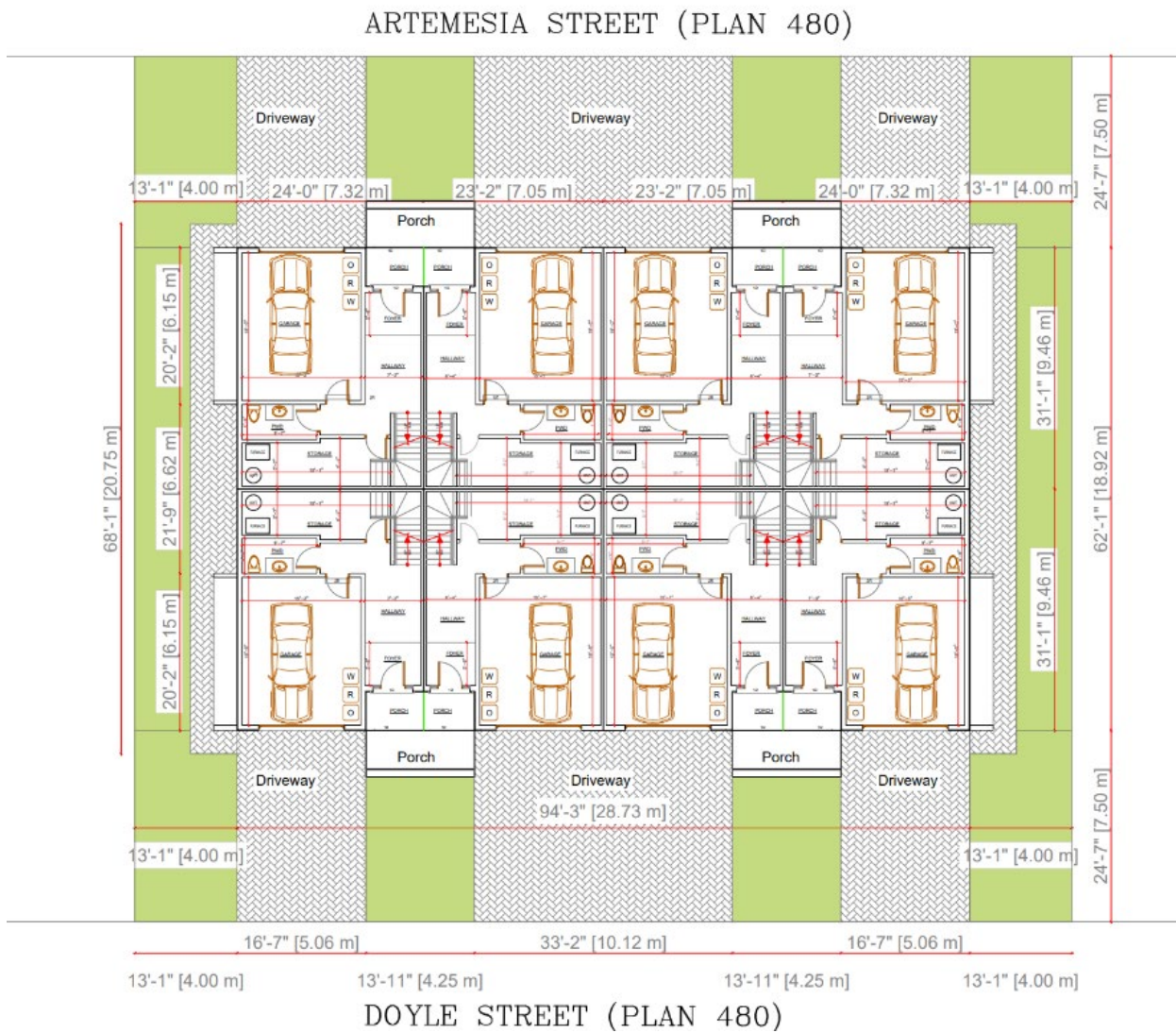
**APPENDIX A: Site Plan and Building Design**

**APPENDIX B: Draft Zoning By-law**

**APPENDIX C: Ministry Criteria for Archaeological Potential Form**

# 1.0 Introduction

This Planning Justification Report is prepared in support of application submitted by White Rose Park on behalf of the landowner Harvir Singh Khakh for approval of Zoning By-law Amendment. The subject property, which is hereafter referred to, *the site*, fronts onto 2 streets- Doyle Street and Artemesia Street N and is located on the north end of the community of Dundalk within the Township of Southgate. Figure 1 displays the proposed concept plan of the subject property within its surroundings. This proposal consists of the medium density residential development on the site.



**Figure 1: Concept Plan of Subject Property**

This report, and all planning and background studies, have been conducted by abiding the upper-tier and lower tier municipal requirements. All work has been conducted and coordinated by, or under the supervision of, an Ontario Registered Professional Planner (RPP).

The site is split zoned for R2- Residential Type 2 Zone and R3-390- Residential Type 3 Zone with Exception 390. The proposal is largely in compliance with the existing R3 -390 of Zoning By-law 19-2002. Please refer Figure 2 for the snip of Zoning Map. Due to complications of split zoning as seen on the zoning map and lack of definition of provision of back-to-back townhouses in the zoning by-law, this zoning by-law amendment is proposed.



**Figure 2: Zoning Map**

Figure 3 is the areal photo of the surrounding borrowed from Grey County GIS.



Figure 3: Areal Photo of the surrounding

## 2.0 Property Context and Proposed Development

This section provides a brief description of the subject property, location, existing conditions, and the proposed Site Plan.

### 2.1 Location and Existing Conditions

The legal description of the subject property is Pt Lt 1 E/S Doyle St Pl 480 Dundalk Being Pt 2 Pl 16r11106; Township of Southgate. The property measures approximately 1203.29 m<sup>2</sup> in size with a

---

lot of frontages of appx. 36.72 meters entirely along Doyle and/ or Artemesia Street N and has a maximum depth of appx.33.92 meters.

### **Current Land Use**

The site consists of a dwelling to the east corner and vacant land on the west side. The property sits between recently built Artemesia Street N to the north and recently upgraded Doyle Street to the south. Both municipal streets loop in a recently developed White Rose Park subdivision further west side of the site.

There exist a detached dwelling facing Grey Street E on the eastern side of the site. A property with a detached dwelling facing Doyle Street abuts the site from the west.

The site is serviced through municipal water and sewer. Both streets abutting the subject property are maintained by the municipality and provide year-round service to the community.

There exist some matured trees on site.

The Grey County Official Plan and Southgate Official Plan Schedule A, Map 2 identifies this area as settlement area. The recent development in the surrounding has enabled the site for municipal services.

A survey of the property with contours is included separately in this application. The proposed draft site plan was prepared with consideration of the topography.

### **Greater Geographic Context**

In the larger context, the subject lands are well-positioned to contribute to intended population growth within the Township of Southgate. Dundalk is a holistic and self-sustained community that stands to benefit from new residential development activity and economic growth, as well as an increase in housing supply – particularly low to medium-density uses such as townhomes, and rental-oriented developments, all of which are part of this proposal. The subject land is currently under-utilized and is vacant.

## **2.2 Development Overview**

### **Proposed Use**

The application submitted to the Municipality proposes a medium-density rental-oriental development as a part of existing residential land use, as outlined previously. In total, there are 8 townhouses proposed in this development, 4 facing Artemesia Street N and 4 facing Doyle Street.

---

It was decided that the land-use potential of the property would be more efficiently harnessed through the construction of back-to-back townhouses and aid renters of the community to live nearby in the local area. This idea is substantiated by the location of the subject property. Likewise, looking at the municipal efforts to enhance the economy through added business facilities, there is a requirement for more houses in the community suitable for different demography.

#### General overview of a unit

These townhouses, as mentioned above, are intended for rental purposes, and are targeted to lower-income and lower-middle-income demography. A unit comprises a total of 1921.68 sq. ft. (179.18 Sq.m.) floor area for Corner units & 1840.54 Sq. ft. (171 Sq.m.) floor area for middle units, one single-car garage, and a single-car driveway, and 239.69 sq. Ft. of amenity space for each unit.

The 4 end units would have 2 sides open whereas the 4 middle units would have only one side open. Proposed units would be OBC compliant. (Refer to Appendix A for Site Plan and Building Design)

#### **Access and Connectivity**

The site is accessed through Artemesia Street N and Doyle Street. The orientation of the subject lands necessitates that both Artemesia and Doyle Street remain the main access to the property, as the construction and upgrading of both roads have been completed recently with sufficient infrastructure to serve the adjacent lots.

#### **Parkland Dedication and Stormwater Management**

The Planning Act requires 5 percent of the area within the subject property, amounting to approximately 62.3 square meters, to be dedicated as parkland. Given the relatively small size of the proposed development and proximity to an existing community amenity and parks, it is appropriate for the proponents to pay cash-in-lieu for the parkland dedication. The proponents are prepared to make this payment at the time the Municipality requires it.

A Stormwater Management Report has been prepared by a qualified professional at MD&PS Inc. which demonstrates that there would be no concerns about flooding in the neighbourhood due to this development.

#### **Municipal Services**

Both Doyle Street and Artemesia Street have water, sanitary, storm, gas, hydro, and telecommunications infrastructure already in place. Currently, the proposed site is connected to municipal water and sanitary services from Doyle Street. There will be a need of additional service connections with the existing infrastructure from Doyle Street and Artemesia Street to service all 8 Townhouses. It is assumed that the Municipality would be supportive of extending services to this development.



---

A Functional Servicing Report (FSR) and a Storm Water Management Design prepared by MD&PS Inc. are attached to this application package.

### **Site Grading and Drainage**

The FSR also contains a grading and drainage plan to address post-development runoff. As the development is too small, it would not have its own Storm Water Management (SWM) Pond whereas it has proposed Rain Gardens to manage roof water runoff. The proposed development improves the overland drainage condition of the Doyle Street ditch and storm system.

## **3.0 Conformity with the Policy Framework**

### **3.1 Provincial Policy Statement, 2020**

The Provincial Policy Statement, as amended in 2020, provides policy directions on matters of provincial interest related to land use planning and development. As a key part of Ontario's policy-led planning system, the Provincial Policy Statement sets the policy foundation for regulating the development and use of land (Part I).

One of the themes emphasized by the Provincial Planning Statement (PPS) is the province's prioritization of housing development, including land use patterns that promote a mix of housing. The PPS states that:

*Healthy, liveable, and safe communities are sustained by:*

- a) promoting efficient development and land use patterns that sustain the financial well-being of the Province and municipalities over the long term;*
- b) accommodating an appropriate affordable and market-based range and mix of residential types (including single-detached, additional residential units, multi-unit housing, affordable housing, and housing for older persons), employment (including industrial and commercial), institutional (including places of worship, cemeteries, and long-term care homes), recreation, park and open space, and other uses to meet long-term needs.*
- c) avoiding development and land use patterns that would prevent the efficient expansion of settlement areas in those areas which are adjacent or close to settlement areas; (1.1.1)*

---

In terms of the diversity of land uses, as described by the PPS, we believe that a development such as the one proposed is ideal for maximizing land use. While including unique types of residential land use undoubtedly adds to the complexity of the planning process, it also contributes significantly to building a holistic community for the future. In addition to contributing to the Municipality's housing supply, tax revenue, and private-sector economic activity, a medium-density rental-oriented development also contributes to residents' quality of life and overall convenience. In the delicate balancing act of increasing housing supply within the settlement area, the proposed type of development can play a crucial role by maximizing the socio-economic value of a relatively small portion of land that is already part of an existing community.

## 3.2 Recolour Grey- Grey County Official Plan

Recolour Grey was approved by the Province in June 2019 and was consolidated in May 2023. The Official Plan includes county-wide policies to guide development.

The vision statement for the County is that “to be the place where people feel genuinely at home and naturally inspired- enjoying an exceptional blend of healthy living and economic opportunity” (Section 1.5). The County's goals for this purpose are divided into the following five main themes: 1) Cultivate Grey, 2) Develop Grey, 3) Natural Grey, 4) Live Grey and 5) Move Grey (Section 1.5). The following section describes each of these goals and how the proposed development addresses the themes.

### **Live Grey (Section 1.5.4)**

*Live Grey: Live Grey captures some of the key areas that influence living standards and quality of life in Grey County. Many factors can lead to someone feeling included, healthy, culturally interested, and supported by their community. Our intent for policy direction will be to address the following main areas:*

- *Healthy community needs (i.e. involve public health officials, provide active streetscapes, encourage sustainability of services, and promote the Healthy Development Checklist);*
- ***Community inclusion amongst youth, aging, indigenous peoples, multi-cultural groups, and all other residents of Grey County;***
- ***Housing needs from an affordability standpoint and encourage mixed-use development;***
- *Cultural heritage resources, including built heritage, cultural heritage landscapes, archaeological sites, and areas of archaeological potential.*

*The site and proposed development strive to be a community that fits the needs of a growing area. We are confident that adding a medium-density residential community to an area with pre-existing social, economic, commercial, and institutional infrastructure will prove beneficial to the goal of*

---

enhancing the community at a holistic level. The proposed development is designed in a manner that makes efficient use of land in an existing settlement area and conforms with the broader goals of the local Community, County, and Province.

In addition to supporting Live Grey, the proposed development contributes to a projected population of 9500 in the year 2026. (Table 1: Permanent Population Growth Projections and Allocations to 2046)

### 3.3 Township of Southgate Official Plan

The Township of Southgate Official Plan was approved by the County of Grey in October 2022. Schedule A, Map 2, Dundalk Land Use of the Township's Community Official Plan, identifies the area as a Neighbourhood Area.

Section 5.2.1.1. outlines the permitted uses in this area which includes a variety of residential development. It considers the development of townhouses as medium-density housing.

Section 5.2.1.2. outlines the development policies which encourage residential development through intensification to increase the amount of residential accommodation and to utilize land and municipal infrastructure efficiently. It also recognizes the relief requirement from one or more provisions of the Township's Zoning By-law.

Section 5.2.1.10 defines medium density residential and considers townhouses and three-storey apartments as medium density.

The proposal is for a medium-density residential development in a neighborhood area. It aims for an increase in the amount of residential accommodation and in efficiently utilizing land and municipal infrastructure. It does respect the characteristics of the neighbourhood and complies with the zoning requirements in general.

## 4.0 Application for Zoning By-law Amendment

*The site* currently falls under two zoning designations in the Township of Southgate Zoning By-law 19-2002 As Amended. The portion of the property with an existing house is zoned R3-390 (Residential Type 3 Zone-390) and R2- Residential Type 2 Zone. The R2 zone does not permit a townhouse dwelling whereas a townhouse dwelling is permitted use in the R3 Zone.

---

The definition of a townhouse in the Township’s By-law is as follows:

"Dwelling, Townhouse" shall mean one of a group of three or more attached dwelling units separated vertically which have independent entrances at ground level directly from the outside and a yard abutting at least the front and rear walls of each dwelling unit developed on a block of lands.

The proposal is to develop townhouse dwellings which will have front yards only. Such type of development is common in other jurisdictions and is commonly defined as below:

“Dwelling, Back-to-Back Townhouse” shall mean one group of four or more attached dwelling units of two to four storeys sharing side and back walls with neighbouring units separated vertically which have independent entrances at ground level on at least one side of the building developed on a block of lands.

This type of dwelling would have no rear yard setback requirements and allowed lot coverage would be higher.

Considering the type of proposed townhouse dwellings, a zoning by-law amendment through exception is requested. A draft by-law is attached herewith for reference. (Refer to Appendix B)

## 5.0 Supporting Studies

The following section summarizes the conclusions from the detailed technical studies supporting the development proposed in the Official Plan amendment, Zoning By-Law Amendment, and Draft Plan of Subdivision application.

**Table 1 - Summary of studies and reports required for submission.**

Study/Report	Author
Planning Justification Report	Punya S Marahatta, PhD, MCIP, RPP
Functional Servicing Report (FSR)	MD&PS Inc.
Preliminary Grading Plan	MD&PS Inc.
Stormwater Management (SWM) Report and Plans	MD&PS Inc.
Criteria for Assessing Archaeological Potential Checklist	Punya S Marahatta, PhD, MCIP, RPP
Conceptual Site Plan and Architectural Design	White Rose Park

---

## 5.1 Supporting Studies

The following sub-section provides summaries of each study undertaken in the process. For reference and technical details, the relevant studies should be examined individually. All studies undertaken by consultants are included in the submission package.

### 5.1.1 Topographic Survey

A topographical survey of the site was obtained from the design files of White Rose Park Subdivision. This survey is used for engineering design and calculations.

### 5.1.2 Archaeological Study

It has been evident that the subject area and the site do not require an archaeological Study through a checklist developed by Ministry of Tourism, Culture and Sports of Ontario. Please refer the checklist in the Appendix C.

### 5.1.5 Preliminary Engineering Design and Functional Servicing Report (FSR)

MD&PS Inc. has produced a Functional Servicing Report that describes calculations, analysis, and solutions to service the development. The development is proposed to be serviced by municipal water and wastewater infrastructure available along Artemesia and Doyle Streets. Detailed information and design calculations are presented in the attached report.

## 6.0 PUBLIC CONSULTATION STRATEGY

The Ontario Planning Act highlights public participation from the beginning; the public is encouraged to share public views early in the planning process through a verbal presentation at the meeting or by a written submission to the council before it passes the by-law.

The following public consultation strategy utilizes the information therein, along with general industry practices, to create a clear framework for consulting the community.

Before purchasing the property, the proponents consulted the Municipality and nearby property owners, as part of due diligence. It is expected not to have major hurdles for the successful execution

---

of this development as all potential concerns have been addressed by consultants' studies and reports.

**Objectives of Consultation:**

- Share information about the current property context and proposed development on the subject property;
- Discuss the proposed zoning by-law amendment impacting the built and natural environments; and
- Address any feedback or concerns expressed by stakeholders during the formal consultation stage.

**Method of Consultation:**

It is expected that the Municipality will host a Public Meeting for consultation and that this meeting will occur before the Council meeting, so that the Council may be fully informed. A member or member of the project team will take part in the meeting to present the proposal through appropriate tools and receive comments and feedback from the attendees.

**Notice about the Public Meeting:**

The public and stakeholders will be informed about the meeting as required by the Planning Act. This may include a posted notice on the property, emails to nearby property proponents, a notice published in local media, etc. The specifics of the public meeting notice will be decided by the municipality, and the proponents commit to follow through with any such requirements. Along with the notice of the meeting, information about the application including the Draft Plan of Subdivision will be disseminated to the public and related stakeholders. The attendees will be given opportunities to make verbal and written comments on the proposal in the meeting.

## 7.0 CONCLUSION

This report has been completed by an Ontario Registered Professional Planner (RPP). It is evident that the existing zoning would not support the proposed development and would require exception in existing Zoning by-law applicable to the subject property. It is also true, however, that the proposed development is complementary to the stated goal of the Municipality to support residential development within existing communities, and the broader municipal and provincial goal to encourage market-driven housing development within urban boundaries, that benefits the community. Moreover, approval of the zoning by-law amendment would support the Municipality's goals and objectives as stated in the County and Local Official Plans.

---

The proposed development is also complementary to the vision stated by the Grey County and the Township of Southgate. Sections 5.2.1.2.3 of Grey County Official Plan supports the intensification through relief from one of more provisions of the Township’s Zoning By-law. Such relief shall be granted where Council is satisfied that proper land use planning is occurring. It is justified the relief from the zoning by-law through exception through this report.

Section 4.0 of this report explains the status of Zoning designations of the property, and proposed amendments. Full draft versions of the amendments, as included in the appendix, serve as a framework for the kind of amendments that pertain to this proposal. These amendments are required for the success of the proposed development, and we submit that the Zoning By-law should be amended as such, as it is our opinion that this amendment is complementary to and supportive of, the vision and objectives of the County and Township.

Section 6.0 of this report outlines the public consultation strategy to be pursued to better understand and address the surrounding community’s opinions and concerns regarding *the site*. There is a commitment from both the owner and White Rose Park to provide adequate public consultation, and the public consultation strategy addresses this commitment.

White Rose Park believes that the proposed development is appropriate to the site and contributes to meeting the community’s aspirations. Therefore, we request the approval of these amendments. We believe that this is a project with merit, as expressed in this report. The landowner and developer look forward to working with the Municipality in good faith to accomplish the success of these applications.

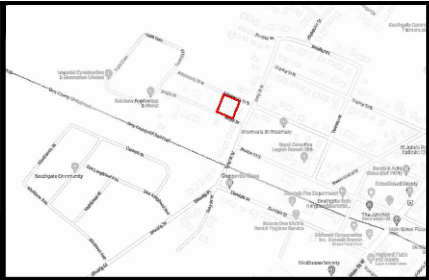
I hereby certify that this plan/report was prepared by or under the supervision of a Registered Professional Planner, within the meaning of the Ontario Professional Planners Institute Act, 1994.

January 14, 2024

Date

  
Punya Sagar Marahatta  
Registered Professional Planner





ARTEMESIA STREET (PLAN 480)



DOYLE STREET (PLAN 480)

	Requirements	R3-390	Proposed	Remarks
1	Min. Lot Frontage	8.5m (27' 9")	30.78m (120' 6")	Complies
2	Min. Lot Area	291 m2	1246 m2	Complies
3	Max. Lot Coverage	35%	44%	Required variance. (Based on back-back TH)
4	Minimum Front Yard	7.5m	7.5m	Complies
5	Min. Interior Side Yard	4.0m	4.0m	Complies
6	Min. Exterior Side Yard	4.0m	N/A	Not applicable
7	Min. Rear Yard	10.0m	Nil	Required variance. (Based on back-back TH)
8	Max Ht	3 Storey	3 Storey	Complies
9	Min Playspace	3.7m2/ 2 bedrooms	9.4M2/ 2 & 3 bedroom	Complies
10	Min Amenity Area	40m2/ 2-bedroom apt.	Nil	Required variance. (Precedence re. R3-379)
11	Min Parking Req.	1/ unit (Bill 109)	2/ per unit	Complies

**White Rose Park**  
 Building With Passion™  
*Since 1977*

PROJECT: 221, DOYLE STREET

DRAWING TITLE:  
 CONCEPTUAL SITE LAYOUT

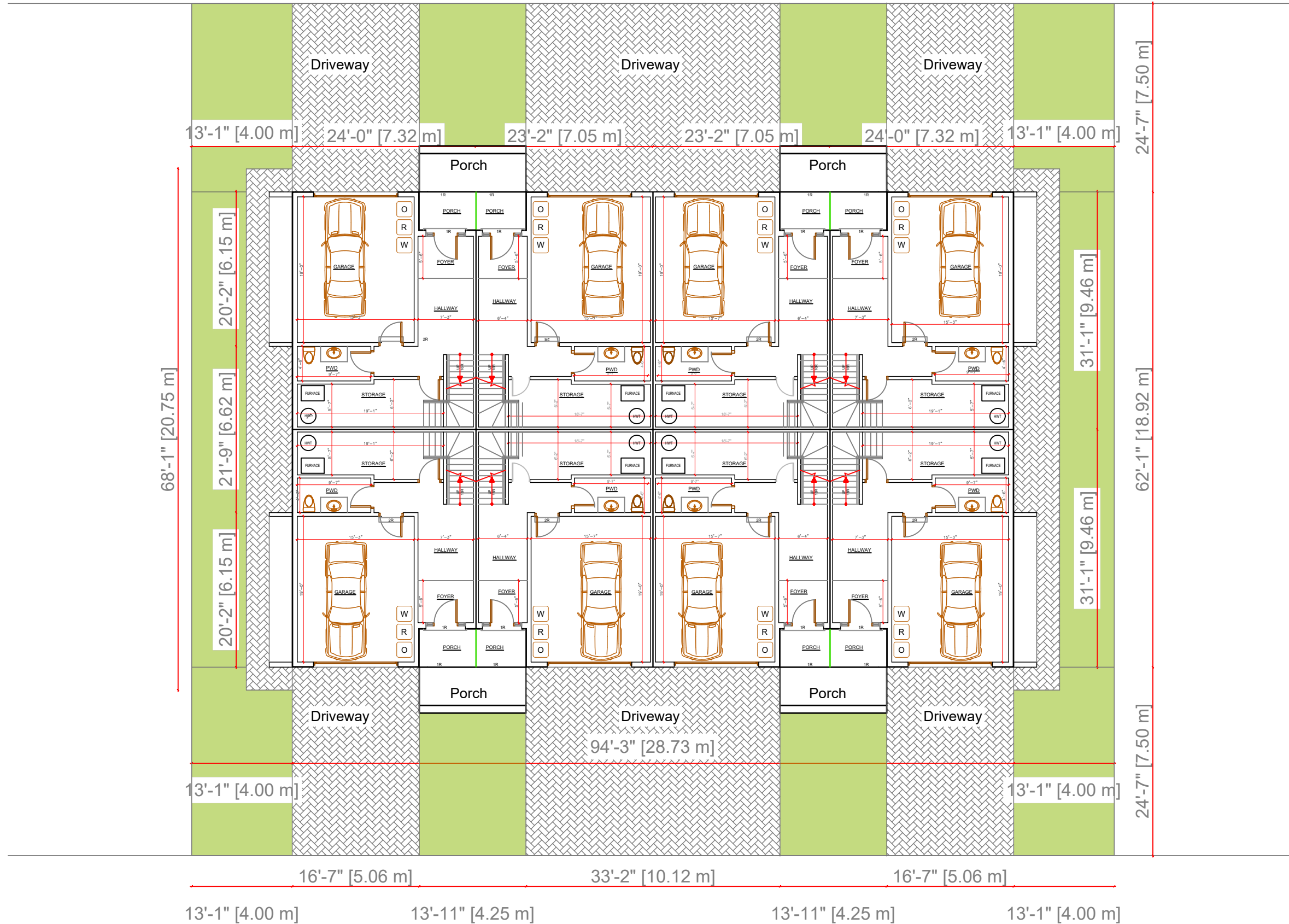
REVISIONS	R1	R2	R3	R4

SCALE: NTS      DATE: 12 - 05 - 2023      DRAWING NO:

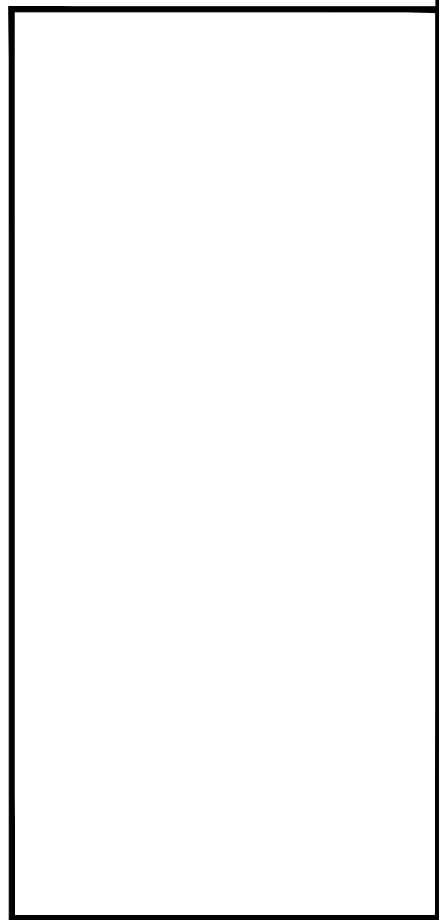
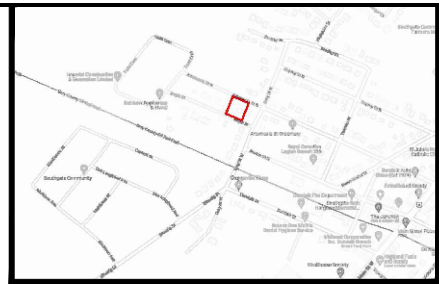
A - 1



# ARTEMESIA STREET (PLAN 480)



# DOYLE STREET (PLAN 480)



**White Rose Park**  
 Building With Passion™  
 Since 1977

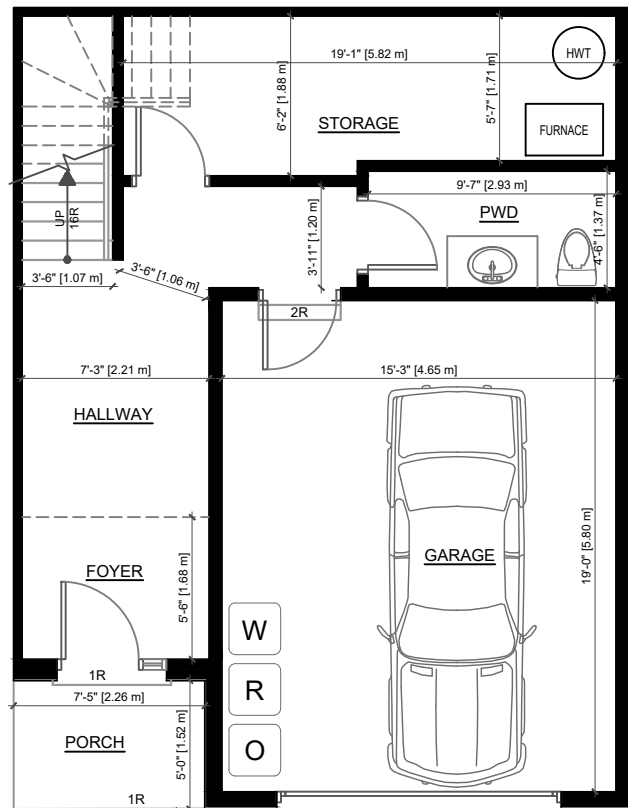
PROJECT: 221, DOYLE STREET

DRAWING TITLE:  
 CONCEPTUAL SITE PLAN

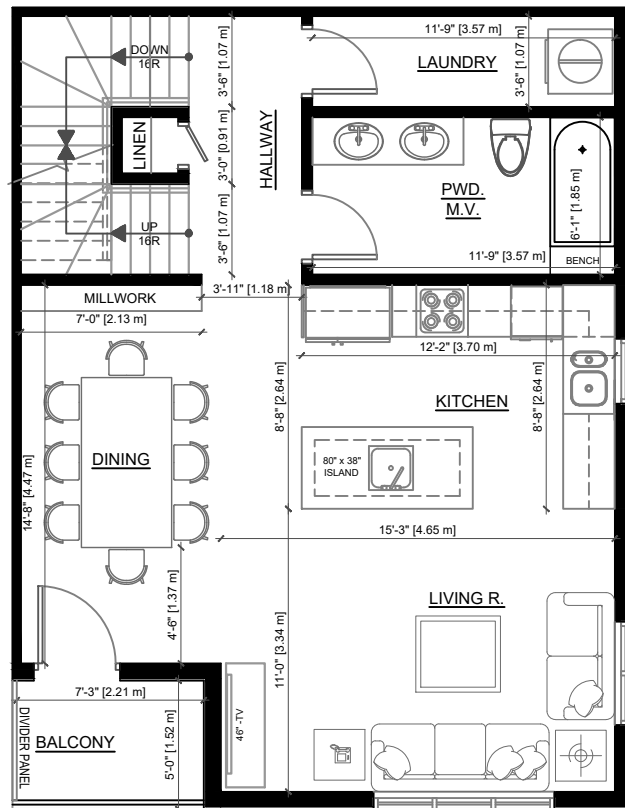
REVISIONS	R1	R2	R3	R4

SCALE: NTS      DATE: 12-05-2023      DRAWING NO:

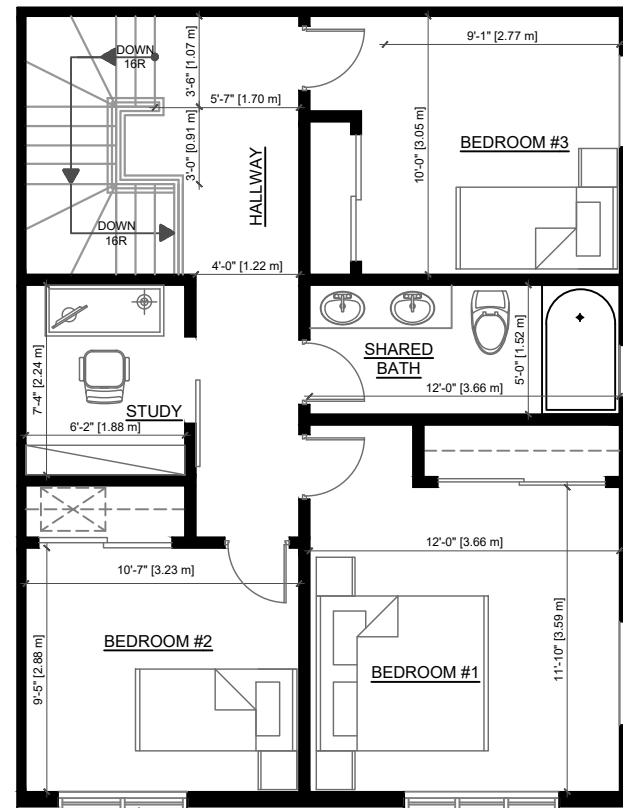
A - 2



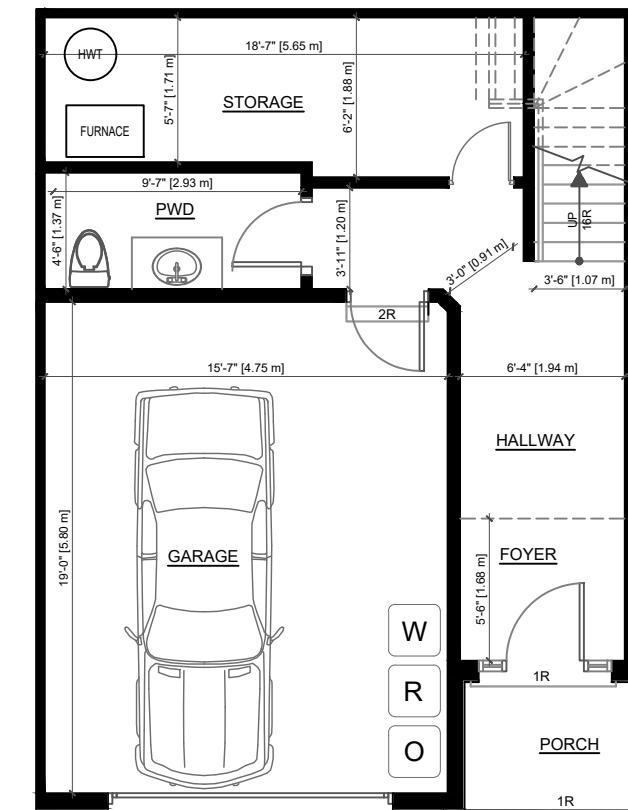
MAIN FLOOR LAYOUT  
WITH GARAGE PARKING -  
END UNITS



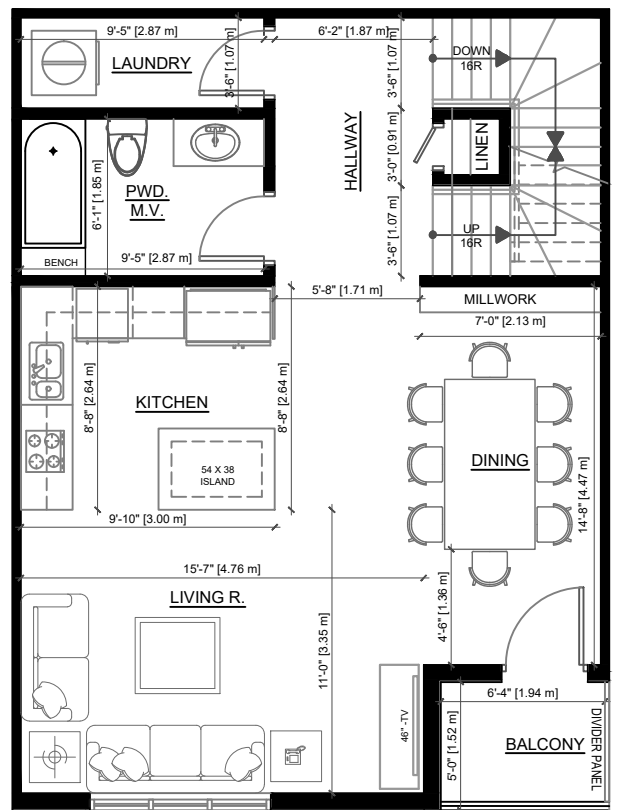
2ND FLOOR LAYOUT -  
END UNITS



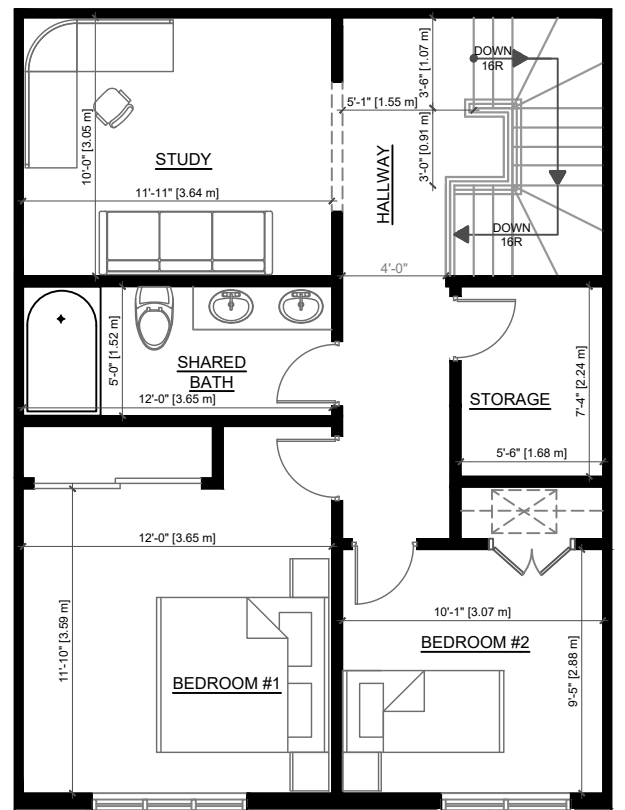
3RD FLOOR LAYOUT -  
END UNITS



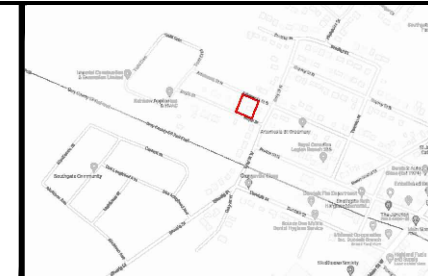
MAIN FLOOR LAYOUT  
WITH GARAGE PARKING -  
MIDDLE UNITS



2ND FLOOR LAYOUT -  
MIDDLE UNITS



3RD FLOOR LAYOUT -  
MIDDLE UNITS



**White Rose Park**  
Building With Passion™  
*Since 1977*

PROJECT: 221, DOYLE STREET

DRAWING TITLE:  
CONCEPTUAL UNIT LAYOUT

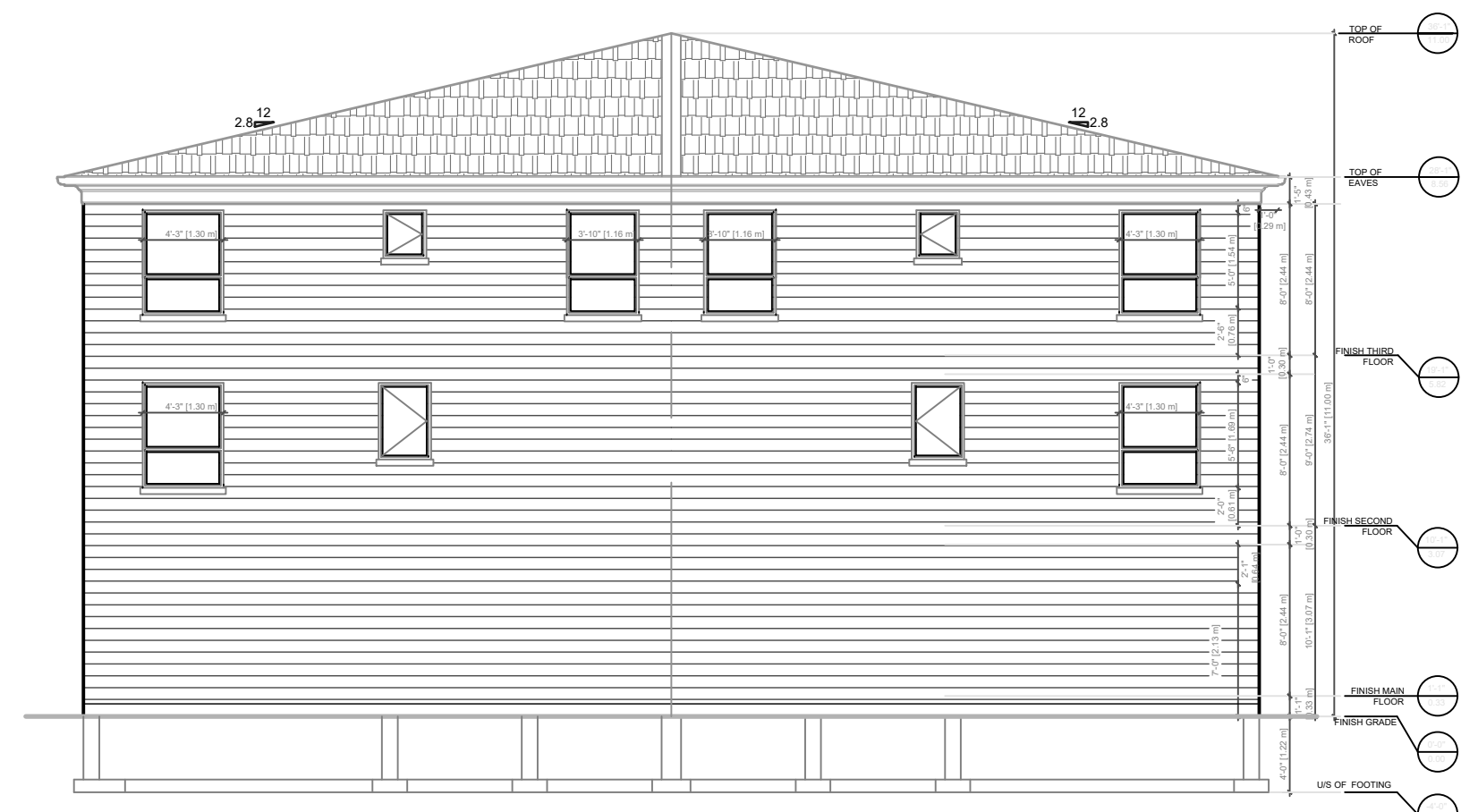
REVISIONS	R1	R2	R3	R4

SCALE: NTS      DATE: 12 - 05 - 2023      DRAWING NO:

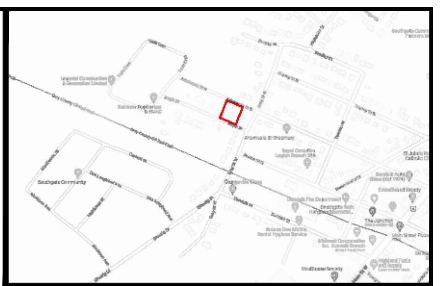
**A - 3**



FRONT ELEVATION FROM DOYLE STREET



RIGHT SIDE ELEVATION



**White Rose Park**  
 Building With Passion™  
*Since 1977*

PROJECT: 221, DOYLE STREET

DRAWING TITLE:  
 ELEVATION FROM DOYLE ST & RIGHT SIDE  
 ELEVATION

REVISIONS	R1	R2	R3	R4

SCALE: NTS      DATE: 12 - 05 - 2023      DRAWING NO:

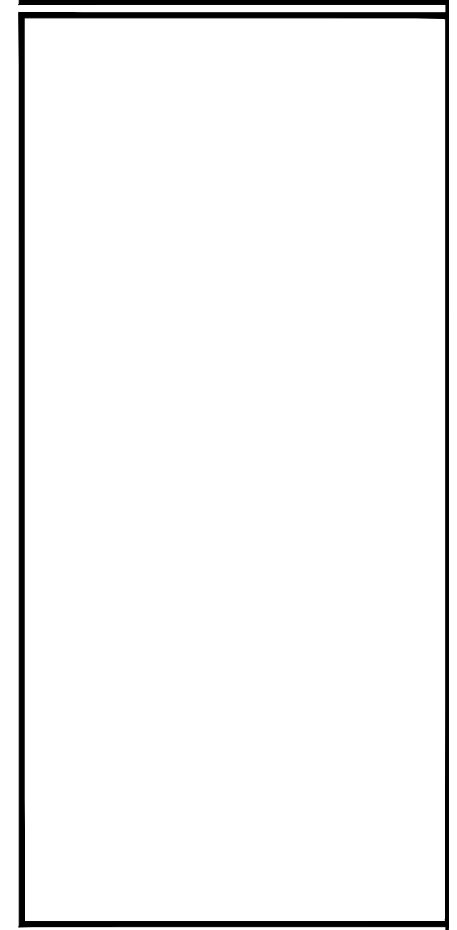
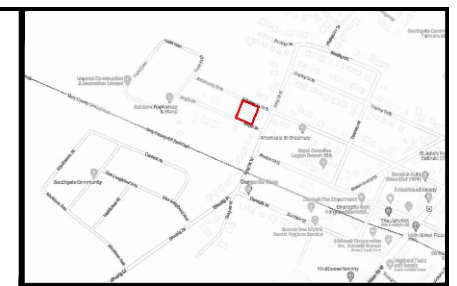
E - 1



FRONT ELEVATION FROM ARTEMESIA STREET



LEFT SIDE ELEVATION



**White Rose Park**  
Building With Passion™  
*Since 1977*

PROJECT: 221, DOYLE STREET

DRAWING TITLE:  
ELEVATION FROM ARTEMESIA ST & LEFT  
SIDE ELEVATION

REVISIONS	R1	R2	R3	R4

SCALE: NTS      DATE: 12 - 05 - 2023      DRAWING NO:

E - 2

**APPENDIX B: Draft Zoning By-law**

**WHEREAS** authority is given to the Council of The Corporation of the Township of Southgate by Section 34 of the *Planning Act, R.S.O. 1990, c. P.13*, as amended, to pass this by-law;

**AND WHEREAS** the said Council has provided adequate information to the public and has held at least one public meeting in accordance with the *Planning Act*;

**AND WHEREAS** the Council of The Corporation of the Township of Southgate deems it in the public interest that By-law 19-2002, known as the Zoning By-law, be amended.

**NOW THEREFORE BE IT ENACTED** by the Council of The Corporation of the Township of Huron-Kinloss as follows:

1. That Schedule 20, to By-law 19-2002, is hereby amended:

a) by amending the zoning designation of the lots described as PT LT 1 E/S DOYLE ST PL 480 DUNDALK BEING PT 3 PL 16R-11106, ; TOWNSHIP OF SOUTHGATE; PT LT 1 E/S DOYLE ST PL 480 DUNDALK BEING PT 2 PL 16R11106; TOWNSHIP OF SOUTHGATE and PT LT 1 E/S DOYLE ST PL 480 DUNDALK, BEING PART 1, PLAN REFERENCE 16R11106 to 'R3 – Residential Three' designation, with an exception to accommodate the 8-unit back-to-back townhouses with following requirements:

Minimum Rear Yard Setback	0 (zero) m
Maximum lot coverage	44%
Minimum amenity space / unit	22 m <sup>2</sup>

b) by adding the definition of back-to-back townhouses as below:

“Dwelling, Back-to-Back Townhouse” shall mean one group of four or more attached dwelling units of two to four storeys sharing side and back walls with neighbouring units separated vertically which have independent entrances at ground level on at least one side of the building developed on a block of lands.

2. The Township of Southgate Zoning By-law 19-2002 as applied to the subject lands on Schedule 20 is hereby repealed.

3. This By-law shall come into effect upon Final Passage and in accordance with the *Planning Act*.

Read a FIRST, SECOND, and THIRD time and FINALLY PASSED this \_\_\_ day of \_\_\_\_, 20\_\_.

\_\_\_\_\_  
Mayor – Brian Milne

\_\_\_\_\_  
Clerk – Lindsay Green

The **purpose of the checklist** is to determine:

- if a property(ies) or project area may contain archaeological resources i.e., have archaeological potential
- it includes all areas that may be impacted by project activities, including – but not limited to:
  - the main project area
  - temporary storage
  - staging and working areas
  - temporary roads and detours

**Processes covered** under this checklist, such as:

- *Planning Act*
- *Environmental Assessment Act*
- *Aggregates Resources Act*
- *Ontario Heritage Act* – Standards and Guidelines for Conservation of Provincial Heritage Properties

### Archaeological assessment

If you are not sure how to answer one or more of the questions on the checklist, you may want to hire a licensed consultant archaeologist (see page 4 for definitions) to undertake an archaeological assessment.

The assessment will help you:

- identify, evaluate and protect archaeological resources on your property or project area
- reduce potential delays and risks to your project

**Note:** By law, archaeological assessments **must** be done by a licensed consultant archaeologist. Only a licensed archaeologist can assess – or alter – an archaeological site.

### What to do if you:

- **find an archaeological resource**

If you find something you think may be of archaeological value during project work, you must – by law – stop all activities immediately and contact a licensed consultant archaeologist

The archaeologist will carry out the fieldwork in compliance with the *Ontario Heritage Act* [s.48(1)].

- **unearth a burial site**

If you find a burial site containing human remains, you must immediately notify the appropriate authorities (i.e., police, coroner's office, and/or Registrar of Cemeteries) and comply with the *Funeral, Burial and Cremation Services Act*.

### Other checklists

Please use a separate checklist for your project, if:

- you are seeking a Renewable Energy Approval under Ontario Regulation 359/09 – [separate checklist](#)
- your Parent Class EA document has an approved screening criteria (as referenced in Question 1)

Please refer to the Instructions pages when completing this form.

Project or Property Name

221 Doyle Street, Dundalk, Township of Southgate

Project or Property Location (upper and lower or single tier municipality)

Punya S Marahatta, PhD, MCIP, RPP

Proponent Name

White Rose Park/ (905) 317-8638/ punya@whiterosepark.com

Proponent Contact Information

## Screening Questions

	Yes	No
1. Is there a pre-approved screening checklist, methodology or process in place?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**If Yes**, please follow the pre-approved screening checklist, methodology or process.

**If No**, continue to Question 2.

	Yes	No
2. Has an archaeological assessment been prepared for the property (or project area) and been accepted by MTCS?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**If Yes**, do **not** complete the rest of the checklist. You are expected to follow the recommendations in the archaeological assessment report(s).

The proponent, property owner and/or approval authority will:

- summarize the previous assessment
- add this checklist to the project file, with the appropriate documents that demonstrate an archaeological assessment was undertaken e.g., MTCS letter stating acceptance of archaeological assessment report

The summary and appropriate documentation may be:

- submitted as part of a report requirement e.g., environmental assessment document
- maintained by the property owner, proponent or approval authority

**If No**, continue to Question 3.

	Yes	No
3. Are there known archaeological sites on or within 300 metres of the property (or the project area)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

	Yes	No
4. Is there Aboriginal or local knowledge of archaeological sites on or within 300 metres of the property (or project area)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

	Yes	No
5. Is there Aboriginal knowledge or historically documented evidence of past Aboriginal use on or within 300 metres of the property (or project area)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

	Yes	No
6. Is there a known burial site or cemetery on the property or adjacent to the property (or project area)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

	Yes	No
7. Has the property (or project area) been recognized for its cultural heritage value?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**If Yes** to any of the above questions (3 to 7), do **not** complete the checklist. Instead, you need to hire a licensed consultant archaeologist to undertake an archaeological assessment of your property or project area.

**If No**, continue to question 8.

	Yes	No
8. Has the entire property (or project area) been subjected to recent, extensive and intensive disturbance?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**If Yes** to the preceding question, do **not** complete the checklist. Instead, please keep and maintain a summary of documentation that provides evidence of the recent disturbance.

An archaeological assessment is not required.

**If No**, continue to question 9.

9. Are there present or past water sources within 300 metres of the property (or project area)? Yes  No

**If Yes**, an archaeological assessment is required.

**If No**, continue to question 10.

10. Is there evidence of two or more of the following on the property (or project area)? Yes  No

- elevated topography
- pockets of well-drained sandy soil
- distinctive land formations
- resource extraction areas
- early historic settlement
- early historic transportation routes

**If Yes**, an archaeological assessment is required.

**If No**, there is low potential for archaeological resources at the property (or project area).

The proponent, property owner and/or approval authority will:

- summarize the conclusion
- add this checklist with the appropriate documentation to the project file

The summary and appropriate documentation may be:

- submitted as part of a report requirement e.g., under the *Environmental Assessment Act*, *Planning Act* processes
- maintained by the property owner, proponent or approval authority



## Instructions

Please have the following available, when requesting information related to the screening questions below:

- a clear map showing the location and boundary of the property or project area
  - large scale and small scale showing nearby township names for context purposes
- the municipal addresses of all properties within the project area
- the lot(s), concession(s), and parcel number(s) of all properties within a project area

In this context, the following definitions apply:

- **consultant archaeologist** means, as defined in Ontario regulation as an archaeologist who enters into an agreement with a client to carry out or supervise archaeological fieldwork on behalf of the client, produce reports for or on behalf of the client and provide technical advice to the client. In Ontario, these people also are required to hold a valid professional archaeological licence issued by the Ministry of Tourism, Culture and Sport.
- **proponent** means a person, agency, group or organization that carries out or proposes to carry out an undertaking or is the owner or person having charge, management or control of an undertaking.

### 1. Is there a pre-approved screening checklist, methodology or process in place?

An existing checklist, methodology or process may be already in place for identifying archaeological potential, including:

- one prepared and adopted by the municipality e.g., archaeological management plan
- an environmental assessment process e.g., screening checklist for municipal bridges
- one that is approved by the Ministry of Tourism, Culture and Sport under the Ontario government's [Standards & Guidelines for Conservation of Provincial Heritage Properties](#) [s. B.2.]

### 2. Has an archaeological assessment been prepared for the property (or project area) and been accepted by MTCS?

Respond 'yes' to this question, if all of the following are true:

- an archaeological assessment report has been prepared and is in compliance with MTCS requirements
  - a letter has been sent by MTCS to the licensed archaeologist confirming that MTCS has added the report to the Ontario Public Register of Archaeological Reports (Register)
- the report states that there are no concerns regarding impacts to archaeological sites

Otherwise, if an assessment has been completed and deemed compliant by the MTCS, and the ministry recommends further archaeological assessment work, this work will need to be completed.

For more information about archaeological assessments, contact:

- approval authority
- proponent
- consultant archaeologist
- Ministry of Tourism, Culture and Sport at [archaeology@ontario.ca](mailto:archaeology@ontario.ca)

### 3. Are there known archaeological sites on or within 300 metres of the property (or project area)?

MTCS maintains a database of archaeological sites reported to the ministry.

For more information, contact MTCS Archaeological Data Coordinator at [archaeology@ontario.ca](mailto:archaeology@ontario.ca).

### 4. Is there Aboriginal or local knowledge of archaeological sites on or within 300 metres of the property?

Check with:

- Aboriginal communities in your area
- local municipal staff

They may have information about archaeological sites that are not included in MTCS' database.

Other sources of local knowledge may include:

- property owner
- [local heritage organizations and historical societies](#)
- local museums
- [municipal heritage committee](#)
- published local histories

## 5. Is there Aboriginal knowledge or historically documented evidence of past Aboriginal use on or within 300 metres of the property (or property area)?

Check with:

- Aboriginal communities in your area
- local municipal staff

Other sources of local knowledge may include:

- property owner
- [local heritage organizations and historical societies](#)
- local museums
- [municipal heritage committee](#)
- published local histories

## 6. Is there a known burial site or cemetery on the property or adjacent to the property (or project area)?

For more information on known cemeteries and/or burial sites, see:

- Cemeteries Regulation Unit, Ontario Ministry of Consumer Services – for [database of registered cemeteries](#)
- Ontario Genealogical Society (OGS) – to [locate records of Ontario cemeteries](#), both currently and no longer in existence; cairns, family plots and burial registers
- Canadian County Atlas Digital Project – to [locate early cemeteries](#)

In this context, ‘adjacent’ means ‘contiguous’, or as otherwise defined in a municipal official plan.

## 7. Has the property (or project area) been recognized for its cultural heritage value?

There is a strong chance there may be archaeological resources on your property (or immediate area) if it has been listed, designated or otherwise identified as being of cultural heritage value by:

- your municipality
- Ontario government
- Canadian government

This includes a property that is:

- designated under *Ontario Heritage Act* (the OHA ), including:
  - individual designation (Part IV)
  - part of a heritage conservation district (Part V)
  - an archaeological site (Part VI)
- subject to:
  - an agreement, covenant or easement entered into under the OHA (Parts II or IV)
  - a notice of intention to designate (Part IV)
  - a heritage conservation district study area by-law (Part V) of the OHA
- listed on:
  - a municipal register or inventory of heritage properties
  - Ontario government’s list of provincial heritage properties
  - Federal government’s list of federal heritage buildings
- part of a:
  - National Historic Site
  - UNESCO World Heritage Site
- designated under:
  - *Heritage Railway Station Protection Act*
  - *Heritage Lighthouse Protection Act*
- subject of a municipal, provincial or federal commemorative or interpretive plaque.

To determine if your property or project area is covered by any of the above, see:

- Part A of the MTCS Criteria for Evaluating Potential for Built Heritage and Cultural Heritage Landscapes

## Part VI – Archaeological Sites

Includes five sites designated by the Minister under Regulation 875 of the Revised Regulation of Ontario, 1990 (Archaeological Sites) and 3 marine archaeological sites prescribed under Ontario Regulation 11/06.

For more information, check [Regulation 875](#) and [Ontario Regulation 11/06](#).

### 8. Has the entire property (or project area) been subjected to recent extensive and intensive ground disturbance?

Recent: after-1960

Extensive: over all or most of the area

Intensive: thorough or complete disturbance

Examples of ground disturbance include:

- quarrying
- major landscaping – involving grading below topsoil
- building footprints and associated construction area
  - where the building has deep foundations or a basement
- infrastructure development such as:
  - sewer lines
  - gas lines
  - underground hydro lines
  - roads
  - any associated trenches, ditches, interchanges. **Note:** this applies only to the excavated part of the right-of-way; the remainder of the right-of-way or corridor may not have been impacted.

A ground disturbance does **not** include:

- agricultural cultivation
- gardening
- landscaping

#### Site visits

You can typically get this information from a site visit. In that case, please document your visit in the process (e.g., report) with:

- photographs
- maps
- detailed descriptions

If a disturbance isn't clear from a site visit or other research, you need to hire a licensed consultant archaeologist to undertake an archaeological assessment.

### 9. Are there present or past water bodies within 300 metres of the property (or project area)?

Water bodies are associated with past human occupations and use of the land. About 80-90% of archaeological sites are found within 300 metres of water bodies.

#### Present

- Water bodies:
  - primary - lakes, rivers, streams, creeks
  - secondary - springs, marshes, swamps and intermittent streams and creeks
- accessible or inaccessible shoreline, for example:
  - high bluffs
  - swamps
  - marsh fields by the edge of a lake
  - sandbars stretching into marsh

Water bodies not included:

- man-made water bodies, for example:
  - temporary channels for surface drainage
  - rock chutes and spillways
  - temporarily ponded areas that are normally farmed
  - dugout ponds
- artificial bodies of water intended for storage, treatment or recirculation of:
  - runoff from farm animal yards
  - manure storage facilities
  - sites and outdoor confinement areas

## Past

Features indicating past water bodies:

- raised sand or gravel beach ridges – can indicate glacial lake shorelines
- clear dip in the land – can indicate an old river or stream
- shorelines of drained lakes or marshes
- cobble beaches

You can get information about water bodies through:

- a site visit
- aerial photographs
- 1:10,000 scale [Ontario Base Maps](#) - or [equally detailed and scaled maps](#).

## 10. Is there evidence of two or more of the following on the property (or project area)?

- elevated topography
- pockets of well-drained sandy soil
- distinctive land formations
- resource extraction areas
- early historic settlement
- early historic transportation routes

### • **Elevated topography**

Higher ground and elevated positions - surrounded by low or level topography - often indicate past settlement and land use.

Features such as eskers, drumlins, sizeable knolls, plateaus next to lowlands, or other such features are a strong indication of archaeological potential.

Find out if your property or project area has elevated topography, through:

- site inspection
- aerial photographs
- [topographical maps](#)

### • **Pockets of well-drained sandy soil, especially within areas of heavy soil or rocky ground**

Sandy, well-drained soil - in areas characterized by heavy soil or rocky ground - may indicate archaeological potential

Find out if your property or project area has sandy soil through:

- site inspection
- [soil survey reports](#)

- **Distinctive land formations**

Distinctive land formations include – but are not limited to:

- waterfalls
- rock outcrops
- rock faces
- caverns
- mounds, etc.

They were often important to past inhabitants as special or sacred places. The following sites may be present – or close to – these formations:

- burials
- structures
- offerings
- rock paintings or carvings

Find out if your property or project areas has a distinctive land formation through:

- a site visit
- aerial photographs
- 1:10,000 scale [Ontario Base Maps](#) - or [equally detailed and scaled maps](#).

- **Resource extraction areas**

The following resources were collected in these extraction areas:

- food or medicinal plants e.g., migratory routes, spawning areas, prairie
- scarce raw materials e.g., quartz, copper, ochre or outcrops of chert
- resources associated with early historic industry e.g., fur trade, logging, prospecting, mining

Aboriginal communities may hold traditional knowledge about their past use or resources in the area.

- **Early historic settlement**

Early Euro-Canadian settlement include – but are not limited to:

- early military or pioneer settlement e.g., pioneer homesteads, isolated cabins, farmstead complexes
- early wharf or dock complexes
- pioneers churches and early cemeteries

For more information, see below – under the early historic transportation routes.

- **Early historic transportation routes** - such as trails, passes, roads, railways, portage routes, canals.

For more information, see:

- historical maps and/or historical atlases
  - for information on early settlement patterns such as trails (including Aboriginal trails), monuments, structures, fences, mills, historic roads, rail corridors, canals, etc.
  - [Archives of Ontario](#) holds a large collection of historical maps and historical atlases
  - digital versions of historic atlases are available on the [Canadian County Atlas Digital Project](#)
- commemorative markers or plaques such as local, [provincial](#) or [federal](#) agencies
- [municipal heritage committee](#) or other [local heritage organizations](#)
  - for information on early historic settlements or landscape features (e.g., fences, mill races, etc.)
  - for information on commemorative markers or plaques