



COMPATIBILITY AND MITIGATION STUDY

TERMS OF REFERENCE

STUDY DESCRIPTION

A **Compatibility and Mitigation Study** assesses the impact employment areas and/or areas with major facilities have on lands being developed with sensitive land uses. This study can also be conducted from an employment lens to determine the impact an employment land conversion would have on short- and long-term economic growth in the area.

PURPOSE OF REPORT

The Compatibility and Mitigation Study allows County Planning staff to understand the following components more clearly:

- Potential adverse impacts on sensitive land uses that are proposed or in the surrounding neighbourhood.
- Severity, frequency, and duration of identified impacts.
- Economic and employment implications of removing the lands from the employment designation. This is only relevant for a Compatibility and Mitigation Study relating to an employment land conversion.
- Mitigative measures that can be implemented during the development process to address the identified adverse impacts.



WHEN REQUIRED

Through an initial pre-consultation meeting with the County (if requested by the applicant) and, for certain applications, the Town/Township, staff will confirm if the applicant is required to submit a Compatibility and Mitigation Study.

The submission of a Compatibility and Mitigation Study will likely be required for the following development applications:

- Official Plan Amendment (including Secondary Plans and Block Plans)
- Zoning By-law Amendment (including Temporary Use By-laws)
- Site Plan Applications

At the discretion of County staff, a Compatibility and Mitigation Study may be requested for submission in support of other development applications. County staff may determine that a proposed development has only minor implications and minor in nature only requires a Compatibility and Mitigation Brief (1-2 pages).

QUALIFIED PERSON(S)

The compatibility and Mitigation Study should be undertaken by a licensed professional in the Province of Ontario. Suitable professionals for this task include sustainability consultants and professional planners. The cost of the study shall be borne by the applicant. All reports and drawings must be stamped and/or signed and dated by a qualified professional, as well as include contact information for the qualified professional.

REQUIRED CONTENT

The Compatibility and Mitigation Study is required to include the following sections, subsections, and information.

1. Executive Summary

- A high-level summary of proposed development, key findings and impacts, and recommendations for mitigation and/or improvement.

2. Introduction

- Description of development proposal and the type of planning application that this study was requested to be produced to support.
- Provide an overview of the purpose of the study. This discussion should include a brief description of the employment use, major facility, and/or sensitive land use.

3. Site and Area Context

- Description of the existing land uses within the study area, as well as relevant Provincial, County and Town/Township Official Plan policies with respect to the development proposal.
- Evaluation of the site. Discussion shall include information on property size, location, existing uses, access, existing servicing, and site conditions.

REQUIRED CONTENT CONTINUED

4. Contextual Analysis

- Identify the study area that will be the subject of the analysis.
- Provide maps or illustrations of the proposed developments location, existing or proposed major facilities or sensitive land uses in the area of interest, and separation distances between the subject lands and surrounding major facilities or sensitive land uses.
- Analysis on how subject lands either align or do not align with all in-effect planning policies at the provincial, county, and municipal levels.
- For employment conversion requests, an analysis on employment projections shall be undertaken.

5. Land Use Compatibility Analysis

- Provide discussion on methodology used to analyze adverse impacts.
- Evaluate each adverse impact being produced by the proposed development as it relates to either a sensitive land use or a major facility/employment area. Reference shall be made to any associated supporting reports that were conducted (i.e., noise impact studies, air quality studies, vibration studies).
- For each major facility or significant employment use in the study area, further analysis on the specific characteristics that led to the adverse impact is required. Such information includes, but is not limited to, hours of operation, complaint history, operational activities, design of facility, and environmental factors (i.e., wind patterns, topography).
- Review and discuss any overarching Provincial, County, and/or Municipal regulations.
- If applicable, provide an overview of any public engagement with major facility owners or nearby residents that was undertaken during the study. Include names, how they were engaged with, comments provided, and how those comments were addressed.

6. Employment Conversion Analysis (if applicable)

- Evaluate short-and-long term employment impacts of removing the subject lands from the employment designation.
- Discuss potential constraints that could arise from the removal of the lands from the employment designation.
- Identify alternative areas in either the study area or outside of the study area that could support additional employment uses and growth.

7. Mitigative Recommendations & Conclusion

- Outline proposed mitigative measures that could be implemented to address the adverse impacts. Discussion should also include reference to how they will be implemented, how they will be maintained, and how they will address each adverse impact.
- Demonstrate how proposed mitigative recommendations address any overarching regulations and legislative requirements.
- Evaluate how mitigative measures will improve compatibility between the proposed uses and either the major facility uses, employment use, or sensitive land use.
- Final overview of study conclusions and recommendations.

8. Appendices

- This section should contain all materials that are relevant for review but not suitable for the body of the report. Materials to be included in this section are:
 - Any maps, figures, and illustrations (i.e., tables and charts)
 - Proposed Development or Concept Plan
 - Quantitative analysis results
 - Literature Citations
 - Other Data Sources Used

ADDITIONAL INFORMATION AND RESOURCES

To hire a Registered Professional Planner (RPP), please refer to the 'Hire a Planner' section of the Ontario Professional Planners Institute (OPPI) that can be accessed [here](#).

All information relating to the County Official Plan, Application Process and Fees, and other applicable policies and regulations can be found on the County's [Planning and Development page](#).

NOTES

- The County of Dufferin may wish to peer review any studies that are submitted in support of an application, at the cost of the applicant.
- If the proposed development is revised, the proposed revisions shall be updated by an addendum report or letter from the author, indicating if the recommendations and conclusions are the same.
- Please note that the requirements of this study may vary depending on the nature of the proposal. This will be determined through the pre-consultation process and in consultation with any applicable external agencies.
- If the submitted study is incomplete, is authored by an unqualified individual, or does not contain adequate analysis, the development application will be considered incomplete and will not be processed by the County.

