



The Town of Caledon

Checklist of Requirements

March 2026

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Planning Justification Report Checklist

Air Quality and Noise Checklist

1. Identify Sensitive Receptors

- Determine whether the proposed aggregate facility is Class II or Class III
- Identify all sensitive receptors within 300 metres of the proposed facility

2. Sensitive Receptors Table

- Prepare a table of sensitive receptors within 300 metres that includes address, distance, and identification of whether each receptor is inside the Minimum Separation Distance (MSD) or inside the Potential Influence Area (PIA)
- For any direction (North, South, East, West) with no sensitive receptors within 300 metres, identify the nearest sensitive receptor in that direction and indicate that it is outside both the MSD and the PIA

3. Trigger for AQIA and NIA

- If any sensitive receptor is located within 300 metres, the Land Use Compatibility Study should recommend:
 - Air Quality Impact Assessment (AQIA) - See Point #4 requirements
 - Noise Impact Assessment (NIA) - See Point #5 for requirements

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4. Land Use Compatibility (LUC) Study

- Prepare the LUC following the Land Use Compatibility documents (D-1 and D-6) by the Ministry of the Environment, Conservation and Parks (MECP)

5. Air Quality Impact Assessment (AQIA)

- Prepare AQIA following the typical methodology for preparing an AQIA for an EA in Ontario
- Apply applicable standards, including the Canadian Ambient Air Quality Standards (CAAQS) and Ontario Ambient Air Quality Criteria (AAQC)
- Assess, at minimum PM₄₄, PM_{2.5}, and Nitrogen oxides (NO_x)
- Include assessment of impacts during active operations and rehabilitation phases
- Address additional requirements for PM_{2.5} assessment

5. Noise Impact Assessment (NIA)

- Prepare NIA following the typical methodology for preparing an AQIA for an EA in Ontario
- Include all significant noise sources (e.g., truck traffic, tailgate closing, tailgate banging, etc.)
- Identify operational practices that may reduce noise impacts
- Determine whether any equipment requires an Environmental Compliance Approval (ECA) or Environmental and Sector Registry (EASR) registration
- If an Environmental Approval is required, prepare an Emissions Summary and Dispersion Modelling (ESDM) report
- Include assessment of impacts during active operations and rehabilitation phases

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6. Worst-Case Scenario Analysis

- Prepare both AQIA and NIA based on worst-case scenarios
- Identify worst-case scenarios for each sensitive receptor
- Assess all identified worst-case scenarios, recognizing that worst cases for different receptors may not occur simultaneously

7. Additional Town Questions

- Make direct reference to and address all Additional Town Questions within the studies, as appropriate

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Blasting Checklist

1. Applicability and Scope

- Confirm the application is a Class A quarry under the *Aggregate Resources Act*
- Identify whether any sensitive receptor is located within 500 metres of the limit of extraction (i.e., residences, long-term care facilities, hospitals, trailer parks, campgrounds, schools, and childcare centres)

2. Qualified Professional Requirements

- Blast Impact Assessment must be prepared by a qualified professional with blasting expertise, either a Professional Engineer (P. Eng.), or Professional Geoscientist (P. Geo.)
- Include a statement of qualifications for all individuals preparing and reviewing the study

3. Peer Review Requirements

- Conduct an independent peer review
- Include a statement of qualifications for peer review authors and reviewers

4. Site Characterization and Sensitive Receptor Inventory

- **Blast Area Definition**
 - Delineate extraction limits and blast areas using site plans and topographic surveys
 - Clearly show limits of extraction, phases/benches, and buffer zones

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- **Sensitive Receptor Mapping**
- Identify and map all sensitive receptors within at least 500 metres
- Provide distances to each receptor
- **Environmental and Geotechnical Context**
- Describe bedrock type, overburden depth, topography, nearby water bodies, existing structures on and near the site

6. Predictive Modelling – Ground Vibration

- Predict vibration at each sensitive receptor using accepted empirical models
- Apply the Bureau of Mines / Propagation Law formula
- Use minimum distance to each receptor for predictions
- Use site-specific blast monitoring data where available
- If the above data is unavailable, use conservative (95th percentile) values from similar nearby quarries, or published data (e.g., International Society of Explosive Engineers recommended attenuation formulas)

7. Predictive Modelling – Air Overpressure

- Identify controllable operational factors, including blast-hole collar length, avoidance of blasting during overcast conditions, and avoidance of temperature inversions
- Use ISEE-recommended Cube-Root Scaling Law for predictions

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8. Flyrock Range Assessment

- Evaluate flyrock risk using theoretical equations and empirical data
- Identify flyrock mechanisms including face bursting, cratering, and stemming ejection
- Calculate maximum theoretical throw distances based on blast loads and site conditions

9. Additional Considerations/Limits

- Identify nearby pipelines, transmission towers, water wells, and heritage buildings and apply applicable vibration limits from relevant authorities

10. Additional Town Questions

- Make direct reference to and address all Additional Town Questions within the study, as appropriate

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Closure, Rehabilitation and the Importation of Excess Soil Backfill Study Checklist

The Closure, Rehabilitation and the Importation of Excess Soil Study is a comprehensive study encompassing several topics/disciplines, to assess the long-term management of the pit or quarry following resource extraction, including the proposed use of the void space, rehabilitation activities, and the importation of excess soil.

The checklist below outlines how each topic/discipline must be addressed in the Study.

1. Hydrogeology

- Evaluate impacts of importing and placing excess soil with different physical and chemical characteristics than the extracted aggregate
- Design and implement a new monitoring network
- Identify requirements for long-term monitoring of backfilled materials

2. Traffic

- Assess traffic impacts associated with hauling excess soil to the site

3. Noise

- Assess noise impacts associated with increased truck traffic, tailgate banging, and tailgate closing

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4. Traffic and Nuisance Impacts

- Identify potential nuisance impacts (e.g., dirt and mud tracking onto road, increased road shoulder maintenance, increased ditch maintenance, etc.)
- Consider how nuisance impacts from excess soil importation differs from aggregate extraction impacts

5. Social Impacts

- Assess social and community impacts associated with the backfilling rehabilitation phase, with regard to changes in business model and fee structure, staffing requirements, equipment requirements, etc.

6. Timing

- Assess how excess soil backfill rehabilitation extends the operational period of the site
- Evaluate long-term timing implications for the surrounding area

7. Excess Soil Quality and Management

- Manage excess soil in accordance with Ontario Regulation 406/19 and Rules for Soil Management and Excess Soil Standards
- Prepare a site-specific Fill Management Plan and ensure the Fill Management Plan is prepared by a Qualified Person

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8. Resource Productivity and Recovery Authority (RPRA) Registration

- Determine total volume of excess soil to be received
- If any excess soil receiving site volume exceeds 10,000 m³:
 - Register the site with the Resource Productivity and Recovery Authority (RPRA)
 - Engage a Qualified Person

9. Rehabilitation Planning

- Demonstrate how the site will be rehabilitated to a compatible end land use
- Confirm conformity with relevant policy

10. Rehabilitation Monitoring

- Identify monitoring requirements during and after rehabilitation
- Ensure monitoring aligns with relevant policy and Best Management Practices

11. Record of Site Condition (RSC)

- Determine whether the final rehabilitated land use is more sensitive under Ontario Regulation 153/04
- If a more sensitive use is proposed:
 - Prepare and file a Record of Site Condition
 - Ensure the RSC is completed by a Qualified Person

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12. Additional Town Questions

- Make direct reference to and address all Additional Town Questions within the study, as appropriate

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Cultural Heritage Resources Checklist

1. Initial Built Heritage / Cultural Heritage Landscape Screening

- Download and complete the Province of Ontario *Criteria for Evaluating Potential for Built Heritage Resources and Cultural Heritage Landscapes – A Checklist for the Non-Specialist*

Screening Outcome

- If no known or potential heritage resources are identified:
 - No further heritage studies required
- If known or potential heritage resources are identified:
 - Retain a Qualified Person (QP) to complete further studies

2. Qualified Person (QP) Requirements

- Confirm the QP meets the Town of Caledon's Terms of Reference for Heritage Impact Assessments

3. Use of Municipal and Local Heritage Resources

- Review heritage properties using the Town of Caledon's Online Heritage Register
- Review the Town's Cultural Heritage Landscape Study
- Identify whether the site is within or near the any Heritage Conservation Districts
- Contact Town Heritage staff to confirm other potential heritage resources
- Review local heritage resources available through the Caledon Heritage Foundation

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4. Cultural Heritage Evaluation Report (CHER)

- Prepare a CHER if:
 - Potential built heritage resources or cultural heritage landscapes are within the project area, or
 - Known heritage resources lack an up-to-date Statement of Cultural Heritage Value or Interest, including s.27 Part IV OHA “Listed” properties or s.29 Part IV OHA “Designated” properties
- Clearly describe the proposed licensed/permitted area
- Document the evaluation process and results
- Evaluate cultural heritage value or interest in accordance with Ontario Regulation 9/06 (*Ontario Heritage Act*), and/or Ontario Regulation 10/06 (provincial significance)
- Regarding archaeological resources, include the following information:
 - Any archaeological assessment report(s), prepared according to the Standards and Guidelines for Consultant Archaeologists (2011 or as updated).
 - If applicable, a letter from the Ministry of Citizenship and Multiculturalism that confirms the archaeological assessment reports were submitted satisfactorily and added to the Provincial register and endorses the Consultant Archaeologist’s recommendations, including any recommendations for avoidance and protection
- If cultural heritage value or interest is identified, include a draft Statement of Cultural Heritage Value

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6. Heritage Impact Assessment (HIA)

- Prepare an HIA if:
 - Protected heritage properties are present, or
 - A completed CHER identifies properties meeting Provincial criteria
- Ensure the HIA is prepared by a Qualified Person
- Identify potential impacts from proposed operations
- Recommend mitigation measures to avoid or reduce negative impacts and conserve cultural heritage value or interest
- Consult the Ministry of Citizenship and Multiculturalism in advance to confirm HIA requirements

7. Additional Town Questions

- Make direct reference to and address all Additional Town Questions within the study, as appropriate

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Ecology and Natural Heritage Checklist

1. Project Scoping

- Prepare draft Terms of Reference prior to project initiation
- Describe proposed field tasks and report components in the Terms of Reference
- Submit Terms of Reference to the Town for review and approval
- Attach approved Terms of Reference as an appendix to the EIS

2. Correspondence Summary

- Summarize relevant agency correspondence leading up to the application

3. Policy Framework

- Provide a comprehensive natural heritage policy review
- Describe prevailing guidance or requirements for the application

4. Methodology

- Desktop Review
 - Describe desktop studies undertaken
 - Identify screening tools and databases use
- Field Studies

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- Describe each field study task in detail, including all applicable survey protocols, relevant graphics, etc.
- Include a chronological table listing study type, date and year, and level of effort

5. Existing Conditions

- Describe site physiography
- Summarize aquatic conditions
- Summarize terrestrial conditions
- Identify regulated species
- Include clear supporting graphics

6. Significant Wildlife Habitat Assessment

- Complete a Significant Wildlife Habitat assessment
- Apply appropriate ecoregional criteria

7. Natural Heritage Features Summary

- Summarize all Natural Heritage Features present

8. Impact Assessment and Mitigation

- **Impact Assessment**
 - Identify potential impacts prior to mitigation

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- Assess impacts in accordance with Natural Heritage Reference Manual, Section 13.5
- Consider all ranges of impacts and effects
- Consider full development limits, including temporary disturbances
- Integrate findings from related technical studies (e.g., surface water, hydrogeology)

- **Mitigation Measures**
 - Directly address identified impacts
 - Coordinate with other technical disciplines
 - Ensure measures are feasible and appropriate
 - Provide a concluding statement on net impacts following mitigation

9. Policy Conformity

- Re-reference all applicable policies identified in the Policy Framework
- Demonstrate how each policy is addressed and complied with

10. Additional Town Questions

- Make direct reference to and address all Additional Town Questions within the study, as appropriate

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Hydrogeological Checklist

1. Desktop Review & Baseline Monitoring Plan

- Compile existing geological, hydrogeological, and hydrological data
- Inventory features within 1 kilometre of site
- Identify surrounding land uses affecting groundwater quantity/quality
- Identify existing/approved water takings and aggregate operations
- Conduct mapping review and site reconnaissance, including karst and soluble bedrock conditions
- Establish a monitoring plan, including locations, duration/frequency, parameters and how data will be analyzed
 - Submit monitoring plan to Town for review and approval

2. Field Investigation

- Conduct the tests and procedures required in Section 8.4 of the Manual, including:
 - Drilling and Monitoring Wells
 - Hydraulic Testing
 - Groundwater and Surface-Water Levels
 - Water Quality Sampling
 - Testing of accessible private wells
 - Surface-Water Flows
- Extend monitoring if outliers or atypical hydrologic responses are found

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- Conduct additional investigations if karst or soluble bedrock conditions are identified, as outlined in Section 8.4 of the Manual

3. Analysis & Numerical Modelling

- Integrate both empirical and numerical methods into hydrogeological analysis, using techniques/methods outlined in Section 8.4 of the Manual for conceptual model development, analytical methods, numerical modelling, and baseline calibration
- Include additional analysis if karst or potentially karstic settings are identified
- Conduct Impact Assessment Scenarios, including forecasting simulations of pre-extraction, operation, and post-rehabilitation conditions
- Conduct Mitigation, Sensitivity and Uncertainty Analysis, as part of model calibration and simulations
- Produce maps of predicted drawdown, velocity vectors, and water-table contours
- Document and provide a clear explanation of assumptions

4. Adaptive Management Planning: Impact Assessment, Mitigation, and Reporting

- Include impact assessment in the Adaptive Management Plan, which is supported by a monitoring program
- Outline mitigative responses to potential triggers, following the tiered response program outlined in Section 8.4 of the Manual
- Identify impacts of private and communal water supply wells
- Outline mitigation strategies specific to karst ecosystems

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- Identify impacts to site topography/grading, and explain how these changes are incorporated into numerical models
- Identify and list specific conditions which require re-running or updating the hydrogeological and/or surface water models
- Establish a public reporting protocol for studies, reports, and monitoring results

5. Additional Town Questions

- Make direct reference to and address all Additional Town Questions within the study, as appropriate

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Surface Water Assessment Checklist

1. Integration and Study Governance

- Surface water assessment is conducted fully integrated with Hydrogeology studies and Ecology studies
- Prepare a Terms of Reference (TOR) describing methodology for each assessment step

2. Field Work and System Monitoring

- Monitoring program identifies features potentially affected by extraction (e.g., wetlands, watercourses, etc.)
- Define monitoring protocols, including duration, location, type, frequency, and parameters

3. Analytical Tools and Modelling Approach

- Select appropriate hydrologic and hydraulic tools, aligning with the hydrogeological models and monitoring data
- Consider sensitive receivers and obtain the expertise of a fluvial geomorphologist, as appropriate
- Analyze various management plans, with consideration to available climate time series, modelling duration, calibration data, and performance metrics
- Conduct the surface water flood and erosion hazard assessment using accepted tools and criteria

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4. Surface Water Management Plan

- Develop the Surface Water Management Plan using the results of the analytical assessment
- Prepare the Plan collaboratively with Hydrogeology and Natural Environment teams
- Identify contingency measures where targets are not met
- Provide insights and guidance into the monitoring required pre-, during and post-extraction, including key information such as need for climate stations

5. Deliverables and Phased Reporting

- Provide reports in phases, with Town review and acceptance prior to advancing studies
- Required deliverables include:
 - Terms of Reference (Draft and Final)
 - Field Data Collection Plan (Draft and Final)
 - Surface Water Monitoring Report (one per year—can be integrated with other disciplines)
 - Surface Water Assessment Report (Draft and Final)
 - Surface Water Input to Adaptive Management Plan (not expected to be stand-alone)

6. Additional Town Questions

- Make direct reference to and address all Additional Town Questions within the study, as appropriate

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Site Plan Checklist

1. General Site Plan Information

- Include all the information requirements listed in Section 10.4 of the Manual

2. Site Plan Main Components

- Address all requirements/components of an Existing Conditions Plan listed in Section 10.4 of the Manual
- Address all requirements/components of an Operational Plan listed in Section 10.4 of the Manual
- Address all requirements/components of a Rehabilitation Plan listed in Section 10.4 of the Manual
- Address all requirements/components of Cross-Section Drawings listed in Section 10.4 of the Manual

3. Additional Town Questions

- Make direct reference to and address all Additional Town Questions within the study, as appropriate

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Social Impacts Checklist

1. Project Scoping

- Define the area of influence of the project based on how people live, work, travel, and recreate
- Document rationale for the selected geographic scope of the SIA

2. Baseline Social Conditions

- Compile baseline information from secondary data sources (e.g., Municipal and regional data, census data, and previous studies and reports)
- Describe baseline conditions related to relevant population and socioeconomic information
- Collect primary data, as appropriate
- Describe historical community context and current community conditions
- Identify and describe vulnerable groups that may be more sensitive to project effects

3. Social Impact Identification and Prediction

- Describe key project characteristics relevant to social impacts
- Identify direct and indirect social impacts
- Integrate findings from technical disciplines (e.g., noise, vibration, dust, traffic) to interpret human and community-level effects

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4. Impact Management and Mitigation

- Identify measures to avoid social impacts where possible, minimize impacts, and mitigate unavoidable impacts
- Identify opportunities to enhance positive social outcomes

5. Additional Town Questions

- Make direct reference to and address all Additional Town Questions within the study, as appropriate

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Transportation Checklist

1. Study Framework and Scope

- Confirm the study will be prepared in accordance with Town of Caledon Traffic Impact Study Terms of Reference and Guidelines (2017)
- Clearly define the mineral aggregate development proposal
- Define the study area, including haul routes and affected road network
- Identify the appropriate analysis horizon year(s)

2. Existing Transportation Context

- Identify nearby sensitive land uses
- Document existing haul routes serving the site
- Identify physical characteristics of haul routes (e.g., pavement condition, bridge and structure conditions, truck restrictions, right-of-way characteristics, etc.)
- Identify any existing operational or safety deficiencies

3. Traffic Forecasting and Impact Assessment

- Assess economic, social, and physical impacts of increased automobile and truck traffic
- Prepare forecasts of future background traffic
- Prepare forecasts of site-generated automobile and truck traffic, including daily and peak period volumes, and truck classifications
- Assess impacts to the road network for:

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- Haul routes
- High-capacity arterial roads
- Connecting local roads
- Assess road safety for all users, including pedestrians, cyclists and motorists

4. Mitigation Measures and Implementation Strategy

- Identify mitigation measures to address traffic and transportation impacts
- Provide capital cost estimates for proposed infrastructure improvements
- Identify whether an Environmental Assessment is required to support infrastructure works
- Identify on-site signage, information, and/or training programs for truck drivers regarding haul route usage
- Create an implementation strategy for identified mitigation measures

5. Additional Town Questions

- Make direct reference to and address all Additional Town Questions within the study, as appropriate

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