

## Site Alteration By-law

A by-law of the City of Ottawa to protect its agricultural resources and natural heritage features from negative impacts caused by site alteration, and to prevent drainage issues and public nuisances resulting from site alteration activities.

The Council of the City of Ottawa enacts as follows:

### SHORT TITLE

1. This by-law may be referred to as the "Site Alteration By-law".

### DEFINITIONS

2. In this by-law,

"Agricultural Use" means the same as the corresponding term defined in the City of Ottawa Zoning By-law 2008-250, as amended;

"Alter" or "Alteration" means any act that has the effect of changing the grade of the land including, but not limited to construction activities, the placement or removal of fill, topsoil, gravel, crushed stone, pavement, interlock, fencing, a swimming pool, a deck, a shed or a retaining wall;

"Agricultural Resource Area" means lands that have been designated as such on Schedules A or B in the City of Ottawa Official Plan, as amended from time to time;

"By-law Officer" means a person appointed by the Council of the City of Ottawa as a Municipal Law Enforcement Officer to enforce the provisions of this by-law;

"City" means the municipal corporation of the City of Ottawa or the geographic area of the City of Ottawa as the context requires;

"Corrective Work Order" means an order issued pursuant to this by-law to do work to correct a contravention;

"Critical Root Zone" or "CRZ" means the area around a tree that is established as being 10 centimetres from the trunk for every centimetre of trunk diameter at breast height (DBH) and is calculated as  $DBH \times 10$  cm;

"Development" means, for the purposes of this by-law, a change in land use, or the construction of buildings and structures requiring approval under the Planning Act or the Building Code Act;

**Comment [ALM1]:** This draft by-law has been developed using text from the City's Drainage By-law, Urban Tree Conservation By-law, and other by-laws where necessary (e.g., to update the interpretation and enforcement sections). New sections have been added to address the key issues associated with site alteration in Ottawa.

**Comment [ALM2]:** These definitions have primarily been taken from the Drainage By-law or the Urban Tree Conservation By-law, except where otherwise noted.

Are they reasonable?

Are there other definitions that should be included?

**Comment [ALM3]:** Modified from the Provincial Policy Statement.

“Diameter at Breast Height” or “DBH” means the measurement of a trunk of a tree at a height of one hundred and twenty (120) cm for trees of fifteen (15) cm diameter or greater, and at a height of thirty (30) cm for trees of less than fifteen (15) cm diameter;

“Ditch” means a depression, swale, or open channel, all of which convey storm water run off from public or private properties in the same manner as does a piped sewer system, and includes a Watercourse;

“Ditch Alteration Policy” means the Ditch Alteration Policy which was approved by City Council on July 9, 2008, or as amended;

“Drain” means a culvert, rain water leader, sewer, swale, or storm sewer, all of which collect and carry rain water, ground water, surface water or subsurface water, and includes a Ditch and a Watercourse, and includes appurtenances such as manholes and catch basins;

“Drainage” means the movement of water across a property, whether by way of the natural characteristics of the ground surface or by an artificial method;

**Comment [ALM4]:** From City of Kingston’s site alteration by-law

“Environmental Impact Statement” means a study completed in accordance with the City’s Environmental Impact Statement Guidelines, to identify the limits of any natural heritage features and functions on or adjacent to a proposed project site and demonstrate how the proposed project will not result in negative impacts to the features or functions;

“Fill” means any type of material deposited or placed on lands and includes, but is not limited to soil, stone, concrete, asphalt, rubbish, garbage, turf, dirt, earth, aggregate, and binder either singly or in combination, whether originating on the site or elsewhere, used or capable of being used to raise, lower, or in any other way affect or alter the contours of ground; not all such materials may be acceptable for placement (fill) on a site (see Schedule “A”);

**Comment [ALM5]:** Modified from Kingston by-law definition.

“General Manager” means either the General Manager of the Public Works & Environmental Services Department or the General Manager of the Planning, Infrastructure and Economic Development Department of the City of Ottawa, or both, as specified in this by-law, or his or her designate;

“Good Forestry Practices” means the proper implementation of harvest, renewal and maintenance activities known to be appropriate for the forest and environmental conditions under which they are applied and that minimize detriments to forest values including significant ecosystems, important fish and wildlife habitat, soil and water quality and quantity, forest productivity and health and aesthetics and recreational opportunities of the landscape;

**Comment [ALM6]:** From Forestry Act.

"Good Repair" includes the provision of facilities, the making of additions or alterations or the taking of any other action that may be required to ensure that a Drain or Private Drain remains clear of any Obstruction;

"Last Known Address" means the address that appears on the last revised assessment roll of the City;

"Municipal Trees and Natural Areas Protection By-law" means By-law Number 2006-279 of the City of Ottawa, respecting the protection and maintenance of trees and natural areas on municipal property, as amended from time to time;

"Natural Environment Area" means lands that have been designated as such on Schedules A or B in the City of Ottawa Official Plan, as amended from time to time;

"Natural Heritage Feature" means any component of the City's natural heritage system, identified in accordance with the policies in Section 2.4.2 of the Official Plan, as amended from time to time;

"Natural Heritage System Overlay" refers to Schedules L1-L3 in the City of Ottawa Official Plan, as amended from time to time;

"Negative Impact" means degradation that threatens the health and integrity of the natural features or ecological functions for which an area is identified;

"Normal Farm Practice" means a practice that,

- (a) is conducted in a manner consistent with proper and acceptable customs and standards as established and followed by similar agricultural operations under similar circumstances, or
- (b) makes use of innovative technology in a manner consistent with proper advanced farm management practices;

"Obstruct" means any act or inaction that has the effect of preventing or hindering the proper functioning of a Drain or a Private Drain including, but not limited to the placement, dumping or removal of fill or topsoil, or altering the grade of the land by any means including, but not limited to, landscaping, pavement, interlock, fencing, a swimming pool, deck, shed or retaining wall;

"Obstruction" means any object which prevents or hinders proper functioning of a Drain or a Private Drain including, but not limited to fill, topsoil, rocks, gravel, landscaping, pavement, interlock, fencing, a swimming pool, deck, shed or retaining wall;

"Occupant" means any person or persons over the age of 18 years in possession of Property;

"Owner" means the registered owner of the property or the agent of the registered owner duly authorized by the registered owner in writing;

**Comment [ALM7]:** From Provincial Policy Statement; cited in City's EIS Guidelines.

**Comment [ALM8]:** From Farming and Food Production Protection Act, 1998.

“Person” means an individual, association or corporation and their successors and assigns;

"Private Drain" means a Drain located on private Property;

"Property" includes a building or structure or part of a building or structure, and includes the lands and premises appurtenant thereto and all mobile homes, mobile buildings, mobile structures, outbuildings, fences and erections thereon whether heretofore or hereafter erected, and includes vacant property;

“Rural Natural Features Area” means lands that have been designated as such on Schedule A in the City of Ottawa Official Plan, as amended from time to time;

“Site Alteration” means activities such as the removal of topsoil from land, the placement or dumping of fill on land, the alteration of the grade of land or excavation by any means including the removal of vegetative cover, the compaction of soil or the creation of impervious surfaces, or any combination of these activities that would change the landform and natural vegetative characteristics of land;

**Comment [ALM9]:** From Markham site alteration by-law.

“Soil” means any material commonly known as earth, topsoil, loam, subsoil, clay, sand or gravel;

**Comment [ALM10]:** From Markham site alteration by-law.

“Stop Work Order” means an order issued pursuant to this by-law to stop the Site Alteration;

“Topsoil” means those horizons in a soil profile, commonly known as the “O” and the “A” horizons, containing organic material and includes deposits of partially decomposed organic matter such as peat;

**Comment [ALM11]:** From Municipal Act.

“Urban Natural Features” means lands that have been designated as such on Schedule B in the City of Ottawa Official Plan, as amended from time to time;

“Urban Tree Conservation By-law” means By-law Number 2009-200 of the City of Ottawa, respecting the protection of trees on private property in the urban area, as amended from time to time;

“Watercourse” means a natural or artificial open channel, swale or depression in which water flows continuously or intermittently, and includes a Drain or a Ditch;

“Works” means any physical change to the land, and is synonymous with Alter or Alteration.

## INTERPRETATION

3. (1) This by-law includes the Schedules annexed hereto and the Schedules are hereby declared to form part of this by-law.  
  
(2) This by-law is gender-neutral and, accordingly, any reference to one gender includes the other.  
  
(3) References to items in the plural include the singular, as applicable, unless used with a number modifying the term.  
  
(4) Dimensions specified in metric units shall be the official dimensions. Imperial dimensions contained in parentheses are provided as a convenience only.  
  
(5) In this by-law, the word “metre” shall be represented by the abbreviation “m”, the word “centimeter” shall be represented by the abbreviation “cm”, the word “feet” shall be represented by the abbreviation “ft”, and the word “inches” shall be represented by the abbreviation “in”.  
  
(6) It is declared that if any section, subsection or part thereof be declared by any Court of Law to be bad, illegal or ultra vires, such section, subsection, part or parts shall be deemed to be severable and all parts hereof are declared to be separate and independent and enacted as such.  
  
(7) Headings are inserted for convenience of reference purposes only, form no part of this by-law and shall not affect in any way the meaning or interpretation of the provisions of this by-law.  
  
(8) The by-law does not apply so as to prevent a farm, meeting the definition of “agricultural operation” under the *Farming and Food Production Protection Act, 1998*, S.O. 1998, c.1, from carrying out a normal farm practice.  
  
(9) Unless specified otherwise below, this by-law applies to all lands within the geographical limits of the City of Ottawa.

## PROHIBITIONS – GENERAL

4. No Person shall perform, permit, or cause to be performed or permitted any Site Alteration except in accordance with the provisions of this by-law, including the standard conditions listed in Schedule “A”.
5. No Person shall carry out any Site Alteration unless it is done by, at the request of, or with the consent of the Owner of the lands on which the Site Alteration takes place.

## DRAINAGE

6. (1) No Person, Owner or Occupant shall, or shall permit any Person to, Alter or Obstruct, or cause or contribute to the Obstruction of a Drain, Private Drain or lot grade such that the flow of storm, rain, ground, surface or subsurface water is increased, impaired or deviates from the existing drainage pattern or approved grading and drainage pattern.

(2) For the purposes of subsection (1), "deviates" does not include a corrective measure which in the sole opinion of the General Manager of Public Works and Environmental Services, improves the Property's drainage without impacting the existing drainage pattern or approved grading and drainage pattern.

(3) Where an Owner or Occupant wishes to Alter a roadside Ditch system or a Ditch that conveys stormwater from City lands via a registered or unregistered easement, an application to Alter a Ditch shall be made to the General Manager of Public Works and Environmental Services, in accordance with the process described in the City's Ditch Alteration Policy.

(4) In determining whether to approve the application referred to in this section, the General Manager of Public Works and Environmental Services shall consider the criteria described in Sections 5, 6, 7 and 8 of the Ditch Alteration Policy, as amended from time to time.
7. No Owner or Occupant shall fail to keep a Private Drain in Good Repair.
8. No Owner or Occupant shall allow a Drain or a Private Drain to fall into disrepair such that the flow of storm, rain, ground, surface or subsurface water is increased, impaired or deviates from the existing drainage pattern or approved grading and drainage pattern.

**Comment [ALM12]:** This section has been modified from the City's Drainage By-law (2009 version).

## PROTECTION OF AGRICULTURAL RESOURCES

9. (1) No Person shall perform, permit, or cause to be performed or permitted any Topsoil removal or other Site Alteration that would be detrimental to the agricultural productivity of lands in a designated Agricultural Resource Area.

(2) Despite subsection (1):

  - a) Site Alteration that is incidental to a Normal Farm Practice carried out as part of an Agricultural Use is permitted, including, but not limited to, sod-farming, greenhouse operations, nurseries, field and forage crop or livestock production, but not including the removal of Topsoil or peat for sale, exchange or other disposition;
  - b) Site Alteration associated with the implementation of a Development that has been approved by the City is permitted, provided that all such Works proceed

**Comment [ALM13]:** This section was created to replace the various Topsoil Protection By-laws.

in accordance with the other provisions of this by-law and any applicable conditions of approval; and,

- c) Site Alteration associated with the maintenance of services, including septic systems or wells, or the landscaping and maintenance of yards is permitted, provided that all such Works are conducted in accordance with the other provisions of this by-law.

## PROTECTION OF NATURAL ENVIRONMENT

10. (1) No Person shall perform, permit, or cause to be performed or permitted any Site Alteration in or within 30 metres of any designated Natural Environment Area, Urban Natural Features, Rural Natural Features Area, or any Natural Heritage Feature identified on the City's Natural Heritage System Overlay, without the prior written approval of the General Manager of Planning, Infrastructure & Economic Development.

(2) The General Manager may:

- a) Require an Environmental Impact Statement to be prepared in accordance with the City's Environmental Impact Statement Guidelines, to confirm the extent of any Natural Heritage Features and associated ecological functions on or adjacent to the subject site and to address the potential negative impacts of the proposed Site Alteration on those features and functions;
- b) Impose conditions, above and beyond the standard conditions contained within this by-law, for the protection of any significant Natural Heritage Features and associated ecological functions identified on or adjacent to the subject site;
- c) Refuse to approve the Site Alteration, in whole or in part, where such Alteration would result in Negative Impacts to the Natural Heritage Feature or its ecological functions.

(3) Despite subsection (1):

- a) Site Alteration associated with the implementation of a Development that has been approved by the City are permitted, provided that all such Works proceed in accordance with the other provisions of this by-law and any applicable conditions of approval;
- b) Site Alteration associated with the maintenance of services, including septic systems or wells, or the landscaping and maintenance of residential yards are permitted, provided that all such Works are conducted in accordance with the other provisions of this by-law;
- c) Tree and other vegetation removal conducted in accordance with Good Forestry Practices is permitted, subject to the Urban Tree Conservation By-law or Municipal Trees and Natural Areas Protection By-law where those by-laws apply; and,
- d) In the case of Natural Heritage Features that are located in a designated Agricultural Resource Area, the removal of trees and other vegetation in order

**Comment [ALM14]:** This section enables the City to regulate site alteration in or adjacent to significant natural areas, in accordance with provincial and municipal policies.

to convert or return lands to agricultural production in accordance with Normal Farm Practice is permitted.

11. (1) No Person shall knowingly furnish false or incorrect information for the purposes of obtaining the General Manager's approval.
- (2) The General Manager's approval may be revoked if,
  - a) it was issued on mistaken, misleading, false or incorrect information;
  - b) it was issued in error;
  - c) the Owner or agent requests, in writing, that it be revoked; or,
  - d) the Owner or agent fails to comply with the conditions under which the approval was issued.

#### TREE PROTECTION

12. No Person shall perform, permit, or cause to be performed or permitted any Site Alteration within the Critical Root Zone of any tree that is protected under either the Urban Tree Conservation By-law or the Municipal Trees and Natural Areas Protection By-law, without the approval of the General Manager in the form of a Tree Permit or equivalent written authorization under the appropriate tree by-law.

#### POWERS OF ENTRY FOR INSPECTION

13. (1) The General Manager may enter upon Property at any reasonable time for the purpose of carrying out an inspection to ascertain whether the provisions of this by-law are complied with and to enforce and carry into effect the provisions of this by-law.
- (2) No Person shall hinder or obstruct or attempt to hinder or obstruct the General Manager in the discharge of duties under this by-law.
14. (1) For the purposes of an inspection under Section 13 the General Manager may,
  - a) require the production for inspection of documents or items that may be relevant to the inspection;
  - b) inspect and remove documents or items relevant to the inspection for the purpose of making copies or extracts;
  - c) require information from any Person concerning a matter related to the inspection; and
  - d) alone, or in conjunction with a Person possessing special or expert knowledge, make examinations or take tests or photographs necessary for the purposes of the inspection.

- (2) A receipt shall be provided for any document or item removed under subsection (1) and the document or item shall be promptly returned after the copies or extracts are made.

**Comment [ALM15]:** This section complements the City's existing tree by-laws.

**Comment [ALM16]:** Sections 13-23 are common to most City by-laws, and are derived from the provisions of Part XIV of the Municipal Act.



(3) Copies of or extracts from documents and items removed under subsection (1) and certified as being true copies of or extracts from the originals by the Person who made them are admissible in evidence to the same extent as, and have the same evidentiary value as, the originals.

#### NOTICE OF VIOLATION

15. (1) When Site Alteration occurs that is not pursuant to the requirements of this by-law, the General Manager shall send a notice of violation, by registered mail or direct delivery of the notice by hand, to the Owner or Occupant's Last Known Address, requiring the Owner or Occupant to conform to the requirements of this by-law, and the notice shall specify the time allowed for compliance.

(2) No Person shall fail to comply with a notice sent pursuant to subsection (1).

#### ORDER TO DISCONTINUE ACTIVITY

16. (1) If the General Manager is satisfied that a contravention of this by-law has occurred, the City may make an order requiring the Person who contravened this by-law, or who caused or permitted the contravention, or the Owner or Occupant of the land on which the contravention occurred, to discontinue the contravening activity.

(2) The order shall set out reasonable particulars of the contravention adequate to identify the contravention and the location of the land on which the contravention occurred and the date by which there must be compliance with the order.

#### CORRECTIVE WORK ORDER

17. (1) If the General Manager is satisfied that a contravention of this by-law has occurred, the City may make an order requiring the Person who contravened this by-law, or who caused or permitted the contravention, or the Owner or Occupant of the land on which the contravention occurred, to do work to correct the contravention.

(2) The order shall set out reasonable particulars of the contravention adequate to identify the contravention and the location of the land on which the contravention occurred, the work to be done, and the date by which the work must be done.

(3) Pursuant to subsection 445 (3) of the *Municipal Act, 2001*, as amended, an order under subsection (1) may require the work to be done even though the facts which constitute the contravention of the by-law were present before this by-law making them a contravention came into force.

## SERVICE OF ORDERS

18. Orders issued under Sections 16 and 17 may be served personally by the City or sent by registered mail to the Person contravening the by-law, and may be posted in a conspicuous place on the Property where the contravention occurred.
- a) Where an order under this by-law is served personally by the City, it shall be deemed to have been served on the date of delivery to the Person or persons named;
  - b) The posting of an order on the affected lands shall be deemed to be sufficient service of the order on the Person or corporation to whom the order is directed on the date it is posted;
  - c) Where an order issued under the by-law is sent by registered mail, it shall be sent to the Last Known Address of,
    - i. The Owner; or,
    - ii. The Person or company that committed the contravention;and shall be deemed to have been served on the date of the next workday following the date of mailing.

## DEFAULT AND REMEDIAL ACTION

19. (1) Where a notice or order has been sent by the City pursuant to Sections 15(1) or 17(1) and the requirements of the notice or order have not been complied with, the General Manager may cause the work to be done and the total cost of the work shall be at the expense of the Owner or Occupant.
- (2) For the purposes of subsection (1), the City may enter upon Property at any reasonable time.
- (3) The total cost of such work shall include an administration fee in the amount of 15% of the cost of the work.
- (4) The costs of the work to be done pursuant to subsection (1) and all costs related to the administration, enforcement and the establishment, acquisition and replacement of capital assets related to this by-law, may be recovered from the Owner or Occupant by action or by adding the costs to the tax roll and collecting them in the same manner as property taxes.
- (5) The costs include interest calculated at a rate of 15%, calculated for the period commencing on the day the City incurs the costs and ending on the day the costs, including the interest, are paid in full.
- (6) The amount of the costs, including interest, constitutes a lien on the land upon the registration in the proper land registry office of a notice of lien, in respect of all costs that are payable at the time the notice is registered plus interest accrued at the rate established under subsection (5) to the date the payment is made.

**Comment [ALM17]:** The Municipal Act establishes the process, fees, and interest rates cited in this section.

(7) Upon receiving payment of all costs payable plus interest accrued to the date of payment, the City shall register a discharge of the lien in the proper land registry office at the expense of the Owner or Occupant.

#### OFFENCES AND PENALTIES

20. Every Person who contravenes any of the provisions of this by-law is guilty of an offence and the offence is hereby designated as a continuing offence as provided for in subsection 429(2)(a) of the *Municipal Act, 2001*, S.O 2001, c.25, as amended.
21. Every Person who is convicted of an offence under this by-law is liable to a minimum fine not exceeding \$500 and to a maximum fine not exceeding \$100,000, pursuant to subsections 429(1) and (3) of the *Municipal Act, 2001*.
22. A Person who is convicted of an offence under this by-law is liable, for each day or part of a day that the offence continues, to a minimum fine of \$500 and a maximum fine of \$10,000, and the total of all daily fines for the offence is not limited to \$100,000 as provided for in subsection 429(3), paragraph 2, of the *Municipal Act, 2001*.
23. When a Person has been convicted of an offence under this by-law the Superior Court of Justice or any court of competent jurisdiction thereafter, may, in addition to any other penalty imposed on the Person convicted, issue an order prohibiting the continuation or repetition of the offence or the doing of any act or thing by the Person convicted directed toward the continuation or repetition of the offence, and requiring the Person convicted to correct the contravention in the manner and within the period that the court considers appropriate.

#### APPLICATION OF OTHER LAWS AND APPROVALS

24. No Person shall fail to comply with any federal or provincial law, or other municipal by-law or policy.

#### STATUTORY EXEMPTIONS

25. The provisions of this by-law do not apply where,
  - a) a regulation made under Section 28 of the *Conservation Authorities Act* respecting the placing or dumping of fill, removal of topsoil or alteration of the grade of land is in effect;
  - b) Site Alteration is undertaken by the City or a local board of the City;
  - c) Site Alteration is undertaken by a Conservation Authority or a Ministry of the Provincial or Federal Government;
  - d) Site Alteration is undertaken by a transmitter or distributor, as those terms are defined in section 2 of the *Electricity Act, 1998*, as amended, for the purpose of constructing or maintaining a transmission system or distribution system, as defined in the *Electricity Act, 1998*, as amended;

**Comment [ALM18]:** Adapted from exemptions, exceptions and exclusions in the *Municipal Act*, plus two clauses from Kingston's by-law (j and k).

- e) Site Alteration occurs as a condition of approval imposed after December 31, 2002 with respect to a site plan, plan of subdivision, a consent, or a development permit under sections 41, 51, 53 or 70.2 respectively of the *Planning Act*, as amended, or as a requirement of an agreement entered into under those sections;
- f) Topsoil removal is an incidental part of a Normal Agricultural Practice including such removal as an incidental part of sod-farming, greenhouse operations and nurseries for horticultural products, but not including the removal of Topsoil for sale, exchange or other disposition;
- g) Site Alteration occurs on land described in a licence for a pit or quarry or a permit for a wayside pit or a wayside quarry issued under the *Aggregate Resources Act*, as amended;
- h) Site Alteration is undertaken in order to lawfully establish and operate or enlarge any pit or quarry on land:
  - i. that has not been designated under the *Aggregate Resources Act*, as amended, or a predecessor of that Act; and
  - ii. on which a pit or quarry is a permitted land use under a by-law passed under Section 34 of the *Planning Act*;
- i) Site Alteration is undertaken as an incidental part of drain construction under the *Drainage Act* or the *Tile Drainage Act*;
- j) Site Alteration is required as part of the lawful use, operation, establishment, alteration, enlargement, or extension of a waste management system or waste disposal site within the meaning of Part V of the *Environmental Protection Act*, R.S.O. 1990, c. E19, as amended, or a private waste disposal site or waste management system that is exempted by regulations for that Part; or,
- k) Site Alteration is required as part of the lawful construction, extension, alteration, maintenance, or operation of works under Section 26 of the *Public Transportation and Highway Improvement Act*, R.S.O. 1990, c. P.50, as amended.

## REPEALS

26. The following by-laws of the City of Ottawa and the old municipalities are repealed:

- (1) By-law Number 15 of 1982 of the old Corporation of the Township of Cumberland entitled “A By-law to protect and conserve topsoil within the Township of Cumberland”; and,
- (2) By-law Number 164 of 1981 of the old Corporation of the City of Gloucester entitled “A By-law to protect and conserve topsoil within the City of Gloucester”; and,
- (3) By-law Number 45 of 1986 of the old Corporation of the Township of Goulbourn entitled “Being a by-law of the Corporation of the Township of Goulbourn to regulate or prohibit the removal of topsoil”; and,

**Comment [ALM19]:** All of the former municipalities' topsoil protection by-laws, and the current Drainage By-law (including its amendments) will be replaced by the Site Alteration By-law once it is approved by Council.

- (4) By-law Number 111 of 1991 of the old Corporation of the City of Kanata entitled "Being a by-law of the Corporation of the City of Kanata to regulate or prohibit the removal of topsoil"; and,
- (5) By-law Number 112 of 1984 of the old Corporation of the City of Nepean entitled "Being a by-law of The Corporation of the City of Nepean to regulate or prohibit the removal of topsoil"; and,
- (6) By-law Number 79 of 1981 of the old Corporation of the Township of Osgoode entitled "The Topsoil Preservation By-law"; and,
- (7) By-law Number 39 of 1978 of the old Corporation of the Township of Rideau entitled "A By-law to preserve and protect topsoil within the Municipality"; and,
- (8) By-law Number 43 of 1986 of the old Corporation of the Township of West Carleton entitled "Being a By-law to protect, conserve and regulate the removal of topsoil in the Township of West Carleton"; and,
- (9) By-law Number 2007-398 of the City of Ottawa, entitled "Drainage By-law," being a by-law of the City of Ottawa to prohibit the obstruction or alteration of drains, private drains and the grade of land, and regulating the maintenance and repair of drains, private drains, and the grade of land; and,
- (10) By-law Number 2008-359 of the City of Ottawa, entitled "A by-law of the City of Ottawa to amend By-law No. 2007-398 to prohibit the obstruction or alteration of drains, private drains and the grade of land, and regulating the maintenance and repair of drains, private drains, and the grade of land"; and,
- (11) By-law Number 2009-244 of the City of Ottawa, entitled "A by-law of the City of Ottawa respecting a minor amendment to the definition section of the Drainage By-law No. 2007-398."

## Schedule A – Standard Conditions for Site Alteration

1. The following conditions shall apply to all Site Alteration activities, except in the case of:
  - a) minor landscaping projects, including but not limited to the planting of individual trees or shrubs, the top-dressing of lawns, or the creation and maintenance of garden beds, where the amount of Soil added does not exceed 30 cm in depth; or,
  - b) Site Alteration associated with the implementation of a Development that has been approved by the City, which shall proceed in accordance with any applicable conditions of approval, to the extent that such conditions may vary from the standard conditions listed below; or,
  - c) urgent events, such as flooding or failures of private services, in which case the requirement to provide advance notice of Site Alteration shall be waived.
- (1) At least three weeks prior to commencing any Site Alteration, the Owner or their agent shall provide written notification to all adjacent residents and the local Councillor's office. A copy of the notice shall also be posted in a prominent location at the entrance(s) to the subject site throughout the duration of the Site Alteration work. Such notification shall include:
  - a. a clear description of the nature and purpose of the Site Alteration,
  - b. the location and extent of the area to be affected,
  - c. the anticipated duration of the work, and,
  - d. contact information for the Person or company responsible for carrying out the Site Alteration.
- (2) For Site Alteration on lands subject to pending or active Development applications, or that will affect Agricultural Resource Areas, Natural Environment Areas, Urban Natural Features, Rural Natural Features Areas, or Natural Heritage Features, written notification as specified in section 1.(1) above shall also be provided to the City's Planning Services.
- (3) Sediment and erosion control measures shall be provided where necessary to prevent Negative Impacts to natural features, Watercourses, adjacent properties, or City infrastructure. These measures shall be installed prior to the commencement of Site Alteration, and shall be maintained in good working order until the site has stabilized, after which any such measures that are not permanent shall be removed.
- (4) Fencing or other protective measures shall be provided where necessary to clearly delimit the work area and prevent impacts to adjacent trees or other vegetation, natural features, properties, or City infrastructure. Such measures shall be maintained in good working order until the completion of the Site Alteration, after which any such measures that are not permanent shall be removed.

**Comment [ALM20]:** The intent here is to establish reasonable requirements that will avoid or reduce potential impacts to neighbours or the environment. Other municipalities with site alteration by-laws impose similar conditions through their permit process.

**Comment [ALM21]:** What other exceptions might be appropriate?

**Comment [ALM22]:** Need to determine reasonable parameters for notification.

- Is 3 weeks appropriate? (Used in Markham's by-law).
- For comparison, Kingston only requires posting on site prior to commencing work.
- Should we use a set distance radius instead of "adjacent"? (Markham uses 500 m).
- Should we have different requirements for urban / rural?
- Should different scales of activity have different requirements? If so, what should the thresholds be?

- (5) All Fill to be dumped or placed shall be clean and free of trash, rubbish, glass, liquid or toxic chemicals, hazardous waste or contamination.
- (6) All Fill shall be properly compacted using acceptable engineering practices, unless being stockpiled on site for future use.
- (7) The finished grade surface shall be protected by sod, seeding, vegetation, asphalt, concrete, or other means either singly or in combination, within two months of completion of the work.
- (8) If archaeological resources are discovered or identified during the placement of any Fill, the removal of any Topsoil, or the Alteration of the grade of the land, all activity on the site should immediately cease and both the General Manager of Planning, Infrastructure & Economic Development and the Ministry of Tourism, Culture and Sport should be contacted.

**Comment [AM23]:** Typical wording used in other municipalities.

Some stakeholders have suggested using City contract specifications instead: "...free from frozen lumps, cinders, ashes, refuse, vegetable or organic matter, rocks and boulders over 150 mm in any dimension, and other deleterious material".

Which do stakeholders prefer?

DRAFT