

Last Updated: February 2018



PLANNING DIVISION

SUSTAINABILITY STATEMENT

(REPORT/CHECKLIST)

Standard Terms of Reference



Sustainability Statement – Terms of Reference

CONTEXT: Section 7.C.4.4 of the Kitchener Official Plan states that “development applications will be required to demonstrate to the satisfaction of the City, through the completion of a Sustainability Report/Checklist in accordance with the Complete Application Requirements Policies in Section 17.E.10, that the proposal meets the sustainable development policies of the Plan and that sustainable development design standards are achieved.”

The City’s Planning Division staff will identify any requirement for this type of Statement through the pre-submission consultation and development application process. A Sustainability Statement is to be submitted to the satisfaction of the City’s Planning Division (via the development application file contact). It may be in the form of a stand-alone document/letter or incorporated into a Planning Justification Study or Urban Design Report/Brief depending upon the nature of the application and supporting material.

The contents of the Statement may be refined, scoped or waived by the City’s Planning Division through the file contact in advance of a formal submission. The documentation may also be ‘phased’ at the Official Plan Amendment/Zoning By-law Amendment/Draft Plan of Subdivision stage of the development process to include information appropriate to the consideration of those applications, with the remainder or more detailed information provided prior to or during the site plan stage of the development process.

OUTLINE (i.e. standard Table of Contents for a Sustainability Statement/Report/Checklist):

1. **Vision Statement** – Please identify what the high level vision for the development is as it relates to the elements of sustainability listed below. Other aspects of sustainability may also be referred to if pertinent.
2. **Sustainable Development** (Section 7.C.4). Please briefly describe how this development demonstrates, has considered or will consider in implementation:
 - a. Compact development and efficient built form
 - b. Environmentally responsible design
 - c. Conservation of natural heritage features
 - d. Reduction of resource consumption associated with the development
 - e. Transit-supportive development and the greater use of active transportation modes like cycling and walking
 - f. Community / common gardens and urban agriculture
3. **Water Conservation** (Section 7.C.5). Please briefly describe how this development demonstrates, has considered or will consider in implementation:
 - a. The use of alternative water supply and demand management systems such as rain water harvesting and grey water reuse, or design of the site and building for “readiness” to add these systems in the future.
 - b. Low water use landscaping alternatives.
 - c. Efforts to control stormwater on the property (which may qualify for stormwater utility credits: <https://www.kitchener.ca/stormwatercreditnonres/>)

4. **Energy Conservation and Generation** (Section 7.C.6). Please briefly describe how this development demonstrates, has considered or will consider in implementation:
 - a. Building design and orientation that incorporates energy conservation features (i.e. sub-metering of units to allow for more efficient management of energy use on a tenant-by-tenant basis, white roofing material, orientation of the building and window placement in order to take advantage of passive solar energy gain, etc.).
 - b. Consideration of alternative or renewable energy systems to meet new energy demand created by the development (i.e. ground source or air source heat pumps, roof-top solar photovoltaic panels, solar thermal hot water system, capture of waste heat from industrial processes to use for thermal energy needs, etc), or design of the site and building for “readiness” to add these systems in the future.
 - c. Evaluation or statement from a qualified design or architectural professional as to the suitability of the roof structure for any (future) solar PV.
5. **Air Quality** (Section 7.C.7). Please briefly describe how this development demonstrates, has considered or will consider in implementation:
 - a. Landscaping and other opportunities to increase and enhance the urban forest on private property (see the Urban Forest Policies in Section 8.C.2 of the Official Plan).
 - b. Transportation Demand management (TDM) measures in accordance with the policies in Section 13.C.7 to reduce the use of single occupancy vehicles and encourage increased transit ridership, walking and cycling.
6. **Waste Reduction and Management** (Section 7.C.8). Please briefly describe how this development demonstrates, has considered or will consider in implementation:
 - a. The reuse and recycling of building/construction materials
 - b. The design and location of on-site waste management facilities, including recycling and composting
7. **Summary Statement - Climate Change Mitigation, Adaptation, Resiliency**
 - a. Please briefly describe if there are any other aspects of how this development demonstrates, has considered or will consider in implementation how to help mitigate, adapt or be resilient to climate change.
 - b. This may take the form of a summary or concluding section for the document.
8. **Recommendations**
 - a. Please provide an opinion that the land use change/subdivision/site plan has considered and includes/will include sustainability elements (where feasible).
 - b. Please provide any recommendations on implementation, such as potential conditions of approval.