



Sustainable Development Checklist

Introduction

The City of Guelph’s Sustainable Development Checklist (“the Checklist”) are a set of required minimum performance measures to promote site and building design that contribute to sustainable design.

The Planning Act allows municipalities to address exterior elements related to sustainable design through the site plan process (s. 41). At the mandatory site plan pre-consultation stage, City staff will confirm if completion of this checklist is required based on the scope of the proposal.

The Checklist provides clarity on sustainable development expectations in Guelph for new site plan applications. Complying with the requirements of the checklist will contribute to the efficient and timely completion of the site plan approval process.

The Checklist also provides flexibility with the opportunity for additional sustainability-related elements to also be considered in meeting the City’s minimum sustainable development expectations.

Background

The Sustainable Development Checklist will help ensure that the City continues to plan and design an increasingly sustainable city as Guelph grows and prospers.

The City of Guelph’s Official Plan, along with the [Natural Heritage Action Plan \(“NHAP”\)](#), guides the City’s efforts in managing the natural heritage system and water resources while allowing for compatible development and growth.

The City of Guelph’s Official Plan includes policies related to sustainable design and resilience. This includes ensuring that site and building design support energy efficiency and water conservation through the use of alternative energy systems or renewable energy systems, building orientation, sustainable building design, low impact stormwater infiltration systems, drought-resistant landscaping and similar measures (Official Plan policy 8.1.1).

The Checklist supports the vision and policies of the City of Guelph Official Plan and NHAP by promoting:

- Building an enduring, attractive, and resilient city;
- Mitigating and adapting to climate change;
- Improving energy efficiency;
- Lowering greenhouse gas emissions; and,
- Recognizing the positive impact of greenspace and vegetation.

The City of Guelph has also acknowledged a climate crisis and in 2021 committed to the United Nations Race-to-Zero campaign. Guelph has set targets for the whole community to reduce carbon emissions and to create and execute an ambitious and achievable climate adaptation plan.

In the future, the Checklist will be updated through the Sustainable City Master Plan which will consider updates/changes to the checklist.

How to Use the Checklist

Applicants are required to prepare and submit this Checklist at the Site Plan Approval stage of the development review process. This Checklist applies to new pre-consultation site plan approval applications submitted on or after May 1, 2023. At the mandatory site plan pre-consultation stage, City staff will confirm if completion of this checklist is required based on the scope of the proposal.

The checklist has five (5) sustainable development categories that organize the performance measures in the Checklist. Applicants are required to meet all performance measures in each category, unless the performance measure is not applicable to the specific development. Applicants can use the "N/A" column to indicate if the performance measure is not applicable.

Applicants will indicate the specific plan or drawing number that demonstrates achievement of the performance measure. If the performance measure is demonstrated within a report, the applicant will provide the specific page number. Applicants can also use the Additional Considerations section of this Checklist to provide supplementary information or commentary on how the performance measure has been achieved.

Please note that if revisions to plans, drawings, reports, and other materials are made in the Site Plan Approval process through resubmission, applicants will be required to resubmit this Checklist to indicate if any changes have been made.

Application Information

A narrative of your project highlighting sustainable attributes (e.g., Passive House, Net-Zero, One Planet Living, etc.) or refer to Community Energy Initiative letter submitted through other planning approvals process:

Property and Applicant Information

Site Address (Street Number and Name): <hr/>
Project Name: <hr/>
Owner/Applicant/Agent:
Company name: _____
Contact name: _____
Address: _____
Email: _____
City: _____ Phone: _____
Postal Code: _____

Air Quality

Performance measures that improve air quality by supporting low emissions transportation & improving pedestrian movement.

Section	Performance Measure	Documentation Shown	N/A
AQ1	Pedestrian walkways connecting doors to active transportation network. Walkways are provided directly from parking areas (i.e., vehicle and bike parking) and municipal	<input type="checkbox"/> Notation on Site Plans, Landscape Plans and Details <input type="checkbox"/> Drawing Reference	<input type="checkbox"/>

Section	Performance Measure	Documentation Shown	N/A
	sidewalks to the main entrance(s) of the building(s).		
AQ2	Pedestrian-Scale lighting. In conformance with the City of Guelph Lighting Plans .	[] Notation on Lighting Plans based on Guelph Guidelines for Lighting Plans. [] Drawing Reference	[]

Building Energy, Emissions and Resilience – Placeholder

Performance measures that mitigate building’s climate change impact by improving energy efficiency and reducing greenhouse gas emissions.

The City of Guelph strongly encourages applicants to implement Net-Zero Housing, Passive Housing, One Planet Living, LEED Green Certification, etc., for Building Energy, Emissions and Resilience. Please note any measures that are going to be undertaken. However, at this time, there are no minimum performance measures under this category. Future performance measures will be considered for addition to this category.

Section	Performance Measure	Documentation Shown	N/A
BE1			

Water Quality and Quantity

Performance measures to protect, maintain, enhance and restore the quality of surface water and groundwater resources by improving stormwater management and introducing green infrastructure.

Section	Performance Measure	Documentation Shown	N/A
WQ1	Design the site to achieve all Water Balance, Water Quality and Water Quantity control targets provided by Development Engineering or Environmental Planning.	<input type="checkbox"/> Notation on SWM Report, Notations on Plans (Landscape, Grading, Roof and Details) including low impact development features and locations consistent with SWM Report. <input type="checkbox"/> Drawing/Report Reference	<input type="checkbox"/>
WQ2	Landscaped site area includes at least <u>one</u> of the following features: <ol style="list-style-type: none"> a. Biodiverse green roof system b. SWM facility incorporating indigenous plant species; c. A landscape that includes pollinator plants. d. Vegetated low impact development (i.e., Bioretention and rain gardens, etc.); e. Restoration area (i.e., Creation of meadow, tree planting area, etc. 	<ol style="list-style-type: none"> a. <input type="checkbox"/> Notations on Roof Plan, Landscape Planting Plans to indicate feature size, location and plant list. b. <input type="checkbox"/> Plant list identifies appropriate SMW facility indigenous plant species. c. <input type="checkbox"/> Notation on Landscape Planting Plan to indicate pollinator plants. d. <input type="checkbox"/> SWM Report references and Landscape Plan/Details of LID. 	<input type="checkbox"/>

Section	Performance Measure	Documentation Shown	N/A
		e. [] Notations on Landscape Plan to indicate feature size, location and detailed plant list. [] Drawing/Report Reference	

Ecology and Biodiversity

Performance measures to enhance tree canopy cover, increase and sustain biodiversity, and minimize the urban heat island effect.

Section	Performance Measure	Documentation Shown	N/A
EB1	Tree Planting Areas and Soil Volumes in conformance with City’s Tree Technical Manual .	[] Notation on Landscape Plans and Details. [] Drawing Reference	[]
EB2	Trees along Street Frontages. Outside the Downtown, trees planted along Street Frontages providing 1 tree planted for every 12 metres of street frontage. Within Downtown, trees planted in conformance with the Downtown Streetscape Manual (pg. 56).	[] Notation on Landscape Plans and Details [] Drawing Reference	[]
EB3	Trees in surface parking lots. One tree planted for every eight (8) parking spaces within or surrounding a surface parking field in commercial, mixed use and residential zones.	[] Notation on Landscape Plans and Details [] Drawing Reference	[]

Section	Performance Measure	Documentation Shown	N/A
EB4	A minimum of one (1) tree and five (5) shrubs must be planted for every 45m ² of required landscaped area to ensure sufficient vegetative cover for pedestrian comfort and stormwater management and contribute to the urban forest canopy cover in commercial, mixed use and residential zones.	[] Notation on Landscape Plan and Details [] Drawing Reference	[]
EB5	Trees in Landscape Buffers. Trees planted in required Landscape Buffer Strips spaced appropriately based on species, size and design intent (i.e., A screen, shade, wind break, etc)	[] Notation on Landscape Plan and Details [] Drawing Reference	[]
EB6	Landscape plans using indigenous plants. A minimum of 50% of the total plant unit quantity proposed are to be indigenous and drought tolerant species	[] Notation on Landscape Plans and Details [] Drawing Reference	[]
EB7	Indigenous plants required adjacent to the Natural Heritage System. Portions of the site adjacent to the Natural Heritage System to exclusively use indigenous plants for landscaping treatments.	[] Notation on Landscape Plan and Details [] Drawing Reference	[]
EB8	Bird-Friendly Design (if required). Conform to the City of Guelph checklist when site is 120m from the Natural Heritage System.	[] Bird-friendly Design Guideline, Notation on Elevations [] Drawing Reference	[]
EB9	Exterior Lighting. Dark sky compliance in conformance with the City of Guelph Lighting Guidelines . Provide pedestrian-scale lighting that is evenly spaced, continuous and directed onto sidewalks, pathways, entrances, outdoor	[] Notation on Lighting Plan based on Guelph Guidelines for Lighting Plans [] Drawing Reference	[]

Section	Performance Measure	Documentation Shown	N/A
	waiting areas and public spaces. No light spillage into the Natural Heritage System is permitted. Light source shall be LED with a colour temperature of 3000 K.		
EB10	Tree Inventory and Preservation Plan (TIPP). A TIPP may be required for all properties regulated by the Private Tree By-law . Plan requirements as per the Tree Technical Manual .	[] Tree Inventory and Preservation Plan [] Drawing Reference	[]

Waste and the Circular Economy

Performance measures to manage waste effectively.

Section	Performance Measure	Documentation Shown	N/A
WCE1	Waste Collection and 3-Stream Waste. For multi-residential development submit a required City of Guelph Waste Management Plan . For all other development, show location of screened waste location.	[] Waste Management Plan, Notation on Site Plan and Details [] Drawing Reference	[]
WCE2	For mid-rise and high-rise residential buildings, introduce waste storage rooms for a minimum of one (1) week of waste and access for collection vehicles or a chute system as required by the City of Guelph Multi-Residential Waste Guidelines .	[] Waste Management Plan, Notation on Floor Plans showing locations [] Drawing Reference	[]

Additional Considerations:
