

Program Overview

The Investment Ready: Certified Site Program is Ontario’s response to the new reality of shortened deadlines for information gathering, site selection and market entry by promoting an inventory of certified industrial properties that meet the standards as outlined in this Guide. This ground-breaking program is the first province-wide site certification program in Canada.

The Program is provided through the Ministry of Economic Development, Job Creation and Trade (MEDJCT) and with support from partner Ministries.

Through the Investment Ready Program, the Province of Ontario collects comprehensive site related information from industrial property owners and, with their consent, makes the information available to prospective investors. The information provided about a property under the Program is intended to include items most commonly required by those making site selection decisions for foreign direct investment and expansion projects, including detailed information about property availability, utilities servicing, transportation access, environmental concerns and community partner support.

Performing proactive due diligence and confirming site viability makes the decision-making process easier for investment decision-makers – it can minimize risk, build investor confidence and streamline the sales process.

The Ontario Investment Ready: Certified Site Program provides financial and marketing support to property owners who complete the certification requirements for an eligible industrial property.

- **Funding Support**

Upon certification, participants of the program qualify for reimbursement of 50% of Eligible Costs – to a maximum of \$50,000 per Application. Eligible Costs include costs associated with the Application, completion of the Certification Requirements, maintenance of certification and/or costs of marketing the Certified Site(s) over the term of the funding agreement. For a complete listing of Eligible and Ineligible Costs, see page 7.

- **Marketing and Investment Attraction Support**

Certified Sites will be promoted internationally by the Province through a variety of marketing initiatives including social media and on the InvestOntario.ca website. Industrial property owners of Certified Sites will have access to the Program’s official marks to incorporate into their own marketing plans.

Please note that the Province of Ontario will not represent or warrant the accuracy or completeness of the information provided by Applicants in the Application Form and any other information submitted by Applicants or by third parties that may be made available to any agents, prospective purchasers or other parties. Capitalized terms have the meaning set out in the Glossary which can be found at the back of this Guide.

Minimum Eligibility Requirements

The mandatory requirements that must be met for a Site to be eligible for the Program are identified below:

Requirement	Sites located outside a Business/Industrial Park	Sites located within a Business/Industrial Park
Application Submission	An Application may be submitted for one (1) Site	An Application may be submitted for one (1) Site or One (1) Application may be submitted for multiple Sites Contact Program staff for examples of qualifying Applications for multiple Sites.

Requirement	Sites located outside a Business/Industrial Park	Sites located within a Business/Industrial Park
Site Ownership	<p>The Program is open to publicly-owned and privately-owned land.</p> <p>The Applicant must be the Registered Owner of the Site(s).</p> <p>If the Site(s) is/are a combination of multiple Lots, the Lots must have the same Registered Owner on title.</p> <p>Registered Owner(s) must be willing to enter into a contract with the Province of Ontario to participate in the Program.</p>	<p>The Program is open to publicly-owned and privately-owned land.</p> <p>The Applicant must be the Registered Owner of the Site(s).</p> <p>If the Site(s) is/are a combination of multiple Lots, the Lots must have the same Registered Owner on title.</p> <p>Registered Owner(s) must be willing to enter into a contract with the Province of Ontario to participate in the Program.</p>
Site Location	<p>Site must be located outside of a Business/Industrial Park.</p>	<p>Site(s) must be located within an identified Business/Industrial Park with a minimum draft approved Plan of Subdivision or located on a parcel of land that is identified by the Municipality as a Business/Industrial park that has been legally subdivided by Consent to Severance.</p>
Official Plan and Zoning	<p>The Site must be located within an area designated for employment or industrial development uses in an in-effect Official Plan and zoned to permit a wide range of industrial uses.</p>	<p>The Business/Industrial Park must be in an area designated for employment uses and zoned to permit a wide range of manufacturing and industrial uses.</p>
Applicant eligibility	<p>Applications must be submitted by the Registered owner(s) of the Site(s).</p> <p>Applications must be sponsored/endorsed by either the Applications must be sponsored/endorsed by either the municipal or regional economic development organization and by the municipal Chief Planning Official or his/her delegate.</p>	<p>Applications must be submitted by the Registered owner(s) of the Site(s).</p> <p>Applications must be sponsored/endorsed by either the Applications must be sponsored/endorsed by either the municipal or regional economic development organization and by the municipal Chief Planning Official or their delegate.</p>
Commitment to make Site available for sale/lease	<p>The Applicant(s) must agree to make the Site(s) available for sale/lease for a period of four (4) years following the Date of Certification, unless the Site(s) is/are sold. This commitment does not limit the Applicant(s) from actively marketing the Site.</p>	<p>The Applicant(s) must agree to make the Site(s) available for sale/lease for a period of four (4) years following the Date of Certification, unless the Site(s) is/are sold. This commitment does not limit the Applicant(s) from actively marketing the Site.</p>
Minimum Property Size	<p>Single Site located outside a Business/Industrial Park:</p> <p>The Site must consist of at least four (4) hectares or ten (10) acres of contiguous Net Developable Area.</p> <p>The Site may be an assemblage of multiple Lots or parcels.</p>	<p>Single Site within a Business/Industrial Park:</p> <p>The Site must consist of at least four (4) hectares or ten (10) acres of contiguous Net Developable Area.</p> <p>The Site may be an assemblage of multiple Lots or parcels.</p> <p>Multiple Sites within a Business/Industrial Park:</p> <p>Each Application must consist of multiple Lots with a minimum, cumulative total of ten (10) acres of Net Developable Area.</p> <p>Each Application can include a combination of multiple non-abutting and abutting lots.</p>
Existing Public Road Access	<p>The Site must have existing frontage and access from a public right-of-way or must have such access by the Date of Certification.</p>	<p>The Site(s) must have frontage and access from a municipal road.</p>

Requirement	Sites located outside a Business/Industrial Park	Sites located within a Business/Industrial Park
Servicing and Utilities	Municipal water/wastewater/sanitary: The Site must either be serviced by municipal water and wastewater/sanitary at or adjacent to the lot line, or must be serviced by the Date of Certification .	Municipal water/wastewater/sanitary: Municipal water and wastewater/sanitary must be available at minimum, at the edge of the Business or Industrial Park, or must be serviced by the Date of Certification .
	Natural Gas: For sites located in communities serviced with natural gas, the Site(s) must either be serviced or must be serviceable, as confirmed by the service provider.	Natural Gas: For sites located in communities serviced with natural gas, the Site(s) must either be serviced or must be serviceable, as confirmed by the service provider.
	Hydro: The Site(s) must either be serviced or must be serviceable as confirmed by the service provider.	Hydro: The Site(s) must either be serviced or must be serviceable as confirmed by the service provider.
	Telecommunications: The Site must be serviced at the lot line or within 500 m of the lot line.	Telecommunications: Telecommunication service must be available at minimum, at the property boundary of the Business or Industrial Park.
Major Development Constraints	The Site(s) must be free from development constraints that could impact the developable area or range of industrial or other employment uses on the Site(s). Potential constraints include: restrictions on Title, identified flood zones or the presence of provincially significant natural heritage features, cultural heritage, species at risk, holding symbols on the Site(s) listed in the Zoning by-law, easements, future planned roads or existing rights-of-way.	The Site(s) must be free from development constraints that could impact the developable area or range of industrial or other employment uses on the Site(s). Potential constraints include: restrictions on Title, identified flood zones or the presence of provincially significant natural heritage features, cultural heritage, species at risk, holding symbols on the Site(s) listed in the Zoning by-law, easements, future planned roads or existing rights-of-way.

How the Investment Ready: Certified Site Program Works

Step 1: Pre-Application Consultation

- The complimentary Pre-Application Consultation is the required first step in the site certification process.
- Pre-Application Consultations are used to discuss the Minimum Eligibility Requirements for entry to the Program and to determine if a proposed Site meets the Minimum Eligibility Requirements. Pre-Application Consultations are also an opportunity to discuss projected timing and budget and to strengthen a prospective Applicant's application. Applications cannot be submitted without completing a Pre-Application Consultation.
- To prepare for Pre-Application Consultations, Applicants are to review this Guide and are required to complete sections of the Application Form as determined by Program staff, be ready to discuss the proposed Site(s) in some detail and allot time for follow-up, if required. Note: A recommendation to apply does not guarantee acceptance into the Program.
- To arrange a Pre-Application Consultation, Applicants must contact the Program staff at 1-855-585-0475 or investmentready@ontario.ca.

Step 2: Application Submission

- Following the Pre-Application Consultation, a prospective Applicant will receive a written invitation to submit an Application package that consists of a completed Application Form and supporting documentation through Transfer Payment Ontario (TPON).
- The information provided on the Application Form and supporting documentation will be used by review committees to evaluate the proposed Site(s) in greater detail.
- The application package must consist of the items listed in **Table 1: Application Package** below, unless stated otherwise.
- Applications are screened for completeness and conformity with the Program's requirements. Applicants will be notified if their applications are incomplete. Only complete Applications will be considered.

Table 1: Application Package

A. Application Form

- **Application Form:** A signed, completed Application Form through Transfer Payment Ontario (TPON).
- **Signed [Application Sponsorship Form](#) from an Economic Development Officer and Chief Planning Official.**
- Completed form signed by the municipality's Economic Development Officer and Chief Planning Official.

B. Supporting Documents

- **Aerial Photo**
An aerial photo of the Site(s) with parcel boundary clearly shown.
- **Context Map**
A context map of the Site(s) with parcel boundary clearly shown, including:
 - infrastructure elements (e.g., roads and railways, provincial and national parks, place names, municipal and township boundaries, lots and concessions);
 - natural elements (e.g., lakes and rivers, falls, rapids and rocks, wooded areas, wetlands); and
 - surrounding uses within approximately 1-5 km radius.
- **Topographic Map**
A detailed, accurate graphic representation of features of the Site(s) that appear on the Earth's surface, using contour lines at a scale of 1:50,000.
- **Net Developable Area Map**
A map showing the Net Developable Area of the Site(s) in accordance with the in-force Zoning By-Law.
- **Excerpts of the in-effect municipal Official Plan and applicable Zoning By-Law which include the date the Official Plan and Zoning By-law that came into effect.**
- **Property survey that includes all Lots that forms the Site.**
- **Parcel Register**
Parcel register report and the index map from the Ontario Land Registry Office.
- **Title Search Opinion/Certificate (If applicable, as directed by Program Administrators)**
Title Search or a Certificate of Title prepared by a solicitor for the Site(s). This should include any information for encumbrances, land claims and sub-surface/mineral rights if applicable as well as other legally relevant information such as encumbrances, encroachments and/or easements.
- **Land and Division (for the Business/Industrial Park applications only)**
 - A Draft Approved Plan of Subdivision that clearly identifies each Lot that forms part of the application.
 - Draft R-Plan deposited to the Land Registry office to satisfy condition of Consent to severance that clearly identifies each Lot that forms part of the Application.

Step 3: Application Evaluation and Notice of Acceptance

- Complete applications will be evaluated based on the Program's criteria for acceptance into the Program.
- Each Lot will be assessed based on the information provided about each Lot that makes up the Site. One approval does not guarantee that all Lots will be approved to proceed to certification.
- Applicant(s) whose Site(s) has/have been accepted will be offered an Agreement contract to formalize their participation in the Program. Applicant(s) have the option to accept the Agreement depending on whether they want to take advantage of the funding support from the Province of Ontario.

Step 4: Completion of Work Plan

- Once the Applicant has been issued a Notification of Acceptance and formalized their participation into the Program, the Applicants may complete the Certification Requirements. Refer to page 5 to see a full list of Certification Requirements.
- Certification Requirements must be completed within two (2) year of the Notification of Acceptance.

Step 5: Official Designation of the Certified Site

- Program staff will review the completeness of the submitted work as outline in the Work Plan.
- Once required Certification Requirements have been deemed complete by the Program area, a formal Certified Site certificate and official letter will be issued to the Applicant.
- The Site(s) will remains certified for 4 years following the Date of Certification or until it is sold.

Step 6: Post-Certification

• Reimbursement

- To receive reimbursement the Site(s) must be officially designated an Investment Ready: Certified Site. This designation is awarded when certification has been successfully achieved.
- Upon receiving a Certified Site designation, the Applicants can submit invoices to receive reimbursement of Eligible Costs. Applicants seeking funding for multiple Lots within a Business/Industrial Park are entitled to a reimbursement up to 50% of the total Eligible Costs to a maximum of \$50,000 **per Application**. Invoices are reviewed and audited by Program staff. For a complete listing of Eligible and Ineligible Costs, please refer to page 7.
- Program staff calculates the actual grant payment amount based on approved Eligible Costs. Payment of approved grant is made to the Applicants.

• Marketing of the Certified Site

- Once a Site receives a Certified Site designation, it will be integrated into the Province of Ontario's international initiatives to attract potential investors.
- Upon receiving a Certified Site designation, Applicant(s) are provided with the Program's official marks that can be used to promote the Certified Site and the Investment Ready Program in their own marketing efforts. The use of the Program's official marks must comply with the **Marketing Guidelines** which is provided in the Agreement.

• Reporting and Maintenance

- As part of the obligations of being designated as one of Ontario's Investment Ready: Certified Site, Applicants are required to submit a report once a year. Report templates are included in the Agreement.
- An additional report will be required at the two (2) year mark that verifies that the Certified Site(s) continues to meet the Program's Minimum Eligibility Requirements and confirms the Applicants's intent to remain in the Program.

Should the Certified Site(s) undergo a change that results in the Site(s)' features no longer matching the original Application and Certification Requirements documents (i.e., size, zoning, address, etc.), Registered Owner(s) are required to officially notify Program staff by completing a **Change Request Form** which is provided in the Agreement.

Internal Inventory for Site Selection Inquiries

Once the Work Plan has been fully completed, the Applicant has the option to include the Site into the Province of Ontario's listing of sites used to help attract potential investors.

Certification Requirements

The information below identifies and provides a brief description of information required to receive a Certified Site designation. Certain studies identified in the requirements may be accepted if they were already completed prior to the certification process if they were undertaken within a Program-approved timeframe, the subject or study area of the report encompasses the Site(s) in its entirety, and there have been no significant changes to the Site(s) or its use since the time of the report. Where a prior report is acceptable, it will be identified in the criteria below. These should be submitted as attachments to the Application so that Program staff may review them to determine whether they are acceptable for certification.

In cases where the Program determines further documentation or studies are necessary, the **Applicant may be required to submit additional documentation and/or studies** as part of the Certification Requirements and will be notified at the time of acceptance into the Program.

Requirement	Description of Necessary Documentation
1. Transportation Maps	<p>Two (2) maps that illustrate transportation information for the Site(s) and surrounding area that clearly outlines the official boundaries of the Site(s) (i.e., includes parcel information).</p> <p>a) Municipal Road Classification Map – this map should use a digital base layer and be zoomed out from the Site(s) to show the surrounding area.</p> <p>Official boundaries of the Site(s) should be clearly outlined and all roads labeled and identified in the legend as collector, arterial, regional route, highway, provincial highway, etc.</p> <p>b) Regional Transportation Map – this map should be zoomed out from the Site(s) to show the regional area and proximity to major urban areas.</p> <p>The map should use a digital base layer and identify the municipality where the Site(s) are located with a visible and easily-identifiable icon. In addition, the following should be identified and labeled on the map: all provincial highways/expressways, major cities, international airports, regional airports, ports, border crossings, major water bodies, major rail networks.</p>
2. Property Survey	<p>A property survey, signed by the Ontario Land Surveyor (OLS), that is redlined to clearly identify each Lot that forms part of the Application.</p>
3. Title Search Opinion/ Certificate	<p>A Title Search Opinion prepared by a solicitor for the Site(s). This should include any information for land claims and sub-surface/mineral rights if applicable as well as other legally relevant information such as encumbrances, encroachments and/or easements.</p>
4. Confirmation of municipal services (water/wastewater/ sewer)	<p>A letter from the municipality confirming that the Site(s) has/have municipal services (water, sanitary and storm sewer/storm water management). This letter should outline the location, and capacity for water, wastewater/sanitary sewers and stormwater sewers at the Site(s).</p> <p>The letter must be provided on corporate letterhead and be signed by a person within the public works department who has the authority to provide such information. This correspondence cannot be in the form of an email or copies of informal correspondence.</p>
5. Confirmation of Servicing a) Telecommunications b) Hydro c) Natural Gas	<p>a) Telecommunications: A letter from the local telecommunications provider. This letter should indicate that telecommunications services and infrastructure are on-site, within 500 metres of the lot line, or at the boundary of the Business/Industrial Park. This letter should also outline the type and capacity of the service.</p> <p>The letter must be provided on corporate letterhead and be signed by a staff person within the telecommunication provider’s provisioning department who has the authority to provide such information.</p> <p>b) Hydro: The Site(s) must either be serviced or must be serviceable as confirmed by the service provider. The Province will acquire these letters on behalf of the Applicant.</p> <p>c) Natural Gas: For sites located in communities serviced with natural gas, the Site(s) must either be serviced or must be serviceable, as confirmed by the service provider. The Province will acquire these letters on behalf of the Applicant.</p>

Requirement	Description of Necessary Documentation
6. Environmental Site Assessment (ESA) (minimum Phase I ESA, additional as required)	<p>A minimum of a Phase I Environmental Site Assessment (ESA). Where a Phase I ESA recommends that a Phase II ESA be conducted, this must also be completed and submitted to facilitate certification. Filing of a Record of Site Condition (RSC) is not required.</p> <p>If a Phase I Environmental Site Assessment was completed prior to acceptance in the program, a letter must be provided by the Applicant and endorsed by the Planning Department confirming that no new land use(s) has been approved/ established on the Site(s) since the time of the assessment's completion.</p> <p>The Environmental Site Assessment (ESA) results must demonstrate that no potential issues of environmental concerns have been identified that could potentially impact the future Development of the Site(s) for the use envisioned by the municipal Official Plan and permitted by the municipal Zoning By-law.</p>
7. Archaeological Assessment (minimum Stage I Archaeological Assessment, additional as required)	<p>a) A minimum of a Stage 1 Archaeological Assessment. This must be undertaken by an archaeologist licensed in accordance with Part VI of the <i>Ontario Heritage Act</i>. Where a Stage 1 Archaeological Assessment recommends that additional assessments be conducted, this must also be completed and submitted to facilitate certification.</p> <p>b) A letter from the Ministry of Heritage, Sport, Tourism and Culture Industries indicating that the assessment was undertaken using a process that accords with the 2011 Standards and Guidelines for Consultant Archaeologists set by the ministry, and that the archaeological fieldwork and report recommendations are consistent with the conservation, protection and preservation of the cultural heritage of Ontario.</p>
8. Class Environmental Assessment (EA) (only if applicable)	<p>Any project report information of a Class EA that was undertaken either for the Site(s) or for lands that encompass the Business/Industrial Park should be provided to the Program.</p>

The following items must be provided for the purposes of promoting the Site(s).

9. Community Profile	<p>A profile of the community prepared by the municipal economic development officer or delegated municipal staff. The Community Profile should include information on the approximate population; location of the municipality (east, central etc.), the municipality's key sectors and manufacturing or industrial hubs, targeted industries, sectors internationally/locally recognized for etc.</p> <p>A Ministry prepared template outlining all the required community information can be provided. The municipality has the option of providing an equivalent document provided such a document contains all the information required in the Ministry's prepared template.</p>
10. Digital Imaging of Site(s)	<p>Digital image(s) of the Site(s) including aerial photography and context map that accurately represents and describes the Site(s). For marketing purposes Program staff will provide direction regarding the type of digital imaging or otherwise that may be required.</p> <p>The Applicant for the Site(s) is responsible for ensuring that it holds all rights, title and interest in and to all concepts, techniques, ideas, information and Materials, however recorded ("Data"), and provided by the Applicant to the Province of Ontario. This includes assignment or licensing of third party rights as applicable.</p>

Once the above items have been completed, the following document will be required:

11. Truthful Representation and Confirmation of Certification	<p>A signed form from the Applicant and/or his/her Agent confirming that all the materials that were provided to the Program are understood to be truthful and that there are no other known encumbrances affecting the Site(s) beyond those identified in the certification materials.</p> <p>This letter is in the form of a template that will be provided to the Applicant by Program staff upon completion of Certification Requirements 1 through 10 and 12 (if applicable).</p>
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Requirement	Description of Necessary Documentation
12. Planning Approval Documents (applicable to sites within Business/Industrial Parks only)	A copy of the Registered Plan of Subdivision with the lots clearly delineated by way of redlining. If the Business Park was created by way of land division, a copy of the Draft R-Plan and a copy of the Decision of the Committee of Adjustment approving the Consent to severance, and a Letter from the Municipality indicating that all conditions of the Consent to severance has been fulfilled.

Eligible Costs and Reimbursement

A maximum grant of 50% of Eligible Costs, up to \$50,000 per Application, will be paid as a reimbursement of Eligible Costs provided the following conditions have been met:

- Applications have been accepted into the Investment Ready: Certified Site Program through the Application process;
- Sites have met all Certification Requirements and have been successfully certified; and
- The Applicant has entered into and agreed to the terms of a funding Agreement with the Province of Ontario.

To receive reimbursement, invoices for each Eligible Cost are required and must be submitted after the Date of Certification. The invoices must be accompanied by the Summary of Eligible Costs Table (provided in the funding Agreement).

All invoices must itemize the work completed for the Program. Please ask your service provider to reference such details on all invoices including the reference to the Site(s) (i.e., legal description or municipal address) for which the work is being completed.

Definition of Eligible Costs:

- Eligible Costs must be costs incurred by the Applicant.
- Eligible Costs must be directly related to the Project and be actual cash outlays to third parties that are documented through paid invoices and proofs of payment and are not to exceed fair market value.
- Eligible Costs can include costs incurred from the Date of Pre-Application Consultation for the Site(s).
- In the event of any interpretation issues regarding expenditures and valuations, the decision of the Ministry is final and determinative.

Types of Eligible Costs

• Application, Certification Requirements and Maintenance

Eligible costs for the completion of an Application, completion of certification requirements and the maintenance of site certification (to enable the Site(s) to continue to meet the Program's requirements) include assessments and documentation prepared by qualified professionals for the following services:

- Mapping (topographic map, environmental context map, Net Developable Area map).
- Aerial photograph of the Site(s) with parcel boundary clearly shown.
- Parcel Register and accompanying Property Index Map for each parcel.
- Plan of Survey.
- Legal fees (including contract and fees associated with updating certification for example, the title opinion)
- Surveyor's Real Property Report.
- Environmental Site Assessments (ESA).
- Environmental Assessments (EA).
- Archaeological Assessments.
- Production of copies of municipal documents and digital mapping (i.e. copies of Draft Plan of Subdivision).
- Project management fees.
- Additional documentation, studies and/or assessments in cases where the Program determines further documentation or studies and/or assessments are necessary as part of the Certification Requirements.

• Marketing

A maximum of 50% of Eligible Costs, up to \$10,000, can be allocated towards marketing of the Site(s) after it has achieved certification.

Reimbursement for marketing costs is intended to offset costs associated with developing marketing tools and initiatives specific to the Certified Site(s) and the Program, targeting potential investors and the real estate business community. Marketing initiatives must meet the Marketing Guidelines which are provided in the Agreement.

Eligible marketing costs include

- Certified Site(s)-specific advertising. Creative design for advertising must be coordinated with the Province of Ontario and receive approval from the Ministry prior to placement.
- Certified Site(s)-specific street-level signage.
- Photography, graphic images, videos and renderings of the Certified Site(s) such as drone imagery, digital conceptual renderings, and concept plans, etc.
- Development of promotional materials to promote the Certified Site(s) such as brochures, videos, business cases, presentations, pop-up banners, etc. including printing, pressing CDs or DVDs, USB keys and recording of videos.
- Translation of marketing materials (i.e. brochures) or website content promoting the Certified Site(s) into English, French or other languages.
- Software, mobile application or website customization to incorporate Certified Site(s) including logo or key messages (excluding the cost of software license or off-the-shelf add-on modules).
- Costs associated with developing and providing Certified Site-related material to support site visits, Request for Information (RFI) responses and follow ups after site visits.
- Cost of ad placement in any media. Plans to purchase media of any kind must be coordinated with the Province of Ontario and receive approval from the Ministry prior to placement.
- Creative services related to the development of the eligible marketing costs above.

Types of Ineligible Costs

Applicants will not be entitled to reimbursement by the Ministry for any of the following:

- Costs incurred prior to the Date of Pre-Application Consultation as outlined in the funding agreement with the Province of Ontario.
- Infrastructure or capital costs related to bringing the Site(s) up to eligibility and property standards, site preparation, maintenance and property taxes.
- Capital costs: infrastructure development, capital expenditures to acquire or enhance assets, software licenses, electronics (computers, fax, machines, digital cameras, etc.), and demonstration aids. Capital costs include the direct costs of acquisition, construction, expansion, modification, conversion, transportation, installation and insurance (during construction) of fixed assets, as well as the cost of licensing and franchising fees.
- Costs incurred by an Ontario Ministry, Agency or Crown Corporation.
- Travel costs and accommodations incurred by the Applicant, Agent or third-party consultants as a result of the preparation of the Application, certification maintenance or marketing (international or domestic).
- Ongoing operational expenses including labour costs, office and overhead expenses eg. salaries, wages, including those of staff working on the certification application.
- Costs not incurred in Ontario, except when the only supplier(s) of services are outside of Ontario with proof and/or prior written approval.
- Entertainment expenses, meals or alcoholic beverages.
- In-kind contributions.
- Costs, including taxes, for which the Applicant has received, will receive or is eligible to receive a rebate, credit or refund.
- Consultant fees are ineligible where there is an indication of an employer-employee relationship to be determined by the Ministry in its sole discretion.
- Miscellaneous: activities for which one or more partners expect to receive compensation in the form of a commission, finder's fee.
- Fees associated with municipal planning applications unless required and pre-approved by the Program

Ineligible Marketing Costs

- Market research activities associated with general investment attraction, retention and expansion, strategic planning and general economic development.
- Collection or purchase of statistical data that do not directly support Certified Site marketing.
- Regular website maintenance and updating web content, website hosting, software licensing.
- Premiums and corporate gifts including events/shows/concert tickets, logo items, cups, mugs, pens, etc.
- Postage, including postage for direct mail campaigns.
- Trade show/conference participation including registration fees for trade shows or conferences, booth design/purchase/assembly, shipping and design of general, non-Certified Site related promotional material specifically for a trade show, overhead costs such as pre-show mailing, stationery and long distance phone calls, research to target companies at a trade show, consultant costs for organizing outgoing missions (including training participants); consultant costs to develop business cases for follow up with potential investors after a trade show.
- Sponsorships.

Stacking of Funds

Stacking of Provincial support will be considered on a case by case basis. Stacking of funding from complementary programs may be acceptable to the Ministry in its sole discretion for Eligible Costs for which the Province of Ontario is not providing any reimbursement.

Glossary

The **Application Form** and **Certification Instruction and Requirements** contain a number of “standard” words and phrases throughout the document. The following is a list of some of those terms together with an explanation of their meaning, which will help you interpret the **Application Form** and the **Certification Instructions and Requirements**.

Agreement

The agreement entered into between the Province of Ontario and the Applicant formalizing the Applicant’s participation in the Investment Ready: Certified Site Program including all of the schedules and any amending and license agreements entered into.

Airports

All Ontario airports, including designated lands for future airports, with Noise Exposure Forecast (NEF)/Noise Exposure Projection (NEP) mapping. For the purposes of this program the term airport refers to nationally-significant, regional and local airports that are governed by the Federal government’s National Airports Policy (NAP).

Nationally-significant airports are defined as airports that link the country from coast to coast and internationally.

Regional/Local airports are airports:

- with scheduled passenger traffic that is less than 200,000 a year for three consecutive years;
- not classified as Arctic or remote airports;
- where there is currently some form of ongoing federal financial involvement relating to the ownership or operation of the airport.

Agent

Any professional that the Applicant appoints to act on the Applicant’s behalf in relation to this Application.

Applicant

An individual(s) or corporation who has legal ownership of a Site (Registered Owner) and who has made an application to the Province of Ontario’s Investment Ready: Certified Site Program for the purpose of obtaining an Investment Ready: Certified Site designation.

Application

The completion and submission to the Ministry of an Investment Ready: Certified Site Program application form together with all requisite schedules, technical studies and any supporting documents deemed necessary by the Ministry.

Application Sponsor

A municipal economic development officer (EDO) or a planning official who has been delegated authority to assist the Applicant with obtaining the necessary Site-specific information to complete an Investment Ready: Certified Site Application, review the Application for accuracy of municipal information and support the Applicant’s participation in the Program.

Archaeological Assessment

Identifies and evaluates in stages, the presence of Archaeological Resources and assesses the degree to which a development proposal may disturb or alter an archaeological landscape. These resources may include physical remains and contextual settings of any structure, event, place, feature or object which because of the passing of time, is on or below the surface of the land or water.

Archaeological Resources

Includes artifacts, archaeological sites, marine archaeological sites, as defined under the *Ontario Heritage Act*. The identification and evaluation of such resources are based upon archaeological fieldwork undertaken in accordance with the *Ontario Heritage Act*.

Areas of Natural and Scientific Interest (ANSI)

Areas of land and water containing natural landscapes or features that have been identified as having life science or earth science values related to protection, scientific study or education.

Built Heritage Resource

A building, structure, monument, installation or any manufactured remnant that contributes to a property's cultural heritage value or interest as identified by a community, including an Aboriginal community. Built heritage resources are generally located on property that has been designated under Parts IV or V of the *Ontario Heritage Act*, or included on local, provincial and/or federal registers.

Business/Industrial Park

For the purposes of this Program, means an area of a municipality specially designated and zoned to accommodate business offices, warehouses and industrial uses.

Certificate of Consent

A certificate issued by the Deputy-Secretary Treasurers of the Committee of Adjustment stating that the City has approved a Consent for Severance. The certificate includes details such as the date of the Committee's decision, the nature of the application and a legal description of the lands that were the subject of the consent. The certificate is conclusive evidence that any conditions of approval have been satisfied and that all provisions of the *Planning Act* relating to the granting of the Consent have been complied with.

Certificate of Title

A government-issued document that identifies the owner or owners of personal or real property. A Certificate of Title provides documentary evidence of the right of ownership. When issued for real property (such as land or a house) by a title insurance company, the certificate of title is a statement of opinion on the status of the title, based on a thorough examination of specified public records.

Certification Requirements

All applicable reports, maps, plans, information or materials prepared by a qualified professional retained by and at the expense of the Applicant in accordance with applicable legislation and/or to the satisfaction of the Ministry and which has been identified during the review process for an Application as necessary to be completed before a Site can be designated "Investment Ready". The **Certification Requirements** section on page 5 identifies all the requisite studies reports, maps, plans, information or materials that must be completed before a Site can be awarded an Investment Ready: Certified Site designation.

Certified Site

A Site that has satisfied the requirements to be certified under the Program and received the designation under the Program from the Province of Ontario.

Class 1 Industry

Small scale, self-contained plant, no outside storage, low probability of fugitive emissions and daytime operations only.

Class 2 Industry

Medium scale processing and manufacturing with outdoor storage, periodic output of emissions, shift operations and daytime truck traffic.

Class 3 Industry

Processing and manufacturing with frequent and intense off-site impacts and a high probability of fugitive emissions.

Contaminated Site Assessment

A document that identifies and evaluates the degree of air, water and soil contamination in relation to a property or within a specific area. The document also outlines and recommends methods and measures of remediation to secure public health and safety.

Committee of Adjustment

The *Planning Act* grants authority to committees appointed by Municipal Councils to approve a number of minor applications. Called Committees of Adjustment, these bodies are empowered to make decisions on: Minor Variances from the Zoning By-law. Permission to alter or change a lawful non-conforming use of land. Consent (consent means "approval") to sever land (divide a parcel of land into more than one lot). Consent to register a mortgage over part of a property. Consent to register a lease over part of a lot for more than 21 years. Validation of land title where an error exists in the description of land.

Complete Application

An Application will be deemed complete if it is accompanied by the required information identified in this Certification Instructions and Requirements guide and identified through Pre-Application Consultation discussions.

Consent for Severance

A municipality must grant consent for the following types of land transactions: divide land (sever) into new lots, and/or add land to an abutting lot (lot additions, lot adjustments, lot extensions, corrections to deeds or property descriptions), and/or establish easements or rights-of-way, and/or lease land or register a mortgage in excess of 21 years.

Municipal council can delegate the approval authority for the creation of new lots to the Committee of Adjustment. Approval authority for all other types of consents has been delegated to the Deputy-Secretary Treasurers of the Committee.

Cultural Heritage Landscape

A defined geographical area that may have been modified by human activity and is identified as having cultural heritage value or interest by a community, including an Aboriginal community. The area may involve features such as structures, spaces, archaeological sites or natural elements that are valued together for their interrelationship, meaning or association. Examples may include, but are not limited to, heritage conservation districts designated under the *Ontario Heritage Act*; villages, parks, gardens, battlefields, main streets and neighbourhoods, cemeteries, trailways, viewsheds, natural areas and industrial complexes of heritage significance; and areas recognized by federal or international designation authorities (e.g., a National Historic Site or District designation, or a UNESCO World Heritage Site).

Date of Certification

The date on which the Site obtains a Site Certification designation from the Province of Ontario.

Date of Pre-Application Consultation

The date on which the Applicant completes a formal consultation with the Program staff regarding the eligibility of the proposed Site(s).

Deep Water Port

Any fixed or floating man-made structure other than a vessel, or any group of such structures, usually made up for the usage of very large and heavily loaded ships which may require the water to be 30 feet deep or more. Deep water ports are also defined to be any port which has the capability to accommodate a fully laden Panamax ship, which is determined principally by the dimensions of the Panama Canal's lock chambers.

Delegated Approval Authority

The decision-making authority passed down to an alternate, in accordance with Provincial/program statutes.

Deposits of Mineral Aggregate Resources

An area of identified mineral aggregate resources, as delineated in Aggregate Resource Inventory Papers or comprehensive studies prepared using evaluation procedures established by the Province of Ontario for surficial and bedrock resources, as amended from time to time, that has a sufficient quantity and quality to warrant present or future extraction.

Designated and Available

For the purposes of this Program, lands designated in a municipal Official Plan for employment, business offices, warehouses, industrial development but which have not yet been developed.

Development

For the purposes of this Program, means the construction of buildings and structures requiring approval under the *Planning Act*.

Eligible Costs

Eligible Costs has the meaning ascribed to it on page 7 under the heading "Eligible Costs and Reimbursement".

Employment Area

Areas designated in an Official Plan for clusters of business and economic activities including, but not limited to, manufacturing, warehousing, offices, and associated retail and ancillary facilities.

Endangered Species

A species that is listed or categorized as an “Endangered Species” on the Ontario Ministry of Natural Resources and Forestry (MNR) official Species at Risk list, as updated and amended from time to time.

Environmental Impact Study (EIS)

Identifies and evaluates the possible impact a proposed development may have on the social and natural environment and provide measures to alleviate any negative impacts.

Environmental Assessment (EA)

A decision-making process used to promote good environmental planning by assessing the potential effects of certain activities on the natural and human environment. In Ontario, this process is defined and finds its authority in the *Environmental Assessment Act* (EAA) and its associated regulations. The EAA applies to undertakings (enterprises, activities, proposals, plans or programs) by provincial ministries, municipalities and prescribed public bodies such as conservation authorities.

Employment Area

Areas designated in a municipal Official Plan for a cluster of businesses and economic activities including, but not limited to, manufacturing, warehousing, offices, and associated retail and ancillary facilities.

Environmental Site Assessment (ESA)

An assessment of the environmental integrity of a Site and may be required in order for a Record of Site Condition to be filed with the Ministry of the Environment, Conservation and Parks (MECP).

Erosion Hazard

The loss of land, due to human or natural processes, that poses a threat to life and property. The erosion hazard limit is determined using considerations that include the 100 year erosion rate (the average annual rate of recession extended over a one hundred year time span), an allowance for slope stability, and an erosion/erosion access allowance.

Fish Habitat

As defined in the *Fisheries Act*, Fish Habitat means spawning grounds and any other areas, including nursery, rearing, food supply, and migration areas on which fish depend directly or indirectly in order to carry out their life processes

Flood Plain

For river, stream and small inland lake systems, means the area, usually low lands adjoining a watercourse, which has been or may be subject to flooding hazards.

Habitat of Endangered Species and Threatened Species

means

- a) with respect to a species listed on the Species at Risk in Ontario List as an endangered or threatened species for which a regulation made under clause 55 (1) (a) of the *Endangered Species Act, 2007* is in force, the area prescribed by that and Forestry regulation as the habitat of the species; or
- b) with respect to any other species listed on the Species at Risk in Ontario List as an endangered or threatened species, an area on which the species depends, directly or indirectly, to carry on its life processes, including life processes such as reproduction, rearing, hibernation, migration or feeding, as approved by the Ontario Ministry of Natural Resources; and

places in the areas described in clause (a) or (b), whichever is applicable, that are used by members of the species as dens, nests, hibernacula or other residences.

Hazardous Forest Types for Wildland Fire

Forest types assessed as being associated with the risk of high to extreme wildland fire using risk assessment tools established by the Ontario Ministry of Natural Resources and Forestry, as amended from time to time.

Hazardous Sites

Property or lands that could be unsafe for development or alteration due to naturally occurring hazard. These hazards may include unstable soils or unstable bedrock.

Heritage Impact Statement (Conservation Strategy)

A document that provides relevant information on the nature and significance of a heritage property. It outlines the policy framework in which such properties can be conserved and identifies practical options to inform decisions and directions for the development of a conservation plan for the heritage resource.

Incomplete Application

An Application for site certification that does not comply with the information and material submission requirements set out in the **Application Form** and **Certification Instructions and Requirements Guide**.

Intermodal Transit Hub/Facility

Stations or centres where different transit modes come together and allow for easy transfers from one mode to another. They can also facilitate transfers at different scales: local, regional and intercity.

Intermodal facilities enable the efficient and convenient transfer of goods between different modes of transport and include specialized equipment that moves commodities from rail to truck and vice-versa. The CN intermodal facility in Brampton and the CP intermodal facility in Vaughan are the largest CN and CP facilities in all of North America.

Note: Multi-modal shipment transfers are not limited to intermodal facilities. Rail spurs and other facilities allow carriers to transfer goods between rail and truck.

Legal Description

The written words within a document that defines a parcel of land either by metes and bounds or by reference to a survey plan or registered plan.

Lot

A recognized subdivision of property with a written legal description that addresses permissions or constraints upon its development.

Metes and Bounds

That part of a deed or transfer of land in which the boundaries of the property are described only in words without a plan or map. The description will start at a defined point on the ground (e.g., “the North West corner of Lot 1, Concession 1”) and continue around the parcel giving directions and distances or other identifiers and finishing up at the same point as the start.

The metes normally refer to the direction and distance of a boundary segment, such as “Thence N35°44'E, 245 metres to a point”. The bounds would normally refer to a natural feature, such as “Thence along the centre line of Jolly Creek”. Written descriptions are rarely used in current documents, in favour of a graphical representation of the boundary with reference to a plan or a map.

Mineral Aggregate Operation

means

- a) lands under license or permit, other than for wayside pits and quarries, issued in accordance with the *Aggregate Resources Act*;
- b) for lands not designated under the *Aggregate Resources Act*, established pits and quarries that are not in contravention of municipal zoning by-laws and including adjacent land under agreement with or owned by the operator, to permit continuation of the operation; and
- c) associated facilities used in extraction, transport, beneficiation, processing or recycling of mineral aggregate resources and derived products such as asphalt and concrete, or the production of secondary related products.

Mineral Aggregate Resources

Gravel, sand, clay, earth, shale, stone, limestone, dolostone, sandstone, marble, granite, rock or other material prescribed under the *Aggregate Resources Act* suitable for construction, industrial, manufacturing and maintenance purposes but does not include metallic ores, asbestos, graphite, kyanite, mica, nepheline syenite, salt, talc, wollastonite, mine tailings or other material prescribed under the *Mining Act*.

Minor Variance

Small changes or exceptions to existing land use or development restrictions contained in the Zoning By-law are called Minor Variances. Variances are obtained by making an application to the Committee of Adjustment. Larger changes to the Zoning By-law require a Zoning By-law Amendment. Advice as to whether the proposal may be considered minor, and thus dealt with by the Committee of Adjustment, is provided by Planning staff.

Multimodal Transportation System

A transportation system which may include several forms of transportation such as automobiles, walking, trucks, cycling, buses, rapid transit, rail (such as commuter and freight), air and marine.

Municipal Sewage Services

A sewage works within the meaning of section 1 of the *Ontario Water Resources Act* that is owned or operated by a municipality.

Municipal Water Services

A municipal drinking-water system within the meaning of section 2 of the *Safe Drinking Water Act*, 2002.

Natural Heritage Features and Areas

Features and areas, including significant wetlands, significant coastal wetlands, other coastal wetlands in Ecoregions 5E, 6E and 7E, fish habitat, significant woodlands and significant valleylands in Ecoregions 6E and 7E (excluding islands in Lake Huron and the St. Marys River), habitat of endangered species and threatened species, significant wildlife habitat, and significant Areas of Natural and Scientific Interest (ANSI), which are important for their environmental and social values as a legacy of the natural landscapes of an area.

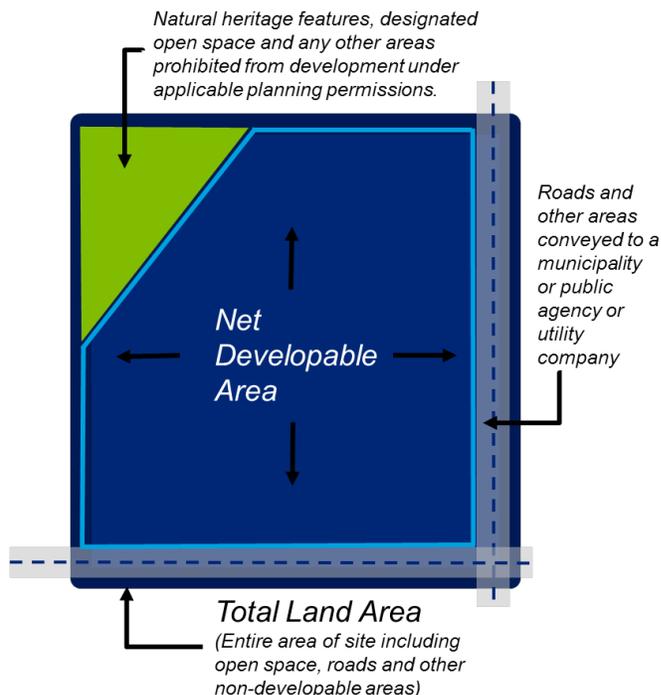
Natural Heritage Impact Study

A study that identifies natural features and areas including, wetlands, woodlands, valley lands and significant wildlife areas, highlighting a proposed development's potential impact on the natural heritage system. The study will also provide ways to mitigate negative impacts on and/or improve the natural heritage system.

Net Developable Area

Net Developable Area refers to the total area of land available for new development, not necessarily the total area of a property itself. It does not include lands needed for open space, wetlands, floodplain, significant woodlands drainage land, regional roads and land used for other public facilities such as hydro corridors, railway right of ways provincial highways etc.

Net Developable Area includes local access roads, parking areas, footpaths and local open space such as children's play areas and amenity space.



Notification of Acceptance

A letter issued to the Registered Owner(s) formally stating acceptance of the Site(s) into the Program.

Official Plan

The *Planning Act* requires each municipality in Ontario to have an Official Plan. The Official Plan is a legal document approved by municipal Council/planning board that describes policies and objectives for future land uses. The Official Plan is prepared in consultation with municipal residents and reflects a community vision for future change and development. The Official Plan is a blueprint for how a municipality will grow over the next 30 years. It describes the location for new housing, industry, parks, office and retail areas, community services and other land uses. The Official Plan also establishes policies for the built environment, for improvements to the municipality's hard services (such as transit, roads, sewers, etc.) and for the protection of the municipality's natural environment.

Official Plan Amendment

A Site specific amendment to alter or develop your property in a way that does not conform with the Official Plan. An Official Plan amendment must be approved by the municipal council, other local authority exercising any power with respect to municipal affairs or the Ontario Municipal Board.

Oil, Gas and Salt Hazards

Any feature of a well or work as defined under the *Oil, Gas and Salt Resources Act*, or any related disturbance of the ground that has not been rehabilitated.

Ontario Land Surveyor

An Ontario Land Surveyor (OLS) is a professional member of the Association of Ontario Land Surveyors (AOLS). They are required to maintain the necessary theoretical, practical and ethical standards set by legislation and the profession. For more information about the Association of Ontario Land Surveyors, visit www.aols.org. For more information about the *Surveyors Act*, visit www.ontario.ca/laws/statute/90s29.

Ontario Land Tribunal (OLT)

The OLT is an independent adjudicative tribunal responsible for resolving appeals and applications on a variety of contentious municipal and land use planning matters. OLT members are appointed by the Lieutenant Governor in Council and typically include lawyers, architects, planners and public administrators. The OLT operates under the Ontario Land Tribunal Act, 2021, as well as its own rules of practice and procedure. For more information, see the OLT website olt.gov.on.ca.

Parcel

A unit of land that is registered in the Land Registry Office and identified as such for taxation purposes.

Petroleum Resources

Oil, gas, and salt (extracted by solution mining method) and formation water resources which have been identified through exploration and verified by preliminary drilling or other forms of investigation. This may include sites of former operations where resources are still present or former sites that may be converted to underground storage for natural gas or other hydrocarbons.

Plan of Subdivision

The *Planning Act* grants the municipality the authority to regulate the division of land through the registration of Plans of Subdivision. This authority is used to provide for the orderly servicing and development of large parcels of land in accordance with appropriate municipal regulations and standards. Plans of Subdivision will typically include information on new municipal infrastructure (i.e., water and sewer servicing and new roads), lot and block patterns and any park and/or school sites. Plans of Subdivision are also typically used to create public rights-of-way for municipal services.

Plan of Survey

A legal plan of lands outlining the location and dimension of its boundaries and associated encumbrances, prepared by an Ontario Land Surveyor.

A survey plan is a graphic representation showing the true (accurate and precise) location of legal boundaries. It is created from actual field measurements and can be used to accurately locate boundaries on the ground.

Planning Act

The Province of Ontario sets out rules and regulations in the *Planning Act* which describe how planning processes should be dealt with, how land uses may be controlled and by whom. The *Planning Act* gives municipalities the power to create Official Plans and Zoning By-laws which in turn provide direction to the various officials, staff members and other authorities involved in the planning and development decision making process.

Pre-Application Consultation

A formal consultation process which is held before the submission of an Application; typically in the form of a meeting arranged with the Program staff. This meeting is intended to determine site eligibility, identify issues of concern, guides the content of the Application submission (reports, studies, drawings, etc.) and identifies the need for any further applications or approvals.

Property Identification Number (PIN)

Each property or parcel of land in Ontario is assigned a unique 9-digit number (e.g., 49876-0123)

Protected Heritage Property

Property designated under Parts IV, V or VI of the *Ontario Heritage Act*; property subject to a heritage conservation easement under Parts II or IV of the *Ontario Heritage Act*; property identified by the Province of Ontario and prescribed public bodies as provincial heritage property under the Standards and Guidelines for Conservation of Provincial Heritage Properties; property protected under federal legislation, and UNESCO World Heritage Sites.

Provincial Plan

A provincial plan within the meaning of section 1 of the *Planning Act*.

Rail Facilities

Rail corridors, rail sidings, train stations, inter-modal facilities, rail yards and associated uses, including designated lands for future rail facilities.

Record of Site Condition

A Record of Site Condition summarizes the environmental condition of a property, based on the completion of environmental site assessments.

Each record of site condition:

- is based on the results of one or more environmental site assessments
- is conducted by a qualified person
- may involve the completion of a risk assessment and the development of property specific standards
- a qualified person must certify that the property meets the applicable site condition standard or a standard specified in a risk assessment for the intended use
- is filed to the Environmental Registry once regulatory requirements are met.

Reference Plan

A plan deposited under Section 150 of the *Land Titles Act* or Sections 80 or 81 of the *Registry Act*. It shows the boundaries of the parcel of land, the location of easements and can be used to describe the pieces of land forming part of a severance application (shown as Parts on the Reference Plan). The Reference Plan is a convenient tool used to describe specific lands, it does not create any easements or severances. Once deposited in the land registry office it is given a numerical reference number generally 66R-. Prepared by an Ontario Land Surveyor, it must meet the requirements of the *Registry Act*.

Registered Owner

The legal owner of the Site(s).

Rezoning

If you wish to use, alter or develop your property in a way that does not conform with the Zoning By-law, you must apply for a site-specific amendment to the By-law. You can do this through either a Zoning By-law Amendment application (commonly called a Rezoning) or a Minor Variance application. Rezoning applications are used for major revisions to the By-law such as land use changes or significant increases in permitted building heights and development densities. Minor Variances are used for issues such as small changes to building setback or parking requirements.

Right-of-Way Permit

A permit required if a landowner intends to undertake any work or occupation within the public right-of-way. Permit must be obtained from the municipal Transportation Services Division or the Ontario Ministry of Transportation.

Road Network

Network of roads comprising of Provincial highways, parkways, major arterial roads, minor arterial roads, collector roads and local roads.

Sensitive Land Uses

A building, amenity area, or outdoor space where routine or normal activities occurring at reasonably expected times would experience one or more adverse effect(s) from contaminant discharges generated by a nearby major facility. The sensitive land use may be a part of the natural or built environment. Depending on the particular facility involved, a sensitive land use and associated activities may include one or a combination of:

- a) residences or facilities where people sleep (e.g. single and multi-unit dwellings, long term care facilities, hospitals, trailer parks, campgrounds, etc.). These uses are considered to be sensitive 24 hours a day;
- b) a permanent structure for non-facility related use, particularly of an institutional nature (e.g., schools, churches, community centres, day care centres);
- c) certain outdoor recreational uses deemed by a municipality or other level of government to be sensitive (e.g., trailer park, picnic area, etc.);
- d) certain agricultural operations (e.g., cattle raising, mink farming, cash crops and orchards);
- e) bird/wildlife habitats or sanctuaries. (MECP Guidelines, Procedure D-1-3, amended)

Site(s)

The land(s) that is under consideration for certification under the Investment Ready: Certified Site Program. A Site may be an assemblage of multiple Lots.

Site Certification

A certification by the Province of Ontario that the Site satisfies the requirements to be certified under the Program.

Site Change Form

A form that must be completed by the Applicant(s) should the Certified Site(s) undergo a change that results in the Site(s)' features no longer matching the original Application and Certification Requirements documents (i.e., size, zoning, address, etc.).

Species at Risk

Species at risk means an extirpated, endangered or threatened species or a species of special concern.

Wayside Pits and Quarries

A temporary pit or quarry opened and used by or for a public authority solely for the purpose of a particular project or contract of road construction and not located on the road right-of-way.

Wetlands

Lands that are seasonally or permanently covered by shallow water, as well as lands where the water table is close to or at the surface. In either case the presence of abundant water has caused the formation of hydric soils and has favoured the dominance of either hydrophytic plants or water tolerant plants. The four major types of wetlands are swamps, marshes, bogs and fens.

Periodically soaked or wet lands being used for agricultural purposes which no longer exhibit wetland characteristics are not considered to be wetlands for the purposes of this definition.