

Sustainability Performance Metrics Summary Letter Terms of Reference

The Sustainability Performance Metrics (SPM) program requires the submission of a completed SPM Scoring Tool and Summary Letter as part of a complete application for Site Plan, Draft Plan of Subdivision and Block Plan development proposals, in addition to the relevant drawings and/or technical studies required by the Pre-Application Consultation Understanding – Submission Requirements Matrix.

Submission Purpose

The purpose of the Summary Letter is to provide City of Vaughan staff with a brief overview of the sustainability performance of Site Plan, Draft Plan of Subdivision, and Block Plan development proposals by indicating the Application Score and Community Score and identifying which specific targets will be achieved. The Summary Letter also assists City Staff with the verification process by indicating where, in relevant drawings and/or technical studies, targets can be verified (i.e. Urban Design and Sustainability Brief, Landscape Plans, Functional Servicing and Stormwater Management Report, Transportation Impact Study etc.).

Submission Process

- **During Pre-Application Consultation (PAC) Meeting:** Planner informs applicant of SPM Program requirements and applicable metrics.
- **Formal Submission:** The applicant submits: 1 PDF file and 10 hardcopies of the Summary Letter; 1 Excel file, 1 PDF file; and, 10 hardcopies of the completed SPM Scoring Tool.
- **Verification and Revisions:** Once the required materials have been received, the Planner managing the development application and the technical team will verify the SPM Scores using direction from the Summary Letter. The applicant will inform the Planner of any changes to the SPM Scores during the development application approval process.

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1. **Introduction and Declaration of Sustainability Scores:** Include a brief description of the proposed development, and a statement of the Overall Application Score and Overall Community Score achieved.
2. **Built Environment:** Provide a brief description of how the proposed development addresses the mandatory, minimum and aspirational Built Environment targets.

Mandatory Requirements

Mandatory targets are required by City of Vaughan policies and standards. These are items are expected to be delivered by all development applications. Therefore, applicants are expected to meet all Mandatory targets. Under exceptional circumstances, where a mandatory target cannot be achieved, applicants are expected to provide an explanation/justification in the Summary Letter explaining why the mandatory target could not be achieved, and reference where further explanation is provided (i.e. technical studies).

Example: The application did not commit to satisfy the target “*Are outdoor waiting areas (located on the site) providing protection from weather?*” because the target was satisfied by a previous site plan submission as shown on the the associated site plan drawing, dated July 26, 2014.

The applicant is also required to explain within the Summary Letter why they have identified a mandatory target as “NA” (not applicable).

Example: The application was unable to satisfy the mandatory metric “*Have the following policies been adhered to? Cultural Heritage Conservation policies under provincial legislation (i.e. the Ontario Heritage Act, Planning Act and PPS, etc.), Standards and Guidelines for Historic Places, Municipal Official Plan, Municipal Heritage Inventory*” as there are no heritage building, structures or landforms on site, therefore this metric is not applicable.

Minimum Targets

Minimum targets represent a moderate sustainability performance increase above the mandatory. Within this section the applicant is expected to identify all minimum targets achieved by the development proposal. For each minimum target achieved, identify where the target can be verified by identifying the drawing and/or technical study and relevant section.

Example: The minimum target for the metric “*At what distance have street trees been provided on both sides of the new and existing streets, within the project and on the project side of the bordering streets, between the vehicle travel lane and walkway (in metres) (9m or less=1 Point...?)*” has been satisfied as street trees will be spaced 8m apart, as shown on the associated Landscape Plan drawing dated June 4, 2017 and the Urban Design and Sustainability Brief, page 10, Section 4.1 - Streetscape.

Aspirational Targets

Aspirational Targets represent best practice standards. Within this section the applicant is expected to identify all aspirational targets achieved by the development proposal. For each aspirational target achieved, identify where the target can be verified by identifying the drawing and/or technical study and relevant section.

Example: The metric “*Have a minimum of 0.6 biking stalls per unit been provided? Additionally, has a minimum of 5% of the bike parking been provided at grade?*” has been satisfied as shown on the Site Plan drawing dated July 28, 2017.

- 3. Mobility:** Provide a brief description on how the application addresses mandatory, minimum and aspirational Mobility targets.

Complete this section using the same format as 2. Built Environment.

- 4. Natural Environment and Open Space:** Provide a brief description on how the application addresses mandatory, minimum and aspirational Natural Environment and Open Space targets.

Complete this section using the same format as 2. Built Environment.

- 5. Infrastructure and Buildings:** Provide a brief description on how the application addresses mandatory, minimum and aspirational Infrastructure and Buildings targets.

Complete this section using the same format as 2. Built Environment.

- 6. Conclusion:** Reiterate the Overall Application Score and Overall Community Score, and summarize the general sustainability performance of the development application.