

Terms of Reference: Erosion and Sediment Control (ESC) Report

Effective Date: December 1, 2025

1.0. Purpose

The purpose of this Terms of Reference (ToR) is to outline the minimum requirements for preparing an Erosion and Sediment Control (ESC) Report in support of development applications in the Town of Innisfil. The ESC Report ensures appropriate measures are in place to prevent sedimentation and erosion during construction and post-development phases, in accordance with municipal, provincial, and conservation authority standards.

2.0. Applicability

An ESC Report is required for development applications that involve:

- Earthworks or site grading activities
- Construction near watercourses, wetlands, or other sensitive environmental features
- Areas with slopes greater than 5%
- Developments involving more than 5 hectares of disturbed area

This requirement applies to the following development applications;

- Zoning By-law Amendment
- Official Plan Amendment
- Plan of Subdivision
- Plan of Condominium
- Site Plan Control Applications
- CPPS By-Law
- Site Alteration Permit
- As deemed necessary by the Town's Planning and Development Engineering Services.

3.0. Study Scope and Content

The ESC Report shall conform to the latest Town of Innisfil Engineering Design Standards and Specifications. The report must include the following sections;

1. Introduction
2. Site Description and Existing Conditions
3. Regulatory Framework
4. Erosion Risk Assessment
 - a. Rainfall and Runoff
 - b. Slope Length and Gradient
 - c. Soil Texture and Soil Loss Predictions
5. Critical Areas

6. Scheduling and Staging
7. Proposed ESC Measures (temporary and permanent)
8. ESC Plan Drawings
9. Inspection and Maintenance Procedures
10. Monitoring Plan
11. Spill Response Plan
12. Emergency Contact Information
13. Summary and Recommendations
14. Provide calculations for the following:
 - a. Temporary and Permanent Stormwater Management Facilities
 - b. Orifice Calculations for Orifice Plates and Standpipe Outlet Structures
 - c. Sediment Traps
 - d. Swales
 - e. Spacing of Check Dams, Fiber Rolls, Sediment Fence
 - f. Seeding and Mulching Areas and Application Rates

If any of the above sections are not relevant to an application, a brief explanation under the section stating why it is not applicable must be provided.

4.0. Study Methodology and Standards

The ESC Report shall be prepared in accordance with the latest version of the following guidelines and standards:

- Town of Innisfil Engineering Design Standards and Specifications
- The Town of Innisfil Official Plan
- Ministry of the Environment, Conservation and Parks (MECP)
- Conservation Authority Policies and Development Standards
- Ontario Provincial Standards and Specifications
- Industry Best Practices

5.0. Submission Requirements

The ESC Reports must be prepared and signed by a qualified municipal engineer licensed in the Province of Ontario. All drawings must be stamped, signed, and dated by a Professional Engineer licensed in the Province of Ontario. The submission package shall include:

- Digital copy of the report
- All supporting design calculations and documentation
- Engineering drawings

6.0. Consultation

Coordination with Town staff and the applicable Conservation Authority is required during preparation of the ESC Plan.

7.0. Validity and Updates

An Erosion and Sediment Control Plan remains valid for three (3) years from the date of publication. ESC Plans must be updated if significant changes to site grading, drainage, or phasing occur during development. The Town reserves the right to ask for additional/updated scope during the review process, if necessary.