

Terms of Reference: Fill Management Plan (FMP)

Effective Date: December 1, 2025

1.0. Purpose

The purpose of this Terms of Reference (ToR) is to outline the minimum requirements for preparing a Fill Management Plan (FMP) to regulate the placement, movement, and quality of fill on development sites within the Town of Innisfil. The intent of the FMP is to ensure that the placement, movement, and management of fill:

- Protects the natural environment and public safety.
- Prevents erosion, sediment, and adverse drainage impacts.
- Ensures fill quality meets applicable environmental standards
- Defines responsibilities, documents, and complies with O.Reg. 406/19.

2.0. Applicability

A Fill Management Plan (FMP) is required at the discretion of the Town, including but not limited to the following circumstances:

- Import/export of fill volumes greater than 200 m³.
- Grade alteration that may change existing drainage patterns or affect adjacent lands
- Sites within or adjacent to environmentally sensitive areas, floodplains, or natural heritage features

The requirement can apply to the following development applications;

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

3.0. Study Scope and Content

The Fill Management Plan must include the following sections;

1. Introduction and Site Context
 - a. Project title, site address, property owner, and municipal file reference
 - b. Description of the proposed site alteration (e.g., cut/fill, grading, import/export of fill)
 - c. Statement of purpose and rationale for the work
 - d. Identification of all applicable approvals and regulatory authorities

FILL MANAGEMENT PLAN

- e. Identify the Project Leader as defined in O.Reg. 406/19, responsible for implementation, oversight, and compliance of the Plan
 - f. Identify all involved parties (Owner, Qualified Person, Contractor, Environmental Consultant, etc.)
 - g. Clearly define responsibilities for recordkeeping, communication, and reporting.
2. Source Site Information and Fill Quality Analysis
- a. Identify all source sites for imported fill, including addresses, land use, and contact information
 - b. Provide documentation confirming that soil characterization and sampling at the source site complies with O.Reg. 406/19 and O.Reg. 153/04
 - c. Provide analytical results demonstrating that fill meets the applicable Site Condition Standards for the intended use
 - d. Include a sampling plan indicating the total fill volume, sampling frequency, parameters tested, and laboratory certificates of analysis
 - e. Confirm who will file the notice on the Registry (RRPA) if applicable.
3. Haul Routes and Transportation Management
- a. Provide a Transportation Plan identifying approved haul routes, access points, and truck control measures
 - b. Indicate total anticipated truck trips per day and hours of operation
 - c. Identify measures for dust suppression, mud tracking, and road maintenance
 - d. Specify requirements for vehicle and equipment inspections to ensure they are clean and in good working order prior to entering the site.
4. Site Management and Placement Procedures
- a. Include site layout and staging areas for fill placement, stockpiling, and erosion control
 - b. Describe compaction and grading procedures consistent with geotechnical standards
 - c. Identify areas of erosion and sediment control and reference approved ESC drawings
 - d. Outline procedures for maintaining site access control (e.g., fencing, gates, signage, security)
 - e. Provide a protocol for monitoring site conditions during active operations
5. Environmental Protection and Monitoring
- a. Provide mitigation measures for surface water and groundwater protection
 - b. Include a Spill Prevention and Response Plan, including reporting procedures, containment measures, and responsible contacts.
 - c. Outline measures to control dust, noise, and odour.
 - d. Address proximity to watercourses, wells, septic systems, and structures with required setbacks or professional certification reports.
 - e. Identify any monitoring requirements (e.g., sampling, inspections, photo documentation).

FILL MANAGEMENT PLAN**6. Recordkeeping and Documentation**

- a. Maintain detailed records of all fill sources, delivery dates, and quantities
- b. Maintain a daily log of weather, site conditions, and any incidents
- c. Retain bills of lading, manifests, and analytical certificates for each load or batch
- d. Include a protocol for inspection, auditing, and data retention in compliance with O.Reg. 406/19
- e. Summarize how records will be stored and made available to the Town upon request.

7. Schedule and Phasing

- a. Provide a timeline outlining major project milestones, including start and end dates, fill delivery schedule, and restoration activities
- b. Indicate any seasonal constraints or sequencing for environmental protection
- c. Include a plan for temporary stabilization if works are suspended.

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

4.0. Study Methodology and Standards

The Fill Management Plan must demonstrate compliance with:

- Town of Innisfil Site Alteration By-law 108-23
- O.Reg. 406/19: On-Site and Excess Soil Management;
- O.Reg. 153/04: Record of Site Condition;
- Any applicable requirements of the Lake Simcoe Region Conservation Authority (LSRCA) or Nottawasaga Valley Conservation Authority (NVCA).

5.0. Submission Requirements

The Fill Management Plan shall be prepared, signed, and sealed by a qualified professional engineer (P.Eng.) or Qualified Person (QP) licensed in the Province of Ontario. All laboratory analyses must be performed by a CALA-accredited laboratory.

6.0. Consultation

Early consultation with Town Engineering and Planning staff is recommended, especially where sensitive receptors or natural heritage features are in close proximity to the development.

7.0. Validity and Updates

The Fill Management Plan must be updated and resubmitted to the Town if:

- Fill sources, site conditions, or placement methods change
- Additional materials are imported beyond the approved volume
- Site monitoring identifies potential non-compliance or environmental concern

A Fill Management Plan remains valid for three (3) years from the date of publication. All updates must be reviewed and accepted by the Town prior to implementation. The Town reserves the right to ask for additional/updated scope during the review process, if necessary.