

Description

A Record of Site Condition (RSC) is a document that summarizes the environmental condition of a property, based on the completion of environmental site assessments, and which is filed to the Province of Ontario's Environmental Site Registry. Regulations made under the Environmental Protection Act outline the requirements for completion of an RSC. Its contents are specific to the property it is prepared for, are based on the results of one or more environmental site assessments, and may involve the completion of a risk assessment and the development of property specific standards. A completed RSC includes a certification that the property meets the applicable site condition standard or a standard specified in a risk assessment for the intended use of the property. This Terms of Reference document is intended to be applied in conjunction with all other applicable guidelines, such as the City of Kingston's Site Plan Control Guideline and the City of Kingston's Subdivision Development Guideline and Technical Standards.

Rationale

A Record of Site Condition is a provincial requirement when it is proposed to change the use of a property to a new use that is more sensitive than the previous use (e.g. houses on an old industrial or commercial property). The revitalization of abandoned industrial or other underutilized and often contaminated lands, generally known as brownfield sites, is important to help ensure a clean, healthy environment.

When Required

A Record of Site Condition is to be completed when the land use is to change to a more sensitive use for:

- Site Plan Control
- Consent to Sever
- Minor Variance
- Zoning Amendment
- Official Plan Amendment
- Plan of Subdivision
- Heritage Permit
- Or any other development application deemed appropriate by Council or delegate

Applicable Legislation

- Environmental Protection Act
- Ontario Regulation 153/04

Qualified Persons

A Qualified Person is a person as defined in O. Reg. 153/04 who is able to conduct or supervise a Phase I or II Environmental Site Assessment, and complete the certifications made in a Record of Site Condition. This person must hold a licence, limited licence or temporary licence under the Professional Engineers Act or be registered and a member of the Association of Professional Geoscientists of Ontario.

Required Contents

The contents of the Record of Site Condition should follow the requirements of Ontario Regulation 153/04.

The City of Kingston will require a copy of the RSC signed by the Qualified Person who completed the document, following acknowledgment of completion from the Ministry of Environment and Climate Change. In addition, the City will require a copy of all supporting studies listed in the completed RSC.

Submission Requirements

All development applications and accompanying studies and reports should be submitted through the City of Kingston's **DASH Development and Services Hub** which can be accessed online at: [DASH Development and Services Hub](#)

Additional Information

For additional information, please contact the City of Kingston Planning, Building and Licensing Services Department at:

1211 John Counter Boulevard, Kingston
613-546-4291 ext. 3180
planning@cityofkingston.ca