

## **Sustainability Performance Metrics:**

### **Sustainability Assessment Tool (SAT) Instructions for Applicant**

#### **Introduction:**

The [Sustainability Assessment Tool](#) (SAT) was developed to help quantify, rank and inform the sustainability score of proposed development applications. The SAT is based on the sustainability performance metrics ([Block Plan/Draft Plan](#) and [Site Plan](#)) developed by the Brampton, Vaughn and Richmond Hill. The intent of the SAT is to provide an efficient platform for applicants to fill out the appropriate fields indicating the target level achieved for applicable sustainability performance metrics. The order of the metrics presented in the dynamic tool, for the most part, align with the order and grouping that is presented in the sustainability metrics tables.

#### **Getting Started:**

##### **Step 1: Pre-Consultation for new Development Application**

Visit the City's [Measuring Sustainability](#) webpage and access the [Sustainability Assessment Tool](#).

##### **Step 2: Complete the required fields.**

Completing these fields assists with City records and to filter the tool to specifically tailor the questions to your particular application.

- a) The first four fields are for information purposes. If you have not been assigned a file number, just re-enter the Project Name.
- b) The following five fields require the applicant to answer various questions about the proposed development application by selecting from a drop-down menu, including:
  - Type of Development (greenfield, intensification, employment lands)
    - i. - "Greenfield" should be selected where the proposed plan/project is located outside of or on the edge of the existing built-up area of the municipality.
    - ii. "Intensification" should be selected where the proposed plan/project is for the development of lands at a higher density than currently exists. Examples include: redevelopment of a site, including brownfields or greyfields; development of vacant or underutilized lands in the built up area of the municipality; infill developments; and the expansion or conversion of existing buildings. –

- iii. “Employment lands” should be selected where the proposed plan/project is located on lands designated in an “Employment” designation in the municipal Official Plan. Based on the information entered by the applicant in the above four fields
  - Plan Type (Site Plan, Draft Plan or Block Plan);
  - Type of Development Properties of the proposed development application
    - i. Ground Related Residential (yes/no),
    - ii. Multi-Unit Buildings – 4 stories or more (yes/no)
    - iii. Commercial, Retail, or Institutional Buildings (yes/no) •

Once completed, click on the “create” button. You will immediately receive a confirmation email with a link to your SAT application. Your SAT application will only show questions and point allocation that is specific to your development application.

**Step 3: Complete your SAT application.**

The SAT provides an efficient platform for the applicant to enter information about the target level achieved for applicable sustainability performance metrics provided in the proposed development application.

For the most part, the answers to each of the sustainability metric questions are either Yes, No, Not Applicable (N/A) or entered as a percentage. If your application doesn’t achieve a certain % target, just leave the answer blank.

A [Sustainability Metrics Guidebook](#) has been developed to accompany the SAT. The Guidebook provides instructions for applicants to follow, describing how to quantify various sustainability metrics. The applicant is expected to fill out the dynamic tool including which of the applicable sustainability metrics they have decided to provide in the proposed plan/project.

Be sure to hit the “save” button at the bottom of each page as you complete the application. There is no time limit, so you can access the application anytime, as long as it has been “submitted”. Access to your application will cease when you hit the “submit” button. If you need access to your application after it has been submit, contact your assigned Development Planner and they can unlock your application. Also, if you lose the link to your SAT application, contact the assigned Development Planner and request that they resend the link.

Mandatory questions represent items that are required by the City and reflect the City’s Official Plan, Standards or the Ontario Building Code. These requirements are considered mandatory and do not have a point allocation.

**Point Allocation:**

The points allocated for the metrics are listed in the Sustainability Metric table. The point structure for the Recommended Minimum and Aspirational targets align with the Municipalities' sustainability priorities, namely:

- a) Walkability
- b) Natural heritage
- c) Energy
- d) Water

Based on the information entered by the applicant, the point tally only reflects those sustainability metrics that are applicable to the proposed plan/project. As you complete your SAT application the point tally is automatically updated to reflect the entry. The SAT outputs two scores for the plan: an **Overall Application score** and an **Overall Community score**. The Overall Application score only reflects design elements that the applicant has control over/the ability to do as part of their proposed development application. The Overall Community score includes the Application score, along with those sustainability metrics that are typically controlled/influenced by the municipality or the region (i.e. proximity to schools, transit, proximity to cycling network, etc...).

**Only the Overall Application score will be used to evaluate against Brampton's Threshold Scores, Bronze, Silver and Gold.**

The Overall Community score will be used to monitor the implementation of the sustainability metrics and may influence future policies or implementation projects (e.g. refining engineering standards) that the municipalities or region may need to develop to further the implementation of the sustainability metrics as part of the planning application review process.

**Step 4: "Submit" your SAT Application**

At the bottom of each page there is a "submit" button. Only click on this button when you have completed your SAT application. As noted above, once submitted, you cannot access your SAT application unless you make a request to the assigned Development Planner.

**Step 5: Print "Sustainability Score"**

At the top of each page there is a "Print Only the Summary" button. By clicking this button you can get a copy of your Sustainability Score. The City of Brampton requires a Sustainability Score as part of a complete application.

**Step 5: Develop Sustainability Summary**

The [Sustainability Summary Terms of Reference](#) is a guide to completing this document that the City of Brampton requires as part of a complete application. The intent of this document is to identify component studies that verify targets that are identified in the SAT application.

**Step 6: Submit Sustainability Score and Summary**

Submit one (1) copy of the Sustainability Score and one (1) copy of the Sustainability Summary to your assigned Development Planner as part of a complete application. Also include a pdf. version of each document in your digital submission to the City.

**Step 7: Make Revisions to SAT Application**

After each component study has been reviewed and comments are provided by the City's Design Review Team and external agencies, revisions to your SAT application will most likely be required. To access your saved SAT application, contact the assigned Development Planner and request that he/she unlock your SAT application. Once this has occurred, use your previous link to access your saved SAT application and make the applicable revisions.

**Step 8: Resubmit Sustainability Score and Summary**

Follow Steps 3 to 6.