City of Belleville
Bell Boulevard Widening
Municipal Class Environmental Assessment

Draft Study Design Report

June 10, 2019

BT Eng Project 19-022

Table of Contents

List of Figures

List of Tables

1.0 Study Introduction

The City of Belleville (City) has initiated this Schedule B or C Municipal Class Environmental Assessment (EA) Study for the widening of Bell Boulevard from Sidney Street to Wallbridge Loyalist Road. The City's Transportation Master Plan (TMP) (2014) identified this section of Bell Boulevard as requiring four through lanes with improvements to intersections and active transportation. The Study will consider a focused range of alternatives following the 2014 TMP EA clearance including roadway alignment, cross-section, intersections, and active transportation. These design alternatives will be within or immediately adjacent to the existing City right-of-way. The EA Study will be documented in a Project File Report which will present the recommended roadway improvements considering the traffic demand in the 20-year planning horizon.

The TMP has previously completed the required Phases 1 and 2 for a Schedule B project. This EA study will update the previous work considering technical requirements to support current traffic forecasts and any additional property, if any, required to implement the project. This Study Design Report, the initial public document for this Municipal Class EA Study, presents a description of the work plan, alternatives, coarse screening of alternatives, consultation plan and overall study process. It will define the key activities required to complete the study and outline the Class EA planning process. The draft Study Design Report will be circulated at the initiation of the study to various agencies and to the Technical Advisory Committee (TAC), and will be available to the general public on the City's website. This document will scope the alternatives under investigation and the environmental review to only those alternatives which are planned to be within or adjacent to the existing City right-of-way.

1.1 Study Area

The Study Area is located within in the City of Belleville, as illustrated in **Figure 1** and follows the existing road right-of-way and adjacent municipal easements for sanitary and watermain services. Environmental inventories will be undertaken within and adjacent to this Study Area.

1.2 Project History

An Environmental Assessment was previously completed for the Bell Boulevard extension in an Environmental Project File dated 1995 by Totten Sims Hubicki (TSH) for an initial 2-lane and ultimate 4-lane Bell Boulevard from Sidney Street to Wallbridge Loyalist Road. The 2-lane roadway was constructed in 2000.

In 2004, the City constructed municipal water and sanitary servicing along this corridor within or adjacent to the road right-of-way. Where the services extended beyond the right-of-way easements were obtained for the construction of the watermain and sewer. The construction of these works also included the construction of Granular B subbase for the future road widening.

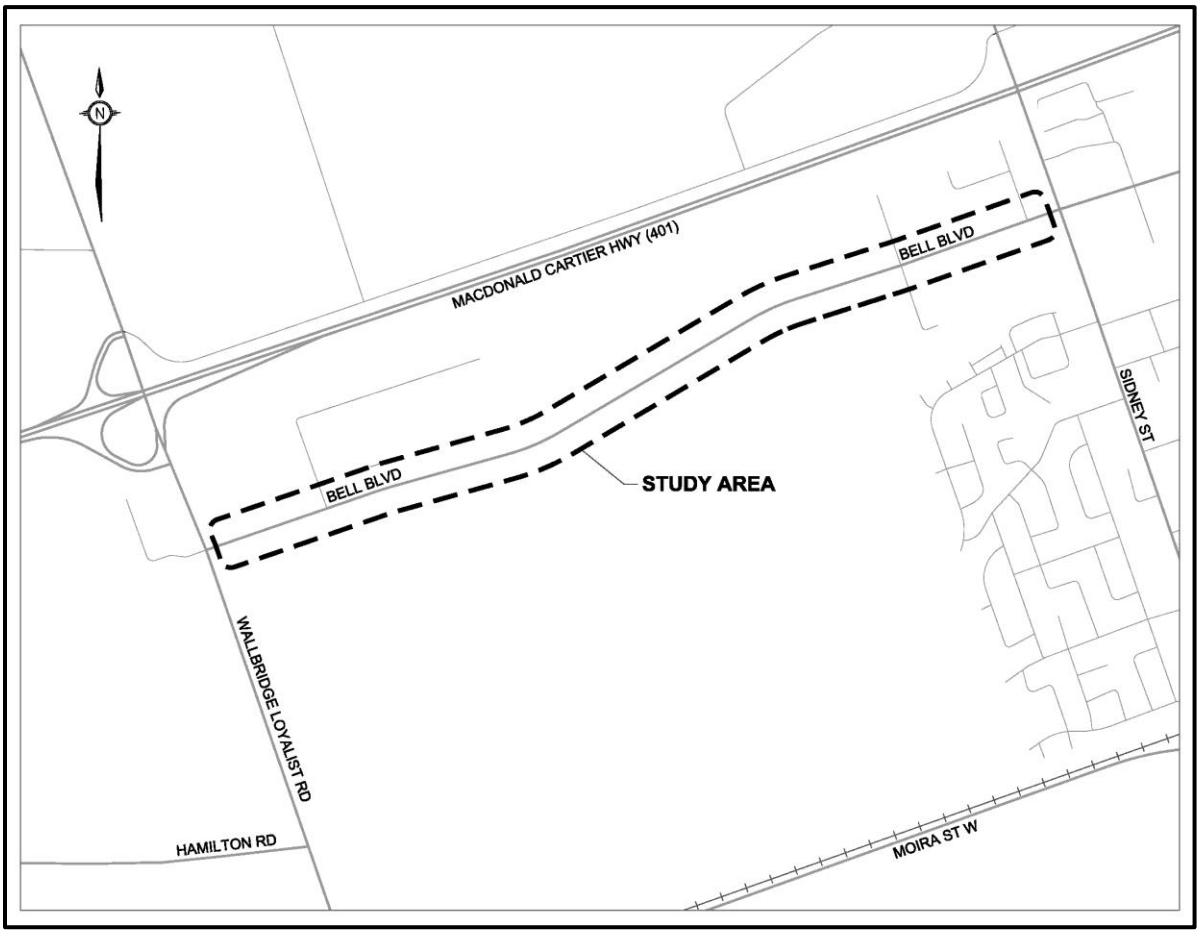

Figure 1: Study Area

The widening of Bell Boulevard from Sidney Street to Wallbridge Loyalist Road was subsequently identified in the City of Belleville's Transportation Master Plan (TMP) in 2014. This updated the 2004 EA and the plan for roadway improvements to address capacity deficiencies along the corridor and to improve access to adjacent development properties within the Study Area. The TMP has completed Phases 1 and 2 of the Municipal Class EA for this study.

"The Transportation Master Plan was prepared in accordance with the Municipal Class Environmental Assessment (EA) Process, which is an approved process under the Ontario Environmental Assessment Act. The Class EA process seeks to minimize the impact of projects on the environment – which is broadly defined to include natural, social, cultural, and economic assets. The planning process from the 2014 TMP is illustrated in **Figure 2**.

The Class EA process includes five phases, as illustrated in **Figure 3.** Transportation Master Plans are required to comply with the first two "need and justification" phases of the process,

which include an analysis of existing conditions, identification of problems and opportunities, and evaluation of alternative solutions, as illustrated by dashes in **Figure 3**. After approval of the Transportation Master Plan, individual roadway projects may proceed to construction (Schedule A or B projects) or Phase 3 of the Class EA Process for Schedule C projects at which time more detailed environmental evaluations and design work is undertaken."[1]. For Schedule B projects, those with values below $2.4 million, the Environmental Clearance is completed at the end of Phase 2 by the TMP.

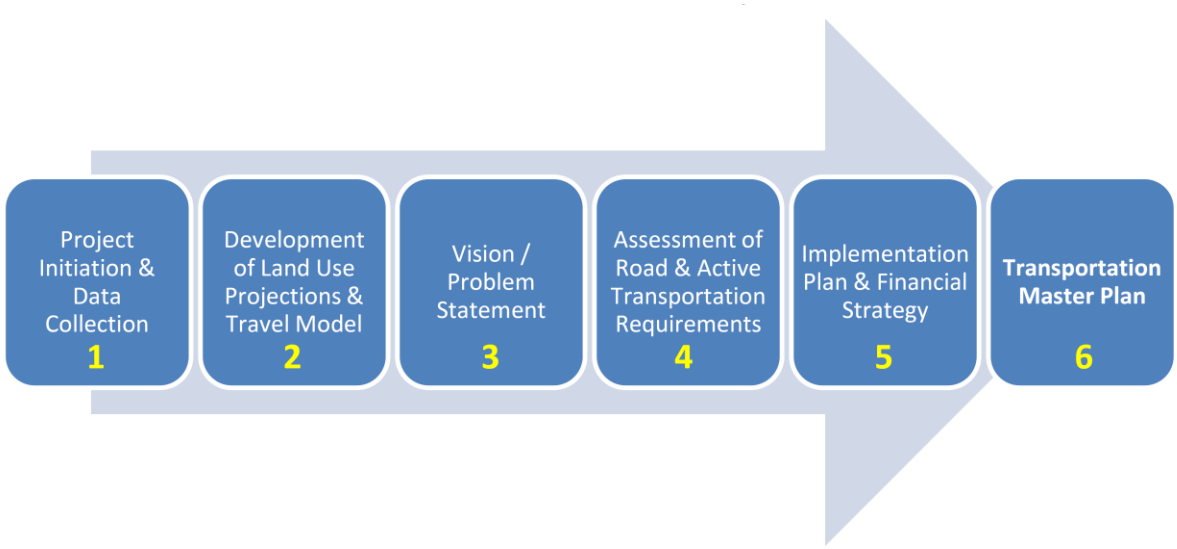

Figure 2: Study Process (Figure 1 from City of Belleville TMP)

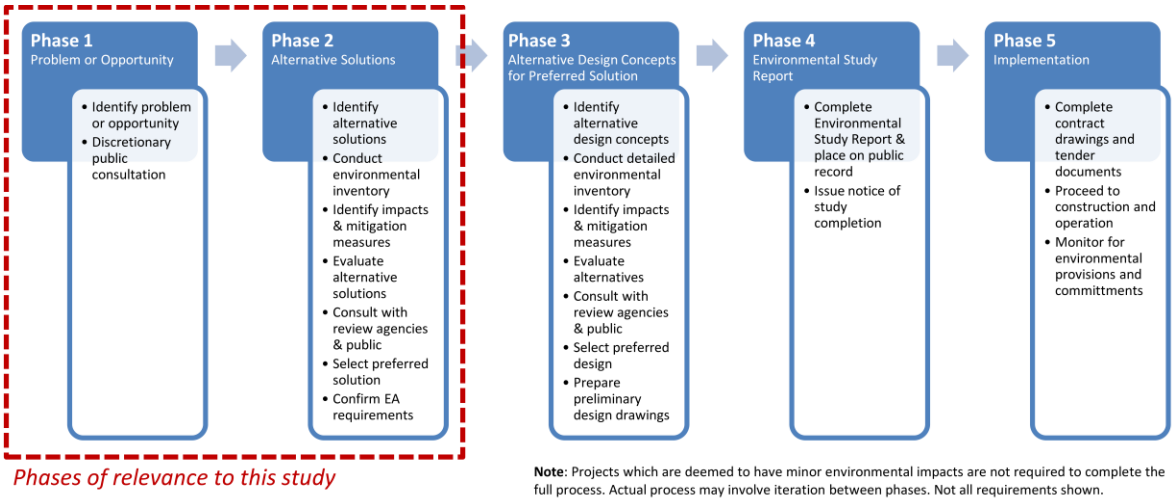

Figure 3: Municipal Class EA Phases (Figure 2 of the City of Belleville's TMP)

[1] City of Belleville Transportation Master Plan (2014)

Development has been approved by the City along the corridor based on the future 4-laning. A Traffic Impact Study (TIS) was completed for the corridor by Ainley Group and is being used by the City to guide in the review and approval of individual developments. Part of this development review has been to limit the number of entrances along Bell Boulevard to increase capacity and safety on the arterial roadway.

In the past two years, Bell Boulevard has seen a considerable boost in traffic demand due to the opening of Shorelines Casino in 2017. The casino receives more than 1 million visits each year, 65 per cent of whom come from outside of Belleville. A new hotel has also recently opened on this road in recent years with another scheduled to open in 2019.

In April, it was announced Costco will anchor a retail development with 14 stores and a gas bar on a 14.6-hectare parcel of land on Bell Boulevard adjacent to the Study Area. The project will create close to 850 new jobs. This development benefits not only the City of Belleville, but also the entire Bay of Quinte region through job creation and further economic spin-offs.

Bell Boulevard is within the City of Belleville Loyalist Secondary Plan Area. As development within the Loyalist Secondary Plan Area proceeds, it is anticipated Hamilton Road will be extended. A single intersection at Hamilton Road will connect to Bell Boulevard and the timing of construction is unknown. The EA Study will identify the location.

2.0 Study Approach

This Study will build upon the previously completed TMP by completing Phases 3, 4 and 5 of the Municipal Class EA Process by continuing with a Schedule B or C Class EA Study, which will be documented in a Project File Report or Environmental Study Report. This will be based on previous EA's (1995 Project File and 2014 TMP), previous construction and previous development approvals form adjacent lands.

The Municipal Class EA defines a category of projects for "Reconstruction or widening where the reconstructed road or linear paved will not be for the same purpose use or capacity or at the same location (e.g. additional motor vehicle lanes" (Ref. page 1-5, Appendix I-Project Schedules). For projects valued under $2.4 million they are defined as Schedule B projects and those above $2.4 million are Schedule C. Because the value of this project may exceed $2.4 million the work program will include all elements to achieve clearance for either a Schedule B or C project.

This Study has completed Phases 1 and 2 of the Municipal Class EA Process by establishing the need and justification for the project and considering all reasonable Alternative Planning Solutions (under the City's TMP). This EA will address Phases 3, 4 and 5 by considering all reasonable alternatives with acceptable effects on the natural, social and cultural environments, proactively involving the public and actively engaging with Indigenous Peoples in developing a Recommended Plan and proceeding to implementation of construction works.

2.1 Guiding Principles

The Study approach will involve the following Ministry of the Environment, Conservation and Parks (MECP) guiding principles for EA studies:

- Consider all reasonable alternatives;
- Provide a comprehensive assessment of the environment; and
- Provide a clear and concise documentation of the decision-making process and the public consultation program.

2.2 Environmental Assessment Act Requirements

The Study will follow the Class EA process meeting the requirements of the Municipal Class EA (MEA 2015). This Study is being initiated as a Municipal Schedule B or C Class EA Study, based on the range of anticipated effects and capital cost of the study.

This Study will include one Public Information Centre (PIC) and conclude with the preparation of a Project File Report or Environmental Study Report (ESR). The public will be provided with a 30-day review period of the Project File/ESR Report at the Study conclusion. This Study Design is being made available to the public as additional initial public consultation within the

Municipal Class EA process, as illustrated in **Figure 4**. The Study Design will allow the public and agencies an early opportunity to comment on the proposed approach for the Study.

The use of the Study Design will accelerate the EA planning process by utilizing information from previous studies for the 4-lane arterial and completed adjacent construction projects.

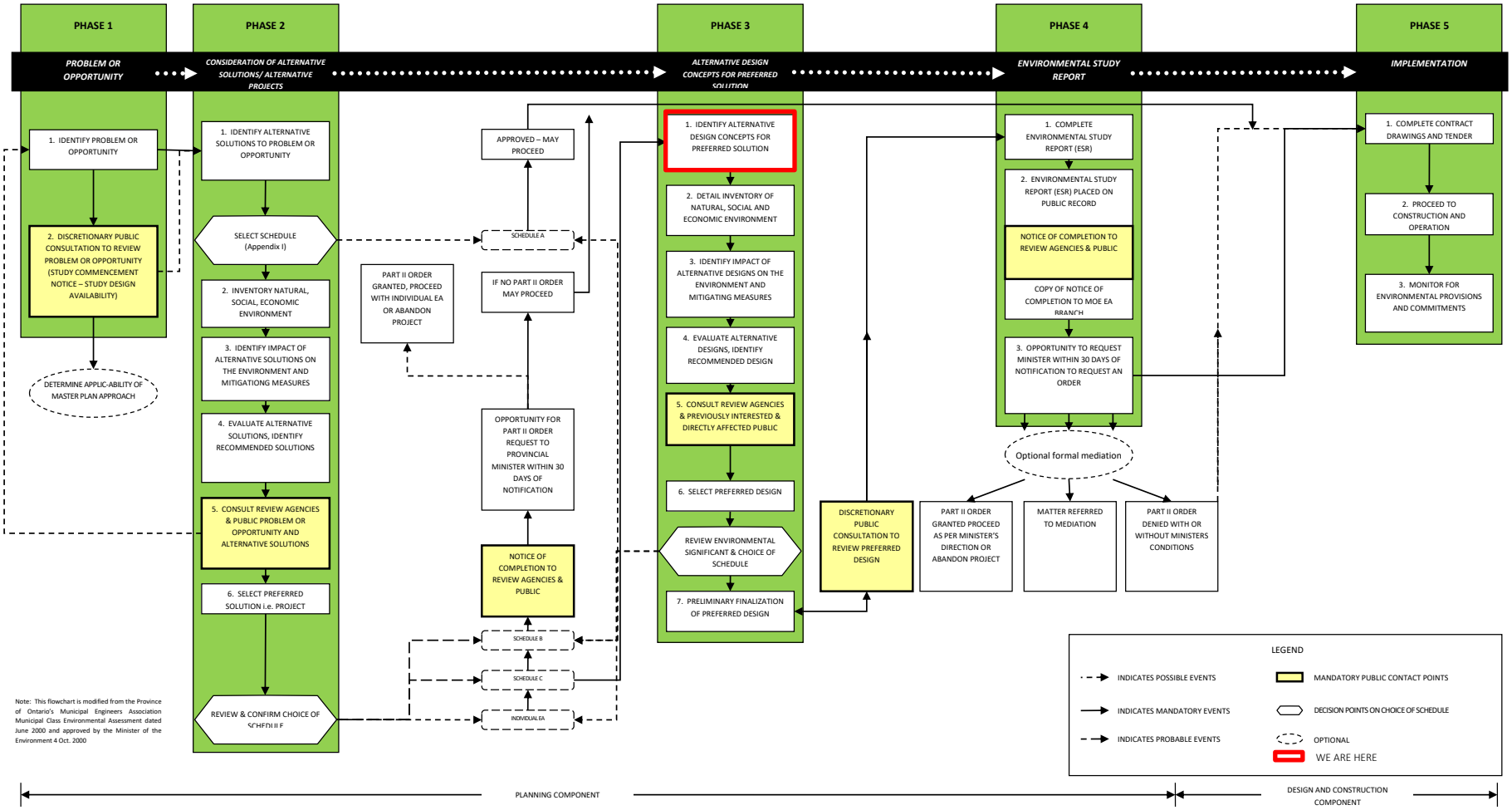

Figure 4: Municipal Class EA Process

2.3 EA Phases

The Municipal Class EA Process is illustrated in **Figure 4**.

The following is the breakdown of tasks for this project:

Phase 1: Identify the Problem – Completed by the City's TMP

Phase 2: Alternative Solutions – Completed by the City's TMP

Phase 3: Alternate Design Concepts for Preferred Solution (this EA Study)

Phase 4: Environmental Study Report (this EA Study)

Phase 5: Implementation (Construction to follow)

3.0 Study Process

3.1 Public Consultation Approach

The study will use several techniques to proactively involve the public including one PIC as well as meetings with external agencies. Meetings will be organized with the stakeholders and may include adjacent land owners, MECP, Ministry of Tourism, Culture and Sport (MTCS), Ministry of Natural Resources and Forestry (MNRF), Quinte Conservation (QC), and other affected agencies. Meetings, if required, will also be held with Indigenous Peoples communities (including Alderville First Nation, Curve Lake First Nation, Hiawatha First Nation, Mississaugas of Scugog Island First Nation, Mohawks of the Bay of Quinte and Metis Nation of Ontario Peterborough and District Wapiti Métis Council) who are rights holders. These meetings will be in addition to the progress meetings with the Technical Advisory Committee. These meetings will include representatives from the City of Belleville.

The use of separate meetings with interest groups will ensure a high level of communication with the community regarding potential issues and the assessment of alternatives.

The initial distribution of the draft Study Design is to focus stakeholders and Indigenous Communities on the scope of the project and the coarse screening of alternatives to be considered. Based on the previous planning and implementation of this project and the coordination with adjacent developments, the environmental effects will be limited and the requirement for additional property will be minimal. The limited environmental effects are known because of the previous construction of the 2-lane road, shoulders and municipal services and utilities in the corridor.

The PIC will be held in the summer 2019 to present the Final Study Design; study goals; problem and opportunity statement; environmental inventories; traffic analysis; assessment of Planning Solutions; and the Technically Preferred Alternative (TPA) for improvements. The PIC will be an integral component of the study - seeking input and comments from the public, stakeholders and Indigenous Communities.

With respect to public involvement, the work program will have the following key elements:

- Study Commencement Notice and PIC Notices presented in the local newspaper(s) advising of the availability of the Draft Study design for review and comments.
- Maintaining and updating a Study mailing list.
- Public review of a draft Study Design Report (Scoping Document), available on the City's website.
- The PIC will present the project Problem and Opportunity Statement, environmental inventories, alternatives and a TPA for the corridor improvements. The Consultant and City staff will be available to answer any questions or concerns during the PIC.
- Public 30-day review of the Project File Report.

3.2 Work Program

The major elements of the technical work program include the following:

Task 1: Project Start-Up

The TAC will provide direction regarding the technical elements of the study including the study issues, data collection, and analysis of alternatives. A study mailing list will be maintained throughout the project for agencies, stakeholders, Indigenous Peoples and the public. The Notice of Study Commencement will be prepared for the City to place in the local newspaper and on their website, as well as sent to the MECP by their Notification Procedure.

Task 2: Information Gathering

The collection and organization of the data necessary for the analysis, evaluation and design activities will include:

- Assembly and review of study materials undertaken by the City for this roadway;
- Field reviews to assess aquatic and terrestrial habitat, general Species at Risk (SAR) inventories, and the collection of photographs to maintain a visual record of existing conditions;
- Collect traffic and land use reports
- Collect as constructed roadway and municipal services contracts;
- Review the Official Plan, relevant Official Plan Amendments and Secondary Plans;
- Gather existing natural/social environmental inventories and stormwater reports; and,
- Review of existing and projected traffic volumes and collision data as identified in any area traffic studies.

Task 3: Transportation Analysis

The transportation analysis will involve the following key tasks:

- An initial review of the previous traffic forecasts, including the need and justification, which will be summarized in the Problem Statement;
- Documentation of existing profile of road users including all modes of travel (vehicular, bicycles, pedestrians and emergency services);
- Collection of traffic counts along the Study corridor and at major entrances;
- Analysis of forecast traffic demands and future projections, and identification of level of service/forecasting and collision analysis for roadway links and intersections (building and documenting on previous forecasts) for land use development;
- Evaluation of alternative traffic control measures;
- Confirmation of the need and justification for roadway improvements and timing;
- Identification of interim improvements required immediately, in the short term and long term;

- Preparation of a Traffic Study Report including recommendations on the timing and lane configurations for the planned widening of Bell Boulevard and intersection improvements; and
- Updating Chapter 10 of the current TMP to recommend appropriate active transportation improvements along the Bell Boulevard corridor.

Task 4: Inventory of Natural, Social and Cultural Environment

Social Environment: Areas of investigation will include documenting existing and proposed land uses, land use policies and regulations, aesthetics, recreation facilities, and links with pedestrian and cycling facilities. The community plan of the existing and future land uses will be documented and form the baseline from which alternatives will be measured.

Natural Habitat Assessment: A windshield desktop review of the natural habitat will be conducted, including an inventory of SAR and their habitat and documented in the Project File Report. The level of disturbance of the corridor reflects the previous roadway and municipal servicing constructed in the right-of-way.

Cultural Heritage: A self-assessment MTCS checklist will be completed to consider the potential for heritage resources.

Archaeology Stage 1 Background Study: The objectives of a Stage 1 archaeological background study are to develop an inventory of archaeological resources in the proposed area; to determine the presence of any archaeological sites in the area; and, to recommend appropriate strategies for future design consideration. This will be accomplished by conducting detailed documentary research of the land use, archaeological history, and present condition of the property. This information will be gathered by reviewing the National Archaeological Site Registration Database. The data gathered will advise of the location, type, and significance of registered archaeological sites for a typical radius of one kilometre around the subject property. Reviewing the registered archaeological site database will identify significant heritage resources on or adjacent to the study area, and will summarize the form and extent of previous cultural heritage investigations undertaken within the general project vicinity.

The level of disturbance of the corridor reflects the previous roadway and municipal servicing constructed in the right-of-way.

Task 5: Technical Investigations

Utility Coordination: The design will be coordinated with utility companies to determine locations and if relocations will be required.

Illumination: The requirements to improve street lighting along the corridor will be identified.

Traffic Signals: Preliminary PHM-125 drawings will be prepared for signalized intersections within the Study Area.

Drainage: Both urban and rural cross-sections, including drainage and stormwater management, will be investigated. The right-of-way will be assessed to determine if there are requirements for additional stormwater management facilities and whether planning for these facilities has been part of land use planning completed to date..

Geotechnical: A geotechnical investigation will be completed to identify the pavement structure for the widened roadway reflecting the existing road base and the shallow cover to bedrock.

Topographical Survey: A topographic survey will be provided for Bell Boulevard from the intersection with Sidney Street westerly to Wallbridge Loyalist Road. The survey will cover to 10 m beyond the ROW for the entire length of the road and will include all monitoring wells and boreholes, all road and drainage features with inverts, surface utilities and vertical clearances to overhead utilities. A Quality Level D utility investigation will consist of plotting utility information derived from existing records or oral recollections. Project control along the site referenced to UTM NAD83 will be established.

Task 6: Development, Analysis and Evaluation of Alternatives

The consideration of all reasonable alternatives is a guiding principle for EA studies. The alignment and cross section will be generated through discussions with the City, agencies and the general public. The list will be confirmed with the public, as required as part of the EA process, including the "Do Nothing" alternative. The following will be considered as part of the Study:

- Cross Section Alternatives
- Intersection Alternatives
- Alignment Alternatives
- Active Transportation

This Study will use a qualitative evaluation process and the TPAs will be presented to the public at the PIC. Interim solutions will be reviewed following selection of a TPA, if required.

Task 7: Public Information Centre

The Public Information Centre (PIC) will be held as a drop-in event for the public and stakeholders to attend. The PIC will present the Problem Statement, the TPAs, draft property acquisition requirements to the public. The PIC will include coloured graphics and text boards to describe the process and opportunities for the public to provide comments. Notice for the PIC will be prepared for the City to place in the local newspaper and on their website, including mailing letters to the mailing list.

Task 8: Preparation of the Project File Report

The preparation of the draft and final Project File Report will follow the format and content for a Schedule B Municipal Class EA. The Report will document the study methodology, findings, public involvement and recommendations.

Task 9: Public Review of Project File Report

A Notice of Study Completion will be prepared to be placed in the local newspaper and on the City website. The public will be notified of the availability of the Project File Report for review. Individual letters (or emails) will be sent to persons/ organizations on the contact and distribution lists maintained throughout the course of the Study. The Project File Report will be made available at a convenient location for the public review.

Task 10: Preliminary Design

Preliminary design drawings will be prepared, including plans, profiles, cross sections, utilities, constructability and staging, lighting and property. A composite utility plan will be created and sent to utility companies for review and input. It will also identify the need for temporary works and detours during future construction. Cost estimates will be detailed for all design alternatives including life cycle costs.

The roadway and linear infrastructure designs will be generated through discussions with the City. The design considerations will include:

- Circulation to Utilities and identification of any necessary relocations;
- Review vertical and horizontal alignment, geometric design, TAC Guidelines, active transportation, grading and drainage, signage and speed limits;
- Review consistency of road and right-of-way (ROW) widths;
- Review and provide a recommendation for intersections;
- Depth of existing linear infrastructure;
- Service life of existing pavement structure; and
- Property impacts and requirements for road widening and easements.

3.3 Study Schedule

A draft schedule for this Study is shown below in **Table 1**.

Table 1: Draft Study Schedule

Tasks	Dates
Project Start-Up Meeting	May 2019
Study Commencement Notice	May 2019
Draft Study Design	May 2019
Consultation Program	May – December 2019
Information Gathering	Summer 2019
Environmental Review	Summer 2019
Transportation Analysis	Summer 2019
Technical Investigations	Summer/Fall 2010
Analysis and Evaluation of Alternatives	Summer 2019
PIC No. 1	Summer/Fall 2019
Preparation of Project File	Fall/Winter 2019
Public Review of Project File	Winter 2020

4.0 Design Criteria

The following design criteria will be considered as the standard for all alternatives to be carried forward:

- Lanes and shoulders shall meet Transportation Association of Canada standards;
- Sidewalk shall meet City of Belleville standards (1.5 m width);
- Signalized intersection spacing shall be 400 m (desirable) and 250 m minimum;
- Level of service (LOS) for signalized intersection shall be LOS “C” or better;
- Lane density in the peak hour will be 700 vehicles/hour or less (desirable); and
- Design year for traffic will be a 20 year planning horizon (year 2040).

5.0 Alternative Development and Coarse Screening

All reasonable alternatives are considered in this EA Study and those alternatives proposed to be screened are discussed in this section of the Study Design. The preliminary groups of alternatives include:

Cross Section Alternatives:

- 2 lanes (Do Nothing)
- Urban 4 lanes (Undivided and Divided) with dedicated left or right turn lanes where warranted by demand
- Urban 5 lanes (including continuous two-way left-turn lane)

All new cross sections will reflect the urban environment and the acceptance of disabled vehicles in the right curb lane. No rural alternatives with shoulders are under investigation. The two types of alternatives will be:

- an urban section with curb gutter outlets to ditches or catchbasin outlets to ditches; or
- In constrained areas urban cross section with closed storm sewer system

The Do Nothing (2-lane rural) cross section is also proposed to be screened. The existing 2-lane design will not meet the traffic design criteria (described in Section 4) and was previously screened in the 2014 EA for the TMP.

Intersection Alternatives

Three intersection designs are described in this study design including:

- Conventional Stop-controlled
- Signalized
- Roundabout

This Study Design has a preliminary recommendation to screen the use of roundabouts on this corridor. This preliminary recommendation is based on the design consistency within the City of Belleville along this corridor.

Alignment Alternatives

Three horizontal alignments will be considered including:

- Widening to the north
- Widening to the south
- Widening varies from north to south to avoid Ontario Hydro/Veridian (Elexicon) infrastructure

Active Transportation

- Sidewalks (consider width based on pedestrian demand and accessibility for our aging society and disabled individuals)
- Multi-use pathway

Glossary of Terms

• **AADT**	Annual Average Daily Traffic – the average 24-hour, two-way traffic per day for the period from January 1st to December 31st.
• **Alignment**	The vertical and horizontal position of a road.
• **Alternative**	Well-defined and distinct course of action that fulfils a given set of requirements. The EA Act distinguishes between alternatives to the undertaking and alternative methods of carrying out the undertaking.
• **Alternative Planning Solutions**	Alternative ways of solving problems or meeting demand (Alternatives to the Undertaking).
• **Alternative Design Concepts**	Alternative ways of solving a documented transportation deficiency or taking advantage of an opportunity. (Alternative methods of carrying out the undertaking).
• **Alternative Project**	Alternative Planning Solution, see above.
• **Bump-Up**	The act of requesting that an environmental assessment initiated as a class EA be required to follow the individual EA process. The change is a result of a decision by the proponent or by the Minister of Environment to require that an individual environmental assessment be conducted.
• **Canadian Environmental Assessment Act (CEAA)**	The CEAA applies to projects for which the federal government holds decision-making authority. It is legislation that identifies the responsibilities and procedures for the environmental assessment.
• **Class Environmental Assessment Document**	An individual environmental report documenting a planning process which is formally submitted under the EA Act. Once the Class EA document is approved, projects covered by the class can be implemented without having to seek further approvals under the EA Act provided the Class EA process is followed.
• **Class Environmental Assessment Process**	A planning process established for a group of projects in order to ensure compliance with the Environmental

	Assessment (EA) Act. The EA Act, in Section 13 makes provision for the establishment of Class Environmental Assessments.
• **Corridor**	A band of variable width between two locations. In transportation studies a corridor is a defined area where a new or improved transportation facility might be located.
• **Criterion**	Explicit feature or consideration used for comparison of alternatives.
• **Cumulative Effects Assessment**	Cumulative Effects Assessment assesses the interaction and combination of the residual environmental effects of the project during its construction and operational phases on measures to prevent or lessen the predicted impacts with the same environmental effects from other past, present, and reasonably foreseeable future projects and activities.
• **Detail Design**	The final stage in the design process in which the engineering and environmental components of preliminary design are refined and details concerning, for example, property, drainage, utility relocations and quantity estimate requirements are prepared, and contract documents and drawings are produced.
• **DFO**	Department of Fisheries and Oceans.
• **EA**	Environmental Assessment
• **EA Act**	Ontario Environmental Assessment Act (as amended by S.O. 1996 C.27), RSO 1980.
• **Environment**	• Air, land or water, • Plant and animal life, including human life, • The social, economic and cultural conditions that influence the life of humans or a community, • Any building structure, machine or other device or thing made by humans, • Any solid, liquid, gas, odour, heat, sound, vibration or radiation resulting directly or indirectly from human activities, or

	• Any part or combination of the foregoing and the interrelationships between any two or more of them, in or of Ontario.
• **Environmental Effect**	A change in the existing conditions of the environment which may have either beneficial (positive) or detrimental (negative) effects.
• **ESR**	Environmental Study Report. The final documentation for Schedule C project, defining the project, consultation process, preferred solution and mitigation measures.
• **Evaluation**	The outcome of a process that appraises the advantages and disadvantages of alternatives.
• **Evaluation Process**	The process involving the identification of criteria, rating of predicted impacts, assignment of weights to criteria, and aggregation of weights, rates and criteria to produce an ordering of alternatives.
• **External Agencies**	Include Federal departments and agencies, Provincial ministries and agencies, conservation authorities, municipalities, Crown corporations or other agencies other than MTO.
• **Factor**	A category of sub-factors.
• **General Arrangement**	Structural plan of the bridge and proposed works including elevations and cross-sectional views of the bridge.
• **Individual Environmental Assessment**	An environmental Assessment requiring the submission of a document for approval by the Minister, pursuant to the EA Act and which is neither exempt from the EA Act nor covered by a Class EA approval.
• **MECP**	Ministry of the Environment, Conservation and Parks.
• **Mitigating Measure**	A measure that is incorporated into a project to reduce, eliminate or ameliorate detrimental environmental effects.
• **Mitigation**	Taking actions that either remove or alleviate to some degree the negative impacts associated with the implementation of alternatives.
• **MNRF**	Ministry of Natural Resources and Forestry.

• **MTCS**	Ministry of Culture, Tourism and Sport.
• **MTO**	Ministry of Transportation Ontario.
• **PIC**	Public Information Centre.
• **Planning Alternatives**	Planning alternatives are "alternative methods" under the EA Act. Identification of significant transportation engineering opportunities while protecting significant environmental features as much as possible.
• **Planning Solutions**	That part of the planning and design process where alternatives to the undertaking and alternative routes are identified and assessed. Also described as "Alternative Project" under the federal EA Act.
• **Project**	A specific undertaking planned and implemented in accordance with the Class EA including all those activities necessary to solve a specific problem.
• **Project File**	The final documentation for Schedule B project, defining the project, consultation process, preferred solution and mitigation measures.
• **Proponent**	A person or agency that carries or proposes to carry out an undertaking, or is the owner or person having charge, management, or control of an undertaking.
• **Public**	Includes the general public, interest groups, associates, community groups, and individuals, including property owners.
• **Realignment**	Replacement or upgrading of an existing roadway on a new or revised alignment.
• **Recommended Plan**	That part of the planning and design process, during which various alternative solutions are examined and evaluated including consideration of environmental effects and mitigation; the recommended design solution is then developed in sufficient detail to ensure that the horizontal and vertical controls are physically compatible with the proposed site, that the requirements of lands and rights-of-way are satisfactorily identified, and that the basic

	design criteria or features to be contained in the design, have been fully recognized and documented in sufficient graphic detail to ensure their feasibility.
• **Screening**	Process of eliminating alternatives from further consideration, which do not meet minimum conditions or categorical requirements.
• **Sub-factor**	A single criterion used for the evaluation. Each sub-factor is grouped under one of the factors.
• **Technical Advisory Committee**	The Advisory Committee will include the City and Consultant. It will act as the decision-making body for the study recommendations.
• **TIS**	Traffic Impact Study
• **TMP**	Transportation Master Plan
• **Traceability**	Characteristics of an evaluation process which enables its development and implementation to be followed with ease.
• **Undertaking**	In keeping with the definition of the Environmental Assessment Act, a project or activity subject to an Environmental Assessment.