

Terms of Reference (ToR): Community Design Guidelines (CDG)

Purpose:

Community Design Guidelines (CDG) are a written and graphic set of guidelines that describes how the land use, streets, parks, open spaces, public facilities, buildings, built form and landscape elements of a new community will work together to create new neighborhoods that support the overall goals defined by the Official Plan and through the public planning process.

The CDG:

- Acknowledges the constraints and identifies the opportunities that exist within a given area to be capitalized upon to influence the overall design of a community and the establishment of a land use plan.
- Focuses on the visual and physical design and connectivity of the community, including the structure of the community and neighborhoods. It outlines key principles for the design of street and block patterns, streetscapes, landscapes, and built form distribution and hierarchy; and the creation of an open space network that incorporates natural features such as valleylands and woodlands, stormwater ponds, parks, institutional, commercial and other uses. It should consider natural system linkages, integrating off-road trails where possible, and providing connections to both proposed developments and surrounding existing communities.
- Identifies and evaluate elements related to the existing built form and the cultural and natural heritage of the area.
- Involves identification of Special Character Areas forming as focal points within the Secondary Plan Area, characterized by distinctive built form and enhanced landscape and streetscape elements, such as fencing, paving, and planting.
- Identifies trail network within the proposed development and connection to surrounding existing communities.
- Identifies and summarizes how other background studies that are prepared as part of the Secondary Plan creation process, influence the overall design for the Secondary Plan area.
- Outlines and illustrates how the Official Plan (FCOP) and Town-Wide Design Guidelines'(TWDG) goals and objectives for the public realm and built form will be achieved within the specific site and its relationships to the surrounding area. They will also provide specific, actionable, and measurable directions for development to achieve these goals.
- Is flexible to accommodate change as it occurs while maintaining intact the essential urban design ideas.
- Should not replicate guidance provided in the TWDGs but instead offer supplementary details specific to the unique community.

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- Includes maps, precedent images and sketches supporting the guidelines extensively.
- Uses action verbs throughout the guidelines.

Required in Support of:

- Secondary Plans
- Official Plan Amendments
- Tertiary Plans

Prepared By:

An Urban Designer, Professional Architect (OAA), or full member of the Canadian Institute of Planners (MCIP) and or Professional Landscape Architect (OALA) with a demonstrated specialization in urban design.

Policy Reference:

- Future Caledon Official Plan (FCOP)
- Town of Caledon Comprehensive Town-Wide Design Guidelines (TWDG), 2025
- Town of Caledon Landscape Guidelines
- Green Development Standards (GDS)
- Healthy Development Assessment (HDA)
- Active Transportation Master Plan

Submission Requirements:

- Digital report in PDF format (File size not to exceed 4 GB).
- Document should be concise and be a maximum of 50 pages.
- The title page will include the Town File number, Secondary Plan Area name, the name(s) of the consultants, the name of landowners group and date document was produced. Please see attached for reference.
- Proofread and spellcheck the document prior to submission.
- Include a Disclaimer: *Please add an explanatory note at the beginning of all CDG document indicating that the images and illustrations found in the document are conceptual representations of the intended designs and should not be construed or interpreted literally as what will be constructed.*

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Table of Content:

Community Design Guidelines (CDG) shall be prepared following the below structure:

1. Introduction

- 1.1 Purpose of the Document (*Describe how the document fits in terms of the context of the overall Secondary Plan creation process*)
- 1.2 Location and Site Context (*Use images/mapping to illustrate*)
- 1.3 Opportunities and Constraints that influence overall community design principles (*existing cultural or natural heritage, existing or planned roadways, surrounding land use influences*)

2. Community Design Vision

- 2.1 Vision for the Secondary Plan in alignment with the Town's Policy framework (*Reference ONLY specific sections implemented within the design, do not repeat/duplicate policy language*)
- 2.2 Other background studies (*specific to the application*) contributing to the 'vision'
- 2.3 Guiding principles for Secondary Plan Area (*in alignment with FCOP and other supporting documents including but not limited to TWDG Section 1.3.2, Town of Caledon Landscape Guidelines, GDS, HDA*)

3. Community Design Framework Plan (*Overview of the structuring elements that aligns with the vision and intend to inform the high-level secondary plan Land Use Schedule*).

- 3.1 Primary Land Use
- 3.2 Major road network
- 3.3 Transit network (if any)
- 3.4 Park, School and Community Facility/Services location
- 3.5 Storm Water Management Facility Locations

For Secondary Plans directly leading to Draft Plan of Subdivision applications, the CDG should include or be updated to include the following sections prior to the approval of the Secondary Plan.

For Secondary Plans proceeding through a Tertiary Plan process, the following sections must be completed prior to the approval of the Tertiary Plan.

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4. Community Design Plan

(Urban Design +Landscape Guidelines)

Structuring Elements *(Include conceptual design, images, or illustrations of the following elements)*

- 4.1 Character and Identity of the Community
- 4.2 Interface with existing areas and natural areas
- 4.3 Street and Block Network
- 4.4 Proposed Neighborhoods
- 4.5 Open Space System
 - 4.5.1 NHS/Woodlots
 - 4.5.2 Parks and their facility fit
 - 4.5.2 SWM Ponds
 - 4.5.3 Community Trail System and Trail heads
 - 4.5.4 Walkway and Buffer Blocks
 - 4.5.5 Community Fencing
 - 4.5.6 Community Edges, Gateways and Nodes
 - 4.5.7 Community Mailboxes
- 4.6 Special Character Areas with enhanced landscape/streetscape treatments (*fencing, paving, etc.*) and special enhancements to built form.

5. Built Form Guidelines

- 5.1 Built Form Architectural Style and Distribution
- 5.2 Affordable Housing Strategy and Location
- 5.3 Priority Lot Plan (if available)
- 5.4 Non-Residential Building Typologies (as applicable)
 - 5.4.1 Schools and other institutional buildings
 - 5.4.2 Mixed Use/retail
 - 5.4.3 Office
 - 5.4.4 Industrial
- 5.5 Site specific demonstration plans

6. Cultural Heritage Consideration (if applicable)

- 6.1 Landscapes (*to preserve the heritage character*)
- 6.2 Listed or designated buildings (*Urban Design guidelines for restoration including relocation, and or retrofit*)

7. Sustainable Development & Smart Town Initiatives *(Highlight the initiatives that comply with the Town approved GDS and the Region's HDA in this planned area)*



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8. Implementation

8.1 Explain if the Secondary Plan is going through a Tertiary Plan process or directly to the Draft Plan of Subdivision process.

8.1.1 For Secondary Plans directly leading to Draft Plan of Subdivision applications, the CDG should be updated to include the details outlined in the above ToR prior to the approval of the Secondary Plan.

8.1.2 For Secondary Plans going through a Tertiary Plan process an amendment to the CDG maybe required prior to the approval of the Tertiary Plan if,

8.1.2.1 Significant changes have been made since the OPA level document was approved, or if

8.1.2.2 The OPA level CDG was general and didn't provide Tertiary level details (Sections 4-7 of the above ToR)

8.2 In case of non-compliance with specific 'mandatory' or 'expected' guidelines, applicant shall provide a rationale/explanation for the non-compliance guidelines. Please refer to Section 13.1.1.1 of the TWDG.

Approval Date:

SECONDARY PLAN AREA (NAME)

Community Design Guidelines

File Number POPA 2025-XXXX

Submission #

Date-mm/dd/yyyy

Conceptual Image of the
Area

Prepared By:

ABC UD Consultants

Prepared For:

XXX Developers Group

