

# Terms of Reference: Community Services/Facilities Study

## Purpose:

---

- To identify and inventory current and proposed/planned community services and facilities to determine their adequacy to accommodate the needs of new residents in the context of development proposals.
- Community services and facilities include:
  - Recreational facilities including community centres, green spaces, parks, conservation areas and trails;
  - Municipal buildings and operations/public works yards;
  - Emergency services facilities such as fire halls, paramedic facilities and police facilities;
  - Public health facilities including hospitals, urgent care centres and clinics;
  - Educational facilities including schools, libraries and day cares;
  - Places of worship; and,
  - Transit facilities and transit routes.

## Required in Support of:

---

- Through an Inquiry Meeting or Preliminary (PARC) Meeting, staff will confirm if a study is required.
- This study will typically be required in support of the following applications that propose new residential units at a scale that may result in significant demand or impact on community services or community facilities:
  - Official Plan Amendment (including Secondary Plans)
  - Plans of Subdivision
  - Plans of Condominium
  - Zoning By-law Amendments

## Prepared By:

---

- A Registered Professional Planner.

## Peer Review and Scoping:

---

- The Town may require a peer review of this document at the sole cost of the owner/applicant submitting the development application.
- On a project-by-project basis, the Town will identify any possible scoping of the assessment, or alternatively, other considerations to be incorporated into the assessment.
- At the sole discretion of the Town, the assessment may be included as a component of the Planning Justification Report, if one is required in support of a development application(s).

# Terms of Reference: Community Services/Facilities Study

## Content:

---

- Section 1: Executive Summary
- Section 2: Introduction
  - Site Location and Context: Information on the site (location, property size, existing uses), surrounding land, access, servicing, etc.
  - Description of Proposal: Indicate the proposed development, type of development application and proposed activities and identify a need within the planning horizon of the Official Plan for the proposed use.
  - Provide a description of the proposal including housing and unit type, the number of units by unit type, unit size, number of bedrooms and proposed prices/rents for same.
  - Purpose: Identify the reason and objectives for the study.
- Section 3: Study Area
  - Identify and illustrate on a map, the study area for the inventory and analysis. The study area shall consist of:
    - An area with an 800 metre radius from the subject property to be developed;
    - An area with a 2,000 metre radius from the subject property to be developed; and,
    - A broader area to be identified through the Preliminary (PARC) Meeting.
  - Provide a demographic overview of the study area including, but not limited to, population data, family composition, housing type, immigrant population, labour force and socio-economic characteristics associated to the proposed development.
- Section 4: Contextual Analysis
  - Provide a description of the local context including services (e.g. transit routes, community facilities) and features of the surrounding area, including an inventory list of services and community facilities in the study area.
  - Provide a map of services and facilities within the study area.
  - Include profiles of services and facilities, for example, programs offered, size of facilities, demand and capacity of facilities and programs, and who is served by the service or facility (age groups, gender), as well as contact information for all services and facility staff contacted in the course of the study.
- Section 5: Gap Analysis
  - Provide a review of the capacity of existing and planned services to serve the proposed development.
  - Consider other active development applications in the study area and how they may affect capacity of existing services.
  - Identify barriers to new residents of the proposed development accessing existing services.

# Terms of Reference: Community Services/Facilities Study

- Identify new services that may be required as a result of growth and demographics anticipated by the proposed development.
- Section 9: Summary and Conclusion
  - Summarize the proposed development and key finds of the study.
  - Provide a conclusion as to whether or not adequate community services and facilities exist to support the proposed development.
  - Provide recommendations to address any identified impacts to the community services.
- Section 10: Background Information
  - Appendix 1: Aerial Photograph - Identifying the parcel of land and surrounding land uses
  - Appendix 2: Proposed Development or Concept Plan
  - Appendix 3: Identified Community Services/Facilities
  - Appendix 4: Applied Terms of Reference and Scope Details
  - Appendix 5: Literature Cited
  - Appendix 6: Other Data Sources Used
  - Appendix 7: Curriculum Vitae (CV) of Those Who Prepared the Study

## **Additional Resources:**

---

- Town of Caledon Official Plan
- Recreation Master Plan
- Fire Master Plan