

Terms of Reference: Facility Fit Plan

Purpose:

- To establish a plan demonstrating how proposed public facilities, parks and open space:
 - Will be designed and utilized;
 - Conform to relevant policies and guidelines;
 - Are compatible with and contribute to the surrounding neighbourhood/community; and,
 - Connect and integrate with existing and proposed pedestrian and park networks.

Required in Support of:

- Through an Inquiry Meeting or Preliminary (PARC) Meeting, staff will confirm if a plan is required.
- The plan will be required in support of any of the following applications where parkland is proposed to be conveyed to the Town:
 - Official Plan Amendments (including Secondary Plans)
 - Draft Plans of Subdivision
 - Draft Plans of Condominium
 - Zoning By-law Amendments
 - Site Plans

Prepared By:

- A Professional Landscape Architect.

Peer Review and Scoping:

- On a project-by-project basis, the Town will identify any possible scoping of the plan, or alternatively, other considerations to be incorporated into the plan.

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.
 - Purpose: Identify the reason and objectives for the plan.



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- Section 3: Statement of Intent and Design
 - Summarize the facility/open space/park concept plan, describing:
 - The location and context including connectivity to other parks, open spaces and natural features to create an interconnected network of parks and open spaces.
 - Who it serves (i.e. neighbourhood, community, Town), including the area of service and demographic considerations.
 - Components of the facility/park/open space.
 - Summarize how the facility fit plan addresses relevant policies and guidelines (Official Plan, Secondary Plan, Parks/Trails Master Plan, park design guidelines, etc.) including, where applicable:
 - A diverse range of both passive and active recreational activities;
 - Encouragement of healthy living through the provision of a variety of recreational facilities, ranging from sports fields to outdoor fitness areas and playgrounds;
 - Provisions for unique activities and facilities that reflect the needs of various cultural and ethnic groups;
 - Accommodation for universal accessibility and provide for a range of activities for people with disabilities;
 - Best practice principles of sustainable design, including natural heritage enhancement, naturalized stormwater management features, use of native plant species;
 - Incorporation of Crime Prevention Through Environmental Design (CPTED) strategies; and,
 - Incorporation of environmental education features and use of low maintenance and energy efficient facilities and landscapes.
- Section 4: Facility Fit Concept Plan
 - Preparation and inclusion of a concept plan that includes:
 - All existing natural features, including top-of-bank and watercourses;
 - Existing vegetation to be retained or removed;
 - Protection measures for the existing vegetation to be retained;
 - All proposed planting beds and sodded areas;
 - All hard surfaced areas (e.g. urban squares, walkways, parking areas);
 - Built features such as playgrounds, bridges, shade structures and stairs;
 - Active recreational uses like soccer fields, tennis courts or splash pads;
 - Stormwater management landscape features;
 - Above and below ground utilities, including lighting standards/features;
 - Garbage collection facilities, including screening and snow storage;

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- How the facility supports year round use and provides a comfortable microclimate for pedestrians, including maximizing sunlight access;
- Access by transit, active transportation (bicycle, walking, rolling) and by car; and,
- Potential barriers to access (i.e. rail lines, arterial roads, collector streets, others) – if none exist or how the plan addresses barriers if they do exist.

Resources:

- To hire a Professional Landscape Architect, please review the Ontario Association of Landscape Architects (OALA) website.