



Guide for Secondary Planning in the 2051 New Urban Area

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**Appendix A: Supporting Studies and Additional Application Materials for an Official Plan
Amendment to Establish a Secondary Plan**

Appendix B: Template for a Secondary Plan to the Future Caledon Official Plan

1. Introduction

This guide has been prepared to assist proponents of a secondary planning process within the Town of Caledon's 2051 New Urban Area.

Council's updated direction with respect to secondary planning was established through the adoption of the Future Caledon Official Plan¹. Future Caledon requires that all New Community Areas and New Employment Areas within the Urban System undergo secondary planning. Its secondary planning policies also incorporate requirements set out in the Region of Peel Official Plan.²

Proponents of a new secondary plan are required to prepare terms of reference to guide their secondary planning process in accordance with the direction provided by Future Caledon.

1.1 What is a Secondary Plan?

A secondary plan is a second, supplementary, set of detailed development policies to guide growth and change in a specific area of the Town. It is prepared within the policy framework of the official plan, as an official plan amendment, based on a number of technical/supporting studies (see **Appendix B**) and in consultation with stakeholders and the public. A secondary plan implements the Town Structure, objectives, policies and land use designations of the official plan for the local context and addresses matters including, but not limited to:

- the Natural Environment System;
- climate change adaptation and mitigation;
- cultural heritage resources;
- targets for population, housing and jobs;
- the desired form and type of physical development;
- parks, open space, schools and community facilities;
- road network;
- multimodal transportation;
- water and wastewater infrastructure;
- stormwater management;
- phasing and the delivery of infrastructure; and,
- implementation.

¹ The [Future Caledon Official Plan](#) was adopted by the Council of the Town of Caledon on March 26, 2024 and is currently being reviewed by Provincial staff for approval by the Minister of Municipal Affairs and Housing. The adopted Plan designates new urban areas to accommodate forecasted population and employment growth to 2051 and provides requirements for secondary planning in conformity with the Region of Peel Official Plan.

² On July 1, 2024, the Region of Peel Official Plan became [an official plan of the Town of Caledon](#). It is now the Town's responsibility to interpret and implement the Region of Peel Official Plan as it applies to Caledon.

1.2 Secondary Planning Process

A secondary planning process should generally follow the phases outlined below. Each phase may include more detailed components or subphases, as required. In addition, phases may be completed in parallel with aspects of another phase. The terms of reference required for the secondary planning process may set out a more detailed work plan.

Opportunities for engagement with Indigenous Nations and the public must also be incorporated.

Figure 2: Secondary Planning Process



2. Terms of Reference for a Secondary Planning Process

To ensure coordinated and comprehensive secondary planning in the 2051 New Urban Area, Future Caledon requires the preparation of terms of reference for a secondary planning process to the satisfaction of the Chief Planner. The intent is to ensure that Planning staff agree with the proposed secondary plan area/boundary and are aware of the developer-led secondary planning work being undertaken.

2.1 Requirements

The Policy 21.3.4 of Future Caledon outlines the basic requirements for terms of reference for a secondary planning process:

Prior to commencing the preparation of a secondary plan, terms of reference for the secondary planning process will be prepared, to the satisfaction of the Town's Chief Planner, that set out:

- a) the need for the secondary plan;*
- b) the intended scope of the secondary plan, including:*
 - i) rationale for the proposed secondary plan area if not in accordance with Figure F3, Secondary Planning Areas; and,*
 - ii) the components to be addressed from Figure F2a or F2b, Preliminary Community Structure Plan;*
- c) the process and timeline of secondary plan preparation;*
- d) the supporting studies required by the Region of Peel Official Plan and this Plan;*
- e) the opportunities for public participation and involvement;*
- f) the role(s) and responsibilities within the proponent team and/or Town staff; and,*
- g) if multiple landowners are involved, requirements related to landowner group and cost-sharing agreements, including demonstration that a formal landowner group is in place with full participation of the owner(s) of the majority of the lands in the secondary plan area.*

In a Town-initiated secondary planning process, the terms of reference for the secondary plan will also be provided to Council. No supporting studies, public consultations, or any other work related to the preparation of a secondary plan, should be initiated before the terms of reference for the secondary planning process are approved.

The proposed process and timeline should consider the secondary planning-related policies of the Region of Peel Official Plan and Future Caledon Official Plan and allocate appropriate time and team resources.

The opportunities for public participation and involvement should consider the owners of land within the secondary plan area that are not part of the proponent landowner group (i.e., “non-participating landowners”), parties that may have an interest and the broader public.

2.2 Review and Approval

Draft terms of reference that address Future Caledon Policy 21.3.4 are to be submitted to the Town's lead planner for review. Subject to feedback from relevant staff, and potential revisions by the proponent, the lead planner will recommend that the Chief Planner approve the terms of reference.

3. Direction and Guidance

3.1 Background Documents

The following documents, or any updated versions or replacements of them, will inform the preparation of a secondary plan, as well as any other materials identified by Town staff.

- **Province of Ontario:** Planning Act; Provincial Planning Statement (2024); Greenbelt Plan (2017)
- **Region of Peel:** Transportation Master Plan; Water and Wastewater Master Plan; Scoped Subwatershed Study of Settlement Area Boundary Expansion (Wood et al., 2022)
- **Town of Caledon:** Region of Peel Official Plan (2022); Future Caledon Official Plan (Adopted, March 2024); Multi-modal Transportation Master Plan (2024); Active Transportation Master Plan (2024); Parks Plan (2022); Economic Development Strategy (2020); Town-wide Design Guidelines (TBD); Growth Management and Phasing Plan (TBD); Parks and Recreation Strategy (TBD)

3.2 Region of Peel Official Plan

The Town of Caledon is now responsible for the interpretation and implementation of the Region of Peel Official Plan (RPOP) as it applies to Caledon.

The RPOP requires that a subwatershed plan, or equivalent study, be prepared prior to the development of a new secondary plan (RPOP s. 2.6.19.6 and 2.6.19.7). The RPOP also requires that designated greenfield areas be planned as complete communities through secondary planning and that community/neighbourhood level block planning be also done where necessary (RPOP s. 5.6.20).

The RPOP requires that the Town “develop staging and sequencing plans that provide for the orderly, fiscally responsible and efficient progression of development that is coordinated with the Region’s Capital Plan, Peel Water and Wastewater Master Plan, and Transportation Master Plans.” Secondary plan areas are to be “prioritized, advanced, sequenced and approved on the basis of a staging and sequencing plan.” The Town is also required to provide population and employment targets in its official plan for each secondary plan area (RPOP s. 5.6.20.11 and 5.6.20.14).

The RPOP further requires that secondary plans:

- be undertaken on the basis of certain studies and technical analysis (RPOP s. 5.6.20.14.17), which are also required by the Future Caledon Official Plan and included in **Section 2.6, Supporting Studies Checklist** of this document
- include policies to protect, maintain and enhance the extent of canopy cover (RPOP s. 2.14.43.5)

3.3 Future Caledon Official Plan

The Future Caledon Official Plan was prepared to conform with the Region of Peel Official Plan and Provincial plans and policies in effect at the time of its adoption.

Secondary plan proponents should be familiar with the foundational work that has been incorporated into the Future Caledon Official Plan, particularly:

- Chapter 3, Town Structure
 - Schedule B1, Town Structure
- Chapter 4, Growth Management
 - Schedule B2, Growth Management
- Chapter 13, Natural Environment System
 - Section 13.9, Natural Environment System in the New Community Areas and New Employment Areas
 - Schedules D2a and D2b, New Urban Area Preliminary Natural Environment System
- Chapter 21, Urban System
 - Schedule F1, Urban System
 - Figure F2a/F2b, Preliminary Community Structure Plan
 - Figure F3, Secondary Plan Areas
- Chapter 22, Community Areas
- Chapter 23, Employment Areas
- Chapter 24, Official Plan Amendments
- Chapter 27, Development Application Requirements

3.4 Objective – Secondary Plan Components

Policy 21.3.6 of Future Caledon states that:

Each secondary plan should include the following:

- a) *a description of the long-term vision for the area and a series of guiding principles that are intended to achieve the vision;*
- b) *a description of the main structural elements of the secondary plan area and how those structural elements are based on the guiding principles;*
- c) *a description of how much growth is planned in the secondary plan area in the form of population, housing units and employment as applicable;*
- d) *the minimum densities to be achieved in the secondary plan area;*
- e) *the housing targets for each form of residential development, if applicable, and an assessment of the contribution to the Town's overall housing targets;*
- f) *the identification of areas for key community infrastructure to be implemented early in the planning approval process, including lands for stormwater management, public health,*

education, recreation, parks and open space, cultural and community facilities, public safety and affordable housing;

- g) policies that ensure the efficient provision of a Caledon-wide multimodal transportation system that includes sustainable transportation and transit infrastructure and services, including the alignment of an east-west higher order transit corridor, the conceptual alignment of other higher order transit corridors along with sufficient east-west road and goods movement capacity;*
- h) policies that provide for the orderly transition from agriculture and related uses that enable agricultural uses to continue for as long as practical and mitigate and/or minimize adverse effects;*
- i) details on the land use designations that are to be applied, including the vision, goals and objectives, permitted uses and development policies that apply to each;*
- j) policies on how the Natural Environment System within the secondary plan area is to be protected, restored or, where possible, enhanced;*
- k) policies that identify how low carbon and alternative and renewable energy systems including district energy systems should be incorporated into the secondary plan area, and how future populations can be protected from climate risk;*
- l) policies that identify what technical studies will be required to support the preparation and consideration of implementing development applications;*
- m) policies that identify how much parkland is required and where and how these parkland areas will be developed;*
- n) policies that specify the number of schools required, if applicable, and where;*
- o) policies that provide direction regarding the conservation of cultural heritage resources;*
- p) policies that provide guidance on the continuation, integration and/or transitioning of existing land uses and the development path for small land holdings;*
- q) the identification of areas where tertiary plans are required or, if tertiary plans are not required, the secondary plan should include the level of detail that would be provided in a tertiary plan;*
- r) a phasing plan that sets out how the secondary plan area will be phased in a logical manner to the satisfaction of the Region of Peel and in accordance with Regional requirements including the feasibility and capacity of public infrastructure required for development; and,*
- s) policies that provide for appropriate urban agricultural uses in suitable locations if the secondary plan applies to an employment area.*

3.5 Pre-consultation

Though no longer required by the *Planning Act*, pre-consultation with Town staff is encouraged. Proponents may visit the [town's website](#) to request a Preliminary Application Review Committee (PARC) meeting to discuss an official plan amendment to establish a secondary plan.

A PARC meeting provides an opportunity to:

- formally share goals for secondary planning and urban development
- discuss a proposed secondary planning area/boundary
- review requirements for a secondary planning process
- review requirements for a local subwatershed study and other supporting studies
- receive preliminary comments from technical review staff (Town and agencies)

3.6 Supporting Studies & Materials Checklist

Supporting studies and materials, and related consultation and collaboration, must be conducted to inform the preparation of the official plan amendment to establish a proposed secondary plan as part of the Future Caledon Official Plan.

Appendix B includes descriptions of the following studies required in support of an official plan amendment to establish a secondary plan. It also includes lists of additional application materials and technical requirements.

Further expectations specific to a proposed secondary plan area may be set out in a Preliminary (PARC) Meeting Form and Checklist completed by staff as part of the recommended Preliminary (PARC) Meeting process.

- ☐ [Local Subwatershed Study](#)
- ☐ [Agricultural Impact Assessment](#) (Staff will advise if this is not required.)
- ☐ [Archaeological Assessment](#)
- ☐ Climate Change Adaptation Plan
- ☐ [Commercial Impact Study](#)
- ☐ [Community Design Guidelines](#)
- ☐ Community Energy and Emissions Reduction Plan
- ☐ [Community Services and Facilities Study](#)
- ☐ [Compatibility and Mitigation Study](#) (Staff will advise if this is not required.)
- ☐ Cultural Heritage Assessment Report
- ☐ Drawings (i.e., survey plan, grading plan and preliminary servicing drawings)
- ☐ [Fiscal Impact Study](#)
- ☐ Functional Servicing Report (including stormwater management report)
- ☐ [Healthy Development Assessment](#)
- ☐ [Housing Assessment](#) (within a Community Area only)
- ☐ Mobility Plan
- ☐ Phasing Plan
- ☐ Transition Area Recommendations (within Campbell's Cross Transition Area only)
- ☐ Transportation Study

3.7 Design Charrette

A design charrette is a collaborative multi-disciplinary workshop focused on a specific design project or problem(s). For each proposed secondary plan, the proponent team is encouraged to host and participate in a design charrette with technical review staff (Town and agencies). The goal is to improve the overall design before the secondary plan is recommended for approval.

Participating planners, urban designers, engineers and other professionals will share, evaluate and challenge each other's work related to the project. They will also collaborate and document or sketch ideas to confirm priorities, address issues and conflicts, and reach consensus.

A charrette is typically a half- or full-day event, depending on the scale and complexity of the proposed secondary plan. The Town's urban design staff will provide additional direction to proponents regarding the charrette.

Supporting Studies and Additional Application Materials for an Official Plan Amendment to Establish a Secondary Plan

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Pre-consultation with Town staff is recommended. Visit the [town’s website](#) to request a Preliminary Application Review Committee (PARC) Meeting to discuss an official plan amendment to establish a secondary plan. Further expectations specific to a proposed secondary plan area may be set out in a Preliminary (PARC) Meeting Form and Checklist.

All supporting studies, drawings and additional application materials must be completed by qualified professionals, to the satisfaction of the Town, and in accordance with all applicable policies and any applicable terms of reference.

1. Descriptions of Supporting Studies

Terms of reference for certain supporting studies are available on the [Town’s website](#) (also hyperlinked below) or may be provided by staff. In some cases, the terms of reference must be updated/customized by the proponent team for the proposed secondary plan area and approved by Town staff (e.g., local subwatershed study, mobility plan/transportation study).

1.1 [Local Subwatershed Study](#)

- 1.1.1 The required local subwatershed study is critical to the overall secondary planning process. It will be prepared in accordance with Section 13.9, Natural Environment System in New Community Areas and New Employment Areas, of the Future Caledon Official Plan.
- 1.1.2 Terms of reference for the local subwatershed study will be drafted by the proponent, in accordance with the framework provided by the Town, then reviewed and approved by Town staff, in consultation with conservation authority staff, prior to the commencement of the study. The Town’s primary contact for the local subwatershed study will be a member of the Infrastructure Planning and Environmental Engineering team.
- 1.1.3 The proponent should commence the local subwatershed study as soon as possible because a minimum of two years’ worth of field data is needed.

- 1.1.4 **The local subwatershed study must be completed to the satisfaction of Town staff and the relevant conservation authority before an official plan amendment to establish a secondary plan can be recommended to Council for adoption.³**
- 1.1.5 As stated in Future Caledon Policy 13.9.1(a), the study will, at minimum:
- i) characterize existing environmental conditions;*
 - ii) delineate natural hazards and address the natural hazards policies in Chapter 16, Natural and Human-made Hazards, of the Caledon Future Official Plan;*
 - iii) establish environmental targets to maintain, restore and enhance existing conditions;*
 - iv) review, confirm and refine the Preliminary Natural Environment System shown on Schedules D2a and D2b, New Urban Area Preliminary Natural Environment System;*
 - v) assess the cumulative environmental impacts from existing and planned development with consideration of climate impacts;*
 - vi) consider land use, development, and infrastructure alternatives to avoid or minimize impacts;*
 - vii) identify management strategies and actions to meet environmental targets and objectives including the identification of water resource and Natural Environment System features and areas requiring protection, improvement, restoration and enhancement;*
 - viii) confirm the boundaries and appropriate buffers for protection, restoration and enhancement of the Natural Environment System; and,*
 - ix) recommend monitoring and adaptive environmental management.*
- 1.1.6 Further to the above, the functional servicing report (FSR) should be integrated with the local subwatershed study, incorporating recommendations, thresholds/criteria, and mitigation strategies. For example, targets and thresholds from the local subwatershed study will address stormwater management criteria including flooding, erosion, water balance, etc.
- 1.1.7 The local subwatershed study will recommend refinements to the Preliminary Natural Environment System (Future Caledon, Schedule D2a/D2b) in accordance with Future Caledon and demonstrate consistency with the Provincial Planning Statement through the eventual official plan amendment. The Preliminary Community Structure Plan (Future Caledon, Figure F2a/F2b) would also be updated accordingly.
- 1.1.8 It is noted that a local subwatershed study includes the following items, which may be indicated separately on a Preliminary (PARC) Meeting Form and Checklist: geomorphic and erosion hazard delineation, geotechnical report, headwater drainage feature (HDF)

³ Refer to Region of Peel Official Plan, Policy 2.6.19.6, and Future Caledon, Section 13.9 and Policy 24.3.2(a).

assessment, hydrogeological study, slope stability assessment, topographical survey, water balance assessment and wetland water balance risk evaluation.⁴

1.2 [Agricultural Impact Assessment](#)⁵

- 1.2.1 The agricultural impact assessment will provide a further detailed evaluation of potential impacts of non-agricultural development on agricultural operations where the settlement area boundary abuts or is adjacent to agricultural operations located outside of the designated greenfield area and provide recommendations to avoid, minimize and/or mitigate adverse effects.
- 1.2.2 The agricultural impact assessment will recommend policies to be incorporated into the secondary plan, as appropriate, that:
- provide for staging and sequencing within the secondary plan so that an orderly transition from agriculture is achieved and agricultural uses and agriculture-related uses continue for as long as practical in the designated greenfield area;
 - require the implementation of mitigation in the secondary plan where agricultural uses and non-agricultural uses interface with emphasis on minimizing impacts to adjacent agricultural operations that are located outside of the designated greenfield area in the Greenbelt Plan Area;
 - address compatible/less sensitive land uses and edge planning, including buffering and landscaping where urban and agricultural uses interface to the extent feasible and having regard for the nature and type of the agricultural operation and sensitivity of proposed land uses;
 - identify through mapping any required Provincial minimum distance separation (MDS) I setback (the Setback Area) that extends into the secondary plan area; and,
 - prohibit development in the Setback Area for as long as the livestock and manure storage facilities that are creating the Setback Area are present.
- 1.2.3 The Town may require a peer review of the agricultural impact assessment at the sole cost of the proponent.

1.3 [Archaeological Assessment](#)⁶

- 1.3.1 A Stage 1 archaeological assessment will be prepared in accordance with Provincial standards and guidelines, and in consultation with Indigenous Nations⁷.

⁴ Required by Future Caledon, Policies 27.2.2(c)(xxvii), 27.2.2(f)(xv), 27.2.2(h)(x), (xix), (xxvii) and (xxviii).

⁵ Required by Region of Peel Official Plan Policy 5.6.20.14.17(a) and Future Caledon, Policy 24.3.2(b).

⁶ Required by Future Caledon, Policies 6.3.2, 6.4.3, 17.2.2(e)(i). Refer also to Policy 28.3.6.

⁷ Refer to the Town's protocol for Indigenous engagement: *A guide to Meaningful Engagement with Indigenous Neighbours*, and *Expectations for Indigenous Engagement for Proponent Led Development*.

- 1.3.2 This background study and property inspection will determine whether there is potential for archaeological sites within the secondary plan area. The consultant archaeologist will review geographic, land use and historical information for the subject lands and the relevant surrounding area, visit the property to inspect its current condition and contact the Ministry of Citizenship and Multiculturalism to find out if there are any known archaeological sites on or near the property.
- 1.3.3 The Town recommends the completion of a Stage 2 assessment, which is required when the consultant archaeologist identifies areas of archaeological potential.
- 1.3.4 In accordance with Town policies, Indigenous Nations will be notified and provided with documentation of the identification of Indigenous burial sites and significant archaeological resources related to the activities of their ancestors.

1.4 Climate Change Adaptation Plan⁸

- 1.4.1 The climate change adaption plan for the secondary plan area will:
- address the feasibility, planning and implementation requirements relating to the risk and vulnerability to property, infrastructure, public health, natural heritage and water resources systems due to changing climate conditions;
 - provide a strategy and policy direction to implement recommendations that reduce community and environmental vulnerability to changing climate conditions including severe weather, increasing temperature and climate shifts; and,
 - recommend policies to be incorporated into the secondary plan, as appropriate.
- 1.4.2 The proponent should indicate whether this study will be combined with the community energy and emissions reduction plan for the secondary plan area.

1.5 Commercial Impact Study⁹

- 1.5.1 This study will examine the market demand and potential impacts of the proposed secondary plan on the Town's planned commercial structure. The results will help decision-makers, stakeholders and community members understand current commercial market conditions and the anticipated impacts of the proposed secondary plan (e.g., commercial land need for forecasted population).
- 1.5.2 The Town may require a peer review of the commercial impact study at the sole cost of the proponent.

⁸ Required by Future Caledon, Policy 24.3.2(e). Contact Alexandra.Service@caledon.ca for terms of reference.

⁹ Required by Future Caledon, Policy 27.2.2(c)(vii).

1.6 [Community Design Guidelines](#)¹⁰

1.6.1 The Community Design Guidelines are a combination of text and images that inform the physical form, layout and design of the secondary plan area. The document will:

- describe how the land use, streets, parks, open spaces, public facilities, buildings, built form and landscape elements of a new community or employment area will work together to support the overall goals defined by the Official Plan and through the public planning process;
- outline and illustrate how the Official Plan and Town-Wide Design Guidelines' goals and objectives for the public realm and built form will be achieved within the secondary plan area, and provides actionable design directions for development to achieve these goals; and,
- address the whole of the new community or employment area, including abutting streets, parks and open space.

1.6.2 The Guidelines will incorporate the [Facility Fit Plan](#) and parks plan for the secondary plan area¹¹ (in conformity with the Town's [2022 Parks Plan](#)) as well as conceptual [landscape plans](#).¹²

1.6.3 The Guidelines will also include demonstration plans for institutional, high density and mixed use blocks. The demonstration plans will provide specific urban design principles and built form criteria for the organization, configuration and treatment of key elements within the public and private realm.

1.6.4 Related updates to the Preliminary Community Structure Plan (Future Caledon Official Plan, Figure F2a/F2b) will also be recommended.

1.7 **Community Energy and Emissions Reduction Plan**¹³

1.7.1 The community energy and emissions reduction plan for the secondary plan area will:

- address the feasibility, planning and implementation requirements to achieve net zero carbon emissions and net zero annual energy usage;
- address the feasibility of implementing alternative and renewable energy systems including district energy systems, fuel switching from gas and other fossil fuels, and renewable and distributed energy systems;
- address the legal, financing, technical and regulatory requirements necessary to facilitate the implementation of alternative and renewable energy systems;

¹⁰ Required by Future Caledon, Policy 27.2.2(g)(ii).

¹¹ Required by Future Caledon, Policy 24.3.2(k).

¹² Required by Future Caledon, Policy 27.2.2(f)(xviii).

¹³ Required by Future Caledon, Policy 24.3.2(d). Contact Alexandra.Service@caledon.ca for terms of reference.

- provide a strategy and policy direction to implement electric vehicle charging infrastructure; and,
 - recommend policies to be incorporated into the secondary plan, as appropriate.
- 1.7.2 The proponent should indicate whether this study will be combined with the climate change adaptation plan for the secondary plan area.

1.8 Community Services and Facilities Study

- 1.8.1 This study will identify and inventory current and proposed/planned community services and facilities to determine their adequacy to accommodate the needs of new residents and/or employees within the secondary plan area.
- 1.8.2 This study will recommend community services and facilities to be incorporated into the proposed secondary plan as well as updates to the Preliminary Community Structure Plan (Future Caledon Official Plan, Figure F2a/F2b).
- 1.8.3 At the discretion of the Town, this study may be included as a component of the planning justification report.

1.9 Compatibility and Mitigation Study

- 1.9.1 This study will assess potential adverse effects to sensitive land uses and impacts to major facilities (as defined by the Province) and recommend separation distances and mitigation measures to prevent adverse effects or impacts to surrounding land uses.
- 1.9.2 Consistent with Provincial D-Series Guidelines, if a land use proposal would place a new or expanding sensitive land use within a major facility's Area of Influence (AOI) or a new or expanding major facility would capture sensitive land uses within its AOI, a compatibility study will be required.
- 1.9.3 This study may require the completion of additional technical studies (e.g., noise impact, vibration, air quality, odour). The Town will require a peer review of these technical studies.

1.10 Cultural Heritage Assessment Report¹⁴

- 1.10.1 This report will identify, inventory and assess the significance of cultural heritage resources (i.e., built heritage resources and cultural heritage landscapes) within and in close proximity to the secondary plan area. Further, it will provide recommendations for the conservation of the cultural heritage resources within the secondary plan area based on the relevant policies in the Region of Peel Official Plan and Future Caledon Official Plan. *Ontario Heritage Act* legislation and information from the Town of Caledon's Heritage Register, archival research, and other plans and studies will be used to inform this analysis.

¹⁴ Required by Future Caledon, Policy 24.3.2(i) and 27.2.2(e)(ii).

1.10.2 The locations of identified cultural heritage resources will be indicated on the proposed secondary plan's land use schedule.

1.11 Drawings¹⁵

1.11.1 A survey plan, grading plan and preliminary servicing drawings will be prepared for the secondary plan area.

1.12 [Fiscal Impact Study](#)¹⁶

1.12.1 This study will assess the impact of a proposed secondary plan on the Region's and Town's infrastructure systems, operating costs, and tax base, and ensure that it will not have an adverse financial impact on either municipality.

1.12.2 This study will assess the financial viability and impacts of the development of the secondary plan area, with consideration of the Town's other growth- and non-growth-related priorities, pressures and constraints. This study should:

- evaluate the financial impact to the Town through both the capital investments in infrastructure and the annual operating costs associated with providing services to a growing community;
- identify key financial pressures as the Town plans for continued growth;
- identify new additional revenue sources as a result of developing the secondary plan area; and,
- make recommendations to assist the Town in managing growth over the planning period.

1.12.3 To prepare the fiscal impact study a number of inputs will be required from other supporting studies including:

- detailed growth estimates (e.g., population and units by dwelling type);
- estimated employment and non-residential gross floor area (GFA) by sector;
- persons per unit assumptions by dwelling type; and,
- an inventory of anticipated community services/facilities and infrastructure investments required by the Town for the secondary plan area, including estimated timing and costs.

1.12.4 The Town will require a peer review of the fiscal impact study at the sole cost of the proponent.

¹⁵ Required by Future Caledon, Policies 27.2.2(b)(vii), 27.2.2(h)(xi) and 27.2.2(h)(xvii).

¹⁶ Required by Future Caledon, Policies 24.3.2(j) and 27.2.2(c)(x).

1.13 Functional Servicing Report¹⁷

1.13.1 The functional servicing report (including stormwater management report¹⁸) is required to:

- examine and identify the adequacy of existing Regional and local water and wastewater infrastructure;
- identify major infrastructure (i.e., new or upgraded Regional and local infrastructure) necessary to service the secondary plan area.

Information from the Region's Water and Wastewater Master Plan Study Review as well as Regional and Town official plan policies should be used to inform this analysis.

1.13.2 The key sub-deliverables of this study will include:

- an evaluation and identification of the sanitary, water and linear storm conveyance servicing infrastructure that will be required to accommodate the urban development of the secondary plan area;
- identification of the preferred means of servicing the community;
- recommendations to the Region and Town on required infrastructure improvements in their respective capital works planning;
- confirmation of stormwater management criteria, including requirements for Regional quantity controls;
- confirmation of erosion control criteria via erosion threshold analysis;
- identification of existing floodplain constraints, future crossing locations, and crossing design criteria; and,
- justification of revisions to regulatory floodplain extents.

1.14 Healthy Development Assessment¹⁹

1.14.1 A healthy development assessment will be prepared in accordance with the Healthy Development Framework in the Region of Peel Official Plan. It will recommend objectives and policies to be incorporated into the secondary plan.

1.14.2 This assessment of the secondary plan area will follow the Region of Peel's Healthy Development Assessment (Large-Scale) criteria based on six development principles: density, service proximity, land use mix, street connectivity, streetscape characteristics and efficient parking.

¹⁷ Required by Future Caledon, Policy 27.2.2(h)(ix)

¹⁸ Required by Future Caledon, Policy 27.2.2(h)(xxiv)

¹⁹ Required by Future Caledon, Policies 24.3.2(h) and 27.2.2 (c)(xi).

- 1.14.3 This assessment will include various maps that illustrate the following in relation to new residential areas in the secondary plan area:
- the proximity of transit stops and lines;
 - the proximity of commercial and employment lands;
 - the proximity of elementary and secondary schools;
 - the proximity of parks and open spaces; and,
 - the proximity of trails and multi-purpose recreational paths.
- 1.14.4 The healthy development assessment will produce a score that describes the secondary plan's adherence to the Region of Peel's healthy development principles. The results will be reported to Town Council prior to approval of the proposed secondary plan.
- 1.15 [Housing Assessment](#)²⁰**
- 1.15.1 The housing assessment will demonstrate conformity with the housing objectives, targets and policies in the Region of Peel Official Plan and the Future Caledon Official Plan, including:
- contributions made to all housing targets identified by the Town and Region (e.g., Table 4 of the Region of Peel Official Plan);
 - the availability of an appropriate range and mix of housing types, densities, sizes, and tenure that contribute to the supply of affordable housing;
 - identification and conveyance strategy for affordable housing in consultation with the Region of Peel; and,
 - where the proposed development is contributing toward supportive, shared, or residential care units, demonstrate the contributions towards universal accessibility objectives.
- 1.15.2 The housing assessment will be consistent with Regional policies and definitions, including using the most current rental and ownership affordability thresholds.
- 1.15.3 At the discretion of the Town, this study may be included as a component of the planning justification report.
- 1.16 [Mobility Plan/Transportation Study](#)²¹**
- 1.16.1 The mobility plan/transportation study will provide details about the anticipated impact of the proposed secondary plan on the existing multimodal transportation system and recommend:
- a more defined external and internal multimodal transportation network, including a transit network, that meets the requirements of the Region of Peel Official Plan and

²⁰ Required by Future Caledon, Policies 9.2.8/9.8.2 and 24.3.2(g).

²¹ Required by Future Caledon, Policies 11.3.9, 24.3.2(c) and 27.2.2(i)(vii).

Transportation Master Plan, this Plan and the Town Transportation Master Plan and Active Transportation Master Plan, and all applicable guidelines and standards;

- transportation infrastructure improvements, and missing links for all modes of transportation, beyond those identified in the Region of Peel and Town Transportation Master Plans and construction programs;
- development phasing based on the proposed, planned, and scheduled transportation infrastructure improvements;
- high level transit-supportive measures and parking policies to support the achievement of the Town's modal split targets and reduced single-occupant vehicle trips; and,
- a detailed implementation plan to achieve complete community building objectives, which will be reflected in the secondary plan policies and schedules to provide direction for implementing plans of subdivision and site plans.

1.17 Phasing Plan²²

- 1.17.1 The phasing plan will recommend how the secondary plan area will be phased in a logical manner to the satisfaction of the Town in consultation with the Region of Peel and in accordance with Regional requirements and approved master plans with respect to the feasibility and capacity of public infrastructure required for development.

1.18 Transition Area Recommendations (Campbell's Cross)²³

- 1.18.1 For the Campbell's Cross Transition Area overlay designation, existing and potential land uses will be analyzed, and recommendations will be made for transition from employment uses to the Campbell's Cross settlement area, which is primarily residential.

2. Additional Application Materials

The following additional application materials are required in support of a *Planning Act* application for an official plan amendment to establish a secondary plan.

2.1 Application Form and Fees

- 2.1.1 The proponent must provide a completed Town of Caledon application form for an official plan amendment, as well as all planning application review fees required by the Town and technical review agencies (e.g., Region of Peel, relevant conservation authority).

2.2 Indigenous Engagement Summary²⁴

²² Required by Future Caledon, Policies 21.3.6(r) and 24.3.2(f). Refer also to Policies 21.3.7 ("Approval of secondary plans can proceed only in accordance with staging and sequencing plans, to the satisfaction of the Region of Peel...") and 21.3.8 (re: local transit system).

²³ Required by Future Caledon, Policy 24.3.2(m). Refer also to Policy 23.6.3(b).

²⁴ Required by Future Caledon, Policy 27.2.2(c)(xiii).

- 2.2.1 The proponent must provide documentation of all Indigenous engagement regarding the proposed secondary plan in accordance with Town policies, protocol for Indigenous engagement and other resources.

2.3 Public Engagement Summary²⁵

- 2.3.1 The proponent must provide documentation of all public engagement regarding the proposed secondary plan prior to the submission of the *Planning Act* application for an official plan amendment. The Town's lead planner will share documentation of Town-led public engagement events or activities.

2.4 Planning Justification Report²⁶

- 2.4.1 This report will provide a summary of the proposed secondary plan and demonstrate through a policy justification analysis how it conforms to applicable Provincial, Regional and Caledon policy documents. It will also provide an opinion as to the appropriateness of the proposed secondary plan, based on the details of the analysis.

NOTE: "Written Confirmation Matters"

Before an official plan amendment to establish a secondary plan is recommended for approval, the proponent should provide written confirmation to the satisfaction of the Town of:

- OPA/Future Caledon being in effect, i.e., urban area (Future Caledon, Policy 27.2.2(d)(vii))
- Conformity with Growth Management and Phasing Plan (Policy 27.2.2(d)(iv))
- Meaningful consultation with Indigenous Nations (Policy 27.2.2(c)(xii))
- Road access approval from the Region of Peel, confirming location, type and capacity (Policy 27.2.2(i)(xi))
- Servicing approval from the Region of Peel, confirming servicing capacity is present or has been committed to (Policy 27.2.2(h)(xxvii))
- Limits of development from the applicable conservation authority or environmental reviewer (Policy 27.2.2(f)(xxxi))
- Acceptance of all required archaeological assessments by the Ministry of Citizenship and Multiculturalism (Policy 17.2.2(e)(i))
- Parkland requirements (Policy 27.2.2(f)(xxxii))
- School sites, where land for schools is required, confirming parcel size(s), location(s), configuration(s) – with confirmation provided by the school board(s) (Policy 27.2.2(d)(xv))

²⁵ Required by Future Caledon, Policy 27.2.2(c)(xxi).

²⁶ Required by Future Caledon, Policy 27.2.2(c)(xx).

- Other community infrastructure/facility site(s), where land is required for municipal and Regional services such as community centres, fire/paramedic/police stations, affordable housing and public works operations yards, confirming parcel size(s), location(s), configuration(s) (Policy 27.2.2(d)(xvi))
- Acceptance of all peer reviews (Policy 27.2.2(d)(xix))

3. Technical Requirements

3.1 File Transfer Protocol

- 3.1.1 An FTP site will be established so that information can be shared among the parties directly involved in this secondary planning process.

3.2 Acceptable Page Sizes

- 3.2.1 All reports and materials should be prepared in letter size (8 ½ x 11”) and provided as digital files (Word and/or PDF). Maps may be prepared in tabloid size (11 x 17”).

3.3 Property of the Town of Caledon

- 3.3.1 All digital information, data, sketches, drawings, maps and reports submitted in support of the proposed secondary plan will become property of the Town of Caledon.

3.4 Public Release

- 3.4.1 The owner or agent is required to sign the Town’s Acknowledgement of Public Information form related to their application for official plan amendment, which states:

Agent / Owner (CIRCLE ONE), hereby agree and acknowledge that the information contained in this application and any supporting information, including reports, studies, and drawings, provided with this application by the owner, agent, consultants and solicitors, constitutes public information and will become part of the public record. As such, and in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56, I hereby consent to the Town of Caledon making this application and its support information available to the general public, including copying, posting on the Town’s web-site and/or releasing a copy of the application and any of its supporting information to any third party upon their request, and as part of a standard distribution of copies of such documentation, I consent to the Town releasing copies of any of the documentation to additional person(s), including but not limited to members of Council and ratepayers’ associations.

Appendix B

Template for a Secondary Plan to the Future Caledon Official Plan

1. Town Planning staff will provide a Word version of the following secondary plan template on request.
2. Changes to the secondary plan template should be discussed with Town Planning staff. Sections that are not relevant to the secondary plan area may be deleted.
3. Following the approval of the Future Caledon Official Plan by the Minister of Municipal Affairs and Housing, further changes to this template may be required to address modifications by the Minister.
4. The policy numbering format established in Future Caledon must be maintained. Town Planning staff will confirm the anticipated chapter number for each secondary plan, as well as the numbering format for the associated schedules and figures (e.g., H34-1, H34-2, etc.)
5. Existing policies from the Future Caledon Official Plan (Parts A-G) should not be repeated.
6. Town Planning staff will prepare the final schedules and figures included as part of the recommended official plan amendment to establish the secondary plan. Data for the schedules and figures must be provided in accordance with the Town's Digital Submission Standards.

34. [NAME OF SECONDARY PLAN]

34.1 Introduction

34.1.1 Purpose

[Insert purpose. e.g., The [Name of Secondary Plan] establishes a detailed planning framework to facilitate the *development of a complete community*. This secondary plan:

- a) x
- b) x
- c) x.]

34.1.2 Location

[Describe the location and size of the secondary plan area and refer to the relevant schedule(s). A legal description of the lands is not necessary.]

34.1.3 Vision

[Describe the long-term vision for the area]

34.1.4 Objectives

- a) [Add objectives to achieve the vision of the secondary plan]
- b) x

34.2 Managing Growth and Change

34.2.1 Community Structure [or Employment Area Structure]

- a) [Describe the main structural elements of the secondary plan area. Refer to Schedule B1, Town Structure and Figure F2, Preliminary Community Structure.]
 - i) [Use the TAB key to add a level as needed. Use the “Decrease Indent” button (in the Home toolbar) to go back a level.]
 - [Use the TAB key to add a level as needed. Use the “Decrease Indent” button (in the Home toolbar) to go back a level.]

- b) x

34.2.2 Growth Management

- a) [Describe how much population and employment growth is planned for the secondary plan area in terms of population and/or employment, as applicable.]
- b) [Identify minimum densities.]

34.2.3 Housing [for secondary plans within Community Areas]

- a) [Refer to Chapter 9, Housing, of Future Caledon. Address housing matters specific to the secondary plan area. Indicate the range of housing types to be provided, as well as the target mix and distribution (i.e., number of units and different tenure types).]
- b) [Provide housing targets for each form of residential development for all phases, including Affordable Housing, with an assessment of the contribution to the Town's overall housing targets, where applicable.]
- c) [For lands subject to "priority area" zoning by-laws within the 2051 New Urban Area, include this policy: To increase the Town's housing supply and provide for affordable housing options, *multiplexes* and non-market housing may be permitted within any designation that permits residential uses.]

34.2.4 Non-residential Employment-generating Uses

- a) [Indicate the types of commercial and/or employment uses to be provided, as well as the target gross floor areas and/or jobs and replacement criteria.]

34.3 General Policies

34.3.1 Climate Change

- a) [Refer to Chapter 5, Climate Change, of Future Caledon. Address climate change mitigation and adaptation, including sustainable design, energy conservation and emissions reduction for the secondary plan area.]
 - i) [Use the TAB key to add a level as needed. Use the "Decrease Indent" button (in the Home toolbar) to go back a level.]
 - [Use the TAB key to add a level as needed. Use the "Decrease Indent" button (in the Home toolbar) to go back a level.]

- b) [Identify how carbon and alternative and renewable energy systems, including district energy systems, should be incorporated into the secondary plan area.]
- c) [Indicate how residents and employees should be protected from climate risk.]

34.3.2 Cultural Heritage

- a) [Refer to Chapter 6, Cultural Heritage, of Future Caledon. Address the conservation of cultural heritage resources within the secondary plan area.]

34.3.3 Urban Design

- a) [Refer to Chapter 7, Design, and Section 27.3, Implementing Design Excellence, of Future Caledon. Address urban design and public realm matters specific to the secondary plan area. Urban design policies related to specific land uses may be included in the land use policies later in the secondary plan.]
- b) [Indicate whether area-specific design guidelines have been prepared or are required.]
- c) [Address alternative development standards, if appropriate]

34.3.4 Economic Opportunities

- a) [Refer to Chapter 8. Provide any appropriate policies for the secondary plan area.]

34.3.5 Public Service Facilities

- a) [Refer to Chapter 10, Public Service Facilities, of Future Caledon. Identify the provision of elementary and secondary schools and their general locations (e.g., symbols on schedule)]
- b) [Identify the provision of other *public service facilities* including long-term care facilities, community centres, libraries, emergency services and more]

34.3.6 Transportation and Mobility

- a) [Refer to Chapter 11, Transportation, of Future Caledon. Address transportation and mobility matters specific to the secondary plan area.]
- b) [Implement the Multi-modal Transportation Master Plan, as amended, as well as recommendations from the transportation study and mobility plan prepared for the secondary plan area.]

- c) [Describe the proposed transportation network, including mid-block connections, and indicate collector, arterial and Regional roads on the schedule(s) to the secondary plan. A conceptual local road network may be included on tertiary plan figures.]
- d) [Address multi-modal integration, including: transit; active transportation; vehicular movement (including goods movement); parking and traffic management measure, including traffic calming and transportation demand management (TDM)]

34.3.7 Infrastructure

- a) [Refer to Chapter 11, Infrastructure, of Future Caledon. Describe and indicate the general location of any future public lands to be dedicated to the Town as part of any development approval process within the secondary plan area.]

34.4 Natural Environment System

[Refer to Chapter 13, Natural Environment System, of Future Caledon. Include policies to protect, restore and enhance the natural environment system within the secondary plan area. Delete subheadings that are not relevant or needed.]

34.4.1 Natural Features and Areas

- a) [Use TAB key to move to next level as needed.]
 - i) [Use TAB key to move to next level as needed.]
 - [Use TAB key to move to next level as needed.]

34.4.2 Supporting Features and Areas

- a) [Use the TAB key to add a level as needed. Use the “Decrease Indent” button (in the Home toolbar) to go back a level.]

34.4.3 Greenbelt Plan Natural Heritage System

- a) [Use the TAB key to add a level as needed. Use the “Decrease Indent” button (in the Home toolbar) to go back a level.]

34.4.4 Natural Hazards

- a) [Refer to Chapter 16, Natural Hazards, of Future Caledon. Provide any additional policies appropriate for the secondary plan area.]

34.5 Parks and Open Space

34.5.1 Parkland Requirement

- a) [Refer to Chapter 14, Parks and Open Space, of Future Caledon. The parks and open space identified on Schedule B4, Land Use Designations, and Schedule D8, Parks and Open Space, form the basis of the Town's network of parks and open space. Additional lands will be designated for parks and open space within each secondary plan.]
 - i) [Use the TAB key to add a level as needed. Use the "Decrease Indent" button (in the Home toolbar) to go back a level.]
 - [Use the TAB key to add a level as needed. Use the "Decrease Indent" button (in the Home toolbar) to go back a level.]
 - b) [Indicate how much parkland is expected to be required and where and how parks will be developed within the secondary plan area. The precise distribution of all park classifications in the secondary plan area will be determined in accordance with Future Caledon, the Parks and Recreation Master Plan, or equivalent, and a community facilities study.]
 - c) [Note: Chapter 10, Public Service Facilities, of Future Caledon also allows for public parks in other land use designations subject to the criteria set out in Policy 10.2.7.]

34.5.2 Community Parks

- a) x

34.5.3 Neighbourhood Parks

- a) x

34.5.4 Privately Owned Publicly Accessible Spaces

- a) x

34.6 Community Area Land Use Designations and Policies [Delete if not applicable]

[Policies should also provide guidance on the continuation, integration and/or transitioning of existing land uses and the development path for small land holdings. Use-specific urban design policies may also be included here.]

34.6.1 Urban Centres

- a) [Refer to Section 22.3 of Future Caledon. Provide any additional direction or designation-specific development policies appropriate for the secondary plan area.]
 - i) [Use the TAB key to add a level as needed. Use the “Decrease Indent” button (in the Home toolbar) to go back a level.]
 - [Use the TAB key to add a level as needed. Use the “Decrease Indent” button (in the Home toolbar) to go back a level.]
- b) x

34.6.2 Urban Corridors

- a) [Refer to Section 22.5 of Future Caledon. Provide any additional direction or designation-specific development policies appropriate for the secondary plan area.]

34.6.3 Major Commercial/Mixed-use Areas

- a) [Refer to Section 22.8 of Future Caledon. Provide any additional direction or designation-specific development policies appropriate for the secondary plan area.]

34.6.4 Neighbourhood Area

- a) [Refer to Section 22.7 of Future Caledon. Provide any additional direction or designation-specific development policies appropriate for the secondary plan area.]

34.6.5 Major Institutional Area

- a) [Refer to Section 22.9 of Future Caledon. Provide any additional direction or designation-specific development policies appropriate for the secondary plan area.]

34.6.6 Knowledge and Innovation Corridor

- a) [Refer to Section 23.10 of Future Caledon. A Knowledge and Innovation Corridor partially located within a New Community Area is to be refined through additional study. The policies of Section 23.10, Knowledge and Innovation Employment Area designation were intended to apply.]*

34.7 Employment Area Land Use Designations and Policies* [Delete if not applicable]

[*Subject to change following the approval of Future Caledon. Policies related to retail/commercial, office and institutional uses, as well as existing uses, will require additional review in accordance with the employment policies of the 2024 Provincial Planning Statement, including the updated “employment area” definition.]

34.7.1 Prestige Employment Area

- a) [Refer to Section 23.7 of Future Caledon. Provide any additional direction or designation-specific development policies appropriate for the secondary plan area.]
 - i) [Use the TAB key to add a level as needed. Use the “Decrease Indent” button (in the Home toolbar) to go back a level.]
 - [Use the TAB key to add a level as needed. Use the “Decrease Indent” button (in the Home toolbar) to go back a level.]

b) x

34.7.2 General Employment Area

- a) [Refer to Section 23.8 of Future Caledon. Provide any additional direction or designation-specific development policies appropriate for the secondary plan area.]

34.7.3 Goods Movement District

- a) [Refer to Section 23.9 of Future Caledon. Provide any additional direction or designation-specific development policies appropriate for the secondary plan area.]

34.7.4 Knowledge and Innovation Employment Area

- a) [Refer to Section 23. 10 of Future Caledon. Provide any additional direction or designation-specific development policies appropriate for the secondary plan area.]

34.8 Site-specific Exception Policies

The following additional policies apply to certain lands within the [Name of Secondary Plan] area.

34.8.1 [Insert site-specific exception policies, as appropriate (e.g., to recognize a previous site-specific official plan amendment that should be maintained).]

- a) [Use the TAB key to add a level as needed. Use the “Decrease Indent” button (in the Home toolbar) to go back a level.]
 - i) [Use the TAB key to add a level as needed. Use the “Decrease Indent” button (in the Home toolbar) to go back a level.]
 - [Use the TAB key to add a level as needed. Use the “Decrease Indent” button (in the Home toolbar) to go back a level.]
- b) [Determine whether any existing or interim uses should be addressed Refer to Policy and/or Policy 23.6.2 regarding uses permitted prior to the preparation of a secondary plan.]

34.8.2 x

34.9 Implementation

34.9.1 Tertiary Plan(s)

- a) [Refer to Section 21.4, Tertiary Planning. Indicate if tertiary planning will be required for the secondary plan area and indicate specific requirements (may be modified from Section 21.4 in consultation with Town Planning staff).]
- b) [A tertiary plan should be a Figure included with the secondary plan. An official plan amendment is not required.]

34.9.2 Draft Plans of Subdivision and Zoning By-law Amendments

- a) [Refer to Chapter 25, Implementation Tools, of Future Caledon. Indicate technical studies and submission materials required in support of implementing draft plans of subdivision and zoning by-law amendments.]
- b) Prior to final approval of each plan of subdivision:
 - i) all requirements of the Town and Region will be satisfied; and,

- ii) utility providers and school boards will confirm that appropriate facilities and services can be accommodated.

34.9.3 Phasing and Financial Responsibility

- a) [Indicate the phases within the secondary plan area consistent with the Town's 2024 Growth Management and Phasing Plan, as well as the growth management and phasing policies in Future Caledon.]
- b) [Indicated sub-phasing within the secondary plan area consistent with the phasing plan prepared in support of the secondary plan, to the satisfaction of the Region of Peel.]
- c) [Address development sequencing considerations.]
- d) [Address the financial impact analysis prepared in support of the secondary plan.]
 - i) [Address the timing and delivery of water and wastewater servicing, transportation improvements and other community infrastructure.]
 - ii) [Address the timing and delivery of parkland and public service facilities.]
- e) [Address financial and servicing agreements.]

34.9.4 x