

Terms of Reference: Housing Assessment

Purpose:

- To demonstrate how the proposed development contributes to the housing unit targets of the Region of Peel and Town of Caledon and supports housing policies and strategies established at both the municipal, regional and provincial levels.
- To demonstrate how an appropriate range and mix of housing unit types, densities, sizes, affordability, and tenure will be provided through the proposed development.

Required in Support of:

- Through an Inquiry Meeting or Preliminary (PARC) Meeting, staff will confirm if a Housing Assessment is required.
- These assessments will be required in support of applications that propose 50 residential housing units or more including:
 - Official Plan Amendments (including Secondary Plans)
 - Draft Plans of Subdivision
 - Draft Plans of Condominium
 - Zoning By-law Amendments
 - Site Plan Control

Prepared By:

- A Registered Professional Planner (RPP).

Peer Review and Scoping:

- The Town may require a peer review of the the Housing Assessment 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).

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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. A site description of the current designation, zoning, and use of the site and the existing site conditions (topography, historical significance, potential contamination, and natural features) is also required.
 - Description of Proposal: Indicate the proposed development, type of development application and proposed development 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 and tenure, the number of units by unit type, unit size, number of bedrooms and proposed prices/rents for same.
 - Outline the population accommodated by the proposed development using current statistical persons per unit (PPU) values established by the Town.
 - Purpose: Identify the reason and objectives for the Report, including an explanation of how provincial, regional and municipal planning requirements and other provincial directives will be satisfied.
- Section 3: Affordable Housing
 - Discuss how the proposed development supports the Region and Town's achievement of the minimum housing targets with respect to social housing, affordable rental, affordable ownership and/or market housing.
 - Demonstrate the conformity of the development proposal to the affordable housing policies of both the Region of Peel and Town of Caledon Official Plan (i.e. Table 4 of the Region of Peel Official Plan).
- Section 4: Diversifying Housing Stock and Residential Intensification
 - Demonstrate how the development proposal contributes to the diversification of housing stock, including type and tenure as it applies to both the Town limits and within the Secondary Plan Area, addressing relevant policies of both the Region of Peel and Town of Caledon Official Plan.
 - Demonstrate how the proposed development assists in achieving established population projections and residential intensification targets of both the Region of Peel and Town of Caledon.
- Section 5: Summary of Findings of Supporting Studies and Materials
 - Outline each relevant supporting study(ies) submitted with the application for the proposed development and summarize key findings or outcomes of the assessment(s).

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- Section 6: Planning Rationale
 - Discuss how the proposed housing form conforms to and is consistent with the policy or regulatory framework of the following documents through a policy analysis of the:
 - *Planning Act*
 - Provincial Policy Statement
 - Growth Plan for the Greater Golden Horseshoe
 - Region of Peel Official Plan
 - Town of Caledon Official Plan
 - Any other applicable provincial, regional or municipal policy documents, studies or guidelines/standards.
- Section 7: Summary and Conclusion
 - Summarize the proposed housing form and the findings of the policy framework review and supporting materials.
 - Provide a planning opinion, which outlines the appropriateness of the housing form and how it represents good planning.
- Section 8: Background Information
 - Appendix 1: Aerial Photograph - Identifying the parcel of land and surrounding land uses
 - Appendix 2: Proposed Development or Concept Plan
 - Appendix 3: Applied Terms of Reference and Scope Details
 - Appendix 4: Literature Cited
 - Appendix 5: Other Data Sources Used
 - Appendix 6: Curriculum Vitae (CV) of Those Who Prepared the Study

Additional Resources:

- To hire a Registered Professional Planner (RPP), please review the Hire a Planner section of the Ontario Professional Planners Institute (OPPI) [website](#).
- *Planning Act, R.S.O. 1990, c. P.13*
- Provincial Policy Statement
- A Place to Grow: Growth plan for the Greater Golden Horseshoe
- Region of Peel Official Plan
- Town of Caledon Official Plan