

Terms of Reference: Planning Justification Report

Purpose:

- To provide a summary of a development proposal and demonstrate through a policy justification analysis how it conforms to applicable provincial, regional and municipal policy documents and is consistent with applicable municipal zoning by-laws.
- Planning Justification Reports (PJR) shall also provide an opinion as to the appropriateness of the proposal, based on the details of the analysis.

Required in Support of:

- Through an Inquiry Meeting or Preliminary (PARC) Meeting, staff will confirm if a Planning Justification Report is required.
- These Reports will be required in support of the following applications:
 - Official Plan Amendment (including Secondary Plans and Block Plans)
 - Zoning By-law Amendment (including Temporary Use By-laws)
 - Plans of Subdivision
 - Plans of Condominium
 - Consents
- At the discretion of the Town, these Reports may be required in support of other development applications. This will be confirmed at an Inquiry Meeting or Preliminary (PARC) Meeting.

Prepared By:

- A Registered Professional Planner (RPP).

Peer Review and Scoping:

- The Town may require a peer review of this document for complex or aggregate applications 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, a scoped Planning Justification Report, or Planning Opinion letter, may be sufficient to address this requirement. This will be confirmed at an Inquiry Meeting or Preliminary (PARC) Meeting.



Terms of Reference: Planning Justification Report

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 activities and identify a need within the planning horizon of the Official Plan for the proposed use.
 - A description of how the proposed development aligns with tourism and economic development priority sectors.
 - 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: Contextual Analysis
 - A description of the surrounding context including, but not limited to, a review of surrounding land uses; environmental features; services; amenities; and, transportation, transit, pedestrian, and cycling infrastructure.
 - An overview of surrounding neighbourhood, including adjacent land uses, transportation and pedestrian connections, proximity to amenities, parks and open space, community facilities.
- Section 4: Planning History
 - A brief description of the Inquiry Meeting and Preliminary (PARC) Meeting.
 - An overview of any previous planning approvals associated with the site (i.e. previous variances, site plan agreements, site-specific by-laws, Board and Tribunal decisions, etc.).
- Section 5: The Proposal
 - An overview and explanation of the development proposal, including, but not limited to, the following matters:
 - Proposed use(s), including density, height, gross floor area as may be applicable;
 - General site design and how it addresses the site and neighbourhood context, as applicable, including vehicular and pedestrian connections;
 - Servicing;
 - Development phasing;
 - Green development standards and initiatives;



Terms of Reference: Planning Justification Report

- Urban design; and,
- General performance/consistency with existing or proposed zone category and identification of any special regulations, if any.
- A description of the required amendments and/or applications to permit development proposal.
- Section 6: 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).
- Section 7: Policy Justification and Analysis
 - Demonstration of how the proposed amendments and/or development conforms to and is consistent with the policy or regulatory framework of the following documents through a detailed policy analysis that reference specific policies and regulations and discussed how the proposal meets those policies and regulations, making reference to conclusions of supporting studies where required:
 - *Planning Act*
 - Provincial Policy Statement
 - Growth Plan for the Greater Golden Horseshoe
 - Niagara Escarpment Plan
 - Greenbelt Plan
 - Oak Ridges Moraine Conservation Plan
 - Region of Peel Official Plan
 - Town of Caledon Official Plan
 - Town of Caledon Zoning By-law 2006-50, as amended
 - Urban Design Guidelines
 - Any other applicable provincial, regional or municipal policy documents, studies or guidelines/standards
- Section 8: Public Engagement and Indigenous Consultation
 - Summarize the method of public and indigenous consultation efforts undertaken prior to submission of development applications, including input received and how, if at all, the proposed development addresses that feedback.
 - Outline the public engagement and indigenous consultation to be undertaken after submission of development applications, including details (i.e. format, timing within review process, feedback collection methods) of any planned community engagement efforts beyond the minimum consultation requirements of the *Planning Act*.



Terms of Reference: Planning Justification Report

- Section 9: Summary and Conclusion
 - Summarize the proposed development and the findings of the policy framework review and supporting materials.
 - Provide a planning opinion, which outlines the appropriateness of the proposal and how it represents good planning.
- 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: Proposed Official Plan Amendment (if applicable)
 - Appendix 4: Proposed Zoning By-law Amendment (if applicable)
 - Appendix 5: Proposed Draft Plan of Subdivision and/or Condominium (if applicable)
 - Appendix 6: Proposed Consent Plan and/or Minor Variance Sketch (if applicable)
 - Appendix 7: Applied Terms of Reference and Scope Details
 - Appendix 8: Literature Cited
 - Appendix 9: Other Data Sources Used
 - Appendix 10: 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
- The Greenbelt Plan
- The Niagara Escarpment Plan
- The Oak Ridges Moraine Conservation Plan
- Region of Peel Official Plan
- Town of Caledon Official Plan
- Zoning By-law 2006-50, as amended

