Terms of Reference for Town of Caledon Housing Study

1.0 Introduction

The Town of Caledon is soliciting proposals for a comprehensive Housing Study. Results of this Housing Study will serve as a guiding policy document, with the aim of ensuring that there is sufficient housing options in the Town of Caledon to meet the full spectrum of needs found in the community. The results of this Housing Study will help decision-makers, stakeholders and community members develop a meaningful sense of the housing market, an understanding of key housing issues, and a platform for strategy and policy decisions.

The Housing study should provide a measured assessment of present and future unmet housing demand from now up to 2041, with an emphasis regarding the entire housing continuum. The Housing Study is intended to offer Council and town staff a basis for formulating community-specific housing priorities, inform the Town of Caledon’s Official Plan Review, policy alternatives and intervention strategies, including land use and zoning decisions, as well as allocation of Town resources. The Housing Study should suggest methods for positioning Caledon housing planning to promote a sustainable and economically diverse community.

2.0 Background

The Town of Caledon is a split urban-rural community with diverse housing needs. Much of the existing housing stock is single detached homes suitable for families; however, there is demonstrated need for alternative housing forms and tenures that would address older adults, youth, homelessness, special needs (developmentally challenged, group homes, co-housing), affordability (including second units and garden suites), ownership and rental options.

Housing is a Provincial interest; the Province provides high level policy direction to municipalities. As part of a two-tier governance, the Region of Peel serves as the Service System Manager when it comes to provision of social and affordable housing. While the Housing Study is for the Town of Caledon, it should be noted that the geographical jurisdiction of the Region of Peel comprises the market area as defined in the Provincial Policy Statement (PPS). The Region of Peel Official Plan 2009 contains Housing Policies that encourage diversity in housing type, size, and tenure to meet projected demographic and market requirements of current and future residents. The policies contain targets to be used in measuring the overall provision of housing during the span of the Official Plan. Currently, the Region of Peel as part of Peel 2041 (Region of Peel, Official Plan Review) is reviewing its official plan policies and have devised methodologies to measure the 2009 official plan targets to determine how well the housing market has been performing. In addition to the official plan policies, the Region of Peel is actively working on the reduction of the housing waiting list through the creation of social housing units to help address homelessness (Peel Living) through its Peel Housing and Homelessness Plan.
The Town of Caledon’s existing official plan policies for housing are substantive and progressive. The Town is one of the earliest adopters of the Apartment-in-House policies when established in the 1990s. Currently it has been actively promoting universal design in new residential construction. As part of the scope of work for this Housing Study, a review of existing policy and a literature review of best practices are required. The Housing Study will need to address emerging policy directions from the Province and the Region of Peel, specifically affordable housing through Inclusionary Zoning and measuring and monitoring the housing market.

3.0 Problem Definition

Housing need is linked to adequacy, availability and affordability. To determine need, precise information about the character of the present housing stock, socio economic data on population, household formation, household size, income levels and migration is needed to create a data baseline. With this information an assessment can be made of the extent to which the supply, building form and tenure of housing is needed for current and future needs and to the extent which any imbalance can be addressed by policy initiatives.

This Housing Study will help decision makers, stakeholders and community members develop a meaningful understanding of the housing market through the identification of key housing issues, and as a basis for policy decisions.

4.0 Key Objectives

The key objective of the Housing Study is to provide a policy framework so that the Town can ensure there is a supply of suitable dwellings of appropriate size, type, quality and tenure available for all ages and abilities within its jurisdiction.

The Housing Study should provide a measured assessment of present and future unmet housing demand from now to 2041 period which would help with official plan policy making decision making regarding:

- Identification of housing priorities, policy alternatives including land use and zoning decisions, allocation of Town resources, Housing First policy, affordable housing, homelessness, special needs
- A Town wide consistent direction in discussions with developers, not-for-profit housing providers, Peel Living/Peel Renovates and upper tier government
- General information and data required include total population statistics, number of households, owner occupied households, age of heads of household, number of occupied dwelling, tenure (owner versus rental), special needs requirements, group homes, older adult, affordable housing units, second units and garden suites, and etc.
- Creation of a data set that identifies needs and gaps which will assist in determining needs, and develop policies that address existing Official Plan Policy such as the Apartment-in-House and Garden Suites as well as considering new policy direction for Age Friendly, Inclusionary zoning, affordable housing, protocol for measuring and monitoring the data set, etc.
- Develop a database of detailed housing statistics to generate a baseline of the Town’s demographic profile that influences housing stock, such as, socio-economic characteristics of households
- Preparation of Official Plan Polices
- Creation of a database to serve as a baseline
- Preparation protocol for updating the database
5.0 Scope of Work

The Housing study will, at a minimum, respond to the following questions:

- What are the demographic and economic characteristics of households living in the community?
- What can Caledon expect regarding population growth that will impact housing and influence policy decisions?
- What is the nature and extent of short to mid-term and long range housing needs based on: price range, affordability, new construction, rental versus homeownership, older adults/seniors, families, special needs, homelessness, etc.?
- Is there a market for purpose built rental housing and/or affordable rental housing? And if yes, what building form/type should it be?
- How should the Town maximize the use of Region of Peel funds through Peel Living/Peel Renovates to support and improve housing for homeless residents, low and moderate income households?
- What policies and protocols are required to enhance and implement the Town’s existing Official Plan policies on Apartment-in-House (second units) and Garden Suites?
- How should the Town measure and monitor the housing stock?
- What policies and protocols are needed to implement Inclusionary Zoning should the Province pass legislation?
- What types of incentives are available to assist the Town in promoting affordable housing, including cash in lieu, Housing First, reduction in development charge fees for second units, etc.?
- How are the Town’s housing policies affected by the Oak Ridge’s Moraine Plan, and the Niagara Escarpment Plan? What policies can be included in the Official Plan to address these plans?
- What existing Town policies prevent innovation in providing alternative housing options and what policies could be implemented to generate creative housing solutions; for example, co-ownership housing may be a viable housing alternative that could meet special needs populations and older adults?

6.0 Geographic Area of this study

The study area is the jurisdiction of Town of Caledon, including its Rural Service Centres, Villages, Hamlets and rural areas.

7.0 Phase One – Data Collection and Analysis

Data Sets

In preparation of the Housing Study the following data sets are to be consulted:

- Statistics Canada Census 2006 and 2011
- Region of Peel Housing Data
- Assessment Roll data
- Town of Caledon, Building Permit statistics

Minimum Required Elements of the Housing Study

The Consultant selected to complete the Housing Study is asked to develop a specific methodology. The final document should at minimum contain data regarding the following categories:
1. Statistics on and status of Existing Housing Stock including:
   a. Tenure – rent, ownership
   b. Type – single, two-family, second unit, garden suite, multi residential, townhouse, link, etc.
   c. Price – property value, monthly mortgage, property price, monthly average rent
   d. Age and condition
   e. Vacancy rates – rental
   f. Second units/garden suites
   g. Homelessness – including youth, couch surfing, families, etc.

2. General information on sales activity and prices over last 5 years
   a. Types of buildings
   b. Type of buyer – owner – occupier, investor
   c. Foreclosure-related activity

3. Statistics on the Town’s Demographics
   a. Population and Household data including growth trends and projections
   b. Age distribution
   c. Household income (by deciles), age of head of household, size of household
   d. Statistics on the number of renters, second units, and garden suites
   e. Population and Household data including growth trends and projections
   f. Housing Demand Analysis including information on estimates of housing demand from now through 2041 (low-income, moderate-income, and high-income)
   g. Rental Demand Analysis including information on estimates of rental demand from now through 2041
   h. Anticipated local and regional employment trends and impact on local housing demand

4. Other Housing Elements
   a. Literature review of best practices and policies
   b. Housing affordability analysis based on Regional Targets, comparison of rents to household income
   c. Housing affordability compared to other markets
   d. Affordable housing inventory
   e. Town owned land that could be used for a Housing First policy
   f. Analysis of abandoned, vacant and dilapidated residential properties
   g. Available land for housing development
   h. Senior/assisted living options
   i. Special needs housing
   j. Building permit activity on housing types
   k. Rental market analysis including information on existing rental properties related to rents, vacancies, utilities, amenities, secondary markets
   l. Senior and family market analysis including information on existing properties related to rents, vacancies, services, amenities and resident profiles, including information on pending developments

Organization of Data and Deliverable

The data collected in Phase One should be organized in table and map or suitable format into:

- Tenure type
- Single Geographic Units (SGUs)
- Region of Peel growth management work
8.0 Phase Two – Report and Policy Recommendations

For Phase Two, the consultant is required to prepare a report that evaluates and analyzes the full housing need continuum based on data collected in Phase One. The report should also identify current and future gaps and contain recommended policies to address these shortfalls. Several implementation protocols should be addressed (e.g. measuring and monitoring, data collection). The report should contain draft Official Plan policies.

Consultation and Meetings

To inform the Housing Study, several meetings and consultations will be required:

1. Project Manager – The Town’s Project Manager for this work is a Senior Planner, Policy in the Policy and Sustainability section of the Community Services Department. The consultant will be working closely with and on a regular basis with the Project Manager.

2. Steering Committee – The Steering Committee will be comprised of Town Staff, Town Council and Region of Peel Staff. The consultant will meet the Steering Committee twice, once at the end of the data collection and then as the completion of the draft report of Phase Two.

3. Community Consultation – The consultant, with assistance of the town’s Project Manager, will coordinate (includes preparation of materials and display boards) and attend a public workshop/open house/presentation at the draft report of Phase Two stage to introduce recommendations/draft policies and gather feedback.

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<thead>
<tr>
<th>Type of Consultation</th>
<th>Number of Meetings</th>
<th>When</th>
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<tr>
<td>Project Manager</td>
<td>Regular Basis</td>
<td>As needed</td>
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<td>Steering Committee</td>
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<td>Meeting 1: End of data collection Phase One Meeting 2: Draft Report – Phase Two</td>
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<tr>
<td>Public and Stakeholders</td>
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<td>End of Draft Report – Phase Two</td>
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Approach to Scope of Work

A detailed description of the approach to Scope of Work is required. The Town is seeking creative, proven techniques including clear, understandable written product.

9.0 Timelines, Milestones and Deliverables

A Gantt chart is required and must include elements to be performed by the consultant, the number of hours and other resources required to complete each task. The Gantt chart must include time schedules, key milestones, and deliverables. The key deliverables of this project are:

- Database, data sets and other formatted information gathered in Phase One
- Coordination and materials for Public and Stakeholders meeting
- Phase Two Draft Report
- Final Draft Report

10. Budget

The upset limit for this project is $50,000.00.