

Terms of Reference: Alloa Secondary Plan

Need for the Secondary Plan

All New Community and Employment Areas within the Town of Caledon's 2051 New Urban Area requires secondary planning to implement the Town Structure and to build on the direction of the Future Caledon Official Plan to guide future development. This is achieved by applying land use designations and policies to enable and support a range of appropriate urban land uses, and to protect, restore, and enhance natural features and areas, including water resource systems, and to provide parks, open spaces, and stormwater management.

The Alloa Planning Area encompasses approximately 724 hectares (1,800 acres) bounded by the Highway 413 Corridor to the north and west, Chinguacousy Road to the east, and Mayfield Road to the south. The Alloa Secondary Plan is positioned as a logical progression for the accommodation of growth, adjacent to built-out areas within the Town of Caledon and City of Brampton. The Alloa Planning Area is surrounded by key infrastructure including full municipal services, transportation infrastructure, and transit routes which provides for an efficient and cost-effective urban expansion. The Alloa Planning Area contains both Community and Employment Areas, which accommodates a balanced delivery of housing and employment opportunities, including lands for education, recreation, parks and open space, cultural and community facilities, and affordable housing.

The establishment of the Alloa Secondary Plan presents a significant opportunity to contribute meaningfully to the provincial housing priority of building 1.5 million new residential units by December 2031, and Caledon's Housing Pledge to meet the target of 13,000 new homes by 2031.

Vision and Guiding Principles

The proposed Alloa Secondary Plan is envisioned as a complete, compact, pedestrian-friendly, multi-modal mixed-use community and employment area with an emphasis on street-oriented built form in key locations. The Guiding Principles for the Alloa Secondary Plan include:

1. Support climate change mitigation and adaptation;
2. Conserve and incorporate Cultural Heritage Resources into the Community;
3. Support and achieve a high standard of urban design;
4. Facilitate a sustainable, environmentally sound and diverse local economy;
5. Achieve a broad range and mix of housing, including affordable housing;
6. Provide adequate community service facilities;
7. Provide an inter-connected multi-modal transportation network;
8. Provide adequate municipal services;
9. Design a stormwater management system that protects the natural environment system;

10. Provide financially sustainable services, public facilities, and infrastructure;
11. Protect and enhance the Natural Environment System
12. Provide a well-connected, accessible public open space recreation system.

Scope

The Alloa Secondary Plan will encompass the lands identified as “A1” on Figure F3, *Secondary Planning Areas*, of the Future Caledon Official Plan and will address the following Preliminary Community Structure elements, as depicted on Figure F2a, *Preliminary Community Structure Plan* of the Future Caledon Official Plan:

- New Community Area
- New Employment Area
- Natural Features and Areas
- Supporting Features and Areas
- Permanent and Intermittent Streams
- Potential Linkages
- Potential Enhancement Areas
- Proposed Community Parks
- Neighbourhood Centres
- Conceptual Collector Roads
- Urban Corridors
- Planned Highway 413 Transportation Corridor; and
- Planned Highway 413 and NWGTA Transmission Corridor Protection Area

Process and Timeline

The Alloa Secondary Plan will be processed as a privately initiated Official Plan Amendment Application. The Secondary Plan will be subject to two (2) Tertiary planning processes coinciding with the proposed development phasing. The first Tertiary Plan for “Phase 1” will accompany the Secondary Planning process, as permitted by Section 21.4.1 of the Future Caledon Official Plan. The second Tertiary Plan for “Phase 2” will be processed at a later date, as a separate stand-alone planning process or in conjunction with Draft Plan Applications within Phase 2. It is proposed that an Environmental Implementation Report, Functional Servicing Report, Transportation Impact Study and Development Staging and Sequencing Plan will be prepared in support of each Tertiary Plan. A separate Terms of Reference may be prepared in support of each Tertiary planning process.

The processing timeline will adhere to the following schedule, as best as possible:

- **March 2024** - Pre-Application Review Committee (PARC) Meeting
- **July 2024** – First Application Submission / Application Circulation
- **July / August 2024** – Town and Agency review and preparation of comments / Provision of Phase 1 Tertiary Plan information
- **September 2024** – Design Charette / Community Meeting Open House / Issuance of complete Town and Agency Comments
- **November 2024** – Statutory Public Meeting
- **December 2024** – Second Application Submission / Circulation
- **January 2025** – Town and Agency review and preparation of comments.

- **February 2025** – Issuance of revised Town and Agency comments
- **March 2025** – Meetings, as required, to address outstanding issues.
- **April 2025** – Final Submission.
- **May 2025** – Finalize Secondary Plan Text and Schedule.
- **June 2025** – Town Staff Recommendation Report / Approval

Study Requirements

As determined by way of the March 28, 2024 PARC Meeting and the final PARC Checklist as issued on May 1, 2024, the following studies will be required to support the processing of the Alloo Secondary Plan:

- Agricultural Impact Study
Goal: To obtain recommendations to avoid, minimize or mitigate adverse impacts to the Agricultural System to the extent feasible.
- Archaeological Assessment
Goal: To identify the potential for sites with archaeological interest or value and to obtain recommendations for further evaluation, where necessary.
- Climate Change Adaptation Plan
Goal: To integrate expected future climate conditions into secondary plan policies and studies to ensure the safety and resiliency of future residents.
- Commercial Impact Study
Goal: To determine and quantify the market demand and need for commercial land use to support the Secondary Plan and Market Area.
- Community Design Guidelines
Goal: To establish a vision and related guiding principles for the implementation of the Community Design.
- Community Energy and Emissions Reduction Plan
Goal: To equip the Alloo Planning Area with the appropriate infrastructure to move towards net zero emission.
- Community Services and Facilities Study
Goal: To identify and inventory current and proposed/planned community services and facilities to determine their adequacy to accommodate the needs of new residents.
- Cultural Heritage Assessment
Goal: To identify and inventory known and potential heritage properties within and adjacent to the Alloo Planning Area and undertake a preliminary evaluation of such properties using the criteria for evaluating cultural heritage value or interest (CHVI) prescribed under the *Ontario Heritage Act*.

- Fiscal Impact Study
Goal: To assess the impact of the proposed Secondary Plan on the Town's infrastructure system, operating costs, and tax base, and to ensure that the proposal will not have an adverse financial impact on the municipality.
- Scoped Servicing Study (including Grading and Servicing Plans and Stormwater Management Strategy)
Goal: To provide a servicing strategy for the Alloa Secondary Plan (water, sanitary, stormwater management) and a framework for further tertiary-level analysis (EIR/FSR).
- Healthy Development Assessment
Goal: To create healthy, supportive environments for Alloa Secondary Plan Area residents.
- Housing Assessment
Goal: To demonstrate how the Alloa Secondary Plan 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, and how an appropriate range and mix of housing unit types, densities, sizes, affordability, and tenure will be provided through the proposed development.
- Indigenous Consultation
Goal: To establish and maintain mutually respectful relationships between Indigenous Nations and the Town through consultation and engagement.
- Local Subwatershed Study
(Includes: Floodplain Analysis, Geomorphic and Erosion Hazard Delineation, Geotechnical Investigation, Headwater Drainage Feature Assessment, Hydrogeological Study, Natural Heritage Evaluation, Slope Stability Assessment, Topographic Survey, Water Balance Assessment, Wetland Water Balance Risk Evaluation)
Goal: To develop a sustainable development plan that protects and enhances the natural and human environments through the implementation of the direction, targets, criteria and guidance of the Region of Peel Settlement Area Boundary Expansion Scoped Subwatershed Study.
- Planning Justification Report (including Compatibility and Mitigation Assessment)
Goal: To demonstrate through policy justification analysis how the proposed Alloa Secondary Plan conforms to applicable provincial, regional and municipal policies and the appropriateness of the Plan based on the details of the analysis.
- Transportation Study
Goal: To obtain recommendations for any required mitigation measures resulting from the transportation related impacts of the proposed Secondary Plan and to develop a multimodal transportation network within the Secondary Plan area and establishing a framework for future development applications within the Secondary Plan.

All studies shall be prepared and submitted with the initial application submission and be finalized and deemed satisfactory by the Town prior to the approval of the Secondary Plan. The reports will be

reviewed by Town staff or by way of Peer review, as determined by the PARC Checklist, and any comments shall be provided to the applicant to facilitate required revisions or updates to the studies, as necessary. Meetings to discuss the studies and/or comments shall be determined during the processing of the Application on 'as needed' basis. The findings and recommendations resulting from the studies may be incorporated as policies into the Secondary Plan, as policies to guide subsequent development applications.

In addition to the above studies, upon submission of the application, the applicant is required to submit a satisfactory cover letter, the PARC Meeting Form, a completed Application Form, a Draft Official Plan Amendment and Schedule, and application processing fees, as required by the Town of Caledon, Region of Peel, Credit Valley Conservation Authority, and Toronto and Region Conservation Authority.

As part of processing a privately initiated Secondary Plan, the associated Official Plan Amendment Application shall be subject to the Town's Enhanced Review Process which requires completion of a Design Charette between the Town and Applicant. The objectives of the Charette, materials, deliverables, attendees, and general coordination shall be determined during the processing of the Secondary Plan. The Town is responsible for confirming the guest list and the Applicant is responsible for developing materials which need to be approved by the Town in advance.

Public Participation

Public consultation and opportunities for public participation will be made available through the following undertakings:

1. Posting of a Notice of Complete Application in the Town of Caledon Newspaper(s) including general details of the proposal, materials submitted and the assigned Town Development Planner and contact information;
2. Uploading the proposed Application materials to the Town's Database for Current Development Applications on the Town of Caledon website. The posting will include all application materials submitted in support of the proposed Secondary Plan and available for public viewing and download;
3. Holding a Community Open House to provide information on the proposed Secondary Plan and to allow for the general public to provide comments and ask questions on the proposal;
4. Posting of a Public Meeting Notice in the Town of Caledon Newspaper(s), providing details of the development proposal, advising the general public of the date, time and location of the Statutory Public Meeting, inviting the submission of comments, including instructions for members of the public to make delegations to the Town's Planning Committee;
5. Circulation of a Public Meeting Notice to residents up to 1,000 metres of the subject lands, advising area residents of the date and time of the Statutory Public Meeting, inviting the submission of comments, including instructions for area residents to make delegations;
6. Holding a Statutory Public Meeting through the Town's Planning and Development Committee to present the application and to allow for the general public to provide comments and ask questions on the proposal;

7. Sending notification of the Recommendation Report to members of the public who have expressed an interest in the application including the date, time and location of the Planning Committee Meeting held for consideration of the Report; and
8. Circulation of the Decision of Council to members of the public who have expressed an interest in the application with notification of the appeal period and instructions for filing an appeal.

Roles and Responsibilities

As a privately initiated Official Plan Amendment application, the Applicant and Town Staff will share in the responsibilities to prepare and seek Council approval of the Alloa Secondary Plan. Under this scenario, the Applicant and Town staff will have the following roles:

Applicant:

1. File a request for, and attend a Pre-Application Review Committee (PARC) Meeting;
2. Co-ordinate the preparation of required supporting plans and studies in accordance with the PARC Checklist and Alloa Secondary Plan Terms of Reference;
3. File a Complete Development Application Review Team and/or Official Plan Amendment Application to the Town;
4. Co-ordinate and hold a Community Open House as part of the required public consultation process;
5. Prepare materials required to hold a Design Charette with Town and Agency staff;
6. Prepare and conduct a presentation of the proposed Secondary Plan to the Town's Planning Committee at a Statutory Public Meeting;
7. Co-ordinate revisions and updates to the supporting plans and studies, as necessary, to address comments received on the Application by Town and Agency staff and file complete resubmission(s) of the Application;
8. Attend meetings with Town and Agency staff, as necessary, to address outstanding comments on the Application.
9. Work jointly with Town and Agency staff to finalize the Secondary Plan Policy Document and Land Use Schedule.
10. Attend the Planning Committee Meeting to monitor Planning Committee's assessment of the Staff Recommendation Report and assist with fielding questions from Town Councillors and public, as necessary.

Town Staff:

1. Process a request for, and attend a Pre-Application Review Committee (PARC) Meeting;
2. Provide assistance to the Applicant, as necessary to facilitate preparation of the required supporting plans and studies;
3. Receive and review the Official Plan Amendment Application, and deem the application complete, upon satisfying the complete application submission requirements;
4. Circulate the Application materials to internal Town departments and external agencies for review and comment;
5. Coordinate the retention of consultants, as necessary, to undertake peer reviews of the submission materials, as required.
6. Prepare a consolidated Comment Report to the Applicant;

7. Attend the Community Open House to assist in responding to comments and questions from the public;
8. Co-ordinate the scheduling of a Design Charette session with Town staff, the Applicant, and Agency staff;
9. Co-ordinate the scheduling of a Statutory Public Meeting and issuance of Public Notice, as required by the Planning Act;
10. Circulate the resubmission materials to internal Town departments and external agencies for further review and comment;
11. Attend meetings with the Applicant, including other Town and Agency staff, as necessary, to address outstanding comments on the Application.
12. Work jointly with the Applicant to finalize the Secondary Plan Policy Document and Land Use Schedule.
13. Prepare the Staff Recommendation Report and present same, as necessary, to the Town's Planning Committee.

Landowner Group and Cost-Sharing

Due to the participation of multiple landowners, a Landowner Group ("Alloa Landowners Group") was formally assembled on November 8, 2022 by way of a Funding Agreement among the participating owners. At the time of preparing this Terms of Reference, the participating owners represent approximately 61% of the estimated net developable area within the Alloa Planning Area.

Prior to the approval of the Secondary Plan, the Alloa Landowners Group shall establish the Plan Area Landowners' Cost Sharing Agreement. Prior to the approval of a Draft Plan of Subdivision, registration of a Plan of Subdivision or Plan of Condominium, or final approval of any Site Plan Application or the approval of any Application under the Planning Act within the Plan Area, the Town shall require the Plan Area Landowners' Cost Sharing Group Trustee provide the Town with confirmation, in writing, that the proponent of a development application is in good standing with the Plan Area landowners' Cost Sharing Group. Such confirmation shall only be valid if prepared and issued by the Trustee appointed by the Landowners Group, as follows:

Alloa Landowners Group Inc.
c/o Brattys LLP
7501 Keele Street, Suite 200
Vaughan, ON L4K 1Y2
Attention: Helen Mihailidi
Tel: 905 760 2600
Email: hmihailidi@bratty.com