
Wildfield Village Secondary Planning Process Terms of Reference



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1 Introduction

Wildfield Village is being planned as part of Caledon's New Community Area. The Wildfield Village Secondary Plan is envisioned to develop as a compact, well-connected and complete community that will accommodate a range of housing options alongside a mix of commercial and community uses.

The Secondary Plan Area follows the proposed secondary plan boundary set out in the Future Caledon Official Plan (**Figure F3**), which, as shown in **Figure 1** below, is generally bordered by:

- **North:** The Planned Highway 413 Transportation Corridor
- **South:** Mayfield Road
- **East:** The Greenbelt Plan and The Gore Road
- **West:** Centreville Creek Road

The land is owned and controlled by various participating owners of the Wildfield Village Landowners Group (WVLG), as well as non-participating owners.

The WVLG have developed a Land Use Plan as shown in **Figure 1** that their consultants are using to prepare supporting material for an Official Plan Amendment application to implement the Wildfield Village Secondary Plan.

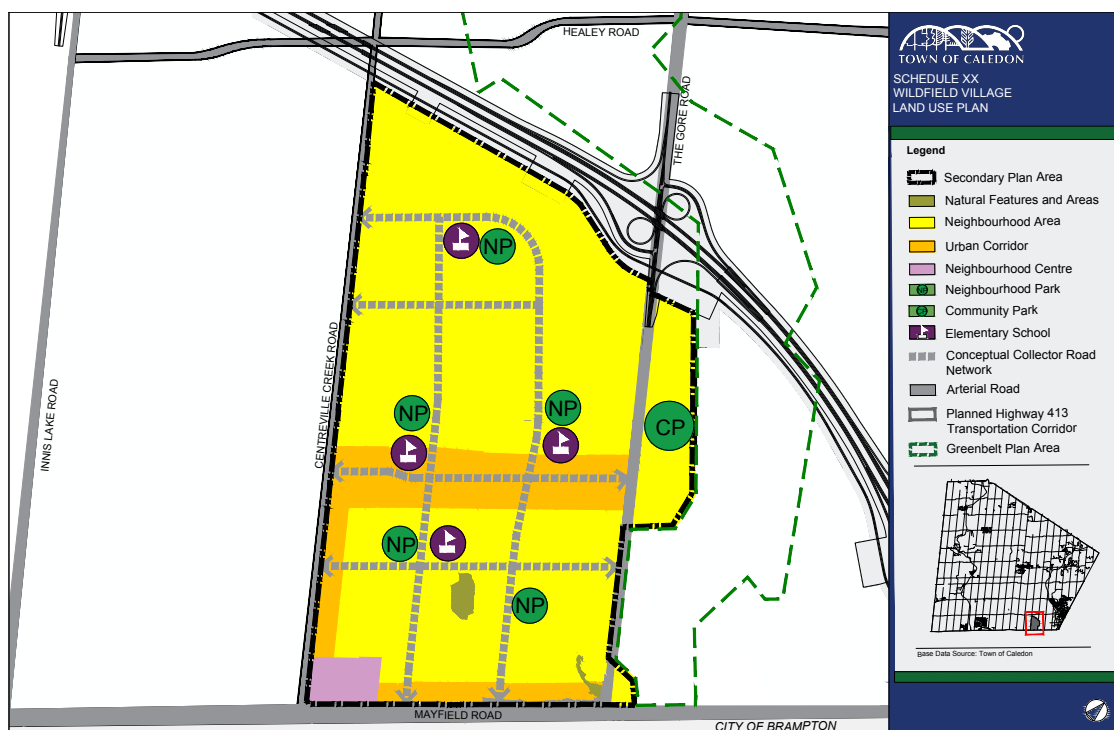


Figure 1. Draft Land Use Plan

According to the Town’s Official Plan, secondary plans are required prior to development proceeding within the Designated Greenfield Area. A joint secondary planning process is being undertaken by the Wildfield Village Landowners Group and the Town. Prior to commencing a secondary plan, the Town of Caledon requires the preparation of a Terms of Reference for the secondary planning process. This Terms of Reference sets out a process for development of the secondary plan including its scope, deliverables, timing, public participation opportunities and the roles and responsibilities of the landowners/consulting team and Town Staff.

1.1 Official Plan Policy Context

The in-effect Caledon Official Plan designates the Wildfield Village lands as Prime Agricultural Area. Wildfield Village was identified by the Region of Peel through their Settlement Area Boundary Expansion Study as 2051 New Urban Area and New Community Area, which informed the Region of Peel Official Plan, 2022. In conformity, the Future Caledon Official Plan also designates the Secondary Plan Area as 2051 New Urban Area and New Community Area, as shown in **Figure 2** and **Figure 3** below.

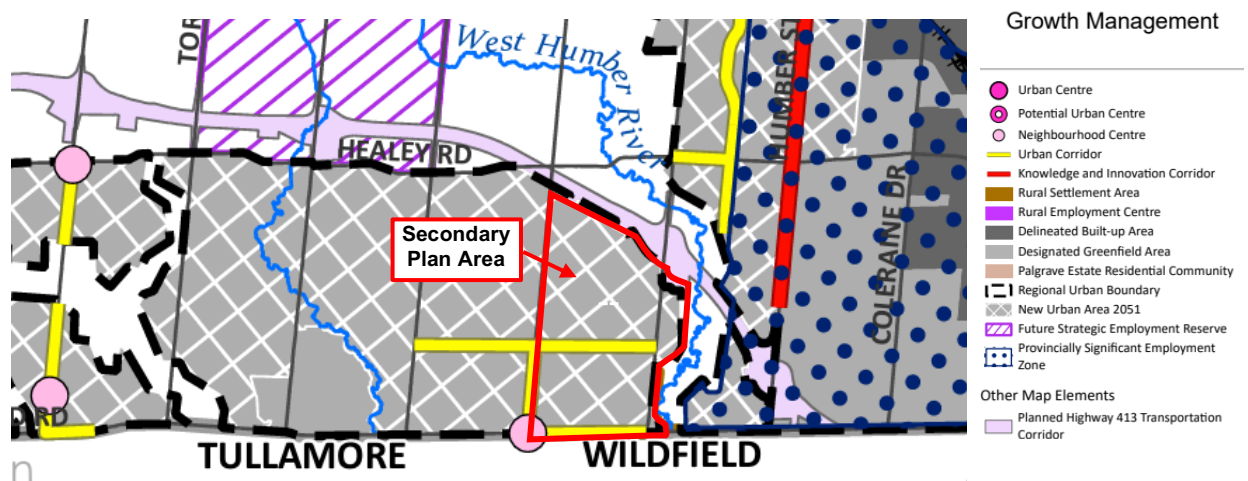


Figure 2. Schedule B2 – Growth Management

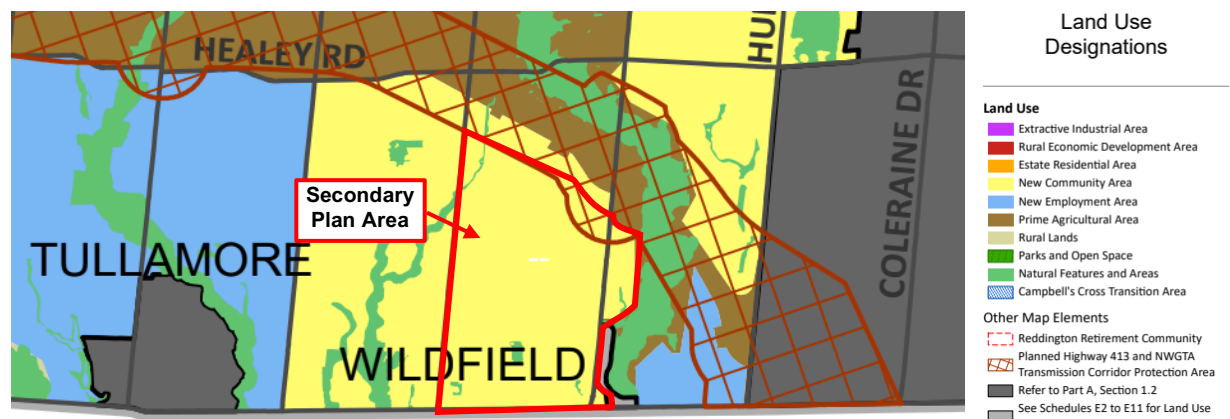


Figure 3. Schedule B4 – Land Use Designations

Planning the Urban System – Secondary Plans

As set out in Section 21 “Planning the Urban System” of the Future Caledon Official Plan, all New Community Areas will undergo secondary planning to implement the Town Structure by applying land use designations and detailed policies which:

- Enable and support a range of appropriate urban land uses;
- Protect, restore, and enhance natural features and areas and water resource system features and areas; and
- Provide parks, open spaces, and stormwater management.

A Preliminary Community Structure Plan is included as Schedule F2a/F2b of the Official Plan (**Figure 4** below), which provides a comprehensive foundation for secondary planning and development in the Urban System. It identifies applicable elements of the Town Structure, as well as a conceptual collector road network and existing and planned parks and community facilities, to be refined through secondary planning.

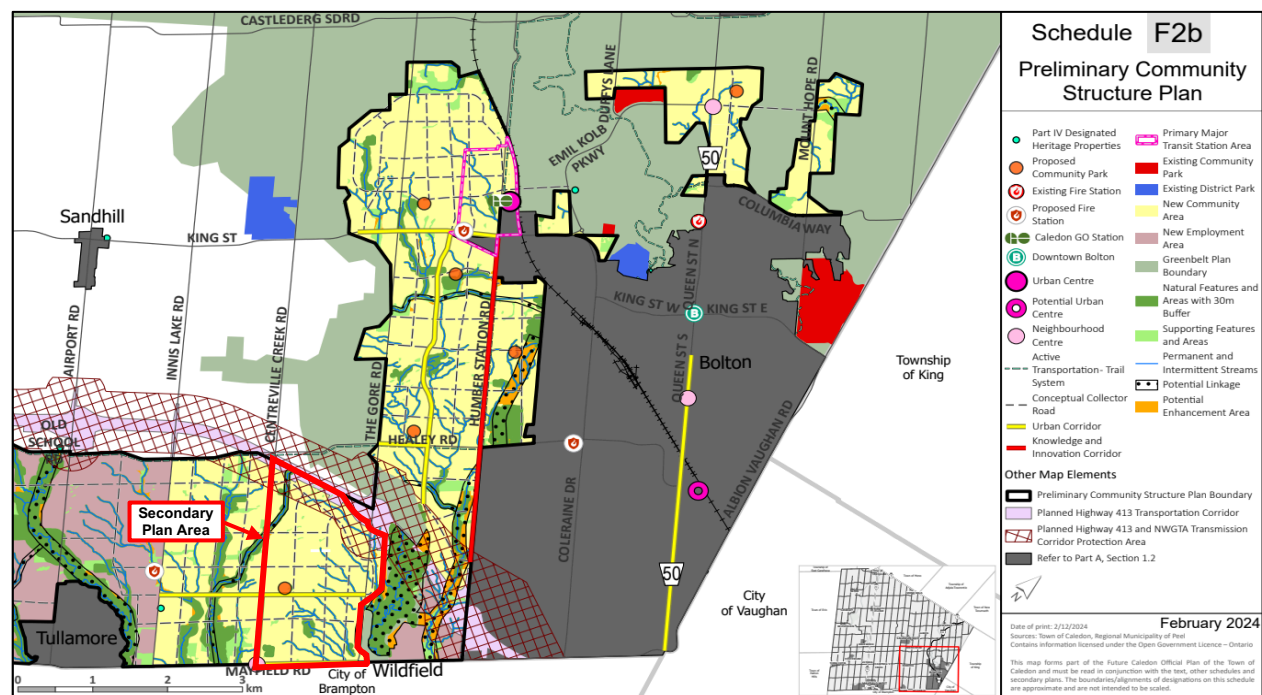


Figure 4. Schedule F2b – Preliminary Community Structure Plan

Section 21.3 of the Future Caledon Official Plan provides direction for secondary plans. The Town’s proposed secondary plan boundaries are delineated on Schedule F3 (**Figure 5** below), which consider known subwatershed boundaries and surface water drainage catchment areas, as well as known land ownership groups and logical boundaries such as major roads. The Wildfield Village Secondary Plan Area is identified as G2.

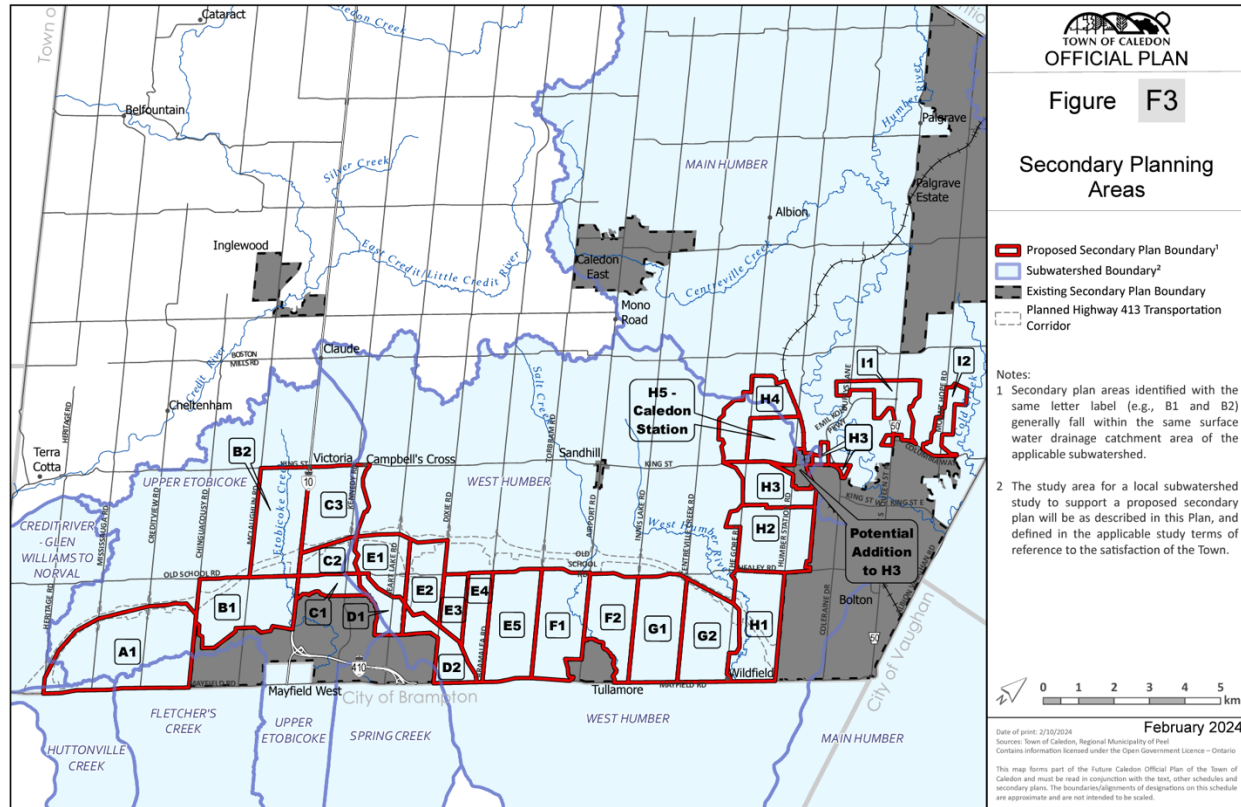


Figure 5. Secondary Planning Areas

Section 21.3.4 of the Official Plan requires the following to be set out through the preparation of a terms of reference for the secondary planning process:

- “The need for the secondary plan;
- The intended scope of the secondary plan, including:
 - Rationale for the proposed secondary plan area if not in accordance with Figure F3, Secondary Planning Areas; and
 - The components to be addressed from Figure F2a or F2b, Preliminary Community Structure Plan;
- The process and timeline of secondary plan preparation;
- The supporting studies required by the Region of Peel Official Plan and this Plan;
- The opportunities for public participation and involvement;
- 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.”

Community Areas

As set out in Section 22 “Community Areas” of the Future Caledon Official Plan, the New Community Area designation is applied to 2051 Future Urban Area lands pending the preparation and approval of secondary plans for future residential/mixed-use communities.

In conformity with the Official Plan and the policies set out in Section 22, land use designations and elements within the Wildfield Village Secondary Plan will include:

- A **Neighbourhood Centre** at the intersection of Mayfield Road and Centreville Creek Road, where compact, high-rise mixed-use buildings will be directed, and an emphasis placed on a high-quality public realm and streetscapes;
- Three **Urban Corridors** along Mayfield Road, Centreville Creek Road and a new east-west collector road, which are envisioned to develop with a mix of uses and building types including mixed-use buildings, mid-rise apartments, townhouses, as well as neighbourhood-oriented uses;
- **Neighbourhood Areas**, occupying the majority of the Secondary Plan Area and intended to accommodate a wide range of housing types, alongside parks, schools and other institutional uses to support the development of a complete community; and
- **Natural Features and Areas**, to be protected and restored where possible.

1.2 Roles and Responsibilities

Landowner Group

The Wildfield Village Landowners Group is well established and own a majority of the lands within the Secondary Plan Area. The Landowners Group was involved throughout the entire Peel 2051 Settlement Area Boundary Expansion Study, as well as the Future Caledon Official Plan Update.

Consulting Team

The WVVG’s consulting team will work with Town Staff and their consultants to advance the required supporting studies and technical analysis for the secondary plan, as well as the Land Use Plan and policies. The consulting team consists of the following:

Firm	Discipline	Main Contact
Arutip Group	Group Manager	Glenn Pitura glenn@arutip.com Andrea Pitura andrea@arutip.com
SGL Planning & Design	Policy and Urban Design	Paul Lowes, Principal plowes@sglplanning.ca
GEI Consultants	Environmental	George Buckton, Senior Ecologist gbuckton@geiconsultants.com
SCS Consulting	Servicing	Andrea Keeping, Sr. Project Manager, Water Resources akeeping@scsconsultinggroup.com
BA Group	Transportation	Steve Krossey, Principal krossey@bagroup.com
Pratus Group	Sustainability	Eric Dunford, ESG Sector Lead eric.dunford@pratusgroup.com
Parcel Economics	Fiscal and Commercial Impact	Craig Ferguson, Principal craig@parceleconomics.com
Stantec	Cultural Heritage	Meaghan Rivard, Associate meaghan.rivard@stantec.com
Colville	Agriculture	Sean Colville, President sean@colvilleconsultinginc.ca

Town, Region and TRCA Staff

Town, Region (regarding servicing and regional roads) and TRCA staff will work with the WVVG's consulting team to review and provide comments on the supporting studies for the secondary plan materials. Meetings will be held with the consulting team as required to address comments and get input on deliverables. Town staff will monitor the process and prepare information for public engagement and Council.

1.3 Submission Deliverables

Section 5.6.20.4 of the Region of Peel Official Plan sets out requirements for secondary plans within the 2051 New Urban Area. Section 24.3 of the Future Caledon Official Plan further provides a list of the required supporting studies and technical analysis to be

prepared to the satisfaction of the Town in accordance with the applicable Terms of Reference.

A Pre-Application Review Committee (PARC) Meeting was held on December 7, 2023 for an Official Plan Amendment application to implement the Secondary Plan. The accompanying PARC Meeting Form and Checklist sets out the requirements for a complete application. The following material and documentation is required for submission of an Official Plan Amendment application to be considered complete:

Deliverable	Firm Responsible
Draft Official Plan Amendment and Schedules (Secondary Plan Policies and Land Use Plan)	SGL
Agricultural Impact Assessment	Colville
Climate Change Adaptation Plan	Pratus
Commercial Impact Study	Parcel
Community Energy and Emissions Reduction Plan	Pratus
Community Design Guidelines	SGL
Community Services and Facilities Study	SGL
Local Subwatershed Study	SCS/GEI
Cultural Heritage Assessment Report	Stantec
Environmental Site Assessment – Phase 1 and 2	GEI
Fiscal Impact Study	Parcel
Healthy Development Assessment	SGL
Housing Assessment	SGL
Planning Justification Report	SGL
Traffic/Transportation Impact Study	BA

It is understood in discussions with Town staff that an Aggregate Resource Impact Assessment (ARIA) and Archaeological Assessments are not required at this stage in the process, but will be required at the draft plan of subdivision stage.

2 Process and Timeline

The following work plan sets out the phases and tasks of the Secondary Plan Study.

Phase 1 – Prepare and Finalize Terms of Reference

Task 1.1 Refine and Finalize Secondary Plan Process Terms of Reference

Role: Town Staff Review

Timing: July 2024

Town staff will review this Secondary Plan Process Terms of Reference and provide any comments for the consulting team to address. A meeting will be scheduled with Town staff and the consulting team if required.

Task 1.2 Finalize Local Subwatershed Study Terms of Reference

Role: Town, Region and TRCA Staff Review

Timing: June – July 2024

The Town, Region and TRCA will review the revised Local Subwatershed Study (LSS) Terms of Reference and provide any additional comments for the consulting team to address. A meeting will be scheduled with Town and TRCA staff and the consulting team if required.

The first submission of the LSS (formerly CEISMP) Terms of Reference occurred in January 2024. The second submission of the LSS Terms of Reference will occur in May 2024.

Phase 2 – Prepare and Submit Official Plan Amendment Application Supporting Studies and Technical Analysis

Task 2.1 Prepare Supporting Studies and Technical Analysis

Role: Consulting Team

Timing: Ongoing

A phased submission to the Town of the required supporting studies (as listed in Section 1.2 of this Terms of Reference) is proposed as part of the Official Plan Amendment application for the secondary plan process. Coordination and completion of the supporting studies is ongoing by the consulting team.

Task 2.2 Review Preliminary Land Use Plan

Role: Town Staff Review

Timing: June 2024

Town staff will review the preliminary Land Use Plan for Wildfield Village and provide comments. This preliminary review and confirmation from the Town will ensure each of the supporting studies are progressed appropriately to address the proposed concept.

Task 2.3 Supporting Studies Submission #1

Role: Town Staff Review

Timing: June 2024

The following supporting studies will be provided to the Town for review the week of June 24:

- Agricultural Impact Assessment
- Cultural Heritage Assessment Report
- Community Services and Facilities Study
- Fiscal Impact Study
- Commercial Impact Study

The Town will review the supporting studies listed above and provide comments for the consulting team to address.

Task 2.4 Supporting Studies Submission #2

Role: Town and Region Staff Review

Timing: July 2024

The Transportation Impact Study will be provided to the Town for review the week of July 8:

The Town and Region will review the Transportation Impact Study and provide comments for the consulting team to address.

Task 2.5 Supporting Studies Submission #3

Role: Town, Region and TRCA Staff Review

Timing: August 2024

The following supporting studies will be provided to the Town for review the week of August 19:

- Local Subwatershed Study
- Climate Change Adaptation Plan
- Community Energy and Emissions Adaptation Plan
- Planning Justification Report and Housing Assessment
- Community Design Guidelines
- Healthy Development Assessment

The Town, Region and TRCA will review the supporting studies listed above and provide comments for the consulting team to address.

Task 2.6 Supporting Studies Submission #3

Role: Town, Region and TRCA Staff Review

Timing: September 2024

The Community Energy and Emissions Adaptation Plan will be provided to the Town for review the week of September 2.

The Town will review the Community Energy and Emissions Adaptation Plan provide comments for the consulting team to address.

Task 2.7 Indigenous Engagement Outreach

Role: Town Staff and Consulting Team

Timing: August 2024

Initial outreach to Indigenous communities will occur following completion and submission of the draft supporting studies. This outreach will include a summary of the project, anticipated impacts and information on the supporting studies. A meeting will be offered to introduce the project. Discussions will take place regarding the level and type of correspondence throughout the project.

Task 2.8 Prepare Final Supporting Studies

Role: Consulting Team

Timing: August – September 2024

Based on all comments received from the Town, Region and/or TRCA, the consulting team will revise and finalize each supporting study as required. Each resubmission will be dependent on the timing of comments received.

Task 2.9 Public Open House:

Role: Town Staff and Consulting Team

Timing: September 2024

A Public Open House will be held to introduce the secondary plan, present the findings and recommendations of the supporting studies and gain feedback from the public and stakeholders.

Phase 3 – Draft Official Plan Amendment

Task 3.1 Prepare and Revise Draft Official Plan Amendment

Role: Consulting Team and Town Staff

Timing: September 2024

The consulting team, in collaboration with Town staff, will make refinements to the draft secondary plan policies and Land Use Plan based on the recommendations of the supporting studies. A meeting will be scheduled with Town staff and the consulting team if required.

Task 3.2 Pre-Consultation (DART) Review

Role: Town Staff and Consulting Team

Timing: September 2024

Following completion of the supporting studies, public and Indigenous community engagement, as well as the preparation of a draft Official Plan Amendment, a Pre-Consultation (DART) Review application will be filed with the Town to schedule a meeting.

Task 3.3 Review Draft Official Plan Amendment

Role: Town

Timing: September – October 2024

Town Staff will review the final secondary plan and final supporting studies.

Task 3.4 Local Subwatershed Study Completion

Role: Town and TRCA Staff and Consulting Team

Timing: October – November 2024

The Local Subwatershed Study will be completed by the consulting team based on the final Land Use Plan, identifying any potential impacts and/or issues. Implementation will include recommendations, strategies and management measures, long term monitoring plan, comprehensive adaptive management plan and guidelines for specific environmental studies.

Task 3.5 Prepare Final Draft Official Plan Amendment

Role: Consulting Team and Town Staff

Timing: October – November 2024

Based on comments received and discussion between the consulting team and Town staff, the draft Official Plan Amendment will be finalized.

Phase 4 – Official Plan Amendment Adoption

Task 4.1 Statutory Public Meeting

Role: Consulting Team and Town Staff

Timing: November 2024

The draft Official Plan Amendment, including the secondary plan policies and Land Use Plan, will be presented at a Statutory Public Meeting.

Task 4.2 Revise Official Plan Amendment

Role: Consulting Team and Town Staff
Timing: December 2024

Based on feedback received at the Statutory Public Meeting, the Official Plan Amendment will be revised by the consulting team and Town staff.

Task 4.3 Council Adoption of the Official Plan Amendment for the Secondary Plan
Timing: January 2025