



PLANNING AND DEVELOPMENT DEPARTMENT  
Policy Section

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**Report PD-2008-040**

To: Mayor and Members of Council  
From: Mary Hall, Director of Planning and Development  
Meeting: June 10, 2008  
**SUBJECT: MAYFIELD WEST PHASE TWO SECONDARY PLAN:  
GENERAL TERMS OF REFERENCE**

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**RECOMMENDATION**      **Requires Action**       **For Information Only**

That Report PD-2008-028 regarding Mayfield West Phase Two Secondary Plan: General Terms of Reference be received; and

That Report PD-2008-040 regarding Mayfield West Phase Two Secondary Plan: General Terms of Reference be received; and

That Council direct the Planning & Development Department (P&D) to undertake the Mayfield West Phase Two Secondary Plan (Phase Two) in accordance with the General Terms of Reference (GTR) attached to PD-2008-040 as Schedule A; and

That Council direct the P&D Department to prepare detailed terms of reference (DTR) for the technical studies and implementation documents, as described in the GTR, and to issue the DTR, in accordance with the Town of Caledon Purchasing By-law, to consultants for the purpose of preparing proposals; and

That Council authorize the P&D Department to seek formal approval from the Region of Peel (Peel), Toronto Region Conservation Authority (TRCA), Credit Valley Conservation (CVC) and the Mayfield Station Developers Group (MSDG) and their consultants for access to, and use of, the data and analysis that they have, and any other relevant technical information that may be submitted by other development interests, to determine if these could assist in meeting the study requirements of the Phase Two Secondary Plan; and,

That a copy of PD-2008-040 be forwarded to Peel, City of Brampton, TRCA, CVC, MSDG and the Mayfield West Stakeholder Advisory Group (SAG).

**BACKGROUND**

On May 13, 2008, PD-2008-028 was presented to Caledon Council and was referred back to staff (see Attachment B to PD-2008-040). Subsequently, staff met with MSDG and their representatives to discuss concerns they had with the GTR. Consequently, some minor changes have been made to the GTR and PD-2008-028. The changes have been highlighted in bold text in the GTR on page 28 and in PD-2008-040 on pages 5, 6 and 13.

## **Mayfield West Phase Two Secondary Plan**

Mayfield West is a Rural Service Centre in the Town of Caledon. The Mayfield West Community Development Plan Study Area is established on Schedule B: Mayfield West Land Use Plan in Caledon's Official Plan. Within this area, a compact, well integrated community is being developed in the long term through a series of phased expansions. These phased expansions are based on long-term population and employment forecasts contained in Caledon's Official Plan as may be updated from time to time.

Under Caledon's population and employment study, the 2021 Caledon-wide population forecast will remain at 84,444, and the 2031 Caledon-wide population forecast is 108,000. For Mayfield West, the 2021 population forecast has been revised from 13,100 to 17,000, representing a 3,900 population increase (reallocated from elsewhere in Caledon), and a 2031 population forecast of 26,838 has been established, representing an additional 9,838 population between 2021 and 2031 (PD-2006-049 & PD-2007-061).

Caledon Council has made a commitment in regard to the 3,900 population which will be located subject to the policies of Regional Official Plan Amendment No. 17. At the same time, Council directed staff to commence work on terms of reference for an expansion to the Mayfield West Rural Service Centre, west of Highway 10 (PD-2006-049). Accordingly, Caledon has initiated the Phase Two Secondary Plan.

One of the purposes of this report is to recommend to Council that the Phase Two Secondary Plan be undertaken in accordance with the GTR attached to this report as Schedule B. Prepared by the P&D Department, the GTR has been and sets out a road map for a comprehensive secondary planning exercise, describing among other things, the objectives, scope and deliverables (i.e. what has to be achieved), resources and work program (i.e. how it will be achieved), stakeholders, roles and responsibilities (i.e. who will take part in it) and schedule (i.e. when it will be achieved).

### **Timing**

The secondary planning exercise will take approximately twenty-seven (27) months to complete. Within this timeframe, the Peel Region Official Plan Review is being undertaken as a result of Bill 136, *The Places to Grow Act 2005* which requires municipalities to bring their official plans into conformity with the provinces Growth Plan, 2006 by June 16, 2009. The work program and timeframe associated with the Phase Two Secondary Plan has been designed so that the required study and analysis will have been completed to allow Caledon to make an application to Peel to amend the Peel Official Plan to expand the Mayfield West Rural Service Centre settlement boundary on or before June 16, 2009.

### **Caledon Environmental Advisory Committee (CEAC) Report 2008-01**

On February 19, 2008 Council received CEAC Report 2008-01. The primary objective of CEAC's report was to provide an account of CEAC's experience from the recently completed Mayfield West "Phase One" Secondary Plan (OPA 208) process. CEAC's report documented nine (9) recommendations with a view to enhancing the planning process for future secondary planning exercises. Council directed the P&D Department to convene a workshop with stakeholders to discuss the ramifications of CEAC's report for future secondary planning exercises. A second purpose of this report is to provide Council with an update regarding CEAC's recommendations.

### **Glen Schnarr & Associates Inc. (GSAI) Delegation**

MSDG own approximately 600 acres of land within the Mayfield West Community Development Plan Study Area, west of Highway 10 and south of the Etobicoke Creek and have appointed GSAI to act as its planning representative in regard to matters concerning the Phase Two Secondary Plan. On behalf of MSDG, and in connection with the GTR, Glen Schnarr from GSAI has made a delegation to Council on March 4 and April 15, 2008. On both occasions, Mr. Schnarr has requested the following matters be considered and the GTR to be revised accordingly.

1. Submit the application to amend the Peel Official Plan on or before June 16, 2009 and use the 2031 planning horizon when making the application;
2. Focus the secondary planning exercise on the lands south of the Etobicoke Creek, west of Highway 10, north of Mayfield Road and east of Chinguacousy Road;
3. Reduce the timeframe associated with completion of the Comprehensive Environmental Impact Study and Management Plan (EIS and MP) by integrating Part A and Part B, thereby reducing the overall timeframe associated with the secondary planning exercise by five months; and
4. Fund the secondary planning exercise through development charges, consistent with the South Albion-Bolton Community Plan (SABCP).

At the Council Meeting on April 15, 2008 Council directed the P&D Department to respond to these requests when the GTR was brought forward for Council consideration. A third purpose of this report is to advise Council in regard to a response to Mr. Schnarr's requests.

On April 10, 2008 a draft GTR was circulated to and comments and input requested from Council, members of the recommended SAG, Peel, MSDG/GSAI and Town departments. The draft GTR was reviewed with Council at a Council Information Workshop on April 15 and at a meeting with the recommended SAG on April 17. P&D Department staff met with representatives of MSDG and GSAI to discuss the draft GTR on April 24, 2008. Further to this circulation, the P&D Department has received several written submissions in connection with the April 10, 2008 draft GTR. A fourth purpose of this report is to advise Council in regard to a response to the comments, input and written submissions and to identify any substantive revisions that have been made to the draft GTR.

### **DISCUSSION**

The Phase Two Secondary Plan will be prepared in accordance with provincial legislation e.g. The *Planning Act, as amended*, and provincial policies e.g. Provincial Policy Statement 2005, Places to Grow: The Growth Plan for the Greater Golden Horseshoe 2006 (Growth Plan, 2006) and the Greenbelt Plan 2005 and the Peel and Caledon Official Plans.

Under the Growth Plan, 2006, settlement boundary expansions may only occur as part of a municipal comprehensive review which is defined as:

*"An official plan review, or an official plan amendment, initiated by a municipality that comprehensively applies the policies and schedules of this Plan"*

Under the Peel Official Plan, an expansion to a settlement boundary requires an amendment to the Peel Official Plan to amend Schedule D, Regional Structure, and Schedule B, Prime Agricultural Areas which show the Mayfield West Rural Service Centre. Additionally, the Peel Official Plan sets out requirements for a comprehensive analysis where an expansion to a Rural Service Centre settlement boundary is proposed. Similarly, Caledon's Official Plan sets out criteria for reviewing an amendment to Caledon's Official Plan to expand settlement boundaries and identifies studies to be completed to assess the appropriate development boundaries and lands to be included in an expanded Mayfield West Rural Service Centre settlement boundary.

The work program associated with the secondary planning exercise consists of twenty-four (24) steps structured into four (4) phases as outlined in Table 1 (these steps are described in more detail in the GTR).

**Table 1: The Secondary Planning Exercise**

<p>Phase 1: Existing Conditions, Characterization, Opportunities and Constraints</p>	<ol style="list-style-type: none"> <li>1. Comprehensive Environmental Impact Study &amp; Management Plan (Part A: Existing Conditions &amp; Characterization)</li> <li>2. Agricultural Impact Assessment</li> <li>3. Water &amp; Wastewater Servicing Study (Part A)</li> <li>4. Cultural Heritage Survey</li> <li>5. Transportation Impact Study (Part A)</li> <li>6. Noise Impact Assessment (Part A)</li> <li>7. Commercial Impact Study</li> </ol>
<p>Phase 2: Selection of Preferred Land Use Scenario and ROPA Application</p>	<ol style="list-style-type: none"> <li>8. Developing Community Planning &amp; Design Principles</li> <li>9. Developing &amp; Evaluating Land Use Scenarios</li> <li>10. Comprehensive Environmental Impact Study &amp; Management Plan (Part B: Detailed Studies &amp; Impact Assessment)</li> <li>11. Transportation Impact Study (Part B)</li> <li>12. Water &amp; Wastewater Servicing Study (Part B)</li> <li>13. Financial Impact Analysis</li> <li>14. Selection of Preferred Land Use Scenario</li> <li>15. Regional Official Plan Amendment Application (ROPA)</li> </ol>
<p>Phase 3: Draft Secondary Plan</p>	<ol style="list-style-type: none"> <li>16. Comprehensive Environmental Impact Study &amp; Management Plan (Part C: Implementation)</li> <li>17. Community Phasing Plan</li> <li>18. Transportation Management Plan</li> <li>19. Community Design Plan</li> <li>20. Master Financial Agreement</li> <li>21. Draft Secondary Plan</li> </ol>
<p>Phase 4: Final Recommendations and Official Plan Amendment</p>	<ol style="list-style-type: none"> <li>22. Finalize Secondary Plan</li> <li>23. Finalize Implementation Documents</li> <li>24. Council Consideration of Official Plan Amendment</li> </ol>

The work program associated with the secondary planning exercise has been designed to fulfill the provincial policy requirements in respect of a municipal comprehensive

review and the requirements of the Peel and Caledon Official Plans. Accordingly, a set of technical studies and implementation documents will be completed in support of the Phase Two Secondary Plan.

The technical studies and implementation documents will generally be completed by consultants retained by Caledon in accordance with Caledon's Purchasing By-law. A fifth purpose of this report is to recommend to Council that the P&D Department prepare detailed technical terms of reference for the technical studies and implementation documents and to issue the detailed terms of reference to consultants for the purposes of preparing proposals.

### **CEAC Report 2008-01**

On April 17, 2008 the P&D Department convened a meeting of the recommended SAG. At this meeting, P&D Department staff presented CEAC's nine recommendations and a response to each of them; these responses were based on the draft GTR presented at the April 15, 2008 Council Information Workshop.

A general theme throughout CEAC's report was one of timing, specifically CEAC noted *"adequate time must be allowed for the review and commenting process to be meaningful"*. The timeframe for the secondary planning exercise is based upon a number of important factors including the need to allow for extensive and appropriate committee and stakeholder input and response. The P&D Department believes the timeframe for the secondary planning exercise is realistic and addresses CEAC's concern.

CEAC has also submitted formal comments to the P&D Department on the draft GTR in a letter dated April 25, 2008. In this letter, in response to the presentation to the recommended SAG on April 17, 2008, CEAC note:

*"The GTR is a well crafted document. We are pleased that the planning process outlined for Phase Two of the Mayfield West development reflects quite strongly most recommendations contained in the CEAC "Lessons Learned" report (CEAC Report 2008-01). The clarity of the planning process outlined in the GTR, and the planned involvement of all stakeholders and the general public throughout the process, augurs well for a more rigorous consideration of those innovative and environmental concepts that have the potential to lead to a more sustainable community."*

Comments from CEAC on the draft GTR are addressed later in this report.

### **GSAI Delegation**

As directed by Council, the P&D Department has considered the requests made by Mr. Schnarr in his delegations and provides the following response.

1. *"Submit the application to amend the Region of Peel Official Plan on or before June 16, 2009 and use the 2031 planning horizon when making the application."*

#### P&D Response:

The first part of Mr. Schnarr's request has been discussed in the Background section of this report under the heading Timing.

**In response to the second part of this request, in accordance with the recommended GTR, Caledon Council will determine, in Spring 2009, if the**

application is for the 2021 or 2031 planning horizon. Through the Region of Peel Official Plan Review exercise, anticipated to be completed by June 16, 2009, the 2031 population forecasts for Caledon, the City of Brampton and City of Mississauga will be approved. Until there is more clarity on this point it is premature for Caledon to make a decision in respect of the application planning horizon. No revision to the GTR is required.

2. *"Focus the secondary planning exercise on the lands south of the Etobicoke Creek, west of Highway 10, north of Mayfield Road and east of Chinguacousy Road."*

P&D Response:

Any expansion to the existing Mayfield West Rural Service Centre settlement boundary as a result of this secondary planning exercise will occur within the Mayfield West Community Development Plan Study Area. In the context of planning for the 2021 planning horizon and consistent with Council's commitment regarding the additional 3,900 population allocated to Mayfield West, the study area for this secondary planning exercise is confined to the lands within the Mayfield West Community Development Plan Study Area, west of Highway 10.

Caledon's population and employment forecast and allocations study did not address the location of the additional 9,838 population allocated to Mayfield West in the 2031 planning horizon. While the P&D Department acknowledge the general intent of ROPA 17, in order to give due consideration and opportunity for a logical and compatible expansion of the existing Mayfield West Rural Service Centre settlement boundary, in the context of planning for the 2031 planning horizon, it is being recommended that the study area for this secondary planning exercise while confined to the Mayfield West Community Development Plan Study Area will not be confined to the west of Highway 10. No revision to the GTR is required.

3. *"Reduce the timeframe associated with completion of the Comprehensive EIS and MP by integrating Part A and Part B, thereby reducing the overall timeframe associated with the secondary planning exercise by five months."*

P&D Response:

The secondary planning exercise will take approximately twenty-seven (27) months to complete and formally commenced in March 2008 with the retention of Philips Engineering Ltd. to undertake the Comprehensive EIS & MP (PD-2008-020).

To reduce the overall secondary planning exercise timeframe of 27 months, Mr. Schnarr, in his delegations, had requested that the Comprehensive EIS and MP for the secondary planning exercise be completed in a timeframe similar to the Comprehensive EIS and MP being undertaken for the SABCP (i.e. 23 and 18 months respectively). GSAI has also made a written submission on the draft GTR on April 25, 2008 in which they show how they believe the timing for completion of the overall secondary planning exercise can be reduced by five months. Specifically, in this written submission, GSAI is requesting that Part A and Part B of the Comprehensive EIS and MP be integrated to a greater extent than is proposed in the GTR (i.e. GSAI 13 months and Town 16 months). Furthermore, GSAI is requesting that all the other seven steps in Phase 2 of the secondary planning exercise begin earlier than is being proposed in the GTR, including



the development of community planning and design principles and the development and evaluation of land use scenarios.

At the April 24 meeting, representatives of MSDG and GSAI agreed to prepare additional material in support of their request to integrate Part A and Part B of the Comprehensive EIS and MP to a greater extent than is proposed in the GTR. P&D Department staff agreed to a further meeting to review this material.

The timeframe developed by the P&D Department and related to each phase of the secondary planning exercise is based on a reasonable estimate of the time required to complete all steps and is not just driven by the Comprehensive EIS and MP. Therefore, even if certain steps can be completed more quickly than estimated, that will not automatically result in an overall reduction of time required to complete that phase of the secondary planning exercise. Furthermore, the 'lessons learned' and expected efficiencies due to OPA 208 have been factored in to the timeframe i.e. the timeframe proposed for certain steps (e.g. Transportation Management Plan and Community Design Plan) in this secondary planning exercise are shorter than those experienced for OPA 208.

Step 8 of the work program involves the development of community planning and design principles. The GTR has been revised to bring this step forward to late summer 2008 which is consistent with the request by GSAI.

GSAI are requesting step 9, the development and evaluation of land use scenarios, be initiated approximately 3 months earlier in the secondary planning exercise and before any of the Phase 1 (Existing Conditions, Characterization, Opportunities and Constraints) technical studies have been completed and in some instances only shortly after they have been initiated (e.g. Transportation Impact Study, Noise Impact Assessment and Commercial Impact Study). The P&D Department does not support this request for two reasons. First, and fundamentally, initiating step 9 earlier than proposed may unduly influence the outcome of the technical studies and would certainly require assumptions to be made about their outcome. These technical studies are key to understanding the constraints and opportunities for development within the study area and provide a foundation upon which the land use scenarios will be developed. Making premature assumptions could result in missed opportunities for a community expansion and would constitute a flaw in the secondary planning exercise. Second, underlying the GSAI request is the potential need to revise the land use scenarios as a result of the completion of the Phase 1 technical studies. This would potentially result in an increase in the overall timeframe for the secondary planning exercise should the findings and recommendations of the technical studies require step 9 to be repeated in its entirety. The theoretical potential time savings that could result from GSAI's request are minor in nature and are outweighed by the potential risks including adding time to the process.

There are nineteen (19) points of contact proposed in the GTR during Phase 1 and Phase 2 of the GTR work program: Open House (2), SAG (5), Agency Advisory Group (2), Council Information Workshop (5) and Council Meeting (5). The timeframe proposed by GSAI for the secondary planning exercise substantially reduces the span of time allotted to committee and stakeholder input and response, detailed technical review of supporting technical studies, formal agency review and commenting periods as well as Council and public input in these early phases.



The timeframe outlined in the GTR is a realistic timeframe for a secondary planning exercise of this scope and complexity and allows for the fulfillment of the provincial policy requirements in respect of a municipal comprehensive review and those set out in the Peel and Caledon Official Plans. The schedule is based upon a number of important factors including the need to allow for extensive and appropriate committee and stakeholder input and response; the need for adequate time for detailed technical review of supporting technical studies and implementation documents; the need for adequate time for formal agency review and commenting periods; and experience and knowledge gained through OPA 208.

Some technical information required to complete the technical studies, including the Comprehensive EIS & MP, may already be available in studies or reports completed by agencies (e.g. Peel, TRCA and CVC) or submitted to Caledon by development interests in support of their planning proposals (e.g. MSDG). Therefore, it is recommended that Caledon seek approval from such agency or development interest and their consultants for access to, and use of, the technical information to determine if it could assist in meeting the requirements of the technical studies.

Based on the above, the P&D Department is not proposing to revise the recommended timeframe of 27 months.

4. *“Fund the secondary planning exercise through development charges (DCs), consistent with the SABCP.”*

P&D Response:

All cost, save and except for Caledon and agency staff time, associated with the preparation of the Phase Two Secondary Plan, and the preparation of and the request for approval of an amendment to the Peel Official Plan, will be borne by MSDG in accordance with a funding agreement between Caledon and MSDG (PD-2008-020). This arrangement is similar to the one executed with the developer group for OPA 208.

To assist in the cost recovery of the funding providing by MSDG, and at the request of MSDG, Caledon has confirmed, through the funding agreement with MSDG, its intention to include a policy mechanism in the Phase Two Secondary Plan which would provide for recovery of pro-rata study costs from non-participating landowners in the study area; the inclusion of such policy mechanism will not expose Caledon to any legal liability. This was a fair and reasonable request by MSDG and is consistent with a similar policy mechanism that is in place in OPA 208.

The SABCP is being funded through DCs that have been collected over a number of years for this project; Caledon has not been collecting DCs to pay for the Phase Two Secondary Plan. Furthermore, because DCs have been collected to cover the SABCP, MSDG will not contribute to these study costs by way of any future DCs that they may pay.

**Mayfield West SAG**

Public engagement is a key part of the secondary planning exercise, allowing participants to have a say in how their communities are shaped. One of CEAC's recommendations in CEAC Report 2008-01 was that *“stakeholders should have official recognition from Council”*. The GTR sets out a recommended role and structure for a SAG and with Council direction to undertake the Phase Two Secondary Plan in



accordance with the GTR the SAG will be given official recognition as recommended by CEAC.

In accordance with the GTR, Caledon Council is required to appoint two councilors to the SAG, one to act as chairperson of the SAG and the other to act as an alternate chairperson. At the April 15 meeting of the recommended SAG there was agreement within the group that Regional Councillor Thompson should act as chairperson and Area Councillor McClure should act as the alternate chairperson.

### **Comments received on the April 10, 2008 Draft GTR**

In addition to the comments from GSAI noted above, the following comments have been received and a response is provided.

#### **CEAC:**

1. *“5.0 Study Area: The first paragraph dealing with the differentiation between the context of planning for the 2021 and the 2031 planning horizons, insofar as the area to the west of Highway 10 is concerned, requires some minor modification in order to clarify the issue at stake.”*

#### P&D Response:

The GTR has been revised to provide some additional clarity to the land areas to be included in the secondary planning exercise.

2. *“6.0 Study Approach and Structure: The criteria that are suggested to be applied in the evaluation of the various land use scenarios (refer to page 13 of the GTR) are general and quite passive, i.e. there is no attempt to be prescriptive in establishing targets or constraints.”*

#### P&D Response:

The GTR references evaluation criteria as a guide and as a minimum only. The evaluation criteria will be based on relevant provincial policies and the policy requirements of the Peel and Caledon Official Plans, as well as input received from the SAG and through agency consultation. It is proposed to use the applicable evaluation criteria that were endorsed by Caledon Council for the Mayfield West “Phase One” Secondary Plan (PD-2004-092) as a starting point for the selection of evaluation criteria for this secondary planning exercise. Caledon Council will endorse the evaluation criteria to be used for the Phase Two Secondary Plan at a Council meeting. No revision to the GTR is required.

3. *“The third paragraph on page 15 states only that “The draft Secondary Plan will be ---circulated to the Stakeholder Advisory group and Agency Advisory Group ---.” We believe that the intent is to circulate to the Stakeholder Advisory Group for review and comment.”*

#### P&D Response:

The draft secondary plan will be presented at a Council Information Workshop for initial comments and input from Council before being circulated to the SAG and Agency Advisory Group for review and comment, and presented to the public at an Open House, again for review and comment. The GTR has been revised accordingly.

4. *“7.0 Technical Studies: Re: The Comprehensive Environmental Impact Study and Management Plan - Would it not be appropriate at this stage to emphasize the setting of targets or goals at specific timelines to enable monitoring and plan modification (the essence of adaptive management)?”*

P&D Response:

On March 4, 2008, Caledon Council authorized the retainer of Philips Engineering Ltd. to undertake the Comprehensive EIS & MP for the Phase Two Secondary Plan pursuant to the terms of reference for the study prepared jointly by Caledon, Peel, TRCA and CVC. The terms of reference for the Comprehensive EIS and MP addresses CEAC's comment in much greater detail. No revision to the GTR is required.

5. *“8.0 Implementation Documents: There are opportunities, in describing the various implementation documents, to confirm expected levels of achievement. For example, in paragraph 8.3 Community Design Plan (refer to page 22), reference could be made to the expectation that specific building standards such as LEED will be met.”*

P&D Response:

It is not the purpose of the GTR or the implementation documents described in the GTR to pre-determine the principles upon which an expanded Mayfield West community will be based. The initial task in Phase 2 (step 8) of the secondary planning exercise is to envision the desired expanded community and identify a series of ideas, principles, goals and objectives that would help determine where the expanded community should be located and what major design elements or levels of achievement should be incorporated.

A key element of the secondary planning exercise outlined in the GTR is that all of the technical studies and implementation documents will be finalized before the proposed secondary plan is brought to Council for consideration. Therefore, all expected levels of achievement will be clearly understood when the Phase Two Secondary Plan is considered by Council. No revision to the GTR is required.

6. *“10.2 Stakeholder Advisory Group: A most important aspect, and an end product, of the secondary planning process is the development of the Official Plan Amendment (OPA). The [work plan for the secondary planning exercise] calls for this activity to take place over the first and second quarters of 2010 (approximately 4 to 5 months). However, no Stakeholder Advisory Group involvement is planned during that period. We believe that omission should be rectified.”*

P&D Response:

An official plan amendment is the formal mechanism by which the Phase Two Secondary Plan will be considered by Council, at a Council Meeting, and incorporated in to Caledon's Official Plan. In Phase 3, the P&D Department will prepare a draft secondary plan which will be presented at a Council Information Workshop for initial comments and input from Council before being circulated to the SAG and Agency Advisory Group for review and comment, and presented to the public at an Open House, again for review and comment. In Phase 4, all comments will be considered by the P&D Department and the draft secondary plan will be revised as necessary. Phase 4 of the work program has been revised so that when the P&D Department has made all the



necessary revisions the proposed official plan amendment can be reviewed again with Council at a Council Information Workshop and the SAG prior to Council consideration.

7. *“While CEAC appreciate the distinction between the Agency Advisory Group and the Stakeholder Advisory Group, CEAC would be looking for opportunities to interact with some members of the Agency Advisory Group, most specifically the conservation authorities, throughout the planning process. We wonder how this interaction might be facilitated.”*

P&D Response:

Select agencies, such as the conservation authorities, can be invited to SAG meetings as and when appropriate (i.e. at the end of Phase 1 when the results of the Phase 1 technical studies are presented). In addition, as an advisory committee of Council, CEAC has the ability to meet with the conservation authorities and, as has occurred in the past, the P&D Department would be willing to facilitate such meetings.

**Valleywood Residents Association:**

1. *“When notes are taken at the Stakeholder Advisory Group meetings, who takes the notes and by what process are they adopted?”*

P&D Response:

Meeting notes will be taken at all SAG meetings by Town staff, typically an administrative assistant from the P&D Department. Draft meeting notes will be circulated to the SAG for review and approval prior to being formally circulated to the SAG and to Council for their information. The GTR has been revised accordingly.

2. *“Will the single “resident at large” vote be able to cancel out the vote representing the VRA?”*

P&D Response:

All members of the SAG will have fair and equal opportunity to provide comments at key milestone events during the secondary planning exercise. The SAG is not a decision making body and therefore will not vote on issues. No revision to the GTR is required.

**GSAI:**

See earlier discussion on GSAI submission on pages 5 to 8 of this report.

**Peel – Transportation Planning:**

1. *“For the Traffic Impact Study to be conducted as part of this secondary planning exercise, we would recommend this study to be a “transportation impact study” to consider the effect of development on all modes (cycling, walking, and transit (if any)).”*

P&D Response:

The subject technical study name has been revised to Transportation Impact Study and it will consider the effect of development on all modes (cycling, walking, and transit (if any)).

2. *“When developing the detailed terms of reference (TOR) for the transportation impact study we would like to be circulated on the TOR for review and comment.”*

P&D Response:

This request is already contemplated in the GTR. No revision to the GTR is required.

3. *“The TOR suggest one of the implementation documents to be completed include a traffic management plan, the recommendations in this study should include an integrated multi-modal transportation network system including arterials, collector and local access road connections, together with pedestrian and cycling facilities, and potential transit routes to support development.”*

P&D Response:

In consideration of Peel’s first comment, the subject implementation document name has been revised to Transportation Management Plan. In addition, the GTR has been revised to address Peel’s recommendation vis a vis an integrated multi-modal transportation network system.

4. *“As part of the planning exercise, it would be great to have the opportunity to formulate and test alternative land use strategies against the preferred transportation plan to maximize the land use/transportation relationship.”*

P&D Response:

The findings, results and recommendations of the technical studies, including the Transportation Impact Study, completed in Phase 1 of the secondary planning exercise, will contribute to the development and evaluation of various land use scenarios to accommodate the population and employment forecasts for Mayfield West. A comprehensive evaluation of the land use scenarios will be undertaken using evaluation criteria. The evaluation criteria will be based on relevant provincial policies and the policy requirements of the Peel and Caledon Official Plans, as well as input received through stakeholder and agency consultation. Caledon Council will endorse the evaluation criteria for the Phase Two Secondary Plan at a Council meeting. No revision to the GTR is required.

***Additional Substantive Revisions to the GTR:***

With respect to the implementation documents identified in Section 8.0 of the GTR, the Transportation Management Plan and the Community Design Plan will be approved by Council. As such, the work program has been revised to show two additional points of contact with Council i.e. Council Meeting #6 and #7.

As previously noted, step 9 of the work program involves the development and evaluation of land use scenarios. An important part of this step is the initial development of evaluation criteria. The work program has been revised so that the evaluation criteria can be reviewed with and comments and input received from Council at a Council Information Workshop (i.e. #4) and the SAG (i.e. #4) prior to Council endorsement at a Council meeting (i.e. #3).

The GTR has been revised to include nine (9) additional points of contact associated with the public participation component of the secondary planning exercise. This is an appropriate revision in order that this secondary planning exercise be consistent with the secondary planning exercise for OPA 208 and to address CEAC’s recommendations. While this is a somewhat significant increase, the P&D Department believe the additional points of contact can be accommodated within the recommended 27 month



timeframe. Not adding these points of contact would not allow a reduction in the timeframe.

Based upon the above, it is recommended that Council direct the P&D Department to undertake the Phase Two Secondary Plan in accordance with the GTR attached to this report as Schedule B.

### **FINANCIAL IMPLICATIONS**

As previously noted, all cost, save and except for Caledon and agency staff time, associated with the preparation of the Phase Two Secondary Plan, and the preparation of and the request for approval of an amendment to the Peel Official Plan, will be borne by MSDG. **The funding provided by MSDG will be used solely for studies and analysis in relation to potential growth within the Mayfield West Community Development Plan Study Area west of Highway 10.**

On March 4, 2008, Caledon Council authorized the Mayor and Clerk to sign an agreement with the MSDG and GSAI for the purposes of funding the cost of preparing the Phase Two Secondary Plan (PD-2008-020 & Legal Service Report 2008-09). This agreement has been signed by all parties.

### **COMMUNITY WORK PLAN**

The Phase Two Secondary Plan is not listed in Caledon's Community Work Plan.

### **POLICIES/LEGISLATION**

1. *Planning Act, as amended.*
2. Provincial Policy Statement 2005.
3. The Growth Plan, 2006.
4. Greenbelt Plan 2005.
5. Peel Official Plan.
6. Caledon Official Plan.

### **CONSULTATIONS**

1. Council Information Workshop April 15, 2008.
2. Recommended SAG Meeting April 15, 2008.
3. MSDG/GSAI meeting April 24, 2008.
4. Region of Peel.
5. Caledon Senior Management Team.

### **ATTACHMENTS**

Schedule A – Mayfield West Phase Two Secondary Plan: General Terms of Reference; and

Schedule B – Report PD-2008-028 – Mayfield West Phase Two Secondary Plan: General Terms of Reference.

### **CONCLUSION**

Caledon's population and employment study confirmed that there would be no change to the 2021 Caledon-wide population forecast of 84,444 and recommended a 2031 Caledon-wide population forecast of 108,000. For Mayfield West, the 2021 population forecast has been revised from 13,100 to 17,000, representing a 3,900 population increase (reallocated from elsewhere from Caledon), and a 2031 population forecast of



26,838 has been established, representing an additional 9,838 population between 2021 and 2031.

Initiated by the Town of Caledon, the Phase Two Secondary Plan will be undertaken in accordance with GTR which outlines the secondary planning exercise. The work program contained in the GTR is designed to fulfill the provincial policy requirements in respect of a municipal comprehensive review and the requirements of the Peel and Caledon Official Plan's in respect of an expansion to the Mayfield West Rural Service Centre settlement boundary. The required study and analysis will have been completed to allow Caledon to make an application to Peel to amend the Peel Official Plan to expand the Mayfield West Rural Service Centre settlement boundary on or before June 16, 2009.

It is recommended that Council direct the P&D Department to undertake the Phase Two Secondary Plan in accordance with the GTR attached to PD-2008-040 as Schedule A.

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**PLANNING AND DEVELOPMENT DEPARTMENT**

**GENERAL TERMS OF REFERENCE**

**FOR THE  
MAYFIELD WEST PHASE TWO SECONDARY PLAN**

**JUNE 10, 2008**

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Attachment “B” – Project Work Program and Schedule

**GENERAL TERMS OF REFERENCE  
FOR THE  
MAYFIELD WEST PHASE TWO SECONDARY PLAN**

**1.0 Introduction**

Mayfield West is a Rural Service Centre in the Town of Caledon. Rural Service Centres are compact, well integrated rural towns on full piped water and sewer services and provide a wide range of commercial, employment, recreational, institutional and community services to serve both the needs of residents within the settlement, and to residents in other areas of Caledon.

On August 1, 2006 Caledon Council directed staff to commence work on terms of reference for an expansion to the Mayfield West Rural Service Centre settlement boundary, west of Highway 10. Under provincial policy, settlement boundary expansions may only occur as part of a municipal comprehensive review which is defined as *“an official plan review, or an official plan amendment, initiated by a municipality that comprehensively applies the policies and schedules of this Plan”* (Places to Grow: The Growth Plan for the Greater Golden Horseshoe 2006). Accordingly, Caledon has initiated a secondary planning exercise, namely the Mayfield West Phase Two Secondary Plan, to fulfill the provincial policy requirements in respect of a municipal comprehensive review.

The General Terms of Reference (“GTR”) sets out a road map for the secondary planning exercise, describing among other things, the objectives, scope and deliverables (i.e. what has to be achieved), stakeholders, roles and responsibilities (i.e. who will take part in it), resources and work program (i.e. how it will be achieved), and schedule (i.e. when it will be achieved).

For the purposes of the GTR, the Mayfield West Phase Two Secondary Plan (“Secondary Plan”) will be the end product of a secondary planning exercise. The secondary planning exercise fulfils the planning process that is required to complete the end product.

**2.0 Background**

Caledon’s population and employment forecasts and allocations study developed population and employment forecasts for Caledon as a whole and population allocations for the communities within Caledon for the 2021 and 2031 planning horizons. For the 2021 planning horizon, the study confirmed the approved Caledon-wide population forecast of 84,444, but recommended that population be reallocated among some of the

communities, including Mayfield West, within Caledon. For the 2031 planning horizon, the study recommended a Caledon-wide population forecast of 108,000.

The recommendations from the population and employment forecasts and allocations study are contained in a proposed amendment to the Population and Employment policies in Caledon's Official Plan, namely Official Plan Amendment No. 203 ("OPA 203"). OPA 203 proposes to increase the 2021 population forecast for Mayfield West from 13,100 to 17,000, an additional 3,900 population, and establishes a 2031 population forecast for Mayfield West of 26,838, which represents an additional 9,838 population between 2021 and 2031. Caledon Council endorsed OPA 203 on August 1, 2006 (Planning & Development Report 2006-49).

On November 6, 2007 Caledon Council reiterated its support for the 2021 approved Caledon-wide population forecast and confirmed its endorsement of the 2031 Caledon-wide population forecast of 108,000 (Planning & Development Report 2007-61). Furthermore, Council directed staff to continue to use the population and employment forecasts contained in OPA 203 in all population related planning matters.

### **3.0 Policy Context**

The secondary planning exercise will be undertaken in accordance with provincial legislation e.g. *Planning Act* (as amended by Bill 26 and Bill 51) and provincial policies e.g. Provincial Policy Statement 2005 ("PPS, 2005"), Places to Grow: The Growth Plan for the Greater Golden Horseshoe 2006 ("Growth Plan, 2006") and the Greenbelt Plan 2005 ("Greenbelt Plan, 2005") and the Region of Peel and Caledon Official Plans.

#### Provincial Legislation and Policies

The *Planning Act* establishes the rules for land use planning in Ontario. Improved land use planning contributes to the social, economic and environmental well-being of Ontario's communities. To meet these goals, the province has in recent years made changes to the *Planning Act*. The *Strong Communities (Planning Amendment) Act, 2004*, (Bill 26) includes measures that prevent appeals to the Ontario Municipal Board of settlement area expansions that are not supported by municipalities. The *Planning and Conservation Land Statute Law Amendment Act, 2006* (Bill 51) has amended the *Planning Act* to help municipalities better manage their development through well-planned growth. Bill 51 provides municipalities with new design tools under Section 41 of the *Planning Act* (site plan control) to support compact, integrated and sustainable communities.

The PPS, 2005 provides policy direction on matters of provincial interest related to land use planning and development, setting the policy foundation for regulating the development and use of land. With the objective of building and sustaining healthy, liveable and safe communities and recognizing that efficient development patterns optimize the use of land, resources and public investment in infrastructure and public service facilities, the PPS, 2005 directs that planning authorities provide for land use patterns that promote a mix of housing, employment (including industrial, commercial and institutional uses) parks and open spaces, and transportation choices that facilitate pedestrian mobility and other modes of travel.

The Growth Plan, 2006 is a framework for implementing the province's vision for building stronger, prosperous communities. While building on other key provincial initiatives including the PPS, 2005 and the Greenbelt Plan, 2005, the Growth Plan, 2006 provides growth management policy direction and population and employment forecasts for the Greater Golden Horseshoe area, including the Region of Peel, for the 2031 planning horizon. With an emphasis on building more compact, transit-supportive communities in designated greenfield areas, the Growth Plan, 2006 encourages the development of complete communities with a diverse mix of land uses, a range and mix of employment and housing types, high quality public open space and easy access to local stores and services (S. 2.2.2).

The Mayfield West Community Development Plan Study Area includes portions of the Greenbelt. The Greenbelt Plan, 2005 identifies where urbanization should not occur in order to provide permanent protection to the agricultural land base and the ecological features and functions occurring on this landscape.

#### Region of Peel Official Plan ("Regional Plan")

Bill 136, *The Places to Grow Act*, received Royal Assent on June 13, 2005 and requires that municipalities bring their Official Plans into conformity with the Growth Plan, 2006 by June 16, 2009. The Region of Peel is undertaking a conformity exercise known as the Peel Region Official Plan Review ("PROPR"). The "Managing Growth" focus area of the PROPR will identify how the population forecast in the Growth Plan, 2006 for the Region of Peel will be allocated to the City of Brampton, City of Mississauga and Caledon. OPA 203 represents Caledon's position, in respect of population and employment forecasts, in the context of the PROPR exercise.

Under the Regional Plan (S. 7.9.2.8), any expansion to a Rural Service Centre settlement boundary will require an amendment to the Regional Plan to amend Schedule D, Regional Structure, and Schedule B, Prime Agricultural Areas which show the Mayfield West Rural Service Centre. Additionally, the Regional Plan sets out requirements for a comprehensive analysis where an expansion to a Rural Service Centre settlement boundary is proposed. The work program for the secondary planning exercise is required to fulfill the requirements of a comprehensive analysis as set out in the Regional Plan.

The Regional Plan (S.5.4.3.2.9), through Regional Official Plan Amendment No. 17, states:

*“The boundary shown on Schedule “D” and designated in the legend “Study Area Boundary” is the area within which additional growth for Mayfield West beyond the 2021 population target is anticipated to occur. If additional growth to meet future population targets is allocated to the Mayfield West study area Council will direct it west of Highway 10 within the study area boundary. Studies to confirm the exact land requirements and to confirm compliance with requirements at that time, including such things as the Provincial Policy Statement, the Places to Grow Plan and the provisions of Section 7.9.2.8 of this plan, will be completed prior to adoption of any Official Plan Amendment to designate said lands in the Rural Service Centre of Mayfield West.”*

#### Caledon Official Plan

Caledon’s pro-active approach to growth management – the “tri-nodal” strategy – directs the majority of new population and employment growth in Caledon to the Rural Service Centre settlements of Mayfield West, Bolton and Caledon East. This pattern of growth focuses development in the south of Caledon, away from sensitive environmental areas and heritage settlements, minimizes interference with agricultural activity and concentrates new demands for services in locations where this demand can be most readily met (S.2.2.2). The established settlement pattern in Caledon also reinforces the concept of Caledon continuing to be a community of communities.

Caledon’s Official Plan sets out criteria for reviewing an amendment to the Official Plan to expand settlement boundaries (S.5.10.3.23). In addition, the Official Plan identifies studies to be completed to assess the appropriate development boundaries and lands to be included in an expanded Mayfield West Rural Service Centre (S.5.10.4.3.2.3).

The Mayfield West Community Development Plan Study Area is established on Schedule B: Mayfield West Land Use Plan in Caledon's Official Plan (see Attachment "A to the GTR). Within this area, a compact, well integrated community is being developed in the long term through a series of phased expansions. These phased expansions are based on long-term population and employment forecasts contained in Caledon's Official Plan as may be updated from time to time.

The Secondary Plan shall conform to, implement, and be interpreted in the context of the Principles, Strategic Direction, Goals, Objectives and policies of the Official Plan (S.6.2.4.3) and all other applicable upper tier policies and legislation.

#### **4.0 Population and Employment Forecasts and Planning Horizons**

##### Population Growth

As previously stated, Caledon Council endorsed OPA 203 on August 1, 2006 and again on November 6, 2007. OPA 203 proposes to increase the 2021 population forecast for Mayfield West from 13,100 to 17,000, an additional 3,900 population, and establishes a 2031 population forecast for Mayfield West of 26,838, which represents an additional 9,838 population between 2021 and 2031. Furthermore, Caledon Council has directed staff to continue to use the population forecasts contained in OPA 203 in all population related planning matters.

While the pre-2021 population reallocation of 3,900 is driving the need to undertake this secondary planning exercise within the short-term, in accordance with provincial policy guidance and Caledon's Official Plan (S.5.10.4.3.2.4), the appropriate development boundaries and lands to accommodate the 2021 and 2031 population forecasts for Mayfield West will be addressed through this secondary planning exercise.

##### Employment Land Needs

The Caledon Official Plan encourages industrial and other non-residential forms of growth in order to maintain and enhance the assessment base and to provide local employment. A more favourable population and employment ratio is desired to further the concept of live/work communities and to benefit the local economy. In this regard, Caledon shall endeavour to ensure at all times the availability of an adequate supply of appropriately located, lotted, priced and designated serviced and unserviced land for industrial purposes (S.3.3.3.2). Furthermore, the Official Plan contains the following objectives: attract a broad range of industries including corporate office commercial uses;

promote expansion of existing businesses and attract new enterprises; and provide a diverse and sufficient supply of industrial land to meet the demands and needs of various industries (S.5.5.2).

In order to function as a viable, full service community, Mayfield West needs a significant employment base. A high quality industrial area is needed to attract higher intensity uses that would help to fulfill this objective. While there are currently opportunities for such development within Mayfield West's existing industrial area, provided through the Mayfield West Secondary Plan (Official Plan Amendment No. 208), the challenge will be to maintain employment growth over the long term in a reasonable balance with population growth. Located east of Highway 10, the Mayfield West Secondary Plan includes approximately 450 gross acres of lands designated for employment purposes related to industrial uses. At the time of writing these terms of reference, Caledon has received applications for development of approximately 290 gross acres or 65% of the total area.

On July 4, 2006 Caledon Council directed staff to examine, in the context of proposed Official Plan Amendment No. 203, the need for additional employment lands in Mayfield West and, generally, where these additional employment lands should be located. This examination is being carried out through Caledon's employment land needs study. Through the finalization of this study, if additional employment lands are allocated to the Mayfield West Rural Service Centre, the secondary planning exercise will examine integration of these additional employment lands into the Mayfield West Rural Service Centre.

## **5.0 Study Area**

Any expansion to the existing Mayfield West Rural Service Centre settlement boundary as a result of this secondary planning process will occur within the Mayfield West Community Development Plan Study Area.

Caledon Council has made a commitment in regard to the 3,900 allocation to Mayfield West; the 3,900 population will be located subject to the policies of Regional Official Plan Amendment No. 17 (ROPA 17) which directs additional growth allocated to Mayfield West to be located west of Highway 10 (Planning and Development Report 2006-49). Therefore, in the context of planning for the 2021 planning horizon and the additional 3,900 population allocated to Mayfield West, the study area for this secondary planning exercise is confined to the lands within the Mayfield West Community Development Plan Study Area, west of Highway 10.

In order to give due consideration and opportunity for a logical and compatible expansion of the existing Mayfield West Rural Service Centre settlement boundary, in the context of planning for the 2031 planning horizon, the study area for this secondary planning exercise while confined to the Mayfield West Community Development Plan Study Area will not be confined to the west of Highway 10.

However, for the purposes of undertaking some of the required technical studies to support the Secondary Plan (e.g. Comprehensive Environmental Impact Study & Management Plan and Transportation Impact Study), consideration may need to be given to an area beyond the Mayfield West Community Development Plan Study Area. If and when this occurs, it should not be interpreted as identifying such lands beyond the Mayfield West Community Development Plan Study Area as eligible for inclusion in any expansion of the Mayfield West Rural Service Centre settlement boundary.

## **6.0 Study Approach and Structure**

The recommended structure of the secondary planning exercise consists of twenty-four (24) steps generally structured into four phases as outlined in Table 1 (these steps are described in more detail later in the GTR).

### Phase 1: Existing Conditions, Characterizations, Opportunities and Constraints

Through a set of technical studies, as described in Section 7.0 of the GTR, Phase 1 will provide a full description and analysis of the existing conditions, characterization, opportunities and constraints applicable, in the context of the secondary planning exercise, to the Mayfield West Community Development Plan Study Area. The Phase 1 technical studies comprise a Comprehensive Environmental Impact Study & Management Plan: Part A (Existing Conditions and Characterization); Agricultural Impact Assessment; Water & Wastewater Servicing Study: Part A; Cultural Heritage Survey; Transportation Impact Study: Part A; Noise Impact Assessment; and Commercial Impact Study.

In Phase 1 an Open House will be held to introduce the secondary planning exercise, present the information compiled to date and to solicit additional information, issues and concerns from stakeholders and the public.

### Phase 2: Selection of Preferred Land Use Scenario and ROPA Application

The initial task in Phase 2 is to envision the desired new community and identify a series of ideas, principles, goals and objectives (hereinafter referred to generally as “principles”)

that would help determine where the new community should be located and what major design elements should be incorporated. The principles will be based on relevant provincial policies and the policy requirements of the Region of Peel and Caledon Official Plans, as well as input received from the Stakeholder Advisory Group and through agency consultation. It is proposed to use the relevant and applicable principles that were endorsed by Caledon Council for the Mayfield West “Phase One” Secondary Plan (Planning and Development Report 2003-69) as a starting point for the selection of principles for this secondary planning exercise. Caledon Council will endorse the principles.

The findings, results and recommendations of the technical studies completed in Phase 1 will contribute to the development and evaluation of various land use scenarios to accommodate the population and employment forecasts noted in Section 4.0 and the needs for new development that may have been identified in Phase 1. Accordingly, it is expected that an iterative relationship will exist between the technical studies identified in Phase 1 and Phase 2.

In addition, the following known land use and development interests and ongoing and potential future infrastructure improvements will be considered when developing the land use scenarios.

#### Commercial Centre

Fieldgate Developments (commonly referred to as Caledon 410 Developments) own the property at 12290 Hurontario Street and has expressed interest to develop a major commercial centre at this location. This property is within the Mayfield West Community Development Plan Study Area, west of Highway 10.

#### Brampton Christian School

KRT Christian Schools (commonly referred to as Brampton Christian School) own the property at 12480 Hurontario Street and have expressed interest to expand the existing school facility and to develop additional uses associated with the existing school. This property is within the Mayfield West Community Development Plan Study Area, west of Highway 10.

#### Former CPR Line

The former CPR line that runs through the Mayfield West Community Development Plan Study Area, west of Highway 10, is owned by the Town of Orangeville and managed by

the Orangeville Railway Development Corporation. The rail line connects Orangeville to the Canadian Pacific Railway in Mississauga (Streetsville) and is currently used to transport resource materials to Orangeville manufacturers two days a week. The planning for development adjacent to the rail line will need to follow CPR guidelines.

#### Brampton Airport

Brampton Airport is a privately run establishment located immediately northwest of the Mayfield West Community Development Plan Study Area, west of Highway 10. As well as accommodating flights for recreational and business purposes, the airport operates as a flight training school. Approximately 200-300 flights per day operated out of the airport or about 50% of capacity. The airport has no plans at this time to commercialize their operations to provide for scheduled flights, however, the airport does anticipate an increase in pilot training activity in the future to about 75% of the airport capacity.

#### City of Brampton: Mount Pleasant Secondary Plan

Located adjacent to and south of the Mayfield West Community Development Plan Study Area, west of Highway 10, the Mount Pleasant Secondary Plan area is approximately 1,800 acres in size and is bounded by Mayfield Road to the north, the Fletcher's Meadow Secondary Plan area to the east, Bovaird Drive to the south and Mississauga Road to the west. The Mount Pleasant lands are designated as part of the North West Brampton Urban Development Area. The planning for development in Caledon adjacent to the Mount Pleasant Secondary Plan area will give consideration to the compatibility of land uses.

#### Highway 410 Extension

Highway 410 is being extended through Caledon in an east/west alignment from Mayfield Road east of Heart Lake Road and connecting into existing Highway 10 (Hurontario Street) adjacent to the Valleywood neighbourhood. This extension is intended to accommodate existing and future traffic volumes related to growth in Brampton, Caledon and beyond as well as to complete a major link in the provincial highway network. A full interchange will be provided at Valleywood Boulevard/Highway 10. Completion of the extension is anticipated in 2009.

#### Potential Future Transportation Corridors

The Ontario Ministry of Transportation ("MTO") has initiated an Environmental Assessment (EA) Study for the GTA West Corridor. A GTA West Corridor, from Highway

400 westerly to the Guelph area, is identified in the Growth Plan, 2006. The preliminary study area for the EA includes the southern part of Caledon.

In addition, MTO and the City of Brampton are planning a new north south multi-modal transportation corridor in the west Brampton/east Halton area that could potentially provide a north south link between the GTA West Corridor and Highways 401 and 407.

The following technical studies that commenced in Phase 1 will continue in to Phase 2, a Comprehensive Environmental Impact Study & Management Plan: Part B (Detailed Studies and Impact Assessment); Water & Wastewater Servicing Study: Part B; and Transportation Impact Study: Part B. These studies, combined with a financial impact analysis, will identify the potential impacts and/or issues associated with each of the land use scenarios with respect to their specific subject areas.

A comprehensive evaluation of the land use scenarios will be undertaken using evaluation criteria which will be based on the Council endorsed principles. In order to serve effectively as evaluation criteria, the Council endorsed principles will need to be refined and elaborated on to ensure they are sufficiently explicit to give adequate direction. The evaluation criteria will be based on relevant provincial policies and the policy requirements of the Region of Peel and Caledon Official Plans, as well as input received from the Stakeholder Advisory Group and through agency consultation. It is proposed to use the applicable evaluation criteria that were endorsed by Caledon Council for the Mayfield West "Phase One" Secondary Plan (Planning and Development Report 2004-92) as a starting point for the selection of evaluation criteria for this secondary planning exercise. Caledon Council will endorse the evaluation criteria.

Generally, as a guide and as a minimum, the land use scenarios will be evaluated in terms of:

- (a) Their environmental impacts, environmental enhancement opportunities and environmental policy implications;
- (b) Their impacts on agricultural land and the long term viability of the agricultural economy and community;
- (c) Their impacts on the existing and planned transportation system, their requirements for new transportation infrastructure and the feasibility, timing and cost of any required new infrastructure;

- (d) The feasibility, timing and cost implications for water supply and wastewater treatment infrastructure;
- (e) The requirements for community services, such as schools and recreation facilities;
- (f) The ability of the scenarios to meet a diversity of housing and service needs;
- (g) Community form and land use compatibility;
- (h) Fiscal and economic impacts; and
- (i) Conformity to the Town's Principles, Strategic Directions and Goals and other applicable Town, Regional and provincial policies.

A Phase 2 Open House will be held to obtain public comments on the land use scenarios prior to completing the evaluation.

Phase 2 will include the selection of a preferred land use scenario for the 2021 and 2031 planning horizons and Caledon Council's endorsement of a conceptual land use pattern. At this point, it is anticipated that sufficient study and analysis will have been completed in order to address the requirements set out in the Regional Official Plan in respect of Rural Service Centre boundary expansions. This will allow Caledon to make an application in or before June 2009 to the Region of Peel to amend the Regional Official Plan to expand the Mayfield West Rural Service Centre settlement boundary; the secondary planning exercise will provide the analysis to determine if the application is for the 2021 or 2031 planning horizon.

### Phase 3: Draft Secondary Plan

In Phase 3, the Comprehensive Environmental Impact Study & Management Plan: Part C (Implementation) will be completed which will include the following components: conclusions, recommendations, strategies and management measures; long term monitoring plan; comprehensive adaptive management plan; and guidelines for site specific environmental studies. In addition, to assist in the implementation of the planning objectives and policies contained in the Secondary Plan, a set of implementation documents will be prepared including a Community Phasing Plan; a Transportation Management Plan; and a Community Design Plan.

Phase 3 will culminate in the preparation of a draft Secondary Plan which will provide detailed planning objectives and policies for future development activities in an expanded Mayfield West Rural Service Centre. Accordingly, it is expected that an iterative relationship will exist between preparing the draft Secondary Plan and the implementation documents.

The draft Secondary Plan will be presented at a Council Information Workshop for initial comments and input from Council before being circulated to the Stakeholder Advisory Group and Agency Advisory Group for review and comment and presented to the public at an Open House, again for comment and input.

Phase 4: Final Recommendations and Official Plan Amendment

In Phase 4, the draft Secondary Plan will be reviewed by Caledon staff based on the comments received in Phase 3 and a final Secondary Plan will be prepared for presentation at a formal Public Information Meeting (“PIM”). Following the PIM, a recommended Secondary Plan, in the form of a local Official Plan Amendment, will be finalized for Council’s consideration.

All other implementation documents commenced in Phase 3 will be finalized prior to Council consideration of the local Official Plan Amendment.

**Table 1: The Secondary Planning Exercise**

<p><b>Phase 1: Existing Conditions, Characterization, Opportunities and Constraints</b></p>	<ol style="list-style-type: none"> <li>1. Comprehensive Environmental Impact Study &amp; Management Plan (Part A)</li> <li>2. Agricultural Impact Assessment</li> <li>3. Water &amp; Wastewater Servicing Study (Part A)</li> <li>4. Cultural Heritage Survey</li> <li>5. Transportation</li> <li>6. Impact Study (Part A)</li> <li>7. Noise Impact Assessment (Part A)</li> <li>8. Commercial Impact Study</li> </ol>
<p><b>Phase 2: Selection of Preferred Land Use Scenario and ROPA Application</b></p>	<ol style="list-style-type: none"> <li>9. Developing Community Planning &amp; Design Principles</li> <li>10. Developing &amp; Evaluating Land Use Scenarios</li> <li>11. Comprehensive Environmental Impact Study &amp; Management Plan (Part B)</li> <li>12. Transportation Impact Study (Part B)</li> <li>13. Water &amp; Wastewater Servicing Study (Part B)</li> <li>14. Financial Impact Analysis</li> <li>15. Selection of Preferred Land Use Scenario</li> <li>16. Regional Official Plan Amendment Application (ROPA)</li> </ol>
<p><b>Phase 3: Draft Secondary Plan</b></p>	<ol style="list-style-type: none"> <li>17. Comprehensive Environmental Impact Study &amp; Management Plan (Part C)</li> <li>18. Community Phasing Plan</li> <li>19. Transportation Management Plan</li> <li>20. Community Design Plan</li> <li>21. Master Financial Agreement</li> </ol>

	22. Draft Secondary Plan
<b>Phase 4: Final Recommendations and Official Plan Amendment</b>	22. Finalize Secondary Plan 23. Finalize Implementation Documents 24. Council Consideration of Official Plan Amendment

## **7.0 Technical Studies**

As previously discussed, the subject areas that must be addressed through the secondary plan exercise are defined by provincial policies and the policy requirements of the Region of Peel and Caledon Official Plans. Accordingly, a set of technical studies will be completed in support of the Secondary Plan.

The technical studies will generally be completed by consultants retained by Caledon through its Purchasing Policies By-law No. 2004-148. A series of technical terms of reference will be prepared by the Planning & Development Department to provide detailed work plans for these studies and additional direction to the consultants. Due to the technical nature of some of the studies, the Planning & Development Department shall seek input into these detailed terms of reference from other relevant Caledon departments and agencies such as Toronto Region Conservation Authority (“TRCA”), Credit Valley Conservation (“CVC”) and the Region of Peel.

Some technical information required to complete these studies may already be available in studies or reports completed by agencies (e.g. Region of Peel, TRCA and CVC) or submitted to Caledon by development interests in support of their planning proposals (e.g. Mayfield Station Developers Group). Caledon will seek approval from such agency or development interest and their consultants for access to, and use of, the technical information to determine if it could assist in meeting the requirements of the detailed terms of reference for the technical studies outlined below.

The findings, results and recommendation of the technical studies will contribute to the selection and evaluation of various land use scenarios for an expanded Mayfield West Rural Service Centre as well as the preferred land use scenario. The technical studies to be completed are as follows.

### **7.1 Comprehensive Environmental Impact Study and Management Plan**

Caledon’s Official Plan contains detailed ecosystem planning and management policies whose fundamental objective is to ensure that as land uses change and development occurs, the integrity of Caledon’s ecosystems is protected, maintained and, as

appropriate, restored and enhanced (S.3.1). A Comprehensive Environmental Impact Study and Management Plan (Comprehensive EIS & MP) will provide detailed information regarding environmental features, functions, linkages and interdependencies, recommend environmental protection, management and monitoring measures, and assess the impacts of planned urban development on the ecosystem and evaluate land use scenarios (S.5.7.3.7).

In general, the Comprehensive EIS & MP will identify, describe and delineate the ecological systems (form and function) and features within and adjacent to the study area. Through an analysis of the dynamics and interrelationships of the ecosystem, with consideration for the supporting lands and natural system that may be outside of the study area, the study will assess the potential environmental impacts of locating urban land uses and infrastructure within the study area and their compatibility with Caledon's ecosystem goals, objectives, policies and performance measures. The study will recommend environmental protection and enhancement targets, as well as assess the ecological impacts of the planned urban development. Finally, the study will outline an environmental management plan (also referred to as a comprehensive adaptive management plan) for the proposed Secondary Plan which will recommend measures for the management, enhancement and restoration of the ecosystem.

On March 4, 2008, Caledon Council authorized the retainer of Philips Engineering Ltd. to undertake the Comprehensive EIS & MP for the secondary planning exercise pursuant to the terms of reference for the study prepared jointly by Caledon, Region of Peel, TRCA and CVC.

## ***7.2 Agricultural Impact Assessment***

Certain lands within the Mayfield West Community Development Plan Study Area are designated Prime Agricultural Area in the Regional Official Plan and Agricultural Area in Caledon's Official Plan. The Regional Official Plan requires that proposals to expand a Rural Service Centre settlement boundary address issues related to agriculture and essentially provide justification for the proposed expansion including alternatives that avoid prime agricultural areas; compliance with the minimum distance separation formulae; population and employment forecasts and opportunities for efficient use of land in existing areas.

The intent of the PPS, 2005 to protect prime agricultural areas is reflected in Caledon's proposed Official Plan Amendment 179 which seeks to protect and promote agricultural

uses in the Prime Agricultural Area, ensure all new land uses are compatible with surrounding agricultural uses, and limit further fragmentation of land (S.5.1.1.3). Furthermore, Caledon's Official Plan settlement policies include criteria such as whether the expansion is a logical and contiguous addition to the existing settlement; the need and demand for the development; reasonable alternative locations which avoid prime agricultural areas; and compliance with the minimum distance separation formulae.

Proposals in the Prime Agricultural Area that have the potential to negatively impact agricultural uses will require an agricultural impact assessment (S.5.1.1.17.2). The study requirements include a description of the proposed development, the need for the proposed development, the on-site and surrounding land uses and agricultural capabilities, the physical and socio-economic components of the agricultural resource base, and the land use compatibility of the proposed use with surrounding agricultural uses and agricultural community. The assessment must identify the direct and indirect impacts of the proposed development on existing agricultural uses and on the flexibility of the area to support different types of agriculture, must provide an alternative location analysis and must identify possible mitigation measures (S.5.1.1.17.2).

In the case of this secondary planning exercise, the need analysis and the identification of potential development areas will be identified in other technical studies. The Agricultural Impact Assessment will focus on the agricultural resource base, the existing and potential agricultural operations and the agricultural community. The analysis will examine the factors that determine the short and long-term viability of agriculture in the vicinity of Mayfield West, such as the proliferation of non-agricultural uses, land tenure and fragmentation. The value, viability and sensitivity of agricultural activities on various land areas will be compared.

### ***7.3 Water & Wastewater Servicing Study***

Future development in Mayfield West will be serviced by municipal water and wastewater services provided by the Region of Peel through the South Peel System. The Water and Wastewater Servicing Study will involve a two-part approach. Part A of the study will include a full description and analysis of the capacity of the existing infrastructure and the opportunities and constraints applicable, in the context of the secondary planning exercise, to the Mayfield West Community Development Plan Study Area. Part B of the study will identify the new infrastructure that would be required for new growth and the

timing and financial implications of servicing the land use scenarios developed in Phase 2 of the secondary planning exercise.

#### **7.4 Cultural Heritage Survey**

Cultural heritage resource conservation is required under provincial legislation to be recognized in the land use planning process. Caledon seeks to wisely manage cultural heritage resources within its municipal boundaries that are of historical, architectural and archaeological value.

Conservation of cultural heritage resources shall be consistent with the provisions of Section 3.2 of Caledon's Official Plan. Accordingly, a Cultural Heritage Survey ("CHS"), comprised of a Stage 1 Archaeological Assessment, a Built Heritage Resource Assessment, and a Cultural Heritage Landscapes Assessment, will be undertaken. The CHS will identify the level of significance of any cultural heritage resources, including archaeological resources and potential, existing within and in close proximity to the Mayfield West Community Development Plan Study Area, and make recommendations for the conservation of the cultural heritage resources. The CHS will be undertaken by a qualified professional(s) with appropriate expertise retained by Caledon.

#### **7.5 Transportation Impact Study**

A Transportation Impact Study ("TIS") will be undertaken to provide an understanding of the existing and potential transportation linkages (pedestrian, vehicular and transit) that do and could contribute to an effective and efficient transportation network that supports mobility, accessibility of services and economic viability in Mayfield West.

The TIS is a two-part study. Part A of the study will include a full description and analysis of the capacity of the existing infrastructure and the opportunities and constraints applicable, in the context of the secondary planning exercise, to the Mayfield West Community Development Plan Study Area. Part B of the study will identify the new infrastructure that would be required for new growth and the timing and financial implications of servicing the land use scenarios developed in Phase 2 of the secondary planning exercise.

#### **7.6 Noise Impact Assessment**

Several potential environmental noise sources exist within and in close proximity to the Mayfield West Community Development Plan Study Area including road traffic on existing and future roadways, aircraft using the Brampton Airport and the railway right-

of-way – formerly Canadian Pacific Railways, now the Orangeville Railway Development Corporation. The Ministry of the Environment publishes environmental noise guidelines for road, rail and airport sources. In addition, the Region of Peel has produced guidelines that are to be used when road traffic noise is being assessed. A noise impact assessment will be undertaken to provide an overview of the environmental noise issues and implications affecting the Mayfield West Community Development Plan Study Area.

### ***7.7 Commercial Impact Study***

In accordance with Caledon's Official Plan, commercial development within Caledon is focused primarily in the Rural Service Centres in order to concentrate commercial retail and service facilities within Caledon. This strategy maximizes the opportunities to provide a wider range of shopping facilities to Caledon's residents and promotes the recapturing of commercial retail and service dollar outflows from Caledon (S.5.4.3.1). In this regard, Caledon shall endeavour to ensure at all times the availability of an adequate supply of appropriately located, lotted, priced and designated serviced and unserviced land for commercial purposes (S.3.3.3.2). In light of the interest to locate a new major commercial centre in the Mayfield West Community Development Plan Study Area, a commercial impact study will be undertaken by Caledon in accordance with Caledon Official Plan policy (S. 5.4.3.13).

### ***7.8 Financial Impact Analysis***

The Caledon Official Plan is based, in part, on the principle of fiscal sustainability. Fiscal sustainability is achieved by managing service level standards and tax levels, while endeavouring to realize forecast residential and population increases, as well as maintaining and enhancing the assessment base, all within an efficient pattern of development. Successful implementation of the Official Plan requires that Caledon, in the context of its overall objectives, monitor and forecast the financial impacts of development with a view to potential phasing to alleviate negative fiscal impacts, while pursuing an aggressive economic development strategy (S. 3.3.1).

As a Rural Service Centre, Mayfield West is an important contributor to the Town's fiscal health, and given its potential for employment growth, will continue to play a primary economic role in Caledon over the long term. Accordingly, a Financial Impact Analysis will be undertaken to examine the fiscal implications of the land use scenarios generated in Phase Two of the secondary planning exercise.

## **8.0 Implementation Documents**

Prior to Caledon Council's consideration of a local Official Plan Amendment, a set of implementation documents will be completed, to assist in the implementation of the planning objectives and policies contained in the Secondary Plan. The Transportation Management Plan and the Community Design Plan will be approved by Council.

The implementation documents will be completed by consultants retained by Caledon through its Purchasing Policies By-law No. 2004-148. A series of terms of reference will be prepared by the Planning & Development Department which will describe the Council endorsed principles upon which the design of the community is based, provide detailed work plans for the assignment and additional direction to the consultants. The implementation documents to be completed are as follows.

### **8.1 Community Phasing Plan**

A Community Phasing Plan will describe the intended sequence of development within an expanded Mayfield West settlement boundary, both geographically and chronologically, relative to the schedule for the following:

- (a) The construction and operation of major infrastructure for servicing (e.g. water, wastewater and stormwater management);
- (b) The environmental assessment, construction, reconstruction or improvements, as the case may be, of major internal and external roads;
- (c) The construction and operation of major utility facilities (e.g. gas, hydro and cable service);
- (d) Community and public facilities and services (e.g. schools, parks and recreation facilities); and
- (e) The preservation/enhancement/restoration of significant natural features and systems.

### **8.2 Transportation Management Plan**

Lively, safe, pedestrian-friendly public spaces are components of healthy, sustainable communities. Communities that are well-integrated and pedestrian and cycling friendly are places that people can actively enjoy. In the context of planning an integrated multi-modal transportation network system including arterial, collector and local road connections, together with pedestrian and cycling facilities and potential transit routes to support an expanded community, the Transportation Management Plan will provide recommendations regarding, among other matters, widths of road rights-of-way, traffic

calming measures, school and park zone treatments, potential transit routes, sidewalk locations and parking prohibitions and restrictions. In addition, a detailed pedestrian and cycling network plan will be prepared showing how the pedestrian and cycling network interfaces with the proposed land uses, road network, parks, natural areas and surrounding community.

### **8.3 Community Design Plan**

Good community design is important to successfully integrate the growth projected for the Mayfield West Rural Service Centre while sustaining the rural town character envisioned for the community. The purpose of the Community Design Plan is to contribute to the achievement of the planning objectives and policies contained in the Secondary Plan through the establishment of more specific design principles and guidelines for all aspects of the community's physical development.

### **8.4 Master Financial Agreement**

The scope of the master financial agreement will become more apparent as the secondary planning exercise proceeds. However, generally, such financial agreement will address the following, as needed: the provision (both timing and funding) of community facilities and/or services; financial contributions by developers to meet any shortfalls in tax funding for capital works associated with the implementation of the Secondary Plan (identified in the Financial Impact Study); where the construction of certain services will be required in advance of development, and in some cases through front-ending of costs by the developers, earlier in the development process; and indemnification by the developers of Caledon's reasonable costs incurred in connection with approval of the Secondary Plan, whether in court or at the Ontario Municipal Board.

## **9.0 Project Management**

The secondary planning exercise has been initiated as a result of the direction from Caledon Council. The Director, Planning and Development Department, or their designate, will be responsible for the overall management of the secondary planning exercise.

### **9.1 Technical Advisory Team**

Due to the complexity and the technical nature of certain of the required studies/documents noted in Section 7.0 and 8.0, a Technical Advisory Team (TAT) will be established, as required. This team will be comprised of Caledon staff and agencies having an interest in the study, the relevant external consultant and also a

representative from Mayfield Station Developers Group (“MSDG”) and Glen Schnarr & Associates Inc. (“GSAI”); MSDG has appointed GSAI to act as planning consultant representing MSDGs’ interests in the secondary planning exercise. The TAT will provide input, guidance and advice to Caledon as and when appropriate to their areas of interest; the TAT is not a decision making body.

### **9.2 Agency Advisory Group**

The Agency Advisory Group (“AAG”) will be comprised of Caledon staff and staff from provincial ministries, the Region of Peel, City of Brampton, and the conservation authorities having an interest in the secondary planning exercise, and the relevant external consultant. The AAG will provide input, guidance and advice to Caledon at key milestones in the secondary planning exercise; the AAG is not a decision making body.

A minimum of four meetings are proposed with the AAG, the purpose of which are generally as follows:

Meeting #	Purpose
1	Project Start-up: introduce the AAG to the secondary planning exercise and presentation of the results of the Phase 1 technical studies;
2	Presentation of land-use scenarios and ROPA application;
3	Presentation of draft Secondary Plan; and
4	Presentation of proposed Official Plan Amendment.

### **10.0 Public Participation**

Public engagement is a key part of the planning process by allowing participants to have a say in how their communities are shaped. Opportunities for public participation will be provided at key milestones in the secondary planning exercise and generally as outlined in the following section; this section should be read in conjunction with Attachment “B” to the GTR.

#### **10.1 Open House**

Three Open Houses are proposed throughout the duration of the secondary planning exercise, the purpose of which is generally as follows.

Meeting #	Purpose
1	Project Start-up: introduce the area residents to the secondary planning exercise and presentation of the results of the Phase 1 technical studies;
2	Presentation of land-use scenarios; and

### 3 Presentation of draft Secondary Plan and draft Community Design Plan.

Open Houses are open to the general public. They will be held in the evening and, where possible, located at the Margaret Dunn Valleywood Branch Library. Information regarding the date, time and location of open houses will be advertised on Caledon's website and also in local newspapers whose circulation includes residents and landowners within and in close proximity to the Mayfield West Community Development Plan Study Area. In addition, residents and landowners in and within 120 metres of the Mayfield West Community Development Plan Study Area will receive a notice about the open house in the mail.

#### **10.2 Stakeholder Advisory Group**

In addition to general public consultation, due to the existence of established community interests, a Mayfield West Stakeholder Advisory Group ("SAG") will be formed. The SAG will consist of local and regional stakeholders, Caledon business interests, agricultural community representatives, and existing Mayfield West study area residents.

The SAG will be a Council appointed volunteer advisory group who will provide comment on key milestone events during the secondary planning exercise. The SAG will review studies, land use scenarios and policies as may be referred by Council or staff and provide comments for consideration. The SAG is not a decision making body.

The secondary planning exercise will benefit from a wide range of knowledge and experience on a wide variety of community issues. The membership of the SAG will represent and reflect the diversity of needs of the broader Caledon community, existing Mayfield West residents and future residents of Mayfield West. Accordingly, the following nominees will be invited to participate as a member of the SAG: Caledon Environmental Advisory Committee, Caledon Agricultural Advisory Committee, Heritage Caledon, Caledon Chamber of Commerce, Valleywood Residents Association, Valleywood "Resident at Large", KRT Christian School, Brampton Flying Club, Caledon Countryside Alliance, Peel Federation of Agriculture, Mayfield Station Developers Group and Glen Schnarr & Associates Inc.

Each group represented on the SAG will be allowed to provide the names of two individuals who may attend and participate in meetings. Caledon Council shall appoint two councilors to the SAG, one to act as chairperson of the SAG and the other to act as

an alternate chairperson. Caledon Planning & Development staff will attend each meeting to provide information and support to the SAG.

The timing of the SAG meetings will be based on key milestone events. A minimum of six meetings are anticipated during the secondary planning exercise, the purpose of which are generally as follows.

Meeting #	Purpose
1	Project Start-up and discussion regarding Caledon Environmental Advisory Committee Report 2008-01 (April 17, 2008);
2	Presentation of the results of the Phase 1 technical studies;
3	Development of community principles;
4	Development of evaluation criteria;
5	Presentation of land-use scenarios;
6	Community Design Plan (1 <sup>st</sup> );
7	Community Design Plan (2 <sup>nd</sup> );
8	Presentation of draft Secondary Plan and draft Community Design Plan;
9	Presentation of proposed Official Plan Amendment.

All SAG meetings will be held in the evening and, where possible, located at the Margaret Dunn Valleywood Branch Library. Prior to meetings, Caledon staff will endeavour to circulate to the SAG material that is intended for discussion and/or presentation at the meeting as well as an agenda. Meeting notes will be taken at all SAG meetings by Town staff, typically an administrative assistant from the Planning and Development Department. Draft meeting notes will be circulated to the SAG for review for accuracy prior to being formally circulated to the SAG and to Council for their information.

### **10.3 Council Information Workshop**

A minimum of six Council Information Workshop sessions are proposed throughout the duration of the secondary planning exercise, the purpose of which are generally as follows.

Meeting #	Purpose
1	Presentation of draft General Terms of Reference (April 15, 2008);
2	Presentation of the results of the Phase 1 technical studies;
3	Development of community principles;
4	Development of evaluation criteria;

- 5 Presentation of land-use scenarios;
- 6 Community Design Plan (1<sup>st</sup>);
- 7 Community Design Plan (2<sup>nd</sup>);
- 8 Presentation of draft Secondary Plan and draft Community Design Plan;
- 9 Presentation of proposed Official Plan Amendment.

Council Information Workshops are open to the public, the date, time and location of which are advertised on Caledon's website, however, in accordance with Caledon policy, the public are not permitted to participate in the discussion. Prior to Council Information Workshops, Caledon staff will circulate to councilors the material that is intended for discussion and/or presentation at the workshop in accordance with the procedure set out by Caledon's Clerk's Department.

#### **10.4 Council Meetings**

Staff will report to Council at key milestones in the secondary planning exercise, the purpose of which is generally as follows.

##### Meeting # Purpose

- 1 Endorsement of General Terms of Reference (May 13, 2008)
- 2 Endorsement of community principles;
- 3 Endorsement of evaluation criteria;
- 4 Selection of preferred land-use scenario and endorsement of conceptual land use pattern;
- 5 Authorization to submit Regional Official Plan Amendment application;
- 6 Council consideration of Traffic Management Plan;
- 7 Council consideration of Community Design Plan; and
- 8 Council consideration of local Official Plan Amendment.

In addition to the above, further public consultation initiatives may be targeted to community interests to ensure their input at the appropriate points in the secondary planning exercise.

#### **10.5 Web Page**

A project web page will be maintained on Caledon's website which will include updates on the progress of the secondary planning exercise, relevant planning reports, terms of reference for technical studies and implementation documents, project newsletters and

notices of open houses/public meetings. The web page will be updated as needed and at key milestones in the secondary planning exercise.

### **10.6 Newsletters**

At key milestones in the secondary planning exercise a newsletter will be prepared by the Planning and Development Department and circulated to residents within and in close proximity to the Mayfield West Community Development Plan Study Area and any party that has registered an interest in the secondary planning exercise. The purpose of the newsletter is to keep Mayfield West area residents and interested parties updated on the progress of the secondary planning exercise.

### **11.0 Schedule**

The secondary planning exercise formally commenced in March 2008 with the retention of Philips Engineering to undertake the Comprehensive EIS & MP (Planning and Development Report 2008-20). The target date for Council consideration of a local Official Plan Amendment is May 2010, resulting in a secondary planning exercise totaling 27 months.

It is anticipated that sufficient study and analysis will have been completed in or before June 2009 to address the requirements set out in the Regional Official Plan in respect of Rural Service Centre boundary expansions, thus allowing Caledon to make an application to the Region of Peel to amend the Regional Official Plan to expand the Mayfield West Rural Service Centre settlement boundary; the secondary planning process will provide the analysis to determine if the application is for the 2021 or 2031 planning horizon.

The schedule outlined in the GTR is a realistic timeframe for a secondary planning exercise of this scope and complexity and allows for the fulfillment of the provincial policy requirements in respect of a municipal comprehensive review. The schedule is based upon a number of important factors including the need to allow for extensive and appropriate committee and stakeholder input and response; the need for adequate time for detailed technical review of supporting technical studies and implementation documents; the need for adequate time for formal agency review and commenting periods; and experience and knowledge gained through the Mayfield West "Phase One" Secondary Plan (OPA 208).

## **12.0 Budget**

All costs, save and except for Caledon staff time, associated with the preparation of the Secondary Plan, and the preparation of and the request for approval of an amendment to the Region of Peel Official Plan, will be borne by MSDG in accordance with a separate funding agreement between Caledon and MSDG (Planning and Development Report 2008-20). **The funding provided by MSDG will be used solely for studies and analysis in relation to potential growth within the Mayfield West Community Development Plan Study Area west of Highway 10.** The estimate of cost is \$900,000.00.

# SCHEDULE B MAYFIELD WEST LAND USE PLAN



### LEGEND

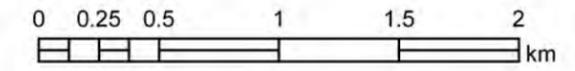
- AGRICULTURAL AREA
- RESIDENTIAL AREA
- RESIDENTIAL POLICY AREA
- ENVIRONMENTAL POLICY AREA
- OPEN SPACE POLICY AREA
- GENERAL COMMERCIAL
- INSTITUTIONAL
- MIXED HIGH/MEDIUM DENSITY RESIDENTIAL
- ACADEMIC RESEARCH CAMPUS
- PRESTIGE INDUSTRIAL
- GENERAL INDUSTRIAL
- VILLAGE CENTRE AREA
- SETTLEMENT BOUNDARY - 2021
- COMMUNITY DEVELOPMENT PLAN STUDY AREA
- CONCEPTUAL ROAD NETWORK
- GREENWAY CORRIDOR
- PROVINCIAL ROADS
- REGIONAL ROADS
- LOCAL ROADS
- LOT AND CONCESSION LINES
- RAILWAY LINES
- POTENTIAL FUTURE INTERCHANGE
- ELEMENTARY SCHOOL
- GATEWAY FEATURES

For Details of this area refer to Schedule B-1  
"Snell's Hollow Secondary Plan Area- Land Use Plan"

NOTE:  
This Schedule represents the approved Official Plan Schedule,  
as of month/day/year.

If necessary, reference should be made to the Town of Caledon  
Planning & Development Department or the Town Clerk for  
confirmation of current Minister approved policies.

Base Data Source: Town of Caledon



File No.: schb and b2\_a06\_  
mod\_280807.mxd  
Date: August 28, 2007

Mayfield West Phase Two Secondary Plan Project Work Program and Schedule	2008				2009				2010	
	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2
<b>Phase 1: Existing Conditions, Characterization, Opportunities and Constraints</b>										
1. Comprehensive Environmental Impact Study & Management Plan: Part A	▲			●						
2. Agricultural Impact Assessment		▲								
3. Water & Wastewater Servicing Study: Part A		▲								
4. Cultural Heritage Survey		▲								
5. Transportation Impact Study: Part A			▲							
6. Noise Impact Assessment: Part A			▲							
7. Commercial Impact Study			▲							
<b>Phase 2: Selection of Preferred Land Use Scenario and ROPA Application.</b>										
8. Developing Community Planning & Design Principles			▲	●						
9. Developing & Evaluating Land Use Scenarios					●					
10. Selection of Preferred Land Use Scenario & Conceptual Land Use Pattern						●				
11. Comprehensive Environmental Impact Study & Management Plan: Part B										
12. Transportation Impact Study: Part B										
13. Water & Wastewater Servicing Study: Part B										
14. Financial Impact Analysis					▲					
15. Regional Official Plan Amendment (ROPA) Application						●	→			
<b>Phase 3: Draft Secondary Plan.</b>										
16. Comprehensive Environmental Impact Study & Management Plan: Part C								●		
17. Community Phasing Plan										
18. Transportation Management Plan						▲ (1)				
19. Community Design Plan						▲ (1)				
20. Master Financial Agreement										
21. Draft Secondary Plan									●	
<b>Phase 4: Final Recommendations and Official Plan Amendment.</b>										
22. Finalize Secondary Plan										
23. Finalize Implementation Documents (steps 17 to 20)										
24. Council Consideration of Official Plan Amendment									●	—
<b>Public Participation</b>										
Open House (3)				1		2			3	
Stakeholder Advisory Group (9)	1	2	3	4	5	6	7	8	9	
Agency Advisory Group (4)			1		2		3		4	
Council Information Workshop (9)	1	2	3	4	5	6	7	8	9	
Statutory Public Meeting (1)									1	
Council Meeting (8)	1		2	3	4	5		6	7	8

March May

27 month secondary planning process

March June  
Studies required for ROPA application (16 months to do required studies)

Feb May  
5 months to finalize  
Secondary Plan

Retain Consultant ▲  
Key Milestone ●  
Completion Date —  
(1) Subject to terms of reference for steps 5 & 8

RBI



**PLANNING AND DEVELOPMENT DEPARTMENT  
Policy Section**

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**Report 2008-28**

To: Mayor and Members of Council  
From: Mary Hall, Director of Planning and Development  
Meeting: May 13, 2008  
**SUBJECT: MAYFIELD WEST PHASE TWO SECONDARY PLAN:  
GENERAL TERMS OF REFERENCE**

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**RECOMMENDATION**      **Requires Action**       **For Information Only**

It is recommended that the Council for The Corporation of the Town of Caledon:

1. receive Planning & Development Department, Policy Section Report 2008-28 – Mayfield West Phase Two Secondary Plan: General Terms of Reference;
2. direct the Planning and Development Department (P&D) to undertake the Mayfield West Phase Two Secondary Plan (Phase Two) in accordance with the General Terms of Reference (GTR) attached to this report;
3. direct the P&D Department to prepare detailed terms of reference for the technical studies and implementation documents, as described in the GTR, and to issue the detailed terms of reference, in accordance with the Town of Caledon Purchasing By-law, to consultants for the purpose of preparing proposals;
4. authorize the P&D Department to seek formal approval from the Region of Peel (Peel), Toronto Region Conservation Authority (TRCA), Credit Valley Conservation (CVC) and the Mayfield Station Developers Group (MSDG) and their consultants for access to, and use of, the data and analysis that they have, and any other relevant technical information that may be submitted by other development interests, to determine if these could assist in meeting the study requirements of the Phase Two Secondary Plan; and,
5. direct that copies of P&D Report 2008-28 be forwarded to Peel, City of Brampton, TRCA, CVC, MSDG and the Mayfield West Stakeholder Advisory Group (SAG).

**BACKGROUND**

**Mayfield West Phase Two Secondary Plan**

Mayfield West is a Rural Service Centre in the Town of Caledon. The Mayfield West Community Development Plan Study Area is established on Schedule B: Mayfield West Land Use Plan in Caledon's Official Plan. Within this area, a compact, well integrated community is being developed in the long term through a series of phased expansions. These phased expansions are based on long-term population and employment forecasts contained in Caledon's Official Plan as may be updated from time to time.

Under Caledon's population and employment study, the 2021 Caledon-wide population forecast will remain at 84,444, and the 2031 Caledon-wide population forecast is

RBI.1



108,000. For Mayfield West, the 2021 population forecast has been revised from 13,100 to 17,000, representing a 3,900 population increase (reallocated from elsewhere in Caledon), and a 2031 population forecast of 26,838 has been established, representing an additional 9,838 population between 2021 and 2031 (P&D Report 2006-49 & P&D Report 2007-61).

Caledon Council has made a commitment in regard to the 3,900 population which will be located subject to the policies of Regional Official Plan Amendment No. 17. At the same time, Council directed staff to commence work on terms of reference for an expansion to the Mayfield West Rural Service Centre, west of Highway 10 (P&D Report 2006-49). Accordingly, Caledon has initiated the Phase Two Secondary Plan.

One of the purposes of this report is to recommend to Council that the Phase Two Secondary Plan be undertaken in accordance with the GTR attached to this report as Schedule "A". Prepared by the P&D Department, the GTR has been and sets out a road map for a comprehensive secondary planning exercise, describing among other things, the objectives, scope and deliverables (i.e. what has to be achieved), resources and work program (i.e. how it will be achieved), stakeholders, roles and responsibilities (i.e. who will take part in it) and schedule (i.e. when it will be achieved).

### **Timing**

The secondary planning exercise will take approximately twenty-seven (27) months to complete. Within this timeframe, the Peel Region Official Plan Review is being undertaken as a result of Bill 136, *The Places to Grow Act 2005* which requires municipalities to bring their official plans into conformity with the provinces Growth Plan, 2006 by June 16, 2009. The work program and timeframe associated with the Phase Two Secondary Plan has been designed so that the required study and analysis will have been completed to allow Caledon to make an application to Peel to amend the Peel Official Plan to expand the Mayfield West Rural Service Centre settlement boundary on or before June 16, 2009.

### **Caledon Environmental Advisory Committee (CEAC) Report 2008-01**

On February 19, 2008 Council received CEAC Report 2008-01. The primary objective of CEAC's report was to provide an account of CEAC's experience from the recently completed Mayfield West "Phase One" Secondary Plan (OPA 208) process. CEAC's report documented nine (9) recommendations with a view to enhancing the planning process for future secondary planning exercises. Council directed the P&D Department to convene a workshop with stakeholders to discuss the ramifications of CEAC's report for future secondary planning exercises. A second purpose of this report is to provide Council with an update regarding CEAC's recommendations.

### **Glen Schnarr & Associates Inc. (GSAI) Delegation**

MSDG own approximately 600 acres of land within the Mayfield West Community Development Plan Study Area, west of Highway 10 and south of the Etobicoke Creek and have appointed GSAI to act as its planning representative in regard to matters concerning the Phase Two Secondary Plan. On behalf of MSDG, and in connection with the GTR, Glen Schnarr from GSAI has made a delegation to Council on March 4 and April 15, 2008. On both occasions, Mr. Schnarr has requested the following matters be considered and the GTR to be revised accordingly.

RBI.2



1. Submit the application to amend the Peel Official Plan on or before June 16, 2009 and use the 2031 planning horizon when making the application;
2. Focus the secondary planning exercise on the lands south of the Etobicoke Creek, west of Highway 10, north of Mayfield Road and east of Chinguacousy Road;
3. Reduce the timeframe associated with completion of the Comprehensive Environmental Impact Study and Management Plan (EIS and MP) by integrating Part A and Part B, thereby reducing the overall timeframe associated with the secondary planning exercise by five months; and
4. Fund the secondary planning exercise through development charges, consistent with the South Albion-Bolton Community Plan (SABCP).

At the Council Meeting on April 15, 2008 Council directed the P&D Department to respond to these requests when the GTR was brought forward for Council consideration. A third purpose of this report is to advise Council in regard to a response to Mr. Schnarr's requests.

On April 10, 2008 a draft GTR was circulated to and comments and input requested from Council, members of the recommended SAG, Peel, MSDG/GSAI and Town departments. The draft GTR was reviewed with Council at a Council Information Workshop on April 15 and at a meeting with the recommended SAG on April 17. P&D Department staff met with representatives of MSDG and GSAI to discuss the draft GTR on April 24, 2008. Further to this circulation, the P&D Department has received several written submissions in connection with the April 10, 2008 draft GTR. A fourth purpose of this report is to advise Council in regard to a response to the comments, input and written submissions and to identify any substantive revisions that have been made to the draft GTR.

## DISCUSSION

The Phase Two Secondary Plan will be prepared in accordance with provincial legislation e.g. The *Planning Act, as amended*, and provincial policies e.g. Provincial Policy Statement 2005, Places to Grow: The Growth Plan for the Greater Golden Horseshoe 2006 (Growth Plan, 2006) and the Greenbelt Plan 2005 and the Peel and Caledon Official Plans.

Under the Growth Plan, 2006, settlement boundary expansions may only occur as part of a municipal comprehensive review which is defined as:

*"An official plan review, or an official plan amendment, initiated by a municipality that comprehensively applies the policies and schedules of this Plan"*

Under the Peel Official Plan, an expansion to a settlement boundary requires an amendment to the Peel Official Plan to amend Schedule D, Regional Structure, and Schedule B, Prime Agricultural Areas which show the Mayfield West Rural Service Centre. Additionally, the Peel Official Plan sets out requirements for a comprehensive analysis where an expansion to a Rural Service Centre settlement boundary is proposed. Similarly, Caledon's Official Plan sets out criteria for reviewing an amendment to Caledon's Official Plan to expand settlement boundaries and identifies studies to be completed to assess the appropriate development boundaries and lands to be included in an expanded Mayfield West Rural Service Centre settlement boundary.

RBI.3



The work program associated with the secondary planning exercise consists of twenty-four (24) steps structured into four (4) phases as outlined in Table 1 (these steps are described in more detail in the GTR).

**Table 1: The Secondary Planning Exercise**

<p>Phase 1: Existing Conditions, Characterization, Opportunities and Constraints</p>	<ol style="list-style-type: none"> <li>1. Comprehensive Environmental Impact Study &amp; Management Plan (Part A: Existing Conditions &amp; Characterization)</li> <li>2. Agricultural Impact Assessment</li> <li>3. Water &amp; Wastewater Servicing Study (Part A)</li> <li>4. Cultural Heritage Survey</li> <li>5. Transportation Impact Study (Part A)</li> <li>6. Noise Impact Assessment (Part A)</li> <li>7. Commercial Impact Study</li> </ol>
<p>Phase 2: Selection of Preferred Land Use Scenario and ROPA Application</p>	<ol style="list-style-type: none"> <li>8. Developing Community Planning &amp; Design Principles</li> <li>9. Developing &amp; Evaluating Land Use Scenarios</li> <li>10. Comprehensive Environmental Impact Study &amp; Management Plan (Part B: Detailed Studies &amp; Impact Assessment)</li> <li>11. Transportation Impact Study (Part B)</li> <li>12. Water &amp; Wastewater Servicing Study (Part B)</li> <li>13. Financial Impact Analysis</li> <li>14. Selection of Preferred Land Use Scenario</li> <li>15. Regional Official Plan Amendment Application (ROPA)</li> </ol>
<p>Phase 3: Draft Secondary Plan</p>	<ol style="list-style-type: none"> <li>16. Comprehensive Environmental Impact Study &amp; Management Plan (Part C: Implementation)</li> <li>17. Community Phasing Plan</li> <li>18. Transportation Management Plan</li> <li>19. Community Design Plan</li> <li>20. Master Financial Agreement</li> <li>21. Draft Secondary Plan</li> </ol>
<p>Phase 4: Final Recommendations and Official Plan Amendment</p>	<ol style="list-style-type: none"> <li>22. Finalize Secondary Plan</li> <li>23. Finalize Implementation Documents</li> <li>24. Council Consideration of Official Plan Amendment</li> </ol>

The work program associated with the secondary planning exercise has been designed to fulfill the provincial policy requirements in respect of a municipal comprehensive review and the requirements of the Peel and Caledon Official Plans. Accordingly, a set of technical studies and implementation documents will be completed in support of the Phase Two Secondary Plan.

The technical studies and implementation documents will generally be completed by consultants retained by Caledon in accordance with Caledon's Purchasing By-law. A fifth purpose of this report is to recommend to Council that the P&D Department prepare detailed technical terms of reference for the technical studies and implementation documents and to issue the detailed terms of reference to consultants for the purposes of preparing proposals.

RBI.4



## CEAC Report 2008-01

On April 17, 2008 the P&D Department convened a meeting of the recommended SAG. At this meeting, P&D Department staff presented CEAC's nine recommendations and a response to each of them; these responses were based on the draft GTR presented at the April 15, 2008 Council Information Workshop.

A general theme throughout CEAC's report was one of timing, specifically CEAC noted *"adequate time must be allowed for the review and commenting process to be meaningful"*. The timeframe for the secondary planning exercise is based upon a number of important factors including the need to allow for extensive and appropriate committee and stakeholder input and response. The P&D Department believes the timeframe for the secondary planning exercise is realistic and addresses CEAC's concern.

CEAC has also submitted formal comments to the P&D Department on the draft GTR in a letter dated April 25, 2008. In this letter, in response to the presentation to the recommended SAG on April 17, 2008, CEAC note:

*"The GTR is a well crafted document. We are pleased that the planning process outlined for Phase Two of the Mayfield West development reflects quite strongly most recommendations contained in the CEAC "Lessons Learned" report (CEAC Report 2008-01). The clarity of the planning process outlined in the GTR, and the planned involvement of all stakeholders and the general public throughout the process, augurs well for a more rigorous consideration of those innovative and environmental concepts that have the potential to lead to a more sustainable community."*

Comments from CEAC on the draft GTR are addressed later in this report.

## GSAI Delegation

As directed by Council, the P&D Department has considered the requests made by Mr. Schnarr in his delegations and provides the following response.

1. *"Submit the application to amend the Region of Peel Official Plan on or before June 16, 2009 and use the 2031 planning horizon when making the application."*

### P&D Response:

The first part of Mr. Schnarr's request has been discussed in the Background section of this report under the heading Timing.

In response to the second part of this request, the *Planning Act* establishes the rules for land use planning in Ontario and provides municipalities with tools to manage population growth. Established approaches to manage population growth include the phased release of lands for development and the establishment of policy areas; both of these approaches are implemented within approved settlement boundaries. A recent amendment to the *Planning Act* has provided municipalities with a greater ability to manage population growth through settlement boundary expansions. Bill 26, *The Strong Communities (Planning Amendment) Act, 2004*, includes measures that prevent appeals to the Ontario Municipal Board (OMB) of settlement boundary expansions that are not supported by municipalities.

RBI.5



Because settlement boundary expansions that are not supported by a municipality cannot be appealed to the OMB, municipalities are no longer subjected to often lengthy and expensive OMB hearings. In contrast, policies that provide for the phased release of lands for development within settlement boundaries are subject to appeal at the OMB. Similarly, the establishment of policy areas within settlement boundaries is also subject to appeal to the OMB. In accordance with the GTR, the tools available to phase development and the appropriate method to address the 2021 to 2031 population will be investigated and assessed through the secondary planning exercise. No revision to the GTR is required.

2. *"Focus the secondary planning exercise on the lands south of the Etobicoke Creek, west of Highway 10, north of Mayfield Road and east of Chinguacousy Road."*

P&D Response:

Any expansion to the existing Mayfield West Rural Service Centre settlement boundary as a result of this secondary planning exercise will occur within the Mayfield West Community Development Plan Study Area. In the context of planning for the 2021 planning horizon and consistent with Council's commitment regarding the additional 3,900 population allocated to Mayfield West, the study area for this secondary planning exercise is confined to the lands within the Mayfield West Community Development Plan Study Area, west of Highway 10.

Caledon's population and employment forecast and allocations study did not address the location of the additional 9,838 population allocated to Mayfield West in the 2031 planning horizon. While the P&D Department acknowledge the general intent of ROPA 17, in order to give due consideration and opportunity for a logical and compatible expansion of the existing Mayfield West Rural Service Centre settlement boundary, in the context of planning for the 2031 planning horizon, it is being recommended that the study area for this secondary planning exercise while confined to the Mayfield West Community Development Plan Study Area will not be confined to the west of Highway 10. No revision to the GTR is required.

3. *"Reduce the timeframe associated with completion of the Comprehensive EIS and MP by integrating Part A and Part B, thereby reducing the overall timeframe associated with the secondary planning exercise by five months."*

P&D Response:

The secondary planning exercise will take approximately twenty-seven (27) months to complete and formally commenced in March 2008 with the retention of Philips Engineering Ltd. to undertake the Comprehensive EIS & MP (P&D Report 2008-20).

To reduce the overall secondary planning exercise timeframe of 27 months, Mr. Schnarr, in his delegations, had requested that the Comprehensive EIS and MP for the secondary planning exercise be completed in a timeframe similar to the Comprehensive EIS and MP being undertaken for the SABCP (i.e. 23 and 18 months respectively). GSAI has also made a written submission on the draft GTR on April 25, 2008 in which they show how they believe the timing for completion of the overall secondary planning exercise can be reduced by five months. Specifically, in this written submission, GSAI is requesting that Part A and Part B of the Comprehensive EIS and MP be integrated to a greater extent than is proposed in the GTR (i.e. GSAI 13 months and Town 16 months).

RBI.6



Furthermore, GSAI is requesting that all the other seven steps in Phase 2 of the secondary planning exercise begin earlier than is being proposed in the GTR, including the development of community planning and design principles and the development and evaluation of land use scenarios.

At the April 24 meeting, representatives of MSDG and GSAI agreed to prepare additional material in support of their request to integrate Part A and Part B of the Comprehensive EIS and MP to a greater extent than is proposed in the GTR. P&D Department staff agreed to a further meeting to review this material.

The timeframe developed by the P&D Department and related to each phase of the secondary planning exercise is based on a reasonable estimate of the time required to complete all steps and is not just driven by the Comprehensive EIS and MP. Therefore, even if certain steps can be completed more quickly than estimated, that will not automatically result in an overall reduction of time required to complete that phase of the secondary planning exercise. Furthermore, the 'lessons learned' and expected efficiencies due to OPA 208 have been factored in to the timeframe i.e. the timeframe proposed for certain steps (e.g. Transportation Management Plan and Community Design Plan) in this secondary planning exercise are shorter than those experienced for OPA 208.

Step 8 of the work program involves the development of community planning and design principles. The GTR has been revised to bring this step forward to late summer 2008 which is consistent with the request by GSAI.

GSAI are requesting step 9, the development and evaluation of land use scenarios, be initiated approximately 3 months earlier in the secondary planning exercise and before any of the Phase 1 (Existing Conditions, Characterization, Opportunities and Constraints) technical studies have been completed and in some instances only shortly after they have been initiated (e.g. Transportation Impact Study, Noise Impact Assessment and Commercial Impact Study). The P&D Department does not support this request for two reasons. First, and fundamentally, initiating step 9 earlier than proposed may unduly influence the outcome of the technical studies and would certainly require assumptions to be made about their outcome. These technical studies are key to understanding the constraints and opportunities for development within the study area and provide a foundation upon which the land use scenarios will be developed. Making premature assumptions could result in missed opportunities for a community expansion and would constitute a flaw in the secondary planning exercise. Second, underlying the GSAI request is the potential need to revise the land use scenarios as a result of the completion of the Phase 1 technical studies. This would potentially result in an increase in the overall timeframe for the secondary planning exercise should the findings and recommendations of the technical studies require step 9 to be repeated in its entirety. The theoretical potential time savings that could result from GSAI's request are minor in nature and are outweighed by the potential risks including adding time to the process.

There are nineteen (19) points of contact proposed in the GTR during Phase 1 and Phase 2 of the GTR work program: Open House (2), SAG (5), Agency Advisory Group (2), Council Information Workshop (5) and Council Meeting (5). The timeframe proposed by GSAI for the secondary planning exercise substantially reduces the span of time allotted to committee and stakeholder input and response, detailed technical review of supporting technical studies, formal agency review and commenting periods as well as Council and public input in these early phases.

RBI.7



The timeframe outlined in the GTR is a realistic timeframe for a secondary planning exercise of this scope and complexity and allows for the fulfillment of the provincial policy requirements in respect of a municipal comprehensive review and those set out in the Peel and Caledon Official Plans. The schedule is based upon a number of important factors including the need to allow for extensive and appropriate committee and stakeholder input and response; the need for adequate time for detailed technical review of supporting technical studies and implementation documents; the need for adequate time for formal agency review and commenting periods; and experience and knowledge gained through OPA 208.

Some technical information required to complete the technical studies, including the Comprehensive EIS & MP, may already be available in studies or reports completed by agencies (e.g. Peel, TRCA and CVC) or submitted to Caledon by development interests in support of their planning proposals (e.g. MSDG). Therefore, it is recommended that Caledon seek approval from such agency or development interest and their consultants for access to, and use of, the technical information to determine if it could assist in meeting the requirements of the technical studies.

Based on the above, the P&D Department is not proposing to revise the recommended timeframe of 27 months.

4. *"Fund the secondary planning exercise through development charges (DCs), consistent with the SABCP."*

#### P&D Response:

All cost, save and except for Caledon and agency staff time, associated with the preparation of the Phase Two Secondary Plan, and the preparation of and the request for approval of an amendment to the Peel Official Plan, will be borne by MSDG in accordance with a funding agreement between Caledon and MSDG (P&D Report 2008-20). This arrangement is similar to the one executed with the developer group for OPA 208.

To assist in the cost recovery of the funding providing by MSDG, and at the request of MSDG, Caledon has confirmed, through the funding agreement with MSDG, its intention to include a policy mechanism in the Phase Two Secondary Plan which would provide for recovery of pro-rata study costs from non-participating landowners in the study area; the inclusion of such policy mechanism will not expose Caledon to any legal liability. This was a fair and reasonable request by MSDG and is consistent with a similar policy mechanism that is in place in OPA 208.

The SABCP is being funded through DCs that have been collected over a number of years for this project; Caledon has not been collecting DCs to pay for the Phase Two Secondary Plan. Furthermore, because DCs have been collected to cover the SABCP, MSDG will not contribute to these study costs by way of any future DCs that they may pay.

#### **Mayfield West SAG**

Public engagement is a key part of the secondary planning exercise, allowing participants to have a say in how their communities are shaped. One of CEAC's recommendations in CEAC Report 2008-01 was that *"stakeholders should have official recognition from Council"*. The GTR sets out a recommended role and structure for a SAG and with Council direction to undertake the Phase Two Secondary Plan in

RBI.8



accordance with the GTR the SAG will be given official recognition as recommended by CEAC.

In accordance with the GTR, Caledon Council is required to appoint two councilors to the SAG, one to act as chairperson of the SAG and the other to act as an alternate chairperson. At the April 15 meeting of the recommended SAG there was agreement within the group that Regional Councillor Thompson should act as chairperson and Area Councillor McClure should act as the alternate chairperson.

#### **Comments received on the April 10, 2008 Draft GTR**

In addition to the comments from GSAI noted above, the following comments have been received and a response is provided.

#### **CEAC:**

1. *"5.0 Study Area: The first paragraph dealing with the differentiation between the context of planning for the 2021 and the 2031 planning horizons, insofar as the area to the west of Highway 10 is concerned, requires some minor modification in order to clarify the issue at stake."*

#### P&D Response:

The GTR has been revised to provide some additional clarity to the land areas to be included in the secondary planning exercise.

2. *"6.0 Study Approach and Structure: The criteria that are suggested to be applied in the evaluation of the various land use scenarios (refer to page 13 of the GTR) are general and quite passive, i.e. there is no attempt to be prescriptive in establishing targets or constraints."*

#### P&D Response:

The GTR references evaluation criteria as a guide and as a minimum only. The evaluation criteria will be based on relevant provincial policies and the policy requirements of the Peel and Caledon Official Plans, as well as input received from the SAG and through agency consultation. It is proposed to use the applicable evaluation criteria that were endorsed by Caledon Council for the Mayfield West "Phase One" Secondary Plan (P&D Report 2004-92) as a starting point for the selection of evaluation criteria for this secondary planning exercise. Caledon Council will endorse the evaluation criteria to be used for the Phase Two Secondary Plan at a Council meeting. No revision to the GTR is required.

3. *"The third paragraph on page 15 states only that "The draft Secondary Plan will be ---circulated to the Stakeholder Advisory group and Agency Advisory Group ---." We believe that the intent is to circulate to the Stakeholder Advisory Group for review and comment."*

#### P&D Response:

The draft secondary plan will be presented at a Council Information Workshop for initial comments and input from Council before being circulated to the SAG and Agency Advisory Group for review and comment, and presented to the public at an Open House, again for review and comment. The GTR has been revised accordingly.

RBI.9



4. *"7.0 Technical Studies: Re: The Comprehensive Environmental Impact Study and Management Plan - Would it not be appropriate at this stage to emphasize the setting of targets or goals at specific timelines to enable monitoring and plan modification (the essence of adaptive management)?"*

P&D Response:

On March 4, 2008, Caledon Council authorized the retainer of Philips Engineering Ltd. to undertake the Comprehensive EIS & MP for the Phase Two Secondary Plan pursuant to the terms of reference for the study prepared jointly by Caledon, Peel, TRCA and CVC. The terms of reference for the Comprehensive EIS and MP addresses CEAC's comment in much greater detail. No revision to the GTR is required.

5. *"8.0 Implementation Documents: There are opportunities, in describing the various implementation documents, to confirm expected levels of achievement. For example, in paragraph 8.3 Community Design Plan (refer to page 22), reference could be made to the expectation that specific building standards such as LEED will be met."*

P&D Response:

It is not the purpose of the GTR or the implementation documents described in the GTR to pre-determine the principles upon which an expanded Mayfield West community will be based. The initial task in Phase 2 (step 8) of the secondary planning exercise is to envision the desired expanded community and identify a series of ideas, principles, goals and objectives that would help determine where the expanded community should be located and what major design elements or levels of achievement should be incorporated.

A key element of the secondary planning exercise outlined in the GTR is that all of the technical studies and implementation documents will be finalized before the proposed secondary plan is brought to Council for consideration. Therefore, all expected levels of achievement will be clearly understood when the Phase Two Secondary Plan is considered by Council. No revision to the GTR is required.

6. *"10.2 Stakeholder Advisory Group: A most important aspect, and an end product, of the secondary planning process is the development of the Official Plan Amendment (OPA). The [work plan for the secondary planning exercise] calls for this activity to take place over the first and second quarters of 2010 (approximately 4 to 5 months). However, no Stakeholder Advisory Group involvement is planned during that period. We believe that omission should be rectified."*

P&D Response:

An official plan amendment is the formal mechanism by which the Phase Two Secondary Plan will be considered by Council, at a Council Meeting, and incorporated in to Caledon's Official Plan. In Phase 3, the P&D Department will prepare a draft secondary plan which will be presented at a Council Information Workshop for initial comments and input from Council before being circulated to the SAG and Agency Advisory Group for review and comment, and presented to the public at an Open House, again for review and comment. In Phase 4, all comments will be considered by the P&D Department and the draft secondary plan will be revised as necessary. Phase 4 of the work program has been revised so that when the P&D Department has made all the

RBI.10



necessary revisions the proposed official plan amendment can be reviewed again with Council at a Council Information Workshop and the SAG prior to Council consideration.

7. *"While CEAC appreciate the distinction between the Agency Advisory Group and the Stakeholder Advisory Group, CEAC would be looking for opportunities to interact with some members of the Agency Advisory Group, most specifically the conservation authorities, throughout the planning process. We wonder how this interaction might be facilitated."*

P&D Response:

Select agencies, such as the conservation authorities, can be invited to SAG meetings as and when appropriate (i.e. at the end of Phase 1 when the results of the Phase 1 technical studies are presented). In addition, as an advisory committee of Council, CEAC has the ability to meet with the conservation authorities and, as has occurred in the past, the P&D Department would be willing to facilitate such meetings.

**Valleywood Residents Association:**

1. *"When notes are taken at the Stakeholder Advisory Group meetings, who takes the notes and by what process are they adopted?"*

P&D Response:

Meeting notes will be taken at all SAG meetings by Town staff, typically an administrative assistant from the P&D Department. Draft meeting notes will be circulated to the SAG for review and approval prior to being formally circulated to the SAG and to Council for their information. The GTR has been revised accordingly.

2. *"Will the single "resident at large" vote be able to cancel out the vote representing the VRA?"*

P&D Response:

All members of the SAG will have fair and equal opportunity to provide comments at key milestone events during the secondary planning exercise. The SAG is not a decision making body and therefore will not vote on issues. No revision to the GTR is required.

**GSAI:**

See earlier discussion on GSAI submission on pages 5 to 8 of this report.

**Peel – Transportation Planning:**

1. *"For the Traffic Impact Study to be conducted as part of this secondary planning exercise, we would recommend this study to be a "transportation impact study" to consider the effect of development on all modes (cycling, walking, and transit (if any))."*

P&D Response:

The subject technical study name has been revised to Transportation Impact Study and it will consider the effect of development on all modes (cycling, walking, and transit (if any)).

2. *"When developing the detailed terms of reference (TOR) for the transportation impact study we would like to be circulated on the TOR for review and comment."*



RBI.11

P&D Response:

This request is already contemplated in the GTR. No revision to the GTR is required.

3. *"The TOR suggest one of the implementation documents to be completed include a traffic management plan, the recommendations in this study should include an integrated multi-modal transportation network system including arterials, collector and local access road connections, together with pedestrian and cycling facilities, and potential transit routes to support development."*

P&D Response:

In consideration of Peel's first comment, the subject implementation document name has been revised to Transportation Management Plan. In addition, the GTR has been revised to address Peel's recommendation vis a vis an integrated multi-modal transportation network system.

4. *"As part of the planning exercise, it would be great to have the opportunity to formulate and test alternative land use strategies against the preferred transportation plan to maximize the land use/transportation relationship."*

P&D Response:

The findings, results and recommendations of the technical studies, including the Transportation Impact Study, completed in Phase 1 of the secondary planning exercise, will contribute to the development and evaluation of various land use scenarios to accommodate the population and employment forecasts for Mayfield West. A comprehensive evaluation of the land use scenarios will be undertaken using evaluation criteria. The evaluation criteria will be based on relevant provincial policies and the policy requirements of the Peel and Caledon Official Plans, as well as input received through stakeholder and agency consultation. Caledon Council will endorse the evaluation criteria for the Phase Two Secondary Plan at a Council meeting. No revision to the GTR is required.

***Additional Substantive Revisions to the GTR:***

With respect to the implementation documents identified in Section 8.0 of the GTR, the Transportation Management Plan and the Community Design Plan will be approved by Council. As such, the work program has been revised to show two additional points of contact with Council i.e. Council Meeting #6 and #7.

As previously noted, step 9 of the work program involves the development and evaluation of land use scenarios. An important part of this step is the initial development of evaluation criteria. The work program has been revised so that the evaluation criteria can be reviewed with and comments and input received from Council at a Council Information Workshop (i.e. #4) and the SAG (i.e. #4) prior to Council endorsement at a Council meeting (i.e. #3).

The GTR has been revised to include nine (9) additional points of contact associated with the public participation component of the secondary planning exercise. This is an appropriate revision in order that this secondary planning exercise be consistent with the secondary planning exercise for OPA 208 and to address CEAC's recommendations. While this is a somewhat significant increase, the P&D Department believe the additional points of contact can be accommodated within the recommended 27 month

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timeframe. Not adding these points of contact would not allow a reduction in the timeframe.

Based upon the above, it is recommended that Council direct the P&D Department to undertake the Phase Two Secondary Plan in accordance with the GTR attached to this report as Schedule "A".

### **FINANCIAL IMPLICATIONS**

As previously noted, all cost, save and except for Caledon and agency staff time, associated with the preparation of the Phase Two Secondary Plan, and the preparation of and the request for approval of an amendment to the Peel Official Plan, will be borne by MSDG. On March 4, 2008, Caledon Council authorized the Mayor and Clerk to sign an agreement with the MSDG and GSAI for the purposes of funding the cost of preparing the Phase Two Secondary Plan (P&D Report 2008-20 & Legal Service Report 2008-09). This agreement has been signed by all parties.

### **COMMUNITY WORK PLAN**

The Phase Two Secondary Plan is not listed in Caledon's Community Work Plan.

### **POLICIES/LEGISLATION**

1. *Planning Act, as amended.*
2. Provincial Policy Statement 2005.
3. The Growth Plan, 2006.
4. Greenbelt Plan 2005.
5. Peel Official Plan.
6. Caledon Official Plan.

### **CONSULTATIONS**

1. Council Information Workshop April 15, 2008.
2. Recommended SAG Meeting April 15, 2008.
3. MSDG/GSAI meeting April 24, 2008.
4. Region of Peel.
5. Caledon Senior Management Team.

### **ATTACHMENTS**

Schedule "A" – Mayfield West Phase Two Secondary Plan: General Terms of Reference.

### **CONCLUSION**

Caledon's population and employment study confirmed that there would be no change to the 2021 Caledon-wide population forecast of 84,444 and recommended a 2031 Caledon-wide population forecast of 108,000. For Mayfield West, the 2021 population forecast has been revised from 13,100 to 17,000, representing a 3,900 population increase (reallocated from elsewhere from Caledon), and a 2031 population forecast of 26,838 has been established, representing an additional 9,838 population between 2021 and 2031.

Initiated by the Town of Caledon, the Phase Two Secondary Plan will be undertaken in accordance with GTR which outlines the secondary planning exercise. The work program contained in the GTR is designed to fulfill the provincial policy requirements in

RBI.13



respect of a municipal comprehensive review and the requirements of the Peel and Caledon Official Plan's in respect of an expansion to the Mayfield West Rural Service Centre settlement boundary. The required study and analysis will have been completed to allow Caledon to make an application to Peel to amend the Peel Official Plan to expand the Mayfield West Rural Service Centre settlement boundary on or before June 16, 2009.

It is recommended that Council direct the P&D Department to undertake the Phase Two Secondary Plan in accordance with the GTR attached to this report as Schedule "A".

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Schedule "A" to Planning & Development Department, Policy Section Report 2008-28  
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**PLANNING AND DEVELOPMENT DEPARTMENT**

**GENERAL TERMS OF REFERENCE**

**FOR THE  
MAYFIELD WEST PHASE TWO SECONDARY PLAN**

**May 13, 2008**

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Mayfield West Phase Two Secondary Plan  
General Terms of Reference May 13, 2008

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Mayfield West Phase Two Secondary Plan  
General Terms of Reference May 13, 2008

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- Attachment "A" – Schedule B: Mayfield West Land Use Plan
- Attachment "B" – Project Work Program and Schedule

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Mayfield West Phase Two Secondary Plan  
General Terms of Reference May 13, 2008

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**GENERAL TERMS OF REFERENCE  
FOR THE  
MAYFIELD WEST PHASE TWO SECONDARY PLAN**

**1.0 Introduction**

Mayfield West is a Rural Service Centre in the Town of Caledon. Rural Service Centres are compact, well integrated rural towns on full piped water and sewer services and provide a wide range of commercial, employment, recreational, institutional and community services to serve both the needs of residents within the settlement, and to residents in other areas of Caledon.

On August 1, 2006 Caledon Council directed staff to commence work on terms of reference for an expansion to the Mayfield West Rural Service Centre settlement boundary, west of Highway 10. Under provincial policy, settlement boundary expansions may only occur as part of a municipal comprehensive review which is defined as *“an official plan review, or an official plan amendment, initiated by a municipality that comprehensively applies the policies and schedules of this Plan”* (Places to Grow: The Growth Plan for the Greater Golden Horseshoe 2006). Accordingly, Caledon has initiated a secondary planning exercise, namely the Mayfield West Phase Two Secondary Plan, to fulfill the provincial policy requirements in respect of a municipal comprehensive review.

The General Terms of Reference (“GTR”) sets out a road map for the secondary planning exercise, describing among other things, the objectives, scope and deliverables (i.e. what has to be achieved), stakeholders, roles and responsibilities (i.e. who will take part in it), resources and work program (i.e. how it will be achieved), and schedule (i.e. when it will be achieved).

For the purposes of the GTR, the Mayfield West Phase Two Secondary Plan (“Secondary Plan”) will be the end product of a secondary planning exercise. The secondary planning exercise fulfils the planning process that is required to complete the end product.

**2.0 Background**

Caledon’s population and employment forecasts and allocations study developed population and employment forecasts for Caledon as a whole and population allocations for the communities within Caledon for the 2021 and 2031 planning horizons. For the 2021 planning horizon, the study confirmed the approved Caledon-wide population forecast of 84,444, but recommended that population be reallocated among some of the

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Mayfield West Phase Two Secondary Plan  
General Terms of Reference May 13, 2008

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communities, including Mayfield West, within Caledon. For the 2031 planning horizon, the study recommended a Caledon-wide population forecast of 108,000.

The recommendations from the population and employment forecasts and allocations study are contained in a proposed amendment to the Population and Employment policies in Caledon's Official Plan, namely Official Plan Amendment No. 203 ("OPA 203"). OPA 203 proposes to increase the 2021 population forecast for Mayfield West from 13,100 to 17,000, an additional 3,900 population, and establishes a 2031 population forecast for Mayfield West of 26,838, which represents an additional 9,838 population between 2021 and 2031. Caledon Council endorsed OPA 203 on August 1, 2006 (Planning & Development Report 2006-49).

On November 6, 2007 Caledon Council reiterated its support for the 2021 approved Caledon-wide population forecast and confirmed its endorsement of the 2031 Caledon-wide population forecast of 108,000 (Planning & Development Report 2007-61). Furthermore, Council directed staff to continue to use the population and employment forecasts contained in OPA 203 in all population related planning matters.

### **3.0 Policy Context**

The secondary planning exercise will be undertaken in accordance with provincial legislation e.g. *Planning Act* (as amended by Bill 26 and Bill 51) and provincial policies e.g. Provincial Policy Statement 2005 ("PPS, 2005"), Places to Grow: The Growth Plan for the Greater Golden Horseshoe 2006 ("Growth Plan, 2006") and the Greenbelt Plan 2005 ("Greenbelt Plan, 2005") and the Region of Peel and Caledon Official Plans.

#### Provincial Legislation and Policies

The *Planning Act* establishes the rules for land use planning in Ontario. Improved land use planning contributes to the social, economic and environmental well-being of Ontario's communities. To meet these goals, the province has in recent years made changes to the *Planning Act*. The *Strong Communities (Planning Amendment) Act, 2004*, (Bill 26) includes measures that prevent appeals to the Ontario Municipal Board of settlement area expansions that are not supported by municipalities. The *Planning and Conservation Land Statute Law Amendment Act, 2006* (Bill 51) has amended the *Planning Act* to help municipalities better manage their development through well-planned growth. Bill 51 provides municipalities with new design tools under Section 41 of the *Planning Act* (site plan control) to support compact, integrated and sustainable communities.

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Mayfield West Phase Two Secondary Plan  
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The PPS, 2005 provides policy direction on matters of provincial interest related to land use planning and development, setting the policy foundation for regulating the development and use of land. With the objective of building and sustaining healthy, liveable and safe communities and recognizing that efficient development patterns optimize the use of land, resources and public investment in infrastructure and public service facilities, the PPS, 2005 directs that planning authorities provide for land use patterns that promote a mix of housing, employment (including industrial, commercial and institutional uses) parks and open spaces, and transportation choices that facilitate pedestrian mobility and other modes of travel.

The Growth Plan, 2006 is a framework for implementing the province's vision for building stronger, prosperous communities. While building on other key provincial initiatives including the PPS, 2005 and the Greenbelt Plan, 2005, the Growth Plan, 2006 provides growth management policy direction and population and employment forecasts for the Greater Golden Horseshoe area, including the Region of Peel, for the 2031 planning horizon. With an emphasis on building more compact, transit-supportive communities in designated greenfield areas, the Growth Plan, 2006 encourages the development of complete communities with a diverse mix of land uses, a range and mix of employment and housing types, high quality public open space and easy access to local stores and services (S. 2.2.2).

The Mayfield West Community Development Plan Study Area includes portions of the Greenbelt. The Greenbelt Plan, 2005 identifies where urbanization should not occur in order to provide permanent protection to the agricultural land base and the ecological features and functions occurring on this landscape.

#### Region of Peel Official Plan ("Regional Plan")

Bill 136, *The Places to Grow Act*, received Royal Assent on June 13, 2005 and requires that municipalities bring their Official Plans into conformity with the Growth Plan, 2006 by June 16, 2009. The Region of Peel is undertaking a conformity exercise known as the Peel Region Official Plan Review ("PROPR"). The "Managing Growth" focus area of the PROPR will identify how the population forecast in the Growth Plan, 2006 for the Region of Peel will be allocated to the City of Brampton, City of Mississauga and Caledon. OPA 203 represents Caledon's position, in respect of population and employment forecasts, in the context of the PROPR exercise.

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Under the Regional Plan (S. 7.9.2.8), any expansion to a Rural Service Centre settlement boundary will require an amendment to the Regional Plan to amend Schedule D, Regional Structure, and Schedule B, Prime Agricultural Areas which show the Mayfield West Rural Service Centre. Additionally, the Regional Plan sets out requirements for a comprehensive analysis where an expansion to a Rural Service Centre settlement boundary is proposed. The work program for the secondary planning exercise is required to fulfill the requirements of a comprehensive analysis as set out in the Regional Plan.

The Regional Plan (S.5.4.3.2.9), through Regional Official Plan Amendment No. 17, states:

*"The boundary shown on Schedule "D" and designated in the legend "Study Area Boundary" is the area within which additional growth for Mayfield West beyond the 2021 population target is anticipated to occur. If additional growth to meet future population targets is allocated to the Mayfield West study area Council will direct it west of Highway 10 within the study area boundary. Studies to confirm the exact land requirements and to confirm compliance with requirements at that time, including such things as the Provincial Policy Statement, the Places to Grow Plan and the provisions of Section 7.9.2.8 of this plan, will be completed prior to adoption of any Official Plan Amendment to designate said lands in the Rural Service Centre of Mayfield West."*

#### Caledon Official Plan

Caledon's pro-active approach to growth management – the "tri-nodal" strategy – directs the majority of new population and employment growth in Caledon to the Rural Service Centre settlements of Mayfield West, Bolton and Caledon East. This pattern of growth focuses development in the south of Caledon, away from sensitive environmental areas and heritage settlements, minimizes interference with agricultural activity and concentrates new demands for services in locations where this demand can be most readily met (S.2.2.2). The established settlement pattern in Caledon also reinforces the concept of Caledon continuing to be a community of communities.

Caledon's Official Plan sets out criteria for reviewing an amendment to the Official Plan to expand settlement boundaries (S.5.10.3.23). In addition, the Official Plan identifies studies to be completed to assess the appropriate development boundaries and lands to be included in an expanded Mayfield West Rural Service Centre (S.5.10.4.3.2.3).

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The Mayfield West Community Development Plan Study Area is established on Schedule B: Mayfield West Land Use Plan in Caledon's Official Plan (see Attachment "A to the GTR). Within this area, a compact, well integrated community is being developed in the long term through a series of phased expansions. These phased expansions are based on long-term population and employment forecasts contained in Caledon's Official Plan as may be updated from time to time.

The Secondary Plan shall conform to, implement, and be interpreted in the context of the Principles, Strategic Direction, Goals, Objectives and policies of the Official Plan (S.6.2.4.3) and all other applicable upper tier policies and legislation.

#### **4.0 Population and Employment Forecasts and Planning Horizons**

##### Population Growth

As previously stated, Caledon Council endorsed OPA 203 on August 1, 2006 and again on November 6, 2007. OPA 203 proposes to increase the 2021 population forecast for Mayfield West from 13,100 to 17,000, an additional 3,900 population, and establishes a 2031 population forecast for Mayfield West of 26,838, which represents an additional 9,838 population between 2021 and 2031. Furthermore, Caledon Council has directed staff to continue to use the population forecasts contained in OPA 203 in all population related planning matters.

While the pre-2021 population reallocation of 3,900 is driving the need to undertake this secondary planning exercise within the short-term, in accordance with provincial policy guidance and Caledon's Official Plan (S.5.10.4.3.2.4), the appropriate development boundaries and lands to accommodate the 2021 and 2031 population forecasts for Mayfield West will be addressed through this secondary planning exercise.

##### Employment Land Needs

The Caledon Official Plan encourages industrial and other non-residential forms of growth in order to maintain and enhance the assessment base and to provide local employment. A more favourable population and employment ratio is desired to further the concept of live/work communities and to benefit the local economy. In this regard, Caledon shall endeavour to ensure at all times the availability of an adequate supply of appropriately located, lotted, priced and designated serviced and unserviced land for industrial purposes (S.3.3.3.2). Furthermore, the Official Plan contains the following objectives: attract a broad range of industries including corporate office commercial uses;

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promote expansion of existing businesses and attract new enterprises; and provide a diverse and sufficient supply of industrial land to meet the demands and needs of various industries (S.5.5.2).

In order to function as a viable, full service community, Mayfield West needs a significant employment base. A high quality industrial area is needed to attract higher intensity uses that would help to fulfill this objective. While there are currently opportunities for such development within Mayfield West's existing industrial area, provided through the Mayfield West Secondary Plan (Official Plan Amendment No. 208), the challenge will be to maintain employment growth over the long term in a reasonable balance with population growth. Located east of Highway 10, the Mayfield West Secondary Plan includes approximately 450 gross acres of lands designated for employment purposes related to industrial uses. At the time of writing these terms of reference, Caledon has received applications for development of approximately 290 gross acres or 65% of the total area.

On July 4, 2006 Caledon Council directed staff to examine, in the context of proposed Official Plan Amendment No. 203, the need for additional employment lands in Mayfield West and, generally, where these additional employment lands should be located. This examination is being carried out through Caledon's employment land needs study. Through the finalization of this study, if additional employment lands are allocated to the Mayfield West Rural Service Centre, the secondary planning exercise will examine integration of these additional employment lands into the Mayfield West Rural Service Centre.

### **5.0 Study Area**

Any expansion to the existing Mayfield West Rural Service Centre settlement boundary as a result of this secondary planning process will occur within the Mayfield West Community Development Plan Study Area.

Caledon Council has made a commitment in regard to the 3,900 allocation to Mayfield West; the 3,900 population will be located subject to the policies of Regional Official Plan Amendment No. 17 (ROPA 17) which directs additional growth allocated to Mayfield West to be located west of Highway 10 (Planning and Development Report 2006-49). Therefore, in the context of planning for the 2021 planning horizon and the additional 3,900 population allocated to Mayfield West, the study area for this secondary planning

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exercise is confined to the lands within the Mayfield West Community Development Plan Study Area, west of Highway 10.

In order to give due consideration and opportunity for a logical and compatible expansion of the existing Mayfield West Rural Service Centre settlement boundary, in the context of planning for the 2031 planning horizon, the study area for this secondary planning exercise while confined to the Mayfield West Community Development Plan Study Area will not be confined to the west of Highway 10.

However, for the purposes of undertaking some of the required technical studies to support the Secondary Plan (e.g. Comprehensive Environmental Impact Study & Management Plan and Transportation Impact Study), consideration may need to be given to an area beyond the Mayfield West Community Development Plan Study Area. If and when this occurs, it should not be interpreted as identifying such lands beyond the Mayfield West Community Development Plan Study Area as eligible for inclusion in any expansion of the Mayfield West Rural Service Centre settlement boundary.

## **6.0 Study Approach and Structure**

The recommended structure of the secondary planning exercise consists of twenty-four (24) steps generally structured into four phases as outlined in Table 1 (these steps are described in more detail later in the GTR).

### Phase 1: Existing Conditions, Characterizations, Opportunities and Constraints

Through a set of technical studies, as described in Section 7.0 of the GTR, Phase 1 will provide a full description and analysis of the existing conditions, characterization, opportunities and constraints applicable, in the context of the secondary planning exercise, to the Mayfield West Community Development Plan Study Area. The Phase 1 technical studies comprise a Comprehensive Environmental Impact Study & Management Plan: Part A (Existing Conditions and Characterization); Agricultural Impact Assessment; Water & Wastewater Servicing Study: Part A; Cultural Heritage Survey; Transportation Impact Study: Part A; Noise Impact Assessment; and Commercial Impact Study.

In Phase 1 an Open House will be held to introduce the secondary planning exercise, present the information compiled to date and to solicit additional information, issues and concerns from stakeholders and the public.

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### Phase 2: Selection of Preferred Land Use Scenario and ROPA Application

The initial task in Phase 2 is to envision the desired new community and identify a series of ideas, principles, goals and objectives (hereinafter referred to generally as "principles") that would help determine where the new community should be located and what major design elements should be incorporated. The principles will be based on relevant provincial policies and the policy requirements of the Region of Peel and Caledon Official Plans, as well as input received from the Stakeholder Advisory Group and through agency consultation. It is proposed to use the relevant and applicable principles that were endorsed by Caledon Council for the Mayfield West "Phase One" Secondary Plan (Planning and Development Report 2003-69) as a starting point for the selection of principles for this secondary planning exercise. Caledon Council will endorse the principles.

The findings, results and recommendations of the technical studies completed in Phase 1 will contribute to the development and evaluation of various land use scenarios to accommodate the population and employment forecasts noted in Section 4.0 and the needs for new development that may have been identified in Phase 1. Accordingly, it is expected that an iterative relationship will exist between the technical studies identified in Phase 1 and Phase 2.

In addition, the following known land use and development interests and ongoing and potential future infrastructure improvements will be considered when developing the land use scenarios.

#### Commercial Centre

Fieldgate Developments (commonly referred to as Caledon 410 Developments) own the property at 12290 Hurontario Street and has expressed interest to develop a major commercial centre at this location. This property is within the Mayfield West Community Development Plan Study Area, west of Highway 10.

#### Brampton Christian School

KRT Christian Schools (commonly referred to as Brampton Christian School) own the property at 12480 Hurontario Street and have expressed interest to expand the existing school facility and to develop additional uses associated with the existing school. This property is within the Mayfield West Community Development Plan Study Area, west of Highway 10.

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### Former CPR Line

The former CPR line that runs through the Mayfield West Community Development Plan Study Area, west of Highway 10, is owned by the Town of Orangeville and managed by the Orangeville Railway Development Corporation. The rail line connects Orangeville to the Canadian Pacific Railway in Mississauga (Streetsville) and is currently used to transport resource materials to Orangeville manufacturers two days a week. The planning for development adjacent to the rail line will need to follow CPR guidelines.

### Brampton Airport

Brampton Airport is a privately run establishment located immediately northwest of the Mayfield West Community Development Plan Study Area, west of Highway 10. As well as accommodating flights for recreational and business purposes, the airport operates as a flight training school. Approximately 200-300 flights per day operated out of the airport or about 50% of capacity. The airport has no plans at this time to commercialize their operations to provide for scheduled flights, however, the airport does anticipate an increase in pilot training activity in the future to about 75% of the airport capacity.

### City of Brampton: Mount Pleasant Secondary Plan

Located adjacent to and south of the Mayfield West Community Development Plan Study Area, west of Highway 10, the Mount Pleasant Secondary Plan area is approximately 1,800 acres in size and is bounded by Mayfield Road to the north, the Fletcher's Meadow Secondary Plan area to the east, Bovaird Drive to the south and Mississauga Road to the west. The Mount Pleasant lands are designated as part of the North West Brampton Urban Development Area. The planning for development in Caledon adjacent to the Mount Pleasant Secondary Plan area will give consideration to the compatibility of land uses.

### Highway 410 Extension

Highway 410 is being extended through Caledon in an east/west alignment from Mayfield Road east of Heart Lake Road and connecting into existing Highway 10 (Huronario Street) adjacent to the Valleywood neighbourhood. This extension is intended to accommodate existing and future traffic volumes related to growth in Brampton, Caledon and beyond as well as to complete a major link in the provincial highway network. A full interchange will be provided at Valleywood Boulevard/Highway 10. Completion of the extension is anticipated in 2009.

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### Potential Future Transportation Corridors

The Ontario Ministry of Transportation ("MTO") has initiated an Environmental Assessment (EA) Study for the GTA West Corridor. A GTA West Corridor, from Highway 400 westerly to the Guelph area, is identified in the Growth Plan, 2006. The preliminary study area for the EA includes the southern part of Caledon.

In addition, MTO and the City of Brampton are planning a new north south multi-modal transportation corridor in the west Brampton/east Halton area that could potentially provide a north south link between the GTA West Corridor and Highways 401 and 407.

The following technical studies that commenced in Phase 1 will continue in to Phase 2, a Comprehensive Environmental Impact Study & Management Plan: Part B (Detailed Studies and Impact Assessment); Water & Wastewater Servicing Study: Part B; and Transportation Impact Study: Part B. These studies, combined with a financial impact analysis, will identify the potential impacts and/or issues associated with each of the land use scenarios with respect to their specific subject areas.

A comprehensive evaluation of the land use scenarios will be undertaken using evaluation criteria which will be based on the Council endorsed principles. In order to serve effectively as evaluation criteria, the Council endorsed principles will need to be refined and elaborated on to ensure they are sufficiently explicit to give adequate direction. The evaluation criteria will be based on relevant provincial policies and the policy requirements of the Region of Peel and Caledon Official Plans, as well as input received from the Stakeholder Advisory Group and through agency consultation. It is proposed to use the applicable evaluation criteria that were endorsed by Caledon Council for the Mayfield West "Phase One" Secondary Plan (Planning and Development Report 2004-92) as a starting point for the selection of evaluation criteria for this secondary planning exercise. Caledon Council will endorse the evaluation criteria.

Generally, as a guide and as a minimum, the land use scenarios will be evaluated in terms of:

- (a) Their environmental impacts, environmental enhancement opportunities and environmental policy implications;
- (b) Their impacts on agricultural land and the long term viability of the agricultural economy and community;

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- (c) Their impacts on the existing and planned transportation system, their requirements for new transportation infrastructure and the feasibility, timing and cost of any required new infrastructure;
- (d) The feasibility, timing and cost implications for water supply and wastewater treatment infrastructure;
- (e) The requirements for community services, such as schools and recreation facilities;
- (f) The ability of the scenarios to meet a diversity of housing and service needs;
- (g) Community form and land use compatibility;
- (h) Fiscal and economic impacts; and
- (i) Conformity to the Town's Principles, Strategic Directions and Goals and other applicable Town, Regional and provincial policies.

A Phase 2 Open House will be held to obtain public comments on the land use scenarios prior to completing the evaluation.

Phase 2 will include the selection of a preferred land use scenario for the 2021 and 2031 planning horizons and Caledon Council's endorsement of a conceptual land use pattern. At this point, it is anticipated that sufficient study and analysis will have been completed in order to address the requirements set out in the Regional Official Plan in respect of Rural Service Centre boundary expansions. This will allow Caledon to make an application in or before June 2009 to the Region of Peel to amend the Regional Official Plan to expand the Mayfield West Rural Service Centre settlement boundary; the secondary planning exercise will provide the analysis to determine if the application is for the 2021 or 2031 planning horizon.

### Phase 3: Draft Secondary Plan

In Phase 3, the Comprehensive Environmental Impact Study & Management Plan: Part C (Implementation) will be completed which will include the following components: conclusions, recommendations, strategies and management measures; long term monitoring plan; comprehensive adaptive management plan; and guidelines for site specific environmental studies. In addition, to assist in the implementation of the planning objectives and policies contained in the Secondary Plan, a set of implementation documents will be prepared including a Community Phasing Plan; a Transportation Management Plan; and a Community Design Plan.

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Phase 3 will culminate in the preparation of a draft Secondary Plan which will provide detailed planning objectives and policies for future development activities in an expanded Mayfield West Rural Service Centre. Accordingly, it is expected that an iterative relationship will exist between preparing the draft Secondary Plan and the implementation documents.

The draft Secondary Plan will be presented at a Council Information Workshop for initial comments and input from Council before being circulated to the Stakeholder Advisory Group and Agency Advisory Group for review and comment and presented to the public at an Open House, again for comment and input.

**Phase 4: Final Recommendations and Official Plan Amendment**

In Phase 4, the draft Secondary Plan will be reviewed by Caledon staff based on the comments received in Phase 3 and a final Secondary Plan will be prepared for presentation at a formal Public Information Meeting ("PIM"). Following the PIM, a recommended Secondary Plan, in the form of a local Official Plan Amendment, will be finalized for Council's consideration.

All other implementation documents commenced in Phase 3 will be finalized prior to Council consideration of the local Official Plan Amendment.

**Table 1: The Secondary Planning Exercise**

<p><b>Phase 1: Existing Conditions, Characterization, Opportunities and Constraints</b></p>	<ol style="list-style-type: none"> <li>1. Comprehensive Environmental Impact Study &amp; Management Plan (Part A)</li> <li>2. Agricultural Impact Assessment</li> <li>3. Water &amp; Wastewater Servicing Study (Part A)</li> <li>4. Cultural Heritage Survey</li> <li>5. Transportation</li> <li>6. Impact Study (Part A)</li> <li>7. Noise Impact Assessment (Part A)</li> <li>8. Commercial Impact Study</li> </ol>
<p><b>Phase 2: Selection of Preferred Land Use Scenario and ROPA Application</b></p>	<ol style="list-style-type: none"> <li>9. Developing Community Planning &amp; Design Principles</li> <li>10. Developing &amp; Evaluating Land Use Scenarios</li> <li>11. Comprehensive Environmental Impact Study &amp; Management Plan (Part B)</li> <li>12. Transportation Impact Study (Part B)</li> <li>13. Water &amp; Wastewater Servicing Study (Part B)</li> <li>14. Financial Impact Analysis</li> <li>15. Selection of Preferred Land Use Scenario</li> <li>16. Regional Official Plan Amendment Application (ROPA)</li> </ol>

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<p><b>Phase 3: Draft Secondary Plan</b></p>	<p>17. Comprehensive Environmental Impact Study &amp; Management Plan (Part C) 18. Community Phasing Plan 19. Transportation Management Plan 20. Community Design Plan 21. Master Financial Agreement 22. Draft Secondary Plan</p>
<p><b>Phase 4: Final Recommendations and Official Plan Amendment</b></p>	<p>22. Finalize Secondary Plan 23. Finalize Implementation Documents 24. Council Consideration of Official Plan Amendment</p>

**7.0 Technical Studies**

As previously discussed, the subject areas that must be addressed through the secondary plan exercise are defined by provincial policies and the policy requirements of the Region of Peel and Caledon Official Plans. Accordingly, a set of technical studies will be completed in support of the Secondary Plan.

The technical studies will generally be completed by consultants retained by Caledon through its Purchasing Policies By-law No. 2004-148. A series of technical terms of reference will be prepared by the Planning & Development Department to provide detailed work plans for these studies and additional direction to the consultants. Due to the technical nature of some of the studies, the Planning & Development Department shall seek input into these detailed terms of reference from other relevant Caledon departments and agencies such as Toronto Region Conservation Authority ("TRCA"), Credit Valley Conservation ("CVC") and the Region of Peel.

Some technical information required to complete these studies may already be available in studies or reports completed by agencies (e.g. Region of Peel, TRCA and CVC) or submitted to Caledon by development interests in support of their planning proposals (e.g. Mayfield Station Developers Group). Caledon will seek approval from such agency or development interest and their consultants for access to, and use of, the technical information to determine if it could assist in meeting the requirements of the detailed terms of reference for the technical studies outlined below.

The findings, results and recommendation of the technical studies will contribute to the selection and evaluation of various land use scenarios for an expanded Mayfield West

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Rural Service Centre as well as the preferred land use scenario. The technical studies to be completed are as follows.

### **7.1 Comprehensive Environmental Impact Study and Management Plan**

Caledon's Official Plan contains detailed ecosystem planning and management policies whose fundamental objective is to ensure that as land uses change and development occurs, the integrity of Caledon's ecosystems is protected, maintained and, as appropriate, restored and enhanced (S.3.1). A Comprehensive Environmental Impact Study and Management Plan (Comprehensive EIS & MP) will provide detailed information regarding environmental features, functions, linkages and interdependencies, recommend environmental protection, management and monitoring measures, and assess the impacts of planned urban development on the ecosystem and evaluate land use scenarios (S.5.7.3.7).

In general, the Comprehensive EIS & MP will identify, describe and delineate the ecological systems (form and function) and features within and adjacent to the study area. Through an analysis of the dynamics and interrelationships of the ecosystem, with consideration for the supporting lands and natural system that may be outside of the study area, the study will assess the potential environmental impacts of locating urban land uses and infrastructure within the study area and their compatibility with Caledon's ecosystem goals, objectives, policies and performance measures. The study will recommend environmental protection and enhancement targets, as well as assess the ecological impacts of the planned urban development. Finally, the study will outline an environmental management plan (also referred to as a comprehensive adaptive management plan) for the proposed Secondary Plan which will recommend measures for the management, enhancement and restoration of the ecosystem.

On March 4, 2008, Caledon Council authorized the retainer of Philips Engineering Ltd. to undertake the Comprehensive EIS & MP for the secondary planning exercise pursuant to the terms of reference for the study prepared jointly by Caledon, Region of Peel, TRCA and CVC.

### **7.2 Agricultural Impact Assessment**

Certain lands within the Mayfield West Community Development Plan Study Area are designated Prime Agricultural Area in the Regional Official Plan and Agricultural Area in Caledon's Official Plan. The Regional Official Plan requires that proposals to expand a

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Rural Service Centre settlement boundary address issues related to agriculture and essentially provide justification for the proposed expansion including alternatives that avoid prime agricultural areas; compliance with the minimum distance separation formulae; population and employment forecasts and opportunities for efficient use of land in existing areas.

The intent of the PPS, 2005 to protect prime agricultural areas is reflected in Caledon's proposed Official Plan Amendment 179 which seeks to protect and promote agricultural uses in the Prime Agricultural Area, ensure all new land uses are compatible with surrounding agricultural uses, and limit further fragmentation of land (S.5.1.1.3). Furthermore, Caledon's Official Plan settlement policies include criteria such as whether the expansion is a logical and contiguous addition to the existing settlement; the need and demand for the development; reasonable alternative locations which avoid prime agricultural areas; and compliance with the minimum distance separation formulae.

Proposals in the Prime Agricultural Area that have the potential to negatively impact agricultural uses will require an agricultural impact assessment (S.5.1.1.17.2). The study requirements include a description of the proposed development, the need for the proposed development, the on-site and surrounding land uses and agricultural capabilities, the physical and socio-economic components of the agricultural resource base, and the land use compatibility of the proposed use with surrounding agricultural uses and agricultural community. The assessment must identify the direct and indirect impacts of the proposed development on existing agricultural uses and on the flexibility of the area to support different types of agriculture, must provide an alternative location analysis and must identify possible mitigation measures (S.5.1.1.17.2).

In the case of this secondary planning exercise, the need analysis and the identification of potential development areas will be identified in other technical studies. The Agricultural Impact Assessment will focus on the agricultural resource base, the existing and potential agricultural operations and the agricultural community. The analysis will examine the factors that determine the short and long-term viability of agriculture in the vicinity of Mayfield West, such as the proliferation of non-agricultural uses, land tenure and fragmentation. The value, viability and sensitivity of agricultural activities on various land areas will be compared.

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### **7.3 Water & Wastewater Servicing Study**

Future development in Mayfield West will be serviced by municipal water and wastewater services provided by the Region of Peel through the South Peel System. The Water and Wastewater Servicing Study will involve a two-part approach. Part A of the study will include a full description and analysis of the capacity of the existing infrastructure and the opportunities and constraints applicable, in the context of the secondary planning exercise, to the Mayfield West Community Development Plan Study Area. Part B of the study will identify the new infrastructure that would be required for new growth and the timing and financial implications of servicing the land use scenarios developed in Phase 2 of the secondary planning exercise.

### **7.4 Cultural Heritage Survey**

Cultural heritage resource conservation is required under provincial legislation to be recognized in the land use planning process. Caledon seeks to wisely manage cultural heritage resources within its municipal boundaries that are of historical, architectural and archaeological value.

Conservation of cultural heritage resources shall be consistent with the provisions of Section 3.2 of Caledon's Official Plan. Accordingly, a Cultural Heritage Survey ("CHS"), comprised of a Stage 1 Archaeological Assessment, a Built Heritage Resource Assessment, and a Cultural Heritage Landscapes Assessment, will be undertaken. The CHS will identify the level of significance of any cultural heritage resources, including archaeological resources and potential, existing within and in close proximity to the Mayfield West Community Development Plan Study Area, and make recommendations for the conservation of the cultural heritage resources. The CHS will be undertaken by a qualified professional(s) with appropriate expertise retained by Caledon.

### **7.5 Transportation Impact Study**

A Transportation Impact Study ("TIS") will be undertaken to provide an understanding of the existing and potential transportation linkages (pedestrian, vehicular and transit) that do and could contribute to an effective and efficient transportation network that supports mobility, accessibility of services and economic viability in Mayfield West.

The TIS is a two-part study. Part A of the study will include a full description and analysis of the capacity of the existing infrastructure and the opportunities and constraints applicable, in the context of the secondary planning exercise, to the Mayfield

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West Community Development Plan Study Area. Part B of the study will identify the new infrastructure that would be required for new growth and the timing and financial implications of servicing the land use scenarios developed in Phase 2 of the secondary planning exercise.

#### **7.6 Noise Impact Assessment**

Several potential environmental noise sources exist within and in close proximity to the Mayfield West Community Development Plan Study Area including road traffic on existing and future roadways, aircraft using the Brampton Airport and the railway right-of-way – formerly Canadian Pacific Railways, now the Orangeville Railway Development Corporation. The Ministry of the Environment publishes environmental noise guidelines for road, rail and airport sources. In addition, the Region of Peel has produced guidelines that are to be used when road traffic noise is being assessed. A noise impact assessment will be undertaken to provide an overview of the environmental noise issues and implications affecting the Mayfield West Community Development Plan Study Area.

#### **7.7 Commercial Impact Study**

In accordance with Caledon's Official Plan, commercial development within Caledon is focused primarily in the Rural Service Centres in order to concentrate commercial retail and service facilities within Caledon. This strategy maximizes the opportunities to provide a wider range of shopping facilities to Caledon's residents and promotes the recapturing of commercial retail and service dollar outflows from Caledon (S.5.4.3.1). In this regard, Caledon shall endeavour to ensure at all times the availability of an adequate supply of appropriately located, lotted, priced and designated serviced and unserviced land for commercial purposes (S.3.3.3.2). In light of the interest to locate a new major commercial centre in the Mayfield West Community Development Plan Study Area, a commercial impact study will be undertaken by Caledon in accordance with Caledon Official Plan policy (S. 5.4.3.13).

#### **7.8 Financial Impact Analysis**

The Caledon Official Plan is based, in part, on the principle of fiscal sustainability. Fiscal sustainability is achieved by managing service level standards and tax levels, while endeavouring to realize forecast residential and population increases, as well as maintaining and enhancing the assessment base, all within an efficient pattern of development. Successful implementation of the Official Plan requires that Caledon, in the context of its overall objectives, monitor and forecast the financial impacts of

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development with a view to potential phasing to alleviate negative fiscal impacts, while pursuing an aggressive economic development strategy (S. 3.3.1).

As a Rural Service Centre, Mayfield West is an important contributor to the Town's fiscal health, and given its potential for employment growth, will continue to play a primary economic role in Caledon over the long term. Accordingly, a Financial Impact Analysis will be undertaken to examine the fiscal implications of the land use scenarios generated in Phase Two of the secondary planning exercise.

### **8.0 Implementation Documents**

Prior to Caledon Council's consideration of a local Official Plan Amendment, a set of implementation documents will be completed, to assist in the implementation of the planning objectives and policies contained in the Secondary Plan. The Transportation Management Plan and the Community Design Plan will be approved by Council.

The implementation documents will be completed by consultants retained by Caledon through its Purchasing Policies By-law No. 2004-148. A series of terms of reference will be prepared by the Planning & Development Department which will describe the Council endorsed principles upon which the design of the community is based, provide detailed work plans for the assignment and additional direction to the consultants. The implementation documents to be completed are as follows.

#### **8.1 Community Phasing Plan**

A Community Phasing Plan will describe the intended sequence of development within an expanded Mayfield West settlement boundary, both geographically and chronologically, relative to the schedule for the following:

- (a) The construction and operation of major infrastructure for servicing (e.g. water, wastewater and stormwater management);
- (b) The environmental assessment, construction, reconstruction or improvements, as the case may be, of major internal and external roads;
- (c) The construction and operation of major utility facilities (e.g. gas, hydro and cable service);
- (d) Community and public facilities and services (e.g. schools, parks and recreation facilities); and
- (e) The preservation/enhancement/restoration of significant natural features and systems.

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### **8.2 Transportation Management Plan**

Lively, safe, pedestrian-friendly public spaces are components of healthy, sustainable communities. Communities that are well-integrated and pedestrian and cycling friendly are places that people can actively enjoy. In the context of planning an integrated multi-modal transportation network system including arterial, collector and local road connections, together with pedestrian and cycling facilities and potential transit routes to support an expanded community, the Transportation Management Plan will provide recommendations regarding, among other matters, widths of road rights-of-way, traffic calming measures, school and park zone treatments, potential transit routes, sidewalk locations and parking prohibitions and restrictions. In addition, a detailed pedestrian and cycling network plan will be prepared showing how the pedestrian and cycling network interfaces with the proposed land uses, road network, parks, natural areas and surrounding community.

### **8.3 Community Design Plan**

Good community design is important to successfully integrate the growth projected for the Mayfield West Rural Service Centre while sustaining the rural town character envisioned for the community. The purpose of the Community Design Plan is to contribute to the achievement of the planning objectives and policies contained in the Secondary Plan through the establishment of more specific design principles and guidelines for all aspects of the community's physical development.

### **8.4 Master Financial Agreement**

The scope of the master financial agreement will become more apparent as the secondary planning exercise proceeds. However, generally, such financial agreement will address the following, as needed: the provision (both timing and funding) of community facilities and/or services; financial contributions by developers to meet any shortfalls in tax funding for capital works associated with the implementation of the Secondary Plan (identified in the Financial Impact Study); where the construction of certain services will be required in advance of development, and in some cases through front-ending of costs by the developers, earlier in the development process; and indemnification by the developers of Caledon's reasonable costs incurred in connection with approval of the Secondary Plan, whether in court or at the Ontario Municipal Board.

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## **9.0 Project Management**

The secondary planning exercise has been initiated as a result of the direction from Caledon Council. The Director, Planning and Development Department, or their designate, will be responsible for the overall management of the secondary planning exercise.

### **9.1 Technical Advisory Team**

Due to the complexity and the technical nature of certain of the required studies/documents noted in Section 7.0 and 8.0, a Technical Advisory Team (TAT) will be established, as required. This team will be comprised of Caledon staff and agencies having an interest in the study, the relevant external consultant and also a representative from Mayfield Station Developers Group ("MSDG") and Glen Schnarr & Associates Inc. ("GSAI"); MSDG has appointed GSAI to act as planning consultant representing MSDGs' interests in the secondary planning exercise. The TAT will provide input, guidance and advice to Caledon as and when appropriate to their areas of interest; the TAT is not a decision making body.

### **9.2 Agency Advisory Group**

The Agency Advisory Group ("AAG") will be comprised of Caledon staff and staff from provincial ministries, the Region of Peel, City of Brampton, and the conservation authorities having an interest in the secondary planning exercise, and the relevant external consultant. The AAG will provide input, guidance and advice to Caledon at key milestones in the secondary planning exercise; the AAG is not a decision making body.

A minimum of four meetings are proposed with the AAG, the purpose of which are generally as follows:

Meeting #	Purpose
1	Project Start-up: introduce the AAG to the secondary planning exercise and presentation of the results of the Phase 1 technical studies;
2	Presentation of land-use scenarios and ROPA application;
3	Presentation of draft Secondary Plan; and
4	Presentation of proposed Official Plan Amendment.

## **10.0 Public Participation**

Public engagement is a key part of the planning process by allowing participants to have a say in how their communities are shaped. Opportunities for public participation will

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be provided at key milestones in the secondary planning exercise and generally as outlined in the following section; this section should be read in conjunction with Attachment "B" to the GTR.

### **10.1 Open House**

Three Open Houses are proposed throughout the duration of the secondary planning exercise, the purpose of which is generally as follows.

Meeting #	Purpose
1	Project Start-up: introduce the area residents to the secondary planning exercise and presentation of the results of the Phase 1 technical studies;
2	Presentation of land-use scenarios; and
3	Presentation of draft Secondary Plan and draft Community Design Plan.

Open Houses are open to the general public. They will be held in the evening and, where possible, located at the Margaret Dunn Valleywood Branch Library. Information regarding the date, time and location of open houses will be advertised on Caledon's website and also in local newspapers whose circulation includes residents and landowners within and in close proximity to the Mayfield West Community Development Plan Study Area. In addition, residents and landowners in and within 120 metres of the Mayfield West Community Development Plan Study Area will receive a notice about the open house in the mail.

### **10.2 Stakeholder Advisory Group**

In addition to general public consultation, due to the existence of established community interests, a Mayfield West Stakeholder Advisory Group ("SAG") will be formed. The SAG will consist of local and regional stakeholders, Caledon business interests, agricultural community representatives, and existing Mayfield West study area residents.

The SAG will be a Council appointed volunteer advisory group who will provide comment on key milestone events during the secondary planning exercise. The SAG will review studies, land use scenarios and policies as may be referred by Council or staff and provide comments for consideration. The SAG is not a decision making body.

The secondary planning exercise will benefit from a wide range of knowledge and experience on a wide variety of community issues. The membership of the SAG will represent and reflect the diversity of needs of the broader Caledon community, existing

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Mayfield West residents and future residents of Mayfield West. Accordingly, the following nominees will be invited to participate as a member of the SAG: Caledon Environmental Advisory Committee, Caledon Agricultural Advisory Committee, Heritage Caledon, Caledon Chamber of Commerce, Valleywood Residents Association, Valleywood "Resident at Large", KRT Christian School, Brampton Flying Club, Caledon Countryside Alliance, Peel Federation of Agriculture, Mayfield Station Developers Group and Glen Schnarr & Associates Inc.

Each group represented on the SAG will be allowed to provide the names of two individuals who may attend and participate in meetings. Caledon Council shall appoint two councilors to the SAG, one to act as chairperson of the SAG and the other to act as an alternate chairperson. Caledon Planning & Development staff will attend each meeting to provide information and support to the SAG.

The timing of the SAG meetings will be based on key milestone events. A minimum of six meetings are anticipated during the secondary planning exercise, the purpose of which are generally as follows.

Meeting #	Purpose
1	Project Start-up and discussion regarding Caledon Environmental Advisory Committee Report 2008-01 (April 17, 2008);
2	Presentation of the results of the Phase 1 technical studies;
3	Development of community principles;
4	Development of evaluation criteria;
5	Presentation of land-use scenarios;
6	Community Design Plan (1 <sup>st</sup> );
7	Community Design Plan (2 <sup>nd</sup> );
8	Presentation of draft Secondary Plan and draft Community Design Plan;
9	Presentation of proposed Official Plan Amendment.

All SAG meetings will be held in the evening and, where possible, located at the Margaret Dunn Valleywood Branch Library. Prior to meetings, Caledon staff will endeavour to circulate to the SAG material that is intended for discussion and/or presentation at the meeting as well as an agenda. Meeting notes will be taken at all SAG meetings by Town staff, typically an administrative assistant from the Planning and Development

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Department. Draft meeting notes will be circulated to the SAG for review for accuracy prior to being formally circulated to the SAG and to Council for their information.

### **10.3 Council Information Workshop**

A minimum of six Council Information Workshop sessions are proposed throughout the duration of the secondary planning exercise, the purpose of which are generally as follows.

#### Meeting # Purpose

- 1 Presentation of draft General Terms of Reference (April 15, 2008);
- 2 Presentation of the results of the Phase 1 technical studies;
- 3 Development of community principles;
- 4 Development of evaluation criteria;
- 5 Presentation of land-use scenarios;
- 6 Community Design Plan (1<sup>st</sup>);
- 7 Community Design Plan (2<sup>nd</sup>);
- 8 Presentation of draft Secondary Plan and draft Community Design Plan;
- 9 Presentation of proposed Official Plan Amendment.

Council Information Workshops are open to the public, the date, time and location of which are advertised on Caledon's website, however, in accordance with Caledon policy, the public are not permitted to participate in the discussion. Prior to Council Information Workshops, Caledon staff will circulate to councilors the material that is intended for discussion and/or presentation at the workshop in accordance with the procedure set out by Caledon's Clerk's Department.

### **10.4 Council Meetings**

Staff will report to Council at key milestones in the secondary planning exercise, the purpose of which is generally as follows.

#### Meeting # Purpose

- 1 Endorsement of General Terms of Reference (May 13, 2008)
- 2 Endorsement of community principles;
- 3 Endorsement of evaluation criteria;
- 4 Selection of preferred land-use scenario and endorsement of conceptual land use pattern;
- 5 Authorization to submit Regional Official Plan Amendment application;

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- 6 Council consideration of Traffic Management Plan;
- 7 Council consideration of Community Design Plan; and
- 8 Council consideration of local Official Plan Amendment.

In addition to the above, further public consultation initiatives may be targeted to community interests to ensure their input at the appropriate points in the secondary planning exercise.

### **10.5 Web Page**

A project web page will be maintained on Caledon's website which will include updates on the progress of the secondary planning exercise, relevant planning reports, terms of reference for technical studies and implementation documents, project newsletters and notices of open houses/public meetings. The web page will be updated as needed and at key milestones in the secondary planning exercise.

### **10.6 Newsletters**

At key milestones in the secondary planning exercise a newsletter will be prepared by the Planning and Development Department and circulated to residents within and in close proximity to the Mayfield West Community Development Plan Study Area and any party that has registered an interest in the secondary planning exercise. The purpose of the newsletter is to keep Mayfield West area residents and interested parties updated on the progress of the secondary planning exercise.

### **11.0 Schedule**

The secondary planning exercise formally commenced in March 2008 with the retention of Philips Engineering to undertake the Comprehensive EIS & MP (Planning and Development Report 2008-20). The target date for Council consideration of a local Official Plan Amendment is May 2010, resulting in a secondary planning exercise totaling 27 months.

It is anticipated that sufficient study and analysis will have been completed in or before June 2009 to address the requirements set out in the Regional Official Plan in respect of Rural Service Centre boundary expansions, thus allowing Caledon to make an application to the Region of Peel to amend the Regional Official Plan to expand the Mayfield West Rural Service Centre settlement boundary; the secondary planning process will provide the analysis to determine if the application is for the 2021 or 2031 planning horizon.

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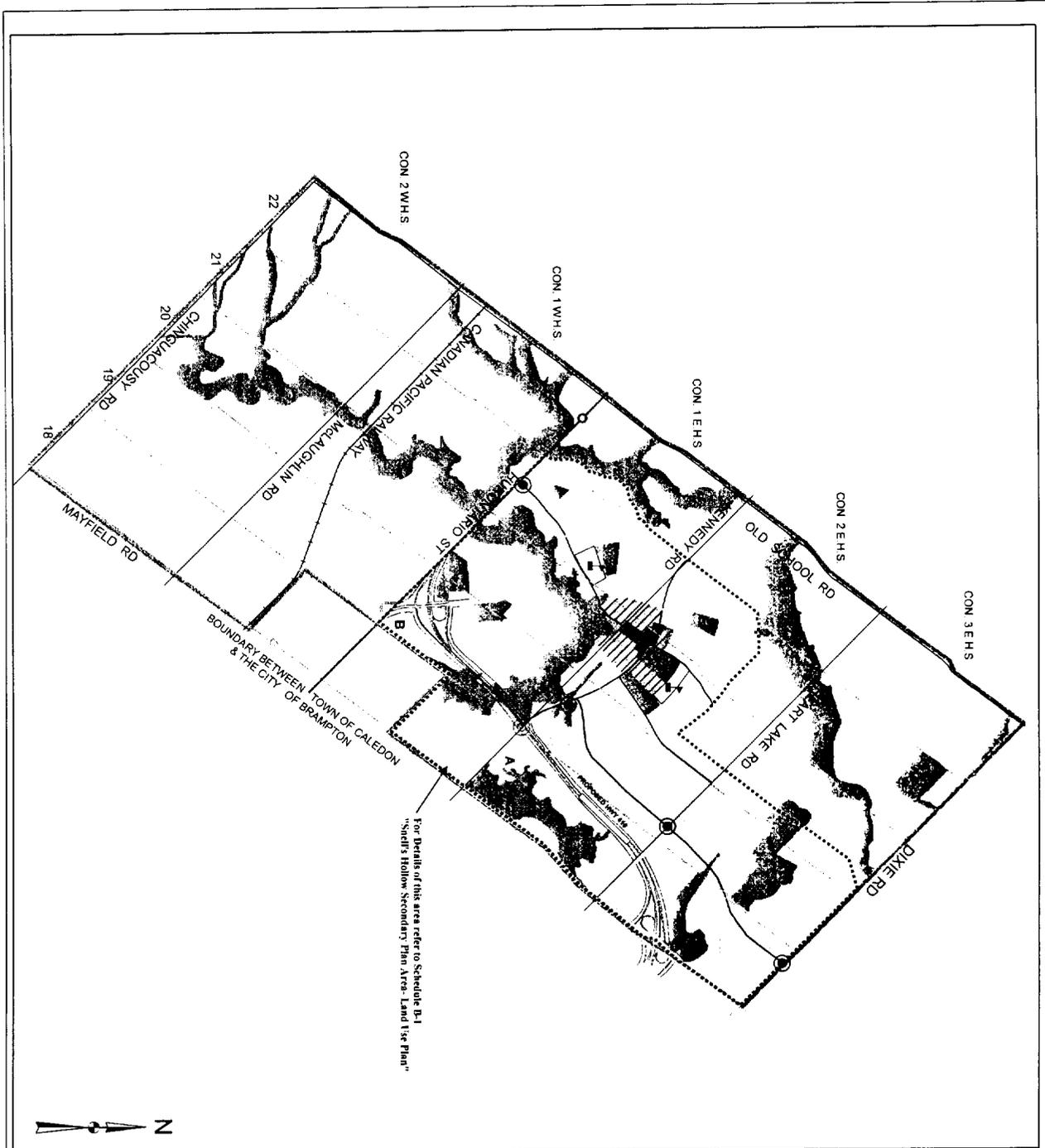
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The schedule outlined in the GTR is a realistic timeframe for a secondary planning exercise of this scope and complexity and allows for the fulfillment of the provincial policy requirements in respect of a municipal comprehensive review. The schedule is based upon a number of important factors including the need to allow for extensive and appropriate committee and stakeholder input and response; the need for adequate time for detailed technical review of supporting technical studies and implementation documents; the need for adequate time for formal agency review and commenting periods; and experience and knowledge gained through the Mayfield West "Phase One" Secondary Plan (OPA 208).

### **12.0 Budget**

All costs, save and except for Caledon staff time, associated with the preparation of the Secondary Plan, and the preparation of and the request for approval of an amendment to the Region of Peel Official Plan, will be borne by MSDG in accordance with a separate funding agreement between Caledon and MSDG (Planning and Development Report 2008-20). The estimate of cost is \$900,000.00.

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## SCHEDULE B MAYFIELD WEST LAND USE PLAN

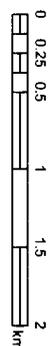
### LEGEND

- AGRICULTURAL AREA
- RESIDENTIAL AREA
- RESIDENTIAL POLICY AREA
- ENVIRONMENTAL POLICY AREA
- OPEN SPACE/RECREATION AREA
- GENERAL COMMERCIAL
- INSTITUTIONAL
- MIXED HIGH MEDIUM DENSITY RESIDENTIAL
- ACADEMIC/RESEARCH CAMPUS
- PRESTIGE INDUSTRIAL
- GENERAL INDUSTRIAL
- VILLAGE CENTRE AREA
- SETTLEMENT BOUNDARY - 201
- COMMUNITY DEVELOPMENT STUDY AREA
- CONCEPTUAL ROAD NETWORK
- GREENWAY CORRIDOR
- PROVINCIAL ROADS
- REGIONAL ROADS
- LOCAL ROADS
- LOT AND CONCESSION LINES
- RAILWAY LINES
- POTENTIAL FUTURE INTERCHANGE
- ELEMENTARY SCHOOL
- GATEWAY FEATURES

**NOTE:**  
This Schedule represents the approved Official Plan Schedule, as of month/day/year.

If necessary, reference should be made to the Town of Caledon Planning & Development Department or the Town Clerk for confirmation of current Minister approved policies.

Base Data Source: Town of Caledon



File No. scsb and b2_086 mod_200807.mxd
Date: August 28, 2007

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Attachment "B" to the General Terms of Reference

Mayfield West Phase Two Secondary Plan Project Work Program and Schedule	2008				2009				2010	
	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2
<b>Phase 1: Existing Conditions, Characterization, Opportunities and Constraints</b>										
1. Comprehensive Environmental Impact Study & Management Plan: Part A	▲									
2. Agricultural Impact Assessment		▲								
3. Water & Wastewater Servicing Study: Part A		▲								
4. Cultural Heritage Survey			▲							
5. Transportation Impact Study: Part A			▲							
6. Noise Impact Assessment: Part A			▲							
7. Commercial Impact Study				▲						
<b>Phase 2: Selection of Preferred Land Use Scenario and ROPA Application.</b>										
8. Developing Community Planning & Design Principles										
9. Developing & Evaluating Land Use Scenarios										
10. Selection of Preferred Land Use Scenario & Conceptual Land Use Pattern										
11. Comprehensive Environmental Impact Study & Management Plan: Part B										
12. Transportation Impact Study: Part B										
13. Water & Wastewater Servicing Study: Part B										
14. Financial Impact Analysis										
15. Regional Official Plan Amendment (ROPA) Application										
<b>Phase 3: Draft Secondary Plan.</b>										
16. Comprehensive Environmental Impact Study & Management Plan: Part C										
17. Community Phasing Plan										
18. Transportation Management Plan										
19. Community Design Plan										
20. Master Financial Agreement										
21. Draft Secondary Plan										
<b>Phase 4: Final Recommendations and Official Plan Amendment.</b>										
22. Finalize Secondary Plan										
23. Finalize Implementation Documents (steps 18 to 21)										
24. Council Consideration of Official Plan Amendment										
<b>Public Participation</b>										
Open House (3)				1						
Stakeholder Advisory Group (9)		1	2	3	4	5	6	7	8	9
Agency Advisory Group (4)				1	2					
Council Information Workshop (9)		1	2	3	4	5	6	7	8	9
Statutory Public Meeting (1)				2	3	4	5	6	7	8
Council Meeting (8)		1		2	3	4	5	6	7	8

Retain Consultant ▲  
Key Milestone ●  
Completion Date —  
(1) Subject to terms of reference for steps 5 & 8

March 27 month secondary planning process  
March Studies required for ROPA application (16 months to do required studies)  
April  
May 5 months to finalize Secondary Plan