

Terms of Reference:

Community Services and Facilities Study

Description:

The Community Services and Facilities Study (CSFS) will assist in identifying existing and proposed community services and facilities required to accommodate the proposed growth in the context of development proposals. These services and facilities may include such uses as recreational centres, swimming pools, community hubs, libraries, schools, child care centres and human services. CSFS will ensure that up-to-date information is provided to make informed recommendations and decisions required for new, expanded, or improved facilities and/or services, while ensuring coordination and availability with the potential growth coming from the development. The CSFS is in support of the Provincial Planning Statement 2024, and the Brampton Plan.

Development Application Stream:

A CSFS may be required in relation to the following development applications for new residential proposals:

- Official Plan amendments
- Zoning By-law amendments
- Main Street North Development Permit System
- Plans of Subdivision
- Plans of Condominium

The City Planning Division will determine whether a CS&F Study is required for one or more of the above applications with regard for the following:

- The application is of a significant scale which may potentially impact the adequacy of community services and facilities, and require the provision of new, expanded, or improved community services and facilities.
- The proposed development is located in an area with few existing community services and facilities.
- Little information is known about the capacity of existing community services and facilities in the area of the proposed development.
- The planning application results in the development of a new neighbourhood where little or no residential development currently exists.
- The proposed development is, or is part of, a “large site” (being generally greater than 5 hectares). In this situation, City staff would also conduct a CS&F Strategy (based on the findings of a CS&F Study) in order to inform the range of facilities needed to support new development.

Prepared By:

A Registered Professional Planner (RPP) must prepare the CSFS.

Rationale:

The purpose of the Study is to understand the impact of the proposed development by identifying potential improvements, upgrades, or new facilities required to support the

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anticipated population growth and corresponding demand for community services and facilities in order to deliver complete communities.

Section 3.1 of the Official Plan addresses the quality of life and well-being of Brampton's communities. The policies of Section 3.1 calls nurturing strong and connected communities by providing adequate and equitable access to community services and facilities as part of private development. Official Plan Policies 3.1.2.4-9 speak to how community services and facilities are an essential support system for residents, workers, and visitors and how development proposals shall consider how to their project will function within the context of existing services.

Content:

The applicant must provide all components determined through discussions based on application type and known information of the development proposal, to the with the assigned planner satisfaction of the City. The applicant should obtain this information from the planner prior to the submission of a study to the City. The study area will be determined in coordination between the applicant and City staff.

Section 1: Executive Summary

- A brief overview of the CSFS and proposed development.

Section 2: Introduction

- Site Location and Context: Including but not limited to the information shown in the table below.
- Description of the Proposal: Indicate the proposed development, type of development application and proposed activities.
- Purpose: Identify the reason and objectives for the study.

Site Location and Context

Categories	Data and Analysis
Property size	Provide a description of the development proposal, including type of development application.
Housing and unit type	
Number of units	
Unit sizes	
Breakdown of units by bedroom size	
Proposed prices/rents	
Existing site permissions (Official Plan, Secondary Plan, Zoning By-law, etc.) and relevant adjacent uses	
Proposed site permission changes	

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Section 3: Study Area & Demographics

Identify and illustrate on a map, the study area for the inventory and analysis.

Demographic Profile

Categories	Data and Analysis
Total population and historic population change	Calculated using the latest census data
Percentage of population by age cohort	Children (0-14); youth (15-24); Working (25-64); Seniors (65+)
Population age 0-4 to determine early years child-care space	Calculated using (Population estimate) X (% of population age 0-4) X 0.5
Percentage of population living alone	
Household size	Family composition, private household by type and size
Median household income	
Educational Attainment	Highest and lowest level of education attained by residents in CSFS area
Labour force	Provide a list by occupation and industry
Number and percentage immigrated by most recent period of immigration (last 5 years)	
Number and type of language spoken	
Population mobility status	

Housing Tenure

Categories	Data and Analysis
Percentage of apartment buildings greater than 5 storeys in the study area	
Percentage of single detached units, semi-detached, townhouse units and private apartments, including registered second units in the area	
Occupied private dwellings by structural type, period of construction and tenure	

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Facilities Inventory by Sector

Categories	Data and Analysis
Identify existing facilities and facilities within the study area	Include map(s) showing existing services and facilities serving the CSFS area
Number of existing elementary and secondary schools	Describe the capacity, full time enrolment and utilization rates in the CSFS area for each school board, and the projected number of elementary and secondary students from the proposed development (contact school boards for most recent information)
Public libraries	Provide a summary of libraries within the service radius (1.5 – 3 kilometre radius, depending on if a Neighbourhood or District Branch) of the proposed development and any capital needs identified for those branches
Child care centres	Provide a list of licenced child care centres within the CSFS area, capacity and vacancies, and if each centre accepts a fee subsidy. Calculated an estimated number of child care spaces as a result of the proposed development using (population estimate) X (% of children aged 0-4) X 0.5
Community and recreation centres	Provide a list of community and recreation centres, including areas and swimming pools, parks and open space (identify total hectares of space allocated) in the CSFS area
Human services	Provide a list of human services facilities in the CSFS area (e.g., employment services, newcomer/settlement services, etc.), identifying the organization type, location, identifying if it is regionally operated.
Describe anticipated impact of the proposed development on service demands, needs or gaps	

Section 3: Contextual Development

Identify the proposed development site on a map along with recently approved and active development applications within the CSFS area (to be defined at the pre-con stage with the City Planner). The contextual development must include, but not limited to, the following:

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- Location address;
- Development status;
- Development use type;
- Tenure, gross floor area;
- Number of units by type; and
- Projected population yield.

Provide a descriptive list and map of existing community services and facilities in the CSFS area, including the following:

- Programs offered;
- Size of facility;
- Demand and capacity; and
- Contact information for each service and facility.

A map of all facilities within the CSFS area will also be required as a part of the submission.

Section 4: Facilities Inventory and Analysis by Sector

A Facilities Inventory and Analysis should detail the existing services and facilities serving the study area in which the development application is proposed – inclusive of a map as a visual aid. The inventory and analysis should identify facility and capital needs described in relevant and approved plans such as the Parks and Recreation Master Plan, Growth Management, and other policy documents for each sector listed below. It should discuss the anticipated impact of the proposed development on demands and service needs or gaps.

Community services and facilities serve the needs of the local population and support complete communities. Inventories should include (but are not limited to) the following sectors:

1. Elementary and Secondary Schools
2. Public Libraries
3. Child Care Facilities
4. Recreation Centres / Public City Facilities
5. Human Services (non-profits)

Section 5: Gap Analysis

The gap analysis determines community services and facilities needs for the anticipated population growth of the area based on inventory in the previous section.

Additionally, based on the data gathered through Section 3, review existing and planned community services and facilities in the proposed development area with consideration of current capacity and the impact of other active development applications. Identify potential barriers to new residents of the proposed development that prevent access to existing services and which services may be required to accommodate the anticipated population growth.

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Section 6: Summary and Recommendations

Summarize key findings of the CSFS, including if there are or are not adequate existing community services and facilities in the study area to support the proposed development, inclusive of capacity upgrades, new or expansion of existing services and facilities. Provide recommendations to address any negative impacts to community services and facilities.

Section 7: Supporting Information

- Location and context map indicating adjacent land uses;
- Identified existing community services and/or facilities;
- Proposed development plan;
- Engagement with community services sector;
- Literature cited;
- Applied terms of reference and scope details; and
- Curriculum Vitae (CV) of those who prepared the CSFS and other data sources used.

Additional Resources:

- For more information, please contact: Planning.Development@brampton.ca