

Schedule A to Staff Report 2023-0105
Caledon Supplementary Aggregate Resources Study
Terms of Reference

1) Introduction

The Town of Caledon requires the services of a qualified Consultant to prepare a Supplementary Aggregate Resources Policy Study (“**Study**”). The Study will analyze the findings and recommendation of prior studies and consider how the mineral aggregate policies and mapping of the existing Caledon Official Plan and the zoning standards of Zoning By-law 2006-50 are best improved and/or updated.

1.1. Background

In October 2022, Council approved By-law 2022-075, an Interim Control By-law to prevent new gravel pits or quarries on lands identified in Staff Report 2022-0448 for a period of one year. The Interim Control By-law will end on October 17, 2023. The Interim Control By-law will allow the Town the opportunity to undertake a necessary study to examine policy gaps identified during the Official Plan Review process related to aggregate resource development and then establish appropriate planning policies and zoning.

Currently, The Town and Region of Peel are undertaking a joint mineral aggregate resources policy review (“Joint Aggregate Review”). The Joint Aggregate Review will ensure conformity and consistency with updates that have been made to Provincial Plans and policies, and will consider emerging trends and best practices, including comprehensive rehabilitation planning, adaptive management planning and the siting of aggregate recycling facilities.

The Study will build upon a completed Aggregate Rehabilitation Master Plan, which Council has directed must be considered in any updates to the new Caledon Official Plan.

1.2. Study Goals

1. Prepare a background report that provides context and policy analysis for consideration by Council.
2. Conduct a public consultation program with residents, indigenous communities, stakeholders, agencies and Council members.
3. Draft a policy options report for review and consideration by Council, that may contain recommendations for amendments to the new Official Plan and/or Zoning By-law as deemed necessary.

1.3. Study Objectives

1. Review current Provincial plans, municipal and Regional Official Plan policies and Zoning By-law provisions. Consider whether current policies and provisions provide sufficient ability to evaluate and guide aggregate extraction operations and aggregate-related uses such that social, economic, and environmental impacts are minimized to the extent possible.
2. Consider and incorporate the findings, best practices and recommendations of the Joint Aggregate Review in the Town of Caledon’s new Official Plan, as appropriate.

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3. Expand on the work of the Joint Aggregate Review as well as incorporate the findings of the Rehabilitation Master Plan prepared by Dougan & Associates (2021).
4. Recommend approaches and updates to policy, including Excess Soil policies, that provide clear direction and streamline the enhanced restoration of pits and quarries and their conversion to a final end use.
5. Recommend approaches and updates to policy and mapping for the new Caledon Official Plan (Future Caledon) and/or zoning standards and definitions of Zoning By-law 2006-50 for consideration by Council.
6. Examine opportunities to enhance strategic best practices outside the municipal application process - including participation in the Aggregate Resource Act process, monitor existing operations, and identify gaps in Provincial policy and legislation, where appropriate.

2) Project Scope

The overall intent of the Study is to consider how the mineral aggregate policies and mapping of the new Caledon Official Plan and the zoning standards of Zoning By-law 2006-50, including enhanced restoration of sites with surrendered licenses, are best improved and/or updated.

The project has been organized into 3 phases. Within each phase are key deliverables.

2.1. Phase 1: Background Review

Phase 1 involves a comprehensive background and policy options review that will culminate in the preparation of a Background Report. The Background Report will review the regulatory and policy context, including existing Provincial, Regional and local initiatives that are applicable to the study area or have the potential to influence its future, as well as the reports prepared as part of the Joint Aggregate Policy Review. This includes, but is not limited to, the following documents and reports:

- Provincial Policy Framework
 - The Provincial Policy Statement, 2020
 - The Growth Plan for the Greater Golden Horseshoe, 2020
 - The Greenbelt Plan, 2017
 - Oak Ridges Moraine Plan, 2017
 - Niagara Escarpment Plan, 2017
 - Aggregate Resources Act of Ontario, as amended
 - Conservation Authorities Act, as amended
 - O. Reg. 406/19: On-site and Excess Soil Management
- Regional Policy Framework
 - Region of Peel Official Plan, 2022
 - Joint Aggregate Policy Review

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- Municipal Policy Framework
 - Town of Caledon Official Plan
 - Rehabilitation Master Plan (2021)
 - Zoning By-law 2006-50

The Background Report will be presented and discussed with the Aggregate Resources Community Working Group, Indigenous communities (if interest is expressed) and public agencies.

2.1.1. Phase 1 Deliverables

- Background Report
- Presentation of the Background Report to the Aggregate Resources Community Working Group
- Presentation to Indigenous Communities who have expressed interest

2.2. Phase 2: Policy Formulation

Building on the work of Background Report (Phase 1) Phase 2 provides opportunities for residents, Indigenous communities, and other stakeholders to actively participate in the Study's process.

The input received on the Background Report will inform preparation of a Draft Recommendation Report. The Draft Recommendation Report will be presented to the Aggregate Resources Community Working Group for input, and then to Town Council in order to seek direction to release the Draft Recommendation Report for public input. The Draft Recommendation Report will be presented to the public at a Public Open House, and to Indigenous communities who have expressed an interest. A summary of the public input received will be prepared.

2.2.1. Phase 2 Deliverables

- Draft Recommendation Report
- Presentation of Draft Recommendation Report to Aggregate Resources Community Working Group
- Presentation of Draft Recommendation Report to Town Council
- Presentation of Draft Recommendation Report at Public Open House
- Presentation of Draft Recommendation Report to Indigenous communities
- Public Consultation Summary on Draft Recommendation Report

2.3. Phase 3: Recommendation

Phase 3 will build upon the Draft Recommendation Report for the purpose of proceeding to a Statutory Public Meeting. The Consultant will, with the support of Town staff, summarize and address agency and public comments received on the Draft Recommendation Report and provide final recommendations in a Final Recommendation Report, including any recommended amendments to the Official Plan and Zoning By-law. The Final Recommendation Report will be presented to the Aggregate Resources Community Working Group, Indigenous communities who have expressed interest, and to Council seeking direction to proceed to a Statutory Public Meeting, on the proposed Official Plan and Zoning By-law amendments.

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2.3.1. Phase 3 Deliverables

- Final Recommendation Report
- Presentation of the Final Recommendation Report to the Aggregate Resources Community Working Group
- Presentation of Final Recommendation Report (including draft Official Plan Amendment, Zoning By-law Amendment) to Town Council
- Presentation of Final Recommendation Report at Statutory Public Meeting
- Preparation of final Official Plan Amendment and Zoning By-law Amendment(s)
- Presentation of final Official Plan Amendment and Zoning By-law Amendment(s) to Town Council

3) Community Engagement & Communications

Town staff will perform public consultation sessions throughout the project, including open houses, and discussions with industry representatives, Indigenous communities, and other stakeholders including public agencies, and other members of the public. The purpose of these sessions will be two-fold: to collect and disseminate information related to background reports and project updates, and to collect comments, suggestions and feedback on the report's findings and recommendations.

Project engagement will need to have consideration for, and coordinate with, other ongoing community engagement activities including Credit Valley Conservation's Pits to Parks Restoration Project, as appropriate.

4) Aggregate Resources Community Working Group

The Study will also be informed by an Aggregate Resources Community Working Group. It is recommended that Council appoint individuals to the Working Group following a staff organized recruitment campaign.

The role of the Working Group is to liaise with residents to bring a variety of community perspectives, and for public agencies to review and provide comments and data input during the study process. Separate technical review meetings may occur with Credit Valley Conservation and the Region of Peel, as necessary. A separate meeting may also be held with the Ontario Stone, Sand and Gravel Association representing the interests of the aggregate resource industry. See Schedule B of Staff Report 2023-0105 for the proposed Terms of Reference for the Aggregate Resources Community Working Group.

The project will be provided space on the Town's website. Updates, notices of public meetings, and other matters of interest related to the Study, will be placed on the Town's website. The 'Have Your Say' Caledon website will include an opportunity for the public to directly provide input into the project throughout the process.

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5) Indigenous Consultation

Town staff will meet with Indigenous communities as required. The Town will determine through meetings how best to engage with Indigenous communities to ensure all individuals interested in participating can properly participate. The Town will arrange any engagement events directly with each Indigenous community to ensure all opportunities to inform and meaningfully engage Indigenous communities on the Study are identified.

6) Project Management

Under the direction of the Manager of Strategic Policy Planning, a Senior Policy Planner will manage, coordinate and supervise the Study, with the responsibility of:

- Ensuring compliance with the Terms of Reference;
- Ensuring financial resources are managed;
- Securing and providing existing information to the consultant;
- Ensuring participation and coordination of all stakeholders;
- Coordinating and conducting individual and stakeholder meetings;
- Coordinating the community and Indigenous community engagement programs and events;
- Coordinating all project communications;
- Meeting regularly with the consultant;
- Responding to consultant inquiries;
- Approving in-progress deliverables submitted by the consultant;
- Updating the project information page on the Town website and coordinating online consultation activities; and
- Preparing and submitting status and staff reports to the Planning and Development Committee and Council.

The Consultant will manage, coordinate and supervise the Study technical work, with the responsibility of:

- Ensuring compliance with the Terms of Reference;
- Ensuring financial resources are well managed;
- Supervision of project activities including public consultations as required;
- Ensuring that quality control is completed on all deliverables; and,
- Delivering reports and other project deliverables on time.
- Presentation of the Background Report to the Aggregate Resources Community Working Group
- Presentation of the Draft Recommendation Report to the Aggregate Resources Community Working Group, Council, and at a Public Open House
- Presentation of the Final Recommendation Report to the Aggregate Resources Community Working Group, Council, and at a Statutory Public Meeting

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7) Digital Information

All digital information required as part of this review is to be provided in accordance with the following:

- Digital copies of written reports are to be provided in both PDF and MS Word format.
- Data files related to studies must be provided in original format.
- Data, sketches, drawings and reports generated by the Consultant for the purpose of this study shall become the property of the Town of Caledon.

8) Budget

The Study is to be completed within a budget of \$50,000, funded from the Tax Funded Capital Contingency Reserve.