

Community Services and Facilities Study

A Community Services and Facilities (CS&F) Study is used to assist in the identification of current and future levels of social infrastructure such as schools, libraries, community centres, parks, trails and social services required to support the health, safety and wellbeing of local residents (matters pertinent to good planning).

Required by Legislation

The Local Official Plan.

Who should prepare this study?

A Community Services and Facilities Study must be completed by a Registered Professional Planner (RPP).

Why do we need this study?

A Community Services and Facilities Study is required to:

- › Determine the general health of local community infrastructure
- › Identify the impact, necessary improvements or refocusing brought about by changing or growing demand within a community
- › Determine the level of service for community services and facilities including supply and access to parkland and outdoor recreational facilities and amenities.

How should this study be prepared?

A Community Services and Facilities Study will review social, economic and demographic information in light of existing and projected supply and demand of community services and facilities. CS&F studies will provide a detailed inventory of all community services and facilities within a prescribed study area as well as a review of available capacities and levels of service within those services and facilities in light of planned development in the area

A Community Services and Facilities Study should at a minimum contain:

Introduction

- › Address of the property
- › General site location of the subject property
- › Project name (if applicable)
- › Applicant and owner's contact information
- › Author name, title, qualifications, company name and appropriate stamp
- › Brief description of the proposed development
- › Overview of the study area
- › Purpose of the study
- › Location and context map.

Proposal Description and Context

- › A description of the proposal, development stats (such as number of units, site area) type of development proposed, height, parking areas, access points, location of amenity areas, proposed phasing
- › A description of the existing on-site conditions as well as surrounding areas, buildings, structures, roads, active transportation facilities, parks, natural areas, buildings, parking areas
- › Process steps/approvals required (i.e., zoning, site plan, consent, condominium)

How should this study be prepared? (continued)

Proposal Description and Context (continued)

- › Other concurrent approvals being sought, planning applications, permits including for surrounding lands
 - › Concept Plan for the development including building location, parking, access, amenity areas, grading and natural features and any natural hazards.
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Investigation/Evaluation**Demographic profile of the study area including:**

- › Population data, to be compared to municipal-wide level data including current population by age and sex, population change from the last Census, population projections
- › Family composition, to be compared to municipal-wide level data including families by type, number of children; private households by type and size; marital status of residents in the study area
- › Housing to be compared to municipal-wide level data, including occupied private dwellings by structural type, period of construction and tenure
- › Level of development activity in the study area listing type of development, tenure, GFA, height, number of units, type of bedrooms, phase of development
- › Immigrant population, to be compared to municipal-wide level data including population by period of immigration, recent immigrants by selected countries of birth for the most recent census period (top five countries), number of immigrants in neighbourhoods in the study area and number and type of languages spoken, population mobility status
- › Labour Force compared to municipal-wide level data including labour force by occupation and labour force by industry
- › Socio-Economic characteristics (highest and lowest level of education attained by residents in the study area, labour force participants, average income, and income range)
- › Projected population ramp up to build out based on development phasing.

Inventory of services and facilities that exist in the study area for example:

- › Elementary and secondary schools
 - › Public libraries
 - › Childcare centres
 - › Community and recreation centres
 - › Community indoor facilities
 - › Parks and Open Space
 - › Multi-use recreational trails
 - › Outdoor public recreation facilities
 - › Arenas
 - › Swimming pools
 - › Places of Worship
 - › Social services
 - › Other publicly accessible community meeting or recreation space
 - › Private recreational facilities and amenities.
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Impacts and Mitigation Measures

- › Identify any pressures on the social infrastructure and what is needed to close the gap informed by local policies, guidelines, or master plans and associated provision standards
 - › Identify methods or tools to address shortfall.
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How should this study be prepared? (continued)

Recommendations

- › Summary and conclusions of the studies and how they support the development and any special considerations or conditions that should be imposed to address short and long term provisions
 - › Any recommendations, or conditions that should form part of a decision on the matter.
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Drawings and Supporting Information

- › Maps of services and facilities serving the study area in which the development application is located including relevant service catchments
 - › Identifying provision standards, as per local policies, guidelines, or master plans and benchmarked against existing city-wide and community-wide provisions; and a gap analysis based on recommended provision standards
 - › Profiles of services and facilities, for example, programs offered, size of facilities, demand and capacity of facilities and programs, and who is served by the service or facility (age groups, gender), as well as contact information for all services and facility staff contacted during the study. The study should discuss the ability of the service or facility to accommodate growth, barriers if any, and any new services that may be required as a result of the proposed development
 - › Additional information from municipal departments and other large public agencies, housing, public health, libraries, parks and recreation, School Boards, and relevant private sector providers as may be required
 - › Highlights of existing studies and reports that may be available for the area.
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What else should we know?

The scope of work should be discussed with the community planner, urban designer and or other staff or agencies as part of the pre-consultation process.

Additional Terms

To be identified by the local municipality where proposed development is located.

Study Submission Instructions

To be identified by the local municipality where proposed development is located.

What other resources are there?

Ontario Professional Planners Institute (OPPI) – [Hire an RPP](#)

About these Terms of Reference

These Terms of Reference were developed as a joint effort with participation by representatives from all York Region municipalities and the Region. The Terms of Reference are in widespread use across the Region, with local requirements added as prescribed by each municipality at the pre-consultation stage.

The need and scope for this study will be decided by a municipality during initial pre-consultation process with input from partner agencies. This pre-consultation process may include:

- Determination if this study is applicable
- Confirmation of criteria within these Terms of Reference that are appropriate for your development project
- Identification of specific technical components that need to be addressed
- Identification of detailed standards to be met

Notes:

If the proposed development is revised, the study/report shall reflect the revisions by an updated report or letter from the author indicating the changes and whether or not the recommendations and conclusions are the same (Note: this is subject to the extent of the revisions).

A peer review may be required. The cost of the peer review will be borne by the applicant.

If the submitted study is incomplete, is authored by an unqualified individual or does not contain adequate analysis, the applications will be considered incomplete and returned to the applicant.