

RECEIVED

April 28, 2023

REGION OF PEEL
OFFICE OF THE REGIONAL CLERK

March 8, 2023

Planning Policy Branch
 Ministry of Municipal Affairs and Housing
 777 Bay Street
 Toronto, ON M7A 2J3

RE: Municipal Reporting on Planning Matters - Proposed Minister's Regulation under the Planning Act

Please accept this letter in response to the Proposed Minister's Regulation regarding Municipal Reporting on Planning Matters. The Town of Caledon is appreciative of the opportunity to provide comments on the above noted matter.

Staff are generally supportive of the goal to increase transparency around land use planning approvals for home builders, and to track and measure application timelines, allow for the identification of additional streamlining opportunities, and provide the Ministry with the information needed to make evidenced-based planning and housing policy decisions.

As identified in the proposed regulation, the Province is seeking application data for:

- Official plan Amendment applications
- Zoning By-law Amendments
- Plans of Condominium
- Plans of Subdivision
- Site Plan applications
- Land Severances (Consents)
- Minor Variances
- Number of Housing Units Built As-of-Right

This information would be reported on a quarterly basis, beginning June 30, 2023. Municipalities would also submit five-year historical data (from 2018-2022 inclusive) for all datapoints identified. This information would be required to be submitted by December 31, 2023.

Comments

The data being requested by the Province is complex and difficult to interpret. The Town is requesting further clarification to compile and submit any information. More detailed comments and items for clarification are identified in Attachment 1. Furthermore, the Town has received a copy of the

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REFERRAL TO _____

RECOMMENDED

DIRECTION REQUIRED _____

RECEIPT RECOMMENDED _____

Association of Municipalities Ontario (AMO) submission on this matter and the Town is generally aligned and agree with their submission.

Town Investments

As noted in the Town of Caledon Housing Pledge, the Town has been investing in improvements to technology recognizing its importance in streamlining development approvals, such as electronic plan review software and updating the workflow and automation in the Town's database system used to track development applications and building permits.

The Town continues to improve its efficiencies and received provincial funding under the second intake of the Province's Municipal Modernization Program including \$292,500 towards Town of Caledon Planning and Development Services Folders Enhancement. The project is continuing into Spring 2023. The Town has retained Dillon Consulting to undertake an end-to-end review of the Site Plan and Subdivision development application processes. The purpose of this review is to streamline, gain efficiency, update technology and ultimately create community-focused development application processes that improve municipal development processing times and create a seamless service delivery to all land development related matters within the Town.

While the Town is committed to making significant improvements to development processes, there are some issues to consider:

- Availability of technology vendors to make the necessary improvements in a timely manner once the review is complete is critical for delivery on the efficiencies.
- To make the necessary improvements, staff time is required to contribute to and make the improvements to the processes; at the same time as continuing to process applications that are in the system and adapt to further changing to planning legislation. This may create delays in the short term due to these competing priorities for our limited resources.
- Staff resources are consumed by learning and reacting to changing provincial legislation and not fully focused on processing development applications. Proposals for responsibilities being downloaded from the Region and the need for amendments to existing policies and programs that were not in current workplans will likely impact staffing/resourcing needs. With changing legislation and uncertainties associated with release of pending sections of Bill 23, it is critical that the Town's roles and any increased responsibilities resulting from Bill 23 be clarified so that the Town can prepare a staffing strategy.

In keeping with the challenges noted above, updates to the Town's application tracking system are necessary, but have not yet been completed. Some of these system enhancements are in process, while others will need to be initiated in order to provide the requested information. These enhancements will not be completed in 2023. The Town collects most of the data points requested, but some are not available in a digital, extractable format. Significant manual effort will be required to digitize and transform some of these data points until such time that the system improvements are completed.

Historical Data

The Province is requesting five-year historical data for all datapoints identified by the end of 2023. The Town will not be able to provide the historical data by the end of 2023. While it is understood that historical data will allow the Province and Municipalities to monitor development activity, staff question the value of some of this information compared to the cost and resources required to provide it. In short, once the system enhancements are completed, the Town will then need to review each and every development application file received in the last five years, update the system to reflect the current status and the required datapoints. This will involve a hands-on review with time devoted by a number of staff to review and input data from approximately 2,623 applications. Given changes resulting from Bill 109 and Bill 23, the development application process has shifted and the relevance of historical data may be limited.

Financial Impact/Resourcing

Staff expect that the Provincial estimate of a year one cost of \$3,953 to be a significant underestimation of the cost required to ensure compliance. The subsequent year costs of \$3,193 is also believed to be an underestimation of the effort required to extract this information.

Staff believe the following high-level steps would be necessary to prepare the Town's to respond to this request:

- Retain consultant assistance to improve the Town's development application tracking system
- Add additional headcount to address record keeping, system improvements and ongoing data collection and analysis
- Review records for current and last five years (approximately 2,623 applications)
- Create detailed training for all staff

Manual effort will be needed to prepare the information, and the timeline and cost identified for doing so is unrealistic for the Town. Automating this collection process will require investment in technology upgrades as well as process changes, some of which are currently underway but some of which have not yet been contemplated.

Use of the Information

The requested information seeks to measure how quickly a municipality is processing applications received, but the data points requested will not identify where there are delays to applications caused by applicants, Ministries and external agencies and the Ontario Land Tribunal. Staff caution comparing data between the 29 identified municipalities, or between applications within the same municipality. To start, municipalities are subject to different provincial plans and policies. Furthermore, the recent changes resulting from Bill 109, the different planning processes at each municipality, the differences in delegated authority, levels of infill compared to greenfield development, and the complexity of applications all have an impact on processing times.

Recommendations

- Consider allowing municipalities two years to conduct necessary system enhancements before providing information for 2023, change first reporting date to 2025. This would especially be useful when it comes to the request for historical data.
- Reconsider the need for quarterly reporting, with a suggestion to change the reporting to annually with additional data collection for dates that a decision was made on the application. This would allow the Province and Municipalities to identify the timelines for development approval, with minimal additional data collecting, but a lesser need for frequent reporting
- Provide further clarity on the information requested in Attachment 1.
- Consider limiting the amount of detail requested for 2018-2022.
- Reconsider the value of minor variance and consent information to the Province.
- Remove the requirement to provide five year historical information.

Thank you for the opportunity to provide input on this proposed regulation. Town staff would be happy to discuss these comments in more detail, please do not hesitate to contact the undersigned.

Sincerely,



Antonietta Minichillo
Director of Planning/Chief Planner
Planning Department
TOWN OF CALEDON

Enclosure

Town of Caledon Submission on Municipal Reporting on Planning Matters - Attachment 1: Proposed Data to be Reported

Data Element	Information for Collection	Frequency of Reporting	Town Comments
Community Infrastructure and Housing Accelerator Tool and Ministers Zoning Orders	<ul style="list-style-type: none"> Number of building permits issued to date 	Annual Reporting Due by March 31 of the next calendar year (e.g., information for 2022 due March 31, 2023).	<ul style="list-style-type: none"> Is this related to residential uses only or all land uses? What specifics are required in terms of data – just permits or permit by type or section of the code, etc.?
	<ul style="list-style-type: none"> Downstream planning approval status 		<ul style="list-style-type: none"> Further clarification regarding this item is needed – all land uses and development application types including building permits? Are there specific status' being requested, and if so, they should be defined. As additional MZO's and CIHAs are identified, the complexity of the manual update will increase.

Town of Caledon Submission on Municipal Reporting on Planning Matters - Attachment 1: Proposed Data to be Reported

Data Element	Information for Collection	Frequency of Reporting	Town Comments
<p>Land Severance (Consent)</p>		<p>Quarterly Reporting:</p> <ol style="list-style-type: none"> 1. Q1: January 1 – March 31, due by June 30 2. Q2: April 1 – June 30, due by September 30 3. Q3: July 1 – September 30, due by December 31 4. Q4: October 1 – December 31, due by March 31 (of the next calendar year) 	<ul style="list-style-type: none"> • Is this related to residential uses only or all land uses? Suggest including land use in the data collection as well. • Is this applicable to all “open” applications as of January 1, 2023, or just to applications “received” since January 1, 2023? • What specifics are required in the data? Suggest that the type of consent may be helpful i.e. severance, lot line adjustment, easement. Suggest that identification of applicable Provincial Plans be included.
	<ul style="list-style-type: none"> • Application Number 		
	<ul style="list-style-type: none"> • Application Address 		<ul style="list-style-type: none"> • What happens with “0” addresses (i.e. vacant lots)? Suggest including a roll number.
	<ul style="list-style-type: none"> • Date Application Submitted 		<ul style="list-style-type: none"> • Need further clarity on what is considered to be the date application submitted? (Application Form and Fee, or one or the other)
	<ul style="list-style-type: none"> • Date Application Deemed Complete 		<ul style="list-style-type: none"> • The Town does not provide formal communication on when an application is considered complete – so determining this date may be challenging. It is unlikely five years of historic data can be provided.
	<ul style="list-style-type: none"> • Application Status <ul style="list-style-type: none"> ○ Under Review ○ Application Approved ○ Application Refused ○ If appealed to Ontario Land Tribunal or Local Appeal Body, whether it is an appeal of: <ul style="list-style-type: none"> ▪ Condition ▪ Decision ▪ Non-decision ▪ Third Party Appeal 		<ul style="list-style-type: none"> • The Town does not currently track the type of appeal. It is unlikely five years of historic data can be provided.
<ul style="list-style-type: none"> • Date of Decision (if applicable) 	<ul style="list-style-type: none"> • Is this to identify the most recent decision? What if applications were deferred – this should be noted in the data collection along with the reason for deferral? 		

Town of Caledon Submission on Municipal Reporting on Planning Matters - Attachment 1: Proposed Data to be Reported

Data Element	Information for Collection	Frequency of Reporting	Town Comments
Minor Variance Application		Quarterly Reporting: 1. Q1: January 1 – March 31, due by June 30 2. Q2: April 1 – June 30, due by September 30 3. Q3: July 1 – September 30, due by December 31 4. Q4: October 1 – December 31, due by March 31 (of the next calendar year)	<ul style="list-style-type: none"> Is this applicable to all “open” applications as of January 1, 2023, or just to applications “received” since January 1, 2023?
	<ul style="list-style-type: none"> Application Number 		
	<ul style="list-style-type: none"> Application Address 		<ul style="list-style-type: none"> What happens with “0” addresses (i.e. vacant lots)? Suggest including a roll number.
	<ul style="list-style-type: none"> Date Application Submitted 		<ul style="list-style-type: none"> Need further clarity on what is considered to be the date application submitted? (Application Form and Fee, or one or the other)
	<ul style="list-style-type: none"> Date Application Deemed Complete 		<ul style="list-style-type: none"> The Town does not provide formal communication on when an application is considered complete – so determining this date may be challenging. It is unlikely five years of historic data can be provided.
	<ul style="list-style-type: none"> Application Status <ul style="list-style-type: none"> Under Review Application Approved Application Refused If appealed to Ontario Land Tribunal or Local Appeal Body, whether it is an appeal of: <ul style="list-style-type: none"> Condition Decision Non-decision Third Party Appeal 		<ul style="list-style-type: none"> The Town does not currently track the type of appeal. It is unlikely five years of historic data can be provided.
	<ul style="list-style-type: none"> Date of Decision (if applicable) 		<ul style="list-style-type: none"> Is this to identify the most recent decision? What if applications were deferred – this should be noted in the data collection along with the reason for deferral?
	<ul style="list-style-type: none"> Proposed Use 		<ul style="list-style-type: none"> What is the level of detail needed (i.e. residential, employment or specific to townhouse, second dwelling, etc.)?

Town of Caledon Submission on Municipal Reporting on Planning Matters - Attachment 1: Proposed Data to be Reported

Data Element	Information for Collection	Frequency of Reporting	Town Comments
Official Plan Amendment Applications		Quarterly Reporting: 1. Q1: January 1 – March 31, due by June 30 2. Q2: April 1 – June 30, due by September 30 3. Q3: July 1 – September 30, due by December 31 4. Q4: October 1 – December 31, due by March 31 (of the next calendar year)	<ul style="list-style-type: none"> Is this applicable to all “open” applications as of January 1, 2023, or just to applications “received” since January 1, 2023? Should this exclude Town initiated OPA’s? If not, how should we track properties since it is Town Wide?
	<ul style="list-style-type: none"> Application Number 		
	<ul style="list-style-type: none"> Application Address 		<ul style="list-style-type: none"> What happens with “0” addresses (i.e. vacant lots)? Suggest including a roll number.
	<ul style="list-style-type: none"> Date Application Submitted 		<ul style="list-style-type: none"> Need further clarity on what is considered to be the date application submitted? (Application Form and Fee, or one or the other)
	<ul style="list-style-type: none"> Date Application Deemed Complete 		
	<ul style="list-style-type: none"> Application Status <ul style="list-style-type: none"> Under Review Application Approved Application Refused If appealed to Ontario Land Tribunal, whether it is an appeal of: <ul style="list-style-type: none"> Decision Non-decision Third Party Appeal 		<ul style="list-style-type: none"> The Town does not currently track the type of appeal. It is unlikely five years of historic data can be provided.
	<ul style="list-style-type: none"> Date of Decision (if applicable) 		
	<ul style="list-style-type: none"> Proposed Designation 		
	<ul style="list-style-type: none"> Heritage Status 		

Town of Caledon Submission on Municipal Reporting on Planning Matters - Attachment 1: Proposed Data to be Reported

Data Element	Information for Collection	Frequency of Reporting	Town Comments
Plan of Condominium		Quarterly Reporting: 1. Q1: January 1 – March 31, due by June 30 2. Q2: April 1 – June 30, due by September 30 3. Q3: July 1 – September 30, due by December 31 4. Q4: October 1 – December 31, due by March 31 (of the next calendar year)	<ul style="list-style-type: none"> Is this applicable to all “open” applications as of January 1, 2023, or just to applications “received” since January 1, 2023?
	<ul style="list-style-type: none"> Application Number 		
	<ul style="list-style-type: none"> Application Address 		<ul style="list-style-type: none"> What happens with “0” addresses (i.e. vacant lots)? Suggest including a roll number.
	<ul style="list-style-type: none"> Date Application Submitted 		<ul style="list-style-type: none"> Need further clarity on what is considered to be the date application submitted? (Application Form and Fee, or one or the other)
	<ul style="list-style-type: none"> Date Application Deemed Complete 		
	<ul style="list-style-type: none"> Application Status <ul style="list-style-type: none"> Under Review Application Approved Application Refused If appealed to Ontario Land Tribunal, whether it is an appeal of: <ul style="list-style-type: none"> Condition Decision Non-decision Third Party Appeal 		<ul style="list-style-type: none"> The Town does not currently track the type of appeal. It is unlikely five years of historic data can be provided.
	<ul style="list-style-type: none"> Date of Decision (if applicable) 		
	<ul style="list-style-type: none"> Date Registered (if applicable) <ul style="list-style-type: none"> If registered, number of registered new residential condominium units 		<ul style="list-style-type: none"> For the number of new residential condominium units: <ul style="list-style-type: none"> Suggest this should specify the type (apartment, townhouse etc.) How does the Province intend to address double-counting at subdivision and site plan and condominium?
	<ul style="list-style-type: none"> Proposed Use 		<ul style="list-style-type: none"> What is the level of detail needed (i.e. residential, employment or specific to townhouse, second dwelling, etc.)?
	<ul style="list-style-type: none"> Proposed Number of Net New Residential Condo Units 		<ul style="list-style-type: none"> Suggest type is specified (apartment, townhouse etc.).

Town of Caledon Submission on Municipal Reporting on Planning Matters - Attachment 1: Proposed Data to be Reported

Data Element	Information for Collection	Frequency of Reporting	Town Comments
Plan of Subdivision		Quarterly Reporting: 1. Q1: January 1 – March 31, due by June 30 2. Q2: April 1 – June 30, due by September 30 3. Q3: July 1 – September 30, due by December 31 4. Q4: October 1 – December 31, due by March 31 (of the next calendar year)	<ul style="list-style-type: none"> Is this applicable to all “open” applications as of January 1, 2023, or just to applications “received” since January 1, 2023?
	<ul style="list-style-type: none"> Application Number 		
	<ul style="list-style-type: none"> Application Address 		<ul style="list-style-type: none"> What happens with “0” addresses (i.e. vacant lots)? Suggest including a roll number.
	<ul style="list-style-type: none"> Date Application Submitted 		<ul style="list-style-type: none"> Need further clarity on what is considered to be the date application submitted? (Application Form and Fee, or one or the other)
	<ul style="list-style-type: none"> Date Application Deemed Complete 		
	<ul style="list-style-type: none"> Application Status <ul style="list-style-type: none"> Under Review Application Approved Application Refused If appealed to Ontario Land Tribunal, whether it is an appeal of: <ul style="list-style-type: none"> Condition Decision Non-decision Third Party Appeal 		<ul style="list-style-type: none"> The Town does not currently track the type of appeal. It is unlikely five years of historic data can be provided.
	<ul style="list-style-type: none"> Date of Decision (if applicable) 		
	<ul style="list-style-type: none"> Date Registered (if applicable) <ul style="list-style-type: none"> If registered, number of registered new residential condominium units 		<ul style="list-style-type: none"> For the number of new residential lots: <ul style="list-style-type: none"> Suggest this should specify the type (apartment, townhouse etc.) How does the Province intend to address double-counting at subdivision and site plan and condominium?
	<ul style="list-style-type: none"> Proposed Use 		<ul style="list-style-type: none"> What is the level of detail needed (i.e. residential, employment or specific to townhouse, second dwelling, etc.)?
	<ul style="list-style-type: none"> Proposed Number of Net New Residential Lots 		<ul style="list-style-type: none"> Suggest type is specified (apartment, townhouse etc.).
	<ul style="list-style-type: none"> Heritage Status 		

Town of Caledon Submission on Municipal Reporting on Planning Matters - Attachment 1: Proposed Data to be Reported

Data Element	Information for Collection	Frequency of Reporting	Town Comments
Site Plan Application		Quarterly Reporting: 1. Q1: January 1 – March 31, due by June 30 2. Q2: April 1 – June 30, due by September 30 3. Q3: July 1 – September 30, due by December 31 4. Q4: October 1 – December 31, due by March 31 (of the next calendar year)	<ul style="list-style-type: none"> Is this applicable to all “open” applications as of January 1, 2023, or just to applications “received” since January 1, 2023? To ensure conformity with the Oak Ridges Moraine Conservation Plan, the province required the Town to require Site Plan Control on development within the ORMCP through the Town’s conformity exercise. Suggest that the Town identifies the type of Site Plan (i.e. Oak Ridges Moraine or regular).
	<ul style="list-style-type: none"> Application Number 		
	<ul style="list-style-type: none"> Application Address 		<ul style="list-style-type: none"> What happens with “0” addresses (i.e. vacant lots)? Suggest including a roll number.
	<ul style="list-style-type: none"> Date Application Submitted 		<ul style="list-style-type: none"> Need further clarity on what is considered to be the date application submitted? (Application Form and Fee, or one or the other)
	<ul style="list-style-type: none"> Date Application Deemed Complete 		
	<ul style="list-style-type: none"> Application Status <ul style="list-style-type: none"> Under Review Application Approved Application Refused If appealed to Ontario Land Tribunal or Local Appeal Body, whether it is an appeal of: <ul style="list-style-type: none"> Condition Decision Non-decision Third Party Appeal 		<ul style="list-style-type: none"> The Town does not currently track the type of appeal. It is unlikely five years of historic data can be provided.
	<ul style="list-style-type: none"> Date of Decision (if applicable) 		<ul style="list-style-type: none"> Suggest including the approval authority (i.e. Council, Director, etc.)
	<ul style="list-style-type: none"> Proposed Use 		<ul style="list-style-type: none"> What is the level of detail needed (i.e. residential, employment or specific to townhouse, second dwelling, etc.)?

Town of Caledon Submission on Municipal Reporting on Planning Matters - Attachment 1: Proposed Data to be Reported

Data Element	Information for Collection	Frequency of Reporting	Town Comments
Zoning Bylaw Amendment Application		Quarterly Reporting: 1. Q1: January 1 – March 31, due by June 30 2. Q2: April 1 – June 30, due by September 30 3. Q3: July 1 – September 30, due by December 31 4. Q4: October 1 – December 31, due by March 31 (of the next calendar year)	<ul style="list-style-type: none"> Is this applicable to all “open” applications as of January 1, 2023, or just to applications “received” since January 1, 2023? Should Town initiated ZBA’s be excluded? If no, how do we track properties since it is Town Wide? Should the type of Zoning By-law Amendment be tracked? Temporary Use, ICBL, Holding, etc. Does the Province want information provided if a holding is being imposed?
	<ul style="list-style-type: none"> Application Number 		
	<ul style="list-style-type: none"> Application Address 		<ul style="list-style-type: none"> What happens with “0” addresses (i.e. vacant lots)? Suggest including a roll number.
	<ul style="list-style-type: none"> Date Application Submitted 		<ul style="list-style-type: none"> Need further clarity on what is considered to be the date application submitted? (Application Form and Fee, or one or the other)
	<ul style="list-style-type: none"> Date Application Deemed Complete 		
	<ul style="list-style-type: none"> Application Status <ul style="list-style-type: none"> Submitted Under Review Application Approved Application Refused If appealed to the Ontario Land Tribunal, whether it is an appeal of: <ul style="list-style-type: none"> Condition Decision Non-decision Third Party Appeal 		<ul style="list-style-type: none"> The Town does not currently track the type of appeal. It is unlikely five years of historic data can be provided.
	<ul style="list-style-type: none"> Date of Decision (if applicable) 		
	<ul style="list-style-type: none"> Proposed Use 		<ul style="list-style-type: none"> What is the level of detail needed (i.e. residential, employment or specific to townhouse, second dwelling, etc.)?
	<ul style="list-style-type: none"> Heritage Status 		

Town of Caledon Submission on Municipal Reporting on Planning Matters - Attachment 1: Proposed Data to be Reported

Data Element	Information for Collection	Frequency of Reporting	Town Comments
<p>Areas identified as a Strategic Growth Area with a minimum target</p>	<ul style="list-style-type: none"> • A copy of the geospatial data identifying areas identified as a strategic growth area with a minimum target for your municipality. Indicate as part of the data attributes the applicable density targets, development phasing policies and other relevant policy or zoning requirements, where applicable and appropriate. <ul style="list-style-type: none"> ○ Brief description of the data ○ Date created ○ Date updated (if newer) ○ Update frequency (if applicable) ○ Spatial referencing information (map projection, coordinate systems, geodetic model, geographic extent) ○ List of data attributes and a data dictionary ○ Data collection and process (if available) ○ Data accuracy (e.g., the scale the data can be used at) (if available) ○ Copyright information <ul style="list-style-type: none"> ▪ Indicate if boundaries are developed using Ontario Parcel 	<p>Annual Reporting Due by March 31 of the next calendar year (e.g., information for 2022 due March 31, 2023).</p>	<ul style="list-style-type: none"> • N/A

Town of Caledon Submission on Municipal Reporting on Planning Matters - Attachment 1: Proposed Data to be Reported

Data Element	Information for Collection	Frequency of Reporting	Town Comments
	<p>Data, Ontario Road Network, or other data sources which may have separate copyright considerations.</p> <ul style="list-style-type: none"> ○ Contact information ● Description of the file format (e.g., ESRI shapefile) 		

Town of Caledon Submission on Municipal Reporting on Planning Matters - Attachment 1: Proposed Data to be Reported

Data Element	Information for Collection	Frequency of Reporting	Town Comments
<p>Areas Subject to an Intensification Target</p>	<ul style="list-style-type: none"> • A copy of the geospatial data identifying areas subject to an intensification target for your municipality. Indicate as part of the data attributes any applicable targets. <ul style="list-style-type: none"> ○ Brief description of the data ○ Date created ○ Date updated (if newer) ○ Update frequency (if applicable) ○ Spatial referencing information (map projection, coordinate systems, geodetic model, geographic extent) • List of data attributes and a data dictionary • Data collection and process (if available) • Data accuracy (e.g., the scale the data can be used at) (if available) • Copyright information <ul style="list-style-type: none"> ○ Indicate if boundaries are developed using Ontario Parcel Data, Ontario Road Network, or other data sources which may have separate copyright considerations. • Contact information • Description of the file format (e.g., ESRI shapefile) 	<p>Annual Reporting Due by March 31 of the next calendar year (e.g., information for 2022 due March 31, 2023).</p>	<ul style="list-style-type: none"> • No concerns with providing for 2023. • Five years of historical data cannot be provided.

Town of Caledon Submission on Municipal Reporting on Planning Matters - Attachment 1: Proposed Data to be Reported

Data Element	Information for Collection	Frequency of Reporting	Town Comments
<p>Employment Areas</p>	<ul style="list-style-type: none"> • A copy of the geospatial data identifying employment areas in your municipality. Indicate as part of the data attributes the applicable density targets, development phasing policies and other relevant policy or zoning requirements, where applicable and appropriate. <ul style="list-style-type: none"> ○ Brief description of the data ○ Date created ○ Date updated (if newer) ○ Update frequency (if applicable) ○ Spatial referencing information (map projection, coordinate systems, geodetic model, geographic extent) ○ List of data attributes and a data dictionary ○ Data collection and process (if available) ○ Data accuracy (e.g., the scale the data can be used at) (if available) ○ Copyright information <ul style="list-style-type: none"> ▪ Indicate if boundaries are developed using Ontario Parcel Data, Ontario Road Network, or 	<p>Annual Reporting Due by March 31 of the next calendar year (e.g., information for 2022 due March 31, 2023).</p>	<ul style="list-style-type: none"> • Consider relevant policies to be submitted separately from geospatial data, they will be contained within municipal Official Plans and/or Zoning By-laws. Consider scoping this portion of the request. • Five years of historical data cannot be provided.

Town of Caledon Submission on Municipal Reporting on Planning Matters - Attachment 1: Proposed Data to be Reported

	<p>other data sources which may have separate copyright considerations.</p> <ul style="list-style-type: none">○ Contact information● Description of the file format (e.g., ESRI shapefile)		
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Town of Caledon Submission on Municipal Reporting on Planning Matters - Attachment 1: Proposed Data to be Reported

Data Element	Information for Collection	Frequency of Reporting	Town Comments
<p>Employment Area Conversions</p>	<ul style="list-style-type: none"> • A copy of the geospatial data identifying employment area conversions in your municipality. <ul style="list-style-type: none"> ○ Brief description of the data ○ Date created ○ Date updated (if newer) ○ Update frequency (if applicable) ○ Spatial referencing information (map projection, coordinate systems, geodetic model, geographic extent) ○ List of data attributes and a data dictionary ○ Data collection and process (if available) ○ Data accuracy (e.g., the scale the data can be used at) (if available) ○ Copyright information <ul style="list-style-type: none"> ▪ Indicate if boundaries are developed using Ontario Parcel Data, Ontario Road Network, or other data sources which may have separate copyright considerations. ○ Contact information • Description of the file format (e.g., ESRI shapefile) 	<p>Annual Reporting Due by March 31 of the next calendar year (e.g., information for 2022 due March 31, 2023).</p>	<ul style="list-style-type: none"> • No concerns with providing for 2023. • Five years of historical data cannot be provided.

Town of Caledon Submission on Municipal Reporting on Planning Matters - Attachment 1: Proposed Data to be Reported

Data Element	Information for Collection	Frequency of Reporting	Town Comments
<p>Existing water and wastewater infrastructure</p>	<ul style="list-style-type: none"> • A copy of the geospatial data for the existing and under construction water and wastewater trunk lines and locations of municipal water and wastewater treatment plants in your municipality. <ul style="list-style-type: none"> ○ Brief description of the data ○ Date created ○ Date updated (if newer) ○ Update frequency (if applicable) ○ Spatial referencing information (map projection, coordinate systems, geodetic model, geographic extent) ○ List of data attributes and a data dictionary ○ Data collection and process (if available) ○ Data accuracy (e.g., the scale the data can be used at) (if available) ○ Copyright information <ul style="list-style-type: none"> ▪ Indicate if boundaries are developed using Ontario Parcel Data, Ontario 	<p>Annual Reporting Due by March 31 of the next calendar year (e.g., information for 2022 due March 31, 2023).</p>	<ul style="list-style-type: none"> • No concerns for providing information on Town-owned infrastructure for 2023. • Need clarity on responsibilities for providing data. Should the Town receive data from the Region to submit information regarding Regional infrastructure? • Five years of historical data cannot be provided.

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	<p>Road Network, or other data sources which may have separate copyright considerations.</p> <ul style="list-style-type: none">○ Contact information for Technical Questions○ Description of the file format (e.g., ESRI shapefile)		
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Town of Caledon Submission on Municipal Reporting on Planning Matters - Attachment 1: Proposed Data to be Reported

Data Element	Information for Collection	Frequency of Reporting	Town Comments
<p>Major Transit Station Area Boundaries</p>	<ul style="list-style-type: none"> • A copy of the geospatial data identifying major transit station area boundaries in your municipality. Indicate as part of the data attributes any applicable inclusionary zoning, density targets, development phasing requirements and other relevant policy or zoning requirements, where applicable and appropriate; and • A copy of the geospatial data of any changes to major transit station area boundaries. • For both items: <ul style="list-style-type: none"> ○ Brief description of the data ○ Date created ○ Date updated (if newer) ○ Update frequency (if applicable) ○ Spatial referencing information (map projection, coordinate systems, geodetic model, geographic extent) ○ List of data attributes and a data dictionary ○ Data collection and process (if available) ○ Data accuracy (e.g., the scale the data can be used at) (if available) ○ Copyright information 	<p>Annual Reporting Due by March 31 of the next calendar year (e.g., information for 2022 due March 31, 2023).</p>	<ul style="list-style-type: none"> • Consider relevant policies to be submitted separately from geospatial data, they will be contained within municipal Official Plans and/or Zoning By-laws. Consider scoping this portion of the request. • Five years of historical data cannot be provided.

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	<ul style="list-style-type: none"> <ul style="list-style-type: none"> ▪ Indicate if boundaries are developed using Ontario Parcel Data, Ontario Road Network, or other data sources which may have separate copyright considerations. ○ Contact information ○ Description of the file format (e.g., ESRI shapefile) 		
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Town of Caledon Submission on Municipal Reporting on Planning Matters - Attachment 1: Proposed Data to be Reported

Data Element	Information for Collection	Frequency of Reporting	Town Comments
<p>Settlement Area Boundaries</p>	<ul style="list-style-type: none"> • A copy of the geospatial data for all existing settlement area boundaries for your municipality; and • (Optional) A copy of the geospatial data for any settlement area boundary expansion(s). • For both items: <ul style="list-style-type: none"> ○ Brief description of the data ○ Date created ○ Date updated (if newer) ○ Update frequency (if applicable) ○ Spatial referencing information (map projection, coordinate systems, geodetic model, geographic extent) ○ List of data attributes and a data dictionary ○ Data collection and process (if available) ○ Data accuracy (e.g., the scale the data can be used at) (if available) ○ Copyright information <ul style="list-style-type: none"> ▪ Indicate if boundaries are developed using Ontario Parcel Data, Ontario Road Network, or 	<p>Annual Reporting Due by March 31 of the next calendar year (e.g., information for 2022 due March 31, 2023).</p>	<ul style="list-style-type: none"> • No concerns with providing for 2023. • Five years of historical data cannot be provided.

Town of Caledon Submission on Municipal Reporting on Planning Matters - Attachment 1: Proposed Data to be Reported

	<p>other data sources which may have separate copyright considerations.</p> <ul style="list-style-type: none">○ Contact information○ Description of the file format (e.g., ESRI shapefile)		
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