

The Master Plan and the Master Planning Process

This Fact Sheet provides an overview of the municipal master planning process. For more information on the Master Plan and how aquatic sport clubs can get involved with the process, please read the Aquatic Sport Council's "Community Planning Guide".

What is a Master Plan?

Most municipalities in Ontario develop one or more Master Plans (also called an "Official Plan"). This Plan allows municipalities to better understand the needs of the community, to keep informed of trends, to map out repairs and replacements for facilities, roads, etc. and to create a planned approach to developing new facilities, roads, etc. Future growth of the population, demographics, socio-economic, social trends and current issues all influence the master plan. Depending on the size of the municipality, a specific plan for the Parks and Recreation department may also be developed (called a "Recreation Master Plan").

Why should an Aquatic Sport Club care about the Master Planning Process?

Aquatic sport clubs often have facility needs that aren't being met by the municipality's current offerings (for example, a swimming pool might not be deep enough or might be booked to capacity). The Master Plan generally dictates the direction the community is taking for a fifteen year period. It is revisited every five years to ensure that the Plan still makes sense. During the process, the municipality seeks input from the community. This is where the Aquatic Sport Club can get involved and inform the municipality of its needs and the value of sport friendly pools.

What is the Master Planning Process?

Master Planning is a four phase process. A chart on the following page **summarizes** and **highlights** the steps in the process where Aquatic Sport Clubs can take an active role and provide input. To view the full chart, please [click here](#).

How can I locate my municipality's current Master Plan/Recreation Master Plan? How can I find out when the Plan will be updated?

Master Plans/Recreation Master Plans are usually posted on the website of every municipality. If not readily available, use a Contact Us email to request a copy.

Master Planning Process	Description	Opportunities for Input
Phase One – Project Initiation		
Step 1 – Development of a Steering Committee	A Steering Committee is made up of residents with skills, competencies and community knowledge	Offer to have an aquatic sport representative on the Steering Committee
Step 2 – Development of a Communications Plan	Communications will keep residents informed of opportunities for input and the progress of the plan development	Pass along the communications to aquatic sport club members
Step 3 – Environmental Scan	Reviews other plans and their impact on the master planning process (demographics, growth, employment, income, inventories of facilities and services)	Be informed as to how community growth, changing demographics and current trends will impact aquatic sport development. Check www.aquaticsportontario.ca for information
Phase Two – Needs and Trends Analysis		
Step 4 – Initial Community and Stakeholder Education	May entail interviews, stakeholder surveys, telephone surveys, community meetings and/or focus groups	Ensure that aquatic sports receive and complete the stakeholder survey and attend and participate in community meetings
Step 5 – Emerging Issues and Trends Assessment	A summary of emerging issues and trends compiled from the consultations, background documents and environmental scan	Research and submit a document on the participation trends in aquatic sport and respective facility needs
Step 8 – Facilities Needs Assessment	An assessment of the programs and the use of facilities as well as a facility condition assessment to determine future facility provision standards and address needed facility revisions	Aquatic sport clubs can check pool provision standards in communities of similar size and geography and provide input
Step 9 – Summary Findings Report	A summary findings report will report on community input, the environmental scan, key strengths and challenges	There may be an opportunity to provide input on the key findings
Phase Four – Master Plan Report		
Step 13 – Public Review of the Draft Master Plan Report	The public will be given the opportunity to review the master plan and provide input. This takes place via public meetings and posting the draft report on the municipality website	Host a meeting with aquatic sport representatives to review the draft master plan and provide input on the actions, timing, sequencing, etc.
Step 15 – Presentation of the Master Plan report to Council for receipt and Approval	A final report is presented to Council for consideration, receipt and/or approval.	Attend a Council meeting to present the consensus of aquatic sport on the report