



County of Lambton Official Plan Review 2023

*Terms of Reference
Planning for Growth 2.0*



Prepared by:
County of Lambton
Planning & Development Services

1.0 Introduction

This document is the Terms of Reference for the 2023 review of the County of Lambton Official Plan. This document will provide an overview of the Official Plan Review (“Growth 2.0”), methodology and proposed timeline for the project.

2.0 Need to update the County of Lambton Official Plan

The County and our 11 local Municipalities have seen increased growth and development since the County Official Plan took full effect in September of 2020. Many Municipalities have exceeded projected populations and yearly dwelling unit counts used for growth projections to 2031.

Along with increased growth, legislative changes from the Province of Ontario via the Provincial Policy Statement in 2020 (PPS 2020) and 2023 have made significant changes to planning policy. This includes changes to the land supply requirements and time horizon of land supply needed for residential purposes.

Since 2020, County Planning Staff have also received several inquiries and pre-consultation requests regarding Settlement Areas in various Municipalities. The City of Sarnia’s recent decision to further expand their Settlement Area Boundary has made added to the need to review the Plan.

The most significant reason to review the County Official Plan comes Point Edward’s desire to protect waterfront lands from development. By examining an approach to protect these lands, a concept for a ‘county wide land swap’ was created by Planning Staff (discussed in Section 4.5). This would allow the Point Edward lands to be protected, while providing “Settlement Area” to another County Municipality for growth – meeting the intention of PPS 2020 policy 1.1.3.9 (Appendix 2).

3.0 Scope of Review

The following sections will provide an overview of the Scope of the Review for updating the County of Lambton Official Plan. This will include specific items that will be included or excluded from the review.

3.1 What is included in the Scope of the Review

As a result of increased growth and legislative changes in PPS 2020, as well as those proposed in PPS 2023 – the following items will be part of the Scope of the Review for the Plan update:

- Population and demographic projections for all County Municipalities will be reviewed and updated. Jobs forecasts (not done in the current OP) will be included.
- Dwelling Unit Count assignment to County Municipalities will be updated using population and demographic updates. Any municipality that would end up with a decrease below 5 units per year (current County Official Plan assignment) will **not** be decreased. Municipalities seeing growth will have their Dwelling Unit Count updated.

- Updating of Settlement Area mapping (Map 1 – Growth Strategy) based on land supply discussions with local Municipalities (see section 4.0).
- Policy updates for conformance with PPS 2020, legislation changes from Provincial Acts (i.e. Bill 23) and PPS 2023.
- Updating of policies for land uses in the rural area.
- Create policies for review of Settlement Area expansions and land swaps and providing a framework of responsibilities for the County and Local Municipalities.
- A review of policies and mechanisms to enhance and support efforts for housing development within the County, with particular emphasis on Affordable and Attainable Housing options.
- Update Economic Development policies to support growth.
- Updating the plan to show County Road widening projects because of recent legislative changes in the *Planning Act*.
- Creating new land use designation for preservation and protection of Point Edward waterfront lands (while maintain development provisions for vital infrastructure projects like the Blue Water Bridge).
- General policy updates to ensure a “plain language lense”.
- Enhanced administrative and consolidation policies.

3.2 Issues that will be out of the Scope of the Review

Matters in the County Official Plan that were subject to an Ontario Land Tribunal (OLT) process (or previous incarnations) will not be a part of this project as these decisions were issued under a Board Order.

3.3 Protection of Point Edward Waterfront Lands and connection to County-wide land swap

During the review of the Point Edward Official Plan, concern was expressed to ensure that “waterfront lands” were protected from development should the Village be in a financial challenge. While the County Planning Team did all that it could in the OP review for the Village, a desire to further protect these lands was considered which is the foundation for the OP review.

The Point Edward Waterfront includes lands not only owned by the Village, but the Federal Government. Taking these lands from the Settlement Area ensures that they could not be used for development, while policy can allow the existing uses (and anything accessory to those uses) to continue. For instance, policy can provide for infrastructure related to the Blue Water Bridge, despite a federal level of government being exempt from Municipal planning regulations.

Taking the Settlement Area designation off these lands posed an interesting question – what to do with this settlement area designation? It would be a waste to simply “erase” this settlement area, when it could be added to a Municipality needing to expand for growth. This is the purpose of County-wide level planning – examine opportunity for other County Significant Recreation areas (that were not created through a plan of subdivision) to also be taken out of the Settlement Area and protected (since these

would not be developed) and then use that designation elsewhere. Details of this land swap concept will be discussed in Section 4.5.

3.4 Municipalities included in the Review

The review of the County Official Plan will have implications for all Municipalities within the County. However, the following Municipalities will likely see minimal changes to Settlement Area mapping:

1. The Town of Petrolia – the entire Town is designated a Settlement Area.
2. The Village of Point Edward – the entire Village is designated a Settlement Area, however some mapping changes related to Waterfront Protection will be likely occur.

3.5 Review versus New Plan

It is important to clarify that this project will be a review to the existing County of Lambton Official Plan and not a new plan. Significant effort and time were put into the creation of the existing Plan – to replace it so soon would require increased time and effort for this review. This review has been scoped to attempt to keep the timeline as quick as possible.

3.6 Provincial Policy Statement 2023 update and impacts

At the time of preparing this Terms of Reference – the Province of Ontario has released a draft version of a new Provincial Policy Statement (PPS 2023). The comment period is currently underway, but the new PPS has not officially been adopted.

There are significant changes from PPS 2020 and 2023 – residential land supply would be a minimum of 25 years (as opposed to a maximum). There are also proposed policy changes to allow lot severances in the rural areas (up to three (3) lots) from farm parcels as they existing as of January 1, 2023.

Considering the typical timeline for the Province to enact a new PPS – Staff anticipate that as the first stages of this project occur, PPS 2023 will take effect. The project methodology will take this into account and adjustments will be made to the legislative and conformance review to ensure that the transition to a new PPS is included.

4.0 Review Methodology – Land Supply and Settlement Areas

The following sections will provide an overview of the methodology related to Land Supply and Settlement Areas. This section expands on the Scope of the Review provided in Section 3.0 above.

4.1 Conformity review

The County of Lambton Official Plan was approved under PPS 2014. As noted in above, changes to PPS 2020 necessitate the need for a review of the Official Plan to ensure conformance. The *Planning Act* requires all planning documents (Official Plans, Zoning By-laws, etc.) be consistent with the PPS in effect at the time.

PPS 2020 is the most current – however, as noted in section 3.5, Staff are aware of the pending update (PPS 2023). The review of policies in the County of Lambton Official Plan will provide a cumulative update. A focus of consistency will be on PPS 2023, particularly if this update removes or eliminates changes from PPS 2020.

The conformity review will also examine recently passed changes to the *Planning Act* (such as Bills 109 and Bill 23) and other changes to various Acts.

4.2 Population, Demographic and Employment review/update

As part of the consulting resources required – an expert in demographic analysis will be acquired to review the 2021 Census data for the County of Lambton and its member municipalities.

Using the analysis methods in the Growth Plan for the Greater Golden Horseshoe, new population, demographic and employment projections for all 11 member Municipalities and the County will be created. This methodology is used not only in the Golden Horseshoe but is being applied (by the Province) to all Municipalities whenever updates are done.

It should be noted that preliminary review of the draft PPS 2023 indicates that this methodology will become the typical process for Official Plans moving forward. By using this method now, before a new PPS takes effect, this should minimize impacts to the project timeline and uses a mechanism that is time tested and supported by the Ministry.

This will also provide an opportunity to do an employment and job projection analysis – something not done for the current OP.

4.3 Land Supply Analysis

Based upon the review of demographic growth from section 4.2 above, the Growth Plan Methodology will be used to take these projections and then review land supply for each County Municipality. Where a Municipality falls below the projected land supply needs, then a boundary expansion will be required. Municipalities where boundary expansions are not required may still see their boundaries adjusted through the land swap process (see item 4.5 below).

4.4 Land Supply discussions and reviews with Local Municipalities

Municipalities that will require boundary expansions or be involved in land swap discussions will make recommendations to County Planning staff on what lands will be included into expanded/adjusted boundaries. The County Planning Team will provide recommendations on land to be considered, based upon submissions from landowners showing interest to be considered. The final decision will rest with County Council on lands to be included/adjusted.

4.4.1 Decision Making criteria

Landowners wishing to be considered as part of boundary expansions or land swaps will need to provide a preliminary submission (outlined in section 4.4.2 below). Staff will provide an overall scoring of each site for consideration by the local Municipal Council, based on the following scale:

- 1) Each question will receive a score of 5 points – deductions of 2 points per question will occur if responses are vague and do not provide specific responses or answers on how policy or an issue is addressed.
- 2) If a site is close to existing services, 5 points will be provided. If not and servicing extensions would be required, a score of Zero will be awarded. If a site is on well/septic, a score of -5 will be awarded.
- 3) Bonus points will be provided as follows:
 - a. Providing specific commitment to additional housing forms (such as missing middle) = +5 points.
 - b. Providing commitment to Affordable/Attainable housing within a development = +5 points.
 - c. Providing specific options to mitigate impacts to Natural Heritage/Natural Hazard issues = +5 points.
 - d. Accepting additional site-specific policy for housing forms, Affordable/Attainable Housing and Natural Heritage/Hazards mitigations = +10.
 - e. Showing innovative approaches to housing forms and tenures = +10 points (can only be included if landowner is prepared to accept site specific policy in the County Official Plan).
- 4) Additional deductions will be made where a proponent will not commit (in writing) to provide future connections to undesignated lands which may be included in the Settlement Area in the future. This is regardless of how far in the future these lands may be added (deduction of 10 points). This deduction may not be applied if natural barriers such as rivers, retention of natural features or innovative approaches may make it appropriate not to connect to adjacent lands.

An evaluation of each site will be done by the Planning Team, which will include County Staff and Consultants, as well as Municipality staff. Recommendations for land additions will then be provided to each local Council. These recommendations will be capped based upon the amount of land required for a boundary expansion. If the list of site additions exceeds the land supply expansion, a “top up” from the land swap option may be considered. Staff will be on hand with each municipal council to provide options for consideration, but the final decision will rest with County Council.

4.4.2 Landowner submissions

Landowners wishing to be considered for a boundary expansion or land swap will need to provide a planning submission for their land(s) as part of a formal request for consideration. These formal requests must be submitted to the County Planning team for circulation.

Each formal submission must address:

- 1) How the proposal addresses all the housing policies contained in PPS 2020 – in particular: how will the future development address providing an array of housing forms and options (from single detached to missing middle or tiny homes and multi-residential). An estimate of the total number of lots and units along with preliminary concept plan will be required.
- 2) How the future proposal will provide affordable or attainable housing options and whether the applicant would be willing to commit to a specific housing goal (number of units).
- 3) How the proposal will minimize impacts to the Natural Heritage and Hazard features that may exist on the site. Where a feature (such as a wetland or woodlot) is impacted, how this impact will be mitigated/lessened.
- 4) Willingness to accept addition of specific policy to achieve commitments to housing goals, affordable/attainable housing and minimizing of Natural Heritage/Natural Hazard issues brought up in questions 1 to 3 above.
- 5) Proximity to existing infrastructure and services (this includes hard services such as sewer and water and soft services such as recreational facilities, parks, etc.).
- 6) Site location meets all requirements of the *Minimum Distance Separation formulae*.
- 7) How parkland will be provided for the future development.
- 8) How the development will address planning for future school needs. Note: This may be exempted for small scale additions to Settlement Areas proposing 20 lots or less.
- 9) How the proposed development will impact the loss of productive farmland. The proponent will need to confirm if the site falls in the *prime agricultural area* or *specialty crop areas* and provide rationale as to why the site should be considered for removal. If it is possible, the applicant can provide details on mitigation strategies to overcome the reduction in farmland.
- 10) How the future development will minimize impacts to the subject municipality and the county for future infrastructure/servicing costs.
- 11) How the future development will incorporate “green” infrastructure and servicing design.
- 12) How the future development will address expansion of the settlement areas into new areas by ensuring connections to undesignated lands adjacent to the site.

This submission need not be prepared by a planner or qualified expert, nor does a concept plan have to be done by a surveyor/engineer. However, the more detail that can be provided, the greater ability to provide answers to these questions.

4.4.3 Recommendations by Local Municipalities

Each municipal Council will be provided the analysis of landowner submissions for consideration for expansion of existing Settlement Areas. If a Municipality qualifies for a boundary expansion – then the amount of land that can be added to the Settlement Areas cannot exceed the number determined via the Growth Plan methodology. For

example, if a Municipality needed to add 100 hectares, then this would be the cap. While every effort will be made to keep to the cap, not all properties will add up to the cap. Minor overages to the cap will be kept to within 10 percent of the maximum (110 hectares, using the previous example).

If a Municipality has a desire to add more land than the cap, the land swap top up option could be considered. However, this option will be the focus for municipalities that would not qualify for an expansion to adjust boundaries first, before allowing other municipalities to ‘top up’ Settlement Areas. Any left over top up designation area would then be shared with Local Municipalities.

4.5 Land swap options to “top up” land supply

As noted in Section 3.4, this ability removes sites from Settlement Areas and provides an opportunity to swap across municipal boundaries on a County-wide basis. This preserves sites for recreation, while providing Settlement Area designation to help assist municipalities with growth.

County Planning Staff have been working on a review of several sites across the County that could be considered “County” significant. A preliminary mapping of these sites is provided (Appendix 3) and should be considered preliminary. Once the sites are finalized (in collaboration with each Municipality), a total supply of designation area will be determined.

The priority for this supply is to assist municipalities which do not qualify for an expansion under section 4.3 and 4.4 and at least “top up” their Settlement Areas to enable growth. Where this situation may exist, those municipalities will be the priority for the ‘top up’ supply. Once those situations are determined and if any supply of designation remains; it will then be available to other Municipalities to ‘top up’ Settlement Areas that may exceed the decision exercise in section 4.4.

This County Wide land swap exercise is also foster additional policies to be added to the County Official Plan that this exercise can only be used if initiated by the County in a review or update to the Official Plan. Local Land Swaps of designation (within the same municipalities) can be done through private applications or initiated by the Local Municipality.

4.6 Sarnia Settlement Area Expansion

At the April 24, 2023 meeting, Sarnia Council approved a motion to direct land owners to make Community Infrastructure and Housing Accelerator Tool applications for expanding the Settlement Area (CIHA – introduced in Bill 109). These applications would enable an expansion of the Settlement Area of Sarnia for lands in Brights Grove. The Minister would make the final decision and this expansion would be included in both the Sarnia Official Plan and reflected in the County Official Plan.

Given this decision, the work related to Sarnia in this review will not include changes to the Settlement Areas of Sarnia given Council’s direction above. All work to review and

update population growth estimates, unit counts and even an updated land supply review will be done. The work done for the Sarnia Official Plan will help inform this review.

Since applications for a CIHA are approved by the Minister and modify the County Official Plan Settlement Areas for the City – no formal discussions with the City will be needed. Should the City change their approach and wish to be included in this process, a formal rescission motion of the CIHA option and request for inclusion in the County OP update will be required. This will need to occur **before** formal discussions with other member municipalities on Settlement Area expansions occurs. This will ensure that the process timelines will not be slowed due to a change in approach by one member municipality.

This by no means specifically exclude Sarnia from this review. Quite the opposite – there are several options the City can chose, and the comments above acknowledge the decision made by Sarnia Council. This section also provides an opportunity for Sarnia to have the Settlement Area examined through this process.

4.7 Future Settlement Area expansions for member Municipalities

As part of the policy update proposed in this County Official Plan review – an examination and establishing of policies for Settlement Area Expansions and land swaps for member municipalities will take place.

A policy update on the process to establish the new boundaries through a local Municipality initiated update to the County Official Plan will be proposed. Depending on what updates to the Comprehensive Review process are included in PPS 2023, revisions to this potential process will be made.

5.0 Resources required for Review

A Comprehensive Review of an Official Plan is a resource intensive exercise. Provided in this section are the expected resources required that will have implications on the Planning & Development Services budget.

5.1 Staffing resources

Internal resources to complete a Comprehensive Review are not available. While application volumes showed a minor drop by year end 2022 (compared to 2021), initial volumes of the first quarter of 2023 are on par with typical trends and expected to remain constant.

Several major policy project updates are being done (four local Official Plan updates) and expected to commence for remaining municipalities by year end. This is in addition to the review of Zoning By-laws for three municipalities, expected to begin by Q3 of 2023.

While resources exist to project manage this exercise in house through the County Planning Team – to complete this exercise inhouse would prove impossible given

current workloads. Internal expertise to undertake a land supply analysis using the Growth Plan methodology is not present in the team. Consultant resources will be required for this exercise.

5.2 Consulting resources

The use of consultants to complete this project will be critical. There are several firms throughout Ontario with experience in demographic analysis and using the growth plan methodology.

Some concern may be expressed that local consultants should be used. There are limited planning consultant resources within the County and those firms would likely be conflicted due to pre-existing clients and not have experience in the Growth Plan methodology.

A budget for consulting resources is proposed below, which will include money for additional legal review given the potential changes to the planning framework of Ontario given PPS 2023.

Any use of consultants will require the issuance of a Request for Proposal. Any consultant will need to show experience in conducting Comprehensive Reviews, land supply analysis (including population growth analysis) and be able to commit to the project timeline. Consultants will also be required to commit to both virtual and in person meetings with both the County Planning team and updates to County Council.

5.3 Budget implications

County Staff estimate that a typical budget for a project this size would be approximately \$300,000. This would include consultant costs for specific skillsets needed to complete the exercise, conduct public engagement, and provide documentation for decision making.

An additional \$25,000 is suggested as a project contingency for legal reviews given the uncertain framework of planning changes proposed in PPS 2023 that will impact this project. The additional resources for legal review will ensure that best advice on how to proceed is provided.

While the total budget of \$325,000 may seem significant – it is important to see this as an investment in growth. This review is an opportunity to address issues with the current plan and take advantage of 25-year growth projections using a tested methodology.

A motion will be proposed for funding of this project, but also creation of a special budget line (project specific) and direction to carry funds forward year to year until complete.

6.0 Project Staging and timelines

The following sections will detail how the project will be setup in stages and the expected timelines.

6.1 Stages

The project is expected to be in four stages. These stages are as follows:

- 1) Project start up and consultant recruitment.
- 2) Preliminary Analysis phase. This will include:
 - a. Population growth and demographic review. This is expected to produce a report on growth.
 - b. Land Supply Analysis – using the growth plan methodology. This will feed into the report on growth and identify land supply needs for each member municipality.
 - c. Conformance review of policies to ensure that County OP policies are updated with any changes to legislation or the PPS (2020 or 2023).
 - d. A preliminary public meeting (Section 26 meeting) will occur at this stage.
- 3) Land supply discussions and selection stage. This will include:
 - a. Background and technical reports that may have been identified in stage 2 to determine exact requirements for future land supply needs and analyze the submissions of landowners. This will inform recommendations to local councils of what lands to include (or exclude).
 - b. Policy Options and key directions report will be created for County Council review.
 - c. Multiple public engagement sessions will occur at this stage in concert with local Municipalities or via County Council (or as standalone events). “What we heard” reports to summarize the complete series of engagements will be created.
- 4) Plan Preparation and Adoption Phase. This will include:
 - a. Preparation of the draft amendments to the County Official Plan (including amending By-law text, maps, and materials).
 - b. Various public engagements with our member municipalities and stakeholders will occur at this stage, prior to any public hearing. A second series of “What we heard” reports will be created.
 - c. A final draft of the updated Plan will be posted to the County Website and notice provided of the intended public meeting and public hearing dates. Comments and feedback will be collected and form part of a final report to County Council.

6.2 Timeline

The overall timeline is estimated to take place in 18 to 24 months. This will be dependent on any legislative changes from the province and ensuring required meetings/notices occur in a timely fashion. Staff will make every effort to move the project forward in an efficient and expediate timeline to reduce delay wherever possible.

7.0 Decision Making

This section is provided to clarify the decision-making process on the updating of the Official Plan and the role of Staff, County and Municipal Councils.

7.1 Role of County Council

County Council holds the responsibility of the decision maker on any amendments (updates) to the County of Lambton Official Plan. Any required public meetings or public hearings will be held as part of the business of County Council.

A motion to decide on the amendments to the County Official Plan will need to be put and passed by Council to forward the amendment to the Ministry of Municipal Affairs and Housing for final approval.

7.2 Role of County Staff/Consultants

County Planning Staff will act in the role as project managers and provide technical oversight of the plan review process, as well as provide advice to County and Local Councils. Consultants hired to assist with the project will also be subject matter experts in their work and provide further advice where required and provide various deliverables (reports, studies, notices, etc.) as outlined in the Request for Proposal selection process.

7.3 Role of Local Municipal Councils

PPS 2020 specifically requires the County to work in collaboration with member municipalities when creating or updating the County Official Plan. This is particularly important in terms of determining growth. Local Councils will provide direction to the County Planning team on selection lands to be included in any Settlement Area Expansions or Land Swaps.

7.4 Role of Local Municipal Staff

Local Municipal Staff will provide subject matter expertise and assist in the review of specific issues related to growth in the County OP review. This will include review of landowner submissions for considering Settlement Area Expansions or land swaps and technical advice on servicing and costs associated with growth.

Local Municipal Staff will also assist the County Planning team in scheduling of meetings with local Councils, preparing agenda items and posting notices (where required).

7.5 Role of the Minister/Ministry of Municipal Affairs and Housing

The Ministry of Municipal Affairs and Housing is the agency which oversees the planning process in Ontario. They are responsible for changes to the *Planning Act* and PPS. County Staff already have a positive working relationship with ministry staff and will work in collaboration with them on the review and approvals process.

The Minister of Municipal Affairs and Housing (or their designate) is responsible to make the final decision on the proposed amendment. While County Council “approves” the amendment (in principle), it is the Minister who makes the final decision making the amendment binding and in force.

7.6 Appeal Rights

Recent changes to the Planning Act in 2020 have made the decision of the Minister of Municipal Affairs and Housing Final. This means that neither the County nor area residents/landowners can appeal the decision to the Ontario Land Tribunal.

7.7 Settlement Area decisions by the Minister

It has been recognized that recent decisions by the Minister related to Settlement Areas both for Single-Tier and Upper-Tier municipalities have involved significant expansions (beyond those included in any amendment). The Team will investigate potential options to minimize this issue as best as possible.

8.0 Communications and Public Engagement

A Comprehensive Review will require engagement with a variety of Stakeholders and municipal Councils. The following sections will detail communications and engagement for this review.

8.1 Communications with County Council

Regular updates of project progress will be provided to County Council on a quarterly basis along with County Stats reports. Additional specific reports for demographic, population and employment growth, background report and special meetings required through by the *Planning Act* will be provided. This will be in addition to regular communication and meetings with local Councils throughout the process.

8.2 Communications with Local Municipal Councils and Clerks

Collaboration with local Municipalities is at the heart of the review process for the County Plan and mandated by PPS 2020. Regular communications provided to County Council will be shared with local Municipalities and the County Clerks network. Meetings with local Councils to discuss population growth and land supply options will occur with each Municipality. They will also provide recommendations on lands to included in any Settlement Area Expansions or Land Swaps.

8.3 Stakeholder and Public Engagement Opportunities

The *Planning Act* requires that an initial public meeting (Section 26) launch the project and that at minimum one public meeting and public hearing occur at County Council. While these minimums provide a baseline, additional engagements will be setup throughout the process when it is appropriate to seek feedback from the public.

Staff expect to hold at least two preliminary public engagements to launch the project (post Section 26 meeting). These will be an open house format, where the public and various stakeholders will be encouraged to provide their preliminary concerns or views on the scope of the review.

At least two public engagement sessions will be expected in stage 2 to examine potential lands for inclusion in Settlement Area expansions or land swaps. These can be held either prior too, post or in conjunction with the local municipal council meetings

where they will make decisions. Discussions on these will be done with the specific Municipalities to meet local Council expectations.

As the Plan update takes shape and draft amendments (red line versions) along with updated mapping become available, several public engagement sessions will be held to seek feedback. Once a final version of the Plan Review amendments is mapping – another round of public engagement will occur. There would also be a mandatory public meeting for the final amendments and a public hearing before County Council to make a decision on the amendment.

8.4 Website and Social Media

The County Website for Planning & Development Services will become the home and principal information source for all things related to Growth 2.0. This website will become house:

- All reports to County and Local Councils (that are not deemed as in camera) related to Official Plan update.
- All the Growth Report, any background, or technical studies, “What we heard” reports, etc.
- Preliminary and final plan amendments and maps.
- Schedule of upcoming meetings (both with County and Local Municipal Councils).
- How to submit feedback (via email or letter).
- How to obtain paper copies of materials if required.
- Project and team contacts.

Given the County-wide significance of the amendment – individual notification of landowners is not possible. It is expected that ads in several local newspapers, in addition to the County Website and social media will be used to advertise meetings and the project. Local Municipal Councils will also be a valuable means for communication with the public, via Municipal newsletters and websites.

Where the County may have social media established (via twitter, facebook, etc.) then these accounts will also be used to convey the launch and various meetings of project. All social media will point to the County website, which will be the principal area updated regularly.

8.5 Public Hearing – County Council

Prior to adoption of any amendments to the County Official Plan – a public hearing will have to be held. The Planning team will work with County Clerks staff to determine the appropriate dates based on the project timeline and produce required notices.

9.0 Use of Terms/Language/Conformance from Provincial Policy Statement

Where a term in this document is referred too or shown in *italics*, this is a reference to a defined term found in the Provincial Policy Statement (PPS) 2020. It is therefore referring to the definition in the PPS.

The use of language in the PPS also provides guidance to this review. Where language is mandatory (shall/will, etc.) then updates must occur.

Nothing in this Terms of Reference overrides the requirements of the *Planning Act* and PPS for decisions and policies to be consistent with those of the Act or the PPS.

10.0 Conclusion

The review and update of the County Official Plan will put all our municipalities in the best position for future growth. The time is now to invest in the resources needed to complete a plan update and set the stage for our communities to thrive.

11.0 Image Sources

Cover image source: Blackburnnews.com

Last page image source: Blackburnnews.com

12.0 Appendices

Appendix 1 – County Official Plan Growth Map (current OP)

Appendix 2 – PPS 2020 Policy for Comprehensive Reviews and Land swaps

Appendix 3 – Preliminary County significant recreation areas (for County wide land swap)

Appendix 2 – PPS 2020 policies for Comprehensive Reviews and Land Swaps

- 1.1.3.8 A planning authority may identify a settlement area or allow the expansion of a settlement area boundary only at the time of a comprehensive review and only where it has been demonstrated that:
- a) sufficient opportunities to accommodate growth and to satisfy market demand are not available through intensification, redevelopment and designated growth areas to accommodate the projected needs over the identified planning horizon;
 - b) the infrastructure and public service facilities which are planned or available are suitable for the development over the long term, are financially viable over their life cycle, and protect public health and safety and the natural environment;
 - c) in prime agricultural areas:
 1. the lands do not comprise specialty crop areas;
 2. alternative locations have been evaluated, and
 - i. there are no reasonable alternatives which avoid prime agricultural areas; and
 - ii. there are no reasonable alternatives on lower priority agricultural lands in prime agricultural areas;
 - d) the new or expanding settlement area is in compliance with the minimum distance separation formulae; and
 - e) impacts from new or expanding settlement areas on agricultural operations which are adjacent or close to the settlement area are mitigated to the extent feasible.

In undertaking a comprehensive review, the level of detail of the assessment should correspond with the complexity and scale of the settlement boundary expansion or development proposal.

- 1.1.3.9 Notwithstanding policy 1.1.3.8, municipalities may permit adjustments of settlement area boundaries outside a comprehensive review provided:
- a) there would be no net increase in land within the settlement areas;
 - b) the adjustment would support the municipality's ability to meet intensification and redevelopment targets established by the municipality;
 - c) prime agricultural areas are addressed in accordance with 1.1.3.8 (c), (d) and (e); and
 - d) the settlement area to which lands would be added is appropriately serviced and there is sufficient reserve infrastructure capacity to service the lands.

1.2 Coordination

- 1.2.1 A coordinated, integrated and comprehensive approach should be used when dealing with planning matters within municipalities, across lower,

single and/or upper-tier municipal boundaries, and with other orders of government, agencies and boards including:

- a) managing and/or promoting growth and development that is integrated with infrastructure planning;
- b) economic development strategies;
- c) managing natural heritage, water, agricultural, mineral, and cultural heritage and archaeological resources;
- d) infrastructure, multimodal transportation systems, public service facilities and waste management systems;
- e) ecosystem, shoreline, watershed, and Great Lakes related issues;
- f) natural and human-made hazards;
- g) population, housing and employment projections, based on regional market areas; and
- h) addressing housing needs in accordance with provincial policy statements such as the Policy Statement: Service Manager Housing and Homelessness Plans.

1.2.2 Planning authorities shall engage with Indigenous communities and coordinate on land use planning matters.

1.2.3 Planning authorities should coordinate emergency management and other economic, environmental and social planning considerations to support efficient and resilient communities.

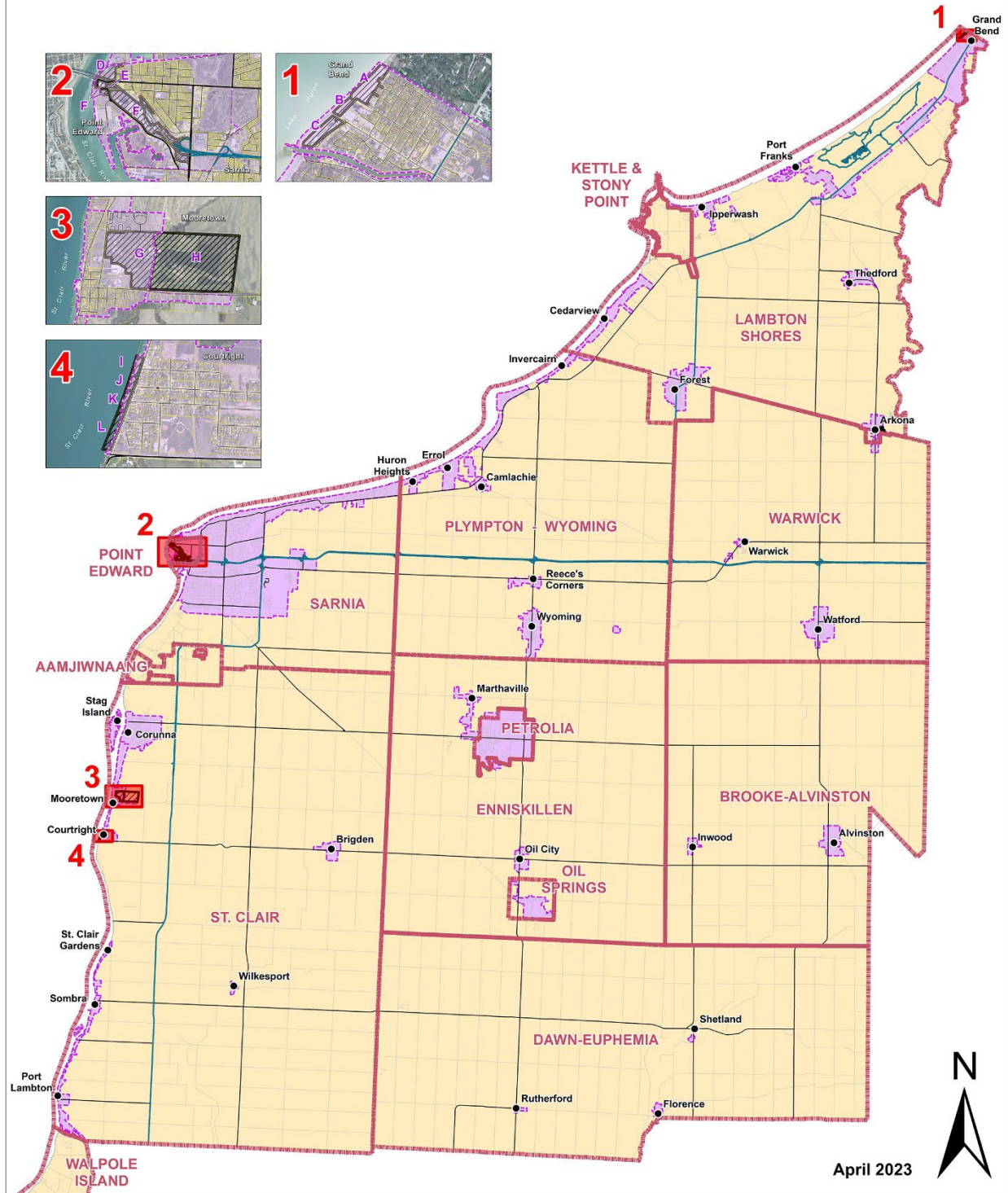
1.2.4 Where planning is conducted by an upper-tier municipality, **the upper-tier municipality in consultation with lower-tier municipalities shall:**

- a) identify and allocate population, housing and employment projections for lower-tier municipalities. Allocations and projections by upper-tier municipalities shall be based on and reflect provincial plans where these exist and informed by provincial guidelines;
- b) identify areas where growth or development will be directed, including the identification of nodes and the corridors linking these nodes;
- c) identify targets for intensification and redevelopment within all or any of the lower-tier municipalities, including minimum targets that should be met before expansion of the boundaries of settlement areas is permitted in accordance with policy 1.1.3.8;
- d) where major transit corridors exist or are to be developed, identify density targets for areas adjacent or in proximity to these corridors and stations, including minimum targets that should be met before expansion of the boundaries of settlement areas is permitted in accordance with policy 1.1.3.8; and
- e) provide policy direction for the lower-tier municipalities on matters that cross municipal boundaries.

1.2.5 Where there is no upper-tier municipality, planning authorities shall ensure that policy 1.2.4 is addressed as part of the planning process, and should coordinate these matters with adjacent planning authorities.

Appendix 3 – Preliminary County significant recreation areas (for land swap)

Lambton County Settlement Boundary Study



Appendix 4 – Site Scoring Matrix (Settlement Area expansions or land swaps)

Category:	Base score (up to 5 points)	Bonus or penalty Points (if applicable)	Total
Housing options			
Affordable/Attainable Housing			
Natural Heritage/Natural Hazards			
Willingness for site-specific policies in County OP			
Proximity to hard and soft infrastructure			
MDS met			
Parkland			
Future school planning			
Impacts to <i>Prime Agricultural Areas</i> or <i>Specialty Crop Areas</i>			
Minimizing future costs			
Green Infrastructure			
Future connectivity and Settlement Area Expansion			
Cumulative total			

Additional review comments for consideration:

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**County of Lambton
Official Plan Review
Planning for Growth 2.0**

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