

Urban Boundary Expansion Guidelines

Part 1 – Urban Boundary Expansion Minimum Requirements

The following materials are required to be submitted for consideration of an Urban Boundary Expansion request:

Core Requirement Materials:

- Draft Official Plan Amendment
- Planning Justification Report (PJR)
- Land Needs Assessment (LNA)
- Agricultural Impact Assessment (AIA) including Minimum Distance Separation (MDS) Formulae
- Infrastructure/Public Facilities & Fiscal Capacity Analysis

Part 2 – Evaluation Criteria – Core Requirement Materials

The Provincial Planning Statement, 2024 (PPS 2024) has identified 7 criteria that planning authorities shall consider as part of an urban boundary expansion proposal. Beside each criterion is the corresponding Core Requirement Material (in bold) which will need to demonstrate how the application satisfies the PPS, 2024 criteria. As per Section 2.3.2.1, the criteria are as follows:

- a) the need to designate and plan for additional land to accommodate an appropriate range and mix of land uses; (**Land Needs Assessment**)
- b) if there is sufficient capacity in existing or planned infrastructure and public service facilities; (**Infrastructure/Public Facilities & Fiscal Capacity Analysis**)
- c) whether the applicable lands comprise specialty crop areas; (**Agricultural Impact Assessment**)
- d) the evaluation of alternative locations which avoid prime agricultural areas and, where avoidance is not possible, consider reasonable alternatives on lower priority agricultural lands in prime agricultural areas; (**Agricultural Impact Assessment, Planning Justification Report**)
- e) whether the new or expanded settlement area complies with the minimum distance separation formulae; (**Agricultural Impact Assessment (AIA) including Minimum Distance Separation (MDS) Formulae**)
- f) whether impacts on the agricultural system are avoided, or where avoidance is not possible, minimized and mitigated to the extent feasible as determined through an agricultural impact assessment or equivalent analysis, based on provincial guidance; (**Agricultural Impact Assessment**) and,
- g) the new or expanded settlement area provides for the phased progression of urban development. (**Land Needs Assessment**)

Part 3 – Secondary Requirement Materials

The following additional reports/documents may also be required to be submitted for consideration of an Urban Boundary Expansion request, depending on the location of the lands, present on-site features and nature of the proposal:

- Aggregate Resource Assessment
- Natural Heritage System Assessment
- Transportation Impact Study
- Cultural Heritage & Archeology Resource Assessment

Part 4 – Terms of Reference for Core Requirement Materials

The aforementioned Core Requirement Materials provide the applicant with a roadmap for the information that is required when submitting an Official Plan Amendment application for a proposed Urban Boundary Expansion. The following sections identify the Terms of Reference for each of the Core Requirement Materials:

Planning Justification Report

A Planning Justification Report must include the following general sections:

- site context and description of proposal;
- approvals required;
- a policy and planning analysis;
- an outline of supporting studies;
- a draft of the proposed Official Plan Amendment and all related Appendices/Maps and Plans; and,
- a response to each consideration identified in **Part 2** of this Framework.

Agricultural Impact Assessment

An Agricultural Impact Assessment must include the following:

- possible adverse impacts that the proposed expansion may have on surrounding agricultural areas;
- additional restrictions that may impact abutting agricultural operations as a result of the proposed expansion;
- an evaluation of locational options for the proposed expansion and demonstration as to why the proposed location is the preferred option (in terms of minimizing any impact on agriculture);
- methods of removing or reducing any adverse impacts resulting from the proposed expansion; and,
- address whether or not it is appropriate to provide “warning clauses” for the proposed expansion, noting the presence of surrounding agricultural operations, and if so, recommendations of same.
- *NOTE: Conformity with the Minimum Distance Separation Formulae Guidelines for the Town’s requirements can be found [here](#)*

Infrastructure/ Public Facilities & Fiscal Capacity Analysis

An Infrastructure/Public Facilities & Fiscal Capacity Analysis must include an assessment of the initial round of growth-related infrastructure, provisions for operating and replacement costs of needed infrastructure and public facilities to accommodate the proposed urban boundary expansion. This report must include consideration of broader municipal fiscal implications and conclusions of the net fiscal impact to build and operate the required infrastructure, and public facilities needed to accommodate the proposed urban expansion.

Land Needs Assessment

A Land Needs Assessment for a proposed urban boundary expansion for residential/community lands purposes should include the following:

- Population Forecast: provide historical population data and projections for the period to 2051;
- Housing Needs: demonstration of the households and housing type needed based on a market-based housing forecast on the basis of the Regional Official Plan Amendment (ROPA) No. 49 population and employment targets;
- Housing Supply Potential: demonstrate the potential supply of units needed;
- Community Area Jobs: demonstrate the number of jobs required to be located in the community area;
- Information regarding any intended end user and their required amount of land, along with any proposed performance commitments;
- Demonstrate the need to designate additional land to accommodate the distribution of population and employment growth as presented in ROPA 49; and,
- Impacts to intensification and/or redevelopment targets.

A Land Needs Assessment for a proposed urban boundary expansion for employment purposes should include the following:

- Employment Forecast: provide historical employment data and projections for the period to 2051;
- Employment Allocation: identify existing employment area potential;
- Need for Additional Land: demonstration of the need of additional land on the basis of the ROPA 49 population and employment targets;
- Information regarding any intended end user and their required amount of land, along with any proposed performance commitments; and,
- Calculation of employment area density.

Part 5 – Application Submission and Review Process

1. Applicant to consult with planning staff regarding possible Urban Boundary Expansion proposal.
2. After consulting with planning staff, the applicant will submit a Pre-consultation application. The Pre-consultation (Development Review Committee) meeting will allow for all reviewing Town departments and external agencies to provide important feedback regarding what materials will be required to be submitted in support of any *Planning Act* application in order to deem it “Complete”.
3. It is anticipated that the submission requirements will include the “Core Requirement Materials” set out in **Part 1** of this Framework. However, staff may request “Secondary Requirement” materials (**Part 3**), if the application warrants such.
4. Once an Urban Boundary Expansion application is submitted with all materials and fees required by the Town, the application will be deemed complete, and the applicant will be notified within the *Planning Act* required timeframe.
5. Town Staff will circulate the application to all applicable internal departments and external agencies for review. If a peer review is required for any submitted materials, Town Staff will identify this process during the Pre-consultation Meeting and subsequent Pre-consultation Meeting Notes.
6. Town Staff will host the Statutory Public Meeting before Council. Town Staff will be required to provide notice of the Statutory Public Meeting per *Planning Act* requirements.
7. After the application has been reviewed and all comments have been addressed to staff’s satisfaction, Town Staff will prepare a recommendation report for Council consideration.
8. Once Town Council has made a decision, the *Planning Act* provides the applicant with 20 days to file an appeal at the Ontario Land Tribunal (OLT).
9. If an urban boundary expansion is approved, the typical process is for the Town to be responsible for establishing the detailed planning framework for the expanded lands through a subsequent Secondary Plan exercise to facilitate their future development.