

COUNTY OFFICIAL PLAN AMENDMENT (OPA) PROCESS

1. Pre-consultation

- Provide the applicant an opportunity to discuss their proposal, inform them the next step and all the required documents to be submitted to the Planning Department if they decide to proceed
- Refer to **County By-law 2019-04**



2. Application Submission

- County must notify the applicants within **30 days** of receiving a complete application, otherwise they can appeal to the Local Planning Appeals Tribunal (LPAT)
- Notify the public after application is deemed complete or provide an explanatory letter if the submission is incomplete

Council must make decision within from **120 days** notification of the applicant that the application is complete

3. Processing Complete Application

- Notification of amendment to identified agencies and persons within **15 days** of a notice of completeness having been issued
- Made available to the public within 15 days



4. Council Meeting

- Notify applicant and public of the Council Meeting
- Hold meeting and receive direction from Council (a preliminary report will be presented)

Informal Public Meeting

- Council may be deemed to undertake additional public consultation as the result of the Council meeting

5. Comments and Report

- Preliminary comments will be issued to the applicant and receive the applicant's response
- A recommendation report will be prepared by the County

6. Statutory Public Meeting & Council Decision

- Notice of Public Meeting must be given at least **20 days** prior to the date of the meeting.
- Final recommendation report for the proposed OPA will be presented to Council
- This meeting will provide an opportunity for the public to make representations with respect to the proposed amendment

8. Local Planning Appeal Tribunal (LPAT)

- Decisions may be appealed to the LPAT **within 20 days** from the date that MMAH issue the notice of decision
- LPAT Appeal process can be found: <https://elto.gov.on.ca/tribunals/lpat/lpat-process/>

7. Forward to the Ministry of Municipal Affairs (MMAH) and Housing for Approval

- All County OPAs are subject to approval by MMAH
- Forward to the Ministry within **15 days** after the plan is adopted by Council
- Once MMAH has issued a decision a written notice will be provided

9. OPA Implementation

- The amendment or part of the amendment that was adopted that is not subject of an appeal, comes into effect as an OPA or part of the OPA on the day after the last day for filing a notice of appeal

Please refer to the County Official Amendment Process Handbook for more information

LOCAL OFFICIAL PLAN AMENDMENT (OPA) PROCESS

1. Pre-Consultation



- Provide the applicant an opportunity to discuss their proposal, inform them the next step and all the required documents to be submitted to the Planning Department if they decide to proceed
- Local municipalities will initiate this process
- Refer to **County By-law 2019-04**

2. Application Submission

- This process will take place at the local municipality
- The County is circulated on local applications to provide input and comments



3. Process Complete Application

- Local municipality will process applications, highlighting key processes where County involvement may be required

4. Circulation & County Review



The following list include applications at the local level that the County may potentially circulate and review:

- Local Official Plan Amendments
- Zoning By-law Amendments
- Draft Plans of Subdivision
- Draft Plan of Condominium
- Consent Application
- Site Plan Applications
- Part-Lot Control
- Minor Variance applications
- Environmental Assessments
- Development Permits
- Planning policy activity in neighboring municipalities
- Other infrastructure initiatives

5. Comments and Report

- Local municipality will consolidate all comments received and prepare recommendation report

6. Council & Statutory Public Meeting

- Local municipality will hold public meeting and receive direction from the local council
- The County are circulated on local applications to provide input and comments

7. County Decision

- This process will only apply where the County is the approval authority with respect to a local OPA application, for which the approval has not been delegated
- Please refer to **By-law 2015-16: A** By-law to provide for the exemption of approval of Official Plan Amendments from County of Dufferin Approval (Town of Mono and Town of Orangeville)

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Please refer to the Local Circulations, Commenting and/or Approval Process (Typical)