

# COUNTY OFFICIAL PLAN AMENDMENT (OPA) PROCESS

## Pre-consultation

- Provide the applicant an opportunity to discuss their proposal, inform them of next steps and all required documents to be submitted to the Planning and Development Department.
- Refer to **County By-law 2019-10**



## Application Submission

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

Council must make a decision within **120 days** of the applicant being notified that the application has been deemed complete.

## 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 those **15 days**



## Council Meeting

- Notify applicant and public of the Council Meeting and all specific meeting details.
- Hold meeting and receive direction from Council (a preliminary report will be presented to Council for their review).

## Informal Public Meeting

- Council may deem it necessary to undertake additional public consultation as a result of the Council meeting.

## 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 Planning and Development division



## Statutory Public Meeting and 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.

## Approval from Ministry of Municipal Affairs and Housing (MMAH)

- 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

## Ontario Land Tribunal (OLT)

- Decisions may be appealed to the OLT **within 20 days** from the date that MMAH issue the notice of decision
- OLT Appeal process can be found in the following link: <https://olt.gov.on.ca/appeals-process/>

## 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 filling a notice of appeal

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