

LOCAL OFFICIAL PLAN AMENDMENT (OPA) PROCESS



Pre-Consultation

- Provide the applicant an opportunity to discuss their proposal, as well as inform them of next steps and all required documents to be submitted to the Planning and Development Department.
- This process will be initiated by staff at Town and Township level.
- Further details can be found in **County By-law 2019-10**.



Application Submission

- This process will take place at the local Town and/or Township level.
- The County is circulated on local Town and/or Township applications to provide input and comments.

Process Complete Application

- Local Town and/or Township will process Official Plan amendment application.
- Town and/or Township staff will highlight key processes where County involvement may be required.

Circulation and County Review

The following list include applications at the local level that the County will likely 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 neighbouring municipalities
- Other infrastructure initiative(s)



Comments and Reports

- Staff from local Town and/or Township will consolidate all comments received and prepare a recommendation report for Council.

Council and Statutory Public Meeting

- Local Town and/or Township will hold public meeting and receive direction from the local council.
- The County are circulated on local applications to provide input and comments.

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).

Ontario Land Tribunal (OLT)

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

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

Should no decision be made by the approval Council within 120 days, the applicant will be provided a **50% refund** on application fees. After 180 days of no decision the refund increases to **75%** and then **100%** once 240 days has been reached.

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