

Ontario Land Tribunal

The Ontario Land Tribunal (OLT)'s planning jurisdiction includes hearing and deciding appeals in relation to a broad range of land use planning and development, heritage conservation and municipal governance. Planning matters that come before the OLT are identified in statutes such as the [Planning Act](#), [Aggregate Resources Act](#), [Heritage Act](#), [Municipal Act](#), [Development Charges Act](#) and [Expropriations Act](#). These include appeals of official plans, zoning by-laws, subdivision plans, consents and minor variances, land compensations, development charges, electoral ward boundaries, municipal finances, aggregate resources.

The [Planning Act](#) governs land use planning and development in the province of Ontario. The OLT may hear appeals based on the decisions of single tier, lower tier, and upper tier municipal governments. The Act sets out who is eligible to make an appeal to the OLT, and the procedures that must be followed to do so. Please visit the [Ontario Land Tribunal website](#) for more information.

Land Use Planning Framework

The responsibility for long-term planning in Ontario is shared between the province and municipalities. The province sets the ground rules and directions for land use planning through the *Planning Act* and the *Provincial Policy Statement (PPS)*, and other Provincial Plans. In certain parts of the province, provincial plans provide more detailed and geographically specific policies to meet certain objectives, such as managing growth, or protecting agricultural lands and the natural environment. The plans applicable to East Garafraxa are: The Greenbelt Plan, and A Place to Grow: Growth Plan for the Greater Golden Horseshoe. These plans work together with the Provincial Policy Statement (PPS).



Municipalities implement the province's land use planning policy framework. Municipalities prepare official plans and make land use planning decisions to achieve their communities' economic, social and environmental objectives, while implementing provincial policy direction.

Building/Demolition Permits

Building permits are required for the construction of new buildings or structures, building additions, renovations, pools, decks, sheds, farm buildings, and structural alterations among other possible projects and must comply with the provisions of Township By-Laws and the Building Code. Demolition permits are also required for the removal of buildings and structures.



The County of Dufferin Building Department provides services to various municipalities in Dufferin County including the Township of East Garafraxa.

All building/demolition permit applications are to be submitted online through the CityView e-permitting system. Instructions can be found on the [County of Dufferin Building Services website](#).

The Township Planning Department reviews applications based on Township zoning requirements and other applicable law and issues Municipal Approvals. The County of Dufferin Building Department reviews applications pursuant to the Building Code and issues the building/demolition permits. All reviews are completed through the e-permitting system.

Township Development Charges may be applicable, please visit the Township website for more information, and if applicable are to be paid directly to the Township. Please note that the County of Dufferin Building Department has fees associated with building permits and also collects County and Education Development Charges (if applicable). Please contact the County of Dufferin Building Department with respect to associated fees and Development Charges.

It is also possible that a Conservation Authority permit or clearance could be required prior to the issuance of the Municipal Approval.

When a project is proposed on a lot that does not already have an emergency number (civic address number) one will be required prior to the issuance of Municipal Approval. The emergency number shall be installed in accordance with County requirements and must be in place prior to the issuance of a building permit.

Township of East Garafraxa

Building/Demolition Permits and Planning Information



Administration Office
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This pamphlet is intended to provide preliminary information only, and for complete accuracy, refer to the Plans and Documents referenced in this pamphlet.

Land Use Planning

Land use planning means managing land and resources to help communities to set goals about how to develop and change and to work out ways of reaching goals while keeping important social, economic and environmental concerns in mind. It balances the interests of individual property owners with the wider interests and objectives of the whole community.

Planning Applications

The Planning Act prescribes the manner in which certain planning applications are circulated including the information to be included in Notices, the number of days an application has to be circulated in advance of the Statutory Public Meeting, the property owners and agencies to be circulated, appeal periods etc..

All planning applications are subject to fees and deposits pursuant to Township By-Law(s) regarding Planning Tariff of Fees. Please visit the [Township website](#) or contact the Township office for more information.

The Township does not have a Committee of Adjustment, therefore, does not process Minor Variance Applications. However, variances can be done through Zoning By-Law Amendment applications.

In addition to the Statutory Public Meeting of Council, some applications will be subject to a meeting of the Township Planning Advisory Committee (PAC).

Applicants/owners are encouraged to attend the Planning Advisory Committee meeting (if applicable) and the Statutory Public Meeting (Council Meeting).

A pre-consultation appointment with the Township is recommended or may be required prior to submitting a planning application. Applicants are encouraged to retain professional consultant(s) to assist them with the planning process and for preparation of any required supporting documents.

Planning applications can include but are not limited to:

- Plans of Subdivision
- Consent (Severance)
- Zoning By-Law Amendment/Temporary Use
- Holding Removal
- Official Plan Amendment
- Site Plan Control

Official Plan

The Township Official Plan is intended to form the foundation for decisions on planning applications that are to be made by Council, and other agencies with respect to future land use in the Township of East Garafraxa, while providing members of the public with a sense of assurance as to the future development of their lands and the lands around them.

The County of Dufferin, as the upper-tier municipality, is responsible for managing growth and providing guidance on land use planning for the County's eight lower-tier municipalities. Please visit the County of Dufferin website for a copy of the [County Official Plan](#).

Interested in learning more about Official Plans and want to know how you can get involved? Refer to the Ministry of Municipal Affairs and Housing's [Citizen's Guide to Official Plans](#) for more information.

County of Dufferin Municipal Comprehensive Review

Municipal Comprehensive Review (MCR) is defined in the Growth Plan, 2017 as:

“A new official plan amendment, initiated by an upper or single-tier municipality under section 26 of the Planning Act that comprehensively applies the policies and schedules of this Plan.” The purpose of the MCR is to bring the upper-tier official plan into full conformity with the Growth Plan through various processes and supporting studies.

The County is required to submit an official plan or official plan amendment implementing the MCR that has been adopted by County Council for approval by the Minister under the *Planning Act*, by 2022.

Lower-tier municipalities are required to bring their official plans into conformity with the applicable upper-tier official plan and the Growth Plan, as amended from time to time.

For more information on the current update of the County's Municipal Comprehensive Review (MCR) process, please refer to the County of Dufferin [report to County Council](#).

Zoning By-Law

What is a Zoning By-Law?

- Intent is to protect the public interest by restricting the use of land, location of buildings and structures;
- Applicable law under the Ontario Building Code, requires compliance with Zoning By-Law in order to obtain a building permit;
- Defines property owners land use permissions.

Site Plan Control

Township By-Law 8-2007, as amended by By-Law 26-2018, classifies all Commercial uses, Industrial uses, Institutional uses, Recreational uses, and all cannabis, marihuana (marijuana), or hemp-related uses, as Site Plan Control Areas.

Approval Authority

Council of the Township of East Garafraxa is the approval authority for various planning applications including, Consents (severances) Zoning By-Law Amendments/Temporary Use/Holding Removal Applications, Site Plan Approval Applications and Plans of Subdivision, as well as Planning documents including but not limited to Official Plans, Zoning By-Laws and Development Charges By-Laws. The County of Dufferin is the approval Authority for Official Plan Amendments (OPA's). However, an OPA application must be adopted by Township Council prior to County approval.