

**Amendment No. 10  
to the Township of Southgate  
Official Plan**

INACTIVE APPLICATIONS  
(Township Wide Amendment)

FEBRUARY 2026

## **The Corporation of the Township of Southgate**

### **By-law 2026-007**

being a by-law to adopt Amendment No. 10 to the Township of Southgate Official Plan affecting all lands in the Township of Southgate.

**Whereas** the Council of the Corporation of the Township of Southgate, pursuant to the provisions of the Planning Act, R.S.O 1990, as amended, deems it necessary to amend its Official Plan; and

**Whereas** the amendment to the Township of Southgate Official Plan is consistent with the Provincial Planning Statement 2024.

**Now therefore be it resolved that** the Council of the Corporation of the Township of Southgate, in accordance with the provisions of Sections 17 and 21 of the Planning Act, R.S.O. 1990, as amended, hereby enacts as follows:

1. **That** Amendment No. 10 to the Township of Southgate Official Plan is hereby adopted.
2. **That** this by-law shall come into force and take effect on the day of the final day of passing by the County of Grey as approval authority, subject to the provisions of the Planning Act, R.S.O., 1990, as amended.

Read a first, second and third time, finally passed this 21<sup>st</sup> day of January 2026.

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Brian Milne, Mayor

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Lindsey Green, Clerk

**Amendment No. 10  
to the  
Township of Southgate Official Plan**

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**Part A – The Preamble**

The Preamble provides an explanation of the proposed amendment including the purpose, location, and background information, but does not form part of this amendment.

**Part B – The Amendment**

The Amendment describes the changes and/or modifications to the Township of Southgate Official Plan which constitutes Official Plan Amendment Number 10.

**Part C – The Appendices**

The Appendices attached hereto do not constitute part of this amendment. These Appendices contain background data, planning considerations and public involvement associated with this amendment.

## **PART A – THE PREAMBLE**

### **1. Purpose of the Amendment:**

The purpose of the proposed amendment is to provide policies related to managing planning applications that are dormant, where there has been no decision. For example, where applicants have paused progress or not responded to comments/issues raised during the application review to the Township's satisfaction within a specified period.

This amendment is not intended to apply to planning applications where the County of Grey is the approval authority.

Among other things, the amendment is intended to preserve Township resources (inactive applications still require resources to manage) and ensure that applications can be processed in a timely manner.

The *Planning Act* purpose, in section 1.1 (d), is "...to provide for planning processes that are fair by making them open, accessible, timely and efficient..." (emphasis added).

Section 16 provides the general parameters for what policies should and may be contained in an Official Plan. Part of those policies relate to the administration of applications submitted via the *Planning Act*. The Act also seeks to provide for planning processes that are timely and efficient.

The ability to close applications which have been "deemed abandoned" also helps the Township avoid issues of conformity, which may occur as an application stays dormant for extensive periods, but legislation (like the *Planning Act*) and planning documents are amended from time to time.

The proposed policy amendment will establish that if there is no progress on an application for two (2) years, it may be "deemed abandoned" and, if so deemed, the file will be administratively closed.

### **2. Location:**

This amendment applies to all lands within the Township of Southgate and so no key map is provided.

### **3. Basis:**

This amendment is proposed based on sections 1.1(d) and 16 of the *Planning Act*.

### **3.1 Provincial Planning Statement, 2024**

The Provincial Planning Statement (2024) has been reviewed for this amendment. While there is no specific policy in the PPS that provides direction or support for this amendment, the PPS speaks to an efficient and effective planning system. By ensuring that applications move through the process, staff resources are used at optimum levels to assist Council in reaching decisions in a timely manner. Removing applications that go dormant or are not progressing allows staff to focus on applications where activity is occurring.

### **3.2 Official Plan of the County of Grey, 2019**

The County of Grey Official Plan does not specifically address dormant or abandoned applications. However, the County Official Plan provides policies that support streamlining the planning process.

### **3.3 Township of Southgate Official Plan, 2006 Consolidation**

The Township Official Plan is currently silent to streamlining of the planning process. There is language in the Official Plan on the various types of planning applications – but the Plan is silent on a process if applications become dormant or abandoned.

The proposed amendment will help staff effectively deliver on timely processing and Council decision-making on applications by addressing those which go dormant or are not progressing through the process in a timely manner. The proposed amendment will allow certain applications to be “deemed abandoned” and the corresponding Township file to be closed. This frees up resources to focus on applications where there is meaningful progress being made and encourages applicants to advance their proposals in a timely manner.

## **PART B – THE AMENDMENT**

All of this part of the document entitled Part B – The Amendment, consisting of the following text constitutes Amendment No.10 to the Township of Southgate Official Plan.

### **Details of the Amendment**

The Township of Southgate Official Plan, as amended, is hereby further amended as follows:

Add a new policy 7.19 as follows:

#### **“7.19 – Inactive applications**

- 1) *Planning Act Applications that have been received by the Township Clerk or the Secretary-Treasurer may be deemed abandoned after two (2) years from the date of being received, in the opinion of the Director of Development Services (or designate), no meaningful progress has been made on the application and a decision on the application has not been made by Council/Committee.*

- 2) Notwithstanding 7.19 1) above, an application will not be deemed abandoned if the Township is satisfied that meaningful progress and communication with staff is occurring to process the application, and any applicable administrative maintenance fee as outlined in the Township Fees and Charges By-law.
- 3) Policy 7.19 1) does not apply to applications administered by the County of Grey.
- 4) For greater certainty, any application that has been deemed abandoned pursuant to 7.19 1) above does not qualify as an application under Section 26.2 or other applicable section of the *Development Charges Act*."