



Inactive Applications Official Plan Amendment

Public Meeting Presentation
October 22, 2025



Purpose of Amendment

The purpose of the proposed Official Plan Amendment is to create policies to address applications which may become inactive or dormant for long periods of time.

Council gave direction for the Township to commence this Official Plan amendment through report **PL2025-040**, at the May 21, 2025 meeting.



Dormant/Inactive Applications:

- Processing applications is the **primary function** of the Planning team – this is the bulk of our efforts.
- Every effort made by the team to ensure applications are reviewed/processed to reach a decision point in a **timely fashion**.
- Planning Act timelines are a key consideration in the processing of applications.
- There are some applications, where an applicant may pause proceeding to a decision to address comments from the public meeting or concerns from staff/circulation agencies.



Dormant/Inactive Applications:

- The proposed amendment is to address applications where the applicant has ceased any attempts to address concerns or move the application forward to a decision and is not regularly communicating with staff.
- These policies would apply to **any** *Planning Act* application.
- The proposed amendment would implement a maintenance fee (monthly) that would be charged after one (1) year of inactivity has occurred. If the maintenance fee is not paid or the fee is paid, but still not meaningful activity has occurred for an additional one (1) year – the fill is deemed abandoned.
- **Timing depends on when application is deemed complete.**

Dormant/Inactive Applications:

- If an application is deemed abandoned, the recognition of lesser Development Charges in Section 26.2 of the *Development Charges Act* would not apply.
- This does not apply to applications where:
 - The applicant is demonstrating regular progress to address issues or concerns on an application;
 - The applicant is providing regular communication and submitting additional materials to be reviewed.
 - All of the above and the maintenance fee is being paid.
- There are few applications this new policy would apply to at this time, however application volumes remain high. The proposed amendment would give Township staff a means to address dormant applications and free up resources for active applications.

Dormant/Inactive Applications:

- Staff resources are still used on Dormant applications – where some applications require Public Notice, residents do check-in for status updates.
 - By enabling this policy, if an application is deemed abandoned, the Township website (active applications) can be updated to show the application is abandoned.



Circulation of OPA - comments

- OPA will be circulated to all required agencies as per the *Planning Act*.



Public Comments

We are here to seek feedback from the public and Council on these proposed amendments.

This public meeting is mandatory as part of any Official Plan Amendment.



Next Steps



Following this public meeting – any feedback received will be reviewed by the planning team. A final version of the Official Plan Amendment will be presented to Council at a later date.

Council will review the proposed By-law and if approved – the Amendment will be forwarded to Grey County for approval.

If Council approves the proposed amendment, a Fee By-law Amendment will also be undertaken to implement the monthly maintenance fee. Once both the Official Plan Amendment and Fee By-law amendments are in place; all planning application forms will be updated.

Thank you & Questions ?

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Township of
Southgate