

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

DRAFT FOR COMMENTS

STALLED OR PAUSED APPLICATIONS
(Township wide amendment)

SEPTEMBER 2025

The Corporation of the Township of Southgate

By-law 2025-XXX

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

The Council 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. Amendment No. 10 to the Township of Southgate Official Plan is hereby adopted.
2. This by-law shall come into force and take effect on the day of approval by the County of Grey.

Enacted and passed this 21st day of December, 2025.

Brian Milne, Mayor

Lindsey Green, Clerk

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to the
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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 where applicants have paused progress for excessive periods of time or not responded to issues raised during the application review. Paused (or dormant) applications still require resources to manage and fail to progress to a decision in a timely manner.

The *Planning Act*, section 16, provides the general parameters for what policies should be contained in an Official Plan. Part of those policies related to the administration of applications submitted via the *Planning Act*. The Act also recognizes that applications should be processed in a timely manner and reach a decision within prescribed timeframes.

The proposed policy amendment will establish criteria for when an application can be considered dormant and a maintenance fee would apply to keep the application from being “deemed abandoned”. If the maintenance fee is not paid and the file remains dormant, the proposed policy would allow the application to be “deemed abandoned” and cancelled – requiring the applicant to begin with a new application.

2. Location:

This amendment applies to all lands within the Township of Southgate.

3. Basis:

This amendment is proposed based on section 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 reach 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 conditional zoning. However, the Grey 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 the process.

The proposed amendment will help staff to effectively deliver on timely processing and decision making of applications by addressing applications which go dormant or are not progressing through the process. The proposed amendment will allow applications that have seem no meaningful progress or have failed to pay the proposed administrative fee be “deemed abandoned” and cancelled. This frees up resources to focus on applications where there is meaningful progress being made.

PART B – THE AMENDMENT

All of this part of the document entitled Part B – The Amendment, consisting of the following text and schedule map 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 7.20 as follows:

"7.20 – Inactive applications

- 1) Applications to amend the Southgate Official Plan, Southgate Zoning By-law or for any other application pursuant to the *Planning Act* that the Township has deemed complete and the statutory public meeting has been held, and are paused by the applicant or owner prior to a decision by Council or the Committee of Adjustment, shall after one (1) year of the date of being deemed complete pay a monthly maintenance fee to continue to pause the application. Such fee shall be set by Council in the Fees & Charges By-law. Failure to pay the maintenance fee shall deem the application abandoned by the applicant and the matter may only be re-activated through a new application.
- 2) Notwithstanding 7.20 1), every application that has had no activity or correspondence initiated by the applicant to Township staff aside from paying the maintenance fee shall be deemed abandoned after two (2) years from the date of being deemed complete.
- 3) Any application deemed by the Township abandoned under 7.20 1) and 2) above shall not be entitled to any recognition of when charges are to be paid under Section 26.2 or other applicable section of the *Development Charges Act*."