

AMENDMENT NUMBER 6  
TO THE OFFICIAL PLAN FOR THE  
TOWNSHIP OF SOUTHGATE

February 2025

The Corporation of the Township of Southgate  
By-law Number 2025-010

**Being a By-law to adopt Amendment No. 6 to the  
Township of Southgate Official Plan**

**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 said amendment to the Township Official Plan corresponds with a proposed amendment to the County of Grey Official Plan and complies with the terms of the County Plan; and

**Whereas** the amendment to the Township of Southgate Official Plan is consistent with the Provincial Policy Statement 2020.

**Now therefore be it resolved** that the Council of the Corporation of the Township of Southgate enacts as follows:

1. **THAT** Amendment Number 6 to the Official Plan for the Township of Southgate, consisting of the explanatory text, 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 and finally passed this 5<sup>th</sup> day of February 2025.

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Brian Milne - Mayor

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Holly Malynyk – Deputy Clerk

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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 No. 4.

**PART C - THE APPENDICES**

The Appendices, if included herein, provide information related to the Amendment, but do not constitute part of the Amendment.

## **PART A - THE PREAMBLE**

### **PURPOSE**

The purpose of the Amendment is to add enabling policy for delegating some planning decisions from Council or Committee of Adjustment to Staff. Bill 109 (The More Homes for Everyone Act) delegated Site Plan decisions to staff. Bill 13 (Supporting People and Businesses Act) which added section 39.2 to the *Planning Act* giving Council the ability to delegate passing of certain by-laws to Staff. This amendment will provide the required enabling policy from section 39.2 (2) of the *Planning Act*. Delegation of the decision making will also require the passing of the necessary Delegation By-law.

This proposed amendment also clarifies wording in various sections of the Official Plan that Council and Staff may be the decision makers – if Council were to delegate those decisions using the proposed enabling policies. This ensures clarity that Council and Staff must consider the same parameters when making decisions on various types of planning applications.

### **LOCATION**

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

### **BASIS**

This amendment is proposed based on legislation passed in both Bill 109 and Bill 13 (noted above) providing new provisions to the *Planning Act*. The Provincial government has continued to encourage local municipalities to “cut red tape” and make the Planning process as efficient and timely as possible.

### **Provincial Policy Statement, 2024**

The Provincial Policy 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 delegating staff, planning decisions can occur in a timely manner, enabling development to occur within the timelines established in the *Planning Act*.

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

The County of Grey Official Plan recognizes that the Province may delegate decisions on planning matters to the County, Municipality or to Staff through amendments to the *Planning Act*. Policy 9.5 (7) recognizes these changes may come into effect and do not require an amendment to the County Official Plan. The policy also supports, from a County perspective,

streamlining the planning process and includes any decisions enabled via the County Official Plan.

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

The Township Official Plan is currently silent to streamlining of the planning process or delegation of decisions (beyond those from Council to Committee of Adjustment).

The proposed amendment will add enabling policy for Council to delegate a variety of planning decisions or passing of by-laws to staff. The goal of this amendment is to provide a more streamlined planning process that improves approval timelines and customer service to applicants. This would also have the benefit of freeing up Council meeting time to focus on more significant strategic matters.

For staff to be delegated the decision-making authority, both the proposed enabling policy amendment in the Township Official Plan and a Delegation By-law will be required. In the case of decisions related to the Zoning By-law, updated regulations in the Zoning By-law will also be required.

The proposed amendments also contain provisions that staff will track and communicate with Council the decisions made on a regular basis and in track any updates to both the Official Plan and Zoning By-law when making changes that would be of a corrective nature (fixing of typos, grammar, etc.).

## **PART B - THE AMENDMENT**

All this part of the document entitled **Part B - The Amendment**, consisting of the following text constitutes **Amendment No. 6** to the Official Plan for the Township of Southgate.

### **DETAILS OF THE AMENDMENT**

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

1. Policy 7.2.1.2 3) is deleted and replaced with the following:  
"3) The Township has been delegated approval authority for Consent applications within the Township. Council may delegate approval authority of these applications to the Committee of Adjustment or Staff, pursuant to policy 7.17."
2. Add a new policy 7.2.2 4) as follows:  
"4) Council may delegate the passing of a By-law to exempt a site from Part Lot Control to staff pursuant to policy 7.17."
3. Policy 7.6 1) is deleted and replaced with the following:  
"1) Council may pass a Temporary Use By-law in accordance with Section 39 of the Planning Act to permit a temporary use of land for a purpose that is otherwise prohibited on a site by the Zoning By-law. Council may delegate the passing of Temporary Use By-laws to staff, pursuant to policy 7.17."
4. Policies 7.6. 2), and 3) are amended to replace all references to "Council" to be "Council and/or staff".
5. Policy 7.7 3) is deleted and replaced with the following:  
"3) Council shall pass a By-law removing the Holding symbol from the zoning of the property once the conditions have been satisfied. Council may delegate the passing of a By-law removing the Holding symbol to staff, pursuant to policy 7.17."
6. Add a new policy 7.9 6) as follows:  
"6) Pursuant to Bill 109, decisions on Site Plan applications are delegated to Staff for approval or refusal. Council may delegation the execution of a Site Plan Agreement to staff, pursuant to policy 7.17."

7. Add a new section 7.17 as follows:

**"7.17 DELEGATION OF AUTHORITY**

- 1) Council may, in accordance with the Planning Act, delegate decisions on matters stipulated in this Official Plan to a Committee of Council or an individual who is an officer, employee or agent of this Township. Every delegation must be done through the passage of a Delegation By-law by Council.
- 2) The following matters may be:
  - a. Minor changes to Official Plan designation or zoning of a property or properties to correct a zoning or policy designation error;
  - b. Removal of "H" Holding provisions;
  - c. Temporary use By-laws;
  - d. Additional dwelling units;
  - e. Community Planning Permits;
  - f. Minor Variances made through a Community Planning Permit;
  - g. Approval of garden suites;
  - h. Part Lot Control;
  - i. Decision on a Site Plan;
  - j. Execution of a Site Plan or Development Agreement;
  - k. Execution of an agreement related to a Consent or development; and
  - l. Consents.
- 3) Any delegated decision shall comply to the policies and designations of the Township Official Plan.
- 4) If Council delegates decisions on Part Lot Control By-laws, Staff will ensure that the By-law is also approved by the Approval Authority with the County of Grey.
- 5) Staff will provide Council with regular updates on decisions made by Staff related to delegated decisions identified in policy 7.17 2).
- 6) Delegation of Community Planning Permits may only occur once this plan has been amended to incorporate policy and a Community Planning Permit By-law adopted, in accordance with the Planning Act."

8. Add a new policy 7.18 as follows:

**"7.18 ADMINISTRATIVE UPDATES TO THE OFFICIAL PLAN OR ZONING BY-LAW**

- 1) Council may forego public notification and public meeting(s) in connection with changes to the Official Plan, Community Improvement Plan, consents, and Zoning By-law where it is determined by staff that such changes related to a consolidation of documents, including the following matters:
  - a. Deleting obsolete provisions;
  - b. Altering the number and arrangement of any provisions;
  - c. Altering language or punctuation to obtain a uniform mode of expression;
  - d. Addition or deletion of graphics, charts or diagrams;
  - e. Correcting clerical, grammatical or typographical errors;
  - f. Inserting historical footnotes or similar annotations to indicate the origin and approval of each provision; and,
  - g. Change of format.
  
- 2) Where staff have made changes to any of the documents outlined in subsection 7.18 1) above, staff shall:
  - a. Provide Council with regulation communications on any updates to the documents,
  - b. Provide a list of any document updates in the office consolidation of the Official Plan, Zoning By-law and Community Improvement Plan. This list will include the date of the update and nature of the update.
  - c. Provide a list of any updates that would be kept on file pursuant to document retention policies of the Township.
  - d. Provide a list of any changes made pursuant to subsection 7.18 1) to the County of Grey."