



REPORT

By-law Services Department

TO: Administration and Special Projects Committee

FROM: Hilary Williams – Director of Development Services, By-law & Animal Control

DATE: June 2, 2025

REPORT: BL-03-25 **FILE NO.**

SUBJECT: Introduction of Noise Exemption Application with Associated Fees and Delegation of Approval Authority to Staff

BACKGROUND:

The Township of Uxbridge's current Noise By-law regulates unwanted sound to minimize nuisance to residents. However, it does not currently provide a formal process for residents or organizations to apply for exemptions for special events, weddings, construction activities, or other legitimate temporary circumstances that may necessitate noise beyond the by-law limits.

Municipalities across Ontario have implemented Noise Exemption Application to accommodate events or activities requiring temporary relief from noise restrictions, often accompanied by a fee structure and delegated authority to staff for efficiency and responsiveness.

This report is to seek Council approval for the implementation of a Noise Exemption Application process, including the introduction of associated fees and the delegation of authority to staff for the review and approval of such Applications.

DISCUSSION:

Introducing a Noise Exemption Application framework would provide clarity and consistency for residents, businesses, and event organizers. The Application

would allow temporary exemption from the Noise By-law under specific conditions, subject to approval by designated municipal staff.

The proposed framework includes:

- A standardized application form
- Notice requirements to nearby residents where appropriate
- Review criteria and conditions for Application issuance
- Delegation of authority to the Director of By-law or designate for approval

The delegation of authority to staff allows for timely decisions and reduces the administrative burden on Council. This practice is common in other municipalities and ensures that Application requests can be managed efficiently. It also provides flexibility for staff to work with applicants who submit requests after Council meeting deadlines, ensuring responsiveness and support for time-sensitive events.

Additionally, staff will have the ability to:

- Conduct property research and assess the suitability of the location
- Analyze the history of previous events held at the same property
- Review any past complaints or by-law enforcement issues associated with the applicant or property
- Impose notice requirements for the applicant to notify neighbouring property
- Ensure that all requirements of the application are met prior to issuing an Application

This comprehensive approach will ensure that exemption Applications are issued responsibly and with consideration for both the applicant and the surrounding community.

Staff will also retain the authority to enforce the Township's Noise By-law, if necessary, in situations where noise levels exceed the conditions of the approved exemption Application. This ensures accountability and maintains the integrity of the by-law while allowing for temporary flexibility.

Jurisdictional Comparison:

Municipality	Noise Exemption Application Available	Fee Charged	Delegated Authority to Staff
Township of Scugog	YES	\$318.00	YES
Township of Brock	YES	\$212.60	NO
Town of Pickering	YES	U/K	YES
Town of Whitby	YES	\$361.60	YES
Town of Ajax	YES	U/K	YES
City of Oshawa	YES	\$300.00	YES
Towns of Whitchurch-Stouffville	YES	\$185.00	YES

The chart demonstrates that Uxbridge is currently an outlier in not offering an application process. Implementing such a framework would bring the Township in line with neighbouring municipalities.

Financial Implications

The introduction of a tiered fee structure for Noise Exemption Applications will help offset the administrative costs associated with processing, review, and follow-up. Fees will be subject to the Township's annual Fee Schedule review process.

Unlike Sign Exemption or Election Sign Applications (\$250.00), the processing of a Noise Exemption Application generally requires a greater degree of staff involvement. This includes reviewing the event details, conducting property history checks, assessing previous complaints, verifying compliance with by-law conditions, and in some cases, coordinating notice to surrounding residents.

To support cost recovery while encouraging early submissions, the following tiered fee structure is proposed:

- Applications submitted at least 6 months in advance: No fee
- Applications submitted at least 3 months in advance: \$150
- Applications submitted at least 1 month in advance: \$250
- Applications submitted less than 1 month in advance: \$350

This approach provides flexibility for applicants while ensuring the Township can allocate resources appropriately to review and process requests. The highest fee reflects the increased staff time and urgency often required for last-minute applications.

ALIGNMENT TO STRATEGIC PRIORITIES:

Good Governance
Collaboration and Partnerships
Community Engagement
Community Well-being

RECOMMENDATION

THAT Report BL-03-25 of Hilary Williams, Director Development Services, By-law & Animal Control be received for information;

AND THAT Administration and Special Projects Committee approves the establishment of a fee for Noise Exemption Applications to be included in the Township's Fees Schedule By-law;

AND THAT Administration and Special Projects Committee delegate authority to the Director of By-law or their designate to review and approve Noise Exemption Application;

AND THAT staff retain enforcement authority under the Noise By-law in cases where noise exceeds the limits or conditions specified in an Approved Exemption Application;

AND THAT the Township's Noise By-law be amended to incorporate the Noise Exemption Application process and associated provisions.

Respectfully Submitted by:

Hilary Williams

Director of Development Services, By-law & Animal Control