



What is a minor variance?

A minor variance is a minor change to a Zoning By-law provision, granted by the Committee of Adjustment.

What can a minor variance change?

✓ **It can change the zoning provisions such as:**

- maximum building height;
- minimum lot area or width;
- distance between the lot line and the building (setback);
- minimum landscaping requirements.

A minor variance cannot add a use that is not permitted under the Zoning By-law.

What is the Committee of Adjustment?

The Committee of Adjustment is a quasi-judicial administrative tribunal appointed by Mississippi Mills Council and operates at arm's length from the Municipality administration. The Committee derives its jurisdiction from the Planning Act to make decisions on Minor Variances and Permission Applications.

The Committee consists of appointed members and one Councillor. Hearings are generally scheduled monthly or when applications are received. The Committee of Adjustment and its application processes are separate and distinct from other municipal development approval processes.

What is the Minor Variance Process?

Step One: Pre-application meeting

Before filing an application, applicants should speak with a municipal Planner to discuss the requirements of the Zoning By-law. If it is determined that the provisions of the Zoning By-law cannot be met, applicants should review their proposal with a municipal Planner. Applicants are also strongly encouraged to speak with their neighbours prior to filing an application.

Step Two: Public notification

Once an application is received and circulated, the municipality will post a notification sign on-site on the lands affected by the proposed minor variance. The Committee of Adjustment assigns a hearing date and notifies all property owners within 60 metres of the subject property of the application.

Step Three: Public meeting

Several applications are considered at one public hearing. The agenda is the order in which they are likely to be heard. The Committee may ask the applicant to explain the proposal and answer any questions. The Committee will then invite other parties to speak at the meeting. Anyone attending the meeting (other than the applicant) can request to be notified of a decision by informing Planning Staff that are in attendance at the meeting.



What is the Minor Variance Process?

Step Four: Committee decision and appeal period

The Committee considers the Municipal Planner's opinion on the application, the applicant's information and the public delegations and may render a decision, adjourn the application or reserve its decision.

The Committee of Adjustment is authorized to grant a minor variance if all of the following criteria, established under the Planning Act, are met:

- The variance is minor
- The variance is desirable for the appropriate development or use of the property
- The general intent and purpose of the Zoning By-law is maintained
- The general intent and purpose of the Official Plan is maintained

The Committee's written decision will be issued within 10 days of the hearing. This decision may be appealed to the Ontario Land Tribunal (OLT) by an agency/organization, the property owner/ applicant, or the municipality.

For More Information:

For information regarding a specific application, please visit or contact the Planning Department between 8 a.m. and 4 p.m. on weekdays or by emailing the Planning Clerk, Roxanne Sweeney at rsweeney@mississippimills.ca :

3131 Old Perth Road, Box 400 Almonte, ON K0A 1A0
Tel.: 613-256-2064

How to Get Involved

- Submit written comments to the Secretary-Treasurer of the Committee
- Attend the public hearing
- Make a presentation to the Committee of Adjustment on a specific application. Be prepared to come with information about how you believe the proposal impacts you.

It is important to note that the Committee is not mandated to deal with:

- Private disputes between neighbours
- Demolition and construction related activities
- Property standards issues
- Forestry and urban tree issues, including tree cutting and removal
- Rights to a view