



What is a Zoning By-law Amendment?

A Zoning By-law Amendment can change the zoning provisions on a property.

What is zoning?

The Province of Ontario's Planning Act allows the municipality to determine what is and is not allowed to be built on properties within the Mississippi Mills' boundaries through what is known as zoning.

Zoning can permit land to be used for agricultural, residential, industrial, commercial and other uses. Zoning can also include a specific set of regulations (called provisions) that shape development by setting limits, such as:

- the location of the building on the property;
- the height of the building;
- the number of parking spaces required.

Zoning cannot regulate who lives in a building. Zoning also cannot determine if a proposed development is owner-occupied or rented.

What can a Zoning By-law Amendment change?

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

- Use of the land – add uses permitted on the property or prohibit certain uses on a property;

- Maximum number of units in a building;
- Distances between the lot line and the building (setback);
- Building heights.

Zoning By-law Amendments have to conform to the policies of the Mississippi Mills' Community Official Plan as well as other municipal standards and guidelines.

What is the Zoning By-law Amendment 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 contact a Planner to discuss the proposal to ensure that a Zoning By-law Amendment is the appropriate planning application for the proposed development.

Applicants are also strongly encouraged to speak with their neighbours prior to filing an application.

Step Two: Public notification

Once an application is received, deemed complete by the Municipality and circulated,



the Municipality will post a notification sign on-site on the lands affected by the proposed Zoning By-law Amendment and notifies all property owners within 120 metres of the subject property of the application.

Step Three: Technical Circulation and Review

In addition to the public receiving notification of a Zoning By-law Amendment, there is also a technical review of the Zoning By-law Amendment application. The Planning Act lays out the rules on when consultation takes place, with whom, where and how.

Reviewing a Zoning By-law Amendment application involves many individuals including Planners, Engineers, Architects, agencies and organizations and other professionals.

The circulation of a Zoning By-law Amendment may involve a number of circulations and iterations of a proposed development.

Step Four: Public meeting

Once the circulation of the Zoning By-law Amendment application is complete, a public meeting will be scheduled for members of the public as well as Mississippi Mills Council to hear about the application and make comments and ask questions.

At the public meeting the municipal Planner will present a Background Report and give an overview of the proposed Zoning By-law Amendment. The applicant may also present the proposed development and can answer questions of Council or the public during a public meeting.

Council may attend a public meeting; however, public meetings are not Council meetings, therefore formal decisions on the Zoning By-law Amendment application cannot be made at the public meeting.

Step Five: Committee Meeting

Following the public meeting and after all issues regarding the technical circulation have been addressed, the municipal Planner will present the Zoning By-law Amendment application to the Committee of the Whole with a recommendation to either approve or refuse the Zoning By-law Amendment.

Step Six: Council meeting

Depending on the decision of the Committee, the Zoning By-law Amendment will proceed to Council for passing or formal refusal.

Step Seven: Notice of Decision

Following the decision of Council, formal Notice of Decision will be provided to the applicant and any members of the public who wished to be notified of the decision.

The decision can be appealed to the Ontario Land Tribunal (OLT).

It is important to note that Zoning By-law Amendments cannot address:

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



Mississippi
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How to Get Involved

Submit written comments to the Planning Clerk, Roxanne Sweeney rsweeney@mississippimills.ca on a particular Zoning By-law Amendment application.

Attend the public meeting.

Register to speak at the public meeting. Be prepared to come with information about how you believe the proposal impacts you.

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 :

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