



What is an Official Plan amendment?

Official Plan provides a vision for the future growth of the municipality and guides the physical development and use of land over the long-term.

What is the Official Plan?

✓ **The Official Plan determines:**

- Where new housing, industry, offices, and shops will be located
- What services like roads, watermain, sewers, parks, and schools will be needed
- When, and in what order, parts of your community will grow
- Community improvement initiatives

The Official Plan is a high-level document. Its objectives are implemented through zoning, minor variances, site plan control, plans of subdivision, severance, local improvement strategies, and more detailed secondary planning processes.

Community Official Plan

Mississippi Mills has a Community Official Plan which provides the over arching land use policies for the Municipality.

The County of Lanark also has an Official Plan, called a Sustainable Community Official Plan. Mississippi Mills Official Plan has to be consistent with the County's Official Plan.

What is the Official Plan amendment process?

Step One: Pre-consultation meeting

Those who apply for an Official Plan amendment must meet with Planning staff for a pre-consultation meeting. Planning staff outline what studies and plans are required and provide an overview of the land use principles that must be addressed by the proposed Official Plan amendment before it will be reviewed.

At this time, it will also be determined if an amendment to the County's Official Plan will also be required. If so, County staff will be invited to the pre-consultation meeting and will continue to be involved through the Official Plan amendment process.

Step Two: Public Notification

For a site-specific Official Plan amendment, the Municipality installs a notification sign on the lands affected by the proposal and notifies nearby property owners. For a Municipal-wide Official Plan amendment, notices are typically published in local newspapers.

Step Three: Technical review

Reviewing an Official Plan amendment application involves many individuals including Planners, Engineers, Architects, County staff, residents, provincial ministries and agencies, and other professionals. The Planning Act lays out the base standards for when consultation takes place, with whom, and to what degree.

Once a complete application is received, it will be circulated for a technical review. Depending on the comments, resubmission of revised plans and studies may be required to address the comments received.

Step Four: Public meeting

A public meeting will be held to gather public comments and feedback on the proposed Official Plan amendment. Typically, public meetings are scheduled during a regularly scheduled Council meeting.

Step Four: Staff recommendation at Committee meeting

Once all comments have been addressed and issues have been largely resolved, Planning staff will provide a staff report to Committee with a recommendation on the Official Plan amendment. During the meeting, staff typically prepare a presentation for Committee and answer questions from the Committee members.

Step Five: Council decision and appeal period

After the Committee meeting, the Official Plan amendment will be presented to Council. If passed, a specific by-law will be passed to implement the Official Plan amendment.

Notice of the decision is given within 15 days of the approval or refusal date and also provided to the County. As the County is ultimately the approval authority of Municipal Official Plan amendments, the amendment must also be heard at the County's Economic Development Committee and Council.

The process takes at least six months to complete. Council decision may be appealed to the Ontario Land Tribunal, which is the provincial tribunal that is the final arbiter of any planning disputes.

How to Get Involved

- Submit written comments to the assigned Planner
- Attend the public open house and/or committee meeting(s)
- Make a presentation when the proposed amendment is presented for review. Be prepared to come with information about how you believe the proposal impacts you.
- Only by making a written or oral presentation or a written submission before Council makes its decision, are you able to appeal a Council's decision to the Ontario Land Tribunal.

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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