



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

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 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 Decision and Appeal Period

Depending on the decision of the Committee, the Zoning By-law Amendment will proceed to Council for passing or formal refusal. If passed, a specific by-law will be passed to implement the Amendment.

Notice of Decision will be provided

within 15 days of the approval or refusal date to the applicant and any members of the public who wished to be notified of the decision.

Under the Planning Act, applicants have two appeal options to the Ontario Land Tribunal (OLT), which is the provincial tribunal for planning application appeals. First, they may appeal for non-decision if 90 days have passed since the application was deemed complete. Second, once Council makes a decision, that decision may also be appealed to the 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

How to Get Involved

- Submit written comments to the assigned Planner
- Attend the public meeting and/or committee meeting(s)
- Speak at the public meeting when the proposed amendment is presented for review. Be prepared to come with information about how you believe the proposal impacts you.
- Only prescribed persons and public able to appeal Council's decision to the Ontario Land Tribunal. Third party appeals are no longer permitted.



Mississippi
Mills

For More Information:

For information regarding a specific application, please visit the municipality's [Active Planning Notices and Application webpage](#) or contact the Planning Department between 8:30 a.m. and 4:30 p.m. on weekdays or by emailing the Planning Division at mplanner@mississippimills.ca

14 Bridge Street, Almonte ON K0A 1A0
Tel.: 613-256-2064