

**DRAFT OFFICIAL PLAN AMENDMENT 35  
FOR REVIEW AND COMMENT**

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## THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

### BY-LAW NO. XX-XXX

**BEING** a By Law to Adopt Amendment No. 35 to the Mississippi Mills Community Official Plan.

**WHEREAS** the Council of the Corporation of the Municipality of Mississippi Mills held a public meeting on **DATE** respecting a proposal to add enabling policies into the Official Plan to allow for the potential consideration of a Community Planning Permit System in the future;

**AND WHEREAS** Committee of the Whole held a meeting on **DATE** to consider Official Plan Amendment No. 35;

**AND WHEREAS** Committee of the Whole has recommended to Council to enact and pass Official Plan Amendment No. 35 at its **DATE** meeting;

**AND WHEREAS** the Council has reviewed the information and material and has considered public comments as they relate to this amendment and has passed Resolution No. **XXX-XX** on **DATE** endorsing Committee of the Whole's recommendation;

**AND WHEREAS** the Council has given serious consideration for the need to adopt an amendment to the Official Plan of the Municipality of Mississippi Mills to add enabling policies into the Official Plan to allow for the potential consideration of a Community Planning Permit System in the future;

**NOW THEREFORE** the Council of the Corporation of the Municipality of Mississippi Mills pursuant to Section 22 of the Planning Act, R.S.O. 1990, Chapter P.13, enacts as follows:

1. That Amendment No. 35 to the Mississippi Mills Official Plan, a copy of which is attached to and forms part of this By-law, is hereby adopted.
2. That the Clerk is hereby authorized and directed to make application to the County of Lanark for the approval of the aforementioned Amendment No. 35 to the Mississippi Mills Community Official Plan.

**BY-LAW** read, passed, signed and sealed in open Council this **XX day of MONTH,**  
**2025.**

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Christa Lowry, Mayor

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Jeanne Harfield, Clerk

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**OFFICIAL PLAN AMENDMENT No. 35  
TO THE COMMUNITY OFFICIAL PLAN OF THE  
MUNICIPALITY OF MISSISSIPPI MILLS**

**“Adding Enabling Policies to Allow for Future Potential Consideration of a  
Community Planning Permit System”**

**Municipality of Mississippi Mills**

**Draft Date: September 19, 2025**

**AMENDMENT NO. 35**  
**TO THE COMMUNITY OFFICIAL PLAN**  
**MUNICIPALITY OF MISSISSIPPI MILLS**

The attached explanatory text constituting Amendment No. 35 to the Community Official Plan of the Municipality of Mississippi Mills was prepared for and recommended to the Council of the Corporation of the Municipality of Mississippi Mills.

This Amendment to the Community Official Plan of the Municipality of Mississippi Mills was adopted by the Corporation of the Municipality of Mississippi Mills in accordance with Sections 17 and 21 of the *Planning Act*, R.S.O. 1990, c. P.13, by By-law No. XX-XXX passed on the day of MONTH 2025.

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Christa Lowry, Mayor

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Jeanne Harfield, Clerk

**OFFICIAL PLAN AMENDMENT No. 35**  
**TO THE COMMUNITY OFFICIAL PLAN OF THE**  
**MUNICIPALITY OF MISSISSIPPI MILLS**

**PART A - THE PREAMBLE**, contains an explanation of the purpose and basis for the amendment, as well as the lands affected, but does not constitute part of this amendment.

**PART B - THE AMENDMENT**, consisting of the following text constitutes Amendment No. 35 to the Municipality of Mississippi Mills' Community Official Plan (COP).

## **PART A – THE PREAMBLE**

### **Background:**

The proposed Official Plan Amendment is part of the initiatives that leverage the Housing Accelerator Fund (HAF), which is a federal program managed by the Canada Mortgage and Housing Corporation (CMHC). The Municipality will be receiving \$3.3 million dollars in funding over the next three (3) years, which will support the building of more housing within the Municipality.

The HAF grant will cover the cost of implementing seven (7) planning initiatives, one (1) of which includes investigating the feasibility of a Community Planning Permit System (CPPS).

### **Purpose:**

The Municipality has initiated this Official Plan Amendment to establish enabling planning policies in the Community Official Plan (COP) for the potential creation of a Community Planning Permit System in the future. This permit system provides municipalities with an alternative method for reviewing and approving development, effectively replacing the zoning, minor variance, and site plan approval processes.

As per Section 70.2(2)(f) of the *Planning Act*, municipalities are required to have policies within their Official Plan before a Community Planning Permit System may be implemented.

### **Location:**

The subject Official Plan Amendment is a Municipality-wide Amendment. All lands within the Municipality are subject to this amendment – both in settlement areas and outside of settlement areas.

## **PART B – THE AMENDMENT – DRAFT WORDING**

The Community Planning Permit System (CPPS), also commonly known as a Development Permit System, is an additional implementation tool that may be used by the Municipality to ensure the goals, objectives, and policies of this Plan are realized. As an integrated and flexible approach to development approvals, the Community Planning Permit System consolidates zoning, site plan control, and minor variance processes into a single, streamlined system.

1. The Municipality of Mississippi Mills is designated as a Community Planning Permit System area. The Municipality's objectives in utilizing this system are to implement the policies of the Official Plan, streamline planning approvals and clearly establish criteria for development in the by-law. The Municipality may choose to implement a Community Planning Permit System for all of the Municipality or certain geographic areas, as identified in a Development Permit By-law.
2. The delegation of authority for the approval of the Community Planning Permit system is identified in a Development Permit By-law or the Delegation of Authority By-law, as amended from time to time.
3. A Development Permit By-law may allow certain specified variations to the standards specified in the development Permit Bylaw. Such variations may be permitted only if they have satisfied the policies pertaining to the applicable policies of this Plan.
4. Technical reports/plans or studies may be required to assist in the review process of a Development Permit application. Applications for a Development Permit may be required to submit any of the plans, studies or reports listed in Section 5.3.17 of this Plan.
5. The Corporation may impose conditions and grant provisional approval prior to final approval of a Development Permit application. Development shall be required to occur as illustrated on the approved and stamped drawings by the Municipality and a development agreement, registered on title, may be required prior to final approval for any Development Permit application including conditions relating to the conveyance of widenings of highways, off-street loading and parking areas, walkways and facilities designed in accordance with the Accessibility for Ontarians Disability Act, on-site or off-site lighting, site alterations of any kind, easements, securities for completing all works identified in the conditions.
6. A Development Permit may allow for defined variations to the standards and provisions outlined in the applicable Development Permit By-law. Such variations will only be permitted if they are consistent with the policies of this Plan. Any

proposal for a use which is not listed as a permitted use or which does not qualify as a discretionary use in the applicable Development Permit By-law will require an amendment to the Development Permit By-law.

7. All applications for a Development Permit are required to submit a full drawing and plan set which may include elevations and cross section drawings for any proposed building or structure. All applications for Development Permit must include the following information:
  - a. The name, address, email address and telephone number of the owner of the subject land and of the agent if the applicant is an agent authorized by the owner.
  - b. The current designation of the subject land.
  - c. The current zoning of the subject land.
  - d. The description of the subject land, such as the Lot and Concession number(s), Registered Plan and Lot number(s), Reference Plan and Part numbers and municipal civic address.
  - e. The frontage, depth and area of the subject land.
  - f. Whether access to the subject land is by a provincial highway, a municipal road that is maintained all year or seasonally, another public road or a right of way or by water.
  - g. If access to the subject land is by water only, the parking and docking facilities used or to be used and the approximate distance of these facilities from the subject land and the nearest public road.
  - h. The existing uses of the subject land.
  - i. Whether there are any buildings or structures on the subject land.
    - i. If the answer is yes, for each building or structure the type of building or structure, the setback from the front lot line, rear lot line and side lot lines, the height in metres of the building or structure and the dimensions or floor area of the building or structure.
  - j. The proposed uses of the subject land.
  - k. Whether any buildings or structures are proposed to be built on the subject land.
    - i. If the answer is yes, for each building or structure the type of building or structure, the setback from the front lot line, rear lot line, and side lot lines, the height in metres of the building or structure and the dimensions or floor area of the building or structure.
  - l. The date the existing buildings or structures on the subject land were constructed.
  - m. The length of time that the existing uses of the subject land have continued.

- n. Whether water is provided to the subject land by a publicly owned and operated piped water system, a privately owned and operated individual or communal well, a lake or other water body or other means.
  - o. Whether sewage disposal is provided to the subject land by a publicly owned and operated sanitary sewage system, a privately owned and operated individual or communal septic system, a privy or other means.
  - p. Whether storm drainage is provided by sewers, ditches, swales or other means.
  - q. If known, whether the subject land is the subject of an application under the Act for approval of a plan of subdivision or a consent.
    - i. If the answer is yes, and if known, the file number of the application and the status of the application.
  - r. If known, whether the subject land has ever been the subject of an application under section 45 of the Act.
  - s. A site plan showing the following:
    - i. The boundaries and dimensions of the subject land.
    - ii. The location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings or structures from the front yard lot line, rear yard lot line and the side yard lot lines.
    - iii. The approximate location of all natural and artificial features on the subject land and on land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application. Examples include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks.
    - iv. The current uses on land that is adjacent to the subject land.
    - v. The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right of way.
    - vi. If access to the subject land is by water only, the location of the parking and docking facilities to be used.
    - vii. The location and nature of any easement affecting the subject land.
  - t. An affidavit or sworn declaration by the applicant that the information required under this Schedule and provided by the applicant is true.
8. A Development Permit shall not be required for any residential development ten (10) units or less provided that such development or proposed development is deemed to be in conformity with the requirements, standards and provisions within the applicable Development Permit By-law, and which is also in full conformity with all of the following standards:

- a. Development is setback a minimum 30 metres (98.4 feet) from any natural watercourse.
  - b. No site alteration or vegetation removal is required or proposed within 30 metres of the Mississippi River.
- 9. A Development Permit shall not be required for the following:
  - a. Any Development that has a prior Site Plan Control approval.
  - b. Any necessary repairs or maintenance to existing development.
  - c. The placement of a portable classroom on a school site of a district school board is exempt from the requirement for a development permit if the school site was in existence on January 1, 2007.
- 10. The owner or applicant may be required to enter into a Development Permit Agreement with the Corporation, to be registered against the lands affected, which shall include the responsibility of each party to execute and complete all works detailed in the approved Development Permit; detailed drawings and specifications of the work to be completed, timing of development, any financial securities to ensure the completion of the work and fees required in the Municipality's Fees and Charges By-law, the payment of cash-in-lieu of parkland or cash-in-lieu of parking.
- 11. Applicants are required to consult with municipal staff prior to submitting a Development Permit application. Pre-consultation will provide important information including the identification of required studies and/or reports in support of an application, per Section 5.3.17.1 of this Plan. Failure to consult with municipal staff prior to applying may result in delays related to incomplete applications.