



## NOTICE OF VIRTUAL PUBLIC MEETING FOR A MINOR VARIANCE APPLICATION

Pursuant to Section 45 of the *Planning Act* R.S.O. 1990, Ch. P.13.

**TAKE NOTICE** that a **Public Hearing** will be held [virtually via Zoom](#) on **Wednesday, December 17, 2025, at 4:30 p.m.** to consider a proposed Minor Variance application under Section 45 of the *Planning Act*, R.S.O. 1990, Chapter P.13.

The **Municipality of Mississippi Mills** has received the following Minor Variance application (details below). The attached map identifies the location of the property and the area subject to this application.

<b>File Number:</b>	D13-SPA-25		
<b>Owner / Applicant:</b>	Kit Sparrow		
<b>Municipal Address:</b>	1299 Ramsay Concession 3A		
<b>Legal Address:</b>	Concession 2, Part Lot 12 RP; 26R-2036, Part 1		
<b>Ward:</b>	Ramsay		
<b>Purpose of the Application:</b>	<p>The subject property is zone Rural (RU). The applicant is seeking relief from the provisions of Zoning By-law #11-83 to legalize an existing attached garage.</p> <p>The existing garage has an interior side yard setback of 0.73 metres, whereas Section 12.2 of the Zoning By-law requires a minimum setback of 6 metres. The existing garage also has an eaves projection with an overall setback of 0.43 metres, whereas Section 6.19(2) of the Zoning By-law permits an eaves projection of no more than 1.0 metre.</p>		
<b>Requested Variance(s) to Zoning By-law #11-83:</b>			
<b>Section</b>	<b>Zoning Provision</b>	<b>By-law Requirement</b>	<b>Requested</b>
<b>Section 6.19(2)</b>	<b>Maximum permitted eaves projection into required yard (m)</b>	<b>1 metre</b>	<b>5.57 metres</b>
<b>Section 12.2</b>	<b>Minimum interior side yard setback (m)</b>	<b>6 metres</b>	<b>0.73 metres</b>

<b>Public Meeting Details:</b>	<b>Wednesday, December 17, 2025, at 4:30 p.m.</b> <b><u>Virtually via Zoom (Please contact the assigned planner noted below to participate)</u></b>
<b>How to Participate:</b>	<p><b>IF YOU WISH TO SPEAK AT THE VIRTUAL PUBLIC MEETING</b>, before the Committee of Adjustment, please send an email to the assigned planner noted below with the subject line “<b>D13-LOU-25 Registered Speaker Request</b>”. The maximum allotted time per delegation will be 5 minutes.</p> <p><b>IF YOU WISH TO SUBMIT WRITTEN OR ORAL COMMENTS BEFORE THE MEETING</b>, please send your comments to the assigned planner at least 24 hours before the meeting.</p> <p><b>IF YOU WISH TO VIEW THE VIRTUAL PUBLIC MEETING ONLY</b>, please follow this link to the Municipality’s web page: <a href="https://calendar.mississippimills.ca/council">https://calendar.mississippimills.ca/council</a>. When the meeting is live, this link will give you viewing privileges only, there will be no opportunity to speak via this link.</p>

**Owners of neighbouring properties within 60 metres** of the municipal property address listed above are receiving this notice in case they would like to comment on the applications(s) and/or participate at the meeting.

#### **ALL SUBMITTED INFORMATION BECOMES PUBLIC**

Be aware that, in accordance with the *Planning Act*, the *Municipal Act* and the *Municipal Freedom of Information and Privacy Act*, all information presented to the Committee of Adjustment is considered public information and can be shared with any interested individual.

Information you choose to disclose in your correspondence and during the hearing, including your personal information, will become part of the public record, and shared with Committee Members, the Applicant(s) or their agent and any other interested individual, and potentially posted online and become searchable on the internet.

**IF YOU WISH TO BE NOTIFIED** of the decision of the Committee of Adjustment on the proposed Minor Variance application, **you must make a written request to the Municipality of Mississippi Mills, 14 Bridge Street, Almonte, ON K0A 1A0 or by emailing a written request to the assigned planner noted below.**

**IF A PERSON OR PUBLIC BODY** would otherwise have an ability to appeal the decision of the Committee of Adjustment to the Ontario Land Tribunal but the person or public body does not make oral submissions at the virtual public meeting or make written submissions to Municipality of Mississippi Mills before the Minor Variance application is considered, the person or public body is not entitled to appeal the decision.

**AFTER A DECISION** has been made by the Committee of Adjustment, persons or public bodies wishing to formally register an objection must, regardless of any previous submissions, file with the Secretary Treasurer of the Committee of Adjustment a Notice of Appeal setting out the objection and the reasons in support of the objection accompanied with the appeal fee to the Ontario Land Tribunal.

**IF YOU ARE THE OWNER OF A BUILDING WITH SEVEN (7) OR MORE RESIDENTS**, it is requested that you post this notice in a location visible to all of the residents.

**ADDITIONAL INFORMATION** about this application is available on the Municipality's web page [www.mississippimills.ca](http://www.mississippimills.ca). For more information about this matter, including information about appeal rights, contact the assigned planner.

**Drew Brennan, Senior Planner**  
Municipality of Mississippi Mills  
14 Bridge Street, P.O. Box 400  
Almonte, ON K0A 1A0  
613-256-2064  
[dbrennan@mississippimills.ca](mailto:dbrennan@mississippimills.ca)

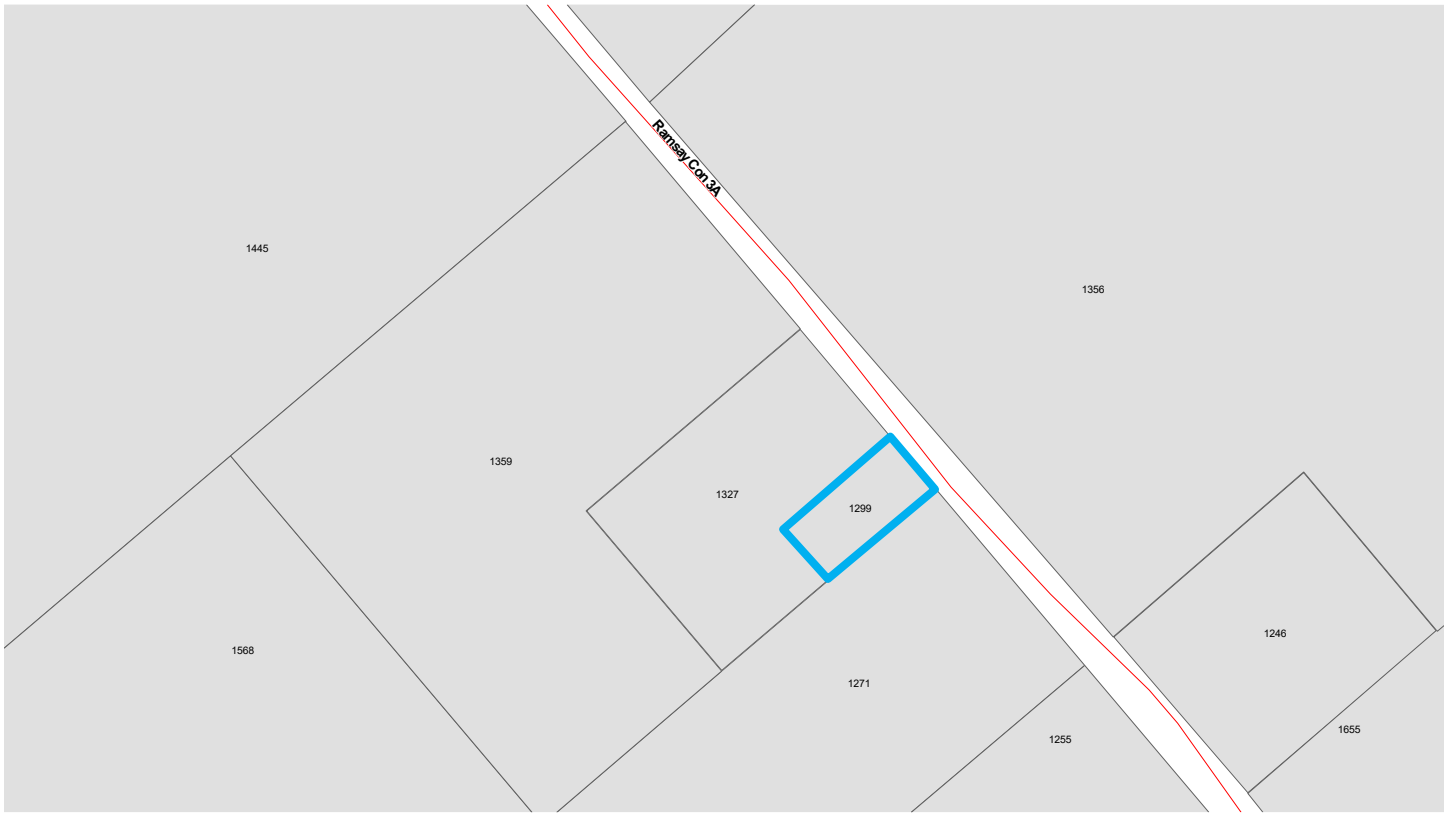


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**Dated December 3, 2025**

## LOCATION MAP

Concession 2, Part Lot 12 RP; 26R-2036, Part 1  
Ramsay Ward, Municipality of Mississippi Mills  
Municipally known as 1299 Ramsay Concession 3A



 Subject Property