

# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## STAFF REPORT

**DATE:** April 6, 2021  
**TO:** Committee of the Whole  
**FROM:** Maggie Yet, Planner 1  
**SUBJECT:** Delegated Authority for Municipal Planner

---

### RECOMMENDATION:

**THAT Committee of the Whole recommend Council approve amendments to the Delegated Authority By-law 13-18 to include under Schedule A, Section C – Specified Staff Authorities:**

**9. The Municipal Planner be authorized to approve minor Site Plan Control applications in accordance with By-law 19-93.**

### PURPOSE AND EFFECT:

The purpose of the proposed amendment to the Delegated Authority By-law is to streamline and expedite agreements for minor Site Plan Control applications in accordance with the Planning Act and Community Official Plan policies.

Presently, all Site Plan Control applications require Council approval before a Site Plan Agreement can be signed and executed. In particular, for minor applications which typically consist of urban low density infill development and townhouse developments in an approved Plan of Subdivision, this adds a delay of a minimum of four weeks before a development can proceed. At the time a report is presented to the Committee of the Whole for consideration, an application will have undergone technical review and have completed all required revisions to plans requested by staff and applicable external agencies. However, the Building Department cannot issue full permits for construction until a Site Plan application has been approved by Council and executed.

### BACKGROUND:

The current Site Plan Control By-law was passed by Council in 2019. The Site Plan Control process provides an opportunity for the Municipality to review and influence a proposed development, ensuring that development maintains consistency with local policies and meets good planning and engineering practices. It further ensures that the development standards approved by the Municipality and other agencies are implemented and maintained during the development phase.

## PLANNING ACT

Section 41 of the *Planning Act* authorizes municipalities to designate site plan control areas within its jurisdiction as follows:

41(2) *Where in an official plan an area is shown or described as a proposed site plan control area, the council of the local municipality in which the proposed area is situate may, by by-law, designate the whole or any part of such area as a site plan control area. R.S.O. 1990, c. P.13, s. 41 (2).*

## COMMUNITY OFFICIAL PLAN

Section 5.3.6 of the COP sets out the Municipality's authority to require site plan control for development proposals. The policies designate the entire Municipality as a site plan control area. Section 5.3.6(2) specifies development types and/or features that require site plan control prior to issuance of building permits:

5.3.6(2) *Generally, site plan control shall apply to: medium and high density residential development; commercial, industrial and institutional development; all development involving environmental features which require an environmental impact statement or are within close proximity of a significant environmental feature; areas of high aquifer vulnerability; private recreational development; development on existing lots of record which are less than the minimum size required in this Plan or the Zoning By-law; and, development on lots which contain physical or man-made constraints to development.*

Site plan control is required for a variety of development types. The Municipality's Site Plan Control By-law identifies and differentiates between major and minor Site Plan applications.

Examples of **major** Site Plan applications include:

- All development within 120m of a Provincially Significant Wetland and 50m of a locally significant wetland;
- All new development within a flood plain;
- All development of contaminated properties in accordance with the *Environmental Protection Act*;
- All development within 1km of an abandoned mine site; and
- All development that converts a single detached dwelling into three or more dwelling units;
- Development or complete redevelopment of existing sites not within the parameters of a minor Site Plan application

Examples of a **minor** Site Plan application include:

- Single, semi-detached and duplex dwelling development within Almonte Ward and Hamlet boundaries (Blakeney, Appleton, Clayton and Pakenham Village, and Rural Residential zones);
- Detached secondary dwelling units;
- Townhouse developments previously approved through a plan of subdivision;
- A change of use; and
- Additions of less than 200m<sup>2</sup> or 25% of the gross floor area.

**The proposed amendment would apply only to minor Site Plan applications.** Major applications will still require Council approval prior to agreement execution. Council will continue to be notified during the internal and agency circulation of the application for review and comment. All comments received will be taken into consideration and relayed to the applicant.

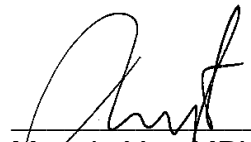
### **FINANCIAL IMPLICATIONS:**

There are no financial implications associated with these proposed delegations.

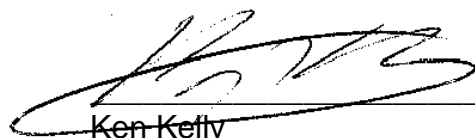
### **SUMMARY:**

In order to maintain the timely delivery of Site Plan Control approvals for minor applications as identified in Section 5, subsection 2 of the Site Plan Control By-law No. 19-93, Staff recommend Council approve the proposed amendments to the Delegated Authority By-law to delegate approval of minor Site Plan Control applications to the Municipal Planner.

Respectfully submitted by,

  
 \_\_\_\_\_  
 Maggie Yet, MPLAN BA  
 Planner 1

Reviewed by:

  
 \_\_\_\_\_  
 Ken Kelly  
 CAO

### **ATTACHMENTS:**

1. Site Plan Control By-law 19-93