



**The Corporation of the Municipality of Mississippi Mills  
Committee of Adjustment and Property Standards Meeting**

**MINUTES**

**March 23, 2022**

**6:00 p.m.**

**E-participation**

Committee Present: Connie Bielby  
Patricia McCann-MacMillan  
Stacey Blair

Staff Present:  
Melanie Knight, Senior Planner  
Jeffrey Ren, Planner  
Jennifer Russell, Administration

---

**A. CALL TO ORDER**

The Chair, Patricia McCann-MacMillan, called the meeting to order at 6:00 pm.

**B. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE  
THEREOF**

None

**C. APPROVAL OF AGENDA**

**Moved by** Stacey Blair

**Seconded by** Connie Bielby

**THAT** the agenda be approved as presented

**CARRIED**

**D. APPROVAL OF MINUTES**

**Moved by** Stacey Blair

**Seconded by** Connie Bielby

**THAT** the minutes dated February 23, 2022, be approved.

**CARRIED**

**E. REPORTS**

**E.1 Minor Variance Application Report A-04-22 - Parts of Lot 15 and 16, Concession 12**

Jeffrey Ren, Planner with Mississippi Mills, presented an overview of the application.

The Committee discussed the following items:

- location of the driveway in relation to the cemetery,
- severing the property,
- intentions for the remaining property.

The Chair asked if there are any comments from the public. No one spoke.

Item 4 of the Motion was removed from the original recommendation.

**Moved by** Stacey Blair

**Seconded by** Connie Bielby

**THAT** the Municipality of Mississippi Mills Committee of Adjustment approves the Minor Variance for the subject property, legally described as Parts of Lot 15 and 16, Concession 12, Part 1 on Plan 26R-2622, Ramsay Ward, Municipality of Mississippi Mills, to permit a secondary dwelling unit (Additional Residential Unit), subject to the following conditions:

1. That the following requested Minor Variances to Zoning By-Law #11-83 are approved:
  - To permit a secondary dwelling unit on a lot located outside of a settlement area that is not contained within the same building as its principal dwelling unit, where as Section 8.16 (2) states that a secondary dwelling unit is only permitted in a settlement area and must be contained within the same building as its principal dwelling unit.
2. That the Owner/Applicant obtain all required building permits and approvals for the secondary dwelling unit including confirmation that at

least one of the two private services (well and septic) are shared with the principal dwelling to the satisfaction of the Municipality.

3. That the Owner/Applicant demonstrate that existing or proposed private services (water / septic) is appropriate for the proposed secondary dwelling unit, to the satisfaction of the Municipality and the Leeds, Grenville & Lanark District Health Unit.
4. That the Owner enter into a development agreement with the Municipality which implements the recommendations of the Environmental Impact Study to the satisfaction of the Municipality.

**CARRIED**

## **E.2 Minor Variance Application A-16-21 - 83 Farm Street**

Jeffrey Ren, Planner with Mississippi Mills, provided an overview of the application.

The Committee discussed the following items:

- parking issues,
- neighbouring convenience store did not provide comment.

The Chair asked if there are any comments from the applicant or public.  
No one spoke

**Moved by** Connie Bielby

**Seconded by** Stacey Blair

**THAT** the Municipality of Mississippi Mills Committee of Adjustment approves the Minor Variance for the subject property, legally described as Part of Lot 22 on Plan 6262, Almonte Ward, Municipality of Mississippi Mills, municipally known as

83 Farm Street, to permit a reduction to the minimum parking requirements for a personal service business, subject to the following conditions:

1. That the following requested Minor Variances to Zoning By-Law #11-83 are approved:
  - To permit a reduced minimum parking requirement of 3 parking spaces for a personal service business, whereas Section 9.2 of the Zoning Bylaw requires a minimum of 4 parking spaces for the business on-site.

2. That the Owner/Applicant obtain all required building permits and approvals for the expanded rear parking area including Site Plan Control approval to the satisfaction of the Municipality

**CARRIED**

**E.3 Minor Variance Application - A-03-22 - 2091 Scotch Corners Road**

Melanie Knight, Senior Planner with Mississippi Mills, provided an overview of the application.

The Committee discussed the following items:

- Civic address of the property,
- whether the property is currently for sale.

The Chair asked if there are any comments from the applicant or public.  
No one spoke

**Moved by** Connie Bielby

**Seconded by** Stacey Blair

**THAT** the Municipality of Mississippi Mills Committee of Adjustment approve the Minor Variance for the lands legally described as CON 2 E PT LOT 2 INCL RP;26R310 PARTS 10 AND 11, Ramsay Ward, Municipality of Mississippi Mills, to reduce the minimum required setback for a residential dwelling from an MR Zone from 500 m to 0 m, subject to the following conditions:

1. That the Owner/Applicant obtain a new civic address for the portion of the subject lands that are on the north side of Highway 7.

**CARRIED**

**F. OTHER / NEW BUSINESS**

Patricia McCann-MacMillan - Secondary dwelling Units have been popular for Minor Variance applications, and status of updating the aggregate mapping and Official Plan.

**G. MEETING ANNOUNCEMENTS**

The next meeting date is to be determined.

The Municipality is currently in the process of interviewing summer students for the Planning Department.

In-person committee meetings will likely be possible in the near future.

**H. ADJOURNMENT**

**Moved by** Connie Bielby

**Seconded by** Stacey Blair

**THAT** the meeting be adjourned at 6:32 pm.

**CARRIED**

---

Jennifer Russell, Recording  
Secretary