

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

QUARTERLY UPDATE

DATE: January 31, 2023

TO: Committee of the Whole

FROM: Melanie Knight, Senior Planner, Jon Wilson, Chief Building Official and David Shen, Director of Development and Engineering

SUBJECT: Department of Development Services and Engineering – Quarterly Report

DEPARTMENT HIGHLIGHTS:

The last quarter of 2022 was a time of change and activity for the Department of Development Services and Engineering.

The Department welcomed David Shen, Director, at the beginning of October, said farewell to the Chief Building Official (CBO), Mark Jeffrey, and began the recruitment process for a new CBO.

The Planning Branch provided a series of reports to Council for active development applications, a comprehensive year-end report as well as reports regarding Bill 23 (changes to the *Planning Act*), updates to future Official Plan Amendment and Zoning By-law Amendment policy projects and the Affordable Housing Grant Program. The Engineering Branch provided a series of reports to Council regarding the COMPASS proposal for a battery storage facility as well as reports regarding the Project Umbrella approach for a series of Municipal Master Plan updates and related projects. The Building Branch continued to be busy with the issuance of building permits as well as many inspections.

2023 PROJECT UPDATES:

The Planning Branch is not only busy with development applications but also with a variety of policy and process related projects. Work continues with the County on a draft Affordable Housing Grant Program Memorandum of Understanding (MOU) for Council's consideration in Q1 of 2023 and has begun the recruitment process for a Planning Technician, which should be completed by Q1 of 2023. The Planning Branch will also be working a series of policy projects in 2023 including the Private Road Study (Limited Service Residential), updates to the Official Plan and Zoning By-law in light of Bill 23, Additional Residential Unit Policy for the expansion lands of Almonte arising from Official Plan Amendment 22, Official Plan Amendment 28 Rural Villages and Vitality as well as a number of internal projects including developing Procedures Manuals for

planning applications, consolidation of the Zoning By-law (2018 to 2022) and a review of Planning Applications fees.

The Engineering Branch will be very busy with the commencement of the Master Plan studies and Development Charges Background Study and coordinating with other Departments on the Project Umbrella, reviewing development applications, and participating in the development of Procedure Manuals and review of the Planning Application fees with the Planning Branch. The Engineering Branch will be establishing a series of engineering related guides and standards for internal and external stakeholders. The Engineering Branch will also be working with the Department of Public Works to define “Who to What” and establishing a better utilization and optimized workflow on initiating and managing various municipal engineering infrastructure projects.

The Building Branch welcomed the new CBO, Jon Wilson, early in 2023. Under the CBO’s leadership, the Building Branch will also be very busy not only with building permits, but also with a review of the Building By-law, a review of the Building Permit fee structure as well as developing policies and procedures for the branch. The Building Branch will also be renewing permits and closing historical files, including proceeding to enforcement actions, hearings, and lawsuits, if necessary.

It is also noted that as part of a corporate-wide effort, the Department, especially the Building Branch, has been making an ongoing effort to digitize the files.

KEY PERFORMANCE INDICATORS (KPIs):

In Q4 of 2022, the Planning Branch presented three (3) development applications to Committee of the Whole, four (4) minor variance applications to the Committee of Adjustment for decisions. In addition, the Branch provided the County of Lanark Consent Planning Reports for ten (10) severance applications and received two (2) subdivision application circulations from the County.

In Q4 of 2022, the Engineering Branch worked on the development of the Project Umbrella and reviewing the consultant proposals for the Transportation Master Plan. The Branch also reviewed and provided comments to many of the development applications noted above.

In Q4 of 2022, the Building Branch received 52 building permit applications, reviewed and approved 65 building permits, and closed 138 building permits.

LOOKING AHEAD:

Looking ahead to 2023 in which Bill 23 and the Bill 109 are now in effect, the Development Services and Engineering Department will be very busy with not only activities such as planning applications and building permits, establishing procedures and workflows, but also with a number of internal improvements and policy reviews.

Respectfully submitted by,



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Reviewed by,



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