

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

QUARTERLY UPDATE

DATE: October 3, 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 third quarter of 2023 was a time of activity for the Department of Development Services and Engineering. The Department continues to work on staffing within the Department, including saying farewell to Jeffrey Ren as he moves onto the challenges of law school and hiring Gillian Bentley as Planner. Gillian started with the Municipality on September 18, 2023.

The Department welcomed Eric Madore as a new Building Inspector in Q2 of 2023. In Q3, the search began (and remains ongoing) for a Senior Plans Examiner/Deputy CBO, and we have begun to see the pre-winter rush of incoming applications. Procedure and policy review remains ongoing.

The Department also said farewell to summer students – all four summer students, Devon Cameron (Building), Hayley McCartney (Planning), Ariana Morin (Planning) and Yaoyang Lui (Engineering) - left in August to return to post-secondary school.

2023 PROJECT UPDATES:

The **Planning Branch** spent a large part of August preparing the grant application for the Federal Housing Accelerator Fund (72-page document). Recently, Canada Mortgage and Housing Corporation (CMHC) contacted the Planning Branch to request additional information on the grant submission, which was completed and resubmitted to CMHC on Tuesday, September 19, 2023.

The Branch also undertook an RFPQ process to create a Standing Offer List for Professional Planning Services.

The Engineering Branch continues to be busy with development applications on the engineering side, providing engineering review services.

The “Population and Employment Projection 2048” project has been completed. This is a guiding file for all strategic planning projects. Water and Wastewater Master Plan and Transportation Master Plan are being conducted with milestone completions. Preliminary findings, including alternatives developed to address system constraints as well as evaluation criteria will be presented to Council in November. Staff are preparing for the second public engagement event scheduled for December 11, 2023.

Staff also proactively supported the Development Charges Background Study from an infrastructure point of view.

The Building Branch continues to be busy with day-to-day operations as well as process improvements. The digitizing project of the historical building permits is complete, and staff now have electronic access to hundreds of historical building permits.

KPIs:

The Planning Branch continues to be busy with development applications. The following provides an overview of the development applications received in the third quarter of 2023:

- Six (6) Consent applications
- Ten (10) Minor Variance applications
- Six (6) Site Plan Control applications/Development Agreements
- Three (3) Zoning By-law Amendment applications (including one (1) municipally initiated Zoning By-law Amendment application for Housekeeping)

In the Planning Branch, the number of inquiries received by the Planning Branch (as of September 25, 2023) are as follows:

Type	Status	Number of Requests
Consent General Inquiry	Complete	46
Zoning General Inquiry	Complete	138
Site Plan Inquiry	Complete	4
Zoning Compliance Letter	Complete	8
Pre-consultation	Complete	8
Minor Variance General Inquiry	Complete	4
Heritage Inquiry	Complete	3
Other	Complete	28
Consent General Inquiry	In Progress	20
Zoning Compliance Letter	In Progress	3
Zoning General Inquiry	In Progress	27
Other	In Progress	5

Consent General Inquiry	On Hold	11
Pre-consultation	On Hold	1
Zoning General Inquiry	On Hold	2
Other	On Hold	6
TOTAL IN PROGRESS		55
TOTAL ON HOLD		20
TOTAL COMPLETE AS OF SEPTEMBER 25		229
TOTAL AS OF SEPTEMBER 25		314

For the **Engineering Branch**, the Princess Street Reconstruction project has passed the design phase, and the Department of Public Works is managing the construction phase. The Union Street Reconstruction project has reached 99% design submission milestone. Staff are working on several additions to the scope of the Union Street Reconstruction project.

Staff are also working on several other capital design projects (at the initial design stage).

In Q2 of 2023, the **Building Branch** received 108 building permit applications, issued 107 building permits, and closed 93 building permits.

In Q3 of 2023, the Building Branch received 76 building permit applications, issued 60 building permits, and closed 153 building permits.

Building Permit breakdown by permit type:

Building Permit Type	# of Building Permits Issued for Q2 - 2023	# of Building Permits Issued for Q3 - 2023
Additions	5	7
Renovations	16	6
Decks	29	22
Demolition	6	3
Garages/Sheds	11	11
New Houses	28	8
Pool/Hot tub Enclosures	9	3
Tent Structures	1	0
Woodstove	1	0
Solar Panels	1	0
TOTAL Permits	107	60

LOOKING AHEAD:

Looking ahead to the remainder of 2023 the Development Services and Engineering Department will be very busy with not only day to day operations such as reviewing planning applications and building permits, but also with a number of internal improvements and policy reviews including establishing procedures and workflows.

Respectfully submitted by,



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Reviewed by,



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