

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

QUARTERLY UPDATE

DATE: January 16, 2024

TO: Committee of the Whole

FROM: Melanie Knight, A/Director of Development Services and Engineering

SUBJECT: Development Services and Engineering Quarterly Report – #1

DEPARTMENT HIGHLIGHTS:

The last quarter of 2023 was a time of activity for Development Services and Engineering. The Department continued to work on staffing, including welcoming Robert Lamarre, Senior Plans Examiner/Deputy CBO to the Building Branch in November.

Work continued with preparations for the upcoming PIC #2 in January, including Councillor briefings for the Transportation Master Plan and Water and Wastewater Master Plan. Official Plan Amendments 32 and 33 to implement Bill 23 and the recommendations from the Private Road/Cluster Lot Subdivision project continued with the finalization of the Recommendation Report for the Private Road/Cluster Lot Subdivision project. The Building Branch received 44 permit applications and closed 77 open building permit files.

In addition, the Department continued to work on the transition to the new electronic records management system as part of a municipal-wide initiative, participated in the 2024 budget process and developed the 2024 workplan for each branch.

2023 PROJECT UPDATES/PENDING ITEMS:

Final work on the alternatives and recommended options for the Transportation and Water Wastewater Master Plans continue and will be presented at the Public Information Centre #2 in January.

Official Plan Amendment 33 for the Private Road/Cluster Lot Subdivision is in its final stages with a Recommendation Report finalized in December in preparation for presentation at the PIC #2. Official Plan Amendment 32 recommendations are in the final stages and will also be presented at PIC #2.

Collectively staff have spent a significant amount of time addressing the ongoing situation at 38 Main St. E. Most notably, the Chief Building Official has spent a large majority of time on the situation supported by Senior staff. Other staff involved includes

staff from Development Services and Engineering, Roads and Public Works, Finance staff, Communications Coordinator and assistance from Lanark County Social Services.

Staff have begun the design process for the planned water main extension from Well 6 to Wylie Street which is in support of future development in the Northeast part of Almonte.

The process for the replacement of Gemmill’s Bay Sewage Pumping Station has been initiated by staff who are working closely with OCWA on the design.

Union Street North Rehabilitation is in the final stages of design and is on schedule to be completed in the winter of 2024. Construction is anticipated to begin in the Spring of 2024.

Key Performance Indicators (KPIs):

Planning Branch

Planning Inquiries	Q4 2023 Complete	Q4 2023 In progress	Total Inquiries for 2023	Total Inquiries for 2022
Zoning	8	11	199	260
Consent	4	7	75	107
Pre-consultation	4	2	19	15
Other	1	4	35	68
Total	17	24	320	450

Planning Applications	Q4 2023	Total for 2023	Total for 2022
Minor variances	3	19	20
Zoning By-law Amendment	1	10	15
Official Plan Amendment	0	0	1
Site Plan/Development Agreement*	5	10	20
Subdivisions	0	3	4
Consents	10	21	26
Total	19	63	86

*Development Agreements for infill development

Building Permit Type	# of Building Permits Issued for Q4 - 2023	# of Building Permits Issued for Q4 - 2022
Additions	5	4
Renovations	10	17
Decks	13	8
Demolition	1	1
Garages/Sheds	11	10
New Houses	15	12
Pool/Hot tub Enclosures	6	5
Tent Structures	0	0
Woodstove	0	8
Solar Panels	0	0
Total	61	65

Engineering Branch

Active Projects	Project Type	Status
Transportation Master Plan	Planning	Ongoing
Water and Wastewater Master Plan	Planning	Ongoing
Union Street North Rehabilitation	Design	Finalizing
Carss Street Watermain Extension	Design	Ongoing
County Road 29 Water Main Extension	Design	Ongoing
Environmental Assessment for Gemmill’s Bay Sanitary Sewage Pumping Station	Planning	Initiated

LOOKING AHEAD:

Looking ahead to Q1 of 2024, staff will be busy preparing for PIC #2 and summarizing the comments received from the PIC and the stakeholders consulted through the working groups and technical circulations.

The Master Plans will be finalized for Council review and approval. Implementation work with Development Charges will begin to ensure that the Development Charges accurately reflect the capital project costs of the Master Plans, as appropriate.

Official Plan Amendments 32 and 33 will be finalized and presented to Council for review and approval. Staff are finalizing the contracts with the Planning Consultants

selected for the Standing Offer List and preparing for some projects, such as the needed consolidations of the Official Plan and Zoning By-law to be completed.

Staff will be initiating Official Plan Amendment 28 Rural Villages and Rural Vitality in Q1 with a Project Plan to be presented to Council in February.

Official Plan Amendment 29 (LEAR) was approved by Council and sent to the County for consideration. The County has informed staff that a public meeting will be held at the County on January 24, 2024, at 7:00 pm to hear comments from the public regarding the Official Plan Amendment. Advertisements for the public meeting are being published in the Lanark Era, the Community Voice and municipal website.

Respectfully submitted by,



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