

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

QUARTERLY UPDATE

DATE: May 7, 2024

TO: Committee of the Whole

FROM: Melanie Knight, Director of Development Services and Engineering

SUBJECT: Development Services and Engineering Quarterly Report – Q1 2024

DEPARTMENT HIGHLIGHTS:

The first quarter of 2024 was a time of activity for Development Services and Engineering. The Department continued to work on staffing, including interviewing and hiring for the Policy Planner position. Hayley McCartney will be joining the Planning team in May as our new Policy Planner and the Department welcomed Mike Asselin as our part-time (casual) Development and Capital Projects Engineer.

The second Public Information Centre was held in January for the Transportation Master Plan and Water and Wastewater Master Plan. Information on Official Plan Amendments 32 and 33 to implement Bill 23 and the recommendations from the Private Road/Cluster Lot Subdivision projects were also provided at the PIC. The PIC was well attended with a lot of valuable feedback on the draft recommendations for all the studies. Work has continued with all these projects throughout Q1. Building permits are notable higher than for Q1 2023.

Official Plan Amendment 28 Rural Villages and Rural Vitality has been started with a Project Plan presented to Council in March and a webpage and online survey.

2024 PROJECT UPDATES/PENDING ITEMS:

Official Plan Amendment 33 for the Private Road/Cluster Lot Subdivision is in its final stages with a second public meeting held in March along with a second public meeting for Official Plan Amendment 32.

Collectively staff continue to spend time addressing the ongoing situation at 38 Main St. E. Most notably, the Chief Building Official has spent time working with Ottawa River Power Corporation (ORPC) to develop a plan to address the proximity of the hydro wires to have greater access to the building. Support on this continues to also be provided by Senior staff as well as Development Services and Engineering, Roads and Public Works, Communications Coordinator.

Building Department staff have been busy with off-season training as well as significant research and development into a new Building By-Law, revised Fees & Charges and updated Building Official’s Code of Conduct.

Staff have begun the design process for the planned watermain extension from Well 6 to Wylie Street which is in support of future development in the Northeast part of Almonte. A proposal for the design work has been requested to be provided by J.L. Richards who will be working under the current engineering standing offer.

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.

The Design for the Rehabilitation of Union Street North is complete, and construction is expected to begin in the coming months.

Key Performance Indicators (KPIs):

Planning Branch

Planning Inquiries	Q1 2024 Complete (in progress)	Total Inquiries for 2024	Total Inquiries for 2023
Zoning (Inquiry/Compliance Letter/Certificate)	32 (38)	70	199
Consent	9 (14)	23	75
Pre-consultation	3 (1)	4	19
Heritage	2 (2)	4	
Other	2 (4)	6	35
Total	48 (59)	107	328

Planning Applications	Q1 2024	Q1 2023	Total for 2024	Total for 2023
Minor variances	5	5	5	19
Zoning By-law Amendment	3	6	3	10
Official Plan Amendment	1	2	1	3
Site Plan/Development Agreement*	3	3	3	10
Subdivisions	0	4	0	4
Consents	8	5	8	21
Total	20	25	20	57

*Development Agreements for infill development

Building Permit Type	# of Building Permits Issued for Q1 – 2024	# of Building Permits Issued for Q1 - 2023
Additions	2	1
Renovations	20	11
Decks	10	1
Demolition	3	2
Garages/Sheds	8	2
New Houses	8	2
Pool/Hot tub Enclosures	2	0
Tent Structures	0	0
Woodstove	0	2
Solar Panels	1	0
Total	54	21

Engineering Branch

Active Projects	Project Type	Status
Transportation Master Plan	Planning	Final draft forthcoming
Water and Wastewater Master Plan	Planning	Final draft forthcoming
Union Street North Rehabilitation	Design	Tender awarded – construction anticipated to begin in May.
Carss Street Watermain Extension	Design	Design has reached preliminary completion stage.
County Road 29 Water Main Extension	Design	Design ongoing
Environmental Assessment for Gemmill’s Bay Sanitary Sewage Pumping Station	Planning	Ongoing

LOOKING AHEAD:

Looking ahead to Q2 of 2024, staff will be busy finalizing the Official Plan Amendments and Master Plans for Council review and approval. Implementation work with Development Charges will continue to ensure that the Development Charges accurately affect the capital project costs of the Master Plans, as appropriate. Completion of the new by-laws in the Building Department will be done and the Engineering team will be busy with both capital projects and large planning files such as the recently approved Mill Valley Estates.

Summer students are planned to join the team in May. This year, an Engineering student and two Building students have been hired. Jeffrey Ren is also returning for the summer beginning in May.

Respectfully submitted by,



Melanie Knight
Director of Development
Services and Engineering



Jon Wilson
Chief Building Official