

# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## QUARTERLY UPDATE

**DATE:** August 27, 2024

**TO:** Committee of the Whole

**FROM:** Melanie Knight, Director of Development Services and Engineering

**SUBJECT: Development Services and Engineering Quarterly Report – Q2**

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### DEPARTMENT HIGHLIGHTS:

The second quarter of 2024 was a time of activity for Development Services and Engineering. Summer students started in May, with one engineering student and two building students. Jeffrey Ren also returned to the planning team as the “Summer Planner”. The team also welcomed Blaire Lentz from the main office to work with the group on a temporary basis as the By-law/Planning Clerk.

The first round of consultations for Official Plan Amendment 28 Rural Villages and Rural Vitality was completed in Q2. Staff held (or attended) nine events and mailed 1500 postcards to individual households. 84 people have signed up with their email address to receive updates on the project and so far, the Department has received 152 completed surveys.

The engineering team developed a Homeowner’s Guide to Lot Grading and Drainage along with the Protection of Lot Grading and Drainage Features By-law. Postcards advertising the new guide are available at both the main office as well as the Planning/Building office in Old Town Hall.

The building team brought forward a new Building Official’s Code of Conduct along with a new Building By-law and updated fees. Similar to Q1 of 2024, building permits are notably higher than for Q2 2023.

### 2024 PROJECT UPDATES/PENDING ITEMS:

Staff are continuing 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 was requested from JL Richards under the terms of the engineering standing offer. Staff have reviewed the proposal and have requested modifications to pressure zone two and a connection to the existing at-grade storage tank be included in the scope of the project. JL Richards is making revisions for staff’s review.

Staff have begun the detailed design review of the Weaver's Way subdivision (formerly Mill Valley Estates) and continue the process of reviewing the other active subdivision applications.

**KPIs:**

**Planning Branch**

<b>Planning Inquiries</b>	<b>Q2 2024 Complete (in progress)</b>	<b>Total for 2024</b>	<b>Total for 2023</b>
Zoning (Inquiry/Compliance Letter/Certificate)	28 (25)	105	199
Consent	5 (4)	28	75
Pre-consultation	0 (2)	5	19
Heritage	4 (0)	6	
Other	1 (5)	13	35
<b>Total</b>	<b>38 (36)</b>	<b>157</b>	<b>328</b>

<b>Planning Applications</b>	<b>Q2 2024</b>	<b>Q2 2023</b>	<b>Total for 2024</b>	<b>Total for 2023</b>
Minor variances	7	6	11	19
Zoning By-law Amendment	5	4	7	10
Official Plan Amendment	0	0	1	3
Site Plan/Development Agreement*	5	1	8	10
Subdivisions	1	0	1	4
Consents	12	3	19	21
MZO Request	1	0	1	0
<b>Total</b>	<b>31</b>	<b>14</b>	<b>48</b>	<b>67</b>

\*Development Agreements for infill development

## Building Branch

Building Permit Type	# of Building Permits Issued for Q2 – 2024	# of Building Permits Issued for Q2 - 2023
Additions	7	2
Renovations	5	10
Decks	10	2
Demolition	4	2
Garages/Sheds	9	4
New Houses	11	4
Pool/Hot tub Enclosures	4	6
Tent Structures	1	0
Woodstove	0	0
Solar Panels	0	0
<b>Total</b>	<b>51</b>	<b>30</b>

## Engineering Branch

Active Projects	Project Type	Status
Transportation Master Plan	Planning	Final draft available for 30-day review period.
Water and Wastewater Master Plan	Planning	Final draft to be presented to Committee of the Whole on September 17, 2024.
Union Street North Rehabilitation	Design	Construction in progress.
Carss Street Watermain Extension	Design	Design has reached preliminary completion stage.

Active Projects	Project Type	Status
County Road 29 Water Main Extension	Design	Ongoing
Environmental Assessment for Gemmill's Bay Sanitary Sewage Pumping Station	Planning	On hold pending EA for sewage treatment plant

**LOOKING AHEAD:**

Looking ahead to Q3 of 2024, staff will be busy finalizing the Master Plans for Council review and consideration before the end of the year. 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. The building team will be releasing the RFP for an e-permitting program (for building, planning and by-law). Budget work for the Department has already begun.

Respectfully submitted by,




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Melanie Knight  
 Director of Development  
 Services and Engineering




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Jon Wilson  
 Chief Building Official