

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

QUARTERLY UPDATE

DATE: February 5, 2024

TO: Committee of the Whole

FROM: Melanie Knight, Director of Development Services and Engineering

SUBJECT: Department Name Quarterly Report – Q#

DEPARTMENT HIGHLIGHTS:

The last quarter of 2024 was a time of activity for Development Services and Engineering. The Water Wastewater Master Plan (WWMP) was accepted by Council and the Capacity Allocation Policy and By-law were also reviewed and passed by Council.

The engineering team continued to work with developers on the detailed design of the draft approved subdivisions. The building team had a busy Q4 with awarding the e-permitting contract to Citywide and beginning the implementation process for building permits and continued work related to 38 Main Street East.

2024 PROJECT UPDATES/PENDING ITEMS:

The planning team began the first steps of outlining a project outline and workplan for the upcoming Public Realm/Secondary Plan for Downtown Almonte. Planning staff also worked on various deliverables as part of Official Plan Amendment 28 including summarizing the survey results and a report outlining the results of the public consultations, preparing a discussion paper for On-Farm Diversified Uses, and working with the consultants to finalize the report for the review of the Official Plan severance policies.

The RFP process for a new e-permit system, led by the building team, was completed, the contract was awarded to PSDCitywide and implementation commenced. The team spent considerable effort on maintenance of existing files and preparation of the transition to the new system.

The engineering team completed the review of the various by-laws related to infrastructure and the evaluation of historical by-laws. The engineering team brought forward a new Water Works By-law which amalgamated a number of historical by-laws.

KPIs:**Planning Branch**

Planning Inquiries	Q4 2024 Complete (in progress)	Total for 2024	Total for 2023
Zoning (Inquiry/Compliance Letter/Certificate)	17 (13)	174	199
Consent	10 (6)	56	75
Pre-consultation	2 (3)	15	19
Heritage	0 (0)	12	
Other	1 (3)	20	35
Total	30 (25)	277	328

Planning Applications	Q4 2024	Q4 2023	Total for 2024	Total for 2023
Minor variances	1	3	15	19
Zoning By-law Amendment	1	1	13	10
Official Plan Amendment	0	0	0	0
Site Plan/Development Agreement*	2	5	13	10
Subdivisions	0	0	0	3
Consents	6	10	29	21
MZO Request			1	0
Total	10	19	71	63

*Development Agreements for infill development

Building Branch

Building Permit Type	# of Building Permits Issued for Q4 – 2024	# of Building Permits Issued for Q4 - 2023
Additions	4	3
Renovations	16	10
Decks	7	13
Demolition	2	2
Accessory Structures	6	10
New Houses	3	12
New ICI building	0	0
Pool/Hot tub Enclosures	6	6
Tent Structures	0	0
Woodstove	2	0
Solar Panels	0	1
Change of use	0	1
Total permits issued	46	58
Files closed	82	130

Engineering Branch

Active Projects	Project Type	Status
Transportation Master Plan	Planning	Accepted by Council in November 2024
Water and Wastewater Master Plan	Planning	Accepted by Council in December 2024

Active Projects	Project Type	Status
Union Street North Rehabilitation	Design	Construction in progress
Carss Street Watermain Extension	Design	Design in progress
County Road 29 Water Main Extension	Design	Ongoing
Environmental Assessment for Gemmill's Bay Sanitary Sewage Pumping Station	Planning	Prebudget approval granted for EA for sewage treatment plant

LOOKING AHEAD:

Looking to 2025, staff will be busy finalizing the Official Plan Amendment 28 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. Staff will be returning to Council before the end of this quarter to provide an update on the administration of the capacity allocation for 2025. The implementation of the e-permitting system will continue with the Building Department then moving on to Planning, By-law and Public Works.

Respectfully submitted by,



Melanie Knight
 Director of Development
 Services and Engineering



Jon Wilson
 Chief Building Official