

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

QUARTERLY UPDATE

DATE: May 6, 2025

TO: Committee of the Whole

FROM: Melanie Knight, Director of Development Services and Engineering

SUBJECT: Department Name Quarterly Report – Q1 2025

DEPARTMENT HIGHLIGHTS:

The first quarter of 2025 was a time of activity for Development Services and Engineering. Staff presented the Capacity Allocation for 2025 with the news that additional capacity within the sewage treatment plant was determined following a detailed review of the historical flow data by staff.

Summer student job postings and postings for the Housing Accelerator Fund (HAF) engineering technologist and project manager positions were also posted. Staff are happy to be welcoming back the two building students and are looking forward to having a new engineering student and planning student in the department.

The engineering team continued to work with developers on the detailed design of the draft approved subdivisions. The building team had a busy Q1 2025 with the implementation of the e-permitting and continued work related to 38 Main Street East.

2025 PROJECT UPDATES/PENDING ITEMS:

The planning team has started the Public Realm/Secondary Plan for Downtown Almonte hiring the consultant and preparing the materials for the PIC on April 30. Planning staff continued to work on various deliverables as part of Official Plan Amendment 28 including preparing draft policy changes for the PIC on April 30. Staff have been working with County staff finalizing Official Plan Amendments 32 and 33 for County approval in April.

The building team led the implementation of the new e-permit system, PSD Citywide. The team spent considerable effort on maintenance of existing files and preparation of the transition to the new system. A new version of the Ontario Building Code was introduced on January 1 which required significant training and familiarization for all staff. Several staff also undertook additional training courses to upgrade skills.

The engineering team has completed the Request for Proposals (RFP) for professional consulting services for Environmental Assessments in support of the expansion of the

Wastewater Treatment Plant and the Gemmill's Bay Pumping Station. The RFP was posted on March 7 and closed on March 25. Three proposals were received and evaluated. Staff plan to bring a recommendation to hire one of the consultants to Council in April.

Housing Accelerator Fund (HAF) Projects

In late December 2024, the Municipality finalized and executed the funding agreement with the Canada Mortgage and Housing Corporation (CMHC) following the successful approval of its application for the HAF. Implementation of the approved Action Plan began in the first quarter of 2025. All seven (7) initiatives are now underway and progressing according to schedule, with key milestones being met as outlined in the agreement with CMHC. Highlights to date include ongoing work on the Development Charges By-law update, the implementation of e-permitting software, and progress on initiatives to support affordable housing development such as the Community Improvement Plan.

KPIs:

Planning Branch

Planning Inquiries	Q1 2025 Complete (in progress)	Total for 2025	Total for 2024
Zoning (Inquiry/Compliance Letter/Certificate)	17 (13)	30	174
Consent	20 (15)	35	56
Pre-consultation	0 (0)	0	15
Heritage	2 (0)	2	12
Other	3 (19)	22	20
Total	42 (47)	89	277

Planning Applications	Q1 2025	Q1 2024	Total for 2025	Total for 2024
Minor variances	3	5	3	15
Zoning By-law Amendment	4	3	4	13
Official Plan Amendment	0	0	0	0
Site Plan/Development Agreement*	1	3	1	13

Planning Applications	Q1 2025	Q1 2024	Total for 2025	Total for 2024
Subdivisions	0	0	0	0
Consents	1	8	1	29
Heritage Permits	4	-	4	9
Total	13	20	13	71

*Development Agreements for infill development

Building Branch

Building Permit Type	# of Building Permits Issued for Q1 – 2025	# of Building Permits Issued for Q1 - 2024
Additions	2	2
Renovations	12	20
Decks	6	10
Demolition	3	3
Accessory Structures	4	8
New Dwellings	3	8
New ICI building	0	0
Pool/Hot tub Enclosures	0	2
Tent Structures	0	0
Woodstove	0	0
Solar Panels	0	1
Change of use	2	0
Total permits issued	32	54

Engineering Branch

Active Projects	Project Type	Status
Environmental Assessment for Gemmill's Bay Sanitary Sewage Pumping Station	Planning	RFP process in progress
Environmental Assessment for Well 7 & 8 expansion	Planning	Preliminary Studies Starting
County Road 29 Water Main Extension	Design	Ongoing

LOOKING AHEAD:

Staff will be busy with many projects in 2025, 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
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Services and Engineering



Jon Wilson
Chief Building Official