

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

QUARTERLY UPDATE

DATE: August 26, 2025

TO: Committee of the Whole

FROM: Melanie Knight, Director of Development Services and Engineering

SUBJECT: Development Services and Engineering Quarterly Report – Q2 2025

DEPARTMENT HIGHLIGHTS:

- Staff have been working on reviewing the detailed design for Weavers Way (Phase 1A) and Mill Valley Living subdivisions and anticipate registration before the end of the summer or early fall. Staff have also been meeting with builders for these subdivisions regarding the building permit application process to ensure that the process moves as efficiently as possible.
- Consultation on the Secondary Plan and Public Realm Plan continued in Q2
- The Building Department has been implementing the new Development Charges since the by-law was passed by Council in June.

The second quarter of 2025 was a time of continued activity for Development Services and Engineering. The Department successfully filled the Housing Accelerator Fund (HAF) Engineering Technologist, Project Manager and (part time) Senior Building Inspector roles. The Department welcomed back two returning Building students and welcomed a new Engineering student and Planning student for the summer.

2025 PROJECT UPDATES/PENDING ITEMS:

The Planning team 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 continued the implementation of the new e-permit system, PSD Citywide, with all new applications now being entered into the new system as of March 1. The Citywide system was also configured for uploading legacy permits, work orders and the By-law component under the Protective Services Department. Staff were busy with the onset of the main construction season including many files where construction had been started in absence of obtaining building permits. The existing work at 38 Main St E under the authority of the CBO to remedy the Unsafe Order was completed and

control of the building returned to the owner. Norm Allen was welcomed as the (part time) HAF Senior Building Inspector position.

The Engineering team presented a recommendation to Council in April to award the contract for professional consulting services for Environmental Assessments in support of the expansion of the Wastewater Treatment Plant and Gemmill's Bay Pumping Station to CIMA, which was subsequently approved. The consultant has since been engaged, and preliminary work on the Environmental Assessments is now underway.

Additionally, the Engineering team completed the Request for Pre-Qualification (RFPQ) process for professional engineering services under a standing offer agreement. The purpose of this RFPQ was to establish a new, comprehensive standing offer list of pre-qualified firms that the Municipality may draw upon on an as-required basis over a five-year period. A total of 42 submissions were received and evaluated, resulting in the selection of 17 successful consultants. A recommendation to approve the standing offer list will be brought to Council in August. The Engineering team continued to work with developers on the detailed design of the draft approved subdivisions.

The Engineering summer student has been hard at work supporting the Little Bridge parking pilot study by recording field data and have reached out to owners of properties with unclaimed securities from site plan agreements, including several longstanding files dating back to the mid-2000s. Progress has been positive, with several property owners responding to close out their files and initiate the release of their securities.

Housing Accelerator Fund (HAF) Projects

With the funding agreement with the Canadian Mortgage and Housing Corporation (CMHC) executed in December 2024 and project launch in early 2025, the Municipality has made significant progress in the second quarter toward fulfilling the commitments outlined in the HAF Action Plan. All seven initiatives remain on schedule, with key milestones being achieved as planned. Notably, the new Development Charges By-law was approved by Council on June 17, 2025, and e-permitting software has been launched internally for the Building Department with implementation underway for the Planning Department. Public meetings were held for Zoning By-law Amendments to support the effort to make municipal lands available for housing, end exclusionary zoning to enable missing middle housing, and permit four (4) residential units as-of-right. Work is ongoing to develop a Community Improvement Plan to support affordable housing, and staff are preparing the semi-annual report for submission to CMHC.

KPIs:
Planning Branch

Inquiries	Q2 2025 Complete (in progress)	Total for 2025	Total for 2024
Zoning (Inquiry/Compliance Letter/Certificate)	17 (24)	128	174
Consent	24 (17)	93	56
Pre-consultation	1 (1)	8	15
Heritage	3 (0)	5	12
Other	7 (6)	40	20
Total	52 (48)	274	277

Applications	Q2 2025	Q2 2024	Total for 2025	Total for 2024
Minor Variances	4	7	7	15
Zoning By-law Amendment	4	5	9	13
Official Plan Amendment	0	0	1	0
Site Plan/Development Agreement*	3	5	4	13
Subdivisions	0	1	0	0
Consents	3	12	4	29
Heritage Permits	2	1	5	9
Total	16	31	29	71

*Development Agreements for infill development

Building Branch

Building Permit Type	# of Building Permits Issued for Q2 – 2025	# of Building Permits Issued for Q2 - 2024
Additions	8	7
Renovations	17	5
Decks	21	10
Demolition	6	4
Accessory Structures	3	9
New Dwellings	7	11
New ICI building	0	0
Pool/Hot tub Enclosures	16	4
Tent Structures	0	1
Woodstove	0	0
Solar Panels	0	0
Change of use	1	0
Farm Buildings	4	0
Total permits issued	83	51

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

Security Deposit	Original Date	Cash Deposit	Letter of Credit
Almonte Mews Subdivision	February 2009	-	\$178,680.76
Almonte Mews Site Plan	November 2013	\$7,000.00	-
144 Elgin Street	July 2020	\$2,000.00	-
15-17 Malcolm Street	November 2021	\$5,000.00	-
109 Jeanie Street	July 2023	-	\$329,397.00
Lot 18 Union Street	May 2025	\$33,756.00	-
Total Securities Released		\$66,486.50	\$508,077.76

LOOKING AHEAD:

Staff will be busy with many projects in Q3 & Q4 of 2025, the Official Plan Amendment 28, the Downtown Secondary Plan and Public Realm Plan and several Zoning By-law Amendments which are related to the HAF initiatives for Council's 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 and By-law.

Respectfully submitted by,



Melanie Knight
Director of Development
Services and Engineering



Jon Wilson
Chief Building Official