

## Mississippi Mills Capacity Allocation Policy

### Background

The Municipality has six active subdivision applications and as of October 1, 2024, two of six applications have received draft plan approval representing approximately 750 units (or 1600 people). A smaller subdivision of approximately 15 lots was also draft approved in 2023.

The Municipality also has a business park which has lots available for development (in Phase 3) and there are other vacant, non-residential zoned lots in the vicinity and along Ottawa Street, one of Almonte's commercial corridors. In addition, the Municipality has a Memorandum of Understanding (MOU) for the development of affordable housing units on 0.5 ha of municipally owned land on Victoria Street and has recently been given the opportunity to expand the existing daycare with 75 new daycare spaces from Lanark County.

The Municipality recently approved Official Plan Amendment 32 – Theme One Development, which introduced a new definition for the “Missing Middle” and stacked townhouses and back-to-back townhouses as new built forms to provide more attainable, middle missing housing options in Almonte.

The definition of Missing Middle is as follows:

*“...a range of housing types with multiple units between single detached dwellings and low-rise apartment buildings that are compatible in scale with other low-rise built forms and offer more forms of housing ownership and low-density rental options to the community.”*

The Municipality will encourage and prioritize development that can provide the necessary infrastructure and services to provide affordable housing, missing middle housing and attract non-residential development which provides permanent employment opportunities. The Municipality shall make use of available infrastructure and minimize the need for public funds to assist with new development, whenever possible.

### 1.0 Introduction

- 1.1. The Municipality's infrastructure is approaching maximum capacity. Both water and wastewater improvements need to be undertaken in the short term to support growth. Development allocation for the remaining infrastructure capacity must be regularly monitored and managed to ensure that development applications do not exceed the infrastructure capacity.
- 1.2. It is the intent of this Policy and the Capacity Allocation By-law that the Municipality sustain a steady rate of development and associated population and employment growth in the Municipality within the available capacity of the water and sanitary sewer systems. This steady rate of development needs to provide the greatest economic benefit to the Municipality, meet Council's strategic priorities and proceed in a short-term timeframe (0 to 5 years).

1.3. To achieve the intent of this Policy, the relative merits of competing development applications for allocation will be evaluated by using the criteria developed in this Policy to set out the annual allocation threshold of sewage treatment and water treatment capacity.

## **2.0 Allocation Policy Applicability**

2.1. This Policy shall apply to lands within the settlement area of Almonte, as per the Official Plan in force at the time of application. Lands outside of Almonte will only be assigned allocation through a Council Resolution and amendment to this Policy and the Capacity Allocation By-law.

2.2. This Policy will not apply to the following non-residential uses due to the high demand for water or sewer capacity and limited permanent employment opportunities and will only be assigned allocation through a Council Resolution and amendment to this Policy and the Capacity Allocation By-law:

- a) automobile car wash;
- b) amusement centre;
- c) golf course;
- d) campground or tourist campground;
- e) laundromat;
- f) water bottling plant or bottle washing plant;
- g) any industrial uses which exceed 35,000 l/ha/day;
- h) any commercial or institutional uses which exceed 28,000 l/ha/day; and
- i) any other uses which exceed 35,000 l/ha/day.

2.3. This Policy shall apply to the types of development applications listed in the Capacity Allocation By-law, as amended. Any exemptions contained in Capacity Allocation By-law will apply to this Policy. For further clarity, the following applies:

2.3.1. Infill development will be allocated a maximum of 10 residential units on an annual basis. Any building permit application for an infill development will be required to apply for allocation, as per the Capacity Allocation By-law.

If the annual allocated infill development is not assigned each year, the remaining allocation will be added to the following year and accumulate year over year.

If the annual allocated infill development reaches the maximum of 10 units, any further applications for infill development will be placed on the infill priority waitlist in accordance with Section 6.0.

2.3.2. Affordable housing will be allocated a maximum of 10 residential units on an annual basis.

If the annual allocated affordable housing is not assigned each year, the remaining allocation will be added to the following year and accumulate year over year.

If the annual allocated affordable housing reaches the maximum of 10 units, the development will be placed on the priority waitlist in accordance with Section 6.0.

2.4. At the time of implementation of this Policy and the passing of the Capacity Allocation By-law, developments which reached the following stages in the planning application process prior to the date of adoption of this Policy and the Capacity Allocation By-law are deemed to have sewer and water capacity allocation:

- a) Plans of Subdivision or Condominium which have draft approval from Lanark County or registration;
- b) Site Plan applications which have executed agreements registered on title;
- c) Consent applications which have received conditional approval;
- d) Part Lot Control for lots within a Registered Plan of Subdivision; and
- e) Committee of Adjustment applications which have received conditional approval.

2.5. Notwithstanding the foregoing, if the Ministry of Environment, Conservation and Parks approves an alternate form of managing committed capacity, the approved alternate form will supersede this Policy.

### **3.0 Allocation Mechanism and Reporting**

3.1. The provision of allocation will be considered, evaluated and assigned by the Municipality on an annual basis each calendar year or more often, if additional uncommitted capacity becomes available. Competing applications will be evaluated against the criteria outlined in this Policy and in accordance with the annual uncommitted sewer and water reserve capacity.

3.2. Prior to the beginning of the second quarter of each year, the Municipality will report to Council the remaining unreserved capacity as per Capacity Allocation By-law in an Allocation Report recommending an allotment of capacity available that calendar year.

3.3. Once approved by Council, the Municipality will post the report provided in Section 3.2 on the Municipality's website.

## **4.0 Allocation Procedure**

- 4.1. The review of allocation will be conducted at the beginning of each quarter in accordance with the Capacity Allocation By-law. The Municipality will provide application cut off dates as part of the reporting in Section 3.2 and post the application deadlines on the Municipality's website.
- 4.2. The procedure for allocation will adhere to the provisions contained in Capacity Allocation By-law.

## **5.0 Evaluation Procedure for Competing Capacity**

When evaluating the Projects, the Municipality will evaluate the merits of the applications for Capacity Allocation using the following scoring based on the proposed development. For clarity, scoring in each subsection is not cumulative, if an application meets more than one criterion in each subsection, the highest scoring point will be assigned.

- 5.1. Servicing Availability – priority will be given for the ability of the development to be serviced immediately with minimal or no offsite municipal infrastructure costs required to support the development or the required off-site municipal infrastructure is at the sole cost of the applicant, which does not include front ending agreements/Development Charge eligible projects.
  - 2 points – no offsite municipal infrastructure is required, or new offsite municipal infrastructure is required and will be constructed at the sole cost of the applicant; or
  - 1 point – new offsite municipal infrastructure is required and will be constructed at the cost of the applicant through a front ending agreement where more than 75% of the cost is covered by Development Charges (maximum 25% at the cost of the Municipality).
- 5.2. ICI Project – the following only applies to those developments providing non-residential uses. If the development is entirely residential, skip to 5.3.
  - 5 Points – ICI project which use is permitted in the existing Downtown Commercial (C2), Highway Commercial (C3), Shopping Centre Commercial (C4), Community Facility (I) or Business Park (E1) zoning; or
  - 3 Point – ICI project which requires a Zoning By-law Amendment to permit the use.
- 5.3. Affordable Housing – priority will be given to development that includes affordable housing which meets the definition of affordable housing as per the Provincial Planning Statement 2024 and a funding or partnership agreement or other such agreement between the applicant and an applicable level of government such as Lanark County, or a not-for-profit affordable housing provider. Affordable housing units are allocated as per Section 2.0; however, the

following is used to score the remainder development which includes the affordable housing:

- 10 points – the development includes at least 75% or more affordable housing;
- 5 points – the development includes at least 25% or more affordable housing units; or
- 3 point – The development includes at least 5% of affordable housing units.

5.4. Missing Middle Housing – priority will be given to development that includes missing middle housing in accordance with the definition contained in Official Plan Amendment 32 – Theme One – Development, with emphasis on stacked and back-to-back townhomes.

- 5 points – The development is comprised of 40% or more missing middle housing units with at least 20% stacked, back-to-back townhomes or apartment dwellings; or
- 3 points – The development is comprised of at least 20% missing middle housing units.

5.5. Vacant Sites in the Downtown Core – priority will be given to proposed development on vacant sites in the downtown core:

- 5 points – proposed development application that has completed a formal pre-consultation with the Municipality, including the Heritage Committee for those sites designated under the Ontario Heritage Act, and has a complete application that has addressed all comments identified in the pre-consultation (required plans and studies outlined in pre-consultation to support the development completed)

5.6. Stage in the Approval Process – priority will be given to proposed developments which are farther advanced through the development review process:

- 2 points for all other development applications, excluding Plan of Subdivision, which have been deemed complete by the Municipality; or
- 1 point – for a Plan of Subdivision application which has received approval by the Municipality and other applicable agencies such as Mississippi Valley Conservation Authority, but Mississippi Mills Council decision has not been made.

5.7. Number of Units Requested – priority will be given to proposed development which includes a smaller number of residential units:

- 2 points – 30 units or fewer;

- 2 points – up to 50 units for a new Plan of Subdivision with no previous allocation;
- 2 points – up to 50 units for an existing Plan of Subdivision that have already received allocation and at least 80% of building permits have been issued; or
- 1 point – between 31 to 50 units or more than 50 units for a Plan of Subdivision with no previous allocation

5.8. Timing of completion – priority will be given to proposed development which demonstrates that it can be completed within a certain timeframe.

- 5 points if it is demonstrated that the development can reach occupancy within 18 months;
- 3 points if it is demonstrated that the development can reach occupancy within 24 months; or
- 1 point if it is demonstrated that the development can reach occupancy within 36 months.

## **6.0 Priority Waitlist**

6.1. The Municipality acknowledges that there is likely a greater demand for capacity allocation than what exists on a quarterly or annual basis. As a result, the Municipality will maintain three priority waitlists: one for developments that do not include affordable or infill housing, a second for infill housing and a third for affordable housing. All proposed development on a waitlist will be considered in each subsequent quarter, and the applicants do not need to reapply in subsequent intakes.

6.2. All priority waitlists will be reviewed at the beginning of each quarter along with new applications. Other than development for infill, allocation will be awarded based on the highest score(s). In the case of infill development, allocation will be awarded based on a first added, first allocated basis.

## **7.0 Use it or Lose it**

7.1. In addition to Section 6.0 of the Capacity Allocation By-law, for developments which are assigned capacity, but no milestones have been reached within every six months, the Municipality has the sole discretion to revoke the capacity and reassign to a development or developments on the priority waitlist, in accordance with Section 6.0 of this Policy. For further clarity, milestones may include one or more of the following:

7.1.1. The planning application process is advancing towards approval or planning application approval has been obtained;

7.1.2. In the case of a Plan of Subdivision application, the detailed design stage has begun, and the applicant continues to provide resubmissions to the

Municipality, or the construction of site works have begun either through an Early Servicing Agreement or Registered Subdivision Agreement; or

7.1.3. The building permit process is advancing towards approval, or a building permit has been issued with no permit renewal.

7.2. If allocation is revoked, the applicant will not be considered for allocation until the following quarter and the applicant must reapply in the applicable quarter.