

June 18, 2024

Koren Lam, Senior Planner  
Lanark County

*Sent via email to: [klam@lanarkcounty.ca]*

**Re: Third Submission Comment Letter – Subdivision Application  
Menzie’s Enclave  
09-T-23005 (County File Number)**

Please find below the consolidated comments from the Second Review of the above noted application.

**MUNICIPALITY OF MISSISSIPPI MILLS**

**Planning Department**

Buffer to Municipal Drain

1. Please provide details of the 15-metre buffer proposed from the municipal drain. Is it the intention that this buffer be conveyed to the Municipality or privately owned? Please be advised that it is the preference of the Municipality that the 15-metre buffer be conveyed to the Municipality to ensure that it remains in its natural state.

The response letter indicates that the *“Developer will discuss this matter with the Municipality.”* The Municipality is willing to accept the area as a conveyance as part of the Subdivision, please advise if this is the intent.

**AE: Yes. As mentioned on the revised draft plan, Block 28 will be dedicated to the Municipality.**

**Engineering Department**

2. The recent resubmission of the Menzies Enclaves subdivision is incomplete. The applicant has not addressed any of the previous comments and has not provided any revised drawings or reports to support their application. Please see details below.

**AE: We had provided the new draft plan and upon request from the Conservation, we provided the pond details. With this response, you will received:**

**- Capacity Form for water and sanitary**

- Servicing report revised.

- Draft Plan

For the rest, grading, plans and profiles etc. We need more time for coordination with Hannan Hills.

3. The system capacity check form needs to be completed and submitted to the Municipality for review (see attached).

It is indicated in the response letter that *“we will provide the need and model for the new layout for review.”* This has not been provided.

AE: See comment above.

4. The Servicing Report needs to be updated to reflect new calculations for design flows and demands.

This was *‘noted’* in the comment letter, but the completed revised Servicing Report does not appear to be attached.

AE: See comment above.

5. The general arrangement of offsite infrastructure or details of connections to municipal infrastructure are required. Specifically:
  - a. The application has relied on drawings prepared by a separate developer who has not submitted any updated plans and studies. If plans are to be relied upon by a separate developer, at a minimum the associated plans and studies must be submitted and up to date by the separate developer which remains outstanding.
  - b. In addition, a letter from the separate developer must be submitted acknowledging that a cost sharing agreement for the infrastructure has been agreed upon prior to the registration of the subdivision.

The response letter notes that *“this will be discussed with the other developer to make sure that our design corresponds to their design.”* Please be advised that the Municipality received a resubmission for the Hannan Hills subdivision yesterday (June 17, 2024) and as a result, staff will have to review this submission to provide further comment.

AE: Both developments are interconnected. We will provide detailed plans once we have the information from the other developer.

First, we need first to confirm that street layout are harmonized as this could affect the subdivision lots.

### **Municipal Drain Superintendent**

6. This property is within the Almonte MD (also referred to as “Spring Creek”) Drainage Area. Our review indicates that it is proposed to replace a (currently) wooded area with a residential block – as such, a change in land use is anticipated. We note that the drain itself is within the currently unopened road allowances that surround the property. The 2007 Engineer’s Report prescribes

“The working space... shall be up to 15m as measured from the edge of the ditch top of bank and within the property or adjacent properties as required to fulfill future maintenance provisions.” This 15m provision may affect the property side of the subdivision. Additionally, should it be proposed that the ROW no be opened (to facilitate roads for the subdivision), it may be required to relocate the drain further into the property or to enclose the drain as a storm sewer. Detailed review of the proposed work will be required. Development will require amendment to the existing report. A drainage Engineer will be required to confirm the process that this may proceed under (typically a minimum of Section 65 or a more detailed S.78 report). Review, confirmation of the process and ultimately the amendment of the report (and associated costs) should be made a condition of the subdivision agreement.

AE: No issue with the condition. We have complied with the 15 m setback from the edge of the ditch top bank on the east side of the development. There will be a 10 m buffer strip to be conveyed to the Municipality. On the south side, the 15 m setback fall in the Municipality land. The environmental consultant hired by the developer also recommended the 15 m.

Regarding updating the existing drainage report, both developers will discuss the shared cost for this task. The decision to enclose the municipal drain is to be made by the Municipality.

The next submission should address each and every one of the comments or issues noted above, to ensure the effectiveness and consistency of the next review. A cover letter must be included that states how each comment was addressed in the resubmission. Please co-ordinate the numbering of each resubmission comment, or issue, with the above noted comment number.

If you should have any questions or concerns regarding this file, please feel free to contact me at 613-256-2064 ext. 501 or [mknight@mississippimills.ca](mailto:mknight@mississippimills.ca).

Sincerely,

Melanie Knight, Director of Development Services and Engineering  
Municipality of Mississippi Mills

cc: Melissa Fudge, Planning Technician  
Luke Harrington, Engineering Technologist  
Mike Asselin, Sr. Engineer  
Cory Smith, Director of Roads and Public Works  
Ken Kelly, CAO

\* Comment in Blue by Mongi Mabrouk