

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF APRIL 25, 2005

Item 1, Report No. 27, of the Special Committee of the Whole, which was adopted without amendment by the Council of the City of Vaughan on April 25, 2005.

**1 UPDATE FOR BILL 124 – BUILDING STANDARDS DEPARTMENT
INTERNAL PROCESS REVIEW
(Referred Item)**

The Special Committee of the Whole recommends approval of the recommendation contained in the following report of the Commissioner of Planning, dated February 22, 2005:

Council, at its meeting of February 28, 2005, adopted the following:

That this matter be referred to the next Operational and Strategic Planning Committee meeting.

Report of the Commissioner of Planning dated February 22, 2005

Recommendation

The Commissioner of Planning recommends that this report be received for information purposes in conjunction with the Power Point Presentation progress report by Todd MacDonald of Performance Concepts.

Purpose

To provide the Operational & Strategic Planning Committee with an update on the progress of the Bill C-124 Building Standards Department internal process review.

Background - Analysis and Options

In the 2nd quarter of 2004, the Finance department initiated a separate study to review activity costing of user fees, permit fees and service charges. This study addresses the revenue/fee justification and budget impacts of Bill 124 in an aggregate manner. The report "Activity Based Costing Methodology for User Fees" has been completed and was presented to the Budget Committee at its December 14, 2004 meeting.

In addition to the Finance study, Building Standards has undertaken a study to address other aspects of Bill 124. As previously reported to the Operational and Strategic Planning Committee on September 21, 2004, as part of the approval of the 2004 Operating Budget, additional monies were allocated to the Building Standards Department to hire a consultant to assist in the analysis and impacts of Bill 124. The consultant has been hired by the City and the study is ongoing. As part of the Bill 124 Impacts Study, there will be a final report with recommendations regarding necessary changes to departmental processes and staffing to meet mandated turnaround times and other new statutory requirements. The building permit fee structure is an item that is being addressed during this Bill 124 Impact Study. Bill 124 takes effect July 2005.

The final implementation of the building permit fee structure will be through amendments to the City's Building and Fee By-Laws when all processes and related costs are known.

The following is a brief timeline for the Bill 124 Impact Study:

Completion of the business processes review	- completed
Completion of Workload and Capacity analysis	- end of Jan./05
Final Consultants Report with recommendations	- end of Feb./05
Final amendments to Building/Fee By-Laws	- mid Apr./05

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Relationship to Vaughan Vision 2007

In compliance with Corporate Strategic Objective D-1-21, “Undertake a review to determine an optimum level of service to meet the minimum legislative requirements of the Ontario Building Code”.

Conclusion

This progress report be received for information purposes.

Attachments

Power Point presentation to be distributed at the Committee meeting.

Report prepared by:

Mani Navabi, Director of Building Standards Ext. 8218

John Studdy, Manager of Customer and Administrative Service Ext. 8232

(A copy of the attachments referred to in the foregoing have been forwarded to each Member of Council and a copy thereof is also on file in the office of the City Clerk.)

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Item 2 Report No. 27, of the Special Committee of the Whole, which was adopted without amendment by the Council of the City of Vaughan on April 25, 2005.

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**TIMELINES
STRATEGIC PLANNING INITIATIVES**

The Special Committee of the Whole recommends approval of the recommendation contained in the following report of the City Manager, dated April 25, 2005:

Recommendation

The City Manager, in consultation with the Senior Management Team, recommends that Council endorse this report.

Purpose

The purpose of this report is to outline the timelines for the various strategic solutions discussed at the strategic planning session in March of this year between members of Council and the Senior Management Team.

Background

The following table depicts an action plan with timelines, which was developed by Members of Council and the Senior Management Team at the strategic planning session.

<u>SOLUTION</u>	<u>TIMING</u>
Strategic Plan	1 st Quarter
Services Review	1 st & 2 nd Quarters
Base Expenditure Review	SMT by the 2 nd Quarter – to Council by the beginning of 3 rd Quarter & to Budget Committee by end of 3 rd Quarter
Process & Alternate Service Delivery Review	As above
User Fee Review	As Above
Tax Increase Approach	Early in the 2 nd Quarter
Growth Management Strategy	1 st Quarter of Strategic Plan 2006
Funding determination & approval with expenditure approval & business case analysis	Ongoing & need to develop templates-SMT to deliver to Council by 2 nd Quarter
Revise budget approach	Finance & SMT to finish by 2 nd Quarter-to Budget Committee by 3 rd Quarter

The Senior Management Team has reviewed the above timelines and although challenging, will be proceeding to identify the necessary resources to meet these timelines.

Relationship to Vaughan Vision 2007

This report is consistent with the priorities previously set by Council.

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Conclusion

The Senior Management Team is prepared to meet the timelines of the strategic solutions as discussed and determined at the Strategic Planning Session in March 2005.

Attachments

None

Report Prepared by

Michael DeAngelis, City Manager ext. 8290

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Item 3 Report No. 27, of the Special Committee of the Whole, which was adopted without amendment by the Council of the City of Vaughan on April 25, 2005.

3 THE NEW BUILDING CODE ACT – BILL 124 BUILDING STANDARDS DEPARTMENT

The Special Committee of the Whole recommends:

- 1) That the confidential recommendation of the Committee of the Whole (Closed Session) of April 25, 2005, be approved;
- 2) That the Building Standards Department adopt a sequential approach to permit application processing and that necessary amendments to the City's Building By-Law and other By-Laws be prepared for submission to Council;
- 3) That simple site plan agreements in their present form be discontinued and substituted with a new agreement. Further, that the new agreement not include any reference to site plans under the Planning Act, and that circulation to the Development Planning Department be discontinued, and the City's Site Plan Control By-Law be amended to reflect these changes;
- 4) That Staff be authorized to hire One (1) Application Expediter (Counter), Two (2) Zoning Examiners, and a combined total of Four (4) Architectural/Mechanical Plans Examiners, and that the permit process be monitored for compliance with mandated turn-around times, and that should there be a need for additional staff a report be prepared to advise Council at a future date;
- 5) That the Building Standards Department, Fire Department, and Human Resources Department explore options for ensuring appropriate human resources are available to address fluctuating permit volumes of work in accordance with required timelines;
- 6) That the Information Technology Services Department be authorized to undertake the necessary work to implement the required enhancements to the AMANDA system enabling Bill 124 permit tracking and performance management;
- 7) That the Information Technology Services Department be authorized to undertake a needs and costing study respecting the implementation of remote access computer units for field staff, a documents management system, and placing portions of the department's AMANDA database and Zoning By-Law on the City's Web Site; and
- 8) That staff review electronic application filing.