**INFORMATION REPORT**

| TO: | Mayor and Members  
General Issues Committee |
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<td>COMMITTEE DATE:</td>
<td>February 13, 2014</td>
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<tr>
<td>SUBJECT/REPORT NO:</td>
<td>Program Enhancement - Zoning Examiner/Code Correlator (PED14036) (City Wide)</td>
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<td>WARD(S) AFFECTED:</td>
<td>City Wide</td>
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<tr>
<td>PREPARED BY:</td>
<td>Dio Ortiz (905) 546-2424 Ext. 4650</td>
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| SUBMITTED BY: | Joe-Anne Priel  
Acting General Manager  
Planning and Economic Development Department |

**SIGNATURE:**

**Information:**

This report provides additional information to the 2014 program enhancement proposal for one additional Zoning Examiner/Code Correlator position in the Building Services Division. Zoning Examiner/Code Correlator staff are responsible for the review of Zoning By-law Compliance associated with a variety of City services and applications, such as: Building Permits, Committee of Adjustment, Site Plan Approvals, Subdivision and Condominium Agreements, Zoning Amendments, Liquor Licence, Conservation Authority, Special Events, and Zoning Verification Certificates.

Two factors have occurred that have hampered the ability of the Zoning Examiner/Code Correlator staff to meet the Service Delivery Review (SDR) rating (At Standard) for Planning submission reviews:

1. In 2008, two Zoning Examiner/Code Correlators were reallocated to the ‘One Stop’, Open for Business initiative. It was anticipated that these two staff would continue to perform Zoning Verifications; however, due to the positive success of the One Stop/Licensing initiative, there remains limited time/ability to address the related increase in Zoning Verifications requests; and,

2. The unprecedented increase of Building Permit activity has drawn Zoning Examiner/Code Correlator time away from Planning Application Reviews to the legislated review of Building Permit Applications.
As a result of these two factors, a decision was made in 2008 to prioritize Zoning By-law Compliance Reviews to those that:

1. Had legislative requirements; or,
2. Were fee-for-service.

The impact of increased Building Permit activity and the movement of two staff to the One Stop Centre resulted in Zoning By-law Compliance Reviews no longer being provided nor completed for a variety of Planning Applications. The outcome resulted in Zoning By-law Compliance Reviews for Planning Applications experiencing delays of two months or more. Of concern is that some cases of Planning Approvals were/are being granted without the benefit of a Zoning Compliance Review, only to have the development jeopardized when the review was completed after the project/plans have been revised in response to urban design, traffic or engineering comments or as part of the Building Permit Application process. The result is often costly and causes delays to the developer seeking subsequent approvals or amendments and reflects poorly on the City's image.

The proposed enhancement for one additional Zoning Examiner/Code Correlator to address non-Building Permit related Zoning Reviews will assist in moving towards a Service Delivery Review (SDR) "S" rating (At Standard) to have these completed within ten business days, and allow critical Planning files to have the necessary and important Zoning By-law Compliance Review completed. The proposed enhancement will result in a net levy impact of $80,072.

DO:sc