Present: Councillors T. Whitehead (Chair), D. Mitchell (Vice Chair), B. Bratina, B. McHattie and S. Merulla

Absent with Regrets: Councillor C. Collins – City Business

Also Present: T. McCabe, G.M., Planning & Economic Development M. Hazell, Director, Parking and By-law Services B. Young, Manager, Municipal Law Enforcement J. Spolnik, Acting Director, Building Services J. Xamin, Sr. Project Manager, Implementation of Operational Reviews J. Bruzzese, BMA Management Consulting Inc. R. Sabo, Assistant City Solicitor S. Paparella, Legislative Assistant, Clerk's Office

THE BUILDING AND LICENSING DIVISION OPERATIONAL REVIEW SUB-COMMITTEE PRESENTS REPORT 08-001 AND RESPECTFULLY RECOMMENDS:

1. Anti-Idling Enforcement (Item 3.1)

   (a) That one time funding, in the amount of $76,000, for an Anti-Idling By-law Enforcement Officer be approved.

   (b) That staff be authorized and directed to lease a hybrid vehicle, for use by the Anti-Idling By-law Enforcement Officer, at a cost yet to be determined.
2. **Costs for Pesticide By-law Enforcement (Item 3.2)**

That Item 3.2 – Costs for Pesticide By-law Enforcement be received and no further action taken at this time.

3. **Operational and Financial Process Review of the Building Services Division (PED07071(a)) (City Wide) (Item 5.1)**

   (a) That the Operational and Financial Process Review of the Building Services Division of the Planning and Economic Development Department submitted by BMA Management Consulting Inc., May 2007, attached as Appendix ‘A’ to Report 08-001, be received.

   (b) That the proposed Operational Review Work Plan attached as Appendix ‘B’ to Report 08-001 be received and that Council endorse thirty-seven (37) of the forty-two (42) Recommendations; being Nos. 1, 2, 4 to 14, 17 to 20, 22, 24 to 26, 28, and 30 to 42, all inclusive.

   (c) That Option Two of Recommendation No. 15 to further explore the support needed to be provided by Corporate Information Technology Services Division to the AMANDA System be referred to the Information Technology Strategy Team for consideration.

   (d) That Recommendation No. 16 requiring an additional $15,180.00 from the City’s levy and $86,000.00 from the Building Services Enterprise System for an additional 1.0 FTE to hire a Co-ordinator Customer Service position in the Customer Service Section be approved. Further, this be implemented by amending the Building Services Division 2008 Operating Budget submission by:

      (i) Increasing the 2008 FTE complement to 86.72.

      (ii) Decreasing the net FTE reduction from 3.18 to 2.18.

      (iii) By directing that the additional $15,180.00 budget impact be paid from the Development Fee Stabilization Reserve.

   (e) That Recommendation No. 21 regarding the permanent assignment of Customer Service Representatives (Level I) to front counter duties be referred to the Building Services Director for review and implementation as appropriate.

   (f) That Recommendation No. 27 regarding the creation of a dedicated Grading Inspection and Enforcement Team be further investigated with respect to
appropriate alignment of responsibilities, staff resources required, budget impact and an implementation strategy, and that staff report back with a recommendation on this matter to the Building Operational Review Sub-Committee in the third quarter of 2008.

(g) That Recommendation No. 29 regarding the transferring of site plan inspection and enforcement responsibilities from the Building Inspector function be further reviewed in respect to appropriate alignment of responsibilities, staff resources required, budget impact and an implementation strategy, and that staff report back with a recommendation to the Building Operational Review Sub-Committee in the second quarter of 2008.

FOR THE INFORMATION OF COMMITTEE:

(a) CHANGES TO THE AGENDA (Item 1)

The Committee Clerk noted the following changes to the agenda:

(i) February 13\textsuperscript{th} Agenda: Item 4 (Adjournment) has been deleted;

(ii) February 1\textsuperscript{st} Agenda: Items 1 (Changes to the Agenda) and 2 – Declarations of Interest have been deleted;

(iii) February 1\textsuperscript{st} Agenda: Items 3 and 3.1 – have been renumbered to Items 4 and 4.1;

(iv) Items 4 and 4.1 – have been renumbered to Items 5 and 5.1; and,

(v) Item 5 – has been renumbered to Item 6.

The February 13, 2008 Agenda, for the Building and Licensing Division Operational Review Sub-committee was approved, as amended.

(b) DECLARATIONS OF INTEREST (Item 2)

None were declared.
(c) **Anti Idling Enforcement (Item 3.1)**

Committee noted that the existing education process and timelines, as currently being implemented with Green Venture, should remain in place and that the Anti Idling By-law should not be amended to reflect a new enactment date.

Councillor T. Whitehead wished to be recorded as OPPOSED.

(d) **APPROVAL OF MINUTES OF PREVIOUS MEETING (Item 4)**

The Minutes of the October 30, 2007 meeting of the Building and Licensing Division Operational Review Sub-committee were approved, as presented.

(e) **Operational and Financial Process Review of the Building Services Division (PED07071(a)) (City Wide) (Item 5.1)**

Tim McCabe, General Manager, Planning and Development Department, provided a brief overview and the status of operational review.

Jim Bruzzese, of BMA Management Consulting Inc., provided a PowerPoint presentation and an overview of the findings of the Operational and Financial Review of the Building Services Division.

J. Xamin, Sr. Project Manager, Implementation of Operational Reviews, provided a PowerPoint presentation and an overview of Report PED07071(a) - Operational and Financial Process Review of the Building Services Division.

(f) **ADJOURNMENT (Item 6)**

There being no further business, the Committee adjourned at 11:15 a.m.

Respectfully submitted,

Councillor T. Whitehead, Chair
Building and Licensing Division
Operational Review Sub-committee

Stephanie Paparella
Legislative Assistant
February 13, 2008