

EXTRACT FROM COUNCIL MEETING MINUTES OF MAY 16, 2017

Item 4, Report No. 5, of the Finance, Administration and Audit Committee, which was adopted without amendment by the Council of the City of Vaughan on May 16, 2017.

4 BUDGET AMENDMENT – SECONDARY SUITES RESOURCING

The Finance, Administration and Audit Committee recommends approval of the recommendation contained in the following report of the Deputy City Manager, Planning and Growth Management and the Director of Building Standards, dated May 1, 2017:

Recommendation

The Deputy City Manager, Planning and Growth Management, and the Director of Building Standards in consultation with the Director, Financial Planning and Development Finance and Deputy City Treasurer recommend:

1. THAT two additional full-time complement be added for the Building Standards Department to address resourcing requirements associated with the new Secondary Suites program; and
2. THAT the two positions be fully funded through Building Permit fees and the Building Standards Continuity Reserve.

~~The Deputy City Manager, Planning and Growth Management, and the Director of Building Standards in consultation with the Director, Financial Planning and Development Finance and Deputy City Treasurer recommend:~~

- ~~1. THAT one (1) Technical Coordinator, Secondary Suites and one (1) Building Permit Technologist be added as a full-time complement for a three year period for the Building Standards Department to address resourcing requirements associated with the new Secondary Suites program;~~
- ~~2. THAT Staff be authorized to convert the two full-time 3 year complement into permanent full-time complement based on assessment of operational needs; and~~
- ~~3. THAT the two positions be fully funded through Building Permit fees and the Building Standards Continuity Reserve.~~

Contribution to Sustainability

The Province of Ontario and York Region have identified affordable housing as a key component of a sustainable housing strategy. Secondary suites are an affordable housing option that meets the needs of a variety of people such as singles, students, seniors, extended family members, and people with fixed incomes. Since secondary suites are contained within existing buildings, they help optimize the use of the existing housing stock and infrastructure, and re-populate neighbourhoods with declining populations. Secondary suites can offer a greater range of housing opportunities within the City while allowing a broader demographic to live closer to work thus increasing Vaughan's competitiveness and attractiveness to business and industry.

This report is consistent with the goals and objectives outlined in Green Directions Vaughan, the City's Community Sustainability and Environmental Master Plan, specifically:

- | | |
|----------------|--|
| Goal 2: | To ensure sustainable development and redevelopment. |
| Objective 2.3: | To create a City with sustainable built form. |

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Economic Impact

The total estimated annual cost for the two full-time positions is approximately \$217,000 and initial setup costs are approximately \$5,300.

The two positions are needed to meet the City's regulatory obligations for administration of the Building Code Act, enforcement of the Ontario Building Code related activities and will be fully funded through building permit applications fees and the Building Standards Continuity Reserve, as needed, with no negative impact on the municipal tax base. Currently, the Building Standards Continuity Reserve has a surplus and is fiscally sustainable.

The Building Standards Department has engaged an external consultant to conduct a comprehensive review of building permits fees to ensure full cost recovery and long term financial sustainability of the program. This study which is currently underway will provide opportunities to review costs associated with different categories of permits including those associated with the Secondary Suites.

Communication Plan

A detailed communication strategy for Secondary Suites has previously been communicated to Council.

Purpose

The purpose of this report is to seek Council's approval for two full-time staff positions in order to support implementation of the new Secondary Suites program. The new positions will ensure that the Corporation and the department are operationally ready to provide the required service levels to customers and citizens including the processing of building permits within legislated time frames.

Background - Analysis and Options

On February 21, 2017, Council approved the City-Wide Secondary Suites Study including six Staff Recommendations (Item 4, Report No. 6, of the Committee of the Whole). The Study included an implementation strategy for the new secondary suites regulations that provided measures necessary for the successful implementation of the Secondary Suites policy. The implementation strategy was approved by Council through recommendation # 6 of the staff report:

THAT in conjunction with recommendations 1 to 5 above, staff be directed to implement the City-wide Secondary Suites Implementation Strategy as outlined in this report and the advice received in the Secondary Suites Readiness and Implementation Strategy report (Attachment # 3) dated October 28, 2016, prepared by DeLoyde Development Solutions

The report from DeLoyde Development Solutions referenced in the above recommendation, analyzed resource requirements necessary for the successful implementation of the secondary suites policy. It recommended that two additional staff resources be added to the Building Standards Department in order to process the Secondary Suites building permit applications and related inspections within the legislative framework including prescribed turnaround times. As the Building Standards Department will be the primary point of contact for building permit applications, it is therefore critical the department has the necessary resources to deal with the anticipated surge of Secondary Suite enquiries and applications.

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Subsequent to Council's approval of the City-Wide Secondary Suites Study, the Building Standards department conducted a resource assessment analysis to validate the need for additional resources to support the implementation strategy and administer Secondary Suites building permit applications. Based on the department's existing complement and volume of building permit applications, it was determined that two (2) new staffing resources are required to support the implementation strategy. The additional resources are immediately needed to be in place for the initial stages of the implementation program to ensure organizational and operational readiness including the processing of the anticipated increase in the volume of Building Permit applications without negatively impacting customer expectations and to facilitate the issuance of building permits within legislative time frames.

The new positions will also help in coordinating and delivering the activities necessary for smooth implementation of the Secondary Suites program that were identified in the Work Plan of the report approved by the Council. Among those activities are the development of the public education material in collaboration with Corporate Communications, standard operating guidelines and enforcement protocols.

As this budget amendment request is based on the Secondary Suites Implementation Strategy that was approved by Council on February 21, 2017 (Item 4, Report No. 6), it was therefore not included as a request as part of the 2017 budget process.

Relationship to Term of Council Service Excellence Strategy Map (2014-2018)

This report is consistent with the Term of Council Service Excellence Strategy objective to:

- Create and manage affordable housing options (secondary suites)

Regional Implications

Vaughan's secondary suites policy responds to direction provided in the York Region Official Plan in regard to the provision of affordable housing, including Secondary Suites. The Region will be invited to participate in partnerships related to education and implementation of the Secondary Suites program.

Conclusion

The Additional Resource Requests supports Vaughan's new Secondary Suites program that will provide affordable housing options to its citizens. These positions will help deliver high quality service while processing building permit applications within the timelines prescribed in the Ontario Building Code. Both positions will be entirely funded from building permit fee revenues and the Building Standards Continuity Reserve, as required. The additional resources will have no negative impact on taxation for the City and is therefore being brought forward for consideration to be added to the approved 2017 Budget.

Attachments

None

Report prepared by:

Nadim Khan, Manager of Policy and Regulatory Services, Building Standards, ext. 8232

FINANCE, ADMINISTRATION AND AUDIT COMMITTEE**MAY 1, 2017****BUDGET AMENDMENT – SECONDARY SUITES RESOURCING****Recommendation**

The Deputy City Manager, Planning and Growth Management, and the Director of Building Standards in consultation with the Director, Financial Planning and Development Finance and Deputy City Treasurer recommend:

1. THAT two additional full-time complement be added for the Building Standards Department to address resourcing requirements associated with the new Secondary Suites program; and
2. THAT the two positions be fully funded through Building Permit fees and the Building Standards Continuity Reserve.

Contribution to Sustainability

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Purpose

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Conclusion

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Attachments

None

Report prepared by:

Nadim Khan, Manager of Policy and Regulatory Services, Building Standards, ext. 8232

Respectfully submitted,

JOHN MACKENZIE
Deputy City Manager
Planning and Growth Management

JASON SCHMIDT-SHOUKRI
Director of Building Standards &
Chief Building Official