



**The Corporation of the City of Stratford
Planning and Heritage Committee
Open Session
AGENDA**

Date: Monday, March 27, 2017
Time: 7:30 P.M.
Location: Council Chamber, City Hall
Committee Present: Councillor Ritsma - Chair Presiding, Councillor Ingram - Vice Chair, Mayor Mathieson, Councillor Beatty, Councillor Brown, Councillor Bunting, Councillor Henderson, Councillor Mark, Councillor McManus, Councillor Vassilakos
Staff Present: Rob Horne - Chief Administrative Officer, Joan Thomson - City Clerk, Andre Morin - Director of Corporate Services, Ed Dujlovic - Director of Infrastructure and Development Services, Carole Desmeules - Director of Social Services, David St. Louis - Director of Community Services, Jacqueline Mockler - Director of Human Resources, Tatiana Dafoe - Deputy Clerk, Jeff Leunissen - Manager of Development Services, John Paradis - Fire Chief

Pages

1. Call to Order

The Chair to call the Meeting to Order.

Councillor Clifford provided regrets for this meeting.

2. Disclosure of Pecuniary Interest and the General Nature Thereof

The *Municipal Conflict of Interest Act* requires any member of Council declaring a pecuniary interest and the general nature thereof, where the interest of a member of Council has not been disclosed by reason of the member's absence from the meeting, to disclose the interest at the first open meeting attended by the member of Council and otherwise comply with the *Act*.

Name, Item and General Nature of Pecuniary Interest

3. Sub-committee Minutes

3 - 6

Sub-committee minutes are provided for background regarding the discussion held at the March 2, 2017 Sub-committee meeting.

4. Delegations

None scheduled.

5. Report of the Chief Building Official

5.1 Annual Building Permit Fee Report 2016 (PLA17-004)

7 - 8

Staff Recommendation: That Council add the amount of \$181,639.93 into the Building Code Enforcement reserve fund established to administer and enforce the Building Code Act. The amount in the reserve fund at December 31, 2016 will then be \$435,131.69.

Motion by _____

Sub-committee Recommendation: That Council add the amount of \$181,639.93 into the Building Code Enforcement reserve fund established to administer and enforce the Building Code Act. The amount in the reserve fund at December 31, 2016 will then be \$435,131.69.

6. For the Information of Committee

6.1 Project Update

9 - 10

For the information of Committee.

7. Advisory Committee/Outside Board Minutes

There are no Advisory Committee/Outside Board Minutes to be received at this time.

8. Adjournment

Meeting Start Time:

Meeting End Time:

Motion by _____

Committee Decision: That the Planning and Heritage Committee meeting adjourn.



The Corporation of the City of Stratford Planning and Heritage Sub-committee MINUTES

Date: March 2, 2017
 Time: 4:30 P.M.
 Location: Council Chamber, City Hall

Sub-committee Present: Councillor Ritsma - Chair Presiding, Councillor Ingram - Vice Chair, Councillor Vassilakos

Regrets: Councillor Brown, Councillor Henderson

Staff Present: Ed Dujlovic - Director of Infrastructure and Development Services, Jeff Leunissen - Manager of Development Services, Jodi Akins - Council Clerk Secretary

1. Call to Order

The Chair called the meeting to Order.

2. Disclosure of Pecuniary Interest and the General Nature Thereof

The *Municipal Conflict of Interest Act* requires any member of Council declaring a pecuniary interest and the general nature thereof, where the interest of a member of Council has not been disclosed by reason of the member's absence from the meeting, to disclose the interest at the first open meeting attended by the member of Council and otherwise comply with the *Act*.

Name, Item and General Nature of Pecuniary Interest

None declared.

3. Delegations

None scheduled.

4. Report of the Chief Building Official

4.1 Annual Building Permit Fee Report 2016 (PLA17-004)

Staff Recommendation: That Council add the amount of \$181,639.93 into the Building Code Enforcement reserve fund established to administer and enforce the Building Code Act. The amount in the reserve fund at December 31, 2016 will then be \$435,131.69.

Sub-committee Discussion: The Manager of Development Services stated that last year was an exceptionally good year with respect to building permits and as a result, took in more money than expected.

He explained the purpose of the Building Reserve fund and noted that after paying costs, there was a surplus of \$181,639. Most municipalities in the area are trying to build a reserve fund of 100% of their costs and staff are striving to meet that goal as well. To that end, staff are recommending that the surplus be added to the reserve fund, which will bring it up to 80% of 2016 costs.

He stated that staff are not recommending any increases to building permit fees.

In response to question regarding the rationale for a 100% reserve fund, the Manager replied that the Building Code does not state what it needs to be and Council has not adopted a policy. Some municipalities have much more than 100% but when surveyed, most municipalities are moving towards 100%. There could be years where they need to dip into the reserve because costs are not covered.

The Director of Infrastructure and Development Services stated that staff are looking at reserve funds across the municipality and whether they are adequately funded.

Discussion took place whether Sub-committee should propose a motion with direction as to what the reserve should be. It was requested that staff bring back a report regarding a city-wide reserve policy.

Motion by Councillor Ingram

Sub-committee Recommendation: That Council add the amount of \$181,639.93 into the Building Code Enforcement reserve fund established to administer and enforce the Building Code Act. The amount in the reserve fund at December 31, 2016 will then be \$435,131.69.

Carried

5. Project Update

The Manager of Development Services stated that a comprehensive application was received for lands on both sides of McCarthy near the Rotary Complex and it was deemed incomplete. He explained the reasoning, noting that because the property is on floodplain, the applicant needs to provide detailed analysis on how they will deal with that and it was not complete. Staff are hopeful they will do the required reports and resubmit the application.

Discussion took place on where exactly the property was and whether the applicant had entered into any agreements with abutting property owners.

The Manager reviewed the remainder of the project update, noting that they are doing well so far for permits for single detached dwellings and will likely meet the average number of units per year.

With regard to the stakeholder meeting on the Draft Comprehensive Zoning By-law review, notices have been sent out and responses are being received back. Staff are hoping for constructive feedback.

6. Advisory Committee/Outside Board Minutes

There are no Advisory Committee/Outside Board Minutes to be received at this time.

7. Next Sub-committee Meeting

The next Planning and Heritage Sub-committee meeting is March 30, 2017 at 4:30 p.m. in the Council Chamber, City Hall.

8. Adjournment

Motion by Councillor Vassilakos

Sub-committee Decision: That the Planning and Heritage Sub-committee meeting adjourn.

Carried

Meeting Start Time: 4:31 p.m.

Meeting End Time: 4:47 p.m.



MANAGEMENT REPORT

Date: February 21, 2017
To: Planning and Heritage Sub-committee
From: Derek Pigozzo, Chief Building Official
Report#: PLA17-004
Attachments: None

Title: Annual Building Permit Fee Report 2016

Objective: To consider permit fees collected and operational costs for 2016.

Background: In accordance with subsection 7(4) of the Building Code Act, 1992 S.O. 1992, Chapter 23, as amended, the City is required to prepare a report on the permit fees received and the direct and indirect costs to administer and enforce the Building Code Act in its area of jurisdiction. A Building Reserve Fund has been established to ensure funds are available to administer and enforce the Building Code Act in the event of an economic slowdown. The Building Code Act does not set minimum or maximum reserve fund amounts. Previous Annual Permit Fee Reports have reported to Council the goal for the Building Reserve Fund is 100% of annual total costs (direct and indirect). Surrounding municipalities have a similar goal. The average Building Reserve Fund of surrounding municipalities is 96% of total costs.

Currently, Stratford's Building Reserve Fund is 50.2% of the 2015 total yearly costs.

Analysis: The following table shows total fees and total costs for the calendar year of January 1 to December 31, 2016:

Total Building Permit fees received in 2016		\$723,352.24
Total Direct Costs (Division) to administer and enforce the Building Code Act including the review of applications for permits and inspection of buildings	\$461,885.10	
Total Indirect Costs (Corporate) of administration and enforcement of the Building Code Act including support and overhead costs	\$79,827.21	

Total Direct Costs (Department) and Indirect Costs (Corporate)	\$541,712.31	\$541,712.31
Permit Fees received less Direct and Indirect Costs*		\$181,639.93

*Permit fees are not collected for City projects and basement isolation programs which in 2016 totaled \$2,852.17.

December 31, 2015 Building Reserve Fund \$253,491.76

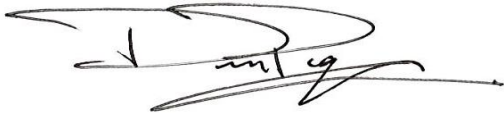
2016 Permit Fees received less Direct and Indirect Costs \$181,639.93

December 31, 2016 Reserve Fund if 2016 surplus is added to Reserves \$435,131.69

If the 2016 surplus was added to the Building Reserve Fund, the fund would be at 80.3% of the total costs for 2016.

Financial Impact: \$181,639.93 surplus to be added to the Building Code Enforcement reserve fund established to administer and enforce the Building Code Act. The new balance in the reserve fund will be \$435,131.69.

Staff Recommendation: That Council add the amount of \$181,639.93 into the Building Code Enforcement reserve fund established to administer and enforce the Building Code Act. The amount in the reserve fund at December 31, 2016 will then be \$435,131.69.



Derek Pigozzo, Chief Building Official



Ed Dujlovic, Director Infrastructure & Development Services



Rob Horne, Chief Administrative Officer

Project Update –February 2017

Zone Change Applications

An Official Plan, Zone Change and Plan of Subdivision Applications for lands on both the north and south side of McCarthy Road West were submitted on January 31, 2017. The applications were deemed incomplete March 1, 2017 because they excluded lands along the Court Drain floodplain impacted by the proposal and no hydraulic analysis of the floodplain was included with the applications.

Site Plan Applications Under Review

128 Monteith Ave. (Stackpole International) – 1768 m² (19,000 ft²) addition

Committee of Adjustment

	2017 (To Date)	2016	2015
Consents	2	6	18
Minor Variances	4	25	31

Ontario Municipal Board Hearings

-February 2, 2017 - Decision received on prehearing conference for Official Plan Amendment No 21. The Board confirmed OPA No. 21 is in effect for all lands within the 2015 municipal boundary with the exception of the Cooper Block. The date OPA 21 is in effect is August 11, 2016. Motions to deal with the Cooper Block are scheduled to be heard April 20 and 21.

-February 10, 2017 – Decision received on Zone Change Application Z04-14 (on the February 21, 2017 Council agenda). Appeal allowed, in part.

New Dwelling Unit Permits Issued

Dwelling Type	Year To Date (February 2017)	January 2017	2016
Single detached dwellings	15	5	103
Duplex/Semi-Detached dwellings	0	0	28
Triplex/Quad Dwellings	0	0	8
Townhouse Dwelling	7		37
Apartment Dwelling	0	0	53
Other	0	0	4
Total	22	5	234

Significant/Noteworthy Building Permits Currently Under Review

-Tent permits for the Canadian Dairy XPO

Comprehensive Zoning By-law Review

A public Open House is scheduled to receive input from the public the Draft Comprehensive Zoning By-law on March 9, 2017, from 7:00 pm to 9:00 pm at the Rotary Complex, 353 McCarthy Ave. West. There will be a short presentation at 7:30 pm. Notice of the Public Open House can be found on www.shapingstratford.ca

A meeting with stakeholders groups on the Draft Comprehensive Zoning By-law is scheduled to take place in the afternoon of March 9th.

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