



BUILDING CONSTRUCTION PROCESS REVIEW TASK FORCE MINUTES

October 28, 2021

10:30 a.m.

Brantford City Hall, 58 Dalhousie Street

Councillor Sless in the Chair

1. ROLL CALL

Present: John Sless
 Dan McCreary
 John Utley
 Richard Carpenter

2. DECLARATIONS OF CONFLICT OF INTEREST

There were no declarations of conflicts of pecuniary interest made by members of the Task Force.

3. PRESENTATIONS / DELEGATIONS

There were no presentations or delegations.

4. ITEMS FOR CONSIDERATION

4.1 Development Application Process Review [Financial Impact: None], 2021-612

Staff responded to a number of questions regarding the implementation plan that will be coming back for further consideration. Staff will review the prioritization plan and report back on the implementation of them.

In response to questions from the Committee staff confirmed that there are a number of manuals that will be updated as well as a series of communications to inform the development community of changes in City processes.

Moved by Councillor Utley

Seconded by Councillor McCreary

- A. THAT the report 2021-612 titled Development Application Process Review BE RECEIVED; and
- B. THAT staff BE DIRECTED to report back to the Human Resources Committee with respect to an implementation plan for the staffing recommendations set out in the Development Application Process Review by the end of Q4, 2021; and
- C. THAT staff BE DIRECTED to report back to the Building Construction Process Review Task Force in December, 2021 with an action plan and implementation roadmap.

CARRIED

5. CONSENT ITEMS

5.1 21 Hill Ave. Site Alteration Permit Chronology

Members of Staff responded to questions regarding grading and site plan as well as the side entrance.

Moved by Councillor McCreary

Seconded by Councillor Utley

THAT the memo BE RECEIVED.

CARRIED

5.2 MINUTES

Moved by Councillor Carpenter

Seconded by Councillor McCreary

THAT the following minutes BE APPROVED:

- 5.2.1 Building Construction Process Review Task Force - September 22, 2021**

CARRIED

6. NOTICES OF MOTION

6.1 Security Deposit Process - Councillor Utley

Moved by John Utley

Seconded by Dan McCreary

THAT Section 15.11.5 of the City of Brantford Procedural By-law BE WAIVED in order to introduce the following Notice of Motion without first being included on the agenda:

WHEREAS, Builders and Developers are the lifeblood of the City of Brantford in job creation and significant property tax revenues, and

WHEREAS, Builders and Developers are required to provide the City with securities to ensure new construction comply with all building standards, and

WHEREAS, Developments can vary in size and scope for Residential, Commercial and Industrial projects, and

WHEREAS, securities deposited with the City correspond to the size of the development from thousands to millions of dollars, and

WHEREAS, Builders and Developers pay interest to the lender as well as guaranteeing the security with a corresponding amount with their bank, and

WHEREAS, the current process with the City is to hold the full amount of the security until all aspects of the project are completed to the satisfaction of the building inspector, and

WHEREAS, the project completion sign off may occur long after the building is completed, and

WHEREAS, a new process is required to provide our valued business partners with a fairer system to return their securities at set stages of project completion, and

WHEREAS, another option may be to set an upper limit on the security amount:

NOW THEREFORE BE IT RESOLVED THAT Staff BE DIRECTED to report back to the Building Construction Process Review Task Force with recommendations and answers on the following:

- a. How does the City compare with other municipalities with regard to security deposits? Specifically, Brant County
- b. How can the City refund partial payments at completion of key stages of the project?
- c. What are the key stages of a project?
- d. What is the feasibility of setting a dollar cap on securities rather than the full amount of the project?
- e. What barriers, if any, exist that prevent timely building inspections?

- f. What is the average time it takes to return securities after a project has been approved by the building inspector?
- g. That the Task Force chair invites comments from a sample of local Builders and developers for their input.

CARRIED

The notice of motion was deemed received.

7. ADJOURNMENT

The meeting adjourned at 11:01 a.m.

Councillor Sless, Chair

J. Sippel, Supervisor of
Legislative Services