



# BOARD / ADVISORY COMMITTEE / TASK FORCE REPORT

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**Date** February 8, 2022

**To** Chair and Members  
Committee of the Whole – Planning and Administration

**From** Chair and Members  
Building Construction Process Review Task Force

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## 1.0 Type of Report

Consent Item

Item For Consideration

## 2.0 Topic **Building Construction Process Review Task Force Report 01-20-22**

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## 3.0 Recommendation

1. **Development Approvals Process (DAP) Review: Phase 1 Implementation Plan [Financial Impact – None], 2022-74**
  - A. THAT Report 2022-74, “Development Approvals Process Review: Phase 1 Implementation Plan”, BE RECEIVED; and
  - B. THAT Staff BE DIRECTED to develop a Terms of Reference to hire a consultant to complete a Planning and Development Application and Service Fee Review for Council consideration; and
  - C. THAT Staff BE DIRECTED to undertake a review of the Site Plan, Site Alteration and Security Release processes to implement the “As Should Be” recommendations contained in the final DAP report,

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and report back to the Task Force and Council with recommendations by the end of Q2 2022; and

- D. THAT Staff BE DIRECTED to develop a Standard Operating Procedure and Planning Application Manual as part of their work plan for 2022; and
- E. THAT Staff BE DIRECTED to solicit a proposal from North Lake Design Lab to develop a work plan, schedule and budget to configure all the required Planning functions in AMANDA for consideration by the Task Force and Council; and
- F. THAT Staff BE DIRECTED to report back to the Task Force and Council with an annual implementation update; and
- G. THAT a copy of this report BE FORWARDED to the development community who participated in the public comment process as well as the Brantford-Brant Chamber of Commerce.

## **2. Security Release Process**

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

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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. Investigations into allowing builders and developers to post performance labour and materials bonds;
- F. What barriers, if any, exist that prevent timely building inspections?
- G. What is the average time it takes to return securities after a project has been approved by the building inspector?
- H. That the Task Force chair invites comments from a sample of local Builders and developers for their input.

#### **4.0 Background**

On January 20, 2022 a meeting of the Building Construction Process Review Task Force was held where two items were considered to be forwarded to Committee of the Whole – Planning and Administration. The first item is the Development Approvals Process (DAP) Review: Phase 1 Implementation Plan. Staff provided an overview of Report 2022-74, attached as Appendix 'A' to this report. The Task Force was in favour of the staff recommendation with two minor amendments, striking the words 'Steering Committee' from the recommendation and replacing with 'Staff' to align with current practice and forwarding the report to the development community and Brantford-Brant

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Chamber of Commerce as an update to the ongoing process the City is undertaking. The Task Force is seeking approval from City Council for the recommendation.

The second item is regarding the City of Brantford Security Release Process. This item was brought forward as a Notice of Motion from members of the Task Force. The purpose is to better understand the security release process the City currently undertakes in comparison to other municipalities. During discussion, the Task Force outlined the importance of the security release process and the impact this can have on development as returning money to developers can aide in further development on future projects. The Task Force is seeking approval of this resolution to receive a report back from Staff to determine next steps.

## 5.0 Conclusion

The two recommendations are being brought forward for consideration and subsequent approval from City Council.



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Councillor Utley  
Building Construction Process Review Task Force

Attachments (if applicable)

Appendix A: Staff Report 2022-74 – Development Approvals Process (DAP) Review:  
Phase 1 Implementation Plan