

MONTHLY REPORT

To:	Mayor Stratthdee and Members of Council
From:	Building and Development
Date of Meeting:	26 September 2017
Subject:	DEV 30-2017 September Monthly Report (Building and Development)

RECOMMENDATION

THAT DEV 30-02017 September Monthly Report (Building and Development) be received for information.

DEPARTMENTAL HIGHLIGHTS

Planning:

Committee of Adjustment public hearing for Minor Variance application A06-2017 affecting 95 Carling Street to permit an addition to the front of the existing legal non-complying dwelling with a reduced front yard setback from the required minimum 22.5m (Agricultural zone) to 19.28m. Minor Variance approved. Appeal period lapsed – no appeals. Building permit has been issued.

Committee of Adjustment (C of A) public hearing for Consent to Sever application B07-2017 affecting 449 Queen Street West to sever the rear portion of the lands as a lot addition to the adjacent property immediately to the east. Decision deferred for three months to permit time for clarification on one of the conditions of approval with respect to a road widening. C of A to reconvene on this application on October 4, 2017.

Re-submission from the proponents for 151 Water Street North is currently under review by staff. No PAC meeting date scheduled at this time.

Pre-consultation meeting with CBHFM regarding the site plan for proposed constructing of an addition to the facility.

Staff is working on finalizing a formal pre-consultation process for planning applications.

Building:

A total of 21 permits were issued in August 2017 compared to 15 the previous year.

There was seven new dwelling units issued this month compared to one the previous year.

The total construction values were \$1,900,600.00 compared to \$644,501.00 the previous year.

The total permit fees were \$14,971.30 compared to \$7,325.00 the previous year.

A total of 55 appointments were provided by the Building Department for this time period.

There were no Heritage permits issued for this period.

August continued the strong building season. We continue to see strong numbers in building permits. With 137 permits issued at the end of August we have exceeded the totals of the past ten years.

Facilities:

PRC – Completing the analysis of the CO incident at the PRC. At present the current issues and corrective actions have been reviewed / implemented:

Cause:	<ul style="list-style-type: none">• The cause of the issue was improperly burning propane due to a quality issue on the supplier's end. Setting up a meeting with the supplier to discuss the incident.
Immediate Response	<ul style="list-style-type: none">• Staff's immediate response was not determined to be an issue during this incident.• The Ministry of Labor was satisfied that facility staff took all reasonable steps to make the facility safe once they became aware of this issue. No order was issued in regards to the Town's immediate response actions.
Preventative Maintenance:	<ul style="list-style-type: none">• Preventative maintenance was all up to date and not determined to be an issue during this incident.• The Zambonis are emissions tested twice per year, and each time the fuel burning components are worked on.• The Zamboni was last emissions tested on August 17, 2017 and passed.• The Zamboni was tested immediately after receiving maintenance for this specific issue (September 7, 2017) and passed.• The Ministry of Labour was satisfied that the Town's preventative maintenance procedures are adequate to ensure safe operation of the Zamboni. No order was issued in regards to the Town's preventative maintenance procedures.
Detection/Notification	<ul style="list-style-type: none">• Detection and notification has been determined as an area for improvement.• The hardwired detection system is located adjacent to the ice rink at ground level as per manufacturer recommendations.• The system was detecting elevated CO levels, but does not include an audio or visual alarms.• The system was detecting CO levels at a lesser concentration than on the ice surface because the CO was confined inside the rink by the boards and glass.• Moving forward, to ensure early detection the system will be updated to have the alarm level for CO be at 20 ppm which is less than the Occupational Health and Safety Act prescribed limit of 25 ppm.• The system will be retrofitted to automatically send email and text notifications to Operators and Facilities management staff when elevated CO levels are detected. Staff will investigate the possibility to further retrofit the system to include audio and visual alarms.• As a redundant failsafe, a portable CO detector will be mounted on the Zamboni and carried by the second operator on the ice during resurfacings.• As a long-term measure, staff will review and implement the Ontario Recreation Facility Association's best practices for air quality

	monitoring in an arena.
Communications	<ul style="list-style-type: none"> • Communication was determined as an area for improvement. • The Town can improve its outbound communication during an incident. To close this gap, an “Incident Communications Plan” has been developed to guide staff on communication’s protocols for situations of varying severity. Training of the management team has begun. • The Town can improve its communication with user groups. To close this gap, staff will meet with user groups as a start to determine how best to receive reports from the association during an issue, and how best to communicate back with them.
Training	<ul style="list-style-type: none"> • Identifying the signs and symptoms of CO exposure was identified as an area for improvement. This gap was ordered to be closed by the Ministry of Labor. • Training of PRC operations staff has been completed. Training will be broadened to other Town staff who work in situations where CO exposure is a risk.

Lind Sportsplex – shuffle board lines have been touched up

Quarry – has been shut down for the season

Rock rink – ice has been installed and is open for the season

Lawn Bowling – Men’s washroom has been repaired from the vandalism and is open for use

PRC Pool – Shutdown started Sept 4. Grouting of the pool is completed. Performing maintenance

Soccer Fields – all soccer fields are closed for the season

Operational budget has been completed

Capital Budget – met with individuals from all facilities to develop capital plan

OUTSTANDING ISSUES AND PROJECT LIST


None at this time.

SPENDING AND VARIANCE ANALYSIS

None at this time.

REVIEWED BY

Recommended by the Department


 Grant Brouwer
 Director, Building and Development

Recommended by the CAO


 Brent Kittmer
 CAO / Clerk