
2013 BUDGET BRIEFING NOTE

Technical Services Review of Development Applications – Compliance with Timelines

Issue:

At its meeting on December 3, 4 and 5, 2012, Budget Committee, in considering Technical Services' proposed 2013 Operating Budget requested that a Briefing Note be prepared:

"That the Deputy City Manager, Cluster B, provide a briefing note on actual timeframes to process, review and approve development related projects and compare these to existing service levels and identify gaps in approved service levels by application type."

Background:

In 2002 Council considered a Progress Report on Streamlining the Application Review (STAR) process and mandated that the following STAR timelines be implemented for the review of development applications:

Application Stream	Initial Submission	Resubmissions
Complex	8 weeks	6 weeks
Routine	6 weeks	3 weeks
Quick	4 weeks	2 weeks

The Application Streams are defined as follows:

Complex

- Large developments with significant community impact
- Examples include combined OPA/Rezoning and large Rezoning, Site Plan Control and Subdivision applications

Routine

- Smaller in scope and issues are less complex
- Examples could include non-controversial Rezoning, Site Plan Control and Condominium applications.

Quick

- Limited circulation, standard approval conditions
- Examples include straightforward Site Plan Control and Condominium applications

Key Points:

- Technical Services has been tracking compliance with STAR timelines since Q3 2004 based on the three application streams. A summary of this Compliance Data for the past five years can be found in **Attachment 1**.
- For the purposes of this Briefing Note, Compliance Data has been compiled for 2011 and 2012 (to Nov. 30) based on application types. This can be found in **Attachment 2**.
- Between 2007 and 2011 there has been a 19% increase in the number of application submissions reviewed.
- Between 2007 and 2011 there has been a 47% increase in the number of Complex application submissions reviewed.
- A number of initiatives are currently underway to improve Technical Services' compliance with timelines without increasing complement. These include:
 - an external engineering consultant has recently been retained to assist with the review of engineering drawings and reports. The current assignment is for one year with an option to renew for an additional two years. The intent is to provide additional review capacity to address peaks in application volumes;
 - a Co-location Pilot Project was launched in October 2012 in the Etobicoke York District. The Pilot Project has located staff from Technical Services, Transportation Services and Community Planning on the same floor with the intent of further developing our team approach to the review of applications.
 - together with our colleagues in City Planning we meet with representatives from the Building Industry and Land Development (BILD) Association a number of times a year to discuss concerns and develop resolutions. Most recently, this has resulted in a new streamlined Draft Plan of Condominium and Registration process.
 - on an ongoing basis we review all of our business practices to look for opportunities to streamline them and to ensure practices are harmonized across all 4 Districts.

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Attachments:

- 1 - Development Engineering's Compliance with STAR Timelines based on Stream Type
- 2 - Development Engineering's Compliance with STAR Timelines based on Application Type

Attachment 1: Development Engineering's Compliance with STAR Timelines based on Stream Type

Stream	2007		2008		2009		2010		2011		2012 (to Nov. 30)	
	# of Reviews	Compliance	# of Reviews	Compliance	# of Reviews	Compliance	# of Reviews	Compliance	# of Reviews	Compliance	# of Reviews	Compliance
Complex	545	39%	568	64%	496	56%	763	60%	801	63%	834	57%
Routine	684	43%	657	65%	632	64%	764	73%	742	74%	640	66%
Quick	135	63%	131	79%	110	73%	95	81%	76	78%	36	56%
OVERALL	1364	43%	1356	66%	1238	62%	1622	67%	1619	69%	1510	61%

Note : # of Reviews includes both initial submissions and resubmissions.

Attachment 2: Development Engineering's Compliance with STAR Timelines based on Application Type

Application Type	2011		2012 (to Nov. 30)	
	# of Reviews	Compliance	# of Reviews	Compliance
Condominium	123	70%	94	71%
Official Plan Amendment	20	60%	12	92%
Official Plan Amendment/Zoning By-Law Amendment	25	48%	39	69%
Official Plan Amendment/Zoning By-Law Amendment/Site Plan Control	27	81%	33	58%
Part Lot Control	14	64%	7	71%
Site Plan Control	1019	72%	912	61%
Subdivision	33	76%	9	78%
Zoning By-law Amendment	163	61%	188	59%
Zoning By-Law Amendment/Site Plan Control	174	63%	189	56%
Zoning By-law Amendment/Subdivision	21	52%	27	56%
OVERALL	1619	69%	1510	61%

Note : # of Reviews includes both initial submissions and resubmissions.