



Hamilton

REPORT 06-001 BUILDING AND LICENSING DIVISION OPERATIONAL REVIEW SUB-COMMITTEE

9:00 a.m.

Wednesday, March 22, 2006
Room 264, 2nd Floor
Hamilton City Hall
71 Main Street West, Hamilton

Present: Councillors S. Merulla (Chair), T. Jackson (Vice Chair), C. Collins and B. McHattie

**Absent with
Regrets:** Councillor B. Morelli – Police Services Board

Also Present: A. Pekaruk, Director of Audit Services
S. Paparella, Legislative Assistant, Clerk's Office

THE BUILDING AND LICENSING DIVISION OPERATIONAL REVIEW SUB-COMMITTEE PRESENTS REPORT 06-001 AND RESPECTFULLY RECOMMENDS:

1. Building and Licensing Division Operational Review (CM05029(a)) (City Wide) – Information Report (Item 4.1)

That Report CM05029(a) - Building and Licensing Division Operational Review, be received.

2. Outsourcing of the Animal Control Portion of the Building and Licensing Division Operational Review

That the General Manager of Corporate Services be directed find the funds to hire an outside source, to assist in the animal control portion of the Building and Licensing Division Operational Review, and report back to the Building and Licensing Division Operational Review Sub-committee.

3. Referred by Council – Item 5 of the Social Services Committee Report 06-002 - Pro-active Enforcement of Rooming Houses and Lodging Homes (Item 7.1)

That the role of proactive identification and by-law enforcement, with respect to illegal buildings (e.g. duplexes, triplexes and rooming houses/lodging homes) and how the function is managed, within the Building and Licensing Division, be added to the scope of the Building and Licensing Division Operational Review.

FOR THE INFORMATION OF COMMITTEE:

(a) CHANGES TO THE AGENDA (Item 1)

There were none.

(b) DECLARATIONS OF INTEREST (Item 2)

None were declared.

(c) APPROVAL OF MINUTES OF PREVIOUS MEETING (Item 3)

The December 8, 2005 minutes of the Building and Licensing Division Operational Review Sub-committee meeting were approved, as presented.

(d) Business Arising from the Minutes (Item 3.1)

With respect to Item 1 – Criminal Abstract Requirement for Sworn Officers Employed by the City of Hamilton, the Clerk was directed to draft a letter to the General Manager of Human Resources, on behalf of the Committee to be signed by the Chair, with respect to the status the report, which was requested in the referral by the Planning and Economic Development Committee (Report 06-001, Item (n)).

(e) Building and Licensing Division Operational Review (CM05029(a)) (City Wide) (Item 4.1)

The Director of Audit Services summarized Report CM05029(a) and informed the Committee that, primarily due to staffing issues, she would be unable to complete the interim report, which was originally requested for April 2006, until approximately June or July of 2006.

It was also noted that, as the main staff person from her office has left the City, the animal control portion of the audit could either be completed for a later date or outsourced in order to meet the fall deadline (at a cost of approximately \$30,000 to \$40,000).

(f) Staff Response to Inquiries from the Director of Audit Services

The Director of Audit Services raised concerns, with respect to meeting the Committees timelines for both the interim and final reports, due to long response times when attempting to obtain internal information from staff.

The Clerk was directed to draft a letter, on behalf of the Committee and to be signed by the Chair, to the Acting Manager of Standards & Licensing, (with a copy to the City Manager, General Manager of Planning and Economic Development, and the Director of Building and Licensing), directing that a response be provided to the Director of Audit Services within a two-week timeframe.

(g) Staff Communication

Committee raised concerns about communications and response times between staff, Committees and members of Council. Councillor Collins suggested a tracking form be used for constituent calls and staff responses, and Councillor McHattie noted that Police Services effectively uses a "Community Enhancement Report" that is also available on his web site.

A special meeting of Committee of the Whole is to be arranged as soon as possible to discuss personnel matters.

(e) ADJOURNMENT (Item 9)

There being no further business, the Committee adjourned at 10:02 a.m.

Respectfully submitted,

Councillor S. Merulla, Chair

Stephanie Paparella
Legislative Assistant