



Program: Development Engineering

Program Based Budget

2013 - 2015

Program: Development Engineering

Vision Statement:

To build and improve the community through sound and sustainable (re)development practices.

Mission Statement:

Protecting the public and its interest in the greater community by ensuring land (re)development proposals comply with approved engineering standards and incorporate mitigation measures where required.

Program Description

The Development Engineering program is responsible for ensuring that land (re)development proposals incorporate sound engineering and best management practices in the design and that they are implemented through construction. A diversified group of professional staff provide a range of engineering compliance reviews (traffic, civil, environmental) to ensure proposals meet set standards, appropriately consider their effect on the public infrastructure and surrounding environment, and include measures to mitigate those effects. Moving from plan to built form, staff monitors and inspects the progress and compliance of the approved works to ensure what was planned and approved is achieved.

Program Services

The Development Engineering department provides program services through the following sections:

- Administration
- Development Engineering
- Permits and Inspection

Staffing Overview

Program: Development Engineering	2011 Approved FTE	2012 Approved FTE	2013 Capital Impact	2013 Base FTE Change	2013 Reallocation of Staff	2013 Total FTE	Net Change 2013 vs 2012
Administration	2.0	2.0				2.0	0.0
Development Engineering	11.0	11.0				11.0	0.0
Permits & Inspection	10.0	10.0				10.0	0.0
Total Development Engineering	23.0	23.0	0.0	0.0	0.0	23.0	0.0

Program Services Budget Overview

Program: Development Engineering	2012 Restated		2013 Requested		Net Change 2013 vs 2012	Net Change 2013 vs 2012 (%)
	Gross Budget	Net Budget	Gross Budget	Net Budget		
Administration	276,400	189,300	279,100	223,600	34,300	18.1%
Development Engineering	2,313,100	999,800	2,085,800	750,200	(249,600)	(25.0%)
Permits & Inspection	958,200	77,500	1,101,500	(10,300)	(87,800)	(113.3%)
Total Development Engineering	3,547,700	1,266,600	3,466,400	963,500	(303,100)	(23.9%)

Note: 2013 economic increases for all employee groups with the exception of Fire and Transit unionized employees have been included in the Corporate Revenue and Expenses budget pending contract negotiations.

Overall, the Development Engineering program has decreased by \$303,100 or 23.9%, primarily due to the reduction in internal charges from other departments. According to the time allocation exercise completed in the spring of 2012 based on the new process mapping, the target cost recovery ratio is 90% which is a reduction from the 100% target cost recovery ratio in prior years. The change recognizes that a portion of the department's time on Site Alteration, Pool Enclosure and Tree by-law matters serve a community benefit and are not related to permitted (user fee) activities. The 90% cost recovery ratio is dependent on the further evaluation of the Pool Enclosure and Tree removal process review in order to establish the full cost recovery levels. At this time, it is estimated that these programs achieve through their fees a cost recovery of 72.5% and 59.5% respectively. This review of these two programs will be undertaken in 2013. To achieve a 90% cost recovery ratio the volume of applications in any one year would need to be equal to or greater than the 5 year average volume of applications. The projected achievement based on the 2013 budget is 71% given the application volume is below the 5 year average. Although some significant permit fee increases have been introduced, revenues related to subdivision development continue to be lower than historical due to reduced activity in subdivision development. It should be noted that the fees charged are based on the full cost of providing the services which includes total direct costs of Development Engineering, other departments' direct costs and corporate overhead costs. The change to the budget also includes some minor increases for inflation however no new services or enhancements are planned.

Level of Services Offered

- Services provided by Oakville are consistent with standard municipal practice.
- Nearly all municipalities review development applications for compliance with set/established engineering standards. These standards are set for a number of reasons, particularly: safety, performance, and longevity.
- Nearly all municipalities provide a level of inspection compliance for development applications. Prior to 1997, Oakville provided a higher level of on-site inspection for development works. Our present levels permit ad-hoc site visits, not full time inspection at sites.
- The effectiveness and efficiency of these services is reviewed through the towns' performance-based, program based budgeting process.

Key Objectives (Initiatives) for 2013 – 2015

- Programs and Services that are environmentally sustainable
 - Develop Storm Water Management Plan for Mid-town Oakville
- To continuously improve our programs and services
 - Develop a New Subdivision Agreement – base template
 - Recommend and implement changes to streamline and improve the subdivision approval and assumption process
 - Review and update the town's Site Alteration By-law and permit processes
 - Review and update the town's Private Tree By-law and permit processes
 - Review and revise the Pool Enclosure By-law and permit processes
- To have programs and services that are environmentally sustainable
 - Ensure development compliance with new engineering standards and modify as necessary (transit first philosophy, new street planting and topsoil requirements, environmental monitoring)
- To be fiscally sustainable
 - Undertake a review of our rates and fees for all permit and processing activities within the department

2013 Program Budget Drivers

	2012 Restated Budget	2013 Base Budget	2013 Capital Impact	2013 Budget Efficiencies	2013 Requested Budget	\$ Change From 2012	% Change From 2012
EXPENSES:							
Personnel Services & Benefits	2,122,900	2,202,100	0	0	2,202,100	79,200	3.7%
Materials & Supplies	16,000	16,100	0	0	16,100	100	0.6%
Capital Out Of Operations	0	0	0	0	0	0	0.0%
Purchased Services	136,200	135,000	0	(100)	134,900	(1,300)	(1.0%)
Payments & Grants	4,200	4,200	0	0	4,200	0	0.0%
Internal Expenses & Transfers	1,268,400	1,108,900	200	0	1,109,100	(159,300)	(12.6%)
Total EXPENSES	3,547,700	3,466,300	200	(100)	3,466,400	(81,300)	(2.3%)
REVENUES:							
External Revenues	1,573,300	1,860,800	0	0	1,860,800	287,500	18.3%
Internal Recovery & Fund Transfers	707,800	642,100	0	0	642,100	(65,700)	(9.3%)
Total REVENUES	2,281,100	2,502,900	0	0	2,502,900	221,800	9.7%
TAX LEVY	1,266,600	963,400	200	(100)	963,500	(303,100)	(23.9%)

Note: 2013 economic increases for all employee groups with the exception of Fire and Transit unionized employees have been included in the Corporate Revenue and Expenses budget pending contract negotiations.

Overall, the Development Engineering program has decreased by \$303,100 or 23.9%. The main drivers for this change are the following.

- Personnel Services & Benefits have increased by \$79,200 due to changes in benefit requirements.
- Internal Expenses & Transfers have decreased by \$159,300 due to a lower allocation of time from other departments.
- External Revenue has increased by \$287,500 due to an average fee increase of 12.4% and changes in volume.
- Internal Recoveries and Fund Transfers have decreased by \$65,700 due to a lower allocation of time to other departments.
- Capital Impact of \$200 relates to the increase in internal charge for wireless radios.

2014 - 2015 Expenditure Summary

	2013 Requested Budget	2014 Forecast Base Budget	2013-2014 Change (%)	2015 Forecast Base Budget	2014-2015 Change (%)
GROSS EXPENDITURES					
Development Engineering:					
Administration	279,100	282,400	1.2%	285,800	1.2%
Development Engineering	2,085,800	2,166,200	3.9%	2,230,100	2.9%
Permits & Construction	1,101,500	1,112,000	1.0%	1,122,800	1.0%
Total GROSS EXPENDITURES	3,466,400	3,560,600	2.7%	3,638,700	2.2%
TAX LEVY					
Development Engineering:					
Administration	223,600	223,000	(0.3%)	222,300	(0.3%)
Development Engineering	750,200	680,400	(9.3%)	569,400	(16.3%)
Permits & Construction	(10,300)	(110,500)	(972.8%)	(197,100)	(78.4%)
Total TAX LEVY	963,500	792,900	(17.7%)	594,600	(25.0%)
GROSS EXPENDITURES by Type					
Personnel Services & Benefits	2,202,100	2,218,600	0.7%	2,236,600	0.8%
Materials & Supplies	16,100	16,400	1.9%	16,400	0.0%
Purchased Services	134,900	135,100	0.1%	135,300	0.1%
Internal Charges	1,101,900	1,179,100	7.0%	1,239,000	5.1%
Other Expenditures	4,200	4,200	0.0%	4,200	0.0%
Minor Capital & Transfer to Reserves	7,200	7,200	0.0%	7,200	0.0%
Total EXPENDITURES	3,466,400	3,560,600	2.7%	3,638,700	2.2%
REVENUES by Type					
Activity Revenue	1,860,800	2,080,600	11.8%	2,309,500	11.0%
Internal Recoveries	642,100	687,100	7.0%	734,600	6.9%
Grants	0	0	0.0%	0	0.0%
Other Revenue	0	0	0.0%	0	0.0%
Total REVENUES	2,502,900	2,767,700	10.6%	3,044,100	10.0%
TAX LEVY	963,500	792,900	(17.7%)	594,600	(25.0%)

Note: 2014 and 2015 economic increases for all employee groups with the exception of Fire and Transit unionized employees have been included in the Corporate Revenue and Expenses budget pending contract negotiations.

Service: Administration

Mission

To provide overall program leadership, set direction, define goals and objectives and establish policies and procedures for the overall function of the program. The Administration service provides for management of public inquiries and also provides administrative and clerical support to the divisions of Development Engineering and Permits and Inspection.

Major Responsibilities

- To ensure the department operations comply with Council policies and further the objectives of the Strategic Plan.
- Provide oversight and direction to the department to ensure established goals and objectives are met.
- Continuously review programs to ensure they are effective and operating within established performance objectives.

Strategic Priorities (Initiatives)

- To be fiscally sustainable
 - Undertake a review of our rates and fees for all permit and processing activities within the department
- To be accountable
 - Monitoring of annual budget and execution of approved business plan.

Key Outcomes

- Cost effective delivery of Development Engineering services as measured by the cost recovery ratio. The target for 2012 is 100% and the projected achievement is 71%. For 2013, the target is set at 90% with projected achievement of 71%. The year-over-year change in the target recognizes that a portion of the department's time on Site Alteration, Pool Enclosure and Tree by-law matters serve a community benefit and are not related to permitted (user fee) activities.

2013 - 2015 Operating Budget Summary

	2012 Restated Budget	2013 Base Budget	2013 Capital Impact	2013 Budget Efficiencies	2013 Requested Budget	\$ Change From 2012	% Change From 2012	2014 Forecast Budget	2015 Forecast Budget
EXPENSES:									
Personnel Services & Benefits	255,300	259,200	0	0	259,200	3,900	1.5%	262,300	265,600
Materials & Supplies	6,300	6,300	0	0	6,300	0	0.0%	6,500	6,500
Purchased Services	13,800	12,400	0	0	12,400	(1,400)	(10.1%)	12,400	12,400
Internal Charges	1,000	1,000	200	0	1,200	200	20.0%	1,200	1,300
Other Expenditures	0	0	0	0	0	0	0.0%	0	0
Minor Capital & Transfer to Reserves	0	0	0	0	0	0	0.0%	0	0
Total EXPENSES	276,400	278,900	200	0	279,100	2,700	1.0%	282,400	285,800
REVENUES:									
Activity Revenue	0	0	0	0	0	0	0.0%	0	0
Internal Recoveries	87,100	55,500	0	0	55,500	(31,600)	(36.3%)	59,400	63,500
Grants	0	0	0	0	0	0	0.0%	0	0
Other Revenue	0	0	0	0	0	0	0.0%	0	0
Total REVENUES	87,100	55,500	0	0	55,500	(31,600)	(36.3%)	59,400	63,500
TAX LEVY	189,300	223,400	200	0	223,600	34,300	18.1%	223,000	222,300
TAX LEVY By Activity:									
Administration	189,300	223,400	200	0	223,600	34,300	18.1%	223,000	222,300
TAX LEVY	189,300	223,400	200	0	223,600	34,300	18.1%	223,000	222,300

2013 Key Budget Drivers

- Personnel Services & Benefits have increased by \$3,900 due to changes in benefit requirements.
- Internal Recoveries have decreased by \$31,600 due to a lower allocation of time to other departments.
- Capital Impact of \$200 relates to the increase in internal charge for wireless radios.

2014 - 2015 Budget Forecast Highlights

- Budgets reflect inflationary increases only.

Service: Development Engineering

Mission

To undertake the technical review of planning applications and the development and administration of subdivision agreements. Areas of professional review include: civil engineering design, storm-water management, traffic/transportation, environmental protection (trees and noise), etc. Includes effective coordination and development of the agreements, monitoring of construction activities, management of financial securities and assumption of works upon completion.

Major Responsibilities

- The primary responsibility of the Development Engineering division is to establish and apply the engineering standards for development proposals that serve to protect the existing community areas and serve to support new community growth that employs technological advances minimizing environmental, fiscal and social impacts and supports more a move livable community.
- Staff undertakes the review of all engineering aspects of new (re)development proposals to ensure compliance with established engineering principles, standards and guidelines.
- Liaison with outside agencies including the Region of Halton and Conservation Halton.
- Approved developments are traditionally accompanied by a development agreement that is created by Development Engineering, ensuring all appropriate conditions, clauses, obligations and securities are contained therein. Finally, and in conjunction with Permits and Construction Division, ensure that all conditions of the agreement fulfilled prior to the release of the agreement and its securities.

The following planning application types are reviewed:

- Draft plans of subdivisions
- Site plans
- Land severances
- Draft plans of condominiums

The service also provides technical input to:

- Official Plan Amendments
- Zoning By-law Amendments
- Part Lot Control applications
- Committee of Adjustment applications

Strategic Priorities (Initiatives)

- Programs and Services that are environmentally sustainable
 - Develop Storm Water Management Plan for Mid-town Oakville
- To continuously improve our programs and services

- Develop a New Subdivision Agreement – base template
- Recommend and implement changes to streamline and improve the site plan approval and subdivision approval/assumption process
- To have programs and services that are environmentally sustainable
 - Ensure development compliance with new engineering standards and modify as necessary (transit first philosophy, new street planting and topsoil requirements, environmental monitoring)
- To be fiscally sustainable
 - Undertake a review of our rates and fees for all permit and processing activities within the department

Key Outcomes

- Timely review and approval of engineering reports and plans submitted through the planning process as measured by the percentage of reviews completed within the prescribed timeframe. The target of 85% in 2012 is projected to be exceeded with a projected achievement of 90%. The target for 2013 is 90%.

2013 - 2015 Operating Budget Summary

	2012 Restated Budget	2013 Base Budget	2013 Capital Impact	2013 Budget Efficiencies	2013 Requested Budget	\$ Change From 2012	% Change From 2012	2014 Forecast Budget	2015 Forecast Budget
EXPENSES:									
Personnel Services & Benefits	978,600	906,700	0	0	906,700	(71,900)	(7.3%)	909,900	913,800
Materials & Supplies	800	800	0	0	800	0	0.0%	800	800
Purchased Services	74,200	74,400	0	(100)	74,300	100	0.1%	74,500	74,700
Internal Charges	1,255,500	1,100,000	0	0	1,100,000	(155,500)	(12.4%)	1,177,000	1,236,800
Other Expenditures	4,000	4,000	0	0	4,000	0	0.0%	4,000	4,000
Minor Capital & Transfer to Reserves	0	0	0	0	0	0	0.0%	0	0
Total EXPENSES	2,313,100	2,085,900	0	(100)	2,085,800	(227,300)	(9.8%)	2,166,200	2,230,100
REVENUES:									
Activity Revenue	738,700	814,500	0	0	814,500	75,800	10.3%	928,200	1,064,500
Internal Recoveries	574,600	521,100	0	0	521,100	(53,500)	(9.3%)	557,600	596,200
Grants	0	0	0	0	0	0	0.0%	0	0
Other Revenue	0	0	0	0	0	0	0.0%	0	0
Total REVENUES	1,313,300	1,335,600	0	0	1,335,600	22,300	1.7%	1,485,800	1,660,700
TAX LEVY	999,800	750,300	0	(100)	750,200	(249,600)	(25.0%)	680,400	569,400
TAX LEVY By Activity:									
Development Engineering	999,800	750,300	0	(100)	750,200	(249,600)	(25.0%)	680,400	569,400
TAX LEVY	999,800	750,300	0	(100)	750,200	(249,600)	(25.0%)	680,400	569,400

2013 Key Budget Drivers

- Personnel Services & Benefits have decreased by \$71,900 due to the reallocation of the Tree Protection Inspector position to the Permits and Inspection service area which is offset by changes in benefit requirements.
- Internal Charges have decreased by \$155,500 due to a lower allocation of time from other departments.
- Activity Revenue has increased by \$75,800 due to an average fee increase of 2.7% and changes in volume for subdivision agreements.
- Internal Recoveries have decreased by \$53,500 due to a lower allocation of time to other departments.

2014 - 2015 Budget Forecast Highlights

- Expenses reflect inflationary increases only.
- Activity Revenue has increased to account for a fee increase of 2% - 3% and volume increases.

Service: Permits & Inspection

Mission

To provide review/ approval of development related permits and enforcement of related town by-laws, including site alteration, pool enclosure and tree by-laws; to provide oversight and inspection during and following construction ensuring that private development and construction work is compliant with approved plans, town standards, agreement obligations and applicable legislation. This includes grading and drainage for minor private developments (additions, pools, etc.); grading, drainage, sewer and road construction for site plans, condominiums and new industrial/ commercial/ residential subdivisions.

Major Responsibilities

- Ensure approved developments are constructed according to approved engineering plans which in turn safeguards the public and Town Further confirms that new infrastructure to be assumed is sound and provides no liability to the Town
- Manage day to day construction activities in a manner that minimizes disruption and/ or delay to the public utilizing existing public infrastructure
- Administer the site alteration, pool enclosures and private/ public tree protection by-laws and permitting process, including application processing, plan review/ approval and construction compliance

Strategic Priorities (Initiatives)

- To continuously improve our programs and services
 - Recommend and implement changes to streamline and improve the subdivision approval and assumption process
 - Review and update the town's Site Alteration By-law and permit processes
 - Review and update the town's Private Tree By-law and permit processes
 - Review and revise the Pool Enclosure By-law and permit processes
- To have programs and services that are environmentally sustainable
 - Ensure development compliance with new engineering standards and modify as necessary (transit first philosophy, new street planting and topsoil requirements, environmental monitoring)
- To be fiscally sustainable
 - Undertake a review of our rates and fees for all permit and processing activities within the department

Key Outcomes

- Review completed field works for compliance with approved plans (municipal works) as measured by the percentage of reviews completed within the prescribed timeframe (5 days) 90% of the time. The target of 90% in 2012 is projected to be exceeded with a projected achievement of 95%. The target for 2013 is 95%.
- Review completed field works for compliance with approved plans (private site works) as measured by the percentage of reviews completed within the prescribed timeframe (14 days) 80% of the time. The target of 80% in 2012 is projected to be met with a projected achievement of 80%. The target for 2013 is 85%.

2013 - 2015 Operating Budget Summary

	2012 Restated Budget	2013 Base Budget	2013 Capital Impact	2013 Budget Efficiencies	2013 Requested Budget	\$ Change From 2012	% Change From 2012	2014 Forecast Budget	2015 Forecast Budget
EXPENSES:									
Personnel Services & Benefits	889,000	1,036,200	0	0	1,036,200	147,200	16.6%	1,046,400	1,057,200
Materials & Supplies	8,900	9,000	0	0	9,000	100	1.1%	9,100	9,100
Purchased Services	48,200	48,200	0	0	48,200	0	0.0%	48,200	48,200
Internal Charges	4,700	700	0	0	700	(4,000)	(85.1%)	900	900
Other Expenditures	200	200	0	0	200	0	0.0%	200	200
Minor Capital & Transfer to Reserves	7,200	7,200	0	0	7,200	0	0.0%	7,200	7,200
Total EXPENSES	958,200	1,101,500	0	0	1,101,500	143,300	15.0%	1,112,000	1,122,800
REVENUES:									
Activity Revenue	834,600	1,046,300	0	0	1,046,300	211,700	25.4%	1,152,400	1,245,000
Internal Recoveries	46,100	65,500	0	0	65,500	19,400	42.1%	70,100	74,900
Grants	0	0	0	0	0	0	0.0%	0	0
Other Revenue	0	0	0	0	0	0	0.0%	0	0
Total REVENUES	880,700	1,111,800	0	0	1,111,800	231,100	26.2%	1,222,500	1,319,900
TAX LEVY	77,500	(10,300)	0	0	(10,300)	(87,800)	(113.3%)	(110,500)	(197,100)
TAX LEVY By Activity:									
Permits & Inspection	77,500	(10,300)	0	0	(10,300)	(87,800)	(113.3%)	(110,500)	(197,100)
TAX LEVY	77,500	(10,300)	0	0	(10,300)	(87,800)	(113.3%)	(110,500)	(197,100)

2013 Key Budget Drivers

- Personnel Services & Benefits have increased by \$147,200 due to the reallocation of the Tree Protection Inspector position from the Development Engineering service area, and changes in benefit requirements.
- Activity Revenue has increased by \$211,700 due to an average fee increase of 30.3% and changes in volume.
- Internal Recoveries have increased by \$19,400 due to a higher allocation of time to other departments.

2014 - 2015 Budget Forecast Highlights

- Expenses reflect inflationary increases only.
- Activity Revenue has increased to account for a fee increase of 2% - 3% and volume increases.

