



Annual Work Plan

Name: Kevin Linthorne Job Title: Chief Building Official

Department: Community Services

Division: Building Services



Projects

Rationale	SMART Goal (Description)	RACI	Resources	Risks/Mitigation	Milestones
Project Name: Electronic Storage of Archived Drawings			Status: Not Yet Commenced		
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Strategic Priority: Green City <input type="checkbox"/> Master Plan <input type="checkbox"/> Committee / Council Requested <input type="checkbox"/> Legislated <input checked="" type="checkbox"/> Capital Project <input type="checkbox"/> Other: Click or tap here to enter text. 	<p>Conversion of stored drawings to electronic format for long term storage</p> <p>Stakeholder: City Building Staff Fire Prevention (for current as-builts)</p>	<p>Project Charter/RACI When To Use</p> <ul style="list-style-type: none"> <input type="checkbox"/> Link to completed RACI: Click or tap here to enter text. <input type="checkbox"/> Link to completed Project Charter: Click or tap here to enter text. <input checked="" type="checkbox"/> N/A 	<p>People: Internal Staff – contract position External Staff if subbed out</p> <p>Approved Budget: \$20,000 carry over from 2020-2021</p> <p>Other: Click or tap here to enter text.</p>	<p>Paper copies could potentially be destroyed by water, fire, vermin. Conversion to electronic copies will prevent this and increase storage capacity of file room</p>	<p>Files will be stored electronically on City servers</p> <p>Procurement Timing: 2023-06-01</p> <p>Click or tap here to enter text.</p> <p>Completion Date: 2023-12-01</p>

Rationale	SMART Goal (Description)	RACI	Resources	Risks/ Mitigation	Milestones
Project Name: Adoption of Cloud Permit Software			Status: Not Yet Commenced		
<p>✓ Strategic Priority: Service Excellence</p> <p><input type="checkbox"/> Master Plan</p> <p><input type="checkbox"/> Committee / Council Requested</p> <p><input type="checkbox"/> Legislated</p> <p><input type="checkbox"/> Capital Project</p> <p><input type="checkbox"/> Other: Click or tap here to enter text.</p>	<p>To adopt software that is approved and vetted by the LAS, AMO, OBOA and others for use in the Building, Planning and By-law Divisions</p> <p>Stakeholder: Building Staff Planning Staff By-law Staff Tax Payer IT Staff</p>	<p>Project Charter/RACI When To Use</p> <p><input type="checkbox"/> Link to completed RACI: Click or tap here to enter text.</p> <p><input type="checkbox"/> Link to completed Project Charter: Click or tap here to enter text.</p> <p>✓ N/A</p>	<p>People: IT Kevin Linthorne Niels Jensen Provider</p> <p>Approved Budget: See IT workplan</p> <p>Other: Click or tap here to enter text.</p>	<p>Adoption of Cloud Permit will allow citizens to be able to track permit applications for submission to approval and allows back and forth discussion with staff for required submission items before permit application is considered complete.</p>	<p>Implementation of software</p> <p>Decommissioning of Amanda</p> <p>Procurement Timing: Click or tap to enter a date.</p> <p>Q1 2023</p> <p>Completion Date: 2023-06-01</p>

Rationale	SMART Goal (Description)	RACI	Resources	Risks/ Mitigation	Milestones
Project Name: Fees and Charges Review 2023			Status: Not Yet Commenced		
<p><input checked="" type="checkbox"/> Strategic Priority: Prosperous City</p> <p><input type="checkbox"/> Master Plan</p> <p><input type="checkbox"/> Committee / Council Requested</p> <p><input type="checkbox"/> Legislated</p> <p><input type="checkbox"/> Capital Project</p> <p><input type="checkbox"/> Other: Click or tap here to enter text.</p>	<p>Review fees and charges to ensure consistency with municipal competitors and BMI study</p> <p>Stakeholder: Permit applicants Building Staff</p>	<p>Project Charter/RACI When To Use</p> <p><input type="checkbox"/> Link to completed RACI: Click or tap here to enter text.</p> <p><input type="checkbox"/> Link to completed Project Charter: Click or tap here to enter text.</p> <p><input type="checkbox"/> N/A</p>	<p>People: Kevin Linthorne Kayla Hyndman Niels Jensen Emily Carter</p> <p>Approved Budget: 0</p> <p>Other: Click or tap here to enter text.</p>	<p>Review all fees and charges to ensure competitiveness</p>	<p>Contact local municipalities</p> <p>Current BMI study</p> <p>Procurement Timing: 2023-05-01</p> <p>Click or tap here to enter text.</p> <p>Completion Date: 2023-05-31</p>

Rationale	SMART Goal (Description)	RACI	Resources	Risks/ Mitigation	Milestones
Project Name: Accessibility Advisory Committee Member			Status: Proceeding as Anticipated		
<input type="checkbox"/> Strategic Priority: Choose an item. <input type="checkbox"/> Master Plan <input type="checkbox"/> Committee / Council Requested <input checked="" type="checkbox"/> Legislated <input type="checkbox"/> Capital Project <input type="checkbox"/> Other: Click or tap here to enter text.	Provide input to the committee on matters relating to accessibility in the OBC Stakeholder: AAC Public	Project Charter/RACI When To Use <input type="checkbox"/> Link to completed RACI : Click or tap here to enter text. <input type="checkbox"/> Link to completed Project Charter : Click or tap here to enter text. <input type="checkbox"/> N/A	People: Kevin Linthorne Approved Budget: Click or tap here to enter text. Other: Click or tap here to enter text.	Provide input as required on site plans and other matters before the AAC relating to the OBC	ongoing Procurement Timing: Click or tap to enter a date. ongoing Completion Date: Click or tap to enter a date.

Rationale	SMART Goal (Description)	RACI	Resources	Risks/ Mitigation	Milestones
Project Name: Committee of Adjustment			Status: Proceeding as Anticipated		
<input type="checkbox"/> Strategic Priority: Choose an item. <input type="checkbox"/> Master Plan <input type="checkbox"/> Committee / Council Requested <input checked="" type="checkbox"/> Legislated <input type="checkbox"/> Capital Project <input type="checkbox"/> Other: Click or tap here to enter text.	Provide input and comments to the committee on matters relating to the OBC Stakeholder: CofA Public Planning Staff	Project Charter/RACI When To Use <input type="checkbox"/> Link to completed RACI : Click or tap here to enter text. <input type="checkbox"/> Link to completed Project Charter : Click or tap here to enter text. <input type="checkbox"/> N/A	People: Kevin Linthorne Approved Budget: Click or tap here to enter text. Other: Click or tap here to enter text.	Provided reports and input as required	ongoing Procurement Timing: Click or tap to enter a date. ongoing Completion Date: Click or tap to enter a date.

Rationale	SMART Goal (Description)	RACI	Resources	Risks/ Mitigation	Milestones
Project Name: Site Plan Commenting			Status: Choose an item.		
<p><input checked="" type="checkbox"/> Strategic Priority: A City That Grows</p> <p><input type="checkbox"/> Master Plan</p> <p><input type="checkbox"/> Committee / Council Requested</p> <p><input type="checkbox"/> Legislated</p> <p><input type="checkbox"/> Capital Project</p> <p><input type="checkbox"/> Other: Click or tap here to enter text.</p>	<p>Provide written comments to be provided to developers for upcoming developments</p> <p>Stakeholder: developers public</p>	<p>Project Charter/RACI When To Use</p> <p><input type="checkbox"/> Link to completed RACI: Click or tap here to enter text.</p> <p><input type="checkbox"/> Link to completed Project Charter: Click or tap here to enter text.</p> <p><input type="checkbox"/> N/A</p>	<p>People: Kevin Linthorne Niels Jensen</p> <p>Approved Budget: Click or tap here to enter text.</p> <p>Other: Click or tap here to enter text.</p>	<p>Provide comments as requested during the consultation and pre-consultation process as they occur</p>	<p>ongoing</p> <p>Procurement Timing: Click or tap to enter a date.</p> <p>ongoing</p> <p>Completion Date: Click or tap to enter a date.</p>

Rationale	SMART Goal (Description)	RACI	Resources	Risks/ Mitigation	Milestones
Project Name: Development Team			Status: Choose an item.		
<p><input checked="" type="checkbox"/> Strategic Priority: A City That Grows</p> <p><input type="checkbox"/> Master Plan</p> <p><input type="checkbox"/> Committee / Council Requested</p> <p><input type="checkbox"/> Legislated</p> <p><input type="checkbox"/> Capital Project</p> <p><input type="checkbox"/> Other: Click or tap here to enter text.</p>	<p>Provide input on matters relating to OBC on current projects</p> <p>Stakeholder: developer city staff</p>	<p>Project Charter/RACI When To Use</p> <p><input type="checkbox"/> Link to completed RACI: Click or tap here to enter text.</p> <p><input type="checkbox"/> Link to completed Project Charter: Click or tap here to enter text.</p> <p><input type="checkbox"/> N/A</p>	<p>People: Kevin Linthorne Kayla Hyndman Niels Jensen Emily Carter</p> <p>Approved Budget: Click or tap here to enter text.</p> <p>Other: Click or tap here to enter text.</p>	<p>Attend meetings to provide input and advice as required during meetings</p>	<p>ongoing</p> <p>Procurement Timing: Click or tap to enter a date.</p> <p>ongoing</p> <p>Completion Date: Click or tap to enter a date.</p>

Core Service Tasks

Task Name	Description	Resources	Barriers/ Mitigation Tactics	Key Result
Customer Service	Front line customer service Stakeholder: General public, contractors, property owners, consultants, engineers, architects	People: Emily Carter Kevin Linthorne Niels Jensen Kayla Hyndman Approved Budget: Click or tap here to enter text. Other: Click or tap here to enter text.	Staff have to be able to switch gears from talking to contractors to dealing with owners/do-it-yourselfers that may or may not understand the requirements of the OBC	Increased customer satisfaction due to excellent service being provided. Results in applications being submitted with less follow up required by staff to obtain proper documentation, drawings or information
Customer Service	Monitor progress of applications in process Stakeholder: public and internal staff	People: Emily Carter Approved Budget: Click or tap here to enter text. Other: Click or tap here to enter text.	Staff in other departments are all under the same crunch for staffing and resources	Follow file through the internal processes to improve turn-around times for permit issuance
Customer Service	Sign Permits Stakeholder: Contractors and staff	People: Emily Carter Approved Budget: Click or tap here to enter text. Other: Click or tap here to enter text.	Incomplete applications City's Sign By-law	Update sign by-law to more clearly define sign size limits to prevent CofA applications in relation to sign by-law

<p>Customer Service</p>	<p>Permit application, review and consultation</p> <p>Stakeholder: Applicants, Architects, Engineers, Owners, Contractors, Staff</p>	<p>People: Kevin Linthorne Kayla Hyndman Niels Jensen</p> <p>Approved Budget: Click or tap here to enter text.</p> <p>Other: Click or tap here to enter text.</p>	<p>Ongoing changes to the OBC to ensure code compliance</p>	<p>Complete application submitted and permit issuance</p>
<p>Customer Service</p>	<p>OBC Changes</p> <p>Stakeholder: general public</p>	<p>People: Kevin Linthorne Kayla Hyndman Niels Jensen</p> <p>Approved Budget: Click or tap here to enter text.</p> <p>Other: Click or tap here to enter text.</p>	<p>The OBC is constantly changing requiring staff to continually upgrade knowledge and track changes</p>	<p>Safer built environment for public at large</p>
<p>Identification and Record Keeping</p>	<p>Inspections</p> <p>Stakeholder: Owners and applicants</p>	<p>People: Emily Carter</p> <p>Approved Budget: Click or tap here to enter text.</p> <p>Other: Click or tap here to enter text.</p>	<p>Requests for inspections come many way from email, phone and text</p>	<p>Staff complete inspections within the provincially mandated timelines</p>
<p>Identification and Record Keeping</p>	<p>Building Statistics</p> <p>Stakeholder: CSC Council</p>	<p>People: Emily Carter</p> <p>Approved Budget: Click or tap here to enter text.</p>	<p>Stats to be propagated to a report for CSC and Council monthly including # of inspections, DC exemptions and development</p>	<p>More complete info submitted</p>

		Other: Click or tap here to enter text.		
Inspections	Orders Stakeholder: City General public	People: Kevin Linthorne Approved Budget: Click or tap here to enter text. Other: Click or tap here to enter text.	Orders are usually placed as a last result or as a result of an inspection noting a serious deficiency	Orders are not undertaken lightly and staff consult with others in the industry to ensure code compliance and public safety
Staff Training	Training Stakeholder: Public	People: All staff Approved Budget: Click or tap here to enter text. Other: Click or tap here to enter text.	Current budget amount	Ensure staff are trained and qualified to the latest standards and are current with all OBC changes
Fees and Charges	Review of fees to ensure competitiveness with other municipalities Stakeholder: Click or tap here to enter text.	People: Emily Carter Kevin Linthorne Approved Budget: Click or tap here to enter text. Other: Click or tap here to enter text.	Contact other municipalities including comparators and look at BMI study	Fees and charges updated