Working Group 1
Timelines For Approvals and the Reporting of KPI's

Project Purpose

To identify timelines of defined processes for site plan control, subdivisions & building permits. To develop KPI's measures.
To engage external agencies in streamlining comments and approvals.

Working Group Member Composition

Chair: Regional Councillor
Gordon Landon

Lead: Jamie Bosomworth

Staff: Brian Lee
Chris Bird

Development Industry Representatives:
Steve Upton   Deltra
Randy Pettigrew   Remington Homes
Bob Crews   JD Barnes

Recommendation and Action Items Summary

- Update process mapping and the Development Services Manual (DAP).

- Establish timelines for Application processes.

- Promote automated efficiencies via AMANDA.

- Produce Information Brochures for Development Applications.

- Create team approach with External Agencies (including a Technical Co-ordinating Committee).

- Upgrade to AMANDA 5 (Web access by clients & agencies).

Working Group 2
Communication & Support to Clients/Team Building

Project Purpose

To improve communications between the various parties involved in the processing of development applications.
Communication between applicant/clients and staff as well as communication between staff of various departments.
To ensure accurate, consistent and timely communication is conveyed to the right parties at the right time, and in a positive, proactive manner.

Working Group Member Composition

Chair: Councillor John Webster

Lead: Valerie Shuttleworth

Staff: Sharon Laing

Ronji Boorah

Mac Cosburn

Nadine Daley

Miriam Comerford

Sabbir Saiyed

Development Industry Representatives:

Niomie Massey Madison Group

Glenn Crosby J. J. Barnicke

Mac Cosburn Markham Stouffville Hospital

Recommendation and Action Items Summary

- Comprehensive Team Training Program including:

  Job Competency Modeling
  Team Development
  Conflict Resolution

- Establish Specific Core Competencies for Development Manager and team members

- Promote team development process sign offs and efficiencies via AMANDA.

Working Group 3
Streamlining the Legal Agreement Process

Project Purpose

Streamlining the subdivision and site plan agreement processes; evaluate the current process and determine areas that can be "standardized"; improve consistency.

Working Group Member Composition

Chair: **Councillor Dan Horchik**

Lead: **Catherine Conrad**

Staff: **Jim Baird**

Alan Brown

Gary Sellars

Isa James

Jamie Bosomworth

Brian Lee

Development Industry Representatives:

Joanne Barnett Kerbel Group

Nik Mracic Metrus Development

Wayne Hancock Liza Homes

Recommendation and Action Items Summary

- Facilitate early pre-servicing of Subdivision.

- Improve the process for initiating the Subdivision Agreement.

- Improve Subdivision Agreement preparation for internal departments.

- Streamline routine/uncomplicated Site Plan applications.

- Reduce Regional involvement in Site Plan applications.

- Integrate Condominium process (tenure only) into Site Plan work process.

Working Group 4

Letters of Credit

Project Purpose

To examine and make recommendations related to the letter of credit processes for the Town of Markham including value of letters of credit, reductions, releases, administration, and risk management.

Working Group Member Composition

Chair: **Councillor Alex Chiu**

Lead: **Alan Brown**
Staff: **Barb Cribbett**
Kevin Young
Linda Irvine

Development Industry Representatives:
Sal Crimi S.SC. Land Management
Michael Montgomery Angus Glen
Peter Murphy Metrus Development

Recommendation and Action Items Summary

- Acceptance for Maintenance

- Master Maintenance Letter of Credit.

- Backdating Acceptance for Maintenance Period.

- Partial Acceptance for Maintenance of Subdivisions

- Snowploughing and Streetlight/Energy Costs charged to Developers

- Site Plan Completion of Works

Working Group 5

Development Application Software/ Automating User Interface

Project Purpose

To identify where process automation would reduce approval times and improve service quality. To identify an Internet enabled interface that may improve the speed and effectiveness of communication among the Town, developer, builders, other agencies and the public.

Working Group Member Composition

Chair:	**Deputy Mayor Jim Jones**	**Development Industry Representatives:**
Lead:	**John Wright**	**Jeff King MMM**
Staff:	**Jamie Bosomworth**	**Nik Mracic Metrus Development**
	Greg Cookson	**Bill O'Donnell Liberty Development**

Recommendation and Action Items Summary

- Building, Bylaw, Engineering, Legal and Planning Departments rely on AMANDA's Corporate Property, People and Application Databases.

- Property records to be linked to INSIDE MARKHAM for two way GIS property information.

- Integrating Departments to sign off on AMANDA folders processes in real business time.

- Implementing AMANDA modules (Property Conditions & Unit tracking) in 2008.

- Acquiring and implementing AMANDA V in 2009.

- AMANDA web portal for Developers to access their application/building permit access.

Working Group 6

Complete Application Submission
and Pre-Consultation Requirements

Project Purpose

- consider and recommend changes to the Town's Official Plan to set out requirements for complete Official Plan and Zoning By-law, Plan of Subdivision and Consent applications; and

- consider a proposal to require applicants to consult with Town staff prior to submitting applications for Official Plan, Zoning By-law and Plan of Subdivision.

Working Group Member Composition

Chair: Councillor Joseph Virgilio
Lead: David Miller
Staff: Valerie Shuttleworth
         Brian Lee

Development Industry Representatives:
Joanne Barnett Kerbel Group
Sal Crimi S.SC. Land Management
David Stewart TACC

Recommendation and Action Items Summary

To write a report to DSC to for authority to call Public Meeting for the proposed Complete Application Official Plan amendment.

The report will also include:

- a description of the procedures to evaluate Consent, Official Plan, Subdivision and Zoning By-law application completeness;

  and

- a description of complete application notification procedures for Official Plan, Subdivision and Zoning By-law applications; and

- recommendations regarding the enactment of a pre-application consultation By-law to require applicants to consult with municipal staff before submitting applications for Official Plan amendment, Draft Plan of Subdivision and Zoning By-law amendments.