



Staff Report

Administration – Chief Administrative Officer

Report To: COW-Finance, Admin, Fire, Legal, Community Services
Meeting Date: January 30, 2023
Report Number: FAF.23.023
Title: Division Statistical Update Policy
Prepared by: Shawn Everitt, Chief Administrative Officer

A. Recommendations

THAT Council receive Staff Report FAF.23.023, entitled “Division Statistical Update Policy”;

AND THAT Council be provided the draft Administrative Policy for “Division Statistical Updates” as presented in this report for information purposes.

B. Overview

This staff report outlines a proposed Administrative Policy that would require specific Divisions within the Town to provide statistical updates to Committee of the Whole three (3) times per year to proactively provide ongoing operational information regarding specified statistical data.

C. Background

On numerous occasions during the previous Term of Council, staff were requested to bring forward specific information, including statistical data, relating to Departmental operations. Staff acknowledge that, in most of these occasions, the information provided as a follow up to the request was very informative and staff have continued to collect this data moving forward.

An example of one of the specific data sets now collected is the average size and construction value of new builds.

Year	Number of New Construction Permits	Average Size (Sqft)	Construction Value
2019	247	2,604.7 sqft	\$539,647.00
2020	361	3,229.17 sqft	\$547,949.00
2021	404	3,379.87 sqft	\$703,132.00
2022	220 (as of September24)	3,218.41 sqft	\$653,379.00

Year	Number of New Construction Permits	Average Size (Sqft)	Construction Value
4-Year Average	308	3,108.03 sqft	\$611,026.75

D. Analysis

Through this proposed Administrative Policy, staff are recommending the following statistical update rotation that would provide Council and the public with comparable data sets.

The specific Town Division would identify services to track (ex. rounds of golf, number of variance applications, etc.). The tracking of these data sets will help identify trends and Divisional pressures to help staff make recommendations, inform budgets, and make business cases for potential changes or impacts to service levels.

Divisional Statistics Update Reports

- Formal tracking of data sets began in January 2023 with data sets currently being recorded being used. For example, many of these data set are typically included in the annual budget. Additional data sets that staff suggest are valuable will be developed for the first set of analytical reports;
- Data will be provided to Council in an FYI Staff Report three (3) times per year based on the schedule provided;
- Staff are recommending that Council could request additional or different data be tracked on a three (3) year rotation and tracking would begin the following January;
- Staff reports would be templated and require data input to ensure consistency in reporting, efficiency for staff report preparation, and the ability to compare data sets over the reporting periods;
- Managers would prepare commentary regarding the data collected and attend a Senior Management Team meeting with their Departmental Administrative Assistant(s) to review the draft report before it is presented to Council;
- The October Statistical Report would be included in the Annual Proposed Draft Budget Binder.

2023 Reporting Schedule (Year 1)

- Administrative Policy Approval: February 12, 2023
- Data Report (January – May 2023): June 26 and 27, 2023 Committee of the Whole
- Data Report (June – September 2023): 2024 Budget Binder

2024 Reporting Schedule (Year 2)

- Data Report (October – December 2023): Late February 2024 Committee of the Whole
- Data Report (January – May 2024): Late June 2024 Committee of the Whole
- Data Report (June – September 2024): 2025 Budget Binder

2025 Reporting Schedule (Year 3)

- Data Report (October – December 2024): Late February 2025 Committee of the Whole
- Data Report (January – May 2025): Late June 2024 Committee of the Whole
- **Council could request additional/different data sets for inclusion in 2026 reporting**
- Data Report (June – September 2025): 2026 Budget Binder

2026 Schedule (Year 4)

- **Start tracking additional/different data sets specified by Council in 2025**
- Data Report (October – December 2025): Late February 2026 Committee of the Whole
- Data Report (January – May 2026): Late June 2026 Committee of the Whole
- Data Report (June – September 2026): 2027 Budget Binder

Proposed Tracking of 2023 – 2024 Key Statistical Data Sets

As noted above, staff currently track a range of data sets both formally and informally throughout the range of our Departmental Divisions. These Divisional data sets would be used for the first three (3) years of reporting. These data sets have been utilized in the past and are often presented through annual Budget materials within the Departmental Summary Sheets.

Staff suggest that if Council has any additional data sets they feel should be considered, these data sets and their relevance could be discussed and considered by Council during the presentation of this report during Committee of the Whole.

The Water and Wastewater, Fire, Finance, and IT Services Divisions will not be included in the Policy as they currently provide Council with regular or annual reports.

Staff are recommending that a maximum of ten (10) data sets be established per Town Division during the initial three (3) year schedule.

The Town's six (6) Departments currently include the following eighteen (18) Divisions:

- **Administration**
 - Clerks
 - Communication and Economic Development
 - Fire Services (not included in the data reporting due to an annualized report being required)
 - Human Resources
- **Community Services**
 - Facilities
 - Harbour/Cemetery
 - Parks and Trails
- **Finance and IT Services (not included in the data reporting due to monthly flash reports already being provided to Committee of the Whole)**
 - Finance
 - IT
- **Legal Services**
 - Legal
 - By-law Enforcement (including Short Term Accommodations)
- **Planning and Development Services**
 - Building Services
 - Development Engineering
 - Planning Services
- **Operations**
 - Capital Projects
 - Roads and Drainage
 - Sustainability and Solid Waste
 - Water and Wastewater (not included in the data reporting due to an annualized report being required)

Of the eighteen (18) Divisions, fourteen (14) Divisions will be providing data set reporting.

E. Strategic Priorities

1. Communication and Engagement

We will enhance communications and engagement between Town Staff, Town residents and stakeholders

2. Organizational Excellence

We will continually seek out ways to improve the internal organization of Town Staff and the management of Town assets.

3. Community

We will protect and enhance the community feel and the character of the Town, while ensuring the responsible use of resources and restoration of nature.

4. Quality of Life

We will foster a high quality of life for full-time and part-time residents of all ages and stages, while welcoming visitors.

F. Environmental Impacts

Some data sets will include environmental relevance and create year-to-year comparisons.

G. Financial Impacts

Tracking of data will allow for the collection of important information to assist with determining Return on Investment (ROI).

H. In Consultation With

Senior Management Team

I. Public Engagement

The topic of this Staff Report has not been the subject of a Public Meeting and/or a Public Information Centre as neither a Public Meeting nor a Public Information Centre are required. However, any comments regarding this report should be submitted to Shawn Everitt, Chief Administrative Officer cao@thebluemountains.ca.

J. Attached

1. Draft Division Statistics Update Policy POL.ADM.23.XX

Respectfully submitted,

Shawn Everitt
Chief Administrative Officer

For more information, please contact:
cao@thebluemountains.ca
519-599-3131 extension 234

Report Approval Details

Document Title:	FAF.23.023 Division Statistical Update Policy.docx
Attachments:	- Attachment-1-Draft-Division-Statistical-Update-Policy-POL-ADM-23-XX.pdf
Final Approval Date:	Jan 19, 2023

This report and all of its attachments were approved and signed as outlined below:

Shawn Everitt - Jan 19, 2023 - 2:32 PM