

## Planning & Development Services Department

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### About the Planning and Development Services

Planning and Development Services manages the growth and physical form of the Town. Planning and Development Services provides professional planning advice to Council, other departments, the public and Council endorsed committees on a variety of policy and procedural issues and *Planning Act* applications.

Planning and Development Services activities relate to, long-range strategic planning and development review; formulation of plans, policies, regulations and guidelines on growth management, land use, development, heritage planning, economic development, environmental initiatives, strategic planning, urban design; processing and evaluation of development applications; data collection, analysis, research and monitoring of land use, planning policy and growth management matters; digital mapping and related functions and customer service guidance to residents, business owners and applicants.

The Planning and Development Services Department provides its activities and support to clients through three organizational divisions: Development Planning, Long Range and Strategic Planning and Heritage Planning.

### Services That We Provide

The Department has three major functions and various associated activities including:

#### Development Planning

- Development Application Review and Reports
- Preparation of Official Plan and Zoning Bylaw Amendments
- Development Conditions of Approval and Agreements
- Development Engineering
- Implementation of Environmental Protection & Enhancement Policies
- Administration of the Committee of Adjustment
- Information and Advice on Town Policies and Development Inquiries

#### Long Range and Strategic Planning

- Strategic Planning
- Long Range Planning and Growth Management
- Secondary Plans, Zoning Updates and Special Studies
- Growth Projections and Monitoring
- Geographic Information Systems
- Economic Development
- Environmental Initiatives
- Official Plan/Zoning and Report Mapping
- Street Names and Addressing

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- Air Photo/Digital Mapping
- Property Information and Database Management
- Economic Development
- Property Sales and Acquisitions

### Heritage Planning

- Heritage Application Review
- Heritage Policy, Awards, Events and Programs

### **Initiatives that advance the Strategic Plan in 2014**

#### **Community Goal: Supporting an exceptional quality of life for all**

- Continue to coordinate the corporate review of development applications and growth management initiatives with internal and external stakeholders in a comprehensive and timely manner to ensure stable economic growth and public interest is served.
- Continue with the review and update of the Town's Comprehensive Zoning By-law.
- Prepare for Council consideration and approval an updated Comprehensive Zoning By-law
- Prepare the Southeast Old Aurora Heritage Conservation District Study, Plan and design guidelines.
- Prepare subdivision agreements for the six (6) 2C Draft Plans of Subdivision.
- Update the Evaluation of Heritage Resources in the Town of Aurora.
- Develop a financial incentive program for preservation of designated heritage properties.
- Update departmental documents and templates to accommodate the Cityview (Development Application Tracking System) to improve efficiency and standardize the overall planning process.
- Complete a Tertiary Plan examining key re-development blocks, pedestrian accommodations and links to planned transit for the north Aurora Promenade.

#### **Economy Goal: Enabling a diverse, creative and resilient economy**

- Administer the Community Improvement Plan for the Aurora Promenade.
- Continue to pursue the creation of a Bio-medical campus.
- Investigate the feasibility of establishing an Entertainment District.
- Continue to pursue the creation of an Innovation Centre.
- Deliver the Business Concierge Service.
- Begin implementation of the Business Retention & Expansion action plan.

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### Natural Environment Goal: Supporting environmental stewardship and sustainability

- Coordinate the implementation of the Corporate Environmental Action Plan.
- Prepare for Council approval sustainable development guidelines to be applied to all development applications.
- Establish Green House Gas reduction targets for the Corporation.
- Continuation and expansion of the Employee Bike Share Program.
- Support the development of a solar PV system at the Stronach Aurora Recreation Complex;
- Deliver corporate environmental education programs.

### Key Performance Measures

Key Performance Measure	2013	2014 Target
Number of hectares of serviced vacant employment lands within the municipality	137.30 Ha	125 ha
Percentages of 2031 Intensification target constructed to date	24%	30%
Number of new residential units constructed in the Regional Corridor	96 units	50 units

### Full-Time Approved Complement:

	Starting Approved	2014 Request
• Development Planning	10FT	-
• Long Range & Strategic	6FT	-
• Heritage	1FT	-
	17FT	-

TOWN OF AURORA  
2014 BUSINESS PLAN AND BUDGET

**Planning & Development Services Department**

Current – Total Full-Time Equivalent Staff Positions = 17

- Director, Planning and Development Services
- Administrative Assistant
- Manager, Development Planning
- Manager, Long Range & Strategic Planning
- Program Manager, Heritage Planning
- Senior Policy Planner
- Program Manager, Economic Strategy
- Program Manager, Environmental Initiatives
- Planner (4)
- Engineer, Development Planning
- Analyst, GIS (2)
- Clerk, Planning
- Secretary/Treasurer to Committee of Adjustment

**2014 Budget Highlights:**

<b>Planning &amp; Development Services</b>	2012 Actual	2013 Budget (adjusted)	2013 Actual	<b>2014 Draft Budget</b>	2015 Outlook	2016 Outlook	2017 Outlook
Personnel Costs	1,698.7	1,891.3	1,709.4	<b>1,867.2</b>	1,943.8	2,022.2	2,100.4
Other Expenditures	99.6	132.6	114.7	<b>131.4</b>	138.5	145.6	151.1
<b>Total Expenditures</b>	<b>1,798.3</b>	<b>2,023.8</b>	<b>1,824.1</b>	<b>1,998.6</b>	<b>2,082.3</b>	<b>2,167.8</b>	<b>2,251.5</b>
Revenues	(1,314.6)	(1,314.7)	(1,430.1)	<b>(1,577.9)</b>	(1,530.0)	(1,530.0)	(1,530.0)
<b>Net</b>	<b>483.7</b>	<b>709.1</b>	<b>394.0</b>	<b>420.7</b>	<b>552.3</b>	<b>637.8</b>	<b>721.5</b>

Change from 2013 Budget (40.7%)

**Planning and Development Services is comprised of 3 Divisions:**

<b>Planning &amp; Development Services</b>	2012 Actual	2013 Budget (adjusted)	2013 Actual	<b>2014 Draft Budget</b>	2014 Budget vs 2013 Budget Fav / (UnFav)	
					\$	%
Development Planning	(224.0)	(74.5)	(266.3)	(323.7)	249.2	334.3%
Long Range & Strategic Planning	631.0	678.5	559.1	636.2	42.4	6.2%
Heritage Planning & Urban Design	76.7	105.1	101.2	108.3	(3.2)	(3.0%)
<b>NET DEPARTMENT COST</b>	<b>483.7</b>	<b>709.1</b>	<b>394.0</b>	<b>420.7</b>	<b>288.4</b>	<b>40.7%</b>

TOWN OF AURORA  
2014 BUSINESS PLAN AND BUDGET

**Planning & Development Services Department**

The overall departmental costs and revenues are as follows:

Planning & Development Services	2012 Actual	2013 Budget (adjusted)	2013 Actual	2014 Draft Budget	2014 Budget vs 2013 Budget Fav / (UnFav)	
					\$	%
<b>Personnel Costs</b>	<b>1,698.7</b>	<b>1,891.3</b>	<b>1,709.4</b>	<b>1,867.2</b>	<b>24.0</b>	<b>1.3%</b>
<b>Other Costs:</b>						
Corporate Promotional Material	26.3	28.3	16.6	28.3	-	-
Contracts	24.6	22.2	24.4	22.2	-	-
Memberships	9.6	9.6	8.8	9.6	-	-
Courses & Seminars	7.1	12.9	4.5	12.9	-	-
Consulting	(8.0)	12.1	11.0	11.8	0.3	2.5%
Office/Program Supplies & Printing	16.4	25.3	18.0	25.3	-	-
All Other Expenditures	23.6	22.2	31.5	21.3	0.8	3.8%
<b>Total Other Costs</b>	<b>99.6</b>	<b>132.6</b>	<b>114.7</b>	<b>131.4</b>	<b>1.1</b>	<b>0.9%</b>
<b>Total Expenditures</b>	<b>1,798.3</b>	<b>2,023.8</b>	<b>1,824.1</b>	<b>1,998.6</b>	<b>25.2</b>	<b>1.2%</b>
<b>Revenues:</b>						
Planning Application Fees	(829.7)	(562.0)	(744.7)	(724.0)	162.0	28.8%
Committee of Adjustment Fees	(86.2)	(80.0)	(49.2)	(90.0)	10.0	12.5%
Engineering Fees	(134.8)	(330.0)	(280.6)	(450.0)	120.0	36.4%
Trans From D.C. Reserve / Capital	(257.0)	(336.7)	(286.0)	(307.9)	(28.8)	(8.6%)
Other Revenues	(6.8)	(6.0)	(69.6)	(6.0)	-	-
<b>Total Revenues</b>	<b>(1,314.6)</b>	<b>(1,314.7)</b>	<b>(1,430.1)</b>	<b>(1,577.9)</b>	<b>263.2</b>	<b>20.0%</b>
<b>Net</b>	<b>483.7</b>	<b>709.1</b>	<b>394.0</b>	<b>420.7</b>	<b>288.4</b>	<b>40.7%</b>

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### Development Planning Division

#### Division Overview:

The Development Planning division reviews, processes and makes recommendations on development applications from both a community planning and urban design perspective. Such applications include Official Plan and Zoning By-law amendments, plans of subdivision and condominium and site plan applications. Development Planning now reviews and provides comments to planning applications and reviews and approves detailed engineering design applications for subdivisions, condominium and site plans. Development Planning manages and prepares agreements for development applications, servicing allocation monitoring and distribution and oversees peer review consultation including; urban design and architectural control, and professional and administration services to the Committee of Adjustment. The Committee of Adjustment processes applications related to minor variances and consent to sever land.

#### Development Planning Division Staff Complement:

10 Full-Time

Director, Planning and Development Services  
 Administrative Assistant  
 Manager, Development Planning  
 Planner (4)  
 Engineer, Development Planning  
 Clerk, Planning  
 Secretary/Treasurer to Committee of Adjustment

#### 2014 Divisional Highlights:

Development Planning	2012 Actual	2013 Budget (adjusted)	2013 Actual	2014 Draft Budget	2015 Outlook	2016 Outlook	2017 Outlook
Personnel Costs	812.8	918.0	815.5	<b>932.4</b>	975.0	1,020.8	1,065.5
Other Expenditures	20.9	62.2	62.3	<b>61.8</b>	64.4	65.5	66.8
Total Expenditures	833.6	980.2	877.8	<b>994.2</b>	1,039.4	1,086.3	1,132.4
Revenues	(1,057.6)	(1,054.7)	(1,144.1)	<b>(1,317.9)</b>	(1,270.0)	(1,270.0)	(1,270.0)
Net	(224.0)	(74.5)	(266.3)	<b>(323.7)</b>	(230.6)	(183.7)	(137.6)

Change from 2013 Budget      334.3%

## Planning & Development Services Department

### Long Range and Strategic Planning Division

#### Division Overview:

The Long Range and Strategic Planning Division manages planning and corporate policy, environmental initiatives, economic development and geographic information systems. The division's mandate includes preparing, reviewing and updating the Town's Official Plan; research and developing secondary plans and other Official Plan Amendments; environmental planning; economic development services; environmental initiatives; researching and preparing the Zoning-by-law; and geographical information services.

#### Revenues:

The Long Range and Strategic Planning budget includes a contribution from General Government Development Charges to cover a small portion of staff time spent on growth-related planning projects/studies.

#### Long Range & Strategic Planning Division Staff Complement:

6 Full-Time

Manager, Long Range & Strategic Planning  
Program Manager, Environmental Initiatives  
Program Manager, Economic Strategy  
Senior Policy Planner  
Analyst, GIS (2)

#### 2014 Divisional Highlights:

<b>Long Range &amp; Strategic Planning</b>	2012 Actual	2013 Budget (adjusted)	2013 Actual	<b>2014 Draft Budget</b>	2015 Outlook	2016 Outlook	2017 Outlook
Personnel Costs	814.6	873.1	794.5	<b>831.1</b>	858.8	884.3	910.5
Other Expenditures	73.4	65.4	50.7	<b>65.1</b>	68.9	74.6	78.6
Total Expenditures	887.9	938.5	845.1	<b>896.2</b>	927.7	958.9	989.1
Revenues	(257.0)	(260.0)	(286.0)	<b>(260.0)</b>	(260.0)	(260.0)	(260.0)
Net	631.0	678.5	559.1	<b>636.2</b>	667.7	698.9	729.1
			Change from 2013 Budget	(6.2%)			

## Planning & Development Services Department

### Heritage Planning

#### Division Overview:

The Heritage Planning Division provides advice on heritage matters as well as recommendations to Council under the *Ontario Heritage Act* with respect to listed and designated heritage properties and district(s). The Division also prepares Designation By-laws, provides in-house urban design review on heritage properties and other development proposals; supports Heritage Advisory Committee, manages Doors Open Aurora, coordinates municipal and provincial heritage awards, manages heritage plaquing programs, and provides community outreach, liaison and information.

#### Heritage Planning Division Staff Complement:

1 Full-Time

Program Manager, Heritage Planning

#### 2014 Divisional Highlights:

Heritage Planning & Urban Design	2012 Actual	2013 Budget (adjusted)	2013 Actual	2014 Draft Budget	2015 Outlook	2016 Outlook	2017 Outlook
Personnel Costs	71.4	100.1	99.5	<b>103.7</b>	110.0	117.1	124.4
Other Expenditures	5.3	5.0	1.7	<b>4.5</b>	5.2	5.5	5.7
Total Expenditures	76.7	105.1	101.2	<b>108.2</b>	115.2	122.6	130.1
Revenues	-	-	-	-	-	-	-
Net	76.7	105.1	101.2	<b>108.3</b>	115.2	122.6	130.1

Change from 2013 Budget      3.0%