



TOWN OF AURORA
ADDITIONAL ITEMS
FOR SPECIAL GENERAL COMMITTEE
2015 BUDGET REVIEW MEETING

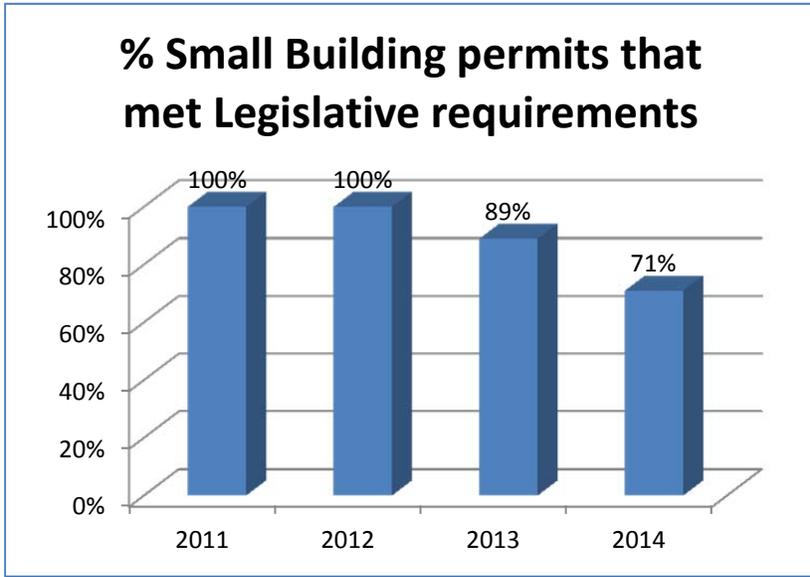
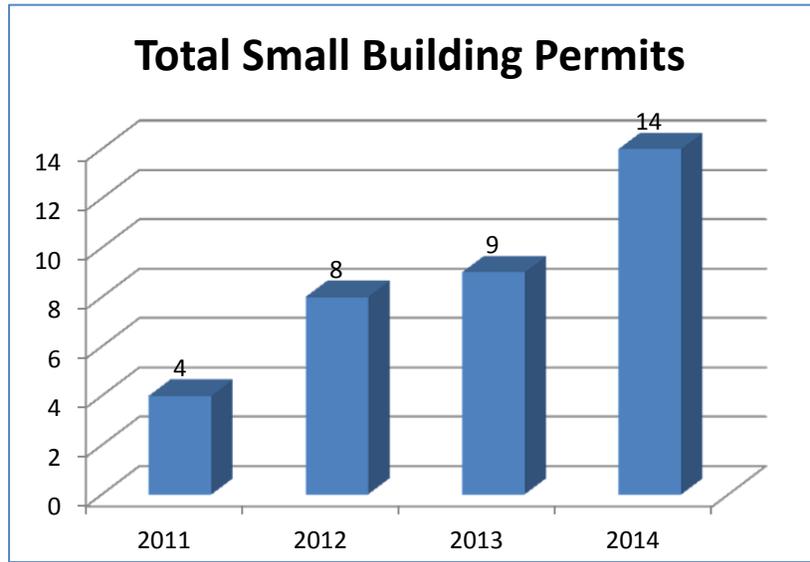
Monday, February 23, 2015
7 p.m.
Council Chambers

- **Replacement Pages 6-49 to 6-52 for Tab 6 of 2015 Operating Budget Binder**
Re: 2015 Business Plans and Budget – Building & By-law Services

- **Item 4 – Memorandum from Project Manager – Special Projects**
Re: Business Improvement Area (BIA) Update

Building and By-Law Services Department

KPI: Building Permit Review for the Building Code Class 'Small Buildings'
Link to the Strategic Plan: Community Objective - Strengthening the fabric of our community
Objective: 15 day time period for the review of a complete building permit application



TOWN OF AURORA
2015 BUSINESS PLAN AND BUDGET

Building and By-Law Services Department

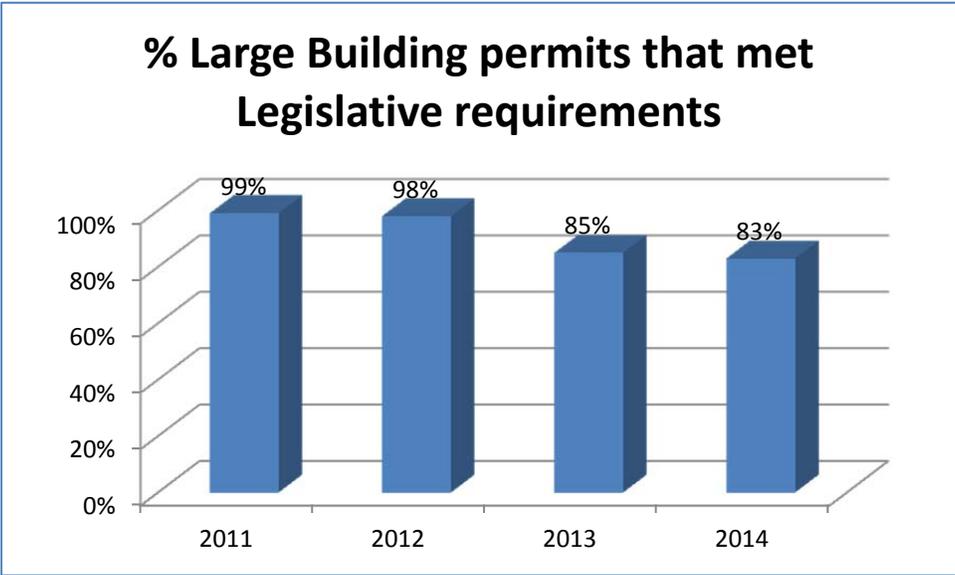
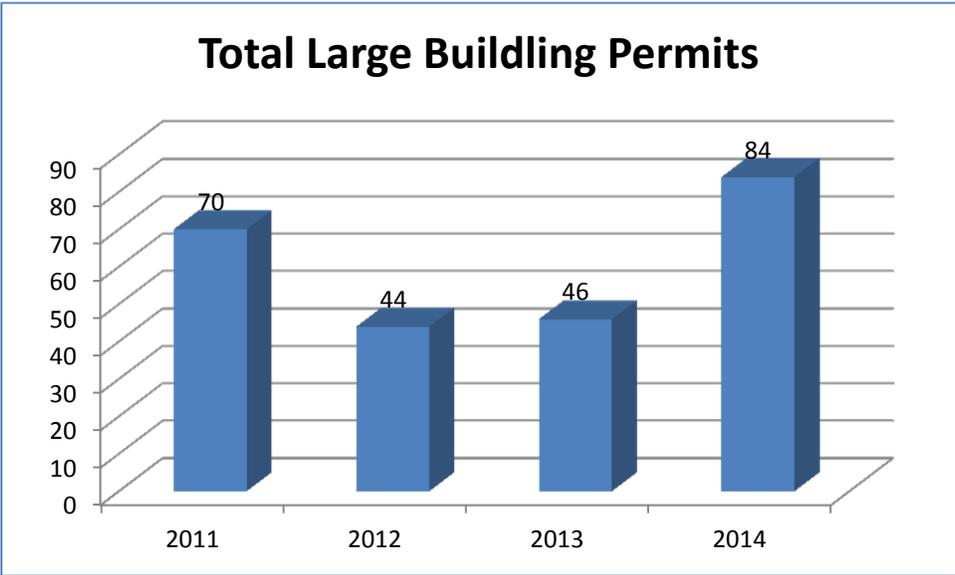
The Story Behind the Baseline
<ol style="list-style-type: none"> 5. The division received 30 'small building' permit applications of which 14 were considered 'complete' (applications submitted with all prescribed information and approvals). 6. The percentage of permits issued within time-frame has decreased but the number of permits issued within time-frame increased to 10 which is more than the number of 'complete' applications received the previous year. 7. Volume of permit applications in all classes of buildings has increased and balancing workload and priorities is challenging.
Partners (Internal and external)
<ol style="list-style-type: none"> 4. Applicants and Owners 5. Developers, builders and designers 6. Central York Fire Services 7. Internal Stakeholders (IES, Planning, Legal, Finance)
Action Plan
<ol style="list-style-type: none"> 5. Request for an additional staff resource in 2015. 6. Continue to communicate with the various builders and/or developers to discuss their targets and timelines and prioritize work to meet their needs. 7. Continue to review internal processes to increase capacity of the inspection staff. For example in 2014 pool inspections were transferred to Bylaw Officer. 8. Continue to explore efficiency opportunities such as mobile devices for inspections.

Building and By-Law Services Department

KPI: Building Permit Review for the Building Code Class 'Large Buildings'

Link to the Strategic Plan: Community Objective - Strengthening the fabric of our community

Objective: 20 day time period for the review of a complete building permit application



TOWN OF AURORA
2015 BUSINESS PLAN AND BUDGET

Building and By-Law Services Department

The Story Behind the Baseline
<ul style="list-style-type: none"> 8. The division received 175 'large building' permit applications of which 84 were considered 'complete' (applications submitted with all prescribed information and approvals). 9. The percentage of permits reviewed in time-frame decreased but the number of permits issued within time frame increase to 70 compared to 40 the previous year. 10. Volume of permit applications in all classes of buildings has increased and balancing workload and priorities is challenging.
Partners (Internal and external)
<ul style="list-style-type: none"> 8. Applicants and Owners 9. Developers, builders and designers 10. Central York Fire Services 11. Internal Stakeholders (IES, Planning, Legal, Finance)
Action Plan
<ul style="list-style-type: none"> 9. Request for an additional staff resource in 2015. 10. Continue to communicate with the various builders and/or developers to discuss their targets and timelines and prioritize work to meet their needs. 11. Continue to review internal processes to increase capacity of the inspection staff. For example in 2014 pool inspections were transferred to Bylaw Officer. 12. Continue to explore efficiency opportunities such as mobile devices for inspections.



MEMORANDUM
**Special Projects
Office of the Chief Administrative Officer**

Date: February 23, 2015
To: Mayor and Members of Council
From: Jim Kyle, Project Manager – Special Projects
Re: Business Improvement Area (BIA) Update

RECOMMENDATIONS

THAT the Business Improvement Area (BIA) Update memorandum be received for information.

COMMENTS

Staff developed a BIA information package and have met with approximately 15 business owners in the Downtown area. Each business owner was provided 10 copies of the information package and asked to help promote the idea of the creation of the BIA to other businesses in the downtown area.

On October 16, 2014, a BIA information session was held at Aw Shucks in order to introduce the benefits of a BIA and to answer any questions from business owners in the downtown area. As part of this information sessions presentations were made from representatives of the Bloor-Yorkville, Newmarket and Jackson's Point BIA's. The session was well attended and yielded positive feedback pertaining to the creation of a BIA in Aurora.

NEXT STEPS

Initiative	Timing
1. Establishment of a steering committee of business owners within the downtown area (Approximately 10 members – not a committee of Council). The steering committee will initiate discussions on the boundary of the BIA, develop a business case, discuss budget items and assist with approaching property owners. Staff will provide support for this steering committee.	Q1 - 2015

<p>2. Information session for assessed property owners (the October 16th session was directed at business owners whereas this session will be focused on property owners)</p>	<p>Q2 - 2015</p>
<p>3. Passing of a BIA by-law. In order to pass a by-law at least two thirds of assessed owners must support the BIA creation by-law.</p>	<p>Q3 – 2015.</p>
<p>4. Creation of a Board of Management and a yearly budget</p>	<p>Q3 - 2015</p>

Jim Kyle
Project Manager
Special Projects
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