

## 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

*Including Development Engineering/Committee of Adjustment*

- Development Application Review and Reports
- Development Conditions and Agreements
- Implementation of Environmental Protection & Enhancement Policies
- Professional and Administration Services to the Committee of Adjustment
- Information and Advice on Town Policies and Development Inquiries

#### Long Range and Strategic Planning

*Including Geographic Information Systems, Economic Development, Environmental Initiatives*

- Long Range Planning and Growth Management
- Secondary Plans, Zoning Updates and Special Studies
- Growth Projections and Monitoring
- Official Plan/Zoning and Report Mapping
- Street Names and Addressing
- Air Photo/Digital Mapping

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- Property Information and Database Management
- Economic Development
- Property Sales and Acquisitions
- Environmental Initiatives
- Strategic Planning

### Heritage Planning

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

### **Initiatives that advance the Strategic Plan in 2013**

#### **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.
- Implement the Southeast Old Aurora Heritage Conservation District Study, Plan and design guidelines.
- Bring forward for Council's approval the 2C Draft Plans of Subdivision and related Zoning By-law Amendments.
- Update the heritage planning processes in accordance with the *Ontario Heritage Act* through the formalization of a Heritage Permit Application process, the Plaque Application process as well as 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 II Roll-out to improve efficiency and standardize the overall planning process.

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

- Finalize and Promote the Promenade Streetscape Study.
- Develop a Community Improvement Plan for the Aurora Promenade.
- Investigate the feasibility of establishing Bio-medical Campus.
- Investigate the feasibility of establishing an Entertainment District.
- Investigate the feasibility of establishing Innovation incubator.
- Implement a regular Business Visitation Program.
- Participate in the launch of the Business Concierge Service.

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

- Coordinate the implementation of the Corporate Environmental Action Plan.
- Develop two 10kW microFIT rooftop solar PV projects; one at Town Hall, the other at the Aurora Library (pending Ontario Power Authority Approval).
- Establish Green House Gas reduction targets for the Corporation.
- Continuation and expansion of the Employee Bike Share Program in collaboration with BionX International.

### Key Performance Measures

Key Performance Measure	2012	2013 Target
Streamline development planning application review and approval process. Reducing subdivision agreement preparation timelines.		Monitor response times for development approvals with 2C area.
Service Delivery Standards (time frame for responding to all telephone and e-mail inquiries)	Within one business day	Within one business day Implement
Ensure planning reports are brought forward to Council with professional planning advice and within timeframes stipulated by the Planning Act.		Ongoing

### Full-Time Approved Complement:

	Starting Approved	2013 Request
• Development Planning	10FT	-
• Long Range & Strategic	6FT	-
• Heritage	1FT	-
	17FT	-

Current – Total Full-Time Equivalent Staff Positions = 17

## Planning & Development Services Department

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

### 2013 Budget Highlights:

Salaries and benefits for the department increased due to a re-organization and step rate progression of applicable staff, and corporate increases for salary grid adjustment and benefits cost increases

Planning & Development Services	2010 Actual	2011 Actual	2012 Budget (adjusted)	2012 Actual (estimated)	2013 Draft Budget	2014 Outlook	2015 Outlook	2016 Outlook
Personnel Costs	1,340.2	1,621.4	1,750.4	1,500.9	<b>1,859.7</b>	-	-	-
Other Expenditures	127.7	102.8	130.1	63.3	<b>130.8</b>	-	-	-
Total Expenditures	1,467.9	1,724.2	1,880.5	1,564.2	<b>1,990.5</b>	-	-	-
Revenues	(405.4)	(1,413.1)	(1,277.4)	(1,525.8)	<b>(1,314.7)</b>	-	-	-
Net	1,062.5	311.1	603.1	38.4	<b>675.8</b>	-	-	-
Change from 2012 Budget					12.1%			

Available January 12, 2013

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

Planning & Development Services	2010 Actual	2011 Actual	2012 Budget (adjusted)	2012 Actual (estimated)	2013 Draft Budget
Development Planning	392.8	(354.9)	(75.7)	(504.7)	(14.3)
Heritage Planning & Urban Design	101.2	98.7	113.9	67.9	106.8
Long Range & Strategic Planning	568.5	567.3	564.9	475.2	583.3
<b>NET DEPARTMENT COST</b>	<b>1,062.5</b>	<b>311.1</b>	<b>603.1</b>	<b>38.4</b>	<b>675.8</b>

2013 Budget vs 2012 Budget Fav / (UnFav)	
\$	%
(61.4)	(81.1%)
7.1	6.2%
(18.4)	(3.3%)
<b>(72.7)</b>	<b>(12.1%)</b>

TOWN OF AURORA  
2013 BUSINESS PLAN AND BUDGET

**Planning & Development Services Department**

The overall departmental costs and revenues are as follows:

Planning & Development Services	2010 Actual	2011 Actual	2012 Budget (adjusted)	2012 Actual (estimated)	2013 Draft Budget	2013 Budget vs 2012 Budget Fav / (UnFav)	
						\$	%
<b>Personnel Costs</b>	<b>1,340.2</b>	<b>1,621.4</b>	<b>1,750.4</b>	<b>1,500.9</b>	<b>1,859.7</b>	<b>(109.3)</b>	<b>(6.2%)</b>
<b>Other Costs:</b>							
Software (GIS)	-	-	-	-	-	-	-
Contracts	19.0	20.4	22.2	17.5	22.2	-	-
Office Equip/Supplies/Photocopies	20.6	19.1	17.2	12.7	17.6	(0.4)	(2.3%)
Courses & Seminars	2.3	7.1	12.9	4.3	12.9	-	-
Consulting (net of Cost Recovery)	26.3	(7.3)	12.0	1.5	12.1	(0.1)	(0.8%)
All Other Expenditures	59.5	63.5	65.8	27.3	66.0	(0.2)	(0.3%)
<b>Total Other Costs</b>	<b>127.7</b>	<b>102.8</b>	<b>130.1</b>	<b>63.3</b>	<b>130.8</b>	<b>(0.7)</b>	<b>(0.5%)</b>
<b>Total Expenditures</b>	<b>1,467.9</b>	<b>1,724.2</b>	<b>1,880.5</b>	<b>1,564.2</b>	<b>1,990.5</b>	<b>(110.0)</b>	<b>(5.8%)</b>
<b>Revenues:</b>							
Planning Application Fees	(226.2)	(1,047.8)	(727.5)	(1,233.1)	(562.0)	(165.5)	(22.7%)
Committee of Adjustment Fees	(83.6)	(132.3)	(90.0)	(88.6)	(80.0)	(10.0)	(11.1%)
Engineering Fees	-	-	(200.0)	(26.0)	(330.0)	130.0	65.0%
Trans From D.C. Reserve / Capital	(95.0)	(226.9)	(257.0)	(171.3)	(336.7)	79.7	31.0%
Other Revenues	(0.6)	(6.1)	(2.9)	(6.8)	(6.0)	3.1	106.9%
<b>Total Revenues</b>	<b>(405.4)</b>	<b>(1,413.1)</b>	<b>(1,277.4)</b>	<b>(1,525.8)</b>	<b>(1,314.7)</b>	<b>37.3</b>	<b>2.9%</b>
<b>Net</b>	<b>1,062.5</b>	<b>311.1</b>	<b>603.1</b>	<b>38.4</b>	<b>675.8</b>	<b>(72.7)</b>	<b>(12.1%)</b>

## Planning & Development Services Department

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

#### 2013 Divisional Highlights:

Development Planning	2010 Actual	2011 Actual	2012 Budget (adjusted)	2012 Actual (estimated)	2013 Draft Budget	2014 Outlook	2015 Outlook	2016 Outlook
Personnel Costs	643.3	807.8	885.4	826.8	<b>903.7</b>	-	-	-
Other Expenditures	59.9	23.7	59.4	23.0	<b>60.0</b>	-	-	-
Total Expenditures	703.2	831.5	944.8	849.8	<b>963.7</b>	-	-	-
Revenues	(310.4)	(1,186.4)	(1,020.5)	(1,354.5)	<b>(978.0)</b>	-	-	-
Net	392.8	(354.9)	(75.7)	(504.7)	<b>(14.3)</b>	-	-	-

Change from 2012 Budget (81.1%)

Available January 12, 2013

## 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 of Long Range and Strategic Planning
- Program Manager, Environmental Initiatives
- Program Manager, Economic Strategy & Planning Research
- Senior Planner
- GIS Analyst (2)

**2013 Divisional Highlights:**

<b>Long Range &amp; Strategic Planning</b>	2010 Actual	2011 Actual	2012 Budget (adjusted)	2012 Actual (estimated)	<b>2013 Draft Budget</b>	2014 Outlook	2015 Outlook	2016 Outlook
Personnel Costs	598.8	715.8	756.1	611.4	<b>854.2</b>	-	-	-
Other Expenditures	64.7	78.2	65.7	35.1	<b>65.8</b>	-	-	-
<b>Total Expenditures</b>	<b>663.5</b>	<b>794.0</b>	<b>821.8</b>	<b>646.5</b>	<b>920.0</b>	-	-	-
Revenues	(95.0)	(226.7)	(256.9)	(171.3)	<b>(336.7)</b>	-	-	-
<b>Net</b>	<b>568.5</b>	<b>567.3</b>	<b>564.9</b>	<b>475.2</b>	<b>583.3</b>	-	-	-

Change from 2012 Budget 3.3%

Available January 12, 2013

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### 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

#### 2013 Divisional Highlights:

Heritage Planning & Urban Design	2010 Actual	2011 Actual	2012 Budget (adjusted)	2012 Actual (estimated)	2013 Draft Budget	2014 Outlook	2015 Outlook	2016 Outlook
Personnel Costs	98.1	97.8	108.9	62.7	<b>101.8</b>	-	-	-
Other Expenditures	3.1	0.9	5.0	5.2	<b>5.0</b>	-	-	-
Total Expenditures	101.2	98.7	113.9	67.9	<b>106.8</b>	-	-	-
Revenues	-	-	-	-	-	-	-	-
Net	101.2	98.7	113.9	67.9	<b>106.8</b>	-	-	-

Change from 2012 Budget (6.2%)

Available January 12, 2013