

Planning & Development Services Department

About the Planning and Development Services Department

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

The Department's 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, 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; 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, Policy Planning and Geographic Information Systems, and Heritage Planning and Urban Design.

Services That We Provide

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

Development Planning

- 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 Development Inquiries

Policy Planning and Geographic Information Systems

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

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Heritage Planning and Urban Design

- Heritage Application Review
- Heritage Policy and Programs
- Urban Design Review

Key Objectives for 2010

Improved Operational Efficiency

- 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
- Seamlessly implement changes in corporate organizational structure
- Implement an integrated heritage permit review process with the building department permit process
- Update the Town's Register of Properties of Cultural Heritage Value or Interest

Positioning for our Future

- Complete the Yonge/Wellington(The Aurora Promenade) Corridor Study
- Complete the 5-Year Official Plan Review and 2C Secondary Plan Study

Client Service and Satisfaction

- Undertake activities to continuously improve our client's service experience.

Planning & Development Services Department

Full Time Approved Complement:

	2009 Approved	2010 Approved
• Development Planning	9FT	10FT
• Policy Planning	4FT	4FT
• Heritage	1FT	1FT
	14FT	15FT

Current – Total Full Time Equivalent Staff Positions = 15

- Director of Planning and Development Services
- Administrative Assistant
- Manager of Development Planning
- Manager of Policy Planning
- Manager of Heritage Planning & Urban Design
- Policy Planner
- Planner (4)
- Development Planning Engineer (transferred from another department)
- GIS Database Analyst
- GIS Technician
- Planning Clerk
- Secretary/Treasurer to Committee of Adjustment

2010 Budget Highlights:

	Actuals as of Dec 31, 2008	Preliminary Actuals Dec 31, 2009	2009 Approved Budget	2010 Approved Budget	Variance Unfavourable (Favourable)	%
Personnel Costs	1,213,800	1,245,300	1,279,800	1,424,000	144,200	11.27%
Other Expenditures	62,100	47,300	64,000	60,500	(3,500)	(5.47%)
Total Expenditures	1,275,900	1,292,600	1,343,800	1,484,500	140,700	10.47%
Revenues	(460,800)	(234,800)	(423,000)	(694,500)	(271,500)	64.18%
	815,100	1,057,800	920,800	790,000	(130,800)	(14.21%)

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Development Planning Division

Division Overview:

The Development Planning division reviews and processes 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 Services further manages and prepares agreements for development applications, servicing allocation monitoring and distribution; 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.

The Division's net budget has decreased by 38.77% from 2009 as a result of a projected increase in Planning Application revenues due to the increase in planning fees that took effect June 2009.

Expenditures:

Base Salaries and benefits increased slightly by 2.11% due to step rate progression of applicable staff, and corporate increases for salary grid adjustment and benefits cost increases. The transfer of a vacant Municipal Engineer from Infrastructure & Environmental Services accounts for the remainder of the 14.29% increase in the Salary & wage request. Most office expenses have decreased slightly due to efficiency reductions, however the training and development funding identified by the Treasurer for the Department has been included in this division.

Revenues:

The projected revenues from planning application fees for 2010 is \$500,000.00 compared to the \$275,000.00 identified in 2009 due to the revised planning fees approved in June 2009, and a rebounding in economic conditions in the development community.

TOWN OF AURORA
2010 BUSINESS PLAN AND BUDGET

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Development Planning Division Staff Complement:

9 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

2010 Budget Highlights:

	Actuals as of Dec 31, 2008	Preliminary Actuals Dec 31, 2009	2009 Approved Budget	2010 Approved Budget	Variance Unfavourable (Favourable)	%
Personnel Costs						
Base Budget	551,600	660,800	715,300	730,400	15,100	2.11%
Transfer of Engineer	0	0	0	87,100	87,100	100.00%
	551,600	660,800	715,300	817,500	102,200	14.29%
Other Expenditures						
Courses & Seminars	1,100	4,400	5,100	10,100	5,000	98.04%
Other Expenditures	34,100	19,400	25,800	28,900	3,100	12.02%
	35,189	28,296	30,900	39,000	8,100	26.21%
Total Expenditures	586,789	689,096	746,200	856,500	110,300	14.78%
Revenues	(296,700)	(234,800)	(326,500)	(599,500)	(273,000)	83.61%
	290,089	454,296	419,700	257,000	(162,700)	(38.77%)

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Policy Planning Division

Division Overview:

The Policy Planning division deals with planning from a broad policy perspective, formulating and promoting long range strategic policy. 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 policy planning and dealing with Oak Ridges Moraine issues; researching and preparing the Zoning-by-law; and geographical information services.

Expenditures:

The Division's base budget is relatively unchanged from 2009. Consulting costs have been provided for the following activities within the capital budget:

	2009 & Prior	2010 Request
5-Year Official Plan Review	150,000	110,000
2C Secondary Plan Study		85,000
Update of the Zoning By-law	20,000	20,000
GIS Strategic Plan		25,000
Downtown Secondary Plan	<u>70,000</u>	
	240,000	240,000

The above noted studies are capital plan projects and are not included in the operating plan for the department.

Revenues:

The Policy Planning budget includes a contribution from capital of \$95,000.00 for the staffing component of the growth studies.

Policy Planning Division Staff Complement:

4 Full Time

Manager of Policy Planning
Policy Plan
GIS Database Analyst
GIS Technician

TOWN OF AURORA
2010 BUSINESS PLAN AND BUDGET

Planning & Development Services Department

2010 Budget Highlights:

	Actuals as of Dec 31, 2008	Preliminary Actuals Dec 31, 2009	2009 Approved Budget	2010 Approved Budget	Variance Unfavourable (Favourable)	%
Personnel Costs	473,900	490,300	493,600	509,400	15,800	3.20%
Other Expenditures	22,400	22,400	27,600	20,400	(7,200)	(26.09 %)
Total Expenditures	496,300	512,700	521,200	529,800	8,600	1.65%
Revenues	(100,500)	0	(95,000)	(95,000)	0	0.00%
	395,800	512,700	426,200	434,800	8,600	2.02%

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Heritage Planning & Urban Design Division

Division Overview:

The Heritage Planning and Urban Design division provides advice on heritage matters as well as recommendations to Council under the Ontario Heritage Act with respect to the heritage designation of properties. The division also provides in-house urban design review on heritage properties and other development proposals; and provides community outreach, liaison and information.

In the 2009 budget, the Manager of Heritage Planning and Urban Studies salary was budgeted for 9 months and as a result the Division's base budget for salaries has increased by 36.95% for 2010.

Expenditures:

Other Division expenses have decreased slightly due to efficiency reductions. This Division has responsibility for any expenditures of the Heritage Advisory Committee of Council, which has a budget of \$5,200 in the Council Administration section of the budget.

Heritage Planning & Urban Design Division Staff Complement:

1 Full Time

Manager of Heritage Planning & Urban

2010 Budget Highlights:

	Actuals as of Dec 31, 2008	Preliminary Actuals Dec 31, 2009	2009 Approved Budget	2010 Approved Budget	Variance Unfavourable (Favourable)	%
Personnel Costs	188,400	94,200	70,900	97,100	26,200	36.95%
Other Expenditures	4,600	1,200	5,600	1,200	(4,400)	(78.57%)
Total Expenditures	193,000	95,400	76,500	98,300	21,800	28.50%
Revenues	(63,600)	0	(1,500)	0	1,500	(100.00%)
	129,400	95,400	75,000	98,300	23,300	31.07%