

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

Heritage Planning and Urban Design

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

Planning & Development Services Department

Key Objectives for 2011

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

- Obtain Regional approval of the new Official Plan and the 2C Secondary Plan Study (OPA #73).
- Initiate the Town's second Heritage Conservation District Study.
- Commence comprehensive zoning by-law review and update.

Client Service and Satisfaction

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

Planning & Development Services Department

Key Performance Measures

Key Performance Measure	2009 Result	2010 Result	2011 Target
Streamline site plan approval process and reduce subdivision agreement preparation timelines.			Establish base line data
Time frame for responding to all inquiries	2 days	2 days	2 days
Ensure planning reports are brought forward to Council with sound planning advice and within timeframes stipulated by the Planning Act.			Ongoing

Full Time Approved Complement:

	<u>Starting Approved</u>	<u>2011 Request</u>
• Development Planning	10FT	-
• Policy Planning	4FT	-
• Heritage	1FT	-
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	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
- GIS Database Analyst
- GIS Technician
- Planning Clerk

TOWN OF AURORA
2011 BUSINESS PLAN AND BUDGET

Planning & Development Services Department

- Secretary/Treasurer to Committee of Adjustment

2011 Budget Highlights:

Base Budget

Summary	2010 Actuals (unaudited)	2010 Adjusted Budget	2011 Base	Variance (Favourable)/UnFavourable	
				\$	%
Personnel Costs	1,229,800	1,424,000	1,480,800	56,800	3.99%
Other Expenditures	81,600	60,500	76,200	15,700	25.95%
Total Expenditures	1,311,400	1,484,500	1,557,000	72,500	4.88%
Revenues	(405,400)	(694,500)	(1,043,100)	(348,600)	(50.2%)
Net	906,000	790,000	513,900	(276,100)	(34.95%)

New Items

- No new items

Approved 2011 Budget

Summary	2010 Actuals (unaudited)	2010 Adjusted Budget	2011 Budget	Variance (Favourable)/UnFavourable	
				\$	%
Personnel Costs	1,229,800	1,424,000	1,480,800	56,800	3.99%
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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 59.30% from 2010 as a result of a projected increase in Planning Application revenues.

Expenditures:

Base Salaries and Benefits increased by 4.53% due to step rate progression of applicable staff, and corporate increases for salary grid adjustment and benefits cost increases. Most other expenses have remained constant; however the division has added funding for Committee of Adjustment member honorariums.

Revenues:

The projected revenues from planning application fees for 2011 is \$713,000 compared to the \$500,000 identified in 2010 due an anticipated increase in planning applications.

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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

2011 Budget Highlights:

Development Planning	2010 Actuals (unaudited)	2010 Adjusted Budget	2011 Budget	Variance (Favourable)/UnFavourable	
				\$	%
				Personnel Costs	643,300
Other Expenditures	59,900	39,000	45,900	6,900	17.69%
Total Expenditures	703,200	856,500	900,400	43,900	5.13%
Revenues	(310,400)	(599,500)	(795,800)	(196,300)	(32.7%)
Net	392,800	257,000	104,600	(152,400)	(59.30%)

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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 expenditure budget is relatively unchanged from 2010. Salaries and benefits for existing staff increased 3.00% after all of the increases due to step rate progression of applicable staff and benefits cost increases are calculated. Other expenditures increased slightly to allow the division sufficient funding for GIS related expenses.

Revenues:

The Policy Planning budget includes a contribution from General Government Development Charges to cover staff time spent on growth related projects, such as the Official Plan Review, 2C Secondary Study and Community Improvement Plan Area.

Policy Planning Division Staff Complement:

4 Full Time

- Manager of Policy Planning
- Policy Plan
- GIS Database Analyst
- GIS Technician

TOWN OF AURORA
2011 BUSINESS PLAN AND BUDGET

Planning & Development Services Department

2011 Budget Highlights:

Policy Planning	2010 Actuals (unaudited)	2010 Adjusted Budget	2011 Budget	Variance (Favourable)/UnFavourable	
				\$	%
Personnel Costs	488,400	509,400	524,700	15,300	3.00%
Other Expenditures	18,600	20,400	23,900	3,500	17.16%
Total Expenditures	507,000	529,800	548,600	18,800	3.55%
Revenues	(95,000)	(95,000)	(247,300)	(152,300)	(160.3%)
Net	412,000	434,800	301,300	(133,500)	(30.70%)

Planning & Development Services Department

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.

Expenditures:

The Division's base expenditure budget is has experienced a 9.98% increase from 2010. Personnel costs represent 94.12% of the net divisional budget. Salaries and benefits for existing staff increased 4.63% after all of the increases due to step rate progression of applicable staff and benefits cost increases are calculated. Other expenditures increased to allow the division funding for additional heritage related activities.

Heritage Planning & Urban Design Division Staff Complement:

1 Full Time

Manager of Heritage Planning & Urban

2011 Budget Highlights:

Heritage Planning & Urban Design	2010 Actuals (unaudited)	2010 Adjusted Budget	2011 Budget	Variance (Favourable)/UnFavourable	
				\$	%
Personnel Costs	98,100	97,100	101,600	4,500	4.63%
Other Expenditures	3,100	1,100	6,400	5,300	481.82%
Total Expenditures	101,200	98,200	108,000	9,800	9.98%