



# **Planning & Development**

## 2023 Budget & Business Plan

# PLANNING & DEVELOPMENT

## Vision Statement:

To build a complete and sustainable community where people want to live, work, invest and play.

## Mission Statement:

To develop and implement plans, programs and services that result in a complete, vibrant and sustainable community.



# PLANNING & DEVELOPMENT

## DEPARTMENT OVERVIEW:

The Planning & Development Department develops and implements plans, programs and services that enhance and build our community. Services include the development of policy documents, the review of development applications filed under the Planning Act and the preparation of various legal agreements.

Our focus is on providing balanced and objective advice to Council and other stakeholders. We are cognizant of provincial and regional policy direction and guided by Council's Strategic Plan. The four pillars of sustainability: economic, social, environmental and cultural influence our business planning and drive the development and implementation of plans, programs and services.

**Development Review** staff provide professional planning, project management and administrative services for development projects and matters in the Town that are mainly connected to Planning Act matters, including Official Plan and Zoning By-law Amendment applications, draft plans of subdivisions/condominiums and site plans. Staff also coordinates and supports the Committee of Adjustment, which deals with minor variances, expansion of legal non-conforming uses and consents. Staff members assist applicants and the public in understanding and participating in the development process and provide recommendations to Council to optimize outcomes for the long term benefit of the community in accordance with best planning practices and Council's vision.





# PLANNING & DEVELOPMENT

---

## DEPARTMENT OVERVIEW:

**Legal Coordination Services** provides a range of legal guidance and instruments to execute the Town's business including those required for the implementation of land development and planning approval processes; acquisition and disposition of Town-owned lands; and the Town's capital programs. The Legal Section is instrumental in providing the following services:

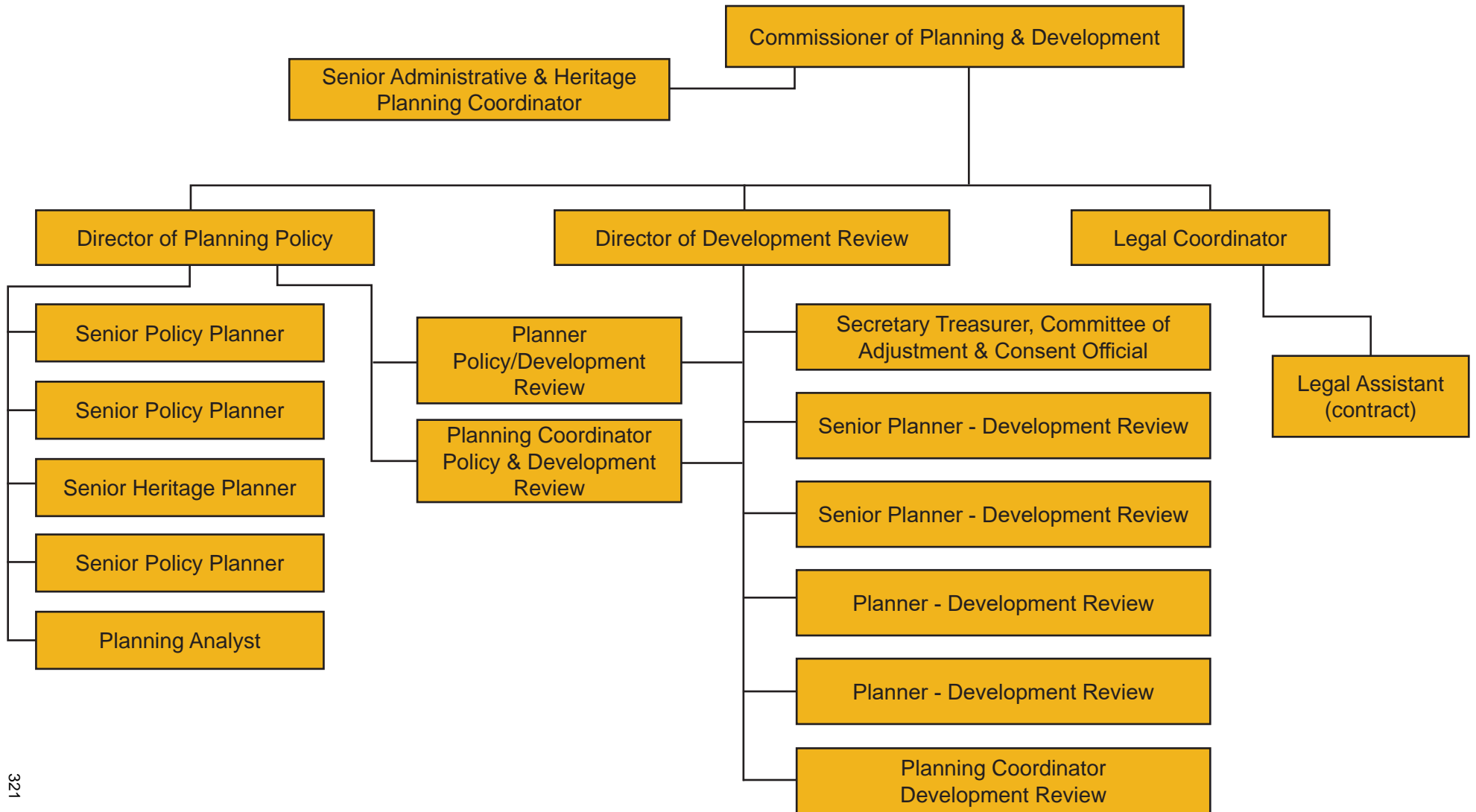
- Preparing and administering the development agreements that are required for planning approvals.
- Coordinating acquisitions and dispositions of Town lands and easements between staff and the Town solicitor.
- Providing staff with information and guidance on legal processes and matters.
- Conducting registrations and legal researches including, title searches and corporate searches.

The **Policy and Information Services** section provides tools for sound management of land use change consistent with the Town's community building vision and the Town Strategic Plan:

- Reviews and updates the Town's Official Plan and Comprehensive Zoning By-law to ensure conformity with provincial and regional plans, consistency with the Provincial Policy Statement and to reflect Council's vision and priorities as set out in the Strategic Plan.
- Leads the preparation of secondary plans and supporting studies.
- Conducts special studies on various land use matters and develops implementing strategies.
- Participates and formulates positions on provincial, regional and other planning initiatives.
- Provides heritage planning services.

# PLANNING & DEVELOPMENT

## ▶ CURRENT ORG CHART:



# PLANNING & DEVELOPMENT

## ► CORE ACTIVITIES:

### Development Review & Committee of Adjustment:

- Development Review Committee
- Official Plan Amendments
- Zoning By-law Amendments
- Plan of Subdivision/ Condominiums
- Part Lot Control Applications
- Site plans
- Urban design
- Green Development Standards
- Consents
- Minor variances
- Expansions to legal non-conforming uses
- Halton Area Development Managers (HADM)

### Policy, Heritage & Information Services:

- Official Plan
- Comprehensive Zoning By-law
- Secondary Plans
- Policy planning studies
- Heritage planning
- Regional and provincial plan review
- Halton Area Planning Partnership (HAPP)
- Planning data

### Legal:

- Development agreements/ documents, including licenses and leases
- Coordinating registration of subdivisions
- Coordination of land acquisitions/dispositions
- Providing staff with guidance and review on corporate projects
- Title and corporate searches
- Responses to compliance requests



# PLANNING & DEVELOPMENT

## ▶ 2022 ACCOMPLISHMENTS/SUCCESSIONS:

- Completed the Glen Williams Scoped Secondary Plan Regional Approval process including reviewing the modifications and receiving the Notice of Decision.
- Completed the Destination Downtown Area Servicing Plan.
- Advanced the Premier Gateway Phase 2B Secondary Plan project including the preparation of a draft Preferred Land Use Plan and background reports addressing subwatershed, transportation, servicing, agriculture, air quality, land use compatibility and fiscal impacts.
- Advanced the Southeast Georgetown Secondary Plan project including the preparation of Phase 2 Background Reports and Land Use Options and the holding of virtual Steering and Technical Committee meetings.
- Advanced the Stewarttown Secondary Plan project including the preparation of draft Background Reports and Land Use Options and the holding of virtual Steering and Technical Committee meetings and public sessions.
- Commenced the Georgetown GO Station/Mill Street Corridor Secondary Plan review including holding a virtual Public Open House to introduce the project and participating in a YourTV Halton interview at the GO Station to promote the project.
- Worked with legal counsel on the Vision Georgetown private mediation sessions and on various strategic matters associated with the Ontario Land Tribunal appeals.
- Attended the 60 John Street Case Management Conference and obtained an adjournment of the hearing to allow for further discussions with the appellant.
- Continued to participate in and comment on the Regional Official Plan Review and Integrated Growth Management Strategy.
- Prepared draft Terms of Reference for the Official Plan Review.
- Advanced the Cultural Heritage Master Plan project including preparation of the Existing Conditions Report and the initial drafts of the CHMP.
- Advanced the designation of five properties under Part IV of the Ontario Heritage Act (29 Edith Street; 70 Mill Street; 76 Bower Street; 12428 Kirkpatrick Lane; 26 Queen Street).
- Updated the Heritage Permit Application Form and secured approval by Council.
- Prepared the Cultural Heritage Evaluation Report Terms of Reference and secured approval by Council.
- Prepared Heritage Property Spotlights for 4 of the Town's designated heritage properties (Craiglea House; Moorecroft/Beatty House; Lilac Lawns; Rolling Hills Farm).
- Four (4) properties designated under Parts IV and V of the Ontario Heritage Act received funding through the Heritage Property Grant Program towards conservation of the Town's cultural heritage resources.



# PLANNING & DEVELOPMENT



## ▶ 2022 ACCOMPLISHMENTS/SUCCESSSES:

- Twenty-four (24) properties designated under Part IV and Part V of the Ontario Heritage Act received tax refunds through the Heritage Property Tax Refund Program.
- Enforced the Heritage Property Standards in the Town's Property Standards By-law.
- Completed Official Plan Amendment No. 46 to delegate the approval of holding removals, temporary use by-laws and minor zoning by-law amendment applications to the Commissioner of Planning and Development.
- Advanced the approval of several key development applications including McGibbon (Georgetown); 17 Guelph St. (Georgetown); 9 Caroline St. (Georgetown); 167-171 Mountainview Rd. N. (Georgetown); Furnace Room Brewery (Georgetown); 25 James St. (Georgetown); 94 Guelph St. (Georgetown); Panattoni Development (Acton); 47 Maria St. (Acton); 20 Ransom St. (Acton); Humberstone Subdivision Registration (Georgetown); Churchill Valley Estates Subdivision Registration (Esquesing); North American Subdivision Registration (Premier Gateway).
- Conducted numerous virtual statutory public meetings for development applications.
- Continued to successfully hold virtual Development Review Committee and Committee of Adjustment meetings.
- Completed various lease and licensing agreements.
- Assisted with legal review and provided advice on various on-going corporate projects.





# PLANNING & DEVELOPMENT

## ▶ ENVIRONMENTAL SCAN:



<p><b>Challenges:</b></p>	<ul style="list-style-type: none"> <li>- Continuing to prepare for significant residential and non-residential growth.</li> <li>- Need for seamless servicing in Acton, Georgetown and the eastern portions of the Premier Gateway to mitigate against development gaps.</li> <li>- Vision Georgetown and Southwest Georgetown Private OPA OLT process is resource intensive and creates uncertainty that Council’s vision for the new community will be realized. Six-month OLT hearing to commence in 2023.</li> <li>- Filing of Draft Plan of Subdivision and Zoning By-law Amendment appeals by the Southwest Georgetown Landowners.</li> <li>- Ensuring appropriate resources are available to respond to expected Vision Georgetown and Premier Gateway developments.</li> <li>- Scoped Glen Williams Secondary Plan Review OLT appeals creates uncertainty surrounding several development sites.</li> <li>- Integrating transportation and land use planning considerations in Southeast Georgetown through the Region’s Class Environmental Assessment for the Norval West By-pass and the Town led Secondary Plan exercise.</li> <li>- Balancing mature neighbourhood character considerations while delivering more intensification and affordable housing opportunities.</li> <li>- Ongoing market challenges associated with the delivery of intensification and affordable housing.</li> <li>- Public opposition to intensification and infill proposals.</li> <li>- Reduced timelines to process development applications before non-decision appeals to OLT can be filed.</li> <li>- Potential for mandatory refunds of zoning by-law amendment and site plan application fees should prescribed Planning Act (Bill 109) timelines not be met.</li> <li>- Secondary Plan Post Adoption Approval Phase continues to be time consuming and complex.</li> <li>- Uncertainty associated with the Provincial approval process for the updated Regional Official Plan and post 2031 growth.</li> <li>- GTA West/HPBATs Corridor Protection OLT Appeals remain unresolved.</li> <li>- Uncertainty created by changing provincial legislation (i.e. Bill 23)</li> </ul>

# PLANNING & DEVELOPMENT

## ▶ ENVIRONMENTAL SCAN:



<p><b>Opportunities:</b></p>	<ul style="list-style-type: none"> <li>- Approval of the Halton Hills Premier Gateway Phase 1B Secondary Plan provides opportunities for increased assessment and employment growth.</li> <li>- Increased development interest in the Halton Hills Premier Gateway (ProLogis, Hodero, QuadReal, Cimco-Toromont, Bentall Greenwood, North American and Triovest sites).</li> <li>- Based on the progress of the GTA West Corridor EA and Regional Official Plan Amendment No. 49, opportunities to reduce the extent of land subject to corridor protection.</li> <li>- Additional delegated authority presents opportunities to streamline the approval process. Bill 109 presents an opportunity to further streamline the approval process for zoning by-law amendments and site plan applications.</li> <li>- 3,000 SDE of lake-based servicing allocation secured for the Vision Georgetown lands.</li> <li>- Increased affordable housing opportunities flowing from infill sites and accessory suites.</li> <li>- Development interest in the Georgetown Urban Expansion Lands (Vision Georgetown, Southeast Georgetown and Stewarttown) remains strong.</li> <li>- Development interest in intensification/infill sites, particularly in Georgetown is gaining momentum.</li> <li>- Preparation of the Cultural Heritage Master Plan will provide an overarching direction for the Heritage Planning portfolio.</li> <li>- The finalization of updated Green Development Standards further advances the Town’s climate change objectives.</li> <li>- Update to the Vision Georgetown Energy Master Plan provides a platform to further consider low carbon development opportunities.</li> </ul>

# PLANNING & DEVELOPMENT

## ▶ KEY INITIATIVES:



Project/Initiative	Description	Division	Outcomes & Outputs	Strategic Alignment
<b>1. Official Plan Review</b>	Update the Town’s Official Plan to implement changes required by Provincial Plans, the Provincial Policy Statement and the Regional Official Plan, including allocation of population and employment growth to the 2051 planning horizon.	- Policy	<ul style="list-style-type: none"> <li>- An updated Official Plan that conforms to Provincial Plans and the Regional Official Plan and is consistent with the Provincial Policy Statement.</li> <li>- A sound and contextually appropriate framework for guiding land use change and economic development that aligns with the Town’s climate change objectives.</li> </ul>	<ul style="list-style-type: none"> <li>- Shaping Growth</li> <li>- Transportation</li> <li>- Climate Change &amp; Environment</li> <li>- Fiscal &amp; Corporate Management</li> <li>- Local Autonomy &amp; Advocacy</li> <li>- Ensure a Vibrant Agricultural Community</li> <li>- Youth &amp; Seniors Initiatives</li> </ul>
<b>2. Cultural Heritage Master Plan</b>	Prepare a Cultural Heritage Master Plan as set out in Section F5.1.1 of the Town’s Official Plan to identify and study the Town’s cultural heritage resources and provide recommendations for the protection and enhancement of those resources.	- Policy	<ul style="list-style-type: none"> <li>- A Town-wide Cultural Heritage Master Plan that will provide a fulsome understanding of the Town’s cultural heritage resources and landscapes and a detailed planning foundation to ensure the long-term conservation of those resources.</li> <li>- Identification of potential Heritage Conservation Districts and the need for area specific Official Plan policies or zoning by-law regulations for cultural heritage resources and landscapes.</li> </ul>	<ul style="list-style-type: none"> <li>- Shaping Growth</li> <li>- Climate Change &amp; Environment</li> <li>- Ensure a Vibrant Agricultural Community</li> <li>- Youth &amp; Seniors Initiatives</li> </ul>

# PLANNING & DEVELOPMENT

## ▶ KEY INITIATIVES:



Project/Initiative	Description	Division	Outcomes & Outputs	Strategic Alignment
<b>3. Designated Greenfield Area Secondary Plans (Southeast Georgetown &amp; Stewarttown)</b>	Prepare Secondary Plans for Southeast Georgetown and Stewarttown which entails a number of detailed studies including planning, urban design, functional servicing and transportation along with public and agency engagement.	- Policy	<ul style="list-style-type: none"> <li>- Projects further implement Council's approved growth management strategy to 2031.</li> <li>- Contextually appropriate Secondary Plans that provide a mix and range of housing along with other complementary land uses and conforms to Provincial Plans and policies and the Regional and Halton Hills Official Plans.</li> </ul>	<ul style="list-style-type: none"> <li>- Shaping Growth</li> <li>- Transportation</li> <li>- Climate Change &amp; Environment</li> <li>- Fiscal &amp; Corporate Management</li> <li>- Youth &amp; Seniors Initiatives</li> </ul>
<b>4. Vision Georgetown OLT &amp; Implementation Matters</b>	In concert with legal counsel, coordinate Vision Georgetown OLT & related implementation matters.	- Policy/Development Review	<ul style="list-style-type: none"> <li>- Successful defence of Council's vision and policies such that the Vision Georgetown Secondary Plan remains fundamentally intact. Subject to the results of the OLT process.</li> </ul>	<ul style="list-style-type: none"> <li>- Shaping Growth</li> <li>- Transportation</li> <li>- Climate Change &amp; Environment</li> <li>- Fiscal &amp; Corporate Management</li> <li>- Youth &amp; Seniors Initiatives</li> </ul>
<b>5. Georgetown GO Station/ Mill Street Corridor Area Secondary Plan Review</b>	Review and update the GO Station Secondary Plan to ensure conformity with A Place to Grow and the updated Regional Official Plan and consistency with the Provincial Policy Statement.	- Policy	<ul style="list-style-type: none"> <li>- An updated and contextually appropriate Secondary Plan that continues to direct intensification to strategic areas while protecting adjacent mature residential neighbourhoods.</li> <li>- Increased high and medium density housing aligned with the Town's intensification objectives.</li> </ul>	<ul style="list-style-type: none"> <li>- Shaping Growth</li> <li>- Transportation</li> <li>- Climate Change &amp; Environment</li> <li>- Fiscal &amp; Corporate Management</li> <li>- Youth &amp; Seniors Initiatives</li> </ul>

# PLANNING & DEVELOPMENT

## ▶ KEY INITIATIVES:



Project/Initiative	Description	Division	Outcomes & Outputs	Strategic Alignment
<b>6. Premier Gateway Phase 2B Integrated Planning Project</b>	Prepare a Secondary Plan for the Premier Gateway Phase 2B Lands which entails a number of detailed studies including planning, scoped sub watershed, urban design, functional servicing and transportation along with public and agency engagement.	- Policy	<ul style="list-style-type: none"> <li>- Project further implements Council's approved Growth Management Strategy to 2031.</li> <li>- A Secondary Plan that guides high quality employment development and facilitates increased assessment and employment opportunities.</li> <li>- Conformity with provincial plans and policies and Regional and Halton Hills Official Plans.</li> </ul>	<ul style="list-style-type: none"> <li>- Shaping Growth</li> <li>- Transportation</li> <li>- Climate Change &amp; Environment</li> <li>- Fiscal &amp; Corporate Management</li> <li>- Youth &amp; Senior Initiatives</li> </ul>
<b>7. Zoning By-law Phase 1</b>	Undertake an update to the Town's Zoning By-law to address implementation challenges which have been identified through the development review process.	- Policy/Development Review	<ul style="list-style-type: none"> <li>- An updated Town-wide Zoning By-law that proactively addressing identified issues.</li> <li>- Provide greater clarity for staff when implementing the by-law and potentially eliminate the need for residents to obtain unintended technical minor variances.</li> </ul>	- Shaping Growth

# PLANNING & DEVELOPMENT

## ▶ STAFFING IMPACT:

	+/- FTE Estimates	Service Delivery Area
<b>Full Time</b>	0	
<b>Part Time</b>	+0.1	<p><b>Heritage Property Grant Program Student</b>                      Staff are requesting an increase to the historically-allotted Heritage Property Grant Program Student position through the Heritage Halton Hills budget, to allow for hiring a student/intern for 16 weeks instead of 10 weeks to assist the Senior Heritage Planner. This position will undertake significant background historical work and research for the Town’s Heritage Register. A 16 week position will allow for an in-depth research process that will result in key deliverables for the Town including the development of historic context statements to guide policy-development and development review in the Town’s character areas.</p> <p>This slight increase in budget from 10 to 16 weeks will allow the Town to attract a wider-range of qualified candidates and will also make the position eligible for higher-order funding from the federal government through programs such as Young Canada Works, which requires an internship to be a minimum of 16 weeks in order to be eligible for funding.</p>
<b>Contract</b>	0	

# PLANNING & DEVELOPMENT

## ▶ PERFORMANCE INDICATORS:

Operational	Target
Well-developed plans	<ul style="list-style-type: none"> <li>- <b>Premier Gateway Phase 2B Secondary Plan</b> – Council Adoption of Secondary Plan</li> <li>- <b>Southeast Georgetown Secondary Plan</b> – Council Adoption of Secondary Plan</li> <li>- <b>Stewarttown Secondary Plan</b> – Council Adoption of Secondary Plan</li> <li>- <b>GO Station/Mill Street Corridor Secondary Plan</b> – Completion of Phases 1-3, including the preparation of various background studies and a preferred land use alternative</li> <li>- <b>Cultural Heritage Master Plan</b> – Council approval of the Cultural Heritage Master Plan</li> <li>- <b>Official Plan Review</b> – Completion of Phase 1 (Terms of Reference, contract award, development of a detailed work program and engagement plan)</li> <li>- <b>Vision Georgetown</b> – Secure final Ontario Land Tribunal decision approving the Secondary Plan (OPA 32)</li> </ul>
Development Applications	<ul style="list-style-type: none"> <li>- 90% increase in decisions</li> <li>- 15 % increase in applications</li> </ul>

Quality of Life	Target
Green Development Standards Approvals	<ul style="list-style-type: none"> <li>- 260% increase in approvals</li> </ul>

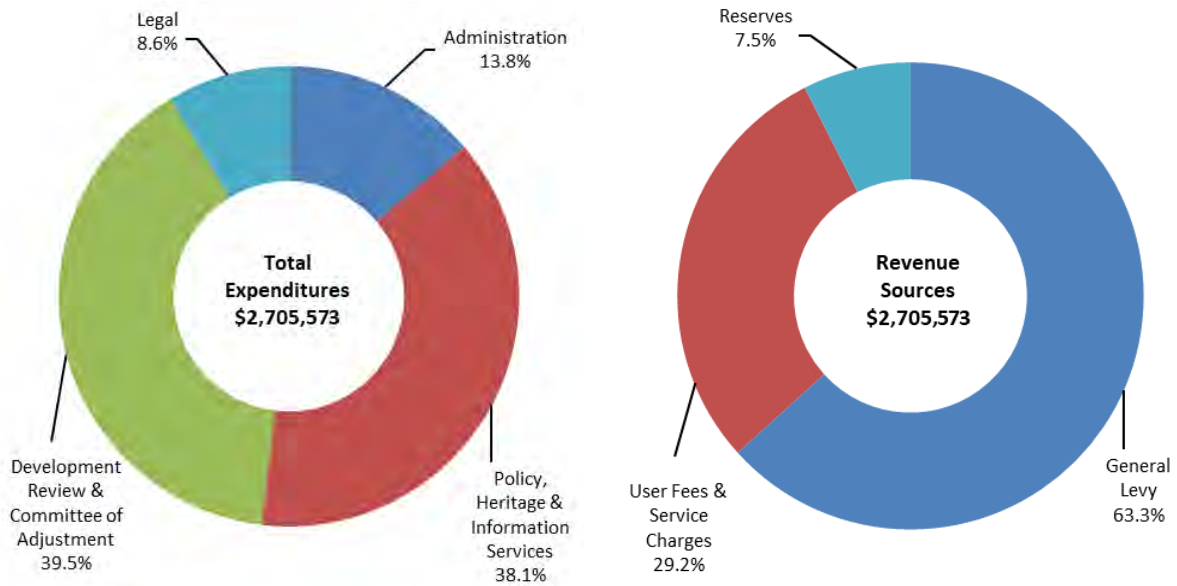
## 2023 Operating Budget Overview

The Planning & Development Department develops and implements plans, programs and services that enhance and build the community. These include the development of policy documents, the review and processing of development applications filed under the Planning Act, and the preparation of various legal agreements.

## 2023 Operating Budget Highlights

The 2023 Operating Budget for Planning & Development of \$2,705,573 in gross expenditures and \$1,711,300 in net expenditures provides funding for the services performed by the Development Review & Committee of Adjustment, Policy Heritage & Information Services, and Legal Services Divisions.

	2022		2023				2023 vs. 2022		
	Budget (\$)	Forecast (\$)	Base Budget (\$)	Pre-Approved Capital Impacts (\$)	Inclusions (\$)	One-Time (\$)	Total Budget (\$)	Budget Change	
Expense	2,563,873	2,496,688	2,619,273	-	8,800	-	2,705,573	141,700	5.5%
Revenue	(993,373)	(1,029,254)	(916,773)	-	-	-	(994,273)	(900)	0.1%
<b>Total Net Expenditures</b>	<b>1,570,500</b>	<b>1,467,433</b>	<b>1,702,500</b>	<b>-</b>	<b>8,800</b>	<b>-</b>	<b>1,711,300</b>	<b>140,800</b>	<b>9.0%</b>





	2022		2023				2023 vs. 2022	
	Budget (\$)	Forecast (\$)	Base Budget (\$)	Pre-Approved Capital Impacts (\$)	Inclusions (\$)	One-Time (\$)	Total Budget (\$)	Budget Change
<b>Division</b>								
<b>Administration</b>								
Expense	367,500	352,173	373,300	-	-	-	373,300	5,800 1.6%
Revenue	-	(782)	-	-	-	-	-	- 0.0%
<b>Net Expenditures</b>	<b>367,500</b>	<b>351,391</b>	<b>373,300</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>373,300</b>	<b>5,800 1.6%</b>
<b>Policy, Heritage &amp; Information Services</b>								
Expense	940,900	907,521	1,022,000	-	8,800	-	1,030,800	89,900 9.6%
Revenue	(500)	-	(1,500)	-	-	-	(1,500)	(1,000) 200.0%
<b>Net Expenditures</b>	<b>940,400</b>	<b>907,521</b>	<b>1,020,500</b>	<b>-</b>	<b>8,800</b>	<b>-</b>	<b>1,029,300</b>	<b>88,900 9.5%</b>
<b>Development Review &amp; Committee of Adjustment</b>								
Expense	1,025,373	1,085,787	1,068,573	-	-	-	1,068,573	43,200 4.2%
Revenue	(791,673)	(852,087)	(791,573)	-	-	-	(791,573)	100 (0.0%)
<b>Net Expenditures</b>	<b>233,700</b>	<b>233,700</b>	<b>277,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>277,000</b>	<b>43,300 18.5%</b>
<b>Legal</b>								
Expense	230,100	151,206	155,400	-	-	-	232,900	2,800 1.2%
Revenue	(201,200)	(176,385)	(123,700)	-	-	-	(201,200)	- 0.0%
<b>Net Expenditures</b>	<b>28,900</b>	<b>(25,179)</b>	<b>31,700</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>31,700</b>	<b>2,800 9.7%</b>
<b>Total</b>								
Expense	2,563,873	2,496,688	2,619,273	-	8,800	-	2,705,573	141,700 5.5%
Revenue	(993,373)	(1,029,254)	(916,773)	-	-	-	(994,273)	(900) 0.1%
<b>Total Net Expenditures</b>	<b>1,570,500</b>	<b>1,467,433</b>	<b>1,702,500</b>	<b>-</b>	<b>8,800</b>	<b>-</b>	<b>1,711,300</b>	<b>140,800 9.0%</b>

The Planning & Development 2023 Operating Budget represents a \$140,800 or 9.0% increase from the approved 2022 Operating Budget. The following major budget changes are included in the Planning & Development Operating Budget for 2023:

### Continuation of Existing Service Delivery

- The 2023 budget includes a \$125,000 increase in compensation and benefits for the current staff complement. This includes previously approved contract adjustments, performance increments, job evaluation changes, and a 1.5% proposed economic adjustment.
- Other base budget changes for the department totalling \$7,000 include the reallocation of some expenses from the Heritage Committee budget to fall under the Policy, Heritage & Information Services division as well as other reductions in miscellaneous administrative expenses. The change related to Heritage will allow for better alignment of the budget with Heritage operations undertaken by staff.

### Response to Service Demands

- A budget inclusion totalling \$8,800 has been made to extend the number of weeks of work for to the Heritage Summer Student position (+0.1 FTE), as well as expand the Heritage property grant program to ensure adequate funding is available to promote the designation of significant cultural heritage resources.

# Budget Inclusion 2023

<b>Position/Program</b>	<b>Ref No.</b>
Heritage Student Position & Property Grant Program	23-20
<b>Approved by Council?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<b>Budget Impact</b> \$ 8,800
<b>Included in Budget?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<b>FTE Impact</b> 0.1
<b>Department</b>	<b>Effective Date</b>
Planning & Development	January 1, 2023
<b>Division</b>	
	Policy, Heritage, and Information Services

**Description of Services to be Performed:**

This inclusion is to request 1) an additional 210 part time hours (or 0.1 FTE) for a Heritage Student and 2) to increase the Heritage Property Grant Program by \$5,000 from \$10,000 to \$15,000.

The Heritage Halton Hills Committee budget has historically provided funding for a summer student for 10 weeks. This request seeks to increase the duration to 16 weeks, in order to attract well-qualified candidates and to provide an opportunity to establish a fulsome understanding of the Town's cultural heritage resources and landscapes as well as an appropriate and detailed planning foundation to ensure the long-term conservation of those cultural heritage resources. By increasing the funding to 16 weeks, the Town will also be eligible for a Young Canada Works internship grant, potentially providing the Town with a grant to cover an additional 16 weeks of work for a student. The increase in duration will require an additional 210 hours (or 0.1 FTE) at an additional annual budget provision of \$3,800.

Further, a \$5,000 increase for the Heritage Property Grant Program from \$10,000 to \$15,000 is requested, in order to ensure consistency in running the program and to continue to provide property owners with an incentive towards the designation of the Town's significant cultural heritage resources.

**Accordingly, it is recommended that a 210 additional hours for the existing Heritage Student position and a \$5,000 increase in the Heritage Property Grant program be approved, with a combined tax impact of \$8,800 in 2023.**

**Risk if not approved:** Without increased funding and proper resourcing to support heritage designation for properties, there could be a loss of important cultural heritage resources.

<b>Budget Impact:</b>		<b>Account &amp; Notes:</b>	
<b>Expenditures:</b>			
Salary & Benefits	\$ 3,800	Student Wages (ext. to 16 weeks)	
Supplies & Services	5,000	Heritage Property Grants	
<b>Total</b>	<b>\$ 8,800</b>		
<b>Revenue:</b>			
Other			
<b>Total</b>	<b>\$ -</b>		
<b>Net Cost</b>	<b>\$ 8,800</b>		

## Planning & Development Capital Forecast 2023 - 2032

Project No.	Project Name	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	Total
<b>PLANNING &amp; DEVELOPMENT</b>												
7000-22-0001	Official Plan	-	-	-	-	200,000	-	-	-	-	200,000	400,000
7100-10-2501	SE Georgetown Developer Payback	-	-	220,000	-	-	-	-	220,000	-	-	440,000
7100-22-1502	Glen Williams Sec Plan Review	-	-	-	-	150,000	-	-	-	-	-	150,000
7100-22-2001	Zoning By-Law Update	70,000	-	200,000	-	-	-	-	200,000	-	-	470,000
7100-22-2303	Post 2036 Secondary Plans	-	-	-	1,500,000	1,500,000	1,500,000	-	-	-	-	4,500,000
7100-22-2401	Guelph St Corridor Planning Study	-	300,000	-	-	-	-	-	-	-	-	300,000
7100-22-2601	Stewarttown Planning Study	-	-	-	-	-	150,000	-	-	-	-	150,000
7100-27-0102	Norval Secondary Plan Review	-	-	150,000	-	-	-	-	-	-	-	150,000
7100-22-2501	Acton Downtown Planning Study	-	-	300,000	-	-	-	-	-	-	-	300,000
7100-22-2701	User Fee Review - Planning	-	-	-	-	60,000	-	-	-	-	-	60,000
<b>TOTAL PLANNING &amp; DEVELOPMENT</b>		<b>70,000</b>	<b>300,000</b>	<b>870,000</b>	<b>1,500,000</b>	<b>1,910,000</b>	<b>1,650,000</b>	<b>-</b>	<b>420,000</b>	<b>-</b>	<b>200,000</b>	<b>6,920,000</b>

## 2023 Capital Budget and 2024 – 2032 Forecast Highlights

The 10-year Capital Plan for Planning & Development includes funding for key legislated and growth-related plans and studies to support development and growth for the Town. The 10-year capital plan totals \$6.92 million, with \$70,000 proposed for 2023. The following summarizes key components of the Capital Forecast:

- The 2023 Capital Budget includes \$70,000 for the Zoning By-law Update. The project will focus on an update to the Area Servicing Plan in accordance with the Region’s Water and Wastewater Master Plan, the Regional Official Plan, Development Charges Background Study, and the Region’s financing policies for growth infrastructure to the satisfaction of Halton Region.
- The Forecast for 2024-2032 includes \$6,850,000 for various updates to important Planning studies and provides anticipated funding for secondary plans intended to inform growth beyond the 2036 planning horizon.

## Planning & Development 2023 Capital Budget

Page No.	Project No.	Project Name	2023 Score	Total Amount	Total Funding	Base Capital Budget	Development Charges	Capital Reserves	Grants & Recoveries	Debentures
336	7100-22-2001	Zoning By-Law Update	3.60	70,000	70,000	-	27,000	43,000	-	-
<b>2023 Total</b>				<b>70,000</b>	<b>70,000</b>	<b>-</b>	<b>27,000</b>	<b>43,000</b>	<b>-</b>	<b>-</b>

Please refer to the preceding Capital Project Information sheets for details on 2023 capital projects.

# 2023 Capital Project Information Sheet

<b>Project No.</b> 7100-22-2001	<b>Project Name</b> Zoning By-Law Update		<b>2023 Budget</b> \$70,000
<b>Department</b> Planning & Development		<b>Division</b> Planning Policy	<b>Project Manager</b> Bronwyn Parker
<b>Service Category</b> Planning & Development		<b>2023 Score</b> 3.6	
<b>Target Start Date</b> Jan 2023		<b>Funding Sources</b> <b>Amount</b>	
<b>Target Completion Date</b> Mar 2024		DC - Growth-Related Studies \$27,000	
<b>Future Period Capital Requirements</b> \$0		New Capital Reserve \$2,000	
<b>Operating Impact</b> \$0		Strategic Planning Reserve \$41,000	
		<b>Project Phase</b> Study/Design	

<b>Description</b>	
<b>Scope:</b>	An update to the Town's Zoning By-law is required to address implementation challenges which have been identified through the development review process.
<b>Deliverables:</b>	An updated Town-wide Zoning By-law will ensure best practices are applied; bringing the Town's By-law into conformity with existing plans and studies.
<b>Benefits:</b>	This will ensure the Town is proactively addressing identified issues within the existing Zoning By-law, which will provide greater clarity for staff when implementing the by-law and potentially eliminate the need for residents to obtain unintended technical minor variances.
<b>Risks If Not Implemented:</b>	Slowing down the delivery and construction of appropriate developments due to unclear language in the Zoning By-law or the need to obtain unintended technical minor variances, creating more complicated application processing and potential for OLT appeals. Results in increased staff time across departments dedicated to resolving these matters.
<b>Additional Information:</b>	