



# **Planning & Development**

## 2022 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.



## 2022 BUSINESS PLAN



# 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.

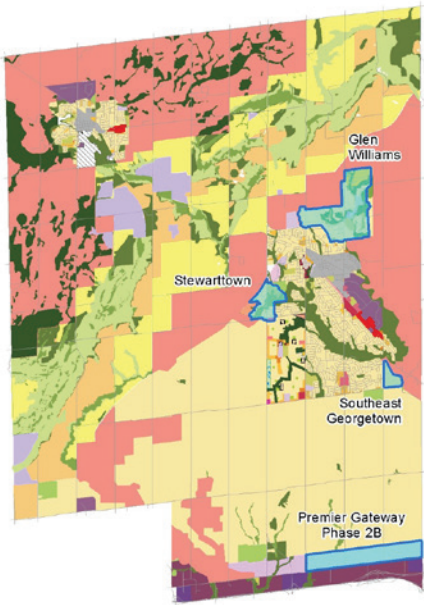
Our focus is on providing balanced and objective advice to Council and other stakeholders. We are cognizant of provincial and regional policy direction and guided by Council's Strategic Plan. The four pillars of sustainability: economic, social, environmental and cultural influence our business planning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



**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:

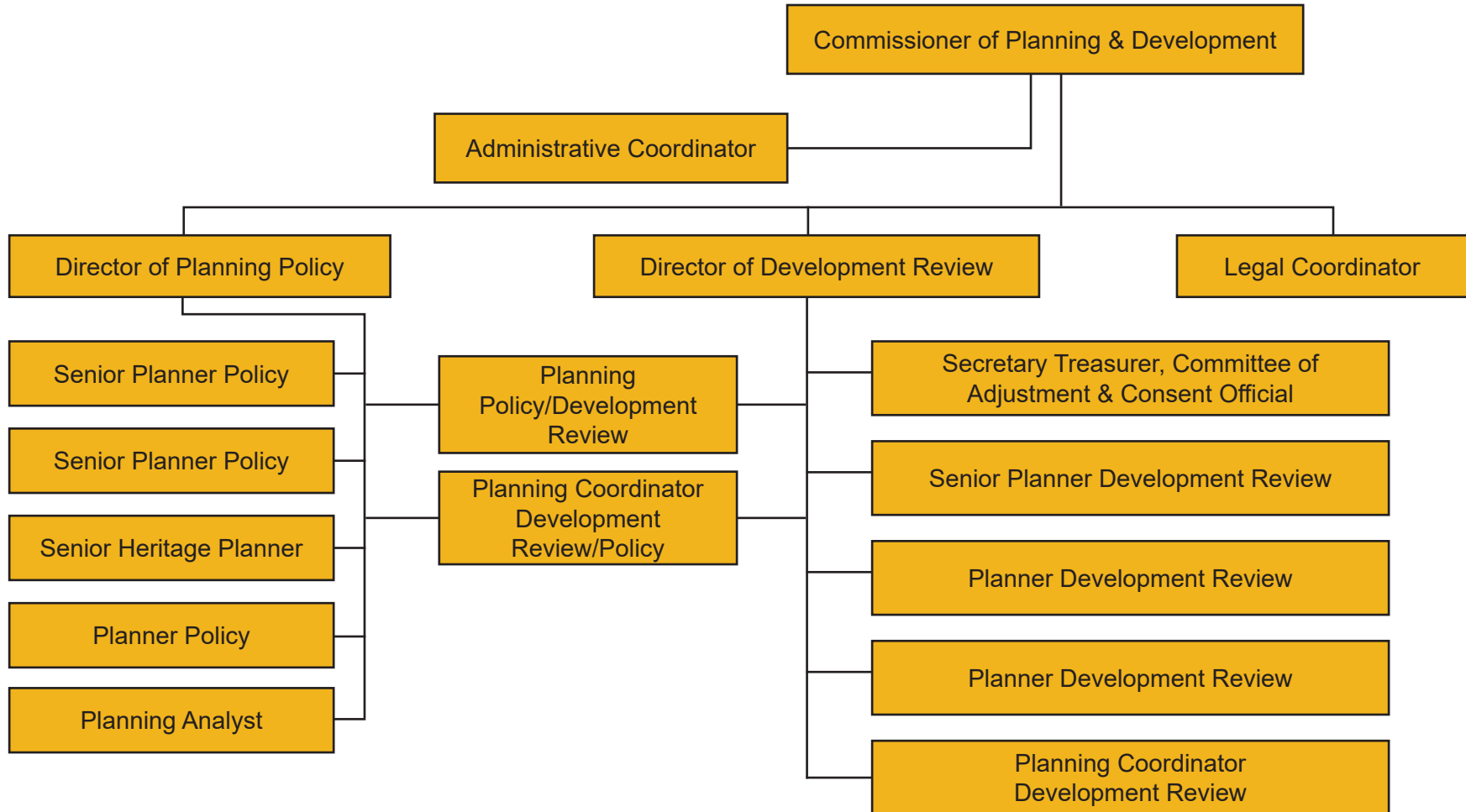
- Preparing and administering the development agreements that are required for planning approvals;
- Coordinating acquisitions and dispositions of Town lands and easements between staff and the Town solicitor;
- Providing staff with information and guidance on legal processes and matters;
- Conducting 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:

- 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

## ▶ 2021 ACCOMPLISHMENTS/SUCCESSSES:

- Completed the Premier Gateway Phase 1B Secondary Plan Regional Approval process including reporting on the modifications and receiving the Notice of Decision. The Secondary Plan is now in full force and effect.
- Completed the Destination Downtown Secondary Plan Regional Approval process including reporting on the modifications and receiving the Notice of Decision. The Secondary Plan is now in full force and effect.
- Informed by robust community engagement and significant background studies and reports, finalized the Glen Williams Secondary Plan review with the adoption of an updated Secondary Plan.
- Advanced the Premier Gateway Phase 2B Secondary Plan project including preparation of Background Reports, Land Use Options and the holding of virtual Steering and Technical Committee meetings and public sessions.
- Advanced the Southeast Georgetown Secondary Plan project including preparation of Background Reports, Land Use Options and the holding of virtual Steering and Technical Committee meeting and public sessions.
- Advanced the Stewarttown Secondary Plan project including retention of the consulting team, finalizing the public engagement strategy and the holding of virtual Steering and Technical Committee meetings and the first Public Open House.
- Worked with legal counsel on various strategic and procedural matters associated with the Vision Georgetown Ontario Land Tribunal appeals.
- Coordinated and conducted the virtual Public Open House on the 60 John Street Comprehensive Zoning By-law appeal and attended Ontario Land Tribunal Case Management Conference.
- Conducted educational and public workshops on the on-going Regional Official Plan Review and Integrated Growth Management Strategy.
- Reported on and provided recommendations on the Growth Concepts associated with the Regional Official Plan Integrated Growth Management Strategy.
- Monitored and reported on various Provincial initiatives such as Growing the Greenbelt and Land Use Compatibility Guidelines.
- Retained ERA Architects Inc. as the successful consultants for the Cultural Heritage Master Plan and launched the project in June 2021.
- Successfully launched online application forms for the Town's Heritage Property Tax Refund Program.
- Amended of the Town's first Designating By-law for the Halton Hills Cultural Centre and Library at 9 Church Street.
- Designation of 12438 Kirkpatrick Lane and 29 Edith Street under Part IV of the Ontario Heritage Act.



# PLANNING & DEVELOPMENT



## ▶ 2021 ACCOMPLISHMENTS/SUCCESSIONS (continued):

- Launched an online presentation series for the Town's designated heritage properties on the Town's website.
- Retained Spencer Higgins Architect Ltd. and obtained an updated Heritage Impact Assessment for the Barber Mill to determine next steps for the designated heritage property.
- Commented on the proposed updates from the Ministry of Heritage, Sport, Tourism and Culture to the Ontario Heritage Toolkit.
- Amendment of the Designating By-law for Cedarvale Park at 181 Main Street South following retention of ATA Architects Inc. to prepare a Cultural Heritage Evaluation Report and Feasibility Study and following stakeholder consultation.
- Recommended the listing of additional properties on the Town's Heritage Register in the Premier Gateway Phase 1B and 2B Secondary Plan areas.
- Established a communications protocol for fires within designated properties between Planning & Development and Fire Services staff.
- Finalized the Green Development Standards Update to further advance the Town's climate change objectives.
- Completed a Site Plan By-law update to exempt accessory structures on Town owned lands and parks as well as on industrial/commercial sites.
- Advanced approvals for key development applications including Habitat for Humanity 37 King Street (Georgetown).
- Conducted numerous virtual statutory public meetings for development applications.
- Continued to successfully hold virtual Development Review and Committee of Adjustment meetings.
- Completed a number of development agreements for the Eden Oak-Creditview Heights and Worthington Homes (Humberstone) subdivisions and the Trio vest development.
- Completed various lease and licensing agreements.
- Assisted with legal review and provided advice on various on-going corporate projects including Retrofit Halton Hills and Affordable Housing.



# 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>- Vision Georgetown and Southwest Georgetown Private OPA OLT process will be resource intensive and creates uncertainty that Council’s vision for the new community will be realized.</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>- 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>- Secondary Plan Post Adoption Approval Phase continues to be time consuming and complex.</li> <li>- Ensuring that a made-in-Halton Hills growth strategy is integrated into the updated Regional Official Plan.</li> <li>- Continuing to solely rely on virtual public open houses and meetings.</li> <li>- GTA West/HPBATs Corridor Protection OLT Appeals remain unresolved.</li> </ul>

# PLANNING & DEVELOPMENT

## ▶ ENVIRONMENTAL SCAN (continued):



<p><b>Opportunities:</b></p>	<ul style="list-style-type: none"> <li>- Approval of the Halton Hills Premier Gateway Phase 1B Secondary Plan will provide 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, opportunities to reduce the extent of land subject to Corridor Protection.</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>- 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 should further advance 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> <li>- Secure a modest amount of urban land through the ROP Review that reflects Council’s Made in Halton Hills Growth Strategy.</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 (continued):



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	<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>

# PLANNING & DEVELOPMENT

## ▶ KEY INITIATIVES (continued):



Project/Initiative	Description	Division	Outcomes & Outputs	Strategic Alignment
<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>
<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 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; Senior Initiatives</li> </ul>

# PLANNING & DEVELOPMENT

## ▶ STAFFING IMPACT:



	+/- FTE Estimates	Service Delivery Area
<b>Full Time</b>	+1.0	<p><b>Development Review - Senior Planner, Development Review</b></p> <p>A Senior Planner, Development Review position is required to provide professional planning expertise and project management on behalf of the Town in the review and processing of development applications. This position is required to handle expected service demands as the Town places greater emphasis on pre-consultation and public consultation; the development of the Vision Georgetown lands and Premier Gateway occurs; and, more complex infill development proposed.</p>
<b>Part Time</b>	0	
<b>Contract</b>	+1.0	<p><b>Legal Services – Legal Assistant (2 year contract)</b></p> <p>A Legal Assistant position is required to augment the staffing complement in the Legal Services division, which is currently limited to 1.0 FTE. This position would assist with the preparation of Development and non-development Agreements; coordinating acquisitions and dispositions of Town lands and easements between Town Staff and solicitor; conducting registrations; undertaking title searches and corporate searches; and compliance letters and providing staff with guidance and review of corporate projects. It is imperative that these agreements be properly reviewed and amended in preparation for Vision Georgetown and the continued development of the Premier Gateway. Having current, accurate resources in place will help this section to successfully manage the anticipated increase in the volume of work directly attributable to growth.</p>

# PLANNING & DEVELOPMENT

## ▶ PERFORMANCE INDICATORS:

Operational	Target
Well-developed Plans	<p><b>Premier Gateway Phase 2B Secondary Plan</b></p> <ul style="list-style-type: none"> <li>- Completion of Phase 3 (transportation, area servicing, scoped subwatershed and urban design studies), Phase 4 (selection of preferred land use alternative) and preparation of the first draft of the Secondary Plan.</li> </ul> <p><b>Southeast Georgetown Secondary Plan</b></p> <ul style="list-style-type: none"> <li>- Completion of Phase 3 (selection of preferred land use alternative) and preparation of the first draft of the Secondary Plan.</li> </ul> <p><b>Stewarttown Secondary Plan</b></p> <ul style="list-style-type: none"> <li>- Completion of Phase 3 (selection of preferred land use alternative) and preparation of the first draft of the Secondary Plan.</li> </ul> <p><b>GO Station/Mill Street Corridor Secondary Plan</b></p> <ul style="list-style-type: none"> <li>- Completion of Phases 1 (background and policy options) and 2 (land use alternatives and assessment).</li> </ul> <p><b>Cultural Heritage Master Plan</b></p> <ul style="list-style-type: none"> <li>- Completion of the first draft of the Cultural Heritage Master Plan.</li> </ul> <p><b>Official Plan Review</b></p> <ul style="list-style-type: none"> <li>- Completion of Phase 1 (Terms of Reference, contract award, development of a detailed work program and engagement plan).</li> </ul> <p><b>Destination Downtown</b></p> <ul style="list-style-type: none"> <li>- Completion of Area Servicing Plan.</li> </ul>
Development Applications	<ul style="list-style-type: none"> <li>- 80% increase in approvals</li> </ul>

Quality of Life	Target
Green Development Standards Approvals	<ul style="list-style-type: none"> <li>- 40% increase in approvals.</li> </ul>

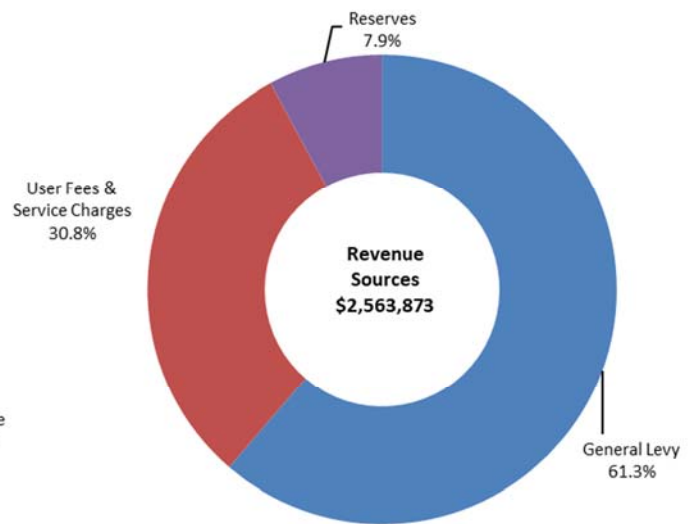
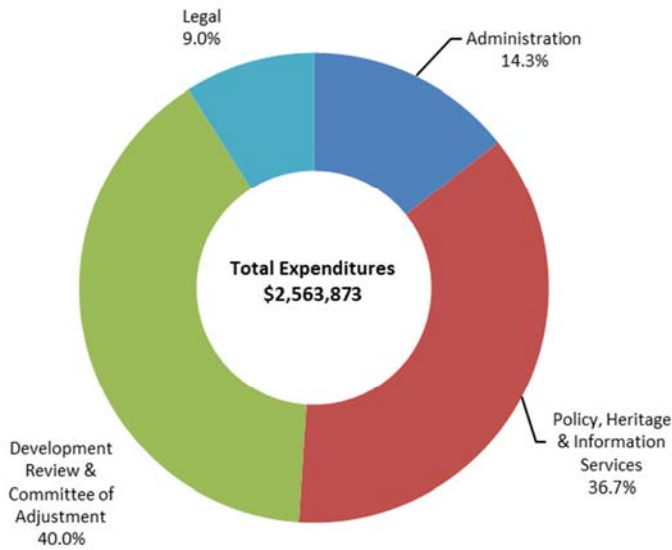
## 2022 Operating Budget Overview

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 of development applications filed under the Planning Act, and the preparation of various legal agreements.

## 2022 Operating Budget Highlights

The 2022 Operating Budget for Planning & Development of \$2,563,873 in gross expenditures and \$1,570,500 in net expenditures provides funding for the services performed by the Development Review & Committee of Adjustment, Policy Heritage & Information Services, and Legal Services Divisions.

	2021		2022				2022 vs. 2021	
	Budget (\$)	Forecast (\$)	Base Budget (\$)	Pre-Approved Capital Impacts (\$)	Inclusions (\$)	One-Time (\$)	Total Budget (\$)	Budget Change
Expense	2,330,373	2,239,640	2,362,073	-	201,800	-	2,563,873	233,500 10.0%
Revenue	(776,273)	(680,953)	(791,573)	-	(201,800)	-	(993,373)	(217,100) 28.0%
<b>Total Net Expenditures</b>	<b>1,554,100</b>	<b>1,558,687</b>	<b>1,570,500</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,570,500</b>	<b>16,400 1.1%</b>





Division	2021		2022					2022 vs. 2021	
	Budget (\$)	Forecast (\$)	Base Budget (\$)	Pre-Approved Capital Impacts (\$)	Inclusions (\$)	One-Time (\$)	Total Budget (\$)	Budget Change	
<b>Administration</b>									
Expense	364,000	354,662	367,500	-	-	-	367,500	3,500	1.0%
Revenue	-	(931)	-	-	-	-	-	-	0.0%
<b>Net Expenditures</b>	<b>364,000</b>	<b>353,731</b>	<b>367,500</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>367,500</b>	<b>3,500</b>	<b>1.0%</b>
<b>Policy, Heritage &amp; Information Services</b>									
Expense	926,000	877,003	940,900	-	-	-	940,900	14,900	1.6%
Revenue	(500)		(500)	-	-	-	(500)	-	0.0%
<b>Net Expenditures</b>	<b>925,500</b>	<b>877,003</b>	<b>940,400</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>940,400</b>	<b>14,900</b>	<b>1.6%</b>
<b>Development Review &amp; Committee of Adjustment</b>									
Expense	888,473	861,972	901,073	-	124,300	-	1,025,373	136,900	15.4%
Revenue	(652,073)	(625,572)	(667,373)	-	(124,300)	-	(791,673)	(139,600)	21.4%
<b>Net Expenditures</b>	<b>236,400</b>	<b>236,400</b>	<b>233,700</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>233,700</b>	<b>(2,700)</b>	<b>(1.1%)</b>
<b>Legal</b>									
Expense	151,900	146,004	152,600	-	77,500	-	230,100	78,200	51.5%
Revenue	(123,700)	(54,450)	(123,700)	-	(77,500)	-	(201,200)	(77,500)	62.7%
<b>Net Expenditures</b>	<b>28,200</b>	<b>91,553</b>	<b>28,900</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>28,900</b>	<b>700</b>	<b>2.5%</b>
<b>Total</b>									
Expense	2,330,373	2,239,640	2,362,073	-	201,800	-	2,563,873	233,500	10.0%
Revenue	(776,273)	(680,953)	(791,573)	-	(201,800)	-	(993,373)	(217,100)	28.0%
<b>Total Net Expenditures</b>	<b>1,554,100</b>	<b>1,558,687</b>	<b>1,570,500</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,570,500</b>	<b>16,400</b>	<b>1.1%</b>

The Planning & Development 2022 Operating Budget represents a 1.1% increase from the approved 2021 Operating Budget.

- The 2022 budget includes a \$30,400 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 phased-in economic adjustment.
- A budget inclusion has been made for an additional Senior Planner for the Development Review division. This position is to assist in the anticipated growth in workload for the division as developments for Premier Gateway and Vision Georgetown come online. This position will be offset by planning application revenues.
- A budget inclusion has also been made for a 2-year contract position to assist the Legal Coordinator with the administration of development and other legal agreements and to mitigate the impacts to the volume of work related to anticipated growth.

# Budget Inclusion 2022

<b>Position/Program</b>	<b>Budget Impact</b>	<b>Effective Date</b>
Senior Planner Development Review	\$ -	January 1, 2022

Approved by Council?    Yes     No

Included in Budget?    Yes     No

<b>Department</b>	<b>Division</b>
Planning & Development	Development Review

**Description of Services to be Performed:**

An additional Senior Planner for the Development Review division to provide professional planning expertise and project management on behalf of the Town in the review and processing of development applications. This position is required to handle expected service demands as the Town places greater emphasis on pre-consultation and public consultation, as the development of the Vision Georgetown lands and Premier Gateway occurs, and as more complex infill development is proposed.

<b>Budget Impact:</b>		
<b>Expenditures:</b>		<b>Account &amp; Notes:</b>
Salary & Benefits	124,300	
Supplies & Services		
Other	8,500	Workstation & Computer
<b>Total</b>	<b>\$ 132,800</b>	
<b>Revenue:</b>		
Fees	(124,300)	Deferred Revenue - Planning Application Fees
Grants		
Other	(8,500)	\$5k Capital Replacement, \$3.5k Tech Repl. Reserve
<b>Total</b>	<b>\$ (132,800)</b>	
<b>Net Cost</b>	<b>\$ -</b>	

# Budget Inclusion 2022

<b>Position/Program</b>	<b>Budget Impact</b>	<b>Effective Date</b>
2 Year Contract - Legal Assistant	\$ -	January 1, 2022

Approved by Council? Yes  No

Included in Budget? Yes  No

<b>Department</b>	<b>Division</b>
Planning & Development	Legal Coordination Services

**Description of Services to be Performed:**

The existing Legal Coordinator's role includes managing the Town's legal processes for development agreements related to planning approvals; and for the licensing, acquisition and disposition of the Town-owned lands and interest in lands. The Legal Coordinator works with detailed, carefully created agreement templates and processes that save time and increase productivity. Many of these templates have now become very outdated, rendering them ineffective and difficult to use. It is imperative that these agreements be properly reviewed and amended in preparation for Vision Georgetown and the continued development of the Premier Gateway. There is also increasing demands for license agreements to allow for use of Town-owned lands by private companies/individuals, e.g. crossing agreements with Dufferin Aggregates. This contract position will ensure having current, accurate resources in place will help this Section to successfully manage the increased volume of work anticipated resulting from these initiatives. Hiring a Legal Assistant will allow the Legal Coordinator to focus on reviewing, benchmarking and revising several of the key agreements and processes.

<b>Budget Impact:</b>		
<b>Expenditures:</b>		<b>Account &amp; Notes:</b>
Salary & Benefits	77,500	
Supplies & Services		
Other		
Total	\$ 77,500	
<b>Revenue:</b>		
Fees		
Grants		
Other	(77,500)	Deferred Revenue - Planning Application Fees
Total	\$ (77,500)	
<b>Net Cost</b>	\$ -	

## Planning & Development Capital Forecast 2022 - 2031

Project No.	Project Name	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	Total
<b>PLANNING &amp; DEVELOPMENT</b>												
7000-22-0001	Official Plan					200,000					200,000	400,000
7100-10-2501	SE Georgetown Developer Payback				219,700					219,700		439,400
7100-22-1502	Glen Williams Sec Plan Review				150,000							150,000
7100-22-1901	G'town Downtown Secondary Plan	20,000										20,000
7100-22-2001	Zoning By-Law Update		200,000					200,000				400,000
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
<b>TOTAL PLANNING &amp; DEVELOPMENT</b>		<b>20,000</b>	<b>200,000</b>	<b>300,000</b>	<b>369,700</b>	<b>1,850,000</b>	<b>1,500,000</b>	<b>1,700,000</b>	<b>150,000</b>	<b>219,700</b>	<b>200,000</b>	<b>6,509,400</b>

## 2022 Capital Budget and 2023 – 2031 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 \$6,509,400, with \$20,000 proposed for 2022. The following summarizes key components of the Capital Forecast:

- The 2022 Capital Budget includes \$20,000 for the Georgetown Downtown Secondary Plan. 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.
- \$6,489,400 for further civic improvements and development of studies including Zoning By-Law Updates, refreshes to various Town Secondary Plans, as well as Post 2036 Secondary Plans.

## Planning & Development 2022 Capital Budget

Page No.	Project No.	Project Name	2022 Score	Total Amount	Total Funding	Base Capital Budget	Development Charges	Capital Reserves	Grants & Recoveries	Debentures
339	7100-22-1901	G'town Downtown Secondary Plan	3.00	20,000	20,000	-	17,000	3,000	-	-
2022 Total				20,000	20,000	-	17,000	3,000	-	-

*Please refer to the proceeding Capital Project Information sheets for details on 2022 capital projects.*

# 2022 Capital Project Information Sheet

<b>Project No.</b> 7100-22-1901	<b>Project Name</b> G'town Downtown Secondary Plan		<b>2022 Budget</b> \$20,000
<b>Department</b> Planning & Development		<b>Division</b> Policy & Information Services	<b>Project Manager</b> Bronwyn Parker
<b>Service Category</b> Planning & Development		<b>Funding Sources</b> DC - Administration	<b>Amount</b> \$17,000
<b>Target Start Date</b> Jan 2022	Strategic Planning Reserve		\$3,000
<b>Target Completion Date</b> Jun 2022			
<b>Future Period Capital Requirements</b> \$0	<b>Project Phase</b>	Study/Design Phase	<input checked="" type="checkbox"/>
<b>Operating Impact</b> \$0		Construction Phase	<input type="checkbox"/>

<b>Description</b>	
<b>Scope:</b>	Update the Area Servicing Plan for the Secondary Plan Area 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.
<b>Deliverables:</b>	An updated Area Servicing Plan and modelling to conform with the Region of Halton's modifications to the Secondary Plan and ensure development proceeds as per the Destination Downtown Secondary Plan.
<b>Benefits:</b>	Completing the updated Area Servicing Plan will facilitate development to proceed in Downtown Georgetown as per the Destination Downtown Secondary Plan.
<b>Risks If Not Implemented:</b>	Increased risk and costs associated with delays in future development in Downtown Georgetown negatively impacting property assessment and Town budgets.
<b>Additional Information:</b>	