



# Planning & Development

# ▼ PLANNING & DEVELOPMENT

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## 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 and Committee of Adjustment** 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.



**Legal and Real Estate Services** provides guidance and instruments on a range of legal and real estate matters 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:

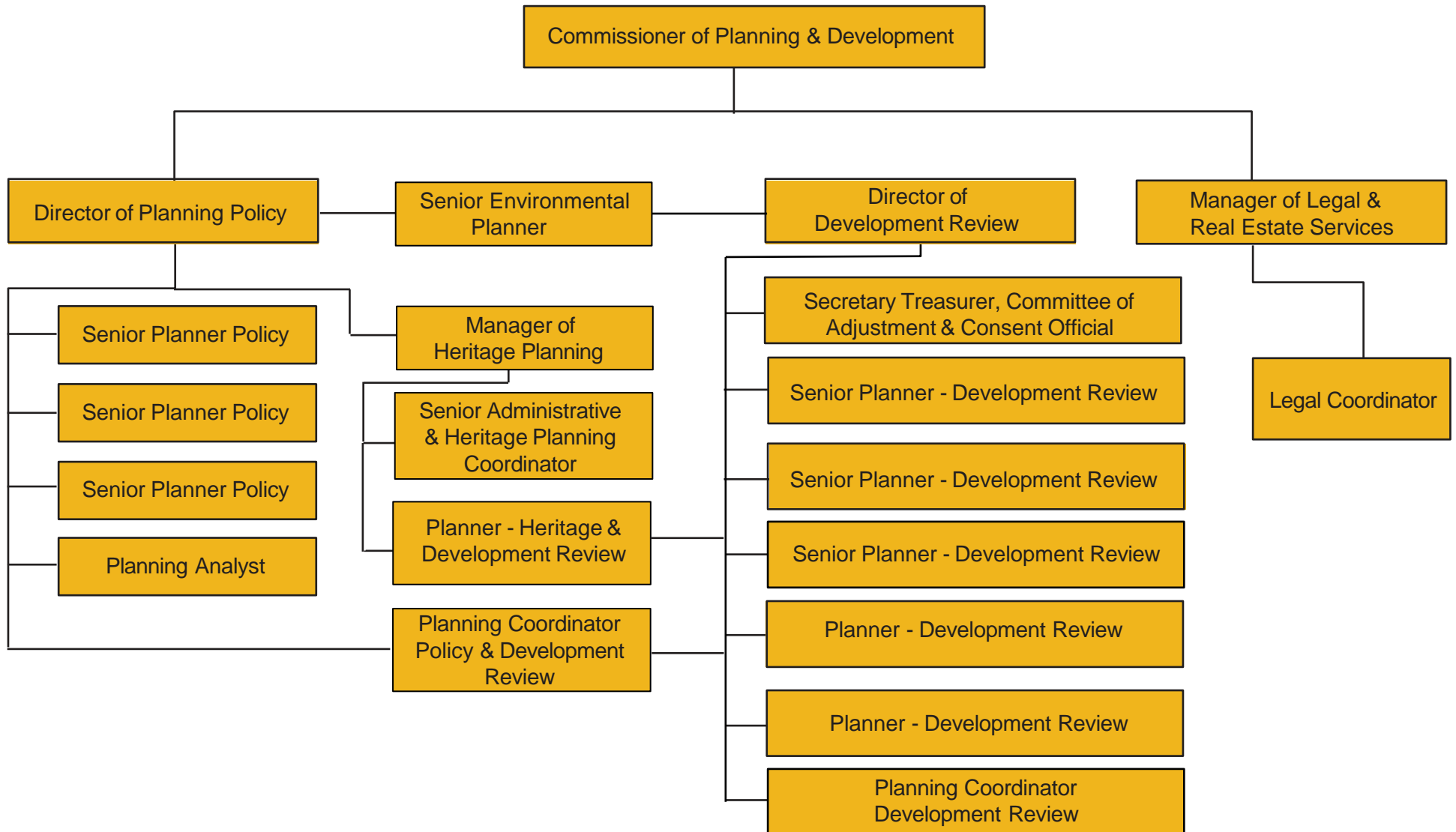
- Preparing and administering the development agreements that are required for planning approvals.
- Managing the processes to obtain certain municipal by-laws, including dedication of streets, assumption of subdivisions, and Deeming By-laws under the Planning Act.
- Managing the registration of various instruments in Teraview, including Orders to Comply and instruments relating to Town lands.
- Coordinating acquisitions and dispositions of Town lands and easements between staff and the Town solicitor.
- Guiding staff through certain legal processes and information matters relating to various municipal legislations.
- Conducting legal research including title searches and corporate searches.

The **Policy Heritage 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
- Environmental and natural system review and evaluation
- Green Development Standards
- Assume and undertake previous Regional Planning functions
- Consents
- Minor variances
- Expansions to legal nonconforming uses
- Servicing allocation
- Halton Area Development Managers (HADM)

### Policy, Heritage & Information Services:

- Official Plan
- Comprehensive Zoning By-law
- Secondary Plans
- Subwatershed Studies
- Policy planning studies
- Assume and undertake previous regional planning functions
- Heritage planning
- Provincial legislative plan and policy review
- Halton Area Planning Partnership (HAPP)
- Planning data & GIS based mapping
- Growth monitoring

### Legal and Real Estate Services:

- Manage development agreements/documents, including licenses and leases
- Coordinate registration of subdivisions and condominiums plans
- Coordinate of land acquisitions/dispositions
- Provide staff with guidance and review and comments on corporate projects
- Legal research, title and corporate searches
- Responses to compliance requests and other real estate inquiries



# PLANNING & DEVELOPMENT

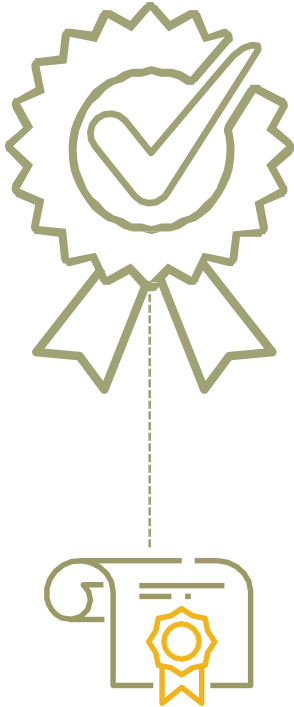
## ▶ PREVIOUS YEAR ACCOMPLISHMENTS/SUCCESSIONS:

### Policy, Heritage & Information Services:

- Secured in concert with legal counsel the final approval of the **Vision Georgetown Secondary Plan** (OPA 32) by the Ontario Land Tribunal (OLT)
- Advanced the **Premier Gateway Phase 2B Secondary Plan** project, including finalizing the various background studies, finalizing the Secondary Plan (OPA 50) for adoption and obtaining the Region's Notice of Decision. Participated in OLT mediation sessions pertaining to the appeals of the east/west collector road. Prepared a draft Zoning By-law Amendment to streamline development in the Premier Gateway Phase 2B Employment Area once the Secondary Plan is in effect.
- Advanced the **Stewarttown Secondary Plan** project, including the preparation and approval of a Preferred Land Use Plan, holding the statutory public meeting and finalizing the Stewarttown Secondary Plan (OPA 57) for Council adoption
- Advanced the **Southeast Georgetown Secondary Plan** project including the preparation and approval of a Preferred Land Use Plan and background reports including the Agricultural Impact Assessment, Cultural Heritage Impact Assessment, Scoped Subwatershed Study, and Transportation Study.
- Advanced the **Georgetown GO Station/Mill Street Corridor Secondary Plan** including the preparation of a draft Preferred Land Use Plan, the finalization of various Background Reports addressing the Natural Heritage System, transportation, servicing and cultural heritage resources and undertaking public consultation.
- Prepared and released the Terms of Reference for the **Official Plan Review** project to be initiated in the fall of 2024.



# PLANNING & DEVELOPMENT



## ▶ PREVIOUS YEAR ACCOMPLISHMENTS/SUCCESSSES

### Policy continued

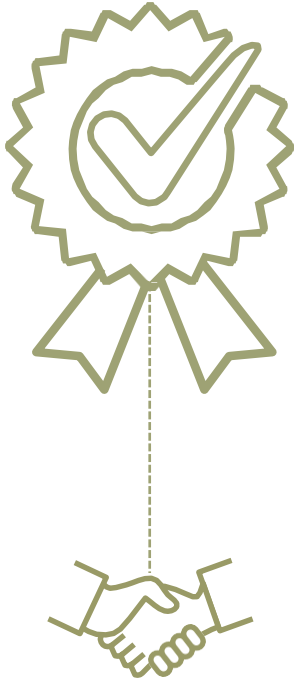
- Prepared and released the Terms of Reference for the **Guelph Street Secondary Plan** project to be initiated in the fall of 2024.
- Advanced policy and regulatory changes for **Additional Residential Units (ARU)** in response to changes in Provincial legislation
- Reported on **Provincial legislative and policy initiatives** including Bill 162, *Get It Done Act*, Bill 185, *Cutting Red Tape to Build More Homes Act*, Bill 200, *The Homeowner Protection Act*, numerous related ERO postings and the 2024 Provincial Planning Statement.
- On-going work and finalization of the Town's **Growth Monitoring Model** to track residential and employment development in concert with Watson & Associates

### Heritage

- Seventy-five (75) properties reviewed by Heritage Halton Hills with respect to their heritage significance.
- Advanced reports to Council on approximately sixty (60) Heritage Register properties as part of the Town's **Bill 23 Heritage Strategy**.
- Approximately fifty (50) properties recommended to be designated by Council under the Part IV of the Ontario Heritage Act as part of the Town's **Bill 23 Heritage Strategy**.
- Eleven (11) properties participating in the **Heritage Property Grant Program**, representing an investment of over \$125,000 into the Town's designated cultural heritage resources.
- Thirty-three (33) properties participating in the **Heritage Property Tax Refund Program**.



# PLANNING & DEVELOPMENT



## ▶ PREVIOUS YEAR ACCOMPLISHMENTS/SUCCESSSES (continued):

### Heritage continued

- Four hundred (400) properties photographed as part of the **Heritage Documentation Strategy**.
- Ten (10) designation plaques manufactured and provided to property owners.
- Advanced the creation of a **Farmstead Evaluation Strategy** for the Town's rural heritage properties
- Conducted a **Heritage Register Review Workshop** with Heritage Halton Hills.

### Development Review and Committee of Adjustment

- Worked with the Region of Halton to finalize a **Memorandum of Understanding** to guide the transition of Planning responsibilities as a result of Bill 23 and Bill 185.
- Advanced approval of several key development applications including: Amico Memorial Arena Development Phase 2 (Georgetown); 12, 22 & 24 Dayfoot Drive site (Georgetown); Remington Adult Lifestyle Community (Georgetown); 12 Armstrong Avenue (Georgetown); Bishop Court Subdivision Phase 2 (Glen Williams); Conestoga Cold Storage (Premier Gateway); Halton Region Police Station (Premier Gateway); ProLogis site (Premier Gateway); Bentall GreenOak site (Premier Gateway); 8049 Hornby Road site (Premier Gateway); and 8141 Hornby Road site (Premier Gateway).
- Worked with the landowners group to advance the **Vision Georgetown Block Plan** process.
- Conducted numerous statutory public meetings for development applications.
- Continued to successfully hold virtual **Committee of Adjustment and Development Review Committee** meetings.
- Advanced the review of the Planning & Development application fees.

# PLANNING & DEVELOPMENT



## ▶ PREVIOUS YEAR ACCOMPLISHMENTS/SUCCESSSES (continued):

### Legal and Real Estate Services

- Obtained by-law to authorize staff to administer expropriation of Town lands by Metrolinx to support improvements to rail transportation in the Town, resulting in approximately \$112,000 in revenue
- Managed a substantial increase in requests for legal searches and registration of Orders which increased this year by 160% and by 56% respectively from 2023.
- Completed several agreements to advance industrial developments in the **Premier Gateway**, including Conestoga Cold Storage and Prologis.
- Successfully advanced several residential developments by completing agreements for Remington Homes, McGibbon on Main, Bosniak, Glen Williams Estates; and registering subdivision plan for Trafalgar Meadows and condo plan for Amico; and reviewing and commenting on draft conditions for Charleston Homes Bishop Court subdivision.
- Completed various license agreements for well monitoring on Town lands and coordinated the registration of Lease for **Affordable Housing Project** at 17 Guelph St.
- Assisted with legal review and provided guidance on various on-going corporate projects including agreements relating to First Nations Engagement for the Prince St Reconstruction Project; and agreements with community groups for staff to establish framework for managing public art.

# 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 in accordance with Council's approved Growth Management Study to 2051.</li> <li>• Responding to the urban expansions and growth approved by the Province to the 2051 Planning Horizon through Bill 162, <i>Get It Done Act</i>.</li> <li>• Potential for privately initiated urban boundary expansion applications and OLT appeals as a result of Bill 185, Cutting Red Tape to Build More Homes Act.</li> <li>• Responding to the continued Provincial Planning Policy changes, including those which impact urban boundaries, employment areas, and Major Transit Station Areas.</li> <li>• Responding to the Province's 2031 Housing target, particularly over the next two years.</li> <li>• Need for seamless servicing in Acton, Georgetown and the eastern portions of the Premier Gateway to mitigate against development gaps.</li> <li>• Ensuring appropriate resources are available to respond to Vision Georgetown, Premier Gateway and infill developments with Georgetown, Acton and Glen Williams.</li> <li>• Resolving Vision Georgetown draft plan of subdivision and zoning by-law amendment appeals.</li> <li>• Resolving the Premier Gateway Phase 2B east/west collector road OLT appeals.</li> <li>• Anticipated appeal of the Stewarttown Secondary Plan (OPA 57) by the owner of the Expansion lands.</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/attainable housing opportunities.</li> </ul> |
|---------------------------|--|

# PLANNING & DEVELOPMENT

## ▶ ENVIRONMENTAL SCAN:



**Challenges:**  
(continued)

- Ongoing market challenges associated with the delivery of intensification and affordable housing.
- Public opposition to intensification and infill proposals.
- Timelines to process development applications before non-decision appeals to OLT can be filed.
- Assuming and integrating Regional Planning responsibilities as a result of Bill 23, More Homes Built Faster Act and Bill 185, Cutting Red Tape to Build More Homes Act.
- The Land Registry Office process changes resulting in additional staff time and cost to the Town.



# PLANNING & DEVELOPMENT

## ▶ ENVIRONMENTAL SCAN:



|                       |  |
|-----------------------|--|
|                       |  |
| <b>Opportunities:</b> | <ul style="list-style-type: none"> <li>• Approval of the Halton Hills Premier Gateway Phase 1B Secondary Plan and pending approval of the Phase 2B Secondary Plan provides opportunities for increased assessment and employment growth.</li> <li>• Increased development interest in the Halton Hills Premier Gateway (ProLogis, Gilbach, QuadReal, Conestoga, Enbridge, Bentall GreenOak, First Gulf and Sigma 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 in the Town’s Official Plan.</li> <li>• Settlement of the Vision Georgetown Secondary Plan OLT appeals enables the Town to advance the processing of individual draft plans of subdivision and zoning by-law amendments.</li> <li>• Additional delegated authority flowing from Bill 23, <i>More Homes Built Faster Act</i> and Bill 185, <i>Cutting Red Tape to Build More Homes Act</i> presents opportunities to streamline the approval process, including Environmental Plan Review.</li> <li>• Bill 109 presents an opportunity to further streamline the approval process for zoning by-law amendments and site plan applications.</li> <li>• Bill 23, <i>More Homes Built Faster Act</i> and Bill 185, <i>Cutting Red Tape to Build More Homes Act</i> presents an opportunity to streamline the preparation and approval of the Official Plan and Secondary Plans.</li> <li>• 4,634 SDE of lake-based servicing allocation secured for the Vision Georgetown and Southeast Georgetown lands through the 2020 and 2023 Halton Region allocation programs</li> <li>• Pending transfer of Georgetown South to lake-based water will free up groundwater capacity for strategic growth areas such as the GO Station/Mill Street Corridor, Downtown and the Guelph Street Corridor.</li> <li>• Increased affordable housing opportunities flowing from infill sites and accessory sites.</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 remains strong.</li> </ul> |

# PLANNING & DEVELOPMENT

## ▶ ENVIRONMENTAL SCAN:



|  |  |
|--|--|
|  |  |
| <p><b>Opportunities:</b><br/>(continued)</p> | <ul style="list-style-type: none"> <li>• Adoption of the Cultural Heritage Strategy provides an overarching direction for the Heritage Planning portfolio.</li> <li>• Bill 200, <i>The Homeowner Protection Act</i> provides an additional two-year window to prioritize which properties on the Town’s Heritage Register should be designated under Part IV of the <i>Ontario Heritage Act</i>.</li> <li>• 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> <li>• More timely approvals through the passing of by-laws to provide staff delegated authority for license agreements for permissions to use Town-owned lands and to deal with the expropriation of Town-owned lands by Metrolinx.</li> </ul> |

# PLANNING & DEVELOPMENT

## ▶ KEY INITIATIVES:

| Project/Initiative             | Description   | Division      | Outcomes & Outputs  | 2024 Strategic Alignment  |
|--------------------------------|---|---------------|---|---|
| <p><b>1. Official Plan</b></p> | <ul style="list-style-type: none"> <li>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.</li> <li>A number of supporting studies including a Housing Strategy during Phase 1 of the project which will provide a comprehensive state of housing report for the Town. This will include community wide demographic and household profiles, a review of economic characteristics, a housing profile, and projected housing needs. The strategy will outline a series of key actions the Town can consider to increase and broaden housing supply, enhance housing choices, and expedite housing development. The strategy will consider the 2031 housing targets as identified by the Ministry of Municipal Affairs and Housing and longer-term targets to 2051. The completion of this strategy is also intended to satisfy the requirements of the new Municipal Funding Agreement for the Renewed Canada Community Building Fund.</li> </ul> | <p>Policy</p> | <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 Strategic Plan and various other corporate priorities.</li> </ul> | <p><b>Thriving Economy:</b></p> <ul style="list-style-type: none"> <li>Expedite development of employment lands.</li> <li>Attract and retain businesses that align with town’s priorities.</li> <li>Promote redevelopment and growth of commercial areas.</li> <li>Support agricultural business viability.</li> <li>Advance residential intensification, where planned.</li> </ul> <p><b>Natural Areas and Heritage:</b></p> <ul style="list-style-type: none"> <li>Protect and enhance biodiversity, the river valley watershed, and Niagara Escarpment landforms.</li> <li>Preserve built and natural heritage features of our communities.</li> </ul> <p><b>Infrastructure and Asset Management:</b></p> <ul style="list-style-type: none"> <li>Ensure that the town has resilient infrastructure to reduce impacts on the community.</li> <li>Ensure that Town assets, infrastructure and services</li> <li>Maintain and renew green infrastructure.</li> </ul> <p><b>Safe and Welcoming Communities:</b></p> <ul style="list-style-type: none"> <li>Ensure emergency services align with town growth.</li> <li>Enhance outreach and engagement within our communities.</li> </ul> |

# PLANNING & DEVELOPMENT

## ▶ KEY INITIATIVES (continued):



| Project/Initiative   | Description  | Division | Outcomes & Outputs   | 2024 Strategic Alignment   |
|--|--|----------|--|--|
| <b>2. Guelph Street Corridor Planning Study</b>                        | <ul style="list-style-type: none"> <li>Review the existing planning permissions within the Guelph Street Corridor to identify opportunities for future mixed-use development.</li> </ul>   | Policy   | <ul style="list-style-type: none"> <li>This study will formalize the previously identified Guelph Street Corridor as a major intensification corridor within the Town and will evaluate in greater detail how much growth can reasonably be accommodated within the corridor. A Secondary Plan will be prepared that directs contextually appropriate mixed-use development and residential intensification along the corridor.</li> </ul> | <p><b>Thriving Economy:</b></p> <ul style="list-style-type: none"> <li>Promote redevelopment and growth of commercial areas.</li> <li>Advance residential intensification, where planned.</li> </ul> <p><b>Safe and Welcoming Communities:</b></p> <ul style="list-style-type: none"> <li>Enhance outreach and engagement within our communities.</li> <li>Links to major priority committee for Guelph Street.</li> </ul> |
| <b>3. Acton Downtown and Major Transit Station Area Secondary Plan</b> | <ul style="list-style-type: none"> <li>Review the existing planning permissions for the Acton Downtown and MTSA lands and evaluate the areas capacity to meet Provincially directed growth and intensification targets.</li> </ul> | Policy   | <ul style="list-style-type: none"> <li>This study will result in a Secondary Plan for the Acton Downtown and Major Transit Station Area (MTSA) lands. It will form a key component of the Town's Official Plan Review process, will identify appropriate densities for future growth within the study area, and will help the Town plan to achieve its housing pledge and targets.</li> </ul>  | <p><b>Thriving Economy:</b></p> <ul style="list-style-type: none"> <li>Promote redevelopment and growth of commercial areas.</li> <li>Advance residential intensification, where planned.</li> </ul> <p><b>Natural Areas and Heritage:</b></p> <ul style="list-style-type: none"> <li>Preserve built and natural heritage features of our communities.</li> </ul>  |



# PLANNING & DEVELOPMENT

## ▶ KEY INITIATIVES (continued):



| Project/Initiative  | Description   | Division                  | Outcomes & Outputs   | 2024 Strategic Alignment  |
|---|---|---------------------------|--|---|
| <p><b>4. Vision Georgetown OLT &amp; Implementation Matters</b></p> | <ul style="list-style-type: none"> <li>In concert with legal counsel, coordinate Vision Georgetown OLT and related implementation matters.</li> </ul> | <p>Development Review</p> | <ul style="list-style-type: none"> <li>As required by the Vision Georgetown Secondary Plan, a Block Plan that coordinates the individual draft plans of subdivision within the concession block. Issuance of draft plan approval for the individual subdivisions and approval of the zoning by-law amendments that are currently before the OLT.</li> </ul>  | <p><b>Thriving Economy:</b></p> <ul style="list-style-type: none"> <li>Increase public access to parks, natural areas and green spaces.</li> <li>Protect and enhance biodiversity, the river valley watershed, and Niagara Escarpment landforms.</li> <li>Preserve built and natural heritage features of our communities.</li> </ul> <p><b>Infrastructure and Asset Management:</b></p> <ul style="list-style-type: none"> <li>Ensure that the town has resilient infrastructure to reduce impacts on the community.</li> </ul> <p><b>Safe and Welcoming Communities:</b></p> <ul style="list-style-type: none"> <li>Ensure that facilities and programs meet the evolving needs of the community.</li> <li>Major priority committee for Vision Georgetown.</li> </ul> |
| <p><b>5. Bill 23 Heritage Strategy</b></p>                          | <ul style="list-style-type: none"> <li>Implementation of Bill 23 Cultural Heritage Strategy Work Plan</li> </ul>                                      | <p>Policy</p>             | <ul style="list-style-type: none"> <li>Prioritizing the Town's Heritage Register in response to Bill 23, the More Homes Built Faster Act, 2022. Researching and evaluating the Town's listed heritage properties in order of prioritization as determined by the criteria adopted as part of the Town's Heritage Strategy in response to Bill 23.</li> </ul> | <p><b>Thriving Economy:</b></p> <ul style="list-style-type: none"> <li>Preserve built and natural heritage features of our communities.</li> </ul> <p><b>Safe and Welcoming Communities:</b></p> <ul style="list-style-type: none"> <li>Enhance outreach and engagement within our communities.</li> </ul>  |

# PLANNING & DEVELOPMENT

## ▶ KEY INITIATIVES (continued):



| Project/Initiative  | Description   | Division | Outcomes & Outputs  | 2024 Strategic Alignment  |
|---|---|----------|---|---|
| <b>6. Georgetown GO Station/Mill Street Corridor Area Secondary Plan Review</b> | <ul style="list-style-type: none"> <li>Review and update the GO Station Secondary Plan to ensure conformity with the updated Regional Official Plan and consistency with the Provincial legislation.</li> </ul> | 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> </ul> | <p><b>Thriving Economy:</b></p> <ul style="list-style-type: none"> <li>Advance residential intensification, where planned.</li> </ul> <p><b>Natural Areas and Heritage:</b></p> <ul style="list-style-type: none"> <li>Preserve built and natural heritage features of our communities.</li> </ul> <p><b>Infrastructure and Asset Management:</b></p> <ul style="list-style-type: none"> <li>Ensure that the town has resilient infrastructure to reduce impacts on the community.</li> </ul> <p><b>Safe and Welcoming Communities:</b></p> <ul style="list-style-type: none"> <li>Enhance outreach and engagement within our communities.</li> </ul> |

# PLANNING & DEVELOPMENT

## ▶ STAFFING IMPACT:

|           | +/- FTE Estimates | Service Delivery Area  |
|-----------|-------------------|--|
| Full Time | +1.0              | <p><b>Legal Assistant</b></p> <p>To provide support on managing legal processes and legislative requirements within the Legal division. This position will assist with the influx of requests for title searches, corporate searches and registration of Orders relating to enforcement of Property Standards and Building Code violations and the registration of Heritage By-laws on title. Assist with responses to legal compliance requests from law firms including review of the Amanda process and making requests and fees available online. Provide support in the transition from paper to electronic files and formats to allow for more timely information and responses to both staff and public inquiries. Assist with making information on subdivision assumptions accessible to the public online. This position will also help in alleviating resource pressures to allow the Section to manage the increase in requests for updated development agreement templates to address the anticipated developments in Vision Georgetown. This includes creating templates for license agreements to assist with permits required through Development Engineering. It will also allow the Section to assist staff with real estate matters including acquisition for lands from road alignment arising from capital road projects.</p> |

# PLANNING & DEVELOPMENT

## ▶ PERFORMANCE INDICATORS:

| Operational                           | Target  |
|---------------------------------------|---|
| Well-developed plans                  | <ul style="list-style-type: none"> <li>• <b>Southeast Georgetown Secondary Plan</b> - Council Adoption of Secondary Plan.</li> <li>• <b>GO Station/Mill Street Corridor Secondary Plan</b> – Council adoption of Secondary Plan</li> <li>• <b>Official Plan Review</b> - Completion of Phase 1 which includes a Public Open House, Artists Call (Art Competition), Public Engagement Plan, Housing Strategy (Housing Needs Assessment Report), and Background Report and Phase 2 which includes detailed Technical Reports, Research Briefs, Policy Directions Report and additional public consultation events.</li> <li>• <b>Vision Georgetown</b> – Complete the Block Plan process and advance the development approval process.</li> <li>• <b>Guelph Street Corridor Secondary Plan</b> - Completion of Phase 1 which includes a Community Engagement Plan, Background Report, Public Visioning Session and initiation of Guelph Street Revitalization Committee &amp; Phase 2 which includes completion of Technical Studies, Preferred Land Use Plan Report, and additional public engagement events.</li> <li>• <b>Acton Downtown and Major Transit Station Area Secondary Plan</b> - Preparation of project Terms of Reference, contract award, development of a detailed work program and engagement plan. Initiation of Phase 1 of the Secondary Plan study, including initiation of Technical Advisory and Steering Committees and initiation of public consultation events.</li> </ul> |
| Development Applications              | <ul style="list-style-type: none"> <li>• 20% increase in decisions</li> </ul>   |
| Quality of Life                       | Target  |
| Green Development Standards Approvals | <ul style="list-style-type: none"> <li>• 100% increase in approvals</li> </ul>  |
| Bill 23 Heritage Strategy             | <ul style="list-style-type: none"> <li>• 20 <i>Ontario Heritage Act</i> Part IV Designations</li> </ul>   |

## PLANNING & DEVELOPMENT

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.

### 2025 Operating Budget Overview

| Planning & Development                  | 2024<br>Approved<br>Budget | 2025<br>Total Budget | 2025 vs. 2024<br>Budget Change |              |
|---|----------------------------|----------------------|--------------------------------|--------------|
| <b>Revenue</b>                          |                            |                      |                                |              |
| User Fees                               | (13,500)                   | (20,500)             | (7,000)                        | 51.9%        |
| Licences and Permits                    | (1,229,573)                | (1,307,000)          | (77,427)                       | 6.3%         |
| Grants                                  | (1,000)                    | -                    | 1,000                          | -100.0%      |
| Other Revenue                           | (1,700)                    | (2,500)              | (800)                          | 47.1%        |
| <b>Revenue Total</b>                    | <b>(1,245,773)</b>         | <b>(1,330,000)</b>   | <b>(84,227)</b>                | <b>6.8%</b>  |
| <b>Expenses</b>                         |                            |                      |                                |              |
| Salaries & Benefits                     | 3,061,773                  | 3,358,497            | 296,724                        | 9.7%         |
| Professional Development & Fees         | 46,000                     | 53,900               | 7,900                          | 17.2%        |
| Contracted Services and Agreements      | 1,600                      | 1,600                | -                              | 0.0%         |
| Professional Fees                       | 30,000                     | 40,000               | 10,000                         | 33.3%        |
| Administration and Office Expenses      | 28,300                     | 25,500               | (2,800)                        | -9.9%        |
| Grants to Others                        | 15,000                     | 30,000               | 15,000                         | 100.0%       |
| <b>Expenses Total</b>                   | <b>3,182,673</b>           | <b>3,509,497</b>     | <b>326,824</b>                 | <b>10.3%</b> |
| <b>Planning &amp; Development Total</b> | <b>1,936,900</b>           | <b>2,179,497</b>     | <b>242,597</b>                 | <b>12.5%</b> |

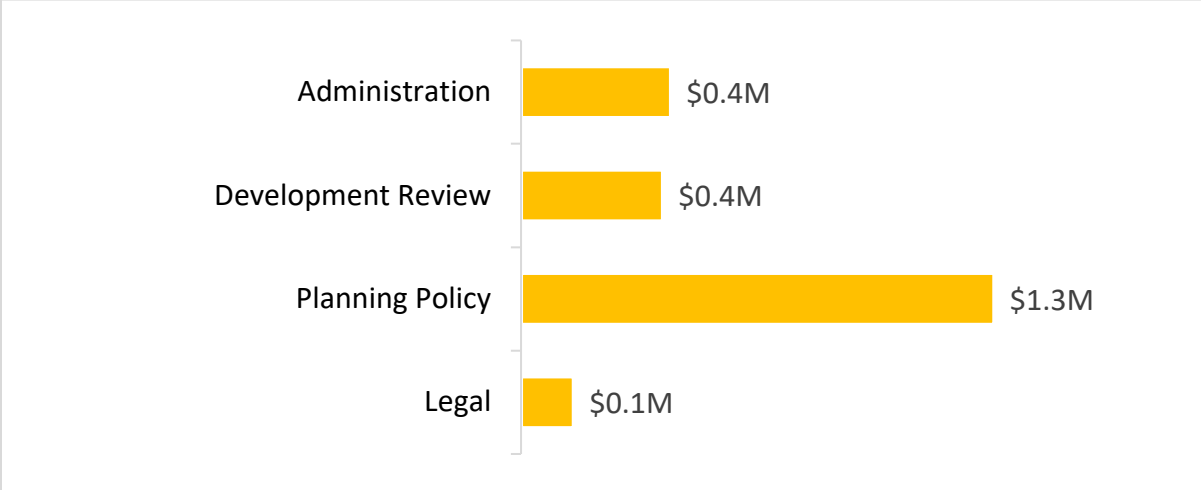
## Operating Budget by Service

Planning & Development provides services in the Administration, Planning Policy, Development Review, and Legal divisions.

| Planning & Development          | 2023<br>Actuals  | 2024 Approved<br>Budget | 2025             |                      |                                  | 2025 vs. 2024    |                 |               |      |
|---------------------------------|------------------|-------------------------|------------------|----------------------|----------------------------------|------------------|-----------------|---------------|------|
|                                 |                  |                         | Base Budget      | OP Budget<br>Request | One-Time OP<br>Budget<br>Request | Total Budget     | Budget Change   |               |      |
| <b>Administration</b>           |                  |                         |                  |                      |                                  |                  |                 |               |      |
| <b>Administration</b>           |                  |                         |                  |                      |                                  |                  |                 |               |      |
| Revenue                         | (1,092)          | -                       | -                | -                    | -                                | -                | -               | -             | 0.0% |
| Expense                         | 367,763          | 393,500                 | 399,500          | -                    | -                                | 399,500          | 6,000           | 1.5%          |      |
| <b>Administration Total</b>     | <b>366,671</b>   | <b>393,500</b>          | <b>399,500</b>   | <b>-</b>             | <b>-</b>                         | <b>399,500</b>   | <b>6,000</b>    | <b>1.5%</b>   |      |
| <b>Administration Total</b>     | <b>366,671</b>   | <b>393,500</b>          | <b>399,500</b>   | <b>-</b>             | <b>-</b>                         | <b>399,500</b>   | <b>6,000</b>    | <b>1.5%</b>   |      |
| <b>Planning Policy</b>          |                  |                         |                  |                      |                                  |                  |                 |               |      |
| <b>Planning Policy</b>          |                  |                         |                  |                      |                                  |                  |                 |               |      |
| Revenue                         | (12,388)         | (1,500)                 | (500)            | -                    | -                                | (500)            | 1,000           | -66.7%        |      |
| Expense                         | 1,041,350        | 1,109,500               | 1,246,900        | 15,000               | -                                | 1,261,900        | 153,400         | 13.7%         |      |
| <b>Planning Policy Total</b>    | <b>1,028,962</b> | <b>1,108,000</b>        | <b>1,246,400</b> | <b>15,000</b>        | <b>-</b>                         | <b>1,261,400</b> | <b>153,400</b>  | <b>13.8%</b>  |      |
| <b>Planning Policy Total</b>    | <b>1,028,962</b> | <b>1,108,000</b>        | <b>1,246,400</b> | <b>15,000</b>        | <b>-</b>                         | <b>1,261,400</b> | <b>153,400</b>  | <b>13.8%</b>  |      |
| <b>Development Review</b>       |                  |                         |                  |                      |                                  |                  |                 |               |      |
| <b>Development Review</b>       |                  |                         |                  |                      |                                  |                  |                 |               |      |
| Revenue                         | (825,780)        | (1,014,173)             | (1,014,200)      | -                    | -                                | (1,014,200)      | (27)            | 0.0%          |      |
| Expense                         | 1,099,103        | 1,409,173               | 1,392,344        | -                    | -                                | 1,392,344        | (16,829)        | -1.2%         |      |
| <b>Development Review Total</b> | <b>273,323</b>   | <b>395,000</b>          | <b>378,144</b>   | <b>-</b>             | <b>-</b>                         | <b>378,144</b>   | <b>(16,856)</b> | <b>-4.3%</b>  |      |
| <b>Legal</b>                    |                  |                         |                  |                      |                                  |                  |                 |               |      |
| <b>Legal</b>                    |                  |                         |                  |                      |                                  |                  |                 |               |      |
| Revenue                         | (141,475)        | (230,100)               | (228,900)        | (86,400)             | -                                | (315,300)        | (85,200)        | 37.0%         |      |
| Expense                         | 218,056          | 270,500                 | 349,053          | 106,700              | -                                | 455,753          | 185,253         | 68.5%         |      |
| <b>Legal Total</b>              | <b>76,581</b>    | <b>40,400</b>           | <b>120,153</b>   | <b>20,300</b>        | <b>-</b>                         | <b>140,453</b>   | <b>100,053</b>  | <b>247.7%</b> |      |
| <b>Legal Total</b>              | <b>76,581</b>    | <b>435,400</b>          | <b>508,300</b>   | <b>20,300</b>        | <b>-</b>                         | <b>528,600</b>   | <b>100,053</b>  | <b>23.0%</b>  |      |
| <b>Net Levy Impact</b>          | <b>1,745,537</b> | <b>1,936,900</b>        | <b>2,144,197</b> | <b>35,300</b>        | <b>-</b>                         | <b>2,179,497</b> | <b>242,597</b>  | <b>12.5%</b>  |      |

# Operating Budget by Service

The 2025 operating budget for Planning & Development is proposed at \$3,509,497 in gross expenditures, with \$2,179,497 funded from the general tax levy to support the services performed by all divisions within the Planning & Development department.



## 2025 Operating Budget Drivers

The \$242,597, or 12.5%, net increase to the Planning & Development operating budget includes various inclusions to support the review and processing of development applications filed under the Planning Act, the development of planning policy documents, the Town’s cultural heritage portfolio and the preparation of various legal agreements. The following major budget changes are included in the Planning & Development operating budget for 2025:

### Maintaining current service levels

- \$200,027 or 10.3%, represents the base change in compensation and benefits for the current staff complement. This includes previously approved contract adjustments, performance increments, job evaluation changes, a proposed 2.25% non-union economic adjustment, and cost adjustments associated with the Town’s benefit provider.
- \$7,270 net increase for minor miscellaneous base budget changes.
- \$20,300 net budget increase for a Legal Assistant Position for the Legal division to assist with capacity in processing and reviewing legal agreements and documents as a result of additional growth anticipated in the near future.
- A net budget impact of \$15,000 is requested to increase funding for the Heritage Property Grant Program. This will provide financial assistance to owners of the Town’s designated cultural heritage properties, which have nearly doubled through our Bill 23 Heritage Strategy, helping them manage conservation costs and protect the Town’s heritage resources.

# 2025 Operating Budget Request

|   |                       |                 |
|---|-----------------------|-----------------|
| <b>Position/Program</b>   | Ref No.               | 25-21           |
| Legal Assistant   | <b>Budget Impact</b>  | \$ 20,300       |
| <b>Approved by Council?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> | <b>FTE Impact</b>     | 1.0             |
| <b>Included in Budget?</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  | <b>Effective Date</b> | January 1, 2025 |
| <b>Department</b>   | <b>Division</b>       |                 |
| Planning & Development  | Legal                 |                 |

**Description of Services to be Performed:**

This position supports the Legal Division's mandate to successfully manage the increased workloads from growth initiatives, including the influx of staff requests for legal searches and registration of orders to enforce Property Standards and Building Code violations; registration of Heritage By-laws; and the demands for new agreement templates for Vision Georgetown developments. It will also aid in the transition to a paperless environment and make information more readily available to staff and subdivision assumptions by-law accessible to the public online. It will be crucial to the Section meeting legislative timelines and providing

**It is recommended that the Legal Assistant be approved as an on-going full time position (1.0 FTE) and that \$86,400 is financed through Development Agreements revenue and \$20,300 is financed through Base budget increase.**

**Risk if not approved: It will be difficult for existing staff to manage the expected workload associated with processing and reviewing legal agreements and to meet the legislated deadlines. As a result, it may be difficult for staff to meet the time frames expected by the development industry in the processing of their development proposals and/or increase use of external legal counsel for real estate and other matters. Increased risks of errors and liability to the Town.**

|                       |                    |  |  |
|-----------------------|--------------------|--|--|
| <b>Budget Impact:</b> |                    | <b>Account &amp; Notes:</b>                              |  |
| <b>Expenditures:</b>  |                    |  |  |
| Salary & Benefits     | 106,700            | Non Union Salaries & Benefits                            |  |
| Supplies & Services   |                    |  |  |
| Other                 |                    |  |  |
| <b>Total</b>          | <b>\$ 106,700</b>  |  |  |
| <b>Revenue:</b>       |                    |  |  |
| Fees                  | (86,400)           | Development Agreements Revenue & Non Development Revenue |  |
| Grants                |                    |  |  |
| Other                 |                    |  |  |
| <b>Total</b>          | <b>\$ (86,400)</b> |  |  |
| <b>Net Cost</b>       | <b>\$ 20,300</b>   |  |  |



# 2025 Operating Budget Request

|   |                       |                 |
|---|-----------------------|-----------------|
| <b>Position/Program</b>   | Ref No.               | 25-22           |
| Heritage Property Grant Program   | <b>Budget Impact</b>  | \$ 15,000       |
| <b>Approved by Council?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> | <b>FTE Impact</b>     |                 |
| <b>Included in Budget?</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  | <b>Effective Date</b> | January 1, 2025 |
| <b>Department</b>   | <b>Division</b>       |                 |
| Planning & Development  | Planning Policy       |                 |

**Description of Services to be Performed:**

As a result of Bill 23, Council approved a Heritage Register prioritization strategy, which has resulted in the Town nearly doubling it's designated cultural heritage resources under Part IV or V of the Ontario Heritage Act. The current funding for the Heritage Property Grant Program is not sufficient to provide financial incentive to assist owners of the designated properties with the significant costs of conservation. Increasing the funding for the Heritage Property Grant Program will assist owners of the Town's designated cultural heritage resources with financial assistance in maintaining the identified heritage attributes of their properties, which in turn helps to protect the Town's cultural heritage resources and manage change to heritage properties.

**It is recommended that the Heritage Property Grant Program be approved as an on-going request without FTE impact and that \$15,000 is fully financed through a base budget increase.**

**Risk if not approved: The risk of not including this funding increase for the HPGP is that property owners will be more likely to object to designation under the Ontario Heritage Act, which would impact successful implementation of the Council approved Bill 23 Heritage Strategy and result in appeals to the Ontario Land Tribunal. In addition, the funding is required in order to provide property owners an incentive towards the designation and maintenance of the Town's significant cultural heritage resources.**

|                       |                  |                             |
|-----------------------|------------------|-----------------------------|
| <b>Budget Impact:</b> |                  |                             |
| <b>Expenditures:</b>  |                  | <b>Account &amp; Notes:</b> |
| Salary & Benefits     |                  |                             |
| Supplies & Services   |                  |                             |
| Other                 | 15,000           | Grants to others            |
| <b>Total</b>          | <b>\$ 15,000</b> |                             |
| <b>Revenue:</b>       |                  |                             |
| Fees                  |                  |                             |
| Grants                |                  |                             |
| Other                 |                  |                             |
| <b>Total</b>          | <b>\$ -</b>      |                             |
| <b>Net Cost</b>       | <b>\$ 15,000</b> |                             |

# PLANNING & DEVELOPMENT

## Capital Forecast 2025 - 2034

| Project No.                             | Project Name  | 2025           | 2026             | 2027             | 2028             | 2029             | 2030           | 2031           | 2032           | 2033           | 2034           | Total            |
|---|---|----------------|------------------|------------------|------------------|------------------|----------------|----------------|----------------|----------------|----------------|------------------|
| <b>PLANNING &amp; DEVELOPMENT</b>       |   |                |                  |                  |                  |                  |                |                |                |                |                |                  |
| 7000-22-0001                            | Official Plan Review  | -              | -                | -                | -                | 500,000          | -              | -              | -              | -              | 500,000        | 1,000,000        |
| 7100-10-2501                            | SE Georgetown Developer Payback                               | -              | -                | 220,000          | -                | -                | 220,000        | -              | -              | -              | -              | 440,000          |
| 7100-22-1502                            | Glen Williams Sec Plan Review                                 | -              | -                | 200,000          | -                | -                | -              | -              | -              | 200,000        | -              | 400,000          |
| 7100-22-2303                            | Post 2036 Secondary Plans                                     | -              | 1,500,000        | 1,500,000        | 1,500,000        | 1,500,000        | -              | -              | -              | -              | -              | 6,000,000        |
| 7100-22-2401                            | Guelph St Corridor Planning Study                             | -              | -                | -                | -                | -                | -              | 300,000        | -              | -              | -              | 300,000          |
| 7100-22-2501                            | Acton Downtown Planning Study                                 | 250,000        | -                | -                | -                | -                | 300,000        | -              | -              | -              | -              | 550,000          |
| 7100-22-2701                            | Development Application Fees Review                           | -              | -                | -                | -                | -                | -              | -              | -              | -              | 70,000         | 70,000           |
| 7100-22-3201                            | Cultural Heritage Master Plan Update                          | -              | -                | -                | -                | -                | -              | -              | 200,000        | -              | -              | 200,000          |
| 7100-27-0102                            | Norval Secondary Plan Review                                  | -              | 250,000          | -                | -                | -                | -              | 250,000        | -              | -              | -              | 500,000          |
| <b>SUBTOTAL FUNDED</b>                  |   | <b>250,000</b> | <b>1,750,000</b> | <b>1,920,000</b> | <b>1,500,000</b> | <b>2,000,000</b> | <b>520,000</b> | <b>550,000</b> | <b>200,000</b> | <b>200,000</b> | <b>570,000</b> | <b>9,460,000</b> |
| <b>UNFUNDED</b>                         |   |                |                  |                  |                  |                  |                |                |                |                |                |                  |
| 7100-22-2303                            | Post 2036 Secondary Plans                                     | -              | -                | -                | -                | -                | -              | -              | -              | -              | -              | -                |
| 7100-22-2502                            | Community Consultation Strategy - Historic Context Statements | -              | 25,000           | -                | -                | -                | -              | -              | -              | -              | -              | 25,000           |
| 7100-22-2602                            | Cultural Resource Vulnerability Assessment & Strategy         | -              | 100,000          | -                | -                | -                | -              | -              | -              | -              | -              | 100,000          |
| 7100-22-2701                            | Development Application Fees Review                           | -              | -                | -                | -                | 70,000           | -              | -              | -              | -              | -              | 70,000           |
| <b>SUBTOTAL UNFUNDED</b>                |   | <b>-</b>       | <b>125,000</b>   | <b>-</b>         | <b>-</b>         | <b>70,000</b>    | <b>-</b>       | <b>-</b>       | <b>-</b>       | <b>-</b>       | <b>-</b>       | <b>195,000</b>   |
| <b>TOTAL PLANNING &amp; DEVELOPMENT</b> |   | <b>250,000</b> | <b>1,875,000</b> | <b>1,920,000</b> | <b>1,500,000</b> | <b>2,070,000</b> | <b>520,000</b> | <b>550,000</b> | <b>200,000</b> | <b>200,000</b> | <b>570,000</b> | <b>9,655,000</b> |

## 2025 – 2034 Capital Budget & 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 \$9.5 million with \$250,000 proposed for 2025. The following summarizes key components and highlights of the Capital Forecast:

- The 2025 budget includes \$250,000 for the Secondary Plan for the Acton Downtown and Major Transit Station Area (MTSA) lands, which will align with revised Provincial land use planning requirements, support future growth and housing targets, and guide redevelopment by updating outdated policies and standards.

- \$6,000,000 allocated to future secondary plans to prepare for post 2036 growth following the anticipated build out of Vision Georgetown, Southeast Georgetown and Stewarttown.
- \$2,700,000 during the forecast period for updates to various secondary plans or new planning studies to advance and effectively plan for growth and support the Town in reaching its stated housing targets, and to support cultural heritage initiatives.
- \$440,000 is included in the capital forecast for the Southeast Georgetown Secondary Plan Developer Payback. The amount of funding and timing are defined in the financial agreement between the Town and the developer. As agreed to by the developer, the 2025 repayment of \$220,000 has been deferred to 2027.
- The Unfunded Projects section includes post 2036 Secondary Plans that are required for long range planning and development purposes, development fee updates and additional initiatives to conserve our cultural heritage resource. The total estimated cost for these projects over the next decade is \$3.2 million.

## 2025 Capital Budget

| Page No.   | Project No.  | Project Name                  | Total Amount | Total Funding | Base Capital Budget | Development Charges | Capital Reserves | Grants & Recoveries | Debentures |
|------------|--------------|-------------------------------|--------------|---------------|---------------------|---------------------|------------------|---------------------|------------|
| 328        | 7100-22-2501 | Acton Downtown Planning Study | 250,000      | 250,000       | -                   | -                   | 250,000          | -                   | -          |
| 2025 Total |              |                               | 250,000      | 250,000       | -                   | -                   | 250,000          | -                   | -          |

*Please refer to the proceeding Capital Project Information Sheets for details on the 2025 capital projects.*

# 2025 Capital Project Information Sheet

|                        |                               |                    |              |
|------------------------|-------------------------------|--------------------|--------------|
| <b>Project</b>         | Acton Downtown Planning Study | <b>Project No.</b> | 7100-22-2501 |
| <b>Department</b>      | Planning & Development        | <b>2025 Budget</b> | \$ 250,000   |
| <b>Project Manager</b> | Bronwyn Parker                |                    |              |

## Project Description

This study will result in a Secondary Plan for the Acton Downtown and Major Transit Station Area (MTSA) lands. It will reflect and implement the requirements of the revised Provincial land use planning system, including the allocation of population and employment growth to the 2051 planning horizon, as required by recent legislative changes, including Bill 162 and Bill 185. It will form a key component of the Town's Official Plan Review process, identify appropriate densities for future growth within the study area, and help the Town plan to achieve its housing pledge and targets. Completion of the Secondary Plan will set the permissions for future redevelopment within the Acton MTSA and Downtown Area. This is an improvement on the current level of service, as without it, development within the area is subject to outdated policy and regulatory standards and minimal urban design considerations.

## Project Budget and 9-year Forecast

|                      | Total   | 2025    | 2026 | 2027 | 2028 | 2029 | 2030-2034 |
|----------------------|---------|---------|------|------|------|------|-----------|
| <b>Expenditures</b>  | 550,000 | 250,000 | -    | -    | -    | -    | 300,000   |
| <b>Funding</b>       |         |         |      |      |      |      |           |
| Strategic Plan Res   | 550,000 | 250,000 |      |      |      |      | 300,000   |
|                      | -       |         |      |      |      |      |           |
|                      | -       |         |      |      |      |      |           |
| <b>Total funding</b> | 550,000 | 250,000 | -    | -    | -    | -    | 300,000   |

### Impact on Operating Budget

|                  | Total | 2025 | 2026 | 2027 | 2028 | 2029 | 2030-2034 |
|------------------|-------|------|------|------|------|------|-----------|
| Operating Impact | -     | -    | -    | -    | -    | -    | -         |

**Operating Resources Required** 0 **FTE Impact** 0.0

## Service Attributes and Authorization

|                                       |                                |                     |        |
|---------------------------------------|--------------------------------|---------------------|--------|
| <b>Division</b>                       | Planning Policy                | <b>Service Type</b> | Growth |
| <b>Service Category</b>               | Planning & Development         |                     |        |
| <b>Growth Related</b>                 | No                             | <b>Start Date</b>   | Apr-25 |
| <b>% Eligible DC/CBC</b>              |                                | <b>End Date</b>     | Dec-26 |
| <b>Report/Strategy/Plan</b>           |                                |                     |        |
| <b>Disposition Recommendation No.</b> | N/A                            |                     |        |
| <b>Council Strategic Priority</b>     | Safe and Welcoming Communities |                     |        |

## Asset Information

|                    |                                    |
|--------------------|------------------------------------|
| <b>Asset Type</b>  | <b>Treatment</b>                   |
| <b>Description</b> | <b>Asset condition adjustment*</b> |