



Program: Planning Services

Program Based Budget

2016 – 2018

Program: Planning Services

Vision Statement:

To promote the development and maintenance of a livable and sustainable community in order to enhance the natural, cultural, social and economic environments of the Town of Oakville.

Mission Statement:

As a team, strive for excellence in creating and maintaining a livable community for present and future generations.

Program Description

The Planning Services department is responsible for creating and maintaining the town's policy framework and implementation tools required for managing growth and development and sustaining the livability for the town. The Policy Planning section establishes long term planning policy through the creation and maintenance of the official plan (Livable Oakville) and associated studies and research. The Current Planning and Heritage section is responsible for the review of development applications prescribed under the *Planning Act* which is undertaken by district teams, as well as the identification and designation of properties of cultural heritage value and the ongoing administration of the heritage permitting process as set out in the *Ontario Heritage Act*. The Urban Design section provides expertise in urban design through design policies and standards and through the evaluation of development applications.

Program Services

Planning delivers the following services:

- Administration
- Urban Design
- Current Planning and Heritage
- Policy Planning
- Special Projects

Staffing Overview

Program: Planning Services	2014 Approved FTE	2015 Approved FTE	2016 Capital Impact	2016 Service Adjustment	2016 Reallocation of Staff	2016 Total FTE	Net Change 2016 vs 2015
Administration	2.0	3.0				3.0	0.0
Urban Design	5.0	5.0				5.0	0.0
Current Planning & Heritage	17.0	16.0				16.0	0.0
Policy Planning	8.0	7.0				7.0	0.0
Total Planning Services	32.0	31.0	0.0	0.0	0.0	31.0	0.0

Overall, the total staff complement for Planning is 31.0 FTE's. No changes for 2016, although it should be noted that 2 positions have been unfunded or "gapped".

Program Services Budget Overview

Services/Activities:	2015 Restated		2016 Requested		Net Change 2016 vs 2015	Net Change 2016 vs 2015 (%)
	Gross Budget	Net Budget	Gross Budget	Net Budget		
Administration	471,400	448,700	518,800	516,500	67,800	15.1%
Urban Design	843,400	838,500	1,035,900	1,023,800	185,300	22.1%
Current Planning & Heritage	4,565,400	(568,300)	4,144,000	(491,300)	77,000	(13.5%)
Long Range Planning	969,900	741,100	1,016,400	793,400	52,300	7.1%
Total	6,850,100	1,460,000	6,715,100	1,842,400	382,400	26.2%

In 2016, the Planning Services program budget has been increased by \$382,400. In 2015 staff completed an in-depth costing review with the assistance of an external consultant, and this review has provided more accurate reflection of costs which, impacts fees. As a result many of the planning fees have been adjusted to ensure the appropriate cost recovery is achieved.

Overall, Planning's gross expenditures have decreased by \$135,000. While inflationary increases have been included for salaries and benefits, the decrease is a result of reduced internal charges from other departments which capture the time attributed to the delivery of Planning Services. In 2016, planning revenue is expected to decrease by \$1.7 million to an anticipated amount of \$ 2.9 million. This reduction in revenue reflects the changes to the fee structure, as well as lower projected volumes, particularly in zoning and subdivision applications. As a result of reduced revenue, a transfer from the Planning Stabilization reserve of \$1.7 million has been budgeted to ensure the required cost recovery ratios are met to minimize the impact on the overall tax levy.

Key Performance Indicators

1. Percentage of gross operating budget

2011	2012	2013	2014	2015
1.9%	1.9%	1.8%	2.0%	1.9%
Why Important: Monitors the cost of the program as a proportion of the total cost for the town.				
How Calculated: Gross program operating costs (excluding transfers to reserves and internal charges) / Gross town operating costs (excluding transfers to reserves and internal charges)				

2. Percentage of total FTEs

2011	2012	2013	2014	2015
2.3%	2.2%	2.2%	2.1%	2.0%
Why Important: Assesses the capacity of the program by examining the proportion of staff expertise against the total Town FTE's.				
How Calculated: Total program FTEs including part-time / Total town FTEs including part-time				

3. Cost recovery ratio

2011	2012	2013	2014	2015
36%	46%	54%	55%	TBD
Why Important: To ensure fee supported related activities are being recovered 100% in accordance with the town's Rate's and Fee policy to the limit permissible under the Planning Act. The revised Fee Model indicates the target for 2016 is 53% as this is the level of Planning activities that can be recovered through fees based on 5 year average volumes. Achievement can be rationalized against budgeted and actual activity volumes.				
How Calculated: Total Fee Revenue/Total Gross Costs. Actual cost recovery varies from year to year based on volumes.				

4. Percentage of development applications (subdivisions, official plans, zoning) meeting statutory timeframes

2011	2012	2013	2014	2015
NA	NA	NA	75%	80%
Why Important: Ensure that Planning Services is meeting legislated timing for processing development applications.				
How Calculated: Tracked from AMANDA system to measure the time taken to process applications from "Open" to "Council decision" status.				

5. Percentage of site plan applications processed from initiation to recommendation within 4 months

2011	2012	2013	2014	2015
NA	NA	NA	75%	74%
Why Important: Ensure that Planning Services is meeting legislated timing for processing Site Plan applications.				
How Calculated: Tracked from AMANDA to measure the time taken to process applications from "Open" to "Clearing Conditions" status.				

6. Percentage of Council Decisions related to Development Applications* Appealed within 12 months

2011	2012	2013	2014	2015
0%	18%	50%	40%	19%
Why Important: The percentage of Council decisions related to development applications that are appealed, measures the effectiveness of the Official Plan.				
How Calculated: Tracked from AMANDA to measure the percentage of Council decisions related to development applications (*Subdivision and Condominium applications, Zoning By-law amendments and Official Plan amendments).				

Key Objectives (Initiatives) for 2016 – 2018

The following initiatives will be undertaken by the Planning Services department over the 2016 to 2018 period to meet Council's strategic objectives of being innovative in everything we do, enhance our economic, social and cultural environments, continuously improve programs and services, and have programs and services that are fiscally and environmentally sustainable:

- To be the most livable town in Canada.
 - Continue the Five Year review and update of the Town's Official Plan (Livable Oakville) and consolidation of the North Oakville East and West Secondary Plans to create one Livable Oakville Official Plan.
 - Commence Speers Road Corridor Study, Growth Area Check Ins, Stable Residential Area review and Provincial and Regional Plan conformity.
 - Continue to co-lead the Midtown Strategy to implement the Midtown EA, update to the Livable Oakville Plan, Urban Design and Parking Strategy and new zoning.
 - Finalize the new comprehensive Zoning By-law (inZone) through the OMB hearing process.
 - Completion of the Livable by Design Manual Part C (Site Design and Development Standards).
 - Commence Livable by Design Manual Part B documents (design direction for Bronte and Kerr Growth Areas and for other districts and specific types of development).
 - Continue to provide monitoring of growth and development and updates to population forecasts.
 - Continued management of the Kerr Street Community Improvement Plan Façade Program.
 - Complete the work under the Heritage Work Program including implementation of the Cultural Heritage Landscape Strategy.
 - Continued management of the Heritage Grant Program.
- To continuously improve programs and services.
 - Undertake a review of the site plan process and co-ordinate the development of a new site plan by-law and process.

- Co-ordinate with other departments in the sign by-law review.
- To provide outstanding services to our businesses and residents.
 - Continue to build upon the Livable by Design Awards program.
 - Continue improvements to community outreach and communication materials.
- To be accountable in everything we do.
 - Complete the implementation directions for the South Central Public Lands Study including the redevelopment of the OTMH Lands, Brantwood and Chisholm school sites.
 - Ongoing implementation of the Process Mapping exercise including the development of an AMANDA public portal.

2016 Program Budget Drivers

	2015 Restated Budget	2016 Base Budget	2016 Capital Budget Impact	2016 Service Adjustments	2016 Requested Budget	\$ Change From 2015	% Change From 2015
Expenses:							
Personnel Services & Benefits	3,482,500	3,549,900	0	0	3,549,900	67,400	1.9%
Materials & Supplies	21,100	21,400	0	0	21,400	300	1.4%
Capital Out Of Operations	4,000	4,000	0	0	4,000	0	0.0%
Purchased Services	105,000	104,400	0	0	104,400	(600)	(0.6%)
Payments & Grants	240,200	240,400	0	0	240,400	200	0.1%
Internal Expenses & Transfers	2,997,300	2,795,000	0	0	2,795,000	(202,300)	(6.7%)
Total Expenses	6,850,100	6,715,100	0	0	6,715,100	(135,000)	(2.0%)
Revenues:							
External Revenues	4,688,000	2,979,500	0	0	2,979,500	(1,708,500)	(36.4%)
Internal Recovery & Fund Trsfs	702,100	1,893,200	0	0	1,893,200	1,191,100	169.6%
Total Revenues	5,390,100	4,872,700	0	0	4,872,700	(517,400)	(9.6%)
Tax Levy	1,460,000	1,842,400	0	0	1,842,400	382,400	26.2%

In 2016, the Planning Services program has increased by \$382,400 or 26.2%. The main drivers for the change are the following:

- Personnel Services & Benefits have increased by \$67,400 due to anticipated inflationary increases for salaries and benefits.
- Internal Expenses & Transfers have decreased by \$202,300 due to a lower allocation of time from other departments involved in the planning application process.
- External Revenue has decreased by \$1,708,500 as a result of a new fee structure and anticipated lower volumes particularly in zoning and subdivision applications.
- Internal Recovery & Fund Transfers have increased by \$1,191,100 primarily due to transfer from the Planning Enterprise Reserve to meet required cost recovery ratios.

2017 - 2018 Operating Budget Forecast

	2016 Requested Budget	2017 Forecast Requested Budget	2016-2017 Change (%)	2018 Forecast Requested Budget	2017-2018 Change (%)
Gross Expenditures					
Planning Services					
Administration	518,800	529,500	2.1%	541,500	2.3%
Urban Design	1,035,900	1,051,900	1.5%	1,069,800	1.7%
Current & Heritage Planning	4,144,000	4,113,600	(0.7%)	4,169,000	1.3%
Long Range Planning	1,016,400	1,038,600	2.2%	1,063,300	2.4%
Total Gross Expenditures	6,715,100	6,733,600	0.3%	6,843,600	1.6%
Tax Levy					
Planning Services					
Administration	516,500	527,200	2.1%	539,200	2.3%
Urban Design	1,023,800	1,039,800	1.6%	1,057,700	1.7%
Current & Heritage Planning	(491,300)	(528,900)	(7.7%)	(479,700)	9.3%
Long Range Planning	793,400	813,100	2.5%	836,300	2.9%
Total Tax Levy	1,842,400	1,851,200	0.5%	1,953,500	5.5%
Gross Expenditures By Type					
Personnel Services & Benefits	3,549,900	3,648,500	2.8%	3,758,500	3.0%
Materials & Supplies	21,400	21,400	0.0%	21,400	0.0%
Purchased Services	104,400	104,400	0.0%	104,400	0.0%
Internal Charges	2,795,000	2,794,900	(0.0%)	2,794,900	0.0%
Other Expenditures	240,400	160,400	(33.3%)	160,400	0.0%
Minor Capital & Transfer To Reserves	4,000	4,000	0.0%	4,000	0.0%
Total Expenditures	6,715,100	6,733,600	0.3%	6,843,600	1.6%
Revenues By Type					
Activity Revenue	2,979,500	2,517,800	(15.5%)	2,739,000	8.8%
Internal Recoveries	206,900	213,400	3.1%	214,900	0.7%
Grants	0	0	0.0%	0	0.0%
Other Revenue	1,686,300	2,151,200	27.6%	1,936,200	(10.0%)
Total Revenues	4,872,700	4,882,400	0.2%	4,890,100	0.2%
Tax Levy	1,842,400	1,851,200	0.5%	1,953,500	5.5%

2016 - 2018 Recommended Capital Budget

The 2016 - 2018 capital budget will provide funds for Planning Services to undertake the required 5-year review of the Official Plan and other special planning projects and studies to support the review, including a Zoning Review and the Urban Design Guidelines Review,

Planning Services	Classification	Capital Budget & Forecast			Operating Impact		
		2016	2017	2018	2016	2017	2018
63101603 Zoning Review	Growth	100,000	100,000	100,000			
63101604 Urban Design Guidelines	Strategic Priorities	150,000	100,000	100,000			
63101605 Official Plan/ Prov. Conformity Review	Growth	100,000	100,000	100,000			
63101606 Special Planning Projects/Studies	Growth	50,000	50,000	50,000			
63101607 Heritage Planning Studies	Infrastructure Renewal	100,000	100,000	100,000			
Total Planning Services		500,000	450,000	450,000			

Service: Administration

Mission

To establish overall departmental direction and provide leadership and guidance by defining goals and objectives, establishing policies and procedures and monitoring compliance. To provide long term and day to day direction and advice to the development industry, residents, staff, Council and represent the town at the Ontario Municipal Board.

Major Responsibilities

- Co-ordinates budget requests from the managers and prepares business plan.
- Implements corporate and commission strategic goals and objectives.
- Accountable for professional planning advice provided by the department staff.
- Delegated all approvals as directed by Council under the *Planning Act* and town by-laws.
- Co-ordinates responses to planning inquiries and issues.
- Oversees the departments work program and manages many projects including community outreach.
- Provides direction and guidance for resolution of issues and creation of successful quality outcomes.
- Establishes overall planning philosophy and professional approach of the department including mentoring, leadership and ongoing support.

Strategic Priorities (Initiatives)

- Administration section is responsible for overseeing the delivery of all department initiatives with an integral role in the Livable Oakville community planning exercises.

2016 - 2018 Operating Budget Summary

	2015 Restated Budget	2016 Base Budget	2016 Capital Budget Impact	2016 Service Adjustments	2016 Requested Budget	\$ Change from 2015	% Change from 2015	2017 Forecast Budget	2018 Forecast Budget
Expenses:									
Personnel Services & Benefits	283,400	277,800	0	0	277,800	(5,600)	(2.0%)	288,500	300,500
Materials & Supplies	21,100	21,400	0	0	21,400	300	1.4%	21,400	21,400
Purchased Services	29,500	25,700	0	0	25,700	(3,800)	(12.9%)	25,700	25,700
Internal Charges	133,400	189,900	0	0	189,900	56,500	42.4%	189,900	189,900
Other Expenditures	0	0	0	0	0	0	0.0%	0	0
Minor Capital & Transfer To Reserves	4,000	4,000	0	0	4,000	0	0.0%	4,000	4,000
Total Expenses	471,400	518,800	0	0	518,800	47,400	10.1%	529,500	541,500
Revenues:									
Activity Revenue	0	0	0	0	0	0	0.0%	0	0
Internal Recoveries	22,700	2,300	0	0	2,300	(20,400)	(89.9%)	2,300	2,300
Grants	0	0	0	0	0	0	0.0%	0	0
Other Revenue	0	0	0	0	0	0	0.0%	0	0
Total Revenues	22,700	2,300	0	0	2,300	(20,400)	(89.9%)	2,300	2,300
Tax Levy	448,700	516,500	0	0	516,500	67,800	15.1%	527,200	539,200
Tax Levy By Activity									
Administration	448,700	516,500	0	0	516,500	67,800	15.1%	527,200	539,200
Tax Levy	448,700	516,500	0	0	516,500	67,800	15.1%	527,200	539,200

2016 Key Budget Drivers

- Personnel Services & Benefits have decreased by \$5,600 primarily due to gapping of one management position which is partially offset with inflationary increases for wages and benefits.
- Purchased Services have decreased \$3,800 primarily due to a decrease to insurance premiums.
- Internal Charges have increased by \$56,500 to a higher allocation of time from other departments that can be recovered through Planning fees.
- Internal Recoveries have decreased by \$20,400 due to a decrease in time allocated to other departments' fee recovery models.

2017 - 2018 Budget Forecast Highlights

- 2017 and 2018 budgets reflect inflationary increases only.

Service: Urban Design

Mission

To provide urban design direction for the town and facilitate the creation, enhancement and implementation of urban design policies and practices in Oakville that enhance public places and private spaces.

Major Responsibilities

- Ensure urban design policies and practices are created and sustained that implement and reflect the town's strategic direction to enhance its built environment.
- Develop urban design policies, standards, guidelines and design-related documents.
- Complete the design and technical review of a full range of development applications.
- Prepare concepts and alternative plans for development areas and sites.
- Provide support on the design and implementation of capital projects.
- Provide urban design awareness through outreach initiatives and the Livable by Design Award program.

Strategic Priorities (Initiatives)

- Completion of the Livable by Design Manual Part C (Site Design and Development Standards).
- Commence Livable by Design Manual Part B documents (design direction for Bronte and Kerr Growth Areas and for other districts and specific types of development).
- Contribute to various studies and implementation initiatives, such as the Downtown Streetscape and Transportation Study, Downtown Cultural Hub, Midtown Strategy, Trafalgar Park redevelopment, ATMP update and Livable Oakville Plan review.
- Continue and expand upon the re-launched Livable by Design Awards.
- Continue the sign by-law review initiative.
- Initiate the Lighting Study (Phase 3 – lighting of development sites).
- Collaborate on initiatives with town departments on the delivery of enhancements to and programming within public places.

2016 - 2018 Operating Budget Summary

	2015 Restated Budget	2016 Base Budget	2016 Capital Budget Impact	2016 Service Adjustments	2016 Requested Budget	\$ Change from 2015	% Change from 2015	2017 Forecast Budget	2018 Forecast Budget
Expenses:									
Personnel Services & Benefits	601,100	612,200	0	0	612,200	11,100	1.8%	628,200	646,100
Materials & Supplies	0	0	0	0	0	0	0.0%	0	0
Purchased Services	9,700	11,600	0	0	11,600	1,900	19.6%	11,600	11,600
Internal Charges	232,600	412,100	0	0	412,100	179,500	77.2%	412,100	412,100
Other Expenditures	0	0	0	0	0	0	0.0%	0	0
Minor Capital & Transfer To Reserves	0	0	0	0	0	0	0.0%	0	0
Total Expenses	843,400	1,035,900	0	0	1,035,900	192,500	22.8%	1,051,900	1,069,800
Revenues:									
Activity Revenue	0	0	0	0	0	0	0.0%	0	0
Internal Recoveries	4,900	12,100	0	0	12,100	7,200	146.9%	12,100	12,100
Grants	0	0	0	0	0	0	0.0%	0	0
Other Revenue	0	0	0	0	0	0	0.0%	0	0
Total Revenues	4,900	12,100	0	0	12,100	7,200	146.9%	12,100	12,100
Tax Levy	838,500	1,023,800	0	0	1,023,800	185,300	22.1%	1,039,800	1,057,700
Tax Levy By Activity									
Urban Design	838,500	1,023,800	0	0	1,023,800	185,300	22.1%	1,039,800	1,057,700
Tax Levy	838,500	1,023,800	0	0	1,023,800	185,300	22.1%	1,039,800	1,057,700

2016 Key Budget Drivers

- Personnel Services & Benefits have increased by \$11,100 due to anticipated CUPE 1329 contract requirements and inflationary increases for other wage groups and benefits.
- Purchased Services have increased \$1,900 primarily for professional development and dues.
- Internal Charges have increased by \$179,500 to a higher allocation of time from other departments.
- Internal Recoveries have increased by \$7,200 due to an increase in time allocated to other departments' fee recovery models.

2017 - 2018 Budget Forecast Highlights

- 2017 and 2018 budgets reflect inflationary increases only.

Service: Current Planning & Heritage

Mission

To review and process development applications and make recommendations to the respective approval authority, in order to meet legislative requirements and comply with town policies and procedures for applicants, the public, the Committee of Adjustment and town Council. Advise and guide Heritage Oakville, heritage property owners and the community to facilitate the protection and enhancement of heritage resources in Oakville.

Major Responsibilities

- Completion of the technical and design evaluation as well as comprehensive planning analysis of a full range of development applications in accordance with legislative requirements, policy and regulatory framework and sound planning principles.
- Coordination and integration of technical and design comments received from internal department and external agencies.
- Conducting of public consultation with respect to the development application process.
- Team facilitation and participation on policy and area specific studies.
- Reporting and presenting to Council information and recommendations on development applications reflective of the highest quality professional planning advice provided in the public interest.
- Review and update internal by-laws, policies, procedures and fees to effect the continuous improvement of programs and services, compliance with applicable legislation and to ensure cost recovery targets are being achieved.
- Ensuring policies and practices to implement the Ontario Heritage Act and reflect the town's strategic direction to enhance cultural heritage environments.
- Revise and update, as needed, district heritage plans, heritage policies and by-laws.
- Ongoing heritage property review in order to identify properties of cultural heritage merit to be listed and/or designated.
- Research, evaluation and administration of applications for permits for heritage properties.
- Site inspections and enforcement of heritage permits.
- Provide education and awareness of the town's cultural heritage resources.

Strategic Priorities (Initiatives)

- Process Mapping/Re-engineering Implementation to improve the development application review process efficiency and quality of service including delegation where appropriate.
- Ongoing implementation of the AMANDA public portal.
- Complete a review of the Site Plan process and develop a new Site Plan By-law with Urban Design.
- Ongoing heritage designation of Oakville properties.
- Delivery of Heritage education and awareness programs.
- Implementation of Cultural Heritage Landscape Strategy.
- Update to the Old Oakville Heritage Conservation District Plan and Guidelines.

- Heritage District Street/Entry Signage.
- Heritage Grant Program – complete three year pilot plus consideration of an ongoing program.

2016 - 2018 Operating Budget Summary

	2015 Restated Budget	2016 Base Budget	2016 Capital Budget Impact	2016 Service Adjustments	2016 Requested Budget	\$ Change from 2015	% Change from 2015	2017 Forecast Budget	2018 Forecast Budget
Expenses:									
Personnel Services & Benefits	1,852,800	1,906,000	0	0	1,906,000	53,200	2.9%	1,955,700	2,011,100
Materials & Supplies	0	0	0	0	0	0	0.0%	0	0
Purchased Services	50,500	47,100	0	0	47,100	(3,400)	(6.7%)	47,100	47,100
Internal Charges	2,571,900	2,100,500	0	0	2,100,500	(471,400)	(18.3%)	2,100,400	2,100,400
Other Expenditures	90,200	90,400	0	0	90,400	200	0.2%	10,400	10,400
Minor Capital & Transfer To Reserves	0	0	0	0	0	0	0.0%	0	0
Total Expenses	4,565,400	4,144,000	0	0	4,144,000	(421,400)	(9.2%)	4,113,600	4,169,000
Revenues:									
Activity Revenue	4,688,000	2,979,500	0	0	2,979,500	(1,708,500)	(36.4%)	2,517,800	2,739,000
Internal Recoveries	131,800	119,500	0	0	119,500	(12,300)	(9.3%)	123,500	123,500
Grants	0	0	0	0	0	0	0.0%	0	0
Other Revenue	313,900	1,536,300	0	0	1,536,300	1,222,400	389.4%	2,001,200	1,786,200
Total Revenues	5,133,700	4,635,300	0	0	4,635,300	(498,400)	(9.7%)	4,642,500	4,648,700
Tax Levy	(568,300)	(491,300)	0	0	(491,300)	77,000	13.5%	(528,900)	(479,700)
Tax Levy By Activity									
Current Planning & Heritage	(568,300)	(491,300)	0	0	(491,300)	77,000	13.5%	(528,900)	(479,700)
Tax Levy	(568,300)	(491,300)	0	0	(491,300)	77,000	13.5%	(528,900)	(479,700)

2016 Key Budget Drivers

- Personnel Services & Benefits have increased by \$53,200 for inflationary increases to salaries and benefits which is partially mitigated with savings resulting from gapping of a Senior Planner.
- Purchased Services have decreased \$3,400 primarily due to the reduction in advertising and cell phone expenses to reflect 5 year trends.
- Internal Charges have decreased by \$471,400 due to a reduction of other department's time being spent on planning processes.
- Activity Revenue has decreased by \$1,708,500 as a result of changes to the Planning fee structure as well as anticipated volume reductions particularly in site plan and subdivision fees.
- Other Revenue has increased \$1,222,400 due to an increase in the transfer from the Planning Stabilization reserve to meet cost recovery ratios.

2017 - 2018 Budget Forecast Highlights

- 2017 personnel costs inflationary increases while other expenditures are reduced by \$80,000 due to the completion of a 3 year heritage grant pilot program. Activity revenue has decrease by \$461,700 to reflect anticipated changes in volume although inflationary increase to rates has been included. This results in a further increase transfer from reserve of \$464,900 over 2016 to meet cost recovery ratios.
- 2018 expenditures have been increased by inflation. Activity revenue has increase by \$221,200 over 2017 to reflect anticipated changes in volume and inflationary increases to fees, resulting in a decreased transfer from reserve of \$215,000.

Service: Policy Planning

Mission

To develop policies and programs to help guide and manage growth in Oakville while balancing community needs, economic prosperity and environmental sustainability.

Major Responsibilities

- Management of the Official Plan, the Livable Oakville Plan and North Oakville East and West Secondary Plans.
- Implementation of the new comprehensive zoning by-law (inZone).
- Provide support to current planning on policy interpretation and expert opinion at the OMB.
- Cooperation and coordination with the Region and the Province to advance planning policies and initiatives.
- Continued community outreach and education and facilitation of community led planning exercises.
- Ongoing research and compilation of demographic (housing and population statistics) and development information in databases for use in monitoring and in the development of long range policy.

Strategic Priorities (Initiatives)

- Finalization of the new comprehensive zoning by-law (inZone) including OPA #4 through resolution of appeals at the Ontario Municipal Board.
- Merton Planning Study.
- Midtown Implementation Strategy.
- Five Year Statutory Official Plan review and updated and management of all major studies under the work program (Employment and Commercial Land Review, Speers Road Corridor Study, Growth Area Check Ins, Provincial and Regional conformity, Stable Residential Area review, North Oakville Review).
- South Central Public Lands Study implementation – OTMH, Chisholm and Brantwood School Redevelopment.
- Growth monitoring program.
- Kerr Street Façade Improvement Program.

- Monitoring Halton Region and adjacent municipality planning initiatives.
- Community outreach and enhanced community engagement.
- Monitoring and provide comments on provincial planning initiatives.

2016 - 2018 Operating Budget Summary

	2015 Restated Budget	2016 Base Budget	2016 Capital Budget Impact	2016 Service Adjustments	2016 Requested Budget	\$ Change from 2015	% Change from 2015	2017 Forecast Budget	2018 Forecast Budget
Expenses:									
Personnel Services & Benefits	745,200	753,900	0	0	753,900	8,700	1.2%	776,100	800,800
Materials & Supplies	0	0	0	0	0	0	0.0%	0	0
Purchased Services	15,300	20,000	0	0	20,000	4,700	30.7%	20,000	20,000
Internal Charges	59,400	92,500	0	0	92,500	33,100	55.7%	92,500	92,500
Other Expenditures	150,000	150,000	0	0	150,000	0	0.0%	150,000	150,000
Minor Capital & Transfer To Reserves	0	0	0	0	0	0	0.0%	0	0
Total Expenses	969,900	1,016,400	0	0	1,016,400	46,500	4.8%	1,038,600	1,063,300
Revenues:									
Activity Revenue	0	0	0	0	0	0	0.0%	0	0
Internal Recoveries	78,800	73,000	0	0	73,000	(5,800)	(7.4%)	75,500	77,000
Grants	0	0	0	0	0	0	0.0%	0	0
Other Revenue	150,000	150,000	0	0	150,000	0	0.0%	150,000	150,000
Total Revenues	228,800	223,000	0	0	223,000	(5,800)	(2.5%)	225,500	227,000
Tax Levy	741,100	793,400	0	0	793,400	52,300	7.1%	813,100	836,300
Tax Levy By Activity									
Long Range Planning	741,100	793,400	0	0	793,400	52,300	7.1%	813,100	836,300
Tax Levy	741,100	793,400	0	0	793,400	52,300	7.1%	813,100	836,300

2016 Key Budget Drivers

- Personnel Services & Benefits have increased by \$8,700 due to inflationary increases.
- Purchased Services have increased \$4,700 primarily due to an increase in advertisement costs.
- Internal Charges have increased by \$33,100 due to an increase of other department's time being spent on planning processes.
- Internal Recoveries have decreased by \$5,800 due to a decrease in staff time being allocated to other department's recovery models.

2017 - 2018 Budget Forecast Highlights

- Inflationary increases only.

