STREAMLINE DEVELOPMENT APPROVAL FUND (SDAF) FINAL REPORT

OCTOBER 31, 2023

Streamline Development Approval Fund (SDAF) Overview

In January 2022, Premier Doug Ford announced the Streamline Development Approval Fund (hereafter SDAF) which is a $49 million investment from the Province of Ontario to help unlock housing supply by streamlining, digitizing, and modernizing current municipal approaches to managing and approving applications for residential developments.

In addition to implementing municipal efficiencies to accelerate housing development, the approved funds were also utilized to hire temporary staff to eliminate existing backlogs related to development approvals in the planning and development engineering departments. The City's funding approval was $1,000,000 with the expectation that all SDAF projects will be completed by October 31, 2023, and can meet one or more of the criteria below.

SDAF Eligible Project Criteria

The funding is for the City (as the Recipient) to implement projects that streamline the development approval process or support a diversity internship program in connection with the development approvals process, such as:

1. Procuring consulting or fee-for-service resources to do one or more of the following:

   a) Identify and assist the Recipient to implement more efficient processes for the Recipient's development approvals.

   b) Prepare draft changes to the Recipient's zoning by-laws and explore opportunities to accommodate new housing development as-of-right.

   c) Implement or enhance implementation of a Community Planning Permits system with a housing component.

   d) Review council decision-making processes related to development approvals and make recommendations for streamlining those processes, including delegating certain planning decisions to the Recipient's staff were considered appropriate.

   e) Develop draft Community Improvement Plans that include housing incentives; and

   f) Undertake studies to support new housing types.

2. Implementing e-permitting systems or online "Manage My Application" systems that provide for online status checking, interaction between the applicant and planners, fee payments, and ability to start additional permits and view agency comments.

SDAF Eligible Project Criteria Con't

3. Implementing systems that enable the use of online application forms, which allow for the submission of supporting documents, drawings, and studies as well as standardizes forms, drawings, studies and data submissions.

4. Developing online application guides to help applicants select a location, identify development type, and follow a step-by-step guide to determine application submission requirements.

5. Implementing online booking and web meetings systems for pre-consultation and planning meetings.

6. Purchasing data/application management/workflow software, digital drawing software, or 3D tools to assist with design and visualization of development applications.

7. Purchasing software or hardware to improve the Recipient's efficiency in handling payments related to development approvals, such as new hardware or software to handle online payments or credit card payments.

8. Standardizing terminology, application processes, and data requirements as well as developing terms of reference to improve the customer experience and position partners for simpler data sharing.

9. Hiring temporary staff to deal with backlogs related to development approvals, including inspectors and Committee of Adjustment clerks.

10. Implement diversity internship programs to support diversification of planning or building departments including internships for qualified students or new graduates with a focus on people with disabilities, Indigenous, Black, and racialized individuals, and people from diverse ethnic and cultural origins, sexual orientations, and gender identities and expressions; and

11. Other initiatives to streamline the Recipient's development approval processes, with the written approval of the province.

SDAF Eligible Project, Status and Outcomes

Table 1 (Attachment 1) identifies the projects and resourcing requirements that meet the eligibility requirements of the SDAF to an upset limit of $1,000,000, which have been confirmed with Provincial staff, detailed information, their outcomes and statuses.

SDAF Funds Status

As of October 31, 2023, the City has made use of the entire allocated funding. Comprehensive financial details will be submitted to the province as per their designated reporting procedure on November 1, 2023.

SDAF Conclusion of Outcomes

The broader outcomes achieved included a leaner and more efficient development approvals process including streamlined process guidelines for the public and staff, maximized return on investment with the AMANDA system online application portal, improvement in GIS Data management, improved development data to make more informed decisions and recommendations, and improved efficiency in processing of higher quality complete development applications. Together these initiatives helped Development Staff in improving processing times for residential planning applications, ultimately bringing on stream approvals in a timelier manner to assist with coordination efforts to increase the supply of homes across the province.

Attachments
1. Streamline Development Approval Fund Table 1 – Projects, Status and Outcomes

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STREAMLINE DEVELOPMENT APROVAL FUND
TABLE 1 - PROJECTS, STATUS AND OUTCOMES

Item No.	Item/Project Checklist	Status	Department	Outcomes
	**Procuring consulting or fee-for-service resources to do one or more of the following:** • **Identify and implement more efficient processes for the development approvals** • **Prepare draft changes to zoning by-laws and explore opportunities to accommodate new housing development as of-right** • **Implement or enhance implementation of a Community Planning Permits system with a housing component** • **Review council decision-making processes related to development approvals and make recommendations for streamlining those processes, including delegating certain planning decisions to municipal staff where considered appropriate** • **Develop draft Community Improvement Plans that include housing incentives** • **Undertake studies to support new housing types**			
1	Hire Consultant: Create Standardized Operating Procedures - Implement KPMG Recommendation from 2021 - Development Planning Department	Complete	Development Planning	This review helped in formalizing the development review and policy formulation processes to increase consistency, predictability and transparency when processing a Development Application by streamlining the circulation process to reduce delays and conflicting comments developing new project management tools to accelerate timelines and enhance the applicant experience;
2	Hire Consultant: Create Project Management Toolkit and templates including circulation guidelines, standardized comment matrix and formalizing meetings structures - Development Planning Department	Complete	Development Planning	
3	Hire Consultant: Development Agreement Modernization Project - Development Engineering Department	Complete	Development Engineering	This project helped streamline Development Engineering Agreements to eliminate multiple revisions and correspondence between the City and the Applicant. This facilitated the execution of the agreements in a timely manner to allow the Applicant to proceed with construction and development.
4	Hire Peer Reviewer: Underground Storage Tanks vs. Conventional Stormwater Management Ponds - Development Engineering Department	Complete	Development Engineering	This assisted the City in developing a policy and procedure on additional options and requirements for Stormwater Management facilities, thereby, reducing the review times for the development application process.
5	Hire Consultants: Preparation of guidelines (i.e., Terms of Reference) for development related engineering reports	Ongoing	Development Engineering	The project assisted the City in the development of standard terms of reference for engineering reports, thereby providing Applicants and their consultants guidance in order to reduce/eliminate multiple rounds of commenting.
6	Hire Consultant: Noise Policy and Guidelines	Ongoing	Development Engineering	The project assisted the City in the development of a policy and procedure for approval of Noise reports and Class 4 designation requests, thereby providing consistency and reducing the review time in the development application process
	**Implementing e-permitting systems or online "Manage My Application" systems that provide for online status checking, interaction between the applicant and planners, fee payments, and ability to start additional permits and view agency comments**			
7	Hire Vendor (Granicus/Meraki): Implement Citizen Portal AMANDA Backoffice - Development Planning and Building Standards Dept.	Complete	Development Planning	The Development Planning Citizen Application Portal and Backoffice initiative helped to modernize and transform development application intake and enhance service delivery using a Citizen Portal and AMANDA Backoffice services. Implementing an online submission portal for development applications enabled the digitization of the front-end, intake processes and create a central repository for all development related information. The implemenation enabled: the e-submission of application information and drawings, a central repository for all application related documentation, improved access to applications, application data and drawings and finally, the ability for the applicant to remain informed about the status of an application through a client portal.
8	Hire Contractor (Meraki): Improve portal intake process - Internal Upgrade to Programming AMANDA software and Building Permit Portal integration to create multiple building permits pe one online application - Building Standards Dept.	Complete	Building Standards	Assisted Building Standards Staff and the Public in consistency and reducing timing with input of information through the AMANDA portal for development permits
	**Implementing systems that enable the use of online application forms, which allow for the submission of supporting documents, drawings, and studies as well as standardizes forms, drawings, studies and data submissions**			
9	AMANDA (Granicus) 1 year maintenance for 35 licenses (Granicus) - Development Planning Dept.	Complete	Development Planning	The purchase of AMANDA Licenses and training for Development Planning Staff to accept online applications, submission of documents and processing and tracking of Development Applications
10	AMANDA General Training (Random Access Inc.) - external contractor - Random Access Inc. (Summer 2022) - Development Planning Dept.	Complete	Development Planning	
	**Developing online application guides to help applicants select a location, identify development type, and follow a step-by-step guide to determine application submission requirements**			
	**Not Applicable**			
	**Implementing online booking and web meetings systems for pre-consultation and planning meetings**			
	**Not Applicable**			

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TABLE 1 - PROJECTS, STATUS AND OUTCOMES

Item No.	Item/Project Checklist	Status	Department	Outcomes
Purchasing data/application management/workflow software, digital drawing software, or 3D tools to assist with design and visualization of development applications				
11	Blue Beam Revu (SolidCAD): 70 Licenses and 1 year maintenance and training for Development Planning (including Urban Design and Cultural Heritage) and Policy Planning an Special Programs (including VMC and Environmental Sustainability). 3 additional licenses and maintenance required for Parks Infrastructure Planning and Development Dept. staff	Complete	Development Planning	This software enabled staff to have consistency and reduced timing in the review and commenting process of a Development Application.
12	Development 3D Visualization Analyst - BIM 3D Modeling for Development Applications including hardware and software - Development Planning Department and Policy Planning and Special Projects Dept.	Ongoing	Development Planning	This Staff member worked with the specialized software and datasets from Development Applications. This Staff assisted in the creation of 2D and 3D data for an overall system implementation across all Departments within the Planning and Growth Management Portfolio. This improved the data diversification, data accessibility, data integration and support Development Planning Staff during the development planning review process.
Purchasing software or hardware to improve the handling of payments related to development approvals, such as new hardware or software to handle online payments or credit card payments				
	Not Applicable			
Standardizing terminology, application processes, and data requirements as well as developing terms of reference to improve the customer experience and position partners for simpler data sharing				
13	Contract GIS Analyst - Retrieval of data for Site Plan approval and Building Permits - Link data between PlanIT and AMANADA data with GIS systems and review and digitize Development Applications submission data and harmonizing municipal civic address database with YR address database and other GIS Development Planning data required - Development Planning Department	Ongoing	Dev. Planning and Building Standards	This Staff and consultant worked with City IT Systems Specialists and Planning Portfolio Staff to integrate our three development application core systems (AMANDA, PlanIT and GIS) data to achieve improved data reporting and process connectivity between systems and development planning processes within the Planning and Growth Management Portfolio.
14	System installation, training and analysis (Consultant = Consortech) to automate data reports between PlanIT and AMANDA - Development Planning Department	Complete	Dev. Planning and Building Standards	
Hiring temporary staff to deal with backlogs related to development approvals, including inspectors and Committee of Adjustment clerks				
15	Planner Position - Yonge and Steeles Program - Policy Planning and Special Programs Department (contract)	Complete	Policy Planning and Special Programs	Additional Staff assisted Development Planning and Policy and Special Programs Departments with backlog in the review and processing of Development Applications and projects, improved PAC timelines and Committee of Adjustment response timelines.
16	Planner 1 Position - Development Planning Department (contract)	Complete	Development Planning	
17	Summer/Student Interns - Development Planning Department	Ongoing	Development Planning	
18	Planning Technician - Development Planning Department (contract)	Complete	Development Planning	
Implement diversity internship programs to support diversification of planning or building departments including internships for qualified students or new graduates with a focus on people with disabilities, Indigenous, Black, and racialized individuals, and people from diverse ethnic and cultural origins, sexual orientations, and gender identities and expressions				
	Not Applicable			
Other initiatives to streamline development approval processes, previously agreed to with the Ministry				
	Not Applicable			