
Memorandum

CWCD 2023-203

Subject: Streamlining Development Approval Fund Update

Date: October 20, 2023

To: Regional Council

From: Michelle Sergi, Commissioner Growth Strategy and Economic Development

The purpose of this memorandum is to update Regional Council on the requirement for a Final Report on the Provincial Streamline Development Approval Fund (SDAF). On January 19, 2022, the Province introduced the SDAF that committed over \$45 million in funding to help Ontario's 39 largest municipalities modernize, streamline, and accelerate processes for managing and approving housing applications.

Niagara received a letter from the Ministry of Municipal Affairs and Housing (MMAH) noting Niagara's eligibility to receive up to \$500,000 for implementing projects that qualified under a series of initiatives aimed at streamlining the development approval process. Niagara Region used the SDAF funding to facilitate the replacement of our current development tracking system (iDARTS).

On January 28th 2022, a letter acknowledging Niagara's interest to participate in the SDAF was sent back to MMAH. On February 23, 2022, a Transfer Payment Agreement was executed, and Niagara received the first \$250,000 installment in March 2022.

As per the SDAF requirements, Niagara submitted an Interim Report on April 22nd, 2022, outlining plans for utilizing the funds, along with a detailed work plan, timeline, and budget for the project.

Niagara staff initiated an evaluation of alternative development tracking solutions by conducting a review of internal software and consulted with our area municipalities. The outcome of this assessment led to the decision to replace our existing development tracking system and opt for an upgrade of an existing version of CityView software which is currently utilized within the Niagara Region Public Works Department, several of our area municipalities, and Niagara Peninsula Conservation Authority.

The upgrade included the additional purchase of CityView's Permitting Licensing and Land (for tracking and management of development applications), CityView Portal (public facing module for application intake and real-time status tracking), BlueBeam Review software (for review and markup of digital drawing submissions), and an online payment processing module.

SDAF Fund Allocation

Description	Unit Cost	Tax	Total Cost
Project Management	\$8,600.00	\$1,118.00	\$9,718.00
Project Kickoff, Data Collection and Gap To Fit Analysis	\$23,125.00	\$3,006.25	\$26,131.25
Data Mapping	\$10,800.00	\$1,404.00	\$12,204.00
Remote Infrastructure Review	\$3,600.00	\$468.00	\$4,068.00
CityView Software Licensing	\$214,890.00	\$27,935.70	\$242,825.70
Maintenance for 10 Bluebeam Revu Complete subscriptions	\$5,353.68	\$695.98	\$6,049.66
Installation (remote) and Environment Management	\$5,400.00	\$702.00	\$6,102.00
Configuration	\$43,650.00	\$5,674.50	\$49,324.50
Data Conversion	\$18,000.00	\$2,340.00	\$20,340.00
Customizations and Integrations	\$14,063.00	\$1,828.19	\$15,891.19
Remote Review Sessions for Validation and Refinement	\$24,750.00	\$3,217.50	\$27,967.50
Training (onsite unless otherwise specified)	\$42,076.00	\$5,469.88	\$47,545.88
Data Update / Install (Remote)	\$1,800.00	\$234.00	\$2,034.00
Onsite Go Live Facilitation	\$8,156.00	\$1,060.28	\$9,216.28
Project Management - 50%	\$14,962.50	\$1,945.13	\$16,907.63
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Initial Software Maintenance	\$14,379.50	\$1,869.33	\$16,248.83
Scope Variation	\$34,650.00	\$4,504.50	\$39,154.50
Total Billed	\$503,218.18		\$568,636.54

Outcomes

CityView is expected to improve the overall development approval process through increased efficiency, effectiveness, and predictability. It will allow for:

- Digital intake of applications will facilitate a reduction in the number of days between the submission date of an application and the date the first review begins.
- Automated workflows will reduce the number of days between the submission date of an application and the date of a final decision.
- Online collaboration to reduce the number of days between the submission date of an application and the date feedback is provided to the applicant/area municipality.

Respectfully submitted and signed by

Signed on October 20, 2023

Michelle Sergi, RPP, MCIP
Commissioner
Growth Strategy and Economic Development