

# ATTACHMENT 3

| Item No.  | Item/Project Checklist   | Date of Completion | Commenced | Department         | Outcomes  |
|---|--|--------------------|-----------|--------------------|---|
| <b>Procuring consulting or fee-for-service resources to do one or more of the following:</b><br>• Identify and implement more efficient processes for the development approvals<br>• Prepare draft changes to zoning by-laws and explore opportunities to accommodate new housing development as of-right<br>• Implement or enhance implementation of a Community Planning Permits system with a housing component<br>• 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<br>• Develop draft Community Improvement Plans that include housing incentives<br>• Undertake studies to support new housing types |  |                    |           |                    |   |
| 1   | Hire Consultant: Create Standardized Operating Procedures - Implement KPMG Recommendation from 2021 - Development Planning Department  | 28-Feb-23          | No        | Dev. Planning      | This review will help 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                                       | 28-Feb-23          | No        | Dev. Planning      |   |
| 3   | Hire Consultant: Development Agreement Modernization Project - Development Engineering Department  | 28-Feb-23          | Yes       | Dev. Engineering   | This project will help streamline Development Engineering Agreements to eliminate multiple revisions and correspondence between the City and the Applicant. This will facilitate 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  | 28-Feb-23          | Yes       | Dev. Engineering   | This review will assist the City in developing a policy and procedure on additional options and requirements for Stormwater Management facilities, thereby, potentially 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   | 28-Feb-23          | No        | Dev. Engineering   | The project will assist 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   | 28-Feb-23          | No        | Dev. Engineering   | The project will assist the City in the development 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  |
| <b>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</b>  |  |                    |           |                    |   |
| 7   | Hire Vendor (Granicus/Meraki): Implement Citizen Portal AMANDA Backoffice - Development Planning and Building Standards Dept.  | 31-Dec-22          | Yes       | Dev. Planning      | The Development Planning Citizen Application Portal and Backoffice initiative will help 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 will enable the digitization of the front-end, intake processes and will create a central repository for all development related information. Successful implementation will enable: 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 per one online application - Building Standards Dept. | 28-Feb-23          | No        | Building Standards | This will assist Building Standards Staff and the Public in consistency and reducing timing with input of information through the AMANDA portal for development permits   |
| <b>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</b>  |  |                    |           |                    |   |
| 9   | AMANDA (Granicus) 1 year maintenance for 35 licenses (Granicus) - Development Planning Dept.   | 31-Dec-22          | Yes       | Dev. 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.   | 31-Dec-22          | Yes       | Dev. Planning      |   |
| <b>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</b>   |  |                    |           |                    |   |
| Not Applicable  |  |                    |           |                    |   |
| <b>Implementing online booking and web meetings systems for pre-consultation and planning meetings</b>  |  |                    |           |                    |   |
| Not Applicable  |  |                    |           |                    |   |

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| 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 and Special Programs (including VMC and Environmental Sustainability). 3 additional licenses and maintenance required for Parks Infrastructure Planning and Development Dept. staff                      | 28-Feb-23          | Yes       | Dev. Planning                                   | This software will enable 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.  | 28-Feb-23          | No        | Dev. Planning                                   | This Staff member will work with the specialized software and datasets from Development Applications. This Staff will assist in the creation of 2D and 3D data for an overall system implementation across all Departments within the Planning and Growth Management Portfolio. This will improve 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 | 28-Feb-23          | No        | Dev. Planning and Building Standards            | This Staff and consultant will work with City IT Systems Specialists and Planning Portfolio Staff in order to integrate our three development application core systems (AMANDA, PlanIT and GIS) data in order 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   | 28-Feb-23          | Yes       | 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)   | 28-Feb-22          | No        | Policy Planning and Special Programs Department | Additional Staff will assist Development Planning and Policy and Special Programs Departments with backlog in the review and processing of Development Applications and projects, improving PAC timelines and Committee of Adjustment response timelines.   |
| 16  | Planner 1 Position - Development Planning Department (contract)   | 28-Feb-22          | No        | Dev. Planning                                   |   |
| 17  | Planning Technician - Development Planning Department (contract)  | 28-Feb-22          | No        | Dev. 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  |   |                    |           |   |   |