

ATTACHMENT 2

Streamline Development Approvals Fund Q&A

What kind of projects can municipalities use this funding for?

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What kind of projects can municipalities use this funding for?

We are providing more than \$45 million through the Streamline Development Approval Fund to help Ontario's 39 largest municipalities unlock housing supply by streamlining, digitizing, and modernizing their approach to managing and approving applications for residential developments. The fund can also be used to support diversity internship programs within planning and building departments.

Examples of eligible projects under the Streamline Development Approval Fund include:

- Consulting/fee-for-service resources to:
 - Identify or implement LEAN processes for development approvals.
 - Update 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 and streamline by delegating more planning decisions to staff where possible.
 - Develop Community Improvement Plans that include housing incentives.
 - Undertake studies to support new housing types (modular/tiny homes, 'missing middle,' etc.).
- E-permitting systems and 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.

- Online application forms, including the submission of supporting documents, drawings, and studies, and standardization of forms, drawings, studies, and data submissions.
- Online application guides to help applicants select a location, identify development type, and follow a step-by-step guide to determine application submission requirements.
- Online booking and web meetings systems for pre-consultation and planning meetings.
- Data/application management/workflow, digital drawing software, or 3D tools to assist with design and visualization of development applications.
- Efficiencies in handling of payments for development approvals – digital/credit card payments.
- Standardization of terminology, application process, data requirements and terms of reference to improve the customer experience and position partners for simpler data sharing.
- Temporary staff to deal with backlogs (i.e., inspectors, Committee of Adjustment clerks, interns).
- Diversity internship programs to support diversification of planning/building departments by offering internships to qualified students/new graduates with a focus on people with disabilities, Indigenous, Black, and racialized individuals, and people from diverse ethnic and cultural origins, sexual orientations, gender identities and expressions.
- Other projects subject to ministry's approval.

How will we know if our project is eligible for funding?

Project/s chosen must fall under the [list of examples of eligible project options](#). It is expected that municipalities have reviewed the examples of eligible project options, and details of [ineligible costs](#) prior to signing their transfer payment agreement to ensure the project/s they wish to pursue meet the eligibility requirements of the program.

If your project does not fall under the examples of eligible options please contact municipal.programs@ontario.ca prior to signing your transfer payment agreement.

Municipalities will be required to provide details of their project/s in the interim report due April 22, 2022. Any potential ineligible costs of the project will be reviewed with the municipality at this time.

Final invoices will also be reviewed for eligible costs.

Can the funding be applied to more than one project?

Funding can be applied to expenses incurred under multiple SDAF eligible projects within the up to amount of funding listed in the transfer payment agreement.

When do expenses need to be incurred?

Eligible expenses financed through this funding must be incurred between January 19, 2022 and February 28, 2023. Projects that started prior to January 19, 2022 are suitable but only costs incurred from January 19, 2022 to February 28, 2023 are eligible. Projects must be complete by February 28, 2023.

What expenses are ineligible?

The program will not cover projects where:

- the main outcome is a reduction in front line services
- the municipality would not be prepared to support any ongoing maintenance costs resulting from the project.

Regular municipal staff costs that are part of the municipality's annual budget and major capital expenditures are **not** eligible costs.

Minor capital expenditures like hardware and software that are necessary to achieve the outcomes of the project are eligible.

Is there municipal cost sharing?

There is no municipal cost sharing for this program. The funding will cover 100% of the eligible costs up to the maximum amount available in the TPA. Costs incurred prior to January 19, 2022 or after February 28, 2023, ineligible costs, or those over and above the up to maximum amount listed in the TPA are the responsibility of the municipality.

When will this money flow to municipalities?

There are three potential payments for this program.

- Initial funding is expected to flow by April 2022, once transfer payment agreements are executed. See Schedule E in your TPA for details.
- Municipalities will be required to submit an interim report by April 22, 2022 outlining how they plan to spend the allocation, with a workplan, timeline and budget, and invoices for costs already incurred. If spending to date exceeds the initial payment provided, an interim payment will be provided.
- Final payments will follow in March 2023, once a final report back template has been received and a final staff report has been publicly posted by the municipality. If spending exceeds the initial and interim payment, and all requirements of the TPA are met, a final payment will be provided.

What are the reporting requirements for this program?

An interim and a final report are required.

1. Interim Report Back

The Recipient will submit one (1) Interim Report Back to the Province by April 22, 2022 using the reporting template provided by the Province. The Interim Report will include:

- A written description outlining how the Recipient intends to spend the Funds, along with a workplan, timeline and budget for the Project.
- A list of actual costs to carry out the Project paid by the Recipient, with supporting documentation, such as invoices or receipts, showing actual costs incurred to date, if any.

2. Final Report Back

The Recipient will submit one (1) Final Report Back to the Province once the Project is completed and by February 28, 2023. The Final Report Back will include a publicly posted staff report and completion of a report back template.

The staff report should include a summary of the project, how the funds were spent, and measures or actions expected to be achieved, and must be posted on the Recipient's publicly accessible website.

The report back template will be submitted to the province and includes:

- A written description outlining how the Recipient completed the Project
- A description of how the initial payment was spent as well as setting out the additional costs incurred for the Project.
- A description of the anticipated cost savings or outcomes of the Project related to streamlining the Recipient's development approval process.
- A description of the measures or actions expected to be achieved through the modernization or the streamlining of the Recipient's systems and processes related to the development approval processes.
- If the Recipient's Project included the implementation of an internship program for the Recipient's planning or building departments, the number of interns enrolled in the diversity internship program.
- The actual costs to carry out the Project that have not been included as part of the Interim Report Back paid by the Recipient with supporting documentation such as invoices or receipts, showing actual costs incurred and paid.
- A hyperlink to the staff report on the Recipient's publicly accessible website.