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# Development Charges Project Summary

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## Report

Prepared for City of Burlington

October 31, 2023

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# List of Acronyms

Acronym	Definition
DC	Development Charges
DCC	Development Charge Calculation

## Overview

The goal of the DC Enhancements is to streamline the communication and collaboration between the Building, Real Estate and Finance departments, as well as external agencies, such as Halton Region and Halton School Board, who verify and contribute to the overall development charges.

## Objective

Introducing the DC calculations at the right point in the applicant's journey is key to minimizing the back and forth between departments, external agencies and the applicant. Triggering the DC calculations during the Building permit application, specifically after the first plan review, allows for the accurate calculation data points to have been collected and minimizes the delay and adjustments required between calculation and permit issuance.

Automation can help to achieve successful process integration across role and functional units. Introducing workflow task auto assignments, auto report generation and auto emails will save time, reduce the need for staff intervention, and allows for process tracking and auditing.

## Delivery

AMANDA, the permitting application, is used to collect data, follow business workflow, generate fees and issue permits. This system's configuration was updated to include the following enhancements:

- Auto inserted child DCC folder after first Building Permit review process
- Update of process groups to align with responsible departments
- Updated insertion point of the Parkland Dedication process
- New Bill 108 process for Planning to populate Bill 108 data points

- New freeform to capture Education data
- Auto generation of DC Form report
- Auto email notifications of DC Form report to City, Region, Education, Real Estate
- Auto assignment of processes
- Fees automatically added to Building Permit folder after DCC calculation
- New auto inserted Final DC/Parkland Check process to verify DC charges are correct
- Auto email notifications for Final DC/Parkland Check
- Validation on permit issuance that all fees are paid

## Impact Summary

Triggering the DC calculation during the Building permit application takes the guesswork out of estimating fees and reduces the delay between calculation and issuance. Applicants, and staff, will see this impact as there will be less rework and adjustments required caused by designs that are not finalized or long delays since project initiation.

The enhanced DCC folder will increase efficiency by alerting staff of their tasks, centralizing data and fee calculations, and streamlining collaboration between departments.