

Appendix A

Project Funding Stream	Name of Project	Estimated Cost	Anticipated Timeline	Lead Department	Anticipated benefit to Development Approval Streamlining	Eligibility with Streamline Development Approval Fund parameters	Risks/Notes
Consulting Fees for Policy and Process Improvements	Species at Risk Area Scoping	\$100,000	12 - 18 months	Planning Services	Provides additional clarity on where species at risk studies will and won't be required. Removes risk for development as these studies are time sensitive and can only be done in certain seasons.	Med - work would assist in streamlining development approvals.	Completing the study within the 1 year funding window.
	As of Right Zoning Review	\$75,000	<12 months	Planning Services	Identify opportunities for providing additional as of right zoning permissions for residential development.	High - directly mentioned in funding announcement	Completing the study within the 1 year funding window.
	Building Bylaw Amendment	\$50,000	12-18 months	Building Services	Building By-law update to streamline review and include internal and external policy frameworks not currently captured. Benefit to development: provides clarity and consistent structure for building permit process and fee structure outside of the User Fee By-law	High - directly mentioned in funding agreement	Completing the study within the 1 year funding window.
	Develop Park Standards for Subdivision Manual	\$50,000	12 months	Leisure Services	This project would develop parkland and trail standards for the City's subdivision manual. This would provide clarity on park requirements for development applications, removing uncertainty and reducing review timelines.	Med to High - work would assist in streamlining development approvals.	Completing the study within the 1 year funding window.
	Joint business plan for Building Services, Planning Services, Engineering Services and Infrastructure Capital Planning	\$150,000	12 months	Planning Services, Building Services, Engineering Services and Infrastructure Capital Planning	Ensure alignment of Growth and Infrastructure sections and other CGS departments on the processing of development applications. Identify opportunities for structural improvements and succession planning.	High - directly mentioned in funding agreement	Completing the study within the 1 year funding window.
	LEAN review of development approval process	\$50,000	12 months	Planning Services	Review development approval process and identify opportunities for streamlining. Establish benchmarks and KPIs for development review and commenting.	High - directly mentioned in funding agreement	Completing the study within the 1 year funding window.
	Refinement of Flood Plain and Erosion Mapping within the Settlement Boundary	\$250,000	12 - 18 months	Planning Services/ Conservation Sudbury	Would reduce the need for site specific floodplain and erosion hazard mapping.	Med to High - work would assist in streamlining development approvals.	Completing the study within the 1 year funding window.
	Update Lot Grading Policy	\$50,000	12-18 months	Planning Services/ Building Services	Would review and streamline the current policy for lot grading	High - directly mentioned in funding agreement	Completing the review within the 1 year funding window.
	Subtotal	\$725,000					
E Permitting	Land Management Information System (LMIS) (Building and Planning Implementation)	\$443,000	2022	Growth & Infrastructure	Enables online e-Permitting for customers and digitized workflows for development and building applications. Also can track and report processing time.	High - directly mentioned in funding agreement	Low risk, project approved, funded and underway. Streamline Development Funding can be used to cover expenses budgeted for in 2022 and City funding could be used for Phase 2 of LMIS
	Contract and Consulting Staff	\$55,000	2022	Corporate Services	Systems Analyst assigned to build the e-permit solution	High - directly mentioned in funding agreement	Low risk, postions are in place and funded
	Accela - software license for 2022; LMIS goes operational May 2022.	\$526,320	2022	Growth & Infrastructure	Need for the e-Permitting implementation above in the first year. Subsequent years will be covered by the City.	High - directly mentioned in funding agreement	Low risk, project approved, funded and underway. Streamline Development Funding can be used to cover expenses budgeted for in 2022 and City funding could be used for Phase 2 of LMIS
	Bluebeam software w/integration to Accela	\$81,400	>12 months	Corporate Services	PDF editing software, recommended as an enhancement over Adobe Pro to allow electronic review of permit applications. The activity here also designs and builds integration to Accela.	High - directly mentioned in funding agreement	Completing the integration within the 1 year funding window.
	32" Monitors for Building Services	\$17,000	< 12 months	Corporate Services	Hardware to assist with digital review of permit applications	High - directly mentioned in funding agreement	Low risk, software would assist and enhance LMIS implementation
	Mobile hardware for development and inspections	\$80,000	< 12 months	Corporate Services	Hardware to assist with digital review and processing of permit applications	High - directly mentioned in funding agreement	Low risk, hardware would assist and enhance LMIS implementation
	Adobe Pro for Development	\$7,169	<12 months	Corporate Services	Adobe Acrobat Standard DC for teams, 34 licenses/ 1 year - Planning, Building Svcs and IT support plans review automation	High - directly mentioned in funding agreement	Low risk, software would assist and enhance LMIS implementation. Adobe Pro will be integrated with Acela as part of the current LMIS implementation.
	Building Services Temporary Staff to assist with LMIS implementation	\$75,000	2022	Building Service, Corporate Services	2 staff hired in Building Services under Development Desk Pilot Program, 1 staff hired in Building Services to implement LMIS, 2 Staff hired in IT to implement LMIS project	High - directly mentioned in funding agreement	Low risk, positions have been filled and directly relate to Epermitting implementation and reducing building permit backlogs
	eSignatures for e-Permitting	\$16,000	< 12 months	Corporate Services	Implement and purchase first year of Adobe Sign licenses to enable digital signatures by development and permitting staff and their customers (5000 signatures) .	High - directly mentioned in funding agreement	Low risk, software would assist and enhance LMIS implementation. Some risk due to availability of Legal staff to make any required changes to enabling policies.
	Temporary Staff for Committee of Adjustment	\$65,000	12 months	Planning Services	1 temporary staff to assist with processing Committee of Adjustment Applications.	High - directly mentioned in funding agreement	Low risk, positions can be filled within funding timelines.
	Development Desk Pilot Positions	\$115,000	2022	Building Services	These pilot positions are assigned to the development desk located that the City's new one stop shop. These contract positions will assist in more efficiently processing building permits and planning applications.	High - directly mentioned in funding agreement	Low risk, positions have been filled and are in place to assist with more efficient processing of building permits and planning applications.
	LMIS Phase 2	\$700,000	18-24 months	Corporate Services, Building Services, Engineering Services, By-law, Fire, Conservation Sudbury	Expand E-permitting system (LMIS) to other City departments and external agencies, including Engineering Services, By-law, Fire and Conservation Sudbury. The budget amount assumes Phase 2 will be approximately 2/3 the size of Phase 1.	High - directly mentioned in funding agreement	This project would scope and identify the costs associated with undertaking LMIS Phase 2. This project could not be undertaken within the 1 year funding window; in fact it would start at or near the end of Phase 1. The project scope shall be constrained by the budget.
	Subtotal	\$2,180,889					
Data/ Application/ Workflow	Automate parcel fabric updates	\$50,000	6 - 8 months	Planning Services	Automate workflow to accommodate "real time" updates to the City's parcel layer. This would expedite development approval process such as municipal addressing and building permits.	High - directly mentioned in funding agreement	Completing the automation within the 1 year funding window.
	Automate bringing C plan data into GIS asset models	\$100,000	12 months	Planning Services, Engineering Services, Corporate Services	Filling in as-built gaps with data and automating workflows, will show infrastructure prior to completion of as-built drawings. This would ensure up to date infrastructure information is available for reviewing development applications.	High - directly mentioned in funding agreement	Completing the automation within the 1 year funding window.
	Enterprise Content Management (ECM) Assessment and Plan	\$100,000	12 months	Corporate Services	Phase 1 of a project to assess and inventory available information and plan an ECM solution to securely store, and provide easy search and access to information for the staff and public. Subsequent phases of the project would, upon Council approval be funded by the City.	High - directly mentioned in funding agreement	Completing the study within the 1 year funding window.
	Historical Permit and Development File Digitization	\$100,000	12 months	Building Services, Planning Services, Engineering Services	Digitization of paper files into searchable PDF	High - directly mentioned in funding agreement	Costing dependent on number of temporary staff. Digitizing all relevant files would take more than 12 months.
	Data Acquisition and Digitization	\$200,000	12-24 months	Planning Services, Engineering Services	This project would see the acquisition and digitization of engineering documents and datasets for inclusion in the Enterprise GIS system. This would lead to efficiencies in the permitting process and all required documents would be readily available to access and review. Data sets to be digitized include but are not limited to rail crossing agreements, historical site plans, utility easements, historical traffic count data, municipal consents.	High - directly mentioned in funding agreement	Significant amount of files to be located or purchased, documented, digitized and incorporated into online databases. This project would likely exceed the 1 year funding window.
	Subtotal	\$550,000					
Diversity Internship	Development Desk Internship Pilot	\$40,000	18-24 months	Building Services	Offering qualified internships to (2) students /graduates to diversify building and planning departments for longevity, growth and development tying into the HCMF focus on the development of a DEI policy framework.	High - directly mentioned in funding agreement	Ability to retain employees after funding has expired.
	Subtotal	\$40,000					
All Projects	Grand Total	\$3,495,889					