

Residential Hard Service Development Charges

DC Portal User Guide

For the payment of Subdivision Hard Service DCs

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1. Introduction

Development Charge Payments for Subdivisions

In accordance with the Region’s Development Charges (“DCs”) By-Law, as amended, the Developer is responsible for the payment of Hard Service DCs **prior** to the execution of the Subdivision Agreement by the Region.

When a Subdivision Agreement is nearing execution, the Developer **must** initiate the payment of Hard Service DCs by **submitting an order** using the Region’s **Hard Service Development Charges Portal**.

Please refer to the Region’s DC By-law 77-2020 here:

<https://www.peelregion.ca/council/bylaws/bl-77-2020/>

2. Accessing the Portal

The **Hard Service Development Charges Portal** can be accessed by visiting the following link:

<https://web.apps.peelregion.ca/finance>

3. Account Creation

New Users must request a new account be created by e-mailing the Development Finance team at ZZG-DCs@peelregion.ca providing the following information:

Subject: DC Portal New Account Request

- Developer/Company Name
- Developer/Company Address
- Contact Person Name
- Contact Person Phone Number
- Contact Person E-mail

Your account information (userID and initial password) will be sent to you via e-mail.

4. Account Management

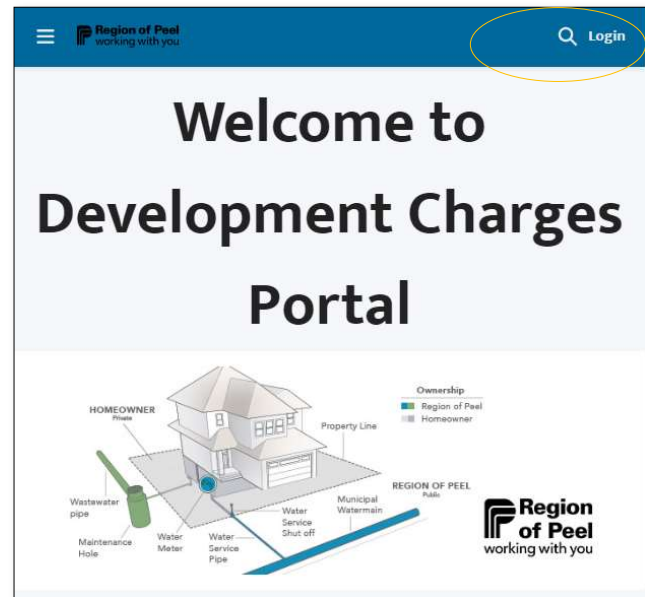
Change Password

Existing Users may log in to the portal by clicking **'Login'** in the upper-right corner.

If you experience any login issues, please email your user ID to reset the password link.

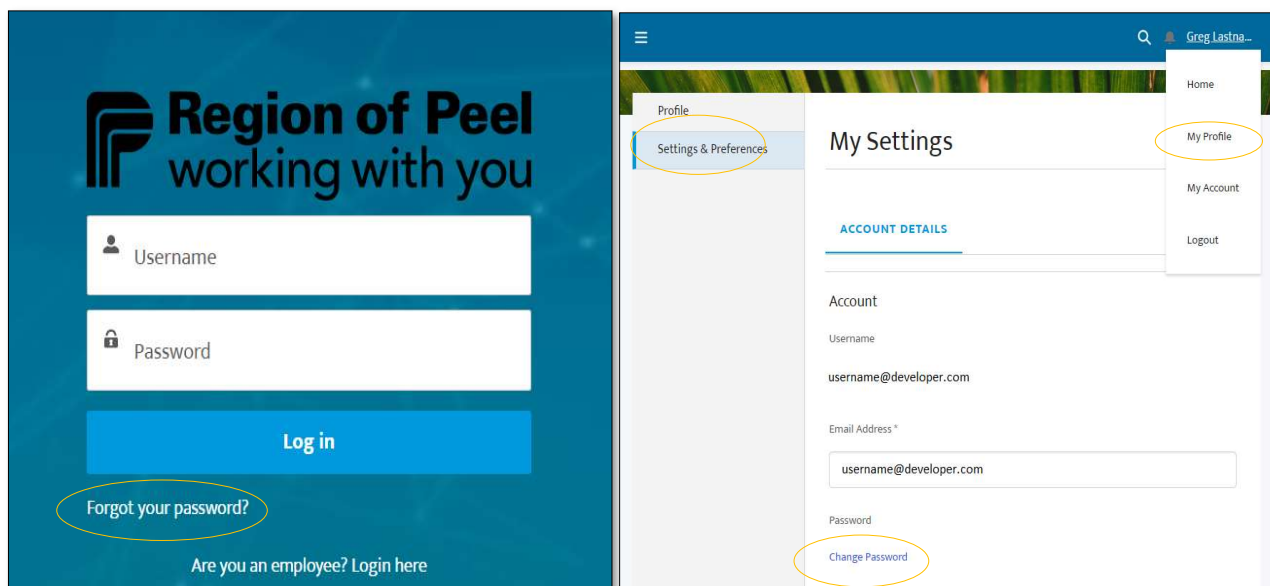
New Users must change their initial Login password:

1. Navigate to the Login Page
2. Click on **"Forgot your password?"**
3. Follow the instructions to have your password reset.



Password can also be changed from the home page:

1. Log in to the portal by using initial password
2. Click on your Username in the upper-right corner
3. Select 'My Profile' from the drop-down menu
4. Select 'Settings & Preferences' on the left side
5. Click on 'Change Password' and create a new password. Save once complete.



5. Applicant Profile Set Up

Existing Users who have already completed their developer profile may proceed to the next step **6. Order Creation & Submission**

New Users will need to complete their developer profile before submitting an order.

To do this:

1. Click on your username in the upper-right corner
2. Select **'My Account'** from the drop-down menu
3. Navigate to the details tab and update **Organization Name, Phone Number and Address Information**
4. Click on the pencil to edit organization name and phone number
5. Enter the billing address by clicking the search address button. This will allow you to select complete address information
6. Save the profile once complete.

The screenshot shows a web interface for managing a user profile. At the top, there are navigation links for 'Orders', 'Terms and Conditions', and 'Development Charges Website'. A search bar is visible on the right. The main content area displays the profile for 'Organization XY Inc'. A dropdown menu is open, showing options: 'Home', 'My Profile', 'My Account' (highlighted with a yellow circle), and 'Logout'. Below the profile information, there are tabs for 'DETAILS' (highlighted with a yellow circle) and 'RELATED'. The 'DETAILS' tab is active, showing fields for 'Organization Name' (XY Inc), 'Phone' ((905) 791-7800), 'Organization Record Type' (Organization), 'Website', and 'Fax'. Under the 'Address Information' section, there is a 'Billing Address' search bar with a 'Search Address' button, and fields for 'Billing Street', 'Billing City', 'Billing State/Province', 'Billing Zip/Postal Code', and 'Billing Country'.

6. Order Creation & Submission

6.1 Order Creation

Applicants must create and submit an Order for the sub-division to be validated by Regional Planning and Finance staff prior to making payment.

1. Navigate to the “**Orders**” tab in the upper-left corner
2. Select “**New Order**”
3. Select the **Local Municipality** for this development
4. Complete the **Payee Information** by providing name, phone and email
5. Enter the following **subdivision details**:
 - **T-Plan**
Select the subdivision T-Plan number
Ex. 21T-12345B
 - **T-Plan Phase**
Search using just the T-Plan number to find the relevant phase.
Ex. If the T-Plan is 21T-12345B, search for 21T-12345. Select “show all results”.
 - **Phase #**
Select the number corresponding to the T-Plan phase. (a=1, b=2, c=3, etc.)
 - **Regional File #**
Regional File # is the T-Plan number excluding the first two digits.
Ex. For 21T-12345B the Regional File # would be T-12345B
 - **Draft M-Plan Revision Date & Drawing Number**
 - **Expected Payment Date**
6. Save the order by clicking the **Submit** button.

The screenshot shows the 'New Order' form in the Development Charges Website. The form is divided into several sections:

- Organization:** Organization (XY Inc), Order Owner (Sadia Test).
- Status:** Draft.
- Order Type:** Hard Services Development Charge.
- Pricebook:** 77-2020 (Aug22 - Jan23).
- Local Municipality:** Brampton.
- PAYEE INFORMATION:** Name (Username), Email (username@developer.com), Phone (905-791-7800).
- SUBDIVISION DETAILS:** T-Plan (21T-12345B), T-Plan Phase (a), Phase # (1), Regional File # (T-12345B), M/R-Plan (Search M/R-Plans...), Draft M-Plan Drawing Number.
- ORDER INFORMATION:** Expected Payment Date (30-Dec-2022).

A red warning message is displayed at the bottom: "The current DC Rates are valid for the period 'Start Date' to 'End Date' based on todays date. Payment and Subdivision execution must occur within the current DC Rate period. (2022-08-10 - 2023-02-01)". The 'Submit' and 'Cancel' buttons are highlighted with yellow circles.

6. Order Creation & Submission Cont.

6.2 Add Products & Submission

1. Under **Order Information** select **Add or Edit Products**
2. Select all the lots and/or blocks to be paid under this agreement, provide commentary if necessary
3. Click **Add Products to Order** to save your selection.
4. Once you have reviewed your submission, select **Submit for Approval** for the order to be sent to Regional staff for review

The screenshot displays the 'Order Information' section of the XY Inc. system. The order details include:

- Order Number:** 00000934
- Order Type:** Hard Services Development Charge
- Local Municipality:** Brampton
- M-Plan Registration Number:** 433A
- Organization Name:** XY Inc.
- Order Owner:** Sallia Test
- Payable Amount:** \$0.00
- Related Order:** (empty)
- Phone #:** 1
- Payee Details:** Name, Username, Email, Phone (905-791-7800)
- Sub Division Details:** T-Plan (217-12448), Draft M-Plan Drawing Number, Draft M-Plan Revision Date, M/R-Plan
- Order Information:** Description, Order Amount (\$0.00), Status (Draft), Total Payments (\$0.00), Outstanding Amount (\$0.00), Expected Payment Date (30/11/2022), Printbook (71-2020 (Aug22 - Jan23)), Printbook Start Date (10/04/2022), Printbook End Date (01/02/2023)

At the bottom, there is a list of lots with checkboxes for selection. The 'Add Products to Order' button is highlighted in yellow. The total amount is \$5,920,462.26.

6. Order Creation & Submission Cont.

6.3 Recall Submitted Order

If after you have submitted your order to the Region for review and would like you make changes, applicants may **recall** submitted orders. Orders that have been approved by Region of Peel can not be recalled.

1. Navigate to the order's main page
2. Select "**Related**" tab
3. Scroll down to "**Approval History**" section
4. Select "**Recall**".

Order
XY Inc

T-Plan	Expected Payment Date	Status	Payable Amount
21T-12345B	30/11/2022	Under Review	

DETAILS **RELATED**

Activity History (0)

Order Products (0)

Approval History (2) **Recall**

Step Name	Date	Status	Assigned To
Approval by Region Finance	13/12/2022 2:10 p.m.	Pending	Financial Policy and Develop...
Approval Request Submitted	13/12/2022 2:10 p.m.	Submitted	Sadia Test

[View All](#)

Order History (3)

7. Reduction for Demolition

Reductions for demolition of the development charges payable may be applicable in accordance with Section 10(3) of the Region's DC By-law 77-2020. Prior to payment of hard service development charges, the applicant is required to submit to the Region a copy of the original demolition permit(s) for the number and types of units or total floor area that have been demolished.

8. Payment

Once the submitted order has been reviewed and approved by Region staff, the applicant will receive a notification of approval and payment may be made.

The following payment instructions will be sent to the applicant via e-mail along with the approved payment form and Region banking information:

1. **Confirm** with Regional staff when you will be submitting payment
2. **Sign and return** the approved payment form to the Region at ZZG-DCs@peelregion.ca
3. Submit an **EFT** or **Wire Transfer** for the **full amount payable** to **REGION OF PEEL** using the provided banking information.

You will be notified by Regional staff once payment has been received.

9. Help

For any questions or assistance during the payment process, please reach out to the Development Finance team at:

ZZG-DCs@peelregion.ca