The Region of Peel’s new policy to collect Hard Service (HS) DCs directly for residential developments except apartments came into effect on February 1, 2016.

The new policy requires the payments of Hard Service DCs before the sub-division agreement is executed.

The DC portal allows developers to enter an order (sub-division information, unit type, number of units, lot numbers etc.) relating to the sub-division and submit order for verification by the Region. On verification and approval by the Region, a form with the payment details can be downloaded by the developer for submission along with the required certified cheque or bank draft.

The sub-division agreement will not be executed by the Region until Hard Service DCs have been paid.
What has changed?

- There have been a few enhancements to the “New Order” form to improve overall functionality of existing application.

- “New order” form will have a combination of fields that are populated either via look up for correct detail or manual entry.

- New Fields with functionality are as follows:

  **Section 2: Sub-division Details**
  
  I. **Phase**: (manual numeric intake) i.e. 1, 2, 3...
  II. **Regional File Number**: T- (mandatory manual intake)
  III. **Phase Number**: (look up field for correct phase in relation to a T-Plan) i.e. a, b, c...
  IV. **Municipality**: select appropriate municipality from pick list (Brampton/ Caledon/ Mississauga)
  V. **T-Plan**: look-up for correct T-Plan based on area municipality selected from drop down
Section 3: Development Charges

Lots and Blocks

I. Once the T-Plan has been selected, you will be prompted to choose the appropriate lots and/or blocks from picklist specific to the T-Plan selected.

Number of units

I. Auto calculation based on lot/block information selected.

Section 4: Comments

I. Enter your comment here.

☐ Following is an instruction guide to brief you on how to navigate through the updated portal.
What if information is not available or is not correct?

If you experience any issues when navigating the system, please contact the Region’s Development Finance team for assistance.

Curline Murray
Phone: 905-791-7800 Ext: 8612
Email: ZZG-DCs@peelregion.ca
Sign-Up

☐ Applicant will need to reach out to Region of Peel Finance Team to have an account set-up for DCs portal with the necessary details.

Please provide the following:

✓ Organization name
✓ Organization address
✓ Contact name
✓ Phone number
✓ Email

☐ Please contact finance through the following channels:

✓ Telephone: 905-791-7800 Ext: 8612
✓ Email: ZZG-DCs@peelregion.ca
Follow below URL to log in and enter credentials (username and initial password) provided to you by Region of Peel

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

Option 1:
If existing user, enter your existing username and password

Option 2:
If new user, please contact Development Finance to complete the “Sign-Up” process as shown on the previous page
Welcome to DC Portal
Self-Profile Management

Change Password (option 1)

• Click on the “Log in Name” on top-right corner on the home page

• Select “My Profile” option as highlighted in yellow
Self-Profile Management cont.

- Select “Change Password” as highlighted in yellow
- In new window called “Change My Password” enter new password and save. These are mandatory fields
Self-Profile Management cont.

Change Password (option 2)

• Password can be changed from the Log In page

• Select “Forgot your password” and follow steps to reset password
Order Flow Chart

Draft ➔ Under Review ➔ Approved by Region for Submission ➔ Payment Received by Region
Creating A New Order: Step 1

Steps
• Navigate to the “Orders” tab
• Click the “New Order” button
• Enter all sub-division details, the Regional File # is mandatory, enter Expected Payment Date and save the order by clicking the “Submit” button
• If the Regional File # is not entered, you will not be able to continue with your order

*** NOTE ***
If the payment deadline passes, an existing order will be rejected and a notification email will be sent. Applicant will be required to submit a NEW order.
Add product to the order: Step 2a

- Once you have completed all subdivision details in the “New Order” form, you will be navigated to the order’s main page.

- Scroll down and click on “Add or Edit Products” button. This will allow you to choose all lots/blocks to be paid.
Add product to the order: Step 2b

Add Products to order

• Select the lots related to the selected T-Plan and phase

• Save selection by clicking “Add Products to Order” (green box)

• Order summary is updated with count and totals based on selection of lots

• Add comments if necessary (red box)
Add product to the order: Step 3

Submit for Approval

• Review Order and ensure all details are correct

• Submit the order for approval by clicking “Submit for Approval” button
Email Notifications of Submission

• Region of Peel Development Finance will receive an email notification when an Order is submitted for approval

• Developer/Applicant will receive an email notification when an Order is either approved/rejected

------------- Forwarded message -------------
From: Region of Peel - Finance <zgg-dcs@peelregion.ca>
Date: Fri, Mar 1, 2019 at 12:30 PM
Subject: Hard Services Development Charges REQUIRES AMENDMENTS - Order#00000512
To: Applicant Email Address

Your order for Hard Services have been reviewed and requires you to review and make amendments.

- Draft T-Plan Number: 21T-
- Order Number: 00000512
- Payment Due: $5,920,262.26
- Valid Until: 31/07/2019
- Link to Order: https://web.apps.peelregion.ca/finance/8010i000000C3rE

Please address the following issues:
This is a free hold comment field

Please review, make changes and resubmit by clicking this link and logging on to the portal using the same Username and Password used to create the Order
https://web.apps.peelregion.ca/finance/8010i000000C3rE

Thank you,
The Regional Municipality of Peel
Recall Order

Recall Order is used to revise submitted orders by the applicant during active review process.

- Orders that have been approved by Region of Peel cannot be recalled

Steps:
- Go to Order
- Navigate to the “Related” tab
- Scroll down to “Approval History”
- Select “Recall”
- Order status will change to previous standing
Payment Form download (PDF)

Steps:

• Go to Order main page

• Scroll down to the bottom and click on “Download PDF”
This page provides an illustration of the form that you will print and submit with the required certified cheque/ bank draft payment to the region.

**Steps:**

1. Print and have duly signed two(2) copies of the approved PDF Payment Form

2. Submit form along with a certified cheque or bank draft in an amount corresponding to the total in the approved PDF form

3. These completed forms and payment must be received by the Region before a sub-division agreement will be executed

4. After order has been approved and paid; automatic notification will be sent to you that your order has been paid
Missing information?

• In case a lot/block is not found while submitting an order, please leave a note in the comment section (red box) for Development Finance

• Proceed with order and submit

• Once the missing information has been added, your initial order will be rejected along with a reason for rejection

• You will be notified via email

• You will need to update and resubmit your order
DC Portal Functionalities

Related Tab

- Under the “Related” tab of a specific order you will find details such as Order Products, Approval History and Order History. You can expand the view of each section by selecting “View All”
# DC Portal Functionalities cont.

## Details Tab
The ‘Details’ tab outlines the following areas:

- **Order details** (order type, order #, local municipality, payable amount, M-Plan if available)

- **Payee details**, sub-division details (T-Plan) and

- **Order Information** (payment status, order amount, outstanding amount, expected payment date, price book date)

---

<table>
<thead>
<tr>
<th>Details</th>
<th>RELATED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Order Number</td>
<td>Organization Name</td>
</tr>
<tr>
<td>00000579</td>
<td>Nikolina Krsic (T1344)</td>
</tr>
<tr>
<td>Order Type</td>
<td>Order Owner</td>
</tr>
<tr>
<td>Hard Services Development Charge</td>
<td>Nikolina Krsic</td>
</tr>
<tr>
<td>Local Municipality</td>
<td>Payable Amount</td>
</tr>
<tr>
<td>BRAMPTON</td>
<td>$447,072.29</td>
</tr>
<tr>
<td>M-Plan Registration Number</td>
<td>Related Order</td>
</tr>
<tr>
<td>43M-</td>
<td></td>
</tr>
<tr>
<td>Phone #</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

- **Payee Details**
  - Name: Nikolina Krsic
  - Email: nikolka@hotmail.com
  - Phone: 519-781-0594

- **Sub Division Details**
  - T-Plan: 21T-160118
  - T-Plan Phase:
  - M-Plan:

- **Order Information**
  - Description: Thanks
  - Status: Payment Received by Region
  - Pricebook Cut Date: 31/07/2019
  - Order Amount: $447,072.29
  - Outstanding Amount: $0.00
  - Expected Payment Date: 28/02/2019
DC Portal: Summary Orders

- Orders page dashboard allows you to view all of your submitted orders and their current status
- You can select from various list view options i.e. all orders, all draft orders, etc.
- This can be exported in Excel
Development Finance Contact

Curline Murray
Phone: 905-791-7800 Ext: 8612
Email: ZZG-DCs@peelregion.ca