

PLANNING AND BUILDING SERVICES

**DEVELOPMENT CHARGE
RENTAL HOUSING DISCOUNT
GRANT PROGRAM**

POLICY AND APPLICATION FORM

Development Charge Rental Housing Discount Grant Program

Purpose:

This Program will provide increased financial reductions for purpose-built rental dwelling units in the city by reducing the amount of payable Development Charges (DC).

Authority:

The Rental Housing Discount Grant Program for the City of St. Catharines was approved by Council on November 18, 2024, as recommended in Report CAO-184-2024.

Definitions:

“**Rental Housing**” means development of a building or structure with four or more dwelling units all of which are intended for use as rented residential premises.

Specific Program Requirements:

The grant program is intended to increase the rental housing discount that has been established in the Development Charges Act through the More Homes Built Faster Act as outlined below:

- Additional 35% discount for one-bedroom units (or smaller) – total of 50% discount
- Additional 30% discount for two-bedroom units – total of 50% discount
- Additional 10% discount for three-bedroom units – total of 35% discount

Term of this Program:

The additional discount would pertain to building permits issued between Jan. 1 to Dec. 31, 2025, for development that are eligible for the existing DC rental discount according to the Development Charges Act 26.2 (1.1) as it currently applies.

Reporting:

Reporting on Development Charge grant programs will be included with the annual Treasurer’s Statement of Development Charge Reserve Funds. Given this grant will be funded through the City’s Housing Accelerator Funding, development charge discounts given through this program will be captured in HAF reporting as well.

Funding:

The increased increment of Development Charge discounts for rental housing in 2025 is to be funded through the City’s Housing Accelerator Fund, based on funding availability.

APPLICATION PROCESS

1. This application is for the Development Charge Rental Housing Discount Grant Program, which applies an additional discount to collected development charges for purpose-built rental units (min. of 4 units). These rental units must stay rental for 10 years, as binding through a legal agreement with the City. This grant is subject to funding availability through the City's Housing Accelerator Fund. Eligible projects would be subject to the following City Development Charges, dependent on funding availability:
 - a. 50% total discount for one-bedroom units (or smaller) (15% as mandated by the DC Act plus 35% Rental Housing Discount Grant Program top-up)
 - b. 50% total discount for two-bedroom units (20% as mandated by the DC Act plus 30% Rental Housing Discount Grant Program top-up)
 - c. 35% total discount for three-bedroom units plus (25% as mandated by the DC Act plus 10% Rental Housing Discount Grant Program top-up)
2. Applicants are required to complete, sign and submit the attached Application Form and Declaration Form at the time of applying for a building permit.
3. Applicants are required to enter into a Development Charges Deferral Agreement with the City of St. Catharines prior to receiving the additional development charge discount.
4. To inquire about this Program, please contact staff at dc@stcatharines.ca and haf@stcatharines.ca. Staff recommend that applicants reach out prior to applying to determine whether your project is eligible and if there is funding available.

DEVELOPMENT CHARGE PAYMENT AGREEMENT APPLICATION
THE CORPORATION OF THE CITY OF ST. CATHARINES
HAF DC Rental Housing Discount Grant Program Page 1 of 3

APPLICANT INFORMATION

Application Date:

Property Owner:

Individual or Company Name (Legal name of the owner)

Signing Authority:

Individual to bind the Company including Position/Title

Majority Shareholder:

Individual to enter into Personal Guarantee

Mailing Address for Correspondence:

Company's General Phone Line:

Contact Person:

Name

Phone # (Cell/Extension/Direct)

Email

APPLICANT LEGAL CONTACT INFORMATION - if available

Note: Lawyer must be able to register the agreement as a mortgage on title (member of Teranet)

Lawyer's Name:

Law Firm:

Address:

Phone:

Email:

**DEVELOPMENT CHARGE PAYMENT AGREEMENT APPLICATION
THE CORPORATION OF THE CITY OF ST. CATHARINES**

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DEVELOPMENT INFORMATION

Name of Development if applicable:

Address of Development:

Legal Description of Land:

Type of Development: _____

Building Permit Number:

Associated Site Plan or Zoning By-
law Amendment:

Yes

Plan No: _____

Tax Roll: _____

DEVELOPMENT CHARGES FINANCIAL INFORMATION

Estimate of Development Charges Provided by the City:

FOR DEPARTMENT USE ONLY

Reference Number:

Department/Employee Review (Sign & Date):

Application Received (Sign & Date)

DC Deferral Amount Estimate (\$)

DC Deferral Amount Estimate Confirmed (Sign & Date)

Application Approved (Sign & Date)

**DEVELOPMENT CHARGE PAYMENT AGREEMENT APPLICATION
THE CORPORATION OF THE CITY OF ST. CATHARINES**

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RETURN COMPLETED FORM TO:

City of St. Catharines
Financial Management Services
50 Church St, St. Catharines, ON L2R 7C2
Attn: Budget Office - DC Team
Email: dc@stcatharines.ca

DEVELOPMENT CHARGE PAYMENT DEFERRAL AGREEMENT FEES: There is a **\$587.85 non-refundable** legal agreement fee & **\$352.80 non-refundable** registration of agreement fee. **The fees are to be paid at the earlier of signing of agreement or building permit issuance.** A release of agreement fee will be applicable at the completion of the agreement when all associated financial, building and planning requirements have been met. The release of agreement fee will be subject to the fee at the release date according to the City's Rates and Fees By-law. Cheques are to be made payable to "City of St. Catharines".

INTEREST:

Interest shall be charged on DC Deferral Agreements based on the City's Development Charge Interest Rate Policy. The applicable rate is subject to change based on the DC Act legislation & revisions to the Interest Rate Policy. In the event of change, a recalculated schedule of payments will be provided to the applicant.

City of St. Catharines Development Charge Interest Rates	
Interest Rate Type	Annual Interest Rate Effective June 2022
As pursuant under Section 26.1 and permitted by Section 26.1(7) of the DCA	5%
DC Deferral Interest Rate	
As pursuant under Section 26.2 and permitted by Section 26.2 (3) of the DCA	5%
DC Freeze Interest Rate	

DEVELOPMENT CHARGE PAYMENT DEFERRAL APPLICATION PROCESSING:

Please allow for sufficient processing time. The agreement will be forwarded by the City's Legal Department to your lawyer with specific instructions which will require action.

INQUIRIES: Financial Management Services Department Budget Office - DC Team
50 Church St, St. Catharines, ON L2R 7C2

Phone: (905) 680-6964

Email: dc@stcatharines.ca

Development Charge Installment Declaration Form

THE CORPORATION OF THE CITY OF ST. CATHARINES

HAF Rental Housing Discount Grant Program

Development Charges Act Section 26.1

This form is to collect information required to enable the City to set up the processes necessary for developments that are eligible under Section 26.1 of the Development Charges Act, 1997, to pay the development charges in installments commencing at building occupancy rather than at permit issuance. This form shall be completed for the eligible forms of development: Rental, and Institutional. City Development Charges will be payable in annual installments beginning on the earlier of the date of the issuance of a permit under the *Building Code Act, 1992* authorizing occupation of the building and the date the building is first occupied. Niagara Region Development Charges are calculated & administered by the Niagara Region. For any inquiries regarding RDCs, please contact the Niagara Region.

A. Applicant Information			
Property Owner			
Mailing Address		Unit number	Lot/Con
Municipality		Postal Code	
Contact Person	Phone Number	Email Address	
B. Development Information			
Street Address			
Municipality	Postal code	Building Permit Number	
Tax Roll			
C. Type of Development			
Please confirm the type of development below according to Section 26.1 of the DC Act: <i>The identified type of development will be subject to confirmation by the City based on information provided through the development process and the evidence attached to this declaration.</i>			
Rental: development of a building or structure adding four or more dwelling units all of which are intended for use as rented residential premises.			
Institutional: development of a building or structure intended for use for long term care, retirement homes, post-secondary institutions, memorial homes, clubhouse or athletic grounds of the Royal Canadian Legion, and hospices.			
<input type="checkbox"/> Rental (6 annual installments) A building that has, or intends to, apply for condominium status is NOT eligible.	<input type="checkbox"/> Institutional (6 annual installments)		
	<input type="checkbox"/> Long Term Care	<input type="checkbox"/> Memorial Home	
	<input type="checkbox"/> Retirement Home		
	<input type="checkbox"/> Post-secondary institution		
	<input type="checkbox"/> Royal Canadian Legion		
	<input type="checkbox"/> Hospice		
*Change in Type of Development <i>If any part of a development is changed so that it no longer consists of a type of development listed above, the development charge, including any interest payable, but excluding any instalments already paid, is payable immediately.</i>			
D. Invoice Contact Information			
Contact Person	Phone Number	Email Address	
Company			
Street Address			
Municipality	Postal code		

Development Charge Instalment Declaration Form

Development Charges Act Section 26.1

E. Interest

Interest shall be charged on the deferred DCs based on Development Charges Act Section 26.3 and the City of St. Catharines Development Charges Interest Rate Policy.

F. Declaration

I certify and acknowledge that:

1. I am the owner of the property or, if the owner is a corporation or partnership, that I have the authority to bind the corporation or partnership for the development related to the building permit identified in Section B of this form.
2. I am aware, and agree, that the City Development Charges applicable to this permit are _____ as calculated at the time I am signing this form. Should the building permit issuance date be after today's date, I understand that the calculated amount due may be subject to change.
3. I am aware that the type of development as identified in Section C of this form is subject to confirmation by the City based on information provided through the development process and the evidence attached to this declaration. If the type of development cannot be demonstrated and confirmed, I will be required to pay Development Charges prior to building permit issuance.
4. I am aware that Education DCs, Community Benefit Charges, and Parkland Dedication are not subject to installments and are payable at building permit issuance. I am aware that Regional Development Charges are administered by the Niagara Region.
5. I will receive confirmation of the City Development Charges applicable to the permit at permit issuance and will work with City of St. Catharines staff to resolve any questions I have at that time.
6. I will notify the City of St. Catharines within 10 business days of the earlier of occupying any part of the building or receiving authorization to occupy any part of the building and that failure to do so does not absolve my responsibility to make a payment at that time.
7. I will receive an invoice at the time the first installment comes due and annual invoices thereafter. A deferral amortization schedule to date will be available upon request.
8. I will make the annual payments as per instructions on the invoice in a timely manner and that any amounts that are not paid will be added to the property tax roll and collected in the same manner as property taxes.
9. I will notify the City of St. Catharines should a change in use of the building be considered and understand that I may be required to pay any outstanding balance of unpaid Development Charges at that time.
10. I will notify the City of St. Catharines should a change of contact be required.
11. The information contained in this application is true to the best of my knowledge.
12. **I have attached evidence of intended use and/or an affidavit confirming intended use.**

_____ Date

_____ Name (and Position)

_____ Signature

G. Declaration Alternative – Not Available for Rental Developments

I certify and acknowledge that:

1. I am the owner of the property or, if the owner is a corporation or partnership, that I have the authority to bind the corporation or partnership for the development related to the building permit identified in Section B of this form.
2. I am choosing to not attach evidence of intended use and/or an affidavit confirming intended use.
3. I understand that, without evidence of intended use, that Development Charges will be due and payable, in full, at building permit issuance.
4. I will not, after permit issuance, seek to provide evidence of intended use and/or an affidavit confirming intended use to seek a refund or installment terms related to the payment of Development Charges.

_____ Date

_____ Name (and Position)

_____ Signature

Development Charge Instalment Declaration Form

Development Charges Act Section 26.1

H. Inquiries and Contact

For more information or to provide a notice required in Section F, please contact:

Budget Office - DC Team

Financial Management Services Department

50 Church St, St. Catharines, ON L2R 7C2

Phone: (905) 688-5600 Ext. 1421

Email: dc@stcatharines.ca

I. DEPARTMENT USE ONLY

Reference #: Date Received: Verification of ownership: Verification of development type: Approved YES NO	Est date of permit issuance Building Permit No: Est of DCs Backup saved FMS:	Date Occupied: Instalment Schedule Sent: Supplier ID No:
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