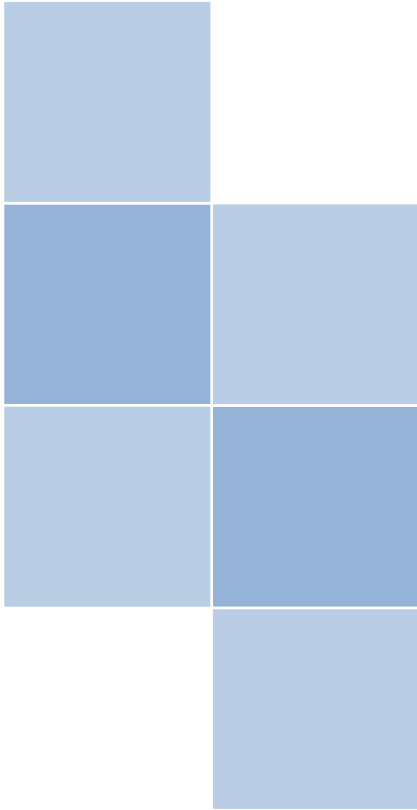


2017

# Development Charges Rebate Program

Expression of Interest  
Ontario Ministry of Housing  
December 2017





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## **Purpose**

The purpose of this Expression of Interest (EOI), issued by the Ministry of Housing (MHO), is to invite municipalities to indicate their interest in participating in the Development Charges Rebate Program.

## **About the Development Charges Rebate Program**

The Ontario Development Charges Rebate Program is one of the initiatives under the Fair Housing Plan to increase supply of housing – specifically of purpose-built market rental housing. Under the program, eligible market rental housing developments would receive a rebate of development charges collected by municipalities. The program would be administered by municipalities and target priority projects in those communities that are most in need of new purpose-built rental housing.

## **Program Design**

Further details on the program design can be found in the Program Guidelines accompanying this Expression of Interest (EOI). Municipalities are strongly encouraged to review the Program Guidelines prior to submitting an EOI, to ensure that their submissions comply with the Program Guidelines and criteria.

The Program Guidelines outline the policy context for the program, provincial criteria on types of market rental housing developments and units eligible for funding under the program, reporting requirements, and other required information for municipalities.

Municipalities approved for program funding will have the final decision-making authority for eligible developments and are accountable to MHO under a Transfer Payment Agreement for all monies, project components and completion, and reporting requirements.

## **Program Funding**

Under the Development Charges Rebate Program, up to a total of \$125 million over five years is available to municipalities, starting with \$25 million in 2018-19.

MHO cannot guarantee funding to all municipalities that make a submission expressing interest or allocate all funding requested by municipalities through the EOI process. Both successful and unsuccessful municipalities will be notified by MHO.

Program funding, if approved, will be provided subject to the terms and conditions of a Transfer Payment Agreement between the Province and the municipality.

MHO, at its sole discretion, reserves the right to reallocate funds to another municipality in instances where allocations may not be fully used within a fiscal year.

## **Municipalities Selected to Participate in the Program**

The Development Charges Rebate Program has a one-stage selection process. MHO is inviting municipalities identified as being most in need of rental housing to express their interest in participating in the program, through an EOI process.

MHO will assess the municipal submissions, using consistent criteria, to ensure alignment with the provincial requirements under the Development Charges Rebate Program. Selection of municipalities will be based on this assessment, as well as rental housing need in the municipality.

Notional allocations will be announced in spring 2018 in accordance with provincial accounting and budgetary practices, starting with fiscal years 2018-19, 2019-20, and 2020-21.

## **Municipalities Invited to Participate in the EOI Process**

To participate in the Development Charges Program, MHO is inviting municipalities who charge multi-unit development charges<sup>1</sup> and have been identified as being in need of new purpose-built market rental housing to submit an EOI. This includes municipalities that have:

- A vacancy rate of 3% or less<sup>2</sup>, or
- High tenant population<sup>3</sup> (i.e. 20% or more of all households are rental households).

Additionally, municipalities with opportunities to approve rental housing developments within an approximate 500-800 metre radius of a major transit station area (MTSA) are also being invited to participate in the program. For the purposes of the program, MTSA includes commuter rail (i.e. GO Transit), subway, light rail or bus rapid transit.

See Appendix A for a list of municipalities being invited to submit an EOI.

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<sup>1</sup> Based on 2015 Financial information Return as submitted to the Ministry of Municipal Affairs

<sup>2</sup> Based on Canada Mortgage and Housing Corporation's 2017 Rental Market Housing

<sup>3</sup> Based on 2016 Census

## Submitting an Expression of Interest and Important Timelines

In their EOI submissions, municipalities will identify, and provide information on, the following:

- Need and vision for market rental housing in their communities, and any alignment with municipality's land use planning and housing policies;
- How the Development Charges Rebate Program will help increase rental housing in their communities and/or what public good will be created;
- Capacity to administer the program, along with ongoing monitoring and reporting, and whether there is an intention to designate program administration to a housing Service Manager, to submit an EOI and administer the program on the municipality's behalf;
- Any current incentives the municipality provides to encourage construction of market rental housing in their communities;
- Incentives the municipality is willing to apply to market rental developments and units receiving provincial rebates under the program;
- Examples of potential purpose-built market rental developments or units expected to qualify for funding over the five years, if possible;
- Indicate if the municipality would be setting a lower AMR threshold for non-luxury market rental units different from provincial threshold of 175% AMR
- Whether the municipality plans to use the funding to provide rebates covering the full amount of the development charges they collect or partial rebates, as well if these would vary on a on a site-by-site basis;
- Current and proposed mechanisms (e.g., bylaws restricting conversions) that the municipality would use to ensure that a development receiving rebate funding under the program remains rental; and
- How much funding municipalities anticipate would be needed for this program on an annual basis for each of the five fiscal years, starting in 2018-19 (municipalities can choose to identify funding requirements only for certain years).

Municipalities must submit their completed Expression of Interest through the Grants Ontario System (GOS) **no later than 1:00 p.m. Eastern Standard Time (EST) on March 2, 2018** to be considered for funding under the Development Charges Rebate Program. Municipalities will receive an acknowledgement of their submission, via an electronic receipt.

Municipalities intending to submit an Expression of Interest must begin to draft their submission through the Grants Ontario System (GOS) on or before **February 16, 2018 at 5:00 p.m. Eastern Standard Time (EST)**. This will confirm their intention to submit an Expression of Interest before the deadline.

Submissions received after March 2, 2018 will not be accepted as part of the Expression of Interest process. Further, incomplete submissions will not be assessed or considered in selecting municipalities to participate in the program.

Municipalities are encouraged to make use of the EOI period to review the form and Program Guidelines, draft responses, and use the EOI supports available through MHO.

## **MHO Supports during EOI Process**

To assist municipalities, and respond to questions about the Development Charges Rebate Program and EOI process, MHO will host two half-hour informational teleconferences with municipalities in mid-January, 2018. Details about the teleconferences will be distributed through the Ministry's Municipal Services Offices (MSO) Regional Housing Team Leads.

Additionally, municipal staff are also encouraged to reach out to MHO staff and/or their respective MSO Regional Housing Team Leads with specific questions about the Development Charges Rebate Program or the EOI submission process. Contact information is included in Appendix C.

For assistance or questions regarding GOS, please contact the Grants Ontario Customer Service at 416-325-6691 or toll free at 1-855-216-3090 or email: [GrantsOntarioCS@Ontario.ca](mailto:GrantsOntarioCS@Ontario.ca) Monday to Friday from 8:30 a.m. to 5:00 p.m. Eastern Standard Time. TTY/Teletypewriter (for the hearing impaired): 416-325-3408 / Toll-free: 1-800-268-7095.

## **Acknowledgement**

In submitting an EOI, the municipality is deemed to have acknowledged that MHO may, at its discretion:

- Communicate directly with any municipality;
- Verify with any municipality any information set out in an EOI;
- Adjust criteria for the selection of municipalities based on take up and interest.
- Cancel this EOI process or evaluation process; and
- Reject any or all EOIs.

The municipality is deemed to have further acknowledged that MHO shall not be responsible for any costs or expenses incurred by any municipality associated with preparing and submitting responses to this EOI.

## Important Timelines

Activity	Date
Invite select municipalities to EOI process	December 20, 2017
Municipalities intending to submit an EOI must begin to draft their submission through GOS	By 5 p.m. EST February 16, 2018
EOI submissions due to MHO	By 1 p.m. EST March 2, 2018
MHO reviews municipal submissions, selects municipalities, and develops allocation model	March-April, 2018
MHO announces participating municipalities and their notional allocations	Early-Spring 2018
MHO and municipalities sign Transfer Payment Agreements	Early Spring 2018
Municipalities submit 2018-19 initial Spending Plan	Late Spring or Summer 2018



## Appendix A: List of Municipalities Invited to Express Interest

Municipality	Has a GOS Account	Housing Service Manager
Town of Saugeen Shores	✓	Bruce County
Municipality of Kincardine	✓	Bruce County
City of Brantford	✓	City of Brantford
City of Greater Sudbury	✓	City of Greater Sudbury
City of Hamilton	✓	City of Hamilton
City of Kingston	✓	City of Kingston
City of London	✓	City of London
Municipality of Strathroy-Caradoc	✓	City of London
City of Ottawa	✓	City of Ottawa
City of Peterborough	✓	City of Peterborough
City of St. Thomas	✓	City of St. Thomas
City of Stratford	✓	City of Stratford
Municipality of North Perth	✓	City of Stratford
City of Toronto	✓	City of Toronto
City of Windsor	✓	City of Windsor
Municipality of Leamington	✓	City of Windsor
Town of Lakeshore	✓	City of Windsor
Town of Tecumseh	✓	City of Windsor
Town of Amherstburg	✓	City of Windsor
Town of Orangeville	✓	County of Dufferin
City of Owen Sound	✓	County of Grey
Municipality of Meaford	✓	County of Grey
City of Belleville	✓	County of Hastings
City of Quinte West	✓	County of Hastings
City of Sarnia	✓	County of Lambton
Town of Carleton Place	✓	County of Lanark
Norfolk County	✓	County of Norfolk
Haldimand County	✓	County of Norfolk
Town of Cobourg	✓	County of Northumberland
Municipality of Port Hope	✓	County of Northumberland
City of Woodstock	✓	County of Oxford
Town of Ingersoll	✓	County of Oxford
Town of Tillsonburg	✓	County of Oxford
Town of Petawawa	✓	County of Renfrew
City of Barrie	✓	County of Simcoe
Town of Innisfil	✓	County of Simcoe
Town of Bradford-West Gwillimbury	✓	County of Simcoe
City of Orillia	✓	County of Simcoe

<b>Municipality</b>	<b>Has a GOS Account</b>	<b>Housing Service Manager</b>
Town of Collingwood	✓	County of Simcoe
Town of Midland	✓	County of Simcoe
City of Guelph	✓	County of Wellington
Township of Centre Wellington	✓	County of Wellington
Township of Wellington North	✓	County of Wellington
Town of Huntsville	✓	District Municipality of Muskoka
Town of Bracebridge	✓	District Municipality of Muskoka
Town of Gravenhurst	✓	District Municipality of Muskoka
City of Kawartha Lakes	✓	City of Kawartha Lakes
Town of Greater Napanee	✓	Counties of Lennox and Addington
City of North Bay	✓	Nipissing DSSAB
City of Oshawa	✓	Regional Municipality of Durham
Town of Whitby	✓	Regional Municipality of Durham
Town of Ajax	✓	Regional Municipality of Durham
Municipality of Clarington	✓	Regional Municipality of Durham
City of Pickering	✓	Regional Municipality of Durham
Township of Uxbridge	✓	Regional Municipality of Durham
Town of Oakville	✓	Regional Municipality of Halton
City of Burlington	✓	Regional Municipality of Halton
Town of Milton	✓	Regional Municipality of Halton
Town of Halton Hills	✓	Regional Municipality of Halton
City of St. Catharines	✓	Regional Municipality of Niagara
Town of Fort Erie	✓	Regional Municipality of Niagara
City of Niagara Falls	✓	Regional Municipality of Niagara
City of Welland	✓	Regional Municipality of Niagara
City of Port Colborne	✓	Regional Municipality of Niagara
Town of Grimsby	✓	Regional Municipality of Niagara
Town of Lincoln	✓	Regional Municipality of Niagara
City of Thorold	✓	Regional Municipality of Niagara
City of Mississauga	✓	Regional Municipality of Peel
City of Brampton	✓	Regional Municipality of Peel
City of Kitchener	✓	Regional Municipality of Waterloo
City of Cambridge	✓	Regional Municipality of Waterloo
City of Waterloo	✓	Regional Municipality of Waterloo
Township of Woolwich	✓	Regional Municipality of Waterloo
Township of Wilmot	✓	Regional Municipality of Waterloo
City of Markham	✓	Regional Municipality of York
City of Vaughan	✓	Regional Municipality of York
Town of Richmond Hill	✓	Regional Municipality of York
Town of Whitchurch-Stouffville	✓	Regional Municipality of York
Town of Newmarket	✓	Regional Municipality of York

<b>Municipality</b>	<b>Has a GOS Account</b>	<b>Housing Service Manager</b>
Town of Aurora	✓	Regional Municipality of York
Township of King	✓	Regional Municipality of York
Town of East Gwillimbury	✓	Regional Municipality of York
City of Brockville	✓	United Counties of Leeds and Grenville

## Appendix B: Ministry of Housing Contacts

### Municipal Services Office – Central

777 Bay Street 13<sup>th</sup> Floor  
 Toronto, ON, M5G 2E5  
 General Inquiry: 416-585-6226  
 Toll Free: 1-800-668-0230  
 Fax: 416-585-6882

Contact: Ian Russell, Team Lead, Regional Housing Services  
 Tel: 416-585-6965  
 Email: [ian.russell@ontario.ca](mailto:ian.russell@ontario.ca)

Serving: Durham, Halton, Hamilton, Niagara, Muskoka, Peel, Simcoe, York

### Municipal Services Office – Eastern

8 Estate Lane, Rockwood House  
 Kingston, ON, K7M 9A8  
 General Inquiry: 613-545-2100  
 Toll Free: 1-800-267-9438  
 Fax: 613-548-6822

Contact: Mila Kolokolnikova, Team Lead, Regional Housing Services  
 Tel: 613-545-2123  
 Email: [mila.kolokolnikova@ontario.ca](mailto:mila.kolokolnikova@ontario.ca)

Serving: Cornwall, Hastings, Kawartha Lakes, Kingston, Lanark, Leeds and Grenville,  
 Lennox and Addington, Northumberland, Ottawa, Peterborough, Prescott and  
 Russell, Renfrew

### Municipal Services Office – Western

659 Exeter Road, 2<sup>nd</sup> Floor  
 London, ON, N6E 1L3  
 General Inquiry: 519-873-4020  
 Toll Free: 1-800-265-4736  
 Fax: 519-873-4018

Contact: Pearl Dougall, Senior Housing Advisor,  
 Tel: 519-873-4521  
 Email: [pearl.dougall@ontario.ca](mailto:pearl.dougall@ontario.ca)

Cynthia Cabral, Senior Housing Advisor,  
 Tel: 519-873-4520  
 Email: [cynthia.cabral@ontario.ca](mailto:cynthia.cabral@ontario.ca)

Serving: Brantford, Bruce, Chatham-Kent, Dufferin, Grey, Huron, Lambton, London, Norfolk, Oxford, St. Thomas, Stratford, Waterloo, Wellington, Windsor

**Municipal Services Office – Northeastern**

159 Cedar Street, Suite 401  
Sudbury, ON, P3E 6A5  
General Inquiry: 705-564-0120  
Toll Free: 1-800-461-1193  
Fax: 705-564-6863

Contact: Cindy Couillard, Team Lead, Regional Housing Services  
Tel: 705-564-6808  
Email: [cindy.couillard@ontario.ca](mailto:cindy.couillard@ontario.ca)

Serving: Algoma, Cochrane, Greater Sudbury, Manitoulin-Sudbury, Nipissing, Parry Sound, Sault Ste. Marie, Timiskaming

**Municipal Services Office – Northwestern**

435 James Street, Suite 223  
Thunder Bay, ON, P7E 6S7  
General Inquiry: 807-475-1651  
Toll Free: 1-800-465-5027  
Fax: 807-475-1196

Contact: Peter Boban, Team Lead, Regional Housing Services  
Tel: 807-473-3017  
Email: [peter.boban@ontario.ca](mailto:peter.boban@ontario.ca)

Serving: Kenora, Rainy River, Thunder Bay

**Housing Programs Branch - Toronto**

777 Bay Street, 14<sup>th</sup> Floor  
Toronto, ON, M5G 2E5  
Fax: 416-585-7003

Contact: Walter Battello, Account Manager, Regional Services Delivery Unit  
Tel: 416-585-6480  
Email: [walter.battello@ontario.ca](mailto:walter.battello@ontario.ca)

Serving: Toronto

**Market Housing Branch**

777 Bay Street 14<sup>th</sup> Floor

Toronto, ON, M5G 2E5

General Inquiry: 416-585-5872

Fax: 416-585-7607

Contact: Madhavi Patel  
Tel: 416-585-6838  
Email: [madhavi.patel@ontario.ca](mailto:madhavi.patel@ontario.ca)

Carly Steinman  
Tel: 416-585-7638  
Email: [carly.steinman@ontario.ca](mailto:carly.steinman@ontario.ca)

## Appendix C: Applying Through Grants Ontario - Step-By-Step Instructions

All applications must be submitted electronically through Grants Ontario at [www.grants.gov.on.ca](http://www.grants.gov.on.ca).

If your municipality has a Grants Ontario account, please request the administrator of the account in your municipality to provide access to your municipality's account. You can contact Grants Ontario Customer Service at 416-325-6691 or toll free at 1-855-216-3090 or email: [GrantsOntarioCS@Ontario.ca](mailto:GrantsOntarioCS@Ontario.ca) to obtain your municipality's GOS administrator contact information.

If your municipality does not have a Grants Ontario account, you can create one by following these steps:

- **Create a ONE-key account** at <https://www.iaa.gov.on.ca/iaalogin/IAALogin.jsp>. ONE-key provides secure access to Ontario government programs and services, including the Transfer Payment Common Registration (TPCR) system.
- **Access the TPCR system to register.** For instructions, please refer to the user guides at <http://www.grants.gov.on.ca/GrantsPortal/en/TransferPaymentCommonRegistration/HowtoRegister/index.htm>.
- **Request enrollment to the Grants Ontario System (GOS).** For assistance, please refer to "How to Access Grants Ontario from the Transfer Payment Common Registration System" at <http://www.grants.gov.on.ca/GrantsPortal/en/OntarioGrants/HowtoApply/index.htm>. Please allow sufficient time as confirmation of GOS access may take up to two business days. The grant application form can only be accessed once GOS confirmation is complete.