



THE REGIONAL MUNICIPALITY OF NIAGARA  
CORPORATE SERVICES COMMITTEE  
FINAL AGENDA

CSC 10-2019

Wednesday, October 9, 2019

9:30 a.m.

Council Chamber

Niagara Region Headquarters, Campbell West

1815 Sir Isaac Brock Way, Thorold, ON

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	Pages
1. <u>CALL TO ORDER</u>	
2. <u>DISCLOSURES OF PECUNIARY INTEREST</u>	
3. <u>PRESENTATIONS</u>	
4. <u>DELEGATIONS</u>	
5. <u>ITEMS FOR CONSIDERATION</u>	
5.1 <u>CSD 43-2019</u> Regional Development Charges Deferral Policy	3 - 10
5.2 <u>CSC-C 18-2019</u> Regional Development Charge Complaint Process	11 - 22
6. <u>CONSENT ITEMS FOR INFORMATION</u>	
7. <u>OTHER BUSINESS</u>	

**8. CLOSED SESSION**

**8.1 Confidential CSD 67-2019**

A Matter Respecting a Proposed Acquisition of Land by the Municipality  
– Fort Erie SPS Expansion

**8.2 Confidential CSD 69-2019**

A Matter of Advice that is Subject to Solicitor Client Privilege – Niagara  
Gateway Economic Zone and Centre Community Improvement Plan  
(CIP) re 200, 242, 246 and 250 Buchner Road, Welland

This item has been removed from the agenda and will be brought forth to  
a future meeting.

**9. BUSINESS ARISING FROM CLOSED SESSION ITEMS**

**10. NEXT MEETING**

The next meeting will be held on Wednesday, November 6, 2019 at 9:30 a.m. in  
the Council Chamber, Regional Headquarters.

**11. ADJOURNMENT**

If you require any accommodations for a disability in order to attend or participate in meetings or  
events, please contact the Accessibility Advisory Coordinator at 905-980-6000 (office), 289-929-8376  
(cellphone) or [accessibility@niagararegion.ca](mailto:accessibility@niagararegion.ca) (email).

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**Subject:** Regional Development Charges Deferral Policy

**Report to:** Corporate Services Committee

**Report date:** Wednesday, October 9, 2019

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## Recommendations

1. That the Regional Development Charges Payment Deferral Policy as included as Appendix 1 of CSD 43-2019, **BE APPROVED**.
2. That the authority to execute payment deferral agreements in compliance with the Regional Development Charge Payment Deferral Policy **BE DELEGATED** to the Director, Legal & Court Services and Commissioner, Corporate Services (or their respective designates in writing) jointly.

## Key Facts

- The purpose of this report is to formalize the Region's process for providing deferral agreements for Regional Development Charges (RDC) as permitted under section 27 of the Development Charges Act, 1997 (DCA).
- Section 27 (1) of the (DCA) provides that a municipality may enter into an agreement with a person who is required to pay a development charge providing for all or any part of a development charge to be paid after it would otherwise be payable.
- Through CSD 63-2017- Regional Development Charges and Proposed By-law, Regional Council previously provided the Director, Legal & Court Services and Commissioner, Enterprise Resource Management Services the authority to execute development charge deferral agreements, however, the report did not establish criteria whereby a RDC deferral agreement would be warranted and was generally only intended for the transitional period between RDC by-laws.
- This report seeks Council's approval on the formalized Regional Development Charges Payment Deferral Policy as included under Appendix 1.

## Financial Considerations

Deferral agreements can be considered a useful tool that can be utilized to reduce the administrative burden of both the Region and developers under certain circumstances (i.e., collecting RDC when it is known that a refund will be issued via grant or consideration of a municipal capital facility designation by Council). These agreements also act as an incentive to generate developments that are deemed a Region's priority (i.e., affordable housing).

However, deferring the collection of RDC may result in a loss of interest revenue to be allocated to the development charges reserves as a result of the delayed payment which will reduce the funds available for growth related projects. To compensate, staff are proposing to include a minimum interest rate that would apply to the amount of development charges deferred. The minimum interest rate for the purposes of the policy and associated agreements is the bank of Canada rate.

All applications for a RDC deferral agreement must be accompanied by an application fee as included in the rate and fees by-law to ensure cost recovery for processing of these agreements.

## **Analysis**

Through CSD 63-2017 - Regional Development Charges and Proposed By-law dated October 5, 2017, Regional Council delegated the authority to execute deferral agreements under section 27 of the Development Charges Act, 1997 jointly to the Director, Legal & Court Services and the Commissioner, Enterprise Resource Management Services. At the time when report CSD 63-2017 was approved by Council, there was no formalized policy enacted to guide Regional staff when executing deferral agreements as the delegated authority was primarily intended to address the transitional period between RDC by-laws. Staff have relied on this previous delegation of authority to execute deferral agreements which have mainly been limited to deferrals for affordable housing (as per By-law 2017-98, s. 11(f)).

As a means of formalizing the RDC payment deferral process, Regional staff have developed a policy for Council's consideration and approval which has been included as Appendix 1 of this report. The Policy has been developed in collaboration with the Region's Finance, Legal, Planning and Economic Development staff. This Policy has been created with the intent of clarifying:

- Development types eligible for payment deferrals (Affordable housing, developments pending RDC grant approvals as outlined in the procedure document, and developments subject to a future Municipal Capital Facility agreement);
- The application process and administrative fee requirement;
- Financial security requirements of the Region; and
- Roles and responsibilities.

At the Committee of the Whole meeting held on September 5, 2019, Council endorsed four main categories of incentives that will be implemented starting 2020 (i.e., Affordable housing, brownfield remediation, employment growth and quality of life). This Policy has been developed with those areas of focus in mind.

Staff will also develop a Procedure document to accompany the Policy once approved by Council. The Procedure will be approved by the Commissioner, Corporate Services.

Staff also reviewed the need to develop a RDC pre-payment agreement policy but it was determined to not be warranted at this time. Requests for pre-payment agreements (which are also permitted pursuant to section 27 of the DC Act) have primarily been limited to periods immediately preceding the passing of an updated RDC By-law (which generally occurs ever 5 years). Staff are proposing that Council's approval of any pre-payment agreements be obtained at the time of an updated RDC By-law only.

### **Alternatives Reviewed**

1. That the authority to execute Regional development charges deferral agreements be reverted back to Regional Council to be dealt with on an ad hoc basis. The alternative is **NOT RECOMMENDED**. By continuing to delegate the authority to execute deferral agreements in compliance with the policy to staff, it will create efficiencies from the perspective of developers and builders.
2. That Council not formalize a Regional development charges deferral agreement policy. This alternative is **NOT RECOMMENDED**. A policy would ensure consistency in application and execution of Regional development charges deferral agreements.

### **Relationship to Council Strategic Priorities**

Pending the development of Council's new Strategic Priorities.

### **Other Pertinent Reports**

[CSD 63-2017](#) Regional Development Charges and Proposed By-law

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#### **Prepared by:**

Rob Fleming, MBA  
Senior Tax & Revenue Analyst  
Corporate Services

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#### **Recommended by:**

Todd Harrison, CPA, CMA  
Commissioner/Treasurer  
Corporate Services

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#### **Submitted by:**

Ron Tripp, P.Eng.  
Acting Chief Administrative Officer

*This report was prepared in consultation with Margaret Murphy, Associate Director, Budget Planning & Strategy, and reviewed by Helen Chamberlain, Director, Financial Planning & Management/Deputy Treasurer and Donna Gibbs, Director, Legal & Court Services.*

## **Appendices**

Appendix 1      Regional Development Charges Payment Deferral Policy

<i>Policy Category</i>	<i>Name of Policy</i>
FINANCIAL	REGIONAL DEVELOPMENT CHARGES PAYMENT DEFERRAL POLICY

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<b>Policy Owner</b>	Corporate Services, Financial Management & Planning, Associate Director, Budget Planning Strategy
<b>Approval Body</b>	Council
<b>Approval Date</b>	
<b>Effective Date</b>	October 24, 2019
<b>Review by Date</b>	Within 2 years or upon expiry of a Regional Development Charges Bylaw.

## 1. Policy

This policy establishes principles and practices for deferral of Regional development charges.

1.1. The following development types will be eligible for Regional development charges deferral under this policy:

1.1.1. Affordable housing developments that received funding through an agreement with Niagara Regional Housing or designated agency of Niagara Region as per By-Law 2017-98, Section 11. (f).

1.1.2. Developments that have received conditional/pending approval for Regional Development Charge grant and where the total Regional development charges for the project exceeds the minimum threshold. The deferral amount under this clause will be capped at the amount of the conditional/pending grant.

1.1.3. Developments that Regional staff have identified as eligible for a future Municipal Capital Facility Agreement for which Regional Development Charges will be exempted (subject to conditions under Municipal Act, 2001, section 110 and subsequent Regional Council approval).

1.1.4. Developments that are eligible for a transitional provision in an approved Regional development charge by-law.

1.2. Under the terms of this Policy, an individual that is required to make payment of Regional Development Charge may submit a complete application package requesting a Regional development charges deferral agreement prior to the payment of development charges for the development.

1.3. An application made under this policy will only be accepted if complete and the

<i>Policy Category</i>	<i>Name of Policy</i>
FINANCIAL	REGIONAL DEVELOPMENT CHARGES PAYMENT DEFERRAL POLICY

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prescribed administrative fee has been provided to Niagara Region as outlined in the Region's Fee and Charges By-law as amended from time to time.

- 1.4. If the request does not comply with the Policy, Niagara Region will refuse the application and advise the applicant accordingly.
- 1.5. If approved, a deferral agreement will be prepared to include the terms and conditions required by both the Director Legal & Court Services and Commissioner, Corporate Services or designate and to secure payment of the deferred charges.
- 1.6. For developments that are eligible for deferral under paragraph 1.1.2, at the time of execution of a deferral agreement under this policy, the applicant must provide a Letter of Credit for the amount of Regional Development Charges deferred.
- 1.7. If the Regional development charges have already been paid for the development by the applicant, the applicant is not eligible for a deferral agreement under this Policy.
- 1.8. In the event that the development charges become payable, the development charges deferred shall be payable in accordance with the deferral agreement executed with Niagara Region and shall be based on the development charge rate that is in effect at the time of building permit issuance.
- 1.9. An annual interest rate shall apply to the amount of Regional development charges deferred. The interest rate for the purposes of the policy and associated agreements is the Bank of Canada rate.
- 1.10. The maximum deferral term shall not exceed the period as outlined below:
  - 1.10.1. Developments eligible for deferral under 1.1.1 shall see the deferral period capped at the length of time that the units remain affordable housing (as may be outlined in the funding agreement).
  - 1.10.2. Developments eligible for deferral under 1.1.2 shall not see the deferral period exceed 2 years from the date that the Regional development charges are otherwise payable.
  - 1.10.3. Developments eligible for deferral under 1.1.3 shall not see the deferral period exceed the length of time anticipated for the Region to designate the development (or any part thereof) as a Municipal Capital Facility.
  - 1.10.4. Developments eligible for deferral under 1.1.4 shall not see the deferral period exceed the length of time as outlined in the transitional provision of a future Regional development charge by-law.
- 1.11. Notwithstanding the aforementioned eligibility criteria, a deferral request may be



<i>Policy Category</i>	<i>Name of Policy</i>
FINANCIAL	REGIONAL DEVELOPMENT CHARGES PAYMENT DEFERRAL POLICY

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refused by the Commissioner, Corporate Service if the net development charge reserve balance is in a deficit.

- 1.12. Authority to execute deferral agreements on behalf of Niagara Region resides jointly with the Director, Legal & Court Services and Commissioner, Corporate Service (or their respective designates authorized in writing to act on their behalf in their absence).
- 1.13. Approval for a Regional development charge deferral under this policy will be rescinded and associated agreement terminated if the building permit for the development is not issued within 6 months of the date of execution of the agreement.
- 1.14. The applicant must register the executed agreement on title of the subject lands at their expense within 30 days of agreement execution or risk default or cancellation of the agreement. Proof of agreement registration on title must be provided within 30 days of the agreement being executed by all parties.
- 1.15. All future deferral requests and agreements entered into by Niagara Region after the effective date of this policy must conform to this Policy. All previous deferral agreements will be grandfathered under the terms and conditions under which they were approved and executed.

## 2. Purpose

This policy will establish guidelines related to applications for, and the administration and issuance of, Regional development charge deferral agreements pursuant to section 27 of the Development Charge Act, 1997.

## 3. Scope

This policy applies to all Regional development charge deferral requests.

### 3.1. Roles and Responsibilities

#### 3.1.1 Regional Council

Approves, by resolution, the development charges deferral policy and any updates as necessary every five years or upon expiry of the Niagara Region Development charges By-law.

#### 3.1.2 Commissioner, Corporate Services or Designate in Writing

Reviews and updates the Regional Development Charge Deferral Policy as necessary every five years or upon the expiry of a Regional Development Charges By-law and submits any necessary changes for Council approval.

Creates necessary guiding strategies, supporting frameworks and procedures as required to administer this policy which may be amended from time-to-time.

<i>Policy Category</i>	<i>Name of Policy</i>
FINANCIAL	REGIONAL DEVELOPMENT CHARGES PAYMENT DEFERRAL POLICY

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Monitor compliance and adherence to this policy for future Regional development charge deferral agreements.

Develops and maintains appropriate tracking measures for executed deferral agreements and reports on each annually to Regional Council.

Acts as a co-signatory to Regional development charge deferral agreements jointly with the Director, Legal & Court Services.

### 3.1.3 Director, Legal & Court Services or designate in writing

Ensures that all Regional development charge deferral agreements satisfy all legal requirements as outlined in appropriate legislation.

Ensures that all Regional development charge deferral agreements appropriately mitigate legal exposure for Niagara Region.

Acts as a co-signatory to Regional development charge deferral agreements jointly with the Commissioner, Corporate Services or designate in writing.

## 4. References and Related Documents.

### 4.1. Legislation, By-Laws and/or Directives

4.1.1. Development Charges Act, 1997, S.O. 1997, as amended from time to time.

4.1.2. By-law 2017-98 – A By-law to Establish Development Charges for the Regional Municipality of Niagara Region, as amended from time to time.

## 5. Related Policies

## 6. Document Control

The electronic version of this document is recognized as the only valid version.

### Approval History

Approver(s)	Approved Date	Effective Date

### Revision History

Revision No.	Date	Summary of Change(s)	Changed by

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## MEMORANDUM

CSC-C 18-2019

**Subject: Regional Development Charge Complaint Process**

**Date: October 9, 2019**

**To: Corporate Services Committee**

**From: Rob Fleming, Senior Tax & Revenue Analyst**

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At the Regional Council meeting held on August 15, 2019, Council approved the minutes from the Procedural By-law Review Committee on July 30, 2019 which provided the below direction to staff:

*That Correspondence Item PBLRC-C 7-2019, being a memorandum from Committee members requested a report respecting any policy, procedural or By-law amendments necessary for Development Charge Hearings to be held at a Special Council meeting rather than a Regular Council meeting.*

As such, staff are recommending that the Regional Development Charge Task Force (RDCTF) Terms of Reference (TOR) be revised to clearly reflect the request to have Regional Development Charge (RDC) complaint hearings held at a Special Meeting of Regional Council rather than as part of a Regular Council meeting. Staff have also updated the RDC complaint form to reflect the aforementioned change as well. Both the RDCTF TOR and the RDC complaint form can be found as attachments 1 and 2, respectively.

Should Committee be in favour of this, the following is suggested wording:

That the Regional Development Charge Task Force Terms of Reference **BE REVISED** to include that Regional Development Charge complaint hearings are to be held at a Special Meeting of Regional Council.

Respectfully submitted and signed by

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Rob Fleming, MBA  
Senior Tax & Revenue Analyst  
Financial Management & Planning

**Attached:**

1. Regional Development Charge Task Force Terms of Reference – Revised
2. Regional Development Charge Complaint Form

# **REGIONAL DEVELOPMENT CHARGES POLICY TASK FORCE (RDCPTF)**

## **TERMS OF REFERENCE**

**Appendix to Memo CSC-C 18-2018**

**Recommended for Approval by the Corporate Services Committee October 9,  
2019**

**Ratified by Regional Council on <date>**

**Consolidated Version as of <date>**

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## **1. PREAMBLE**

The RDCPTF is a policy advisory committee established by The Regional Municipality of Niagara in accordance with the following Terms of Reference. The RDCPTF has been established to advise the Regional Council, reporting through the Corporate Services Committee on Municipal requirements contained in the Development Charges Act, 1997 and matters related to the Region's Development Charges Study and By-law.

## **2. MANDATE**

To advise The Regional Municipality of Niagara regarding the matters related to development and implementation of policy to be incorporated within the Region's Development Charges Study and By-law including, but not limited to: Alignment of development charge policy with the Region's servicing policy, planning and phased infrastructure, and financing of growth related infrastructure and alignment with the Niagara 2041 growth strategy.

Complaints submitted pursuant to the Development Charges Act, 1997, will be heard at a Special Meeting of Regional Council~~by Regional Council~~.

## **3. GOALS/PURPOSE**

The RDCPTF will advise on capital costs required for infrastructure including how to recover costs and aligning growth with servicing needs; how development charge policies impact the Region's ability to recover growth related capital costs, and the necessity for these costs to be recovered by new growth, and also provide guidance on development charge policy updates.

The RDCPTF will oversee grant programs that exempt DCs (both mandatory and discretionary) and support the budget request of replacement funding for those DCs exempted.

## **4. REPORTING STRUCTURE**

The RDCPTF will report to Regional Council through the Corporate Services Committee.

## **5. WORK PLAN**

The RDCPTF will provide guidance to staff in the development of the work plan related to the DC By-Law renewal identifying the specific initiatives and activities to be undertaken within each of the areas of focus, inclusive of budget needs, to further guide decision-making and resource management.

## **6. BUDGET**

N/A

## **7. MEMBERSHIP**

### **7.1 Composition**

Membership for the RDCPTF shall be a minimum of 16 members of Council.

Membership for the RDCPTF shall include:

- Chair and Vice Chair
- Other Council members

### **7.2 Term**

The term of membership shall be four years, concurrent with Regional Council's elected term of office, and the membership shall be approved by Council in accordance with membership requirements in the Terms of Reference.

Current RDCPTF Committee members shall indicate their desire to be reappointed to the Committee no later than the last meeting prior to the change in Council.

### **7.3 Privacy**

The meetings of the RDCPTF are public unless confidential matters are discussed.

## **8. ROLES & RESPONSIBILITIES**

### **8.1 Chair & Vice Chair**

A Chair and Vice Chair will be elected from RDCPTF Committee members on a biannual basis at the first meeting of the New Year to preside over meetings and Committee business.

It is the role of the Chair to preside over RDCPTF Committee meetings so that its business can be carried out efficiently and effectively, and to act as a liaison between the RDCPTF Committee, the Corporate Service Committee and Regional Council.

It is the role of the Vice Chair to preside over RDCPTF Committee meetings in the absence of the Chair and to perform any other duties delegated by the Chair or as assigned by the Committee through a majority vote.

### **8.2 Committee Members**

All RDCPTF members, including the Chair and Vice Chair, have the responsibility to help achieve the RDCPTF's Mandate and Goals/Purposes. Committee members are also responsible for:

- Reviewing meeting materials in advance of the meetings and arriving prepared to provide a broad perspective on the issues under consideration;
- Working diligently to complete assigned activities;
- Participating on working groups, as appropriate;
- Agreeing to describe, process and resolve issues in a professional and respectful manner;
- Providing input to help identify future projects or strategic priorities for future years' work;
- Communicating activities of the Committee to groups represented or those who may have an interest and offer information back to the Committee.

## **9. WORKING GROUPS**

To fulfill its mandate and accomplish its goals, the RDCPTF may establish working groups to deal with specific issues or projects. The working groups will meet, as needed, to review specific issues referred to them by the RDCPTF and otherwise complete their assigned tasks.

Working groups are considered to be time-limited, project specific sub-committees of the RDCPTF in that they are convened to accomplish a specific task (or tasks) in a narrowly defined time period.

## **10. RESOURCES**

The Enterprise Resource Management Services department is the designated lead department providing resource support for the RDCPTF; however, the Committee also has access to the technical expertise of staff from other Regional departments as may be required. It is recognized that staff time and the level of participation will be dependent on other departmental priorities as determined by senior management and/or Regional Council. As required, additional resources may be sought. Additional resourcing may be required for projects with senior levels of government.

The RDCPTF Committee shall receive administrative support from the Office of the Regional Clerk for meeting and agenda management.

## **11. MEETINGS**

A meeting schedule following a six week cycle shall be set for the RDCPTF during the 18 months preceding the expiry of the RDC By-Law or at the call of the Chair should a time sensitive matter arise during this time. The schedule will be circulated to the members for approval prior to the 18 month time period. Meetings held outside this 18 month time period will be at the call of the Chair.

The RDCPTF meetings will be held at Regional Headquarters at a time as determined by the members. All meetings will be open to the public unless confidential information is presented.



Meetings shall be governed by the Region's Procedural By-law, being a by-law to govern the calling, place and proceedings of the meetings of Council and its Committees, as may be amended from time-to-time.

If necessary, a schedule setting the due dates for materials to be included on the agenda will be circulated to each member pending adoption of a meeting schedule or the scheduling of a meeting date.

A committee member who is unable to attend a meeting, shall forward his/her regrets to the Office of the Regional Clerk as soon as possible. Should the Office of the Regional Clerk not have confirmation of quorum 24 hours prior to the meeting, the meeting shall be cancelled.

## **12. ABSENTEEISM**

Members who miss three consecutive meetings without authorization shall be deemed to have resigned from the Committee and will be notified of this in writing by the Committee Chair.

## **13. AMENDMENTS TO THE TERMS OF REFERENCE**

The Terms of Reference should be reviewed and refined at a minimum of every four years to ensure that they remain current and meaningful.

Proposals to amend the Terms of Reference shall require the approval of a majority of the members present. Proposed amendments to the Terms of Reference shall be submitted to Regional Council for approval through the Corporate Services Committee and shall take effect only upon the approval of Council.

## **Procedure for Complaints under the Development Charges Act**

### **Parties to a Complaint**

A person required to pay a development charge to Niagara Region, or the person's agent, may complain to the Region. The process for development charges complaints is outlined in sections 20-25 of the Development Charges Act.

### **Time, Form, and Contents of a Complaint**

Complaints must be in writing, submitted to the address below, or via email to:

[Clerk@niagararegion.ca](mailto:Clerk@niagararegion.ca)

The Regional Municipality of Niagara

1815 Sir Isaac Brock Way

P.O. Box 1042

Thorold, ON L2V 4T7

Attention: Regional Clerk

No complaint will be considered if it is received more than 90 days after the date the development charge, or any part of it, is payable to Niagara Region (as per s. 20(2) of the Development Charges Act). All complaints will first be reviewed by Niagara Region staff to confirm the criteria for submitting a complaint as outlined in the Act have been met.

The complaint must contain and allege, as a reason for the complaint, one or more of the following:

1. The amount of the development charge was incorrectly determined;
2. Whether a credit is available to be used against the development charge, or the amount of the credit or the service with respect to which the credit was given, was incorrectly determined; or
3. There was an error in the application of the development charge by-law.

### **Complaint Hearing**

A hearing of the complaint at a Special meeting of Regional Council will be scheduled within 60 days after the complaint is received by the Region as required.

At a hearing before Regional Council, the complainant will be given an opportunity to make representations. Niagara Region Staff may provide a report to Regional Council regarding the complaint. After hearing the evidence and submissions of the complainant, Council may dismiss the complaint or rectify any incorrect determination or error that was the subject of the complaint.

The decision of Council is final, subject to the appeal rights provided in the Development Charges Act.

The notice of hearing of the complaint will be mailed to the complainant at least 14 days before the hearing at the address provided below.

Following the hearing, the notice of Regional Council's decision will be mailed to the complainant at the address provided below no later than 20 days after the date of the decision.

***To be completed in advance of filing a Development Charges Complaint with Niagara Region.***

Contact Information of Complainant:

Date (yyyy-mm-dd)		
Name of complainant (first, last)		
Address		
City/Town	Province	Postal code
Home phone no.	Business phone no.	Mobile no.
E-mail		

Location of development that the complaint relates to:

Building Permit No.	Regional Development Charge Owing (\$)	
Type of Development		
Address		
City/Town	Province	Postal code

Date Development Charges Paid (mm/dd/yyyy): \_\_\_\_\_

Date of Building Permit Issuance (mm/dd/yyyy): \_\_\_\_\_

Has it been more than 90 days after the day that the development charges, or any part of them, were payable (Y/N)? \_\_\_\_\_

Complaint Type (check all that apply)

<input type="checkbox"/>	The amount of the development charge was incorrectly determined.
<input type="checkbox"/>	Whether a credit is available to be used against the development charge, or the amount of the credit or the service with respect to which the credit was given, was incorrectly determined.
<input type="checkbox"/>	There was an error in the application of the development charge by-law ( <a href="#">Click</a> for DC Bylaw).

**If any of the above complaint types are applicable, please provide a summary of the complaint below.**

**Summary of Complaint**

Please indicate how the complaint meets at least one of the complaint types noted above and provide the reasons for your complaint. Please be as detailed as possible and provide information as to who was involved, dates, and times. If there is not enough space below to describe the complaint, you may attach extra paper. Please attach any relevant documents such as letters or reports that are relevant to your complaint. Please further indicate the amount of development charges that you believe are payable if there is a difference between the amount calculated by the municipality or Region, and your calculation. Please also explain the basis of your calculation.

The information you provide on this form is collected pursuant to the Development Charges Act and shall be used solely for purposes of processing your complaint and in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

If you have any questions regarding this form, or the Development Charges Complaint process, please contact Rob Fleming ([robert.fleming@niagararegion.ca](mailto:robert.fleming@niagararegion.ca)).