

Request for Decision

Title	Off-Site Levy Policy
Proposed Motion	That Council approve the Off-site Levy Policy as presented, to establish clear principles and procedures pertaining to the implementation of Off-site Levy Bylaws in Sturgeon County.
Administrative Recommendation	That Administration recommends approval of the implementation of the Off-site Levy Policy as the process promotes transparency and streamlines processes.
Previous Council Direction	<p>March 14, 2017 – Committee of the Whole: Off-site Levy Policy Briefing.</p> <p>May 10, 2016 – Motion 177/16: That Council give third reading of Bylaw 1363/16 Amendment to Sturgeon Industrial Park Area Off-Site Levy Bylaw 1320/14.</p> <p>March 22, 2016 – Committee of the Whole: Off Site Levy Policy workshop (Greg Weiss – Corvus)</p>
Report	<p><u>Background Information</u></p> <ul style="list-style-type: none"> • The Off-site Levy Policy framework was presented to Committee of the Whole on March 14, 2017, and March 22, 2016. Inputs brought forward at these meetings have been included in the final report and recommended Policy. • With this policy, Council will guide: <ul style="list-style-type: none"> ○ the timing of when off-site levies are assessed; ○ when off-site levies are payable; ○ when and how front-ended infrastructure construction costs are assigned and credited to developers; and ○ when and how front-ended construction costs are reimbursed to developers. • The policy will guide Administration’s work and recommendations to Council relating to development within the County.

	<p><u>External Communication</u></p> <ul style="list-style-type: none"> Once adopted, the policy and attached framework (“Schedule A”) will be provided to developers at time of application. The framework provides clear guidance on when development is subject to an off-site levy and when it is exempt. <p><u>Relevant Policy/Legislation/Practices:</u></p> <ul style="list-style-type: none"> Section 648, <i>Municipal Government Act</i>, RSA 2000, cM-26
<p>Implication of Administrative Recommendation</p>	<p><u>Strategic Alignment:</u></p> <p>The Off-site Levy Policy promotes Strong Local Governance and Regional Leadership by providing a level of transparency and consistency for developers on the requirements of the County at the time of application.</p> <p><u>Organizational:</u></p> <p>The Off-site Levy Policy makes it clear for Administration, external stakeholders (i.e. developers, consultants, etc.) and the community for when an off-site levy is to be applied and when it is exempt to ensure consistency within the organization.</p> <p><u>Financial:</u></p> <p>The Off-site Levy models will collect per the individual Off-site Levy Bylaws, ensuring that growth pays for the costs of municipal improvements based on degree of benefit.</p>
<p>Alternatives Considered</p>	<p>That Council not approve the Off-site Levy Policy.</p>
<p>Implications of Alternatives</p>	<p><u>Strategic Alignment:</u></p> <ul style="list-style-type: none"> Sturgeon County may not be displaying Strong Local Governance and Regional Leadership through transparency or consistency with developers on the requirements of the County at the time of application. <p><u>Organizational:</u></p> <ul style="list-style-type: none"> It would remain unclear for Administration, external stakeholders (i.e. developers, consultants, etc.) and the community for when an off-site levy is to be applied and when it is exempt to ensure consistency within the organization. <p><u>Financial:</u></p> <ul style="list-style-type: none"> It would remain unclear on when Off-Site revenues will be collect in the future, and growth potentially will not be paying for growth for costs of municipal improvements based on degree of benefit.

Follow up Action 1. The policy will be provided to applicants at the time of application.

Attachment(s) 1. Off-Site Levy Policy
2. Schedule "A" – Off-site Levy Policy Framework

**Report Reviewed
by:**



Chris Pullen, Sr. Industrial Engineering Officer, Engineering Services



Stephane Labonne, General Manager, Integrated Growth



Peter Tarnawsky, County Commissioner – CAO

Strategic Alignment Checklist

Vision: Sturgeon County: a diverse, active community that pioneers opportunities and promotes initiative while embracing rural lifestyles.

Mission: Provide quality, cost effective services and infrastructure to meet the diverse needs of the Sturgeon County community, while improving competitiveness and sustainability.

Focus Areas	Not consistent	N/A	Consistent
Strong Local Governance and Regional Leadership			
<i>We promote consistent and accountable leadership through collaborative and transparent processes (Strategic Plan, pg. 27 MDP)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <i>Consistent with neighborhood role (see MDP), master plans, policies</i> 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <i>Considers fiscal stability and sustainability</i> 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <i>Has a positive impact on regional and sub-regional cooperation</i> 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Respect the Natural Environment			
<i>We acknowledge the importance of a healthy environment and will minimize and monitor our impact on ecosystems (Strategic Plan, pg. 27 MDP)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <i>Compliance with Provincial and Federal regulations and/or legislation</i> 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <i>Ensure effective environmental risk management</i> 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Community Identity & Spirit			
<i>We will build upon our strengths, where together we will create an inclusive, caring community (Strategic Plan, (Strategic Plan, pg. 27 MDP)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <i>Promotes and/or enhances residents' identification with Sturgeon County</i> 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <i>Enhances service provision through community partnerships</i> 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <i>Supports Sturgeon County's cultural history</i> 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Planned Growth and Prosperity			
<i>We encourage varied and integrated enterprises that enhance our strong economic base, while balancing the needs of the community and natural environment. (Strategic Plan, pg. 27 MDP)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <i>Does the proposal align with the Integrated Regional Growth Strategy (map/policies) pg. 26 MDP</i> 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <i>Considers cumulative costs and long-term funding implications</i> 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <i>Targets growth around current or planned infrastructure</i> 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Maintain and Enhance Strong Communities			
<i>We are committed to a safe, secure community, where our residents are respected and provided with access to opportunities. (Strategic Plan, pg. 27 MDP)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <i>Positive impact on residents' quality of life</i> 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <i>Supports and promotes volunteer efforts</i> 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <i>Provides programs and services that are accessible to all residents</i> 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Operational Excellence			
<i>We have the organizational capability to deliver consistent and defined levels of service to all stakeholders in a professional, efficient, and cost effective manner</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <i>Staff have the knowledge, skills and capability to perform their jobs</i> 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <i>Streamlines operational processes and policies</i> 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <i>Promotes engagement and professional interaction with stakeholders</i> 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <i>Considers a cost-structure which allows Sturgeon County to remain competitive within a regional, national and global context</i> 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>