

TOWN OF SLAVE LAKE
COUNCIL POLICY

Department:	Planning and Development	Policy No:	PD.PLN-24.1010
Policy Title:	Offsite Levy	Issue Date:	03-12-2024

1. PURPOSE

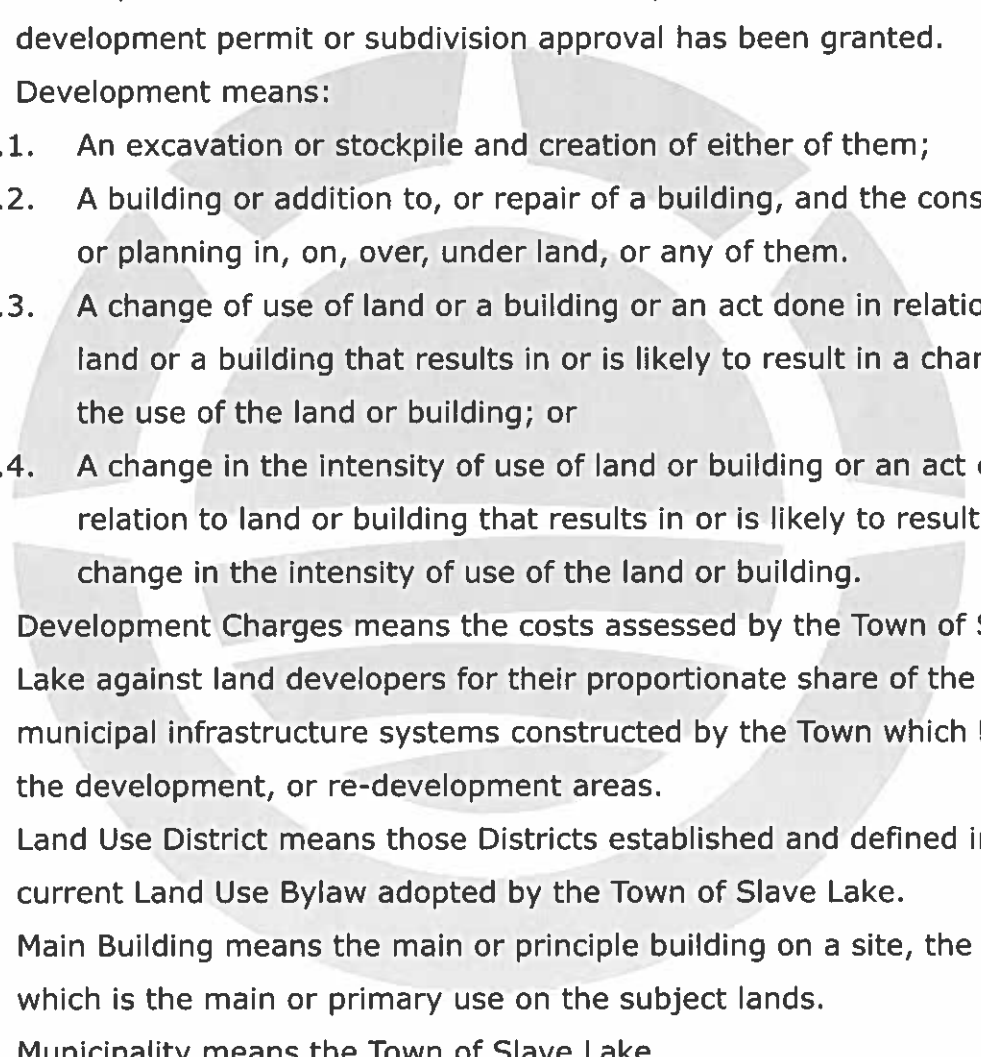
- 1.1. The purpose of this policy is to recover the cost of infrastructure required for growth by:
 - 1.1.1. Using financing strategies that remain sustainable.
 - 1.1.2. To create a transparent process by:
 - 1.1.2.1. Conforming with the Municipal Government Act.
 - 1.1.2.2. Providing opportunity for industry input into the levy and its administration.
 - 1.1.2.3. Proving the Offsite Levies and reserve account statis to be part of the annual municipal financial audit of the Town of Slave Lake.
 - 1.1.3. To create a clear and consistent process for the collection of the levies.

2. POLICY STATEMENT

- 2.1. The Town of Slave Lake will implement an Offsite Levy Policy with the intent of ensuring that all new Development, whether by way of a development permit or subdivision, pay the costs associated with the municipal infrastructure required for the Development.

3. DEFINITIONS

- 3.1. Accessory Building means a building or a structure separate and subordinate to the main or principle building, the use of which is incidental to that of the main building and is located on the same parcel of land.

- 
- 3.2. Act means the Municipal Government Act, RSA 2000, C. M-26, as amended.
 - 3.3. CAO means the Chief Administrative Officer of the Town of Slave Lake, or their authorized representative.
 - 3.4. Council means the duly elected Town Council.
 - 3.5. Developer means the owner of land or the person to whom a development permit or subdivision approval has been granted.
 - 3.6. Development means:
 - 3.6.1. An excavation or stockpile and creation of either of them;
 - 3.6.2. A building or addition to, or repair of a building, and the construction or planning in, on, over, under land, or any of them.
 - 3.6.3. A change of use of land or a building or an act done in relation to land or a building that results in or is likely to result in a change in the use of the land or building; or
 - 3.6.4. A change in the intensity of use of land or building or an act done in relation to land or building that results in or is likely to result in a change in the intensity of use of the land or building.
 - 3.7. Development Charges means the costs assessed by the Town of Slave Lake against land developers for their proportionate share of the costs of municipal infrastructure systems constructed by the Town which benefit the development, or re-development areas.
 - 3.8. Land Use District means those Districts established and defined in the current Land Use Bylaw adopted by the Town of Slave Lake.
 - 3.9. Main Building means the main or principle building on a site, the use of which is the main or primary use on the subject lands.
 - 3.10. Municipality means the Town of Slave Lake.
 - 3.11. Offsite Levy Bylaw means the bylaw of the Town of Slave Lake where an offsite levy is imposed in accordance with the authority of the Municipal Government Act RSA 2000, C. M-26 as amended.
 - 3.12. Offsite Levy Study shall mean the current Offsite Levy Study prepared by

an engineer and provides the rationale and basis for the calculation of offsite levies in the Town of Slave Lake.

- 3.13. Re-developed Land means land within the boundaries of the Town of Slave Lake which has been developed upon.
- 3.14. Subdivision Area means that portion of the lands which are delineated and outlined in a subdivision plan and are the lands identified in a development agreement.
- 3.15. Use means a building or an area of land and the function and activities thereon.
- 3.16. Use, change of means the conversion of land or buildings, or portion thereof, from one land use activity to another, in accordance with the permitted or discretionary uses as listed in each land use district.
- 3.17. Use, Intensity of means the degree or scale of use or activity in relation to the amount of land and buildings associated with the use, amount of parking facilities required for the particular use or activity, etc.
- 3.18. Vacant Un-developed Land means any parcel of land within the boundaries of the Town of Slave Lake where a development permit has not been issued for development and no development exists or has existed on the land.

4. GUIDELINES

- 4.1. Procedure and Responsibility
 - 4.1.1. Chief Administrative Officer (CAO) ensures the Offsite Levy Policy is implemented and followed.
 - 4.1.2. Director of Planning and Development ensures that offsite levies are collected, in accordance with Policy, prior to the issuance of a development permit or subdivision approval.
 - 4.1.3. Town Council approves the Offsite Levy Policy and any amendments thereto

4.2. Standards/Guidelines

- 4.2.1. In accordance with the current Offsite Levy Bylaw, the Town of Slave Lake will require the payment of an offsite levy prior to the issuance of a development permit or subdivision approval.
- 4.2.2. Where the subject land is considered Re-developed Land, the Town will not impose an offsite levy, regardless of whether an offsite levy has ever been collected.
- 4.2.3. Where the subject land is considered Vacant Undeveloped Land within any Residential land use district, an offsite levy will be required and will be triggered by an application for a development permit for the Main Building on the subject land. Development permit applications for Accessory Buildings or any other type of development, as defined in this Policy, other than a Main Building, will not trigger the requirement to pay an offsite levy.
- 4.2.4. Where the subject land is considered Vacant Undeveloped Land within any Commercial, Industrial, or Special land use district, an offsite levy will be required; and will be triggered by an application for a development permit for the Main Building, Change in Use, or Intensity of Use on the subject land. Any other type of development, as defined in this Policy, other than a Main Building, Change in Use, Intensity of Use of the subject land, will not trigger the requirement to pay an offsite levy.

4.3. Policy and Procedures

4.3.1. Subdivisions:

- 4.3.1.1. Upon receipt of a subdivision application, the Developer will be notified of the requirement to pay an offsite levy in accordance with the current Offsite Levy Bylaw.
- 4.3.1.2. For subdivision applications, Administration will prepare a Development Agreement, in accordance with the Cost Recovery/Cost Contribution of Municipal Infrastructure Policy. The subject Development Agreement shall address the

collection of offsite levies and shall be drafted in accordance with the current Offsite Levy Bylaw.

4.3.1.3. Where the subject Subdivision does not require the preparation of a Development Agreement, the requirement to pay offsite levy shall be a condition of subdivision approval.

4.3.1.4. Administration will calculate the offsite levy required utilizing the current Offsite Levy Bylaw as follows:

4.3.1.4.1. Referencing Figure 1-1 - Existing and Future Land Use Areas within Town Limits Map of the Offsite Levy Review study, determine the catchment area the subject land falls within.

4.3.1.4.2. Once it has been determined which catchment area the subject land falls within, refer to the **annually adjusted Table 7.1** – Development Charges Summary Table of the Offsite Levy Review study. This Table will provide the per hectare levy for each catchment area in Figure 1-1.

4.3.1.4.3. Determine the size of the subject land in hectares. Multiply the parcel size (in hectares) by the per hectare levy determined above. Goods and Services Tax (GST) is not added to an offsite levy.

4.3.2. Development Permits:

4.3.2.1. Upon receipt of a development permit application for a Main Building on a Vacant Undeveloped Land in any Residential district, the developer will be required to pay an offsite levy prior to issuance of the development permit.

4.3.2.2. Upon receipt of a development permit application for a Main Building or a Change of Use or Intensity of Use of the subject

lands on a Vacant Undeveloped Land within any Commercial, Industrial, or Special district; the developer will be required to pay off an offsite levy prior to issuance of the development permit.



4.3.2.3. Administration will calculate the offsite levy required utilizing the current Offsite Levy Bylaw as follows:

4.3.2.3.1. Referencing Figure 1-1 - Existing and Future Land Use Areas within Town Limits Map of the Offsite Levy Review study, determine the catchment area the subject land falls within.

4.3.2.3.2. Once it has been determined which catchment area the subject land falls within, refer to the **annually adjusted Table 7.1** – Development Charges Summary Table of the Offsite Levy Review study. This Table will provide the per hectare value for each catchment area in Figure 1-1.

4.3.2.3.3. Determine the size of the subject land in hectares. Multiply the parcel size (in hectares) by the per hectare value determined above. Goods and Services Tax (GST) is not added to an offsite levy.

5. **APPROVAL and REVISION CONTROL**

ISSUED BY	APPROVED BY:	DATE:
Chief Administrative Officer		2024/04/23
Mayor		2024/04/23