



TOWN OF SLAVE LAKE

COUNCIL POLICY

Department:	Planning and Development	Policy No:	PD.PLN-23.1000
Policy Title:	Recovery of Engineering Costs	Issue Date:	11-14-2023

1. PURPOSE

- 1.1. The Town of Slave Lake wishes to provide clear direction to Administration and Developers regarding the recovery of the Town of Slave Lake's costs associated with the Town Engineer reviewing Plans prepared by developers.

2. POLICY STATEMENT

- 2.1. The Town of Slave Lake will establish a policy for the recovery of cost associated with the Town's Engineer reviewing Plans required as part of a development agreement or development permit for municipal improvements constructed by developers, so that the costs are borne by the developer and not the taxpayer.

3. DEFINITIONS

- 3.1. **Consulting Engineer:** means the consulting Professional Engineer registered to practice engineering in the Province of Alberta, retained by the Developer at the Developer's expense.
- 3.2. **Development Agreement:** means a contract that the Developer and the Town enter into to ensure that the completion of municipal servicing and infrastructure occurs with all works being performed in compliance with all Municipal, Provincial and Federal Codes and Regulations.
- 3.3. **Development Process Policy:** means the Town's Policy, as amended from time to time, and which outlines the process for the acceptance of municipal infrastructure required as part of a development agreement and constructed by developers.
- 3.4. **Municipal Improvements:** means and includes the following within the

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Subdivision Area and such of the following as agreed to outside the Subdivision Area:

- a) sanitary sewers and all appurtenances incidental thereto;
- b) storm drainage system and all appurtenances incidental thereto;
- c) water mains, including all fittings, valves and hydrants and other appurtenances incidental thereto;
- d) service connections from the sanitary sewers, water mains and storm drainage system where required to the property line of lots within the Subdivision Area;
- e) paved roads and lanes where provided in the subdivision design;
- f) lighting systems for streets and Public Properties;
- g) underground electric power lines and facilities;
- h) natural gas service;
- i) telephone service;
- j) cable Television service;
- k) surface drainage systems for positive lot drainage;
- l) concrete curbs, gutters, and sidewalks;
- m) preliminary lot grading to permit positive natural drainage;
- n) all traffic signs and traffic control devices, street signs and subdivision entrance signs;
- o) upgrading of Survey Control Monuments to Development Area Standards and re-establishing network as required by the Town;
- p) uniform Fencing;
- q) park Development on Dedicated Lands including but not limited to

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grading and draining to final design grades, placing of topsoil, seeding, and landscaping to an approved tree and shrub planting plan;

- r) landscaping and all other improvements of the Developer's lands, all boulevards, buffer strips, playground areas, and public properties;
- s) all other improvements as listed in a Development Agreement;
- t) oversize of Municipal Improvements to accommodate future developments on lands adjacent to the Subdivision Area.

3.5. **Plans:** means the plans and specifications prepared by the Consulting Engineer at the Developer's expense and approved by the Town Engineer covering the design, location, construction, and installation of municipal improvements.

3.6. **Town:** Means mean the Town of Slave Lake.

3.7. **Town Engineer:** means the Professional Engineer or Engineers employed or retained by the Town at the Town's Expense or as otherwise indicated in the Agreement.

3.8. **Town Engineer Costs:** means costs incurred by the Town and paid to the Town's Engineer for engineering services.

4. GUIDELINES

4.1. Procedure and Responsibility

- 4.1.1. Chief Administrative Officer (CAO) will ensure the Recovery of Engineering Costs Policy is implemented and followed.

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- 4.1.2. The Town Council will set policy regarding the recovery of engineering costs as part of a development agreement.
- 4.1.3. Director of Planning and Development: Establishes and maintains a budget for the review of Plans by the Town's Engineer; and ensures all costs incurred by the Town for subsequent reviews of Plans are charged back to the appropriate developer.
- 4.2. **Standards/Guidelines**
- 4.2.1. The Director of Planning and Development will, as part of the subdivision application process or where required, upon application for a development permit, ensure the Developer completes and signs an Acknowledgement Form RE: Engineering Costs; indicating that should more than one (1) review of the Consulting Engineer's Plans be required; that the Developer will be responsible for all costs associated with the Town's Engineer conducting subsequent reviews.
- 4.2.2. The Town of Slave Lake will pay the minimum amount specified in the prevailing Planning and Development Fees Bylaw for the Town's Engineer to conduct a Plan Review. Any and all other costs associated with more than one (1) review by the Town's Engineer, over and above the minimum amount specified in the prevailing Planning and Development Fees Bylaw, shall become the responsibility of the Developer.
- 4.2.3. The Director of Planning and Development will establish an operating budget to carry out Plan reviews as well as ensuring the Developer is invoiced for any and all costs associated with additional Plan reviews

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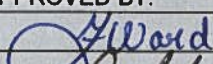
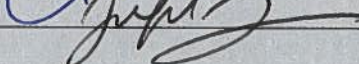
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by the Town's Engineer as outlined in this policy.

5. REVIEW OF THE POLICY

5.1.1. This Policy will be reviewed and may be amended from time to time based on the needs and experiences of our workplace.

6. APPROVAL and REVISION CONTROL

ISSUED BY	APPROVED BY:	DATE:
Mayor		11/16/2023
Chief Administrative Officer		2023/11/20