

TOWN OF SLAVE LAKE
COUNCIL POLICY

Department:	Planning and Development	Policy No:	PD.PLN-23.1001
Policy Title:	Recovery of Inspection 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 and Administrative Staff attending inspections of municipal infrastructure.

2. POLICY STATEMENT

- 2.1. The Town of Slave Lake will establish a policy for the recovery of costs associated with the Town's Engineer and Administrative Staff attending an inspection of municipal infrastructure required as part of a development agreement and constructed by developers, so that the costs are borne by the developer and not the taxpayer.

3. DEFINITIONS

- 3.1. **Acceptance:** means a written acceptance by the Town of the Municipal Improvements, or a portion (s) thereof, required as a part of a Development Agreement, prior to expiration of the Guarantee Period.
- 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. **Inspection:** means a physical inspection of municipal

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infrastructure/improvements by the Town's Engineer and Administrative Staff as outlined in the Development Process Policy.

3.5. Municipal Improvements: means and includes the following within the 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

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Standards and re-establishing network as required by the Town;

- p) uniform Fencing;
- q) park Development on Dedicated Lands including but not limited to 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.

3.6. **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 Inspection Costs Policy is implemented and followed.

4.1.2. The Town Council will set policy with regard to the recovery of inspection costs as part of a development agreement.

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- 4.1.3. Director of Planning and Development: Ensures that the required "Authority" forms are signed by Developers as part of the subdivision application process.
- 4.1.4. Director of Operations makes decisions with respect to the acceptance of municipal infrastructure constructed by developers and administers the required inspections associated with the acceptance of that infrastructure. Maintains an operating budget for carrying out inspections and invoices applicants/developer for additional inspections as may be required.
- 4.2. **Standards/Guidelines**
 - 4.2.1. The Director of Planning and Development will, as part of the subdivision application process, ensure the applicant/developer completes and signs an Acknowledgement Form RE: Inspection Costs; indicating that should more than one (1) inspection be required for each of the Initial Acceptance and Final Acceptance of municipal improvements; that the applicant/developer will be responsible for all costs associated with the Town's Engineer and/or Administrative Staff attending additional Inspections.
 - 4.2.2. The Director of Operations will ensure that the applicant/developer is aware when requesting or carrying out inspections, that the Town will cover costs for the Town's Engineer and Administrative Staff to attend one (1) inspection associated with each of the Initial Acceptance and Final Acceptance of municipal improvements as outlined in the Development Process Policy; and that all other costs associated with

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the Town's Engineer and/or Administrative Staff attending additional inspections will be borne by the developer.

- 4.2.3. The Town of Slave Lake will pay the minimum amount specified in the prevailing Planning and Development Fees Bylaw for the Town's Engineer and Administrative Staff to attend an inspection of municipal improvements, required as part of a development agreement, for each of the Initial Acceptance and Final Acceptance processes. Any and all other costs associated with more than one (1) inspection, for each of the initial Acceptance and Final Acceptance of municipal improvements, by the Town's Engineer and/or Administrative staff, over and above the minimum amount specified in the prevailing Planning and Development Fees Bylaw, shall become the responsibility of the developer.
- 4.2.4. The Director of Operations will establish an operating budget to carry out inspections for the Initial Acceptance and Final Acceptance of municipal improvements as well as ensuring the applicant/developer is invoiced for any and all costs associated with the additional inspections 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.

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6. APPROVAL and REVISION CONTROL

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

