

Policy Objectives:

The following are the objectives that Planning & Development would like to achieve with the new subdivision condition and endorsement policy:

- i) To develop standardized conditions that are clear and fair to landowners wanting to subdivide land where permitted under the County's Municipal Development Plan and other Approved County Plans;
- ii) To minimize the risk to Parkland County; and
- iii) To develop conditions reasonable in relation to surrounding/comparable municipalities.

Sections within the Policy:

The following breakdown provides a cross-reference between the five current policies and the proposed merged policy, identifies recommended changes, and provides alternative options for Council consideration where permitted under legislation:

1) **Property Taxes** (Policy PD 020)

Transfers over current Policy PD 020: Payment of Taxes as a Condition of Subdivision Approval. No changes to the policy are proposed with the exception that a definition defining how the current year's tax estimate will be calculated. Current policy PD 020 does not define how the current year's tax estimate is determined. This created additional staff time to determine the estimate based on where Council was at with the current year's budget, which sometimes delayed the applicant as they waited for the estimate to be determined. Administration is often challenged by the applicant who feels that the actual balance owing for the current year, as to be determined by Council at a later date, would be less than the estimate as determined by administration.

Administration is recommending that the current year's tax estimate be defined by taking the previous year's taxes plus three percent (3.0%) for inflation.

Alternative: Council could define the current year's tax estimate other than the previous year's taxes plus three percent (3.0%) as defined under Section 1(a)(ii) of the policy.

2) **Municipal Addressing & Signage**

The merged policy has been expanded to be consistent with the County's Community Standards Bylaw and requirement for municipal addressing. Municipal addressing at the time of subdivision is important as this is when new parcels are created in the County. A statement(s) within the policy would confirm Council's position that municipal addressing is a requirement of the subdivision process.

3) **Road Dedication/Widening** (Policy PD 026)

Transfer over current Policy PD 026: Dedication of Road Widening Condition. No changes proposed.

Alternative: Council could choose to define an alternative size of parcel where compensation for road widening will be provided in regards to the subdivision process (i.e. extensive agricultural parcels greater than 40 acres in size).

4) **Road Approaches**

The merged policy has been expanded to confirm Council's position that any new approaches, or upgrades to existing approaches on the titled area of the subdivision application be completed prior to endorsement of the subdivision and registration of the subdivision to satisfy Section 9 of the *Subdivision and Development Regulation*. Administration is recommending that approach deposits only be accepted by the County during winter months (October 1st to March 31st); the same as with sewage conversion/upgrade deposits to reduce the number of subdivision applications where the deposit was paid but the approach work never occurred. Council further increased the required deposit amount as part of the 2012 fees and charges schedule to further encourage/secure the completion of approach work.

Alternative: Council could choose to define the period when approach deposits would be accepted other than October 1st to March 31st or as otherwise determined by the Manager of Planning & Development when adverse weather conditions exist.

5) **Safety Code Permits**

Confirms that the landowner must acquire all permits and approvals as required by the Safety Codes Act for any existing structures located on the titled area of the subdivision should previous permits required not have been acquired by the current or previous landowner.

6) **Existing Private Sewage Disposal Systems**

The merged policy has been expanded to confirm Council's position that any required upgrades/conversion to existing non-conforming sewage systems on the titled area of the subdivision application be completed prior to endorsement of the subdivision and registration of the subdivision to satisfy Section 7(g) of the provincial Subdivision and Development Regulation. Administration is recommending that refundable sewage upgrade/conversion deposits only be accepted by the County during winter months (October 1st to March 31st); the same as with approach deposits to reduce the number of subdivision applications where the deposit was paid but the upgrade/conversion never occurs. Council further increased the required deposit amount as part of the 2012 fees and charges schedule to further encourage that the sewage system work be completed.

Alternative: Council could choose to define the period when sewage deposits would be accepted other than October 1st to March 31st or as otherwise determined by the Manager of Planning & Development when adverse weather conditions exist.

7) **Off-Site Levies / Recoveries / Development Charges** (Policies PD 003 and PD 023)

The merged policy confirms that the payment of off-site levies, recoveries to other Developer's and development charges are owed to the County, prior to the endorsement being issued by the Manager of Planning & Development. The policy also confirms that this may be varied to an alternative timeline when an executed Development Agreement has been executed between the landowner and the County. Section 7(d) also confirms that Council may adopt separate policies to identify in which instances the payment of off-site levies may be waived or deferred by the County. Administration intends to bring forward such a policy(s) to Council at a later date.

8) **Development (Servicing) Agreements** (Policies PD 003 and PD 023)

Incorporates current Policies PD 003 and PD 023. The list of improvements (items 1 to 16) currently identified in PD 003 is not required as each Development Agreement is different as far as what improvements are required. The County's Subdivision & Development Engineering Standards Manual provides the details on which improvements are required and shall be included in the Development Agreement. No changes proposed. Section 8(c) provides an updated cross-reference to the Policy FI-007 Building Parkland Fund.

9) **Reserves**

Provides an important cross reference to other Council policies regarding the dedication of Reserves; specifically Council Policy PD 015 Dedication of Municipal Reserves. Future cross reference to the County's Environmental Reserve policy(s) would also be appropriate at this location, once adopted by Council.

10) **Restrictive Covenants and Agreements**

A statement confirming that all necessary covenants and agreements listed in the conditional approval letter must be completed by the landowner prior to endorsement.

11) **Survey Plans** (Policy PD 026)

No changes. The policies confirms that Land Titles no longer will respond to a municipal referral regarding the means of registration (descriptive plan vs. Plan of survey) and the Alberta land Surveyor is responsible for submitting the required type of plan in accordance with Land Titles requirements.

12) **Endorsement Requirements** (Policy PD 009)

No Changes. The merged policy has updated the terminology and person(s) in the organization responsible for the completion of Security & Maintenance Agreements and the issuance of Interim Construction Completion Certificates, consistent with County procedures prior to endorsement. The current method of endorsement requires the developer to complete substantial construction of the improvements associated with the subdivision prior to endorsement and thus registration of the subdivision. Only minor deficiencies and the final lift of asphalt may be considered incomplete, prior to endorsement. Current security requirements under Policy PD 001 require 150% security for any accepted deficiency or incomplete work.

Alternative: Council could choose to permit the endorsement and registration of a subdivision prior to the substantial completion of off-site and on-site improvements as currently required. If Council chooses to permit such an endorsement practice, a review of Council Policy PD 001: Security Practices for Development Permits and Subdivisions would also be appropriate.

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