

Policy statement

Leduc County recognizes the need to update the Greater Nisku and Area Off-Site Levy Bylaw on a cyclical basis as this is the County’s primary instrument to enable the collection of funds to support the construction of growth-related infrastructure.

The policy is intended to define the process that Leduc County will undertake when reviewing and updating the off-site levy bylaw.

Definitions

Administration means the staff of Leduc County under the direction of the county manager.

Annual Review means the standard cyclical review that focuses on applying an inflationary factor and exploring potential trigger points regarding the off-site levy bylaw and is completed every calendar year.

Building Construction Index is in reference to Statistic’s Canada’s Building Construction Index for Edmonton.

Comprehensive Review means the seven-year review that focuses on larger structural changes to the off-site levy bylaw.

County means the municipal district of Leduc County in the Province of Alberta.

County Chronicle Newsletter means the monthly newsletter distributed to county residents and businesses.

Inflationary factor is a general increase in the prices of goods and services in an economy. This is usually measured using a consumer price index. The County will use Statistic Canada’s Building Construction Index (BCI) for Edmonton as the factor.

Infrastructure means physical structures and facilities needed for the operation of the County such as roadways, water, wastewater or storm water systems and land.

Off-Site Levy Bylaw is the County’s financial document for setting direction and reducing the financial burden on the municipality related to the construction of infrastructure required to support growth.

Trigger Points mean any changes in engineering standards, legislative changes, new area structure plans or any other considerations that affect the timing and need for a comprehensive review of the bylaw.

Policy authority

Legislative implications:

- *Municipal Government Act (MGA) section 648*

Bylaw implications:

- *Greater Nisku and Area Off-Site Levy Bylaw No. 10-24*

Policy standards

1. Leduc County will conduct annual and comprehensive reviews of the off-site levy bylaw. This demonstrates the County’s commitment to a clear and streamlined off-site levy process that includes fair updates.
2. The annual review will update the off-site levy bylaw by applying an inflationary factor to the off-site levy fees. It will also examine potential trigger points which would compel the County to initiate a comprehensive review.
3. The comprehensive review will update the off-site levy bylaw and includes a detailed review of infrastructure and costing. It will also entail determining the amount of developed and undeveloped land within the defined area, allocating costs, and a stakeholder engagement process. A comprehensive review will be conducted at a minimum once every seven years, however it may be initiated sooner as identified by the analysis of the trigger points.
4. The County will utilize Statistics Canada’s Building Construction Index (BCI) for Edmonton as the inflationary factor for annual adjustments to the bylaw.
5. The annual bylaw update will be advertised in the County Chronicle newsletter and the County’s websites prior to the scheduled council meeting date.
6. The comprehensive review will include:
 - A consultation with stakeholders. During this consultation process, assumptions and data used in the calculations of the levy will be publicly available.
 - An advertisement in the County Chronicle newsletter and the County’s websites prior to the scheduled council meeting date.

Policy responsibilities

Council responsibilities:

Council will,

- Review and approve this policy.

Administration responsibilities:

Administration will,

- Develop administrative processes to adhere to this policy.

Monitoring and updating

- This policy will be posted on Leduc County’s website.
- This policy will be reviewed at least once every four years.

<i>Approval date</i>	<i>Enter date here</i>	<i>Motion number</i>	<i>Enter number here</i>	<i>Page 2 of 2</i>
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