



City of St. Albert
CITY COUNCIL POLICY

Off-Site Levy City Front-Ending
Prioritization Criteria

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City Council		C34-2015	02 02		AR-19-003	01 21

Purpose

To provide a set of principles that will be used to prioritize and assess which new off-site levy municipal infrastructure may be eligible for City front-ending in order to support the sustainable growth and development of undeveloped lands within St. Albert.

Policy

The City of St. Albert demonstrates transparent and responsible evaluation of growth infrastructure projects by integrating all business units in the prioritization process and ensuring responsible funding mechanisms. The City of St. Albert recognizes that in certain circumstances, new municipal infrastructure must be built to facilitate growth and that the City will need to initially front-end the required funds to construct this infrastructure in advance of receiving reimbursement in the form of off-site levy funding from benefiting land owners.

Key elements of the off-site levy municipal infrastructure front-end prioritization process are to:

1. Provide a staged review process to all defined off-site leviable infrastructure considered for front-ending by the City;
2. Identify, assess and control risk; and
3. Create a financial plan, identifying funding sources for off-site leviable infrastructure projects considered for front-ending.

Definitions

In this policy,

“City” means the municipal corporation of the City of St. Albert.

“City Engineer” means the professional engineer or individual so designated by the Chief Administrative Officer, or that individual’s appointed designate.

"City Standards" means the standards and specifications as set out in the City of St. Albert Municipal Engineering Standards (presently in effect and as may be amended in future from time to time) for design, construction and installation of all Local Improvements as published by the City's Engineering Department from time to time, any additional standards, conditions or requirements imposed upon the development area by the City's development authority.



“Front-ending” means the process governing when a developer enters into an agreement with the City to construct “Qualified” Off-site infrastructure identified within the Off-Site Levy Bylaw.

“Growth Infrastructure Prioritization Committee” means an administrative committee comprised of representation from Engineering, Planning, Finance, and Economic Development.

“Off-site levy” means the amount calculated in accordance with the most recent Off-Site Levy Bylaw that is to be paid by the Developer to the City as the Developer’s contribution toward the costs of constructing municipal infrastructure projects defined and described within the Bylaw, which projects each fall into one of the following categories:

- i) New or expanded facilities for the storage, transmission, supply or treatment of water to storage facilities;
- ii) New or expanded facilities for the treatment, movement or disposal of sanitary sewage;
- iii) New or expanded facilities for the treatment and conveyance of storm sewer drainage;
- iv) New or expanded roads required for or impacted by a subdivision or development; and
- v) Land required for, or in connection with, any of the above described facilities.

“Qualified Off-site infrastructure” means municipal infrastructure that is identified in the most recent Off-site Levy Bylaw;

Responsibilities

1. City Council is responsible to:
 - a. Use the identified principles to guide Council’s decision-making with respect to the funding of current and future off-site levy projects.
 - b. Approve the growth infrastructure prioritization criteria.
 - c. Approve allocated budgets through the Budget process.
 - d. Ensure appropriate resources are available to implement the off-site levy front-ending principles.
2. Chief Administrative Officer or designate(s) is responsible to:
 - a. Establish and periodically review the growth infrastructure prioritization criteria in accordance with the Council Policy Framework.
 - b. Monitor the outcomes of the off-site levy prioritization criteria.
 - c. Ensure that accurate and reliable information is presented to Council for decision making.
 - d. Present the growth infrastructure prioritization to Council.
3. Growth Infrastructure Prioritization Committee is responsible to:
 - a. Provide awareness on the growth infrastructure prioritization practices across the organization.
 - b. Develop and update the Off-Site Levy City Front-ending Prioritization Criteria.



- c. Apply the Off-Site Levy City Front-ending Prioritization Criteria to proposed off-site leviable infrastructure projects.

Standards

The prioritization criteria considers a three stage process for front-ending off-site leviable infrastructure by the City of St. Albert.

1. Stage 1 Principles

A minimum of one of the following principles needs to be met to allow a project to be included into the Corporate 10 Year Capital Growth Plan:

- a. The project is contained in Council priorities or within any approved Corporate Strategic Plan.
- b. The project is approved through a resolution of Council.
- c. The project is required to continue to facilitate sustainable growth.

The confirmation that at least one component within Stage 1 is achieved provides the justification to begin Stage 2 of the process which is an examination of the project as it relates to the Corporate Standards.

2. Stage 2 Principles

The following Corporate Standards are required to be met, in order to mitigate unforeseen delays in project delivery:

- a. Land, site servicing, and other essential project requirements have been confirmed or identified in the project charter;
- b. The timing of the project aligns with related capital projects; and
- c. The project charter is detailed with a well-defined scope and includes necessary justification.

The confirmation that each of the components within Stage 2 is achieved provides the justification to begin Stage 3 of the process which is the evaluation of the prioritization criteria.

3. Stage 3 Principles

Upon confirmation of Stages 1 and 2, the prioritization criteria will be applied as an additional assessment to which Administration will provide a numerical weight. The prioritization criteria will be based on the following:

- a. Council Goals and Priorities
 - i. The project supports a Council objective or is required to support Council objectives or goals.



- ii. The project is outlined within an approved Council strategic document.
- b. Supports Growth
 - i. A need is demonstrated by submission through Administration complete with Council approval.
 - ii. The project mitigates pressures on existing infrastructure servicing current development.
- c. Growth and Economic Development
 - i. A need is demonstrated by submission through Administration complete with Council approval.
 - ii. The project mitigates pressures on existing infrastructure servicing current development.
 - iii. The project is intended to be a catalyst to stimulate growth or elements in it will likely lead to diversified growth in the City. The project has elements that are intended to lead to non-residential growth or an influx of non-residential investment in the community.
 - iv. The project provides a Smart City focus, deepens the Botanical Arts Brand, by adding a modern operation, or brings an innovation to the community.
- d. Environmental Protection
 - i. The project is adjacent to an environmentally sensitive or previously established development warranting direct City involvement during design and construction.
- e. Financial
 - i. Partial funding is available through developer front-ending,
 - ii. Funding is available, through Council resolution.

The Growth Infrastructure Prioritization Committee will establish a numerical points matrix as it relates to Stage 3 of the Off-Site Levy City Front-ending Prioritization Criteria. The evaluation assessment will be provided to Council when projects are being examined for approval of front-ending.

