TITLE:	DEVELOPMENT DEPOSITS POLICY
POLICY NUMBER:	2022-006
EFFECTIVE DATE:	July 11, 2022

PURPOSE:

To ensure development occurs in a timely and efficient manner as approved by the Development Authority, and that the Town is adequately secured against any disruption of services or damage to Town infrastructure.

To provide direction to administration for the imposition of development deposits, conditions for the release of development deposits, and circumstances when all or a portion of the development deposit shall be retained by the Town.

GUIDELINES:

Imposition of the Development Deposit

1) Each application for a development permit shall be accompanied by a development deposit for the amount set out in the Rates and Fees Bylaw.

2) Each application for a development permit where landscaping is required as a condition of development permit approval shall be accompanied by a development deposit for landscaping in addition to any deposit required pursuant to (1) above, and in the amount set out in the Rates and Fees Bylaw.

3) The development deposit shall be in a form of payment as prescribed by the CAO.

Conditions for the Release of Development Deposit

4) Deposits may be refunded to the applicant upon notification from the applicant of completion of development, adherence to conditions of development permit, and compliance with the Alberta Safety Codes Act.

5) Deposits will be retained until such time the following has been completed:

a) The Town is in receipt of a Building Inspection Report indicating that the development has had final inspection (if applicable), and has been given permission for occupancy, or in the case of deficiencies noted on the final inspection report, that the applicant has corrected the work within the thirty (30) day period and has signed and returned the report to the inspection agency;

b) The Town administration has inspected the property and confirms that the development is consistent with the development permit approval and that all conditions specified on the development permit have been met. Since these conditions often consist of seasonal items, such as the development of parking and landscaping areas, the Town allows applicants one (1) year after construction completion to meet these conditions (or as indicated in the development permit approval);

c) The Town has completed an inspection of the development and determined that there is no damage to Town owned land or infrastructure, such as curbs and sidewalks, municipal reserves, the municipal curb stop is visible and operational, and that the civic address is posted on the building with numbers and/or letters to the satisfaction of the Town;

d) When available, a signed building grade certificate or grading plan, confirming the final landscape grade for the lot have been met.

Conditions for the retention of all or a portion of the development deposit

6) If the final inspection report, noted in 5a above, is not returned within 30 days, the inspection agency will issue one follow-up letter. If no response is received within 30 days, the Town will deem the development "not code compliant", one half (1/2) of the deposit fee will be retained.

7) If after one year following the completion of construction and/or the commencement of a new use the conditions of development permit approval are not met or damage has been noted, the Town will issue one (1) letter advising of the deficiencies and the timeline for completion and/or in the case of damage, the entire costs to repair the damage will be deducted from the deposit. If the applicant does not complete the work as noted on the letter, the Town, in writing, will advise of the decision to not refund the entire deposit.

8) In the case of landscaping not being completed, the Town may choose to contract the resources required to complete the necessary work. If the security deposit amount held is insufficient to cover the cost of this work, the Town shall invoice the property owner or recoup the costs through the property tax roll.

9) The final site grade shall be completed in accordance with the signed building grade certificate, the grades established through a development agreement, or engineered drawings to ensure drainage in in accordance with said plans to the satisfaction of the Development Authority.

The following Policy is hereby repealed:

Policy 2017-007 Development Deposit Policy

Mayor

Chief Administrative Officer