

**Purpose:**

The purpose of this policy is to define the administration and application of off-site levies.

**Definition:**

Off-site levy      those charges payable to the City by the developer or owner of a property, based on the net area of the development or property, for the use of and benefit received from the existing or proposed major roadways, trunk water mains, trunk sanitary mains, and trunk storm mains.

**Policy Statement(s):**

1. Authority to implement off-site levies for subdivisions and developments is covered in the City's Off-site Levy Bylaw and Section 648 of the *Municipal Government Act*.
2. Off-site levies must be paid by the owner or developer of any parcel of land within the City involving subdivision or development, where there is no record that off-site levies have been paid, except properties located within the areas outlined on the maps forming part of the City's Off-Site Levy Bylaw. This may involve subdivision or consolidation of one or more lots into duplex, single family, or other types of lots. For example:
  - a. Upon subdivision, if the parcel had previously been serviced, off-site levies will be required on all the new lots created, except the one new lot that was originally serviced. The original lot may be subject to a redevelopment levy.
  - b. Upon subdivision or redevelopment, where the parcel was not previously serviced, off-site levies must be paid on the entire development area.
3. Where an existing duplex (semi-detached) dwelling on a single lot has been serviced with a single service or two individual services and no further development is contemplated other than subdivision, no off-sites will be levied.

**Authority/Responsibility to Implement:**

The City Manager will ensure the policy requirements are met and updated as required.

**Document History:**

Approved: September 9, 1996
Administrative Revision (new template): March 9, 2010