

# Report to Council



**Date:** April 29, 2019  
**File:** 0145-20  
**To:** City Manager  
**From:** Utilities Planning Manager  
**Subject:** Council Policy No. 304 – Expanding or Adding Properties to Specified Areas

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## **Recommendation:**

THAT Council receives, for information, the report from the Utilities Planning Manager dated April 29, 2019 with respect to Council Policy No. 304 – Expanding or Adding Properties to Specified Areas;

AND THAT Council Policy No. 304 – Expanding or Adding Properties to Specified Areas, be revised as outlined in Attachment 1 of the Report from the Utilities Planning Manager dated April 29, 2019.

## **Purpose:**

To revise Council Policy No. 304 to align with current financial principles of responsible cash management practices and for the clarification and updating of current terms and processes.

## **Background:**

Policy 304 was last revised and approved by Council in 2010 to provide the financial framework for each new Specified Area bylaw. Amendments to the Specified Area and subsequently each bylaw follow the parameters outlined in Policy No. 304.

Specified Areas allocate costs of certain improvements to the owners of the properties that benefit from those improvements. After Specified Area improvements have been constructed and a boundary established, other properties may wish to benefit from the completed works. Council Policy No. 304 establishes the terms and conditions for financial payment from those properties that develop adjacent or connect to works within Specified Areas.

The revisions recommended will help to ensure that debt is recovered in a fair and equitable manner, limit risk of debt recovery, mitigate exposure risk to interest rate changes and create efficiencies in the annual calculation process. Section (b) of the current policy allowed for a form of payment identified as cash commutations (lump sum) after the Specified Area had been established. Cash commutations after the Specified Area has been established is very complicated to administer and takes a significant amount of effort and estimation annually to manage for the term of the bylaw. Removing cash

commutation for properties added to an existing Specified Area simplifies the administrative efforts significantly and results with these properties being subject to the annualized loan payment schedule established for that Specified Area.

Financial Services will work with Development Services to track and maintain those additional properties that are amended to the Specified Area bylaw and will adjust the annual levy accordingly.

**Internal Circulation:**

Infrastructure Engineering Manager  
Development Services Manager  
Financial Planning Manager  
Communications Manager  
Revenue Supervisor

**Existing Policy:**

No.304 Expanding or Adding Properties to Specified Areas

**Legal/Statutory Authority:**

Community Charter Section 216/218

**Legal/Statutory Procedural Requirements:**

As outlined in the policy

**Considerations not applicable to this report:**

Financial/Budgetary Considerations:  
Personnel Implications:  
External Agency/Public Comments:  
Communications Comments:  
Alternate Recommendation:

Submitted by:

Rod MacLean, P. Eng. Utility Planning Manager

**Approved for inclusion:**



A. Newcombe, Infrastructure Divisional Director

Attachment 1 - Proposed Policy 304 – Expanding or Adding Properties to Specified Areas

Attachment 2 - PowerPoint Presentation to Council – Policy 304

cc: Divisional Director, Community Planning & Strategic Investments  
Divisional Director, Corporate Strategic Services  
Divisional Director, Financial Services  
Divisional Director, Infrastructure  
City Clerk