



# CITY POLICY

**POLICY NUMBER: C610**

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**REFERENCE:**

City Council November 29, 2012: Current Planning Reserve Policy C570

City Council June 23, 2010: Current Planning Branch – Revised Business Model Policy C557

Municipal Government Act, R.S.A. 2000, C.M-6, as amended

City Council December 15, 2015: Reserve and Equity Accounts Policy C217C

**ADOPTED BY:**

City Council November 27, 2018

**SUPERSEDES:**

C557, C570

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**PREPARED BY:** Corporate Strategy / Financial Services

**DATE:** November 27, 2018

**NEXT REVIEW:** December 31, 2019

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**OWNERSHIP:** Deputy City Manager, Urban Form and Corporate Strategic Development

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**TITLE:** **Fiscal Policy for the Planning and Development Business**


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**PAGE: 1 of 3**

**The purpose of this policy is to:**

Formalize the fiscal management and operating principles of the Planning and Development Business to ensure long term fiscal sustainability and service stability while enabling growth within the City of Edmonton.

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**TITLE:** Fiscal Policy for the Planning and Development Business

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**PAGE:** 2 of 3

## Background:



The Planning and Development Business was established to deliver review, approval and inspections services associated with the following: Area and Neighbourhood Structure Plans, Rezoning and Subdivision, Servicing Agreements, Development Permits, and Building Permits. The Planning and Development Reserve will be used to support the long term financial sustainability to stabilize service levels despite the revenue variability associated with of these services (as defined in Appendix A of this procedure) by managing revenue risks, stabilizing operating and capital resources across extended periods of time, and funding initiatives that enhance service and ensure accountability to customers.

## Policy Statement:

1. The Planning and Development Business is a self-sustaining operation that provides review, approval and inspection services for the following for the City of Edmonton: Area and Neighbourhood Structure Plans, Rezoning and Subdivision, Servicing Agreements, Development Permits, and Building Permits.
2. The Planning and Development Business will meet the expected service level as defined by performance measures and targets that are set to deliver the planning and development services. Revenues from Area and Neighbourhood Structure Plans, Rezoning and Subdivision, Servicing Agreements, Development Permits, and Building Permits are to be used to fund direct and indirect operating costs for services as well as capital and service reinvestment costs.
3. The Planning and Development Reserve will be used to stabilize the Planning and Development Business across extended periods of time.



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**PAGE: 3 of 3**

4. The Planning and Development Reserve will allow for the accumulation of annual surpluses and deficits from Relevant Services. One hundred percent of any annual surplus from the Planning and Development Business will be placed in the Planning and Development Reserve. One hundred percent of any annual deficit from the Planning and Development Business will be drawn from the Planning and Development Reserve.
5. The Planning and Development Reserve will have a target balance of 75% of annual budgeted operating expenses for the Planning and Development Business. In the event the balance exceeds the target, Administration will develop a strategy to reduce the fund balance over a period not to exceed three years, starting with the operating budget for the subsequent year.
6. The Planning and Development Reserve will have a minimum balance of 30% of annual budgeted operating expenses for the Planning and Development Business. In the event the balance is below the minimum, Administration will develop a strategy, to be approved by City Council, to achieve the minimum level over a period not to exceed three years, starting with the operating budget for the subsequent year.
7. In compliance with this policy, Reserve and Equity Accounts Policy C217C, and the Municipal Government Act, the establishment of the Planning and Development Reserve and the transfers to and from the reserve require City Council approval through the budget.
8. The Fiscal Policy for the Planning and Development Business and the Planning and Development Reserve, will be reviewed annually with updates, and recommendations, if necessary, provided to City Council.

This policy is subject to any specific provisions of the Municipal Government Act or other relevant legislation or Union Agreement.

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