

Purpose:

- I To establish a policy to define the responsibilities for those departments involved in administering The City Land Bank and Subdivision Fund.

Policy Statement(s):

- 2 The function of the Land Bank and Subdivision Fund is to ensure that there is a supply of City owned serviced and unserviced industrial, commercial, and residential land to assist in the economic and orderly development in the City of Red Deer.
 - (I) Goals:
 - (a) To manage the Land Bank in a manner that will encourage private sector development.
 - (b) To sell or lease City owned industrial, commercial, or residential land at market value.
 - (c) To administer the Land Bank through a single department, with appropriate input from relevant City Departments and the industry related private sector.
 - (d) To develop marketing strategies for the sale of City owned industrial, commercial, and residential land.
 - (e) To assist in the economic, orderly, and well-planned development of City owned land.
 - (f) To provide for the administration of all expenditures related to the development of City owned industrial, commercial, and residential subdivisions.

Scope/Application:

- I The stakeholder departments are the Land and Economic Development Department; Engineering Services Department; E. L. & P. Department; Recreation, Parks, and Culture Department; and Financial Services Department

Authority/Responsibility to Implement:

- I The Land and Economic Development department is responsible to oversee and manage The City Land Bank and Subdivision Fund with assistance from the other stakeholder departments relative to their respective areas of expertise and business functions. The administration of this Fund shall be in accordance with the Land Bank Business Plan that is approved annually by City Council.
- 2 Raw Land Inventory:
 - (I) The Land and Economic Development Manager is responsible to provide regular reporting to the Land Bank Committee and to the General Manager of Planning & Development Services confirming the purchase, sale, and development of raw land. The manager should make recommendations for raw land acquisition based on the development demand, market share, and The City Growth Study.

**Land Bank Ownership &
Administration Responsibilities****3 Raw Land Development:**

- (1) The Land and Economic Development Manager is responsible to prepare and submit to the General Manager of Planning Services, the Five Year Major Capital City Subdivision Development Plan. The manager is to make provisions for marketing, advertising, legal surveys, revenue recording through the accounting system, and liaison with the Urban Development Institute and other community stakeholders.
- (2) The Planning Services Division is responsible to provide planning, community involvement, area and neighbourhood structure plans, land use amendments, and subdivision related to the Land Bank.
- (3) The Engineering Services Manager is responsible, through the Land and Economic Development Manager, to economically service each phase of city development with underground utilities and roadways and provide detailed cost reports through the accounting system. The Engineering Services Manager is to coordinate the improvement activities; including the applicable activities of the E. L. & P. Department, Recreation, Parks, and Culture Department, and other outside agencies such as gas and telephone companies.
- (4) The E. L. & P. Manager is responsible, through the Land and Economic Development Manager, for the provision of underground and overhead power and street lighting for each phase of City owned developments, including detailed cost reports through the accounting system.
- (5) The Recreation, Parks, and Culture Manager is responsible, through the Land and Economic Development Manager, for the provision of parks and recreation facilities for each phase of City owned developments, including detailed costs reports through the accounting system.
- (6) The Financial Services Manager is responsible, through the Land and Economic Development Manager, to administer financing costs, including debenture borrowing, interest, and taxes for each phase of City owned developments, including detailed reporting through the accounting system.

4 Developed Land Sales:

- (1) The Land and Economic Development Manager will undertake land appraisals to establish market value, determine lot prices through City Council, and market the final product. The Manager will report annually to the General Manager of Planning & Development Services on revenue, land costs, development costs, and profit or loss transferred to the Land Bank Surplus Fund, for each phase of each type of City owned subdivision development.

5 Land Bank Surplus Fund:

- (1) The Land and Economic Development Manager will annually update and report current account status to the General Manager of Planning & Development Services.

6 Development Levies:

- (1) The Engineering Services Manager is responsible for the derivation and the updating of the Utility Off-site Levies, Major Thoroughfare Levy, Survey Levy, Base Mapping Levy, and the Development Agreement Administration Levy for both City and Private land development.

Land Bank Ownership & Administration Responsibilities

Each levy is a self-supporting fund that is to be revenue neutral upon full development of the service basin.

- (2) The Recreation, Parks, and Culture Manager is responsible for the derivation and updating of the Recreation Levy for both City and Private land development.
- (3) The Land and Economic Development Manager will ensure that the appropriate levies are budgeted and charged to each phase of City owned land development and reported as a cost of development.

Inquiries/Contact Person:

- I Planning & Development Services Division

Policy Monitoring and Evaluation

- I This policy will be evaluated every two years with revisions made as required.

Document History:

Date:	Approved By:	Title:
Approved: December 2000	“Norbert Van Wyk”	City Manager
Revisions: July 13, 2020	“Allan Seabrooke”	City Manager