



Statement of Policy and Procedure			
Department:	Planning and Development Services	Policy No.	117
Division:	Planning	Issued:	June 3, 2024
Subject:	Land Development Policy	Effective:	June 3, 2024
Council Resolution # and Date:	Council Resolution No. 0195 dated June 3, 2024		
		Replaces:	Policy No. 87
Issued by:	Kristina Karpluk, Planning Manager	Dated:	March 6, 2017
Approved by:	Craig Guidinger, Director of Planning and Development Services		

1 POLICY

- 1.01 The City of Prince Albert shall acquire, dispose of, and retain property per the Land Development Policy.
- 1.02 The City of Prince Albert shall base its land acquisition, disposal, retention, and pricing decisions on the information and policy statements contained in The Official Community Plan, Housing Plan, Housing Plan Action Strategy, Crescent Acres Neighbourhood Plan, West Hill Master Plan, or any other municipal development plan, and a balance of the following:
- 1.02.1 Social Need,
 - 1.02.2 Fiscal Responsibility, and
 - 1.02.3 Economic Development.
- 1.03 In addition to Subsection 1.02, with the lease, license, or sale price of land, Administration shall consider whether any other municipal financial relief has been or is proposed to be provided, whether tax abatement, tax exemption or any other form of municipal support.
- 1.04 The City of Prince Albert shall maintain a municipal land inventory to hold land in anticipation of municipal development, to provide development opportunities that support municipal needs or missing market sectors.
- 1.05 The City of Prince Albert shall regularly review its land inventory, the sale price and the value of its land, and the cost to keep it in inventory, to ensure that its retention or proposed disposal meets the criteria listed in Subsection 1.02.

- 1.06 With respect to land acquisition and disposal, the City shall prioritize fiscal responsibility and economic development considerations, and act as an equal participant in the real estate market with the expectation of generating the most or best value for the ratepayers of the City.
- 1.07 Notwithstanding Subsection 1.06, and considering social need, land acquisition and disposal for the not-for-profit market may also consider the following factors in the establishment of a cost or price:
 - 1.07.1 Financial capacity of the not-for-profit corporation in question,
 - 1.07.2 Overall community benefit and reach of the not-for-profit corporation, or its project, and
 - 1.07.3 The location of the land in question and its value to the City and the ratepayers.
- 1.08 The City of Prince Albert may sell land at a reasonable price below fair market value, or below the total outstanding costs associated with it, and the rationale shall be based on a balance of the factors indicated in Subsection 1.02.
- 1.09 The City of Prince Albert may hold land for municipal development per the Official Community Plan and its related area development plans, otherwise, it shall not sell land for private speculation and dispose of land in its inventory for immediate development.
- 1.10 Notwithstanding Subsection 1.09 and at the discretion of the Planning and Development Services Department, land may be sold without a commitment for immediate development if it is not required for future municipal development and:
 - 1.10.1 It has been held in inventory for an amount of time equivalent to the loss of economic value, or
 - 1.10.2 It is not a part of a City subdivision.
- 1.11 Notwithstanding Subsection 1.09, the City may sell land for private speculation if the land is purchased for the immediate development and lease or sale of residential dwellings.
- 1.12 The City of Prince Albert may acquire, dispose, retain, or utilize Dedicated Land, including but not limited to municipal and environmental reserve land, per the Dedicated Lands Regulations, 2009, The City of Prince Albert Zoning Bylaw and any other relevant municipal or provincial legislation.
- 1.13 The City of Prince Albert may acquire, dispose, or retain property through tax enforcement, in accordance with The Tax Enforcement Act.

- 1.14 Prior to the acquisition, disposal or retention of land, City Administration shall undertake a formal evaluation of the land in question, which will include but is not limited to the following criteria:
 - 1.14.1 Development potential and municipal need. Administration shall determine if the land is required for a City initiative, present or future, or if the land is better suited for private development,
 - 1.14.2 Liabilities and risks, including:
 - 1.14.2.1 The liability or risk of conducting business with the purchaser or seller,
 - 1.14.2.2 Any encumbrances registered on the title that are not agreeable to the City, or
 - 1.14.2.3 The physical location and condition of the land in question.
 - 1.14.3 Value and Cost. Verify the market value of the land, the economic and social value of the land to the City and any costs associated with bringing it into the City's inventory, such as maintenance costs, lost revenue, impact on City reserves, etc.
 - 1.14.4 Timing. The City shall review the timing of land acquisition, disposal, retention, and development decisions to ensure that it acts promptly to changing market conditions or city needs.

2 PURPOSE

- 2.01 The purpose of the Land Development Policy is to establish:
 - 2.01.1 The City of Prince Albert's role and function as a land developer and landowner,
 - 2.01.2 How the City of Prince Albert participates in the real estate market, and
 - 2.01.3 Consistent criteria, through which the City of Prince Albert considers and evaluates its land, land transactions and its role as a developer.

3 SCOPE

- 3.01 This policy applies to The City of Prince Albert, its agents, administrators, and representatives, and all decisions related to City land holdings or

development projects, located within the city of Prince Albert or not.

4 RESPONSIBILITY

4.01 The Council of the City of Prince Albert is responsible for considering proposed amendments to the Land Development Policy.

4.02 City Administration

City Administration is responsible for ensuring they act within and complete their respective work within the context, responsibility, and scope of this policy, and:

4.02.1 City Manager

The City Manager or their designate is responsible for:

- a) Ensuring that Administration's decisions concerning land management are in keeping with this policy; and
- b) Reviewing and approving proposed Land Management Policy amendments, prior to City Council consideration.

4.02.2 City Solicitor

The City Solicitor or anyone providing legal services on behalf of the City is responsible for:

- a) Participating in making and defending land management decisions, including decisions relating to the application and interpretation of this policy from a legal standpoint; and
- b) Providing legal advice regarding the proposed use of the municipal land inventory.

4.02.3 Planning and Development Services

The Director of Planning and Development Services or their designate is responsible for:

- a) The review, administration, and amendment of this policy; and
- b) The preparation, review, administration, and amendment of the interdepartmental procedures relating to this policy.

DEFINITIONS

5.01 Acquisition, land – means a method through which the City has obtained

- the title to a particular piece of land. Land may be acquired through a purchase, lease, license, or donation. This also includes land acquired through the tax enforcement process.
- 5.02 Build commitment/immediate development – means the City’s requirement to initiate construction on land acquired within a specified timeframe, typically one (1) calendar year from the date of acquisition or as the context so requires.
 - 5.03 The City of Prince Albert or the City - means the urban municipality of The City of Prince Albert or the land lying within the corporate limits of The City of Prince Albert, as the context so requires.
 - 5.04 Dedicated land – means land managed in accordance with the Dedicated Lands Act, Planning and Development Act, City of Prince Albert Zoning Bylaw or any other municipal or provincial legislation.
 - 5.05 Disposal, land – means a method through which the City has exchanged some form of currency for the right to acquire the legal title to, or ability to use City land.
 - 5.06 Economic development – means the City’s support of the business community, whether for-profit, or not-for-profit, and the support of the City’s overall economic welfare.
 - 5.07 For-profit – means a corporation or organization whose primary goal is to provide a product or service at a profit.
 - 5.08 Fiscal responsibility – means considerations made by the City to understand the financial impact of its decision on the City’s day-to-day and long-term functions on when and how it chooses to provide support, be it monetary or otherwise.
 - 5.09 Land – is defined per the City of Prince Albert Zoning Bylaw No. 1 of 2019.
 - 5.10 Lease – means a form of tenancy agreement per the Residential Tenancies Act and Residential Tenancies Regulations.
 - 5.11 License – means a user agreement, secured through a legal agreement between the City and an interested party, detailing the limited, permitted use of the land in question, for a fee.
 - 5.12 Market value/fair market value – means an amount or price that land may be sold at within a given market, by a willing seller to a willing buyer.
 - 5.13 Missing market – means a particular portion or segment of a housing or land market that lacks inventory readily available for public acquisition and has been identified as a municipal need.

- 5.14 Municipal development project/City subdivision – means land owned by the City that has been prepared for immediate sale or development.
- 5.15 Municipal land inventory – means a comprehensive list and bank of land owned by the City.
- 5.16 Not-for-profit – a corporation or organization whose primary goal is to provide a product or service, without specific regard for the generation of profit outside sustaining the corporation or organization.
- 5.17 Outstanding costs – means any cost associated with a parcel of land, which may include purchase, maintenance and servicing costs, outstanding tax debt, development levies, etc.
- 5.18 Social need – means the consideration the City shall make regarding land development decisions intended to meet the needs of a particular social group or vulnerable community sector.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

6.01 The documents referenced, and the related legislation are as follows:

- City of Prince Albert Official Community Plan Bylaw No. 21 of 2015
- City of Prince Albert Zoning Bylaw No. 1 of 2019
- City of Prince Albert Housing Plan,
- City of Prince Albert Housing Plan Action Strategy,
- City of Prince Albert Crescent Acres Neighbourhood Plan,
- City of Prince Albert West Hill Master Plan,
- Planning and Development Act
- Cities Act
- Tax Enforcement Act
- Dedicated Lands Regulations
- City of Prince Albert Application for Tax Relief Policy
- Land Titles Act
- Land Titles Regulations
- Administration Bylaw No. 1 of 2020
- City of Prince Albert Purchasing Policy

7 PROCEDURE

7.01 Policy Review and Amendment

Should an amendment to this policy be required, the Department of Planning and Development Services will draft language and circulate it for review to other relevant members of Administration for comments. Once finalized, the

amendments will be forwarded to the City Manager for review. With their approval, a report will go before City Council for consideration.

7.02 Work Practices

The Department of Planning and Development Services will prepare and maintain any required work practices or interdepartmental procedures, which are intended to guide any process identified in this policy.