

SMOKY LAKE COUNTY

A G E N D A: County Council: Committee of the Whole Meeting

for the purpose of **Planning** to be held on

Monday, **July 20, 2020** at 10:00 A.M.

Virtually, Online through Zoom:

<https://us02web.zoom.us/j/81011187629?pwd=b2FidjBPVEJsUzkzckpsTVwVHNzUT09>

Or, by phone: 1-877-853-5257, Meeting ID: 810 1118 7629 Password: 504928.

1. Meeting:

Call to Order

2. Agenda:

Acceptance of Agenda:
as presented or
subject to additions or deletions

3. Minutes:

No Minutes.

4. Request for Decision:

Nil.

5. Issues for Information:

1. Possible Land Use Bylaw Amendments
 - i. Shipping Containers
 - ii. Recreational Vehicles (RVs) and Campsites
2. Metis Crossing Public Land Sale (PLS) Application

6. Correspondence:

Nil.

7. Delegation:

Nil.

8. Executive Session:

Nil.

Adjournment

Information - Details

July 20, 2020

No. 5.1

Committee of the Whole for the Purposes of Planning

Document	Issue	Current	Proposed
<u>Land Use Bylaw</u>	Shipping Containers	<p>BACKGROUND:</p> <p>Bylaw No. 1272-14: Smoky Lake County Land Use Bylaw</p> <p>➤ Establishes Development Regulations and Standards</p> <p>7.34 SHIPPING CONTAINERS</p> <ol style="list-style-type: none"> 1. A maximum of one (1) shipping container may be allowed, at the discretion of the Development Authority on residential use parcels 0.4 ha (1.0 ac) or smaller in area. 2. The placement of a shipping container on any residential use parcel 0.4 ha (1.0 ac) or smaller in area requires a development permit. 3. The maximum number of shipping containers that may be placed on an agricultural, commercial or industrial use parcel is at the discretion of the Development Authority. 4. Notwithstanding any other provision in this Bylaw, in the Agriculture District on parcels larger than 0.8 ha (2.0 ac) in area a maximum of two (2) shipping containers may be placed on a parcel without a development permit. 5. If a temporary development permit for a shipping container has been approved by the Development Authority then the shipping container may be placed on a site for a period of six (6) months. After that period has expired the developer will be required to apply to the County for an extension for the permit. Extensions may be issued for up to six (6) month intervals at the discretion of the Development Authority. 	<p>Amend the Land Use Bylaw 1272-14.</p> <p>Discussion: Review of the current provisions regarding shipping containers contained within Land Use Bylaw 1272-14 to determine if they meet current residents' needs.</p> <p><u>Why An Amendment May be Useful</u></p> <ul style="list-style-type: none"> • The Planning and Development Department has received a number of requests for Development Permits for shipping containers in recent months as residents are responding to an increase in property theft and wish to store their valuables in a more secure manner. • The Planning and Development Department has also received inquiries about whether shipping containers can be used as a building material to construct a dwelling from. The current Bylaw is ambiguous and an amendment could serve to clarify the County's position. • Currently, shipping containers are a Discretionary Use in several Land Use Districts which means that Development Permit applications are decided on by the Municipal Planning Commission (MPC). This process is time-consuming from an administrative and ratepayer perspective and also requires Council's time to decide on the applications. There is also a cost to advertise the Notice of Decision made by the MPC. • The current provisions are unclear as to whether additional shipping containers are permitted on residential use parcels of greater than 1.0 acre in size, or whether a Development Permit is required on residential use parcels larger than 1.0 acre in size (see Section 7.34.1 & 7.34.2).

6. Shipping containers may not be stacked. The maximum height for a shipping container allowed on a parcel is 3.0 m (10.0 ft.).

7. Shipping containers located in a residential district may be a max of 6.0 m (20.0 ft.) in length.

8. The exterior finish of a shipping container sited within a commercial or residential district must be consistent with the finish of the primary building.

9. Shipping containers cannot be used as a dwelling, bunk house or a guest house within the County

10. No human or animal habitation will be permitted within a shipping container.

Land Use Districts:	
Agriculture (AG) District	Permitted
Victoria Agriculture (A1) District	Permitted
Multi-Lot Country Residential (R1) District	Discretionary
Residential (Cluster) Conservation (R2) District	Discretionary
Victoria Residential (R3) District	Discretionary
Hamlet General (Hg) District	Discretionary
Highway Commercial (C1) District	Discretionary
Victoria Commercial (C2) District	Discretionary
Industrial (M1) District	Permitted
Rural Industrial (M2) District	Permitted
Community And Institutional (P) District	Nil
Direct Control (DC) District	Nil
Direct Control Landfill (DC1) District	Nil

How do other municipalities address shipping containers?

- **County of Two Hills – Land Use Bylaw 2-2018**
 - **STORAGE PURPOSES**
 - **All Districts**
 - Considered an accessory building to the principal building;
 - Be used for storage purposes;
 - **Be prohibited within any front yard;**
 - Conform to required setbacks of the applicable land use district.
 - **Residential Districts**
 - Require a Development Permit;
 - Have an exterior finish that matches or complements the exterior finish of the principal building;
 - **Be visually screened from public roads and neighbouring properties to the satisfaction of the Development Authority;**
 - In Country Residential Districts, not exceed the maximum number permitted per parcel size as outlined in the below table:

Parcel Size	Max. # of Containers
1.0 ac – 3.99ac	1
4.0 ac – 6.99ac	2
7.0 ac – 10.0ac+	3

- **RESIDENTIAL USE**
- **Agriculture District**
 - **Shipping Containers may be used as a building material to create a principal building at the discretion of the Development Authority and shall:**
 - Require a Development Permit;
 - Provide compliance with the Alberta Building and Safety Code;
 - Have exterior aesthetics that complement existing agricultural/residential building typologies within the surrounding area;
 - Conform to required setbacks of the relevant land use district; and
 - Be in accordance with height regulations of

			<p>the applicable land use district.</p> <ul style="list-style-type: none">○ <u>Residential Districts</u><ul style="list-style-type: none">▪ Shipping Containers may be used as an accessory building to the principal building and shall:<ul style="list-style-type: none">• Require a Development Permit;• Provide compliance with the Alberta Building and Safety Code;• Have exterior aesthetics that complement the principal building;• Conform to required setbacks of the relevant land use district;• Be in accordance with height regulations of the applicable land use district; and• Be considered a secondary suite, if the shipping container has been converted to a dwelling.• Lac La Biche County – Land Use Bylaw 17-004<ul style="list-style-type: none">• Shipping containers shall be permitted on a residential lot in a hamlet, or within a mobile home park district unless required for temporary storage associated with the construction of a dwelling unit(s). In these cases, the shipping container shall be removed with thirty (30) days of the occupation of the new dwelling unit, or the suspension or expiry of the development permit. Only one (1) shipping container will be allowed on a site under this provision.• A maximum of one (1) shipping container may be permitted on a residential lot outside of the designated hamlets with a minimum size of 3.0 acres.• A shipping container located adjacent to a residential lot, a public road or provincial highway shall be screened from view.• A shipping container shall be used for storage purposes only, shall not contain any dangerous or hazardous materials or containers, and shall not be stacked one upon another.
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			<ul style="list-style-type: none">• There is no limit to the number of shipping containers allowed on a lot located in the Agriculture District, a commercial district or an industrial district.• A shipping container shall not be used as a dwelling unit.• Thorhild County – Land Use Bylaw 1194-2015<ul style="list-style-type: none">• Shipping Containers shall not be placed on any parcel within the Residential (R1A, R1B, RL and R2) Districts.• Notwithstanding the above, a development permit may be issued for the temporary placement of one shipping container on a parcel within the Residential (R1A, R1B and R2) Districts on a temporary basis during the construction of the principal dwelling.• A maximum of one (1) shipping container may be permitted, at the discretion of the Development Authority on residential parcels (other than in the R1A, R1B and R2 Districts) 0.4 ha (1.0 ac) or smaller in area.• The maximum number of shipping containers that may be placed on an agricultural, commercial or industrial use parcel is at the discretion of the Development Authority.• The placement of a shipping container on any residential use parcel 0.4 ha (1.0 ac) or smaller in area requires a development permit.• Notwithstanding any other provision in this Bylaw, in the Agriculture (AG) District on parcels larger than 0.8 ha (2.0 ac) in area a maximum of two (2) shipping containers may be placed on a parcel without a development permit.• If a temporary development permit for a sea can or shipping container has been approved by the Development Authority then the sea can or shipping container may be placed on a site for a period of six
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			<p>(6) months. After that period has expired the developer will be required to apply to the County for an extension for the permit. Extensions may be issued for up to six (6) month intervals at the discretion of the Development Authority.</p> <ul style="list-style-type: none">• Shipping containers may not be stacked. The maximum height for a shipping container allowed on a parcel is 3.0 m (10.0 ft.).• Sea cans or shipping containers located in a residential district may be a maximum of 6.0 m (20.0 ft.) in length.• The exterior finish of a sea can or shipping container sited within a commercial or residential district must be consistent with the finish of the primary building.• Sea cans or shipping containers cannot be used as a dwelling, bunk house or guest house within the County.
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Information - Details

July 20, 2020 **No. 5.1**

Committee of the Whole for the Purposes of Planning

Document	Issue	Current	Proposed
<u>Land Use Bylaw</u>	Recreational Vehicles (RVs) & Campsites	<p>BACKGROUND:</p> <p>Bylaw No. 1272-14: Smoky Lake County Land Use Bylaw</p> <ul style="list-style-type: none"> ➤ Establishes Development Regulations and Standards <p>1.7 INTERPRETATION/DEFINITIONS</p> <p>42. “Camp site” means a specified area or site within a basic campground, recreational vehicle park, or other recreational area intended for occupancy by tents, or recreational vehicles on a limited, short-term basis. This does not include sites or parcels for manufactured homes, cabins, motels, hotels, or boarding houses;</p> <p>43. “Campground, basic” means a development consisting of four (4) or more camp sites used for a range of overnight accommodation, from tenting to un-serviced trailer sites, including accessory facilities that support the use, such as administration offices, laundry facilities, washrooms, support recreational facilities, but not including the use of manufactured homes, trailers or other forms of moveable shelter on a permanent year-round basis;</p> <p>44. “Campground - recreational vehicle” means a development consisting of sites for the location of four (4) or more recreational vehicles, to be used for overnight accommodation and may also include a development consisting of two (2) or more camp sites used for tenting, including accessory facilities that support the use, such as administration offices, laundry facilities, washrooms, support recreational facilities, but not including the use of manufactured homes, trailers or other forms of moveable</p>	<p>Amend the Land Use Bylaw 1272-14.</p> <p>Discussion: Review of the current provisions regarding Recreational Vehicles (RVs) and Campsites contained within Land Use Bylaw 1272-14 to determine if they meet current residents’ needs.</p> <p><u>Why an Amendment May be Useful</u></p> <ul style="list-style-type: none"> The Planning and Development Services Department has been made aware of numerous examples of campsites and RV parks located across the County where no permits have been obtained and could not easily be obtained given the existing Bylaw. Greater clarity and simplicity for visitors, residents. <p><u>How do other municipalities address Campsites and RVs?</u></p> <p>Lacombe County– Land Use Bylaw 1237/17</p> <p>CAMPGROUND MINOR means an area which has been planned and improved for the seasonal short term occupancy of up to a maximum of six (6) holiday trailers, motor homes, tents, campers or similar recreational vehicles, and is not used as a year-round storage, or accommodation for residential use. Typical uses include tourist recreational vehicle parks, campsites and tenting grounds and recreational activities, such as picnic grounds, boating facilities and playgrounds.</p> <p>CAMPGROUND INTERMEDIATE means an area which has been planned and improved for the seasonal short-term occupancy of up</p>

		<p>shelter on a permanent year-round basis;</p> <p>209. “Recreational use” means a development providing for commercial or non-commercial leisure activities located to take advantage of the natural setting. Without restricting the generality of the foregoing, this shall include:</p> <p>A. Non facility oriented recreational activities such as hiking, cross country skiing, rustic camping, and other similar uses; and</p> <p>B. Facility oriented recreational activities such as picnic grounds, swimming beaches, boat launches, parks, and other similar uses;</p> <p>Recreational uses may include, at the discretion of the Development Authority, active and passive recreation;</p> <p>210. “Recreational vehicle” means a vehicular type unit primarily designed as temporary living quarters for recreational camping, or travel use, which either has its own motor power or is mounted or drawn by another vehicle. Among other vehicles, travel trailers, camping trailers, truck campers, fifth wheels, and motor homes are recreational vehicles;</p> <p>211. “Recreational vehicle park” means any lot on which four (4) or more recreational vehicle sites are located, established, or maintained for occupancy by recreational vehicles of the general public as temporary living quarters for recreation or vacation purposes. Occupancy of the recreational vehicles located within the park is not to exceed a maximum of six (6) months of any calendar year; The park may include accessory facilities for the use of the occupants as well as a permanent residence for the owner/operator of the park;</p> <p>7.2 BASIC CAMPGROUNDS</p> <p>1. Where a campground proposal will ultimately exceed sixty (60) campsites and/or cabins and is located on a parcel greater than 8.0 ha (19.8 ac.), a development</p>	<p>to a maximum of nineteen (19) holiday trailers, motor homes, tents, campers or similar recreational vehicles, and is not used as a year round storage, or accommodation for residential use. Typical uses include tourist recreational vehicle parks, campsites and tenting grounds and recreational activities, such as picnic grounds, boating facilities and playgrounds.</p> <p>CAMPGROUND MAJOR means an area which has been planned and improved for the seasonal short term occupancy of more than twenty (20) holiday trailers, motor homes, tents, campers or similar recreational vehicles, and is not used as a year round storage, or accommodation for residential use. Typical uses include tourist recreational vehicle parks, campsites and tenting grounds and recreational activities, such as picnic grounds, boating facilities and playgrounds.</p> <p>RECREATION VEHICLE means a vehicle primarily designed as temporary living quarters for recreational camping or travelling, which either has its own motor power or is mounted onto or drawn by another vehicle.</p> <p>RECREATIONAL VEHICLE – MOTORIZED OR TOWABLE means a recreational vehicle either built on or as an integral part of a self-propelled motor vehicle chassis combining transportation and living quarters in one unit or designed to be towed by a motorized vehicle (car, van or pickup truck). These recreational vehicles are designed to provide temporary living accommodation for travel, vacation or recreational use, which may include sleeping, kitchen, bathroom and systems for fresh and waste water, electricity, propane, heating, air conditioning and entertainment. They shall have an overall width not exceeding 2.6 m (8 ft. 6 in.), where the width is the sum of the distance from the vehicle centre-line to the outmost projections on each side (including door handles, water connections, etc.) when the vehicle is folded or stowed away for transit. Such units include motorhomes, travel trailers, fifth-wheel trailers, folding camping trailers and truck campers.</p> <p>RECREATIONAL VEHICLE PARK means the planned development used for the seasonal short term use of recreational vehicles with a higher level of service provided than in a campground. The recreational vehicle park shall not be used as year round storage, or accommodation for residential use. A</p>
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		<p>Authority.</p> <p>9. Fires are permitted only in facilities which have been provided for such purpose or where open fires are allowed by the County's fire department.</p> <p>10. Fireplaces, fire pits, charcoal and or other barbecue equipment, wood burning stoves, or any other cooking facilities shall be located, constructed, maintained and used to minimize fire hazard and smoke nuisance in the campground and the neighbouring properties.</p> <p>11. Fire extinguishers capable of dealing with electrical and wood fires shall be kept in all service buildings.</p> <p>12. A suitable ingress and egress shall be provided so that every campground may be readily serviced in emergency situations. 24-hour emergency communications service (e.g. telephones) shall be provided.</p> <p>13. Pedestrian walkways having a width of not less than 1.2 m (3.9 ft.) shall be provided from campground stalls to all service buildings, facilities, refuse collection areas, and recreation areas. The walkways shall be well drained, well lighted, and the surface shall be constructed of a standard to the satisfaction of a Development Authority.</p> <p>14. The storage, collection and disposal of solid waste in campgrounds shall be so conducted as to create no health hazards, rodent harbourage, insect breeding areas, or accident or fire hazards. Individual or grouped refuse containers must be screened to the satisfaction of a Development Authority.</p> <p>15. Campgrounds with less than sixty (60) campsites and no permanent cabins shall be required to provide sewage disposal and water service facilities to the satisfaction of a Development Authority.</p> <p>16. Campgrounds with more than sixty (60) campsites and with permanent cabins shall provide onsite services as follows:</p>	<p>common accessory uses and services, such as washrooms, laundromat, recreational buildings, retail store, food concession, fire pits, fire wood storage, lighting, water supply, wastewater disposal facilities, solid waste collection facilities and any other similar uses or services that may be associated with or required within a campground. The following regulations shall be applied in designing the campground site plan:</p> <p>(a) a minimum site area of 0.40 ha (1 ac);</p> <p>(b) a minimum of 10% of the total site shall be set aside in a location acceptable to the Development Authority as a common open space recreation area;</p> <p>(c) each stall shall be accessed by an internal road;</p> <p>(d) the road system shall be properly signed for users and for emergency response vehicles, and shall be sensitive to the topography and environmental characteristics of the site;</p> <p>(e) walkways with a minimum width of 1.62 m (4 ft) surfaced to the satisfaction of the Development Authority shall be provided from all stalls to all service buildings and facilities, refuse areas and recreation areas;</p> <p>(f) roads shall be hard surfaced or surfaced to the satisfaction of the Development Authority and shall be:</p> <p>(i) 3.05 m (10 ft) in width for one-way traffic; and</p> <p>(ii) 6.10 m (20 ft) in width for two-way traffic;</p> <p>(g) fires will be permitted only in designated fire pits or other such facilities;</p>
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		<p>A. A water supply system shall be provided for each campsite designed to accommodate the campground user occupying a self-contained recreational vehicle or a cabin and shall be connected to a community water supply system. The water system for a campground shall be constructed to the satisfaction of the County Engineer and the Development Authority in accordance with all applicable Provincial and County regulations.</p> <p>B. Alternatively, a campground may provide one or more easily accessible water supply outlets for filling potable water storage tanks. The water supply outlets shall be located within 100.0 m (328.1 ft.) of the campsites. The water supply outlets shall be constructed to the satisfaction of the County Engineer and the Development Authority in accordance with all applicable Provincial and County regulations.</p> <p>C. An adequate and safe sewage disposal system shall be provided in a campground for each campsite designed to accommodate the campground user occupying a self-contained vehicle or cabin and shall be connected to a community sewage system and/or sanitary dumping station, to the satisfaction of the Development Authority. The sewage disposal system in a campground shall be constructed to the satisfaction of the County Engineer and the Development Authority and shall comply with all applicable Provincial and County regulations, and shall be maintained to the standards of the regulatory approvals.</p> <p>D. A campground shall be provided with sanitary dumping stations in the ratio of one for every one hundred recreational vehicle spaces or fractional part thereof. The sanitary dumping stations shall be designed and maintained to County regulations</p>	<p>(h) potable water and wastewater disposal facilities are required to the satisfaction of the Development Authority;</p> <p>(i) all utility services and all utility wires and conduits shall be provided as required by the Development Authority and the utility companies;</p> <p>(j) fences shall be allowed within the recreational vehicle park only if they are erected and maintained by the park operator to a uniform standard throughout the park;</p> <p>(k) all stall boundaries shall be clearly defined on the ground by permanent flush stakes or markers, with a stall number or other identification system;</p> <p>(l) suitable ground cover and a flat area for each stall shall be provided;</p> <p>(m) minimum camping stall size shall be:</p> <p style="padding-left: 40px;">(i) 6.10 m (20 ft) in width;</p> <p style="padding-left: 40px;">(ii) 18.29 m (60 ft) in depth; and</p> <p style="padding-left: 40px;">(iii) 111.48 m² (1,200 ft²) in area;</p> <p>(n) minimum distance between camping stalls shall be 3.05 m (10 ft);</p> <p>(o) minimum campground front, side and rear yards shall be 3.05 m (10 ft) from all site boundaries;</p> <p>(p) one (1) parking stall per camping stall; and</p> <p>(q) visitor parking shall be provided in a common area to the satisfaction of the Development Authority</p>
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and standards to the satisfaction of the County Engineer and the Development Authority. Each station shall provide a water outlet, with the necessary appurtenances connected to the water supply system to permit periodic wash down of the immediate adjacent areas. A sign shall be posted near the water outlet indicating that this water is for flushing and cleaning purposes only. Sanitary stations shall be separated from any campsite or cabin by a distance of not less than 20.0 m (65.6 ft.).

E. In no case shall less than one (1) toilet and lavatory be provided for each gender for every ten (10) campsites.

17. Campgrounds, containing campsites, cabins, hotels and or motels are considered temporary occupancies, and subsequently, the maximum occupancy is two hundred and forty (240) days per calendar year.

18. The minimum size for a campsite is:

- A. 10.0 m (32.8 ft.) in width;
- B. 25.0 m (82.0 ft.) in depth; and
- C. 325.0 sq. m (3500 sq. ft.) in area.

19. A recreation vehicle/travel trailer on a campsite shall be separated a minimum of 3.0 m (98 ft.) from:

- A. another recreation vehicle/travel trailer on an adjacent site;
- B. other structures; and
- C. an interior roadway.

20. Each campsite shall provide two parking spaces on the campsite.

(2) A landscaping plan that retains natural vegetation shall be provided to the satisfaction of the Development Authority.

(3) Campgrounds are considered temporary occupancies.

(4) One on-site security/operator suite may be permitted.

(5) No new campgrounds will be allowed within the plan areas for the Sylvan Lake Area Structure Plan, the Gull Lake Intermunicipal Development Plan or the Buffalo Lake Intermunicipal Development Plan unless they are located in the Recreation 'PR' District or Recreational Vehicle Resort 'R-RVR' District.

(6) All campgrounds designated Recreation 'PR' District located within the plan areas for the Sylvan Lake Area Structure Plan, the Gull Lake Intermunicipal Development Plan or the Buffalo Lake Intermunicipal Development Plan must meet the same standard of infrastructure servicing requirements as required in the Recreational Vehicle Resort 'R-RVR' District to the satisfaction of the Development Authority

Recommendation(s):

➤ Council direction

➤ **That Smoky Lake County Council RECOMMEND to direct Administration to PROCEED to prepare an amendment to the Land Use Bylaw, clarifying definitions and Uses for Campgrounds and Recreational Vehicles.**

21. All campsites shall be required to provide an acceptable form of ground cover to prevent erosion. Natural vegetation shall not be removed from campsites without an approved development permit. The Development Authority may prevent the removal of trees or shrubs adjacent to environmentally sensitive areas.

7.22 RECREATIONAL USES

1. Recreational development shall be required to:

A. maintain an open space buffer of sufficient size and composition to act as a visual and noise barrier from adjacent uses which may be incompatible; and

B. install, when necessary, adequate on-site water supply and sewage disposal systems which have been approved by the authority having jurisdiction.

7.23 RECREATIONAL VEHICLE CAMPGROUNDS

1. Development of roads, facilities, and recreational vehicle sites shall occupy no more than two-thirds of the proposed site, leaving a minimum of one-third of the site in its natural state (or landscaping one-third to the satisfaction of the Development Authority).

2. Campgrounds should be designed and landscaped to minimize disturbance to the natural environment and to protect heavy use areas from damage.

3. The entire site design shall be at the discretion of the Development Authority.

4. Where the campground directly adjoins a residential area, adequate screening or fencing shall be provided, to the satisfaction of the Development Authority.

5. A sufficient number of picnic tables, fire pits, and garbage cans shall be provided to accommodate the design capacity of the campground. Exact numbers shall be at the

discretion of the Development Authority.

6. On recreational vehicle campgrounds located next to a lake, if boat launching and swimming facilities are not provided, alternative locations for same should be indicated on a map or sign on the site.

7. An adequate potable water supply and sewage disposal facilities shall be provided, in accordance with Provincial regulations and/or the Safety Codes Act, as applicable.

8. A portion of the campsites should be serviced by electrical, water or sewage disposal hookups.

7.24 RECREATIONAL VEHICLE PARKS

1. Each recreational vehicle parking stall be a minimum width of 10.0 m (32.8 ft.) and a minimum area of 250.0 sq. m (2691.0 sq. ft.).

2. As a condition of approval, the Development Authority shall require the developer to obtain any necessary permits and approvals from all regulatory authorities and agencies having jurisdiction, including any necessary approvals pursuant to the Alberta Safety Codes Act that may be applicable.

3. As a condition of approval, the Development Authority may require that the developer construct, upgrade, or pay to construct or upgrade any necessary municipal infrastructure to service to the development.

4. All internal roads shall be the responsibility of the Developer for both construction and future maintenance. Also, internal roads shall have a minimum of a 6.0 m. (20.0 ft.) usable top, except for one-way roads, which shall have a minimum of a 3.7 m. (12.0 ft.) usable top.

5. The developer shall provide on-site potable water supply which meets all applicable provincial water requirements.

6. The developer shall provide sewage disposal facilities in

accordance with the County's servicing requirements as well as all applicable provincial regulations.

7. As a condition of approval, the Development Authority shall require the developer to obtain any necessary permits and approvals from all regulatory authorities and agencies having jurisdiction over this type of development.

8. The developer shall be required to enter into a development agreement with the County as a condition of development approval. The development agreement will include provisions requiring the developer to construct, upgrade, or pay to construct or upgrade the necessary County roads to access the development when determined necessary by the Development Authority.

9. The developer shall designate an area equivalent to ten (10%) percent of the total recreational vehicle campground area as a playground. This area is to be clearly marked and free from all traffic hazards.

10. All stalls shall maintain a minimum set back of 30.0 m (98.4 ft.) from the shoreline of any body of water.

11. The maximum number of recreational vehicles permitted per stall shall be one (1).

12. A site plan detailing the protection of existing treed areas and site topography is required prior to issuance of a development permit.

13. Spaces for day use, picnicking and similar activities shall be suitably organized, clearly marked and constructed to the satisfaction of the Development Authority.

14. All other site requirements shall be as required by the Development Authority.

15. Minimum Yard Setbacks:

A. Front, side, corner and rear yard setbacks shall be 7.6 m (25.0 ft.) or 10% of the lot width, whichever is lesser.

7.25 RECREATIONAL VEHICLES

1. The year-round placement of 2 (two) recreational vehicles on a parcel in Multi-lot Country Residential (R1), Residential (Cluster) Conservation (R2), Victoria Residential(R3) or Hamlet General (HG) Districts is allowed without a development permit.

2. Additional recreational vehicles shall be permitted within the Multi-lot Country Residential (R1), Residential (Cluster) Conservation (R2), Victoria Residential (R3) or Hamlet General (HG) Districts for a maximum of four (4) consecutive days.

3. No recreational vehicle shall be permanently connected to any utility or municipal service, such as power, gas, water supply, or sanitary sewage disposal facilities unless the recreational vehicle is located in an approved recreational vehicle park.

4. This section does not apply to the placement of recreational vehicles in the Agriculture District (AG), Victoria Agriculture District (A1), Highway Commercial District (C1), Victoria Commercial District (C2), Industrial District (M1), Rural Industrial District (M2), Institutional & Community District (P), Direct Control District (DC), and Direct Control Landfill District (DC1).

7.26 RECREATIONAL VEHICLES LOCATED IN RECREATIONAL VEHICLE CAMPGROUNDS

1. No recreational vehicle, whether located within a recreational trailer park or on a lot, may have associated with it any more than two (2) accessory structures, buildings, or other paraphernalia, in addition to fences, benches, fire pits, and picnic tables. A small shed with a maximum size of 18.58 sq. m (200 sq. ft.), and a screened or roofed patio around or beside the recreational vehicle is permitted.

2. No structure accessory to a recreational vehicle shall be used as sleeping quarters.

3. Except for a recreational vehicle on a lot, the total gross floor area or ground area covered by all accessory structures, buildings or other paraphernalia (other than those indicated in subsection 6.16(1) shall not exceed 50% of the RV lot size.

Land Use Districts:	Permitted	Discretionary
Agriculture (AG) District	Nil.	Recreational Use
Victoria Agriculture (A1) District	Nil.	Recreational Use
Multi-Lot Country Residential (R1) District	Nil.	Recreational Buildings and use
Residential (Cluster) Conservation (R2) District	Nil.	Nil.
Victoria Residential (R3) District	Nil.	Nil.
Hamlet General (HG) District		Campground, Basic
Highway Commercial (C1) District	Nil.	Nil.
Victoria Commercial (C2) District	Campground, basic, Campground, Recreational Vehicle,	Nil.
Industrial (M1) District	Nil.	Nil.
Rural Industrial (M2) District	Nil.	Recreational Uses
Community and Institutional (P) District	Nil.	Nil.
Direct Control (DC) District	Nil.	Recreational uses
Direct Control Landfill (DC1) District	Nil.	Nil.

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Information - Details

July 20, 2020 **No. 5.3**
Committee of the Whole for the Purposes of Planning

Document	Issue	Current	Proposed
<u>Nil.</u>	Public Land Sale (PLS) Application	<p><u>BACKGROUND:</u></p> <ul style="list-style-type: none"> ➤ Presently, the North Part of River Lot 10 (Victoria Settlement) is Crown Land, thereabout encompassing ~47 acres. Site Maps – Attachment 5.3.1. <ul style="list-style-type: none"> ○ Crown Lands are subject to the Alberta <i>Public Lands Act</i> RSA 2000, Ch. P-40 ○ This status restricts the permissible uses on this parcel. ➤ Metis Crossing has identified the parcel as being integral to its future phases of development, including elk and bison paddocks, per the Draft Master Plan – Attachment 5.3.2. <ul style="list-style-type: none"> ○ It is unlikely that the desired uses could be accomplished given the restrictions of the <i>Public Lands Act</i>. ○ Metis Crossing currently encompasses ~512 acres within the Victoria District ➤ The current holder of this Grazing Permit (787758) has indicated their willingness to surrender the Parcel and facilitate an Application for Public Land Sale (PLS). Application – Attachment 5.3.3 ➤ Generally, the PLS Application Process can be summarized in four steps, per the Process: PLS Direct Sale Schematic – Attachment 5.3.4 	<p><u>RATIONAL:</u></p> <ul style="list-style-type: none"> ➤ July 6, 2020 – In order to determine a recommended path forward, as well as clarify the PLS Application process, Planning & Development Services Dept. met virtually with: <ul style="list-style-type: none"> a) Juanita Marois, Metis Crossing b) David Pochailo, Interim Lands Manager, Lower Athabasca Region, AEP c) Lennea Oseen, Sr. Manager, Approvals & Disposition Services, AEP Meeting Summary Email – Attachment 5.3.5 ➤ Generally, Direct Sales of Crown Lands are ONLY granted to municipalities or Metis Settlements. <ul style="list-style-type: none"> ○ Neither Metis Crossing nor the Metis Nation of Alberta (MNA) fall within the scope of the Alberta Metis Settlements Act RSA 2000, Ch. M-14. ○ The proposed project represents a unique example of potential partnership between the County and the Metis Nation, especially as an aspect of the recently adopted Victoria District Economic Development Strategy Bylaw 1372-20. <p>Note: Co-applying does NOT require the County to be the principle purchaser, require direct expenditure of capital, or to be a final owner of the Lands.</p>

- **Step 1: Initial Application & Review**
- **Step 2: First Nations Consult & Field Referral**
- **Step 3: PAS Review & Legal Sale Process**
- **Step 4: Sale Closing & Follow up**

- **At the June 25, 2020 Council Meeting, Motion 891-20 was adopted:**

That Smoky Lake County Council Bylaw No. 1380-20 for the Road Closure of Undeveloped Government Road Allowance: East side of River Lot 10 (Victoria Settlement), containing 2.51 hectares (6.21 acres) more or less, for the purpose of closing to public travel and disposing of, portions of a public highway in accordance with section 22 of the Municipal Government Act, Chapter m-26, Revised Statutes of Alberta 2000, as amended, be given FIRST READING; and schedule Public Hearing for a future County Council Meeting at the next council meeting.

LEGISLATION:

**Alberta Municipal Government Act (MGA)
RSA 2000, Ch. M-26**

Non-application of this Part

618(1) This Part and the regulations and bylaws under this Part do not apply when a development or a subdivision is effected only for the purpose of

- (a) a highway or road,
- (b) a well or battery within the meaning of the Oil and Gas Conservation Act, or
- (c) a pipeline or an installation or structure incidental to the operation of a pipeline.

(2) This Part and the regulations and bylaws under this Part do not apply to

- (a) the geographic area of a Metis settlement, or

- The safest route for a successful PLS Application is for the municipality to be a part-owner of the lands.

- This could be accomplished by Closing and consolidating the adjacent undeveloped road allowance.

- (This process is already underway, via Proposed Bylaw 1380-20)

- The proposed project fulfills a number of priorities for the Province when considering PLS Applications, including:

- Promoting economic opportunity for the community
- Alberta's Tourism Strategy

- **Benefits:**

- By participating as a co-applicant in the Application, the County would:

1) Dramatically improve the likelihood of the Application being entertained and successful.

2) Facilitate a Direct Sale from the Crown to Metis Crossing,

3) Expedite the process (normally, could take more four-plus years), and

4) Waive the standard \$1,050 application fee and \$2,000 deposit

- **Risks**

- No PLS Application is guaranteed to be successful

- Staff time

(b) a designated area of Crown land in a municipal district or specialized municipality.

(3) The Minister responsible for the Public Lands Act may make regulations designating one or more areas of Crown land under that Minister's administration for the purposes of subsection (2)(b).

Alberta Public Lands Act
RSA 2000, Ch. P-40

Sale of land

18 The Minister may, if in the Minister's opinion doing so will not conflict or be inconsistent with any applicable ALSA regional plan,

(a) within 2 years after a sale by public auction that did not find a purchaser, sell the land by private sale at a price not less than the upset price,

(b) repealed 2019 c12 s5,

(c) reserve public land for any reason and for any period and permit the use of that land for any period and subject to any terms and conditions that the Minister prescribes by the Crown in right of Canada, by any department of the Government or by any person, without executing a disposition for it, and

(d) promote good farm cultural practices and require proper range management efforts and the adoption of farming and grazing practices by disposition holders for conservation purposes.

RSA 2000 cP-40 s18;2003 c11 s3(10);2009 cA-26.8
s91(14); 2019 c12 s5

Public Lands Administration Regulation, AR 187/2011

Sale of public land

Material referenced: *Attachments*

5.3.1 Site Maps

5.3.2 Metis Crossing Draft Master Plan

5.3.3 Application for Public Land Sale (PLS)

5.3.4 Process: PLS Direct Sale Schematic

5.3.5 July 6, 2020 Meeting Summary Email

Recommendation(s):

➤ Council direction

➤ That Smoky Lake County Council RECOMMEND to direct Administration to PROCEED at no cost to the County with a Public Land Sale (PLS) Application as a co-applicant with the Metis Nation of Alberta (MNA) or its designate, for the Crown Land (Grazing Permit 787758) encompassed within the North Part of River Lot 10 (Victoria Settlement) thereabout encompassing ~47 acres, in accordance with applicable legislation, including the *Alberta Public Lands Act* RSA 2000, Ch. P-40.

➤ That Smoky Lake County Council RECOMMEND that subject to the final adoption of the Proposed Road Closure Bylaw 1380-20, administration be directed to PROCEED with consolidating the new titled lot with the North Part of River Lot 10, (Victoria Settlement).

6(1) In this section, “sell” means to transfer, as defined in the Land Titles Act, for valuable consideration, and includes a notification issued under section 30 of the Act or an instrument of transfer prescribed under the Land Titles Act.

(2) The Minister may, subject to the Act and regulations, sell public land by public auction, private sale or tender, on the terms and conditions the Minister considers appropriate and at a price not less than the fair value of the land.

(3) In determining the price at which the land will be sold, the Minister may take into consideration the purposes for which the land will be used.

Exchange of public land

7 The Minister may, subject to the Act and regulations and any applicable ALSA regional plan, exchange public land for other land if, in the opinion of the Minister, adequate compensation is obtained for the public land.

Rejection of application where certain debts owed

8 The Minister, a director or an officer, as the case may be, may refuse an application where the applicant has a debt owing to the Crown, or, with regard to any public land, owes arrears of taxes to a municipality.

Application for formal disposition

9(1) An application to the director for a formal disposition

(a) must be made in a form acceptable to the director,

(b) must contain an accurate description, acceptable to the director, of the land to which the application relates,

(c) must, subject to any waiver under subsection (3), be accompanied with all applicable fees and other charges prescribed under section 9.1 of the Act, (d) must, if the application is for a disposition under section 5 authorizing the construction or occupation of an ancillary facility, be accompanied with a statement in a form acceptable to the director certifying the matters referred to in section 5(3)(c),

(e) must, if the application relates to public land that is already the subject of a disposition under the Act or a timber disposition, be accompanied with a statement of consent, in a form acceptable to the director, that is signed by the disposition holder or timber disposition holder,

(f) must be accompanied with a statement, in a form acceptable to the director, in which the applicant certifies that all proposed developments on the land to which the application relates will comply with all applicable disturbance standards, and

(g) must be accompanied with any other documentation required under Part 3.

(2) Within 30 days after service of a notice from the director requiring it, an applicant for a disposition must deliver to the director

(a) security in an amount and form acceptable to the director for the performance of some or all of the applicant's obligations under the Act, the regulations and the disposition applied for, and

(b) any relevant information the director requests for the purposes of considering the application.

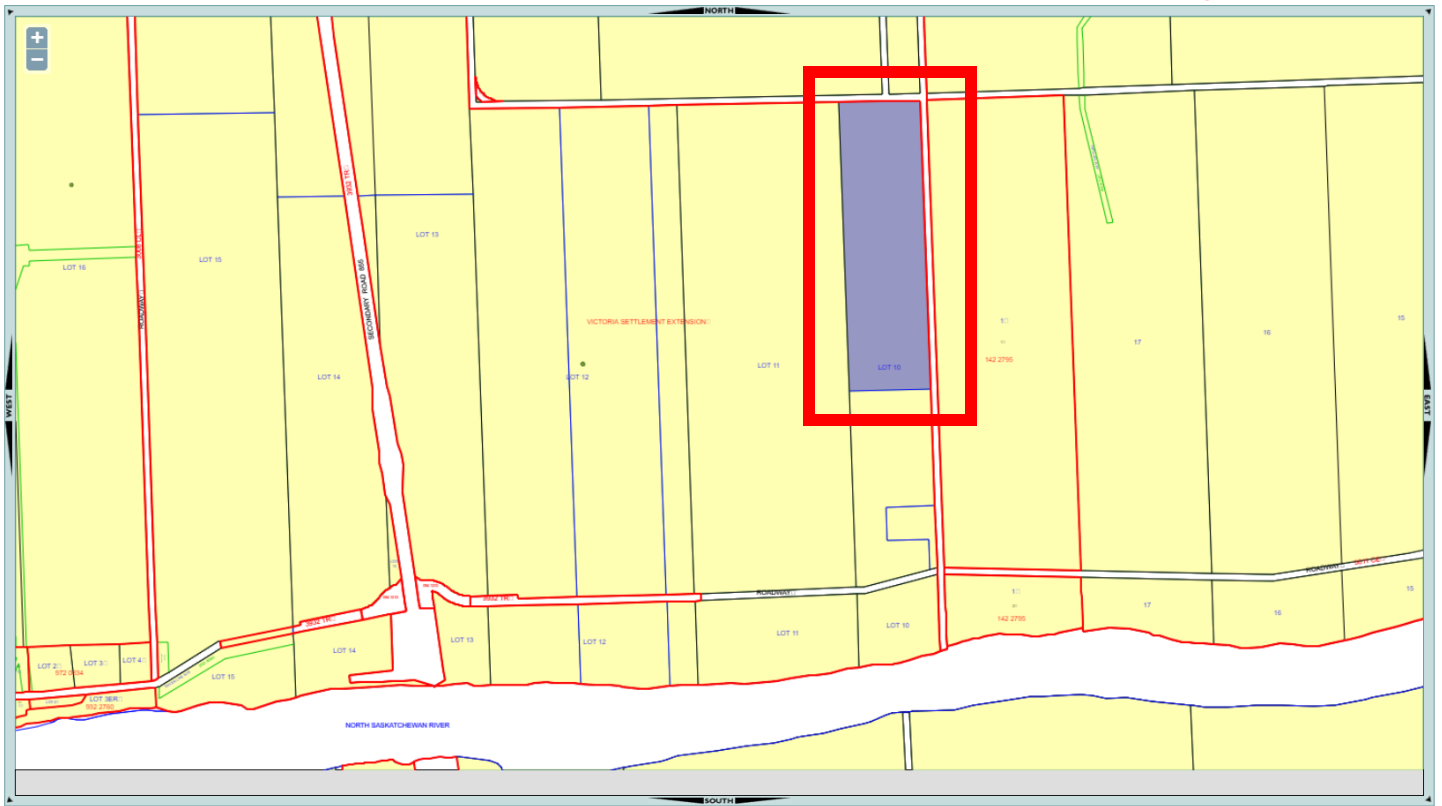
(3) The director may waive the application of clause (1)(c) for any particular application and instead issue an invoice to the applicant for payment of any applicable fees or charges under section 9.1 of the Act, which invoice may be enforced as a debt owing to the Crown.

(4) Subsection (1)(e) does not apply to an application for renewal under section 18.

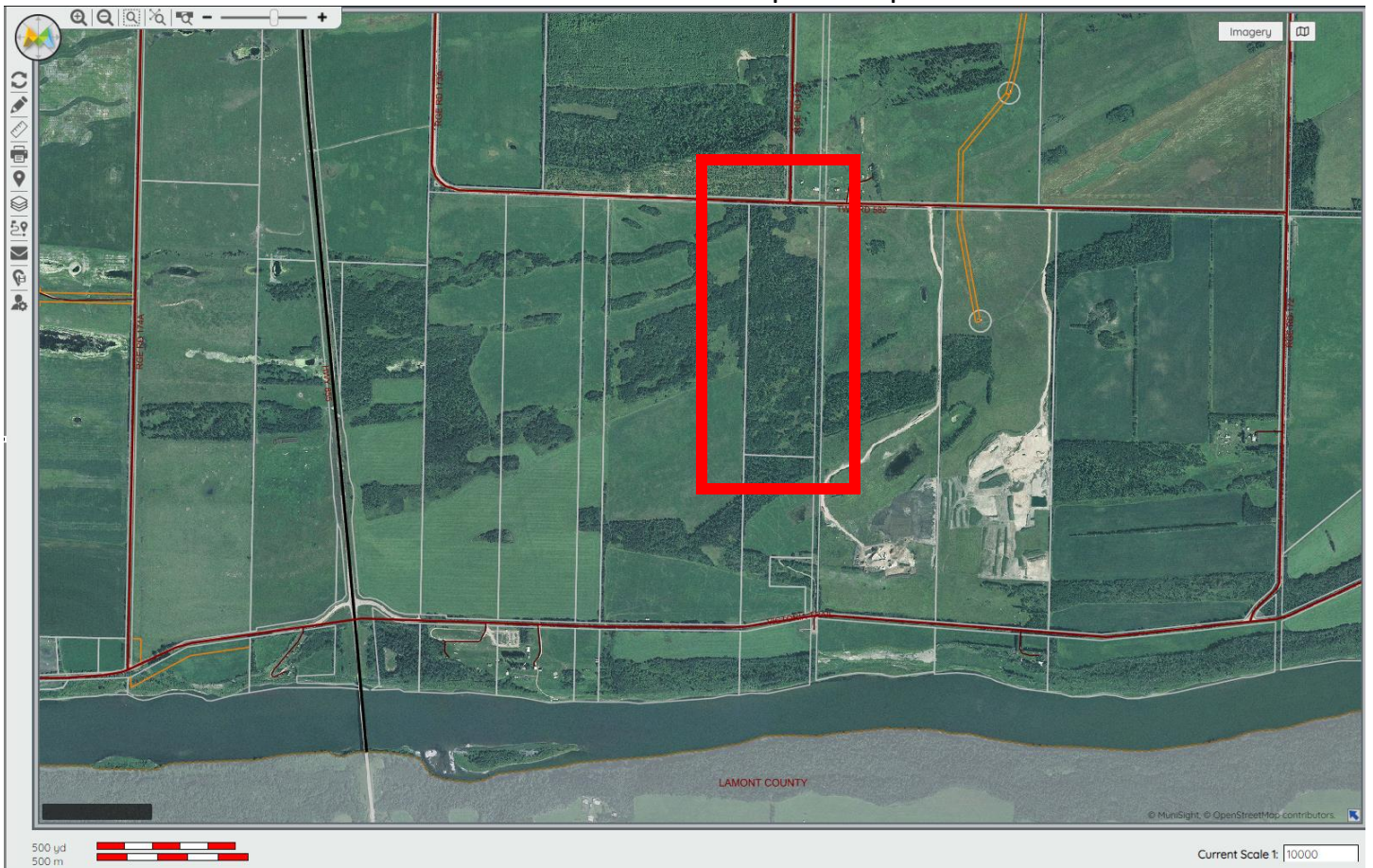
(5) The director

(a) must reject an application if it does not meet the requirements of this section or if the applicant is served with a notice under subsection (2) and does not comply with that subsection, and

		<p>(b) in any other case, must accept the application and proceed to consider it on its merits.</p> <p>(6) The director must register a notice of the acceptance or rejection of an application under this section within 30 days after receiving the application.</p> <p>(7) Where an application is rejected under this section, the director must notify the applicant of the rejection in writing as soon as possible.</p> <p>AR 187/2011 s9;57/2017</p>	
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Alberta Land Titles - SpinII Map



Smoky Lake County – MuniSite Ortho

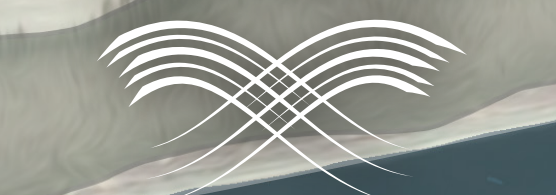
MÉTIS CROSSING

Master Site Plan

Item 5.3 - Attachment 2 - Page 1 of 2



MÉTIS
CROSSING



MÉTIS CROSSING

Core Area Master Site Plan

Item 5.3 - Attachment 2 - Page 2 of 2



MÉTIS
CROSSING

MANASC
ISAAC

<div>Operations Division Provincial Programs Branch 5th Floor, South Petroleum Plaza 9915 – 108 Street NW Edmonton, Alberta T5K 2G8 Fax: 780-427-1029 http://aep.alberta.ca/lands-forests/default.aspx</div>		<div>Application Fee (non-refundable): \$1,050 + GST* Deposit: \$2,000* Mapping Fee (non-refundable): \$125 (*Excluding municipalities)</div>		For Departmental Use Only					
				Department File Number:					
				Client ID Number:					
				Applicant's File Number (optional):					
				Plan Confirmation Number:					
Applicants		Applicant 1		Applicant 2		Corporate Applicant		Contact/Agent	
Last Name, Given Name						Does the corporation have a seal? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Mailing address City/Province Postal Code									
Work/Mobile Telephone									
Fax Number									
Email Address									
Qualification of each applicant to purchase public land				Applicant 1		Applicant 2		Corporate Applicant	
1. Are you an employee of the Government of Alberta or a Member of the Legislative Assembly of Alberta?				<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, which department?		<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, which department?		<input type="checkbox"/> N/A	
2. Have you attained the age of 18 years?				<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> N/A	
3. Are you a Canadian citizen or a permanent resident of Canada?				<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> N/A	
4. Is the Applicant a body corporate in which 75% of the equity shares are registered in the name of and beneficially owned by one or more Canadian citizens?				<input type="checkbox"/> N/A		<input type="checkbox"/> N/A		<input type="checkbox"/> Yes <input type="checkbox"/> No	

If the Applicant(s) answers “no” to any of questions 2, 3, or 4, the Applicant(s) is not qualified to purchase public land and this Application will be rejected. If the Applicant(s) answers “yes”, please complete the attached Statutory Declaration, as applicable.

The Land Being Applied For (the “Land”) (Attach Schedule if insufficient space)														
Name of subdivision					Plan no.		Block		Lot		Parcel			
QTR/LS	Sec	Twp	Rge	Mer	Ac	Ha	QTR/LS	Sec	Twp	Rge	Mer	Ac	Ha	
Special Features At Or Near The Land														
1. Are there or were there waterbodies (as defined by the <i>Public Lands Act</i>) on the Land? <input type="checkbox"/> Yes <input type="checkbox"/> No														
2. If the Land, or a portion of it, was previously covered by water, what is the approximate date the Land or portion became dry?														
3. Did the Land become dry by natural means? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know If no, explain:														
4. Are there structures (fixtures) or improvements on the Land? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe: Please ensure that the location of fixtures and improvements are identified on the sketch plan of the Land.														
5. Describe the access to the Land:														

Adjoining Land						
I am the owner/lessee of the adjoining land, namely:						
Qtr/ls	Sec	Twp	Rge	Mer	Ac	Ha
This adjoining land is held by <input type="checkbox"/> Title <input type="checkbox"/> Lease Environment and Parks Lease No.						
Current Interests On The Land (Prior To Potential Sale)						
1. If the Land is being used by the Applicant, what are the file numbers of the agreements under which the Applicant is occupying the Land? a. disposition(s)? Is the Applicant currently complying with all the terms of the <input type="checkbox"/> Yes <input type="checkbox"/> No b. lands? Are the property taxes paid in full with respect to the disposition <input type="checkbox"/> Yes <input type="checkbox"/> No						
2. If Land is being used by someone other than the Applicant, state how and by whom: Has the current occupant agreed to the submission of this Application? <input type="checkbox"/> Yes <input type="checkbox"/> No						
Applicant's (Preferred) Interest In The Land						
For what purpose will you use the Land? Please note that upon any transfer of title, the zoning and development bylaws of the municipality apply to the Land and it is the Applicant's sole responsibility to ensure that your intended use of the Land complies with the bylaws.						
<input type="checkbox"/> Joint Tenants or <input type="checkbox"/> Tenants in Common _____% Applicant 1 _____% Applicant 2				Title (if any) to be forwarded to: <input type="checkbox"/> Applicant 1/Corporation or <input type="checkbox"/> Agent		
The Applicant(s) acknowledge that he/she/they make this Application to Purchase solely at their own risk and sole cost. <div>Applicant 1Applicant 2</div> <div>SignatureSignature</div> <div>Print NamePrint Name</div> <div>Date\$ Amount Enclosed</div>				Required additional information: 1. If the Land is within a subdivision: <input type="checkbox"/> An accurate sketch plan ¹ in accordance with the content requirements for disposition sketch plans (below) or 2. If the Land is not within a subdivision, all of the following are required: <input type="checkbox"/> An accurate sketch plan ¹ in accordance with the content requirements for disposition sketch plans (below) <input type="checkbox"/> A detailed site layout plan of existing or proposed development ² <input type="checkbox"/> A written description of existing or proposed development ² ¹ The sketch plan must be submitted electronically in accordance with the instructions below. ² The information will be provided to the municipality.		
Sketch Plan Requirements						
Every application must include a plan of survey prepared by an Alberta Land Surveyor or a sketch plan, delivered electronically and acceptable to Alberta Environment and Parks (AEP), in accordance with the following: 1. The minimum plan requirements are available at: http://aep.alberta.ca/lands-forests/land-management/disposition-plan-requirements.aspx (see Content Requirements for Disposition Sketch Plans or http://aep.alberta.ca/lands-forests/land-management/documents/RequirementDispositionSketchPlans-2012.pdf). 2. The Applicant must include the “Plan Confirmation Number” at the top of the first page of this Application provided by Plan Confirmation Services . 3. The Applicant (or your surveyor) must submit the confirmation package electronically to AEP through the Electronic Disposition System . Applicants (or their surveyor) require a user identification number (user ID) to access both the Plan Confirmation Services and the Electronic Disposition System . For further information on PCS and EDS, please see Digital Plan Submission Standards and Procedures at: http://aep.alberta.ca/lands-forests/land-management/documents/DigitalPlanSubStandProced-May16-2016.pdf Inquiries about plan requirements should be directed to: Provincial Programs Branch Operations Division 2 nd Floor, South Tower, Petroleum Plaza 9915 – 108 Street Edmonton, Alberta T5K 2G8 Tel (Toll Free): 310-3773 Fax: 780-422-4252						
Surface File Records		For Departmental Use Only			GLIMPS	

An incomplete application may be returned to the applicant without being processed. The amounts payable on this Application must be paid upon submission of this Application to Environment and Parks, otherwise the Application will be immediately rejected.

CITIZENSHIP DECLARATION FOR
CANADIAN CITIZEN(S) AND PERMANENT RESIDENT(S)

- ☐ Canadian Citizen(s)
- ☐ Permanent Resident(s)

IN THE MATTER of the Application to Purchase public land, to be held _____,
(jointly **OR** each as to an undivided one-half interest)

affecting the land described as: _____

_____ containing _____ acres/hectares

(the “Land”) at _____
(name of county)

I/We _____ and _____,
(both)
of _____
(Full Address including street, municipality and country)

SOLEMNLY DECLARE THAT:

- Please delete
one option &
initial the
change. The
commissioner
must initial the
deletion.

1. I am/We are the party(ies) named in the above described document. If Her Majesty the Queen in right of Alberta agrees to transfer interest in the Land into my/our name(s), I/we will hold the interest in the Land beneficially and not as trustee(s) and not on behalf of any person and I am/we are a Canadian citizen(s).

OR

2. I am/We are the party(ies) named in the above described document. If Her Majesty the Queen in right of Alberta agrees to transfer interest in the Land into my/our name(s), I/we will hold the interest in the Land beneficially and not as trustee(s) and not on behalf of any person and I am/we are a permanent resident(s) within the meaning of the *Immigration Act* (Canada).
- Date Landed: (M/D/Y) _____, Port of Entry: _____

Birth Date: (M/D/Y) _____, and my/our previous country of permanent residency was: _____.

AND I (WE) MAKE THIS SOLEMN DECLARATION conscientiously believing it to be true and knowing it is of the same force and effect as if made under oath.

(SEVERALLY) DECLARED before me
at the _____ of _____
in the Province of Alberta
this _____ day of _____, 20_____

Signature of Applicant 1

A Commissioner for Oaths in and for Alberta

Signature of Applicant 2

Printed or stamped name of Commissioner for Oaths
and date on which appointment expires

CONSENT OF PERMANENT RESIDENT

I/We, being a permanent resident(s), give my/our consent to Citizenship & Immigration Canada to disclose information concerning my/our status in Canada to the Minister or someone authorized by him.

Witness

Signature of Applicant 1

Witness

Signature of Applicant 2

CORPORATE OWNERSHIP DECLARATION FOR
CORPORATIONS THAT ARE NOT FOREIGN CONTROLLED

Corporation Access Number: _____

IN THE MATTER of the Application to Purchase public land affecting the land described as:

containing _____ acres/hectares at _____
(name of county)

I/We _____ and _____, (both)
of _____
(Full Address including street, municipality and country)

SOLEMNLY DECLARE THAT:

1. _____, of _____,
Name of corporation Mailing address
is the party named in the above described document. If Her Majesty the Queen in right of Alberta agrees to transfer interest in the Land into the corporation’s name, it will hold the interest in the land beneficially and not as a trustee(s) and not on behalf of any person, and it is a “Canadian controlled” corporation as defined by the *Public Lands Act Regulation*. We are/I am a person(s) authorized to sign on behalf of the party named in the above described document.
2. Appendix “A” attached hereto correctly sets forth the required information for the corporation as of the date of this declaration.

AND I (WE) MAKE THIS SOLEMN DECLARATION conscientiously believing it to be true and knowing it is of the same force and effect as if made under oath.

(SEVERALLY) DECLARED before me
at the _____ of _____
in the Province of Alberta
this _____ day of _____, 20_____

Signature of authorized officer

A Commissioner for Oaths in and for Alberta

Signature of authorized officer

Printed or stamped name of Commissioner for Oaths
and date on which appointment expires

This is Appendix “A” to the Statutory Declaration of _____
declared before me on the _____ day of _____, 20 _____.

A Commissioner for Oaths in and for Alberta

SHAREHOLDERS

List of Shareholders owning 5% or more of the outstanding shares: Name and Full Address	Non-foreign controlled corporation, Canadian citizen or Permanent Resident ¹ Yes or No	Number and Class of Shares	% of Total Outstanding Shares	To the best of my knowledge, the shareholder is the beneficial owner and controls the rights attached to the shares ² Yes or No

¹If a permanent resident(s), the following information is required for each permanent resident:

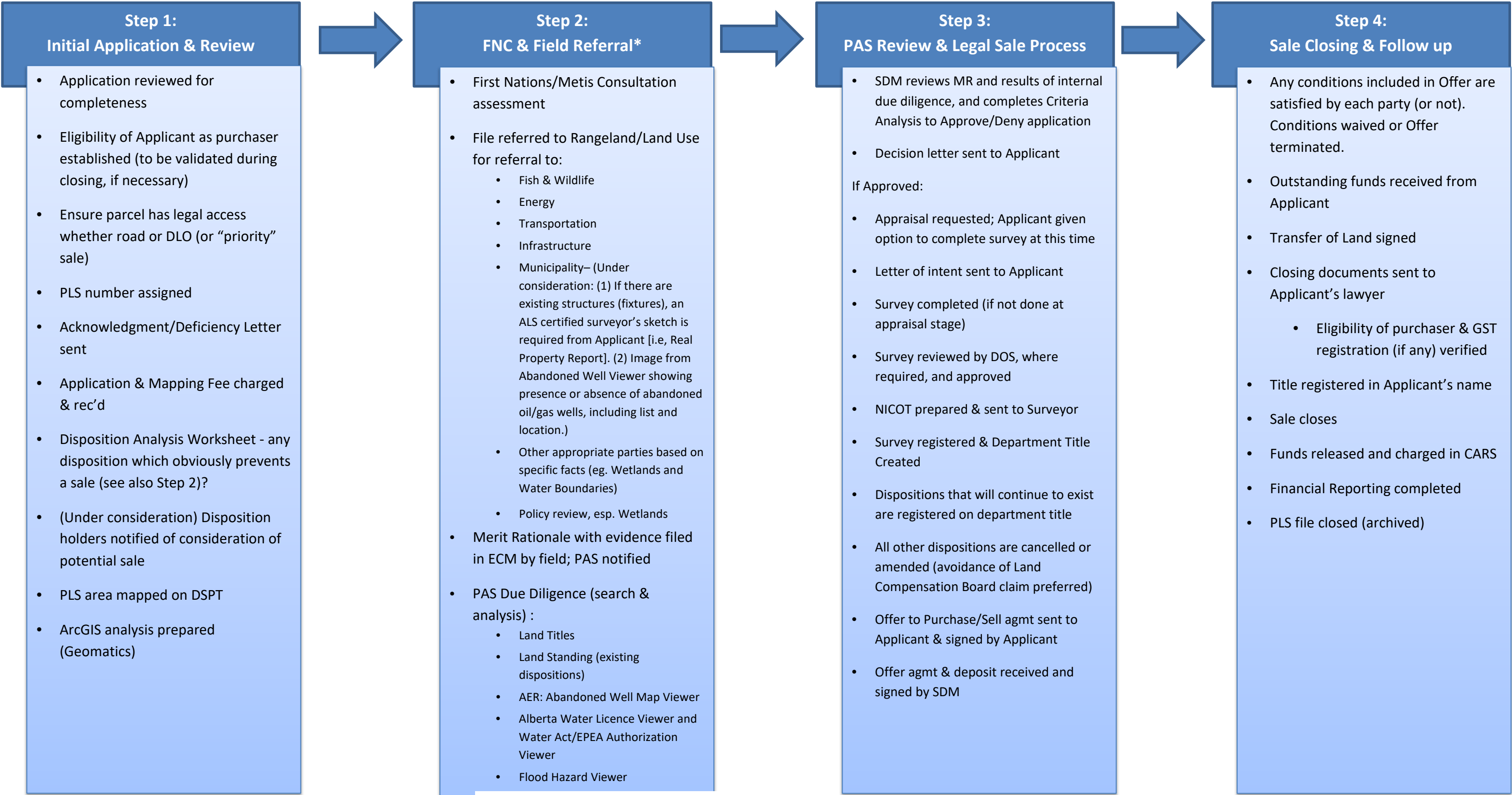
Date Landed: (M/D/Y) _____, Port of Entry: _____
Birth Date: (M/D/Y) _____, and my/our previous country of permanent residency was: _____.

²If any of the shares are held in trust or any of the rights attached to the shares are controlled through a contract or other arrangement by a person who does not own the shares, then list the person(s) who is the ultimate beneficial owner(s) or who controls the rights attached to the shares, stating his/her/their citizenship status and, if a permanent resident, the information as in the paragraph above.

List of Beneficial Owners of, or owners of the rights attached to, 5% or more of the outstanding shares:

Name	Address	Citizenship Status

Process: PLS Direct Sale



* Step 2 is a data gathering phase. No decisions are made, and the evidence gathered is analysed in Step 3. Step 3 cannot begin until Step 2 is complete, including the FNC & MRF.

Step 3: PAS Review & Legal Sale Process Timeline

Step 1 & Step 2 must be completed before Step 3 begins (Estimated time for Steps 1 &2 is 6-12 months)

Step 3^	Time to Complete
SDM reviews MR and completes Criteria Analysis to Approve/Close application	2-3 weeks after submission of Merit Rationale Form
Decision letter sent	1-2 days
If approved, appraisal requested	12 weeks*
Survey reviewed by DOS and approved	4-5 weeks*
NICOT prepared and sent to surveyor	1 week
Survey registered & Title Created	4-6 weeks*
Dispositions that will continue to exist on the land are registered/ All other dispositions are cancelled/amended	9 weeks
Offer to Purchase/Sell sent to Applicant for acceptance	2 weeks

Step 3 total timeline: 31-36 weeks

^ Please note that with the exception of the survey and appraisal which can occur at the same time, the preceding action must be complete before the next can begin.

*These steps are out of PAS control and are estimated times; actual could be longer

Step 4 cannot begin until Step 3 complete (Estimated time for Step 4 is 6 weeks after condition waiver date)

All timelines are subject to volume.

Kyle Schole

From: Lennea Oseen <lennea.oseen@gov.ab.ca>
Sent: July 6, 2020 4:22 PM
To: Kyle Schole; Juanita Marois
Cc: jordan ruegg; David Pochailo; Luc Boulianne; Christine Buchanan; Robert Walker; Debora Collins; Norma Zavitz
Subject: Smoky Lake County, Metis Nation of Alberta & GRP 787758 lands re Metis Crossing expansion
Attachments: ep-application-purchase.doc; PROCESS - PLS Direct Sale.pdf

Kyle & Juanita,

Further to our conversation this afternoon, please find enclosed the Application to Purchase form and the PLS Direct Sale schematic. The timelines on page two of the process are general guidelines only; however, they at least give you an idea of how long certain steps can take. As indicated, the First Nation Consultation and Referral stage is the most critical as (1) the information gathered informs whether the department will agree to the request to release the lands for sale; and (2) critical issues are identified so that they are resolved in a timely fashion. Please be advised that making an application is no guarantee of success.

The Application isn't much, but please feel free to include any information you feel would "tell the story" as an addendum. For example, you mentioned that federal legislation applies to the site. As this is somewhat unique, it is helpful to draw our attention to it so that we do not overlook it. Also, include the permit holder's written consent that he agrees to surrender his interest in the parcel prior to a potential sale.

Direct sales are only granted to municipalities by policy (or parcels accessible only to one party). It is safe to say that the County needs to be a part of the project and the safest route is to be a part owner of the lands, which would work if you consolidate the undeveloped road with the grazing lands. Further, we require that the price be determined by independent appraisals for highest and best use based on all the facts we can find. If the use of the parcel is constrained by, for example, Historical Resources legislation, federal or provincial, due to location as you suggested, that information will be shared with the appraiser.

As this is a relatively straightforward project, it will be ideal to train new staff in a clean, timely project. It is difficult to coach when the available projects have been around for years and handled by others under a different philosophy. This project also hits a number of markers for the current gov't when it comes to promoting economic opportunity for your community & tourism in a relatively benign fashion.

We look forward to receipt of your application at your earliest convenience.

Lennea M Oseen, BSc, MBA, LL.B

Sr. Manager, Approvals & Disposition Services
Alberta Environment and Parks
Ph: 780-415-4669
C: 587-991-4669

Classification: Protected A