



LAND USE PLANNING, DEVELOPMENT AND REGULATORY SERVICES

Attention (Property Owner Name),

The City of Cold Lake is conducting an inventory and review of applicable land within the City to ensure that it follows the Environmental Reserve Lands Policy. Your property is identified as one that is adjacent to an Environmental Reserve (ER).

Background Information

- In 2019 the City conducted surveys on lakeshore properties to identify encroachments on the Environmental Reserve (ER) adjacent to the lakeshore.
- In 2020 the City held open houses to gather feedback from the public on how the City should address concerns with encroachments on the ER.
- In February 2023 the Environmental Reserve Lands Policy, 221-AD-22, was approved by City Council.
- In December 2023 the Public Spaces and Facilities Bylaw, 812-PL-23, was amended by City Council to include regulations specific to the use of Environmental Reserves.

As the property owner of land adjacent to an Environmental Reserve, you are required to either:

- 1) Ensure you obtain a License of Occupation for any development or use of the Environmental Reserve land.

OR

- 2) Ensure you do not have any encroachments onto Environmental Reserve land by removing any structures, landscaping, or other developments.

Requirements for a License of Occupation

A License of Occupation may be issued for the following types of development:

- Portable docks or mooring structures
- Boat lifts
- Fire pits
- Patios
- Portable sheds
- Existing uses, landscaping, and structures, at the discretion of the City.



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Should you be interested in obtaining a License of Occupation you must:

- Submit a complete application form
- Pay a fee of \$500 for a 3-year term
- Provide insurance coverage in the amount of two million dollars (\$2,000,000), listing the City of Cold Lake as an additional insured party.

Consequences for Encroachments Without Licenses

A License of Occupation is required for all encroachments of the Environmental Reserve. Failure to obtain a License of Occupation or to remove encroachments may result in the issuance of penalty fines and / or the removal of the encroachment at the property owner's expense.

The table below lists the potential penalty fines for unauthorized use of Environmental Reserve Land:

Public Spaces and Facilities Bylaw No. 812-PL-23 : Schedule "A" Penalty Fines		
Section Number	Description	Fine Amount
9.7	Landscape ER	\$250
9.8	Unlawfully Use ER	\$250
9.9	Change Natural State of ER	\$250

All property owners with lakeshore development on the Environmental Reserve lands must apply for a License of Occupation by **April 30, 2025**, to continue use of the land without disruption.

For more information, please visit the following information found on the City of Cold Lake Website.

- (INSERT POTENTIAL LINK TO ENVIRONMENTAL RESERVE WEBSITE)
- Parks and Public Facilities Bylaw: [812-PL-23-Parks-and-Public-Facilities-Bylaw.pdf](#)
- Environmental Reserve Lands Policy: [221-AD-22-Environmental-Reserve-Lands-Policy.pdf](#)

For your convenience, a copy of the license application has been attached to this letter. You may contact Lyndon Shea at the Planning and Development Department by email at Lshea@coldlake.com, by phone at 780.594.4494 extension 7981, or in person by attending Cold Lake City Hall at 5513 – 48 Ave if you have any questions or would like to submit your application.

Thank you for your timely attention to this matter.