

Environmental Reserve Encroachments Project

City of Cold Lake



Purpose



Encourage and maintain public access to all Environmental Reserve lands under the ownership of the City of Cold Lake;



Allow for private recreational use of Environmental Reserve lands as deemed appropriate by Council through a Licence of Occupation;



Enable informed decision-making by Council, administration and community;



Improve decision-making accountability and transparency;



Meet federal, provincial and local legislative regulatory requirements;



Ensure that risk, approved levels of service, and public interest are considered to inform decisions at all levels of decision making



Project Plan

- ▶ Notify property owners with Environmental Reserve encroachments of the requirement for licensing and insurance.
- ▶ Encourage landowners to obtain a License of Occupation for continued use of Environmental Reserve lands.
- ▶ Educate landowners on purpose of Environmental Reserve and why a license of occupation is required.
- ▶ Follow-up with property owners that do not apply for licenses with site-inspections.
- ▶ Conduct enforcement on outstanding Environmental Reserve encroachments without licenses.

Project Phasing



- ▶ Project phasing allows for:
 - ▶ **Localized Relevance:** Neighbourhood delineation ensures information is directly relevant to specific community needs and interests.
 - ▶ **Targeted Communication:** Helps in tailoring messages to address local issues and priorities for more effective outreach.
 - ▶ **Improved Engagement:** Facilitates a higher level of interaction and participation from residents, as they receive information pertinent to their immediate environment.
 - ▶ **Efficient Resource Allocation:** Allows for more strategic distribution of resources and services based on the unique requirements of each neighbourhood.
 - ▶ **Community-Centric Approach:** Builds trust and stronger connections within communities by providing relevant and timely information.

Project timeline

INITIATION

Create communications material to send to property owners with ER encroachments.

2025
February



EXECUTION

Send communications material to property owners.

2025
March



FOLLOW-UP

Issue licenses and follow-up with property owners that have not applied for a license.

2025
April/May



SITE INSPECTION

Conduct site inspections of properties with ER encroachments without licenses, leave door notices of ER license requirements.

2025
May/June



COMPLETION

Project is complete when all properties with ER encroachments have been licensed, or enforcement action has been initiated.

2026
July to September



Enforcement Timeline

March

- Send letters to property owners outlining requirements for License of Occupation

April

- Issue licenses to applicants
- Send follow-up notices to outstanding properties

May

- Conduct site inspections on non-compliant properties
- Issue fines for non-compliant properties

June

- Issue penalty fines for non-compliant properties

July/August

- Issue MGA orders and complete follow-up of non-compliant properties