

Information Letter

Horse Holding Dispositions Information Letter IL 2010-03

Lands Division
Land Management Branch

Purpose

Effective August 1, 2010, Alberta Sustainable Resource Development (SRD) implemented revised standards for administering and managing **private, non commercial horse holding dispositions** on public land.

The revised standards will continue to provide horse owners with suitable public land sites for the keep and care for their horses and will provide clear standards for use and management of the sites.

Current horse holding dispositions will be converted to five (5) year Miscellaneous Leases within two (2) years. Please refer to "Procedures".

In addition, all disposition holders will be subject to enhanced planning, reporting and standards, including:

- Development and Reclamation plans (see Appendix 1)
- Structure guidelines (see Appendix 2)
- Annual reporting (see Appendix 3)

To ensure impacts to public land and resources are not significantly impacted by horse holding dispositions, some locations for horse holding dispositions may be pre-selected by SRD.

Background

Over the years, Sustainable Resource Development's compliance inspection program has identified concerns regarding inappropriate use and management of horse holding dispositions.

It is important that horse holding dispositions be administered and managed fairly and consistently

from operator to operator. Further, it is important that impacts of horse holding dispositions on other valuable public land and resources in the immediate vicinity are managed appropriately.

Procedure

Miscellaneous Leases (MLL) will be issued to individuals and associations to provide them with suitable public land sites for their horses. **This procedure applies to private, non-commercial users only - it does not apply to commercial users.**

Disposition Guidelines

The following will guide the issuance of miscellaneous leases, including the conversion of existing horse holding permits:

- The maximum lease size is 10 acres.
- Existing permits less than 10 acres cannot be expanded in size.
- A maximum of one (1) horse/acre is allowed.
- Riding associations may request consideration for leases larger than 10 acres to accommodate membership requirements, to prevent the potential for inappropriate proliferation of individual leases and to plan for anticipated future growth.
- A development and reclamation plan must be submitted to a departmental officer for review and approval before an MLL will be issued. Plan requirements are included in the attached Appendix 1, "Development and Reclamation Plan, Guidelines for Completion".

- All structures are to be temporary, non-permanent in nature and no more than one-story. Structure guidelines are included in the attached, Appendix 2, "Structure Guidelines".
- An annual report of horse use must be submitted by no later than May 1. Annual report requirements are included in the attached, Appendix 3, "Annual Report".
- The lessee may not sublet nor assign the said lands and premises or any part thereof without the consent of the Minister in writing.
- All existing permits must be converted to 5-year term MLLs within two (2) years. Permits not converted in two years will be cancelled. Surveys will not be required for initial conversions, but surveys will be required for the first renewal of the MLL and for any subsequent changes in boundary locations. An Environmental Field Report (EFR) will not be required for existing permits converted to leases, but will be required for any new MLL applications.
- Applications and required information for new MLLs and for renewal of existing MLLs will be sent to Edmonton at:

Land Dispositions Branch
Sustainable Resource Development
5th fl Petroleum Plaza ST
9915 - 108 Street
Edmonton, AB
T5K 2G8

- A complete application includes the MLL application, development and reclamation plan and the EFR.
- MLLs that are cancelled or not renewed may be considered for reallocation on a competitive basis, as determined by the local office of Alberta Sustainable Resource Development.
- A security deposit of up to \$3,000.00 is required for any new MLL disposition and at first renewal of a converted MLL.

Authorities

Public Lands Act, Disposition and Fee Regulations

Contacts

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Industrial and Commercial Land Use
Land Management Branch, Lands Division
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Approved

Original signed by

Jeff Reynolds, Executive Director
Land Management Branch
Lands Division
Sustainable Resource Development

Appendix 1

Horse Holding Dispositions

Development and Reclamation Plan
Guidelines for Completion

A complete Development and Reclamation Plan includes the following items:

A. For Developments

- A written description of and proposed size (in feet) of equipment/tack shed, horse shelter and feed storage facility.
- A written plan on how the holder will contain their horses within the boundary of the lease
- A list of any other developments (i.e. water source) or equipment (i.e. horse trailer) required for horse holding area
- A sketch of lease with location of all developments. This can be hand drawn but must be to scale with reference features and have a north arrow.
- How the holder plans to control weeds on the disposition.

B. For Reclamation (in the event of abandonment or cancelation of the lease)

- A plan for removal of all improvements
- A plan to ensure the land is left in a weed-free, sustainable vegetated state. Where necessary, soil de-compaction may be required. Where re-seeding is anticipated, the seed mixture must be approved by the SRD Area office.
- A plan for clean up or removal of fences or corrals, manure, remaining feed supplies, watering equipment and any other items associated with the use of the disposition.

Appendix 2

Horse Holding Dispositions

Structure Guidelines

The following is a list of structures which can be built and used on Horse Holding Leases.

All structures are to be temporary, non-permanent in nature and no more than one-story in height.

The maximum number of structures that can be built on each lease is three. They may include:

Equipment/Tack Shed

- The maximum dimensions are 10' x 10' or equivalent (100 square feet or less)
- Maximum height is 12 feet
- Can have a heater to dry your tack
- Can have a table and chairs
- Cannot have any couches, loungers or beds
- Must be on skids

Horse Shelter

- The maximum dimensions are 20' x 20' or equivalent (400 square feet or less)
- Maximum height is 16 feet
- Must be on skids if it has a floor

Feed Storage Facility

- The maximum dimensions are 20' x 20' or equivalent (400 square feet or less)
- Maximum height is 20 feet
- Must be on skids if it has a floor

Development plans for all structures must be submitted to the local SRD Area office for review and approval prior to construction.

Appendix 3

Horse Holding Dispositions Annual Report

Date: _____ Disposition No. _____

Name: _____

Address: _____

Phone: _____

Report Period from: April 1, _____ to March 31, _____

Maximum Number of Horses on the Disposition: _____

Period of Use (dd/mm - dd/mm) _____

Summary of repairs/maintenance/improvements (structures, fencing, etc.)

Sole Owner(s) of Horses on the Disposition: Yes No

If no, please explain:

Signature of Disposition Holder

Appendix 4

Horse Holding Dispositions Questions and Answers

What is new with horse holding dispositions for private (non commercial) use?

- All existing 1 year permits (MLP) will be converted to 5 year miscellaneous leases (MLL).
- Maximum size is 10 acres.
- Lease size will be determined on the basis of 1 horse/acre to a maximum size of 10 acres. Some current lease/permits may be reduced in size to conform to the new standards.
- Leases cannot be assigned or sublet without the consent of the Minister in writing.
- Development and reclamation plans and annual reports are required.
- Security deposits will increase (up to \$3000.00 based on improvements on the lease).
- Conversions of existing horse holding permits (MLP) to Miscellaneous Leases (MLL) will require surveys no later than time of first renewal.
- Rental Rates will be set at \$200 per year.
- Existing horse holding permits converted to MLLs cannot be increased in size at time of lease renewal.

1. What is the purpose of the above changes?

- To ensure leases are used only for the purpose intended. Inspections over time have identified that permits have been used for purposes other than horse holding. The intent of these dispositions is to provide suitable public land areas for owners to keep and care for horses - they are not intended to be used for grazing, camping, or other activities not directly associated with the intended purpose.
- To provide consistency in the overall management and administration of sites allocated for horse holding.

2. Will horse holding dispositions still allowed on public land?

- Yes, subject to public land being available for these purposes.

3. How will conversions to the new 5 year miscellaneous leases occur?

- All existing permits will be cancelled on August 1, 2012. Prior to this date, existing permit holders wishing to continue to use public land for horse holding must convert their permit by submitting a "miscellaneous lease (MLL) application form" accompanied by a "development and reclamation plan".
- All existing permit holders will be reminded on January 1, 2012 of the August 1, 2012 conversion deadline.

- Surveys will not be immediately required for conversions, but surveys will be required no later than time of first renewal. This means that surveys are not required during the first 5-year term of the new MLL but will be required at the first renewal of the MLL.
- For new applications (not conversions), a legal survey will be required prior to approval of the MLL disposition.
- An Environmental Field Report (EFR) **will not** be required for conversion of existing permits to MLLs.
- An EFR **will** be required for new MLL applications.
- Completed applications for leases and renewals may be submitted to your local SRD Area office. Complete applications include:
 - For conversion from a permit to a lease: Miscellaneous Lease application, development and reclamation plan
 - For new applications: Miscellaneous Lease application, development and reclamation plan, Environmental Field Report.
- Prior to completing an application, horse owners are encouraged to discuss any site specific issues with a local Area staff..

4. How does the 10 acre maximum size apply to riding associations?

- Lease size for current riding associations will be determined based on the smaller of a 1 horse/acre maximum or the current lease/permit size. Some current riding associations may be reduced in size.
- Lease size to new riding associations will be determined based on 1 horse/acre to a maximum determined by the local SRD Area office.
- Riding associations may request consideration for leases larger than 10 acres to accommodate membership requirements, to prevent the potential for inappropriate proliferation of individual leases and to plan for anticipated future growth.

5. Will existing permits be reduced in size?

- Yes, some existing permits greater than 10 acres in size will be reduced. Removal of improvements and reclamation will be required on areas no longer included in the disposition.

Note: It is estimated that this standard will impact about 5 per cent (%) of existing permit holders.
- Existing holders of permits larger than 10 acres may have the option to apply for a grazing disposition (for which a grazing capacity will be set).

Note: An application for grazing disposition will follow the department's standard review process for determination of suitability as well as other current grazing standards. An allocation process may include a public tender/auction process to determine the successful applicant.

6. What will happen to existing oversized structures?

- Any existing oversized structures that do not conform to new size standards are allowed to remain at their current size. However, the structures cannot be enlarged or added to and no modifications or alterations can be made other
- than for regular maintenance. Structures other than those required for the care and keeping of horses (equipment/tack shed, shelter, feed storage facility) are not permitted.

7. When Leases are cancelled, how will they be re-allocated?

- They will be handled on a competitive basis as determined by the local SRD Area office.
- SRD will not pay compensation for improvements left on cancelled dispositions. In some cases improvements may be allowed to remain on the lease if they are in good condition and are usable by the next lease holder.

8. What happens to assets left on a cancelled lease?

- Lease holders have up to 30 days to remove their assets from a cancelled lease. After 30 days, any useable improvements may be used by the next leaseholder. Other improvements will be removed and reclaimed by SRD with cost recovery through use of security deposit. Where security deposits are insufficient, the department will take appropriate action to recover costs from the former permit holder.

9. Do these standards apply to commercial operators?

- No. The new standards apply to private, personal users only.

Appendix 5

Horse Holding Dispositions

Local Area Contact List
Lands Division

Area	Address	Phone
Prairies Area	211 Provincial Building 4920 – 51 Street Red Deer, AB T4N 6K8	403-340-5451
Southern Rockies Area	8600 Bearspaw Dam Road NW Calgary, AB T3L 1S4	403-297-8800
Clearwater Area	2 nd Floor Provincial Bldg. 4919 – 51 Street Rocky Mountain House, AB T4T 1B3	403-845-8272
Foothills Area	3 rd Floor, Government Centre 131 Civic Centre Road Hinton, AB T7V 2E6	780-865-8267
Woodlands Area	1 st Floor, Provincial Bldg. 5020 – 52 Avenue Whitecourt, AB T7S 1N2	780-778-7153
Smoky Area	2 nd Floor, Provincial Bldg. 10320 – 99 Street Grande Prairie, AB T8V 6J4	780-538-8080
Lesser Slave Lake Area	301 Birch Road, NE Slave Lake, AB T0G 2A2	780-849-7400
Peace Area	Room 115, Provincial Bldg. 9621 – 96 Avenue Peace River, AB T8S 1T4	780-624-6456
Upper Hay Area	2 nd Floor, Provincial Bldg. 10106 – 100 Avenue High Level, AB T0H 1Z0	780-841-0132
Lac La Biche Area	2 nd Floor, Provincial Bldg. 9503 – Beaverhill Road Lac La Biche, AB T0A 2C0	780-623-5240
Waterways Area	3 rd Floor, Provincial Bldg. 9915 Franklin Avenue Fort McMurray, AB T9H 2K4	780-743-7120