



*ALBERTA  
TOURISM  
RECREATIONAL  
LEASING  
PROCESS*



## **FORWARD**

The Alberta Tourism Recreational Leasing (ATRL) process is used to promptly and efficiently review tourism and recreational proposals. The ATRL process deals only with unsolicited tourism and recreational development proposals on public lands. Although the process is flexible enough to consider a wide range of proposals, applications to use public land for non-recreation and tourism activities will be handled through other departmental processes.

This January 1999 edition of the Alberta Tourism Recreational Leasing (ATRL) process updates the October 1995 ATRL document which was used to replace the Commercial Tourism and Recreation Leasing (CTRL) process.

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## 1. INTRODUCTION

The Alberta government recognizes that tourism and commercial recreation contribute significantly to the Alberta economy through job opportunities and small business activity. Tourism and commercial recreation activities have considerable potential to enhance economic growth. As part of its strategy for economic diversification, the Alberta government is committed to working in partnership with the private sector and local municipalities to stimulate growth. To this end, the Alberta government recognizes that it has a responsibility to facilitate further development of tourism and commercial recreation opportunities and that the use of public land for these opportunities can contribute to these goals.

The Commercial Tourism and Recreation Leasing (CTRL) process was established in 1989 by the Minister of Forestry, Lands and Wildlife and the Minister of Tourism. A major review of the process was conducted in 1994 and resulted in a new streamlined Alberta Tourism Recreational Leasing (ATRL) process which came into effect in October 1995. The ATRL process is designed to help proponents of tourism and commercial recreation facilities, requiring a long term lease, through the government review and approval process. Smaller scale developments may be reviewed through other leasing processes.

## 2. OBJECTIVES OF THE PROCESS

The ATRL process has three major objectives:

- 1) To ensure that tourism and commercial recreation applications for development on public land continue to be reviewed in a prompt and efficient manner.

Discussion: The provincial and municipal levels of government have legislated responsibilities that affect the development of public land. The local municipality has the authority under the *Municipal Government Act* to issue development permits. Alberta Environmental Protection (AEP) has authority under the *Public Lands Act* to issue a variety of dispositions including leases for commercial tourism and recreational activities. In keeping with the government's policy of integrated resource management, AEP consults with the appropriate public land management agency, other provincial government agencies and municipal authorities before lease applications are approved. Through this consultation, regulatory or environmental issues associated with the development can be identified. AEP will not issue a lease without the approval of the land manager or until all valid concerns are addressed to the government's satisfaction.

The ATRL process enables proponents to become actively involved in the review process. Proponents can work closely with government agencies and municipal authorities to address any problems or concerns that may arise at any time from the conceptual planning stage through to the detailed design stage.

- 2) To provide a comprehensive review whereby adequate, timely, and accurate information about tourism and commercial recreation lease applications is made available to assess whether or not to approve a lease.

Discussion: The information that is required to complete an ATRL application will, in most cases, be sufficient to enable a decision to be made on whether or not to issue a lease. In some cases, government review of a lease application may lead to a requirement for detailed studies on certain aspects of the proposed development that the proponent may be asked to provide.

- 3) To recognize the business, financial and environmental information requirements associated with long term tourism and commercial recreation opportunities on public land.

Discussion: The ATRL process enables the Crown to place a temporary hold on the land base required for the development while requested studies are prepared and conditions are being met. With this formal recognition of the application, the proponent is in a position to make decisions on further planning and financing of the project within the specified time frame for completing the ATRL process.

### 3. AGENCY ROLES

The roles of the primary contacts for proponents of tourism and commercial recreation projects to be reviewed within the ATRL process are:

- Land Manager  
(Land and Forest Service, Alberta Environmental Protection - Green Area), or  
(Public Land Services, Agriculture, Food and Rural Development - White Area)
  - is the main contact for the proponent;
  - coordinates the preapplication stage of the process;
  - is the key decision maker for approval of the land use.
- Land Administration Division, Alberta Environmental Protection
  - coordinates the referral of the completed application and other information to the referral agencies;
  - responsible for all administrative aspects of the process;
  - issues key correspondence from the department to the proponent;
  - issues the decision from the department.

- Alberta Economic Development
  - provides support and information to the proponent, land manager and Land Administration Division throughout the ATRL process;
  - the following contact can be consulted:

Tourism Development Agency  
Industry Development Division  
Alberta Economic Development  
6th Floor, Commerce Place  
10155 - 102 Street  
Edmonton, Alberta T5J 4L6  
Telephone: (780) 422-1362 Fax: (780) 427-0778

Proponents are also encouraged to work with the local municipality and various government staff in both Edmonton and the appropriate region/district to address any concerns or problems that are identified during the review of the application.

#### 4. THE PROCESS

The ATRL process is designed to handle unsolicited tourism and commercial recreation development proposals on public land on a "first come - first served" basis. Generally, these are private sector developments that offer tourism and commercial recreation opportunities to the public and which may involve any of the following:

- the requirement for long term tenure,
- the placement of permanent structures,
- in the opinion of the department, the need for public review, or
- integration with existing land uses.

The process has three sequential stages outlined below (see Figure 1).

#### **STAGE 1: PREPARATION, SUBMISSION AND REVIEW OF APPLICATION**

##### **Initiating the Preapplication Meeting:**

Prior to submitting an application, the proponent must participate in a preapplication meeting. This will be initiated by the proponent forwarding a brief written submission outlining the proposal to the land manager and requesting a preapplication meeting. The submission package should:

- outline the purpose of the development,

- identify the required land base,
- identify infrastructure and access requirements, and
- include a concept sketch showing the lands and approximate location of all existing and proposed facilities (see Appendix A, Figure 2).

During preparation of the submission package, the proponent should consult the following:

- field staff of the public land management agency (either the Land and Forest Service of Environmental Protection (Green Area) or Public Land Services of Agriculture, Food and Rural Development (White Area)), and
- the local municipality.

These agencies can provide basic information about the availability of land and consistencies with provincial and municipal plans and policies.

**Preapplication Meeting:**

The preapplication meeting is intended to allow the proponent to discuss the proposal in more detail. At the same time, provincial and municipal representatives can identify any concerns or issues. The proponent is also provided with additional information on the process. (See Appendix A for meeting roles and topics for discussion.)

The meeting is coordinated by the land manager who is responsible to inform and involve the local municipality, Economic Development, and those resource management and other reviewing agencies (eg: Natural Resources Service, Alberta Environmental Protection, Alberta Energy, etc.) that the land manager considers appropriate.

These agencies will provide basic information regarding:

1. the availability for development of the public lands identified;
2. consistency with provincial land use plans and resource policies;
3. consistency with municipal policies and statutory plans;
4. sources of business and economic information;
5. the anticipated public disclosure of the concept;
6. direction on how to proceed by the land manager; and
7. the best available base mapping for the area.

If the land is already disposed, the proponent will be advised that the land is unavailable unless the proponent is able to negotiate and submit a consent to withdrawal agreement with the existing disposition holder. The land manager may request the disposition holder to attend a part of the meeting to discuss issues relevant to his interests.

If the proposed development concept is inconsistent with land use and resource policy, the proponent will be so advised. Steps may be taken to place a temporary hold (Consultative Notation CNT) on the land base until issues (eg: zoning) are resolved. Upon request, the proponent will also be advised of other options that may allow him to address concerns expressed by the agencies reviewing the proposal (eg. re-design, site location criteria, adjust project scale).

Also, if at the preapplication meeting significant governmental policy concerns are identified as affecting the project, the proponent will be advised about the Preliminary Disclosure<sup>1</sup> process. Aspects, such as the location, nature and scale of the development, as well as known public issues or concerns, may be used to determine if the Preliminary Disclosure process should be considered.

By the end of the preapplication meeting, the proponent will have learned what issues or resource management concerns may affect the proposed project. A decision can then be made by the proponent whether or not to proceed with the application.

If the proponent decides to proceed in the ATRL process, 60 days will be allowed from the date of the preapplication meeting in which to submit the completed application. The land manager will advise Land Administration Division to either place a temporary hold or extend any existing hold (CNT) on the lands.

**Application Submission:**

The completed application package consists of a covering letter, a completed lease application form (LS1), a non-refundable application fee, consent of any existing disposition holder (if required), and 12 copies of a detailed information package (DIP).

An outline to be used in the preparation of the detailed information package is provided in Appendix B. Development concepts vary according to purpose(s), location, technical design, development scale and other factors. As a result, information requirements will vary from case to case. The sample outline provides proponents with an appreciation of the most fundamental information needs for subsequent reviews. Therefore, proponents should note that this basic outline should be augmented with the additional information requirements that have been identified during the initial consultation and preapplication meeting.

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<sup>1</sup>The Preliminary Disclosure process will allow the proponent (1) to introduce and outline a project to the regulatory agencies, thereby identifying the most serious concerns that will have to be addressed subsequently, (2) to gain a (Cabinet) "decision in principle," and (3) to help minimize costs for the proponent in cases where the proposal is rejected.



Proponents may submit completed lease applications to the appropriate land manager or to the Land Administration Division. Applications received by the land manager will be forwarded to the Land Administration Division. Applications to Land Administration Division should be forwarded to:

Head, Land Services Branch  
Land Administration Division  
Land and Forest Service  
Alberta Environmental Protection  
Third Floor, South Tower, Petroleum Plaza  
9915 - 108 Street, Edmonton, Alberta T5K 2G8  
(780) 427-3570 Fax: (780) 427-1185

The Land Administration Division will determine if the application package is complete. If complete, it will be registered, given a file number and entered into the department's records. The Land Administration Division will also extend or place a Consultative Notation (CNT) on the lands in the provincial crown land records. This CNT holds the land with respect to the review of the ATRL application only. An acknowledgement letter will be sent to the proponent.

Incomplete submissions will not be registered, given a file number or entered into the department's records and will be returned with a notice of deficiency allowing 30 days to resubmit. No competing applications for these lands will be accepted during this time. Once the deficiencies have been satisfied, the application resubmitted and accepted as complete, it will be registered.

Land Administration Division will coordinate, on behalf of the land manager, a referral of the detailed information package to the local municipality and the following provincial agencies:

Agriculture, Food and Rural Development (Public Land Services)  
Community Development (Historic Sites Services)  
Economic Development (Tourism Development Agency)  
Energy (Mineral Agreements)  
Energy and Utilities Board (Operations Department)  
Environmental Protection (Natural Resources Service, Land and Forest Service)  
Transportation and Utilities (District Operations Manager)

The detailed information package and the results of the public disclosure (see below) form the basis for the review of applications. Each reviewing agency and municipal authority in the referral is required to provide a formal memorandum/letter to the Land Administration Division identifying:

- if the proposed development is consistent with that organization's enabling legislation or policy,
- any regulatory responsibilities that the proponent will be subject to, and
- any outstanding deficiencies and conditions that the proponent must address before approval is given for a lease.

### **Public Disclosure Requirements:**

Public involvement is a principle of the Alberta government. Application of this principle within the ATRL process ensures that the public has an early opportunity to be aware of and comment on applications that may affect them.

The acknowledgement letter from Land Administration Division will advise proponents of their responsibility to publicly disclose their project. The proponent will be required to place a prominently displayed notice in the local newspaper(s) for a period of two consecutive weeks, unless such a notice duplicates other public involvement processes to which the application may be subject (eg: requirement for public advertising of a proposed land use bylaw amendment or rezoning). This disclosure must be done within 45 days of the date of the acknowledgement letter. Details of public involvement and required format for advertisement are outlined in Appendix C.

At the end of the advertisement period, the Land Administration Division will forward copies of all responses received to all agencies reviewing the application. The reviewing agencies will consider the public input when they respond to the Land Administration Division. Reviewing agencies are expected to complete their review within 15 working days of receiving the collection of public comments and provide comments to the Land Administration Division. In some instances, the land manager may advise the proponent that further public involvement is required before the decision can be made to proceed to a Letter of Intent. Where possible, the public involvement requirements of the other agencies will be coordinated with those of the ATRL process.

### **Decision on Application:**

Upon receipt of all responses from the reviewing agencies the Land Administration Division will forward copies to the land manager for review and consideration in the decision to approve or reject the application. The land manager is responsible to resolve any conflicting recommendations from referral agencies. The proponent may be involved as appropriate. Disputes involving provincial agencies will be handled through the department's internal appeal process.

If the application is rejected, the Land Administration Division will advise the proponent in writing, explaining the reasons for the decision.

## **STAGE 2: LETTER OF INTENT**

If all referral agencies have indicated that their regulatory or policy requirements will be met and approval would be certain after all deficiencies are satisfied and upon recommendation of the land manager, a "Letter of Intent" will be prepared by the Land Administration Division. The draft Letter of Intent will be sent to the land manager for approval and to Economic Development for comments, to be supplied within two working days. The Letter of Intent will:

- indicate that a lease will be granted by the department upon the proponent's resolution of all identified deficiencies and fulfilment of any municipal requirements. Terms and conditions are included in the Letter of Intent.
- indicate that it does not constitute final approval nor does it convey any rights to enter upon or occupy the lands.
- indicate that the land base will be held, through a CNT, for the development for a period of up to six months. A proponent may request an extension of this period. This request will be reviewed by Land Administration Division in consultation with the land manager and Economic Development. In order to gain an extension, the proponent must demonstrate due diligence in addressing the terms and conditions of the Letter of Intent.
- indicate that a land-holding deposit is required and that it will be applied against the rental or other costs of any lease that is issued. If the proponent fails to meet the conditions or withdraws the application during this stage, the deposit will be forfeited. In the event that the proponent cannot adequately address the terms and conditions of the Letter of Intent, due to circumstances beyond his/her control (eg: refusal of municipal development approvals), the deposit will be refunded.
- identify the amount of security deposit required for reclamation.

One of the purposes of issuing a Letter of Intent is to aid proponents to further plan the project and seek financing for development. The proponent must address the terms and conditions identified in the Letter of Intent and receive approval from the department/agency that placed the condition. Appropriate documentation (eg: development permit or agreement), demonstrating that the conditions have been met, must be forwarded to the Land Administration Division by the proponent.

If, during the CNT period, any portion of the land is requested for another purpose (e.g. power line, wellsite, road), the government may work with the initial development proponent and the other proponent to reach a mutual agreement on shared land use.

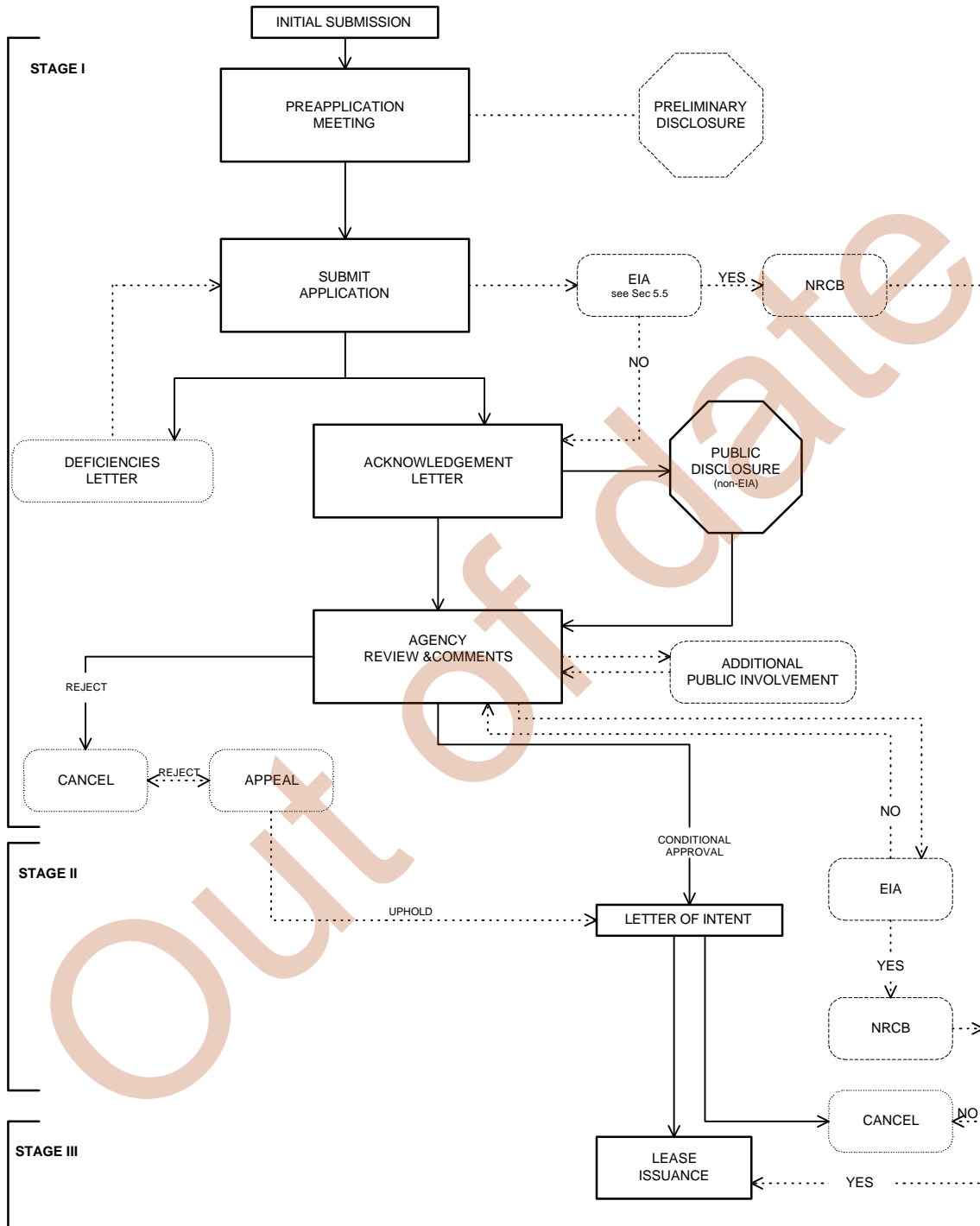
### **STAGE 3: LEASE ISSUANCE**

Land Administration Division will issue a lease when all the terms and conditions of the Letter of Intent have been satisfied. The lease will contain specific development and operating conditions. In the event that the terms and conditions of the Letter of Intent have not been met within the specified time period, Land Administration Division will cancel the application and the priority given for the land base (CNT).

Out of date

Figure 1

### ATRL PROCESS - FLOWCHART



## 5. OTHER CONSIDERATIONS

- 5.1 MULTIPLE APPLICATIONS** - In some instances more than one proponent may express an interest in the same land base. Determination of which application is first will be based on the date of the formal preapplication meeting with the land manager. Should a second proponent apply for the same land base while an earlier proposal is proceeding through the ATRL stages, the second proponent will be advised that his application cannot be processed until a final decision on the earlier application is made. If the earlier application leads to the issuance of a lease, then the second application is cancelled. In the event that the initial application is rejected, or should the proponent fail to comply with any of the requirements set out and is cancelled, the second proponent will be considered.
- 5.2 OTHER ENVIRONMENTAL PROTECTION APPROVALS** - Some tourism and commercial recreation development projects may require approval under the Environmental Protection and Enhancement Act (EPEA) or the Water Act (WA). This requirement will be determined at Stage I of the ATRL process. The Land Administration Division will consult with the Municipal Water and Wastewater Branch for any approval required under EPEA for matters related to sewage, wastewater and potable water, and to the Water Management Division for any approval required under the WA in respect of the use and diversion of water, water well drilling, piers and docks, etc.. The decision by that agency will be based on information from the initial consultation and the detailed information package.
- 5.3 ATRL IN KANANASKIS COUNTRY**- In 1977, the provincial government established Kananaskis Country. Subsequently, it was designated as Improvement District #5 and a special management structure, the Kananaskis Country Interdepartmental Committee (K.C.I.C.), was established to plan and control development. Proposals within Kananaskis Country must be reviewed from a policy perspective at the K.C.I.C. prior to review through the ATRL process. The Land Administration Division will not give standing to any application within Kananaskis Country that does not clearly indicate that the K.C.I.C. has been consulted and that all of their policy level concerns have been addressed in the detailed information package.
- 5.4 MD 99 - DEVELOPMENT NODES** - The David Thompson Corridor Local Integrated Resource Plan was approved in April, 1992. It designated five development nodes for which the Municipal District of Clearwater #99 has subsequently been given development control. Development will be directed to the nodes along Highway 11, the David Thompson Highway. A vision statement, outline plan, and land use district have been developed and incorporated into the MD's Land Use Bylaw for the Saunders/Alexo, Shunda/Goldeye, Bighorn Canyon and Whitegoat Lakes development nodes.

A “One-window” process is used to amalgamate the ATRL process and the municipal development approval process. MD #99 will now receive and coordinate tourism and commercial recreation lease applications in partnership with the land manager, through the MD’s Development Officer in Rocky Mountain House (Box 550, Rocky Mountain House, Alberta, T0M 1T0, Phone: (403) 845-4444).

**5.5 ENVIRONMENTAL ASSESSMENT** - Major, four season, commercial recreation facilities will require the preparation of an Environmental Impact Assessment (EIA) report if they are on the mandatory activities list as defined within the Environmental Assessment (Mandatory and Exempted Activities) Regulation of the Environmental Protection and Enhancement Act. As well, at the discretion of the land manager, projects that may create the potential for significant adverse affects on the environment will be referred for further consideration.

## **6. APPEALS**

### **1) ATRL Appeal Committee**

A formal appeal mechanism has been established for the ATRL process.

This committee is appointed by the Assistant Deputy Minister of the Land and Forest Service, Alberta Environmental Protection. It is comprised of senior staff of the departments of Alberta Environmental Protection, Economic Development, and Agriculture, Food and Rural Development who were not involved in the original decision on the application. All decisions of the Committee are final. The appeal process is advisory to the Minister of Environmental Protection and does not have legal standing as a judicial or quasi-judicial process.

Only the decision to reject an application and not issue a Letter of Intent may be appealed. The following limitations apply:

- In many cases, an ATRL application may be restricted by or require regulatory or policy approvals from Environmental Protection and other government or municipal agencies, such as:
  - a permit may be required under the provincial Water Act,
  - lands under candidate site status, Alberta’s Special Places Program,
  - a development permit or land use bylaw amendment may be required by a municipality to satisfy the Municipal Government Act, or
  - an amendment may be required to an approved Integrated Resource Plan, Regional Integrated Decision, or other government approved policy.

An application that is rejected on the basis of the above, cannot be forwarded for appeal through the ATRL Appeal Committee, as each form of approval either has its own appeal mechanism or it is not subject to appeal. Proponents who are required to obtain these various regulatory or policy-level approvals are encouraged to use the appeals systems available under these processes.

- Conditions of a Letter of Intent dealing with administration costs, security deposits required for reclamation, or time lines to satisfy the conditions of the Letter of Intent cannot be forwarded for appeal through the ATRL Appeal Committee.
- Conditions of an Approval cannot normally be appealed. However, the ADM, Land and Forest Service, may judge a condition eligible for appeal if (i) it is substantive, affecting the viability of the project proceeding, and (ii) it is demonstrated that resolution between the proponent and the land manager is not possible. The proponent should discuss and resolve any disputes with the land manager early in the process, prior to issuance of the Letter of Intent or lease. The ATRL process encourages the proponent to work with the land manager and other review agencies to resolve issues and identify applicable conditions.

Proponents must submit their written appeals, with supporting information, within 30 days of the letter of cancellation to the Assistant Deputy Minister, Land and Forest Service, (10<sup>th</sup> Floor, South Tower, Petroleum Plaza, 9915-108 Street, Edmonton, Alberta. T5K 2G8. Tel: (780) 427-3542).

If the appeal is granted standing, the Assistant Deputy Minister will refer the matter to the ATRL Appeal Committee and a meeting will be held. The proponent or his representative may present the appeal arguments either in writing or in person at this meeting. The local municipality may be invited to attend if the issue involves them. The committee will also consider relevant regional input from departmental staff. The decision regarding the appeal will be conveyed to the proponent by the Director, Land Administration Division and is final.

## 2) **Review of Issues/Concerns Not Handled by the ATRL Appeal Committee**

In order to maximize the efficiency of the ATRL Appeal Committee, other concerns that a proponent may have regarding administration of the ATRL process can be brought to the attention of the Director of the Land Administration Division (AEP), such as the following:

- concerns over time lines to complete conditions or requests for extensions of a Letter of Intent.
- conditions of an approval issued pursuant to the Public Lands Act.



## APPENDIX A

### ALBERTA TOURISM RECREATIONAL LEASING PROCESS PREAPPLICATION MEETING CHECKLIST

#### 1. PURPOSE OF MEETING:

(Land Manager)

- **Provide Introductions**
- **Outline the Purpose of the Meeting**
- **Provide Overview of ATRL Process**

#### 2. PROJECT CHECKLIST:

(Proponent's Responsibility)

- **Purpose and Objectives**
  - *outline the Primary Purpose of the proposed development, and all facilities and services to be provided*
  - *indicate the type and term of land tenure needed*
  - *legal description*
  - *indicate infrastructure requirements such as utilities and access*
  - *indicate season(s) of operation*

#### 3. POSSIBLE CONTACTS FOR INFORMATION:

(Government Representatives)

**Note:** The relevant contacts regarding specific issues or concerns will be identified at the preapplication meeting.

- **Land Manager (LFS-Green, AFRD-White)**
  - *Government Policy Check*
    - *IRP Zoning*
    - *Eastern Slopes Policy*
  - *Amendment Process (if required)*
  - *Land Status Review*
  - *Provide Public Land Standing*
  - *Dispositions (Explain Implications)*
- **Alberta Environmental Protection**
  - *Environmental Services (Municipal Water & Wastewater Branch)*
  - *Natural Resources Service (Fish & Wildlife)*
  - *Natural Resources Service (Parks)*
  - *Natural Resources Service (Water Management)*

- **Alberta Energy and Utilities Board**
- **Alberta Community Development**
  - *Cultural Facilities & Historic Resources Division*
- **Alberta Economic Development**
  - *Industry Development*
- **Alberta Energy**
  - *Mineral Operations Division*
- **Alberta Transportation & Utilities**
- **Municipality (including any immediately adjacent municipalities which may be affected)**
  - *Land Use Policies (eg: Municipal Development Plan and Land Use Bylaws)*
  - *Development Approval Requirements*
  - *Amendment Process (if required)*

**4. DETAILED INFORMATION PACKAGE REQUIREMENTS:**

(Economic Development or Land Manager)

- **Detailed Information Requirements**
  - *results of preapplication meeting*
  - *physical characteristics*
  - *basic business information*
  - *policy & regulatory context*
  - *environmental considerations*
  - *economic and social information*

**5. MEETING SUMMARY:**

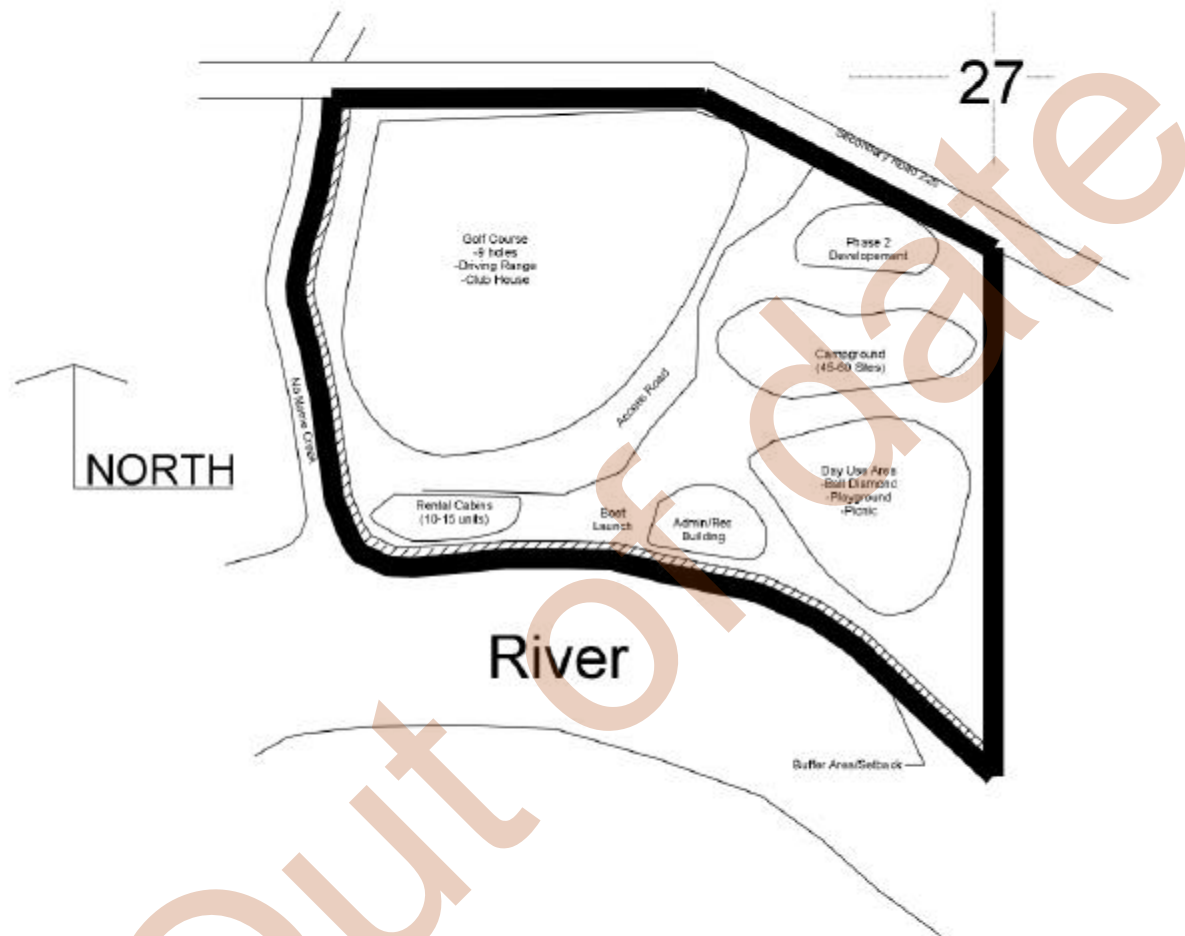
(Economic Development or Land Manager)

- **Availability of Public Lands (eg: vacant, FMAs, grazing leases, Special Places, etc.)**
- **Provincial Land Use and Resource Policies**
- **Municipal Land Use Policies and Development Approval Requirements**
- **Other**

**6. FUTURE ACTIONS:**

(Land Manager)

- **Issue Summary Notes of Meeting**



Concept Sketch - Randi's Four Season Resort  
 SW 27 - 19 - 23 - W4 (approx. 31 ha)

Figure 2 - Proposed Facilities Sketch

## APPENDIX B

### OUTLINE FOR THE DETAILED INFORMATION PACKAGE (DIP)

The Detailed Information Package is prepared and submitted by the proponent. Basic information requirements are presented below. Any other information requirements that were identified at the preapplication meeting should also be addressed.

The outline indicates government agencies which may be potential information sources on the topic areas. The proponent may wish to contact these agencies, in addition to gathering relevant information from other sources as identified by the proponent.

#### I. PRE-SUBMISSION CONSULTATIONS

Proponents must demonstrate that they have consulted with local staff of the land management agency (Land and Forest Service of Environmental Protection if Green Area; Public Land Services of Agriculture, Food and Rural Development if White Area), Alberta Economic Development and the local municipality.

#### II. PHYSICAL CHARACTERISTICS

##### A. Purpose of Development

- briefly outline the purpose of the development, season(s) of operation, and the size, scope and phases of development. Identify all services and facilities to be provided.
- identify the type and term of lease sought from the Alberta government.

##### B. Legal Site Description

- provide a legal description of the lands required for the development concept.
- illustrate legal description and any major infrastructural support such as the location of existing and new roads (1:10,000 or larger).

Potential Information Source:  
Technical Service Branch  
Land Administration Division  
Environmental Protection

### C. Site Improvements

#### Site Design:

- outline all site improvements.
- indicate how much of the proposed lease area will be used for site improvements.
- illustrate site design on a large-scale map (1:10,000 or larger). The map should clearly show contours, legal land survey grid and all improvements, site and vegetation disturbances and any environmental considerations such as stream buffers (see sample p22).

#### Utilities:

- indicate all other infrastructural requirements such as sewer, water, power, drainage, telephone and natural gas.

#### Potential Information Source:

Utility Company  
Municipality

#### Transportation:

- indicate what existing or proposed access to the site is required.

#### Potential Information Source:

Alberta Transportation & Utilities  
Municipality  
Legal Holder of Road

### D. Adjacent Land Requirements

- indicate any activities or uses proposed for adjacent lands not within the proposed lease area.

## III. BASIC BUSINESS INFORMATION

### A. Market

- what product(s) will your business be selling?
- identify target markets (size, location).

- identify existing and proposed competition of which you are aware.
- briefly describe your marketing plan and promotional strategy.

Potential Information Source:  
Economic Development

**B. Costs**

- provide an estimate of capital development and operating costs.
- identify start-up operating capital requirements.
- describe any strategy you might have for staging the development over a period of years.

Potential Information Source:  
Economic Development

**C. Financing**

- identify anticipated debt-equity contributions.
- identify sources of funding.
- identify eligible grant funding programs, if applicable.

Potential Information Source:  
Economic Development

**D. Experience**

- identify experience relevant to the development and operation of the proposed facility.

**IV. POLICY AND REGULATORY CONTEXT**

**A. Alberta Government Requirements**

- briefly review the development concept for consistency with land and resource use policies and regulations.

Potential Information Source:  
Environmental Protection  
Agriculture, Food & Rural Development  
Economic Development

## B. Municipal Requirements

- review whether the proposed development conforms with municipal land use zoning, development standards and other related guidelines outlined in statutory planning documents.
- indicate whether the development will require an amendment to a land use bylaw, area structure plan or municipal development plan.
- indicate potential impact of the development on existing/required municipal services or infrastructure (eg: roads, water, sewage treatment, and drainage works) in consultation with local authorities.
- indicate potential conflicts between the proposed development and adjacent private land uses and suggest what mitigative measures may be required.

Potential Information Source:  
Municipalities

## V. ENVIRONMENTAL CONSIDERATIONS

### A. Environmental Information

- provide a description of topography, fish and wildlife habitat, vegetation, surface drainage, water features, etc. (biophysical inventory) for the site.
- indicate any impacts of the development on the above.

### B. Integration of Existing Land Uses

- indicate any impacts of the development on existing public use of the area (eg: recreation).
- indicate how land and resource conflicts (other surface or subsurface resources, eg: timber, sand and gravel, mineral development) will be mitigated.

Potential Information Source:  
Environmental Protection  
Agriculture, Food & Rural Development

### C. End Land Use

- Financial Security - a security deposit will be required to be held for reclamation purposes when a lease is issued. Provide a summary of the estimated costs of reclamation. Describe any permanent structures/improvements to remain.

- Reclamation - discuss the reclamation methods to be employed should the proposed development cease to operate and/or the lease cancelled. Discuss the conceptual end land use plan, that is, how the land will look after reclamation. Typically, the site should be returned to an equivalent land capability such as to support uses similar to what existed prior to disturbance.

Potential Information Source:

Land Manager (Land and Forest Service  
Agriculture, Food & Rural Development)

## **VI. ECONOMIC AND SOCIAL INFORMATION**

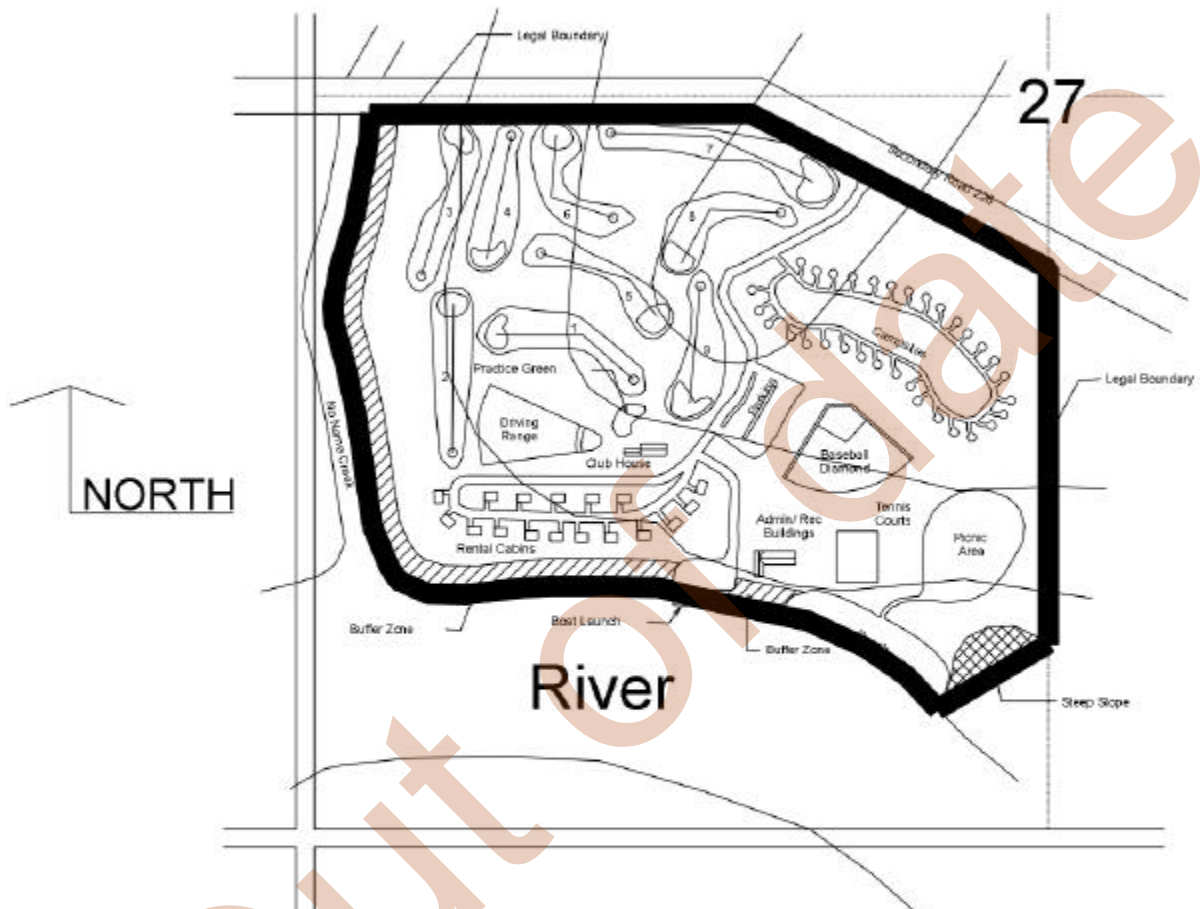
### **A. Economic and Social Benefits**

- estimate employment that will be created during both the development and operational phases of the project.
- outline any significant social impacts (both positive and negative) that are likely to arise as a result of the project.

Potential Information Source:

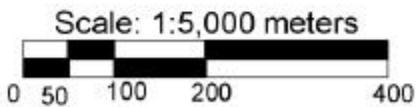
Economic Development





Site Plan

### Randi's Four Season Resort



Legal Description  
 SW27 - 19 - 23 - W4  
 (30.1 Hectares)

Figure 3 - Site Development Plan

## APPENDIX C

### PUBLIC INVOLVEMENT REQUIREMENTS for ALBERTA TOURISM RECREATIONAL LEASING PROPOSALS

#### A. NEWSPAPER ADVERTISEMENT:

Although proponents may publicly disclose their project at any time, there are advantages for proponents to wait until their lease application form and detailed information package have been accepted. At this time, the public land base that is sought will be protected for the project. This protection will be accomplished by the Land Administration Division placing a Consultative Notation (CNT) in the division's name on the government land status records. At this time, the proponent will be notified by the Land Administration Division of the requirements for public disclosure.

For public disclosure, the proponent shall place a notice in the newspaper or newspapers circulating in the area in which the land is located once a week for a two-week period. This notice shall be a minimum of six column inches, prominently displayed and clearly identify:

- the name and mailing address of the proponent,
- the geographic location of the application,
- the nature of the proposed development, and
- where additional information may be viewed.

With respect to the latter, this site should be a location close to the area of the proposed development (eg: local library or municipal government office). The proponent shall provide proof (eg: photocopy of notice showing name and date of paper) to the Land Administration Division that the notice has been placed.

The notice shall also invite interested parties to provide their written comments regarding land and resource management issues, within 21 days of the advertisement's first insertion and 14 days of the second, to the proponent and to the

Land Administration Division  
Land and Forest Service  
Alberta Environmental Protection  
Third Floor, South Tower, Petroleum Plaza  
9915 - 108 Street  
EDMONTON, Alberta, T5K 2G8

## **B. ADDITIONAL PUBLIC INVOLVEMENT**

A decision on whether further public involvement will be required will be made by the land manager in consultation with Land Administration Division and Alberta Economic Development. Any additional public involvement will normally be the responsibility of the proponent. This may be in the form of a public open house hosted by the proponent, individual meetings between the proponent and concerned individuals, or other forms as deemed appropriate.

Additional public involvement must have interdepartmental support and be justified on the basis of the following criteria:

- where a significant natural resource management issue is at stake, and
- significant public concern over resource management issues.

Additional public involvement will not be required where it will duplicate other public involvement requirements (eg: municipal bylaw amendment process).

Sample advertisement:

## NOTICE

### APPLICATION TO LEASE PUBLIC LAND

The Alphabeta Co. Ltd. has applied to lease xx acres of public land located near (locality, lake, etc.) in (eg: SE-24-T32-R16-W4M) in the (name of municipality) for the purpose of developing a (size and type of development eg: golf course, 200-unit four season resort or wilderness lodge).

Additional information may be viewed at (location).

Interested individuals are invited to express their views and comments on land or resource management issues relating to this application.

Written comments should be sent to the proponent at (address eg:

Alphabeta Co. Ltd.  
32 Somewhere Street  
ANYWHERE, Alberta, Txx xxx)

#### AND TO THE

Land Administration Division  
Land and Forest Service  
Alberta Environmental Protection  
Third Floor, South Tower, Petroleum Plaza  
9915 - 108 Street  
EDMONTON, Alberta, T5K 2G8  
FAX: (780) 427-1185

Comments will be accepted until (month/day/year - date will be 21 days from first appearance, 14 days from second).