

Policy #:	PD 004	POLICY TITLE:	LAND MANAGEMENT
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APPROVAL DATE AND MOTION:	July 2001 (06-07-01)	CROSS-REFERENCE:	PD 020 – Licensing of Municipal Road Allowances
RESPONSIBILITY:	Administration	APPENDICES:	Land Management Program
APPROVER:	Council	EFFECTIVE DATE:	
REVISION DATE(S)/ MOTION #	July 27, 2021 (2021-07-12); August 2001 (11-08-01); September 2001 (07-09-01); February 2004 (24-002-04); September 2004 (75-09-04); November 2004 (62-11-04); December 2004 (07-12-04); May 2019 (2019-05-23); July 2021 (2021-07-12); December 2022 (2022-12-38)	NEXT REVIEW DATE:	December 2025

1. DEFINITIONS

- 1.a. **CAO** means the person appointed as Chief Administrative Officer of the County of Vermilion River from time to time or his/her designate
- 1.b. **Council** means the whole of the elected officials for the County of Vermilion River in the Province of Alberta
- 1.c. **County** means the County of Vermilion River (the “County”)

- 1.d. **Grazing/Agricultural Lease** means larger parcels of land that are traditionally used for growing crops and/or used as pasture for livestock
- 1.e. **Miscellaneous Lease** means smaller parcels of land that are traditionally used for other purposes other than grazing and/or cropping (i.e., personal use, recreational use, etc.)
- 1.f. **Property Lease** means the lease of County-owned land upon which a facility, normally owned and operated by a non-profit society/organization is situated
- 1.g. **Lessee** means a person to whom a lease is granted by the County
- 1.h. **MGA** means the *Municipal Government Act* including amendments made thereto
- 1.i. **Ratepayer(s)** means taxpaying residents of the County of Vermilion River
- 1.j. **Special Purpose Land(s)** means lands selected for the purpose of current or future facility or infrastructure planning of the County of Vermilion River
- 1.k. **Specific Land(s)** means County of Vermilion River owned lands identified by Council for leasing or rental purposes

2. POLICY STATEMENT

To manage lands through various mechanisms thereby providing the best long-term benefits to the residents of the County of Vermilion River

3. OBJECTIVE

The County acknowledges that the greatest advantage to its Ratepayers is accomplished by:

- 3.a. Maintaining ownership of lands that have:
 - 3.a.i. The potential for significant future value;
 - 3.a.ii. Environmental or access issues associated with them; or
 - 3.a.iii. A Special Purpose that is to be respected
- 3.b. Returning small, fractured parcels, in "as is" conditions, to adjacent parcels to provide for the management of the lands;
- 3.c. Charging a lease fee for the use of various lands;

- 3.d. Collecting fees and negotiating agreements and renewals with companies and entities that require access to County lands for seismic, survey, well lease or other activities; and
- 3.e. Selling lands that are evaluated to carry their present value in the future and can generate significant revenue from their disposal
- 3.f. All of the above objectives flow through the *Land Management Program*

4. BACKGROUND

It is the County's belief that the Ratepayers should benefit from the revenues derived from Specific Lands.

Public Lands have historically been obtained through:

- 4.a. Tax recovery purposes under the *Municipal Government Act* Section 428.2;
- 4.b. Purchase(s), when exercising natural person powers under the *Municipal Government Act* Section 6;
- 4.c. Acquisition under the subdivision process for an environmental reserve, municipal reserve or municipal school reserve under the *Municipal Government Act* Part 17 Division 8;
- 4.d. Allocations from the Province of Alberta; and
- 4.e. Donations from residents or private groups

The types of lands that the County of Vermilion River have historically managed are:

- 4.f. Leased Lands;
- 4.g. Reserve Lands;
- 4.h. Purchased Lands; and
- 4.i. Other Special Purpose Lands

5. GUIDING PRINCIPLES

5.a. **Inventory**

5.a.i. The management of County-Owned lands is facilitated through an inventory of lands which is compiled and updated annually prior to December 1. This inventory list indicates the following:

- 1. Legal land description and location;
- 2. Assessed value of the lands and total acres;

3. Structural improvements;
4. Type of land and present use;
5. Any agreements or leases that apply to the lands including their timelines;
6. Mineral rights; and
7. Royalty and lease revenues

5.b. Leased/Licensed Lands

5.b.i. The leasing of County-Owned lands is subject to the following conditions, restrictions and covenants:

1. The CAO may, upon receipt of an application in an approved form and payment of the required fees as set out in Sections 4 and 5 below, issue to a person a lease/license for the purpose of the use and access of a particular parcel of land/undeveloped road allowance
2. The County maintains the right to offer for sale any lands under ownership at the end of any lease period
3. The Lessee/Licensee only benefit from the use of the lands for the intended purpose of the lease/license
4. The Lessee/Licensee is entitled to have prior rights of renewal at the lease/license granted that the payment of the annual lease/license, at the rate established by the Fee Bylaw in force at the time, is made on or before the first of January annually, or as outlined in the lease/license
5. If the lease/license fee is not received by the required date, the lease/license may not be renewed, at the discretion of the CAO. Any and all deviations from full payment, including non-sufficient fund cheques, are deemed to have not been paid
6. The Lessee/Licensee must enter into a written agreement with the County in a form and on terms and conditions satisfactory to the County, for all types of leases
7. As part of said agreement, the Lessee/Licensee must take out and maintain comprehensive general liability insurance of a minimum of \$2,000,000 on the lands, in such form that is satisfactory to the County for the protection of the Lessee/Licensee

8. The Lessee/Licensee must refer any seismic, survey or well-site representative for oil and gas companies to the County who is responsible for negotiating compensation for any inconveniences, loss of land use, damage to fences or any other improvement to be paid to the Lessee/Licensee
9. Improvements are not permitted to be installed without written consent from the County. Should improvements be permitted, they are to be paid by the Lessee/Licensee resulting in no cost to the County. Upon termination of the lease/license, the Lessee/Licensee must either remove the improvements or leave the improvements, thereby transferring ownership of the improvements to the County. When improvements are transferred to the County and not removed from the lands, the County does not provide any compensation to the Lessee/Licensee
 - a. The Lessee/Licensee shall be responsible for costs associated with the *Line Fence Act*, should this apply to the lands that are leased/licensed that see a wire fence improvement
10. The Lessee/Licensee must be the primary user of the lands and must not sublet, in whole or in part, nor assign the lease/license to any other party
11. The Lessee/Licensee must be a Ratepayer in the County
12. The Lessee/Licensee indemnifies and holds harmless the County of Vermilion River from and against any and all claims, actions, damages, liability, and expenses in connection with personal injury, loss of life, or damage to persons or property, arising from or out of the Lessee/Licensee, and occasioned wholly or in part by the negligent acts or omissions of the Lessee/Licensee or his/her agents, contactors, employees, invitees, or any other persons from whom the Lessee/Licensee is legally responsible
13. In the case where any of the above conditions have not been met, the lease/license is null and void

5.c. **Grazing/Crop Leases**

- 5.c.i. Grazing/Crop lease fees reflect and are established by any of the following:

1. Using the assessed value for farmland based on productive values:
 - a. Crop Land – type of soils and potential crops; and
 - b. Grazing Land – number of cow/calf units that can be supported
2. Pro-rating the lands for the number of acres available for use;
3. Including the taxes for the property, as permitted under the MGA Section 333.1(2); and
4. Reviewing and blending the current market rates and government rates for leases once every three (3) years

5.d. Miscellaneous Leases

5.d.i. Miscellaneous lease fees reflect and are established by:

1. A rate established by the County of Vermilion River's Fee Bylaw amended from time to time ("Fee Bylaw") for the property as permitted under the MGA Section 333.1(2). When existing leases expire, the lease fee payable for a renewal or subsequent lease relating to the subject matter of such existing lease shall increase to the current minimum fee
2. A pre-determined fee on a parcel-to-parcel basis. A blend of current market rates and government rates are the starting point for establishing annual rates
 - a. If a miscellaneous lease is used for crop production, the lease fee rate will be based on the crop production fee as determined in the current Fee Bylaw
3. The length of the lease is determined in the lease agreement. Long-term leases have a start and renewal date of January 1 annually

5.e. Licensed Undeveloped Road Allowances

5.e.i. Undeveloped Road Allowance License fees are established by:

1. The recognition of certain circumstance in which undeveloped road allowances may be Licensed for the purposes of Agricultural Use. Further guidance is provided under Policy PD 020 – Licensing of Municipal Road Allowances

5.f. Road Closures

- 5.f.i. As per Sections 22 and 24 of the *Municipal Government Act*, road closure requests will be provided under separate County Policy

5.g. Property Leases

- 5.g.i. Property Lease Fees are established by:

1. A pre-determined fee set by Council
2. Facilities that are on County-Owned lands, but the facility is not owned by the County, will only be charged lease fees for the property
3. Facilities that are on County-Owned lands and are owned by the County but run by a non-profit society/organization will be charged the lease fee, on a case-by-case basis, for the property, and subject to costs of any utilities and insurance for the facilities
4. If the non-profit society/organization dissolves or decides to no longer operate the facility located on County property (and the facility is NOT owned by the County), the lease is then terminated, and the following will take effect:
 - a. The Lessee is required to remove the improvements and restore the land to its pre-development state;
OR
 - b. The Lessee may sell the improvements to the County for the assessed value of the improvements; OR
 - c. The Lessee has the option to retain ownership of the improvements and purchase the property from the County for the assessed value of the land

5.h. Purchased Lands

- 5.h.i. The County purchases lands for various reasons to facilitate long-term operations such as:
1. Waste management;
 2. Utility corridors;
 3. Tower sites;
 4. Gravel sources;
 5. County-owned buildings; and

6. Road rights-of-way
- 5.h.ii. Lands are evaluated to determine the appropriate management required with particular attention given to:
 1. Safety and insurance issues; and
 2. Weed control
- 5.h.iii. Management is conducted via agreement with a person, organization or by the County
- 5.i. **Sold Lands**
 - 5.i.i. The County, from time to time, may wish to sell of any lands that it owns. Any revenue generated from the sale of any lands will be dispersed as follows:
 1. Revenue from tax recovery lands sold at auction will be applied and distributed in accordance with the requirements of the MGA
 2. Revenue from sold County-Owned lands shall be allocated as follows:
 - a. Decrease the land inventory;
 - b. Recoup any costs/expenses incurred from the time of land purchase to when the land was sold;
 - c. Remaining balance to be transferred to the Land Reserve for future land purchases as per Policy FI 004 – Reserve Policy
- 5.j. **Special Purpose Lands**
 - 5.j.i. Cemeteries owned by the County carry with them the Provincial responsibility to manage the property under the *Cemeteries Act and General Regulations*. Management is conducted via agreement with a person, organization or by the County
 - 5.j.ii. Donated lands for a Special Purpose are managed as per the agreement between the County and the donor
- 5.k. **Penalties**
 - 5.k.i. Penalties, as stated in the County's Fee Bylaw, as well as the cost of remedial action for trespassing, non-compliance with designated uses or damage to County-Owned lands may be imposed at the discretion of the County's Director of Planning and Community Services

6. ROLES & RESPONSIBILITIES

ROLE/TASK	TITLE(S) OF PERSON RESPONSIBLE
HANDLING INQUIRIES	Director of Planning & Community Services
MONITORING REVIEWS AND REVISIONS	Director of Planning & Community Services in conjunction with the Executive Secretary
IMPLEMENTING POLICY	Council
COMMUNICATING POLICY	Chief Administrative Officer
INTERNAL STAKEHOLDERS	Administration, Council
EXTERNAL STAKEHOLDERS	Ratepayers

**COUNTY OF
VERMILION RIVER
LAND
MANAGEMENT
PROGRAM**

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COUNTY OF VERMILION RIVER

LAND MANAGEMENT PROGRAM

1.0 INTRODUCTION

The County of Vermilion River, with a diverse local landscape and economy, strives to provide “a sustainable, vibrant and diversified community with opportunities for all”. In order to achieve that, a cohesive Land Management Program is essential to provide policies and processes to manage County assets efficiently and effectively.

The County of Vermilion River Land Management Program is a comprehensive program including a detailed inventory of all municipally owned lands and best management practices in regard to acquisition, disposal, leasing, and/or continued maintenance of these lands. The Land Management Program and associated inventory of municipally owned lands will be under the control of the Planning and Community Services Department.

2.0 PURPOSE

The purpose of developing such a program is to provide the most thorough detailed information of all County lands to assist municipal departments in making sound planning decisions for the short and long term in the best interest of all County ratepayers. To be responsible stewards of the land, all procedures and processes developed will be consistent with the guiding principles of the Alberta Land Use Framework, be compliant with all County policies and bylaws and support the County's Corporate Plan.

The 25-year Land Management Program provides an important framework to guide prioritization of demands and requirements for land as identified by County departments, residents, and elected officials. The County of Vermilion River currently owns approximately 4,651 acres (1,882 hectares) of titled land acquired through private purchases, gifted lands, tax recovery, and amalgamation. The inventory of total lands changes from year to year depending on purchases and sales, and acquirement through tax recovery.

Over this long-term living document, demands, uses, and holding of lands will change. Population growth, demographic changes, market trends, municipal requirements, climate change, and regional planning will all play a part in influencing and changing how land will be used and needed.

3.0 BENEFITS

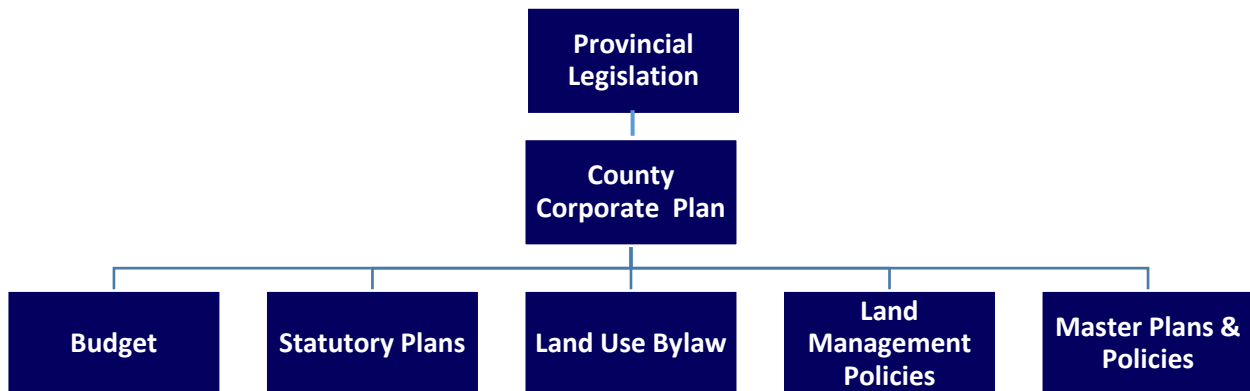
The Land Management Program will provide a formal framework to manage, utilize and process land assets to the best use possible. The same framework will be used to assess and decide on each request for the use, acquisition and disposition of land. All County lands will be under the management of the Planning and Community Services Department; however, the review and decision-making process will include all County departments to take an all-inclusive view of the County's land inventory and generate informed decisions.

The Land Management Program will lead to better management by bringing consistency to decision making and reporting, gathering base-line data to back-up decisions and will provide transparency related to use, acquisition and disposition of County Lands. It will also help Council, Administration and the public to understand the process used for decisions related to those lands.

4.0 POLICY

4.1 Land Management Program Hierarchy

To determine the use, acquisition and disposition of County Land, a Land Management Hierarchy will be utilized. Consideration will be given to the following in the order presented:



A complete list of applicable legislation and policies can be found in Appendix “A”.

4.2 Provincial Legislation

The Municipal Government Act (MGA) enables the County to own and manage land. It also requires that municipalities adopt a Municipal Development Plan (MDP) and Land Use Bylaw (LUB).

4.3 County Corporate Plan

The County’s Corporate Plan communicates a number of values and goals. When administering the Land Management Program, these values and goals will be considered.

4.4 Budget

The annual Operational Budget and Multi-Year Capital Budget enables departments to allocate or reallocate resources, based on each program’s alignment with the County’s Corporate Plan. It is used to set targets and determine how resources are going to be used, based on priorities. All requests for land analysis of any of the County owned lands that may require budget approval will first be approved through the annual budget process prior to the approval of the land use or proceeding with land acquisition.

4.5 Statutory Plans

Statutory Plans such as IDPs (Intermunicipal Development Plans), ASPs (Area Structure Plans, and the MDP (Municipal Development Plan) all play a part in how land is managed in the County.

The MDP specifically must address future land use and development as well as transportation systems and the provision of municipal services and facilities. It can also address physical, social and economic development as well as environmental matters. ASPs, IDPs and SDPs may also address these things but only in a specific area.

4.6 Land Use Bylaw

The Land Use Bylaw (LUB) contains the rules and regulations governing the development of land within the County. This document will be relevant during sale of County lands because some lands, such as historic nuisance grounds, cannot be developed on, which will affect the disposition process.

4.7 Land Management Policy

As with other County Statutory and Non-Statutory Plans, the Land Management Program will ensure that all decisions and processes are consistent with the Province’s Land Use Policies. As the North Saskatchewan Regional Plan has yet

to be adopted, under the Alberta Land Stewardship Act, the County is required to consult the Provincial Land Use Policies rather than a Provincial Regional Plan.

Policy PD 004, Land Management Policy will incorporate The Land Management Program as an appendix to the Policy.

4.8 Other County Master Plans and Policies

Some of the other County Plans that may be consulted during the Administration of this Program are, but not limited to:

- Master Stormwater Management Plan (2009)
- Functional Stormwater Drainage Plan – NW Drainage Basin (2012)
- Functional Stormwater Drainage Plan – Blackfoot & Devonia Basins (2014)
- Master Transportation Plan
- Conservation of Agricultural Land
- Master Stormwater Management Plan
- Regional Growth Management Plan
- Municipal Sustainable Plan

5.0 STRATEGIC OUTCOMES

The following six Strategic Outcomes will detail some of the challenges and opportunities faced with managing land assets. Policies identified will list how the County will address those challenges and opportunities.

A. Sustainability – Fostering resiliency and the social, economic and environmental sustainability of the lands for current and future uses.

Land uses change over time and as such, balancing the social, economic and environmental uses to maintain sustainability can present challenges and priority changes. Sometimes it can be difficult to measure environmental and social importance and their benefits to society, but they are just as important as economic benefits.

Working collaboratively is the best way to achieve the most sustainable use of the land as each County department will have a different viewpoint and perspective on the value of the land. Anytime a parcel of land is subject to possible disposition, every department should have the opportunity to provide feedback, which may change the intent of the parcel of land. The needs of the present need to be considered without compromising the needs of future generations.

Policy

Planning & Development shall consider sustainability when making decisions about the management of land by striving to balance social, economic and environmental impacts and benefits.

Strategy	Indicator
Consideration shall be given to the potential ease and ability of the land status to change to support the proposed land use when it is not aligned with the current district.	Any requests for redistricting will go through the Land Use Bylaw amendment process.
Consideration shall be given to County owned land first when needed for County services.	All land requests shall look at County owned land first before proceeding to land acquisition. Requests shall be made to the Planning & Community Services Department.

B. Community – Managing land to provide benefits and improvements to the County and its residents.

The County is made up of a variety of demographics which all have varied interests. When managing County lands, careful attention needs to be paid to ensure the any land use decisions lead to the greatest benefits for the community.

The management of County lands, with regards to Community, will follow the priorities set out in the statutory plans such as the Municipal Development Plan. If some parcels have been identified to be used for Community Use (i.e. park or green space), public consultation may take place to determine what use would best suit the community the parcel is in.

Policy

Diverse populations shall be considered when assessing potential community benefit. Land for purposes benefitting a small group of users should be measured against the benefit it provides to the County as a whole.

Community input will be completed as required where it relates to the planning process for statutory plans and Land Use Bylaw amendments.

Strategy	Indicator
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Apply a community development planning process to all hamlets within the County.	Develop Community Plans for each hamlet focusing on current development and future growth.
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C. Efficiency – Employing internal collaboration to foster efficient utilization of the lands.

Since there may be multiple interests in the same lands, Departments will have to work together when deciding on what is the most efficient and effective use of a particular parcel of land. If there is no collaboration, this can lead to inefficient land use decisions.

Sometimes, the greatest efficiency of the use of land could be shared uses, such as having certain municipal services on the same parcel of land (ex. Some fire halls and grader sheds not only use the same land, but the same facility). Aligning plans within and between departments provides valuable input in the planning process.

Policy
The needs of current and future residents of the County for parks, trails, open space, community services and facilities, operations, infrastructure, and school sites shall be identified and prioritized through a collaborative process.
Depending on the context, shared space opportunities for land shall be considered where similar goals and objectives are aligned.
Each department shall identify their land needs for County lands based on approved budgets and business plans.

Strategy	Indicator
All land acquisition requests are processed correctly.	All land acquisition requests will go through a formal process including application, sales agreement, option to repurchase agreement and land transfer processes through Land Titles.
County departments will endeavor to share lands whenever possible.	Consideration will be given to sharing spaces with other departments in order to use land efficiently.

D. Value – Balancing competing demands to utilize the lands to its highest and best use.

Determining the “value” of land can be challenging because each user will have a different value. One department may only see the economic value while another department may think the agricultural value is more important. Measuring value can be difficult because while some are quantifiable (economic), others are based on quality (environmental).

To provide consistency on rating the value of a parcel of land, standards should be developed. Utilizing this standard will assist in determining which use will bring the greatest benefits to the County and its residents.

Policy
Planning & Community Services shall consider more than just the economic and monetary value of land when determining its highest and best use. Consideration shall also be given to social and environmental value.
Evidence and data, as available, shall be utilized as quantifiable measures of benefit and impact when considering the highest and best use for land.
Added value shall include opportunities that provide for shared use, green infrastructure, and ecosystem services.

Strategy	Indicator
Create a value rating system to assist in land acquisition and disposition.	Value rating system to be completed by December 31, 2024.
Complete an on-site inspections of County owned lands within 2 years.	Completed inspection reports on all lands by December 31, 2024.
Create reserves for future acquisition.	Annual budget plans will provide for a portion to be deposited into a land reserve for future land acquisition. All proceeds from County owned land sales will first go to paying any outstanding debts (taxes) then be deposited into reserves specific for land acquisition and management.
Explore funding strategies.	External funding strategies will be explored to assist in future needed land acquisition.

E. Conservation – Ensuring respectful stewardship of water, land, air and energy resources.

The conservation of natural resources is becoming more crucial to the sustainability of the County. Climate change has heightened the need for more ecosystem services such as carbon sequestration, pollination, nutrient cycling, soil fertility, flood control, preservation of agricultural land etc. Determining the level of protection or conservation required for an area is open to interpretation and can be very subjective in nature. Economics also plays a role as some lands may require remediation and reclamation.

Any tools utilized for environmental planning and conservation should be consistent with Provincial legislation and any other land use and environmental policies.

Policy
Planning & Community Services shall facilitate the conservation of environmentally sensitive lands based on approved budgets, business plans, and statutory plans.
Conservation of environmentally sensitive lands shall be determined as set out in the Municipal Government Act, statutory plans, and County policies. Ecosystem services should also be utilized when determining environmental value in relation to highest and best use for the acquisition, use and disposition of land.

Strategy	Indicator
Utilize existing County owned lands in flood prone areas (i.e. surrounding Lloydminster) to help retain surface water runoff.	Preserve existing wetlands and plan for wetland restoration and/or creation to assist in flood attenuation.
Create environmentally sensitive and historic resource database of County owned lands with those limitations.	Analyze all County owned lands for environmental limitations and create a specific plan for their management.

F. Consistency – Delivering efficient and consistent decisions regarding land management.

Inconsistent decisions can be difficult to justify if challenged. They can also lead to criticism and set precedent for future decisions. To avoid these issues, having consistent processes, policies, criteria, and communication are key.

The same processes should be used for internal and external decisions to ensure fairness.

Policy
A clear, efficient, and flexible land acquisition process shall be established and followed for both internal and external requests.
Planning & Community Services shall be the custodians of County Land and have the authority to issue decisions on the use, acquisition, and disposition of County lands.
Where appropriate, Planning & Community Services will make recommendations to Directors and/or Council regarding decisions on the use, acquisition, and disposition of County lands.
Reasons for a decision regarding the use, acquisition, and disposition of County Land shall be clearly and promptly communicated to requesting departments.
Evidence-based decision making shall be utilized, including a full understanding of the costs associated with the identified land use.

Strategy	Indicator
Align land use requests with department long-range plans, using the budget process.	Each request is documented and noted that it has been reviewed against all applicable plans & budgets.
Enforcement and removal of unauthorized uses on County owned lands shall be addressed.	Annual budget will be provided for enforcement services. All enforcement actions will be documented and filed with the appropriate land file.
Update Land Management Policy.	Update policy to ensure all portions of a land's life cycle are addressed (acquisition, maintenance & disposition).

G. Adaptability – Being open to new and innovative methods of meeting respective land needs.

Uncertainty and unwillingness to change can lead to stagnated growth. Society is always changing, and the County needs to keep up with that change and embrace new and innovative ideas and methods. While it may be easier to keep doing things the same way, it may lead to future difficulties when things will have to change in order to continue to operate.

An openness is required to promote new and innovative ideas in land management. Reviewing lessons from regional partners and other municipalities can generate opportunities for change.

Policy
Pilot projects should be employed to promote the testing of innovative ideas in meeting land needs and use of land.
New and different methods of meeting land needs are to be considered each time land discussions occur.
Departments should research applying practices and lessons learned from regional partners and other municipalities.
Updates to Land Management Policies and this document shall be communicated to all impacted departments.
New funding strategies should be explored, which may include a portion of user fees at County owned facilities, land disposition, or budget surpluses.
The use of a capital budget program which provides immediately available funds for emergent needs should be explored.

Strategy	Indicator
Research Best Management Practices	Develop a Best Management Practices document for agriculturally leased lands.
Collaborate with internal departments	Work with all internal departments to share innovative and efficient approaches to land management.
Explore alternate uses of County owned lands	Identify lands that could be developed into parks/recreation areas.

6.0 INVENTORY

The County of Vermilion River has a wide variety of land uses which address a variety of urban and rural needs. County owned lands have several uses such as emergency services (fire halls), parks/campgrounds (Lindsay Evans/McNabb), utility services (water pump houses/community water wells), and vacant land used for leasing/licensing. The County Administration Office and municipal facilities are also on County owned lands.

Many different factors can influence the suitability of land use, including budget, statutory plans, environmental limitations & sensitivities, Land Use Bylaw, and land status (i.e. contamination; encroachment).

Each parcel of municipally owned land will be evaluated and information will be collected on:

- Use (historic and current)
- Area
- Improvements
- Agricultural production and use
- Grazing potential (animal units)
- Environmental indicators (flora/fauna/wetlands/soils)
- Appraisal costs (if applicable)
- Current and historical property assessments
- Fair market value (based on appraisal)
- Servicing costs
- Legal fees, user fees, administration fees, land transfer costs
- Cost benefit analysis
- Access
- Development potential
- Historic information of interest

The lands in the inventory still require on-site inspections and risk assessments to get a complete picture. These tasks will require budget and will only be completed as needed, such as interest to dispose of the lands.

As per Policy PD 004 – Land Management Policy, an annual report of all County owned lands is brought to Council for review by year end.

7.0 PROCEDURES FOR LAND MANAGEMENT

At times, the County may be required to purchase lands for various reasons to facilitate long-term operations.

7.1 LAND PURCHASES

7.1.1 Single parcel purchases

1. The purchase of land or option to purchase land will be for approved, planned, and budgeted projects of the County through negotiation with the landowner via direct or in-direct means (i.e. lawyer).
2. Any purchase of land may have a detailed property appraisal completed prior to acquisition to determine fair market value of the property.

3. The CAO, Directors or a designate shall negotiate the acquisition of the land on behalf of the County of Vermilion River.
4. Administration shall ensure:
 - i. All documentation is executed, sealed, and registered at Land Titles.
 - ii. All files are accurate and complete.
 - iii. That all necessary consents and/or postponements of encumbrance holders are obtained.
 - iv. Estimates of land acquisition costs are prepared for budget purposes.
 - v. That any external consultants are retained if required (i.e. land agents, surveyors, appraisers etc.).
 - vi. That all negotiated settlements are fair and equitable.
5. All purchase agreements, including conditions, if applicable, shall be in writing.
6. Payment for the lands being purchased shall not be released until the acquired interest is secured on the Land Title or a Registerable Transfer has been obtained.
7. Any necessary legal surveys and discharges (if applicable) shall be prepared and registered to complete the land transaction.
8. Final approval for the purchase of land will be given by Council.
9. The CAO shall be authorized and empowered to sign and seal the required documents
10. Finance is informed so the land can be added to the tangible capital assets and insurance assigned.

7.1.2 Road widening purchases

Refer to Policy PD 006 Acquisition of Land for Future Road Widening Purposes.

7.2 SALE OF MUNICIPALLY OWNED LANDS

Through regular review of the land inventory, certain municipally owned lands may be identified as surplus and could made available for sale. Lands may be sold less than, fair, or greater than fair market value. If the land is to be sold as less than market value, the proposal must be advertised in accordance with Section 70 of the Municipal Government Act.

1. There are several methods that may be employed to sell municipally owned lands. The circumstances of the sale will determine the method chosen.
 - i. Using a realtor:
 - Selection of a realtor shall be done in accordance with the Land Management Policy to ensure that the County receives a competitive commission.
 - A written agreement will be drawn up for realty services.

- ii. Public auction:
 - Has a minimum reserve bid price to be determined prior to the auction.
 - iii. Public sale/tender:
 - Advertised a minimum of two (2) weeks prior to the sale in a local newspaper, and through other means such as County website, social media, posted public notice or another format acceptable to the CAO.
 - Has a minimum reserve bid price to be determined prior to the sale.
 - Has a closing date for the submission of offers or bids.
 - Is determined through bids or offers received in sealed envelopes and date stamped on receipt by the County.
 - iv. Internet:
 - On a site that is accessible by the public such as the County website.
 - Has a minimum price determined prior to public posting.
 - Is sold to the first bidder that meets the minimum sale price and any sale conditions.
 - v. Council resolution:
 - Council may by resolution, authorize Administration to conduct a sale and negotiate directly with a third party for the sale of the lands, provided that an independent appraisal has been prepared and the negotiation is completed in accordance with the Land Management Policy.
2. All listings of lands for sale will include:
- i. Property description;
 - ii. Legal land location;
 - iii. Property size;
 - iv. Current zoning;
 - v. Proposed zoning (if applicable);
 - vi. Future proposed land use (if applicable);
 - vii. Road access;
 - viii. Services;
 - ix. Off-site levies;
 - x. Limitations (i.e. Historic Resource Area, historic landfill, environmentally sensitive area, easements etc.)
 - xi. Reserve bid price

3. When land has been identified as being available for sale, the Planning & Community Services Department will circulate their intention to sell, to all internal departments for comment prior to taking their request to Council.
4. If the land is identified by another department as potentially being utilized for County operations, the sale intention will be withdrawn, and the land further evaluated.
5. If no concerns are brought forward, the request is brought to Council for declaration that the land is surplus and that it can be offered for sale.
6. All lands to be offered for sale may have a detailed property appraisal completed to determine fair market value, should the value be over \$15,000; County assessed value will be used otherwise. If the land is not sold within 2 years of the date on which the initial appraisal was completed, a new appraisal will be obtained before selling.
7. Any property appraisal will not be disclosed to the public until after the sale of the property is completed.
8. Limitations, terms, or conditions may be placed on the sale if deemed necessary, including but not limited to:
 - i. Offer to purchase be accompanied by a deposit of a percentage of the offer in cash, certified cheque, money order, or credit card payment;
 - ii. Deposits be applied to an accepted offer or refunded if the offer is refused;
 - iii. Default or purchaser cancellation shall result in forfeit of the deposit;
 - iv. A requirement to develop the lands within a specified time frame;
 - v. A first right of refusal to purchase lands within a specified time frame if they are offered for resale to avoid land banking; and
 - vi. A re-purchase or transfer back option if development is not undertaken within a specified time frame.
9. If the minimum or reserve bid price is not received for the land offered for sale to the general public at a public auction, sale or bid, the land shall not be sold and will be returned to the inventory.
10. The proceeds from the sale on non-reserve lands shall be allocated to a County reserve, specific to land acquisition and management, or as indicated in County Policy.
11. Details of the land sale will be forwarded to the Finance Department to remove the item from tangible capital assets and from any insurance policies.
12. All land sales shall be approved by Council.

7.3 TAX RECOVERY LANDS

All tax recovery lands are under the management of the Tax Clerk (Corporate Services) until such time that they become owned by the County.

At that time, the lands will be entered into the Land Inventory and will then be managed by the Planning & Community Services Department.

- “Tax arrears” are defined as:
 - Taxes that remain unpaid after December 31 of the year in which they are imposed (i.e. 2017 Levy is not paid by January 1, 2018 then the taxes are considered “in arrears”).
- Taxes get added to the “Tax arrears list” when they are in arrears 2 years after the date that they are imposed (i.e. 2017 levy is not paid by January 1, 2019, they become added to the “tax arrears list”).
- Any tax recovery proceedings can be added to the tax roll of a property.
- A tax arrears list is prepared by the Tax Clerk every year no later than March 31 (posted on the board by the front door).
- Once a property has been added to the tax arrears list, the property owner cannot remove any improvements from the land.
- Once placed on the tax arrears list, anyone can pay the taxes on the property.
- Once the tax arrears have been registered on title, if taxes are not paid by March 31 of the following year (i.e. 2020 in above example), then the County can sell the property at auction.
 - If there is no agreement in place providing for the payment of arrears, between the landowner and the County, the property **MUST** be sold at auction.
 - A reserve bid must be set by Council (as close as reasonably possible to the current market value).
 - Public auction must be advertised in the Alberta Gazette, and one newspaper (10-20 days before the auction).
- If it is not sold at auction, the County can become the owner of the property, and Corporate Services informs the Planning & Community Services Department of the acquisition so that it can be added to the Land Inventory.
- If the property is sold at auction to another individual, the previous owner has no further right to pay the taxes.
- If property not sold, the County's has 3 options:
 - County's name is registered on title and “Tax Forfeiture” is also registered on title.

- This allows the County to rent, license, lease, or dispose of the property at a price as reasonably close to market value.
 - Any revenues from leases must be used to pay for the taxes.
 - Exempt from future taxation.
 - The County can purchase the property by paying the reserve bid and must notify the previous owner if there is any money remaining and then can do whatever they want with the property.
 - Do nothing.
 - Taxes will continue to accrue, and the County cannot do anything with the property (i.e. lease)
- If the property becomes the County's possession, and it is occupied, and the occupier will not leave, the County will have to apply to the Courts for an order of possession.
- Once a property is sold, the County must transfer the title to the purchaser and have the "Tax Forfeiture" registration removed.
- If taxes are paid after "Tax Forfeiture" registration, and before being sold, the County must revive the title to the original owner.
- Proceeds from sale of a tax recovery property can only be distributed and dealt with in accordance with the Municipal Government Act.
- When a tax forfeiture has been offered for sale, but not sold at auction, and has been designated as a "tax forfeiture" on title, the County may, 15 years after the date of the auction, request to have the title put into the County's name and any obligations to the previous owner cease.

7.4 LEASING OF MUNICIPALLY OWNED LANDS/PROPERTY

7.4.1 Grazing / Cropping Leases

- Grazing/cropping leases are defined as those large parcels of land that are traditionally used for growing crops and/or used as pasture for livestock.
- Grazing and cropping leases will be held on a five (5) year term (calendar year).
- If a grazing/cropping lease is signed at a time other than the start of the calendar year, the lease will be pro-rated for the amount of months it is being used for that year and the expiry will December 31 of the regular five (5) year cycle (i.e. lease signed in July will only be for 4 years, 6 months).
- In September/October prior to the end of the five (5) year term, Planning & Development will bring the lease lands to Council for decision on renewal or tender (and reserve bid), term, and annual lease fee.
- If the leases are renewed, Planning & Development will prepare new leases for the next five (5) years and an annual invoice to send out to current lease holders.

- If the current lease holder chooses not to renew the lease, Planning & Community Services will re-evaluate the land to determine if it needs to be re-leased or disposed of.
- If the leases are tendered, Planning & Community Services will prepare lease ads based on recommendation of term and lease fee by Council, advertise in two (2) newspapers for 2 consecutive weeks, and post on County website. Tenders will be awarded at the last Council meeting of the calendar year.
- Planning & Community Services will prepare a cost analysis of lease fees using the following categories:
 - Continue with current lease fee and increase at a flat percentage for the next five (5) years, or increase at a percentage per year for the next five (5) years; or
 - Based on the current Provincial rate for AUM (animal units per month); or
 - Based on the Alberta Custom Rates Survey; or
 - Based on Farm Credit Canada's average cost per acre; or
 - Based on the current year's taxes; or
 - Tender out the leases using a reserve bid set by Council.
- When the leases are brought to Council for decision at the end of the five (5) year term, Council will choose which category of lease fee to be applied to the leases.

7.4.2 Miscellaneous Leases

7.4.2.1 Small Parcel Leases

- Miscellaneous leases are defined as those smaller parcels of land that are traditionally used for other purposes other than grazing and/or cropping (i.e. personal use, recreational use etc.).
- Miscellaneous leases will be held on a five (5) year term (calendar year) unless otherwise directed by Council.
- If a miscellaneous lease is signed at a time other than the start of the calendar year, the lease will be pro-rated for the amount of months it is being used for that year and the expiry will December 31 of the regular five (5) year cycle (i.e. lease signed in July will only be for 4 years, 6 months).
- In September/October prior to the end of the five (5) year term, Planning & Development will bring the lease lands to Council for decision on renewal or tender (and reserve bid), term, and annual lease fee.

- If the leases are renewed, Planning & Community Services will prepare new leases for the next five (5) years and annual invoice to send out to current lease holders.
- If the current lease holder chooses not to renew the lease, Planning & Community Services will re-evaluate the land to determine if it needs to be re-leased or disposed of. If the leases are tendered, Planning & Community Services will prepare lease ads based on recommendation of term and lease fee by Council, advertise in two (2) newspapers for 2 consecutive weeks, and post on County website. Tenders will be awarded at the last Council meeting of the calendar year.
- Planning & Development will prepare a cost analysis of lease fees using the following categories:
 - Continue with current lease fee and increase at a flat percentage for the next five (5) years, or increase at a percentage per year for the next five (5) years; or
 - Based on 10% of previous years' assessment; or
 - Based on the current year's taxes; or
 - Tender out the leases using a reserve bid set by Council.
- When the leases are brought to Council for decision at the end of the five (5) year term, Council will choose which category of lease fee to be applied to the leases.

7.4.2.2 Road Allowance Licences

- Road licensing is subject to Bylaw 21-04, the Highway Management Bylaw and Policy PD 020, Licensing of Municipal Road Allowances Policy.
- Road Allowance Licences are defined as those un-developed road allowances and back laneways in hamlets.
- Any request by the public to license a road allowance or a laneway in a hamlet (that is not already under a license) will be circulated to Public Works for comment.
- If Public Works does not have any concerns with the road allowance or laneway being leased, Planning & Community Services will enter into a licence agreement with the lease requestor.
- Road allowance licences will be held on a five (5) term (calendar year) unless otherwise directed by Council.
- The County may terminate the license with thirty (30) days written notice to the license holder pursuant the Traffic Safety Act.
- If a road allowance licence is signed at a time other than the start of the calendar year, the licence will be pro-rated for the amount of months it is being used for that year and the expiry will December 31 of

the regular five (5) year cycle (i.e. licence signed in July will only be for 4 years, 6 months).

- The department will bring a summary of License holders for Council's information prior to reviewing, renewing, or terminating (first come/first serve).
- If the licences are renewed, Planning & Community Services will prepare new licences for the next five (5) years and annual invoice to send out to current licence holders.
- If the current lease holder chooses not to renew the license, the license will be re-evaluated to determine if it needs to be re-licensed, or returned to the land inventory.
- Planning & Community Services will prepare a cost analysis of license fees using the following categories:
 - Continue with current license fee and increase at a flat percentage for the next five (5) years, or increase at a percentage per year for the next five (5) years; or
 - A pre-determined fee on a parcel by parcel basis.

7.4.3 Municipally owned buildings/infrastructure

- These structures will be maintained and repaired by Facilities in the Public Works Department.
- Planning & Development Department will work with Facilities to keep appropriate records.

7.5 RESERVE LANDS

The management of municipal reserve lands is subject to this Policy being PD 004 Land management and PD 012 Municipal Reserves Policy

7.5.1 Municipal and/or School Reserve

- Municipal reserves may be leased based on the procedures of leasing of miscellaneous leases, however, must be left in their natural state and adhere to AG 016 Weed and Vegetation Management Policy.
- The lessee must submit an appropriate alternative management plan, approved by the Director of Planning and Community Services along with their lease agreement
- To lease municipal reserves, a public hearing and bylaw is required.
- Any monies received from the leasing of a municipal reserves must be deposited into a fund and only used for the same purposes as outlined as uses under a municipal and/or school reserve.
- Municipal Reserves are taken at time of subdivision.
- The amount of land or cash-in-lieu is equal to 10% of the cumulative land taken for subdivision.

- For current cash-in-lieu rates see PD 012 – Municipal Reserves Policy
- All monies received for the required taking of reserve lands is to be allocated equally between the Park Trust Fund and the School Reserve Fund.
- Any land or cash-in-lieu reserve payments may be deferred to a later date, however, the municipality must be filed as a caveat on the land title.
- Municipal and/or School Reserves, as per the MGA, can only be used for:
 - A public park;
 - A public recreation area;
 - School board purposes;
 - To separate areas of land that are used for different purposes.
- Once a reserve designation is removed, any monies from the sale of the property have to be put into a fund and only used for the same purposes as outlined as uses under a municipal and/or school reserve.
- Requirements for Municipal and/or School Reserves are outlined in the County Land Use Bylaw, Municipal Development Plan and Provincial Municipal Government Act.

7.5.2 Environmental Reserve

- Environmental reserves may be leased based on the procedures of leasing of miscellaneous leases, however, must be left in their natural state and adhere to AG 016 Weed and Vegetation Management Policy.
- To lease environmental reserves, a public hearing and bylaw is required.
- The lessee must submit an appropriate alternative management plan, approved by Director along with their lease agreement.
- Any monies received from the leasing of an environmental reserves must be deposited into a fund and only used for the same purposes as outlined as uses under a municipal and/or school reserve.
- Environmental Reserves are taken at time of subdivision (if required).
- The amount of land taken for an Environmental Reserve is subtracted from the total amount of land taken for a required Municipal and/or School Reserve.
- Land may be required for an Environmental Reserve if part of that parcel is:
 - A swamp, gully, ravine, coulee or natural drainage course;
 - Land that is subject to flooding or is, in the opinion of the subdivision authority, unstable; or
 - A strip of land, not less than 6 metres in width, abutting the bed and shore of any body of water.
- Once a reserve designation is removed, any monies from the sale of the property must be deposited into a fund and only used for the same purposes as outlined as uses under a municipal and/or school reserve.

- Requirements for Environmental Reserves are outlined in the County Land Use Bylaw, Municipal Development Plan and Provincial Municipal Government Act.

7.5.3 Conservation Reserve

The County of Vermilion River currently has a limited number of Conservation Reserves.

- Conservation reserves can be taken as land if:
 - The purpose of taking the conservation reserve is to enable the municipality to protect and conserve the land; and
 - The taking of the land as conservation reserve is consistent with the Municipal Government Act and the municipality's municipal development plan and area structure plans.
- If a conservation reserve is taken the landowner is paid compensation in an amount equal to the current market value of the land at the time the application for subdivision was approved.
- A conservation reserve cannot be leased or sold unless it's designation as a conservation reserve is removed.

7.5.4 Community Services Reserve

The County of Vermilion River currently does not have any Community Services Reserves.

- Community Services Reserves are created when a school board holds interest in a School Reserve and deems it surplus, the school board transfers the School Reserve back to the County.
- County Council can, by bylaw, require "the school building footprint" of the School Reserve, be designated as a Community Services Reserve, and then it can be used for the services below.
 - "School Building Footprint" is defined as:
 - The portion of the reserve on which a school building and accompanying parking lot is situated, or
 - If no school building is situated on the reserve, the area of land on which a school and accompanying parking lot would be located if they had been built as determined by the municipality.
- Community Services Reserves may be used as:
 - A public library;
 - A police station, a fire station or ambulance services facility, or a combination of them;
 - A non-profit day care facility;

- A non-profit senior citizens facility;
- A non-profit special needs facility;
- A municipal facility providing service directly to the public; and
- Affordable housing.
- To lease municipal reserves, it must be bylaw and a Public Hearing must be held.
- Once a reserve designation is removed, any monies from the sale of the property have to be put into a fund and only used for the same purposes as outlined as uses under a community services reserve.

7.5.5 Requesting and Distribution of Reserve Funds

Funds collected from the taking of cash-in-lieu of reserves are held in 2 funds: Park Trust Funds and School Reserve Funds.

7.5.5.1 Park Trust Funds

- Community Groups can apply to the County, using the “Special Capital Grants” application form for any capital project .
- Funds are distributed upon resolution of Council using criteria outlined in PD 012 Municipal Reserves Policy

7.5.5.2 School Reserve Funds

- There are 2 school boards within the jurisdiction of the County of Vermilion River:
 - Buffalo Trail Public Schools Regional Division No. 28
 - East Central Alberta Catholic Separate Schools Regional Division No. 16
- The school boards can apply to the County using the “Special Capital Grants” application form for any project that is being used for:
 - School board purposes
- Funds are distributed upon resolution of Council using criteria outlined in PD012 Municipal Reserves Policy.
- Applications must be endorsed by the School Board.

7.6 SPECIAL INTEREST LANDS

7.6.1 Cemeteries

There are currently 31 registered cemeteries within the County of Vermilion River of which four (4) are owned by the County and managed by local community groups.

All community groups and individuals taking care of cemeteries within our jurisdiction can apply for annual maintenance and/or capital project funds. The amount of funds allowed and required criteria is outlined in PD 019 – Local Cemetery Improvement Policy.

7.6.1.1 County owned cemeteries

The four County owned cemeteries are as follows:

Cemetery	Location	Group Maintaining
Golden Valley Cemetery	NE-24-48-2W4M	Private individual
Islay Community Cemetery	SE-16-51-4W4M	Private individuals
McNabb Cemetery	SE-18-49-5W4M	Vacant cemetery
Wellsdale Public Cemetery	NW-16-53-5W4M	Private individuals

TABLE 1. Listing of cemeteries owned by the County

7.6.2 Natural Areas & Parks

7.6.2.1 McNabb Wildlife Sanctuary

McNabb Wildlife Sanctuary is located southeast of Vermilion on the SE-18-49-5W4M. This quarter section of property was gifted to the County in 1992 under an agreement that the County would use the land as a wildlife sanctuary or park for 25 years. Some of the conditions of the agreement were to not allow hunting or vehicular traffic.

While the agreement expired in 2017, there is a clause in the agreement that states:

“It is the County’s intent, but it shall not be legally obliged, to retain the use of the lands as a wildlife sanctuary, or park after the twenty-five (25) years.”

In an effort to help reduce the fire load accumulated on the property, a Grazing Lease was signed in 2023. There is an annual lease revenue generated off this property. Annual maintenance which includes minor activities such as mowing, haying and weed control, is under the management of the Agriculture and Environment Department.

In 2010, 2.2 hectares in the northeast corner of the McNabb quarter section, was provincially approved as a Mass Carcass Burial Location, allowing a total of 22,000 livestock carcasses. To date no mass livestock burials have taken place there, with the exception of a small amount of chickens buried in a specific manner in a large vertical culvert to study decomposition rates depending on burial technique.

7.6.2.2 Lindsay Evans Park

Lindsay Evans Park is located at NE-32-48-3W4M. It was historically a beach and picnic site started by the Kitscoty Foresters in 1965. The original name was "Lin Forest Beach" named after Lindsay Evans (Lin), an original settler of the area, and the organization that developed the park (Forest).

The Foresters eventually backed away from the park and the local Scout groups maintained it for a few years, and now the County solely maintains it with the help of a local custodian.

In 2014, the park was rededicated at "Lindsay A Evans Park & Campground".

The park was originally under the management of the Agriculture and Environment Department but now falls under Facilities, which is part of the Public Works Department.

7.6.3 Historic Nuisance Grounds

There are currently 4 properties in the County that have notifications on title that they were historic nuisance grounds, and 2 other properties with similar characteristics, but with no title indication.

Location	Area	Size
NE-1-50-2W4M; None-A-5490MC	Blackfoot	2.78 Acres
SE-17-53-5W4M; None-OT-8760EO	Clandonald	2.05 Acres
NE-25-46-2W4M	McLaughlin	2.05 Acres
NE-23-51-2W4M	Streamstown	1.89 Acres
SE-12-55-1W4M	Tulliby Lake	Indicated as possible in SE corner of quarter
SE-27-49-5W4M	Corner of Twp Rd 494 & RR52	Council denied purchase request citing possible contamination

TABLE 2. Listing of historic non-operating nuisance grounds owned by the County

There currently is no Provincial process or procedure to de-list a landfill. A reclaimed landfill is referred to those landfills that are closed and capped, but they remain a landfill in perpetuity.

Provincial specialist claims that some landfills can have waste removed and the remaining area (soil and groundwater) remediated, however this process is extremely costly and takes years of post-clean up monitoring. There is no formalized guidance to remove waste from a historical landfill; each site is unique.

There are certain considerations with regard to subdivision and development next to a non-operating landfill.

If these parcels are sold, they will be sold “as is” and a caveat must remain on title stating that it is a historical non-operating nuisance grounds.

8.0 CONSIDERATIONS

8.1 Fencing

In County leases, fencing (improvements) is allowed (at their cost) with written authorization from the County. If the lease expires and is not renewed, the current lease holder is obligated to remove the fence (at their cost), or it becomes the property of the County.

8.2 Servicing Costs

Un-serviced lots will be at the sole cost of the purchaser to service, should municipal service be available to the lands being purchased.

APPENDIX “A” – REFERENCE LEGISLATION

Land management is subject to numerous pieces of municipal and provincial legislation. It is important when managing a municipal asset that all applicable legislation is consulted and complied with. Such legislation that is regularly consulted when dealing with land is, but not limited to:

- County of Vermilion River Service Planning and Community Services Department Plan.
- County of Vermilion River PD 004 Land Management Policy
- County of Vermilion River PD 006 Acquisition of Land for Future Road Widening Purposes
- County of Vermilion River PD 020 Licensing of Municipal Road Allowances
- County of Vermilion River Bylaw 19-16 Chief Administrative Officer Bylaw (including all amendments)
- County of Vermilion River Bylaw 19-02 Land Use Bylaw (including all amendments)
- County of Vermilion River Bylaw 19-03 Municipal Development Plan (including all amendments)
- County of Vermilion River Bylaw 21-04 Highway Management Bylaw
- County of Vermilion River current Fee Bylaw
- Alberta Land Use Framework
- Alberta Land Use Stewardship Act
- Alberta Land Use Stewardship Regulation – does not currently apply as the North Saskatchewan Regional Plan is not complete
- Alberta Land Use Policies

- Municipal Government Act
- Alberta Public Lands Act
- Historical Resources Act – only applies if subdividing or developing on a Provincially identified Historic Resource Area
- Subdivision and Development Regulation
- Alberta Water Act
- Line Fence Act
- Environmental Protection and Enhancement Act – Waste Control Regulation

APPENDIX “B” – LAND USE FRAMEWORK OUTCOMES

The Land Use Framework Outcomes are detailed as:

- Sustainable
 - Meeting the needs of the present without compromising the future
- Accountable and responsible
 - Shared accountability
- Supported by a land stewardship ethic

- Accepting the responsibility to ensure our land-use decisions are mindful of consequences for future generations
- Collaborative and transparent
 - Work together
- Integrated
 - Coordination of land, air, water, biodiversity, economic development and social objectives
- Knowledge based
 - Informed by science, evidence and experience
- Responsive
 - To changing economic, environmental & social factors over time and will be improved through periodic review
- Fair, equitable and timely
 - Criteria and processes clearly defined, consistently followed and not subject to political expediency
- Respectful of property rights
 - And the positive role of free markets in making societal (public) choices
- Respectful of the constitutionally protected rights of aboriginal communities
 - Consultation should take place on matters that may impact treaty or constitutionally protected rights of First Nations and Metis peoples