



License of Occupation for Environmental Reserves Information Sheet

Licenses of Occupation are required for all existing or proposed improvements within Environmental Reserve Lands as per the *Municipal Government Act*.

To be eligible for a License of Occupation within an Environmental Reserve:

- Improvements must be located within the portion of ER immediately adjacent to the requestor's property
- All improvements must be allowable under the *Section 9 – Alternative Uses of Environmental Reserves* specified within the Public Spaces and Facilities Bylaw and comply with all applicable requirements of the City of Cold Lake Land Use Bylaw.
- Authorized Alternative Uses:
 - Portable docks or mooring structures
 - Boat lifts
 - Fire pits
 - Patios
 - Portable sheds
- Proposed improvements to the ER must not alter the natural landscape.
- Pre-existing fences, retaining walls, permanent structures, and landscaping may remain, subject to execution of a lease. No new existing fences, retaining walls, permanent structures, and landscaping shall be permitted.

License of Occupation

All Licenses of Occupation granted under this policy are subject to the following:

- The License term shall be for a period of three (3) years
- The License shall automatically renew for an additional period of three (3) years from the date of expiry of the initial term, or any subsequent renewal term
- The License fee of \$500 must be paid by the Licensee
- Licensees must carry comprehensive liability insurance with insurable limits of no less than \$2,000,000 for each occurrence or incident and provide proof of said insurance to the City of Cold Lake on an annual basis.



Important Information for Licensees

- Licenses granted do not apply to any improvements located on lands owned or managed by the Province of Alberta.
- The Licensee shall acknowledge that the public has a right to access and use the Environmental Reserve and the Licensee shall not prevent any member of the public from accessing or using the Environmental Reserve.
- In the event that the Licensee sells their property, the City, in its sole discretion, may consent to assigning the License Agreement to the purchaser for the balance of the current License term, following which the purchaser shall make application to enter into a new License agreement with the City.
- All Licenses issued pursuant to this policy shall allow the City to terminate the License in the event that is in the public interest to do so, or in the event that the Licensee defaults on their obligations under the agreement.

Penalties

Unlawful use or improvements within an Environmental Reserve are subject to fines as per Section 9 of City of Cold Lake [Bylaw No. 812-PL-23](#).

Section No.	Description	Fine Amount
9.7	Landscape ER	\$250
9.8	Unlawfully Use ER	\$250
9.9	Change Natural State of ER	\$250
10.3	Remove or Damage Tree	\$300

Bylaw and Policies

Bylaw No. 812-PL-23: [Parks and Public Facilities Bylaw](#)

Policy No. 221-AD-22: [Environmental Reserve Lands Policy](#)