



## ADMINISTRATIVE PROCEDURES C-

*Use of Municipal Reserve,  
Environmental  
Reserve and Environmental Reserve  
Easement*

Related Policy: Dedication and Use of Municipal Reserve,  
Environmental Reserve and Environment  
Reserve Easement Policy C-PD15

Prepared By: Planning and Development Services

Effective Date: \_\_\_\_\_

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**APPROVALS:**

CAO \_\_\_\_\_

General Manager \_\_\_\_\_

Manager \_\_\_\_\_

LAS Review Date: March 24, 2015

Function: Planning and Development  
Services

**PURPOSE**

These procedures support Council Policy C-PD15 by identifying the permitted uses of Municipal Reserve (MR), Environmental Reserve (ER) and Environmental Reserve Easement (ERE) lands dedicated in Parkland County.

**ACTION STEPS**

1. Municipal Reserves and money-in-place of Municipal Reserves, as well as the interest gained on that money, shall be used only for the following:
  - a. a public park;
  - b. a public recreation area;
  - c. a school site area;
  - d. to separate areas of land that are used for different purposes;
  - e. a roadway, parking area or staging area to provide access to any of the above.
2. Pursuant to the *Act*, Parkland County may authorize the construction, installation, and maintenance of any of the following in, over or under reserve land, if the interests of the public will not be adversely affected:
  - a. a roadway, public utility or pipeline as defined in the *Oil and Gas Conservation Act*; or
  - b. a transmission line as defined in the *Hydro and Electric Energy Act* on, in, over or under reserve land, if the interests of the public will not be adversely affected.
3. Also pursuant to the *Act*, ER land shall be managed to remain in its natural state or be used as a passive recreation area unless Council, after giving notice and holding a public hearing, approve any of the following through bylaw:
  - a. a use other than a passive recreation area or the natural state;

- b. the transfer an Environmental Reserve to the Crown, or an agent of the Crown for consideration, as agreed;
- c. the lease or dispose of an Environmental Reserve other than by a sale for a term of not more than three (3) years; and
- d. to change the boundaries of an Environmental Reserve or Environmental Reserve easement in order to correct an omission, error or other defect in the certificate of title, or to rectify an encroachment problem or other concern.

4. Where appropriate, ER lands may be integrated as trail linkages within a connected open space system to:
  - a. allow for passive recreation uses in ER lands such as walking trails or pathways that are appropriately designed and maintained to protect riparian zones, steep slopes and flood hazard areas;
  - b. ensure that access points are well-signed in areas where ER lands provide public access to a lake or other recreation amenity at the time of subdivision; and
  - c. work with landowners to secure public access easements in areas where ER lands do not immediately connect to a public roadway or other public access point.
5. Parkland County will encourage residents and private property owners adjacent to ER lands to follow best management practices (BMPs) outlined in Chapter 4 of the Environmental Conservation Master Plan (ECMP) using the following education and incentive tools:
  - a. workshops or drop-in sessions to educate landowners on BMPs, delivered in partnership with Lake Management Associations or conservation groups;
  - b. fact sheets circulated in utility notices and/or displayed in local hardware stores to promote BMPs;
  - c. eligibility for the environmental leadership awards program;
  - d. regular environmental column in the Parkland County Communicator to promote BMPs; and
  - e. promoting incentive programs such as Green Acreages and Alternative Land Use Services (ALUS).
6. ERE land shall be left in its natural state except where maintenance is required for fire smart measures.
7. No buildings shall be permitted on ER lands with the exception of buildings that support the protection, passive recreation uses or enhancement of the environment (i.e., Interpretive Centre, washrooms). Structures permitted on ER lands shall be at the discretion of the Manager of Planning and Development and the Manager of Community and Protective Services.
8. Vegetation will be managed in accordance with County's policies and procedures regarding vegetation control.
9. Weed control procedures that minimize pesticide use shall be used on ER lands.
10. All motorized vehicle usage on County lands dedicated as ER is prohibited, as provided in Environmental Reserve Lands Bylaw No. 26-98.
11. MR lands may be restricted for off-highway vehicle use under Off-Highway Vehicle Bylaw No. 04-2011 and Prohibition of Off-Highway Vehicles Policy C-PE10.
12. The County may require that fences or barriers be installed along MR boundaries where it is necessary to control vehicle access, off-highway vehicle access or other unauthorized activities.