



Land Use Planning Category 1 Application Form:

Background Report (Pre-Planning)

Part 1: Applicant and Community Information

Please provide information required in the table below.

Applicant Community:		
Mailing Address:		
Lead Project Contact:	Name:	
	Position Title:	
	Email:	
	Telephone #:	
Secondary Project Contact:	Name:	
	Position Title:	
	Email:	
	Telephone #:	
Community Land Regime:		
Does your community have an existing Land Use Plan in place:		
Has your community recently added (or in the process of adding) land through the Additions to Reserve (ATR) process?		
Does your First Nation currently use a Geographic Information System (GIS)?		



Part 2: Project Proposal

Develop and submit a stand-alone project proposal document to accompany this application form that outlines your land use planning needs. Keep in mind when developing your proposal how a Land Use Plan (LUP) will benefit your community. Refer to **Appendix 1** for additional information (including example activities) to support the completion of Part 2.

Please ensure your proposal document answers the following:

1. Describe how a Land Use Plan will benefit your community – be specific to land use opportunities and challenges in your community. For example, describe how a LUP will support the following:
 - a. Infrastructure and development needs,
 - b. Creation of economic opportunities,
 - c. Environmental protection and natural resource management,
 - d. Protection of culturally important areas.

2. Describe your community's current capacity to undertake this project.
 - a. How will the project be staffed?
 - b. Will your community be requiring the assistance from a professional planning consultant?

3. Describe how you intend to engage your community in this project.

4. Describe any potential issues, risks, or challenges that may prevent you from completing this project and how you may overcome these.

5. Describe how your First Nation will collect and display geographic information important to your land use plan.
 - a. How will the First Nation develop a geodatabase to support its land use planning process?
 - b. Does your First Nation have a staff member who is trained in using GIS?



6. Provide a workplan, and associated budget that includes the following:
 - a. Project activities and associated deliverables,
 - b. Cost breakdown for each activity
 - c. Timeline, including start and end dates for each project activity.

7. Other information you would like to include to support your proposal.

Part 3: Supplemental Documents

Please provide the following supplemental documentation with this application:

- A signed Band Council Resolution (BCR) supporting this application.

Note: Upon completion of this project, you will be required to submit completed deliverables, a copy of your Background Report, and financial reporting to NALMA.

Part 4: Certification

I certify that:

- The information in this application and its annexes is correct to the best of my knowledge;
- Appointed representatives of the NALMA are authorized to obtain and share with persons or organizations, public or private, any information necessary to complete the assessment of the project outlined;
- The applicant is in principle prepared to enter into a funding agreement or funding amendment with the NALMA; and
- I am authorized to sign this application on behalf of the quorum of the First Nation Council.

Primary Contact Name:	Primary Contact Position Title:
Date Submitted:	Signature:

Completed applications must be submitted via email to: lup@nalma.ca by 11:59 pm, February 21, 2025.



Appendix 1: Supplemental Information

Example activities, outcomes, and components to consider when developing a Land Use Plan. Activities listed here may apply to Category 1, 2, and/or 3 applications.

- Hire Land Use Planning Coordinator (if required)
- Start Up Meeting/Community Information Session – Knowing Land Use Planning Basics
- Create/establish community planning team (i.e., Planning Support Team (PST))
- Identify community needs - analyze community's skills base
- Develop community engagement and/or communication strategy
- Develop Terms of Reference and Work Plan
- Site visits
- Determine readiness and build capacity
- Create community vision and LUP process
- Create inventory of lands, resources, assets, and services as well as relevant policies, regulations, and plans (i.e., capital plan) to complete analysis
- Identify and assess land use options
- On-going community engagement/workshop
- Identification of physical development opportunities and constraints
- Develop maps:
 - with development patterns and existing infrastructure & utilities on-reserve
 - with topographic contours and aerial photos for creating parcels on-reserve
 - to show land suitable for development versus non-suitable land such as sensitive areas because of cultural or spiritual significance, hunting areas, harvesting grounds, habitat protection, burial grounds, and species at risk
 - to describe topography, drainage, and land suitability
- Conduct environmental and geotechnical studies
- Develop demographic profile of reserve (i.e., population and age distribution)
- Complete land interest/parcels identification based on survey control including existing infrastructure and utilities and integrate with existing survey fabric
- Develop land use policies and by-laws
- Link LUP with related documents i.e., Comprehensive Community Plan
- Create implementation team
- Finalize draft LUP document
- Adoption of LUP by Chief and Council
- Celebrate final LUP document



- Identify specific projects and targets based on short term and medium goals
- Link plan to the First Nation's economic development plan, emergency management plan and Capital/Infrastructure plans
- Identify infrastructure planning (utilities, water, sewer, roads) related to specific projects
- Identify requirements to support land use planning goals
- Identify designation process for reserve lands as part of the land use planning project
- Outline land use policies (i.e., zoning/bylaw development)
- Provide implementation timelines for short and medium goals/projects
- Seek support from community members and elected officials
- Engage with neighbouring municipalities, and other partners as needed

It is anticipated that a completed Land Use Plan would include sections, generally consistent with the following:

- Background Information (i.e., purpose, process and, scope of the Land Use Plan) as well as a brief history on the planning areas;
- Community Profile (i.e., population, demographics, housing, socio-economic status etc.);
- Community Infrastructure (i.e., overview of services, and determination of what land uses are possible in what areas);
- Planning Areas (descriptions of Study Area including current and future land uses and consideration of zoning type regulations);
- Community Priorities;
- The Land Use Plan itself; and
- Implementation Plan/Schedule.