

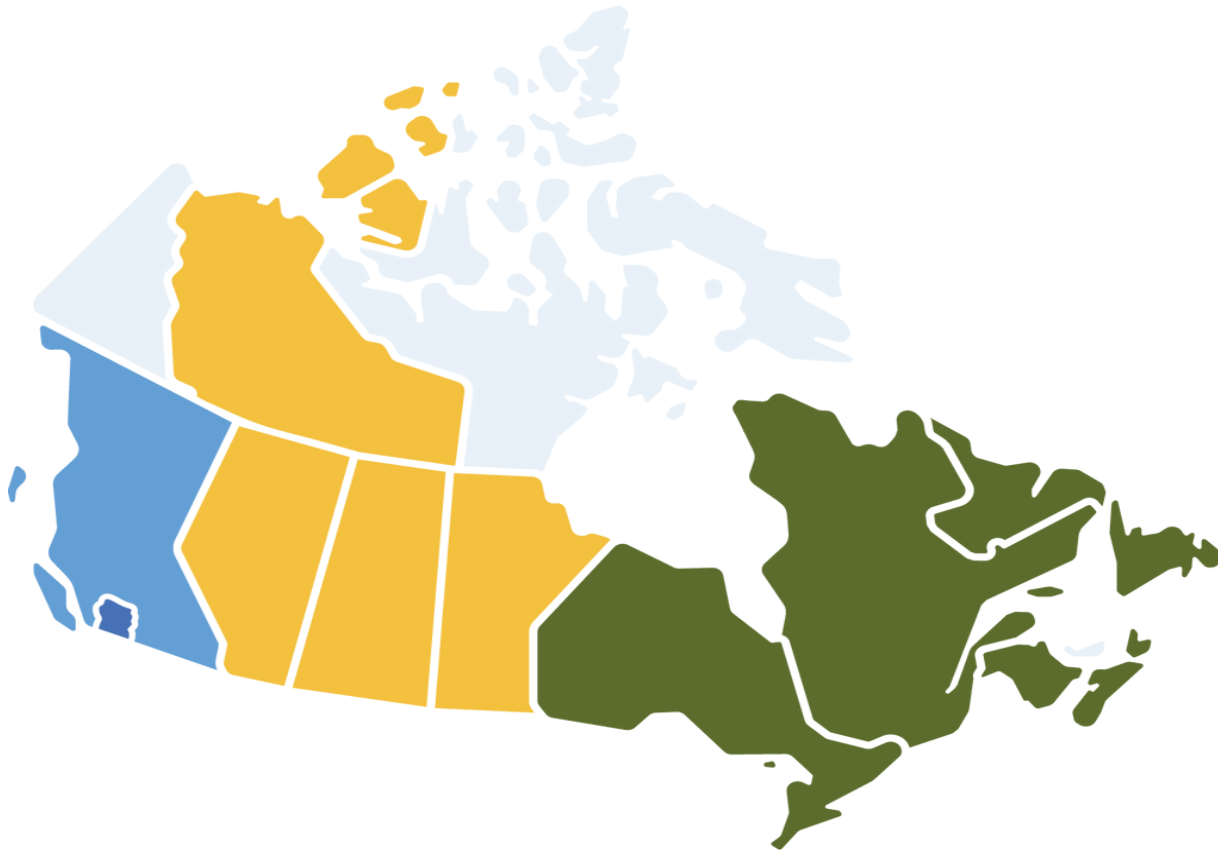


Land Development Review Procedures: Next Steps

TMPD Webinar



Welcome



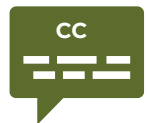
Administrative Tools



Please keep devices muted while others are presenting



Please feel free to type your questions into the chat



Closed caption is available



This session is recorded



All materials are available online

Ways for Participant Feedback



Raise hand to speak

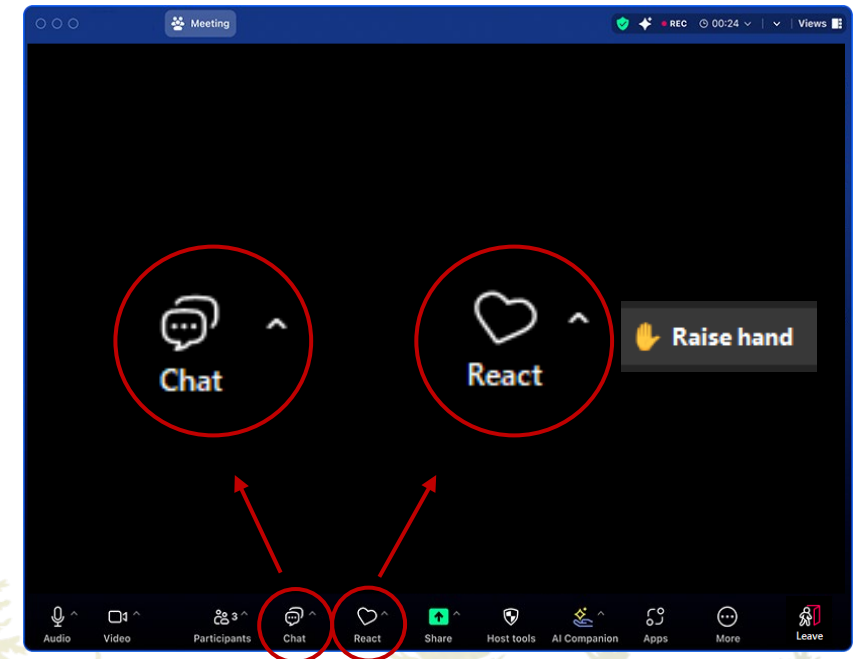


Chat for questions & comments



Polls for quick responses

Zoom Screen



Today's Objectives

- Recap of the Land Development Review Procedures Workshop
- Review of the Checklist/ Guidance Tool
- Seek First Nation feedback on proposed toolkit

Today's Presenters



Andrew Smith

Professional Planner,
First Nations Land Management Resource Centre



Hilary Black

Professional Planner,
First Nations Land Management Resource Centre

Land Development Review Procedures

Summary of the Workshop



Summary of the Workshop

Workshop Purpose & Outcomes

The Land Development Review Procedures Workshop was held on October 22-23, 2025, in Vancouver.

The workshop:

- Addressed the need for land development review support for Land Code First Nations
- Walked through key stages of the land development review process
- Examined differences between simple and complex developments
- Featured experienced guest speakers
- Captured key considerations to inform the development of land development review tools...which is the focus of today's webinar



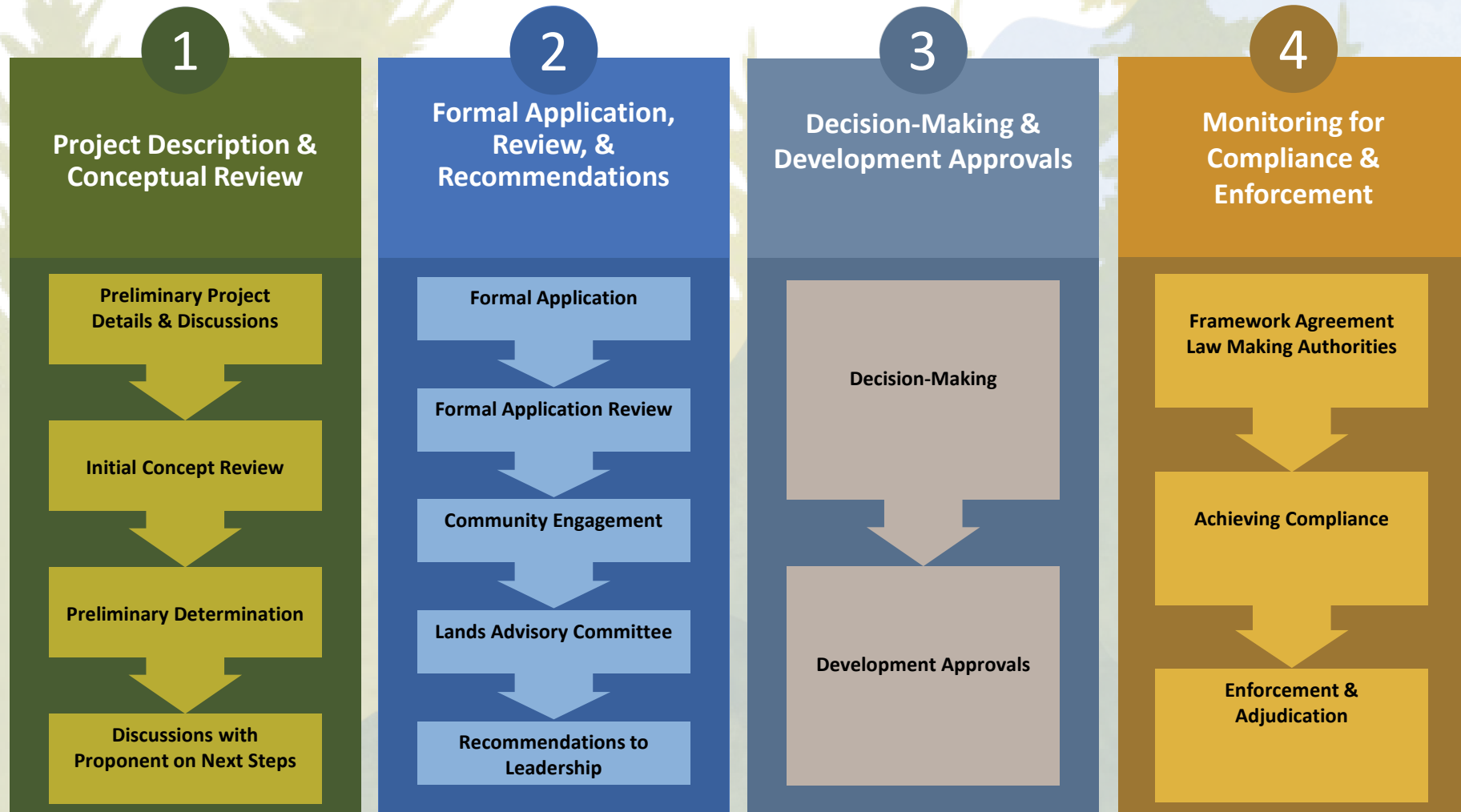
Summary of the Workshop

What Participants had to Say

**When you hear "Land Development Review Procedures,"
what is ONE word that comes to your mind?**



The Four Stages of Land Development Review Procedures



Project Description & Conceptual Review

Preliminary Project Details & Discussions

- Preliminary Project Information
- Overview of Roles & Responsibilities
- Considerations for Roles & Responsibilities
- Preliminary Foundational Information

Initial Concept Review

- Team Coordination
- Legal Requirements
- Gathering Preliminary Project Information

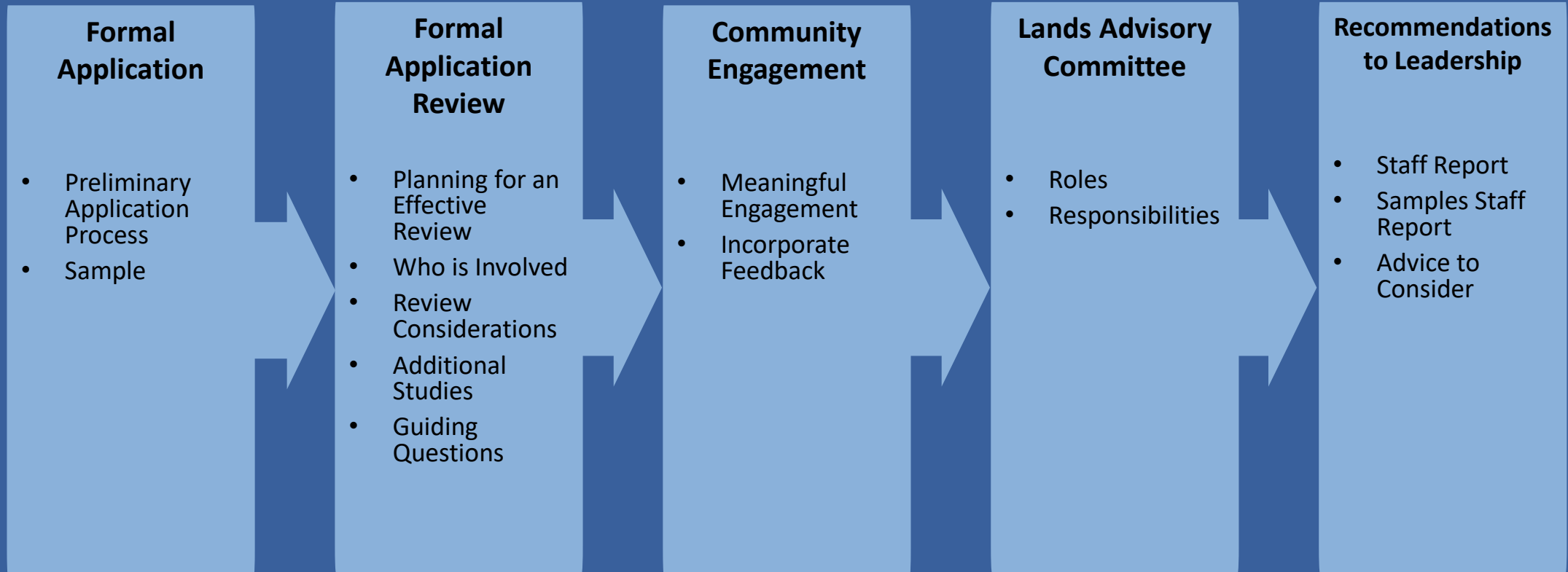
Preliminary Determination

- Recommendations & Decisions
- Community Support

Discussions with Proponent on Next Steps

- Topics of Discussion

Formal Application, Review, & Recommendations



Decision-Making & Development Approvals

Decision-Making

- Staff's Role in Decision-Making
- Final Development Approval by Chief & Council
- Delegating Authority

Development Approvals

- Permits
- Additional Permits, Approvals, Certificates, & Decisions
- Granting Interests
- Example Scenarios

Monitoring for Compliance & Enforcement

Framework Agreement Law Making Authorities

- Overview
- Enforcement Considerations for Land Development
- Enforcement Powers

Achieving Compliance

- Reducing the Need for Enforcement
- Enforcement Staff

Enforcement and Adjudication

- Administrative Process
- Administrative Remedies
- Ticketing Option
- Enforcing First Nation Laws
- Prosecution

Checklist Activity Participant Summary

STAGE 1

Project Description & Conceptual Review

Participant Input

- Staff want to know early whether a project fits community direction
- Environmental and cultural impacts are top concerns from the beginning
- Lands staff are often brought in too late, after decisions are already moving

How it Informed the Checklist

- Community engagement needs to happen early
- Environmental assessments need to be conducted early in the process
- Land staff roles & responsibilities should be identified early in the process

Checklist Activity Participant Summary

STAGE 2

Formal Application,
Review, &
Recommendations

Participant Input

- Applications are often missing basic information or required documents
- Environmental and archaeological studies are frequently incomplete or absent
- Clear submission checklists are essential
- Face to face and targeted engagement works better than broad or online only approaches

How it Informed the Checklist

- Proponents need a clear and comprehensive list of required items
- Engagement sessions should be thoughtful, comprehensive, and community-specific

Combining in-person and virtual options supports accessible, flexible participation for a wider audience

Checklist Activity Participant Summary

STAGE 3

Decision-Making & Development Approvals

Participant Input

- Leadership needs clear, plain language information to make decisions
- Showing how a project fits existing laws and plans is critical
- Lands Advisory Committee (LAC) input and community feedback strongly influence outcomes
- Delays are usually caused by timing and unclear information, not disagreement

How it Informed the Checklist

- Packages for decision-makers should include clear and concise information
- Decision-makers should be part of the process early on, so proposed decisions feel informed and anticipated
- Well-defined decision options should be included in the package to better support leadership in making informed decisions

Checklist Activity Participant Summary

STAGE 4

Monitoring for Compliance & Enforcement

Participant Input

- Education and clear communication help prevent compliance issues
- Monitoring is necessary even after approvals are granted
- Unauthorised development is usually noticed by staff or community members
- Stop work orders are the most common enforcement tool used

How it Informed the Checklist

- Compliance starts with clear communication and education
- Consistent monitoring throughout the development project is necessary to ensure compliance

Land Development Review Procedures Workshop

Participant Feedback

Have you had a chance to use, review, modify, implement the tools that were shared during the workshop?

If you have, how has it been helpful, in what way have you implemented it?





Land Development Review Procedures

Land Development Review Tools

Based on feedback from the workshop, we see the need for two complementary tools:



Sample Checklist

High-level



Proposed Toolkit

In-depth
Comprehensive

Sample Checklist

High-level



Land Development Review Tools

Sample Checklist

Purpose

- The sample checklist is intended to identify the essential tasks and considerations that typically arise across the four stages of land development review.
- Highlights key areas to address early, without getting into technical detail.
- Helps identify gaps, missing information, or unresolved issues before projects advance.
- Supports consistent and transparent review process and clearer expectations across staff, proponents, Lands Advisory Committee, and leadership.



Land Development Review Tools

Sample Checklist

Use

- This checklist is designed to be used by Lands staff and can also serve as a reference tool to help communicate the review process to leadership and proponents.
- Can help lands staff check that essential tasks and considerations have been addressed before project moves forward.
- Can support clearer communication with leadership and proponents about what is being reviewed at each stage.
- Can help identify gaps or outstanding issues early, before recommendations or decisions are required.
- Can serve as a starting point for developing more detailed, First Nation specific tools over time.



Land Development Review Tools

Sample Checklist

Walkthrough

Land Development Review Procedures

Sample Checklist



Stage 1
Project Description & Conceptual Review

Preliminary Project Details

- The proposed project location and size have been clearly identified.
- A preliminary project description has been prepared.
- Roles and responsibilities have been clearly defined.
- The Land Use Plan (LUP) has been clearly identified.

Initial Conceptual Review

- A preliminary check, project description and conceptual review (stage 1) have been used to confirm expectations before formal submission.
- The project description and conceptual review (stage 1) have been used to confirm expectations before formal submission.
- Timeliness for project description and conceptual review (stage 1) have been used to confirm expectations before formal submission.
- Application Fees or fees that may be required have been identified.
- Formal Application has been submitted.

Proponent has been notified of the results of the Initial Conceptual Review

- Complete Application
- Site Plan
- Survey
- Land encumbrances
- Building plans
- Completed
- Fees and charges
- Planning requirements

Formal Application

- An internal process has been completed.
- The application Plan (LUP) has been completed.
- Strategic or policy requirements have been identified.

Stage 2
Formal Application, Review, & Recommendations

Formal Application

- A project description and conceptual review (stage 1) have been used to confirm expectations before formal submission.
- Timeliness for project description and conceptual review (stage 1) have been used to confirm expectations before formal submission.
- Application Fees or fees that may be required have been identified.
- Formal Application has been submitted.

Proponent has been notified of the results of the Initial Conceptual Review

- Complete Application
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Formal Application

- An internal process has been completed.
- The application Plan (LUP) has been completed.
- Strategic or policy requirements have been identified.

Stage 3
Decision Making & Development Approvals

Decision Making

- A complete Staff Report has been sent for Chief & Council review and decision.

Development Approvals

- Project approval designated staff
- Required permits, laws, policies, procedures
- Additional permits
- Any land interest registration, including:
 - Leases
 - Subleases
 - Licences
 - Easements

Stage 4
Monitoring for Compliance & Enforcement

Plan for Monitoring the Development Project

- Someone has been identified to monitor the development or development progress.
- The physical work is consistent with project descriptions, development plans, and technical drawings (e.g., surveys, engineering plans).
- The physical work is consistent with any prescribed conditions or mitigation measures outlined on applicable approvals, permits, lease agreements, etc. issued by **Chief and Council/Leadership** (including environmental protection, mitigation, and compensation measures).
- The physical work is consistent with any prescribed conditions or mitigation measures outlined on applicable approvals, permits, etc. issued by **relevant federal, provincial or other regulatory bodies** (e.g., building permits and building inspection requirements, Fisheries Act, Species at Risk and Migratory Birds permits or authorizations, etc.).
- Post-construction site operations are consistent with any prescribed conditions or mitigation measures outlined on applicable approvals, permits, lease agreements, etc. issued by Chief and Council/Leadership (including environmental protection, mitigation, and compensation measures).
- Prescribed mitigation measures are functioning as intended.
- Potential consequences for non-compliance have been established.

Plan for Promoting Voluntary Compliance

- Conduct community outreach and education during the law development process.
- First Nation laws have been shared with the community and are publicly available.
- First Nation laws have been communicated with the proponent.

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Land
Development
Review Tools

Sample Checklist

Participant
Feedback

**Clarity &
Useability**

Are any terms, concepts, or instructions unclear or confusing?

Does the layout and order of sections reflect the sequence in which a land development review occurs for you?



Land
Development
Review Tools
Sample Checklist

Participant
Feedback
Clarity &
Useability

Do any items feel out of place or better suited to another stage?

Are the “Gather Documents” lists clear and useful?

Gather Documents

- Consider preparing and collecting these documents during stage 1 project review:
 - Land Use Plan
 - Other Guidance Documents (e.g., Environmental Management Plan, Housing Strategy, Strategic Plan)
 - Applicable laws (e.g., Zoning Law, Subdivision, Servicing, and Development Law)
 - Internal Referral List (First Nation departments, Economic Development Authority, etc.)
 - External Referral List (other First Nations, federal and provincial government departments)
 - Proponent name and contact details
 - Concept Site Plan Sketch
 - Environmental Overview/project description as per First Nation EA process or law
 - Proposed construction plan and timeline – including proposed start date
 - _____
 - _____
- Consider starting the Staff Report. Continue to add documents throughout the review process.

A Staff Report provides leadership with the rationale and advice needed to make an informed decision. This report may also be referred to as an Approval Report, Lands Development Report, etc.

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Gather Documents

- Consider preparing and collecting these documents during stage 2 project review:
 - Required Information Checklist (for proponent)
 - Site plan and building or development plans (as applicable)
 - Any required technical or additional studies requested during the preliminary stage
 - Record of application fees or deposits paid
 - Community engagement records
 - Staff Report
 - _____
 - _____
 - _____

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Land
Development
Review Tools

Sample Checklist

Participant
Feedback

Completeness



Does the checklist capture all required steps across the full land development review process?

Are there areas where additional details or sub-steps are needed?



Land
Development
Review Tools
Sample Checklist

Participant
Feedback

Practical
Application

Would this checklist help you review projects more efficiently?

Do you think this checklist would help to explain decision processes to proponents, Lands Staff, Community members, etc.?

Are any sections too detailed or not detailed enough for practical use?

Stage 2
Formal Application, Review, & Recommendations

Formal Application

- A project description and conceptual review (stage 1) have been used to confirm expectations before formal submission.
- Timelines for processing applications have been outlined.
- Application Fee has been received, and proponent is aware of additional charges or fees that may be charged/collected.
- Formal Application Information Requirements** have been shared with the proponent.

Proponent has been advised to include the following information in the Formal Application. Required information may include:

- Complete Application Form
- Site Plan
- Survey
- Land encumbrance check
- Building plan(s)
- Completed additional studies (as requested in Stage 1)
- Fees and deposits
- Planning rationale report (optional)



Land Development Review Tools

Sample Checklist

Participant Feedback

Practical Application

If your FN already has a land development review process, do you think this checklist is still helpful?

If you don't have a process in place, do you think this checklist would be helpful in establishing a process?

Community Engagement
<input type="checkbox"/> Land Code has been reviewed to determine engagement / community input or if there are ratification requirements (e.g. long lease requiring a community vote).
<input type="checkbox"/> Laws (e.g., Subdivision, Development & Servicing Law or Zoning Law), policies, and procedures have been reviewed to determine engagement requirements.
<input type="checkbox"/> Relevant committees and community groups have been identified.
<input type="checkbox"/> Community engagement activities have been planned and held.
<input type="checkbox"/> Feedback from engagement activities has been documented.
<input type="checkbox"/> Any unresolved community concerns have been included in the Staff Report for decision-makers to consider.
Lands Advisory Committee (LAC)
<input type="checkbox"/> Land Code and applicable laws and procedures have been reviewed to determine prescribed role of Lands Advisory Committee (LAC).
<input type="checkbox"/> The role of the LAC in Stage 2 has been documented.
<input type="checkbox"/> The LAC has been engaged at appropriate points and has been provided with sufficient information.
<input type="checkbox"/> LAC advice or feedback has been recorded and considered as part of the review.
<input type="checkbox"/> Staff responses to committee input have been included in Staff Report/ advice to LAC/Council.



Proposed Toolkit

In-depth
Comprehensive

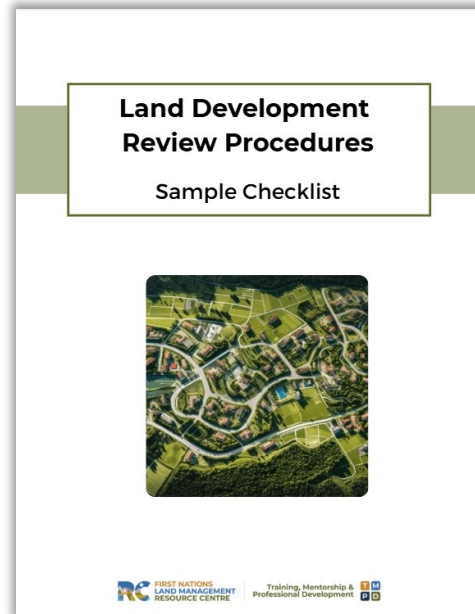


Land Development Review Tools Proposed Toolkit

What we plan on including

The proposed Land Development toolkit will:

- Be an expansion of the sample checklist
- Provide a compilation of First Nation examples
- Include Templates and reference documents



Environmental	Liabilities & Obligations	Health & Safety	Cultural Heritage	Laws, Policies, & Governance	Financial & Economic Risks	Infrastructure
<ul style="list-style-type: none"> Habitat Fish & Wildlife Water Quality Quantity Air Quality Soil Health Vegetation Species at Risk Environmental Hazards Invasive Species Climate Change & Ecosystem Shifts Cumulative Effects 	<ul style="list-style-type: none"> Interests & Encumbrances First Nations Land Registry System Limit on Liabilities, Defenses, & Immunities Insurance 	<ul style="list-style-type: none"> Housing Community Walkability Food Security Social Programs & Services Education Childcare Safe & Reliable Employment Access to Land & Waterways 	<ul style="list-style-type: none"> Traditional Knowledge Archaeological Areas Ancestral & Burial Grounds Sacred & Ceremonial Sites Medicine Growing Areas Traditional & Cultural Uses Place Names 	<ul style="list-style-type: none"> Land Use Plan, Zoning Laws Applicable First Nation, Federal & Provincial Laws Design Guidelines Permitting Process Community Engagement Requirements Land Advisory Committee Role Delegated Authority Legal tools for Enforcement 	<ul style="list-style-type: none"> Fees & Cost Recovery Valuation Taxation Project Feasibility Investment & Project Financing Lease Rules Loans Financial Administration 	<ul style="list-style-type: none"> Water & Wastewater Management Solid Waste Management Natural Assets Green Infrastructure Stormwater Management Engineering Standards Transportation Servicing & Agreements

Land
Development
Review Tools
Proposed Toolkit

Participant
Feedback
Delivery

The toolkit is a shared, evolving resource that will grow and adapt as policies change, communities contribute examples, and new materials are added.

Do you prefer a complete toolkit released all at once, or a phased release as pieces are developed?



Land
Development
Review Tools

Proposed Toolkit

Participant
Feedback
Alignment

Recognizing that each First Nation has unique needs when it comes to Land Development Review Procedures, and that these needs can differ significantly between communities, we have designed this toolkit to be flexible and adaptable.

When considering your First Nation's needs, does this proposed toolkit align?



Land
Development
Review Tools

Proposed Toolkit

Participant
Feedback
Additions

Which toolkit additions should be prioritized?

Are there specific templates or examples that would significantly improve the ability to review projects efficiently?



Land
Development
Review Tools
Proposed Toolkit

Participant
Feedback
Examples

If you have any examples you'd like to provide, please share your email address with us.



brendan.demyen@labrc.com

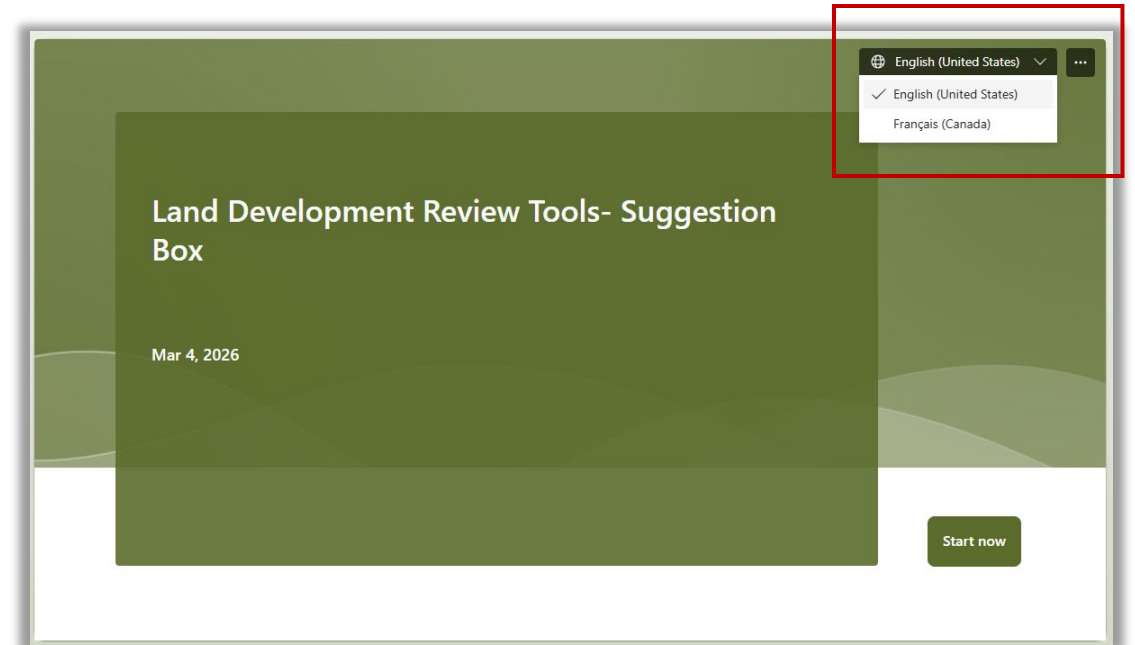


Q & A



Feedback & Webinar Materials

- Once you've had a chance to review the Sample Checklist and Proposed Toolkit, we would appreciate your feedback
- You can find the **Sample Checklist** and a **Feedback Form** in the link for today's materials



[Link to Webinar Materials](#)

Upcoming TMPD Events

Webinar

Blueprint for Success: Practical Insights from RC-Funded Projects

- Thursday March 26th, 2026

Regional Workshops

Strengthening Environmental Governance Through Solid Waste Management

- Prairies – Calgary, Alberta
May 26-27, 2026
- West – Kamloops, British Columbia
June 10-11, 2026
- East – Membertou, Nova Scotia
July 8-9, 2026

Thank you

