

Temporary Field Authorization Form

Application Guide

Environment and Parks, Government of Alberta
January 2020
Temporary Field Authorization Form: Application Guide

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TFA Application Instructions

Introduction

The Temporary Field Authorization (TFA) form is a generic form outlining approval and authorization application requirements for industrial, commercial, and recreational activities conducted on public lands. Detailed information about the application process and requirements can be found in the [Public Lands Act Regulation - Approvals and Authorizations Administrative Procedures](#).

Note: This application form is **not** to be used for TFA applications concerning rangelands.

A completed application consists of a cover document and appropriate attachments and plan(s) specific to the proposed project.

When completing the application, consider the following:

- The applicant must provide site-specific details regarding environmental issues that need to be addressed during proposed project or activity (e.g. construction, operation, and reclamation phases).
- In environmentally sensitive areas and/or areas with multiple use activities, a more detailed activity plan (in addition to the TFA application form) may be required before issuance. The specific content of the detailed activity plan should be discussed by the applicant with the appropriate Resource/Land Manager(s) during the planning stage of the proposed project.
- The applicant is responsible for ensuring all relevant consents/approvals are obtained prior to submitting the application.
- The applicant should be certain of all information submitted regarding construction methods, operations, timing constraints, etc., as it will form part of the conditions of approval or authorization. To avoid contravening the approval or authorization, the applicant must adhere to the submitted information.

Form Completion

All blanks must either be filled in or N/A noted where applicable.

Date of Submission:

Enter the date the TFA application is submitted to the department and not the date the application was completed.

1. Applicant Information

Question 1.1:

Applicant Name

- If you are an individual(s) making application, provide your first and last name.

Client ID

- A client ID within GLIMPS (Geographic Land Information Management System) and Land Registries is a pre-requisite to issuance, and TFAs cannot be issued without a valid client ID. If you do not have a client ID fill out the [application](#) and e-mail to crownlanddatasupport@gov.ab.ca

Address, City, Province/Territory, Postal Code, Phone Number, Fax Number, E-mail

- Provide current contact information (where information should be mailed or emailed). Addresses should be written out in full without using any abbreviations.

Question 1.2:

- If you are a GOA employee, attach approval from the Deputy Minister of your department in accordance with the Code of Conduct and Ethics for the Public Service of Alberta. If you are an MLA, please determine what approval documentation must be submitted with this application and attach.

Question 1.3:

- An individual(s) under the age of 18 years of age cannot make application for a TFA.

Question 1.4:

Agent (Company)

- If you are a company making application, provide the complete company name.

Contact Person

- Provide the name of the person, who can be contacted to answer any questions regarding information contained in the application.

Address, City, Province/Territory, Postal Code, Phone Number, Fax Number, E-mail

- Provide current contact information (where information should be mailed or emailed). Addresses should be written out in full without using any abbreviations.

2. General Information

Key differences and primary factors determining the differences between authorizations and approvals include the following:

Authorizations

- Can be:
 - a stand-alone activity; or
 - an activity associated to an existing disposition when that activity falls outside the existing disposition boundaries.
- Used for permitting activities on public land for short term, non-exclusive use.
- Are normally issued on vacant public land, although in rare cases, they may be issued on lands already under disposition, when consent from the occupant has been obtained and the overlapping use is deemed acceptable by the regulatory body.
- Are not renewable, however if continued occupation is required, a new authorization can be issued as deemed acceptable by a regulatory body.
- Cannot be reinstated, assigned, mortgaged, transferred or sublet.

Approvals

- Must be associated to a formal disposition or an authorization and are never a stand-alone disposition.
- When the formal disposition is assigned, transferred, sub-let or mortgaged, an associated approval can continue to be utilized by the new disposition holder. An exception to this rule is when the approval is to graze bison.
- Approvals will expire on the date of;
 - expiry of a formal disposition or authorization,
 - cancellation of a formal disposition or authorization, or
 - the defined term as indicated in the regulatory approval.
- Are cancelled (automatically) when the term of the approval or the formal disposition or an authorization is cancelled.

- Cannot be renewed, reinstated, assigned, mortgaged, transferred or sublet. Because an approval cannot be renewed, if an approval expires (prior to the expiry of the formal disposition), a new approval may be issued in its place.

Associated Disposition(s)

- If the activity is associated to an existing disposition or authorization, the associated existing disposition(s) has to be entered.

Proposed Activity

- Select from the drop down list the appropriate purpose code for the proposed activity. For descriptions, refer to [Table A1](#) of the *Public Lands Administration Regulation* (PLAR).

Other

- If the proposed project does not fall into the activities listed under PLAR table A1, provide further details to inform the regulatory body in its review.

Name of Project (Optional)

- Enter the name of the project. This is intended for the applicant's use, if information is known or applicable.

Question 2.1:

If this question is answered "Yes"

- Provide name of officer contacted as well as date and details of discussion.

Question 2.2:

Before submitting the application, the applicant must obtain a Public Land Standing Report (PLSR) for the lands required to conduct the activity. The PLSR will identify existing public lands and forest act disposition, and any reservations/notations.

- If the requested area overlaps with any existing dispositions, written consent must be provided from that existing occupant (disposition holder).
- If the requested area is impacted by any reservation/notations, these must be cleared through consent with the holdings agency prior application.
- Consent from Forest Management Agreement (FMA) and/or timber licence holders is required for authorizations that occur within an FMA area, and/or a timber licence area.

Land Standing Reports can be obtained from Alberta Department of Energy/Crown Land Data Support in Edmonton.

To inquire or request a report phone (780) 644-2300 or email crownlanddatasupport@gov.ab.ca. Alternately, you can use the [Electronic Transfer System](#). The land standing must be obtained no more than 15 days prior to submission of application. These reports are not available from the AEP offices.

If “Yes”

- Submit the report as part of the TFA Application.

If this question is answered “No”

- Be aware that the application may be rejected or may require the outstanding documents to be submitted to the regulatory body prior to review.

Question 2.3:

If this question is answered “Yes”

- Check the Land Standing Report for Reservation/Notation type and number, Purpose Code, and Restriction Code. See examples below.

| Activities and Titles | | | | | | |
|-----------------------|--|--------------|------------------|---|--|------------------|
| Activity Land | Status/Type | Date | Expiry | Client | Metes and Bounds Remarks | Acres |
| CNT090060 | Active/Disposed | 2009/05/11 | 2034/05/31 | ROCKY MOUNTAIN HOUSE OFFICE - FORESTRY | SUSTAINABLE RESOURCE DEV | 462,7 |
| Type Number | | Purpose Code | Restriction Code | | | |
| | | | | | 0510 : BUFFER 1 : NO RESTRICTON 710 : SEE COMMENTS | |
| PNT930438 | Active/Disposed | 1993/12/02 | 2028/12/31 | ROCKY WEST OFFICE - RANGELAND DISTRICT - LANDS DIVI | NO AGRICULTURAL DISPOSITION | 41,520.65 16,800 |
| Type Number | Purpose Code | | | Restriction Code | | |
| | 0165 GRAZING ALLOTMENT AREA | | | 3 | 130 GRAZING PERMIT ONLY 710 SEE COMMENTS | |
| | SW-08-038-13 W/5 | 160.00 | 64.750 | | | |
| | #89 RAM RIVER RANGE ALLOTMENT - FOREST RESERVE PERMITS ONLY, SKETCH ON FILE. | | | | | |

Question 2.4:

Permanent Sample Plots/Research Plots (PSP) are noted as DRS or PNT reservations on the land standing report, and are administered by Alberta Agriculture and Forestry. No activity is allowed that may cause any disturbance to trees/vegetation within the boundary of these plots, including hand cutting for surveying purposes. The outside perimeter of the sample plots may be recognized by blue paint marks on the trees and/or customized ‘Permanent Sample Plot/Research Area’ flagging tape.

The forest industry also has sample plots and research plots within their areas. If these plots are registered on the Land Standing Report (LSR), they will show up as Industrial Sample Plot (ISP) reservations. Not all forest industry plots are registered on LSR, and the specific forestry company will need to identify these plots as part of the consent procedure.

If the LSR indicates a PSP, the applicant is responsible for determining its location in relation to the lands applied for. PSPs must not be disturbed. This includes additional clearings for borrow pits, remote sumps, campsites, etc.

The applicant must indicate if a PSP boundary is located within 100 m of any lands in the application. For further details, refer to the [Permanent Sample Plot Information and Database Search](#).

Rangeland Management Branch has developed the Rangeland Reference Area Program for long-term monitoring of the rangeland resource. This program includes fenced and unfenced reference area sites where species composition and forage production are monitored in the presence and absence of disturbance. All these areas are protected under PNT or CNT.

Question 2.5:

- The Land Standing Report identifies any surface interest and/or activity in the specified parcel(s) of land. The stakeholders of these interests/activities including trappers, holder of timber dispositions, agricultural dispositions, industrial holdings and/or dispositions, Indian Reserves, Metis Settlements, FMA's, Reservations may need to be contacted for consent or notified of your proposed activity. Attach documentation of consent to the TFA/DOA application.

Question 2.6:

- Refer to the [Land Use Historic Resource Listing Instructions](#).

Question 2.7:

- If "Yes", the proposed activity is associated with the cons commercial recreation (i.e. poker rally) and/or special events (i.e. wedding), ensure that you fill out supplementary questions.

Question 2.8:

- If "Yes", include the date(s) on which the on-site assessment was conducted on the lands for which application was made.

3. Period of Intended Use

Requested Start Date

- Enter the date when proposed project will be started including setup.

Estimated Completion Date

- Enter the date when proposed project is estimated to be completed.

Estimated Final Cleanup/Reclamation Date

- Enter the date when proposed activity and associated disturbance of the land is cleaned-up and reclaimed. This includes watercourse crossing removal, erosion control, revegetation, etc. Consult with the local Lands Officer where necessary on goals, objectives and plans for reclamation.

4. Location

Activity Type

- Select the activity type that describes proposed activity from the drop-down list.

Length, Width, and Total Area

- Enter the length and width of the area being requested for temporary use. The total area will then be calculated automatically.

Clearing Type

- Enter the appropriate clearing type as indicated on the form.

ATS Legal Location and GPS Location

- Provide a complete legal land description down to the quarter section and/or GPS Location of the specific lands(s) being requested for temporary use.

5. Site Description

Question 5.1:

- Select all applicable landscape types that most accurately characterize requested land(s) that will be impacted by proposed project and list dominant species found on site.

Question 5.2:

- Weeds are invasive plants that adapt quickly and aggressively to the Alberta landscape and cause lasting damage. The [Weed Control Act, Weed Control Regulation](#) lists plant species and their seed that are designated as either prohibited noxious or noxious weeds.
- For information about [Aquatic Invasive Species](#) refer to the government website.

Question 5.3:

Topography

- Select the appropriate level of topography for the site you are requesting.

Question 5.4:

- The distance should be measured from the project boundary to the top of the active bank of the watercourse or water body (also referred to as *average high water mark*).

Question 5.5 and 5.6:

The Alberta *Wildlife Act* contains provisions for protection of wildlife and the nests and dens of certain types of wildlife. In Alberta, the nests and dens of endangered animals, hibernacula of prairie rattlesnakes, upland game birds, and migratory birds (as defined in the *Migratory Birds Convention Act*) are protected throughout Alberta and throughout the year. The *Act* also provides protection for houses, nests and dens of snakes, bats, beaver, and wildlife in wildlife sanctuaries. Refer to the [Wildlife Act](#) and [regulations](#) for further information.

- If the activity is within an identified Wildlife Zone, Area or impacts a sensitive species, the applicant must within this section, identify all zones or species impacted. If a zone or species is not within the listing provided, the applicant can pick “Other” and identify these within the open text box below.

The department has developed a series of [guidelines](#) including mitigation techniques such as buffers, timing, and access restrictions for land use in key wildlife areas. To assess whether the proposed project is located within key wildlife areas and to acquire a *Fish and Wildlife Management Information Report* refer to the online [mapping tools](#) (Landscape Analysis Tool, Fish and Wildlife Internet Mapping Tool (FWIMT)).

The [Wild Species Status Search](#) identifies the current general status of Alberta’s wild plant and animal species.

6. Operations

Question 6.1:

- If applicable provide details on methods of vegetation removal.
- Indicate whether merchantable timber is present. If “Yes”, indicate the approximate volume in cubic metres by species.
- Indicate whether you have received a Timber Salvage Waiver by Alberta Agriculture and Forestry. Any request for a timber salvage waiver must be justified.

Question 6.2:

- Select what will be done with the brush (woody debris).

Question 6.3:

Conservation of soil is necessary for restoring ecological structure to a site during reclamation. The conservation of topsoil is also required by law; topsoil conservation is required under the *Conservation and Reclamation Regulation* under *EPEA* and the *Soil Conservation Act*. For this reason, salvage and subsequent storage of the soil requires planning and commitment.

The Reclamation Strategy must outline how these materials are salvaged, handled, stored and used for reclamation. Soil should be replaced in a manner that creates a reconstructed soil of equal or greater productive capacity than the pre-disturbance condition.

Once the site has been contoured and soils have been replaced, vegetation should be established as soon as possible. Depending on the end land use, efforts must be made to cover exposed soil with native vegetation to eliminate future erosion and sedimentation issues. Native grasslands and natural forest sites are to be returned to native species sites as quickly as possible.

Consult with the local Lands Officer where necessary on goals, objectives and plans for reclamation. This consultation may be required in key/critical wildlife zone, caribou ranges, Species at Risk habitat, protected areas, and environmentally sensitive areas.

Question 6.4:

The bed and shore of most watercourses and water bodies are owned by the provincial government. Activity at or near watercourses is one of the most critical factors reviewed on public lands applications.

Note: All watercourse crossings and methods must be identified on the application or it will be deemed incomplete and will not be reviewed. For detailed information about watercourse crossings and waterbody classification, refer to the [Water Codes of Practice](#).

Although the Code of Practice does not apply to the 'exempted activities', the intent is to apply a similar standard of environmental protection, including protection of fish habitat, to the water crossings. Water protection and fisheries conditions are included as part of the approval to reflect the intent of the standards in the COP.

Note: Temporary crossings must not be installed or existing ones removed during the restricted activity periods unless clean water flow and fish passage can be maintained. Generally, this means any installation or removal should occur before spring break-up. Additional approvals may be required from the Department of Fisheries and Oceans if in-stream work is proposed during the restricted activity period.

Question 6.5:

Wetlands

- If your activity will impact wetlands, a wetland assessment may be required. Refer to the direction provided within the PLAR Approvals and Authorizations Administrative Procedures.
- If "Yes", attach the WAIF or WAIR response to your application.

For more information regarding wetland processes, refer to <https://www.alberta.ca/alberta-wetland-policy-implementation.aspx>

Question 6.6:

Should there be other details you the applicant needs to inform the regulatory body of during its review of the proposed activity, identify those aspects within the section provided.

7. First Nations Consultation

Refer to [Public Lands Act Regulation - Approvals and Authorizations Administrative Procedures – 3.5.2 First Nations Consultation requirements for TFA Issuance](#).

8. Application Checklist

Sketch/map plan of proposed activity

- For sketch/map plan standards refer to the [Public Lands Act Regulation - Approvals and Authorizations Administrative Procedures – 3.3 Sketch Plan Standards; page 21](#).

Submission

Once the application form has been completed and all additional documentation has been acquired, the application package is required to be submitted to the issuing regulatory body. The application package is then reviewed for completeness. If complete it is accepted; if it is incomplete, it is rejected.

The proposed project is reviewed on its merits to determine its validity as an acceptable land-use within proposed area, for the prescribed term. The results of this review will be that the regulatory body will either issue the authorization/approval or refuse to issue the authorization/approval if the project is for some reason not appropriate.