



Electronic Disposition System

First Nations Consultation

User Guide

Alberta Environment and Parks, Government of Alberta

Date of Publication: January 2019

Title of Publication: EDS First Nations / Metis Settlements User Guide

© 2019 Government of Alberta

Table of Contents

Accessing the First Nations Consultations Module.....	5
Create FNC	6
Edit FNC	11
Cancel FNC	15
EDS Managing Allowable Client ID Screens	17
Troubleshooting	19
Search Error Messages.....	19
FNC Common Errors.....	19

Table of Figures

Figure 1 - EDS Landing Page	5
Figure 2 - Application Prerequisites Menu	5
Figure 3 - First Nations/Metis Settlement Consultation External Menu	6
Figure 4 - FNC Module Save page	8
Figure 5 - FNC Module Review Page	9
Figure 6 - Terms of Use and Disclaimer	10
Figure 7 - FNC Successful Submission Message	10
Figure 8 - FNC Search Page	11
Figure 9 - FNC Search Results Page	12
Figure 10 - FNC Save Page	13
Figure 11 - FNC Upload Document Page	14
Figure 12 - Successful Submission Message	14
Figure 13 - FNC Search Page	15
Figure 14 - Search Results	15
Figure 15 - Click Cancel Text	15
Figure 16 - Cancel Row	16
Figure 17 - Confirmation Dialogue Box	16
Figure 18 - Successful submission with a terminated row.	16
Figure 19 - Manage Client Profile menu	17
Figure 20 - Allowed clients page saved successfully	18

Accessing the First Nations Consultations Module

Access the FNC module through the Application Prerequisites menu in EDS.

1. Log into the Electronic Disposition System here
 - https://securexnet.env.gov.ab.ca/eds_login.html
2. Click on **Application Prerequisites** button to expand the menu.

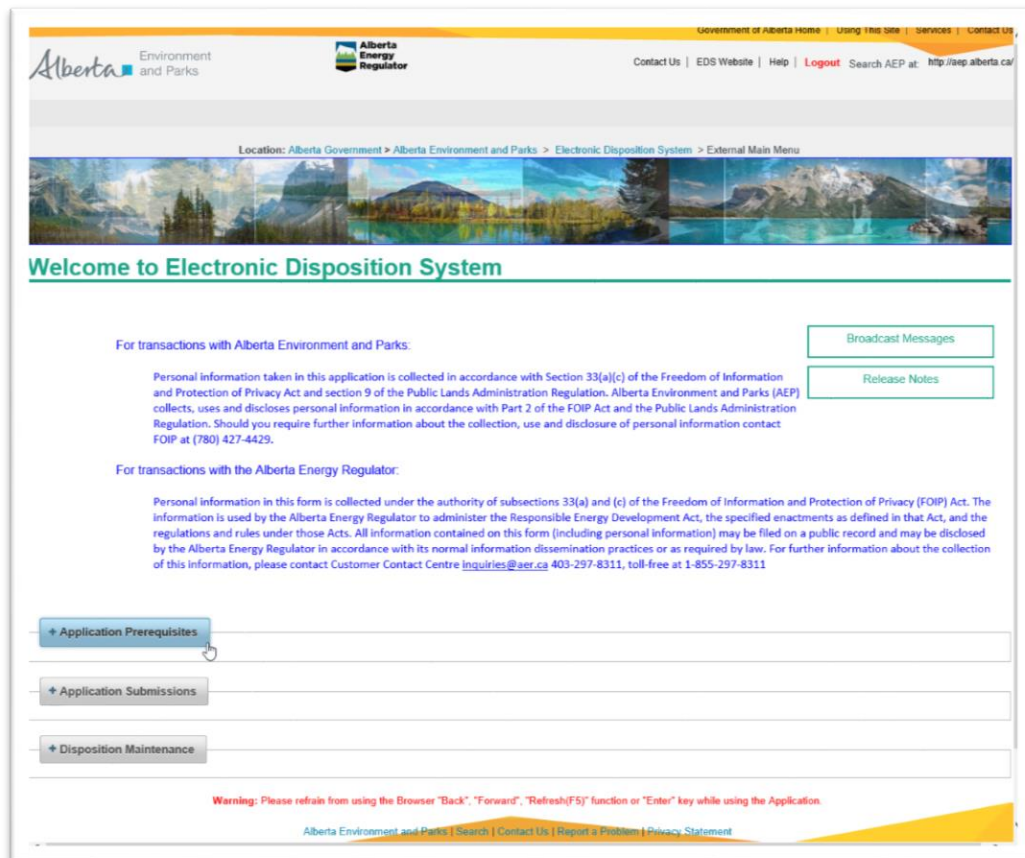


Figure 1 - EDS Landing Page

3. Click on the **First Nations/Metis Settlements Consultation Submissions** button

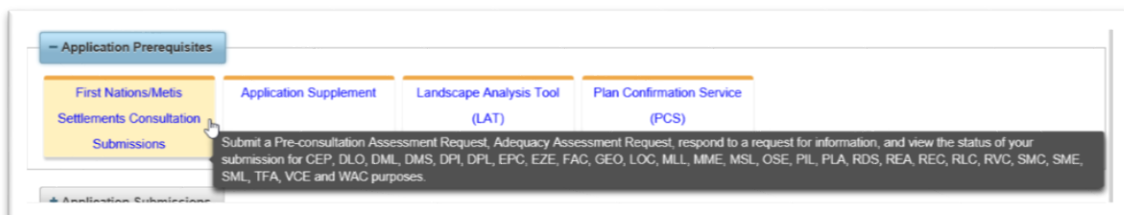


Figure 2 - Application Prerequisites Menu

This will bring you to the First Nation/Metis Settlement Consultation External Menu. From this point you can create a new FNC, edit an existing FNC, or cancel an existing FNC.

Create FNC

Use this option to create a new Pre-consultation Assessment Request.

1. Click **1. Create FNC** on the First Nation/Metis Settlement Consultation External Menu page.
2. Enter in your **Client ID** number and click **Create** to display the save page.
3. Enter in the **Project Name**, and the information for a **New Site**, or an **Amendment Site**.

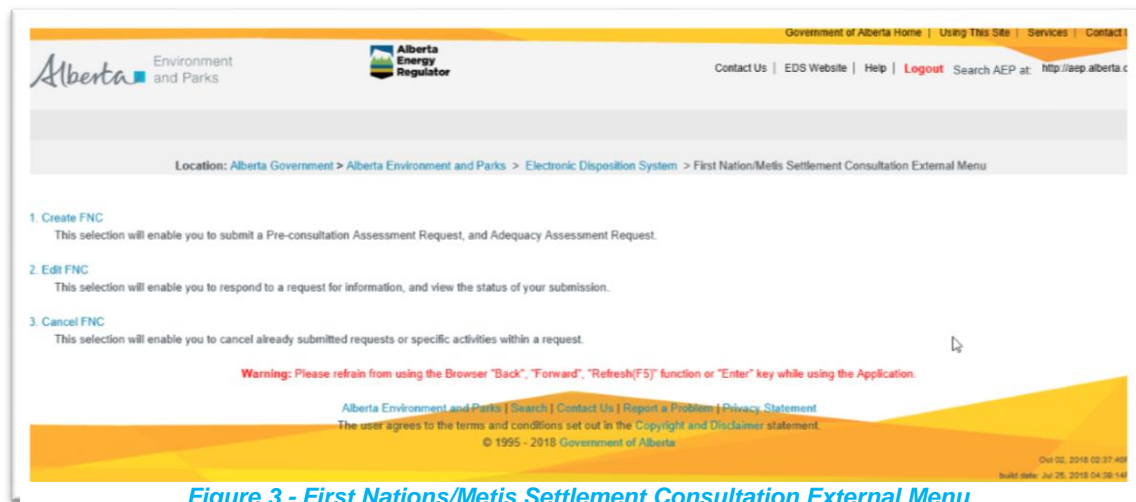


Figure 3 - First Nations/Metis Settlement Consultation External Menu

- A **New Site** supports an activity that does not have a disposition number.
 - The **Disposition Type** must match the disposition type of your Application. Definitions of different disposition types for each regulator are listed in the Public Land Administration Regulation (PLAR) Table on the AEP website here:
 - <https://www.alberta.ca/public-lands-administration-regulation.aspx>
 - An **Amendment Site** supports an activity that has a disposition number, and cannot support an Application.
4. Enter in the ATS of the extents of the bounding box that contains the entire disposition.
 - ATS **from** refers to the most southeastern quarter.
 - ATS **to** refers to the most northwestern quarter.
 5. Enter in any additional information in the Client Remarks text box in the Remarks Section. Click **Next** to continue to the Purpose Select page.

6. Select the **Purpose Type** from the dropdown and the **Area** in HA or **Distance** in KM. Click **Next** to continue to the Upload Document page.
7. Use the Upload Document page to upload files in support of the FNC application. To upload documents click **Browse...** and select a file from your computer. You will also need to select the appropriate type of document from the **Document Type** drop-down menu.
 - For more information about the documents required for FNC submissions, please refer to *The Government of Alberta's Proponent Guide to First Nations and Metis Settlements Consultation Procedures* which can be found here:
 - <https://www.alberta.ca/proponent-led-indigenous-consultations.aspx>
 - If you have more than 5 documents to upload you can add more by clicking the **Add Row** button.
 - To remove files from the list click the **Delete** link beside the file you would like to remove.
8. Once you have selected your documents you must click **Next** to proceed to the confirmation page.
 - **Note:** If you click **Save** on this screen before you click "Next" you will have to return to this page and re-select your files.
9. To submit your FNC request click **Submit**. If you are not yet ready to submit, you have the option to click **Save** to save the changes you have made so that you can return to the FNC later. Clicking **Save** will save the FNC with the changes you have made and a message will show at the bottom of your screen by the control buttons. If you click **save** you can return to the Main FNC menu by clicking **Return to Menu**.

Government of Alberta Home | Using This Site | Services | Contact Us

Alberta Environment and Parks Alberta Energy Regulator

Contact Us | EDS Website | Help | Logout Search AEP at: <http://aep.alberta.ca>

Location: [Alberta Government](#) > [Alberta Environment and Parks](#) > [Electronic Disposition System](#) > [First Nation/Metis Settlement Consultation Save](#)

FNC Number:	FNC201800382	Status:	Client To Submit
User Name:	Pennoyer, Theresa	Company Client ID:	8084944001
Company Name:	CENOVUS FCCL LTD.	User Agency Name:	YAP, SHARON
Land Use Office:		Project Name:	DLO 1234

New Sites:

Row Number	Disposition Type	Regulator	ATS from Qtr	ATS from Sec	ATS from Twp	ATS from Rge	ATS from Mer	ATS to Qtr	ATS to Sec	ATS to Twp	ATS to Rge	ATS to Mer
1	DLO	AEP	NW	1	53	27	4	SE	1	53	27	4
2												
3												
4												
5												

Amendment Sites:

Row Number	Disposition Number	Regulator	ATS from Qtr	ATS from Sec	ATS from Twp	ATS from Rge	ATS from Mer	ATS to Qtr	ATS to Sec	ATS to Twp	ATS to Rge	ATS to Mer
1												
2												
3												
4												
5												

Remarks Section:

<p>Submission Remarks (Admin)</p> <div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>	<div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div> <p>Client Remarks</p> <p style="text-align: right; font-size: small;">(2300 characters remaining)</p>
---	---

Warning: Please refrain from using the Browser "Back", "Forward", "Refresh(F5)" function or "Enter" key while using the Application.

[Alberta Environment and Parks](#) | [Search](#) | [Contact Us](#) | [Report a Problem](#) | [Privacy Statement](#)
 The user agrees to the terms and conditions set out in the [Copyright and Disclaimer](#) statement.
 © 1995 - 2018 Government of Alberta

Oct 03, 2018 08:07:12
 build date: Jul 25, 2018 04:38:14

Figure 4 - FNC Module Save page

Review the information on the confirmation page click **Submit** to submit the FNC.

- Note: Once you submit your FNC you cannot make any edits or changes.

Government of Alberta Home | Using This Site | Services | Contact Us

Alberta Environment and Parks | Alberta Energy Regulator

Contact Us | EDS Website | Help | Logout | Search AEP at: <http://aep.alberta.ca>

Location: Alberta Government > Alberta Environment and Parks > Electronic Disposition System > First Nation/Metis Settlement Consultation Confirmation

Activity Number:	FNC201800383	Status:	Client To Submit
User Name:	Pennoyer, Theresa	Company Client ID:	8084944001
Company Name:	CENOVUS FCCL LTD.	User Agency Name:	YAP, SHARON
Land Use Office:		Project Name:	My Project

New Sites:

Disposition Type	Regulator	Purpose Type	Area/Distance	ATS Legal from	ATS Legal to	Land Use Area
DLO	AEP	Access - Agriculture	154 HA	NW-3-53-27-W4	SE-3-53-27-W4	North Saskatchewan Region

Documents Attached:

Filename	Document Type
Record of Consultation.pdf	Record of Consultation

Remarks Section:

Client Remarks	Additional Information.
----------------	-------------------------

Back Save Submit

Warning: Please refrain from using the Browser "Back", "Forward", "Refresh(F5)" function or "Enter" key while using the Application.

Alberta Environment and Parks | Search | Contact Us | Report a Problem | Privacy Statement
 The user agrees to the terms and conditions set out in the Copyright and Disclaimer statement.
 © 1995 - 2018 Government of Alberta

Oct 04, 2018 01:29:48P
 build date: 04/28/2018 04:30:14P

Figure 5 - FNC Module Review Page

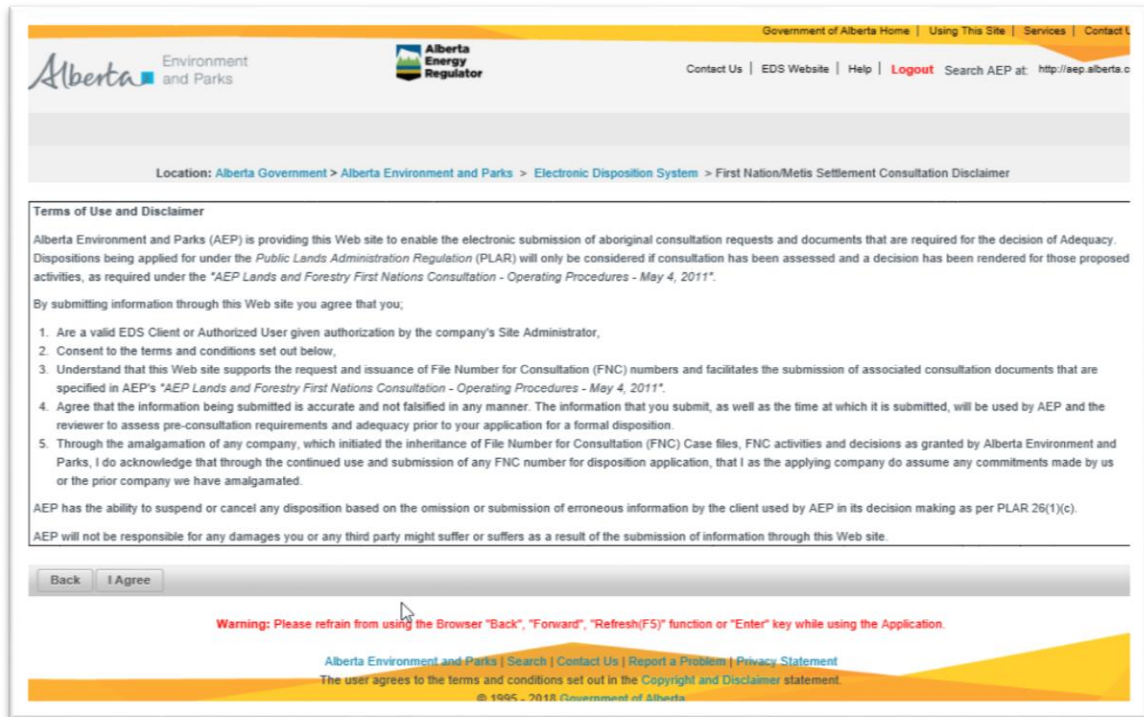


Figure 6 - Terms of Use and Disclaimer

After clicking **Submit** the Disclaimer page will display. Read the Terms of Use and Disclaimer and if you agree click **I Agree** to complete your submission. Once you click **I Agree** you will see the Confirmation page.

Upon successful submission, you will see a success message at the bottom of the confirmation page that reads **"Request/information [FNC Number: FNC201800383] has been submitted successfully!"** Return to the FNC Menu by clicking **Return to Menu**.



Figure 7 - FNC Successful Submission Message

Edit FNC

To respond to a request for information, or view the status of your FNC submission, click **2. Edit FNC** in the First Nation/Metis Settlement Consultation External Menu. This will take you to the Search page.

- You can only edit an FNC that has not yet been submitted and has a 'Client to Submit' status.
- A user can edit an FNC if the First Nations/Metis Settlements groups and the Level of Consultation has not yet been set by the Indigenous Relations group. A request to return the FNC to the proponent can be sent to ir.fnconsultlands-eds2110ea@gov.ab.ca.
- Editable fields are 'Disposition Type', the 'ATS from' and 'ATS to' fields, 'Purpose' and 'Area/Distance'.

You can search by **Client Id** or by **FNC Number** to find the FNC's you are looking for.

1. Enter in either the **Client Id** **1** OR the **FNC Number** **2**.

Government of Alberta Home | Using This Site | Services | Contact Us

Alberta Environment and Parks | Alberta Energy Regulator | Contact Us | EDS Website | Help | Logout | Search AEP at: <http://aep.alberta.ca>

Location: Alberta Government > Alberta Environment and Parks > Electronic Disposition System > First Nation/Metis Settlement Consultation Search

Please enter an Application Client ID and (optional) FNC Number, then click Search to continue

Client Id	<input type="text"/>
FNC Number	<input type="text"/>

Cancel Search

Search Result to Edit					
FNC Number	Client Id	Status	Submission Date	Project Name	Client Was Amalgamated

Warning: Please refrain from using the Browser "Back", "Forward", "Refresh(F5)" function or "Enter" key while using the Application.

Alberta Environment and Parks | Search | Contact Us | Report a Problem | Privacy Statement
The user agrees to the terms and conditions set out in the Copyright and Disclaimer statement.
© 1995 - 2018 Government of Alberta

Oct 04, 2018 01:47:40P

Figure 8 - FNC Search Page

The results will show in the Search Result to Edit table. By entering the Client ID and clicking Search, EDS will display the File Number for Consultation case file numbers previously created using the entered Client ID or provide the user with the New button.

The search results are sorted by the submission date and the **New** link will always be listed in the first row. The search results will display other meta-data such as Status, Submission Date, Project Name and, if the Client ID entered was amalgamated, the status of the company which it was amalgamated to. In the event of an amalgamation, any FNC in transit is automatically transferred to the active company.

Location: Alberta Government > Alberta Environment and Parks > Electronic Disposition System > First Nation/Metis Settlement Consultation Search

Please enter an Application Client ID and (optional) FNC Number, then click Search to continue

Client Id	8084944001
FNC Number	

Cancel Search

FNC Number	Client Id	Status	Submission Date	Project Name	Client Was Amalgamated
New	8084944001	Client To Submit			
FNC201800382	8084944001	Client To Submit		DLO 1234	
FNC201800261	8084944001	Client To Submit		AER CEP "Save"	
FNC201800383	8084944001	Internal Review - ACO	2018/10/04	My Project	
FNC201800381	8084944001	Completed Consultation Review	2018/10/02	Wizard_Lake_Testing	
FNC201800337	8084944001	Supply Consultation Results	2018/09/27	test	
FNC201800376	8084944001	Internal Review - ACO	2018/09/26	test_duplicate confirmation number	
FNC201800375	8084944001	Completed Consultation Review	2018/09/20	EDSA_LOC_E-Sign	
FNC201800374	8084944001	Completed Consultation Review	2018/09/20	EDSA_DLO_E-Sign	
FNC201800355	8084944001	Completed Consultation Review	2018/07/25	test	

Warning: Please refrain from using the Browser "Back", "Forward", "Refresh(F5)" function or "Enter" key while using the Application.

Alberta Environment and Parks | Search | Contact Us | Report a Problem | Privacy Statement
 The user agrees to the terms and conditions set out in the Copyright and Disclaimer statement.
 © 1995 - 2018 Government of Alberta

Oct 04, 2018 02:12:53PM
 build date: Jul 25, 2018 04:36:14PM

Figure 9 - FNC Search Results Page

To select an FNC to edit, simply click the **FNC Number** in the FNC Number column. This will bring you to the Save page.

On this save page, you can make edits to your FNC. Once you have made your changes to the fields on this page, click **Next** to proceed to the Upload Document page or click **Save** to finish editing and close this FNC without submitting.

Location: Alberta Government > Alberta Environment and Parks > Electronic Disposition System > First Nations/Metis Settlement Consultation Save

FNC Number:	FNC201800382	Status:	Client To Submit
User Name:	Pannoyer, Theresa	Company Client ID:	8084544001
Company Name:	CENOVUS FCCL LTD.	User Agency Name:	YAP, SHARON
Land Use Office:		Project Name:	DLO 1234

New Sites:

Row Number	FNC Activity #	Disposition Type	Regulator	ATS from Qtr	ATS from Sec	ATS from Twp	ATS from Rge	ATS from Mer	ATS to Qtr	ATS to Sec	ATS to Twp	ATS to Rge	ATS to Mer	Land Use Area
1	FNC201800382-001	DLO	AEP	NW	1	53	27	4	SE	1	53	27	4	North Saskatchewan Region

Amendment Sites:

Row Number	FNC Activity #	Disposition Number	Regulator	ATS from Qtr	ATS from Sec	ATS from Twp	ATS from Rge	ATS from Mer	ATS to Qtr	ATS to Sec	ATS to Twp	ATS to Rge	ATS to Mer	Land Use Area
No records found.														

Remarks Section:

Submission Remarks (Admin)	
----------------------------	--

Figure 10 - FNC Save Page

Click **Next** to proceed to the Upload Document page.

Figure 11 - FNC Upload Document Page

Once you have made your changes to the fields on the Upload Document page, click **Next** to proceed to the Confirmation page or click **Save** to finish editing and close this FNC without submitting.

Verify that the changes are correct on the Confirmation page then click **Submit** if you are finished editing and would like submit your FNC.

When you click **Submit**, you will then see the Disclaimer page. Read the disclaimer and click **I Agree** to submit the FNC. Upon successful submission, you will see a success message at the bottom of the confirmation page that “Request/information [FNC Number: FNC201800382] has been submitted successfully!” Return to the FNC Menu by clicking **Return to Menu**.

Figure 12 - Successful Submission Message

Cancel FNC

To Cancel an FNC or specific activities within a request by using **3. Cancel FNC** in the First Nation/Metis Settlement Consultation External Menu. This will take you to the Search page.

1. Enter in either the **Client Id** **1** OR the **FNC Number** **2**. The results will show in the “Search Result to Edit” table.

Figure 13 - FNC Search Page

2. Click on the FNC Number of the FNC you would like to cancel. This will bring you to the Save page.

FNC201800337	8084944001	Supply Consultation Results	2018/09/27	test	
--------------	------------	-----------------------------	------------	------	--

Figure 14 - Search Results

3. Select the checkbox next to the Cancel text and then click the **Cancel Selected** button. Note: you can also click the **Cancel** text to cancel the row.

Row Number	Action	FNC Activity #	Disposition Type	Regulator	Purpose Type	Area/Distance	ATS Legal from	ATS Legal to	First Nation/Metis Settlement	Land Use Area	Action Required
1	Cancel	FNC201800337-001	DLO	AEP	Access - Class B - All Weather or Dry	2HA	NE-9-14-4-W4	NW-9-14-4-W4	Alexis Nakula Sioux Nation	South Saskatchewan Region	Level 1: Streamlined Consultation
2	Cancel	FNC201800337-002	DML	AEP	Commercial Development - Mobile	3HA	NW-9-14-4-W4	NW-9-14-4-W4	Alexander First Nation	South Saskatchewan Region	Level 1: Streamlined Consultation

Cancel Selected

Figure 15 - Click Cancel Text

4. This will bring you to the **Save** page. There are two ways you can cancel items.

Row Number	Action	FNC Activity #	Disposition Type	Regulator	Purpose Type	Area/Distance	ATS Legal from	ATS Legal to	First Nation/Metis Settlement	Land Use Area	Action Required
1	<input type="checkbox"/> Cancel	FNC20180337-001	DLO	AEP	Access - Class II - All Weather or Dry	2HA	NE-S-14-4-W4	NW-S-14-4-W4	Alaska Nalco Sioux Nation	South Saskatchewan Region	Level 1: Streamlined Consultation
2	<input type="checkbox"/> Cancel	FNC20180337-002	DML	AEP	Commercial Development - Mobile	3HA	NW-S-14-4-W4	NW-S-14-4-W4	Alexander First Nation	South Saskatchewan Region	Level 1: Streamlined Consultation

Cancel Selected

Figure 16 - Cancel Row

5. Select the checkbox next to the Cancel text and then click the **Cancel Selected** button.
 6. Once the **Action** column reads UnCancel for the items you would like to delete, you can submit your request by clicking the **Submit** button.
- Note: You cannot save the Cancel / Uncancel values with the save button.

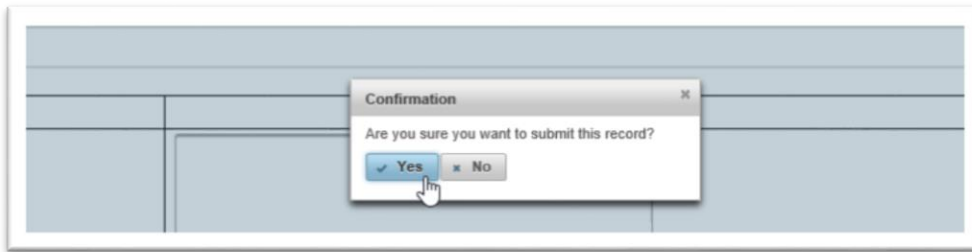


Figure 17 - Confirmation Dialogue Box

7. When you see the confirmation box, click “Yes” to complete the cancellation. If you want to back out of the request, you can select “No”. **NOTE:** An FNC cannot be re-instated once cancelled.

Alberta Environment and Parks | Alberta Energy Regulator

Contact Us | EDS Website | Help | Logout | Search AEP at: http://aep.alberta.ca

Location: Alberta Government > Alberta Environment and Parks > Electronic Disposition System > First Nation/Metis Settlement Consultation: Confirmation

Activity Number:	FNC20180337	Status:	Supply Consultation Results
User Name:	Pannoye, Theresa	Company Client ID:	8084948201
Company Name:	CENOVUS FCCL LTD.	User Agency Name:	YAP, SHARON
Land Use Office:	South Saskatchewan Region	Project Name:	test

New Sites:

FNC Activity #	Disposition Type	Regulator	Purpose Type	Area/Distance	ATS Legal from	ATS Legal to	First Nation/Metis Settlement	Land Use Area	Action Required	Assessment	Decision Date (YYYYMMDD)
FNC20180337-001	DLO	AEP	Access - Class II - All Weather or Dry	2 HA	NE-S-14-4-W4	NW-S-14-4-W4	Alaska Nalco Sioux Nation	South Saskatchewan Region	Level 1: Streamlined Consultation	Terminated	20181006
FNC20180337-002	DML	AEP	Commercial Development - Mobile	3 HA	NW-S-14-4-W4	NW-S-14-4-W4	Alexander First Nation	South Saskatchewan Region	Level 1: Streamlined Consultation		

Documents Attached:

Filename	Document Type

Remarks Section:

Client Remarks:

Request Confirmation (FNC Number: FNC20180337) has been submitted successfully!

Return to Menu

Warning: Please refrain from using the Browser "Back", "Forward", "Refresh/F5" function or "Enter" key while using the Application.

Alberta Environment and Parks | Search | Contact Us | Report a System Privacy Statement
The user agreed to the terms and conditions set out in the Copyright and Disclaimer statement.
© 1995 - 2018 Government of Alberta

Figure 18 - Successful submission with a terminated row.

8. If your cancellation was successful the assessment column will read “Terminated” and the submission success message will appear at the bottom of the module.

EDS Managing Allowable Client ID Screens

An EDS user that has the role of a site administrator is able to manage companies or individuals that are able to create and manage FNC’s on their behalf. The Proponent must designate a user within the company. That user will need an EDS account with the role of a site administrator. Following the steps below, the site administrator can add or remove Client IDs as required. All users with a Client ID that are within the ‘Allowed Client list’ will be able to submit or edit an FNC for the proponent.

Alternatively, if there is no site administrator available, the user can forward an email to eds.support@gov.ab.ca, a list of companies or individuals that would submit FNC’s on their behalf. Ensure that the authorization letter is on company letterhead and signed by an authorized staff member from the authorizing company. The department will refer to this letter if any disputes occur. Ensuring the list is up to date is the responsibility of the disposition holder.

Once a Site Administrator has successfully logged into EDS, and the main menu is displayed, the user would expand + Disposition Maintenance. Click the + key to expand the menu:

Choose ‘Manage Client Profile’

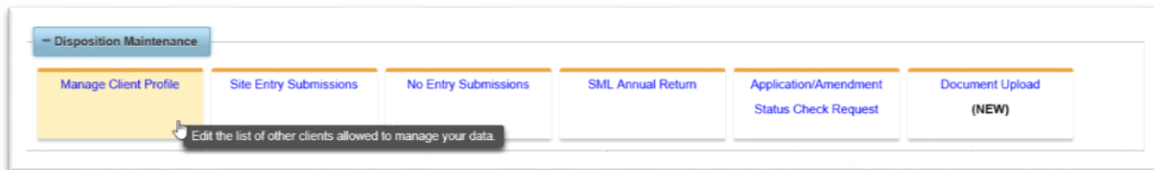


Figure 19 - Manage Client Profile menu

On the add Allowed Clients page the user would then add additional 'Client IDs' as needed. Client ID added by the administrator was 1234567899.

The administrator clicks **Next** confirms the companies and client IDs. Confirmation for the Client

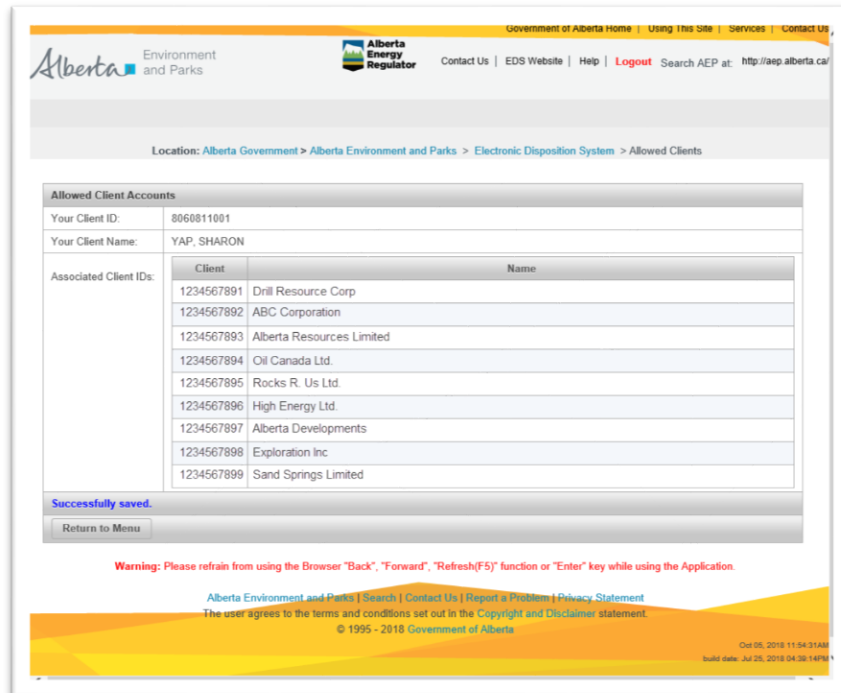


Figure 20 - Allowed clients page saved successfully.

ID Screen requires the user to search their profile to ensure that the client ID's have been added successfully. They will have the ability to add or edit their entries.

Note: Company names in this example are fictional.

Troubleshooting

Search Error Messages

1234567 is not a valid Client ID.

- Client ID must be 10 characters

The client ID 1234567897 does not exist in the database.

- Client ID may be inactive.

User john.x.smith is not authorized to submit consultations for 1234567891

- The user is not authorized to submit for the client ID entered. Forward a letter of authorization from the company granting the user permissions to submit on their behalf to eds.support@gov.ab.ca

The Client ID 1234567897 entered does not match the stored client id for FNC201800126.

- The FNC number provided does not belong to the Client ID entered.

FNC Common Errors

Project Name: Validation Error: Value is required.

EDS Validates that the 'Project Name' has been entered into the provided data field. This information is required for 'All' First Nations / Metis Settlement Consultation submissions.

Error found at New Sites: on row 1 (ATS legal from) Section: Validation Error: Specified attribute is not between the expected values of 1 and 36.

EDS validates data entered and the appropriate error message will display dependent upon the error. As above, errors can be related to an incorrect Section, Township, Range, or Meridian number. The user will be informed while in session.

If the land keys are not entered, EDS will message the user.

Error found at New Sites: on row 1: complete ATS is required.

Error found at New Sites: on row 1 Purpose Type: Validation Error: Value is required.

Error found at new Sites: on row 1 Area/Distance amount:Validation Error: value is required.