



EDS Surface Material Lease User Guide

April 28, 2017

Revision History

Version	Date	Author / Organization	Description
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V2.00	2007-04-24	Pauline Peterson	Final Draft
V2.01	2007-07-19	Krystian Staniszewski	Updated screenshots
V3.00	2011-10-13	Alexandra Crosland	Update links and screenshots
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List of Documents and Webpages

To access the AEP documents referenced in this schedule, search one of the following document titles at <https://www.alberta.ca/electronic-disposition-system-overview.aspx>

- EDS Application Supplement User Guide

- Electronic Disposition System (EDS)
- First Nations/Metis Settlements Consultation Submission
- Land Description CSV Template
- Landscape Analysis Tool (LAT)
- Plan Confirmation Service (PCS)
- Site Information, Surface Material Applications
- Test Hole Data

To access SecureXNET webpages referenced in this schedule, search one of the following page names at securexnet.env.gov.ab.ca:

- Plan Confirmation System
- Submit an Amendment

To access SecureXNET webpages referenced in this schedule, search the following page name at securexnet.env.gov.ab.ca/lat_login.html

- Create LAT reports for AER

To access SecureXNET EXTERN ADS webpages referenced in this schedule, search the following page name at extern.wln.gov.ab.ca:

- Account Password Use

To access the Indigenous Relations webpage referenced in this schedule, search the following page name at <https://www.alberta.ca/indigenous-relations.aspx>

- Proponent Guide

Disclaimer

In this disclaimer provision:

“Crown” means Her Majesty the Queen in right of the Province of Alberta;

“Minister” means the Minister responsible of the Alberta Sustainable Resource Development;

“Their employees” means and includes each, any and every officer, employee, servant and agent of either or both of the Crown and the Minister and without limiting the generality of the foregoing, and includes employees of the Crown and the Minister employed in Alberta Environment and Parks (AEP).

“EDS” means the Electronic Disposition System and all programs, hardware, documentation, functions and services forming a part thereof or associate therewith.

The Crown, the Minister and their employees and the contractors and technical advisors of the aforesaid:

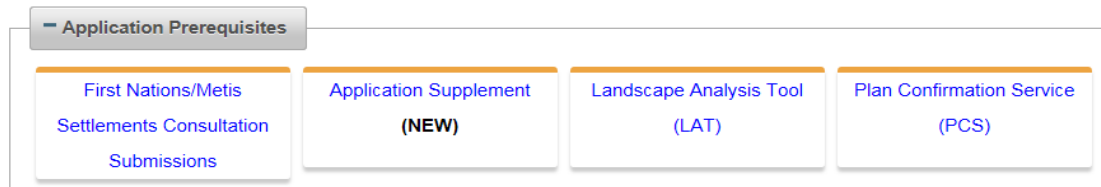
- (a) Make no warranty or representation, whether expressed or implied, to any person with respect to this material or documentation of EDS or as to the service, performance, quality, merchantability or fitness of any part of the aforesaid for any purpose; and
- (b) Shall not be liable for any action, damages or claims, whether occasioned by negligence or otherwise, that any person, user, Subscriber or any employees of the aforesaid may hereafter have, allege or become entitled to (including but not limited to any claim of third-party contribution of indemnity, any economic or moral loss, or direct, immediate, special, indirect or consequential damages which do, may, or are alleged to arise as a result of:
 - (i) The use of this material or documentation or EDS or any service connection therewith; or
 - (ii) Any error or omissions in data or any loss or partial loss of data or incomplete retrieval of information, even if any or all of the Crown, the Minister or their employees were advised of the possibility of such risk, action, claims or damages, including damages sustained or actions brought by third parties and claims made against the Subscriber by third parties.

The entire risk of loss relating to or associated with the quality and performance of EDS and any product and results thereof shall be assumed by the Subscriber and by any other user of EDS.

1.0 EDS Overview

EDS is an online service that allows clients to submit electronic transactions for surface dispositions to Alberta Environment and Parks (AEP) and the Alberta Energy Regulator (AER). Presently EDS has three subsystems:

- **Application PreRequisites** – by clicking the + **key**, this will expand to sub-modules for:



First Nations/Metis Settlements

Submit a Pre-consultation Assessment Request, Adequacy Assessment Request, respond to a request for information, and view the status of your submission for: CEP, DLO, DML, DMS, DPI, DPL, EPC, EZE, FAC, GEO, LOC, MLL, MME, MSL, OSE, PIL, PLA, RDS, REA, REC, RLC, RVC, SMC, SME, SML, TFA, VCE and WAC purposes.

Application Supplement (NEW)

Generate an Application Supplement document to be uploaded as part of an Application/Amendment document submission.

Landscape Analysis Tool (NEW)

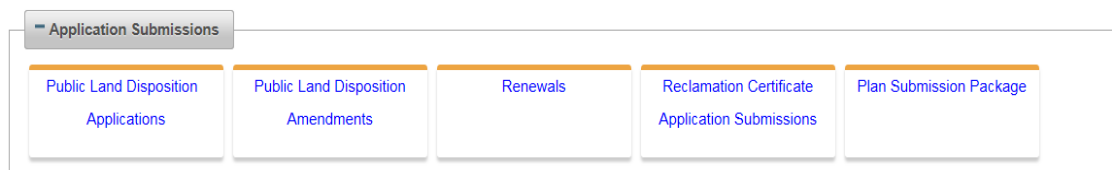
Obtain a LAT report to be used in support of an Application/Amendment.

Plan Confirmation Service

Generate an Encrypted Plan Package to be used in support of an Application/Amendment.

By clicking the – **key** will collapse the menu.

- **Application Submissions** - by clicking the + **key**, this will expand to sub-modules for:



Public Land Disposition Applications

Submit applications for dispositions on Public Lands for DLO, DML, DMS, DPI, DPL, EZE, LOC, MLL, MSL, PIL, PLA, REA, RVC, SML and VCE purposes.

Public Land Disposition Amendments

Submit amendments for dispositions on Public lands for DLO, DML, DMS, DPI, DPL, EZE, LOC, MLL, MSL, PIL, PLA, REA, RVC, SML and VCE purposes.

Renewals

Submit a request to renew an application for DLO, DML, DMS, DPI, DPL, EZE, LOC, MLL, MSL, PIL, PLA and REA purposes.

Reclamation Certificate Application Submissions

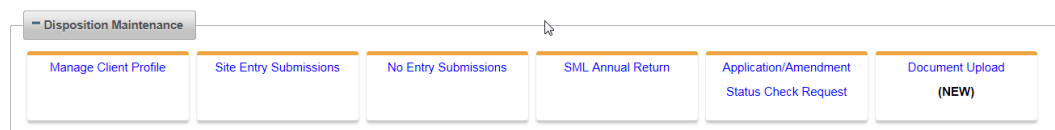
Submit an application for Reclamation Certificate on Public Lands for SMC, SML, MLP, EZE, DLO, DML, DMS, DPL, RVC and DPI.

Plan Submission Package

Upload an Encrypted Plan Package.

By clicking the – **key** will collapse the menu.

- **Disposition Maintenance** - by clicking the + **key**, this will expand to sub-modules for:



Manage Client Profile

Edit the list of other clients allowed to manage your data.

Site Entry Submissions

Submit a site entry for DLO, DML, DMS, DPI, DPL, EZE, LOC, MLL, MSL, PIL, PLA, REA, RVC, SML and VCE purposes.

No Entry Submissions

Submit a no entry for DLO, DML, DMS, DPI, DPL, EZE, LOC, MLL, MSL, PIL, PLA, REA, RVC, SML and VCE purposes.

SML Annual Returns (when clicked, Annual Returns and Annual Accruals are available for selection).

Send Annual Return Data for SML disposition.

Application / Amendment Status Check Request

Send a request for status of an application/amendment.

Document Upload (New)

Upload a revised Application Supplement.

By clicking the – **key** will collapse the menu.

Applications and self-reporting that are accepted by EDS are uploaded into the Geographic Land Information Management Planning System (GLIMPS – Internal application) and EDS will email the client a copy of the transaction. EDS will also notify the appropriate business area that a transaction has been submitted for processing.

For details about each of the subsystems please review the individual ‘User Help Guides / Manuals’.

2.0 Hours of Operations

EDS Support help desk is available Monday to Friday from 8:15 am to 4:30 pm except statutory holidays. The system is available from 5:00 am to 11:30 pm every-day.

2.1 EDS Use Restrictions

- EDS is limited to only one applicant Client Identification number.
- The maximum number of disposition types shown on a plan is two (Example: SML and DLO).
- A ‘Confirmation Plan Package Number’, LAT report and ‘Application Supplement’ can only be used once in support of an Amendment, unless formally rejected by the business area.
- One selected activity/purpose type per disposition.
- Multiple Plans for an activity will not be accepted.
- Clients and stakeholders involved must be active and registered in GLIMPS.
- Successful submissions do not demote approval by the Crown.

2.2 Attachment Requirements

- All documents submitted through EDS other than the plan submission package must be in a portable document format (.pdf). Documents that require imaging must be scanned to the following standard and converted into a .pdf format for submission.
- Black and White 300 dpi
- Colour 150 dpi

3.0 Relevant Links

3.1 User name and password maintenance

To change or reset your SecureXNET EXTERN ADS account password use:

- [EXTERN ADS - User Name Help](#)

3.2 Accessing PCS (Plan Confirmation Service)

To create a plan package for use with your amendment access and use PCS through SecureXNET here:

- [SecureXNET - PCS Login](#)

3.3 Accessing EDS (Electronic Disposition System)

To submit your amendment to the Crown access and use EDS through SecureXNET here:

- [SecureXNET - EDS Login](#)

3.4 Accessing LAT (Land Analysis Tool)

To create LAT reports for AER EAP (Enhanced Approval Process) amendments access and use LAT through SecureXNET here:

- [Secure XNET - LAT Login](#)

3.5 Electronic Disposition System Website Address

You can access EDS through SecureXNET:

- [SecureXNET - EDS Login](#)

4.0 EDS Front Page

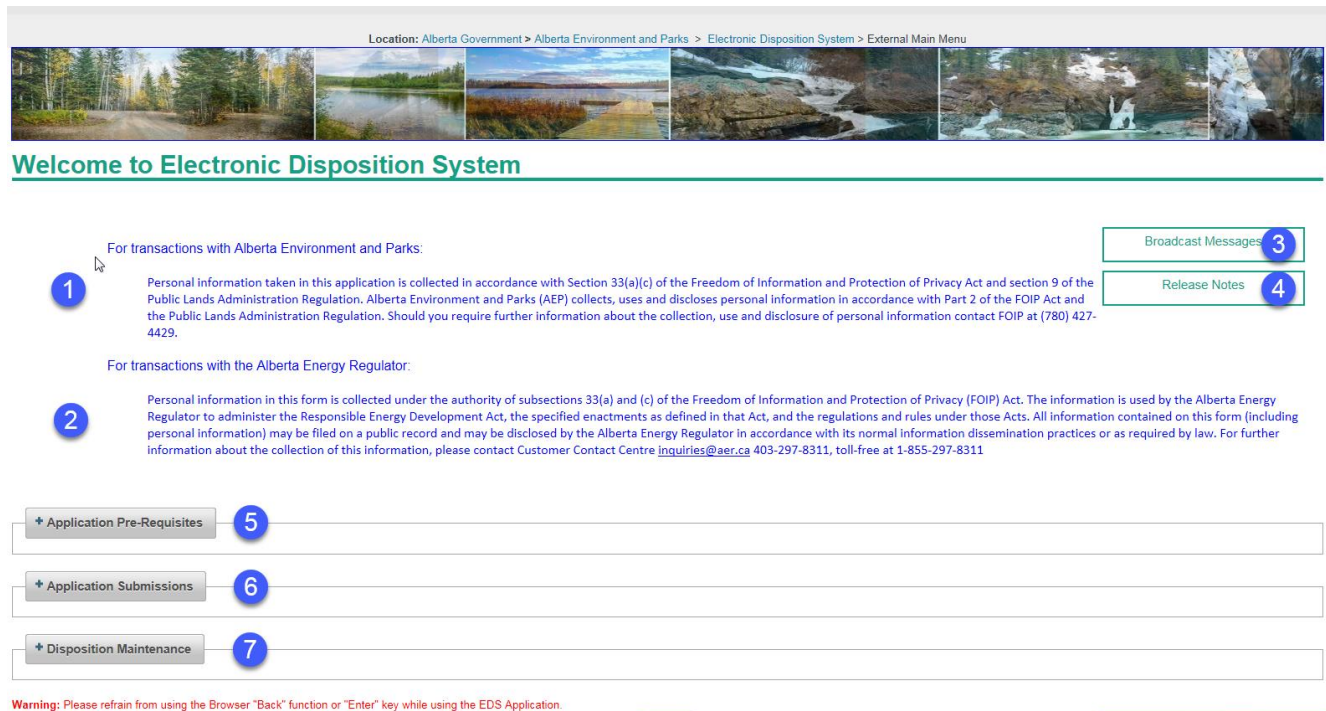


Figure 1

Please Note: The Electronic Disposition System Menu has changed. By clicking the + **sign**, the menu choices expand. By clicking – **sign**, the menu choices will collapse.

The EDS Main Menu:

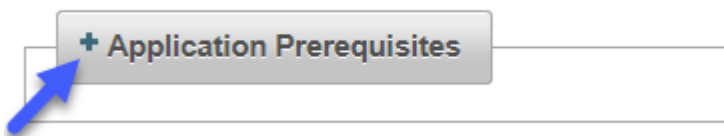
1. Information about the information collected by Alberta Environment and Parks.
2. Information about the information collected by the Alberta Energy Regulator.
3. Broadcast Messages provides information to the user on enhancements in EDS.
4. Release Notes provides information.
5. Application Pre-Requisites displays the options for completing First Nations/Metis Settlements Consultation Submissions, Application Supplement, Landscape Analysis Tool (LAT) and Plan Confirmation Service (PCS).
6. Application Submissions displays the options for the submission of Public Lands Disposition Applications, Public Land Disposition Amendments, Renewals, Reclamation Certificate Application Submissions and Plan Submission Package.
7. Disposition Maintenance displays the options to Manage Client Profile, Site Entry Submissions, No Entry Submissions, SML Annual Return (Returns and Accruals), Application/Amendment Status Check Request and Document Upload (NEW).

This user manual is for ‘Surface Material Lease Submissions’.

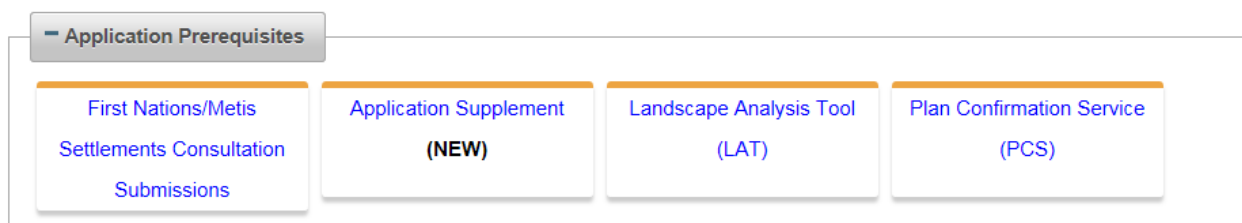
4.1 Applications/Amendments

Once the user has successfully logged into the Electronic Disposition System (EDS), the user is required to complete the following prerequisites:

1. Expand the Option ‘Application Prerequisites’ by clicking the **+ sign**



2. The menu options available are:



3. To support an application or amendment for Surface Material Lease, the applicant will require:
 - A First Nations/Metis Settlements Consultation Submission case file number appropriately created in support of a 'New' application, or, an 'Amendment' for an existing site. Search 'Electronic Disposition System' on the AEP website. Search for the 'Proponent Guide' on the Indigenous Relations site.
 - An 'Application Supplement' in support of the type, activity and purpose. Search 'Electronic Disposition System' on the AEP website.
 - A 'Landscape Analysis Tool (LAT)' report in support of the type, activity and purpose. Search 'LAT Overview' on the AEP website.
 - A 'Wildlife Survey' if indicated on the LAT Report. A 'Wildlife Survey' will form part of the attachment page in EDS and must be attached if the LAT Report indicates one is required.
 - A 'Plan Confirmation Service (PCS)' plan package in support of the type/s being applied for. Search 'Survey/Sketch Plans' on the AEP website.
 - Consents if required.
 - Site Information. Surface Material Applications information can be found by searching 'Surface Material Applications' on the AEP website.
 - Test Hole Data, Statutory Declaration, and other supporting documentation can be found by searching 'Surface Material Applications' on the AEP website.

These are the minimum requirements to successfully submit an application or amendment. Please see the individual user guides to assist you in creating the supporting data required.

4.2 Application

The applicant has obtained the 'Prerequisites' of:

1. **Plan Confirmation Package.** The plan package for submission through EDS must be in an encrypted format. E. g: 2017000290_82692490.enc. Attempting to upload the .zip file will result in an error.
2. **Application Supplement.** All applications and amendments will now require an Application Supplement. EDS will allow additional Environmental Field Reports or Supplements to be attached at time of submission but **'must'** attach the new 'Application Supplement' as generated through EDS. This may require the user to transfer information from an existing EFR/supplement to the 'New Application Supplement' web form now available.
3. **Landscape Analysis Tool Report.** This report contains the conditions and standards unique to the area of interest.
4. **First Nations/Metis Settlements Consultation** case file number. This FNC case file number for type, activity and purpose in support of an SML submission.
5. **Land Standing Report.** To be attached in support of the application submission.

6. **Surface Materials Lease Site Information Form.**
7. **Test Hole Data.** This data is required in pdf format.
8. **Other.** This could be consents obtained or other supporting documentation.

4.3 Application Screens

Login to EDS at:

- [SecureXNET - EDS Login](#)

Once authenticated, the user has access to the Landscape Analysis Tool (LAT) tool and the Plan Confirmation Service (PCS).

1. Click 1) Please proceed to...[the Electronic Disposition System](#):



Electronic Disposition System

[Click Here](#)

- 1) Please proceed to... [the Electronic Disposition System](#)

*If you are not logged in to SecureXNET,
you will be redirected to log in.*

Important...

2) Please Note: If you are accessing this service from a public location, or are unsure of the installed software on this PC, you **must [Sign off SecureXNET](#) in addition to closing your browser completely** to prevent unauthorized access to the Electronic Disposition System

-
- 3) You may [check your security credentials](#) to indicate if you are currently authenticated.
-

2. Enter your username and password. The user 'Account Type' is 'GoA Client:

SECURE ACCESS TO ESRD APPLICATIONS SecureXNET

You are not logged in to SecureXNET.

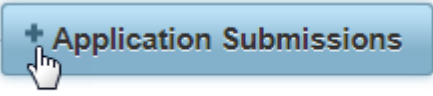
User Name
Password

Account Type ▾

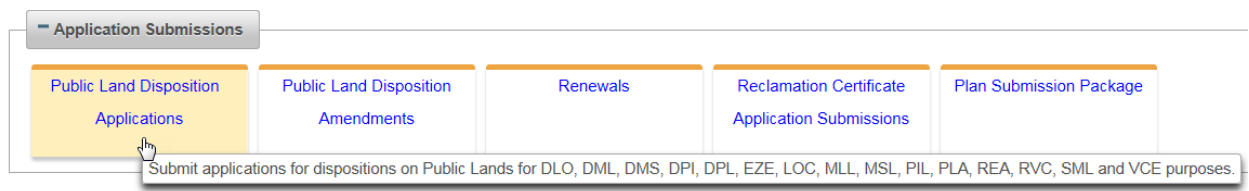
[Manage Your External ADS ID](#)

3. The EDS Main menu will display:

4. Expand the **+ Application Submissions** option by clicking the blue **+ sign**, this will display the options available under this option.



Click 'Public Land Disposition Applications'



5. EDS requests the user to set the parameters for their application submission.

- The user will choose if it is a 'Single Application' or 'Associated Application'



- The user will choose the 'Activity' type.



- The user will choose the ‘Purpose/Activity Type’:

Location: [Alberta Government](#) > [Alberta Environment and Parks](#) > [Electronic Disposition System](#) > Create Application For Surface Disposition

Create Application For Surface Disposition

Application Options:

Select type of disposition:

Purpose/Activity Type:

- Surface Materials - Gravel
- Surface Materials - Manufacturing Clay
- Surface Materials - Marl
- Surface Materials - Non Manufacturing Clay
- Surface Materials - Peat
- Surface Materials - Sand

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Note: The user will engage the dropdown arrow to make these selections.

6. Once these selections have been engaged, the user clicks ‘Next’ and the ‘Contact Detail’ screen will display. The user can update or change field for ‘User Email (Alternate), the ‘Tel:’ number and enter the ‘Contact File Number’:

Location: [Alberta Government](#) > [Alberta Environment and Parks](#) > [Electronic Disposition System](#) > Edit Contact

Contact Detail	
User Agency Name:	YAP, SHARON
User Name:	Crosland, Alexandra X
User Email:	alexandra.crosland@gov.ab.ca
User Email (Alternate):	<input type="text" value="alexandra.crosland@gov"/>
* Tel:	<input type="text" value="(780)415-4609"/>
Fax:	(780)422-4252
Address:	9915 108 ST FLOOR 2
City:	EDMONTON
Province/State:	Alberta
Country:	CANADA
Postal/ZIP:	T5K 2G8
Contact File Number:	<input type="text" value="SML_Single"/>
Activity(ies) To be Created:	
Activity Type:	
SML	

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 The user agrees to the terms and conditions set out in the [Copyright and Disclaimer statement](#).

The user can now click ‘Next’ to proceed to the ‘Application’ form.

7. The user will enter the ‘Client ID’ for the ‘Applicant’. This ‘Client ID’ entered should represent the lease holder.

Location: Alberta Government > Alberta Environment and Parks > Electronic Disposition System > Edit Application

Activity Type: SML

* Client Id	Applicant Detail
8060811001	

Once this 'Client ID' is entered, the form will display the 'Applicants' company information:

Location: Alberta Government > Alberta Environment and Parks > Electronic Disposition System > Edit Application

Activity Type: SML

* Client Id	Applicant Detail
8060811001	<p>Client Type: Service Client</p> <p>Organization Name: YAP, SHARON</p> <p>Address: 9915 108 ST FLOOR 2, EDMONTON, Alberta CANADA T5K 2G8</p> <p>* Tel: (111)111-1111</p> <p>Fax: ###-###-####</p> <p>* Company Email: eds.supporttest@gov.ab.ca</p> <p>Program/Project Name: SML_Single</p> <p>Applicant File Number: SML_A</p> <p>* Government Employee?: Yes</p> <p>Department Name: _____</p> <p>* Over Age of 18?: Yes</p> <p>* Canadian Citizen?: _____</p>
	<p>* Plan Confirmation #: _____</p> <p>* FNC #: _____</p> <p>FNC#####-###</p>

For this example, the user is an individual. They must engage the dropdown arrows to indicate if they are a 'Government Employee', provide the department name if required, they must indicate if they are 'Over the Age of 18', and if they are a 'Canadian Citizen'. Where a red asterisk is shown *, these fields must be completed.

These questions will not display for a Municipality or Corporation but will show on the .pdf form unchecked for an SML submission.

8. The user will be required to provide the:

- 'Plan Confirmation' plan package number.
- The First Nations/ Metis Settlement consultation number including the sub number of the project. It must be entered as follows. FNC#####-###. The FNC designation must be entered before the number, the first four numbers represents the year the FNC was submitted, the five digits following the year represents the number of the transaction and the sub-number represents the project as applied through the FNC process.
- The user will indicate if a 'Code of Practice' will be attached by using the dropdown arrow to indicate 'Yes' or 'No'.
- The user will indicate if a 'Statutory Declaration Attached' will form part of the attachments by using the arrow to indicate 'Yes' or 'No'. This is required for an SML 'Application'.
- The user will indicate if 'Test Data Attached?' by using the arrow to indicate 'Yes' or 'No'. This is required for an SML 'Application'.
- The user will indicate if 'Is this a public work project (only applied to M.D.'s and Counties)?' by using the dropdown arrow to indicate 'Yes' or 'No'.

- The user will indicate if ‘Are operations located entirely within the boundaries of: An approved oil sands development or Environmental Impact Assessment (EIA) area for which you are the holder?’ by using the dropdown arrow to indicate ‘yes’ or ‘no’.
- The user will indicate ‘What is the size of the lease in acres?; by entering the numerical value of the lease area.

* Plan Confirmation #:	<input type="text" value="2017000290"/>	* FNC #:	<input type="text" value="FNC201700347-001"/>
* Code of Practice:	<input type="button" value="No"/>		
* Occupant's Consent Attached?:	<input type="button" value="Yes"/>		
Site Information Form Attached?:			<input type="button" value="Yes"/>
Statutory Declaration Attached?:	<input type="button" value="Yes"/>	Test Data Attached?:	<input type="button" value="Yes"/>
Is this a public work project (only applies to M.D.'s and Counties)?:			<input type="button" value="No"/>
Are operations located entirely within the boundaries of: An approved oil sands development or EIA area for which you are the holder?:			<input type="button" value="No"/>
What is the size of the lease in acres?:			<input type="text" value="33.93"/>

9. Once the user has entered all required data fields they can utilize the ‘Remarks’ portion of the form for any additional information they want to relay:

Remarks:

10. The user clicks ‘Next’ to proceed to the land data entry screen. Land can be entered at the Alberta Township System (ATS0 level, by Plan, Block and Lot (PBL). If using Plan, Block, Lot land description, the subdivision must be crown owned as we do not administer on freehold lands. If your land list is extensive, the user can ‘Download Land Description CSV Template File’, complete the land list within the file and upload it to support their application submission.

Activity Type: SML

ATS Lands						
Row	Delete	QTR	SEC	TWP	RGE	MER
0	Delete	NW	5	81	8	4
1	Delete					
2	Delete					
3	Delete					
4	Delete					

Add New

Download Land Description CSV Template File

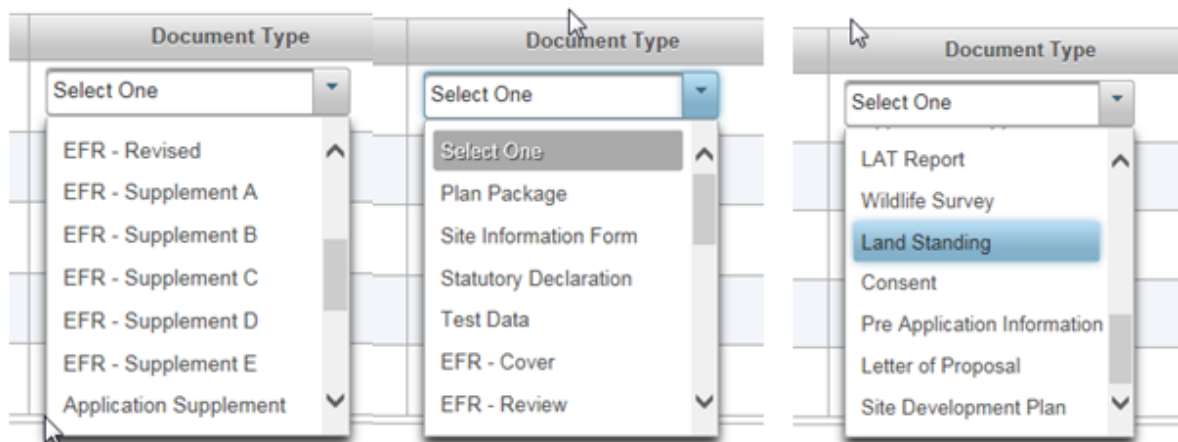
Upload Land Description File:

PBL Lands					
Row	Delete	SUBDIVISION	PLAN	BLOCK	LOT
0	Delete				
1	Delete				
2	Delete				
3	Delete				
4	Delete				

Add New

The user clicks 'Next' to proceed to the 'Attachment' page.

- The attachment page allows the user to attach these types. With the exception of the .enc (encrypted package) as generated through PCS, most attachments are in .pdf format:



To identify the attachment, scroll through the list, highlight it, and it sets the 'Document Type'.

For this SML, we are attaching the following documentation in support of an SML submission.

Activity Type: SML

Upload Attachment				
Row	Delete	Document Type	Document	Uploaded Filename
1	Delete	Plan Package	Browse...	
2	Delete	Site Information Form	Browse...	
3	Delete	Statutory Declaration	Browse...	
4	Delete	Test Data	Browse...	
5	Delete	Application Supplement	Browse...	
6	Delete	LAT Report	Browse...	
7	Delete	Land Standing	Browse...	
8	Delete	Consent	Browse...	
9	Delete	Site Development Plan	Browse...	
10	Delete	Wildlife Survey	Browse...	

Add New

The 'Wildlife Survey' is an attachment that will always be present for selection, but in the instance of the 'Wildlife Survey', if the LAT report indicates one is required, it must be attached at the application stage.

These warnings will display until the user clicks the 'Browse' button, attaches the required documentation and clicks 'Next' to proceed.

Upload attachment : Row 1: Document is required
An Application Supplement must be attached.
A LAT Report must be attached.
A Consent must be attached when "Occupant's Consent Attached?" is Yes.
A Plan Package must be attached when "Plan Confirmation #" is specified.
A Site Information Form must be attached when "Site Information Form Attached?" is selected.
A Test Data must be attached when "Test Data Attached?" is selected.
A Statutory Declaration must be attached when "Statutory Declaration Attached?" is selected.
A Land Standing Report must be attached for the selected purpose.
Please contact EDS Support at eds.support@gov.ab.ca or by calling 1.780.427.3570

Back

Next

Activity Type: SML

Upload Attachment				
Row	Delete	Document Type	Document	Uploaded Filename
1	Delete	Plan Package	\\GOA\MyDocs\A\Alexan\ Browse...	
2	Delete	Site Information Form	\\GOA\MyDocs\A\Alexan\ Browse...	
3	Delete	Statutory Declaration	\\GOA\MyDocs\A\Alexan\ Browse...	
4	Delete	Test Data	\\GOA\MyDocs\A\Alexan\ Browse...	
5	Delete	Application Supplement	\\GOA\MyDocs\A\Alexan\ Browse...	
6	Delete	LAT Report	\\GOA\MyDocs\A\Alexan\ Browse...	
7	Delete	Land Standing	\\GOA\MyDocs\A\Alexan\ Browse...	
8	Delete	Consent	\\GOA\MyDocs\A\Alexan\ Browse...	
9	Delete	Site Development Plan	\\GOA\MyDocs\A\Alexan\ Browse...	
10	Delete	Wildlife Survey	\\GOA\MyDocs\A\Alexan\ Browse...	

[Add New](#)

The user clicks 'Next' when all attachments have been addressed and the 'Review Page' will display:

Activity Type: SML

Applicant Detail					
Applicant:	YAP_SHARON		Client ID:	8060811001	
Address:	9915 108 ST FLOOR 2		Telephone:	(111)111-1111	
City:	EDMONTON	Province:	Alberta	Fax:	
Applicant File Number:	SML_A	Postal Code:	T5K 2G8	Country:	CANADA
Program/Project Name:	SML_Single	Applicant Email:	eds.supporttest@gov.ab.ca		
Canadian Citizen:	Yes	Over Age of 18:	Yes	Government Employee:	No
				Client Type:	Service Client
				Department Name:	

Contact Detail					
Contact/Agent:	Crosland, Alexandra X		Contact File Number:	SML_Single	
Organization:	YAP_SHARON				
Address:	9915 108 ST FLOOR 2		Telephone:	(780)415-4609	
City:	EDMONTON	Province:	Alberta	Fax:	(780)422-4252
Contact Email:	alexandra.crosland@gov.ab.ca	Postal Code:	T5K 2G8	Country:	CANADA
		Contact Alternate Email:	alexandra.crosland@gov.ab.ca		

Application Detail [Edit]			
Plan Confirmation #:	2017000290	FNC #:	FNC201700347-001
Code of Practice:	No		
Purpose of Disposition:	Surface Materials - Non Manufacturing Clay		
Occupant's Consent Attached?:	Yes		

[Added ATS Lands \[Edit\]](#)

QTR	SEC	TWP	RGE	MER
NW	5	81	8	4

[Added PBL Lands \[Edit\]](#)

SUBDIVISIO	PLAN	BLOCK	LOT

[File Uploaded: \[Edit\]](#)

Document Type	Uploaded Filename
Plan Package	2017000290.zip
Site Information Form	SMISiteinformationformSIF.doc
Statutory Declaration	Statutory_Declaration.doc
Test Data	Test_Hole_Data.pdf
Application Supplement	appSupp AS2017000245 2017-04-12.pdf
LAT Report	LATReport_00000011FF.pdf
Land Standing	LandStandingReport.pdf
Consent	con6.doc
Site Development Plan	C20140207BP1-RDV1.pdf
Wildlife Survey	5CA009.pdf

Remarks:

[Back](#) [Next](#)

If the user finds an error while reviewing the data entered prior to submission, the blue **'Edit'** link will return the user to the section where the **'Edit'** link was engaged. The user will then advance forward to complete the submission. The user can also engage the **'Back'** button to make the edits if required.

Click **'Next'** and the **'Terms of Use and Disclaimer'** page will display:

Location: [Alberta Government](#) > [Alberta Environment and Parks](#) > [Electronic Disposition System](#) > Application Agreement

Terms of Use and Disclaimer

Alberta Environment and Parks (AEP)/Alberta Energy Regulator (AER) are providing this Web site to enable the electronic submission of aboriginal consultation requests and documents that are required for the decision of Adequacy. Dispositions being applied for under the *Public Lands Administration Regulation (PLAR)* will only be considered if consultation has been assessed and a decision has been rendered for those proposed activities, as required under the *"AEP Lands and Forestry First Nations Consultation - Operating Procedures - May 4, 2011"*.

By submitting information through this Web site you agree that you:

1. Are a valid EDS Client or Authorized User given authorization by the company's Site Administrator,
2. Consent to the terms and conditions set out below,
3. Understand that this Web site supports the request and issuance of File Number for Consultation (FNC) numbers and facilitates the submission of associated consultation documents that are specified in AEP's *"AEP Lands and Forestry First Nations Consultation - Operating Procedures - May 4, 2011"*.
4. Agree that the information being submitted is accurate and not falsified in any manner. The information that you submit, as well as the time at which it is submitted, will be used by Regulatory Body and the reviewer to assess pre-consultation requirements and adequacy prior to your application for a formal disposition.
5. Through the amalgamation of any company, which initiated the inheritance of File Number for Consultation (FNC) Case files, FNC activities and decisions as granted by Alberta Environment and Parks I do acknowledge that through the continued use and submission of any FNC number for disposition application, that I as the applying company do assume any commitments made by us or the prior company we have amalgamated.

The Regulatory Body has the ability to suspend or cancel any disposition based on the omission or submission of erroneous information by the client used by AEP/AER in its decision making as per PLAR 26(1)(c).
The Regulatory Body will not be responsible for any damages you or any third party might suffer or suffers as a result of the submission of information through this Web site.

Personal information required for this form is collected in accordance with Section 33(a)(c) of the Freedom of Information and Protection of Privacy Act (FOIP Act) and Section 8 of the Public Lands Act and Section 6 of the Public Lands Administration Regulation. The personal information collected will be used to correspond with the applicant regarding their application. Should you require further information about the collection or use of your personal information, contact FOIP at (780) 427-4429.

Documents or information provided to Alberta Environment and Parks/Alberta Energy Regulator pursuant to Section 15(1)(a) of the Water (Ministerial) Regulation are public records which are accessible by the public.

The Crown claims ownership of the bed and shore of all permanent and naturally occurring bodies under Section 3(1) of the *Public Lands Act*. A License of Occupation under the *Public Lands Act* is required for permanent occupation of public land.

The user can go **'Back'** to make other changes, or click **'I Agree and Submit'** to commit the application submission. An application cannot be **'Saved'** to return at a later time.

The user clicks **'I Agree and Submit'** and the completed form and message indicating that the application has been saved successfully:

Location: [Alberta Government](#) > [Alberta Environment and Parks](#) > [Electronic Disposition System](#) > Dispositions Application Confirmation

Activity Type: SML

Applicant Detail					
Applicant:	YAP, SHARON			Client ID:	8060811001
Address:	9915 108 ST FLOOR 2			Telephone:	(111)111-1111
City:	EDMONTON	Province:	Alberta	Fax:	
Applicant File Number:	SML_A	Postal Code:	TSK 2G8	Country:	CANADA
Program/Project Name:	SML_Single	Applicant Email:	eds.support@est@gov.ab.ca		
Canadian Citizen:	Yes	Over Age of 18:	Yes	Client Type:	Service Client
		Government Employee:	No	Department Name:	

Contact Detail					
Contact/Agent:	Crosland, Alexandra X			Contact File Number:	SML_Single
Organization:	YAP, SHARON				
Address:	9915 108 ST FLOOR 2			Telephone:	(780)415-4609
City:	EDMONTON	Province:	Alberta	Fax:	(780)422-4252
Contact Email:	alexandra.crosland@gov.ab.ca	Postal Code:	TSK 2G8	Country:	CANADA
		Contact Alternate Email:	alexandra.crosland@gov.ab.ca		

Application Detail [Edit]			
Plan Confirmation #:	2017000290	FNC #:	FNC201700347-001
Code of Practice:	No		
Purpose of Disposition:	Surface Materials - Non Manufacturing Clay		
Occupant's Consent Attached?:	Yes		

Added ATS Lands [Edit]					Added PBL Lands [Edit]			
QTR	SEC	TWP	RGE	MER	SUBDIVISIO	PLAN	BLOCK	LOT
NW	5	81	8	4				

File Uploaded: [Edit]	
Document Type	Uploaded Filename
Plan Package	2017000290.zip
Site Information Form	SMSiteinformationformsIF.doc
Statutory Declaration	Statutory_Declaration.doc
Test Data	Test_Hole_Data.pdf
Application Supplement	appSupp AS2017000245 2017-04-12.pdf
LAT Report	LATReport_00000011FF.pdf
Land Standing	LandStandingReport.pdf
Consent	con6.doc
Site Development Plan	C20140207BP1-R0V1.pdf
Wildlife Survey	5CA009.pdf

Remarks:

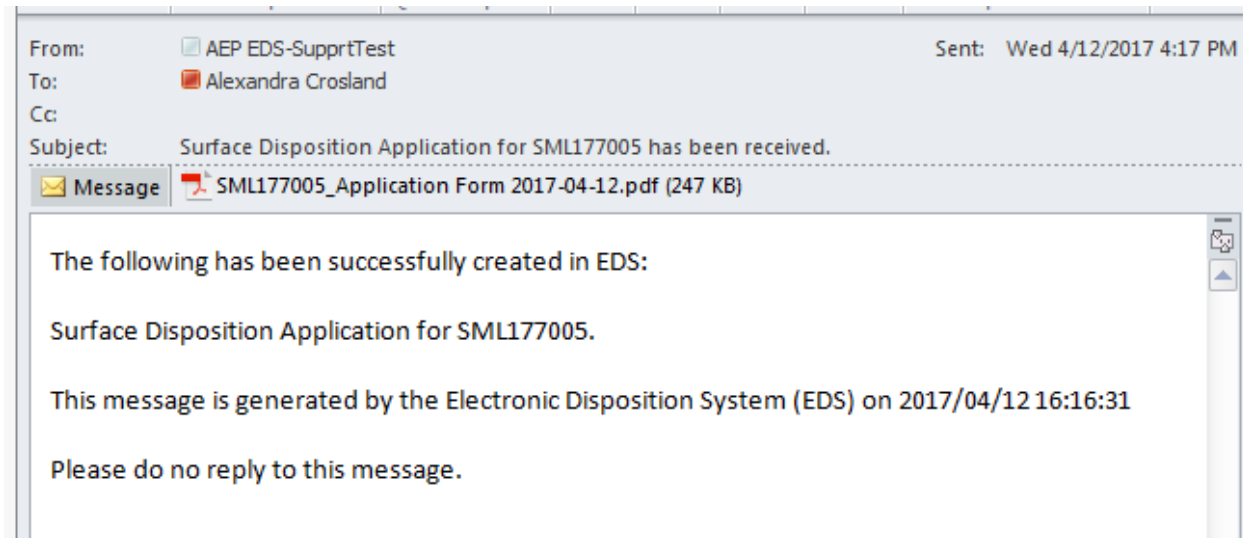
Application (SML177005) has been saved successfully!

[Return to Menu](#)

Application (SML177005) has been saved successfully!

The user will receive a confirmation email with a .pdf form attached for their records.

Email:



Application Form attached to the email confirmation:



Application for Surface Dispositions

Confirmation Number: 2017000290 First Nations Consultation Number: FNC201700347-001 Application Supplement Number: AS2017000245 Submission Date: 2017-04-12	Department File Number <h2 style="margin: 0;">SML177005</h2>
--	---

Landscape Analysis Tool Number: 00000011FF																													
Statutory declaration attached? (sand and/or gravel only) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No						Test data attached? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No																							
Is this a public work project? (only applies to M.D.'s and Counties) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No																													
Are operations located entirely within the boundaries of: An approved oil sands development or EIA area for which you are the holder? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No																													
What is the size of the lease in Acres?						33.93																							
Occupant's Consent <input checked="" type="checkbox"/> Attached <input type="checkbox"/> Not Required																													
Type of Application: Surface Material Lease																													
Applicant: YAP, SHARON						Client ID: 8060811001																							
Address: 9915 108 ST FLOOR 2						Tel: (111)111-1111																							
City/Town: EDMONTON		Province: Alberta		Postal Code: T5K 2G8		Fax:																							
Applicant File Number: SML_A						Applicant Email: eds.supporttest@gov.ab.ca																							
Program/Project Name: SML_Single																													
Are you a Canadian citizen?		Have you attained the age of 18 years?		Are you an employee of the Government of Alberta or member of the Legislative Assembly?																									
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <small>(Dept./Agency/Board)</small>		<input checked="" type="checkbox"/> No																							
Contact/Agent: Crosland, Alexandra X						File Number: SML_Single																							
Organization: YAP, SHARON																													
Address: 9915 108 ST FLOOR 2						Tel: (780)415-4609																							
City/Town: EDMONTON		Province: Alberta		Postal Code: T5K 2G8		Fax: (780)422-4252																							
Email: alexandra.crosland@gov.ab.ca						Contact Alternate Email: alexandra.crosland@gov.ab.ca																							
Purpose: Surface Materials - Non Manufacturing Clay																													
Lands being applied:																													
Subdivision			Plan			Blk			Lot			Subdivision			Plan			Blk			Lot								
Qtr/LS			Sec			Twp			Rge			Mer			Qtr/LS			Sec			Twp			Rge			Mer		
NW			5			81			8			4																	
Attachments: Consent - Y; Application Supplement - Y; LAT Report - Y; Wildlife Survey - Y; Site Information Form - Y; Statutory Declaration - Y; Test Data - Y; Site Development Plan - Y; Land Standing - Y;																													
Remarks:																													

Personal information in this form is collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act and will be used to administer the Public Lands Act and its associated regulations. This form is a public record and is available to anyone. All information contained on this form (including personal information) may be disclosed by Alberta Environment and Parks to anyone requesting a copy in accordance with Sections 166-167 of the Public Lands Administration Regulation. For further information about the collection and use of this information, please contact (780) 427-4429.

5.0 Submitting a 'Single Amendment'

The applicant has obtained the 'Prerequisites' of:

1. **Plan Confirmation Package.** The plan package for submission through EDS must be in an encrypted format, e.g., 2017000290_82692490.enc. Attempting to upload the .zip file will result in an error.
2. **Application Supplement.** All applications and amendments will now require an Application Supplement. EDS will allow additional Environmental Field Reports (EFR) or Supplements to be attached at time of submission but **'must'** attach the new 'Application Supplement' as generated through EDS. This may require the user to transfer information from an existing EFR/supplement to the 'New Application Supplement' web form now available.

Note: EFRs will only be accepted as part of the application submission until June 1, 2017.

3. **Landscape Analysis Tool Report.** This report contains the conditions and standards unique to the area of interest.
4. **First Nations/Metis Settlements Consultation** case file number. The FNC case file number for type, activity and purpose for an SML submission as created using 'Amendment Sites' in EDS when a disposition exists.
5. **Land Standing Report.** To be attached in support of the application submission.
6. **Surface Materials Lease Site Information Form.**
7. **Test Hole Data.** This data is required in pdf format.
8. **Other.** This could be consents obtained or other supporting documentation.

The above 'Pre-requisites' are dependent on the 'Amendment' Selection chosen. These are the selections available to the user:

* Amendment Selection:

- Change Client
- Change Purpose [Current Value - Surface Materials - Non Manufacturing Clay]
- Addition / Change in Land / Change Dimension
- Deletion of Lands
- Partial Assignment
- Plan Replacement Only [Current Value -]
 - Sketch Plan to Survey Plan
 - Survey Plan to Survey Plan
 - Sketch Plan to Sketch Plan

- If ‘Change Client’ is selected, the user is not required to provide a Plan Confirmation # or FNC #, but still has the option to attach other supporting documentation such as, consents, Code of Practice, Site Information Form, Statutory Declaration, and Test Hole Data.
- If the user chooses ‘Change Purpose’. A ‘Plan Confirmation #’, an ‘FNC #’, an Application Supplement, LAT report and land standing must be provided. Other attachments may also apply. Not providing supporting documentation may result in the amendment being rejected or the user receiving a deficiency notice to address missing documentation.
- If the user chooses ‘Addition / Change in Land / Change Dimension’ the user will be required to provide a ‘Plan Confirmation #’, an ‘FNC #’, Application Supplement, LAT report and land standing and may need to provide any new consents, Code of Practice, Site Information, Test Data to support the change to the boundary.
- If the user chooses ‘Deletion of Lands’ a Plan Confirmation # and package will be required, an FNC # is not required, but all other attachments should be considered to be attached in support of the amendment such as Application Supplement, LAT report, land standing, test data, and site information.
- If the user chooses ‘Partial Assignment’ it will allow the user to amend their lease boundary area of the applicants lease interest. It’s best to submit the ‘new’ application for the portion no longer required by the original applicant. The user will be required to provide a ‘Plan Confirmation #’ and plan package, an ‘FNC #’, an Application Supplement and LAT report and any other attachments the user agrees to as per the data fields engaged through the process.
- If the user chooses ‘Plan Replacement Only’, they must engage this check box as well as the plan type they are going from and to, e. g. , ‘Sketch Plan to Survey Plan’.

Note: The above are generalized rules for an amendment and may vary depending upon the need of the applicant. It is recommended to provide the additional attachments for referral purposes.

5.1 Single Amendment

Login to EDS at:

- [SecureXNET - EDS Login](#)

Once authenticated, the user has access to the Landscape Analysis Tool (LAT) tool and the Plan Confirmation Service (PCS).

1. Click 1) Please proceed to...**the Electronic Disposition System:**



Electronic Disposition System

[Click Here](#)

1) Please proceed to... [the Electronic Disposition System](#)

If you are not logged in to SecureXNET,
you will be redirected to log in.

Important...

2) Please Note: If you are accessing this service from a public location, or are unsure of the installed software on this PC, you must [Sign off SecureXNET](#) in addition to closing your browser completely to prevent unauthorized access to the Electronic Disposition System

3) You may [check your security credentials](#) to indicate if you are currently authenticated.

2. Enter your username and password. The user 'Account Type' is 'GoA Client':



You are not logged in to SecureXNET.

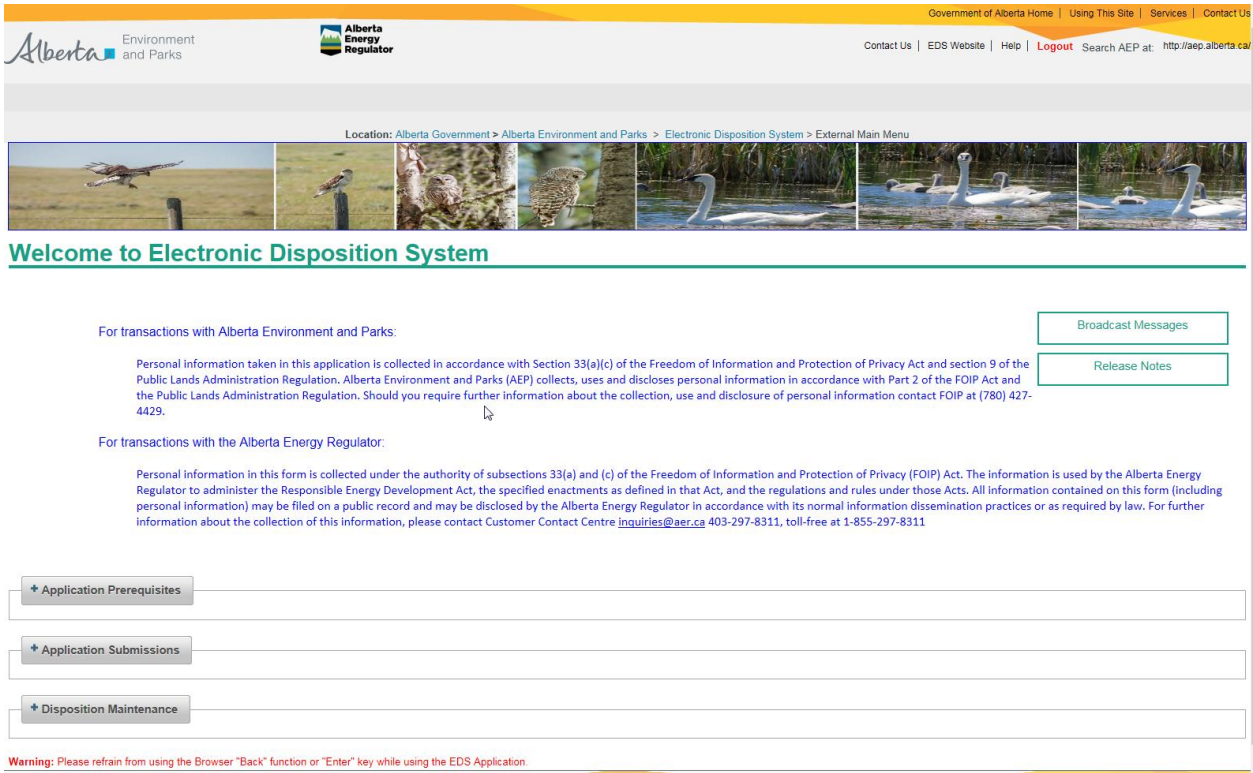
User Name

Password

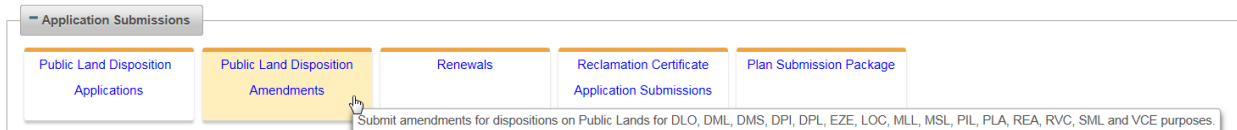
Account Type

[Manage Your External ADS ID](#)

3. The EDS Main menu will display:



4. Expand the + **Application Submissions** option by clicking the blue + **sign**, this will display the options available under this option:



The example to be illustrated will be for the application shown above. (SML177005). All required 'Prerequisites' must be met as per Section 5.0.

5. **EDS requests the user to set the parameters for their amendment submission.**

- The user will choose if it is a 'Single Amendment', 'Associated Amendment' or 'Amend and Create Associated'.



Amend Surface Disposition

Amendment Options: Amend Single

Disposition Number: SML177005

Cancel Search

Click 'Search' and the form will display.

Location: Alberta Government > Alberta Environment and Parks > Electronic Disposition System > Dispositions Amendments Save

Disposition Number: SML177005

User Details		Company Details	
File #:	SML_A	Program/Project Name:	SML_Amendment
User Agency Name:	YAP, SHARON	GLIMPS Client File #:	
User Name:	Crosland, Alexandra X	Company Name:	YAP, SHARON
User Email:	alexandra.crosland@gov.ab.ca	Company Client ID:	8060811001
User Email (Alternate):	alexandra.crosland@gov.ab.ca	* Email:	alexandra.crosland@gov.ab.ca
Tel:	(780)415-4609	* Tel:	(780)415-4609
Fax:	(780)422-4252	Fax:	(111)222-3333
Address:	9915 108 ST FLOOR 2	Address:	9915 108 ST FLOOR 2
City:	EDMONTON	City:	EDMONTON
Province/State:	Alberta	Province/State:	Alberta
Country:	CANADA	Country:	CANADA
Postal/ZIP:	TSK 2G8	Postal/ZIP:	TSK 2G8

* Amendment Selection:

- Change Client
- Change Purpose [Current Value - Surface Materials - Non Manufacturing Clay]
- Addition / Change in Land / Change Dimension
- Deletion of Lands
- Partial Assignment
- Plan Replacement Only [Current Value - Sketch]
 - Sketch Plan to Survey Plan
 - Survey Plan to Survey Plan
 - Sketch Plan to Sketch Plan

* Plan Confirmation #:

* FNC #:

Consents Attached?:

Code of Practice?:

Was a Temporary Field Authorization (TFA) issued for any additions within this amendment?:

Site Information Form Attached?:

Statutory Declaration Attached?:

Test Data Attached?:

Is this a public work project (only applies to M.D.'s and Counties)?:

Are operations located entirely within the boundaries of: An approved oil sands development or EIA area for which you are the holder?:

What is the size of the lease in acres?:

Remarks:

Back Next

1. User Details – File #: - This field is editable to suit the user.
2. Company Details – Program/Project Name: This field is editable to suit the user.
3. Email: This field is editable to suit the user. It should be noted that EDS will not send the confirmation email or .pdf form created through the amendment process to this Email address.

4. Tel: - This is an editable field to suit the user.
5. Fax: This is an editable field to suit the user.
6. Amendment Selection: The user is required to choose the 'Amendment Selection' that will apply to the amendment.
7. Plan Confirmation # field requires the user to input the confirmation number in support of the plan package. (A Plan Confirmation number and package can only be used once unless an amendment has already been submitted and formally rejected).
8. FNC #: This field is required if the 'Amendment Selection' is other than a 'Plan Replacement' or 'Client Change'.
9. Consents Attached? This field requires the user to engage the dropdown list by clicking the arrow and choosing 'Yes' or 'No'. If 'Yes', the user will be required to supply the consents on the 'Attachment page'.
10. Code of Practice?: This field requires the user to engage the dropdown list by clicking the arrow and choosing 'Yes' or 'No'. If 'Yes', the user will be required to supply the 'Code of Practice' on the 'Attachment page'.
11. Was a Temporary Field Authorization (TFA) issued for any additions within this amendment?: This field requires the user to engage the dropdown list by clicking the arrow and choosing 'Yes' or 'No'.
12. Site Information Form Attached?: This field requires the user to engage the dropdown list by clicking the arrow and choosing 'Yes' or 'No'. If 'Yes', the user will be required to supply the 'Site Information Form' on the 'Attachment page'.
13. Statutory Declaration Attached?: This field requires the user to engage the dropdown list by clicking the arrow and choosing 'Yes' or 'No'. If 'Yes', the user will be required to supply the 'Statutory Declaration Form' on the 'Attachment page'.
14. Test Data Attached?: This field requires the user to engage the dropdown list by clicking the arrow and choosing 'Yes' or 'No'. If 'Yes', the user will be required to supply the 'Test Data' on the 'Attachment page'.
15. Is this a public work project (only applied to M.D.'s and Counties)?: This field requires the user to engage the dropdown list by clicking the arrow and choosing 'Yes' or 'No'.
16. Are operations located entirely within the boundaries of: An approved oil sands development or Environmental Impact Assessment (EIA) area for which you are the holder?" This field requires the user to engage the dropdown list by clicking the arrow and choosing 'Yes' or 'No'.
17. What is the size of the lease in acres?: This field requires the user to enter the size of the lease.
18. Remarks: This is a free field for the user to provide any additional remarks pertinent to the request.

6. Disposition Amendments Edit Land Description page:

Disposition Number: SML177005

1 Remove Lands:

← → 1 5

Row	Delete	QTR	SEC	TWP	RGE	MER
0	<input checked="" type="checkbox"/>	NW	5	81	8	4

3 Add ATS Lands:

Row	Delete	QTR	SEC	TWP	RGE	MER
0	Delete	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1	Delete	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	Delete	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	Delete	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	Delete	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

4 Add New

5 Download Land Description CSV Template File

6 Upload Land Description File: Browse...

7 Add PBL Lands:

Row	Delete	SUBDIVISION	PLAN	BLOCK	LOT
0	Delete	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1	Delete	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	Delete	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	Delete	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	Delete	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

8 Back Next

1. Remove Lands: If there are multiple pages of lands, the user can scroll through the lands per page by using the arrows.
2. The user can check the 'Delete' box and remove land no longer required. If there are multiple pages of lands, the user can scroll through the lands per page by using the arrows.
3. Add Alberta Township Lands (ATS): The user can add additional land descriptions to support the amendment by entering the data in the required fields (QTR [Quarter] – this is a dropdown field or the user can type the quarter section as NE (Northeast), NW (Northwest), SE (Southeast) or SW(Southwest). SEC (Section) – requires the user to enter the section value, TWP (Township) – requires the user to enter the township value, RGE (Range) – requires the user to enter the range value, MER (Meridian) – requires the user to enter the meridian value).
4. Add New – by clicking this button it will add additional rows to accommodate additional land descriptions.
5. Download Land Description CSV Template File: The CSV Template allows the user to enter all lands in support of the application/amendment if the land list is extensive. The user can download the template from EDS or it can be found on the 'AEP Forms' page on the AEP website under the category of 'Electronic Disposition System (EDS) and the form name is 'EDS Land Description File for Large Landlist Upload'.
6. Browse button allows the user to locate the CSV file.

7. Upload Land Description File: This field allows the user to ‘Upload File’ for the ‘EDS Land Description File for Large Landlist’ CSV file. Once the user has browsed and located the CSV file, to complete, the user will be required to click ‘Upload File’.
8. Add PBL Lands: This allows the user to provide a legal description for Plan, Block and Lot. This field should only be engaged if the land is titled to the crown as we do not issue on land that is ‘Freehold’.
9. ‘Back’ or ‘Next’ buttons allows the user to go ‘Back’ or ‘Next’ to continue.

The user clicks ‘Next’ and the ‘Upload Attachment’ page displays:

Disposition Amendments Upload Attachments page:

Allowable attachments in support of an ‘Amendment’ can vary depending upon how the user has addressed the form. Attachments are: Plan Package, Site Information Form, Statutory Declaration, Test Data, Code of Practice, Application Supplement, EFR – Cover, Review or Revised, EFR – Supplement A, B, C, D, or E, LAT Report, Wildlife Survey, Land Standing and Consent. When attaching the EFR types, a user would still be required to transfer information from the EFR into the ‘New’ web Application Supplement available through EDS.

Location: Alberta Government > Alberta Environment and Parks > Electronic Disposition System > Dispositions Amendments Upload Attachments

Disposition Number: SML177005

Upload Attachment				
Row	Delete	Document Type	Document	Uploaded Filename
1	Delete	Plan Package 1	\\GOA\MyDocs\A\Alexan\ Browse... 2	
2	Delete	Site Information Form	\\GOA\MyDocs\A\Alexan\ Browse...	
3	Delete	Statutory Declaration	\\GOA\MyDocs\A\Alexan\ Browse...	
4	Delete	Test Data	\\GOA\MyDocs\A\Alexan\ Browse...	
5	Delete	Application Supplement	\\GOA\MyDocs\A\Alexan\ Browse...	
6	Delete	LAT Report	\\GOA\MyDocs\A\Alexan\ Browse...	
7	Delete	Land Standing	\\GOA\MyDocs\A\Alexan\ Browse...	
8	Delete	Consent	\\GOA\MyDocs\A\Alexan\ Browse...	
9	Delete	Select One	Browse...	
10	Delete	Select One	Browse...	

Add New 3

4
 An Application Supplement must be attached when changing purpose, adding / changing lands or dimension, and partial assignments.
 A LAT Report must be attached when changing purpose, adding / changing lands or dimension, and partial assignments.
 A Consent must be attached when "Consents Attached?" is selected.
 A Plan Package must be attached when "Plan Confirmation #" is specified.
 A Site Information Form must be attached when "Site Information Form Attached?" is selected.
 A Test Data must be attached when "Test Data Attached?" is selected.
 A Statutory Declaration must be attached when "Statutory Declaration Attached?" is selected.
 A Land Standing Report must be attached for the selected purpose.
 Please contact EDS Support at eds.support@gov.ab.ca or by calling 1.780.427.3570

Back Next 5

1. Document type: Requires the user to use the dropdown arrow to identify the ‘Document Type’ being attached.
2. Browse: Allows the user to browse for the document within their system working drives.
3. Add Row: Allows the user to add additional rows for additional documents in support of their amendment submission.
4. Displays the required attachments expected from the user.

5. Back and Next buttons. Allows the user go 'Back' to changed information entered, or 'Next' to proceed.

The user clicks 'Next' to proceed.

7. Disposition Amendments Confirmation page:

Location: Alberta Government > Alberta Environment and Parks > Electronic Disposition System > Dispositions Amendments Confirmation

Disposition Number: SML177005 [\[Edit\]](#)

User Details		Company Details	
File #:	SML_A	Program/Project Name:	SML_Amendment
User Agency Name:	YAP, SHARON	GLIMPS Client File #:	
User Name:	alexandra.x.crosland	Company Name:	YAP, SHARON
User Email:	alexandra.crosland@gov.ab.ca	Company Client ID:	8060811001
User Email (Alternate):	alexandra.crosland@gov.ab.ca	Email:	alexandra.crosland@gov.ab.ca
Tel:	(780)415-4609	Telephone:	(780)415-4609
Fax:	(780)422-4252	Fax:	(111)222-3333
Address:	9915 108 ST FLOOR 2	Address:	9915 108 ST FLOOR 2
City:	EDMONTON	City:	EDMONTON
Province/State:	Alberta	Province/State:	Alberta
Country:	CANADA	Country:	CANADA
Postal/ZIP:	T5K 2G8	Postal/ZIP:	T5K 2G8

Amendment Selection:

No Change – Plan Updated (Associated)

Change Client

Change Purpose

Addition / Change in Land / Change Dimension

Deletion of Lands

Partial Assignment

Plan Replacement Only

Sketch Plan to Survey Plan

Survey Plan to Survey Plan

Sketch Plan to Sketch Plan

Dimension Current Value:

Plan Confirmation #:	2017000292
FNC #:	FNC201700351-001
Consents Attached?:	Yes
Code of Practice?:	No
Was a Temporary Field Authorization (TFA) issued for any additions within this amendment?:	No
Statutory Declaration Attached?:	Yes
Test Data Attached?:	Yes
Is this a public work project (only applies to M.D.'s and Counties)?:	No
Are operations located entirely within the boundaries of: An approved oil sands development or EIA area for which you are the holder?:	No
What is the size of the lease in acres?:	35.00

Current Applicants:

Delete	Client Id	Client Type	Name	Address
	8060811001	Both	YAP, SHARON	9915 108 ST FLOOR 2, EDMONTON, Alberta CANADA T5K 2G8

Land Changed: [\[Edit\]](#)

Added Lands:					Deleted Lands:					Lands Now Required:				
QTR	SEC	TWP	RGE	MER	QTR	SEC	TWP	RGE	MER	QTR	SEC	TWP	RGE	MER
										NW	5	81	8	4

Uploaded Documents: [\[Edit\]](#)

File Uploaded:	
Document Type	Uploaded Filename
Plan Package	2017000292.zip
Site Information Form	SMISiteinformationformSIF.doc
Statutory Declaration	Statutory_Declaration.doc
Application Supplement	appSupp AS2017000252 2017-04-18.pdf
LAT Report	LATReport_0000001214.pdf
Land Standing	LandStandingReport.pdf
Consent	con4.doc
Test Data	Test_Hole_Data.pdf

Remarks:

Back Next

The blue **‘Edit’** button in each section, when engaged, will take the user to that portion of the form for changes or corrections. Once corrections/changes are completed the user simply uses the **‘Next’** button to proceed accordingly.

The user clicks **‘Next’** to proceed and the **‘Term of User and Disclaimer’** page will display:

Location: [Alberta Government](#) > [Alberta Environment and Parks](#) > [Electronic Disposition System](#) > Amendment Agreement

Terms of Use and Disclaimer

Alberta Environment and Parks (AEP)/Alberta Energy Regulator (AER) are providing this Web site to enable the electronic submission of aboriginal consultation requests and documents that are required for the decision of Adequacy. Dispositions being applied for under the *Public Lands Administration Regulation (PLAR)* will only be considered if consultation has been assessed and a decision has been rendered for those proposed activities, as required under the *"AEP Lands and Forestry First Nations Consultation - Operating Procedures - May 4, 2011"*.

By submitting information through this Web site you agree that you:

1. Are a valid EDS Client or Authorized User given authorization by the company's Site Administrator,
2. Consent to the terms and conditions set out below,
3. Understand that this Web site supports the request and issuance of File Number for Consultation (FNC) numbers and facilitates the submission of associated consultation documents that are specified in AEP's *"AEP Lands and Forestry First Nations Consultation - Operating Procedures - May 4, 2011"*.
4. Agree that the information being submitted is accurate and not falsified in any manner. The information that you submit, as well as the time at which it is submitted, will be used by Regulatory Body and the reviewer to assess pre-consultation requirements and adequacy prior to your application for a formal disposition.
5. Through the amalgamation of any company, which initiated the inheritance of File Number for Consultation (FNC) Case files, FNC activities and decisions as granted by Alberta Environment and Parks/Alberta Energy Regulator, I do acknowledge that through the continued use and submission of any FNC number for disposition application, that I as the applying company do assume any commitments made by us or the prior company we have amalgamated.

The Regulatory Body has the ability to suspend or cancel any disposition based on the omission or submission of erroneous information by the client used by AEP/AER in its decision making as per PLAR 26(1)(c).

The Regulatory Body will not be responsible for any damages you or any third party might suffer or suffers as a result of the submission of information through this Web site.

Personal information required for this form is collected in accordance with Section 33(a)(c) of the Freedom of Information and Protection of Privacy Act (FOIP Act) and Section 8 of the Public Lands Act and Section 6 of the Public Lands Administration Regulation. The personal information collected will be used to correspond with the applicant regarding their application. Should you require further information about the collection or use of your personal information, contact FOIP at (780) 427-4429.

Documents or information provided to Alberta Environment and Parks/Alberta Energy Regulator pursuant to Section 15(1)(a) of the Water (Ministerial) Regulation are public records which are accessible by the public.



The Crown claims ownership of the bed and shore of all permanent and naturally occurring bodies under Section 3(1) of the *Public Lands Act*. A License of Occupation under the *Public Lands Act* is required for permanent occupation of public land.



Back I Agree and Submit

The user can use the **‘Back’** or **‘I Agree and Submit’** buttons accordingly. When engaging the **‘I Agree and Submit’** this will commit the request to the system and EDS will display the completed form and a message stating:

Amendment (SML177005) has been saved successfully!

EDS will send a confirmation email with the amendment .pdf form to the users’ inbox as shown above when the application was submitted.

From:  AEP EDS-SupprtTest Sent: Tue 4/18/2017 1:37 PM
To:  Alexandra Crosland
Cc:
Subject: Surface Disposition Amendment for SML177005 has been received.

 Message  SML177005_Amendment Form 2017-04-18.pdf (248 KB)

The following has been successfully created in EDS:

Surface Disposition Amendment for SML177005.

This message is generated by the Electronic Disposition System (EDS) on 2017/04/18 13:36:58

Please do no reply to this message.



Amendment for Surface Dispositions

Confirmation Number: 2017000292 First Nations Consultation Number: FNC201700351-001 Application Supplement Number: AS2017000252 Submission Date: 2017-04-18	Department File Number <h2 style="margin: 0;">SML177005</h2>
--	---

Landscape Analysis Tool Number: 0000001214 Tenure Request

Statutory declaration attached? (sand and/or gravel only) Yes No Test data attached? Yes No

Is this a public work project? (only applies to M.D.'s and Counties) Yes No

Are operations located entirely within the boundaries of: An approved oil sands development or EIA area for which you are the holder? Yes No

What is the size of the lease in Acres? 35.00

Reason for Amendment Addition / Change in Land / Change Dimension Deletion of Lands
 No Change Change of Client

Plan Replacement Only: Sketch Plan to Survey Plan Survey Plan to Survey Plan Sketch Plan to Sketch Plan

Purpose From: _____ To: _____

Was a Temporary Field Authorization (TFA) issued for any additions within this amendment? No

Occupant's Consent Attached Not Required

Applicant: YAP, SHARON Client ID: 8060811001

Address: 9915 108 ST FLOOR 2 Tel: (780)415-4609

City/Town: EDMONTON Province: Alberta Postal Code: T5K 2G8 Fax: (111)222-3333

Applicant File Number: SML_A Applicant Email: alexandra.crosland@gov.ab.ca

Program/Project Name: SML_Amendment

Contact/Agent: Crosland, Alexandra X File Number: _____

Organization: YAP, SHARON

Address: 9915 108 ST FLOOR 2 Tel: (780)415-4609

City/Town: EDMONTON Province: Alberta Postal Code: T5K 2G8 Fax: (780)422-4252

Email: alexandra.crosland@gov.ab.ca Contact Alternate Email: alexandra.crosland@gov.ab.ca

Lands Affected

Add Lands					Delete Lands					Lands Now Required				
Subdivision	Plan	Blk	Lot		Subdivision	Plan	Blk	Lot		Subdivision	Plan	Blk	Lot	
Qtr/LS	Sec	Twp	Rge	Mer	Qtr/LS	Sec	Twp	Rge	Mer	Qtr/LS	Sec	Twp	Rge	Mer
										NW	5	81	8	4

Attachments: Consent - Y; Application Supplement - Y; LAT Report - Y; Wildlife Survey - N; Site Information Form - Y; Statutory Declaration - Y; Test Data - Y; Land Standing - Y;

Remarks:

Personal information in this form is collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act and will be used to administer the Public Lands Act and its associated regulations. This form is a public record and is available to anyone. All information contained on this form (including personal information) may be disclosed by Alberta Environment and Parks to anyone requesting a copy in accordance with Sections 166-167 of the Public Lands Administration Regulation. For further information about the collection and use of this information, please contact (780) 427-4429.

6.0 Submitting an Associated Application

6.1 Prerequisites

The applicant has obtained the ‘Prerequisites’ of:

1. **Plan Confirmation Package.** The plan package for submission through EDS must be in an encrypted format, e. g, 2017000290_82692490.enc. Attempting to upload the .zip file will result in an error. When submitting an associated application, the plan package must include both activities/dispositions with the appropriate labels identifying the primary and secondary activities/dispositions.
2. **Application Supplement.** All applications and amendments will require an Application Supplement for both activities. EDS will allow additional Environmental Field Reports (EFR) or Supplements to be attached at time of submission but ‘**must**’ attach the new ‘Application Supplement’ as generated through EDS. This may require the user to transfer information from an existing EFR/supplement to the ‘New Application Supplement’ web form now available. An ‘Application Supplement’ will be created for the primary and secondary activity/disposition.

Note: EFRs will only be accepted as part of the application submission until June 1, 2017.

3. **Landscape Analysis Tool Report.** These reports contain the conditions and standards unique to the areas of interest. For example, there will be a report for the primary disposition/activity and one for the secondary disposition/activity.
4. **First Nations/Metis Settlements Consultation.** The user will create an FNC case file number for the primary and secondary activity/disposition.
5. **Land Standing Report.** To be attached in support of the application submission for the primary and secondary activity/disposition.
6. **Surface Materials Lease Site Information Form.** Required in support of the SML activity/disposition.
7. **Test Hole Data.** This data is required in pdf format in support of the SML activity/disposition.
8. **Other.** This could be consents obtained, or, other supporting documentation for both the primary and secondary activity/disposition.

Login to EDS at:

- [SecureXNET - EDS Login](#)

Once authenticated, the user has access to the Landscape Analysis Tool (LAT) tool and the Plan Confirmation Service (PCS).

1. Click 1) Please proceed to...**the Electronic Disposition System:**



Electronic Disposition System

[Click Here](#)

1) Please proceed to... [the Electronic Disposition System](#)

If you are not logged in to SecureXNET,
you will be redirected to log in.

Important...

2) Please Note: If you are accessing this service from a public location, or are unsure of the installed software on this PC, you must [Sign off SecureXNET](#) in addition to closing your browser completely to prevent unauthorized access to the Electronic Disposition System

3) You may [check your security credentials](#) to indicate if you are currently authenticated.

2. Enter your username and password. The user 'Account Type' is 'GoA Client':



You are not logged in to SecureXNET.

User Name

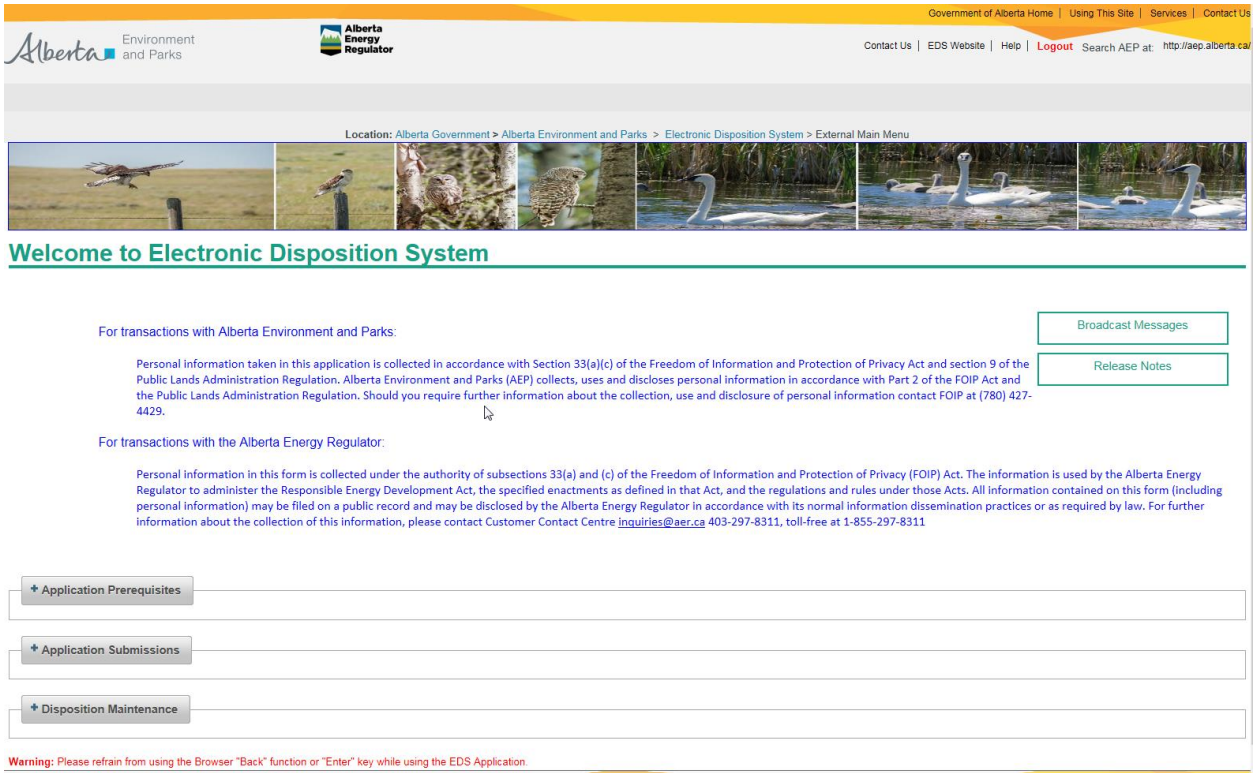
Password

Account Type

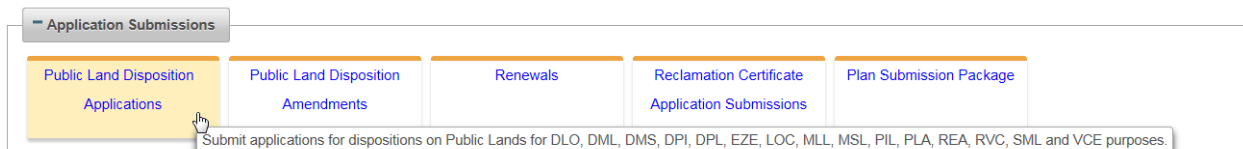
Login

[Manage Your External ADS ID](#)

3. The EDS Main menu will display:



4. Expand the + **Application Submissions** option by clicking the blue + sign, this will display the options available:



5. Click 'Public Land Disposition Applications' and the search screen will display for the user to set the parameters for an associated pair.



The user will set the Application Options for the 'Associated Applications' by using the dropdown arrow and choosing the primary activity/disposition type and its purpose/activity type, and the secondary activity/disposition type and purpose/activity type.

Create Application For Surface Disposition

Application Options:

Select type of disposition:

Purpose/Activity Type:

Select type of second disposition:

Purpose/Activity Type:

Alberta Environment and Parks | Search | Contact Us | Privacy Statement

Once the user has set the parameters, they click ‘Next’

6. The ‘Contact Detail’ screen will display. The contact detail is associated to the user information as created through the account process.

Location: Alberta Government > Alberta Environment and Parks > Electronic Disposition System > Edit Contact

Contact Detail	
User Agency Name:	YAP, SHARON
User Name:	Crosland, Alexandra X
User Email:	alexandra.crosland@gov.ab.ca
User Email (Alternate):	<input type="text" value="alexandra.crosland@gov"/> A
* Tel:	<input type="text" value="(780)415-4609"/> B
Fax:	(780)422-4252
Address:	9915 108 ST FLOOR 2
City:	EDMONTON
Province/State:	Alberta
Country:	CANADA
Postal/ZIP:	T5K 2G8
Contact File Number:	<input type="text"/> C
Activity(ies) To be Created:	
Activity Type:	
SML	
DLO	

D

- A. The user can edit the ‘User Email (Alternate)’ email address. The application will not be forwarded to the ‘Alternate’ address.
- B. The user can edit the ‘Tel:’ number.
- C. The user can enter a ‘Contact File Number’.
- D. The user can use the ‘Back’ or ‘Next’ buttons to go ‘Back’ or ‘Next’ to proceed.

- Click 'Next' and the 'SML' form will display for data entry. By entering the *Client ID, the user can hit their tab key and the 'Applicant Detail' information will display. The user is required to enter all fields that display a **red asterisk *** next to the field. This example requires the user to enter the telephone number (*Tel #), * Company Email: *Government Employee?., * Over Age of 18?, and * Canadian Citizen?. If the user states they are a 'Government Employee?', EDS will prompt the user to enter the department name. These questions do not apply to an M.D., County or Corporation.

Location: Alberta Government > Alberta Environment and Parks > Electronic Disposition System > Edit Application

Activity Type: SML

* Client Id	Applicant Detail
8060811001	<p>Client Type: Service Client Organization Name: YAP, SHARON Address: 9915 108 ST FLOOR 2, EDMONTON, Alberta CANADA T5K 2G8</p> <p>* Tel: (###)###-#### A Fax: (###)###-####</p> <p>* Company Email: <input type="text"/> B Program/Project Name: <input type="text"/> C Applicant File Number: <input type="text"/> D</p> <p>* Government Employee?: <input type="checkbox"/> E Department Name: <input type="text"/> F * Over Age of 18?: <input type="checkbox"/> G * Canadian Citizen?: <input type="checkbox"/> H</p>
* Plan Confirmation #:	<input type="text"/> I * FNC #:
* Code of Practice:	<input type="text"/> K
* Occupant's Consent Attached?:	<input type="checkbox"/> L
Site Information Form Attached?:	<input type="checkbox"/> M No
Statutory Declaration Attached?:	<input type="checkbox"/> N <input type="checkbox"/> O
Is this a public work project (only applies to M.D.'s and Counties)?:	<input type="checkbox"/> P
Are operations located entirely within the boundaries of: An approved oil sands development or EIA area for which you are the holder?:	<input type="checkbox"/> Q
What is the size of the lease in acres?:	<input type="text"/> R
Remarks:	<input type="text"/> S

- Enter the 'Tel:' as per format shown.
- Enter the 'Company Email:'
- Enter the 'Program/Project Name:'. This is an optional field.
- Enter the 'Applicant File Number:'. This is an optional field.
- By using the dropdown arrow, indicate if you are a 'Government Employee?'. This question will only display if the Client ID is entered for an individual.
- 'Department name:' is required if you are an employee of the government. This question will only display if the Client ID entered is for an individual.
- By using the dropdown arrow, indicate if you are 'Over Age of 18?'
- By using the dropdown arrow, indicate if you are a 'Canadian Citizen?'
- Enter the 10 digit 'Plan Confirmation #:'. All applications and amendments require a plan package in support of their submission.

- J. Enter the 'FNC #:' as obtained through Prerequisite 'First Nations / Metis Settlements Consultation Submission'.
- K. By using the dropdown arrow, indicate if you are attaching a 'Code of Practice'.
- L. By using the dropdown arrow, indicate if you are attaching 'Occupant's Consent Attached?'
- M. By using the dropdown arrow, indicate if you are attaching 'Site Information Form Attached?' For 'new' applications this is a requirement.
- N. By using the dropdown arrow, indicate if you are attaching 'Statutory Declaration Attached?'. For 'new' applications this is a requirement.
- O. By using the dropdown arrow, indicate if you are attaching 'Test Data Attached?'. For 'new' applications this is a requirement.
- P. By using the dropdown arrow, indicate 'Is this a public work project (only applies to M.D.'s and Counties)?'
- Q. By using the dropdown arrow, indicate 'Are operations located entirely within the boundaries of: An approved oil sands development or EIA area for which you are the holder?'
- R. Enter the numerical value for 'What is the size of the lease in acres?'
- S. Enter any additional information that you would like to relay to the 'Regulator' in 'Remarks'.

Location: Alberta Government > Alberta Environment and Parks > Electronic Disposition System > Edit Application

Activity Type: SML

* Client Id	Applicant Detail
8060811001	Client Type: Service Client Organization Name: YAP, SHARON Address: 9915 1st ST FLOOR 2, EDMONTON, Alberta CANADA T5K 2G8 * Tel: (111)111-1111 Fax: (111)111-1111 * Company Email: eds.supporttest@gov.ab.ca Program/Project Name: SML_DLO_Associated Applicant File Number: SML1_DLO2 * Government Employee?: No Department Name: <input type="text"/> * Over Age of 18?: Yes * Canadian Citizen?: Yes

* Plan Confirmation #:	<input type="text" value="2017000307"/>	* FNC #:	<input type="text" value="FNC201700363-001"/>
* Code of Practice:	No		
* Occupant's Consent Attached?:	Yes		
Site Information Form Attached?:	Yes		
Statutory Declaration Attached?:	Yes	Test Data Attached?:	Yes
Is this a public work project (only applies to M.D.'s and Counties)?:	No		
Are operations located entirely within the boundaries of: An approved oil sands development or EIA area for which you are the holder?:	No		
What is the size of the lease in acres?:	<input type="text" value="36.18"/>		
Remarks:	<div style="border: 1px solid black; height: 30px;"></div>		

Back Next

Once the user has entered all data required on the 'Edit Application' page, the user can click 'Next' to proceed.

8. The 'Edit Land' page will display for data entry:

Location: Alberta Government > Alberta Environment and Parks > Electronic Disposition System > Edit Land

Activity Type: SML

ATS Lands						
Row	Delete	QTR	SEC	TWP	RGE	MER
0	Delete	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1	Delete	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	Delete	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	Delete	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	Delete	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add New

Download Land Description CSV Template File

Upload Land Description File: Browse... Upload File

PBL Lands					
Row	Delete	SUBDIVISION	PLAN	BLOCK	LOT
0	Delete	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1	Delete	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	Delete	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	Delete	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	Delete	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add New

Back Next

- A. ATS Lands: The user is required to identify the land description of the location of the proposed lease area. The user engaged the dropdown arrow to indicate the specific quarter section and can tab or move their cursor to the SEC, TWP, RGE and MER fields to complete the description.
- B. By clicking the 'Add New' button, the user can add additional rows if more land keys need to be entered in support of their proposed lease.
- C. Download Land Description CSV Template File: The CSV Template allows the user to enter all lands in support of the application/amendment if the land list is extensive. The user can download the template from EDS or it can be found on the 'AEP Forms' page on the AEP website under the category of 'Electronic Disposition System (EDS) and the form name is 'EDS Land Description File for Large Landlist Upload'.
- D. Browse button allows the user to locate the CSV file.
- E. Upload Land Description File: This field allows the user to 'Upload File' for the 'EDS Land Description File for Large Landlist' CSV file. Once the user has browsed and located the CSV file, to complete, the user will be required to click 'Upload File'.
- F. 'PBL Lands: This allows the user to provide a legal description for Plan, Block and Lot. This field should only be engaged if the land is titled to the crown as we do not issue on land that is 'Freehold'.
- G. 'Back' or 'Next' buttons allows the user to go 'Back' or 'Next' to continue.

Activity Type: SML

ATS Lands						
Row	Delete	QTR	SEC	TWP	RGE	MER
0	Delete	NE	3	63	11	4
1	Delete					
2	Delete					
3	Delete					
4	Delete					

Add New

Download Land Description CSV Template File

Upload Land Description File: Browse... Upload File

PBL Lands					
Row	Delete	SUBDIVISION	PLAN	BLOCK	LOT
0	Delete				
1	Delete				
2	Delete				
3	Delete				
4	Delete				

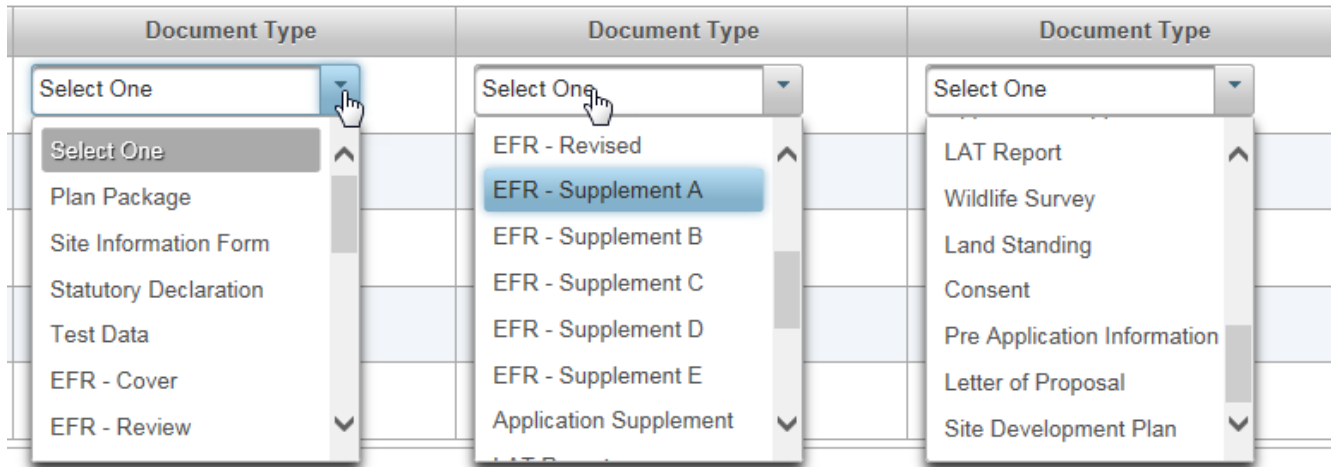
Add New

Back Next

The user clicks 'Next' to continue to the 'Upload Attachments' screen.

9. Upload Attachments.

The available attachments in support of the SML activity/disposition are:



The user engages the dropdown list by clicking the arrow to identify the attachment and clicks 'Browse' to locate the attachment within their file system.

Activity Type: SML

Upload Attachment				
Row	Delete	Document Type	Document	Uploaded Filename
1	Delete	Plan Package	\\GOA\MyDocs\A\Alexan\ Browse...	
2	Delete	Site Information Form	\\GOA\MyDocs\A\Alexan\ Browse...	
3	Delete	Statutory Declaration	\\GOA\MyDocs\A\Alexan\ Browse...	
4	Delete	Test Data	\\GOA\MyDocs\A\Alexan\ Browse...	
5	Delete	Application Supplement	\\GOA\MyDocs\A\Alexan\ Browse...	
6	Delete	LAT Report	\\GOA\MyDocs\A\Alexan\ Browse...	
7	Delete	Land Standing	\\GOA\MyDocs\A\Alexan\ Browse...	
8	Delete	Consent	\\GOA\MyDocs\A\Alexan\ Browse...	
9	Delete	Select One	Browse...	
10	Delete	Select One	Browse...	

An Application Supplement must be attached.
 A LAT Report must be attached.
 A Consent must be attached when "Occupant's Consent Attached?" is Yes.
 A Plan Package must be attached when "Plan Confirmation #" is specified.
 A Site Information Form must be attached when "Site Information Form Attached?" is selected.
 A Test Data must be attached when "Test Data Attached?" is selected.
 A Statutory Declaration must be attached when "Statutory Declaration Attached?" is selected.
 A Land Standing Report must be attached for the selected purpose.
 Please contact EDS Support at eds.support@gov.ab.ca or by calling 1.780.427.3570

If there are not enough rows, the user can click 'Add New' to provide additional rows for more attachments. Once complete, the user clicks 'Next' to continue. EDS will display the 'Edit Application' screen to complete the associated activity/disposition:

10. Edit Application page:

Activity Type: DLO

* Client Id	Applicant Detail
	Client Type: Service Client Organization Name: YAP, SHARON Address: 9915 108 ST FLOOR 2, EDMONTON, Alberta CANADA T5K 2G8 * Tel: (111)111-1111 Fax: <input type="text"/> * Company Email: eds.supporttest@gov.ab.ca Program/Project Name: <input type="text"/> Applicant File Number: <input type="text"/> * Joint Tenants?: No A * Tenant in Common?: No B * Government Employee?: No Department Name: <input type="text"/> * Over Age of 18?: Yes * Canadian Citizen?: Yes * Is the applicant the adjacent land owner?: No C
8060811001	

* Plan Confirmation #:	2017000307	* FNC #:	D FNC201700363-002
* Code of Practice:	Does this application include watercourse crossings regulated under the Water Act (Ministerial) Regulations' Code of Practice for Pipelines and Telecommunication Lines Watercourse Crossings?		No E
* Occupant's Consent Attached?:	Yes F		
Remarks:	G		
<input type="text"/>			
Back	Next H		

- A. The user indicates by using the dropdown arrow, if the applicant is 'Joint Tenants'. This field will display for an individual client only.
- B. The user indicates by using the dropdown arrow, if the applicant is 'Tenant in common?'. This field will display for an individual client only.
- C. The user indicates by using the dropdown arrow 'Is the applicant the adjacent land owner?' This field will display for an individual client.
- D. The user enters the * FNC # by entering the number as obtained through the Prerequisite 'First Nations / Metis Settlements Consultation Submission'.
- E. The user indicates by using the dropdown arrow, if they are attaching a 'Code of Practice'.
- F. The user indicates by using the dropdown arrow, if they are attaching 'Occupant's Consent Attached?'
- G. The user can enter textual information that they want the 'Regulator' to know.
- H. The user can go 'Back' or 'Next' to continue.

The user clicks 'next' to continue:

- 11.0 As per step 5, the user enters the land description for the secondary activity/disposition:

Activity Type: DLO

ATS Lands						
Row	Delete	QTR	SEC	TWP	RGE	MER
0	Delete	NE	3	63	11	4
1	Delete					
2	Delete					
3	Delete					
4	Delete					

Add New

Download Land Description CSV Template File

Upload Land Description File: Browse...

PBL Lands					
Row	Delete	SUBDIVISION	PLAN	BLOCK	LOT
0	Delete				
1	Delete				
2	Delete				
3	Delete				
4	Delete				

Add New

Back Next

The user can click 'Back' to the previous page, or, 'Next' to continue to the 'Upload Attachments' screen.

- As per Step 6. above, the user indicates the 'Document Type', engages the 'Browse' button and attaches supporting documentation. As this example is for an associated pair, the user will not be required to attach a plan package as it was completed for the primary activity/disposition.

Activity Type: DLO

Upload Attachment				
Row	Delete	Document Type	Document	Uploaded Filename
0	Delete	Application Supplement	\\GOA\MyDocs\A\Alexan Browse...	
1	Delete	LAT Report	\\GOA\MyDocs\A\Alexan Browse...	
2	Delete	Land Standing	\\GOA\MyDocs\A\Alexan Browse...	
3	Delete	Consent	\\GOA\MyDocs\A\Alexan Browse...	
4	Delete	Select One	Browse...	

Add New

Back Next

The user can click 'Back' or 'Next' to proceed to the 'Disposition Application Confirmation' page. This allows the user to reaffirm the data previously entered for each activity/disposition.

- Disposition Application Confirmation:

Activity Type: SML

Applicant Detail					
Applicant:	YAP, SHARON			Client ID:	8060811001
Address:	9915 108 ST FLOOR 2			Telephone:	(111)111-1111
City:	EDMONTON	Province:	Alberta	Postal Code:	T5K 2G8
Applicant File Number:	SML_1_DLO2	Applicant Email:	eds.supporttest@gov.ab.ca		
Program/Project Name:	SML_DLO_Associated		Client Type:	Service Client	
Canadian Citizen:	Yes	Over Age of 18:	Yes	Government Employee:	No
			Department Name:		

Contact Detail					
Contact/Agent:	Crosland, Alexandra X			Contact File Number:	
Organization:	YAP, SHARON				
Address:	9915 108 ST FLOOR 2			Telephone:	(780)415-4609
City:	EDMONTON	Province:	Alberta	Postal Code:	T5K 2G8
Contact Email:	alexandra.crosland@gov.ab.ca		Contact Alternate Email:	alexandra.crosland@gov.ab.ca	

Application Detail [Edit]			
Plan Confirmation #:	2017000307	FNC #:	FNC201700363-001
Code of Practice:	No		
Purpose of Disposition:	Surface Materials - Sand and Gravel		
Occupant's Consent Attached?:	Yes		

Added ATS Lands [Edit]					Added PBL Lands [Edit]			
QTR	SEC	TWP	RGE	MER	SUBDIVISIO	PLAN	BLOCK	LOT
NE	3	63	11	4				

File Uploaded: [Edit]	
Document Type	Uploaded Filename
Plan Package	2017000307.zip
Site Information Form	Site_Information_Form.doc
Statutory Declaration	Statutory_Declaration.doc
Test Data	Test_Hole_Data.pdf
Application Supplement	appSupp_AS2017000264_2017-04-21.pdf
LAT Report	LATReport_00000012BC.pdf
Land Standing	LandStandingReport.pdf
Consent	con7.doc
Remarks:	

Activity Type: DLO

Applicant Detail					
Applicant:	YAP, SHARON			Client ID:	8060811001
Address:	9915 108 ST FLOOR 2			Telephone:	(111)111-1111
City:	EDMONTON	Province:	Alberta	Postal Code:	T5K 2G8
Applicant File Number:		Applicant Email:	eds.supporttest@gov.ab.ca		
Program/Project Name:		Client Type:	Service Client		
Joint Tenants?:	No			Tenant in Common?:	No
Canadian Citizen:	Yes	Over Age of 18:	Yes	Government Employee:	No
Is the applicant the adjacent land owner?:	No				

Contact Detail					
Contact/Agent:	Crosland, Alexandra X			Contact File Number:	
Organization:	YAP, SHARON				
Address:	9915 108 ST FLOOR 2			Telephone:	(780)415-4609
City:	EDMONTON	Province:	Alberta	Postal Code:	T5K 2G8
Contact Email:	alexandra.crosland@gov.ab.ca		Contact Alternate Email:	alexandra.crosland@gov.ab.ca	

Application Detail [Edit]					
Plan Confirmation #:	2017000307	FNC #:	FNC201700363-002		
Code of Practice:	Does this application include watercourse crossings regulated under the Water Act (Ministerial) Regulations' Code of Practice for Pipelines and Telecommunication Lines Watercourse Crossings?:				No
Purpose of Disposition:	Access - Class I - All Weather				
Occupant's Consent Attached?:	Yes				
Added ATS Lands [Edit]			Added PBL Lands [Edit]		
QTR	SEC	TWP	RGE	MER	
NE	3	63	11	4	
			SUBDIVISIO	PLAN	BLOCK LOT
File Uploaded: [Edit]					
Document Type		Uploaded Filename			
Application Supplement		appSupp AS2017000265 2017-04-21.pdf			
LAT Report		LATReport_0000012BD.pdf			
Land Standing		LandStandingReport.pdf			
Consent		con9.doc			
Remarks:					
<input type="button" value="Back"/> <input type="button" value="Next"/>					

Note: If the user discovers any anomalies, the user can click the blue 'Edit' link. This link will take the user back to the section where they can make corrections. The user would click 'Next' to proceed until all edits have been made and can then advance to the 'Terms of Use and Disclaimer' page:

14. Application Agreement page:

Location: Alberta Government > Alberta Environment and Parks > Electronic Disposition System > Application Agreement

Terms of Use and Disclaimer

Alberta Environment and Parks (AEP)/Alberta Energy Regulator (AER) are providing this Web site to enable the electronic submission of aboriginal consultation requests and documents that are required for the decision of Adequacy. Dispositions being applied for under the Public Lands Administration Regulation (PLAR) will only be considered if consultation has been assessed and a decision has been rendered for those proposed activities, as required under the "AEP Lands and Forestry First Nations Consultation - Operating Procedures - May 4, 2011".

By submitting information through this Web site you agree that you:

1. Are a valid EDS Client or Authorized User given authorization by the company's Site Administrator.
2. Consent to the terms and conditions set out below.
3. Understand that this Web site supports the request and issuance of File Number for Consultation (FNC) numbers and facilitates the submission of associated consultation documents that are specified in AEP's "AEP Lands and Forestry First Nations Consultation - Operating Procedures - May 4, 2011".
4. Agree that the information being submitted is accurate and not falsified in any manner. The information that you submit, as well as the time at which it is submitted, will be used by Regulatory Body and the reviewer to assess pre-consultation requirements and adequacy prior to your application for a formal disposition.
5. Through the amalgamation of any company, which initiated the inheritance of File Number for Consultation (FNC) Case files, FNC activities and decisions as granted by Alberta Environment and Parks I do acknowledge that through the continued use and submission of any FNC number for disposition application, that I as the applying company do assume any commitments made by us or the prior company we have amalgamated.

The Regulatory Body has the ability to suspend or cancel any disposition based on the omission or submission of erroneous information by the client used by AEP/AER in its decision making as per PLAR 26(1)(c).

The Regulatory Body will not be responsible for any damages you or any third party might suffer or suffers as a result of the submission of information through this Web site.

Personal information required for this form is collected in accordance with Section 33(a)(c) of the Freedom of Information and Protection of Privacy Act (FOIP Act) and Section 8 of the Public Lands Act and Section 6 of the Public Lands Administration Regulation. The personal information collected will be used to correspond with the applicant regarding their application. Should you require further information about the collection or use of your personal information, contact FOIP at (780) 427-4429.

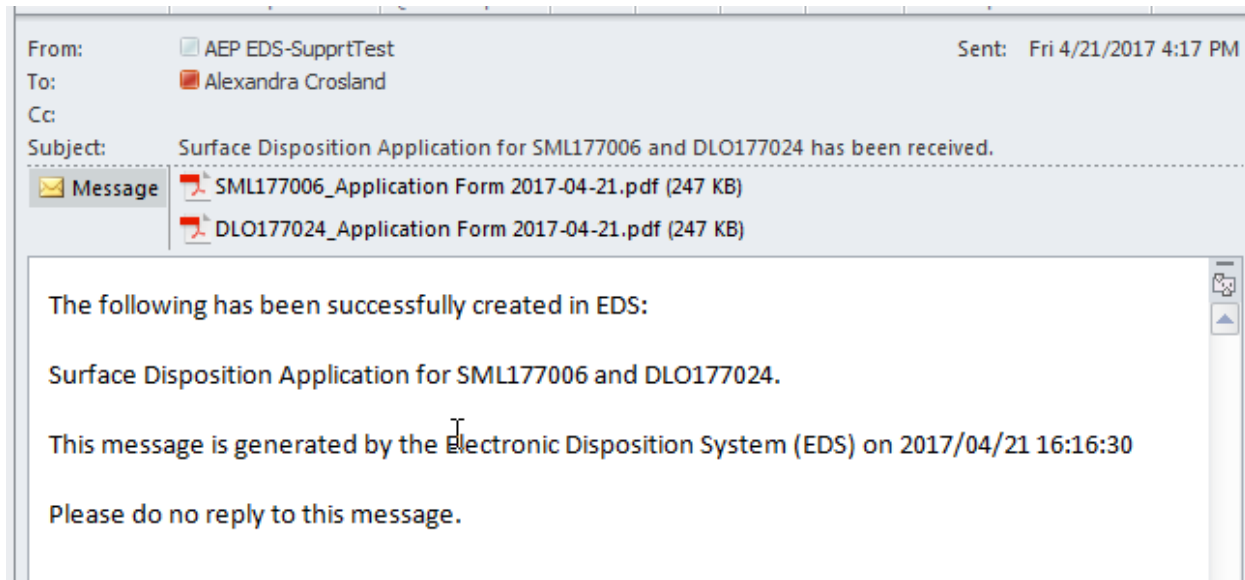
Documents or information provided to Alberta Environment and Parks/Alberta Energy Regulator pursuant to Section 15(1)(a) of the Water (Ministerial) Regulation are public records which are accessible by the public.

The Crown claims ownership of the bed and shore of all permanent and naturally occurring bodies under Section 3(1) of the *Public Lands Act*. A License of Occupation under the *Public Lands Act* is required for permanent occupation of public land.

The user can go 'Back' or click 'I Agree and Submit'. By clicking 'I Agree and Submit', the user again will see the submission in full display and a message that the application and associated application have been saved successfully!

Application (SML177006), Associated Application (DLO177024) have been saved successfully!

The user will receive email confirmation with the attached forms.



The forms:



Application for Surface Dispositions

Confirmation Number: 2017000307 First Nations Consultation Number: FNC201700363-001 Application Supplement Number: AS2017000264 Submission Date: 2017-04-21	Department File Number <h2 style="margin: 0;">SML177006</h2>
--	---

Landscape Analysis Tool Number: 00000012BC																	
Statutory declaration attached? (sand and/or gravel only) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No							Test data attached? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No										
Is this a public work project? (only applies to M.D.'s and Counties) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No																	
Are operations located entirely within the boundaries of: An approved oil sands development or EIA area for which you are the holder? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No																	
What is the size of the lease in Acres? 36.18																	
Occupant's Consent <input checked="" type="checkbox"/> Attached <input type="checkbox"/> Not Required																	
Type of Application: Surface Material Lease																	
Applicant: YAP, SHARON							Client ID: 8060811001										
Address: 9915 108 ST FLOOR 2							Tel: (111)111-1111										
City/Town: EDMONTON			Province: Alberta			Postal Code: T5K 2G8			Fax:								
Applicant File Number: SML1_DLO2							Applicant Email: eds.supporttest@gov.ab.ca										
Program/Project Name: SML_DLO_Associated																	
Are you a Canadian citizen? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			Have you attained the age of 18 years? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			Are you an employee of the Government of Alberta or member of the Legislative Assembly? <input type="checkbox"/> Yes (Dept./Agency/Board) <input checked="" type="checkbox"/> No											
Contact/Agent: Crosland, Alexandra X							File Number:										
Organization: YAP, SHARON																	
Address: 9915 108 ST FLOOR 2							Tel: (780)415-4609										
City/Town: EDMONTON			Province: Alberta			Postal Code: T5K 2G8			Fax: (780)422-4252								
Email: alexandra.crosland@gov.ab.ca							Contact Alternate Email: alexandra.crosland@gov.ab.ca										
Purpose: Surface Materials - Sand and Gravel																	
Lands being applied:																	
Subdivision		Plan	Blk	Lot	Subdivision		Plan	Blk	Lot	Subdivision		Plan	Blk	Lot			
Qtr/LS		Sec	Twp	Rge	Mer	Qtr/LS		Sec	Twp	Rge	Mer	Qtr/LS		Sec	Twp	Rge	Mer
NE		3	63	11	4												
Attachments: Consent - Y; Application Supplement - Y; LAT Report - Y; Wildlife Survey - N; Site Information Form - Y; Statutory Declaration - Y; Test Data - Y; Site Development Plan - N; Land Standing - Y;																	
Remarks:																	

Personal information in this form is collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act and will be used to administer the Public Lands Act and its associated regulations. This form is a public record and is available to anyone. All information contained on this form (including personal information) may be disclosed by Alberta Environment and Parks to anyone requesting a copy in accordance with Sections 166-167 of the Public Lands Administration Regulation. For further information about the collection and use of this information, please contact (780) 427-4429.

Friday, April 21, 2017 16:16:26

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NR



Application for Surface Dispositions

Confirmation Number: 2017000307 First Nations Consultation Number: FNC201700363-002 Application Supplement Number: AS2017000265 Submission Date: 2017-04-21	Department File Number <h2 style="margin: 0;">DLO177024</h2>
--	---

Landscape Analysis Tool Number: 00000012BD																			
Water Act Approval Number:																			
Type of Application: License of Occupation																			
Does this application include watercourse crossings regulated under the Water Act (Ministerial) Regulations' Code of Practice for Pipelines and Telecommunication Lines Watercourse Crossings? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <small>If yes, the applicable Water Act Notice must be submitted with this application.</small>																			
Applicant: YAP, SHARON						Client ID: 8060811001													
Address: 9915 108 ST FLOOR 2						Tel: (111)111-1111													
City/Town: EDMONTON			Province: Alberta			Postal Code: T5K 2G8			Fax:										
Applicant File Number:						Applicant Email: eds.supporttest@gov.ab.ca													
Program/Project Name:																			
Joint Tenants? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				Tenant in Common? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No															
Is the applicant the adjacent land owner? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <small>If no, PROVIDE written consent from the adjacent land owner.</small>																			
Are you a Canadian citizen?		Have you attained the age of 18 years?				Are you an employee of the Government of Alberta or member of the Legislative Assembly?													
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				<input type="checkbox"/> Yes (Dept/Agency/Board) <input checked="" type="checkbox"/> No													
Contact/Agent: Crosland, Alexandra X						File Number:													
Organization: YAP, SHARON																			
Address: 9915 108 ST FLOOR 2						Tel: (780)415-4609													
City/Town: EDMONTON			Province: Alberta			Postal Code: T5K 2G8			Fax: (780)422-4252										
Email: alexandra.crosland@gov.ab.ca						Contact Alternate Email: alexandra.crosland@gov.ab.ca													
Purpose: Access - Class I - All Weather																			
Occupant's Consent <input checked="" type="checkbox"/> Attached <input type="checkbox"/> Not Required																			
Lands being applied:																			
Subdivision		Plan		Blk		Lot		Subdivision		Plan		Blk		Lot					
Qtr/LS		Sec		Twp		Rge		Mer		Qtr/LS		Sec		Twp		Rge		Mer	
NE		3		63		11		4											
Attachments: Consent - Y; Code of Practice - N; Application Supplement - Y; LAT Report - Y; Wildlife Survey - N; Site Development Plan - N; Land Standing - Y;																			
Remarks:																			

Personal information in this form is collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act and will be used to administer the Public Lands Act and its associated regulations. This form is a public record and is available to anyone. All information contained on this form (including personal information) may be disclosed by Alberta Environment and Parks to anyone requesting a copy in accordance with Sections 166-167 of the Public Lands Administration Regulation. For further information about the collection and use of this information, please contact (780) 427-4429.

Friday, April 21, 2017 16:16:26

1 of 1

NR

7.0 Submitting an 'Associated Amendment Application'

7.1 Prerequisites

The applicant has obtained the 'Prerequisites' of:

1. **Plan Confirmation Package.** The plan package for submission through EDS must be in an encrypted format, e. G, 2017000290_82692490.enc. Attempting to upload the .zip file will result in an error. When submitting an associated application, the plan package must include both activities/dispositions with the appropriate labels identifying the primary and secondary activities/dispositions.
2. **Application Supplement.** All applications and amendments will require an Application Supplement for both activities. EDS will allow additional Environmental Field Reports (EFR) or supplements to be attached at time of submission but '**must**' attach the new 'Application Supplement' as generated through EDS. This may require the user to transfer information from an existing EFR/supplement to the 'New Application Supplement' web form now available. An 'Application Supplement' will be created for the primary and secondary activity/disposition.

Note: EFRs will only be accepted as part of the application submission until June 1, 2017.

3. **Landscape Analysis Tool Report.** These reports contain the conditions and standards unique to the areas of interest. For example, there will be a report for the primary disposition/activity and one for the secondary disposition/activity.
4. **First Nations/Metis Settlements Consultation.** The user will create an FNC case file number for the primary and secondary activity/disposition using 'Amendment Sites' in EDS.
5. **Land Standing Report.** To be attached in support of the application submission for the primary and secondary activity/disposition.
6. **Surface Materials Lease Site Information Form.** Required in support of the SML activity/disposition.
7. **Test Hole Data.** This data is required in pdf format in support of the SML activity/disposition.
8. **Other.** This could be consents obtained, or, other supporting documentation for both the primary and secondary activity/disposition.

Login to EDS at:

- [SecureXNET - EDS Login](#)

Once authenticated, the user has access to the Landscape Analysis Tool (LAT) tool and the Plan Confirmation Service (PCS).

1. Click 1) Please proceed to...**the Electronic Disposition System:**



Electronic Disposition System

[Click Here](#)

1) Please proceed to... [the Electronic Disposition System](#)

If you are not logged in to SecureXNET,
you will be redirected to log in.

Important...

2) Please Note: If you are accessing this service from a public location, or are unsure of the installed software on this PC, you must [Sign off SecureXNET](#) in addition to closing your browser completely to prevent unauthorized access to the Electronic Disposition System

3) You may [check your security credentials](#) to indicate if you are currently authenticated.

2. Enter your username and password. The user 'Account Type' is 'GoA Client':



You are not logged in to SecureXNET.

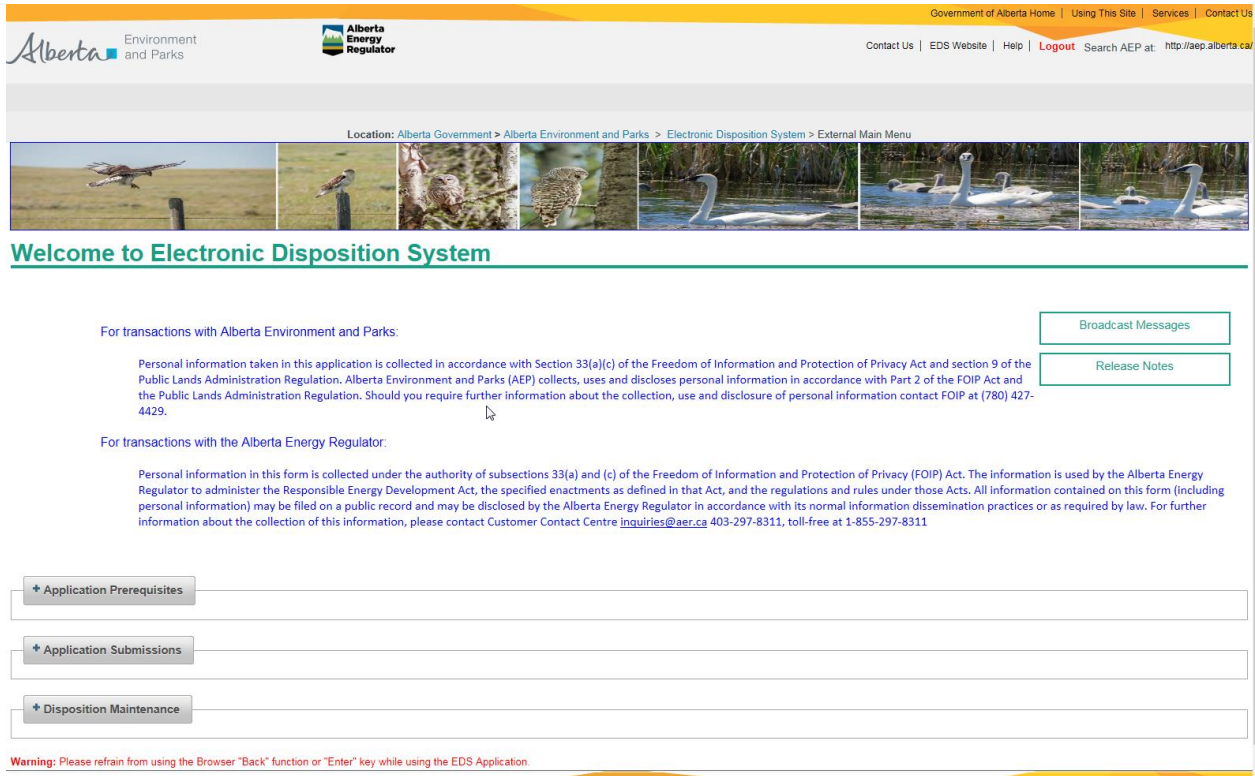
User Name

Password

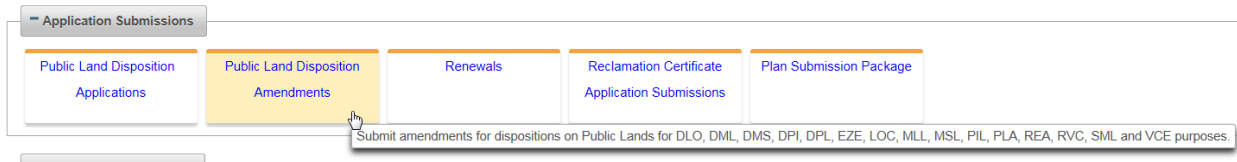
Account Type

[Manage Your External ADS ID](#)

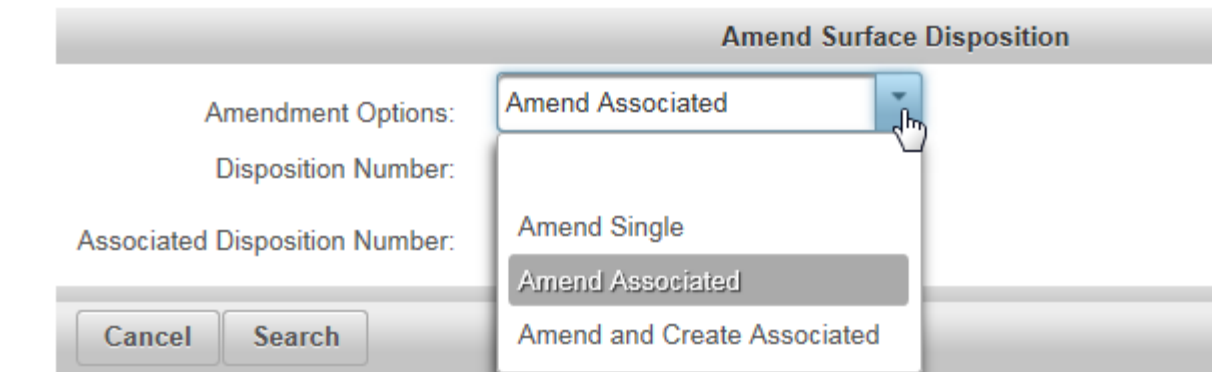
3. The EDS Main menu will display:



4. Expand the + **Application Submissions** option by clicking the blue + **sign**, this will display the options available, choose 'Public Land Disposition Amendments':



5. Disposition Amendments Search



This example displays an 'Associated' amendment:

Location: [Alberta Government](#) > [Alberta Environment and Parks](#) > [Electronic Disposition System](#) > [Dispositions Amendments Search](#)

Amend Surface Disposition

Amendment Options: Amend Associated

Disposition Number: SML177006

Associated Disposition Number: DLO177024 x

Cancel Search

The user is required to enter the activities to be amended.

Click 'Search' and the 'Dispositions amendments Save' form displays:

6. Dispositions Amendments Save:

Location: [Alberta Government](#) > [Alberta Environment and Parks](#) > [Electronic Disposition System](#) > [Dispositions Amendments Save](#)

Disposition Number: SML177006

User Details		Company Details	
File #:	SML1_DLO2 A	Program/Project Name:	SML_Change_Purpose_DLO_Associated B
User Agency Name:	YAP, SHARON	GLIMPS Client File #:	
User Name:	Crosland, Alexandra X	Company Name:	YAP, SHARON
User Email:	alexandra.crosland@gov.ab.ca	Company Client ID:	8060811001
User Email (Alternate):	alexandra.crosland@gov.ab.ca	* Email:	alexandra.crosland@gov.ab.ca C
Tel:	(780)415-4609	* Tel:	(780)415-4609 D
Fax:	(780)422-4252	Fax:	(780)422-4252 E
Address:	9915 108 ST FLOOR 2	Address:	9915 108 ST FLOOR 2
City:	EDMONTON	City:	EDMONTON
Province/State:	Alberta	Province/State:	Alberta
Country:	CANADA	Country:	CANADA
Postal/ZIP:	TSK 2G8	Postal/ZIP:	TSK 2G8

* Amendment Selection: F

No Change - Plan Updated (Associated)
 Change Client
 Change Purpose [Current Value - Surface Materials - Sand and Gravel]
 Addition / Change in Land / Change Dimension
 Deletion of Lands
 Partial Assignment
 Plan Replacement Only [Current Value -]

- Sketch Plan to Survey Plan
- Survey Plan to Survey Plan
- Sketch Plan to Sketch Plan

* Plan Confirmation #: 2017000309 G

* FNC #: FNC201700369-001 H

Consents Attached?: Yes I

Code of Practice?: No J

Was a Temporary Field Authorization (TFA) issued for any additions within this amendment?: No K

Site Information Form Attached?: No L

Statutory Declaration Attached?: No M

Test Data Attached?: No N

Is this a public work project (only applies to M.D.'s and Counties?): No O

Are operations located entirely within the boundaries of: An approved oil sands development or EIA area for which you are the holder?: No P

What is the size of the lease in acres?: 36.18 Q

Remarks: R

Back Next S

- A. The user can edit the File #: in the 'User Details'.
 - B. The user can edit the Program/Project Name: for the 'Company Details'.
 - C. The user can edit the Email: address for the 'Company Details'.
 - D. The user can edit the Telephone: number for the 'Company Details'.
 - E. The user can edit the Fax: number for the 'Company Details'.
 - F. The user must choose the appropriate 'Amendment Selection'.
 - G. The user will enter the 'Plan Confirmation #:
 - H. The user will enter the 'FNC #'.
 - I. The user will indicate 'Consents Attached?'
 - J. The user will indicate 'Code of Practice?'
 - K. The user will indicate 'Was a Temporary Field Authorization (TFA) issued for any additions within this amendment?'
 - L. The user will indicate if 'Site Information Form Attached?'
 - M. The user will indicate if 'Statutory Declaration Attached?'
 - N. The user will indicate if 'Test Data attached?'
 - O. The user will indicate 'Is this a public work project (only applies to M.D.'s and Counties)?'
 - P. The user will indicate 'Are operations located entirely within the boundaries of: An approved oil sands development or EIA area for which you are the holder?'
 - Q. The user will enter the area of the lease in acres.
 - R. The user can enter 'Remarks' in support of their submission.
 - S. The user can go 'Back' or 'Next' to continue.
7. Disposition Amendments Edit Land Description page:

Disposition Number: SML177006

Remove Lands: **A**

1 5

Row	Delete	QTR	SEC	TWP	RGE	MER
0	<input type="checkbox"/>	NE	3	63	11	4

B

Add ATS Lands: **C**

Row	Delete	QTR	SEC	TWP	RGE	MER
0	Delete	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1	Delete	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	Delete	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	Delete	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	Delete	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add New **D**

Download Land Description CSV Template File **E**

Upload Land Description File: Browse... **F**

Add PBL Lands: **G**

Row	Delete	SUBDIVISION	PLAN	BLOCK	LOT
0	Delete	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1	Delete	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	Delete	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	Delete	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	Delete	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add New **H**

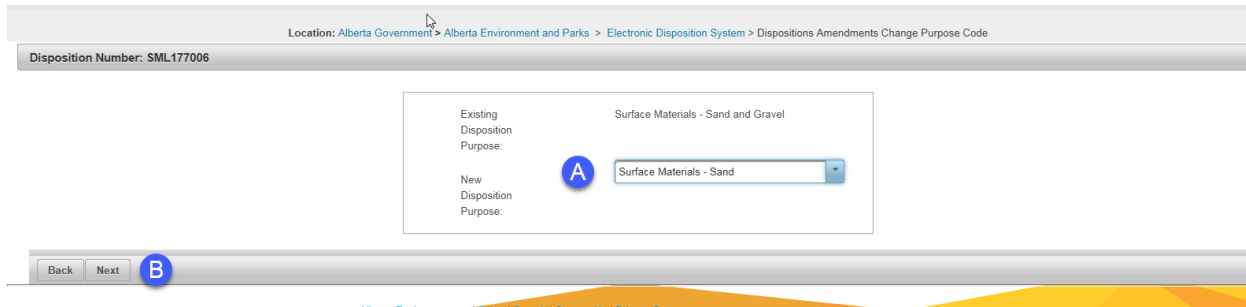
Back Next **I**

- A. 'Remove Lands': The user has the ability to locate the land parcel when multiple pages exist for an activity by scrolling through the pages.
- B. The user can 'Delete' lands by using the check box provided.
- C. ATS Lands: The user can add additional land keys if lands are to be added. The user engages the dropdown arrow to indicate the specific quarter section and can tab or move their cursor to the SEC, TWP, RGE and MER fields to complete the description.
- D. By clicking the 'Add New' button, the user can add additional rows if more land keys need to be entered in support of their proposed lease.
- E. Download Land Description CSV Template File: The CSV Template allows the user to enter all lands in support of the application/amendment if the land list is extensive. The user can download the template from EDS or it can be found on the 'AEP Forms' page on the AEP website under can be found under the category of 'Electronic Disposition System (EDS) and the form name is 'EDS Land Description File for Large Landlist Upload'.
- F. Browse button allows the user to locate the CSV file.
- G. Upload Land Description File: This field allows the user to 'Upload File' for the 'EDS Land Description File for Large Landlist' CSV file. Once the user has browsed and located the CSV file, to complete, the user will be required to click 'Upload File'.

- H. 'PBL Lands: This allows the user to provide a legal description for Plan, Block and Lot. This field should only be engaged if the land is titled to the crown as we do not issue on land that is 'Freehold'. The user can engage the 'Add Row' if rows are required.
- I. 'Back' or 'Next' buttons allows the user to go 'Back' or 'Next' to continue.

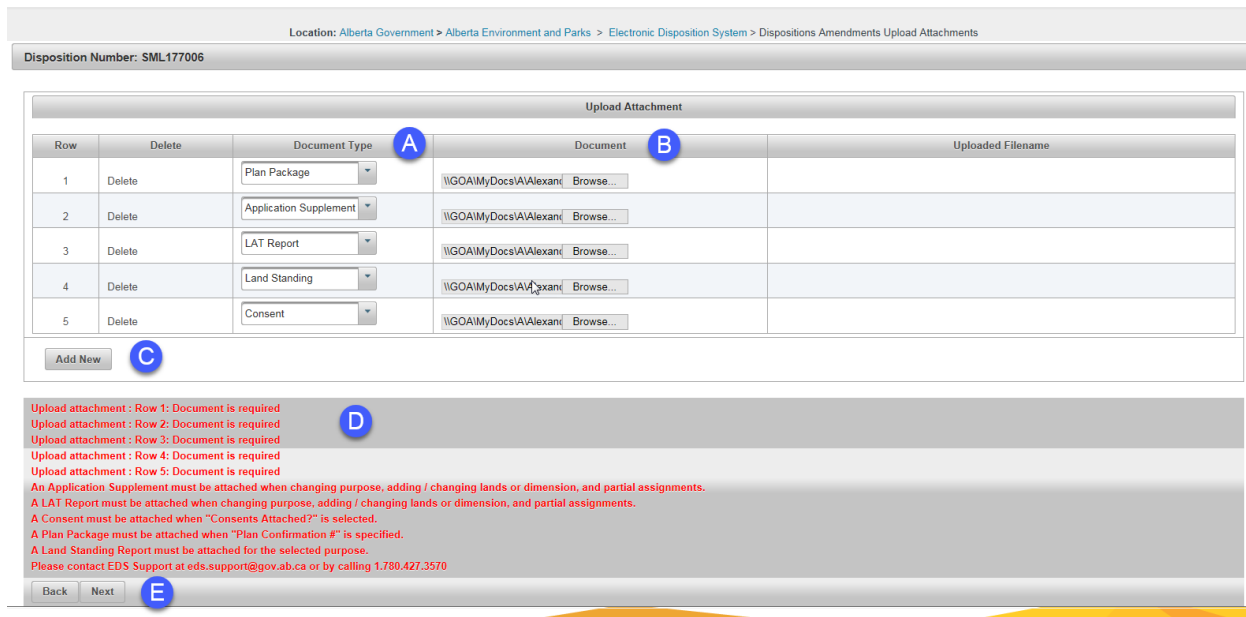
Click 'Next'

8. Dispositions Amendments Change Purpose page:



Click 'Next'

9. Dispositions Amendments Upload Attachments page:



- A. The user engages the arrow to display the dropdown list to indicate the type of document to be attached.
- B. The user clicks the 'Browse' box to locate the document within their folder system.
- C. The 'Add Row' allows the user to add additional rows to support their document type and attachment.
- D. The user receives messages to aid them in supplying the correct attachments.
- E. 'Back' or 'Next' buttons allows the user to go 'Back' or 'Next' to continue.

Click 'Next'

10. Dispositions Amendments Associated Activity page:

Location: Alberta Government > Alberta Environment and Parks > Electronic Disposition System > Dispositions Amendments Associated Activity

Click Next to continue on to the next associated form.
Next Associated Disposition Number : DLO177024 **A**

B Back Next

- A. EDS displays the activity/disposition number of the 'Associated' application.
- B. The 'Back' or 'Next' buttons allow the user to go 'Back' or 'Next' to continue.

Click 'Next'

11. Dispositions Amendments Save page:

Location: Alberta Government > Alberta Environment and Parks > Electronic Disposition System > Dispositions Amendments Save

Disposition Number: DLO177024

User Details		Company Details	
File #:	<input type="text" value="_DLO_Associated"/> A	Program/Project Name:	<input type="text" value="SML1__Sand_DLO_1"/> B
User Agency Name:	YAP, SHARON	GLIMPS Client File #:	
User Name:	Crosland, Alexandra X	Company Name:	YAP, SHARON
User Email:	alexandra.crosland@gov.ab.ca	Company Client ID:	8060811001
User Email (Alternate):	alexandra.crosland@gov.ab.ca	* Email:	<input type="text" value="alexandra.crosland@gov.ab.ca"/> C
Tel:	(780)415-4609	* Tel:	<input type="text" value="(780)415-4609"/> D
Fax:	(780)422-4252	Fax:	<input type="text" value="(780)422-4252"/>
Address:	9915 108 ST FLOOR 2	Address:	9915 108 ST FLOOR 2
City:	EDMONTON	City:	EDMONTON
Province/State:	Alberta	Province/State:	Alberta
Country:	CANADA	Country:	CANADA
Postal/ZIP:	TSK 2G8	Postal/ZIP:	TSK 2G8

* Amendment Selection: **E**

- No Change – Plan Updated (Associated)
- Change Client
- Change Purpose [Current Value - Access - Class 1 - All Weather]
- Addition / Change in Land / Change Dimension
- Deletion of Lands
- Partial Assignment
- Plan Replacement Only [Current Value -]
 - Sketch Plan to Survey Plan
 - Survey Plan to Survey Plan
 - Sketch Plan to Sketch Plan

* Plan Confirmation #: **F**

* FNC #: **G**

Consents Attached?: **H**

Code of Practice?: **I** Does this application include watercourse crossings regulated under the Water Act (Ministerial) Regulations' Code of Practice for Pipelines and Telecommunication Lines Watercourse Crossings?

Was a Temporary Field Authorization (TFA) issued for any additions within this amendment?: **J**

Remarks: **K**

Slight change to dimensions for DLO access.

L Back Next

- A. The user can edit the File #: in the 'User Details'.
- B. The user can edit the Program/Project Name: for the 'Company Details'.
- C. The user can edit the Email: address for the 'Company Details'.
- D. The user can edit the Telephone: number for the 'Company Details'.
- E. The user must choose the appropriate 'Amendment Selection'.
- F. The user will enter the 'Plan Confirmation #:
- G. The user will enter the 'FNC #'.
- H. The user will indicate 'Consents Attached?'
- I. The user will indicate 'Code of Practice?'
- J. The user will indicate 'Was a Temporary Field Authorization (TFA) issued for any additions within this amendment?'
- K. The user can enter 'Remarks' in support of their submission.
- L. The user can go 'Back' or 'Next' to continue.

Click 'Next'

12. Dispositions Amendments Edit Land Description page:

As above the user has the ability to 'Delete', 'Add', 'Download Land Description CSV Template file, 'Browse' and 'Upload' the CSV file, and add PBL land descriptors if required.

Disposition Number: DLO177024

Remove Lands:

Row	Delete	QTR	SEC	TWP	RGE	MER
0	<input type="checkbox"/>	NE	3	63	11	4

Add ATS Lands:

Row	Delete	QTR	SEC	TWP	RGE	MER
0	Delete	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1	Delete	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	Delete	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	Delete	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	Delete	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Upload Land Description File:

Add PBL Lands:

Row	Delete	SUBDIVISION	PLAN	BLOCK	LOT
0	Delete	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1	Delete	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	Delete	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	Delete	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	Delete	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- Dispositions Amendments Upload Attachment' page. The user has the ability to indicate the 'Document Type', 'Browse' for the attachment and 'Add Row' to accommodate additional attachments.

Disposition Number: DLO177024

Upload Attachment

Row	Delete	Document Type	Document	Uploaded Filename
1	Delete	Application Supplement	<input type="button" value="Browse..."/>	appSupp AS2017000268 2017-04-24.pdf
2	Delete	LAT Report	<input type="button" value="Browse..."/>	LATReport_0000012C7.pdf
3	Delete	Land Standing	<input type="button" value="Browse..."/>	LandStandingReport.pdf
4	Delete	Consent	<input type="button" value="Browse..."/>	con9.doc
5	Delete	Select One	<input type="button" value="Browse..."/>	

- Dispositions Amendments Confirmation page:

This allows the user to review the information previously entered by the user. At any time, the user can engage the blue 'Edit' link and by clicking this link, returns the user to the section where the user requires changes. The user will advance using the 'Next' button within the session.

Disposition Number: SML177006 [\[Edit\]](#)

User Details		Company Details	
File #:	SML1_Sand_DLO	Program/Project Name:	SML_Change_Purpose_DLO_Associated
User Agency Name:	YAP, SHARON	GLIMPS Client File #:	
User Name:	alexandra.x.crosland	Company Name:	YAP, SHARON
User Email:	alexandra.crosland@gov.ab.ca	Company Client ID:	8060811001
User Email (Alternate):	alexandra.crosland@gov.ab.ca	Email:	alexandra.crosland@gov.ab.ca
Tel:	(780)415-4609	Telephone:	(780)415-4609
Fax:	(780)422-4252	Fax:	(780)422-4252
Address:	9915 108 ST FLOOR 2	Address:	9915 108 ST FLOOR 2
City:	EDMONTON	City:	EDMONTON
Province/State:	Alberta	Province/State:	Alberta
Country:	CANADA	Country:	CANADA
Postal/ZIP:	T5K 2G8	Postal/ZIP:	T5K 2G8

Amendment Selection:

- No Change – Plan Updated (Associated)
- Change Client
- Change Purpose
- Addition / Change in Land / Change Dimension
- Deletion of Lands
- Partial Assignment
- Plan Replacement Only
 - Sketch Plan to Survey Plan
 - Survey Plan to Survey Plan
 - Sketch Plan to Sketch Plan

Plan Confirmation #:	2017000309
FNC #:	FNC201700369-001
Consents Attached?:	Yes
Code of Practice?:	No
Was a Temporary Field Authorization (TFA) issued for any additions within this amendment?:	No
Statutory Declaration Attached?:	No
Test Data Attached?:	No
Is this a public work project (only applies to M.D.'s and Counties)?:	No
Are operations located entirely within the boundaries of an approved oil sands development or EIA area for which you are the holder?:	No
What is the size of the lease in acres?:	36.18

Current Applicants:

Delete	Client Id	Client Type	Name	Address
	8060811001	Both	YAP, SHARON	9915 108 ST FLOOR 2, EDMONTON, Alberta CANADA T5K 2G8

Purpose Changed: [\[Edit\]](#)

Existing Disposition Purpose: Surface Materials - Sand and Gravel
 New Disposition Purpose: Surface Materials - Sand

Land Changed: [\[Edit\]](#)

Added Lands:

QTR	SEC	TWP	RGE	MER

Deleted Lands:

QTR	SEC	TWP	RGE	MER

Lands Now Required:

QTR	SEC	TWP	RGE	MER
NE	3	63	11	4

Uploaded Documents: [\[Edit\]](#)

File Uploaded:	
Document Type	Uploaded Filename
Plan Package	2017000309.zip
Application Supplement	appSupp AS2017000267 2017-04-24.pdf
LAT Report	LATReport_0000012C6.pdf
Land Standing	LandStandingReport.pdf
Consent	con7.doc

Remarks:

Disposition Number: DLO177024 [\[Edit\]](#)

User Details		Company Details	
File #:	SML_DLO_Associated	Program/Project Name:	SML1__Sand_DLO_1
User Agency Name:	YAP_SHARON	GLIMPS Client File #:	
User Name:	alexandra.x.crosland	Company Name:	YAP_SHARON
User Email:	alexandra.crosland@gov.ab.ca	Company Client ID:	8060811001
User Email (Alternate):	alexandra.crosland@gov.ab.ca	Email:	alexandra.crosland@gov.ab.ca
Tel:	(780)415-4609	Telephone:	(780)415-4609
Fax:	(780)422-4252	Fax:	(780)422-4252
Address:	9915 108 ST FLOOR 2	Address:	9915 108 ST FLOOR 2
City:	EDMONTON	City:	EDMONTON
Province/State:	Alberta	Province/State:	Alberta
Country:	CANADA	Country:	CANADA
Postal/ZIP:	T5K 2G8	Postal/ZIP:	T5K 2G8

Amendment Selection:

- No Change – Plan Updated (Associated)
- Change Client
- Change Purpose
- Addition / Change in Land / Change Dimension
- Deletion of Lands
- Partial Assignment
- Plan Replacement Only
 - Sketch Plan to Survey Plan
 - Survey Plan to Survey Plan
 - Sketch Plan to Sketch Plan

Dimension Current Value:

Plan Confirmation #:	2017000309
FNC #:	FNC201700369-002
Consents Attached?:	Yes
Code of Practice?:	Does this application include watercourse crossings regulated under the Water Act (Ministerial) Regulations' Code of Practice for Pipelines and Telecommunication Lines Watercourse Crossings?
Was a Temporary Field Authorization (TFA) issued for any additions within this amendment?:	No

Current Applicants:

Delete	Client Id	Client Type	Name	Address
	8060811001	Both	YAP, SHARON	9915 108 ST FLOOR 2, EDMONTON, Alberta CANADA T5K 2G8

Land Changed: [\[Edit\]](#)

Added Lands:					Deleted Lands:					Lands Now Required:				
QTR	SEC	TWP	RGE	MER	QTR	SEC	TWP	RGE	MER	QTR	SEC	TWP	RGE	MER
										NE	3	63	11	4

Uploaded Documents: [\[Edit\]](#)

File Uploaded:

Document Type	Uploaded Filename
Application Supplement	appSupp_AS2017000268_2017-04-24.pdf
LAT Report	LATReport_00000012C7.pdf
Land Standing	LandStandingReport.pdf
Consent	con9.doc

Remarks: Slight change to dimensions for DLO access.

[Back](#) [Next](#)

Click 'Next'

- The user will be presented with the 'Terms of user and Disclaimer' page. The user chooses to go 'Back' or clicks 'I Agree and Submit' and the associated amendments will be committed to the department for review.

Location: [Alberta Government](#) > [Alberta Environment and Parks](#) > [Electronic Disposition System](#) > [Amendment Agreement](#)

Terms of Use and Disclaimer

Alberta Environment and Parks (AEP)/Alberta Energy Regulator (AER) are providing this Web site to enable the electronic submission of aboriginal consultation requests and documents that are required for the decision of Adequacy. Dispositions being applied for under the *Public Lands Administration Regulation (PLAR)* will only be considered if consultation has been assessed and a decision has been rendered for those proposed activities, as required under the *"AEP Lands and Forestry First Nations Consultation - Operating Procedures - May 4, 2011"*.

By submitting information through this Web site you agree that you:

- Are a valid EDS Client or Authorized User given authorization by the company's Site Administrator.
- Consent to the terms and conditions set out below.
- Understand that this Web site supports the request and issuance of File Number for Consultation (FNC) numbers and facilitates the submission of associated consultation documents that are specified in AEP's *"AEP Lands and Forestry First Nations Consultation - Operating Procedures - May 4, 2011"*.
- Agree that the information being submitted is accurate and not falsified in any manner. The information that you submit, as well as the time at which it is submitted, will be used by Regulatory Body and the reviewer to assess pre-consultation requirements and adequacy prior to your application for a formal disposition.
- Through the amalgamation of any company, which initiated the inheritance of File Number for Consultation (FNC) Case files, FNC activities and decisions as granted by Alberta Environment and Parks/Alberta Energy Regulator, I do acknowledge that through the continued use and submission of any FNC number for disposition application, that I as the applying company do assume any commitments made by us or the prior company we have amalgamated.

The Regulatory Body has the ability to suspend or cancel any disposition based on the omission or submission of erroneous information by the client used by AEP/AER in its decision making as per PLAR 26(1)(c).

The Regulatory Body will not be responsible for any damages you or any third party might suffer or suffers as a result of the submission of information through this Web site.

Personal information required for this form is collected in accordance with Section 33(a)(c) of the Freedom of Information and Protection of Privacy Act (FOIP Act) and Section 8 of the Public Lands Act and Section 6 of the Public Lands Administration Regulation. The personal information collected will be used to correspond with the applicant regarding their application. Should you require further information about the collection or use of your personal information, contact FOIP at (780) 427-4429.

Documents or information provided to Alberta Environment and Parks/Alberta Energy Regulator pursuant to Section 15(1)(a) of the Water (Ministerial) Regulation are public records which are accessible by the public.

The Crown claims ownership of the bed and shore of all permanent and naturally occurring bodies under Section 3(1) of the *Public Lands Act*. A License of Occupation under the *Public Lands Act* is required for permanent occupation of public land.

[Back](#) [I Agree and Submit](#)

Click 'I Agree and Submit' and EDS will redisplay the completed Associated Amendments and message the user:

Amendment (SML177006), Associated Amendment (DLO177024) have been saved successfully!

- The user will receive a confirmation email and the forms created through the process. The forms are in .pdf format.

8.0 Quick Reference for an 'Application'

- The user has access to EDS, PCS and LAT.
 - The user has met all 'Prerequisites'.
- The user has set the parameters for a 'Single Application' (Type of Disposition and Purpose/ Activity Type).
 - Click 'Next'

3. The user has entered or made edits to the 'User Email (Alternate), Tel number, and 'Contact File Number'.
4. Click 'Next'.
5. The user enters the 10 digit 'Client ID' and has tabbed over. EDS will pre-populate the 'Applicant Details'.
6. The user has addressed any additional 'Applicant Details' based upon the client ID (Individual, M.D. or County, or Company).
7. The user has entered the 'Plan Confirmation' number, the 'FNC #', and by engaging the dropdown arrow for 'Code of Practice', 'Occupant's Consent Attached', 'Supplement Attached', 'Statutory Declaration Attached', 'Test Data Attached', 'Is this a public work project (only applies to M.D.'s and Counties', 'Are operations entirely within the boundaries of: An approved oil sands development or Environmental Impact Assessment (EIA) area for which you are the holder' and entered the numerical value of the lease in acres.
8. Entered any 'Remarks' to be relayed to the 'Regulator'.
9. Click 'Next'.
10. The user has entered the land description for the proposed lease.
11. Click 'Next'.
12. The user has identified the 'Document Type' and has engaged the 'Browse' button to locate the required attachments.
13. Click 'Next'.
14. The user 'Reviews' the information and data presented in support of the proposed lease.
15. Click 'Next'.
16. The user clicks 'I Agree and Submit'.
17. EDS displays the completed application, a message indicating the 'Application has been saved successfully' and receives a confirmation email and the form created through the application process.

8.1 Quick Reference for a single 'Amendment Application'

- The user has access to EDS, PCS and LAT as needed.
 - The user has met all 'Prerequisites' for a single amendment application.
1. The user has set the parameters for a single 'Amendment Application'. (Identified 'Amend Single' and has entered the Activity/Disposition type and number).
 2. Click 'Next'.

3. The user has entered or made edits to the 'User Details', 'Program/Project Name', 'Email address', 'Tel number' and 'Fax number'.
4. The user has checked the 'Amendment Selection'.
5. The user has entered the 'Plan Confirmation' number, the 'FNC #', and by engaging the dropdown arrow for 'Consent Attached' 'Code of Practice', 'Was a Temporary Field authorization (TFA) issued for any additions within this amendment?', 'Site Information Form Attached', 'Statutory Declaration Attached', 'Test Data Attached', 'Is this a public work project (only applies to M.D.'s and Counties)', 'Are operations entirely within the boundaries of: An approved oil sands development or EIA area for which you are the holder', entered the numerical value of the lease in acres and any 'Remarks' to be relayed to the 'Regulator'.
6. Click 'Next'.
7. The user has edited or entered any additional land descriptions in support of the amendment.
8. Click 'Next'.
9. The user has identified the 'Document Type' and has engaged the 'Browse' button to locate the required attachments.
10. Click 'Next'.
11. The user 'Reviews' the information and data presented in support of the proposed lease amendment.
12. Click 'Next'.
13. The user clicks 'I Agree and Submit'.
14. EDS displays the completed amendment application, a message indicating the 'Amendment has been saved successfully' and receives a confirmation email and the form created through the amendment process.

9.0 Quick Reference for an 'Associated Application'

- The user has access to EDS, PCS and LAT as needed.
 - The user has met all 'Prerequisites' for an 'Associated Application'.
1. The user has set the parameters for the 'Associated Applications' (Types and Purpose/ Activity Type for each disposition).
 2. Click 'Next'.
 3. The user has entered or made edits to the 'User Email (Alternate), Tel number, and 'Contact File Number'.
 4. Click 'Next'.
 5. The user enters the 10 digit 'Client ID' and has tabbed over. EDS will pre-populate the 'Applicant Details'.

6. The user has addressed any additional ‘Applicant Details’ based upon the client ID (Individual, M.D. or County, or Company).
7. The user has entered the ‘Plan Confirmation’ number, the ‘FNC #’, and by engaging the dropdown arrow for ‘Code of Practice’, ‘Occupant’s Consent Attached’, ‘Site Information Form Attached’, ‘Statutory Declaration Attached’, ‘Test Data Attached’, ‘Is this a public work project (only applies to M.D.’s and Counties)’, ‘Are operations entirely within the boundaries of: An approved oil sands development or EIA area for which you are the holder’ and entered the numerical value of the lease in acres.
8. Entered any ‘Remarks’ to be relayed to the ‘Regulator’.
9. Click ‘Next’.
10. The user has entered the land description for the proposed lease.
11. Click ‘Next’.
12. The user has identified the ‘Document Type’ and has engaged the ‘Browse’ button to locate the required attachments.
13. Click ‘Next’.
14. The user is presented with the ‘Associated’ application form and has entered or made edits to the ‘Tel’, ‘Company Email’, ‘Program/Project Name’ and ‘Applicant File Number’.
15. The user has entered the FNC #, has addressed the ‘Code of Practice’ ‘Occupant’s Consent Attached’, and entered any ‘Remarks’ to be relayed to the ‘Regulator’.
16. Click ‘Next’.
17. The user has entered the land description in support of the secondary application.
18. Click ‘Next’.
19. The user ‘Reviews’ the information and data presented in support of the proposed lease.
20. Click ‘Next’.
21. The user clicks ‘I Agree and Submit’ .
22. EDS displays the completed applications, a message indicating the ‘Application, Associated Application have been saved successfully’ and receives a confirmation email and the form created through the application process.

9.1 Quick Reference to submit ‘Associated Application’ Amendments

- The user has access to EDS, PCS and LAT as needed.
 - The user has met all ‘Prerequisites’ for an ‘Associated Application’ Amendment.
1. The user has set the parameters for associated ‘Amendment Applications’. (Identified ‘Amend Associated’ and has entered the Activity/Disposition types and numbers).

2. Click 'Next'.
3. The user has entered or made edits to the 'User Details' File #:
4. The user has entered or made edits to 'Company Details', for 'Program/Project Name', 'Email address', 'Tel number' and 'Fax number'.
5. The user has checked the 'Amendment Selection'.
6. The user has entered the 'Plan Confirmation' number, the 'FNC #', and by engaging the dropdown arrow for 'Consent Attached' 'Code of Practice', 'Was a Temporary Field authorization (TFA) issued for any additions within this amendment?', 'Site Information Form Attached', 'Statutory Declaration Attached', 'Test Data Attached', 'Is this a public work project (only applies to M.D.'s and Counties)', 'Are operations entirely within the boundaries of: An approved oil sands development or Environment Impact Assessment area for which you are the holder', entered the numerical value of the lease (primary) in acres and any 'Remarks' to be relayed to the 'Regulator'.
7. Click 'Next'.
8. The user has edited or entered any additional land descriptions in support of the amendment.
9. Click 'Next'.
10. The user has identified the 'Document Type' and has engaged the 'Browse' button to locate the required attachments.
11. Click 'Next'.
12. EDS has identified the 'Dispositions Amendments Associated Activity page'.
13. Click 'Next'.
14. EDS displays the secondary amendment form. The user can edit the File # under User Details. The user can enter or edit data under the 'Company Details' for fields, 'Program/Project Name', 'Email address, and, Tel number.
15. The user has identified the 'Amendment Selection'.
16. The user has entered the 'FNC #', 'Consents Attached', 'Code of Practice', 'Was a Temporary Field Authorization (TFA) issued for any additions within the amendment' and entered any 'Remarks' they want to relay to the 'Regulator'. The Plan Confirmation # is pre-populated as the plan package is required to display both Activities/Dispositions.
17. Click 'Next'.
18. The user has entered or edited the land description in support of the secondary amendment if required.
19. The user has identified the 'Document Type' and has engaged the 'Browse' button to locate the required attachments.
20. Click 'Next'.

21. The user 'Reviews' the information and data presented in support of the 'Amendments'.
22. Click 'Next'.
23. The user clicks 'I Agree and Submit'.
24. EDS displays the completed application amendments, a message indicating the 'Amendment, Associated Amendment have been saved successfully' and receives a confirmation email and the forms created through the amendment process.

10.0 Getting Support

If there are issues with the SecureXNET login, contact the GoA help desk at:

- 1 888 427-1462 (1GOA)

EDS Support Team

To contact EDS Support, send an email to:

- EDS.Support@gov.ab.ca

In your email provide the following:

- steps taken along with screenshots showing values entered
- what happened / what was the error
- what you expected to happen instead

To report problems by phone, call us at:

- 780 427-3570
- 780 422-2079