

Aggregate Land Review Request Process

Introduction and Purpose

In support of the Alberta Aggregate (Sand and Gravel) Allocation Directive for Commercial Use on Public Land, this document describes the procedures for the Aggregate Land Review Request (ALR) process. The process is aligned with the regulatory and accountability requirements provided for in the Public Lands Administration Regulation (PLAR) and establishes non-regulatory timeframes for processing Aggregate Land Review Requests (ALR). This document describes the internal Alberta Environment and Parks (AEP) process for managing Aggregate Land Requests.

Scope

This document provides overall direction and a systematic process for managing the Aggregate Land Review Requests which will be used for the allocation of Aggregate operations on public land.

Background

The Alberta Aggregate (Sand and Gravel) Allocation Directive for Commercial Use on Public land describes the allocation and management of aggregate resources on public land. Allocation will be determined through an order of priority, as illustrated in the Directive's flow chart. The first step in the flow chart is the Aggregate Land Review Request.

Aggregate Land Review Request

An Aggregate Land Review Request is not a formal application under PLAR. It is a request that triggers AEP to initiate a land review on public land to determine if the land is suitable to be allocated for an aggregate (sand and gravel) operation. It will also determine the method of allocation, whether it is by the tender process, public pit process, or under and over 80 acre process. The request gives exclusive right to review the lands for the purpose of sand and gravel only until the review is complete. The request also does not guarantee a surface material authorization or disposition will be issued. It will only indicate the method of allocation if a surface material disposition is to be applied for on those lands.

Aggregate Land Request Procedure and Form

- I. The Aggregate Land Review Request package requirements

Requirements:

- a. Accurate Land description (Maximum of a four quarters or 640 contiguous acres)
- b. General location sketch to be submitted into Electronic Disposition System (EDS)

- i. Plan must meet the department digital plan requirements
 - ii. Proposed access must also be shown on the plan
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- c. Applicable fees
 - d. Proof of age (18)
 - i. Whether any lands fall within the 1:100 year floodplain? Yes, No

Steps:

- I. Proponent submit aggregate land review request package through EDS
- II. Package reviewed for completeness
- III. Package referred to lead Operational Approvals District (OPD), Fish and Wildlife if required, and municipalities
- IV. Letter sent to proponent with the results of the review

Completeness Review

The Provincial Approvals Section will review the aggregate land review request package to determine if it meets the requirements for a complete request package. If incomplete, the request will be rejected.

Note: Once an aggregate land request is accepted a request on the same lands will not be accepted until the review is complete.

Referrals

Referrals are integral to the aggregate land review request process. Referrals enables AEP to ensure the land use recommendation is integrated and follow the principles outlined in the Allocation Directive. The information received supports the recommendation on whether to allocate and how. Referrals will be made to the lead Operational Approvals District, fish and wildlife if required, and municipalities. Alberta Transportation will also be referred to if Consultative Notations (CNTs) and Protective Notations (PNTs) are identified on the land standing report.

Municipalities will have 30 days to submit, to the lead Operational Approvals District, comments regarding infrastructure needs that are identified within development strategies, such as, area structure plans. Fish and Wildlife will also have 30 days to submit comments and concerns to the lead AEP Approvals Coordinator. Information received from the referral agencies will be taken into consideration when making the allocation recommendation. If referral comments are not received within the allotted timeframe, the lead Approval Coordinator will use the available information to proceed with a recommendation.

Lead Approvals Coordinator

The objectives for the lead Approvals Coordinator is to collect and review comments from referral agencies and provide recommendations according to the Allocation Directive within 45 days.

The lead Approvals Coordinator will determine the following:

- I. Determine if lands available for an aggregate extraction operation
- II. If available, determine the method of Allocation
 - a. Tender
 - b. Public Pit
 - c. Under and over 80 acres process

Recommendations regarding allocation suitability and allocation method will be forwarded to the Provincial Approvals Section.

Provincial Approvals Section

Provincial Approvals section will send letter notifying proponents of the following:

- i. If allocation for an aggregate is appropriate land use
- ii. If the site is required for Public Works
- iii. The method of allocation (tender, public pit, or under and over 80 acre Bonus Bid) if appropriate
 1. If tender/public pit is the method of allocation.
 - a. Tender package will be generated
 - b. PNT for previously identified aggregate resource will be initiated
 2. If under and over 80 acres allocation method is chosen, proponents will be notified to submit Surface material exploration application (SME) within 30 days.

First Nations Consultation

If proponent chooses to apply on lands contained within the ALR, First Nations consultation will be required according to the Government of Alberta's Policy on Consultation with First Nations.

When an aggregate land request leads to a process for the allocation of a surface material disposition, First Nation Consultation will be required at the application stage.