Stock Return Form and Recreational Access Form

User Guide for Grazing Associations

For Agricultural Dispositions

Alberta
Government

Contents

1. Agricultural Disposition Online Management

1.1   Stock Return Forms

Under the *Public Lands Act* and regulations (Public Lands Administration Regulation 54(1)), grazing disposition holders are required to submit an annual stock return form, listing the number of livestock grazed on the disposition. The information provided on the stock return forms helps the province monitor the use of rangeland and ensure that grazing levels are sustainable.

The province relies on the disposition holder to be a good steward and manager of the grazing land. Filing an annual stock return form with the province is part of that responsibility and commitment.

1.2   Recreational Access Contact and Conditions Forms

The Recreational Access Regulation (RAR) was created in 2003 under the Public Lands Act. The intent of the regulation is to ensure the agricultural leaseholder has the ability to protect and care for the land and their livestock, while allowing some recreational access to the land.

Every lease is different and you may apply conditions to help facilitate access, such as how to contact the leaseholder, where to park, and how to access the land.

The information supplied in this form is displayed on the Alberta Environment and Parks Recreational Access Internet Mapping Tool (https://maps.alberta.ca/recaccess).

2. Account Set up

2.1   Creating a user name

To gain access to the online Stock Return Form, a grazing disposition holder must first create a Government of Alberta EXTERN user name to log onto the system. The Stock Return Form account is separate from other accounts such as Premise ID or AlbertaRELM. If you have an EXTERN user name for the Electronic Disposition System (EDS) you may use this name. The online Stock Return Form does not currently work for Provincial Grazing Reserves or Forest Allotment Permits.

https://securexnet.env.gov.ab.ca/RsapRegistration/

Click on the "Register Now" button. You will be directed to the New Registration Request page.

You will need to submit several pieces of information to create a Government of Alberta (GoA) EXTERN ADS user name. This user name will allow you to log onto the system and to submit and review the Stock Return Forms for your dispositions. You must supply:

- First Name
- Middle Name (if applicable)
- Last Name
- Phone Number
- Email Address
- Client ID

Your Grazing Association or Grazing Cooperative Client ID was mailed to you.

Note: Once the request for a GoA EXTERN ADS user name has been received, it can take up to 7 to10 business days for the user name to be created. Only the dispositions that are linked to the Client ID(s) that were entered during client set up will show up in the database so make sure you have entered all client IDs for your dispositions.

Grazing Associations and Grazing Cooperatives

Grazing Associations and Grazing Cooperatives will need to designate one person to submit the Stock Return Form. The person will need to complete the above steps to create a user name. The person must use their name to create a user name and cannot use the association name.

We recommend that if you create or have a GOA EXTERN User name for personal dispositions and are also responsible for submitting a Stock Return Form for a Grazing Association or a Grazing Cooperative that you create a new separate GOA EXTERN User Name to be specifically used for the Association or Cooperative.

Companies

Grazing dispositions that are held by companies will have to designate one person to submit the Stock Return Form. The person will need to complete the above steps to create a user name. The person must use their name to create a user name and cannot use the company name, or part thereof.

Note: Once the request for a GoA EXTERN ADS user name has been received, it can take up to 10 business days for the user name to be created. Only the dispositions that are linked to the Client ID(s) that were entered during client set up will show up in the database so make sure you have entered all client IDs for your dispositions.

The information you provide is required to generate the account. The email address may also be used by the Rangeland Agrologist to communicate with you regarding the Stock Return Information you have provided. Please see the *Freedom of Information & Protection of Privacy Act* (FOIP) statement:

The personal information (name, email address, telephone number) you provide to Alberta Environment and Parks (AEP) on this online New Registration Request webpage is being collected under the authority of Section 33(a) of the *Freedom of Information & Protection of Privacy Act* (FOIP), Section 54 of the Public Lands Administration Regulation (PLAR) and Section 4 of the Recreation Access Regulation. The personal information is managed and protected in accordance with Part 2 of the FOIP Act. The information will be disclosed to Service Alberta for the purpose of Service Alberta creating, administrating and providing your GoA user name to you and AEP. AEP will use your GoA user name and Client ID to administer, provide you access to and contact you about online submission of the Stock Return Form, as required by PLAR and for the Agriculture Lease Contact Information for Recreation Access as per the Recreation Access Regulation. Should you have any questions or concerns, please contact Land Policy Branch, Policy and Planning Division, Alberta Environment and Parks, 2nd Floor, 9915-108 Street, Edmonton AB, T5K 2G8, Administration 310-LAND (310-5263).

2.2 Activating account and creating a password

Note: Once the request for a new GoA EXTERN ADS user name has request (completed in section 2.1), it can take up to 10 business days for the user name to be created.

When the GoA EXTERN ADS user name has been created, you will receive an email to the email account that was provided during registration. It may go to your junk mail folder, please check there as well. Before a user name can be used, it must be activated. A user name only needs to be activated once. The email will contain a link to the account activation site.
https://extern.wln.gov.ab.ca/Ractivate/

On this site, enter in the GoA EXTERN ADS user name as provided in the email. Create a password and submit a request. Once your password request is submitted you will receive a second email with a confirmation link.

You must go back to your email account to locate the new email with the activation authorization link. The email may appear in your junk folder. **You must click on the link contained in the activation email within 1 hour of receipt to complete your account activation.** If the activation link is not clicked on within 1 hour, you must start the account activation steps again.
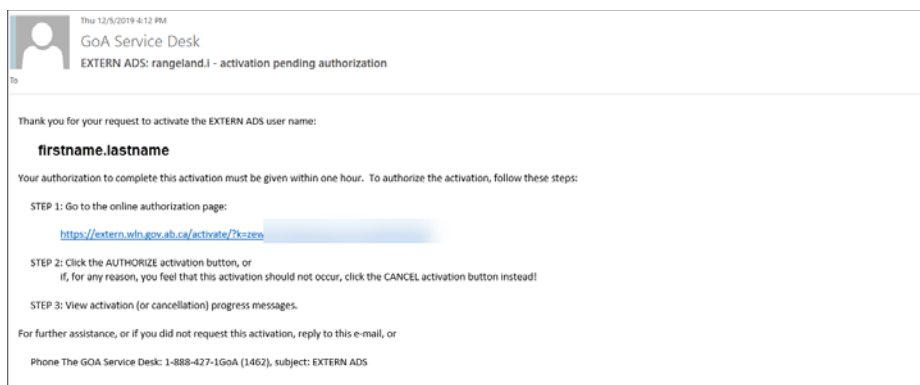
After clicking on the authorization link in the email, set up of your GoA EXTERN ADS user name is complete. You can now log onto the Stock Return Form page using your username and password.
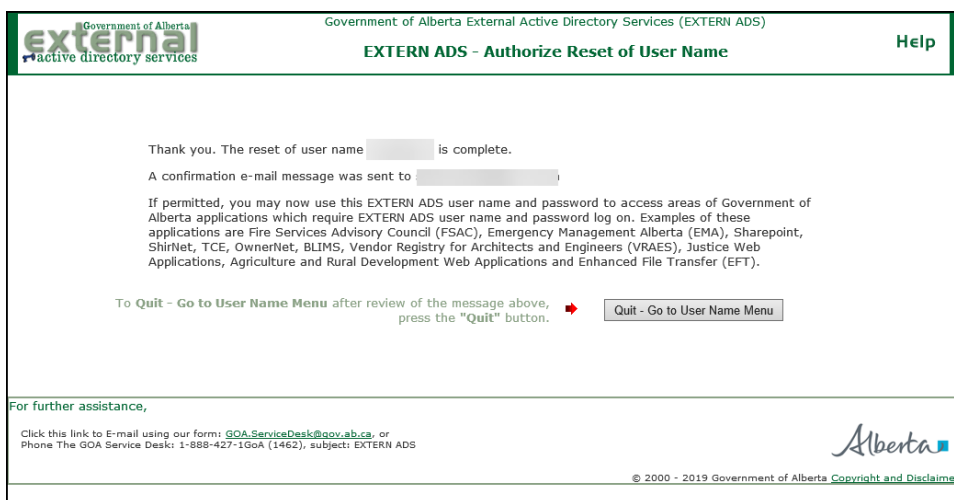
Note: If at any point you forget your password or user name please contact the GoA Service Desk at 1-888-427-1462 or GOA.ServiceDesk@gov.ab.ca subject: GoA EXTERN ADS.

If the account has already been activated, you will not be able to activate it again. If you attempt to activate it, you will see the message that it cannot be activated. If you have activated the account, but do not know the password, then you must reset your password here at this link: https://extern.wln.gov.ab.ca/Rreset/?a=SA.
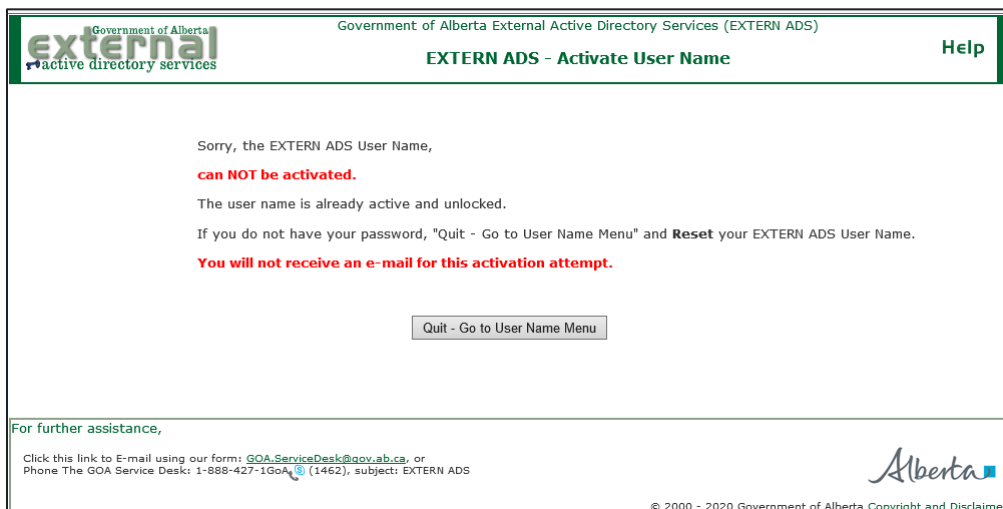
2.3   Logging onto the Stock Return and Recreational Access System

Once you are set up with a user name and password you can now log onto the system and begin to enter your online forms (Stock Return Forms, and Recreational Access Contact and Conditions). Please make sure that you choose "GoA Client" on the Account Type drop down list. This URL is where you go to log in: https://securexnet.env.gov.ab.ca/Rsap/

You can log in as many times as you like complete the forms.

3. Managing Your Password

If you have previously created a user name, you can find additional information on how to manage your EXTERN ADS user name and password here: https://extern.wln.gov.ab.ca/help/

From this link you can activate your account, reset your password, change your password or test your password.

If you cannot remember your password, you can reset your password by clicking RESET EXTERN ADS password on the screen above or using this link: https://extern.wln.gov.ab.ca/Rreset/?a=SA. The reset password screen looks like this:

Enter in your EXTERN ADS User Name, and create your new password. Then press the submit request button. Once the request to reset the password has been completed, an email will be sent to the email address associated with the account. You must go to this email and click on the authorization link to confirm the reset of the password. **You must click on this link within an hour of receiving this email, otherwise you will have to do the reset steps again**.

Once you click on the link in the email, an internet browser window will open to a website titled EXTERN ADS – Authorize Reset of User Name. Click on the button that says Authorize Reset.

Once the Authorize Reset has been clicked, the screen will tell you that the reset is complete. You can close the internet browser.

4. Overview Screen

When the disposition holder logs on you should see a listing of your current active dispositions in the "My Active Dispositions" section. If any of your dispositions are missing please contact your Rangeland Agrologist. Only the dispositions that are linked to the Client ID(s) that were entered during client set up will be shown in this section.

The My Active Disposition Section, shows all of the dispositions that you will be able to submit forms for. Please note, that Recreational Access Contact and Conditions forms can only be submitted for GRL and FDL.

Some FDLs do not require a stock return form to be submitted.

5. Creating a New Stock Return Form

To start a new Stock Return Form for a disposition click on the "New Stock Return" link for the specified year. In the example below, Test Association is creating a new stock return form for GRL12345 for the 2021 grazing year.

Once the link is clicked, the Stock Return Form screen will open. The screen will look like this:

RSAP HOME / MY STOCK RETURNS /

Stewardship Stock Return
GRL37541 / 2021

Disposition	GRL12345	**Primary Disposition Holder** ❓	Test Association Box 123 Alberta	**Grazing Year**	2021
Expiry	2024/01/31			**Due Date**	January 31, 2022
Land	W7-30-178-48-SW W7-30-178-48-SE			**Return Status**	** NEW RETURN
				Billable AUM ❓	948
				Grazing Capacity AUM ❓	948

📞 **Your Rangeland Management Area:**
Alberta Environment And Parks, Rangeland Management Branch,

✏ Manage Pasture Units ❓   ✏ Manage Livestock Herds ❓   ✏ Manage Members ❓

Did you graze livestock on the disposition this year? *
☐ Yes   ☐ No

Did you cut hay on the disposition this year? *Cutting hay requires approval *
☐ Yes   ☐ No

Did you supply additional feed? *Additional feeding requires approval *
☐ Yes   ☐ No

Is the grazing disposition perimeter fenced? *
☐ Yes   ☐ No

Are there other lands (private, rented or other grazing dispositions) fenced together with this disposition? ❓ *
☐ Yes   ☐ No

Did you make any physical changes or developments on this disposition in the past year? *Physical changes and developments require approval ❓ *
☐ Yes   ☐ No

Are noxious or prohibited noxious weeds present on your grazing disposition? *
☐ Yes   ☐ No

Do you want to report any missing and/or dead livestock on this disposition? *Optional ❓ *
☐ Yes   ☐ No

WARNING: The making of a false or fraudulent declaration could result in enforcement action, including non-renewal, suspension, or cancellation of your disposition. I/we declare that the information I/we have provided in this Stewardship Stock Return Form is true and accurate.

Legal Description of Residence	[ ]	**Name** *	[ ]
		E-mail Address	[ ]
		Phone *	[ ]
		Alternate Phone	[ ]

🖨 Print   💾 Save Draft   📧 Submit Return

5.1   Stock Return Form Header Information

At the top of the Stock Return Form, there are several pieces of information including:

- Disposition: The unique disposition number of the Stock Return Form being submitted
- Expiry: Expiry date of the disposition
- Land: Land list for the disposition
- Primary Disposition Holder: Service owner of the disposition. This is the individual designated to receive all correspondence from the department.
- Grazing Year: Grazing year stock return form is being completed for
- Due Date: Date that this stock return form must be submitted by
- Return Status: Current status of the stock return form. Statuses are:
    - New Return – Brand new form that has been started but not yet saved
    - In Progress – The form has been saved by the disposition holder, but not yet submitted
    - Submitted – The form has been submitted by the disposition holder
    - Returned – Agrologist has reviewed the form and has returned it for the disposition holder for edits.
- Billable AUM: This is the carrying capacity of the disposition. This determines the yearly rental cost. Rent is charged per AUM.
- Grazing Capacity AUM: Grazing Capacity AUM is an adjustment to the carrying capacity. Grazing capacity reflects the carrying capacity adjusted for both access and management factors.

5.2   Completing the Stock Return Form

At any point in time while completeing the form, you can click on the "Save Draft" button at the bottom of the form. This will save all of the information that has been entered. Once saved, you can close the form and return to edit it at a future date. **Note: You can edit it as many times as you like until you hit the "Submit Return" button.**

5.3   Manage Pasture Units

If you have grazed livestock on your disposition this grazing year, you will need to enter at least one pasture unit. There may already be pasture units listed here when it is your first time using the system. Currently the database will be able to pull any pasture units that you may have entered on your stock return in the last two years. You can edit, delete or use these pastures as you see fit.

You can manage the pasture units at any point in time while completeing the stock return form.

When you click on the "Manage Pasture Units" button a new window will pop open. Here you can click to add a new pasture. You can add as many pastures as you like. You can add, edit and delete units. **Note: once a stock return form has used the pasture in the stocking table and the form is saved, it can no longer be edited or deleted.**
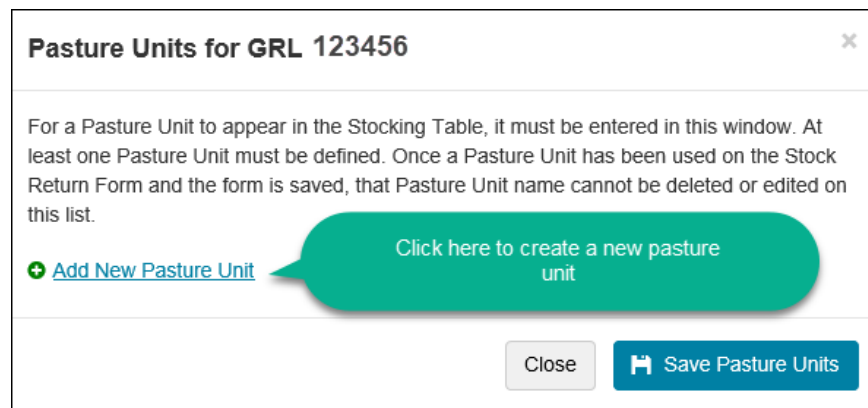
Click on the "Add New Pasture Unit" to add a pasture unit. Give the pasture a name that is meaningful to you. Click on the "Save Pasture Units" when you are done entering.
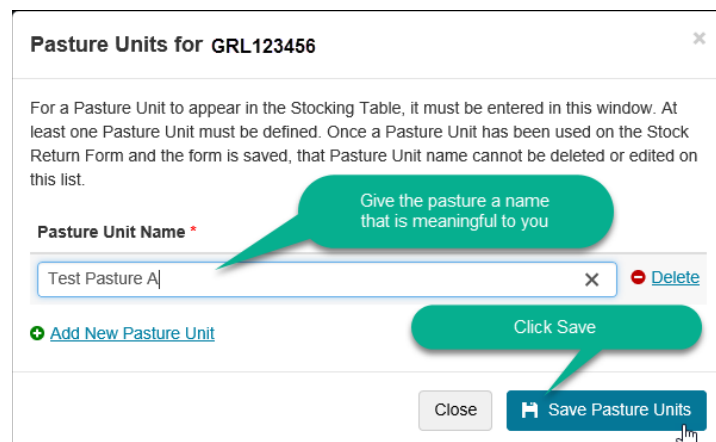
Click "Close" when you are finished entering pasture units.

5.4   Manage Livestock Herds

If you have grazed livestock on the disposition this year, you need to enter at least one livestock herd. The herd(s) will be used in the stocking table. Depending on how the Grazing Association or Grazing Cooperative is run, a herd could be a livestock herd, a grazing association member, or a mix of both.
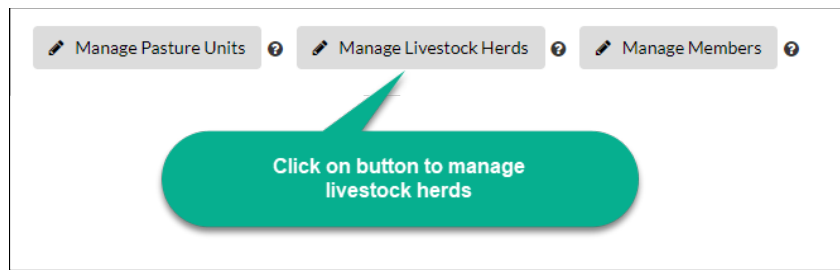
After the "Manage Livestock Herds" button is pressed a window will pop open.

Click on the "Add New Herd" to create a herd. Remember to hit the "Save Herds" button.

5.5   Manage Grazing Association/Grazing Cooperative Members
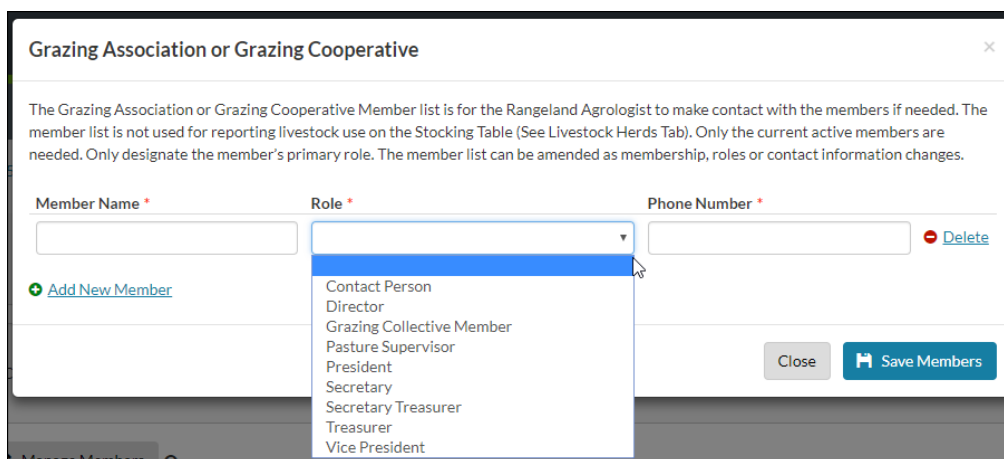
Members of the Grazing Association can be managed through the "Manage Members" button.   The purpose of the Grazing Association or Grazing Cooperative Member list is for the contact information to be available for the Rangeland Agrologist.
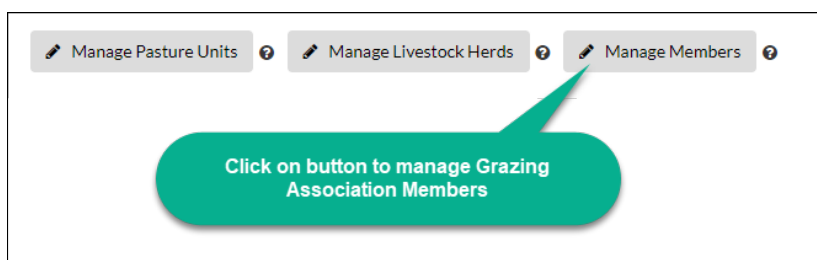
Once the "Manage Members" button has been pressed the Grazing Association Member window will open.

Click on the "Add New Member" link to add new Grazing Association or Grazing Cooperative members.

Enter in the Grazing Association or Grazing Cooperative Member by filling in their:

- Member Name
- Role – please choose from drop down list
- Phone Number

Click on the "Save Members" button to save the edits you have made to date.

Note: A Grazing Association must have a minimum of five members listed. A Grazing Cooperative must have a minimum of three members listed.

5.6   Livestock Grazing and Stocking Table

If you answer "Yes" to "Did you graze livestock on the disposition this year?" the stocking table will open up.

To complete a row in the stocking table, you will need to fill in:

- o   Herd: the Herd needs to be entered in the "Manage Livestock Herds" screen. You can use the button above or the small pencil next to the "Herd" to access.
- o   Pasture Name: The pasture name must be entered in the "Manage Pasture Units" screen above. **Note: If you need to enter another pasture unit, you can go back to the manage pasture unit section.**
- o   Livestock Type: Choose the livestock class from the dropdown list. Only those on the drop down list will be allowed (Bison Bull, Bison Cow, Bison Yearling, Cattle Bull, Cattle Cow, Cattle Yearling, Horse, Sheep).
- o   Count: Number of that livestock type in that rotation.
- o   Date In: This date should represent the first day the livestock grazed that pasture.
- o   Date Out: This date should represent the last full day of grazing in that pasture.

Rows can be completely deleted using the "Delete" button. **Note: Each row in the table reflects the rotation of one livestock type per herd.**

Note, if a pasture unit or a herd is not showing up on the drop down list please click "Save" at the bottom of the form and then check the drop down list again.

5.7 Livestock Weight

For each livestock type entered in the stocking table, you must enter in the average livestock weight. The livestock type must be entered for each herd that was used in the Stocking Table. The livestock types will automatically be added to the list from what was entered in the Stocking Table (See section 5.6).

The average animal weight must be added for each livestock type per herd. The default unit is pounds, but kilograms can also be chosen from the drop down list.

5.8 Livestock Ownership

You must answer "Yes" or "No" to the livestock ownership question.

If the answer is "No," then please provide an explanation.

5.9 Timing of Calving

Please choose from the drop down list the months in which most calves are born:

- January-February
- February-March
- March-April
- April-May

- May-June
- June-July
- Not Applicable

5.10 Livestock registered brand(s) and location(s)

This is an optional question. If you would like to add in a brand, click the "Add".

Livestock registered brand(s) and location(s) ❓
➕ Add

Livestock registered brand(s) and location(s) ❓

Brand Owner *	Brand Description ❓ *	Brand Location *	
		▼	⊖ Delete

➕ Add

The Brand Description must be a text description. For the Brand Location, choose one from the drop down list. To add more than one registered brand, click on the "Add".

5.11 Cut Hay

This is a mandatory question. You must answer "Yes" or "No."

Did you cut hay on the disposition this year? *Cutting hay requires approval *
☐ Yes   ☐ No

If the answer is "Yes", there will be additional information to complete about the amount of hay cut on the disposition.

Did you cut hay on the disposition this year? *Cutting hay requires approval *
☑ Yes   ☐ No

Hay Type *	Hay Weight ❓ *	Unit of Measure *	Hay Area ❓ *	Unit of Measure *	
⌄		⌄		⌄	⊖ Delete

➕ Add

Hay Types are: Greenfeed, Native or Tame. For the Hay Weight, please enter a numerical value (do not use commas). Then choose the units of that weight from the "Unit of Measure" drop down list. The units available are: kilograms, tonnes, pounds, or tons. Please note for weight measurements:

**Note: 1,000 kg = 1 tonne
        2,000 pounds = 1 ton
        1 ton = 0.907 tonnes

Then enter the numerical value for the area of cut hay in the "Hay Area" box. Choose the unit of measure for Hay Area. The units are acres or hectares.

5.12 Additional Feed

This is a mandatory question and you must answer either "Yes" or "No" if you supplied additional feed on the grazing disposition.

If the answer is "Yes," there will be additional information to complete about the amount of additional feed.

The feed types that are available on the drop down list for "Feed Type" are:

- Alfalfa Pellets
- Alfalfa/Grass Hay
- Barley
- Grain Pellets
- Grass Hay
- Greenfeed
- Oats
- Other
- Range Pellets
- Straw

For the "Total amount fed," enter in a numerical value. The units of measure for the amount fed are: kilograms, tonnes, pounds, or tons.

**Note: 1,000 kg = 1 tonne
2,000 pounds = 1 ton
1 ton = 0.907 tonnes

5.13 Fencing of Grazing Disposition Perimeter

This is a mandatory question. You must answer "Yes" or "No" regarding whether the grazing disposition perimeter is fenced.

If the answer is "No," you will have to provide a reason and date when you expect the perimeter fence to be complete.

5.14 Other Lands Fenced with Disposition

This is a mandatory question, you must answer "Yes" or "No." This question is only asking for those lands that are <u>fenced and grazed together</u> with the disposition (livestock have access to both lands simultaneously).

Are there other lands (private, rented or other grazing dispositions) fenced together with this disposition? ❓ *

□ Yes   □ No

If you answer "Yes," you must provide additional information. You can add additional lines by clicking on the "Add."

Are there other lands (private, rented or other grazing dispositions) fenced together with this disposition? ❓ *

☑ Yes   □ No

Land Type ❓ *	Area ❓ *	Unit of Measure *	
▼		▼	⊖ Delete

⊕ Add

For each line, you must specify the "Land Type." The options are:

- Private/Rented Forested Pasture
- Private/Rented Native Grassland Pasture
- Private/Rented Other Pasture
- Private/Rented Tame Pasture
- Public Land Grazing Disposition – If you choose this, please enter the disposition number.

For the "Area" enter a numeric value. Then choose the "Unit of Measure." The units can be either Acres or Hectares.

5.15 Physical Changes or Developments

This is a mandatory question. You must answer "Yes" or "No."

Did you make any physical changes or developments on this disposition in the past year? *Physical changes and developments require approval ❓ *

□ Yes   □ No

If you answer "Yes," you must provide additional information. To add more than one Physical Change/Development click on the "Add."

Did you make any physical changes or developments on this disposition in the past year? *Physical changes and developments require approval ❓ *

☑ Yes   □ No

Physical Change / Development ❓ *	Location	Was development pre-approved in writing by your Rangeland Agrologist? *	Explanation if not approved ❓	Comment	
▼		▼			⊖ Delete

⊕ Add

Choose the type of Physical Change/Development from the drop down list. The options are:

- Brush Control
- Clearing of Trails
- Corral
- Fence Line Clearing
- Fertilizer

- Mowing
- Other
- Seeding
- Spraying
- Stock Water Development
- Structures
- Tame Pasture Rejuvenation

For the Location, please enter a text description of where the development is. Examples of locations could be a legal land location, a pasture name or a general description.

You must answer "Yes" or "No" to whether the development was pre-approved by your Rangeland Agrologist. If it was not pre-approved, please provide a brief explanation.

There is an optional comment box for this question.

5.16 Noxious or Prohibited Noxious Weeds

This is a mandatory question. You must answer "Yes" or "No."

If you answer "Yes," you must provide additional information:

For the weed species, use the drop down list to choose the noxious or prohibited noxious weed. For the method of control, choose from the Method of Control drop down list. The options for control are:

- Biological Control (i.e. Insects)
- Chemical
- Hand Pulled
- Mowing/Mechanical
- Other

The location of the weed is free form text. Please describe the location of the weed issues. There is an optional comment box for comments on the weed. Click on "Add" to put in additional weed issues.

5.17 Dead or Missing Livestock Reporting

This question must be answered "Yes" or "No." If you do not want to submit this information please choose "No." If you choose "Yes," please provide additional details.

Livestock Type: Choose one from the drop down list.

Loss Type: Choose one from the drop down list (Dead, Missing or Predator).
Number: Provide the number of livestock lost to that loss type.

5.18 Warning Statement

WARNING: The making of a false or fraudulent declaration could result in enforcement action, including non-renewal, suspension, or cancellation of your disposition. I/we declare that the information I/we have provided in this Stewardship Stock Return Form is true and accurate.

5.19 Information at the bottom of the form

Please fill in your contact information. Your name and phone number are mandatory. This information will not update your client information in the GoA registry. The phone number supplied here may be used to contact you if there is a concern. If you enter in an email address, the agrologist may email you with any concerns regarding this submitted stock return form.

If you wish to update your official client information please use the "Application/Amendment for Client ID" form on this website: https://www.alberta.ca/alberta-environment-and-parks-land-forms.aspx

5.20 Stock Return FOIP Clause

Information you provide to Alberta Environment & Parks is collected under the authority of Section 33(c) of the *Freedom of Information Protection of Privacy Act* (FOIP) and is managed in accordance with Part 2 of the FOIP Act. The personal information collected will be used to for the purpose of monitoring public land utilization in accordance with the *Public Lands Act*. Information collected on this form may be disclosed in response to a request under Section 166 of the Public Lands Administration Regulation. Should you have any questions, please contact Land Policy Branch, Policy and Planning Division, Alberta Environment and Parks, 2nd Floor, 9915-108 Street, Edmonton, Alberta, T5K 2G8. Telephone: at 310-LAND (310-5263).

5.21 Saving a Draft

The form can be saved as a draft many times throughout the completion of the form. It is highly recommended that you save the form while you are filling it out. Once the form has been saved, you can close out of the application and return to it at a later date. You can save and edit the form as many times as you like.
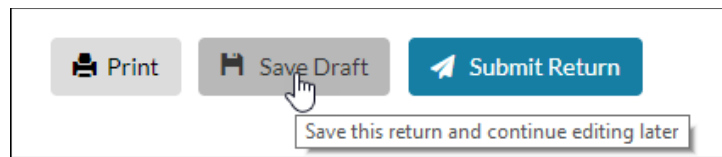
5.22 Printing the Stock Return Form

At the bottom of the form is a button that will allow you to print off the form. You will not be able to print the form until you have clicked the "Save Draft" button.
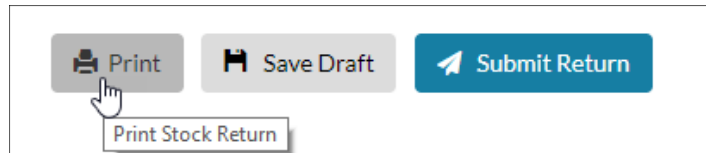
5.23 Submitting a Stock Return Form

Once the form is complete, click on the "Submit Return" button at the bottom of the screen.
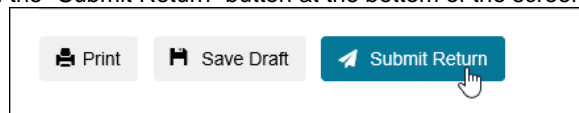
Submitted forms cannot be edited. You can view and print the submitted form. If you need to edit the form, please contact your Rangeland Agrologist. They can change the status of the form to "Returned" and you can continue to edit and resubmit the form.

After the "Submit Return" button is pressed, the form will run a check to make sure all questions have been answered and that there are no form errors. If there is an error, the form will not be submitted and a list of errors at the top of the screen. Please review and correct the errors. Press the save button and then the submit button again.

Example of errors:
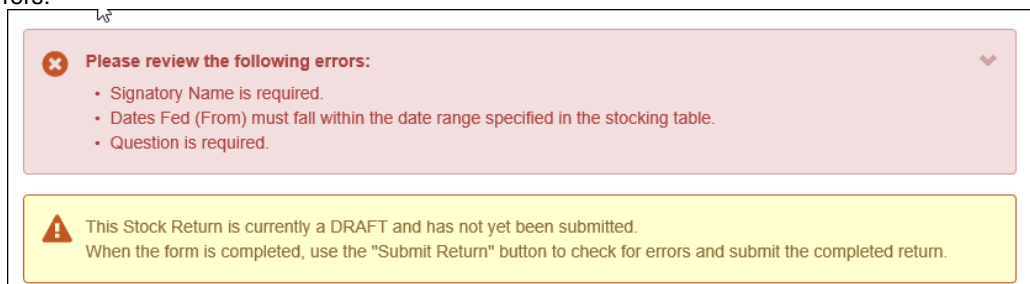
6. My Stock Return Forms

The Stock Return Form overview screen will allow you to see your complete list of dispositions. The top section called "My Stock Return Forms" displays all of the Stock Return Forms and their current status.

6.1 In Progress Forms

A Stock Return Form that has a status of "In Progress" means that the disposition holder (you) have started a Stock Return form for that grazing year and have saved it. It has not yet been submitted. You can continue to edit and save the form multiple times until you are ready to submit. You can log onto the system multiple times during the grazing year to edit and save the form. Click on the "Edit" button to continue editing the In Progress form.

Please note that you <u>must</u> submit the stock return form by January 31 of the following grazing year.

6.2 Submitted Forms

A Stock Return Form that has a status of "Submitted" means that the Stock Return Form has been completed and submitted for that disposition for the specified grazing year. The form may be reviewed by your Rangeland Agrologist. Your Rangeland Agrologist may contact you if they have any questions or concerns regarding the submitted information.

Submitted forms cannot be edited. You can view and print the submitted form. If you need to edit the form, please contact your Rangeland Agrologist. They can change the status of the form to "Returned" and you can continue to edit and resubmit the form.

6.3   Returned Forms

If your Rangeland Agrologist has reviewed your submitted stock return form and identified information that needs to be corrected, they may choose to return the form to you for editing. These forms will have their status changed to "Returned." You will be able to click on the edit link to edit the form and re-submit it.

When a form is being returned, if you supplied an email address on the bottom of the Stock Return Form, you will also receive an email from your Rangeland Agrologist detailing what edits need to be completed.

7. Recreational Access Contact and Conditions Form

Recreational access to your lease is governed by the Recreational Access Regulation (RAR). Recreational users must contact the agricultural lease holder (Farm Development Leases (FDLs) and Grazing Leases (GRLs)) prior to entry if you have provided a contact name and access conditions to AEP. Agricultural disposition holders have a duty to allow recreational access. To learn more and understand the legislation, leaseholder and recreational user responsibilities, more information is found at https://www.alberta.ca/recreation-on-agricultural-crown-land.aspx

7.1   View Existing Recreational Access Forms

To view the existing Recreational Access Contact and Conditions forms, go to the My Recreational Access section (at the bottom of the screen). Please note that this is only applicable for FDL and GRL.

The status column will tell you if a form is Active, Awaiting Approval, In Progress, or Retired. Active forms display the contact and condition information on the Alberta Environment and Parks Recreational Access Internet Mapping Tool (https://maps.alberta.ca/recaccess).

Forms can be viewed by clicking on "View".

8. Create New or Update Recreational Access Form

To create a new recreational access form or update an existing form, go to the My Active Disposition section. Click on "New Recreational Access" for the disposition that you want to update.

If a recreational access form exists for the disposition, the new form will be populated with the information from the previous form.

Many of the questions on the form have smart rules built in, meaning that conflicting conditions cannot be checked off.

Recreational Access Contact and Conditions Form
GRL12345

Disposition	GRL12345	Service Holder(s) ❓		Joe Tester PO Box 123 Alberta
Expiry	2027/10/31			
Land	W7-4-132-6-NW			

Contact Information

Pursuant to section 4(1) of Recreational Access Regulation (RAR), grazing lease and farm development leaseholders must provide the Minister of Alberta Environment and Parks the name and the telephone number, facsimile number or e mail address of a person who can be contacted by recreational users wishing to access the agricultural disposition land. This person can be the agricultural disposition holder or a third party who will act on the agricultural disposition holder's behalf. The contact information on this form will be available to the public in a manner the Minister considers appropriate, such as (http://maps.alberta.ca/recaccess). If no contact information is provided, recreational users are free to access the agricultural disposition land as long as they comply with the conditions set out by the regulation.

Please check one box:

☐ I confirm that I will act as the contact person for recreational access for this agricultural disposition. (Please fill out contact information)

☐ I confirm that a third party will act as the contact person for recreational access for this agricultural disposition. By checking this box, I confirm that this third party has:

a. authorized me to provide Alberta Environment and Parks (AEP) their name and contact information for the purpose of acting as the contact person for recreational access for this agricultural disposition; and

b. understands that AEP will make their name and contact information available to the public in a manner the Minister considers appropriate, such as (http://maps.alberta.ca/recaccess).

(Please fill out contact information)

☐ I am not providing contact information

	Primary Contact	Please check ONE preferred contact method
Name		
Phone 1		☐
Phone 2		☐
Phone 3		☐
Fax		☐
Email		☐

Duties of recreation user apply to **ALL** agricultural dispositions (Recreational Access Regulations, Section 9).

- Not Litter
- Have direct control of any animal brought onto the agricultural disposition land
- Park vehicles so they do not block an approach to land, and refrain from parking a vehicle within boundaries of the lease without consent of the leaseholder
- Refrain from lighting fires without consent of the leaseholder
- Not cause any damage to the lease land or property of the leaseholder
- Leave gates and property as they were found
- Advise the leaseholder or contact person of any damage to property or other matters of concern that arose as a result of their recreational activity
- Comply with an applicable recreational management plan, if any
- Comply with the terms and conditions, if any, imposed by the leaseholder, Local Settlement Office, or Director

Recreational Access Conditions

Contact Related Conditions

☐ No Contact Required.

☐ Leaseholder will provide recreation user with written confirmation of contact.

☐ Please contact between [None selected ▾] . [🕐] and [🕐] (specify days of week, and time of day)

☐ Written or verbal approval for ongoing access may be available.

☐ Foot access permitted, without contact, from [📅] to [📅] (specify dates).

☐ Please contact [ ] days before accessing lease (max 7 days).

☐ No contact required from [📅] and [📅] (specify dates).

General Access Conditions

☐ Only foot access allowed. ❓

☐ No motorized vehicles allowed.

☐ Motorized vehicles allowed on existing roads only.

☐ Motorized vehicle access permitted between [📅] and [📅] (specify dates).

☐ No horseback riding allowed.

☐ No bicycles allowed.

☐ Access to lease land across private land by permission only.

☐ Please park your vehicle (specify where). [ ]

Hunting Access Conditions

☐ No hunting while livestock are present.

☐ No hunting unreasonably close to residence located . [ ] (specify where). ❓

☐ No hunting unreasonably close to livestock in adjacent fenced pasture.

Access and Livestock or Annual Cropland Conditions

☐ If livestock in field, only foot access may be allowed.

☐ No access if livestock in field.

☐ If unharvested crop on field, only foot access may be allowed.

☐ No access if crop has not been harvested.

Camping, Fire and Fire Ban Conditions ❓

☐ Camping by permission only.

☐ No camping permitted.

☐ No fires permitted.

☐ No motorized access if a fire ban is in place.

☐ No access if a fire ban is in place.

☐ Foot access only, if a fire ban is in place.

🖨 Print 💾 Save Draft ✈ Submit

Information you provide to Alberta Environment and Parks (AEP) is collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act and is managed in accordance with Part 2 of the FOIP Act. The name, organization and contact information you provide will be made available online so members of the public who wish to access the lease for recreational purposes may contact you or your agent. AEP will not use or disclose your information for any other purpose without your written consent or unless required to do so by law. If you have any questions or you wish to request the change or removal of information you provided, please contact Programs and Issues Lead, by phone at (780) 427-3595 or by email at plagrec@gov.ab.ca.

Please Note: Section 33(a) of the Alberta Freedom of Information & Protection of Privacy Act (FOIP Act) provides that personal information may be collected if the collection is expressly authorized by an enactment of Alberta or Canada. Pursuant to section 4 of the Recreational Access Regulation, the Minister of Alberta Environment and Parks (AEP) has the authority to collect and publicly disclose designated leaseholder contact information in a manner the Minister considers appropriate. This includes, but is not limited, to online websites. Should you wish to have your contact information removed, or have further questions or concerns, please contact the Programs and Issues Lead, AEP, at (780) 427-3595.

8.1   Recreational Access Contact Section

To ensure recreational users are able to contact leaseholders before they access the land, the leaseholder must provide the department with the name of a contact person, including a telephone number or email address. It is the leaseholder's responsibility to provide up to date contact information, if they do not, the department will apply a "No contact required" condition.

Please read the three check boxes in the contact information closely and check the appropriate box.

For a grazing association or grazing co-operative, if you are providing contact information, please authorize with the person that will be the contact and check the box that says third party.

If you are providing contact information, you will need to check off one preferred method (phone, email etc). All of the methods will be listed on the online recreational access mapping tool.

If the box "I am not providing contact information" is checked, then the contact information section will become greyed out and the "No Contact Required" condition will automatically be checked off.

8.2   Contact Related Conditions

This section contains the conditions related to how and when you would like to be contacted for recreational access.

8.3 General Access Conditions

This section contains the conditions related to the types of recreational access (foot traffic, motorized vehicles, bicycles, and horseback).

8.4 Hunting Access Conditions

This section contains the conditions relate to recreational access for hunting.

8.5 Access and Livestock or Annual Cropland Conditions

This section contains the conditions related to livestock or crops on the lease.

8.6   Camping, Fire and Fire Ban Conditions

This section contains the conditions related to camping and fire bans.

8.7   Recreational Access Form FOIP Clause

Information you provide to Alberta Environment and Parks (AEP) is collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act and is managed in accordance with Part 2 of the FOIP Act. The name, organization and contact information you provide will be made available online so members of the public who wish to access the lease for recreational purposes may contact you or your agent. AEP will not use or disclose your information for any other purpose without your written consent or unless required to do so by law. If you have any questions or you wish to request the change or removal of information you provided, please contact Programs and Issues Lead, by phone 310-LAND (310-5263) or by email at plagrec@gov.ab.ca.

Please Note: Section 33(a) of the Alberta Freedom of Information & Protection of Privacy Act (FOIP Act) provides that personal information may be collected if the collection is expressly authorized by an enactment of Alberta or Canada. Pursuant to section 4 of the Recreational Access Regulation, the Minister of Alberta Environment and Parks (AEP) has the authority to collect and publicly disclose designated leaseholder contact information in a manner the Minister considers appropriate. This includes, but is not limited, to online websites. Should you wish to have your contact information removed, or have further questions or concerns, please contact the Programs and Issues Lead, AEP, at 310-LAND (310-5263).

8.8   Save Draft of Recreational Access Form

The form can be saved as a draft many times throughout the completion of the form. It is highly recommended that you save the form while you are filling it out. Once the form has been saved, you can close out of the application and return to it at a later date. You can save and edit the form as many times as you like.   An In Progress form is not displayed on the online recreational access mapping tool.
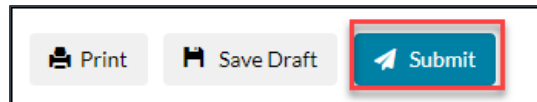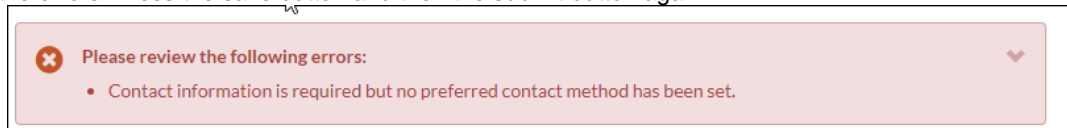
8.9   Submit Recreational Access Form

Once the form is complete, click on the "Submit Return" button at the bottom of the screen. Submitted forms, cannot be edited. If you need to make edits, click on the "New Recreational Access" to create a new form.

After the "Submit" button is pressed, the form will run a check to make sure all questions have been answered and that there are no form errors. If there is an error, the form will not be submitted and a list of errors at the top of the screen. Please review and correct the errors. Press the save button and then the submit button again.

Once submitted and the form is Active, it will now be displayed on the online recreational access mapping tool.

Please note: If a form is submitted and requires AEP approval (i.e awaiting approval), a new form cannot be created until the previous form is approved or not approved by AEP. A form that is Awaiting Approval is not displayed on the online mapping tool.

8.10   Print Recreational Access Form

At the bottom of the form is a button that will allow you to print off the form. You will not be able to print the form until you have clicked the "Save Draft" button.
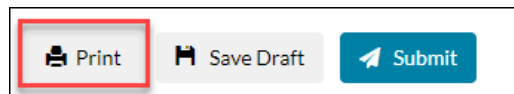
8.11 Departmental Conditions

The Departmental Conditions section include the Local Settlement Officer (LSO) orders.

The Department of Environment and Parks may add conditions or restrictions on recreational use. For example, the department may work with the leaseholder to make a detailed recreational management plan or establish user limits. If you would like to discuss department conditions, please contact your local Rangeland Agrologist.

9. Closing the Online System

Please remember to save any Stock Return Forms and Recreational Access forms that you are working on.

To log out click on the Logout link on the top right hand portion of the screen.