

# Enhanced Approval Process Flowchart Descriptions

## Purpose

The purpose of this document is to provide a high level quick reference of the Enhanced Approval Process (EAP) flowchart. Details regarding each of these functions is provided in the EAP Manual.

## Descriptions

### Box Name - External Industry Drivers

External industry drivers reflect that there are factors that influence industry’s project activity plans and these need to be addressed prior to entering the EAP. Examples of external factors are:

- market drivers,
- business decisions,
- safety engineering,
- the level of risk involved in proceeding with a project,
- subsurface rights,
- the economics of a project,
- provincial and federal legislation and regulation.

### Box Name – First Nations Consultation Process

This is a distinct process outside of the EAP, but must be concluded prior to EAP application.

### Box Name - Surface Rights Holder Consent Process

This is a distinct process outside of the EAP, but must be concluded prior to EAP application.

### Box Name - Landscape Analysis Tool (LAT)

The Landscape Analysis Tool (LAT) is a web-enabled spatial tool that allows land-users to plan activities on Crown land managed by Environment and Sustainable Resource Development (ESRD). The LAT enables:

- Virtual siting of a proposed project activities,
- Identification of operational constraints that may apply to the activity and location,
- Virtual re-siting or changes to that proposed activity, at a landscape level, to mitigate concerns prior to application, and
- Provides baseline and sensitive features associated with a proposed land location.

**Box Name - Integrated Standards and Guidelines (IS&G)**

The Integrated Standards and Guidelines (IS&G) are a consolidation of over 200 existing SRD guidelines and documents into a set of provincial and sensitivity specific standards, conditions, guidelines, information, and other requirements for in scope EAP activities. The IS&G is intended to be used by both industry and government and supports the planning function, the approval function, and the monitoring function. The IS&G describes the minimal approval standards and operating conditions that must be met, and supports compliance assurance. The IS&G provides best management guidelines for mitigation of risks to the landscape and pre-application requirements and information that industry must be aware of prior to submitting and application for a formal disposition.

The IS&G identifies a number of cabinet approved policies, federal and provincial legislation (e.g. *Migratory Bird Act*, *Species at Risk Act*) and regulatory agencies (e.g. Department of Fisheries and Oceans) that may influence the proposed application. Industry is to be aware of these and manage accordingly.

**Box Name – Standards Met by Proponent?**

The decision point where the client determines if, within a disposition application, the project is able to meet all of the Approval Standards for the proposed activity and location. All Approval Standards identified on a valid LAT report must be met by the client in order for a disposition application submission to be considered “standard”.

**Line Name - YES – Standard**

Outlines the path towards a “standard” application submission. Client determines that all applicable approval standards will be met for the proposed activity and location.

**Line Name - NO – Non-Standard**

Outlines the path towards a “non-standard” application submission. Client determines that not all applicable approval standards will be met for the proposed activity and location.

**Box Name - Application Submission**

A standard or non-standard application is submitted through the Electronic Disposition System (EDS) by the client with the intent of receiving a formal EAP disposition.

The submission is meant to provide a defined starting point to initiate the timeline for application processing.

### Box Name - Electronic Validation

Electronic validation is an automated check done by the EDS to ensure that an EAP disposition application submission is valid. The electronic validation:

- Checks for valid data input (not content),
- Checks for an valid client identification number,
- Confirmation that the lands applied for are in Alberta,
- Confirmation that First Nations Consultation was either not required or deemed adequate,
- Checks that the applicant is active and not struck by Corporate Registries, and
- Confirms that a valid LAT report has been submitted (Not out of date).

Invalid applications trigger a notice to the client to make corrections.

### Box Name – Technical/Admin Review

The technical review is a manual process that determines, validates, and records the technical information provided in all EAP submissions including:

- Purpose of application is eligible for EAP,
- Application is for lands administered by SRD,
- Confirm plan compliance with SRD disposition plan requirements,
- CAD/PDF files align,
- Activity type, land, and purpose on pdf plan match the application and the CAD file,
- Activity type, disposition type on the CAD file, pdf plan, and application match the LAT Report,
- Lands on the plan and application, at a minimum, are identified on the LAT Report. (It is acceptable for LAT Reports to include additional lands that are not on the plan and application),
- If double coverage exists,
- Legal access and continuity, and
- Check schedule C when required to determine water body ownership

An administrative review of all standard and non-standard application submissions conducted by the Disposition Services. Section (DSS), Land Dispositions Branch of SRD following a technical review. The administrative review will confirm the following for all submissions:

- Verify that the applicant is in good standing, check include:
  - Applicant is not indebted to the crown
  - Applicant is active
  - Applicant is legally eligible to do business in Alberta
- Check for acceptability of double coverage
- Ensure that Consents are complete and acceptable
- Ensure LAT report # matches consents where required
- Ensure administrative information is correct
- Ensure correct supplements are submitted
- Ensure area of incidental activities identified on the application plan do not exceed the limits outlined in the TFA Manual

**Box Name - Field Referral**

The process of referring a non-standard application submission to the appropriate field office, registered interests on the land, and to other agencies with consultation requirements for their review of alternate mitigation strategies. The outcome of the process includes a decision on whether the proposed mitigation strategies will sufficiently meet government's land management objectives, and a decision on acceptance or rejection of the Non-standard Mitigation Supplement that is sent to DSS to support the disposition approval or refusal decision.

**Box Name – Application Refused**

Applications that are refused can be appealed. The Public Lands Administration Regulation provides the authority for such appeals.

**Box Name - Formal Disposition**

A formal disposition is issued for a four (4) year term. The formal disposition document is authorized with an electronic signature and is issued to the applicant and retained in ESRD records.

**Box Name - Notification of Site Entry**

The client is required to electronically submit notification ESRD of site entry through EDS. If site entry is not provided, the disposition will be cancelled at the end of its term.

**Box Name – Construction/Resource Development**

Outlines the point at which a short term disposition holder may begin construction and/or resource development.

**Box Name –Disposition Required for Long Term?**

Decision point where the disposition holder determines if formal disposition is required. Disposition holders who wish to gain long term tenure must make a final submission prior to the expiry of the formal 4-year term.

**Box Name - Expiry/Cancellation**

The expiry is the date when the term of a disposition ends according to ESRD records. A disposition may be cancelled with outstanding obligations, or with no outstanding obligations.

**Box Name - Application Submission**

An application submitted through EDS with the intent of receiving a formal disposition with a longer term (e.g., 25 years). The final submission provides an accurate record of the location and site development including any related additional clearings. The final submission includes:

- Application form,
- Final plan or statutory declaration that the original plan (if done) is accurate and consistent with the final site development,
- Additional LAT report if location is amended,
- Additional consents if location is amended,
- Revised Application Supplements (if required), and
- Revised Code of Practice Notices (if required).

**Box Name – Technical/Admin Review**

Technical and administrative reviews are done to validate the technical and administrative information provided in a final submission to ensure the accuracy of records, and to ensure technical and administrative compliance with ESRD requirements.

**Box Name – Formal Disposition (Longer Term)**

A formal disposition that provides the disposition holder with access to the specified Crown land for the use specified.