



**Instructions for Completion of the Temporary  
Field Authorization (TFA) or Dispositional  
Operational Approval (DOA) Application Form  
under the Public Lands Administration  
Regulation**

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Jul 18, 2017

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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 [aep.alberta.ca](http://aep.alberta.ca)

- Guide To the Code of Practice for Watercourse Crossings, including Guidelines for Complying with the Code of Practice
- PLAR Table A1
- Public Lands Act Regulation – Approvals and Authorizations Administrative Procedures

To access the AEP webpages referenced in this schedule, search one of the following page names at [aep.alberta.ca](http://aep.alberta.ca)

- Aquatic Invasive Species
- Wildlife Land Use Guidelines
- Wildlife Sensitivity Maps
- Wild Species Status Search

To access the Alberta Energy document referenced in this schedule, search the following document title at [energy.alberta.ca](http://energy.alberta.ca)

- Application / Amendment for Client ID ([application](#))

To access the Alberta Energy webpage referenced in this schedule, search the following document title at [energy.alberta.ca](http://energy.alberta.ca)

- Electronic Transfer System (ETS)

To access the Alberta Culture and Tourism document referenced in this schedule, search the following document title at [culturetourism.alberta.ca](http://culturetourism.alberta.ca)

- Listing of Historic Resources: Instructions for Use

To access the Alberta Agriculture and Forestry document referenced in this schedule, search the following document title at [culturetourism.alberta.ca](http://culturetourism.alberta.ca)

- Permanent Sample Plot Information and Database Search

To access the legislation referenced in this schedule, search one of the following document titles at [qp.alberta.ca](http://qp.alberta.ca)

- Code of Practice for Watercourse Crossings
- *Freedom of Information and Protection of Privacy Act* (FOIP)
- *Forest Act*
- *Public Lands Act*
- *Weed Control Act*, Weed Control Regulation
- *Wildlife Act* and Regulations

## I. Introduction

The Temporary Field Authorization (TFA) or Dispositional Operational Approval (DOA) is a generic form outlining information requirements for industrial, commercial, and recreational activities conducted on public lands. Detailed information about the TFA/DOA application process and requirements can be found by searching ‘*Public Lands Act Regulation - Approvals and Authorizations Administrative Procedures*’ on the AEP website.

This TFA/DOA form is **not** to be used for applications concerning rangelands.

A completed TFA/DOA application consists of a cover document and appropriate attachments and plan(s) specific to the proposed project.

When completing a TFA/DOA, consider the following:

The applicant must provide site-specific details regarding environmental issues that need to be addressed during proposed project or activity (e.g., construction, operation, and reclamation phases).

In environmentally sensitive areas and/or areas with multiple use activities, a more detailed activity plan (in addition to the TFA/DOA form) may be required before approval is granted. The specific content of the detailed activity plan should be discussed with the appropriate Resource/Land Manager(s) during the planning stage of the proposed project.

The applicant is responsible for ensuring all relevant consents/approvals are obtained for all proposed activities before submitting the TFA/DOA application.

The applicant should be certain of all information submitted on construction methods, operations, timing constraints, etc., as it will form part of the conditions of approval or authorization. To avoid contravening the approval or authorization, the applicant must adhere to the submitted information.

## II. Form Completion

All blanks must either be filled in or 'N/A' noted where applicable.

### Date of Submission

Enter the date the TFA/DOA is submitted to the departmental officer, not the date the TFA/DOA was completed.

### 1. Applicant Information

#### Question 1.1

Applicant Name

- If you are an individual(s) applying for a TFA/DOA, provide your first and last name.

Client ID

- A client ID within GLIMPS (Geographic Land Information Management System) and Land Registries is a pre-requisite to issuance, and TFAs/DOAs cannot be issued without a valid client ID. If you do not have a client ID fill out the Application/Amendment for Client ID application and e-mail to:
  - [clientregistry@gov.ab.ca](mailto:clientregistry@gov.ab.ca)

Address, City, Province/Territory, Postal Code, Phone Number, Fax Number, E-mail

- Provide current contact information (where information should be mailed or emailed). Addresses should be written out in full without using any abbreviations.

#### Question 1.2

- If you are a GOA employee, attach approval from the Deputy Minister of your department in accordance with the Code of Conduct & Ethics for the Public Service of Alberta. If you are a Member of the Legislated Assembly (MLA), please determine what approval documentation must be submitted with this application and attach.

#### Question 1.3

- An individual(s) under the age of 18 years of age cannot apply for a TFA/DOA.

#### Question 1.4

Agent (Company)

- If you are a company applying for a TFA/DOA, provide the complete company name.

## Contact Person

- Provide the name of the person, who can be contacted to answer any questions regarding information contained in the TFA/DOA application.

## Address, City, Province/Territory, Postal Code, Phone Number, Fax Number, E-mail

- Provide current contact information (where information should be mailed or emailed). Addresses should be written out in full without using any abbreviations.

## 2. General Information

Key differences and primary factors determining the differences between authorizations and approvals include the following:

### Authorizations (TFA):

- An authorization is a stand-alone disposition not connected to any other existing disposition (it is not to be issued to meet the requirements of an existing formal disposition or another authorization).
- Authorizations are used for permitting activities for short term, non-exclusive use. An authorization is normally issued on vacant public land, although in rare cases, they may be issued on leased lands, when consent from the occupant has been obtained and this overlapping use is deemed acceptable by a regulatory body.
- TFAs are not renewable but can be extended within the certain activity timeline parameters as deemed acceptable by a regulatory body.
- Authorizations cannot be reinstated, assigned, mortgaged, transferred or sublet.

### Approvals (DOA):

- Approvals must relate to either a formal disposition or an authorization and are never a stand-alone disposition. (This is called the “Parent disposition”).
- When the parent formal disposition is assigned, transferred, sub-let or mortgaged, an associated DOA can continue to be utilized by the new disposition holder. An exception to this rule is when the approval is to graze bison.
- Approvals will expire with the expiry or cancellation of a parent formal disposition or authorizations, but generally expire sooner based on the defined term as indicated in the regulatory approval.

Exceptions to this rule may occur when approvals are required for reclamation activities under section 23 of the Public Lands Administration Regulation (PLAR). During the term of a disposition or even after the disposition is cancelled or expired, the disposition holder or another person may apply for a reclamation approval. The reclamation approval is issued in connection with the disposition even if the disposition is expired or has been cancelled. The approval holder is bound by the terms and conditions of the disposition (even though it is expired or cancelled).

- Operational Approvals are cancelled (automatically) when the term of the approval or the parent formal disposition or an authorization is cancelled.
- Approvals cannot be renewed, reinstated, assigned, mortgaged, transferred or sublet. Because it cannot be renewed, if an approval expires (prior to the expiry of the formal disposition), a new approval may be issued in its place.

#### Associated Disposition(s)

- If applying for a DOA the associated existing disposition(s) has to be entered here. If applying for a TFA enter 'N/A'.

#### Proposed activity

- Refer to Table A1 of PLAR in order to select appropriate purpose code for proposed activity.

#### Other

- Provide details if proposed project does not fall into activities listed under PLAR table A1.

#### Name of Project

- Enter the name of the project – include the source and tie-in location. This is intended for the applicant's use, if information is known or applicable.

### **Question 2.1**

If this question is answered "Yes"

- Provide name of officer contacted as well as date and details of discussion.

## Question 2.2

Before submitting the application, the applicant must obtain a Land Standing report for the lands for which the TFA/DOA application is being submitted. The Land Standing report will identify existing public lands and *Forest Act* dispositions, and any reservations/notations.

- If the requested area overlaps with any existing dispositions, written consent must be provided from that existing occupant (disposition holder).
- If the requested area is impacted by any reservation/notations, these must be cleared through consent with the holdings agency prior application.
- Consent from Forest Management Agreement (FMA) and/or timber licence holders is required for authorizations that occur within an FMA area, and/or a timber licence area.

Land Standing reports can be obtained from Alberta Department of Energy, Crown Land Data Support in Edmonton. To inquire or request a report phone 780 422-5727 or email:

- [crownlanddatasupport@gov.ab.ca](mailto:crownlanddatasupport@gov.ab.ca)

Alternately, use the Electronic Transfer System. (ETS) on the Department of Energy's website. The Land Standing report must be obtained no more than 15 days prior to submission of application. These reports are not available from the Environment and Parks (AEP) offices.

## Question 2.3

If this question is answered "Yes"

- Check the Land Standing report for Reservation/Notation type and number, Purpose Code, and Restriction Code. See examples below.

Activities and Titles						
Activity Land	Status/Type	Date	Expiry	Client	Metes and Bounds	Remarks
CNT090060	Active/Disposed	2009/05/11	2034/05/31	ROCKY MOUNTAIN HOUSE OFFICE - FORESTRY		DEPT. OF
Type Number			Purpose Code	0510 : BUFFER		
			Restriction Code	1 : NO RESTRICTON		
				710 : SEE COMMENTS		
PNT930438	Active/Disposed	1993/12/02	2028/12/31	ROCKY WEST OFFICE - RANGELAND DISTRICT - LANDS DIVI	41,520.65	16,800
Type Number	0165			3	130	710
	Purpose Code			Restriction Code		
					GRAZING PERMIT ONLY	SEE COMMENTS
	SW-08-038-13 W5	160.00	64.750			
	#89 RAM RIVER RANGE ALLOTMENT - FOREST RESERVE PERMITS ONLY, SKETCH ON FILE.					



If this question is answered “No”

- If question 2.2, 2.3, or 2.4 is answered “No”, be aware that the application may be rejected or will require the outstanding documents to be submitted prior to TFA/DOA issuance.

#### **Question 2.4**

- The Land Standing report identifies any surface interest and/or activity in the specified parcel(s) of land. The stakeholders of these interests/activities including trappers, holder of timber dispositions, agricultural dispositions, industrial holdings and/or dispositions, Indian Reserves, Metis Settlements, FMA’s, Reservations may need to be contacted for consent or notified of your proposed activity. Attach documentation of consent to the TFA/DOA application.

#### **Question 2.5**

- Refer to the Listing of Historic Resources: Instructions for Use.

#### **Question 2.6:**

- If the proposed activity is associated with commercial recreation (i.e., poker rally) and/or special events (i.e., wedding), ensure that you fill out supplementary questions.

**Question g:** If question is answered “Yes”, ensure that the *Requested Start Date* reflects the anticipated use prior to the main event.

#### **Question 2.7**

Permanent Sample Plots/Research Plots (PSP) are noted as DRS or PNT reservations on the Land Standing report, and are administered by Alberta Agriculture and Forestry. No activity is allowed that may cause any disturbance to trees/vegetation within the boundary of these plots, including hand cutting for surveying purposes. The outside perimeter of the sample plots may be recognized by blue paint marks on the trees and/or customized ‘Permanent Sample Plot/Research Area’ flagging tape.

The forest industry also has sample plots and research plots within their areas. If these plots are registered on the Land Standing report, they will show up as Industrial Sample Plot (ISP) reservations. Not all forest industry plots are registered on the Land Standing report, and the specific forestry company will need to identify these plots as part of the consent procedure.

If the LSAS indicates a PSP, the applicant is responsible for determining its location in relation to the lands applied for. PSPs must not be disturbed. This includes additional clearings for borrow pits, remote sumps, campsites, etc.

The applicant must indicate if a PSP boundary is located within 100 m of any lands in the application. For further details refer to the *Permanent Sample Plot Information and Database Search*.

Rangeland Management Branch has developed the Rangeland Reference Area Program for long-term monitoring of the rangeland resource. This program includes fenced and unfenced reference area sites where species composition and forage production are monitored in the presence and absence of disturbance. All these areas are protected under Protective Notation (PNT) or Consultative Notation (CNT).

### **Question 2.8**

- Include the date(s) on which the on-site assessment was conducted on the lands for which application was made.

## **3. Period of Intended Use**

Requested Start Date

- Enter date when proposed project is planned to be commenced.

Estimated Completion Date

- Enter date when proposed project is estimated to be completed.

Estimated Final Cleanup/Reclamation Date

- Enter date when proposed activity and associated disturbance of the land is cleaned-up and reclaimed. This includes watercourse crossing removal, erosion control, re-vegetation, etc. Consult with Land and Resource Managers where necessary on goals, objectives and plans for reclamation.

## **4.0 Location**

Activity Type

- Select the activity type that describes proposed activity from the drop-down list.

Length, Width, and Total Area

- Enter the length and width of the area being requested for temporary use. The total area will then be calculated automatically.

## Clearing Type

- Enter a clearing type as indicated on the TFA/DOA form.

## Alberta Township System (ATS) Legal Location and Global Positioning System (GPS) Location

- Provide a complete legal land description down to the quarter section and GPS Location of the specific lands(s) being requested for temporary use.

## 5.0 Description

### Question 5.1

- Select all applicable landscape types that most accurately characterize requested land(s) that will be impacted by proposed project and list dominant species found on site.

### Question 5.2

- Weeds are invasive plants that adapt quickly and aggressively to the Alberta landscape and cause lasting damage. The *Weed Control Act*, *Weed Control Regulation* lists plant species and their seeds that are designated as either prohibited noxious or noxious weeds.
- For information about Aquatic Invasive Species refer to the government website.

### Question 5.4

- The distance should be measured from the project boundary to the top of the active bank of the watercourse or water body (also referred to as *average high water mark*).

### Question 5.5 and 5.6

The Alberta *Wildlife Act* contains provisions for protection of wildlife and the nests and dens of certain types of wildlife. In Alberta, the nests and dens of endangered animals, hibernacula of prairie rattlesnakes, upland game birds, and migratory birds (as defined in the *Migratory Birds Convention Act*) are protected throughout Alberta and throughout the year. The Act also provides protection for houses, nests and dens of snakes, bats, beaver, and wildlife in wildlife sanctuaries. Refer to the *Wildlife Act* and regulations for further information.

The Fish and Wildlife Division has developed a series of guidelines including mitigation techniques such as buffers, timing, and access restrictions for land use in key wildlife areas. To assess whether the proposed project is located within key wildlife areas and to acquire a *Fish and Wildlife Management Information Report* refer to the online mapping tools (Landscape Analysis Tool, Fish and Wildlife Internet Mapping Tool (FWIMT)).

The Wild Species Status Search identifies the current general status of Alberta's wild plant and animal species.

## 6. Operations

### Question 6.1

- If applicable provide details on methods of vegetation removal.
- Indicate whether merchantable timber is present. If “Yes”, indicate the approximate volume in cubic metres by species.
- Indicate whether you have received a Timber Salvage Waiver by Alberta Agriculture and Forestry. Any request for a timber salvage waiver must be justified.

### Question 6.2

- Select what will be done with the brush (woody debris).

### Question 6.3 and 6.4

Conservation of soil is necessary for restoring ecological structure to a site during reclamation. The conservation of topsoil is also required by law; topsoil conservation is required under the *Conservation and Reclamation Regulation* under the *Environmental Protection and Enhancement Act (EPEA)* and the *Soil Conservation Act*. For this reason, salvage and subsequent storage of the soil requires planning and commitment.

The Reclamation Strategy must outline how these materials are salvaged, handled, stored and used for reclamation. Soil should be replaced in a manner that creates a reconstructed soil of equal or greater productive capacity than the pre-disturbance condition.

Once the site has been contoured and soils have been replaced, vegetation should be established as soon as possible. Depending on the end land use, efforts must be made to cover exposed soil with native vegetation to eliminate future erosion and sedimentation issues. Native grasslands and natural forest sites are to be returned to native species sites as quickly as possible.

Consult with Land and Resource Managers where necessary on goals, objectives, and plans for reclamation. This consultation may be required in key/critical wildlife zone, caribou ranges, Species at Risk habitat, protected areas, and environmentally sensitive areas.

### Question 6.5

The bed and shore of most watercourses and water bodies are owned by the Government of Alberta. Activity at or near watercourses is one of the most critical factors reviewed on public lands applications.

**Note:** All watercourse crossings and methods must be identified or the application will not be processed.

For detailed information about watercourse crossings and waterbody classification refer to the Code of Practice for Watercourse Crossings (COP) and Guide to the aforementioned Code of Practice.

Although the Code of Practice does not apply to the ‘exempted activities’, the intent is to apply a similar standard of environmental protection, including protection of fish habitat, to the water crossings. Water

protection and fisheries conditions are included as part of the approval to reflect the intent of the standards in the COP.

**Note:** Temporary crossings must not be installed or existing ones removed during the restricted activity periods unless clean water flow and fish passage can be maintained. Generally, this means any installation or removal should occur before spring break-up. Additional approvals will be required from the Department of Fisheries and Oceans (Government of Canada) if in-stream work is proposed during the restricted activity period.

## **7. File Number for Consultation, formerly known as First Nations Consultation**

Refer to *Public Lands Act Regulation - Approvals and Authorizations Administrative Procedures – 3.5.2 First Nations Consultation requirements for DOA/TFA Issuance*; page 25.

## **8. Application Checklist**

Sketch/map plan of proposed activity

- For sketch/map plan standards refer to the *Public Lands Act Regulation - Approvals and Authorizations Administrative Procedures – 3.3 Sketch Plan Standards*; page 21.

### III. Submission

Once the application form has been completed and all additional documentation has been acquired, the application package is required to be submitted to the issuing regulatory body. The application package is then reviewed for completeness. If complete it is accepted; if it is incomplete, it is rejected.

The proposed project is reviewed on its merits to determine its validity as an acceptable land-use within proposed area, for the prescribed term. The results of this review will be that the regulatory body will either issue the authorization/approval or refuse to issue the authorization/approval if the project is for some reason not appropriate.

**Note:** The personal information disclosed on the TFA/DOA form is collected under the authorization of Section 33(c) of the *Freedom of Information and Protection of Privacy Act* (FOIP) and is managed in accordance with Part 2 of the Act. It will be used for the purpose of monitoring public land utilization in accordance with the *Public Lands Act*. Environment and Parks will disclose all information contained on this form, including personal information, to anyone requesting a copy in accordance with Section 166(2) of the Public Lands Administration Regulation.

For further information, please contact:

Land Policy Branch  
Policy and Planning Division  
Environment and Parks  
4<sup>th</sup> Floor, Great West Life Building  
9920-108 Street  
Edmonton, Alberta T5K 2M4  
Tel: 780 427-3595