

## Recreational Leases Now in the Electronic Disposition System

Effective February 16, 2018, Recreational Lease (REC) applications will be submitted through the Electronic Disposition System (EDS).

### What is this change about?

REC applications and amendments will now be submitted through EDS. Alberta Environment and Parks (AEP) will no longer accept paper REC applications.

### Why did this change occur?

Having REC applications submitted through EDS is the next step in creating a consistent process for all disposition applications on public land.

### How will applicants benefit from this change?

Submitting REC applications electronically through EDS provides more consistency, clarity, and efficiency for applicants.

The electronic application process is simpler and more streamlined than the paper application process.

For example, applicants will no longer be required to fill out a paper application, submit it by email, wait for an application number to be assigned, and then upload the plan package in EDS.

Upon successfully submitting the application, applicants will now immediately receive an email containing their application which includes the application number.

EDS also provides immediate feedback to the applicant if a required document is missing or incorrect, preventing errors which may cost significant time and money.

Electronic applications allow AEP staff to review disposition applications more efficiently resulting in expedited decisions.

### Where can I find out about submitting applications electronically?

For information on the electronic application process please review the steps outlined on the following AEP web pages:

- [Forms, Maps, Services](#)
- [Disposition Application e-Course](#)

More information on EDS can be found at the following page on the AEP website:

- [Electronic Disposition System](#)

Note: Only municipalities, non-profit organizations, and societies incorporated under the *Societies Act* may apply for and hold a REC.

### Whom do I contact for additional information?

If you require further assistance, please contact:

AEP Information Centre  
**Alberta:** 310-3773  
**Toll free:** 1 877 944-0313  
**Email:** [AEP.Info-Centre@gov.ab.ca](mailto:AEP.Info-Centre@gov.ab.ca)