AGRICULTURAL LAND COMMISSION

Memorandum

June 30, 2015

RE: The ALC Online Application Portal (the "Application Portal")

The new online Application Portal (the "Application Portal") is set to launch Wednesday, July 15, 2015.

The Application Portal will be accessed by applicants and local governments from the ALC website, where links to sample applications, templates and supporting documents will also be available. Applicants will be able to view the questions required for each application type as well as guidance documents in advance of filling in the online application. Local governments will be able to process the applications through the Application Portal and forward its comments and recommendations to the ALC. The online application system will provide more transparency to those applications received, considered, and decided upon by the ALC. Applications and their status will also be viewable by the public on the ALC website throughout the ALC portion of the application process.

When the new Application Portal is launched, the paper based application process will end. The ALC acknowledges that there will be a period of transition during which both in-stream paper applications and new electronic applications will be processed by local governments and the ALC.

Please find below FAQ's about the Application Portal.

Agricultural Land Commission
Application Portal Frequently Asked Questions

1. **What happens to in-stream paper applications when the online Application Portal launches?**

    Any paper applications in-stream prior to the Application Portal launch, regardless of what stage they are at in the local government/ALC process, will be completed using the paper process. There will be a transition period when both paper and online applications will be processed until the in-stream paper applications are completed. Once the Application Portal is launched, local governments should no longer accept paper forms and should direct applicants to submit applications electronically. TOP

2. **Are all local governments with land in the ALR required to register with the new online ALC Application Portal?**

    Yes. If local governments do not register with the Application Portal, land owners will be unable to submit an application. Local governments not registered with the Application Portal, should contact the ALC. TOP

3. **Where do applicants and local governments access the Application Portal?**

    The Application Portal will be accessed from the ALC website. TOP

4. How will applicants submit their online application?

Applicants will sign into the Application Portal, on the ALC website, using a BCeID Account. Once the applicant has completed and submitted the application, local government will be notified that an application has been submitted. TOP

5. Is registering for a BCeID required?

Yes. In order to login to the Application Portal, an applicant will be required to create a BCeID account which will become the applicant's user identification. The minimum requirement is a BCeID Basic account which does not require verification of personal information, but will ensure that the same person is logging in to the Application Portal each time. If an applicant already has a BCeID account, they can login to the Application Portal with their existing BCeID. TOP

6. How is the application payment made?

After the applicant has submitted their online application, they will receive an email with instructions to contact their local government to determine the acceptable form of payment. The ALC recognizes that there will be some lag time between an online application submission and receipt of the application fee. Local governments may choose to wait to process an application until payment is received.

If a local government forwards an application to the ALC through the Application Portal, the local government must forward the ALC's portion of the fee in the form of a cheque, as is the current practice. Fees should not be submitted quarterly to avoid delay in processing of the application by the ALC.

There are no online payment options within the Application Portal at this time. TOP

7. Does an applicant now apply directly to the ALC?

No. The online application process will remain the same as the paper process.

Upon completing an online application, all Subdivision, Non-Farm Use, Exclusion, Inclusion, and Non-Farm Use Soil Change applications will be sent electronically to the appropriate local government. The local government will then determine whether or not to electronically forward the application to the ALC.

Upon completing online Notices of Intent (NOI) and applications for Transportation, Utility and Recreational Trail Uses, submissions will be sent directly to the ALC with a 'read only' copy provided electronically to the local government. TOP

8. **Can an applicant authorize somebody else to submit the online application on their behalf?**

   Yes. An applicant has the option to authorize someone to act on their behalf as agent if they prefer. An agent can include a family member, friend, or professional that they trust to make an application and correspond on their behalf.

   It is not the responsibility of a local government to prepare or submit an application on behalf of an applicant. TOP

9. **How will local governments receive, review, and process online applications?**

   Local government staff will login to the Application Portal from the ALC website to view submitted applications. Local government staff will use a BCeID User Account created within their local government's Business BCeID Account. Local government staff will access the application material from their Local Government Inbox within the Application Portal. Local government staff can continue to review the application as per their current internal processes.

   Local government staff will provide the information previously requested on the *ALC Local Government Report*, upload a staff report, and a resolution with board/council comments as applicable. All of the local government information will now be forwarded to the ALC electronically through the Application Portal. TOP

10. **How will the ALC receive, review, and process online applications?**

    The ALC will receive all applications through the Application Portal. Any changes to the status of an application as it progresses through the ALC process will be updated in the Applicant and Local Government Inboxes. TOP

11. **What if the applicant sends the application to the wrong local government?**

    Local governments have the ability to return the application to the applicant and specify that they should resubmit their application to the correct local government. TOP

12. **What if the application has insufficient information?**

    Local governments have the ability to return the application to the applicant and specify that they should resubmit their application with more information. When returning the application, a free-form text field will be provided for local government staff to provide direction to the applicant. TOP

13. **How will an applicant and local government know the status of an application?**

    Applicants and local governments will be able to check the status of an application by logging into the Application Portal. As an application progresses, or as additional information is added, a notification email will be sent out. TOP

14. Who will be able to view information in the Application Portal?

Until an application is submitted, only the applicant can view the information. Once the applicant submits the application to local government, only local government staff with specific permissions will be able to view the content in the Local Government Inbox. Local governments will only be able to view their own applications and not those of other local governments. Once the application has been submitted to the ALC, ALC staff will be able to view the application. Once the application has been submitted to the ALC, it will also be viewable by the public on the ALC website. TOP

15. How will a local government know that an application has been submitted to them?

As soon as the applicant submits an application, an email notification is sent to the local government email associated with the Application Portal. To view submitted applications, the local government must login to the Application Portal. TOP

16. Will local governments be notified of Notice of Intents for Soil Removal/Placement of Fill?

When a Notice of Intent (NOI) is submitted directly to the ALC through the Application Portal, a 'read only' copy will also be sent to the Local Government Inbox. As with other application types, an email notification will be sent to the local government email address associated with the Application Portal. Local governments are not required to take any further action. TOP

17. How does an applicant or local government submit additional information after the application has been forwarded to the ALC?

If a local government has forwarded the application to the ALC, any additional information submitted must be added by ALC staff. Contact the ALC Land Use Planner for the appropriate provincial region with any additional documents/information. ALC staff will upload the additional information to the Application Portal. Any additional information provided for the Commission's consideration will be viewable to the public on the ALC website. TOP