

# Geothermal Continuation Authorization Guide

## Authorizing in ETS

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A guide to help you complete the online Electronic Transfer System (ETS) authorization of:

- a company acting on behalf of the designated representative on a matter for a Crown Geothermal lease.

For additional information regarding the application process, refer to our on-line training and **Geothermal Continuation** application guide.

### Types of Authorization

If you are not the designated representative you will require authorization to apply to continue, extend, surrender and/or reinstate a Geothermal lease.

For any authorization, the name of the company must match the name used in the ETS Request or application.

The same authorization request may be used to request authorization from more than one company.

#### Remember

Once concurred, an authorization remains valid until the designated representative revokes the authorization or the authorization expiry date passes.

### Continuation Authorization

**Authorization provided by the designated representative to apply for continuation of a Geothermal lease allows the authorized company to:**

- Apply for continuation under Section 5 or Section 6 of the Geothermal Resource Tenure Regulation (Regulation) because of an expiry or in response to a notice of non-productivity under Section 7 of the Regulation.
- Identify the lands to include in the ETS Request or continuation application.
- Amend a previous continuation application.
- Receive and respond to a notice of continuation, including requesting a review of a notice decision.

### Extension Authorization

**Authorization provided by the designated representative to apply for an extension of the Geothermal Lease allows the authorized company to:**

- Apply for an extension on an initial or intermediate term or a non-productivity notice.

#### Note:

The company submitting the ETS Request or application is the company requesting authorization.

If an application for continuation includes multiple leases with different designated representatives, each designated representative must authorize the



applicant with respect to their lease(s) by concurring to the authorization request.

Alberta Energy and Minerals only discusses a continuation application with the authorized applicant and a response is sent to the applicant.

Once the agreement is finalized, a final letter of continuation is sent to both the applicant and the designated representative.

If no application is submitted, Alberta Energy and Minerals will only correspond with the designated representative.

## Surrender Authorization

**Authorization provided by the designated representative to submit a surrender of a Geothermal lease allows the authorized company to:**

- Submit a surrender or a partial surrender under section 11 of the Mines and Minerals Administration Regulation.

## Expiry Reinstatement Authorization

**Authorization provided by the designated representative to apply for reinstatement of a Geothermal lease allows the authorized company to:**

- Apply for reinstatement under section 8(1)(e) of the *Mines and Minerals Act* for a Geothermal lease that has been cancelled due to lease expiry.

## Rental Reinstatement Authorization

**Authorization provided by the designated representative to apply for reinstatement of a Geothermal lease allows the authorized company to:**

- Apply for reinstatement under section 8(1)(e) of the *Mines and Minerals Act* for a Geothermal lease cancelled due to a rental default or a surrender.

## Steps to Request Authorization:

1. **Authorization Type** - Select either geothermal continuation or geothermal expiry reinstatement.
2. **Authorization Expiry** - Select the date you wish the authorization to expire. This date must be a future date of up to one year.
3. **Requesting Company** - Ensure the correct company name is chosen to avoid authorization errors with an application submission.
4. **Contact Information** - Select a contact from the dropdown.

## Steps to Request Authorization for Submitting an Application:

### Agreements

- Click on the *Add Agreement* box.
- Enter the lease number you are requesting authorization for.
- Select the lease by clicking the *check box* and click *OK*.

### Note:

Individually enter the lease number and select Add Agreement for each Geothermal Lease you would like to request authorization for.

- Each lease will be given its own individual request number upon submission.
- Each of these authorizations must be concurred to by the designated representative before submission of your ETS Request or application.

## Steps To Concur or Reject a Request for Authorization:

This part is completed by the company authorizing the request (designated representative of the agreement, the well licensee of a well or the company providing the technical data in support of an ETS Request or application).



To authorize a request, click on the Concur box. The Concur Authorization screen will display. There is a dropdown box for Concurrence.

- Select Yes to Concur or No to Reject the authorization request.

## Steps to Revoke an Authorization Request:

A previously approved authorization may be revoked anytime up to the Authorization Expiry Date.

Only the company who originally authorized the request can revoke their authorization.

- Click on the Revoke box.

### Note:

In ETS, completed, concurred and revoked authorization requests are archived 90 days from the authorization expiry date, rejected authorizations are archived 90 days from the rejection date, and archived authorizations are deleted after 365 days.

## ETS Notification Emails for Clients:

ETS sends notification emails through ETS as a courtesy to notify your company that documents are available for review and/or action. Ensure contact information is current so all notification emails are sent to the appropriate person. The email includes information on where to locate the ETS Request (e.g., Work in Progress, Authorization or Request Status).

Note: Email notifications should not be relied on to track submissions in ETS. Best practice is for clients to monitor their requests on a regular basis. Users can search the status of a request any time in the Work in Progress screen by the ETS Request number or agreement number. Requests can also be searched and sorted by the status of the request.

**If you have questions, please email:**  
**[Energy.GeothermalTenure@gov.ab.ca](mailto:Energy.GeothermalTenure@gov.ab.ca)**

