

## Guidelines: Request for Posting (RFP)

Updated June 23, 2016

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**Modes of Delivery**

 **Hand Delivery**

 **Mail & Courier**

 **Fax**

 **E-mail**

**Request for Postings**  
Government of Yukon  
Department of  
Energy, Mines and Resources  
Oil and Gas Resources  
Suite 300, 211 Main Street  
Whitehorse, Yukon,  
Y1A 2B2

Fax: (867) 393-6262  
Phone: (867) 667-3427

oilandgasdisposition@gov.yk.ca

### Disclaimer

If there is any conflict or inconsistency between these Guidelines and any provision of the Yukon *Oil and Gas Act* or its regulations, the latter provisions prevail.

## Invitation for Requests for Postings (RFPs)

The Minister of Energy, Mines and Resources of Yukon invites expressions of interest in the form of RFPs for the identification of locations of Oil and Gas Permits granting oil and gas rights in Yukon oil and gas lands to be sold pursuant to a Call for Bids (CFB). “Yukon oil and gas lands” are lands in which oil and gas is under the administration and control of the Government of Yukon. Thus, these Guidelines do not apply to lands such as Category A Settlement Lands of Yukon First Nations or lands belonging to the Government of Canada.

These Guidelines are intended to assist persons submitting RFPs. All RFPs received become the property of the Government of Yukon, and will not be returned. The Minister has the right to refuse any RFP submitted. Unless the Minister refuses an RFP, it will be subject to the Request for Posting Review (RFP Review) provided for in sections 6 to 8 of the *Oil and Gas Disposition Regulations* (OGDR).

For legislative requirements relating to RFPs and CFBs, see sections 5 to 12 of the OGDR; and for Oil and Gas Permits, see sections 30 to 37 of the *Oil and Gas Act* (Act) and sections 35 to 38 of the OGDR.

## RFP Closing Dates

The Minister will establish dates on which RFPs will proceed to the RFP Review. Anticipated closing dates are posted on the Oil and Gas Resources (OGR) website at [www.yukonoilandgas.com](http://www.yukonoilandgas.com). RFP closing dates are subject to change.

## Contents of RFPs

An RFP must contain the following:

- the completed *Request For Posting Form*, and
- a map showing the requested Permit Location.

Oil and Gas Resources also requests a digital geo-referenced file with associated metadata indicating the proposed Permit Location. The inclusion of this file with the RFP is optional.

For additional information about how to submit an RFP, see **Instructions for Completing the Form** in these Guidelines.

## Modes of Delivery

The RFP may be delivered via hand delivery, mail, courier, fax, or e-mail. Documents received by way of fax and e-mail will be treated as originals. Sending a paper copy is not required. E-mailed files should be in PDF format with appropriate authorized signatures. When faxing an RFP, please send the geo-referenced file with associated metadata via e-mail. Oil and Gas Resources reserves the right to request original copies of faxed and e-mailed documents, with original signatures. Confirmation of receipt of an RFP can be obtained by calling (867) 667-3427.

## Confidentiality

All information concerning the identity of the person(s) submitting an RFP will remain confidential. To ensure confidentiality when faxing, call Oil and Gas Resources at (867) 667-3427 or 393-7042 immediately prior to transmission. A staff member will receive the fax and ensure confidentiality is maintained.

## Lands Available for RFPs

Subject to the exceptions described below, all Yukon oil and gas lands are available for selection as a requested Permit Location in an RFP. See the map entitled *Yukon Land Status with Oil and Gas Interests*. A digital version of this map can be found on the Oil and Gas Resources website at <http://www.emr.gov.yk.ca/oilandgas/mapsdata.html>.

The following Yukon oil and gas lands are not available for RFPs:

- lands withdrawn by the Minister from disposition;
- lands subject to a Yukon Oil and Gas Permit or Lease;
- lands subject to a coal licence or coal lease issued by the Government of Canada pursuant to regulations under the *Territorial Lands Act* (Canada) before April 1, 2003;
- lands withdrawn from disposition under the *Territorial Lands (Yukon) Act* to facilitate the settlement of land claims of Yukon First Nations;
- lands that are within the traditional territories of Ross River Dena Council, Liard First Nation and White River First Nation as shown on the *Yukon Land Status with Oil and Gas Interests* map; and
- lands that are designated as Yukon First Nation Category B settlement lands, parks, Special Management Areas (SMAs), Habitat Protection Areas (HPAs), or other special management areas, as shown on the *Yukon Land Status with Oil and Gas Interests* map.

## First Nation Relations

If a proposed Call for Bids or proposed disposition relates to land that is wholly or partly in the traditional territory of a Yukon First Nation, the Minister will consult with the Yukon First Nation on a confidential basis before publishing the Call for Bids and issuing the permit. A map showing the traditional territories of all Yukon First Nations entitled *Traditional Territories of Yukon First Nations and Settlement Areas of Inuvialuit and Tetlit Gwich'in* can be found online at [http://www.eco.gov.yk.ca/pdf/fn\\_trad\\_terr\\_map.pdf](http://www.eco.gov.yk.ca/pdf/fn_trad_terr_map.pdf).

## Size and Configuration of Permit Locations

Each requested Permit Location must be comprised of laterally or diagonally contiguous blocks.

The minimum size of each requested Permit Location is one (1) section; the maximum size is 500 sq. km or one hundred and sixty (160) sections (the equivalent of 2 grid areas). For more information about describing locations, refer to **Instructions for Completing the Form** in these Guidelines, and **sections 2 to 4 of the OGDR**.

## Geology

The Yukon Geological Survey has prepared oil and gas resource assessments for Yukon's eight sedimentary basins. To view these assessments, please refer to the Oil and Gas Resources website, [www.emr.gov.yk.ca/oilandgas/ra.html](http://www.emr.gov.yk.ca/oilandgas/ra.html).

## Best Management Practices

Yukon's oil and gas best management practices are found on the Oil and Gas Resources website at [www.yukonoilandgas.com](http://www.yukonoilandgas.com). Yukon has developed, and is continuing to develop, best management practices for oil and gas exploration and development activities. Companies are encouraged to employ these best management practices in respect of all oil and gas activities including the planning and implementation of those activities as well as the eventual decommissioning of oil and gas operations and facilities.

## Eligibility to Hold a Disposition

No person is eligible to be the holder or one of the holders of a Permit unless that person is a corporation that is incorporated, continued, or registered under the *Business Corporations Act*; incorporated or continued under the *Bank Act* (Canada); licensed under the *Insurance Act*; or approved by the Minister as a corporation that may hold a Permit.

## **Request for Posting Review (RFP Review)**

The Department's Division Head is required:

- to publicize a notice relating to each RFP, containing an invitation to the general public to submit representations; and
- to initiate an RFP Review and will refer the RFPs to each Yukon First Nation whose final land claim agreement is in effect and within whose traditional territory all or any part of the requested location is situated.

The submissions received under the RFP Review provide valuable information to the Division Head in the determination of environmental, socio-economic, and surface access concerns.

The following summarizes the steps of the RFP Review:

1. Information pertaining to each RFP is published and the public is invited to make representations to the Division Head with respect to any environmental, socio-economic, or surface access concerns that could arise as a result of activities or operations conducted pursuant to the requested Permit if it were issued.
2. The RFP is referred to each Yukon First Nation in whose traditional territory the location of the requested Permit would be situated if it were issued.
3. The RFP is referred to government departments and agencies that would be directly affected by, or would have administrative or operational responsibilities related to, planned activities that would be conducted on the requested Permit location if the Permit were issued.
4. The Division Head will consider the information obtained from Yukon First Nations, the public, and government departments and agencies, then submit a report containing a recommendation to the Minister.
5. The Minister will make a decision regarding the request after considering the Division Head's report and recommendation.
6. The next step in the disposition process is a Call for Bids.

## Sources of Additional Information

### Maps

1. The map entitled: *Yukon Land Status with Oil and Gas Interests* can be found at <http://www.emr.gov.yk.ca/oilandgas/mapsdata.html>.
2. A map entitled *Traditional Territories of Yukon First Nations and Settlement Areas of Inuvialuit and Tetlit Gwich'in* can be found at [http://www.eco.gov.yk.ca/pdf/fn\\_trad Terr\\_map.pdf](http://www.eco.gov.yk.ca/pdf/fn_trad Terr_map.pdf).
3. An interactive map with traditional territories of Yukon First Nations, oil and gas dispositions, and the Yukon Land Division System entitled *Oil and Gas Dispositions and First Nation Lands Within the Yukon* can be found at: [www.emr.gov.yk.ca/oilandgas/mapsdata.html](http://www.emr.gov.yk.ca/oilandgas/mapsdata.html).
4. Yukon Oil and Gas Resource Assessments have been posted online at <http://www.emr.gov.yk.ca/oilandgas/ra.html>.
5. Yukon biophysical information is located at [http://www.emr.gov.yk.ca/oilandgas/biophysical\\_information.html](http://www.emr.gov.yk.ca/oilandgas/biophysical_information.html).

### Legislation and Regulations, General Oil and Gas Information

Additional copies of the RFP package, maps, copies of the OGDR, and other regulations made pursuant to Yukon's *Oil and Gas Act*, and general information on Yukon oil and gas, may be obtained from the following sources:

1. Copies of the writeable PDF *Request for Posting Form* can be found online at <http://www.gov.yk.ca/forms/o.html>.
2. The Oil and Gas Resources website at [www.yukonoilandgas.com](http://www.yukonoilandgas.com).
3. Government of Yukon  
Department of Energy, Mines and Resources  
Oil and Gas Resources  
Suite 300, 211 Main Street  
Whitehorse, Yukon, Y1A 2B2  
Tel: (867) 667-3427  
Fax: (867) 393-6262  
E-mail: [oilandgasdisposition@gov.yk.ca](mailto:oilandgasdisposition@gov.yk.ca)
4. Government of Yukon publication: *Permit/Authorization Guide For Activities in the Yukon Territory*. ISBN 1-55362-248-0. This booklet is located at <http://www.emr.gov.yk.ca/pdf/permit-authorization-guide-yukon-activities-July2015.pdf>

### Rights Issuance Process

For more information on RFPs, rights administration and rights management, please contact:

Sharon LeGoffe, Rights and Royalties Officer  
Government of Yukon  
Department of Energy, Mines and Resources  
Oil and Gas Resources  
Suite 300, 211 Main Street  
Whitehorse, Yukon, Y1A 2B2  
Tel: (867) 667-3427 Fax: (867) 393-6262  
E-mail: [sharon.legoffe@gov.yk.ca](mailto:sharon.legoffe@gov.yk.ca)

### **Submitting Maps and Digital Geo-referenced Files**

To obtain information about Yukon oil and gas maps and digital geo-referenced files with associated metadata, contact:

Liudmila LeBarge, GIS Database Administrator  
Government of Yukon  
Department of Energy, Mines and Resources  
Oil and Gas Resources  
Suite 300, 211 Main Street  
Whitehorse, Yukon, Y1A 2B2  
Tel: (867) 667-5012 Fax: (867) 393-6262  
E-mail: [liudmila.lebarge@gov.yk.ca](mailto:liudmila.lebarge@gov.yk.ca)

### **Geological Information**

To obtain geological information contact:

Maurice Colpron, Head-Bedrock Geology Unit  
Government of Yukon  
Department of Energy, Mines and Resources  
Yukon Geological Survey  
Tel: (867) 667-81235 Fax: (867) 393-6232  
E-mail: [maurice.colpron@gov.yk.ca](mailto:maurice.colpron@gov.yk.ca)

### **Surface Access and Land Use Permits**

To obtain additional information contact:

Brenda Sproule, Manager Land Use  
Government of Yukon  
Department of Energy, Mines and Resources  
Land Management Branch  
300 320 Main Street  
Whitehorse, Yukon, Y1A 2B5  
Tel: (867) 667-3173 Fax: (867) 667-3214  
E-mail: [brenda.sproule@gov.yk.ca](mailto:brenda.sproule@gov.yk.ca)

#### **Information Online**

Yukon legislation and regulations can be found on the Government of Yukon Oil and Gas Resources website, [www.yukonoilandgas.com](http://www.yukonoilandgas.com).

## INSTRUCTIONS FOR COMPLETING THE FORM

### The Request for Posting Form

All RFPs must be submitted on the *Request for Posting Form* which can be found at [www.gov.yk.ca/forms/o.html](http://www.gov.yk.ca/forms/o.html).

The online RFP form contains interactive fields. Information is entered by pointing and clicking to locate the insertion point, and typing the information. Use the tab key or the mouse to move to the next entry field. Note: If you wish to save or e-mail the form, you require a copy of *Adobe® Acrobat® Standard*, or *Adobe® Acrobat® Professional* installed on your computer. If you are using *Adobe® Reader®*, you will be able to print the completed form but you will not be able to save it.

 <p><b>To: Request for Postings</b> Government of Yukon Department of Energy, Mines and Resources Oil and Gas Resources Suite 300, 211 Main Street Whitehorse, Yukon Y1A 2B2 Phone: (867) 667-3427 Fax: (867) 393-6262 E-mail: <a href="mailto:oilandgasdisposition@gov.yk.ca">oilandgasdisposition@gov.yk.ca</a></p>	<p><b>REQUEST FOR POSTING FORM</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Date and Time Received: Y / M / D</td> </tr> <tr> <td style="padding: 2px;">Record No. _____</td> </tr> <tr> <td style="padding: 2px;">Date Recorded: Y / M / D</td> </tr> </table>	Date and Time Received: Y / M / D	Record No. _____	Date Recorded: Y / M / D															
Date and Time Received: Y / M / D																			
Record No. _____																			
Date Recorded: Y / M / D																			
DO NOT WRITE ABOVE THIS LINE. FOR DEPARTMENT USE ONLY.																			
A. Oil and Gas Basin: _____																			
B. Location: description and map required. In addition, we request a digital geo-referenced file with associated metadata.																			
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; padding: 2px;">Grid Area(s):</td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> <tr> <td style="padding: 2px;">Section(s):</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="padding: 2px;">Number of Sections:</td> <td></td> <td></td> <td></td> </tr> </table>		Grid Area(s):				Section(s):				Number of Sections:									
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<table style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="3" style="border-bottom: 1px solid black; text-align: center;">Company/Person</td> </tr> <tr> <td colspan="3" style="border-bottom: 1px solid black; text-align: center;">Address</td> </tr> <tr> <td style="width: 33%; border-bottom: 1px solid black; text-align: center;">City/Town</td> <td style="width: 33%; border-bottom: 1px solid black; text-align: center;">Territory/Province</td> <td style="width: 33%; border-bottom: 1px solid black; text-align: center;">Postal Code</td> </tr> <tr> <td style="border-bottom: 1px solid black; text-align: center;">Phone</td> <td style="border-bottom: 1px solid black; text-align: center;">Fax</td> <td style="border-bottom: 1px solid black; text-align: center;">E-mail</td> </tr> <tr> <td colspan="3" style="border-bottom: 1px solid black; text-align: center;">Authorized Signature</td> </tr> <tr> <td style="border-bottom: 1px solid black; text-align: center;">Title</td> <td colspan="2" style="border-bottom: 1px solid black; text-align: center;">Name (Please Print)</td> </tr> </table>		Company/Person			Address			City/Town	Territory/Province	Postal Code	Phone	Fax	E-mail	Authorized Signature			Title	Name (Please Print)	
Company/Person																			
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Phone	Fax	E-mail																	
Authorized Signature																			
Title	Name (Please Print)																		
D. Enclosures:																			
<input type="checkbox"/> Request for Posting Form <input type="checkbox"/> Map <b>Indicate if digital geo-referenced file with associated metadata has been:</b> <input type="checkbox"/> included <b>OR</b> <input type="checkbox"/> e-mailed. Filename: _____																			



**Land Division System**

The land division system for RFP purposes is prescribed in sections 2 to 4 of the OGDR. Under the Yukon land division system land areas are divided into **grid areas**; **grid areas** into **sections**; and **sections** into **units**.

Grid areas are bounded to the east and west by successive meridians of longitude. The boundaries are spaced every 15' of longitude (e.g., 134° 00' W and 134° 15' W).

To the north and south, the boundaries of grid areas are defined by parallels of latitude joining the points of intersection of their east and west boundaries with successive parallels of latitude spaced every 10' (e.g., 65° 00' N and 65° 10' N). Every grid area is referred to by the latitude and longitude co-ordinates of its northeast corner (e.g., 65° 10' N, 134° 00' W).

A grid area is divided into 80 sections. A section is bounded to the east and west by meridians. The boundaries of the sections are spaced at intervals of 1/8 of the distance between the east and west boundaries of the grid area.

To the north and south, the boundaries of sections are defined by parallels of latitude spaced at intervals of 1/10 of the distance between the north and south boundaries of the grid area.

The sections are numbered and each is referred to by its number (see the figure above).

80	70	60	50	40	30	20	10
				39			
				38			
				37			
				36			
75	65	55	45	35	25	15	5
				34			
				33			
				32			
71	61	51	41	31	21	11	1

**Grid area with 80 sections**

**C. Company/Person**

Insert the name of the company/person submitting the RFP. Include the name, signature, and contact information of the company/person's authorized representative.

C. _____		
Company/Person		
_____		
Address		
_____		
City/Town	Territory/Province	Postal Code
_____		
Phone	Fax	E-mail
_____		
Authorized Signature		
_____		
Title	Name (Please Print)	
_____		

**D. Enclosures**

A completed RFP form must be accompanied by a map of the requested Permit Location. The optional geo-referenced files with associated metadata may be included in a submission on a CD and sent to Oil and Gas Resources, or submitted by e-mail. Please ensure the CD or e-mailed file is clearly identified.

Refer to **Modes of Delivery** and **Confidentiality** in these Guidelines for additional information concerning submitting an RFP.

D. Enclosures:	
<input type="checkbox"/>	Request for Posting Form
<input type="checkbox"/>	Map
<b>Indicate if digital geo-referenced file with associated metadata has been:</b>	
<input type="checkbox"/>	included <b>OR</b> <input type="checkbox"/>
<input type="checkbox"/>	e-mailed. Filename: _____

## Minimum Requirements for Geo-referenced File

### Datum

**Preferred:** NAD83 CRSC

**Acceptable:** NAD83 and WGS84

**Unacceptable:** NAD27 is no longer used by Oil and Gas Resources.

### Projections

**Preferred:** Yukon Albers

**Acceptable:** Unprojected (Lat, Long) and UTM

### Acceptable File Types

- ESRI Personal Geographic Database (PGD) with Metadata Record
- ESRI Shape with Projection and Metadata Record
- ESRI Coverage with Metadata Record
- AutoCAD DWG/DXF, with Metadata Record
- MicroStation DGN, with Metadata Record

### Metadata

A minimum acceptable metadata record will contain:

- File Name
- Name of company/person
- Contact name and number
- Data abstract
- Datum
- Projection
- Accuracy
- Date

### Comments

Indicate additional information related to the geo-referenced file. Attach separate page(s) if necessary.

## Yukon Land Status with Oil and Gas Interests Map

A digital version of this map can be found at <http://www.emr.gov.yk.ca/oilandgas/mapsdata.html>. This map identifies Yukon lands which may be subject to terms and conditions of use and access other than those set out in federal or Yukon laws. *Yukon Land Status with Oil and Gas Interests* is a generalized graphical representation of areas that are to be displayed at a 1:2 000 000 scale; smaller areas are not shown. The accuracy of the digital information is adequate for the representation at this scale but the data should not be used at a more detailed scale. The data are not to be used for statistical analysis, nor should they be used to resolve boundary issues. This map reflects the Government of Yukon's best understanding of the current status of the Yukon lands portrayed. Every effort has been made to ensure accurate representation of the type, size, and location of designation. However, the map does not constitute evidence on which to base a legal opinion respecting property rights. For clarification, readers should consult with the various Yukon departments and agencies responsible for the administration of those lands.

