Frequently Asked Questions

OneStop Public Lands – Application, Amendment and Site Entry Notification (SEN)

April 2020

General

Q1. **Can I submit all public land disposition applications through OneStop?**

A1. No, not yet. New applications, amendments, renewals, cancellations, and most notifications can be submitted though OneStop for the following public land disposition types:

- License of occupation (LOC)

- Miscellaneous lease (MLL)

- Mineral surface lease (MSL)

- Pipeline installation lease (PIL)

- Pipeline agreement (PLA)

- Regulator Temporary Field Authorization (RTF)[*] (TFA issued through OneStop)

- Vegetation control easement (RVC)

[*] includes approvals and authorizations other than waivers and third-party reclamation requests

Q2. **How do I submit public land disposition applications that are not available through OneStop?**

A2. Use the application forms and follow the procedures found at www.aer.ca.

- Submit temporary field authorization (TFA) and geophysical (GEO) TFA applications to the appropriate email address:

  – AERAuth.OilGas@aer.ca

  – AERAuth.Mining@aer.ca

  – AERAuth.InSitu@aer.ca

- Submit oil sands exploration (OSE) applications, coal exploration programs (CEP) applications, and annual reports to the Major Projects email address:

  – AERMajorProjects@aer.ca

- Submit private surface agreement (PSA) and conditional surrender of lease (CSL) applications to the Surface Land email address:

  – AERSurfaceActivityApplication@aer.ca

- Submit geophysical applications via Application, Disposition Process and Tracking (ADEPT) system.

- Submit assignments via Electronic Transfer System (ETS)

Q3.   Why is the print button missing on my laptop?

A3.   Expand the browser window on your laptop to fit the entire screen. Small screens can sometimes make it difficult to see the print button.

Q4.   The authorization status appears as "Issued_Locked." What do I do?

A4.   You may still have an application open in Electronic Disposition System (EDS) that you must first complete. If that is not the case, contact the AER's Customer Contact Centre (CCC) for assistance.

Delegates

Q5.   How can multiple consultants work on the same application?

A5.   There are two ways for multiple consultants to work on the same application:

- **Option 1:** The main company sets up logins under their account that are accessible to users from different consulting companies.

- **Option 2:** The main company sets up a consulting company as a delegate. The consulting company then creates login roles for users as needed under their account.

The AER encourages OneStop applicants to discuss how to collaborate on the same application. There may already be a company process in place.

New Application

Approvals and Authorizations (RTF/TFA)

Q6.   What is an RTF?

A6.   An RTF is a Regulator Temporary Field Authorization or Approval. It is the same as a TFA and is just a new disposition type code that will show up on a Public Land Standing Report (PLSR) to indicate it is a TFA issued by the AER. Although it has not yet been added to *PLAR Table A2*, it is the equivalent of a TFA and can be treated as such.

Q7.   Will TFAs still be used?

A7.   The TFA disposition will still be used by AEP as well as by the AER for the few approvals and authorizations not yet available in OneStop. Once all AER-issued approvals and authorizations are available in OneStop, they will convert to the RTF disposition type code.

Q8.   What RTF/TFA applications are submitted in OneStop?

A8.   RTF applications, with the exception of geophysical/seismic, oil sands and coal exploration, waivers, and third-party reclamation applications, are all to be submitted through OneStop. The exceptions will be processed manually as TFAs at this time. Manual TFA applications are to be submitted to the appropriate sector mailbox:

- AERAuth.OilGas@aer.ca

- AERAuth.Mining@aer.ca

- AERAuth.InSitu@aer.ca

Q9.   What should I enter for purpose and activity for my RTF?

A9.   There are now two options for providing purpose and activity. This can be done through the shapefile attributes, or you can select from the dropdown lists in the Public Land Dispositions section of the Public Lands – Overview screen. The purpose and activity options align with *PLAR Table A2* (RTF considered a TFA).

Q10.   What is a Standalone Authorization (RTF/TFA)?

A10.   A standalone RTF/TFA is an authorization that is not related to a formal parent disposition. Refer to Government of Alberta's *Alberta Public Lands Glossary of Terms* for a complete definition.

Q11.   **Can I apply for a Standalone Authorization in OneStop?**

A11.   Yes. First, check if it is allowed as an "Authorization" as per *PLAR Table A2* and ensure that it is not incidental to a specific parent disposition. Sometimes these are used when a temporary activity is needed for multiple formal dispositions such as a seasonal camp or waterline servicing multiple wells for development. When you apply in OneStop, make sure you do not relate it to a parent disposition in the Public Lands Overview Screen > Public Land Disposition Section > Relate Activity or Disposition Tab.

Q12.   **What are incidental activities?**

A12.   Incidental activities are activities related to the construction and operation of a formal disposition. They are covered under the RTF disposition type and are considered children to their parent disposition. They may only be related to one parent. They may be applied for at the same time as the parent disposition, or at a later time in the disposition life cycle. Refer to the Government of Alberta's *Alberta Public Lands Glossary of Terms* for a complete definition.

Q13.   **How do I relate my incidental activities to the parent disposition when applying for them in the same application?**

A13.   There are two ways to relate your associated incidental activities to the parent:

- In advance using a shapefile:

    – This is most efficient, especially when there are many incidentals.

    – Refer to *Import Digital Spatial Data into OneStop – Public Land Dispositions* available www.aer.ca.

- In application using Relate Activity tab:

    – Manually relate one or more of them on the Public Lands Overview > Public Land Dispositions > Relate Activity or Dispositions tab.

Q14.   **Is it possible to bulk upload incidental activity for a formal disposition application?**

A14.   It is possible to use a CSV file for uploading multiple incidental activities. The CSV template is available for download within OneStop on the Public Lands Overview > Public Land Dispositions > Related Activity Information tab.

Q15. **Can I apply for incidental activity after my formal parent disposition has been approved?**

A15.   Yes. You can apply for an RTF for incidental activity at any time during the operation of the parent. Use the Relate Activity tab to search for an existing authorization in order to link it.

Site Details

Q16. **On the site details screen in the Dimensions section, what do I enter for new versus existing cut?**

A16.   Refer to the definitions of New Cut Disturbance and Existing Disturbance in the Government of Alberta's *Alberta Public Lands Glossary of Terms*. The new and existing cut values must equal the total area.

Indigenous Consultation

Q17. **What does FNC stand for?**

A17.   As per the *Joint Operation Procedures for First Nations Consultation on Energy Resource Activities*, FNC stands for file number for consultation, the tracking number the Aboriginal Consultation Office (ACO) assigns to regulatory applications being reviewed for consultation.

Q18. **How do I know if I need an FNC number?**

A18.   In order to make a disposition application to the AER, you will need to provide information related to indigenous consultation. On the Indigenous Consultation screen, select whether you were required to conduct consultation (if so, provide the FNC number) or that the activity is exempt based appendix C of *The Government of Alberta's Guidelines on Consultation with First Nations on Land and Natural Resource Management* or the *Guidelines on Consultation with Metis Settlements on Land and Natural Resource Management*.

Q19. **How do I know if my application meets appendix C requirements?**

A19.   Refer to appendix C and, if needed, get further direction on whether consultation is required from the ACO.

Q20. **Can I reuse my FNC number?**

A20.   You may not reuse an FNC number unless it was used for an application that was withdrawn or denied.

Q21. **Can I use an FNC number that was provided to a different BA code or client ID?**

A21.   If your company and another company merged, use the FNC that was issued to the previous company. If the BA code or client ID is different due to an assignment, you cannot use the FNC decision issued to the previous client. In the event that the ACO has issued you a decision deemed adequate under the FNC issued to your previous company, enter your new FNC number in the File Number for Consultation field and your previous FNC number in the Initial FNC# Consultation Decision was Issued field.

Q22. **Why am I getting an error in my purpose/activity matching in the FNC section?**

A22.   The purpose and activity submitted to the ACO must be an exact match with your disposition application to the AER. Ensure that you entered the correct purpose/activity combination. If it is different you must either reapply to the ACO or update your application to the AER.

Q23. **Why am I getting an error message about the activity not fitting within the location boundaries identified within the consultation area?**

A23.   This happens when the uploaded shapefile populates land locations for the disposition polygon that do not match the lands that were submitted for FNC adequacy. The land description must match or fall within the area of consultation. Check the Site Details screen to ensure the land list for the proposed disposition is correct. Cross-reference against the "to and from" location on the ACO form. The "to and from" location should have created a rectangle that encompasses the entire proposed activity. If the area of consultation was not large enough, you will have to reapply for an FNC for the correct area.

   Exception: You may continue to get an error message even if the lands match. If the disposition shapefile submitted with the application to AER encompasses a correction line, OneStop does not recognize the offset and the error message will persist. If this occurs, or if you notice the correction line prior to application, contact the CCC for further guidance as you may need to adjust your "to and from" location with the ACO.

Land – Higher Level Plans

Q24. **Will OneStop auto-populate all of the higher-level plans for the application?**

A24.   OneStop will now auto-populate most higher-level plans from the spatial data. Manually enter any additional plans not spatially available and cross-reference it on the Public Land Standing Report (PLSR). You will still need to select the plan zone you are applying in.

Land – Registered Interests

Q25. **Do I still need to obtain a PLSR when making applications in OneStop?**

A25. Yes, you are still required to obtain and review a PLSR to identify any potential conflicts with your proposed activity. Do this early in the planning process and again just before application submission in case something has changed. At minimum, you are required to verify the PLSR within seven days of submission. You do not need to include it with the application; you may need to make it available in event of a future audit or inspection. The Energy Development Planning Analysis report will only populate registered activities spatially available at the time the report is run.

Q26. **Why don't all the registered interests prepopulate?**

A26. Not all registered interests are spatially available at this time.

Q27. **If a registered interest does not prepopulate, do we need to add it?**

A27. Yes. Ensure that all information is included. You may add additional rows to the Registered Interests section of the application.

Q28. **Is there a way to bulk-select options for Action to Resolve dropdowns in the Registered Interests section?**

A28. No, each one on the list needs individual selection.

Q29. **What Action to Resolve option should I select if crossing our own company disposition?**

A29. Select "crossing agreement" if it is a linear crossing such as PLA/LOC or consent if overlapping nonlinear types on own dispositions.

Q30. **Do I need to provide crossing agreements as part of my application?**

A30. You do not need to attach them to your application. However, they must be provided to the AER upon request. Sometimes, in crossing your own disposition with no other consents to upload, OneStop may prompt you to upload a document. You may upload a PDF with notes that you are just crossing your own disposition.

Q31. **Do I have to attach consents?**

A31. Yes. You must attach consents other than crossing agreements. They can be bundled together in one PDF document or uploaded individually.

Q32. **What is the requirement for trapper notification?**

A32.   If your disposition is approved, it will be detailed in the terms and conditions as a 10-day notification prior to entry/construction. The notification must be done by registered mail.

Water – Wetlands

Q33. **How can I link to an existing water application in the Water screen > Wetlands section?**

A33.   The Wetlands section in the Public Lands – Water screen has been updated. There are now four choices when Water Approval for Wetlands is selected:

- **Existing Application** – Click Select Application. Enter criteria for the search (optional). Select the item from the results.

- **Existing Authorization**– Click Select Authorization. Enter criteria for the search (optional). Select the item from the results.

- **Existing Activity** – From the dropdown list, select from Water Approvals activities that have already been created within this application.

- **New Activity** – Click Create New. A new water (wetland) activity will be created.

When completing the Wetlands portion of the Lands (new or amendment) application, a delegate will not be able to link to an existing application that was previously submitted by another delegate.

Variance

Q34. **Why do I need to apply for a variance to approval standards for an RTF?**

A34.   Approval standards have now been applied to RTF types applied for in OneStop. They will be treated like any other disposition type. On the variance screen in OneStop, review the applicable standards and confirm whether the standards will be met. If not, rationale and mitigation will be required.

Term

Q35. **If I get approved for my new disposition, how long is the term?**

A35.   Terms for new dispositions are as follows:

- MSL, LOC, PIL, MLL, RVC – 25 years

- PLA – Indefinite

- RTF with parent formal disposition:

    – Five years if applied for and approved in conjunction with parent

    – One year if applied for after parent disposition approval

      ▪ Case-by-case can be provided a term up to expiry of parent
      ▪ In mitigating circumstances can be provided past parent expiry

- RTF Standalone – 1 year

Notification

Site Entry Notification

Q36.   Is site entry notification now required for an RTF?

A36.   OneStop allows you to enter an entry date, but it is not required.

Q37.   What happens if a disposition is missing a site entry date?

A37.   For formal dispositions, the lack of a site entry can cause issues with future submissions and applications related to the disposition. It may also lead to compliance action.

Q38.   What happens if I have an old disposition that has been entered but doesn't have a site entry notification record?

A38.   You can backdate the site entry notification. Check your records to find the appropriate date.

Amendment

General

Q39.   How do I submit a partial no entry?

A39.   An amendment is required to withdraw the portion of land that was not entered using the delete land option.

Q40.   Do I require a site entry notification on the disposition in order to submit an amendment?

A40.   You can submit an amendment without a site entry notification provided the disposition is issued.

Q41. **How do I assign part of a disposition to another company?**

A41. Submit an amendment to withdraw the portion being assigned to the other party using the delete land option and replace it with a new disposition application. Proceed with the assignment application in ETS.

Q42. **If I cleared my multiwell MSL to full extent and then did not drill all the wells, do I need to submit an amendment to reduce the size of the lease?**

A42. Yes, in the event all of the proposed wells were not drilled within five years of approval, there will need to be partial reclamation and an amendment to reduce the disposition to the standard size unless otherwise directed or approved by AER. On newer dispositions this is a condition of approval.

Term

Q43. **Do amendments extend the expiry date?**

A43. No, an amendment does not change the term of the original disposition regardless of whether the amendment is approved or denied. Before OneStop, you could apply for an amendment and renewal at the same time. Now they are two separate application processes.