

Submitting an Objection to a Cancellation

Intended User: Public lands disposition holders

Overview

When the AER initiates the cancellation of a public lands disposition, the disposition holder can object to the cancellation within 60 days of being notified by email. This quick reference guide describes how to submit an objection in OneStop.

Sample email:

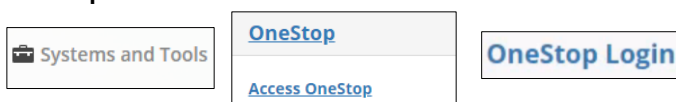
Cancellation 32161577 has been initiated by the AER for
 There are Public Lands dispositions being cancelled as part of this regulatory action. Access your Notice of Proposed Action and related cancellation information via OneStop here:
<https://onestopuat.aer.ca/onestop/#cancellation/32161577>
 Or
 Access the publicly available cancellation information via OneStop Application Query here:
<https://www1act.aer.ca/PubDocs/#/application-query/32161577>
 Do not reply to this email. If you have a general question or experience difficulties accessing the Notice of Proposed Action and related cancellation information, please contact us using [inquiries@aer.ca](mailto:inquiries@ aer.ca)

Tip

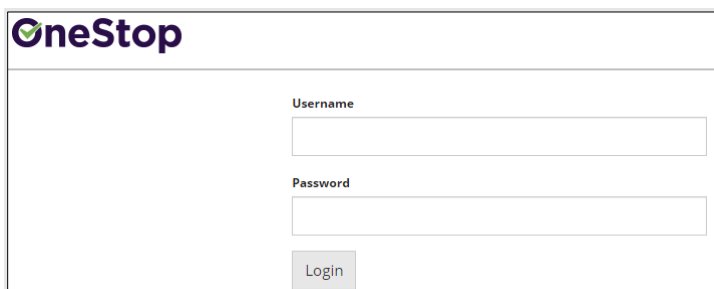
More information about cancellations and objections can be found in [Manual 018: OneStop Public Lands Application Manual](#) on the AER website.

Access OneStop

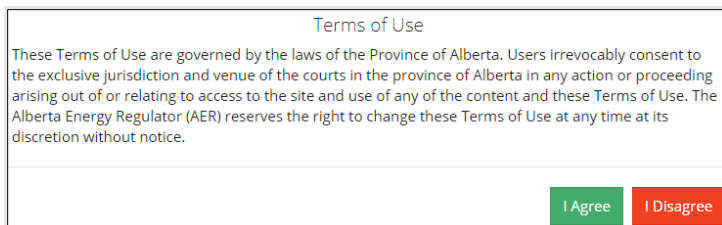
1. Access OneStop from the AER website, www.aer.ca – **Systems and Tools > OneStop > Access OneStop > OneStop Tool.**



2. Enter your **username** and **password**. Click **Login**.



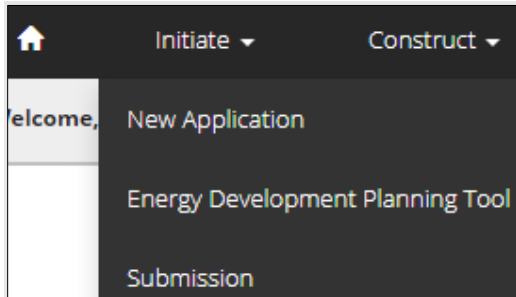
3. The Disclaimer window opens. Click **I Agree**.



OneStop opens on the dashboard landing page.

Create: Submission

1. Click **Initiate** on the top left navigation bar.
2. Select **Submission**. The Create page opens.



Tip

You can also access the Submission function from any drop-down menu on the top navigation bar.

3. Enter **Disposition Cancellation Objection** in the Select Type field. OneStop will return selections.
4. Select **Disposition Cancellation Objection**.

5. Click **Validate**.
6. Optional: You may also search by clicking **View List**.
 - a) The Submission Types menu appears. Select **Disposition Cancellation Objection**.
 - b) Click **Validate**.

General: Related Entities

1. Click **Add**. The Search By Cancellation window opens.

2. Enter the Cancellation ID (provided in the email) or Authorization ID. Click **Search**.

Search By Cancellation

Cancellation ID

Authorization ID

Received Date Between

And

3. Results appear on a table. Check the box beside the appropriate cancellation ID. Click **Select**.

<input checked="" type="checkbox"/>	Cancellation Id	Status	Submitted Date	Source
<input checked="" type="checkbox"/>	32161577	Technical Review	3/29/2023	AER (Manual)

The window closes and the cancellation ID is added to the Submission Relates To section.

Submission Relates To

Prior to proceeding with the Objection, ensure the selected cancellation is eligible by clicking the 'Validate' button above.

Cancellation * ?

Filter by... Show

<input type="checkbox"/>	Cancellation ID	Submitted Date	Source
<input type="checkbox"/>	32161577	3/29/2023	AER (Manual)

- a) Optional: To remove your selection, check the box beside the cancellation ID you wish to remove. Click **Remove**.

4. Click **Save** (bottom right of screen).

5. Click the **Contact Information** tab.

General: Contact Information

Based on your login credentials, some contact information may already be completed in this section.

Tip

Fields that are greyed out cannot be edited.

Licensee/Approval Holder

1. Complete the mandatory licensee/approval holder fields: **Name**, **Position**, **Phone**, and **Email**.

Licensee/Approval Holder	
Business Associate Identifier	0007
Name *	Elizabeth O.
Position *	Engineer
Company Name	Imperial Oil Resources Limited
Address	PO Box 2480 Stn M 505 Quarry Park Blvd SE, Calgary, AB, T2C 5N1
Phone *	(403) 237-3370
Email *	elizabetho@imperial.ca

2. Identify if you are the primary contact. Select **Yes** or **No** from the drop-down menu.

Primary Contact	<input type="text"/>
	<div style="border: 1px solid black; padding: 2px;"> <div style="background-color: #0070C0; color: white; padding: 2px;">Yes</div> <div style="padding: 2px;">No</div> </div>

3. Optional: Click **Save Parameters** (right of screen) to save your contact information.

Save Parameters

Tip

For future entries, click **Load Parameters** and your contact information will auto-populate the form.

Load Parameters

4. Click **Validate**.

Validate

5. Click **Save**.

Save

Tip

Save often. Your entry will be lost if you leave the page or close the window without saving.

6. Click **Next** at the bottom left of the screen to move to the Questionnaire screen.

Next >

Questionnaire: Cancellation Dispositions

Dispositions that are being cancelled will be listed on this page.

Cancellation Information

Dispositions being cancelled i

Filter by...

Add

<input type="checkbox"/>	Authorization Number	Authorization Status	Purpose	Activity	Associated
<input type="checkbox"/>	MSL141507	Issued	Wellsite	Observation	

1. Check the box beside the disposition you are submitting for objection. Click **Add**.

Add

<input checked="" type="checkbox"/>	Authorization Number	Authorization Status	Purpose	Activity	Associated
<input checked="" type="checkbox"/>	MSL141507	Issued	Wellsite	Observation	

The disposition is added to the Objection Dispositions table.

Objection Dispositions

Filter by...

Remove

<input type="checkbox"/>	Authorization ID	Authorization Type	Au
<input type="checkbox"/>	MSL141507	Disposition	Iss

- a) Optional: To remove your selection, select the disposition. Click **Remove**.

2. Click **Save**.



3. Click **Objection Information** tab.

Cancellation Dispositions

Objection Information

4. Enter the objection reason in the space provided. This is a mandatory field.

Objection Information

Objection Reason *

5. Optional: Enter the **objection rationale** as needed, in the space provided.

Objection Rationale

6. Optional: Click **Attach** to include any support documentation. Locate documents from your computer and attach them.

Attachment ⓘ

Attach

Tip

Any documents attached to the submission will be considered non-confidential and viewed as part of the disposition records.

7. Click **Save**.

Save
8. Click **Next** to move to the Confirmation page.

Next >

Confirmation: Validate Entry

There are two ways to validate your entry.

Option 1: Confirmation Screen

The Validations section lists areas throughout the form that still need to be completed.

1. Check the **box** beside the first item on the list.

Validations

View

<input type="checkbox"/>	Issue ↕
<input checked="" type="checkbox"/>	General - Contact Information
<input type="checkbox"/>	General - Related Entities

- Click **View**. You will be directed to the section that requires input.

Name *
⚠ This field is required.

Position *
⚠ This field is required.

Validate

- Complete the required fields. Click **Validate**.
- Return to Confirmation screen.
- Repeat **steps 1 to 4** until all sections have been validated.

Option 2: Left Navigation Bar

The left navigation bar highlights areas in your submission that need attention.

General ⚠

Questionnaire ⚠

- Click the attention icon ⚠ in the left navigation bar.
- You will be directed to the page that requires information. Complete the required fields.
- Click **Validate**. Validate
- Repeat **steps 1 to 3** until all pages have been validated.

Confirmation: Rules Triggered

Any rules triggered will appear in this section.

Rules Triggered	
Rule Name ⌵	Outcome ⌵
Cancellation Objection Land	Additional Review

Confirmation: Submit

- Once you have validated your entries, click **Submit** on the Confirmation page. Submit
- The Declaration and Disclaimer window opens to confirm your submission is correct. Click **I Agree**.

Declaration and Disclaimer

I confirm that any personal information submitted to the AER is compliant with the submitter's obligations under applicable privacy protection legislation (e.g., Personal Information Protection Act or "PIPA") and the submitter is authorized to provide the personal information to the AER. I acknowledge that the information submitted may be disclosed as part of an AER proceeding and may be placed on the public record, or may be routinely publicly disseminated.

Where statutory confidentiality applies, I acknowledge that the AER may make all or any portion of the information submitted publicly available on expiry of statutory confidentiality status.

I confirm that the information submitted is accurate and includes a complete representation of all the information that is required to be submitted. I am aware that providing false or misleading information to the AER may result in enforcement action. I acknowledge that submission of complete and accurate information is the sole responsibility of the regulated party.

3. The Confirm Disposition Cancellation Objection submission window opens to confirm your submission. Click **Yes**.

Confirm Disposition Cancellation Objection Submission

Are you sure you wish to submit this submission?

4. The Submission Submitted window opens confirming your successful submission. Click **OK** to close the window and return to the OneStop dashboard page.

Submission Submitted

Thank you for your submission. Your submission number is 31451309

Optional: Search for Submissions

There are two ways to search for submissions in OneStop:

OneStop Dashboard

1. On the OneStop dashboard landing page, scroll down to **Recent Activity** section.

ID	Project Name	Application Type	Activity Type	Last Update
31532300	Cad Test 6	NEW	Disposition	2/16/2022
31532202	PipeLine Project: 2022-02-15: 18:08:44	NEW	Pipeline	2/15/2022
31532200	PipeLine Project: 2022-02-15: 18:05:46	NEW	Pipeline	2/15/2022

Tip

The Recent Activity section lists submissions from the last 10 days. Draft submissions remain on the dashboard until submitted and cannot be viewed by AER staff. Only **draft** submissions may be edited.

2. Click **Submission** in the section's top navigation bar.

Application	Notification	Submission	Assessment
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A list of draft submissions is displayed on the page.

Reference ID	Submission Type	Reporting Type	Reporting Period	Submission ID	Last Updated	Status
	Record of Site Condition			32163631	4/4/2023	Draft
-	Disposition Cancellation Objection			32163163	4/3/2023	Draft
32161577	Disposition Cancellation Objection			32161618	3/29/2023	Draft

3. Click **Draft** on the right side of the pane. Select **Draft** or **Submitted – Last 10 days** from the drop-down menu.

Submission	Assessment
Draft ▾	
<ul style="list-style-type: none"> Draft Submitted - Last 10 days 	

- Results are displayed in the table. To sort and search by a specific category, click the appropriate **column header** in the table.

Reference ID	Submission Type	Reporting Type	Reporting Period	Submission ID	Last Updated	Status
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- Optional: Click **Show** (on right) to expand filters. Show ▾

Filter by...

Submitted Date	Submission ID
<input checked="" type="checkbox"/> From <input type="text"/> - To <input type="text"/>	<input checked="" type="checkbox"/> Search values exact...
Authorization	LLD
<input checked="" type="checkbox"/> Search values exact...	<input checked="" type="checkbox"/> Search values exact...
Status	Closure Project
<input checked="" type="checkbox"/> <input type="text"/>	<input checked="" type="checkbox"/> Search values exact...

Uncheck boxes to hide columns.

Apply Filters

- Optional: Select **filters** to narrow your search results. Click **Apply Filters**.

- Results are displayed in the table. Check the **box** beside the appropriate submission. Click **Edit**. Your selection opens.

Edit

	Reference ID	Submission Type	Reporting Type
<input checked="" type="checkbox"/>	-	Disposition Cancellation Objection	
<input type="checkbox"/>	32161577	Disposition Cancellation Objection	

Search Function

- Click **Search** (on top right of screen).



- The Search By window opens. Click **Submission** in the navigation bar.

Search By

Application	Authorization	Notification	Submission
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- At minimum, enter the **disposition number** in the Authorization Number field, and select **Disposition Cancellation Objection** as the Submission Type. You may complete the rest of the form if you wish.

Submission Search

Submission ID

Authorization Number

Application Number

Closure Project Name

OR

Legal Land Description (LLD)

Submission Type

Tip
Complete as much of the form as possible to generate more specific results.

- Click **Search**.
- Results appear on a table.
- Optional: Sort submission results by clicking the appropriate **column header**.
 - Optional: Click **Show** to expand filters.
 - Optional: Select filters to narrow your search results. Click **Apply Filters**.

Apply Filters

- Click the **box** beside the appropriate submission.

View	Copy			
<input checked="" type="checkbox"/>	Submission ID ▾	Licensee Name ▾	Authorization ▾	Application ▾
<input checked="" type="checkbox"/>	32161618	Limited		32161577

- Click **View**. Your selection opens.

Tip
Click **Reset** to clear the search form and begin your search again.