

# Completing OneStop Indigenous Consultation Screen

» Intended User: Public Land applicants

## Overview – Indigenous Consultation

This quick reference guide (QRG) describes how to complete the Indigenous Consultation screen in OneStop. This screen is used for applications, amendments, and renewals for all disposition types.

By getting here you have already initiated an application, amendment, or renewal for one or more public land activities. Now you need to complete the Indigenous Consultation screen for each activity.

## Getting to Indigenous Consultation Screen

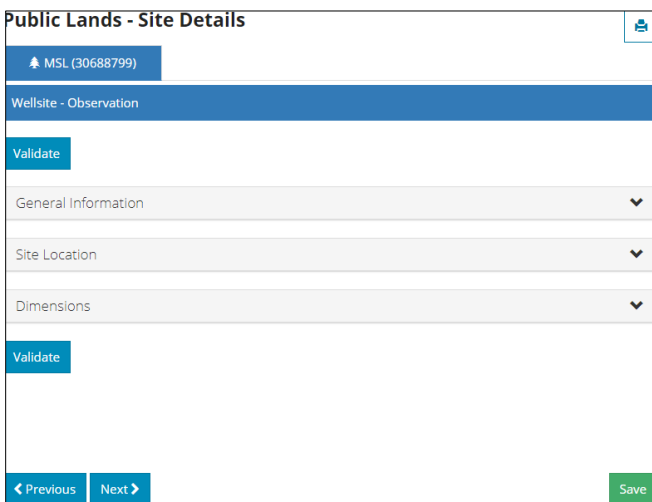
There are two ways to reach to the Indigenous Consultation screen:

Click **Indigenous Consultation** in the left navigation bar.



or

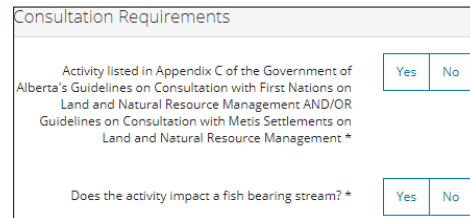
Click **Next** in the bottom left corner of the Site Details screen.



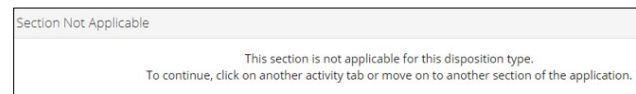
**Next >**

## Consultation Requirements

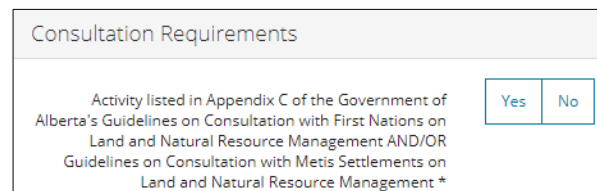
In certain cases, the consultation requirements will consist of two main questions specific to Appendix C.



In rare cases the Indigenous Consultation screen does not apply to the application. If so, the following information will be displayed:



1. **Mandatory:** Select **Yes** or **No** to indicate if the activity is listed in Appendix C.



### Yes:

- a) Proceed to **Step 2** for regulator temporary field authorization (RTF) dispositions with purpose/activity types: bed and shore-dredging/trenching; bed and shore-dyke/flood prevention berm, or incidental activity-bank stabilization.
- b) If the purpose/activity or the size are invalid, an error message appears. Change your selection to **No** to proceed.

The Purpose Activity type identified for this activity does not meet the criteria outlined in Appendix 'C' and will not be allowed to proceed until "No" is selected.

- c) If steps a) and b) do not apply, no further action is required. Proceed to **Validate Entry**.

### No:

- a) Proceed to **Step 2** for RTF dispositions with purpose/activity types: bed and shore-dredging/trenching; bed and shore-dyke/flood prevention berm, or incidental activity-bank stabilization.
- b) If Step a) does not apply, proceed to **Delegated Consultation Information**.

2. **Mandatory:** Select **Yes** or **No** to indicate if activity impacts a fish bearing stream.

Does the activity impact a fish bearing stream? \*

- a) If **No**, proceed to **Validate Entry**.
- b) If **Yes**, proceed to **Delegated Consultation Information**.
- c) If **Yes** is selected in steps a) and b), and an error message appears, change the selection in **Step 1** or **Step 2** to **No** in order to proceed.

Consultation Requirements

Activity listed in Appendix C of the Government of Alberta's Guidelines on Consultation with First Nations or Land and Resource Aboriginal Management (RISDA) Guidelines on Consultation with Inuit Settlement or Land and Resource Management \*

Does the activity impact a fish bearing stream? \*

The fish bearing stream parameters for the Purpose Activity type provided in this application does not meet the criteria outlined in Appendix C and will not be allowed to proceed until this is selected.

### Delegated Consultation Information

This pane appears if the activity is not listed in Appendix C.

Delegated Consultation Information

File Number for Consultation \*

Status of the Consultation Process

- 1. **Mandatory:** Enter the **File Number for Consultation (FNC)** in the correct format. Click **Verify FNC**.

File Number for Consultation \*

**Important:**

For the transition of surface material applications for energy activities to the AER, OneStop will accept FNC numbers created for surface materials lease (SML), surface materials license (SMC), and surface materials exploration (SME) provided the numbers meet all required validations (e.g., legal action).

Allow time for OneStop to validate the FNC.

FNC Validation

The system is currently validating the location of the File Number for Consultation. Please wait or fill out another section.

**Tip:**

To avoid system errors, ensure the following for FNCs:

- FNC belongs to OneStop applicant
- Valid and active for AER disposition type
- Entered in the correct format
- If reused, only from a previously denied or withdrawn application

File Number for Consultation \*

▲ The FNC Number cannot be found in the AER dataset.

Following validation, the system generates a status in the Status of the Consultation Process field.

Delegated Consultation Information

File Number for Consultation \*

Status of the Consultation Process

- 2. **Mandatory:** For status Already Deemed Adequate, enter the **Initial FNC# Consultation Decision was Issued**.

**Note:** The initial FNC cannot be related to the FNC entered in Step 1.

File Number for Consultation \*

Status of the Consultation Process

Initial FNC# Consultation Decision was Issued \*

Initial FNC consultation number cannot be related to the File Number for Consultation entered above.

- 3. Click **Verify FNC**. OneStop will generate the initial consultation status.

Status of the Consultation Process

Initial FNC# Consultation Decision was Issued \*

Initial Consultation Status

**Important:**

An application cannot be submitted with the **Status of the Consultation Process** as:

- Terminated
- Not Adequate
- Pre-consultation Pending

Or the **Initial Consultation Status** as:

- Terminated
- Not Adequate
- Already Deemed Adequate
- Pre-consultation Pending
- Consultation On-going

### Summary of Consultation Information

The Summary Consultation pane appears if the activity is not listed in Appendix C.

Summary of Consultation Information

Client Name

Disposition Number

Adequacy Decision Date

Area (ha)/Length (km)

Purpose/Activity Code

Legal Land Locations To

From

Consultation Buffer

ACO Advice

Fields are autocompleted based on the FNC validation in steps 1 and/or 2.

Delegated Consultation Information	
File Number for Consultation *	FNC201901127-003 <span>Verify FNC</span>
Status of the Consultation Process	Adequate

Summary of Consultation Information	
Client Name	[Redacted]
Disposition Number	
Adequacy Decision Date	11/22/2019
Area (ha)/Length (km)	0.5
Purpose/Activity Code	Wellsite - PNG Production (MW)

Legal Land Locations	To	SE-11-091-20W5
	From	SW-12-091-20W5
Consultation Buffer		N
ACO Advice		N

Optional: To clear all fields, click **Clear Fields** on the right side of the pane. Clear fields

### What You Need to Know

- The application must be submitted within two years of the **FNC Adequacy Decision Date**.
- The purpose/activity type identified in the application must match the specific FNC **Purpose/Activity Code**.
- The land listed in the application must fall within the **FNC Legal Land Locations, To and From** fields.
  - OneStop creates the boundary on the outside quarter section line the activity falls into. Keep this in mind when crossing correction lines, or call the Customer Contact Centre (CCC) for help on how to proceed with the application.
  - For amendments, OneStop requires the whole disposition boundary to be included in the application and also in the **FNC Legal Land Locations, To and From** fields.

## Validate Entry

1. Click **Validate** at the top or bottom left of the screen. Errors will appear in red. Fix errors.

Validate

### Tip:

Validate and fix errors as you go. You cannot complete your submission until all errors have been fixed.

## Save Entry

2. **Mandatory:** Click **Save** at the bottom right of the screen to save your entry.

Save