

# Completing OneStop Land Screen

» Intended User: Public land applicants

## Overview – Land Screen

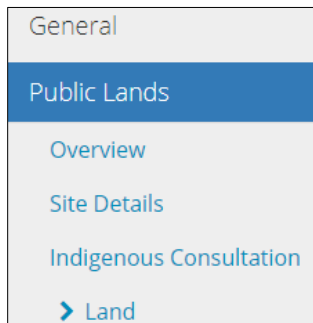
This quick reference guide (QRG) describes how to complete the Land screen in OneStop. The Land screen is used for disposition applications and amendments for all disposition types. Some sections of the Land screen are used for renewal applications for all formal disposition types.

By getting here you have already initiated an application or amendment with one or more public land dispositions, and now need to complete the Land screen for each activity.

## Getting to Land Screen

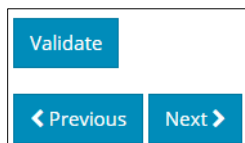
There are two ways to reach the Land screen:

Click **Land** in the left navigation bar.



or

From the Indigenous Consultation screen, click **Next** at the bottom left of the screen.



## General Land Information

OneStop uses the spatial intersection from your activity shapefile to automatically fill in the General Land Information table.

General Land Information	
Filter by... <span>Show ▾</span>	
Category ▾	Name/Detail ▾
AER Operational Boundaries	Edmonton
Forest Management Unit	W16
Forest Protection Area	Forest Protection Area
Green White Areas	Green Area

### Filtering Results

1. Filter results by any column field. Click **Show** on the right side of the pane.

General Land Information	
Filter by... <span>Show ▾</span>	
Category ▾	Name/Detail ▾
AER Operational Boundaries	Edmonton
Forest Management Unit	W16

2. Select the data filter from the drop-down menu for each applicable field. Click **Apply Filters**.

General Land Information	
Filter by...	
Category <input checked="" type="checkbox"/> <span>▾</span>	Name/Detail <input checked="" type="checkbox"/> <span>▾</span>
Uncheck boxes to hide columns.	
<span>Apply Filters</span>	
	Provincial Untitled Forest Protection Area Green Area Upper Athabasca

The filtered results are displayed.

1 item	
Category ▾	Name/Detail ▾
Green White Areas	Green Area

3. Click **Clear Filters** on the right side of the pane to remove your selection.

<span>Clear Filters</span>
Per page <span>10 ▾</span>

4. Optional: Click **Hide** on the right side of the pane to hide filters.

Hide ▲

**Tip:**

Repeat the steps above to filter information in any pane.

## EPEA Approval

This section only appears for specific public lands disposition types, purposes, and activities.

Applicants can link related *EPEA* approvals to their public land activities.

1. **Mandatory:** Select **Yes** or **No** to identify an *EPEA* approval related to the public lands activity.

EPEA Approval

Do you have an EPEA approval for this activity? \*

- a) If **No**, no further action is needed. Proceed to the next section.
- b) **Mandatory:** Select **Yes** or **No** if the *EPEA* approval is for an in-situ project producing greater than or equal to 2000 cubic metres (M<sup>3</sup>) per day.

Is the EPEA approval for an in-situ project producing greater than or equal to 2000 M<sup>3</sup> per day? \*

- i) **Mandatory:** If **Yes**, click **Search**.
- ii) The EPEA Approval Search window opens. Enter the **Approval Number**. Click **Search**.

EPEA Approval Search

Approval Number

- iii) Optional: Click **Search**, without entering an approval number, for a general listing of approval numbers related to your company.
- iv) **Mandatory:** Check the **box** beside the appropriate **approval number**. Click **Select**.

Select

	Approval Number ↕	Approval Status
<input checked="" type="checkbox"/>	00000100 03	Issued

The window closes and the approval number appears in the *EPEA* approval field.

Provide approval number \*

- c) **Mandatory:** Select **Yes** or **No** to identify if there is an approved wildlife mitigation monitoring program for the *EPEA* approval.

As part of the EPEA approval is there an approved wildlife mitigation monitoring program? \*

**Important:**

If an in-situ *EPEA* approval is linked to the activity application, it may alter the *MSSC* standards and conditions applied to the activity based on disposition, type, purpose, and activity.

## Higher Level Plan

OneStop automatically fills in the Plan Name column using the spatial intersection from your plan.

Higher Level Plan

Filter by...

Add Remove

⚠ Be advised the Higher Level Plan section has been populated based on spatial intersections. Not all Higher Level Plans are currently available

<input type="checkbox"/>	Plan Name
<input type="checkbox"/>	Fort McMurray-Athabasca Oil Sands Subregional Integrated Resource Plan
<input type="checkbox"/>	Lower Athabasca

If no plans have been added to OneStop, a message will appear, “No items added.”

<input type="checkbox"/>	Plan Name	Plan Zone or Area	Restriction	Guidance
No items added				

## Add Plans

- Plans that are not spatially available need to be manually added. Click **Add** to insert a row in the table.

Filter by...

Add Remove

⚠ Be advised the Higher Level Plan section has been populated based on spatial intersections. Not all Higher Level Plans are currently available

<input type="checkbox"/>	Plan Name	Plan Zone or Area
<input type="checkbox"/>		

- Select the **plan** from the drop-down list.

<input type="checkbox"/>	Plan Name	Plan Zone or Area	Restriction	Guidance	Direction
<input type="checkbox"/>	Filter...				
<input type="checkbox"/>	Athabasca River Sandhills Access and Protection Plan				
<input type="checkbox"/>	Athabasca River Sandhills Local Integrated Resource Plan				
<input type="checkbox"/>	Athabasca River Sandhills Local Integrated Resource Plan & Athabasca River Sandhills Access and Protection Plan				
<input type="checkbox"/>	Avenir Regional Integrated Decision				
<input type="checkbox"/>	Bear River-Wapiti Local Integrated Resource Plan				
<input type="checkbox"/>	Bear River-Wapiti Local Integrated Resource Plan/Wapiti Sand Dunes Land Use Zones				
<input type="checkbox"/>	Berland/Smoky Access Plan				
<input type="checkbox"/>	Big Bend Sub-Regional Integrated Resource Plan				
<input type="checkbox"/>	Bow Corridor Local Integrated Resource Plan				

## Remove Plans

Optional: To remove a plan, check the **box** beside the **plan** you wish to remove. Click **Remove**.

Add Remove

⚠ Be advised the Higher Level Plan section has been populated based on spatial intersections. Not all Higher Level Plans are currently available

<input type="checkbox"/>	Plan Name
<input checked="" type="checkbox"/>	Berland/Smoky Access Plan

### Complete the Table

1. **No action required:** The Plan Name will be displayed based on the autofill or manual selection.

**Plan Name** ⌵

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Fort McMurray-Athabasca Oil Sands Subregional Integrated

2. Select **Plan Zone or Area** from the drop-down menu.

**Plan Zone or Area** ⌵

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Gregoire Lake

3. Select **Restriction** type from the drop-down menu.

**Restriction** ⌵

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Partial ▼

4. Select **Guidance** type from the drop-down menu.

**Guidance** ⌵

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Non-Specific ▼

5. Select **Direction** type from the drop-down menu.

**Direction** ⌵

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Contact the issuing regulatory body for interpretation of requirements ▼

6. Click **Calendar** and select **Contact Date**. You may also manually enter the date.

« May 2020 »						
Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

**Contact Date (If Required)** ⌵

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5/5/2020

## Reservations

OneStop automatically fills in this section using the reservations intersected in your activity shapefile.

Reservations						
Sector / Action Information						
Reservation Number	Reservation Contact Information	Purpose	Reason	Sectors	Management Intent	Remarks
<input type="checkbox"/> CLR010154	<a href="#">View</a>	Land Management	Site Protection	Agriculture, Forestry, Geophysical, Industrial, Mines, Minerals, Municipalities, Renewables, Surface Materials, Tourism/Recreation, Utility	<a href="#">Not available</a>	<a href="#">View</a>
<input type="checkbox"/> CLR090041	<a href="#">View</a>	Land Management	Grassland Conservation	Renewables, Surface Materials, Tourism/Recreation, Utility, Mines, Minerals, Forestry, Geophysical, Industrial, Municipalities, Agriculture	<a href="#">Not available</a>	<a href="#">View</a>
<input type="checkbox"/> CLR200017	<a href="#">View</a>	Land Management	Site Protection	Mines, Minerals	<a href="#">Not available</a>	<a href="#">View</a>

1. Click **View** in Reservation Contact Information column for contact information details.

Reservation Number	Reservation Contact Information	Purpose
	<a href="#">View</a>	Land Management

**Contact Info**

Telephone:

E-mail:

Address:


City:

Province:

2. Click **View** in Management Intent column for detailed intent information.

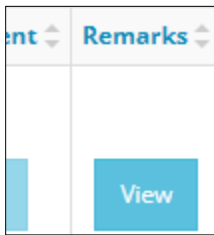
Management Intent
<a href="#">View</a>

**Management Intent**


 Additional information is available from the GoA regarding this Reservation

Maintain seasonal or annual habitat requirements for multiple-species; reduce habitat loss and fragmentation and minimize sensory disturbances. Established Conditions: In addition to the listed enhanced mitigation conditions, all approved sectors must follow established MSSC conditions associated with Key Wildlife Biodiversity Zone within this RES. No range improvements on existing grazing dispositions, including any clearing or new haying activities, exemptions for fencing and off-site

- Click **View** in Remarks column for additional information.



Remarks

 Additional information is available from the GoA regarding this Reservation

EXPLORATION FOR SURFACE MATERIALS MAY BE PERMITTED. SKETCH ON FILE.

### Sector/Action Information

When the application is subject to an intersected reservation, the Sector/Action Information table is available for selection.

- Mandatory:** Check the **box** beside a **Reservation**. Click **Sector/Action Information**.



Reservations

**Sector / Action Information**


<input checked="" type="checkbox"/>	Reservation Number	Reservation Contact Information	Purpose	Reason
<input checked="" type="checkbox"/>	CLR110038	<a href="#">View</a>	Public Works	Aggregate Potential-Provincial

OneStop automatically fills in the Sector/Action Information table with sector specific information.

**View / Edit**

<input type="checkbox"/>	Reservation Number	Sectors	Actions	Response Received	Reservation Requirement C
<input type="checkbox"/>	CLR030266	Industrial	As per Established Conditions 	N/A	No
<input type="checkbox"/>	CLR030266	Industrial	No Surface Sale 	N/A	Yes

- In the Actions column, hover over **information icons** for details about proposed activities 

<b>Sectors</b>	<b>Industrial</b>	<b>Clearance</b> 	<b>Response Received</b>
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The proposed activity intersects a reservation requiring clearance from the reservation holder. Documentation outlining contact with the reservation holder and clearance obtained is required.

- Mandatory for select Actions:** Select **Yes** or **No** in Response Received column to identify whether a response from the reservation holder was received.

Response Received ▾

Filter...

Yes

No

- Mandatory:** Select **Yes** or **No** in Reservation Requirement Completed column to indicate whether the reservation requirement was completed.

Reservation Requirement Completed ▾

Filter...

Yes

No

- No action required.** The Variance Required column autofills based on responses from previous columns.

Variance Required ▾

Y

- Mandatory for select Actions:** Check the **box** beside the appropriate **reservation number**. Click **View/Edit**.

View / Edit

<input checked="" type="checkbox"/>	Reservation Number ▾	Sectors ▾	Actions ▾
<input checked="" type="checkbox"/>	CLR110038	Industrial	Clearance ⓘ

- Mandatory:** Click **Attach** to upload an individual or multiple PDF file(s).

View / Edit

Provide proof of Clearance\*

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Provide proof of Clearance\*

 Proof of Clearance.pdf (31 KB)

- Mandatory:** Click **Save**.



## Registered Interests

OneStop automatically fills in this section using the spatial intersection from your activity shapefile and spatially available overlapping dispositions.

Registered Interests

Are there any registered Interests identified on Public Land Standing Report that are not identified in the table below that are in conflict, or are potentially in conflict with the application activity (includes activities from application to cancelled with outstanding obligations)? \*

For the Registered Interests identified, please indicate if you would like to upload all necessary attachments (consents, notifications, etc.) in a single attachment or multiple attachments \*

Filter by...

	Disposition Type	Disposition Number	Status
<input type="checkbox"/>	Forest Management Agreement	FMA0200040	Active
<input type="checkbox"/>	Trapping Area	TPA254	Active

1. Select **Yes** or **No** to indicate whether non-spatially available registered interests are being manually added.

Are there any registered Interests identified on Public Land Standing Report that are not identified in the table below that are in conflict, or are potentially in conflict with the application activity (includes activities from application to cancelled with outstanding obligations)? \*

- a) If **No**, no further action is required.

2. If **Yes**, the Add/Remove buttons will appear. Click **Add**  to insert a blank row in the table. Insert as many rows as needed to add other registered interests.

Are there any registered Interests identified on Public Land Standing Report that are not identified in the table below that are in conflict, or are potentially in conflict with the application activity (includes activities from application to cancelled with outstanding obligations)? \*

	Disposition Type	Disposition Number	Status
<input type="checkbox"/>	Forest Management Agreement	FMA0200040	Active
<input type="checkbox"/>	Trapping Area	TPA254	Active
<input type="checkbox"/>			

3. Select **Disposition Type** from the drop-down menu.

Disposition Type	Disp
Forest Management Agreement	FMA
Trapping Area	TPA2
Filter...	
Coniferous Timber License	
Coniferous Timber Permit	
Coniferous Timber Quota	
Conservation and Reclamation Business Plan	
Conservation and Reclamation Plan	
Consultative Notation	

4. Enter the **Disposition Number**.

Disposition Number
FMA0200040
TPA254
CTP12345678

5. Select the disposition **Status** from the drop-down menu.

Status	Occupant/Holder
Active	Tolko Industries Ltd., N
Active	CHILOUIS COURTOREIL
Filter...	
Active	
Application	
Cancelled-Outstanding Obligations	
Land Amendment Application	

6. Enter the **Occupant/Holder**.

Occupant/Holder
Tolko Industries Ltd., Norbord Inc.
CHILOUIS COURTOREILLE
Joe's Timber Company

7. Select the **Action to Resolve** from the drop-down menu.

Action To Resolve
Filter...
Confirmed No Overlap
Conflict Unresolved
Consent
Consultation

8. **Optional:** To delete a row, check the **box** beside a line item (row) you wish to remove. Click **Remove**.

<b>Add</b>		<b>Remove</b>	
<input type="checkbox"/>	<b>Disposition Type</b> ⌵		
<input type="checkbox"/>	Forest Management Agreement		
<input type="checkbox"/>	Trapping Area		
<input checked="" type="checkbox"/>	Coniferous Timber Permit		▼

9. **Mandatory:** Select an **Action to Resolve** for each auto-completed registered interest.

**Action To Resolve** ⌵

Filter...

Confirmed No Overlap

Conflict Unresolved

Consent

Consultation

10. **Mandatory:** Select an upload option, **Single Attachment** or **Multiple Attachment**, to attach supporting documents. Select only **one** option.

For the Registered Interests identified, please indicate if you would like to upload all necessary attachments (consents, notifications, etc.) in a single attachment or multiple attachments \*

Single Attachment

Multiple Attachments

- **Single Attachment:** Ensure all consents are combined into one PDF file. Click **Attach**.

For the Registered Interests identified, please indicate if you would like to upload all necessary attachments (consents, notifications, etc.) in a single attachment or multiple attachments \*

Single Attachment

Upload Single Attachment \*

Attach


- **Multiple Attachments:** Click **Attach File** and upload an individual PDF file per registered interest.

**Attachment** ⌵

Attach File...

Attach File...

## Site Assessment

- Mandatory:** Select **Yes** or **No** to indicate whether a site assessment was completed.
  - If **No**, no further action is needed.
- If **Yes**, Add/Remove buttons will appear. Click **Add**  to insert a row in the Site Assessment table. Insert as many rows as needed.

Has a site assessment been completed for the application proposed site? \*

Yes  No

Has a site assessment been completed for the application proposed site? \*  Yes  No

Filter by...

<input type="checkbox"/>	Date	Name	Title	Company
<input type="checkbox"/>				

- Mandatory:** Click **Calendar** and select **Date**. You may also manually enter the date. Date cannot be in the future.

Date

4/22/2020

- Mandatory:** Enter the **Name** of the person who completed the site assessment.

Name

Jane Smith

- Mandatory:** Enter the job **Title** of the person who completed the site assessment.

Title

Senior Land Specialist

- Mandatory:** Enter the **Company** who completed the site assessment.

Company

Jane's Environmental Consulting Co.

- Optional: Attach a supporting **site assessment document** in PDF format.

Assessment

- Optional: To delete a row, check the **box** beside the line item (row) you wish to remove. Click **Remove**.

<div style="display: flex; justify-content: space-between;"> <span style="background-color: #28a745; color: white; padding: 2px 5px;">Add</span> <span style="background-color: #dc3545; color: white; padding: 2px 5px;">Remove</span> </div>		
<input checked="" type="checkbox"/>	Date <span>↑</span>	Name <span>↓</span>
<input checked="" type="checkbox"/>	4/22/2020	Jane Smith

## Alberta Land Stewardship Act Regional Plan

### Approved Regional Plan

OneStop uses the spatial intersection from your activity shapefile to fill in this section. If there are none, a message will appear, “No items added.”

Alberta Land Stewardship Act Regional Plan	
Approved Regional Plan(s)	Filter by...
ALSA Plan <span>↓</span>	Activity consistent with land uses, outcomes, and strategies in the plan <span>↓</span>
Regional - South Saskatchewan	<span>▼</span>
Subregional - Livingstone Planning Zones	<span>▼</span>

- Select **Yes** or **No** to the **Activity consistent with land uses, outcomes, and strategies in the plan** from the drop-down menu for each plan listed.

ALSA Plan <span>↓</span>	Activity consistent with land uses, outcomes, and strategies in the plan <span>↓</span>
Regional - South Saskatchewan	Filter...
Subregional - Livingstone Planning Zones	<span>▼</span>
	Yes
	No

- Select **Yes** or **No** to the **Activity consistent with triggers or limits set out in the plan** from the drop-down menu for each plan listed.

Activity consistent with land uses, outcomes, and strategies in the plan <span>↓</span>	Activity consistent with triggers or limits set out in the plan <span>↓</span>
<span>▼</span>	Filter...
<span>▼</span>	<span>▼</span>
	Yes
	No

### Conservation and Tourism Recreation Area

OneStop uses the spatial intersection from your activity shapefile to fill in the **Designation** and **Area Name** fields. If there are none, a message will appear, “No items added.”

Also located within the following Conservation and Tourism Recreation Area(s)	
	Filter by...
Designation <span>↓</span>	Area Name <span>↓</span>
Wildland Park	Gipsy-Gordon

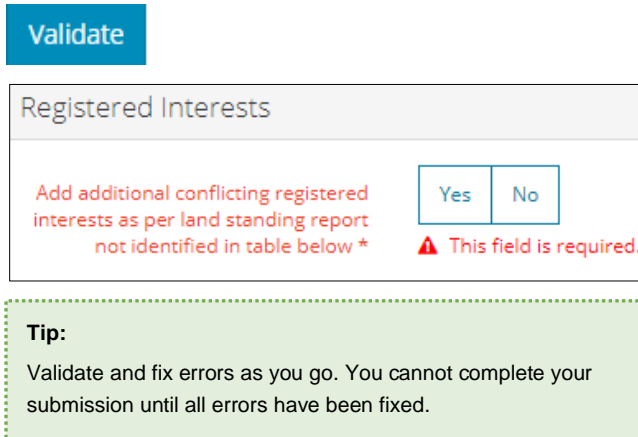
## Supporting Documentation

Optional: Click **Attach** to add supporting documents in PDF format.



## Validate Entry

1. Click **Validate** at the top or bottom left of the screen to check for errors in your entry. Errors will display in red. Fix errors.



## Save Entry

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

