

Completing OneStop Variance Screen

» Intended User: Public Land applicants

Overview – Variance Screen

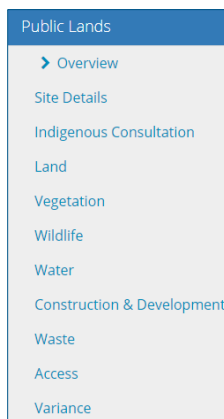
This quick reference guide (QRG) describes how to complete the Variance screen in OneStop. The Variance screen is used for disposition applications, amendments, and renewals for all disposition types.

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

Getting to Variance Screen

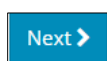
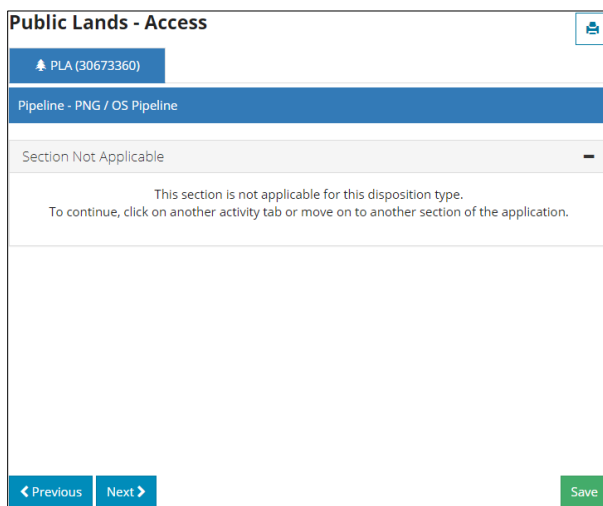
There are two ways to reach to the Variance screen:

1. Click **Variance** in the left navigation bar.



or

From the Access screen click **Next** at the bottom left of the screen.



Important

1. Click **View** to see all standards that apply to the proposed activity.

Important!

Applicants will be held accountable to all approval standards unless identified as not being met and supplied with rationale and mitigation.

View applicable approval standards View

A list of approval standards appears.

Approval Standards

Filter by... Show ▼

Approval Standard Number	Approval Standard
1002-AS	The Disposition Holder must locate and adjoin the activity to unoccupied, existing disturbances* that are within 250 metres of the proposed disposition boundary, regardless of quarter or section lines, or adjoin to existing occupied dispositions or existing linear disturbances* that are within 250 metres of the proposed disposition boundary, regardless of quarter or section lines.
1004-AS	The Disposition Holder must not conduct the Activity within natural forest openings (>10 hectares) such as meadows.
1005-AS	The Disposition Holder must construct wellsite's for single rig drills, to a surface area that must not exceed a total surface area of 1.10 hectares.

2. Click the **page numbers** or **arrows** at the bottom left of the screen to navigate through the pages.

<<
<
1
2
3
>
>>

Filtering Results

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

Approval Standards ✕

Filter by... Show ▼

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

Apply Filters

Approval Standards

Filter by...

<p>Approval Standard Number</p> <p><input checked="" type="checkbox"/> Search values exact...</p>	<p>Approval Standard</p> <p><input checked="" type="checkbox"/> wetland</p>
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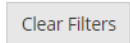
Uncheck boxes to hide columns.

Apply Filters

Filtered results are displayed.

Approval Standard Number	Approval Standard
1302-AS	The Disposition Holder must not construct activities within 15 metres
1304-AS	The Disposition Holder must maintain the following waterbody* settb 45 metres of undisturbed vegetation must be maintained from non-p ponds, wetlands*, shallow open water ponds and lakes.

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



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



Tip:
Repeat the steps above to filter information in any pane.

Request a Variance to an Approval Standard

1. **Mandatory:** Select **Yes** or **No** to indicate if approval standards will be met.

Request a Variance to an Approval Standard

Based on your review, will all of the applicable approval standards be met? *

a) If **Yes**, no further action is required. Proceed to the next step.

2. If **No**, indicate which standards will not be met by adding them to the table below.

a) **Mandatory:** Click **Add**.

Request a Variance to an Approval Standard

Based on your review, will all of the applicable approval standards be met? *

Indicate which approval standards will not be met in the table below. *


Filter by...

A new window opens and displays a list of approval standards.

	Approval Standard Number	Approval Standard
<input type="checkbox"/>	1004-AS	The Disposition Holder must locate and adjoin the activity to unoccupied, existing section lines, or adjoin to existing occupied dispositions or existing linear disturbance lines. Where multiple existing occupied dispositions or existing linear disturbance lines exist, the Disposition Holder must locate the activity to the least disturbed area with the activity.
<input type="checkbox"/>	1006-AS	The Disposition Holder must locate activities outside of natural forest openings.
<input type="checkbox"/>	1007-AS	The Disposition Holder must construct wellsite's for single rig drills, to a surface area of 1.44 hectares.
<input type="checkbox"/>	1008-AS	The Disposition Holder must construct wellsite's for double/triple rig drills with a surface area of 1.44 hectares.
<input type="checkbox"/>	1009-AS	The Disposition Holder must construct wellsite's for double/triple rig drills with a surface area of 1.69 hectares.

- b) **Mandatory:** Check the **box(es)** beside the **approval standard(s)** that will not be met.

Tip:
Use page numbers or arrows at the bottom left corner of the screen to navigate through the pages, if required.



Click **Select**.

Select		
<input type="checkbox"/>	Approval Standard Number	Approval Standard
<input type="checkbox"/>	1037-AS	Where a Higher Level Plan* exists, the Disposition Holder must follow any c
<input type="checkbox"/>	1053-AS	The Disposition Holder must not locate activities within 45 meters from the those features.
<input type="checkbox"/>	1259-AS	The Disposition Holder must not transport from the Lands topsoil* or subs
<input type="checkbox"/>	1300-AS	The Disposition Holder is prohibited from conducting activities on islands a
<input type="checkbox"/>	1301-AS	The Disposition Holder must not interrupt natural drainage (including eph
<input checked="" type="checkbox"/>	1302-AS	The Disposition Holder must not construct activities within 15 metres of ter

The window closes and the selected approval standard(s) appear in the main table.

<input type="checkbox"/>	Approval Standard Number	Approval Standard
<input type="checkbox"/>	1302-AS	The Disposition Holder must not constr temporary wetlands* or ephemeral wat

- c) **Mandatory:** Check the **box** beside the **approval standard** you wish to edit. Click **Edit**. Edit one standard at a time.

Add Remove Edit		
<input checked="" type="checkbox"/>	Approval Standard Number	Approval Standard
<input checked="" type="checkbox"/>	1302-AS	The Disposition Holder must not construct activities within 15 metres of temporary wetlands* or ephemeral watercourses*.

- d) The Rationale and Mitigation window opens. **Mandatory:** Enter the **rationale**.

Rationale	Enter your rationale for not meeting the approval standard here.
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- e) **Mandatory:** Enter the **mitigation**.

Mitigation	Enter your mitigation for not meeting the approval standard here.
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- f) **Mandatory:** Click **Save** to save your entry.
- g) **Optional:** Click **Cancel** to cancel your entry.

Cancel	Save
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The window closes. Mitigation and rationale comments are added to the specified standard(s) in the table.

Rationale ⌵	Mitigation ⌵
Enter your rationale for not meeting the approval standard here.	Enter your mitigation for not meeting the approval standard here.

- h) Optional: To remove one or more standards from the table, check the **box(es)** beside the standard(s) you wish to remove. Click **Remove**.

Remove

- 3. **Mandatory:** Select **Yes** or **No** to indicate whether proposed mitigations were discussed with AER staff.

Were the proposed mitigations discussed with AER staff? *

Yes No

- a) If **No**, no further action is required. Proceed to the next section.

- 4. If **Yes**, a table appears for entering pre-application consultations.

Add **Remove**

<input type="checkbox"/>	Date ⌵	AER Contact(s) ⌵	Summary ⌵	Supporting Documentation ⌵
<i>No items added</i>				

- a) **Mandatory:** Click **Add** to insert blank rows in the table. Add as many rows as needed.
- b) **Mandatory:** Click a **cell** in the Date column and select a **date** from the calendar. 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

- c) **Mandatory:** Enter the **AER Contact**.

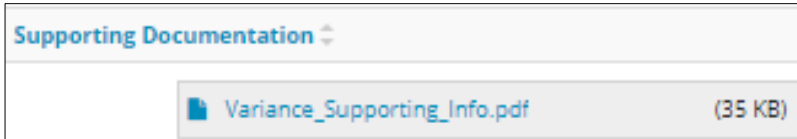
Date ⌵	AER Contact(s) ⌵
5/20/2020	Jane Henry, Land Use Officer

- d) **Mandatory:** Enter the **summary**.

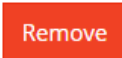
AER Contact(s) ⌵	Summary ⌵
Jane Henry, Land Use Officer	Discussed proposed mitigation measures

- e) Optional: Click **Attach File** to add supporting documents in PDF format.

Attach File...



- f) Optional: To remove one or more standards from the table, select the standard(s) you wish to remove. Click **Remove**.



Conflict with Reservation

Important:
 This section applies to new disposition applications, amendments, and renewals. If a required variance was identified in the Land screen, the reservation number is automatically filled in the table based on the responses provided in the Reservations section.

The Conflict with Reservation section lists reservations that require a variance.

Conflict with Reservation					
Filter by...					Show ▼
Edit					
<input type="checkbox"/>	Reservation Number	Sector	Action	Rationale	Mitigation
<input type="checkbox"/>	CLR030266	Industrial	As per Established Conditions		

1. **Mandatory:** Check the **box** beside the **reservation number** you wish to edit. Click **Edit**.

Edit					
<input checked="" type="checkbox"/>	Reservation Number	Sector	Action	Rationale	Mitigation
<input checked="" type="checkbox"/>	CLR030266	Industrial	As per Established Conditions		

2. The Rationale and Mitigation window opens. **Mandatory:** Enter the **rationale**.

Rationale	Enter rationale for being in conflict with noted reservation.
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- Mandatory:** Enter the **mitigation**.

Mitigation	Enter mitigation for being in conflict with noted reservation.
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- Optional: Click **Attach** to add supporting documents in PDF format.

Attach Additional Information and Communication
Attach

Attach Additional Information and Communication

Additional_Information.pdf
(35 KB)

- Mandatory:** Repeat **steps 1 to 4** for each reservation listed in the table.
- Mandatory:** Click **Save** to save your entry.
- Optional: Click **Cancel** to cancel your entry.

Cancel
Save

Plan Variance

Important:
 This section autocompletes for disposition renewals where plans do not meet final plan requirements but are eligible for plan variance.

Plan Variance

You have not met your Final Plan requirements for the following plans. Either submit a final plan, apply for an amendment to submit a new plan, or request variance to the plan standards.

Filter by... Edit

	Plan Number	Plan Type	LTO Number	Status	Version Date	Plan Number Type
<input type="checkbox"/>	21092	Conventional Survey		Active	4/11/2001	TL

- Mandatory:** Check the **box** beside the **plan** you wish to edit. Click **Edit**.

Edit

<input checked="" type="checkbox"/>	Plan Number	Plan Type
<input checked="" type="checkbox"/>	21092	Conventional Survey

- The Rationale and Mitigation window opens. **Mandatory:** Enter the **rationale**.

Rationale	Enter rationale for requesting plan variance.
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- Mandatory:** Enter the **mitigation**.

Mitigation

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

Attach Additional Information and Communication
Attach

Attach Additional Information and Communication

 Additional_Information.pdf (33 KB)

- Mandatory:** Click **Save** to save your entry.
- Optional: Click **Cancel** to cancel your entry.

Cancel
Save

Validate Entry

- Click **Validate** on the top or bottom left corner of the screen. Errors will appear in red. Fix errors.

Validate

⚠ This field is required.

Were the proposed mitigations discussed with AER staff? *

Yes
No

⚠ This field is required.

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

Save Entry

- Mandatory:** Click **Save** on the bottom right of the screen to save your entry.

Save

Conflict with Reservation

Filter by... Show ▾

Edit

<input checked="" type="checkbox"/>	Reservation Number ▾	Sector ▾	Action ▾	Rationale ▾	Mitigation ▾
<input checked="" type="checkbox"/>	CLR030266	Industrial	As per Established Conditions	Rationale	Mitigation

Validate

← Previous
Next →
Save