

Submitting Reclamation Certificate Variances

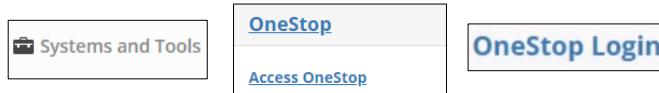
Intended User: Submitters of reclamation certificate variances

Overview

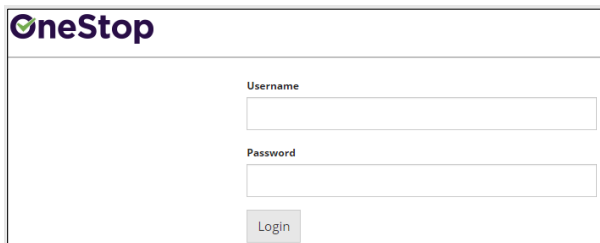
This quick reference guide (QRG) describes how to submit variances for reclamation certificates in OneStop.

Access OneStop

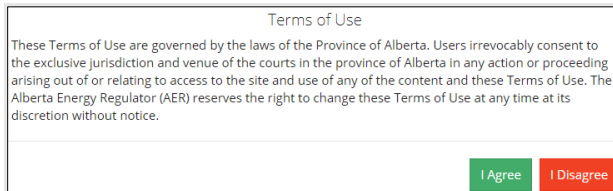
1. Access OneStop from the AER website, www.aer.ca – **Systems and Tools > OneStop > Access OneStop > OneStop Tool.**



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

A login form titled 'OneStop' with a green checkmark icon. It contains two input fields: 'Username' and 'Password'. Below the password field is a 'Login' button.

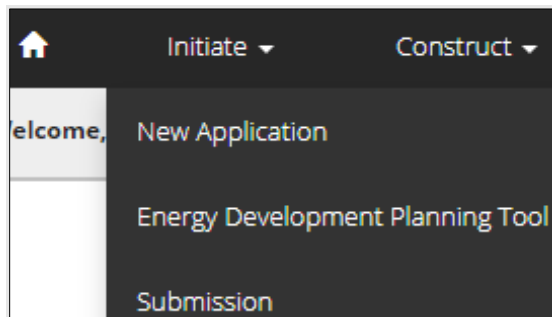
3. The Disclaimer window opens. Click **I Agree**.

A 'Terms of Use' disclaimer window. It contains text stating that the terms are governed by the laws of the Province of Alberta and that users irrevocably consent to the exclusive jurisdiction of the courts in the province of Alberta. At the bottom right, there are two buttons: 'I Agree' (green) and 'I Disagree' (red).

OneStop opens on the dashboard landing page.

Create: 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 feature from any drop-down menu on the top navigation bar.

3. Enter **Reclamation Certificate Variance** in the Select Type field. OneStop will return selections.
4. Select **Reclamation Certificate Variance**.

Create

[Validate](#)

Create Submission

Select Type * [View List](#)

Reclamation Certificate Variance

5. Click **Validate**. [Validate](#)
6. Optional: You may also search by clicking **View List**. [View List](#)
 - a) The Submission Types menu appears. Select **Reclamation Certificate Variance**.

Submission Types

• Aggregate Management Plan	• Annual Disturbance Report	• Industrial Wastewater & Runoff
• PLA Waiver	• Reclamation Certificate Variance	• Record of Site Condition
• Regeneration Vegetation Surveys	• Well Directional Survey	• Well Log

- b) Click **Validate**. [Validate](#)

General: Enter General Information

Related Entities

1. Select all that apply to the variance that is being applied for.

Related Entities	Contact Information	Details
Submission Relates To		
Enter all that apply * i		
<input type="checkbox"/> EPEA Approval Number	<input type="checkbox"/> Asset	<input type="checkbox"/> PLA Disposition
<input type="checkbox"/> LLD Only		

Tip

Each option, when selected, will display a related table. **This example uses the Asset option.** To change your selection, click the highlighted option, and select another option.

2. Click **Add**. [Add](#) The search window opens for your selected option.
3. Enter the **asset reference number** and the **Legal Land Description (LLD)**. Click **Search**.

Asset Search

Asset Reference

Legal Land Description (LLD) QTR LSD SEC TWP RGE W M M

Results appear in a table below.

<input type="checkbox"/>	Asset ID ▾	UWI ▾	Authorization Number ▾	Asset Type ▾	Asset Name ▾	Asset Status ▾
<input type="checkbox"/>	0924040110AA0	AA/10-01-092-04W4/0	0487022	Well	SUNCOR FIREBAG 10-1-92-4	Abandoned
<input type="checkbox"/>	0924041004AA0	AA/04-10-092-04W4/0	0487027	Well	SUNCOR FIREBAG 4-10-92-4	Abandoned
<input type="checkbox"/>	0924041806AA0	AA/06-18-092-04W4/0	0487024	Well	SUNCOR FIREBAG 6-18-92-4	Abandoned
<input type="checkbox"/>	0924042611AA0	AA/11-26-092-04W4/0	0487025	Well	SUNCOR FIREBAG 11-26-92-4	Abandoned
<input type="checkbox"/>	0924042810AA0	AA/10-28-092-04W4/0	0487026	Well	SUNCOR FIREBAG 10-28-92-4	Abandoned
<input type="checkbox"/>	0924043014AA0	AA/14-30-092-04W4/0	0487023	Well	SUNCOR FIREBAG 14-30-92-4	Abandoned

4. Check the **box** beside the appropriate asset or authorization number. Click **Add Assets**.

<input checked="" type="checkbox"/>	Asset ID ▾	UWI ▾	Authorization Number ▾	Asset Type ▾	Asset Name ▾	Asset Status ▾	Asset Licensee ▾
<input checked="" type="checkbox"/>	0054300107000	00/07-01-005-30W4/0	0256177	Well	PCP 7A PINCHER CREEK 7-1-5-30	Abandoned	Canadian Natural

The asset is added to the table on the General page.

5. Select the **Activity Name** from the drop-down menu in the Asset table.

Activity Name* ▾ Activity Other ▾

Filter...

Access Road

Battery Site

Borrow Site

Campsite

Tip

The Activity Name refers to the activity the variance applies to. For example, if the variance is for a remote sump associated with the wellsite, select Remote Sump.

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

7. Click the **Contact Information** tab.

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. Fields marked with an **asterisk*** are mandatory.

Licensee/Approval Holder

1. Complete the following licensee fields: **Name**, **Position**, **Phone**, and **Email**.

Licensee/Approval Holder	
Is the operating company different than the licensee/approval holder?	<input type="button" value="Yes"/> <input checked="" type="button" value="No"/>
Business Associate Identifier	OHE9
Name *	Elizabeth O.
Position *	Engineer
Company Name	Canadian Natural Resources Limited
Address	2100, 855 - 2 St SW, Calgary, AB, T2P 4J8
Phone *	(403) 517-6700
Email *	elizabetho@cnrl.ca

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

Primary Contact	<input type="button" value="Yes"/> <input checked="" type="button" value="No"/>
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3. Optional: Click **Save Parameters** (right of screen) to save your contact information.

Tip

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

Operator

4. If the operating company differs from the disposition holder, select **Yes**, and complete the Operator section.

Is the operating company different than the licensee/approval holder?	<input type="button" value="Yes"/> <input checked="" type="button" value="No"/>
---	---

5. Click **Search** in the Operator section. The Add Operator window opens.

Add Operator

Business Associate Identifier

Business Associate Name

Search

- a) Enter the business associate (BA) number **or** the associate name. Click **Search**.
- b) Optional: Click **Search** for a general listing of BA numbers.
- c) Check the **box** beside the appropriate BA number.

<input type="checkbox"/>	Business Associate Identifier ▴ ▾
<input checked="" type="checkbox"/>	0001
<input type="checkbox"/>	0002

- d) Click **Select Operator**. **Select Operator**

The window closes and the BA number appears in the Business Associate Identifier field.

Business Associate Identifier

6. Complete the following operator fields: **Name**, **Position**, **Phone**, and **Email**.

Operator

Business Associate Identifier

Name *

Position *

Company Name *

Address

Phone *

Email *

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

Save Parameters

7. Click **Details** tab.

Contact Information **Details**

Site Details

Details

Site name

Land ownership * Public Land Freehold Federal

Submission is associated with * Mining In Situ Oil and Gas Pipelines Waste

Current site status * Proposed Construction Active Inactive Reclaimed

Comments

1. Enter **Site name**.
2. Select **Land ownership**.
3. Select **associated operation type**.
4. Select the **site's current status** from the drop-down menu.

Current site status * Proposed Construction Active Inactive Reclaimed

5. Enter **comments** in the space provided.
6. Click **Validate**.
7. Click **Save**. Save

Tip

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

8. Click **Next** (bottom left of screen) to move to the Questionnaire page. Next >

Questionnaire: Enter Site Specific Information

1. Select the **Jurisdiction** where the site is located.

Questionnaire

Validate

Stakeholder Information Site Characterization

Stakeholders

Jurisdiction * Private Land Public Land Special Areas Parks and Protected Areas

Occupant Information

2. Based on your selection, complete the **required Land Owner** or **Land Manager** section.

Land Owner	
Name of Individual *	Daniel Stevens
Email Address *	dsteven@abc.ca
Phone Number *	403-555-1234

Land Manager	
Name of Individual *	Michelle Dockery
Email Address *	mdockery@abc.ca
Phone Number *	403-555-4321

3. Optional: You may complete the **Occupant Information** and **Metis Settlement Information** sections as needed.
4. Click **Save**. Save
5. Scroll up. Click **Site Characterization** tab.

Stakeholder Information	Site Characterization
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Site Characterization

1. Select **Current Land Use** from the drop-down menu.

Land Use	
Current Land Use *	<div style="border: 1px solid #ccc; padding: 2px;">Native Grassland</div>
Future Land Use *	<div style="border: 1px solid #ccc; padding: 2px;">Cultivated Annual Crop</div>
Upload Land Use Change Approval Document(s)	<div style="border: 1px solid #ccc; padding: 2px;">Cultivated Tame Pasture/Perennial Crop</div>

2. Select **Future Land Use** from the drop-down menu.





Land Use	
Current Land Use *	<div style="border: 1px solid #ccc; padding: 2px;">Native Grassland</div>
Future Land Use *	<div style="border: 1px solid #ccc; padding: 2px;">Cultivated Annual Crop</div>
Upload Land Use Change Approval Document(s)	<div style="border: 1px solid #ccc; padding: 2px;">Cultivated Tame Pasture/Perennial Crop</div>
Variance Details	<div style="border: 1px solid #ccc; padding: 2px;">Development</div>

- a) For **Development** and **Other Landowner Use**: Enter the **required information** in the space provided.

Future Land Use * ⓘ	Other Landowner Use
Describe Landowner Use *	

Future Land Use * ⓘ	Development
Describe Development Type *	

3. Click **Attach** to add land use change approval documents. Locate the file from your computer and attach it. Multiple documents may be uploaded.

Upload Land Use Change Approval Document(s)	Attach
 Test doc 1.pdf	(31 KB) 
 Test doc 2.pdf	(31 KB) 

Questionnaire: Variance – Enter Submission Details

1. Select **Yes** or **No**: Are there criteria waived due to zoning?

Variance Details	
Are there criteria waived due to zoning? *	<input type="button" value="Yes"/> <input type="button" value="No"/>

- a) If **No**, proceed to **Step 2**.
- b) **Yes**, describe **Zoning and Development Plans** in the space provided.

Describe Zoning and Development Plans *	
---	--

- i) Click **Attach** to add one or more of the mandatory items: subdivision plans, zoning plans, and sketches. Locate the files from your computer and attach them.

Upload one or more of the following mandatory items: Subdivision plans, Zoning plans, sketches *	Attach
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- ii) Optional: Click **Attach** to add surveys.

Survey attachments	Attach
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2. Select all **variance types** that apply to your submission.

Note: Each variance type will require more information after you have completed Step 8 below.

Select all variance types that apply *

☐ Aerial Assessment

☐ Third Party Impacts

☐ Landscape Variance

☐ Soil Variance

☐ Vegetation Variance

☐ Variance Other

3. Select the **Degree of Disturbance at Construction** from the drop-down menu.

Degree of Disturbance at Construction *

Full Disturbance

Minimum Disturbance

Zero Disturbance

4. Select the **Degree of Disturbance during Reclamation/Remediation** from the drop-down menu.

Degree of Disturbance during Reclamation/Remediation *

Full Disturbance

Minimum Disturbance

Zero Disturbance

5. Click **Construction Date** field and select the **date** from the calendar. You may also manually enter the date mm/dd/yyyy.

Construction Date *

« September 2022 »

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17

6. Repeat **Step 5** for selecting **Abandonment, Reclamation Activities Completed, Revegetation, and Vegetation Management** dates. Dates should be the most recent activity completed on the site.

Abandonment Date *

Reclamation Activities Completed Date *

Revegetation Date *

Vegetation Management Date

7. Select the **Criteria Applied** to the site. More than one can be selected.

Criteria Applied *

☐ Cultivated

☐ Forested

☐ Native Grasslands

☐ Peatland

8. Click **Attach** to upload **Detailed Site Assessment (DSA)**, including **photos** and **surveys** where appropriate. Locate the files from your computer and attach them.

Attach

Variance Types

Aerial Assessment

1. Optional: In the space provided, enter **additional comments** that support the DSA attachments.

DSA Uploads including Photos and Surveys where appropriate *	Attach
Comments	

2. Select the **reason** for the aerial assessment from the drop-down menu.

Select the reason for the aerial assessment *	
	Remote Site Damage Concerns Access Restrictions

Remote Site

- a) Describe the remote site in the space provided.

Note: Sites not accessible by aerial landing, Argos, or all-terrain vehicle, too remote to access by foot, may require an assessor to perform an alternative aerial assessment.

Select the reason for the aerial assessment *	Remote Site
Describe Remote Site * ⓘ	

Damage Concerns

- b) Describe the damage concerns in the space provided.

Select the reason for the aerial assessment *	Damage Concerns
Describe Damage Concerns *	

Access Restrictions

- c) Select **Yes** or **No** – Are there access restrictions unrelated to vegetation height (i.e., water crossings, ground conditions, etc.)?

Are there access restrictions unrelated to vegetation height (i.e. water crossings, ground conditions, etc.)? *	Yes	No
---	-----	----

- i) Describe the access restrictions in the space provided.

Describe Access Restrictions *	
--------------------------------	--

Third Party Impacts

1. Click **Add**. A row will be added to the table.

Add Remove					
<input type="checkbox"/>	Third Party Type*	Name*	Date of Interview*	Comments*	Upload
<input type="checkbox"/>					Attach

Tip

To remove a row from the table, check the **box** beside the row you wish to remove. Click **Remove**.

- a) From the drop-down menu, select the **party** you discussed third-party impacts with.

<input type="checkbox"/>	Third Party Type*
<input type="checkbox"/>	<div>Filter...</div> <div> Landowner Land Manager Interest Holder Occupant Interviews </div>

- a) Enter the **Name** of the person you discussed third-party impacts with.

Name*
<input type="text"/>

- b) Click **Date of the Interview** field and select the date from the calendar.

« September 2022 »						
Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	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	1
2	3	4	5	6	7	8

- c) Click **Comments** field and enter comments from the interviewee.

Comments*
<input type="text"/>

- d) Click **Attach** to add applicable interview documents. Locate the files from your computer and attach them.

Upload
Attach

Landscape Variance

1. Select **Yes** or **No**: Were step-outs completed to characterize any anomalies?

Were step-outs completed to characterize any anomalies? *	Yes	No
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- a) If **No**, please explain in the space provided.

If no, please explain	
-----------------------	--

- b) If **Yes**, the Variance Parameters section appears. Click **Add**. A row will be added to the table.

Variance Parameters		
Variance Type*	Parameter*	Description and Justification*

- i) Select a **Variance Type** from the drop-down menu.

<input type="checkbox"/>	Variance Type*
<input type="checkbox"/>	<div>Filter...</div> <div>Landscape</div> <div>Soil</div> <div>Vegetation</div>

- ii) Select the **Parameter** that does **not** meet the criteria. If multiple parameters do **not** meet the criteria, add rows to the table. Select a parameter for each row.

Parameter*
Filter...
% Clay
% Open Water/Upland Ecosite
Bare Areas
Bare Ground %
BBCH Value
Bryophyte Cover
Canopy Cover
Coarse Fragment Content
Color
Consistence
Debris

- iii) In the space provided, explain why the selected parameter does not meet the criteria. Enter justification and rationale to support the variance request.

Description and Justification*

- iv) Add any supporting documents. Click **Attach**. Locate the files from your computer and attach them.

Additional Supporting Documents

Attach

Soil Variance

1. Select **Yes** or **No**: Were step-outs completed to characterize any anomalies?

Were step-outs completed to characterize any anomalies? *

Yes

No

2. If **No**, explain in the space provided.

If no, please explain

- a) Select **Yes** or **No**: Was a Level 2 Soils Analysis completed to support the justification?

Was a Level 2 Soils Analysis completed to support the justification? *

Yes

No

- b) If **No**, explain in the space provided.

If no, please explain

- c) If **Yes**, click **Attach** to add files pertinent to soil analysis. Locate the files from your computer and attach them.

Upload files pertinent to the soil analysis

Attach

- i) The Variance Parameters section will also appear. Repeat **steps 1(b) to 1(b)(iv)** in **Landscape Variance**.

Vegetation Variance

1. Repeat steps 1 to 2(c) above in **Soil Variance**.
2. Select **Yes** or **No**: Is the variance for weeds/incompatible species?

Is the variance for weeds/incompatible species? *

Yes

No

- a) If **No**, proceed to the **Variance Parameters** section.
- b) If **Yes**, list the **undesirable, incompatible or weedy vegetation species** in the space provided.

List undesirable, incompatible or weedy vegetation species *

- i) Describe **Weed Management** in the space provided.

Describe Weed Management *	
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- ii) Click **Attach** to add **Weed Management Attachments**. Locate the files from your computer and attach them.

Note: Weed management documents may include vegetation management plans, herbicide application records, mechanical vegetation management records, seed mixes, seed mix approvals, etc.

Weed Management Attachments ⓘ	Attach
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- iii) The Variance Parameters section will also appear. Repeat **steps 1(b) to 1(b)(iv)** in **Landscape Variance**.

Variance Other

Variances that do not fall into categories listed above, can be entered in the Variance Parameters section. Example: The detailed site assessment was completed less than 365 days from the last herbicide application.

1. Click **Add**. A row will be added to the table. If multiple parameters do not meet the criteria, add rows to the table.

Variance Parameters			
<div> <div>Add</div> <div>Remove</div> </div>			
<input type="checkbox"/>	Variance Type* ▾	Parameter* ▾	Description and Justification* ▾
<input type="checkbox"/>			

2. Select the **Variance Type** from the drop-down menu.

<input type="checkbox"/>	Variance Type* ▾
<input type="checkbox"/>	<div>Filter...</div> <div> Landscape Soil Vegetation </div>

3. In the Parameter column, select **Other**.

Parameter* ▾
<div>Filter...</div> <div> Micro-contour Moisture Regime Organic Carbon Other pH Plant Density/% Cover </div>

- In the space provided, explain why the selected parameter does not meet the criteria. Provide justification and rationale to support the variance request.

Description and Justification*

- Add any supporting documents. Click **Attach**. Locate the files from your computer and attach them.

Additional Supporting Documents	Attach
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- Click **Save**. **Save**

- Click **Next** and move to Confirmation page. **Next >**

Confirmation: Validate Entry

There are two ways to validate your entry.

Option 1: Confirmation Page

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

- 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 - Details
<input type="checkbox"/>	General - Related Entities
<input type="checkbox"/>	Questionnaire - Site Characterization

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



Name *	<input type="text"/>
	⚠ This field is required.
Position *	<input type="text"/>
	⚠ This field is required.

- Complete the required fields. Click **Validate**. **Validate**
- Return to Confirmation page.
- 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.



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

Submit



3. Once you have validated your entry, click **Submit** on the Confirmation page. 
4. 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.

5. The Confirm Reclamation Certificate Variance Submission window opens to confirm your submission. Click **Yes**.


Confirm Reclamation Certificate Variance Submission

 Are you sure you wish to submit this submission?

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

Submission Submitted

 Thank you for your submission. Your submission number is 31830439

