CROWN LAND APPLICATION MANUAL

September | 2015

Version 2.15

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Manual Revisions

Summary of Revisions

Manual revisions by section are highlighted below.

Applications received on or after the effective date (as indicated in the revision table) will be required to meet the revised application standards.

Effective Date	Section	Description/Rationale
13-Feb-2015	Section 6	Updated to reflect the change in the water source approval process and requirements for hydrogeological assessment and data collection, monitoring, and data reporting (p.17). For more information, refer to INDB 2015-03 on the Commission's website.
01-Aug-2015	Appendix B	Added construction plans should identify and classify any waterbodies within 100 metres of a proposed oil and gas activity or Crown land application activity (i.e., campsite, storage site, borrow pit, etc.)
01-Sept-2015	Section 3 & Section 6	Added a section for Area-based Analysis (ABA) to include Planning and design requirements (p.11). Also updated Block J (p.30) to include a description of ABA requirements on the Crown Land Application Form. The corresponding Crown Land Application Form and the Aggregate Operations and Borrow Pit Application Form have also been updated to include an ABA checkbox.
01-Oct-2015	Sections 6, 7 Appendix B Appendix E	Section 6 – Block C: removed aggregate operation, borrow pit and quarry (gravels) from possible primary intended land use description. Added form instruction for 'Mines Act Permit.' Block E: Added form instruction for SYD. Blocks G and I: Removed requirement for Fibre Utilization Plan. Section 7 – New content for categorization of worksite borrow pits and oil and gas aggregate operations. New form instructions for Aggregate Operation / Borrow Pit Application Form, Blocks G and H. Appendix B – added requirement to include ancillary sites on construction plan labelling. Added Appendix E – Worksite Borrow Pit / Aggregate Operations Categorization Key. Also removed reference to Fibre Utilization as this is no long required by the Commission. For more information on these changes refer to INDB 2015-26 and INDB 2015-27 on the Commission's website.

1 Introduction

About

The Crown Land Application Manual is intended to guide users through the BC Oil and Gas Commission's (Commission) application process for Crown land. It presents an in-depth, end-to-end guide for applicants. By consulting this guide and its requirements in full, applicants can minimize the risk of submitting an incomplete application and be confident in their knowledge of Commission processes.

This manual does not replace legislation. All applicants are encouraged to read applicable legislation and regulation in full; it is the applicant's responsibility to know and uphold its legal responsibilities inside and outside of the Commission's legislative authority.

Crown Land Applications

Section 1 of OGAA defines an oil and gas activity and a related activity, the latter of which is an activity required for carrying out an oil and gas activity, authorized through a specified enactment.

The Commission has been granted authority for specified enactments under the following Acts:

- Environmental Management Act
- Forest Act
- Heritage Conservation Act
- Land Act
- Water Act

This manual outlines the application process for related activities authorized under the Land Act.

In accordance with Section 24(3) of OGAA, a person must be a permit holder, or have applied to be a permit holder, for oil and gas activity before applying for Crown land for related activities.

Crown land applications for unrelated activities can be submitted to FrontCounter BC.

Manual Structure

Beginning with pre-application, this manual guides the user through application preparation; the Commission's review and determination process; permit terms, transfers, amendments, cancellations and replacements; and aggregate operations and borrow pits.

Additional Guidance

Guidance related to Land Act tenures is located in the Commission's Permit Operations and Administration Manual, and the glossary page of the Commission's website provides a comprehensive list of definitions.

The appendices within the Crown Land Application Manual include documents to reference when compiling information required by the Commission. Other navigational and illustrative elements to note within the manual include hyperlinks, sidebars, figures and tables.

Feedback
The Commission is committed to continuous improvement by collecting information about the effectiveness of manuals, forms and guidelines. Stakeholders who would like to comment on Commission documentation may send constructive comments to OGC.Systems@bcogc.ca.

2 Pre-Application Requirements

Companies applying to engage in oil and gas activities in BC for the first time must ensure all pre-application requirements have been met. These include the New Permit Holder Application Form, and a Master Licence to Cut Application (MLTC), and ePASS submission.

New Permit Holder Application Form

The new permit holder application form captures general administrative and corporate registry information.

Completed new permit holder application forms and required attachments are to be submitted to the Commission's Corporate Land Management Unit. New permit holder application forms must be processed by the Commission prior to the submission of any oil and gas activity permits to the Commission.

For more information on the new permit holder application form, please refer to the Commission's Permit Operations and Administration Manual.

Master License to Cut

A Master Licence to Cut (MLTC) on Crown land is required where the removal of timber is necessary to conduct an oil and gas activity. A separate agreement is required for each forest district.

An MLTC must be completed and submitted before an application for oil and gas activity is made, as the MLTC will govern the cutting permit that authorizes the removal of timber on Crown land.

ePASS

ePASS stands for electronic petroleum applications spatial submission. All companies new to the Commission must create an ePASS account.

Section 2 of the ePASS Submission Standards describes all attribute data components that must be submitted using ePASS for permit applications.

All ePASS submissions must conform to the shapefile spatial data format. These spatial standards are outlined in the Environmental Systems Research Institute White Paper, ESRI Shapefile Technical Description.

Spatial data associated with post construction plans will appear on the Commission's FTP site (outgoing data) for download by the public.

3 Preparing a Crown Land Application

To obtain approval to undertake related activities, companies must first submit a completed Crown Land Application Form. For borrow pit and aggregate operations, companies must submit a Aggregate Operations & Borrow Pit Application Form.

The application provides the Commission with the information necessary to review the proposed project. Upon completion of the review, the Commission may issue a Temporary Permit or a Licence of Occupation, depending on the required term of the application.

Prior to submitting the application, planning and preparation activities may be required. Following the directions provided in this section will help to ensure that the application is complete and correct.

Application form and deliverables must be submitted in person or via mail to the BC Oil and Gas Commission in Fort St. John:

BC Oil and Gas Commission
Physical Address: 6534 Airport Road
Fort St. John, BC, V1J 4M6
Mailing Address: OGC, Bag 2, Fort St. John, BC, V1J 2B0

Planning & Preparation

When preparing a permit application, specific activities must be carried out to ensure that a complete and correct application is submitted.

Prior to submission, applicants must:

1) Ensure they hold a permit for an oil and gas activity
2) Prepare Construction Plans in accordance with OGAA Section 24(1)(b)
3) Ensure that planned construction and operations comply with all legislation and regulations
4) Complete an archaeological assessment under the Heritage Conservation Act and the Commission's Archaeology Guidelines

5) Identify any additional application requirements, based on the activity or location

Additional Considerations

Rights Holder Engagement
The province makes every effort to ensure that resource management is coordinated and that the related oil and gas activities will not adversely affect long-term rights holders' interests. The methods used to engage rights holders may vary depending on the nature of the proposed related activity.

The Commission requires that applicants engage rights holders prior to submitting an application. It is expected that the applicant notify a rights holder if the proposed related activity is within an area subject to the right of a rights holder (e.g., the proposed related activity falls within a guide outfitter's tenure).

If the proposed related activity is within an area subject to the right of a rights holder, and it is known to the applicant that the ability of the rights holder to exercise their right will be directly and adversely affected, the Commission expects the applicant to engage the rights holder in consultation.

Engagement materials provided to the rights holder must provide sufficient information to enable an understanding of the proposed activity and its relationship to the rights holder's legally granted interests. Examples of information to include are:

- -applicant name and contact information
- -description of the location of proposed activity
- -activity specifics including any significant structures and equipment to be added
- -any roads to be constructed to carry out the proposed activities
- -approximate timing schedule of project where applicable
- -map that shows the proposed activities in relation to rights holder's area of interest
- -statement advising the rights holder may make a Written Submission to the Commission at any time prior to the application decision

The Commission requires the applicant to document their completed rights holder engagement process and include with the application submission:

- A Rights Holder Engagement Line List
- Rights Holder Engagement supporting documentation, which includes:
    - A copy of all notification/consultation information
    - A description of mutually acceptable agreements made
    - Details of any known rights holder(s) concerns and mitigative actions taken by the applicant
    - A map, including the location of proposed activity and the rights holder(s) affected.

Please note: The Crown Land Status Sheet has been replaced with the Rights Holder Engagement Line List.

Timelines
During engagement with rights holders, applicants must allow 14 calendar days for the rights holder to respond, after the deemed received date, before submitting a Crown land application to the Commission. However, applicants may apply earlier if a written response from the right holder stating there are no concerns has been received. If a written response has been received the applicant is required to submit it with the application.

Environmental Management Act Authorization
Applications for land farms require authorization under the Environmental Management Act, to be issued by the Commission. Land farms used for treatment of hazardous waste must comply with the Hazardous Waste Regulation and have an operating plan approved by the Ministry of Environment.

For more information regarding the process surrounding these authorizations, contact a member of the Waste Management and Reclamation Division.

Unresolved Concerns
The Commission encourages companies and the affected rights holder(s) to try to resolve concerns before contacting the Commission.

If issues remain unresolved between the applicant and rights holder(s) after all reasonable efforts are made, facilitation services are available through the Commission's Community Relations department. Contact the Commission's Dawson by phone at (250) 795-2140, in person or via mail at:

#3-1445 102 Avenue, Dawson Creek, BC, V1G 2E1.

This non-mandatory process exists to aid communication and resolve interest-based differences between the applicants and those potentially impacted by oil and gas activities.

If there are unresolved concerns, the applicant is required to include details of the concerns and the proposed mitigative actions with the application submission. The Commission uses the rights holder engagement documentation for evaluation, after which the Commission may:

- Make a decision on the application, based on the engagement documentation
- Recommend the company continue consultation
- Recommend the use of appropriate dispute resolution

Written Submissions from Rights Holders
Affected rights holders may make a written submission to the Commission about the application. If an affected party makes a written submission, the Commission will send a copy of the submission to the applicant.

Engaging First Nations Before Application
Before submitting an application to the Commission, companies are encouraged to initiate and build relationships with First Nations communities directly by discussing their proposed activities.

The Commission recommends that companies use an Engagement Log to record all meetings and conversations with First Nations communities. A sample format for the Engagement Log is located in Appendix C. The engagement log may be considered in the decision-making process.

Applicants may contact the Commission's FNLOs to access First Nations area maps and for advice on engaging First Nations.

These engagements do not replace the First Nations consultations carried out by the Commission, as described in Section 5.

Other Jurisdictional Requirements
The Commission may authorize oil and gas operators to use land for the purposes of a camp; however, additional authorizations and permits are required from other jurisdictions to construct and operate a campsite. Appendix D outlines requirements associated with other jurisdictions.

Spatial Data
Provincial spatial data is housed within the BC Geographic Warehouse, a consolidated source of land and resource information from across the province. It includes cadastral information (tenures, ownership, boundaries), resource information (vegetation, fisheries, wildlife), provincial atlas (rivers, roads, buildings, topography, surveys) and planning and analysis information (land and resource management plans, sustainable resource management plans, areas established by order under the Environmental Protection and Management Regulation).

Spatial data from the BC Geographic Warehouse is available to view through iMapBC and the Discovery Service and to download from the Distribution Service.

All services can be accessed through the GeoBC Gateway.

For more information on identified spatial areas and areas established by order, please refer to Spatial or Identified Areas.

Flare Blackened Areas

For guidance on applying for a flare blackened area, refer to the process outlined in the Flare Blackened Area Table located under the Documentation Section of the Commission's website.

Area-based Analysis Planning and Design

Applicants are encouraged to utilize the Commission's Area-based Analysis (ABA) approach when planning for oil and gas activity in order to minimize cumulative impacts on the landscape, minimize footprint of activities, and reduces restoration / reclamation timeframes on environmental values.

The Commission gathers and analyzes existing information and data on development activities in identified areas. Specific resource values such as old forest and riparian reserve zones are made available at the Area-based Analysis information page on the Commission's website. Applicants should review the Area-based Analysis datasets when planning the location of oil and gas activities including:

- Spatial datasets showing the location of enhanced management and regulatory policy areas for use in development planning.
- Current ABA conditions in the development planning area.
- ABA FAQs.

Plan to minimize disturbance where possible. For example:

- Use existing disturbance, unless doing so would result in a greater disturbance, greater safety risk, significant operational difficulty and/or negative environmental impacts.
- Consider low impact seismic techniques such as wireless technology and meandering lines.
- Use common access and shared corridors.
- Consider using winter access in old forest and riparian reserve zones.
- Leverage use of directional drilling and multiwell pads to minimize disturbance.
- Implement strategies that will expedite reclamation.

During the development planning process applicants should review existing disturbance on the landscape and coordinate where possible to minimize impact on the ABA values.

If an activity proposed in Northeast British Columbia will impact an ABA enhanced management or policy area, an ABA specific mitigation strategy must be attached to the application. Guidance on completing mitigation requirements is available in the Commission's Supplementary Information for Area-based Analysis document.

4 Application Review & Determination Process

This section provides an overview of the Commission's application review and determination processes, including information on declined applications and details for applicants on revising and amending applications.

Permit Review & Approval

The following process map includes the major steps of the Commission's application review and determination processes.

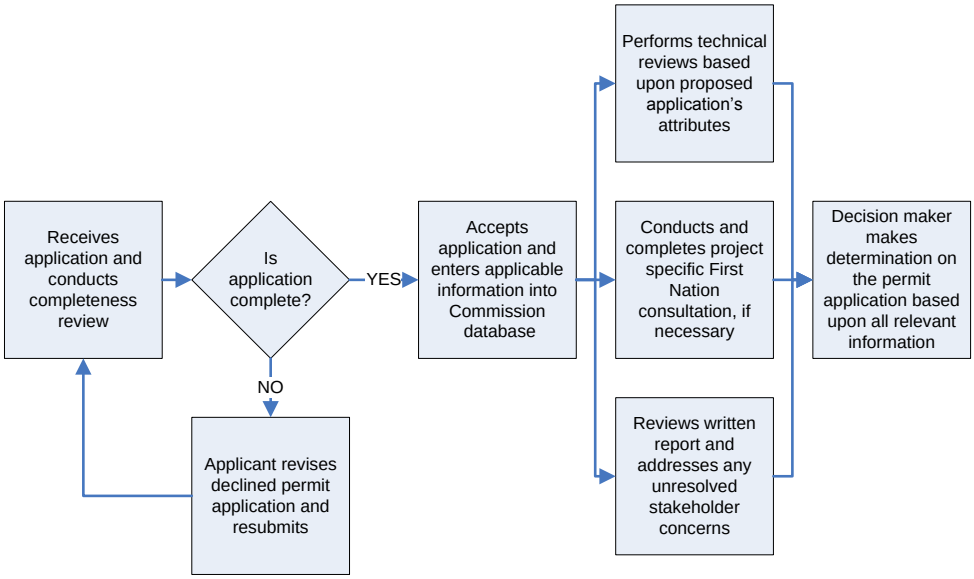


Figure 3.1. Process map of the Commission's Crown land application review and determination processes

Application Review and Determination

After an application is submitted, the company is referred to as the applicant.

After the application is approved, the applicant is referred to as the permit holder.

1. Application Screening

After an application is received by the Commission, it is reviewed for completeness.

Declined Applications

Incomplete applications are declined and returned to the applicant. A rationale of why the application was declined is sent to the applicant by email.

After any deficiencies are addressed, the application can be resubmitted. Applications that have been declined are reviewed in order of the resubmission date, not the date of original submission.

Complete Applications
When all requirements are met, the application is complete and accepted by the Commission, after which the application enters the processing and review phase

2. Application Review Phase

Before making a determination on the application, the Commission consults with First Nations (for applications on Crown land), reviews the applicant's consultation and notification documentation and performs technical reviews (e.g., archaeology, land and habitat, etc.).

Application Revision
After submitting an application, the applicant may submit revisions to the application. Revisions are only accepted before a determination is made.

To document the revision, the applicant must submit a new Crown Land Application Form, updated application deliverables and a letter describing the revision and why it is being requested.

When a new, revised application is submitted, it negates the original application. As with declined applications, revised applications are reviewed in order of the resubmission date.

Withdrawals
To withdraw an application, submit a request to the appropriate Operations Manager. The request must be on official company letterhead.

3. Determination Phase

Application Determination
After all internal reviews are complete, the Commission may issue an authorization under the Land Act, which may include conditions of what activities the permit holder may carry out, including related authorizations under the Forest Act and Water Act.

4. Post-Approval Phase

Permit Distribution

After the permit is approved, the Commission generates a notification letter, which is mailed to the land owner. In addition, the Commission distributes the permit to all applicable agencies, which may include: the company; the land agent; Ministry Forests, Lands and Natural Resource Operations; WorkSafeBC; etc.

Amendments

A permit amendment requires the resubmission of a Crown land application form for approval by the Commission.

Blocks of the application form that are not affected by the proposed amendment may be omitted by selecting the N/A checkbox in each section of the form. Sections without a N/A checkbox are mandatory.

In addition to the application form, updated application deliverables must be submitted to document the amendment.

Applicants may include only the amended area of the amendment in the area table of the Construction Plan, as the previously approved area will be indicated on the application form. Permit holders must ensure that the spatial data includes both the existing approved area and the proposed amended area. Applicants within the ALR must show total disturbance.

Post-Construction Plan

The submission of Post-Construction Plans is required within 60 days of completed construction. Please refer to the Commission's Permit Operations Administration Manual for detailed submission requirements and process.

5 Permit Term, Transfers, Cancellation & Replacement

This section summarizes the term of Crown land permits, as well as permit transfers, cancellations and replacements for expiring Temporary Permits.

Permit Terms

The term of a permit is defined by Crown land policies. Land Act applications are permitted with a two-year Section 14 Temporary Permit. Applicants who apply for a term of more than two years are issued a Licence of Occupation upon expiry of the Temporary Permit.

Cancellations

If a permit holder would like to cancel the permit after approval; the client must submit a letter requesting cancellation of the permit. The cancellation request letter must clearly identify:

- Commission file number
- Legal description location
- If surface disturbance has occurred

A confirmation letter will be sent to the permit holder upon cancellation of the permit and related Land Act tenure.

For quarries, borrow pits and campsites, permit holders must state whether or not the area has been left safe and clean.

Transfers

A permit holder may apply to the Commission to transfer a permit under Section 29 of OGAA.

For more information on the permit transfer process and transfer application requirements, please refer to the Corporate Land Management Manual.

Replacement

Land Act tenures cannot be extended; however, applicants can submit a Permit Replacement Application Form as a renewal request for the expiring tenure.

As per Section 32(1) of OGAA, a Temporary Permit, and any authorization issued to the permit holder for a related activity, expires on the day after the two-year period has elapsed, if the permit holder has not started the permitted oil and gas activity.

If a Temporary Permit was issued, and the activity will extend past two years, the applicant must submit a Permit Replacement Application Form, with all required application deliverables, before expiry of the Temporary Permit or the Commission will remove the expired permit from the active records. The permit replacement application must be submitted to the Commission a minimum of 30 days before the scheduled expiration.

The Commission may replace the expiring permit with another Temporary Permit and associated authorizations (up to one year) and may impose additional conditions.

If the permit expires with no Permit Replacement Application Form submitted, the former permit holder must submit a new permit application to the Commission, referencing the same OGC application file number, in order to resume construction.

A permit replacement application is not required for applications that will be issued a Licence of Occupation upon expiry of a Temporary Permit.

Rights Holder Engagement For Replacements
The Commission may require the permit holder to carry out engagement for the permit replacement. Rights holder engagement requirements for permit replacements include:

1. **Permit holders must notify all recipients that were originally engaged on the project under the original permit and inform them of the intent to request an extension.**

2. **Permit holders must consult and/or notify stakeholders that were not engaged under the original permit and inform them of the intent to request an extension.**

3. **If unresolved concerns are identified, the Commission recommends that documentation outlining the engagement process be included with the Permit Replacement Application Form. A list of**

recommended documentation is included in Additional Considerations**.**

6 Crown Land Application Form

This section provides guidance for completing the Crown Land Application Form and its blocks, as well as the required attachments. In addition, it identifies the processes and standards companies must follow as a condition of approval. Links and references are included, should more information or clarification be required.

The Crown Land Application Form is organized by lettered information blocks, which represent groupings of application requirements.

Note: For worksite borrow pits and oil and gas aggregate operations, refer to Section 7: Aggregate and Borrow Pit Operations.

Block B Administration

Administrative information is used to collect applicant and agent contact information.

Applicant Name	The company name, as registered with the BC Corporate Registry.
Address	The business address of the applicant company.
Contact	The first and last name of the primary contact for the applicant company.
Phone and Email	The primary phone number and email address for the contact listed.
Referral Company	The referral company or land agent contracted by the applicant.
Agent Information	The name, primary phone number, cell phone number, and email address of the land agent.
Internal File No.	The applicant's or agent's internal file number, used for tracking during application preparation. This number should match the file number provided to affected parties for consultation and notification activities. The Commission may use this number to reconcile any written submissions received before the application was submitted.

Block C Application Information

Application information indicates what type of application is being submitted for review, and enables the Commission to link the information to other projects.

ePASS No.

An ePASS number is issued after the digital data is successfully uploaded to the Commission through the ePASS portal.

Surface Location

The one surface location, using the National Topographic System (NTS) or Dominion Land Survey system (DLS) legal description.

If the Crown land application is linear in nature, select N/A and complete Block F for linear developments.

Primary Intended Land Use

The primary intended land use of the proposed activity. For secondary ancillary land uses (for example, decking sites, temporary workspaces, etc.), complete Block J of the application form.

The following intended uses are issued only a Temporary Permit (less than two years) for occupation of Crown land:

- Above-Ground Temporary Water Line (Intended to be used for fresh water lines only where Crown land is required. Applicants are encouraged to utilize existing corridors to avoid new cut. Applicants requiring a produced water line must apply for a pipeline through Kermit, and equipment required for a water line must be applied through Kermit as a Facility. Applicants requiring water withdrawal must ensure they follow the Short-Term Use of Water Manual.)
- Geotechnical Investigation
- Investigative Use Permit – Data Gathering and Testing
- Investigative Use Permit – Test Drilling for Water Source Wells

A Land Act approval will be issued to allow

Land Act activities for the drilling and construction of up to 5 test wells within a maximum total proposed area of 4 km^2 for the purposes of groundwater sourcing for water source wells. Maximum true vertical depth of test wells must be < 300 m.

If test wells are located greater than 2 km from the Primary Activity, a letter of explanation must be submitted with the Crown Land Application.

Groundwater wells drilled under an Investigative Use Permit are wells under the Water Act and must comply with the Groundwater Protection Regulation.

Applications for well permits must be submitted to the Commission for any test wells that will be used as water source wells. Water source wells are defined in the Petroleum and Natural Gas Act, are wells under the Oil and Gas Activities Act, and are subject to Regulations under OGAA.

If a Licence of Occupation is selected, the Commission issues a two-year Temporary Permit and replaces it with a Licence of Occupation when the Temporary Permit expires.

The following intended uses are issued a Temporary Permit followed by a Licence of Occupation upon expiry of the Temporary Permit:

- Airstrip
- Camp Site
- Deck Site
- Fresh Water Storage Site
- Frac. Water Storage Site
- Gate Monitoring Site
- Helipad
- Land Farm
- Spoil soil storage
- Spill clean-up area
- Staging area
- Storage

- Sump
- Temporary workspace
- Under surface storage site
- Water loading station

Upon expiry of a Licence of Occupation, and if survey requirements have been met, a Statutory Right of Way is issued for the following intended uses:

- Flare blackened area
- Powerline
- Wellsite extension

Duration	Select *Temporary Occupation* if the intended use is for two years or less. Select *Licence of Occupation* if the intended use is for more than two years.
Mines Act Permit	For use with Aggregate Operations and Borrow Pit Application Form. Indicate if a Mines Act Permit is required. If a Mines Act Permit is required, License of Occupation must also be selected.
New Appl.	Select for new applications.
Revision to Commission File No.	Select for revisions to previously submitted, but not approved, applications. Provide the Commission file number of the application being revised. For more information on revisions, refer to Section 4.
Amendment to Commission File No.	Select for changes to previously approved permits. Provide the Commission file number of the permit for which an amendment is requested. For more information on amendments, refer to Section 4.
Primary Activity	Indicate the type of Primary Activity, i.e. well, facility, geophysical, road, pipeline authorized under OGAA or NEB regulated pipeline. The Primary Activity must be the related Oil and Gas Activity; if one does not exist a justification must be provided with the application that clearly indicates how the authorization being applied for relates to an

oil and gas activity as indicated above.

Primary Activity File No.	Provide the Commission file number or the Crown land tenure number for the primary oil and gas activity to which the proposed activity is related.

Block D Rights Holder Engagement

Rights Holder Engagement Line List	Indicate if the Rights Holder Engagement Line List template has been completed and attached to the application.
Conflicts with Rights Holders	Indicate if all conflicts with rights holders have been resolved. If not, attach any documentation of unresolved concerns to the Rights Holder Engagement Line List.

Block E Land Status

Area of Activity	The Commission has divided the province into regional zones. Select the appropriate zone for the permit application. To locate the appropriate area, view the Commission's Regional Zones.
Forest District	Enter the forest district(s) in which the proposed Crown land application is located.
MLTC No.	Enter the Master Licence to Cut number.
SYD	Indicate if the activity is located within or accessed through the Sierra-Yoyo-Desan Assessable Area, which comprises parts of NTS 094J, 094I, 094) and all of 094P. Further details are found of the Ledcor website.
	New Applications Only
Total Proposed Area	Enter the total proposed area that will occupy Crown land, as indicated on the Construction Plan. Woodlot areas must be included in the total Crown land area.
Total new cut (not including woodlot area)	Enter the total new cut affected by the proposal, excluding woodlot areas..
Total area within a woodlot	Enter the total woodlot licence area affected by the proposal.
	Amendments Only
Total Area	Enter the total area in hectares for the permitted area, proposed amended area and the total of the two.
Total new cut (not including woodlot area)	Enter the total new cut, excluding woodlot areas, for the permitted area, proposed amended area and the total of the two.
Total area within a woodlot	Enter the total woodlot licence area of the permitted area, proposed amended area and the total of the two.
Have As-	For amendment applications, indicate if As-

Cleared Plans been submitted?	Cleared Plans have been submitted for the permitted area.

Timber Reservations

The Commission is not authorized to issue Cutting Permits for timber located on leased agricultural land.

When preparing to enter areas where a timber reservation is registered against the title, permit holders must ensure that the lease holder has been granted cutting authority from the Ministry of Forests and Range before removing any timber.

Woodlots

Applicants must ensure that any woodlot tenures affected by the project are identified, and agreement is reached with the licensee(s).

Applicants must ensure that the woodlot area is clearly marked on the construction plan. The area within a woodlot must be included in the total area of Crown land for the land act tenure, but *not* included as area of new Crown disturbance, and it is excluded from the cutting authority.

The Commission cannot issue authorization to harvest within a woodlot tenure area; authority to harvest within a woodlot tenure area must be obtained through the woodlot holder. The woodlot holder must obtain cutting authority for oil and gas related harvesting from the Ministry of Forests, Lands and Natural Resource Operations.

For more information on woodlot tenures, refer to A Practical Guide to Effective Coordination of Resource Tenures, prepared by the Ministry of Agriculture and Lands.

Block F Linear Development

Proposed related activities that cannot be captured by one surface (e.g., power line, airstrip, etc.) under Application Information should be described within this block.

If the Crown land application is not linear in nature, select N/A and continue to the next block.

Segment Information	Enter the UTMs, zones, northings and eastings for the start and end point of each section of the linear disturbance.
Right of Way Width	Enter the maximum right-of-way width required (in metres) for each segment of the Crown land application.
Right of Way Length	Enter the maximum right-of-way length (in kilometres) for each segment.

Block G First Nations Consultation/Aboriginal Community Notice Package

Commission First Nation Liaison Officers are also available to answer questions and provide guidance about First Nations consultation and package requirements.

The Province of British Columbia must consult and, if required, accommodate First Nations whenever it proposes an activity or decision that could potentially impact Aboriginal or treaty rights recognized under Section 35(1) of the Constitution Act, 1982. As an agent of the Crown, the Commission fulfills any provincial obligation to consult with First Nations before authorizing activities proposed on Crown land under the Oil and Gas Activities Act and related specified enactments.

Consultation

Consultation with Treaty 8 First Nations about potential impacts of their treaty rights by oil and gas activities are guided by agreements between the Commission and First Nations. First Nation agreements with the Commission are located on the Commission's First Nations web page.

For Treaty 8 First Nation communities without agreements with the Commission or First Nation communities who are not members of Treaty 8, the British Columbia Interim Consultation Process applies.

The Commission may consider engagement efforts between First Nations and the applicant in its decision-making process.

Consultation Timelines
The Commission consults with First Nations through the processes and timelines established in the Consultation Agreements. The consultation process begins when the First Nation community receives the completed package. The Commission's internal reviews occur at the same time as the First Nation's review.

If concerns are included in First Nation's response, the Commission will, if appropriate, facilitate meetings with the First Nation (including the applicant, if necessary) to discuss their concerns and proposed mitigation measures.

Administrative Boundaries
Administration boundaries established through the agreements guide consultation for each First Nation. If there is no agreement in place, the boundaries are guided by the Provincial Consultation Boundaries.

Aboriginal Community Notice
There are four Aboriginal communities to whom the Commission provides information about surrounding oil and gas activities in the form of an Aboriginal Community Notice.

Notice packages are different from, and must not be confused with, Notification as defined within the consultation agreements with First Nations

Aboriginal Community Notice Communities	
Abbreviation	Aboriginal Community Names
KLCN	Kelly Lake Cree Nation
KLFN	Kelly Lake First Nation
KLMSS	Kelly Lake Métis Settlement Society
FLFN	Fort Liard First Nation

First Nations Consultation Package Requirements

The information provided in this block constitutes a complete First Nation/Aboriginal Community package, and the form shows what information must be included with the permit application.

Forms used in First Nations consultations (including First Nations cover letters) are located on the Commission's website.

Attachments	Attachment requirements for First Nation packages are separate from attachment requirements for the Crown land application and must be completed in addition to the permit attachments.
Cover Letter	Two copies of a Cover Letter with the appropriate application categorization and one copy of the application for each First Nation whose administrative consultation area overlaps the proposed project area.
Application Form	One copy of the completed application form.
Maps	1:20,000 sketch, 1:50,000 program map and 1:250,000 access map.
Archaeological Assessment Information Form	A copy of the Archaeological Assessment Information Form (AAIF), as described in Application Deliverables.
Archaeological Reports	If there are any archaeological reports available at this time (for example, the Archaeological Impact Assessment), they can be submitted with the package.
Other Documents	For example, mitigation plans or rationales that are submitted with the Application Deliverables block of the application. When in the Kaska Dena-Daylu area, three packages are required.

Blocks H Stream/Waterbody Crossings

The stream and waterbody crossings blocks indicate if approval to construct crossings is required and includes information required by the Commission to process the application.

All crossings necessary to access and construct the proposed related activity must be included in this block of the form. If no stream or waterbody crossings are connected to the site or its access, the applicant must indicate N/A in the block header.

All stream and waterbody crossings required to carry out the proposed related activity must be authorized by the Commission under Section 9 of the Water Act. All stream crossings must be identified on the Construction Plan.

Routine Stream/Waterbody Crossing Information
Stream crossing guidelines are detailed within the Environmental Protection and Management Guidebook (EPMG). Stream crossings constructed to meet the standards within the EPMG are categorized as routine stream crossings and must be included in the Routine Stream/Waterbody Crossing Information block of the application form.

Non-Routine Stream/Waterbody Crossing Information
Crossings not constructed to meet the standards within the EPMG are categorized as non-routine. Non-routine stream crossings must include a mitigation strategy as an attachment to Block I.

Streams and waterbodies identified by the Commission
The Commission may also identify streams and waterbodies for which planned crossings must be accompanied by a mitigation strategy, as detailed within the Additional Information Requirements section of this manual.

Crossing Number	This is a unique identifier, assigned by the applicant, for each crossing included in the application.
UTM Location	Provide the UTM location of the proposed crossing (e.g., NAD 83 CSRS). All stream crossing locations must be identified on the preliminary plan map as well.
NAD 83 UTM Coordinates Northing/Easting	Enter the UTM coordinates of the proposed crossing, as indicated on the construction plan.
Stream/ Waterbody Name	Stream or waterbody names must be provided for each crossing. If names do not exist, the waterbody can be referred to as “unnamed lake or stream”.
Riparian Classification (non-routine only)	Indicate the classification of the waterbody to be crossed, in accordance with Part 3 of the Environmental Protection and Management Regulation.
Temporary or Permanent Crossing	Select the riparian classification of the waterbody to be crossed. To determine the riparian classification, please refer to Chapter 4 of the EPMG.

Stream Crossing Methods	Indicate the crossing method to be used for all crossings to be constructed: bridge, major culvert, ice bridge or other. Where other, please clearly indicate the crossing type, with consideration to the EPMG. Resource Inventory & Standards Committee and Forest Practices Code of BC guidance documents.
FHA Attached	If required, in accordance with the EPMG
Does the crossing type meet the peak flow period requirements?	Indicate if the crossing has been designed to pass the highest peak flow of the stream that can be reasonably expected, as per Section 6 of the OGRR. If no, provide justification.
For non-routine stream / waterbody crossings, the following must also be completed:	
Bank Full Stream Width	If an open-cut, open-bottom structure or closed-bottom structure is proposed, bank full stream width hydrologic data must be collected, as per approved methods, and recorded in this field. Select N/A and skip this field if the above structures are not proposed.
Stream Gradient (non-routine only)	Enter the stream gradient of the proposed crossing if a closed-bottom structure is proposed.
Fisheries Habitat Assessment Attached	Attach a Fisheries Habitat Assessment for all stream and waterbody crossings, if required by the EMPG.

Block I Secondary Ancillary Land Uses

The primary intended land use must be detailed in Block C. All secondary ancillary land uses must be detailed in Block I.

When completing this section, applicants should categorize secondary ancillary land uses by type and enter their cumulative disturbance (in hectares). The Commission will use this information in the Crown tenuring process. The totals provided within this block must match the values provided on the construction plan.

Examples of secondary ancillary land use categories include borrow pits, decking sites, sumps, and temporary workspaces.

Borrow pit sites that do not meet the criteria of IL OGC 09-18 are not to be included as part of the Crown land application.

Block J Additional Information Requirements

Additional information requirements, in the form of application attachments, are required when activities are located in areas of environmental sensitivity or require variances from Commission guidance.

If the proposed application does not fall within any of the identified areas, nor require a variance, the N/A box must be checked.

Before completing this block of the Crown Land Application Form, applicants are encouraged to review the practices established for each of the categories in this section, to determine whether proposed activities meet the guidance.

A written justification must specify what standard is not being met and include a rationale that outlines mitigation strategies.

Refer to the EPMG for guidelines of the Commission's expectations for mitigation strategies.

Spatial or Identified Areas

All land and marine planning documents are available at the Integrated Land Management

1. Special management or protected development zones, as per a B.C. Land or Coastal Marine Plan
B.C. Land or Coastal Marine Plans provide increased assurance of, and form the foundation for, balanced solutions that meet economic, environmental, social and cultural needs throughout the province. They inform both government decision makers and persons seeking natural resource development opportunities. Proposed oil and gas activities should be reviewed before application in the context of any applicable Land or Coastal Marine Plan. Projects should conform to the objectives established for the plan management zone in which the project is proposed.

Where projects fall within special management zones or the equivalent, applicants are expected to provide a rationale of why the activity must occur within the special management zone or equivalent; what planning and/or operational measures will be and/or have been taken to mitigate impacts to the values identified for the zone; and how the zone objectives will be maintained.

Parks, protected areas and ecological reserves are viewable through the GeoBC gateway.

2. Park, Protected Area or Ecological Reserve
Oil and gas activity is not generally allowed within parks, protected areas or ecological reserves. However, there are extenuating circumstances where the Commission may consider applications for activities proposed within these areas.

Before submitting an application for activity within a park, protected area or ecological reserve, contact the Commission's Operations Manager for the zone in which the activity is being contemplated to determine whether or not the Commission will consider the application.

If the Commission will consider the application, it must be accompanied by a rationale of why it is necessary to operate within the park, protected area or ecological reserve, and a mitigation strategy of how the applicant plans to mitigate impacts to Crown values within the area. For details of the Commission's expectations for mitigation strategies, refer to the EPMG.

Areas established by order under the EPMR will be viewable through the GeoBC

3. Areas Established by Order

The Environmental Protection and Management Regulation may establish areas of interest in accordance with OGAA Section 104, and may establish practices for these areas.

Applications to conduct activity in areas established by order under the EPMR must include a mitigation strategy of how the proposed activity will be carried out to ensure no adverse effect on the identified area. If operating practices have been established by the Commission and/or the Minister responsible for the order, the application must indicate that the appropriate operating practices will be followed. For details of the Commission's expectations for areas established by order and for mitigation strategies, refer to the EPMG.

Currently, the Commission does not have any areas established for well activities.

4. Areas established by the Commission

Applications in areas established by the Commission must be submitted with a mitigation strategy of how the application follows the requirements of the area.

5. Crossings of Streams and Waterbodies Identified by the Commission

As introduced in sections H and I, the Commission has identified waterbodies that may require enhanced management for various reasons. Waterbodies and areas requiring enhanced management for the purposes of Water Act authorizations are available via the Land and Resource Data Warehouse.

All crossings proposed within these areas require a mitigation strategy. Refer to the EPMG for details of the Commission's expectations for mitigation strategies.

Activities located within the ALR, but outside of the Northern Rockies Regional Municipality and Peace River Regional District, will require non-farm use approval directly from the Agricultural

6. Agricultural Land Reserve
The Agricultural Land Reserve (ALR) is the provincial land use zone in which agriculture is recognized as the priority use. Oil and gas activities are considered non-farm uses and require approval in accordance with the Agricultural Land Commission (ALC) Act.

Applicants submitting an application to the Commission for activities planned within identified Agricultural Land Reserve (ALR) lands are required to attach additional application deliverables with the application package. In addition, an application under the Agricultural Land Commission Act (ALC Act) may also be required. The required ALR application deliverables and their contents very based on characteristics of the planned activity.

For further information and guidance on activities planned within the ALR and application deliverables, refer to the ALC-OGC Delegation Agreement and the Application Requirements for Activities Planned in the Agricultural Land Reserve Manual.

7. Area-based Analysis Enhanced Management / Regulatory Policy Areas

If the proposed road is located within an Area-based Analysis (ABA) Enhanced Management / Regulatory Policy Area, an ABA specific mitigation plan must be attached to the application. For further guidance on ABA specific mitigation plans, see the Supplementary Information for Area-based Analysis**.**

Guidance Requirements

8. Deviation from the Environmental Protection and Management Guidebook
If operational or other constraints inhibit the applicant from following the guidelines in the EPMG, then applicants must provide a rationale for their deviation from the Commission's standards.

The rationale must accompany the application and must detail why the guidelines are not being followed, what measures are being taken to ensure impacts to the identified value will be mitigated and, if appropriate, a mitigation strategy.

The deviation must be allowable under legislation, regulations or guidelines.

Refer to the EPMG for details of the Commission's expectations for conforming to regulation and for mitigation strategies.

Schedule A Report and Appendix II Rationale Statement Details

Schedule A Report
Indicate if all components of the Schedule A Report are included and attached to the application. If they are not, list components not included and indicate why they are not included.

Appendix II Rationale
Indicate if Appendix II Rationale is attached to the application. If it is not, provide explanation why this document is not included.

Block K Application Deliverables

The Application Deliverables block provides a summary of the documents to be included with the application. Not all deliverables are required for each application.

Crown Land Application Form	Include one copy of the completed Crown Land Application Form.
Construction Plan	Include three copies of the Construction Plan. A list of what must be included on a Construction Plan is located in Appendix B.
1:20 000 BCGS Sketch Map	Include three copies of the 1:20,000 BCGS Sketch Map.
1:50 000 BCGS Map	Include two copies of the 1:50,000 British Columbia Geographic Survey (BCGS) Map.
1:250 000 BCGS Map	Include three copies of the 1:250,000 BCGS Map with trap line boundaries plotted. **Mapping Criteria** Every application must be accompanied by the complete set of maps and plans illustrating, in detail, the location and extent of planned activities at an appropriate scale. All maps should clearly indicate the

following:

- Map date
- NTS and BCGS map sheet numbers indicated on legend and on the maps
- North arrow
- Version number (e.g., Revision #1, Amendment #1)

Additional Information Requirements	As described under Additional Information Requirements of this manual or N/A.
Amendment Explanation	As described in Section 4.
Archaeology Assessment Information Form	The Archaeological Assessment Information Form (AAIF) is completed by a permitted archaeologist and will indicate all recommendations for the program. For assistance with completing the AAIF, refer to the Commission's Archaeology Guidelines.
Archaeology Reports	Attach any archaeological reports available at this time (e.g., the Archaeological Impact Assessment).
Rights Holder Engagement Line List	Applicants must conduct a review to check for other rights holder tenures that could potentially be impacted by the activities of the proposed oil and gas program. Instructions on completing the Rights Holder Engagement Line List can be found in Appendix A of this manual.
Rights Holder Engagement Supporting Documentation	If applicable, include all supporting documentation and correspondence with the rights holder(s). This includes agreements made, concerns and/or actions taken and a map including the location of the proposed activity and the rights holder(s) affected.

Grazing leases and agricultural leases are issued under the Land Act and are treated by the Commission as area on private land. Grazing licences and grazing permits are treated by the Commission as area on Crown land.

Revision Explanation	As described in Section 4.
First Nations Packages	One copy of the package per affected community, as described under First Nations Packages.
ALC Act Application for Non-Farm Use Form	Include one (1) copy of the ALC Act Application for Non-Farm Use Form with the application package.
Appendix II Rationale	Attach one (1) copy of the Appendix II Rationale Statement Form. See Chapter 2 for information about Appendix II Rationale statements.
Other	List any other attachments that have been included as required in the previous blocks and provide a description.

Block L Applicant Authorization

This information field may only be signed by an employee or agent of the applicant with signing authority. By signing in this block, the applicant or authorized signatory attests that all of the information provided on the application is true and correct.

7 Aggregate Operations and Borrow Pits

Jurisdiction and Categorization of Operations

A Memorandum of Understanding (MOU) between the Ministry of Energy and Mines and the Commission, dated January 8, 2015, allows the Commission to authorize oil and gas aggregate operations[1] under the Mines Act. The worksite borrow pit / aggregate operation categorization key provided in Appendix E illustrates the difference between an aggregate operation, an oil and gas aggregate operation and a worksite borrow pit. This section of the manual identifies the criteria and application requirements for an oil and gas aggregate operation and a worksite borrow pit. Applicants are encouraged to contact a Commission Authorizations Manager if experiencing difficulty determining if a planned development meets the definition of an oil and gas aggregate operation.

Worksite Borrow Pits
Worksite borrow pits are the excavation of clay, gravel, rock, shale, sand or soil used for the construction of oil and gas infrastructure. Worksite borrow pits are temporary in nature and expire on the completion of construction of the associated oil and gas infrastructure. Works in and around a worksite borrow pit are subject to WorkSafeBC regulations.

Oil and Gas Aggregate Operations
Oil and Gas Aggregate Operations are the excavation of shale, gravel, rock, or sand used for the construction or maintenance of oil and gas infrastructure that does not meet the criteria for a worksite borrow pit. Factors that will be considered in determining whether or not an operation is an oil and gas aggregate operation are:

[1] **Oil and Gas Aggregate Operation** means the excavation or quarrying of aggregate that: produces material solely for the construction and maintenance of oil and gas infrastructure; is not located within a Construction Corridor; does not produce materials for sale to or use by any party other than for the permit holder, or the holder of an approval referred to in section 9 of OGAA, with authorization for its use; does not produce sand for use in hydraulic fracturing; and is subject to the requirements of the Health, Safety, and Reclamation Code for Mines in British Columbia.

- Size of proposed pit (greater or less than 2 ha?)
- Life of proposed pit (needed for more than 2 years?)
- Depth of proposed pit
- Phased development plans for the pit?
- Plans for blasting, sorting or rock crushing?

All oil and gas aggregate operations are considered a mining activity under the Mines Act and are subject to the requirements of the Health, Safety and Reclamation Code for Mines in British Columbia. WorkSafeBC regulations do not apply. An oil and gas aggregate operation requires a Mines Act Permit in addition to a License of Occupation to occupy and use Crown land. Applications for an oil and gas aggregate operation must include:

1. Mine Plan, containing the following:
    - Project description
        - Kind of aggregate material (clay, shale, gravel, rock, sand)
        - Purpose – proposed use of material
        - Proposed Start/End Dates
        - Identification of the Mine Manager appointed under Section 21 of the Mines Act (name and contact information)
        - Timing of activities (continuous, seasonal, intermittent)
        - Description of proposed work
        - The estimated total mineable reserves over the life of the mine (tonnes)
        - The estimated annual extraction of material from site (tonnes/yr)
        - The estimated volume of timber to be cleared (m3)
        - Equipment list
        - Blasting/rock crushing requirements (if any)

- Site condition
  - Application area description (Forest composition, hydrology, geology, etc.)
  - A description of surrounding development
- Engineering design & construction
  - Mine location and size
  - Site Preparation
    - Description of stripping overburden
    - Overburden management: storage location, height and slope, etc.
  - Pit Slopes
  - Perimeter Berms
  - Depth of groundwater table
  - Proposed access and exit point
  - Drainage exit locations
  - Mine development maps and cross sections indicating:
    - Depth
    - Length/width of open pit area
    - Length/width of total project area
    - Slope ratios
    - Setback areas with measurements
    - Overburden storage area with dimensions
- Erosion and sediment control
- Vegetation Management Strategy
- Reclamation Plan

2. Mine Emergency Response Plan

Guidance on the development of a Mine Emergency Response Plan is available online from the Ministry of Energy and Mines.

Royalties Payable on Aggregate Material

Aggregate volumes removed from a worksite borrow pit and from an oil and gas aggregate operation may be subject to the payment of royalties to the Ministry of Forests, Lands and Natural Resource Operations, as defined in the Crown Land Operational Policy: Aggregate and Quarry Materials.

Aggregate Operations/Borrow Pit Application Form

Applications for the operations described above must be submitted to the Commission using the Aggregate Operations and Borrow Pit Application Form.

This form is organized by lettered information blocks that request information specific to different Commission divisions.

This section provides guidance for completing the form and its blocks, as well as the required attachments. In addition, it identifies the processes and standards companies must follow as a condition of approval. Links and references are included should more information or clarification be required.

Crown land required to access borrow pits or aggregate operations must be submitted as a separate Road Permit Application Form.

Block B Administration

Administrative information is used to collect applicant and agent contact information. For information on completing this block, refer to Section 6.

Block C Application Information

Application information indicates what type of application is being submitted for review and enables the Commission to link the information to other projects. For information on completing this block, refer to Section 6.

Block D Rights Holder Engagement

Rights holder engagement information indicates if the line list for rights holder engagement has been completed and attached, and if all conflicts with rights holders have been

resolved. For more information on completing this block, refer to Section 6.

Block E Land Status

For information on completing the Land Status block of the application, refer to Section 6.

Block F First Nations Consultation/Aboriginal Community Notice Package

For information on completing the First Nations Consultation/ Aboriginal Community Notice Package block, refer to Section 6.

Block G Application Categorization

Application categorization information helps determine if an application is for a worksite borrow pit or for an oil and gas aggregate operation requiring a Mines Act permit. Additionally, this information determines if the application needs to be forwarded to the Chief Inspector of Mines for their consideration.

Is the application material to be used solely by the permit holder?	If the application material is to be used for anything other than oil and gas activities or if any of the material is to be sold, the application must go to the Ministry of Energy and Mines.
Is the proposed activity located within a construction corridor?	Identify if the proposed activity is located within a construction corridor identified on the construction plan.

Is the annual amount of application material to be excavated greater than 100,000 tonnes per year?	If the quantity to be excavated is greater than 100,000 tonnes per year, the Commission will forward the application to the Chief Inspector of Mines (MEM). The Commission will work with MEM to coordinate the issuance of a License of Occupation in conjunction with a Mines Act permit.
Is any blasting, sorting or rock crushing required?	If blasting, sorting or rock crushing is required, the Commission will consider whether the proposed pit meets the definition of a mine.

Block H Aggregate Operations/Borrow Pit Details

Application Material	Indicate the types of material to be removed from the site.
Material Purpose	Indicate the purpose of the material to be removed from the site. Choose all that apply. If *Other*, please specify.
Proposed Start Date	Indicate the proposed start date associated with the activity.
Proposed Completion Date	Indicate when borrow pit/aggregate operations activities are expected to finish and reclamation activities start.
Proposed Timing of Activities	Indicate if the timing of the activities will be year round, or if they will be seasonal. For seasonal activities, indicate when the activity will be in operation.
Estimated Total Reserves	Estimate the total reserves of the activity in tonnes.
Estimated Annual Extraction	Estimate the amount to be extracted each year, in tonnes.

Description of Work	Describe the work anticipated to occur on the site.

Block I Additional Information Requirements

The Additional Information Requirements block requires the applicant to provide the Commission with additional information about the proposed project and replaces the Commission's application categorization process.

For information on the spatial or identified areas and the Schedule A Report and Appendix II Rationale Statement details, refer to Section 6.

Deviation from the Environmental Protection and Management Guidebook

Borrow pit and aggregate operations applicants are expected to plan and operate their activities in accordance with the Environmental Protection and Management Guidebook, including soil conservation and stability and surface drainage.

If operational or other constraints inhibit the applicant from following the guidelines in the EPMG, then applicants must provide a rationale for their deviation from the Commission's standards.

The rationale must accompany the application and must detail why the guidelines cannot or will not be followed, what measures will be taken to ensure impacts to the identified value will be mitigated and, if appropriate, a mitigation strategy. The deviation must be allowable under legislation, regulations or guidelines.

Refer to the EPMG for details of the Commission's expectations for conforming to the regulation and mitigation strategies.

Block J Application Deliverables

The application deliverables block provides a summary of the documents to be included with the application. Not all deliverables are required for each application. For information on the application deliverables, refer to Section 6.

Unique to the Aggregate Operations/Borrow Pit Application Form is the Development and Reclamation Plan. Information on this application deliverable is provided below.

Development and Reclamation Plan Requirements
Borrow pit and aggregate operations activities must be reclaimed in accordance with the reclamation plan. The following development and reclamation plan requirements must be prepared by a qualified professional.

Plan View of Proposed Development (map)

The map should include:

- Topographic features
- Property boundaries
- Watercourses and drainages on the property and within 150 metres of its boundaries
- Final boundaries of proposed excavation
- Access roads access to public roads
- Proposed stockpiles (e.g., topsoil, overburden, product, etc.)
- Buildings and other facilities
- Sediment control structures
- Fencing and berms

Cross Sections of Proposed Development

At least two cross sections, oriented perpendicular to each other. Cross sections must illustrate:

- The original land surface
- Typical configuration during mining, indicating the angle of slope and bench locations, if applicable
- Proposed configuration upon completion of reclamation

Plan on the Progressive Development and Reclamation of the Aggregate Operation/Borrow Pit

- Describe the development of the aggregate operation/borrow pit and its reclamation plan.
- Excluding lands that are not to be reclaimed, the average land capability to be achieved on the remaining lands must not be less than the average that existed prior to the activity.
- Land, watercourses and access roads must be left in a manner that ensures long-term stability.
- On all lands to be re-vegetated, land must be re-vegetated to a self-sustaining state using appropriate plant species.
- On all lands to be re-vegetated, the growth medium must satisfy land use, capability, and water quality objectives. All surficial soil materials removed for the activity must be saved for use in reclamation programs, unless these objectives can be otherwise achieved.
- If practicable, land and watercourses must be reclaimed in a manner that is consistent with the adjacent landforms.
- Prior to abandonment:
    - All machinery, equipment and building superstructures must be removed.
    - Concrete foundations must be covered and re-vegetated.
    - All scrap material must be disposed of in a manner acceptable to an inspector.

Block K Applicant Authorization

This information field may only be signed by an employee or agent of the applicant with signing authority. By signing in this block, the applicant or authorized signatory attests that all of the information provided on the application is true and correct.

Appendix A: Rights Holder Engagement Line List Instructions

To summarize the rights holder engagement undertaken by the permit holder. Applicants must submit a Rights Holder Engagement line list for all activities not permitted under OGAA.

The Rights Holder Engagement Line List template is available on the Commission website. The template provides a convenient and orderly format for submitting required information.

Company Name **Project Location** **Company File No.**	Enter the applicable company submitting the application. Enter the legal description for the project location. Enter the internal company file number for the application (if applicable).
Application Type	Indicate the application type for which the engagement was conducted: • Original • Amendment • Revision
Activity Type	Indicate the oil and gas activity type and location for which engagement was conducted.
Rights Holder Name	Indicate the full name of the recipient including first and last name (where applicable) e.g. trapper name, cutblock tenure holder, grazing lease holder.
Rights Holder Tenure Identifier	Indicate the rights holder tenure identifier e.g. Trapper number, Range Tenure number, etc.
Recipient Address & Contact Information	Indicate the recipient's legal land/parcel description/ 911 civic address, and mailing address.
Engagement Type	Indicate the type of engagement conducted.
Engagement	Enter the map or plan used during engagement

Map	including the revision number and date of map.
Date Engagement Commenced	Indicate the date upon which engagement notification was estimated as received.
Method of Service	Indicate the method of service used to contact the rights holder (e.g. mail, email, fax, etc.).
Summary of Engagement	Indicate what consultation or notification activities occurred; any responses, replies, or meetings; and what actions were taken to address concerns raised by the recipient.
Outstanding Concerns	Either provide a detailed description of any unresolved concerns at the time of line list submission, or indicate that there are no outstanding concerns.
Written Submission	Indicate if a Written Submission was received; yes or no. This enables the Commission to link pre-application Written Submissions to the submitted application.

Appendix B: Construction Plan Requirements

Construction Plans must include the total area required within a bold outline. Within the plan, and in ePASS, each polygon must be included within a bold outline.

Construction Plan Requirements
A Construction Plan must include the following information:

Title Block

- Applicant company name
- Applicant file number
- BCGS mapsheet
- Legal description of the project
- Date the plan was prepared (YYYY/MM/DD)
- Scale used
- Revision number
- Survey company name, address and phone number
- Sheet numbers (e.g., “1 of 2”)
- Survey company job number
- Survey company drawing number
- Table of crossings
- Crossing number
- Drawing number
- Approved by
- Project manager
- Notes
- Legend
- Revision information
    - Revision number
    - Revision completed by
    - Date of revision
    - Checked by

Scale Bar
A scale bar should be placed above the title block where it will not interfere with the drafted areas.

Area Block (Proposed Areas)
Summarize the following in the legend:

- Total area of Crown land
- Area of new Crown land disturbance
- Area of existing Crown land disturbed

Labelling of Plan

Indicate the following on the plan diagram:

- Dimensions and area of Crown land (including any ancillary sites).
- Dimensions and area of linear segments, if applicable
- Location of Agricultural Land Reserve (ALR), if applicable

The plan should be labelled to include the NTS coordinates (units, block, group); chainages; deflections; crossing numbers, if any, to correspond to the table of crossings; vegetation changes (brush/tree types) and a North arrow.

Surveyed Crown land (District Lot numbers, sections, etc., including theoretically surveyed Crown land that is posted, but not titled) and unsurveyed Crown land should be labelled on the plan.

Cut blocks, range tenures, guide outfitter areas, Indian reserves, coal tenures and all other areas of special interest should be labelled on the plan.

Identify and classify any waterbodies within 100 metres of a proposed oil and gas activity or Crown land application activity (i.e., campsite, storage site, borrow pit, etc.).

Appendix C: First Nations Engagement Log Example

First Nation Engagement Log

The Commission recommends keeping a log of all engagement and attempts to engage. An engagement log can greatly benefit the process flow when the First Nation has been advised that the applicant's engagement activities will be shared with the Commission. The engagement log may be considered in the decision making process.

Below is a description of the recommended information fields in an Engagement Log, and an example format that may be used.

Communities	List which communities require engagement.
Engagement Attempts	Provide a description of what efforts to engage were made and whether or not engagement occurred.
Meeting Successfully Held	Indicate if meetings resulted from attempts to engage.
Date of Meeting	List the corresponding dates of attempted and actual engagement.
Location	Indicate where the meeting took place; for example, at a specific location or via teleconference.
Attendees/ Parties to Meeting	List all of the people attended, or were involved in the meeting. List is to include all parties to the discussion.
Topic Discussed	Provide a description of what topics of discussion arose during the meeting.
Analysis, comments, concerns, or recommendations from Nation	List any details provided by the First Nation in the analysis, comments, concerns or recommendations provided during discussions.
Commitments Made	List any initiatives, options, mitigation measures, or other commitments discussed and/or offered.

First Nation Engagement Log

The following table provides an example template for a First Nations Engagement Log. An electronic version of the engagement log template is also available on the First Nations page of the Commission website.

Company Name:						Company File No.:				Commission File No.:
FIRST NATIONS ENGAGEMENT LOG										
#	Communities	Engagement Attempts	Meeting Successfully Held? Y/N	Date of Meeting DD/MM/YY	Location	Attendees	Topics Discussed	Analysis, comments, concerns, or recommendations from Nation	Commitments to address the Nation's analysis, comments, concerns, or recommendations	Other Related Information
1										
2										
3										
4										
5										

Table D.1 First Nation Engagement Log Example

Appendix D: Other Jurisdictional Requirements for Camps

The requirements included in this section are not an inclusive list; camp applicants are encouraged to contact the applicable jurisdictions to ensure all operational requirements are met.

Industrial Waste
The Ministry of Environment's Environmental Protection Division provides information and direction about water supply, sewage and refuse disposal, special waste management (e.g., oil, glycol, etc.), fuel storage, spill reporting and camp closure. For more detail, refer to the industrial waste section of the applicable region's website.

Open Burning
Open burning of wood debris, generated by activities including land clearing and forest harvesting, can be conducted in accordance with the Open Burning Smoke Control Regulation. The Ministry of Environment's Guide to the Open Burning Smoke Control Regulation summarizes burning requirements.

Transportation
Information for commercial carriers transporting camps into B.C. can be found at the Commercial Vehicle Safety and Enforcement Branch website. The site provides weigh-scale information, references and manuals with important guidance for drivers and carriers.

Camp Construction
Applicants must contact the Regional Health Authority to advise of the camp's location, duration and number of persons. Approval is required from the Regional Health Authority before constructing a camp. Additionally, an approval from the Regional Health Authority is required for food service, drinking water and sewage disposal.

Applicants should be familiar with the following legislation:

- Drinking Water Protection Act
- Drinking Water Protection Regulation
- Public Health Act
- Food Premises Regulation
- Industrial Camps Health Regulation
- Sewerage System Regulation

Building plans may be required for approval. Camps must comply with the British Columbia Building Code.

Design, layout and fire suppression and detection equipment must comply with the *British Columbia Fire Code* and the requirements of the Office of the Fire Commissioner.

Water

Use of Surface Water

It is the responsibility of the camp permit holder to provide an adequate, safe supply of potable water. The Regional Health Authority must be contacted about the requirements for supplying safe drinking water.

Any surface water used for drinking, food preparation or other domestic purposes must be treated according to the Drinking Water Protection Regulation. Approval for construction and an operating permit are required. Contact the applicable Health Inspector or Health Authority to determine if the planned water supply is from an approved source.

All water haulers must have a permit from the Regional Health Authority to haul water to industrial camps.

In addition to the requirements for approval and permitting from the Regional Health Authority, an Application for Short-Term Use of Water is required under Section 8 of the Water Act, if water for camp operation is taken from any surface source other than a well.

For more information on the Commission's water processes, refer to the Commission's Short-Term Use of Water Manual.

Water Wells

A permit to construct and operate an on-site water well and drinking water system is required from the Regional Health Authority under the Drinking Water Protection Regulation. Wells for drinking water purposes must be tested for chemical and bacteriological water quality by an approved lab, and the results must be submitted to the Regional Health Authority before the well is used.

The Public Health Act Transitional Regulation under the Public Health Act applies with respect to protection of all types of water wells; however, a permit is not required.

An application to the Commission is not required for on-site water wells for drinking water or rig supply water.

The Ministry of Environment houses a groundwater well database and water well data entry portal on its website.

Additional information about water wells and groundwater resources is available on the Ministry Of Environment's Water Stewardship Division website.

Remote Wellsites in Northeastern B.C.
For wellsite trailers that house one or two workers per trailer at remote sites during drilling operations in Northeastern B.C., the following guidelines apply, as provided by the Health Officers of the Northern Health Authority:

In Non-Muskeg Areas:

- Use a clay-lined, in-ground sump, a minimum of two metres deep, behind each trailer to collect sewage.
- If the sewage level is more than one metre from the surface, the pit can be filled when the trailer is moved off-site.
- If the sewage level is within one metre of the surface, the sewage must be pumped and hauled to a permitted municipal waste-water treatment facility.

In Muskeg Areas:

- Use a package treatment plant, followed by an absorption field.
- Use a holding tank. Sewage must be pumped and hauled to a permitted municipal wastewater treatment facility.

Electrical Standards
Electrical installations must comply with the B.C. Electrical Safety Regulation, which adopts the Canadian Electrical Code, Part I, Safety Standard for Electrical Installations (Canadian Standards Association standard C22.1-09).

Electrical installations for a permanent camp require electrical permits, which may be obtained from the BC Safety Authority. For more information about the permit required for a specific installation, the operator should consult with a BC Safety Authority electrical inspector; electrical inspectors carry out the initial inspections for all electrical installations requiring a permit.

First Aid
The Occupational Health and Safety Regulation lists first aid requirements for three industrial hazard classifications. First Aid certificates are required for First Aid Attendants as per WorkSafeBC regulations.

Fuel Storage
The storage and handling of flammable substances must comply with the Occupational Health and Safety Regulation Part 5 – Chemical and Biological Substances, Flammable and Combustible Substances.

Fuel storage and re-fuelling facilities must comply with the provincial Fire Services Act and its regulations, including provision of berms and security.

Any spill or soil contamination at storage facilities is subject to the Environmental Management Act and its regulations. Spills must be reported to the Provincial Emergency Program at 1-800-663-3456, as required by the Spill Reporting Regulation. Fuel spills and chemicals and gaseous releases are included under this regulation.

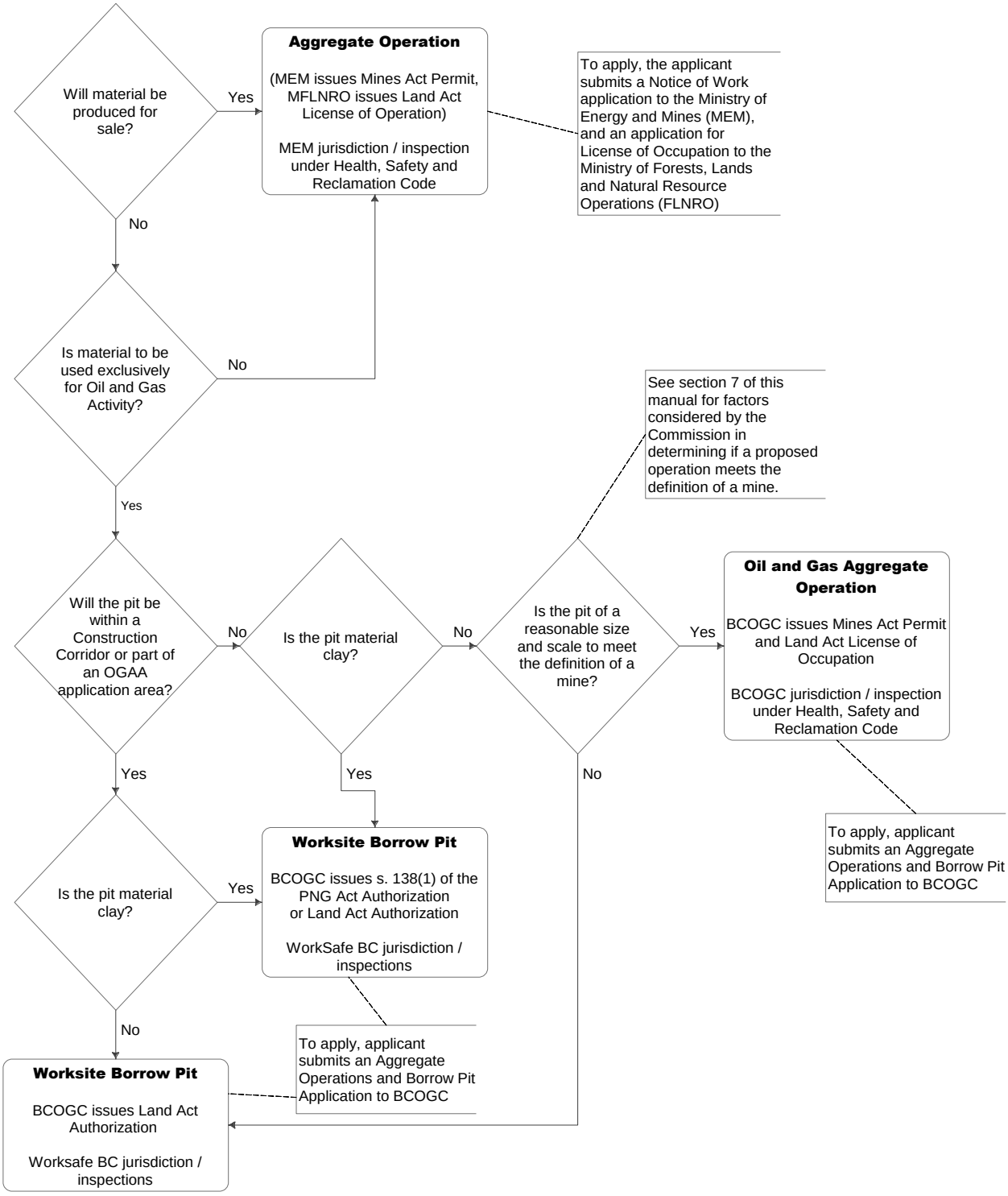
The cleanup of contaminated soil is subject to the Contaminated Sites Regulation. The regional Environmental Protection Division must be notified of cleanup, even in the case of independent remediation (see Contaminated Sites Regulation, Section 57, Notification to a Manager of Independent Remediation).

Workplace Hazardous Materials Information System (WHMIS)
The storage, handling and use of controlled product storage must comply with the Occupational Health and Safety Regulation, Part 5 – Chemical and Biological Substances.

Reclamation

Sites must be properly deactivated and reclaimed before abandoning or cancelling any permits, authorizations or approvals.

Campsites within the Agricultural Land Reserve must be reclaimed as per Schedule B of *General Order 293/95*.

Upon closure of the camp, waste disposal works must be closed and the site must be restored to the satisfaction of the Regional Waste Manager of the Environmental Protection Division. Closure requirements generally include placement of adequate cover over ash pits and/or refuse sites, removal or filling of septic systems, capping of wells and general cleanup. Sewage effluent from lagoon systems must not be discharged (i.e., by "squeezing" or pump-off) without prior approval of the Regional Waste Manager, Environmental Protection Division.

Appendix E: Worksite Borrow pit / Aggregate Operation Categorization Key