



# Application Management System August 2021 Release Guide

**VERSION 1.0: Aug 9, 2021**

## About the Commission

The BC Oil and Gas Commission (Commission) is the single-window regulatory agency with responsibilities for regulating oil and gas activities in British Columbia, including exploration, development, pipeline transportation and reclamation.



The Commission's core roles include reviewing and assessing applications for industry activity, consulting with First Nations, ensuring industry complies with provincial legislation and cooperating with partner agencies. The public interest is protected by ensuring public safety, protecting the environment, conserving petroleum resources and ensuring equitable participation in production.

### VISION

Safe and responsible energy resource development for British Columbia.

### MISSION

We provide British Columbia with regulatory excellence in responsible energy resource development by protecting public safety, safeguarding the environment and respecting those individuals and communities who are affected.

### VALUES

#### Transparency

Is our commitment to be open and provide clear information on decisions, operations and actions.

#### Innovation

Is our commitment to learn, adapt, act and grow.

#### Integrity

Is our commitment to the principles of fairness, trust and accountability.

#### Respect

Is our commitment to listen, accept and value diverse perspectives.

#### Responsiveness

Is our commitment to listening and timely and meaningful action.



## Additional Guidance

As with all Commission documents, this manual does not take the place of applicable legislation. Readers are encouraged to become familiar with the acts and regulations and seek direction from Commission staff for clarification. Some activities may require additional requirements and approvals from other regulators or create obligations under other statutes. It is the applicant and permit holder's responsibility to know and uphold all legal obligations and responsibilities.

Throughout the manual, there are references to guides, forms, tables and definitions to assist in creating and submitting all required information. Additional resources include:

- [Glossary and acronym listing](#) on the Commission website.
- [Documentation and guidelines](#) on the Commission website.
- [Frequently asked questions](#) on the Commission website.
- [Advisories, bulletins, reports and directives](#) on the Commission website.
- [Regulations and Acts](#) listed on the Commission website.

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## Table of Revisions

The Commission is committed to the continuous improvement of its documentation. Revisions to the documentation are highlighted in this section and are posted to the [Documentation Section](#) of the Commission's website. Stakeholders are invited to provide input or feedback on Commission documentation to [OGC.Systems@bcogc.ca](mailto:OGC.Systems@bcogc.ca) or submit feedback using the [feedback form](#).

Version Number	Posted Date	Effective Date	Chapter Section	Summary of Revision(s)
1.0	Aug 9, 2021	Aug 9, 2021	Various	<p>This document outlines changes to the Application Management System (AMS) for the Aug 9, 2021 release.</p> <p>For more information, refer to <a href="#">INDB 2021-23</a></p>

## Chapter 1: Introduction

On Aug 9, 2021, a new release of the Application Management System (AMS) will be made available. The following changes are included:

- C&N Tab reactivated with validations for the RCNR Line list
- Updates to the C&N Tab
- Updated RHE Line List and implemented validations for new RHE Line List
- Changes to amendment requirements and workflow in the C&N and RHE Tab

This guide provides a brief overview of the changes and instructions on how to navigate the system with these changes.

## Chapter 2: Description of Changes

### 2.1 Updates to the C&N Tab

#### 2.1.1 C&N Tab reactivated

**What was the change?**

Enhancements and updates to align application submission requirements with the [Requirements for Consultation and Notification Regulation \(RCNR\)](#) and changes to the [Service Regulation](#), that came into effect on June 1, 2021, have been completed. As a result, the Consultation and Notification (C&N) Tab has been reactivated.

**What is the user impact?**

Applicants can resume entering and uploading consultation and notification requirements under the C&N Tab, as required.

#### 2.1.2 RCNR Line List

**What was the change?**

The RCNR Line List was updated in accordance with the changes to regulation that came into effect on June 1, 2021. The C&N Tab is enabled with validation updates to ensure the new [RCNR Line List](#) is uploaded and triggers additional requirements, where applicable.

**What is the user impact?**

From August 9, 2021 onward, applicants must upload the new RCNR Line List in the C&N Tab to avoid errors. Updates to the RCNR Line List include changes to the drop-down options in several columns. In addition, hover-over hints have been improved and columns re-arranged for ease of use.

To assist applicants in understanding the differences between the previous C&N Line List and the new RCNR Line List, the following tables have been prepared:

- [RCNR Feature Type Concordance](#)
- [RCNR Recipient Type Concordance](#)

What is the user impact for revisions?

Applications that are 'In Revision' will require upload of the new RCNR Line List. If the application being revised includes the old C&N Line List, applicants may get a message requesting the upload of the new RCNR Line List.

Applicants can either:

- Transfer information to the new RCNR Line List and upload under the C&N Tab,
- OR**
- Complete at least one line in the new RCNR Line List as a partial line list for upload.
    - If a partial line list is uploaded under the C&N Tab, applicants must also upload the original C&N Line List under the Attachments Tab. Please provide an explanation in the general comments text box under the C&N Tab regarding the line list uploads.

### 2.1.3 C&N Tab application submission timeline validations updated

What was the change?

Timeline validations for new applications have been updated as per changes to the Service Regulation and the RCNR that came into effect June 1, 2021.



What is the user impact?

Service and response periods timeline validations under the C&N Tab for new applications have been updated as follows:

- **Service Period** – Where the method of service selected is “*Regular Mail*” or “*Registered Mail*” the service period has increased from 5 to 14 days.
- **Response Period** – The recipient response period has increased from 21 to 30 days.

A detailed description of service and response period timelines pertaining to consultation and notification for new applications can be found in Figure 6-1, [Chapter 6.1 Consultation and Notification](#) of the Oil and Gas Activity Applications Manual.

## 2.1.4 Consultation and notification distances for well and facility applications

What was the change?

Consultation and notification validations for well and facility applications have been updated in accordance with s.17 of the [RCNR](#).

What is the user impact?

### C&N distances for facility applications

Consultation and notification distances for facilities have been aligned with applicable distances according to facility type as follows:

Item	Facility Description	Consultation Distance	Notification Distance
1	A LNG facility or Class C natural gas processing plant where either is not subject to an assessment under the Environmental Assessment Act.	3300	3300
2	Facilities not listed in Item 1 that have an area equal to or greater than 5 ha.	1300	1800
3	Facilities not listed in Item 1 that have an area less than 5 ha.	1000	1500

### C&N distances for well applications

Consultation and notification distances for wells have not changed; however, the criteria pertaining to the number of wells has been removed.

Item	Well Description	Consultation Distance	Notification Distance
4	Wellsite with an area equal to or greater than 5 ha.	1300	1800
5	Wellsite with an area less than 5 ha.	1000	1500

## 2.2 Updates to the RHE Line List

**What was the change?**

The Rights Holder Engagement (RHE) Line List was updated in accordance with the changes to the Service Regulation that came into effect on June 1, 2021.

**What is the user impact?**

From August 9, 2021 onwards, applicants are required to upload the [updated RHE Line List](#) in the RHE Tab in order to avoid errors.

Updates to the RHE Line List include changes to the drop-down options available in the “*Method of Service*” column. In addition, hover-over hints have been improved and columns re-arranged for ease of use.

**What is the user impact for revisions?**

Applications that are ‘In Revision’ will require the upload of the new RHE Line List. If the application being revised includes the old RHE Line List, applicants may get a message requesting the upload of the new RHE Line List.

Applicants can either:

- Transfer information to the new RHE Line List and upload under the RHE Tab,
- OR**
- Complete at least one line in the new RHE Line List as a partial line list for upload.
  - If a partial line list is uploaded under the RHE Tab, applicants must also upload the original RHE Line List under the Attachments Tab. Please provide an explanation in the general comments text box under the RHE Tab regarding the line list uploads.

## 2.3 Changes to amendment applications

### 2.3.1 Display of the C&N or RHE Tab streamlined for amendments

What was the change?

For amendment applications, either the C&N Tab or the RHE Tab will be display dependant on which tab displayed for the original application; not based on the activities being amended.

What is the user impact?

The tabs will display as follows:


- **The C&N Tab will display** for any amendments to a permit that originally included an OGAA activity (Pipeline, Well, Facility, Geophysical, Road).
- **The RHE Tab will display** for any amendments to a permit that did not originally include an OGAA activity.

**NOTE:** If an amendment application is being revised, after August 9<sup>th</sup>, 2021, AMS will display the tab as per the above rules.

### 2.3.2 Application submission timeline validations removed from all amendment applications

What was the change?

Validations pertaining to service and response period timelines for submission of an amendment have been removed.



**What is the user impact?**


Amendment applications can be submitted without having to wait for the service and response period timelines.

**NOTE:** The service and response period timelines are managed internally and amendment applications will proceed to a decision once timeline obligations have been met. The service and response period timelines apply to amendment applications and are identified in the timeline charts below.

The timeline charts for amendment applications can be found in the Oil and Gas Activities Application Manual.


- C&N amendment timelines - Figure 6-G, [Chapter 6.1, Consultation and Notification](#).
- RHE amendment timelines - Figure 6-L, [Chapter 6.2 Right Holder Engagement](#).

### 2.3.3 New workflow introduced for all amendment applications



**What was the change?**

New questions and workflow have been added to the C&N and RHE Tabs for all amendment applications.



**What is the user impact?**

In addition to the existing questions, applicants are required to answer the following question under the C&N and RHE Tabs when applying for an amendment application:

- “Do the activities in this amendment affect rights holders as defined in the Requirements for Consultation and Notification Regulation?”

The screenshot shows a web interface with a navigation bar containing 'Spatial Data', 'Administrative', 'Land', 'Forestry', 'Stewardship', 'Agriculture', and 'Archaeology'. Below the navigation bar are 'Save' and 'Validate Page' buttons. The main heading is 'Consultation & Notification Details'. The first question is 'Do the activities within this amendment application directly impact landowners?' with a 'Yes' button. The second question, 'Do the activities in this amendment affect rights holders as defined in the Requirements for Consultation and Notification Regulation?', is highlighted with a red box and has a 'No' button selected. Below the questions are input fields for 'Activity' (Well 100017163), 'Consultation Radius (m)', and 'Notification Radius (m)', followed by a 'General Comments: (Optional)' text area.

Where a short term water use activity is selected as an activity within an amendment application, the following question will be displayed:

- ‘Do the activities in this amendment affect rights holders defined under s.13(1) of the Water Sustainability Act?’

The screenshot shows the same web interface as above. The first question is 'Do the activities within this amendment application directly impact landowners?' with a 'Yes' button. The second question, 'Do the activities in this amendment affect rights holders defined under s.13(1) of the Water Sustainability Act?', is highlighted with a red box and has a 'Yes' button selected. The third question is 'Do the activities in this amendment affect rights holders as defined in the Requirements for Consultation and Notification Regulation?' with a 'Yes' button. Below the questions are input fields for 'Activity' (Well 100017163), 'Consultation Radius (m)', and 'Notification Radius (m)', followed by a 'General Comments: (Optional)' text area.

**NOTE:** The requirement for the RCNR or RHE Line List will be dependent on how the series of questions are answered.

## 2.3.4 OGAA Amendment Form no longer required

**What  
was the  
change?**

The OGAA Amendment Form is no longer required for applications to amend an OGAA permit.

**What is  
the user  
impact?**

Applicants no longer need to complete and upload the OGAA Amendment Form under the Attachments Tab when submitting an OGAA amendment.

Information in the form is captured by the updates to the C&N and RHE Tabs.