



# Application Management System June 2019 Release Guide

**VERSION 1.0: June 25, 2019**

## 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	June 24, 2019	June 25, 2019	Various	This document outlines changes to the Application Management System (AMS) for the June 25, 2019 release.  For more information, refer to INDB 2019-12

## Chapter 1: Introduction

On June 25, 2019, a new release of the Application Management System (AMS) will be made available. The following changes are included:

- Changes Related to Agriculture Information
- Changes to the Consultation and Notification Tab and Rights Holder Engagement Tab
- Updates made to the RHE Line List
- Changes to M-KMA Workflow under the Stewardship Tab
- Changes to Facility Storage Equipment Validations
- Changes for Historical Pipeline Submissions
- Changes to Pipeline Application Requirements
- Expansion of Well Application Permit Condition Area Validation

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 Changes Related to Agriculture Information

What was the change?

ALR Assessment applications and the Agriculture tab in OGAA applications have been updated to include a new question and workflow. In addition, the question and workflow regarding Article 10 of the previous ALC Delegation Agreement no longer displays under the Agriculture tab in OGAA applications.

What is the user impact?

#### ALR Assessment Applications and the Agriculture tab in OGAA applications

- For applications that include private land and where the applicant is not exempt from the ALC Application for Non-Farm Use, the mandatory question, “*Has the Schedule A been provided to the surface landowner*” has been added. This question requires a “Yes” or “No” response and is located directly below the question, “*Has the surface land owner consent been received?*” Where the response is ‘No’, an explanation must be provided in the accompanying rationale text box.

Has surface landowner consent been received?

Has the Schedule A been provided to the surface landowner?

Rationale:

400 characters remaining

- For applications that are not exempt from the ALC Application for Non-Farm Use, the question “*Has a variance from the response period been granted*” and the associated attachment “*ALR Variance Received*” have been relocated to correctly display immediately under the statement “*Ministry of Agriculture Referral received*”.

The screenshot shows the 'ALC Act Application' form. It includes a question: 'Is the application exempt from the ALC Application for Non-Farm Use?' with a 'No' button. Below this, there are two sections for 'Local Government Referral received for Jurisdiction PEACE RIVER REGIONAL DISTRICT' and 'Ministry of Agriculture Referral received'. Each section has a 'Yes' radio button, a 'Date Received:' text box, and an 'Upload Responses' button. The 'Ministry of Agriculture Referral received' section is highlighted with a red box, and the question 'Has a variance from the response period been granted?' is also highlighted with a red box. Below this question is an 'Upload' button and the text 'ALR Variance Received'.

Agriculture tab in OGAA applications only

- The Agriculture tab has been updated to reflect the current OGC-ALC Delegation Agreement dated December 8, 2017. The question “*Does the application require an approval from the ALC under Article 10 of the Delegation Agreement*” and the corresponding workflow have been removed.

## 2.2 Changes to the Consultation and Notification (C&N) and Rights Holder Engagement (RHE) Tab

### 2.2.1 Mandatory Upload of Applicable Ownership Maps and Amendment Line Lists.

What was the change?

OGAA applications have been updated to ensure Ownership Maps for directly impacted landowners are provided. Additionally, OGAA amendments now have a validation to confirm a line list is uploaded when required.

What is the user impact?

#### NEW OGAA Applications

In the 'Line List Details' section under the C&N tab, an upload function for "Ownership Map Attachment" has been added.

The screenshot shows the 'Line List Details' form. It has two main sections: 'Consultation & Notification Map Attached' and 'Ownership Map Attached'. The 'Ownership Map Attached' section is highlighted with a red box and contains an 'Upload' button and the text 'Upload Ownership Map'. Below these sections are optional fields for 'Explain Map Changes: (Optional)' and 'Package of Replies and Responses Attached: (Optional)' with a 'No' button.

This upload is relevant to applications that overlap private land with the exception of geophysical activities. An Ownership Map must be uploaded for every Recipient Type: "Landowner, as per section 4(1)(a) C&N Regulation" selected on the line list.

#### OGAA Amendment Applications

For OGAA amendment applications, with the exception of pipeline amendment applications, the question "Do the activities within this amendment application directly impact landowners" has been added under the C&N tab. Users are required to enter a 'Yes' or 'No' response. If the response to this question is 'Yes', upload of the C&N line list and an Ownership Map(s), as described above, is mandatory.

#### Pipeline Amendment Applications

For pipeline amendment applications, the question "Do the activities within this amendment application directly impact landowners" has been added under the C&N tab. Users are required to enter a 'Yes' or 'No' response. If the response to this question is 'Yes', the subsequent question, "Does this amendment qualify for a class of person exemption under s.31(1.1) of OGAA" will display.

If the response to this question is “No”, upload of the C&N line list and an Ownership Map(s) is mandatory.

## 2.2.2 Mandatory Package of Replies and Responses Upload

What was the change?

Where a written submission(s) has been identified on the C&N or RHE line list, the upload of ‘Packages of Replies and Responses’ is mandatory.

What is the user impact?

When a value of ‘Yes’ has been indicated in the ‘Written Submission’ column, of the C&N or RHE line list, the package of replies and responses must be included in the application.

Written Submission	
Case File Number (s)	Y/N
	Y

The Package of Replies and Responses may be uploaded under the C&N or RHE tab by using the upload button located under “Package of Replies and Responses Attached”.

## 2.2.3 Right Holder Engagement Tab

What was the change?

The RHE tab is now available for single-activity applications specific to Short Term Water Use and/or Changes In and About a Stream. The previous system error that displayed the Consultation & Notification tab for applications that included Short Term Water Use, and/or Changes In and About a Stream together with an Associated Oil and Gas Activities has also been corrected to display the RHE tab.

What is the user impact?

Completion of the RHE tab is mandatory for all Changes In and About a Stream, Short Term Water and/or Associated Oil and Gas Activity applications that do not include an OGAA activity.

## 2.2.4 Updates to the Rights Holder Engagement Line List

What was the change?

Updates to the RHE Line List have been made. These updates were necessary in order to correct the “invalid error” message users were receiving when selecting certain values from the “Activity Type” column drop down list.

What is the user impact?

If a user receives an error with respect to the activity type when uploading the RHE line list, the user must ensure they are using the most current version of the line list. A current version of the line list can be found under the [All Documents section of the BCOGC website](#).

## 2.3 Changes to M-KMA Workflow under the Stewardship Tab

What was the change?

The workflow regarding the pre-tenure plan within the Muskwa-Kechika Management Area (M-KMA) has been refined.

What is the user impact?

The following statement located under the Stewardship tab and triggered when the application area overlaps the Muskwa-Kechika Management Area has been revised from:

*“The Application is consistent with the Pre-Tenure Plan to  
“The Application overlaps the pre-tenure plan.”*

When the response to the revised statement is ‘Yes’, the following question will display:

*“Is the application consistent with the Pre-Tenure plan?”*

This question requires a ‘Yes’ or ‘No’ response. Where ‘No’ is selected the user must provide a reason for not adhering to the pre-tenure plan or upload a Pre-Tenure Plan Rationale.

## 2.4 Changes to Facility Storage Application Validations

What was the change?

Validations related to facility storage equipment have been implemented to streamline requirements between the storage equipment indicated and its capacity.

What is the user impact?

Previously, when “Facility Storage” equipment was selected in an application, the application could not be validated successfully unless all fields in the Facility Storage section were completed.

The screenshot shows a web form titled "Facility Equipment Details" with a sub-section "Facility Storage". The form contains the following fields:

- Number of LNG Storage Tanks:
- LNG Storage Capacity (m<sup>3</sup>):
- Number of Produced Fluid Tanks:
- Produced Fluid in Tanks - Capacity (m<sup>3</sup>):
- Number of Produced Fluid Pits or Ponds:
- Produced Fluid in Pits or Ponds - Capacity (m<sup>3</sup>):

Validations have been updated as follows, so only fields relevant to the specific storage type indicated are now mandatory:

- When the “*Number of LNG Storage Tanks*” field is populated, only a response in the “*LNG Storage Capacity (m<sup>3</sup>)*” field is mandatory.
- When the “*Number of Produced Fluid Tanks*” field is populated, only a response in the “*Produced Fluid in Tanks – Capacity (m<sup>3</sup>)*” field is mandatory.
- When the “*Number of Produced Fluid in Pits or Ponds*” field is populated, only a response in the “*Produced Fluid in Pits or Ponds – Capacity (m<sup>3</sup>)*” is mandatory.

## 2.5 Changes for Historical Pipeline Submissions

What was the change?

The date restriction of January 1, 2007 for historical pipeline submissions has been removed.

What is the user impact?

Users now have the ability to submit historical pipeline information on all approved pipelines applications.

## 2.6 Changes to Pipeline Application Requirements

What was the change?

The Emergency Planning Zone (EPZ) data field has been removed from new pipeline applications, pipeline amendments and historical pipeline submissions.

What is the user impact?

Users are no longer required to data enter a “Maximum calculated Emergency Planning Zone for the Pipeline (m)” in the field previously located in the Pipeline Specifications section under the Pipeline Overview tab.

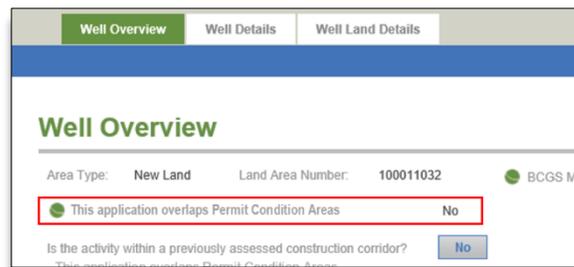
## 2.7 Well Application Permit Condition Areas

What was the change?

The spatially derived question, “Does the application overlap the Aitken Creek area?” has been updated to “This application overlaps Permit Condition Areas”.

What is the user impact?

The question “Does this application overlap the Aitken Creek Area” located in the Well Overview section under the Well Overview tab, has been updated to: “This application overlaps Permit Condition Areas”.



The spatially derived statement remains read-only. A ‘yes’ response will display if the uploaded well area intersects with any of the following spatial layers:

- Aitken Creek Storage Area
- North Peace Ground Motion Monitoring Area
- South Peace Ground Motion Monitoring Area
- W.A.C. Bennett Dam
- Peace Canyon Dam
- Site C Dam