

Consultation and Notification Letter Example Templates For RCNR and WSA

The following templates are examples of letter content for consultation and notification under RCNR and WSA.

- Example #1: RCNR s.19 and s.20: consultation for a wellsite, road and borrow pit
- Example #2: RCNR s.19 and s.20: consultation for a pipeline, road and temporary workspace
- Example #3: RCNR s.19: notification for a wellsite, road and borrow pit
- Example #4: RCNR s.19: notification for a pipeline, road and temporary workspace
- Example #5: WSA s.13: notification for new applications and amendments for short-term water use, changes in and about a stream and water licence,

Example #1 **Consultation for a wellsite, road and borrow pit**

[Applicant Name]
[Applicant Address]

[Date]

[Recipient Name]
[Recipient Address]

RE: Invitation to Consult for Proposed [Oil and Gas Activity(s)] at [Legal Location(s)].

[Applicant Name] intends to submit an application to the BC Oil and Gas Commission (the Commission) for a [oil and gas activity(s)] at [legal location(s)]. The following information is provided to describe the proposed activities, including the significant structures and equipment that will be used, and any roads that will be constructed. Information is also provided regarding ancillary activities including related activities needed for facilitating or carrying out the [oil and gas activity(s)].

Wellsite: [Describe the well(s) - number of wells, their purpose, product, duration - and other significant structures and equipment to be used (i.e. types of equipment/vehicles/machinery)]

Road: [Describe the road(s) - length, width, grade, location extent of use - by who and for how long, any restrictions or security measures and other significant structures and equipment to be used (i.e. types of equipment/vehicles/machinery)]

Ancillary Activities incl. Related Activities: Borrow Pit – [Describe the activity – number of borrow pits, footprint, location, purpose - how long or for which phases they would be used for]

[Insert information about how, if at all, the well(s) and road relate to existing oil and gas activities being carried out within the consultation distance]

[Include if applicable] The approximate order in which the [well(s) and road] would be carried out are [describe the sequence in which they would be constructed and put to use].

For each phase listed below for the proposed [wells(s) and/or road] development, the following information is to be provided to describe the nature and extent of reasonably foreseeable noise, dust, light, and odours, along with any measures, monitoring, or policies/procedures in place, best practices, and what may be done in response to complaints that will be undertaken to mitigate their negative effects. Information on anticipated vehicle traffic is also to be provided.

Project Phases

Wellsite and/or Road – Construction and Development

Date estimate: Begin [date] End [date]

Wellsite and/or Road – Post Construction and Maintenance

Date estimate: Begin [date] End [date]

In response to this invitation, you may provide a written response to the undersigned within 30 days of [enter the service date] stating if you have any concerns, and, if so, the reasons for those concerns. A written request to meet can also be made within 30 days of [enter the service date] to discuss the proposed activities.

In addition, you may make a submission to the Commission under section 22(5) of the Oil and Gas Activities Act. Submissions can be sent by mail or email to:

BC Oil and Gas Commission
Bag 2
Fort St. John, BC V1J 2B0

OGC.WrittenSubmissions@bcogc.ca

For further information or questions about this project, please contact [Applicant/Representative] at [phone number] or by email at [email address].

Sincerely,

[Signature]

[Applicant/Representative]
[Applicant/Representative Title]

Encl.: C&N Map that shows the location in relation to dwellings, public facilities and nearby urban centers

Example #2 Consultation for a pipeline, road and temporary workspace

[Applicant Name]
[Applicant Address]

[Date]

[Recipient Name]
[Recipient Address]

RE: Invitation to Consult for Proposed [Oil and Gas Activity(s)] at [Legal Location(s)].

[Applicant Name] intends to submit an application to the BC Oil and Gas Commission (the Commission) for a [oil and gas activity(s)] at [legal location(s)]. The following information is provided to describe the proposed activities, including the significant structures and equipment that will be used, and any roads that will be constructed. Information is also provided regarding ancillary activities including related activities needed for facilitating or carrying out the [oil and gas activity(s)].

Pipeline: [Describe the pipeline(s) – number of lines, their length, width, product, location – associated above ground structures, such as risers, and other significant structures and equipment to be used (i.e. types of equipment/vehicles/machinery)]

Road: [Describe the road(s) – length, width, grade, location, extent of use – by who and for how long, any restriction or security measures, and other significant structures and equipment to be used (i.e. types of equipment/vehicles/machinery)]

Ancillary Activities incl. Related Activities: Temporary Workspace – [Describe the activity – number of workspaces, their footprint, location, purpose - how long or for which phases they would be used for]

[Insert information about how, if at all, the pipeline(s) and road relate to existing oil and gas activities being carried out within the consultation distance]

[Include if applicable] The approximate order in which the [pipelines and road] would be carried out are [Describe the sequence in which they would be constructed and put into use].

For each phase listed below for the proposed [pipelines and/or road] development, the following information is to be provided to describe the nature and extent of reasonably foreseeable noise, dust, light, and odours, along with any measures, monitoring, or policies/procedures in place, best practices, and what may be done in response to complaints that will be undertaken to mitigate their negative effects. Information on anticipated vehicle traffic is also to be provided.

Project Phases

Pipeline and/or Road – Construction and Development

Date estimate: Begin [date] End [date]

Pipeline and/or Road – Post Construction and Maintenance

Date estimate: Begin [date] End [date]

In response to this invitation, you may provide a written response to the undersigned within 30 days of [enter the service date] stating if you have any concerns, and, if so, the reasons for those concerns. A written request to meet can also be made within 30 days of [enter the service date] to discuss the proposed activities.

In addition, you may make a submission to the Commission under section 22(5) of the Oil and Gas Activities Act. Submissions can be sent by mail or email to:

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Bag 2
Fort St. John, BC V1J 2B0

OGC.WrittenSubmissions@bcogc.ca

For further information or questions about this project, please contact [Applicant/Representative] at [phone number] or by email at [email address].

Sincerely,

[Signature]

[Applicant/Representative]
[Applicant/Representative Title]

Encl.: C&N Map that shows the location in relation to dwellings, public facilities and nearby urban centers

Example #3
Notification for a Wellsite, Road and Borrow Pit

[Applicant Name]
[Applicant Address]

[Date]

[Recipient Name]
[Recipient Address]

RE: Notice for Proposed [Oil and Gas Activity(s)] at [Legal Location(s)].

[Applicant Name] intends to submit an application to the BC Oil and Gas Commission (the Commission) for a [oil and gas activity(s)] at [legal location(s)]. The following information is provided to describe the proposed activities, including the significant structures and equipment that will be used, and any roads that will be constructed. Information is also provided regarding ancillary activities including related activities needed for facilitating or carrying out the [oil and gas activity(s)].

Wellsite: [Describe the well(s) - number of wells, their purpose, product - duration and other significant structures and equipment to be used (i.e. types of equipment/vehicles/machinery)]

Road: [Describe the road(s) - length, width, grade, location extent of use - by who and for how long, any restrictions or security measures and other significant structures and equipment to be used (i.e. types of equipment/vehicles/machinery)]

Ancillary Activities incl. Related Activities: Borrow Pit – [Describe the activity – number of borrow pits, footprint, location, purpose - how long or for which phases they would be used for]

[Insert information about how, if at all, the well(s) and road relate to existing oil and gas activities being carried out within the consultation distance.]

[Include if applicable] The approximate order in which the [well(s) and road] would be carried out are [describe the sequence in which they would be constructed and put to use].

In response to this notice, you may provide a written response to the undersigned within 30 days of [enter service date] stating if you have any concerns, and, if so, the reasons for those concerns.

In addition, you may make a submission to the Commission under section 22(5) of the Oil and Gas Activities Act. Submissions can be sent by mail or email to:

BC Oil and Gas Commission
Bag 2
Fort St. John, BC V1J 2B0

OGC.WrittenSubmissions@bcogc.ca

For further information or questions about this project, please contact [Applicant/Representative] at [phone number] or by email at [email address].

Sincerely,

[Signature]

[Applicant/Representative]
[Applicant/Representative Title]

Encl.: C&N Map that shows the location in relation to dwellings, public facilities and nearby urban centers

**Example #4
Notification for a pipeline, road and temporary workspace**

[Applicant Name]
[Applicant Address]

[Date]

[Recipient Name]
[Recipient Address]

RE: Notice for Proposed [Oil and Gas Activity(s)] at [Legal Location(s)].

[Applicant Name] intends to submit an application to the BC Oil and Gas Commission (the Commission) for a [oil and gas activity(s)] at [legal location(s)]. The following information is provided to describe the proposed activities, including the significant structures and equipment that will be used, and any roads that will be constructed. Information is also provided regarding ancillary activities including related activities needed for facilitating or carrying out the [oil and gas activity(s)].

Pipeline: [Describe the pipeline(s) – number of lines, their length, width, product, location – associated above ground structures, such as risers, and other significant structures and equipment to be used (i.e. types of equipment/vehicles/machinery)]

Road: [Describe the road(s) – length, width, grade, location, extent of use – by who and for how long, any restriction or security measures, and other significant structures and equipment to be used (i.e. types of equipment/vehicles/machinery)]

Ancillary Activities incl. Related Activities: Temporary Workspace – [Describe the activity – number of workspaces, their footprint, location, purpose - how long or for which phases they would be used for]

[Insert information about how, if at all, the pipeline(s) and road relate to existing oil and gas activities being carried out within the consultation distance]

[Include if applicable] The approximate order in which the [pipelines and road] would be carried out are [Describe the sequence in which they would be constructed and put into use].

In response to this notice, you may provide a written response to the undersigned within 30 days of [enter the service date] stating if you have any concerns, and, if so, the reasons for those concerns.

In addition, you may make a submission to the Commission under section 22(5) of the Oil and Gas Activities Act. Submissions can be sent by mail or email to:

BC Oil and Gas Commission
Bag 2
Fort St. John, BC V1J 2B0

OGC.WrittenSubmissions@bcogc.ca

For further information or questions about this project, please contact [Applicant/Representative] at [phone number] or by email at [email address].

Sincerely,

[Signature]

[Applicant/Representative]
[Applicant/Representative Title]

Encl.: C&N Map that shows the location in relation to dwellings, public facilities and nearby urban centers
Example #5
Notification for new applications and amendments for short-term water use, changes in and about a stream and water licence

[Applicant Name]
[Applicant Address]

[Date]

[Water Rights Holder or Landowner Name]
[Water Rights Holder of Landowner Address]

RE: Notification for Proposed [or...Amendment to a] [Short-Term Water Use, Changes In and About a Stream, Water Licence]

[Applicant Name] intends to submit an application to the BC Oil and Gas Commission (the Commission) for [or..an Amendment to] a [Short-Term Water Use, Changes In and About a Stream, Water Licence] at

[*legal location*]. The purpose of this letter is to provide you with notice of the application, and information about the project, as you are a [rights holder or landowner] described in section 13 of the *Water Sustainability Act*.

[*Describe the proposed timing and extent of works – include a general description of the project (i.e. why the water is needed, how it is going to be used, how much water is being applied for, the equipment needed, timing of withdrawals, expected noise and traffic increases, etc., and any/or changes to the surrounding area that may be noticed or impactful to the rights holders or landowners.)*]

Enclosed is a map indicating the point of diversion location(s) and/or the proposed works in relation to your area of interest.

The Commission will be the decision maker for this application. Section 13(3) of the *Water Sustainability Act*, and section 14(3) of the *Water Sustainability Regulation* state that you may deliver any objection to the granting of the application to the decision maker within 30 days after the date this notice is given, which is [*enter the date*].

Objections may be delivered by mail or online to:

BC Oil and Gas Commission
Bag 2
Fort St. John, BC V1J 2B0

OGC.WrittenSubmissions@bcogc.ca

If you have any questions, or would like to discuss this project, please contact [*Applicant Representative*] at [*phone number*] or by email at [*email address*].

Sincerely,

[*Signature*]

[*Applicant Representative*]
[*Applicant Representative Title*]

Encl.: Map Showing Point of Diversion / Proposed Works