



DRAFT Dormant
Sites Program
Manual
May 2019

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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.



Table of Contents

About the Commission.....	2
Manual Revisions.....	5
Chapter 1: Preface.....	6
1.1 Purpose.....	6
1.2 Scope.....	6
1.3 How to Use This Manual.....	6
1.4 Additional Guidance.....	7
Chapter 2: Dormant Sites.....	8
2.1 What is a Dormant Site.....	8
2.2 Voluntary Dormancy.....	9
2.3 Types of Dormant Sites.....	9
2.3.1 Type A Requirements.....	10
2.3.2 Type B Requirements.....	10
2.3.3 Type C Requirements.....	11
2.3.4 Priority Site Requirements.....	11
2.4 Applying for Exclusions.....	12
Chapter 3: Reporting and Plans.....	13
3.1 Annual Work Plan and Annual Report.....	13
3.1.1 Annual Work Plan.....	13
3.1.2 Annual Report.....	14
3.2 Notification and Follow-up.....	14
3.3 Liability Reduction Plans.....	16
3.3.1 LRP Timelines.....	17
3.3.2 LRP Compliance.....	17
3.3.3 LRP Annual Work Plans and Annual Reports.....	18
Chapter 4: Closure Activities.....	19
4.1 Decommissioning.....	19
4.2 Assessment.....	19
4.3 Restoration.....	20

Chapter 5: Changes to Other Business Areas 21

5.1 Permit Transfer Applications..... 21

5.2 Inactive Well Suspension Requirements 21

5.3 Miscellaneous 22

5.3.1 *Re-Entry for Previously Restored Access*..... 22

5.3.2 *Supporting Coordinated and Efficient Closure* 22

5.3.3 *Comprehensive Liability Management Plan*..... 22

Appendix A: Annual Work Plan 24

Appendix B: Annual Report 26

Appendix C: Liability Reduction Plan Application 27

Appendix D: Example Notification of Interested Person 29

DRAFT

Manual 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 or submit feedback using the [feedback form](#).

Version Number	Posted Date	Effective Date	Chapter Section	Summary of Revision(s)
DRAFT	May 31, 2019	May 31, 2019	Various	<p>This is a new document. Users are encouraged to review in full.</p> <p>For more information refer to News Release 2019-02 Dormancy Regulation and Comprehensive Liability Management Plan on the Commission's website.</p>

Chapter 1: Preface

1.1 Purpose

This manual was created to guide users through the Dormancy Regulation and the processes and procedures of the Commission's Dormant Sites Program. The purpose of the Dormant Sites Program is to ensure that permit holders responsibly bring their oil and gas activities to regulatory closure within a reasonable time.

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.

1.2 Scope

This manual provides information on the processes and requirements within the Commission's legislative authorities; it does not provide information on legal responsibilities outside of the Commission's legislative authorities. It is the responsibility of the applicant or permit holder to know and meet all of its legal responsibilities.

1.3 How to Use This Manual

This manual is presented in sections, which are organized chronologically to represent the order of activities applicants and permit holders must follow when decommissioning and restoring dormant sites.

Beginning with a summary of the Dormant Sites Program, this manual guides the user through reporting requirements, including eligibility and procedures for Liability Reduction Plans (LRP), required decommissioning and restoration activities, and impacts on other Commission business areas as a result of the implementation of the Dormant Sites Program.

1.4 Additional Guidance

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.

The appendices include documents to be used as references when compiling and submitting information required by the Commission.

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Chapter 2: Dormant Sites

The BC Oil and Gas Commission (Commission) has developed a Dormant Sites Program. The objective of the program is to ensure that permit holders responsibly carry their oil and gas activities to regulatory closure within a reasonable time. As such, the Dormant Sites Program is used to identify permit holders with wells that are subject to the dormant sites provisions under Part 3.1 of the [Oil and Gas Activities Act](#) (OGAA) and the [Dormancy Regulation](#).

2.1 What is a Dormant Site

The Commission tracks dormancy at two (2) levels: by well and by site. A well is dormant when the well does not meet a threshold for activity in five (5) consecutive years. A site is dormant when every well located on the site is dormant. For multi-well pads, if one well on the site meets the threshold for activity, then the site is not dormant. The threshold for activity includes:

- Production from – or injection or disposal into – the well for at least 720 hours in a calendar year;
- The completion of a production zone;
- A drilling event; or
- In the case of an observation well, the well is active on at least one (1) day.

For example, if Well #1 ceases production in October 2015, then Well #1's potential dormancy date is December 31, 2020.

- If Well #1 resumes production in October 2018 and produces for 720 hours before shutting-in production in December 2018, then Well #1 is not dormant and the potential dormancy date changes to December 31, 2023.
- If Well #1 does not record 720 hours of production by the end of 2020, then Well #1 becomes a dormant site with a dormancy date of December 31, 2020.
 - If Well #1 records 720 hours of production in 2021 after becoming dormant, then Well #1 would cease to be dormant.

Permit holders can view a list of their dormant sites by visiting the [Dormant Sites webpage](#). The list of dormant sites is updated on a monthly basis following the submission of production/injection/disposal reports to Petrinex. In order to promote transparency and accountability, information on dormant sites is available publicly.

2.2 Voluntary Dormancy

Permit holders may elect to declare a site dormant by giving written notice to the Commission that the site is dormant. A site that is voluntarily declared as dormant is designated as a Type B site if elected before 2024 and Type C if elected in or after 2024 (see [Types of Dormant Sites](#)). An elected site does not operate as a substitution for a site that would normally be considered dormant under the [Dormancy Regulation](#). The dormancy date of an elected site is December 31 of the calendar year that the site is elected.

To declare a site dormant, permit holders must send notification to the Commission via email to DormantSites@BCOGC.ca listing the site and each well(s) located on the site to be declared dormant.

2.3 Types of Dormant Sites

Dormant sites are classified by either a) the date a site becomes dormant, or b) whether the site is a priority site. There are four (4) classifications of dormant sites:

- Type A sites are legacy sites that were dormant by December 31, 2018. Type A sites have [longer timelines](#) for decommissioning and restoration to allow permit holders sufficient time to address the historical backlog of inactive sites.
- Type B sites are those that become dormant during a transitional period between January 1, 2019 and December 31, 2023. Type B sites have [intermediate timelines](#) for decommissioning and restoration because a significant number of Type A sites will need to be addressed during this time.
- Type C sites cover all sites that become dormant after January 1, 2024. Type C sites have [stricter timelines](#) for decommissioning and restoration to ensure that all future dormant sites are responsibly brought to regulatory closure in a reasonable time.
- Priority sites are those sites which the Commission has identified as a priority. Priority sites are identified by the Commission based on:
 - The age of the site;
 - Public safety, including human health;
 - The environment;
 - Social and agricultural values;
 - Impacts on local communities;
 - Cultural and environmental values of local Indigenous nations; and
 - The capacity and portfolio of the permit holder.

Priority sites are subject to [expedited timelines](#) for closure activities. Priority sites will be identified on an ongoing basis as information on the above criteria is received and reviewed by the Commission.

Permit holders with dormant sites are required to complete decommissioning, assessment, and restoration within prescribed timelines. In addition, a permit holder with Type A sites must meet percentage targets for decommissioning and restoring sites. The specific requirements for each type of dormant site are outlined below. Certain permit holders who meet the requirements may apply to the Commission to manage their sites under a [Liability Reduction Plan](#), which could include different targets (see [LRP Timelines](#) section).

2.3.1 Type A Requirements

Type A sites are sites that were dormant as of December 31, 2018. A permit holder with Type A dormant sites must:

- **Decommission:**
 - At least one or 30 per cent (whichever is greater) of sites by December 31, 2021.
 - At least two or 70 per cent (whichever is greater) of sites by December 31, 2026.
 - All sites by December 31, 2031.
- **Assess:**
 - Sites decommissioned prior to December 31, 2018 by December 31, 2030.
 - In any other case, by December 31 of the calendar year two (2) years after the year the site was decommissioned (e.g. if a site is decommissioned on March 15th, 2020, then it must be assessed by December 31, 2022).
- **Restore:**
 - At least one or 40 per cent (whichever is greater) of sites by December 31, 2024.
 - At least two or 70 per cent (whichever is greater) of sites by December 31, 2030.
 - All sites by December 31, 2036.

If the above percentages result in decimals, then the result is to be rounded either to the nearest whole number, or if equidistant between two (2) whole numbers, then to the greater of those numbers.

2.3.2 Type B Requirements

Type B sites are those that become dormant between January 1, 2019 and December 31, 2023. A permit holder with Type B dormant sites must:

- **Decommission:**
 - By December 31 of the calendar year that is eight years after the site became dormant (e.g. if dormant on December 31, 2020, then the site must be decommissioned by December 31, 2028).
- **Assess:**
 - If the site is decommissioned prior to becoming dormant, then by December 31 of the calendar year that is 10 years after the site is decommissioned.
 - In any other case, by December 31 of the calendar year that is two (2) years after the site is decommissioned.
- **Restore:**
 - By December 31 of the calendar year that is 13 years after the site became dormant.

2.3.3 Type C Requirements

Type C sites are those that become dormant after January 1, 2024. A permit holder with Type C dormant sites must:

- **Decommission:**
 - By December 31 of the calendar year that is five years after the site became dormant (e.g. if dormant on December 31, 2025, then the site must be decommissioned by December 31, 2030).
- **Assess:**
 - By December 31 of the calendar year that is two years after the site is decommissioned.
- **Restore:**
 - By December 31 of the calendar year that is ten years after the site became dormant.

2.3.4 Priority Site Requirements

Priority sites are those sites which the Commission has identified as a priority. A permit holder with priority sites must:

- **Decommission:**
 - By the earlier of the default requirement for the original site type or December 31 of the calendar year that is two (2) years after the site was identified as a priority.

- **Assess:**
 - By the earlier of the default requirement or December 31 of the calendar year that is three years after the site was identified as a priority.
- **Restore:**
 - By the earlier of the default requirement or December 31 of the calendar year that is five (5) years after the site was identified as a priority.

2.4 Applying for Exclusions

In certain cases, a permit holder may apply for an exclusion from the [Dormancy Regulation](#) for a site or a portion of a site. In either case, the permit holder will need to submit reasons for an exclusion of the site or the portion of the site from the regulation. If the Commission is satisfied that an exclusion is appropriate, written notice of the exclusion will be sent to the permit holder by the Commission. If granted, an exclusion will last for two (2) years. When the exclusion expires the permit holder will need to apply for renewal of the exclusion. Current dormancy regulatory requirements only apply to wells and their operating areas. Other infrastructure will likely be included in the future.

An exclusion for a full site can be requested when a permit holder's well will meet the threshold for dormant site activity within a reasonable period of time. The following factors should be considered when applying for a site exclusion:

- Available reserves;
- Economic factors such as the cost to bring the well online and estimated production and prices;
- Safety factors such as well integrity; and
- Any other relevant information.

To apply for an exclusion for a portion of a site, the permit holder will have to demonstrate what oil and gas activity is ongoing and the geographic area to be excluded. A portion of an operating area can only be excluded if a facility, pipeline, or oil and gas road not solely associated with the dormant well is present on the site.

To submit a request for exclusion to the Commission, please email DormantSites@BCOGC.ca and outline the site(s) included in the request, the reasons for the request, and any supporting information.

Chapter 3: Reporting and Plans

Permit holders are required to submit Annual Work Plans and Annual Reports to the Commission under the [Dormancy Regulation](#). Notification and follow-up is required for all permit holders undertaking work on dormant sites where interested persons such as land owners, local Indigenous nations, municipalities, and regional districts are identified. Certain permit holders who meet the requirements may apply to the Commission to manage their sites under a [Liability Reduction Plan](#).

3.1 Annual Work Plan and Annual Report

The two (2) primary reporting requirements for permit holders with dormant sites are the Annual Work Plan and the Annual Report. Any permit holder with at least one dormant site must comply with the requirements of the [Dormancy Regulation](#), as per Section 43.2 of [OGAA](#).

3.1.1 Annual Work Plan

Annual Work Plans must be submitted to the Commission either 60 days before commencing work on a dormant site (the construction of access such as an ice road is not included in this timeframe) or by January 30th in the calendar year that work is planned to decommission, assess or restore a dormant site. Each work plan submission must:

- Include contact information of the director, officer or employee who may be contacted;
- Identify the dormant sites to be decommissioned, assessed, and restored in the calendar year;
- Identify the estimated date when each closure activity is planned; and
- Identify any factors or risks that may cause deviations from the proposed work plan.

As field work is undertaken, work plans may change throughout the year. Any deviations to the Annual Work Plan are to be included in the Annual Report for each calendar year.

Please Note:

2019 is an exception to the above as the regulation was enacted during the year. For the 2019 calendar year Annual Work Plans are due by August 31, 2019. Annual Work Plans for 2019 should include both planned and completed work for 2019.

Notices must be given to interested persons for sites in accordance with the [Notification and Follow-up section](#). Annual Work Plans may be submitted to DormantSites@BCOGC.ca at this time. A sample Annual Work Plan can be viewed in [Appendix A – Annual Work Plan](#). Permit holders subject to a [Liability Reduction Plan](#) (LRP) must ensure they comply with any additional reporting requirements directed by the LRP.

The information presented in Annual Work Plans will be publicly available to provide transparency and allow permit holders to collaborate in planning and executing closure activities.

3.1.2 Annual Report

Any permit holder whose portfolio includes dormant sites must submit an Annual Report each calendar year. Annual Reports must be submitted to the Commission within 60 days after the end of each calendar year. Each annual report submission must:

- Identify the dormant sites decommissioned, assessed, and restored in the calendar year;
- Identify the date when each closure activity was completed;
- Demonstrate that the permit holder is on track to meet requirements for their dormant sites; and
- Include a copy of the Annual Work Plan for the calendar year and an explanation of any deviations from that plan.

Annual Reports are submitted to DormantSites@BCOGC.ca. A sample Annual Report can be viewed in [Appendix B – Annual Report](#). Permit holders subject to a [Liability Reduction Plan](#) must ensure they comply with any additional reporting requirements.

The information presented in Annual Reports will be publicly available. This will provide transparency and accountability for the management of dormant sites.

3.2 Notification and Follow-up

Prior to commencing work on a dormant site, permit holders must give notice to any interested persons.

Interested persons include:

- The land owner of the site;
- A local Indigenous nation as identified by the Commission;
- A municipality, if all or part of the site is in the municipality; and
- A regional district, if all or part of the site is in the regional district.

Notices for work to be completed in a calendar year must be given by January 30 of the calendar year, or 60 days before work commences, whichever is earlier. For 2019, notices must be given by August 31, 2019.

Notices should identify the permit holder and offer the interested person an opportunity to either request a meeting to discuss the plan or to submit a written reply with any concerns. Notices must include a draft of the Annual Work Plan for the calendar year with a map showing the location of planned work. The notice may include reference to multiple years of work, which may be necessary where work is scheduled through the winter season.

If an interested person requests a meeting, the permit holder must make a reasonable effort to meet within 30 days of the meeting request. The permit holder may request that the interested person outline their availability in the meeting request, and where possible, organize the meeting for a date, time and location when the interested person indicated they were available. Following the meeting, the permit holder must submit a report to the Commission that describes the efforts to meet and minutes that include topics discussed and concerns raised at the meeting as well as any change the permit holder agreed to make.

If an interested person makes a written reply to a notice within 30 days, the permit holder must consider:

- Reasons why the specified work (decommissioning, assessment or restoration) should be done on different timelines or in a particular way; and
- If the interested person is a local Indigenous nation, the interests, knowledge or advice of the nation.

Within 30 days of receiving a written reply, the permit holder must give a response that includes a description of any changes to the Annual Work Plan and a statement that the permit holder will retain a record of the notice, reply, and response for review and audit by the Commission. The permit holder must give a copy of the record to the Commission including the notice, written reply and response within a reasonable time after the response is provided.

A permit holder must also provide written notice of intention to begin work at least 30 days before commencing work at a dormant site. This notice could be provided during the Annual Work Plan communications, if the permit holder is committed to specific dates for work at particular sites.

Permit holders may contact DormantSites@BCOGC.ca to request a list of local Indigenous nations that are interested persons for the permit holder's dormant sites.

3.3 Liability Reduction Plans

As per Section 43.4 of the [Oil and Gas Activities Act](#), eligible permit holders may submit Liability Reduction Plans (LRP) to the Commission for approval. To be eligible a permit holder must have either:

- More than 100 Type A sites; or
- A previously approved LRP.

In addition, a permit holder that intends to submit a LRP must give notice to any local Indigenous nations that includes a list and map of the proposed LRP sites associated with the nation. The notice must include a statement that the nation may request a meeting to discuss the plan and/or make a written reply within 30 days. Permit holders must consider any reasons why work should be done on different timelines or in a particular way. Within 30 days of receiving a reply, the permit holder must give a response that includes a description of changes and a statement that the permit holder will submit to the Commission a report of any meeting held, as well as a copy of the notice, reply and response. Permit holders must submit records of notices, replies and meetings to the Commission as part of the LRP Application.

Permit holders who meet the above criteria may submit a [Liability Reduction Plan Application](#) to DormantSites@BCOGC.ca. Information submitted in the LRP will be publicly available. An LRP may cover up to six (6) calendar years. The proposed LRP Application must include:

- The dormant sites covered by the plan;
- The dormant sites to be decommissioned, assessed and restored in each calendar year;
- How future dormant sites (either new or transferred) will be addressed;
- Specific plans to decommission, assess and restore sites that the Commission advises are priority sites.
- The maximum number of each type of dormant sites that the permit holder may transfer. Transfers to another permit holder do not count towards annual targets under a LRP. For further information see [Permit Transfer Applications](#).

A sample LRP Application is available in [Appendix C](#) of this manual.

3.3.1 LRP Timelines

The proposed LRP must conform to the following timelines for assessment and restoration. A permit holder with dormant sites under a LRP must:

- **Assess:**
 - By December 31, 2033 for Type A sites decommissioned before December 31, 2018.
 - By December 31, 2033 for Type B sites decommissioned before the site became dormant.
 - In any other case, by December 31 of the calendar year that is two (2) years after the site is decommissioned.
- **Restore:**
 - By December 31, 2036 for Type A and Type B sites.
 - By December 31 of the calendar year that is 10 years after the dormancy date for Type C sites.

3.3.2 LRP Compliance

An approved LRP is an order of the Commission. Permit holders with an approved LRP must comply with the requirements outlined in the [Notification and Follow-up section](#).

The Commission's approval for a LRP submission will consider the compliance and enforcement history of the permit holder and its associates subject to Section 26 (2) to (4) of the [Oil and Gas Activities Act](#) (OGAA). Subject to Section 43.4 (5) of OGAA, the Commission may revoke a LRP if a permit holder fails to comply with a LRP. If a LRP is revoked, then all sites formerly covered by LRP become subject to the [default program timelines](#). Each approved LRP will contain a number of conditions, which if not met or corrected in the required time, will result in revocation. For example, a LRP will include a variation of the following clause:

- If a certain number or percentage of sites are not addressed in a defined time period, corrective action must be taken by a certain date. If that corrective action is not completed on time, the LRP will be revoked.

3.3.3 LRP Annual Work Plans and Annual Reports

An Annual Work Plan must be submitted each year in accordance with the [Annual Work Plan](#) section.

Permit holders with an approved LRP must submit an Annual Report within 60 days after the end of each calendar year. Annual Reports must comply with all the requirements in the [Annual Reports](#) section of this document. In addition, permit holders with LRPs must also list any dormant sites that were transferred to or from the permit holder in the prior calendar year.

A director or officer of a permit holder with a Liability Reduction Plan must sign-off on the following statements in each Annual Report:

- A declaration from the permit holder that the Annual Report is accurate and is reflective of the current state;
- A declaration from the permit holder that they are in compliance with their Liability Reduction Plan; and
- If the permit holder determines that they are not in compliance with the Dormancy Regulation, they must include a list of the preventive and corrective actions that will be taken to ensure compliance with the Liability Reduction Plan.

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Chapter 4: Closure Activities

Closure activities include those activities that must be completed by the permit holder and reported to the Commission when a site becomes dormant. If a dormant site is not decommissioned, assessed, and restored within the required timeframe outlined in [Section 2](#), then the permit will be cancelled as per Section 43.3 of [OGAA](#).



4.1 Decommissioning

Under the [Dormancy Regulation](#), decommissioning includes the abandonment of the well(s) and the removal of any facilities and other equipment on the site.

A well is abandoned when it complies with Section 26 (1) (a) to (c) of the [Drilling and Production Regulation](#) and the wellhead is properly cut and capped as per Section 8 of the [AER Directive 20](#). A Notice of Operations must be submitted for all work being performed on a well. The Notice of Operations is submitted electronically through the [eSubmission portal](#) on the Commission's website. Abandonment must be carried out as per the Drilling and Production Regulation and Section 9.5 of the [Oil and Gas Activity Operations Manual](#).

Facilities and equipment are to be removed in accordance with the [Oil and Gas Activity Operations Manual](#). Facility removal submissions are made through [Kermit](#). A Notice of Intent to Remove a Facility is submitted when all constructed equipment is removed or in the process of being removed. In cases where no equipment was installed, A Notice of Intent to Cancel a Facility must be submitted.

4.2 Assessment

Under the [Dormancy Regulation](#), the assessment of dormant sites must be completed or supervised by a qualified professional satisfactory to the Commission in accordance with Chapter 2 – Site Screening and Chapter 3 – Site Investigations of the [Certificate of Restoration Application Manual](#). Following assessment, permit holders must submit a report to the Commission that indicates the results of the initial site assessment and, if the site does not meet numerical standards, the results of the full site assessment. Assessment reports must be signed by the qualified professional that completed or supervised the work.

4.3 Restoration

Under the [Dormancy Regulation](#), restoration includes the remediation of dormant sites and any neighbouring lands to which contamination has migrated, which must be completed in accordance with Chapter 4 – Site Remediation in the [Certificate of Restoration Application Manual](#). In certain circumstances, the Commission be satisfied by an alternate remedial approach that provides a permanent solution to the maximum extent possible, having regard to the following factors:

- The risks to human health and the environment posed by contamination;
- The local background concentration of any substances;
- The potential effects on the environment that would be caused by remediation to numerical standards; and
- The technical feasibility, risks and costs associated with remediation to numerical standards.

In addition, the restoration of dormant sites must be completed in accordance with Chapter 6 – Site Reclamation in the [Certificate of Restoration Application Manual](#). Restoration activities include the reclamation of the site to restore soils and natural surface drainage, as well as activities such as revegetation of native plants and restoring wildlife habitat. Surface reclamation requirements for dormant sites on lands within the Agricultural Land Reserve (ALR) are detailed in Schedule B of the [Delegation Agreement](#) of December 8, 2017 signed between the Commission and the Provincial Agricultural Land Commission. Site reclamation requirements for lands not in the ALR are detailed in Section 19 of the [Environmental Protection and Management Regulation](#) for sites on Crown land. Further guidance on reclamation may be found in Appendix C of the [Environmental Protection and Management Guideline](#) and in the [Peace-Liard Re-vegetation Manual](#), 2010.

Under the [Dormancy Regulation](#), a site is restored when the above reclamation activities are complete and when the Commission is satisfied that the permit holder has performed each obligation imposed under OGAA, the specified enactments, its permits and authorizations. Under a Certificate of Restoration Part 2 application, post-closure monitoring may be necessary in accordance with the [Certificate of Restoration Application Manual](#). Any post-restoration monitoring programs required under the Certificate of Restoration process are out of scope of the Dormant Sites Program.

Chapter 5: Changes to Other Business Areas

The enactment of the [Dormancy Regulation](#) has necessitated changes to a number of existing Commission policies and programs. This section outlines the impacted areas and the changes that have occurred.

5.1 Permit Transfer Applications

The Commission will be reviewing all permit transfer applications to identify any dormant sites included in the transfer. Upon receipt of an application for a permit transfer of one or more wells, both the transferor and the transferee will be subject to a review of their inventory of dormant sites. In addition to security required as part of the regular transfer process, the applicant or permit holder involved in the transaction may be required to submit a security deposit for the full liability of the site(s) as calculated by the Commission for outstanding work relating to dormant sites.

If a dormant site is transferred, then the transferee may be required to indicate how they will meet the dormant site regulatory requirements as a condition of the permit approval. Permit holders with a [Liability Reduction Plan](#) may be subject to additional permit transfer conditions.

Permit holders are encouraged to contact the Commission's liability management staff at DormantSites@BCOGC.ca to inquire about potential transfer applications.

5.2 Inactive Well Suspension Requirements

Suspension methods are detailed in Chapter 9 of the [Oil and Gas Activity Operations Manual](#). The Commission is changing its policy for determining suspension requirements for long-term inactive wells. Previously, any Low Risk well that was inactive for 10 years would be considered a Medium Risk gas well. Once the Medium Risk classification was applied, the wells were subject to stricter suspension requirements.

Under the revised policy, after 10 years of inactivity a well will no longer automatically transfer from low to medium risk. Instead, to maintain Low Risk classification:

- Permit holders must demonstrate to the Commission's satisfaction that the well is in a safe and secure condition, and is suspended in a manner that ensures the ongoing integrity of the well.
- Permit holders are required to provide an annual Inspection Report in year 10 that demonstrates the well is still Low Risk.
- Permit holders are required to inspect the well every year.

- Permit holders are required to submit annual inspection reports every year. If there is a potential integrity issue, then further action may be required.
- After 10 years of inactivity, a well moves into a compliance planning program. The Commission monitors these wells through a compliance verification program.

Permit holders may still choose to suspend a 10-year inactive well as Medium Risk.

5.3 Miscellaneous

5.3.1 Re-Entry for Previously Restored Access

If access to a dormant site necessitates going through a previously restored area, permit holders must notify the Commission of the requirement as part of their Annual Work Plan. The Commission will review these on a case-by-case basis to determine whether access can be re-opened or if a site must be accessed through other means (e.g. flown in).

5.3.2 Supporting Coordinated and Efficient Closure

The Commission is developing tools to support permit holders in completing closure activities in an efficient and coordinated manner. For support in planning future decommissioning and restoration programs, please contact the Commission at DormantSites@BCOGC.ca.

5.3.3 Comprehensive Liability Management Plan

The Dormant Sites Program is being developed by the Commission as part of a Comprehensive Liability Management Plan (CLMP). As per the [2018/19 Mandate Letter](#), the Commission is working with the Ministry of Energy, Mines and Petroleum Resources and the Ministry of Finance to develop and implement a CLMP which holds industry accountable, addresses unrestored oil and gas sites, and protects the environment and public safety.

The Commission's CLMP is based on the following principles:

- Maintain the “industry pays” approach (no direct cost to British Columbians).
- The Commission retains security deposits sufficient to ensure performance of permit holders' obligations for the protection of public safety and the environment.
- Timely reclamation and restoration of inactive oil and gas sites.
- Ensure the industry-funded Orphan Site Reclamation Fund can sufficiently address the costs associated with the timely treatment of orphan sites in cases where security deposits may not be sufficient to address full restoration costs.
- Reflect commitment to adopt and implement the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP).
- Rights and interests of impacted landowners are respected.

For further information on the CLMP, see [Industry Bulletin 2018-02](#).

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Appendix A: Annual Work Plan

Annual Work Plan 2019

Permit Holder:	
Contact Name:	
Title:	
Phone:	
Email:	
Signature:	

Please describe any factors or risks that may cause deviations from the proposed work plan:

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See next page for information on the required well schedules.

The schedules for decommissioning, assessment and restoration may be submitted as presented below or in the same format in Excel. The information needed to populate the below schedules can be found in the Commission's Dormant Sites Report.

Schedule 1: Planned Decommissioning

WA Number	Current Status	*Work Date	Shared Pad	Dormancy Date	Dormancy Type	*Comments
11111	SUSP	*Q1 2020	Y	31-Dec-2018	A	

*This information must be entered by the permit holder, where applicable.

Schedule 2: Planned Assessment

WA Number	Current Status	*Work Date	Shared Pad	Abandonment Date	Dormancy Type	*Comments
12121	ABAN	*Q3 2020	N	31-Dec-2018	A	

*This information must be entered by the permit holder, where applicable.

Schedule 3: Planned Restoration

WA Number	Current Status	Work Date	Shared Pad	Dormancy Date	Dormancy Type	*Comments
12345	ABAN	*Q4 2020	Y	31-Dec-2018	A	

*This information must be entered by the permit holder, where applicable.

Schedule 4: Map of Site Locations

Appendix B: Annual Report

Annual Report 2019

Permit Holder:	
Contact Name:	
Title:	
Phone:	
Email:	
Signature:	

The Annual Work Plan for the calendar year is attached: YES NO

See below for information on the required well schedules.

The schedules for decommissioning, assessment and restoration may be submitted as presented below or in the same format in Excel. The information needed to populate the below schedules can be found in the Commission's Dormant Sites Report.

Schedule 1: Decommissioning Work Completed

WA Number	Current Status	*Date Completed	Shared Pad	Dormancy Date	Dormancy Type	*Comments
11111	SUSP	*21-Mar-2019	Y	31-Dec-2018	A	

*This information must be entered by the permit holder, where applicable.

Schedule 2: Assessment Work Completed

WA Number	Current Status	*Date Completed	Shared Pad	Dormancy Date	Dormancy Type	*Comments
12121	ABAN	*18-Jul-2019	N	31-Dec-2018	A	

*This information must be entered by the permit holder, where applicable.

Schedule 3: Restoration Work Completed

WA Number	Current Status	*Date Completed	Shared Pad	Dormancy Date	Dormancy Type	*Comments
12345	ABAN	*9-Aug-2019	Y	31-Dec-2018	A	

*This information must be entered by the permit holder, where applicable.

Appendix C: Liability Reduction Plan Application

Liability Reduction Plan

Permit Holder:	
Contact Name:	
Title:	
Phone:	
Email:	
Signature:	

[Permit Holder] has more than 100 Type A sites:

[Permit Holder] has a previous LRP:

Notice and follow-up with local Indigenous nations is complete and the necessary records have been submitted to the Commission:

Describe how future dormant sites will be addressed

What is the maximum number of dormant sites of each type that the permit holder may transfer during the proposed Liability Reduction Plan (LRP):

See next page for information on the required well schedules.

The below schedules must be submitted as presented below or in the same format in Excel. The information needed to populate the below schedules can be found in the Commission's Dormant Sites Report.

Schedule 1: Dormant Sites included in LRP

WA Number	Current Status	Shared Pad	Dormancy Date	Dormancy Type
11111	SUSP	Y	31-Dec-2018	A

Schedule 2: Annual Work Plans (must be completed for each calendar year under LRP)

WA Number	Current Status	*Closure Activity	*Date of Work	Shared Pad	Dormancy Date	Dormancy Type
2222	ABAN	*Assessment	*Q3 2019	N	31-Dec-2018	A

*This information must be entered by the permit holder, where applicable.

Or for later years:

Field Name	*Closure Activity	*Seasonal Access	*# of Type A Sites	*# of Type B Sites	*# of Type C Sites
Oak	*Decommissioning	*All-Season	*3	*2	*1

*This information must be entered by the permit holder, where applicable.

Schedule 3: Priority Sites

WA Number	Current Status	*Closure Activity	*Date of Work	Shared Pad	Dormancy Date	Dormancy Type
12345	SUSP	*Decommission	*Q3 2019	Y	31-Dec-2018	A

*This information must be entered by the permit holder, where applicable.

Schedule 4: Map of Site Locations

Appendix D: Example Notification of Interested Person

Dear Madam / Sir,

As per Section 13 of the Dormancy Regulation, we are writing to inform you as an interested person of our plans to complete closure work on certain oil and gas sites this calendar year. A copy of our draft Annual Work Plan for this calendar year is appended. Please see the attached Schedule 1 for a list of sites where work is to be completed and you have been identified as an interested person. In Schedule 2, you will find a map showing the locations of the sites listed in Schedule 1. As an interested person you may either request a meeting with us to discuss the plan or send a written reply within 30 days of receiving this notice.

A written reply may set out reasons why the specified work should be done on different timelines or in a particular way and any scientific, Indigenous and local knowledge that supports those reasons. Within 30 days of receiving a written reply, we will provide a response outlining any changes made to the Annual Work Plan. A copy of the notice, written reply, and response will be submitted to the BC Oil and Gas Commission.

If a meeting is requested, we will make a reasonable effort to meet with you in the 30 days following that request. We will be holding meetings in the area on the following dates: [enter dates].

Regards,

Schedule 1: List of Sites

WA Number	Current Status	Closure Activity	Planned Date of Work
2222	ABAN	Assessment	Q3 2019
12345	SUSP	Decommissioning	Q3 2019

Schedule 2: Map of Sites

Attachments: Draft Annual Work Plan