

# Chapter 6.1

## Completing Application Information Details: Consultation & Notification

### 6.1 Consultation and Notification

Consultation and Notification (C&N) is required as part of the application process and is intended to promote communication and collaborative engagement between proponents, land owners and rights holders prior to application submission. Applicants are encouraged to adopt industry's best practices and assist in the avoidance or mitigation of any potentially adverse impacts.

Submission of an application for an oil and gas or associated activity must include additional application deliverables specific to consultation and notification. The required consultation and notification vary based on the planned activity and location of activity.

The consultation and notification tab requires specific application information details. This section includes an overview of consultation and notification, guidance regarding consultation and notification, details related to consultation and notification requirements and detailed instructions for completing the data fields within the consultation and notification tab.

Details of applicant's responsibilities to comply with OGAA and all regulations, including the Consultation and Notification Regulation (CNR), are discussed in Chapter 1 of this manual. In addition to the requirements listed in this section, Commission staff may request additional information where necessary to facilitate review of the application.

## Please Note:

This manual is written as a whole and provided to industry in sections to allow permit holders to access activity chapters. It is prudent of the permit holder to review the manual in its entirety and be aware of the content in other sections of the manual.

## Regulatory Requirements

The [Oil and Gas Activities Act](#) (OGAA) and the [Consultation and Notification Regulation](#) (CNR) require oil and gas applicants to conduct formal consultation and/or notification with recipients prior to submitting an application for an activity. Refer to the definition of an “applicant” and persons prescribed in Section 3 of the CNR to determine whether consultation and notification is required as part of the application.

## Additional Guidance

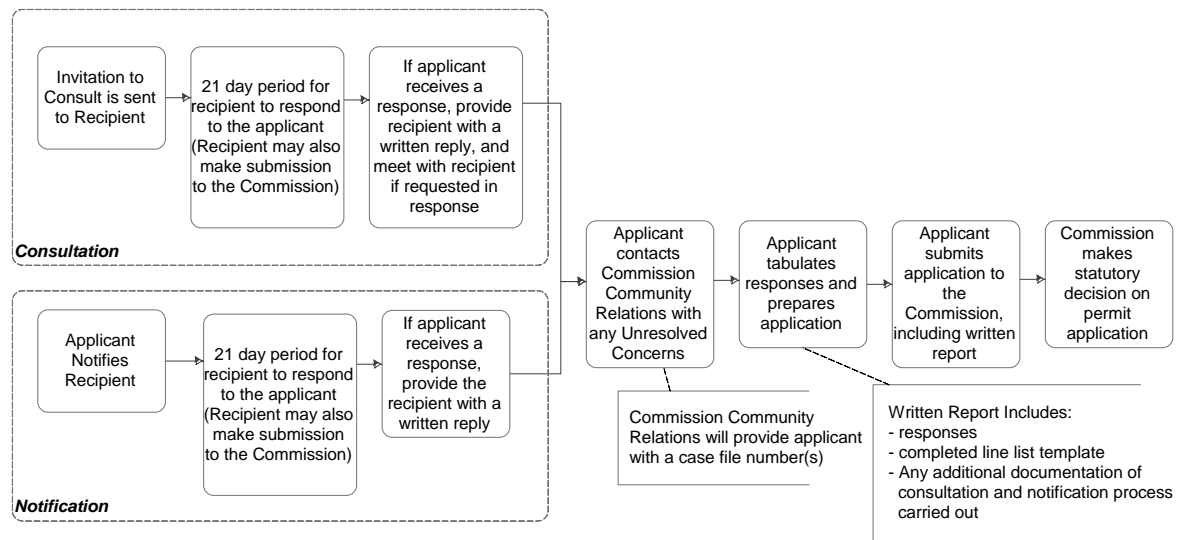
The [Commission’s Land Owner Guide](#) is a resource guide specific to land owners and provides further information from the land owner and recipient point of view on the related processes. It is also an information source and reference guide for recipients of an Invitation to Consult or notification concerning oil and gas activity.

A description of collaboration between rights holders is provided in the BC Government’s [A Practical Guide to Effective Coordination of Resource Tenures](#). The [Oil and Gas Trapper’s Notification and Compensation Program](#) is a useful tool for industry and trappers and sets out guidelines for reasonable compensation for both parties.

### 6.1.1 Consultation and Notification Overview

The consultation and notification processes are similar since both provide a formalized engagement; however, the difference in obligation between the two generally arises from proximity to proposed oil and gas activities. Consultation recipients are typically closer and as such, the consultation process provides the opportunity for discussion between the applicant and the recipient. The steps in the consultation and notification process are outlined in Figure 6-A below.

Figure 6-A Consultation and Notification Process Steps



## Consultation

Consultation is the exchange of information regarding proposed oil and gas activities between applicants and recipients within the consultation distance. It begins when a recipient receives an Invitation to Consult from an applicant.

## Notification

Notification provides written information regarding proposed oil and gas activities to recipients within the identified notification distance. Where consultation is conducted with recipients, notification is not required.

## Please Note:

Notification requirements specific to fixing the site of a pipeline are indicated in Section 23 (3) of OGAA and Section 15 of the Consultation and Notification Regulation (CNR) and detailed in Section 4.2 of the pipeline section of this manual.

## Who Must Provide Consultation or Notification?

Any person or company intending to submit an application to the Commission that meets the definition of an applicant in the Consultation and Notification Regulation (CNR), including those prescribed in Section 3 of the CNR, must carry out the prescribed consultation or provide the prescribed notices, according to the CNR prior to submission of the application.

The CNR does not apply to stand-alone related activities as defined under OGAA. Specific information regarding rights holder engagement for related activities on Crown land (associated oil and gas activities) is reflected in Section 6.2 of this manual.

Where an application includes a primary activity and a related authorization, consultation and notification must be done for the entire development, not just the primary activity. The material provided in the invitation to consult and/or notice documents must include all proposed activities, not just the primary activity.

### Please Note:

If an applicant offers C&N, by choice or inadvertently, the prescribed process must be followed.

### Please Note:

Notification to directly impacted land owners is required even where an activity is excluded from the CNR. The applicant must provide notification to the land owner on whose land the activity is proposed under Section 22 (2) of OGAA (for initial applications) or Section 31 (1) of OGAA (for amendment applications). In specific circumstances, outlined in Section 31 (1.1) of OGAA, exemptions from land owner notification can be granted. Refer to Section 6.1.12 of this manual for information regarding exemptions from consultation and notification requirements.

## 6.1.2 Land Owners and Rights Holders

### Land Owners

A land owner is:

- a person registered in the land title office as the owner of the land surface or as its purchaser under an agreement for sale; or
- a person to whom a disposition of exclusive use (lease, rental of property, or outright sale) of Crown land has been issued under the Land Act.

A land owner is not the Government, or a person who holds a Licence of Occupation for non-intensive occupation and use of Crown land.

### Rights Holder

A rights holder is a person granted non-intensive occupation, use of or other rights over Crown land by permit, licence, or approval. Further information specific to rights holders is detailed in Section 6.2 of this manual.

If any level of government holds a tenure such that it would qualify as a rights holder, the respective agency would be consulted, not as government, but as a rights holder. Tenures that qualify entities as rights holders include:

- Licence under Section 39 of the Land Act.
- A community forest agreement, forest licence, timber sale licence, or tree farm or woodlot licence under the Forest Act.
- A forestry licence to cut under the Forest Act, if the licence is a major licence.
- A grazing permit or grazing licence under the Range Act.
- A guide outfitter's licence for Crown land, guiding territory certificate for Crown land or a registered trapline under the Wildlife Act.
- A mineral claim under the Mineral Tenure Act.
- A water licence under the Water Sustainability Act.

## Please Note:

Provincial and Federal government agencies are not considered rights holders under OGAA. Applicants are not obligated to engage agencies in advance of an application to the Commission; however, applicants are encouraged to advise the Commission of any Land Act Map Reserves or Resource Features (as defined in the EPMR) as early as possible, even prior to submitting an application to the Commission, to allow the Commission to consider and facilitate any required engagement with other government agencies and avoid delays in application processing.

## Representation Agreements

In some cases, recipients may designate an individual or agency to communicate on their behalf in the consultation and notification process. The Commission needs to be satisfied that the legal recipient of consultation / notification, as documented in Section 4 of the CNR, has designated someone else to communicate on their behalf in the process. Letters designating representation need to be addressed to the Commission, signed by the official recipient, name the designate, and may also give direction on the parameters of the representation (e.g. only for this application, only for this time period, for all matters related to OGAA).

Letters must be provided for each application – the Commission will not keep a record of representation for use on different files.

For Power of Attorney the Commission requires a copy of the legal document as there are specific parameters on documents, such as restrictions and timelines.

### 6.1.3 Determining Obligations to Consult or Notify

Obligations to carry out consultation or notification are prescribed in the CNR, and are based on proximity to the proposed activities and other factors, such as presence on an area subject to the right of a rights holder, or the presence of a residence or structure within the consultation or notification zone.

The tables on the following pages outline a series of tests to determine a potential applicant's obligations to notify or consult. Table 6-A is intended to highlight the different factors which create obligations to notify or consult among the various

persons and entities identified in the Consultation and Notification Regulation. Figures 6-B through 6-E illustrates examples of the application of the consultation and notification tests.

**Table 6-A: Notification or Consultation**

Person / Entity	Test for Obligation to Provide Notification	Test for Obligation to Provide an Invitation to Consult	Exclusions
Land owner 4 (1) (a)		Land owner of land on which activities are planned.	None.
Local Authority 4 (1) (b)	<p>(i)(A) Unless obligated to consult, if an existing building or structure owned by the local authority is within applicable notification distance.</p> <p>(i)(B) Unless obligated to consult, if an area identified in Official Community Plan is within applicable notification distance.</p> <p>(i)(C) If a known community watershed is within applicable notification distance.</p>	<p>(ii) If an existing building or structure owned by the local authority is within applicable consultation distance.</p> <p>(i)(B) an area identified in Official Community Plan is within applicable consultation distance.</p>	Consultation not applicable to geophysical activities, as there is no prescribed consultation distance for geophysical activities.
Government of Canada 4 (1) (c)	i) Unless obligated to consult, if an existing building or structure owned by the government of Canada is within applicable notification distance.	ii) An existing building or structure owned by the government of Canada is within applicable consultation distance.	Consultation not applicable to geophysical activities, as there is no prescribed consultation distance for geophysical activities.

**Table 6-A: Notification or Consultation**

Person / Entity	Test for Obligation to Provide Notification	Test for Obligation to Provide an Invitation to Consult	Exclusions
First Nations 4 (1) (d)	i) Unless obligated to consult, if all or a portion of the First Nation's Indian reserve is located within the applicable notification distance.	ii) Any portion of the First Nation's Indian reserve is located within the applicable consultation distance.	Consultation not applicable to geophysical activities, as there is no prescribed consultation distance for geophysical activities.
Person, other than land owner in Section (a) who is registered owner of land surface or as its purchaser under an agreement for sale 4 (1) (e)	(i) Unless obligated to consult, if all or a portion of the land is located within the applicable notification distance.	ii) Any portion of a residence the person occupies or a structure the person uses to shelter livestock is located within the applicable consultation distance.  iii) The person is a school board and a school or related structure is within the applicable consultation distance.	Consultation not applicable to geophysical activities, as there is no prescribed consultation distance for geophysical activities.
Person who has entered into agreement with land owner to lease or rent a residence or a structure used for livestock on the land 4 (1) (f)		ii) Any portion of a residence or structure for which the person has entered into an agreement with land owner is within the applicable consultation distance.	Consultation not applicable to geophysical activities, as there is no prescribed consultation distance for geophysical activities.



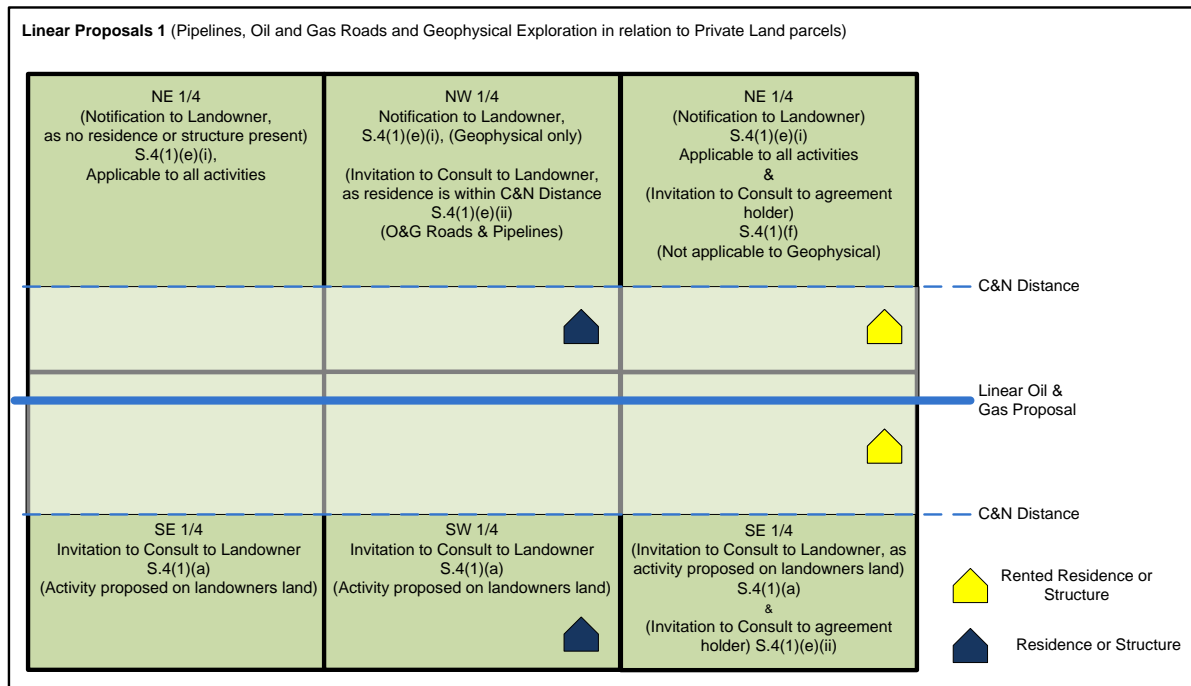
**Table 6-A: Notification or Consultation**

Person / Entity	Test for Obligation to Provide Notification	Test for Obligation to Provide an Invitation to Consult	Exclusions
Rights Holders 4 (1) (g)	(i) Unless obligated to consult, if the proposed activities are to be carried out on an area subject to a right of the rights holder.	ii) If the proposed activities are to be carried out on an area subject to a right of the rights holder, and it is known to the applicant the ability of the rights holder to exercise their right will be directly and adversely affected by the proposed activities.	None
Ministry of Transportation and Infrastructure 4 (3)		A <b>pipeline</b> proposed within municipality within the right-of-way of a highway, and is to be used for transporting petroleum, natural gas or both.	Only applicable to pipelines.
Municipal Council 4 (3) and (4)		(3) Unless Subsection 4 applies, a <b>pipeline</b> proposed within a municipality and within the right-of-way of a highway.  (4) If the proposed activities for a pipeline to permit including permission construct and operate a pressure regulating station on land owned by the applicant within the municipality.	Only applicable to pipelines.

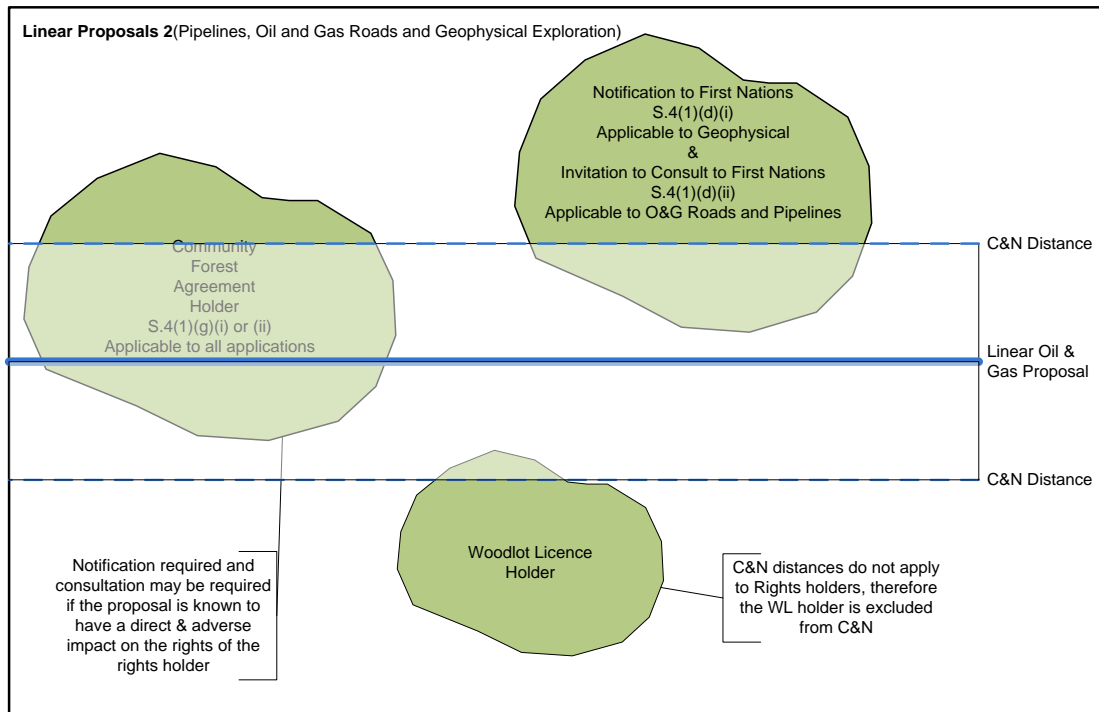
**Please Note:**

Tree Farm Licence and Forest Licence holders require an Invitation to Consult if the proposed activities are to be carried out on an area subject to a right of one of these licence holders. Thus, the Invitation to Consult is only required if the proposed activity intersects an area where the licence holder holds a cutting permit and the cutting permit area has not been harvested.

**Figure 6-B Consultation and Notification Test**



**Figure 6-C Consultation and Notification Test**



**Figure 6-D Consultation and Notification Test**

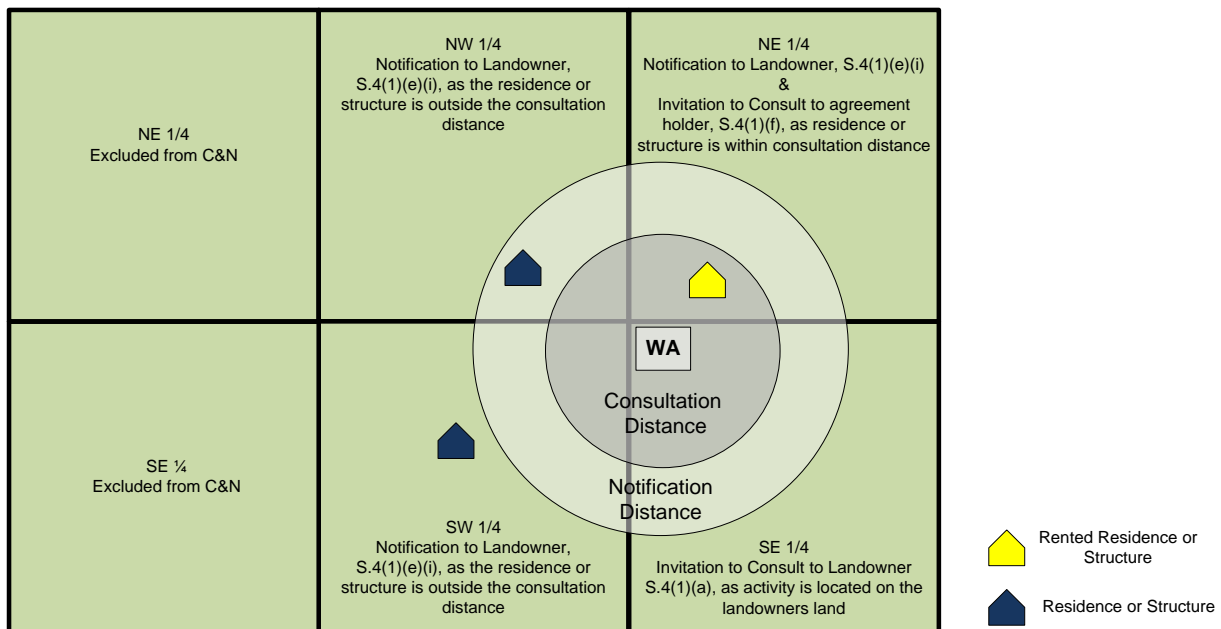
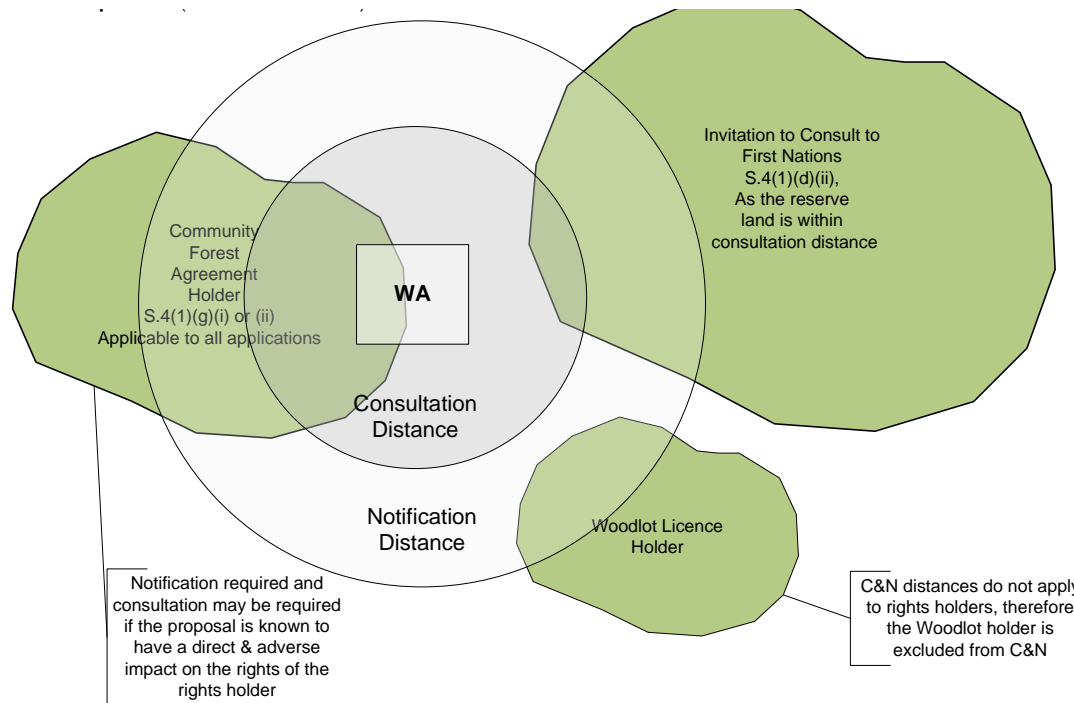


Figure 6-E Consultation and Notification Test



## 6.1.4 Calculating Consultation and Notification Distances

Minimum distances have been set for consultation and notification associated with specific activities in the CNR, sections 6 through 10. Distances are measured horizontally from:

- Centre point of a facility area (if no well is located on, or proposed to be located on, the same cleared area as the facility).
- Centre point of a wellsite (if one or more wells or facilities are located on or proposed to be located on the wellsite, consultation and notification distances reflect the centre of the well pad).
- Centre of the right-of-way of a pipeline, oil and gas road, or centre line of a seismic line.

For each category of activity, there is a minimum distance where notification or consultation is required, as outlined in Table 6-B and illustrated in Figures 6-G and 6-H.

Where an application includes a construction corridor and the applicant wants the flexibility to move the activity footprint anywhere within the corridor, consultation and notification distances must be measured from the outer edge of the corridor.

Where an application includes both a primary activity and a related authorization, consultation and notification must be done for the entire development, not just the primary activity. The material provided in the invitation to consult and/or notice documents must include reference to all activities, not just the primary activity.

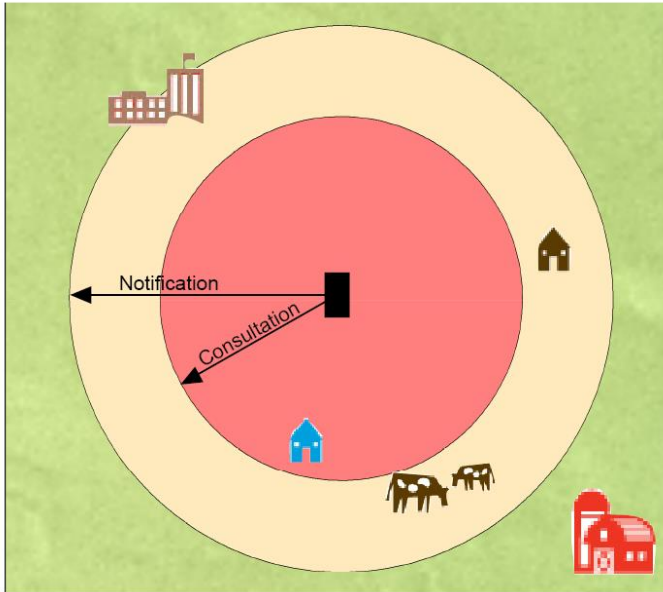
Table 6-B below makes reference to distances in the Consultation and Notification Regulation.

**Table 6-B: Consultation and Notification Distances for Oil and Gas Activity**

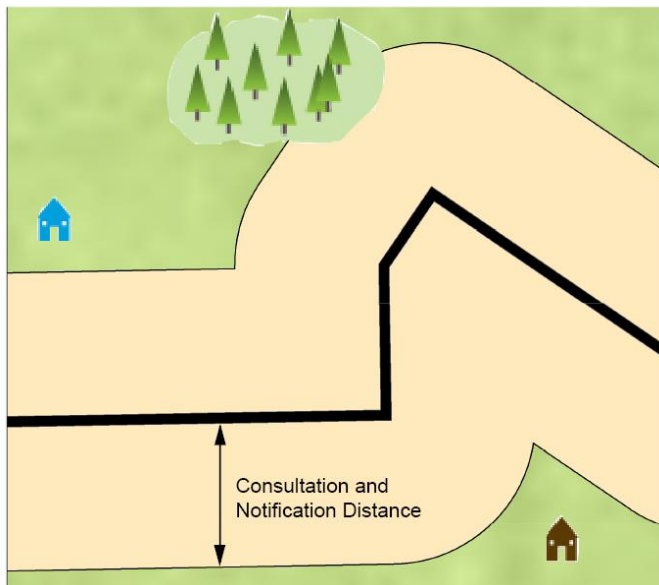
Oil and Gas Activity	Consultation Distance	Notification Distance
Processing plant, compressor station or pump station.	3,300 metres	3,300 metres
Facility with an area less than 5 hectares.	1,000 metres	1,500 metres
Facility with area equal to or more than 5 hectares. One facility only.	1,300 metres	1,800 metres
Facility with area equal to or more than 5 hectares in size. More than 1 facility.	1,300 metres	1,800 metres
Wellsite less than 5 hectares*. Fewer than 9 wells.	1,000 metres	1,500 metres
Wellsite greater than or equal to 5 hectares. Nine or more wells.	1,300 metres	1,800 metres
Pipeline	200 metres	200 metres
Road Construction	200 metres.	200 metres.
Geophysical		400 metres.

\*If an applicant has an existing permit for eight wells, and an additional application is made for a ninth well as a separate application, the ninth well must use the consulting or notification distance for nine or more wells (either 1,300 or 1,800m).

**Figure 6-G: Illustration of Consultation and Notification Distances Surrounding a Well or Facility.**



**Figure 6-H: Illustration of Consultation and Notification Distances Along a Pipeline**



## 6.1.5 Information For the Recipient

### Documentation Requirements

#### Notification

Notification packages to recipient(s) must include the information listed in Section 11 of the CNR.

The prescribed descriptions in Section 11 (c) to (f) must also include:

- Location of proposed activities (Section 11(c)). All legal locations potentially impacted by the contemplated activities must be noted, including cases where a project may be carried out on an area covering more than one legal location, but owned by the same land owner.
- Associated development (Section 11(d)(i)). All proposed oil and gas and related activities associated with the proposed development, including any significant structures and equipment to be added (constructed or used) to carry out the subject activity.

- Order of activities (Section 11(f)). For multi-activity permits, including multi-well pads, describe the entire anticipated schedule of activities over various years, where applicable.

### Please Note:

Consultation and Notification maps must be at an appropriate scale to show clearly the activities in relation to dwellings, facilities and nearby urban centers.

#### Consultation

An invitation to consult must include the content outlined in Section 13 of the CNR.

The prescribed descriptions in Section 13 (c) to (g) must also include:

- Location of proposed activities (Section 13(c)). All legal locations potentially impacted by the contemplated activities must be noted, including cases where a project may be carried out on an area covering more than one legal location, but owned by the same land owner.
- Associated development (Section 13(d)(i)). All proposed oil and gas and related activities associated with the proposed development, including any significant structures and equipment to be added (constructed or used) to carry out the subject activity.
- Order of activities (Section 13(e)). For multi-activity permits, including multi-well pads, describe the entire anticipated schedule of activities over various years, where applicable.

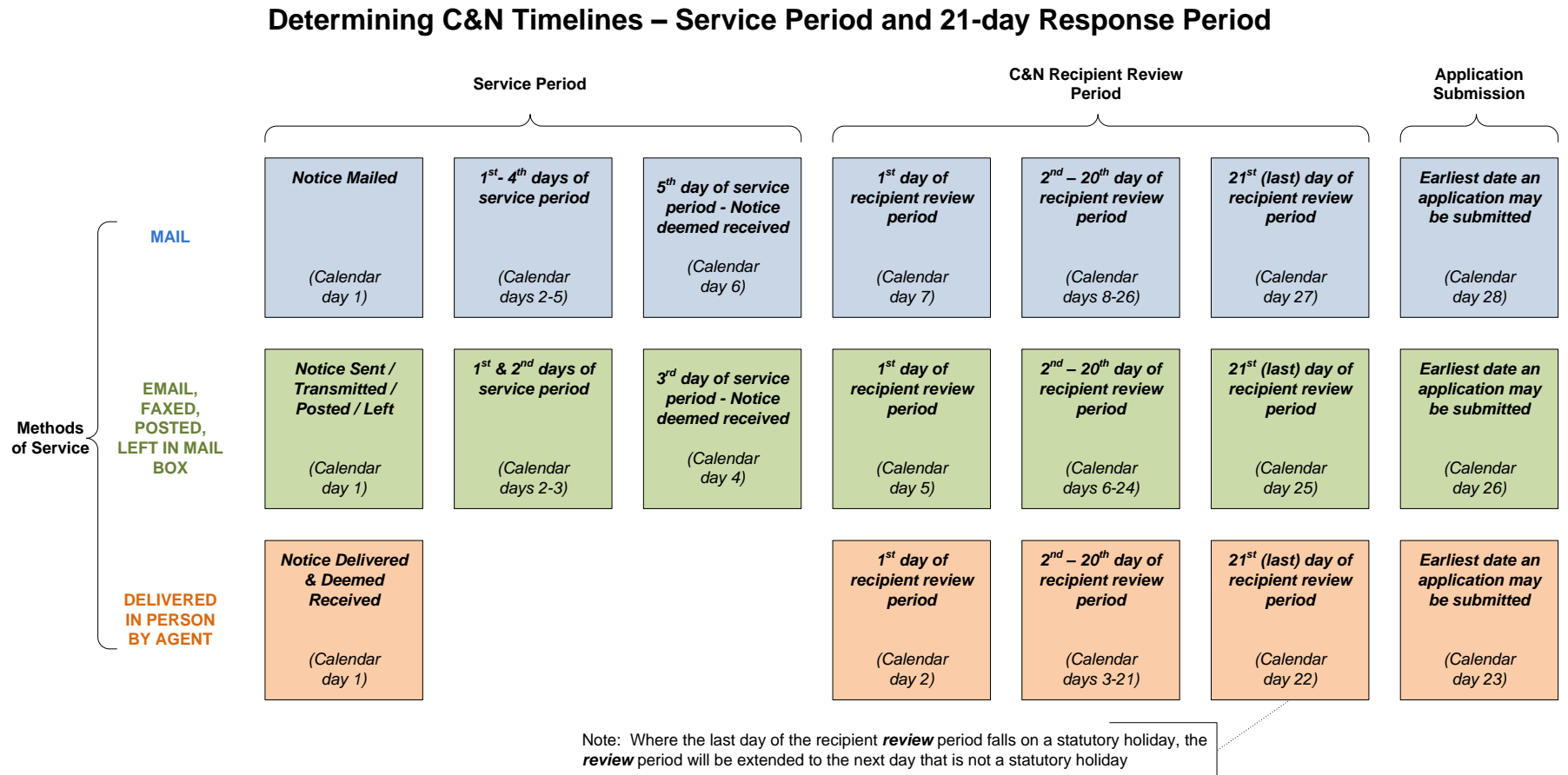
## 6.1.6 Consultation and Notification Timelines

Applicants must carry out the prescribed consultations and notification while budgeting for appropriate timelines and taking into consideration delivery methods. Applicants must provide recipients a 21-day review and response period. All documentation must follow the methods of service set out in Section 79(1) of OGAA.

Figure 6-1 shows graphically the timeline for service period and response period to determine consultation and notification timelines.



Figure 6-I Using service period and response period to determine consultation and notification timelines



## Consultation and Notification Activity Complete

The obligation to notify or consult is fulfilled as prescribed in Section 12(3) and 14(3) of CNR, respectively. An application can be submitted following:

- Twenty-one days after the last required notification or consultation was deemed received, if no written responses are received, no objections are raised, or all reply/meeting obligations per Section 12(3)(d) and 14(3)(d) of CNR are fulfilled, as applicable;
- The date when the applicant receives written responses from every person notified indicating that they do not object to the proposed application, if less than 21 days after the last required notification or consultation was deemed received;
- The date, beyond 21 days after the last required notification or consultation was deemed received, when the applicant has sent the last written reply; or the day after the date when the applicant has conducted the last meeting (or made reasonable efforts to arrange a meeting with the recipient), if applicable. This pertains to applications where the applicant has received a written response to which Section 11(g)(i)(A) or (B), or 13(h)(i)(A) or (B) of the CNR applies.

If a written response is received following the prescribed response period, the applicant has no obligation under CNR to provide a written reply or schedule a meeting. However, the Commission recommends that applicants make best efforts to address and resolve concerns with affected land owners and rights holders. The Commission will consider any written submission made respecting an application.

## Letters of Non-objection

A letter that signifies non-objection, per s. 11 (g)(i)(A) or 13(h)(i) of the CNR enables the proponent to apply to the Commission earlier than the 21 days past receipt by recipients, if they have received this from all parties who are in the engagement plan. Letters of non-objection do not require a reply by regulation.

It is not a “non-objection” if there are additional comments that note concerns or things the recipient would like the applicant to do; those are considered written responses and, if such correspondence is received by the applicant within the 21 day engagement window, a written reply is required.

## Please Note:

Non-objection is not the same thing as a waiver allowing construction to commence prior to the 15 day waiting period outlined in OGAA Section 25(6).

## Major Changes

If there is a major schedule change for oil and gas activities, or the permit holder decides not to carry forward a planned oil and gas activity, all recipients should be notified of the change.

### 6.1.7 Replying to Recipients

Recipients of consultation or notification with interests in or concerns about a proposed oil and gas activity may provide a written response to the applicant or the applicant's designated contact.

Recipient written responses may detail concerns and any proposed recommendations for mitigation. If the response is received within the 21 day consultation and notification period the applicant must reply, in writing, as soon as possible. The obligation to consult, and thus the ability for the applicant to submit the application, is not met until the last written reply has been sent.

Where a written response to consultation includes a request for a meeting, the applicant must make reasonable efforts to meet with the recipient in a timely manner and provide a summary of the meeting to the Commission with the application. The obligation to consult, and thus the ability for the applicant to submit this application, is not met until the day following the date of the meeting. If reasonable efforts have been made to schedule the meeting and the 21 day period has elapsed without the meeting being scheduled, the application may be submitted along with a detailed explanation of the efforts made to schedule a meeting.

Recipient concerns, proposed recommendations for mitigation and meeting requests are tracked. Applicants should consult the CNR to ensure all prescribed statements are correct and included. The applicant must make a written reply to the recipient if the recipient makes a written response within the 21 day period. The applicant's response must contain all of the relevant provisions outlined in Section 12(2) or 14(2) of CNR, as applicable.

The Commission provides the required Line List Template for applicants to use for all correspondence records. The completed Line List along with recipient written responses and replies must be included in the application submission as part of the written report (detailed in Section 6.1.10 of this manual).

## 6.1.8 Written Submissions to Commission

In addition to the consultation and notification processes, Section 22 (5) of OGAA conveys the right for anyone with an interest or concern about a proposed activity and/or its proposed location to make a written submission. While not required, a Written Submission Form is recommended and available on the Commission's website or directly from the Commission.

Written submissions are made directly to the Commission, can happen at any time in the application process, and may be made by any person. This differs from recipient requirements and written responses which are specific to consultation and notification and have clear guidelines and timelines. The Commission forwards written submissions to applicants, along with a Case File Number. Where received prior to application submission, the Case File Number must be referenced on the Line List. The applicant is not required to reply, however may be encouraged to respond in order to assist in resolution of issues. Completed Written Submission Forms are sent by email to:

[OGC.WrittenSubmissions@bcogc.ca](mailto:OGC.WrittenSubmissions@bcogc.ca), or submitted directly to the Commission's Fort St. John or Dawson Creek offices.

### Unresolved Concerns

To ensure decisions are made with full knowledge it is important that any concerns that are unresolved at the time of application, including those outside the Commission's regulatory jurisdiction (e.g. access and compensation), are noted as unresolved concerns in the C&N Line List. It is also important to note if concerns were raised and responded to verbally; these should also be included in the C&N Line List for the application.

## Case File Numbers

Case file numbers must be referenced in applications whenever Written Submissions are received or where there are unresolved concerns with respect to proposed activities. Applicants should contact the Community Relations department well in advance of submitting an application to obtain case file numbers, when required. Case file numbers will be provided to the applicant upon receipt of the following information:

- a copy of the notification and the map sent to the recipient;
- the written responses and replies exchanged during the C&N timeline; and
- the name, contact information, and recipient type for those with unresolved concerns.

If there is no documentation identifying unresolved concerns and mitigating actions, a brief summary noting verbal exchanges is required.

One case file number will be assigned per land owner or rights holder, per application. It is important to note that case file numbers are not interchangeable or reusable. If a case file number has been provided to the applicant and is not used (e.g. if issues are resolved prior to submitting the application), please advise Community Relations and the case file number will be canceled.

### 6.1.9 Dispute Facilitation & Conflict Resolution

Conflicts not resolved before submitting an application affect the Commission's review process and may determine whether an application is approved with changes, without changes or refused.

The applicant and recipient(s) may require facilitation services within the Commission if, after all reasonable efforts are made, issues remain unresolved. This non-mandatory process exists to aid communication and resolve interest-based differences between applicants and consultation and notification recipients.

This facilitation ranges from prompting the exchange of additional information to providing neutral mediation between parties. An assessment of the processes

and activities completed and the specific circumstances will determine the type of facilitation service most effective. Landowner Liaisons within the Commission's Community Relations Department are available to assist with dispute facilitation. It is recommended that applicants provide full documentation regarding their efforts to resolve concerns to the Community Relations Department prior to submitting an application. This will assist in a more efficient application review and decision process.

## 6.1.10 C&N Application Requirements

### Written Report

OGAA requires that each permit application subject to consultation and notification requirements include a written report, summarizing the results of consultation and notification activities. This has been incorporated under the Consultation & Notification and Rights Holder Engagement tabs within AMS.

The Commission requires the applicant to upload components of the written report into the AMS during the application process. Specific files, relevant to the written report, to be uploaded include:

- Completed consultation and notification line list template. The line list is a summary record of the consultation and notification activities performed with each recipient. The Line List Template is found on the Commission website and includes an example for guidance. The AMS will not accept line list templates that are altered or missing required information. Table 6-C also provides detailed instructions for each of the data fields in the AMS C&N tab.
- Engagement supporting documentation, which includes:
  1. All notification/consultation information;
  2. Details of any known concerns and mitigating actions taken by the applicant;
  3. Responses received from recipients and replies made by applicant. The package of responses must include any recipient responses to consultation or notification, replies sent from the applicant, attempts made by the applicants to contact recipient. The applicant should make an effort to follow up with recipient if mail is returned, sent to

wrong address and/or to ensure package was attempted to be delivered; and

4. Summaries of meetings that provide information about issues, actions and outcomes.
- Consultation and notification map showing the proposed activities in relation to dwellings, facilities and nearby urban centers. The map must cross reference consultation and notification recipients from the Line List. For any activity, except geophysical applications, located on or adjacent to private land, Individual Ownership Plans (IOPs) must be uploaded with the C&N map. If a variance to this requirement has been received, the variance must be uploaded under attachments. Maps must be at an appropriate scale to clearly show the activities in relation to dwellings, facilities and nearby urban centers.

### **Please Note:**

PID numbers must be included in the line list under the “Recipient Legal Land / Parcel description of Rights Holder Tenure Identifier” tab.

## 6.1.11 Revisions and Amendments

### **Revisions**

In accordance with Section 5 of the CNR, applications may be revised, whether as a result of the consultation and notification process and associated engagements with recipients or not, and in some circumstances, additional consultations or notifications may be required.

If the revision includes the addition of a new petroleum or natural gas well, facility or pipeline, increase in total project area of one hectare or more, or a shift of the proposed project footprint by 100 metres or more in any direction, the obligation to notify or consult is triggered.

In addition, revisions that result in new recipients falling within the prescribed consultation or notification distances require consultation or notification of the new recipients and the 21 day response period before applying or resubmitting a revised application to the Commission.

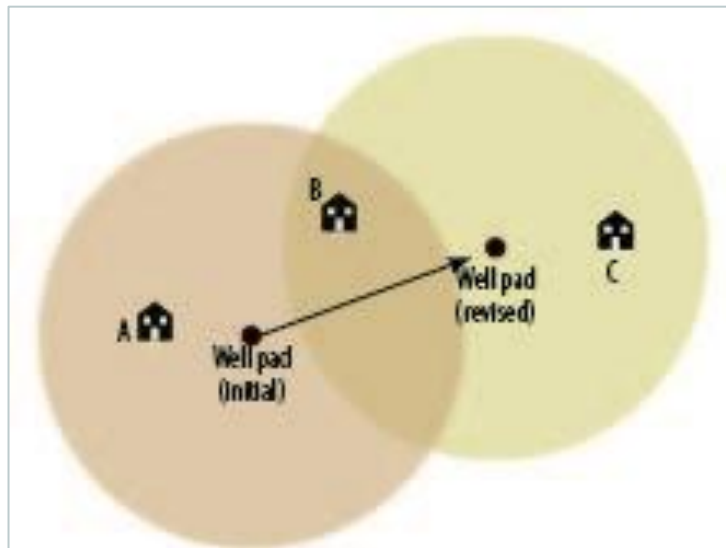
Those affected by a revision that involves the above listed changes who were previously consulted or notified and remain in the C&N radius require revised C&N explaining the revised program.

It is not required that those who were previously consulted or notified and who are no longer in the C&N radius be further engaged; however it is a best practice to notify them explaining that they are no longer potentially affected.

A revision as shown in Figure 6-F, may result in a different applicable consultation distance than the initial proposal. For example:

- Incorporating a facility onto a wellsite.
- Consolidating wellsites to a single wellsite exceeding five hectares.

**Figure 6-F Significant Revision in Consultation Distance**



## Amendments

Specific requirements for permit amendments are determined on an application-by-application basis by the decision maker. Typically, the decision maker's consideration of C&N under Section 31(5), will apply only to major amendments where there is the potential for adverse impact to the rights of the rights holder or adjacent land owner. This consideration is primarily centred around quiet



enjoyment of the land and will usually focus on amendments that involve changes in activity levels that may increase air (primarily dust), noise or light emissions.

For amendment applications, the applicant must provide notification to the land owner on whose land the activity is proposed under Section 31 (1) of OGAA, except where exempted from doing so under Section 31 (1.1). The notice must provide a description of the proposed amendment. The notice must also advise the recipient that they may send a Written Submission (within 15 days of receiving the notice) to the Commission regarding the amendment. The applicant does not need to wait 15 days after deeming the notice received before submitting the amendment application.

### **Major Amendments**

Major amendments include the following:

1. an increase in area of one hectare or more;
2. a shift in the approved footprint by 100 metres or more;
3. the addition of facility equipment, except that which is specified in the definition of a major amendment in the CNR;
4. the addition of or a change in material conveyed in a pipeline to petroleum, natural gas or both; and
5. the addition of a pipeline segment within a permissioned right of way, but not including a segment split for repair/replace works.

### **Please Note:**

For amendments on private land, the land required for any additional related activities (i.e. associated oil and gas activities) will not be considered when determining whether #1, above, applies; however, it must be referenced on the construction plan.

After an application for a major amendment has been submitted, the Commission may require, under Section 31(5) of OGAA, a permit holder to complete all or a portion of the prescribed requirements outlined in the CNR. If the Commission compels the permit holder to provide consultation/notification, applicable reviews will continue during the prescribed response period; however, a decision will not be made until that period has elapsed, and it is confirmed that no objections/outstanding concerns have been raised by the affected parties.

### Non-Major Amendments

A non-major amendment is considered to be anything other than what is included in the definition of a major amendment in CNR. The CNR definition of an applicant includes only those persons submitting an application for a major amendment where the Commission has made a determination to compel C&N under Section 31(5). Thus, only those persons referenced in Section 31(1) of OGAA must be notified for non-major amendments.

### Exemptions Regarding Amendments

Under Section 31(1.1) of OGAA, the Commission may exempt a person or class of persons from the requirement to provide notice under Section 31(1). For directions regarding requesting exemptions, refer to Section 6.1.13 of this manual.

The Commission issued a class of persons exemption under Section 31(1) in March 2016. The exemption can be found [here](#). When submitting an application to which this exemption applies, upload a copy or reference to it under the Consultation & Notification tab in AMS.

## 6.1.12 Exemptions from C&N Obligations

Upon written request from the applicant, the Commission may exempt an application from consultation and notification requirements specified in Section 22 (3) of OGAA. In doing so, the Commission may also substitute other consultation and notification requirements. The Commission may also exempt an applicant from providing notice to directly impacted land owners, provided certain criteria are met, as per Section 31(1.1) of OGAA.

Requests for exemptions must include:

- a description of the proposed activity;
- a precise explanation of which prescribed requirements the applicant is requesting exemption from;
- the rationale behind the request including and explanation of why it is unreasonable or unachievable to fulfill the prescribed requirements; and

- an explanation of what the applicant proposes to do in lieu of the prescribed requirements, if applicable.

Exemption requests must be submitted to the Commission by e-mail, and can be directed, as appropriate, to the Executive Director, Permit Adjudication; Executive Director, Major Projects, the Vice President, Applications, or the Executive Director, Resource Stewardship and Major Projects. Contact details can be located in the [Phone List](#) on the Commission's website.

If an exemption is granted, the proponent must include the written exemption letter along with any relevant supporting documentation related to the exemption with the application.

### **Please Note:**

The Commission cannot exempt applicants from providing notification to landowners of proposed oil and gas activities, per Section 22(2) of OGAA, but can exempt from the prescribed consultations or notices required under Section 22(3).

### **Please Note:**

Exemption requests should not be confused with variance requests to rights holder engagement timelines, which can be directed to the appropriate Authorizations Manager.

## **6.1.13 Permit Extensions**

### **Requirements for a Permit Extension**

Permit holders should provide a courtesy notification to all stakeholders and/or landowners who were originally notified or consulted of their intent to request an extension. As this is not considered notification under the CNR, it should not include the CNR content of notice requirements. The letter should include an updated schedule of activities and the permit holder's contact information in the event the recipient has any questions or wants additional information.

For any rights holders or land owners who were not originally engaged and who, therefore, may not be aware of the planned activity, permit holders must provide notice prior to applying to extend the permit. This notifies the affected party that a

permit was issued in year XXXX and was not constructed, but the permit holder now intends to do so. The notice should elaborate, as relevant, on any of the quality of life interests that will automatically be mitigated (based on the original application and determination outcomes). The notice should not include the CNR content of notice requirements, but should include an updated schedule of activities and the permit holder's contact information, as above.

With respect to an extension application, the Commission's decision maker may request that C&N be carried out prior to making a decision on the application under Section 32(3) of OGAA.

### Please Note:

Including the prescribed content of notice requirements constitutes offering C&N. If a permit holder does offer C&N by choice or inadvertently, the prescribed process must be followed.

## 6.1.14 Consultation & Notification: Data Field Completion

Table 6-C below provides detailed instructions for each of the data fields requiring input (not auto populated) within the Application Management System.

**Table 6-C: Application Instruction Table for the C&N Tab**

Label	Instructions
Consultation Radius (m)	Provide the consultation radius associated with the activity. If the application is an amendment, where no consultation or notification has been carried out, leave this field blank.
Notification Radius (m)	Provide the notification radius associated with the activity. If the application is an amendment, where no consultation or notification has been carried out, leave this field blank.
Line List Attached	Upload Consultation & Notification line list. The file name formatting should read as: "LineList_Version#_Date".

Label	Instructions
Explain Map Changes	If the revision number of the C&N map does not correspond with the revision number of the map used during engagement, describe the changes and why it was not necessary to re-engage with the new map.
Consultation & Notification Exemption Required	Indicate if consultation and notification exemption was received prior to submitting the application.
Package of Replies and Responses Attached	Indicate yes, to include any written replies and responses between the recipient and proponent. If no written responses were received, indicate no.
Letters of Non-Objection Attached	Indicate yes, as applicable, to include letters of non-objection.
Written Submission received by persons not engaged	Indicate yes, if written submissions have been received by persons not included on the line list as part of the Consultation and Notification process.
Case File Number(s)	Provide the Commission case file number(s) associated with any written submissions / unresolved concerns. Contact the Commission's Community Relations department if you have written submissions or unresolved concerns, but do not have a case file number(s).
Unresolved Concerns by persons not engaged	Indicate yes, if concerns brought forward by persons not included on the line list as part of the Consultation and Notification process remain unresolved.