

Chapter 3 Permit Holder Responsibilities

3. Permit Holder Responsibilities

This chapter provides an overview of permit holder obligations common amongst all oil and gas activity types.

Permit holders must obtain approval (as defined in OGAA) before starting any oil and gas or associated activity(s) and should maintain ongoing dialogue with the Commission and stakeholders throughout the life cycle of the project. This includes operational and reporting requirements and continued engagement as defined in the manuals and guidelines.

Permit holders must comply with the requirements imposed by the statutes and regulations of the province of B.C. and the guides, policies, and information letters issued by the Commission. Once approved, permit holders bear responsibility for all permit holder obligations (as defined in OGAA), including outcomes of actions of contracted personnel in carrying out permitted oil and gas activities on behalf of the company.

When completing an application and/or submitting additional reports, companies must provide engineering and technical information on activities carried out during the proposed term. Companies must provide true and accurate information and not knowingly omit relevant information. All data, attachments and requirements must be complete and accurate. If an agent or contractor submits information on behalf of the company, the applicant remains accountable for the accuracy of submission.

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.

Industry Standards

Permit holders should first and foremost adhere to the statutes and regulations of B.C. In addition, permit holders should have working knowledge and implement industry and professional standards, industrial practices, safety codes of practice and industry guiding principles. Some of these guiding standards are the foundations for sections and related requirements, such as the Canadian Standards Association and American Society of Mechanical Engineers. Others such as the Canadian Association of Petroleum Producers, Canadian Energy Pipeline Association, the Canadian Fuels Association and the International Organization for Standardization may be adopted by industry to ensure a strong focus on workplace safety and preventing accidents.

3.1 Associated Oil and Gas Activity

Associated oil and gas activities are related activities. Section 1 of [Oil and Gas Activities Act](#) defines oil and gas related activity as an activity:

- That, under a specified enactment, must not be carried out except as authorized under the specified enactment or that must be carried out in accordance with the specified enactment.
- The carrying out of which is required for or facilitates the carrying out of an oil and gas activity.

Permit holders must have an approval under the [Petroleum and Natural Gas Act](#) or [Land Act](#) for the use of Crown Land. The Commission does not issue authorizations for associated oil and gas activities on private land. Consider any additional regulations and requirements when operating borrow pits, mines, land farms and camps as follows:

- Work in and around a worksite borrow pit (defined as the excavation of clay, gravel, rock, shale, sand or soil used for the construction of oil and gas infrastructure) are subject to [WorkSafeBC](#) regulations.
- All oil and gas aggregate operations are considered a mining activity under the Mines Act and are subject to the requirements of the [Health, Safety and Reclamation Code for Mines in British Columbia](#). WorkSafeBC regulations do not apply.

An oil and gas aggregate operation requires a Mines Act Permit in addition to a Licence of Occupation to occupy and use Crown land.

3.2 Environmental Stewardship

Companies must adhere to the [Environmental Protection and Management Regulation](#) (EMPR) of the [Oil and Gas Activities Act](#) (OGAA) in order to conduct oil and gas activities.

The Environmental Protection and Management Regulation (EMPR) establishes the regulatory requirements for stewardship of environmental values and features in the course of carrying out oil and gas activities on Crown land. The EMPR does not apply to oil and gas activities on private land.

The Commission's [Environmental Protection and Management Guideline](#) (EPMG) provides specific guidance for permit holders in meeting the requirements of the Environmental Protection and Management Regulation.

Applicants and permit holders must plan oil and gas activities to avoid and/or minimize impacts to environmental values, mitigate impact where no realistic opportunity exists to avoid, and/or restore the impacted area to its pre-development state. General protection and management approaches must continue during the operational stages so adequate management controls are in place and operations should be monitored to identify further opportunities to reduce environmental impacts.

Area-based Analysis

The Commission's Area-based Analysis (ABA) approach helps to minimize cumulative impacts on the landscape, reduce the footprint of activities, and shorten restoration / reclamation timeframes on specific resource values. Projects should minimize disturbance where possible. Guidance is available in the Commission's [Supplementary Information for Area-based Analysis](#) document and on the [Area-based Analysis section](#) of the Commission's website. Permit holders should continue to refer to and follow the guidance in these resources and keep apprised of updates by following the Commission's website.

Environmental Protection and Management Requirements

Part 3 of the EPMR prescribes operational requirements with respect to the items listed below:

- Water quality (for operating areas and adjacent areas).
- Aquifers.
- Crossings of streams, wetlands and lakes.
- Deleterious materials into streams, wetlands or lakes (oil and gas activities must not result in any deleterious material deposited).
- Operations within wetlands.
- Natural range barriers.
- Invasive plants.
- Forest health.
- Soil conservation.
- Seismic lines.
- Restoration of operating areas.

Permit Conditions

Permits may contain additional requirements permit holders must comply with during all phases of operation. It is prudent of permit holders to also have current knowledge and understanding of both the legal requirements and best practices to ensure stewardship of environmental values and features in the course of carrying out oil and gas activities

Water Use

There are different ways permit holders may access water in British Columbia and seek permission. Refer to the Commission's [Oil and Gas Activity Application Manual](#) for water use permission and reporting requirements and the Commission's [Water Licence Application Manual](#) for water licence application details.

The Commission may restrict water usage, especially during times of drought in the case of water shortages or droughts. Water withdrawals from rivers and lakes can and will be

suspended if necessary. Permit holders are responsible for keeping apprised of Commission updates by following the website for directives, bulletins, safety advisories and news releases.

3.3 Emergency Planning and Response Programs

The prevention of oil or gas emergencies requires operators to prepare, understand and minimize risks and adhere to legislative regulation, guidelines, industry standards, engineering codes and standards. Many of the regulations and standards are designed specifically to safeguard operations, but permit holders are required to check equipment, train employees and report to the Commission at various stages.

A permit holder is required to prepare and maintain an emergency management program and a emergency response plan for each of its oil and gas activities prior to carrying out those activities, as prescribed in the [Emergency Management Regulation](#) (EMR) and the Commission's [Emergency Management Manual](#).

Incident Prevention

The Commission's [Emergency Response and Safety](#) web page provides guidelines, forms and information on emergencies, incident reporting and notification and annual exercise requirements. The Commission maintains a web page for [Provincial emergency updates](#) focussed on natural disasters which may affect oil and gas operating areas in B.C. The site includes direct links to up-to-date fire and other incident mapping, as well as training and preparation resources. Permit holders are encouraged to keep staff informed of evolving hazards and the procedures for reporting incidents by reviewing the documents on both pages.

3.4 Flaring and Venting

The Commission's [Flaring and Venting Reduction Guideline](#) provides guidance for flaring, incinerating and venting in British Columbia, as well as procedural information for flare approval requests, dispersion modelling and the measuring and reporting of flared, incinerated and vented gas.

Review the [Flaring and Venting Reduction Guideline](#) to understand flaring volume thresholds and time limits, public notification, guidance for flare stacks and incinerators and

documentation. Specific sections of the wells and facility operations further discuss flaring and venting.

3.5 Archaeological Assessments

Permit holders must fulfill archaeological requirements pursuant to the [Heritage Conservation Act](#) and the Commission's archaeology guidelines as outlined in the Commission's [Oil and Gas Activity Application Manual](#).

3.6 Roads Maintained by a Road Permit Holder

Section 21 of the [Oil and Gas Road Regulation](#) (OGRR) establishes requirements related to use, notification and contribution to maintenance costs associated with using an oil and gas road maintained by a road permit holder:

- Providing Notice of Use to the road permit holder at least 14 days before the intended use will begin.

Upon receiving a notice of intended road use the road permit holder must provide to the permit holder providing the notice, an estimate of costs along with supporting data and records in relation to maintenance or any modifications necessary to accommodate the intended use of the permit holder, or to repair any damage caused by the user.

3.7 Noise Management

Section 40 of the [Drilling & Production Regulation](#) states:

- A permit holder must ensure operations at a well or facility for which the permit holder is responsible does not cause excessive noise.

Review Section 40 of the DPR and the Commission's [British Columbia Noise Control Best Practices Guideline](#) for an understanding of noise levels, guidelines and suggested best practice standards. In addition, work with area residents to minimize noise impacts when undertaking construction, drilling, completions, and operations activities near populated areas.

3.8 First Nations Engagement

Permit holders are encouraged to work with First Nations and consider any environmental, heritage and/or community concerns impacted by oil and gas activity by initiating and building relationships with First Nations communities during the project planning phase and continue the relationship throughout the project life cycle.

While not required prior to application, engagement with the public and First Nations within a pre-determined Emergency Planning Zone for Emergency Response Contingency Plans is encouraged since emergency plans must be in place for well, facility and pipeline permit holders prior to operation.

3.9 Land Owner and Rights Holder Engagement

Once a permit is approved, the Commission provides notice to the land owner(s) stating an oil and gas permit has been issued over the land.

Permit holders are encouraged to work proactively and collaboratively with those affected by oil and gas activity. The formalized public engagement process of consulting and engaging with land owners and/or rights holders are discussed in the [Oil and Gas Activity Application Manual](#).

3.10 Restoration and Reclamation

Planning, construction and the oil and gas activity should take into consideration the entire life cycle of the project and the environmental and social impact of the proposed project. It is the intent of the Commission that oil and gas sites are temporary; therefore, careful planning beforehand is required to ensure a successful project end.

Regulatory and legal requirements cover the restoration of oil and gas sites no longer operating. Planning to reclaim a project starts early. For example, companies must minimize the disturbance to nearby land before and during a drilling operation. This decreases the amount of work necessary to return the area to its original state after the well is no longer producing.

Construction corridors are used to avoid or prevent disturbance to sensitive ecosystems and wherever practical, locate oil and gas activity within the corridor.

During construction and ongoing operation of oil and gas activities, permit holders should take into account the eventual requirements for restoration and reclamation of land disturbed to facilitate the activity. When construction and/or operations are complete, restoration and reclamation should return the site to a similar state existing prior to disturbance.

Restoration and reclamation requirements are identified in Section 19 of the [Environmental Protection and Management Regulation](#) under OGAA. Guidance for planning and carrying out restoration and reclamation activities are in the following documents:

- [Environmental Protection and Management guideline](#).
- [Certificate of Restoration Application manual](#).
- [Restoration Verification Audit Program Procedure manual](#).

Reclamation on ALR Land

The preliminary reclamation plan for activity falling within the Agricultural Land Reserve provides a brief description of how the site will be restored once it is no longer required for the oil and gas activity. This plan forms part of an ALR Schedule A report submitted with an application for the oil and gas activity (detailed in the [Oil and Gas Activity Application Manual](#)). The preliminary reclamation plan must include:

- Post oil and gas activity land-use objective.
- Soil handling.
- Re-vegetation.

In some cases, the submission of an ALR Schedule A report is not required until after the Commission has granted an oil and gas activity permit. In these cases, the ALR Schedule A report must be submitted via email to postpermitrequests@bcogc.ca for Commission review. The permit holder must receive a letter verifying that the report is to the satisfaction of the Commission prior to beginning construction activities.

Specific reclamation criteria for lands within the Agricultural Land Reserve are found in the site reclamation requirements as part of the Schedule B section in the Delegation Agreement, as well as on the [Commission's website](#).

Schedule B Reports for pipeline right of ways must be submitted to the Commission within 24 months of Leave to Open submission for the pipeline. Schedule B Reports for wells must be submitted with the COR Part 2 application. For all other surface leases described in Schedule B of the Delegation Agreement, Schedule B Reports must be submitted in a timely manner after cessation of activity on the site, allowing for practicability of reclamation activities.

Schedule B Reports can be submitted in paper copy to the Commission's Fort St. John office, or via email to OGCwaste.management@bcogc.ca.

3.11 Compliance and Enforcement

Applicants have a legal obligation to meet all legislated requirements. The Commission expects applicants and permit holders to use formal practices in day-to-day operations and comply with the [Oil and Gas Activities Act](#), the Commission's specified enactments, and all related regulations.

The [Compliance and Enforcement Manual](#) provides further information about the Commission's compliance processes. It is the permit holder's responsibility to know and uphold any legal responsibilities inside and outside of the Commission's legislative authority. The Commission audits and inspects permit holder activities and investigates incidents of alleged non-compliance.

3.12 Freedom of Information & Protection of Privacy

Throughout the course of application preparation and planning, the information collected from a person or other entity may contain personal information as defined by the [Personal Information Protection Act](#) (PIPA). Private sector organizations collecting personal information in British Columbia are subject to the PIPA, which sets out the rules for how personal information may be collected, used or disclosed.

Applicants and permit holders should comply with PIPA when collecting information from persons or entities and can contact the [Office of the Information and Privacy Commissioner](#) for British Columbia for more information.

As a public body, the Commission is subject to the [Freedom of Information and Protection of Privacy Act](#) (FOIPPA). Any personal information contained in plans or applications submitted to the Commission are subject to the protection and security requirements identified in FOIPPA.

Confidentiality of Well Information

The Commission may make all or any portion of information included in well reports and well data publically available on expiry of statutory confidentiality status of the well.