

Application Management System August 2018 Release Guide

VERSION 1.0: August 2018

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.

Mission

The Commission regulates oil and gas activities for the benefit of British Columbians by:

- Protecting public safety.
- Respecting those affected by oil and gas activities.
- Conserving the environment.
- Supporting resource development.

Through the active engagement of stakeholders and partners, the Commission provides fair and timely decisions within its regulatory framework. It supports opportunities for employee growth, recognizes individual and group contributions, demonstrates accountability at all levels, and instills pride and confidence in our organization.

Vision and Values

To provide oil and gas regulatory excellence for British Columbia's changing energy future.

- Respectful Accountable
- Effective Efficient
- Responsive Transparent

Page: 2

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- Page

Additional Guidance

As with all Commission documents, this guide does not take the place of applicable legislation. Readers are encouraged to become familiar with the acts and regulations and seek direction from Commission staff for clarification. Some activities may require additional requirements and approvals from other regulators or create obligations under other statutes. It is the applicant and permit holder's responsibility to know and uphold all legal obligations and responsibilities.

Throughout the guide there are references to guides, forms, tables and definitions to assist in creating and submitting all required information. Additional resources include:

- <u>Glossary and acronym listing</u> 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.
- <u>Regulations and Acts</u> listed on the Commission website

Page: 3

Table of Contents

About the Commission	2
Additional Guidance	3
Table of Contents	4
Manual Revisions	5
Chapter 2: Application Requirements and Details	6
Chapter 1: Introduction and Objectives	6
Chapter 2: Description of Changes	6
2.1 Enhancements to the Overview, Land and Forestry Tabs in New and Amendment Applications 2.1.1 Navigating the Changes for New Applications	6 7
2.1.2 Navigating the Changes for Amendment Applications	10
2.2 Additional Application Type – Forest Act	14
2.2.1 How to Apply for a Forest Act Application	14
2.3 Changes to the Administration Tab	22
2.4 Short Term Water Use (POD) - Overview Tab Correction2.4.1 Navigating the Short Term Water Use (POD) Changes	23 23
2.5 Wording Changes for Facility and Well	25

Page: 4

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 <u>Documentation Section</u> of the Commission's website. Stakeholders are invited to provide input or feedback on Commission documentation to <u>OGC.Systems@bcogc.ca</u> or submit feedback using the feedback form.

Version	Posted	Effective	Chapter	Summary of Revision(s)
Number	Date	Date	Section	
1.0			Various	This is a new document. Users are encouraged to review in full.

Page: 5

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Chapter 1: Introduction and Objectives

On August 16, 2018, a new release of the Application Management System (AMS) will be made available. The following changes are included:

- Enhancements to the Forestry tab
- Additional application type Forest Act
- Changes to the Administration tab
- Short Term Water Use (POD)
- Wording Changes for Facility and Well

The objective of this guide is to provide a brief overview of the changes and instructions on how to navigate the system with these changes.

Chapter 2: Description of Changes

2.1 Enhancements to the Overview, Land and Forestry Tabs in New and Amendment Applications

What was the change?

The content in the Forestry tab for both New and Amendment application types has been updated to improve efficiency. In addition, questions previously under the Overview and Land tabs regarding forestry information have been removed to ensure all forestry information is captured exclusively within the Forestry tab.

Page: 6

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What is the user impact? System users will see an updated table in the Forestry tab. The table includes new column headers that will provide clarity to the applicant as to when a cutting permit can be modified or when a new cutting permit is required. Benefits of the table include:

• Auto-populating and auto-calculating various data fields.

2.1.1 Navigating the Changes for New Applications

STEP 1. Click on Overview in the navigation	Application 100105285 In Progress (Draft) Single Activity Application Application Type: New OGAA Revision Runder: 0 Proponen: 09-07-2015 studential Date: Overview	Overview Application Overview Save Validate Page New OGAA 100106285			
panel of a	Activity Information Well	Proponent Name	File Reference Number: (Optional)	Contact Name	
new	Land Area # 100008787	Phone	Email OGCKermit.Notices@bcogc.ca	Contact Phone	Contact Email
application.	Quick Links	Fax	Addrese	Confact Fax	Confact Addre
	Spatial Data Attachments	Permit Distribution Contacts Add Permit Distribution Contacts Permit Distribution Contact Name	Contact Email		
		Activity: AddRemove Proposed Activity: Well Land Area # 100007827 Application Description: (Optional) User G	bity Types	^	
		390 cha OGC Operational Zones: South E	acters remaining. st	~	
		Area Details			
		Total Application Area (ha): 1.4470 Total Area of Crown Land (ha): 1.4470 Total Area of Private Land (ha): 0.0000			
	What's Changed	Save Validate Page			
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Page: 7

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STEP 3. Click	
Application Information in the navigation panel and then click on the Forestry tab.	• definition • definition definition • definit
i	 Changes and Helpful Hints The system will auto-populate the Forest District and related MLTG into the table. The Forest District is spatially derived from the shapefiles submitted with the application and is indicated by the presence of a green globe located beside the table heading.
	 When the spatial file for MoTI rights of way has been accepted th green globe will appear beside 'Total Area over MoTI(ha)' to indica that this area was spatially derived. The Forest District does not populate from the MoTI spatial file.
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i	 Changes and Helpful Hints The data field previously titled 'Area of New Cut Required (ha)' has been replaced by the mandatory column titled 'Area of Proposed Cut Over Crown Land and Area over MoTI(ha)'.
	• The new cut totals entered in this column must coincide with the totals clearly identified on the attached construction plans and maps. One exception to this rule is when multiple Forest Districts have been spatially derived but new cut is not required within one these Forest Districts. In this scenario the user must enter .001 for the Forest District that does not require new cut in order for the page to validate.
	 Where new cut within the application does not match new cut on construction plans, please provide an explanation.

2.1.2 Navigating the Changes for Amendment Applications



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• when the spatial file for the amendment includes area over MoTI rights of way the green globe will appear beside 'Total Area over MoTI (ha)'. The Forest District does not populate from the MoTI area in the spatial file. • Within the spatial file for the amendment includes area over MoTI (ha)'. The Forest District does not populate from the MoTI area in the spatial file. • Image: State over MoTI (ha)'. The Forest District does not populate from the MoTI area in the spatial file. • Image: State over MoTI (ha)'. The Forest District does not populate from the MoTI area in the spatial file. • Image: State over MoTI (ha)'. The Forest District does not populate from the MoTI area over motion related to the application will be autopopulated. This includes the MLTC number and status; cutting permit number and status; permitted area of cut and area of cut reported to the date. • Image: State over MoTI (ha)'. • The table will auto calculate the sum of each column. • The sum of the column 'Additional Area of Proposed Cut over Crown Land and MoTI' cannot exceed the total proposed area over cown land and total area over MoTI. • Image: State over MoTI. • Image: State over MoTI. • Image: State over MoTI.	• When the spatial file for the amendment includes area over MoTI rights of way the green globe will appear beside 'Total Area over MoTI area in the spatial file. • When the spatial file for the amendment includes area over MoTI area in the spatial file. • • • • • • • • • • • • • • • • • • •						Solus		Date(na)			
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2.2 Additional Application Type - Forest Act



2.2.1 How to Apply for a Forest Act Application



Page: 14

Application button.	
STEP 2. Click on Forest Act application, Cutting Permit Activity and the Next Button.	Select Application or Submission Type → ② Select Proponent → ③ Application Description What type of application would you like to create? Activities Activities Application Type Activities Activities Were OAA Activities Besided Amendment Heinstraß Mensision Image: Control of the select of the tage: Control
i	 Additional Information Reduction to area of cut will not require an application and must be addressed through the post construction process.
STEP 3. Enter the Application Determina- tion Number or Legacy OGC File Number and click the Next Button.	Select Application or Submission Type → ③ Application Description Please enter one of the following: → ④ Application Determination Number ▲ Application Determination Number ▲ ▲ Legacy OGC File Number ▲ ▲ BACK NEXT >

STED A	Application Management System
Enter	+ Create Application
Application	Select Application or \longrightarrow Enter Cut Details \longrightarrow Application Description
(mandatory)	A Forest Act application is being created by for the following AD
Agree to the Disclaimer,	Application Rationale: The s my rationale in the fivest act application. Vall character remaining
and click on the Next	Appleation requirements are established under screen 34 of the O4 and Gaa Activities Act/OCAA3. Evaluate to compay with these requirements may require all it an application two program Annual Activities and attempt to make a failer or molecularity statement in any application or record submitted is contrary to section 81 of OCAA3.
button.	< BACK NEXT >
STEP 5. Click on	- Application
Application	100106228 Apple Addrifty Application Spatial Data Administrative Law Toronchip Aprinatives First Rations Mays & Plans Attachments Spatial Addrift Applications Law Toronchip Aprinatives First Rations Mays & Plans Attachments Line Validation Page Toronchip Toronchip Aprinatives First Rations Mays & Plans Attachments
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Forestry	Erre Valdah Page
tab.	Changes and Helpful Hints
	 The table of the Forestry tab will auto-populate any cutting information previously associated with the application's AD number.
i	This includes Forest District, MLTC number and status; cutting permit
	number and status; permitted area of cut and area of cut reported to the date.
	Forest District Name Master License to Cut Cutting Premit Cutting Premit States Cutting of Cathod Premit States Cutting of Cathod Premitted States Anno Cut Specifie To Date Name Anno Cut Specifie To Date Additional Area of Propended of Premitted Area Total Area of Cut over Crewen Land and MolT(bud) Presce Dated M2000 8 Conced 21.000 6 0.000
	The table will auto calculate the sum of each column.
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2.3 Changes to the Administration Tab



Page: 22

2.4 Short Term Water Use (POD) - Overview Tab Correction



2.4.1 Navigating the Short Term Water Use (POD) Changes

Tours 14/atou	Short Term water Use (POD) Overview Point of Diversion Details
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Use (POD)	Short Term Water Use (POD) Overview
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tab see the	Proposed Start Date:
question	Proposed Completion Date:
Has every	Activity Description: (Optional)
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diversion	~
been	400 characters remaining. Has every point of diversion been verified to sustain No
verified to	Indert Walnotarvar / Please provide a rationale:
sustain	
water	~
withdrawal?	400 characters remaining.

Page: 23

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i	The system default for this question is 'No'.
STEP 2. If every POD has not been verified leave the response as 'No' and enter a rational in the text box.	Has every point of diversion been verified to sustain water withdrawal? Please provide a rationale: 400 characters remaining.
STEP 3. If every POD has been verified click the response box to change the answer to 'Yes' and then click Upload.	Additional Information > It is mandatory that a water tool analysis report be uploaded when 'Yes' is selected to the question 'Has every point of diversion been verified to sustain water'.

2.5 Wording Changes for Facility and Well



Page: 25