

Application Management System December 2025 Release Guide

VERSION 1.0: December 2025

About the Regulator

The BC Energy Regulator (Regulator) is the single-window regulatory agency with responsibilities for regulating energy activities in British Columbia, including exploration, development, pipeline transportation and reclamation.

The Regulator'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, Mission and Values

Vision

A resilient energy future where B.C.'s energy resource activities are safe, environmentally leading and socially responsible.

Mission

We regulate the life cycle of energy resource activities in B.C., from site planning to restoration, ensuring activities are undertaken in a manner that:



Protects public safety and the environment



Conserves energy resources



Supports reconciliation with Indigenous peoples and the transition to low-carbon energy



Fosters a sound economy and social well-being



Values

Respect is our commitment to listen, accept and value diverse perspectives.

Integrity is our commitment to the principles of fairness, trust and accountability.

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.

Responsiveness is our commitment to listening and timely and meaningful action.

Additional Guidance

As with all Regulator 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 Regulator 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 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 Regulator website.
- <u>Documentation and guidelines</u> on the Regulator website.
- <u>Frequently asked questions</u> on the Regulator website.
- Advisories, bulletins, reports, and directives on the Regulator website.
- Regulations and Acts listed on the Regulator website.

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Table of Revisions

The Regulator 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 Regulator's website. Stakeholders are invited to provide input or feedback on Regulator documentation to <u>Systems@bc-er.ca</u> or submit feedback using the <u>feedback form</u>.

Version Number	Posted Date	Effective Date	Chapt er Sectio n	Summary of Revision(s)
1.0	December 16, 2025	December 16, 2025	Various	This document outlines changes to the Application Management System (AMS) for the addition of a new application type to support application submissions for Wind Facility, the addition of a new question to all ERAA applications and the removal of the application activity type for Renewable Energy (Wind and Solar)

Chapter 1: Introduction

On December 16, 2025, the BCER updated the Application Management System to support application submissions related to Wind Facility activity. These updates included:

- The addition of a new application activity type titled, "Wind Facility".
- The introduction a new shapefile template for Renewable Energy installation point features (*_fin.*).
- The addition of a new question to the "Application Overview" page in all ERAA applications to specify the energy sector associated with the application.
- The removal of the application activity type titled "Renewable Energy" from the New ERAA application activity list

This guide provides a brief overview of the changes and instructions on how to navigate the AMS system for a wind facility application.

Chapter 2: First Time Applicants

2.1 Corporate Registration



Proponents wishing to submit an application through the Application Management System (AMS), must ensure they are registered in BCER's internal corporate registry or complete "First-time Applicant Requirements," which includes:

- Registering with BC Corporate Registry
- Registering with Petrinex as a Business Associate
- Master License to Cut (MLTC) application form where applicable.
- Ensuring the proper security roles and company administration are identified for access to BCER's systems.

More information on how to register can be found in <u>Energy Activity Application</u> <u>Manual</u>.

And in Chapter 2 of the Permit Operations and Administration Manual.

2.2 Security Roles

For applicants or representatives, to access the Application Management System (AMS), or other BCER systems, the proponent must ensure proper security roles and company administrator(s) are identified and set up accordingly. Information on creating accounts, how to identify company administrators, and setting up security roles is outlined on the Online Systems Accounts page of the BCER website.

Chapter 3: Application Requirements

3.1 Regulator's Application Process

Applicants must adhere to the Regulator's application requirements throughout the entire application process, as shown in Figure 1-A, within the Energy Activity Application Manual. Once pre-application requirements are complete, Applicants may prepare and compile the relevant information for submission to the Regulator. Following application submission, the Regulator conducts a comprehensive review of the application based on the characteristics, location, and circumstances of the activity, including stakeholder and First Nations engagement.

3.2 Pre-Application Requirements

The Regulator makes available documents and data in the <u>public zone</u> of the website to assist in the preplanning stages of proposed projects, including:

- GIS data.
- Major projects coordination and information.
- Public engagement.
- Water information resources.
- Other land uses/tenures.

Application Analysis Tool

The Application Analysis Tool within the Application Management System can be used to assist with preapplication requirements. More information on the Application Analysis Tool can be found in the <u>AMS User</u> Manual.

Required Rights Holder Engagement

Rights Holder Engagement activities are outlined in <u>Chapter 6 of the Energy Activity Application Manual</u>. This formalized public engagement process allows stakeholders and affected parties to express concerns about proposed activity and encourages companies to work proactively and collaboratively with those affected by the activity.

First Nations Pre-Engagement

Applicants are encouraged to work with First Nations to consider any environmental, heritage and/or community concerns impacted by the activity. The Regulator suggests applicants initiate and build relationships with First Nations communities by discussing the proposed activities with the communities during the project planning phase and to continue the relationship throughout the project lifecycle. The Regulator recognizes that when Applicants are First Nations and their representatives, these requirements may be met through their broader planning and governance in their territories.

3.3 Applicant's Obligations

In preparing to submit an application, applicants are expected to consider the environmental and social impact of the proposed activity. When completing an application and/or submitting additional reports, applicants may be required to provide additional or supplemental information on activities carried out during the proposed term. Applicants 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 representative submits information on behalf of the applicant, the applicant remains accountable for the accuracy of submission.

Further information on obligations, including Freedom of Information & Protection of Privacy and Professional Reliance can be found in Chapter 1.6 and 1.7 of the Energy Activity Application Manual.

Chapter 4: Application Management System (AMS) Changes

4.1 Addition of Wind Facility application activity type and introduction of new spatial template for Renewable Facility installation point features.

What was the change?

The AMS has been enhanced to add Wind Facility to the list of application activity types available when creating a New ERAA application. This enhancement is accompanied by the introduction of a new spatial template for renewable facility installation point features related to Wind Facility activity applications.

What is the user impact?

Applicants will select the Wind Facility application activity type when applying for a facility related to a wind farm energy project as defined in the Renewable Energy Projects (Streamlined Permitting) Act. In addition, applicants will need to utilize the spatial template for renewable energy facility installation point features when creating the spatial data package for a Wind Facility application.

Preparing spatial for the application

The spatial data package for a Wind Facility application will be created in accordance with the <u>AMS Spatial Data Submission Standards Manual</u> and by utilizing the shapefile templates for each activity type as listed below:

Wind Facility

AMS Spatial Template: Application area (*_aa.*), ACT TYPE = WIND and Renewable Facility Installations (* fin.*),

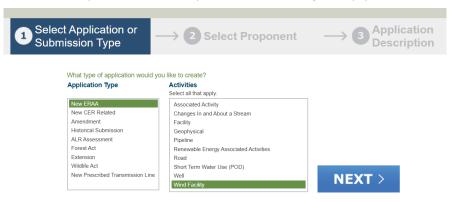
INSTL_TYPE = TURB (Wind Turbine)

INSTL_TYPE = SUB (Sub Station)

INSTL_TYPE = MTOW (Permanent Meteorological Tower)

- ERAA Associated Activity
 AMS Spatial Templates: Associate Activity (*_anc.*)
- ERAA Road
 AMS Spatial Templates: Application Area (*_aa.*) ACT TYPE = RAA and Road Center Line (*_rl.*)
- ERAA Changes In and About a Stream (CIAS)
 AMS Spatial Template: CIAS Impact Location (*_si.*)
- ERAA Short Term Water Use (POD)
 AMS Spatial Template: Short Term Water Use Point of Diversion (*_pod.*)

Creating the application To create an application for a Wind Facility, applicants will select "New ERAA" as the application type and Wind Facility as the corresponding activity type:



Applicants also have the option to include the following application activity types with the Wind Facility application:

- Associated Activity
- Changes In and About a Stream (CIAS)
- Road
- Short Term Water Use (STWU)

NOTE: Only the activities listed above may be included in a Wind Facility application, no other ERAA activities are permitted.

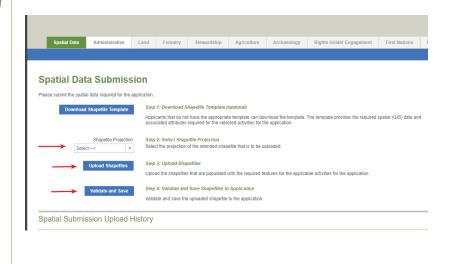
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Upload the spatial data file After the application has been created, the spatial data tab will be displayed, and the applicant will be required to upload the spatial data package that contains the spatial data for all the activities selected for the application.



Completing the Application Information Tabs Upon successful upload of the spatial data file, the activity details and application information tabs will become available. Applicants must complete all mandatory application information requirements noting the following:

Administrative Tab

Enter the company representatives (and consultants) involved in the development of the application.

Contact information is mandatory for the Facility Engineer and the certified or permitted Archaeologist responsible for evaluating the potential for impacts to archaeological values.

Forestry

A Master Licence to Cut (MLTC) is required for each forest district where new cut is required and must be in place prior to creation or submission of any permit applications to the Regulator.

Agriculture

It is mandatory to upload an agricultural assessment and management plan when an application falls within an Agricultural Land Reserve (ALR).

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Archaeology

Archaeological deliverables under the Heritage Conservation Act are needed when the Archaeology tab is displayed in an ERAA facility application.

For application specific information or guidance on Heritage Conservation Act section 12.2 and section 12.4 permit applications, email the Archaeology branch at: archaeology@bc-er.ca

Consultation and Notification

The minimum consultation and notification distances specified for items 2 and 3 in Section 17 of the <u>Requirements for Consultation and Notification Regulation</u> (RCNR) are applicable to wind facility applications. To select the activity type for a wind facility from the RCNR line list, choose "facility" from the available options in the drop down list.

Applicants must ensure they are using the most recent copy of the <u>RCNR Line</u> List.

Completing the Activity Information Tabs

Facility Specification Details

Proposed Facility Name:

Enter the name of the proposed Wind Energy Project

Equipment Type:

Select the applicable Energy Storage System

- Battery Energy Storage System, or
- Other Energy Storage System

Facility Equipment Details

Complete the table related to equipment selected in the Facility Specification Details section:

If Battery Energy Storage System was selected:

• Enter the Battery Type in the text field.

If Other Energy Storage System was selected:

• Enter the type of energy storage system in the text box.

Technical Specification Details

Maximum power generation capacity (MW)

Enter the maximum power generation capacity for the Wind Facility project.

Maximum turbine hub height (m):

Enter the maximum turbine height that applies to the Wind Facility project.

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Maximum rotor diameter (m)

Enter the maximum rotor diameter that applies to the Wind Facility project.

Design Standard

Select CSA C61400:1, or

Other - if Other is selected, enter the applicable design standard in the text box.

Facility Installation Details

Add Installation

Facility installation point locations can be uploaded with the initial spatial data package upload or by using the "Add Installation" button.

Installation Number

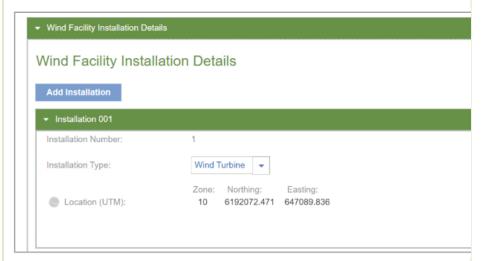
In a new application, the system will auto assign a sequential value to each facility installation, beginning at one.

Installation Type:

The installation type will auto populate from the spatial data file upload. Applicants may also select the installation type from the installation type drop-down list.

Location (UTM) Coordinates

UTM Coordinates for the installations are spatially derived and auto populated from the spatial data upload.



NOTE: If new spatial data is uploaded into a new application while an application is in progress or in revision, the new spatial data file will overwrite the spatial and any data relating to the previous spatial upload.

For more information on creating or completing application information, please see the <u>AMS User Manual</u>.

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4.2 Addition of a new question on the Application Overview screen for all ERAA applications

What was the change? Effective December 16, 2025, a new question has been added to the "Application Overview" page in all ERAA applications. This question is intended to help determine the specific energy sector related to the application.

What is the user impact? A new question and drop-down list will display on the Overview page for all ERAA applications. Applicants must select the energy sector from the drop-down list that relates to the activities in their application. The list includes the following energy sectors:

- Geothermal
- Hydrogen, Ammonia or Methanol
- Oil & Gas
- Solar
- Wind

Application Overview					
Save Validate Page					
New ERAA					
Proponent Name	File Reference	Number: (Optional)	Contact Name		
hone	Email		Contact Phone	Contact Ema	nit.
ax	Address		Contact Fax	Contact Add	****
	Housess		Gornack Face	Contact And	10.00
	_				
Permit Distribution Contacts					
Add Permit Distribution C	instante				
Add Permit Distribution C	ontacts				
Permit Distribution Contact Nan	e Contact	Email			
Permit Distribution Contact Nan	e Contact	Email			
Permit Distribution Contact Nan	e Contact	Email			
		Email			
	posed Activity Types	Email			
		Email			
		Email			
Activity: Add/Remove Pro		Email			
Activity: Add/Remove Pro		Email			
Activity: Add/Remove Pro		Email			
Activity: Add/Remove Pro		Email			
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Additioner Pro Additioner Pro	posed Activity Types 100f characters remaining Belect.— Select.— Geothermal Hydrogen, Armnoris or Metha				
Activity: Add Remove Pro	posed Activity Types 1000 characters remaining Select.—> Select.—> Ceothermal Hydrogen, Ammonia or Metha Oli & Clas Solar				
Activity: Additionnove Pro	posed Activity Types 1500 characters remaining Select				

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4.3 Removal of Renewable Energy from the list of New ERAA application activity types

What was the change?

The Renewable Energy activity type will be removed from the list of application activity types available when creating a New ERAA application.

What is the user impact? Proponents will no longer utilize the Renewable Energy activity type when applying for associated activities (investigative use) related to renewable energy (solar and wind). Applicants who wish to apply for associated activities related to wind or solar will now choose "associated activity" from the list of New ERAA application activity types and select either "wind" or "solar" from the energy sector options within the application.