



Application Management System Restoration Release Guide

VERSION 1.0: July 10, 2023

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.

The BCER has received new Delegations of Authority from the Ministry of Forests under the *Forest Act*, *Lands Act*, and *Forest and Range Practices Act*. These delegations give the BCER authority to issue authorizations for a new scope of restoration activities in northeast British Columbia (B.C.). This is part of a multi-year pilot project to support new and accelerated restoration activities and to ensure efficient and effective regulatory processes. The BCER will be working closely with the Ministry of Forest, First Nations, Industry, and other interested parties over the course of the pilot project to gather feedback, make updates, and evaluate success.

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



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



Conserves energy resources



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.

NOTE: The restoration activities that fall under the scope of this pilot project are not considered energy resource activities, and therefore, are not subject to the *Oil and Gas Activities Act* and associated regulations. The legal mechanism for permitting of these types of restoration projects are via delegations of authority to the Regulator under the *Forest Act*, *Lands Act*, and *Forest and Range Practices Act*.

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.
- [Documentation and guidelines](#) on the Regulator website.
- [Frequently asked questions](#) on the Regulator website.
- [Advisories, bulletins, reports and directives](#) on the Regulator website.
- [Regulations and Acts](#) listed on the Regulator website.

Table of Contents

About the Regulator	2
Additional Guidance	4
Table of Revisions.....	6
Chapter 1: Introduction	7
Chapter 2: First Time Applicants	8
2.1 Corporate Registrations	8
2.2 Security Roles.....	8
Chapter 3: Application Requirements.....	9
3.1 Regulator’s Application Process.....	9
3.2 Pre-Application Requirements	9
3.3 Application Submission Overview	10
3.4 Applicant’s Obligations	11
Chapter 4: Application Submission Process	12
4.1 Application Submission Process	12
4.2 Creating a Restoration activity in AMS.....	12
APPENDIX 1.....	18

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 [Documentation Section](#) of the Regulator's website. Stakeholders are invited to provide input or feedback on Regulator documentation to Systems@bc-er.ca or submit feedback using the [feedback form](#).

Version Number	Posted Date	Effective Date	Chapter Section	Summary of Revision(s)
1.0	July 10, 2023	July 10, 2023	Various	<p>This document outlines changes to the Application Management System (AMS) for the Restoration Application requirements for July 10, 2023, release.</p> <p>For more information, refer to TU-2023-11</p>

Chapter 1: Introduction

This restoration pilot project will only apply in northeast BC for areas where no outstanding or permitted restoration requirement exists. Please refer to [Appendix 1](#) for more information on the types of projects that may enter via this new authorization process.

Guidance provided in [Appendix 1](#) will assist applicants in determining which applications would be submitted to the BCER and which would be submitted to Ministry of Forests (MOF). Proponents are encouraged to speak with the BCER and MOF early in their planning to identify necessary authorizations and the appropriate lead regulatory agency.

On July 10, 2023, a new release of the Application Management System (AMS) will be made available. The following changes are included:

- Restoration has been added as a new activity type under Associated Oil & Gas Activities
- Updated Rights Holder Engagement (RHE) Line List
- Restoration Additional Information Form – mandatory attachment to be uploaded within the AMS application

This guide provides a brief overview of the changes and instructions on how to navigate the AMS system for a Restoration Application.

The Application Management System (AMS) is an online portal that applicants will use to submit restoration activity applications. Applications can be submitted through AMS for multiple activities within the same application rather than submitting individual single activity applications for each separate activity. This allows applicants to submit one application for the restoration activity along with other activities, such as Changes in and About a Stream, Short Term Water Use, Access, Workspace, etc., that will be needed to complete the project within the same one application. Applicants may prepare multi-activity applications by selecting one or more of the activities required for the project. Multi-activity applications provide a complete picture of the project, and the Regulator encourages applicants to consider applying for all activities within one application. More information on how to use the system can be found in the AMS User Manual.

For further assistance with the AMS system or application submission, please e-mail servicedesk@bc-er.ca or AMStraining@bc-er.ca.

Chapter 2: First Time Applicants

2.1 Corporate Registrations



First Time Applicants

Restoration project proponents wishing to submit an application, 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
 - **Note:** a Master License To Cut (MLTC) application form will not be required.
- 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 Chapter 2 of the Oil and Gas Activity Application Manual - [OGAAM-Chapter-2.pdf \(bc-er.ca\)](#).

And in Chapter 2 of the [Permit Operations and Administration Manual](#).

2.2 Security Roles

In order 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 here: [Online Systems | BC Energy Regulator \(BCER\) \(bc-er.ca\)](#)

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 [Oil and Gas 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 [public zone](#) of the website to assist in the pre-planning stages of proposed projects, including:

- Area-based analysis approach and documents.
- 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 pre-application requirements. More information on the Application Analysis Tool can be found in the [AMS User Manual](#).

Required Rights Holder Engagement

Rights Holder Engagement activities are outlined in [Chapter 6 of the Oil and Gas Activity Application Manual](#). 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 restoration 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 Application Submission Overview

To submit a restoration application, applicants access the Regulator's Application Management System (AMS). AMS is an online electronic application submission system. Applicants may apply for a single activity or multiple activities at the same time.

The application system utilizes spatial data submitted by the applicant to verify geographic locations of the proposed activity. The spatial data is an important component since it highlights both the activity and land required. The application system is prompted to automatically activate the specific application tabs based on the activity chosen and the spatial data. Applicants then move through a series of tabs and pages within AMS and are prompted to input data into the required fields. Additional supporting information may be required in the application information tabs.

The dashboard page serves as a home page once logged into AMS and provides the status of all applications.

Applications are validated by AMS to ensure all required fields and attachments are completed. Validation must be done before users may submit an application. Applicants can validate the application at any time however, the system will not allow submission of incomplete applications. Within the application tabs there is an application validation menu which highlights all outstanding issues that must be addressed before the application can be submitted. The dashboard page can be utilized to follow the status of the application from data entry through to review and decision.

The application system and spatial data requirements are discussed further in Chapter 3 of the Oil and Gas Activity Application Manual. Application requirements based on restoration activity are detailed in Chapter 4.6 of the Oil and Gas Activity Application Manual. Further step-by-step guidance on using the AMS system can be found in the [AMS User Manual](#).

Note:

An application that has had no activity for three months will appear on the dashboard with a status of "Timed Out," and then, after an additional three months of "Timed Out" status, the application is removed from the system. Once removed, the application cannot be retrieved.

Additional information

Applicants are encouraged to read Chapter 1.2.3 of Oil and Gas Activity Application Manual for more information on application review processes, including application revisions, withdrawals and amendments, and application contacts.

Note:

There is no application fees related to restoration applications in AMS.

3.4 Applicant's Obligations

In preparing and submitting an application, applicants are expected to consider the environmental and social impact of the proposed restoration 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 [Oil and Gas Activity Application Manual](#).

Chapter 4: Application Submission Process

4.1 Application Submission Process

AMS allows application information to be completed online. Attachments are uploaded directly into AMS. The online application submission process includes:

- Using the analysis tool.
- Reviewing the dashboard.
- Creating a new application.
- Uploading spatial data.
- Completing an application.
- Validating an application.
- Submitting completed application.
- Paying application fee, if applicable.

[Chapter 3 of the Oil and Gas Activity Application Manual](#) provides further information and guidance on the Application Analysis Tool; Spatial Data Submission Standards requirements and how to create an application in AMS.

4.2 Creating a Restoration activity in AMS.

**What was
the
change?**

On July 10, 2023, AMS was enhanced to include a new activity type for Restoration work.

Note: while this activity is not an oil and gas activity under OGAA, applicants will utilize the same process when creating a restoration application using an OGAA application for an Associated Oil and Gas Activity.

**What is
the user
impact?**

Applicants will prepare a spatial data package for an Associated Oil and Gas Activity "Restoration" and follow the process of creating a new OGAA application, selecting Associated Oil and Gas Activity as the activity type. The spatial data for the Associated Oil and Gas Activity application, will reference activity type (AS_TYPE) for Restoration (REST).

Preparing for the application

Applicants should review the Regulator’s [AMS Spatial Data Submission Standards Manual](#); which provides guidance on requirements and preparation of the spatial data package. AMS will only accept spatial data packages that meet these standards.

Templates representing the mandatory requirements for the shapefiles with the correct structure of each activity type are available for download on the Application Management System webpage; on the AMS Application Analysis Tool page; and in the AMS application under the Spatial Data tab.

Prior to creating the application, applicants may upload and validate their shapefiles and generate an Application Analysis Report, before creating the application. It is recommended to validate shapefiles prior to the submission of an application. The Application Analysis Report will identify the environmental, social and land values impacted by the shapefiles and is useful in the pre-planning of an oil and gas activity project.

Creating the application

Applicants will create a New OGAA application, selecting Associated Oil and Gas Activity as the activity type:

1 Select Application or Submission Type → 2 Select Proponent → 3 Application Description

What type of application would you like to create?

Application Type

- New OGAA
- New CER Related Amendment
- Historical Submission
- ALR Assessment
- Forest Act

Activities
Select all that apply:

- Associated Oil and Gas Activity
- Changes In and About a Stream
- Facility
- Geophysical
- Pipeline
- Road
- Short Term Water Use (POD)
- Well

NEXT >

After the application has been created, the spatial data tab will display and the applicant will be required to upload the spatial data file that contains the spatial data for the restoration site:

Spatial Data Submission

Please submit the spatial data required for the application.

Download Shapefile Template *Step 1: Download Shapefile Template (optional)*
Applicants that do not have the appropriate template can download the template. The template provides the required spatial (GIS) data and associated attributes required for the selected activities for the application.

Shapefile Projection: *Step 2: Select Shapefile Projection*
Select the projection of the intended shapefile that is to be uploaded.

Upload Shapefiles *Step 3: Upload Shapefiles*
Upload the shapefiles that are populated with the required features for the applicable activities for the application.

Validate and Save *Step 4: Validate and Save Shapefiles to Application*
Validate and save the uploaded shapefile to the application.

Spatial Submission Upload History

See Chapter 5 of the AMS User Manual for more information on creating an application.

Completing the application

Applicants are required to complete all the information under the application activity details and information tabs, noting the following:

Associated Oil & Gas Activity Details

For Related Primary Activity Type, select “Geophysical” for restoration of 2D seismic program from the drop down menu.

Enter the XREF Number for the 2D seismic program that is being restored. If the program number is not known, enter “restoration” in the rationale text box:

Associated Oil & Gas Activity Details

Is one or more of the associated activities within a previously assessed construction corridor?

No

Related Primary Activity Type:

Geophysical

File XREF Number:

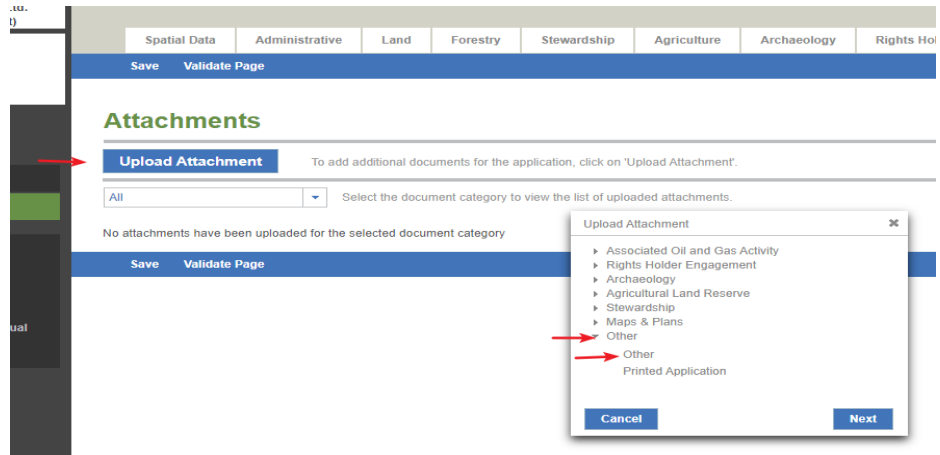
If no file XREF number, please provide rationale:

Application Information

Forestry Tab: The information required under the Forestry tab is related to new cut issued under a Master Licence to Cut. For restoration activity applications, this will not be applicable and applicants will answer “no” to the question, “New Cut Required.” No information regarding new cut, will be provided under the Forestry tab, however if new cut is required for the restoration activity, applicants will provide this information on the Restoration Application Form.

Rights Holder Engagement: Applicants must ensure they use the most recent copy of the RHE Line List dated July 10, 2023. For restoration activity applications, select “restoration” from the drop down menu under the Activity Type column.

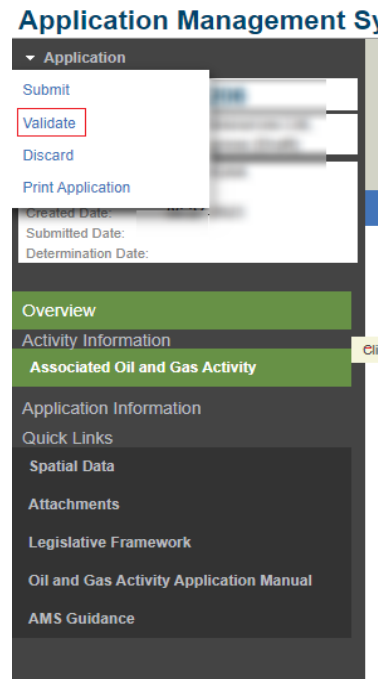
Attachments: Applicants must ensure a Restoration Additional Information Form has been completed and uploaded under the Attachments tab, using “Other” as the attachment type:



See Chapter 6 and Chapter 7 of the AMS User Manual, for more information on application functionality and completing application information.

Validate and Submit the Application

Once the application has been completed, the application must be validated for completeness before it can be submitted. Validate the application by selecting “Validate” from the drop down menu under Application in the top left hand corner of the navigation panel. The system will list any items that must be addressed before the application may be submitted for review:



After the application has been successfully validated with no errors, select “Submit” from the drop down menu under Application in the top left hand corner of the navigation panel:

Application Management System

The screenshot shows the 'Application Management System' interface. On the left, a navigation sidebar has a dropdown menu under 'Application' with 'Submit' highlighted. The main content area is titled 'Submit Application' and shows a process flow. On the left side of the main area, there is a 'Validate Application' section with a green checkmark icon, 'Validate Status: Valid', 'Last Validation Date: 06-28-2023', and a 'Validate Application' button. An arrow points to the right, where there is a 'Submit Application' section with a green checkmark icon, 'Application Status: In Progress (Draft)', 'Submitted Date:', and 'Payment Status:', along with a 'Submit Application' button.

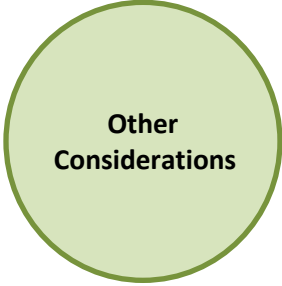
After the application has been submitted, the status of the application on the AMS dashboard will change from “in progress” to “submitted.” When review of the application has begun, the status will change from “submitted” to “in review”:

Application Management System

The screenshot shows the 'Application Management System' Dashboard. Below the dashboard header, there is a table of applications. The table has columns for Application, Revision Number, Type, Status, and Activity Identifier. The application with ID 100118180 is highlighted with a red circle. Its status is 'Submitted' (indicated by a yellow circle with a red 'R').

Application	Revision Number	Type	Status	Activity Identifier
100118182	0	New OGAA	In Progress	Associated Oil and Gas Activity
100118181	0	New CER Related	In Progress	CER Related Ancillary
100118180	0	New OGAA	Submitted (R)	Associated Oil and Gas Activity
100118179	0	Amendment	In Progress	Changes In and About a Stream

See Chapter 8 and Chapter 9 of the AMS User Manual, for more information on validating and submitting an application.



**Other
Considerations**

Issuance of Authorization(s)

Upon submission of the application, the BCER will proceed with the review and determination of the proposed application. Upon a positive decision, an authorization will be issued and sent to those contacts listed within the application. For more information on who will receive the permit, please refer to Chapter 1.2.3 of the Oil and Gas Activity Application Manual.

Post approval requirements

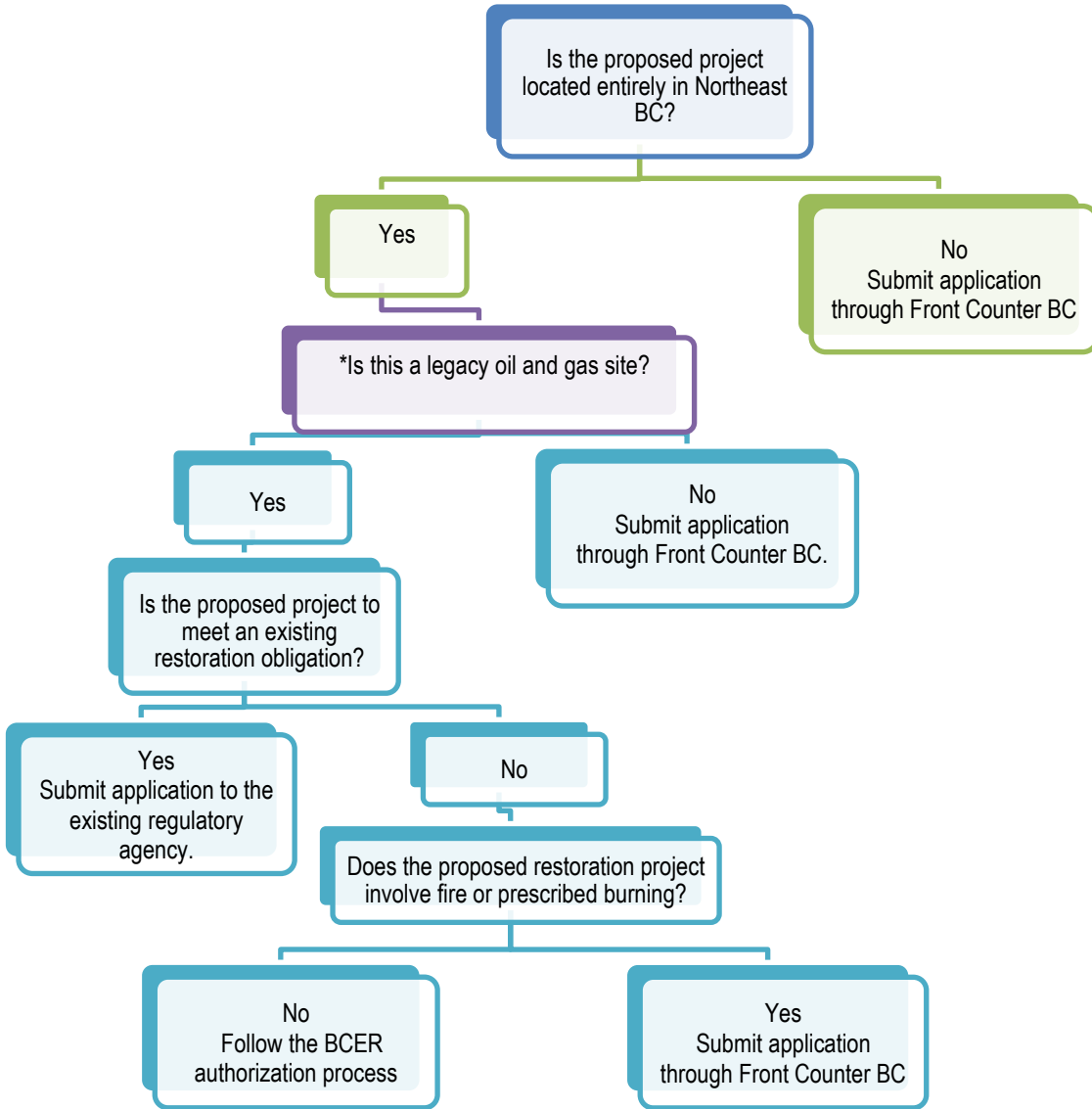
For many authorization holders, the BCER requires the submission of notices and other documentation. More information on operational requirements can be found in the Oil and Gas Activity Operations Manual.

NOTE:

Applicants must follow the [Ecological Suitable Species Guideline](#) (ESSG) in the planning and implementation of their projects.

APPENDIX 1

The following diagram will assist applicants in determining which applications would be submitted to the BCER and which would be submitted to Ministry of Forests (MOF) through Front Counter BC. Proponents are encouraged to speak with the BCER and MOF early in their planning to identify necessary authorizations and the appropriate lead regulatory agency.



BCER = British Columbia Energy Regulator

* Legacy oil and gas site: where the land has historically been disturbed but there are no remaining responsibilities for restoration, such as older seismic lines.