

# Application Management System Submission Process

## 3. Application Management System Submission Process

This chapter walks an applicant through the steps of applying, submitting and confirming an application using the Regulator's online application system. The system is used for the majority of energy resource and associated activity applications.

The Application Management System is an online portal applicants use to submit energy resource and associated activity applications. Users may prepare multiple applications at the same time by selecting one or all of the activities of the project. Multi-activity applications provide a complete picture of the project and the Regulator encourages applicants to consider applying for all activities at the same time. More information on how to use the system can be found in the [AMS User Manual](#).

AMS allows application information to be completed online. Attachments are uploaded directly. 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.

Registered applicants are ready to begin the application submission process once the pre-planning stages (Chapter 1 of this manual) are complete and the administrators and/or agents for a company are registered in the Corporate Registry (Chapter 2).

## Application Management System Analysis Tool

Since the surface location of energy resource and associated activities is one of the pertinent pieces of information used in the planning and preparation stage, applicants are encouraged to use the Application Analysis Tool in AMS for pre-planning. This tool provides applicants the ability to plan the location of the proposed activity and validate shapefiles for most applications, prior to submitting an application. With this tool, applicants are able to identify potential conflicts to find the best location for an activity and determine what information will be required at the beginning of the application process. Applicants can also generate an Application Analysis Report, prior to the application creation, that indicates what environmental, social and land values will be impacted by a project's proposed location.

This information may then be used to plan engagement activities and/or mitigation strategies. Due diligence must be done by the applicant to verify information and application requirements, including but not limited to the land area.

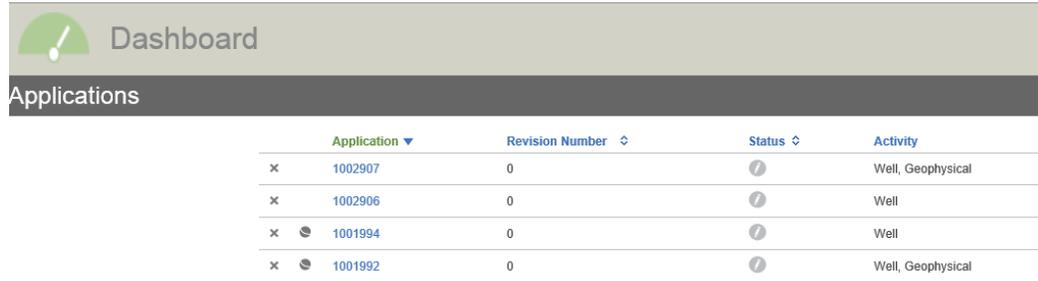
Once an applicant is satisfied with the proposed location(s) and the shapefile has been validated, users with the appropriate security role can create the application through the Application Analysis Tool. At this time, only new applications may be validated and created using the Application Analysis Tool. Shapefiles and applications for amendments and historical submissions cannot be validated and created using the Application Analysis Tool.

Shapefile templates representing the mandatory requirements and correct structure of each activity type are also available for download on the Applications Analysis Tool page. For information regarding the requirements and procedures for preparing the spatial data packages for AMS, see the Regulator's [AMS Spatial Data Submission Standards Manual](#).

### 3.1 Application Management System Dashboard

The dashboard lists all applications created by the user and the status of the applications including: saved drafts, submitted, withdrawn and in review. For those users with the application security role, the dashboard page can be accessed as it is the main screen and greets users upon sign-in. Users with only the Application Analysis Tool security role, will land on the Application Analysis Tool page. An example of the dashboard screen is show in Figure 3-B.

Figure 3-B: Screen Shot of Dashboard Page



The screenshot shows a dashboard with a header 'Dashboard' and a sub-header 'Applications'. Below is a table with the following data:

	Application ▼	Revision Number ↕	Status ↕	Activity
x	1002907	0	🔍	Well, Geophysical
x	1002906	0	🔍	Well
x	1001994	0	🔍	Well
x	1001992	0	🔍	Well, Geophysical

## 3.2 Creating a New Application

New applications or amendment applications are initiated in the AMS Create Application screen and/or from the Application Analysis Tool. It is recommended that spatial data shapefiles are validated, where applicable, prior to creating an application. Applicants are prompted to identify the application type, applicable activities, proponent name and description of proposed project.

New applications may be for a single activity or multiple activities. The Regulator encourages applicants to apply for the entire project at the same time by creating a new application and selecting each activity required for the project (i.e. multiple activities).

### Please Note:

The Application Management System requires specific spatial data standards to appropriately populate both activity and application information. Depending on the activity and application type, the spatial data requirements may be different. Refer to the [Application Management System Spatial Data Submissions Standards Manual](#) for more information.

Additional requirements when creating a new application include:

- 1) Description of proposed project and/or activity including; timelines, scope of operations, activity levels, and other pertinent information to paint a picture of the operation.
- 2) Spatial data as described in Section 3.3 of this Chapter.
- 3) Agreement to the terms and conditions of submitting an application. Terms and conditions are presented within AMS. Applicants should read both the terms and conditions and the applicant obligations (Section 1.3 of this manual).

### Please Note:

The energy resource Activities Act defines both “energy resource activity” and “related activities” and the Regulator adheres to the definitions. The Regulator’s glossary and acronym listing is an extension of this manual and defines terms used throughout the application process. Applicants should refer to the glossary to understand the exact definition of terminology as it may differ from other regulatory bodies. Due diligence on the part of the applicant is required to ensure proper understanding of terms, acronyms and legislation.

## 3.2.1 Activity Types

Applicants are prompted to select the activity type(s) for all proposed activities required for the project. Users are able to create multi-activity applications by selecting one or all of the activities of the project. In addition, when applying for an energy resource activity which requires short-term water use or changes in and about a stream, applicants must be diligent in applying for all activities in order to ensure regulatory compliance. Applicants are asked to select the appropriate energy resource application submission type as follows:

- New ERAA activity including wells, roads, pipelines, facilities, geophysical, and related activities which are associated activities and Water Sustainability Act authorizations.
- New CER Related applications pertaining to activities associated with pipelines regulated under the Canadian Energy Regulator (CER) Act and include: pipeline right-of-way, road right-of-way, ancillaries and Water Sustainability Act authorizations.
- Amendment applications when changes to existing permits are required.

- Other submissions including agricultural land assessment, Forest Act as well as historical facility, historical pipeline, and historical road submissions.

### CER Related Activity

The Regulator has authority to issue specific provincial authorizations related to pipelines regulated under the Canadian Energy Regulator (CER) Act. These authorizations differ from other authorizations issued by the Regulator under a specified enactment, as they are not related to an ERAA activity however, they can still include:

- Land Act, Sections 11, 38, 39 40 and 96.
- Forest Act, Sections 47.4 and 117.
- Water Sustainability Act, Sections 10, 11 and 24.

New CER-reviewable pipeline right of way applications are submitted to the Regulator for authorization to use and access provincial Crown land. Other additional provincial permits may be required including:

- Authorizations for occupation of Crown land under a Land Act Section 39 License of Occupation for the pipeline right of way, and under a temporary Land Act Section 39 License of Occupation for ancillary land use (decking sites, workspaces, shooflies, etc.). Post-construction, and after surveying requirements are met, a Land Act Section 40 Statutory right of way is issued for the pipeline right of way.
- Approval under Section 11 of the Water Sustainability Act (changes in and about a stream) for stream or water body crossings and Section 10 of the Water Sustainability Act (short-term water use) to divert or use water for energy resource purposes.
- Cutting permit authorizations under Section 47.4 of the Forest Act to harvest Crown timber, and under Section 117 for a road use permit to use forest service roads, if required.

For more detailed information on CER related projects, refer to Chapter 7 of this manual.

## 3.2.2 Construction Corridor

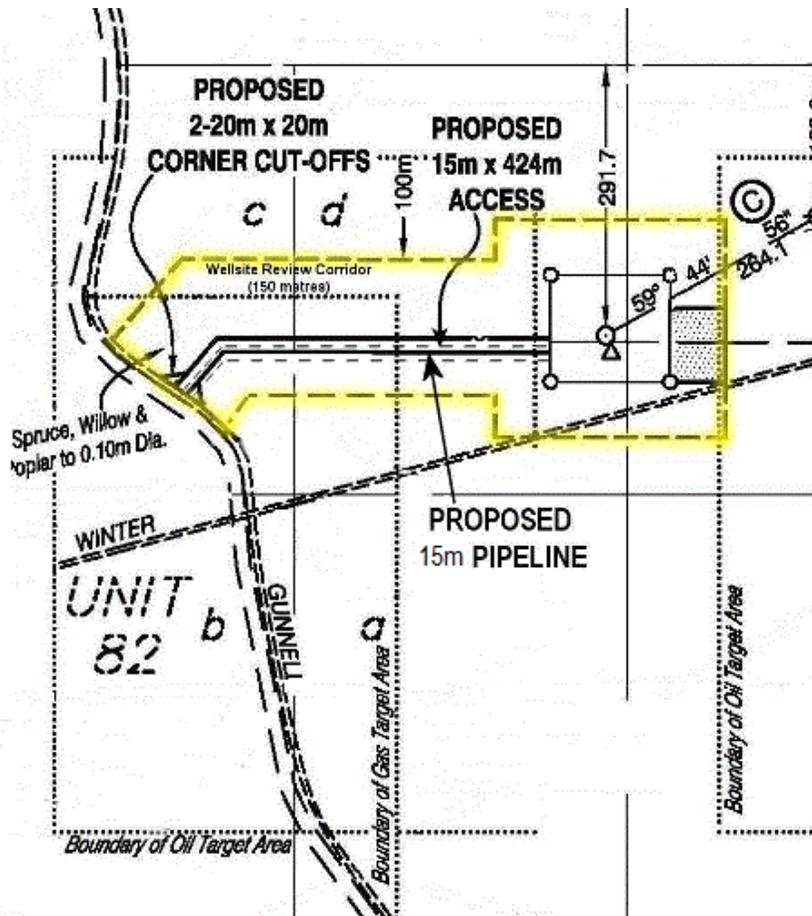
A construction corridor is an additional area mapped and shown spatially around the application area that allows a permit holder some flexibility in the movement, placement and construction of a permitted energy resource activity. Using this approach can greatly reduce the need for permit amendments, subject to the terms and conditions of the permit.

If a construction corridor will be used, the application must identify the total proposed area of each activity within the construction corridor and their proposed location(s) on both Crown and private land. The width and size of the construction corridor is left to the discretion of the applicant. The construction corridor must meet all application requirements, as though it was part of the activity footprint. This includes but is not limited to environmental and archaeological assessments; First Nations engagement as well as consultation and notification or rights holder engagement.

Any changes made from the permitted area within the construction corridor must be reflected on the post construction plan submitted to the Regulator. Upon acceptance of the post construction plan, all activity placements are final; any future modifications would require an amendment.

Construction corridors are a particularly useful tool for investigate use applications, microseismic applications, or for any application where there is some uncertainty regarding logistics, terrain or potential construction constraints that are anticipated to arise during final layout or construction.

Figure 3-C: Sample Wellsite Construction Corridor mapped area



### 3.2.3 Proponent Information

As discussed in Chapter 2 of this manual, the project proponent, or applicant, must register with the Regulator. This information is populated in AMS from the Corporate Registry. The applicant selects company name from the drop down list in AMS. If the applicant is not displayed, refer to the New Company Registration section in Chapter 2 of this manual.

## 3.3 Uploading Spatial Data

Spatial data uploaded by the applicant pre-populates spatially derived application requirements based on geographic location of the energy resource and associated activities and any overlapping or intersecting points. Spatial data is required regardless of land status. There are very few exceptions where spatial data is not required.

Spatial data for AMS must meet stringent data standards in order to be accepted by the system. Shape file templates are available for download within AMS to support spatial submissions. Business validation rules specific to the spatial data must be followed when preparing spatial submissions. Applicants should review the business validation rules listed and technical guidance in the Regulator's [Spatial Data Submission Standards Manual](#).

Spatial submission standards must be upheld when uploading spatial data as part of an application. It is recommend to validate shapefiles prior to uploading spatial data into an application to ensure it meets the standards. The Regulator is not able to accept spatial submissions other than those which meet the standards.

In each activity-specific section of AMS, a globe symbol references spatially derived information that populated from the uploaded spatial data. The map is viewed anytime by clicking on the map icon at the top of the screen.

### **Please Note:**

When uploading new spatial files into AMS for an application, previously entered spatial data will be overwritten by the system and replaced with the new data.

## 3.4 Application Management System Business Identification Numbers

To support the transformation to multi-activity applications, the Regulator's Application Management System uses unique numeric identifiers to identify both applications and activities. A unique identification number is given to all applications, spatial data polygons, activities and specific parts of activities as follows:

### Application Number

Each application submitted in AMS is assigned a unique nine digit application number. This number is automatically generated at time of application and is visible on the dashboard page. Applicants can search for an application by this number. The application number represents all activities included in the submission.

### Application Determination Number

An Application Determination number is assigned to an approved or permitted activity or set of activities (multi-activity application). The Determination Number can be referenced by the permit holder for amendments.

### Land Identifier Number (Land ID)

Applications requiring land area must include one or many polygons. Each individual polygon is assigned a unique nine-digit Land Identifier (LAND\_ID) number. It is automatically generated by the system and is referenced by the permit holder throughout the lifecycle of a project, including amendments and post permit activities. For example, a pipeline project right of way crossing Crown and private land must be submitted as two individual polygons, each of these polygons is assigned a unique LAND\_ID.

### Land Area Number (LA NUM)

Multiple unique polygons uploaded together and representing all land required for a particular activity, are assigned a nine-digit Land Area number (LA\_NUM). For instance, a pipeline project right of way crossing Crown and private land will have individual polygons with each unique polygons having it's own Land ID number. Those Land ID numbers roll up to one Land Area number for the entire project. Some

activities, such as a well site area or facility area is assigned a Land ID that will be the same as the Land Area number. The Land Area number enables a complete land based review at a comprehensive level.

### **Activity Identifier Number**

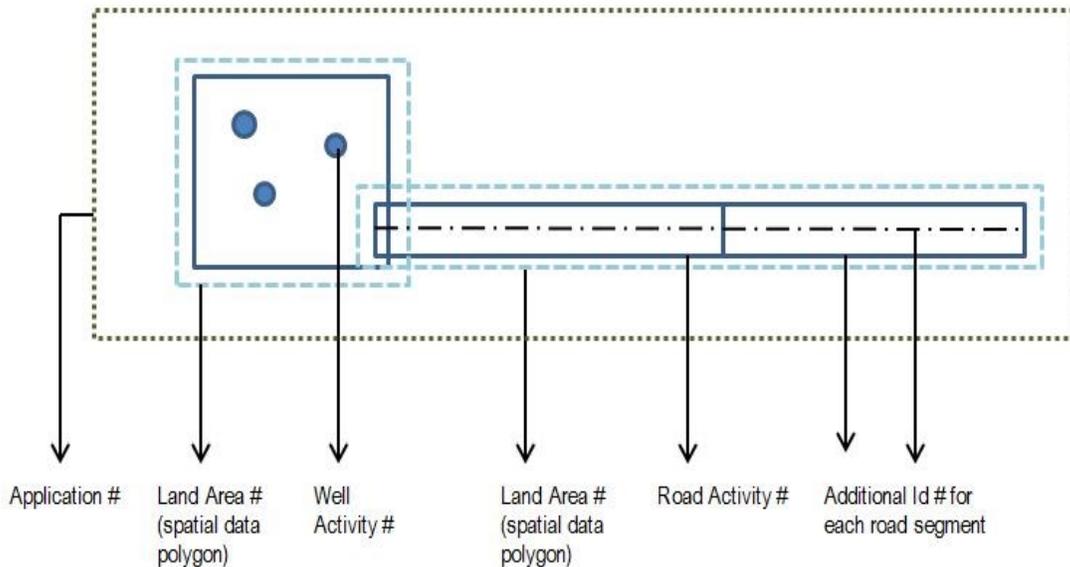
Each activity within the application is assigned an Activity Identifier Number. This number is automatically generated by the system. An example of a specific Activity Identifier Number would be each well in a multiple well application assigned a well authorization (WA) number. The Activity Identifier Number is relevant during the application stage as information and/or data for each activity is required and must correspond to the correct identifier number as presented in the activity information tab.

In addition, permit holders must refer to this activity identifier number for permit holder reporting and submissions.

### **Additional Identification Numbers**

For some activities, for example, road segments; pipeline segments and pipeline installations an additional number is assigned to each part of the activity. The assigned segment number is automatically generated by the system. As with the activity identifier number, the identification number is relevant for permit holder reporting and submissions.

**Figure 3-D: Example Identification number assignment to spatial polygons, groups of polygons, activities and parts of activities**



**Please Note:**

The Application Management System has a different numbering system than in the past; therefore, the Regulator discontinued the creation of OGC File Numbers. Existing OGC File Numbers attached to current permits will continue to be used as permit reference numbers (under the label 'legacy BCER number') required for submission of reporting and/or amendments. New permits will reference an Application Determination number (AD No.).

## 3.5 Completing an Application

Based on the activities identified by the applicant and the spatial data, AMS populates some data fields under the activity-specific and application tabs. The system prompts applicants for remaining mandatory activity-specific engineering and technical information as well as, additional information to support the application and upload attachments.

## User Navigation

The Navigation panel as shown in Figure 3-E, provides applicants with the ability to move between various tabs within an application and link to additional resources such as, application documentation, guidance, and the Regulator's regulatory framework.

**Figure 3-E: Screen Shot of Navigation Panel and Overview Page**

The screenshot displays the 'Application Management System' interface. On the left is a navigation sidebar with a dark background and white text. The sidebar includes a 'Application' section with a dropdown arrow and the application ID '10001001'. Below this, a table lists application details: Proponent (XYZ Resources Limited), Status (In Progress (Draft)), Application Type (New OGAA), Revision Number (0), Created Date (03-02-2021), Submitted Date, and Determination Date. Further down, the 'Overview' tab is selected, followed by 'Activity Information', 'Well', 'Application Information', 'Quick Links', 'Spatial Data', 'Attachments', 'Legislative Framework', 'Oil and Gas Activity Application Manual', and 'AMS Guidance'. The main content area is titled 'Overview' and features a green 'Application Overview' button. Below this are 'Save' and 'Validate Page' buttons. The application title 'New OGAA 10001001' is prominently displayed. The form contains several input fields: Proponent Name (XYZ Resources Limited), File Reference Number (Optional), Contact Name, Phone ((403) 555-5555), Email, Contact Phone, Fax ((403) 555-5556), Address (123 John Street SE, PO Box 1, Calgary, AB T2T 2T2), and Contact Fax. A section for 'Permit Distribution Contacts' includes an 'Add Permit Distribution Contacts' button and a table with columns for 'Permit Distribution Contact Name' and 'Contact Email'.

Applications may be validated and then saved at any time. The validation tool will assist in highlighting any missed data input.

While an application is in progress (draft), users are able to add information and/or upload attachments over a period of time, returning to AMS and continuing to enter data without any interruption or loss of information.

## Overview Screen

The overview page (as shown in Figure 3-E above) provides a summary of the application and activity applied for. The overview page is accessible after creation of the application and is specific to each application.

## 3.6 Data Field Completion

Application submission requires the input of technical and engineering information by following the instructions, answering questions and entering data where required within the Application Management System. The data input fields are defined where necessary through hover over hints, links to glossaries and to this manual.

Some spatially derived data fields are identified with a globe symbol. This symbol indicates data is pre-populated by spatial data. Applicants have the ability to alter some of the data fields (altered data is italicized) if required. Applicants will be prompted to enter a reason for change when altering spatially derived fields in an application.

Additionally, spatially derived data fields may trigger additional requirements. Some fields may not be visible if information is not required.

The validation button assists in verifying a complete application. Outstanding requirements, for example: fields not yet completed and/or attachments not yet uploaded, are highlighted in the application overview and on the validation screen. All mandatory data fields must be completed in order for the Application Management System to allow submission.

Attachments uploaded must meet specific size and file formatting restrictions as defined in Section 5.8 of this manual. Attachments are summarized in the Attachments tab.

In addition to this manual, hover-over hints within AMS provide quick guidance on what data is required for a specific data field.

## 3.6.1 Application Information Tabs

Application information to support the activity may be required depending on the type and location of activity. As shown in Figure 3-F below, all tabs within the application information section are visible to the user, although not all tabs require populating of data. Requirements for spatial data are detailed Section 3.3 of this manual and all other information tabs are presented in Chapters 5 and 6. Application information tabs include:

- Spatial data
- Administrative
- Land
- Forestry
- Stewardship
- Agriculture
- Archaeology
- Consultation and notification
- Rights holder
- First Nations
- Maps and plans
- Attachments

**Figure 3-F: Screen Shot of Application Information Tabs**



## 3.6.2 Activity-specific Tabs

Activity-specific tabs are only activated if the activity is chosen when creating a new application or if an additional activity is added to the draft application. Activity-specific requirements are detailed in Chapter 4 of this manual and include:

- Well
- Pipeline
- Facility
- Geophysical
- Road
- Associated activity
- Short-term use of water
- Changes in and about a stream

## 3.6.3 Validating an Application

The AMS validation feature is used to ensure applications are complete and correct prior to submission to the Regulator and can be used at any time when completing the activity and application tabs.

If an application is incomplete, AMS provides a checklist of outstanding items to be completed or corrected before the application can be submitted.

Once validated successfully, click on the Submit Application button and the Application Management System will confirm application submission. The submission of the application prompts AMS to produce an invoice for payment, if applicable.

## 3.7 Paying Application Fee(s)

Energy resource activity applications are subject to the application fees prescribed within ERAA and the [Fee, Levy and Security Regulation](#). An online portal used to pay for various Regulator fees and levies (ePayment) allows applicants to pay application fees electronically.

Once an application is finalized and submitted, the Application Management System calculates application fees and issues an invoice in ePayment.. All invoices must be paid by electronic funds and set up using a [Pre-Authorized Debit \(PAD\) agreement](#).

If the user is not set up with administrative abilities to pay invoices, the invoice is forwarded to account administrator on file. The user can elect to pay application fees at the time of application submission or use the “Pay Later” function to delay payment for up to 30 days. To pay, an administrator with abilities to pay invoices signs into ePayment and may pay one or multiple invoices at the same time. ePayment provides confirmation of payment information.

An invoice must be paid, regardless of whether or not a permit is granted. Failure to submit payment may result in actions taken by the Regulator including but not limited to:

- Compliance order.
- Contraventions or offences under ERAA.
- Suspension of permit, preventing activity happening on specific permit or other permit.

Applicants with invoices more than 30 days in arrears may not be able to submit new applications. The Application Management System gives a warning upon login to pay outstanding invoices before proceeding with any new applications or amendments.

## 3.8 Review Process

Once an application is successfully submitted by the applicant, the Regulator begins its review. Only submitted applications are reviewed by the Regulator.