

# Overview of Oil and Gas Regulations and Application Process

## 1. Overview of Oil and Gas Regulations and Application Process

Companies looking to explore, develop, produce, and market oil and gas resources in British Columbia must apply to the BC Oil and Gas Commission (Commission) for activity permit(s). The Commission's role in permitting oil and gas activities is defined by the [Oil and Gas Activities Act](#) (OGAA).

The Commission operates within a legal framework embodied in the collection of acts, regulations, standards, practice requirements and management plans governing the mandate of the Commission and provides a single-window model for oil and gas and associated activity operating permits.

Operators apply to the Commission, and the Commission reviews, assesses and makes decisions on applications. This consolidated single-window authority provides not only a one-stop place for all oil and gas and associated activity requirements, but a consistent application, decision, regulatory and compliance authority. Stakeholders work with one agency; therefore serving the public interest by having an all-encompassing review process for oil and gas activities.

In its day to day operations, the Commission is focused on coordinated, responsive and responsible decision-making. Decisions are made while protecting public safety, respecting those affected by oil and gas activities, conserving the environment, and facilitating equitable participation in production.

### **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.

### **Please Note:**

The Oil and Gas Activities Act defines both oil and gas activity and related activities and the Commission adheres to the definitions. The Commission's glossary and acronym listing is an extension of this manual and defines terms used throughout the oil and gas activity. Applicants and permit holders should refer to the glossary to understand the exact definition of terminology as it may differ from other regulatory bodies. Due diligence is required to ensure proper understanding of terms, acronyms and legislation.

## 1.1 Commission's Permitting Authorities

The Commission's specific permitting authority is defined in the Oil and Gas Activities Act (OGAA). In order to effectively function as a single-window regulator for oil and gas in British Columbia, delegation agreements are in place to allow the Commission to make decisions on certain oil and gas uses within the parameters outlined in those agreements. In addition, certain authorizations granted through specific Acts provide the Commission permitting powers under specified enactments.

Permits and authorizations granted by the Commission include:

- Oil and gas activity permits under the Oil and Gas Activities Act, including well, pipeline, facilities, road and geophysical permits.
- Associated oil and gas activity authorizations under the Petroleum and Natural Gas Act or Land Act, as applicable, including activities such as investigative use, aggregate operations, work spaces and camp sites.
- Authorizations and approvals under the Water Sustainability Act, including authorizations and approvals for changes in and about a stream, short-term water use and water licences.
- Non-farm use of lands included in the Agriculture Land Reserve (ALR), under delegated authority under the Agriculture Land Commission Act.
- Master licences to cut and cutting permits and road use permits under the Forest Act.

- Archaeology-related permissions under the Heritage Conservation Act.

Specific provincial authorizations related to pipelines subject to the National Energy Board Act.

The Commission provides regulatory oversight at every stage of oil and gas development, working with a broad range of stakeholders. Commission staff have the legislative authority to make decisions on proposed oil and gas activities. In addition, the Commission:

- Tracks permit holder compliance.
- Reviews operational submissions.
- Provides guidance and processes for operators to submit applications and operational requirements.
- Conducts inspections and responds to incidents.
- Takes compliance and enforcement action when needed.

### Other Regulatory and Technical Considerations

In addition to the regulatory and technical considerations outlined in this manual, applicants and permit holders should be familiar and understand other provincial and federal regulations, local authority requirements, industry recommended practices, Canadian Standards Association, labour board laws, and workers compensation rules in order to operate in British Columbia.

## 1.2 Commission's Application Process

Companies must adhere to the Commission's application requirements throughout the entire application process. As shown in Figure 1-A, once pre-application requirements are complete, companies prepare and compile the relevant information for submission to the Commission. Following application submission, the Commission conducts a comprehensive technical review of the application based on the characteristics, location and circumstances of the activity.

Permits must be in hand before conducting any activity. Permits may have timelines and/or conditions attached and all conditions must be adhered to. Amendments are required to change or adjust existing permits. Amendment applications must be submitted to the Commission.

This manual focuses on the requirements for the planning and preparation stages and application submission requirements for oil and gas and associated activity permits. The Commission website provides documentation for the latter stages of oil and gas development, including operations, compliance, emergency management and remediation and reclamation. Those areas are out of scope of this manual.

### 1.2.1 Pre-Application Requirements

Pre-application requirements include securing tenure rights and conducting the required consultation and notification and/or engagement with land owners and/or rights holders. Applicants are also encouraged to engage First Nations prior to submitting an application.

Planning of oil and gas activity should take into consideration the entire lifecycle of the project and the environmental and social impact of the proposed project. The Commission makes available documents and data in the [public zone](#) of the website to assist in the pre-planning stages including:

- Area-based analysis approach and documents.
- GIS data.
- Major projects coordination and information.
- Public engagement.
- Water information resources.
- Air quality.

The Application Analysis Tool within the Application Management System can be used to assist with pre-application requirements.

Applications require engineering and technical information and this manual provides assistance in preparing complete and accurate data, attachments and requirements. This applies to both the company and agent or contractor submitting information on behalf of the company.

## **Required Consultation and Notification**

Consultation and notification activities are outlined in Chapter 6 of this manual. This formalized public engagement process allows land owners and affected parties to express concerns about proposed oil and gas activity and encourages companies to work proactively and collaboratively with those affected by oil and gas activity.

## **First Nations Pre-Engagement**

Applicants are encouraged to work with First Nations to consider any environmental, heritage and/or community concerns impacted by oil and gas activity. The Commission 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.

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.

## **Surface Agreements on Private Land**

The Commission may permit the construction and operation of oil and gas activities on private land, but access is subject to a land owner agreement. If an agreement with the land owner cannot be made, the applicant or land owner may apply to the [Surface Rights Board](#) for assistance.

## **1.2.2 Application Submission and Review**

To submit an application, operators access the Commission's Application Management System (AMS). AMS is an online electronic application submission system, for the majority of oil and gas and associated activities. Operators 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 location of proposed oil and gas 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 windows within AMS and are prompted to input engineering and/or technical 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. The system will not process incomplete applications. Users, at any time, can validate the application and use the dashboard page to follow the progress of the application from data entry through to review. Within the application tabs there is an overview menu which highlights all outstanding issues that must be addressed before the application can be submitted.

The application system and spatial data requirements are discussed further in Chapter 3 of this manual. Application requirements based on activity and geographic location are detailed in Chapters 4 -7 of this manual.

### 1.2.3 Application Review

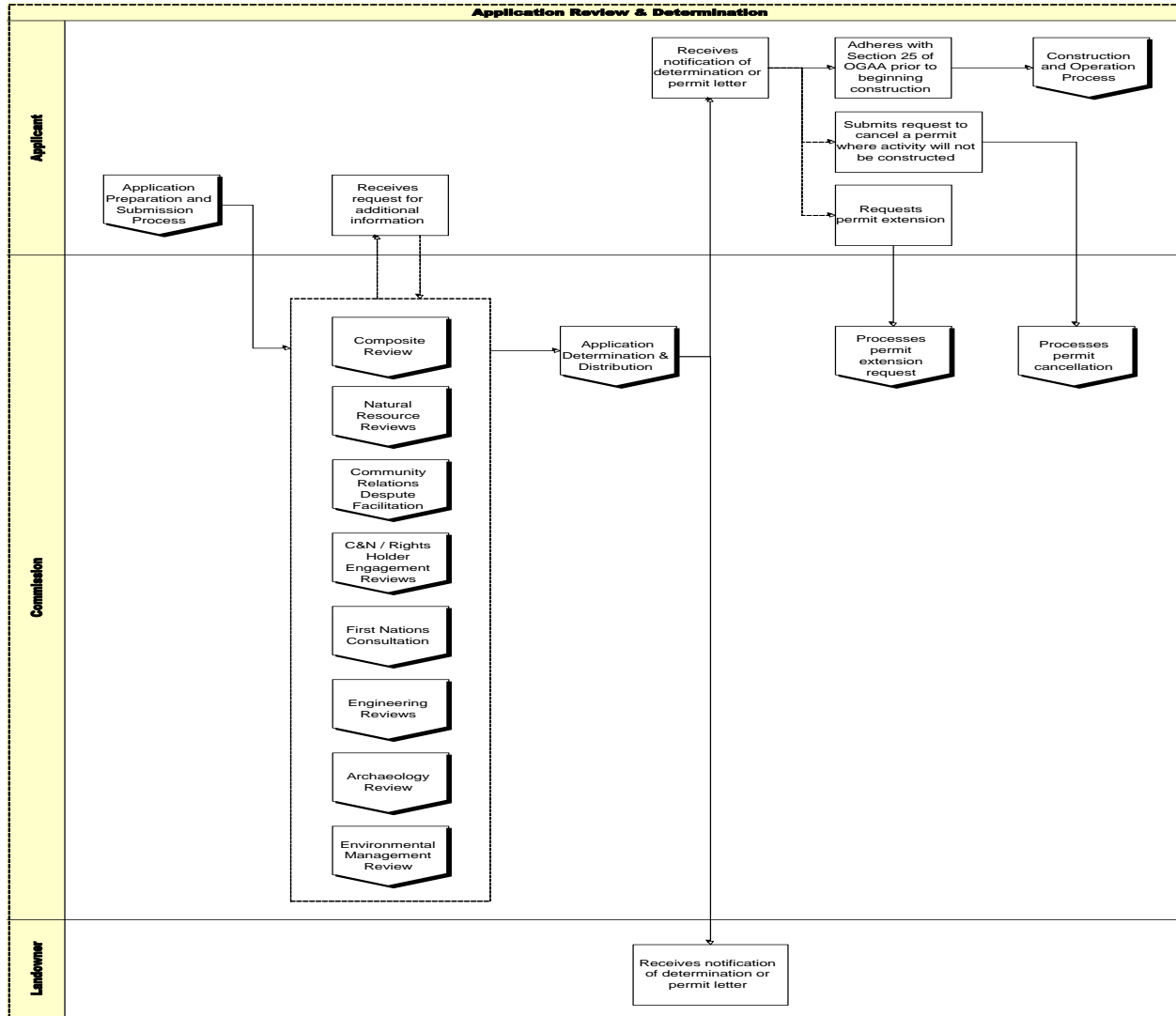
Once complete, the application is submitted to the Commission for review. As shown in Figure 1-A, the Commission conducts a wide range of technical reviews and carries out First Nations consultation during the review and determination process. Technical reviews include engineering (facilities, pipelines or drilling and production), land and habitat, forestry, agriculture, archaeology and environmental management.

During the review and determination process, the Commission conducts a wide range of engagement processes, actively liaising with First Nations, stakeholders, land owners and partner agencies. If the Commission finds minor and/or major deficiencies, the Commission contacts the applicant to clarify details, make revisions and/or provide additional information.

Applicants are able to monitor the status of an application by logging into AMS and checking on the status of the application in the dashboard.

The review process is also supported by dispute facilitation services offered by the Commission's Community Relations department to aid in communication and resolve interest-based differences between applicants and recipients. Further information on the consultation and notification process is detailed in Chapter 6 of this manual.

Figure 1-A: Application Review and Determination Process



### Amendments to Permits

Permit holders must submit an amendment application to add, modify or change any permitted oil and gas activity and/or associated oil and gas activity. An amendment can include requests for multiple changes to a permit. Multiple amendment applications cannot be submitted for the same permit at once. The Commission will consider only one amendment application per permit at a time.

Engagement, consultation and notification requirements must be met if changes create alterations to the previous engagement, consultation and/or notification.



### **Please Note:**

AMS will restrict the ability to create a duplicate proposed amendment application when an existing amendment application exists with a status of 'In Progress'.

### **Application Withdrawals**

A request to withdraw an application from review must be received by the Commission from the applicant company after the application has been submitted but prior to a decision being made on the application.

Requests for application withdrawal are made by letter or email submission to a Commission Authorizations Manager. Once a withdrawal request is made, the Commission review team must accept the withdrawal. The application fee is charged to all applications submitted, regardless of whether or not a permit is granted. Once a withdrawal request is accepted by the Commission, the application remains visible on the dashboard page, symbolized by an "x" icon. The dashboard page is discussed in further detail in Chapter 3 of this manual.

Applications not yet submitted may be deleted by authorized users without any acceptance by the Commission. Once deleted, all data will be lost and a new application must be created if the applicant later decides to proceed with the application.

### **Application Revision**

If the Commission finds minor and/or major deficiencies in the application, or requires additional clarification, the Commission contacts the applicant to clarify details, make revisions and/or provide additional information. In the case that a need for revision of application information or spatial data is identified during this process, the applicant company must send an email to [revisions@bcogc.ca](mailto:revisions@bcogc.ca) to request that the application status be set to 'in Revision', which will allow the applicant company or contractor working on their behalf upload the revised spatial data package or application information. The subject line of this email must identify the email as a revision request, and include the pertinent AA#,

applicant company name, and activity type(s) included in the application. This email must also include details on the reason for the revision request.

If changes to the original application are made, the applicant must enter a description of the changes into the space provided on the AMS overview tab. If more space is needed to describe the changes, the applicant must upload a Word document or email that outlines the changes, and where applicable, provide a more detailed summary of revision request. In a case where an application is set to 'in Revision' multiple times, this summary must include reasons and details on changes made to the application for the current revision as well as all prior revisions.

Depending on the nature and scope of the revision, additional fees may be calculated. Applicants can upload attachments into AMS for applications with a status of 'in Review,' without a status change to 'in Revision.'

### Please Note:

Revisions made to an application will result in application delays as the application will be resubmitted to the application queue in AMS. AMS will then count the age of the application based on the revision date, not the original application date.

### Application Contacts

When the Commission needs to contact the applicant to clarify details, make revisions, request additional information and/or distribute permits, the Commission will use the contacts as provided in AMS application. The contacts will be utilized by the Commission for email correspondence as follows:

- The main Proponent contact email on the Overview screen (left box), the default as set up in the Corporate Registry, will be **copied** on all emails from the Commission.
- The Contact Name on the Overview screen (right box) will be the main contact for **all** emails from the Commission.
- If a referral agent or land agent is listed in the Administrative tab, they will be **copied** on all correspondence.
- If an Environmental specialist is listed in the Administrative tab they will be **copied** on all environmental related correspondence.

- If an Archaeologist is listed in the Administrative tab they will be **copied** on all Archaeology related correspondence. Please also note that an Archaeologist contact is mandatory should the application have an Archeology component.
- If more than one person is listed per company/contact in the Administration tab, the Commission will only copy the first person listed and it will be the responsibility for the company/contact to distribute internally/externally as appropriate.
- If an Engineering contact is listed in the Administrative tab they will be copied on all engineering related correspondence. Please also note that an Engineering contact is mandatory should the application have an Engineering component.
- Post approval, the Commission will distribute electronic copies of permit documents to the Proponent Contact and all Permit Distribution Contacts listed by the applicant on the AMS overview screen.

### **Please Note:**

Contact information shown within the contact drop down list under the Administration Tab populates from accounts in the BCOGC KERMIT Registry. If a specific contact is not available in the contact drop down list; the contact must ensure an account has been created. A contact can create an account by clicking on the [Online Services](#) link located at the top of the BCOGC website and navigating to Additional Links – Create an Account / Change Password.

## 1.2.4 Application Post-approval

Post-approval, activities must be carried out in accordance with the permit, OGAA, regulations and any other applicable laws. Permit holders must adhere to the operational and reporting requirements throughout the life cycle of the oil and gas and associated activity. Operational manuals are found on the [documentation section](#) of the Commission's website.

Once a permit is issued, permit holders are responsible 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.

An applicant or permit holder may have the right to review and/or appeal a determination as established in OGAA. Guidance on the review process is found in Chapter 7 of this manual. Instructions regarding appeals are obtained from the [Oil and Gas Appeals Tribunal](#).

### **Construction Start Dates**

Permit holders must wait 15 days from the day the permit is issued before commencing any oil and gas activity on private land, unless the land owner has consented in writing that the oil and gas activity may commence. Written consent from a land owner is not required to be submitted to the Commission; however the permit holder should retain records.

The permit holder must submit a notice of construction start to the Commission prior to the start of construction activities. Leave to open is required prior to operation of a pipeline or facility. Minimum time requirements for submission of notice of construction start for various activities are outlined in the regulations and permit conditions specific to the activity.

### **Notice of Maintenance**

The permit holder must submit a notice of maintenance to the Commission two (2) working days prior to the commencement of any change in or about a stream associated with maintenance activities, as authorized in the permit. Minimum time requirements for submission of notice of maintenance for various activities are outlined in the regulations and/or permit conditions specific to the activity.

A Notice of Maintenance is submitted by completing a Notice of Maintenance form and submitting by email to [OGC.ExternalNotifications@bcogc.ca](mailto:OGC.ExternalNotifications@bcogc.ca)

### **Emergency Planning and Response Programs**

The Oil and Gas Activities Act requires permit holders to prepare and maintain an emergency response program and a response contingency plan as prescribed in the [Emergency Management Regulation](#) (EMR). The requirements and processes described in the EMR and the Commission's [Emergency Management Manual](#) are designed to create a framework for the protection of the public, property and the environment from emergencies arising out of oil and gas activities.

## 1.3 Applicant Obligations

In preparing and submitting an application, applicants are expected to consider the environmental and social impact of the proposed oil and gas activity. Companies must, as part of the planning stages, take into consideration the surface and subsurface locations in order to minimize impacts on the social and environmental values. It is the expectation of the Commission that oil and gas sites, once deactivated, will be restored and reclaimed at the end of the project; therefore, careful planning beforehand is required to ensure a successful project end.

When completing 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.

Applicants must have the authority to 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.

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 lifecycle of the project. This includes operational and reporting requirements and continued engagement as defined in operations manuals.

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.

## 1.4 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.

### 1.5 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.