



Application Management System Release Guide May 7, 2025

VERSION 1.0: May 7, 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

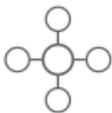
We regulate the life cycle of energy resource activities in B.C., from site planning to restoration, ensuring activities are undertaken in a manner that:



Protects public safety and the environment



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.

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.

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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 [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	April 2025	May 7, 2025	Various	This document outlines changes to the Application Management System (AMS) for May 7, 2025 release.

Chapter 1: Introduction

Effective May 7, 2025, validations will be added to the First Nations tab within the Application Management System (AMS).

The tab will now be available and mandatory to complete for the following application types:

- All new Energy Resource Activity Act (ERAA) applications that fall on private land within Treaty 8 First Nations consultation areas,
- All ERAA and Canadian Energy Regulator (CER) technical only amendment applications that fall within Treaty 8 First Nations consultation areas,
- All Forest Act Applications.

For CER technical only amendment applications that fall outside of Treaty 8, the First Nations tab will display and available to complete.

These updates are in addition to existing mandatory application requirements and have been made automate processes that were being manually carried out. They do not indicate a change to BCER First Nations consultation activities that the Regulator currently conducts.

This guide provides a brief overview of the changes and instructions on how to navigate the system with these changes.

Chapter 2: Description of Changes

2.1 New ERAA applications on private land within Treaty 8 First Nations consultation areas

What was the change?

The First Nations tab will display and will be mandatory to complete in new ERAA applications that fall on private land within Treaty 8 consultation areas.

What is the user impact?

In new ERAA applications that fall on private land within Treaty 8 consultation areas, the impacted Treaty 8 First Nations will be spatially derived and auto populated under the First Nations tab. Applicants are required to complete and validate the information under the First Nations tab prior to submission of the application.

2.2 ERAA & CER technical only amendment applications within Treaty 8 First Nations consultation areas

What was the change?

The First Nations tab will display and will be mandatory to complete in ERAA and CER technical only amendment applications within Treaty 8 First Nations consultation areas.

What is the user impact?

The system does not spatially derive impacted First Nations communities in technical only amendment applications. Under the First Nations tab, applicants are required to manually select impacted T8 First Nations communities and complete the mandatory information requirements.

For applications where the Regulator has confirmed that First Nations consultation is not required (e.g. notification of minor well change, notice of pipeline change), applicants should select “not found” when completing the First Nations tab, and a document explaining that First Nations consultation is not required should be uploaded under the First Nations Project Description upload.

See [Appendix A](#), for instructions on how to manually enter First Nations community information requirements under the First Nations tab.

2.3 CER technical only amendment applications outside Treaty 8 First Nations consultation areas

What was the change?

The First Nations tab will now display and be available to complete in CER technical only amendment applications outside of Treaty 8 First Nations consultation areas.

What was the impact?

For CER technical only amendment applications that fall outside Treaty 8 First Nations consultation areas, the First Nations tab will now display, and applicants will have the ability to manually enter First Nations communities and information under the First Nations tab when required.

See [Appendix A](#), for instructions on how to manually enter First Nations community information requirements under the First Nations tab.

2.4 Forest Act applications

What was
the
change?

The First Nations tab will display and will be mandatory to complete in all Forest Act applications.

What was
the
impact?

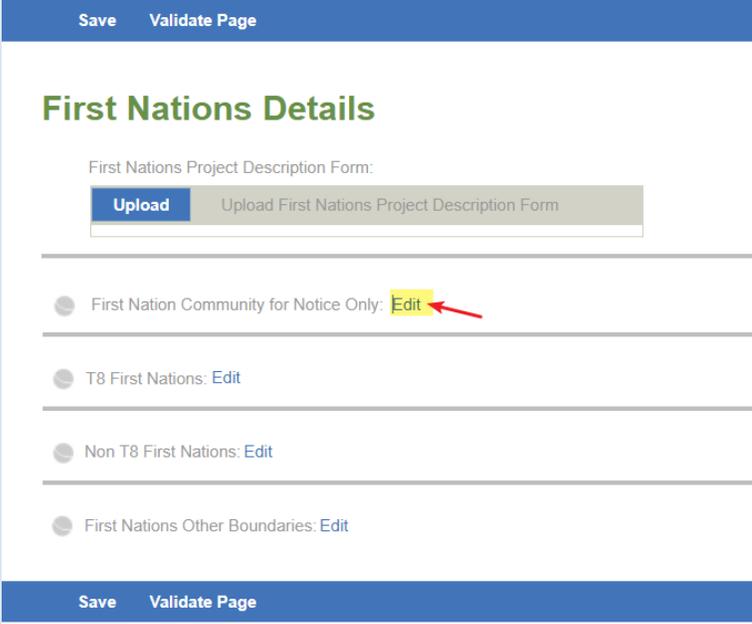
For all Forest Act applications, applicants are required to manually enter impacted First Nations communities and complete the mandatory information requirements under the First Nations tab.

See [Appendix A](#), for instructions on how to manually enter First Nation community information requirements under the First Nations tab.

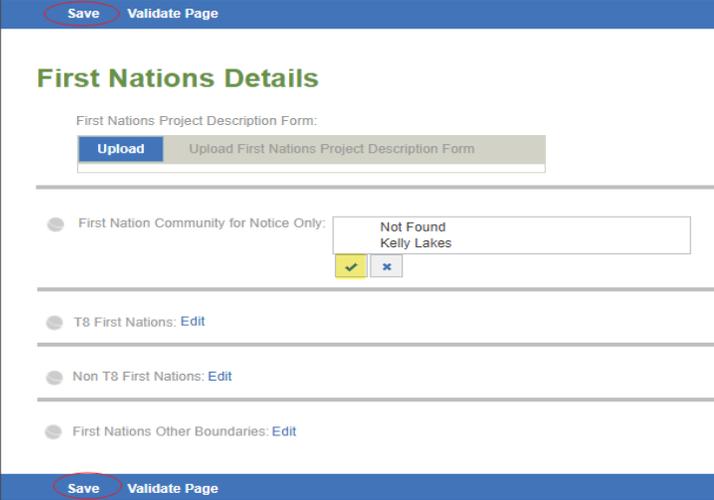
Appendix A: Manually Entering First Nations Details

To manually select and enter First Nations community information requirements under the First Nations tab, follow the instructions that pertain to each of the spatially derived fields below:

STEP 1

<p>First Nations Community for Notice Only</p> <p>Click on the word “Edit” located on the right-hand side of the field “First Nations Community for Notice Only.”</p>	
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STEP 2

<p>Select the applicable communities from the drop-down list, or where a “First Nation Community for Notice Only” is not applicable, select “Not Found.”</p> <p>After the correct selection has been made, click on the check mark, and save the page.</p>	
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STEP 3

T8 First Nations

Click on the word “Edit” located on the right hand side of the field “T8 First Nations.”

STEP 4

Select the applicable communities from the drop down list, or a “T8 First Nations” communities is not applicable, select “Not Found.”

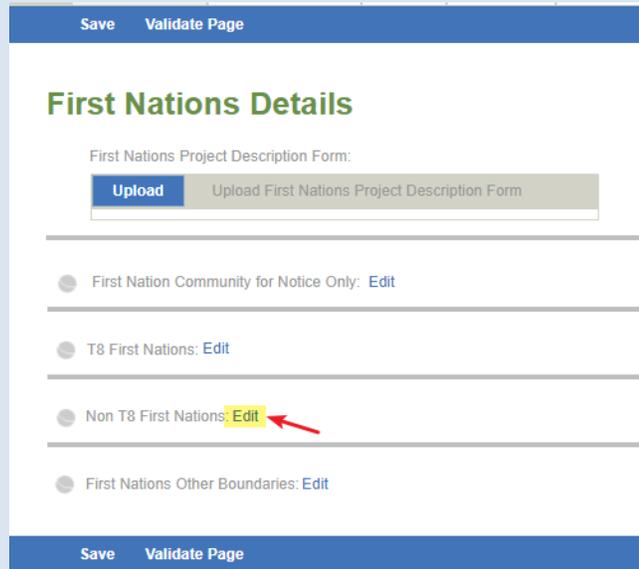
To select more than one community hold down the CTRL key.

After the correct selection has been made, click on the check mark, and save the page.

STEP 5

Non T8 First Nations

Click on the word “Edit” located on the right-hand side of the field “Non T8 First Nations.”

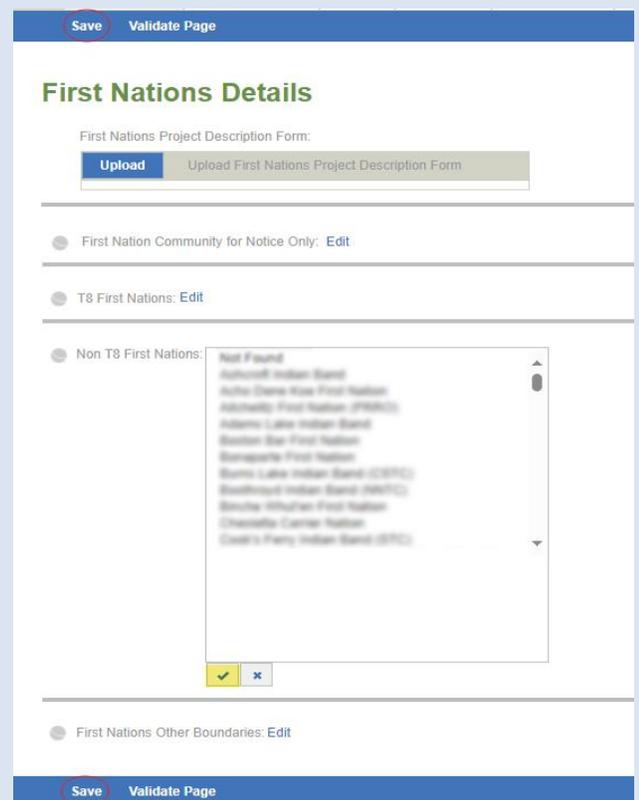


STEP 6

Select the applicable community from the drop-down list. Where a Non T8 First Nation Community is not applicable, select “Not Found.”

To select more than one community hold down the CTRL key.

After the correct selection has been made, click on the check mark, and save the page.



STEP 7

First Nations Other Boundaries (First Nations Cultural Areas)

Click on the word “Edit” located on the right-hand side of the field “First Nations Other Boundaries.”

The screenshot shows the 'First Nations Details' form. At the top, there are 'Save' and 'Validate Page' buttons. Below the title, there is a section for 'First Nations Project Description Form' with an 'Upload' button and a text input field. Below this, there are four rows of information, each with a radio button and an 'Edit' link: 'First Nation Community for Notice Only: Edit', 'T8 First Nations: Edit', 'Non T8 First Nations: Edit', and 'First Nations Other Boundaries: Edit'. The 'Edit' link for 'First Nations Other Boundaries' is highlighted in yellow, and a red arrow points to it. At the bottom, there are 'Save' and 'Validate Page' buttons.

STEP 8

Select the appropriate response, Yes or No, if the application impacts other First Nations cultural areas.

After the correct response has been selected, click on the check mark, and save the page.

The screenshot shows the 'First Nations Details' form. At the top, there are 'Save' and 'Validate Page' buttons. Below the title, there is a section for 'First Nations Project Description Form' with an 'Upload' button and a text input field. Below this, there are four rows of information, each with a radio button and an 'Edit' link: 'First Nation Community for Notice Only: Edit', 'T8 First Nations: Edit', 'Non T8 First Nations: Edit', and 'First Nations Other Boundaries: Edit'. The 'First Nations Other Boundaries' field has a dropdown menu open, showing 'Select-->', 'Yes', and 'No' options. A checkmark icon is visible next to the dropdown. The 'Save' button at the top is circled in red. At the bottom, there are 'Save' and 'Validate Page' buttons.

Additional Information	<p>Some ways to determine or identify impacted First Nations communities:</p> <ul style="list-style-type: none">• Check the information entered under the First Nations tab in the original Application Determination (AD) number or generate an Application Analysis Report. The Application Analysis Report is available under the Land tab in applications where the Land tab is available.• Query the area using the Application Analysis Tool in the AMS (spatial upload of the application area is required).• Use the Province's First Nation Consultation Areas Public Map to identify the Indigenous Nations within the application area.• If a permit holder or applicant is unable to identify impacted First Nations communities using the above methods, contact the Regulator directly for the required information.
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