



Application Management System Restoration Release Guide

VERSION 1.1: September 20, 2024

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 Regulator has received new Delegations of Authority from the Ministry of Forests under the *Forest Act*, and *Forest and Range Practices Act* and from the Ministry of Water, Lands, and Resource Stewardship under the *Lands Act*. These delegations give the Regulator authority to issue authorizations for a new scope of restoration activities in northeast (NE) British Columbia (B.C.). This is part of a multi-year NE B.C. Restoration Permitting Pilot Project to support new and accelerated restoration activities and to ensure efficient and effective regulatory processes. The Regulator will work closely with the Ministry of Forest, Ministry of Water, Lands and Resource Stewardship, 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 release guide 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 release guide, 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.

NOTE:

The restoration activities that are within the scope of this pilot project are not considered energy resource activities, and therefore, are not subject to the *Energy Resource Activities Act* (ERAA) 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*.

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: Decision Diagram	18
APPENDIX 2: Example GIS Workflow for 2D Seismic/Linear Restoration Projects	19

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>
1.1	September 20, 2024	September 20, 2024	Various	<p>Replace Oil and Gas Activities Act (OGAA) with Energy Resources Activities Act (ERAA) and update associated references and verbiage.</p> <p>Various edits have been made throughout the document to clarify and streamline guidance.</p>

Chapter 1: Introduction

This restoration permitting 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 Regulator and which would be submitted through FrontCounter BC. Proponents are encouraged to speak with the Regulator and provincial staff 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) was made available. The following changes were included:

- Restoration has been added as a new activity type under Associated Activities,
- Updated Rights Holder Engagement (RHE) Line List, and
- [Restoration Additional Information Form](#) mandatory attachment to be uploaded within the AMS for all restoration applications.

This guide provides an overview of the changes and instructions on how to navigate the AMS system for restoration project applications.

The 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, 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 AMS can be found in the [Application Management Systems Manual](#).

For further assistance with the AMS or application submission, please e-mail servicedesk@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 Regulator's internal corporate registry or complete "First-time Applicant Requirements," which includes:

- Registering with B.C. Corporate Registry,
- Registering with Petrinex as a Business Associate, and
 - **Note:** a Master License to Cut application form will not be required
- Ensuring the proper security roles and company administration are identified for access to Regulator's systems.

More information on how to register can be found in [Chapter 2 of the Oil and Gas Activity Application Manual](#) and in Chapter 2 of the [Permit Operations and Administration Manual](#).

For First Nation Governments who wish to register as a government entity please email the assetmanagement@bc-er.ca and we can provide more specific information and registration support.

2.2 Security Roles

For applicants, or their representatives, to access the AMS, or other Regulator 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

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:

- spatial data,
- major projects coordination and information,
- public engagement,
- environmental management,
- water information resources, and
- other land uses/tenures.

Application Analysis Tool

The Application Analysis Tool within the AMS can be used to assist with pre-application requirements. The Application Analysis Tool allows applicants to upload and validate spatial data and generate an Application Analysis Report before creating an application. Spatial data must be uploaded in the AMS using the spatial template found on the AMS [Resources webpage](#). Using the spatial data provided, the Application Analysis Report will identify environmental, social and land values impacted by the shapefiles which will be useful for planning. More information on the Application Analysis Tool and Report can be found in the [AMS System 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 proponents to work proactively and collaboratively with those affected by the activity. To avoid errors when uploading the line list, applicants must ensure they are using the most current version of the Rights Holder Engagement Line List located on the Regulator's website, Rights Holder Engagement Line List is available here: [\[RHE Line List 03JULY2024.xlsx \(live.com\)\]](#).

First Nations Pre-Engagement

Applicants are encouraged to work with First Nations who may be affected by their proposed restoration project prior to submitting their application to identify and address any environmental, cultural, and/or community values that may be 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 AMS. AMS is an online electronic application submission system. Applicants may apply for a single activity or multiple activities at the same time.

The AMS 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 area required. The AMS will automatically prompt 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 prepared by the applicant.

Applications are validated by AMS to ensure all required fields and attachments are completed. Validation must be done before users may submit their application. Applicants can validate the application at any time however, the system will not allow submission of incomplete applications. Within the application, 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 for associated activities including 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 System User Manual](#). Appendix 2 provides additional guidance to assist in the preparation of restoration spatial data for submission into AMS.

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. Applicants can change an application's status from "Timed-Out" back to "In Progress (Draft)" by opening the application and saving any of the application pages.

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:

Application fees may be payable to the Ministry of Finance per the [Water Sustainability Fees, Rentals and Charges Tariff Regulation](#) and/or the [Land Act Fees Regulation](#). Where applicable, a letter describing the expected fees, and the payment process will be mailed directly to the applicant.

3.4 Applicant's Obligations

When completing an application and/or submitting additional reports to an existing application, 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 Application Analysis Tool,
- reviewing the AMS dashboard,
- creating a new application,
- uploading spatial data,
- uploading completed forms: [Project Description Form](#) and [Restoration – Additional Information Form](#),
- completing an application,
- validating an application, and
- submitting completed application.

[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 associated activity under ERAA, applicants will utilize the same process when creating a restoration application using an ERAA application for an Associated Activity.

What is the
user
impact?

Applicants will prepare a spatial data package for an Associated Activity “Restoration” and follow the process of creating a new ERAA application, selecting Associated Activity as the activity type.

The spatial data for the Associated 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 [[Application Management System | BC Energy Regulator \(BCER\) \(bc-er.ca\)](#)]; on the AMS Application Analysis Tool page; and in the AMS application under the Spatial Data tab. Appendix 2 contains an example GIS Workflow for creating 2D Seismic/Linear Restoration Project AMS Shapefiles.

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 a restoration project.

Creating the application

Applicants will create a New ERAA application, selecting Associated Activity as the activity type:

The screenshot shows a three-step process: 1. Select Application or Submission Type, 2. Select Proponent, and 3. Application Description. In the first step, under 'Application Type', 'New ERAA' is selected. Under 'Activities', 'Associated Activity' is selected. A 'NEXT >' button is visible at the bottom right.

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 must be uploaded in the AMS using the spatial template found on the AMS [Resources webpage](#).

The screenshot shows the 'Spatial Data Submission' page. The navigation menu includes 'Spatial Data', 'Administrative', 'Land', 'Forestry', 'Stewardship', 'Agriculture', 'Archaeology', 'Rights Holder Engagement', and 'First Nations'. The 'Spatial Data' tab is active. The page contains a 'Download Shapefile Template' button, a 'Shapefile Projection' dropdown menu, an 'Upload Shapefiles' button, and a 'Validate and Save' button. Below these are instructions for each step.

Completing
the
application

See Chapter 5 of the [AMS User Manual](#) for more information on creating an application. Applicants are required to complete all the information under the application activity details and application information tabs, noting the following instructions.

Associated Activity Details

For Related Primary Activity, select the ERAA activity and related XREF Number that is related to the area being restored. If the cross-reference number is not known, enter "restoration" in the rationale text box.

The following image provides an example for restoration of a 2D geophysical (seismic) program.

Associated Activity Details

Is the activity within the submitted construction corridor? Yes

Related Primary Activity Type:

File XREF Number:

If no file XREF number, please provide rationale:

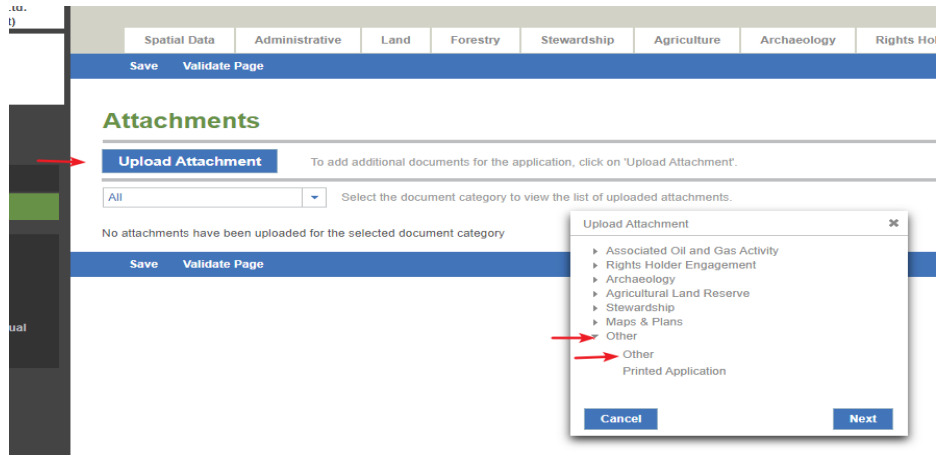
Application Information

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 or any damage to crown timber is required for the restoration activity, applicants will provide this information on the [Restoration Additional Information Form](#). This could include tree bending or falling for access management or line of sight mitigation or any other activities that may impact trees and vegetation.

Archaeology Tab: Answer "yes" to Administrative Change Only; include a statement that says "restoration" in the Administrative Brief Description Text Box; and indicate "no" to Archaeology Report Attached. Any archeological requirement will be managed through the provincial Archeology branch and applicants may submit their information directly to them as needed.

Rights Holder Engagement: Applicants must ensure they use the most recent copy of the RHE Line List. For restoration activity applications, select "restoration" from the drop-down menu under the Activity Type column. The Rights Holder Engagement Line List is available here: [\[RHE Line List 03JULY2024.xlsx \(live.com\)\]](#)

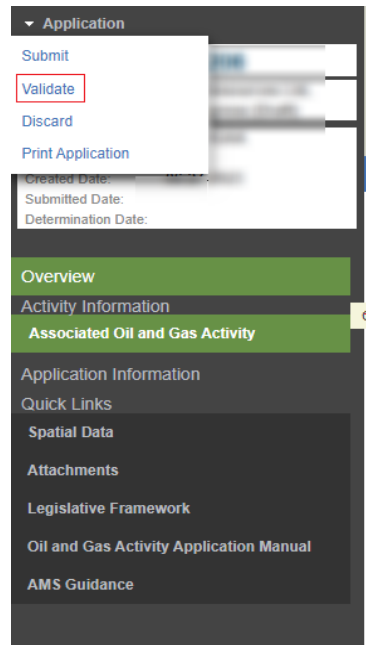
Attachments: Applicants must ensure that the [Project Description Form](#) and the [Restoration Additional Information Form](#) been completed and uploaded under the Attachments tab, using “Other” as the attachment type:



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 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 corner of the navigation panel:

Application Management System

Application: 206
 Resources Ltd.
 Progress (Draft)
 GAA

Created Date: 06-27-2023
 Submitted Date:
 Determination Date:

Overview
 Activity Information
 Associated Oil and Gas Activity
 Application Information
 Quick Links
 Spatial Data
 Attachments
 Legislative Framework
 Oil and Gas Activity Application Manual
 AMS Guidance

Submit Application

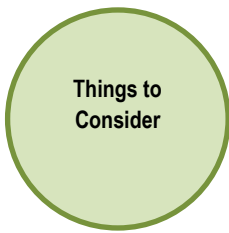
Validate Application → Submit Application

Validate Status: Valid Application Status: In Progress (Draft)
 Last Validation Date: 06-28-2023 Submitted Date:
 View Validation Details Payment Status:
[Validate Application](#) [Submit Application](#)

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	Revision Number	Type	Status	Activity Identifier
100119619	0	Amendment	?	Facility
100119618	0	Amendment	?	Facility
100119617	0	Amendment	?	Facility
100119616	1	New ERAA	R	Associated Activity
100119615	0	New ERAA	?	Associated Activity
100119614	0	New ERAA	?	Associated Activity

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



Issuance of Authorization(s)

Upon submission of the application, the Regulator 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

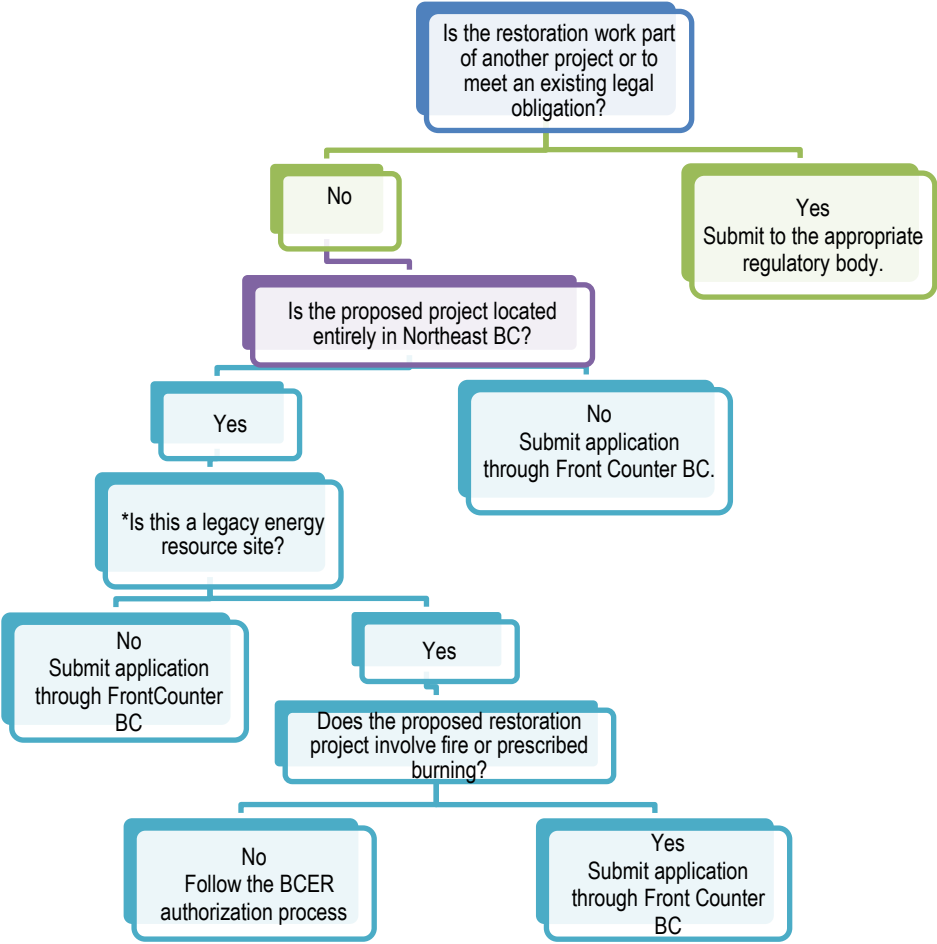
For many authorization holders, the Regulator requires the submission of notices and other documentation. More information on operational requirements can be found in the [Permit Operations and Administration Manual](#)

NOTE:

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

APPENDIX 1: Decision Diagram

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

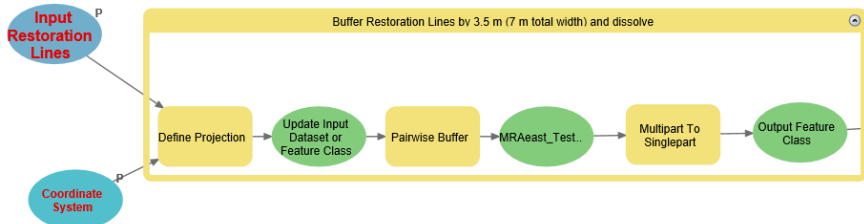


BCER = British Columbia Energy Regulator

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

APPENDIX 2: Example GIS Workflow for 2D Seismic/Linear Restoration Projects

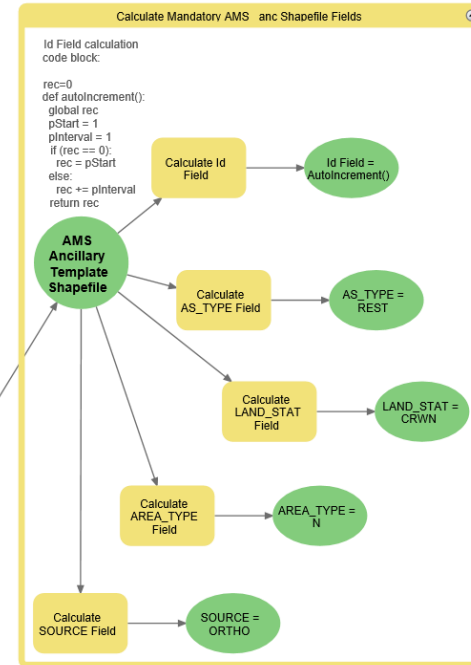
This model takes input restoration lines, buffers them and copies them into an AMS _anc Shapefile template file that can be downloaded at <https://www.bc-er.ca/files/documents/amsshapefiletemplatesdec7-1.zip>



Restoration Lines MUST be converted/buffered into a polygon in so they can be entered into the AMS Ancillary (_anc) shapefile as a polygon. AMS will reject any other geometry types.

Append tool removes fields from input buffered seismic/restoration lines and copies them to the "_anc" AMS shapefile template

Fields are calculated in the AMS template shapefile with the default values with the main assumption that all restoration activities are on CROWN land. Review these fields to ensure accuracy.



Zip AMS Shapefile template with only .shp, .shx, .dbf files and ensure the file names end with _anc