

**GEOPHYSICAL  
EXPLORATION  
APPLICATION MANUAL  
January | 2014**

**Version 1.17**

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## Manual Revisions

### Summary of Revisions

The Geophysical Exploration Application Manual has been revised based upon feedback to provide clarity in terms of requirements and process. Structural changes by section are highlighted below.

Applications received on or after the effective date will be required to meet the revised application standards.

Effective Date	Section	Description/Rationale
1-April-2013	Section 5	Removed references to Fibre Utilization Plan Form requirements as they are not required for geophysical programs (p.23,37).
1-Dec-2013	Various	Various sections of this manual have been updated to reflect the removal of the Crown Land Status Sheet and the implementation of the Rights Holder Engagement Line List. The Geophysical Exploration Permit Application Form has also been updated to reflect the changes.  For more information regarding this, refer to INDB 2013-17.
1-Jan-2014	Various	Removed all references to "Winter Stream Crossings Module" Updated "Water Act and Land Requirements" (p.14)

# 1 Preface

## **Purpose**

This manual has been created to guide users through Commission processes and procedures. It also serves to highlight changes in process, procedure, requirements and terminology resulting from the Oil and Gas Activities Act (OGAA).

For users already familiar with the Commission application process, this manual provides a quick reference highlighting the steps required to complete specific tasks. For users less familiar, this manual presents a complete overview of Commission requirements and provides links to more detailed material.

This manual is not intended to take the place of the applicable legislation. The user is encouraged to read the full text of legislation and each applicable regulation and seek direction from Commission staff, if and when necessary for clarification.

## **Scope**

This manual focuses exclusively on requirements and processes associated with the Commission's legislative authorities, and does not provide information on legal responsibilities that the Commission does not regulate. It is the responsibility of the applicant or permit holder to be familiar with and uphold its other legal responsibilities.

## How to Use This Manual

This manual is divided into sections which are organized chronologically, and match the order of the steps which applicants and permit holders are to follow when engaging in oil and gas activities.

Beginning with pre-application, the manual guides through the steps of preparation and submission; construction and operation; and operational reporting. Each section begins with a brief overview describing the content which follows.

- Section 2 Pre-Application** outlines the needs for companies new to British Columbia prior to applying for oil and gas permits.
- Section 3 Preparing a Geophysical Exploration Permit Application** shows how to prepare all of the required components of a geophysical permit application.
- Section 4 Permit Application Process Overview** illustrates and explains the Commission's application and review process to provide the applicant with an understanding of Commission procedures, and what to expect during the permitting process.
- Section 5 Geophysical Exploration Permit Application Form** explains how to complete each information block on the application form, and identifies attachments required for submission.
- Section 6 Permit Extension** details when a permit extension is required and how to apply.
- Section 7 Permit Revisions and Amendments** details the procedures required to make revisions or amendments to an application or permitted activity.
- Section 8 Operation and Construction** clarifies activities that must be carried out by permit holders in the time leading up to, and during the construction and operation phases of the program.
- Section 9 Geophysical Project Report** describes what information is required by the Commission when submitting operational reports for geophysical activity.
- Section 10 Geophysical Final Plan Cover Sheet** shows how to complete each information block on the application form.
- Section 11 Compliance** describes contravention of legislation and regulation and administrative penalties.

## Additional Guidance

Guidance for land tenures is found in the Commission's [Corporate Land Management Manual](#).

The [glossary](#) page on the Commission website provides a comprehensive list of terms.

The appendices contain documents to be used as reference when compiling information required by the Commission.

Other navigational and illustrative elements used in the manual include:

- Hyperlinks:** Hyperlinked items appear as blue, underlined text. Clicking on a hyperlink takes the user directly to a document or location on a webpage.
- Sidebars:** Sidebars highlight important information such as a change from the old procedure, new information, or reminders and tips.
- Figures:** Figures illustrate a function or process to give the user a visual representation of a large or complex item.
- Tables:** Tables organize information into columns and rows for quick comparison.

### Frequently Asked Questions

A [Frequently Asked Questions](#) (FAQ) link is available on the Commission web page. The information provided is categorized into topics which reflect the manuals for easy reference.

### Feedback

The Commission is committed to continuous improvement by collecting information on the effectiveness of guidelines and manuals. Clients and stakeholders wishing to comment on Commission guidelines and manuals may send constructive comments to [OGC.Systems@bcogc.ca](mailto:OGC.Systems@bcogc.ca).

## 2 Pre-Application Requirements

Companies applying to engage in oil and gas activities in B.C. for the first time must ensure all pre-application requirements have been met. These include the New Permit Holder Application Form, and a Master Licence to Cut Application (MLTC), and ePASS submission.

In addition to these pre-application requirements, the Commission may require a company to provide a security to ensure the performance of an obligation under the Oil and Gas Activities Act (OGAA) prior to, during, or after the permit application process, in accordance with Section 30 of OGAA.

### New Permit Holder Application Form

The New Permit Holder Application Form captures general administrative and corporate registry information.

Submit completed New Permit Holder Application Forms and required deliverables to the Commission's Corporate Land Management Unit. New Permit Holder Application Forms must be processed by the Commission prior to the submission of any oil and gas activity permit applications to the Commission.

For more information on the New Permit Holder Application Forms, please refer to the Commission's [Corporate Land Management Manual](#).

### Master Licence to Cut

A [Master Licence to Cut](#) (MLTC) is required where the removal of timber from Crown land is necessary to conduct an oil and gas activity. A separate licence is required for each forest district.

An MLTC must be completed and submitted before an application for oil and gas activity is made, as the MLTC will govern the cutting permit that authorizes the removal of timber on Crown land.

## **ePASS**

ePASS stands for Electronic Petroleum Applications Spatial Submission. All companies new to the Commission must create an ePASS account.

Section 2 of the [ePASS Submission Standards](#) describes all attribute data components that must be submitted using ePASS for permit applications.

All ePASS submissions must conform to the shapefile spatial data format standards outlined in the Environmental Systems Research Institute White Paper, [ESRI Shapefile Technical Description](#).

Spatial data associated with road post construction plans will appear on the Commission's FTP site (outgoing data) for download by the public.

## 3 Preparing Permit Applications

To undertake any geophysical exploration activity, companies must first submit a completed [Geophysical Exploration Permit Application](#).

A permit application provides the Commission with the information necessary to conduct a review of the proposed project. Upon completion of the review, the Commission may issue a permit.

Prior to submitting the application, certain preparation and planning activities may be required. Following the directions provided in this section will help to ensure that the application is complete and correct, which may minimize Commission review timelines.

Construction plans, and if required, First Nations packages must be submitted in person or via mail to the BC Oil and Gas Commission in Fort St John.

BC Oil and Gas Commission  
Physical: 6543 Airport Road, Fort St. John, B.C. V1J 4M6  
Mailing: Bag 2, Fort St. John, B.C. V1J 2B0

## Preparation and Planning

When preparing a permit application, certain activities must be carried out to ensure that a complete and correct application is submitted.

The following sections show the steps applicants should take when planning and preparing an application.

If reduced buffers are required, prior written consent from the structure owner is required.

In accordance with the definition of residence within the GER; cabins including those used in conjunction with rights recognized and affirmed by Section 35(1) of the Constitution Act, 1982, may not be registered or identified in the provincial repository of land, resource and geographic data rights and interests on Crown Land.

Every applicant must:

- 1) Determine buffers as described in Section 4 of the [Geophysical Exploration Regulation](#) (GER).
- 2) Identify any additional application requirements based upon activity or location.
- 3) Ensure that geophysical exploration activities comply with all legislation.
- 4) Undertake the prescribed consultations and/or notifications by:
  - i) Identifying the landowner(s) as defined by OGAA, and affected persons as defined in the [Consultation and Notification Regulation](#).
  - ii) Providing the landowner(s) and affected persons with the requirements of a notification package and/or consultation invitation, as defined by the [Consultation and Notification Manual](#). Provide any required responses to landowners or affected parties.
  - iii) Submitting a written report in accordance with the Commission's Consultation and Notification Manual.
- 5) Complete an archaeological assessment pursuant to the Heritage Conservation Act and Commission [Archaeology Guidelines](#).
- 6) Determine if additional authorizations are required under the Land Act for a camp or Water Act for water usage and/or works in and about a stream.

## Additional Considerations

### **Consultation and Notification**

If the proposed operating area of a seismic program overlays any piece of ground that a rights holder has a right to operate on, and any related seismic lines will directly and adversely impact the rights holders ability to exercise that right, applicants must conduct consultation as specified in the Consultation and Notification Regulation (s. 4 (g) (ii)).

### **Engaging First Nations**

Prior to submitting an application to the Commission, companies are encouraged to initiate and build relationships with First Nations communities directly by discussing their intended development plans.

It is recommended that an Engagement Log be used to record be kept of this and all subsequent meetings and conversations that are held. A sample format for the Engagement Log is located in [Appendix D](#).

An Engagement Log can greatly benefit the flow of the process where the First Nation has been advised that the applicant's engagement activities will be shared with the Commission. The engagement log may be considered in the decision making process.

First Nations Consultation Boundaries maps are available for review at the Commission office. These maps along with advice from Commission First Nation Liaison Officers provide companies a starting point for their engagement responsibilities. Details regarding engagement and consultation requirements are located in Section 5 First Nations/Aboriginal Communities Consultation and Notice.

### **Forms**

Form used in conjunction with First Nation Consultation (including First Nation Cover Letters) are found on the [Commission website](#).

### **Spatial Data**

Provincial spatial data is stored within the BC Geographic Warehouse, a central, consolidated repository of land and resource information from across the province. It includes many types of data including cadastral information (tenures, ownership, boundaries); resource information (vegetation, fisheries, wildlife), provincial atlas (rivers, roads, buildings, topography, surveys), and planning and analysis information (land and resource management plans, sustainable resource management plans, areas established by order under the Environmental Protection and Management Regulation).

Spatial data from the BC Geographic Warehouse is available to view through iMapBC, discover through the Discovery Service, and download from the Distribution Service.

All services can be accessed through the [GeoBC Gateway](#).

For more information on identified spatial areas and areas established by order, please refer to [Spatial or Identified Areas](#).

### **Overlapping Projects**

Prior to submitting an application, and for planning purposes, it is recommended that companies investigate whether their proposed projects overlap with other geophysical projects.

Overlaps exist where two or more geophysical projects – whether proposed or completed – cover portions of the same area of land.

Applicants and permit holders are responsible for coordinating overlapping projects wherever practicable. Coordination includes arranging for the use of the same seismic lines (source or receiver), or accesses as other planned or completed geophysical projects.

More information on overlapping programs and the related expectations of applicants and permit holders, and how overlapping programs are managed by the Commission is included in [Appendix E](#).

### **NTS Area Reports**

Companies may request a copy of the NTS Area Report for the area of their proposed project from the Commission. The NTS Area Reports can be used to identify overlaps with:

- Any project for which an application has been submitted and entered into the Commission database (pre-approval).
- Any approved project that has not been completed or for which final plans have not been submitted to the Commission.
- All projects that have submitted final plans.

The NTS Area Report can be requested by email from the Area Operations Manager or designate. The request should specify the area for which an NTS report is required.

If further clarification is required to confirm whether an overlap exists a request can be made to the Commission to conduct an overlap review. Requests for an overlap review can be made to Area Operations Managers and it is recommended that requests include a 1:50,000 map of the proposed project. The Commission will review the proposed project for overlaps with any other projects. To ensure complete confidentiality of all projects, the Commission will not share or disclose any information related to overlapping projects other than the areas of overlap.

The Commission will endeavour to ensure that NTS area reports are accurate and complete. However, the permit holder is responsible for confirming the accuracy of the reports in the field. Any opportunity to coordinate or use existing lines or access identified in field must be used wherever practicable.

### **Reconnaissance**

Observing field conditions is critical, and reconnaissance evaluations are essential to operational planning and completion of the Geophysical Exploration Permit Application form. Ideally, site evaluations would be assessed through a combination of aerial and ground reconnaissance.

Pictures taken during the area reconnaissance may accompany the application in order to assist in the Commission decision making process. Digital pictures must be .jpeg format.

Suggested pictures include:

- Wildlife/wildlife features encountered.
- Stream crossing locations.
- Re-growth on existing lines that are planned for use.
- Overall picture of area.

In addition, the following tools and methods may be available to assist in evaluating site conditions and operational planning:

- Crown land status maps.
- Forest development plans/ forest stewardship plans.
- Aerial photography.
- Forest cover maps.
- Fish and wildlife mapping.
- LiDAR.

### **Geographic Location**

The Commission has created additional planning and application requirements that companies must comply with for geophysical exploration in certain areas of the province.

All geophysical projects proposed for the [Horn River Basin](#) (HRB) and in the [Muskwa-Kechika Management Area](#) (M-KMA) must be planned and implemented in a manner that minimizes the disturbance of ecosystems within these areas. Criteria for proposed projects in these areas are in Appendices A and B of this manual.

## **Water Act and Land Act Requirements**

### ***Water Act Requirements***

In order for an applicant to withdraw water from any stream, or water body in British Columbia (B.C.), a [Short Term Use of Water Application](#) must be submitted and approved under the authority of the Water Act.

This application is independent from the Geophysical Exploration Permit Application and can be used for more than one geophysical project.

If geophysical exploration requires stream crossings, the stream crossing section of the Geophysical Exploration Permit Application must be completed. The Commission may then authorize works in and about a stream in accordance with Section 9 of the Water Act as part of the permit determination.

A search of the BC Oil and Gas Commission's web query, North East Water Tool (NEWT), must be completed prior to the submission of an application for the Short Term Use of Water.

For more information on water authorizations, please refer to the Commission's Water Act Application Manual (currently in development).

### ***Land Act Requirements***

All campsites required for a proposed geophysical project must be approved by the Commission as part of the application or as a subsequent approval given the parameters below.

For a camp that houses more than one hundred people, and/or is required for longer than one hundred days, a subsequent Land Act permit is required. Refer to the Commission's Crown Land Application Manual.

For camps housing less than one hundred people, and/or required for less than one hundred days, authorization is included in the Geophysical Exploration Permit. Each campsite must have its specific location indicated on the 1:50,000 map.

# 4 Application Review Process

## Application Review and Determination

The following process flowchart shows the major steps in the Commission's application screening, review and determination processes.

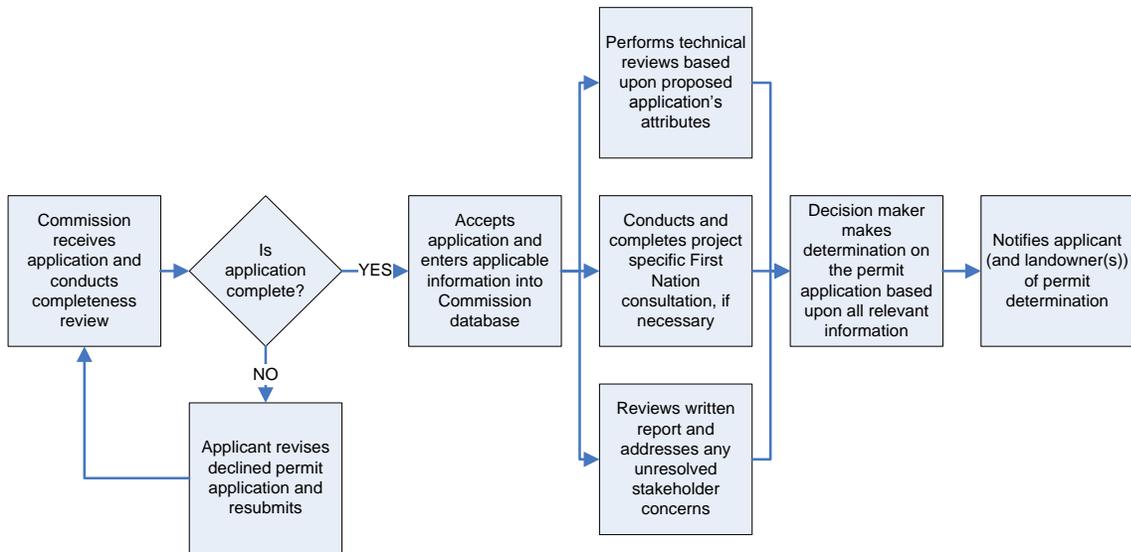


Figure 3.1. An overview of the Commission's role in the permit application screening, review and determination processes.

## Application Review and Determination

Once an application has been submitted the company is referred to as the applicant.

Once the application has been approved, the Commission refers to the Applicant as the permit holder.

### **Application Screening**

Once an application has been received by the Commission it will be reviewed for completeness.

### **Declined Applications**

Applications missing requirements or containing incomplete information are declined and returned to the applicant. A rationale explaining why the application was declined is sent to the applicant by email.

Once any deficiencies have been addressed, the application can be resubmitted. Applications that have previously been declined are reviewed in order based on the resubmission date; not from the date of original submission.

### **Completed Applications**

When all requirements have been met, the application is classified as complete. It is then accepted and enters the processing and review phase

### **Application Review Phase**

Before making a determination on the application, the Commission will consult with First Nations (where applicable), review the applicant's consultation and notification written report and perform technical reviews on areas such as archaeology and land and habitat.

### **Application Revision**

Revised applications that undergo a change after entering the Commission's review-stage, may only be resubmitted once compliant with Section 5 of the [Consultation and Notification Regulation](#). As is the case with declined applications, revised applications once resubmitted will be reviewed in order based on the resubmission date.

## Determination Phase

### **Application Determination**

Once all internal reviews have been completed, the Commission may issue a permit with conditions attached specifying what activities the permit holder may carry out, including related authorizations under the Forest Act and Water Act.

For permits issued on Crown land, the Commission will authorize the occupation of Crown land pursuant to the Land Act.

Permits issued over private land are subject to a landowner agreement. If an agreement cannot be reached, an application may be made to the Surface Rights Board pursuant to Part 17 of the Petroleum and Natural Gas Act.

Sections 70 and 72 of OGAA establish an applicant or permit holder's right to a review and/or appeal of a determination. Guidance on the review process is found within the Commission's Determination Review Guideline. Instructions regarding appeals may be obtained from the Oil and Gas Appeals Tribunal.

A well permit issued under OGAA s. 25, will include a WA number granted as part of the permit.

## Post Approval

### **Landowner Notification Process**

Following a permit approval, the Commission provides notice to the landowner(s) that an oil and gas permit has been issued over their land. The notice cites specific details about the location of the approved activity, and the landowner(s) right to appeal if applicable.

Pursuant to Section 25 of OGAA.

### **Commencement of Activity Timelines**

The permit holder must wait 15 days from the day the permit is issued before commencing any oil and gas activity, unless the landowner has consented to the permit holder in writing that the oil and gas activity may commence.

Written consent from a landowner does not have to be provided to the Commission as part of the application; however the permit holder must retain it for their records and for auditing purposes.

**Term of Permit**

The term of a permit is defined by regulation. To extend a permit term, the holder should consult the Commission's [Permit Expiry and Extension Guideline](#).

**Permit Transfers**

A permit holder may apply to the Commission to transfer a permit in accordance with Section 29 of OGAA.

For more information on the permit transfer process and transfer application requirements, please refer to the [Corporate Land Management Manual](#).

# 5 Geophysical Exploration Permit Application Form

The [Geophysical Exploration Permit Application](#) form replaces the previously used Geophysical Application and Field Assessment (GAFA) form.

The new form is separated into lettered information blocks which contain information specific to particular Commission divisions.

For each information block on the application form, the material in this section provides guidance for completing the form or attachments and identifies where applicable, the procedures and standards that must be followed by the company as a condition of approval. Where necessary links or reference to specific documents have been included should further clarification be required.

## Block B Administration

Administrative information is used to collect key applicant and agent contact information.

<b>Applicant Name</b>	Enter the company name that is registered with the BC Corporate Registry and making the permit application.
<b>Address</b>	The business address of the applicant company.
<b>Contact</b>	The first and last name of the principal contact for the applicant company.
<b>Phone, Email</b>	The primary phone and email information for the contact listed.
<b>Referral Company</b>	The referral company or land agent contracted by the applicant.
<b>Agent Information</b>	The name, primary phone and cell phone numbers, and email address of the land agent.

**Internal File No.** The applicant or agent's internal file number, used for tracking during the application preparation.

This file number should also be used in any consultation and notification activities. The Agent File Number must match the file number provided in the Consultation and Notification activities. The Commission will use this number to reconcile any written submissions received before the application has been submitted.

## Block C Application Information

Application information indicates what type of application is being submitted for review, and enables the Commission to link the information to other existing projects.

**ePASS No.** The ePASS number is issued after the digital data is successfully uploaded to the spatial database via the Commission website.

**Geophysical No.** The assigned Commission number used to identify the geophysical program. The geophysical number can be obtained from the Commission prior to application submission and used for tracking purposes, or will be assigned by the Commission at the time of application submission.

If the applicant has not obtained a geophysical number, the field should blank at the time of application submission.

**BCGS No.** The 1:20,000 map sheet number(s) affected by the application area.

**NTS No.** Indicate all National Topographic Series (NTS) mapsheets included in the application area.

**Application Type** Choose new, revision or amendment.

**Project Name** This name will be included on the application permit and all operations and final plan documentation. It will also be used throughout the approval process and should be used when referencing the project in any documentation.

Geophysical Licences have been replaced by Geophysical Permits. The Geophysical Number is in no way related to the former Geo. Licence.

<b>Revision</b>	As described in <a href="#">Section 7</a> , Geophysical Permit Revision and Amendment.
<b>Amendment</b>	As described in <a href="#">Section 7</a> , Geophysical Permit Revision and Amendment.
<b>Cross Ref No.</b>	Refers to any other associated applications.

## Block D Land Status

Information on land status and land use planning allows the Commission to determine how the proposed geophysical activity impacts or affects various facets of the land base.

<b>Area of Activity</b>	The Commission has divided the province into regional zones. Select the appropriate zone for the permit application. To locate the appropriate area, view the <a href="#">Commission's Regional Zones</a> .
<b>Forest District</b>	The forest district(s) in which the proposed geophysical exploration activity will be located.
<b>MLTC No.</b>	Enter master licence to cut number, as described in <a href="#">Section 2</a> .

## Block E First Nations Consultation/Aboriginal Community Notice Package

The Province of British Columbia has the duty to consult and where required accommodate First Nations whenever it proposes a decision or activity that could have potential impact to treaty rights or aboriginal rights recognized and affirmed by Section 35(1) of the Constitution Act, 1982. As an agent of the Crown, the Commission fulfills any provincial obligation to consult with First Nations prior to the authorization of activities under the Oil and Gas Activities Act, and related specified enactments.

### Consultation

Consultation with Treaty 8 First Nations about any potential impact of their treaty rights by oil and gas activities are guided by agreements between the Commission and First Nations. First Nations agreements with the Commission can be found on the [Commission First Nations Web Page](#).

For Treaty 8 First Nation Communities without agreements with the Commission or First Nation Communities who are not members of Treaty 8, the British Columbia Interim Consultation Process applies.

The Commission may consider engagement which has occurred between First Nations and the applicant as part of its decision making process

### Consultation Timelines

The Commission consults with First Nations through the process and timelines established in the [Consultation Agreements](#). The consultation process begins once the First Nation community receives the completed package. Commission internal reviews occur simultaneously with reviews conducted by First Nations.

If concerns are identified in First Nations responses, the Commission will, where appropriate, facilitate meetings with the Nation (involving the applicant as necessary) to discuss their concerns and proposed accommodation measures. Where no agreement is in place, there is no defined timeline. The Commission strives to facilitate an efficient and effective consultation process.

### **Administrative Boundaries**

Administration boundaries established through the agreements guide consultation for each First Nation. Where there is no agreement in place, the boundaries are guided by the Provincial Consultation Boundaries.

### **Aboriginal Community Notice**

There are four Aboriginal communities that the Commission provides information to regarding surrounding oil and gas activities in the form of an Aboriginal Community Notice.

[Notice packages](#) are different from, and must not be confused with, [Notification](#) as defined within the consultation agreements with First Nations.

<b>Aboriginal Community Notice Communities</b>	
Abbreviation	Aboriginal Community Names
KLCN	Kelly Lake Cree Nation
KLFN	Kelly Lake First Nation
KLMSS	Kelly Lake Métis Settlement Society
FLFN	Fort Liard First Nation

## Package Requirements

The information provided in this block constitutes a complete First Nations/Aboriginal Community package and the form shows at-a-glance what information to be included with the geophysical permit application.

First Nation Liaison Officers are also available to answer question and provide guidance on related issues.

**Attachments** Attachment requirements for First Nation packages are separate from attachment requirements for the geophysical application and must be completed in addition to the permit attachments.

**Cover Letter** Two copies of a [Cover Letter](#) with the appropriate application categorization, along with one copy of the application for each First Nation whose administrative consultation area overlaps the proposed project area.

**Application Form** One copy of the completed Geophysical Exploration Permit Application Form.

**Maps** 1:20,000 sketch, 1:50,000 program map and 1:250,000 access map or insert

**AAIF** A copy of the Archaeological Assessment Information Form (AAIF), as described in [Block L](#), Application Deliverables.

**Arch. Reports** If there are any archaeological reports available at this time (such as the Archaeological Impact Assessment (AIA), they can be submitted with the package.

**Other Documents** Any attachments, such as mitigation plans or justifications that were submitted as required by [Block J](#) of the application.

When in the Kaska Dena-Daylu area, three packages are required.

## Block F Geophysical Specifications

The specifications block requires the applicant to provide the Commission with information about the construction and operations of the proposed geophysical project.

**Proposed Start Date** Use MM/DD/YYYY format.

**Proposed Completion Date** Use MM/DD/YYYY format.

**Program Type** Choose the appropriate type to describe the project:

- Two dimensional seismic (2D).
- Three dimensional seismic (3D).
- Other: Provide a written description in the space provided. May include aeromagnetic, geomagnetic, and geochemical or 4D microseismic.

**Energy Source** Choose the appropriate energy source to describe the project:

- Dynamite
- Vibroseis
- Other - provide a written description in the space provided below

**Ground Conditions** Choose the condition of the soil when proposed project will be carried out.

**Operation Type** Choose the appropriate operation type to describe the project:

- Minimal impact line – very little vegetation to be cut other than a walking access trail.
- Low impact seismic – meandering avoidance; widths typically range from 1.5 to 2.75 metres.
- Conventional – straight line mechanically cut. Widths vary up to seven meters.

**Construction Type**

Choose the appropriate construction type to describe the project:

- Mechanical - All operations that include ground based mechanical equipment.
- Heliportable - All helipads must comply with disturbance criteria identified in the [EPMG](#).
- Heli-Assist - indicate if heli-assisted operations are proposed.

## Block G Line Data

Line data is used to indicate the area-based disturbance required to conduct proposed projects. This information must be provided for Crown and Private/Woodlot land, and new cut and existing disturbances. Woodlot and private line data information will not be calculated into the cutting permit authorized by the Commission..

The Commission cannot issue authorization to collect timber within a woodlot tenure area. The woodlot holder must obtain cutting authority for oil and gas related harvesting from the Ministry of Forests and Range.

For more information on woodlot tenures refer to the guideline titled, [A Practical Guide to Effective Coordination of Resource Tenures](#).

### Type of Cut

Choose from:

- New Cat Cut, Existing Cat Cut.
- New Mulcher Cut, Existing Mulcher Cut
- New Hand Cut, Existing Hand Cut.
- New Cut Push-Outs, Existing Cut Push-Outs.
- New Cut Access, Existing Cut Access.
- New Cut Temporary Winter Access, Existing Cut Temporary Winter Access.
- Gravity/Aeromagnetic.

### Line Length

Indicate the distance of each cut type in kilometres.

### Line Width

Line width should always be measured relative to a known reference point (such as a shot point), and measured at a recommended interval of every 500 metres. Where dense stands exist, the line width is usually measured from standing tree to standing tree across the line.

In open stands, the line width is the disturbed area used for operational purposes, and is at least as wide as the mechanical equipment used. In all cases, the line width measurement must be perpendicular to the line direction and must include the area occupied by the windrow.

<b>Type of Site</b>	Select the type of site from the following list. To use a type not listed here, prior permission from the Commission must be obtained. Choose from: <ul style="list-style-type: none"><li>• New Campsite, Existing Campsite.</li><li>• New Cut Drill Site, Existing Drill Site.</li><li>• New Cut Helipads, Existing Helipads.</li><li>• New Cut Staging, Existing Staging.</li></ul>
<b>Total Hectares</b>	The total hectares (ha) for each type of cut and type of site. The total hectares for entire project must also be entered for revisions and amendments.
<b>Total New Area of Disturbance</b>	Enter the sum (ha) of all new Crown and private land area disturbance.
<b>Total New Area Disturbance Coordinated with other Geophysical Projects</b>	Enter the sum (ha) of all new area disturbance which is coordinated with any other geophysical projects .
<b>Total Existing Seismic Line / Access Area Disturbance</b>	Enter the total hectares (ha) of existing seismic line or access area disturbance.
<b>Total Area of Disturbance</b>	Enter the sum of the total new area of disturbance and the total existing area of disturbance.

## Block H Stream Crossings

The stream crossings block indicates whether approval to construct stream crossings is required and what level of information is required by the Commission to process the application. If there are no stream crossings, proceed to [Block J](#).

If a stream crossing deviates from the guidance provided in the Environmental Protection and Management Regulation (EMPR) Guidebook, additional application information is required; refer to [Block M](#) Additional Information Requirements.

Details pertaining to stream crossings that follow the guidance of the [Environmental Protection and Management Guidebook](#) (EPMG) are not required to be submitted with the application. However, they must be classified and identified on the project map.

All constructed stream crossings, are to be shown on the final plan in accordance with Section 2 (6) (a) (vi) of the [Geophysical Exploration Regulation](#) .

For more details regarding the information required in this section, refer to the Water Act Application Manual.

### ***Are there stream crossings associated with this application for which authorization is required under Section 9 of the Water Act?***

**Stream crossings required** All stream crossings needed in order to carry out the geophysical activity contemplated in the application must have Commission issued authorization under Section 9 of the Water Act.

**Stream crossing guidelines** Stream crossing guidelines have been detailed in the EPMG. For each stream crossing that will not be constructed in accordance with the standards outlined in the EPMG, a detailed justification must be attached to the application.

The justification must include an explanation of why the guidelines can or will not be followed, what measures will be taken to ensure impacts to the stream and fisheries values will be mitigated or minimized, and if appropriate, a mitigation strategy.

Refer to the EPMG for guidelines outlining the Commission's expectations in regard to mitigation strategies and when they may be deemed appropriate.

**Spatial or identified areas**

For stream crossings planned within any of the areas identified within Block J, include a detailed justification outlining what spatial or identified area the crossing is planned within, what measures will be taken to ensure impacts to the stream and fisheries values, as well as the spatial or identified area; and if appropriate, a mitigation strategy.

Refer to the EPMG and the guidance for [Block J](#) of the Geophysical Exploration Permit Application Form for the Commission's expectations with regards to mitigation strategies and when they may be deemed appropriate.

**Waterbodies identified by the Commission as requiring enhanced management**

The Commission has identified waterbodies that may require enhanced management for various reasons. Waterbodies and areas requiring enhanced management for the purposes of Water Act authorizations are available via LRDW.

All crossings proposed within these areas require a mitigation strategy. Refer to the EPMG for guidelines outlining the Commission's expectations in regard to mitigation strategies.

## Block I Crossing Information for Non-Routine Stream Crossings

The crossing information block indicates what additional information is required by the Commission, in relation to all stream crossings for which the answers to questions 1, 2 or 3 in [Block H](#) was “No”, to process the application.

The attachments that are required in this block are not to be confused with attachments for any other section in this manual or on the form. For more details regarding the information required in this section, refer to the Water Act Application Manual.

<b>Crossing Number</b>	This is a unique identifier, assigned by the applicant, for each crossing included as part of the application.
<b>UTM Location</b>	Provide the UTM (NAD 83 CSRS) location of the proposed crossing. All stream crossing locations must be identified on the preliminary plan map as well.
<b>Stream/Waterbody Name</b>	Stream or waterbody names must be provided for each crossing. Where names do not exist, the waterbody can be referred to as “Unnamed Lake or Stream.”
<b>Riparian Class.</b>	Indicate the classification of the waterbody to be crossed, in accordance with Part 3 of the EPMG.
<b>Bank Full Stream Width</b>	<p>This field is required only where an open cut, open bottom structure (OBS) or closed bottom structure (CBS), as defined in the EPMG, is proposed. If one of these methods is not proposed, complete this field with “N/A”.</p> <p>Acceptable methods for collection hydrologic data are outlined in various Resource Inventory and Standards Committee guidance documents and Forest Practices Code of B.C. Guidebooks. Only approved methods should be used to collect this information.</p>

<b>Stream Gradient (%)</b>	<p>This field is required only where a CBS is proposed. If proposing an alternative method, complete this field with N/A.</p> <p>Provide the gradient of the stream at the proposed crossing.</p>
<b>FHA Attached</b>	<p>Refer the EPMG for details regarding fish habitat management and protection at crossings.</p> <p>If required, in accordance with the EPMG, attach a Fisheries Habitat Assessment classifying fish habitat at the crossing location as marginal, important or critical. If not required, under this section, complete this field with N/A.</p>
<b>Type of Crossing</b>	<p>Indicate the crossing type using the following codes:</p> <p>P = Permanent Access</p> <p>T = Temporary Access</p>
<b>Stream Crossing Methods</b>	<p>For all crossings to be constructed during frozen and non-frozen conditions respectively, indicate what type of stream crossing method will be used.</p> <p>Standard stream crossing methods are listed in the EPMG.</p>

## Block J Additional Information Requirements

The additional information block requires the applicant to provide the Commission with additional information about the proposed geophysical project, and replaces the Commission's application categorization process.

Additional information requirements, in the form of application attachments, are required when geophysical activities are located in areas of environmental sensitivity or require deviation from Commission guidance.

If the proposed project does not fall within any of the identified areas, the N/A (not applicable) box must be checked.

Applications that do not require any additional application information will be categorized as routine and will be subject to the standard application review process by Commission staff.

Applications that do require additional application information for at least one reason will be categorized as non-routine. In addition to the standard application review, Commission staff will review the provided justification or mitigation strategy to ensure it meets the objectives for the identified area or guidance document.

Prior to completing this portion of the permit application form, applicants are encouraged to review the procedures and practices established for each of the categories in this section, to determine whether proposed activities meet the established criteria.

### Justification Requirements

A written justification must:

- Specify what standard is not being met.
- Explain why it cannot be met.
- Explain what steps will be taken instead.

### Mitigation Specification Requirements

Direction on what must be included in a mitigation specification attachment can be found in EMPG.

The information collected in Block J replaces the Commission's previous application categorization process.

## Spatial or Identified Areas

### **1. Special management or protected development zones, in accordance with a B.C. Land or Coastal Marine Plan**

B.C. Land or Coastal Marine Plans provide increased certainty and form the foundation for balanced solutions that meet economic, environmental, social and cultural needs throughout the province. They inform both government decision makers and those seeking natural resource development opportunities. Proposed oil and gas activities should be reviewed prior to application in the context of any applicable Land or Coastal Marine Plans. Projects should conform to the objectives set out for the plan management zone in which the project is proposed.

All land and marine planning documents are available at the Integrated Land Management Bureau [website](#).

Where projects fall within special management zones or the equivalent, applicants are expected to provide a summary detailing why the activity must occur within the special management zone or equivalent; what planning and/or operational measures have and/or will be taken to mitigate or minimize impacts to the values identified for the zone, and how the zone objectives will be achieved or maintained.

Applications in the M-KMA must be submitted with a detailed explanation illustrating how the Geophysical Exploration Permit Application is consistent with the M-KMA geophysical guidelines outlined in Appendix B, the pre-tenure plan, and the Muskwa-Kechika Management Plan Regulation.

Any issuance, approval, permit or authorization, by a Minister, Ministry or Agent of the Crown, of an oil and gas exploration or development plan, allocation, tenure, disposition, licence or any other instrument or document of oil and gas development or exploration allocation or management must be consistent with any pre-tenure plan which includes the subject area of the instrument or document of allocation or management.

Parks, protected areas and ecological reserves are viewable through the [GeoBC gateway](#).

## **2. Park, protected area or Ecological Reserve**

Geophysical activities are not generally allowed within parks, protected areas or ecological reserves. However, there are extenuating circumstances where the Commission may consider applications for activities proposed within these areas. Before submitting an application for geophysical exploration within a park, protected area or ecological reserve, contact the Commission's Operations Manager for the zone in which the activity is being contemplated to determine whether or not the Commission will consider the application.

In the event that the Commission will consider the application, it must be accompanied by a justification detailing why it is necessary to operate within the park, protected area or ecological reserve. In addition a mitigation strategy, outlining what measures will be taken to minimize or mitigate impacts to Crown values within the area, must accompany the application. For a detailed outline of the Commission's expectations with respect to mitigation strategies, refer to the Environmental Protection and Management Regulation Guidebook.

## **3. Areas Established by Order**

In accordance with Part 4 of the Environmental Protection and Management Regulation, the appropriate Minister may establish areas of interest by order. Oil and gas operating areas are not to be located within these areas unless the operating area will not have a material adverse effect on the area's identified interest.

Applications for geophysical exploration activities in areas established by order under the Environmental Protection and Management Regulation generally must include a detailed mitigation strategy, illustrating how the proposed activity will be carried out to ensure no material adverse effect on the identified area. Where acceptable operating practices have been identified by the Commission and/or the Minister responsible for the order, the application must indicate that the appropriate operating practices will be followed. For a detailed outline of the Commission's expectations with respect to areas established by order and mitigation strategies, refer to the [Environmental Protection and Management Regulation Guidebook](#).

## **4. Areas established by the Commission**

Applications in the Horn River Basin (HRB) that do not meet the geophysical project requirements outlined in Appendix A must

Areas established under order under the EPMR will be viewable through the [GeoBC gateway](#).

be submitted with a justification to explain any deviation from the Commission's requirements.

**5. Crossing of streams or water bodies indentified by the Commission**

As described in [Block H](#) and [Block I](#).

**Guidance Requirements**

**6. Deviation from the Environmental Protection and Management Regulation Guidebook**

Where operational or other constraints preclude the applicant from conforming to the [Environmental Protection and Management Guidebook](#), then applicants must provide a mitigation strategy.

**Geophysical Exploration Project Description and Details**

**7. Uncoordinated overlapping projects**

If the proposed project overlaps with another geophysical project, and coordination of seismic lines and accesses are unable to be coordinated, an explanation of why coordination cannot occur and a description of measures developed to mitigate or eliminate any negative impacts on the land base from the lack of coordination must be attached to the application.

**8. Justification for lines proposed within 400m of existing**

If the geophysical project proposes not to coordinate or use existing seismic lines within 400 metres of the proposed line, the reason why use of the existing lines is not possible must be attached to the application.

**9. Line shift variance requested**

If the geophysical project proposes to have the ability to shift the movement of lines a certain distance either side of the seismic lines, then a line deviation distance must be provided.

## Block K Exemption Requests

The exemption request block allows applicants to request to be exempted from certain regulatory requirements if unsuitable or not practicable. Exemption requests must state the applicable regulation section and provide a rationale for the exemption.

**Geophysical Exploration Regulation Exemption**

An applicant may request an exemption from part or all of the geophysical project report and the final plan in accordance with Sections 2 and 3 of the Geophysical Exploration Regulation.

**Environmental Protection and Management Regulation Exemption**

In accordance with Section 21 of the Environmental Protection and Management Regulation, the Commission may exempt a person from one or more of the requirements of Part 3 of the Environmental Protection and Management Regulation, if complying with that requirement is not reasonably practicable.

The exemption request must accompany the application and must include an explanation of why the regulation cannot be followed, what measures will be taken to ensure impacts to the value identified will be mitigated or minimized, and if appropriate a mitigation strategy. Refer to the Environmental Protection and Management Regulation Guidebook for guidelines outlining the Commission's expectations in regard to conforming to the regulation and detailed information regarding mitigation strategies.

## Block L Application Deliverables

The application deliverables block indicates what additional submissions are required by the Commission to process the application.

The attachments that are required in this block are not to be confused with attachments for any other section in this manual or on the form.

<b>Permit Application</b>	One copy of the completed permit application form must be included in the application.
<b>1:50,000 Map</b>	Include four copies of the 1:50,000 NTS map.
<b>1:250,000 Map</b>	Include four copies of the 1:250,000 access map. May be an insert or stand-alone map.
<b>Archaeology Assessment Information Form</b>	The <a href="#">Archaeological Assessment Information Form</a> (AAIF) is completed by a permitted archaeologist and will indicate all recommendations for the project. For assistance on completing the AAIF, refer to the Commission's Archaeology Guidelines.
<b>Consultation/Notification Report</b>	<p>Applicants must conduct a private land status review to identify persons prescribed by the Consultation and Notification Regulation.</p> <p>The applicant must refer to the Commission's <a href="#">FTP site</a> and the BC Land Resource Data Warehouse when conducting status checks. Some additional information may be found on the Integrated Land and Resource Registry (ILRR).</p> <p>The Consultation and Notification Report is a written report, summarizing consultation and notification activities associated with the application which must be submitted with the Geophysical Exploration Permit Application. Specific information on the content and form of the written report is found in the <a href="#">Consultation and Notification Manual</a>.</p>

Although there are no consultation requirements for geophysical activities under the Consultation and Notification Regulation, the naming convention of the report is consistent for all application types.

<b>Rights Holder Engagement Line List</b>	<p>Applicants must conduct a rights holder engagement review to check for other tenures that could potentially be impacted by the activities of the proposed geophysical project that are not captured under the consultation and notification process.</p> <p>The Rights Holder Engagement List Line is only applicable for standalone Crown land (non-OGAA) applications. All OGAA related applications must include a Consultation and Notification Line List.</p> <p>For more information on rights holder engagement, including instructions on how to complete the <a href="#">Rights Holder Engagement Line List</a>, refer to the <a href="#">Crown Land Application Manual</a>.</p>
<b>First Nation(s) Package</b>	<p>One copy for each affected community as described in <a href="#">Block E</a>, Section 5.</p>
<b>Revision Explanation</b>	<p>Include an explanation of the reasons for the amendment or indicate N/A. See <a href="#">Section 7</a> for details.</p>
<b>Amendment Explanation</b>	<p>Include an explanation of the reasons for the amendment or indicate N/A. See <a href="#">Section 7</a> for details.</p>
<b>Additional Archaeology Reports</b>	<p>Two copies of any archaeological reports available at this time (such as the Archaeological Impact Assessment (AIA)).</p>
<b>Additional Information Requirements</b>	<p>As described in <a href="#">Block J</a>.</p>
<b>Regulation Exemption Request</b>	<p>As described in <a href="#">Block K</a>.</p>
<b>Other</b>	<p>List any other attachments that have been included as required in the previous blocks and provide a description.</p>

## **Mapping Criteria**

The minimum mapping requirements for proposed geophysical projects are:

### **1:50,000 Maps**

- 2D project maps require UTM (NAD 83 CSRS) or latitude and longitude coordinates at the start and the end of each line.
- 3D project maps require UTM (NAD 83 CSRS) or latitude and longitude coordinates at the corners of the project area.
- Forestry cutblocks (color coded to status) and any other overlapping tenures.
- Mechanical creek crossings.
- Approximate number of push outs to be constructed; total to be confirmed on the final plan.
- If heli-assisted operations are proposed, amount and size of helipads must be indicated on the legend.
- Include staging areas and campsites (if required for less than 100 days).

### **1:250,000 Access Map**

- Access to the project highlighted in yellow.
- Project outline.
- Trapper boundaries and numbers.

All maps should clearly indicate the following:

- Map date.
- NTS and BCGS map sheet numbers indicated on legend and on the maps.
- North arrow.
- Project name.
- Applicant name.
- Agent file number, as identified within Block B.
- Length and width of lines.
- Version number (for example, Revision #1, Amendment #1).

## **Block M Signature**

This information field may only be signed by an employee or agent of the applicant with signing authority. By signing in this block, the applicant or authorized signatory attests that all of the information provided on the application is true and correct.

## 6 Permit Extension Application

It is the permit holder's responsibility to ensure that an oil and gas permit is still valid and has not expired prior to initiating an associated activity. The Commission will pursue compliance and enforcement actions for any oil and gas activity commencing after the associated oil and gas permit has expired.

The following information outlines the Commission's expectations for expiring permits and provides permit holders guidance in completing an extension request.

For more information on the expiration and extension process associated with a specific permit, contact the applicable Commission Operations Manager.

### Extension

To apply for a permit extension, an applicant must submit a completed [Permit Extension Application Form](#) including the required application deliverables prior to the scheduled expiration of the oil and gas permit.

The **scheduled expiry date** is two years from the date the permit (or approval, authorization or certificate) is issued.

To ensure adequate processing time, the Permit Extension Application Form and deliverables must be received by the Commission a minimum of 30 days prior to the scheduled expiration.

The Commission may extend a permit and associated authorizations (up to one year), and may impose additional conditions.

If construction has not commenced by the end of the extension period, the permit will be removed from active records unless the Commission is satisfied that there are special circumstances to justify a further extension, based on applicant request.

A decision to extend or not extend a permit is not a reviewable or appealable determination under OGAA.

## Expiration

Section 32 (1) of the Oil and Gas Activities Act states that a permit and any authorization issued to the permit holder for a related activity, expires on the day after the prescribed period has elapsed (if the permit holder has not begun the permitted oil and gas activity).

Section 8 of the [OGAA General Regulation](#) defines the prescribed period for the purposes of Section 32 (1) of the Act as two years.

If the Commission has not received the Permit Extension Application prior to the scheduled expiration date, the Commission will remove the expired permit from the active records.

If the permit expires with no Permit Extension Application submitted, the former permit holder must submit a new permit application to the Commission complete with the prescribed application fee, in order to resume construction

## Consultation and Notification

Section 32 (3) states that the Commission may require the permit holder to carry out consultation or notification (as indicated in the Consultation and Notification Regulation) in relation to the permit extension.

### Consultation and Notification Requirements for Permit Extension

- 1) Permit holders must complete consultation and notification requirements for any landowners and/or stakeholders that were not engaged under the original permit, and inform them of the intent to request an extension.
- 2) Permit holders must also notify all recipients that were engaged on the project under the original permit, and inform them of the intent to request an extension.
- 3) Permit holders must submit a current Written Report to the Commission, summarizing public engagement activities under section 32 (4) of OGAA. This written report must be received prior to an extension being granted by the Commission.

Written Report requirements are detailed in the Commission's [Consultation and Notification Manual](#).

## 7 Permit Revision and Amendment

Under OGAA, the Commission no longer differentiates between minor and major revisions.

When changes to a permit application are required, they can be made through the revision process. Changes to an existing permit must be made through the amendment process.

Applicants submitting revisions, or permit holders submitting amendments to the Commission must do so in accordance with the requirements and processes prescribed in the Consultation and Notification Regulation, and summarized in the Commission's [Consultation and Notification Manual](#).

Both amendments and revisions require the submission of a new application form.

### Revision of an Application

A revision is a change to a permit application *prior* to the Commission making a determination.

A revision requires the initial application to be negated when a new revised application is submitted. The prescribed fee associated with a revision is defined within the Fee, Levy and Securities Regulation, and must be included with the application.

In order to revise an application, the applicant must request that the application be placed on “pending” status by the Commission. Once the application is pending, the applicant can make the desired changes, following the same procedures as a new application.

Attach a letter of explanation as to what the revision is and why it is being requested.

## Amendment of a Permit

An amendment is a change required after the permit has been approved by the Commission.

Applicants may include only the amended area of the amendment with the Area Table of the construction plans, as the previously approved area will be indicated on the application form. Permit holders must ensure that the spatial data includes both the existing approved area and the proposed amended area. Applicants within the ALR must show total disturbance.

### Notification for Amendments

Both OGAA and the Consultation and Notification Regulation outline notification requirements for permit amendments. If a geophysical permit amendment application meets the criteria of a major amendment, as outlined within Section 1 of the Consultation and Notification Regulation, the notification process must follow the process outlined within the regulation.

If an amendment application does not meet the criteria of a major amendment, the amendment process outlined within Section 31 of OGAA must be followed. Before submitting an application for a minor permit amendment, the permit holder must provide notice to the landowner. This notice must:

- Provide a description of the proposed amendment.
- Advise the landowner that he or she may make a submission to the Commission regarding the proposed amendment within 15 days of receiving the notice.

After providing notice to the landowner, a permit holder may submit an amendment application to the Commission

For amendments that do not meet the criteria of a major amendment, the Commission may require the permit holder to carry out additional notification with respect to the proposed amendment under Section 31 of OGAA. Any additional notification will be determined once the amendment application has been submitted to the Commission. If additional notification is required, a written report detailing steps taken must be submitted to the Commission at the conclusion of notification activities.

If a land owner makes a submission, the Commission will send a copy of the submission to the permit holder.

If an amendment changes the effect of the permit on the land of the landowner, the Commission will provide notice to the landowner of the change.

### **Effective Date**

An amendment becomes effective on and after the day it is made, unless the amendment changes the effect of the permit on the land of the land owner, in which case the amendment is effective on and after the earlier of the following:

- The 15th day following the day it is made, or
- The day the permit holder obtains written consent from the landowner to treat the amendment as being in effect on and after the date the consent is given

### **Permit Cancellation**

If a permit holder would like to cancel the permit after approval, the client must submit a letter requesting cancellation of the permit and related authorizations. The cancellation request letter must clearly identify:

- Geophysical permit number.
- Geophysical program name.
- Commission file number.
- Whether or not surface disturbance has occurred (construction or clearing of timber).
  - If no surface disturbance has occurred, a confirmation letter will be sent to the permit holder upon cancellation of the permit, copied to Ministry of Forests, Lands and Natural Resources for invoicing purposes.
  - If any surface disturbance has occurred, a final plan must be submitted to the Commission.

## 8 Operation and Construction

The operation and construction section describes the activities that must be carried out by permit holders in the time leading up to, and during the construction and operation phases of the project.

### Operations

#### Hole Plugging

Hole plugging must be completed in accordance with the [Geophysical Exploration Regulation](#) (GER).

The Commission recommends that (for the purposes of GER S.5 (1) (c)), bentonite, at a minimum, is a suitable material to fill a shot hole above a plug on private land.

## 9 Geophysical Project Report

Once the permit holder has been granted a permit and geophysical exploration has commenced regular weekly reporting is required.

The Commission has developed a web portal to electronically capture the data associated with this weekly project report.

Previously, weekly project reports, misfired charges, and flowing holes were submitted to the Commission in paper format.

The Commission's [Geophysical Portal User Manual](#) describes the process associated with weekly project reporting through the web portal.

The Geophysical Project Report provides the Commission with information regarding activities conducted on each geophysical exploration project.

The portal is to be updated on the first Monday following the date of commencement, and on each subsequent Monday (before noon) while the project is in progress.

A final geophysical report is required at the end of the recording phase and project completion.

# 10 Geophysical Final Plan Submission

At the conclusion of all operations, the permit holder must submit a Final Plan and any required documents within 60 calendar days of completion of a geophysical project, in accordance with the Geophysical Exploration Regulation, (except under an exemption granted in writing by an authorized Commission employee).

Final Plans must include:

- Final Plan Cover Sheet (2 copies).
- 1:50,000 Final Plan Map (2 copies).
- ePASS data submission.
- 

All geophysical final plans are submitted to:  
[OGC.Geophysical@bcogc.ca](mailto:OGC.Geophysical@bcogc.ca).

Final Plan spatial data must be submitted according to the [ePASS spatial data standards](#).

## Final Plan Cover Sheet

### Block A Administration

<b>Commission File No.</b>	An internal reference number given to all files accepted by the Commission.
<b>ePASS No.</b>	The ePASS number is issued after the digital data is successfully uploaded to the spatial database via the Commission website.
<b>Program Name and No.</b>	The name that the project is running under, along with the associated program number.
<b>Permit Holder</b>	The Permit holder holds permits to carry out geophysical exploration activity.
<b>Contractor Name</b>	The name of the company contracted to carry out geophysical exploration.
<b>Project Field Manager</b>	The name and phone number of the foreman of the project, including phone and cell numbers, and email address.
<b>Referral Company</b>	The name of the company employing the land agent, (if applicable).
<b>Agent Name/ Agent File No.</b>	The name of the land agent working on the permitted project and the agent's corresponding file number.

## Block B Report Summary

<b>Project Commencement Date</b>	Use MMM/DD/YYYY format
<b>Project Completion Date</b>	Use MMM/DD/YYYY format
<b>Harvesting Completion Date</b>	Use MMM/DD/YYYY format
<b>MLTC No.</b>	Enter MLTC Number as described in <a href="#">Section 2</a> , Pre-Application.

## Block C Line Data

As described in [Block G](#) of the Geophysical Exploration Permit Application Form; Line Data. Line width is the total width including windrow.

## Block D Application Deliverables

<b>Final Plan Cover Sheet</b>	Include two copies of the Final Plan Cover Sheet
<b>1:50,000 Final Plan Map</b>	Include two copies of the 1:50,000 Final Plan Map.
<b>Line Width Data Sheet</b>	Include two copies of the Line Width Data Sheet.
<b>ePASS Final Plan Data Submission</b>	

# 11 Compliance

## **OGAA**

A person found by the Courts, to have contravened the Oil and Gas Activities Act may be subject to a fine not exceeding the amount specified in Section 86 of the act. A person found by the Commission, to have contravened OGAA may be liable to an administrative penalty not exceeding the amount specified in the Administrative Penalties Regulation.

## **Geophysical Exploration Regulation**

A person who contravenes the Geophysical Exploration Regulation (as specified in the Administrative Penalties Regulation, Section 7) may be liable to an administrative penalty ranging from \$2,000 to \$100,000.

## Appendix A – Horn River Basin Geophysical Project Requirements

The guidance contained in this appendix was previously provided exclusively in [Information Letter 09-03](#). All geophysical projects proposed in the Horn River Basin (HRB) will be evaluated for consistency with this geophysical project guidance.

The purpose of this guidance is to identify how geophysical exploration in the Horn River Basin can be planned and implemented in a manner that minimizes the disturbance of ecosystems within the basin. This guidance is in addition to that contained in the EPMG.

### Requirement

Proposed seismic projects in the Horn River Basin must meet the following criteria:

- No projects are to overlap unless applicants commit to using common source and receiver lines in the area of overlap, with no new or additional clearing.
- Source lines are a maximum of three metres in width with meandering avoidance techniques and sight line screens (“moose blinds”) at least every 200 metres.
- Receiver lines are a maximum of two metres in width with meandering avoidance techniques and sight line screens (“moose blinds”) at least every 200 metres. If necessary, for access or safety reasons, every fourth receiver line may be widened to a maximum of three metres.
- Lines must be hand-cut within areas identified by the Commission, unless otherwise indicated by safety requirements.
- Orient source and receiver lines to follow existing or planned seismic survey lines to minimize the need for additional clearing for future seismic projects.
- Distance between source lines must be greater than 200 metres.
- Under the OGAA General Regulation, any approved geophysical exploration permit issued in the HRB will be valid for a maximum of one year from date of issue.

The Commission will review all Geophysical Exploration Permit Applications proposed for the Horn River Basin for consistency

with the criteria listed above. Any departure from the above criteria must be justified operationally at the time of application.

Geophysical Exploration Permit Applications that cover an area larger than 35 square kilometres or entail more than 200 hectares of new cut will require enhanced consultation with First Nations. This enhanced consultation includes a 20 day review and response period as described in the First Nations Consultation Process Agreements.

If there are overlapping geophysical projects, the Commission will contact both applicants to provide contact information enabling each to coordinate their projects with others in the same location.

## Appendix B – Geophysical Guidelines for MKMA

The guidance contained in this appendix was previously provided exclusively in the Commission’s Geophysical Guidelines for the Muskwa-Kechika Management Area. The content of this guideline has been updated for consistency with OGAA and included as an appendix to the Geophysical Exploration Application Manual.

### Background

The purpose of this appendix is to encourage all geophysical exploration to be environmentally sensitive to the significant resource values in the Muskwa-Kechika Management Area (M-KMA) and consistent with the M-KMA Act and the objectives set out in the M-KMA Management Plan.

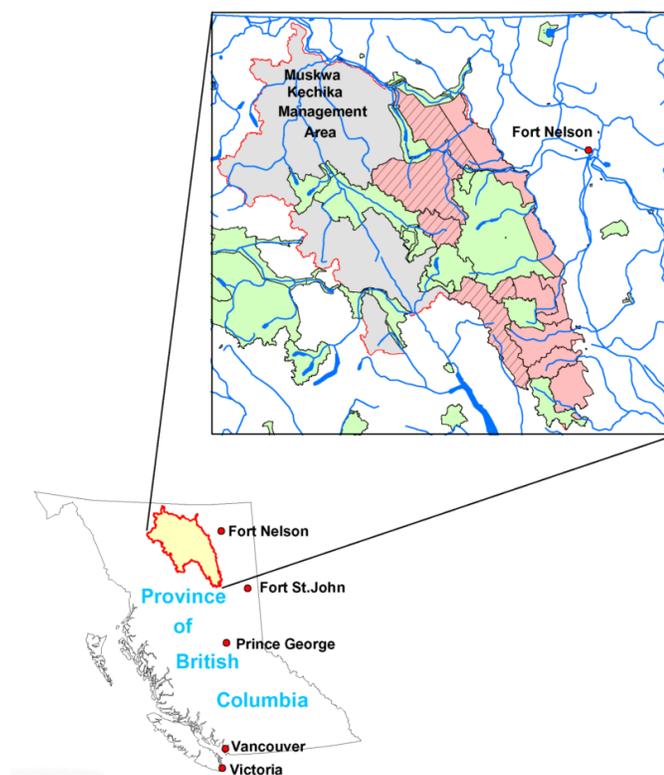


Figure B.1: Map of the Muskwa-Kechika Management Area.

This appendix provides enhanced minimum standards for a range of geophysical activities; standards that generally exceed those that are required outside of the M-KMA. It ensures that permit holders, government agencies and stakeholders have a common understanding of the standards that apply to geophysical exploration in the M-KMA.

The appendix should not be viewed as prescriptive or limiting, such that a permit holder would be discouraged from seeking continuous improvement and efficiencies in their geophysical project.

Consistent with the intent of the M-KMA Act, permit holders are expected to join in a process of adaptive management, including the development of innovative alternatives to standard approaches, monitoring, learning and cooperating in problem solving. The goal of adaptive management is to promote continuous improvement in geophysical activities and technologies. Design of an adaptive management approach will consider environmental, social and economic factors.

Permit holders will be encouraged to engage in a) “proactive” adaptive management approaches – well planned activities based on thorough consultations, and b) “retroactive” approaches – learning from past actions.

### **Strategic Direction**

All geophysical activities must be consistent with the Land and Resource Management (LRMP) objectives referenced in the [M-KMA Management Plan](#).

Pre-Tenure Plans (PTP) do not set management direction for geophysical activities but do provide information that is of value to a geophysical applicant in planning for their activities.

The Commission recommends that applicants acquire these documents in order to become familiar with the overall management framework that applies to the M-KMA and, more specifically, to understand the objectives that apply to geophysical activities.

The preamble of the Muskwa-Kechika Management Area Act identifies the M-KMA as an area of unique wilderness of global significance and outlines the following management intent with respect to oil and gas activities:

“...to maintain in perpetuity the wilderness quality, and the diversity and abundance of wildlife and the ecosystems on which it depends while allowing resource development and use.....including.....oil and gas exploration and development.”

General Management Direction in the management plan focuses on two main points:

- 4) The management intent for the M-KMA is to ensure wilderness characteristics, wildlife and its habitat are maintained over time, while allowing resource development and use, including...oil and gas exploration and development.
- 5) The integration of management activities especially related to the planning, development and management of road access within the M-KMA is central to achieving this intent.

The General Management Objectives referenced in the M-KMA Management Plan are reflected in the following summary of objectives (drawn [from M-KMA Pre-Tenure Plans](#)):

- The structure and function and distribution of ecosystems remain within a natural range.
- Soil resources are able to sustain productive ecosystems.
- Habitat elements for each focal species are sustained in winter habitat capability classes that range from 1-6 within each biophysical zone.
- Areas of special biological significance are conserved physically and functionally.
- Maintain wilderness quality over time.
- Maintain water quality and quantity within the natural range of variation.
- Ecosystems disturbed by development are restored to simulate natural pre-development conditions.
- Recognition of Treaty rights and consideration of First Nations' traditional knowledge.

- Opportunities for employment and other economic benefits are explored with First Nations.
- Effective extraction of provincial oil and gas resources
- Minimizing impacts of oil and gas activities on non-energy sectors with direct interests in the planning area through avoidance or mitigation measures.

The original [Land and Resource Management Plan](#) objectives that apply to specific drainages within the M-KMA, and would therefore apply to individual geophysical projects.

### **Applicant Submission Requirements**

Applicants are required to complete a [Geophysical Exploration Permit Application form](#).

Applicants should refer to Sections 3 and 4 of this manual for assistance in completing the application. While the manual provides general operational planning direction, it is expected that each section of the Geophysical Exploration Permit Application form will be completed to a higher level of detail for projects located in the M-KMA.

Biophysical resources and values information is available in the Pre-Tenure Plans (PTP) and on websites listed under information sources for each of the PTP areas. This information, together with information gathered during the consultation process, will be used by operators to design a minimal impact geophysical project.

Applicants will forward a copy of their geophysical project to the Integrated Land Management Bureau (ILMB) in Fort St. John, for informational purposes. The application is not forwarded to seek comments on the application or to serve as a referral. It will be forwarded to ensure staff involved in the management of the M-KMA are aware of pending activities; and to ensure that the Oil and Gas Commission and geophysical applicants are made aware of other ongoing projects in the M-KMA that could be impacted by the proposed project (such as baseline wildlife research).

On submission of the application, the Commission may request that the applicant provide additional field information and/or modify their proposed geophysical project to avoid, mitigate and minimize impacts.

### **Pre-Tenure Planning Cumulative Impact Accounting System**

New disturbances from geophysical activity in the M-KMA will be included in the monitoring of Pre-Tenure Plan targets for species conservation, conducted by ILMB.

Pre-Tenure Plans have also established disturbance thresholds for specific focal species by pre-tenure planning unit.

Applicants will continue to report totals of areas disturbed by geophysical activities to the Commission as part of the existing reporting requirements. In addition, it is expected that applicants will use geographic information systems to calculate disturbance by habitat type in order to meet Pre-Tenure Plan reporting requirements. Contact the appropriate Commission Operations Manager for the region for additional information.

Some types of line clearing significantly reduce impacts on soils and vegetation cover and result in less reportable disturbance (Minimal Impact Line for example).

Other disturbances from geophysical activities may be time limited (that is, they only constitute a disturbance when they are in place; such as winter-only disturbances) and once reclamation occurs, they will not contribute to the threshold “account.”

Geophysical activities that disturb surface soil layers and remove vegetation will have similar reclamation requirements as specified in Pre-Tenure Plans.

**Specific Operational Direction**

The Special Management Zones in the M-KMA require that special measures be used when working in this area, so that overall footprint is minimized.

The guidelines provided in [Table B.1](#) apply to geophysical activities within the M-KMA and are supplementary to all other existing operating standards and procedures. These guidelines must be referenced by the applicant in completing the Geophysical Exploration Permit Application form

The specific guidance provided in Table B.1 is directed at achieving operator compliance with the management objectives referenced in the M-KMA Management Plan, and contained in the Fort St. John, Mackenzie and Fort Nelson Land and LRMPs. The table describes specific operational measures and minimum standards that are consistent with meeting the objectives of these plans. If there is a discrepancy between these guidelines and the LRMP strategies, then the LRMP strategies shall prevail.

Table B.1. Specific guidance on geophysical project elements.

Geophysical Project Elements	Specific Guidance
<p><b>1.0 Planning</b></p>	<p>1.1 Planning for geophysical activities in the M-KMA will require that the applicant draw on the advice of a qualified individual or organization with the capacity to:</p> <ul style="list-style-type: none"> <li>a) Access and evaluate existing and required biophysical information,</li> <li>b) Interpret and apply guiding literature related to the interaction between geophysical activities and other resources values to design a least-impact program,</li> <li>c) Monitor geophysical activities to prescribed standards, and</li> <li>d) Modify geophysical programs and develop strategies to avoid, minimize and mitigate the impacts of geophysical activities on other resources and values.</li> </ul> <p>Often these skills will be applied within a best practices framework.</p> <p>1.2 Operational timelines to reduce impacts on specific fish and wildlife species is available in the EMPR guidance document.</p> <p>1.3 The applicant will:</p> <ul style="list-style-type: none"> <li>a) Carry out a public consultation process as described in the Consultation and Notification Regulation.</li> <li>b) Identify wildlife populations that may be impacted by the proposed geophysical program and other issues of concern based on:               <ul style="list-style-type: none"> <li>• Local knowledge from consultations with First Nations, guide outfitters, trappers.</li> <li>• Key and unique resource values and uses identified in each Pre-Tenure Plan area.</li> <li>• Reconnaissance level field evaluation.</li> </ul> </li> <li>c) Use best practices to design an appropriate geophysical program, using the guidelines that follow in this table.</li> <li>d) Use the information gathered in (a-c) above to complete the geophysical exploration application form</li> </ul> <p>1.4 Drawing on the minimum standards provided in this table, applicants are required to achieve an overall program design, including line layout and line clearing, that avoids, minimizes and mitigates impacts on wilderness quality, wildlife and recreation and that avoids the creation of motorized and non-motorized access.</p> <p>1.5 In general, applicants are required to reduce the cumulative impacts of geophysical disturbance in the M-KMA, by limiting the contribution of each geophysical project, by coordinating geophysical programs and through employing environmentally</p>

<b>Geophysical Project Elements</b>	<b>Specific Guidance</b>
<b>Planning (Cont'd.)</b>	<p>sensitive geophysical techniques.</p> <p>1.6 Workers who understand the reasons for the M-KMA and these guidelines will be more likely to carry out their work in a manner that achieves the management intent for M-KMA. Applicants are to provide an orientation to all employees and contractors involved in planning activities or working in the project area. This will include notification to workers that recreational use of the area is prohibited while accessing the area for industrial purposes.</p>
<b>2.0 Line Layout/ Line Density</b>	<p>2.1 The number and width of lines will be minimized and monitored to ensure disturbance remains within prescribed PTP thresholds.</p> <p>2.2 Applicants will coordinate their line clearing requirements with other operators.</p> <p>2.3 Existing lines should be used wherever possible.</p> <p>2.4 Re-growth on existing lines must be indicated and pictures submitted at time of application.</p>
<b>3.0 Line Clearing</b>	<p>3.1 On steep, unstable, or erodible terrain, lines will be hand-cut.</p> <p>3.2 On more favorable terrain, lines may be cleared mechanically with mulchers.</p> <p>3.3 Cleared lines will be no more than 2.0 metres in width.</p> <p>3.4 Line clearing will use avoidance methods to minimize line-of-sight and cutting of merchantable timber.</p> <p>3.5 Timber removal techniques shall consist of minimal removal of vegetation, and conform to all legislation.</p> <p>3.6 Other mechanical methods will only be considered if it can be demonstrated that they will not result in significant environmental impacts (for example, use existing cat-cut lines).</p>
<b>4.0 Vegetation</b>	<p>4.1 Ground and duff disturbance must be minimized.</p> <p>4.2 Cutting of alpine and sub-alpine vegetation must be avoided.</p>

<b>Geophysical Project Elements</b>	<b>Specific Guidance</b>
<b>5.0 Stream Crossings</b>	<p>5.1 Operational timelines to reduce impacts on specific fish and wildlife species is available within the Commission’s Environmental Protection and Management Guidebook.</p> <p>5.2 Stream crossing methods will all be categorized as non-routine and must be disclosed as part of the Geophysical Exploration Permit Application. Contact a Commission Natural Resource Officer for more information.</p>
<b>6.0 Lines of Sight</b>	<p>6.1 Doglegs must be used where seismic lines intersect roads and trails.</p> <p>6.2 Where avoidance techniques cannot be used, or existing lines are not present, incorporate wildlife blinds every 200 meters.</p>
<b>7.0 Campsites</b>	<p>7.1 Campsites and staging areas are to be located outside of the M-KMA boundary.</p> <p>7.2 Campsites and staging areas must be indicated on preliminary application submission, including: <ul style="list-style-type: none"> <li>• Existing clearings and openings.</li> <li>• Existing abandoned wellsites (with Certificate of Restoration).</li> <li>• Camps that are to be used for less than 30 days.</li> </ul> </p>
<b>8.0 Aerial Based Operations</b>	<p>8.1 Aerial based operations include Heliportable, Heli-assist, Gravity and Aeromagnetic Surveys.</p> <p>8.2 Heliportable lines are restricted to 1.5 metres in width and will occur in areas of unstable terrain and higher elevations, where season and timing dictates.</p> <p>8.3 The involvement of a qualified biologist or technician is critical in developing suitable mitigation strategies for fish and wildlife protection.</p> <p>8.4 Wildlife timing windows will be met, as described in the EPMR Guidance Document.</p> <p>8.5 An applicant may request a deviation from an identified timing window, if the applicant is able to demonstrate that it is unavoidable and mitigation plans minimize potential wildlife impacts. Requirements for mitigation plans are outlined in Appendix 1 of the Environmental Protection and Management Regulation Guidance Document.</p>

<b>Geophysical Project Elements</b>	<b>Specific Guidance</b>
<b>8.0 Aerial Based Operations (cont.)</b>	<p>8.6 The Ministry of Environment is currently developing a Best Practices guide which will assist industry in developing appropriate procedures for aircraft use. In the interim, applicants are required to develop a wildlife flight plan that includes the following elements:</p> <ul style="list-style-type: none"> <li>• Identifies wildlife species of concern and seasonal (timing) windows.</li> <li>• Designates avoidance distances.</li> <li>• Predetermines suitable flight routes.</li> <li>• Specifies suitable landing sites.</li> <li>• Includes information on other activities in the area to assist in coordination with other programs to reduce cumulative impacts.</li> <li>• Communicates the wildlife flight plan to all pilots and field staff before operations begin.</li> <li>• Provides for monitoring of wildlife sightings.</li> <li>• Provides for regular written reports (weekly) to the Commission.</li> </ul>
<b>9.0 Helipads</b>	<p>9.1 The number of helipads will be kept to a minimum.</p> <p>9.2 There will be no more than 1 helipad per 1 kilometre. of proposed line, unless otherwise indicated by safety requirements.</p> <p>9.3 Wherever possible helipad placement will take advantage of natural openings and suitable sites that are immediately adjacent to cleared lines.</p> <p>9.4 Potential helipad locations(s) should be situated in areas of lower wildlife habitat capability and must avoid special biological features (such as licks or wallows).</p> <p>9.5 Helipads must be constructed with due regard to safety.</p> <p>9.6 The number and size of helipads must be identified in the Geophysical Exploration Permit Application.</p>

<b>Geophysical Project Elements</b>	<b>Specific Guidance</b>
<b>10.0 Clean-up of Operations</b>	<p>10.1 Work site cleanup activities will occur on an ongoing basis, concurrent with the geophysical project's progress.</p> <p>10.2 No evidence of work, such as; flagging tape, lathe, signs, spray paint, and other debris shall be left behind. Use biodegradable products where possible.</p> <p>10.3 No fuel, oil, and/or chemical storage within alpine, sub-alpine or riparian areas is permitted.</p> <p>10.4 Fuel will be stored in a manner that provides for spill containment, such as double wall tanks or other suitable ground level containment.</p> <p>10.5 All fuel barrels must be removed from the M-KMA prior to the end of the program. Fuel audits must be submitted to the Commission and MOE Pollution Branch upon program completion. The fuel audit will include records of how much fuel was hauled into the program area (such as number of barrels or tanks) and what was hauled out upon completion. All barrels or tanks must be accounted for.</p> <p>10.6 All trash must be contained and removed to an approved land-fill outside of the M-KMA.</p>

<b>Geophysical Project Elements</b>	<b>Specific Guidance</b>
<p><b>11.0 Reclamation Planning and Activities</b></p>	<p>11.1 Erosion control measures must be specified within the application.</p> <p>11.2 Methods to repair blowouts within 24 hours must be specified.</p> <p>11.3 Methods to immediately plug any flowing holes encountered must be specified.</p> <p>11.4 To minimize risk of flowing holes, erosion, and hole settling, shot hole filling will include some bentonite (or other material with similar properties).</p> <p>11.5 A monitoring report will be required within one year of program completion. The report should include the results of:</p> <ul style="list-style-type: none"> <li>a) reconnaissance level field checking to confirm level of vegetation re-growth, surface soil disturbance, erosion problems and any impacts at other environmentally sensitive sites (such as stream crossings).</li> <li>b) the equivalent of a 1:20,000 scale photograph of the program area shall be taken from an aircraft as a measure of visual impact at the landscape-level.</li> <li>c) A description of any unforeseen impacts and how they have been mitigated.</li> <li>d) Any adaptive management approaches used and documentation of success or failures.</li> </ul> <p>11.6 Seismic lines with evidence of ground disturbance (such as removal of vegetation and duff layers), must be re-vegetated with indigenous plant species only, under the revegetation guidelines detailed in the EPMG. A weed-free, short-lived cover-crop can be used where necessary to stabilize soil and facilitate native species growth. Under the ecosystem restoration target in the PTPs, a more comprehensive reclamation plan will be required in these situations; the target being to return the ecosystem to its natural state as much as possible over time, consistent with the direction in the M-KMA Management Plan.</p>

<b>Geophysical Project Elements</b>	<b>Specific Guidance</b>
<p><b>12.0</b> <b>Other Considerations</b></p>	<p>12.1 The operational standards in this guideline, while generally applicable in the M-KMA, may vary for some areas already covered by pre-existing plans (Upper Sikanni Management Plan for example). Applicants are to discuss the location of their proposed geophysical project with Commission staff, to determine if other operational standards apply.</p> <p>12.2 Other conditions may apply to address special management requirements, such as :</p> <ul style="list-style-type: none"> <li>• Beetle infested trees</li> <li>• Spiritual or traditional use areas</li> <li>• Recreational sites</li> <li>• Culturally modified trees</li> <li>• Mineral licks, or</li> <li>• Raptor nesting sites</li> </ul> <p>12.3 Vehicular access is only permitted along designated access routes in the M-KMA. For ground-based operations a permit is required for exemption from the vehicle access restrictions. Information on the M-KMA Access Management Area regulation is available on the Commission website.</p> <p>12.4 Access control such as signage, controlled access and deactivation upon completion of the program may be required.</p> <p>12.5 Signage:</p> <ul style="list-style-type: none"> <li>• Must be located at the nearest point of access in relationship to the M-KMA boundary</li> <li>• Must indicate program name, program number, operator name and type of activity being carried out (for example, heliportable program in progress)</li> <li>• Must be removed upon completion of the program</li> </ul>
<p><b>13.0</b> <b>Archaeological Assessments</b></p>	<p>13.1 Applicants may be required to conduct an Archaeological Overview Assessment and/or a Selective Post Archaeological Impact Assessment if circumstances warrant. Typically, Selective Post Archaeological Impact Assessment is required in areas of high archaeological potential and where mechanical line cutting methods are employed.</p> <p>13.2 More specific guidance on procedures for conducting archaeological assessments is available on the Commission website.</p> <p>13.3 If there are known (recorded) archaeological sites, then avoidance techniques are required.</p> <p>13.4 Use techniques that minimize disturbance of duff layer (such as hand-cut and mulchers, as noted earlier), reducing the likelihood that Selective Post Arch. Impact Assessments will be required.</p>

Geophysical Project Elements	Specific Guidance
<p><b>14.0</b> <b>Area-specific and Species-specific Guidance</b></p>	<p>14.1 Operational timelines to reduce impacts on specific fish and wildlife species is available online (see Table 1.0 Planning).</p> <p>14.2 Strategy for geophysical operations from Fort St. John LRMP: “All new-cut seismic exploration in areas with potentially unstable slopes and/or high environmental values shall be heli-portable unless it can be conclusively demonstrated that conventional seismic exploration will not cause significant environmental impacts.”</p> <p>14.3 Within the High Elevation Zone of Sulpher/8 Mile there is a lack of information about Stone’s Sheep, a species of particular importance in this area. The PTP Public Advisory Group (PAG) have a) recommended initiating research on Stone’s Sheep populations and habitat immediately, while b) delaying the development of management direction and the issuing of tenures for five years (by Dec. of 2009), until research findings are available. More information on this management approach can be found in Sections 7.11 and 9.1.1 of the Pre-Tenure Plans for Oil and Gas Development in the M-KMA. The PAG developed recommendations regarding geophysical operations because it was felt that geophysical activities are an important contributor to potential Stone's Sheep impacts. The High Elevation Zone is shown in Figure. 2.</p> <p>The Commission will implement the PAG agreement by reviewing all geophysical proposals to ensure they:</p> <ul style="list-style-type: none"> <li>• Recognize the special circumstances and interests of the Higher Elevation Zone.</li> <li>• Recognize the Stone's Sheep research program and mitigate potential effects.</li> <li>• Incorporate new information and research from the Stone's Sheep studies as it becomes available.</li> </ul> <p>Applicants will use qualified personnel to plan and implement appropriate strategies to mitigate potential impacts on Stone's Sheep and will consult and share information with researchers to avoid and/or mitigate impacts on the research program. This general approach will be followed for other natural resource research being undertaken throughout the M-KMA.</p> <p>14.4 Applicants will provide all crews with wildlife awareness information, and bear avoidance information, in particular. The Commission may request that applicants develop hazard reduction plans for bears in some areas.</p>

## Appendix C – Engagement Log Example

### First Nation Engagement Log

The Commission recommends keeping a log of all engagement and attempts to engage. An engagement log can greatly benefit the process flow when the First Nation has been advised that the applicant's engagement activities will be shared with the Commission. The engagement log may be considered in the decision making process.

Below is a description of the recommended information fields in an Engagement Log, and an example format that may be used.

<b>Communities</b>	List which communities require engagement.
<b>Engagement Attempts</b>	Provide a description of what efforts to engage were made and whether or not engagement occurred.
<b>Meeting Successfully Held</b>	Indicate if meetings resulted from attempts to engage.
<b>Date of Meeting</b>	List the corresponding dates of attempted and actual engagement.
<b>Location</b>	Indicate where the meeting took place; for example, at a specific location or via teleconference.
<b>Attendees/ Parties to Meeting</b>	List all of the people attended, or were involved in the meeting. List is to include all parties to the discussion.
<b>Topic Discussed</b>	Provide a description of what topics of discussion arose during the meeting.
<b>Analysis, comments, concerns, or recommendations from Nation</b>	List any details provided by the First Nation in the analysis, comments, concerns or recommendations provided during discussions.

**Commitments Made**

List any initiatives, options, mitigation measures, or other commitments discussed and/or offered.

**First Nation Engagement Log**

The following table provides an example template for a First Nations Engagement Log. An electronic version of the engagement log template is also available on the [First Nations page](#) of the Commission website.

A1		B		C		D		E		F		G		H		I		J		K	
Company Name:										Company File No.:										Commission File No.:	
FIRST NATIONS ENGAGEMENT LOG																					
#	Communities	Engagement Attempts	Meeting Successfully Held? Y/N	Date of Meeting DD/MM/YY	Location	Attendees	Topics Discussed	Analysis, comments, concerns, or recommendations from Nation	Commitments to address the Nation's analysis, comments, concerns, or recommendations	Other Related Information											
1																					
2																					
3																					
4																					
5																					
6																					
7																					
8																					

Table D.1 First Nation Engagement Log Example

## Appendix D - Overlapping Projects: Scenarios and Expectations

The Commission and Industry each have a role in managing environmental impacts on the land base. The intent is, to manage geophysical exploration in a manner that mitigates impact on the land base from geophysical projects which overlap other geophysical projects wherever [practicable](#).

### Application Scenarios and Expectations

The table below provides steps applicants are expected to take as part of their planning and application activities in order to support increased coordination wherever practicable.

When an applicant identifies pre-application, that a portion of their project overlaps with...		
<p><b>One or more proposed projects for which an application has not been submitted to the Commission</b></p>	<p>Applicants are expected to:</p>	<p>Request a copy of an NTS Area report from the Commission for the project area.</p> <p>Plan to coordinate seismic lines and access with other known pre-applicants wherever practicable.</p> <p>Plan to use any existing seismic lines, where practicable.</p> <p>Provide justification where coordination or use of existing seismic lines is not practicable and the related mitigation strategies (<a href="#">Geophysical Exploration Permit Application Form – Block J</a>).</p>
<p><b>One or more project applications submitted to the Commission, but not yet approved,</b></p> <p><b>or</b></p> <p><b>An approved project, for which activity has not commenced</b></p>	<p>New applicants are expected to:</p>	<p>Request a copy of an NTS Area report from the Commission for the project area.</p> <p>Plan to coordinate seismic lines and access where practicable with the previous applicant.</p> <p>Plan to use any existing seismic lines, where practicable.</p> <p>Provide justification where coordination or use of existing seismic lines is not practicable and the related mitigation strategies (<a href="#">Geophysical Exploration Permit Application Form – Block J</a>)</p>

<p><b>A permitted project which has been completed (cut),</b></p> <p><b>or</b></p> <p><b>A permitted project for which a Final Plan has been submitted to the Commission</b></p>	<p>Applicants are expected to:</p>	<p>Request a copy of an NTS Area report from the Commission for the project area</p> <p>Use any existing seismic lines, and access where practicable</p> <p>Provide justification where coordination or use of existing seismic lines is not practicable and the related mitigation strategies (<a href="#">Geophysical Exploration Permit Application Form – Block J</a>)</p>
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### Commission Review

Where the Commission identifies (through its project assessment process), that a submitted geophysical project application will overlap one or more previously submitted, approved or completed geophysical projects, the Commission will:

- Review any justification and mitigation related to any lack of coordination or use existing seismic lines for overlapping areas.
- Consider the Government’s environmental objectives, and where appropriate request adjustments to project plans to minimize impact on the land base (that is, through coordination of seismic lines / access, or use of existing lines / access).

As a general permit condition, the Commission requires that any opportunity to coordinate or use existing lines or access identified in field (not previously identified by an applicant or the Commission) must be taken wherever practicable.

### Practicable

The Commission follows the definition of “[practicable](#)” as defined under the Forest and Range Practices Act and Regulations.