

# Completing a Water Act Application Dam Safety

Intended User: *Water Act* applicants



## Overview

This quick reference guide (QRG) describes how to complete a [Water Act](#) application in OneStop for dam safety approval.

This guide assumes the following:

- You have completed the General screens (Contact Information, Application Information, Proposed Activity, Additional Information, Activity Details).
- You have selected **Water Approval** as the application type in the Water Authorizations table (General – Activity details screen) and selected **Dam Safety** as the application’s purpose, which then generated an activity ID.
- You have completed the Water – General Application screen. See *Initiating a Water Act Application – General QRG*.

Water Authorizations

Filter by...

Add Remove

<input type="checkbox"/>	Application Type ▾	Application Purpose ▾	Activity ID ▾
<input type="checkbox"/>	Water Approval	Dam Safety	32545224

## Water – Water Source


1. In the Impacted Water Body section – If a water body is impacted by the activity, select the water source type: **Surface Water** or **Groundwater**. A table appears.

Impacted Water Body

Water Source ⓘ

Surface Water Groundwater

**Tip**

Click  icon to learn more about a requirement.

Leave blank if no impacts; surface water may include unnamed, surface runoff, ephemeral, etc., but not wetlands; groundwater must indicate a water well ID or description

Water Source ⓘ

- a) Based on your water source, click Add to include the **impacted water body** or **water well ID** to the application.
- b) **Surface Water**: The **Impacted Water Body Search** screen displays. Enter the **name of the water body**. Click **Search**.

Impacted Water Body Search

Water Body  Search

- i) Search results appear in a table below. Check the **box** beside the water body you wish to add. Click **Add**.

<b>Add</b>	
<input checked="" type="checkbox"/>	Water Body
<input checked="" type="checkbox"/>	Adair Creek

The water body is added to the table.

Impacted Water Body

Water Source: Surface Water | Groundwater

Impacted Water Body\* Filter by...

**Add** **Remove**

<input type="checkbox"/>	Water Body
<input type="checkbox"/>	Adair Creek

- c) **Groundwater**: Click **Add** to add a row in the table.

- i) Enter the **name of the water well** in the space provided.

<input type="checkbox"/>	Water Well
<input type="checkbox"/>	Test Water Well

- 2. Optional: To remove any item from the table, check the box beside the item you wish to remove. Click **Remove**.

<b>Add</b> <b>Remove</b>	
<input checked="" type="checkbox"/>	Water Well
<input checked="" type="checkbox"/>	Test Water Well

- 3. Select **Yes** or **No** if this activity impacts wetlands.

Does this activity impact wetlands? **Yes** **No**

- a) If **No**: Proceed to the **Step 4**.
- b) If **Yes**: Select **Create New Wetland Activity** from the drop-down list.

Wetland Activity

Create New Wetland Activity

- i) Click **Create New**. OneStop will generate an activity ID.

Existing Wetland Activity      Activity ID 32209127

- 4. Click **Save** to save your entry. Click **Next >** to go to the Water – Additional Information Screen.

### Water – Additional Information

- 1. Applicants must upload the proposed pond locations as digital spatial data shapefiles. See *Importing Digital Spatial Data - Water Activities QRG*.

Attach and submit the pond shapefile. Files must be in a .zip format.

Upload Pond Shapefile

Attach shapefile of Pond in .zip format \*

Pond (1).zip (3 KB)

Submit Shapefile

- a) Optional: Click **Shapefile Templates** to download and use available templates.
- 2. Click **Submit Shapefile**. It may take some time to process the shapefile.

Upload Shapefile

The shapefile was processed and system has started the analysis of the data. Please wait or fill out another section.

In the Pond Information section, the pond name will be populated based on the shapefile you submitted.

Pond Information

Name of Pond      Pond Name

- 3. Enter the **operational life of the pond**.

Operational Life of Pond (in years)

- 4. Click **each calendar field** in the Pond Information section and select **dates** for the following:
  - **Operational Maintenance and Surveillance Manual (OMS) Report**
  - **Emergency Preparedness Plan (EPP) Report**
  - **Emergency Response Plan (ERP) Report.**

Operational Maintenance and Surveillance Manual (OMS) Report Date	<div style="text-align: center;"> <p>« October 2023 »</p> <table border="1"> <thead> <tr> <th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th> </tr> </thead> <tbody> <tr> <td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td> </tr> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td> </tr> <tr> <td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td> </tr> <tr> <td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td> </tr> <tr> <td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td> </tr> <tr> <td>29</td><td>30</td><td>31</td><td>1</td><td>2</td><td>3</td><td>4</td> </tr> </tbody> </table> </div>	Su	Mo	Tu	We	Th	Fr	Sa	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4
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Emergency Preparedness Plan (EPP) Report Date																																																		
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5. Click Attach after each date selection to include the corresponding reports:
  - **Operational Maintenance and Surveillance Manual (OMS) Report**
  - **Emergency Preparedness Plan (EPP) Report**
  - **Emergency Response Plan (ERP) Report.**

Operational Maintenance and Surveillance Manual (OMS) Upload	(OMS) Report.pdf	(33 KB)	✕
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6. Select the **Consequence Classification** from the drop-down list.

Consequence Classification \* ▼

Extreme

Very High

High

Significant

Low

7. Enter the **Full Supply Level Elevation (FSL)** in metres (m).

Full Supply Level Elevation (FSL) (m) \*

8. Enter the **Freeboard** in metres (m).

Freeboard (m) \*

9. Enter the **Live Storage Capacity** in cubic metres (m<sup>3</sup>).

Live Storage Capacity (m<sup>3</sup>) \*

10. Enter the **Total Storage Capacity** in cubic metres (m<sup>3</sup>).

Total Storage Capacity (m<sup>3</sup>) \*

11. Select the **Fluid Type** from the drop-down list.

Fluid Type \* ▼

Brine

Fresh Water

Process Affected Water

Storm Water Runoff

Tailings

Other

12. Click **Attach** in the Upload Dams Shapefile section to include a shapefile in .zip format.

Upload Dams Shapefile

Attach shapefile of Dams in .zip format \*

Dam.zip

(4 KB) ✕

13. Click **Submit Shapefile**. It may take some time to process the shapefile.

Upload Shapefile

The shapefile was processed and system has started the analysis of the data. Please wait or fill out another section.

In the Dam Information section, the Dam name will be populated based on the shapefile you submitted.

Dam Information

Filter by...

Edit

<input type="checkbox"/>	Dam Name ↕	Design Report Date ↕
<input type="checkbox"/>	Chain North Dam	
<input type="checkbox"/>	Chain South Dam	
<input type="checkbox"/>	Chain West Dam	

14. Check the **box** beside the dam's name you wish to edit. Click **Edit** to complete the table.

<input type="checkbox"/>	Dam Name ↕	Design Report Date ↕
<input checked="" type="checkbox"/>	Chain North Dam	
<input type="checkbox"/>	Chain South Dam	
<input type="checkbox"/>	Chain West Dam	

15. The Dam Information screen displays. Complete the form. The dam's name will be populated based on the shapefile you submitted.

Dam Information

Name of Dam

Design Report \*  ⋮

Attach

Dam Safety Review (DSR)  ⋮

Attach

Annual Construction and Performance Report (ACPR)  ⋮

Attach

Maximum Height (m) \*

Maximum Crest Elevation (m) \*

Current Crest Elevation (m) \*

Start of Construction \*  ⋮

End of Construction \*  ⋮

First Filling \*  ⋮

- Click **each calendar field** and select **dates** for the following: **Design Report, Dam Safety Review, and Annual Construction and Performance Report (ACPR).**

Design Report \*

Safety Review (DSR)

Performance Report (ACPR)

October 2023						
Su	Mo	Tu	We	Th	Fr	Sa
24	25	26	27	28	29	30
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

- Click **Attach** after each date selection to include corresponding reports: **Design Report, Dam Safety Review, and Annual Construction and Performance Report (ACPR).**

Design Report \* 10/27/2023

Dam Design Report.pdf (272 KB)

- Enter the **Maximum Height** in metres (m).

Maximum Height (m) \*

- Enter the **Maximum Crest Elevation** in metres (m).

Maximum Crest Elevation (m) \*

- Enter the **Current Crest Elevation** in metres (m).

Current Crest Elevation (m) \*

- Click **each calendar field** and select **dates** for the following: **Start of Construction, End of Construction, and First Filling.**

Maximum Height (m) \*


Maximum Crest Elevation (m) \*

Current Crest Elevation (m) \*


Start of Construction \*

October 2023						
Su	Mo	Tu	We	Th	Fr	Sa
24	25	26	27	28	29	30
1	2	3	4	5	6	7
8	9	10	11	12	13	14
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22. Click  to save your entry. The data is transferred to the table.

<input type="checkbox"/>	Dam Name ↕	Design Report Date ↕	DSR Date ↕	ACPR Date ↕	Max Height (m) ↕	Max Crest Elevation (m) ↕
<input type="checkbox"/>	Chain North Dam	10/27/2023	10/25/2023	10/23/2023	5,000.0	2,000.0
<input type="checkbox"/>	Chain South Dam					

23. Click the next water activity tab at the top of the screen or click  to proceed to the Confirmation screen and submit your application.