



# Annual Self-Report Information Sheet

## INTRODUCTION

The aim of the BC Dam Safety Program is to promote the safety of water storage dams in the province by:

- Providing education to dam owners and dam safety professionals
- Monitoring dam owner compliance with the Dam Safety Regulation
- Reviewing project plans for consistency with Canadian Dam Association Guidelines and other industry standard practices
- Supporting emergency planning and response for dam safety incidents

In BC, dam owners are responsible for the safety of their dams. The Dam Safety Regulation (Regulation) under the *Water Sustainability Act (WSA)* requires owners to operate, maintain and inspect dams to minimize risks to the public, the environment and property.

## DAM SAFETY COMPLIANCE MONITORING

The BC Dam Safety Program promotes dam owner awareness of the Regulation and monitors compliance in several ways. Dam Safety Officers conduct periodic compliance audits and provide education to dam owners. In addition, the program requires owners of high, very high and extreme failure consequence classification dams to complete an annual self-report for each dam they own. Owners of all regulated active dams in the petroleum and natural gas sector are also required to file the same reports for the BC Energy Regulator (BCER).

## ANNUAL REPORTING BY DAM OWNERS

Each year, the Comptroller of Water Rights requests owners of dams with high, very high and extreme failure consequence classifications to complete annual self-reports. Likewise, the BCER Engineer designated under the *WSA* requires the same for all regulated active dams. The reports may be completed by the dam owner, the owner's representative or, if there is more than one owner, the owners' designate.

The person completing the reports is required to

provide information about their dam safety management system and the current status of the dam. This includes information on formal inspections, site surveillance, dam safety review, Operation, Maintenance and Surveillance Manual, Dam Emergency Plan, and any dam safety concerns that have been identified in the past year.

In 2018, the Provincial Dam Safety Program had introduced online report submission for annual self-reports. Instructions on how to complete the report online are provided on the reverse. A detailed instruction guide is also available in the Compliance and Enforcement section of the BC Dam Safety Program website at [www.gov.bc.ca/damsafety](http://www.gov.bc.ca/damsafety).

If you are unable to complete the report online, you can find a downloadable version of the report form on the website or request a hard copy of the form by contacting the BC Dam Safety Program at the number or email below.

## COMPLIANCE AND ENFORCEMENT

Completing and submitting the annual self-report is mandatory when requested by the Comptroller of Water Rights or the Engineer designated under the *WSA*. Failure to comply with the request is an offence under the *WSA* and may result in a fine or other enforcement action being taken.

## MORE INFORMATION

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## INSTRUCTIONS FOR COMPLETING ANNUAL SELF-REPORTS ONLINE

If you require assistance completing your report online, please contact Kevin Lee, Dam Safety Resource Specialist by email at [dam.safety@gov.bc.ca](mailto:dam.safety@gov.bc.ca) or by phone at 604-586-4442. If you do not have a computer, visit your local FrontCounter BC office to make use of their system terminals to access their online service.

1. Go to <http://www.frontcounterbc.ca/>.
2. Click on **Start a Natural Resource Application**.
3. Click on **Dam Safety Report Submission (including Annual Self-Report)** and review **What you need to apply** for required information.
4. When you are ready to start your report, click the **Apply Now** button near the top of the page.
5. You may log in with or without a **BCeID**. Applying with a **BCeID** is recommended because it saves time and allows you to save your progress should you need to return to the report later.
6. Enter the **Dam File Number** (which begins with the letter D) for one of your dams. The Dam File Number is in the table in your letter from the Comptroller of Water Rights.
7. From the checklist, select the dam you are completing the report for. Note that you should submit a separate report for each dam. If you have more than one dam, you will be prompted to start another report at the end of this process.
8. Select **Yes** when asked **"Is this Report Submission due to an Information Request?"**
9. Enter the **6-digit Job Number** and click **Verify**. The job number can be found at the top of your letter from the Comptroller of Water Rights.
10. Answer all questions. **Questions marked with \* are mandatory.**
11. Upload any documentation you would like to submit to your Dam Safety Officer.
12. Read and review the Privacy Note and complete the privacy declaration.
13. Enter your contact information. **Fields marked with \* are mandatory.**
14. Review your Dam Report and fix any errors identified by the system.
15. Complete the accuracy declaration.
16. Download a copy of the Dam Report for your records as a backup.
17. Submit the report.
18. Repeat this process for each of your dams.
19. Receive a system-generated email that your report was successfully submitted if you provided an email address.