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 status report for each dam they own.

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 dam status reports. 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 has introduced online report submission for annual dam status 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.

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 dam status report is a mandatory requirement under the WSA when requested by the Comptroller of Water Rights. Failure to comply with the request is an offence and may result in a fine or other enforcement action being taken.

MORE INFORMATION
Dam Safety Section
Water Management Branch
PO Box 9340 Stn Prov Govt
Victoria BC V8W 9M1
Email: dam.safety@gov.bc.ca
Website: www.gov.bc.ca/damsafety

Updated: December 2018
INSTRUCTIONS FOR COMPLETING ANNUAL DAM STATUS REPORTS

1. Go to http://www.frontcounterbc.ca/.
2. Click on Start a Natural Resource Application.
3. Click on Dam Safety.
4. Review What you need to apply for required information.
5. When you are ready to start your report, click the Apply Now button near the top of the page.
6. 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.
7. 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.
8. 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.
9. Select Yes when asked “Is this Report Submission due to an Information Request?”
10. 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.
11. Answer all questions. Questions marked with * are mandatory.
12. Upload any documentation you would like to submit to your Dam Safety Officer.
13. Read and review the Privacy Note and complete the privacy declaration.
14. Enter you contact information. Fields marked with * are mandatory.
15. Review your Dam Report and fix any errors identified by the system.
16. Complete the accuracy declaration.
17. Submit the report.
18. Repeat this process for each of your dams.