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# HOW TO COMPLETE AND SUBMIT A DAM COMPLIANCE REPORT USING VIRTUAL FRONTCOUNTERBC (vFCBC)

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## 3 Ways to Access the vFCBC Portal to Complete a Report Submission:

- 1) **By PDF letter with Response URL:** Click on the Response URL hyperlink in the letter you received from the Comptroller of Water Rights (or if Petroleum and Natural Gas sector dam, BC Energy Regulator Engineer) requesting you to complete an annual dam compliance report. This letter was attached as a PDF document to an email from *dam.safety@gov.bc.ca*.
- 2) **By paper letter with Response URL:** In the internet browser URL command line, type the Response URL address exactly as it appears in the letter you received from the Comptroller of Water Rights (or if Petroleum and Natural Gas sector dam, BC Energy Regulator Engineer) requesting you to complete an annual dam compliance report.
- 3) **Navigate online:** If you do not have the hyperlink or URL available, you can navigate to the reporting application through the FrontCounter BC website.

## Have Ready to Use:

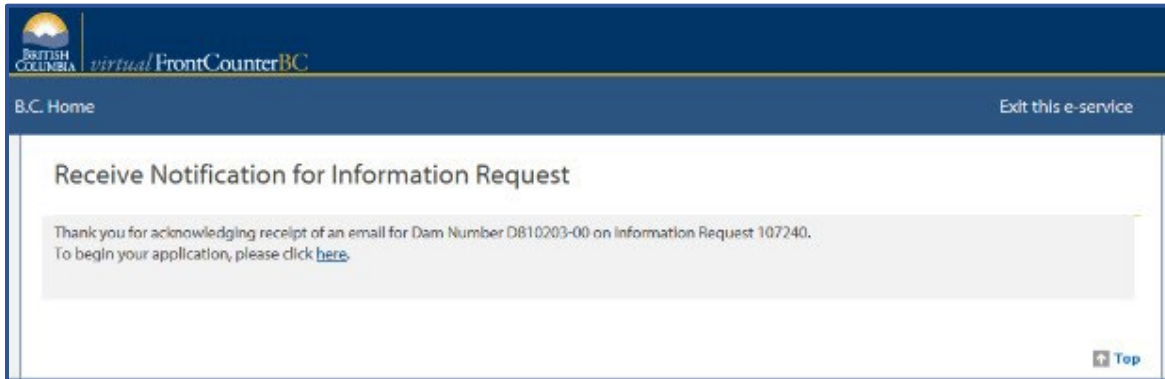
- Computer with an internet browser.
- Basic, Personal or Business **BCeID**. Applying with a **BCeID** is recommended because it saves time and allows you to save your progress should you need to return to the report later.
- Letter from Comptroller of Water Rights (or if Petroleum and Natural Gas sector dam, BC Energy Regulator Engineer) requesting you to complete an annual dam compliance report which contains the Response URL, Job Number and Dam File Number(s).

## Step-by-Step Instructions for Completing and Submitting Annual Dam Compliance reports:

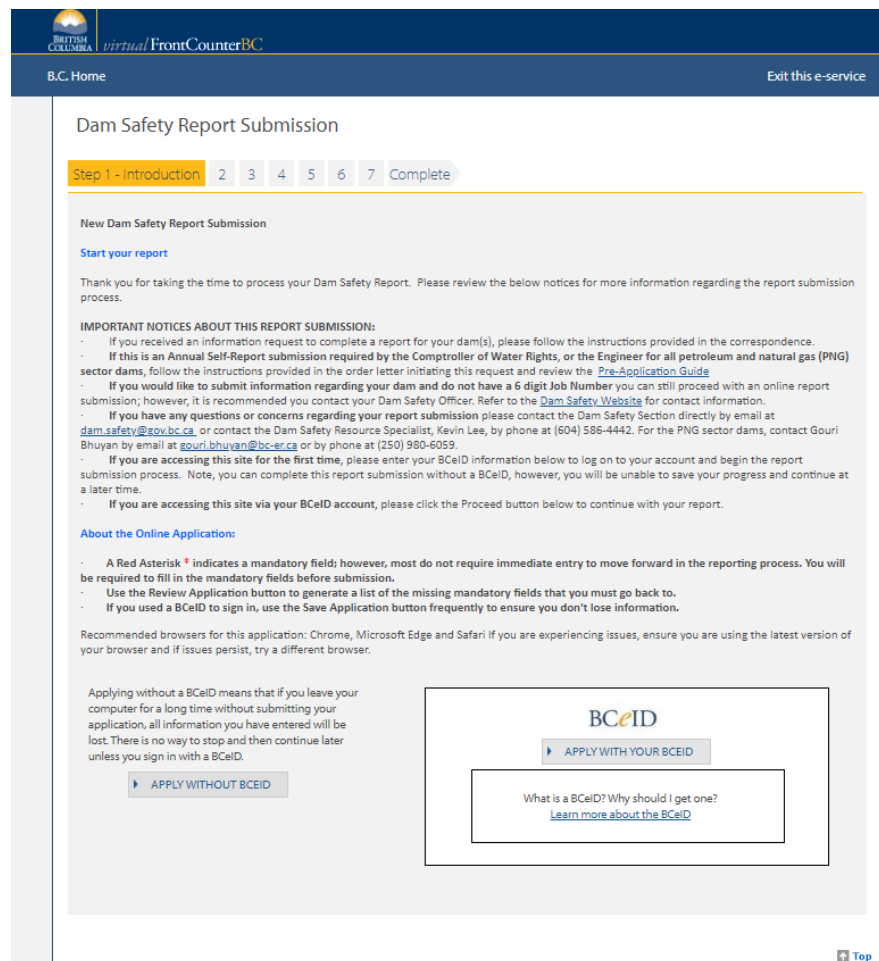
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## Access vFCBC Using a Response URL

- 1) If you received an emailed information request, click the Response URL in the letter attached to the email. You will arrive at this acknowledgement page. Clicking [here](#) will take you to **Step 1 Introduction of the Dam Safety Report Submission** process (see below).



- 2) If you received your information request by letter, type the Response URL provided in your letter into your internet browser. This will take you to **Step 1 Introduction of the Dam Safety Report Submission** process. This page contains important information regarding the report submission process as well as the option to complete your report using your **BCeID**.



## Navigate to vFCBC via FrontCounterBC Website

- 1) [Click here to access FrontCounter BC](#) (or type **www.frontcounterbc.gov.bc.ca** in the internet browser URL command line and press enter on keyboard).

Click on **START a Natural Resource Application**.

The screenshot shows the FrontCounterBC website interface. At the top, there is a navigation bar with the British Columbia logo, a search bar, and links for News, The Premier Online, Ministries & Organizations, Job Opportunities, and Main Index. Below this is a banner for natural resource protection with a photo of a person on a boat and a list of actions: fill out a Report of Natural Resource Violation form or call 1 877 952-RAPP (1 877 952-7277), and report poaching or pollution violations to the Conservation Officer Service. The main content area features the British Columbia and FrontCounterBC logos. A yellow box highlights a licensing requirement for non-domestic groundwater users, stating that users must apply for a water licence by March 1, 2019. Below this is a navigation grid with six buttons: INFO (about Natural Resource Applications), START (a Natural Resource Application, circled in red), MANAGE (Your Natural Resource Applications (with BCeID)), WHAT (is FrontCounter BC), WHERE (FrontCounter BC Locations), and HOW (to contact FrontCounter BC). A sidebar on the left contains links for B.C. Home, Forests, Lands and Natural Resource Operations, FrontCounter BC, and Helpful Links.

2) On the Natural Resource Applications page, click on **Dam Safety**:

The screenshot shows the British Columbia FrontCounter BC website. The main navigation bar includes the British Columbia logo, a search bar, and links for News, The Premier Online, Ministries & Organizations, Job Opportunities, and Main Index. The left sidebar contains a 'B.C. Home' section with links for Forests, Lands and Natural Resource Operations, and FrontCounter BC. Below this is a 'FrontCounter BC Links' section with various resource links. The main content area is titled 'Natural Resource Applications' and features a search bar and a 'Browse by Topic' section. The 'Browse by Topic' section lists various categories, with 'Dam Safety' highlighted by a red circle.

3) Click on the **Apply Now** button on the Dam Safety – Annual Dam Compliance Report webpage:

The screenshot shows the British Columbia Natural Resource Online Services website. The main navigation bar includes the British Columbia logo, the title 'Natural Resource Online Services', and a 'Login' link. Below this is a navigation bar with links for Home, Explore by Activity, Explore by Location, Application List, Manage Applications, Sign Up, FAQs, About Us, and Contact Us. The main content area is titled 'Dam Safety - Annual Dam Status Report' and features a 'Apply Now' button circled in red. Below the button is a 'Contents' section with links for Overview, What you need to apply, What happens after you apply, Links, and Tips for a successful application. The 'Overview' section provides information about the annual dam status report and the Dam Safety Program.

4) The next screen will be **Step 1 Introduction of the Dam Safety Report Submission** process.

The following section of this guide will provide steps on how to complete the dam compliance report with, and without, a BCeID.

The screenshot shows the 'Dam Safety Report Submission' page. At the top, there is a navigation bar with the British Columbia logo and 'virtual FrontCounterBC'. Below this, a breadcrumb trail shows 'Step 1 - Introduction' as the active step, followed by steps 2 through 7, and 'Complete'. The main content area is titled 'New Dam Safety Report Submission' and includes a 'Start your report' link. A thank-you message follows, leading to 'IMPORTANT NOTICES ABOUT THIS REPORT SUBMISSION:'. This section contains several bullet points regarding information requests, annual self-reports, and contact information for dam safety officers. Below the notices is a section titled 'About the Online Application:' with instructions on mandatory fields and the use of the 'Review Application' and 'Save Application' buttons. A note about recommended browsers (Chrome, Microsoft Edge, Safari) is also present. At the bottom of the main content area, there are two buttons: 'APPLY WITHOUT BCEID' and 'APPLY WITH YOUR BCEID'. A callout box next to the 'APPLY WITH YOUR BCEID' button contains the text 'What is a BCeID? Why should I get one?' and a link to 'Learn more about the BCeID'. A 'Top' link is located in the bottom right corner of the page content.

BRITISH COLUMBIA virtual FrontCounterBC

B.C. Home Exit this e-service

## Dam Safety Report Submission

Step 1 - Introduction 2 3 4 5 6 7 Complete

### New Dam Safety Report Submission

[Start your report](#)

Thank you for taking the time to process your Dam Safety Report. Please review the below notices for more information regarding the report submission process.

**IMPORTANT NOTICES ABOUT THIS REPORT SUBMISSION:**

- If you received an information request to complete a report for your dam(s), please follow the instructions provided in the correspondence.
- If this is an Annual Self-Report submission required by the Comptroller of Water Rights, or the Engineer for all petroleum and natural gas (PNG) sector dams, follow the instructions provided in the order letter initiating this request and review the [Pre-Application Guide](#)
- If you would like to submit information regarding your dam and do not have a 6 digit Job Number you can still proceed with an online report submission; however, it is recommended you contact your Dam Safety Officer. Refer to the [Dam Safety Website](#) for contact information.
- If you have any questions or concerns regarding your report submission please contact the Dam Safety Section directly by email at [dam.safety@gov.bc.ca](mailto:dam.safety@gov.bc.ca) or contact the Dam Safety Resource Specialist, Kevin Lee, by phone at (604) 586-4442. For the PNG sector dams, contact Gouri Bhuyan by email at [gouri.bhuyan@bc-er.ca](mailto:gouri.bhuyan@bc-er.ca) or by phone at (250) 980-6059.
- If you are accessing this site for the first time, please enter your BCeID information below to log on to your account and begin the report submission process. Note, you can complete this report submission without a BCeID, however, you will be unable to save your progress and continue at a later time.
- If you are accessing this site via your BCeID account, please click the Proceed button below to continue with your report.

**About the Online Application:**

- A Red Asterisk \* indicates a mandatory field; however, most do not require immediate entry to move forward in the reporting process. You will be required to fill in the mandatory fields before submission.
- Use the Review Application button to generate a list of the missing mandatory fields that you must go back to.
- If you used a BCeID to sign in, use the Save Application button frequently to ensure you don't lose information.

Recommended browsers for this application: Chrome, Microsoft Edge and Safari If you are experiencing issues, ensure you are using the latest version of your browser and if issues persist, try a different browser.

Applying without a BCeID means that if you leave your computer for a long time without submitting your application, all information you have entered will be lost. There is no way to stop and then continue later unless you sign in with a BCeID.

[APPLY WITHOUT BCEID](#)

[APPLY WITH YOUR BCEID](#)

What is a BCeID? Why should I get one?  
[Learn more about the BCeID](#)

[Top](#)

# Complete a Dam Compliance Report With or Without a BCeID

- 1) If you have an **existing BCeID**, click on the **APPLY WITH YOUR BCEID** button and follow the prompts to enter your UserID and Password.

The screenshot shows the 'Dam Safety Report Submission' page. At the top, there is a navigation bar with the British Columbia logo and 'virtual FrontCounterBC'. Below the navigation bar, the page title is 'Dam Safety Report Submission'. A progress indicator shows 'Step 1 - introduction' as the active step, followed by steps 2 through 7, and a 'Complete' button. The main content area is titled 'New Dam Safety Report Submission' and includes a 'Start your report' link. Below this, there is a thank you message and a section for 'IMPORTANT NOTICES ABOUT THIS REPORT SUBMISSION:' which contains several bullet points regarding report requirements and contact information. There are also sections for 'About the Online Application:' and 'Recommended browsers for this application:'. At the bottom of the main content area, there are two buttons: 'APPLY WITHOUT BCEID' and 'APPLY WITH YOUR BCEID'. A callout box on the right side of the 'APPLY WITH YOUR BCEID' button contains the text 'What is a BCeID? Why should I get one?' and a link to 'Learn more about the BCeID'. A 'Top' link is located at the bottom right of the page.

The screenshot shows the 'Log in with BCeID' form. It has a blue header with the text 'Log in with BCeID'. Below the header, there is a section for 'User ID' with the instruction 'Use a Business, Personal or Basic BCeID' and a text input field. Below that is a section for 'Password' with a password input field. A blue 'Continue' button is positioned below the password field. Below the button, there is a link for 'Forgot your user ID or password?'. At the bottom of the form, there is a section for 'No account?' with a link to 'Register for a BCeID'.

You may encounter a **BCeID** Account Activity page, so you can review your past activity for security purposes. Once reviewed, click the **Continue** button.

**To complete login with your BCeID, review your BCeID account activity.**

Why are we showing you this? We take security very seriously. We want to show you important activity in your BCeID account - If you don't recognize the activity or suspect your account has been compromised, [contact BCeID](#).

#### BCeID Account Activity

**Last 10 Logins with Your BCeID**

- September 26, 2018 at 11:34 AM
- September 26, 2018 at 11:31 AM
- September 26, 2018 at 11:29 AM
- September 26, 2018 at 11:27 AM
- September 26, 2018 at 11:21 AM
- September 26, 2018 at 11:16 AM
- September 26, 2018 at 11:08 AM
- September 26, 2018 at 11:02 AM
- September 26, 2018 at 10:36 AM
- September 26, 2018 at 10:26 AM

#### Your BCeID account

Go to [www.bceid.ca](http://www.bceid.ca) to manage your account. You can update your email, contact information, login preferences, and more.

**We recommend you keep your email address up to date.**

[Manage your BCeID account](#)

**Need help?**

[Contact the BCeID Help Desk](#)

**When do you want to review your BCeID account activity?**

By selecting "Do not show me BCeID account activity when I log in" this page will not be displayed to you when you log in using your BCeID. Update this preference anytime at [www.bceid.ca](http://www.bceid.ca).

Do not show me BCeID account activity when I log in

**Continue**

If you are completing this report without a **BCeID**, you will click **APPLY WITHOUT BCEID**.

**B.C. Home** Exit this e-service

### Dam Safety Report Submission

Step 1 - Introduction 2 3 4 5 6 7 Complete

**New Dam Safety Report Submission**

[Start your report](#)

Thank you for taking the time to process your Dam Safety Report. Please review the below notices for more information regarding the report submission process.

**IMPORTANT NOTICES ABOUT THIS REPORT SUBMISSION:**

- If you received an information request to complete a report for your dam(s), please follow the instructions provided in the correspondence.
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- If you have any questions or concerns regarding your report submission please contact the Dam Safety Section directly by email at [dam\\_safety@gov.bc.ca](mailto:dam_safety@gov.bc.ca), or contact the Dam Safety Resource Specialist, Kevin Lee, by phone at (604) 586-4442. For the PNG sector dams, contact Gouri Bhuyan by email at [gouri.bhuyan@bc-ar.ca](mailto:gouri.bhuyan@bc-ar.ca) or by phone at (250) 980-6059.
- If you are accessing this site for the first time, please enter your BCeID information below to log on to your account and begin the report submission process. Note, you can complete this report submission without a BCeID, however, you will be unable to save your progress and continue at a later time.
- If you are accessing this site via your BCeID account, please click the Proceed button below to continue with your report.

**About the Online Applications:**

- A Red Asterisk \* indicates a mandatory field; however, most do not require immediate entry to move forward in the reporting process. You will be required to fill in the mandatory fields before submission.
- Use the Review Application button to generate a list of the missing mandatory fields that you must go back to.
- If you used a BCeID to sign in, use the Save Application button frequently to ensure you don't lose information.

Recommended browsers for this application: Chrome, Microsoft Edge and Safari. If you are experiencing issues, ensure you are using the latest version of your browser and if issues persist, try a different browser.

Applying without a BCeID means that if you leave your computer for a long time without submitting your application, all information you have entered will be lost. There is no way to stop and then continue later unless you click the **APPLY WITHOUT BCEID** button.

**BCeID**

[APPLY WITH YOUR BCEID](#)

What is a BCeID? Why should I get one?  
[Learn more about the BCeID](#)

[Top](#)

The next screen is a verification code for security purposes. Once you enter the characters, be sure to click the **Next** button. **If you press the Enter button on your keyboard, it will regenerate a new code for you to enter.**

- 2) Clicking the Next button takes you to Step 2 Technical Information page. This stage is where you determine whether this report submission is due to an information request. This is the case according to the Comptroller of Water Rights' or BC Energy Regulator's Letter you have received. Select Yes. A box will open up to prompt you to enter the Information Request Job Number. Entering it and clicking the Verify button to validate the entry. A validation message will appear indicating the number is valid.

- 3) It will then prompt you to enter the dam file number which is found in the Letter. Enter the first 6 digits of the dam file number and click Verify. If the number is correct, a message will appear to validate it and a selection of dam(s) with the same 6 digits will appear. Select the appropriate dam(s) and click Next.



Dam Safety Report Submission (100420941)

1 Step 2 - Technical Information 3 4 5 6 7 Complete

Please indicate whether this Report Submission is due to an Information Request.

\*Is this Report Submission due to an Information Request?  Yes  No

\*Please enter the Information Request Job Number: 126061

Request Type: Dam Safety Annual Self-Report

You have entered a valid Information Request Job Number

\*Please enter the Dam File Number (ex. D123456): D 210139

Dam Name: Lind Creek

Dam File Number successfully verified

The following dam(s) are associated with this Information Request job and Dam File Number. Please select the dam(s) you are reporting on.

Dam Name	Dam File Number	Dam Owner Name	Status
<input checked="" type="checkbox"/> Lind Creek	D210139-00	City of Greenwood (33443)	

\* An asterisk indicates a required field.

[Top](#)

- 4) The next window will display several questions that form the dam compliance report. Questions marked with a red \* asterisk are mandatory questions. NOTE: Some of the questions are conditional and will lead to other questions that will appear depending on the responses selected.

Dam Safety Report Submission (100420941)

1 Step 2 - Technical Information 3 4 5 6 7 Complete

The below questions are related to the Information Request job number provided. Before completing, please read the information sheet that was included in your Information Request package. For more information, see the Compliance and Enforcement section of the Dam Safety Website. If this report submission is not related to an Information Request job, please add any comments related to your submission in the field below.

\*1 - Has your Formal Inspection for 2023 been completed?  Yes  No

\*2 - Did you undertake regular Site Surveillance?  Yes  No

\*3 - Have any dam safety concerns been identified in 2023?  Yes  No

\*4 - Has a Dam Safety Review, as per the Dam Safety Regulation Schedule 2 requirement, been conducted by a Qualified Professional Engineer? (None)

\*5a - Is your Operations, Maintenance and Surveillance Manual current?  Yes  No

5b - What year was the Manual last updated, or if the original Manual is still being used, what year was it created?

\*6a - Is the dam being operated under an up-to-date Dam Emergency Plan (DEP) that was accepted by a dam safety officer?  Yes  No

6b - What year was the DEP last updated, or if the original DEP is still being used, what year was it created?

\*6c - Have you submitted the required DEP information to the local emergency authority?  Yes  No

\*6d - Is the emergency contact information in your DEP up-to-date?  Yes  No

\*7 - Has there been any land use development downstream of your dam in 2023 that might affect the failure consequence classification of your dam?  Yes  No

8 - Are there any other comments or suggestions related to dam safety?

\*9 - Is there a change in contact information for this dam?  Yes  No

Additional Comments:

\* An asterisk indicates a required field.

For clarification of the questions, see the following:

(1) **Formal Inspection** is defined in the Dam Safety Regulation (Regulation) as “a thorough on-site inspection of the dam and dam site conducted by a person who is an owner of the dam or an agent of an

owner of the dam and who is responsible for the safety of the dam”. The [Inspection & Maintenance of Dams](#) manual is available on the [Dam Safety website](#) and a Dam Inspection & Maintenance course is available through the BC Water & Waste Association ([www.bcwwa.org](http://www.bcwwa.org)). Many dam owners hire an engineering consultant to inspect their dams, but this is not a requirement. The minimum frequency for formal inspections is annually for high and very-high consequence dams and semi-annually for extreme consequence dams. A formal inspection report must be recorded and kept by the dam owner and must be available for review by the Dam Safety Officer (DSO) on request.

**(2) Site Surveillance** is defined in the Regulation as “the monitoring of a dam and the area surrounding or adjacent to the dam through visual observation, and if there is instrumentation relating to the dam, through the systematic collection of instrumentation readings and analysis and interpretation of the readings”. Site surveillance is usually performed on a weekly basis for all high, very high and extreme consequence dams; see Schedule 2 of the Regulation for the minimum frequency of safety activities. Site surveillance may be conducted at a reduced frequency to suit seasonal conditions (e.g. snow cover); however, these conditions and the reduced frequency must be described in the dam’s Operation, Maintenance & Surveillance Manual\*.

**(3) Dam Safety Concerns:** The DSO is available to discuss any concern you may have about the safety of the dam and can assist you to determine the severity of an issue. A dam owner must report any potential safety hazard to a DSO. Please see section 14, *Hazardous conditions*, and section 15, *Potential safety hazard*, of the Regulation for further actions required by the dam owner.

**(4) Dam Safety Reviews** (DSRs) are comprehensive formal evaluations by a qualified engineer conducted every 10 years for high and very high consequence dams and every 7 years for extreme consequence dams to determine whether an existing dam meets current engineering standards. DSRs shall be carried out in accordance with the Regulation, EGBC’s DSR Guideline and the Canadian Dam Association (CDA) Guideline. A link to the EGBC’s DSR Guideline is available at [www.egbc.bc.ca](http://www.egbc.bc.ca). The CDA Guidelines can be purchased at [www.cda.ca](http://www.cda.ca).

**(5) Operation, Maintenance and Surveillance (OMS) Manual & Dam Emergency Plan (DEP)**

**Requirements:** Dam owners are required to have an OMS manual and a DEP. The OMS and DEP must be reviewed and updated at least every 7 years for very high and extreme consequence dams, and at least every 10 years for high consequence dams. For guidance on the required information to submit to the local emergency authority, refer to the [Guide & Template for Preparing a Dam Emergency Plan \(DEP\) in British Columbia](#) available on the Dam Safety website.

**(6) Emergency Contact Information:** Dam owners are required to annually review and, if necessary, revise the emergency contact information in their DEP, and submit revised information to the DSO and to the local emergency authority.

**(7) Downstream Conditions:** Dam owners must review conditions downstream of their dams annually and notify the DSO if there are changes (e.g. land development) that might result in a change in the failure consequence classification of the dam.

Dam owners must operate and maintain their dams in accordance with the *Water Sustainability Act* (WSA), the Regulation, any applicable authorization, and any order that is made under the WSA.

**\*Note:** simplified versions of DEP and OMS for less complex dams may be acceptable (see templates in the Guidebook entitled [Inspection & Maintenance of Dams](#), available on the Dam Safety Website at: [www.gov.bc.ca/damsafety](http://www.gov.bc.ca/damsafety)).

**Example of completed questions:**

Dam Safety Report Submission (100236541)

1 Step 2 - Technical Information 3 4 5 6 7 Complete

*1a_Has your Formal Inspection for 2018 been completed?	Yes
*1b_Did the owner conduct the 2018 Formal Inspection?	No
1c_If not the owner, who conducted the Formal Inspection?	Jack Reacher
1d_Any comments on the 2018 Formal Inspection?	Monitoring gopher burrows
*2a_Did you undertake regular Site Surveillance?	Yes
2b_Any comments on Site Surveillance?	Monthly site visits
*3a_Have any dam safety concerns been identified in 2018?	Yes
3b_If Yes, please elaborate on dam safety concerns.	Animal control
*3c_If Yes to dam safety concerns identified, has a plan been prepared to address the safety concerns?	Yes
3d_Any comments on the plan to address dam safety concerns?	Monitoring gopher activity
*4a_Has a Dam Safety Review been conducted by a qualified Professional Engineer?	Yes
4b_If Yes to Dam Safety Review conducted by a Professional Engineer, what year was it completed? (eg. 1956)	1972
5a_In what year was your Operation, Maintenance and Surveillance manual last updated? (eg.1956)	1989
6a_In what year was your Dam Emergency Plan (DEP) last updated? (eg. 1956)	2001
*6b_Did you submit the the required information from your DEP to the local emergency authority?	Yes
*6c_Is the emergency contact information in your DEP up-to-date?	Yes
*7a_Has there been any land use development downstream of your dam in 2018 that might affect the failure consequence classification of your dam?	Yes
7b_If Yes to downstream development, please elaborate.	New subdivision below
8a_Are there any other comments or suggestions?	online is the best
*9a_Did this dam status report information request reach you using the contact information on record?	No
9b_If not, please provide the correct contact information (including email address):	lchids@yahoo.com
*9c_In the future, do you you prefer being contacted by email or regular mail regarding dam status reporting?	Email
*9d_In the future, do you prefer to submit a dam status report online or paper form via fax or regular mail?	Online

REVIEW APPLICATION

PRINT PAGE

\* An asterisk indicates a required field.

BACK CANCEL SAVE APPLICATION NEXT

**\*Note:** you can click the [Save Application](#) button at any time during the report process.

**If you are using an [existing BCeID](#)**, you can then close the web browser and return to your report later (see the Manage Your Dam Compliance Report section below).

**If you are [not using a BCeID](#)**, clicking [Save Application](#) will prompt you to obtain a [BCeID](#).

- 5) Once you have completed the questions and clicked **Next**, you will be prompted to upload relevant documents to your dam compliance report. This step is only required if you need to provide new or updated documents to the dam safety officer. **If you have no documents to upload, you can proceed to the next step.**

Under the **Documents to Attach** section you will see a list of all possible documents you can attach. Click the blue **Upload File** button to add documents. A pop-up box will appear that will allow you to enter a description and select the type of document you are uploading. Note: for large documents, there is a limit to the size of the documents that can be uploaded and it is 50Mb. Either break it up into smaller sizes to upload or contact the dam safety staff for alternate delivery method.

As you upload documents, a **green checkmark** ✓ will appear beside the ones you have attached, and you will see a list of the ones attached under the **Upload Your Documents Here** heading. When you are finished uploading documents, click **Next**.

Please upload all documents that are relevant to your Dam Report.

**Documents To Attach**

Type of Document	Description
Dam Emergency Contact Record	Have or updated (required to be undertaken annually) emergency contact information for a dam (required to be submitted to the dam safety officer or confirmation that no revision is necessary) including the central business address, place of business and telephone contact information required by dam safety officer.
Dam Emergency Plan	Have or revised (required every 7-10 years) Dam Emergency Plan, including revisions made due to changes in the dam's failure consequences classification or other conditions that have been made to a dam.
Dam Inspection Report	Report detailing a thorough, on-site, or formal inspection of a dam carried out by the dam owner or appropriate owner's representative (e.g., owner's engineering consultant).
Dam Owner's Design Information	For dams with public owners, the designated owner's name, address and other contact information required to be submitted to dam safety officer upon request. The owner's design information, principles and notes of design and/or construction related to the dam.
✓ Dam Safety Review Report	Report (required every 7-10 years for high, very high and extreme consequence dams only) providing a detailed review and safety assessment of a dam prepared by an engineering professional with qualifications and experience in dam safety analysis required to be submitted to a dam safety officer for acceptance.
Failure Consequence Classification Report	Written report on the determination or re-determination (required to be undertaken annually) of the failure consequence classification of a dam (required to be submitted to dam safety officer only if consequence has changed), or report in response to a request from a dam safety officer for re-determination regarding the dam's failure consequence classification.
Notice of Intended Activity Investigation of a Dam	Written notice to a dam safety officer of a proposed installation, modification or removal of a dam, required to be submitted at least 60 days prior to installing the new dam or activities.
Notice of Intended Activity (Demolition, Decommissioning, Revetment or Stopping operation)	Written notice of a proposed removal, decommissioning, deactivation or ceasing operations of a dam, required to be submitted to the dam safety officer at least 120 days prior to installing the activity.
Notification of Potential Safety Hazard to a Dam	Notification of a potential safety hazard or condition to the dam must properly notify a dam safety officer of the potential safety hazard.
Operation, Maintenance and Surveillance Manual	Have or revised (required every 7-10 years) Operation, Maintenance and Surveillance Manual for a dam, including revisions made due to changes in the dam's failure consequence classification or when conditions have been made to the dam.
Other	Please upload any other documents that do NOT fit into one of the other types and that are applicable to the application.
Other Dam Safety Review and Plans	Any other information, data, reports or records related to a dam that a dam owner is required to submit to the dam safety officer, regardless whether manager or responsible under the Water Sustainability Act or Dam Safety Regulation.
Report on Dam Alteration, Improvement or Replacement	Written report detailing the work performed to construct, alter, improve or replace a dam required to be submitted to the dam safety officer within 90 days after completion.
Report on Revision to O&M and ERP for Dam Alteration, Improvement or Replacement	Report on Revision to O&M and ERP for Dam Alteration, Improvement or Replacement.
Site Surveillance Report	Report on routine surveillance of a dam including visual observations of the dam and surrounding area and implementation of monitoring equipment and reports.

**Upload Your Documents Here**

* Type of Document	* Description	Risk Name
Dam Safety Review Report	Report	Risk Fulfilling

**UPLOAD FILE**

- 6) This step is a **Privacy Declaration** for FrontCounter BC. Please review and **check the box** for agreement with the **Privacy Declaration statement**.

The screenshot shows the 'Dam Safety Report Submission (100420939)' interface. At the top, there is a navigation bar with 'B.C. Home' and 'Exit this e-service'. Below the header, a progress indicator shows steps 1 through 7, with 'Step 4 - Privacy Declaration' highlighted. The main content area is titled 'PRIVACY NOTE FOR THE COLLECTION, USE AND DISCLOSURE OF PERSONAL INFORMATION'. It contains a paragraph of legal text regarding the Freedom of Information and Protection of Privacy Act. Below the text, there is a checkbox that is checked, with a tooltip that says 'Check here to indicate that you have read and agree to the privacy declaration stated above.' At the bottom of the form, there are buttons for 'REVIEW REPORT', 'PRINT PAGE', 'BACK', 'CANCEL', 'SAVE APPLICATION', and 'NEXT'. A 'Top' link is also visible in the bottom right corner.

- 7) In the Contact Information step, you will input whether this report is being reported for an individual or company/organization.

If you are completing the report using an **existing BCeID** and you are the individual providing this report, select **Yes** for the question **“Are you the Individual providing this report?”**. Your **BCeID** contact information will automatically be populated. Please note there is an **Edit Profile** button you can click on to update your **BCeID** contact information.

The screenshot shows the 'Dam Safety Report Submission (100236489)' interface. The progress indicator shows 'Step 5 - Contact Information' highlighted. The form is divided into two sections: 'Dam Information' and 'Contact Information'. In the 'Dam Information' section, there are two questions: 'Is this Dam Report being reported for an Individual or Company/Organization?' with radio buttons for 'Individual' (selected) and 'Company/Organization'; and 'Are you the Individual Providing this report?' with radio buttons for 'Yes' (selected) and 'No'. The 'Contact Information' section displays the following details: LEGAL NAME (Last Name: Matteson, First Name: Ann, Middle Name:), Phone: (250) 123-1234, Daytime Phone: ( ) - Ext., Fax: ( ) -, Email: ann.matteson@gov.bc.ca, and MAILING ADDRESS: 12 any Anywhere BC V8V4J4. An 'EDIT PROFILE' button is located to the right of the mailing address. At the bottom of the form, there are buttons for 'REVIEW REPORT', 'PRINT PAGE', 'BACK', 'CANCEL', 'SAVE APPLICATION', and 'NEXT'. A red asterisk indicates a required field.

If you are completing this report without a BCeID, you will need to enter all contact information. Providing an email address is recommended as this will allow the system to send you a confirmation email once you submit your report, and it will allow the Dam Safety Officer to contact you quickly if he or she requires additional information.

Dam Safety Report Submission (100420942)

1 2 3 4 Step 5 - Contact Information 6 7 Complete

**CLIENT INFORMATION**

- Is this Dam Safety Report being submitted for an Individual or Company/Organization?  Individual  Company/Organization
- Are you the Individual providing this report?  Yes  No

**Contact Information**

Have you considered using a BCeID?

A BCeID allows you to save your report submission at any time and return later to complete it or check the status of your submission. It only takes a few minutes to sign up for a free BCeID which also allows you to use the same ID for many other government services.

Click on 'Save Application' on the bottom and then on 'Register' to sign up. You will return to this report submission once the sign up has been completed.

**LEGAL NAME**

\*Last Name:

\*First Name:

Middle Name:

\*Phone: (  )  -

Daytime Phone: (  )  -  Ext.

Fax: (  )  -

Email:

\* MAILING ADDRESS

[ADD ADDRESS](#)

Once the contact information is correct, click the **Next** button to proceed.

- 8) The review step will indicate whether you have any errors that need to be fixed (such as missing information). If there are errors as pictured in the example below, click on the **Fix** hyperlink to take you back to the applicable screen. Once you have fixed any errors you will see a **Congratulations** box in green indicating your report is complete, as shown in the second example below.

1 2 3 4 5 Step 6 - Review 7 Complete

**Outstanding Issues**

The following Issues must be fixed before you can continue with your application.

[Fix](#) You must provide an answer for "When did you build your dam?".

**Review Your Report**

Please take a minute to review your report using the link to a PDF copy below to make sure that you are

B.C. Home Exit this e-service

Dam Safety Report Submission (100420942)

1 2 3 4 5 Step 6 - Review 7 Complete

**Congratulations!** There are no errors with your report submission. Please follow the instructions below to process with submitting your report.

**Review Your Report**

- Click the report link below to view a pdf copy of your report submission document.
- Review the report to ensure you have provided all necessary information and verify the information is accurate and true.
- If any changes are necessary, go back and edit your information.
- After you have finished reviewing your information, click Next to continue with the process of submitting your report submission.

[Dam Safety Report](#)

[PRINT PAGE](#)

[BACK](#) [CANCEL](#) [SAVE APPLICATION](#) [NEXT](#)

- 9) In the Review Your Report section, click on the **Dam Report** hyperlink to review a PDF document summarizing your report.

## Review Your Report



Please take a minute to review your report using the link to a PDF copy below to make sure that you provided all the information needed and that the information is accurate and true.

[Dam Report](#)

### Dam Safety Report Submission

Tracking Number: 100420939  
Job Number: 126061  
Request Type: Dam Safety Annual Self-report

---

**CLIENT INFORMATION**

Is this Dam Safety Report being submitted for an Individual or Company/Organization? Individual  
Are you the Individual providing this report? Yes

---

**CONTACT INFORMATION**

Have you considered using a BCeID?

A BCeID allows you to save your report submission at any time and return later to complete it or check the status of your submission. It only takes a few minutes to sign up for a free BCeID which also allows you to use the same ID for many other government services.

Click on 'Save Application' on the bottom and then on 'Register' to sign up. You will return to this report submission once the sign up has been completed.

Name: Kevin Lee  
Phone: 604-556-4442  
Daytime Phone:  
Fax:  
Email: Kevin.Lee@gov.bc.ca  
Date of Birth:  
Mailing Address: 100-10428 153 St  
Surrey British Columbia V3R 1E1  
Canada

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**TECHNICAL INFORMATION**

Is this Report Submission due to an information Request? Yes  
Please enter the Information Request Job Number: 126061  
Request Type: Dam Safety Annual Self-Report  
Please enter your Dam File Number.  
Dam File Number: D110000

The following dams are associated with this information Request job and Dam File Number. Please select the dam(s) you are reporting on.

Selected	Dam File Number	Dam Name	Dam Owner Name
<input checked="" type="checkbox"/>	D110000-00	LA JOIE DAM	BC Hydro B Power Authority [64404]

---

**QUESTIONS**

The below questions are related to the Information Request job number provided. Before completing, please read the information sheet that was included in your Information Request package. For more information, see the Compliance and enforcement section of the Dam Safety Website. If this report submission is not related to an Information Request job, please add any comments related to your submission in the field below.

Question	Response
1 - Has your Formal Inspection for 2023 been completed?	Yes
1a - Did the owner conduct the 2023 Formal Inspection?	Yes
1b - If not the owner, who conducted the Formal Inspection?	
1c - Any comments on the 2023 Formal Inspection?	Root damage on spillway back
2 - Did you undertake regular Site Surveillance?	Yes
2a - Any comments on Site Surveillance?	Bimonthly surveillance
3 - Have any dam safety concerns been identified in 2023?	Yes
3a - If Yes to dam safety concerns identified, please elaborate on dam safety concerns.	Leak around lower level outlet
3b - If Yes to dam safety concerns identified, has a plan been prepared to address the safety concerns?	Yes
3c - If Yes to dam safety concerns identified, have the safety concerns for the dam been addressed?	See plan
3d - Any other comments on the plan to address the safety concerns?	
4 - Has a Dam Safety Review, as per the Dam Safety Regulation Schedule 2 requirement, been conducted by a Qualified professional Engineer?	Yes
4a - What year was the Dam Safety Review conducted? (express as a 4 digit number - eg. 2016)	2016
5a - Is your Operations, Maintenance and Surveillance Manual current?	Yes
5b - What year was the Manual last updated, or if the original Manual is still being used, what year was it created?	2021
6a - Is the dam being operated under an up-to-date Dam Emergency Plan (DEP) that was accepted by a dam safety officer?	Yes
6b - What year was the DEP last updated, or if the original DEP is still being used, what year was it created?	2022
6c - Have you submitted the required DEP information to the local emergency authority?	Yes
6d - Is the emergency contact information in your DEP up-to-date?	Yes
7 - Has there been any land use development downstream of your dam in 2023 that might affect the failure	Yes

consequence classification of your dam?

7a - Please elaborate on the downstream development. New subdivision construction

8 - Are there any other comments or suggestions related to dam safety? Looking forward to completing reports on our low consequence dams

9 - Is there a change in contact information for this dam? Yes

9a - Please provide the updated correct dam contact information. Dick Tracy, 250 456-7868, DTracy@bcit.ca

Additional Comments: Completed other reports

**PRIVACY DECLARATION**

**PRIVACY NOTE FOR THE COLLECTION, USE AND DISCLOSURE OF PERSONAL INFORMATION**  
Personal information is collected by FrontCounter BC under the legal authority of section 26 (c) and 27 (1)(a)) of the Freedom of Information and Protection of Privacy Act (the Act).  
The collection, use, and disclosure of personal information is subject to the provisions of the Act. The personal information collected by FrontCounter BC will be used to process your inquiry or application(s). It may also be shared when strictly necessary with partner agencies that are also subject to the provisions of the Act. The personal information supplied in the application package may be used for referrals or notifications as required. Personal information may be used by FrontCounter BC for survey purposes.  
For more information regarding the collection, use, and/or disclosure of your personal information by FrontCounter BC, please contact FrontCounter BC at 1-877-855-3222 or at:

FrontCounter BC Program Director/FrontCounter BC, Provincial Operations441 Columbia Street/Kamloops, BC V2C 2T3

Check here to indicate that you have read and agree to the privacy declaration stated above.

**IMPORTANT NOTICES**

Completing this step is the equivalent of your digital signature and it is the final step in submitting your report. Data will be locked down once submitted. Please review and when ready, click the checkbox below indicating that the information contained in this report is complete and accurate. Click the Submit button to proceed with submitting your report.

**DECLARATION**

By submitting this report, I declare that the information contained on this form is complete and accurate.

OFFICE USE ONLY		
Office	File Number	Project Number
	Disposition ID	Client Number

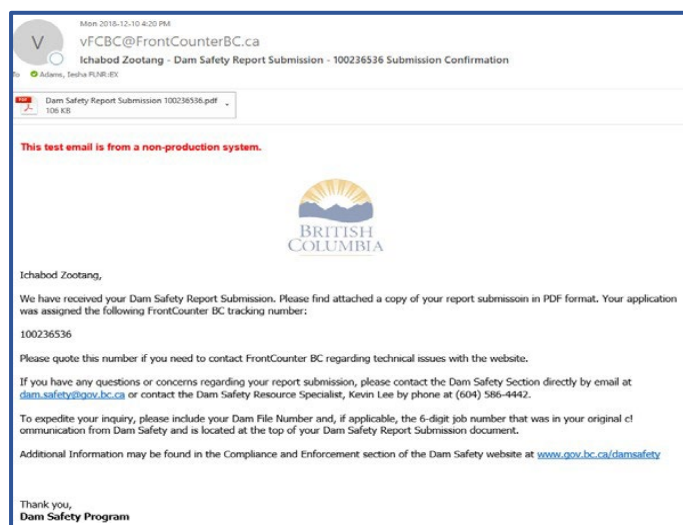
- 10) Once you have reviewed your report and clicked **Next**, you will advance to the Declaration step where you will declare that the information contained in your report is complete and accurate. Click on the **check box** to provide your declaration and click **Next** to proceed.

- 11) After you click **Submit Report** you will see a Dam Report Confirmation screen providing your vFCBC **Tracking Number** (different from the Job Number found in the Comptroller letter) and other details as well as the link to view your “Completed Dam Report” which you can download and save for your reference.

To submit reports for additional dams, click **Submit Another Report** to start from the beginning.

If you have logged on with your **BCeID**, then you can click the My Applications button to review all report submissions you have made.

- 12) You will receive a confirmation email from vFCBC once you submit your report. An example of the email you will receive is below. A copy of your Dam Safety Report Submission will be attached for your records.





# Manage your Dam Compliance Report

If you used a BCeID and saved your report before it was completed, you can follow the steps below to access your saved Dam Compliance Report and complete your submission:

1. [Click here to access FrontCounter BC](#) (or type **www.frontcounterbc.gov.bc.ca** in the internet browser URL command line and press enter on keyboard).

Click on **MANAGE Your Natural Resource Application (with BCeID)**

The screenshot shows the FrontCounter BC website. On the left is a navigation menu with sections: "B.C. Home", "Forests, Lands and Natural Resource Operations", "FrontCounter BC", "FrontCounter BC Links", and "Helpful Links". The "FrontCounter BC Links" section includes: "INFO about Natural Resource Applications", "START a Natural Resource Application", "MANAGE your Natural Resource Applications", "WHAT is FrontCounter BC", "WHERE FrontCounter BC Locations", "HOW to contact FrontCounter BC", and "NEWS FrontCounter BC". The "Helpful Links" section includes: "Natural Resource Online Services", "BCeID", "BC Land Title & Survey", "BC Online", "Burning Requirements in BC (Fact Sheet)", and "Conversion Calculator".

The main content area features a header with a photo of a person on a boat and text: "Help protect B.C.'s natural resources. Report Natural Resource Violations, including damage or illegal use of Crown Land, forest or water." Below this is the "BRITISH COLUMBIA FrontCounterBC" logo. A yellow banner reads: "Licensing Required for Non-Domestic Groundwater Users. All non-domestic groundwater users must apply for a water licence." Below the banner are two bullet points: "Where groundwater use began on or before February 29, 2016, you are legally required to apply by March 1, 2019. Read more and apply here." and "For newer groundwater users, please complete your application here." At the bottom is a grid of six blue buttons: "INFO about Natural Resource Applications", "START a Natural Resource Application", "MANAGE Your Natural Resource Applications (with BCeID)", "WHAT is FrontCounter BC", "WHERE FrontCounter BC Locations", and "HOW to contact FrontCounter BC". The "MANAGE" button is circled in red.

2. Enter your User ID and Password

Log In with BCeID

**User ID**  
Use a Business, Personal or Basic BCeID

**Password**

**Continue**

[Forgot your user ID or password?](#)

**No account?**  
[Register for a BCeID](#)

3. Under the My Applications section, look for the report tracking number that you were initially working on. Click the **Open** hyperlink beside the tracking number to continue the report submission process.

**My Applications**

Welcome

The following are your personal details as per your profile. Please ensure you are providing your full legal name. Click the "Update Profile" button if you require changes to this information.

Legal Name:  [UPDATE PROFILE](#)

Phone:

Day Time Phone: ( ) -

Fax: ( ) -

Email:

Address:


**My Applications** [NEW APPLICATION](#) [AMEND APPLICATION](#) [CANCEL / WITHDRAW APPLICATION](#)

Currently Working On

Below is a list of applications that you are currently working on, and have not yet submitted. Click the Open link to continue working on the application.

	Tracking #	Type	Description	Created Date	Application Expiry Date	
<a href="#">Open</a>	100236547	Dam Safety Report Submission		Dec 14, 2018	Mar 14, 2019 (90 days left)	✕
<a href="#">Open</a>	100236139	EMA Waste Discharge New Registration/Notification	Code of Practice for Concrete and Concrete Products	Oct 10, 2018	Jan 08, 2019 (25 days left)	✕
<a href="#">Open</a>	100235233	Amend, Renew or Transfer Park Use Permit		Jun 13, 2018	Sep 11, 2018 (0 days left)	✕

4. Click on the **Proceed** button to continue with the report submission process



B.C. Home Exit this e-service

## Dam Safety Report Submission

Step 1 - Introduction 2 3 4 5 6 7 Complete

**New Dam Safety Report Submission**

[Start your report](#)

Thank you for taking the time to process your Dam Safety Report. Please review the below notices for more information regarding the report submission process.

**IMPORTANT NOTICES ABOUT THIS REPORT SUBMISSION:**

- If you received an information request to complete a report for your dam(s), please follow the instructions provided in the correspondence.
- **If this is an Annual Self-Report submission required by the Comptroller of Water Rights, or the Engineer for all petroleum and natural gas (PNG) sector dams**, follow the instructions provided in the order letter initiating this request and review the [Pre-Application Guide](#)
- **If you would like to submit information regarding your dam and do not have a 6 digit Job Number** you can still proceed with an online report submission; however, it is recommended you contact your Dam Safety Officer. Refer to the [Dam Safety Website](#) for contact information.
- **If you have any questions or concerns regarding your report submission** please contact the Dam Safety Section directly by email at [dam.safety@gov.bc.ca](mailto:dam.safety@gov.bc.ca) or contact the Dam Safety Resource Specialist, Kevin Lee, by phone at (604) 586-4442. For the PNG sector dams, contact Gouri Bhuyan by email at [gouri.bhuyan@bc-er.ca](mailto:gouri.bhuyan@bc-er.ca) or by phone at (250) 980-6059.
- **If you are accessing this site for the first time**, please enter your BCeID information below to log on to your account and begin the report submission process. Note, you can complete this report submission without a BCeID, however, you will be unable to save your progress and continue at a later time.
- **If you are accessing this site via your BCeID account**, please click the Proceed button below to continue with your report.


**About the Online Application:**

- A Red Asterisk \* indicates a mandatory field; however, most do not require immediate entry to move forward in the reporting process. You will be required to fill in the mandatory fields before submission.
- Use the Review Application button to generate a list of the missing mandatory fields that you must go back to.
- If you used a BCeID to sign in, use the Save Application button frequently to ensure you don't lose information.

Recommended browsers for this application: Chrome, Microsoft Edge and Safari. If you are experiencing issues, ensure you are using the latest version of your browser and if issues persist, try a different browser.

Applying without a BCeID means that if you leave your computer for a long time without submitting your application, all information you have entered will be lost. There is no way to stop and then continue later unless you sign in with a BCeID.

[▶ APPLY WITHOUT BCEID](#)



[▶ APPLY WITH YOUR BCEID](#)

What is a BCeID? Why should I get one?

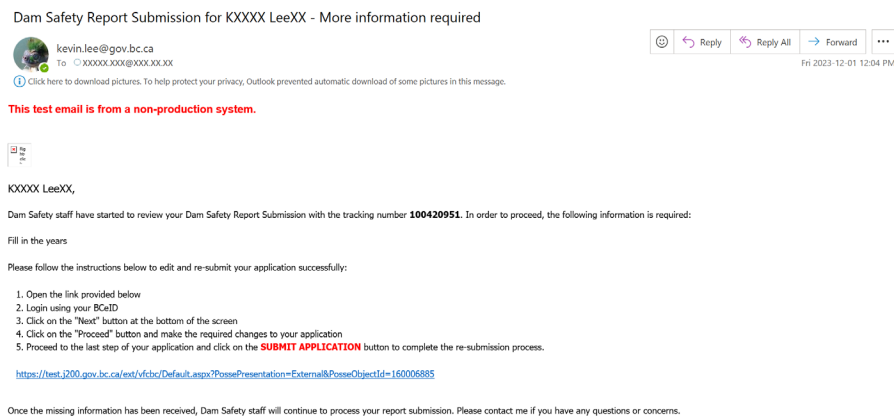
[Learn more about the BCeID](#)

[↑ Top](#)

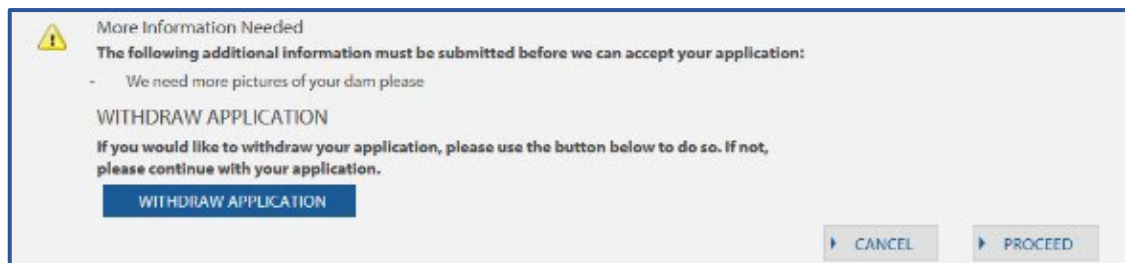
## Respond to a Request for More Information

If upon review the Dam Safety Resource Specialist or Dam Safety Officer determines there is information missing from your Dam Compliance Report, they will initiate a Request More Information process.

- **If you have completed your Dam Compliance Report without a BCeID**, you will likely receive a letter by email (provided you include an email address in the submitted report) or through the mail with instructions on how to update your report submission.
- **If you completed your Dam Compliance Report with a BCeID**, you will receive an email notification similar to the example below:



Following the step-by-step instructions above, enter the vFCBC Dam Safety Report Submission process and the Introduction screen using the hyperlink. You will notice at the bottom of the Submission page there is an alert symbol indicating More Information Needed:



You will also notice there is a **Withdraw Application** (i.e. Dam Report) button if you choose to.

To continue and provide the additional information, click the **Proceed** button.

You will proceed through each page again as you did in the initial submission. This will allow you to add any information that was requested or upload additional documents. The Review step will indicate whether there are any errors and you will be able to open and view the updated Dam Report document. Proceed until you have submitted your report again.

## Troubleshooting

Below we have described several issues you may encounter. If the issue you encountered is not described below, or you need additional help, please contact Kevin Lee, Dam Safety Resource Specialist.

For assistance by email: [kevin.lee@gov.bc.ca](mailto:kevin.lee@gov.bc.ca)

For assistance by phone: (604) 586-4442

**You have entered an invalid Information Request Job Number** – this means that this is not a valid number in the system. Please double-check the Comptroller (or if Petroleum and Natural Gas sector dam, Engineer) letter and try re-entering the number. If it is still not working, contact the Dam Safety Resource Specialist, Kevin Lee, or your Dam Safety Officer to confirm your Job Number.

Please indicate whether this Report Submission is due to an information request.

\*Is this Report Submission due to an Information Request?  Yes  No

\*Please enter the Information Request Job number:

**You have entered an invalid Information Request Job Number**

**This job number is past the final submission deadline date** – this means that the final deadline in which reports can be received by the system, regarding your job number has passed. Please contact your Dam Safety Officer or the Dam Safety Resource Specialist, Kevin Lee, for further instructions on how to submit your report or additional information.

Please indicate whether this Report Submission is due to an information request.

\*Is this Report Submission due to an Information Request?  Yes  No

\*Please enter the Information Request Job number:

**This job number is past the final submission deadline date. Please contact your Dam Safety Officer for further instructions**