

Temporary Diversion Licence (TDL) Application Guide

Note to Applicants: Applications are no longer accepted by fax, mail or email. All Temporary Diversion Licence applications should be submitted via the WATERS system, with limited exceptions where the applicant has no access to the internet.

First time users of WATERS (*Water Act* TDL Electronic Review System) should review the following information before proceeding to the WATERS Login page:

Online Application for a Temporary Diversion Licence (TDL):

- <https://www.alberta.ca/assets/documents/ep-temporary-diversion-licence.pdf>

The following documents on the WATERS – *Water Act* TDL Electronic Review System are available on the Online Application for a Temporary Diversion Licence (TDL) web page:

- **Frequently Asked Questions**
- **Guide for External Users**

WATERS Login page:

- <https://login.aew.alberta.ca/default.aspx>

Application Process – Registration of Applicant and Authorized Representative

“Register New Account” on WATERS Login page.

If you have questions after reading the *Water Act*. Temporary Water Diversions Factsheet, Frequently Asked Questions and Guide to External Users, please contact the Information Centre for registration issues.

- Information Centre
Telephone: 310-3773
Email: AEP.Info-Centre@gov.ab.ca

Application Process – Submitting a TDL Application Using the Online System

Select Applicant and Authorized Representative:

- The Applicant is the Individual or Organization proposing the diversion of water (County or Municipal District, town or city, limited company, private citizen, etc.). The applicant is responsible to meet the terms and conditions of any resulting temporary diversion licence. Employees submitting applications on behalf of their company or organization should not enter their names as the Applicant.

- The Authorized Representative is an individual who can submit the application for themselves, or is authorized to submit the application on behalf of Organizations. Any third party acting on behalf of their company or a client must apply to become an Authorized Representative through WATERS. See the Guide for External Users for step by step instructions.

Application Details:

Figure 1: Application Details entry page

- **Type of Diversion:** Ground water or Surface water.
- **Purpose:** Select the item from the dropdown list that best identifies the activity. Please see Appendix A - Purpose Dropdown List for a current listing of available selections.
- **Sector 1:** Select the item from the dropdown list that best fits the **Sector Classification** for the activity (Industrial, Commercial, Agriculture, Municipal, and Management). Note that it may require repeated selections of this item in order to locate related items in Sector 2 and 3. Please see Appendix A - Sector Dropdown List for a listing of available Sector 1, 2, and 3 selections.
- **Sector 2:** Select the item from the dropdown list that best fits the **Sector Sub Classification**. This list is populated depending on what was selected in Sector 1. Repeated item selection in Sector 1 may be required in order for the Sector 2 list to be populated with items that are the best fit for the applied for activity.

- **Sector 3:** Select the item from the dropdown list that best fits the **Sector Specific Classification**. This list is populated depending on what was selected in Sectors 1 and 2. Repeated item selection in Sectors 1 and 2 may be required in order for the Sector 3 list to be populated with items that are the best fit for the applied for activity.
- **Diversion Start Date:** Select the desired diversion start date using the calendar icon. The proposed diversion start date may depend on additional considerations or requirements for the application to be considered complete, including but not limited to application processing requirements, possible restrictions existing for the requested point of diversion, etc. The start date cannot be back-dated. The TDL effective cannot be any earlier than the date it is finally approved.
- **Diversion Finish Date:** Select an expected diversion and use end date using the calendar icon. This finish date may change dependant on if there are additional considerations or requirements such as existing restrictions to access to the requested point of diversion for wildlife species at risk habitat maintenance, etc. The date must be within 1 year of the proposed start date and should reflect the actual timing for the requested water use.
- **Applicants Reference:** For the use of external applicants to track or reference the applications they submit based on a reference number they provide – this information is not used by Alberta Environment and Parks (AEP) staff.
- **Drilling Report:** For groundwater applications only, the applicant is prompted to upload the drilling report for the well in the application.
- **Will a Temporary Surface Water Pipeline be used?** Only required for applications related to upstream oil and gas activities (Alberta Energy Regulator [AER] clients). Select “Yes” or “No” from the dropdown list. If “Yes” is selected, submit a **Temporary Surface Water Pipeline Information Form** with the application:
 - <https://www.aer.ca/documents/bulletins/AER-Bulletin-2014-38.pdf>
- **Is the Point of Diversion on Crown land?** Select “Yes” or “No” from the dropdown list. If “Yes”, enter the Disposition Number in the provided box and if not available or there are multiple points of diversion, enter the details in “Comments” or submit appropriate documentation. Although not a requirement under the *Water Act*, a disposition under the Public Lands Act is required to access Crown land and is submitted with the application to the department or AER for verification purposes.
- **Is the Applicant/Licensee the Registered Landowner?** Select “N/A”, “Yes” or “No” from the drop-down list. Select “N/A” only if diverting water on Crown land. Although not a requirement under the *Water Act*, an access permission document should always be obtained from the landowner to access privately owned land and submitted with the application to the department or AER for verification purposes.
- **Does the diversion involve the use of works of another?** Select “Yes” or “No” from the drop-down list. If “Yes” is selected, written consent from the Licensee of the works will be required as part of the application. The Licence number for the works is to be provided and the Point of Diversion volume on the TDL application must be able to be accommodated by the works. Note that the rate of diversion on the TDL application cannot exceed the rate authorized by the works’ licence.
- **Comments:** In this section, describe the activity and planned use of the diversion in some detail including the information listed below. Filling the Comment box in with appropriate details aids in the review of applications in a timely manner and may avoid the need for

requests for additional information. If more space is required, comments can be attached to the application by uploading a document as described in the Supporting Documents section.

- o description of the activity and planned use for the diversion
- o a list of existing authorization and disposition numbers
- o if the diversion is reoccurring on an annual basis, a licence application may be required
- o if the diversion date is different than the date of use and how the water is to be stored in the interim
- o if access permissions have been obtained
- o Identify PODs that involve the works of another
- o any other supporting comments

Point of Diversion:

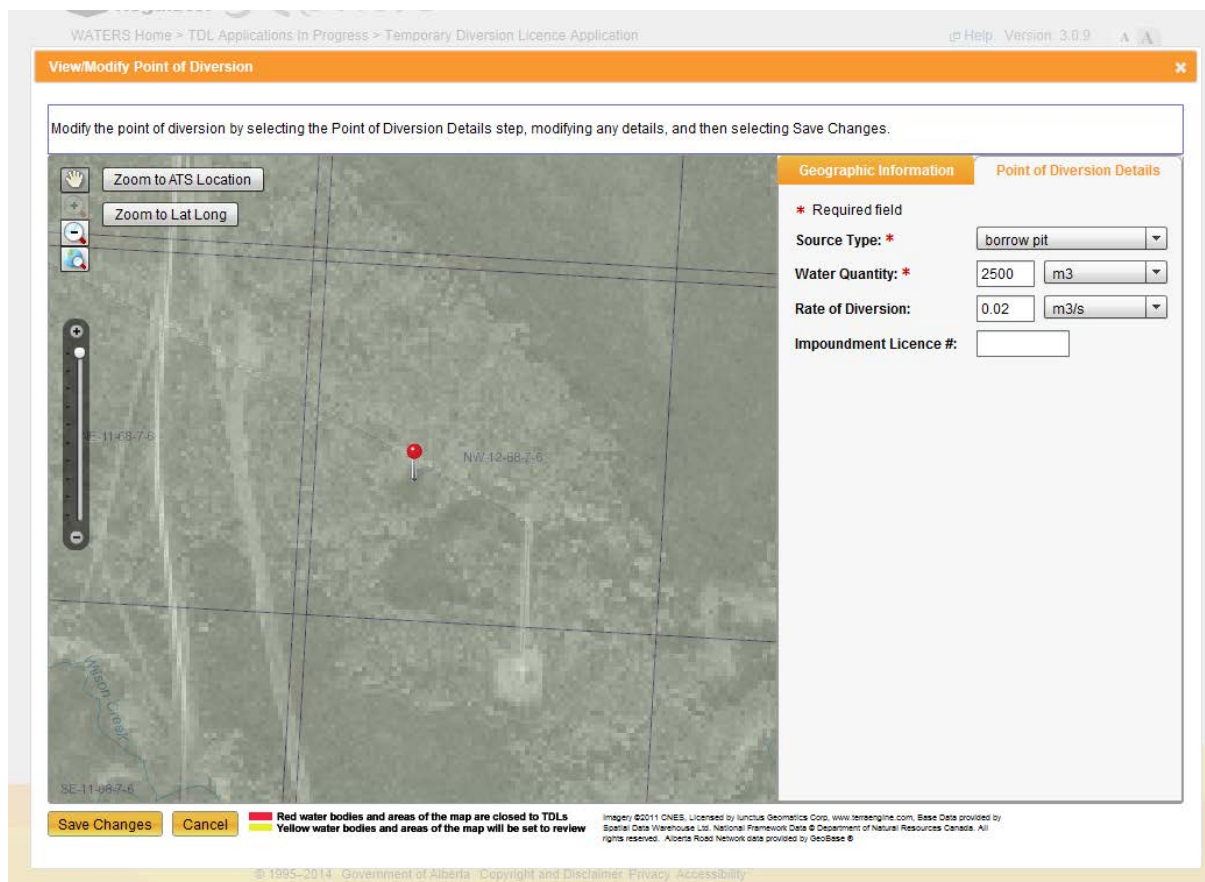


Figure 2: Point of Diversion selection window

- Use the Add New Point of Diversion (POD) button to access the map interface and select the location. Select either “Zoom to ATS” or “Zoom to LatLong”, or browse to have map go to the desired location. At the final zoom level, use the “Pushpin” icon to select the location to initiate the GIS query. Results of the query will appear under the Geographic Information tab. The point of use identified must match the actual source in the field. Use the information below to correct any errors.
 - o If the Source Type is not automatically determined from the GIS query (Unknown), it can be selected from a dropdown list after the point is selected. The accuracy of the

pinning is not precise in that a source location may have to be selected more than once to obtain the proper Source Type. Moving the pin closer or farther from a location may change the listed Source Type. For example: at confluence of 2 rivers, river through a lake, etc., borrow pit near water body.

- If the result is acceptable, the applicant can “Select as Point of Diversion”, and if not, the applicant can “Cancel Selection” and query a new location.
 - Once a point is selected, additional information can be entered under the Point of Diversion Details tab.
 - For surface water applications, the Water Quantity, and Rate of Diversion are entered in the appropriate boxes.
 - For groundwater applications, in addition to Quantity and Rate, the Well Drill Date, Depth, Top and Bottom Interval depths, must be entered. The Pump Intake Depth, Well Static Water Level and Well ID Number can be entered if known. Note that the Default Rate of water withdrawal is different than surface water applications and that the Impoundment Licence Number is not an option.
- Explanation of Source Types and subsequent conditions that may result:
 - **Borrow Pit** is an excavation to obtain borrow material for infrastructure maintenance and construction.
 - **Dugout** is an excavation for storing water of the purpose of agricultural use.
 - **Gravel Pit** is an excavation for the purpose of removing sand, gravel, clay, or marlstone. In some situations, gravel pits may warrant special consideration with respect to groundwater connectivity to watercourses and the potential to impact other users. The applicant may be required to provide documentation that their proposed diversion will not adversely impact other users.
 - **Lake, Wetland, Slough** may trigger additional conditions such as requirements for screens on pumps if the water body is fish bearing or unknown, measurement of water elevations, etc.
 - **Watercourse** may trigger additional conditions such as requirements for screens on pumps if the water body is fish bearing or unknown, stream discharge measurements, and requirements to meet Instream Flow Objectives, etc.
 - **Reservoir** may trigger additional conditions by default similar to lakes and wetlands however these conditions can be removed in some situation (reservoir is off-stream, etc.).
 - **Surface Runoff** will only be selected when available water is not impounded. Generally this occurs during snow melt or large rain events where water may be diverted from a road-side ditch or artesian spring. Surface Runoff should not be selected when the runoff is collected in dugouts, borrow pits, pits, and reservoirs as those source types would be more applicable.
 - **Man-made watercourses** (uncommon) may be a result of the GIS query and may include irrigation canals or drainage channels.
 - **Quarry** (rare) may also be a result of the GIS query and is defined under the *Environmental Protection and Enhancement Act*.
 - **Groundwater** is an aquifer accessed by a well. This would also include flowing springs that are “developed” in any way.

- For diversion requests from streams with no Instream Flow Objectives established, diversion rates are restricted to less than 10% of the instantaneous flow.

Point of Use:

- The Point of Use (POU) must be located in the same major river basin as the Point of Diversion.
- It is preferred to have a geographic Point of Use entered using the map interface, so that the locations can be searched etc.
- If the Point of Use is the same location as the Point of Diversion, click on the “Copy from Points of Diversion” button to populate the Point of Use list with the same locations as the Point of Diversion list. Additional Points of Use may be selected by clicking the “Add New Point of Use” button and adding the points manually.



Figure 3: Add Point of Use tab

- If the Point(s) of Use are different from the Points of Diversion then select the “Add New Point of Use” button and Pin the locations as was done for Points of Diversion.
- If there are any “points of re-diversion”, they must be added as a POU.
- In some situations where the Points of Use are still used at point locations but include a combination of points that are locations selected as Points of Diversion as well as other locations for diversions it may be quicker to select “Copy from Points of Diversion”, delete any Points of Diversion that are not Points of Use, and then add any additional Points of Use.
- If the Point of Use will cover a large geographic area (routes: such as roads or pipelines; or polygons: such as road networks or seismic programs) **a titled and dated map tied to quarter section (ATS) or UTM lines with the Point of Use indicated and labelled should be attached to the application** via the “Document Attachment” checkbox and uploaded using the browse feature on the resulting window that appears when the checkbox is selected. Inter-basin transfers of water between major river basins are not permitted and applications should be broken up with points of diversion and use divided per basin with a TDL application on a per basin basis. If a Point Of Use map is submitted, there is no need to manually add individual Points of Use. The Point Of Use map should identify any “points of re-diversion” that exist within the large geographic area.

Supporting Documents:

- Supporting documents may include Access Consent forms, maps, plans, photographs of the water source and supplemental information, etc. Supporting documentation aids in the review of applications in a timely manner and avoids the need for supplemental information requests. Supporting documents may include:
 - access consent forms
 - consent forms for use of works of another
 - Point of Use maps
 - site plans
 - photographs of Points of Diversion to verify water availability, etc.
 - when dewatering from wetlands include the following additional information:
 - current estimated perimeter of the wetland
 - estimated change in the perimeter of the wetland
 - current estimated depth of the wetland
 - estimated amount of drawdown (depth) for the wetland
 - if there is the possibility of long-term impacts to the wetland from the dewatering (e.g. water level drawn down below the normal high water mark), if so, a Wetland Impact Assessment must be completed by a Qualified Wetland Aquatic Environmental Specialist .
 - any other supporting documentation
- To add supporting documents, click the “Add Supporting Document” button and Browse to locate the appropriate document. Enter a description of the document in the “Description” box and click the “Upload File” button.

Confirm and Submit:

- Read the Freedom of Information and Privacy Disclaimer and acknowledge the information provided is correct and true by checking the checkbox provided.
- An application number is provided and a PDF summary of the application is emailed to the Applicant Representative and stored in ERKS (our electronic records keeping system).
- If the Points of Diversion requested are located on restricted water bodies the application may be automatically rejected by WATERS and an email will be automatically sent to the applicant.
- Processing time targets for approval of an application is 3 to 5 days.

Appendix A

Samples Purpose and Sector Selections

Purpose Dropdown List Summary

Sector Dropdown List Summary (Sectors 1, 2, and 3)

Samples Purpose and Sector Selections for Temporary Diversion Licence Applications:

Sector codes are used to determine the water usage of various sectors of the economy.

Note: If a Purpose selection is made that contains “related to oil and gas activity” the application will be assigned to the Alberta Energy Regulator (AER) for processing. National Energy Board (NEB) regulated pipelines are administered by Alberta Environment and Parks (AEP).

Sample 1: Purpose and Sector selections for access and Right of Way freeze down for construction or maintenance activities on a NEB regulated pipeline.

Purpose:	Construction
Sector 1:	Industrial
Sector 2:	Downstream Oil and Gas
Sector 3:	Hydrostatic Testing & Pipeline Construction & Operation

Sample 2: Selections for the same activity as Sample 1 but for an AER regulated pipeline.

Purpose:	Construction, related to oil & gas activity
Sector 1:	Industrial
Sector 2:	Upstream Oil and Gas
Sector 3:	Hydrostatic Testing & Pipeline Construction & Operation

Sample 3: Selections for dust control on municipal and county roads.

Purpose:	Municipal Use
Sector 1:	Municipal
Sector 2:	Suburban/Rural
Sector 3:	Hamlets & Rural Municipalities (Counties/Municipal Districts)

Sample 4: Selections for freeze-down of access and haul roads for logging activities for lumber production.

Purpose:	Other Use (Specified by the Director)
Sector 1:	Industrial
Sector 2:	Forestry
Sector 3:	Sawmills & Lumber Milling

Sample 5: Selections for the irrigation of private farm land.

Purpose:	Irrigation
Sector 1:	Agriculture
Sector 2:	Irrigation (Crop)
Sector 3:	Irrigation (Private)

Purpose Dropdown List Summary:

aggregate washing
 camps, with related EPEA approval
construction
 construction, related to oil & gas activity
 hydrostatic testing (municipal)
 hydrostatic testing (NEB regulated pipelines)
 hydrostatic testing (upstream oil & gas)
 irrigation
 lake stabilization
 municipal Use
 oil and gas drilling and conventional completion
 oil and gas drilling and horizontal hydraulic fracturing completion
 oil sands exploration
 oilfield injection
 other use (specified by the Director)
 other use (specified by the Director), related to oil & gas activity
 steam assisted gravity drainage, cyclic steam stimulation, or similar type
 stock watering
 temporary oil & gas camp

Sector Dropdown List Summary (Sectors 1, 2, and 3)

Sector 1	Sector 2	Sector 3
Agriculture	. Traditional Use	.. Registrations/Farmsteads/Other Farm Use
Agriculture	. Aquaculture	.. Fish/Fish Farms/Hatcheries
Agriculture	. Gardens & Greenhouses	.. Gardens/Market Gardens/U-Pick Farms/Greenhouses (Crop)
Agriculture	. Irrigation (Crop)	.. Irrigation (Private)
Agriculture	. Irrigation (Crop)	.. District Irrigation
Agriculture	. Stock watering	.. Stock watering
Agriculture	. Stock watering	.. Confined Feeding Operations/Feedlots
Commercial	. Construction & Transportation	.. Construction (General)
Commercial	. Construction & Transportation	.. Dust Control/Bridge Washing
Commercial	. Construction & Transportation	.. Gravel & Aggregate Mining & Washing
Commercial	. Construction & Transportation	.. Ice Roads
Commercial	. Gardening & Sod	.. Sod Farms/Tree Farms/Greenhouses (Tree & Plant)
Commercial	. Recreation	.. Golf Courses
Commercial	. Recreation	.. Snow/Ice Making
Commercial	. Recreation	.. Parks & Recreation/Campgrounds
Commercial	. Water Sourcing	.. Water Hauling/Truck Fill (General/Multi-Purpose)
Commercial	. Water Sourcing	.. Water Bottling
Commercial	. Manufacturing	.. Food Processing/Slaughterhouses
Commercial	. Manufacturing	.. Equipment/Industrial Equipment
Commercial	. Services & Retail	.. Car washing/Hotels/Motels/Restaurants/Cleaners
Commercial	. Construction & Transportation	.. Gravel & Aggregate Mining & Washing
Industrial	. Upstream Oil & Gas	.. Multi-stage Horizontal Hydraulic Fracturing (Drilling & Completions)
Industrial	. Upstream Oil & Gas	.. Drilling (Conventional and Vertical Fracturing)
Industrial	. Upstream Oil & Gas	.. Oil Sands (SAGD/CSS/Thermal)
Industrial	. Upstream Oil & Gas	.. Oil Sands (Mining)

Sector 1	Sector 2	Sector 3
Industrial	. Upstream Oil & Gas	.. Oil Sands (SAGD/CSS/Thermal)
Industrial	. Upstream Oil & Gas	.. Oil Sands (Cold Bitumen)
Industrial	. Upstream Oil & Gas	.. Hydrostatic Testing
Industrial	. Upstream Oil & Gas	.. Injection (Water Flood/Conventional Oil)
Industrial	. Upstream Oil & Gas	.. Oil Sands (Cold Bitumen)
Industrial	. Upstream Oil & Gas	.. Oil Sands (Mining)
Industrial	. Upstream Oil & Gas	.. Oil Sands (SAGD/CSS/Thermal)
Industrial	. Upstream Oil & Gas	.. Oil Sands (Cold Bitumen)
Industrial	. Upstream Oil & Gas	.. Oil & Gas Plant Processing/Plant Utility Water
Industrial	. Downstream Oil & Gas	.. Refineries & Upgraders
Industrial	. Downstream Oil & Gas	.. Waste Disposal/Remediation
Industrial	. Downstream Oil & Gas	.. Hydrostatic Testing & Pipeline Construction & Operation
Industrial	. Forestry	.. Pulp & Paper Mills
Industrial	. Forestry	.. Sawmills & Lumber Milling
Industrial	. Mining	.. Coal Mining
Industrial	. Mining	.. Other Mining (Minerals & Metals)
Industrial	. Mining	.. Quarrying/Milling
Industrial	. Processing	.. Petrochemical, Chemical & Fertilizer Plants
Industrial	. Power Generation	.. Thermal/Coal/Gas (Cooling Ponds)
Industrial	. Power Generation	.. Thermal/Coal/Gas (Thermal Discharge Return Flow)
Industrial	. Power Generation	.. Biomass & Renewables (Solar)
Industrial	. Power Generation	.. Hydropower
Municipal	. Urban	.. Large Cities (Edmonton and Calgary)
Municipal	. Urban	.. Population greater than 10,000
Municipal	. Urban	.. Population 2,500 to 10,000
Municipal	. Urban	.. Population under 2,500
Municipal	. Urban	.. Regional Water Lines/Regional Municipal Supply Systems
Municipal	. Suburban/Rural	.. Hamlets & Rural Municipalities (Counties/Municipal Districts)
Municipal	. Suburban/Rural	.. Subdivisions/Condominium-Townhouses/Mobile Homes-Complexes/Cooperatives/Colonies/Camps
Municipal	. Institutional	.. Institutions/Senior-Nursing-Children's Homes/Correctional Centres/Schools/Training Centres/Hospitals/Fire protection
Other	. Environmental	.. Storage Reservoir for Wildlife or Fish Habitat Enhancement
Other	. Environmental	.. Wetlands
Other	. Water Management	.. Flood Control or Drainage
Other	. Water Management	.. Water Conservation Objective
Other	. Water Management	.. Lake Level Stabilization