



# Temporary Diversion Licence (TDL) Application Guide

**Note to Applicants:** This guide is only applicable to Temporary Diversion Licence applications submitted to the Alberta Energy Regulator (AER). Temporary Diversion Licence applications submitted to Alberta Environment and Parks (AEP) must use the Digital Regulatory Assurance System (DRAS) for submission.

- <https://www.alberta.ca/digital-regulatory-assurance-system.aspx>

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://open.alberta.ca/publications/water-act-online-submission-of-tdl-temporary-diversion-licence-applications>

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 or Authorized Representative

You must register an account with My Alberta Digital ID (MADI) to access WATERS.

If you have questions regarding your MADI account, please contact the MADI Support team.

MADI Support

Telephone: 310-3773

Email: [AEP.Info-Centre@gov.ab.ca](mailto: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:

Alberta Energy Regulator | Alberta Environment and Parks

Applications & Services

WATERS Home > TDL Applications In Progress > Temporary Diversion Licence Application > Edit Application Details

Help Version: 3.0.9

### WATERS Home

### TDL APPLICATIONS

- Submit New Application
- New
- In Progress**
- To be Approved
- Search

### TDLs

- In Progress
- To be Approved
- To be Completed
- Auto Approved
- Search

### REPORTS

- Reports

## Edit Application Details

\* Required field

Type of Diversion: Surface Water

Purpose: \* construction

Sector 1: \* COMMERCIAL

Sector 2: \* CONSTRUCTION & TRANSPORTATION

Sector 3: \* PUBLIC ROADS, CIVIL INFRASTRUCTURE & TELECOM

Diversion Start Date: \* 2016-10-24

Diversion Finish Date: \* 2017-02-15

Applicant's Reference:

Is the POINT OF DIVERSION on Crown Land? Yes

A land-use disposition under the *Public Lands Act* is required to access the POINTS OF DIVERSION on Crown Land, administered by the Department. If available, provide the disposition number that allows access to the water source. If not available, or if there are multiple points of diversion, provide details in comments below or in an attached document

Disposition Number:

Is the Applicant/Licensee the registered landowner? \* N/A

Does the diversion involve the use of Works of Another? \* No

Comments

Save

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

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

## Point of Diversion:

WATERS Home > TDL Applications in Progress > Temporary Diversion Licence Application

Help Version: 3.0.0

### View/Modify Point of Diversion

Modify the point of diversion by selecting the Point of Diversion Details step, modifying any details, and then selecting Save Changes.

Zoom to ATS Location  
Zoom to Lat Long

SE-11-68-7-6  
NW-12-68-1-6

**Geographic Information** | **Point of Diversion Details**

\* Required field

Source Type: \* borrow pit

Water Quantity: \* 2500 m3

Rate of Diversion: 0.02 m3/s

Impoundment Licence #:

Save Changes Cancel

Red water bodies and areas of the map are closed to TDLs.  
Yellow water bodies and areas of the map will be set to review

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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.
  - 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.

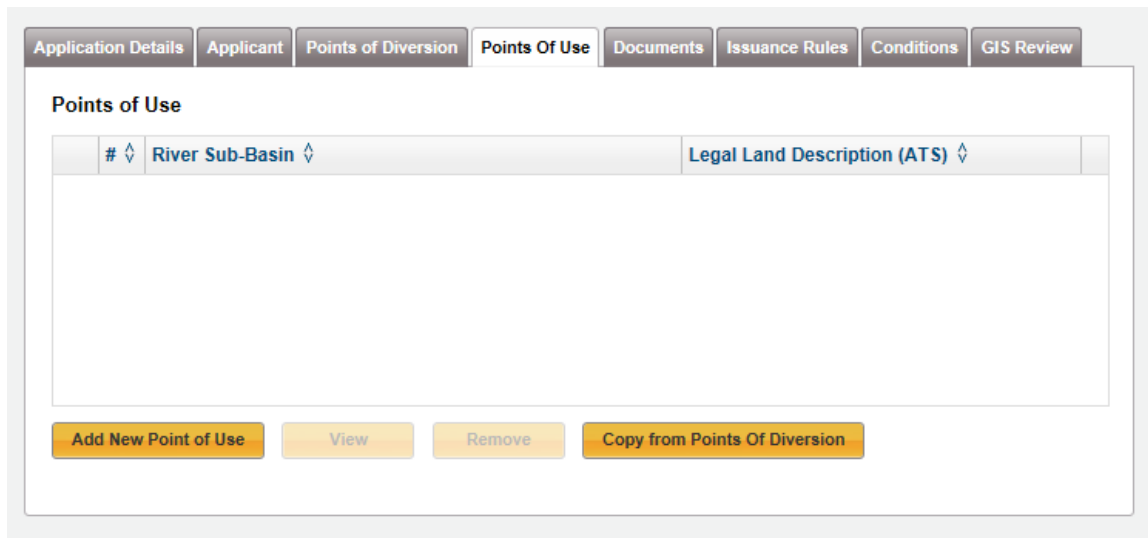


Figure 3: Add Point of Use tab

- 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.
- 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 for Temporary Diversion Licence Applications:

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

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

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

**Sample 2:** Selections for short-term diversion and use of water for emergency water supply for oil sands mining exploration.

Purpose:	Oil sands exploration
Sector 1:	Industrial
Sector 2:	Upstream Oil and Gas
Sector 3:	Oil Sands (Mining)

**Sample 3:** Selections for dust control on an access road to a coal mine.

Purpose:	Other use (specified by the Director), related to oil and gas activity
Sector 1:	Industrial
Sector 2:	Mining
Sector 3:	Coal Mining

**Sample 4:** Selections for temporary use of water for SAGD while a multiyear-term licence application is under review.

Purpose:	Steam assisted gravity drainage, cyclic steam simulation, or similar type
Sector 1:	Industrial
Sector 2:	Upstream Oil and Gas
Sector 3:	Oil Sands (SAGD/CSS/Thermal)

**Sample 5:** Selections for drilling oil and gas wells (drilling fluid).

Purpose:	Oil and gas drilling and conventional completion
Sector 1:	Industrial
Sector 2:	Upstream Oil and Gas
Sector 3:	Drilling (Conventional and Vertical Fracturing)

**Purpose Dropdown List Summary:**

Select
construction, related to oil & gas activity
hydrostatic testing (upstream oil & gas)
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), related to oil & gas activity
steam assisted gravity drainage, cyclic steam stimulation, or similar type
temporary oil & gas camp

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

Sector 1	Sector 2	Sector 3
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 (Mining)
Industrial	Upstream Oil & Gas	Oil Sands (Cold Bitumen)
Industrial	Upstream Oil & Gas	Upstream Hydrostatic Testing & Pipeline Construction & Operation
Industrial	Upstream Oil & Gas	Injection (Water Flood/Conventional Oil/Enhanced Oil Recovery)
Industrial	Upstream Oil & Gas	Oil Sands (SAGD/CSS/Thermal)
Industrial	Upstream Oil & Gas	Oil & Gas Plant Processing/Oil Sands Upgrader/Plant Utility Water
Industrial	Mining	Coal Mining