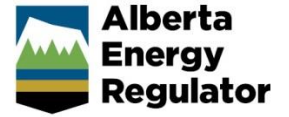


New Water Act Application – Wetlands

» Intended User: Water Approval – Wetlands Applicants



Overview

This quick reference guide (QRG) outlines how applicants enter data in the **Authorization > Additional Information** window used for **Wetlands** applications.

This guide assumes the following:

1. You have started an application and completed the **General** section.
2. The application type (Water Approval) and application purpose (Wetlands) were entered in the Water Authorization table on the **Activity Detail** screen, or Wetlands was identified under another application purpose as being impacted.
3. An **Activity ID** was created for Wetlands.

Authorization – Additional Information

The **Associated Activity** must be selected from the **drop-down** list in order to have the appropriate Wetland Assessment questions available.

There are two Associated Activity formats for a wetland assessment:

1. Wetland Assessment and Impact Form (WAIF)
2. Wetland Assessment and Impact Report (WAIR)

Associated Activity

Wetlands

1. Select the associated activity from the drop-down list.

--Select--

- WAIF - Access Class II, III and IV Roads with 100% Wetland Reclamation
- WAIF - Borrow pits 2500m3 or under
- WAIF - Coal Exploration
- WAIF - Geotechnical Investigations (Drilling, Boreholes)
- WAIF - Industrial Storage Sites with 100% Wetland Reclamation
- WAIF - Oil Sands Exploration
- WAIF - Railway Spur Line with 100% Wetland Reclamation
- WAIF - Reservoirs 2500m3 or under
- WAIF - Water Monitoring Wells, Experimental Wells, Observation Wells
- WAIF - Water Production Wells
- WAIF - Well Sites (In-situ, Oil and Gas) with 100% Wetland Reclamation
- WAIR - Access Class II, III and IV Roads
- WAIR - Any Other Proposed Activity
- WAIR - Borrow pits greater than 2500m3
- WAIR - Industrial Storage Sites
- WAIR - Railway Spur Line
- WAIR - Reservoirs greater than 2500m3
- WAIR - Well Sites (In-situ, Oil and Gas)

2. When an activity starting with **WAIF** is chosen, OneStop displays the WAIF - Wetland Assessment Impact Form questions.

When an activity starting with **WAIR** is chosen, OneStop displays the WAIR - Wetland Assessment Impact Report questions.

Upload Digital Spatial Data (Shapefile)

Upload Shapefile

Applicants must upload the proposed wetland locations as digital spatial data. Digital spatial data is uploaded as a shapefile.

Applicants should refer to the Import Spatial Data Water Act Applications QRG.

1. Attach and submit the wetlands shapefile.

Attach Shapefile of Wetlands in .zip format

WAIF – Wetland Assessment Impact Form

- Use the date picker to enter the Desktop Assessment Date.

Indicate Desktop Assessment Date
- Click **Attach File** to search and attach the WAIF desktop assessment report.

Attach File...

The document displays beside the assessment question.

Attach Desktop Assessment 📄
- Enter the name of the individual who conducted the wetland assessment.

Name of the Individual who Conducted the Wetland Assessment
- Enter the name of the professional designation of the assessment authenticating individual.

Name of the Authenticating Professional
- Use the drop-down list to select the Professional Designation.

Professional Designation	Select
	Select
	Professional Agrologist
	Professional Biologist
	Professional Chemist
	Professional Engineer
	Professional Geoscientist
	Professional Land Surveyor
	Professional Landscape Architect
	Professional Licensee (Engineering)
	Professional Licensee (Geoscience)
	Professional Planner
	Professional Technologist
	Registered Professional Forest Technologist
	Registered Professional Forester
	Registered Technologist (Agrologist)

Wetland Information Table

Once you have uploaded a shapefile, the wetland information table is populated with the wetland name. The remaining fields can be populated with data from a .csv file or entered manually into the table.

Upload a .csv File

- Locate the download .csv template link.

Choose File
download csv template
- Click the link to open the download .csv template

A spreadsheet appears, populated with the wetland names from the shapefile upload.

	A	B	C	D	E	F
1	wetlandName	wetlandClass	abwretdValue	wetlandArea	impactedArea	wetlandLoss
2	A					
3	B					
- Use the spreadsheet to enter data for the remaining fields.

Areas in hectares can be entered to four decimal points.

	A	B	C	D	E	F
	wetlandName	wetlandClass	abwretdValue	wetlandArea	impactedArea	wetlandLoss
	A	WAIF Fen [F]	A	85	23.25	0.2525
	B	WAIF Bog [B]	C	98	29.55	0
- Save** the changes to the .csv file on your computer. **Import** the .csv file into OneStop.
- Click **Choose File**. A pop-up window appears to allow you to locate and select the .csv file. Select the required file.

Organize ▾ New folder

★ Favorites

📁 OneStop

📄 WAIF.csv
- The uploaded document displays next to the **Choose File** button.

Choose File
WAIF.csv
- The table is populated with the data.

Wetland Name	Wetland Class (AWCS)	ABWRET-D Value	Total Wetland Area (Hectares)	Temporarily Impacted Area (Hectares)	Wetland Loss Area (Hectares)
A	WAIF Bog [B]	A	2,000.00	1,500.00	0,500.00
B	WAIF Fen [F]	B	2,000.00	1,500.00	1,000.00

- The sum of each of the Area columns of the Wetland Information table is displayed below the table.

Total Wetland Area (hectares)	2.1575	Total Impacted Area (hectares)	1.5000	Total Wetland Loss (hectares)	1.0000
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Manually Enter Data

- In the wetland information table, the wetland name is populated from the shapefile.

	A	B	C	D	E	F
1	wetlandName	wetlandClass	abwretdValue	wetlandArea	impactedArea	wetlandLoss
2	A					
3	B					

- Use the drop-down list to select the **Wetland Class**. For WAIF, five selections may be made if the full classification is not known.

WAIF Bog [B] ▼

Swamp [S]-Wooded, deciduous [Wd]-Freshwater [f] to slig

Swamp [S]-Wooded, deciduous [Wd]-Freshwater [f] to slig

Swamp [S]-Wooded, deciduous [Wd]-Moderately brackish

Swamp [S]-Wooded, mixedwood [Wm]-Freshwater [f] to s

Swamp [S]-Wooded, mixedwood [Wm]-Freshwater [f] to s

Swamp [S]-Wooded, mixedwood [Wm]-Moderately brack

WAIF Bog [B]

WAIF Fen [F]

WAIF Marsh [M]

WAIF Shallow Open Water [W]

WAIF Swamp [S]

- Use the drop-down list to select the **ABWRET-D Value**. (Alberta Wetland Rapid Evaluation Tool)

ABWRET-D Value

B ▼

A

B

C

D

Note: As of May 29, 2018, ABWRET-D results must be obtained from the Government of Alberta (GOA), attached and a value of A, B, C, or D selected. "Not Applicable" is no longer a valid selection.

- Enter the **Total Wetland Area** in hectares.

Total Wetland Area (Hectares)

2.1575

- Enter the **Temporarily Impacted Area** in hectares.

Temporarily Impacted Area (Hectares)

1.5000

- Enter the **Wetland Loss Area** in hectares.

Wetland Loss Area (Hectares)

1.0000

Impacts – Wetland Vegetation

- Enter the Percentage of Wetland that impacts vegetation.

Percentage of Wetland that will have vegetation impacted

- Use the drop-down list to select the **Associated Activity**.

Select Associated Activity

--Select--

--Select--

Compaction or Padding

Excavation

Removal or Full Strip

- Select **No** when rare species will not be impacted.

- Select **Yes** when rare species will be impacted.

- Identify which rare species will be impacted.

Which rare species will be impacted?

- Use the additional information text box to enter any further information about wetland vegetation.

Additional Information

Impacts – Wetland Soils

- Select which type of wetland soils will be impacted. Both mineral and organic soil types can be selected.

What type of wetland soils are impacted?

Mineral **Organic**

2. Enter the maximum depth of soil disturbance in meters.

Maximum Depth of Soil Disturbance (m)	
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3. Enter any additional information to wetland soils in the text box.

Additional Information	
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6. Select **Yes** when there is an impact to water levels.
Select **No** when there is no impact to water levels.

Is there an impact to water levels?	Yes	No
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7. Select **Yes** when there is an impact to water volume.
Select **No** when there is no impact to water volume.

Is there an impact to water volume?	Yes	No
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8. Select **Yes** when there is an impact to water quality.
Select **No** when there is no impact to water quality.

Is there an impact to water quality?	Yes	No
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9. Enter any additional information to wetland water and hydrology in the text box.

Additional Information	
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Impacts – Wetland Water and Hydrology

1. Select **Groundwater** when the Development Activity Impact is groundwater.
2. Select **Surface Water** when the Development Activity Impact is surface water.
Both types can be selected.

Development Activity Impact	Groundwater	Surface Water	
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3. When **groundwater** is the development activity impact:
Select **Yes** when there is interaction with the groundwater recharge zone.
Select **No** when there is no interaction with the groundwater recharge zone.

Is there interaction with the groundwater recharge zone?	Yes	No
--	-----	----

4. When **surface water** is the development activity impact:
Select **Yes** when the drainage pattern will be impacted.
Select **No** when the drainage pattern will not be impacted.

Will the drainage patterns be impacted?	Yes	No
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5. When the drainage pattern is impacted, enter the percentage (as a numeral) of the drainage pattern impacted.

Percentage of drainage pattern impacted	
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WAIF Mitigation

1. Select **Wetland Reclamation** when the WAIF mitigation plan includes a wetland reclamation proposal.
2. Select **Wetland Minimization** when the WAIF mitigation plan includes a wetland minimization proposal.
3. Click **Attach File** to search and attach the Avoidance Plan/Alternative Assessment when the comment box does not have enough space to describe efforts.

The Avoidance Plan/Alternative Assessment is mandatory when at least one of the wetlands has an **ABWRET-D Value** of "A".
4. Click and locate the file to attach your avoidance plan.

Attach Avoidance Plan/Alternatives Assessment

Avoidance Plan.pdf
5. Enter a summary of avoidance efforts made to justify impacts.

Summarize avoidance efforts made and justify impacts
6. Enter the proposal to minimize and reclaim impacts to wetlands area and function.

What is proposed to minimize and reclaim impacts to wetland area and function?
7. Click **Attach File** to search and attach the Wetland Reclamation Proposal when the associated activity is wetland reclamation.
8. Click **Attach File** to search and attach the Wetland Minimization Proposal when the associated activity is wetland minimization.

Key Wetland Dates

1. Use the date picker fields to complete each of these dates.

Key Wetland Dates

Construction Start Date

Construction End Date

Operations Start Date

Operations End Date

Reclamation Start Date

Reclamation End Date

Months of the year the wetland will be impacted during construction?

JAN	FEB	MAR
APR	MAY	JUN
JUL	AUG	SEP
OCT	NOV	DEC

The Construction Start Date and Estimated Reclamation End Date are prepopulated with the proposed activity start and end dates selected earlier from the **Authorization – General Application** screen.

These dates cannot be edited here. To change dates, use the **Authorization – General Application** screen.
2. Select **each** month the wetland is impacted during construction.

Months of the year the wetland will be impacted during construction?

JAN	FEB	MAR
APR	MAY	JUN
JUL	AUG	SEP
OCT	NOV	DEC

WAIR – Wetland Assessment Impact Report

1. Select **Yes** when a submission to the Government of Alberta (GOA) has been completed and the AWRET-A value returned.

Select **No** when a submission to the GOA has not completed and the AWRET-A value not returned.

Has a submission to GOA been completed and the ABWRET-A value returned?	Yes	No
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2. Use the date picker to enter the **Field Assessment date**.

When the date selected is between November 1st and February 28th, certify that the Field Assessment was completed during the growing season.

Click **Yes** or **No** on the selection that appears.

Indicate Field Assessment Date	<input type="text"/>	
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3. Click **Attach File** to search and attach the WAIR field assessment report.

4. The uploaded document appears beside the question.

Attach Field Assessment		
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5. Enter the name of the individual who conducted the wetland assessment.

Name of the Individual who Conducted the Wetland Assessment	<input type="text"/>
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6. Enter the name of the professional designation of the assessment authenticating individual.

Name of the Authenticating Professional	<input type="text"/>
---	----------------------

7. Use the drop-down list to select the Professional Designation.

Professional Designation	Select
	Select
	Professional Agrologist
	Professional Biologist
	Professional Chemist
	Professional Engineer
	Professional Geoscientist
	Professional Land Surveyor
	Professional Landscape Architect
	Professional Licensee (Engineering)
	Professional Licensee (Geoscience)
	Professional Planner
	Professional Technologist
	Registered Professional Forest Technologist
	Registered Professional Forester
	Registered Technologist (Agrologist)

Wetland Information Table

Once the shapefile is uploaded, the wetland information table is populated with the wetland name. The remainder of the fields can be populated with data from a .csv file or entered manually.

Upload a .csv File

1. Locate the download csv template link.

Import Data from a *.csv file	download csv template
<input type="button" value="Choose File"/>	

2. Click the link to the download csv template to open the template.

A spreadsheet displays pre-populated wetland names from the shapefile uploaded.

	A	B	C	D	E	F
1	wetlandName	wetlandClass	abwretdValue	wetlandArea	impactedArea	wetlandLoss
2	A					
3	B					

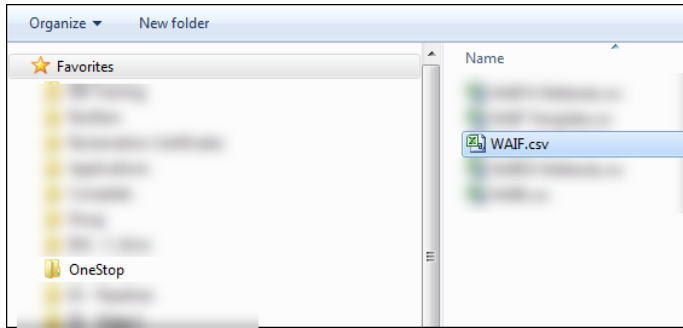
3. Use the spreadsheet to enter data for the remaining fields.

Areas in hectares can be entered to four decimal points.

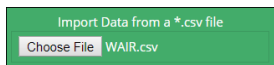
	A	B	C	D	E	F
1	wetlandName	wetlandClass	abwretdValue	wetlandArea	impactedArea	wetlandLoss
2	A	Fen [F]-Shrubby [S]-Freshwater [f]-Poor [p]	A	85	23	0
3	B	Bog [B]-Graminoid [G]-Freshwater [f]-Acidic [a]	C	98	29	0

4. **Save** the changes to the .csv file on your computer. **Import** the .csv into OneStop.

- When you click **Choose File**, a pop-up window appears to allow you to locate and select the .csv file.



- The document appears next to the **Choose File** button.



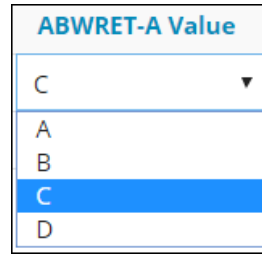
- The table is populated with the data.

Wetland Name	Wetland Class (AWCS)	ABWRET-D Value	Total Wetland Area (Hectares)	Temporarily Impacted Area (Hectares)	Wetland Loss Area (Hectares)
A	WAIF Bog (B)	A	2,000	1,500	0,500
B	WAIF Fen (F)	B	2,000	1,500	1,000

- The sum of each of the Area columns of the Wetland Information table is displayed.

Total Wetland Area (Hectares)	<input type="text" value="4000"/>	Total Impacted Area (Hectares)	<input type="text" value="3000"/>	Total Wetland Loss (Hectares)	<input type="text" value="1500"/>
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- Use the drop-down list to select the **ABWRET-A Value**. (Alberta Wetland Rapid Evaluation Tool)



- Enter the **Total Wetland Area** in hectares.

Total Wetland Area (Hectares)

- Enter the **Temporarily Impacted Area** in hectares.

Temporarily Impacted Area (Hectares)

- Enter the **Wetland Loss Area** in hectares.

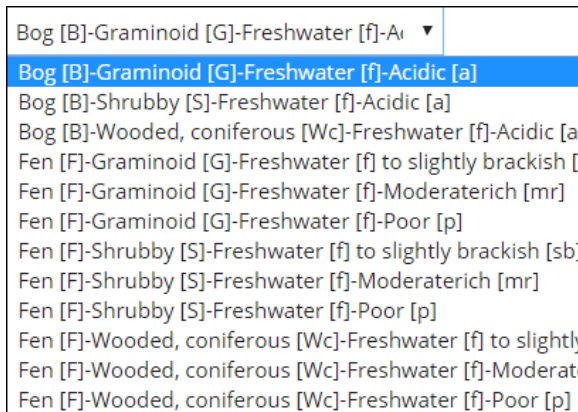
Wetland Loss Area (Hectares)

Manually Enter Data

- In the wetland information table, the wetland name is populated from the shapefile.

	A	B	C	D	E	F
1	wetlandName	wetlandClass	abwretValue	wetlandArea	impactedArea	wetlandLoss
2	A					
3	B					

- Use the drop-down list to select the **Wetland Class**.



Impacts – Wetland Vegetation

- Enter the percentage of wetland vegetation impacted.

Percentage of Wetland that will have vegetation impacted

- Use the drop-down list to select the **Associated Activity**.

Select Associated Activity

--Select--

- Compaction or Padding
- Excavation
- Removal or Full Strip

- Select **No** when rare species will not be impacted.

- Select **Yes** when rare species will be impacted.

5. **Identify** which rare species will be impacted.

Which rare species will be impacted?

6. Enter additional information re wetland vegetation in the text box.

Additional Information

Impacts – Wetland Soils

1. Select which type of wetland soils will be impacted. Both mineral and organic soil types can be selected.

What type of wetland soils are impacted?

2. Enter the maximum depth of soil disturbance in meters.

Maximum Depth of Soil Disturbance (m)

3. Enter any additional information to wetland soils in the text box.

Additional Information

Impacts – Wetland Water and Hydrology

1. Select the appropriate development activity impact:
Both types can be selected.

Development Activity Impact

2. When **groundwater** is the development activity impact:
Select **Yes** when there is interaction with the groundwater recharge zone.
Select **No** when there is no interaction with the groundwater recharge zone.

Is there interaction with the groundwater recharge zone?

3. When **surface water** is the development activity impact, indicate whether the drainage patterns are impacted.

Will the drainage patterns be impacted?

Select **No** when the drainage patterns are not impacted.

Select **Yes** when the drainage patterns are impacted.

4. When the drainage patterns are impacted, enter the percentage of drainage pattern impacted.

Percentage of drainage pattern impacted

5. Select the water level impacts.

Select **Yes** when there is an impact to water levels.

Select **No** when there is no impact to water levels.

Is there an impact to water levels?

6. Select the water volume impacts.

Select **Yes** when there is an impact to water volume.

Select **No** when there is no impact to water volume.

Is there an impact to water volume?

7. Select the water quality impacts.

Select **Yes** when there is an impact to water quality.

Select **No** when there is no impact to water quality.

Is there an impact to water quality?

8. Enter any additional information to wetland water and hydrology in the text box.

Additional Information

WAIR Mitigation

1. Select the WAIR mitigation.

WAIR Mitigation In-lieu Fee Payment Permittee Responsible Replacement Wetland Reclamation Wetland Minimization

2. Click **Attach File** to search and attach the Avoidance Plan/Alternative Assessment when the comment box does not have enough space to describe your efforts.

3. Attach the avoidance plan.

Attach Avoidance Plan/Alternatives Assessment Avoidance Plan.pdf

4. Enter a summary of avoidance efforts made and justify the impacts.

Summarize avoidance efforts made and justify impacts

5. Enter the proposal to minimize and reclaim impacts to wetlands area and function.

What is proposed to minimize and reclaim impacts to wetland area and function?

6. When **in-lieu fee payment** is proposed as the WAIR mitigation, attach the In-Lieu Fee Payment Agreement.

Attach In-Lieu Fee Payment Agreement

When **in-lieu fee payment** is proposed as the mitigation measure, the **In-Lieu Fee Payment Table** appears.

Enter the **replacement rate** information in the table.

7. When **permittee responsible replacement** is proposed as the WAIR Mitigation, attach the Permittee Responsible Replacement Proposal.

Attach Permittee Responsible Replacement Proposal

Include replacement rate information details on the report attachment.

Replacement rate information does not need to be entered into the In-Lieu Fee Payment Table when Permittee Responsible Replacement is proposed.

8. **Attach** the Wetland Reclamation Proposal when wetland reclamation is proposed as the WAIR Mitigation.

Attach Wetland Reclamation Proposal

9. **Enter** the estimated timeline to reclamation when wetland reclamation is proposed as the WAIR Mitigation.

Estimated timeline to reclamation

10. **Attach** the Wetland Minimization Proposal when wetland minimization is proposed as the WAIR Mitigation.

Attach Wetland Minimization Proposal

In-Lieu Fee Payment Table

The In-Lieu Fee Payment Table shows the replacement cost whenever a wetland loss occurs.

Wetland Name	ABWRET-A Value *	Wetland Loss Area (Hectares)	Replacement Area (Hectares)	Replacement Rate (\$/Hectares)
A	C	0.5000		
B	A	1.0000		

1. The **Wetland Name**, **ABWRET-A Value**, and **Wetland Loss Area** are populated from the Wetland Information Table.

2. Enter the Replacement Area in hectares.

Replacement Area (Hectares)
0.2750

3. Enter the Replacement Rate in dollars per hectare.

Replacement Rate (\$/Hectares)
\$1,000.00

4. Enter the Replacement Cost in dollars.

Replacement Cost (\$)
\$1,000.00

- A total of the all the replacement costs are displayed below the table.

Total Replacement Cost	\$1500.00
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Key Wetland Dates

- Use the date picker fields to complete each of the key wetland date fields.

Key Wetland Dates

Construction Start Date

Construction End Date

Operations Start Date

Operations End Date

Reclamation Start Date

Reclamation End Date

Months of the year the wetland will be impacted during construction?

JAN	FEB	MAR
APR	MAY	JUN
JUL	AUG	SEP
OCT	NOV	DEC

The Construction Start Date and Estimated Reclamation End Date is prepopulated with the proposed activity start and end dates selected earlier from the **Authorization – General Application** screen.

These dates cannot be edited here. To change these dates, use the **Authorization – General Application** screen.

- Select each month in which the wetland will be impacted during construction.

Months of the year the wetland will be impacted during construction?

JAN	FEB	MAR
APR	MAY	JUN
JUL	AUG	SEP
OCT	NOV	DEC