



Move My Licence: *Water Act*

Moving water licences to the Digital Regulatory Assurance System (DRAS)

Get easy access to your *Water Act* licence information. Move your licence today!

There's a new, easy-to-use tool available to help you manage your water licence(s) and water use with greater transparency, completeness, accuracy and timeliness.

The Digital Regulatory Assurance System (DRAS) is Alberta's modernized environmental regulatory system. It is a secure online platform which will help licence holders compile and view all parts of their licence(s) and activities that are subject to environmental regulation by the Ministry of Environment and Protected Areas.

What is Move My Licence

DRAS has been accepting new applications for *Water Act* licences and other types of water authorizations since 2021. However, the records associated with water licences issued prior to 2021 are still housed in a series of older electronic and paper-based systems that aren't reliably connected to each other.

Move My Licence is a call for water licence holders in Alberta to 'move' their water licences **issued before November 2021** to DRAS by the end of 2024.

This does not change or replace any licence already issued to you and does not affect the priority number on any licence.

What records need to be moved to DRAS?

- Any water licence issued under the *Water Act*.
- All records of the water licences issued under Alberta's past and current water use related legislation.

These do not need to be moved:

- Water approvals and authorizations under the *Environmental Protection and Enhancement Act* and the *Public Lands Act*. (These will be moved in the future.)
- Water licence, amendment, or renewal issued using DRAS will already be in DRAS.
- Licences issued by the Alberta Energy Regulator (AER).

It takes three simple steps.

1. Log in to DRAS using your Alberta.ca Account or Alberta.ca Account for Organizations.

2. Select the 'Move my pre-DRAS water licence records' application form and enter your valid *Water Act* licence number and licence name.
3. Finish by verifying the auto-populated information and click Submit.

After moving your licence, you will have full access to all the functionality DRAS has to offer. More information on DRAS is available at <https://www.alberta.ca/digital-regulatory-assurance-system>.

Have these items handy before moving your licence!

- Your licence or authorization number for **each** *Water Act* licence issued to you for as far back as you have records.
- Think about what you want to name each licence for your DRAS dashboard.

Benefits of moving your licence?

By moving your water licence to DRAS, you are supporting the management of Alberta's water and gaining other benefits in the process. In DRAS, you can:

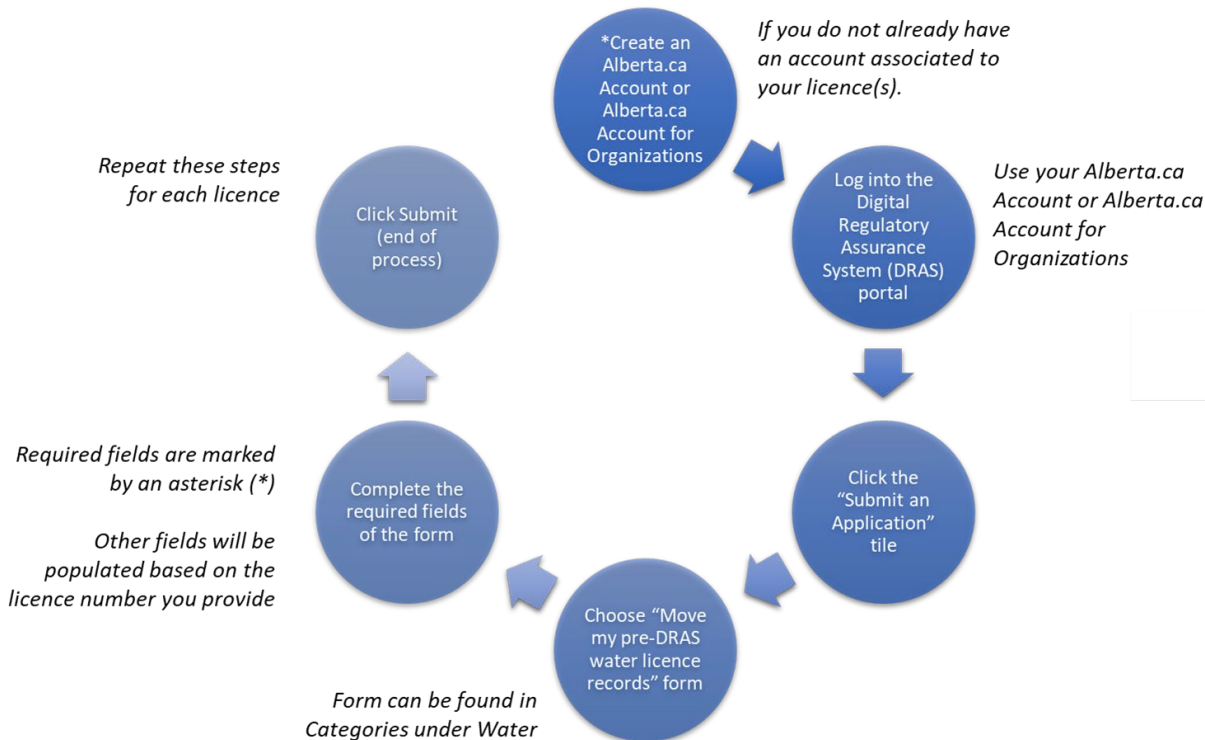
- Access and view licence records, including priority number and water use reports, in a single secure location.
- Apply for new licences, renewals or amendments.
- Receive email reminders to renew a licence and to submit water reporting requirements listed for your licence.
- Submit a notification when water use is planned under a licence in areas downstream of water infrastructure, like dams.
- Submit incident notifications and track their status at any time.
- See who in government is assigned to your case.
- Delegate user permission to another person to submit water use reports or apply for new water licences on your behalf.

You can find your licence number in the [Authorization Viewer - Environment and Protected Areas](https://avw.alberta.ca/ApprovalViewer.aspx)
(<https://avw.alberta.ca/ApprovalViewer.aspx>)

Detailed Steps for How to Move My Licence

Move my Licence **does not change or replace any licence already issued** to you and **does not affect the priority number** on any licence.

If you were issued a licence using DRAS or applied for an amendment or renewal using DRAS, you do not have to move your licence since it is already in DRAS. **Licences issued by the Alberta Energy Regulator (AER) do not need to move to DRAS.**



Step 1

Your Alberta.ca Account lets you sign in once for seamless access to participating services across government, including DRAS. It also gives you a secure way to verify who you are online without paper documents or face-to-face visits, while protecting your information and privacy.

If your water licence is issued to an individual, we recommend using an Alberta.ca Account to log into DRAS to move your licence.

If your water licence is in the name of a business or organization, we recommend you use an Alberta.ca Account for Organizations to move your licence.

If you do not yet have an account, you can sign up for a free account at the following links:

- Alberta.ca Account for individuals - <https://www.alberta.ca/alberta-ca-account-create-or-change-an-account>
- Alberta.ca Account for Organizations - <https://www.alberta.ca/alberta-ca-account-for-organizations>

For help, email myalbertaid@gov.ab.ca or call 1-844-643-2789.

Supports for creating an Alberta.ca Account for Organizations

- <https://www.alberta.ca/alberta-ca-account-create-or-change-an-account>

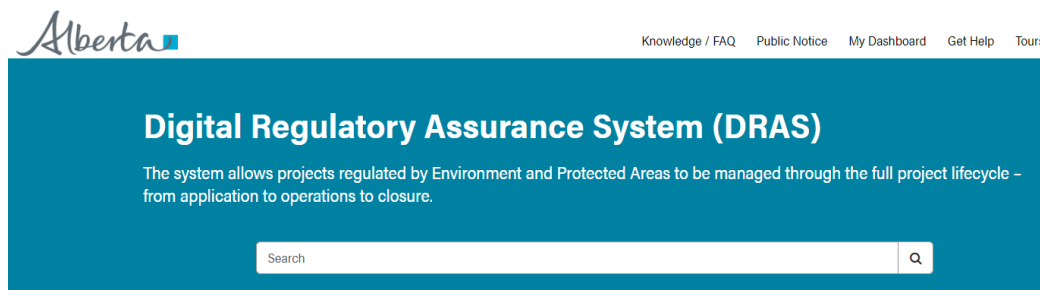
Supports for creating an Alberta.ca Account for Organizations

- [Get help with Alberta.ca Account for Organizations](https://account.alberta.ca/ui/account/help): <https://account.alberta.ca/ui/account/help>
- [Reference Guide](https://www.alberta.ca/system/files/ti-alberta-ca-account-for-organizations-reference-guide.pdf): <https://www.alberta.ca/system/files/ti-alberta-ca-account-for-organizations-reference-guide.pdf>
- [Frequently Asked Questions](https://www.alberta.ca/system/files/ti-alberta-ca-account-for-organizations-faqs.pdf): <https://www.alberta.ca/system/files/ti-alberta-ca-account-for-organizations-faqs.pdf>
- [Video: Creating a new account](https://www.youtube.com/watch?v=Bc1cdNUoh0g): <https://www.youtube.com/watch?v=Bc1cdNUoh0g>
- [Video: Managing your account](https://www.youtube.com/watch?v=eC9I6TjJAjE): <https://www.youtube.com/watch?v=eC9I6TjJAjE>
- [Video: Creating a new organization](https://www.youtube.com/watch?v=4sTNnNIXVSM): <https://www.youtube.com/watch?v=4sTNnNIXVSM>
- [Video: Managing an organization](https://www.youtube.com/watch?v=DLsCRCUxsBk): <https://www.youtube.com/watch?v=DLsCRCUxsBk>

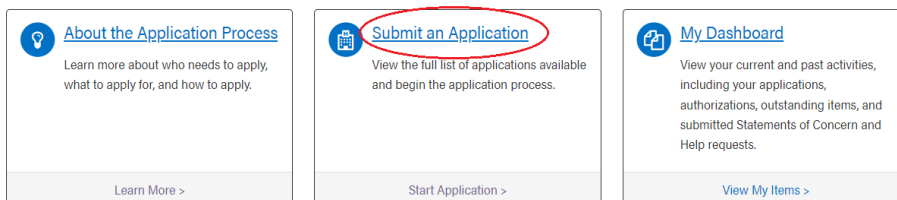
Step 2

Go to the [DRAS portal](#) and login using your Alberta.ca Account (for individual or organization).

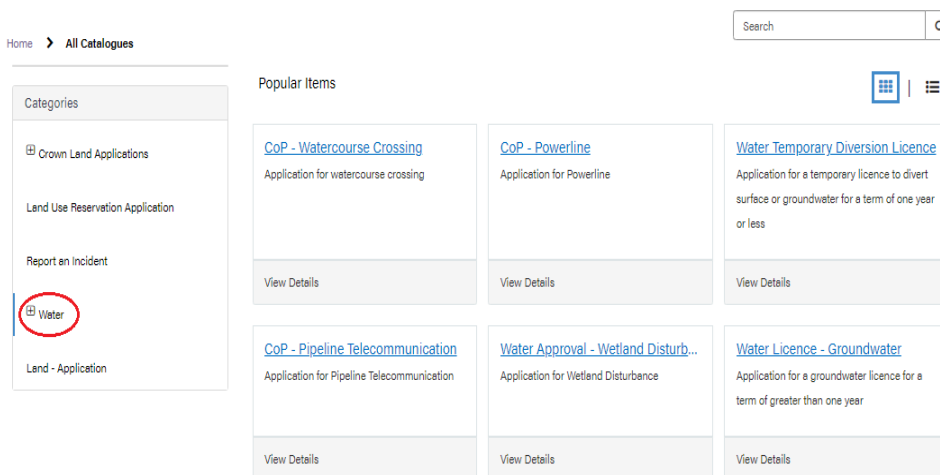
- a) Click on the **Submit an Application** box



Environment and Protected Areas is committed to a common sense, fair and predictable regulatory process while maintaining our high environmental standards. Applicants and operators of projects regulated by Environment and Protected Areas will use the digital system through the lifecycle of the project. To learn more about DRAS before submitting an application, visit the [Digital Regulatory Assurance System](#) page on Alberta.ca.



- b) Then, click on **+Water** in the Categories list on the left panel



- c) Click on **Water Act – Licences** and you will get access to the ‘Move my pre-DRAS water licence records’ form. Click on **Move my pre-DRAS water licence records** to open the form.

- d) In the ‘Move my pre-DRAS water licence’ form, confirm and make necessary updates to your contact information.
- e) Indicate if you are submitting the application on behalf of another organization or individual. If yes, indicate an individual or a company/organization. Otherwise, select No and proceed to the Pre-DRAS authorization number field.
- f) Enter the licence number using the numbers before the first dash. For example, if your licence is 00012334-00-00, you only need to enter in 12334. Once you enter your number, click outside of the field and allow time for the system to populate your licence information. DRAS will validate that the number matches in the system.
- o If DRAS finds a match, it will input the information regarding your licence in the fields below and ask you to name your licence.
 - o If DRAS does not find a match, it will tell you that it could not find a match and clear out the number.
 - o If your number is correct but DRAS cannot find the record in its system, please contact EPA at regulatoryassurance.support@gov.ab.ca so we can help figure out the problem.
- g) Assign a name to the licence. Use a brief descriptive name that will allow you to track your licence(s).
- h) Complete the Certification area by checking the **I certify** box, then navigate to the lower area of the screen. Click on the **Submit** button.

* I certify that:

I have reviewed the licence information and can confirm that I am the authorization holder or their representative and the information reflected on the form matches the licence I am claiming. I understand that providing false or misleading information, data, records, reports or documents as a part of this regulatory process is an offence under section 142(1)(a) of the Water Act. I declare that the information provided in this application is true and accurate.

Add attachments

If you have not completed a field or a step, DRAS will let you know with a pop-up warning.

Your new application number with the name you assigned will show at the top of the screen. You will receive a confirmation email that your form was received. Another email will follow when your move my licence has been completed in DRAS (issued), at which time you can begin reporting water use in DRAS (if applicable to your licence).

Note: Repeat step 2 for each water licence issued to you prior to November 2021.

Click **Home** to return to step 2.



Need help? Contact us at regulatoryassurance.support@gov.ab.ca if you have questions.

You may also contact one of our offices below to make an **appointment** for in-person support.

Office	Address	Phone	Email	Hours of Operation
Calgary	2938-11 Street NE Calgary, Alberta T2E 7L7	403-297- 8267	epa.osb-drassupport-calgary@gov.ab.ca	8:15 am to 4:30 pm (Monday to Friday, closed statutory holidays)
Edmonton	1st floor, 4999-98 Avenue, Edmonton, Alberta T6B 2X3	780-427- 7167	EPA.fwdsupport-edm.m@gov.ab.ca	8:15 am to 4:30 pm (Monday to Friday, closed statutory holidays)
Grande Prairie	Main floor, 10320 99 Street, Grande Prairie, Alberta T8V 6J4	780-538- 5263	EPA.OSB-NW-GDPR@gov.ab.ca	8:15 am to 4:30 pm (Monday to Friday, closed statutory holidays)
Lethbridge	Room 200, Provincial Building 200 – 5 Avenue South Lethbridge, Alberta T1J 4L1	403-381- 5730	epa.osb-drassupport-calgary@gov.ab.ca	8:15 am to 4:30 pm (Monday to Friday, closed statutory holidays)
Peace River	Main floor, 9621-96 Avenue, Peace River, Alberta T8S 1T4	780-624- 6167	epa.frontline-pcrv@gov.ab.ca	8:15 am to 4:30 pm (Monday to Friday, closed statutory holidays)
Red Deer	Room 304, Provincial Building, 4920 – 51 Street, Red Deer, Alberta T4N 6K8	403-340- 7052	epa.osb-drassupport-reddeer@gov.ab.ca	8:15 am to 4:30 pm (Monday to Friday, closed statutory holidays)
Spruce Grove	250 Diamond Avenue, Spruce Grove, Alberta T7X 0G6	780-960- 8600	EPA-FWDSupport.SPGR@gov.ab.ca	8:15 am to 4:30 pm (Monday to Friday, closed statutory holidays)