



# City of Port Moody

## Bylaw No. 3426

A Bylaw to:

- a) protect the drainage system from damage, obstruction, interference, unauthorized use, alteration, or the release of prohibited materials;
- b) protect the City of Port Moody's employees, infrastructure, environment, and the public from exposure to dangerous conditions;
- c) protect, control, and monitor the volume and ensure that an acceptable quality of water enters the drainage system; and
- d) provide for a system of permits and permissions that impose conditions on releases to the drainage system.

WHEREAS there is an increasing recognition of the need to protect our shared streams and drainage systems and pursuant to the *Community Charter*, SBC 2003, c 27, Council has the authority by bylaw to regulate the design and installation of drainage works;

AND WHEREAS pursuant to the *Community Charter*, SBC 2003, c 27, Council has authority to regulate, prohibit, and impose requirements in relation to polluting or obstructing, or impeding the flow of, a stream, creek, waterway, watercourse, waterworks, ditch, drain, or sewer, whether or not it is located on private property;

AND WHEREAS pursuant to the *Community Charter*, SBC 2003, c 27, Council has the authority to impose requirements on persons undertaking the construction of works to maintain the proper flow of water in a stream, ditch, drain, or sewer;

AND WHEREAS pursuant to the *Community Charter*, SBC 2003, c 27, Council may impose penalties in relation to ticket offences for contravention of a bylaw;

NOW THEREFORE, the Council of the City of Port Moody enacts as follows:

### 1. Citation

- 1.1 This Bylaw may be cited as "City of Port Moody Stream and Drainage Bylaw, 2023, No. 3426".

### 2. Repeal

- 2.1 City of Port Moody Stream and Drainage System Protection Bylaw No. 2470, 2000 and all amendments thereto are hereby repealed.

### 3. Definitions

#### 3.1 In this bylaw:

“Background” means immediately upstream of point of entry of the discharge.

“BMP” means best management practice(s).

“Bylaw Enforcement Officer” means the person appointed from time to time by the Council of the City of Port Moody to enforce City bylaws.

“City” means the City of Port Moody.

“Construction Works” means any activity which might cause or permit Prohibited Materials to be discharged into a Drainage System, including, but not limited to, land-clearing, removal of soil, deposit of soil or other material, construction of any building or structure, paving or concrete pouring, building demolition, and construction of any underground services, including the installation of drainage works.

“Drainage System” means the system and network of streams, creeks, waterways, ponds (excluding stormwater control ponds, but not their discharge), lakes, waterworks, ditches, drains or sewers, drainage works, mains, pipes, culverts, catch basins, leads, and curbs and gutters, located in the City on private or public property, by which surface or ground water is conveyed to receiving waters.

“Environmentally Sensitive Area (ESA)” means areas indicated as such on the City of Port Moody’s online mapping system, as amended from time to time.

“ESC” means erosion and sediment control.

“ESC Facilities” means all erosion and sediment control works, measures, facilities, and methods constructed or installed to reduce the likelihood of sediment, sediment-laden water, or prohibited materials reaching the Drainage System during all stages of construction.

“ESC Designer” means a Qualified Professional responsible for developing and amending an ESC Plan for the construction works.

“ESC Permit” means the erosion and sediment control permit issued by the City to the Owner or Permit Holder in accordance with the terms and conditions of this Bylaw.

“ESC Plan” means the specifications, drawings, plans, and design calculations for works to control and monitor the discharge of any Prohibited Materials from any source into the Drainage System.

“ESC Supervisor” means a Qualified Professional who assumes responsibility for inspecting, maintaining, monitoring, and reporting on the ESC Facilities constructed and installed pursuant to the approved ESC Plan.

"Foul" means to deposit, discharge, spill, spray, leak, seep, pour, empty, place, dump, or wash, whether directly or indirectly, a prohibited materials into a Drainage System.

"General Manager" means the General Manager of Engineering and Operations or the General Manager of Community Services for the City of Port Moody or their designates.

"Owner" means the person listed as the registered Owner in the Land Title Office of the lands that are subject to an application for an ESC Permit.

"Paving" means any graded and hardened surface covered with materials comprised of asphalt, concrete, masonry, or combinations thereof.

"Permit Holder" means the person to whom the authority to carry out construction works is granted under a building permit or an ESC Permit.

"Prohibited Materials" includes, but is not limited to:

- a) soil, sediment, earth, or excavation waste, including sand, silt, clay, gravel, or other aggregate materials;
- b) concrete wash, solvents, paint, or household or industrial cleaning products;
- c) soaps, detergents, or chlorinated water;
- d) pesticides, herbicides, or fertilizers;
- e) waste oil, motor oil, cooking oil, wax, gasoline, diesel fuel, transmission fluid, or antifreeze;
- f) any 'deleterious substance' as defined under the *Fisheries Act*, RSC 1985, c. F-14 as amended or re-enacted from time to time;
- g) any 'waste' as defined under the *Environmental Management Act*, SBC 2003, c 53 as amended or re-enacted from time to time; and
- h) any substance or material that results in the water exceeding the *Approved and Working BC Water Quality Guidelines (BCWQGs)* or the *Canadian Environmental Quality Guidelines (CEQGs)* as amended or re-enacted from time to time.

"Qualified Professional" means an individual who:

- a) is registered and in good standing with one or more of the following professional organizations:
  - i) Engineers and Geoscientists British Columbia;
  - ii) College of Applied Biology;
  - iii) Applied Science Technologists and Technicians of BC;
  - iv) BC Institute of Agrologists; or
  - v) EnviroCert International (as a Certified Professional in Erosion and Sediment Control); or
  - vi) BC Society of Landscape Architects
- b) is acting under that organization's code of ethics and subject to disciplinary action by that organization;

- c) has an area of expertise that is recognized in the field of ESC for the purpose of providing all or part of the design, inspection, and monitoring of ESC facilities; and
- d) is acting within their area of expertise.

“Significant Rainfall Event (SRE)” means any precipitation event which meets or exceeds the intensity of 25mm precipitation within 24 hours or 10mm precipitation within 1 hour.

“Stream” means any of the following:

- a) a Watercourse, or body of water, whether or not usually containing water; or
- b) any of the following that is connected by surface flow to a Watercourse or body of water referred to in:
  - i) a ditch, whether or not usually containing water;
  - ii) a spring, whether or not usually containing water; or
  - iii) a wetland, as defined under the *Riparian Areas Protection Regulation*, B.C. Reg. 178/2019, as amended or re-enacted from time to time.

“Structure” means any material or a combination of materials that are constructed for use, occupancy, or ornamentation, whether installed on, above, or below the surface of land or water, but excludes paving.

“Turbidity” means the measurement of relative water clarity or cloudiness using a turbidimeter, as measured in Nephelometric Turbidity Units (NTU), which is an indirect measurement of total suspended solids.

“Watercourse” means a flowing waterbody, including those with flows that may be ephemeral, intermittent, temporary, or seasonal in nature that is connected to a downstream waterbody, either naturally or artificially, including via a storm sewer pipe. Class A, B, or C Watercourses are described in accordance with the City’s Official Community Plan.

“Water Treatment Chemical” means any substance which is intentionally introduced to water to alter the physical or chemical properties.

“Water Treatment System” means on-site facilities installed with the purpose of treating site effluent to meet the requirements of this Bylaw.

## 4. Prohibitions of Discharge

- 4.1 No person shall Foul, obstruct or impede a Drainage System, or permit any Prohibited Materials or water containing any Prohibited Materials to be discharged, dumped, deposited, spilled, or washed directly or indirectly into a Drainage System.

- 4.2 Without limiting the generality of section 4.1, no person shall cause or permit to be released, directly or indirectly into the Drainage System any Prohibited Materials, water, or substances which when mixed with water or Water Treatment Chemical, results in:
- a) a discharge with a pH value outside the range of 6.5 to 8.0;
  - b) a discharge exceeding Turbidity level of 75 NTU during and for 24 hours following a Significant Rainfall Event, or 25 NTU during any other time;
  - c) a discharge exceeding total suspended solid levels of 75 mg/L during and for 24 hours following a Significant Rainfall Event, or 25 mg/L during any other time; or
  - d) a discharge with temperatures higher than 16 degrees Celsius in the dry season (May-September) and 12 degrees Celsius in the wet season (October-April).
- 4.3 Any non-compliance with section 4.1 must be remedied immediately by the persons responsible to the satisfaction of the City.
- 4.4 Any non-compliance with section 4.1 must be immediately reported by the persons responsible to the City.
- 4.5 Compliance with the limits outlined in section 4.2 must be monitored at point of discharge.
- 4.6 Site discharge with pH values >9 or <5, or NTU values exceeding 100, as field-sampled by a Qualified Professional, is to be immediately sampled and submitted for laboratory analysis of pH, total suspended solids, total metals, and dissolved metals. Copies of laboratory results are to be provided via email to the City.
- 4.7 The General Manager may allow for non-compliance under section 4.2, if the background water-quality conditions off-site conditions outside of the project boundary are demonstrated to be contributing factors of non-compliance, as demonstrated by a technical report prepared by a Qualified Professional and submitted to the City.

## 5. Construction Works and ESC Permit

- 5.1 No person undertaking any Construction Works shall place, store, transport, or dispose of any Prohibited Materials in such a manner so as to permit the likely escape of the materials into a Drainage System.
- 5.2 No person shall suffer or permit the discharge or washing of cement or concrete during the construction of exposed aggregate driveways, patios, other surfaces, or from concrete vehicles or concrete equipment onto any highway, sidewalk, publicly owned land, or into a Drainage System.
- 5.3 No person shall suffer or permit any water to be discharged directly or indirectly from any property that does not continuously and at all times meet or exceed the requirements of this Bylaw.

- 5.4 An ESC Permit is required prior to any Construction Works that require a Building Permit or Development Permit, or are occurring on City lands as part of works on behalf of the City or on behalf of a third party.
- 5.5 In the case of Construction Works related to an ESC Permit for the construction of a single- or two-family dwelling, an application for an ESC Permit must include:
- a) an ESC Plan, if required under section 7.1(b);
  - b) a Declaration of the Permit Holder and ESC Permit in the form of Schedule A;
  - c) a Letter of Undertaking in the form of Schedule B.
- 5.6 Notwithstanding section 5.5, an application for an ESC Permit for all other Construction Works requiring a Building Permit or Development Permit, a Building Permit or Development Permit, or are occurring on City lands as part of works on behalf of the City or on behalf of a third party, must include:
- a) an ESC Plan;
  - b) a Declaration of the Permit Holder and ESC Permit in the form of Schedule A;
  - c) a Letter of Undertaking in the form of Schedule B;
  - d) a Letter of Appointment in the form of Schedule C;
  - e) a Detailed Cost Estimate in the form of Schedule D;
  - f) a Water Treatment Chemical Checklist in the form of Schedule E;
  - g) a security in an amount of 120% of the accepted ESC Plan implementation, monitoring, and maintenance cost or \$5,000, whichever is greater; and
  - h) payment of the ESC Permit fee.
- 5.7 If during any Construction Works, any Prohibited Materials, or water that exceeds the limits outlined in 4.2, is being released directly or indirectly into the Drainage System, or otherwise impedes the Drainage System, the Permit Holder must immediately notify the City, as well as the appropriate federal and provincial agencies.
- 5.8 Any groundwater diverted during Construction Works must comply with the provincial *Water Sustainability Act*, SBC 2014, c 15 and its regulations as amended or re-enacted from time to time.
- 5.9 All Water Treatment Chemicals, as part of a Water Treatment System or as administered directly to water prior to discharge to the Drainage System, must adhere to the following:
- a) Chitosan acetate 1-2% (liquid form of chitosan) is the only approved material permitted to mitigate Turbidity. Dry coagulants and flocculants are not permitted for use in the City of Port Moody.
  - b) Liquid mineral acids (e.g., citric acid), strong alkali (e.g., caustic soda, sodium carbonate solution) and hazardous chemicals to mitigate pH levels must have secondary spill containment (110% volume).
  - c) All Water Treatment Chemicals:
    - i) must be labelled in accordance with WHMIS 2015 requirements, with current Safety Data Sheets (SDS) in accordance with WHMIS 2015 requirements readily available on site during use;
    - ii) must not be used beyond their expiry date;

- iii) must not bring dissolved and total concentrations of metals, hydrocarbons, and inorganics in the discharge above respective *British Columbia Approved Water Quality Guidelines: Aquatic Life* and/or *Canadian Environmental Quality Guidelines for the Protection of Aquatic Life*, whichever is more stringent, even at the highest concentration (dose rate) used in water treatment operation.
- iv) must be administered at the dose rate and chemistry per manufacturer specifications and as defined per Schedule E. No change of chemistry or chemical substitution is permitted without prior written approval from the City of Port Moody.

5.10 The ESC Permit requirements under sections 5.6(g) and 5.6(h) do not apply to City projects.

## 6. Post-Treatment Qualifications

6.1 All discharges from the Water Treatment System(s) at sites exceeding 2,000m<sup>2</sup> must be monitored continuously, in real-time by a third-party that is independent from both the water treatment provider and ESC Supervisor, unless exempted by the General Manager in the event that the technology is unavailable, the technology cannot be feasibly installed on site, or if water will be captured and removed from site without discharging to the Drainage System. Sites smaller than 2,000m<sup>2</sup> may be required to implement continuous monitoring, as described above, at the discretion of the General Manager if one or more criteria is met as prescribed in section 7.1(b).

- a) The real-time monitoring system must include discharge shutoff and redirection of water exceeding criteria listed in section 4.2 back to the site for additional treatment or recirculation, until it is compliant with section 4.2.
- b) Minimum requirements for real-time monitoring are to include pH, Turbidity, temperature, flow rate, and volume of discharge(s) with a minimum acquisition and transmission frequency of 60 seconds, to minimize the volume of non-compliant water discharged to the Drainage System.
- c) The real-time monitoring system must remain in place until the City provides written approval to remove it.

6.2 The City must be provided access to the real-time data, including notifications within 48 hours of installation of the monitoring system and no later than the date of the first discharge to the Drainage System.

6.3 A clearly identified sample port located at the point of discharge of the Water Treatment System must be provided.

## 7. ESC Plan

7.1 General requirements:

- a) Single- and two-family dwelling unit construction and landscaping activities may utilize the example of sediment control works and BMPs provided in Schedule F, Simplified ESC Plan when applying for an ESC Permit.

- b) The General Manager may require the Permit Holder to provide a detailed ESC Plan meeting criteria outlined in sections 7.1(c) and 7.1(d) in accordance with single- and two-family dwelling sites that meet one or more of the following criteria:
  - i) the construction site is within 30 metres to a stream or Environmentally Sensitive Area;
  - ii) construction on slopes greater than 20%; or
  - iii) construction on lands having a history of erosion events, or lands designated by a geotechnical study as being subject to geotechnical hazards, including but not limited to landslides or flooding, or Hazardous Lands or Steep Slope areas per the City's Official Community Plan.
- c) An ESC Plan submitted under an application for an ESC Permit, shall set out works and measures required during Construction Works to prevent the discharge of Prohibited Materials to the Drainage System. This shall include such detailed plans, specifications, and design calculations necessary to describe any works required to convey, control, and treat run-off water from the Construction Works.
- d) The ESC Plan must be prepared, signed, and sealed, by the ESC Designer, and reviewed and signed by the appointed ESC Supervisor.

## **8. Maintenance**

- 8.1 All ESC Facilities are to be inspected and maintained daily until Construction Works at the site are complete, the site is stable and under control, and no longer poses risks to the Drainage System, and the ESC Facilities have been removed to the satisfaction of the City.
- 8.2 The Permit Holder shall correct any deficiencies in ESC Facilities immediately. If the Permit Holder fails to correct the deficiencies, they must be corrected by the Owner, or the City will correct the deficiencies at the Owner's expense.
- 8.3 Upon completion of construction, the Permit Holder shall remove all sediment from the onsite storm mains and ESC Facilities, especially sediment fencing, to the satisfaction of the ESC Supervisor and the City. CCTV inspection and flushing is required, if applicable.
- 8.4 If applicable, Water Treatment System components shall only be removed upon City approval and when the ESC Permit Holder effectively demonstrates that there are no outstanding deficiencies with ESC Facilities and that pre-treated water meets the requirement of this Bylaw at all times during an 8-week period or three Significant Rainfall Events (SREs), whichever occurs first.
- 8.5 If applicable, the independent third-party continuous monitoring system shall only be removed upon City approval and when the ESC Permit Holder is able to demonstrate that discharge remains compliant with the Bylaw, in the absence of a Water Treatment System for an 8-week period or three Significant Rain Events (SREs), whichever occurs first.



## 9. Monitoring and Reporting

- 9.1 All ESC monitoring inspections are to be carried out by the ESC Supervisor, or their designates, up to the expiry of the ESC Permit weekly and within 24 hours of each Significant Rainfall Event (SRE). If more than two SREs occur within 7 days (Monday through Sunday), two site ESC monitoring inspections per week will be deemed acceptable, except for when a deficiency is identified during an inspection.
  - a) Between May 1 and September 30, inspection frequency may be reduced to bi-weekly and within 24 hours of each SRE by submitting a written request to the City from the ESC Supervisor, subject to continued site compliance and approval by the City.
- 9.2 The Permit Holder shall complete an ESC monitoring inspection report in the form provided by the City within 7 days of the ESC monitoring inspection date. The Permit Holder shall report any ESC Permit violations to the City immediately. The first monitoring inspection must be completed within 7 days of Construction Works commencing.
- 9.3 The Permit Holder shall immediately notify the City and cease Construction Works, if for any reason the ESC Supervisor's services are terminated or withdrawn, until a replacement ESC Supervisor is appointed.
- 9.4 Grab samples for compliance monitoring shall be collected from a clearly identified sample port located at the point of discharge and be analyzed for Turbidity, pH, and temperature using industry-standard calibrated measurement field devices.
- 9.5 Further to section 9.4, residual chitosan shall be analyzed at the point of discharge using industry-standard calibrated field devices for sites that utilize this material as a Water Treatment Chemical.
- 9.6 If off-site disposal of site run-off is approved by the City as the alternative to on-site water treatment, all tracking slips including disposal quantities to be provided with the environmental monitoring inspection report to the City no later than one week after the date of disposal.
- 9.7 The monitoring and reporting requirements under section 9 do not apply to single- and two-family dwelling construction.

## 10. Signage

- 10.1 Every site where ESC Facilities are in effect under an ESC Permit must have a waterproof sign posted as clearly visible from road frontage for the duration of Construction Works. The sign must clearly state the Permit Number, name and contact information of the Owner, Permit Holder, and City Operations, and, if applicable, the ESC Designer and ESC Supervisor.

## **11. ESC Plan Amendments**

- 11.1 ESC Plans must be updated to account for any changes that may occur onsite that affect the staging of work, location, or ESC Facilities that were originally accepted by the City. An amendment must be submitted to the City prior to the implementation of ESC changes on-site, and must include applicable amended drawings and detailed portions of the ESC Plan.

## **12. Security**

- 12.1 To secure the full and proper compliance with the provisions of this Bylaw, the ESC Permit Holder or Owner for all Construction Works other than that for single- or two-family dwellings or City projects, is required to provide an Irrevocable Letter of Credit (ILOC) in an amount of 120% of the accepted ESC Plan implementation, monitoring, and maintenance cost or \$5,000, whichever is greater, as a security deposit. A detailed cost estimate, upon which the 120% ILOC is based, must be submitted to the City, and signed by both the ESC Designer and ESC Supervisor before the ESC Permit can be issued.
- 12.2 In the event the ESC Permit Holder has not complied with the provisions of this Bylaw or fulfilled all the terms and conditions expressed in the ESC Permit and Construction Works have commenced, the necessary funds from the ILOC may be drawn down, at the City's option, and the money used either by the City or its agents to protect the Drainage System.
- 12.3 If the amount of the security deposit is insufficient for the City to complete the remedial work, the ESC Permit Holder will pay any deficiency to the City on demand.
- 12.4 When the ESC Permit Holder complies with the provisions of this Bylaw, the City will return the security deposit at such a time as the ESC Supervisor provides the City with written notice that all Construction Works at the site are complete, the site is stable and under control, and no longer poses risks to the Drainage System, and the ESC Facilities have been removed to the satisfaction of the City.
- 12.5 Alternative forms of security are not preferable and are at the discretion of the General Manager.

## **13. Remedies**

- 13.1 If during the Construction Works any Prohibited Materials enter the Drainage system, then the Owner, ESC Permit Holder, ESC Supervisor, or contractor performing the work shall immediately notify the appropriate federal, provincial, and municipal agencies and under the appropriate direction take remedial steps to remove such Prohibited Materials.

13.2 If, in the opinion of the General Manager, immediate steps must be taken to prevent the likely escape of Prohibited Materials, or to stop an escape of Prohibited Materials which is ongoing, and/or if the General Manager is not satisfied that the persons responsible or Permit Holder has taken the appropriate steps to mitigate the damages, then the City may enter onto private property to take such steps as are necessary in the circumstances. The General Manager shall provide written notice of the actions taken or proposed to the landowner, Permit Holder, or persons responsible at the address as it appears on the records of the Land Title Office or other last known address. The cost of any work done by the City will be assessed to the landowner, Permit Holder, or persons responsible. The cost will be due and payable by December 31 of the year in which said costs were incurred and if unpaid on that date shall be deemed to be taxes in arrears and must promptly be so entered on the tax roll by the collector pursuant to the appropriate sections of the *Local Government Act* RSBC 2015, c 1. If the work is done on City property, the cost will be billed to the persons responsible for causing a discharge of Prohibited Materials to the Drainage System.

- a) The City may collect and submit site discharge for laboratory analysis of water-quality parameters. Should laboratory results confirm the presence of Prohibited Materials and thereby demonstrate ESC site discharge non-compliance, the cost of any laboratory fees incurred by the City to test water-quality parameters of ESC site discharge will be billed to the persons responsible for causing a discharge of Prohibited Materials to the Drainage System.
- b) Any response-based ESC site inspections by the City in response to three or more instances of non-compliance will be deemed superfluous and be compensated to the City as reinspection charges at a rate of \$150 drawn from ESC securities.

## 14. Authority to Enter Upon a Property

14.1 The General Manager and Bylaw Enforcement Officer or their designates are authorized to enter at all reasonable times upon any property for the purpose of ascertaining whether the regulations of this Bylaw are being observed.

## 15. Offence and Penalty

15.1 Every person who contravenes this Bylaw; causes, authorizes, or permits any act to be done in contravention of this Bylaw; or disregards or refrains from doing anything required to be done by any of the provisions of this Bylaw, terms and conditions of a permit or an order issued pursuant to this Bylaw commits an offence and is liable to a fine of up to \$1,000 for each offence. Each day that the violation continues is deemed a separate offence.

## 16. Attachments and Schedules

16.1 The following schedules are attached to and form part of this Bylaw:

- Schedule A – Declaration of the Permit Holder;
- Schedule B – Letter of Undertaking;
- Schedule C – Letter of Appointment;
- Schedule D – Detailed Cost Estimate;
- Schedule E – Water Treatment Chemical Checklist; and
- Schedule F – Simplified ESC Plan.

## 17. Severability


17.1 If a portion of this Bylaw is found invalid by a court, it will be severed, and the remainder of the Bylaw will remain in effect.


**Read a first time** 24<sup>th</sup> day of October, 2023.

**Read a second time** this 24<sup>th</sup> day of October, 2023.

**Read a third time** this 24<sup>th</sup> day of October, 2023.

**Adopted** this 14<sup>th</sup> day of November, 2023.

  
M. Lahti  
Mayor

  
S. Lam  
City Clerk

## **SCHEDULE A**

### **Declaration of the Permit Holder and ESC Permit** City of Port Moody Stream and Drainage Bylaw, 2023, No. 3426

Under City of Port Moody Stream and Drainage Bylaw, 2023, No. 3426, landowners, contractors, builders, and developers, are expected to adhere to Erosion and Sediment Control (ESC) measures to prevent the release of Prohibited Materials into the Drainage System.

#### **Instructions:**

For Single- and Two-Family Construction Works, please complete Section A. For all other Construction Works, please complete Section B.

#### **SECTION A. Single and Two-Family Construction**

NAME OF APPLICANT: \_\_\_\_\_

COMPANY NAME (IF APPLICABLE): \_\_\_\_\_

BUILDING PERMIT #: \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

RELATIONSHIP TO PROJECT: ☐ OWNER ☐ CONTRACTOR

I, \_\_\_\_\_ declare that the following statements are true:

1. I understand that for the purpose of this declaration, defined terms are italicized and have the same meaning as set out in the City of Port Moody Stream and Drainage Bylaw, 2023, No. 3426.
2. I understand and acknowledge my responsibility to comply with the City's prohibitions of discharge;
3. I agree to adhere to ESC Facilities and best practices per the Simplified ESC Plan of Schedule F, unless a detailed ESC Plan is required under Section 7.1(b) of the Bylaw;
4. I will immediately notify the City and appropriate federal, provincial, and municipal agencies in the event of release of Prohibited Material to the Drainage System during or in relation to Construction Works, and take remedial steps to remove such Prohibited Material to the satisfaction of the City or to the applicable standards set out in the applicable environmental laws.

<b>SIGNATURE OF APPLICANT</b>	<b>DATE</b>

Personal information is collected by the City of Port Moody pursuant to Section 26 of the British Columbia *Freedom of Information and Protection of Privacy Act*, R.S.B.C. 1996, c. 165. Information collected will be used solely for the fulfillment of requirements for an Erosion and Sediment Control (ESC) Permit application.

Questions regarding this collection of information can be directed to the City of Port Moody Election Office by email at [foi@portmoody.ca](mailto:foi@portmoody.ca) or by mail to 100 Newport Drive, Port Moody, B.C. V3H 5C3.

**SECTION B. Construction Works Requiring an ESC Permit**

DEVELOPMENT PERMIT #: \_\_\_\_\_

BUILDING PERMIT #: \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_

PROJECT NAME (IF APPLICABLE): \_\_\_\_\_

NAME OF APPLICANT: \_\_\_\_\_

TITLE: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

RELATIONSHIP TO PROJECT: ☐ OWNER ☐ CONTRACTOR

I, \_\_\_\_\_ declare that the following statements are true:

1. I understand that for the purpose of this declaration, defined terms are italicized and have the same meaning as set out in the City of Port Moody Stream and Drainage Bylaw, 2023, No. 3426.
2. I understand and acknowledge my responsibility to comply with the City's prohibitions of discharge;
3. I agree to adhere to ESC Facilities and best practices per the detailed ESC Plan accepted by the City under the ESC Permit;
4. I will immediately notify the City and appropriate federal, provincial, and municipal agencies in the event of release of Prohibited Material to the Drainage System during or in relation to Construction Works, and take remedial steps to remove such Prohibited Material to the satisfaction of the City or to the applicable standards set out in the applicable environmental laws.

SIGNATURE OF APPLICANT	DATE

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## **SCHEDULE B**

### **Letter of Undertaking**

City of Port Moody Stream and Drainage Bylaw, 2023, No. 3426

Pertaining to Building Permit # \_\_\_\_\_ and/or Development Permit # \_\_\_\_\_

and/or works on City lands in the City of Port Moody, at [address] \_\_\_\_\_,

I/we \_\_\_\_\_ confirm that I/we commit to undertake the management and implementation of the accepted Erosion and Sediment Control (ESC) Plan OR Simplified ESC Plan (Single- or Two-Family Developments) including:

- inspection of the Construction Works to certify that they are being constructed in accordance with the accepted ESC Plan OR Simplified ESC Plan;
- periodic inspection of the works to certify that the standards of discharge established by this Bylaw are not exceeded;
- ensuring appropriate and timely measures are taken if site discharge exceeds the standards of discharge established by this Bylaw; and
- inspection of the receiving waters of the Drainage System before, during or after the Construction Works to determine whether Prohibited Material was discharged.

The ESC works required by an ESC Plan shall be inspected, maintained and operated for the duration of the Construction Works by the Owner and/or contractor performing the work as set out in the ESC Plan.

#### **Erosion and Sediment Control (ESC) Supervisor:**

NAME:		<b>Professional Seal</b>  If applicable
LANDOWNER:	<input type="checkbox"/> YES <input type="checkbox"/> NO	
QUALIFIED PROFESSIONAL:	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
COMPANY:		
PHONE NUMBER:		
EMAIL:		
ADDRESS:		
SIGNATURE:		
DATE:		

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Questions regarding this collection of information can be directed to the City of Port Moody Election Office by email at [foi@portmoody.ca](mailto:foi@portmoody.ca) or by mail to 100 Newport Drive, Port Moody, B.C. V3H 5C3.

## SCHEDULE C

### Letter of Appointment

City of Port Moody Stream and Drainage Bylaw, 2023, No. 3426

Pertaining to Building Permit # \_\_\_\_\_ and/or Development Permit # \_\_\_\_\_

and/or capital works on City lands in the City of Port Moody, at \_\_\_\_\_[address]\_\_\_\_\_

I/we \_\_\_\_\_ confirm that I/we have retained:

Owner/ Authorized Agent:		Additional Owner(s) if applicable:	
NAME:		NAME:	
COMPANY:		COMPANY:	
PHONE NUMBER:		PHONE NUMBER:	
ADDRESS:		ADDRESS:	
SIGNATURE:		SIGNATURE:	
<b>ESC Designer:</b>			
NAME:		Professional Seal  If applicable	
COMPANY:			
PHONE NUMBER:			
ADDRESS:			
QUALIFIED PROFESSIONAL:	<input type="checkbox"/> YES <input type="checkbox"/> NO		
SIGNATURE:			
<b>ESC Supervisor:</b>			
NAME:		Professional Seal  If applicable	
COMPANY:			
PHONE NUMBER:			
ADDRESS:			
QUALIFIED PROFESSIONAL:	<input type="checkbox"/> YES <input type="checkbox"/> NO		
SIGNATURE:			

**DATE COMPLETED:** \_\_\_\_\_

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## **SCHEDULE D**

### **Detailed Cost Estimate**

City of Port Moody Stream and Drainage Bylaw, 2023, No. 3426

Section A of Schedule D must be completed along with an appended detailed cost estimate outlining the purchase, installation, maintenance, removal, and monitoring of Erosion and Sediment Control (ESC) Facilities during the duration of Construction Works associated with the subject ESC Permit.

#### **SECTION A. Cost Estimate**

NAME OF PERSON SUBMITTING COST ESTIMATE: \_\_\_\_\_

COMPANY NAME (IF APPLICABLE): \_\_\_\_\_

RELATIONSHIP TO PROJECT: ☐ LANDOWNER ☐ CONTRACTOR ☐ DEVELOPER  
☐ ESC SUPERVISOR

PROJECT ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

DETAILED COST ESTIMATE ATTACHED: ☐ YES ☐ NO

DATE COST ESTIMATE COMPLETED: \_\_\_\_\_

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## SCHEDULE E

### Water Treatment Chemical Checklist

City of Port Moody Stream and Drainage Bylaw, 2023, No. 3426

A Water Treatment Chemical means any substance which is intentionally introduced to water to alter the physical or chemical properties. The City reserves the right to reject any permission request to use any chemical or process, or require a more stringent process, if determined necessary.

Section A of Schedule E must be completed along with any necessary supporting documentation.

SECTION A. Water Treatment Chemical Details			
No.	Best Management Practice(s)	Attached Yes/No	Comments (optional)
1.	Intended use plan detailing the dose rates, operating conditions, and how the aquatic toxicity will be kept below the threshold values of the product, for each proposed chemical.		
2.	Safety Data Sheets (SDS) for each proposed chemical.		
3.	Product sheets, and other relevant information such as residual tests (coagulants and flocculants only).		
Based on my review of the information submitted with this application, I recommend using these chemical(s) under the intended use plan.			
NAME OF QUALIFIED PROFESSIONAL		COMPANY	
SIGNATURE OF QUALIFIED PROFESSIONAL		DATE	

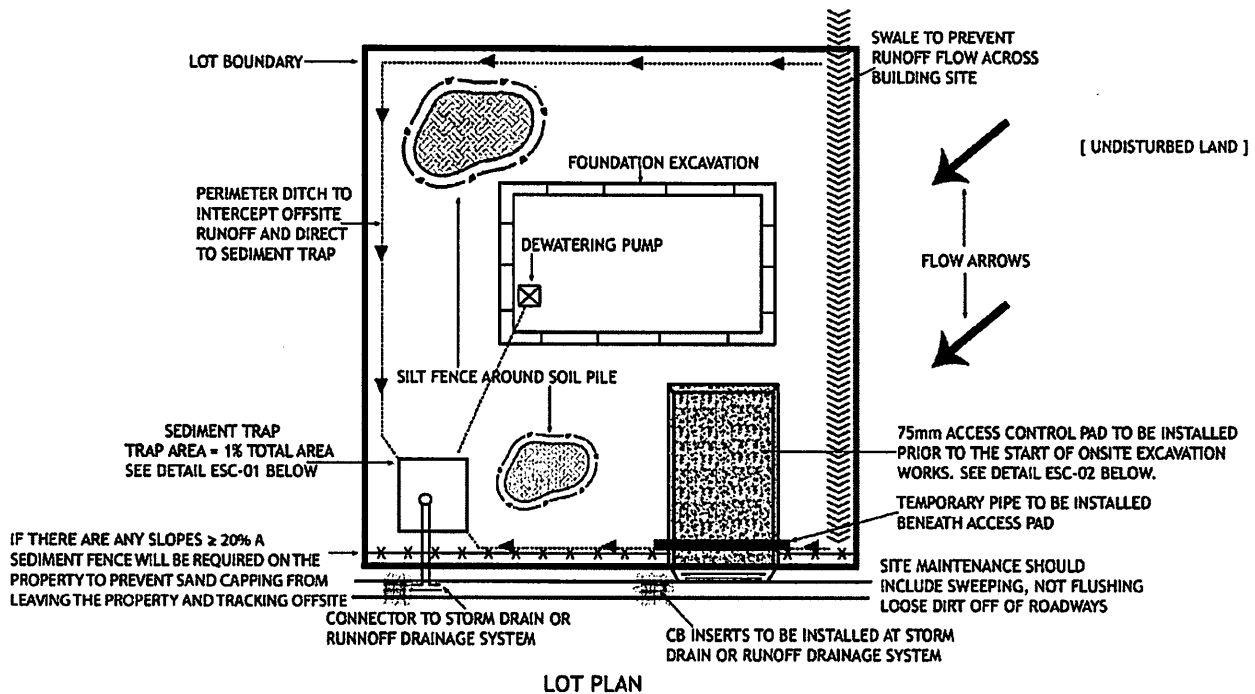
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## SCHEDULE F

### Simplified Erosion and Sediment Control (ESC) Plan

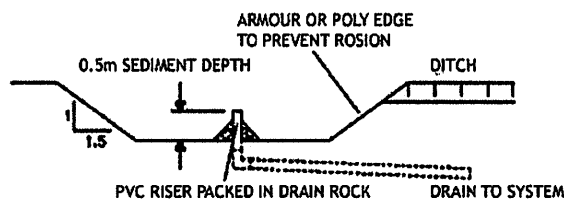
City of Port Moody Stream and Drainage Bylaw, 2023, No. 3426



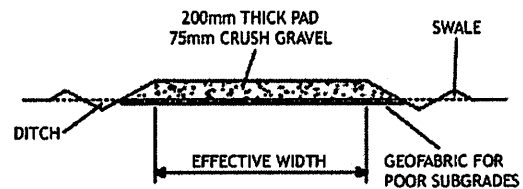
#### NOTES:

1. SEDIMENT TRAP TO BE INSTALLED IN THE LOW SIDE OF THE SITE NEAR THE DRAINAGE SYSTEM TIE IN.
2. ANY STOCKPILE MATERIALS TO BE COVERED AND ENCIRCLED BY SEDIMENT FENCE.  
2A. IF STOCKPILE IS KEPT ON EXISTING ASPHALT SEDIMENT FENCE IS TO BE REPLACED WITH A COMPOST WATTLE.
3. CAP EXPOSED SOILS ONCE THE FOUNDATION IS BACKFILLED WITH WASHED SAND OR STRAW.
4. PERIMETER PROTECTION MEASURES TO BE INSTALLED PRIOR TO INITIATING ONSITE CLEARING.
5. ACCESS CONTROL FACILITIES/ MEASURES TO BE INSTALLED AT ENTRY/ EXIT POINTS PRIOR TO INITIATING ONSITE CLEARING OR AT THE INITIAL STAGE OF CLEARING. ALL VEHICLE MOVEMENT TO AND FROM SITE TO BE RESTRICTED OR CONTROLLED AT ENTRY/ EXIT POINTS.
6. STORM DRAIN INLET PROTECTION MEASURES AT OR WITHIN EXISTING CATCH/ LAWN BASINS TO BE INSTALLED PRIOR TO INITIATING ONSITE CLEARING.
7. CONCRETE WASH WATER NEEDS TO BE COLLECTED AND EITHER DISPOSED OFFSITE AT AN APPROVED DISPOSAL FACILITY OR NEUTRALIZED TO pH 6.5-8.0. THIS NEEDS TO BE VERIFIED BY A CERTIFIED ESC INSPECTOR AND RESULTS SENT TO CITY FOR REVIEW PRIOR TO WATER BEING DISCHARGED TO CITY STORM / DRAINAGE SYSTEMS.
8. NEWLY CONSTRUCTED CATCH/ LAWN BASINS TO BE PROTECTED AS SOON AS INSTALLED.

#### DETAILS:



**DEAIL ESC-01: SEDIMENT TRAP SECTION**



**DETAIL ESC-02: ACCESS ROAD SECTION**

## Best Management Practices Matrix

Table 1 below outlines the minimum Best Management Practices (BMPs) to be followed when implementing a Simplified ESC Plan for different stages of construction.

**Table 1. Minimum BMP and Audit Requirements During Different Stages of Construction**

Stages of Construction		Best Management Practices
<b>1. Site Clearing &amp; Grubbing</b>		
1.1	Site Clearing	A, B, D
1.2	Site Grubbing	A, B, C, D
<b>2. Installation of Services</b>		
2.1.	Installation of Services On-Site	A, B, C, D, E, F, G
<b>3. Building Construction</b>		
3.1	Excavation, Shoring, and Foundation	A, B, C, D, E, F, G, H,
3.2	Construction	A, B, C, D, E, F, G
<b>4. Final Grading and Landscaping</b>		
4.1	Final Grading	A, B, D, E
4.2	Landscaping On-Site	A, B, D, E
<b>Abbreviations</b>		<b>Examples</b>
A	Perimeter Protection	Silt fencing, vegetation, gravel berm
B	Access Control	Gravel access pad, paved driveway
C	Stormwater Management / Drainage Control	Swales, dewatering pump/hose, sump, sediment trap
D	Storm Drain Inlet Protection	Silt sacks, silt socks
E	Road Sweeping	Manual or mechanical sweeping
F	Laydown Area	Rock pad, concrete pad
G	Exposed Soil Management	Polyethylene sheeting, straw, vegetation
H	Concrete Washout Facilities	Bucket, container, pit