Stormwater CLI-ECA document list

| **Document** | **Type** | **CLI-ECA Sections covered** | **SOP required** | **SOP optional** |
| --- | --- | --- | --- | --- |
| **New Development/Capital Projects Focused** |
| Director notifications – process for development and capital projects | SOP | Sch B: 1.2.2, 1.2.3, 1.9, 1.11, 1.12. Sch D: 3.5, 3.7 |  | ✓ |
| Program for non-operations staff/developers/contractors to ensure aware of CLI-ECA rqmts | Training | Sch D: 2.4 |  | ✓ |
| Document and records requirements and control for all CLI-ECA documentation requirements | SOP | Sch D: 3.4, 4.4, 5.5Sch E: 4.3, 6.1 |  | ✓ |
| Review and approval process for chemical/coagulants/polymers used in the storm system (particularly focused on new chemicals) | SOP | Sch D: 3.9 |  | ✓ |
| Flag any previous approvals revoked by the CLI-ECA for in-progress projects, create process/guide etc. stating how Alteration may proceed. Communicate dates for each revoked approval that work must commence by. Create transitional process and communicate to all parties. | SOP/ Engineering Standards | Sch D: 8.0, 9.0 |  | ü |
| Erosion Sediment Control (ESC) |  | Sch D: 3.10, 3.11 |  |  |
| * ESC guidance document, detailing exactly what the municipality wants developers and contractors to follow (refer to Construction Erosion and Sediment Control in Appendix A of CLI-ECA), ensuring requirements in Appendix A re: QP and installation/maintenance requirements are clearly stated, and detailing who is responsible to perform inspections (as per 3.11) and what records are to be maintained and provided to muni
 | External Guidance | Sch D: 3.10, 3.11 |  | ✓ |
| * Internal procedure for developments and for capital projects (who receives, who reviews, who approves, who ensures inspections have been completed, and completed properly, who maintains records etc.
 | SOP | Sch D: 3.10, 3.11 |  | ✓ |
| Detail CLI-ECA requirements for drawings/records. How to keep drawings up-to-date by deadlines for new development and capital projects.  | Internal SOP/ Subdivision Agreement | Sch D: 3.12.2. 3.12.3, 6.4Sch E: 6.2 |  | ✓ |
| Indigenous consultation requirements for new development and capital projects | Engineering standards/ Subdivision Agreement | Sch D: 3.13 |  | ü |
| Process for applying to the Director for projects not authorized by the CLI-ECA | SOP | Sch D: 3.15, 4.3 |  | ü |
| Process for ensuring an alteration (development, capital project) meets all conditions to be considered approved. Ensure municipality’s specific design/testing requirements spelled out. Ensure list of alterations NOT approved are also included. | Engineering Standards/ checklist | Sch D: 3.13, 4.1, 4.3, 5.1, 5.2, 6.1, 7.1, 7.2, 8.0, 9.0 |  | ü |
| * Procedure to demonstrate new development/capital project will not cause adverse effects
 | SOP | Sch D: 4.1.2, 4.1.3, 5.2.1 f), 5.2.2, 7.2 |  | ü |
| * Procedure specifying requirements for protecting sources of drinking water (including private wells)
 | SOP | Sch D: 4.1.1 i), 5.2.1 g),  |  |  |
| How projects that cross municipal boundaries (or in 2-tier systems) will be approved by the other municipality | SOP/ agreement | Sch D: 4.1.4, 4.3.11, 5.2.7, 6.1.5 |  | ü |
| Procedure for alteration approval (i.e. filling out and signing Form SW1) | SOP/ checklist | Sch D: 4.1.5, 4.1.6, 4.1.7, 4.1.8, 5.2.8, 5.2.9, 5.2.10, 6.1.6, 6.1.7, 6.1.8 |  | ü |
| SOP for alterations outletting to a municipal drain and/or to private land | SOP | Sch D: 4.3.7, 5.2.10, 5.3.2, 7.2 |  | ü |
| Process to commence operation of added storm sewers and/or ditches and creating sign off to authorize operation to begin (mostly applicable to development) | SOP/ Subdivision Agreement/ Engineering Standards | Sch D: 4.2Sch E: 1.5Also see Sanitary CLI-ECA, Sch D: 5.2.4 b) |  | ü |
| Inspection requirements for alterations to LID or end-of-pipe SWM Facilities | SOP/ Subdivision Agreement/ Engineering Standards | Sch D: 5.4 |  | ü |
| Internal procedure for municipality assuming infrastructure (incl. internal notification, mapping requirements) | SOP | Sch E: 3.1.2 b), 3.2.4, 5.2.5, 5.2.8, 6.2 |  | ü |
| Significant Drinking Water Threat Assessment Report for Proposed Alterations | Report | Sch E: 8.0 | ü |  |
| * SOP to ensure design, construction and operation of alteration is protective of sources of drinking water. Some aspects (particularly for design/construction) will likely be captured in the Significant Drinking Water Threat Assessment Report for Proposed Alterations.
 | SOP | Sch E: 8.1 |  | ü(suggested approach) |
| * Create assessment process that can be used to assess proposed alterations and detail how this will be documented
 | SOP | Sch E: 8.2.2 |  | ü(suggested approach) |
| * SOP for what information is required to assess impact of an alteration as drinking water threats and how to document design consideration and other measures to mitigate risk during construction and/or operation of components
 | SOP | Sch E: 8.2.3, 8.2.4 |  | ü(suggested approach) |
| * SOP detail how the report will be updated annually, detail how to meet requirements of 8.4
 | SOP | Sch E: 8.3 |  | ü(suggested approach) |
| **Operations Focused** |
| SOP detailing effluent objectives and response procedures; include efforts to be taken to minimize adverse effects | SOP | Sch E: 1.4, 2.3 |  | ü |
| Training program for operations staff, senior staff (anyone with decision-making authority over the system who is not directly involved in operations) and council to detail legal requirements and obligations | Training | Sch E: 1.0, 2.0 |  | ü |
| * SOP for workplan for when SWM facility ceases to operate (planned or unplanned)
 | SOP | Sch E: 2.1.5 |  | ü |
| Inspection program to ensure entire SWM system is inspected at frequency dictated in O&M manual | Program | Sch E: 3.1, 3.1.1, 3.1.5, 3.2.1 b), 5.2.5 | ü |  |
| * Inspection of SWM facilities, pumping station and outlets to a receiver, include inspection requirements for each component-type and frequency of inspection, and inspection checklists/records. Include requirements for new (assumed from developer, or replaced by muni) to ensure inspected within the 1 year timeframe. May
 | SOP/ checklist | Sch E: 3.1.2, 3.1.5, 3.2.1 b), 5.2.5 | ü |  |
| * Maintenance and repair requirements and how verify system functions as designed – define “perform as designed”, state frequency of maintenance and repair
 | SOP/ checklist | Sch E: 3.1.3, 3.1.5, 3.2.1 c), 5.2.5 | ü |  |
| * Inspections after significant flooding events – define what will be considered “significant flooding event” and include in SOP
 | SOP/ checklist | Sch E: 3.1.4, 3.1.5, 5.2.5 |  | ü |
| Operations and Maintenance Manual – include where O&M manual will be stored and made accessible to staff, inspector, public, how it will be updated, when it will be updated.Establish procedures for routine operation of the Stormwater system (may include inspections, CCTV program, CB cleaning, sampling, outlet cleaning) | SOPs | Sch E: 3.2, 3.2.1, 5.2.5 | ü |  |
| * Procedure specifying requirements for protecting sources of drinking water (including private wells) during operating/maintenance activities – may also include clause in each individual O&M SOP on how drinking water will be protected during that specific activity. Include how O&M requirements for new/replacement infrastructure will be communicated to operations and added to O&M manual
 | SOP | Sch E: 3.2.1 d) | ü |  |
| * Procedure for inspection and calibration of monitoring equipment (in accordance with Monitoring Plan)
 | SOP | Sch E: 3.2.1 e), 5.2.6 | ü |  |
| * Emergency response, spill reporting and contingency plans and procedures for equipment breakdowns etc., including notification to SAC, public health and director
 | SOP | Sch E: 3.2.1 f), 5.2.9 | ü |  |
| * Complaint SOP – receiving, responding and recording – including follow up actions
 | SOP | Sch E: 3.2.1 g) | ü |  |
| * Access to as-builts or record drawings – SOP for operations staff, including how they can communicate errors or omissions
 | SOP | Sch E: 3.2.1 h) |  | ü |
| By regulated deadline, establish signage with rqd info at SWMF that is a wet pond, dry pond, hybrid facility or engineered wetland | Sign | Sch E: 3.3 | ✓ |  |
| Procedure to determine if permits or authorizations are required from Federal or Provincial authorities for Excess Soils, Species at Risk or water resources before performing maintenance on the system (i.e. clearing sediment from outlets, removing sediment or vegetation from stormwater ponds etc) | SOP/ checklist | Sch E: 3.4 |  | ü |
| Monitoring Plan | Plan | Sch E: 4.0 | ü |  |
| * Delegated authority from owner (council) to permit management to sign plan
 | By-law | Sch E: 4.1.1 |  | ü(suggested approach) |
| * Procedures to verify operational performance of the system is as designed/planned (TBD during development of Monitoring Plan)
 | SOP | Sch E: 4.4.1, 4.5.7, 5.2.2 | ü |  |
| * Procedures to assess environmental impact of the system
 | SOP | Sch E: 4.4.2, 4.5.7, 5.2.3 | ü |  |
| * Procedures for any corrective actions to address any performance deficiencies and/or environmental impacts
 | SOP | Sch E: 4.4.3, 4.5.7, 5.2.4, 5.2.10 | ü |  |
| * Monitoring program – detailed in accordance with this section
 | SOP | Sch E: 4.5.8 |  | ü(suggested approach) |
| * Procedure to ensure Monitoring Plan is updated as necessary within 12 months of any alteration to the system, or more frequently if required by the Plan. Could also include in an overall procedure for document and record control, or simply as a part of the Monitoring Plan
 | SOP | Sch E: 4.6 |  | ü |
| Procedure/Template for annual report, including how will track action items from previous year. | SOP | Sch E: 5.2 |  | ü |
| Process/SOP for making available to the public (state where will be provided – may be able to just state in each annual report – but likely need to have process to make staff aware of where it is) | SOP | Sch E: 5.3 |  | ü |
| Mandatory review (CLI-ECA renewal deadline) – consider establishing in an SOP the process to have the CLI-ECA renewed and how the deadline will be tracked and who is responsible | SOP | Sch E: 7.0 |  | ü |
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