Memo

March 9, 2023

To: BILD Calgary Region

From: Stacey Rector, Team Lead, Stormwater Pollution, Water Services

Re: Updates to the process for small site ESC Authorizations

In an effort to continuously improve our ESC program and customer service, The City of Calgary is changing the process for ESC Authorizations for sites between 0.4ha and 2.0ha and introducing an ESC Code of Practice that formalizes these updates.

Starting May 8, these sites will submit a Written Notice with their ESC Plan. The City will review the Written Notice, and if it is complete, will respond with Notice to Proceed within seven business days.

This change will streamline the process for sites 0.4ha to 2.0ha, eliminating FIR letters and resubmissions, and will also allow more time for review and support of plans greater than 2.0ha.

Applications for sites under 2.0ha submitted on May 8 will be reviewed by May 16. Applications received before this date will follow the current application procedure, so we encourage you to hold submission of these applications until May 8 unless you plan to start construction before May 16.

Please note, you must still complete a full ESC Plan in accordance with the *ESC Standard Specification* and submit it with your Written Notice. Although the Plan will not be reviewed at the time of submission, it may be subject to audit later.

ESC authorizations program as of May 8, 2023

Site Size	Application Requirement	Documents Submitted	Review Process	Timeline	Authorization Type	Audit
Less than 0.4ha	Follow Good Housekeeping	None	Not Required	N/A	Not Required	When Complaints Are Received
Less than 0.4ha with special circumstances*	Sec 2(3)(b) Code Good Housekeeping (GHK) Letter)	Email Request	City Review Email	7 Business Day Turn-Around	GHK Letter	When Complaints Are Received
0.4 – 2.0ha	Written Notice	Written Notice & ESC Plan**	City Reviews Written Notice	7 Business Day Turn-Around	Notice of Approval Letter	ESC Plan may be Audited
Greater than 2.0 ha	Full ESC Plan Submission	ESC Plan	City Reviews Full ESC Plan	14 Business Day Turn-Around	Approval Letter	Not Required

* Site is equal to or greater than 0.4ha but less than 0.4ha exposed to erosion; site is less than 0.4ha but has characteristics that indicate greater than normal ESC concerns; or site is two or more discrete locations where no individual location exceeds 0.4ha.
** ESC Plan is submitted with Written notice and is filed and not reviewed unless audited.

Good Housekeeping | NEW Code of Practice | Approvals Program

Why are we doing this?
We heard from our industry partners that review times are long and too few applications are approved on initial submission, resulting in construction delays.

With a busy construction season approaching, we are taking steps to ensure we can provide good customer service during peak times, increase the number of applications being approved on initial submission and attempt to reduce the average turnaround on ESC applications.

The decision to target sites 0.4ha to 2.0 was a risk-based decision and is expected to reduce review timelines for approximately 40% of total applications.

What's next?
In April we will publish the ESC Code of Practice and update the Application instructions, hold an Open House to go over the changes and field questions, and update our website with information on the new process. Registration information for the Open House will be available via calgary.ca/stmpp and our newsletter, and will be communicated directly to BILD.

Following the 2023 construction season we will be collecting feedback from BILD members and conducting an industry survey. Based on these results, and continual program assessment, we will be exploring the long-term potential to expand this new process.

We look forward to working with you to make this a successful construction season. Please contact ESC@calgary.ca with any questions or comments, and sign up for our newsletter at calgary.ca/stmpp.

Sincerely,

Stacey Rector
Team Lead, Stormwater Pollution, Water Services