



# CODE OF PRACTICE FOR DRAINAGE ACTIVITIES

Revision: April 2026

## 1. DEFINITION

- 1) All definitions in the Stormwater Bylaw apply to this Code of Practice.
- 2) In this Code of Practice,
  - a) “City Inspector” means a designated officer of the City who has a delegation under Section 542 of the *Municipal Government Act* to inspect a Site for compliance with the Stormwater Bylaw and to whom powers to review and approve a Site Drainage Application and, issue a Drainage Permit have been delegated pursuant to Section 4(5) and 6(3) of the Stormwater Bylaw;
  - b) “Chief Administrative Officer” means the Chief Administrative Officer of The City of Calgary or the employee of The City of Calgary who has been delegated the authority to exercise the powers, duties, and functions of the Chief Administrative Officer under The Stormwater Bylaw;
  - c) “Code of Practice” means this Code of Practice for Drainage Activities and any amendments thereto;
  - d) “Director, Water Services” means the *Chief Administrative Officer*;
  - e) “Drainage Activity” means Releases of Impounded Water to the Stormwater System;
  - f) “Drainage Permit” means a written approval with additional conditions issued by The City of Calgary to commence and carry out a Drainage Activity. Issued pursuant to Section 4(5), 6(3), 15(3) and 15(4)(b) of the Stormwater Bylaw includes all conditions forming a part thereof;
  - g) “Impounded Water” means any Water that has collected on a site, including but not limited to, surface water ponding on a Premises, construction site or renovation site captured in an excavation, low point, or enclosure;
  - h) “Inspection Documentation Table” means a table in the form and content attached to this Code of Practice as Schedule B, or a Table as otherwise provided with the Drainage Permit;
  - i) “Person Responsible” means a Person responsible for commencing and carrying out a Drainage Activity at a Site and includes the owner of the Site, any Person in lawful possession of the Site and any consultant, contractor or other Person responsible for supervising or performing a Drainage Activity;
  - j) “Runoff Event” means runoff caused by precipitation, snowmelt or overland drainage entering the Stormwater System;
  - k) “Site” means a property that is the subject of the Drainage Permit for the Drainage Activity;

- l) "Site Drainage Application" means an application in the form and content attached to this Code of Practice as Schedule A.

## **2. BOUND BY THE CODE OF PRACTICE**

Any Person who proposes to commence and carry out a Drainage Activity that requires a Site Drainage Application must comply with all requirements and conditions set out in this Code of Practice.

## **3. GENERAL**

A Person Responsible for commencing and carrying out a Drainage Activity must:

- 1) For Drainage Activities conducted by a Person Responsible who is not a City of Calgary employee, release and indemnify and hold harmless The City of Calgary and its officers, employees, agents, consultants and contractors from and against all damages, losses, claims, actions, costs, expenses (including the cost of legal and professional services), proceedings, demands and charges whether arising under statute, contract or common law which may be suffered, sustained or incurred as a result of, in respect of or arising out of any contravention, breach, act, omission or non-performance under the Drainage Permit, the Stormwater Bylaw or this Code of Practice or otherwise as a result of the Drainage Activities or a Release which causes an Adverse Effect.
- 2) At all times, retain a copy of the Schedule A – Site Drainage Application and the approved Drainage Permit at the Site and, where applicable, retain a copy in any vehicle used to transport Water in carrying out a Drainage Activity.
- 3) Obtain written right-of-way permission to cross all private and public lands.
- 4) Ensure they do not deposit any Substance into the Stormwater System that may cause an Adverse Effect except as authorized by the Drainage Permit.
- 5) Promptly act to prevent erosion and sedimentation and ice accumulation resulting from the diversion of Impounded Water pursuant to the Drainage Permit.
- 6) Except where approved in the Drainage Permit, do not divert Impounded Water to the Stormwater System during and until one hour after a Runoff Event.
- 7) Promptly submit any notifications and applications for any amendments to the Drainage Permit.
- 8) Be responsible for ensuring that Drainage Activities pursuant to the Drainage Permit meet all applicable federal, provincial and municipal environmental legislation and that the Drainage Activity is commenced, carried out and completed in a diligent, efficient and safe manner in accordance with best industry practices.
- 9) This Code of Practice does not relieve a Person Responsible from complying with any provision of any federal or provincial law or regulation, agency, organization, other bylaw or any requirement of any lawful permit, order or license.

## **4. DRAINAGE PERMIT**

- 1) Except where otherwise in the Conditions of a Drainage Permit, these conditions form part of all Drainage Permits issued under Section 4(5), 6(3), 15 of the Stormwater Bylaw.

- 2) Failure to follow these conditions may result in enforcement action.
- 3) If there is an inconsistency between these conditions and the Conditions on any Drainage Permit issued under Section 4(5), 6(3) and 15 of the Stormwater Bylaw the most stringent requirement shall apply.
  - a) A Drainage Activity requiring approval in the form of a Drainage Permit is required before directly or indirectly release water into the Stormwater System.
  - b) Prior to commencing a Drainage Activity, a Person Responsible must obtain a Site Drainage Application by calling 311 or visit [www.calgary.ca/esc](http://www.calgary.ca/esc). Submit the completed Site Drainage Application to [ESC@calgary.ca](mailto:ESC@calgary.ca) for review and approval. The Drainage Activity must not commence until a Drainage Permit is issued by a City Inspector.
  - c) To be considered a completed Application, the Site Drainage Application must contain all the information outlined in Schedule A applicable to Drainage Permits, include all required supplemental information.
  - d) Drainage Activities may only commence in accordance with a valid Drainage Permit issued by a City Inspector, and the applicable requirements of the Stormwater Bylaw and this Code of Practice.
  - e) A Drainage Permit is only valid for the dates specified on the Permit.

## 5. WATER QUALITY

- 1) A Person Responsible for carrying out a Drainage Activity shall not dilute the Impounded Water being discharged from the Site to meet any limits specified by the Drainage Permit, this Code of Practice and The Stormwater Bylaw.
- 2) Unless otherwise authorized, a Person Responsible for carrying out a Drainage Activity, must ensure that Impounded Water leaving the Site meets the following parameters:
  - a) Has a turbidity reading of less than 100 NTU (Nephelometric Turbidity Units);
  - b) Has a pH of 6.5 to 9.0;
  - c) Where applicable, for potable water discharges ensure residual chlorine does not exceed 0.1 mg/L at the point of discharge to Stormwater System;
- 3) A Person Responsible for carrying out a Drainage Activity must cease Drainage Activities immediately and must notify The City of Calgary if water quality results of the Release of Impounded Water exceed any limits specified by the Drainage Permit, this Code of Practice and the Stormwater Bylaw.
- 4) A Person Responsible for carrying out a Drainage Activity must cease Drainage Activities immediately and must notify The City of Calgary and any other required regulatory agency if they become aware that the Release of Impounded Water quality at a site does not meet the *Environmental Quality Guidelines for Alberta Surface Waters* for freshwater aquatic life and/or *Canadian Environmental Quality Guidelines* as amended or replaced from time to time.

## **6. MONITORING**

A Person Responsible for commencing and carrying out a Drainage Activity must:

- 1) Record the pumping rate (in Liters/second); hours of pumping per day, and calculate the cumulative discharge (total volume pumped over time);
- 2) Record monitoring data (Water Quality) with corresponding dates and times and keep it available for inspection at the Site and provide it to the City Inspector upon request. Monitoring frequency must comply with Section 11 of this Code of Practice.

## **7. COMPLAINT INVESTIGATION**

- 1) A Person Responsible for carrying out a Drainage Activity must promptly investigate and resolve all complaints relating to allegations of Surface Water and/or groundwater interference because of the Drainage Activity as requested by the City Inspector or a Director, Water Services.
- 2) Upon request from a City Inspector or a Director, Water Services, a Person Responsible for carrying out a Drainage Activity must provide all documentation related to any of the above complaints and the resolution thereof.

## **8. CITY INSPECTIONS**

- 1) The City Inspector may inspect the Site at any time to ensure compliance with the Drainage Permit, the Stormwater Bylaw and/or this Code of Practice. The City Inspector may suspend or revoke the Drainage Permit if there is reason to believe the Drainage Activity is causing, may cause or has caused an Adverse Effect.
- 2) The City Inspector may suspend or revoke the Drainage Permit if there is reason to believe there is non-compliance with the Drainage Permit, the Stormwater Bylaw or this Code of Practice.
- 3) A Person Responsible for carrying out a Drainage Activity must promptly co-operate with, provide all reasonable assistance and furnish all information requested by the City Inspector relating to the Drainage Activity, including without limitation:
  - a) Providing samples, tests and analysis of any Substance;
  - b) Producing any information, inspections, data reports, records, logs, photographs or documents;
  - c) Producing records and any information or documents relating and responding to the third party complaints and regulatory inquiries;
  - d) Providing equipment specifications, performance criteria and operating and maintenance records.

## **9. WINTER WORK**

A Person Responsible for carrying out a Drainage Activity from November 15<sup>th</sup> to May 15<sup>th</sup> or during freezing conditions (temperatures below 2°C) must, without limitation:

- 1) Ensure the water is discharged directly into City owned storm system;

- 2) Monitor intakes, hoses, outlets and City owned infrastructure for freezing or ice buildup at all times when pumping;
- 3) Ensure that all de-icing and anti-icing measures are functioning properly prior to and during the Drainage Activity.

## **10. CONTRAVENTIONS**

- 1) A Person Responsible for commencing and carrying out a Drainage Activity must, within 24 hours of a contravention, report to The City Inspector and the Site owner, any contraventions of the Drainage Permit and this Code of Practice.
- 2) Any prohibited Releases to the Stormwater System under the Stormwater Bylaw or otherwise to the environment from a Site must be immediately reported by calling:
  - a) 1-800-222-6514 (Alberta Environment and Parks 24-hour spill line);
  - b) 3-1-1 (City of Calgary staff and contractors follow the Corporate Substance Release Reporting Procedure);
  - c) The City Inspector who issued the Drainage Permit.
- 3) A Person Responsible for commencing and carrying out a Drainage Activity who contravenes the Drainage Permit, the Stormwater Bylaw or this Code of Practice may be subject to enforcement under the Stormwater Bylaw.

## **11. INSPECTIONS**

- 1) Inspection of all Drainage Activities must be completed and documented in Schedule B, Inspection Documentation Table or as otherwise specified in the conditions of the Drainage Permit. Unless otherwise specified in the conditions of the Drainage Permit, Inspection of all Drainage Activities must be completed at the following intervals:
  - a) When pumping 1 minute to 3 hours, at least twice per day;
  - b) When pumping 3 hours or more, at least 4 (four) times per day;
  - c) At critical times when prohibited Releases to the Stormwater System are occurring or could occur, including but not limited to a Runoff Event and during the period of any contraventions of the Drainage Permit, the Stormwater Bylaw or this Code of Practice.
- 2) A Person Responsible must immediately discontinue and shall not recommence a Drainage Activity until any conditions causing, contributing to or resulting from a prohibited Release have been reported pursuant to Section 10(2) of this Code of Practice and corrected or rectified and documented. Inspection, correction or rectification and documentation must be completed by the Person Responsible.

## **12. RECORD KEEPING**

- 1) Except as otherwise specified in the conditions on the Drainage Permit, the following records must be kept for all Drainage Activities conducted under the Drainage Permit. Records must be retained by the Person Responsible and always be available for inspection during Drainage Activities, and for one year following completion of the Drainage Activity:

- a) A copy of the signed Site Drainage Application, as well as any required supplemental information required with the Application;
  - b) A copy of the Drainage Permit;
  - c) Daily documentation (including any information, data, reports, records, logs, photos, equipment specifications, performance criteria or other documents) detailing implementation, inspection, operation and maintenance of pumping and treatment systems used to commence and carry out the Drainage Activity;
  - d) Water quality sampling, testing and analysis results as required by the City Inspector;
  - e) Completed and up to date Inspection Documentation Table (Schedule B) or equivalent.
- 2) A Person Responsible for carrying out a Drainage Activity must, within the time specified in writing by the Director, Water Services or The City Inspector, provide any information or records when requested.

### **13. SUBMISSIONS, APPLICATIONS AND NOTIFICATIONS**

- 1) Any submission, application, notification or other communication to a City Inspector or The City of Calgary under this Code of Practice must be in writing, complete and in the approved form to be effective, and is effective when provided electronically through the City of Calgary's 3-1-1 System or when provided by delivery in person or courier, mail, email, fax transmission or any other means to the following address:
  - a) By delivery Stormwater Pollution Prevention, Community Compliance, Main Floor, Manchester - Building U, 677 - 25th Ave SE,
  - b) Mail: P.O. Box 2100, Stn M, #413 Calgary, AB T2P 2M5,
  - c) Email: [ESC@calgary.ca](mailto:ESC@calgary.ca),
  - d) Fax: 403-268-4557.
- 2) Any submission, application, notification or other communication given through the City of Calgary's 3-1-1 System or by email or fax transmission shall be deemed to have been received on the date it is submitted. Any submission, application, notification or other communication provided by delivery, courier or mail shall be deemed to have been received on the date it is received by the City Inspector or The City of Calgary.



# SCHEDULE A

## Site Drainage Application (Stormwater System Discharge)

Revision: April 2026

**General Information – Please read before you complete this form**

Thank you for completing a Site Drainage Application. Use this Application to obtain approval to discharge Impounded Water from your site into The City of Calgary Stormwater System. As there is little or no treatment of storm drainage before it enters the environment, The City of Calgary operates this drainage approval program to ensure the quality and quantity of Water discharged from your site is acceptable.

- Before completing this Site Drainage Application, obtain a service request (SR) number by contacting Calgary 311 or visiting calgary.ca/esc.
- If calling 311, advise the agent you are applying for a Drainage Permit – they will ask you some basic questions, set up your service request in our work queue and e-mail you this Application form.
- Ensure this Site Drainage Application is filled out completely.
- Person Responsible **MUST** sign the Site Drainage Application.
- **DO NOT PUMP** until a Drainage Permit approval is sent via email by a City Inspector.

**A. 311 Service Request (provide a SR#)**

SR#:		Addendum Number:	<input type="checkbox"/> N/A
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**B. Contact information for the owner of the Site**

Company:	Primary Contact Name:	Telephone:
Address:		Emergency Phone Number and Email Address:

**C. Contact information for Person Responsible**

Company:	Primary Contact Name:	Telephone:
Address:		Emergency Phone Number and Email Address:

**D. Site information**

Municipal Address or Intersecting Streets:		Project Name:	
Start Date: YYYY/MM/DD Drainage Activity		End Date: YYYY/MM/DD Drainage Activity	

<p>Type of Drainage Activity (select one or more):</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Remove water from trench/excavation</li> <li><input type="checkbox"/> Hydrant flushing/flow testing for fire prevention</li> <li><input type="checkbox"/> Commercial snow melting machine</li> <li><input type="checkbox"/> Hydrostatic test water disposal</li> <li><input type="checkbox"/> Poned surface water disposal</li> <li><input type="checkbox"/> Stormwater detention/retention pond</li> <li><input type="checkbox"/> Other (describe):</li> </ul>	<p>Description of water (select one or more):</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Surface water (from rain/snowmelt)</li> <li><input type="checkbox"/> Groundwater seepage</li> <li><input type="checkbox"/> Surface water mixed with groundwater</li> <li><input type="checkbox"/> Potable (drinking) water: <b>Must be de-chlorinated</b></li> <li><input type="checkbox"/> Process water</li> <li><input type="checkbox"/> Other (describe):</li> </ul>
<p>How will water be discharged to the Stormwater System (select one or more)?</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Pump(s)</li> <li><input type="checkbox"/> Gravity</li> <li><input type="checkbox"/> Other (describe):</li> </ul>	<p>What is the proposed discharge location to the Stormwater System (select one more):</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Storm catch basin (at curb/gutter)</li> <li><input type="checkbox"/> Storm manhole</li> <li><input type="checkbox"/> Storm pond</li> <li><input type="checkbox"/> Overland storm drainage channel</li> <li><input type="checkbox"/> Environmental Reserve or Municipal Reserve</li> <li><input type="checkbox"/> Other (describe):</li> </ul>
<p>Attach a <b>location map</b> and <b>CIRCLE</b> the source of pumping and discharge location(s). Ensure the location is easily identifiable from the map provided (e.g. include cross streets).</p>	



		1 – Definitions). There may be insufficient capacity in the Stormwater System to discharge during a Runoff Event, so ensure you provide a detailed rationale.
7. Will your site be left unattended during the Drainage Activity?	<input type="checkbox"/> <b>No</b>	<input type="checkbox"/> <b>Yes</b> → Attach the following supplemental information Provide reason(s):  <hr/> Unattended site - (e.g. Activity running overnight), the issuing inspector may request that you provide additional supplemental information such as a monitoring plan and contingency plan.

**F. Site Photos (*photos must be in COLOUR and clearly identifiable. They can be sent as separate attachments*)**

Source of Discharge	Pump(s) and Hose(s) – if applicable

Discharge Hose(s) Placement – if applicable	Discharge Location - Downstream

**G. Acknowledgement (*this form must be signed by the Person Responsible*)**

- You must NOT commence the Drainage Activity until your application is reviewed and a written Drainage Permit has been issued.
- Supplemental information from Section E: Discharge Questions must be included with this application and will be required in full prior to your application being reviewed.
- Further information or ongoing information such as water quality analytical results may be required (water quality sampling, analysis and review may take up to 3 weeks).
- You must comply with Section 3, 5, 10, and 11 of the Code of Practice for Drainage Activities and any conditions specified in your written Drainage Permit.
- You may commence the Drainage Activity once you receive a Drainage Permit for the dates specified.
- If there are any changes to the original or previous Site Drainage Application, a new Site Drainage Application must be revised and submitted for review and approval.
- At all times, retain a copy of this Schedule A – Site Drainage Application and the approved Drainage Permit at the Site and, where applicable, retain a copy in any vehicle used to transport Water in carrying out a Drainage Activity.

Please read carefully, then print your name, sign and date the document: The Person Responsible authorized by the Owner hereby warrants that all information provided to The City of Calgary in this application is true and accurate, agrees to all Conditions set out by the [Code of Practice for Drainage Activities](#), and agrees to abide by The City of Calgary [Stormwater Bylaw 37M2005](#), the Code of Practice and any Drainage Permit issued thereunder.

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**Name**

**Signature (Person Responsible)**

**Date (YYYY/MM/DD)**

**Submission of results:**

Any submission, application, notification or other communication given by delivery, courier or mail shall be deemed to have been received on the date it is received by the City Inspector or The City of Calgary. Any submission, application, notification or other communication to a City Inspector or The City of Calgary under this Code of Practice must be in writing, complete and in the approved form to be effective, and is effective when provided electronically through The City of Calgary's 3-1-1 System or when provided by delivery in person or by courier, mail, email, or fax transmission.

In person: Monitoring and Compliance, Main Floor, Manchester - Building U, 677 - 25th Ave SE

Mail: P.O. Box 2100, Station M, #413 Calgary, AB T2P 2M5

Email: [ESC@calgary.ca](mailto:ESC@calgary.ca)

Fax: 403-268-4557

The personal information on this form is collected under the authority of Section 4(a), (b),(c), and Section 5(g) of the Protection of Privacy Act (POPA) for the purpose of administrating a City of Calgary Water Services, Stormwater Bylaw 37M2005. This information may be used in an automated system to generate content or to make decisions or predictions. If you have any questions or concerns about this collection/ use of information, please contact 311

ISC: Protected



# SCHEDULE B

## Inspection Documentation Table

Project Name:			Project Location/Address:						
Date (YYYY/MM/DD)	Time (24h)	Name of Qualified Person completing the inspection	Discharge Rate and Volume			Water Quality			If you have multiple locations, indicate each address in this column
			Discharge Rate Liters/sec	Time Period	Cumulative Volume Discharged In m <sup>3</sup>	Turbidity (NTU) Max = 100 NTU	pH must be within 6.5 – 9.0 range	Chlorine lower than 0.1 mg/L (if applicable)	
e.g. 2018/12/31	e.g. 15:30	e.g. John Doe	e.g. 10 L/sec	e.g. 3 hours	e.g. 216 m <sup>3</sup>	e.g. 88	e.g. 7.5	e.g. 0.1	
* Allowable discharge is 20 Litres/second or less, except where a higher discharge rate is approved in a Drainage Permit									
* Unless otherwise specified by The City Inspector, inspection and documentation must be completed as per your approval									