

Project and Environmental Review

Category A permit bundling

Background

The Vancouver Fraser Port Authority administers a Project and Environmental Review (PER) process to ensure all projects and activities within its jurisdiction meet applicable standards and minimize environmental and community impacts. The level of review required for each project is based on potential project-related impacts, with category A reviews being the least complex and category D reviews being the most complex. Most maintenance, servicing, and repair activities fall into category A or, if specific conditions are met, may be excluded from the PER process.

Context

Many port terminals and facilities have a regular schedule of repair and maintenance activities to keep equipment and building systems operating in a safe and effective manner. These activities are generally planned in advance to promote efficiency and minimize disruption to day-to-day operations. The port authority offers applicants an opportunity to group or bundle their regularly scheduled maintenance and repair activities into one application.

Category A bundling project examples

Maintenance and repair activities that may be suitable for bundling include:

- Structural repairs, such as replacing or repairing plates, rails, or concrete
- Dock repairs, such as repairing piles, fenders, rails, or decking
- Replacing or repairing an underground utility
- Painting of existing infrastructure or buildings

Some minor maintenance and repair activities may be excluded from the PER process provided specific conditions are met. For example, maintenance, servicing, and repair of existing equipment, machinery and building systems wholly contained inside a building or, repaving or line painting to an existing asphalt area. Please review the PER Works and Activities Exclusion List or contact the port authority to confirm if maintenance and repair projects are excluded from the PER process.

Table 1 provides a summary of the key project information to include in a category A bundling application and the criteria to help identify projects for potential bundling opportunities.

Table 1: Key project information for category A bundling applications

Key project information	Category A bundling criteria
A brief description of each project including specific mitigation measures that will be implemented for each project. The duration to complete the proposed works.	For bundling applications please include key details about each of the individual proposed projects.
Describe any change in footprint, location, height, or design capacity.	To qualify for the bundling option, materials and equipment will generally be like-for-like in the same location. No more than a 5% increase in facility design capacity will result. Any change in footprint will be on the upland and limited to existing concrete or asphalt areas (i.e., no increase to impervious surface area will result).
Describe any change in discharge associated with the project including a new or modified discharge to land, air or changes in emissions of light or noise.	Projects with changes or modifications to a discharge do not meet the criteria for the bundling option. Please contact the port authority to confirm project details and application requirements.
Identify the installation of new utilities, buildings, or infrastructure.	Projects with new installations do not meet the criteria for the bundling option. Please contact the port authority to confirm project details and application requirements.
Describe all activities occurring overwater or below the high water mark of a waterbody.	Works occurring overwater or below the high water mark may be included in the bundling option. Please include a description of mitigations proposed to protect water quality and aquatic life.
Identify if vegetation will be removed or disturbed, if there will be disturbance of known or suspect contamination, and/or if excavation will be conducted beyond imported fill.	Projects with vegetation removal, disturbance of contamination, and/or excavation beyond imported fill may not meet the criteria for the bundling option. Please contact the port authority to confirm project details and application requirements.

Benefits

The benefits of bundling repair and maintenance activities into one category A review include:

- Reduced administrative time spent submitting separate applications and tracking permit requirements
- Certainty about which activities require a permit and which are excluded and certainty for scheduling applicable activities
- One port authority contact for all activities covered by one permit
- A validity period for the permit that is aligned with the repair and maintenance schedule
- Potential to amend permit to include new unforeseen repair activities, as appropriate

To apply

Applications for a bundled category A maintenance and repair permit can be submitted through the online permit portal in the same way as a regular category A application. To help the port authority confirm the activities to be bundled, include a brief description of each project, highlighting the key information and criteria identified in Table 1. Prior to submitting an application, the port authority can meet with you to review your repair and maintenance activities to confirm which may be excluded and which may be appropriate for bundling.

More Information

Learn more about our Project and Environmental Review process at portvancouver.com/development-and-permits/project-and-environmental-reviews/

If you have questions, please contact the Vancouver Fraser Port Authority at:

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