



CONTRACTORS ENVIRONMENTAL RESPONSIBILITIES PACKAGE FOR:

- **CONSTRUCTION, OPERATION,
MAINTENANCE & SERVICE ACTIVITIES**
- **HIRED EQUIPMENT**
- **CONSULTANTS**

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1.0 Purpose

The purpose of this document is to make contractors aware of their environmental responsibilities while working for the City of Edmonton.

2.0 Scope

The Contractor's Environmental Responsibilities Package applies to Contractors working for the City of Edmonton and engaged in the following:

1. Construction, Operation, Maintenance and Service Contractors working on behalf of the City of Edmonton. Construction, operation, maintenance and services include but are not limited to the following:
 - Infrastructure construction, maintenance and services;
 - Building construction, maintenance and services;
 - Utility construction, maintenance and services;
 - Landscaping maintenance and services;
 - Licensees that operate in facilities owned by the City of Edmonton;
 - General construction, maintenance and services;
 - Supplier services; and,
 - Waste management services.
2. Hired Equipment Contractors involved in the operation of equipment for the following activities, including, but not limited to, the following:
 - Snow and ice program;
 - Waste collection;
 - Hydro-Vac operation;
 - Backhoe, truck, heavy equipment or grader operation;
 - Pump truck operation;
 - Street sweeping and
 - Water trucks
3. Consultant Contractors:
 - Only if, directly engaged in work activities on a job site having the potential for an environmental impact on a job site (i.e. spills, soil or weed management); or
 - Only if, directly controls the work activities of a contractor or subcontractor having the potential for an environmental impact on a job site; or
 - Only if, involved in the provision of landscape architectural or infrastructure design services with the potential to alter the natural environment or impact energy or water usage for the City of Edmonton for a period longer than one year.

In the case of consultant contractors providing design services, as noted above, the Contractor Environmental Responsibility Package applies to the contracted scope of services only and does not extend to the implementation and/or construction related to the design.

For the purposes of the Contractor's Environmental Responsibilities Package, a Contractor is defined as one who contracts with the City of Edmonton on predetermined terms to provide services, labour or materials and to be responsible for the performance in accordance with the project specifications and contract requirements.

3.0 Acknowledgement of Contractor's Environmental Responsibilities Package

- As a Contractor for the City of Edmonton, your review and signature on the Contractor's Environmental Acknowledgement form including initialing all the items in the checklist is necessary prior to commencement of the work. A copy of this form is included in Appendix 1;
- Not all items in the Contractor's Environmental Responsibility Package may be applicable to your scope of work. These items still require initialing on the form to demonstrate you are aware of these requirements in the event the scope of work changes. You will only be responsible for the items pertaining to your scope of work; and,
- As a Contractor for the City of Edmonton, it is your responsibility to communicate this information to all personnel that are engaged in carrying out the work or providing material to the job site, including Subcontractors. During the course of the contract work, the City may inspect / audit these requirements with you or your personnel.

4.0 The City of Edmonton's Environmental Policy and Commitments

The City of Edmonton has a significant influence on the local and surrounding environment. Therefore, ensuring that environmental considerations are part of all City activities and operations is essential.

The City of Edmonton has an Environmental Policy (Policy C512) that establishes a commitment to exercise environmental stewardship in all operations, products and services, based on its commitments to:

- Prevent pollution;
- Continually improve its environmental performance
- Meet or exceed applicable environmental compliance obligations and other requirements to which it subscribes.

As a City of Edmonton Contractor, your performance during all contractual obligations is critical to our commitment to protect the environment, continually improve our environmental performance and comply with all environmental laws and regulations.

As a City of Edmonton Contractor, you must be aware of and follow the City of Edmonton's Environmental Policy and its commitments. A copy of Policy C512 is included in Appendix 2.

5.0 Compliance

There are many laws and regulations relating to the protection of the environment. It is your responsibility as a Contractor to know which laws, regulations, approvals, or permits relate to the work that you are doing for the City of Edmonton. Also, it is your responsibility as a Contractor to comply with all applicable laws, approvals, licenses, permits or restrictions and ensure that all requirements imposed by these are met for all the activities within the scope of the work. The contractor is responsible to ensure all personnel performing work on the contractor's behalf (including employees, sub-contractors, consultants, etc.) are aware of their responsibilities under these laws.

6.0 Awareness and Competence

Contractors working on behalf of the City of Edmonton are expected to be competent to perform their work and must be aware of applicable environmental requirements and responsibilities. The contractor is responsible to ensure all personnel performing work on the contractor's behalf (including employees, sub-contractors, consultants, etc.) are competent to perform their work and have any applicable certificate training (i.e. TDG training, certification for pesticide application). Awareness and competence can be achieved through appropriate training, education and work experience. The City reserves the right to require the Contractor to provide evidence of employee competency.

Contractors are to ensure their employees and subcontractors on the project are aware of the City's Environmental Policy, reporting of spills and releases to the City, and other requirements that are applicable to their work identified in this document.

7.0 Environmental Considerations/Impacts

As a City of Edmonton Contractor, it is critical that you understand that many of your activities during the course of the contracted work have the potential to impact the environment. Prior to the commencement of the work, you must identify and understand the potential environmental impact(s) of your work.

Environmental considerations on a jobsite may include but are not limited to:

- Spills and Releases;
- Contamination Discovery;
- Air Emissions and Air Pollution;
- Noise;
- Soil Management;
- Water Conservation Management;
- Tree / Vegetation Preservation and Protection;
- Integrated Pest Management (IPM) and Pesticide Use;
- Fuel Storage / Dispensing Tank Management;
- Hazardous Waste / Material Management;
- Waste Management and Recycling / Landfill Diversion;
- Concrete Material and Saw Cutting/Coring Slurry;
- Wildlife / Bird / Species Management
- Site Layout;
- Site Dewatering Management;
- Energy Conservation;
- Natural Area Protection;
- Chemical Management Secondary Containment / Spill Trays and,
- Consumption of Raw Material.

These considerations are explained in the following sections.

7.1 Spills and Releases

Spills and releases can cause adverse effects on the environment.

Examples of common types of releases that may cause an adverse effect on the environment include, but are not limited to:

- Hydraulic fluid;
- Gasoline/diesel fuel;
- Antifreeze/glycol;
- Lubricating oil;
- Ozone-depleting substances / Chlorofluorocarbons;
- Industrial wastes;
- Paint;
- Gasses ie natural gas, propane, ammonia;
- Solvents;
- Pesticides;
- Cleaning chemicals;
- Acids or caustics;
- Underground pipeline contact causing a gas release or spill;
- Polychlorinated Biphenyls (PCB's) i.e. ballast oil;
- Chlorinated (potable) water released into a storm drain or waterway;
- Contamination discovery.

As a City of Edmonton Contractor, you are responsible for reporting, preventing, controlling and cleaning up a spill or release that you have caused.

7.1.1 Reporting of Spills and Releases

There are specific legal requirements related to the reporting of spills and releases. Reportable spills and releases are any substances that have been released to the ground, soil, air or water that may cause, is causing or has caused an impairment of, or damage to, the environment, human health or safety or property.

As a City of Edmonton Contractor, you must ensure spills, releases or discovered contamination are immediately reported to:

1. The appropriate regulatory agencies as required by law;
2. The City of Edmonton's spill reporting hotline at 780-496-6666. This is a 24 hours a day, 7 days a week operation; and,
3. The City of Edmonton's Project Representative.

Alberta Environment and Parks may require a formal written spill report within 7 days of the release/spill. This report shall also be provided to the City of Edmonton's Project Representative within 7 days.

7.1.2 Control and Clean-Up of a Spill or Release

All contractors having the potential for spills and releases must have adequate spill kits readily available in the event of a spill. The size and type of spill kit will be dictated by the type of substance and the potential volume that could be released.

If you caused a spill or release into the environment, it is your responsibility to satisfactorily control, clean it up and, if necessary, remediate the affected area. The Contractor is responsible for an acceptable level of clean-up in consultation with the City of Edmonton and relevant regulatory agencies.

7.2 Contamination Discovery

It is important to report any suspected contamination discovery, even if you did not cause it, to the City of Edmonton's project representative and the City of Edmonton's spill reporting hotline at 780-496-6666.

During construction, indications of possible contamination include, but are not limited to, the following:

- Stained or discoloured earth in contrast with adjoining soil;
- Industrial waste debris;
- Non-earthly odours which emanate when the earth is disturbed;
- Oily residue intermixed with earth;
- Sheen on surface water or groundwater; and,
- Underground storage tanks, barrels and containers.

7.3 Air Emissions and Air Pollution

Air pollution can be broadly defined as the presence in the air of any substance that can affect our health or the health of plants and animals or causes damage to property and to our environment. Contractors must reduce air pollution during the performance of the scope of the contract to acceptable levels and be within all laws, permits and regulations.

7.3.1 Vehicle/Equipment Exhaust

Exhaust from vehicle/equipment idling is recognized as a significant contributor to air pollution. The City of Edmonton has an Anti-Idling Policy (Vehicle Idle Control Directive A1447) to restrict idling. Contractors are required to follow the Anti-Idling Policy to eliminate idling not essential for the performance of their work or within the exemptions indicated in the policy. A link to the policy is provided in section 9.

Contractors should ensure proper maintenance of equipment and select the best routing of vehicles and usage of equipment for their activities to minimize exhaust emissions.

7.4 Noise

Contractors must comply with the noise restrictions that are specified in the City of Edmonton's Community Standards Bylaw (Bylaw No. 14600). A link to the bylaw is provided in section 9, with a noted summary below. Construction noise outside these time periods requires a noise exemption permit. However, given that bylaws can change it is important to consult the currently posted bylaw for the most up-to-date requirements.

"A person shall not cause or permit any construction activity on property they own or

occupy:

(a) before 7 a.m. or after 9 p.m. on any day other than Sunday or a holiday;

(b) before 9 a.m. or after 7 p.m. on any Sunday or holiday

If applicable to the scope of your Services, consideration shall be given to noise attenuation technology to mitigate noise created by your project.

Contractors must use equipment and vehicles equipped with effective muffling devices.

7.5 Soil Management

7.5.1 Erosion and Sedimentation Control

Construction activities can result in erosion and sedimentation, which if left uncontrolled, can harm the environment. There are a number of environmental issues related to erosion and sedimentation including the generation of dust, the introduction of sediment into the storm/sanitary sewer systems, increased sedimentation of watercourses, adverse effect on fish habitat and loss of valuable topsoil.

There are federal, provincial and municipal laws or bylaws governing erosion and sediment control.

If your project has potential erosion and sedimentation impacting the environment, the Alberta Transportation Erosion and Sedimentation Control Manual may assist you in complying with all regulatory requirements. A link is provided in section 9.

7.5.2 Control of Stockpiles

Storage and stockpiling of soil are common to City operations. There are a number of environmental issues related to the stockpiling of soil including the generation of dust, the introduction of sediment into the storm/sanitary sewer systems, increased sedimentation of watercourses and loss of valuable topsoil.

Appropriate soil conservation and stockpiling practices that prevent erosion and the loss of valuable topsoil include, but are not limited to the following:

- Stabilizing soils and stockpiles with a vegetation cover;
- Consideration of soil horizons and soil type in stockpile segregation
- Locating stockpiles away from catch basins and water bodies;
- Controlling weed propagation;
- Not storing soil on steep slopes; and,
- Protecting soil from wind and rain.
- Stockpiles must be maintained to prevent the creation of breeding bird nesting habitats (e.g grading all sides of soil stockpiles so no vertical faces are present).

7.5.3 Mud Tracking

Mud tracking from construction sites onto streets contributes to sedimentation loading of watercourses. Traffic Bylaw # 5590 prohibits roadway mud tracking. It is the contractor's responsibility to control and regularly clean up the roadway if mud tracking occurs. A link to the bylaw is provided in section 9.

7.5.4 Dust Control

Dust from construction sites can have an offsite negative impact. Dust should be minimized through the use of approved wetting agents or other mitigation controls. Community Standards Bylaw #14600 prohibits the generation of excessive dust. A link to the bylaw is provided in section 9.

7.5.5 Clubroot

Clubroot is a declared pest in the Agriculture Pest Act. It is a serious soil-borne disease of canola, mustard and other crops in the cabbage family. This disease is capable of significantly reducing yield and quality, and may destroy a crop if infestation levels are high. Topsoil from a City site must not be transported to agricultural land unless confirmation is received that the soil is free from the clubroot disease.

7.5.6 Imported Fill Material

All imported fill material must be approved by the City of Edmonton's project representative.

7.6 Water Conservation Management

Water is a precious natural resource. As a City of Edmonton Contractor, you are required to consider water conservation, improve water use efficiency, and explore opportunities for reuse of water in keeping with the City of Edmonton's initiatives, such as

- Requirements to meet Climate Resilient policy C627 and associated Climate Resilient Administrative Procedures.
- City of Edmonton's Water Efficient Fixtures Bylaw (Bylaw No. 14571).

7.7 Tree / Vegetation Preservation and Protection

Public trees are the City of Edmonton property and their protection is mandated by municipal policies C456C Corporate Tree Management Policy and bylaws Public Tree Bylaw 18825 and Bylaw No. 14600 Community Standards Bylaw). A link to the policies is provided in section 9.

The Corporate Tree Management Policy (C456C) references the City of Edmonton's "Tree Preservation Guidelines". These guidelines apply in all instances where construction activity will occur within 5 meters of any City-owned open space and boulevard tree or 10 meters of a natural stand. Specifically, a Tree Permit will be required for any work within these distances. Permit applications include a submission of a Tree Preservation or a Tree Protection Plan. Additional protection and attention must include the surrounding soils of trees, shrubs and sensitive vegetation to ensure soils remain un-compacted and free from harmful waste products. Furthermore, you must be aware that the critical zone of any tree extends to the drip line of that tree. The drip line is defined as the imaginary vertical line originating from the horizontal width of the tree crown to the ground. Urban Forestry must be contacted should work be contemplated within this zone. For more information, call 3-1-1.

7.8 Integrated Pest Management (IPM) and Pesticide Use

Under the Integrated Pest Management (IPM) Policy, C501A, pests are defined as any living organism that has an undesired effect. It is important to note that some organisms can exist in their environment and not be considered pests, and that thresholds determine when that organism becomes a pest and requires direct management.

Some pests are regulated pests that the contractor has a responsibility to monitor, control and or eliminate as per the federal and provincial regulations. These can include prohibited and noxious weeds, invasive plants, insects or diseases.

Common pests directly managed by contractors for the City of Edmonton can include, but are not limited to

- Turf, tree and vegetation diseases and their vectors, such as Emerald Ash Borer, Dutch Elm Disease and snow mold.
- Prohibited, noxious and regulated species. These can include regulated weeds, animals, insects and diseases named under municipal, provincial or federal legislation.
- Invasive species, which can include plants, animals, insects and nursery stock of concern, which can jeopardize natural area health.
- Undesired aquatic organisms, which can affect public health or aesthetics, such as pathogenic bacteria management for triathlon events and in fountains.
- Undesired insects, such as mosquitoes and other biting flies, some of which have the potential to act as vectors of disease.
- Insect and rodent pests that can affect structural assets and buildings.
- Rodents, other mammals and birds, such as geese and coyotes when they become pests or problem wildlife.

Contractors involvement in IPM activities within the scope of the IPM Policy C501A includes but is not limited to:

- The design and planning stage or construction phase of infrastructure or rehabilitation projects.
- Managing weeds and invasive species associated with construction projects, rehabilitation projects or other activities. Managing rodents associated with temporary construction trailers.
- Clearing sewerage infrastructure for sewerage pipeline inspections and/or preparing land for building infrastructure, which may include the use of ground sterilants.
- Managing structural pests associated with buildings and their associated infrastructure.
- Managing insect pests, such as mosquitoes larvae in temporary and semi-permanent pools.
- Managing pests in public infrastructure that can impact health and safety, such as bed bugs associated with public transit.

The IPM Policy C501A commits contractors to use an evidence based decision making framework for pest management decisions that can include a combination of techniques including physical treatments, biological control, habitat manipulation and the judicious application of pesticides. Decision making, following the principles of the IPM Policy must be documented and available upon request.

Pesticide use is regulated both federally and provincially, and is commonly used to refer to many types of pest control products that are made from active ingredients that are synthetic, naturally occurring or biochemical. These can include herbicides to control weeds, insecticides to control bugs, fungicides to control plant diseases, and rodenticides to control rats and mice.

In addition to these regulations, the City of Edmonton has implemented a restriction of herbicide use on city-owned land to ensure herbicides are only used when necessary. Any contractor working on the City's behalf must follow the herbicide restriction. Herbicides can still be used in exempted situations, as noted on the city's web page www.edmonton.ca/residential_neighbourhoods/gardens_lawns_trees/herbicide. For any questions regarding restrictions, please contact your contract or project manager. For any questions regarding restrictions, please contact your contract or project manager.

Pesticides can cause adverse effects or ineffective results if not used:

- In accordance with the Canadian product label;
- At a suitable stage of the pest's development;
- Under appropriate weather conditions; and,
- In accordance with legislation and the City's Integrated Pest Management (IPM) Policy (C501A) that respects sensitive areas and the responsible use of pesticides.

All spills and releases of pesticides must follow Section 7.1 Spills and Releases, and additional reporting may be required in accordance with the *Pest Control Products Incident Reporting Regulations* to the Pest Management Regulatory Agency (PMRA).

Any Contractor involved in the supervision or application of a pesticide on City property must:

- a) Develop and maintain documentation of their decision making framework related to their planned pesticide application
- b) Provide proof of a valid Pesticide Service Registration from Alberta Environment & Parks;
- c) Only use products registered for use in Canada by the PMRA and follow all label instructions.
- d) Carry sufficient insurance in accordance with the Pesticide Service Registration requirements;
- e) Demonstrate appropriate class(es) of pesticide applicator certificate(s) for the type of pesticide treatment being considered;
- f) Prior to application:
 - a. Notify the appropriate City of Edmonton Service Area at least 48 hours (excluding weekends and holidays) prior to the intent to use a pesticide on City property, using the Contractor Pesticide Notification Form. Notification shall be made as per requirements provided at www.edmonton.ca/city_government/environmental_stewardship/pesticide-use-notification-form).
 - b. Wait to receive written confirmation before proceeding with a pesticide application on City property. Failure to do so could cause unwanted harm in a location identified to the City of Edmonton with health and/or environmental sensitivities; and,
- g) Provide the City with a copy of the pesticide application record for each treatment site to the appropriate City of Edmonton contact within 48 hours following completion of the treatment. The contractor will provide the copy of the pesticide application records following the required process referenced on

(www.edmonton.ca/city_government/environmental_stewardship/post-pesticide-application-data-submission-form)

For further contact information and to complete and submit a Contractor Pesticide Use Notification Form, please refer to section 9 of this document.

7.8.1 Prohibited Noxious and Noxious Weeds Management

In addition to the requirements identified in section 7.8, Contractors are responsible for weed management and must follow the Alberta Weed Control Act and Weed Control Regulation for the control of noxious and prohibited weeds, including disposal of viable plant parts. A listing of noxious weeds and prohibited and noxious weeds is found in the Provincial Weed Control Regulation.

7.9 Fuel Storage /Dispensing Tank Management

Fuel dispensing tanks on site located on the ground must meet the requirements of the National Fire Code / Alberta Fire Code. The Alberta Fire Code only allows certified tanks on the ground which are double-walled or single-walled with adequate secondary containment. Other requirements include but are not limited to: documented monthly inspection process on the tank's integrity and hose/nozzle condition, the one-meter separation between tanks, six meter separation from propane tanks, monthly interstitial wall inspections for double-walled tanks, fire extinguishers in the immediate area, tank labelling, non-smoking signs, spill kits in the immediate area and physical barriers.

7.10 Hazardous Waste / Material Management

Hazardous Materials including hazardous waste shall be managed in accordance with applicable regulations such as the Alberta Fire Code, Waste Control Regulation, Transportation of Dangerous Goods Legislation and Best Management Practices. It is your responsibility to know and adhere to the regulatory requirements that apply to your work. Contractors are responsible for ensuring waste material is properly controlled/contained on-site and disposed of at a facility in accordance with the law.

Hazardous waste manifest or recycle dockets must be completed and appropriate copies maintained on-site or by the generator when disposing of hazardous waste or hazardous recyclables, and made available if requested.

7.11 Waste Management & Recycling/ Landfill Diversion

The City of Edmonton requires Contractors to reduce and divert waste from landfills through recycling and the efficient use of raw materials. Contractors are encouraged to reduce single-use items where feasible and to follow applicable legislation. Contractors are also encouraged to select materials and practices that will generate less waste and recycle as much as possible. Contractors shall recycle material as per their contractual agreement.

Contractors are responsible for ensuring litter is controlled and cleaned up at the worksite and proper waste / recycle containers are available and maintained.

Care must be taken by contractors when disposing brush and branches with disease or invasive insects. All diseased wood and wood with invasive insects must be chipped and disposed of as soon as possible at an approved facility and should not be reused for landscape applications.

- Under Canada's Plant Protection Act, Plant Protection Regulations, the movement of both Dutch Elm Disease (DED) pathogens is regulated. Elms from a DED-infected province cannot be shipped to a disease-free province. Alberta and British Columbia are classified as DED-free.
- Under the Alberta Agricultural Pests Act, Pest and Nuisance Control Regulation, both DED pathogens and the European and native elm bark beetles that carry them – are named declared pests.

7.12 Concrete Material and Saw Cutting / Coring Slurry

Concrete material, wastewater and saw cutting/coring slurry products are caustic. This material is a prohibited waste and is not allowed by Federal Regulation and Drainage Bylaw to enter Edmonton's drainage water system or any waterway area.

If applicable to the scope of your Services, practices to follow are:

- Ensure concrete washout water and saw cutting/coring slurry are contained and not allowed to enter Edmonton's drainage water system or any waterway area;
- Ensure saw cutting/ coring slurry on the roadway is collected and removed via a vacuum collection system or built-in containment systems; and,
- Ensure concrete and chute rinse material is properly disposed of and does not enter a catch basin or waterway. Disposal on-site will require approval from the city representative.

7.13 Wildlife / Bird / Species Management

Various legislation protects wildlife, birds and certain species. The Migratory Birds act prohibits the destruction or disturbance of a migratory bird's nest, egg or breeding habitat. The Species at Risk Act prohibits the killing, harming, harassing, capturing or taking of species listed as threatened, endangered or extirpated. The Wildlife Act prohibits willfully molesting, disturbing or destroying the house, nest, or den of an endangered animal. It is your responsibility as a Contractor to comply with these restrictions and ensure that all compliance requirements are met for all the activities within the scope of the work. This can include, but is not limited to restricted activity periods (RAP) based on the species, planning clearing / brushing activities outside of

breeding bird windows, and conducting nest/den sweeps if work occurs within the RAP. These sweeps must be conducted by a qualified professional.

7.14 Site Layout

Site setup and layout area must consider the environmental risks. Some considerations include but are not limited to, the following:

- Suitable location of chemicals to prevent releases or contamination;
- Secondary containment;
- Suitable location and protection of fueling area;
- Suitable location of hazardous wastes;
- Storm drain/catch basin locations;
- Environmentally sensitive areas;
- Location of trees; any work and lay down areas within 5 m of open space or boulevard trees or 10 m of a Natural Area will require a tree permit as per Public Tree Bylaw 18825
- Erosion and sedimentation;
- Mud tracking;
- Stockpile locations;
- Light location
- Material laydown and equipment storage locations; and,
- Site security.

7.15 Site Dewatering Management

If improperly managed, site de-watering can have a potential adverse impact on the environment. Dewatering occurs when accumulated water is physically removed from a construction site excavation or depression, usually by pumping. Improper disposal may have a negative environmental impact via sedimentation in watercourses or the introduction of contaminants into receiving bodies of water, including the sanitary/stormwater system.

The discharge of contaminated water or sedimentation into the stormwater system or water bodies is regulated by a number of federal, provincial and municipal laws or bylaws. The City of Edmonton's bylaws includes Drainage 18093 Bylaw. A link to bylaws is provided in section 9.

It is your responsibility to implement adequate de-watering management practices, and comply with all regulatory requirements.

7.16 Energy Conservation

Many sources of energy are non-renewable resources. Today's consumption will have a direct impact on the supplies that will be available for future generations. In addition, the consumption of energy contributes to greenhouse gas emissions and local air pollution.

If applicable to the scope of your Services, you are required to implement the City of Edmonton's initiatives for energy conservation, the energy efficiency of buildings and equipment, and the use of renewable energy sources. Key initiatives include:

- Constructing new buildings and major renovations to the City's building standard of energy performance efficiency as set out in the Climate Resilient Policy C627.
- Light Efficient Community Policy C576

7.17 Natural Area Protection

The City of Edmonton has committed to protecting and conserving existing natural areas within City boundaries, ensuring that these areas are managed to maintain their ecological integrity, protect and enhance regional biodiversity, and retain their natural character.

In keeping with the City's commitment to the protection of natural areas, Contractors shall consider the protection and preservation of natural areas, and comply with City and legislative requirements if their project may impact an existing natural area. Any work within 10 meters of a natural stand must comply with the Public Tree Bylaw 18825 and will require a Tree Permit

Work conducted in Edmonton's river valley and areas containing wetlands may require permitting and planning before a project can proceed. As a City of Edmonton Contractor, you are required to apply for and obtain the necessary permits and approvals prior to the commencement of work

7.18 Chemical Management – Secondary Containment / Spill Trays

Secondary containment/spill trays are a means of containing a release from a container/tank due to leaks, falling over, rupture, overfilling, etc. Secondary containment/spill trays are required for chemicals when the quantities and type of chemical could create an unacceptable environmental impact. The unacceptable impact would be entering a storm/floor drain, entering a water system, unacceptable vegetation damage, ground or water contamination, remediation and disposal costs.

Acceptable Practices for common situations:

- Bulk chemicals stored in a designed area having secondary containment/spill trays;
- Fuel jerry cans stored in a designed area having secondary containment/spill trays; and,
- Towable light towers placing a spill tray under the unit during refuelling.

7.19 Consumption of Raw Material

The consumption of raw materials should be considered for all projects. Raw material should be managed to minimize usage, reduce waste and efforts to use sustainable products.

8.0 Additional Requirements

Additional requirements may be provided in the Contract. These requirements will be based on site-specific environmental risks, regulatory / permit requirements, best practices or applicable City of Edmonton's operating procedures and/or work instructions.

At the City's discretion, contractors may be required to provide the City with an Environmental Construction Operation (ECO) plan addressing the compliance, environmental impact mitigation and protection issues relevant to construction activities being performed on a specific project site. The ECO plan must be available to all workers and subcontractors at the worksite and these workers and subcontractors must be appropriately trained in the ECO Plan's content. The format and content of the ECO Plan must follow the city's ECO Plan Framework which is available on the City's website. A link to this framework is provided in section 9 of this document.

Pre-construction or other meetings, aimed at helping contractors understand their environmental obligations when performing services for the City of Edmonton, may be required prior to commencement of the work.

As a City of Edmonton contractor, you may be required to conduct regular environmental inspections of the worksite to ensure environmental controls and conditions are adequate and maintained.

At the City's discretion, you may be required to provide the City with documentation and detailed information of all steps that you have taken to ensure the requirements in this Contractor's Environmental Responsibility Package are met.

9.0 Sources of Information

The following websites can be accessed for requirements referenced in the Contractor's Environmental Responsibilities Package:

- City of Edmonton home page: www.edmonton.ca;
- For contractor information:
http://www.edmonton.ca/city_government/environmental_stewardship/contractor-environmental-responsibilities.aspx ;
- For information on bylaws:
http://www.edmonton.ca/bylaws_licences/bylaws.aspx;
- For information on City Directives & Policies: www.edmonton.ca/policy;
- For information on the City's Anti-Idling Policy(Vehicle Idle Control Directive):
[Anti-Idling Policy](#)
- For information on the Erosion and Sedimentation Control Manual:
<https://open.alberta.ca/publications/alberta-transportation-erosion-and-sediment-control-manual>
- For information on the City of Edmonton's Environmental Construction Operation (ECO) Plan Framework:
http://www.edmonton.ca/city_government/environmental_stewardship/environmental-construction-operations-plans.aspx
- For more information on the Integrated Pest Management Policy:
<https://www.edmonton.ca/sites/default/files/public-files/documents/PoliciesDirectives/C501A.pdf>
- For information on Weed Control Regulation:
 - http://www.qp.alberta.ca/documents/Regs/2010_019.pdf
 - [Weed Identification Guide](#)
- For contractor notification of pesticide use on City property:
 - www.edmonton.ca/city_government/environmental_stewardship/pesticide-use-notification-form
 - www.edmonton.ca/city_government/environmental_stewardship/post-pesticide-application-data-submission-form
- For tree management information: [Corporate Tree Management Policy](#) & [Corporate Tree Management and Tree Reserve Procedures](#)

APPENDIX 1

Company Name: _____

Address: _____

Phone: _____ E-mail Address: _____

Nature of Work: _____

Contract / PO #: _____

Work Performed for (Name of Branch/Department): _____

As a Contractor for the City of Edmonton, your review and signature of this document is necessary prior to commencement of the work. The items in this checklist are in addition to any specific environmental requirements identified in the Contract. **Not all items in the following checklist may be applicable to your scope of work.** These items still require initialing on the form to demonstrate you are aware of these requirements in the event the scope of work changes. **Please complete this form by reading and initialing each item in the checklist on behalf of your company to acknowledge that you have read and understand each section and then that you will comply by signing the acknowledgement at the bottom of the document.**

Initial	The City of Edmonton's Environmental Policy and Commitments We acknowledge that we have been made aware of and will follow the City of Edmonton's Environmental Policy and its commitments.
Initial	Compliance We are aware of and will comply with environmental regulations that relate to the contracted work.
Initial	Awareness and Competence We acknowledge that we are responsible to ensure that all site personnel are aware of applicable environmental requirements and responsibilities and are competent to perform their work.
Initial	Environmental Considerations/Impacts We are aware that we must identify and understand the potential environmental impact(s) of the work prior to commencement of the work.
Initial	Spills and Releases We are aware of the responsibilities that are associated with the reporting, prevention, control, and clean-up of spills or releases. We will report as required to the City's spill hotline at 780-496-6666.
Initial	Contamination Discovery We acknowledge we have read and understand our obligations related to the discovery of contamination
Initial	Air Emissions and Air Pollution We acknowledge we have read and understand our obligations related to air pollution. This includes compliance to the City's Anti-idling Policy
Initial	Noise We acknowledge we have read and understand our obligations related to noise restrictions.
Initial	Soil Management We acknowledge we have read and understand our obligations related to soil management.
Initial	Water Conservation Management We acknowledge we have read and understand our obligations related to water conservation management.

Initial	Tree / Vegetation Preservation and Protection We acknowledge we have read and understand our obligations related to tree/vegetation preservation and protection.
Initial	Integrated Pest Management (IPM) and Pesticide Use We acknowledge we have read and understand our obligations related to Integrated Pest Management (IPM) and Pesticide Use.
Initial	Fuel Storage / Dispensing Tank Management We acknowledge we have read and understand our obligations related to fuel storage / dispensing tank management.
Initial	Hazardous Waste / Material Management We acknowledge we have read and understand our obligations related to hazardous waste / material management.
Initial	Waste Recycling and Recycling / Landfill Diversion We acknowledge we have read and understand our obligations related to waste recycling and recycling / landfill diversion.
Initial	Concrete Material and Saw Cutting / Coring Slurry We acknowledge we have read and understand our obligations related to concrete products.
Initial	Wildlife / Bird / Species Management We acknowledge we have read and understand our obligations related to wildlife, bird and species management.
Initial	Site Layout We acknowledge we have read and understand our obligations related to the site layout.
Initial	Site Dewatering Management We acknowledge we have read and understand our obligations related to site dewatering management.
Initial	Energy Conservation We acknowledge we have read and understand our obligations related to energy conservation.
Initial	Natural Area Protection We acknowledge we have read and understand our obligations related to natural area protection.
Initial	Chemical Management – Secondary Containment / Spill Trays We acknowledge we have read and understand our obligations related to chemical management.
Initial	Consumption of Raw Material We acknowledge we have read and understand our obligations related to raw material.
Initial	Additional Supplemental Information Note: Site-specific procedures/requirements may be requested by the City prior to commencement of the work.

We have received and understand the information in the Contractor's Environmental Responsibilities Package, and understand that it is our responsibility to comply with these requirements and communicate this information to all onsite personnel that are engaged in carrying out the work on the site.

Authorized Company Representative (Signature): _____

Name of Company Representative (Print): _____ **Date:** _____

PART 4: DISTRIBUTION OF FORM

The successful contractor is required to send this completed form to the City of Edmonton - Corporate Services - Corporate Procurement and Supply Services along with other required tendering documents.

The personal information on this form is collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act. It will be used for the purpose of the administration of the Contractor's Environmental Responsibilities Acknowledgement Form as required by the Environmental Management System (Enviro). The information on this form will not be disclosed outside of the City of Edmonton organization. All personal information gathered is protected by the privacy protection provisions of Part 2 of the FOIP Act.

APPENDIX 2

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