



CONTRACTORS ENVIRONMENTAL RESPONSIBILITIES PACKAGE

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

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1.0 PURPOSE

The purpose of this document is to ensure that Contractors, as defined below, are aware of, and accountable for, their environmental responsibilities while working for The City of Edmonton (or the "City").

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 (a "Contractor").

Nothing in this Contractors Environmental Responsibilities Package constitutes legal or professional advice to the Contractor. It is a Contractor's responsibility to comply with applicable laws and to decide if independent legal advice is required.

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;
 - General construction, maintenance and services;
 - Landscaping maintenance and services;
 - Licensees that operate in facilities owned by The City of Edmonton;
 - Supplier services;
 - Waste management services; and
 - Land Development of serviced lots and supporting infrastructures.
2. Hired Equipment Contractors involved in the operation of equipment for the following activities, including, but not limited to:
 - Snow and ice program;
 - Waste collection;
 - Hydro-Vac operation;
 - Backhoe, truck, heavy equipment or grader operation;
 - Pump truck operation;
 - Street sweeping;
 - Tree maintenance; and
 - Water trucks.
3. Consultant Contractors that are:

- Directly engaged in work activities on a job site having the potential for an environmental impact (i.e. spills, soil or weed management, bird and wildlife management, proximity to waterbody);
- Directly in control of the work activities of a Contractor or Subcontractor having the potential for an environmental impact on a job site; or
- 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.

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 initialling all the items in the checklist, is necessary before 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 apply to your scope of work. These items still require initialing on the form to demonstrate you are aware of these requirements if the scope of work changes. You will only be responsible for the items pertaining to your scope of work.
- As a Contractor for The City of Edmonton, it is your responsibility to communicate this information to all personnel carrying out the work or providing material to the job site, including but not limited to 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 is an International Organization for Standardization, ISO 14001 registered organization. The City's Environmental Policy (Policy C512) 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; and
- Meet or exceed applicable environmental compliance obligations and other requirements to which it subscribes.

This Contractors Environmental Responsibility Package ensures that contractors are aware and accountable for their environmental responsibilities while working for The City of Edmonton. As a

City of Edmonton Contractor, your performance during all contractual obligations is critical to our commitment to Policy C512. 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. It is also your responsibility as a Contractor to comply with all applicable laws, regulations, 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. Contractors are responsible for ensuring all personnel performing work on their behalf (including employees, sub-contractors, consultants, etc.) are aware of their responsibilities under these laws. This Contractor's Environmental Responsibility Package may contain requirements similar to and more stringent than applicable laws, regulations, approvals, licenses, permits or restrictions. Without limiting the Contractor's own requirements to comply with applicable laws, regulations, approvals, licenses, permits or restrictions, if instructed by the City, the Contractor will perform the more stringent of the requirements if there is a conflict between this Contractor's Environmental Responsibility Package and any applicable law, regulation, approval, license, permit, or restriction.

6.0 AWARENESS AND COMPETENCE

Contractors working for The City of Edmonton shall be competent to perform their work and must be aware of and comply with applicable laws, including but not limited to environmental requirements and responsibilities.

Contractors are responsible for ensuring all personnel performing work on their behalf (including employees, sub-contractors, consultants, etc.) are competent to perform their work.

Contractors must ensure specialized environmental work associated with legal obligations will have valid, applicable certificate training (i.e. Transportation of Dangerous Goods (TDG) training, certification for pesticide application) or must be qualified to perform the work (i.e. bird and wildlife sweeps/surveys). 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 shall ensure their employees and subcontractors are aware of this Contractor's Environmental Responsibilities Package, Policy C512, the mechanism for reporting 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. Before commencing work, you must identify and understand the potential environmental impact(s) of your work by reviewing the contract documents, and all applicable environmental information and reports which may include, but is not limited to, environmental approvals, Environmental Assessments, Strategic Assessments, Simple Strategic and Environmental Assessment Forms,

Biophysical Impact Assessments, Historical Resources Impact Assessment, Phase I or II
Environmental Site Assessments, Risk Management Plans, and Hazardous Building Material Reports.

8.0 SPILLS AND RELEASES

Spills and releases can cause adverse effects on the environment under applicable laws, including, but not limited to the *Environmental Protection and Enhancement Act*, RSA 2000, c E-12, the *Fisheries Act*, RSC 1985, c F-14, and the *Water Act*, RSA 2000, c W-3. Examples of common types of substances that may be released and 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, i.e. natural gas, propane, ammonia;
- Solvents;
- Pesticides;
- 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;
- Concrete slurry/concrete washout released into a storm drain or waterway or onto the ground;
- Sediment/sediment laden water from exposed soil released in the storm drain or waterbody;
- Contamination discovery; and
- Smoke from unintentional fires

As a City of Edmonton Contractor, you are responsible for being familiar with applicable laws, and reporting, preventing, controlling and cleaning up a spill or release in accordance with applicable laws.

8.1 Reporting of Spills and Releases

8.1.1 Reporting to a Regulatory Agency

There are specific legal requirements related to the reporting of spills and releases under federal, provincial and municipal legislation. Release reporting is mandatory under applicable laws, including but not limited to the *Environmental Protection and Enhancement Act*, RSA 2000, c E-12. 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 (an adverse effect).

The *Release Reporting Regulation* of the *Environmental Protection and Enhancement Act*, RSA 2000, c E-12 sets out what must be reported, when, how and to whom reports must be made.

Environmental approvals and codes of practice may also have requirements for reporting contraventions of the terms and conditions of the approval or code of practice, monitoring results and sampling programs.

There is other federal, provincial and municipal legislation that also covers release reporting and these include the *Fisheries Act*, RSC 1985, c F-14 the *Canadian Environmental Protection Act, 1999*, SC 1999, c 33, the *Transportation of Dangerous Goods Act, 1992*, SC 1992, c 34, the *Safety Codes Act*, RSA 2000, c S-1 and the *Alberta Fire Code*, The City of Edmonton Drainage Bylaw, and EPCOR's Drainage Services and Wastewater Treatment Bylaw and Wastewater Services Bylaw.

As a City of Edmonton Contractor, you must ensure reportable spills, releases or discovered contamination are immediately reported to the appropriate regulatory agencies as required by law.

WHEN IN DOUBT, REPORT IT!

Alberta Environment and Protected Areas may require a formal written spill report within seven (7) days of the release/spill. This report and any other regulatory submissions for spills and releases shall also be concurrently provided to The City of Edmonton's Project Representative and Environmental Management Representative.

8.1.2 Reporting to The City of Edmonton

As a City of Edmonton Contractor, you must ensure all spills, releases or discovered contamination are immediately reported to The City of Edmonton's 24 hours a day spill reporting hotline at 780-496-6666 and The City of Edmonton's Project Representative. Reporting to the City's spill reporting hotline does not exempt a Contractor from any other legal requirements to report to other authorities having jurisdiction (for example only, Alberta Environment and Protected Areas).

8.2 Control and Clean-Up of a Spill or Release

All contractors who may encounter 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 cause a spill or release into the environment, you must promptly take all steps to clean up the spill or release, repair all resulting damage to the environment, and remediate any impact resulting from the spill or other release, such that any sample of material remaining in-situ at the location of the spill or release and any location to which the spill or release has migrated, meets Alberta Tier 1 soil and groundwater remediation guidelines unless a more stringent requirement is imposed by a regulator.

9.0 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 or field investigations, indications of possible contamination include, but are not limited to, the following:

- Stained or discoloured earth in contrast with adjoining soil;
- Industrial waste debris;
- Pungent and non-earthy 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.

The above list of information is provided for information purposes only and is not professional advice.

10.0 OTHER ENVIRONMENTAL INCIDENTS

There are various types of environmental incidents that may require reporting to regulatory agencies. These include, but are not limited to the following:

- Unauthorized impacts to water bodies including wetlands;
- Death of fish;
- Discovery of historical or paleontological resources;
- Disturbance or destruction of the nest or eggs of migratory birds;
- Harassment, disturbance or destruction of a house, nest or den of prescribed wildlife or a beaver dam;
- Commencing work without a required environmental approval or notification;
- Sediment/turbidity release during instream works;
- Improper disposal of waste or hazardous material;
- Illegal dumping of waste or hazardous material;
- Exceedance determined through investigation, monitoring, sampling, or environmental monitoring; and
- Infractions of the specified Terms and Conditions and/or exceedances of any parameter and their threshold limit in contravention of issued environmental approvals.

A Contractor must ensure all environmental incidents are immediately reported to the appropriate regulatory agencies as required by law and concurrently to The City of Edmonton's Project Representative and Environmental Management Representative. Regulatory reports, correspondences and other submissions for environmental incidents shall be provided to The City of Edmonton's Project Representative and Environmental Management Representative.

11.0 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.

11.1 Vehicle/Equipment Exhaust/Idling

The unnecessary idling of vehicles and equipment wastes fuel, may damage vehicle engines, and contributes to several environmental problems such as the deterioration of air quality and the production of unnecessary emissions of greenhouse gases like carbon dioxide (CO₂). Contractors working on behalf of The City of Edmonton are encouraged to minimize idling of vehicles and equipment not essential for the performance of the work, including:

- Eliminating unnecessary idling and ensuring vehicles are not left unattended while idling;
- Idling vehicles/equipment during warm-up only and long enough to ensure safe operation; and
- Shutting off engines when idle time is expected to exceed 60 seconds.

Avoiding unnecessary idling is a universal approach to reduce the environmental impact of vehicles. The City of Edmonton's Community Standards Bylaw 14600 prohibits unnecessary idling for more than five-minutes in a 30-minute period within designated no-idling zones.

12.0 NOISE

Contractors must comply with the noise restrictions that are specified in The City of Edmonton's Community Standards [Bylaw 14600](#) in addition to any other applicable laws. Construction noise outside the time periods stated in the bylaw 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.

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.

13.0 SOIL MANAGEMENT

It is the responsibility of the Contractor to implement proper soil management measures to minimize adverse impacts to the environment.

13.1 Erosion and Sedimentation Control

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

Construction activities can result in erosion and sedimentation, which if left uncontrolled, can harm the environment. There are many potential environmental issues related to erosion and sedimentation including but not limited to 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.

If your project has potential for erosion and sedimentation impacts to the environment, you must implement, inspect and maintain appropriate erosion and sediment control measures for the duration of the Project. Municipal catch basins receiving water from within the Project area must be hoarded or otherwise protected from sediment deposition until all disturbed surfaces are stabilized with vegetation or permanent surface treatment. All temporary erosion and sediment controls are to be removed when they are no longer required and/or at the end of the Project.

13.2 Control of Stockpiles

There are many 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 water bodies, 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 vegetation cover;
- Consideration of soil horizons and soil type in stockpile segregation;
- Locating stockpiles away from catch basins and water bodies;
- Controlling weed propagation;
- Avoiding storage of soils on steep slopes;
- Protecting soil from wind and rain;
- Using straw wattles or other means to prevent runoff; and
- Maintaining stockpiles to minimize the potential creation of breeding bird nesting habitat (e.g. grading all sides of soil stockpiles so no vertical faces are present with slopes of less than 70 degrees).

13.3 Dust Control and Mud Tracking

Dust and mud tracking from construction sites can have negative offsite impacts to citizens and contribute to sediment releases to water bodies. Community Standards Bylaw 14600 prohibits the generation of excessive dust and [Traffic Bylaw 5590](#) prohibits roadway mud tracking. There may be other applicable laws relevant to dust and mud control.

It is the Contractor's responsibility to implement measures to minimize dust and mud tracking by implementing appropriate mitigation measures including:

- Using approved wetting agents;
- Using wind fences;
- Installing stabilized construction entrances and exits;
- Implementing tire and track washing stations at key exit sites; and
- Cleaning roadways on a regular basis or as specified in contracts.

13.4 Clubroot

Clubroot is a declared pest in the provincial *Agricultural Pests 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 of Edmonton site must not be transported to agricultural land unless confirmation is received in accordance with applicable laws that the soil is free from the clubroot disease and other deleterious substances.

13.5 Imported and Recycled Fill Material

All imported and recycled fill material must be approved by The City of Edmonton's Project Representative.

14.0 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 but not limited to requirements to meet the Climate Resilient Policy C627 and associated Climate Resilient Administrative Procedures.

15.0 TREE/VEGETATION PRESERVATION AND PROTECTION

Public trees are The City of Edmonton's property and their protection is mandated by the [Corporate Tree Management Policy C456C](#) and [Public Tree Bylaw 18825](#).

Bylaw 18825 applies in all instances where construction activity will occur within five (5) metres of any City-owned open space and boulevard tree or 10 meters of a natural stand. A Tree Permit is 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 soils surrounding 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(in Edmonton) or (780) 442-5311 (outside Edmonton).

16.0 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. Some pests are regulated pests that the contractor has a responsibility to monitor, control and or eliminate as per 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; and
- 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; and
- Managing pests in public infrastructure that can impact health and safety, such as bed bugs associated with public transit.

Pesticide use is regulated both federally and provincially. "Pesticide" 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/herbicides. For any questions regarding restrictions, please contact your contract or project manager.

All spills and releases of pesticides must follow Section 8.1 Spills and Releases. 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 the decision making framework related to their planned pesticide application;
- b) Provide proof of a valid Pesticide Service Registration from Environment and Protected Areas;
- 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 (edmonton.ca/Contractor Pesticide Use Notification).
- 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 (edmonton.ca/Contractor Pesticide Use Notification).

16.1 Prohibited Noxious and Noxious Weeds Management

In addition to the requirements identified in section 16.0, Contractors are responsible for weed management and must follow the Alberta *Weed Control Act* and *Weed Control Regulation* for the control of noxious weeds and destruction of prohibited noxious weeds, including disposal of viable plant parts. More information including a listing of noxious weeds and prohibited noxious weeds is found in the [Provincial Weed Control Regulation](#) and the [Weed Identification Guide](#).

17.0 FUEL STORAGE/DISPENSING TANK MANAGEMENT

On-site fuel dispensing tanks located on the ground must meet the requirements of the most recent version of the National Fire Code/Alberta Edition, NFC (AE). The NFC (AE) only allows certified tanks on the ground which are double-walled or single-walled with adequate secondary containment.

As a Contractor working for the City, you will be required to complete an Above Ground Fuel Storage Tank Inspection Form for each fuel tank on site within the first week. Other requirements include but are not limited to: a documented monthly inspection process on the tank's integrity and hose/nozzle condition, the one-metre separation between tanks, six-metre 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 for collision protection.

Contractors using fuel tanks must ensure that such tanks and how the tanks are stored and transported comply with applicable laws, including but not limited to the Alberta Fire Code. Slip tanks containing fuel are not allowed on the ground. The Fire Code is applicable to all tanks once placed on the ground. Slip tanks do not meet the Fire Code requirements.

As a Contractor it is your responsibility to ensure sufficient measures are in place to prevent environmental impacts from fuel storage or fuelling activities. The following practices should be in place:

- Ensuring personnel are present when refuelling;
- Using drip trays when refuelling;
- Training staff in fuelling procedures;
- Conducting fuelling operations and storing fuel a minimum of 30-metres away from water bodies;

- The employee/contractor transferring the product must ensure equipment is operating properly and hoses and connections are in satisfactory condition;
- Equipment not functioning properly and hoses and connections not in satisfactory condition must be immediately taken out of service and repaired;
- All potential sources of ignition must be isolated when transferring flammable products;
- Transfer equipment must be approved for the product being transferred;
- The refilling hose must never be left in the product unattended in the event of a siphon effect resulting in the release of the product;
- Spill kits must be available in the event of a spill; and
- Additional refueling procedures may be required for refueling in environmentally sensitive areas.

18.0 CHEMICAL MANAGEMENT/SECONDARY CONTAINMENT/SPILL TRAYS

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

- Bulk chemicals, fuel, oils and lubricants stored in a designated area;
- Fuel jerry cans stored in a designated area;
- Parked stationary equipment, towable generators and light towers; and
- During refueling.

Secondary containment/spill trays must be in good condition, free of liquids from precipitation or product spillage. Trays containing liquids must not be tipped over to empty, as they may contain hydrocarbons or other hazardous products.

19.0 HAZARDOUS WASTE/MATERIAL MANAGEMENT

Hazardous Materials, including hazardous waste, shall be managed in accordance with applicable laws such as the *Environmental Protection and Enhancement Act*, National Fire Code - 2023 Alberta Edition, *Waste Control Regulation*, *Transportation of Dangerous Goods Act*, *Hazardous Products Regulations* and best management practices.

It is the Contractor's responsibility to know and adhere to the legal requirements that apply to the Contractor's 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 manifests or recycle dockets must be completed and appropriate copies maintained on-site or by the generator when disposing of hazardous waste or hazardous recyclables. These must be made available if requested.

20.0 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 disposed of as soon as possible at an approved facility in accordance with applicable laws; it 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.
- 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.

21.0 CONCRETE MATERIAL AND SAW CUTTING/CORING SLURRY

Concrete material, concrete wastewater and saw cutting/coring slurry products are caustic. This material is a prohibited waste and is not allowed to enter The City of 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 or released onto the ground;
- 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, or released onto the ground. Disposal on-site will require approval from the city representative.

22.0 WILDLIFE/BIRD/SPECIES MANAGEMENT

Various legislation, such as the *Migratory Birds Convention Act*, *Species at Risk Act* and Alberta *Wildlife Act* protect wildlife and include prohibitions against the harm of wildlife and their residences (e.g. nests/dens/hibernacula). In Edmonton, the general nesting period for migratory birds is between mid-April and late-August (Environment and Climate Change Canada, 2025). The nests of certain species including the pileated woodpecker, great blue heron, and black-crowned night heron listed

on Schedule 1 of the *Migratory Birds Regulations* are protected year-round. Resident birds, such as owls and raptors often initiate nesting in February or March.

Vegetation clearing, ground disturbance, bridge works, dewatering, building construction/rehabilitation, demolition and other types of construction activities can potentially impact wildlife and/or wildlife habitat. It is your responsibility as a Contractor to comply with the *Migratory Birds Convention Act*, *Species at Risk Act* and *Alberta Wildlife Act* and ensure that all compliance requirements are met for all the activities within the scope of the work.

Mitigation measures to prevent harm to wildlife and/or wildlife habitat include avoiding disturbing work during the general nesting period whenever possible, scheduling work in lower risk periods and conducting a pre-disturbance wildlife sweep of the area requiring disturbance to determine the presence of protected wildlife and/or wildlife features (including but not limited to species of regulatory concern, nests, dens, and hibernacula).

Pre-disturbance wildlife sweeps shall be conducted by a qualified professional who is a registered Professional Biologist in Alberta or directed by a registered Professional Biologist in Alberta and is hired by the Contractor.

Results of pre-disturbance wildlife sweeps must be signed-off by the Professional Biologist and provided to The City of Edmonton's Project Representative prior to disturbance. The Contractor shall consult with their Professional Biologist prior to the removal of any wildlife feature (or portion thereof). If the pre-disturbance wildlife sweep reveals the presence of any active wildlife and/or wildlife features, the Contractor must update their Environmental Construction Operations (ECO) Plan to incorporate any mitigation measures deemed necessary by the Professional Biologist, including the establishment of protective buffer zones / setbacks.

23.0 SITE LAYOUT

Site setup and layout area must consider the environmental risks. 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;
- Erosion and sedimentation;
- Mud tracking;
- Stockpile locations;
- Light location;
- Material laydown and equipment storage locations; and
- Site security.

24.0 SITE DEWATERING MANAGEMENT

If improperly managed, site dewatering 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 water bodies or the introduction of contaminants into receiving water bodies, including the sanitary/stormwater system.

The discharge of potable water, contaminated water, or sedimentation into the stormwater system or water bodies is regulated by a number of federal, provincial and municipal laws or bylaws. At the time of writing this Contractor's Environmental Responsibilities Package, discharges to the sewerage system that exceed 10 cubic metres, require notification to EPCOR Water Services Inc. but these requirements may change. It is the Contractor's responsibility to implement adequate dewatering management practices, and comply with all regulatory requirements.

25.0 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 non-renewable 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 of Edmonton's building standard of energy performance efficiency as set out in the Climate Resilient Policy C627 and associated Climate Resilient Administrative Procedures; and
- Light Efficient Community Policy C576.

26.0 CONSUMPTION OF RAW MATERIAL

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

27.0 ENVIRONMENTAL CONSTRUCTION OPERATIONS (ECO) PLAN

ECO Plans shall be developed for City of Edmonton projects if specified in the contract documents or if the project involves at least one of the following:

- A federal, provincial or municipal environmental authorization, approval, registration, permit, notification or license is required or exists
- Vegetation clearing
- New soil disturbance outside of an existing paved surface
- There is potential for soil, prime coat oil, tack oil, emulsion or milling debris to enter a watercourse, wetland, catch basin or manhole
- Restrictions are in place due to the *Migratory Birds Act*, *Species at Risk Act* or *Wildlife Act*
- A federal, provincial or municipal Environmental Impact Assessment is required
- Work is occurring in either the North Saskatchewan River Valley or Ravine System or both
- Work is occurring in a City-Owned Natural Area
- Geotechnical or contaminated site assessment if:
 - ground disturbance is occurring within the bed and shore of a water body
 - duration of ground disturbance activities will exceed two (2) months
- Hazardous materials may be encountered (examples include: asbestos, lead paint, mercury, and chemically treated wood)

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. Contractors must follow the ECO Plan review process in contract documents or as described in the ECO Plan Framework.

28.0 ENVIRONMENTAL INSPECTION AND MONITORING

As a City of Edmonton Contractor, you are required to conduct regular environmental inspections of the worksite to ensure the requirements in this Contractor's Environmental Responsibility Package are met and environmental controls are adequate and maintained. At the City's discretion, you may be required to provide documentation and detailed information of all steps that you have taken to ensure the requirements in this Contractor's Environmental Responsibility Package are met.

Contractors are also required to follow the environmental monitoring and reporting requirements specified in contract documents, environmental approvals and [the ECO Plan Framework](#). Contractors must develop and implement monitoring and inspection procedures for compliance with contract requirements, environmental approvals, this Contractor's Environmental Responsibility Package and ECO Plans. These procedures must satisfy regulatory and contractual requirements and be appropriate for the nature and scale of the project or activity, considering the site characteristics, work activities and potential site specific environmental risks. At a minimum, monitoring must cover the items listed in the [Contractor Environmental Monitoring Checklist](#) template included in Appendix 3. Monitoring reports must be provided to The City of Edmonton's Project Representative, Environmental Management Representative, and Consultant at the frequency stated in contract documents and regulatory approvals, or at least monthly.

28.1 Turbidity Monitoring

As a City of Edmonton Contractor, you may be required to perform turbidity monitoring if your project involves instream work activities. All sampling, testing, record keeping and reporting of Total Suspended Solids (TSS) must be completed following the most recent version of [Alberta Environment and Protected Areas Turbidity Monitoring for In-stream Construction Activities](#).

29.0 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 environmental responsibilities information: [Contractor Environmental Responsibilities | City of Edmonton](#);
- For information on bylaws: [City of Edmonton Bylaws](#);
- For information on City Directives & Policies: [City of Edmonton Corporate Policies](#);
- For information on The City of Edmonton's ECO Plan Framework: [Environmental Construction Operations \(ECO\) Plans | City of Edmonton](#);
- For more information on the Integrated Pest Management Policy: [Integrated Pest Management - Policy C501A](#);
- For information on Weed Control Regulation:
 - [Province of Alberta: Weed Control Regulation](#)

- [Weed Identification Guide](#);
- For contractor notification of pesticide use on City property:
 - [Contractor Pesticide Use Notification and Post Application Data Forms](#)
 - [Contractor Responsibilities](#); and
- For tree management information: [Trees and Urban Forestry](#).

APPENDIX 1 - ACKNOWLEDGEMENT FORM

PART 1: COMPANY INFORMATION

Company Name: _____

Address: _____

Phone: _____ E-mail Address: _____

PART 2: DESCRIPTION OF WORK

Nature of Work: _____

Contract/PO #: _____

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

PART 3: CHECKLIST OF CONTRACTOR'S ENVIRONMENTAL RESPONSIBILITIES

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	Other Environmental Incidents We are aware of the responsibilities that are associated with the reporting, prevention and control of other environmental incidents. We will report to the appropriate regulatory agencies as required by law and concurrently to The City of Edmonton's Project Representative and Environmental Management Representative.
Initial	Air Emissions and Air Pollution We acknowledge we have read and understand our obligations related to air pollution.
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	Chemical Management - Secondary Containment/Spill Trays We acknowledge we have read and understand our obligations related to chemical management.
Initial	Hazardous Waste/Material Management We acknowledge we have read and understand our obligations related to hazardous waste/material management.
Initial	Waste Management 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	Consumption of Raw Material We acknowledge we have read and understand our obligations related to raw material.
Initial	Environmental Construction Operations (ECO) Plan We acknowledge we have read and understand our obligations related to ECO Plans.
Initial	Environmental Inspection and Monitoring We acknowledge we have read and understand our obligations related to Environmental Inspection and Monitoring.

As the signatory for the Company, I confirm that:

- 1. I have the authority to sign this document for the Company;**
- 2. the Company has received and understands the information in the Contractor's Environmental Responsibilities Package; and**
- 3. the Company understands that the Company has the responsibility to comply with the requirements of the Contractor's Environmental Responsibilities Package and communicate this information to all personnel that are engaged in carrying out the work on the site.**

Authorized Company Representative (Signature): _____

Title of Company Representative: _____

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 - ENVIRONMENTAL POLICY C512

**APPENDIX 3 - CONTRACTOR ENVIRONMENTAL MONITORING
CHECKLIST TEMPLATE**