CONTRACTORS ENVIRONMENTAL RESPONSIBILITIES PACKAGE MANUAL

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1. PURPOSE

As a contractor for the City of St. Albert (the City), your company must ensure that your operations are carried out in an environmentally responsible manner. The purpose of this manual is to clearly outline the City's expectations with respect to contractor environmental responsibilities.

2. SCOPE

As part of the overall Contractor's Environmental Responsibility Package (CERP), the CERP Manual (the Manual) is available to those contractors engaged in exterior construction and/or maintenance activities involving soil disturbance, construction of new infrastructure, improving existing infrastructure and upgrades to a site. Construction activities can include:

- Earth works
- Road works
- Trail building and repair
- Utility installation, construction, and repair
- Landscaping, maintenance and warranty work
- Building construction and maintenance
- Bridge construction, repair, and rehabilitation
- Stormwater infrastructure construction and maintenance
- Concrete and asphalt saw cutting

3. ACKNOWLEDGEMENT OF CONTRACTOR'S ENVIRONMENTAL RESPONSIBILITIES PACKAGE

As a City of St. Albert contractor, your performance during all contractual obligations is critical to the City's commitment to protect the environment, comply with all environmental legislation, and continually improve our environmental performance.

To assist contractors with this requirement, the City has produced two documents:

1. **Contractors Environmental Responsibilities Package (CERP) Manual:** The manual provides information for all contractors engaged by the City who perform work on behalf of the City and outlines the expectations for environmental performance. All Contractors should refer to the manual when planning activities that can impact the environment.

If the project has a minimal potential environmental impact, the contractor may be required to complete a CERP Form.

- Minimal potential environmental impact is determined by a checklist review completed between the Project Manager (PM) and the Environmental Branch project representative. Determination is affected by the timeframe of the project (i.e., location, access and completed within the same day), and other checklist parameters.

2. **Environmental Construction Operations (ECO) Plan Framework**: For contractors engaged in construction activities that have a more significant potential environmental impact, an ECO Plan will be requested as part of the tender requirements. An ECO Plan is a contractor's plan for the identification and mitigation of potential environmental impacts that may occur because of their work activities. If this pathway is selected, an ECO Plan Acknowledgement Form must be completed.

As a contractor for the City of St. Albert, your review and signature on either the CERP Acknowledgement Form or the ECO Plan Acknowledgement Form is required prior to commencing work.

As a Contractor for the City of St. Albert, it is your responsibility to communicate the information in this manual to all personnel that are engaged in carrying out the work or providing materials to the job site, including subcontractors. It is possible that during the contract work, the City may review the information in this document with you and your personnel at any time. If any scope changes to the project occur, then a revised ECO Plan will be required.

4. THE CITY OF ST. ALBERT'S ENVIRONMENTAL SUSTAINABILITY POLICY

The City has a significant influence on the local and regional environment. Therefore, it is essential that environmental considerations are part of all City activities and operations. The City of St. Albert has implemented the Environmental Sustainability Policy (C-EUS-01) that provides an overall direction for the City's environmental performance and commits the City to the following standards:

(1) Compliance

Identify and comply with all relevant environmental legislation and codes of practice, and develop and uphold best management practices.

(2) Environmental Management Systems

Implement Environmental Management Systems to ensure compliance to legal obligations, identify environmental risks and opportunities and enhance environmental performance.

(3) Continuous Improvement

Strive for continuous improvement by integrating Environmental Sustainability Policy standards into decision making.

(4) Establish Performance Targets

Establish and pursue performance targets and design programs to mitigate the City's contribution to climate change and minimize the use of natural resources in City facilities, fleets, and services.

(5) Measure Performance

Establish and refine environmental performance monitoring, measuring, and reporting processes and share the results with the community, other municipalities, orders of government, and interested organizations.

(6) Environmental Stewardship

Promote environmentally sustainable urban planning, development, and construction principles.

(7) Control

Require employees and contractors to identify the potential environmental impacts associated with the work they do on behalf of the City. Employees and contractors are expected to responsibly use and protect natural resources, minimize waste, and control pollution through reduction or avoidance.

(8) Communicate

Communicate the Environmental Sustainability Policy, performance targets and programs to the corporation and community by issuing regular updates.

5. COMPLIANCE

There are many laws and regulations relating to the protection of the environment. It is the responsibility of a contractor to have knowledge of and comply with all codes of practice, regulations, approvals or permits that relate to the work being done for the City.

At the City's discretion, you will be required to provide documentation outlining your procedures for ensuring that all environmental requirements imposed by law are met, including applicable permits and emergency contact numbers for reporting incidents that may occur at the work site. These procedures and documents must be available to your workers at the work site and these workers must be appropriately trained in the procedures.

6. AWARENESS AND COMPETENCE

Contractors working on behalf of the City are expected to be competent to perform their work and must be aware of applicable environmental requirements and responsibilities.

The City reserves the right to require the contractor to provide evidence of employee and subcontractor competency.

Contractors must also ensure that all subcontractors are aware of their environmental responsibilities as listed above and are competent to perform their work.

7. ENVIRONMENTAL CONSIDERATIONS/IMPACTS

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

As outlined in the following sections, environmental considerations include, but are not limited to:

- Spills and releases
- Contamination discovery
- Air emissions and air pollution
- Noise
- Erosion and sedimentation
- Water quantity and quality protection and management
- Tree protection
- Pesticide use
- Waste management
- Imported fill material (clay and topsoil)
- Chemical management
- Fueling and fuel storage
- Noxious and invasive vegetation
- Wildlife impacts
- Restricted activity periods

7.1 SPILLS AND RELEASES

Spills and releases can cause environmental damage. Examples of commonly used substances that may cause an adverse effect on the environment include, but are not limited to:

- Gasoline / diesel fuel
- Antifreeze / glycol
- Lubricating oil
- Hydraulic fluid
- Diesel exhaust fluid
- Ozone-depleting substances
- Industrial wastes
- Paint

- Solvents
- Cleaning chemicals
- Acids or caustics
- Untreated sewage
- Erosion/sediment into storm sewer or surface water
- Potable (chlorinated) water
- Paving materials

As a City contractor, you are responsible for preventing, controlling, reporting, and cleaning up a spill or release caused during the course of project operations.

7.1.1 Reporting of Spills and Releases

As a City contractor, spills and releases that have been caused or discovered must be immediately reported to your City of St. Albert representative (i.e., PM) regardless of quantity or type of chemical. Spills and releases must also be reported to the appropriate regulatory agency as required by legislation (i.e., Alberta Environment and Protected Areas (Alberta Environment) @ 1-800-222-6514) or as directed by the PM. If the spill or release is immediately harmful to public health or the environment, initiate your Company's Emergency Response Plan and contact City of St. Albert emergency services through 911.

If there is a spill or release into the environment, if it is safe to do so, it is your responsibility to satisfactorily stop the spread, clean it up and, if necessary, remediate the affected area. The Contractor is responsible for performing a satisfactory level of cleanup in consultation with the City of St. Albert and relevant regulatory agencies.

7.2 CONTAMINATION DISCOVERY

It is important to report any suspected contamination, if discovered, to your City representative, even if it was not caused by your work. It is important to implement the appropriate health and safety procedures which could include stopping work near the suspected contamination, securing the work site, and taking the appropriate measures to protect workers, the pubic and the environment.

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

- Rusted barrels and containers
- Radioactive waste (i.e., old smoke alarms/detectors)
- Stained or discolored earth in contrast with adjoining soil
- Fill material containing debris
- Household trash covered by earth or industrial waste debris
- Non-earthy odors which emanate when the earth is disturbed
- Oily residue intermixed with earth
- Sheen on groundwater or surface water

- Structures such as asbestos cement pipe, abandoned pipes and underground storage tanks

7.3 OUTDOOR AIR EMISSIONS AND AIR POLLUTION

Air pollution can be broadly defined as any substance in the air that can affect public health, the health of plants and animals, or causes damage to property or other aspects of the environment. Construction companies are encouraged to review Alberta Roadbuilders and Heavy Construction Association (ARHCA) and Alberta Transportation's "*A Guide to Energy Efficient Best Practices*" which outlines several technologies and procedures which, if implemented, can reduce emissions from equipment and vehicles.

Vehicle emissions from idling are recognized as a significant contributor to air pollution. The City of St. Albert has an Idle-Free Bylaw (16/2007) that regulates vehicle idling. In keeping with this bylaw, Contractors are mandated to minimize idling of vehicles that is not essential for the performance of their work.

7.4 NOISE

Bothersome sound can be perceived as having a negative impact on people and the environment, particularly wildlife. Contractors must comply with requirements that are specified in the City's Noise Bylaw (31/2006).

7.5 EROSION AND SEDIMENTATION

7.5.1 Erosion and Sedimentation Control (ESC)

There are several environmental issues related to erosion and sedimentation including: generation of dust and clogging of plant leaf structures, additional sediment load into the storm/sanitary sewer systems, increased sedimentation of watercourses, leading to an adverse effect on fish and fish habitat, and loss of topsoil. There are several federal and provincial laws governing erosion and sediment control resulting from land disturbing activities. Everyone involved in construction and field operations has a responsibility to identify and follow regulatory requirements.

If your work activities have potential to cause erosion and sedimentation that impact the environment, please notify your City representative(s). It is preferable to have a qualified professional, such as an Association of Professional Engineers and Geoscientists of Alberta (APEGA) registered Professional Engineer or a Certified Professional in Erosion and Sediment Control (CPESC)[1], Certified Erosion, Sediment, and Storm Water Inspector (CESSWI), or Certified Inspector of Sediment and Erosion Control (CISEC) to

[1] New changes to designations mean CPESC can only comment on ESC design; CESSWI and CISEC can cover design and inspection. However, CPESC is the only designation recognized under the Environmental Protection and Enhancement Act (EPEA).

design or review the erosion and sediment control plans prior to the start of construction activities. Contractors are responsible to follow any sediment control plans and to ensure that all control measures are effective and maintained during construction. Qualified Aquatic Environment Specialists (QAES) must be consulted when performing work around fish bearing waterbodies.

7.5.2 Control of Stockpiles

Storage and stockpiling of soil is common during construction activities. There are several environmental issues related to the stockpiling of soil including: generation of dust, introduction of sediment into the storm/ sanitary sewer systems, increased sedimentation of watercourses, loss of topsoil, weed growth and mud tracking from construction sites onto adjacent properties or streets.

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

- Stabilizing soils and stockpiles with an appropriate native vegetation cover;
- Locating stockpiles away from catch basins and water bodies and using ESC measures;
- Not storing soil on steep slopes;
- Keeping stockpiles at less than a 4:1 slope ratio;
- Protecting soil from wind and rain; and
- Prevention or control of noxious and invasive vegetation.
- Silt fencing (installed appropriately with the bottom buried).

7.6 WATER MANAGEMENT

7.5.3 Water Conservation

Every City contractor is required to conserve water and improve water use efficiency in keeping with the City's policies.

7.5.4 Wastewater/Stormwater Management

If improperly managed, wastewater/stormwater can have a potential adverse impact on the environment. Wastewater includes water from dewatering activities, defined as accumulated water physically removed from a construction site excavation, depression, sump, well or cellar, usually by pumping. It includes stormwater runoff from the construction site, and groundwater to lower water table levels.

Improper disposal of wastewater/stormwater may have negative environmental impact via sedimentation in watercourses or the introduction of deleterious substances into receiving bodies of water, including the sanitary/ storm water system. The discharge of wastewater/stormwater into the sanitary/storm water system or surface water bodies is

regulated by several federal, provincial, and municipal laws or bylaws. The City of St. Albert's bylaws include the Sanitary Sewers Bylaw (33/2001) and the Storm Sewer Bylaw (6/2003). The requirements in the Sanitary Sewers Bylaw have been adopted and are enforced by Alberta Environment and Protected Areas under *EPEA*, and the City. For more information, contact the City's Utilities Department through the Public Operations general Information line at 780-459-1557.

It is your responsibility to implement proper wastewater/stormwater management practices and comply with all regulatory requirements, including pre-disposal water quality analysis.

7.7 PESTICIDE AND HERBICIDE USE

Pesticides can cause adverse effects on non-target organisms if not used a) in accordance with the product label, b) at the appropriate stage of the pest's development, c) on an incorrect organism, or d) in appropriate weather conditions.

Any contractor that is involved in the supervision or application of a pesticide on City property must provide proof of a valid Pesticide Service Approval from Alberta Environment and pesticide applicator certificate(s) for the type of pesticide treatment being considered to their City representative. Contractors must comply with Alberta's *Environmental Code of Practice for Pesticides* which specifies the approved use of herbicides, and the City of St. Albert *Integrated Pest Management Plan*.

Contractors must notify the City Public Operations at least 48 hours (excluding weekends and statutory holidays) prior to any herbicide spraying on City property. Contact the Pest and Tree Control Team Lead through the Public Operations general line at 780-459-1557.

7.8 TREE PROTECTION

Trees and shrubs are living organisms that require attention and protection. Trees and shrubs are important ecological features and are also very costly to replace if damaged. Protection of these features includes the surrounding soil and root zone, generally demarcated by the dripline. Surrounding soils and root zones must remain un-compacted and free from harmful waste products. Furthermore, the critical zone of any tree extends to the drip line of that tree (the imaginary vertical line originating from the horizontal width of the tree crown to the ground). Removal of trees or other vegetation should be minimized, and is not permitted without prior written approval from the City. Removed trees must be disposed of properly. Contractors whose work may impact trees should be familiar with the City of St. Albert's *Urban Forest Management Plan 2017 and the Dutch Elm Disease Pruning Guidelines as found on the City's website*.

7.9 WASTE MANAGEMENT AND RECYCLING

Waste, both hazardous and non-hazardous, can negatively impact the environment if improperly managed. There are several federal and provincial laws that govern proper handling, storage, transportation, and disposal of hazardous and non-hazardous

wastes. Waste management includes the proper disposal of excavated soil or other material. It is your responsibility to know and adhere to the regulatory requirements that apply to your work. Contractors are responsible for ensuring that waste material is disposed of at an approved area or facility in accordance with the law, and a daily cleanup of work areas is recommended.

The City requires contractors to reduce and divert applicable waste from landfills through recycling. Cardboard, wood, asphalt, concrete, and metal waste that is generated onsite are examples of materials that could be recycled.

7.10 IMPORTED FILL MATERIAL

Imported fill material (clay or topsoil) has the potential to introduce contaminants or invasive fungi or vegetation. Contractors should be prepared to show analytical proof that the material is free of contaminants and meets any contractual specifications (such as type of material, sizes etc.) required by the City. All fill material must be approved by the City .as required in the contract clay/topsoil testing guidelines.

7.11 CHEMICAL MANAGEMENT

Contractors are responsible for the safe transportation, storage, use and disposal of all chemicals used at their work site. Chemicals shall be secured to prevent tampering, theft and unintentional releases or spills. Use of secondary containment, proper personal protective equipment (PPE), signage, safety data sheets (SDS), and nearby spill response materials are required. Employees should be trained to recognize and respond to incidents as required in an emergency response plan.

Contractors must abide by the Workplace Hazardous Materials Information System (WHMIS) standards regarding the labeling of materials at the construction site and Transportation of Dangers Goods (TDG) regulations for transportation of materials to and from site. SDS must be available whenever hazardous materials are on site. All containers must meet the standards for labeling. Workers must be trained to properly handle these materials.

7.12 FUELING AND FUEL STORAGE

Fueling activities on the construction site shall be conducted in a manner that ensures the potential for spills and releases are minimized. The contractor shall ensure all tanks, valves, flanges, hoses, and nozzles are in good working order. During fueling, the contractor shall have procedures in place to ensure that any spill or release can be immediately contained.

All fueling, including small engines, must occur at least 100 m from any water body or 30 m from a stormwater drain. Refueling shall occur on an impervious surface such as pavement and have secondary containment such as a drip tray.

Fuel stored on site shall have secondary containment (i.e., a double walled tank) and should have barriers or other controls to prevent unintentional contact. Storage setback distances from site buildings must be followed (2019 Building Code: Alberta Edition).

7.13 NOXIOUS AND INVASIVE VEGETATION

Contractors shall ensure all equipment and vehicles brought to a City of St. Albert work site are clean and free of dirt and debris from previous work sites. This requirement includes equipment moving between City work sites. This requirement reduces the potential of spreading of noxious and invasive vegetation.

7.14 WILDLIFE IMPACTS

Contractors will ensure that wildlife and wildlife habitat are not adversely affected or disturbed during construction activity. This includes den sites, nests, or obvious feeding areas, as specified under the *Migratory Birds Convention Act*, and the Alberta *Wildlife Act*. Preconstruction bird and wildlife sweeps are required prior to construction start in key wildlife periods.

7.15 RESTRICTED ACTIVITY PERIODS

Federally and provincially mandated restricted activity periods are in place with respect to work around the Sturgeon River and other natural areas. Contractors must be aware of restricted activity periods with respect to in-stream or bank work that may impact fisheries or fish habitat (April 16 – June 30), and the migratory bird nesting season (April 15 – August 30, note that this may extend into September). Special requirements may be placed on activities around migratory birds (such as setbacks) at the City's discretion, in addition to provincial requirements. The City can be contacted if there are any inquiries on restricted activity periods. A QAES must be consulted for any work that may interrupt the restricted activity period for fish, and proper authorizations must be obtained.

8. ADDITIONAL REQUIREMENTS

Additional requirements may be provided in the contract. Additional requirements may include information on applicable operating procedures and/or site/work instructions.

Information sessions and meetings aimed at helping contractors to understand their environmental obligations when performing services for the City may be conducted prior to commencement of the work.

9. SOURCES OF INFORMATION

The following City of St. Albert websites can be accessed for municipal requirements that are referenced in the Contractor’s Environmental Responsibilities Package:

- City of St. Albert home page: www.stalbert.ca
- For information on bylaws: www.stalbert.ca/bylaws
- For information on City policies: https://stalbert.ca/cosa/leadership/policies

Contractors are encouraged to contact the City at ECOPlans@stalbert.ca if any additional information or questions regarding this manual is required.