

# CONTRACTORS ENVIRONMENTAL RESPONSIBILITIES PACKAGE



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## 1.0 PURPOSE

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

## 2.0 SCOPE

The Contractor's Environmental Responsibility Package applies to those contractors engaged in exterior construction and/or maintenance activities involving ground disturbance, construction of new infrastructure, improving of existing infrastructure and upgrades to site. Construction activities can include:

- Earth works
- Road works
- Utility installation, construction and repair
- Landscaping and maintenance
- Building construction and maintenance
- Bridge construction, repair and rehabilitation
- Stormwater management facility construction and maintenance
- Concrete and asphalt saw cutting

## 3.0 ACKNOWLEDGEMENT OF CONTRACTOR'S ENVIRONMENTAL RESPONSIBILITIES PACKAGE

As a contractor for the City of St. Albert, your review and signature on the Contractor's Environmental Acknowledgement form is required prior to commencing work.

The Contractor's Environmental Acknowledgement form must be completed by initialing the items in the checklist, and signing the acknowledgement at the bottom of the document.

As a Contractor for the City of St. Albert, it is your responsibility to communicate the information in this package to all personnel that are engaged in carrying out the work or providing material 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.

## **4.0 THE CITY OF ST. ALBERT'S ENVIRONMENTAL SUSTAINABILITY POLICY**

The City of St. Albert 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 an Environmental Sustainability Policy (Policy C-EUS-01) that provides an overall direction for the City's environmental performance and provides a framework for setting its environmental objectives and targets.

The City's Environmental Sustainability Policy commits the City to the following standards for City work:

### **1. Compliance**

Identify and comply with all relevant environmental legislation and regulations and develop and uphold best management practices.

### **2. Environmental Management Systems**

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

### **3. Continuous Improvement**

Integrate Environmental Sustainability Policy standards into decision making and strive for continuous improvement.

### **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 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 such as an annual environmental report.

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

## **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 St. Albert. Also, it is your responsibility as a Contractor to comply with all applicable laws and ensure that all requirements imposed by these laws are met.

At the City's discretion, you may 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 must be available to your workers at the work site and these workers must be appropriately trained in the procedures. At the City's discretion, you may be required to provide detailed information of all steps that you have taken to ensure that the requirements are met.

## **6.0 AWARENESS AND COMPETENCE**

Contractors working on behalf of the City of St. Albert are expected to be competent to perform their work and must be aware of applicable environmental requirements and responsibilities. Awareness and competence is achieved through appropriate training, education or work experience.

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

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

## **7.0 ENVIRONMENTAL CONSIDERATIONS/IMPACTS**

As a City of St. Albert 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.

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 Management
- Tree Protection
- Pesticide Use
- Site Management

- Waste Management
- Imported Fill Material
- Ground Disturbance
- Chemical Management
- Fueling and Fuel Storage
- Noxious and Invasive Vegetation
- Wildlife Impacts
- Restricted Activity Periods

These considerations are explained in the following sections.

## **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
- Ozone-depleting substances / CFCs
- 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 of St. Albert 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**

As a City of St. Albert contractor, spills and releases that you cause or discover that are or may have caused impact to the environment must be immediately reported to the appropriate regulatory agencies (Alberta Environment @ 1-800-222-6514) regardless of quantity or type of chemical. 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. Finally, please notify your City of St. Albert representative.

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 identifying 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 of St. Albert 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 public 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-earthly 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 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 for more than three minutes at any time to minimize the harmful effects of 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**

Noise is a term for unwanted sound resulting from land disturbance or other activities. Everyone involved in construction and field operations has a responsibility to identify and follow regulatory requirements. 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 of St. Albert's Noise Bylaw (Bylaw No. 31/2006).

### **7.5 EROSION AND SEDIMENTATION**

#### **7.5.1 Erosion and Sedimentation Control**

There are several environmental issues related to erosion and sedimentation including: generation of dust, additional sediment load into the storm/sanitary sewer systems, increased sedimentation of watercourses, adverse effect on fish and fish habitat, and loss of top soil. 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 a potential to cause erosion and sedimentation that impact the environment, please notify your City of St. Albert representative(s). It is preferable to have a qualified professional, such as an APEGA registered Professional Engineer or a

Certified Professional in Erosion and Sediment Control (CPESC), 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. Refer to Section 7.1 for spill and release reporting requirements. Qualified Aquatic Environment Specialists (QAES) must be consulted when performing work around natural 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 top soil, weed control 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
- Not storing soil on steep slopes
- Protecting soil from wind and rain
- Control of noxious and invasive vegetation

## **7.6 WATER MANAGEMENT**

### 7.6.1 Water Conservation

The City of St. Albert's Environmental Plan contains a Water Strategy; one focus of the strategy is water conservation and efficiency. As a City of St. Albert contractor, you are required to conserve water and improve water use efficiency in keeping with the City of St. Albert's initiatives.

### 7.6.2 Wastewater/Stormwater Management

If improperly managed, wastewater 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 or cellar, usually by pumping. It also includes stormwater runoff from the construction site.

Improper disposal of wastewater may have negative environmental impact via sedimentation in watercourses or the introduction of contaminants into receiving bodies of water, including the sanitary/ storm water system. The discharge of wastewater into the sanitary/storm water system or 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 (Bylaw No. 33/2001) and the Storm Sewer Bylaw (Bylaw No.6/2003). The requirements in the Sewers Bylaw have been adopted and are enforced by Alberta Environment and Parks and the City of St. Albert. For more information, contact the City's Utilities Department through the Public Works general Information line at 780-459-1557.

It is your responsibility to implement proper wastewater and stormwater management practices and comply with all regulatory requirements.

## 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 Parks and demonstrate appropriate class(es) of pesticide applicator certificate(s) for the type of pesticide treatment being considered to their City of St. Albert representative. Contractors must comply with Alberta's *Environmental Code of Practice for Pesticides* and the City of St. Albert *Integrated Pest Management Plan June 2011*. The AEP Code also specifies the approved use of herbicides.

Contractors must notify the City Park's Department 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 Works general line at 780-459-1557.

## 7.8 SITE MANAGEMENT

Inadequate site management can have a potential adverse impact on the environment. It is your responsibility to implement proper site management practices. Some considerations include, but are not limited to:

- Suitable location and protection of chemical, fuel and lubricant storage to prevent and minimize releases or contamination on or around the work site
- Adequate secondary containment for the onsite storage of chemicals
- Proper management and disposal of hazardous materials
- Prevent the tracking of dirt and mud, and generation of dust from site traffic and operations.
- Accumulations of debris or waste
- Control of litter
- Control of noise
- Management of work site drainage and any accumulated water as required by federal, provincial and municipal regulatory requirements
- Noxious or invasive vegetation or soils from affected areas
- Invasive species or whirling disease spread from in-river work
- If work takes place in a waterbody, decontamination of all equipment before and after the work.

## 7.9 TREE PROTECTION

Trees and shrubs are living organisms that require attention and protection. This protection and attention must include the surrounding soils of each plant to ensure that soils 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 drip line is defined as the imaginary vertical line originating from the horizontal width of the tree crown to the ground. Removal of trees or other vegetation 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*.

## **7.10 WASTE MANAGEMENT AND RECYCLING**

Waste 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.

The City of St. Albert requires Contractors to reduce and divert applicable waste from landfills through recycling. At a minimum, you shall recycle cardboard, wood, asphalt, concrete and metal waste that is generated onsite.

## **7.11 IMPORTED FILL MATERIAL**

Imported fill material has the potential to introduce contaminants or invasive vegetation. Contractors should be prepared to show analytical proof that 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 of St. Albert representative.

## **7.12 GROUND DISTURBANCE**

Any activity that involves the disturbance of the ground such as excavations, top soil stripping, subsoil removal, ditching and trenching, post holes, landscaping, pilings and footings could be considered ground disturbance. Contact with an underground facility such as a pipeline, drain or electrical cable can create an environmental release. Furthermore, the contact can create a threat to the safety of workers and the public. Contractors are responsible to ensure all underground facilities in and around the work area are clearly marked, that supervisors, subcontractors and workers understand the hazards and appropriate controls and mitigation is in place before any disturbance occurs.

Contractors should note that Alberta One Call (1-800-242-3447) will only locate facilities of the companies that have registered to use this service. Therefore, as other underground facilities may exist, contractors should employ qualified independent line locators as well as using Alberta One Call. Workers who are supervising or engaging in ground disturbance activities must be appropriately trained. Contractors are responsible to ensure all crossing agreements with owners of underground facilities are in place prior to the start of construction.

## **7.13 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 release or spills. Use of secondary containment, proper personal protective equipment (PPE), signage, nearby spill response materials and employees that are trained to recognize and respond to incidents are required.

Contractors must abide by the Workplace Hazardous Materials Information System (WHMIS) standards regarding the labeling of materials at the construction site and Transportation of Dangerous Goods (TDG) regulations for transportation of materials to and from site. Safety Data Sheets (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.

#### **7.14 FUELING AND FUEL STORAGE**

Fueling activities on the construction site shall be conducted to ensure 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 a stormwater drain. If possible, refueling shall occur on an impervious surface such as pavement.

Fuel stored on site shall have secondary containment (double walled tank for example) and should have barriers or other controls to prevent unintentional contact.

#### **7.15 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.

#### **7.16 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. The Environment Department of the City can be contacted if there are any concerns.

#### **7.17 RESTRICTED ACTIVITY PERIODS**

Federally and provincially mandated restricted activity periods are in place with respect to work around the Sturgeon River or other surface water bodies. Contractors must be aware of restricted activity periods with respect to in-stream or bank work that may impact fisheries or fish habitat, and the migratory bird nesting season. Special requirements may be placed on activities around migratory birds at the discretion of the City, in addition to provincial requirements.

### **8.0 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 of St. Albert may be conducted prior to commencement of the work.

The City of St. Albert, upon review of the scope of work, may also request an Environmental Construction Operations (ECO) plan to be developed in addition to the review and sign off of the CERP.

## 9.0 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](http://www.stalbert.ca)

For information on bylaws: [www.stalbert.ca/bylaws](http://www.stalbert.ca/bylaws)

For information on City policies: <https://stalbert.ca/cosa/leadership/policies>

Contractors are encouraged to contact the City of St. Albert's Environment Department if any additional information or questions regarding this Package is required.