



CITY POLICY

POLICY NUMBER: A1427

REFERENCE:

City Manager 1996 03 15

ADOPTED BY:

City Manager

SUPERSEDES:

NEW

PREPARED BY: Office of the Environment

DATE: 1996 05 08

TITLE: ENVIRONMENTAL PROTECTION, COMPLIANCE AND REPORTING

Policy Statement:

1. ENVIRONMENTAL PROTECTION IS RECOGNIZED AS A HIGH MANAGERIAL AND OPERATIONAL PRIORITY FOR ALL CIVIC OPERATIONS.
2. COMPLIANCE WITH THE ALBERTA ENVIRONMENTAL PROTECTION AND ENHANCEMENT ACT AND OTHER RELATED ENVIRONMENTAL LEGISLATION WILL BE ENSURED BY ALL EMPLOYEES.
3. RESPONSIBILITIES FOR ENVIRONMENTAL PROTECTION, COMPLIANCE AND REPORTING WILL BE COMMUNICATED THROUGHOUT THE ORGANIZATION.

The purpose of this policy is to:

1. Ensure that civic operations are performed in an environmentally responsible manner and to ensure compliance with all applicable environmental legislation.
2. Ensure that reporting requirements under environmental legislation are clearly identified and understood throughout the Corporation.
3. Establish reporting procedures and ensure that environment related incidents are reported as required by the applicable legislation.
4. Promote a proactive environmental approach throughout the Corporation and set direction for an integrated Corporate environmental management response system.
5. Demonstrate due diligence in conducting civic activities.
6. Require Departmental environmental management procedures that meet or exceed legislative requirements and are in line with accepted industry standards.
7. Through environmental education and due diligence, assist in protecting the Corporation, its officials and staff in the normal course of their duties, from liability and related penalties under environmental legislation.
8. Comply with the Corporate Mission Statement on the Environment (Attachment I).

This policy is subject to any specific provisions of the Municipal Government Act or other relevant legislation or Union Agreement.



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1. DEFINITIONS

- 1.01 Due Diligence - a reasonable standard of care exercised to prevent adverse effects on the environment and available as a defence against legal liability arising from work conducted by the Corporation or its representatives. An Environmental Protection and Compliance Checklist is shown in Attachment II.
- 1.02 Environmental Management - a system of procedures, practices and resources for implementing the Corporation's environmental policy, objectives, targets and responsibilities.
- 1.03 Environmental Legislation - includes all Federal, Provincial and Municipal legislation applicable to the Corporation and its operating areas. Relevant legislation includes the following:
- (a) Alberta Environmental Protection and Enhancement Act;
 - (b) Alberta Fire Code;
 - (c) Alberta Occupational Health and Safety Act;
 - (d) Alberta Water Resources Act;
 - (e) Canadian Environmental Assessment Act;
 - (f) Canadian Environmental Protection Act;
 - (g) Canadian Fisheries Act;
 - (h) North Saskatchewan River Valley Area Redevelopment Plan (City of Edmonton Bylaw 7188);
 - (i) Transportation of Dangerous Goods Control Act.

NOTE: This list is not exhaustive; other statutes may apply to individual operating areas. Clarification on applicable legislation should be requested from the Law Department.

- 1.04 Environmental Steering Committee - reports to the Utilities and Public Works Committee, is chaired by the General Manager of the Public Works Department and comprises members from the Corporation's Senior Management Team .



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2. RESPONSIBILITIES

2.01 City Manager shall:

- (a) approve this policy and any amendments thereto;
- (b) receive status reports on environmental performance.

2.02 Environmental Steering Committee shall:

- (a) recommend this Procedure and any amendments thereto to the City Manager;
- (b) ensure that the planning, implementation and monitoring of environmental management functions within civic operations are carried out in a coordinated, effective and efficient manner;
- (c) provide an annual non-compliance report to the City Manager and the Utilities and Public Works Committee of City Council;
- (d) forward quarterly reports to the Utilities and Public Works Committee if there have been warning letters, environmental protection orders or administrative penalties due to City activities.

2.03 Corporate Office of the Environment shall:

- (a) monitor overall Corporate environmental performance and provide information to the Environmental Steering Committee;
- (b) report non-compliance situations to the Environmental Steering Committee and to the Utilities and Public Works Committee;
- (c) make information on environmental legislation available to operating areas on a continuing basis and provide support for Departmental training plans;
- (d) ensure that appropriate training on environmental compliance requirements is available throughout the Corporation;
- (e) promote a consistent and proactive environmental approach throughout the Corporation;



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- (f) address environmental issues identified by the Environmental Steering Committee as being beyond the scope of a single department and provide a focal point for information and coordination;
- (g) monitor activities and publications from other municipalities, governments and agencies to keep the Corporation informed of issues and concerns that may affect the City of Edmonton;
- (h) provide quarterly environmental release reports to the Environmental Steering Committee.

2.04 Law Department shall:

- (a) provide interpretation and legal advice on environmental legislation.

2.05 Department Heads shall:

- (a) develop, monitor and maintain an adequate environmental management system to respond proactively to the requirements of all current environmental legislation;

NOTE: The Environmental Protection and Compliance Checklist, (Attachment II), provides a methodology for testing the adequacy of environmental management systems. This checklist is not exhaustive and is provided only as a starting point for individual departments to develop their own methodology.

- (b) report all emissions and releases directly to the appropriate agency or agencies. Copies of such reports are to be provided to the Office of the Environment;
- (c) provide training in environmental compliance requirements to all levels of departmental personnel, as necessary.

NOTE: In the event of a release, the first priority is to ensure safety of the public and City employees in accordance with City Policy A1117 - Occupational Health and Safety Policy.

2.06 Line Supervisors shall:

- (a) apply the Environmental Protection, Compliance and Reporting Procedure to the operation of their own area of responsibility.



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2.07 Employees shall:

- (a) know and apply all environmental legislation and procedures that apply to their own area of responsibility.

3. PRINCIPLES

- 3.01 Environmental protection is recognized by the Corporation as being a high managerial priority and is incorporated into day-to-day operations.
- 3.02 In the event of an environmental release, the safety of the public and City employees will be the top priority. Environmental clean-up will follow as soon as practical.
- 3.03 Environmental release incidents will be reported promptly to the appropriate legislative agencies. Wherever there is any doubt about the need to report an environmental release, the incident will be reported as a matter of course.
- 3.04 Environmental compliance implications and alternatives for action will be considered throughout the planning, design, construction and operation of all civic facilities.
- 3.05 Environmentally related risks will be managed and harmful effects will be reduced.
- 3.06 Employee, supplier and contractor awareness will be developed in regard to environmental effects, protection and enhancement.
- 3.07 Employees responsibilities and limits of authority, together with lines of communication with associated organizations/operations will be clearly defined.
- 3.08 Environmental policy, procedures and plans will be communicated to all levels in the organization in a positive and proactive manner.
- 3.09 Environmental criteria will be developed, specified and reviewed in regard to procurement of materials and services.
- 3.10 Openness and a continuing dialogue with the public and employees will be maintained, anticipating and responding to environmental concerns, and recognizing effort and achievements.



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- 3.11 A system of periodic reviews will be used by Departments to verify compliance with the Environmental Compliance and Reporting Procedure and these principles.
- 3.12 Environmental risks and the adequacy of corresponding management response systems will be assessed by Departments on a continuing basis.

4. ENVIRONMENTAL RELEASE REPORTING PROCEDURE

- 4.01 The procedure for reporting environmental releases will be as detailed in Attachment III, Environmental Release Reporting Procedure. This will be updated and revised as necessary by the Environmental Steering Committee. Attachment IV provides the complete Release Reporting Guideline issued by Alberta Environmental Protection, June 1995.

5. APPENDIX

- Attachment I Corporate Mission Statement on the Environment
- Attachment II Environmental Protection and Compliance Checklist
- Attachment III Environmental Release Reporting Procedure
- Attachment IV Release Reporting Guideline: Alberta Environmental Protection