



## Administration Policy

**Policy Title:** Environmental Construction Operations (ECO) Plan  
**Adopted by:** Executive Leadership Team  
**Effective Date:** January 15, 2006  
**Last Updated:** November 15, 2023  
**Responsible Service(s):** Climate and Environment

### 1 PURPOSE

1.1 The purpose of this administration policy is to mandate when Environmental Construction Operations (ECO) Plans should be developed for The City's capital construction projects and who is responsible for execution.

### 2 POLICY STATEMENT

2.1 The City of Calgary will use ECO plans on capital construction projects to prevent and/or minimize environmental impacts of these projects and to enhance the environmental value of the air, land and water affected by these projects.

### 3 DEFINITIONS

3.1 *In this Administration policy:*

- a. **“Capital Construction Project”** means a project funded through capital funds that meets the following requirements:
  - i. Creates new assets, often referred to as infrastructure, or the expansion, renovation and betterment of existing assets or infrastructure; and
  - ii. Includes construction work involving ground disturbance, construction of new infrastructure and buildings or improvement of existing infrastructure and upgrades to a site;
- b. **“Construction Environmental Program staff”** means the Construction Environmental Specialists assigned to manage the ECO Plan Program;
- c. **“Contractor”** means a person who contracts with The City on pre-determined terms to provide labour and materials and to be responsible for the performance of a construction job in accordance with project specifications and plans;
- d. **“ECO Plan”** means a tool for the identification and mitigation of potential environmental impacts that may occur as a direct or indirect result of construction activities;
- e. **“ECO Plan Framework”** means a document which guides the development of ECO Plans for The City to support the integration of environmental considerations into project decision making and compliance with applicable regulations, bylaws and guidelines;
- f. **“ECO Plan Implementation Procedure”** means corporate procedures developed to ensure that this policy (Environmental Construction Operations (ECO) Plan Policy) is implemented effectively. These procedures provide information on the ECO Plan criteria,

how ECO Plans are developed, the content of an ECO Plan, and the roles and responsibilities of the interested parties;

- g. “**Employee**” means any person employed by The City and reporting to a City of Calgary business unit, department, the City Manager’s Office, the City Auditor’s office, the Calgary Housing Company and the Calgary Police Service, including those working under an employment contract with The City; and
- h. “**Project Manager**” means employee of The City or employees of companies under contract with The City who is responsible for the overall administration of work.

#### **4 APPLICABILITY**

4.1 This policy applies to all Project Managers involved in Capital Construction Projects.

#### **5 LEGISLATIVE AUTHORITY**

5.1 In July 2005, the Administration Leadership Team (ALT) approved the ECO Plan as a corporate standard (ALT2005-121).

5.2 As of September 1, 2008, The City of Calgary has a legally binding tri-party agreement through a signed Memorandum of Understanding (MOU) with City of Edmonton and Alberta Transportation to implement the ECO Plan Framework.

#### **6 ROLES AND RESPONSIBILITIES**

6.1 *Project managers are responsible for:*

- a. Determining if the Capital Construction Project requires an ECO Plan prior to initiating procurement based on criteria outlined in the ECO Plan Implementation Procedure; and
- b. If so, ensuring that ECO Plans are developed, implemented and monitored for adherence as outlined in the ECO Plan Implementation procedure.

6.2 *Contractors are responsible for:*

- a. Preparing or updating, implementing, and monitoring compliance with ECO Plans as outlined in the ECO Plan Implementation Procedure;
- b. Ensuring that the work performed by their staff and subcontractors takes into consideration the protection of the environment; and
- c. Ensuring staff and subcontractors are following ECO Plans to prevent or minimize environmental impacts of construction activities.

6.3 Construction Environmental Program staff are responsible to verify that an ECO Plan meets the submission requirements outlined in the ECO Plan Implementation Procedure.

#### **7 CONSEQUENCES OF NON-COMPLIANCE**

7.1 Employees who fail to adhere to this administration policy or associated standard and procedures may be subject to disciplinary action in accordance with either the Labour Relations or Exempt Employee policies.

7.2 Contractors who fail to adhere to this Administration policy or associated standard and procedures may be subject to action in accordance with either their contract or the Supplier Code of Conduct or Procurement policies.

## 8 **HISTORY**

<b>Policy Action</b>	<b>Effective Date</b>	<b>Report Number</b>	<b>Description</b>
Minor Revision	15/11/2023	n/a	Reviewed – minor revisions to align with current policy template, added MOU to legislated authority, and outlined existing roles and responsibilities.
Minor Revision	20/05/2019	n/a	Reviewed – minor revisions approved by GM of Utilities and Environmental Protection
Minor Revision	20/05/2016	n/a	Reviewed – minor revisions approved by GM of Utilities and Environmental Protection
Minor Revision	26/07/12	n/a	Reviewed – minor revisions approved by GM of Utilities and Environmental Protection
Amendment	16/06/2009	ALT2009-031	Reviewed and amended by ALT
New Policy	15/01/2006	ALT2005-162	New Policy approved by ALT