



CITY PROCEDURE

Environmental Incident Response

Procedure Title	Environmental Incident Response		
Procedure Number	215-1	Approved Date	2016-04-15
Department	Environment & Parks	Last Amended	2026-06-16
City Manager Signature	"S. Bourke" (signed)	Last Reviewed	
		Signature Date	2026-06-18

1. Purpose

- 1.1. The purpose of this procedure is to establish an internal operational process for City employees to safely respond to, report and document environmental incidents and Substance Releases.
- 1.2. Any Employee who discovers or responds to a Substance Release must immediately report the Substance Release to the City's Environmental Technologist. The Environmental Technologist will triage the Substance Release, advise on immediate operational response, and determine if formal reporting to provincial regulators is required to fulfill the City's statutory obligations.

2. Definitions

All of the definitions in the [Environmental Responsibilities Council Policy 215](#) apply to this procedure. In addition, in this procedure:

- 2.1. **"Adverse Effect"** means an impairment of or damage to the environment, human health or property.
- 2.2. **"Alberta Environment and Protected Areas" (AEPA)** means the ministry of the Provincial Government of Alberta that is responsible for supporting environmental conservation and protection.
- 2.3. **"City"** means the municipal corporation of The City of Grande Prairie, having authority under the *Municipal Government Act*, RSA 2000 C. M-26 and other applicable legislation.
- 2.4. **"Emergency Stabilization Measures"** means immediate actions taken to contain a Substance Release, prevent it from spreading to water bodies or the Stormwater Drainage System, and remove immediate public safety hazards. This explicitly excludes long-term environmental or soil remediation.
- 2.5. **"Enforcement Services"** means the Enforcement Services department of the City or any department substituted in its place.



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- 2.6. **"Engineering and Transportation Services"** means the Engineering and Transportation Services Department of the City or any department substituted in its place.
- 2.7. **"Environment and Parks"** means the Environment and Parks Department of the City or any department substituted in its place.
- 2.8. **"Environment Technologist"** means the Environment Technologist of the City or their designate.
- 2.9. **"EPEA"** means the Environmental Protection and Enhancement Act, RSA 2000, c E-12, as amended, or any statute enacted in its place.
- 2.10. **"EPO"** means an Environmental Protection Officer.
- 2.11. **"Fire Department"** means the Grande Prairie Fire Department or any department substituted in its place.
- 2.12. **"MGA"** means the *Municipal Government Act*, RSA 2000, c M-26, as amended, or any statute enacted in its place.
- 2.13. **"Orphan Spill"** means a Substance Release where the person responsible cannot be immediately identified, located or held financially accountable.
- 2.14. **"Person Responsible"** means the person responsible for a substance as defined in the EPEA.
- 2.15. **"Stormwater Drainage System"** has the meaning given thereto under the [Drainage Bylaw C-1443](#).
- 2.16. **"Substance Release"** means the unauthorized or accidental spilling, leaking, discharging, disposing or emitting of a substance into the environment that may cause, is causing or has caused an Adverse Effect. This includes, but is not limited to hazardous chemicals, vehicle fuels and fluids, unapproved wastewater discharges, or large quantities of chlorinated water entering the storm system.

3. Procedure & Guidelines

3.1. Response Overview

- 3.1.1. Substance Releases may be reported internally or from a call from the public to either 911 or the Customer Contact Centre (311 or 780-538-0300). It is the responsibility of the employee receiving the initial notification of the Substance Release to initiate the response process as mapped (Schedule "A"). Depending on the severity of the Substance Release, City departments including Fire, Enforcement Services, Engineering and Transportation Services, or Environment and Parks may be deployed to the location of the Substance Release.
- 3.1.2. The Employee who discovers, causes, investigates or first responds to a Substance Release shall immediately notify the Environmental Technologist (or their Supervisor if the Technologist is unavailable). Following immediate notification, and as soon as it is safe to do so, the employee must complete all known fields in the Environmental Incident Report



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(Schedule "B") and submit the form to the Environment and Parks Department via environment@cityofgp.com no later than the end of the employee's shift.

- 3.1.3.** Upon receipt of immediate notification or a Schedule "B" report, the Environmental Technologist (or their designate) shall immediately determine if the Substance Release meets the statutory thresholds for reporting to Alberta Environment and Protected Areas (AEPA) or federal authorities. If the Substance Release is reportable, the Environmental Technologist must ensure the required reports are filed forthwith. The Environmental Technologist will act as the City's primary liaison for regulatory follow-up, including coordinating with provincial Environmental Protection Officers (EPOs) if they are deployed to the scene.

3.2. Monitoring, Stabilization and Disposal

- 3.2.1.** The Person Responsible for the Substance Release is legally obligated to take all reasonable measures to repair, remedy and confine the effects of the Substance Release; and to remediate and restore the environment in accordance with applicable environmental law, including the EPEA.
- 3.2.2.** The legal obligation to manage and remediate a Substance Release rests strictly with the Person Responsible for the substance. When the Person Responsible cannot be immediately identified (an "Orphan Spill"), the City's operational response depends on the location of the Substance Release:
- a. City-Owned Property & Infrastructure:** If the Substance Release occurs on land, facilities, or infrastructure (including roads and Stormwater Drainage System) owned, leased or operated by the City, the City will undertake Emergency Stabilization Measures required to protect public safety and municipal infrastructure. Undertaking these emergency measures does not constitute an assumption of liability for long-term environmental remediation under the EPEA. The Environmental Technologist will ensure the incident is dealt with in accordance with provincial regulatory requirements and the City reserves the right to pursue full cost-recovery from the Person Responsible.
 - b. Water Bodies:** For Substance Releases in or migrating into natural water bodies, the City's operational response is strictly limited to Emergency Stabilization Measures (e.g., deploying containment booms) necessary to protect immediate public safety and connected municipal infrastructure (such as water intakes or storm outfalls). The Environmental Technologist will coordinate directly with AEPA. The City explicitly disclaims liability for the long-term environmental remediation of Orphan Spills or third-party contamination in municipal waters.
 - c. Private Property:** If the Substance Release occurs on private property, City employees must not enter the property, assume response or clean-up responsibility,



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or expend City resources to manage the site (unless expressly directed by the Fire Department to mitigate an immediate threat to life or public safety). The Environmental Technologist will fulfill the City's statutory reporting duties by notifying the appropriate provincial regulatory authority, who will determine and enforce remediation obligations.

- d. **Tax Recovery Lands:** Pursuant to Section 1(tt)(v) of the EPEA, the City does not assume the status of "Person Responsible" for historical contamination on lands acquired through tax recovery proceedings. Employees must not initiate voluntary stabilization or remediation of Substance Releases on such lands unless expressly directed to do so by the Environmental Technologist, to avoid inadvertently aggravating the site and triggering municipal liability.

3.2.3. For City-controlled responses, stabilization or remediation requirements will be dependent on the specifics of the Substance Release and at the discretion of the Environmental Technologist as the qualified internal environmental professional or a third-party consultant if the effort is beyond the capacity of City resources.

3.2.4. Substance Release response supplies will be maintained by the Fire Department and Engineering and Transportation Services. The Fire Department maintains supplies on fire engines and additional equipment on the hazmat unit at the Salmond Fire Hall (11906 - 102 Street). Engineering and Transportation Services also maintains supplies at the City Service Centre (9505-112 Street). Supplies at the Service Centre are available to all City employees and can be accessed via Engineering and Transportation Services (after-hours call 780-876-2721).

3.2.5. If the Substance Release is deemed hazardous, it must be disposed of in an appropriate manner. Hazardous substances, including soiled absorbent materials, must not be disposed of in general garbage bins. Hazardous waste bins are available in the yard at the City Service Centre to dispose of such material generated from City-controlled response activities. If the bins are at capacity, please advise Engineering and Transportation Services immediately (780-876-2721).

3.3. Documenting

3.3.1. Accurate documentation must be kept of the incident response in order to maintain proper and accurate records to support regulatory due diligence, maintain legal records, and facilitate potential cost-recovery efforts. Documentation must include:

- a. Pictures;
- b. Invoices;
- c. Field notes-site notes; and
- d. Time sheet coding.



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3.3.2. Best practices for documentation include taking photographs using a device with location services enabled to automatically capture geographical context (such as GPS position and date-time stamps). Failure to use these tools may result in further reporting to substantiate data and statements.

3.4. Training

3.4.1. Training for these procedures will be provided by the City. If a department is hosting training that fits within this procedure, they must notify other departments that have a role in Substance Release response mitigation. This will ensure a consistent understanding of proper and adequate tactics and techniques.

3.5. Legal Requirements

3.5.1. Non-compliance with this procedure may result in disciplinary action up to and including termination of employment. Furthermore, employees are advised that failure to properly report or manage a Substance Release can expose both the City and the individual employee to significant statutory fines and legal liability under provincial environmental legislation.

4. Review

4.1. This procedure will be reviewed by Environment and Parks every three years, or sooner if required by changes to provincial or federal legislation, and after any major environmental incident response.

5. Attachments

- 5.1.** See [Schedule "A"](#), Environmental Emergency Response Map
- 5.2.** See [Schedule "B"](#), Environmental Incident Report

6. Version History

Action	Date	Description
New Procedure	2016-04-15	
Revision	2020-04-15	
Revision	2021-05-03	



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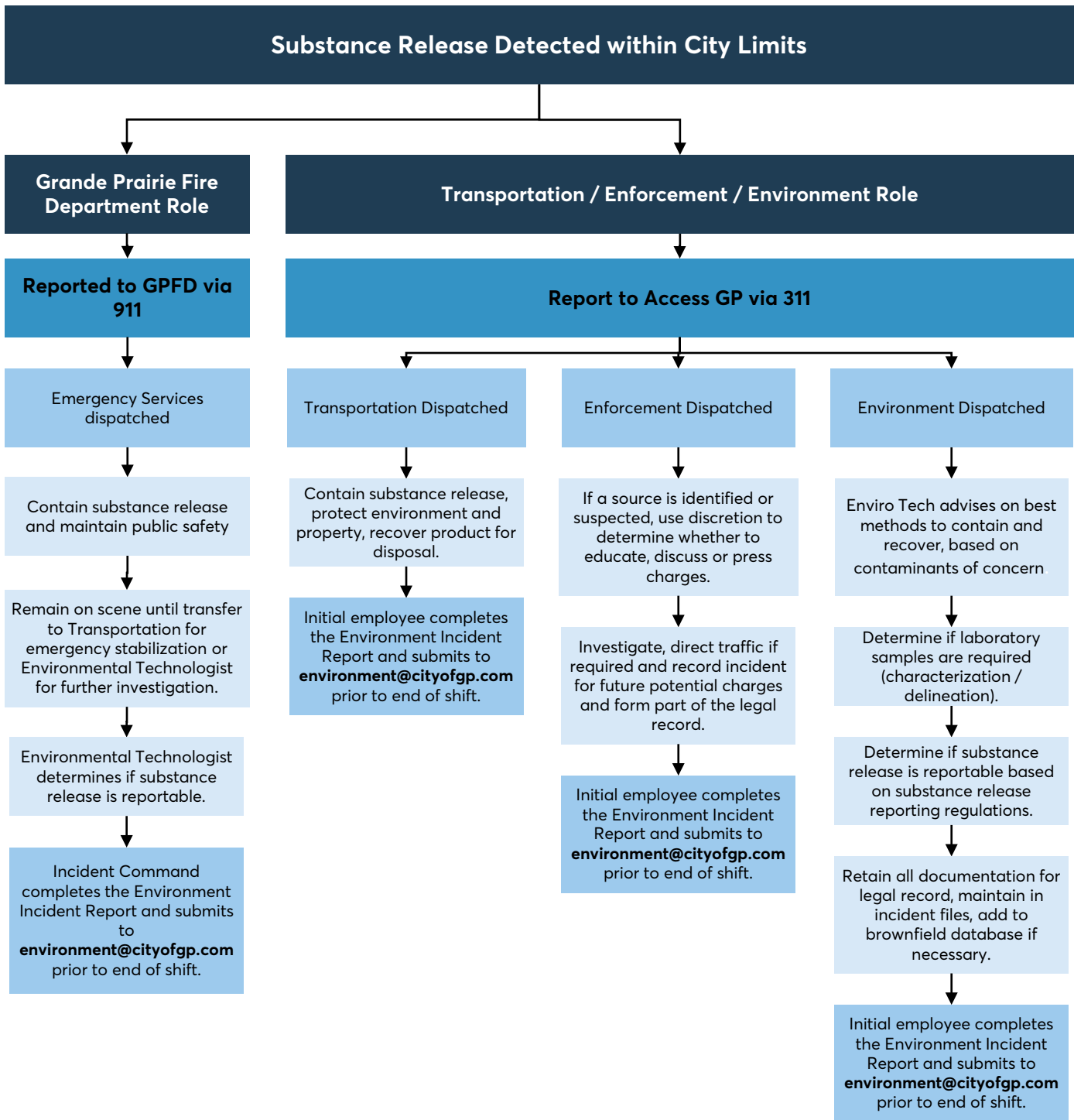
Revision	2026-06-16	New template. Aligned definitions. Updated department. Amended to align with current legislation and practices. Updated schedules.
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Schedule "A": Environmental Emergency Response Map





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Environmental Incident Report

Schedule "B": Environmental Incident Report



ENVIRONMENTAL INCIDENT REPORT

A copy of this completed form must be sent to environment@cityofgp.com

Section 1: Details	
Incident Date (DD/MM/YYYY):	Incident Time:
Reporting Date (DD/MM/YYYY):	Reporting Time:
Complainant Name:	Phone:

Section 2: Incident / Release Issue Description	
General location of release: Note: Street address or neighbourhood	<input type="checkbox"/> Storm System Impacted
Is the release into a water body?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Type and description of circumstance of release, if known: Note: Please take pictures and attach them to your email	<input type="checkbox"/> Pictures Taken

Approximate quantity / area covered of substance released, if known:		
Release Medium	Cause of Incident	Type of Incident
<input type="checkbox"/> Air	<input type="checkbox"/> Dumping	<input type="checkbox"/> Fixed Site
<input type="checkbox"/> Asphalt	<input type="checkbox"/> Transport Accident	<input type="checkbox"/> Continuous Release
<input type="checkbox"/> Gravel	<input type="checkbox"/> Natural Causes	<input type="checkbox"/> Mobile Vehicle
<input type="checkbox"/> Soil	<input type="checkbox"/> Operator Error	<input type="checkbox"/> Sheen on Water
<input type="checkbox"/> Water	<input type="checkbox"/> Equipment Failure	
<input type="checkbox"/> Other/Unknown (Please describe)	<input type="checkbox"/> Other/Unknown (Please describe)	<input type="checkbox"/> Other/Unknown (Please describe)



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Section 2: Incident / Release Issue Description

List immediate actions taken to stop / control / contain issue and describe results:

Note: Calls made, equipment used

Other Department Contacts:

Section 3: Responder (Person filling out form)

Name:

Phone:

Position: