ECO Plan 2020 Template Instructions/Frequently Asked Questions

Q – Do I need to use the ECO Plan template?

A – No, use of the template is not mandatory. The ECO Plan template follows the latest version of the ECO Plan Framework and is provided as a courtesy. Each contractor may use their own template, but the format must follow the new framework.

Q. – How is the functionality different from the previous version (2017)?

A – Functionality changes have made the template more user friendly.

- choosing the jurisdiction (City of Calgary or City of Edmonton) on the first page will populate the requirements specific to the jurisdiction you are working for
- There is a version drop down menu to keep track of submissions
- fields with a + mean you can add more lines
- fields will automatically expand as text is added; the expansion shows up once the text is completed

Q – How can I add appendices?

A – Fill in the list of titles for the appendices. This template does not allow for the adding of files/attachments as part of the document. You will need to submit the content for the appendices in a separate file. Exceptions - The content for Appendix A (ECO Plan Checklist) is included and can be filled in. The site plan and project schedule can be added as a picture.

Q – How do I fill in the ECO Plan Checklist, Appendix A?

A – Instructions for filling the ECO Plan Checklist

- Fill in the name of the project.
- Identify the contractor's on-site representative and include all requested contact information (name, cell, email, company). Identify the City Project Manager and their Business Unit in the Submitted to section.
- Tick the appropriate box for each step, indicating if the requirement has been fulfilled or not, or if it is not applicable for this project. Any item marked with a "No" should have an explanation in the Comment section.
- Complete the form by finishing page C. The signature function does not work in this version; a typed version is usually sufficient. If a verified, signed copy is required by the City Project Manager, please use the stand alone checklist (available on Calgary.ca/ecoplan) and include it in your submitted appendices file.

Q – How should I save the document?

A – Be sure to save a copy that can be edited, and a copy to submit.

- To save the document so that it can be reopened and updated, SAVE as a PDF.
- To save the document for submission, PRINT using Microsoft Print to PDF.

Q – How do I submit a completed ECO Plan?

A – Send completed ECO Plans to ecoplan@calgary.ca . Ensure the file for the plan as well as the separate file(s) for appendices is included. There is a 20mb limit on email size. If your file is too large, please use a file exchange service for submission.