

Construction Management Plan

Name of Company:

| DESCRIPTION OF PROPERTY | |
|---------------------------|--------|
| Address | Civic: |
| | Legal: |
| Building Permit Number(s) | |
| Project Description | |

This construction management plan must comply with the requirements outlined in Part 8 of the BCBC and Schedule D "Construction Management Requirements & Conditions." By submitting this construction management plan and its accompanying schedules, the property owner agrees to adhere to this plan and agrees that contravention of this plan may result in: a Stop Work Order and fines as per applicable Bylaws.

Section 1 - Description of work activity & work site

This section must elaborate on the information included in [Schedule A "Work Site Layout"](#) and [Schedule B "Timeline of Construction Work"](#) by outlining the following:

- Type and hours of work, etc.*
- The location and size of the work site* as per [Schedule A "Work Site Zone Layout"](#).*
- Configuration of the driving access(es) & parking area(s) located within the construction site as well as those located on the work site zone. This includes the location, dimensions of the vehicular street access to the construction site, any proposed use of near-by on-street parking spaces, etc.*
- Any off-site areas or right of ways which would be affected by the works (e.g. streets, sidewalks, lanes, boulevard trees, other town infrastructure, etc.)*
- The maximum proposed length of time that the construction works will affect off-site areas and right of ways.*

*A **work site zone** includes the construction site and all off-site areas affected by the construction. It generally expands from the first advance warning sign of a construction site and a point beyond the work operations where traffic is no longer affected by temporary traffic controls.

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Section 2 - Site factors, hazards and off-site impacts on public safety

Part 8 of the BCBC outlines the minimum safety measures required for construction and demolitions sites.

This section must identify all risks to public safety within the work site zone including:

- *The location, nature, and impacts of hazardous areas*
- *Accesses and/or intersections that will be affected by the work site zone or by any traffic control /management measures (e.g. flaggers, barricades, cones, fencing/hoarding, etc.)*
- *Any proposed deviations in established traffic patterns and/or traffic behaviors*
- *Roadway conditions including street sightlines, physical features that may affect traffic operations (e.g. signing, guard rails, lamp standards, etc.), road geometry, lane configurations. etc.*
- *Anticipated weather conditions (e.g. windstorms, rainstorms, etc.).*
- *Any other relevant risk factors including overlapping work site zones, etc.*
- *Mitigation measures to be implemented for the identified site factors, hazards, and impacts of the work*

Section 3 - Traffic Management Plan

Please outline the methods and procedures for managing traffic in the work site zone, and minimizing off-site impacts including, when proposed and applicable:

- *Accesses and/or intersections affected by the work site zone or by traffic control devices; Speed reduction(s) throughout the work site zone.*
- *Mitigation measures for any identified hazards or potential risks including the placement and maintenance of signs, barricades, illuminated devices, traffic control persons, etc.*
- *Description of the qualification, duties and responsibilities of the traffic control supervisor & traffic control persons.*
- *Site-specific, customized traffic control layouts for the work site zone: during active work and as activity changes and during periods of inactivity.*
- *Detour routes which consider: 1) all local roads to be used as detour routes; 2) the design speed and design vehicle for each road to be used as a detour route, and; 3) traffic control changes necessitated by the detour route, such as barricades, signs, flaggers, etc.*
- *Provisions to maintain continuous, clear and safe passage for Emergency Vehicles, BC Transit, motorist, pedestrians and cyclists during all phases of the work including but not limited to security fences, construction hoarding, scaffolding, etc.*
- *Details on the measures in place to facilitate incident response and move traffic safely and expeditiously through or around the incident through the work site zone must be listed in Schedule C "Incident Response Plan."*

Section 4 - Public Information Strategy

Please use this section to outline the methods that will be used to communicate with stakeholders and the public. This section should include:

- *A list of major stakeholders and road users that may be affected by the work*
- *Types of communication processes that will be used to notify key stakeholders and road users of the work (e.g., internet, radio, print media, flyer, appropriate/site-specific work information signs, as required, etc.).*
- *Actions/procedures for informing the Town Of Sidney, emergency service agencies, travelling public, and project stakeholders of current traffic operations and planned changes to traffic operations.*
- *Actions/procedures for informing major user groups and the travelling public of anticipated delays and/or estimated duration of unplanned traffic pattern changes.*

Section 5 – Trades Parking

Please use this section to describe how trades parking will be managed. As outlined in Schedule C, trades parking must be accommodated on-site whenever possible.

If no on-site parking area is or can be designated for trades parking, please elaborate on the arrangements made to park off-site including shuttling workers to the site, designating a drop-off area, etc.

Section 6 – Contacts

| Contacts | | |
|----------------------------|---|-------------|
| Property Owner | Name: | |
| | Phone: | Cell Phone: |
| | Email: | |
| Project Management | Name: | |
| | Phone: | Cell Phone: |
| | Email: | |
| Site Supervisor | Name: | |
| | Phone: | Cell Phone: |
| | Email: | |
| Traffic Control Supervisor | Name: | |
| | Phone: | Cell Phone: |
| | Email: | |
| | <u>A traffic control supervisor will:</u> <ul style="list-style-type: none"> <input type="checkbox"/> <i>Be certified in traffic control</i> <input type="checkbox"/> <i>Ensure compliance with WCB regulations regarding supervision of traffic control persons at the work zone</i> <input type="checkbox"/> <i>Monitor traffic control flows</i> <input type="checkbox"/> <i>Direct & supervise the implementation and removal of required traffic control devices as per Traffic Management Plan and ensure these devices are properly maintained</i> <input type="checkbox"/> <i>Have full authority over all the traffic control personnel on site</i> <input type="checkbox"/> <i>Ensure traffic control persons:</i> <ul style="list-style-type: none"> a) <i>wear the required protective clothing and equipment;</i> b) <i>position themselves correctly and in safe manner;</i> c) <i>perform traffic control duties safely and competently, and;</i> d) <i>work together as a team when working in groups of 2 or more.</i> <input type="checkbox"/> <i>Monitor traffic operations to determine the effectiveness of the Traffic Management Plan.</i> <input type="checkbox"/> <i>Ensure the emergency traffic control operations are carried out in accordance with the Incidence Response Plan (Schedule C).</i> | |

| Town of Sidney Contacts | |
|-------------------------|--|
| Development Services | Name: André James, Senior Building Official |
| | Phone: 250-655-5411 |
| | Email: ajames@sidney.ca |
| Fire Department | Name: Brett Mikkelsen, Fire Chief |
| | Phone: 250-656-2121 |
| | Email: bmikkelsen@sidney.ca |
| Engineering Department | Name: Connor Bankes, Senior Engineering Technician |
| | Phone: 250-655-5427 |
| | Email: cbankes@sidney.ca |

| Emergency Services Contacts | |
|---|--|
| BC Ambulance Services, Station 106 Sidney | Name: Pam Gibson |
| | Email: Pamela.Gibson@bcehs.ca |
| | |

By signing below, the property owner agrees to adhere to this plan and agrees that contravention of this plan may result in a Stop Work Order and fines as per applicable Bylaws. It is the responsibility of the owner (or the appointed agent) to ensure that all trades and contractors adhere to the conditions listed below.

Name of Registered Property Owner
(Please Print)

Signature of Registered Owner

Authorized Signatory of Corporate Owner
(or applicant with owner's authorization)

Signature

Date of Acknowledgement: _____

Any personal information provided above is collected for the purpose of administering the Local Government Act, the bylaws of the municipality under the Local Government Act, and under the authority of those enactments. Questions about the collection of the information may be directed to the Freedom of Information Officer.

SCHEDULE A - Work Site Zone Layout

This schedule is to include a drawing of the work site zone (not necessary to scale), which helps confirm the following conditions are met:

- *Sight distance is adequate as drivers approach the work zone, and at all points within the work site zone.*
- *Layout is consistent with the Traffic Management Plan and Traffic Control Plan (i.e., detours and road closures are considered, and the proper traffic control devices are being used).*
- *Layout is organized and clear. Layout is uniform and consistent to ensure that drivers respond properly. Drivers, pedestrians, and cyclists can move easily through the work zone.*
- *Layout is such that it encourages drivers, pedestrians, and cyclists to reduce risk.*
- *Standard layouts are used for signage and other traffic control devices to meet traffic control requirements.*
- *The work site zone has an advance warning area in which drivers can adjust their driving in accordance with the conditions.*
- *The transition area is easily identified with the proper traffic control devices (i.e., delineator tapers).*
- *The buffer space is adequate and allows drivers to stop at a safe distance.*
- *The buffer space is free of equipment, workers, materials, and workers' vehicles, with the exception of a buffer vehicle.*
- *The work activity area is closed off to drivers by appropriate traffic control devices (i.e., delineators, barricades, or other channelizing devices).*
- *The work activity area provides a safe entrance and exit for work vehicles.*
- *The termination area provides an adequate distance for traffic to clear the work zone and return to normal travel lanes.*
- *Trades parking area must be identified on-site. If the site is unable to accommodate trades parking please use Section 5 to outline your proposed off-site parking plan.*

The drawing must show the proposed location of fences/hoarding, barricades, signage, siting of construction office/shipping container or other accessory buildings/structures, trades on-site parking, impact on the road right of way including off-site parking, boulevard trees, sidewalk, etc.

SCHEDULE B – Construction Timeline

This schedule provides a timeline for all phases of construction including major milestone as it pertains to works that will have an off-site impacts. Please identify when the following phases/milestones will be undertaken:

- *Installation and removal of protective fencing/hoarding/barricades or other required and proposed safety measures.*
- *Construction or repair of off-site works: installing ornamental lighting, constructing/repairing sidewalk, etc.*
- *Installation of site servicing works (utilities, gas, hydro or other infrastructure), which would impact the road right of way, site layout and adjacent areas.*
- *Start and completing of site's landscaping works.*
- *Identify any other phases where the proposed work on-site may affect the road right of way, adjacent areas and/or pose a risk to the travelling public. These activities/milestones include but are not limited to, the use of construction cranes, the material deliveries.*

SCHEDULE C – Incident Response Plan

The primary objective of this plan is to facilitate incident response and move traffic safely and expeditiously through or around the incident through the Work Zone.

This schedule must identify possible incidents, and outline the procedures for dealing with an incident within the work site zone.

SCHEDULE D

Construction Management Requirements & Conditions

1) Site Security and Safety

- The owner agrees to abide by the Safety Measures at Construction & Demolition Sites outlined in Part 8 of the 2024 BCBC.
- Any of the measures required to protect the public as per Part 8.2 of the BC Building Code, including but not limited to, hoarding, guards, fences, screens and barricades, must be installed prior to the start of any excavation, demolition or construction.
- The owner further agrees that site safety is the sole responsibility of the owner.

2) Safe Passage Past Site

- Provisions shall be made at all times for the safe passage of pedestrian, cyclists and vehicular traffic past the site.
- Any sidewalks and off-street parking space adjacent to and roadways abutting the site must remain open and safe for public use, unless authorized by a valid Permit to Work in Municipal Road Allowance or Right of Way.
- Materials or equipment shall not be placed on any street or other public property except as authorized by a valid [Permit to Work in Municipal Road Allowance or Right of Way](#).

3) Sidewalk and Road Closures

- Prior to the obstruction or closure of any sidewalk or roads the owner agrees to obtain a [Permit to Work in Municipal Road Allowance or Right of Way](#). The review and authorization of such permit requires an application be submitted a minimum of - 3 working days ahead of the proposed closure date.
- Where demolition or construction operations necessitate the obstruction of a sidewalk, a temporary protected walkway shall be provided, as specified in Part 8 of the 2024 BCBC, and shall be kept clear of obstructions at all times.
- Public notification is required irrespective of the duration of the closure or how minor the closure may appear.

4) Traffic Management

- Any obstruction of normal two way traffic flow caused by demolition and construction activities or deliveries requires a formal traffic management plan that satisfies WorkSafeBC requirements as specified within the current regulations.

5) Construction Parking

- Workers shall park on-site whenever possible.
- The only public parking lot able to accommodate trades parking is the Downtown Employee & Public Parking Lot located next to the Mary Winspear Centre off Bevan Avenue.
- All on-street parking in the Town of Sidney is regulated to a maximum of 24 hours unless otherwise posted.

6) Trucking and Deliveries

- Demolition and construction related trucking to or from the site shall adhere to the Traffic Control Provisions (detour routes) identified in Section 3 of the Construction Management Plan.
- No demolition and/or construction related trucking to the site shall utilize Beacon Avenue to access Highway 17.
- Whenever possible, all trucking activity will enter and exit the site in a forward motion.
- When entering or exiting the site in a reverse motion, a WorkSafeBC Certified Traffic Control person(s) must manage traffic control. All vehicles not in motion shall have their engines turned off to mitigate unnecessary noise and emissions.

7) Fire Department Requirements

- A Construction Fire Safety Plan (Refer to Town's template) is to be submitted to the satisfaction of the Fire Department for both a Demolition and Building Permit applications.
- The owner will ensure that emergency vehicles have full access to the works site and adjacent properties at all times.
- Access to all fire hydrants must be maintained at all times.
- A temporary road closure requires, at least 72 hours' notice be given in writing to the Fire Department, BC Ambulance Service, RCMP and Town staff so alternate arrangements can be evaluated.

8) Temporary Construction Water Service

- The Town will provide a water service connection to the property line at the owner's request and expense.
- The owner will be responsible for establishing a Temporary Water Service onsite that conforms to the CRD Cross Connection Control Bylaw.

9) Noise

- The owner agrees to limit demolition and construction activity to the following schedule:
7:00 a.m. to 7:00 p.m. – Monday thru Friday
8:00 a.m. to 7:00 p.m. – Saturday
- In the event that the hours of work must extend beyond the above stated hours, written authorization from the Director of Development Services, Engineering, Parks & Works is required. Requests for such authorization must be made at least 72 hours in advance.
- The owner further agrees that excessive radio volume and offensive language may result in a fine, as per Town of Sidney Noise Bylaw No. 1689.

10) Exposing Concrete

- Sediment from exposing concrete shall not be allowed to enter the municipal storm sewer, sanitary sewer or the ocean and shall be contained on-site to current Best Management Practices.

11) Road Cleaning

- Road cleaning shall be done daily, if required, as determined by the Manager of Public Works and Parks. Cleaning operation will include sweeping and collection of debris from road(s). Road cleaning shall be arranged and paid for by the owner.

12) Dust Control Measures

- The owner agrees to mitigate excessive dust as much as possible during the demolition, excavation, and construction.
- It is agreed that there will be a "Dust Control Person" onsite during all trucking and equipment operation.

13) Removal of Waste Material

- Waste material from construction or workers on the site shall be removed as quickly as possible by means of appropriate containers.
- Waste material cleared and deposited in a container or other shall be protected as to prevent waste material from being projected beyond the confines of the site, and not accessible to the public.