



City of Hamilton

OPEN FOR BUSINESS SUB-COMMITTEE ADDENDUM

Meeting #: 24-002
Date: April 8, 2024
Time: 12:00 p.m.
Location: Council Chambers
Hamilton City Hall
71 Main Street West

Matt Gauthier, Legislative Coordinator (905) 546-2424 ext. 6437

8. STAFF PRESENTATIONS

8.1 Stakeholder Cybersecurity Incident Update

*a. Presentation - Stakeholder Cybersecurity Incident Update

8.2 Construction Management Plan Guidelines (PED24070) (City Wide)

*a. Presentation - Construction Management Plan Guidelines (PED24070) (City Wide)



Stakeholder Cybersecurity Incident Update Development Approvals and Building Permits

Open for Business Sub-Committee

Planning Division

- **Development Applications**
 - Advancing existing and new development applications and new submissions for existing applications. In some cases, staff have requested a resubmission of some supporting information from applicants.
 - Staff continue to communicate with applicants and are available for meetings, either in person or virtually.
 - Although the City's on-line portal and SharePoint site for applications are inaccessible, new applications or resubmissions can be submitted via email or in person at City Hall, 5th floor service counter.
 - Payment in the form of credit card/debit and cheques are accepted.

Planning Division

- **Zoning Compliance/Zoning Verifications**
 - Zoning Compliance Reviews are being processed, reviewed, and issued within 15 business days.
 - Cannot process or issue any Zoning Verification/Property Reports at this time.
 - Applicants can apply via email or in-person at the counter on the 5th floor.
- **Development Review Team (DRT)**
 - Meetings have resumed and items that were cancelled from the month of March have been rescheduled.
- **Design Review Panel**
 - Meetings have resumed and submissions can be made by email or in person.

Planning Division

- **Committee of Adjustment**

- Meetings resumed on March 26, 2024, and are in-person meetings and will receive in person and written delegations.

- **Heritage Permits**

- Advancing existing and new applications. In some cases, staff have requested a resubmission of some supporting information from applicants.
- The on-line submission portal is functional.
- Targeting Heritage Permit Sub-Committee on April 16, 2024, to ensure will ensure that all legislated timelines will be met for all applications.

Building Division

General

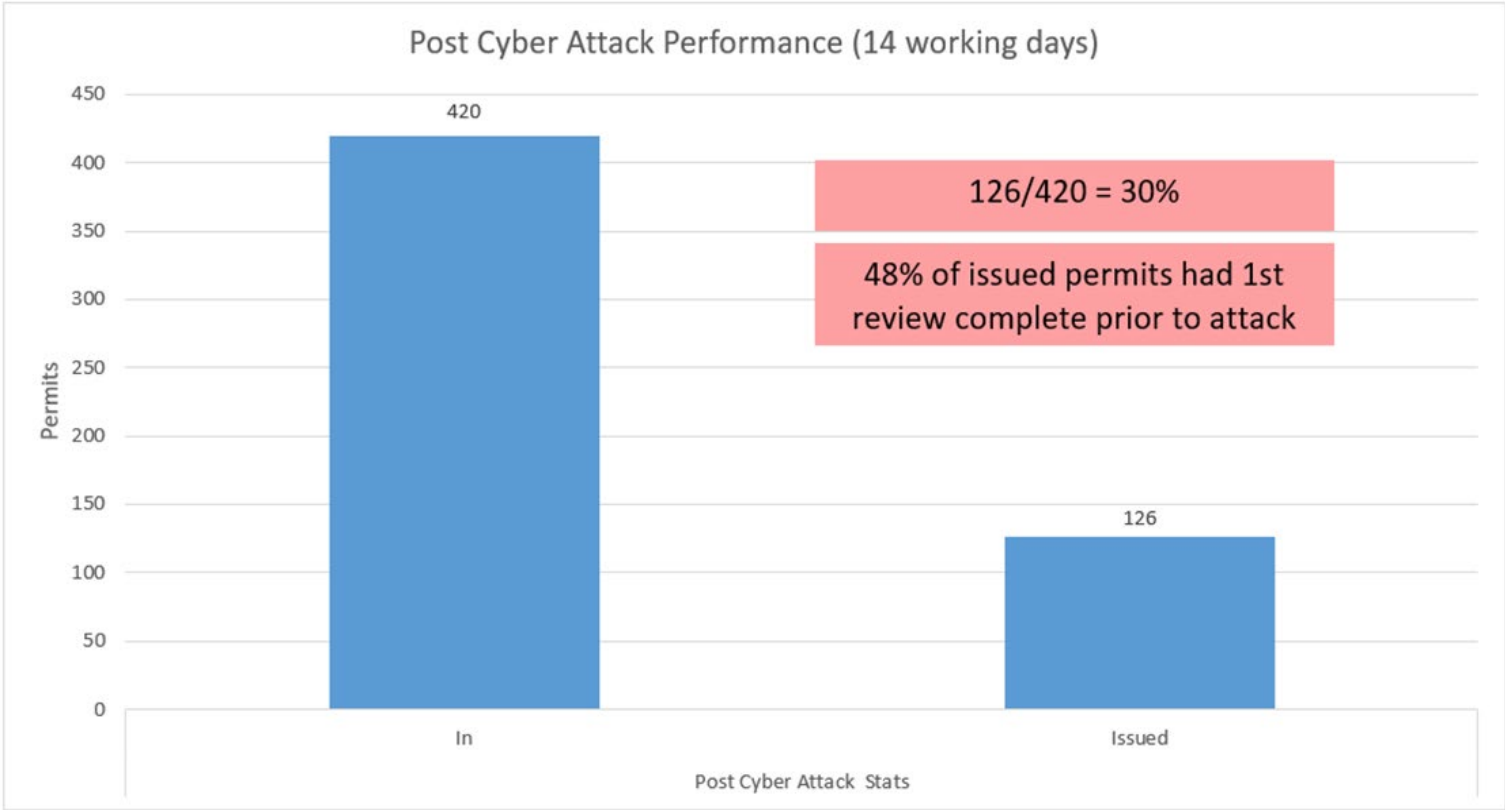
- City Hall, 3rd floor, counter remains open.
- Issuance of building permits (subject to compliance with all applicable law and the Ontario Building Code) in a paper format continues.
- Building continues to take in new and advance building permit applications.
- Some permit applications that have been caught in the electronic review system cannot be advanced. Applicants can switch over to paper format if they wish at no additional cost.

Building Division

General

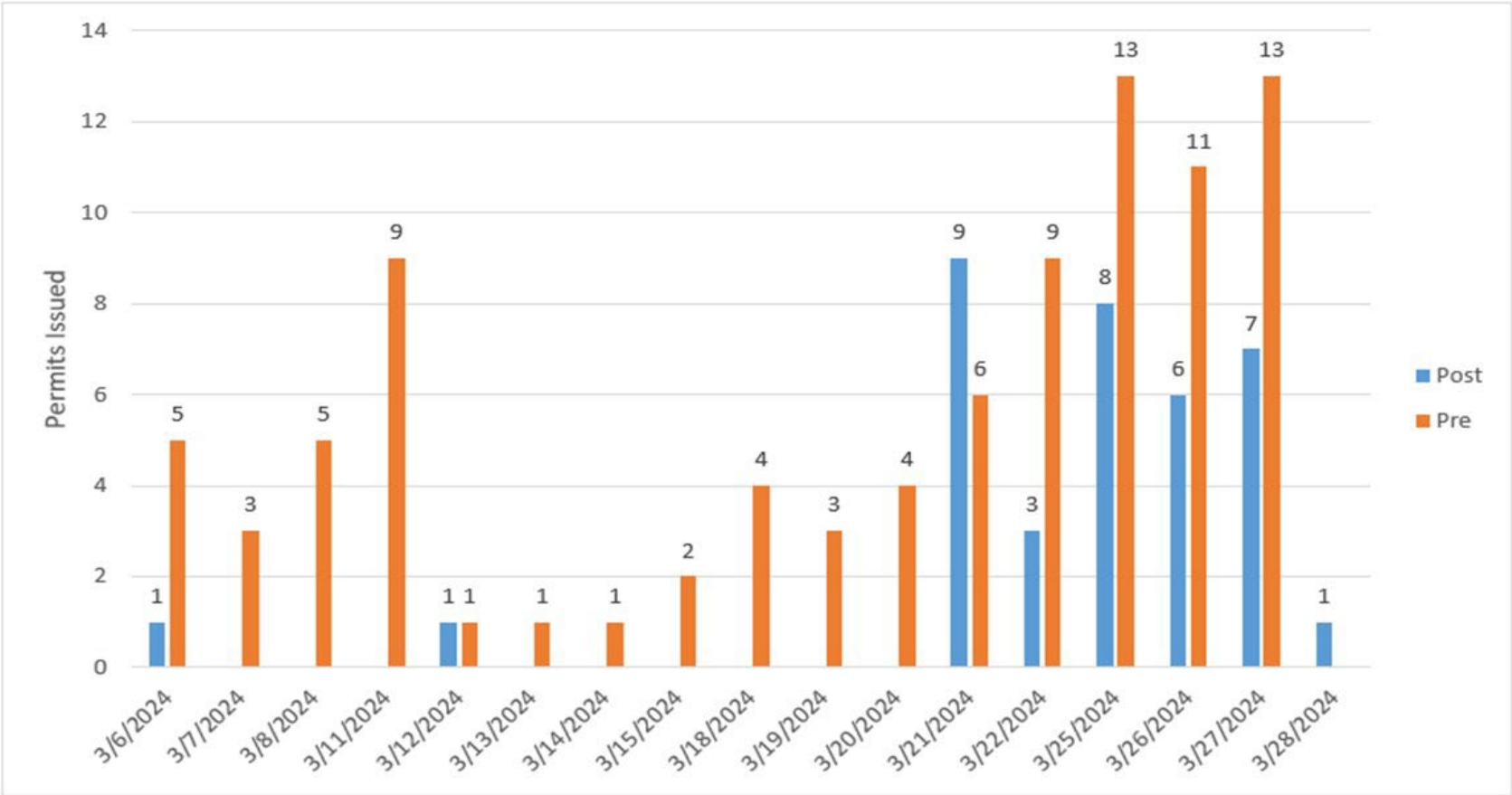
- General Inquiry Phone Lines remain offline.
 - All inquiries to the Building Division may be sent to building@hamilton.ca.
 - Staff can be emailed directly if email addresses are known to the applicant.
- Currently we are not accepting or processing Routine Property Record searches.
- We are accepting payment by credit card/debit and cheque.

Building Division



Building Division

Permit Issuance



Building Division

Building Inspections:

- Building Inspection Requests can be made via building@hamilton.ca.
- Enforcement continues - Inquires / complaints being received by building@hamilton.ca.
- UNSAFE Building complaints/investigations; continue and are supported through City Call Centre.
- Ontario Renovates Program and Downtown Renewal Program Inspection related work continues for the files that were previously active.
- Issuance of paperwork such as occupancy permits, permit extensions etc. have been paused, however processes continue to be developed to consider issuance of documentation.

Building Division

Building Engineer Section:

- New Building Permit Applications are being accepted in paper format only at this time. Applications can be made in person, by mail or by courier.
- Applicants with existing paper-based Building Permit Applications continue to be reviewed in the normal manner.
- Applicants with existing electronic (ePlans) Building Permit Applications are being asked to switch over to a paper permit process and are being dealt with on an individual basis.
- Any responding information must be paper submissions.
- Questions for existing permits can be directed to the individual plans examiner via email or to building@hamilton.ca.

Building Division

Plan Examination Section – One and Two Family Dwellings (same as Engineering Section except as noted below):

- New permit applications must be made in person at City Hall.
- The full permit fee is required at time of permit submission.

Growth Management Division

Engineering Review

- Applications are being processed; staff continue to review and approve applications; however:
 - Limited access to GIS information; managing application review based on the available information.
 - Applicants contacted for background information, as required.
 - Limited access to reports, studies, as-built drawings, etc.
 - Staff structuring conditions of approval during the development review process to expedite approvals.

Water & Sewer Permits

- Water meter permit, Water and Sewer Permit are being processed in the normal manner.

Growth Management Division

Inspections & LC Reductions

- Inspection services proceeding as normal.
- LC reductions being processed; but more complex applications may be delayed.

Grading Plan Certification

- Inspections proceeding as normal. Deposit release process may experience administrative delays.

Site Alteration Permits

- Inspections and enforcement with MLE proceeding with minor administrative delays.
- Permits are being issued manually.

Growth Management Division

Draft Plan of Subdivision & Condominium Registration

- Registrations proceeding; may require applicants to re-submit information.

Municipal Addressing

- Addressing is being reviewed on case-by-case basis.

Class EAs & Engineering Studies

- Ongoing and new projects are proceeding.
- General inquiries service for consultation on planning and policy studies not affected.

Contact Us

For general inquiries, staff can be reached at:

- Building Division: building@hamilton.ca
- Planning Division: pdgeninq@hamilton.ca
- Development Engineering: DevEngApprovals@hamilton.ca
- Development Construction: Gmconstruction@hamilton.ca
- Infrastructure Planning: iPlanning@hamilton.ca
- Municipal Addressing: maddress@hamilton.ca
- Transportation Planning: tplanning@hamilton.ca
- Development Charges: DCRequest@hamilton.ca

THANK YOU FOR ATTENDING
THE OPEN FOR BUSINESS SUB-COMMITTEE



CONSTRUCTION MANAGEMENT PLAN

April 8, 2024

**Binu Korah
Director, Development Engineering**

CONSTRUCTION MANAGEMENT PLAN

Construction Management Plan consists of:

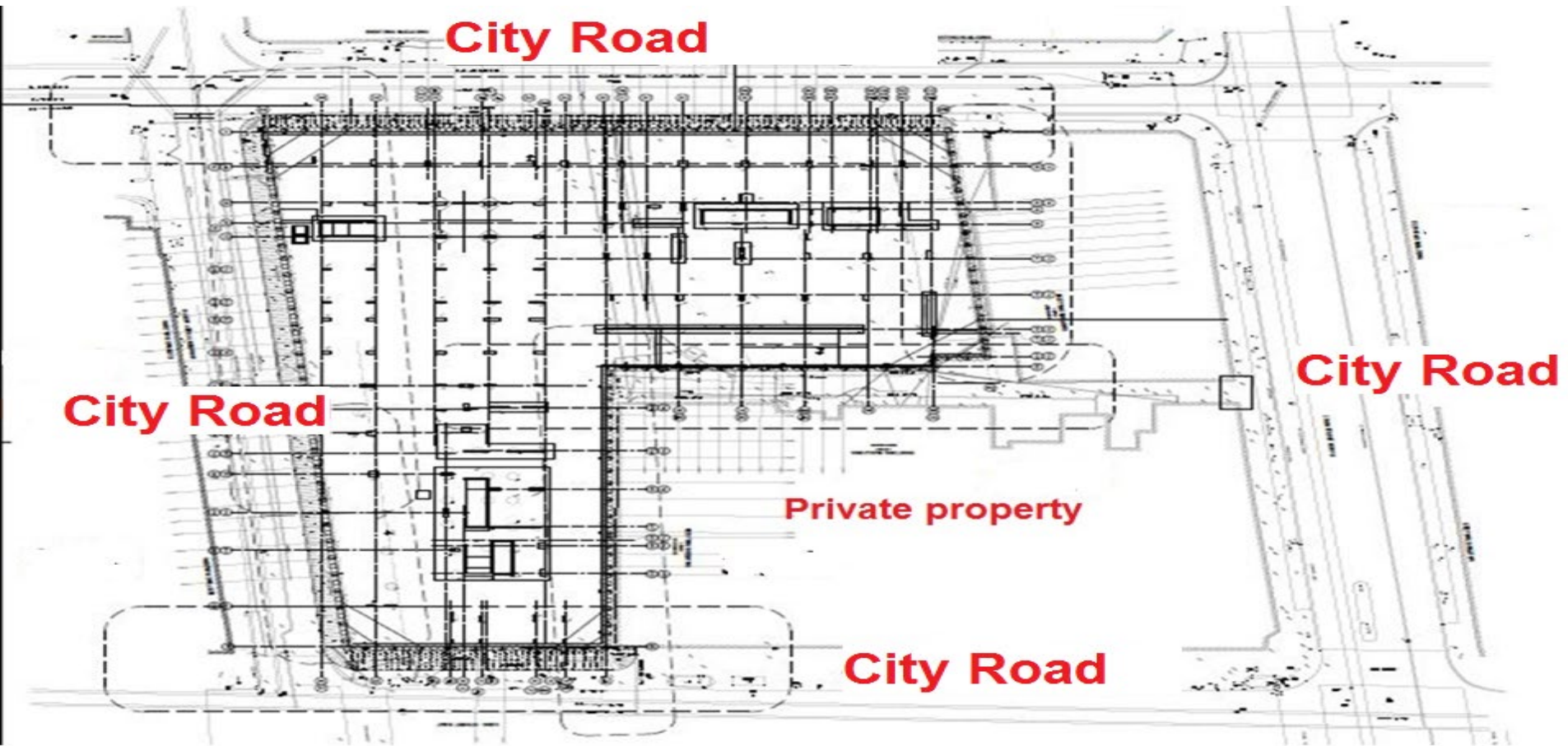
- **Construction Details**
- **Traffic Management Plan**
- **Public Communication Plan**

CONSTRUCTION MANAGEMENT PLAN

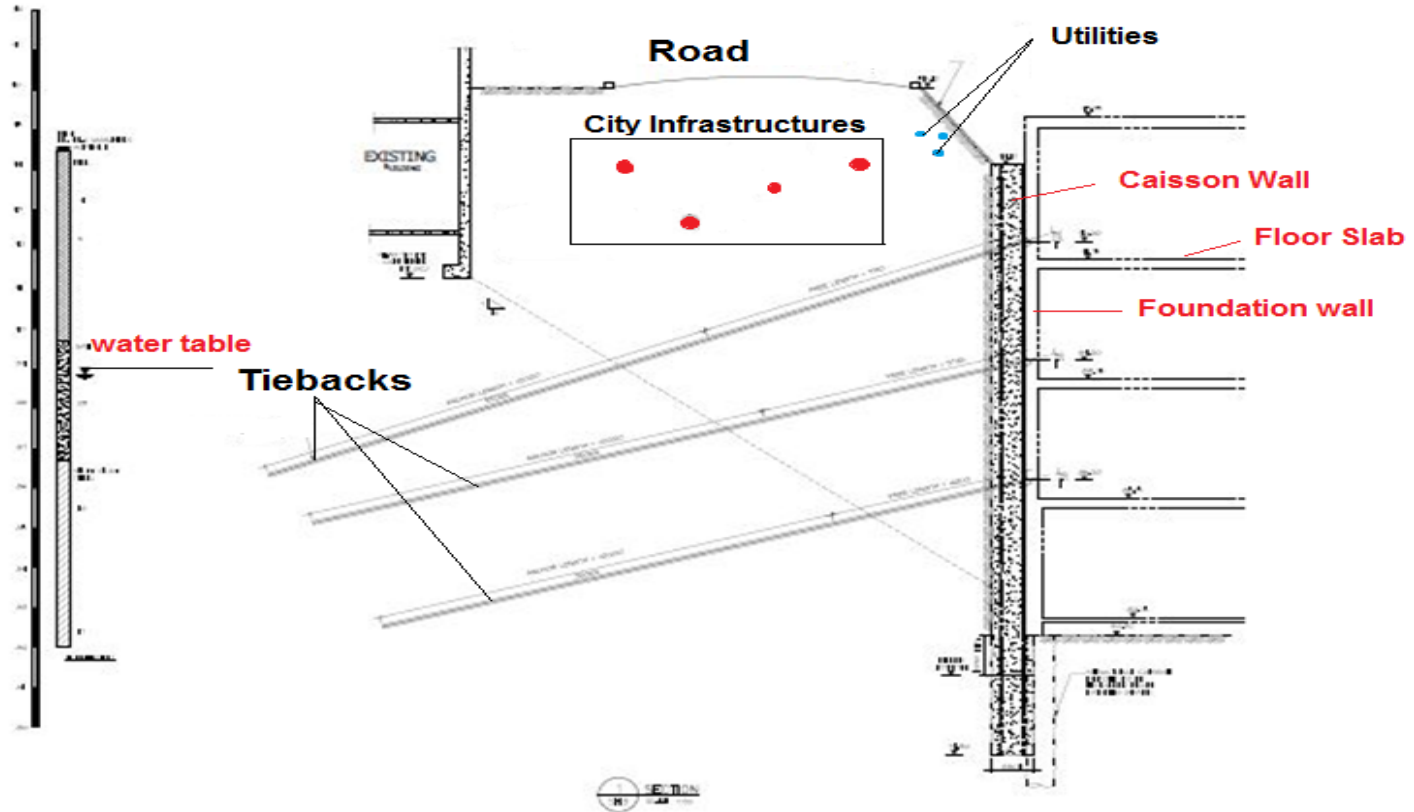
CONSTRUCTION DETAILS:

- **Surface Encroachments**
 - a) **City ROW**
 - b) **Private properties**
 - c) **Storage and Loading Areas**
- **Shoring, Tiebacks and Pile Construction (e.g. caisson piling)**
 - a) **Condition survey – Pre and post surveys -
Underground infrastructures, surrounding buildings**
 - b) **Noise and Vibration**
- **Hoarding, Walkthrough Scaffolding (sidewalk protection) and Safety Fencing**
- **Aerial/Crane Encroachments**
- **Dust Control Plan**
- **Street Trees**

SURFACE ENCROACHMENT



Caisson Piles & Tie Backs



Tiebacks to City Roads/Neighbouring Properties



Source: photo taken from Google

SHORING AND TIEBACKS



Source: photo taken from Google

STORAGE AND LOADING AREA



Source: photo taken from Google

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Tiebacks - City Roads/Neighbouring Properties



SHORING AND CAISSON PILING Issues

- Vibration and Noise Issues
- Pre and Post Condition Survey
 - existing buildings
 - existing infrastructure (water, storm, sanitary and other utilities)
- Dewatering

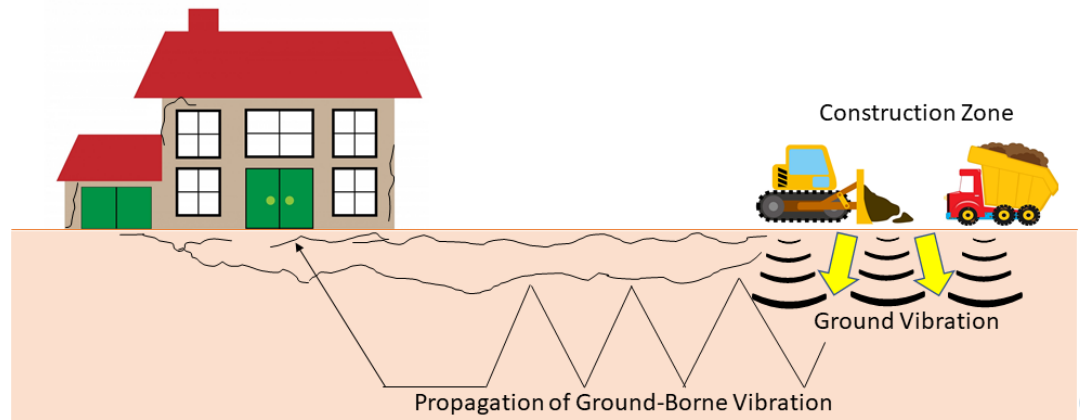
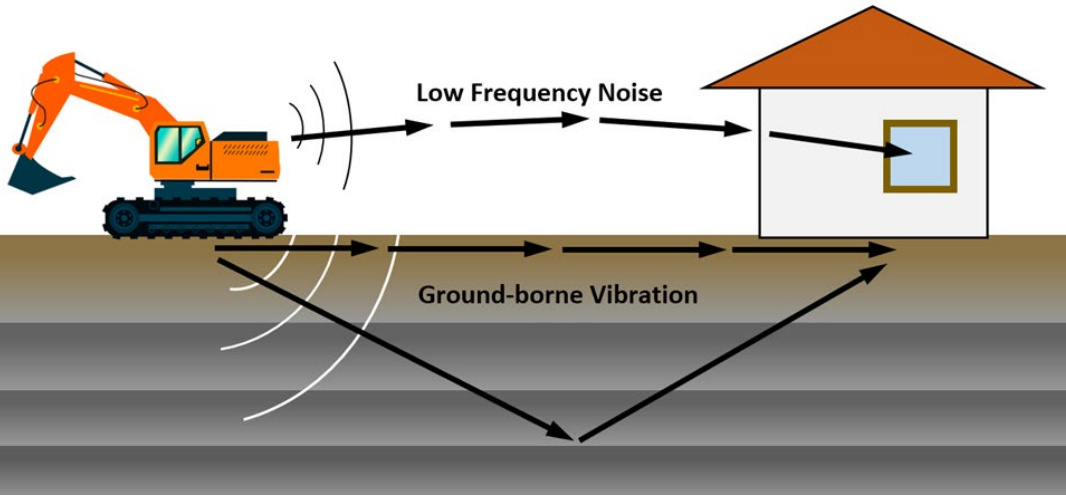


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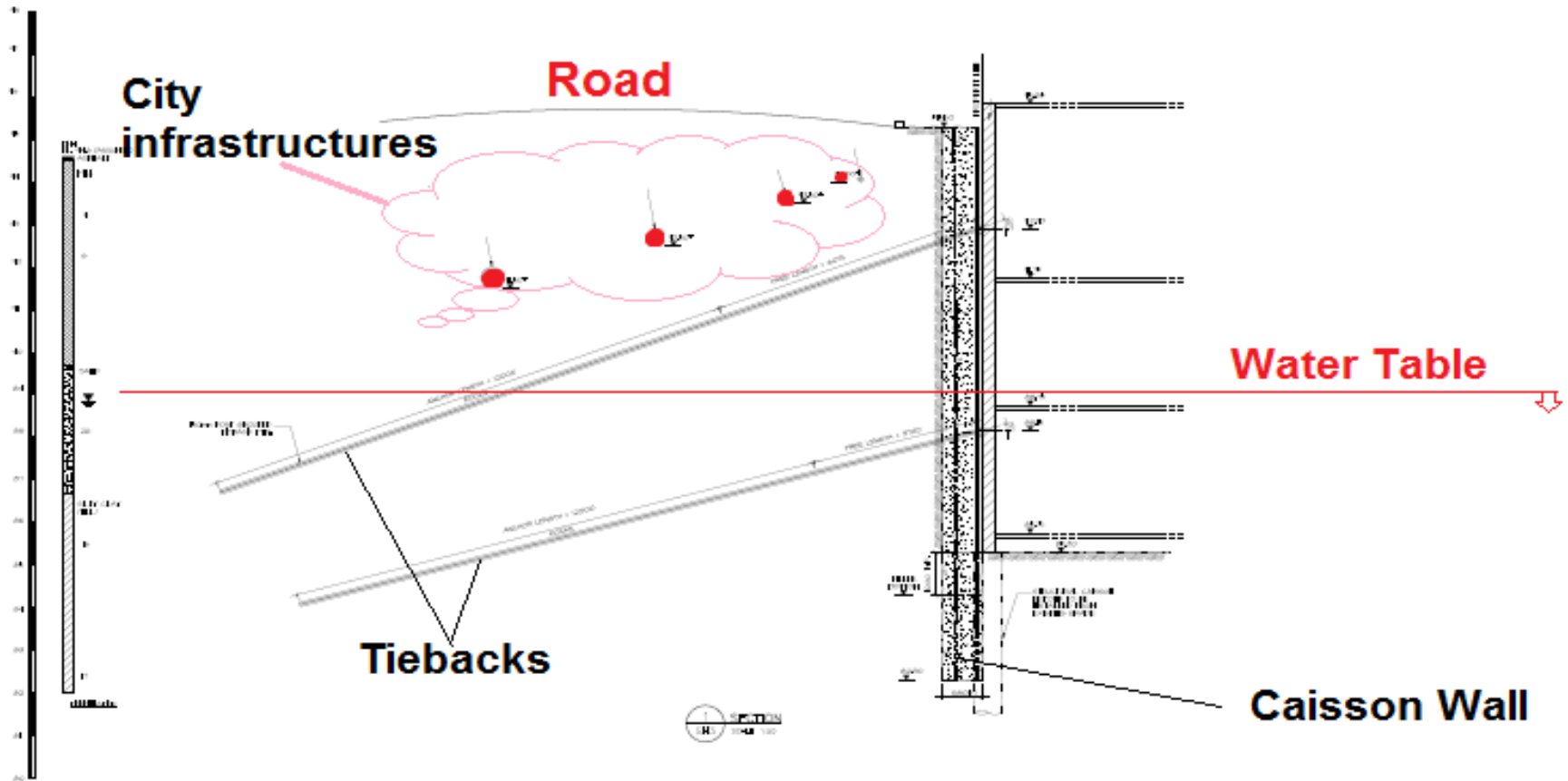
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NOISE AND VIBRATION



Source: photo taken from Google

Dewatering Issues:- Hydrogeological Study



CONSTRUCTION MANAGEMENT PLAN

DEWATERING REQUIREMENTS



Source: photo taken from Google

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CONSTRUCTION MANAGEMENT PLAN

AERIAL/CRANE ENCROACHMENTS



Source: photo taken from Google

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CONSTRUCTION MANAGEMENT PLAN

Crane Encroachment – Flying Objects



Source: photo taken from Google

CONSTRUCTION MANAGEMENT PLAN

DUST CONTROL PLAN

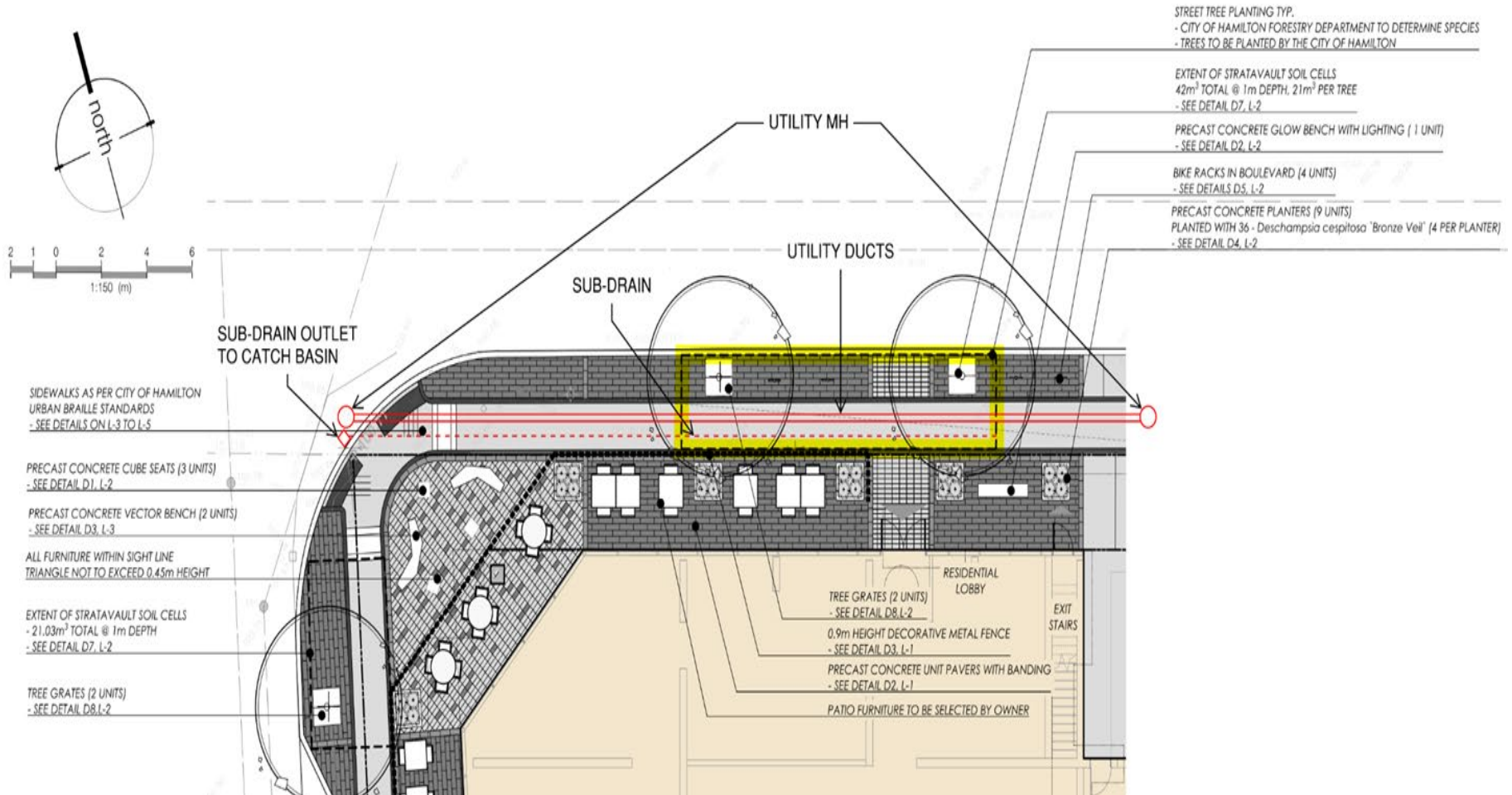
- Access Road/Ramp, Mud Mats, Street sweeping



Source: photo taken from Google

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Soil cells - Tree Planting





Source: photo taken from Google



Source: photo taken from Google



TRAFFIC MANAGEMENT PLAN

- How to access the site (ex. number of access etc.)
- Detour Plans (vehicular and pedestrian traffic)
- Parking Management Plan for staff/workers
- Signage and Safety Measures
- Lane closures, sidewalk closures, etc.
- Duration of Construction

TRAFFIC MANAGEMENT PLAN –Detour Plans



HOARDING – CONSTRUCTION SITES

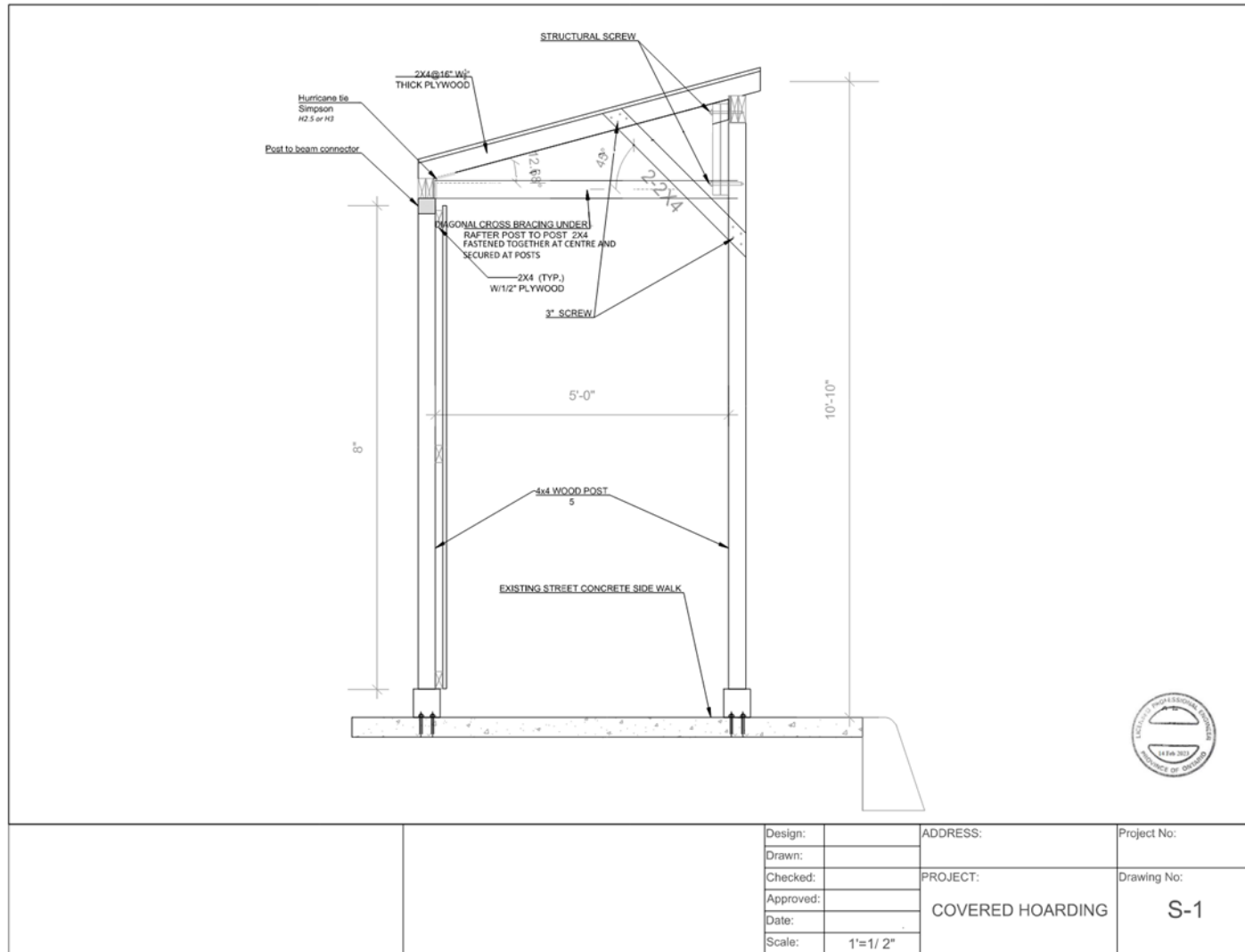


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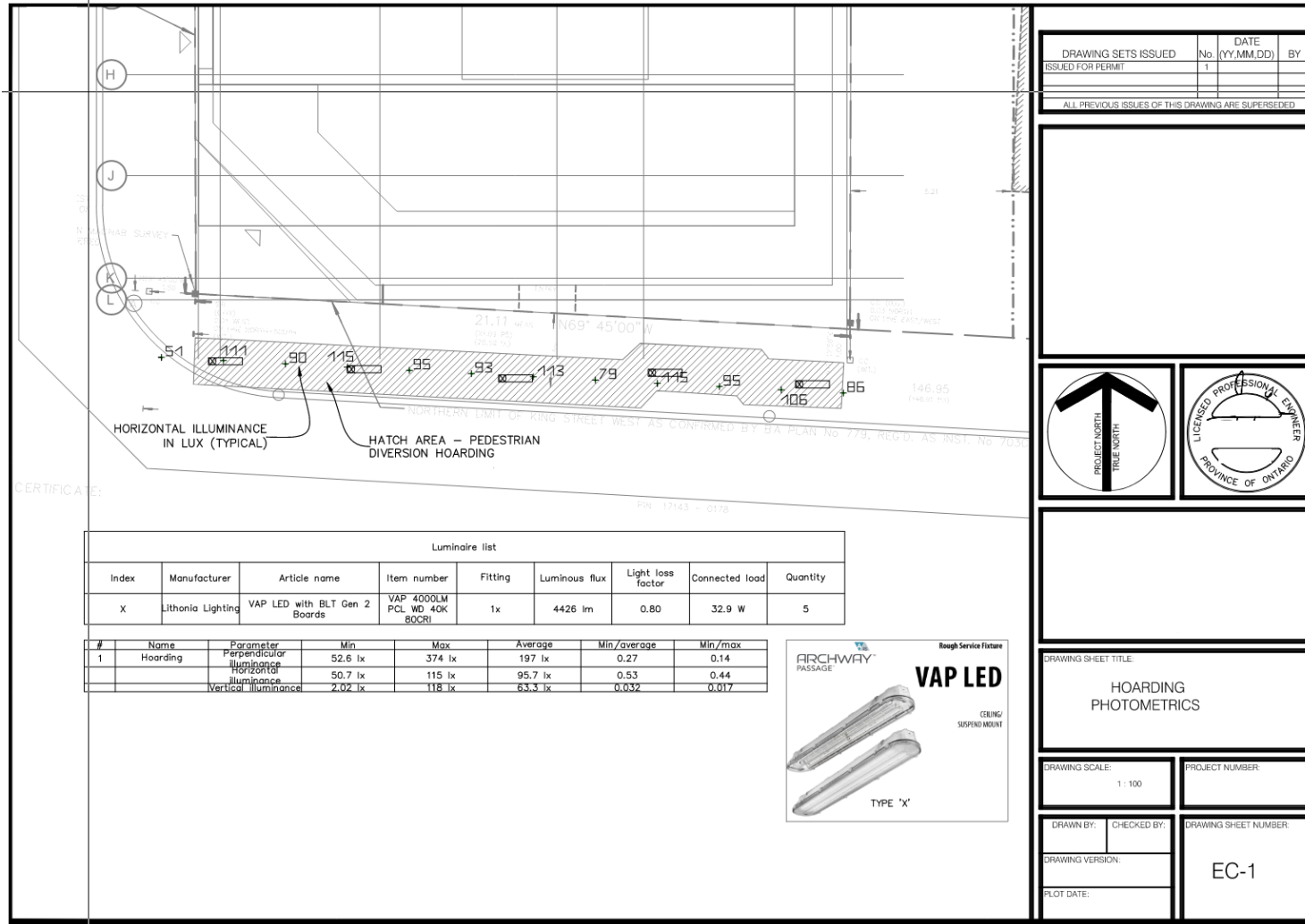
HOARDING – CONSTRUCTION SITES

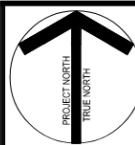

- ✘ Any construction directly adjacent to municipal property or municipal property that can be accessed by the public (excluding single-family dwellings) shall be protected with covered scaffolding and shall have adequately illuminated scaffolding and be sealed by a Professional Engineer for structural stability and lighting adequacy.
- ✘ The Developer's consultant is to have their inspector on-site to prepare a monthly inspection report of the walkthrough scaffolding and lighting located within the municipal right-of-way for submission to the City's Construction Section to confirm that the conditions on-site are in accordance with the approved design.

HOARDING –Scaffolding (sidewalk protection)



Walkthrough Scaffolding (sidewalk protection) – Lighting Design



DRAWING SETS ISSUED ISSUED FOR PERMIT	No. 1	DATE (YY.MM.DD)	BY
ALL PREVIOUS ISSUES OF THIS DRAWING ARE SUPERSEDED			
 PROJECT NORTH TRUE NORTH		 LICENSED PROFESSIONAL ENGINEER PROVINCE OF ONTARIO	
DRAWING SHEET TITLE			
HOARDING PHOTOMETRICS			
DRAWING SCALE: 1:100		PROJECT NUMBER	
DRAWN BY:	CHECKED BY:	DRAWING SHEET NUMBER	
DRAWING VERSION:		EC-1	
PLOT DATE:			

HOARDING – Walkthrough Scaffolding (sidewalk protection)

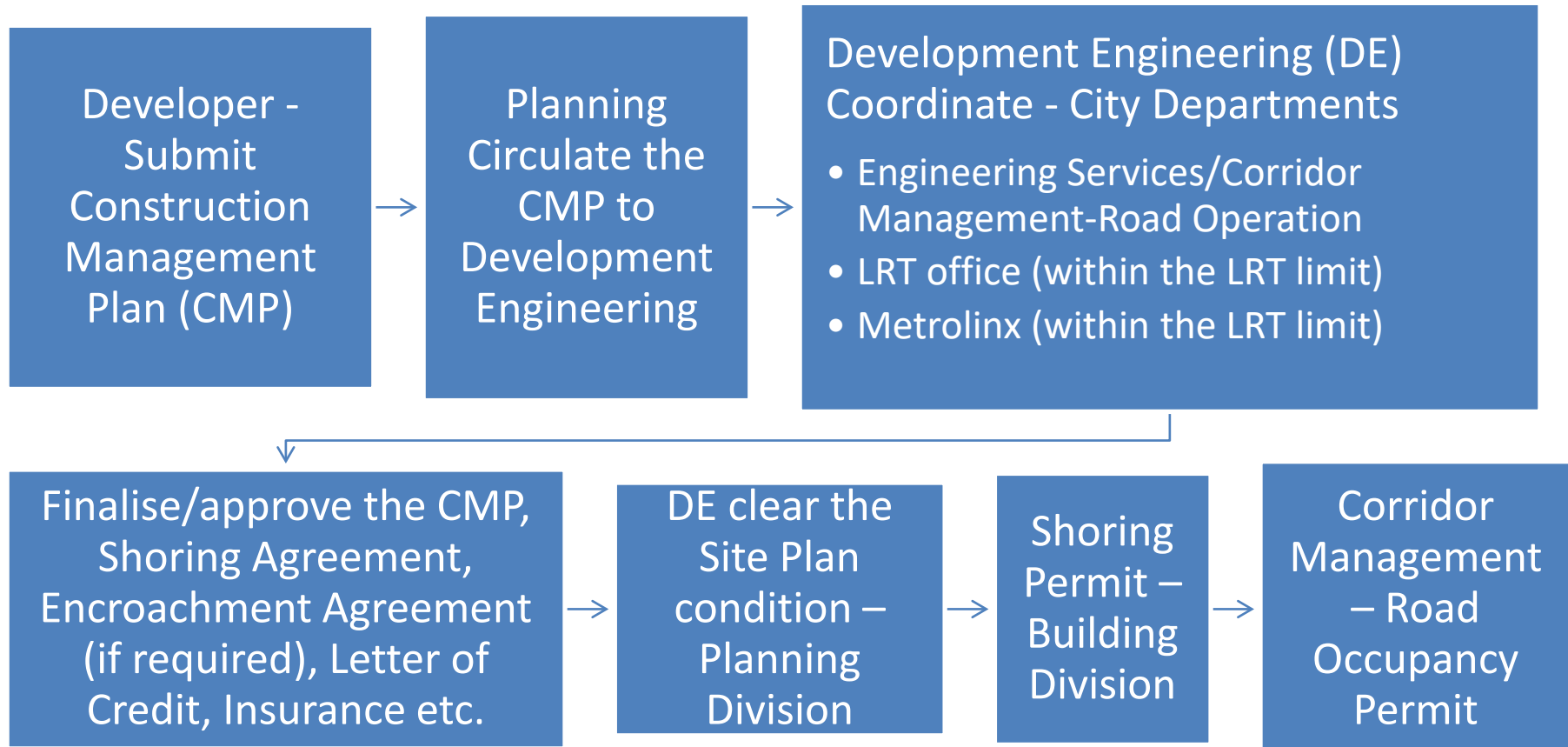


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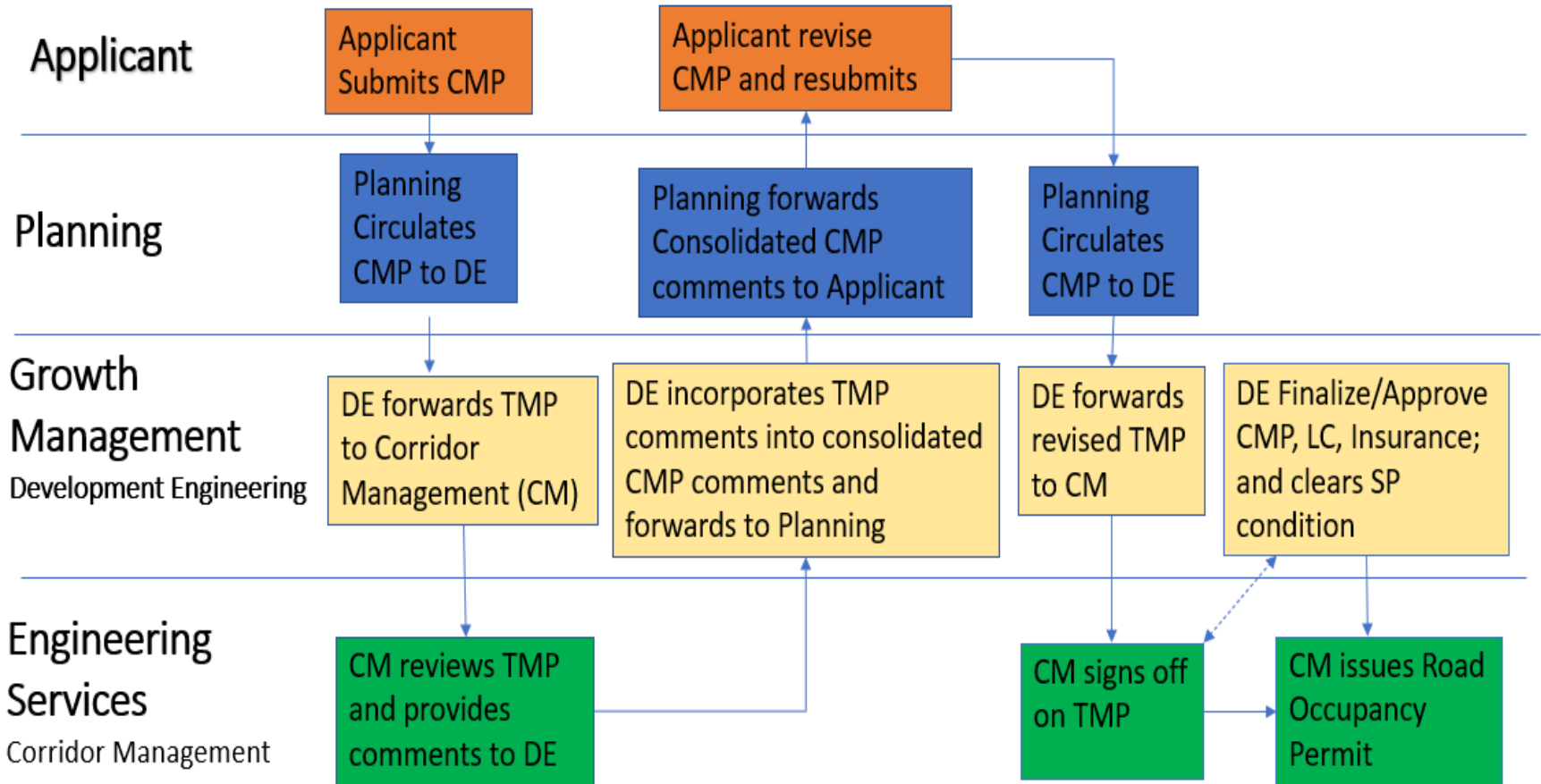
PUBLIC COMMUNICATION PLAN

- **Inform the Ward Councillor**
- **Business Community and surrounding residence**
- **Emergency response unit/agencies – Fire, Police, Ambulance**
- **Builders website – Construction updates and contact information**
- **Transit**
- **Working hours**
- **Construction Schedule**
- **Preconstruction Meeting and Approvals**

Construction Management Plan Approval Process



Traffic Management Plan Approval Process



Construction Management Plan Implementation

Pre-Construction Meeting

- Review approved drawings
- Insurance
- Letter of Credit
- Communication Plan
- Shoring Agreement requirements

Implementation

- Implement the Traffic Management Plan
- Erosion and sedimentation measures
- site security fencing/hoarding, covered walkways, signs etc.

Maintenance

- Contractor is required to ensure all plan requirements have been implemented and regularly maintained.
- Submit Monthly Inspection Report
- City - Site Inspection as required
- Letter of Credit Reduction Process

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Construction Management Plan Communication and Enforcement

Concerns/Complaints
Directed to CCGM

- CCGM (Council Contact Growth Management receives and triages nature of complaint from Public or Councilor and communicates with Counterpart in appropriate Division)
ccgm@hamilton.ca;
gmconstruction@hamilton.ca;

Customer Contact in Growth Management will liaise with appropriate Division; Public Work, Municipal Law Enforcement or Building Division or Enforcement Officer

- Staff or Enforcement Officers will investigate and liaise with contractor or developer to discuss concerns and work toward a solution OR enforcement, if required.

Growth Management or Public Works or MLE staff – Inform all Parties and Close the Complaint

- Customer Contact Representatives will report back to Councilor's Office or complainant detailing outcome

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Questions or Comments?