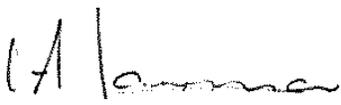




Hamilton

# INFORMATION REPORT

<b>TO:</b>	Chair and Members Open for Business Sub-Committee
<b>COMMITTEE DATE:</b>	April 8, 2024
<b>SUBJECT/REPORT NO:</b>	Construction Management Plan Guidelines (PED24070) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Binu Korah (905) 546-2424 Ext. 1322
<b>SUBMITTED BY:</b>	Ashraf Hanna Director, Growth Management and Chief Development Engineer Planning and Economic Development Department
<b>SIGNATURE:</b>	

## COUNCIL DIRECTION

Not Applicable.

## INFORMATION

The City of Hamilton recently developed a Terms of Reference for the Construction Management Plan and subsequently updated the Construction Management Plan guidelines to help applicants submit the required documents to facilitate construction activities related to site plan applications.

The purpose of a Construction Management Plan is to provide a detailed description of the project activities undertaken during various construction phases, identifying and mitigating potential impacts to the City right of way and adjacent properties that may occur during construction. The plan would provide mitigation measures and outline how construction and or a proposed development should be managed to limit adverse impacts to public health, safety, amenity, traffic or the surrounding environment.

The final report should include all pertinent details with respect to project timing, operational aspects of construction and installation activities and how these issues will

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OUR Mission: To provide high quality cost conscious public services that contribute to a healthy, safe and prosperous community, in a sustainable manner.

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be managed through all stages of construction. The plan is broken down into three major components.

- Construction Details,
- Traffic Management Plan and,
- Communication Plan including construction schedule.

The Construction Management Plan is prepared by the applicant and submitted to the City as part of the site plan process for review and approval. Development Engineering staff coordinate the review process from various departments within the City to ensure that staff is satisfied with the reports prior to Development Engineering providing the final approval and clearance to Building Division to issue the shoring permit.

In conjunction with the Construction Management Plan process, the applicant is required to obtain various permits, including but not limited to any required road occupancy or road closure permits from Engineering Services Division; Sewer Discharge permit from Hamilton Water Division, shoring permit from the Building Division; execution of shoring agreement and registration of encroachment agreement (if applicable); prior to the start of construction. The LRT office and Metrolinx are also involved in the finalization of the construction management plan and issue required permits for those construction within the LRT corridor.

Before commencement of any site activity, the applicant and their contractor must arrange a pre-construction meeting with City staff, which includes staff from Planning and Economic Development and Public Works Department, to discuss various requirements of the Construction Management Plan. These requirements include the Traffic Management Plan, as well as the construction start date and completion dates.

The Growth Management construction section is responsible for overseeing construction activities external to the site. Building inspections are conducted by the Building Department, while the traffic management plan is coordinated and addressed by the Engineering Services Division. If the applicant fails to adhere to the Traffic Management Plan, the Municipal Law Enforcement offices will be notified, and they will take necessary action to rectify the situation.

## **Background**

The City of Hamilton's Development Engineering section of the Growth Management Division developed the Construction Management Plan guidelines in consultation with various departments within the City in 2018/2019. These guidelines were implemented as the standard for all site plan developments (excluding 10 units and less, and minor site plan developments) prior to obtaining the shoring permit/building permit from the Building Division. The requirements of the Construction Management Plan are

determined based on the impacts to City Right of Way or to the neighboring properties as per the proposed construction methodology.

The purpose of the Construction Management Plan and accompanying report is to establish order and ensure that appropriate mitigation measures are in place for the construction works and do not adversely affect public health, safety, amenity, traffic movement or the surrounding environment.

Development Engineering recently revised the Construction Management Plan guidelines. In addition, the City also developed a Terms of Reference (ToR) for the Construction Management Plan to guide the applicant with respect to the submission of required studies and details.

The Construction Management Plan process consists of three major components that include, Construction Details, Traffic Management Plan and Communication Plan. As part of the site plan process or shoring permits process, the applicant is required to submit the following details for staffs review and approval:

- **Construction Details**
  - Surface Encroachments;
  - Storage and Loading Areas;
  - Shoring, Tiebacks and Pile Construction;
  - Crane Location and impacts;
  - Noise and Vibration Study;
  - Hydrogeological study;
  - Hoarding and Safety Fencing;
  - Sidewalk protection (walkthrough scaffolding);
  - Pre and post sewer inspection (CCTV) videos ;
  - Utility Impacts/relocation plan; and,
  - Dust Control Plan and Mud tracking.
  
- **Traffic Management Plan**
  - Right-of-Way Occupancy Requirements (Road, Lane, Sidewalk, Boulevard);
  - Temporary Driveway Accesses;
  - All related temporary traffic signage, traffic detours plan, traffic safety measures (and markings if applicable) as per Ontario Traffic Manual (OTM) Book 7;
  - Pedestrian traffic and impact assessment to sidewalk. Walkthrough scaffolding to protect the sidewalk including Hording, barricades, signage etc.;
  - Truck Staging Area(s);
  - Truck Haul Route following City of Hamilton Designated Truck Routes;
  - Parking Management for Staff/Workers; and,

- Asset Removals (i.e. signs/meters/benches);
  
- **Public Communication Plan**
  - Inform the Ward Councillor;
  - Business Community and Residents;
  - Pre Construction Meeting;
  - Emergency response unit/agencies – Fire, Police, Ambulance, Transit etc.;
  - Builders website – Construction updates and contact information;
  - Working hours; and,
  - Construction Schedule.

The Construction Management Plan process provides clear expectations and a transparent standard for developers with respect to the City of Hamilton requirements.

Where Shoring is required, the Construction Details submitted will include any requirements for subsurface soil investigations, hydrogeological report and dewatering. The details shall also identify any shoring system encroachments (tiebacks and piles) on adjacent lands including the public right of way and where required, shoring and encroachment agreements shall be entered into with the City.

A Building Permit application for the shoring system can be made once the shoring design details are received by Development Engineering as part of the Construction Management Plan. The Shoring Permit may be issued, at the discretion of the Building Division, once the Construction Management Plan has been approved, including any provisions arising from the Hydrogeological report, dewatering requirements and the Shoring Agreement has been executed, securities posted and encroachment agreement registered on title. This process has since been streamlined such that the applicant may proceed with excavation and construction of the shoring system prior to final site plan approval.

### **Outcome**

The Construction Management Plan guidelines and Terms of reference will provide the developers a clear expectation and understanding of City of Hamilton requirements to facilitate the site plan construction works. Staff will also have clear direction for inspection requirements including acceptance of the work and security reduction process.

### **APPENDICES AND SCHEDULES ATTACHED**

Not Applicable.