Construction Management Plan Requirements

A Construction Management Plan is required in advance of any work proceeding and shall include*, but not limited to:

1. Project Description

2. Project Team & Contact Information and Communication Plan

3. Signed Acknowledgement from Owner and Owner’s Engineer that the Construction Management Plan will be adhered to and in the event issues/complaints are not addressed in the timeframes noted or to the satisfaction of the City, the City can immediately stop all works and any charges incurred by the City, including administration fees, will be invoiced back to the Owner.

4. Operating Hours & Noise Control Plan

5. Weather Contingencies, including but not limited to:
   i. Seasonal work specifics
   ii. Snow removal – ice control
   iii. Safety requirements
   iv. Inclement weather – flood control, high winds

6. Complaint Resolution

7. Dust Control Plan, including but not limited to:
   i. mitigation measures to address onsite and off-site dust and mud tracking (i.e. strategic placement of onsite trucking routes, stockpile locations, consideration of prevailing wind directions etc.)
   ii. confirmation of dedicated onsite water truck and source water
   iii. response times to address issues, weekly onsite and off-site cleaning/maintenance
   iv. neighbourhood communication plan

8. Erosion & Sediment Control Plan, onsite and off-site

9. Construction Dewatering Plan, including but not limited to:
   i. Confirmation if a Permit To Take Water is required and include a copy
ii. Confirmation of other agency permits and consideration of applicability of municipal by-laws (i.e. Sewer Use, Noise, etc.)

iii. Identification of potential impact to adjacent wells and mitigation/monitoring plan

iv. Method, location, frequency of dewatering (with consideration to contingency for weather etc.)

v. Proposed drainage outlet

vi. Erosion and sediment controls

vii. Dewatering plan and best management practices for building trades during home construction

10. Fill Management Plan, including but not limited to:
   i. Estimated quantity of excess material leaving the site
   ii. Estimated quantity of material imported to the site
   iii. Report with chemical analysis certifying the chemical and physical characteristics of all imported and exported materials
   iv. Continuous quality monitoring program
   v. Identifying source site and/or destination site
   vi. Haul routes


12. Project Schedule and Gantt chart, including but not limited to:
   i. Regular construction site meetings
   ii. Timing for agency approvals (i.e. KRCA, MOECC, other)
   iii. Installation of water, sanitary, storm servicing
   iv. Commissioning of water system
   v. Road base, to base asphalt
   vi. Curb
   vii. Submission of as-built information, swing ties, materials testing
   viii. Energizing streetlights
   ix. Building Permit
   x. Anticipated occupancy date
   xi. Municipal winter control and waste collection
   xii. Sidewalk
   xiii. Trees
xiv. Top course asphalt
xv. Securities reductions and requisite City inspections
xvi. Key milestones within Subdivision Agreement (Acceptance, Assumption, etc.)

The Construction Management Plan is a living document shall be reviewed and updated as required, seasonally or as changes arise and submitted to the City.

The Owner and Owner’s Engineer shall submit a monthly update report to the City, (or more frequently, depending on the stage of development) detailing the activities undertaken for the development, until final assumption (i.e. contractor activities, sediment & erosion control inspections/maintenance, stormwater management facility inspection/maintenance, etc.).

*Additional information regarding project/site specific needs and requirements must be confirmed in collaboration with the City’s Engineering & Corporate Assets Department.