



## **Construction Management Plan Requirements**

A Construction Management Plan (CMP) is a combination of diagrams, documents, drawings, and specifications, prepared by a Professional Engineer/Designer/Project Manager/Qualified Person, that clearly define the steps that will be taken to demonstrate how the impacts to the community will be minimized and how the impacts associated with any construction project will be managed. The purpose is to minimize potential problems and ensure a safe and positive public experience with development related construction activities by setting minimum standards for work within or immediately adjacent to the public right-of-way, public facilities, residences, etc. We understand that contractors may have some site-specific input/recommendations, however the Owner and Engineer/Project Manager should provide the overall expectations and framework, to be submitted as part of the City's Development approvals process. The City will expect an update once the contractor is selected and the construction schedule is confirmed, and if there are any contractor-specific additions to the document.

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/Project Manager 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.

A Construction Management Plan is required at the time of the first engineering design submission (Subdivision) or first Site Plan submission and shall include\*, but not be 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. Project Schedule and Gantt chart, including but not limited to:
  - i. Regular construction site meetings (Subdivision)
  - 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 (Subdivision)
  - 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 (Subdivision)
  - xii. Sidewalk
  - xiii. Trees
  - xiv. Top course asphalt
  - xv. Securities reductions and requisite City inspections
  - xvi. Key milestones within Subdivision Agreement (Acceptance, Assumption, etc.)
5. Operating Hours & Noise Control Plan (include reference to By-Law 2019-124)
6. 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
7. Complaint Resolution
  - i. Resident communication letters (template to be copied to the City for review)
8. 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
- 9. Erosion & Sediment Control Plan, onsite and off-site
- 10. 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
- 11. 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. Traffic & Safety Plan, Emergency Access