

## **APPENDIX A**

### **Construction and Mobility Management Policy**

Amended: May 3, 2023

The intent of the Construction and Mobility Management Policy is to establish new guidelines for the approval and regulation of construction activities associated with land development and to ensure that land development does not adversely impact public health and safety, amenity, traffic or the environment in the surrounding area.

The policy is based on the following principles:

- Minimize the impacts to sidewalks, cycling facilities, parking and streets during the construction associated with land development; and
- Managing multiple developments, potentially in close proximity, while maintaining an active city for residents and businesses.

The Director of Engineering Services shall be responsible for the administration of this policy. The Director shall be authorized to amend or revise the policy requirements and/or guidelines, from time to time, provided that the policy amendment(s) or revision(s), as the case may be, are in a form satisfactory to the City Solicitor.

#### **Requirements**

Developers will be required to provide a Construction and Mobility Management Plan (CMMP), for approval, with every development application (as identified in the City of Burlington Official Plan), such that staff are able to evaluate feasibility and impact to the public road allowance. The CMMP shall be completed in accordance with the CMMP Guidelines in Schedule A and to the satisfaction of the Director of Engineering Services and the Director of Transportation Services.

### **Schedule A**

#### **Construction and Mobility Management Guidelines**

The following is an index of the Construction and Mobility Management requirements:

##### **1. General Requirements**

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## **1. General Requirements**

An applicant shall pre-consult with Engineering Services and Transportation Services staff prior to submitting a Construction and Mobility Management Plan (CMMP). Through pre-consultation, City staff shall outline CMMP constraints and restrictions, including but not limited to emergency access roads that shall not be impacted and/or sidewalks and/or driving lane closures that will not be permitted.

The requested information shall be provided in writing or on a drawing as agreed upon with staff for low density residential development.

For Mid/High Density Construction, the CMMP shall be a drawing that is plotted on a 24" x 36" sheet and to an acceptable scale. The proposed works shall be underlain by a legal survey. The CMMP shall indicate all existing property lines as well as any required road widening(s) and/or daylight and visibility triangle(s).

### **1.1 Construction and Mobility Management**

The following construction management information shall be shown on the CMMP:

- Proposed limits of construction;
- Proposed construction staging areas, including any staging areas required on the City's road allowance for concrete pours, material deliveries, site servicing, etc. and written justification for any construction staging areas on the City's road allowance;
- Show all existing above/below grade services and/or utilities;
- Show the limits of underground parking and dimension distance from the property lines. All elements of the underground parking structure (i.e. walls, foundation drains, shoring, etc.) are required to be within the limits of the subject property;
- Proposed temporary/permanent encroachments on the City's road allowance and written justification for any required encroachment on the City's road allowance;
- Should there be private encroachments onto adjacent properties, a letter (agreeing to such an encroachment from the affected party) shall be submitted to the City;
- Proposed location of mud mat and vehicle wash down area;

- Proposed location of site trailer, material storage and sanitary facilities prior to, during and following excavation for the underground parking structure;
- Written notification of construction sequence including start-finish for any occupancies/closures; and
- Proposed location of crane assembly and swing radius.
- Proposed truck haulage route, location of truck stacking and trades parking (Parking Management Plan may be required);
- Proposed traffic control measures, specifically addressing signage and/or any lane closures/restrictions (All related signing as per OTM Book 7);
- Pedestrian control measures, specifically addressing signage, sidewalk closures/restrictions and pedestrian routing; and
- Temporary and permanent asset removals and relocations (i.e. street lights, parking meters, street signs, etc.);
- Full street and/or lane closures shall be strongly discouraged and generally not permitted, unless extenuating circumstances (which have been mutually agreed to by the developer and the Director of Transportation Services) exist;
- Sidewalk closures are not permitted unless extenuating circumstances (which have been mutually agreed to by the developer and the Director of Transportation) exist. Closure of sidewalks adjacent to Arterial streets is not permitted under any circumstance;
- Loss of on-street parking is not permitted unless extenuating circumstances (which have been mutually agreed to) exist and financial compensation for loss of parking may be required;
- Hoarding and protection shall be provided to safe-guard pedestrians;
- Shoring and formwork must be contained within the limits of the development site. This will result in the potential elimination of “Zero set-backs”. No formwork encroachments will be allowed on City property or road allowances; and
- Anchor rods will be permitted to encroach into the road allowances, but will be subject to an Encroachment Agreement, agreeable to the Director of Engineering Services

## **1.2 Additional Requirements**

- The developer shall be responsible to provide a staging and mitigation plan, to be approved by the City and implemented by the developer;
- Coordination of closures between existing and/or proposed adjacent developments as well as other construction projects (i.e.: City and/or Region of Halton projects, utility company projects and City events) must occur. The developer in consultation with the City will be responsible to coordinate financial or otherwise with the above mentioned, to the satisfaction of the City;
- Any encroachments/obstructions shall be progressively removed as the project proceeds including but not limited to moving construction

containers/offices/sanitary facilities into the site once construction is above ground, reinstating/repairing sidewalks, curbs and asphalt). The City may request removal of the above at its sole discretion;

- If site dewatering is required, dewatering equipment and method (quantity/quality controls) shall be shown on the drawing;
- Waste management (dumpster/totes) would need to be located on-site or off-site and within staging areas with plan showing pickup and access routes.

## **2. Public Communication**

The applicant/builder shall be responsible to provide the following:

- Preconstruction written notices shall be sent to schools and the school boards, where construction traffic will be passing school properties;
- Include all project information on a sign at the project site (including but not limited to phone number, email address, fax, website, etc.). Additionally, include the project schedule (anticipated completion date) and general working hours.

In addition to the Public Communication requirements listed above, Mid/High Rise Developers shall be responsible to submit for approval a Public Communication Plan. The Plan shall include, but not be limited to, the following:

- A preconstruction written notice shall be sent out to all adjacent properties and along the construction access routes, all Emergency agencies (fire, police, and ambulance) as well as any impacted bus authorities (Burlington Transit, GO Transit and School Boards);
- An onsite supervisor shall be appointed and a phone number shall be posted onsite and to adjacent residents;
- 48 hours of written notice shall be provided to adjacent properties should any construction operations produce impacts beyond the normal day-to-day operations of the site (including but not limited to excessive noise and/or vibration, unanticipated construction traffic including large-type deliveries, temporary road closures, any disruption to public transit, etc.);
- Informing of the Mayor and Ward Councillor, business community, residents;
- A link to the development website and social media, to provide construction updates and contact information; and
- Indicate on-site emergency protocols (shall comply with the Ministry of Labour requirements).

**3. Municipal Consent Permit**

Prior to starting the project, a Municipal Consent Permit shall be obtained from Engineering Services for any temporary occupation of City public property, City owned road allowance or right-of-way, including but not limited to construction staging or equipment/material storage.

**4. Securities**

Securities for damage to the right of way and ongoing maintenance required during the construction are already a requirement of the Municipal Consent permitting process. These securities are retained until permit closeout. Additional securities may also be taken for road damage along the proposed haulage route during excavation and construction.