

Town of Truro - Policy & Procedure Manual

Subject:	Construction Site Management Policy
Policy Number:	P-160-007
Approval Date:	April 7, 2025
Departments:	Planning & Development, Engineering and Public Works

I. TITLE

This Policy is entitled the “Construction Site Management Policy” P-160-007

II. PURPOSE

A policy to ensure that all construction or demolition projects are managed in such as way as to ensure public safety and reduce or mitigate any negative impact on any neighbouring property, public right-of-way, or public infrastructure. Accordingly, the Town will require the submission of a Construction Site Management Plan for any construction or demolition project that is within 5.0 metres (16.4 feet) of a neighbouring property or public right-of-way or as required by a Town Building Official or the Town Engineer.

The requirement for a Construction Site Management Plan will be imposed as a condition of issuance of a Building Permit. In accordance with the *Building Code Act*, a Building Official may require that a Building Permit application be accompanied by such plans, specifications, documents and other information as prescribed. The Town’s Building Officials may require the submission and approval of a Construction Site Management Plan as part of a completed Building Permit application. A Building Permit may be refused if a Construction Site Management Plan is not submitted, and a Building Permit may be revoked if a project does not conform to an approved Construction Site Management Plan.

III. INTERPRETATION

“Construction Site Management Plan” means a combination of diagrams, documents, drawings, and specifications, prepared by the owner or professional 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.

IV. CONSTRUCTION SITE MANAGEMENT PLAN REQUIRED

1. This policy applies to construction activity, demolition, excavation, development process or renovation project, for public and private developments where work:
 - a) work is expected to occur within 5 m of municipal property or right-of-way;
 - b) work is expected to create an obstruction within the street; or
 - c) in the opinion of one of the Building Officials or the Engineer a Construction Site Management Plan is required.
2. A detailed Construction Site Management Plan shall be submitted with the building permit application and the applicable fee(s).
3. A Construction Site Management Plan will be reviewed based on scale and complexity and may be exempt from certain requirements as set out below, subject to the review of the Town.

4. Any proposed departure from this policy will be evaluated on a site specific basis to ensure an adequate Construction Site Management Plan is developed for the user, the surrounding community, and the Town for the duration of the project.
5. Any significant departure from an approved Construction Site Management Plan shall be submitted in writing and must be approved by the Town a minimum of ten (10) business days prior to executing the departure.
6. Section 5 shall not apply to a departure resulting from unforeseen or unexpected circumstances with a duration of less than twenty-four (24) hours as defined by the Nova Scotia Temporary Workplace Traffic Control Manual.
7. For greater certainty, this Policy does not apply to sidewalk cafés regulated under By-law B160-006, the Sidewalk Café By-law.
8. Without limiting the generality of the foregoing, the following regulations shall be considered in the preparation of a Construction Site Management Plan:
 - a) the National Building Code of Canada, as adopted and modified under the Building Code Act and the Nova Scotia Building Code Regulations made under that Act;
 - b) the Nova Scotia Occupational Health and Safety Act, and the Nova Scotia Occupational Safety General Regulations made under that Act;
 - c) the Transportation Association of Canada (TAC)'s Manual of Uniform Traffic Control Devices for Canada (MUTCDC);
 - d) the Nova Scotia Temporary Workplace Traffic Control Manual (NSTCM); and
 - e) Town of Truro Bylaws.
9. In the case of a conflict with any of these documents, the more stringent standard for the item in question shall apply.

V. THE CONSTRUCTION SITE MANAGEMENT PLAN

1. Content of the Plan

The Owner shall submit a Construction Site Management Plan(CMP) that includes any information as prescribed by the Town's Building Officials or the Town Engineer and may include the following:

- a) contact information for the owner and key contractors;
- b) the type and hours of work;
- c) the location and physical size of work site,
- d) the configuration of driveway access and parking areas for construction site;
- e) detailed plans for vehicle and pedestrian management to facilitate safe traffic and pedestrian movement through the work site zone
- f) identification of any off-site areas or Town right-of-ways or properties which would be affected by the construction (street, sidewalks, lanes, trees, infrastructure etc.);
- g) protection measures for adjoining properties as per Part 8 of the National Building Code;
- h) any proposed crane lifting operations;
- i) location and description of any required fencing, hoarding, or barricades, including dimensions and materials;
- j) location of access gates
- k) the location and content of any required signage;

- l) the location, nature, and impacts of hazardous areas;
- m) traffic control routes and detours;
- n) provisions to maintain unobstructed passage for emergency vehicles;
- o) the number and location of any parking stalls that will be removed;
- p) all impacted sidewalk areas and pedestrian routes and detours;
- q) proposed delineation for temporary sidewalks, complete with temporary sidewalk, ramp, and barricade construction details;
- r) temporary lighting or temporary removal of lighting;
- s) sedimentation and erosion control;
- t) storm water management during construction;
- u) dust, noise, vibration, particulate, or emission control measures; and
- v) street and right-of-way cleaning.

2. Application and Submission

- a) The Owner shall be required to submit an application for approval of a Construction Site Management Plan to the Town of Truro Planning and Development Services Department.
- b) The Owner must complete and submit a Construction Site Management Plan Application form prescribed by the Planning and Development Services Department.