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Item No.
Halifax and West Community Council
January 17, 2017

TO: Chair and Members of Halifax and West Community Council

SUBMITTED BY: Original Signed

Bruce Zvaniga, P. Eng. Director, Transportation & Public Works

DATE: December 21, 2016

SUBJECT: **Rodent Control**

ORIGIN

June 28, 2016 Halifax and West Community Council passed the following motion:

*That Halifax and West Community Council request a staff report regarding current steps being taken to provide rodent control in municipal streets, parks, and Halifax Water infrastructure, with recommendations for improvements in the program, coordination with other stakeholders, and education, **and exploring options with By-Law Services to address rodent infestations when assessing dangerous and unsightly premises.***

LEGISLATIVE AUTHORITY

By-law M-200, *Standards For Residential Occupancies By-law*, subsections 11 (1) and (2):

- (1) Buildings shall be kept free of rodents and insects at all times.
- (2) Methods used for exterminating such pests shall be in accordance with the provisions of the Pest Control Products Act.

By-law S-600, the *Solid Waste Resource Collection and Disposal By-Law*, subclause 2.1 (bb)(vi), and 6.1(m):

2.1 (bb) "non-collectible waste" means all material other than collectible waste and without limitation includes:

- ...
- (vi) carcasses or parts of any animal except food waste;

6.1 (m) No person shall place for municipal collection any non-collectible waste.

Halifax Regional Municipality Charter, clause 3(q) and section 354:

3 (q) “dangerous or unsightly” means partly demolished, decayed, deteriorated or in a state of disrepair so as to be dangerous, unsightly or unhealthy, and includes property containing

....

(i) ashes, junk, cleanings of yards or other rubbish or refuse or a derelict vehicle, vessel, item of equipment or machinery, or bodies of these or parts thereof,

(ii) an accumulation of wood shavings, paper, sawdust, dry and inflammable grass or weeds or other combustible material,

(iia) an accumulation or collection of materials or refuse that is stockpiled, hidden or stored away and is dangerous, unsightly, unhealthy or offensive to a person, or

(iii) any other thing that is dangerous, unsightly, unhealthy or offensive to a person,

and includes property or a building or structure with or without structural deficiencies

(iv) that is in a ruinous or dilapidated condition,

(v) the condition of which seriously depreciates the value of land or buildings in the vicinity,

(vi) that is in such a state of non-repair as to be no longer suitable for human habitation or business purposes,

(vii) that is an allurements to children who may play there to their danger,

(viii) constituting a hazard to the health or safety of the public, (ix) that is unsightly in relation to neighbouring properties because the exterior finish of the building or structure or the landscaping is not maintained,

(x) that is a fire hazard to itself or to surrounding lands or buildings,

(xi) that has been excavated or had fill placed on it in a manner that results in a hazard, or

(xii) that is in a poor state of hygiene or cleanliness;

354 Every property in the Municipality must be maintained so as not to be dangerous or unsightly.

RECOMMENDATION

It is recommended that Halifax West and Central Community Council recommend that Halifax Regional Council direct staff to:

1. Continue to bait for rodent control, as required, on municipal property; and,
2. Investigate options for voluntary compliance with the construction community for a period of 10 to 14 days prior to demolition or major construction.

BACKGROUND

In 2016, the rodent population in the Halifax region appears to be increasing and is more visible due to a milder winter and a significant amount of major construction projects in the downtown area.

DISCUSSION

The key to a successful rodent remediation will be to coordinate the approach across municipal departments and to formulate a robust rodent management plan that can be expanded, or contracted, as needed in response to variations in rodent infestation levels. Such a plan successfully balances program costs with public awareness, health risks, regulatory enforcement, abatement, maintenance and especially sanitation.

Currently, the following practices are followed by Halifax Regional Municipality, with respect to Rodent Control:

1. The Corporate Call Centre (311) receives and records service requests for all rodent issues that are related to municipal services. A protocol is in place to forward appropriate calls to Halifax Water for their attention. In addition, information is provided for rodent control on private property.
2. Road rights-of-way are baited in response to construction activity related to municipal construction projects. The Enhanced Maintenance Area is baited as required or on a complaint basis. Our contractor uses Bromadiolon at all municipal baiting stations which go through a series of tests to ensure they are certified pet-safe.;
3. Parks and sports fields are baited as required or on a complaint basis;
4. Municipal buildings (vacant or occupied) are baited as required or on a complaint basis;
5. Storm drains are baited by Halifax Water only in relation to construction activity related to Halifax Water projects due to environmental safety reasons; and,
6. Private properties Development and Municipal Compliance – with respect to unsightly premises, staff are able to deal with food sources such as garbage or unkempt properties. This process includes issuing a notice to the property owner to clean up, and remove the garbage. If the building is abandoned and a complaint is received, compliance staff investigates to ensure the building is boarded up and secure. If rodents are inside the building, this is dealt with under By-Law M200. The Building Inspector would deal with the property owner/ manager to resolve the issue.

Currently, the Municipality does not have jurisdiction to bait on private property, therefore residents experiencing rodent problems must make their own arrangements.

Recommendations for improvements to the current municipal practices related to rat remediation are the following;

1. Formation of a cross functional team to develop and monitor a rodent management plan. In addition to exploring what other municipalities are doing to combat increasing rodent populations, the team will review existing practices and present options for improvements to existing practices including the approach to baiting in the right of way, at municipal facilities, parks and open spaces.
2. Establish a communications plan educating the public with respect to rodent management.
3. Require that developers include rodent control in their construction mitigation plans.

Rodent control is the shared responsibility of the municipality, businesses and residents. The following factors can contribute to proactive rodent control and will be considered by the rodent management team.

- 1. Rodent Proof Buildings** - Seal outside openings where rodents can enter your home with the use of coarse steel wool and sheet metal around pipes and electrical conduits.
- 2. Eliminate Harbourage** - Good housekeeping is very important. All stored items should be kept 24 to 30 centimeters off the floor for easy cleaning. Clearing brush and trash from around homes and buildings reduces hiding places for rodents.
- 3. Remove Food and Water - Garbage should also be stored in rodent proof containers.** All water leaks should be repaired immediately and spills cleaned up. Food items should be stored in rodent-proof storage containers.

FINANCIAL IMPLICATIONS

There are no financial implications associated with the recommendations contained in this report.

RISK CONSIDERATION

There are no significant risks associated with the recommendations in this Report. The risks considered rate Low.

COMMUNITY ENGAGEMENT

No community engagement has taken place.

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications associated with this report.

ALTERNATIVES

Regional Council could direct staff to amend Administrative Order 2016-003-ADM, Respecting Construction Site Management to include rodent control in the form of pre-baiting for a period of 10-14 days prior to demolition or major construction.

ATTACHMENTS

Administrative Order 2016-003-ADM, Respecting Construction Site Management

A copy of this report can be obtained online at <http://www.halifax.ca/commcoun/index.php> then choose the appropriate Community Council and meeting date, or by contacting the Office of the Municipal Clerk at 902.490.4210, or Fax 902.490.4208.

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ADMINISTRATIVE ORDER NUMBER 2016-003-ADM
Respecting Construction Site Management

WHEREAS the Council of the Halifax Regional Municipality recognizes that construction activities can cause significant inconvenience and hazardous conditions to those who live, work, and enjoy certain facilities in the immediate vicinity of construction sites within Halifax Regional Municipality;

AND WHEREAS the Council of the Halifax Regional Municipality wants to minimize the potential negative impacts construction activities may have on surrounding properties as well as pedestrian and vehicular traffic patterns within the Halifax Regional Municipality through best management practices;

BE IT RESOLVED AS AN ADMINISTRATIVE ORDER of the Council of the Halifax Regional Municipality under the authority of the *Halifax Regional Municipality Charter*, as follows:

Short Title

1. This Administrative Order may be known as the *Administrative Order on Construction Site Management*.

Interpretation

2. In this Administrative Order,

a) “best management practices (BMP’s)” means schedules of activities, prohibitions of practices, maintenance procedures, and other management practices to prevent or reduce the potentially negative impact of the construction activities on the surrounding community;

b) “construction site” means the immediate work area and all streets impacted by the construction project;

c) “Construction Management Plan (CMP)” means a combination of diagrams, documents, drawings, and specifications 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;

d) “contractor” means a person who contracts to perform work within the street right-of-way on a project for an owner, or who undertakes work within the street right-of-way on a project as an owner;

e) “Engineer” means the Engineer of the Halifax Regional Municipality and includes a person acting under the supervision and direction of the Engineer; and

f) “Temporary Workplace Signer (TWS)” means a person qualified and accredited by the Provincial Traffic Authority to assess conditions prepare, implement, and review traffic control plans for construction, maintenance, and utility temporary workplaces.

Purpose

3. The purpose of this Administrative Order 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 or public facilities.

Application

4. (1) This policy applies to construction activity, demolition, excavation, development process or renovation project, whether public and private, where work is expected to occur within 5 m of the street or is expected to create an obstruction within the street.

(2) A detailed Construction Management Plan (CMP) shall be submitted with the permit application and the applicable fee(s) as set out in By-law F-200 or Administrative Order 15.

(3) A CMP 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 Municipality.

(4) Any proposed departure from this policy will be evaluated on a site specific basis to ensure an adequate CMP is developed for the user, the surrounding community, and the Municipality for the duration of the project.

(5) Any significant departure from an approved CMP shall be submitted in writing and must be approved by the Municipality a minimum of ten (10) business days prior to executing the departure.

(6) Subsection (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 Administrative Order will apply when the Building By-law, the Encroachment By-law or the Streets By-law apply.

(8) For greater certainty, this Administrative Order does not apply to sidewalk cafés regulated under By-law S-1000, the *Sidewalk Café By-law*.

5. (1) Without limiting the generality of the foregoing, the following regulations shall be considered in the preparation of a CMP:

(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); and

(d) the Nova Scotia Temporary Workplace Traffic Control Manual (NSTCM).

(2) In the case of a conflict with any of these documents, the more stringent standard for the item in question shall apply.

6. In addition to Provincial and Federal standards referenced above, the following shall also be considered when developing a CMP:

- (a) S-300, the Streets By-law,
- (b) E-200, the Encroachment By-law,
- (c) B-201, the Building By-law,
- (d) N-200, the Noise By-law,
- (e) T-600, the Trees By-law,
- (f) S-900, the Controlled Access Streets By-law,
- (g) T-400, the Truck Routes By-law,
- (h) B-600, the Blasting By-law, and
- (i) HRM Traffic Control Manual (TCM) Supplement.

Permit Requirements

7. In addition to all building code and building by-law submission requirements, all building permit applications must be accompanied by:

- (a) detailed building drawings, including engineering and architectural plans;
- (b) applicable fees;
- (c) detailed Construction Management Plan (CMP); and
- (d) an encroachment application, complete with fees and site plan.

8. Detailed CMP's and encroachment applications must be submitted in advance of anticipated construction and will be evaluated by the Municipality as part of the building permit review process.

9. With the exception of emergency situations, no work may commence on any HRM street without first obtaining a permit as required by the provisions of the HRM Streets By-Law (S-300). Construction must not start before the permit is issued

Construction Management Plan

10. The scale and complexity of the site specific CMP will be directly proportional to the scale and complexity of the project, the site, and the surrounding conditions. As a minimum, a CMP shall include:

- (a) project description;

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- (b) project contact information (owner and/or contractor);
 - (c) construction schedule;
 - (d) hours of operation;
 - (e) site plan;
 - (f) Traffic Control Plan(s) (TCP);
 - (g) haul routes and staging areas;
 - (h) Pedestrian Management Plan(s) (PMP);
 - (i) site protection and hoarding details;
 - (j) hoarding aesthetics details, if applicable;
 - (k) signage details;
 - (l) safety protocols;
 - (m) overhead crane lifting operation details and locations;
 - (n) stormwater management plan; and
 - (o) description of noise, dust, and emissions controls.

Traffic Control Plan

11. (1) All CMP's shall include a Traffic Control Plan (TCP) that has been prepared in strict accordance with the minimum standards defined in the TAC Manual of Uniform Traffic Control Devices, the NSTIR Temporary Workplace Traffic Control Manual, and the HRM Traffic Control Manual Supplement.

(2) All construction projects that require street closures, lane closures, sidewalk closures, or any other types of physical encroachment into the public ROW are subject to review and approval by the Municipality. The contractor or owner must:

(a) Submit a TCP, prepared by a qualified Temporary Workplace Signer (TWS), which meets all applicable regulatory requirements to address and control the safe passage of all traffic that enters or exits the site along with traffic that travels the streets impacted by the construction project. In addition to all regulatory requirements, the CMP shall also consider and outline the following:

- (i) Haul Routes: project haul routes shall be oriented to minimize traffic congestion and maximize pedestrian safety;

(ii) Delivery Requirements: special consideration shall be given to, and additional traffic control details may be required for, loading and unloading equipment, materials, etc; and

(iii) Pedestrian Protection: pedestrian traffic shall be separated from vehicular traffic by a physical barrier.

(b) Pay all applicable fees in accordance with AO15 and obtain all necessary permits from the authority having jurisdiction for any planned lane and street closures. Lane and street closure applications will be reviewed, and responded to, by the Municipality within 5 business days of their application date.

(c) Conduct a hazard assessment for vehicle and pedestrian traffic for all that enter and exit the site as well as all those that travel the streets impacted by the construction project.

(d) The TCP shall be prepared by a qualified Temporary Workplace Signer (TWS), and must be implemented and monitored by qualified Traffic Control Personnel. The TCP shall include contact information for the TWS.

(e) Provide all necessary traffic signage, barricades, and delineators, and qualified personnel at strategic locations that warn motorists and pedestrians of changes to traffic patterns.

(f) Ensure notification has been distributed, a minimum of 5 business days in advance of the closure, to the impacted area in accordance with Section 29 of this Administrative Order and the HRM TCM Supplement.

(g) Ensure regular inspection and maintenance of traffic control elements as required.

(h) Contact the Municipality for approval of any changes or modifications to the approved TCP that may be required to accommodate unforeseen events.

(i) Maintain emergency vehicle access on and around the site.

Parking

12. (1) Congestion from construction activities can often lead to lost parking stalls and illegal parking. Businesses in the impacted area may rely on the street stalls for patron use, and construction workers on the site may need to rely on the stalls for daily use.

(2) Parking is an important consideration in the preparation of a CMP. The contractor or owner shall:

(a) indicate on the proposed CMP the number and location of parking stalls that will be removed, as well as the duration the stalls will be unavailable;

(b) pay applicable fees at the rate established by Council from time to time for all parking meters that will be unavailable during construction;

(c) appropriately delineate any relocated temporary parking; and

(d) developers and contractors should make every effort, wherever possible, to have their temporary construction encroachment activities to result in a net zero loss of parking. The CMP should indicate strategies to reduce/negate parking losses, such as shuttle services for workers, temporary parking relocation, etc.

(3) Encroachment areas for construction sites are intended to facilitate the construction activities, loading and unloading of equipment and materials, as well as deliveries; encroachments are not intended to be used as convenient parking for construction workers.

(4) The Municipality may stipulate that any parking stalls that have been displaced by temporary construction activities be temporarily relocated and the location shall be included in the approved CMP.

(5) If clear justification and assessment can be provided in the CMP, the Municipality may relax parking restrictions on nearby streets on a case-by-case basis to fulfill displaced parking.

Pedestrian Management

13. (1) All construction projects that require sidewalk closures, any type of physical encroachment into the public ROW, or works on private property within 2m of a public space or passageway, shall submit, as part of the CMP, a detailed Pedestrian Management Plan (PMP) for review and approval by the Municipality.

(2) The contractor or owner shall:

(a) Submit a PMP, prepared by a qualified TWS, that meets all applicable regulatory requirements, including those listed in sections 5 and 6 of this Administrative Order, to address and control the safe passage of all pedestrian traffic that enters or exits the site along with pedestrian traffic that travels the streets impacted by the construction project.

(b) The PMP shall indicate, at minimum:

(i) all impacted sidewalk areas;

(ii) location of impacted bus stops and proposed bus stop relocation areas, complete with pedestrian routes to and from the relocated stop;

(iii) proposed pedestrian routes and detours;

(iv) nearest controlled or marked crosswalks;

(v) location of proposed sidewalk closure signage;

(vi) proposed location of appropriate wayfinding signage;

(vii) proposed delineation for temporary sidewalks, complete with temporary sidewalk, ramp, and barricade construction details; and

(viii) contact information for the TWS.

(c) Pay all applicable fees in accordance with AO15 and obtain all necessary permits from the authority having jurisdiction for any planned lane and street closures. Lane and street closure applications will be reviewed, and responded to, by the Municipality within 5 business days of their application date.

(d) Conduct a hazard assessment for vehicle/pedestrian traffic for all that enter and exit the site as well as all those that travel the streets impacted by the construction project.

(e) At all construction sites and maintenance locations, wherever a clear pedestrian route of 1.5 m is not achievable via the normal route, alternative safe, stable, and accessible pedestrian routes shall be provided with suitable protection from vehicular traffic.

(f) The PMP must be prepared by a qualified Temporary Workplace Signer (TWS), and must be implemented and monitored by qualified Traffic Control Personnel.

(g) Ensure notification has been distributed, a minimum of 5 business days in advance of the closure, to the impacted area in accordance with section 29 of this Administrative Order and the HRM TCM Supplement.

(h) Maintain traffic control elements as required to ensure their operation in compliance with the PMP.

(i) Contact the Municipality for approval of any changes or modifications to the approved PMP that may be required to accommodate unforeseen events.

Visually Impaired Persons

14. The submitted PMP shall include measures which can help to improve the safety and convenience of visually impaired pedestrians, such as:

(a) improved definition of safe places to walk, wait, and cross, by way of edge lines, contrasting colours, and contrasting textures;

(b) installation of devices that give pedestrians right of way and control traffic or help them navigate safely, e.g. temporary crossing markings, traffic signals, and audio or textured tactile elements;

(c) reducing the potential complexity of situations, e.g. through the addition of a central refuge for multilane streets so that pedestrians only cross one direction of traffic, accounting for pedestrian crossing time;

(d) visual cues to highlight to pedestrians the most direct route across the road – sometimes these cues are road marking of the crossing itself or in other cases the

alignment of the footpath, hand rails, or the tactile ground surface indicators are positioned in such a way as to 'launch' the pedestrian in the right direction;

(e) provision of a clear path of travel which is free from obstacles and surface irregularities; and

(f) measures to reduce vehicle speeds and to increase driver awareness of pedestrians.

Accessibility

15. The submitted PMP shall ensure:

(a) walkways for pedestrians and persons using mobility aids are constructed of firm, stable, and non-slip materials, and are accessible grades;

(b) wherever possible, roadway crossings should be at controlled crosswalks and should be located such that the sidewalk and the crosswalk are perpendicular to one another;

(c) all pedestrian routes should be free of obstacles, such as light standards, traffic signal supports, posts, overhanging signs, branches, or catch basins as well as temporary objects such as equipment, boxes and garbage containers, etc.; and

(d) curb ramps should be provided wherever there is a level difference between the sidewalk, or pedestrian pathway, and the intended travelled surface.

Construction Site Protection and Hoarding

16. The submitted CMP shall include details for the proposed hoarding or protection arrangement, such that:

(a) public ways are physically separated from all active construction sites with an adequate safety barrier;

(b) sites where the building footprint or excavation lies within 2m of the public ROW, this barrier must be constructed of solid (opaque) hoarding material, minimum 2.4m high;

(c) covered ways must provide minimum clear width of 1.5m;

(d) covered ways must be illuminated;

(e) all hoarding must be designed to sustain loads that it is likely to be subjected to such as wind and snow loads, as well as falling debris;

(f) allow for sufficient clear width to accommodate snow removal equipment with space for snow storage;

(g) be constructed so as to not impede vehicular traffic sight lines ('daylight triangles') at intersections; and

(h) consider having viewing cut-outs in solid fencing, complete with protection, to allow for public viewing. Viewing ports should be located in safe areas where public congestion will not pose a safety hazard.

Site Protection Aesthetics

17. (1) The submitted CMP is encouraged to include details of how to make the site protection systems more aesthetically pleasing. Certain elements that would be considered to beautify a hoarding or fencing system include:

- (a) project renderings;
- (b) sales and marketing information;
- (c) community murals;
- (d) local advertising for businesses in the affected area; and
- (e) rigidly attached project banners of high quality durable material.

(2) Projects that incorporate one or more of the above techniques to help improve the aesthetics of their site protection measures and mask the site to improve the public experience and mitigate negative impacts from the construction activities may be eligible for 50% reduction in encroachment fees for the areas implementing the beautification.

Project information and Contacts

18. (1) Appropriate signage shall provide the following minimum information:

- (a) project description,
- (b) project timelines,
- (c) developer contact information, and
- (d) project manager contact information.

(2) The sign shall be legible and include a clearly identifiable company name, phone number and e- mail address for those responsible for the construction site.

(3) Project information signage should be placed on site after a permit has been issued or a minimum of 10 days before construction begins to ensure the public has adequate time to adjust their travel patterns and usage of the street(s).

Pedestrian Detour Way-Finding

19. Pedestrian detour wayfinding signs should be used to efficiently and seamlessly direct pedestrians and cyclists as they navigate the detour route. A typical sign for a temporary pedestrian detour should include:

- (a) information on the duration the walkway will be in place;

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- (b) restrictions (beginning and end dates);
 - (c) project contact number for questions or complaints;
 - (d) way-finding guidance of temporary routes; and

(e) pedestrian way-finding information may also include specific directions to certain facilities or business that may be impacted by the detour routes.

Nav Canada and Transport Canada Regulatory Approvals

20. (1) All CMP's shall include a geospatial plan indicating the proposed location of all cranes, mobile or stationary tower cranes.

(2) Subject to subsection (1), the CMP shall assess the location in relation to potential flight paths, and must determine whether Transport Canada regulatory approval or Nav Canada notification is required.

Operations Above the Public Realm

21. The submitted CMP shall include the following provisions for proposed crane operations or lifting of heavy loads over the public realm:

(a) notwithstanding level-luffing cranes, tower cranes shall be sited so that there is at least 3m clearance between the end of the boom and the nearest obstacle or building and as much as possible, tower cranes should be sited to avoid loads being handled over occupied areas;

(b) measures for ensuring that people are not placed at risk from the operation of the crane;

(c) no loads should be moved or suspended over people;

(d) at no time shall a load be left suspended over the public realm;

(e) routines for requiring continuous and thorough checks for area specific hazards;

(f) if a load must be transferred over a public space or right of way, the area shall be closed to access (in accordance with short duration traffic control protocols as specified by NSTCM) during the move; and

(g) when loads have to be handled in the vicinity of persons, extreme care should be exercised and adequate clearances allowed.

Site Safety and Security

22. The CMP shall identify on-site safety protocols and consider at minimum, but not limited to, the following information:

(a) access gates shall be clearly marked as per the traffic management plan;

(b) signage shall be placed outside the hoarding, which warns of hazards that may exist, in accordance with applicable Occupational Health and Safety regulations;

(c) gates shall be locked and the perimeter fencing or hoarding secured to provide security against public access during off work hours and monitored in high traffic areas during operation;

(d) hoarding shall be marked clearly “No Trespassing – Construction Personnel Only”, and personal protective equipment requirements clearly marked (e.g., “Hard Hats and Safety Footwear Must Be Worn Beyond This Point”);

(e) the contractor or owner shall conduct regular inspections, as required, of hoarding for general condition and have a scheduled inspection procedure in place; and

(f) emergency contact information, as required by the jurisdiction having authority, shall be prominently posted.

Material Handling, Loading and Unloading, Delivery, and Vehicle Staging

23. (1) To safe guard construction workers and the public from falling materials, equipment, tools and debris from a construction project, the CMP shall consider such factors and the contractor or owner shall:

(a) conduct a pre-project hazard assessment;

(b) identify appropriate material storage/lay-down areas that may be located within 5m of the public ROW;

(c) identify dedicated material delivery routes and loading/unloading locations;

(d) identify vehicle staging (e.g. concrete delivery) areas and queueing strategy; and

(e) all materials shall be secured and protected against environmental factors, such as rain causing contaminated runoff, or wind blowing around loose objects, etc.

(2) Delivery times and peak hours of operations for surrounding businesses shall be taken into consideration when developing the CMP.

Street and Right-of-Way Cleaning

24. (1) The public travelled way, including pedestrian travelled ways shall be kept free of dirt, debris, snow, and ice, etc. at all times during construction.

(2) Site access locations and staging areas shall be monitored on a continual basis and cleaned with street sweepers, brooms, or by any means necessary to ensure the public ROW is clean and safe.

(3) The contractor or owner shall immediately act upon an order from the Municipality when directed to clean the public ROW.

(4) The contractor or owner shall maintain all encroachment areas. All temporary sidewalks shall be plowed, cleared and maintained free of snow and ice at all times.

Stormwater Management and Runoff Pollution

25. (1) Construction shall adhere to the approved storm drainage plan and the Nova Scotia Department of Transportation and Infrastructure Renewal (NSTIR) Erosion and Sedimentation Control Manual.

(2) The stormwater management plan (or sediment and erosion control plan, or environmental protection plan) shall clearly indicate drainage patterns and must consider:

(a) surface drainage patterns;

(b) catchbasin locations;

(c) material storage locations and protection measures;

(d) construction phasing;

(e) site entrance and exit locations; and

(f) runoff quantity and quality control measures; both during construction and upon project completion.

Noise and Dust Pollution

26. (1) Construction sites shall adhere to the HRM Noise By-Law.

(2) The CMP shall outline hours of operation that are consistent with the Noise By-Law, including holiday and weekend restrictions.

(3) Portable loud equipment, such as generators, compressors, mixers, etc., shall be located away from adjacent properties and the Municipality may require noise barriers to be erected/installed in sensitive areas, such as near schools or hospitals.

(4) When construction activity is located within a strictly business setting, or in the center of an industrial park, or similar locations where people are generally not present after normal operating hours, it may be viable and reasonable to consider 'night work' or 'after hours' construction activity.

(5) The Noise By-Law does allow for a Grant of Exemption by Council. If an exemption is to be sought, the submitted CMP shall outline the following minimum considerations:

(a) proposed hours of operations;

(b) details of the equipment and activities to be performed during the exemption;

(c) details of any noise buffering or mitigation measures that will be implemented during the proposed exemption; and

(d) an assessment of the surrounding community (e.g. strictly business district; industrial park; or residential setting), including any potential sensitive areas, such as schools or hospitals.

(6) Noise By-Law exemption requests will be processed according to the procedure outlined in Section 6 of N-200, the Noise By-Law.

27. (1) The CMP shall consider dust control measures. The plan shall include details regarding construction phasing and sequencing, on-site measures to reduce dust from escaping the site, as well as cleaning and mitigation measures in the immediately impacted areas.

(2) The contractor or owner shall have immediate access to a watering truck, or equivalent, to proactively control dust during dry conditions.

(3) The Municipality may direct the contractor or owner to water the site or to use water for cleaning in the ROW as necessary.

(4) The CMP shall indicate proposed dust and debris mitigation techniques for upper floors and at all elevations, as well as the ground level where dust/debris may escape.

Emissions Control

28. (1) Emissions from combustion engines (diesel or gasoline) shall meet the applicable regulations and manufacturer specifications.

(2) All vehicles and equipment used on site shall be properly maintained such that engines will function according to manufacturer specifications.

(3) The CMP shall consider appropriate locations for vehicle or equipment engine exhausts within the site, as well as vehicle staging areas (e.g. concrete delivery) such that exhaust emissions are reasonably minimized.

(4) Vehicle staging shall be queued such that vehicles are not permitted to idle outside of designated loading and unloading zones or the active work area for more than 25 minutes.

Pre-Construction Meeting

28. (1) For any work to which these guidelines apply, it may be necessary to have a pre-construction meeting to discuss the scope of work, review the CMP, and establish an effective communication plan.

(2) Stakeholders invited to attend may include (but is not limited to) the owner, developer, contractor(s), inspector(s), Transit, Utilities, Traffic Services, and Development Services.

(3) In addition to representatives of the developer, contractor, and municipal agencies, the CMP must also assess the needs of surrounding businesses and institutions, including such considerations as local deliveries, special events, or other specific criteria that may impact their operations.

(4) The Municipality may require a representative from the local business district, surrounding community group, and/or institution to be invited to the pre-construction meeting, if applicable.

(5) The need for a pre-construction meeting, the timing, and complexity of the meeting will be dependent on the scale and complexity of the project, the site, and the surrounding community as determined by the Municipality during the review of the CMP.

(6) A pre-construction meeting should be held a minimum of 10 days prior to the start of any construction activity.

Notification Requirements

29. (1) All construction work within the HRM Right-of-Way is subject to the notification requirements specified in the HRM TCM Supplement.

(2) The CMP shall assess the impacts of these street closures and disruptions on the surrounding community and the contractor or owner shall distribute notification to all affected property owners regarding the planned disruption.

(3) Initial notices shall be hand delivered to all property owners or businesses within the closed area and shall contain the following:

(a) the name of the person or company responsible for the closure, including a contact person and telephone number;

(b) the intended date and time the closure or disruption will commence;

(c) the expected duration of the closure or disruption; and

(d) the location of the closure or disruption and affected area.

(4) Notices of closures or planned disruptions to utility services shall be delivered a minimum of 5 business days in advance of street closures or utility disruptions. This notification can occur concurrently with the review by the Municipality.

(5) After the initial hand-delivered notification, the contractor shall provide confirmation to HRM that the notices were delivered, including a list of all the civic addresses included in the distribution.

(6) In addition to the notification process above, HRM shall issue a Public Service Announcement in advance of the closure of any street on the list found in Schedule A of the HRM TCM Supplement.

(7) During pre-construction consultation with the surrounding community, the owner or contractor may choose to supplement the initial hand delivered notice with additional communication methods such as:

(a) email,

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- (b) social media group,
 - (c) website links,
 - (d) telephone, and
 - (e) regular community engagement meetings (at an interval and time to be determined by the developer).

(8) The CMP may assess additional supplemental communication strategies if deemed to be more effective and efficient.

(9) Should unforeseen conditions or weather cause a delay or necessitate unexpected closures or disruptions, the Municipality may:

- (a) postpone or extend the closure or disruption, and
- (b) require additional notification redistributed to the affected area.

Conditions

30. The approved CMP shall be kept onsite at all times.

31. If the project changes ownership or contracting services, the Municipality shall be notified, and the new parties must agree to comply with an approved CMP in writing.

32. (1) The contractor or owner shall inspect the implementation of the CMP on a daily basis at minimum and keep a detailed inspection and maintenance log.

(2) The Municipality may direct maintenance or adjustment of certain elements as required, and may request to view the inspection and maintenance log.

Done and passed in Council this 19th day of July, 2016.

Mayor

Acting Municipal Clerk

I, Sherryl Murphy, Acting Municipal Clerk of the Halifax Regional Municipality, hereby certify that the above noted Administrative Order was passed at a meeting of Halifax Regional Council held on July 19, 2016.

Sherryl Murphy, Acting Municipal Clerk

Notice of Motion:

June 14, 2016

Approval:

July 19, 2016

Effective Date:

July 23, 2016