

TOWNSHIP OF ESQUIMALT DEVELOPMENT PROTOCOL

This Development Protocol is intended to provide Developers and Prime Contractors with the Township requirements and expectations for site preparation and construction activities, while preventing significant disruption or impacts to neighbouring residents, properties, businesses, infrastructure, and the natural environment. The information provided here is not comprehensive; please see the associated Township bylaws referred to in this document or contact the Township directly should assistance be required.

PART 1: APPLICATIONS OF THE DEVELOPMENT PROTOCOL

The Development Protocol applies when:

1. preparing a site for development (clearing, blasting, excavating)
2. demolishing or moving an existing building or other structure
3. adding onto or renovating an existing building or other structure
4. constructing one or more new buildings or other structures
5. transporting materials or equipment to or from a site

PART 2: PRE-CONSTRUCTION PREPARATION

The Township of Esquimalt has several bylaws and policies which regulate development activity. The Developer and Prime Contractor are required to ensure that all workers adhere to all Township bylaws.

PART 3: BYLAWS

1. [Bylaw No. 2898 Streets and Traffic Regulation Bylaw](#)
2. [Bylaw No. 2826 Maintenance of Property and Nuisance Regulation Bylaw](#)
3. [Zoning Bylaw No. 2050](#)
4. [Parking Bylaw No. 2011](#) (to soon be updated)
5. [Tree Protection Bylaw No. 2837](#)
6. [Subdivision and Development Control Bylaw No. 2175](#)
7. [Building Regulation Bylaw No. 2899](#)
8. [Watercourse and Drainage Regulation Bylaw No. 2971](#)
9. [Sign Regulation Bylaw No. 2252](#)
10. [Blasting Bylaw No. 2982](#)

PART 4: HOURS OF OPERATION

The Developer and Prime Contractor are responsible for ensuring that construction activity does not occur between the hours of 10:00 p.m. and 7:00 a.m. on a Monday to Friday, and between the hours of 10:00 p.m. and 9:00 a.m. on a Saturday, Sunday, or Holiday.

PART 5: SITE CONDITIONS

The Developer and Prime Contractor are responsible for:

1. Controlling workers' conduct including the restriction of loud music; prohibiting foul, insulting, or offensive language; and discouraging the unnecessary idling of equipment and vehicles. Signs advising of these restrictions must be posted at the construction site for the benefit of sub-trades.
2. Providing and maintaining site security including night lighting, fencing, and hoarding around the perimeter of the construction site to prevent unauthorized entry.
3. Maintaining the site and adjacent roadways, boulevards, sidewalks in a clean condition; minimizing the amount of dirt and debris surrounding the construction site; spraying with water to control dust; and cleaning up the site and adjacent roadways once construction is completed.
4. Submitting a Dust Abatement, Control, and Mitigation Management Plan to the Engineering and Public Works department prior to the start of construction.
5. Repairing any damage or paying for repairs to municipal roadways, boulevards, sidewalks, or other infrastructure caused during construction.
6. Ensuring that no items, including vehicles and equipment, are placed on municipal, roadways including boulevards, or other municipal property without specific prior approval and the posting of an agreed upon security.
7. Ensuring that there is no water damage to neighbouring properties, that natural drainage patterns are maintained and that any surface run-off is contained on-site.
8. Entering into a crane swing/encroachment agreement should it be required based on project scope and means of construction.
9. Managing silt and sediment and installing catch basin socks to protect waterways within development catchments, and cleaning of the catch basins as necessary.
10. Providing construction dewatering designed by a registered professional which conforms to CRD, Provincial and Federal regulations and ensuring Township review and acceptance before discharging into a municipal system.

PART 6: EXISTING ROADS AND PROPERTY

The Developer and Prime Contractor are responsible for:

1. Pre-construction photos and/or video with sub-standard items to be identified, in writing and photos, to the Engineering

- Department, prior to the start of work.
2. Repairing any damage to existing roads and property not previously identified.
 3. Keeping roads clean of unwanted material (mud, cement, wrappings, wire, scrap lumber, etc). If this is not done, the Director of Engineering and Public Works will arrange for the work to be completed, which will be charged to the Developer.
 4. Scraping and sweeping the road surfaces before flushing (water must be neutralized with Penta Sodium Thiosulphate).
 5. Keeping sidewalks clear of construction materials, fences, and debris and keeping them clean and passable for pedestrians.

PART 7: CONTRACTOR/TRADES PARKING

The Developer and Prime Contractor are responsible for:

1. Providing the Engineering and Public Works Department with a construction parking plan, in advance of construction activities, to ensure the lawful parking of vehicles off-site.
2. Workers' vehicles parking in appropriate locations which do not interfere with the movement of neighbourhood traffic or obstruct entry or egress from other properties.
3. Conveying that parking fines may result if vehicles are parked illegally.
4. Encouraging, whenever possible, workers to carpool, take transit, walk, cycle, or get dropped off at a jobsite rather than drive to the site as a single occupant of a motor vehicle.

PART 8: SPILL PREVENTION

The Developer and Prime Contractor are responsible for following best management practices on the construction site to minimize the potential impact of spills:

1. A spill kit must be located in an accessible location on site.
2. Activities that carry a risk of materials' spills must take place within a bermed staging area. These activities include mixing concrete or other materials, any vehicle fuelling, and other maintenance of equipment that is done on site.
3. If a spill does occur, it must immediately be reported to the Qualified Environmental Professional and to the Provincial Emergency Program. Written notification must follow within two weeks of the verbal report.
4. If a spill does occur, site personnel must immediately take steps to stop the discharge (if possible). As quickly as possible, they must contain the spill, clean up the affected area and dispose of waste materials at an approved disposal site.
5. All hydraulic systems, fuel systems and lubricating systems must be in good repair.
6. Equipment must be inspected before commencing work. Equipment with fuel or fluid leaks must not be permitted to work within or above any watercourse. Any equipment that develops a leak must immediately be removed from the site and repaired.

PART 9: SIGNING AND TRAFFIC CONTROL

The Developer and Prime Contractor are responsible for:

1. Obtaining required Road Allowance Occupation Permits from Engineering staff prior to commencement of work on the road right of ways. Lead time to process these permits will vary based on the impacts to the right of way/public and may require a traffic management plan.
2. Ensuring that all works within the right way shall conform to WorkSafe BC guidelines with all signage and traffic control personnel requirements meeting the latest edition of MOTI's Traffic Management Manual for Work on Roadways

PART 10: CONSTRUCTION FENCING/COVERED WAYS/HOARDING

The Developer and Prime Contractor are responsible for providing hoarding around construction sites to a standard that no person is exposed to undue risk according to B.C. Building Code 2006, Part 8, Safety Measures at Construction and Demolition Sites.

PART 11: NOTIFICATIONS AND CONTACTS*

The Developer and Prime Contractor are responsible for delivering written notification to all properties within 45 metres (150 feet) of the property being developed, advising of:

1. The type of work proposed.
2. The anticipated start date and estimated construction period.
3. The dates of any blasting activity (this will require collaboration with the company responsible for blasting).
4. The dates and times of sandblasting (any sanding, roughening, or engraving of surfaces which may cause excessive dust).
5. Names and telephone numbers of the Prime Contractor/Developer.

*A copy of this notification is to be given to the Engineering and Public Works department prior to the start of construction.

PART 12: CONTACTS

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| Building and Plumbing Official | 250-414-7106 |
| Development Services | 250-414-7103 |
| Engineering and Public Works | 250-414-7108 |
| Bylaw Services | 250-414-7161 |