

# Corporate Policy

100 Newport Drive, Port Moody, BC, V3H 5C3, Canada  
Tel 604.469.4500 • Fax 604.469.4550 • [www.portmoody.ca](http://www.portmoody.ca)

Section:	Engineering and Public Works	11
Sub-Section:	Traffic Control	5460
Title:	Construction Traffic and Trades Parking Management Plan	2025-01

## Related Policies

Number	Title
<a href="#">BL2859</a>	Anti-Idling Bylaw
<a href="#">BL3200-C</a>	Building Bylaw
<a href="#">BL1399-C</a>	Sound Level Bylaw
<a href="#">BL3218-C</a>	Municipal Ticket Information Authorization Bylaw
<a href="#">BL1528-C</a>	Street, Traffic, and Public Places Bylaw

## Approvals

Approval Date: June 17, 2025	Resolution #: <u>CIPC25/046</u>
Amended:	Resolution #:
Amended:	Resolution #:
Amended:	Resolution #:

## Corporate Policy Manual

### Construction Traffic and Trades Parking Management Plan

## Policy

The City of Port Moody has experienced a significant increase in development activity over the last several years and it is anticipated that this level of activity will continue for the foreseeable future due to amendments to the City's Official Community Plan and the introduction of the new Provincial housing initiatives enacted by Bills 44 and 47 in 2023.

Construction activity has and will continue to have impacts upon adjacent residential properties and businesses, traffic, pedestrian, and cyclist movements and in some cases, upon environmentally sensitive areas. Some of these impacts are legitimate and unavoidable, including, for example, material deliveries, crane installation, and extended concrete pours, while others may be classed as nuisances including noise, vibration, lighting, traffic queuing, and other mobility impacts, which will vary by type of project. Two such impacts, prevalent to some degree at most project sites, are construction traffic and equipment movements and staging and construction trades parking. To address these impacts, this Construction Traffic and Trades Parking Management Policy sets out the City's requirements and expectations.

The objectives of a Construction Traffic and Trades Parking Management Plan are to:

- manage construction vehicle and equipment staging and movements within the community;
- ensure that parking associated with construction trades is managed to minimize impacts to residents and local businesses; and
- provide for the safe passage of pedestrians, cyclists, and vehicle traffic around construction sites with as little inconvenience and delay as possible.

## Definitions

For the purposes of this Policy, the following definitions apply:

"City" means the City of Port Moody;

"Designate" means those persons designated by the General Manager of Engineering and Operations, and includes the Chief Building Official and the Manager of Infrastructure Engineering Services;

"General Manager" means the General Manager of Engineering and Operations;

"Low Density Residential Project" means residential projects for which a building permit is required and includes, single family or two-family buildings, accessory dwelling units and small scale multi-unit housing.

"Owner" means the owner of the land that is the subject of the construction project, development permit, building permit, or other project requiring a Construction Traffic and Trades Parking Management Plan. For most cases, this would be the Owner or Developer of the project.

## Corporate Policy Manual

### Construction Traffic and Trades Parking Management Plan

“Plan” means a Construction Traffic and Trades Parking Management Plan.

“Prime Contractor” means that individual or company authorized to act as a prime contractor in accordance with the *Workers Compensation Act*. For the purposes of this policy, the Prime Contractor may change over the course of a construction project.

## Procedures

### 1. Authority

The General Manager of Engineering and Operations, or their designate, is authorized to implement this policy and require the submission of a Construction Traffic and Trades Parking Management Plan for acceptance prior to the issuance of any permits for demolition works.

### 2. Plan Requirements

A Plan is required for all building construction projects that could impact surrounding businesses and residents and interrupt the movement and safety of pedestrians, cyclists, and vehicle traffic except where exempted under section 3.

The requirement for the Plan will also be required for projects within or adjacent to, roadways or environmentally sensitive areas undertaken by, or on behalf of, the City, or by third parties such as BC Hydro, Fortis, Metro Vancouver, etc. at the discretion of the General Manager or their Designate.

As construction projects may create different impacts at different milestone stages of a project (e.g. excavation vs. building construction), the General Manager or their Designate may require that the Plan be amended to address changing requirements over the course of the project.

The Plan must be prepared and submitted in accordance with the Terms of Reference included in section 9 of this policy.

In the case of projects other than the construction or renovation of Low-Density Residential Projects, the Plan shall be prepared by a qualified professional engineer or accredited architect and submitted by the Owner with the responsibility to implement and manage the Plan.

In the case of smaller projects where impacts are expected to be limited or traffic control is not required, the Plan may be prepared by the Prime Contractor and submitted by the Owner for acceptance by the City.

Depending upon the scope and scale of the construction activity or, if road detours are required, the General Manager or their Designate may require that aspects of a Plan include designs and studies prepared by an appropriately qualified engineer licensed in BC, to ensure identified issues are addressed appropriately. Issues may include but are not limited to: the road geometrics of a selected route or detour route, bridge and utility capacity, pavement condition and capacity, and traffic capacity.

## **Corporate Policy Manual**

### **Construction Traffic and Trades Parking Management Plan**

Where a detour involves a bus route, written confirmation that the proposed detour route is acceptable to TransLink is required.

#### **3. Exemptions**

A Plan is not required in the case of building construction projects for which building permits are not required.

Where projects requiring a building permit, including site excavation works, or minor infrastructure works are determined to have minor construction traffic and parking impacts, the General Manager or their Designate may exempt the project from the requirement to provide a Plan.

#### **4. Timing**

When required, a Plan shall be provided in conjunction with a building permit application, in a form acceptable to, and accepted by, the City prior to the issuance of any building permit for site excavation or, building construction or, prior to approvals for any off-site construction, including environmental and utility infrastructure works. The Owner and Prime Contractor(s) shall sign off on the Plan prior to submission to the City.

#### **5. Highway Use Permit**

A Highway Use Permit is required prior to any work on City roads or, the use of a road allowance for construction vehicle and equipment staging, materials deliveries and storage, crane laydown and assembly, and concrete pours or similar actions.

#### **6. Construction Vehicle Staging**

Construction vehicles and equipment shall be parked or stored on the construction site as far as is practical.

Where construction vehicles and equipment are staged off of the construction site, such staging shall occur on private property if a site suitable for the purpose is available. Depending upon the zoning, a Temporary Use Permit may be required.

The use of any municipal off-street property, including parks, for construction vehicles and equipment, will require explicit approval by the City and may require the issuance of a Licence to Occupy or lease, including payment of fees and rents as appropriate.

Where off-street parking and staging of construction vehicles and equipment is not feasible, and it is necessary to utilize a public road allowance or public parking lot for that purpose under a Highway Use Permit, no vehicle or equipment staging may commence outside of the hours of construction established in the City of Port Moody Sound Level Bylaw.

Construction vehicle and equipment movements shall be limited to the Major Road Network and arterial and collector roads to the greatest extent possible and the shortest local road route leading to the construction site or designated staging areas. A Road Network Map illustrating road classifications is attached as Schedule "A" to this Policy for reference.

## **Corporate Policy Manual**

### **Construction Traffic and Trades Parking Management Plan**

Staged construction vehicles and equipment may not idle in contravention of the City of Port Moody Anti-Idling Bylaw, unless the vehicle's engine provides the primary source of power to operate the equipment (i.e. concrete trucks, pumper trucks, traffic control trucks, etc.).

#### **7. Construction Trades Parking**

It is the responsibility of the Owner to manage their trades parking.

Construction trades parking shall be restricted to the construction site to the greatest extent possible.

Where trades parking cannot be provided and maintained on the construction site, the contractor shall secure another off-street site or sites for trades parking (note that some sites may require a Temporary Use Permit where zoning does not allow parking as a principal use). Where an off-site location is beyond a 400m walking distance, the Owner or Prime Contractor is required to arrange a means to shuttle trades persons to and from the construction site.

The use of any municipal off-street property, including park parking lots, for trades parking will require explicit approval by the City and may require the issuance of a Licence to Occupy or lease, including payment of fees and rents as appropriate.

Any off-site properties used for parking shall be appropriately surfaced to ensure it can accommodate vehicles and equipment safely and without erosion and/or environmental impacts upon abutting properties. No discharge of deleterious materials is permitted onto City roads, drainage systems, or into environmentally sensitive areas.

Aside from compliance with prevailing on-street parking regulations, the General Manager or their Designate may on a case by case basis, require as part of a Plan, that the Owner implement an additional measure which may include the establishment of: a temporary Resident Only Permit, Pay Parking, or, Customer Only Parking areas for the duration of the construction work and the Owner or Prime Contractor shall be responsible for all associated costs to design, implement, operate, and deactivate the measure.

The General Manager or their Designate may establish on a case-by-case basis, areas where trades parking is not permitted, which may include areas adjacent to businesses and sensitive uses such as hospitals, schools, libraries, parks, etc. or other high parking demand areas.

#### **8. Conformity With Other Bylaws and Policies**

A Plan shall comply with all applicable City bylaws and policies and the City's Good Neighbour Guidelines.

## Corporate Policy Manual

### Construction Traffic and Trades Parking Management Plan

#### 9. Construction Traffic and Trades Parking Management Plan Terms of Reference

Unless determined otherwise by the General Manager or their Designate, a Construction Traffic and Trades Parking Management Plan shall include:

- (i) a written description of the construction work, including:
  - a. a sign or signs posted on the construction site and visible from a road identifying the contact information for the Owner, the Prime Contractor and any designated contact person;
  - b. a map of the construction site showing adjacent properties and site access points;
  - c. a schedule identifying each milestone phase of work (demolition, excavation, foundation, and construction) with an estimated length of time each phase will take and an estimated completion date;
- (ii) a map or maps illustrating truck routing and staging areas
- (iii) a written description of all potential impacts to existing sidewalks, trails, cycling infrastructure, and roads, including the need for and length of closures, the impact mitigation methods, and map of pedestrian, cycling, traffic, and transit detour routing;
- (iv) an estimation of the number of truck trips that may be generated at various milestone stages of construction;
- (v) a materials delivery schedule for each development milestone phase;
- (vi) a written indication as to how trades parking demand will be addressed;
- (vii) a map and plan for temporary parking resident only, permit only, pay parking, customer only parking areas, if such measures are required;
- (viii) a traffic management plan identifying all signage, pavement markings, channelization devices, and the location of traffic control persons. This plan must be in accordance with the *Workers Compensation Act* – section 18, the Traffic Control Manual for work on Roadways – BC Ministry of Highways, and the Canadian Manual of Uniform Traffic Control Devices;
- (ix) an identification of potential impacts on intersection signalization and potential traffic queuing;
- (x) an Erosion and Sediment Control Plan;
- (xi) pre- and post-road condition assessments prepared by a qualified professional, a street condition and maintenance plan, including wheel wash locations and construction details, a street sweeping schedule, and the manner in which the Erosion and Sediment Control Plan will be addressed;
- (xii) a communication plan in accordance with the requirements under section 10 of this policy;
- (xiii) a map or maps identifying all required detour routing and proposed road closures. Where detour routing or road closures are required which impact transit service or emergency vehicle routing, the proponent must provide written approval from the appropriate agencies on proposed detour routing in conjunction with the submission of the Plan;
- (xiv) an indication of other known construction projects within 800m of the construction site that are underway or may be initiated within the same time frame as the subject project; and

## **Corporate Policy Manual**

### **Construction Traffic and Trades Parking Management Plan**

- (xv) any other related requirements the General Manager or their Designate may deem appropriate.

Construction Traffic and Trades Parking Management Plan templates may be made available by the City in the future.

#### **10. Communication Protocols**

Following the issuance of a building permit, or City authorization to initiate works within a road allowance or initiate environmental enhancement works, prior to the start of any vehicle mobilization and site work, the Owner or Prime Contractor is responsible to provide notice of the new construction to the properties within a 400m-radius of the perimeter of the construction site unless the General Manager or their Designate determines that the notification boundary be altered. In the case of Low-Density Residential Projects, the notice shall be sent to properties within a one block radius of the site.

The notice shall be in the form as outlined in Schedule "B" to this policy.

Where the Owner or Prime Contractor secures a property for off-site construction vehicle and equipment or trades parking, notice shall be provided to surrounding properties within a 140m-radius of the perimeter of the site and the notice shall be in the form included as Schedule "C" to this policy.

The notification required under this section shall be distributed not more than one month and not less than one week prior to the commencement of any site work.

Where the Owner or Prime Contractor fails to provide the required notification, the City may provide notification and draw down on the security outlined in section 11 to cover the costs of notification.

#### **11. Compliance / Enforcement**

The City will take a zero-tolerance approach to non-compliance with this policy.

The onus is on the Owner and Prime Contractor to comply with the terms of this policy, the accepted Construction Traffic and Trades Parking Management Plan, and any Highway Use Permit issued by the City.

In order to ensure compliance with the Plan, the City may require that the Owner provide a refundable security in an amount of at least \$2,000 for Low Density Residential Projects or \$10,000, or greater, for larger projects, as determined by the General Manager or their Designate. Should the Owner or Prime Contractor(s) fail to complete aspects of the Plan in a timely manner, the City may draw on the security to perform the work, recover unpaid ticketing fines, or fund other related activities as required. Once the City agrees that the Plan has been fully executed, the Owner may apply to the City in writing requesting release of any remaining security.

## **Corporate Policy Manual**

### **Construction Traffic and Trades Parking Management Plan**

Bylaw Enforcement Officers may issue tickets where authorized under the Municipal Ticket Information Authorization Bylaw.

Public complaints related to construction traffic or trades parking management shall be directed first to the Owner's designated personnel. If not addressed by the designated site personnel, it may be forwarded to the City for review.

## **Monitoring/Authority**

The Manager of Infrastructure Engineering Services and the Chief Building Official are delegated the responsibility to monitor compliance with this Policy.

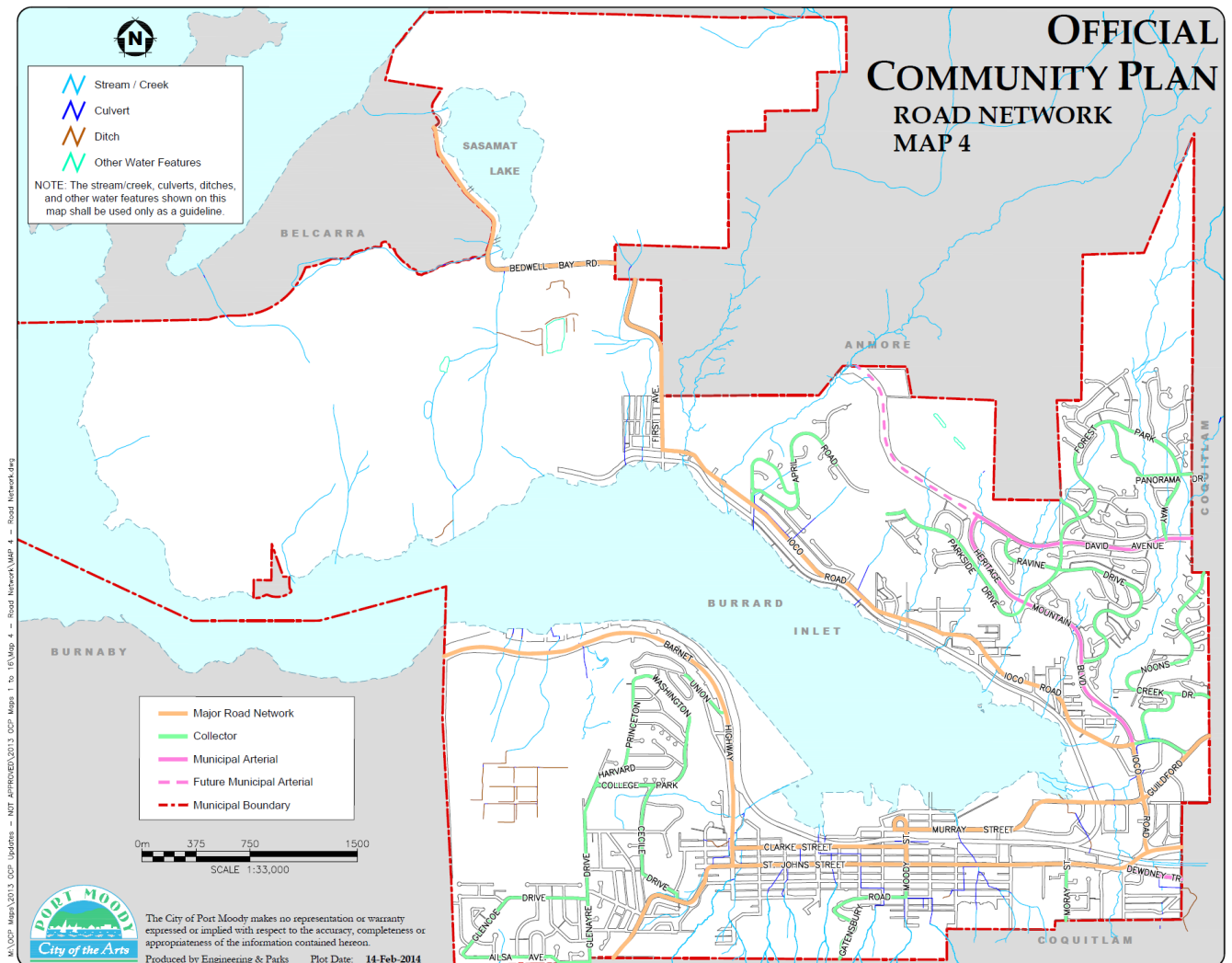


# Corporate Policy Manual

## Construction Traffic and Trades Parking Management Plan

### SCHEDULE A

### ROAD NETWORK MAP



SCHEDULE B

NOTICE OF NEW CONSTRUCTION LETTER TEMPLATE

**ON OWNER / PRIME CONTRACTOR LETTERHEAD**

Date

Dear Neighbor

**Re: Notice of New Construction Project**

This letter is to notify you of an upcoming construction project in your neighbourhood as required by the City of Port Moody's *Construction Traffic and Trades Parking Management Policy*.

I *<am/represent>* the owner, *<insert developer's name>* of the project located at *<insert address>* .

Port Moody City Council has issued a development permit for the project which consists of *<insert brief details>* .

We anticipate that we will start to mobilize vehicles and equipment to begin the demolition process by *<insert date>* . All work will be conducted in accordance with the City's Sound Level Bylaw, between 7:00am and 5:00pm, Monday to Friday and 9:00am to 6:00pm on Saturdays and other related Bylaws. Should it be necessary to perform work outside of those hours, we are required to first seek the City's approval and if approved, we will provide notification to our neighbors.

During the construction process, traffic control will be required at various stages and for general safety, temporary sidewalk/pathway closures may occur. Should road closures be necessary, detour routing will be established in conjunction with the City and that will be communicated to our neighbors.

We understand that trades parking may be an issue in some areas and we will accommodate those needs on the construction site as far as is practical or, on an alternate site. Any on-street overflow trades parking will be subject to the prevailing parking regulations.

We are sensitive to the fact that building demolition, site excavation and the construction of the new building(s), may result in some unavoidable disturbances in the neighborhood. We apologize in advance for any inconvenience that this may cause and we will manage the site and construction activities to address public safety and minimize disturbances to the best of our ability.

## **Corporate Policy Manual**

### **Construction Traffic and Trades Parking Management Plan**

If you have any questions about the project or issues related to the construction work, please contact me at *insert phone #* or through the following email address *info@....* Contact information will also be identified on site signage.

Yours truly,

[Your name]

Position

cc. City of Port Moody Engineering and Operations Department

## Corporate Policy Manual

### Construction Traffic and Trades Parking Management Plan

#### SCHEDULE C

#### NOTICE OF TRADES PARKING LETTER TEMPLATE

### ON OWNER / DEVELOPER LETTERHEAD

Date

Dear Neighbor

#### **Re: Notice of New Construction Project**

I represent the owner, *<insert developer's name>* of a new construction project located at *<insert address>*.

In accordance with the City of Port Moody's *Construction Traffic and Trades Parking Management Policy*, it is our responsibility to manage our construction vehicle and trades parking.

To that end, we will accommodate construction vehicle and equipment staging and trades parking on our site as far as is practical. However, when construction progresses to the point that is not feasible, we have secured the property at *<insert address>* for equipment and trades parking. We anticipate that we will require the use of this property until approximately *<insert date>*.

We are sensitive to the fact that this may result in some disturbance to adjacent neighbors and we will manage this property and work with our tradesmen to minimize those disturbances to the best of our ability.

If you have any questions about the project or issues related to the use of the property for construction vehicle and trades parking, please contact me at *insert phone #* or through the following email address *info@....* Contact information is also provided on site signage.

Yours truly,

[Your name]

Position

cc. City of Port Moody Engineering and Operations Department