



## TOWN OF THE BLUE MOUNTAINS

### DEVELOPMENT COMMUNICATION PLAN FORM

TOWN USE ONLY	
File No.:	
Development Engineering Reviewer:	
Date Approved:	

### **Application**

This Form is for Developers seeking a Pre-Servicing or full Development Agreement with the Town. It applies to all types of developments (Subdivisions, Site Plans, Condominiums, etc.) that will undergo construction activity.

This Form, and any necessary supporting documents, will serve as the development's Communication Plan. It will form part of the Pre-Servicing or full Development Agreement. It will outline the communication requirements to be undertaken by the Developer during the implementation of their development. It shall be provided to Development Engineering staff for review, who will provide the approved version to Legal Services for the Agreement.

### **Purpose**

The purpose of this Form is to assist Developers in preparing a Communication Plan that adequately considers the impacts of their development construction to the Town, nearby residents and other interested parties, such as First Nations and Agencies.

The Communication Plan should consider significant stages of construction, various forms of available communication (letters, notices, email, Town website, site signage, etc.), and how to best consult with the Town and inform residents throughout the project.

### **Project Information**

Development Name: \_\_\_\_\_  
Developer Name/Company: \_\_\_\_\_  
Engineering Consultant Name/Company: \_\_\_\_\_  
Contractor Name/Company (if known): \_\_\_\_\_

### **Project Notification Sign**

All developments shall erect Project Notification Sign(s) at each development site entrance at least two (2) weeks before construction activity commences. The signs shall be maintained until the major construction activities are complete.

The Sign(s) shall be 2.4 m wide X 1.2 m tall and to the Town's template available on the Development Engineering webpage (<https://www.thebluemountains.ca/planning-building-construction/development-engineering>).

A proof/mock-up of the sign with a sketch showing proposed signage location(s) and orientation shall be provided to Development Engineering staff prior to the construction of the sign(s).

The emergency contact and phone number on the sign must be available after-hours (ie: not an office phone number).

### **Impacts to Consider for Notices to Resident & Stakeholders**

Which of the following resident services/uses will be impacted by the proposed development and how will the impact be mitigated?

<b>Services / Uses</b>	<b>How mitigated?</b>
Water / Wastewater services	
Garbage / recycling pick up	
Driveway access	
Streetlights	
Road or lane closures	
EMS access	
Sidewalk, pathway, trail closures/detours	
Mail delivery	
Utility services (gas, hydro, communications)	
Utility locate flags / paint markings	
Dust, noise and/or vibration	
Forested area / tree clearing	
Utilizing existing easements	
Disturbance to boulevards fronting existing residents	

## Notice of Construction Activity

The Developer shall prepare a Notice informing of upcoming construction activities and the potential impacts to residents. A template is available upon request. The Notice shall include the following minimum information:

- Project Name
- Type of construction (ie: Tree Clearing, Earthworks, Site Servicing, Road Construction, etc.)
- Start and End dates
- Key Plan Map identifying site location
- Contractor name
- Details for service interruptions and how each will be accommodated, or indication that additional notification will be provided in advance with details.
- Details for road or lane closures, or indication that additional notification via Notice(s) or Road Signage will be provided in advance with details.
- Information regarding temporary impacts that residents are likely to experience (ie: Seeing construction equipment, dump trucks, and site crews operating. Hearing noise from the construction activities, in accordance with the Town Noise Control Bylaw 2002-9. Smell of asphalt during paving.)
- Identification of Town webpage link for the development project
- Contact Information (name, company, phone number, and email) for:
  - Engineering Consultant
  - Developer
  - Contractor
  - Emergency Contact
  - Town Development Engineering  
([developmentengineering@thebluemountains.ca](mailto:developmentengineering@thebluemountains.ca), 519-599-3131 x220)

The Developer shall deliver the Notice to residents within a 120 m radius of the site, and/or as determined appropriate through consultation with Development Engineering staff. Development Engineering staff are to review the Notice before it is delivered.

The final PDF version of the Notice shall be provided to the Town for posting on the Town's website and/or social media accounts by the Town.

## Other Notices

Depending on the scope of works included in the Notice of Construction Activity and the construction sequencing of the development (ie: if gaps in construction activity will occur at the site), a second or additional Notice(s) may be required to inform residents of upcoming construction activities.

## Site Meetings

The Developer shall invite Town Development Engineering staff to attend the pre-construction meeting. The meeting shall be held once a Pre-Servicing or Development Agreement has been full executed for the site.

Depending on the construction complexity and duration, regular site progress meetings should be discussed at the pre-construction meeting and may be required by Development Engineering staff.

## Construction Schedule

A schedule of construction activities shall be provided to the Town at the pre-construction meeting and updated routinely, as needed.

The schedule should identify estimated time frames for erosion & sedimentation controls, tree clearing, grubbing, grading, import/export fill activities, civil servicing, external works, streetlights, concrete curb/gutters, paving, sidewalks, trails, landscaping, and any other significant construction activities.

## Special Considerations

Additional communication may be required if bedrock removal (pneumatic hammering, blasting), pile driving, significant dewatering, or other special construction methods are proposed that have the potential to impact existing residents or Town services. Note the Town may require confirmation of insurance coverage for these types of works. Please explain how communication for these types of construction methods will be achieved to inform residents of impacts they may experience.

[illegible]