

This bulletin contains information relating to the required submissions and approval process for individuals planning to carry out any work activities inside the public street right-of-way limits.

1.0 Intent

- .1 The purpose of this bulletin is to provide clear and concise information to the public in a timely and accurate manner, with the aim of promoting transparency, accountability, and compliance with current, pending, and proposed municipal legislation (where applicable).
- .2 The information contained within this bulletin may be provided ahead of legislative (resolutions, policies, regulations, and by-laws) updates for the purpose of informing the public of changes, updates, or details they may need to be aware of.
- .3 This bulletin is made available via the Town's website. A print copy can be obtained on the 2nd floor of 200 Dykeland Street. Make prior arrangements by calling (902) 542-5767.

2.0 Notice

- .1 The requirements outlined in this document are to be followed by any private property owner or contractor who plans to work or carry out any work activity including staging, loading, or unloading equipment or materials, breaking soils, or engaging in any other construction activities within the public street right-of-way for any purpose.
- .2 Make application for approval and submit the required materials a minimum of five (5) business days prior to the planned activity.
- .3 Approvals for work within the street right-of-way may only be considered and approved within the normal construction season dates of June 1 to October 31 of any given year due to the limited seasonal availability of asphalt and concrete. Temporary asphalt and special cold-weather construction provisions may be considered in exceptional circumstances with agreement to repave the work area with standard asphalt during the normal construction season.
- .4 All work carried out within the public street right-of-way shall be completed in accordance with the Town of Wolfville bylaws, applicable policies, and the Town's Municipal Standards and Specifications (or other specifications, standards, and guidelines as determined applicable by the Town of Wolfville Director of Engineering & Public Works).
- .5 All work carried out within the public street right-of-way shall be inspected and accepted by the Town of Wolfville Director of Engineering & Public Works, or their delegate.
- .6 Emergency work may be approved to be carried out under the supervision of Engineering and Public Works staff outside of the normal construction season.
- .7 Individuals failing to comply with the requirements of this document, or any other applicable municipal legislation will be issued a Stop Work directive, and may be subject to penalties and be held financially responsible for repairs and/or restorations to public infrastructure and property.

3.0 Submission Requirements

- .1 The property owner or the contractor's project manager shall prepare and submit a Project Construction Brief which will cover the following aspects of a Construction Management Plan (where applicable to the project – not all apply to every project, especially smaller ones):
 - a. Location of the work;
 - b. Nature and description of the work;
 - c. Names and contact information of the Property Owner (or Tenants), and Contractor(s);
 - d. Proposed construction schedule, and daily hours of operation;
 - e. Site and staging plan;
 - f. Traffic Control Plan(s) (TCP) if working within the travelled right-of-way;
 - g. Haul routes and staging areas;
 - h. Pedestrian Management Plan(s) (PMP);
 - i. Site signage, protection, and hoarding details;
 - j. Hoarding aesthetics details, if applicable;
 - k. Safety protocols;
 - l. Overhead crane lifting operation details and locations;
 - m. Stormwater management and Erosion and Sedimentation Control details, if not submitted elsewhere;
 - n. Description of noise, dust, and emissions controls.
- .2 Projects requiring exposing or connecting to Town of Wolfville utility infrastructure, or any other activities deemed to require engineering planning and oversight, shall include plans prepared by a Professional Engineer licenced to practice in Nova Scotia. The work shall be supervised by the engineer (or their delegate) who prepared the plan, and shall be certified by attestation that the work was completed by a competent contractor in accordance with the Town of Wolfville's requirements, and with the engineer's approved design.
- .3 All contractors applying to work within the Town's street right-of-way (or on any other Town-owned property) must:
 - a. Submit underground utility locate and Safe Clearance reports (when applicable);
 - b. Read and comply with the [Town's Contractor Health and Safety Requirements](#);
 - c. Submit the completed [Contractor Health and Safety Checklist](#);
- .4 Any individual applying to work within the Town's street right-of-way (or on any other Town-owned property) must submit a certificate of insurance (per the H&S checklist) that meets the following requirements:
 - a. Town of Wolfville named as an additional insured;
 - b. A minimum of \$5,000,000.00 coverage inclusive per occurrence for general commercial liability, incident, bodily injury, death, and damage to property;
 - c. Policy to include a cross liability clause, waiver of subrogation, and include coverage for Tenant's legal liability and personal injury (where applicable);
 - d. Coverage/policy maintained for the duration of the work.

Prepared by: Alexander J. de Sousa, P.Eng., Director of Engineering & Public Works

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