



TOWN POLICY

ADMINISTRATION POLICY:

Construction Impact Mitigation Policy

DEPARTMENT: Public Works

POLICY NUMBER: PW-009

APPROVAL: 
APPROVED BY CAO
Jeff Shaw

EFFECTIVE DATE: January 8, 2013

SUPERSEDES: Policy #C-17

UP FOR REVIEW: September 22, 2022

Policy Statement:

Construction projects are normally done by either the Town staff or a contracted company.

The purpose of this policy is to:

Outline the steps taken by the Town of Cardston prior to road, sidewalk, underground utility, or related construction projects to ensure minimal interruption to residents and commercial businesses during this construction time.

In the event of the construction being done by Town staff

Except in the case of an emergency, all anticipated affected parties will be consulted no later than 14 days prior to construction commencement (or as deemed reasonable considering all factors) to be given notice of and to receive feedback on the following items:

- 1) Approximate time frame of construction;
- 2) Plans for access to the property;
- 3) Noise, dust, or other environmental considerations;
- 4) Easements, right of ways, or temporary access agreements;
- 5) Remediation plans if site damage is anticipated; and
- 6) Any other factors that may affect the property owner/occupant.

In the event that the construction is being completed by a contractor

The Town will meet with the contractor or where applicable the managing engineer prior to construction commencement to discuss impact on any properties. Except in the case of an emergency,





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all anticipated affected parties will be consulted either by the Town or the contractor no later than 14 days prior to construction commencement (or as deemed reasonable considering all factors) regarding the following items.

- 1) Approximate time frame of construction;
- 2) Plans for access to the property;
- 3) Noise, dust, or other environmental considerations;
- 4) Easements, right of ways, or temporary access agreements;
- 5) Remediation plans if site damage is anticipated; and
- 6) Any other factors that may affect the property owner/occupant.

A log of all parties consulted and the date this consultation takes place will be recorded and archived with the construction documentation and correspondence.

