



PORT of
vancouver

Vancouver Fraser
Port Authority

Project and Environmental Review Guideline

Construction Outside Regular Work Hours

March 2023

Canada

Contents

Overview	1
Principles/Objectives	1
Requirements	1
Timing	2
Submission	2
Appendix I - Noise Screening Worksheet.....	3

Overview

This guideline is intended to assist applicants with projects on lands and waters managed by the Vancouver Fraser Port Authority, who seek approval to conduct construction work (referred to herein as “projects”) outside of the port authority’s standard work hours. These hours are Monday to Saturday, 7:00 a.m. to 8:00 p.m., with no work permitted on Sundays or statutory holidays in the province of British Columbia or Canada. This guideline supports the port authority’s Project and Environmental Review process.

Construction outside of regular work hours is also occasionally referred to as “extended hours” or “extended work hours” in this document, and in other documentation.

This guideline is intended to be used as a tool for construction planning and implementation to:

- i. Assist Applicants in preparing for a new project permit application where specific work periods outside of the port authority’s standard construction hours will be requested at the time of making a PER application; or**
- ii. Assist Permit Holders who wish to seek authorization to modify an applicable permit condition limiting hours of construction in a previously issued permit.**

Principles/Objectives

The review of requests for extended work hours are designed to foster positive relationships with adjacent communities, municipal and other stakeholders, and Indigenous peoples, while considering the unique needs of constructing in the port setting. In considering requests received, the port authority works to uphold environmental protection measures, and considerations for local communities, while incorporating the spirit of collaboration and teamwork, customer responsiveness, leadership and accountability for the benefit of all Canadians.

The port authority will consider requests for extended work hours where extenuating circumstances exist, where offsite impacts of noise resulting from the work are not anticipated, or where noise mitigations can be put in place that will limit or prevent disturbance to adjacent property owners, stakeholders, or residents.

This guidelines is specific to the need for extended work hours during the construction phase of a project and do not address ongoing site operations prior to, during, or following completion of construction.

Requirements

The following information is required to be submitted with a request for extended work hours, in order to allow the port authority to properly consider the proposal:

- Rationale for the request – the extenuating circumstances
- A description of the construction methodology as outlined in the Construction Environmental Management Plan Guideline This should include, but may not be limited to:
 - Project components/tasks associated with the extended work hours request
 - Construction methods (e.g. equipment, number of personnel)
- Description of the activities and potential offsite noise disturbances resulting from the work:
 - Types of noise
 - Location on the work site where noise will be generated
 - Proximity to residents or property owners that may be affected
- Dates and times of proposed work, or a range of dates and times

Vancouver Fraser Port Authority
Construction Outside of Regular Work Hours

- Map of proposed work area and surrounding properties that may be affected by project noise, generally within one (1) kilometer of work site
- Site plan showing structures, buildings, and any relevant topography
- Proposed mitigations that can be applied to minimize or prevent disturbances, such as limiting noise-generating activities to daytime hours, shrouding the work area, altering construction methods, or use of broadband backup alarms
- A completed screening level worksheet (Appendix I)
- Contact information for the Permit Holder and/or contractor in the event that port authority receives a noise complaint
- A draft Construction Notification

Additional information may be requested of the applicant to assess the potential for impacts. Additional mitigations, or modification to proposed construction practices may also be requested during the course of the review. Submission of the above information is not a guarantee that authorization for construction outside regular work hours will be granted.

Most authorizations to conduct work during extended hours include the requirement to distribute a Construction Notification to adjacent properties, well in advance of the work commencing. This Notice must be consistent with the port authority's public engagement guideline, and to the satisfaction of the Port Authority. This notice is required to be distributed 10 business days prior to extended hours work commencing. The Permit Holder may also send a copy of the construction notification letter to the adjacent municipality or to other stakeholders.

The Construction Notification, along with the extended hours authorization, may be posted to the Port of Vancouver website (<https://www.portvancouver.com/permitting-and-reviews/per/project-and-environment-review-applicant/status-of-permit-applications>)

Permit Holders may also be required to undertake noise monitoring of construction activities.

Timing

Material noted in the Requirements section above must be submitted at minimum 30 business days (45 calendar days) prior to the requested work commencement date, in order to allow for processing and for public notification to be completed, where applicable.

In order to comply with the requirements of the *Impact Assessment Act*, a summary of the request may be posted to the IAA Registry for 30 calendar days to allow the opportunity for public comment.

Submission

Please submit the request along with supporting information as a package to your Project Lead directly, through the online portal, or to PER@portvancouver.com.

Appendix I - Noise Screening Worksheet

This worksheet should be filled out by one or more informed individuals representing the Applicant in order to establish the potential to create noise impacts within surrounding areas. This screening procedure is opinion-based and largely qualitative in nature. Complete this worksheet marking each of the eight questions and submit as part of the extended work hours request.

Question 1 – Noise levels expected on project site	
Based on experience with similar construction operations, or on your best judgment, do you expect that noise levels within the project site will be:	
Very Low	<input type="checkbox"/>
Low	<input type="checkbox"/>
Moderate	<input type="checkbox"/>
High	<input type="checkbox"/>
Very High	<input type="checkbox"/>

Question 2 - Presence of undesirable characteristics	
Will any of the key activities create ongoing noise which (indicate all that apply):	
Are clearly tonal (hums, whirs, whines)	<input type="checkbox"/>
Are impulsive or have very rapid onset (bumps, bangs, material handling impacts, rail car shunting, compressed air release etc.)	<input type="checkbox"/>
Contains strong low-frequency content (e.g. large diesel engines, large fans or air compressors)	<input type="checkbox"/>

Question 3 – Presence of high-energy impulsive noise	
Will any activities create noise which could be classified as “High-energy Impulsive”? Examples could include the industrial use of explosives, explosive circuit breakers, or pile driving.	
No	<input type="checkbox"/>
Yes	<input type="checkbox"/>

Question 4 – Hours/days of operation	
Will the extended hours schedule be (check all that apply):	
Evening Shift [8 p.m. to 10 p.m.; weekdays]	<input type="checkbox"/>
Evening Shift [8 p.m. to 10 p.m.; weekend]	<input type="checkbox"/>
Night Shift [10 p.m. to 7 a.m.; weekdays]	<input type="checkbox"/>
Night Shift [10 p.m. to 7 a.m.; weekend]	<input type="checkbox"/>

Question 5 – Proximity to noise-sensitive areas	
How far is the nearest noise-sensitive land use (residences, schools, hospitals, parks etc.) from the property line of the project site?	
More than 1,000 m	<input type="checkbox"/>
500 to 1,000 m	<input type="checkbox"/>
250 to 500 m	<input type="checkbox"/>
125 to 250 m	<input type="checkbox"/>
less than 125 m	<input type="checkbox"/>

Question 6 – Presence of noise shielding or reflection	
Will buildings, structures, vegetation and/or landforms partially or totally screen construction noise sources from nearby noise receptors (that is, interrupt the line of sight and direct hearing)? Here consideration should be given to the relative elevations of the noise sources, the noise receptors (ground floors vs. upper floors) and the intervening buildings and/or landforms.	
Substantial, continuous noise shielding	<input type="checkbox"/>
Substantial, but not total, screening	<input type="checkbox"/>
Intermittent shielding, e.g., row of smaller, non-adjoining buildings	<input type="checkbox"/>
Scattered shielding by objects, machinery, stockpiles	<input type="checkbox"/>
No shielding potential	<input type="checkbox"/>

Question 7 – Existing noise environment	
How would you rate the existing noise environment in the vicinity of the project site?	
Very noisy (near busy highway, busy port, airport, heavy industry)	<input type="checkbox"/>
Noisy (near busy arterial road, light industrial area, urban core)	<input type="checkbox"/>
Moderately noisy (near collector road, suburban residential)	<input type="checkbox"/>
Quiet (suburban residential away from collector roads)	<input type="checkbox"/>
Very quiet (rural residential, well away from industry or main roads)	<input type="checkbox"/>

Question 8 – Population potentially exposed to project noise	
Approximately how many residences are located within 500 m of the project site?	
5 or less	<input type="checkbox"/>
5 to 15	<input type="checkbox"/>
16 to 40	<input type="checkbox"/>
41 to 100	<input type="checkbox"/>
more than 100	<input type="checkbox"/>