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**vancouver**

Vancouver Fraser  
Port Authority

# Project & Environmental Review Guidelines

Construction Outside of Regular Work Hours

Planning, Vancouver Fraser Port Authority

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# Construction Outside of Regular Work Hours

## Overview

These guidelines are intended to assist applicants with projects on lands and waters managed by the Vancouver Fraser Port Authority, who seek approval to conduct 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 holidays. These guidelines support the port authority’s Project and Environmental Review process.

Requests to conduct construction outside of regular hours are also occasionally referred to as “extended hours” in this and other documentation.

**These guidelines are 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 required at the time of making a PER application; or**
- ii. Assist existing Permit Holders who wish to seek temporary exemption to applicable permit conditions limiting hours of construction for a previously issued permit.**

These guidelines are specific to the need for extended work hours during the construction phase of a project and do not address ongoing site operations following completion of construction.

## Principles/Objectives

The review of requests for extended work hours are designed to foster positive relationships with adjacent communities, municipal and other stakeholders, and Aboriginal peoples, while considering the unique needs of constructing in the port setting. In considering the requests received, the Port Authority works to uphold environmental protection and considerations for local communities, while incorporating 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 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.

## Requirements

The following information is required to be submitted with a request for extended work hours:

- 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 potential offsite noise disturbances from the work
  - Types of noise
  - Location on site where noise will be generated

- Proximity to residents and neighbours that may be affected
- Dates and times of proposed work, or a range of dates and times
- 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 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 applicant and/or contractor in the event that VFPA receives a noise complaint
- 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.

Permit Holders may be required to notify potentially affected residents or property owners of pending extended hours construction activity by circulating a construction notification letter that is consistent with the port authority's external guidelines for public engagement and to the satisfaction of the Port Authority. This notice would be required to be distributed 10 business days prior to extended hours work commencing. The Permit Holder may also be required to send a copy of the construction notification letter to the adjacent municipality.

The construction notification letter, 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.

Submission of the above information is not a guarantee that authorization for construction outside regular work hours will be granted.

## Timing

Material noted in Section 3 must be submitted 30 business days (45 calendar days) prior to the requested commencement date, in order to allow for processing and public notification to be completed. 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 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, or to [PER@portvancouver.com](mailto: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.

<b>Question 1 – Noise levels expected on project site</b>	
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"/>

<b>Question 2 - Presence of undesirable characteristics</b>	
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"/>

<b>Question 3 – Presence of high-energy impulsive noise</b>	
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"/>

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

<b>Question 5 – Proximity to noise-sensitive areas</b>		
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"/>	

<b>Question 6 – Presence of noise shielding or reflection</b>		
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"/>	

<b>Question 7 – Existing noise environment</b>		
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"/>	

<b>Question 8 – Population potentially exposed to project noise</b>		
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"/>	