720MODULAR
Speed | Quality | Certainty

# 720 MODULAR CONSTRUCTION MANAGEMENT PLAN

**DATED NOVEMBER 21, 2025**

# 720 Modular – Construction Management Plan

## 720 Modular – Construction Management Plan (Reorganized to Town of Collingwood Requirements)

Project: 29 Birch Street, Collingwood ON

Updated to match: Town of Collingwood Construction Management Plan Requirements

## 1. General, Project Safety and Security

### 1.1 Project Description

29 Birch Street is a proposed 3 storey modular building complete with studio, one, two and three bedroom suites. It also includes common areas for tenants as well as community programming spaces. Parking is surface oriented with the majority of parking located in the rear of the building. In order to meet the NVCA flood zone requirements, the building is situated in the middle of the property, set back from the road.

**Site Plan Control & ReZoning Application**

- **Site Plan Control Application:**
    - Site Plan drawings submission – 2nd Submission addressing all related comments to include grading, servicing, stormwater management, landscaping, and building footprint.
    - Town of Collingwood's Site Plan Agreement or Letter of Undertaking for registration on title prior to Building Permit issuance.
- **ReZoning Application (By Owner)**
    - Adjusted at 2nd submission to address requested changes and to confirm compliance with rezoning for height, setbacks, lot coverage, parking and landscaping.
- **Nottawasaga Valley Conservation Authority (NVCA)** – Additional flood control modeling has been submitted and concerns addressed.

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**3. Building Permit Submission – estimated December 2025**

- **Permit Package Components:**
    1. Architectural, Structural and MEP drawings, sealed by Ontario-licensed professionals, demonstrating OBC compliance.

2. Detailed modular connection and anchorage drawings linking factory-built modules to foundation and to each other.
3. Geotechnical report, grading and drainage plans, servicing plan with municipal tie-ins.
4. Schedule of finishes, energy-efficiency compliance (SB-10 / Energy Modeling), fire-safety systems, and accessibility provisions (Rick Hansen Foundation Certification).
5. Completed Building Permit application form, permit fees, and scheduling deposit.

- **Timeline:** Permit submission in advance of final Site Plan approval. To be discussed further with Planning and Building Department.

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**4. External Agency Approvals**

- **NVCA Permit:** For any works within regulated flood-plain (per outline above).
- **MTO/County Permits:** Modular Transport permits for oversized modules on Highway 26 or County roads, including any required police escorts. To be obtained upon final scheduling determined.

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**5. Design Finalization & Factory Coordination (Timeline pending receipt of Permit)**

- **Design Freeze:**
  - Incorporate all municipal and external agency comments into final construction drawings and modular shop drawings.
  - Confirm foundation design and crane-pad layout with structural engineer.
- **Factory Package Release:**
  - Issue approved drawings and specifications to our volumetric factory partner (Maple Leaf Homes), including module structural, MEP rough-in interfaces, fire suppression, and exterior envelope coordination details.
  - Modular provider to procure long lead items and begin purchasing all materials for project
  - Scheduling of all online/offline factory dates

## 1.2 Project Team Contact Information

Project Team information is as follows:

| Name | Position | Phone | Email |
|---|---|---|---|
| Craig Mitchell | Project Manager – 720 Modular | 604-753-7697 | cmitchell@720modular.ca |
| TBD | Site Supervisor – 720 Modular | | |
| Ben Williams | Project Manager – Blake Farrow Project Mgmt (Site Contractor) | 705-790-1730 | ben@blakefarrowproject.ca |
| Michael McKnight | McKnight Charron Ltd – Architects | 705-722-6739 | michael@mclarchitects.ca |
| Cole Webb | Owner Project Manager – County of Simcoe | 705-725-7215 | Cole.webb@simcoe.ca |

## 1.3 Construction Schedule (Milestones)

**Project Schedule Summary**

| Phase | Duration |
|---|---|
| Pre-Application & Site Plan Control / NVCA | 6–8 weeks |
| Building Permit Processing | 4 weeks |
| Site Mobilization & Foundations | 6 weeks |
| Modular Factory Construction | 12 weeks |
| Module Delivery & Installation | 2 weeks |
| Enclosure & MEP Fit-Out | 16 weeks |
| Inspections & Commissioning | 2 weeks |
| **Total** | **~44 weeks** |

## 1.4 Construction Safety and Security

720 Modular and our Site General Construction partner, Blake Farrow Project Management, take safety seriously. Our teams will abide by Ontario WSIB regulations to maintain a safe construction site.

Pedestrian access may be limited along the property during periods of craning and installation of modules. The team will endeavor to ensure access along the site frontage is maintained during the course of construction.

At all times the project site will be fenced at all four sides with 6' high construction fencing. There will be a locked site access gate with only the site superintendent having access to the site. All site contractors will be required to sign in daily.

We do not have any CCTV currently allowed for, nor any patrols at this time as the building will be locked once erected.

Temporary lighting will be in place during construction.

A site contact board and emergency contact board will be secured to the front face of the construction fence along Birch Street.

### 1.5 Fire and Emergency Access

Emergency access along Birch Street will be maintained at all times.

### 1.6 Hours of Construction

Hours of construction will be within the allowable hours for construction equipment noise of 07:00 – 19:00 on weekdays and 08:00 – 16:00 on Saturdays. No construction activities will take place on Sundays or holidays per Town bylaws.

## 2. Construction Process Outline

### 2.1 Excavation and Grading

- **Completed**
    - Install perimeter fencing,
    - Tree protection has been installed by Demotion contractor
- **Date TBD:**
    - Setup of site office trailer, construction aids
    - Trade parking will be onsite. Trades will be encouraged to carpool to limit any possible overflow from site.
    - Excavate, form and pour reinforced concrete footings, complete foundation system (foundation system details TBD). Excavation material disposal to be confirmed at start of construction.
    - Construction of crane pad at front of building and for offsite access for trucks and crane.
    - Construction of precast concrete unit retaining wall and compacted backfill at perimeter of parking area and driveway.

## 2.2 Shoring

Due to the lack of depth of services on site (>1.2m), we do not anticipate any trench box shoring systems to be deployed. We will be utilizing sloped excavations.

## 2.3 Servicing

Install underground electrical and plumbing sleeves, all other in-ground infrastructure and required site grading per approved drawings.

## 2.4 Crane and Hoist Operations

**Date TBD:**

- Coordinate delivery of modules to laydown yard within 5km of project site (location TBD),
- Coordination of mobile crane setup and rigging
- Coordination of transportation shuttle truck to relocate modules from laydown yard to 29 Birch Street project site ready for craning.
- A traffic plan complete with flagging crews will be available and submitted with the Town prior to delivery and craning. An anticipated site access and Haul Route map is attached. All neighbours will be notified well in advance of craning.
- Safety of local residents is of utmost importance, therefore traffic control will also monitor pedestrian access during craning events.

- **Logistics Plan:**
  - Perform route survey for module transport; document any overhead or width restrictions. Exact site routing is currently unknown and will be communicated prior to transport planning. Traffic Management Plan to be developed with the assistance of transportation vendors / authorities.
  - Secure all haul permits and utility height requirements well in advance of shipping.
  - Identify and secure staging lot for all modules ahead of time and prior to craning/ installation date.
  - Confirm mobilization plan on Birch Street and notify residents well in advance of craning and installation date.
  - Ensure engineered lift plan and rigging plan accommodates all site requirements including overhead lines. Lines may have to be flagged and shielded prior to craning.
  - Craning will only occur when wind thresholds are below 35km/h. A crane pad with adequate compaction (125kPa) will be installed prior to crane arriving on site. A rigging crew and signal person will be present on site during the craning days.

- All craning and lifting will be controlled within the limits of the site.
- Flagging and Traffic Control measures will be implemented during the transportation and craning phase of construction.
- Craning company will provide an engineered lift plan and will perform lifts per approved lift plan and rigging drawings. These will be engineered lift plans and will be available for review ahead of craning.
- Set modules sequentially, secure to foundation anchors, and align structural connections
- Complete inter-module bolting, and seal all joints to maintain weather-tight envelope integrity.

## 2.5 Construction of Structure

**Building Enclosure, MEP & Fit-Out – Dates TBD**

- Truss Roof and shingle installation, exterior cladding, to achieve air- and water-resistance.
- Final MEP tie-ins to municipal services; commissioning of mechanical, electrical and fire-protection systems.

## 2.6 Interior and Exterior Finishing

- Interior finishes—including drywall, flooring, millwork, painting, and trim—culminating in final punch list completion.
- Exterior structures, parking, landscaping, walkways, gazebos to be constructed in conjunction with interior finishing elements in the last few months of the project

## 2.7 Occupancy

**Inspections, Commissioning & Close-Out**

- **Municipal Inspections:** At foundation, module connections, MEP rough-in and final stages per Town checklist.
- **Third-Party Reviews:** NVCA, and any specialized engineering inspections.
- **Occupancy Permit:** Submit all certifications, O&M manuals, as-built drawings, and request final occupancy inspection.
- **Warranty & Maintenance:** Provide statutory warranties and modular manufacturer's warranty documentation to the Owner.

## 3. Noise, Dust and Vibration Control

### 3.1 Pre-Construction Meeting

Preconstruction meeting to be arranged prior to full mobilization. This will include the County of Simcoe, Town of Collingwood Building Officials, 720 Modular Site Superintendent, and our Site Contractor rep from Blake Farrow Project Mgmt. This will occur approximately 2 weeks prior to mobilization with an agenda and any minutes distributed within 5 days.

### 3.2 Pre- and Post-Construction Surveys

A third party surveyor will be engaged to provide pre construction and post construction surveys of property after construction.

### 3.3 Dust and Mud Control

Dust Control:

- Water will be sprayed on dusty surfaces such as construction driveway during dry periods to prevent particles from becoming airborne as required.
- Wind Break Hoarding: Installed geotextile fabric on construction fencing will contain dust on site and limit dust from spreading to neighbouring properties
- Regular Cleaning: Dust from cutting of materials and regular construction activities will be cleaned regularly.
- A mud mat has been included in the 2nd submission of the site plan control drawings during construction. During any dusty events, the site will be sprayed to ensure dust control is brought to a minimum.

### 3.4 Road Cleaning Schedule

Road Cleaning schedule – will be completed weekly and as required with skid steer with sweeper attachment

### 3.5 Emissions and Air Quality Control

Any idling will be kept to a 3 minute minimum. All equipment on site will have equipment service logs available for review. Any rental equipment brought to site will be asked to have low emission and low noise emitting products.

### 3.6 Noise

All rental equipment will have mufflers applied to minimize sound impact on the neighbourhood.

Noisy activities during the construction will be foundation bedrock drilling of anchors and regular airgun nailers. Excavation and dump truck traffic will we a short window at the start of the project.

### 3.7 Vibration

Our construction team does not anticipate any additional monitoring as construction activities will be low impact. Should foundation blasting be required, additional vibration monitoring will be enabled.

## 4. Site Management

### 4.1 Site Access and Haul Route Map

Please see Appendix B for Site Access route

### 4.2 Fill Source and/or Disposal Site

To be determined prior to excavation of foundation.

### 4.3 Traffic Management Plan

See details under 2.4 – Crane and Hoist Operations as this also covers other transportation to site during mobilization of heavy equipment.

### 4.4 Construction Trailer & Materials Storage Location

Construction equipment will be located in two areas of the property during construction. During civil works, the construction equipment will be located close to the street on the west side of the property. During modular and vertical construction, the equipment will be moved to the rear of the property (east side). Please see construction equipment layout plan below which also addresses the following:

- On site construction parking locations
- Portable toilets
- Site trailer
- Site fencing
- Mud mats – Rip rap constructed mud mat constructed from the site entrance to the rear of the site.

See Appendix C for site details.

### 4.5 Off-Site Requirements (Delivery & Loading Areas)

See section 2.4 for further details on module loading and offloading during craning and erection of building.

### 4.6 Worker Access and Parking

Trade parking will be onsite. Trades will be encouraged to carpool to limit any possible overflow from site.

### 4.7 Pedestrian Access

Pedestrian access will be maintained at all times. During craning days, traffic control will be in place and will monitor pedestrian access during crane lifts.

### 4.8 Adjacent Property Access Impacts

The site superintendent will ensure all trades will not impede access to any of the neighbouring driveways or walkways during construction. Should any access impediment be forecasted, a notice to the property owner will be issued a minimum of 48 hours in advance.

## 5. Waste Management

### 5.1 General Waste Management

Garbage removal and site cleanup will occur daily. A more detailed waste management plan will be developed and distributed prior to construction. The team will recycle and divert waste with the appropriate diversion bins on site.

### 5.2 Site Tidiness & Inspection of External Boundaries

A weekly inspection checklist will be developed complete with a responsibility matrix for all trades to ensure all waste and recyclables are diverted accordingly. In addition, the site superintendent will be responsible for ensuring any and all potential waste is not in contact with neighbouring properties.

## 6. Environmental Management

### 6.1 Erosion and Sediment Control

Management of Sediment runoff during excavation will occur with the following mitigation efforts :

- A construction dewatering plan including erosion and sediment control will occur.
- Geotextile fabric on construction fencing will act as a silt fence

## 6.2 Water Quality Control

720 Modular and the construction team will implement and maintain effective measures to protect water quality throughout construction. Erosion and sediment controls—such as silt fencing, and sediment traps—will be installed before excavation and inspected regularly. Hazardous materials will be stored in secure, contained areas, with spill kits available and equipment monitored for leaks. Any dewatering will be filtered prior to discharge to meet municipal and provincial requirements. Stormwater runoff will be checked after major weather events, and corrective actions taken as needed. All practices will follow applicable environmental regulations and be documented through routine inspections.

## 6.3 Tree Protection

Tree Protection – silt fencing will be installed around existing trees at the drip line (see Landscape Plan for tree protection information) Trees will be protected during the demolition phase of the project and will stay protected through to project completion (see attached in Appendix A).

## 6.4 Spill Response Plan

If a spill does occur on site, MECP Spills Action Centre will be contracted immediately.

- Fuel/oil leaks from machinery – Spreading of absorbent particulate over spill area and placement in hazardous waste bin.
- Hazardous materials (paints, solvents) spills – Placement of absorbent pads will occur directly over the spill, place saturated materials in hazardous waste bags

## 7. Appendices

Appendix A - Tree protection drawings

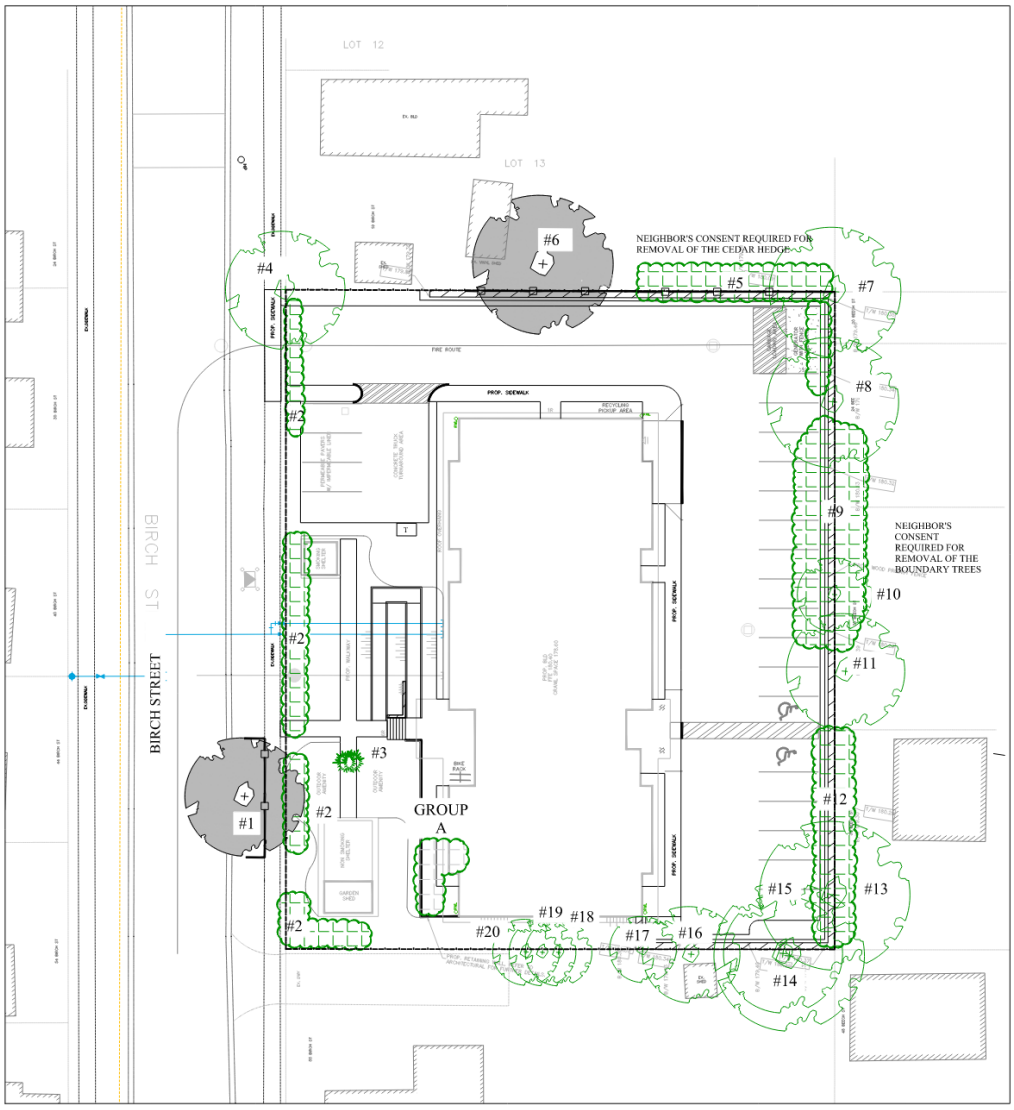
Appendix B – Site Access / Haul route map

Appendix C - Site equipment layout plan

Appendix D - Lift plans (to be added when ready)

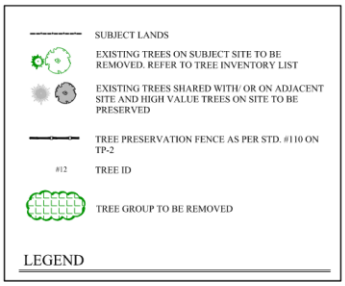
## APPENDIX A

## TREE PROTECTION PLAN




TREE PRESERVATION PLAN

SCALE 1 : 300




LEGEND

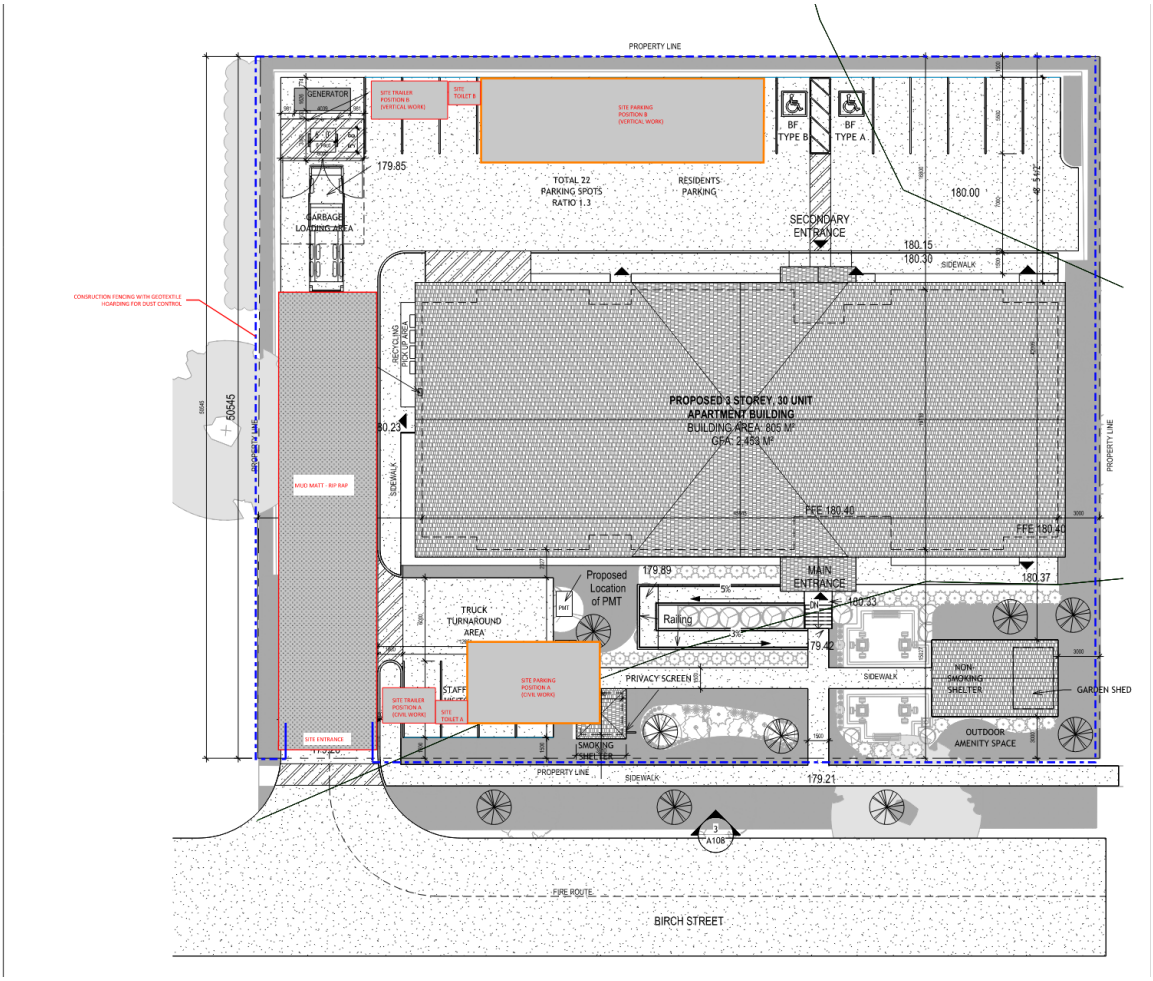
**APPENDIX B**

**SITE ACCESS / EGRESS**

**CONSTRUCTION TRAFFIC**

## APPENDIX C

## SITE EQUIPMENT LAYOUT PLAN



**APPENDIX D**

**CRANING AND LIFT PLANS**

**TO BE ISSUED PRIOR TO CRANING**