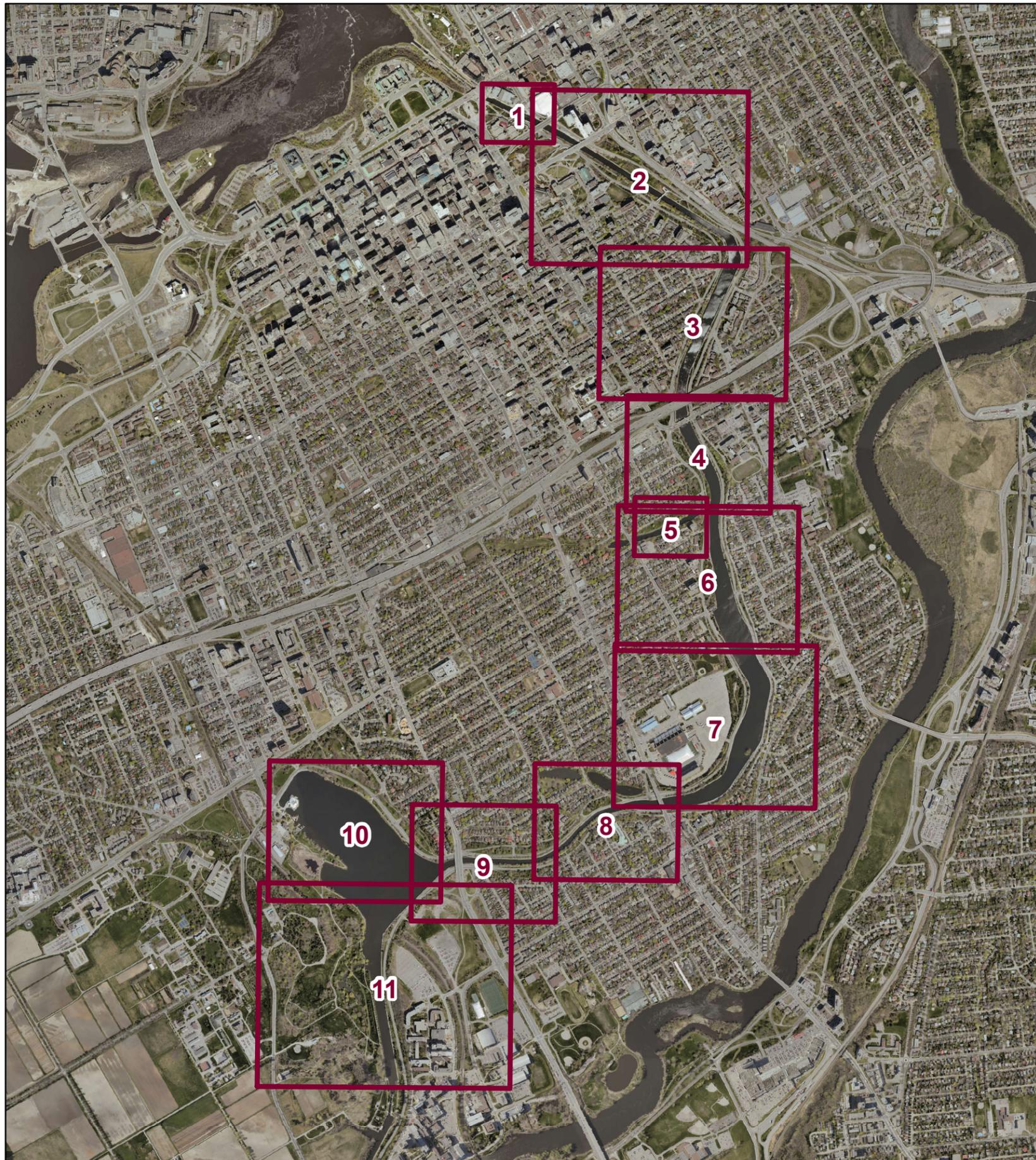


***Rideau Canal Skateway
2016 - 2017
Patinoire du canal Rideau***



Snow removal and ice maintenance maps

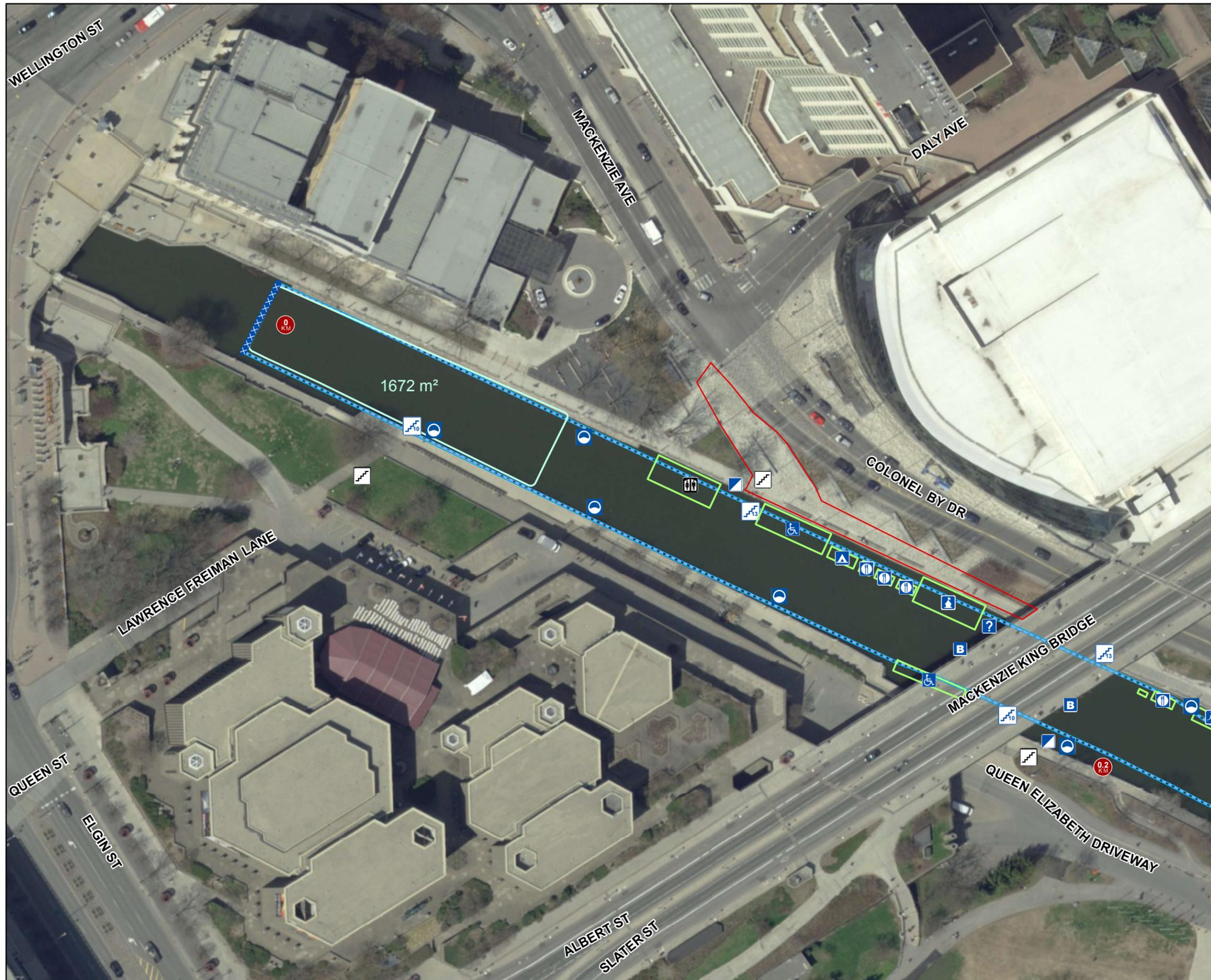
Cartes de déneigement et d'entretien de la glace



Rideau Canal Skateway

Patinoire du canal Rideau

Title (En)	#	Titre (fr)
NAC Rest Area & Services	1	Aire de repos et de services du CNA
NAC General	2	Général CNA
Concord I	3	Concord I
Pretoria General	4	Général Pretoria
Patterson's Creek	5	Ruisseau Patterson
5th Avenue	6	L'avenue Fifth
Avenue Road	7	Route Avenue
Bank Street	8	Rue Bank
Bronson	9	Bronson
Dows Lake	10	Lac Dows
Hartwell Locks	11	Les écluses Hartwell



NAC Rest Area & Services
Aire de repos et de services du CNA

NCC Site Number Numéro de site CCN	Sheet - Page	Scale:
98925	1 of / de 11	1:1,000

- | | |
|--|---|
| <p>Single Stairs
Escaliers singuliers</p> <ul style="list-style-type: none"> Aluminium Wood <p>Double Stairs
Escaliers doubles</p> <ul style="list-style-type: none"> Aluminium Wood <p>Secondary Stairs
Escaliers secondaires</p> <ul style="list-style-type: none"> Secondary Stairs <p>Points of Interest
Points d'intérêt</p> <ul style="list-style-type: none"> Bridge Banner Conditions Flag Drainage Pipe Hydro Pole Railing Universal Access Ramp Vehicle Ramp Warning Light Kilometer Markers | <p>Lines
Lignes</p> <ul style="list-style-type: none"> End of Skateway Snow Median <p>Zones
Zones</p> <ul style="list-style-type: none"> Winterlude Zone Off Ice SNIC Parking Snow Clearing Limits Snow Dump <p>Structures
Structures</p> <ul style="list-style-type: none"> Beavertail Concession Information Kiosk First Aid Parking Ice Access Kiosk Skateway Rentals NCC Chalet Souvenir Kiosk Trailer Washroom (Chalet) Portable Toilet Universal Portable Toilet |
|--|---|



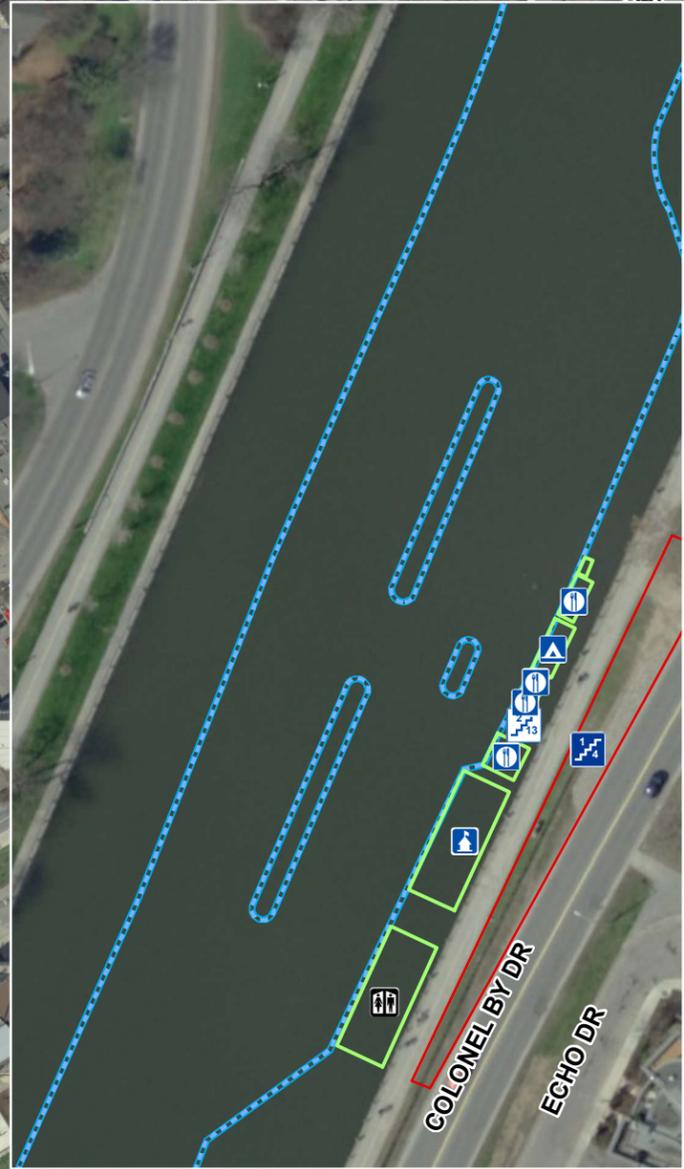
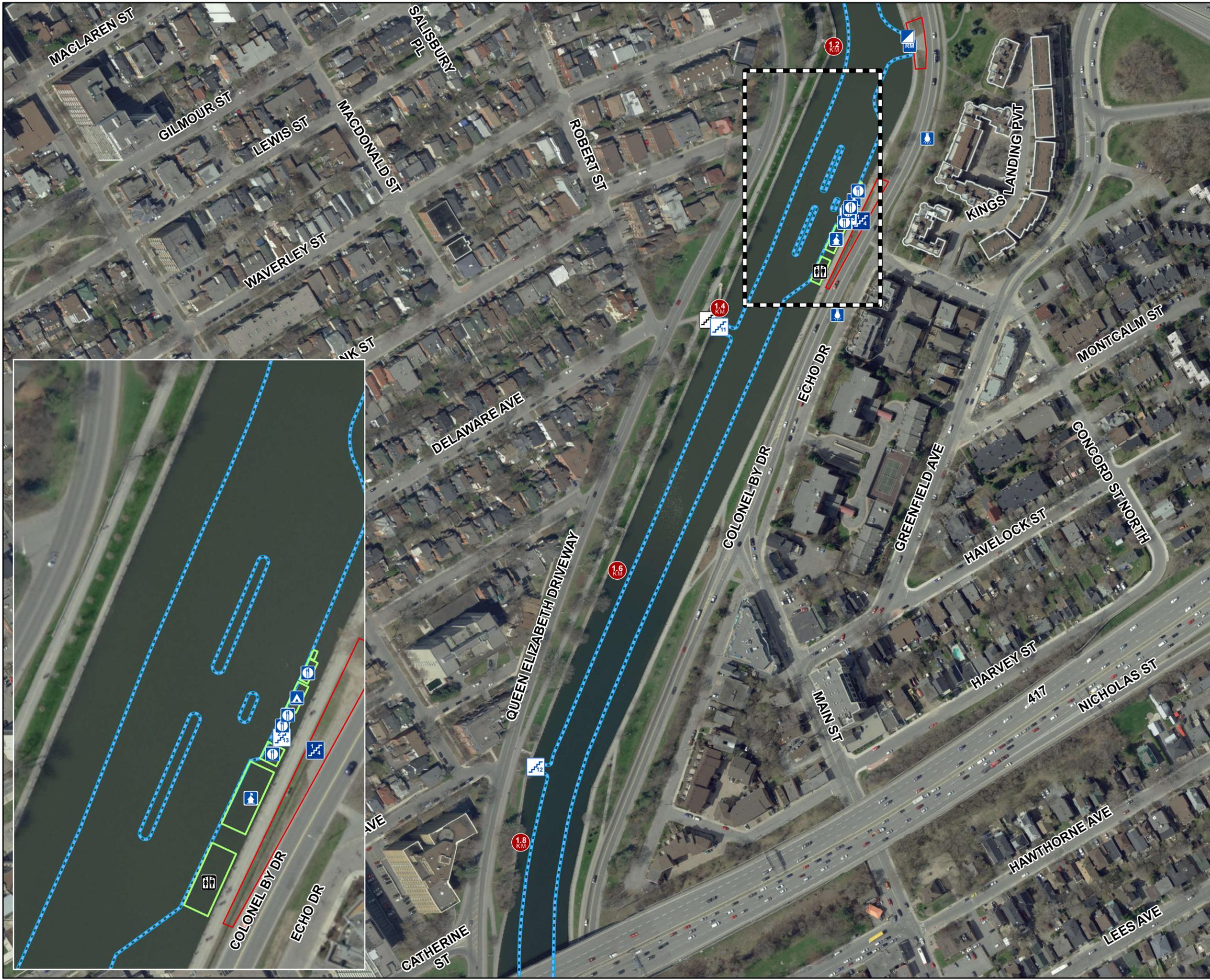
NAC General
Général CNA

NCC Site Number Numéro de site CCN	Sheet - Page	Scale:
98925	2 of / de 11	1:3,000

- | | |
|--|---|
| <p>Single Stairs
Escaliers singuliers</p> <ul style="list-style-type: none"> Aluminium Wood <p>Double Stairs
Escaliers doubles</p> <ul style="list-style-type: none"> Aluminium Wood <p>Secondary Stairs
Escaliers secondaires</p> <ul style="list-style-type: none"> Secondary Stairs <p>Points of Interest
Points d'intérêt</p> <ul style="list-style-type: none"> Bridge Banner Conditions Flag Drainage Pipe Hydro Pole Railing Universal Access Ramp Vehicle Ramp Warning Light Kilometer Markers | <p>Lines
Lignes</p> <ul style="list-style-type: none"> End of Skateway Snow Median <p>Zones
Zones</p> <ul style="list-style-type: none"> Winterlude Zone Off Ice SNIC Parking Snow Clearing Limits Snow Dump <p>Structures
Structures</p> <ul style="list-style-type: none"> Beavertail Concession Information Kiosk First Aid Parking Ice Access Kiosk Skateway Rentals NCC Chalet Souvenir Kiosk Trailer Washroom (Chalet) Portable Toilet Universal Portable Toilet |
|--|---|



Date: 2016-03-08



Concord I
Concord I

NCC Site Number Numéro de site CCN	Sheet - Page	Scale:
98925	3 of / de 11	1:2,600

- | | |
|--|---|
| <p>Single Stairs
Escaliers singuliers</p> <ul style="list-style-type: none"> Aluminium Wood <p>Double Stairs
Escaliers doubles</p> <ul style="list-style-type: none"> Aluminium Wood <p>Secondary Stairs
Escaliers secondaires</p> <ul style="list-style-type: none"> Secondary Stairs <p>Points of Interest
Points d'intérêt</p> <ul style="list-style-type: none"> Bridge Banner Conditions Flag Drainage Pipe Hydro Pole Railing Universal Access Ramp Vehicle Ramp Warning Light Kilometer Markers | <p>Lines
Lignes</p> <ul style="list-style-type: none"> End of Skateway Snow Median <p>Zones
Zones</p> <ul style="list-style-type: none"> Winterlude Zone Off Ice SNIC Parking Snow Clearing Limits Snow Dump <p>Structures
Structures</p> <ul style="list-style-type: none"> Beavertail Concession Information Kiosk First Aid Parking Ice Access Kiosk Skateway Rentals NCC Chalet Souvenir Kiosk Trailer Washroom (Chalet) Portable Toilet Universal Portable Toilet |
|--|---|



Date: 2016-03-08

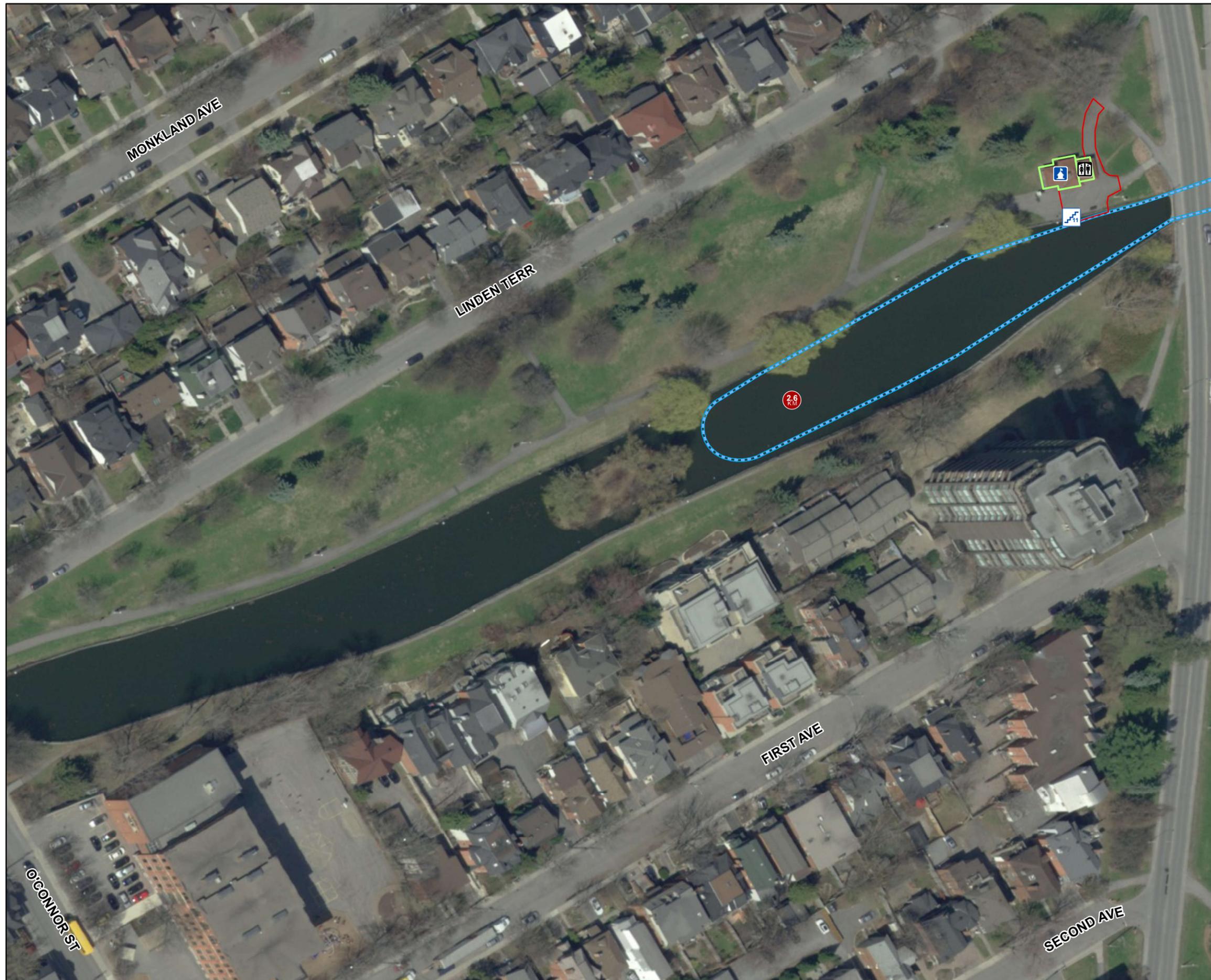


Pretoria General
Général Pretoria

NCC Site Number Numéro de site CCN	Sheet - Page 4 of / de 11	Scale: 1:2,000
98925		

- | | |
|--|---|
| <p>Single Stairs
Escaliers singuliers</p> <ul style="list-style-type: none"> Aluminium Wood <p>Double Stairs
Escaliers doubles</p> <ul style="list-style-type: none"> Aluminium Wood <p>Secondary Stairs
Escaliers secondaires</p> <ul style="list-style-type: none"> Secondary Stairs <p>Points of Interest
Points d'intérêt</p> <ul style="list-style-type: none"> Bridge Banner Conditions Flag Drainage Pipe Hydro Pole Railing Universal Access Ramp Vehicle Ramp Warning Light Kilometer Markers | <p>Lines
Lignes</p> <ul style="list-style-type: none"> End of Skateway Snow Median <p>Zones
Zones</p> <ul style="list-style-type: none"> Winterlude Zone Off Ice SNIC Parking Snow Clearing Limits Snow Dump <p>Structures
Structures</p> <ul style="list-style-type: none"> Beavertail Concession Information Kiosk First Aid Parking Ice Access Kiosk Skateway Rentals NCC Chalet Souvenir Kiosk Trailer Washroom (Chalet) Portable Toilet Universal Portable Toilet |
|--|---|





Patterson's Creek
Ruisseau Patterson

NCC Site Number
Numéro de site CCN
98925

Sheet - Page
5 of / de 11

Scale:
1:1,000

Single Stairs
Escaliers singuliers

- Aluminium
- Wood

Double Stairs
Escaliers doubles

- Aluminium
- Wood

Secondary Stairs
Escaliers secondaires

- Secondary Stairs

Points of Interest
Points d'intérêt

- Bridge Banner
- Conditions Flag
- Drainage Pipe
- Hydro Pole
- Railing
- Universal Access Ramp
- Vehicle Ramp
- Warning Light
- Kilometer Markers

Lines
Lignes

- End of Skateway
- Snow Median

Zones
Zones

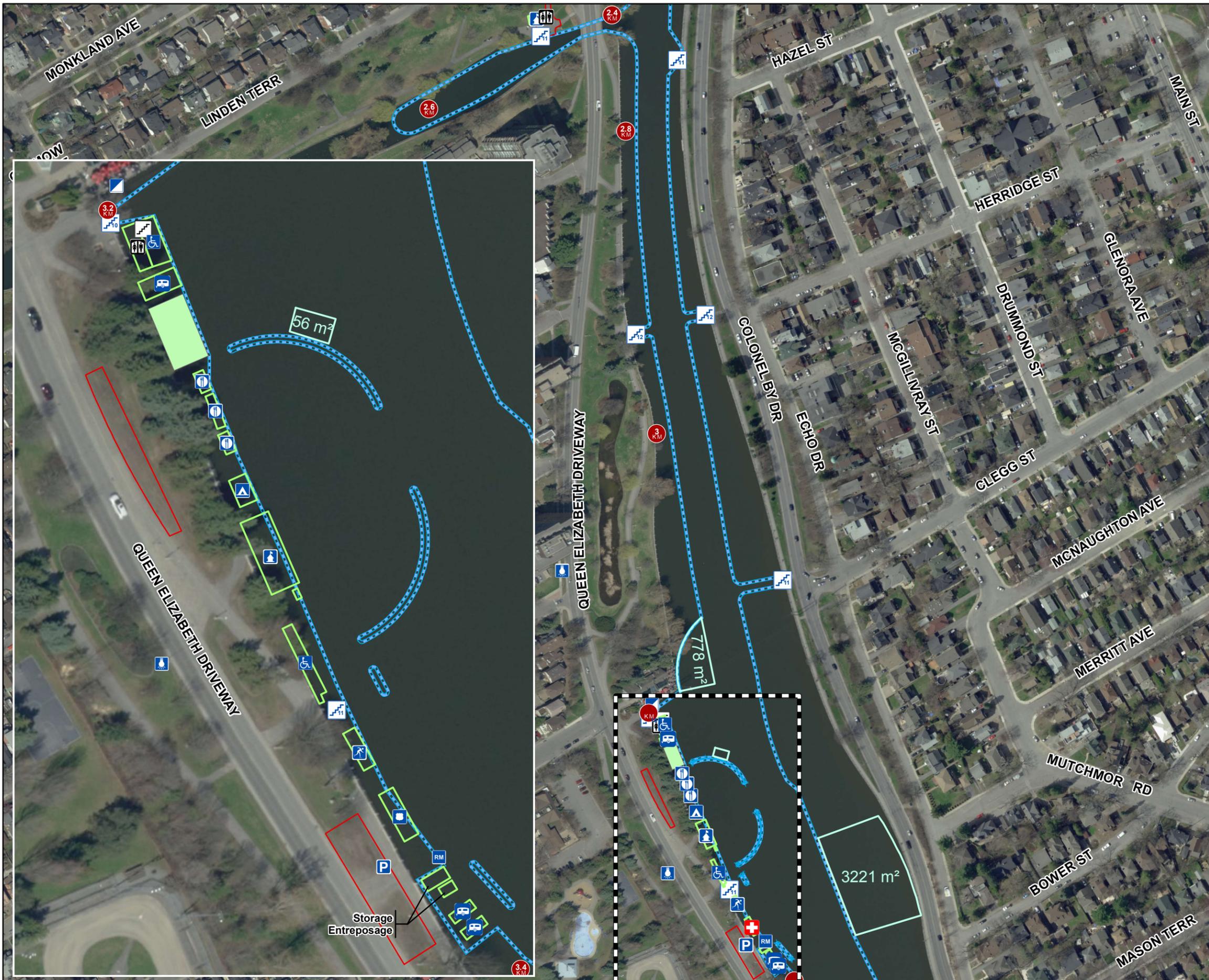
- Winterlude Zone
- Off Ice SNIC
- Parking
- Snow Clearing Limits
- Snow Dump

Structures
Structures

- Beavertail
- Concession
- Information Kiosk
- First Aid
- Parking Ice Access Kiosk
- Skateway Rentals
- NCC Chalet
- Souvenir Kiosk
- Trailer
- Washroom (Chalet)
- Portable Toilet
- Universal Portable Toilet



Date: 2016-03-08



Single Stairs
Escaliers singuliers

- Aluminium
- Wood

Double Stairs
Escaliers doubles

- Aluminium
- Wood

Secondary Stairs
Escaliers secondaires

- Secondary Stairs

Points of Interest
Points d'intérêt

- Bridge Banner
- Conditions Flag
- Drainage Pipe
- Hydro Pole
- Railing
- Universal Access Ramp
- Vehicle Ramp
- Warning Light
- Kilometer Markers

Lines
Lignes

- End of Skateway
- Snow Median

Zones
Zones

- Winterlude Zone
- Off Ice SNIC
- Parking
- Snow Clearing Limits
- Snow Dump

Structures
Structures

- Beavertail
- Concession
- Information Kiosk
- First Aid
- Parking Ice Access Kiosk
- Skateway Rentals
- NCC Chalet
- Souvenir Kiosk
- Trailer
- Washroom
- Portable Toilet
- Universal Portable Toilet

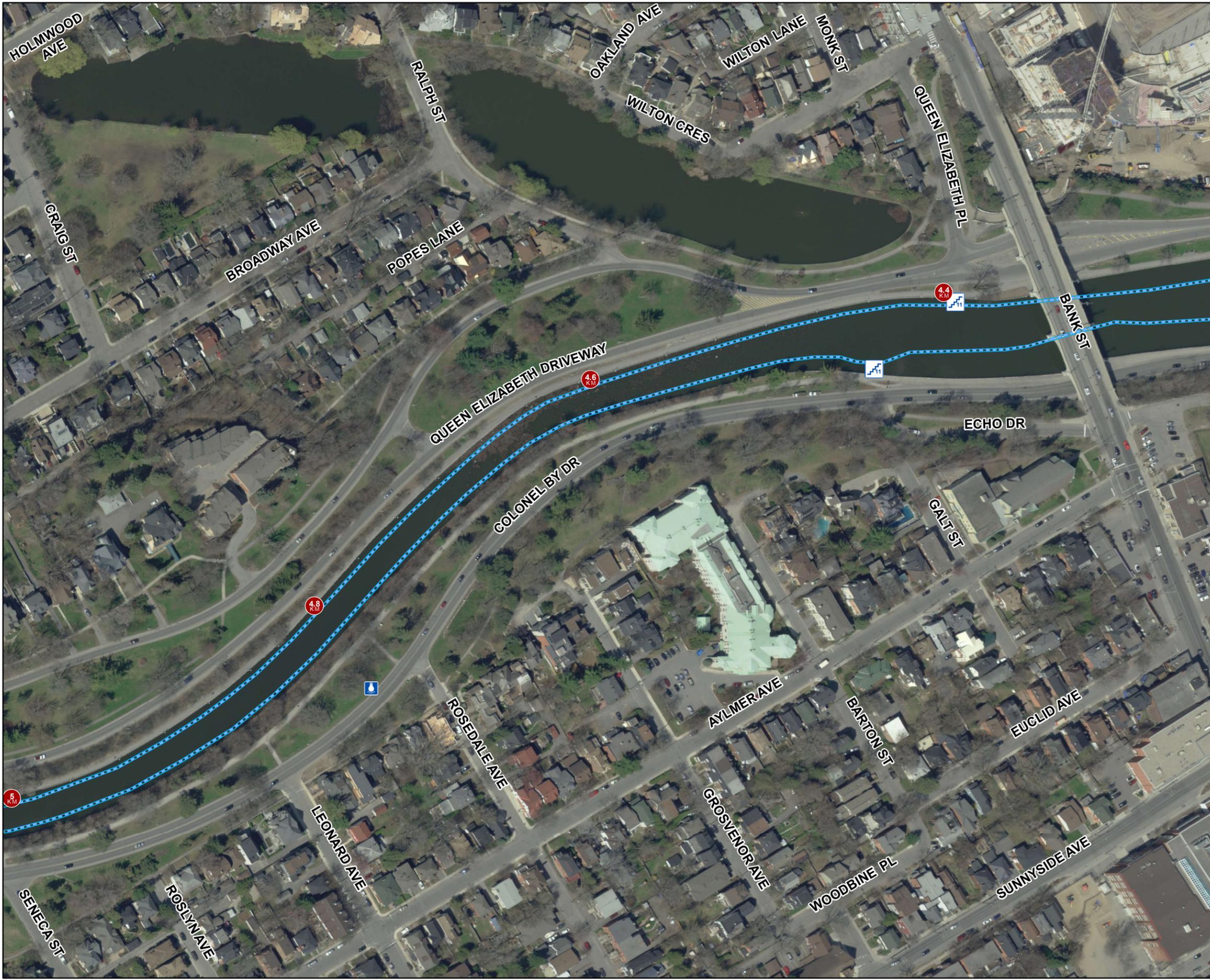


Date: 2016-03-08

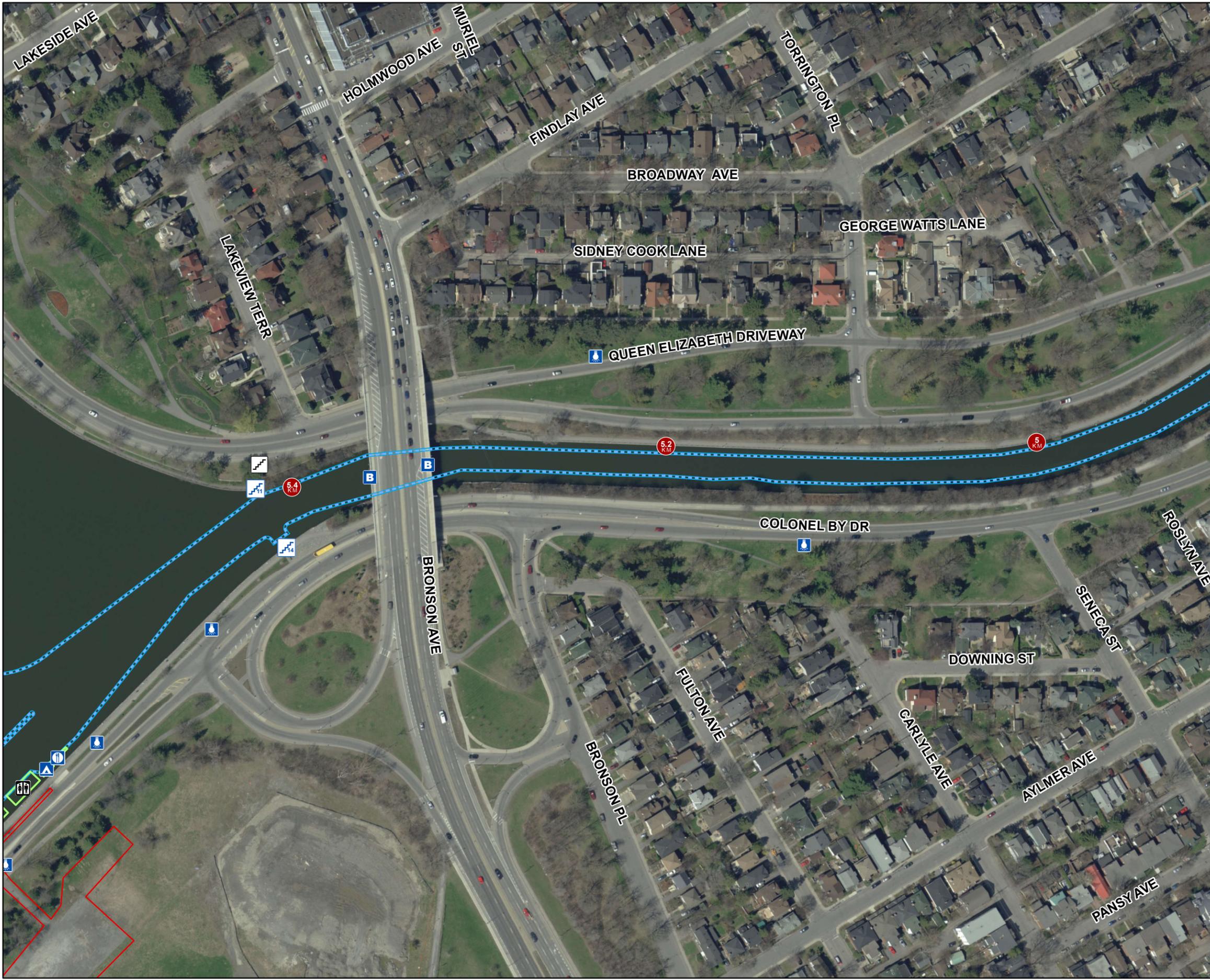
NCC Site Number Numéro de site CCN	Sheet - Page 7 of / de 11	Scale: 1:2,800
98925		



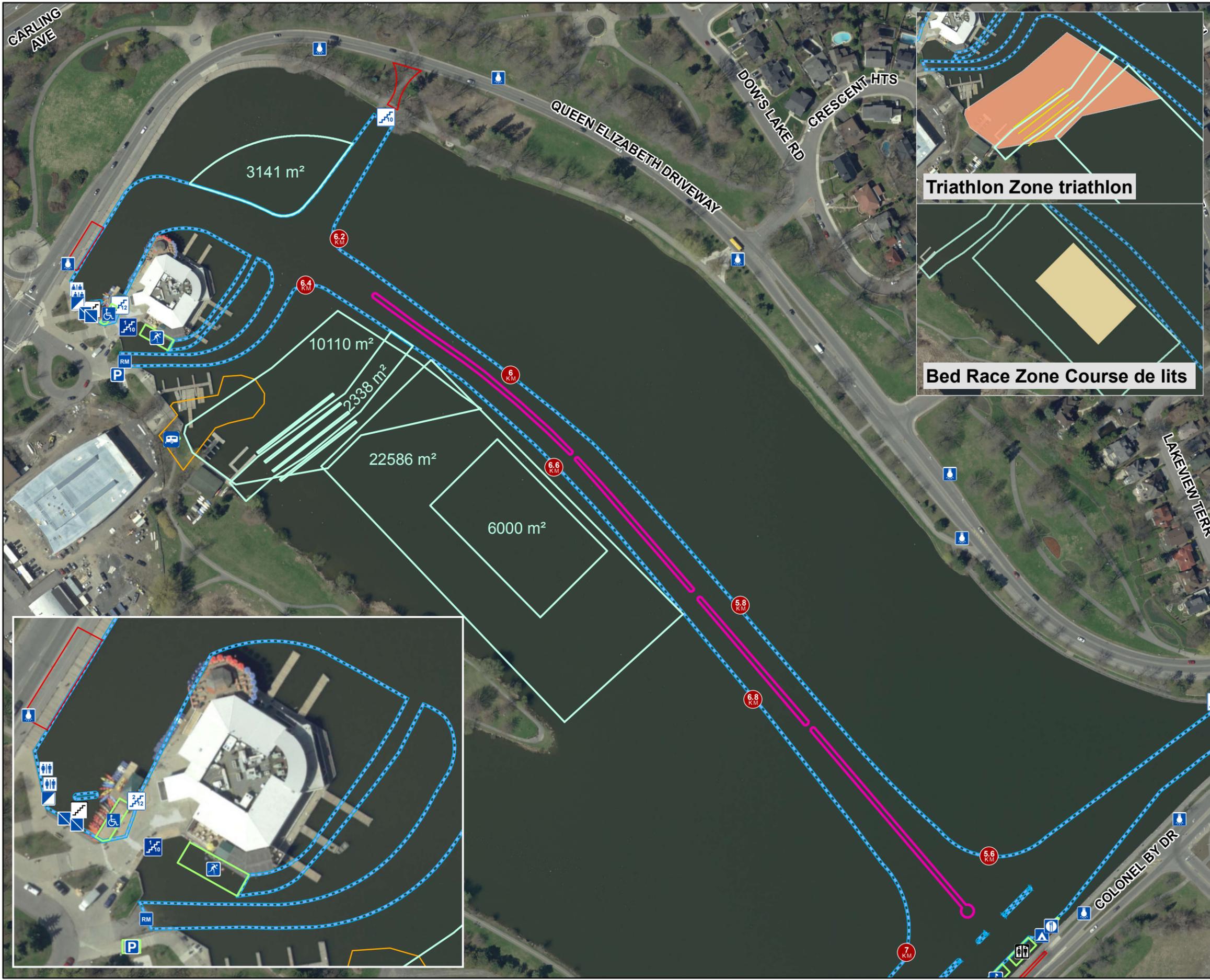
<p>Single Stairs Escaliers singuliers</p> <ul style="list-style-type: none"> Aluminium Wood <p>Double Stairs Escaliers doubles</p> <ul style="list-style-type: none"> Aluminium Wood <p>Secondary Stairs Escaliers secondaires</p> <ul style="list-style-type: none"> Secondary Stairs <p>Points of Interest Points d'intérêt</p> <ul style="list-style-type: none"> Bridge Banner Conditions Flag Drainage Pipe Hydro Pole Railing Universal Access Ramp Vehicle Ramp Warning Light Kilometer Markers 	<p>Lines Lignes</p> <ul style="list-style-type: none"> End of Skateway Snow Median <p>Zones Zones</p> <ul style="list-style-type: none"> Winterlude Zone Off Ice SNIC Parking Snow Clearing Limits Snow Dump <p>Structures Structures</p> <ul style="list-style-type: none"> Beavertail Concession Information Kiosk First Aid Parking Ice Access Kiosk Skateway Rentals NCC Chalet Souvenir Kiosk Trailer Washroom (Chalet) Portable Toilet Universal Portable Toilet
--	---



- | | |
|--|---|
| <p>Single Stairs
Escaliers singuliers</p> <ul style="list-style-type: none"> Aluminium Wood <p>Double Stairs
Escaliers doubles</p> <ul style="list-style-type: none"> Aluminium Wood <p>Secondary Stairs
Escaliers secondaires</p> <ul style="list-style-type: none"> Secondary Stairs <p>Points of Interest
Points d'intérêt</p> <ul style="list-style-type: none"> Bridge Banner Conditions Flag Drainage Pipe Hydro Pole Railing Universal Access Ramp Vehicle Ramp Warning Light Kilometer Markers | <p>Lines
Lignes</p> <ul style="list-style-type: none"> End of Skateway Snow Median <p>Zones
Zones</p> <ul style="list-style-type: none"> Winterlude Zone Off Ice SNIC Parking Snow Clearing Limits Snow Dump <p>Structures
Structures</p> <ul style="list-style-type: none"> Beavertail Concession Information Kiosk First Aid Parking Ice Access Kiosk Skateway Rentals NCC Chalet Souvenir Kiosk Trailer Washroom (Chalet) Portable Toilet Universal Portable Toilet |
|--|---|



- | | |
|--|---|
| <p>Single Stairs
Escaliers singuliers</p> <ul style="list-style-type: none"> Aluminium Wood <p>Double Stairs
Escaliers doubles</p> <ul style="list-style-type: none"> Aluminium Wood <p>Secondary Stairs
Escaliers secondaires</p> <ul style="list-style-type: none"> Secondary Stairs <p>Points of Interest
Points d'intérêt</p> <ul style="list-style-type: none"> Bridge Banner Conditions Flag Drainage Pipe Hydro Pole Railing Universal Access Ramp Vehicle Ramp Warning Light Kilometer Markers | <p>Lines
Lignes</p> <ul style="list-style-type: none"> End of Skateway Snow Median <p>Zones
Zones</p> <ul style="list-style-type: none"> Winterlude Zone Off Ice SNIC Parking Snow Clearing Limits Snow Dump <p>Structures
Structures</p> <ul style="list-style-type: none"> Beavertail Concession Information Kiosk First Aid Parking Ice Access Kiosk Skateway Rentals NCC Chalet Souvenir Kiosk Trailer Washroom (Chalet) Portable Toilet Universal Portable Toilet |
|--|---|

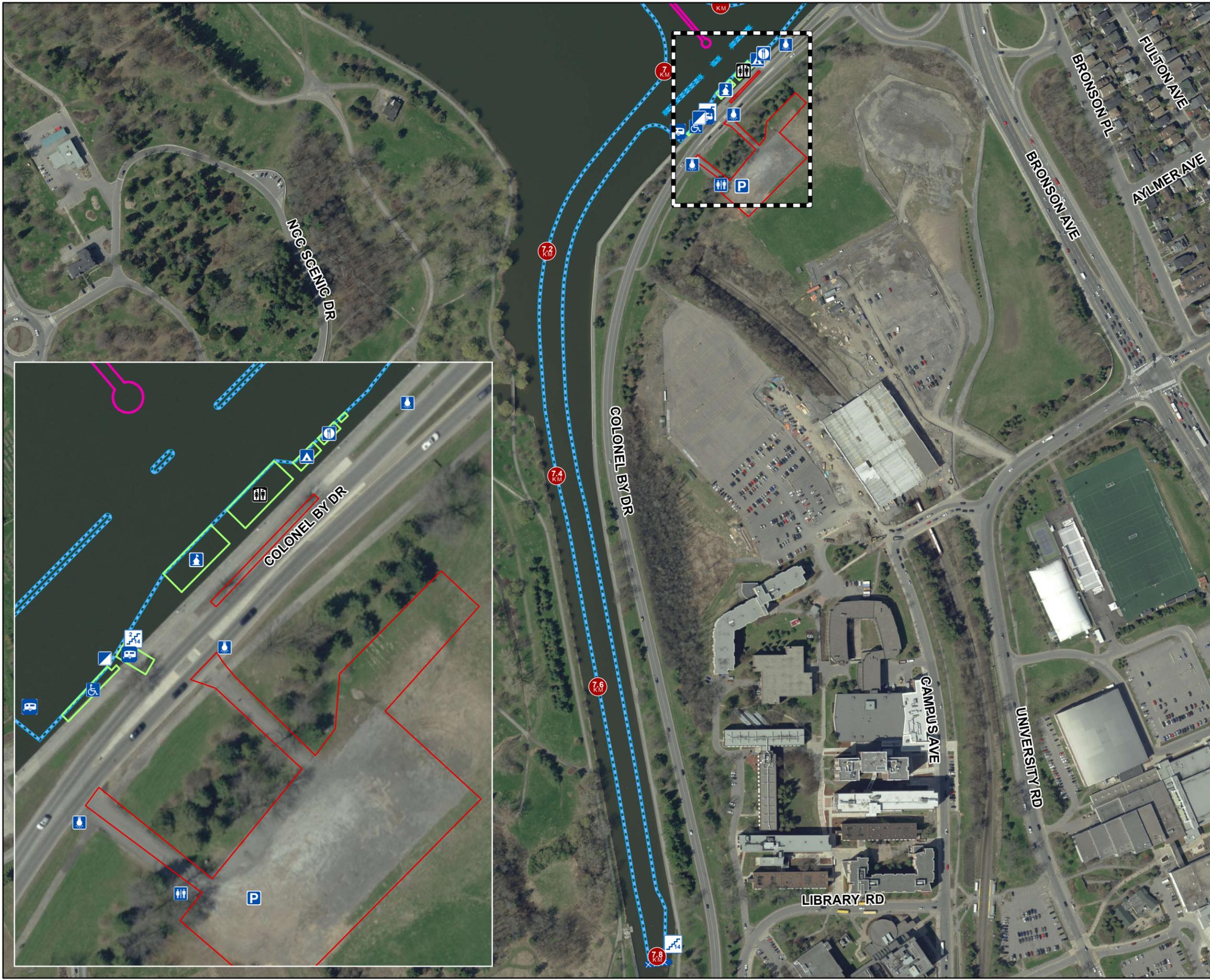


NCC Site Number Numéro de site CCN	Sheet - Page 10 of / de 11	Scale: 1:2,400
98925		

- | | |
|--|---|
| <p>Single Stairs
Escaliers singuliers</p> <ul style="list-style-type: none"> Aluminium Wood <p>Double Stairs
Escaliers doubles</p> <ul style="list-style-type: none"> Aluminium Wood <p>Secondary Stairs
Escaliers secondaires</p> <ul style="list-style-type: none"> Secondary Stairs <p>Points of Interest
Points d'intérêt</p> <ul style="list-style-type: none"> Bridge Banner Conditions Flag Drainage Pipe Hydro Pole Railing Universal Access Ramp Vehicle Ramp Warning Light Kilometer Markers | <p>Lines
Lignes</p> <ul style="list-style-type: none"> End of Skateway Snow Median <p>Zones
Zones</p> <ul style="list-style-type: none"> Winterlude Zone Off Ice SNIC Parking Snow Clearing Limits Snow Dump <p>Structures
Structures</p> <ul style="list-style-type: none"> Beavertail Concession Information Kiosk First Aid Parking Ice Access Kiosk Skateway Rentals NCC Chalet Souvenir Kiosk Trailer Washroom (Chalet) Portable Toilet Universal Portable Toilet |
|--|---|

Hartwell Locks
Les écluses Hartwell

NCC Site Number Numéro de site CCN	Sheet - Page	Scale:
98925	11 of / de 11	1:3,500



Single Stairs
Escaliers singuliers

- Aluminium
- Wood

Double Stairs
Escaliers doubles

- Aluminium
- Wood

Secondary Stairs
Escaliers secondaires

- Secondary Stairs

Points of Interest
Points d'intérêt

- Bridge Banner
- Conditions Flag
- Drainage Pipe
- Hydro Pole
- Railing
- Universal Access Ramp
- Vehicle Ramp
- Warning Light
- Kilometer Markers

Lines
Lignes

- End of Skateway
- Snow Median

Zones
Zones

- Winterlude Zone
- Off Ice SNIC
- Parking
- Snow Clearing Limits
- Snow Dump

Structures
Structures

- Beavertail
- Concession
- Information Kiosk
- First Aid
- Parking Ice Access Kiosk
- Skateway Rentals
- NCC Chalet
- Souvenir Kiosk
- Trailer
- Washroom (Chalet)
- Portable Toilet
- Universal Portable Toilet



Date: 2016-03-08

APPENDIX 2

Price form

Tasks	Fixed fee for year 1	Fixed fee for year 2
10.1 Instalation and removal of vehicle ramps	\$	\$
10.2 Instalation and removal of parking & ice access kiosks	\$	\$
10.3 Instalation and removal of information kiosks	\$	\$
10.4 Instalation and removal of stairs	\$	\$
10.5 Instalation and removal of universal access (UA) ramps	\$	\$
10.6 Instalation and removal of bridge banners	\$	\$
10.7 Instalation and removal of Chalets facility access ramps	\$	\$
10.8 Instalation and removal of 5th Ave. facility access ramps	\$	\$
10.9 Instalation and removal of first aid trailer access ramps	\$	\$
11.1 Predictive maintenance reports	\$	\$
Sub-total	_____	_____
OHST 13%	_____	_____
Total	_____ (A)	_____ (B)

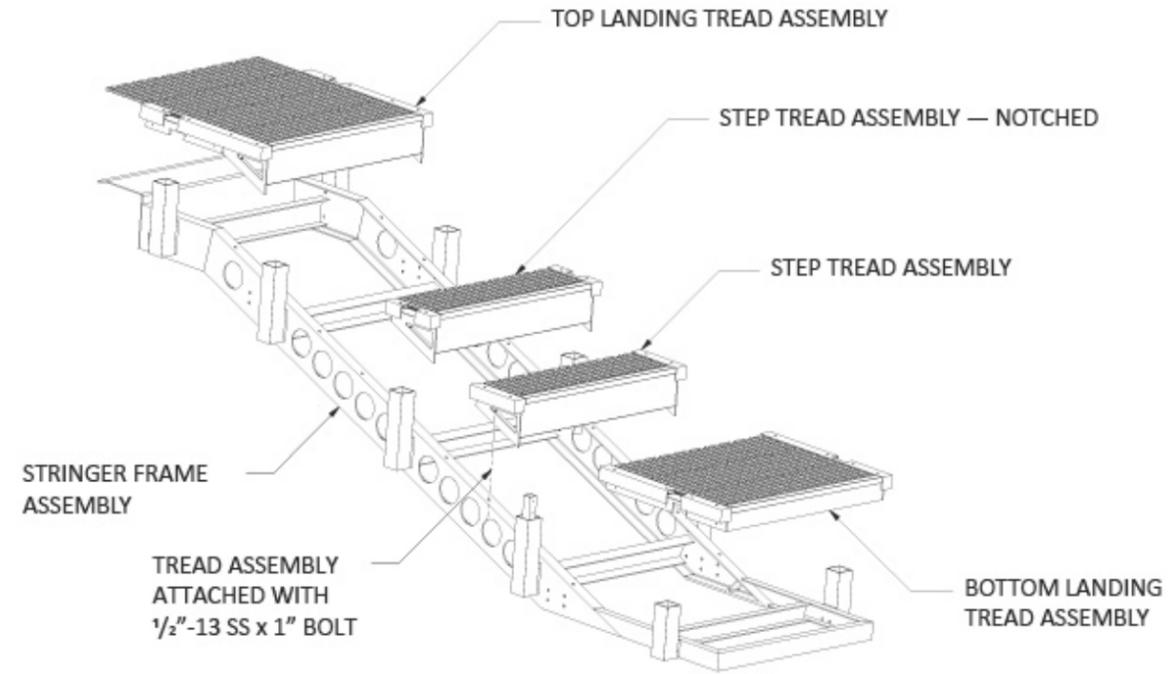
Company name

(A) + (B) = _____

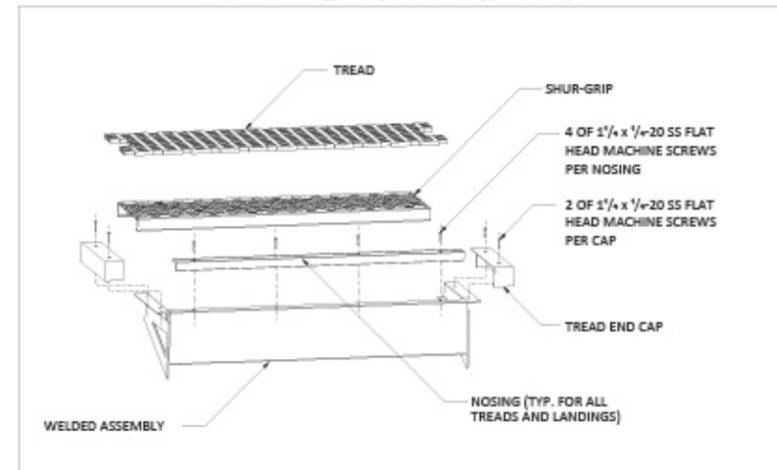
Signature

Date

Appendix 3



Exploded View of Typical Step Tread Assembly (Not to scale)



Revised - 28 May, 2013

 NATIONAL CAPITAL COMMISSION	RIDEAU CANAL SKATEWAY STAIR SYSTEM	
	RCS - TYPICAL TREAD & LANDING ASSEMBLY	ASSY-1a

Appendix 3

INSTALLATION INSTRUCTIONS

PRINCIPAL STAIR UNIT

1. STAIR UNIT IS INSTALLED WITH LIFTING USING STRAPS THAT LOOP AROUND THE FOUR LIFTING POINTS ON THE SIDES OF THE STAIRS.
2. SET STAIR UNIT INTO POSITION IN CANAL. UPPER LANDING PLATE RESTS ON TOP OF CANAL WALL.
3. SUPPORT STAIRS IN POSITION USING HEIGHT-ADJUSTABLE REMOVABLE LEGS WITH INTEGRAL FOOTINGS.
4. FIX IN POSITION SO THAT THE UNPAINTED ALUMINUM SUBSTRUCTURE OF THE LOWER LANDING IS HELD AT APPROXIMATELY 3" ABOVE THE [ICE-LEVEL] WATER LINE.

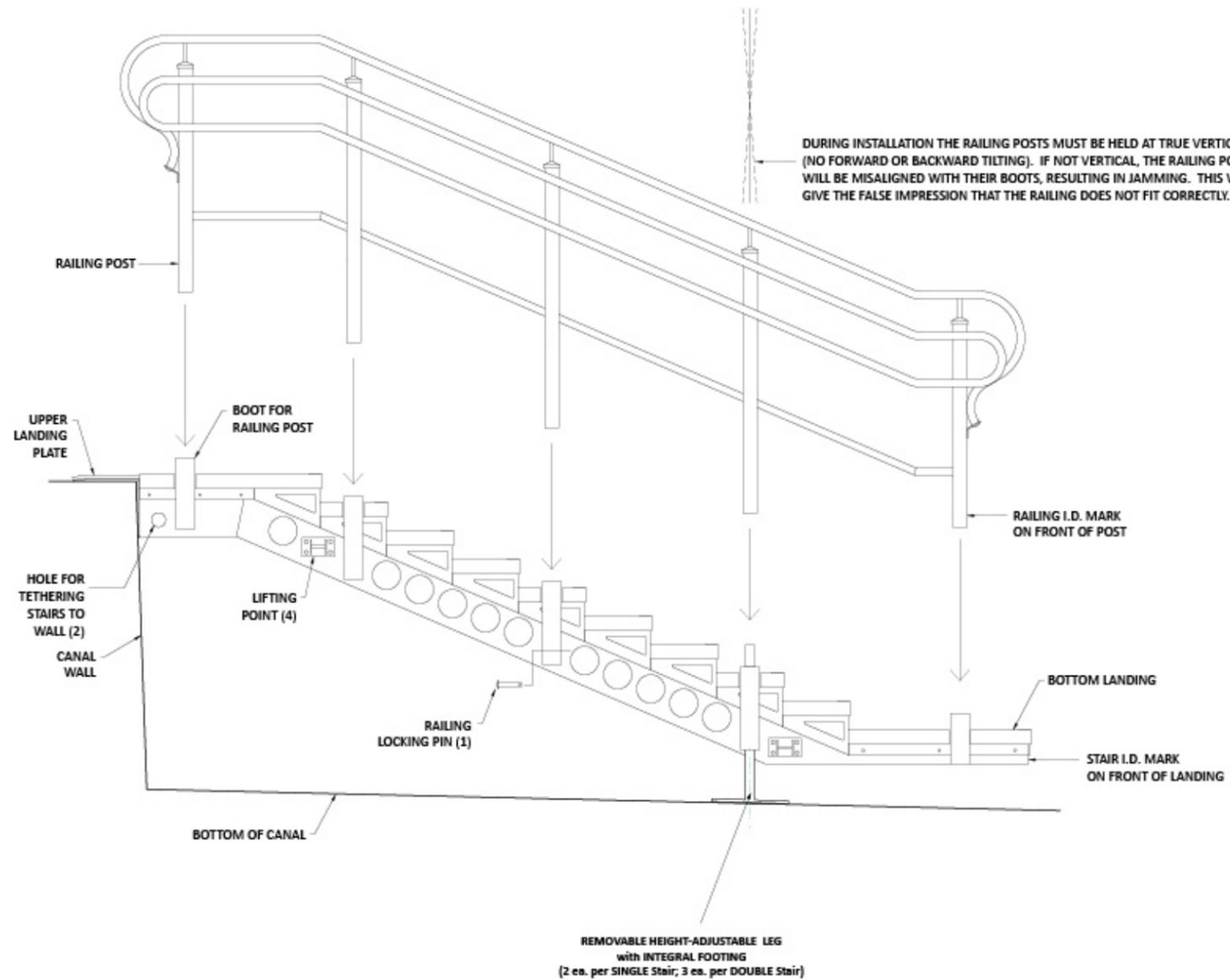
RAILINGS

1. RAILINGS ARE IDENTIFIED WITH A NUMBER AND LETTER MARKED ON, OR NEAR THE LOWER END OF THE FRONT/BOTTOM POST.

THIS NUMBER INDICATES THE SIZE OF STAIR UNIT THAT THE RAILING IS MATCHED TO, WHILE THE LETTER IDENTIFIES WHETHER THE RAILING IS TO BE MOUNTED ON THE LEFT, CENTRE (FOR DOUBLE, OR TRIPLE WIDTH INSTALLATIONS), OR RIGHT. FOR EXAMPLE, "10-L" INDICATES THAT THE RAILING IS TO BE MOUNTED ON THE LEFT SIDE OF TO A 10-STEP STAIR UNIT.
2. TO INSTALL RAILINGS INTO STAIR BOOTS, THE RAILING MUST BE HELD IN A TRUE VERTICAL ORIENTATION; ANY TILTING OF THE RAILING WILL CAUSE MISALIGNMENT OF THE POSTS AS THEY ENTER THE BOOTS.
3. INSERT 3/4" DIAMETER LOCKING PIN THROUGH HOLE IN CENTRE BOOT FOR EACH RAILING AND SECURE AS INSTRUCTED.

ADD-ON STAIR UNIT - UNIQUE DETAILS

1. THE LEFT SIDE OF THE ADD-ON STAIR UNIT (VIEWED FROM THE BOTTOM) HAS TWO HOOKS THAT FIT OVER THE LIFTING POINTS ON THE RIGHT SIDE OF THE PRINCIPAL STAIR UNIT.
2. HOOKS TO BE SECURED ONTO LIFTING POINTS WITH STAINLESS STEEL LOCKING BOLTS AND NUTS (NOT SUPPLIED). USE 3/8" DIAMETER X 4" LENGTH.
3. INSTALL RIGHT RAILING ON RIGHT SIDE OF ADD-ON STAIR UNIT



Revised - 28 May, 2013



NATIONAL CAPITAL COMMISSION

RIDEAU CANAL SKATEWAY STAIR SYSTEM

INSTALLATION INSTRUCTIONS

INST-1b

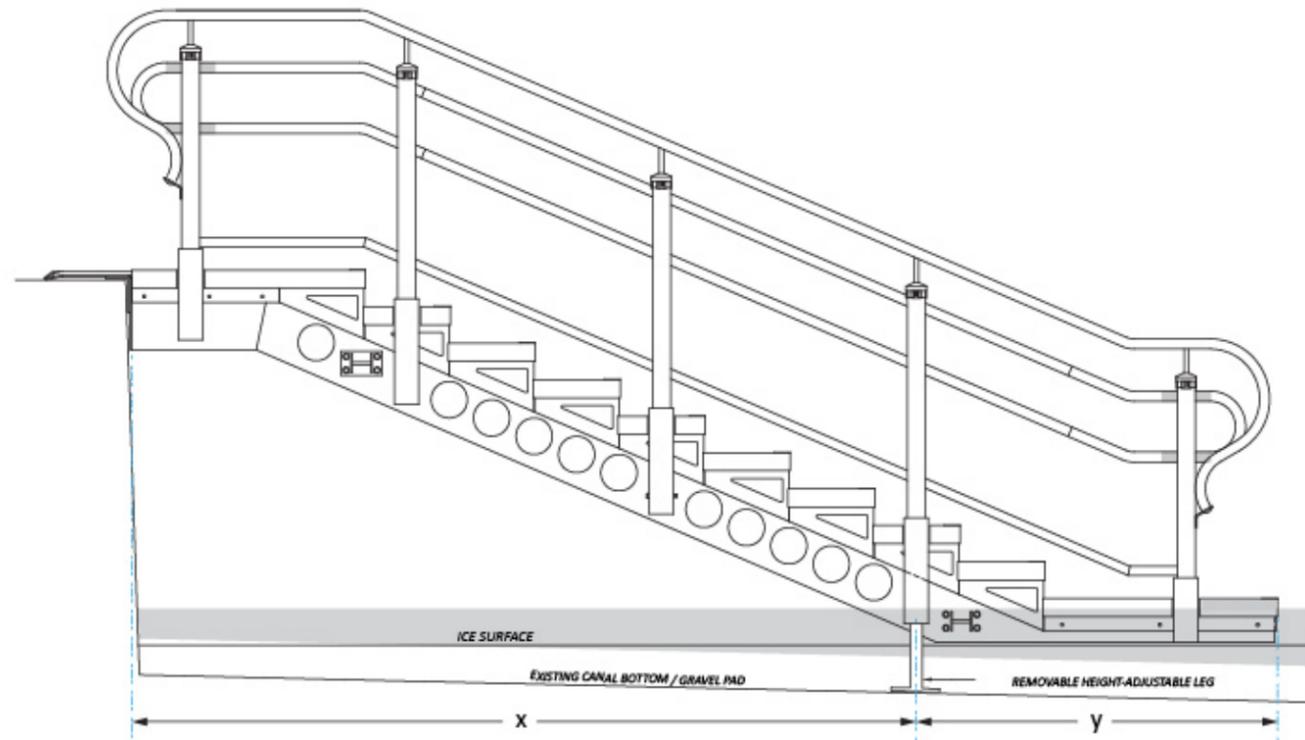
Appendix 3

STILT LEG LOCATIONS IN RELATION TO THE CANAL WALL

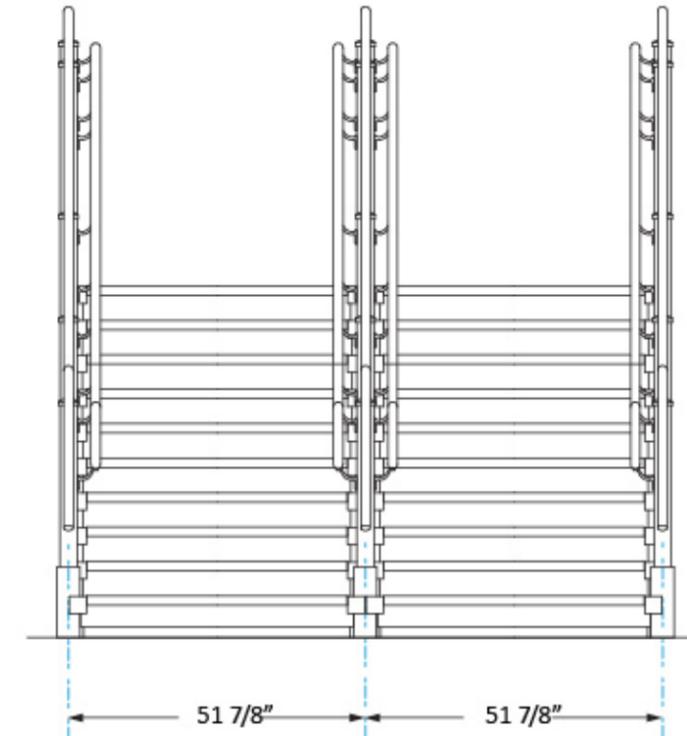
Dimension	10-step	11-step	12-step	13-step	14-step
Distance from wall to stilt leg (x)	129.3"	143.3"	157.3"	171.3"	185.3"
Distance from stilt leg to front of stairs (y)	59.5"	59.5"	59.5"	59.5"	59.5"
TOTAL OVERALL	188.8"	202.8"	216.8"	230.8"	244.8"

WIDTH DISTANCE BETWEEN LEGS

The width distance between legs in all stair configurations (single, double and triple) is 51 7/8".



SIDE VIEW
(10-step unit shown)



FRONT VIEW
(double unit shown)

Revised - 28 May, 2013



NATIONAL CAPITAL COMMISSION

RIDEAU CANAL SKATEWAY STAIR SYSTEM

OVERALL NOMINAL DIMENSIONS

O/A-1a

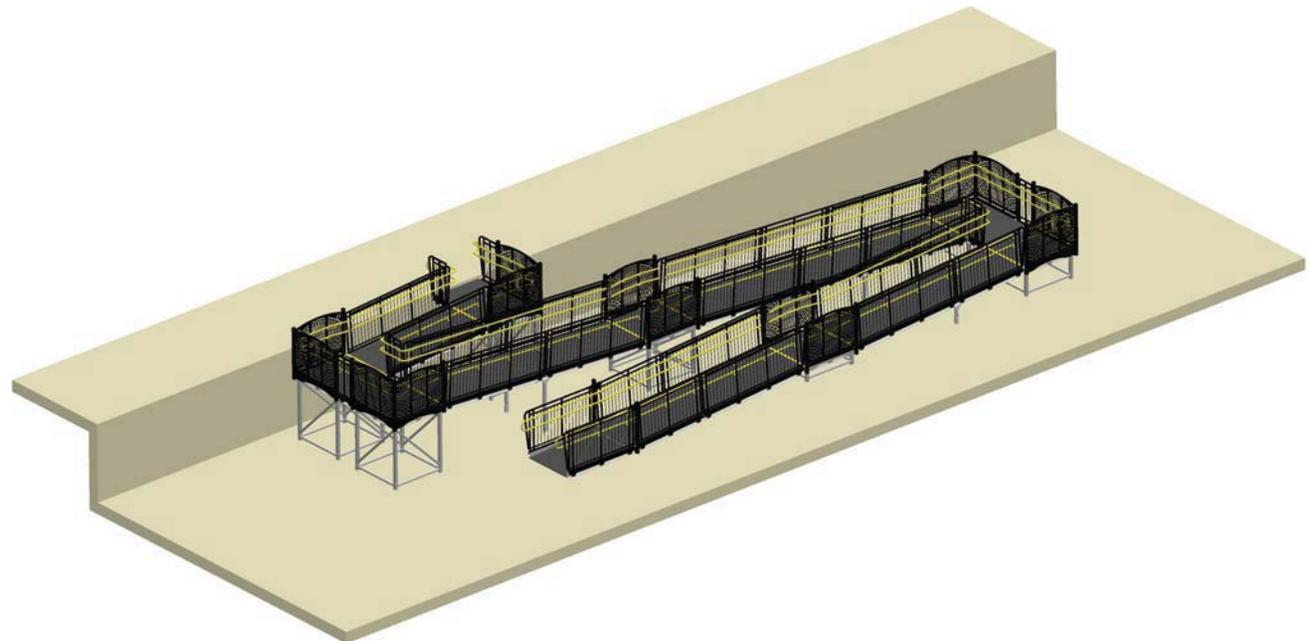
Introduction	Page 1
Parts and Preconfiguration	Page 2 - 10
Installation Procedure	Page 11 - 25

Introduction

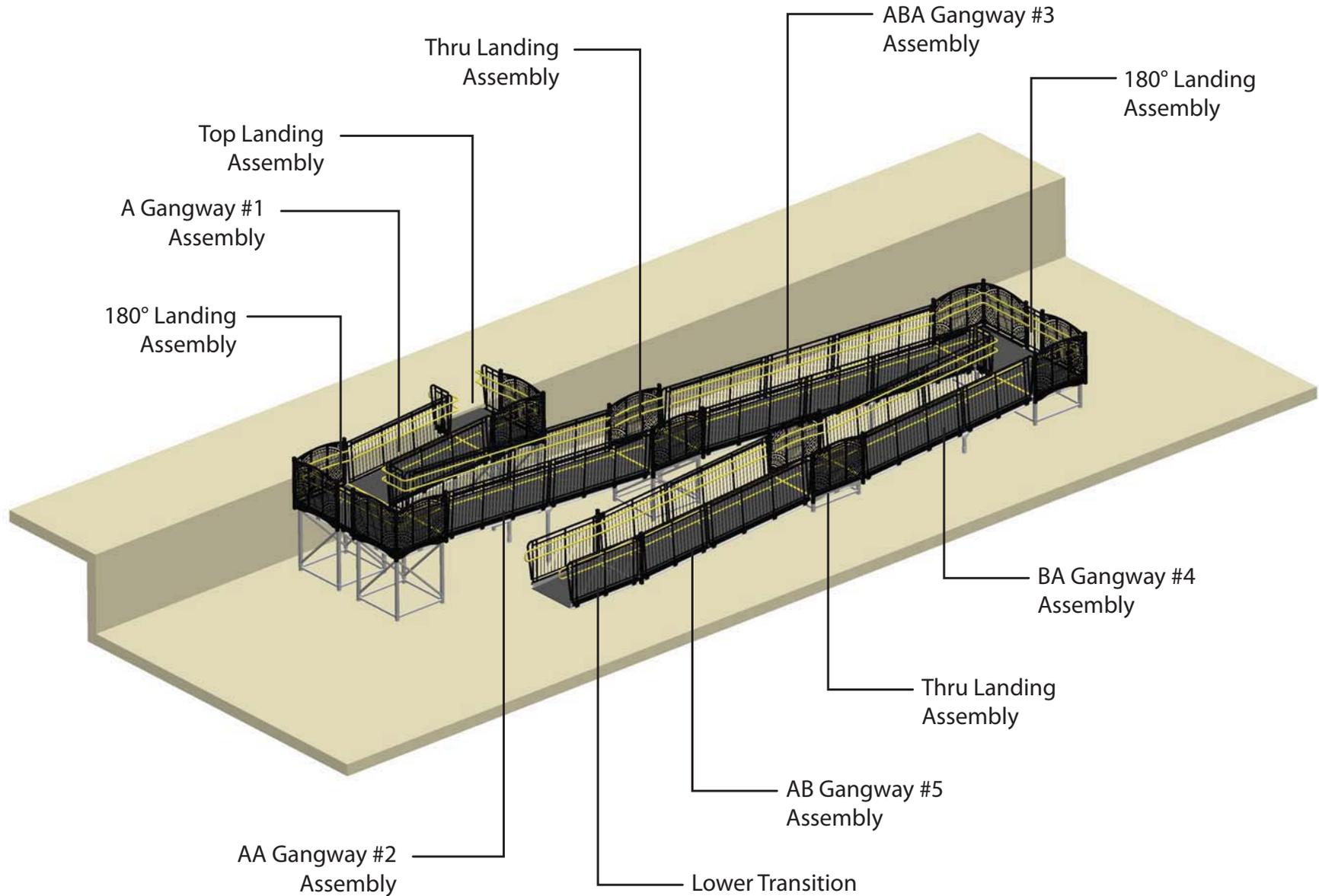
The Rideau Ramp is installed as part of the infrastructure required for the Rideau Canal Skateway. It is typically installed in November of each year during a special period of extra-low water intended to facilitate such installations. This ramp has a 1:15 slope.

The following pages outline the components and sub-assemblies that make up the Rideau Ramp, and provide step-by-step instructions for their installation on site.

It is important to note that several assemblies are to be preconfigured prior to assembly, in particular the gangways and landings. Attending to this prior to installation will speed the process and make everything easier.

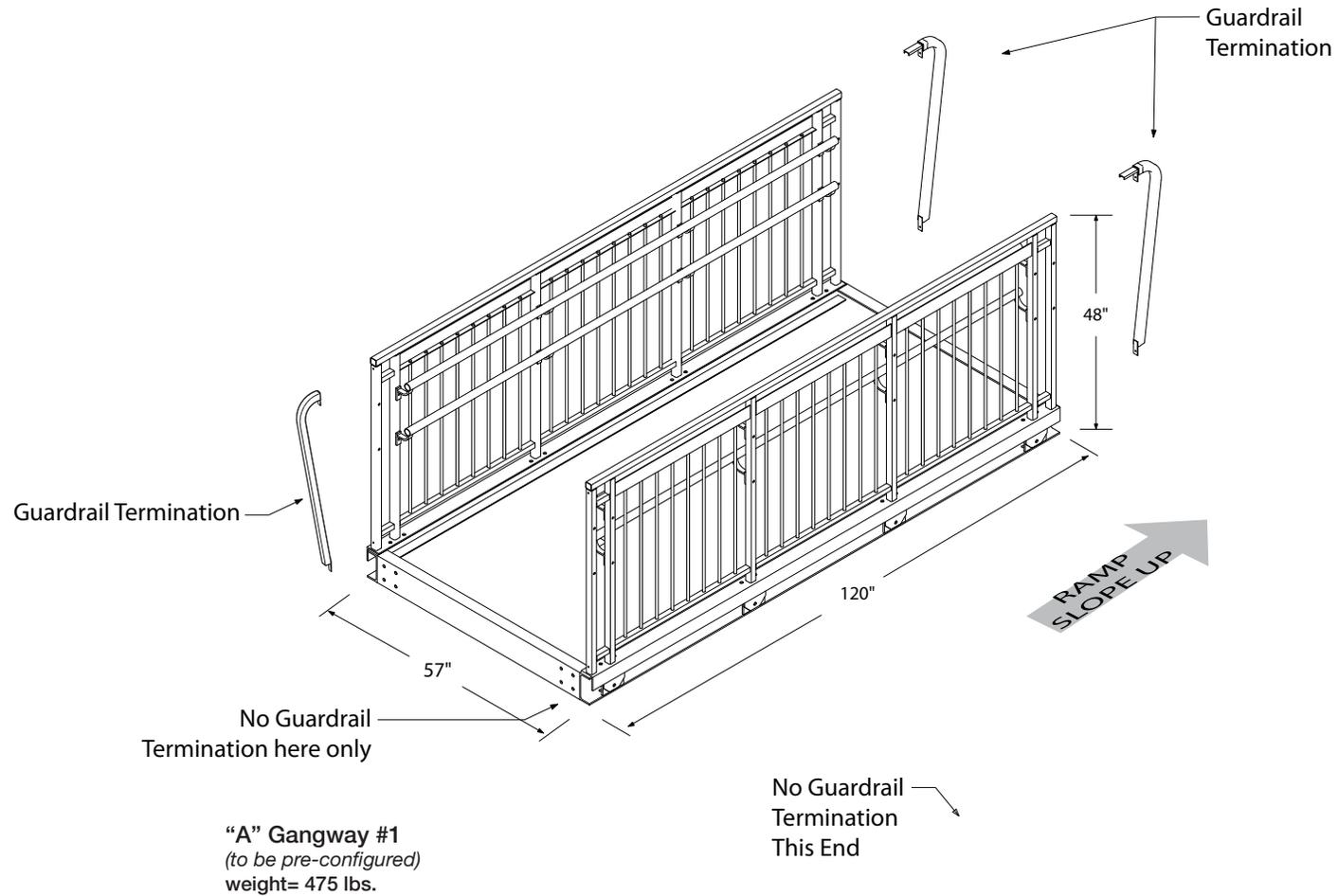


Overview



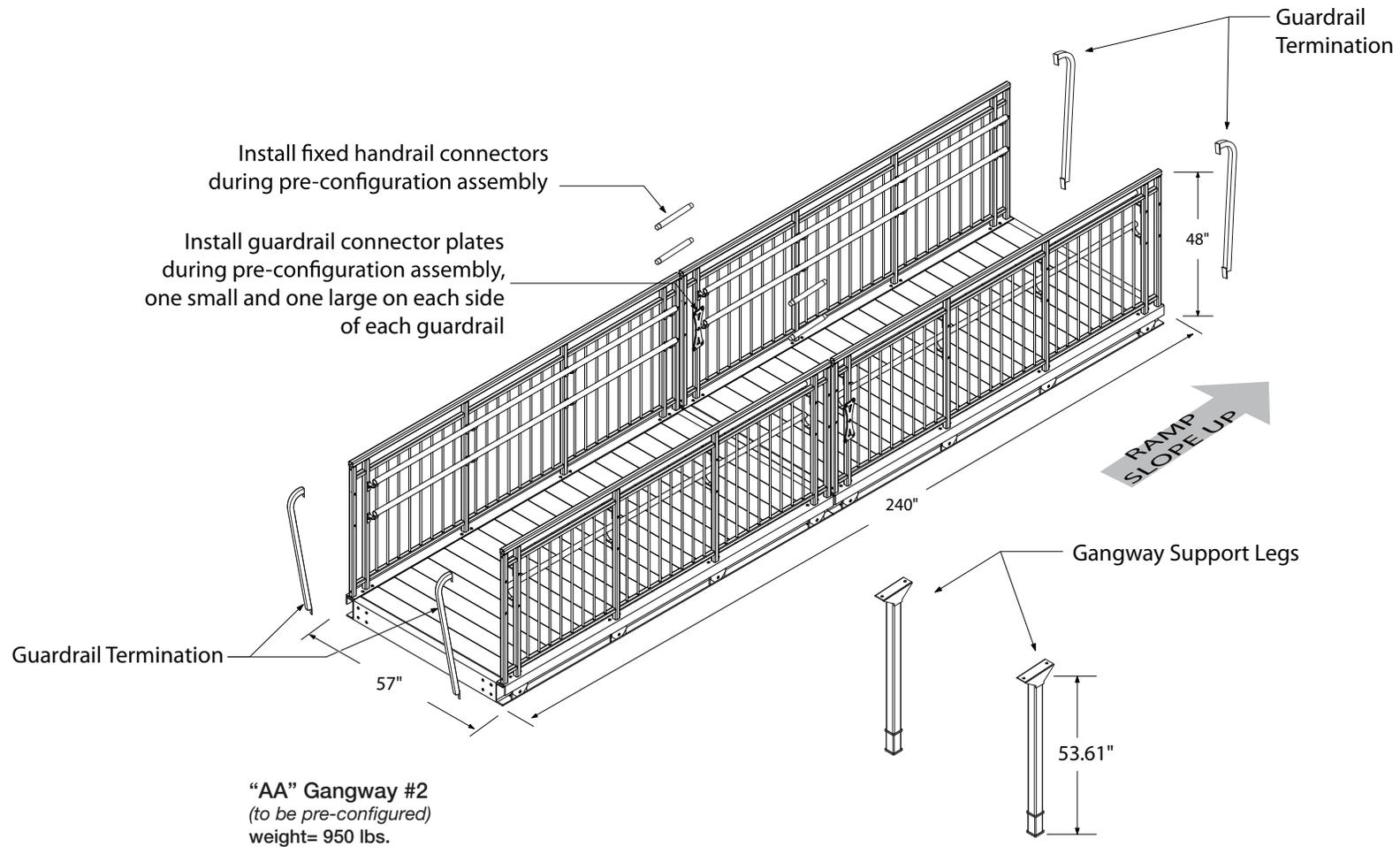
Gangways & Ramp Supports

1 REQ'D



Gangways & Ramp Supports

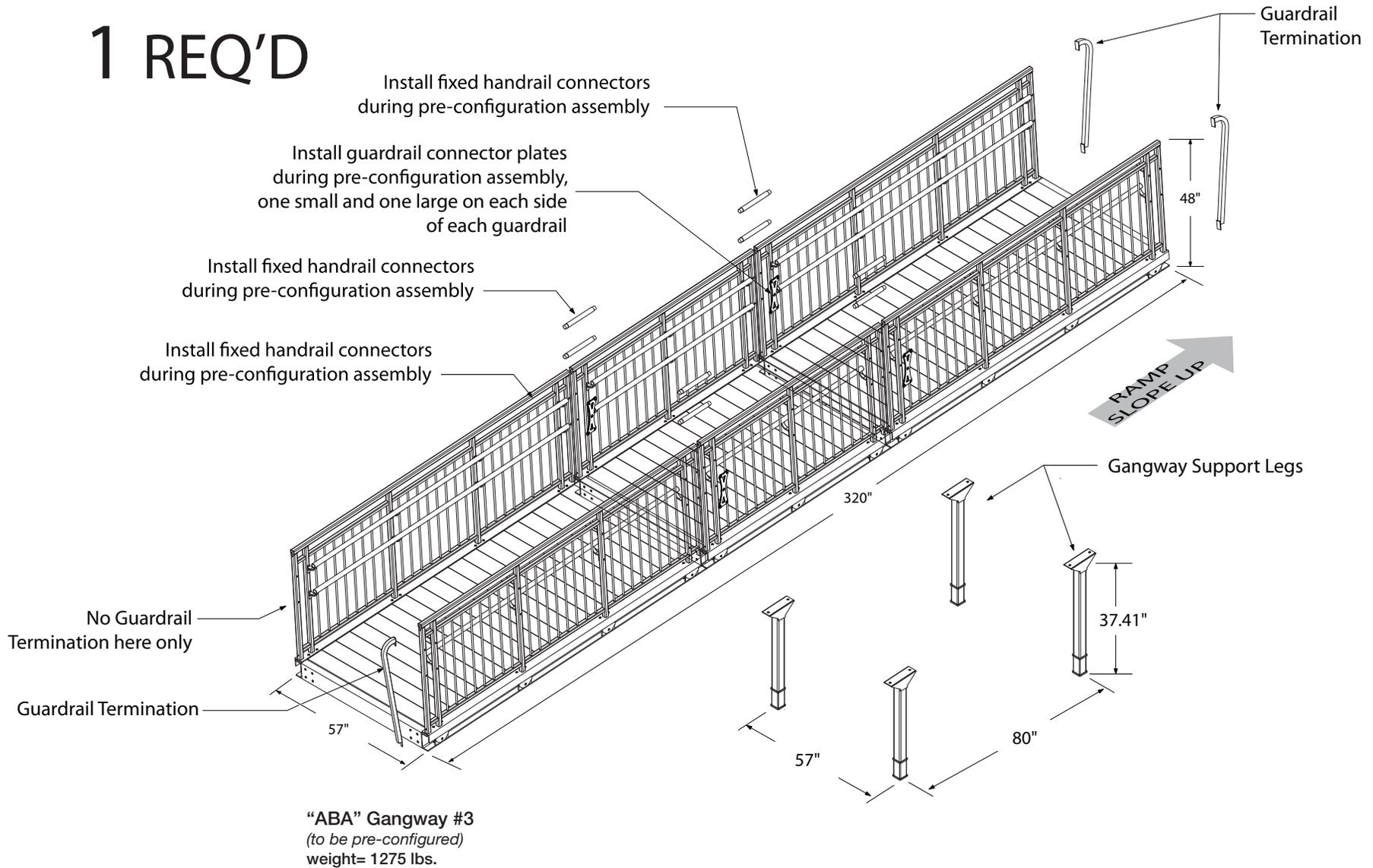
1 REQ'D



NOTE: Supports require scaffold jack levellers on both legs.

Gangways & Ramp Supports

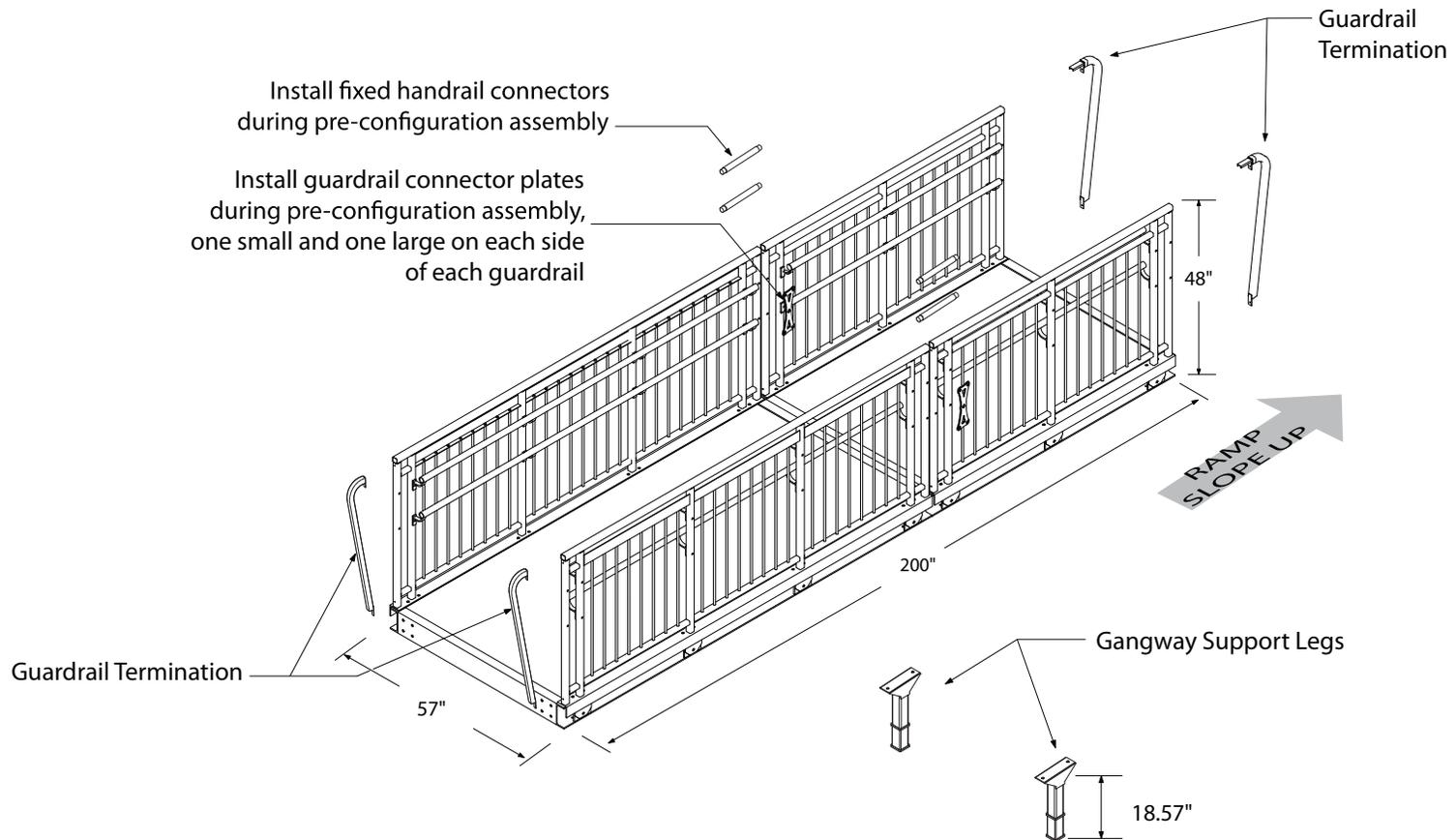
1 REQ'D



NOTE: All supports require scaffold jack levellers on all four legs.

Gangways & Ramp Supports

1 REQ'D

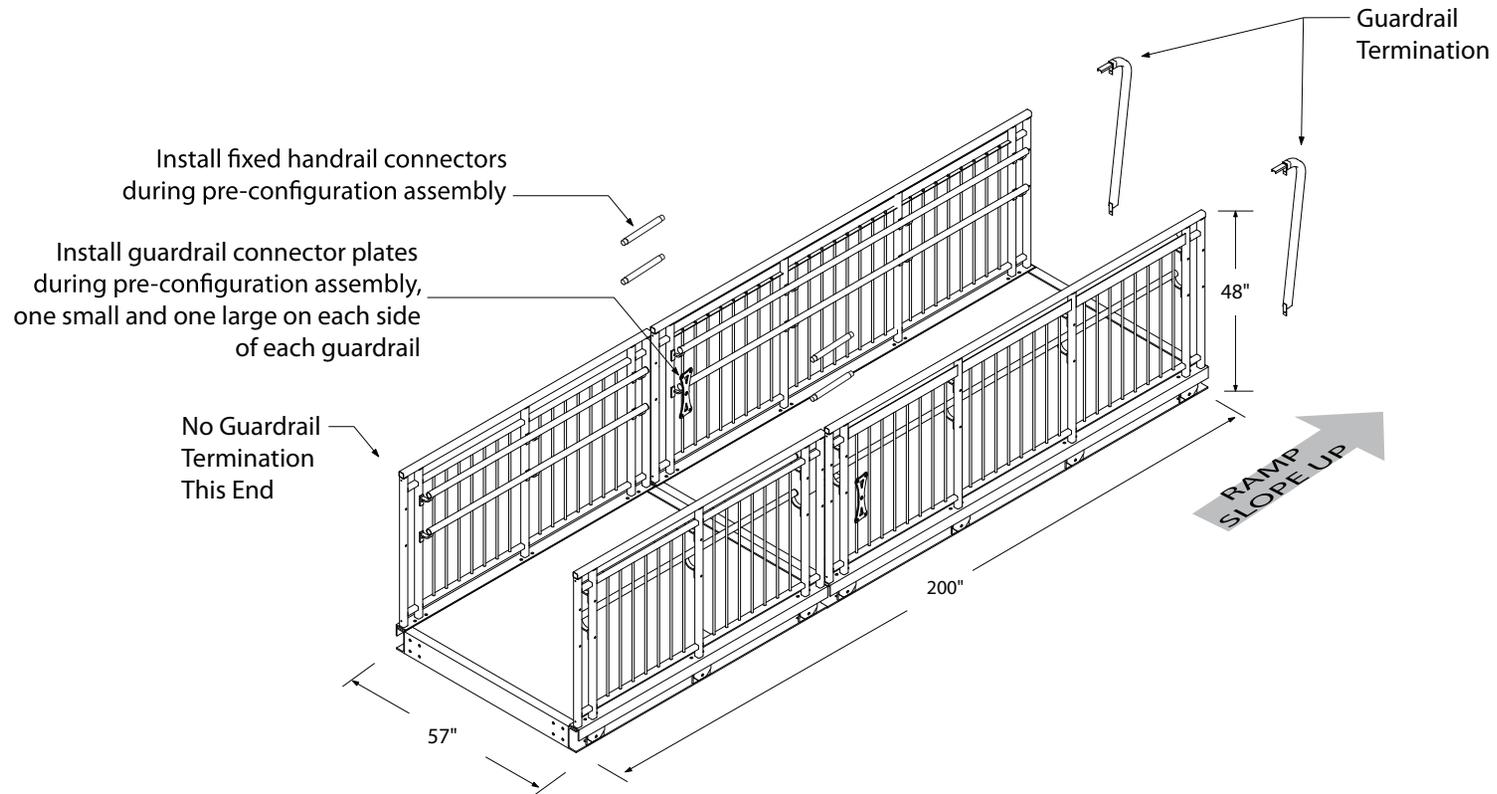


"BA" Gangway #4
(to be pre-configured)
 weight= 800 lbs.

NOTE: Supports require scaffold jack levellers on both legs.

Gangways & Ramp Supports

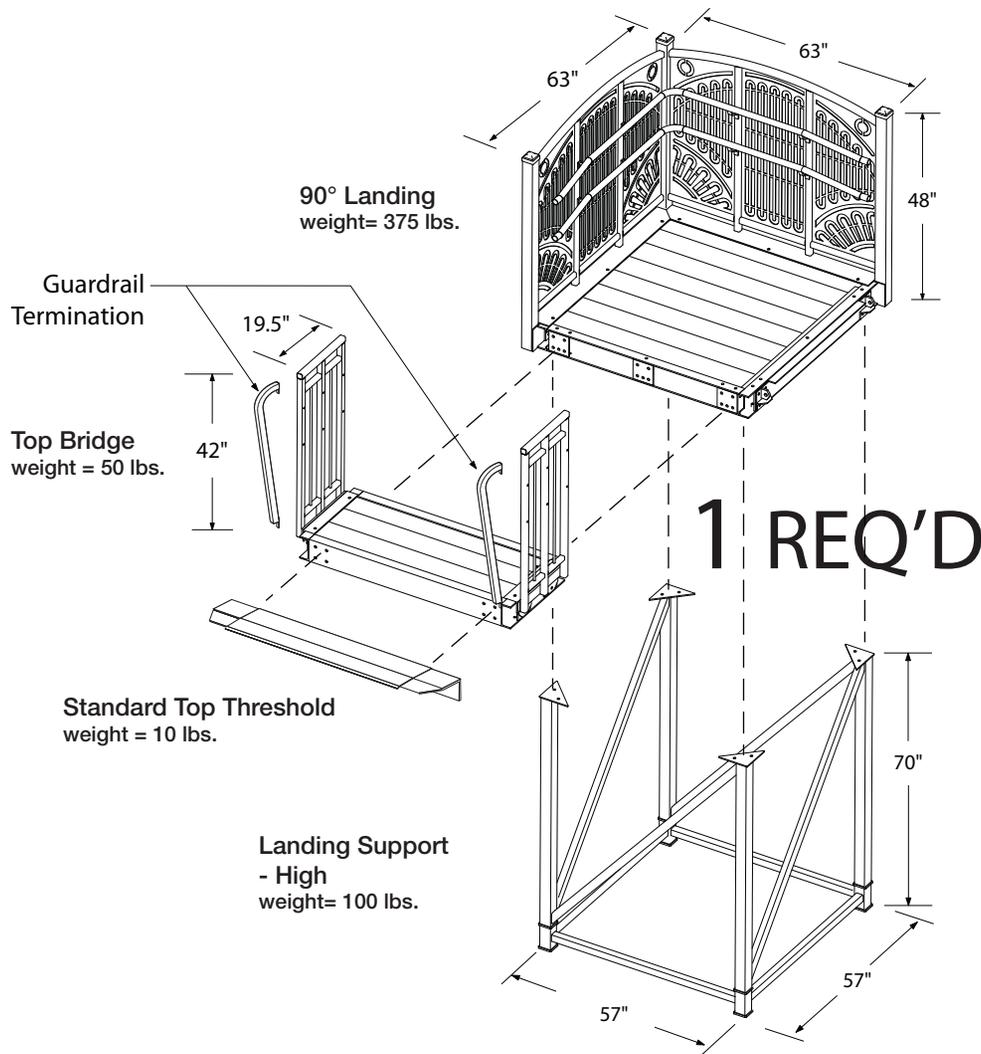
1 REQ'D



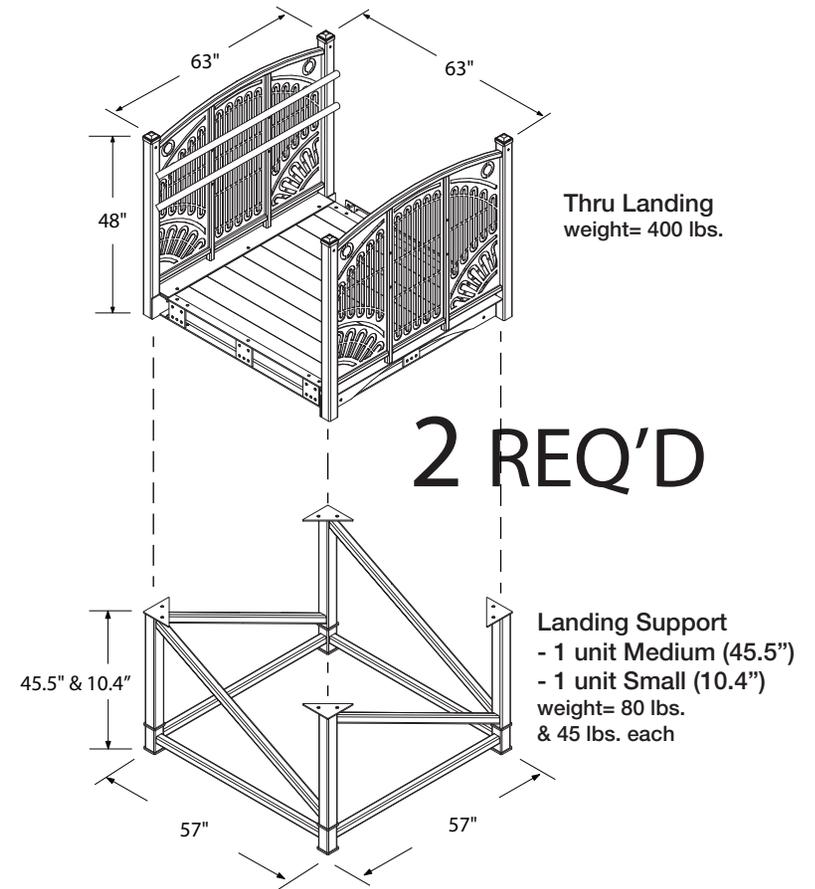
“AB” Gangway #5
 (to be pre-configured)
 weight= 800 lbs.

NOTE: Supports require scaffold jack levellers on both legs.

Landings & Landing Supports



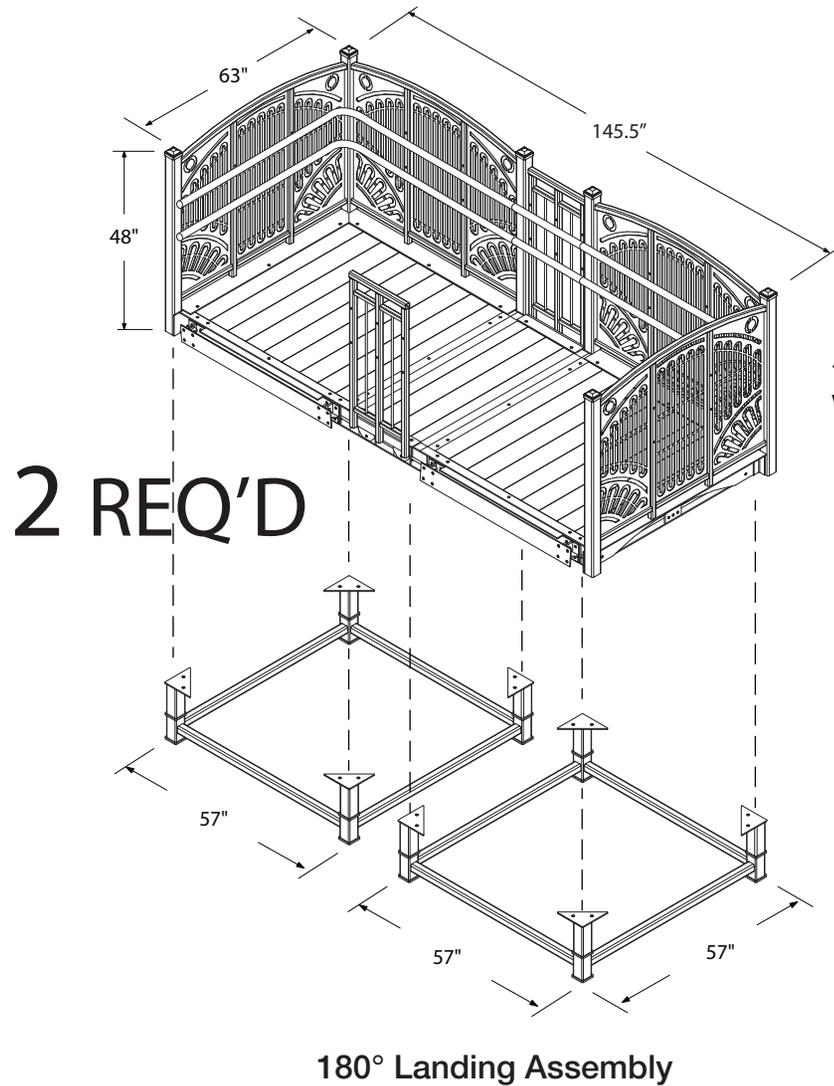
Top Landing Assembly



Thru Landing Assembly

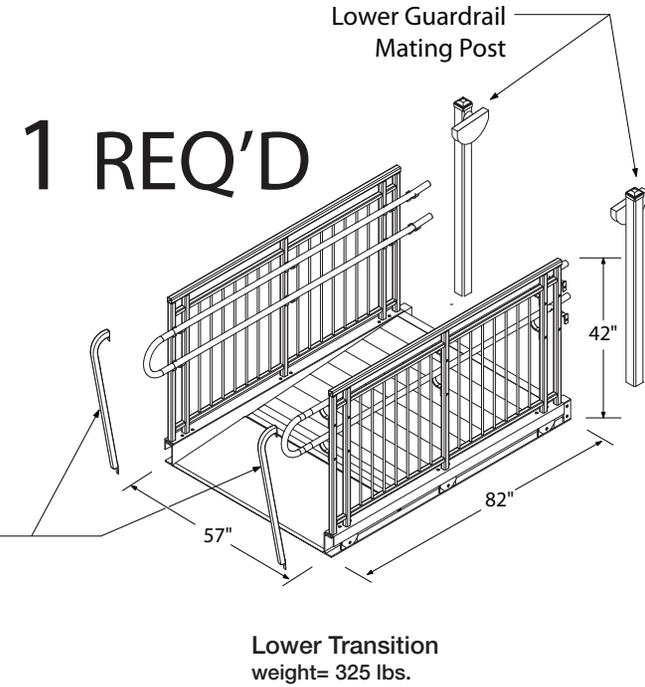
NOTE: All supports require scaffold jack levellers on all four legs.

Landings & Landing Supports



180° Landing
weight= 800 lbs.

Landing Support
-2 High (61.8")
-2 Small (15")
weight= 80 lbs. & 45 lbs. each

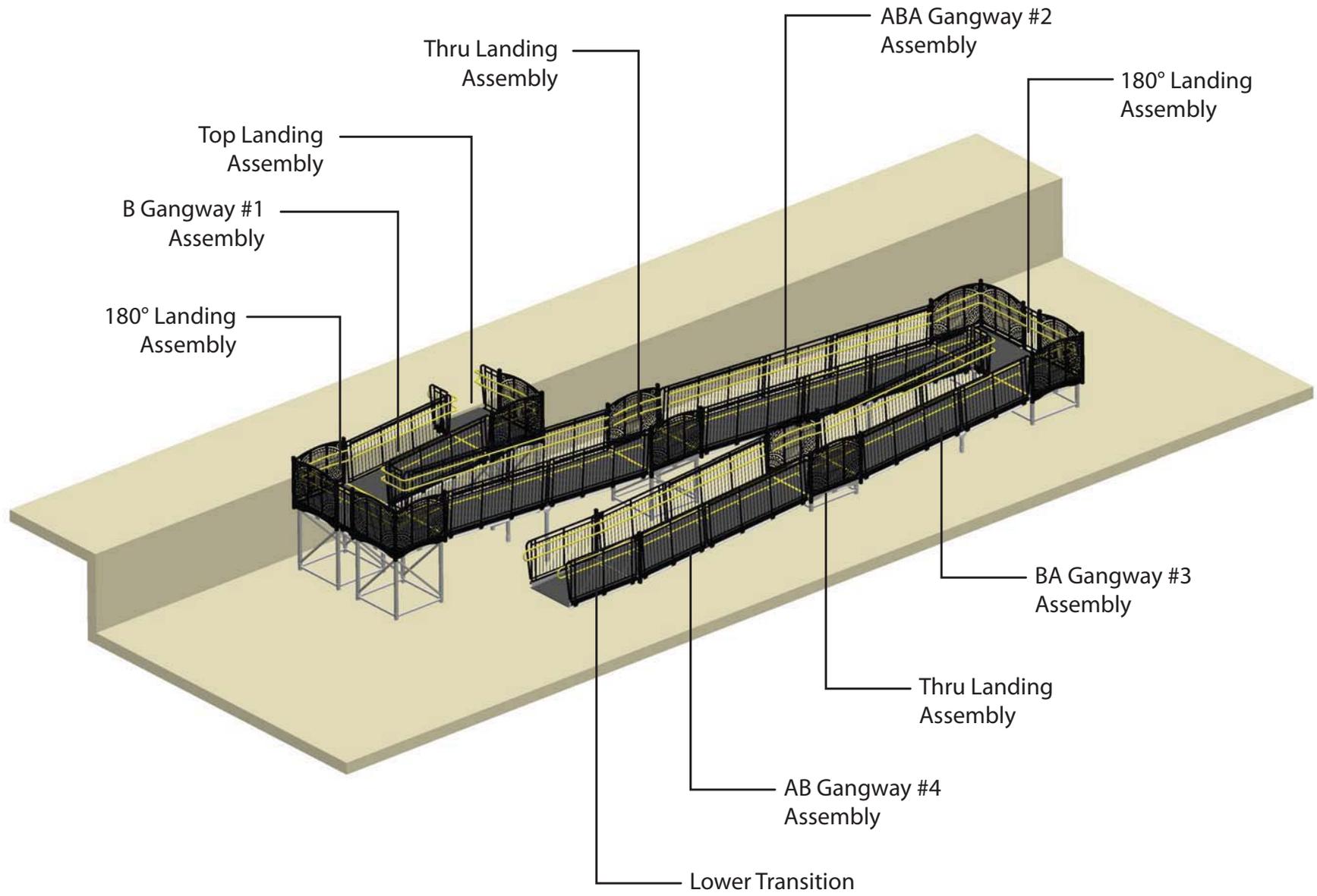


Handrail Connectors Required

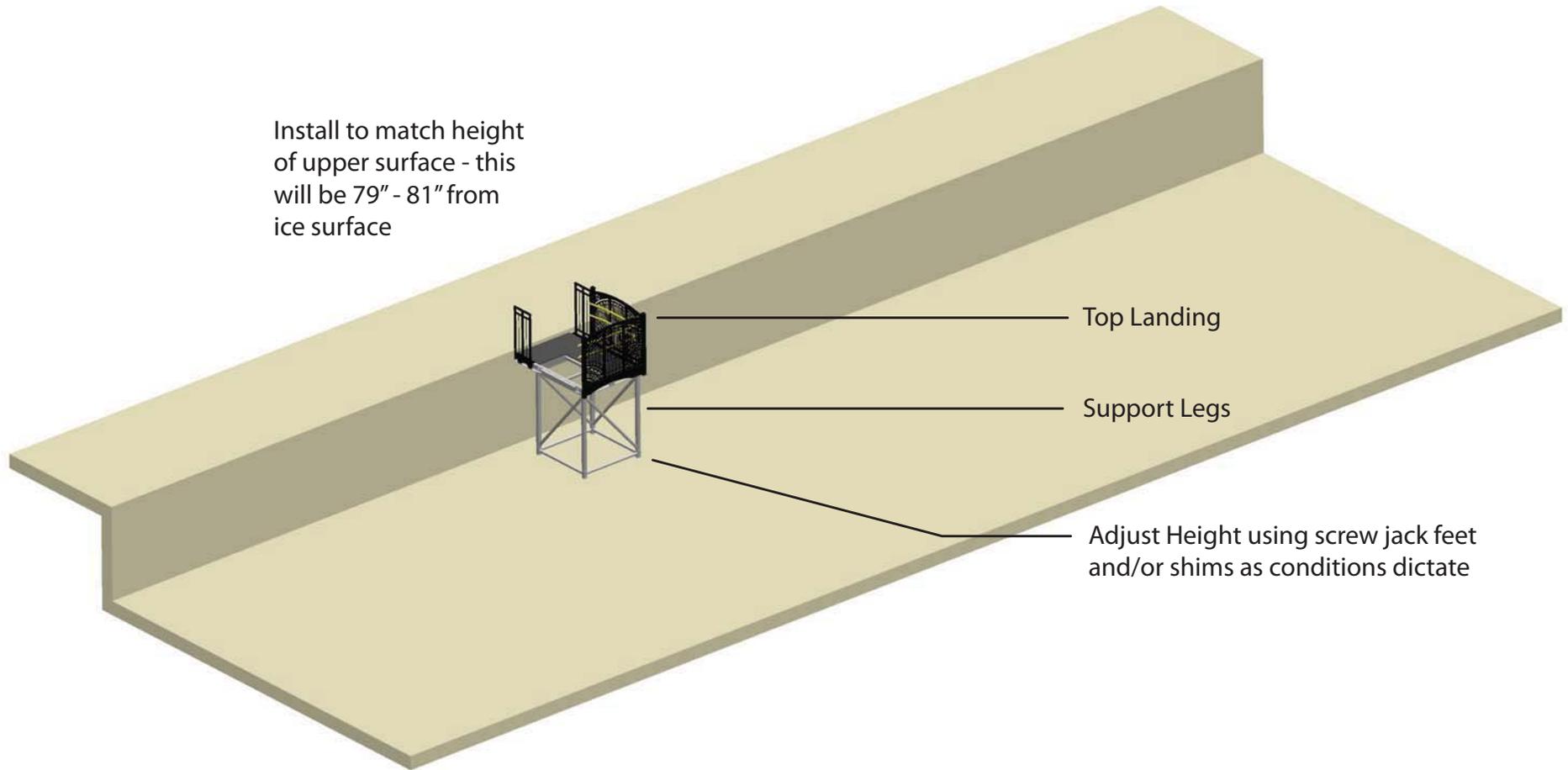
- 24 - Fixed Connectors
- 14 - Variable Length Long Connectors
- 12 - Variable Length Short Connectors
- 2 - 180° Inner Handrail
- 1 - Top Bridge Inner Handrail
- 1 - Top Bridge Outer Handrail

NOTE: All supports require scaffold jack levellers on all four legs.

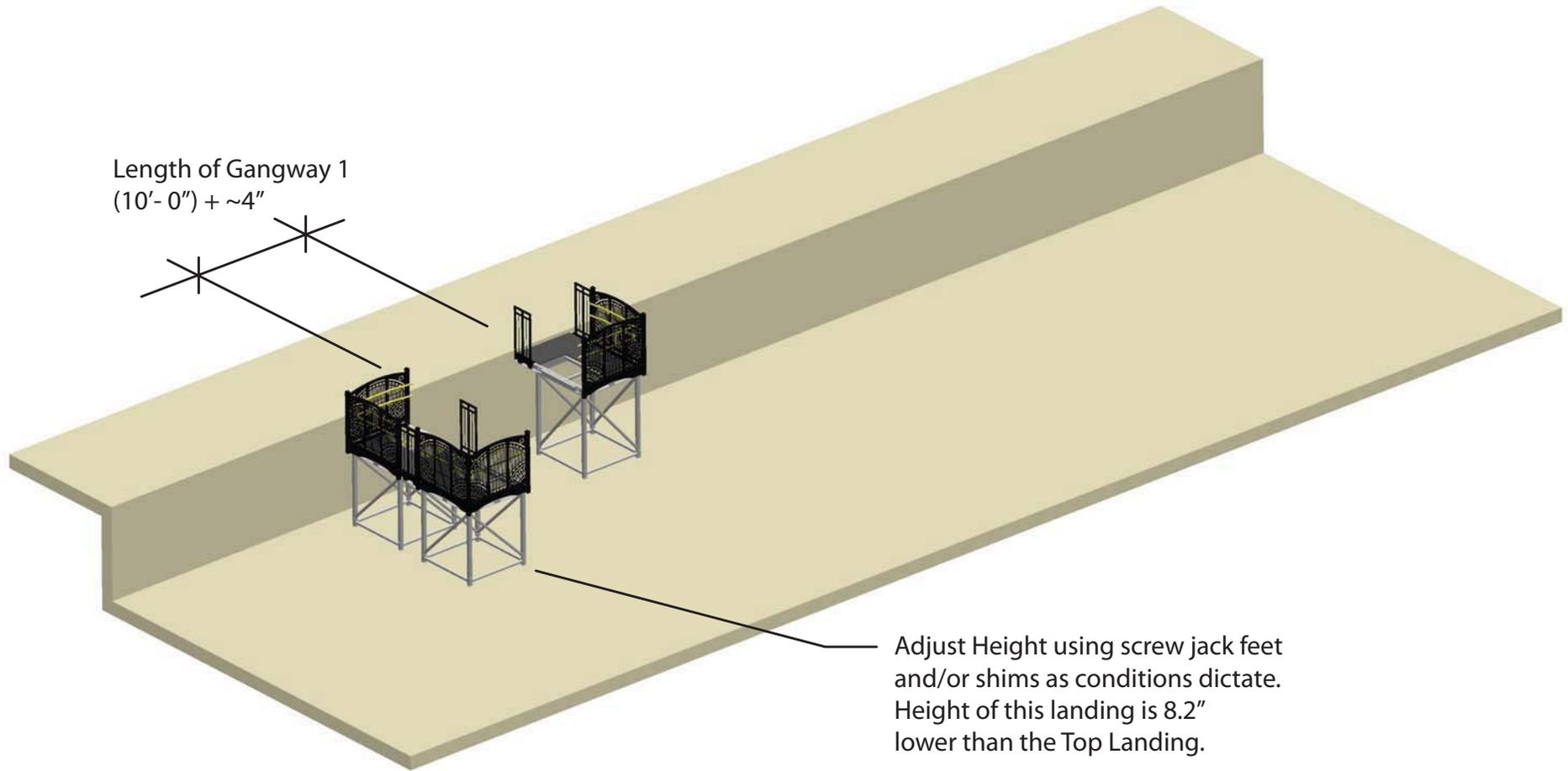
Overview of Completed Installation



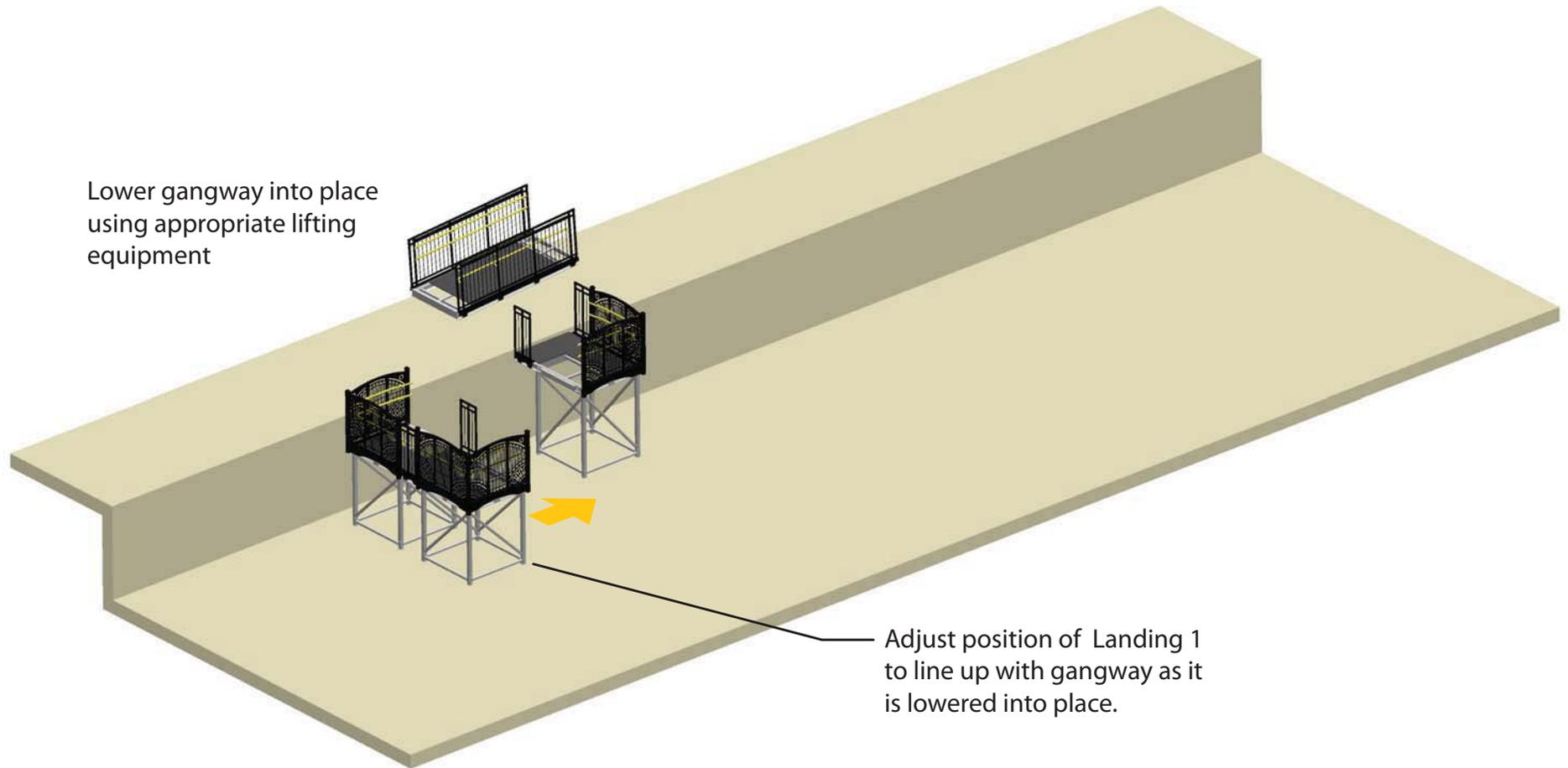
Install Top Landing



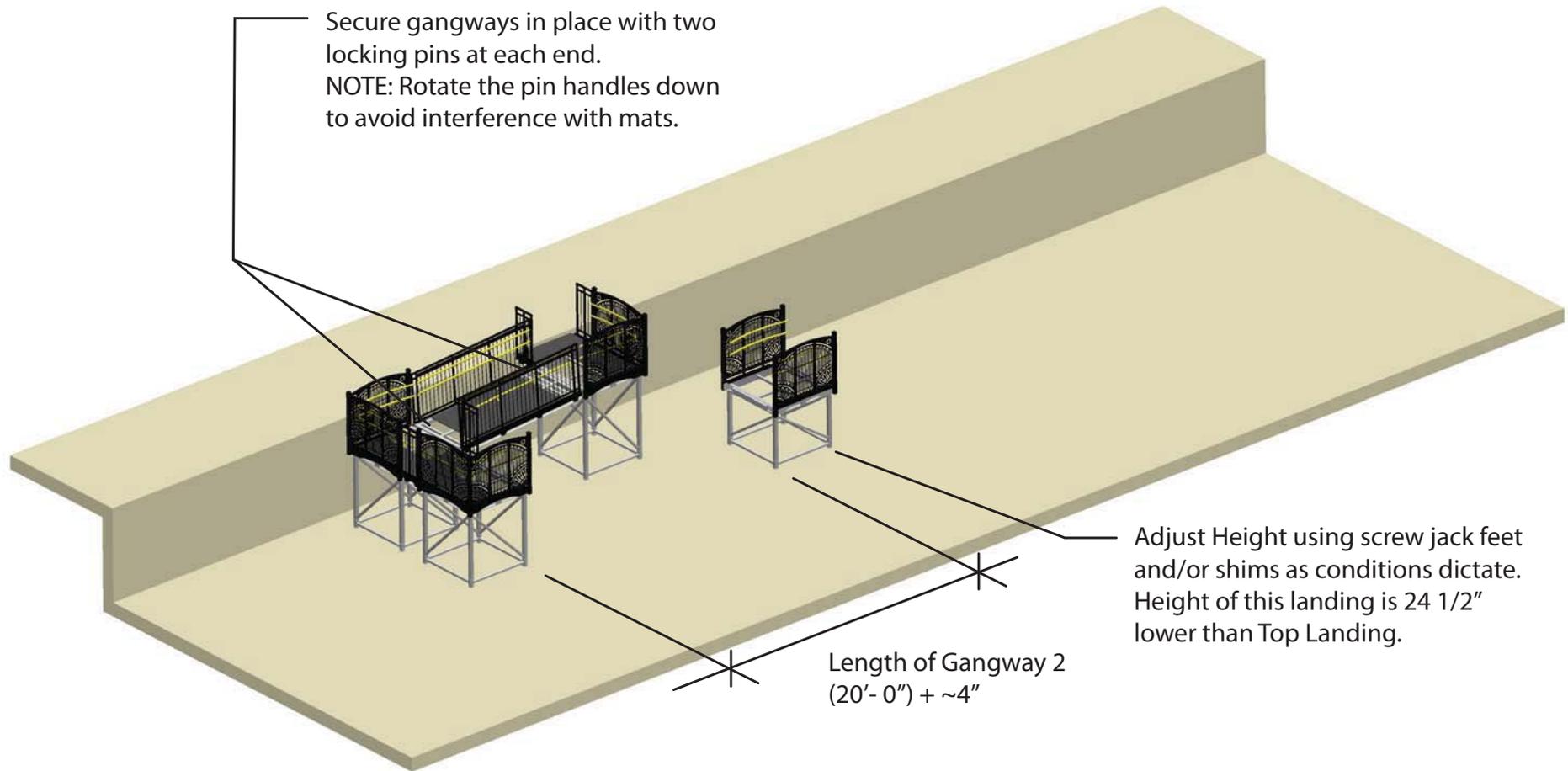
Install Landing 1



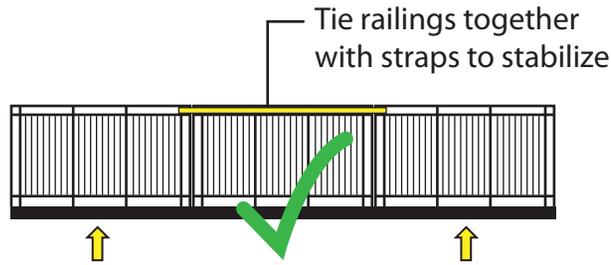
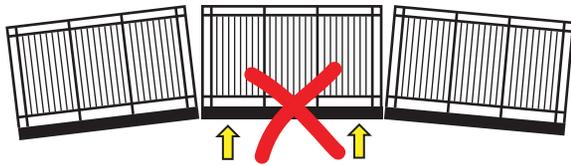
Install Gangway 1



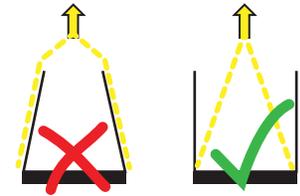
Install Landing 2



Install Gangway 2

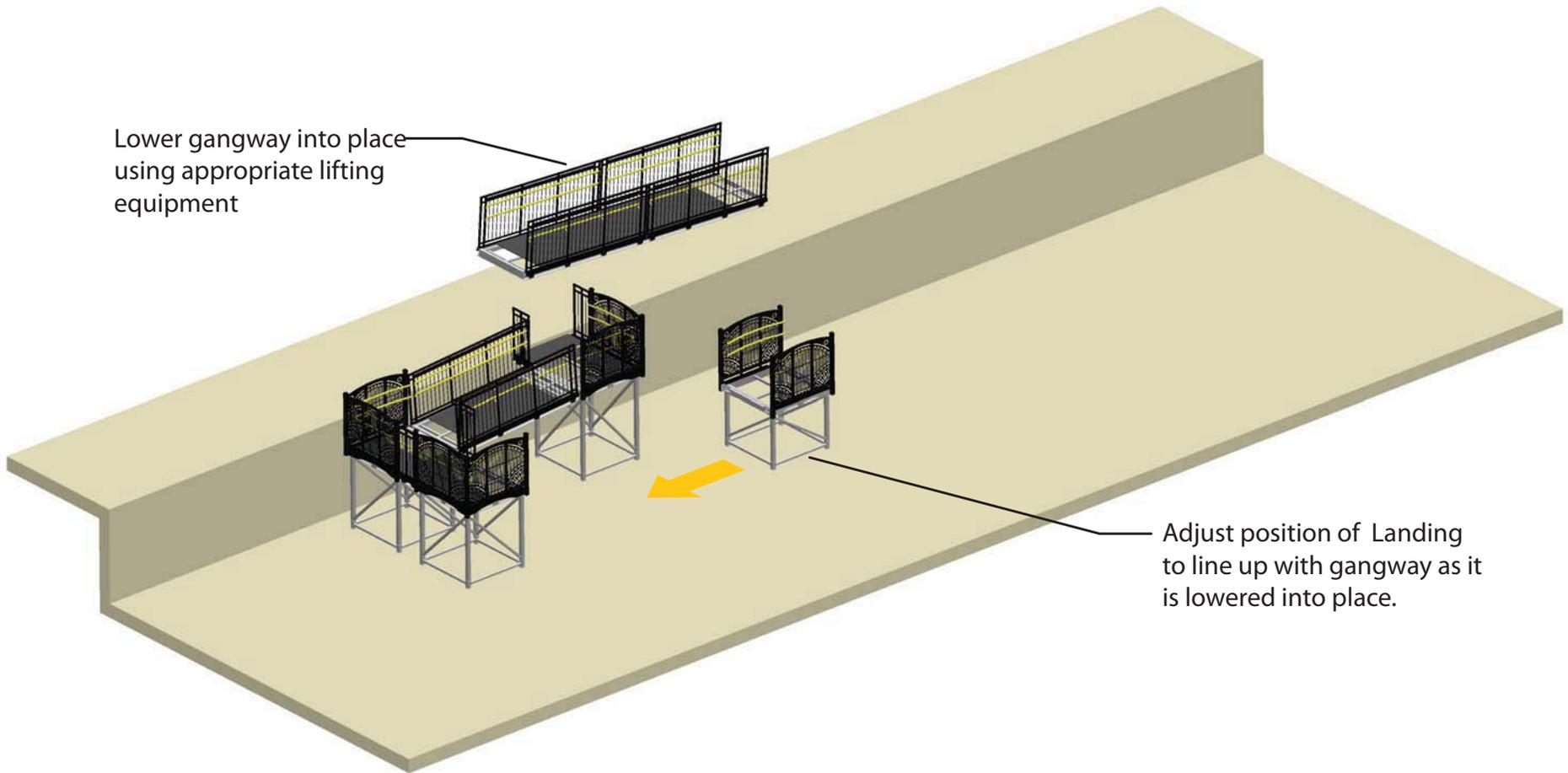


Lift from points near ends to avoid damage to gangways



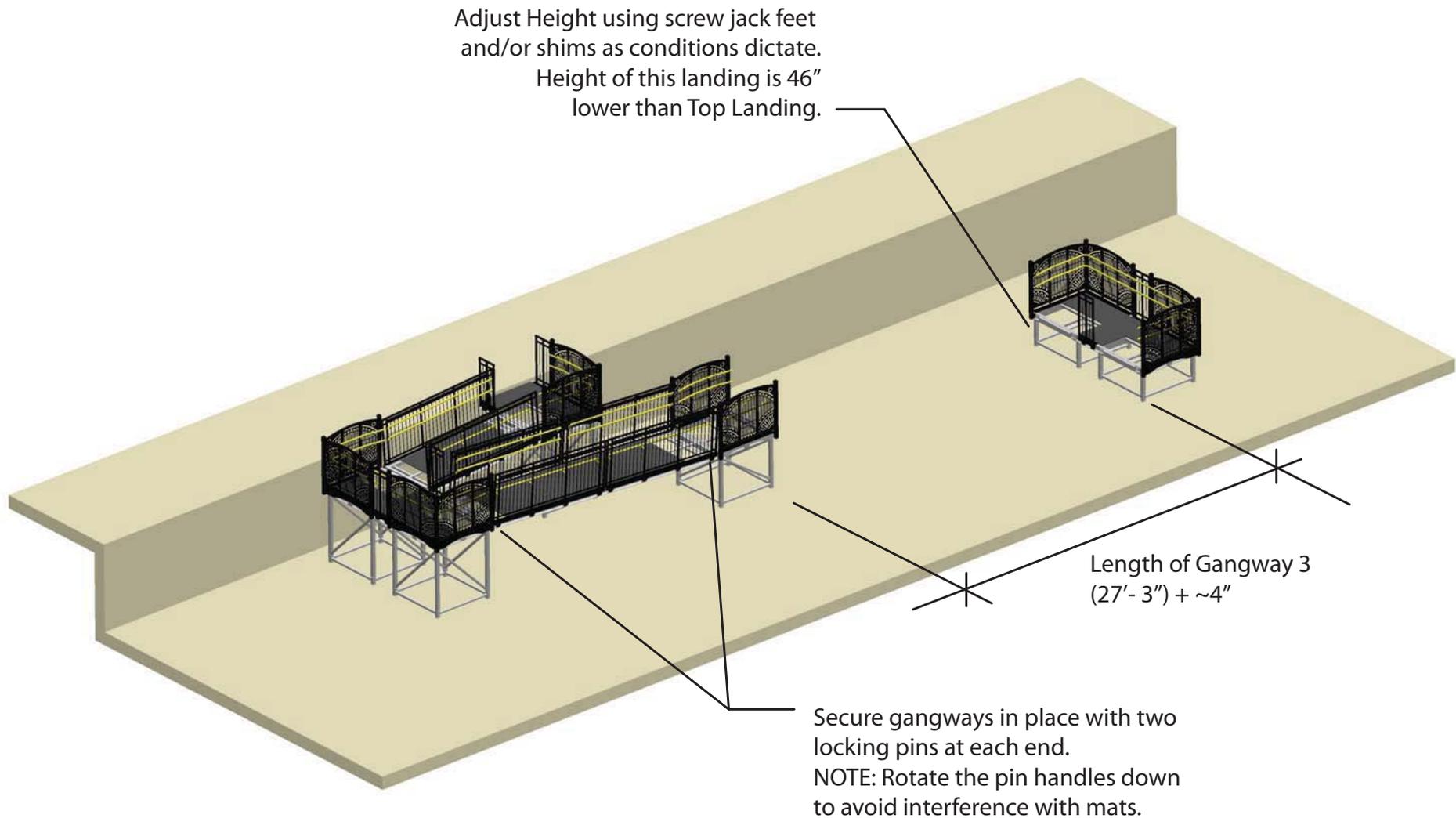
All lifting straps or slings must be inside railings to avoid damage

Lower gangway into place using appropriate lifting equipment

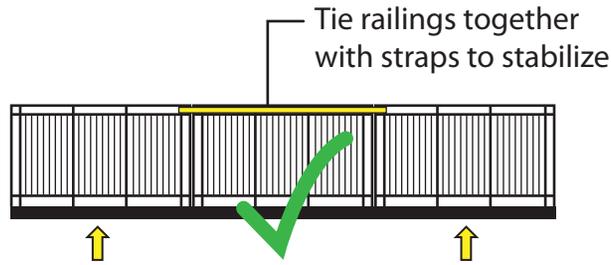
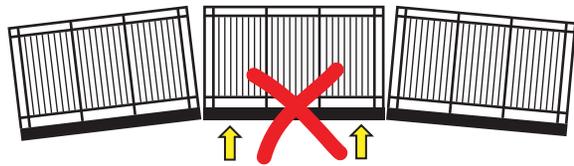


Adjust position of Landing to line up with gangway as it is lowered into place.

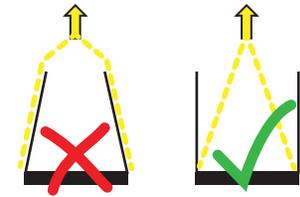
Install Landing 3



Install Gangway 3

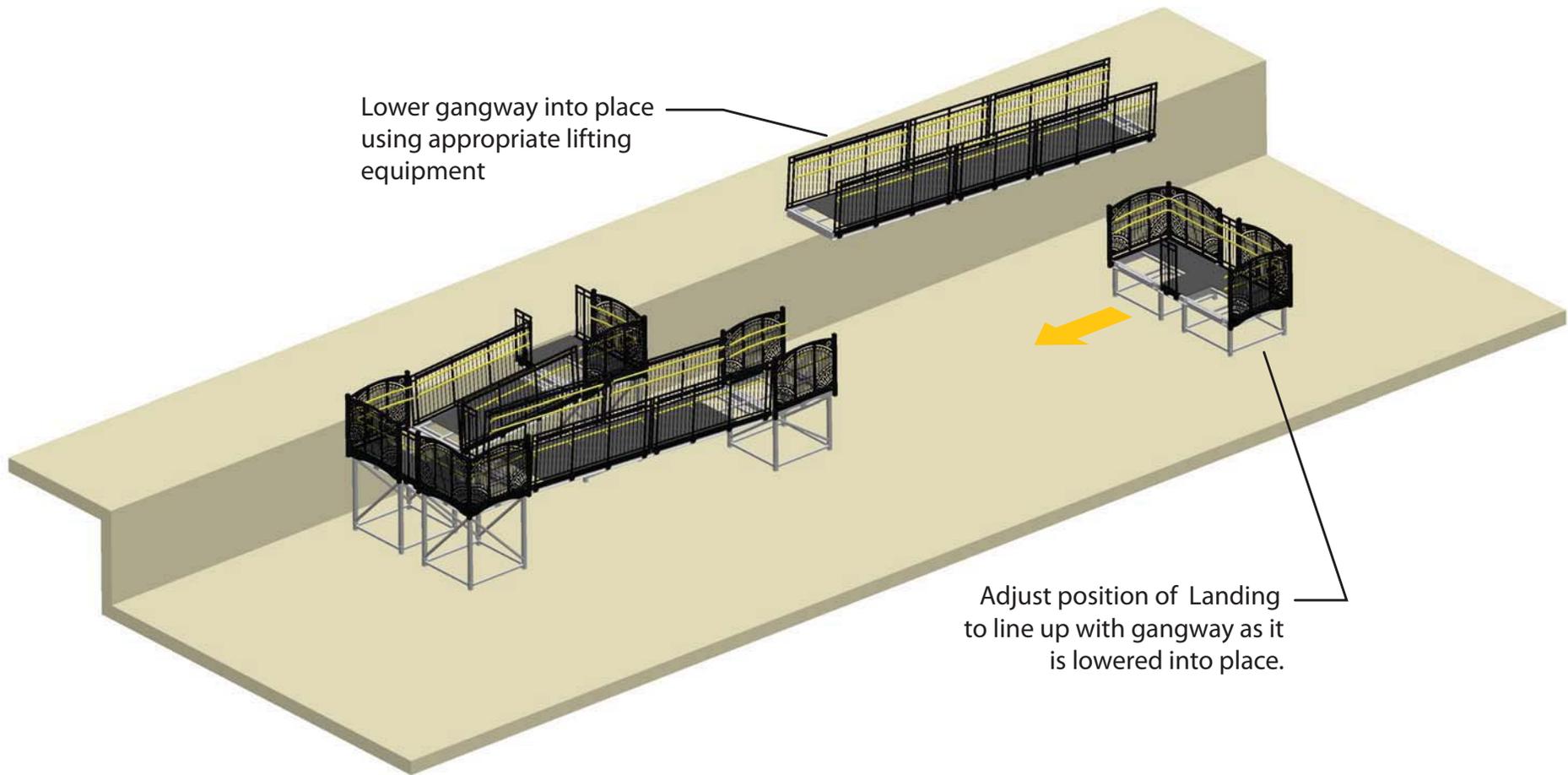


Lift from points near ends to avoid damage to gangways



All lifting straps or slings must be inside railings to avoid damage

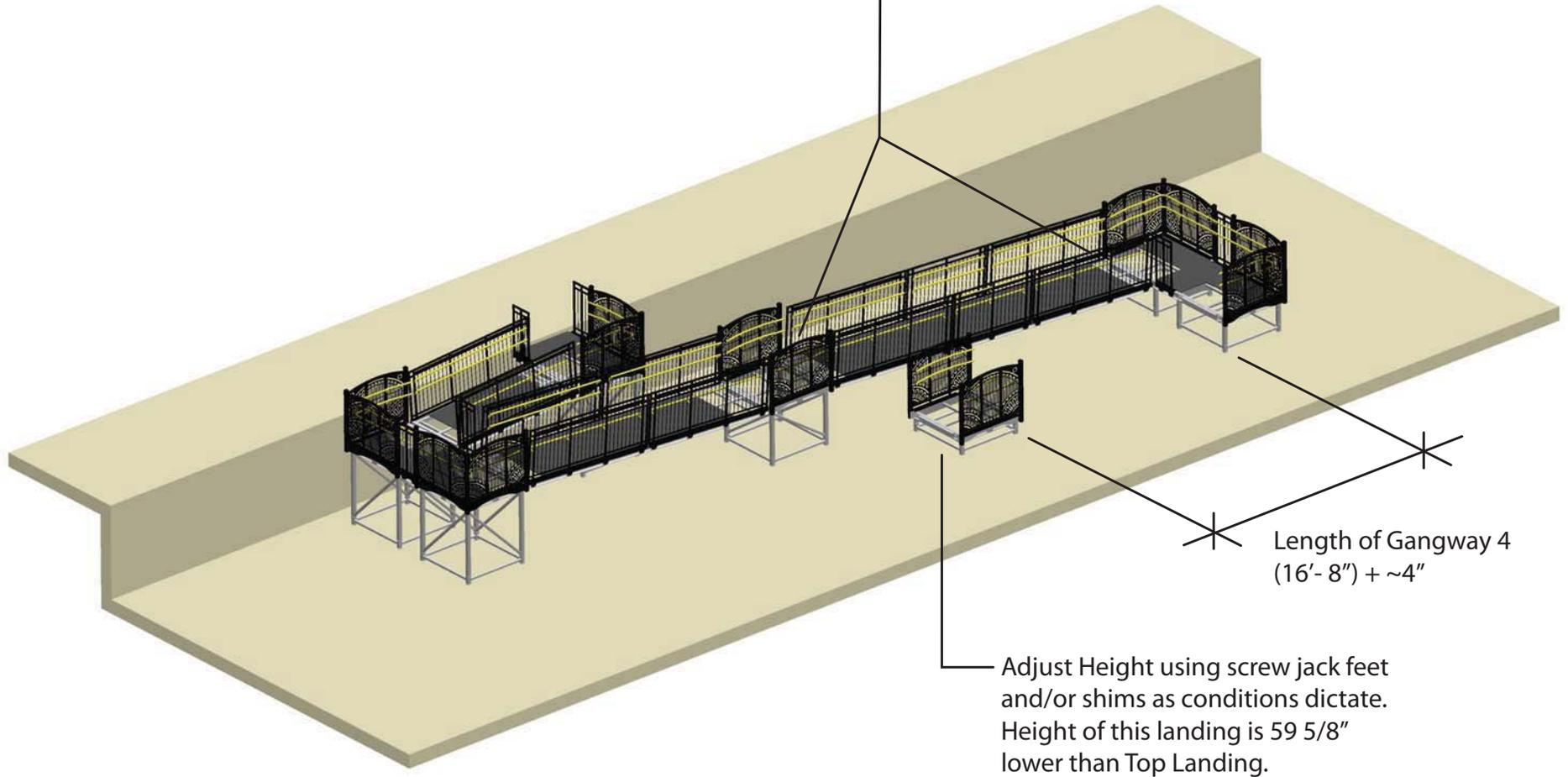
Lower gangway into place using appropriate lifting equipment



Adjust position of Landing to line up with gangway as it is lowered into place.

Install Landing 4

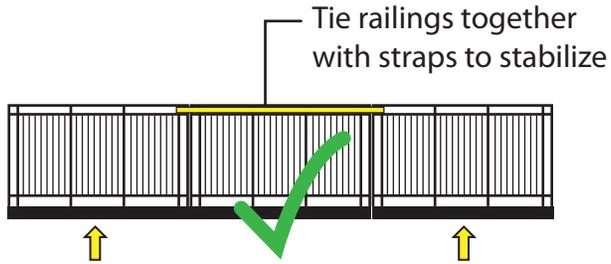
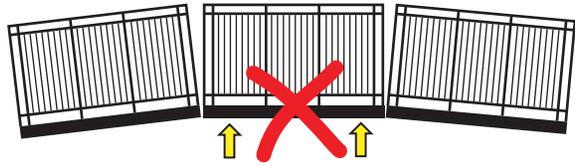
Secure gangways in place with two locking pins at each end.
NOTE: Rotate the pin handles down to avoid interference with mats.



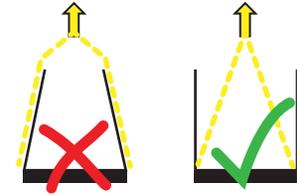
Length of Gangway 4
(16'- 8") + ~4"

Adjust Height using screw jack feet and/or shims as conditions dictate. Height of this landing is 59 5/8" lower than Top Landing.

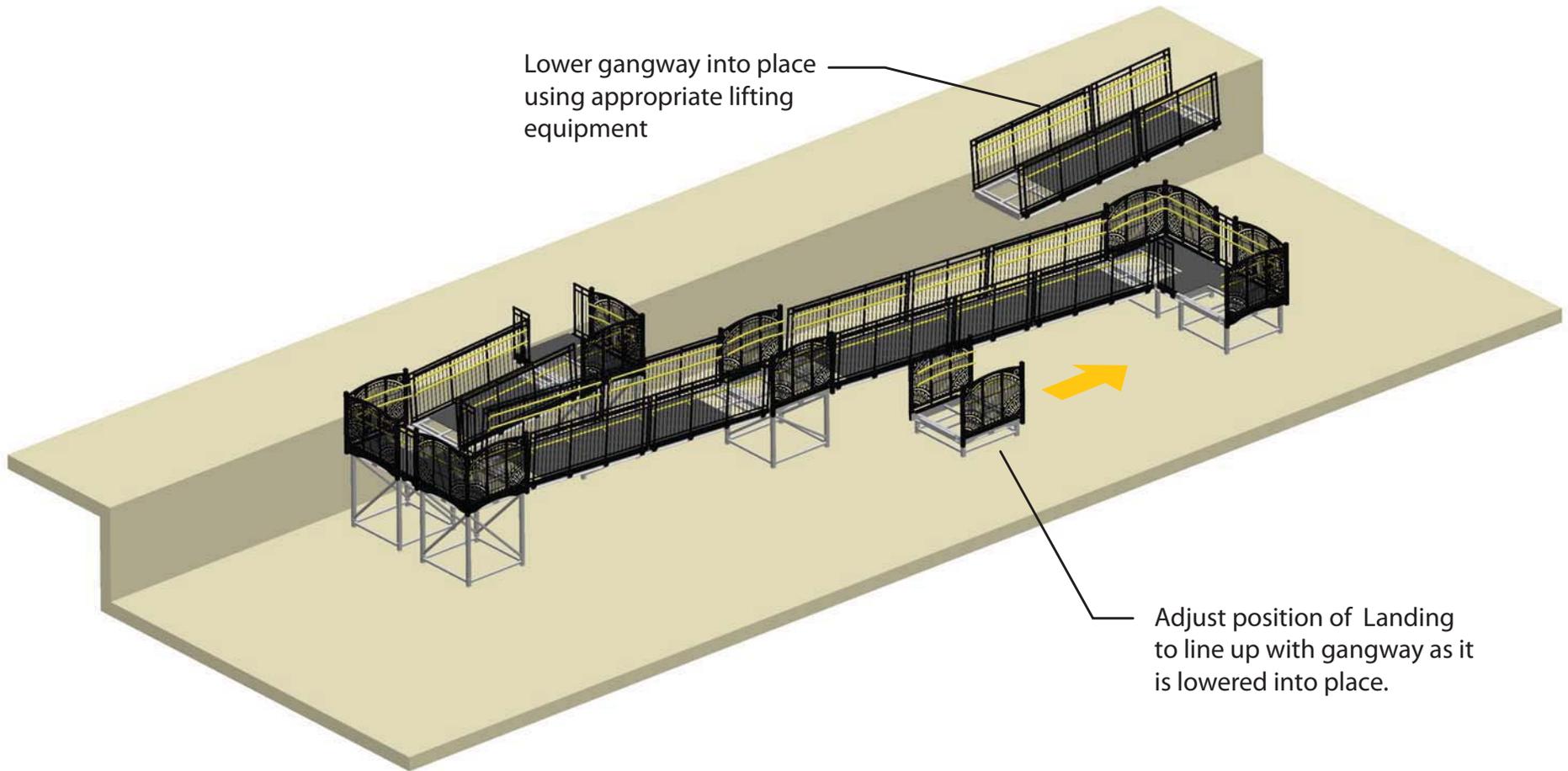
Install Gangway 4



Lift from points near ends to avoid damage to gangways



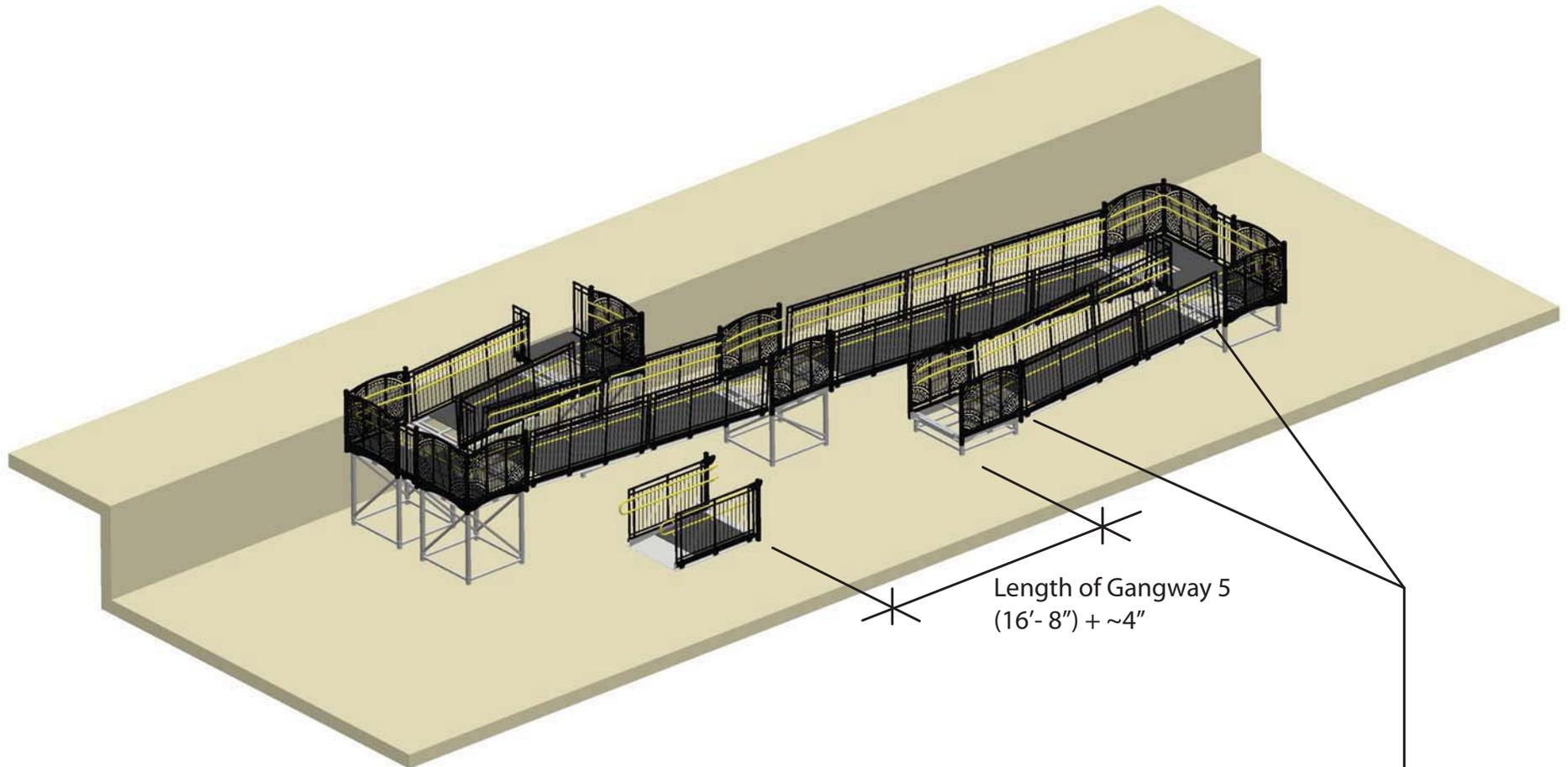
All lifting straps or slings must be inside railings to avoid damage



Lower gangway into place using appropriate lifting equipment

Adjust position of Landing to line up with gangway as it is lowered into place.

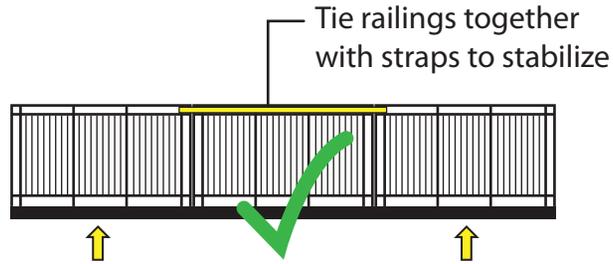
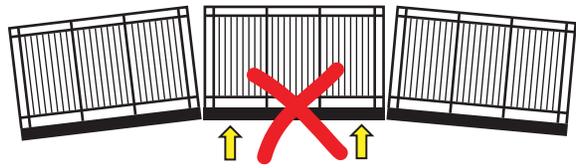
Install Lower Transition



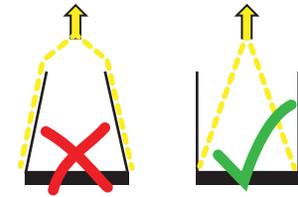
Length of Gangway 5
(16'-8") + ~4"

Secure gangways in place with two locking pins at each end.
NOTE: Rotate the pin handles down to avoid interference with mats.

Install Gangway 5

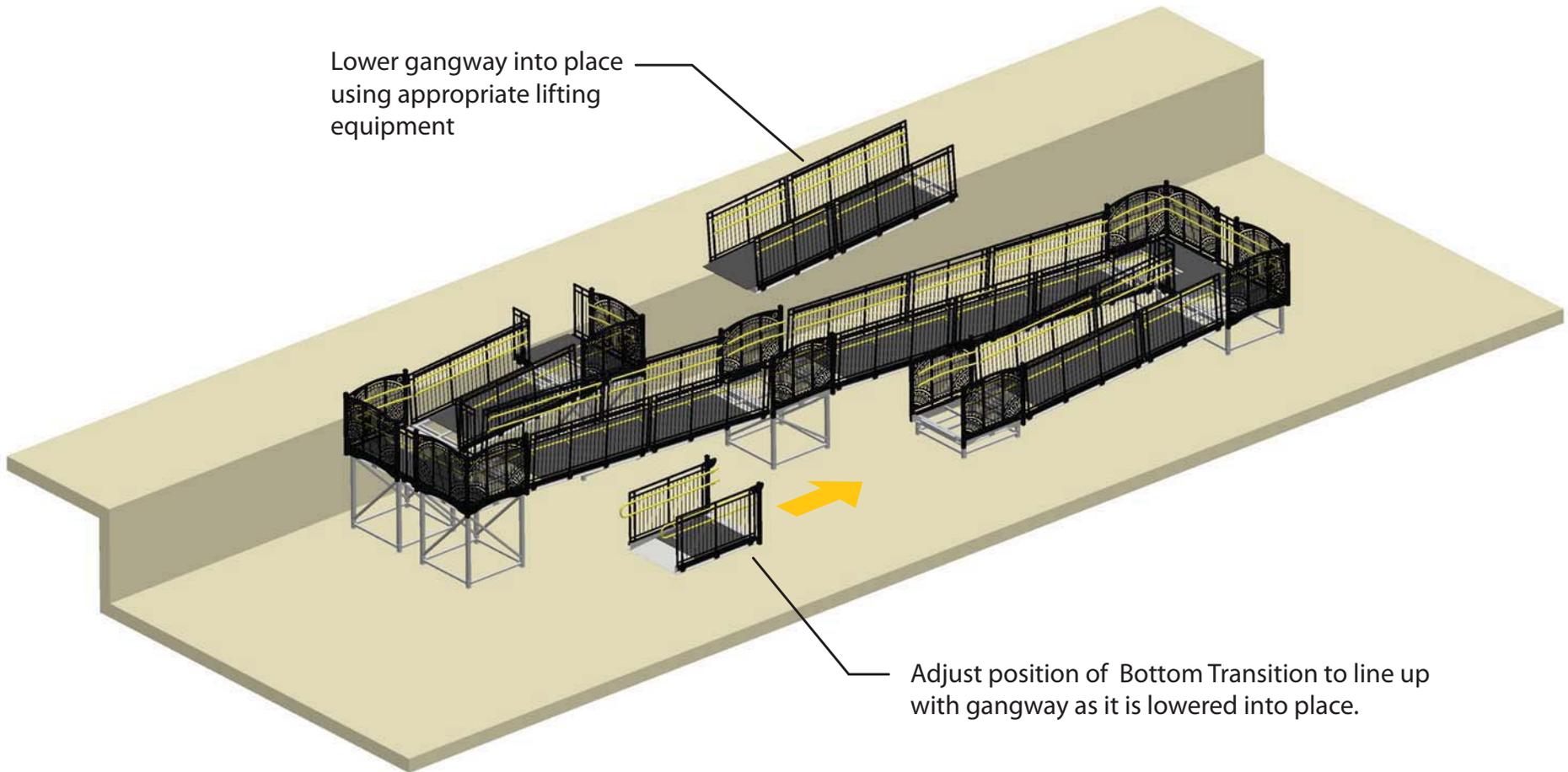


Lift from points near ends to avoid damage to gangways



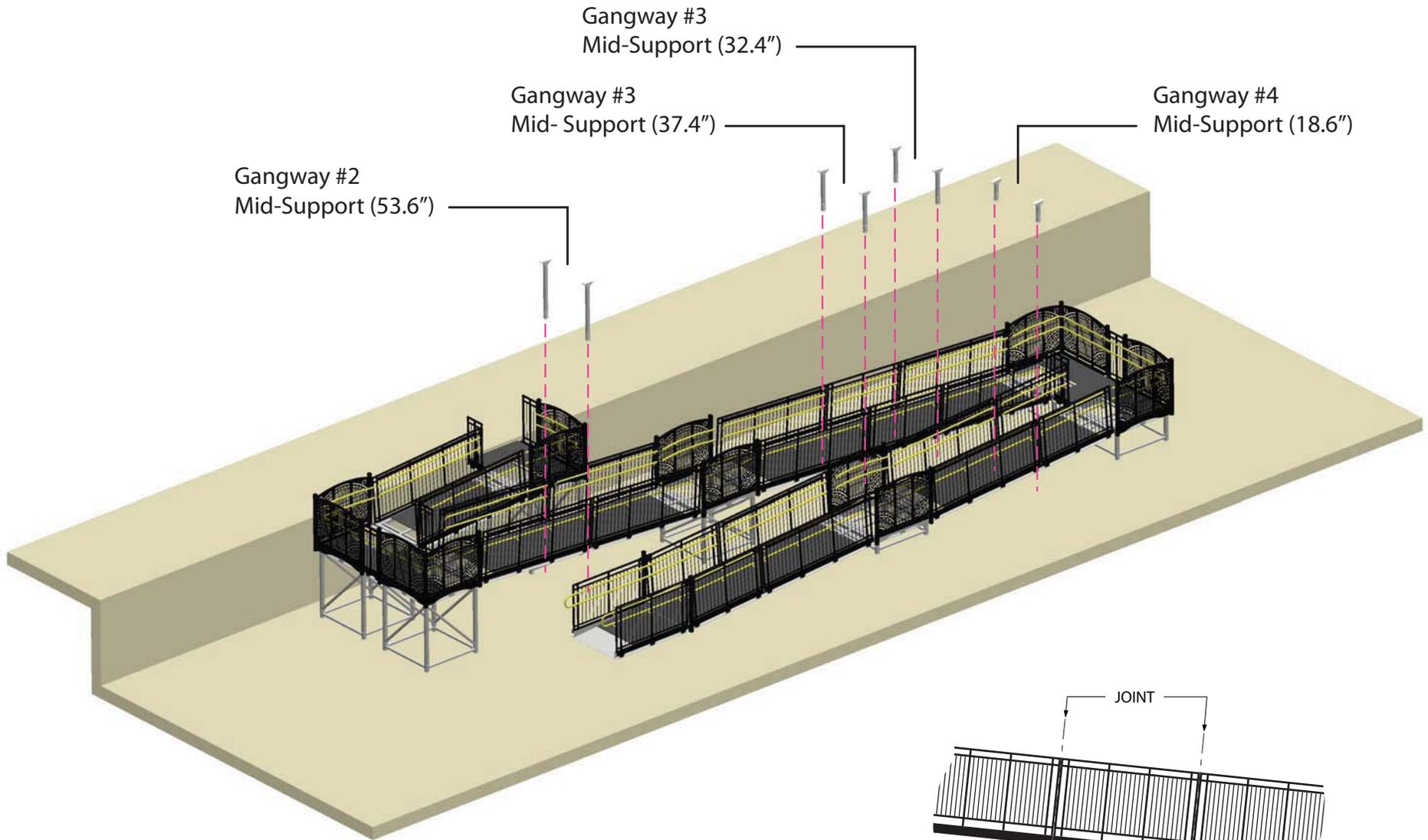
All lifting straps or slings must be inside railings to avoid damage

Lower gangway into place using appropriate lifting equipment

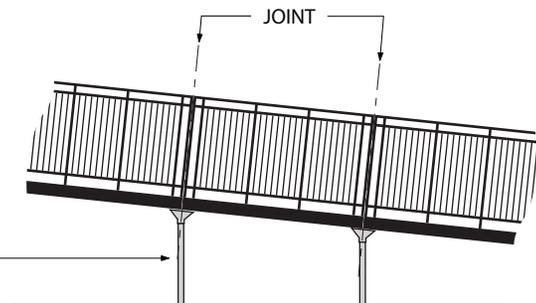


Adjust position of Bottom Transition to line up with gangway as it is lowered into place.

Install Gangway Supports

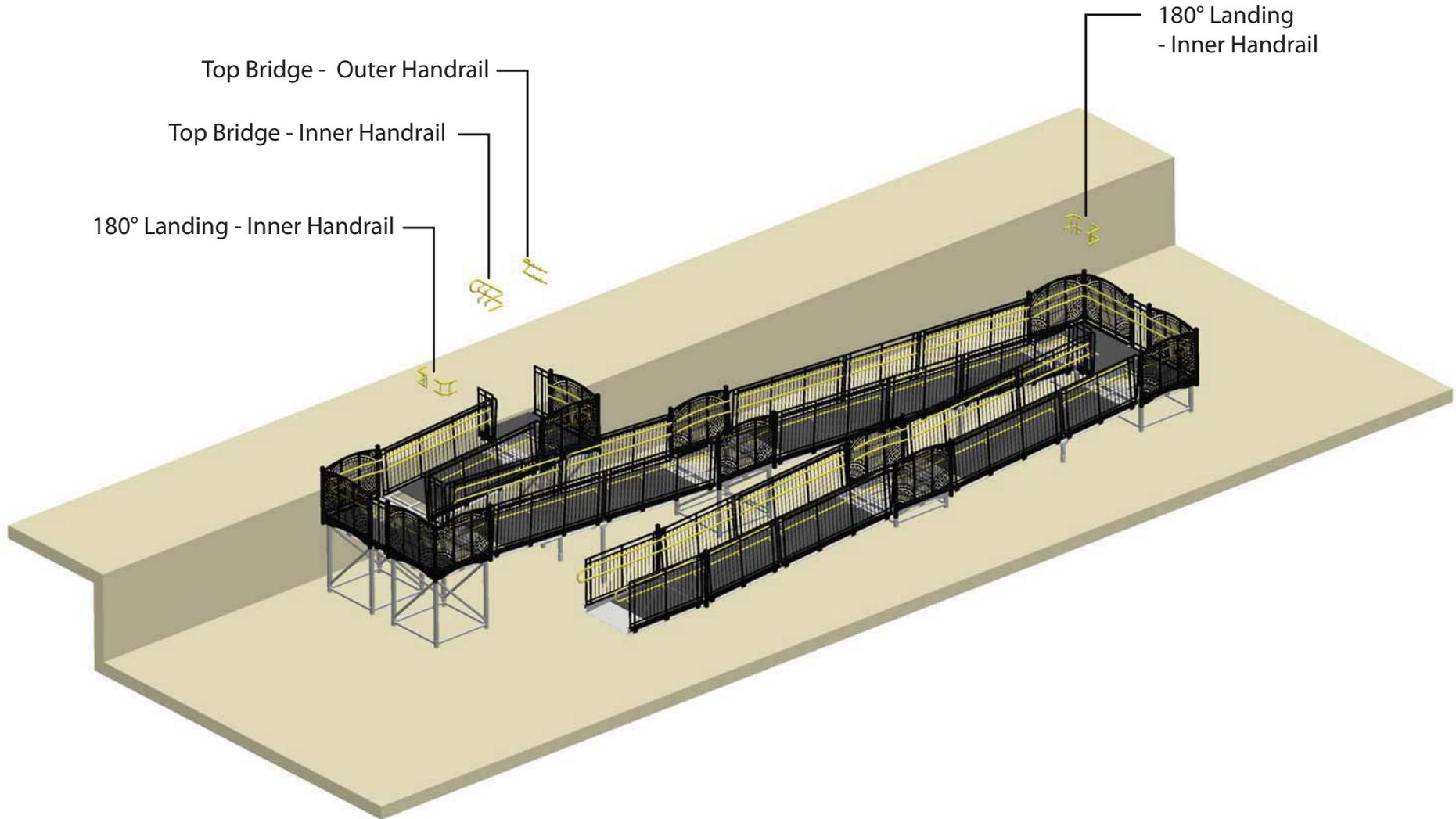


NOTE: Legs must be installed vertical

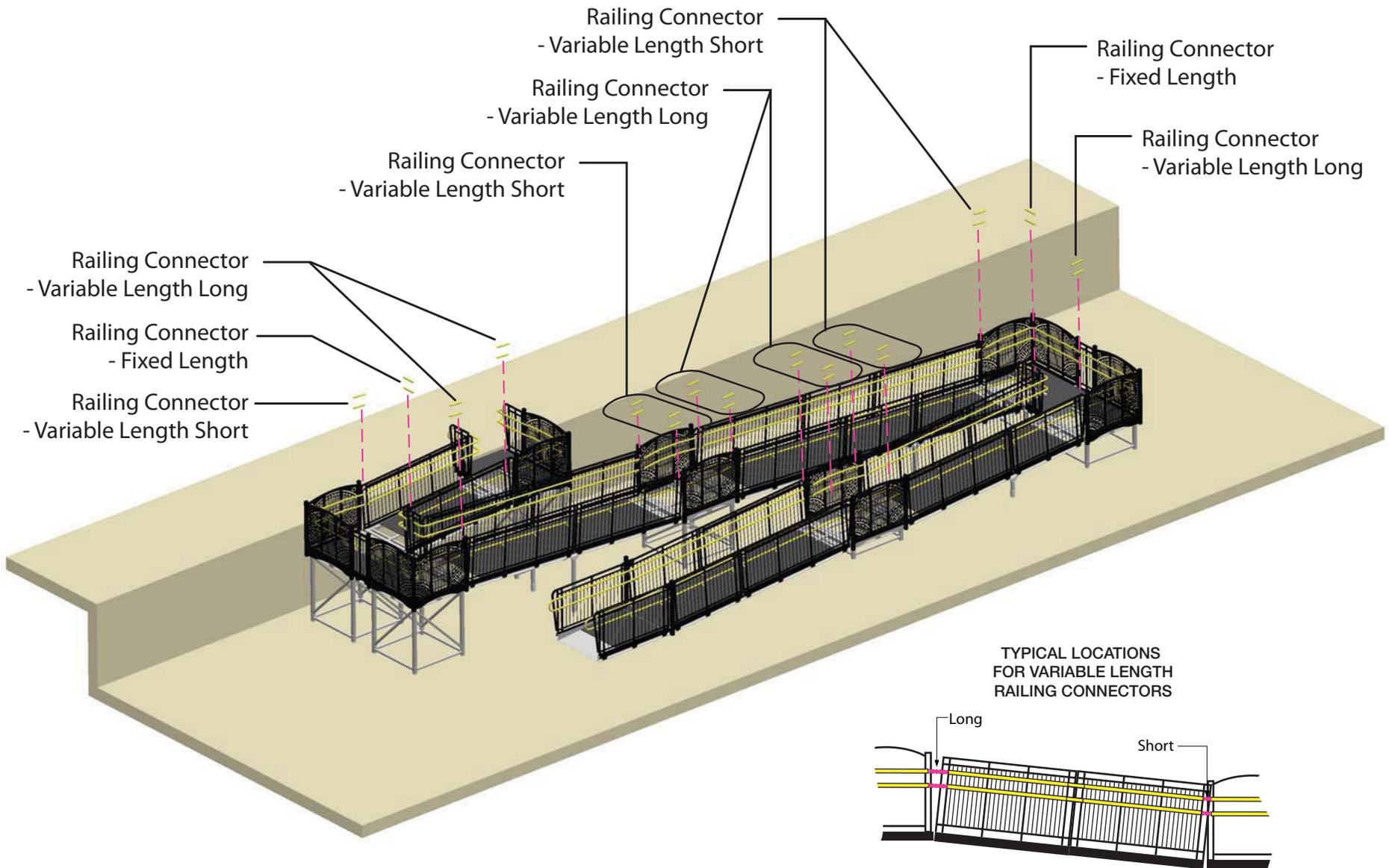


TYPICAL POSITION OF MID-GANGWAY SUPPORT

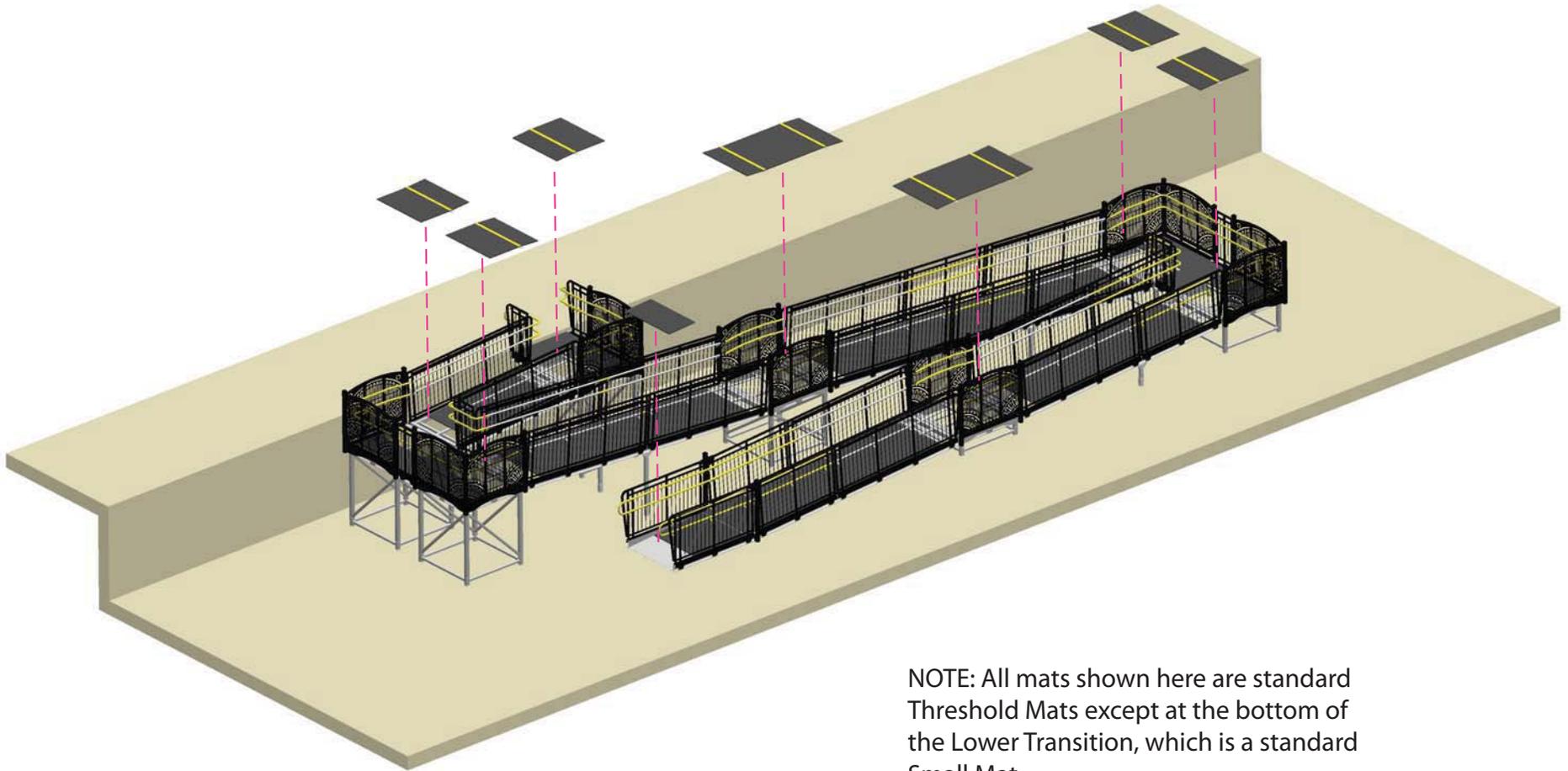
Install Railing Terminations



Install Railing Connectors



Install Transition Mats



NOTE: All mats shown here are standard Threshold Mats except at the bottom of the Lower Transition, which is a standard Small Mat.

Appendix 5 Occurrence Report



Occurrence Report (emergency, observation, complaint) # _____ - _____
 (attach photo/map whenever possible – use back of form as needed)

Initial report forwarded to:	
Completed report returned to:	
Date:	Time:
Site:	
Occurrence Type _____	Region _____ Atlas Sheet _____
Category _____	Sector _____ Component Id. _____
Details (description of incident/complaint/observation, estimate):	
Action taken/required (service contacted):	
Reported by:	Phone #:
Date:	Fax #:
Follow-up Action required:	
Date completed:	
Comments:	
Signature:	Date:

 *Shaded Portion for NCC use only*

National Capital Commission (NCC) Environmental Guidelines for Maintenance Contracts

This document summarizes the mitigation measures to be implemented during the various activities that will be undertaken as part of Maintenance contracts on National Capital Commission (NCC) lands. This document fulfills the requirements under the *Canadian Environmental Assessment Act 2012 (CEAA, 2012)* to determine whether projects on federal lands are likely to cause significant adverse environmental effects¹. If the mitigation measures outlined within this document are implemented, then the activities described below which are conducted on NCC lands will be unlikely to cause significant adverse environmental effects. This table also takes into account the other legal obligations the NCC has under both provincial and federal environmental legislation (e.g. *Species at Risk Act, Migratory Birds Convention Act, Canadian Environmental Protection Act, etc.*). This document complements the NCC's Environmental Strategy and Master Plans.

The NCC Environmental Strategy outlines 5 areas for action: reducing waste, protecting biodiversity, preventing pollution, leading in environmental practices and combating climate change. One of the objectives under the *leading in environmental practices* area is to incorporate environmentally sensitive practices into all Maintenance contracts. This document reflects the NCC's commitment to meeting this objective.

All contractors and contract management officers will be required to have basic training in the use of these environmental guidelines. It is important that these guidelines be strictly followed, as fines may be issued by the provincial or federal government in the event of noncompliance. Repaying these fines will be the responsibility of the contractor.

Environmental Guidelines to be followed for All Maintenance Activities

The following measures and principles must be followed throughout all Maintenance work on NCC lands. Mitigation measures marked with an asterisk (*) will require approval from the NCC prior to the start of the Maintenance activity, or will require the contractor to notify the NCC in the case of an accident or emergency. When a mitigation measure is marked with an asterisk (*), contact the Contract Management Officer (CMO) to inform them of the type of work you are doing. The CMO will then be responsible to contact relevant NCC specialists (e.g. arborist, contaminated site specialists, biologists, archaeologist, etc.) to obtain their recommendations.

Air Emissions

- To the extent possible the Contractor will minimize unnecessary idling of vehicles which can result in wasted fuel and the creation of greenhouse gases (refer to municipal by-laws).
- All air emissions must meet regulatory requirements. Where required, a certificate of approval must be obtained from provincial authorities for stationary sources of air pollution (e.g. stacks, boilers, fume hoods).
- Use low-sulphur diesel or ethanol-based fuel wherever possible to reduce vehicle emissions.
- Regularly service vehicles and practice preventive maintenance to reduce vehicle emissions.
- The use of energy efficient vehicles and machinery is encouraged to reduce carbon emissions.
- Whenever possible, it is recommended to use renewable sources of electricity to prevent unnecessary emissions.

Archaeological Resources

¹ The determination of whether an adverse environmental effect is significant is based on several criteria : magnitude, geographic extent, duration and frequency, reversibility and ecological context as per the Canadian Environmental Assessment Agency guidelines

- *If any archaeological resources or human remains are discovered during Maintenance activities, all work at the location concerned must be halted immediately and Ian Badgley, Archaeologist, NCC Heritage Program (613-239-5678, Ext. 5751, ian.badgley@ncc-ccn.ca) must be notified forthwith. Work shall not be resumed at that location until measures for the protection of those resources or remains have been put in place.

Cleaning of Equipment, Machinery, and Vehicles

- Before transporting all-terrain vehicles or other tracked vehicles into and out of an NCC valued ecosystem or valued habitat, ensure appropriate measures have been taken to clean away sludge, dirt, and plant material, the latter to minimize the spread of invasive species.

Contaminated Soils

- *No soils from a contaminated site may be reused elsewhere.
- Management and disposal of contaminated soils will follow all applicable regulations and guidelines.

Designated Substances

- *Prior to entering a site, contact the NCC to determine if any designated substances² are present.
- Handle and dispose of all designated substances in accordance with all federal, provincial, and municipal requirements.
- Ensure employees are trained on the identification and handling of designated substances.

Pesticides

- In 2012, the NCC developed and approved a policy to eliminate the cosmetic use of pesticides on its lands. All activities that take place on NCC lands must be in full compliance with all federal pesticides legislation and regulations as well as be in full compliance with the requirements under the *Ontario Pesticide Act* and the *Quebec Pesticide Act*, depending on the province where the activity is taking place.

Fauna and Wildlife

- Workers will avoid wilfully disturbing any wildlife at the site.
- If the animal is found inside a structure, contact the CMO who will be advised by the NCC environmental services on the best course of action.
- Workers must keep the work site clean and must not leave behind garbage or food scraps that could attract animals or alter their behaviour.

Site Reinstatement

- To prevent weed germination and establishment, retain native vegetation in and around project activity and keep soil disturbance to a minimum consistent with project objectives.
- All materials should be removed at the end of the works, and the site should be reinstated to its original conditions, or better, including the restoration of both topsoil and native vegetation. Seed mixtures are to follow the NCC portfolio approved seeding, sodding or mulch.

² As per *Ontario Regulation 490/09 Designated Substances* definition

- Revegetation must be done as soon as possible within the growing season. If unfeasible, the Contractor must stabilize disturbed areas with erosion control blankets to keep the soil in place and prevent erosion in water bodies. Blankets must be removed only at the end of the revegetation work.

Spills Procedure & Emergency Response

The NCC has developed a Spills Procedure to ensure that appropriate and consistent responses are implemented to deal with emergencies or accidents. All individuals performing work on NCC property are expected to be familiar with the general requirements for reporting and responding to environmental emergencies on NCC property. In addition, the following requirements must be met.

- **All emergency situations MUST be reported immediately to 911 and then to the NCC 24 Hour Emergency Communications Service at 613 239-5353.** Any environmental spills (biological, chemical or petroleum based) must be reported to the NCC 24 Hour Emergency Communication Service at 613-239-5353.
- Spill response materials should be available wherever hazardous materials are used or stored. These spill response materials should be suitable in type and quantity to the type and quantity of hazardous materials being used at that location.
- Employees must be trained on how to use the spill material and equipment.
- All used absorbent material must be disposed of in accordance with applicable regulatory requirements.
- *Any release of potential contaminants, such as fuel, chemicals, or other hazardous materials, must be reported to the NCC immediately.
- All spills must also be reported to the appropriate provincial authority where a spill: discharges to air, land or water, is in excess of normal usage, has escaped its means of containment, or has been combined with other products affecting its chemical stability which could cause an adverse effect (i.e. negative impact on health, environment or property).
- Spills must be contained and cleaned up in accordance with all federal, provincial, and local regulatory requirements.
- A spill report form has been prepared by the NCC and must be completed and sent to Environmental Services within 24 hours of the spill. The spill form is included in the reporting section of this contract. The Spill Report, Response and Review Log must be completed by following the Spill Procedure in place. The Spill Report, Response and Review Log should be submitted to the NCC Contract Manager and it should provide details on the spill.

Trees

- *No tree (with a diameter at breast height (DBH) of 10cm or greater) may be cut without prior authorization from the NCC.
- Respect a minimum distance of 2 meters from any trees (species at risk such as Butternut, Rock Elm, or Black Maple may require greater distance) when excavating or installing structures. Install protectors around all trees susceptible of being damaged by machinery. *If damages are done to a tree, it must be reported to the CMO who will decide of the applicable mitigation measures (e.g. proper pruning of the branch, replacement of the tree, report to applicable authorities, etc.) to be implemented by the contractor.
- When feasible, do not park vehicles or machinery or store any materials within the dripline of any trees.
- Any federally or provincially protected tree species (seedling, sapling or tree) must be protected and precautionary measures such as flagging the tree or installing protectors at the dripline of the tree must be taken to ensure they are not damaged or cut, including the critical root zone. These species include, but are not limited to Butternut (*Juglans cinerea*) in both Quebec and Ontario and Rock Elm (*Ulmus thomasii*) and Black Maple (*Acer nigrum*) in Quebec. Any flagging tape used must be removed once work is completed.

Water Quality, Fish, and Fish Habitat

- Any activity that takes place within 30 m of a watercourse or wetland and may release sediment, soil, or any other potentially polluting chemical or product will require the development and implementation of an Erosion and Sediment Control Plan and an Emergency Response Plan.
- Plan activities near water such that materials such as paint, primers, blasting abrasives, rust solvents, degreasers, grout, or other chemicals do not enter the watercourse.

- Clearing of riparian vegetation should be kept to a minimum: use existing trails, roads or cut lines wherever possible to avoid disturbance to the riparian vegetation and prevent soil compaction. When practicable, prune or top the vegetation instead of grubbing/uprooting.
- Minimize the removal of natural woody debris, rocks, sand or other materials from the banks, the shoreline or the bed of the waterbody below the ordinary high water mark. If material is removed from the waterbody, set it aside and return it to the original location once construction activities are completed. Ensure that machinery arrives on site in a clean condition and is maintained free of fluid leaks.
- Whenever possible, operate machinery on land above the high water mark, on ice, or from a floating barge in a manner that minimizes disturbance to the banks and bed of the waterbody.
- Limit machinery fording of the watercourse to a one-time event (i.e., over and back), and only if no alternative crossing method is available. If repeated crossings of the watercourse are required, construct a temporary crossing structure.
- Use temporary crossing structures or other practices to cross streams or waterbodies with steep and highly erodible (e.g., dominated by organic materials and silts) banks and beds. For fording equipment without a temporary crossing structure, use stream bank and bed protection methods (e.g., swamp mats, pads) if minor rutting is likely to occur during fording.
- Wash, refuel and service machinery and store fuel and other materials for the machinery in such a way as to prevent any deleterious substances from entering the water.

Weather

- Avoid performing Maintenance activities that have the potential to release dust or other particles during periods of heavy rainfall or high winds.

Table 1: Mitigation Measures for Maintenance Contracts

To use this table, find the Maintenance activity you are performing on the leftmost column, and apply the mitigation measures specified. Mitigation measures marked with an asterisk (*) will require approval from the NCC prior to the start of the Maintenance activity, or will require the contractor to notify the NCC in the case of an accident or emergency. When a mitigation measure is marked with an asterisk (*), contact the Contract Management Officer (CMO) to inform them of the type of work you are doing. The CMO will then be responsible to contact relevant NCC specialists (e.g. arborist, contaminated site specialists, biologists, archaeologist, etc.) to obtain their recommendations.

Important note: The installation or construction of new fixtures, structures, or systems (e.g. culverts, electrical conduits, underground pipes, etc.) is not covered under this guide, and must be reviewed separately under the *Canadian Environmental Assessment Act, 2012*. If your work involves new construction, make sure to contact the CMO.

Maintenance Activity	Project Under CEAA, 2012?	Environmental Effects	Mitigation Measures	Responsibilities of NCC Environmental Experts (e.g. monitoring, permitting, approval, terms of reference, etc.)
Landscape Management				
Turf: machine and manual cutting, trimming, watering, edging, top dressing, seeding or overseeding, aerating, fertilizing, etc.	No	<ul style="list-style-type: none"> Excess or improper application of fertilizers can cause environmental degradation of water bodies. Potential damage to species protected under the <i>Species at Risk Act</i> or provincial legislation during cutting. Potential destruction of migratory bird nests which are protected under the <i>Migratory Bird Conventions Act</i> during cutting. 	<ul style="list-style-type: none"> Do not apply fertilizers or other products containing phosphorus or nitrogen within 15m of a watercourse or water body. In 2012, the NCC developed and approved a policy to eliminate the cosmetic use of pesticides on its lands. All activities that take place on NCC lands must be in full compliance with all federal pesticides legislation and regulations as well as be in full compliance with the requirements under the <i>Ontario Pesticide Act</i> and the <i>Quebec Pesticide Act</i>, depending on the province where the activity is taking place. Turf cuttings are to be collected and composted on site, where possible. *When clearing naturalized meadows (e.g. Class C), the NCC will need to verify the presence of any species at risk prior to undertaking the activity. *To minimize harm to migratory birds, naturalized meadows (e.g. Class C) may not be cut between April 15th and August 15th, which corresponds to the core migratory bird breeding and nesting season. If, by exception or for health and safety reasons (fire breaks), the NCC requires that naturalized meadows or class C areas be cut prior to August 15th, the NCC will be required to conduct an area search for evidence of nesting. Environment Canada recommends that these surveys be carried out by skilled and experienced observers using appropriate methodology³ 	<ul style="list-style-type: none"> If activities must be conducted in a naturalized meadow between April 15th and August 15th, conduct area search for evidence of nesting.
Tree/shrub: safety and Maintenance, pruning, trimming, cultivating, edging, mulching,	Yes, when carried out in relation to a	<ul style="list-style-type: none"> Potential damage to trees or shrubs protected under the <i>Species at Risk Act</i> or provincial legislation. Potential destruction of migratory bird nests 	<ul style="list-style-type: none"> *Any federally or provincially protected tree species (seedling, sapling or tree) must be properly flagged and protected to prevent damage or accidental removal. Highly visible flagging tape (using a pre-determined colour) should be used to clearly identify the tree and removed once work is completed. Presence of such species should be reported to the CMO. 	<ul style="list-style-type: none"> NCC approval prior to tree pruning, cutting or removal. If activities must be conducted in a naturalized

³ Environment Canada. Specific considerations related to determining the presence of nests. [http://ec.gc.ca/paom-itmb/default.asp?lang=En&n=8D910CAC-1#_004]. Online December 10, 2013.

Maintenance Activity	Project Under CEAA, 2012?	Environmental Effects	Mitigation Measures	Responsibilities of NCC Environmental Experts (e.g. monitoring, permitting, approval, terms of reference, etc.)
removal, winter protection, etc.	physical work (e.g. pathway Maintenance)	<p>which are protected under the <i>Migratory Bird Conventions Act</i>.</p> <ul style="list-style-type: none"> Improper disposal of diseased trees or shrubs may spread invasive pests, diseases or pathogens. Improper pruning may decrease tree health. 	<p>These species include Butternut (<i>Juglans cinerea</i>), Rock Elm (<i>Ulmus thomasi</i>) and Black Maple (<i>Acer nigrum</i>).</p> <ul style="list-style-type: none"> *It is prohibited to prune or fell any at risk tree species (live or dead) protected by provincial and/or federal law, unless a permit was first obtained from the appropriate agency, either Environment Canada or MDDEFP, depending on the case. A permit request to these agencies must first be obtained by the NCC. Protected tree species include Butternut (<i>Juglans cinerea</i>) in both Quebec and Ontario, Rock Elm (<i>Ulmus thomasi</i>) and Black Maple (<i>Acer nigrum</i>) in Quebec. *To minimize harm to migratory birds, no tree or shrub cutting or removal may take place between April 15th and August 15th, which corresponds to the core migratory bird breeding and nesting season. Alternatively, consider conducting an area search for evidence of nesting. Environment Canada recommends that these surveys be carried out by skilled and experienced observers using appropriate methodology² Trees or shrub clippings, branches, or log pieces that show signs of disease or pests must be appropriately disposed of following all federal, provincial, and municipal regulations in order to minimize spread of the disease or pest (e.g. Dutch elm disease, emerald ash borer, etc). Healthy material will be collected and composted on-site, where possible. Minimize vegetation cutting (DBH < 10 cm), limiting it to vegetation that interferes with the movement of machinery and work. All tree or vegetation debris that may fall or enter any water bodies must be removed immediately with as little disturbance as possible. If working in Gatineau Park, any sapling or tree that has to be cut should be cut in 1 meter lengths and dispersed in the surrounding forest on NCC property. *When removing tree stumps, contact your CMO because the associated excavation may affect archaeological resources and may require testing and disposal if it is located on a contaminated site. All tree pruning should follow the International Society of Arboriculture (ISA) best practices for tree pruning. 	<p>meadow between April 15th and August 15th, conduct area search for evidence of nesting.</p> <ul style="list-style-type: none"> Obtain required authorization to prune or fell a protected tree species. Monitor compliance of conditions set out in the permit and/or authorization for cutting of protected trees. Verification of soil and groundwater contamination and archaeological potential when removing stumps.
Annual, bulb, and perennial: mowing of daffodils, planting/removing, watering, fertilizing, cultivating, edging,	No	<ul style="list-style-type: none"> Excess or improper application of fertilizers can cause environmental degradation of water bodies and aquatic life. Improper disposal of flowers may spread invasive pests, diseases or pathogens. 	<ul style="list-style-type: none"> Do not apply fertilizers or other products containing phosphorus or nitrogen within 15m of a watercourse or water body. Flowers that are removed and show signs of disease or pests must be appropriately disposed of following all federal, provincial, and municipal regulations in order to minimize spread of the disease or pest. Healthy clippings are to be collected and composted on-site, where 	

Maintenance Activity	Project Under CEEA, 2012?	Environmental Effects	Mitigation Measures	Responsibilities of NCC Environmental Experts (e.g. monitoring, permitting, approval, terms of reference, etc.)
hang weeding, pinching, roguing, winter protection, plant division, etc.			possible. <ul style="list-style-type: none"> Use non-invasive plant species and preferably native species for ornamental purposes. Consult invasive alien species lists before the introduction of a new ornamental species. 	
Non-desirable vegetation / nest / small animal control⁴: inspecting and removing as needed.	Yes	<ul style="list-style-type: none"> Potential damage to species protected under the <i>Species at Risk Act</i> or provincial legislation. Potential destruction of migratory bird nests which are protected under the <i>Migratory Bird Conventions Act</i>. Pesticides, herbicides, insecticides, or fungicides may kill non-target species. Accidental spread of invasive species. 	<ul style="list-style-type: none"> Ensure that the small nuisance animal is not a species protected under the <i>Species at Risk Act</i>, the <i>Ontario Endangered Species Act</i>, <i>Quebec Loi sur les espèces menacées ou vulnérables</i> or the <i>Migratory Birds Convention Act</i>. *No active bird nests may be disturbed or destroyed. Generally, if migratory birds nesting in buildings are a cause for concern, it is recommended that contractors identify how the birds enter the building and block those entries after nesting is completed and before the birds come back to nest the following season. Where the presence or effects of the nuisance animal(s) may create a dangerous situation, the Contractor is to contact the CMO who will be advised by the NCC environmental services on the best course of action. In 2012, the NCC developed and approved a policy to eliminate the cosmetic use of pesticides on its lands. All activities that take place on NCC lands must be in full compliance with all federal pesticides legislation and regulations as well as be in full compliance with the requirements under the <i>Ontario Pesticide Act</i> and the <i>Quebec Pesticide Act</i>, depending on the province where the activity is taking place. Only products registered by Agriculture and Agri-Food Canada under the <i>Pest Control Products Act</i> may be used. *The contractor must receive written authorization from the NCC for any exceptional circumstances requiring application of pesticides, herbicides, insecticides or fungicides. *When removing invasive plant species, ensure that plant material is appropriately disposed of to minimize spread. Consult the NCC for information on the best disposal requirements based on the invasive species you are working with. Clean sludge, dirt, and plant material from equipment and tools before leaving a site infested with invasive species. High pressure air hoses, mobile cleaning stations which retain water runoff, and brushes or brooms are acceptable cleaning methods. 	<ul style="list-style-type: none"> Approval of pesticide application. Verification of appropriate disposal methods for invasive species. Confirmation of the animal species.
Civil Maintenance				
All surfaces:	Yes	<ul style="list-style-type: none"> Accidental spills may degrade environmental 	<ul style="list-style-type: none"> Refer to the Spills Procedure and Emergency Response mitigation measures on page 2. 	

⁴ Animals causing material damage to the NCC's Assets

Maintenance Activity	Project Under CEAA, 2012?	Environmental Effects	Mitigation Measures	Responsibilities of NCC Environmental Experts (e.g. monitoring, permitting, approval, terms of reference, etc.)
Inspecting, reporting, sweeping, removing hazards (e.g. leaves, encroaching vegetation, etc.), providing emergency services such as accident clean-ups, etc.		quality and have the potential to spread contamination.	<ul style="list-style-type: none"> *Work performed in or near water may require a permit from the Ontario or Quebec provincial and/or federal government. The contractor must contact the CMO to verify permit requirements with the NCC environmental services. Any activity that takes place within 30 m of a watercourse or wetland and may release sediment, soil, or any other potentially polluting chemical or product will require the development and implementation of an Erosion and Sediment Control Plan and an Emergency Response Plan. 	
Asphalt surfaces: daily inspection, reporting, and secure any deficiencies (e.g. bumps, cracking, culvert and ditch problems, drainage problems, erosion, manhole and catch basin problems, etc), provide emergency pothole/sinkhole fillings.	Yes	<ul style="list-style-type: none"> Accidental spills will degrade environmental quality and have the potential to spread contamination. The release of sediment and/or chemicals during Maintenance activities that take place in or near water may adversely affect fish, fish habitat, and/or water quality. 	<ul style="list-style-type: none"> Refer to the Spills Procedure and Emergency Response mitigation measures on page 2. Asphalt should either be mixed away from the site or should be prepared on paved surfaces to minimize the effects of a spill. Excess asphalt must be disposed off-site at a location that meets all regulatory requirements. 	<ul style="list-style-type: none"> Receive authorization to work near water. Monitor compliance of conditions set out in the permit and/or authorization to perform in-water or near-water works. Periodically inspect the erosion and sediment control measures to ensure proper installation and functioning, especially prior to, and after rainfall events.
Concrete/masonry surfaces (curbs, gutters, concrete steps, exposed aggregate, granite sets, pavers, interlocks, flag stones, cobblestones, patio stones, etc.): re-setting, correcting, etc.	Yes	<ul style="list-style-type: none"> Accidental spills will degrade environmental quality and have the potential to spread contamination. 	<ul style="list-style-type: none"> Concrete should either be mixed away from the site or should be prepared on paved surfaces if only small quantities (e.g. for minor repairs) are required. Excess concrete must be disposed off-site at a location that meets all regulatory requirements. The washing of concrete trucks and other equipment used for mixing concrete should not be carried out within 30 m of a watercourse or wetland and should take place outside of the work site. All concrete trucks should collect their wash water and recycle it back into their trucks for disposal off-site at a location meeting all regulatory requirements. When performing gutter repairs or cleaning, ensure that no deleterious substance or debris falls into the gutter system. 	
Gravel / granular /	Yes	<ul style="list-style-type: none"> The release of sediment and/or chemicals 	<ul style="list-style-type: none"> Implement dust control measures. 	<ul style="list-style-type: none"> Periodically inspect the

Maintenance Activity	Project Under CEAA, 2012?	Environmental Effects	Mitigation Measures	Responsibilities of NCC Environmental Experts (e.g. monitoring, permitting, approval, terms of reference, etc.)
stone dust / natural / decorative surfaces: levelling, grading, etc.		during Maintenance activities that take place in or near water may adversely affect fish, fish habitat, and/or water quality. <ul style="list-style-type: none"> The release of particulate matter may adversely affect air quality. 	<ul style="list-style-type: none"> *No increase in footprint below the High Water Mark *No new fill placed below the High Water Mark 	erosion and sediment control devices to ensure proper installation and functioning, especially after heavy rainfall.
Wood surfaces: repairing, maintaining structural integrity, sanding, painting, etc.	Yes	<ul style="list-style-type: none"> Accidental spills will degrade environmental quality and have the potential to spread contamination. 	<ul style="list-style-type: none"> Ensure proper storage, management and use of materials to minimize spills. Implement dust control measures when sanding. Do not use treated wood in or near water (minimum distance is 15m). Do not use treated wood on surfaces used in the preparation or consumption of food (picnic tables, bird feeders), that would be in direct contact with drinking water or that will be used by people (benches, wooden structures for children). Refer to the Spills Procedure and Emergency Response mitigation measures on page 2. 	
Lighting and electrical (distribution boxes, electrical panels, aboveground and underground electrical conduits and wiring, light standards, etc.): inspecting, repairing, securing, replacing, providing line locates, providing immediate repairs, reporting.	Yes	<ul style="list-style-type: none"> Spread of contaminated groundwater or soils during excavation. Health and safety effects from the exposure of contaminated soils. Damage to archaeological resources as a result of excavation. Damage to tree roots or trees as a result of excavation. Accidental erosion of soil that is stored near water may adversely affect fish, fish habitat, and/or water quality. Improper disposal of hazardous materials could degrade environmental quality and have an impact on health and safety. 	<ul style="list-style-type: none"> *Prior to the start of any digging or excavation for the repair of electrical conduits or any other subsurface lighting and electrical fixture, contact the CMO to verify the presence of soil or groundwater contamination and archaeological potential. Provide the CMO with details on the location of the digging, and the type of work to be performed (e.g. will the trench be deepened or widened compared to what was previously excavated?). <ul style="list-style-type: none"> If soil or groundwater contamination is present, testing prior to off-site disposal may be required. Management and disposal of contaminated soils will follow all applicable regulations and guidelines. In the case of new excavation or excavation that will widen, deepen or otherwise alter the footprint of previous excavation in zones of elevated archaeological potential, an archaeologist may need to be called on site to monitor that work. If the excavation does not involve any alteration to the footprint of previous excavation, then no archaeological investigation or monitoring is required. *If any suspected soil or groundwater contamination at the site is discovered, the NCC must be notified immediately. Any activity that takes place within 30 m of a watercourse or wetland and may release sediment, soil, or any other potentially polluting chemical or product will require the development and implementation of an Erosion and Sediment Control Plan and an Emergency Response Plan. If soils must be stored overnight, they should be covered with a tarp. 	<ul style="list-style-type: none"> Periodically inspect the erosion and sediment control fences to ensure proper installation and functioning, especially after heavy rainfall. May require testing of soils prior to off-site disposal. May require monitoring by qualified archaeologist. Attain permit to excavate near Butternut.

Maintenance Activity	Project Under CEAA, 2012?	Environmental Effects	Mitigation Measures	Responsibilities of NCC Environmental Experts (e.g. monitoring, permitting, approval, terms of reference, etc.)
			<ul style="list-style-type: none"> • *Excavation within the dripline of a Butternut tree cannot proceed without a permit from Environment Canada. • *Excavation within the dripline of any tree is discouraged. If excavation must be performed, then contact the CMO so that they can verify mitigation measures for potential damage to trees. • Ensure proper disposal of hazardous materials (e.g. lamps, ballasts) in accordance with provincial and federal regulations. 	
<p>Drainage (catch basins, manholes, underground pipes, ditches, side slopes, embankments, culverts, drainage channels, tiles drains, subsurface drains, bridges, tunnels, etc.): inspecting, reporting, cleaning, erosion / flood control prevention, providing line locates, water level control, removing surface water, etc.</p>	<p>Yes</p>	<ul style="list-style-type: none"> • Spread of contaminated groundwater or soils during excavation. • Health and safety effects from the exposure of contaminated soils. • Damage to archaeological resources as a result of excavation. • Damage to tree roots or trees as a result of excavation. • The release of sediment and/or chemicals during Maintenance activities that take place in or near water may adversely affect fish, fish habitat, and/or water quality. • Potential destruction of migratory bird nests which are protected under the <i>Migratory Bird Conventions Act</i>. 	<ul style="list-style-type: none"> • *Prior to the start of any digging or excavation, contact the CMO to verify the presence of soil or groundwater contamination and archaeological potential. Provide the CMO with details on the location of the digging, and the type of work to be performed (e.g. will the trench be deepened or widened compared to what was previously excavated?). • If soil or groundwater contamination is present, testing prior to off-site disposal may be required. • Management and disposal of contaminated soils will follow all applicable regulations and guidelines. • In the case of new excavation or excavation that will widen, deepen or otherwise alter the footprint of previous excavation in zones of elevated archaeological potential, an archaeologist may need to be called on site to monitor that work. • If the excavation does not involve any alteration to the footprint of previous excavation, then no archaeological investigation or monitoring is required. • *If any suspected contamination at the site is discovered, the NCC must be notified immediately. • Any activity that takes place within 30 m of a watercourse or wetland and may release sediment, soil, or any other potentially polluting chemical or product will require the development and implementation of an Erosion and Sediment Control Plan and an Emergency Response Plan. • If soils must be stored overnight, they should be covered with a tarp. • *Excavation within the dripline of a Butternut tree cannot proceed without a permit from Environment Canada. Contact the CMO prior to excavation in order to obtain the necessary permit. • *Excavation within the dripline of any tree is discouraged. If excavation must be performed, then contact the CMO so that they can verify mitigation measures for potential damage to trees. 	<ul style="list-style-type: none"> • Periodically inspect the erosion and sediment control devices to ensure proper functioning, especially after heavy rainfall. • May require testing of soils prior to off-site disposal. • May require monitoring by qualified archaeologist. • Monitor compliance of conditions set out in the permit and/or authorization to perform in-water or near-water works. • If activities must be conducted in a naturalized meadow within April 15th and August 15th, install temporary netting or other appropriate systems prior to the arrival of birds in the spring, in order to prevent birds from initiating nesting on the structure.

Maintenance Activity	Project Under CEAA, 2012?	Environmental Effects	Mitigation Measures	Responsibilities of NCC Environmental Experts (e.g. monitoring, permitting, approval, terms of reference, etc.)
			<ul style="list-style-type: none"> • *Where Maintenance activities must take place during the the core migratory bird breeding and nesting season season (April 15th to August 15th), netting or other appropriate systems may be temporarily installed prior to the arrival of birds in the spring, in order to prevent birds from initiating nesting on the structure (e.g. bridges and culverts). • *No increase in footprint below the High Water Mark. • *No new fill placed below the High Water Mark. Routine clean-out of drainage channels work has to be done in the dry⁵ • When cleaning culverts, follow the requirements set out in Appendix A. • The following measures should be applied during bridge cleaning: • Adequately seal drains and open joints before sweeping to prevent material from falling into the watercourse. Sweep bridges thoroughly before washing. • Clean and remove debris and sediment from drainage devices and dispose of the material in a way that will prevent it from entering the watercourse. • Direct wash-water past the ends of the bridge deck to a vegetated area to remove suspended solids, dissipate velocity and prevent sediment and other deleterious substances from entering the watercourse. If this cannot be achieved, use silt fences or other sediment and erosion control measures to prevent wash-water from entering the watercourse. • When extracting water from a watercourse, ensure the intakes of pumping hoses are equipped with an appropriate device to avoid entraining and impinging fish. • Remove paint or protective coatings in a manner that prevents any paints, paint flakes, primers, blasting abrasives, rust, solvents, degreasers or other waste material from entering the watercourse. • Use measures such as barges or shrouding to trap and prevent blasting abrasives, protective coatings, rust and grease from entering the watercourse. • Contain paint flakes, abrasives, and other waste materials for safe disposal. • Store, mix and transfer paints and solvents on land and not on the bridge to prevent these materials from entering the watercourse in the event of a spill. • Do not clean equipment in the watercourse or where the wash-water can enter the 	

⁵ The recommended method for ditches cleaning and maintenance is the “methode du tiers inférieur” formally adopted by the Quebec Ministry of Transportation [http://www.mtq.gouv.qc.ca/portal/page/portal/Librairie/bpm/Publication_entretien_des_fosses_routiers.pdf]

Maintenance Activity	Project Under CEAA, 2012?	Environmental Effects	Mitigation Measures	Responsibilities of NCC Environmental Experts (e.g. monitoring, permitting, approval, terms of reference, etc.)
			watercourse. <ul style="list-style-type: none"> • Unless the debris accumulation is an immediate threat to the integrity of the piers and abutments, time debris removal to avoid disruption to sensitive fish life stages by adhering to appropriate fisheries timing windows (see the Ontario In-Water Construction Timing Windows), with the exception of ice build-up removal. • Limit the removal of material to that which is necessary to protect piers and abutments. • Remove debris by hand or with machinery operating from shore or a floating barge. 	
Plumbing, irrigation, and water (decorative fountains, drinking fountains, outdoor faucets, underground and aboveground water and sewer lines, pit toilets, washroom facilities, pump systems, irrigation controls, lines, heads, control panels, etc.): inspecting, installing, cleaning, testing, repairing, maintaining, replacing, water testing, providing portable toilets, providing locates, etc.	Yes	<ul style="list-style-type: none"> • Spread of contaminated groundwater or soils during excavation. • Damage to archaeological resources as a result of excavation. • Damage to tree roots or trees as a result of excavation. • Accidental erosion of soil that is stored near water may adversely affect fish, fish habitat, and/or water quality. • Accidental spills will degrade environmental quality. 	<ul style="list-style-type: none"> • *Prior to the start of any digging or excavation for the repair of water and sewer lines, irrigation lines or heads, or any other subsurface plumbing, irrigation, or water fixture, contact the CMO to verify the presence of soil or groundwater contamination and archaeological potential. Provide the CMO with details on the location of the digging, and the type of work to be performed (e.g. will the trench be deepened or widened compared to what was previously excavated?). <ul style="list-style-type: none"> ○ If soil or groundwater contamination is present, testing prior to off-site disposal may be required. ○ Management and disposal of contaminated soils will follow all applicable regulations and guidelines. ○ In the case of new excavation or excavation that will widen, deepen or otherwise alter the footprint of previous excavation in zones of elevated archaeological potential, an archaeologist may need to be called on site to monitor that work. ○ If the excavation does not involve any alteration to the footprint of previous excavation, then no archaeological investigation or monitoring is required. • If any suspected contamination at the site is discovered, the NCC must be notified immediately. • Any activity that takes place within 30 m of a watercourse or wetland and may release sediment, soil, or any other potentially polluting chemical or product will require the development and implementation of an Erosion and Sediment Control Plan and an Emergency Response Plan. • If soils must be stored overnight, they should be covered with a tarp. • *Excavation within the dripline of a Butternut tree cannot proceed without a permit from Environment Canada. Contact the CMO prior to excavation in order to obtain the necessary permit. • *Excavation within the dripline of any tree is discouraged. If excavation must be performed, 	<ul style="list-style-type: none"> • Periodically inspect the erosion and sediment control fences to ensure proper functioning, especially after heavy rainfall. • May require testing of soils prior to off-site disposal. • May require monitoring by qualified archaeologist.

Maintenance Activity	Project Under CEAA, 2012?	Environmental Effects	Mitigation Measures	Responsibilities of NCC Environmental Experts (e.g. monitoring, permitting, approval, terms of reference, etc.)
			then contact the CMO so that they can verify mitigation measures for potential damage to trees. • Refer to the Spills Procedure and Emergency Response mitigation measures on page 2.	
Fixtures, furniture and buildings (NCC furniture only – fences, stone walls, guardrails, barricades, flags, bollards, garbage receptacles, signs, NCC buildings, kiosks, etc.): inspecting, repairing, replacing, cleaning, removing graffiti, painting, staining, displacing furniture, etc.	Yes	<ul style="list-style-type: none"> • Spread of contaminated groundwater or soils during excavation. • Damage to archaeological resources as a result of excavation. • Accidental spills will degrade environmental quality. • Potential destruction of migratory bird nests which are protected under the <i>Migratory Bird Conventions Act</i>. • Dispersion of hazardous and designated substances (e.g. asbestos, lead, mercury, silica, urea formaldehyde foam insulation, vinyl chloride, PCBs, arsenic, etc.) in the environmental and potential adverse human health effects 	<ul style="list-style-type: none"> • *Prior to the start of any digging or excavation for the installation of new fixtures or furniture, contact the CMO to verify the presence of soil or groundwater contamination and archaeological potential. Provide the CMO with details on the location of the digging, and the type of work to be performed (e.g. will the trench be deepened or widened compared to what was previously excavated?). <ul style="list-style-type: none"> ○ If soil or groundwater contamination is present, testing prior to off-site disposal may be required. ○ Management and disposal of contaminated soils will follow all applicable regulations and guidelines. ○ In the case of new excavation or excavation that will widen, deepen or otherwise alter the footprint of previous excavation in zones of elevated archaeological potential, an archaeologist may need to be called on site to monitor that work. ○ If the excavation does not involve any alteration to the footprint of previous excavation, then no archaeological investigation or monitoring is required. • *If any suspected contamination at the site is discovered, the NCC must be notified immediately. • Soils from excavation may not be stored within 30m of a watercourse or wetland. If no other staging area is available, a silt fence should be erected around the material to minimize erosion. If soils must be stored overnight, they should be covered with a tarp. • Refer to the Spills Procedure and Emergency Response mitigation measures on page 2. • *Where Maintenance activities must take place during the the core migratory bird breeding and nesting season season (April 15th to August 15th), netting or other appropriate systems may be temporarily installed prior to the arrival of birds in the spring, in order to prevent birds from initiating nesting on the structure (e.g. buildings, kiosks, chimneys, roofs, etc.). • Provide the building Designated Substances Survey report to the contractors and ensure recommendations are implemented. If no Designated Substances Survey report exists for the building to be repaired or maintained, contact NCC Contaminated Sites Team (Eric Soulard, Senior Manager, at eric.soulard@ncc-ccn.ca ext. 5418). 	<ul style="list-style-type: none"> • Periodically inspect the erosion and sediment control fences to ensure proper functioning, especially after heavy rainfall. • May require testing of soils prior to off-site disposal. • May require monitoring by qualified archaeologist. • If activities must be conducted in a naturalized meadow within April 15th and August 15th, install temporary netting or other appropriate systems prior to the arrival of birds in the spring, in order to prevent birds from initiating nesting on the structure.
Snow and Ice Control				

Maintenance Activity	Project Under CEAA, 2012?	Environmental Effects	Mitigation Measures	Responsibilities of NCC Environmental Experts (e.g. monitoring, permitting, approval, terms of reference, etc.)
Snow and ice control (roadways and parking lots, walkways, pathways, sidewalks, steps and building access, buildings, utility service access, trails, lanes, fire lanes, open spaces, fields, etc.): providing equipment and supplies, removing, blowing, plowing, shoveling, clearing, cleaning, sweeping, de-icing, stockpiling, transporting, disposing, providing floor control and emergency services, etc.	Yes	<ul style="list-style-type: none"> • Salt and sand from de-icing may adversely affect fish, fish habitat, and/or water quality. • Accidental damage to trees. 	<ul style="list-style-type: none"> • Snow that is removed and transported for disposal must be disposed of at an authorized snow dumping facility. • No snow dumping is permitted on NCC property. Snow storage sites should be located such that meltwater that may contain salt is not directed towards salt vulnerable areas⁶. Contractors should implement Environment Canada <i>Best Management Practices for Salt Use on Private Roads, Parking Lots and Sidewalks</i>⁷. • Install snow fencing around trees susceptible to damage from snow removal and transport activities. • Do not blow, plow, store, or shovel snow against trees or shrubs. 	
Waste / Recycling / Cleaning Operations				
Litter / recycling pick-	Yes	<ul style="list-style-type: none"> • Improper disposal of waste will degrade 	<ul style="list-style-type: none"> • All solid waste must be disposed of in accordance with all applicable environmental laws. 	

⁶ For a definition of “salt vulnerable areas” please consult Environment Canada *Code of practice for the Environmental Management of Road Salts* [<http://www.ec.gc.ca/nopp/roadsalt/cop/en/guide.htm>]. Due to concerns about the large quantities of chlorides being released to the environment, road salts underwent a comprehensive five-year scientific assessment under the *Canadian Environmental Protection Act, 1999* beginning in 1995. The road salts assessment covered the chloride salts — sodium chloride (NaCl), calcium chloride (CaCl₂), magnesium chloride (MgCl₂) and potassium chloride (KCl) — as well as brines used in road de-icing/anti-icing and dust suppression, the salt portion of abrasive mixtures and ferrocyanide additives. Road salts enter the environment through losses at salt storage and snow disposal sites and through runoff and splash from roadways. The assessment report, published on December 1, 2001 concluded that high releases of road salts were having an adverse effect on freshwater ecosystems, soil, vegetation and wildlife.

⁷ Available on the following Website: <http://www.ec.gc.ca/nopp/roadsalt/reports/ParkingLot/EN/p5.cfm#section>. See footnote 4 for rationale.

Maintenance Activity	Project Under CEAA, 2012?	Environmental Effects	Mitigation Measures	Responsibilities of NCC Environmental Experts (e.g. monitoring, permitting, approval, terms of reference, etc.)
<p>up and cleaning: collecting litter and debris, emptying waste receptacles, cleaning fixtures and furniture, sweeping and flushing hard surfaces, bridges and tunnels, removing graffiti and posters from all assets, removing vegetative and non-vegetative material in spring, removing spills.</p>		<p>environmental quality.</p>	<p>The contractor must be aware of any restrictions or prohibitions in force at the disposal site. Where in effect, all municipal recycling and composting procedures shall be respected.</p> <ul style="list-style-type: none"> • In general, burning of waste is prohibited on NCC property. Branches and cuttings may only be burned on NCC property with prior NCC authorization and with appropriate municipal permits for burning. • Contractors that provide services to the NCC for waste, recycling and composting disposal might be required to report the total weights for specific periods⁸. • Litter or debris must never be swept or pushed into water courses or wetlands. • All hazardous materials on NCC property must be stored in accordance with applicable regulations, standards and guidelines. Flammable materials must be stored in accordance with the National Fire Code of Canada. • Material Safety Data Sheets (MSDS) must be readily available for all hazardous materials brought on to NCC property. All employees handling these materials must have received training on the Workplace Hazardous Materials Information System (WHMIS) and on proper handling, storage and disposal of these materials. • All hazardous materials must be labelled in accordance with WHMIS requirements. • Absorbent material must be available whenever liquid hazardous materials are being used on NCC property. Staff must be trained on how to use and dispose of this material in the event of a spill. • When transporting hazardous materials, these materials must be labelled and transported in accordance with provincial and federal regulations regarding the transportation of dangerous goods. • Hazardous wastes and containers which previously contained hazardous materials must be disposed of in accordance with provincial and federal regulations. 	

Appendix A. Culvert Cleaning - Mitigation Measures

The below requirements and mitigation measures apply to the cleaning of culverts by use of a vacuum truck system. All measures should be reviewed and understood prior to commencement of any work.

Culvert Access

⁸ Request for these numbers would come from the Environmental Strategy team in the context of meeting NCC Environmental Strategy objectives and would first be discussed with CMO.

- Vacuum truck must remain within paved area of the road to the extent possible or limit encroachment onto road shoulder. It is prohibited to circulate outside of the limits of the road shoulder in order to avoid damage to vegetation.
- Use existing trails, roads, or cut lines wherever possible to avoid disturbance to the riparian vegetation.
- Machinery is prohibited to circulate within the watercourse
- Do not store material or equipment within 30 meters of all water bodies.

Vegetation Removal

- All trees within 2 m of equipment in operation and susceptible to being damaged will have protectors installed around their drip line (e.g. protective fencing);
- No tree (DBH > 10cm) may be cut. If trees with a DBH of 10 cm or higher were to be cut, an authorization from the Contract Management Officer is required.
- These trees will have to be replaced, at a 2:1 ratio, with non-invasive indigenous species, approved by the NCC portfolio. The contractor's tree planting plan must be approved by NCC prior to the tree planting.
- Minimize vegetation cutting (DBH < 10 cm), limiting it to vegetation that interferes with the movement of machinery and work.
- Any federally or provincially protected tree species (seedling, sapling or tree) must be properly flagged and protected to ensure these trees are not damaged, harmed or cut. Highly visible flagging tape (using a pre-determined colour) should be used to clearly identify the tree.
- Trees or shrub clippings, branches, or log pieces that show signs of disease or pests must be appropriately disposed of following all federal, provincial, and municipal regulations in order to minimize spread of the disease or pest (e.g. Dutch elm disease, emerald ash borer, etc).

Migratory Birds

- No activities susceptible to disturb or destroy the nest of a migratory bird can occur during the core migratory bird nesting period as per the *Migratory Bird Convention Act*.

Sediment and Erosion Control

- Install effective sediment and erosion control measures before starting work to prevent sediment from entering the watercourse. Inspect them regularly during the course of debris removal and make all necessary repairs if any damage occurs.
- Maintain existing riparian vegetation in order to help reduce erosion.

Timing of Removal of Accumulated Material

- *Work should be undertaken outside of the fish spawning period and periods of high flooding. Timing windows to conduct projects in or around water may vary by province, species or watercourse and are established by Fisheries and Oceans Canada (DFO) to protect fish, including their eggs, juveniles, spawning adults and/or the organisms upon which they feed⁹. Avoid Maintenance activities during wet and rainy periods.
- Unless accumulated material (i.e., branches, stumps, other woody materials, garbage, ice build-up, etc.) is preventing the passage of water and/or fish through the structure, time material and debris removal to prevent disruption to sensitive fish life stages by adhering to appropriate fisheries timing windows (see above).

⁹ Timing windows by province are available on DFO website [<http://www.dfo-mpo.gc.ca/pnw-ppe/timing-periodes/index-eng.html>] and must be confirmed with CMO.

Debris Removal

- Limit the removal of accumulated material (i.e., branches, stumps, other woody materials, garbage, etc.) to the area within the culvert, immediately upstream of the culvert and to that which is necessary to maintain culvert function and fish passage.
- Remove accumulated material and debris slowly to allow clean water to pass, to prevent downstream flooding and reduce the amount of sediment-laden water going downstream. Gradual dewatering will also reduce the potential for stranding fish in upstream areas.
- When water (from the truck) is flushed through the culvert, it must be done at a slow speed (gently) as to prevent sedimentation and impacts downstream.
- Depending on the sensitivity of the downstream fish habitat and amount of sediment in the culvert, installing cofferdams and working in the dry prior to vacuuming should be considered.
- Temporary structures and environmental protection devices must ensure sufficient free movement of water at all times to maintain fish habitat functions (feeding, fry rearing, spawning) downstream from the work site. Take the necessary measures to prevent impacts (e.g. flooding, dewatering, suspended solids, erosion) upstream and downstream of the work site.

Machinery Maintenance

- The smallest possible machinery and equipment suitable for the bearing capacity of the soil should be used.
- Machinery is to arrive on site in a clean condition and is to be maintained free of fluid leaks.
- It is prohibited to circulate beyond the boundaries of the work site and leave equipment, waste or other materials, even temporarily without the prior authorization of the NCC.
- Wash, refuel and service machinery and store fuel and other materials for the machinery at least 60m away from the high water mark to prevent any deleterious substance from entering the water.
- Keep an emergency spill kit on site in case of fluid leaks or spills from machinery.

Site Reinstatement (if required)

- Disturbed surfaces will be rehabilitated at the end of the work using the portfolio approved seed mixture and topsoil.
- Revegetation must be done as soon as possible within the growing season. If unfeasible, the Contractor must stabilize disturbed areas with erosion control blankets to keep the soil in place and prevent erosion in water bodies. Blankets must be removed only at the end of the revegetation work.
- All tree or vegetation debris that may fall or enter any water bodies must be removed immediately.

Management of Material

- All sludge, dirt, sand, rocks, grease, and any other solid or semi-solid material resulting from the cleaning operation shall be removed at the downstream end of the culvert being cleaned (either manually or with suction). The Contractor shall maintain record of the amount and type of material removed for each culvert in a format approved by the NCC.
- Debris shall be kept in totally enclosed containers at all times and shall be removed from the site at the end of each day or when the containers are full. Under no circumstances will the Contractor be allowed to accumulate debris, etc. on site of work beyond the stated time. All debris shall be removed from the site and disposed by the Contractor at no additional cost to the NCC.

Fauna

- In order to minimize the impact on wildlife, all work will be completed within a reasonable time frame.
- Use caution when driving to and from the work site – watch out for turtles and other small animals on the road surface and shoulder. Avoid hitting them, provided that it is safe to do so.
- Workers must keep the work site clean and must not leave behind garbage or food scraps that could attract animals or alter their behavior.

- Any fauna (mammals, amphibians, reptiles) that are encountered within the work site should not be harmed or harassed. Allow the animal to move away on its own by slowly walking toward it in the direction you want it to move. If necessary to move the animal out of the work area, carefully move it into a similar habitat next to site (within same area).

Rideau Canal Skateway asset condition report template
Rapport de condition des biens de la patinoire du canal Rideau

Appendix 7

Date / Date :

Inspected by / inspection complétée par :

Stairs / Escaliers	Condition (1 – 5)	Picture / Photo	Comments # / commentaires
Nosing / Nez d'escalier			
Treads / Grille de marche			
Handrails / Main courante			
Feet assembly / piler d'appuis			
Visual of welds / Visuel des soudures			
Visual for missing parts / Visuel des pièces manquantes			
Paint / peinture			
Appearance and cleanliness / Apparence et propreté			
Installation and transportation / Installation et transport			
Other comments / Autres commentaires			

UA ramps / Rampes AU	Condition (1 – 5)	Picture / Photo	Comments # / commentaires
Rubber matting / tapis			
Handrail connectors / Raccord de rampe			
Feet assembly / piler d'appuis			
Visual of welds / Visuel des soudures			
Visual for missing parts / Visuel de pièces manquantes			
Paint / peinture			
Appearance and cleanliness / Apparence et propreté			
Installation and transportation / Installation et transport			
Other comments / Autres commentaires			

Vehicle ramps / Rampes pour véhicules	Condition (1 – 5)	Picture / Photo	Comments # / commentaires
Visual of welds / Visuel des soudures			
Visual for missing parts / Visuel des pièces manquantes			
Appearance and cleanliness / Apparence et propreté			
Installation and transportation / Installation et transport			
Other comments / Autres commentaires			

Kiosks/ Kiosques	Condition (1 – 5)	Picture / Photo	Comments # / commentaires
Doors and window / Portes et fenêtres			
Paint / peinture			
Appearance and cleanliness / Apparence et propreté			
Installation and transportation / Installation et transport			
Other comments / Autres commentaires			

Appendix 7

Comment / Commentaire # 1

Comment / Commentaire # 2

Comment / Commentaire # 3

Comment / Commentaire # 4

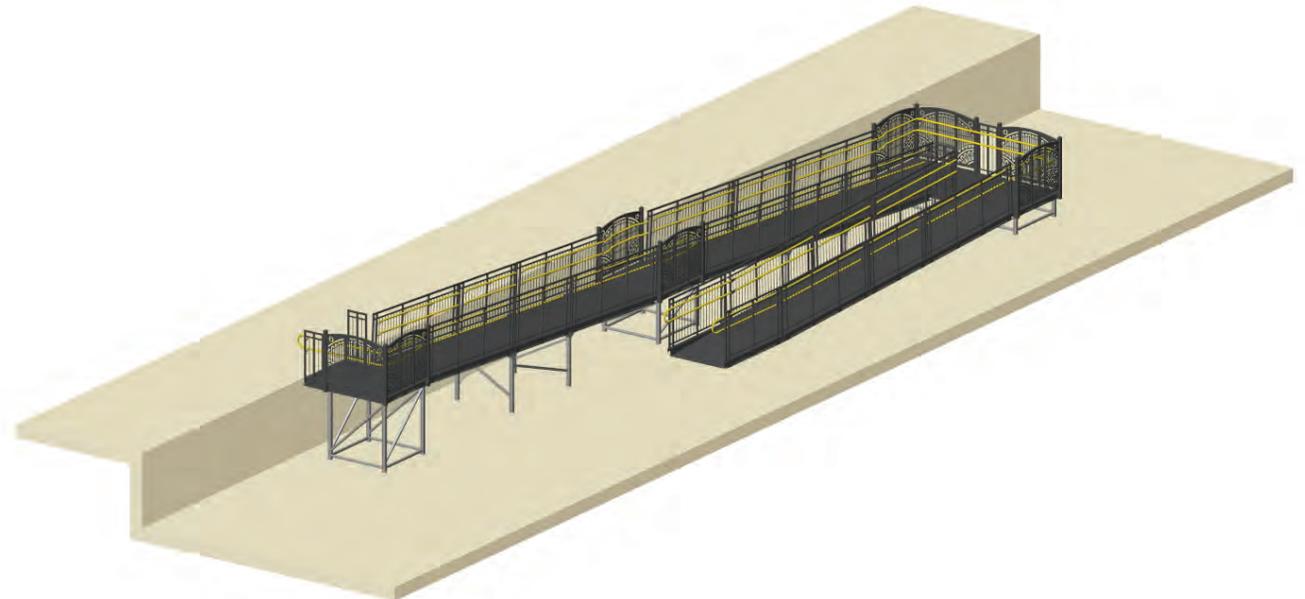
Introduction	Page 1
Parts and Preconfiguration	Page 2 - 7
Installation Procedure	Page 8 - 18

Introduction

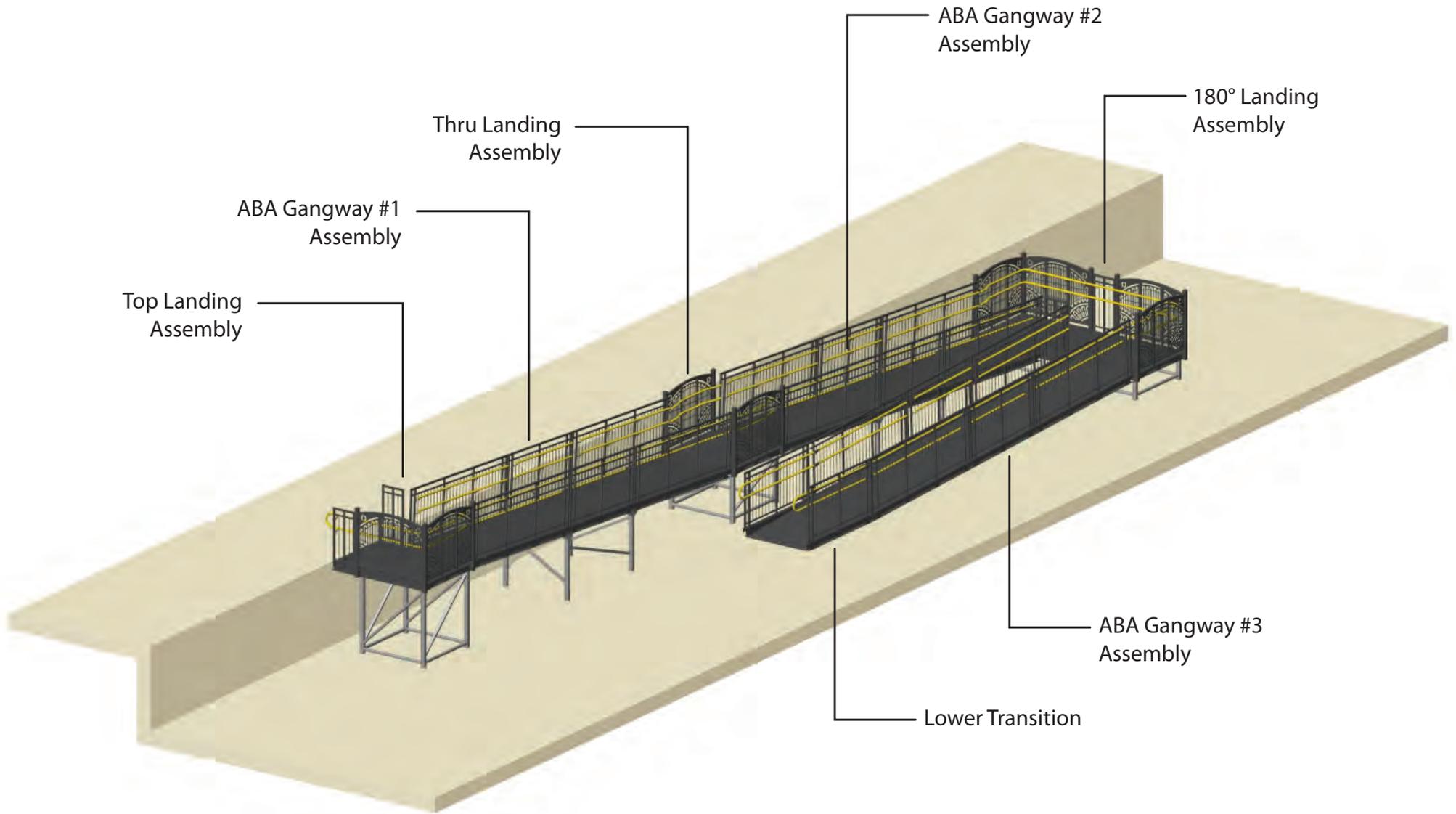
The Dow's Lake Ramp is installed as part of the infrastructure required for the Rideau Canal Skateway. It is typically installed in November of each year during a special period of extra-low water intended to facilitate such installations. This ramp has a 1:15 slope.

The following pages outline the components and sub-assemblies that make up the Dow's Lake Ramp, and provide step-by-step instructions for their installation on site.

It is important to note that several assemblies are to be preconfigured prior to assembly, in particular the gangways and landings. Attending to this prior to installation will speed the process and make everything easier.

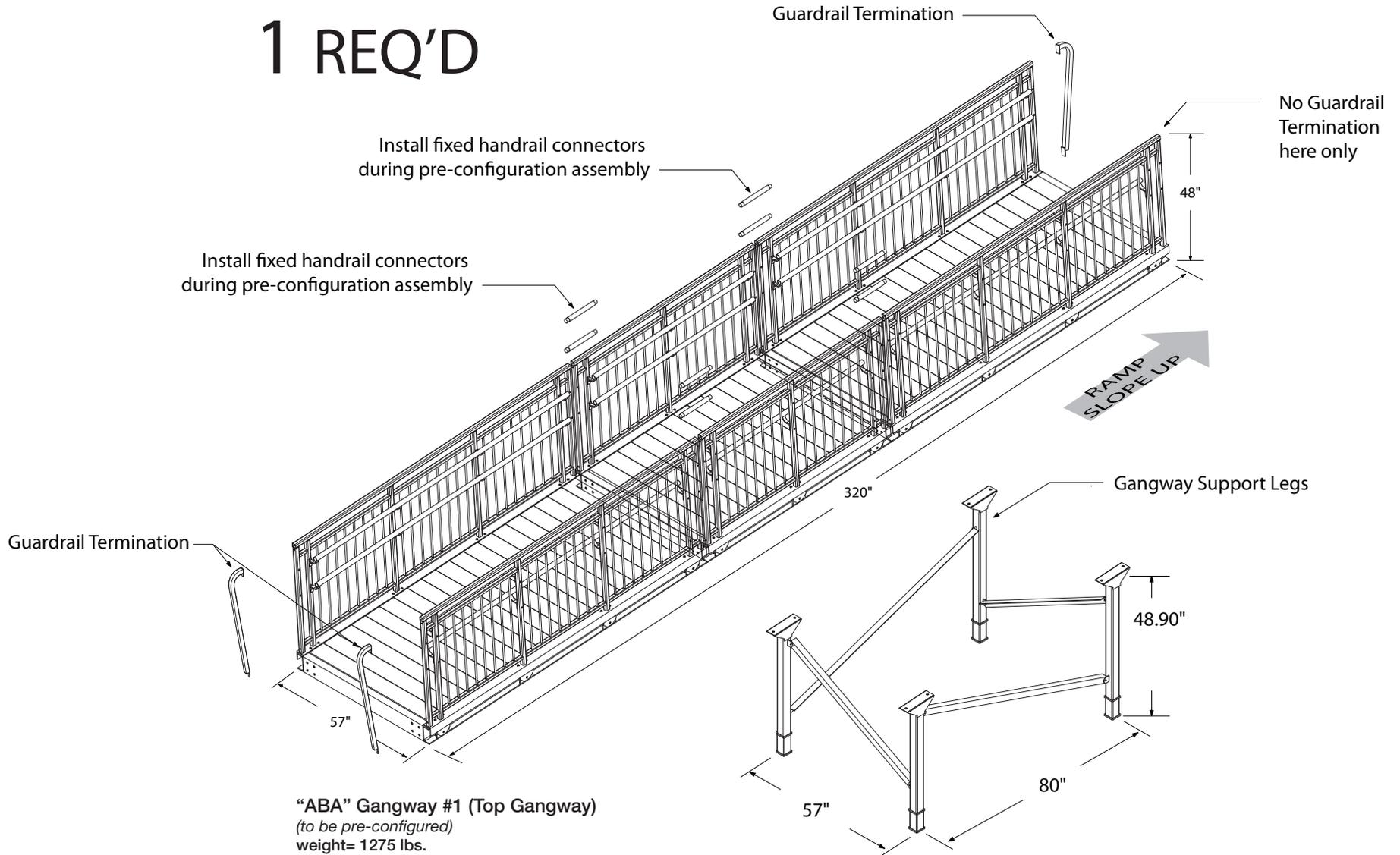


Overview



Gangways & Ramp Supports

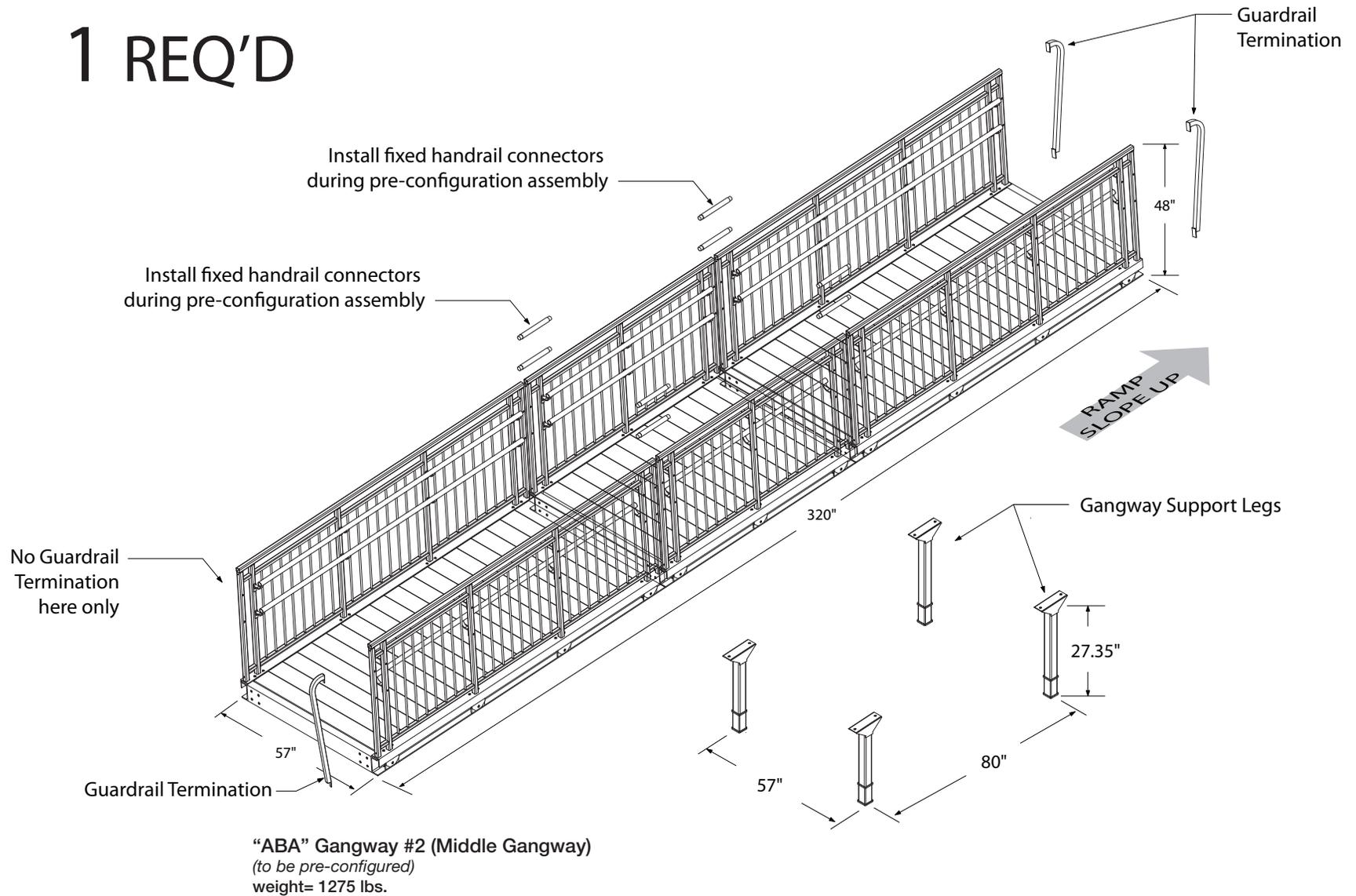
1 REQ'D



NOTE: All supports require scaffold jack levellers on all four legs.

Gangways & Ramp Supports

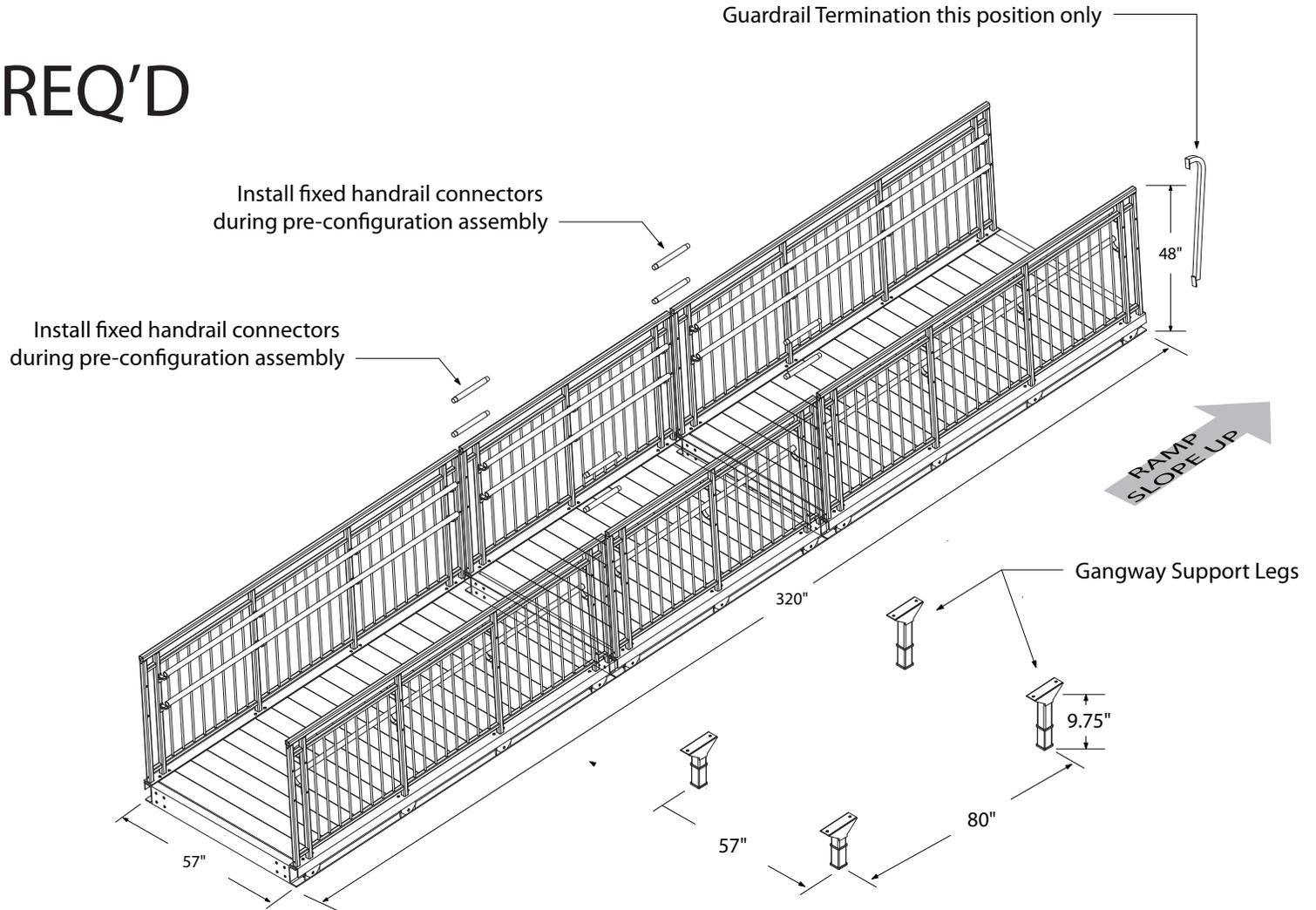
1 REQ'D



NOTE: All supports require scaffold jack levellers on all four legs.

Gangways & Ramp Supports

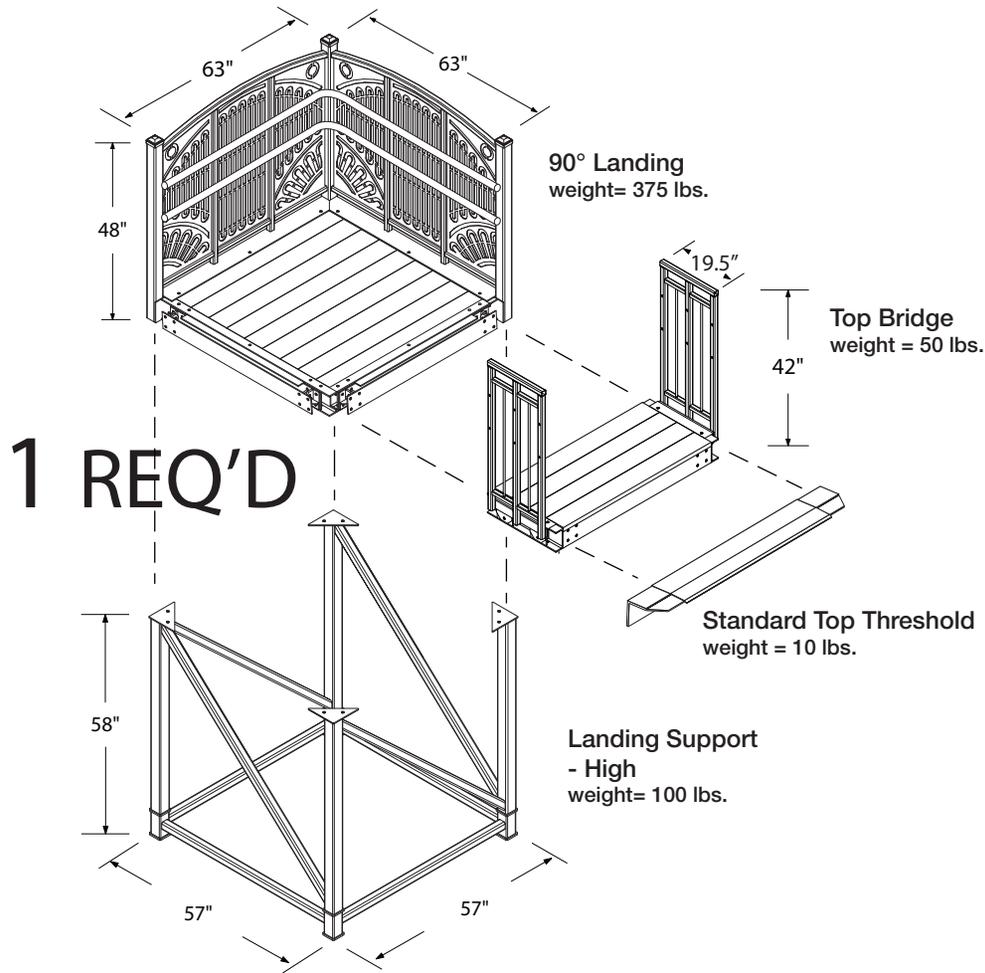
1 REQ'D



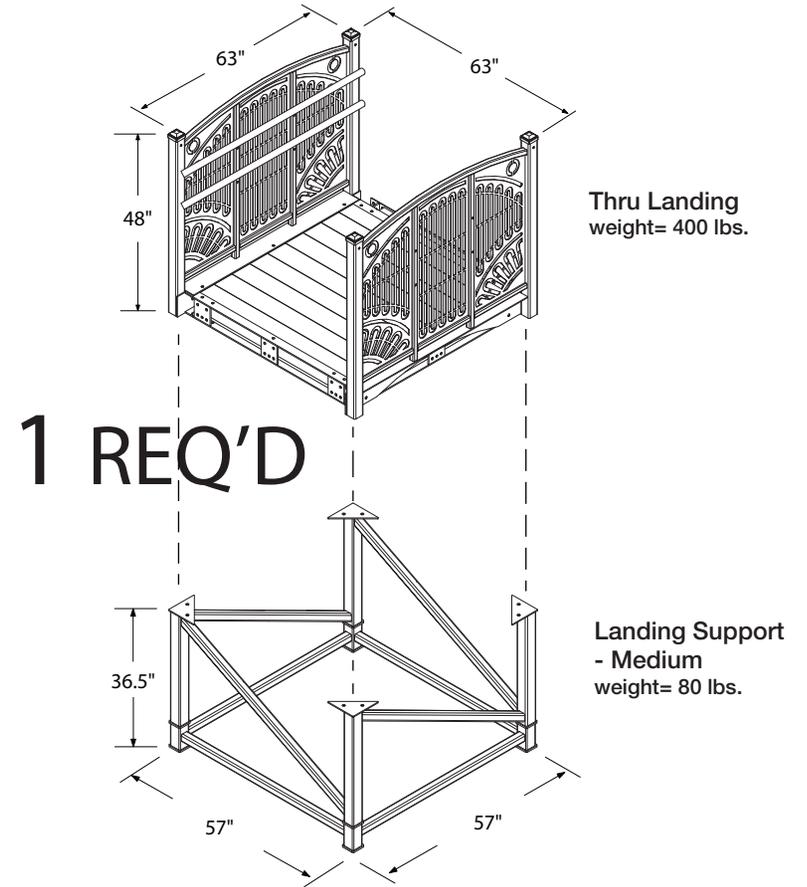
“ABA” Gangway #3 (Lower Gangway)
(to be pre-configured)
weight= 1275 lbs.

NOTE: All supports require scaffold jack levellers on all four legs.

Landings & Landing Supports



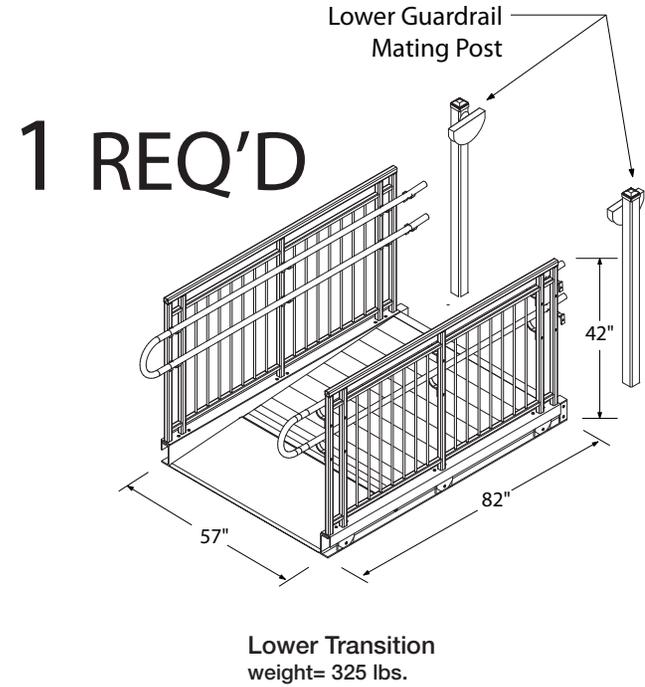
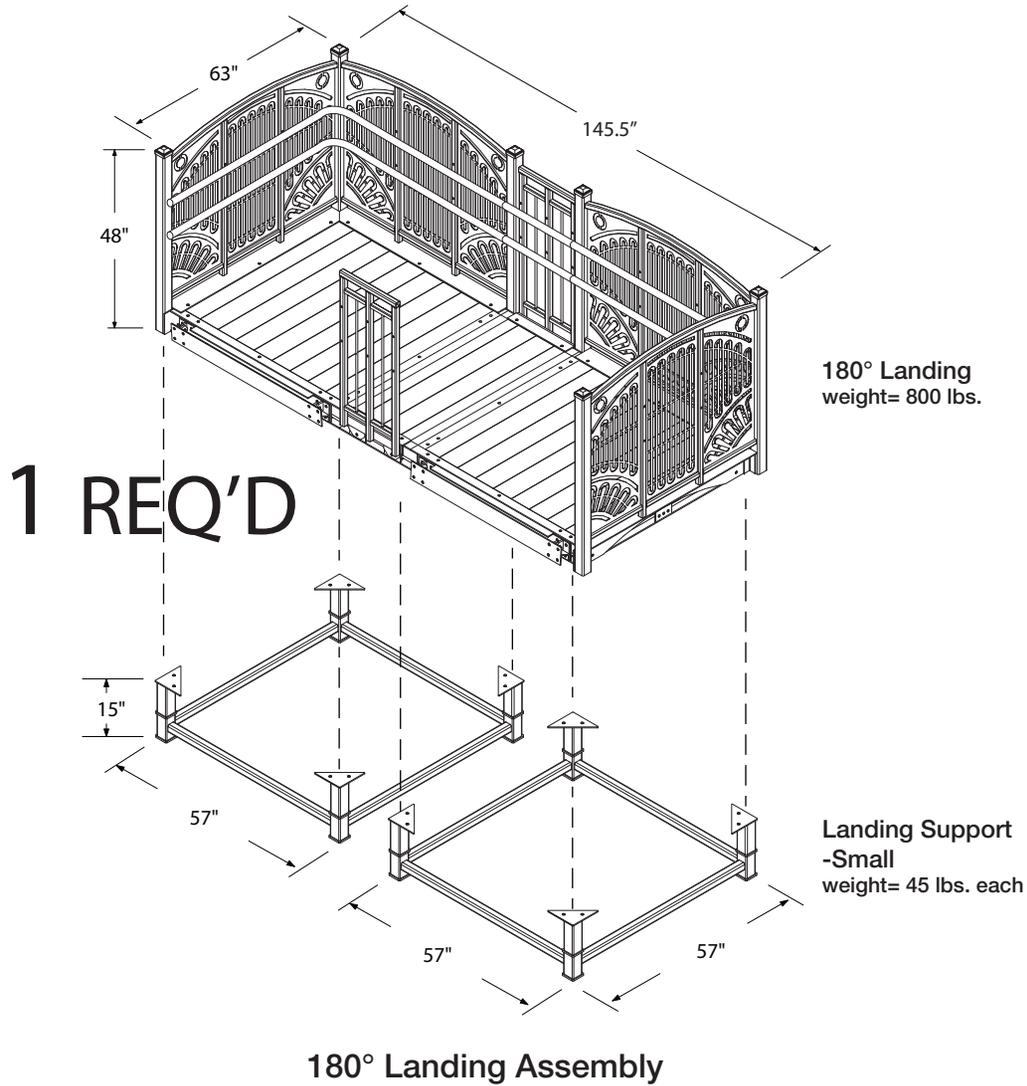
Top Landing Assembly



Thru Landing Assembly

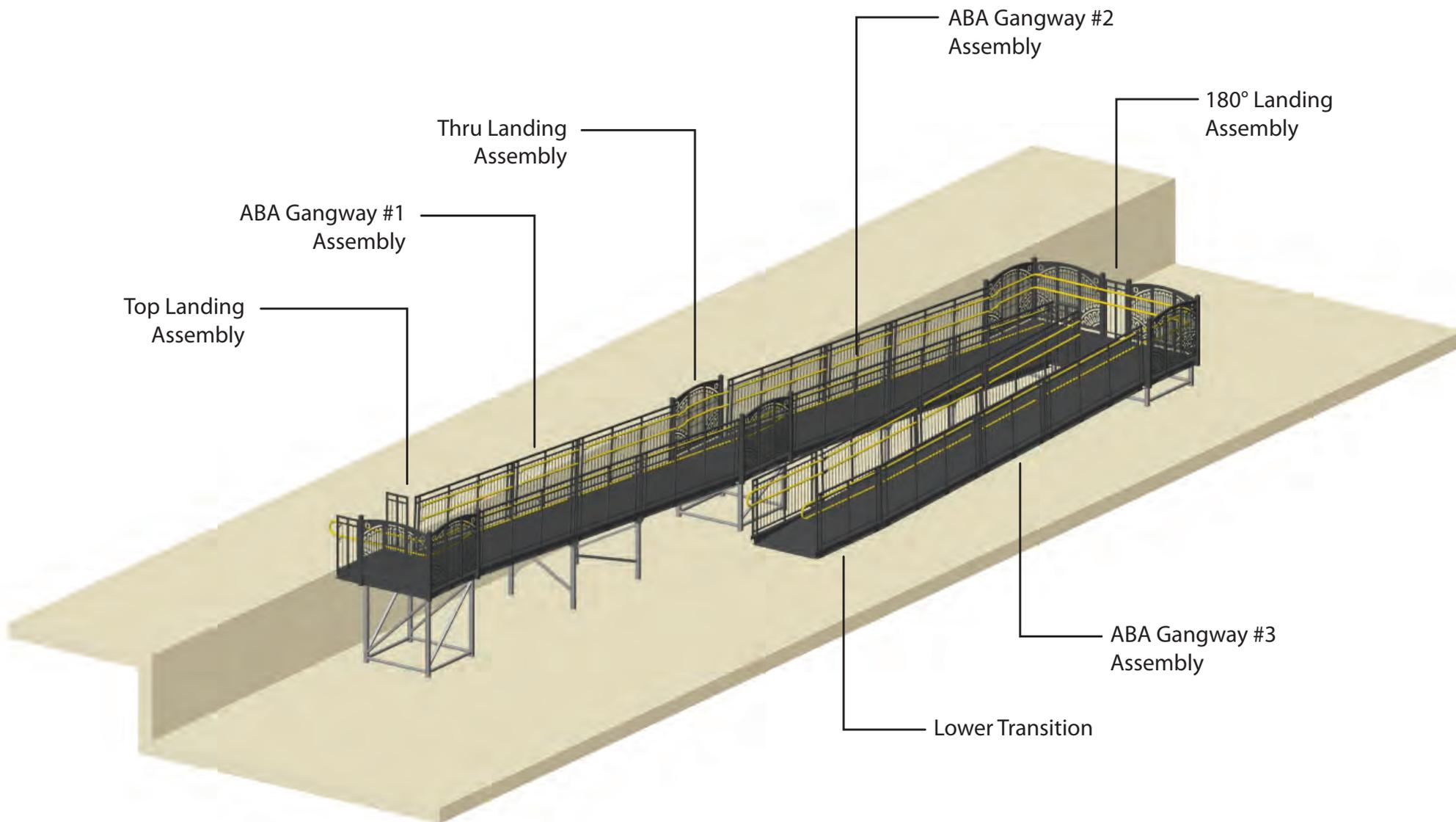
NOTE: All supports require scaffold jack levellers on all four legs.

Landings & Landing Supports

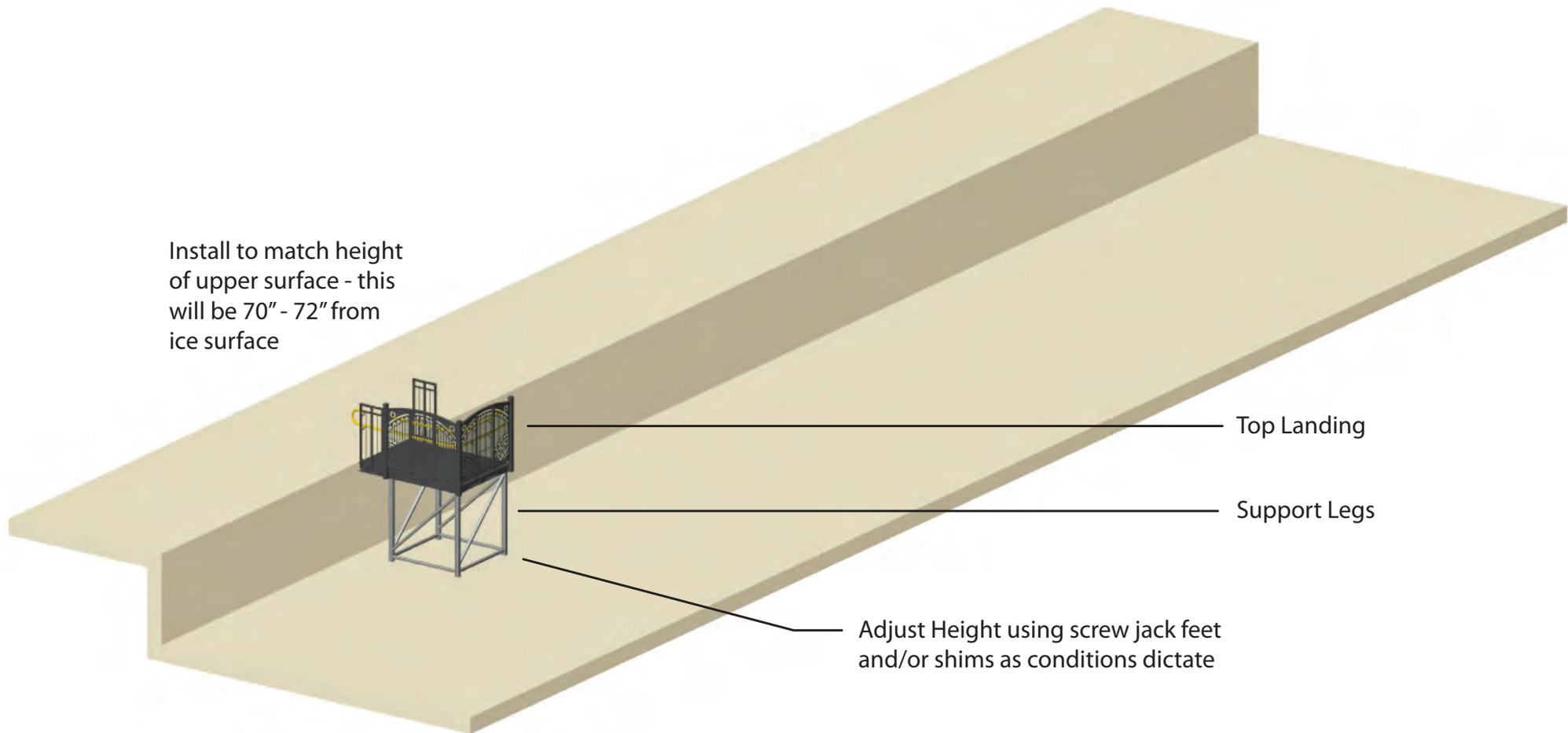


- Handrail Connectors Required**
- 24 - Fixed Connectors
 - 8 - Variable Length Long Connectors
 - 10 - Variable Length Short Connectors
 - 1 - 180° Inner Handrail
 - 1 - Top Bridge Inner Handrail
 - 1 - Top Bridge Outer Handrail

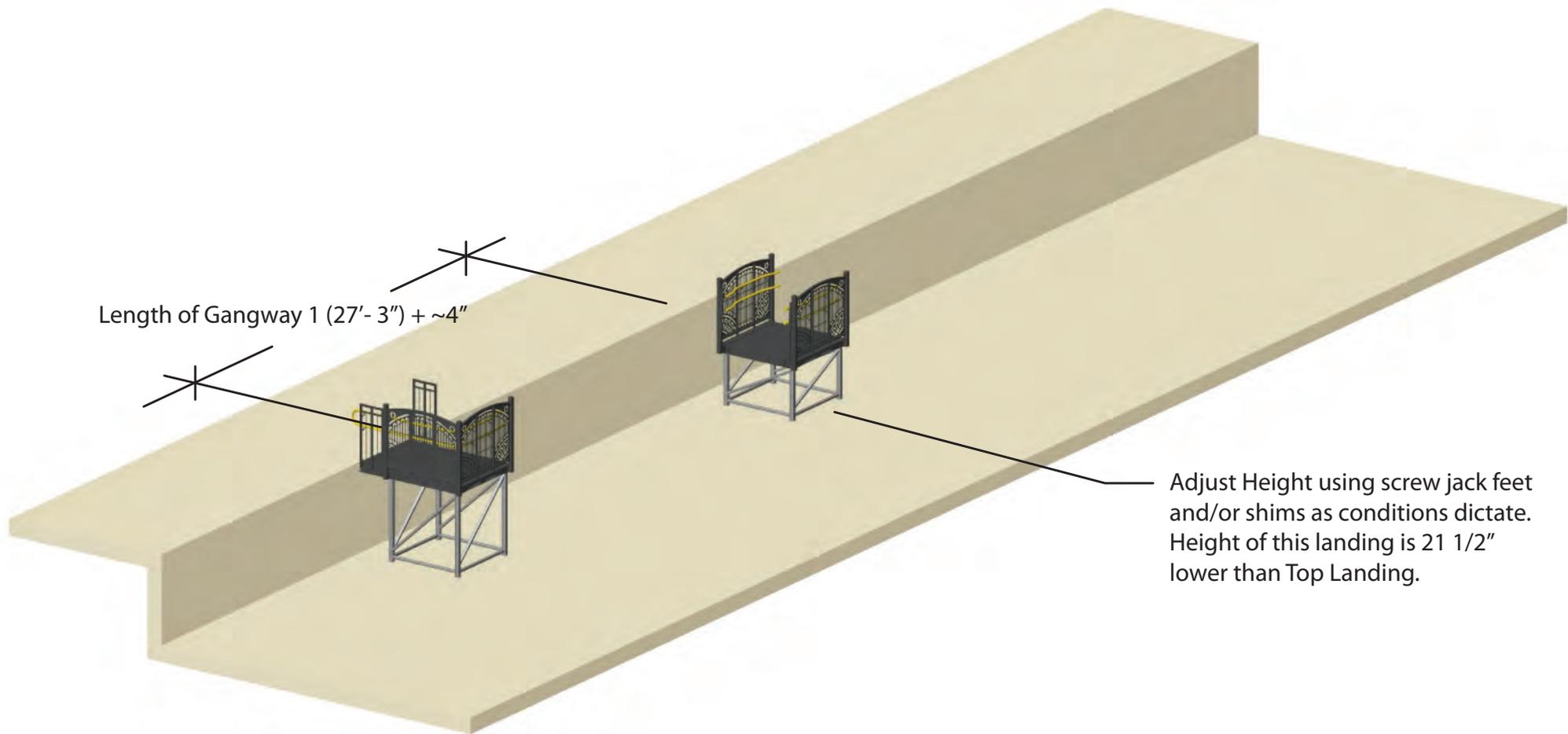
NOTE: All supports require scaffold jack levellers on all four legs.



Install Top Landing



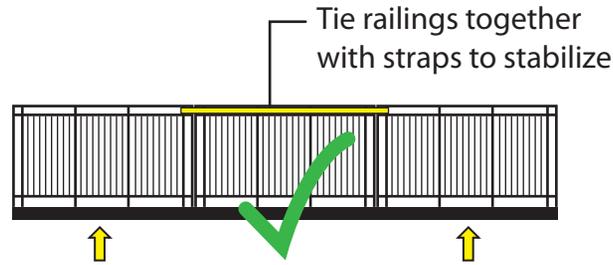
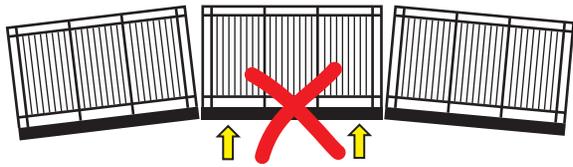
Install Landing 1



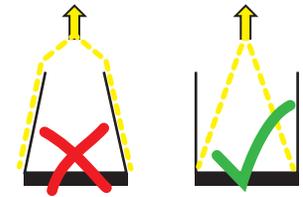
Length of Gangway 1 (27'- 3") + ~4"

Adjust Height using screw jack feet and/or shims as conditions dictate. Height of this landing is 21 1/2" lower than Top Landing.

Install Gangway 1

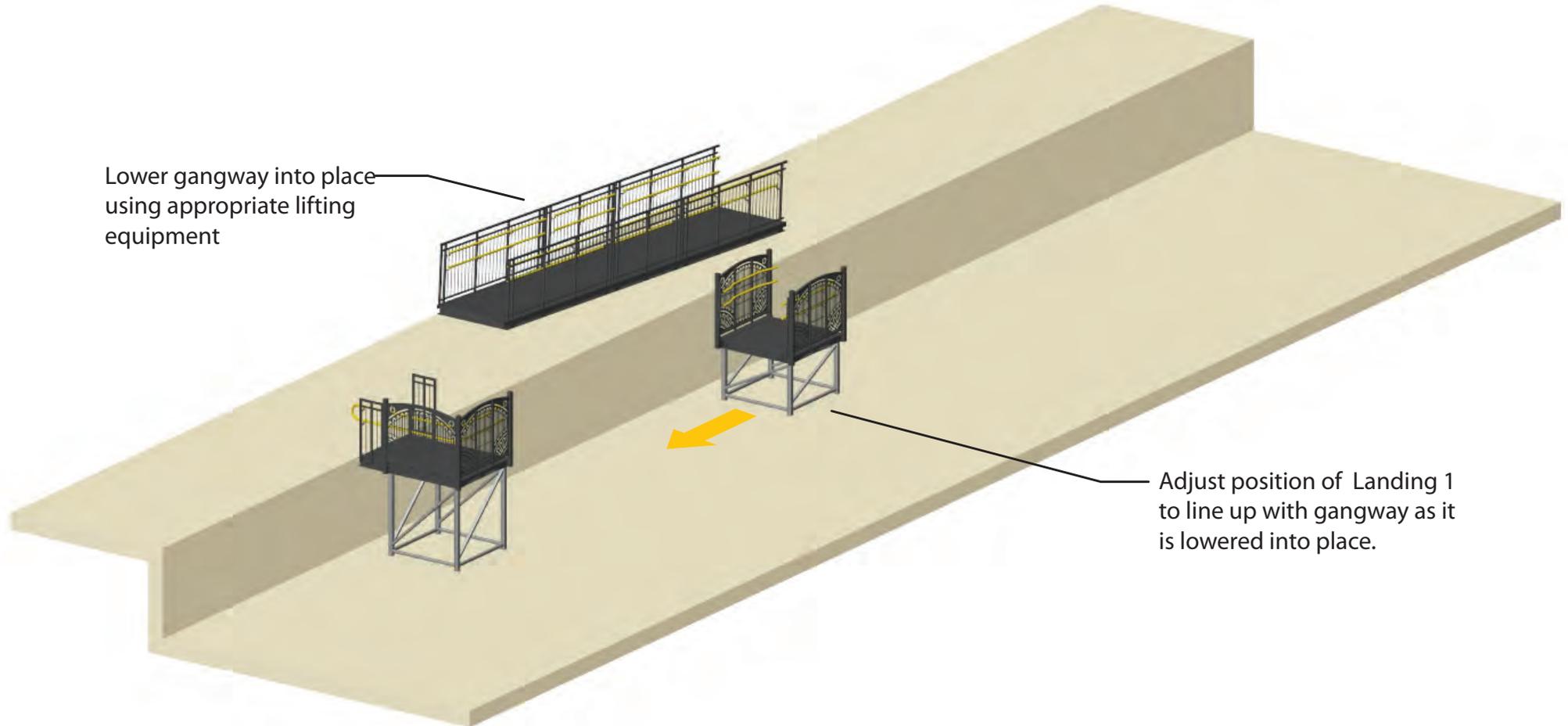


Lift from points near ends to avoid damage to gangways



All lifting straps or slings must be inside railings to avoid damage

Lower gangway into place using appropriate lifting equipment

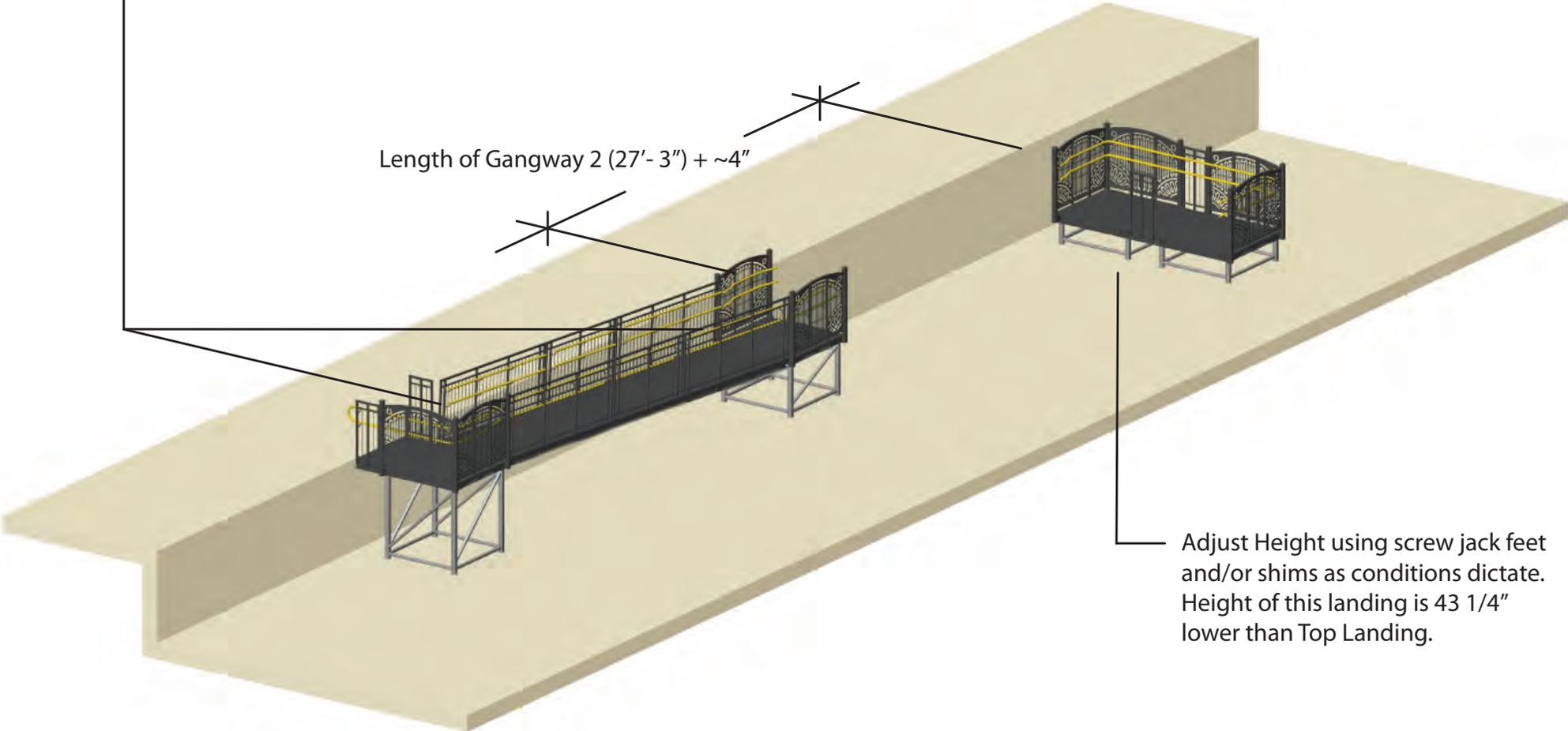


Adjust position of Landing 1 to line up with gangway as it is lowered into place.

Install Landing 2

Secure gangways in place with two locking pins at each end.
NOTE: Rotate the pin handles down to avoid interference with mats.

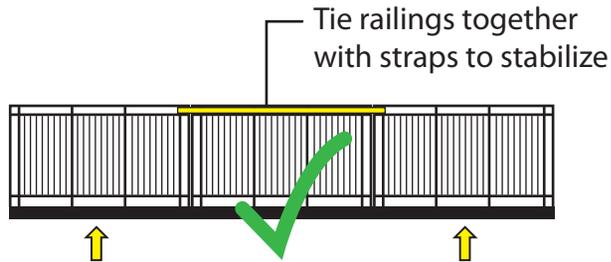
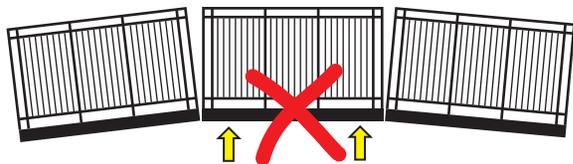
Length of Gangway 2 (27'- 3") + ~4"



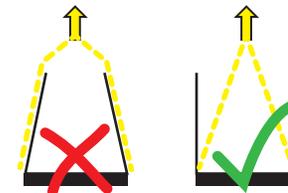
The diagram illustrates a modular UA ramp system with two landings and a connecting gangway. The landings are supported by metal frames. The gangway connects the two landings. Callouts indicate the use of locking pins to secure the gangways and the need to rotate the pin handles down. A dimension line indicates the length of Gangway 2 as 27 feet 3 inches plus approximately 4 inches. A note specifies that the height of this landing is 43 1/4 inches lower than the top landing, and that the height can be adjusted using screw jack feet and/or shims.

Adjust Height using screw jack feet and/or shims as conditions dictate. Height of this landing is 43 1/4" lower than Top Landing.

Install Gangway 2

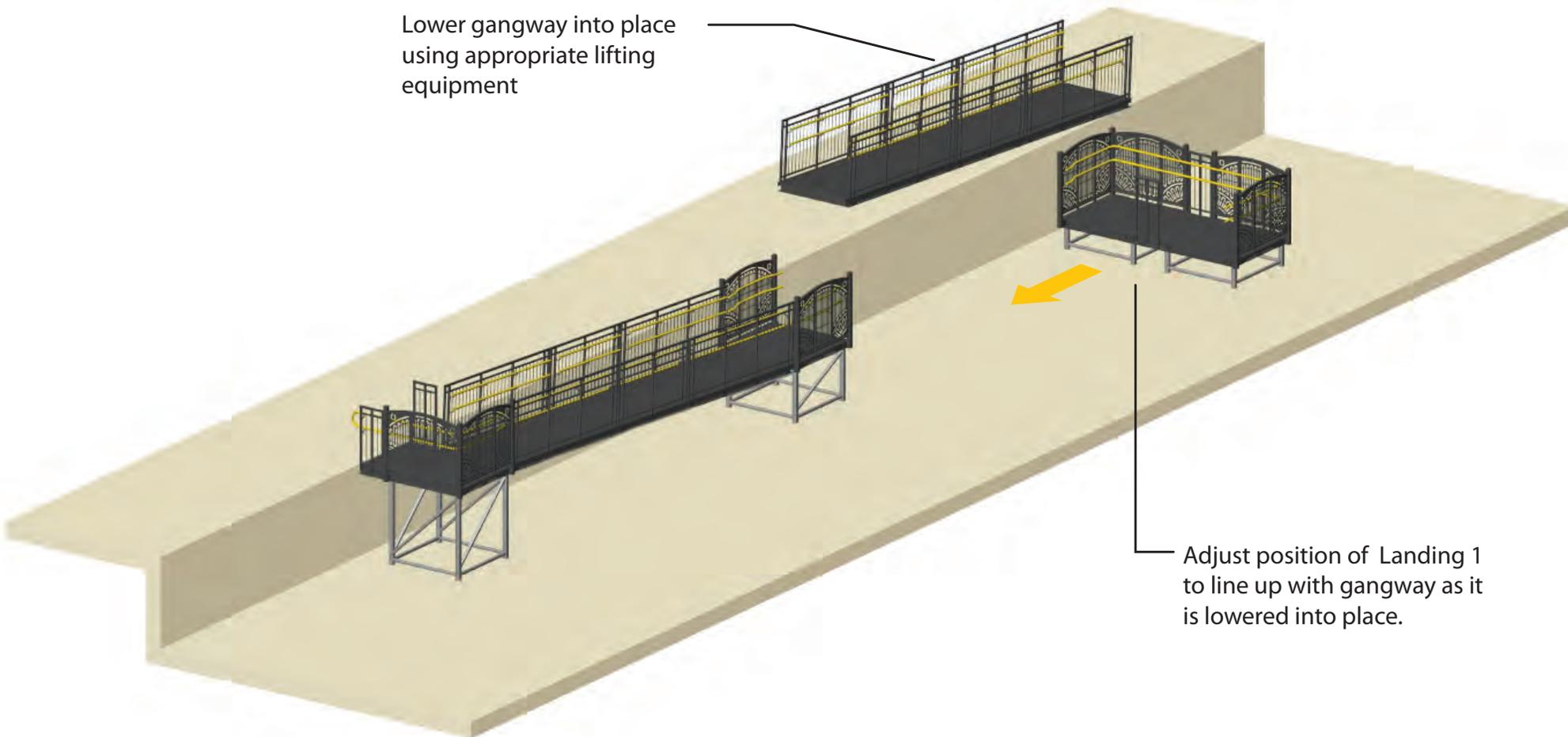


Lift from points near ends to avoid damage to gangways



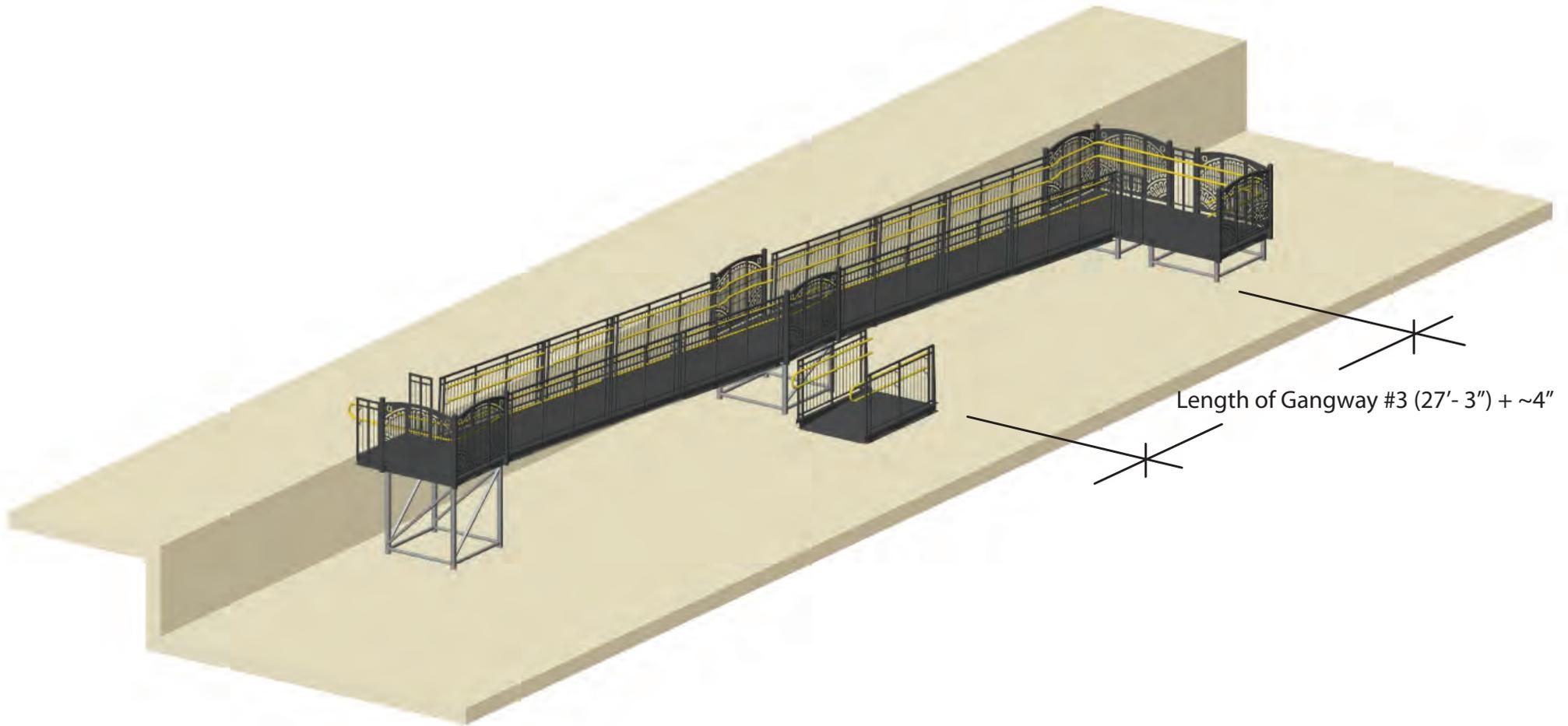
All lifting straps or slings must be inside railings to avoid damage

Lower gangway into place using appropriate lifting equipment

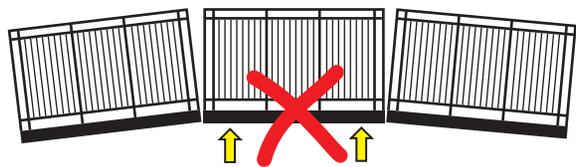


Adjust position of Landing 1 to line up with gangway as it is lowered into place.

Install Lower Transition



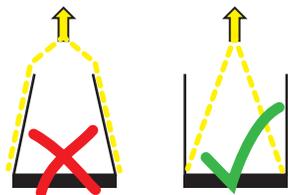
Install Gangway 3



Tie railings together with straps to stabilize

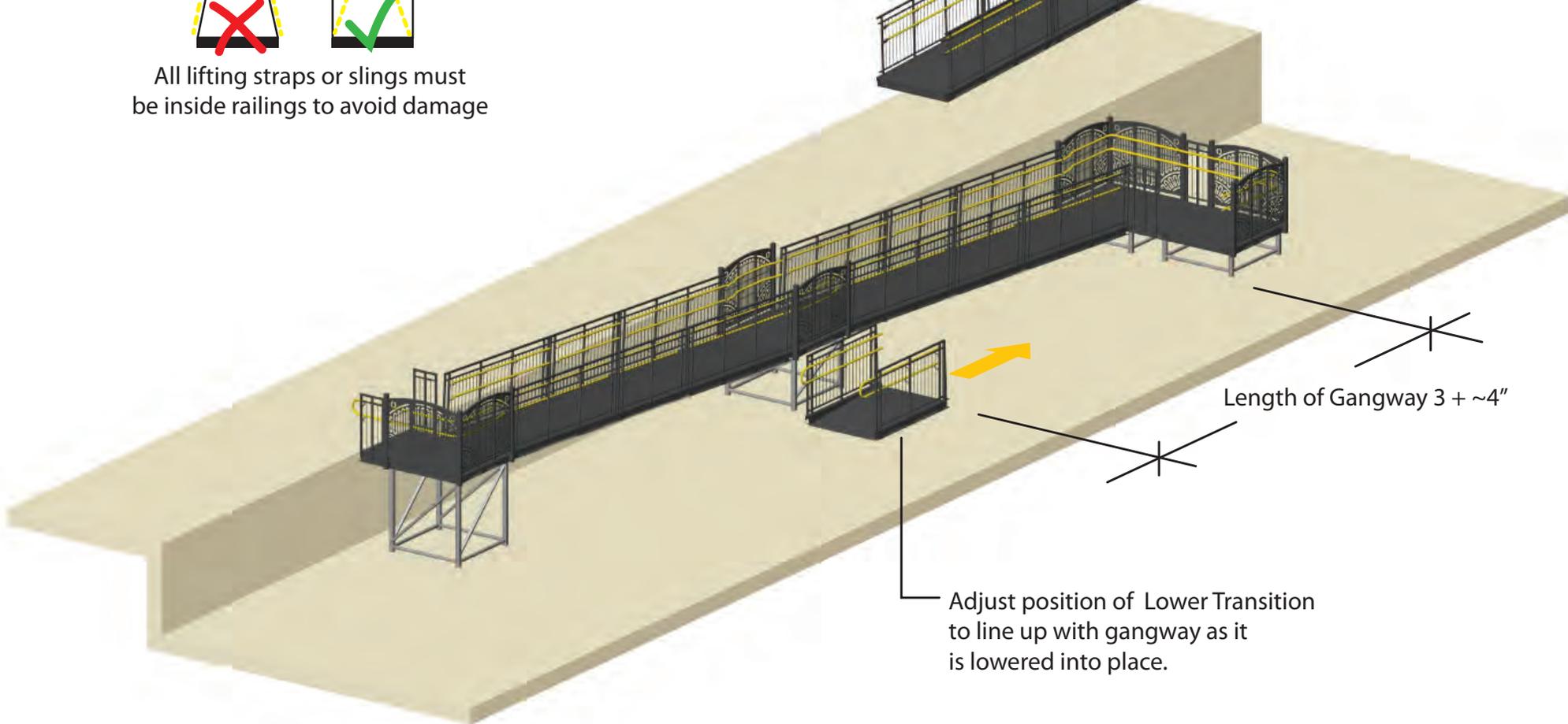
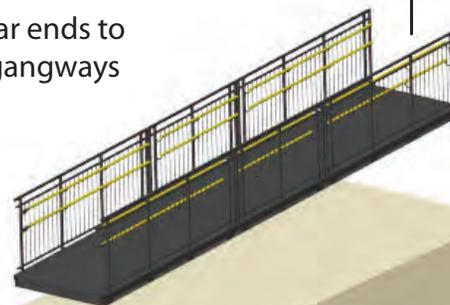


Lift from points near ends to avoid damage to gangways



All lifting straps or slings must be inside railings to avoid damage

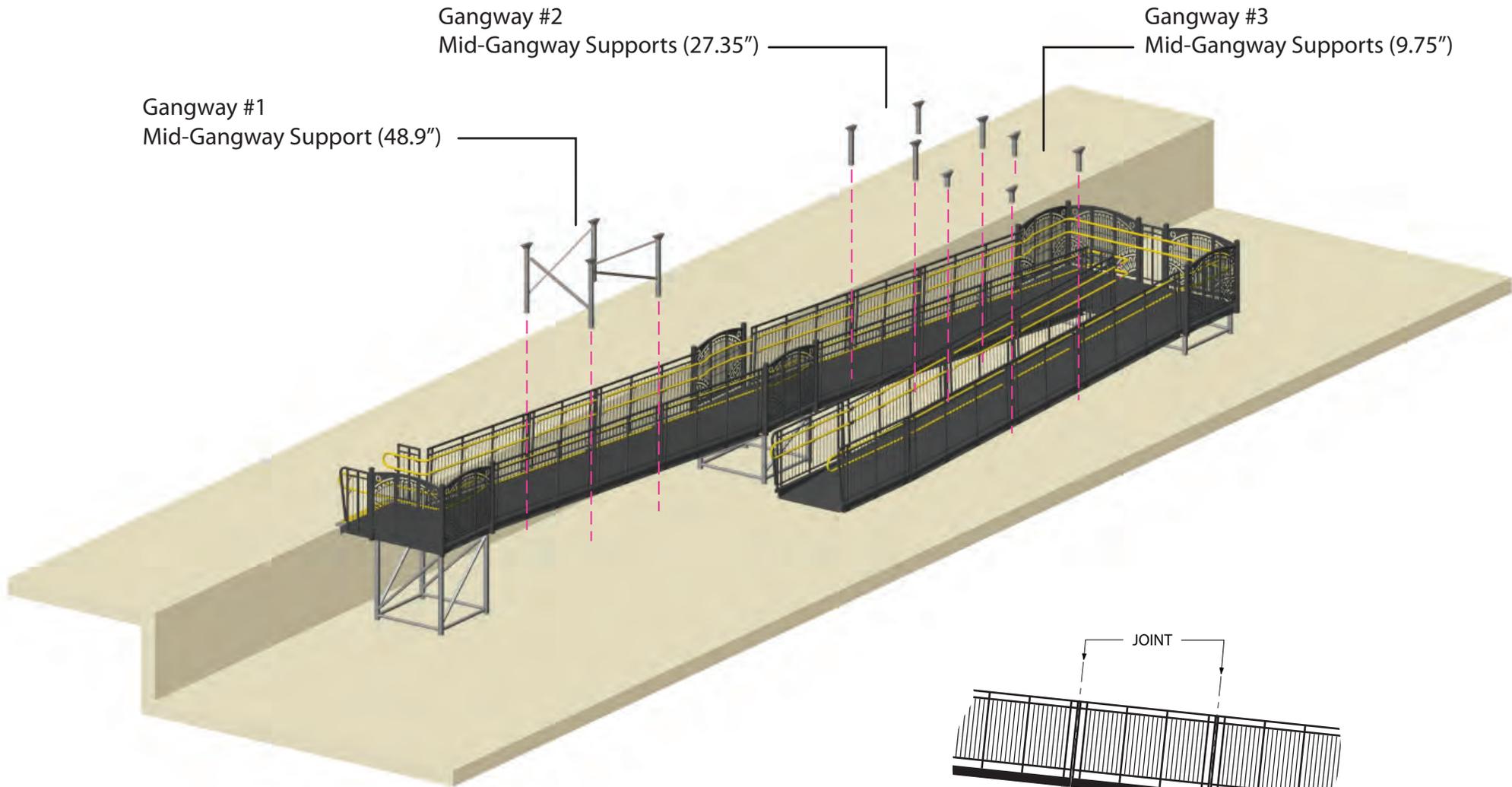
Lower gangway into place using appropriate lifting equipment



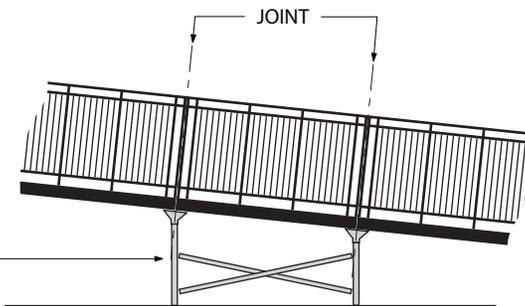
Length of Gangway 3 + ~4"

Adjust position of Lower Transition to line up with gangway as it is lowered into place.

Install Gangway Supports

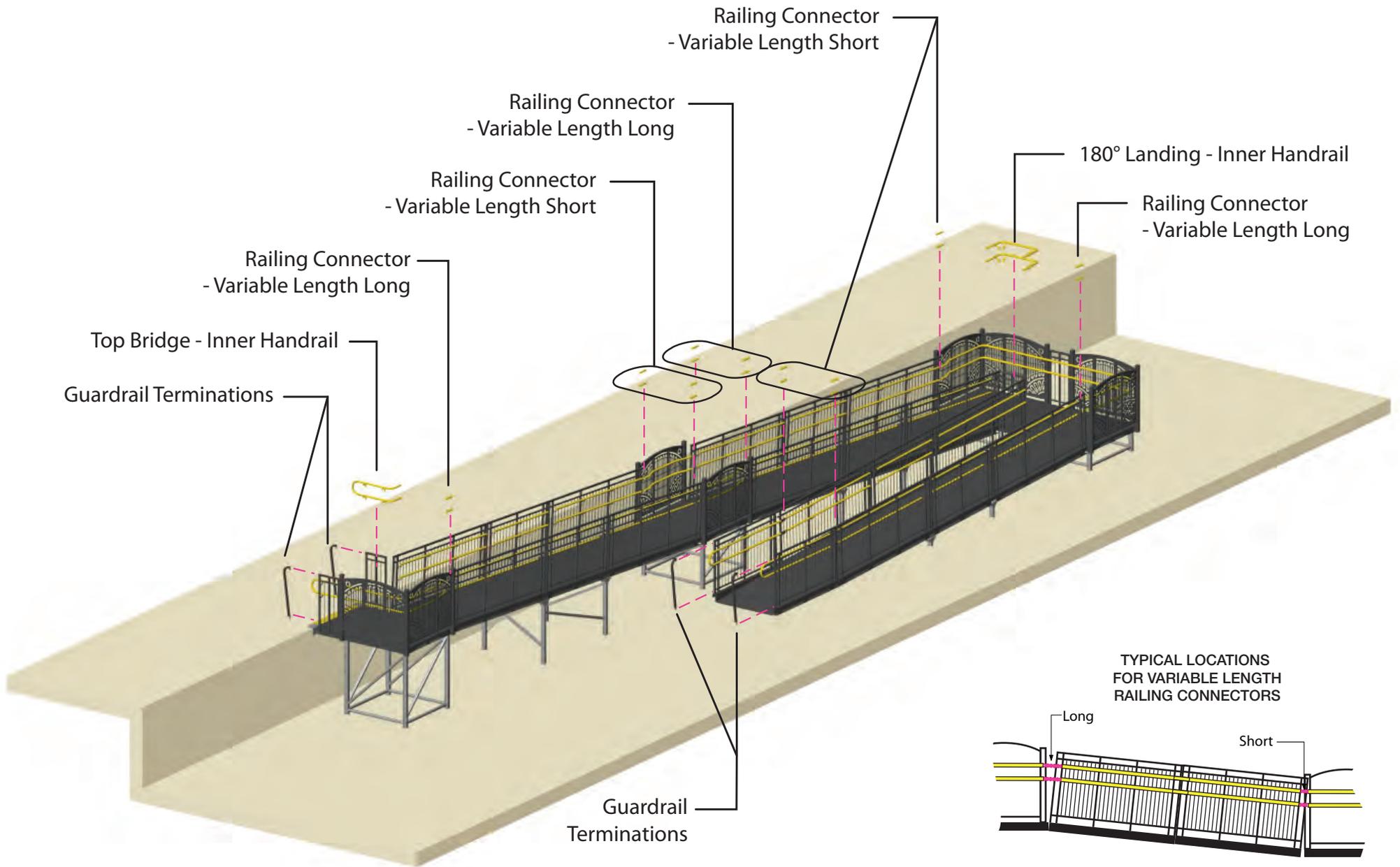


NOTE: Legs must be installed vertical

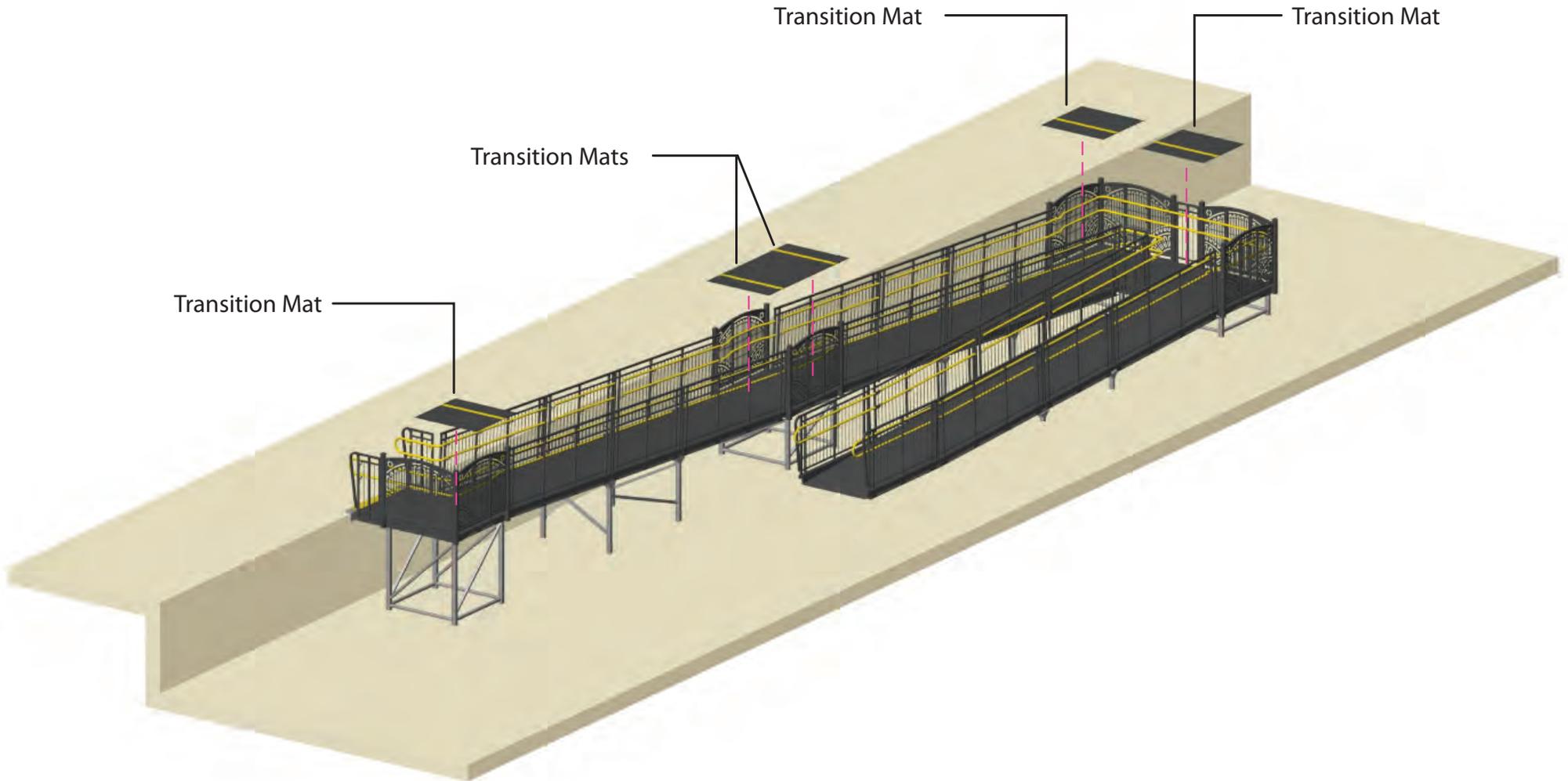


TYPICAL POSITION OF MID-GANGWAY SUPPORT

Install Railing Connectors and Terminations



Install Transition Mats



System Overview- Identification of Parts and Assemblies

Introduction	Page 1
Gangways	Page 2-3
Landings & Transitions	Page 4
Support Legs	Page 5
Rail Components & Connectors	Page 6
Mats	Page 7

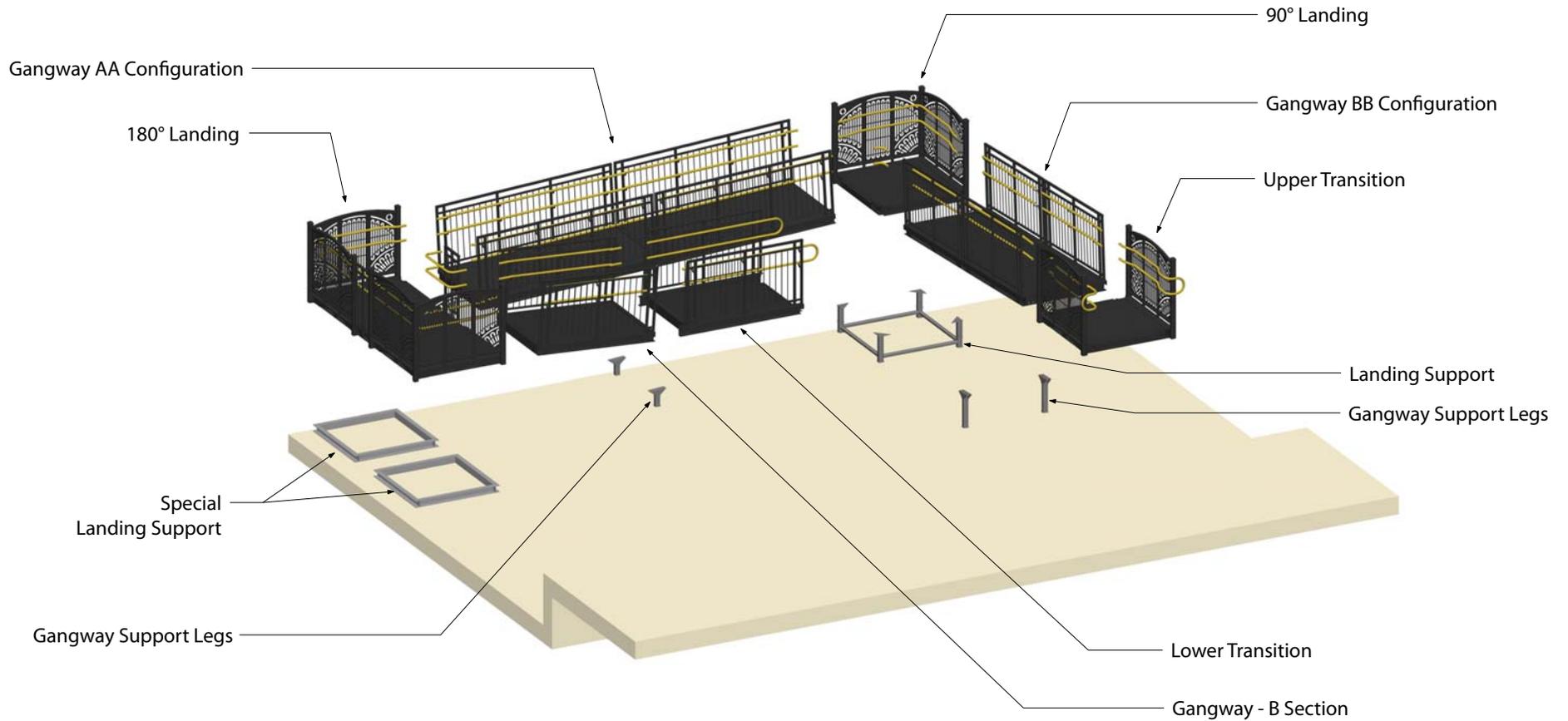
Introduction

The Modular Ramp System is intended to be a highly flexible kit of parts that can be used to create a Universally Accessible(UA) ramp in a wide range of situations to span height differences that range from 11" to 70", while respecting all UA guidelines.

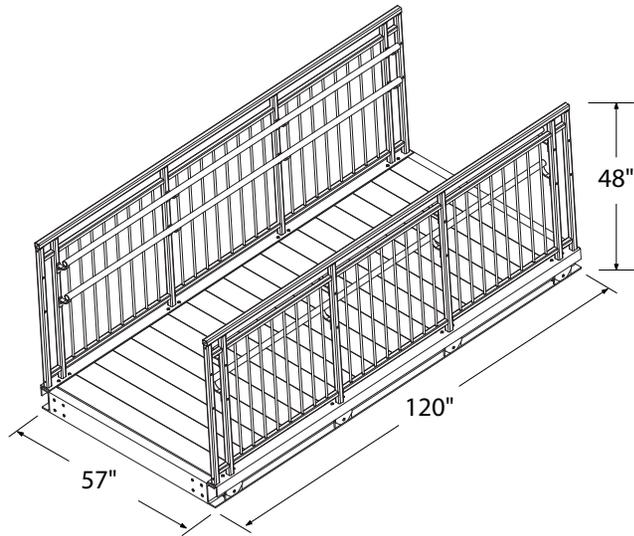
The following pages outline the components and sub-assemblies that make up the Modular Ramp System. They can be configured in many ways to suit site conditions. See the Modular Ramp System Planning Guide for further information about planning a new installation.



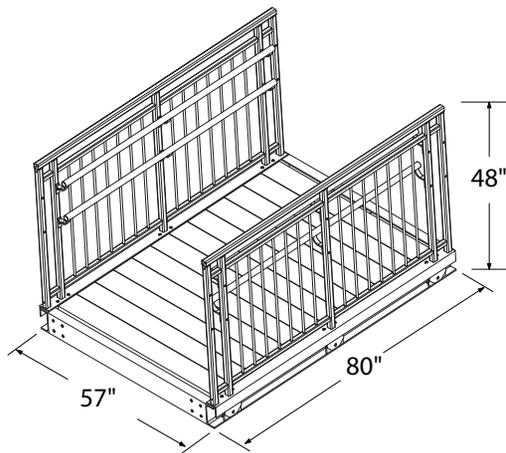
Example Exploded Assembly



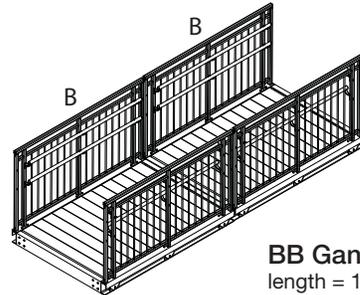
Gangway Sections and Gangways



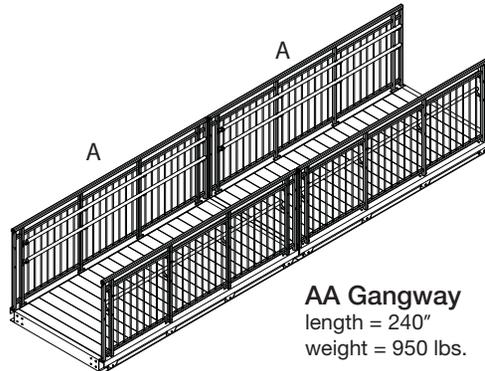
Gangway Section A
weight = 475 lbs.



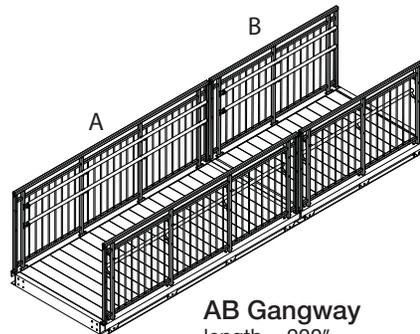
Gangway Section B
weight = 325 lbs.



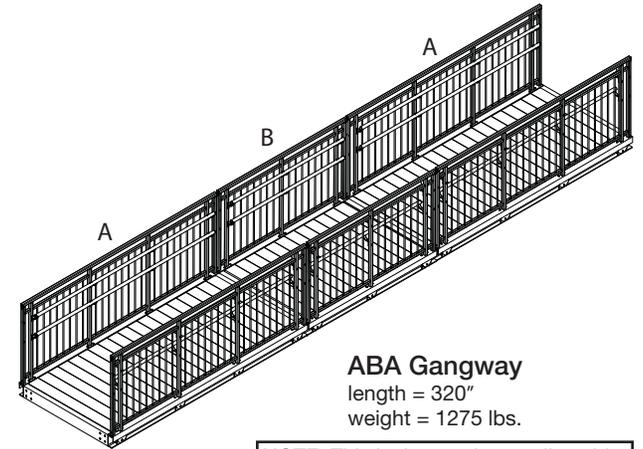
BB Gangway
length = 160"
weight = 650 lbs.



AA Gangway
length = 240"
weight = 950 lbs.

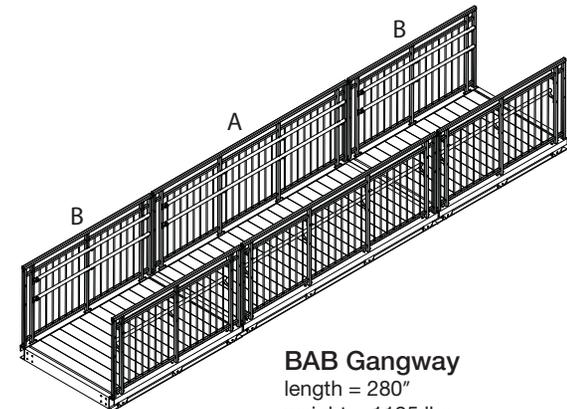


AB Gangway
length = 200"
weight = 800 lbs.



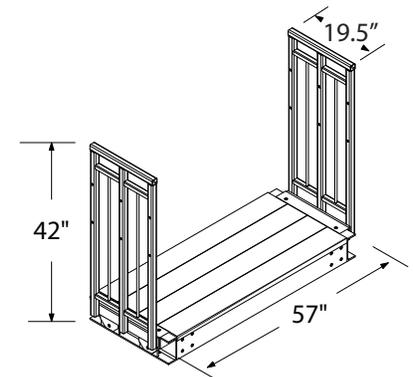
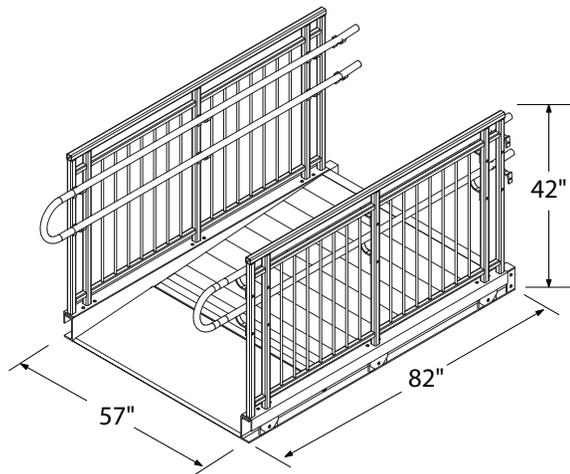
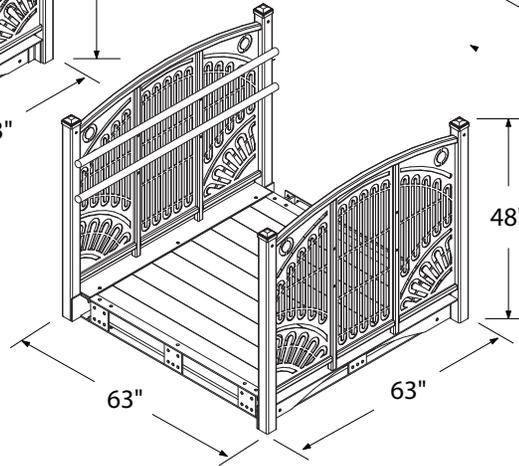
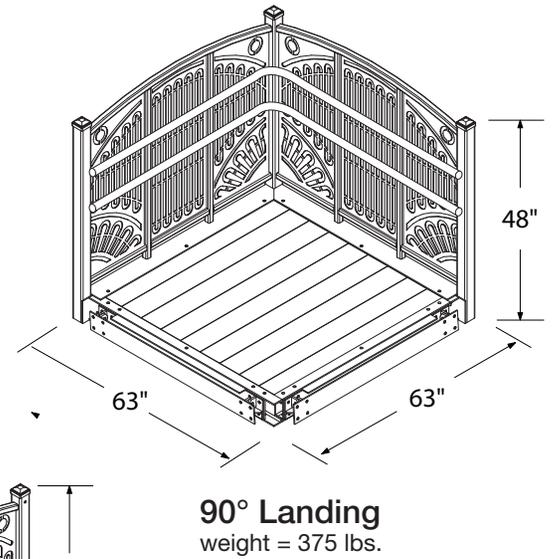
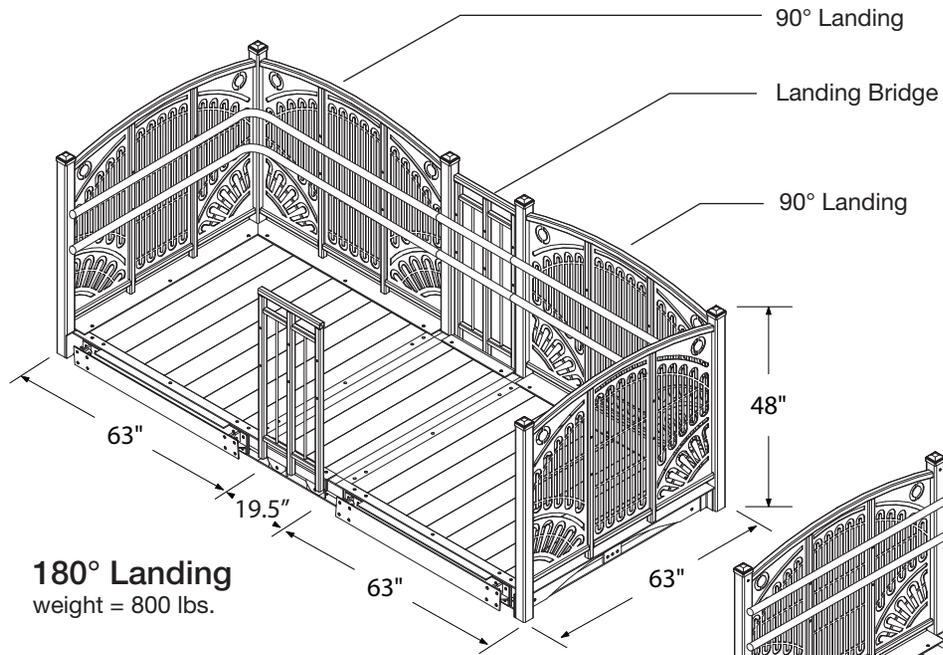
ABA Gangway
length = 320"
weight = 1275 lbs.

NOTE: This is the maximum allowable length of Gangway due to engineering loading considerations

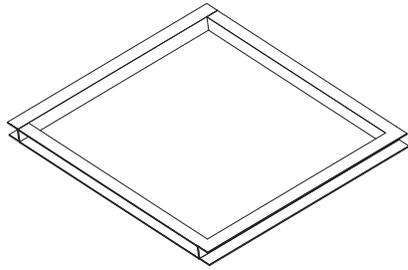


BAB Gangway
length = 280"
weight = 1125 lbs.

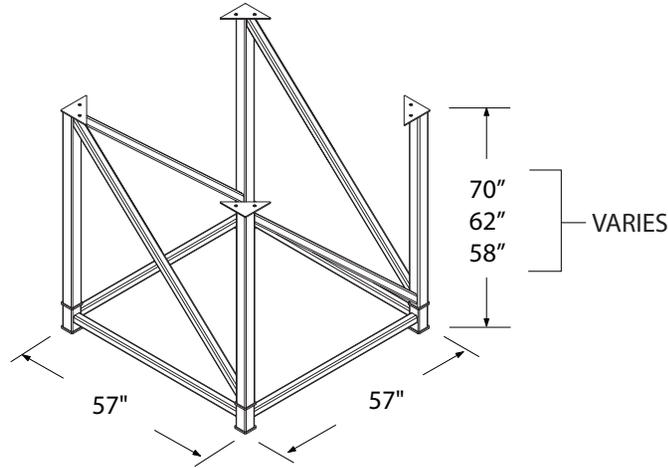
Landings



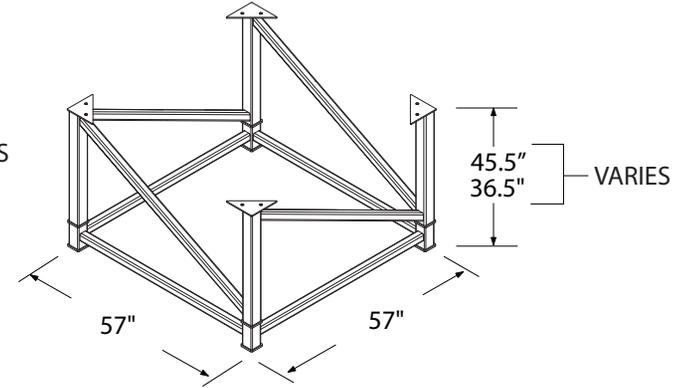
Support Legs



Landing Support - Special
weight = 35 lbs.

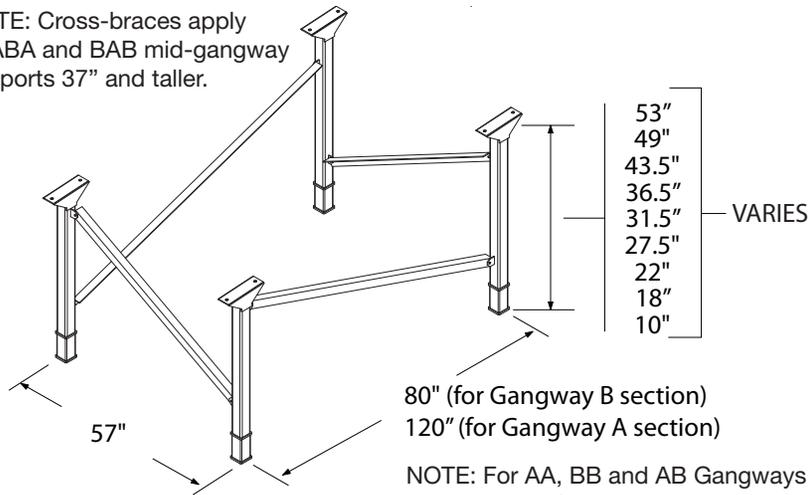


Landing Support - High
weight = 100 lbs.



Landing Support - Medium
weight = 80 lbs.

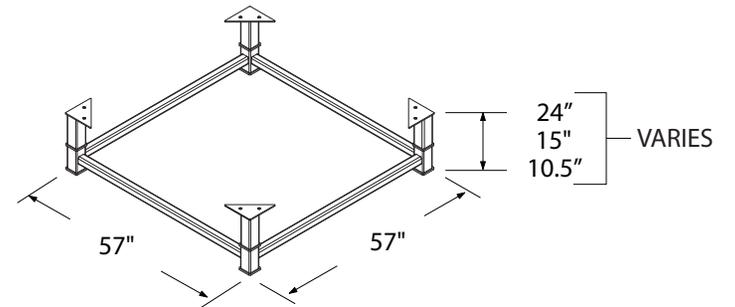
NOTE: Cross-braces apply to ABA and BAB mid-gangway supports 37" and taller.



80" (for Gangway B section)
120" (for Gangway A section)

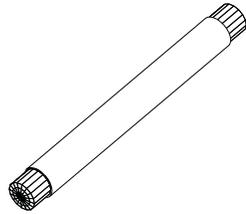
NOTE: For AA, BB and AB Gangways, a single pair of legs is used, centred on the joint of gangway sections

Gangway Support Legs
weight = 70 lbs.

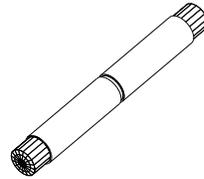


Landing Support - Small
weight = 45 lbs.

Rail Components & Connectors



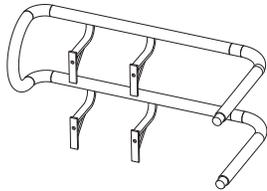
**Railing Connector
- Fixed**



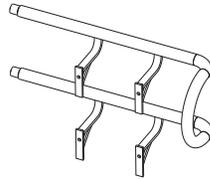
**Railing Connector
- Variable Length Long**



**Railing Connector
- Variable Length Short**



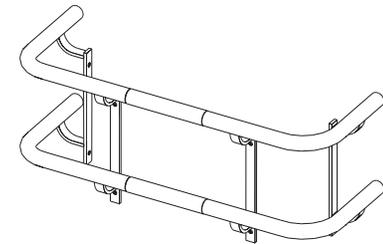
**Top Bridge
- Inner Handrail
(Right and Left
Configurations)**



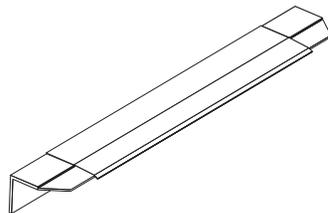
**Top Bridge
- Outer Handrail
(Right and Left
Configurations)**



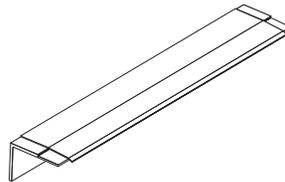
**Rockcliffe Ramp-
Top Termination
(Right and Left
Configurations)**



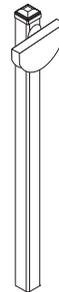
**180° Landing - Inner Handrail Ass'y
(Right and Left Configurations)**



**Top Threshold
- Standard**



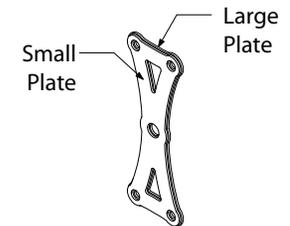
**Top Threshold
- Rockcliffe Ramp**



**Lower Guardrail
Mating Post**

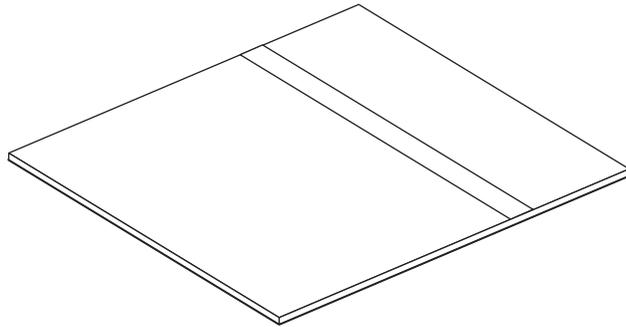


**Guardrail
Termination**

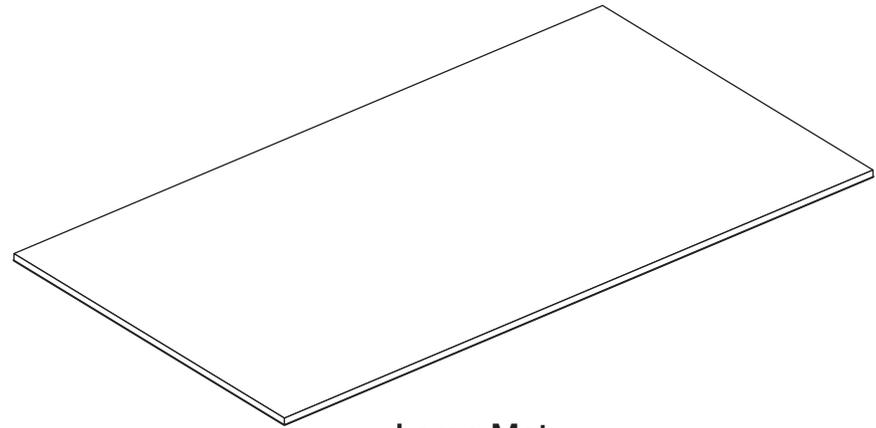


**Guardrail
Connection
Plate Assembly**

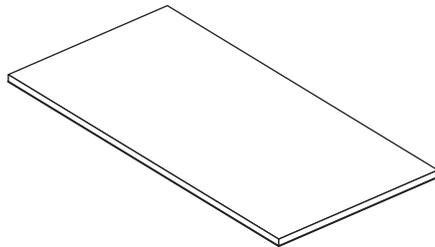
Miscellaneous Parts



Threshold Mat
weight = 50 lbs.



Large Mat
weight = 100 lbs.



Small Mat
weight = 20 lbs.

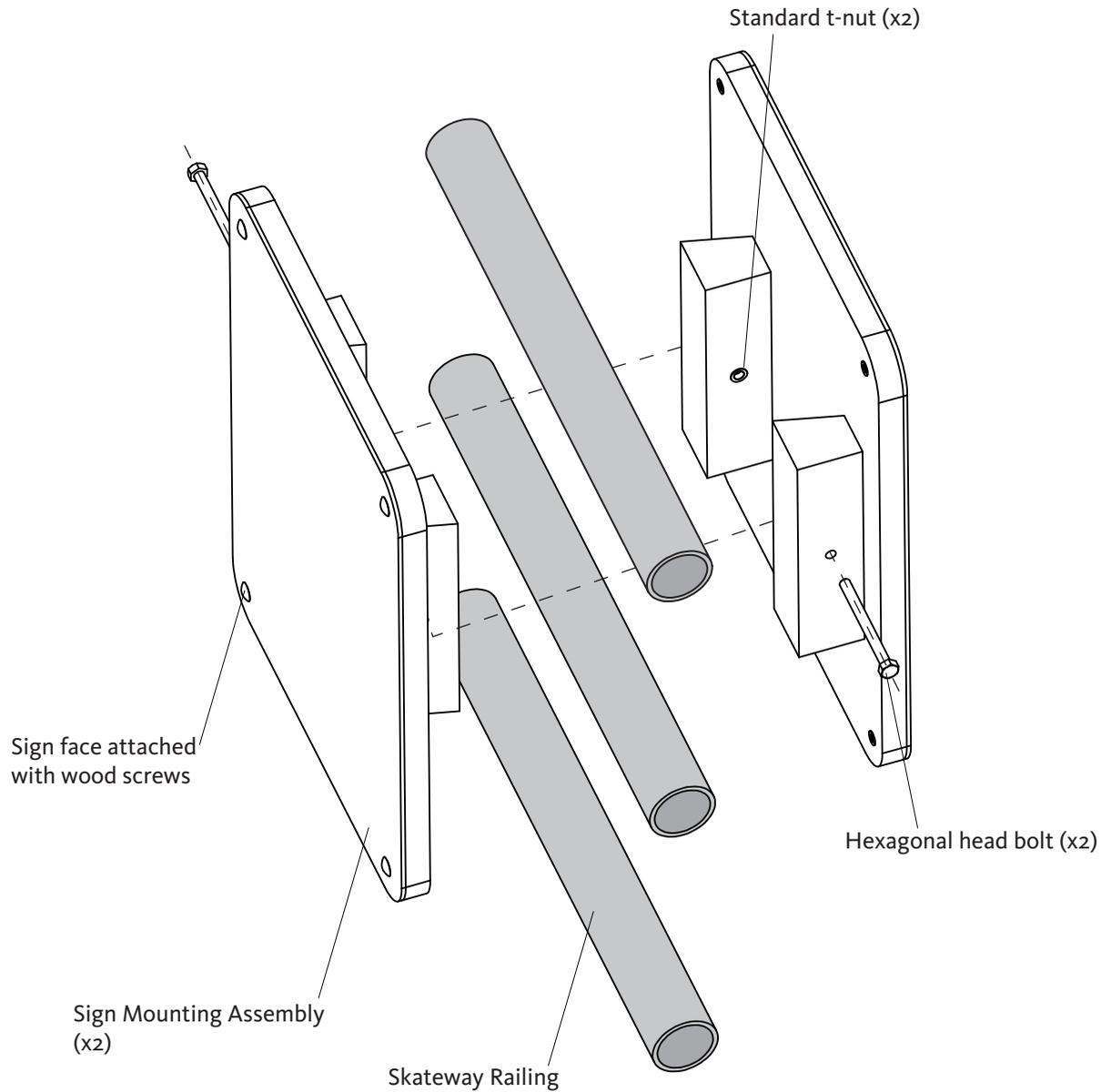
Appendix 10



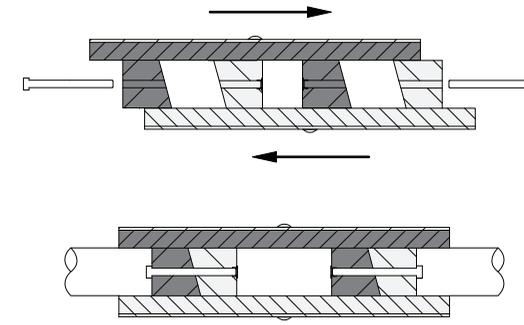
DESCRIPTION	Vehicle access ramps (photograph) - Rampes d'accès pour véhicules (photographie)		LABEL
SCALE	DATE	REVISED	APPREUSE 10 - APPREUSE 10
1:1	2010/03/26	2010/06/12	HENRY, MICHEL
FULL ENAMEL	C:\USERS\MICHEL\DOCUMENTS\MICHEL_DATA\PROJECTS\CONTRACTS\LARGE_ASSET\NETWORKING DOCUMENTS\VEHICLE RAMPS.VSD		DRAWN BY

RCS Regulatory Signs
Installation Specifications

Appendix 11

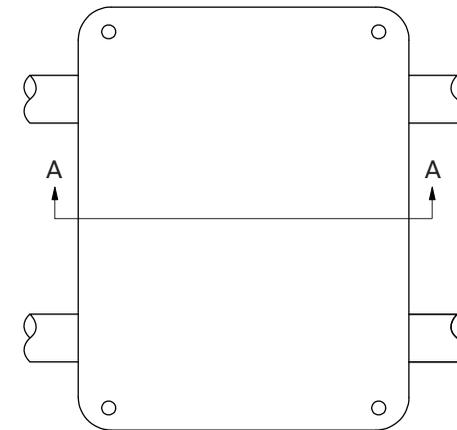


SCALE 1:5



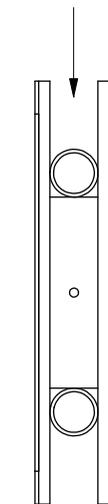
The two sign mounting assemblies slide together and are fastened with specified hardware

Section View A-A



Front View

Connecting blocks attached in between upper railings



Side View

SCALE 1:8

Title: RCS Regulatory Signage — Installation
Project: Rideau Canal Skateway
Date: 06 October 2009

Contact: Megan Marin
E: mmarin@ncc-ccn.ca
T: (613) 239-5312

Scale: n/a
Page: 6 of 6

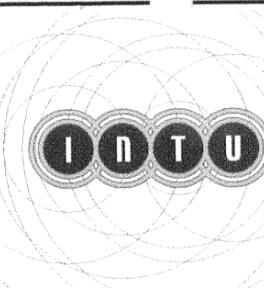


Appendix 12 - Annexe 12



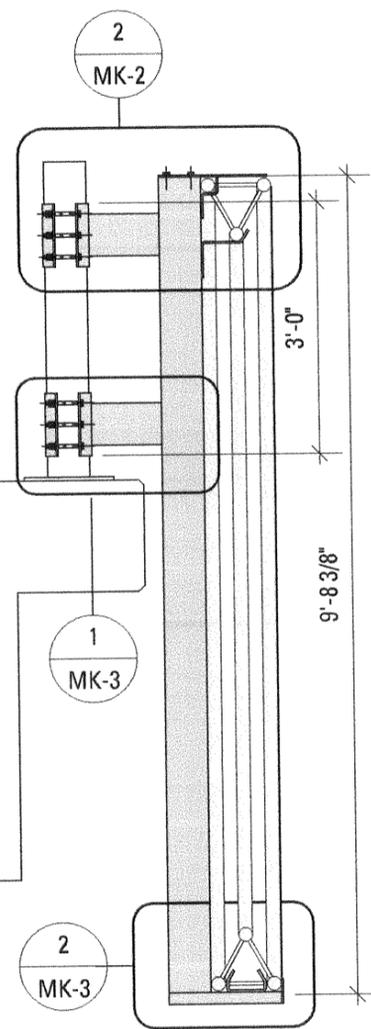
<p>DESCRIPTION: <small>Construction of Concord Ice Area (Photograph) - Scale as per Name & Size of Icon (Photograph)</small></p>		<p>DATE: 2018/02/26</p>	<p>PROJECT: 2018/02/26</p>	<p>APPENDIX: Appendix 12 - Annex 12</p>
<p>SCALE: 1:1</p>	<p>DATE: 2018/02/26</p>	<p>PROJECT: 2018/02/26</p>	<p>APPENDIX: Appendix 12 - Annex 12</p>	<p>APPENDIX: Appendix 12 - Annex 12</p>
<p>FILE NAME: C:\BEN\BEN\DOCUMENTS\BEN\CONCORD\CONTRACT\CONCORD_ICE_AREA\BEN\BEN\CONCORD_ICE_AREA_EXTENSION_V01</p>				

Appendix 14

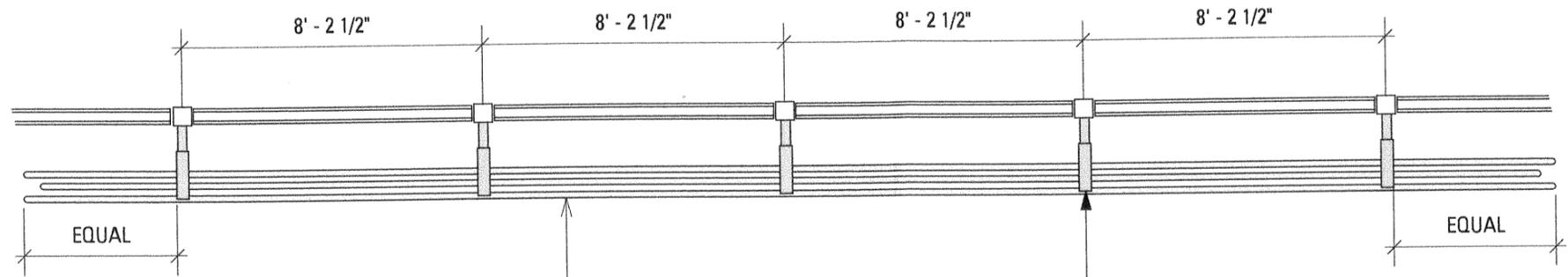


INTU DESIGN LTD.
499 BLAIR STREET
OTTAWA ONTARIO
CANADA K1G 0J3

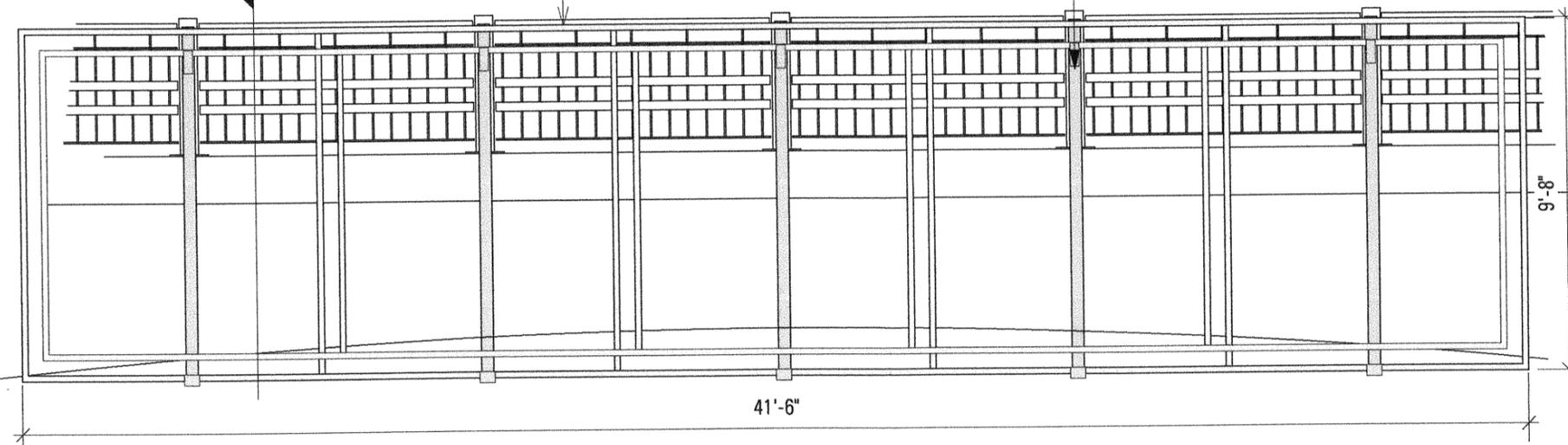
T: 613 523 8359
F: 613 248 4651
E: stewart@intu-design.com
www.intu-design.com



1 Vertical Section
MK-1 Scale: 1:25



2 Assembly - Top View
MK-1 Scale: 1:50

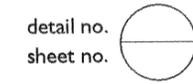


3 Assembly - Front View
MK-1 Scale: 1:50

Notes

- All welds shall be fillet type, having a minimum size of 6mm and placed continuously and completely around all connections. Spot welding is not permitted. Welding should be carried out in accordance with CSA W59-M1989 (using E480XX electrodes).
- The steel components shall be provided and meet the requirements of CAN/CSA-G40.20/G40.21-M92, Structural Quality Steels. The grade of the steel shall be 350W.
- All bolts to be either stainless steel or galvanized steel, conforming to the strength requirements of ASTM A325.
- Contractor to verify fit between aluminum frame and steel posts. Contractor to verify fit of brackets on bridge railing posts.
- Fabricator to provide shop drawings for review prior to fabrication.
- All steel components to be primed and painted semi-gloss black.
- All aluminum components to be mill-finish with no coatings applied.
- Assembly to be installed centred over Canal.

1 COMPLETE ASSEMBLY REQUIRED



designed by: Stewart Bailey

drawn by: Stewart Bailey

Rideau Canal Skateway

title: Bridge Banner Support

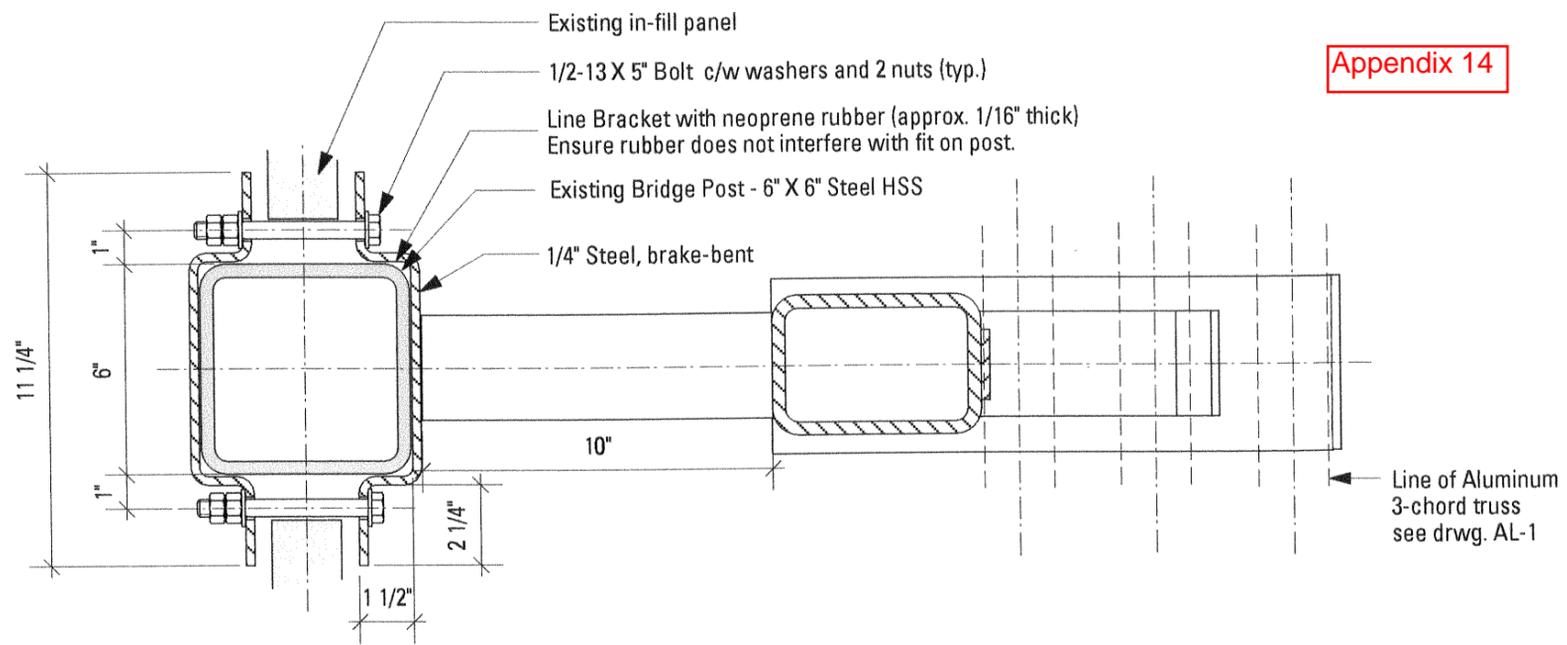
drawing: Mackenzie King Bridge Assembly

scale: As Noted

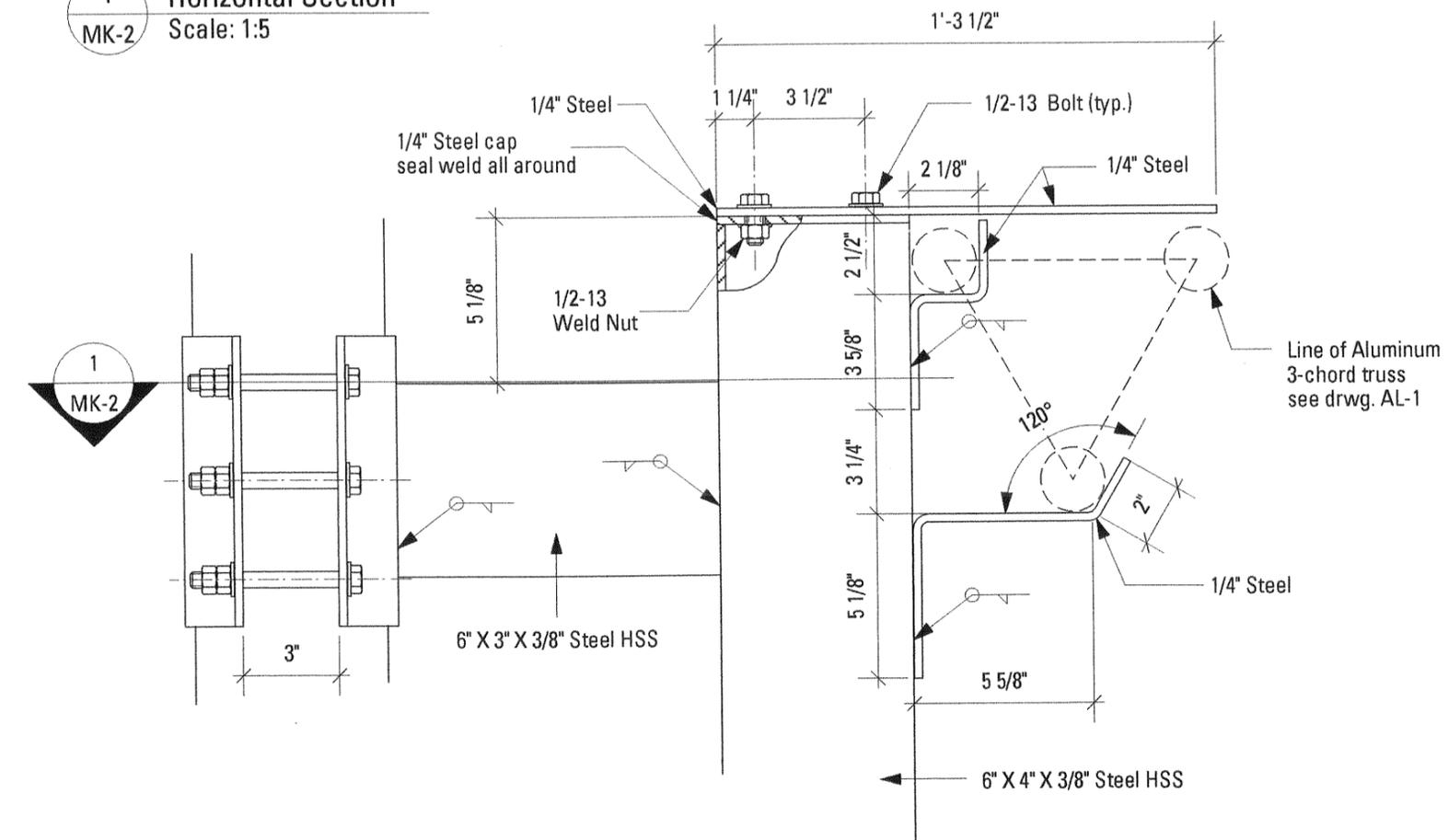
date: 12/3/02

drawing no. MK-1

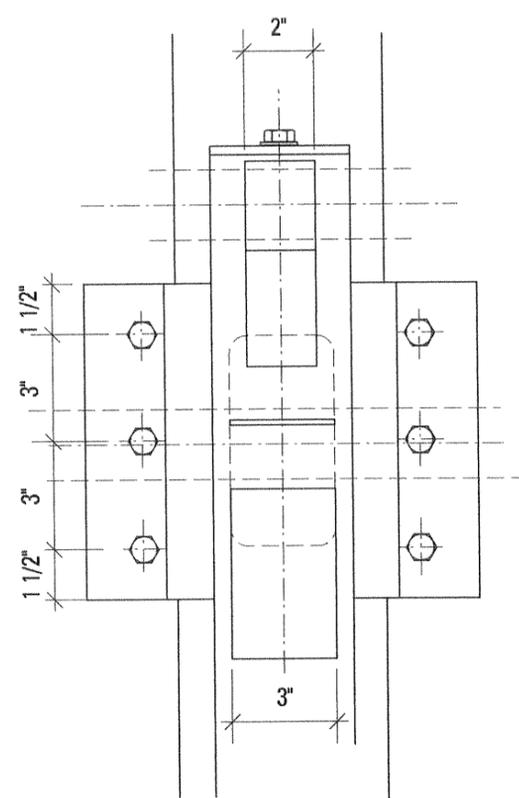
Appendix 14



1 Horizontal Section
MK-2 Scale: 1:5



2 Side View
MK-2 Scale: 1:5



3 Front View
MK-2 Scale: 1:5



INTU DESIGN LTD.
499 BLAIR STREET
OTTAWA ONTARIO
CANADA K1G 0J3

T: 613 523 8359
F: 613 248 4651
E: stewart@intu-design.com
www.intu-design.com

- Notes
- All welds shall be fillet type, having a minimum size of 6mm and placed continuously and completely around all connections. Spot welding is not permitted. Welding should be carried out in accordance with CSA W59-M1989 (using E480XX electrodes).
 - The steel components shall be provided and meet the requirements of CAN/CSA-G40.20/G40.21-M92, Structural Quality Steels. The grade of the steel shall be 350W.
 - All bolts to be either stainless steel or galvanized steel, conforming to the strength requirements of ASTM A325.
 - Contractor to verify fit between aluminum frame and steel posts. Contractor to verify fit of brackets on bridge railing posts.
 - Fabricator to provide shop drawings for review prior to fabrication.

detail no. 
sheet no. 

designed by: Stewart Bailey
drawn by: Stewart Bailey

Rideau Canal Skateway
title: **Bridge Banner Support**
drawing: **Mack King Bridge Details**
scale: **As Noted**
date: 12/3/02

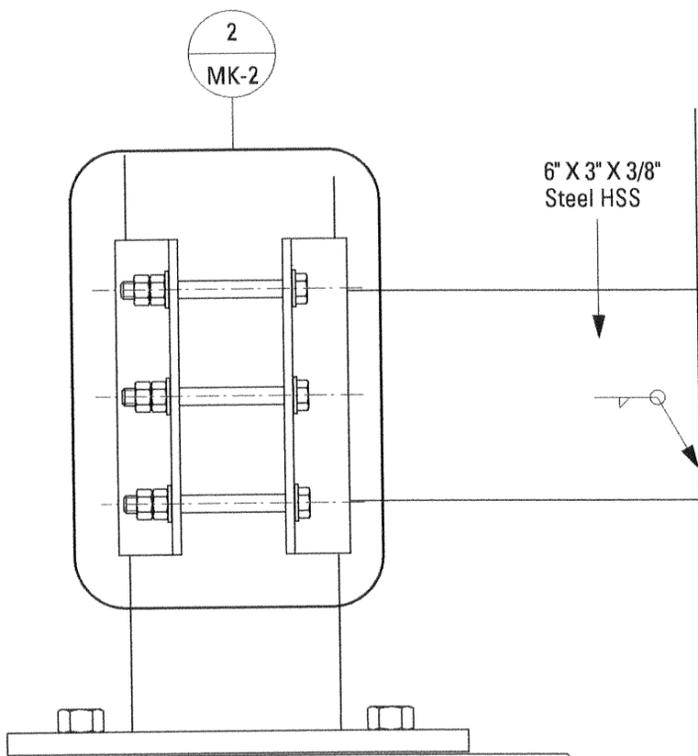
drawing no. **MK-2**

Appendix 14

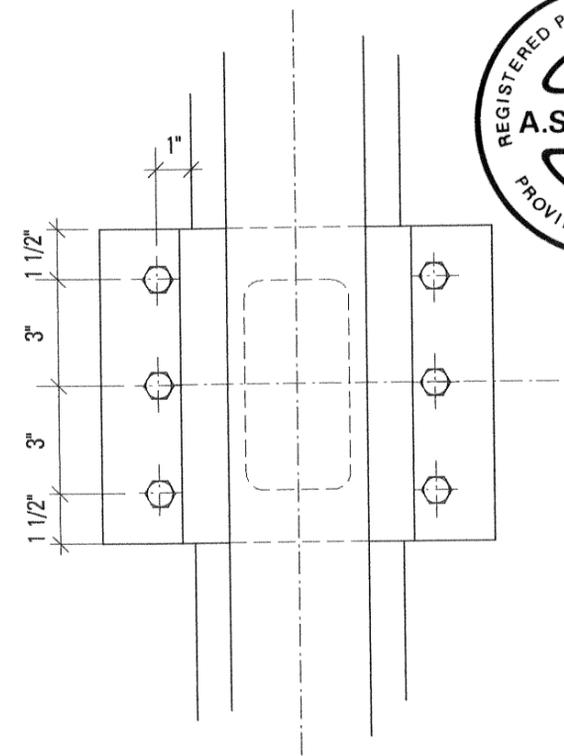
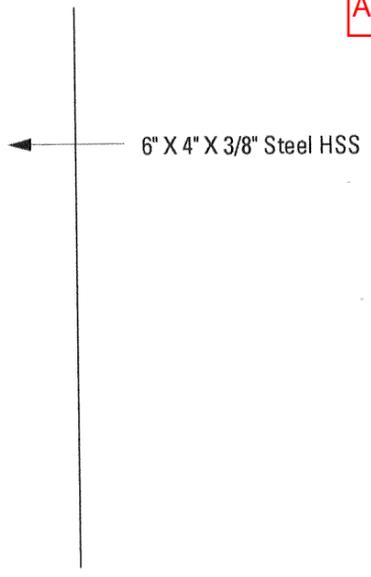


INTU DESIGN LTD.
 499 BLAIR STREET
 OTTAWA ONTARIO
 CANADA K1G 0J3

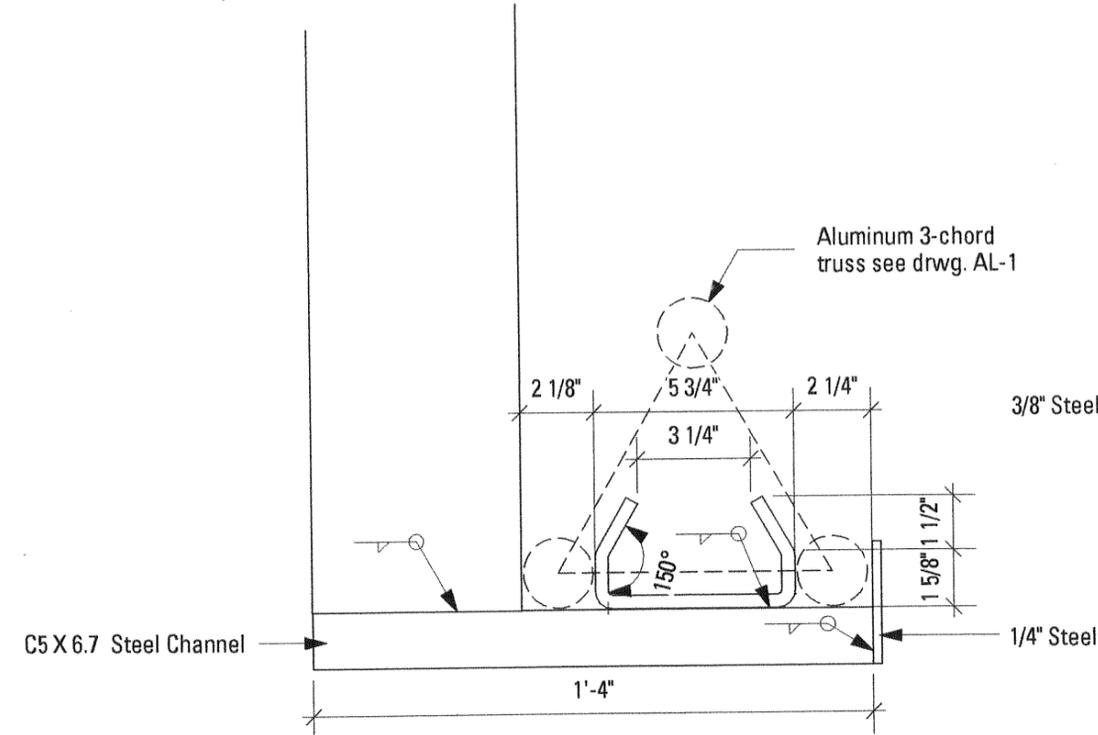
T: 613 523 8359
 F: 613 248 4651
 E: stewart@intu-design.com
www.intu-design.com



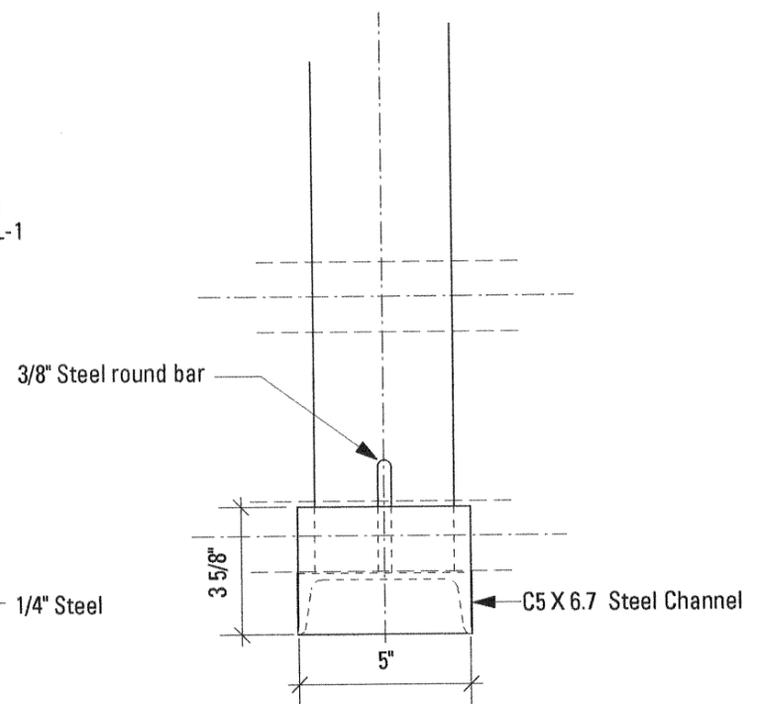
1 Side View - Lower Bracket Detail
 MK-3 Scale: 1:5



2 Front View - Lower Bracket Detail
 MK-3 Scale: 1:5



3 Side View - Bottom Support Detail
 MK-3 Scale: 1:5



4 Front View - Bottom Support Detail
 MK-3 Scale: 1:5

- Notes
- All welds shall be fillet type, having a minimum size of 6mm and placed continuously and completely around all connections. Spot welding is not permitted. Welding should be carried out in accordance with CSA W59-M1989 (using E480XX electrodes).
 - The steel components shall be provided and meet the requirements of CAN/CSA-G40.20/G40.21-M92, Structural Quality Steels. The grade of the steel shall be 350W.
 - All bolts to be either stainless steel or galvanized steel, conforming to the strength requirements of ASTM A325.
 - Contractor to verify fit between aluminum frame and steel posts. Contractor to verify fit of brackets on bridge railing posts.
 - Fabricator to provide shop drawings for review prior to fabrication.

detail no. 
 sheet no. 

designed by: Stewart Bailey
 drawn by: Stewart Bailey

Rideau Canal Skateway

title: **Bridge Banner Support**

drawing: **Mack King Bridge Details**

scale: **As Noted**

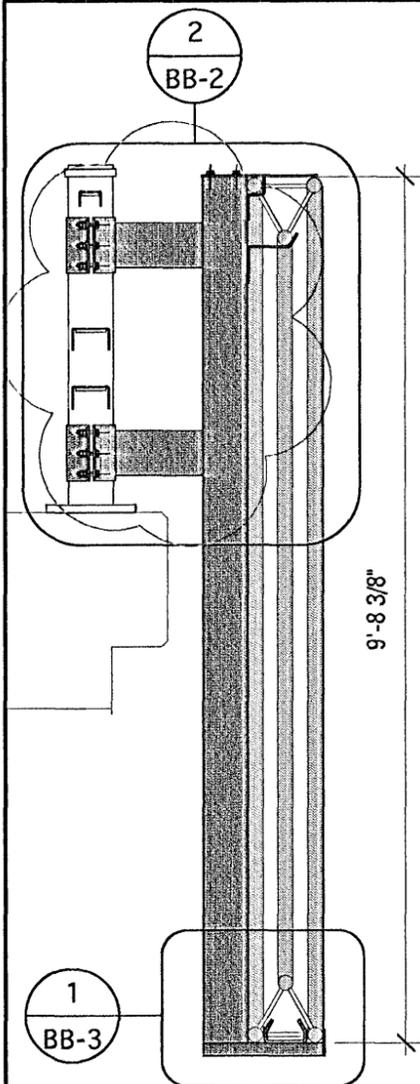
date: 12/3/02 drawing no. **MK-3**

Appendix 14

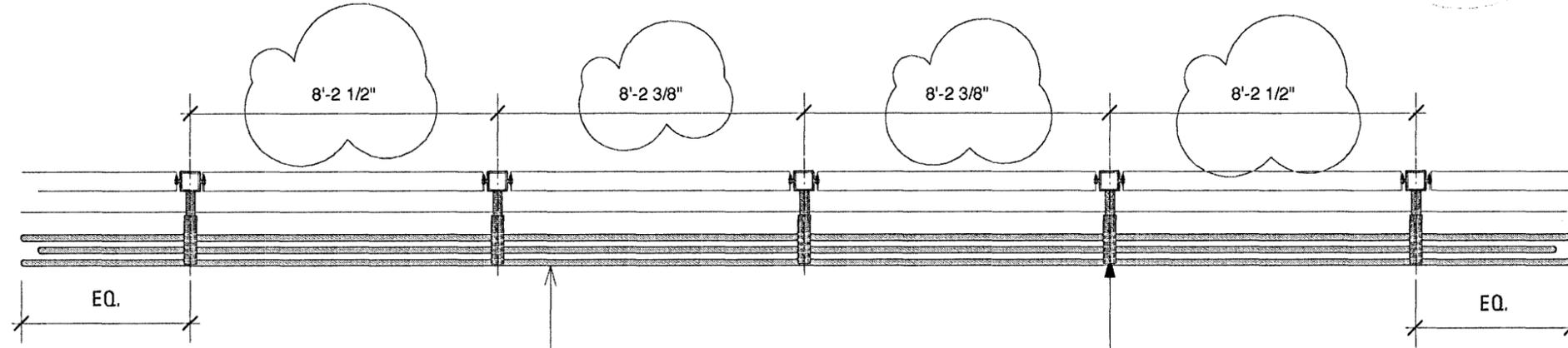


INTU DESIGN LTD.
 499 BLAIR STREET
 OTTAWA ONTARIO
 CANADA K1G 0J3

T: 613 523 8359
 F: 613 248 4651
 E: stewart@intu-design.com
 www.intu-design.com



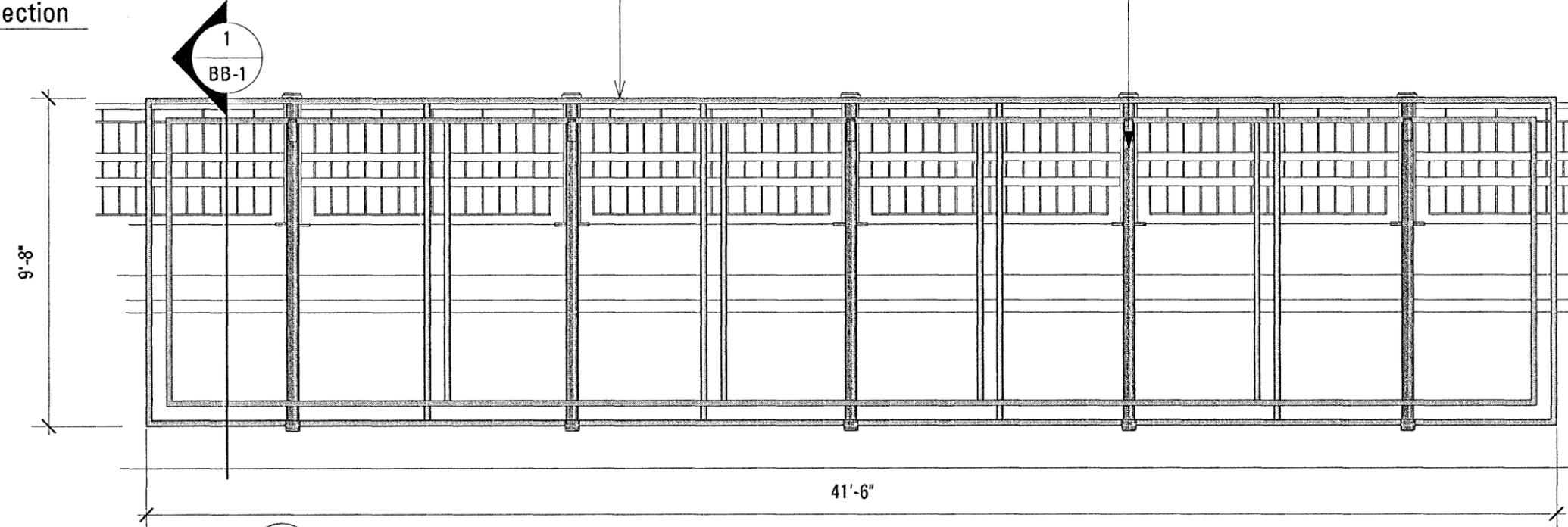
1 Vertical Section
 BB-1 Scale: 1:25



2 Top View
 BB-1 Scale: 1:50

Aluminum Tri-Truss Frame
 (secures to steel supports)
 1 complete assembly required.
 See drwg AL-1

Support Post Assembly (5 required)



3 Front View
 BB-1 Scale: 1:50

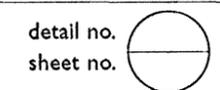
Notes

- All welds shall be fillet type, having a minimum size of 6mm and placed continuously and completely around all connections. Spot welding is not permitted. Welding should be carried out in accordance with CSA W59-03 (using E480XX electrodes).
- The steel components shall be provided and meet the requirements of CAN/CSA-G40.20/G40.21- 98, Structural Quality Steels. The grade of the steel shall be 350W.
- All bolts to be either stainless steel or galvanized steel, conforming to the strength requirements of ASTM A325M -04. Washers conforming to ASTM F 436M-03
- Contractor to verify fit between aluminum frame and steel posts. Contractor to verify fit of brackets on bridge railing posts.
- Fabricator to provide shop drawings for review prior to fabrication.
- All steel components to be primed and re-painted to match ANSI 70 (gray)
- All aluminum components to be mill-finish with no coatings applied.
- Assembly to be installed centred over Canal.

1 COMPLETE ASSEMBLY REQUIRED

Revisions

11-7-08 - Revisions to fit new bridge railings.



designed by: Stewart Bailey

drawn by: Stewart Bailey

Rideau Canal Skateway

title: **Bridge Banner Support**

drawing: **Bronson Bridge Assembly**

scale: **As Noted**

date: 12/3/02

drawing no. **BB-1**

Existing Railing Post
HSS 6" X 6" X 3/8"

1/2-13 X 2 1/2" Bolt c/w washers and 2 nuts (typ.)
Line Bracket with neoprene rubber (approx. 1/16" thick)
Ensure rubber does not interfere with fit on post.
1/4" Brake-formed steel

Appendix 14



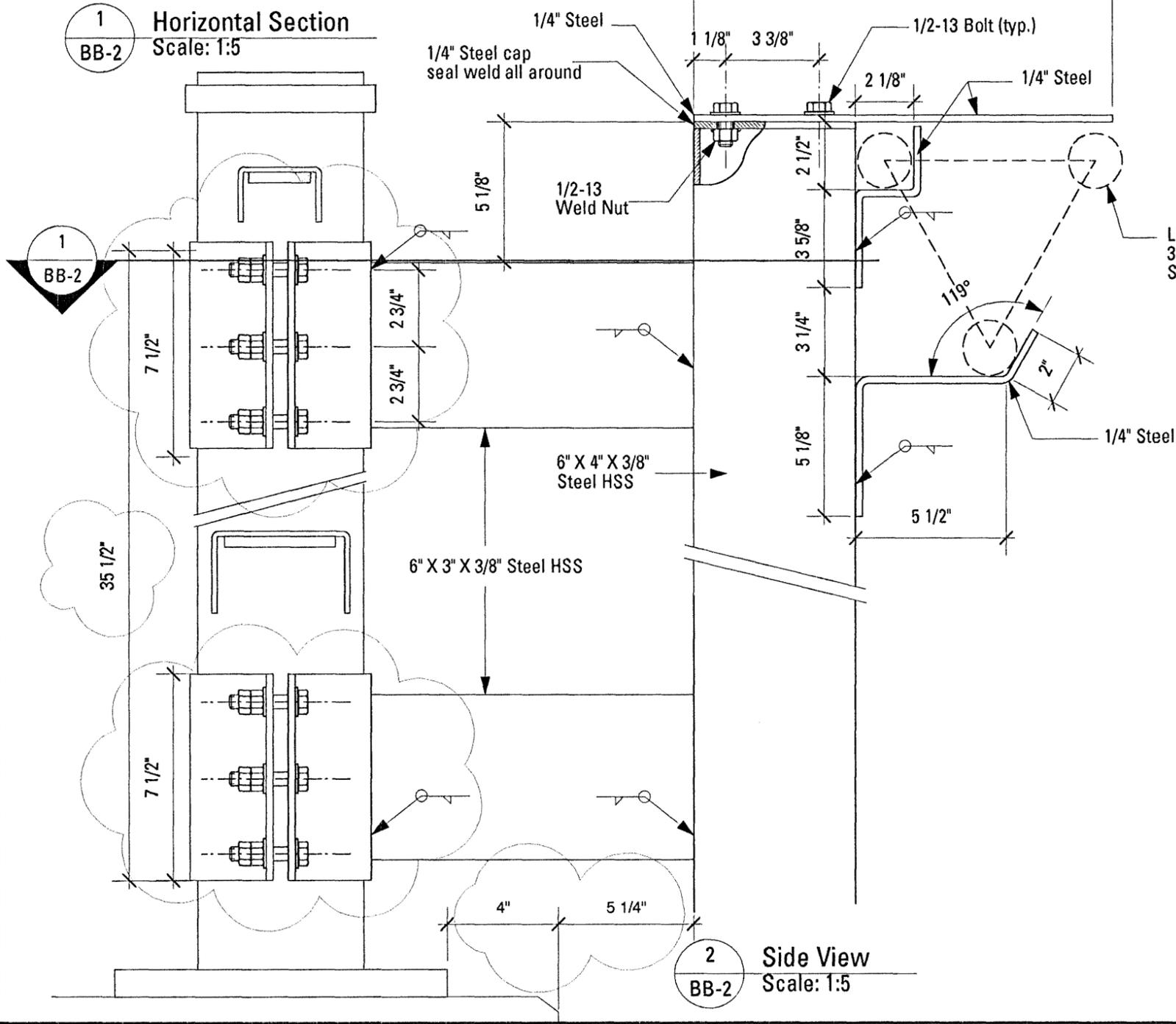
INTU DESIGN LTD.
499 BLAIR STREET
OTTAWA ONTARIO
CANADA K1G 0J3

T: 613 523 8359
F: 613 248 4651
E: stewart@intu-design.com
www.intu-design.com

Notes

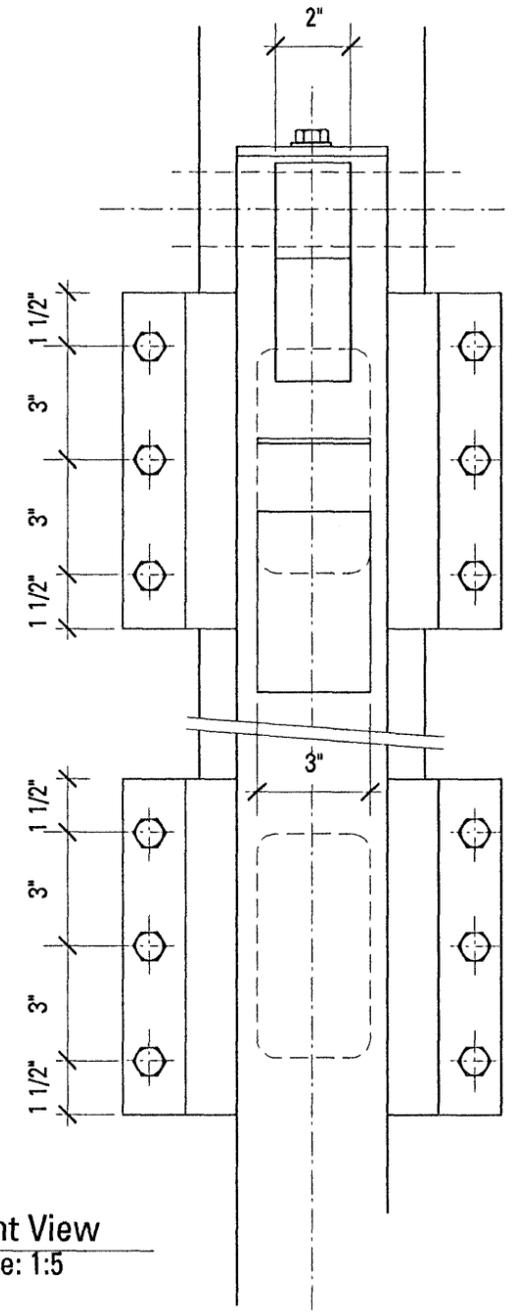
- All welds shall be fillet type, having a minimum size of 6mm and placed continuously and completely around all connections. Spot welding is not permitted. Welding should be carried out in accordance with CSA W59-03 (using E480XX electrodes).
- The steel components shall be provided and meet the requirements of CAN/CSA-G40.20/G40.21-98, Structural Quality Steels. The grade of the steel shall be 350W.
- All bolts to be either stainless steel or galvanized steel, conforming to the strength requirements of ASTM A325M-04. Washers conforming to ASTM F 436M-03.
- Contractor to verify fit between aluminum frame and steel posts. Contractor to verify fit of brackets on bridge railing posts.
- Fabricator to provide shop drawings for review prior to fabrication.

1 Horizontal Section
BB-2 Scale: 1:5



2 Side View
BB-2 Scale: 1:5

3 Front View
BB-2 Scale: 1:5



Revisions

11-7-08 - Revisions to fit new bridge railings.

detail no.
sheet no.

designed by: Stewart Bailey
drawn by: Stewart Bailey

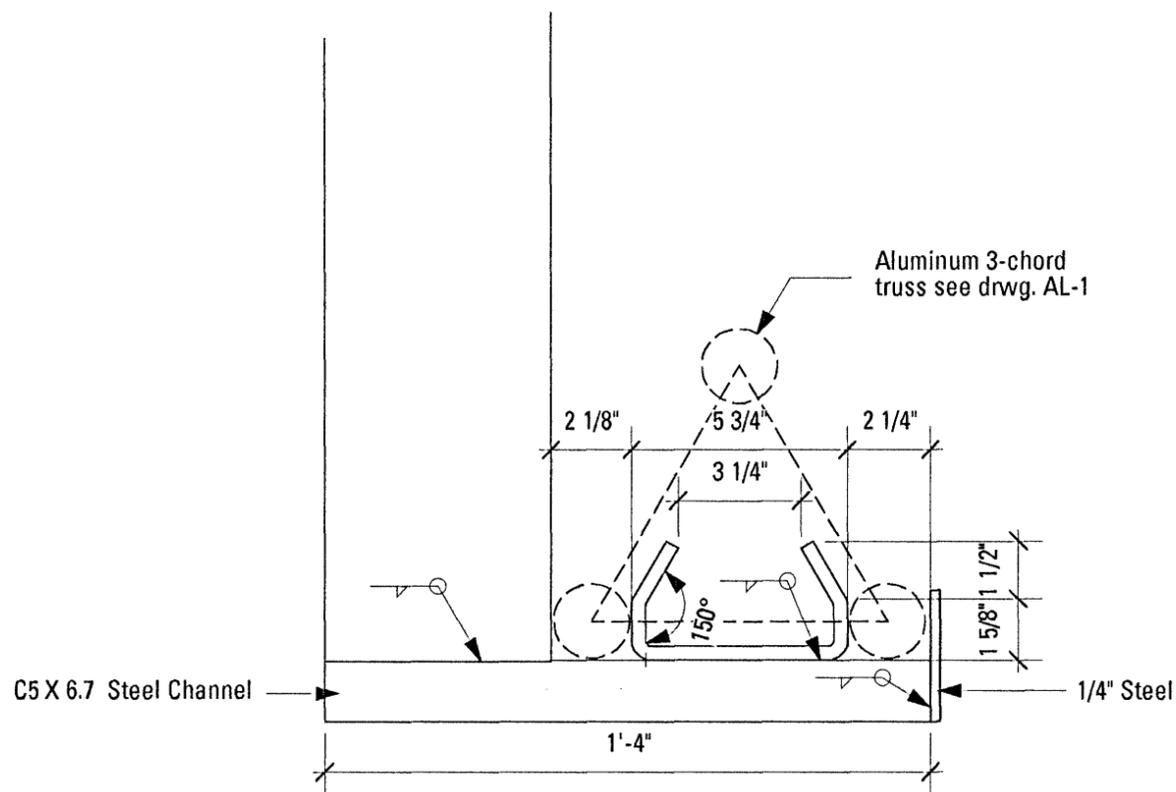
Rideau Canal Skateway
title: **Bridge Banner Support**
drawing: **Bronson Bridge Details**
scale: **As Noted**

date: 12/3/02 drawing no. **BB-2**

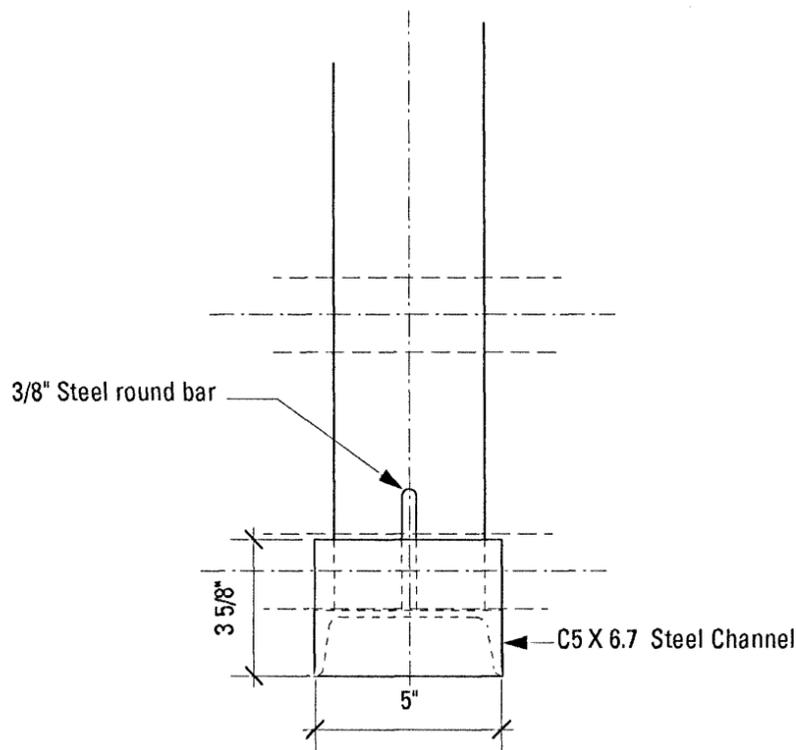


INTU DESIGN LTD.
 499 BLAIR STREET
 OTTAWA ONTARIO
 CANADA K1G 0J3

T: 613 523 8359
 F: 613 248 4651
 E: stewart@intu-design.com
 www.intu-design.com



1 Side View - Bottom Support Detail
 BB-3 Scale: 1:5



2 Front View - Bottom Support Detail
 BB-3 Scale: 1:5

Notes

- All welds shall be fillet type, having a minimum size of 6mm and placed continuously and completely around all connections. Spot welding is not permitted. Welding should be carried out in accordance with CSA W59-M1989 (using E480XX electrodes).
- The steel components shall be provided and meet the requirements of CAN/CSA-G40.20/G40.21-M92, Structural Quality Steels. The grade of the steel shall be 350W.
- All bolts to be either stainless steel or galvanized steel, conforming to the strength requirements of ASTM A325.
- Contractor to verify fit between aluminum frame and steel posts. Contractor to verify fit of brackets on bridge railing posts.
- Fabricator to provide shop drawings for review prior to fabrication.

detail no. 
 sheet no. 

designed by: Stewart Bailey
 drawn by: Stewart Bailey

Rideau Canal Skateway

title: **Bridge Banner Support**

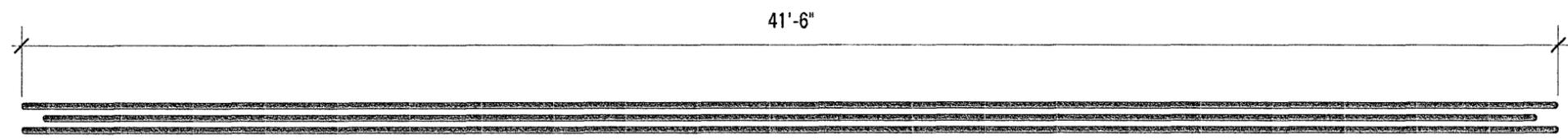
drawing: **Bronson Bridge Details**

scale: **As Noted**

date: **11/7/08**

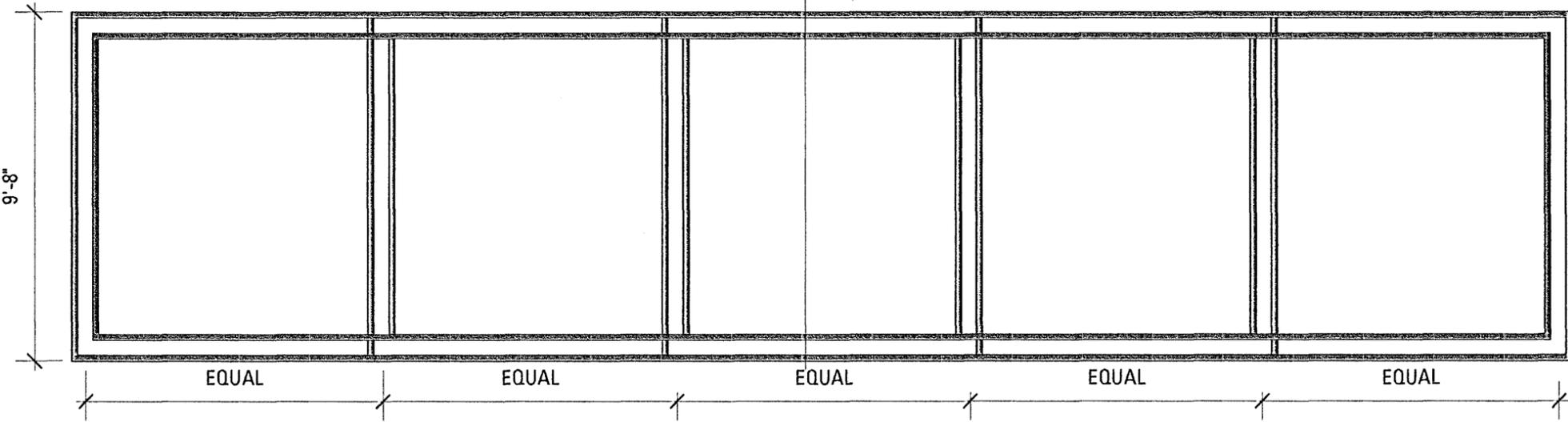
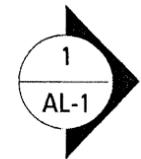
drawing no. **BB-3**

Appendix 14



2 Top View
 AL-1 Scale: 1:50

FOR REFERENCE ONLY - FRAME IS EXISTING



4 Front View
 AL-1 Scale: 1:50

1 Vertical Section
 AL-1 Scale: 1:50



3 Side View
 AL-1 Scale: 1:50



Notes

- Aluminum triangular truss to be 224mm X 250mm as manufactured by Optikinetics Ltd. and Versatruss.
- All straight sections between junctions to be continuous - no joints permitted.
- Joints at junctions to be bolted connections, ends of all truss and junctions to be fitted with standard reinforcing collars.
- Final size of the assembly as specified on this drawing is critical and is to be held.

2 FRAME ASSEMBLIES REQUIRED

detail no. 
 sheet no. 

designed by: Stewart Bailey

drawn by: Stewart Bailey

Rideau Canal Skateway

title: **Bridge Banner Support**

drawing: **Aluminum Truss Assembly**

scale: **As Noted**

date: 11/28/02

drawing no. **AL-1**

Appendix 14



INTU DESIGN LTD.
 499 BLAIR STREET
 OTTAWA ONTARIO
 CANADA K1G 0J3

T: 613 523 8359
 F: 613 248 4651
 E: stewart@intu-design.com
www.intu-design.com

Notes

- Aluminum triangular truss to be 224mm X 250mm as manufactured by Optikinetics Ltd. and Versatruss.
- All straight sections between junctions to be continuous - no joints permitted.
- Joints at junctions to be bolted connections, ends of all truss and junctions to be fitted with standard reinforcing collars.
- Final size of the assembly as specified on this drawing is critical and is to be held.

2 FRAME ASSEMBLIES REQUIRED

detail no. 
 sheet no. 

designed by: Stewart Bailey
 drawn by: Stewart Bailey

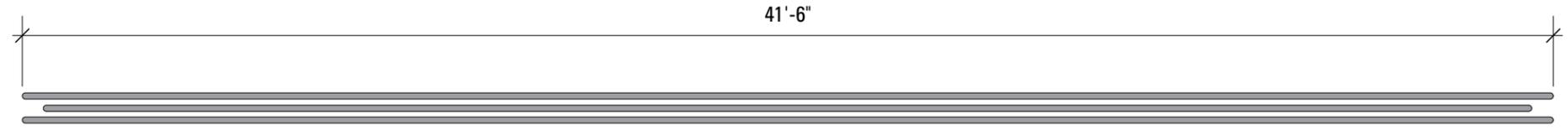
Rideau Canal Skateway

title: **Bridge Banner Support**

drawing: **Aluminum Truss Assembly**

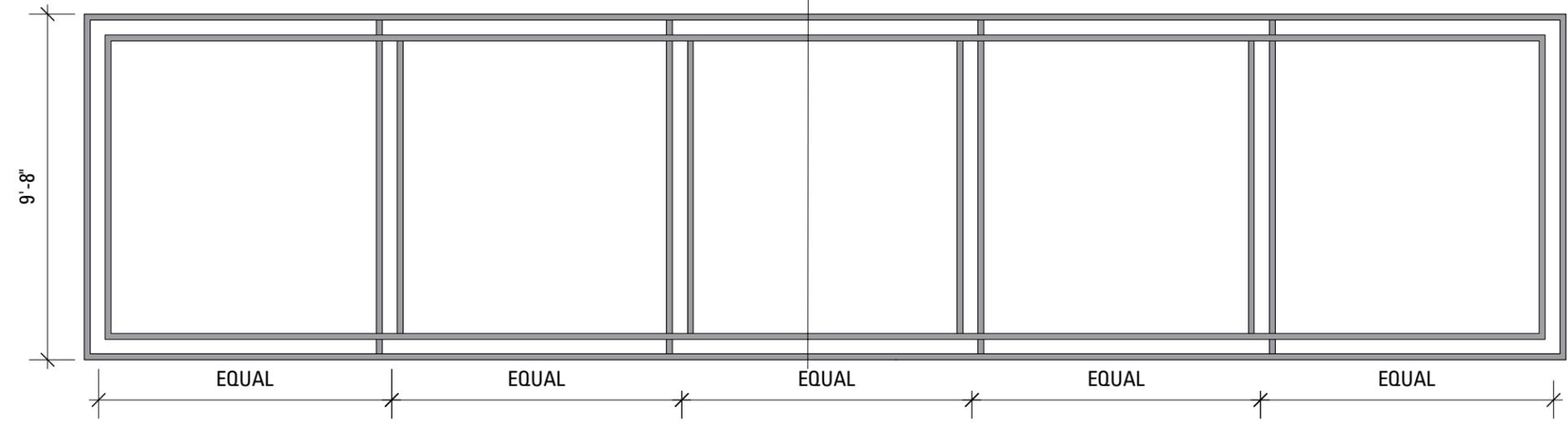
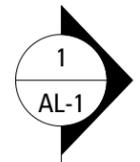
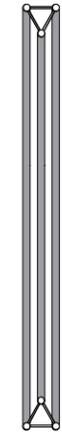
scale: **As Noted**

date: **11/28/02** drawing no. **AL-1**



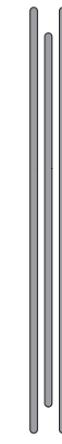
2 Top View
 AL-1 Scale: 1:50

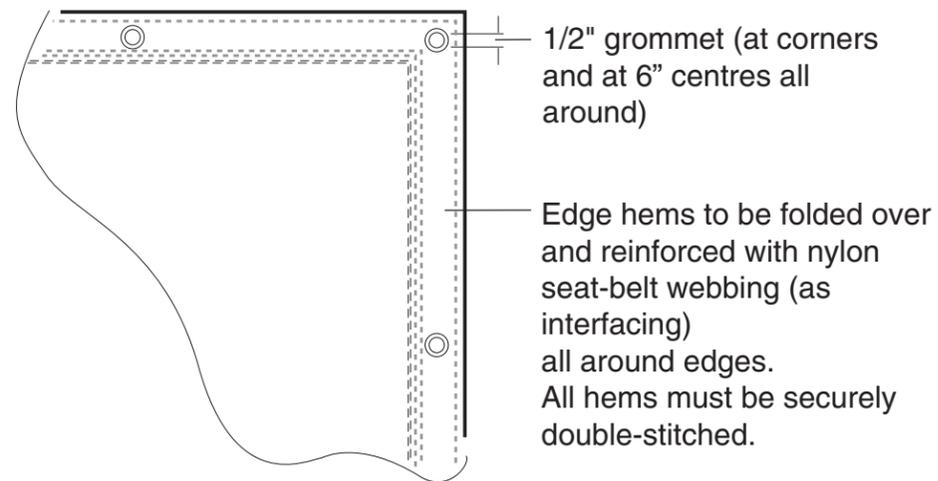
1 Vertical Section
 AL-1 Scale: 1:50



4 Front View
 AL-1 Scale: 1:50

3 Side View
 AL-1 Scale: 1:50





DETAIL A

NOTES

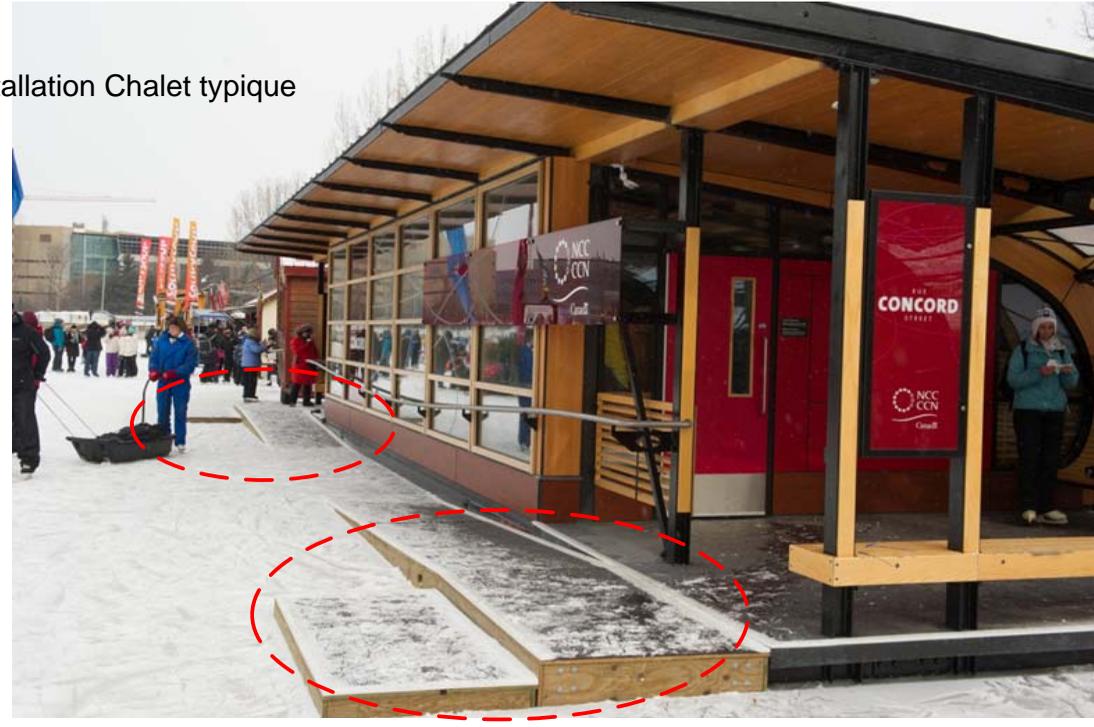
- 1.) Banner to be sewn from 18oz. white reinforced exterior grade vinyl.
- 2.) Banner will be used for five annual installation periods in an outdoor environment. All fabrication methods and materials used must be durable for this anticipated service life.
- 3.) Artwork to be provided in Adobe Illustrator format
- 4.) Do not scale drawing

	Title: RCS - Capitale Banner	NCC Contact: Richard Palmer	
	Project: RCS Entrances & Signage	Email: rpalmer@ncc-ccn.ca	Scale: N/A
	Date: December 27, 2012	Tel: (613) 239-5272	Page: 1 of 1



10.7

Typical Chalet facility – Installation Chalet typique



10.8

5th Avenue facility – Installation 5ième avenue



10.9

First aid trailer – Roulottes des premiers soins