

MEMORANDUM

Date: December 1, 2025 Project #: 31847

To: Craig Hamilton – Planner
City of Ottawa

From: Chris Tiesler, P.Eng., PTOE & Becca Hoffman

CC: Patrick Lau – Costco Wholesale Canada LTD
Kris Hall – WSP
Angela Balmer – MG2

Project: Gloucester Costco Business Centre – Gas Bar Addition

Subject: **Preliminary Construction Management Plan**

This memorandum presents a Preliminary Construction Management Plan (CMP) that documents the proposed project's (Gloucester Costco Business Centre – Gas Bar Addition) anticipated impacts to all modes of transportation and all elements in the right of way during construction. The purpose of this CMP is to assist both the applicant and staff of the Traffic Management Unit, Public Works Department to identify the expected impact of the proposal on the City's right of way before construction starts.

This plan is designed to:

- Ensure the safety of workers, residents, and the public during construction
- Minimize disruption to the surrounding community
- Comply with all relevant City of Ottawa regulations/guidelines
- Manage construction activities efficiently to meet the project timeline

PROJECT INFORMATION

Project Name: Gloucester Costco Business Centre – Gas Bar Addition

Location: 1900 Cyrville Road, Gloucester

Developer: Costco Wholesale Canada, LTD

Site Plan Application Number: TBD

Construction Start Date: Estimated Spring 2026

Construction End Date: Estimated Summer 2026

Project Description: Construction of a new 18-position gas bar in the NE quadrant of the existing Costco Business Centre site. The existing northern right-in/right-out driveway on Cyrville Road will be closed and shifted southward approximately 70 metres to provide a new full-movement driveway to the site.

SAFETY MEASURES

Safety will be a priority for Costco and will be enforced for all contractors/subcontractors engaged through the Construction Management Firm [TBD – project has not yet been bid]. Safety measures include:

- Site inspections as required to ensure all applicable safety policies and regulations are followed
- A site-specific Safety Plan – N/A (Contractor will follow all Ministry of Labour regulations for construction sites)

CONSTRUCTION AREA

Figure 1 illustrates the area of construction specific areas.

CMP CHECKLIST

a) Will construction require the temporary detour of a bus route?

No. Project work is entirely on site. Bus routes on Innes Road will not be impacted.

b) Will this work block a bike lane?

No. Cyrville Road does not have bike lanes.

c) Will this work block a sidewalk?

No. Pedestrian access will be maintained to the site via the existing sidewalk on the north side of the existing right-in/right-out access while the new driveway access and pedestrian connection is constructed. The future new driveway will be constructed first (not under traffic) along with the new sidewalk extension down the west side of Cyrville Road. Once completed, pedestrian access will be shifted to the new sidewalk/new pedestrian path the site as the existing right-in/right-out driveway is removed and construction of the gas bar takes place. It is possible that there could be minor disruptions/closures to the sidewalk as the right-in/right-out driveway is removed and new curb/sidewalk is constructed across the opening – however, temporary pedestrian access to the site and/or through the construction area will be provided.

d) Will this work require a lane of traffic to be closed?

No. Construction activities are concentrated almost entirely on site. There may be short durations where temporary traffic control is necessary during construction/removal of driveways and construction of new sidewalk segment southward to new full access driveway is necessary, but vehicular access to the site and along Cyrville Road will be maintained.

ROLES AND RESPONSIBILITIES

Applicant/Developer

- Ensure all required information is accurately provided and submitted in a timely manner.
- Coordinate with consultant, contractors, and City staff.

Contractor

- Role: Implement the measure outlined in the Preliminary CMP during construction
- Responsibilities: Ensure that all construction activities adhere to the approved plan, including the safe and efficient management of the public right of way. Communicate with the applicant and Traffic Management Unit regarding any changes or issues
- Qualifications: Professionals with expertise in traffic management, urban planning, and public works. Familiarity with City by-laws and regulations to construction activities.

ADDITIONAL INFORMATION

- Developer:
 - Costco Wholesale Canada, LTD
 - Patrick Lau
- Construction Management:
 - Company - TBD
 - Contact - TBD
- Contractor:
 - Company - TBD
 - Contact - TBD
- Urban Planner:
 - WSP
 - Kris Hall
- Architect:
 - MG2
 - Grace Lounsbury
- Traffic Engineer:
 - Kittelson Canada, LLC
 - Chris Tiesler, P.Eng., PTOE
- City Project Manager:
 - City of Ottawa
 - TBD