Guidelines for Traffic Management Plans

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ABBOTSFORD

Document Information

Revision History

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Acronyms

List of Acronyms

Acronym	Definition
CMS	Changeable message sign. Also called a dynamic message sign (DMS).
DMS	Dynamic message sign. Also called a changeable message sign (CMS).
SLAT	Single lane alternating traffic
TMM	*Traffic Management Manual for Work on Roadways*
TMP	Traffic Management Plan
vpd	Vehicles per day [veh/day]

List of Agencies

Acronym	Definition
BCT	BC Transit
BCH	BC Hydro
CoA	City of Abbotsford
	Fortis BC
BC MoTT	Ministry of Transportation and Transit of British Columbia (formerly Ministry of Transportation and Infrastructure of British Columbia)

Definitions

List of Definitions

Term	Definition
Arterial Road	A road that prioritizes mobility of goods and people over access to properties. Refer to the City of Abbotsford – Webmap for road classifications within the City of Abbotsford.
City	City of Abbotsford.
Collector Road	A road that equally prioritizes mobility of goods and people and access to properties. Refer to the City of Abbotsford – Webmap for road classifications within the City of Abbotsford.
Detour Route	A travel route that takes traffic off the normal route and uses existing roadways or new temporary roadways to guide traffic around a work zone, identified by appropriate detour signs.
Local Road	A road that prioritizes access to properties over mobility of goods and people . Refer to the City of Abbotsford – Webmap for each road's classification within the City of Abbotsford.
Multi-Lane Road	A roadway with two (2) or more through lanes in each direction.
Preparer	The individual responsible for compiling and organizing all necessary documentation and information required for the Submission of a TMP.
Professional Engineer	The individual who authenticates a TMP if authentication by a Professional Engineer is required. The Professional Engineer shall be in good standing and registered as a member with the Association of Professional Engineers and Geoscientists of British Columbia. The Professional Engineer typically has qualifications and significant experience in traffic management and operations.
Proponent	The individual, organization, or company that seeks approval of a TMP and permit.
Province	Province of British Columbia
Reviewer	The City employee responsible for evaluating and assessing applications to ensure compliance with associated regulations, standards, and guidelines.
Road Authority	Refers to the authority having jurisdiction over impacted roadways. This usually refers to the City of Abbotsford or the Province of British Columbia.
Submission	The process of formally presenting all the required documents pertaining to one's application of a TMP. Once submitted, the application will be reviewed for approval.
Traffic Management Plan	A combination of texts, figures, and drawings that define what specific traffic control measures will be provided for a project.
Transit Authority	Refers to the authority having jurisdiction over transit. This usually refers to BC Transit.
Works	Activities involving the building, maintenance, or repair of municipal infrastructure.

1 Introduction

1.1 Purpose

The purpose of this document is to inform Preparers, Proponents, and Reviewers regarding guidelines and requirements for Traffic Management Plans (TMPs) submitted to the City of Abbotsford. These guidelines are intended to provide a consistent standard for the Submission of TMPs commensurate with the risk and duration of Works on municipal roadways.

Furthermore, there are additional traffic control requirements for contractors working directly for City of Abbotsford Operations Department. Please review the guidelines attached in **Appendix E**.

1.2 Overview

What is a Traffic Management Plan?

A Traffic Management Plan (TMP) is documentation of traffic control measures for Works on roadways.

Why is a Traffic Management Plan Required?

A TMP is required to promote and support the safe and efficient movement of people and goods around Works on municipal roadways within the City of Abbotsford.

When is a Traffic Management Plan Required?

A TMP is typically required for any use of a roadway for any purpose other than moving traffic. A TMP is usually included as a part of an overall permit application, i.e., a HUP or HEP, for activities including but not limited to construction in the road or boulevard, parades or events on the road, transport of soils, or land development.

Who can Prepare a Traffic Management Plan?

A TMP is typically prepared by a drafting technician employed by a traffic control company contracted by a developer, prime contractor, or agency. TMPs associated with high-risk and/or long-duration Works are typically prepared by or under the direct supervision of a Professional Engineer.

1.3 Codes, Standards, and Guidelines

Traffic Management Plans submitted to the City of Abbotsford shall conform to the following codes, standards, and guidelines:

- *BC MoTT – BC Traffic Management Manual for Work on Roadways (TMM).*
- *City of Abbotsford – Street and Traffic Bylaw.*
- *WorkSafeBC – OHS Regulation Part 18.*

If multiple versions exist, the latest version should be assumed for use.

1.4 Resources

The following resources may be consulted in the development of Traffic Management Plans:

- BC Ministry of Transportation and Infrastructure – 2020 Traffic Management Manual for Work on Roadways.
- BC Ministry of Transportation and Transit – Highway use permits.
- City of Abbotsford – Mapping, Data, and Analytics.
- City of Abbotsford – Permits & Licences Directory.
- City of Abbotsford – Webmap.

2 Process and Procedures

2.1 Overview

A TMP is typically required for any use of a roadway for any purpose other than daily moving of traffic. A TMP is usually included as a part of an overall permit application for activities including, but not limited to, construction in the road or boulevard, parades or events on the road, transport of soils, or land development related activities

Refer to the City's website for more information on City of Abbotsford permits.

Additional permits may be required if Works are located on roadways under both municipal and provincial jurisdiction. Refer to **Appendix A** for a map of municipal (City of Abbotsford) and provincial (BC MoTT) owned roadways within City of Abbotsford municipal boundaries.

Refer to the Province's website for more information on provincial permits.

2.2 Process

The preparation and Submission of Traffic Management Plans (TMPs) typically follow a similar process.

Refer to **Table 1** for an overview of the TMP process.

Table 1 – TMP Process

Step	Procedure	By
1. Project Category Determination	Determine the project category as per the TMM.	Proponent
2. Submission Requirements	Determine Submission requirements for the TMP and permit.	Proponent
3. Preliminary Meeting (Optional)	Consult with the Road Authority in advance of a formal TMP and permit Submission for high-risk, long-duration, or all Category 3 projects. This will help clarify roles and responsibilities, and provide advance information to the Proponent regarding expectations for a future formal TMP and permit Submission.	Proponent/ Road Authority
4. Initial Submission **Notification to the Road Authority**	Prepare and submit all required documents for the TMP and permit online. See Appendix B – Checklists for reference.	Proponent
5. Preliminary Review		
a. "Readiness Check"	Conduct an initial preliminary review ("readiness check") of the entire TMP and permit Submission for completeness prior to detailed review of contents.	Reviewer
b. Additional Information	Contact the Applicant to provide missing information or documentation not included in the initial Submission.	Reviewer
6. Review		
a. Detailed Review	Conduct a detailed review of the Submission for conformance to all regulations, codes, and guidelines. Conduct a detailed review to identify any potential impacts to municipal traffic safety and operations.	Reviewer
b. Work Window	Review work window for Works. Ensure that traffic control and schedule does not overlap with other Works.	Reviewer
c. Revisions	Provide review comments to the Applicant. Proponent to implement changes.	Reviewer/ Proponent
7. Acceptance and Permit Approval	Upon completion of the review and revisions satisfactory to the Road Authority's requirements, accept the TMP and approve permit.	Road Authority
8. Notice of Traffic Impacts	Provide notice of traffic impacts as necessary.	Reviewer
9. Implementation	Conduct Works on municipal roadways according to the TMP and prescribed permit limitations and conditions.	Proponent

2.3 Timelines

Applicants should account for the following timelines in the review and acceptance of a Traffic Management Plan (TMP):

- A minimum of seven (7) days is required between the initial Submission and planned Works.
- Submissions are generally reviewed within seven (7) days of receipt of a complete Submission. Larger projects (e.g. Category 2, 3 projects) are generally reviewed within seven (7) to fourteen (14) days of receipt of a complete Submission. The review period may be extended due to the complexity associated with large, high-risk, or long-duration projects.
- The review period may be expedited for Works that are required to remedy immediate impacts to public health and safety.
- Proponents shall ensure that Submissions include the most current information.
- **Incomplete Submissions or subsequent revisions may extend the review period.**
- Incomplete Submissions, lack of project planning and scheduling, and material changes by the Proponent cannot be constituted as a necessity to expedite the review period.

2.4 Revisions and Changes

All Traffic Management Plan (TMP) Submissions should be complete and contain the most current information. Proponents are advised to adhere as closely as possible to the guidelines and requirements. This will help minimize revisions and reduce timelines associated with review, revisions, and permitting. Applicants may be required to restart the process if significant revisions and material changes are proposed from the initial Submission.

3 Traffic Management

The City of Abbotsford has established guidelines and requirements for traffic management in the City of Abbotsford. These guidelines and requirements are intended to supplement the *BC Traffic Management Manual for Work on Roadways* (TMM). These guidelines and requirements may be adjusted as circumstances require for a specific project.

If conformance to these guidelines and standards is prohibitive, Proponents may identify, select, and disclose alternatives and variances, subject to approval by the City.

3.1 Lane Widths

Standard:

- Lane widths shall be greater than or equal to 3.0 m for all traffic control plans. An alternative traffic control plan is required if the minimum lane width cannot be achieved.
- Lane widths shall be 3.3 m or greater for all traffic control plans on a transit route.

3.2 Multi-Lane Median Crossovers

Standard:

- Median crossovers on Multi-Lane Roads are permitted only between 9:00 a.m. and 3:00 p.m.

Guidance:

- The work window for multi-lane median crossovers may be extended if traffic volumes are less than 12,000 vehicles per day (vpd).

3.3 On-Street Parking

3.3.1 Accessible Parking Closures

Standard:

- Exclusive use of on-street accessible parking is not permitted.
- If Works are anticipated to impact two or more on-street accessible parking spaces, a plan is required to identify suitable temporary alternatives.

Guidance:

- Closures to existing on-street accessible parking should be avoided and minimized.

Notice Procedures:

- Notify the Road Authority a minimum of seven (7) days prior to planned Works.
- Deliver a letter notice (hand-delivered):
    - to all impacted properties on the block;
    - a minimum of seventy-two (72) hours prior to planned Works.
- Install on-street parking notice:
    - on or adjacent to the impacted parking;
    - a minimum of seventy-two (72) hours prior to planned Works.

3.3.2 Loading Zone Closures

Standard:

- Exclusive use of designated on-street loading zones is not permitted.
- If Works are anticipated to impact two or more on-street loading zones, a plan is required to identify suitable temporary alternatives.

Guidance:

- Closures to existing on-street accessible parking and/or loading zones should be avoided and minimized.

Notice Procedures:

- Notify the Road Authority a minimum of seven (7) days prior to planned Works.
- Deliver a letter notice (hand-delivered):
    - to all impacted properties on the block;
    - a minimum of seventy-two (72) hours prior to planned Works.
- Install on-street parking notice:
    - on or adjacent to the impacted parking;
    - a minimum of seventy-two (72) hours prior to planned Works.

3.3.3 On-Street Parking Closures

Guidance:

- Closures to existing on-street parking should be avoided and minimized.
- Exclusive use of on-street parking for Works may be permitted if the net parking impacts do not result in 5 or more stalls adjacent to properties and businesses.

Notice Procedures:

- Notify the Road Authority a minimum of seven (7) days prior to planned Works.
- Deliver a letter notice (hand-delivered):
    - to all impacted properties on the block;
    - a minimum of seventy-two (72) hours prior to planned Works.
- Install on-street parking notice:
    - on or adjacent to the impacted parking;
    - a minimum of seventy-two (72) hours prior to planned Works.

3.3.4 Parking for Contractors and Subcontractors

Standard:

- If Work is anticipated to impact 5 or more stalls on the provision of on-street parking, a plan for contractor and subcontractor parking is required.
- If the contractor and/or subcontractors request exclusive use of on-street parking, a plan for contractor and subcontractor parking is required.

3.4 Overlapping Work Zones

Overlapping work zones occur when signs and devices overlap from two separate work zones.

Standard:

- If a proposed work zone is near or adjacent to a planned work zone, the Proponent shall coordinate and liaise with the Prime Contractor to develop a coordinated Traffic Management Plan. Otherwise, the Proponent shall delay the start of their planned Works after the Prime Contractor has completed their Works.

3.5 Pedestrian and Bicycle Facilities

3.5.1 Pedestrian Facilities

Pedestrian facilities generally include curb ramps, sidewalks, crosswalks and multi-use pathways.

Standard:

- If a pedestrian facility requires closure:
    - temporary facilities and/or detours shall be provided that are functionally consistent with those present in the existing facility;
    - temporary ramps and other accessibility features shall be provided as necessary to facilitate accessible grade transitions;
    - Detour Route signage shall be provided. Sidewalk, crosswalk and multi-use pathway closures shall have upstream notification signs at the nearest crosswalk to provide pedestrians an alternative route to cross in advance of the closure. If the nearest upstream crossing points are too far, Traffic Control Persons shall assist with pedestrian passage through the work zone or across the road to another sidewalk.

Guidance:

- Closures to pedestrian facilities should be avoided and minimized.
- Long-term sidewalk closures should be avoided on roadways with only one sidewalk on the roadway.

3.5.2 Bicycle Facilities

Bicycle facilities generally include multi-use pathways and bicycle lanes.

Standard:

- If a bicycle facility requires closure:
    - temporary facilities and/or detours shall be provided that are functionally consistent with those present in the existing facility;
    - Detour Route signage for cyclists shall be provided.

Guidance:

- Closures to bicycle facilities should be avoided and minimized.

3.5.3 Intersections and Crossings

Standard:

- Deactivated pedestrian/bicycle pushbuttons shall be bagged or covered if they are not in use.
- Pedestrian/bicycle signals shall be covered if they are not in effect during Works or if they conflict with other traffic control devices.

3.6 Road Closures

3.6.1 Access/Driveway Closures

Guidance:

- Closures to accesses/driveways should be avoided and minimized.
- The Applicant should consult with impacted property owners to identify mitigations to minimize the duration of an access/driveway closure.

Notice Procedures:

- Notify the Road Authority a minimum of seven (7) days prior to planned Works.
- Deliver a letter notice (hand-delivered):
    - to all impacted properties;
    - a minimum of seventy-two (72) hours prior to planned Works.

3.6.2 Detours

Standard:

- If a detour is proposed, the Detour Route shall be identified and signed.

Guidance:

- Detour Routes may be required for significant lane closures (e.g. closure of a high-volume turn lane).
- Detour Routes should accommodate the proposed design vehicle.
- Detour Routes around road closures should not be excessive in length.

3.6.3 Lane Closures

Standard:

- One (1) through lane in either direction shall remain open at all times.

Guidance:

- Lane closures are permitted between 9:00 a.m. and 3:00 p.m.
    - The work window may be extended to 7:00 a.m. and 3:00 p.m. if traffic volumes are less than 14,000 vpd;
    - the work window may be further restricted or modified on Multi-Lane Roads near schools to accommodate school traffic.
- The work window for one direction may be extended if:
    - evidence demonstrates that traffic volumes are significantly lower in one direction; and
    - total delays would be less than or equal to two (2) minutes.

Notice Procedures:

- Notify the road authority a minimum of seven (7) days prior to planned Works. Additional notice may be required for planned Works likely to cause significant traffic impacts.
- Deliver a letter notice (hand-delivered):
    - to all impacted properties on the road, including all properties of side streets whose sole access is from the road;
    - a minimum of seventy-two (72) hours prior to planned Works.

3.6.4 Road Closures

General Guidance:

- Road closures should be used as a last resort for conducting Works.
- The maximum time for a short-duration road closure (e.g. filming, etc) is 180 seconds (3 minutes) which is approximately equivalent to two traffic signal cycle lengths.
- For closures longer than 5 minutes, temporary traffic control signals should be considered.

Notice Procedures:

- Notify the Road Authority a minimum of two (2) weeks prior to planned Works. Additional notice may be required for planned Works likely to cause significant traffic impacts.
- Deliver a letter notice (hand-delivered):
    - to all impacted properties on the road, including all properties of side streets whose sole access is from the road;
    - a minimum of seven (7) days prior to planned Works.

3.7 Single Lane Alternating Traffic

Guidance:

- Single lane alternating traffic (SLAT) may be permitted based on two-way traffic volumes and the proposed length of the work zone. Refer to **Table 2**.

Table 2 – Criteria for SLAT Operations

Length of work zone [m]	Max vehicle volume for SLAT [vpd]	Max vehicle volume for SLAT (9:00 am-3:00 pm) [vpd]	Max vehicle volume for SLAT on truck routes [vpd]	Max vehicle volume for SLAT on truck routes (9:00 am-3:00 pm) [vpd]
50	8900	10,500	8000	9500
100	7400	8700	6700	7800
150	5900	6900	5300	6200

Notice Procedures:

- Notify the Road Authority a minimum of seven (7) days prior to planned Works. Additional notice may be required for planned Works likely to cause significant traffic impacts.
- Deliver a letter notice (hand-delivered):

- to all impacted properties on the road, including all residents of side streets whose sole access is from the road;
- a minimum of seventy-two (72) hours prior to planned Works.

3.8 Signalized Intersections

Standard:

- A traffic signal shall be placed into all-way flash operations if a signal is used to aid traffic control persons in stopping traffic.
- A traffic signal head shall be bagged and covered if:
  - the signal head indication no longer matches existing traffic conditions;
  - the signal head is no longer in effect.
- If a signal requires activation, deactivation, or modifications, an employee of the Road Authority shall implement the changes.

3.9 Steel Road Plates

Standard:

- Road plates shall preferably not be used to cover excavations and restore traffic lanes.
- If there are no suitable alternatives to road plates being placed, a sealed drawing shall be submitted by a Professional Engineer ensuring safe design and installation that addresses the following:
  - Smooth transitions between the adjacent roadway and the steel plate to minimize vertical deflection(s);
  - Adequate traction control during inclement weather;
  - Adequate visibility and conspicuity in low lighting.

3.10 Transit

3.10.1 Short-Duration Transit Stop Closures and Transit Route Impacts

Short-Duration Transit Stop Closures:

Standard:

- Transit stops impacted by Works shall be temporarily relocated or closed.

Guidance:

- Closures or impacts to existing transit stops should be avoided and minimized.

Notice Procedures:

- Proponent must notify the Road Authority a minimum of seven (7) days prior to planned Works. Additional notice may be required for planned Works likely to cause significant transit impacts.
- Install a transit notice:
  - on the impacted transit stop(s);
  - a minimum of seventy-two (72) hours prior to planned Works.

Short-Duration Transit Route Impacts:

Standard:

- Consult with the Road Authority and Transit Authority.

Guidance:

- Closures or impacts to existing transit routes should be avoided and minimized.

Notice Procedures:

- Proponent to notify the Road Authority a minimum of two (2) weeks prior to planned Works. Additional notice may be required for planned Works likely to cause significant transit impacts.
- Install a transit notice:
    - on the impacted transit stop(s);
    - a minimum of seventy-two (72) hours prior to planned Works.

3.10.2 Long-Duration Transit Stop Closures and Transit Route Impacts

Long-Duration Transit Stop Closures:

Standard:

- Consult with the Road Authority and Transit Authority.

Guidance:

- Closures or impacts to existing transit stops should be avoided and minimized.

Notice Procedures:

- Proponent must notify the Road Authority a minimum of two (2) weeks prior to planned Works. Additional notice may be required for planned Works likely to cause significant transit impacts.
- Install a transit notice:
    - on the impacted transit stop(s);
    - a minimum of seventy-two (72) hours prior to planned Works.

Long-Duration Transit Route Impacts:

Standard:

- Consult with the Road Authority and Transit Authority.

Guidance:

- Closures or impacts to existing transit routes should be avoided and minimized.

Notice Procedures:

- Notify the Road Authority and Transit Authority a minimum of four (4) weeks prior to planned Works. Additional notice may be required for planned Works likely to cause significant transit impacts.
- Install a transit notice:

- on the impacted transit stop(s);
- a minimum of seventy-two (72) hours prior to planned Works.

3.11 Turn Restrictions

Guidance:

- Turn restrictions may be required to improve and optimize traffic operations for through traffic if:
  - traffic is reduced to a single lane;
  - turn lanes are removed; or
  - turn lanes are obstructed.

3.12 Work Window

Standard:

- The typical work window is 7:00 a.m. to 5:00 p.m., Monday through Friday.

Guidance:

- The work window may be further extended to minimize impacts to the general public:
  - 7:00 a.m. to 9:00 p.m., Monday through Saturday.
- The work window may be further restricted to minimize impacts to the general public:
  - 7:00 a.m. to 3:00 p.m. in areas with significant afternoon peak traffic hours.
  - 9:00 a.m. to 3:00 p.m. in areas with significant morning and afternoon peak traffic hours.
  - 9:00 a.m. to 2:00 p.m. in areas with a significant morning and afternoon peak traffic hours predominantly influenced by school travel patterns.
  - an alternative customized work window proposed by the Road Authority that balances the need to accommodating current traffic patterns with planned Works.
- An extraordinary work window on private property (night work and Sunday work) may be considered in extraordinary circumstances if safety or convenience of the general public requires the work to be completed outside 7:00 a.m. to 9:00 p.m., Monday through Saturday. In such instances a Construction Sound Variance Exemption is required.

4 Submission Requirements

The Submission requirements for Traffic Management Plans are related to the level of risk and duration of Works. All Traffic Management Plan Submissions require the following:

- Project Category Determination
- Traffic Control Plan

Depending on the risk and duration, additional Submission requirements may include but are not limited to the following:

- Incident Management Plan;
- Public Information Plan;
- Implementation Plan.

4.1 Project Category Determination

Purpose:

- Project Category Determination identifies the level of risk and duration associated with planned Works. It also determines any additional Submission requirements.

Application:

- Project Category Determination is required for all projects.
- Project Category Determination is required to determine additional Submission requirements.

Resources:

- TMM – Section 3.3 – Project Category Determination.

4.2 Traffic Control Plan

Purpose:

- A Traffic Control Plan documents how traffic control will be executed and the detailed layout of traffic control devices.

Application:

- A Traffic Control Plan is required for all projects, including Category 1, Category 2, and Category 3 projects.

Requirements:

- For each traffic scenario, submit a separate Traffic Control Plan for both active and non-active work conditions.

Resources:

- Appendix B: Checklists;
- TMM – Appendix C – Template for Category 1 Traffic Management Plan;
- TMM – Appendix C – Template for Category 2 & 3 Traffic Management Plan.

4.3 Incident Management Plan

Purpose:

- An Incident Management Plan documents processes and procedures for incidents in the work zone. An Incident Management Plan typically includes the following:
    - Emergency contact list.
    - Procedures to follow should an incident or emergency occur (traffic collision, injury on site, etc.).
    - How emergency vehicles can obtain access to and/or through work zone.

Application:

- An Incident Management Plan may be required for Category 1 and Category 2 projects.
- An Incident Management Plan is required for all Category 3 projects.

Resources:

- TMM – Appendix C – Template for Category 1 Traffic Management Plan;
- TMM – Appendix C – Template for Category 2 & 3 Traffic Management Plan.

4.4 Public Information Plan

Purpose:

- A Public Information Plan documents how traffic impacts will be communicated to the general public.

Application:

- A Public Information Plan may be required for Category 1 and Category 2 projects.
- A Public Information Plan is required for all Category 3 projects.

Resources:

- TMM – Appendix C – Template for Category 1 Traffic Management Plan;
- TMM – Appendix C – Template for Category 2 & 3 Traffic Management Plan.

4.5 Implementation Plan

Purpose:

- An Implementation Plan includes details and contact information for who will be carrying out and implementing the Traffic Management Plan according to the various stages of the work.

Application:

- An Implementation Plan may be required for Category 1 and Category 2 projects.
- An Implementation Plan is required for all Category 3 projects.

Resources:

- TMM – Appendix C – Template for Category 1 Traffic Management Plan;

- TMM – Appendix C – Template for Category 2 & 3 Traffic Management Plan.

4.6 Authentication by a Professional Engineer

Application:

- Authentication by a Professional Engineer of a Traffic Management Plan Submission is typically required for projects associated with significant risk, duration, or potential impact to workers and the general public. Authentication ensures that the TMP has been prepared by or under the direct supervision of a Professional Engineer.
- Authentication by a Professional Engineer may be required for Category 1 and Category 2 projects.
- Authentication by a Professional Engineer is required for all Category 3 projects.

Requirements:

- Authentication of Traffic Management Plans shall be carried out by a registered Professional Engineer:
    - in good standing with Engineers and Geoscientists of British Columbia;
    - with significant qualifications and experience in traffic safety and operations.

Resources:

- TMM – Appendix C – Template for Category 1 Traffic Management Plan;
- TMM – Appendix C – Template for Category 2 & 3 Traffic Management Plan.

5 Communications and Awareness of Traffic Impacts

5.1 City Website

Purpose:

- The City website contains the most current information regarding traffic impacts on municipal roadways in the City of Abbotsford.

Application:

- Traffic impacts due to Works on municipal roadways are typically posted on the City website by the City.

5.2 Dynamic Message Signs

Application:

- Dynamic message sign (DMS) are generally required for significant traffic impacts on arterial and collector classification roadways and designated municipal truck routes.
- DMS may be required for significant traffic impacts on local classification roadways.

Notice Procedures:

- If a DMS is to be used, it shall provide advance messaging for a set minimum time period prior to planned Works.
    - For significant traffic impacts (e.g. road closure, lane closure on an arterial road), a minimum of seven (7) days is required.
    - For moderate traffic impacts (e.g. SLAT), a minimum of three (3) days is required.

Standard:

- Dynamic message signs (DMS) shall:
    - advise road users of location, type, and times of Works;
    - be site specific;
    - provide advance notice and messaging regarding planned Works; and
    - provide ongoing notice and messaging regarding current Works in progress.

Guidance:

- Dynamic message signs (DMS) may be required to display travel and road condition information to road users.

5.3 Letter Notice

Purpose:

- The purpose of a letter notice is to inform stakeholders and road users directly impacted by planned Works.

Application:

- A letter notice is generally required to inform stakeholders regarding traffic impacts that directly impact them.
- Refer to **Section 3** for detailed notice procedures.

Notice Procedures:

- A letter notice should be hand delivered to properties or placed on their front door.
- Refer to **Section 3** for detailed notice procedures.

Content:

- Required content:
  - Project name;
  - Approximate project dates;
  - Name of agency responsible;
  - Contact information for the project manager;
  - Permit number.
- Optional content:
  - Name and contact information for the prime contractor;
  - Name and contact information for the traffic control company.

5.4 Marketing

Purpose:

- The purpose of marketing is to provide awareness of traffic impacts to the general public. Marketing differs from notices in that it aims to provide additional awareness beyond directly impacted stakeholders. Marketing includes but is not limited to public service announcements, newspaper ads, radio ads, and social media ads.

Application:

- Marketing may be conducted to inform the general public regarding significant traffic impacts due to Works on municipal roadways.
- Contact the City to use City communication portals to communicate significant traffic impacts.

Notice Procedures:

- A minimum of seven (7) days is required between the time when marketing materials are posted and planned Works begin.

5.5 On-Street Parking Notice Signs

Purpose:

- The purpose of on-street parking notice signs is to inform road users regarding impacts to on-street parking.

Application:

- On-street parking notice signs are generally required for all impacts to on-street parking.
- Refer to **Section 3** for detailed notice procedures.

Notice Procedures

- On-street parking notice signs shall be placed on or adjacent to the impacted parking.
- Refer to **Section 3** for detailed notice procedures.

Content:

- Required:
  - Project name;
  - Approximate project dates;
  - Name of agency responsible;
  - Contact information for the project manager;
  - Permit number.
- Optional:
  - Information regarding alternative parking opportunities;
  - Name and contact information for the prime contractor;
  - Name and contact information for the traffic control company.

5.6 Project Information Signs

Application:

- Project information signs are generally required for significant traffic impacts on arterial and collector classification roadways and designated municipal truck routes.
- Project information signs may be required for significant traffic impacts on local classification roadways.
- Project information signs are typically required for all Works greater than or equal to seven (7) days in length.

Notice Procedures:

- If project information sign is used, the sign should be placed at the proposed locations at least seven (7) days in advance of planned Works.

Standard:

- Project information signs shall be placed in advance of the start of each work zone in all directions of the street being impacted.
- A minimum of two (2) project signs shall be provided.

Format:

- Black text on orange background.
- 4’ x 4’ (approx. 1.2 m x 1.2 m) size.

Content:

- Required:
  - Project name;
  - Approximate project dates;
  - Name of agency responsible;
  - Contact information for the project manager;
  - Permit number.

- Optional:
    - Name and contact information for the agency;
    - Name and contact information for the prime contractor;
    - Name and contact information for the traffic control company.

5.7 Transit Notice Signs

Purpose:

- The purpose of transit notice signs is to inform transit users of impacts to transit stops and routes.

Application:

- Transit notice signs are generally required for impacts to transit operations.
- Refer to **Section 3** for detailed notice procedures.

Notice Procedures:

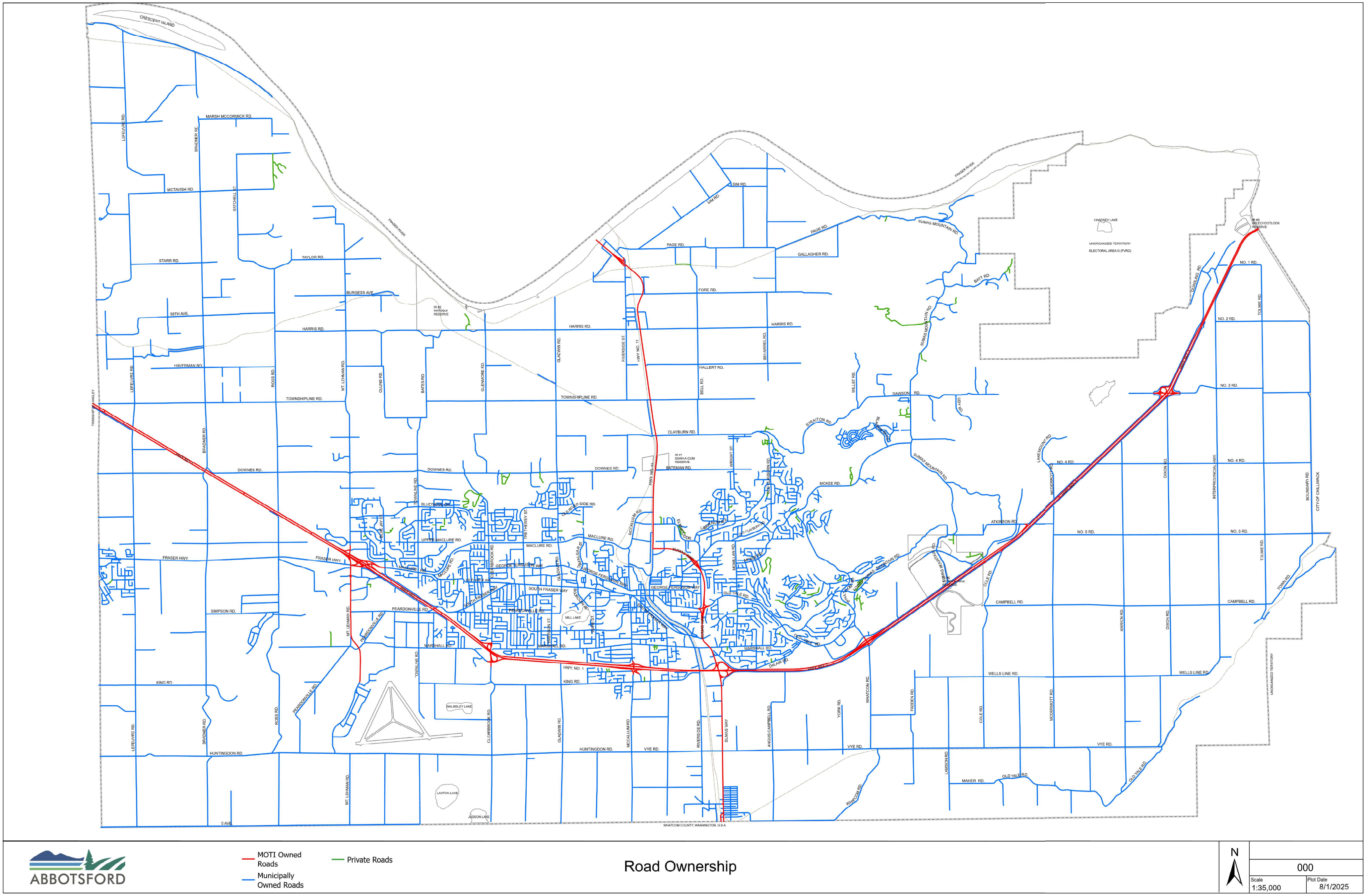
- Transit notice signs shall be placed on the impacted transit stop(s).
- Refer to **Section 3** for detailed notice procedures.

Content:

- Required:
    - Project name;
    - Approximate project dates;
    - Name of agency responsible;
    - Contact information for the project manager;
    - Permit number.
- Optional:
    - Information regarding alternative transit opportunities;
    - Name and contact information for the prime contractor;
    - Name and contact information for the traffic control company.

APPENDICES

Appendix A – Map of Municipal and Provincial Roadways within the City of Abbotsford



APPENDIX A - Map of Municipal and Provincial Roadways within the City of Abbotsford

Appendix B – Checklists

- ☐ Access & driveways
- ☐ Agency information
- ☐ Bicycle facilities
- ☐ Callouts
- ☐ Conflicting traffic control devices
- ☐ Date
- ☐ Default instructions and procedures
- ☐ Default parameters
- ☐ Detours
- ☐ DMS boards
- ☐ Drawing background
- ☐ Drawing information and revision history
- ☐ Flashing Arrow Boards, 4-Way Flashers, and other devices
- ☐ Instructions and procedures
- ☐ Lane widths
- ☐ Legend
- ☐ North arrow
- ☐ On-street parking
- ☐ Pedestrian facilities
- ☐ Professional seal (Category 3)
- ☐ Project information signs
- ☐ Project name
- ☐ Purpose of reason for Traffic Control Plan scenario
- ☐ Road Authority information
- ☐ Sheet size
- ☐ Sign placement and spacing
- ☐ Single Lane Alternating Traffic (SLAT) details as required
- ☐ Street names and posted speed
- ☐ Temporary speed zones
- ☐ Temporary traffic control devices
- ☐ TMM reference(s)
- ☐ TMM variances
- ☐ Traffic control company information
- ☐ Traffic scenario
- ☐ Transit stops
- ☐ Vehicles
- ☐ Work window
- ☐ Work zone components

Traffic Control Plan – Detailed Drawing Checklist

<table>
<tr><th>No.</th><th>Check
☐☑☒</th><th>Required?
● = Yes
◑ = As applicable
○ = Optional</th><th>Type</th><th>Item</th><th>Description/Instructions</th><th>Example</th></tr>
<tr><td>G1</td><td>☐</td><td>●</td><td>General Format</td><td>Drawing background</td><td>Set orthographic imagery to 20-50% transparency in background.

Ensure that driveways, approximate roadway laning, crosswalks, and streets are clearly visibile in the background.</td><td></td></tr>
<tr><td>G3</td><td>☐</td><td>●</td><td>General Format</td><td>Sheet size</td><td>8.5” x 11” for most drawings.
11” x 17” for complex drawings.</td><td></td></tr>
<tr><td>G4</td><td>☐</td><td>◑</td><td>Drawing Elements</td><td>Callouts</td><td>Include text, masking, and leaders, and arrows for all callouts.</td><td></td></tr>
<tr><td>G5</td><td>☐</td><td>●</td><td>Drawing Elements</td><td>North arrow</td><td>Include legible North Arrow.</td><td></td></tr>
<tr><td>G6</td><td>☐</td><td>●</td><td>Drawing Elements</td><td>Legend</td><td>Clearly label and reference all symbology in the drawing in the legend.</td><td></td></tr>
<tr><td>G7</td><td>☐</td><td>◑</td><td>Title Block</td><td>Agency information</td><td>Include the name of the agency/proponent for the overall project.</td><td>City of Abbotsford
FortisBC</td></tr>
<tr><td>G8</td><td>☐</td><td>●</td><td>Title Block</td><td>Date</td><td>Date of the most recent revision of the drawing.</td><td>Oct 25, 2024</td></tr>
<tr><td>G9</td><td>☐</td><td>○</td><td>Title Block</td><td>Drawing information and revision history.</td><td>Include drawing and revision number as per the company’s documentation standards.

Include a complete revision history table showing when the revisions to the individual drawing sheet was made. The revision history table should include information regarding:
• Who made the revision.
• Who approved the revision.
• What revision was made.
• When the revision was made.</td><td><table><tr><th>Rev</th><th>Description</th><th>By</th><th>Approved</th></tr><tr><td>1</td><td>Initial Submission to City</td><td>SB</td><td>AM</td></tr><tr><td>2</td><td>Issued to traffic control company for implementation</td><td>SB</td><td>AM</td></tr></table></td></tr>
<tr><td>G10</td><td>☐</td><td>●</td><td>Title Block</td><td>Project name</td><td>Include a brief project name in the title block.</td><td>Townline Rd & Downes Rd Intersection Improvements

21585 Ware St – Gas Service Tie-In

Utility Inspection</td></tr>
<tr><td>G11</td><td>☐</td><td>◑</td><td>Title Block</td><td>Professional seal</td><td>Provide space within the title block for a professional seal.

Include a professional seal if a seal is required.</td><td></td></tr>
<tr><td>G12</td><td>☐</td><td>●</td><td>Title Block</td><td>Road Authority information</td><td>Include the Road Authority’s name and contact information.</td><td>City of Abbotsford

Ministry of Transportation & Infrastructure of British Columbia</td></tr>
<tr><td>G13</td><td>☐</td><td>●</td><td>Title Block</td><td>Traffic control company information</td><td>Include the name, phone number, email, of the traffic control company and supervisor who will implement the plan.</td><td>Michael Johnson
Traffic Control Supervisor
(604) 795-6632 (mobile)
mjohnson@trafficworks.com

TrafficWorks Ltd.
(604) 858-2237 (main)
info@trafficworks.com</td></tr>
</table>

Traffic Control Plan – Traffic Scenario Checklist

No.	Check ☐☑☒	Required? ● = Yes ◑ = As applicable ○ = Optional	Type	Item	Description/Instructions	Example
T1.1	☐	●	General	Default instructions and procedures	Include any default instructions and procedures that are not specifically called out on plan.	Add a general note as follows: *TCPs to help provide access to/from property.* *TCPs to aid pedestrians through and around the work zone.*
T1.2	☐	◑	General	Default parameters	Include any default parameters that are not specifically called out on plan.	Add a general note as follows: *Default sign spacing is 40 m for a posted speed of 50 km/h unless otherwise shown on drawings.* *Default lane width to be maintained is 3.2 m unless otherwise shown on drawings.*
T1.3	☐	●	General	Purpose of reason for Traffic Control Plan scenario.	Include a brief description of the purpose and rationale for the Traffic Control Plan scenario.	*Sanitary service tie in.* *Sidewalk replacement.* *Traffic signal pole replacement.* *Utility pole maintenance.*
T1.4	☐	●	General	Street names and posted speed	For all streets that are visible within the viewport, include: • Street names • Posted speed limit adjacent to the street name	*South Fraser Way (50 km/h)* *Justice Way (30 km/h)*
T1.5	☐	●	General	Traffic scenario	Include a brief description of the traffic scenario.	*Right lane closed* *Single lane alternating traffic* *Median crossover* *Single lane alternating traffic* *Road closure*
T1.6	☐	◑	General	TMM reference(s)	Include any TMM reference(s) that were used to guide the overall concept and layout of the proposed Traffic Control Plan scenario. A reference can be made to either a section or a figure in the TMM.	*TMM Section 8.6 – Right Lane Closed – Short and Long Duration.* *TMM Figure 7.8: Lane Closure with TCPs – Single Lane Alternating – Short and Long Duration* *TMM – Table A*
T1.7	☐	◑	General	TMM variances	Include a statement that describes any variances from the TMM.	*Sign spacing reduced due to urban block length and spacing.* *Downstream taper reduced due to*

No.	Check ☐☑☒	Required? ● = Yes ◑ = As applicable ○ = Optional	Type	Item	Description/Instructions	Example
						urban block length and spacing.
T1.8	☐	●	General	Work window	Include the Road Authority's approved work window that the traffic scenario is permitted to be in effect for.	*Monday-Friday, 7:00 a.m. to 3:00 p.m.* *Monday-Friday, 6:00 p.m. to 5:00 a.m. (Night Work)*
T2.1	☐	◑	Project Information	DMS boards	Include details regarding the placement and messaging for DMS boards for each traffic control scenario. Indicate messaging for each traffic control scenario: • In advance of the planned Works. • Ongoing throughout planned Works. If DMS boards are used for a project and are outside of the drawing sheet, place DMS plans on a separate sheet.	
T2.2	☐	◑	Project Information	Project information signs	Include details regarding the placement and messaging of project information signs.	
T3.1	☐	◑	Traffic Management	Access & driveways	Indicate how access to impacted driveways and private property access will be maintained for the traffic scenario.	
T3.2	☐	◑	Traffic Management	Bicycle facilities	Indicate bicycle accommodations through the work zone for the traffic scenario.	
T3.3	☐	◑	Traffic Management	Conflicting traffic control devices	Provide specific instructions on how existing traffic control devices (e.g. stop signs, traffic signals, pedestrian signals, speed limit signs) that conflict with the proposed temporary traffic control will be managed in the traffic scenario.	Add a callout on drawings that could indicate the following instructions: *"Cover existing stop sign."* *"Cover and bag existing traffic signal head."* *"Cover existing pedestrian signal head."* *"Cover existing pedestrian pushbutton."* *Cover existing speed limit sign.*
T3.4	☐	◑	Traffic Management	Detours	Include proposed Detour Routes and associated signage for the traffic scenario. If large and significant detours are proposed are outside of the scale of the associated sheet, show each Detour Route and associated signage on a separate sheet in addition to detour signage on the regular plan sheets.	
T3.5	☐	◑	Traffic Management	Instructions and procedures	Indicate specific traffic control instructions at a certain location that are not described anywhere else in the drawing package with a callout for the traffic scenario.	
T3.6	☐	◑	Traffic Management	Flashing Arrow Boards, 4-Way Flashers, and other devices.	Include information regarding the placement, type, and operation of Flashing Arrow Boards (FAB). Identify if the FAB is mounted on a work zone vehicle. If a FAB is not used, indicate the location of 4-Way flashers on vehicles.	
T3.7	☐	●	Traffic Management	Lane widths	Include information regarding the minimum lane width to be maintained for the traffic scenario.	
T3.8	☐	◑	Traffic Management	On-street parking	Identify all on-street parking impacted by the traffic scenario.	

No.	Check ☐☑☒	Required? ● = Yes ◑ = As applicable ○ = Optional	Type	Item	Description/Instructions	Example
					Provide temporary parking signage that includes approximate dates/times for the proposed on-street parking impacts. Include information for proposed temporary contractor/subcontractor parking for the traffic scenario.	
T3.9	☐	◑	Traffic Management	Pedestrian facilities	Indicate pedestrian accommodations through the work zone for the traffic scenario. Indicate sidewalk/multi-use pathway closures or detours. Show associated “Sidewalk/Pathway Closed” and “Sidewalk/Pathway Closed Ahead Signage” or associated detours and ramps.	
T3.10	☐	●	Traffic Management	Sign placement and spacing	Indicate the position and relative placement of proposed signs. Indicate the sign spacing. The sign symbol/block shall be accompanied with an image of the sign and the TMM sign code underneath. Simply stating *TMM – Table A* as a replacement for sign spacing will not be accepted. The actual dimensions must be shown.	
T3.11	☐	◑	Traffic Management	Transit stops	Indicate all transit stops within the viewport with unique symbology. Add a callout for all transit stops that are impacted by the traffic scenario.	
T3.12	☐	◑	Traffic Management	Temporary speed zones	Indicate the proposed temporary speed zones and associated signage.	
T3.13	☐	●	Traffic Management	Temporary traffic control devices	Indicate the placement, spacing, and details regarding proposed traffic control devices: • Barrels • Barricades (barricade type, placement) • Delineators • Tubular markers • Traffic cones	
T3.14	☐	◑	Traffic Management	Traffic control person(s)	Indicate the position and escape route for all TCPs.	
T3.15	☐	◑	Traffic Management	Vehicles	Indicate the positioning of buffer vehicles, work vehicles, crash attenuators that are associated with the work zone for the traffic scenario.	
T3.16	☐	●	Traffic Management	Work zone components	Identify and callout the specific parts of the work zones including but not limited to advance warning area, transition area, buffer area, work actitity area, and termination area. Provide all information regarding the work zone components including: • Length of area (dimension parallel to the length of the road) • Taper length	

Appendix C – Project Information Sign Templates

Project Information Sign Templates

Project Information Sign Templates	
Construction Templates	
1	CONSTRUCTION at X Road
2	CONSTRUCTION Road to Road
Road Closure Templates	
3	CLOSED Use Detour Route
4	CLOSED Use Alternate Route
5	CLOSED Use X Road

1

4'

4'

JAN - DEC
PROJECT RD
CONSTRUCTION
at XXXXXXXXX RD
EXPECT DELAYS
LOGO contractor contact info

3

JAN - DEC
PROJECT RD
CLOSED
USE DETOUR ROUTE
LOGO contractor contact info

2

JAN - DEC
PROJECT RD
CONSTRUCTION
ROAD to ROAD
EXPECT DELAYS
LOGO contractor contact info

4

JAN - DEC
PROJECT RD
CLOSED
USE ALTERNATE ROUTE
LOGO contractor contact info

5

JAN - DEC
PROJECT RD
CLOSED
USE XXXXXXX RD
LOGO contractor contact info

ABBOTSFORD	NOTICE OF CONSTRUCTION/CLOSURE SIGN TEMPLATES	DWG NO: SPECIAL SCALE: NTS PLOT DATE: 8/8/2025

Appendix D – Traffic Impact Specifications

Road Closure Specifications (Corridor)								
Street/Road	**From**	**To**	**Direction**	**Day(s) of Week**	**Approved Time Window**	**Stoppage Duration**	**Minimum Time between successive closures**	**Notes**
			NB/EB/SB/WB	Mon/Tue/Wed/Thu/Fri/Sat/Sun	(24-hour format)	[min]	[min]	
			Thru lanes					
			Turning lanes					

Lane Closure Specifications (Corridor)									
Street/Road	**From**	**To**	**Direction**	**Lane**	**Day(s) of Week**	**Approved Time Window**	**Stoppage Duration**	**Minimum Time between successive closures**	**Notes**
			NB/EB/SB/WB	Inside Lane, Curb Lane, Centre Line	Mon/Tue/Wed/Thu/Fri/Sat/Sun	(24-hour format)	[min]	[min]	

Lane Closure Specifications (Intersection)								
Major Street	**Minor Street**	**Direction**	**Turning Movement**	**Day(s) of Week**	**Approved Time Window**	**Stoppage Duration**	**Minimum Time between successive closures**	**Notes**
		NB/EB/SB/WB	Left Turn, Through, Right Turn	Mon/Tue/Wed/Thu/Fri/Sat/Sun	(24-hour format)	[min]	[min]	
		Thru lanes						
		Turning lanes						

Single Lane Alternating Traffic (SLAT) Specifications (Corridor)							
Street/Road	**From**	**To**	**Day(s) of Week**	**Approved Time Window**	**Stoppage Duration**	**Minimum Time between successive closures**	**Notes**

			Mon/Tue/Wed/Thu/Fri/Sat/Sun	(24-hour format)	[min]	[min]	

Crosswalk/Crossride Closure Specifications (Intersection)							
Major Street	**Minor Street**	**Intersection Approach**	**Day(s) of Week**	**Approved Time Window**	**Stoppage Duration**	**Minimum Time between successive closures**	**Notes**
		North/East/South/West	Mon/Tue/Wed/Thu/Fri/Sat/Sun	(24-hour format)	[min]	[min]	

Sidewalk/Multi-Use Pathway Closure Specifications								
Street/Road	**From**	**To**	**Side of Road**	**Day(s) of Week**	**Approved Time Window**	**Stoppage Duration**	**Minimum Time between successive closures**	**Notes**
			North/East/South/West	Mon/Tue/Wed/Thu/Fri/Sat/Sun	(24-hour format)	[min]	[min]	

Transit Stop Closure Specifications							
Street/Road	**Location**	**Direction**	**Day(s) of Week**	**Approved Time Window**	**Stoppage Duration**	**Minimum Time between successive closures**	**Notes**
		NB/EB/SB/WB	Mon/Tue/Wed/Thu/Fri/Sat/Sun	(24-hour format)	[min]	[min]	

Bicycle Lane Closure Specifications								
Street/Road	**From**	**To**	**Direction**	**Day(s) of Week**	**Approved Time Window**	**Stoppage Duration**	**Minimum Time between successive closures**	**Notes**
			NB/EB/SB/WB	Mon/Tue/Wed/Thu/Fri/Sat/Sun	(24-hour format)	[min]	[min]	

Street/Roads – Operational and Geometric Specifications										
Operational Requirements								Geometric Requirements		
Condition	Street/Road	From	To	Posted Speed		Surface	Design Vehicle	Maximum Grade	Minimum Lane Width	Minimum Paved Shoulder Width
				Active Work	Inactive Work					
Existing Detour Route Other				[km/h]		Paved, Milled Surface, Gravel		% or Pre-construction grade (PCG)	m or Pre-construction width (PCW)	m or Pre-construction width (PCW)

Sidewalk/Multi-use Pathway – Operational and Geometric Specifications										
Operational Requirements								Geometric Requirements		
Condition	Street/Road	From	To	Posted Speed		Surface	Design User	Maximum Grade	Minimum Lane Width	Minimum Paved Shoulder Width
				Active Work	Inactive Work					
Existing Detour Route Other				[km/h]		Paved, Milled Surface, Gravel		% or Pre-construction grade (PCG)	m or Pre-construction width (PCW)	m or Pre-construction width (PCW)

Bicycle Lane – Operational and Geometric Specifications									
Operational Requirements							Geometric Requirements		
Condition	Street/Road	From	To	Posted Speed	Surface	Design Vehicle	Maximum Grade	Minimum	Minimum

				Active Work	Inactive Work				Lane Width	Paved Shoulder Width
Existing Detour Route Other				[km/h]		Paved, Milled Surface, Gravel		% or Pre-construction grade (PCG)	m or Pre-construction width (PCW)	m or Pre-construction width (PCW)

Operational Requirements					Geometric Requirements		
Condition	**Roadway Segment**	**Posted Speed**		**Design Vehicle**	**Maximum Grade**	**Minimum Lane Width**	**Minimum Paved Shoulder Width**
		Active Work	**Inactive Work**				
Existing Roadway	Mt Lehman Road	50 km/h	50 km/h	WB-20	Pre-construction grade (PCG)	3.6 m or Pre-construction width (PCW) (whichever is less)	0.3 m or PCW (whichever is less)
	Fraser Highway	40 km/h	60 km/h	WB-20	Pre-construction grade (PCG)	3.6 m or Pre-construction width (PCW) (whichever is less)	1.5 m or PCW (whichever is less)
	Municipal Roads	30 km/h	50 km/h	I-BUS (Emergency Vehicle)	Pre-construction grade (PCG)	3.6 m or Pre-construction width (PCW) (whichever is less)	1.0 m or PCW (whichever is less)
Detour	Mt Lehman Road	50 km/h		WB-20	6% or PCG (whichever is greater)	3.6m or PCW (whichever is less)	0.3 m or PCW (whichever is less)

	Fraser Highway	40 km/h	WB-20	6% or PCG (whichever is greater)	3.6m or PCW (whichever is less)		1.5 m or PCW (whichever is less)
Seasonal shutdown	Fraser Highway	60 km/h	WB-20	Pre-construction grade (PCG)	Pre-construction width (PCW)	Pre-construction width (PCW)	
	Secondary Roads	Existing Limit	I-BUS (Emergency Vehicle)	Pre-construction grade (PCG)	Pre-construction width (PCW)	Pre-construction width (PCW)	
	Fraser Highway	60 km/h	WB-20	Pre-construction grade (PCG)	Pre-construction width (PCW)	Pre-construction width (PCW)	

Table 3: Geometric and Operational Requirements.

- Contractor to provide necessary variable message boards to inform road users of detours and lane closures as directed by Road Authority;
- Transit impacts need to be considered along all routes. Ideally transit should not be delayed by more than 30 seconds.

Operational Requirements					Geometric Requirements[4]		
Condition	**Roadway Segment**	**Posted Speed[1]**		**Design Vehicle[2]**	**Maximum Grade**	**Minimum Lane Width**	**Minimum Paved Shoulder Width[3]**
		Active Work	**Inactive Work**				
Existing Roadway	Mt Lehman Road	50 km/h	50 km/h	WB-20	Pre-construction grade (PCG)	3.6 m or Pre-construction width (PCW) (whichever is less)	0.3 m or PCW (whichever is less)
	Fraser Highway	40 km/h	60 km/h	WB-20	Pre-construction grade (PCG)	3.6 m or Pre-construction width (PCW) (whichever is less)	1.5 m or PCW (whichever is less)
	Municipal Roads	30 km/h	50 km/h	I-BUS (Emergency Vehicle)	Pre-construction grade (PCG)	3.3 m or Pre-construction width (PCW) (whichever is less)	1.0 m or PCW (whichever is less)
Detour[5]	Mt Lehman Road	50 km/h		WB-20	6% or PCG (whichever is greater)	3.6m or PCW (whichever is less)	0.3 m or PCW (whichever is less)
	Fraser Highway	40 km/h		WB-20	6% or PCG (whichever is greater)	3.6m or PCW (whichever is less)	1.5 m or PCW (whichever is less)
Seasonal shutdown[6]	Fraser Highway	60 km/h		WB-20	Pre-construction grade (PCG)	Pre-construction width (PCW)	Pre-construction width (PCW)
	Secondary Roads	Existing Limit		I-BUS (Emergency Vehicle)	Pre-construction grade (PCG)	Pre-construction width (PCW)	Pre-construction width (PCW)

	Fraser Highway	60 km/h	WB-20	Pre-construction grade (PCG)	Pre-construction width (PCW)	Pre-construction width (PCW)

Table 2: Closure Specifications.

Closure Specifications					
Type of Stoppage	**Street/Road (Direction)**	**Day(s) of Week**	**Approved Time Window**	**Stoppage Duration**	**Min Time between successive closures**
Scheduled Road Closure					
Lane Closure					
	Mt Lehman Road	Mon – Fri		-	-
		Sat		-	-
		Sun		-	-
	Fraser Highway	Mon – Fri		-	-
		Sat		-	-
		Sun		-	-
SLAT	Industrial Roads	Mon – Sun		-	-

Appendix E – Contractor Traffic Control Requirements

Appendix E – Contractor Traffic Control Requirements

This Appendix supplements City of Abbotsford Guidelines for Traffic Management Plans (COA GTMP) and establishes specific expectations for contractors performing work on City of Abbotsford roadways or City controlled sites.

1. Contractors working for the City of Abbotsford Operations Department do not require a highway excavation permit, nor are they required to submit traffic management plans (TMPs) to the Engineering Division of the City of Abbotsford. However, all traffic management plans must comply with the COA GTMP, Provincial Traffic Management Manual for Work on Roadways (TMM) – latest edition, and WorkSafe BC OHS Regulations addressing key requirements of the Part 18, Traffic Control:

    - A traffic control risk assessment is required for all work involving worker exposure to traffic. The assessment must be equal to or more comprehensive than the City of Abbotsford Traffic Control Risk Assessment (see Appendix F). The risk assessment must include

    - Traffic management plans (TMP) must be prepared for each site, implemented, and updated throughout the duration of the work. All workers (including Traffic Control Personnel) must be positioned in a way that they are protected from oncoming traffic by means of buffers or barriers.

    - Special care is to be taken when implementing, updating or removing traffic control setup to ensure all workers, including traffic control personnel, are protected from vehicle traffic

2. The contractor is responsible for implementing, maintaining, and supervising compliant traffic control at all times. City review or acceptance of traffic control plans does not relieve the contractor of their legal obligations.

3. Failure to comply with this Appendix may result in suspension of work and corrective actions at the contractor's cost.

4. The City of Abbotsford implements traffic control measures that may exceed minimum TMM requirements in order to protect workers from traffic hazards. This includes buffer vehicles, barriers and use of Automated Flagger Assistance Device (AFAD). Contractors are expected to meet or exceed this same standard. Appendix G contains typical traffic control diagrams representing commonly accepted configurations used to meet WorkSafe BC and TMM requirements. Appendix G diagrams are provided for guidance only; contractors must ensure selected layouts are appropriate for site-specific conditions.

Appendix F – Traffic Control Risk Assessment Template

Appendix F: Example Traffic Control Risk Assessment (Contractor)

SECTION ONE: ALTERNATE MEASURES REVIEW (OHSR 18.3.3)					
Isolate the work zone by road closure	Yes ☐	Not Practicable ☐ Mark Applicable -->	Arterial ☐ School ☐	Collector ☐ No Detour ☐	Bus Route ☐ Other ☐
Alternative flagging control measures (AFADs, etc)	Yes ☐	Not Practicable ☐			
Schedule for off-peak traffic hours	Yes ☐	Not Practicable ☐			
Use of traffic control persons	Yes ☐	Not Practicable ☐			

SECTION TWO: HAZARD ASSESSMENT			
Date:		Time:	
Site Location:			
Site Supervisor:		Traffic Control Company:	
Traffic Control Supervisor:		Contact #:	
RA Prepared By:		Contact #:	

Duration of Project: (Circle One) -->	Emergent Work(</= 5 min) See SP10-07 Appendix A	Brief Duration Work (</=15 min)	Short Duration / Mobile Work (<1 day)	Intermittently Moving Work	Long Duration Work (>1 day)

	Hazard – Risk Factors	Risk Level			Description of Controls - Comments
		Low	Mod	High	
Roadway Characteristics	Roadway Type				
	Roadway Alignment				
	Number of Lanes Per Direction				
	Lane Width				
	Intersection				
	Roadway Surface				
	Sight Distance				
Driver Behaviour	Regulated Speed				
	Typical Traffic Speed				
	Typical Road Use				
	Traffic Volume / Congestion				
	Complexity of Temporary Travel Path				
Site-Specific Requirements	Nature of Work				
	Duration of Work				
	Work Area Location				
	Equipment				
	Equipment – Access				
	Overlapping Work / Special Event				
	Workers				
Surroundings	Surrounding Land Use				
	Driveways				
	Pedestrians Present				
	Cyclists Present				
Environmental Conditions	Weather Conditions				
	Weather - Visibility				
	Weather – Traction				
	Weather – Temperature				
	Time of Day / Lighting Conditions				
	Overhead / Falling or Flying Objects				

Appendix F: Example Traffic Control Risk Assessment (Contractor)

SECTION THREE: TRAFFIC CONTROL PLAN (OHSR 18.3.2)

Instruction for Traffic Control Company and Personnel:
- All traffic control setups must comply with the latest edition of the Traffic Management Manual for Work on Roadways issued by the Ministry of Transportation and Transit, and with Part 18 of the Occupational Health and Safety Regulation (OHSR). The traffic control supervisor is responsible for ensuring that the traffic management plan is implemented and removed in full compliance with these standards throughout the duration of the work.
- Responsibility for Safety and Changes: If conditions require changes to maintain worker safety, the Traffic Control Supervisor or designated TCP must immediately notify the site supervisor. The site supervisor must stop work until the site is made safe and the revised traffic control plan is implemented.
- The traffic control services provider is responsible for ensuring that Traffic Control Persons (TCPs) remain outside the active traffic zone at all times, positioned in accordance with OHSR 18.8 and the TMM. TCPs must be protected by a physical barrier or positioned in a safe location with a clear escape route and sightlines to oncoming traffic.

- USE OF THIS FORM DOES NOT TRANSFER RESPONSIBILITY FOR SITE SAFETY TO THE CITY OF ABBOTSFORD. THE CONTRACTOR MUST INDEPENDENTLY ASSESS SITE CONDITIONS, DETERMINE WHETHER ADDITIONAL OR DIFFERENT CONTROLS ARE REQUIRED, AND ENSURE COMPLIANCE WITH ALL APPLICABLE LEGAL AND SAFETY REQUIREMENTS. THE CONTRACTOR ACKNOWLEDGES THAT IT HAS INDEPENDENTLY REVIEWED THE SITE CONDITIONS AND DETERMINED WHETHER ADDITIONAL OR REVISED CONTROLS ARE REQUIRED.

Instructions for Implementation and Removal of Traffic Control Measures	Road Closure ☐	Buffer vehicle ☐	Other:
Implementation Schedule	Date:		Time:

Review & Update Schedule	As needed ☐ Time:_____ Initial: _____ Time:_____ Initial: _____ Time:_____ Initial: _____ Time:_____ Initial: _____	Hourly ☐ Time:_____ Initial: _____	Daily ☐ Time:_____ Initial: _____	Other: Time:_____ Initial: _____

Traffic Control Systems			
	Are TCPs Required?	YES	NO
	# of TCPs		
	TCPs are positioned:		
	To avoid being struck by a vehicle		
	Free of environmental hazards		
	With an available escape route		
	Duties:		
	Rest breaks provided by?		
	Breaks:		

Traffic Control Company Responsibility Acknowledgment	
Supervisor Name:	
SN#	
TCP Name:	
SN:	
TCP Name:	
SN#	

Traffic Management Plan – Site Sketch

TMM Fig #: ____

Has a Site Orientation for TCP been provided	Yes ☐	No ☐	N/A ☐
Notes:			

Site Supervisor: _____ Contractor Manager: _____

Appendix F: Example Traffic Control Risk Assessment (Contractor)

Work Supervisor: _____	TRAFFIC CONTROL PLAN – HAZARD AND RISK ANALYSIS			
RISK FACTORS	**LOW**	**MODERATE**	**HIGH**	**Typical Control Examples**
1. ROADWAY TYPE	LANEWAY, ROAD WITH NO PAINTED LINES	TWO LANES OR MORE WITH PAINTED LANE LINES, BARRIERS, OR MEDIANS	BRIDGES, ON/OFF RAMPS, TUNNELS OR MORE THAN THREE LANES IN ONE DIRECTION	1.A -Install temporary lane markings 1.B -Use traffic cones and barriers 1.C -Implement speed reduction measures *-If other specify*
2. ROADWAY ALIGNMENT	FLAT/STRAIGHT	THREE-WAY INTERSECTION, DRIVEWAYS OR LANEWAYS CONNECTING TO THE WORK ZONE	BLIND CORNER, BLIND CURVE, HILL CREST WITH VERTICAL SIGHT RESTRICTIONS, HEAVY ADVERTISING OR VISUAL DISTRACTIONS	2.A -Use warning signs 2.B -Deploy flaggers 2.C -Radios, traffic control *-If other specify*
3. NUMBER OF LANES PER DIRECTION	ONE LANE MOVING IN EITHER DIRECTION	LANEWAY WITH RESTRICTIONS OR NARROW ACCESS	MULTILANE ROADWAY (MORE THAN TWO LANES MOVING IN OPPOSITE DIRECTIONS)	3.A -Use lane closure signs 3.B -Implement detours 3.C -Use traffic control personnel *-If other specify*
4. LANE WIDTH	WIDE WITH PARKING LANES/SHOULDERS	STANDARD 3.2 METER WIDTH	NARROW OR LAN RESTRICTIONS	4.A -Install temporary barriers 4.B -Implement alternate routes *-If other specify*
5. INTERSECTION	THREE-WAY INTERSECTION	FOUR-WAY INTERSECTION WITHOUT LIGHTS (STOP SIGN(S) PRESENT)	FOUR-WAY INTERSECTION WITH LIGHTS	5.A -Use an approximate number of TCPs 5.B -Use approved Traffic Control Plan *-If other specify*
6. ROADWAY SURFACE	DRY PAVEMENT	DAMP OR LIGHT RAIN	HEAVY RAIN, GRAVEL, ICY, UNEVEN PAVEMENT	6.A -More advanced warnings 6.B -Ensure proper drainage, clear blocked drainage *-If other specify*
7. SIGHT DISTANCE	GREATER THAN 250M	200-250M	LESS THAN 200M	7.A -Clear vegetation 7.B -Ensure advance warning signage 7.C -Radio communication *-If other specify*
8. REGULATED SPEED	20-30 KM/HR	50 KM/HR	60+ KM/HR	8.A -Implement speed limits 8.B -Deploy radar speed signs *-If other specify*
9. TYPICAL TRAFFIC SPEED	NO SPEEDING	5-10 KM/HR OVER	10+ KM/HR OVER	9.A -Traffic control 9.B -Install speed limit signs 9.C-Deploy police enforcement *-If other specify*
10. TYPICAL ROAD USE	PASSENGER VEHICLE ONLY	MIXED VEHICLE (PASSENGER AND COMMERCIAL)	TRUCK AND TRANSPORT, COMMERCIAL, HEAVY TRANSIT PRESENCE	10.A -Schedule work during off-peak hours 10.B -Use traffic control devices 10.C -Implement truck restrictions *-If other specify*
11. TRAFFIC VOLUME/CONGESTION	LESS THAN 500 CARS PER DAY	500-1000 CARS PER DAY	GREATER THAN 1000 CARS PER DAY	11.A -Use variable message signs 11.B -Implement lane closures 11.C -Schedule work during low traffic periods *-If other specify*
12. COMPLEXITY OF CLOSURE TRAVEL PATH	NO CHANGE TO TRAVEL PATH	SINGLE TRAVELING LANE CLOSURE ONA LOW VOLUME ROADWAY OR ROADWAY WITH NO PAINTEDLINES	LANE CLOSURE ON AN ARTERIAL ROUTE, COMMUTER ROUTE OR MULTIPLE TRAVEL LANES REQUIRING CLOSURE	12.A -Use detour routes 12.B -Install clear signage 12.C -Deploy traffic control personnel *-If other specify*
13. NATURE OF WORK	CONTAINED TO WORK AREA, NO DUST/DEBRIS OR VIBRATION	CONTAINED TO WORK AREA WITH CREATION OF DUST/DEBRIS OR VIBRATION	OPEN EXCAVATION WITHIN 2M OF A TRAVEL LANE, PAVING OR TRUCK HAULING OPERATION WITH 10+ TRUCKS ONSITE	13.A -Use dust suppression methods 13.B -Install barriers 13.C -Use detour routes, Traffic control plan *-If other specify*
14. DURATION OF WORK	ONE DAY OR LESS	MORE THAN A DAY	GREATER THAN TWO WEEKS OR NIGHT WORK	14.A- Schedule work during daylight 14.B- Use temporary lighting 14.C- Implement long-term traffic control plans *-If other specify*
15. WORK AREA LOCATION	OFF THE TRAVELLING LANE, PARKING LANE OR SHOULDER	OCCUPYING A SINGLE TRAVELLING LANE	OCCUPYING MORE THAN A SINGLE TRAVELLING LANE OR A SINGLE TRAVELLING LANE WITH A BIKE LANE, SIDEWALK OR PARKING LANE	15.A- Use lane closure signs 15.B- Implement detours 15.C- Deploy traffic control personnel *-If other specify*
16. EQUIPMENT	ONE PIECE OF MOBILE EQUIPMENT OR LESS	ONE PIECE OF MOBILE EQUIPMENT IN ADDITION TO WORKER VEHICLES IS	GREATER THAN ONE PIECE OF MOBILE EQUIPMENT	16.A- Use equipment spotters 16.B- Install barriers

Appendix F: Example Traffic Control Risk Assessment (Contractor)

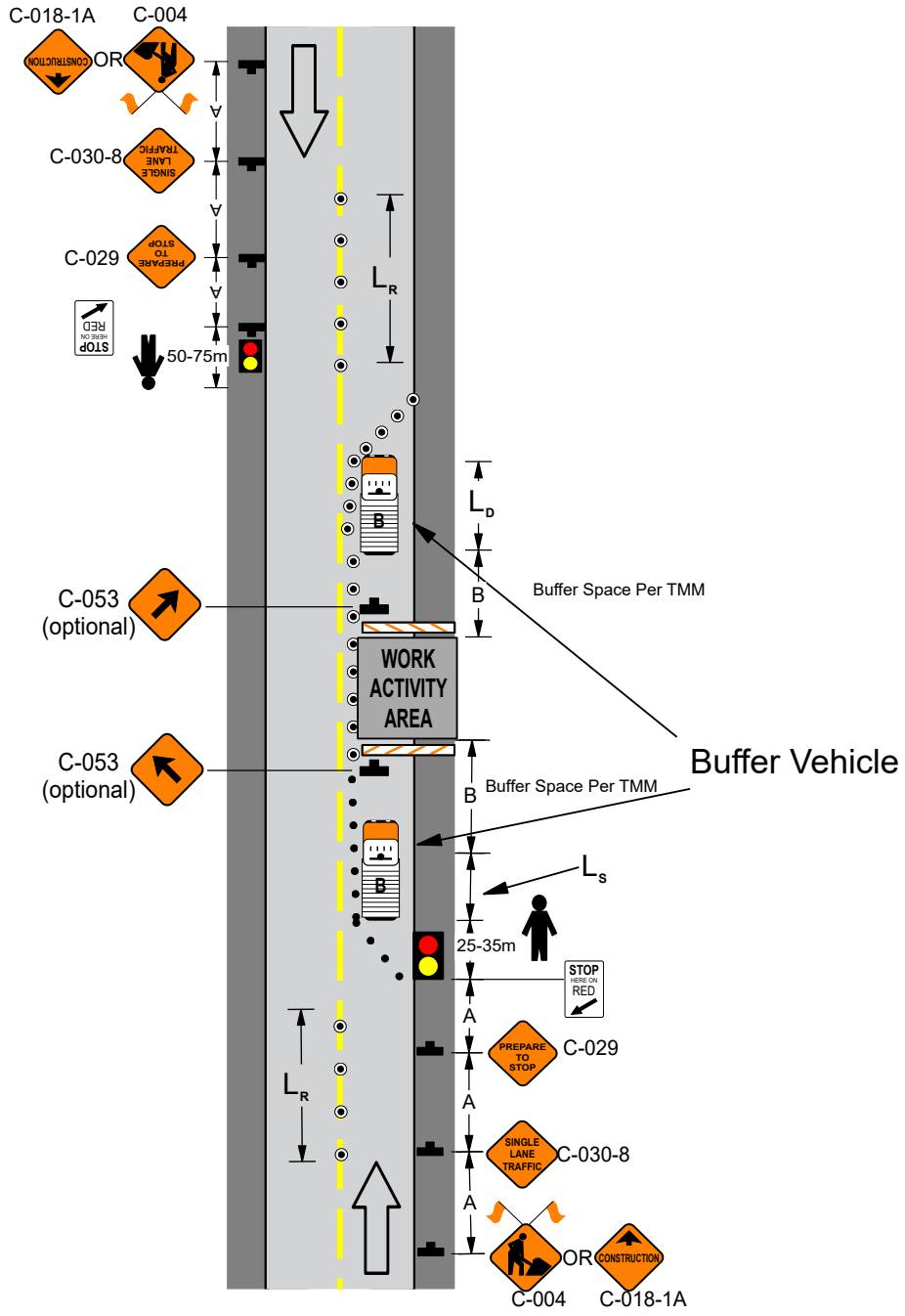
		PRESENT INSIDE THE WORK LOCATION		16.C- Implement equipment movement plans *-If other specify*
17. EQUIPMENT – ACCESS	NO ACCESS REQUIRED	10 OR LESS INTERACTIONS IN A DAYTIME SHIFT	FREQUENT OR CONSTANT ACCESS	17.A- increase delineated work area 17.B– stop all traffic for in/egress *-If other specify*
18. OVERLAPPING WORK / SPECIAL EVENTS	NO OVERLAPPING WORK OR EVENT PRESENT	ANOTHER WORK SITE WITHIN THREE BLOCKS, MINOR EVENTS WITH < 5000 ATTENDEES	WORK SITE OVERLAPPING OR REQUIRING TRAFFIC PLAN MODIFICATIONS + MAJOR EVENT WITH > 5000 ATTENDEES	18.A- coordinate activities *-If other specify*
19. WORKERS	EXTENSIVE EXPERIENCE IN THE WORK BEING PERFORMED	LIMITED EXPERIENCE IN THE WORK BEING PERFORMED	NO EXPERIENCE IN THE WORK BEING PERFORMED	19.A- staff training 19.B- on site job training/ shadowing *-If other specify*
20. SURROUNDING LAND USE	LOW DENSITY RESIDENTIAL OR FARMLAND	HIGH DENSITY RESIDENTIAL (CONDOS, APARTMENTS)	SCHOOL, COMMERCIAL, SHOPPING CENTER, INDUSTRIAL + RESIDENTIAL MIX	20.A- pedestrian controls 20.B- heavy vehicle detour 20.C- advanced warning signage *-If other specify*
21. DRIVEWAYS	NONE PRESENT	LESS THAN 2 PRESENT	GREATER THAN 3 PRESENT	21.A- closed 21.B- TCP oversight 21.C- owner notification *-If other specify*
22. PEDESTRIANS PRESENT	INFREQUENT	FREQUENT	WORK ZONE IMPACTS DESIGNATED BIKE LANE OR ROUTE	22.A- sidewalk closure/ detour 22.B- TCP to control/ direct *-If other specify*
23. CYCLIST PRESENT	INFREQUENT	FREQUENT	WORK ZONE IMPACTS DESIGNATED BIKE LANE OR ROUTE	23.A- bike lane closure/ detour 23.B- TCP to control/ direct *-If other specify*
24. WEATHER CONDITIONS	DRY	LIGHT TO MODERATE RAIN, DUSK/DAWN	HEAVY RAIN, FOG, HIGH WIND, SNOW, FLOODING, HAIL	24.A- shield from elements 24.B- warm/ cooling breaks *-If other specify*
25. WEATHER VISIBILITY	CLEAR	PERIODS OF MODERATE DARKNESS (DUSK/DAWN) OR LOW VISIBILITY	NIGHT WORK, VISIBILITY IS IMPACTED FOR THE LENGTH OF THE SHIFT	25.A- additional lighting 25.B- PPE/ hi-viz 25.C- spot lighting *-If other specify*
26. WEATHER TRACTION	DRY OR DAMP PAVEMENT; TEMPERATURES ABOVE ~3°C. MINIMAL SLIP POTENTIAL.	WET PAVEMENT, LIGHT SNOW/SLUSH, NEAR-FREEZING TEMPS (0–3°C), EARLY FROST. OCCASIONAL SLIPS;	COMPACT SNOW/ICE, FREEZING RAIN, BLACK ICE, HEAVY SLUSH; SUB-ZERO TEMPS. FREQUENT SLIP/SKID POTENTIAL FOR PEOPLE AND VEHICLES;	26.A- Increase work zone buffer taper lengths; 26.B- extend advance warning and reduce posted work zone speeds 26.C- Apply de icer/salt/sand *-If other specify*
27. WEATHER TEMPERATURE	WARM	PERIODS OF DIRECT SUNLIGHT, WINDY OR COOL TEMPERATURES	HEAT ABOVE 24 DEGREES, COLD BELOW 2 DEGREES FOR THE LENGTH OF THE SHIFT	27.A- warm/ cooling breaks 27.B- water/ ice *-If other specify*
28. LIGHTING CONDITIONS	CLEAR – MODERATE	N/A	POOR – DARKNESS	28.A- lighting 28.B- advanced lit sign boards *-If other specify*
29. OVERHEAD HAZARDS / OBJECTS	NONE PRESENT	LIMITED TREES OR POWERLINES ABOVE	>5 TREES IN WORK AREA, POWERLINES WITHIN EQUIPMENT PATH, WORK ON OVERHEAD LINES OR BUS LINES PRESENT	29.A- SWPs 29.B- spotters 29.C- bus notification *-If other specify*

OTHER POTENTIAL RISK FACTORS				

Appendix G – Typical Traffic Control Plan Examples

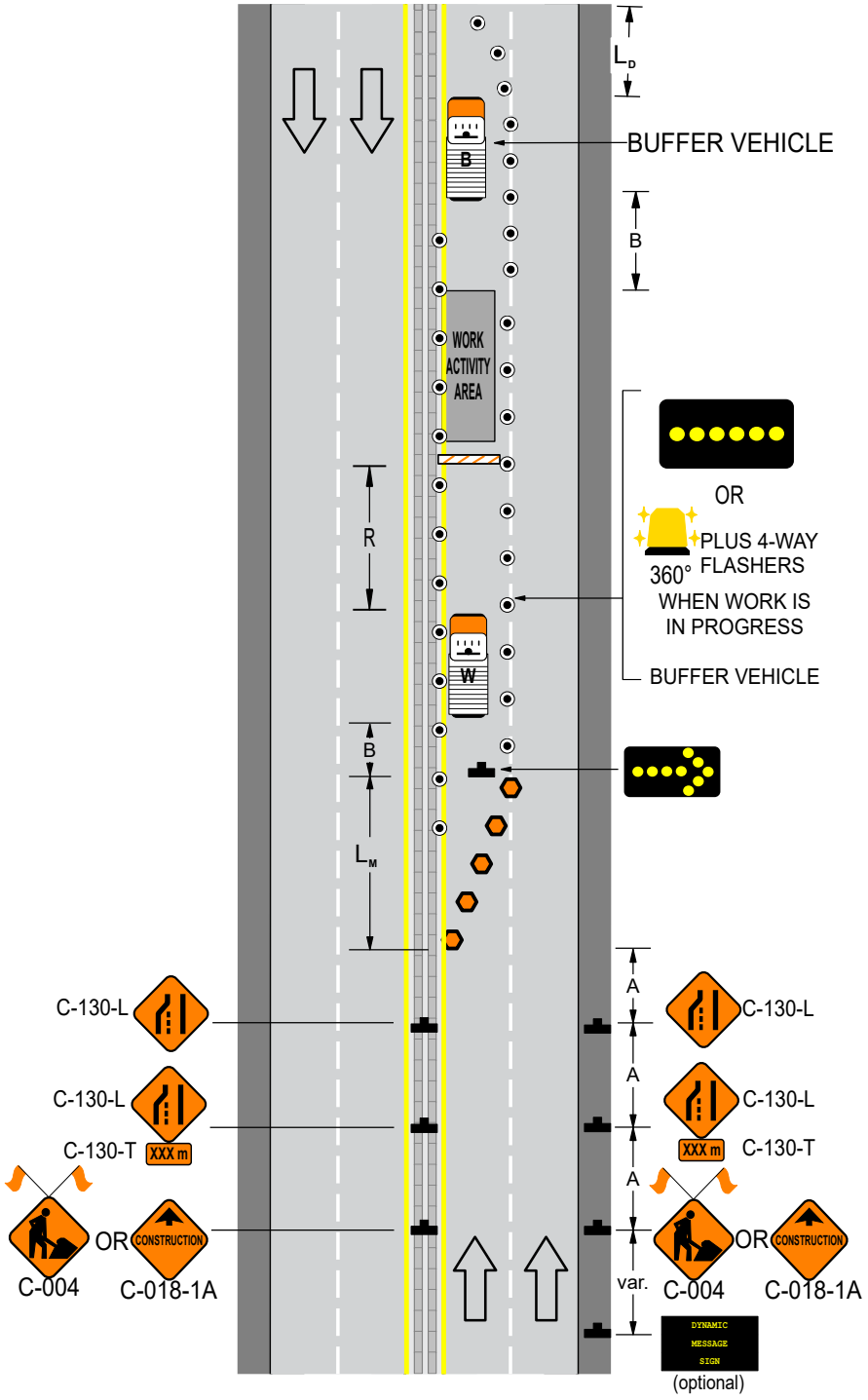
ABBOTSFORD

Referencing Figure 7.9 of BC TMM:
Lane Closure with AFADs - Short and Long Duration



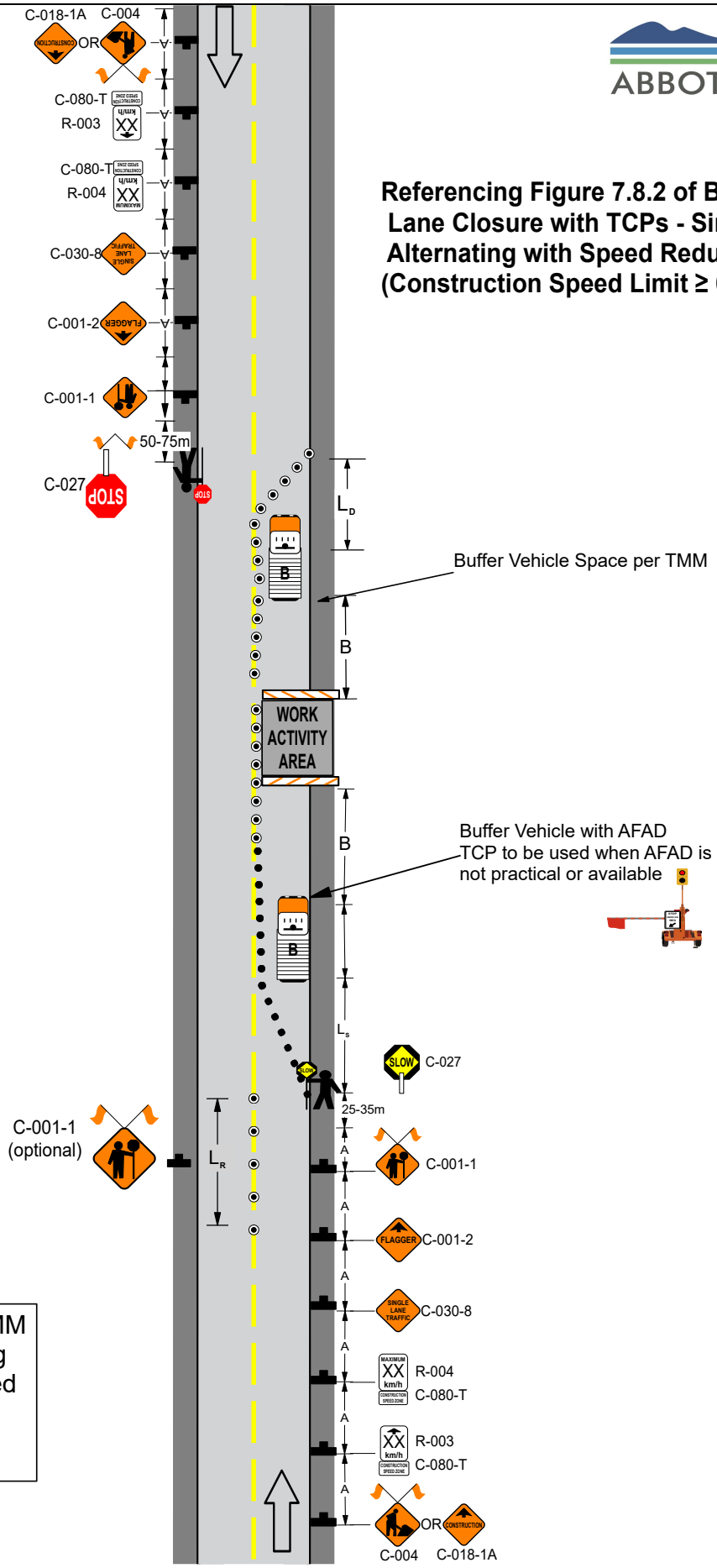
Refer to BC TMM for sign spacing in specific speed limit areas.	AFAD location based on supplied equipment

Referencing Figure 9.7 of BC TMM: Multilane Divided Roads
Left Lane Closed - Short and Long Duration



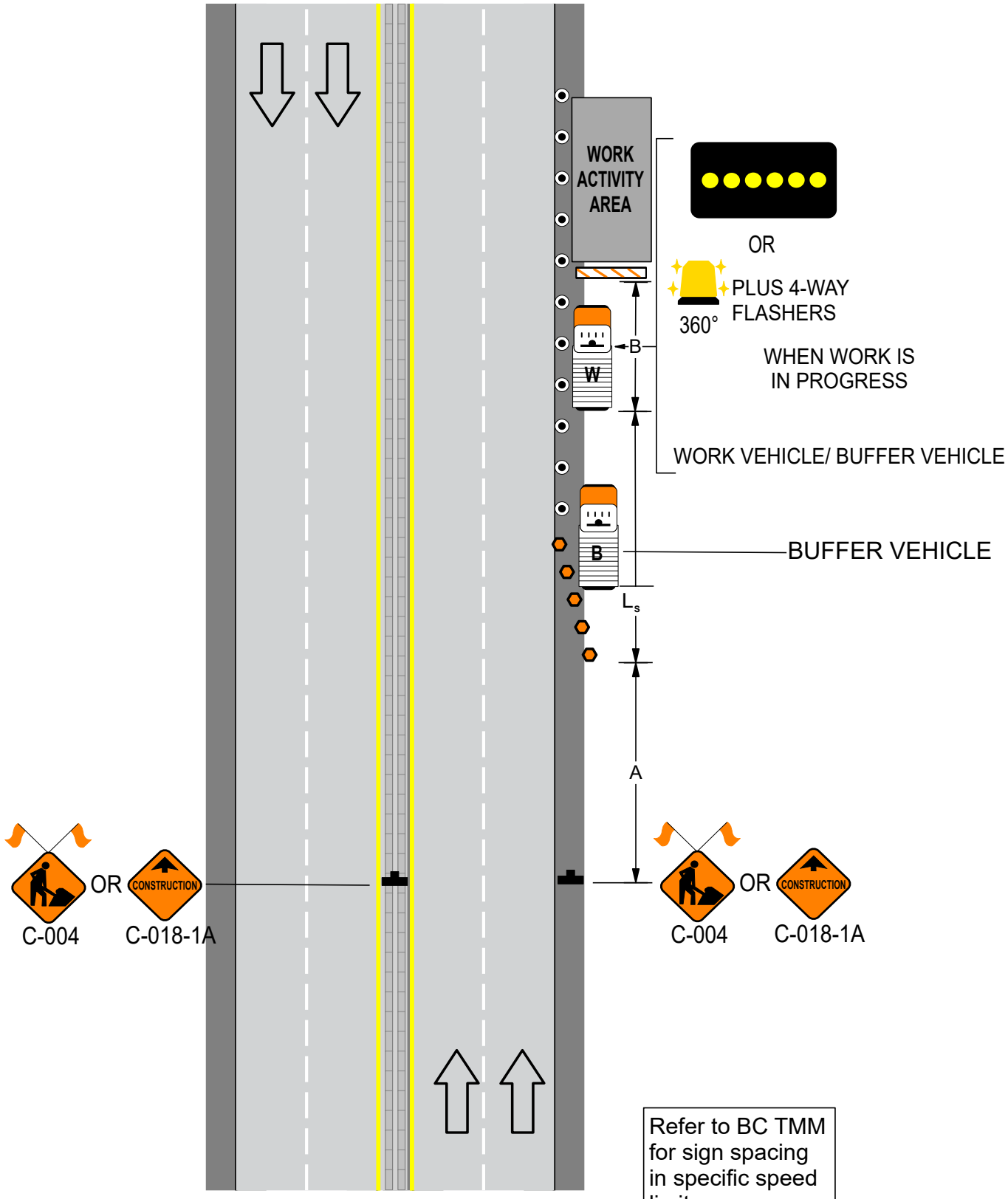
Refer to BC TMM for sign spacing in specific speed limit areas.

Referencing Figure 7.8.2 of BC TMM: Lane Closure with TCPs - Single Lane Alternating with Speed Reduction (Construction Speed Limit ≥ 60 km/h)



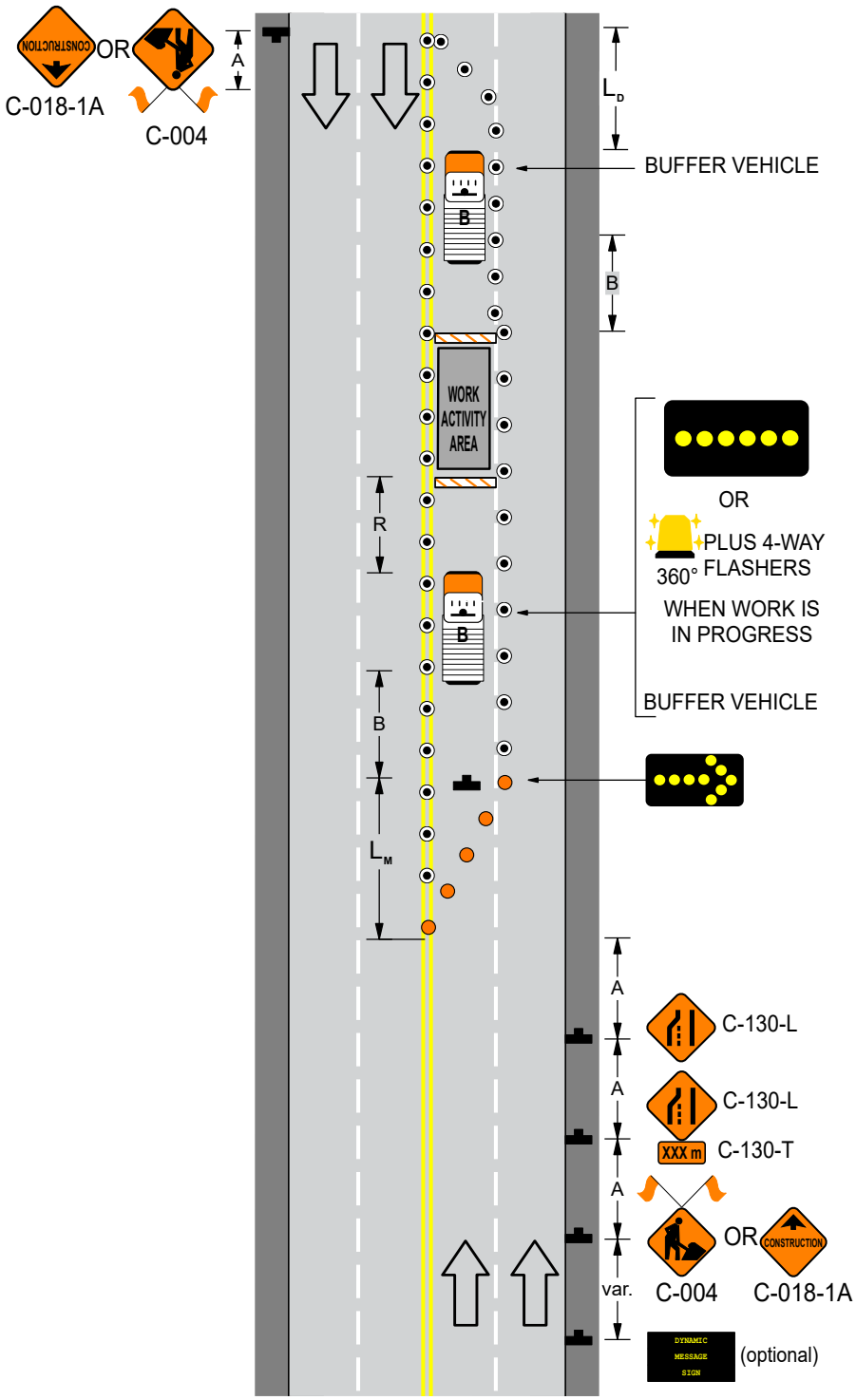
Refer to BC TMM for sign spacing in specific speed limit areas.

Referencing Figure 9.5 of BC TMM:
Work on Shoulder- Short and Long Duration



Refer to BC TMM for sign spacing in specific speed limit areas.

Referencing Figure 8.7 of BC TMM: Left Lane Closed - Short and Long Duration



Refer to BC TMM for sign spacing in specific speed limit areas.

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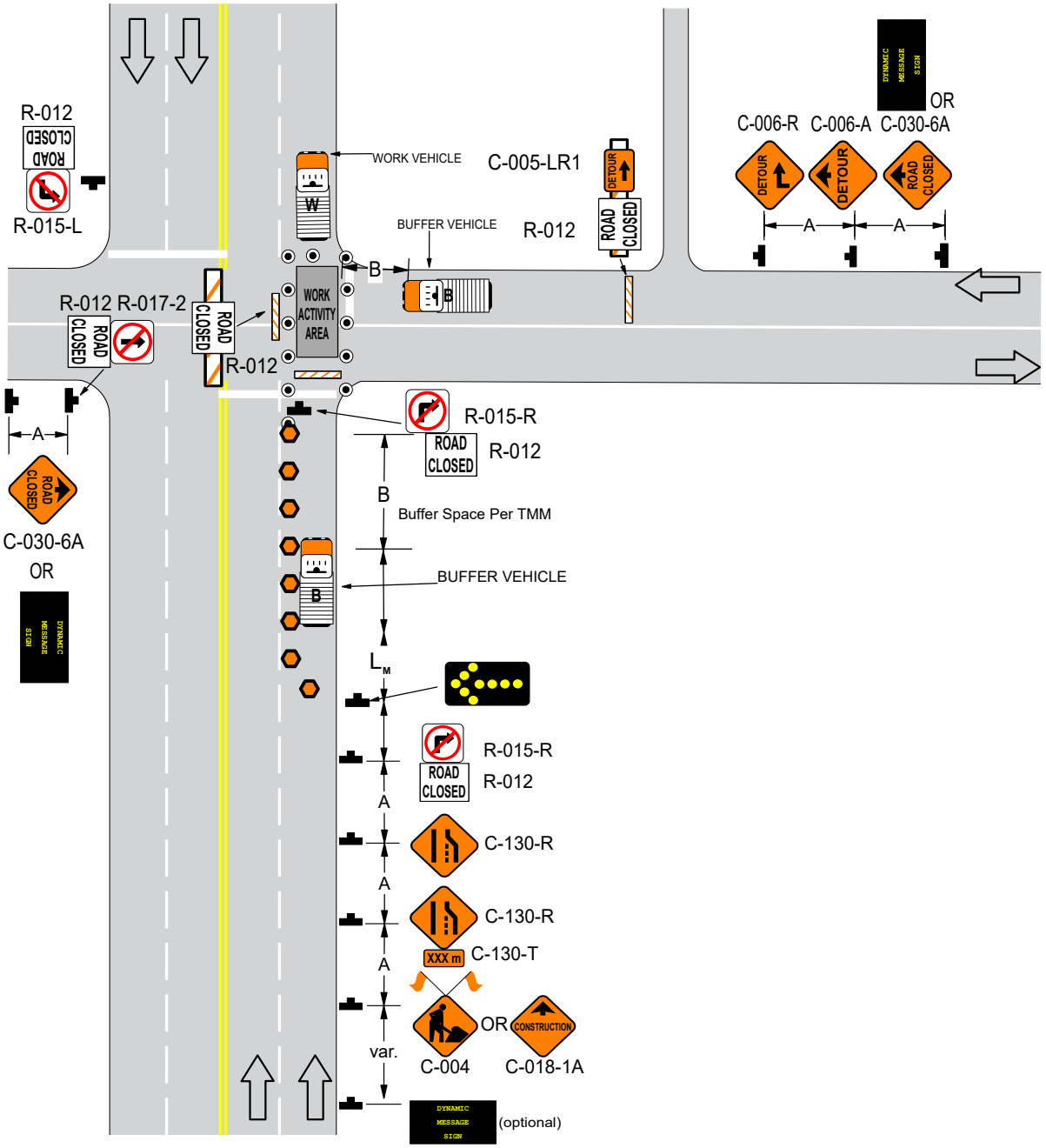
Referencing Figure 11.9 of BC TMM:
Left/Right Lane Closure with Intersection
- Multilane Intersection - Short and Long Duration



Refer to BC TMM for sign spacing in specific speed limit areas.