

APPENDIX G TRAFFIC CONTROL GUIDELINES FOR UTILITY WORK WITHIN ROADWAY RIGHTS- OF-WAY JUNE 2001

Scope of Guidelines

These traffic control guidelines cover work performed by utility companies and/or their contractors within municipal rights-of-way, along short sections of City of Toronto streets, and describe the administrative procedures to follow before, during and after Emergency and Non-Emergency work is undertaken.

The procedures to be followed in undertaking Non-Emergency work depend on the degree of traffic disruption caused by the work.

Roadways above subway lines or other underground T.T.C. facilities are covered by these guidelines. Surface facilities that are for the exclusive use of T.T.C. vehicles are not, and Utilities must consult directly with T.T.C. staff if such facilities are to be affected.

Degree of Disruption

The following guidelines will assist the Utility in establishing degree of disruption. The road classification and the proposed work area are required inputs.

The road classification is determined from the City of Toronto Classification of City Streets.

There are two work area conditions – **encroaching** and **non-encroaching**. In general, an encroaching work area is a work area that reduces the capacity, usability, or safety of a roadway or sidewalk. The definition of an encroaching work area in Table 1 depends on the type of roadway. A work area includes the area used by channeling devices, the area used by equipment, and the area used for storage of materials. Non-encroaching work areas include parking lanes that are not used as travel lanes, and boulevards.

There are two degrees of disruption - **major and minor**. For most situations, the degree of disruption is determined from the road classification and the work area. However, the degree of disruption resulting from encroachments on sidewalks or bicycle lanes is not necessarily related to the road classification, and should be determined on an individual basis through consideration of pedestrian volumes and sidewalk widths, or bicycle volumes. In any case, a sidewalk that is reduced to less than 1.0 m wide is unsuitable for wheelchair operation and a bicycle lane that is reduced to less than 1.0 m wide is unsuitable for bicycle operation.

The degree of disruption is identified based on Tables 1A and 1B

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City Assessment

After receipt of an Application for Construction under the Full Stream process, City staff will assess the project and decide if there will be a major or minor “degree of disruption”, and where there is a major degree of disruption, whether or not a site meeting is required. This evaluation should be considered to be additional to the Utilities evaluation.

TABLE 1 A – DEGREE OF DISRUPTION - PEDESRIAN AND BICYCLE		
Road Class	Encroaching Work Area	Degree Of Disruption
Major And Minor Arterial	Bicycle lane, if reduced to less than 1.0 m wide	Major
	Any portion of a sidewalk	Major
Collector	Bicycle lane, if reduced to less than 1.0 m wide	Major
	Sidewalk	Major
Local	Sidewalk reduced to less than 1.0 m wide	Major
	Sidewalk reduced to 1.0 m or more wide	Minor

TABLE 1 B– DEGREE OF DISRUPTION - VEHICULAR		
Road Class	Encroaching Work Area	Degree Of Disruption
Expressway	All lanes, median and shoulders	Major
Major Arterial And Minor Arterial	Curb-side traveled lane, if reduced to less than 3.0 m wide	Major
	Diamond lane, if reduced to less than 3.25 m wide	Major
	Any portion of a centre lane (including turn lane)	Major
	Traveled portion reduced and within 100 m of a signalized intersection	Major
	Traveled portion reduced and work area longer than 30 m along roadway	Major
Collector	Work area reduces traveled portion of cross-street to less than 6.0 m	Major
	Curb-side traveled lane on a two-lane roadway, if reduced to less than 3.0 m wide	Major
	Curb-side traveled lane on a four-lane roadway, if reduced to less than 3.0 m wide	Minor
	Centre lane (including turn lane)	Major

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	Traveled portion reduced and within 75 m of a signalized intersection	Major
	Traveled portion reduced and work area longer than 50 m along roadway	Major
	Work area reduces traveled portion of cross-street to less than 6.0 m	Major
	Permit parking area reduced	Major
Local	Traveled portion reduced to less than 3.0 m wide	Major
	Traveled portion reduced to 3.0 m or more wide	Minor
	Traveled portion reduced to less than 6.0 m and within 50 m of a signalized intersection	Major
	Permit parking area reduced	Major

GUIDELINES FOR EMERGENCY WORK

Definition

Emergency work is defined as repairs required as a result of a failure in an existing utility that results in danger to public safety, a loss of an essential service, or risk of damage to the roadway, sidewalk or other utilities.

Essential services are energy, water, sanitary sewage, traffic control, and the following communications: 911 service, communications for financial transactions, business networks, and Internet service.

Procedures

The following traffic control procedures apply to emergency work.

1. The utility must:
 - Immediately notify Central Dispatch at 416 392-5555. Where necessary Central Dispatch will notify Emergency Services.
 - Forward a Notice of Commencement of Emergency Work to City of Toronto Central Dispatch (fax 416 392-3749) as soon as practicable.
2. A "best effort" must be made to minimize disruption to vehicles, pedestrians and cyclists throughout the period and activities of the emergency work.

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3. Work must be done according to the Special Conditions listed on the Construction Permit, or the verbal Special Conditions given by City staff in the case of a pending Construction Permit.
4. If a Construction Permit has been issued, a copy must be retained on the site.
5. Following completion of the work the Utility must notify Central Dispatch at 416 392-5555.

Traffic Control

Traffic control is to be provided in accordance with the *Traffic Control Manual for Roadway Work Operations*, latest edition, published by the Ontario Ministry of Transportation.

Where pedestrians are diverted from a sidewalk, a safe route to alternate existing facilities must be identified, or temporary facilities provided, according to the *Pedestrians in the Workplace Guidelines*, published by the City of Toronto and other agencies. A temporary sidewalk must be at least 1.2 m wide.

Where a temporary bicycle lane is to be provided, it must be at least 1.0 m wide.

GUIDELINES FOR NON-EMERGENCY WORK

Definition

Non-emergency work is all work that does not meet the definition of emergency work.

Procedures

The following traffic control procedures apply to non-emergency work:

1. The Utility must assess the work to determine the “degree of disruption” and whether or not a site meeting is required. Where an application for municipal consent has been made through the “Full Stream process”, the City will also evaluate the “degree of disruption”.
2. If the work is classified as a Major Disruption, the Utility must contact the District Traffic Operations office to arrange for the site meeting. The work must not be scheduled to commence until at least 3 weeks after the site meeting. Where advance notice signs are not required, the City may allow the work to commence less than 3 weeks after the site meeting.

Where the City determines that no site meeting is required, work may proceed as indicated under item 4 below.

3. Work must be done according to the restrictions shown on posted signs and Special Conditions listed on the Construction Permit, such as times of day, days of the week, and other restrictions. Each direction of travel may have different periods. Construction may be permitted/prohibited at specific times and on specific days, in order to co-ordinate with or avoid other work in the area.
4. For works creating a Major Disruption a fully completed RoDARS Form must be faxed to Central Dispatch (fax 416 392-3749) at least 5 working days (for City of Toronto staff) before work commences.

For works creating a Minor Disruption work may commence within 2 working days of submitting a RoDars Form.

Where the City has already received notification of another project ("first" project) in the area, and the projects would be active simultaneously, the City may, within one working day of receipt of the RoDARS Form, advise the Utility of modifications to the Special Conditions that will be effective as long as the "first" project is active.

5. A copy of the Construction Permit, including traffic restrictions and conditions, must be retained on the site.
6. Following completion of the work the Utility must notify Central Dispatch at 416 392-5555.

Traffic Control

Traffic control at all construction sites is to be provided in accordance the *Traffic Control Manual for Roadway Work Operations*, latest edition, published by the Ontario Ministry of Transportation.

Where pedestrians will be diverted from a sidewalk, a safe route to alternate existing facilities must be identified, or temporary facilities provided, according to the *Pedestrians in the Workplace Guidelines*, published by the City of Toronto and other agencies. A temporary sidewalk must be at least 1.2 m wide.

Where a temporary bicycle lane is to be provided, it must be at least 1.0 m wide.