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## Appendix E

# Traffic Control Guidelines for Works Within the Right-of-Way

### Scope of Guidelines

These traffic control guidelines cover work performed by utility companies and/or their contractors within municipal right-of-way in the City of Hamilton, 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.

### 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 Hamilton Official Plan.

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 channelling 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 1.5m wide is unsuitable for wheelchair operation and a bicycle lane that is reduced to less than 1.2m wide is unsuitable for bicycle operation.

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

## 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.

<b>Table 1A – Degree of Disruption - Pedestrian and Bicycle</b>		
<b>Road Class</b>	<b>Encroaching Work Area</b>	<b>Degree of Disruption</b>
Arterial, Collectors, and Local	Bicycle lane, if reduced to less than 1.2m wide	Major
	Any portion of sidewalk	Major
	Sidewalk reduced to less than 1.5m wide	Major
	Sidewalk reduced 1.5m or more wide	Minor

<b>Table 1B – Degree of Disruption - Vehicular</b>		
<b>Road Class</b>	<b>Encroaching Work Area</b>	<b>Degree of Disruption</b>
Expressway	All lanes, median, and shoulders	Major
Arterial and Collectors	Curb-side travelled lane, if reduced to less than 3.0m wide	Major
	Any portion of a centre lane (including turn lanes)	Major
	Travelled portion reduced and within 100m from a traffic signal	Major
	Travelled portion reduced and work area more than 30m along roadway	Major
	Work area reduced travelled portion of cross-street to less than 6.0m	Major
	City signed permit parking area reduced	Major
Local	Travelled portion reduced to less than 3.0m wide	Major
	Travelled portion reduced to 3.0 or more wide	Minor
	Travelled portion reduced and within 50m from a traffic signal	Major
	City signed 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 the City's Customer Contact Centre at 905-546-CITY (2489).
  - In the event of a medical emergency, call 911.
2. A "best effort" must be made to minimize disruption to vehicles, pedestrians and cyclists throughout the period and activities of the emergency work.
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 the [Permit Office \(Appendix A\)](#).

### ***Traffic Control***

Traffic control is to be provided in accordance with the *Ontario Traffic Manual – Book 7 Temporary Conditions*, latest edition as 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. A temporary sidewalk must be at least 1.5m wide. In the case where the sidewalk must be closed, signs must be erected directing pedestrians to the next protected crossing.

Where a temporary bicycle lane is to be provided, it must be at least 1.2m 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 Permit 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 Utility Temporary Lane & Sidewalk Occupancy Application must be submitted to Corridor Management at least 5 working days (for City of Hamilton staff) before work commences.  
For works creating a Minor Disruption, work may commence within 2 working days of submitting a Utility Temporary Lane & Sidewalk Occupancy Application.  
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 Utility Temporary Lane & Sidewalk Occupancy Application, 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 the Permit Office.

### ***Traffic Control***

Traffic control at all construction sites is to be provided in accordance the *Ontario Traffic Manual – Book 7 Temporary Conditions*, latest edition as 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. A temporary sidewalk must be at least 1.5m wide. In the case where the sidewalk must be closed, signs must be erected directing pedestrians to the next protected crossing.

Where a temporary bicycle lane is to be provided, it must be at least 1.2m wide.