



## POLICY

POLICY TITLE: TRAFFIC INTERRUPTION

POLICY #: E-003-001B

EFFECTIVE DATE: April 13, 2021

ADOPTED BY COUNCIL ON: April 12, 2021

RESOLUTION #: 127-04-21

SUPERCEDES: E-003-001A

SIGNATURE:

A handwritten signature in black ink, appearing to be "Walter", is written over a horizontal line.

### POLICY STATEMENT:

The Town of Sylvan Lake shall endeavor to safely accommodate the temporary closure of roads, lanes, walkways, or parking lots to pedestrians and the motoring public and to effectively communicate such closures to allow for construction, special events, or other activities to occur within town.

### THE PURPOSE OF THIS POLICY IS TO:

To provide a consistent standard in which the Town can implement traffic interruptions and to safeguard the general public while minimizing public inconvenience.

Provide direction to the Public Works Division and other affected Town departments as to the required standards and methods to be adopted for closing roads, lanes, walkways, and parking lots.

### 1. **DEFINITIONS:** For the purposes of this policy the following definitions shall apply;

- a) **Alley:** Means a single lane roadway providing rear or side access to a property
- b) **Arterial Roads:** Major roadways carrying the highest traffic volumes that are community wide connectors
- c) **Block Party:** Means any town sanctioned gathering of the public from an individual block or area in which the right-of-way is utilized for a social gathering
- d) **Chief Administrative Officer:** The senior administrator for the Town of Sylvan Lake
- e) **Collector Roads:** Roadways that distribute traffic from local residential areas to arterial roads within residential subdivisions. Industrial roads are also included in this category
- f) **Contractor:** means anyone other than Town staff working within the right-of-way and may include a private sector entity, a utility company, or the general public
- g) **Coordinator:** The person designated by the Chief Administrative Officer to maintain the Policy and Procedure Manual for the Town
- h) **Day:** means 24 hours, or a period of less than 24 hours but includes overnight



- i) **Director:** Means the Director of Public Works, or a designate
- j) **Distribution List:** Are those persons who receive notification of a Traffic Interruption Application and Permit
- k) **Electronic Message Board:** Means a trailer mounted variable message sign, or similar
- l) **Emergency Closure:** Means an urgent need for a full or partial road closure due to an infrastructure failure, emergency services activity, or hazard within the right-of-way that requires immediate action
- m) **Emergency Services:** Means the Sylvan Lake based services of the Royal Canadian Mounted Police, Emergency Medical Services, Protective Services, and the Fire Department
- n) **Flag Person:** Means a worker who guides traffic through or around a work zone who is certified to do so in the Province of Alberta
- o) **In-kind:** Means that there are no fees required for the provision of goods or supplies by the Town
- p) **Local Roads:** These are all roads that are not arterial or collector and provide direct access to residences
- q) **Manager:** Means the Public Works Operations Manager, or a designate
- r) **Mobile Closure:** Means a work zone that is not static for more than a few minutes and is in near regular motion such as roadway marking, surveying, or manhole inspections with periodic stops lasting a few minutes or less and has minimal impact on traffic movements
- s) **Parking Shoulder Closure:** Means a temporary parking restriction that does not affect traffic or pedestrian movements and is located outside of the driving lane(s) and may include the placement of moving containers, unloading or loading of construction materials, a small stockpile of granular materials, or similar
- t) **Parking lots:** Refer to a parking area for which the Town has ownership
- u) **Referral Period:** Means that once notified of a Traffic Interruption application, the members on the Distribution List have 96 hours to provide comments regarding the planned Traffic Interruption
- v) **Right-of-way:** Means the legal width of a roadway from property line to property line and includes municipal parking lots
- w) **Roadway:** Means any street or alley in the Town located on public property that the Town is responsible to maintain and includes walkways and boulevards within the right-of-way
- x) **Road Closure:** Means the complete closure of any road in both directions or the closure of traffic in a single direction that requires a detour
- y) **Special Events:** Includes parades, block parties, festivals, street events, or similar functions occurring within the right-of-way that are Town sanctioned
- z) **Special Events Permit Coordinator:** Means the person for the Town of Sylvan Lake who is designated to administer the Special Events Policy
- aa) **Staff:** Means the employees of a division
- bb) **Supervisor:** means the Transportation Supervisor, or a designate
- cc) **Town:** Means the Town of Sylvan Lake
- dd) **Town Policy:** Is a statement of Town Council's commitment, position, or overall intention in specific areas of its responsibility, for guidance to town administration when action is taken in those areas
- ee) **Town Procedure:** Procedures are instructions and/or normal steps to be followed in implementation of a Town policy and are developed and overseen by the Chief Administrative Officer
- ff) **Traffic:** Refers to motorists, cyclists, or pedestrians
- gg) **Traffic Accommodation Strategy (TAS):** Means a plan showing the routing of traffic through or around a work zone as specified in the current *Manual for Uniform Traffic Control Devices in Canada*, Alberta Transportation's *Traffic Accommodation in Work Zones*, or the Town of Sylvan Lake *Traffic Accommodation Strategy Guide*



- hh) **Traffic Interruption Permit (TIP):** Is the authorization document issued by the Town to temporarily disrupt traffic movements within a roadway right-of-way or a parking lot
- ii) **Traffic Lane Closure:** Means the closure of a driving lane(s) but still permits two-way traffic using traffic control devices or a flag person and may also include the shifting of lane(s) that permits two-way traffic
- jj) **Walkway:** Includes all trails and sidewalks that the Town has ownership

## 2. **RESPONSIBILITIES:**

- a. Council to:
  - i. set and approve Town policy.
- b. Chief Administrative Officer to:
  - i. review the final draft Policy and, when satisfied, present to Council for adoption;
  - ii. certify the original of a Town Policy after it has been adopted;
  - iii. oversee and approve the development and updating of procedures necessary for successful implementation of the policy;
  - iv. assign the role of Coordinator.
- c. Directors to:
  - i. direct the preparation of proposed Policy & Procedures, and amendments to existing Policies & Procedures when the need is recognized;
  - ii. circulate and co-ordinate proposed new, or amended Policies & Procedures, with all affected departments for their input and concurrence;
  - iii. review the final draft Policy and Procedures and present to the Chief Administrative Officer for review;
  - iv. periodically review Policies & Procedures for which their department is responsible and prepare amendments when the need is recognized;
  - v. circulate and ensure employees are aware of all Policies & Procedures and their amendments.
- d. Manager to:
  - i. assist the Director with the administration of the Policy within the Department
- e. Supervisor to:
  - i. Implement the procedures contained within the Policy within the Department
- f. Coordinator to:
  - i. maintain the Policy & Procedure Manual for the Town;
  - ii. establish, maintain and control the numbering, indexing and distribution systems for Town Policies & Procedures.

## 3. **LIMITATIONS:**

The ability to achieve the targets contained within this policy may be affected by equipment malfunctions, the lack of internal or external resources, budget restrictions, extreme weather conditions, or other variables.



Approved on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Signature: \_\_\_\_\_

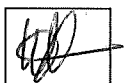
## **PROCEDURES:**

### **1. GENERAL CONDITIONS**

- a) A Traffic Accommodation Strategy must be submitted for all activities within a right-of-way that requires a Traffic Interruption Permit as required by Public Works
- b) The Director or Manager has the authority to sign a Traffic Interruption Permit
- c) All contractors working within the right-of-way shall maintain prime contractor status as defined by Occupational Health and Safety in Alberta where possible, unless otherwise specified
- d) At the Manager's discretion, Public Works may:
  - a. Rent construction signage to a contractor;
  - b. Provide the set-up and take-down of construction signage for a fee to a contractor;
  - c. Provide the set-up and take-down of construction signage "in kind" for certain events such as block parties;
  - d. Require the contractor to hire an appropriate traffic management contractor to manage the closure;
  - e. Permit the contractor to manage the closure, if qualified
- e) All issued Traffic Interruption Permits requiring a Level 3 Communication Plan, or higher will be posted to the Town's web page for public information
- f) All Traffic Accommodation Strategies must provide for emergency services access into or through the work zone if possible
- g) The Town is exempt from the full notification period and communication plan for maintenance lasting less than one (1) day that has a negligible impact on traffic such as pothole filling, road marking, tree trimming, and the like
- h) It is recognized that closures may be unique, or fall outside of the parameters of this policy and therefore the Town must maintain the flexibility to require communication exceeding those requirements that are contained within this policy
- i) The Town may alter, amend, or cancel a Traffic Interruption Permit after it has been issued for any reason such as severe weather, unplanned delays in the project, date changes, or conflicting schedules on detour routes
- j) The Manager, acting responsibly and at their discretion, may issue a Traffic Interruption Permit to a contractor on short notice than what is normally required within this policy if the closure has negligible effect on traffic and is of short duration such as a truck unloading materials or a brief tree felling operation
- k) The Traffic Interruption Permit shall include:
  - a. A Traffic Accommodation Strategy for motorists and/or pedestrians;
  - b. The date(s) and time of the closure with an estimation if not known;
  - c. Contact information (24 hours);
  - d. The name of the agency performing the work;
  - e. The name of the Town staff member who approved the TIP;
  - f. A map showing the location of the work zone;
  - g. The reason for the closure
- l) The Distribution List (Schedule B) for receiving the Traffic Interruption Permit shall include:



- a. The Towns Communication Department;
  - b. Sylvan Lake emergency service Departments;
    - i. Police
    - ii. Fire
    - iii. EMS
    - iv. Municipal Enforcement
  - c. Public and Catholic school boards;
  - d. Town Departments and project managers;
  - e. Prairie bus lines (school busses);
  - f. Others as deemed necessary by the Manager
- m) The TIP shall be named as to identify the type of document, the start date of the Traffic Interruption, the type of closure, and the primary roadway. e.g. TIP-March18-21-Lane-45Ave
- n) The C.A.O. or Council has the authority to issue or approve a TIP at their discretion outside of the confines of this policy
- o) Where it is required, as determined by the Town, to notify affected addresses of a TIP the applicant shall hand deliver a Town-approved notice to the occupant of such address and in the case that the occupant is not available shall leave a notice in a prominent location so that the occupant shall find the notice upon their return
- p) Newspaper notices that are required in the Communication Plan shall be posted in the Sylvan Lake News by Town staff or by a competent contractor using a notice approved by Town staff at the Towns discretion

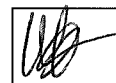


## 2. COMMUNICATION PLAN

LEVEL	REQUIRED COMMUNICATION (minimum requirements)
<b>Emergency</b>	<ul style="list-style-type: none"> <li>• Send TIP to Distribution List as soon as practical as information</li> <li>• The TIP applicant is to notify adjacent occupants in affected closure area as soon as practical</li> <li>• Social media notifications</li> <li>• Media release, if appropriate</li> <li>• Use electronic message board and place as appropriate</li> <li>• Post TIP to web page</li> <li>• Notify Communication Department and Distribution List once closure has ended</li> </ul>
<b>1</b>	<ul style="list-style-type: none"> <li>• No communication required</li> </ul>
<b>2</b>	<ul style="list-style-type: none"> <li>• The TIP applicant is to notify adjacent addresses if affected by the closure</li> </ul>
<b>3</b>	<ul style="list-style-type: none"> <li>• Send TIP to Distribution List as information</li> <li>• Social media notification</li> <li>• The TIP applicant is to notify adjacent addresses if affected by the closure</li> <li>• Post TIP to web page</li> </ul>
<b>4</b>	<ul style="list-style-type: none"> <li>• Send TIP to Distribution List as information</li> <li>• Social media notification</li> <li>• Newspaper notice</li> <li>• The TIP applicant is to notify adjacent addresses if affected by the closure</li> <li>• Pre-construction electronic message board placed notifying motorists of future closure placed at least seven (7) days prior to construction</li> <li>• Detour route to follow arterials or collectors where appropriate</li> <li>• Update Project Page on website if it is a Town project</li> <li>• Post TIP to web page</li> <li>• Notify Communications Department once closure has ended</li> </ul>
<b>5</b>	<ul style="list-style-type: none"> <li>• Send TIP to Distribution List for comments with a 96 hour response deadline</li> <li>• Social media notification</li> <li>• Newspaper notice</li> <li>• The TIP applicant is to notify adjacent addresses if affected by the closure</li> <li>• Pre-construction electronic message board placed notifying motorists of future closure placed at least seven (7) days prior to construction</li> <li>• Detour route to follow arterials or collectors where appropriate</li> <li>• Update Project Page on website if it is a Town project</li> <li>• Post TIP to web page</li> <li>• Notify Communications Department once closure has ended</li> </ul>

## 3. PARKING SHOULDER CLOSURES

- a) A Traffic Interruption Permit application must be completed and submitted to Public Works a minimum:



- i. four (4) days in advance of the planned parking shoulder closing date lasting less than three (3) days;
  - ii. seven (7) days for a parking shoulder closure lasting three (3) or more days
- b) For parking shoulder closures lasting less than three (3) days a Level 1 communication plan is required, or for a parking shoulder closure lasting more than three (3) days but the closure is adjacent to the property applying for the TIP such as a moving container or trash dumpster;
- c) For parking shoulder closures lasting three (3) or more days a Level 2 communication plan is required;
- d) Town maintenance which includes street sweeping, utility repairs, tree removal, concrete repairs, snow removal, and the like is exempt from this requirement

#### 4. TRAFFIC LANE CLOSURES

- a) A Traffic Interruption Permit application must be completed and submitted to Public Works a minimum of:
  - i. seven (7) days in advance of the planned lane closing date for non-arterial roads;
  - ii. seven (7) days for arterial or collector roads for a lane closure lasting less than three (3) days;
  - iii. fourteen (14) days for arterial or collector roads lasting three (3) days or longer
- b) For lane closures lasting less than three (3) days on arterial or collector roads use a Level 3 communication plan;
- c) For lane closures lasting three (3) or more days on arterial or collector roads use a Level 4 communication plan;
- d) For lane closures on any non-arterial or collector road use a Level 3 communication plan

#### 5. ROAD CLOSURES

- a) A Traffic Interruption Permit application must be completed and submitted to Public Works a minimum of:
  - i. seven (7) days in advance for alleys
  - ii. seven (7) days in advance for non-arterial or collector roads;
  - iii. fourteen (14) days in advance for collector roads for a road closure lasting less than one (1) day;
  - iv. twenty-one (21) days in advance for collector roads for a road closure lasting one (1) or more days;
  - v. twenty-one (21) days in advance for arterial roads for a road closure lasting less than one (1) day;
  - vi. twenty-eight (28) days in advance for arterial roads for a road closure lasting one (1) or more days
- b) For road closures in alleys use a Level 3 communication plan;
- c) For road closures on non-arterial or collector roads lasting less than one (1) day use a Level 3 communication plan;
- d) For road closures on a non-arterial or collector roads lasting one (1) or more days use a Level 4 communication plan;
- e) For road closures lasting less than one (1) day on collector roads use a Level 4 communication plan;
- f) For road closures lasting more than one (1) day on collector roads use a Level 5 communication plan;
- g) For road closures lasting less than one (1) day on arterial roads use a Level 4 communication plan;
- h) For road closures lasting one (1) or more days use a Level 5 communication plan;



- i) All alley closures require seven (7) days' notice and a Level 3 communication plan

## **6. EMERGENCY CLOSURE**

- a) A Traffic Interruption Permit application must be completed and submitted to Public Works as soon as practical based on the urgency of the closure, with the approval and issuance of the TIP to be expedited as soon as practical;
- b) All emergency road closures shall require verbal or written notification to adjacent property occupants as soon as practical;
- c) Notification of the road closure shall be sent to the Distribution List (Schedule B) as soon as practical;
- d) Use the Emergency Level communication plan

## **7. SPECIAL EVENTS**

- a) A Traffic Interruption Permit application must be completed and submitted to Public Works a minimum of twenty-one (21) days in advance of the planned special event;
- b) A Traffic Interruption Permit is required for special events within a municipal right-of-way or a parking lot;
- c) For special event closures, use a Communication Level that is determined based on the impact of the event;
- d) Other requirements may be necessary for the applicant as specified in the current Special Events Policy including advanced notification of the event in excess of 21 days;
- e) Applicants must contact the Special Events Permit Coordinator prior to applying for a Traffic Interruption Permit;
- f) A referral period of 96 hours is required for special events

## **8. PARKING LOTS**

- a) A Traffic Interruption Permit application must be completed and submitted to Public Works a minimum of seven (7) days in advance of the planned parking lot closing date;
- b) For all parking lot closures use a Level 3 communication plan

## **9. MOBILE CLOSURES**

- a) A Traffic Interruption Permit application must be completed and submitted to Public Works a minimum of seven (7) days in advance of the planned mobile closures;
- b) Public Works may issue a single Traffic Interruption Permit covering multiple work zones and dates for a mobile closure;
- c) For mobile closures use a Level 1 communication plan

## **10. WALKWAYS**

- a) A Traffic Interruption Permit application must be completed and submitted to Public Works a minimum of four (4) days in advance of a walkway closure that requires the detour of pedestrians or cyclists;
- b) A separate Traffic Interruption Permit is not required for a walkway closure that is covered by any other TIP issued by Public Works;
- c) For walkway closures use a Level 2 communication plan

## **11. ENFORCEMENT**





Under the Town's Traffic Bylaw, the Town may enforce action against contractors or individuals from unlawfully obstructing traffic on Town lands without obtaining a TIP. Those violators may be subject to enforcement action.

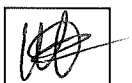
## 12. STOP WORK ORDER

The Town reserves the right upon issuance of a TIP to issue a "Stop Work" order to a contractor for non-compliance with this policy or for the creation of an unsafe circumstance. Work shall not resume until the circumstance has been corrected to the satisfaction of the Manager. The Town shall not be liable for claims of damages or delays as a result of a Stop Work order.

## 13. REFERENCE CHART

(< Less than, > Equal or greater than)

Type of Closure	Duration (days)	Notice Required (days)	Communication Level	Referral period
<b>Shoulder</b>				
All roads	< 3	4	1	no
All roads	> 3	7	1 or 2 (see 4.3)	no
<b>Traffic Lane</b>				
Arterials/collectors	< 3	7	3	no
Arterials/collectors	> 3	14	4	no
Non-arterial/collector	any	7	3	no
<b>Road Closure</b>				
Arterial	< 1	21	5	yes
Arterial	> 1	28	5	yes
Collector	< 1	14	4	no
Collector	> 1	21	5	yes
Non arterial/collector	< 1	7	3	no
Non arterial/collector	> 1	7	4	no
Alleys	< 1	7	3	no
Alleys	> 1	7	3	no
<b>Special Events</b>				
Any location requiring TIP	any	21	TBD (see 4.6)	yes
<b>Parking Lots</b>				
All municipal lots	any	7	3	no
<b>Mobile Closures</b>				
Any location requiring TIP	any	7	1	no
<b>Walkway</b>				
Municipal walkway	any	4	2	no
<b>Emergency</b>				
Any location requiring TIP	any	none	Emergency	no



## APPENDIX A: TIP Application/Permit

TRAFFIC INTERRUPTION APPLICATION / PERMIT (POLICY E-003-001-B)			
Organization/Contractor:	_____		
Contact Name:	_____		
Applicant's Address:	_____		
Applicant's Signature:	_____		
Phone Number:	_____	Email:	_____
Type of Closure:	<div><input type="checkbox"/> Emergency <input type="checkbox"/> Special Event</div> <div><input type="checkbox"/> Shoulder of Roadway <input type="checkbox"/> Parking Lot</div> <div><input type="checkbox"/> Traffic Lane <input type="checkbox"/> Mobile Closure</div> <div><input type="checkbox"/> Complete Road Closure <input type="checkbox"/> Walkway</div> <div><input type="checkbox"/> <b>Traffic Accommodation Strategy (TAS) attached</b> <i>(See examples in Town of Sylvan Lake TAS Guide)</i></div>		
Start Date/Time:	_____		
Total Duration ( # of days):	_____		
Road Name(s) & Description(s):	_____		
<i>(e.g. Lakeshore Drive from 44 St – 50 St)</i>			
<b>Application Status:</b> Upon approval this document becomes a <b>PERMIT</b> on the Effective Date below. Traffic interruption work may <u>not</u> begin before the start date.			
FOR OFFICE USE ONLY			
Road Classification:	<input type="checkbox"/> Arterial <input type="checkbox"/> Collector <input type="checkbox"/> Local	Approved Closure Type:	<input type="checkbox"/> Emergency <input type="checkbox"/> Shoulder of Roadway <input type="checkbox"/> Traffic Lane <input type="checkbox"/> Complete Road Closure
Communication:	<input type="checkbox"/> Level 1 <input type="checkbox"/> Level 2 <input type="checkbox"/> Level 3 <input type="checkbox"/> Level 4 <input type="checkbox"/> Level 5 <input type="checkbox"/> Emergency		<input type="checkbox"/> Special Event <input type="checkbox"/> Parking Lot <input type="checkbox"/> Mobile Closure <input type="checkbox"/> Walkway <input type="checkbox"/> Short Duration <input type="checkbox"/> Long Duration
Received By:	_____	Signature:	_____
		Date:	_____
Approved By:	_____	Signature:	_____
		Date:	_____

Permit Effective Date: \_\_\_\_\_ Signature: \_\_\_\_\_



## APPENDIX B: Quick Reference Guide (< less than, > greater than)

Type of Closure	Duration (days)	Notice Required (days)	Communication Level	Referral period
<b>Shoulder</b>				
All roads	< 3	4	1	no
All roads	> 3	7	1 or 2 (see 4.3)	no
<b>Traffic Lane</b>				
Arterials/collectors	< 3	7	3	no
Arterials/collectors	> 3	14	4	no
Non-arterial/collector	any	7	3	no
<b>Road Closure</b>				
Arterial	< 1	21	5	yes
Arterial	> 1	28	5	yes
Collector	< 1	14	4	no
Collector	> 1	21	5	yes
Non arterial/collector	< 1	7	3	no
Non arterial/collector	> 1	7	4	no
Alleys	< 1	7	3	no
Alleys	> 1	7	3	no
<b>Special Events</b>				
Any location requiring TIP	any	21	TBD (see 4.6)	yes
<b>Parking Lots</b>				
All municipal lots	any	7	3	no
<b>Mobile Closures</b>				
Any location requiring TIP	any	7	1	no
<b>Walkway</b>				
Municipal walkway	any	4	2	no
<b>Emergency</b>				
Any location requiring TIP	any	none	Emergency	no

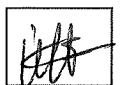
LEVEL	REQUIRED COMMUNICATION (minimum requirements)
<b>Emergency</b>	<ul style="list-style-type: none"> <li>Send TIP to Distribution List as soon as practical as information</li> <li>The TIP applicant is to notify adjacent occupants in affected closure area as soon as practical</li> <li>Social media notifications</li> <li>Media release, if appropriate</li> <li>Use electronic message board and place as appropriate</li> <li>Post TIP to web page</li> <li>Notify Communication Department and Distribution List once closure has ended</li> </ul>
<b>1</b>	<ul style="list-style-type: none"> <li>No communication required</li> </ul>
<b>2</b>	<ul style="list-style-type: none"> <li>The TIP applicant is to notify adjacent addresses if affected by the closure</li> </ul>
<b>3</b>	<ul style="list-style-type: none"> <li>Send TIP to Distribution List as information</li> <li>Social media notification</li> <li>The TIP applicant is to notify adjacent addresses if affected by the closure</li> <li>Post TIP to web page</li> </ul>
<b>4</b>	<ul style="list-style-type: none"> <li>Send TIP to Distribution List as information</li> <li>Social media notification</li> <li>Newspaper notice</li> <li>The TIP applicant is to notify adjacent addresses if affected by the closure</li> <li>Pre-construction electronic message board placed notifying motorists of future closure placed at least seven (7) days prior to construction</li> <li>Detour route to follow arterials or collectors where appropriate</li> <li>Update Project Page on website if it is a Town project</li> <li>Post TIP to web page</li> <li>Notify Communications Department once closure has ended</li> </ul>
<b>5</b>	<ul style="list-style-type: none"> <li>Send TIP to Distribution List for comments with a 96 hour response deadline</li> <li>Social media notification</li> <li>Newspaper notice</li> <li>The TIP applicant is to notify adjacent addresses if affected by the closure</li> <li>Pre-construction electronic message board placed notifying motorists of future closure placed at least seven (7) days prior to construction</li> <li>Detour route to follow arterials or collectors where appropriate</li> <li>Update Project Page on website if it is a Town project</li> <li>Post TIP to web page</li> <li>Notify Communications Department once closure has ended</li> </ul>



### **APPENDIX C: TIP Distribution List**

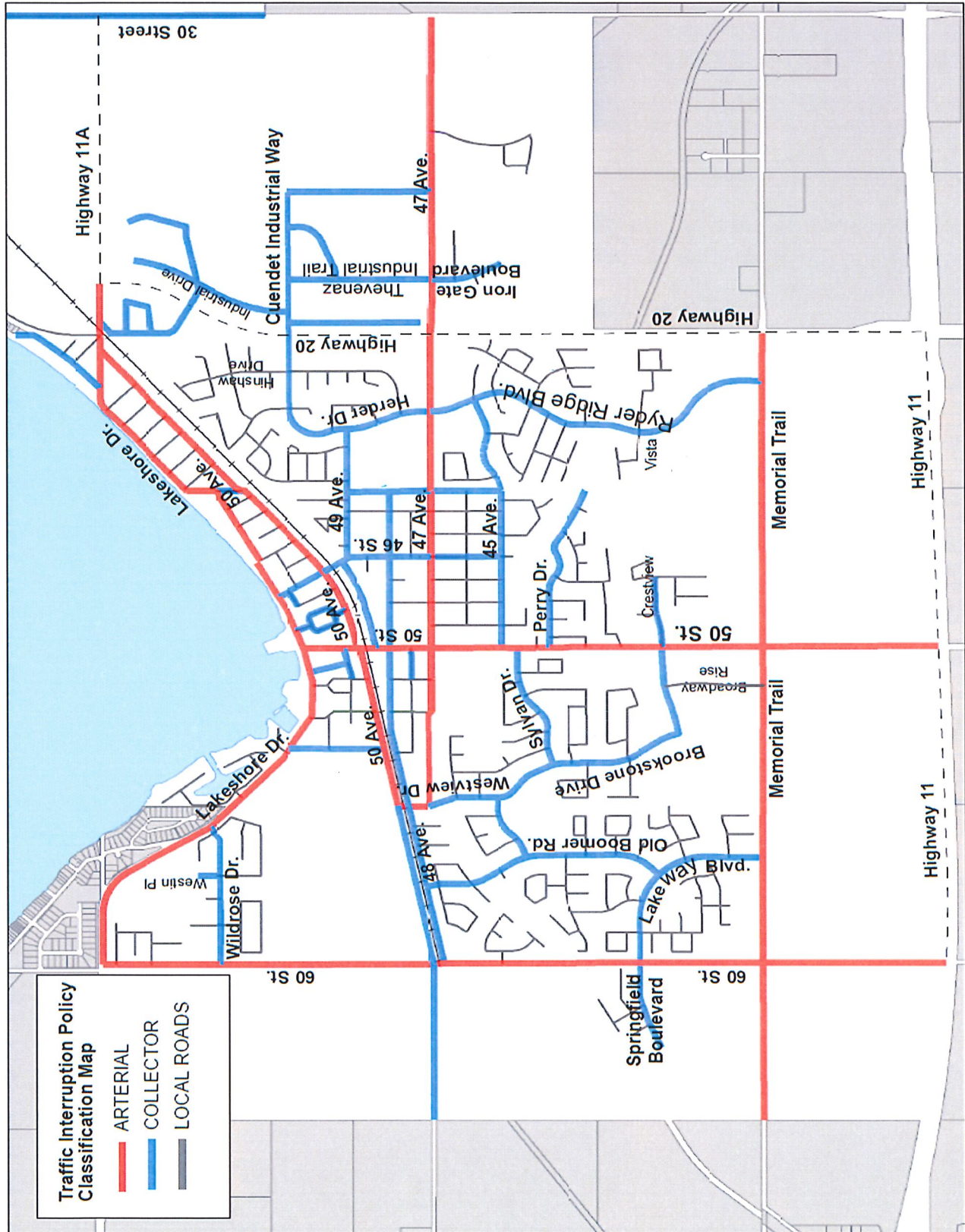
<b>Name</b>	<b>By E-mail</b>
Associated Ambulance	operationsmanager@associatedambulance.com
Chinooks Edge Schools	transportation@cesd73.ca
Prairie Bus Lines	dispatch@prairie.pwt.ca
RD Catholic Schools	shevon.medicraft@rdcrs.ca
Sylvan Lake RCMP	deborah.wiens@rcmp-grc.gc.ca
TSL C.A.O. Office	mrose@sylvanlake.ca
TSL Communications	cmarini@sylvanlake.ca
TSL Communications	jwaldo@sylvanlake.ca
TSL Council Office	vwiseman@sylvanlake.ca
TSL Fire Department	cbrausen@sylvanlake.ca
TSL Fire Department	sscanland@sylvanlake.ca
TSL Health and Safety	jmagnuson@sylvanlake.ca
TSL Parks	lfurlotte@sylvanlake.ca
TSL Protective Services	mboers@sylvanlake.ca
TSL Public Works	sducharme@sylvanlake.ca
TSL Public Works	kgannon@sylvanlake.ca
TSL Public Works	jwatson@sylvanlake.ca
TSL Public Works	dyee@sylvanlake.ca
TSL Public Works	eboudreau@sylvanlake.ca
TSL Public Works	eryl@sylvanlake.ca
TSL Public Works	ksanders@sylvanlake.ca
TSL Public Works	rbullock@sylvanlake.ca
TSL Public Works	jthibeault@sylvanlake.ca
TSL Public Works	dsmilar@sylvanlake.ca
TSL Public Works	mjohnson@sylvanlake.ca
TSL Tourism Coordinator	nbhola@sylvanlake.ca

Note: A copy of the approved TIP goes to the contractor





## APPENDIX D: Map of Roadway Types





## 2) Parking Shoulder Closure:

WD-101 (SEE NOTE 4)

WD-154 or WD-184 or WD-41

WD-154 (SEE NOTE 4)

WD-184 or WD-41 or WD-46

WD-101 (SEE NOTE 4)

WD-23R

WD-41 or WD-184 or WD-46

WD-101 (SEE NOTE 4)

CONES ON TANGENT AT 15m SPACING

CONES ON TAPER (MINIMUM 5 CONES)

WORK AREA

END CONSTRUCTION

**NOTES:**

1. Consideration must be given to traffic volume, sight distances, sign spacing, duration of work, night time conditions and other factors to ensure traffic control devices are adequate in each instance.
2. All sign spacing shall be 25m-100m unless otherwise indicated.
3. For mobile operation, cones may not be required.
4. WD-101 and WD-154 signs not required for short duration work.
5. RB-5 and RB-1 signs will be used when a reduced speed zone is required. In this case gazetted speed to be posted after the work area.
6. Other hazard signs as shown in the schedule of signs may be used as required.
- 7.

RB-5

RB-1

WD-184

WD-46

No.	REVISIONS	BY	DATE
1	Cone points added.	EY	Nov 30/18
2	Title Block updated and sign added.	JM	Dec 31/07

Approved

ORIGINAL SIGNED BY ALLAN KIRBY

Low speed / Low volume Technical Standards Branch

Date: MARCH, 2008

**LOW SPEED / LOW VOLUME -  
SIGNING FOR URBAN AREAS  
WORK ON SHOULDER  
TWO LANE UNDIVIDED HIGHWAY**

Prepared By: M.L.L.	Checked By: AM	Scale: N/A	Dwg No: TC5-B-7.3A
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### 3) Centre Road Closure – 2 lane road:

