
Date

The following was approved by the Administrator on **April 27, 2009**.

Policy

This policy sets out guidelines for public notification of traffic restrictions, interruptions and/or detours by staff, developers, outside agencies and others carrying out construction activity within a road right-of-way in order to minimize inconvenience and delays on public roads.

1. At the beginning of each construction season, staff will identify and coordinate the scheduling of planned major construction projects within road rights of way and present the planned schedule to Council. This information will be posted and updated on the District's website weekly and as events may require.
2. The District Engineer will require a traffic management plan for any long duration closure, or a closure that involves significant impacts. The traffic management plan will include measures to mitigate impacts such as night construction and other means.
3. The District will endeavour to maintain one lane of traffic open at all times.
4. For planned closures, notice will be provided for the following and for any other situations as determined by the District Engineer:
 - Short and long term duration closures, partial and full closures;
 - Projects causing interruptions for more than 4hours in any given day;
 - Interruptions causing detours;
 - Interruptions during peak travel periods; and
 - Interruptions continuing for an extended period of time.

In the event that a project is of longer duration than initially scheduled, additional public notice may be required as determined by the District Engineer.

5. In the case of an emergency situation, staff will work with others involved to provide as much detail as possible to the public as soon as possible using the most appropriate and direct methods.

6. Where a Permit to Construct is applied for works within the road right of way and where the planned interruptions are to be more than 4 hours in a day, the application fee will include an amount to cover District costs for notifying the public of associated closures and traffic interruptions. The fee will be as outlined in the District's Fees for Services Bylaw as may be amended or replaced from time to time, but will not apply to utility companies operating under the BC Utilities Act and following the guidelines outlined in this policy.
7. The District Engineer will determine the appropriate method for public notice or traffic interruptions having regard to the duration and the nature of the interruption. Notice may include, but is not limited to:
 - Posting details on the District's website
 - Placing advertisements in the local newspapers
 - Distributing emails to Mayor and Council, and all staff
 - Announcing details at a Regular Council meeting
 - Advertising on local radio and TV stations
 - Advising emergency organizations including the RCMP, Fire Department, BC Ambulance, Transit, the Lake Country Seniors Bus Society, and SD 23
 - Distributing flyers in neighbourhoods that are directly affected
 - Advisory signs on major streets advising of any lengthy delays and the expected project duration time
 - Signage as required by WorkSafe BC
 - Educational and/or safety information
8. Where possible, notice of planned traffic disruptions will be distributed a minimum of two weeks prior to the first scheduled interruption and will include:
 - Times, dates and location of closures
 - Affected roads
 - Alternate routes
 - Expected completion dates
 - Emergency contact information
 - Signage of the planned interruption posted at the location of the delay
9. Staff will regularly monitor construction areas where delays are in progress, normally through weekly meetings with contractors, staff and affected agencies throughout the construction period.

Original signed by Randall Rose

Randall Rose
Administrator