

APPENDIX C

Daily Traffic Monitoring Report

- (a) DB Co shall create a Daily Traffic Monitoring Report to document the status of all of the various traffic conditions for all modes of transportation throughout the Project. The Daily Traffic Monitoring Report may be either a hard copy document or an electronic form in a format compatible with City systems.
- (a) The Traffic Monitoring Report shall be a field sheet format. The header of the document shall include but not be limited to headings for the Project Segment and number, date, day of week, location, time of the observations, name of observer and the signature of the observer. There shall be columns on the form for observation number, item of observation with explanation, an indication of compliance – yes, no, not applicable -, notes/comments, action taken, and follow up.
- (b) Each day (weekdays and weekends, and statutory and civic holidays), DB Co shall carry out at least one site inspection with a focus on the traffic conditions observed throughout the entire Project. The observations shall be recorded on the Daily Traffic Monitoring Report, the original of which shall be retained by DB Co until the Project warranty period is complete.
- (c) In instances where traffic control measures change during the day (or night), such as but not limited to temporary lane closures, diversions, etc, DB Co shall carry out site inspection of all of the traffic conditions relevant to the changes at the start of each change-over of the traffic control measures and record the inspection on the Daily Traffic Monitoring Report.
- (d) Each day, DB Co shall review the information on the Daily Traffic Monitoring Report, and assess the functionality of the traffic control measures, noting instances where the traffic flow is not meeting the expectations of the TTMP and TTMP sub-plans, and identify the remedial action required such that the expectations for traffic flow as set out in the TTMP and TTMP sub-plans shall be met.
- (e) DB Co shall take immediate action to effect the requisite remedial measures needed in order to attend to the noted matters. DB Co shall document in the Daily Traffic Monitoring Report the issue, the remedy and the action taken.
- (f) DB Co shall continue to inspect a matter of traffic management concern until the issue is resolved.
- (g) Each day, copies of the current Daily Traffic Monitoring Report shall be forwarded to the City, and to the Lead Traffic and Mobility.
- (h) DB Co shall produce a Monthly Summary of the Daily Traffic Monitoring Reports, noting the number of issues identified, the location and nature of the issues, the remedies for the issues, the actions taken and the results achieved. Trends in issues shall be

identified, remedies for the trends ascertained, and remedial action implemented. All of this information shall be documented in a Monthly Summary of the Daily Traffic Monitoring Reports, and a copy of the summary shall be brought to the weekly Traffic Management Committee meeting for review and discussion, with copy to the City and the Lead Traffic and Mobility.

(i) The Daily Traffic Monitoring Report shall include, but not be limited to, observations taken during personal site visits and/or via electronic/camera surveillance by a DB Co designated Traffic Control Supervisor, with respect to each of the following topics of traffic flow information as relates to and in accordance with the current accepted TTMP and current accepted TTMP sub-plans:

- Duration of temporary Lane (traffic, BRT, bike) closures in place;
- Long duration full lane (traffic, BRT, bike) closures in place;
- Sidewalk, pathway, MUP temporary closures in place;
- Sidewalk, pathway, MUP long duration closures in place;
- Detours, Lane shifts, diversions in place;
- Traffic delays observed (vehicles, buses, duration, likely cause?);
- Traffic queues observed (vehicles, buses, duration, likely cause?);
- Apparent LOS for critical movements at intersections;
- Quality of service for transit passengers;
- Pedestrian service (behavior, issues?)
- Unauthorized Construction loading/unloading;
- Parking and special use zones issues;
- Cyclist service (behavior, issues?);
- Pedestrian and vehicular access to adjacent properties and businesses;
- Vehicle travel times;
- Transit travel times, headways;
- Transit operational issues;
- Transit route continuity;
- Flag personnel on site;
- Site security presence;
- Major incident;
- Traffic Incident Management Group activated;
- Police point duty;

- TCPs and ETPs as per OTM Book 7;
 - All traffic signs and features in place;
 - Traffic issues noted by field Engineer, flag person;
 - Comments from OC Transpo Supervisor; and
 - Other traffic items as applicable from any requirements from any other Schedules which pertain to or affect traffic management.
- (j) If traffic issues are noted, or if the monitoring effort is specifically undertaken following implementation of, or alteration of the TTMP or a TTMP sub-plan, then additional data collection shall be required in terms of traffic volumes, queue lengths, and/or other measurements commensurate with the issue at hand in order to calculate performance indicators such as level of service or other applicable evaluation measures.