

APPENDIX B

Daily Traffic Management Site Record

- (a) Project Co shall create a Daily Traffic Management Site Record to document the status of the traffic control measures for the Project. 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. The Daily Traffic Management Site Record may be either a hard copy document or an electronic form in a format compatible with City systems.
- (b) Each day (weekdays and weekends, and statutory and civic holidays), Project Co shall carry out at least one site inspection with a focus on the efficacy of the Traffic and Transit Management Plan for the entire Project. The observations shall be recorded on the Daily Traffic Management Site Record, the original of which shall be retained by Project 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., Project Co shall carry out site inspection of all of the traffic controls relevant to the changes at the start of each change-over of the traffic control measures and record the inspection on the Daily Traffic Management Site Record.
- (d) Each day, Project Co shall review the information on the Daily Traffic Management Site Record, and assess the functionality of the traffic control measures, noting instances where the measures are not meeting the expectations of the TTMP and TTMP sub-plans, and identify the remedial action required such that the expectations for traffic control as set out in the TTMP and TTMP sub-plans shall be met.
- (e) Project Co shall take immediate action to effect the requisite remedial measures needed in order to attend to the noted matters. Project Co shall document in the Daily Traffic Management Site Record the issue, the remedy and the action taken.
- (f) Project Co shall continue to inspect a matter of traffic management concern until the issue is resolved.
- (g) Within 48 hours of the preparation of the Daily Traffic Management Site Record, copies of the Site Record shall be forwarded to the City, and to the Lead Traffic and Mobility.
- (h) Project Co shall produce a Monthly Summary of the Daily Traffic Management Site Records, 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 Management site Records, 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 site visits and Daily Traffic Management Site Records, shall include, but not be limited to observations taken by a Project Co designated Traffic Control Supervisor, with respect to each of the following topics of traffic control information as relates to and in accordance with the current accepted TTMP and current accepted TTMP sub-plans. Note that where requirements of this section can be fulfilled by the provision of a video recording, the video can be referenced as proof that the requirements have been fulfilled:
- There are accepted TTMP and all of the TTMP sub-plans in place for the portion of the Project site under review;
 - All requirements, site locations, situations, conditions or other circumstances which are identified in the accepted TTMP and in each of the accepted TTMP sub-plans as potentially impacting traffic flow of any kind as may be related to/caused by the Project. Project Co shall prepare checklists of the identified items for consideration from the TTMP and from each of the TTMP sub-plans, and attach them to the Daily Traffic Management Site Record, thence to be reviewed on site and recorded as an integral part of the Daily Traffic Management Site Record;
 - Works listed in the Traffic and Transit Schedule of the TTMP are progressing in accordance with the start and finish dates set out therein for each work element;
 - Upon City request: Transit service travel time and frequency between existing or temporary BRT stations and/or and stops;
 - Prohibitions to any part of the traveling public;
 - Upon City request: Diverted traffic volumes, speeds and travel times for all modes of travel on all roads effected by the Project;
 - Impacts on residential streets and associated temporary and permanent traffic calming measures;
 - Upon City request: Traffic detour follow-up study data for traffic volumes, speeds and travel times for all modes of travel using a detour route, as well as the queue lengths for vehicle traffic;
 - Third party works in the vicinity of the Project;
 - The placement of all traffic control devices;
 - Equipment or material which constitutes a hazard to traffic, pedestrians and cyclists;
 - Storage of equipment or materials external to identified storage areas;
 - Dirt and debris on paved and concrete surfaces;
 - Closure periods;

- Vehicle queues related to Construction activities, closure, detours, lane shifts and diversions, exceeding the length predicted by the analysis of the TCP for the work;
- Multiple construction zones such that traffic encounters multiple disruptions and/or discontinuity in lane geometrics;
- Construction activity and access points or traffic detour/diversion on private roads or lands;
- Construction activity and access points or traffic detour/diversion on public use lands or roadways controlled by an agency
- Access for transit users to all adjacent existing Transitway facilities, BRT lanes, and Transit Priority lanes and non-transitway routes;
- Open excavations adjacent to traffic lanes (including cyclist) during darkness or non-working days;
- Sight distance obstructions;
- Haul routes identified, and, clean and free of Construction dust and debris;
- Access by buses, pedestrians and cyclists to all existing bus stops;
- Passenger facilities are provided at relocated or temporary bus stops;
- Closures and minimization of traffic disruptions on Holidays and during Special Events;
- Detour routes, lane shifts and diversions paved, with pavement markings and signs in place;
- Milled surfaces, if present, are uniform in texture, not raveled, no standing water on the surface, and have been in place for less than three days;
- Detour routes, lane shifts and diversions drained such that there is no standing water or water flow across the roadway, busway, cycling and pedestrian facilities;
- Closure, detour, lane shift or diversion identified in Schedule 7 – Mobility Matters;
- All signs are bilingual English/ French;
- Temporary barriers at required locations, with appropriate flare offsets, end treatments, crash cushions, reflectors and anti-glare screens, and, provision for drainage, and removal of snow, ice and debris;
- Pavement drop-offs exposed to traffic, pedestrians and cyclists are to specifications per height, protection, ramping, etc.;
- All Work meets AODA requirements;
- Redundant pavement markings are eradicated as specified;

- Lane widths and clearance offset to specifications in reduced speed zones;
- Floodlighting adjusted so as not to interfere with driver's vision, nor directed toward residences or businesses;
- Streetlighting in accordance with Schedule 15-2, Part 2 – Civil and Guideway;
- All closures, detours, diversions, lane shifts, pathways and sidewalks being maintained and repaired to City and industry standards;
- School crossings appropriately addressed in order to maintain safe and efficient operation;
- Temporary closure and/or re-routing of pedestrian and cycling routes conform to Pedestrian Access Plan and Construction Site Pedestrian Control Plan
- Directional signing for pedestrians and cyclists;
- Sidewalk detours conforms to accepted TCP;
- Lighting provided for pedestrian and cyclist users is functional;
- OPS on duty for Work within 20m of traffic control signal:
- Alternate parking or designated usage zones provided to replace those impacted by Construction;
- Temporary traffic control signal installations;
- Date, time and content of the PVMS message changes;
- Date and time of lane closures;
- Successive intersections on either side of a closed intersection open to two-way traffic;
- Transit given priority on the road system via temporary busways or bus-only lanes;
- Transit priority measures operational at key intersections on detour routes;
- When BRT lane closures are in place during the permitted hours, an alternative is made available for transit;
- Interference or interruption of operations of BRT, Bus Only Lanes or BRT detours by Project transport vehicles;
- All traffic controls are operational before commencing Works affecting operation of BRT, Bus Only Lanes or BRT detour operations;
- Barrier free pedestrian and cycling access to active Stations and across all pedestrian bridges maintained at all times;
- Pedestrian and cycling access maintained across the local bus route lanes at all times;

- A new or relocated alternate route pathway, sidewalk or MUP leading to a station connection is provided in place of a closed pathway, sidewalk or MUP;
- Way-finding signage including maps showing routes and destinations is provided at all times for pathways, sidewalks and MUP closures and detours at all access points and intersections and on pathways or MUPs 50 m in advance of closure or relocation points;
- Generally, public traffic, transit, and construction traffic is managed in accordance with the TTMP;
- Pedestrian facilities are in accordance with the Pedestrian Access Plan and Construction Site Pedestrian Control Plan;
- All traffic control and protective devices identified in the approved TTMP are provided, installed and are being maintained;
- Traffic Control Supervisor on the Project site full time when Construction activities are underway;