



Title: Traffic Impact / Lane Closure Policy	Internal/External: Internal / External
Department(s): Infrastructure and Engineering	Policy Number: IE-004
Approval Date: December 18, 2013	Implementation Date: December 18, 2013
Revision Approval Date: August 15, 2023	Revised Implementation Date: August 15, 2023

BACKGROUND

The Town of Paradise performs work and other activities within its roadways to maintain and improve its roads, infrastructure, and services while upholding high safety standards. Developers and other service providers also perform activities within Town roadways to deliver their services. Where practical the Town wants to minimize inconveniences to the traveling public caused by work and other activities performed within busy roadways.

OBJECTIVE/PURPOSE

The purpose of this policy is to specify the requirements for reducing impact and inconvenience that road closures and other activity within the Town roadways have on traffic and commuters. This policy establishes when road or lane closures can occur and what measures must be taken in preparation of safely performing work and traffic control operations within a Town roadway. It also provides guidelines for ensuring the public are properly informed in advance of potential traffic interruptions and impacts.

DEFINITIONS

“Arterial Roads” are the main roads in the Town of Paradise. The arterial roads in Paradise for the purpose of this policy are Topsail Road and Kenmount Road and are identified in [Appendix A](#).

“Collector Roads” serve to collect and distribute traffic between local and arterial roads. The *major* collector roads in Paradise for the purpose of this policy are identified in [Appendix A](#).

“Main direction of travel” on a given road is as determined by the Town; changes during mornings and evenings in conjunction with peak commuting times as in [Appendix A](#).

“Lane” is a portion of a roadway designated to accommodate the forward movement of a single line of vehicles. For the purpose of this policy a lane is at least 3 meters wide.

“Lane closure” occurs when the forward movement of a single line of traffic is stopped and prevented from using its designated lane.

“Morning Peak Travel Period” is between 7:00 a.m. and 9:00 a.m.

“Evening Peak Travel Period” is between 4:00 p.m. and 6:00 p.m.

“Road Closure” occurs when all lanes in both directions are closed to traffic requiring a detour. Roads only open to local traffic are still considered closed.

POLICY STATEMENT

1. All lane closures, with the exception of those due to an emergency, must be planned, scheduled, and approved by an authorized Town representative.
2. The consequences of a lane closure due to an emergency event will be the responsibility of the authority managing the emergency response.
3. Lane closures for scheduled work or activities that reduce the number of open lanes in the main direction of travel shall not occur during peak travel periods on Arterials and Major Collectors unless it has received prior approval from the Town due to special circumstance.
4. Road closures for scheduled work or activities on Arterials and Major Collectors shall not occur at any time unless it has received prior approval from the Town due to special circumstance.
5. All properties with access to the road subject to closures must have satisfactory access maintained or an alternate access solution provided.
6. A traffic control plan is required for any activity or work performed in a roadway and it must demonstrate conformance with this policy.
7. Activities within a roadway that are expected to have a negative impact on traffic or driver convenience cannot proceed until the Town and the public are informed with adequate notice.
8. All work within a Town roadway that results in excavation or cutting the paved surfaces must also comply with the requirements of the Road Cut Policy.

GUIDELINES

1. Traffic Control Plans

1.1. A Traffic Control Plan shall:

- 1.1.1. Be prepared by the entity performing work or activities in any municipal roadway.
- 1.1.2. Be prepared in accordance with the Transportation and Works Traffic Control Manual. The control devices employed must meet Traffic Association of Canada standards. The control manual is available from the Department of Transportation & Infrastructure website.
- 1.1.3. Include standard operating procedures for traffic control operations in compliance with Occupational Health and Safety requirements as set by the Government of Newfoundland and Labrador.
- 1.1.4. Include a map showing the following:
 - 1.1.4.1. Location of Work Area
 - 1.1.4.2. Construction vehicle entry points to Work Area
 - 1.1.4.3. Lane closures
 - 1.1.4.4. Lane realignments
 - 1.1.4.5. Detours
 - 1.1.4.6. Location of all traffic control devices
 - 1.1.4.7. Location of flag person(s)

1.2 All work performed in the Work Area must be done in compliance with Occupational Health and Safety requirements as set by the Government of Newfoundland and Labrador.

1.3 Where the activity or work is being performed within the roadway of an Arterial or major Collector or includes a road closure / detour of any road, the Traffic Control Plan must be submitted to the Town for approval three (3) business days before the scheduled start of work.

1.4 A Traffic Control Plan does not require submission or approval by the Town when Guideline 1.3 does not apply. This does not negate the requirement set in Article 6 of the Policy Statement.

1.5 Where special circumstances exist and closures are required in contravention of Articles 3 and 4 of the Policy Statement, the Traffic Control Plan must be submitted, with supporting rationale, five (5) days before the scheduled closure for approval by the Chief Administrative Officer. Approval is not guaranteed and will be subject to additional requirements and conditions where necessary.

1.6 Notice:

The entity responsible for the activity or work within any roadway must provide the Town with at least two (2) working days notice to prepare and deliver public service announcements before the work or activity may begin.

2. Application

This policy is to be considered in combination with other Town policies depending on the reasoning and circumstances of a given lane closure. The Road Cut Policy should be referenced in situations where a closure is required due to a road cut.

3. Violation

Any unapproved closures will be ordered to immediately reopen the lane(s). Anyone found in violation of this policy will be subject to all fees, penalties, and deposit forfeiture as the situation requires.

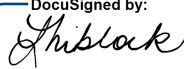
REVIEW OF POLICY

This policy may be subject to review baring new experience or new knowledge.

REVISION HISTORY

Policy First Approved	December 18, 2013
Policy Revision Adopted	August 15, 2023
Motion Number	M-292

APPROVAL

DocuSigned by:

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Chief Administrative Officer: _____

Date: September 13, 2023 | 2:01:42 PM NDT

APPENDIX A: MAIN DIRECTION OF TRAVEL

Street	Main Direction of Travel	
	Morning	Evening
Topsail Road - Arterial	East bound	West bound
Kenmount Road - Arterial	East bound	West bound
St. Thomas Line – Major Collector	South bound	North bound
Paradise Road – Major Collector	East bound	West bound
Karwood Drive – Major Collector	Both directions	Both directions
McNamara Drive – Major Collector	South bound	North bound