

Work within City of Brandon Right of Way Policy

To: Bonded City Contractors, Utility Agencies and the General Public

Due to recent events this construction season in which unsafe traffic incidents have occurred on temporarily partially closed City roads and City enforced traffic detours due to construction work within the City right of way, please be advised the Engineering Department will now be requiring the following prior to **any Work being completed within a City Right of Way**:

This shall include but is not limited to:

- Work being completed for a private development such as water and/or sewer service connections and roadway or sidewalk construction
 - Work being completed under City contract for City construction
 - Work being completed by any utility company which involves any partial or complete road closure or excavation into the City right of way
1. Notification/application must be made to the Engineering Department by a contractor which is bonded with the City of Brandon or utility company no later than five (5) business days prior to the commencement of Work. *Please note emergency situations which necessitate immediate attention do not require notice of five (5) business days however, road closure and detours must be signed in accordance with the latest edition of the City of Brandon Temporary Traffic Control Manual.*
 2. Such notification/application must be made by way of submitting a Traffic Management Plan to the City Engineer or their designate for approval. Preparation of a detailed Traffic Management Plan and proper implementation of measures identified in the approved plan are essential to ensure the safety of all road users as well as the workers on site. It also serves to assure the smooth operation of the road network as well as the site Work. Every effort should be made to minimize the impact of any road closure and/or detour.

The Traffic Management Plan is to be designed as per the latest edition of the City of Brandon Temporary Traffic Control Manual and must include the following:

1. Description of the proposed Work and lane/road closures.
2. An aerial view of the right of way which is being affected by the Work including a five (5) block radius of the surrounding area.
3. The proposed area within the right of way which will be closed, either partially or completely, must be clearly identified.

4. The clearly identified proposed detour(s)
5. Identification and location of all temporary traffic signs to be utilized throughout the duration of the Work. Each sign must be identified by way of official sign title and Manual of Uniform Traffic Control Devices for Canada number.
(I.E. Stop Sign (RA-1))
6. Schedule, date and time of commencement of the Work
7. Intended date and time of completion of the Work
8. Name, contact telephone number and address of applicant
9. Name and contact telephone number of on-site Safety Representative

Please note examples of acceptable Traffic Management Plans are available for reference within the City of Brandon Temporary Traffic Control Manual. This manual is available for reference at the AR McDiarmid Civic Complex at 638 Princess Avenue or online by selecting the following link: <http://www.brandon.ca/images/pdf/developmentServices/traffic/By-Law/Temporary%20Traffic%20Control%20Manual.pdf>. Note that upon approval of a Traffic Management Plan, the City may require the applicant to provide written notice to home and/or business owners affected by the Work.

Further, the City of Brandon wishes to advise that commencing January 2016, the Engineering Department will be introducing a **“Work within City of Brandon Right of Way Policy”** that will be regulated under the Traffic By-Law No. 5463/16/87, Section 54.4, the Water and Wastewater Control By-Law No. 5957/114/91, Part III: Waterworks, Division I: Water Connection and Building Services and Part IV: Wastewater System, Division I: Building Sewer and Sewer Connection and enforced by the Engineering Department. This policy will provide guidelines for Work within the public right of way and outline the penalty which will be issued should unpermitted Work commence. This policy will be available for review along with the public release of the Engineering Department 2016 Fee Schedule in the fall of 2015.