Cycles West Ventures Inc.

Traffic Management Plan

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Local Authority

City of Colwood
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TRAFFIC CONTROL PLAN

1.01 Scope

The event is a cycling race that starts on Tradewinds Avenue, turns left onto Quarry Street, left onto Producers Way, left onto Ryder Hesjedal Way and then left back onto Tradewinds Avenue.

To ensure rider safety, warn the public of the ride, and ensure all road users are following the rules of the road, the event will use two (2) categories of personnel:

1. TCPs
    a. Certified professional traffic controllers
    b. Positioned at:
        i. Location 1: Tradewinds Avenue at Quarry Street
        ii. Location 3: Ryder Hesjedal Way at Producers Way

2. Marshals
    a. Responsible for directing cyclists and providing information to the public
    b. Will not be directing traffic
    c. Positioned at:
        i. Location A: Quarry Lane at Tradewinds Avenue
        ii. Location B: Westerly Place at Tradewinds Avenue
        iii. Location C: Alleyway Just East of Quarry Street at Producers Way
        iv. Location 2: Quarry Street at Producers Way
        v. Location 4: Ryder Hesjedal Way at Tradewinds Avenue

1.02 Hours

The event is scheduled for Saturday August 2, 2025, between 10:00 am and 2:00 pm:

1. Clinic and Introduction
    a. 10:15 am to 10:45 am
2. C Race
    a. 11:00 am to 11:30 am
3. B Race
    a. 11:45 am to 12:30 pm
4. A Race
    a. 12:45 pm to 1:45 pm

1.03 Traffic Control Supervisor (TCS)

The Traffic Control Supervisor will:

- Ensure compliance with the requirements of Part 18 of the WCB Occupational Health and Safety Regulation regarding supervision of traffic control persons at the work zone;
- Monitor pedestrian flows;
- Direct and supervise the implementation and removal of the required traffic control devices as per the Traffic Management Plan and approved Traffic Control Plans and ensure that these devices are properly maintained.
- Have full authority over all the traffic control personnel on site;
- Ensure Traffic Control Persons (TCPs) are wearing the required protective clothing and equipment.
- Ensure TCPs are positioned correctly and in a safe manner.
- Ensure TCPs perform traffic control duties safely and competently.
- Ensure that TCPs will work together as a team when working in groups of two or more.
- Monitor traffic operations to determine the effectiveness of the Traffic Management Plan including the Traffic Control Plan.
- Ensure that emergency traffic control operations are carried out in accordance with the Incident Management Plan.
- Be responsible for revisions to the Traffic Management Plan as required by construction schedule changes or special events.
- Respond to any traffic concerns of the City of Colwood, police or WorkSafe BC.

1.04 Traffic Control Persons (TCP)

All TCPs on the worksite will be certified in traffic control by an authority recognized by WorkSafe BC, such as the BCCSA.

Prior to implementing traffic control measures the TCS will ensure that all the TCPs thoroughly understand the planned measures.

Traffic Control Personnel:

- All TCPs will wear safety apparel conforming to Class 3 garments meeting both the "CSA Z96-02" standard and the WCB requirement as well as Section 5.4 of the Ministry of Transportation and Transit's "Traffic Management Manual for Work on Roadways"
- All TCPs will possess training certificates and experience on roadways as per conditions under Section 5.3.2 of the Ministry of Transportation and Transit's "Traffic Management Manual for Work on Roadways" and Section 18 of the WCB regulations.
- They will be equipped with two-way radios to communicate if visual contact cannot be maintained.
- The TCPs will at all times adhere to the Ministry of Transportation and Transit's "Traffic Management Manual for Work on Roadways" and WCB regulations while holding safety in the highest regard.
- Before directing traffic, TCPs will attend a meeting to discuss procedures and ensure the following is conducted while directing traffic:

    i. Traffic control procedures are carried out uniformly through the project;
    ii. Radio checks are performed when applicable;
    iii. Site setup is clearly understood; and
    iv. Ensure conduct is courteous when attending to the public

1.05 Marshals

The course marshals are volunteers.

They do not have traffic control certification and will not be directing vehicle traffic.

The course marshals will be responsible for directing the cyclists, warning the cyclists of any obstacles or hazards, and providing information to the public.

1.06 Signage

All signage and traffic control devices will conform to the specifications in the Ministry of Transportation's Traffic Management Manual for Work on Roadways".

Signage and traffic control devices will be kept in good condition at all times and defective or damaged equipment replaced immediately.

Signage needed for short duration operations will be mounted on sign stands or Windmasters.

Short term signs may be slightly tilted back or rotated a few degrees away from the roadway to avoid illegibility.

All signs will be maintained regularly to allow for maximum visibility and will remain clear of any materials that may reduce their visibility.

All signage will be set up to command the respect of vehicles, cyclists, and pedestrians to ensure the safety of both the travelling public and the workers.

1.07 Emergency Vehicles

All emergency vehicles will be given immediate and priority access through the ride route.

If an incident should occur on the ride route, the TCPs will assist as necessary to give immediate access to the scene of the incident.

Should any emergency services request a copy of the traffic management plan they will be supplied with a copy.

1.08 Pedestrians

At all times, certified TCPs, marshals, and volunteers will assist pedestrians as necessary.

1.09 Non-Event Cyclists

To maintain the safety of event cyclists, non-event cyclists will be required to obey the instructions of the onsite TCPs and event marshals.

1.10 Traffic Control Plan

The Event Coordinator will make provisions to ensure the convenience and safety of the riders and the public.

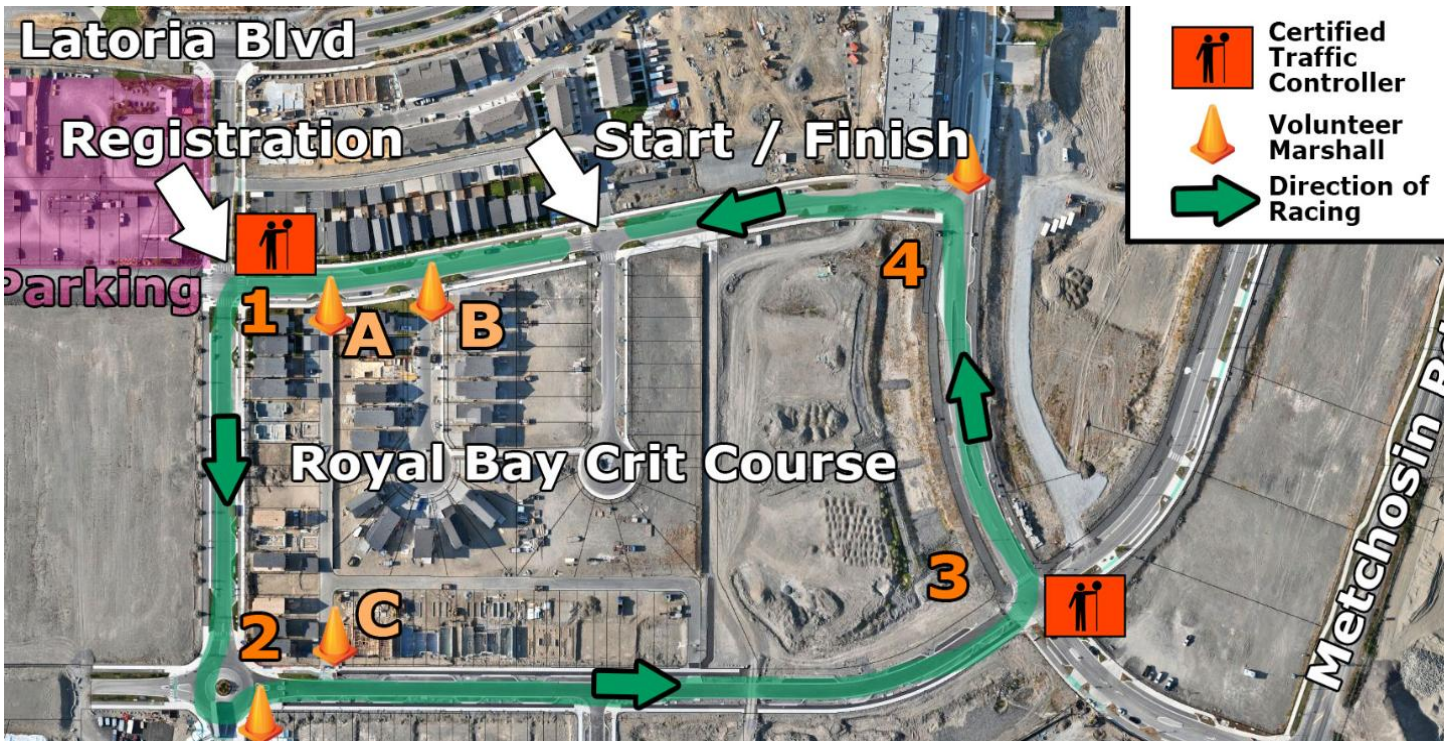
All traffic control procedures will be in accordance with the Ministry of Transportation and Transit's "Traffic Management Manual for Work on Roadways" and the Workers' Compensation Board of British Columbia's Occupational Health and Safety Regulation part eighteen (18).

Key Points

1. The plan is designed to maximize safety at all times.
2. The ride route will be regularly inspected or reviewed with the intention of identifying and correcting potential hazards.
3. Accidents will be promptly investigated, and correction of potential hazards will be expedited.
4. The existing posted speeds on all streets within the ride route will be maintained during the event.
5. The onsite TCPs will attend to members of the public.
6. The City of Colwood and the police have the right to order the event stopped and all traffic lanes restored should it be deemed necessary to do so.

Laps of the event route will generally be ninety (90) seconds or longer. During gaps between cyclists, vehicle traffic will be allowed to proceed.

Route Map


Latoria Blvd
Registration
Start / Finish
Parking
1
A
B
4
Royal Bay Crit Course
3
2
C
Metchosin
Certified Traffic Controller
Volunteer Marshall
Direction of Racing

TCP Locations

Location 1 – Tradewinds Avenue at Quarry Street

Location 3 – Ryder Hesjedal Way at Producers Way

Marshal Location

Location A – Quarry Lane at Tradewinds Avenue

Location B – Westerly Place at Tradewinds Avenue

Location C - Alleyway Just East of Quarry Street at Producers Way

Location 2 – Quarry Street at Producers Way

Location 4 – Ryder Hesjedal Way at Tradewinds Avenue

PUBLIC INFORMATION PLAN

The Public Information Plan identifies actions and procedures to inform the travelling public of planned changes to traffic operations.

2.01 Notification

The Event Organizers will notify any stakeholders as requested by the City of Colwood.

The Event Organizers will post "BIKE EVENT IN PROGRESS" signs in strategic locations.

2.02 Contact List

EMERGENCY SERVICES

Emergency – Police, Fire, Ambulance	911

MEDICAL SERVICES

Victoria General Hospital	1 Hospital Way	250-727-4212

EVENT ORGANIZER

Dave Shishkoff	250-588-0482

INCIDENT RESPONSE PLAN

3.01 Introduction

The primary objective of this plan is to facilitate incident response and move traffic safely and expeditiously through or around an incident.

3.02 Procedures for Dealing with an Incident

Any incident that occurs on a roadway being used by the event will be immediately brought to the attention of the Event Organizers. The Event Organizers will be responsible for coordinating all safety and emergency response efforts relating to the incident. The Event Organizers will ensure the execution of the safety measures on site in response to an incident. The Event Organizers will complete an "Incident Report". The following general emergency response procedure is to be implemented by the Event Organizer:

- Respond quickly with emergency traffic control measures to ensure public safety once an incident has been identified.
- Assist in contacting the appropriate emergency response agencies.
- Assist emergency response personnel when required.
- If necessary, stop the event and clear the area to enable emergency response vehicles to travel to the site of the incident unimpeded.
- Record as many details as possible of the incident and provide a report as necessary to any individual or municipality requiring notification of any incident during the ride.

The responsibility to manage detection/verification functions or assist with the incident remains with the Event Organizers and/or the authority having jurisdiction.

Appendix A

6.6 Positioning of Temporary Traffic Control Devices

Roadway tapers are important components of temporary work zones. They are created by using a series of channelizing devices placed to move traffic out of or into its normal path. Table A shows the taper lengths appropriate for various speed limits.

A minimum of five devices are required for any taper.

TABLE A – TAPER LENGTHS

Taper Types (m)		Regulatory Speed Limit before Work Begins (km/h)							
		≤50	60	70	80	90	100	110	120
Merge Taper Length	L_M	35	55	160	190	210	230	250	280
Lane Shift Taper Length	L_L	30	50	80	100	110	120	130	140
Downstream Taper Length	L_D	30	30	30	30	30	30	30	30
TCP, Signal, and Shoulder Taper Length (min. 5 devices)	L_S	5	8	15	15	15	15	15	15
Minimum Tangent Length between Tapers	L_T	30	60	160	190	210	230	250	280
Run-In Length on Centreline	L_R	40	50	60	60	70	80	90	100

Table A Notes	
L_M = Merge Taper Length	Merge length required to close lane on approach to work area. For speeds ≥ 70 km/h, merge length should be at least = $\frac{(\text{lane width of } 3.7 \text{ m}) \times (\text{Posted Speed in km/h})}{1.6}$, rounded to nearest 10 m.
L_L = Lane Shift Taper Length	Used when a lateral shift is needed within the work area. Lane Shift Taper = ½ x L_M, rounded up to nearest 10 m.
L_D = Downstream Taper Length	May be used in work zone termination area to provide a visual cue to drivers that they may return to the original lane or path that was closed.
L_S = TCP, Signal, and Shoulder Taper Length	Shoulder Taper: Used to close shoulders within activity area, or when shoulders might be mistaken for driving lanes. May be increased to 1/3 x L_M on higher-speed highways and freeways where shoulder width is ≥ 2.5 m. Signal and TCP Tapers: Used in advance of a work activity area where traffic is controlled so that the road is used alternately by traffic moving in each direction.

TABLE B – DEVICE SPACING LENGTHS									
Device Spacing (m)		**Regulatory Speed Limit before Work Begins (km/h)**							
		≤50	**60**	**70**	**80**	**90**	**100**	**110**	**120**
Construction Sign Spacing	**A**	40	60	80	100	150	150	200	200
Buffer Space	**B**	30	40	60	80	110	140	170	200
Channelizing Device Spacing for Tapers	**C**	10	10	15	15	15	15	15	15
Channelizing Device Spacing on Curves and Tangents	**D**	10	10	30	30	40	40	40	50

Table B Notes	
A = Construction Sign Spacing	Recommended minimum spacing for signage. Spacing may be adjusted to accommodate site constraints and/or where high numbers of access points exist. Signs within the work zone should be spaced on the basis of the pre-construction, regulatory speed limit. Maximum Construction Sign Spacing: • Spacing for the sign closest to the work activity area should remain as close as possible to Distance A. • For other construction signs in the advance warning area, spacing may be adjusted up to a maximum distance of 2 x Distance A. • Signs that include a distance measurement (e.g., Construction Ahead Next 2 km) should be placed in accordance with the distance cited on the sign or tab.
B = Buffer Space	The longitudinal distance in advance of the work activity area that provides space for the protection of workers and a recovery area for errant vehicles. Typically used on high-speed roadways but should be considered for all works where space allows. Distance is based on the braking distance on level ground for wet pavement as defined in the Transportation Association of Canada's Geometric Design Guide for Canadian Roads (1999).
C = Channelizing Device Spacing for Tapers	Maximum spacing between channelizing devices for tapers.
D = Channelizing Device Spacing on Curves and Tangents	Maximum spacing between channelizing devices on curves and tangents. Tighter spacing is acceptable. Maximum device spacing is calculated as 0.4 x speed (in km/h), rounded to the nearest 10 m.

Appendix B

INCIDENT REPORT

Incident Report

Part 1 *(to be completed by Employee)*

Employee Name: _____ Date: _____ Time: _____	
INCIDENT DESCRIPTION	
Location of Incident: _____	Date of Incident: _____
Person(s) in Incident: _____	Time of Incident: _____
Description of Incident: (what happened?)	

Reported to Dispatch/ Management? Yes ☐ No ☐ Name of person you reported to:
Immediate Cause:
Underlying Causes:

Witness Information:	
Name:	Phone #:
Name:	Phone #:
Name:	Phone #:
Name:	Phone #:

Sketch, Diagram of Work Zone and/or other information:

Signature of Employee:

Part 2 *(to be completed by Management)*

Name of Manager:_____ Date:_____ Time:_____
Reported to WBC? Yes ☐ No ☐ Name of person you reported to:
Factors:
Corrective Actions:
Comments:

Signature of Manager: