



2024 February 26

To: Customers / Applicants

From: The City of Calgary

Re: Notice on Temporary Traffic Control Plan Submissions and Authentication

Dear Customers / Applicants:

This letter is being sent as a notice regarding two key items related to the minimum mandatory requirements for temporary traffic control plans, including (a) submission of temporary traffic control plans as professional (authenticated) work products and (b) minimum requirements for all plan submissions.

With respect to **(a) submission of temporary traffic control plans as professional work products**, several reoccurring issues have been identified by The City of Calgary through the review and approval process for submitted authenticated professional work products in the past year. Issues needing to be addressed may lead to delays in the approval timeline. As part of the Street Use Permit application process, applicants are advised that all temporary traffic control plans must be reviewed and approved by The City of Calgary. The City of Calgary may decline unacceptable applications; in such circumstances, The City of Calgary does not provide recommendations to overrule and/or dictate the applicant's professional work product, as the applicant maintains professional responsibility for the work.

All professional work products submitted as part of future applications to The City of Calgary must adhere to the critical requirements outlined below:

- All temporary traffic control plan submissions must be clearly legible, site-specific, drawn to scale, and created using professional software (CAD or equivalent).
- Plans must clearly state the specific set up and removal dates / times for temporary traffic control installations, including additional notes where required to indicate special conditions (ie: use of flaggers, CPS presence, local / resident access, covered signage, continuous or intermittent work, etc.)
- Turn path analysis and minimum lane widths must be included to confirm design vehicle maneuverability where applicable (ie: narrowed lanes, turn lane closures, truck / bus turning radii, etc.)
- Regardless of the software or base mapping that is utilized, it is the responsibility of the applicant to verify that the traffic control plan base maps are verified and representative of current or expected conditions, including, but not limited to, traffic control devices (all signage and intersection controls), clearly visible pavement markings, curb lines, barriers, and semi-permanent infrastructure.
- Submitted temporary traffic control plans must include, as a minimum requirement, the overarching principles outlined in the latest City of Calgary Temporary Traffic Control Manual (TTCM) or the Transportation Association of Canada Manual of Uniform Traffic Control Devices for Canada, which the TTCM supplements for work within the City of Calgary.

- All temporary traffic control plans that require authentication, as identified on page 2 of the TTCM, must meet APEGA's Authenticating Professional Work Products Professional Practice Standard.

It is emphasized from APEGA's Guideline for Ethical Practice that authenticated work products represent confirmation that the responsible member is satisfied with the document, the document is complete and correct, and when prepared by others, the responsible member has thoroughly reviewed the document to validate its contents based on their personal knowledge; refer to APEGA's Authenticating Professional Work Products for additional information.

With respect to part **(b) minimum requirements for all plan submissions** (with or without authentication as discussed in part (a)), it is re-emphasized that all temporary traffic control plans submitted to The City of Calgary must include the following:

- Plans must be drafted using professional software (CAD or equivalent), be clear and easy to interpret. Plans must be submitted in PDF format and no other format is accepted.
- Road Markings: all road markings must be clearly legible and confirmed in field (ie: all lane markings visible) such that plans are an accurate representation of current conditions. If an orthophoto is used, buildings, trees and surrounding infrastructure should not block the road marking / lane line visibility.
- Scale: all submitted plans must be drawn to scale with accurate spacing / distances included.
- Street Names and North Arrow: included to provide context of work location and area road network.
- 24 Hours Site Contact: including name / contact number that is reachable during and outside of regular work hours.
- Dates / Times: start and end dates and times for setup and removal are required, including details on whether installations are continuous or intermittent.
- Legend: provided for all plan elements, including additional notes where required (ie: to identify CPS presence, the need for flaggers if required, etc.)
- Company Name / Logo: included with all submissions.
- Turn Path Analysis and Minimum Lane Widths: must be included to confirm design vehicle maneuverability where applicable (ie: narrowed lanes, turn lane closures, truck / bus turning radii, etc.) Details of the design vehicle used in the turn path analysis should be included on the plan.
- If authentication is required, the plan needs to be either digitally signed using an APEGA approved software (e.g., Notarius ConsignO) with a recognized digital stamp and permit to practice (as applicable) or stamped and signed on paper and clearly scanned. Note that APEGA requires the signature also include date the document is stamped and the APEGA ID number. For more information, please refer to APEGA's Authenticating Professional Work Products Professional Practice Standard.

Closing

Any future professional work products submitted to The City of Calgary must meet the requirements outlined in both sections (a) and (b) of this letter; failure to do so will result in rejection of the non-compliant application. Where significant deviations are noted from the requirements for professional practice highlighted in part (a), a complaint to APEGA may be filed for APEGA's review and investigation. Failure to meet part (b) for all other

plan submissions will result in the application being rejected and may subject the applicant's future submissions to further review.

Please ensure this letter is provided to your respective engineers who have or will provide authentication and/or validation of professional work products for your temporary traffic control plans.

Note that an industry session will be hosted by the Roadway Operations and Detours team in the coming weeks to communicate the contents of this letter and provide clarification on any questions (details to follow).

Sincerely,



Aleem Nanji, P.Eng.
Leader – Roadway Operations and Detours
Mobility Operations

cc:

Anthony El-Araj, P.Eng.
Senior Leader, Right of Way Services, Mobility Operations, The City of Calgary

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Leader Professional Practice, Business and Engineering Services, The City of Calgary

References

The references noted below are current at the time of this letter; it is the responsibility of the applicant and the responsible professional engineer to reference the most current version of all applicable standards, manuals and guidelines:

- APEGA *Guideline for Ethical Practice*, August 2022
https://www.apega.ca/docs/default-source/pdfs/standards-guidelines/ethical-practice.pdf?sfvrsn=78261e0b_8
- APEGA *Authenticating Professional Work Products*, January 2022
https://www.apega.ca/docs/default-source/pdfs/standards-guidelines/authenticating-professional-work-products.pdf?sfvrsn=5a1b9b57_14
- The City of Calgary *Temporary Traffic Control Manual*, March 2021
<https://www.calgary.ca/content/dam/www/transportation/roads/documents/contractors-and-consultants/temporary-traffic-control-manual.pdf>
- Transportation Association of Canada *Manual of Uniform Traffic Control Devices for Canada, Sixth Edition (2021)*
<https://www.tac-atc.ca/en/publications-and-resources/mutcdc>