

# City of Mississauga

## Memorandum



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Date: 2020/10/08

To: Mississauga Cycling Advisory Committee

From: Sabrina Davidson

Subject: Cycling Considerations as Part of the Construction Management Plan  
Circulation, Review, and Approval Process

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### Overview

This memorandum provides a summary of the City of Mississauga's Construction Management Plan internal circulation, review, and approval process, as it relates to cycling considerations.

### Circulation and Approval Process

The City of Mississauga first receives a Construction Management Plan when a Complex Construction Permit application is submitted in advance of a new construction project. As Complex Construction Permit applications come in, the Construction Management Plan is extracted from the submitted package, and reviewed for any potential impacts to City infrastructure. When a potential impact is identified, the appropriate group is contacted and requested to complete a detailed review of the Construction Management Plan.

Typically, the Construction Management Plan will illustrate the occupation of one or more Active Transportation facilities adjacent to the construction zone, such as a sidewalk or dedicated bike lane. Accordingly, the Construction Management Plan to be sent directly to the Active Transportation office for review, as soon as it is received by the City. Although potentially redundant, this process ensures that Active Transportation Staff are not omitted from circulation.

Once received, Active Transportation Staff undertake a detailed review of the Construction Management Plan, to ensure it meets the standards of the Ontario Traffic Manual (OTM) Book 7 guidelines. Specifics of the Active Transportation review process are outlined in greater detail later in this memorandum.

If the Construction Management Plan does not meet one or more of the OTM Book 7 guidelines regarding cyclist practices, Active Transportation Staff notify the applicant of the observed concern(s). At such time, Active Transportation Staff work directly with the applicant to resolve all concern(s), to the satisfaction of the Active Transportation office guidelines. The new agreement(s) and/or condition(s) are then published to the City's internal construction application management system.

Note that this is a snapshot of frequently-evolving practices. The City of Mississauga is working toward further automating and formalizing this process.

The following flow chart (Figure 1) outlines the above-described circulation and approval process.

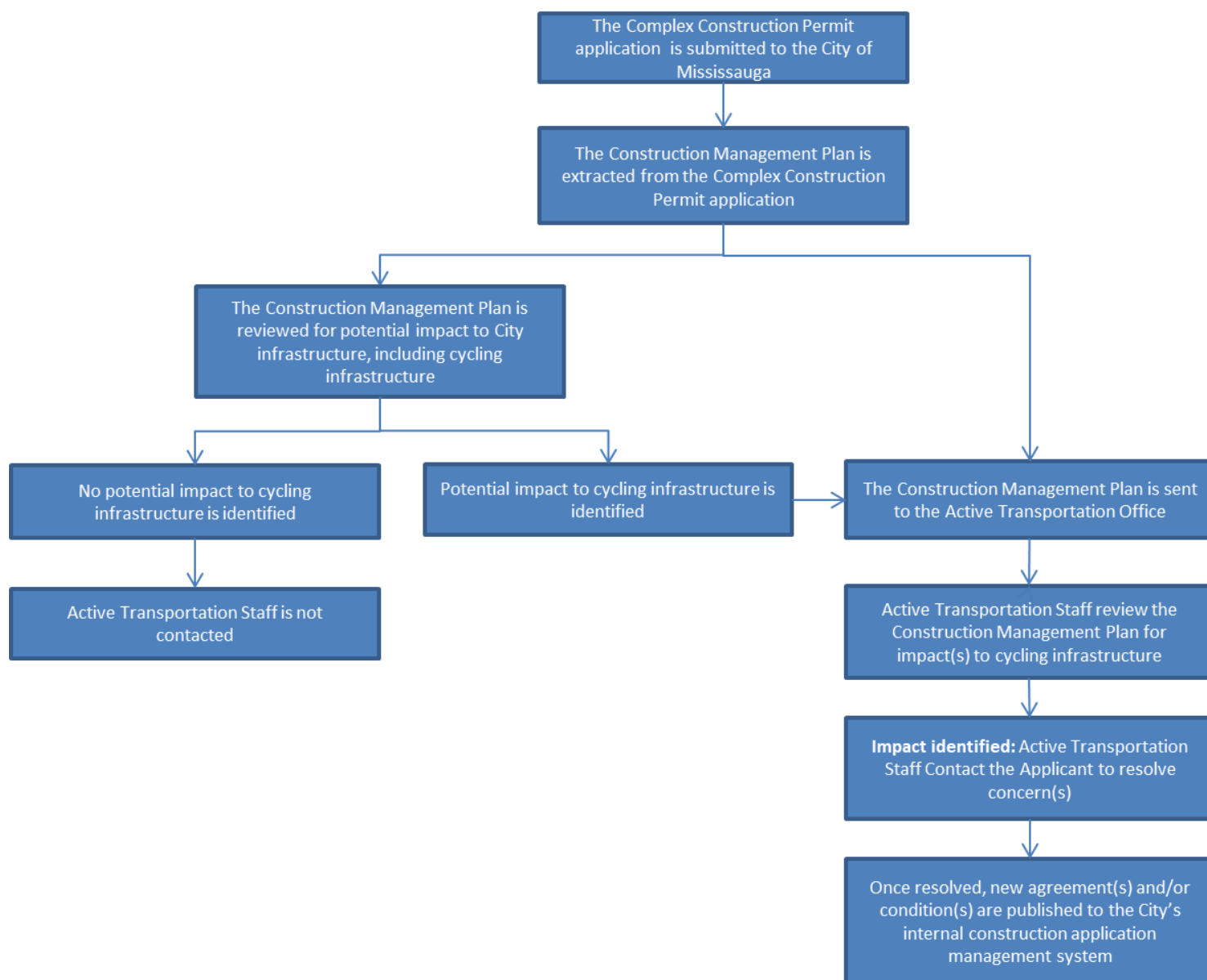


Figure 2: Construction Plan Review Flow Chart

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### **Active Transportation Guidelines Concerning Cyclists**

The City of Mississauga recognizes that cyclists must be considered at all stages of development in Mississauga, including construction. Both the Cycling Master Plan and the Transportation Master Plan identified the need to accommodate cyclists in construction zones. When reviewing a Construction Management Plan where cycling infrastructure may be temporarily impacted, staff require a number of standards to be met before providing approval. Book 7 of the OTM provides guidance specific on how cyclists should be directed through a temporary construction zone. As such, staff rely on the best practices outlined in Book 7 to inform the review of all Construction Management Plans.

Wherever possible, existing cycling facilities should be maintained. Where it is not possible, cyclists hold the same rights as motor vehicles while on the road, in accordance with the Province of Ontario's Highway Traffic Act. As such, there may be a need for cyclist-specific accommodation within a construction corridor.

Where a bike lane or multi-use trail impact is indicated in the Construction Management Plan, cyclists should be diverted to the curb lane. "Shared Lane Ahead" or similar signage should be installed with distance indicators ahead of the bike lane/multi-use-trail closure. Where feasible, long-term bike lane obstruction may merit the realignment of the bike lane within the new road width.

Where a shared curb lane is impacted, a lane width of 3.5 m more should be maintained throughout the affected corridor. If the shared lane width is reduced to less than deemed appropriate, signage should be installed to notify cyclists of the upcoming constraint. Where the posted speed limit exceeds 60km/h, shared lanes should maintain a width of 3.75 m or greater. If maintaining the desired road width is not possible, the speed limit should be reduced temporarily.

Where it is not possible to establish safe and adequate temporary cycling conditions along the construction corridor, cyclists should be detoured. Adequate and accurate detour signage should be posted along the entirety of the route; however, cyclists do not need specialized signage if both vehicles and cyclists are being detoured.

Where signage is utilized, it is important to ensure its placement provides adequate notice to cyclists of the change in condition. Further, signage should not be placed within cyclists' path of travel.

### **Conclusion**

As outlined in this document, the review and potential modification of a Construction Management Plan to account for the safety and convenience of cyclists is an integrated part of the City of Mississauga's Construction Management Plan circulation process.