


# POLICY

	Policy:	<b>TRAFFIC POLICY</b>		
	Department:	Engineering and Public Works		
	Division:	Public Works	By-Law No.:	N/A
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## 1. POLICY STATEMENT

- 1.1. The Corporation of the Town of Amherstburg is committed to the safety of our roads to maintain the livability of residential neighbourhoods, ensure adequate parking, maintain access and mobility of all users of the road allowance, and improve safety for pedestrians and motorists.

## 2. PURPOSE

- 2.1. The policy will provide guidelines and best practices to address resident traffic concerns.
- 2.2. This policy provides guidelines and resources to address traffic concerns including but not limited to:
- 2.2.1. Stop Signs (including 3 and 4 way stop sign control)
  - 2.2.2. Parking Regulations
  - 2.2.3. Children Playing Signs
  - 2.2.4. Warning/Caution Signs
  - 2.2.5. Speed Limit Reduction
  - 2.2.6. Speed Limit Reduction on County Road
- 2.3. This policy ensures traffic concerns are addressed using policies and strategies that were developed based on research on standards, legislation, best practices, as well as stakeholder engagement. Where possible, consideration will be given to maintaining or improving the aesthetics of the roadway.

### 3. SCOPE

- 3.1. This policy applies to the Engineering and Public Works Department and By-law and Licensing Division.
- 3.2. The policy does not apply to traffic concerns raised on roads that are within the jurisdiction of the County of Essex.
- 3.3. This policy shall be reviewed every 2 years from the date it becomes effective, and/or sooner at the discretion of the Manager of Roads and Fleet.

### 4. DEFINITIONS

- 4.1. **Chief Administrative Officer (CAO)** is the Chief Administrative Officer for the Corporation of the Town of Amherstburg, which includes the roles and responsibilities as laid out in Section 229 of the Municipal Act, 2001.
- 4.2. **Clerk** is the Municipal Clerk for the Corporation of the Town of Amherstburg, which includes the roles and responsibilities as laid out in Section 228 of the Municipal Act, 2001.
- 4.3. **Council** refers to the current elected Council for the Corporation of the Town of Amherstburg. This includes, as an entirety, the Mayor, Deputy Mayor and Councillors.
- 4.4. **County** is the Corporation of the County of Essex.
- 4.5. **Director** is the person responsible for direction and operational control of a division as defined on the Town's organizational structure.
- 4.6. **Highway Traffic Act (HTA)** is an Ontario Act which regulates the licensing of vehicles, classification of traffic offenses, administration of loads, classification of vehicles and other transport related issues.
- 4.7. **Manager** reports directly to a Director (or the CAO in some instances) and who is responsible for a department within a division of the Corporation, as defined on the Town's organizational structure.
- 4.8. **Ontario Traffic Manual (OTM)** provides information and guidance for transportation practitioners and promotes uniformity of treatment in the design, application and operation of traffic control devices and systems across Ontario. Further purposes of the OTM are to provide a set of guidelines consistent with the intent of the Highway Traffic Act and to provide a basis for road authorities to generate or update their own guidelines and standards.
- 4.9. **Senior Management Team (SMT)** is comprised of the Chief Administrative Officer and the Directors. If a Director is unavailable, a delegate may be assigned.
- 4.10. **Staff** is any person (or group thereof) who supplies services to the Corporation for wages including any union or non-union, regular or temporary, full-time, part-time, seasonal or

casual staff member, including but not limited to permanent staff, temporary staff, committee members, students, recreation staff, contract employees, paid work placements, and adult crossing guards.

4.11. **Town** is the Corporation of the Town of Amherstburg.

## 5. **INTERPRETATIONS**

5.1. Any reference in this Policy to any statute or any section of a statute shall, unless expressly stated, be deemed to be reference to the statute as amended, restated or re-enacted from time to time. Any references to a By-law or Town policy shall be deemed to be a reference to the most recent passed policy or By-law and any replacements thereto.

5.2. Any traffic concern not covered by this Policy will be considered in accordance with the OTM, HTA and best practices.

## 6. **GENERAL CONDITIONS**

### 6.1. **Stop Signs (including 3 and 4 way stop sign control)**

6.1.1. Decisions for all Stop Signs will be reviewed utilizing the guidelines and warrants provided in the OTM.

### 6.2. **Parking Regulations**

6.2.1. Request for Parking Regulation changes will be reviewed utilizing guidelines provided in the OTM and best practices.

6.2.1.1. Alternate monthly parking assists with yearly maintenance of trees, catch basins, street cleaning services and snow removal. Alternate monthly parking will be implemented for:

6.2.1.1.1 Newly constructed subdivisions: Alternate No Parking signs will be installed once the road is assumed by the municipality from the developer.

6.2.1.1.2 Request from residents in subdivisions located throughout the urban area.

6.2.1.2. Special consideration will be given to locations where this is a sidewalk immediately adjacent to the curb and there is limited buffer between pedestrians and vehicles.

### 6.3. **Children Playing Signs**

6.3.1. Playground ahead signs provide advance warning of a locally designated municipally owned playground that is located adjacent to a downstream section of road.

6.3.1.1. Playground Ahead signs may be installed in advance of playgrounds adjacent to the ground under the following conditions:

6.3.1.1.1 Safety for drivers and pedestrians alike require the placement of the warning sign.

6.4. **Warning/Caution Signs (includes but not limited to Deaf/Blind/Autistic Signs)**

6.4.1. These signs are warning signs. Prudent and discriminate use of this type of sign is necessary to make it noticeable and effective.

6.4.1.1. These signs will be installed, upon request from the property owner, on local residential streets. Address and contact information will be collected from the property owner and every 3 years confirmation will be required that the signs are still required.

6.5. **Speed Limit Reductions**

6.5.1. Decisions for a speed limit reduction will be reviewed utilizing the guidelines and warrants provided in the OTM and best practices.

6.6. **Speed Limit Reduction on County Road**

6.6.1. Request for a speed limit reduction on a County Road will be received and administered in accordance of the County of Essex Policies as amended.

6.7. **Other Traffic Regulation Change Requests**

6.7.1. All other Traffic Regulation Change Requests will be reviewed utilizing the guidelines and warrants provided in the OTM and best practices.

7. **RESPONSIBILITIES**

7.1. The **Manager of Roads and Fleet** has the authority and responsibility to:

7.1.1. Administer this policy in accordance with the OTM, HTA and best practices.

7.2. The **Manager of Licensing and Enforcement** has the authority and responsibility to:

7.2.1. Ensure the Town's Traffic By-law is current and amended regularly with all traffic related changes to Town roads and street.

7.3. **Staff** have the authority and responsibility to

7.3.1. Communicate traffic concern decisions made under this policy to the requester.

7.3.2. Track all traffic related changes to Town roads/streets.

## **8. REFERENCES AND RELATED DOCUMENTS**

8.1. Ontario Traffic Manual

8.2. Highway Traffic Act

## **9. PROCEDURES**

9.1. Administration has the authority to establish procedures for implementing this policy and to amend those procedures as required in the best interests of the Town in adherence with legislation and best practices.