



# TRAFFIC/PEDESTRIAN CONTROL MEASURES POLICY

<b>DEPARTMENT</b>	Operations	<b>POLICY NUMBER</b>	010-19
<b>EFFECTIVE DATE</b>	August 12, 2019	<b>LEGISLATIVE AUTHORITY</b>	
<b>APPROVED BY:</b>	BY LAW 069-19		

## PURPOSE

Township of Wellington North receives regular complaints / queries from residents that concern pedestrian and traffic safety. There is a need for these requests to be handled in a consistent and transparent manner, ensuring adequate budget is available for a proper analysis for Council's consideration. Proper analysis will include how the requested control measure(s) will impact the overall transportation network.

## SCOPE

The scope of this policy is to set out general guidelines for processing requests for additional traffic or pedestrian control measures within the Township's transportation network.

### Scope of Requests

1. Request for Speed Limit Reduction / Increase
2. Request for Addition / Removal of Stop Signs
3. Request for Addition / Removal of Traffic Signals
4. Request for Addition / Removal of Sidewalk
5. Request for Addition / Removal of Community Safety Zone
6. Request for Addition / Removal of Traffic Calming Measure
7. Request for Addition / Removal of Pedestrian Crossing

## GUIDELINE

The following process will be followed when a formal request is made by a Township resident or business owner for additional traffic or pedestrian control measures within the Township's transportation network.

All requests shall be submitted using a completed form attached as Schedule A and shall be referred to the Director of Operations ("Director") or their designate to be evaluated.

If reasonable traffic count information is not available, the Director may authorize a traffic count at the location to determine the traffic volumes and patterns in the area.

The Director shall determine if the intersection warrants additional traffic and pedestrian measures based on the warrants/justifications outlined within the Ontario Traffic Manuals (OTM) and consultation with other community stakeholders including but not limited to Emergency Services and OPP.

If the warrants recommended in the OTM are met at the location, the Director shall prepare a report for Council recommending that an appropriate action is taken to implement the change. These recommendations could include a revision to the Township's existing by-laws, request for budget for works or similar.

If the warrants recommended in the OTM are not met, the Director shall provide a written response to the individual(s) who requested the additional control measures explaining this policy and applicable OTM warrants, as well as outlining why the requested measures will not be recommended to Council. A copy of that response shall be circulated to Council as an information item.

If the individual(s) who requested the control measure is not satisfied with the staff assessment, at that time, that individual(s) may as to appear before Council as a delegation to discuss the issue further. Refer to Township website for process to request a deputation.

Deputations to Council for pedestrian or traffic concerns will not be encouraged/allowed until they have followed the process outlined within this policy. This will ensure that at the deputation, Council has full information available for them to make an informed decision.

Although it is recognized that a timeframe guideline may not always be feasible, the aim is for staff to report back to Council and the requester within four months. This amount of time may be required in order for staff to engage consultant assistance with the evaluation.

Township Council will provide adequate operating budget to allow for four control measure assessments by request, per this policy, per year. If additional requests are submitted, a report will need to go to Township Council in order to provide additional budget to handle these requests.



**WELLINGTON NORTH**  
SEMPER PORRO

**REQUEST FOR TRAFFIC / PEDESTRIAN CONTROL MEASURES**

DATE			
APPLICANT			
ADDRESS			
PHONE		EMAIL ADDRESS	

LOCATION OR STREET NAME	
ISSUE / CONCERN	
PROPOSED SOLUTION	
JUSTIFICATION FOR REQUEST	
DIAGRAM OF LOCATION	

I / we wish Township staff to consider the following when evaluating this application:

- We have obtained a petition from local residents in support of this application - attached.
- We have considered other alternative solutions for the issue identified within this application.
- We / local residents have funding available to help finance the implementation of this control measure.
- Identified issue / concern is not a problem of enforcement.
- Identified location of issue has seen a change in traffic / pedestrian patterns during the past five years. Please explain:
- We have traffic count, speed data or pictures / videos in support of your application (included).

SIGNATURE:

DATED:

PRINT NAME:

*Personal information collected by the Township of Wellington North under the authority of the Municipal Act is for the purpose of administrating the Township's Traffic Pedestrian Control Measures Policy. Any questions can be directed to the Director of Legislative Services/Clerk at 519-848-3620 ext. 4227*