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## CROSSWALK POLICY

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Date Originally Approved: January 26, 2017

Motion: "That Council approves the new Crosswalk Policy as presented." Motion Carried.

## **Municipality of Colchester**

### **Crosswalk Policy**

#### **Introduction**

The purpose of this Policy is to set out a procedure for the establishment and funding of new crosswalks in the Municipality of the County of Colchester ("County"). The Policy applies to School Crosswalks as well as Pedestrian Crosswalks which have been approved by Council, and applies to roads owned either by the Province or the County.

#### **Definitions**

County Council – means the Council for the Municipality of the County of Colchester

County Traffic Authority – means the Director of Public Works of the County

Pedestrian Crosswalk - means all crosswalks other than a school crosswalk.

School Crosswalk - means a crosswalk established within or in close proximity to a provincially defined school zone, for use primarily by school children walking to and from a school(s) serving grades 8 and under.

#### **Requests for Crosswalk Installation**

All requests for new crosswalks must be made in writing to County Council. Written requests must be accompanied by the following documentation:

##### **Pedestrian Crosswalks**

- Proposed location of crosswalk
- Location of nearest existing crosswalk
- Reason(s) for the crosswalk request
- Supporting letter signed by ten (10) area residents

##### **School Crosswalks**

- Proposed location of crosswalk
- Location of nearest existing crosswalk
- Reason(s) for crosswalk request
- Supporting letter from the principal of the affected school(s), including information on total size of student body as well as total number walking students who would potentially utilize the crosswalk
- Supporting letter from School Advisory Committee(s)
- Supporting letter signed by a minimum of ten (10) households of children who would utilize the crosswalk to walk to school

When Council receives a request for a new crosswalk, Council will review the request for appropriateness and, if deemed reasonable, refer to staff for detailed review and recommendations.

## **Review of Crosswalk Requests**

### **County Owned Roads**

Where a Pedestrian Crosswalk is being requested on a County Owned Road, staff will review the request to determine if the Pedestrian Crosswalk is warranted. The decision will be based on the guidelines contained within the Pedestrian Crossing Control Manual of the Transportation Association of Canada, latest edition.

Where a School Crosswalk is being requested on a County Owned Road, staff will review the request to determine if the School Crosswalk is warranted. The review will consider details such as:

- Provincially defined school zone boundaries
- anticipated pedestrian traffic volume
- existing vehicular traffic volume
- proximity to existing signalized intersections
- stopping sight distance
- connectivity to existing walking network
- posted and travelled speeds
- adjacent bus stops
- proximity to community centres and retail/commercial centres
- physical setting and condition of road and shoulder, and
- adjacent residential neighbourhoods.

As part of their review process for Pedestrian and School Crosswalks, staff will coordinate a public meeting to gain feedback from the local community on the installation of the crosswalks.

Following staff's review of all Pedestrian and School Crosswalk requests, the County Traffic Authority will present his/her final decision to Council.

Any approved School Crosswalk must be attended by a crossing guard during peak school hours when children are walking to and from school.

### **Provincially Owned Roads**

All requests for Pedestrian and School Crosswalks on Provincially owned roads shall be forwarded by staff to the Nova Scotia Department of Transportation and Infrastructure Renewal for consideration.

Should the province approve the construction of a new School Crosswalk on a provincial road, it must be attended by a crossing guard during peak school hours when children are walking to and from school.

## **Installation**

Where a crosswalk request has been approved by Council, all costs for the installation of Pedestrian and School Crosswalk infrastructure on provincially owned or county owned roads shall be borne by the County based on the funding mechanism described herein. In the case of School Crosswalks, this includes the ongoing funding of a crossing guard.

**Maintenance**

Consistent with current provincial policy, Pedestrian Crosswalks located on provincially owned roads are to be maintained by the province, with an annual maintenance fee being charged to the County. Where School Crosswalks are located on provincially owned roads, the signage and lines will be maintained by the province, with all other infrastructure being maintained by the County.

Pedestrian and School Crosswalks located on County owned roads shall be maintained by the County based on the funding mechanism described herein.

**Funding Mechanism**

The costs of installation, maintenance and crossing guards for approved crosswalks shall be funded through the Active Transportation Area rate for the given location. Where an Active Transportation Area Rate is not in place for the given location, Council will establish an area rate for the anticipated users of the Crosswalk.

<b>Clerk's Annotation for Official Policy Book</b>	
Date of Notice to Council Members of Intent to Consider (7 days minimum):	<u>December 9, 2016</u>
Date of Passage of Current Policy:	<u>January 26, 2017</u>
I certify that this Policy was adopted by Council as indicated above.	
<u>Rob Simonds</u>	<u>January 27, 2017</u>
Municipal Clerk	Date