



## The Corporation of the Town of Tecumseh

### Policy Manual

<b>Policy Number:</b>	<b>124</b>
<b>Effective Date:</b>	Click here to enter a date.
<b>Supersedes:</b>	Click or tap here to enter text.
<b>Approval:</b>	Click or tap here to enter text.
<b>Subject:</b>	<b>Controlled Pedestrian Crossing</b>

#### 1. Purpose

- 1.1 The objective is to provide a transparent and consistent process for Public Works & Engineering Services (PWES) staff to determine the need for a pedestrian crossing control measure at a given location.
- 1.2 This document provides step-by-step guidance to PWES staff from the time of receiving a request to provide solutions to the concerns, whether it be the implementation of a pedestrian crossing or an alternative response.

#### 2. Authority

- 2.1 Decision-making authority for the Controlled Pedestrian Crossing Policy shall be delegated to the Director, Public Works & Engineering Services.

#### 3. Related Documents

- 3.1 This Policy is prepared in accordance with the following:
  - 3.1.1 Ontario Highway Traffic Act (HTA)
  - 3.1.2 The Ontario Traffic Manual (OTM) Book 12 Traffic Signals and Book 15 Pedestrian Crossing Treatments
  - 3.1.3 Accessibility for Ontarians with Disabilities Act (AODA)

### 3.1.4 Town of Tecumseh Policy 32 – Stop Sign Policy

## 4. Definitions

- 4.1 “Requestor” is defined as a resident of the Town of Tecumseh who resides, owns property or a business within the affected neighbourhood.
- 4.2 “Connectivity/Desired Pedestrian Line” is defined as facilitating connectivity between crosswalks and sidewalks and/or trail networks.
- 4.3 Pedestrian Crossing Systems, fully defined in Table 5 in the OTM Book 15, are summarized as:
  - 4.3.1 Full Traffic Signals are used to alternate the right-of-way between conflicting streams of vehicular traffic, or vehicular traffic and pedestrians crossing a roadway, with maximum safety and efficiency.
  - 4.3.2 Intersection Pedestrian Signals (IPS) are traffic control signal systems that are dedicated primarily to providing traffic gaps for pedestrian right-of-way installed as pedestrian signals at intersections.
  - 4.3.3 Mid-block Pedestrian Signals (MPS) are traffic control signal systems that are dedicated primarily to providing traffic gaps for pedestrian right-of-way installed as pedestrian signals at mid-block pedestrian crossings.
  - 4.3.4 Pedestrian Crossovers (PXO):
    - a. Level 1 Type A PXO is distinctly defined by the use of regulatory and warning signs, flashing amber beacons, and pavement markings prescribed and illustrated by Ontario Regulation 402/15. This treatment system uses internally illuminated overhead warning signs.
    - b. Level 2 Type B PXO is distinctly defined by the prescribed use of regulatory and warning signs, rapid rectangular flashing beacons (RRFB), and pavement markings prescribed and illustrated by Ontario Regulation 402/15. The system uses both the side-mounted and overhead regulatory signs.
    - c. Level 2 Type C PXO is distinctly defined by the prescribed use of regulatory and warning signs, RRFB, and pavement

markings prescribed and illustrated by Ontario Regulation 402/15. The system uses only side-mounted regulatory signs.

- d. Level 2 Type D PXO is distinctly defined by the prescribed use of regulatory and warning signs, and pavement markings prescribed and illustrated by Ontario Regulation 402/15. The system uses only side-mounted regulatory signs and does not require flashing beacons.

4.3.5 STOP Controlled Intersections using STOP / All-Way STOP signs as a form of traffic control to assign and regulate right-of-way at intersections with the potential for conflict. Vehicles approaching a STOP in advance of a crosswalk are required to stop at the stop bar, thereby yielding to vehicular traffic and pedestrians whose arrival preceded theirs before proceeding.

4.3.6 Yield Controlled Intersections use YIELD signs as a form of traffic control to assign and regulate right-of-way at intersections with the potential for conflict. Vehicles approaching a YIELD sign in advance of a crosswalk on an intersection are required to slow down or stop when necessary to yield the right-of-way to pedestrians before entering the crosswalk.

## 5. Procedure

- 5.1 The steps included in Figure 1 - Pedestrian Crossing System Flow Chart shall be followed by PWES staff upon a request for a pedestrian crossing. The most current version of the OTM manuals shall be referred to while following the flow chart.
- 5.2 A Pre-Screening Assessment shall be completed to check whether a pedestrian crossing system of any type is warranted at a location. The pre-screening activities shall include the following:
  - 5.2.1 Confirm the road authority. If the road authority is not the Town, the request shall be referred to the correct road authority, and no further action will be taken by PWES staff;
  - 5.2.2 Review of past known information about the location. If the location has been reviewed within the last 3-years and no characteristics of the road has changed, and it was determined that a crossing was not warranted, no further action will be taken at this time;

- 5.2.3 Review the classification of the road. If the road is classified as a local road as defined in the most recent Tecumseh Transportation Master Plan, then warrants for vehicle counts as defined in the OTM Book 15 will not be met, therefore no further action will be taken;
  - 5.2.4 Review the distance of the requested crossing to existing controlled intersections. If the distance is less than 200-metres, generally no further action will be taken. The exception to this is if there is BOTH a warrant for PXO AND a connectivity/desired pedestrian line to consider, see definitions above. The connectivity/desired pedestrian line shall be determined by the Director, PWES;
  - 5.2.5 The Director, PWES, shall retain the full authority to decline to move forward, and;
  - 5.2.6 The Director, PWES, shall retain the full authority to proceed to the detailed analysis, thereby skipping the next step, the Community Support Petition, based on engineering experience.
- 5.3 Confirming community support is the next step:
- 5.3.1 Should the pre-screening assessment indicate that the request can move forward, the next step is to ensure community support. A petition, favourably signed by at least 60 percent of the residents within a 300-metre radius of the requested pedestrian crossing system, will be required for the request to move forward to the next step;
  - 5.3.2 The PWES staff will provide a petition form and a map depicting all the parcels/properties that fall within the 300-metre radius of the site to the requestor. The requestor shall be responsible for collecting the required signatures;
  - 5.3.3 Each household is represented by one signature, regardless of the number of people residing in the household, and;
  - 5.3.4 Failure to meet the 60 percent support level will result in the termination of any further investigation.
- 5.4 If the above steps indicate the request should proceed to detailed analysis, Figure 1 - Pedestrian Crossing System Flow Chart shall be followed, with each step documented. The steps in the flowchart are to follow the most recent volume of the OTM Books 5, 12 and 15.

- 5.5 Should a pedestrian crossing system of any type be deemed warranted based on [Figure 1 - Pedestrian Crossing System Flow Chart](#), a preliminary budget estimate shall be prepared, along with a short memo describing the detailed analysis and findings by PWES staff, and provided to the Director, PWES.
- 5.6 At the end of each calendar year, PWES will bring a report to Council, summarizing all traffic-related recommendations, including those governed by this policy, if any. The report will also recommend that the works be included as part of the annual PWES Capital Works Plan, for the following calendar year(s).

## **6. Administration & Review**

- 6.1 Policy 124 shall be administered by the Department of Public Works & Engineering Services and subject to periodic review, at the direction of the Director, PWES.

Figure 1 – Pedestrian Crossing System Flow Chart

