

| <b>City of Prince Albert</b><br><b>Statement of POLICY and PROCEDURE</b> |  |            |                |
|--|--|------------|----------------|
| Department:  | Public Works Department                          | Policy No. | <b>114</b>     |
| Section:   | Traffic & Transportation                         | Issued:    | August 8, 2022 |
| Subject:   | <b>Crosswalk Policy</b>                          | Effective: | August 8, 2022 |
| Council Resolution # and Date:   | Council Resolution No. 0254 dated August 8, 2022 | Page:      | 1 of 8         |
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| Issued by:   | Evan Hastings, Transportation Manager            | Dated:     |                |
| Approved by:   | Wes Hicks, Director of Public Works              |            |                |

## **1 POLICY**

- 1.01 The City shall follow all specifications in the Manual of Uniform Traffic Control Devices for Canada, prepared by the Transportation Association of Canada, and engineering judgement when processing the painting of crosswalks.
- 1.02 The City shall follow all specifications in the Pedestrian Crossing Control Guide, prepared by The Transportation Association of Canada, and engineering judgement when processing the installation or removal of crosswalk locations, as well as, the crossing treatments and components used.

## **2 PURPOSE**

- 2.01 To define the specifications and procedure used for the installation or removal of controlled pedestrian crosswalks in the City.
- 2.02 To minimize crash rates that include or are influenced by pedestrians at controlled pedestrian crosswalks in the City.
- 2.03 To reduce traffic congestion at high traffic pedestrian crossing locations.
- 2.04 To reduce the delay experienced by pedestrians attempting to cross streets within the City.
- 2.05 To standardize the crossing treatments utilized at pedestrian crosswalks.
- 2.06 To enhance connectivity of active transportation within the City.
- 2.07 To provide a process and specifications needed to maintain public safety

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and provide consistency in facilitating unique, painted crosswalks for eligible applicants.

### **3 SCOPE**

3.01 This Statement of Policy and Procedure herein applies to:

- a. The installation, removal or alteration of all marked pedestrian crossings within the City of Prince Albert.
- b. Treatment selection for all marked pedestrian crossings.
- c. All requests for unique painted crosswalks by interest groups.

### **4 RESPONSIBILITY**

- 4.01 The Department of Public Works is responsible for ensuring that any installation or removal of crosswalks and crosswalk treatments conform to this Policy.
- 4.02 Motorists approaching a marked pedestrian crossing must yield the right of way to any pedestrians crossing the street.
- 4.03 City Council shall be responsible for approving any changes to this Policy as recommended by the Department of Public Works.
- 4.04 The applicant shall be responsible to submit a complete Crosswalk Painting Request.

### **5 DEFINITIONS**

- 5.01 Applicant – refers to a person, group, or organization with an interest to promote or a specific message to support.

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- 5.02 Component – refers to optional/beneficial crossing tools that can aid in the effectiveness of a selected treatment.
- 5.03 Crosswalk/Crossing – that part of a roadway at an intersection included within the connection of the lateral lines of the sidewalks on the opposite sides of the roadway measures from the curbs or, in the absence of curbs, from the edges of the roadway or that part of the roadway that is clearly marked as a crossing for the sole use of pedestrians whether at an intersection or not. By definition, crosswalks exist at every intersection whether marked or not.
- 5.04 Equivalent Adult Units – refers to the Transportation Association of Canada’s method for counting pedestrian crossing volumes. Seniors, children, and disabled pedestrians have increased weighting when determining if a crosswalk is required.
- 5.05 The Guide – refers to the Transportation Association of Canada’s Pedestrian Crossing Control Guide of 2018 or its equivalent successor.
- 5.06 Induced Crossing Volume – refers to the Department of Public Works anticipated volume of pedestrians that will use a crosswalk once implemented or upgraded.
- 5.07 Pedestrian Generator/Producer – refers to specific locations that attract a large number of pedestrians.
- 5.08 Regular Pedestrian Activity – refers to the day that a crossing study is done. The study cannot be completed on an irregular day for pedestrian activity such as Holidays, Sundays, on abnormally cold or hot days, or in

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areas on days that a special event is occurring such as the Exhibition or City Parade.

- 5.09 Treatment – refers to the traffic control device or devices used in coordination with one another at a crosswalk location.

## **6 REFERENCES AND RELATED STATEMENTS of POLICY and PROCEDURE**

- 6.01 Traffic Bylaw No. 35 of 2020, or any successor to that Bylaw.

## **7 CRITERIA**

### **7.01 Crosswalk Painting Requests**

- Crosswalk painting requests will only be considered at existing marked pedestrian crosswalks or crossing locations that require traffic to stop for a stop sign or traffic signal.
- Only simple designs will be considered for approval by the Department of Public Works.
- All requested painted crosswalks are to be a consistent 2.5 meters in width and painted with white traffic paint. The line width of the crosswalk bars are to be a standard 100 mm.
- The applicant is responsible for all material, labour and equipment required for painting the approved special crosswalk.
- City traffic accommodation is required for all approved crosswalk painting requests. This is done to ensure the safety of the painter and

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the general public. Traffic accommodation will be provided to the applicant at a reduced flat rate of \$200.

- f. Crosswalk Painting Requests will not be considered on arterial roadways.

## **7.02 Crosswalk Painting Request Eligibility**

Eligibility will not be considered for crosswalk painting requests that:

- a. Are political in nature;
- b. Are commercial in nature;
- c. Are discriminatory or incite hatred towards any group;
- d. Contain any inflammatory, libelous or obscene content;
- e. Are unlawful;
- f. Are contrary to the policies of the City of Prince Albert;
- g. Are deemed unsuitable for any other reason by the Director of Public Works;

## **8 PUBLIC WORKS CROSSWALK DESIGN PROCEDURES**

### **8.01 Warrant for a New Marked Crosswalk Location**

- a. A new crosswalk location must be at a minimum 100 m away from any other controlled intersection or pedestrian crosswalk. This minimum distance may be increased based on engineering judgement.
- b. The new crosswalk location must be reviewed to determine adequate sightlines are possible for safe pedestrian use.
- c. A new crossing will only be warranted if at least one of the following conditions is met.

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- i) Administration determines the location requires a crosswalk for effective pedestrian connectivity.
  - ii) Administration determines the locations induced crossing volume will exceed 100 Equivalent Adult Units in a 7 hour period as per the Transportation Association of Canada: Pedestrian Crossing Control Guide (2018) or its equivalent successor. Any pedestrian crossing volume data used must be recorded on days that reflects regular pedestrian activity.
- d. If the location is found to warrant a marked pedestrian crosswalk and a traffic signal is not warranted, the crossing treatment will be determined using procedure 8.02 in this Policy.

## **8.02 Procedure for Crosswalk Treatment Selection and Design**

- a. The crosswalk treatment and design will be determined using the Transportation Association of Canada: Pedestrian Crossing Control Guide (2018) or its equivalent successor and Engineering Judgement.
- b. The Department of Public Works is to use the most recent traffic volume data in treatment selection. This data is required to have been counted within the last 2 years. Administration is to ensure that the traffic data will not largely deviate in the foreseeable future due to planned City projects.
- c. If Administration determines additional safety measures are required, “desirable” or “optional” components as per the Guide can be added to the crossing treatment. Administration must exhaust all components within reason before selecting a treatment that deviates from the Guide standard.

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### 8.03 Existing Crosswalk Removal Procedure

- a. A marked crosswalk may be removed if one or more of the following conditions is met.
  - i) The crosswalks function is heavily reduced due to the removal, closing or alteration of a pedestrian generator or producer.
  - ii) Administration completes a crosswalk study that determines the crosswalk is not needed for connectivity and has less than 100 Equivalent Adult Units crossing over 7 peak hours a day. This study must be completed on a day that reflects regular pedestrian activity.
  - iii) Administration determines the crossing location or treatment is unsafe for pedestrian use.

### 8.04 Crosswalk Painting Requests

- a. Applicants are required to submit a complete Crosswalk Painting Request to the Department of Public Works a minimum of 30 days prior to anticipated installation date to be considered. Crosswalk Painting Request forms can be obtained from the Department of Public Works or through the City's website.
- b. Requests can be made via phone at (306) 953-4900, by email at [pwinquiries@citypa.com](mailto:pwinquiries@citypa.com) or in person at the Public Works Department located at the 3<sup>rd</sup> Floor of City Hall.
- c. The Department of Public Works is to review the proposed crosswalk design, approximate location, and message/motion and reply to the applicant within 10 business days of the application submission date. The Department of Public Works will approve, deny or suggest editing of the proposal at this stage.

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- d. Following acceptance of the crosswalk design and message/motion it supports, the Department of Public Works will work with the applicant to provide a/some crosswalk location(s) that are safe to be painted near the location in the applicant's request.
- e. The Transportation and Traffic Manager will work with the applicant to coordinate a date that traffic accommodation can be provided by the City of Prince Albert.
- f. The Department of Public Works will provide the applicant with final written approval for the crosswalk painting request.
- g. All traffic accommodation deployed by the City of Prince Albert to facilitate safe painting of the approved crosswalk will be invoiced to the applicant as reduced flat rate of \$200. The applicant must pay this fee before traffic accommodation and painting takes place.
- h. Crosswalk paint will remain until snow fall. However, the Department of Public Works at any time reserves the right to remove the paint due to safety concerns, failure to pay, or alteration of the intended message/motion. Costs of the crosswalk paint removal may be charged to the applicant depending on the reasoning for the removal.
- i. If the applicant is not in agreement with the decision of the Transportation and Traffic Manager, the applicant may appeal the decision by written letter to the Director of Public Works.