

<p align="center">City of Prince Albert Statement of POLICY and PROCEDURE</p>			
Department:	Public Works	Policy No.	80
Section:	Transportation	Issued:	February 22, 2016
Subject:	Traffic Sign Installation Policy	Effective:	February 22, 2016
Council Resolution # and Date:	Council Resolution No. 0055 dated February 22, 2016	Page:	1 of 7
		Replaces:	
Issued by:	Keri Sapsford, Transportation Manager	Dated:	
Approved by:	Amjad Kahn, Director of Public Works		

1 POLICY

- 1.01 The City shall follow all of the specifications in the Manual of Uniform Traffic Control Devices for Canada, prepared by the National Committee of Uniform Traffic Control, and engineering judgement when processing the installation of traffic signs.

2 PURPOSE

- 2.01 To standardize, regulate and provide guidance for the placement of traffic signs installed within the City of Prince Albert Right of Way

3 SCOPE

- 3.01 The Statement of Policy and Procedure herein applies to the Public Works Department
- 3.02 The Statement of Policy and Procedure does not apply to third party signage installed on City Right of Way
- 3.03 This Statement of Policy and Procedure does not apply to the installation of temporary condition signs and devices on the roadway
- 3.04 This Statement of Policy and Procedure will not be applied retroactively but non-compliant signage will be updated as it is reviewed during normal operations
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4 RESPONSIBILITY

- 4.01 The Public Works Department is responsible for ensuring that any new installation of traffic signs conforms to this Policy
- 4.02 City Council shall be responsible for approving any changes to this policy recommended by the Public Works Department

5 DEFINITIONS

- 5.01 “Traffic Sign” – Any signs that fall within the categories of Regulatory, Warning, Guide and Information signs and/or Pedestrian Signage under the Manual of Uniform Traffic Control Devices
 - 5.02 “Regulatory Sign” Any sign that indicate a traffic regulation that applies at a specific time or place on a road. Disregard of a Regulatory signs constitutes a violation
 - 5.03 “Warning Signs” – Any signs that provides an advance indication of conditions on or adjacent to a road that are potentially hazardous to drivers
 - 5.04 “Guide and Information signs” Any sign that indicate information or route selections for locating off-road facilities, or for identifying geographical features or points of interest
 - 5.05 “Boulevard Obstructions” any object within the boulevard or encroaching
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onto the City boulevard that may obstruct the view of a sign. Includes but is not limited to: trees, shrubbery and signage

- 5.06 “Right of Way” means the municipality owned lands including the roadway sidewalk or boulevard areas
 - 5.07 “Boulevard” means any land whether improved, planted or not, lying between the curb or edge of the travelled portion of the street and the property line of the adjacent property
 - 5.08 “Separated Walk and Curb” means any area where the curb and sidewalk are separated by boulevard
 - 5.09 “Combined Walk and Curb” means any area where the curb and sidewalk are combined
 - 5.10 “Landscaped” – an area where the property owner has improved the aesthetic appearance of (a piece of land) by changing its contours, adding ornamental features, or planting trees and shrubs
 - 5.11 “Commercial and Industrial Areas” as defined by The Zoning Bylaw
 - 5.12 “Residential Areas” as defined by The Zoning Bylaw
 - 5.13 “Corner Lot” property adjacent to two adjoining roadways
 - 5.14 “Far Side” means the side of the intersection after the intersection has been crossed, in relation to bus routing
 - 5.15 “Midblock” means a location that is not adjacent to an intersection
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		Replaces:	
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6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- 6.01 Bylaw 1 of 2013 – The Traffic Bylaw
- 6.02 Permanent and Temporary Parking Changes Policy
- 6.03 Advertising Route Changes Policy

7 PROCEDURE

7.01 General Signage Installation

1. To be effective all signs must, fulfil a need, command attention, convey a clean and simple meaning, command respect of road users, and comply with City Bylaws, these factors must be considered in the placement of all signs within the City of Prince Albert and be given priority in determining the location for signage installation
 2. All signage shall be installed 0.3m – 2.0 m from the traffic lane or curb line within the Right of Way
 3. All signage shall be 2.0m – 3.0m measured from the bottom of the sign to the ground
 4. All signage shall be placed a minimum of 3.0 m away from every roadway crossing or driveway to maintain adequate sightlines
 5. Every effort shall be made to place Traffic Signs in the best location possible that does not adversely affect neighbouring property owners.
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		Replaces:	
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6. Every effort shall be made to make signs visible to traffic, extra attention shall be given when installing signs around boulevard obstructions and curved roadways
 7. Care should be taken around trees and shrubs to ensure that the root structure is not damaged by sign installation and that future growth is taken into account for visibility
 8. Signs should be placed at least 2 m away from existing trees
 9. When possible signs shall be placed on existing light standards
 10. In residential areas with separated walk and curb, signage may be placed within the boulevard area
 11. In residential areas with combined walk and curb, every effort shall be made to place signs at the edge of property line with the exception of corner lots
 12. In residential areas with combined walk and curb where the property owner has landscaped the boulevard area the property owner shall be consulted with to determine the sign location
 13. In residential areas with combined walk and curb any underground sprinklers damaged due to the installation of a sign will be repaired by the City of Prince Albert
 14. In commercial and industrial areas with combined walk and curb signs may be placed within the boulevard area
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15. When none of these guidelines can be met; the Transportation Manager shall consult with the adjacent property owner to determine the best location for sign placement that meets the needs of the City of Prince Albert as well as the property owner, when a satisfactory agreement cannot be met City Council shall make the final decision.

7.02 School Zones

1. School zones are defined by the Traffic Bylaw and every effort shall be made to accurately match signage installation with the Bylaw
2. Signs indicating School speed zone starts and signs indicating School speed zone ends shall not be farther than 15.5m (50ft) apart
3. General signage installation guidelines shall be used when determining the location of each sign

7.03 Warning signs

1. Warning signs are to be installed 50m – 150m in advance of the corresponding condition, however engineering judgement and special circumstances may warrant warning signs to be installed closer or farther away than recommended
2. General signage installation guidelines shall be used when determining the location of each sign

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7.04 Parking Zones

1. Parking Zones are predetermined by the Transportation Manager utilizing the “Permanent and Temporary Parking Changes Policy”

7.05 Information Signs

1. Every effort shall be made to install information signs within commercial, industrial or separated walk and curb boulevard areas
2. If required within residential areas general signage installation guidelines shall be used when determining the location of each sign

7.06 Bus Stops

1. The location of bus stops will be determined by the Transportation Manager and shall follow the advertising bus route changes policy
2. Shall be installed on the far side of the intersection or midblock
3. General signage installation guidelines shall be used when determining the location of each sign