



Stop Sign Installation Policy

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| Policy Number: | PW-1 |
| Applies to: | Engineering Services |
| Approval Date: | April 25, 2016 |
| Revision Date(s): | |
| Approval Authority: | Council, approved by Council Resolution No.160-16 |

1. Policy Statement

The Town of Collingwood is committed to ensuring the effective and uniform application and operation of traffic control devices to improve safety and convenience for road users and promote the efficient movement of people and goods.

2. Purpose

The purpose of this policy is to establish a consistent and standardized process to evaluate requests for the installation of stop signs. The policy is intended to provide a procedure for the approval or denial of stop sign requests.

3. Definitions

- “Council” means the Council for the Corporation for The Town of Collingwood.
- “Director” means the Director of Public Works and Engineering for the Corporation of the Town of Collingwood or their designate.
- “Ontario Traffic Manual” (OTM) means the Ontario Ministry of Transportation (MTO) design guideline, as current or amended from time to time, comprised of 22 manuals developed to provide guidance for transportation practitioners.
- “Stop Sign” is a regulated traffic sign designated by the Highway Traffic Act to notify motorists to stop before proceeding.

4. Scope

The purpose of the stop sign is to clearly assign right-of-way between vehicles approaching an intersection from different directions when traffic signals are not warranted. The introduction of stop sign control can reduce the frequency of certain types of collision (e.g. right angle or turning), but also results in delay to motorists and may increase some other types of collision (e.g. rear-end). Stop signs should, therefore, not be used indiscriminately.

The appropriate use of stop control is outlined in the Ontario Traffic Manual (OTM), Book 5. The OTM manuals are written by the Ministry of Transportation and are intended to provide guidelines consistent with the intent of the Highway Traffic Act and to provide a basis for road authorities to generate their own guidelines and standards. It is OTM, Book 5, that forms the basis of this Policy.

All-Way stop controls disrupt the flow of traffic and introduce delays to all drivers within the intersection and should only be considered at the intersection of two relatively equal roadways having similar traffic volume demand and operating characteristics. Stop signs are not intended to be used as speed control devices. Their usage should be limited to the control of right-of-way conflicts.

Consideration for the installation of a stop sign will only be considered upon receipt of a written request. Once a request has been received, a stop control will only be considered under the following conditions as stipulated in OTM Book 5:

- At intersections which have experienced a record of collisions of the type which are susceptible to correction by stop control. Stop sign control may be warranted where three or more right angle turning collisions per year have occurred over a period of three years and methods of reducing the collision experience, such as sight line improvements, street lighting, parking prohibitions, enforcement, geometric revisions, or yield sign controls have been tried or considered and found to be inadequate;
- For major roads the total volume on all intersection approaches exceeds 500 vehicles per hour for each of any eight hours of a day and the volume split does not exceed 70/30; or
- For minor roads the total vehicle volume on all intersection approaches exceeds 350 for the highest hour recorded and volume split does not exceed 75/25 for three-way control or 65/35 for four-way control.

All-way stop controls should not be used under the following conditions:

- Where the protection of pedestrians, school children in particular, is a prime concern. This concern can usually be addressed by other means;
- As a speed control device;
- On roads where progressive signal timing exists;
- On roads within urban areas having a posted speed limit in excess of 60km/h;

- At intersections that are not roundabouts having less than three, or more than four, approaches;
- At intersections that are offset, poorly defined or geometrically substandard;
- On truck or bus routes, except in an industrial area where two such routes cross;
- On multi-lane approaches where a parked or stopped vehicle on the right will obscure the stop sign;
- Where traffic would be required to stop on grades;
- As a means of deterring the movement of through traffic in a residential area;
- Where visibility of the sign is hampered by curves or grades, and insufficient safe stopping distance exists; or
- Where any other traffic device controlling right of way is permanently in place within 250m with the exception of a yield sign.

5. Procedures

- Requests may be made by residents, business operators or any other user of the public roadway.
- Requests shall be submitted to Engineering Services in written format.
- Once the request is received the Engineering department will undertake a survey which will involve traffic counting and a review of collision history. The need for traffic surveys will be at the discretion of the Director as they may be deemed unnecessary or already completed.
- Once the data has been analyzed, the Director will inform the individual making the request of the outcome.
- If the request is approved, the Director shall recommend the passing of the necessary By-Law to the Development and Operations Services Standing Committee.
- Subsequent to the By-Law being approved by Council, appropriate signage will be installed.

6. General

The Town of Collingwood Council deems it important to provide and improve public rights of way to ensure the safety of vehicular and pedestrian traffic within the municipality. The implementation of this policy will provide a uniform set of guidelines and procedures that will ensure that any request for stop sign control will be evaluated effectively and efficiently to meet the requirements as set in OTM, Book 5.