



The Corporation of the Town of LaSalle

To: Mayor and Members of Council

Prepared by: Peter Marra, P.Eng. – Deputy Chief Administrative Officer

Department: Public Works

Date of Report: January 29, 2021

Report Number: PW-02-2021

Subject: Specialty/Non-Traditional Crosswalk Policy

Recommendation

That the report of the Deputy Chief Administrative Officer dated January 29, 2021 (PW-02-2021) regarding the Specialty/Non-Traditional Crosswalk Policy be received and that Council approve the policy as presented.

Report

In response to a Council question, administration has developed the enclosed Specialty/Non-Traditional Crosswalk Policy for Council's consideration and approval. The policy presented as part of this report is draft and subject to Council's direction. This policy can be finalized as is or amended as per Council's requests.

It is important, that this report is only dealing with the policy and not any specific crosswalk request. Once the policy is finalized and approved by Council, administration will then deal with any specific requests and those will be subject to a subsequent Council report.

This policy covers the installation and implementation for requested specialty/non-traditional crosswalk treatments in the Town of LaSalle. In the development of this policy, administration reached out to about 14 Ontario municipalities, of which 10 replied. These 14 municipalities all have implemented non-traditional crosswalk and/or are known to have a policy. Out of the 10 municipalities that replied, only 2 had formal policies, while the remainder of municipalities dealt with specific requests on a case by case basis.

From the 2 municipalities that have formal policies, only 1 has used it to date. It is this municipalities policy that was used as a guide to the enclosed draft LaSalle policy.

Enclosed to this report is the proposed Town of LaSalle policy on this matter. The enclosed policy covers such thing as, but not limited to:

1. How to initiate a request;
2. Who and what department will deal with such requests;
3. What details are required as part of the request;
4. Who and how it will be paid for;
5. Who and how it will be maintained and/or removed;
6. Where they can be located;
7. The types of non-traditional designs/treatments that would be acceptable.

In the case of a denial at the administrative level, the requestor will be able to have their matter brought before Council for a final decision.

In the case of an approval at the administrative level, this too will also be brought before Council for final approval.

In any case, as these matters are brought before Council, they will be accompanied by an administrative report with an associated recommendation, for Council final approval.

Consultations

As noted, administration has reached out to several various Ontario municipalities in doing research for the development of this policy.

There are also several people who were advised of this report and draft policy approval.

Financial Implications

There are no financial implications as part of this policy development and approval at this stage.

Prepared By:

A handwritten signature in black ink, appearing to read 'Peter Marra', with a stylized, cursive script.

Peter Marra, P.Eng, - Deputy Chief Administrative Officer

Link to Strategic Goals

1. Enhancing organizational excellence - Not Applicable
2. Strengthen the community's engagement with the Town - Yes
3. Grow and diversify the local economy - Yes
4. Build on our high-quality of life - Yes

Communications

As noted in the Consultation section of this report, several people had been notified of this report and pending policy approval.

Notifications

Brenda Bot-Drake
Nancy Campana
Loi Tran and Fong Tran
Ian Swentek
Darlene Anklewich
Sonya Di Biase
Hailee and Nathan Astbury
Julie and Paul LaBelle

Report Approval Details

Document Title:	PW-02-2021 non-traditional crosswalk policy.docx
Attachments:	- crosswalk painting policy ACC format (Feb 2021).pdf
Final Approval Date:	Jan 29, 2021

This report and all of its attachments were approved and signed as outlined below:


Chief Administrative Officer

Joe Milicia



Specialty/Non-Traditional Crosswalk Policy

Policy Manual Section:

Policy Number:

Authority:

Date Approved: February 2021

Department Responsible: Public Works

Revision Date:

Review Date:

Status: Active

Policy Statement:

This policy establishes the criteria for the implementation of non-traditional crosswalk designs when requested by an individual, community group and organization.

This policy ensures that all requests for non-traditional crosswalk designs are done in a non-biased, fair, and equitable manner.

Purpose:

This policy is for use by the Town of LaSalle (the Town) to allow the Town to implement speciality/non-traditional crosswalk painting at various locations as identified in this policy.

Scope:

This policy to open to individuals, community groups and/or organizations for a request to be presented to Town administration and ultimately Town Council for the implementation and installation of speciality/non-traditional crosswalk treatments in LaSalle.

1.0 Definitions

OTM – Ontario Traffic Manuals.

Requestor – the person(s), organization(s), group(s) that initiate a proposal through this policy to the Town of LaSalle.



Town	– refers to the legal entity of the Corporation of the Town of LaSalle.
Town Council	– refers to the elected officials representing the Town of LaSalle.
Town Engineer	– refers to the employee within the organization of the Town of LaSalle employed as the Director of Public Works or her/his designate.

2.0 Initiation Process

- 2.1 The initiation of this process will be by way of a formal written request to the Town Engineer, which said formal written request must include.
 - 2.1.1 The location requested (see Section 4.0).
 - 2.1.2 The proposed concept, artist rendering, colors, etc.
 - 2.1.3 If the request is from an organization, the Requestor, must submit written support from that organization.
 - 2.1.4 Commitment of financial support (see Section 5.0).
 - 2.1.5 Acknowledgement that the Requestor has read this policy and agree to all terms within this policy and any subsequent amendments from time to time.
- 2.2 The Town Engineer will review the Requestor's submission and render a formal written response to the Requestor on the next steps or if additional information is required.
- 2.3 If/when the proposal is acceptable to the Town Engineer, it will continue to move through this policy.
- 2.4 If the proposal is denied and the Requestor wishes to dispute the Town Engineer's decision, the proposal will be advanced to Town Council for a final decision. Such a request to Council will be accompanied by an Administrative report and supporting documentation on the essence of the denial.
- 2.5 The proposed markings should celebrate our culture, history, and events.



- 2.6 No proposal will be approved that represents commercial, religious, or political organizations.
- 2.7 No proposal will be approved of a group or organization whose undertaking or philosophy are contrary to Town policies or by-laws, or espouse hatred, violence, or racism.
- 2.8 No proposal or markings shall be those of trademarked symbols, or words.
- 2.9 No proposal or markings shall be those of depictions that can be related to a commercially available product.

3.0 Acceptance of Proposed Design/Concept

- 3.1 Once a proposal has advanced beyond the Initiation Process outlined in Section 2.0, all final approvals of any proposed non-traditional crosswalk treatments will be approved by Town Council prior to proceeding further.
- 3.2 Town Council reserves the right to approve or deny any proposal and/or removal of any already existing crosswalk treatments without any recourse from the Requestor.
- 3.3 Town Council reserves the right to limit the number of crosswalk treatments by any one Requestor, individual, group or organization.
- 3.4 The Town will not be liable for any expenses related to satisfying this policy by the Requestor for either approvals or denials.

4.0 Design, Technical and Engineering Requirements

- 4.1 All proposed designs shall have two standard transverse white lines as per OTM requirements.
- 4.2 All crosswalk proposals shall conform so that a pedestrian's first step onto the road, off the curb, shall be on plain asphalt, without markings/paint.
- 4.3 Pavement markings shall be paint material as per OTM requirements, complete with reflective and slip-resistant treatment.
- 4.4 Durable, slip resistant pavement markings are available for use, but the cost will be covered by the Requestor as outlined in Section 5.0. These durable markings have a longer useful life.



- 4.5 Installation of the markings and maintenance of the markings shall be completed by the Town and shall become property of the Town.
- 4.6 Maintenance of these markings shall be primarily for safety reasons first and foremost and may result in removal of a previously approved/implemented design without notice to maintain safety as paramount.
- 4.7 With respect to location availability, the following intersections have been chosen because of the presence of fully actuated controlled traffic signals/pedestrian controls at these locations. The following locations are available on a first come, first serve basis for implementation of non-traditional crosswalks.
 - 4.7.1 Malden/Normandy – all four approaches.
 - 4.7.2 Malden/Sprucewood – north, south and west approach only (east approach is a privately owned property access).
 - 4.7.3 Malden/Delmar – north, south and east approach only (west approach is a privately owned property access).
 - 4.7.4 Malden/Orford/Wyoming – all four approaches.
- 4.8 It is encouraged that if any organization who wishes to have more than one leg of an intersection completed, that the organization confine all their requests to one intersection only.
- 4.9 Additional locations available are the designated school crossing guard locations within school zones. These are mostly controlled during peak time by the presence of a school crossing guard. However, these locations will be reserved for the nearest school use only if they so choose to come forward with a request. These reserved locations are only related to the crossing guard locations in the immediate school safety zones fronting any respective school.

5.0 Financial

- 5.1 The Town's standard crosswalk treatment is white paint.
- 5.2 Durable pavement markings are available at a premium cost.



- 5.3 The Requestor will be responsible for all cost difference between white paint replacement costs for the existing selected crosswalk and the requested non-traditional design.
- 5.4 The Requestor may be responsible for the removal of the existing crosswalk paint depending on the location selected and the age of the existing crosswalk paint. This will be at the sole discretion of the Town Engineer.
- 5.5 During the Initiation Process described in Section 2.0, the Town Engineer will provide an estimate on cost so that the Requestor can determine if they wish to proceed. Any such cost will be outlined in the report to Council, described in Section 3.0.
- 5.6 Once Town Council provides their final approval, the Requestor will be required to pay 100% of the cost outline in the report to the Town prior to the work commencing.
- 5.7 Paint pavement markings typically last anywhere from 3 to 5 years and the long-term maintenance cost of the non-traditional crosswalk will be the responsibility of the Requestor for refreshing/renewing them. The Town will endeavour to provide a minimum of 6 months notice to the Requestor for standard maintenance purposes and if the Requestor fails to pay the Town in advance for such maintenance, the non-traditional crosswalk will be removed and restored back to the Town standard at the next renewal cycle.
- 5.8 Vandalism and accidents unfortunately occur from time to time and may affect the non-traditional crosswalk once installed. The repairing of a vandalised crosswalk needs immediate attention. In addition to the cost contained in the Council report, the Town will request an additional 15% of the cost to be deposited with the Town to cover immediate repairs and will be used as a contingency fund. This may need to be replenished from time to time if used. The Town will advise the Requestor accordingly. Failure to replenish this contingency fund will result in the removal of the crosswalk at the next replacement date.
- 5.9 The contingency fund, outlined in sub-section 5.8 will be used for the eventual removal of the non-traditional crosswalk should the Requestor no longer wish to continue with their commitment under this policy.



Policy:

This policy is administered through the Town's Public Works Department specifically through the Town Engineer or her/his designate.

Policy Review:

This policy will be reviewed and updated as required. This policy must be reviewed by the stated review date and approved by the responsible department.

References:

None

DRAFT