



## Specialty/Non-Traditional Crosswalk Policy

**Policy Manual Section:**

**Policy Number:**

**Authority:**

**Date Approved:** March 2021

**Department Responsible:** Public Works

**Revision Date:**

**Review Date:**

**Status:** Active

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### 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

**Champion** – an individual who is representing a request on behalf of an organization or group

**Installation Cycle** – length of time from install/renewal until the next renewal point



- 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 If the Requestor is an individual, such individual must be a resident of the Town of LaSalle. If the Requestor is an organization or group, there must be a Champion who resides in LaSalle taking on the role of the Requestor on the organization/group(s) behalf.
- 2.3 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.



- 2.4 If/when the proposal is acceptable to the Town Engineer, it will continue to move through this policy.
- 2.5 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.
- 2.6 The proposed markings should celebrate our culture, history, and events.
- 2.7 No proposal will be approved that represents commercial, religious, or political organizations.
- 2.8 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.
- 2.9 No proposal or markings shall be those of trademarked symbols, or words.
- 2.10 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 and Time Commitment**

- 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, which represents the installation cycle. As such, any proposal will be given one renewal of the installation cycle to keep a proposed specialty crosswalk in place. This results in an average of 6 to 10 years for any one request. Following the completion of an installation cycle and one renewal period, the speciality crosswalk will be removed from the original location.
- 5.8 Subsection 5.7 will be imposed if there are no other available locations, as defined in the policy, to allow for the implementation of special requests for other crosswalks brought forward, allowing other Requestors to share in the same type of exposure.
- 5.9 Should removal not be required under Subsections 5.7 and 5.8, the original crosswalk Requestor shall have the option to continue with one additional installation cycle giving an additional 3 to 5 years.



- 5.10 All renewal costs will be the sole responsibility of the Requestor, and the failure to provide funds for renewal will result in removal of the speciality crosswalk.
- 5.11 All renewal of crosswalks will be subject to future milling and paving operations and/or road reconstruction projects. Should any road milling and/or reconstruction occur, this will result in termination of all speciality crosswalks in place at the time of this operation/project. The Requestor will be provided notice of such works at the earliest convenience from the Town.
- 5.12 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/renewal purposes and if the Requestor fails to pay the Town in advance for such maintenance/renewal, the non-traditional crosswalk will be removed and restored back to the Town standard at the upcoming renewal cycle.
- 5.13 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.
- 5.14 The contingency fund, outlined in sub-section 5.13 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 revised per Council