

<b>Corporate Policies &amp; Procedures</b>			
<b>SECTION:</b> Operations	<b>AUTHOR:</b> Director of Public Works and Engineering		<b>POLICY #:</b> PW-14
<b>POLICY:</b> <b>Pedestrian Crossings and Hiking Trail Crossings on County Roads</b>			<b>APPROVED:</b>
<b>DATE:</b> May 2010	<b>REV. DATE:</b> February 2021	<b>COVERAGE:</b> Public Works and Engineering Department	<b>PAGE #:</b> Page 1 of 6

## **POLICY STATEMENT**

The County of Renfrew as a road authority, has a need to ensure that any Pedestrian Crossing or Hiking Trail Crossing on a County Road is consistent with the Department's primary objective of providing and maintaining a safe road system.

## **BACKGROUND**

The County of Renfrew, as the road authority having jurisdiction over County Roads, may make and enforce by-laws and policies pertaining to those items that may be placed within the road allowance.

1. The Municipal Act, 2001 in Section 11 permits a municipality to pass by-laws pertaining to the public assets of the Municipality for the purpose of exercising its authority under the Act, and to pass by-laws pertaining to highways.
2. The Municipal Act, 2001 in Section 55 indicates that where a sidewalk is located on a highway that falls under the jurisdiction of an upper-tier municipality, the responsibility for the construction and maintenance of the sidewalk shall be the responsibility of the local municipality.
3. The Ontario Traffic Manual Book 15 (Pedestrian Crossing Treatments) provides guidance for the installation of various roadway crossing treatments consistent with the Highway Traffic Act and Provincial standards.

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- Local municipalities, as well as the County of Renfrew, have an extensive network of Pedestrian and Off-Road Trails which cross high-speed, high-volume County Roadways and must be able to do so safely.

## **DEFINITIONS**

For the purposes of this policy the following definitions shall apply:

**“Highway”** has the same meaning as provided in the Municipal Act, 2001, Section 1 and pertains only to those highways that fall under the control and jurisdiction of the County of Renfrew.

**“Pedestrian Crossing”** means that portion of a County Road, designated by by-law of the County of Renfrew, at an intersection or elsewhere, distinctly indicated for pedestrian crossing by signs and signals on the highway and lines or other markings on the surface of the roadway.

**“Road Allowance”** means the land occupied by the highway.

**“Hiking Trail Crossing”** means any crossing of a County Road for which the purpose is a connecting trail on both sides of the County Road for which the use is limited to the purpose of hiking or sightseeing by foot. The trail must be for public use and owned and maintained by either the County of Renfrew, a local municipality situated within the County of Renfrew, or a recognized and approved entity within the County of Renfrew.

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## **PROCEDURES**

### **Pedestrian Crossings**

The County of Renfrew may permit the installation of Pedestrian Crossings on County Roads, subject to the following terms and conditions:

1. Requests for the installation of the Pedestrian Crossings shall be submitted by the local municipality in which the pedestrian crossing is requested. The request shall be accompanied by a resolution passed by the local municipal Council supporting the request.
2. Upon receipt of a request from a local municipality for the installation of a Pedestrian Crossing, the County of Renfrew will review the location to determine its suitability for a Pedestrian Crossing.
3. The County of Renfrew will conduct a 12-hour vehicle and pedestrian volume traffic count to determine the volume and nature of the traffic at the location of the proposed Pedestrian Crossing. The County of Renfrew will analyse the data collected from the traffic count to determine whether or not the vehicle and pedestrian volumes satisfy the minimum warrants established for the installation of a Pedestrian Crossing.
4. All Pedestrian Crossings shall meet the requirements of the Ontario Traffic Manual Book 15, Pedestrian Crossing Treatments, as may be applicable at the time of request and installation. The Level and Type of facility installed shall be in accordance with the warrant requirements contained within the Manual, however, Level 2 Type D Pedestrian Crossovers shall not be permitted on County Roads. Durable pavement markings shall be used for

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all mid-block Pedestrian Crossovers and at Pedestrian Crossovers at non-signalized intersections.

5. The local municipality requesting the Pedestrian Crossing shall be responsible for all costs associated with the initial installation of the Pedestrian Crossing, including signage and pavement markings associated with the crossing, as well as the replacement of the Pedestrian Crossing. The local municipality will be required to submit a resolution of the local municipal Council agreeing to pay the costs of the installation and replacement.
6. The County of Renfrew shall include the installation of Pedestrian Crossings at all intersections where new Traffic Signals are to be installed. The cost of the Pedestrian Crossing features at these locations shall be borne by the County of Renfrew.
7. The County of Renfrew shall be responsible for the costs associated with the annual operation and maintenance of the Pedestrian Crossing and signage. The local Municipality shall be responsible for the annual pavement markings associated with the crossing.

### **Hiking Trail Crossing Warning Systems**

1. Requests for the installation of Hiking Trail Crossing Warning Systems shall be submitted by the local Municipality in which the trail crossing is requested. The request shall be accompanied by a resolution passed by the local Municipal Council supporting the request and accepting fifty percent (50%) of the total costs of installation. These systems exclude trails used by off-road vehicles and snowmobiles.

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2. Upon receipt of a request from a local municipality for the installation of Hiking Trail Crossing Warning Systems, the County of Renfrew will review the location to determine if a Hiking Trail Crossing Warning System is warranted. In general, these systems will only be recommended for locations along rural, high speed roadways where sight lines are substandard. Every effort should be made to locate trail crossings where sight lines meet or exceed best practices and engineering standards for the Province of Ontario.
3. A Hiking Trail Crossing Warning System shall be comprised of appropriate signage to demonstrate the purpose of the trail, as well as a combination of flashing beacons as may be determined to be necessary in order to effectively warn oncoming traffic of the trail crossing.
4. The installation of a Trail Crossing Warning System as well as any future replacement of the system shall be cost shared by the County of Renfrew and local Municipality or Entity at a fifty percent (50%) split. Costs to be shared include all equipment, signage, and third-party costs associated with the installation or replacement. Internal staff time will not be cost shared.
5. If at anytime during the service life of the system, the Hiking Trail Crossing is closed, the County shall remove and retain the system for use at a future location.
6. The County of Renfrew shall be responsible for the costs associated with the annual operation and maintenance of the Hiking Trail Crossing Warning System including troubleshooting equipment issues and repair or replacement of damaged signage.

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**APPROVALS**

The installation of new Pedestrian Crossings and Hiking Trail Crossing Warning Systems on County Roads shall be approved by the appropriate Committee of County Council and authorized by the passing of a By-law by County Council.