

## **STOP SIGN INSTALLATION POLICY**

### **PURPOSE:**

This policy establishes a consistent and standardized process to evaluate the request for the installation of a stop sign within the Town of Shelburne. The policy is intended to provide a procedure for the review and approval or denial of a stop sign request.

The purpose of a stop sign is to clearly assign right-of-way between vehicles approaching an intersection from different directions when traffic signals aren't warranted or not yet installed, and it has been determined that a yield sign is inadequate. In accordance with the Ontario Traffic Manual, stop signs are not intended to be used as speed control devices.

### **STATEMENT OF POLICY:**

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 Town of Shelburne will determine the placement of a stop sign according to the following:

1. Installation of stop signs in new developments is regulated by the Ontario Traffic Manual, Book 5 (OTM) and the Town of Shelburne Design Criteria. They are installed in accordance with the design drawings for the development, which have been "Accepted for Construction".
2. Any stop sign requested, other than Item #1 above, will be evaluated based on the Ontario Traffic Manual warrants, for the safety of motor and pedestrian traffic.

Stop signs are to be used at the following locations where traffic signals are not provided:

- a) At the intersection of two King's Highways; and at the intersection of a County or Regional road with a King's Highway in a rural area;
- b) At the intersection of a County or Regional road with a King's Highway in a built-up area;
- c) At the intersection of a Town street or Township road with a King's Highway;
- d) At the intersection of a minor street or road with a through street or highway;

- e) At unsignalized intersections in a signalized area, except where they would interfere with traffic signal progression;
- f) At intersections where the application of the normal righthand rule or yield control would be unduly hazardous; and
- g) At intersections which have experienced a record of collisions of the type which are susceptible to correction by STOP control.

**DEFINITIONS:**

“Council” means the Council for the Corporation of the Town of Shelburne.

“Director of Development and Operations” means the Director of Development and Operations or designate for the Corporation of the Town of Shelburne.

“Design Criteria” means the Design Criteria developed for the Town of Shelburne, as amended from time to time.

“Ontario Traffic Manual” means the Ontario Ministry of Transportation (MTO) design guidelines comprised of a number of books developed to provide information and guidance for transportation practitioners.

“Public Works Department” means the Public Works Department for the Corporation of the Town of Shelburne.

“Stop Sign” is a regulated traffic sign by the Highway Traffic Act to notify drivers that they must stop before proceeding.

“Town” means the Corporation of the Town of Shelburne.

**OBJECTIVE CRITERIA FOR CONSIDERATION:**

Stop signs are regulatory signs and have legal status under both the Highway Traffic Act and Municipal By-law. The Town of Shelburne will consider visibility, surrounding land use, type of roadway, collision frequency and volume of traffic, as outlined in the Ontario Traffic Manual Book 5 when making recommendations and decisions regarding installation of a stop sign.

**POLICY FOR APPROVAL:**

Requests for a stop sign will be evaluated by the Town of Shelburne Staff and approved or denied by the Director of Development and Operations or designate, based on the following objectives:

1) The stop sign is needed to improve the safety of the motoring and pedestrian public as described in the Purpose (of stop signs);

and

2) The requested stop sign must meet the warrants for installation as per the Ontario Traffic Manual Book 5, Regulatory Signs.

**PROCEDURE FOR EVALUATION OF NEED AND APPROVAL:**

The process for approval for installation of a new stop sign by the Public Works Department will begin by a request from a resident or business owner as follows:

a. Requests for stop signs may be made by residents, business operators, or other users of the highway.

b. Requests shall be submitted to the Town in writing.

c. Upon Receipt of the request, the Director of Development and Operations or designate will undertake a field survey and public safety evaluation of need including undertaking a traffic and pedestrian count analysis. The guidelines for review are found in the Ontario Traffic Manual Book 5 as previously noted.

d. If the request is denied, the Director of Development and Operations will inform the person making the request.

e. If the request is approved, the Director of Development and Operations will prepare a report recommending the installation with a By-law to Council; pending approval of the by-law from Council, the Director will coordinate and will inform the property owner(s) making the request.

f. The actual date of installation will be determined after the By-law has been passed by Council.



## Schedule A to By-law #35-2018

### **APPLICATION:**

Any person requesting a stop sign shall do so in writing and deliver it to:

Town of Shelburne  
203 Main Street East  
Shelburne, ON, L9V 3K7  
Email: [bylaw@shelburne.ca](mailto:bylaw@shelburne.ca)  
Fax: 519-925-6134