



## THE CORPORATION OF THE TOWN OF WASAGA BEACH

### POLICY MANUAL

<b>SECTION NAME:</b> Environment, Public Works & Transportation	<b>POLICY NUMBER:</b> 8-9
<b>POLICY:</b> Stop Sign Installation Policy	<b>REVIEW DATE:</b> November 25, 2024
<b>EFFECTIVE DATE:</b> May 26, 2015	<b>REVISIONS:</b>
<b>IMPLEMENTATION:</b> May 26, 2015 By-Law No. 2015-41	<b>ADMINISTERED BY:</b> Director of Public Works

#### PURPOSE

The purpose of this policy is to establish a consistent and standardized process to evaluate the request for the installation of a stop sign within the Town of Wasaga Beach. 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.

#### POLICY REVIEW AND PROCEDURE

This procedure will be reviewed every five years to ensure that it continues to address the needs of the Town of Wasaga Beach with respect stop sign installations.

#### ATTACHMENTS

Stop Sign Installation Policy



**TOWN OF WASAGA BEACH**

**STOP SIGN INSTALLATION POLICY**

I. PURPOSE:.....	1
II. STATEMENT OF POLICY .....	1
III. DEFINITIONS.....	2
IV. OBJECTIVE CRITERIA FOR CONSIDERATION.....	2
V. POLICY FOR APPROVAL: .....	2
VI. PROCEDURE FOR EVALUATION OF NEED AND APPROVAL: .....	3
VII. APPLICATION: .....	4

## **I. PURPOSE:**

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## **II. 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 Wasaga Beach 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 Wasaga Beach Engineering Standards. 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 city 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 right hand 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.

### **III. DEFINITIONS:**

"*Council*" means the Council for the Corporation of the Town of Wasaga Beach.

"*Director of Public Works*" means the Director of Public Works or designate for the Corporation of the Town of Wasaga Beach.

"*Engineering Standards*" means the Engineering Standards developed for the Town of Wasaga Beach, 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 Wasaga Beach.

"*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 Wasaga Beach.

### **IV. 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 Wasaga Beach 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.

### **V. POLICY FOR APPROVAL:**

Requests for a stop sign will be evaluated by the Town of Wasaga Beach Public Works/Engineering Department and approved or denied by the Director of Public Works 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 Section I - 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.

## **VI. 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:

### Request:

- 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 public works department using the attached request form.
- C. Upon Receipt of the request, the Public Works Department 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 Public Works will inform the person making the request.
- E. The applicant may appeal the denial to the Public Works Committee, who may overturn the Director's decision.
- F. If the request is approved, the Director of Public Works shall direct the order and installation of the new stop sign and make a recommendation report to the Public Works Committee and 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.
- G. The actual date of installation will be determined after the By-law has been passed by Council.

**VII. APPLICATION:**

Any person requesting a stop sign shall do so by completing the attached application form and mailing it to:

Town of Wasaga Beach - Public Works Department  
30 Lewis St, Wasaga Beach, ON  
Email: [publicworks@wasagabeach.com](mailto:publicworks@wasagabeach.com)



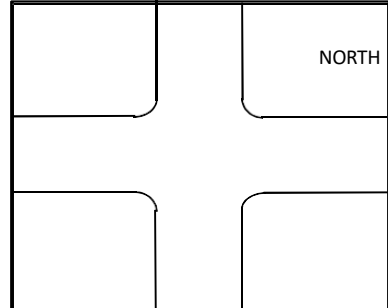
Request# 20\_\_ - \_\_\_\_

## Town of Wasaga Beach STOP Sign Request Form

Application Date: \_\_\_\_\_

Description of Location:  
\_\_\_\_\_  
\_\_\_\_\_

Proposed Stop Sign Location



**Requested by:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone # \_\_\_\_\_ Work Phone # \_\_\_\_\_

Why is a STOP sign requested at this location?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OFFICE USE ONLY

Approved / Denied By: \_\_\_\_\_ Date: \_\_\_\_\_

Date Installed: \_\_\_\_\_ GPS/GIS Record Date: \_\_\_\_\_

By-Law Number: \_\_\_\_\_

Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PLEASE EMAIL, MAIL OR DROP OFF THIS APPLICATION TO:**

[Publicworks@wasagabeach.com](mailto:Publicworks@wasagabeach.com)

Town of Wasaga Beach Attn: Public Works

30 Lewis St

Wasaga Beach, ON L9Z 1A1

Attachment: Town of Wasaga Beach Stop Sign Policy Documentation