

<i>Policy Category</i>	<i>Name of Policy</i>
Administrative	Delegation of Authority Respecting Traffic and Parking By-law 89-2000 matters

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Policy Owner	Public Works, Transportation Services, Director
Approval Body	Council
Approval Date	July 23, 2020
Effective Date	July 23, 2020
Review by Date	July 23, 2025

1. Policy

Regional Council has delegated authority to the Director of Transportation Services to make routine and administrative amendments to Schedules A-N; P-R; and, T-Y of Traffic and Parking By-law 89-2000, as amended, as may be required from time to time in response to complaints, requests or reviews undertaken to ensure the safety of Regional roads in compliance with applicable standards, policies and legislation.

2. Purpose

The delegation of authority to the Director of Transportation Services will streamline the approval process for necessary routine and administrative amendments to Traffic and Parking By-law 89-2000 to enhance responsiveness to community safety and increase efficiency in process and service delivery.

3. Scope

The Director of Transportation Services is delegated the authority to make routine and administrative amendments as may be required from time to time in response to complaints, requests or reviews undertaken to the following schedules of the Traffic and Parking By-law 89-2000:

- SCHEDULE A - Stopping Prohibitions
- SCHEDULE B - Standing Prohibitions
- SCHEDULE C - Parking Prohibitions
- SCHEDULE D - Trailer & Commercial Motor Vehicle Parking Prohibitions
- SCHEDULE E - Limited Parking Restrictions

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- SCHEDULE F - Angle Parking
- SCHEDULE G - Parking Meter Zones
- SCHEDULE H - Public Parking Zones
- SCHEDULE I - Public Vehicle Bus Stops
- SCHEDULE J - Vending Stops
- SCHEDULE K - Taxi Cab Stands
- SCHEDULE L - Loading Prohibitions
- SCHEDULE M - Loading Zones
- SCHEDULE N - Through Highways
- SCHEDULE P - Stop Sign Locations
- SCHEDULE Q -Yield Sign Locations
- SCHEDULE R - Prohibited Turns
- SCHEDULE T - One-way Highways
- SCHEDULE U - Designated Lanes
- SCHEDULE V - Speed Limits on Bridges
- SCHEDULE W - Speed Limits
- SCHEDULE X - Speed Limits – 40 km/h in School Zones
- SCHEDULE Y - Reduced Load Restrictions - March 1st to April 30th

The Director of Transportation Services will exercise the delegated authority to achieve an improvement in road safety in compliance with applicable standards, policies and legislation and sound engineering principles and guidelines, and based on the following considerations:

Schedules A-M

When making decisions related to Zones or Restrictions in Schedules A-M, the Director of Transportation Services will consider the following factors:

- Existing geometric design (lane widths, sidewalk, curvature, elevations, etc.)

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- Heavy Vehicle Percentages
- Road classification
- Presence of curb and gutter
- Impact to sight lines as outlined by TAC Geometric Design Guide for Canadian Roads
- Adherence to standards as outlined by TAC Geometric Design Guide for Canadian Roads
- Presence of bicycle lanes and potential impact
- Area Designation (Rural, Urban, Commercial, Residential, Tourist section, etc.)
- Vicinity to traffic control device
- Vision Zero and Safe System Approach

Schedules N; P; Q; R; T; U

When making decisions related to Zones or Restrictions in Schedules N; P, Q, R, T and U, the Director of Transportation Services will consider the following factors:

- Warrants from OTM Book 5 – Regulatory Signs using traffic counts conducted at intersections as part of annual traffic study program
- Collision History
- Vicinity to traffic control device
- Vision Zero and Safe System Approach

Schedules V-X

When making decisions related to Zones or Restrictions in Schedules V – X the Director of Transportation Services will consider the following factors:

- Council approved policy PW5.R01.5 Public Works Department Policy Manual – Speed Limit Policy, December 15 2005.

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- Vision Zero and Safe System Approach

Schedule Y

When making decisions related to Zones or Restrictions in Schedule Y, the Director of Transportation Services will consider the following factors:

- The required duration of the prohibition to protect damaged or deteriorated highways until such time as they can be either repaired or reconstructed.
- Vision Zero and Safe System Approach

Prior to any by-law being submitted for Council approval, the Director of Transportation Services shall communicate with the affected municipality to advise of the recommended change(s).

If the Director of Transportation Services determines that the proposed change to the Traffic and Parking By-law 89-2000 is not of a routine or administrative nature or is otherwise outside of the scope of this policy, a report will be brought forth to Public Works Committee for consideration.

Any decision made by the Director of Transportation Services, including related correspondence and studies, will be documented and retained in accordance with the Region's Records Retention by-law.

Upon receipt of a memorandum from the Director of Transportation Services documenting the exercise of delegated authority pursuant to this policy, the Regional Clerk will submit the necessary by-laws to amend Traffic and Parking By-law 89-2000 directly to Council for passage at their next meeting.

The Director of Transportation Services will report to Public Works Committee for information purposes regarding amendments made to Traffic and Parking By-law 89-2000 by delegated authority pursuant to this policy on a quarterly basis.

3.1.Roles and Responsibilities

- The Director of Transportation Services, is responsible for implementing this policy, including establishing any procedures as may be required and reporting to Public Works Committee on a quarterly basis regarding amendments made by delegated authority pursuant to this policy.

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- The Commissioner of Public Works is responsible for monitoring compliance with the policy and reporting to Council regarding required updates to the policy.
- The Regional Clerk is responsible for submitting the necessary by-laws to amend Traffic and Parking By-law 89-2000 directly to Regional Council for passage upon receipt of a memorandum from the Director of Transportation Services issued pursuant to this policy.

4. References and Related Documents.

4.1. Legislation, By-Laws and/or Directives

Highway Traffic Act

Ontario Traffic Manuals

Municipal Act, s.23.1

4.2. Procedures

The Director of Transportation Services is authorized to develop procedures as required to implement this policy.

5. Related Policies

PW5.R01.5 Public Works Department Policy Manual – Speed Limit Policy, December 15 2005

C-A-008 Delegation of Powers and Duties policy

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6. Document Control

The electronic version of this document is recognized as the only valid version.

Approval History

Approver(s)	Approved Date	Effective Date

Revision History

Revision No.	Date	Summary of Change(s)	Changed by