



<b>Title:</b> Request for Traffic Control Device	<b>Policy No.:</b> 22-01
<b>Section:</b> 03	<b>Page No.:</b> 1 of 5 <b>E</b>

<b>Legislation Reference:</b>	Alberta Provincial Statutes
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<b>Purpose:</b>	To provide guidelines for individuals and organizations that request information / traffic signs to be installed within municipal road right-of-way and provide an approval process.
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<b>Policy Statement and Guidelines:</b>	
<p><b>1. STATEMENT:</b></p> <p>1.1 This policy is designed to provide guidance to Administration and to the community on the placement of traffic control devices throughout the County.</p> <p>1.2 Smoky Lake County will allow the requests for the placement of traffic control devices along public road allowances in order to promote and increase safety on public roadways.</p> <p>1.3 The purpose of traffic control devices is to inform drivers of traffic regulations, warn of road characteristics or hazards, and provide information necessary for route selection.</p> <p>1.4 Smoky Lake County will not install or contribute towards any sign(s) placed on private property.</p> <p><b>2. DEFINITIONS:</b></p> <p>2.1 <b>Traffic Control Device:</b> A traffic control device is a sign, signal, pavement marking or other device, placed upon, over or adjacent to the road, by a public authority or official having jurisdiction, under the authority of the Traffic Safety Act for the purpose of regulating, warning or guiding traffic.</p> <p>2.2 <b>Manual of Uniform Traffic Control Devices:</b> The Manual of Uniform Traffic Control Devices for Canada (MUTCDC), published by the Transportation Association of Canada (TAC) is the principle guiding reference for installing traffic control devices. Conformance with that document and ancillary TAC publications ensures uniformity across Canada.</p>	

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### Policy Statement and Guidelines:

#### 3. OBJECTIVE:

- 3.1 Traffic control devices constitute a system of conveying messages to the road users. The objectives of these messages are to advise of traffic regulations to enable observance of the law, warn of road characteristics, road hazards and temporary conditions, and provide the information necessary for route selection.
- 3.2 Meeting the above objective improves safety, serves the convenience of the road user, and promotes the efficient movement of people and goods and the orderly flow of traffic.

#### 4. GUIDELINES:

- 4.1 Request(s), where traffic control devices are not appropriate or consistent with sign placement under the “Manual for Uniform Traffic Control Devices for Canada,” traffic control devices may be placed with all costs to be charged to the benefiting property owner or user, subject to the approval of Council.
  - 4.1.1 Costs of school bus stop signs or other traffic control devices that are requested by external public agencies and which are consistent with sign placement standards shall be paid for by the requesting agency.
- 4.2 The individual or organization requesting a traffic control device(s) shall submit a completed application **Schedule “A”: Application Request for Traffic Control Device** to Smoky Lake County. They must identify what type of sign is requested.
- 4.3 Should the applicant request the traffic control device(s) to be placed on the public road allowance, it will remain the responsibility of Smoky Lake County to ascertain if this is a proper and correct place for the placement of the traffic control device(s), and the size and dimension of the signs.
- 4.4 The cardinal principle for the placement of traffic control devices is that they must:
  - fulfill a need
  - command attention
  - convey a clear, simple meaning
  - command respect of road users
  - give adequate time for proper response

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### Policy Statement and Guidelines:

- 4.5 If the request does not fulfill a need or is a nonconforming device, but serves as a convenience, the applicant accepts the responsibility to pay for the material and installation costs of signs.
- 4.6 If the request is for a sign(s) to be placed on private property, the applicant will be given names of appropriate sign suppliers.
- 4.7 Should the applicant disagree with the decision of the Public Works Manager or the Chief Administrative Officer, the applicant may submit a written appeal to Council.

## 5. PROCEDURES

- 5.1 Placement of Traffic Control Devices will be approved by direction of the Public Works Manager or by direction from County Council.
  - 5.1.1 Traffic Control Devices (consisting of regulatory, warning and informational traffic signs, traffic signals, railway crossing signs and signals, pavement markings and community information signs) will be placed and maintained in accordance with applicable Provincial Acts and corresponding regulations (principally the *Municipal Government Act*, the *Traffic Safety Act*, the *Public Highways Development Act* and the *Planning Act*), and with relevant technical manuals, reports and informational publications.
- 5.2 Installation of approved Traffic Control Devices may be undertaken, as the situation dictates, by County Public Works Department, in accordance with the “Manual for Uniform Traffic Control Devices”.
- 5.3 Requests for Traffic Control Devices from Council, Councillors and/or members of the public or other stakeholders for new or augmented traffic control devices, or for modifications to existing devices, will be reviewed by the Public Works Manager and evaluated in the context of this policy and where appropriate, discussed with the community-at-large, school authorities, other civic and external agencies and County Council prior to implementation or other action.
- 5.4 Requests from members of the public will be reported monthly by the Public Works Manager.

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<b>Policy Statement and Guidelines:</b>	
5.5	Removal of Traffic Control Devices no longer fulfills a need, or the device contravenes the intent of this policy, consideration will be given to removal or replacement with an appropriate device as the situation dictates. Specific examples would include stop signs that were installed instead of yield control to address sightline issues that have been resolved and all-way stop control installed to address speeding issues contrary to this policy.
5.6	Review and upgrade of Traffic Control Devices will be in accordance with <i>Policy Statement No. 14-A.01: Roadway Inspections</i> will be carried out to ensure that the required level of service is maintained.
5.7	The Public Works Department will maintain a record of all traffic control device (sign placement) requests throughout the County.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	<b>October 25, 2012</b>	<b># 51-12 - Page # 10279</b>
<b>Amended</b>		
<b>Amended</b>		

**SCHEDULE "A"**



Box 310 4612 McDougall Drive  
 Smoky Lake, AB T0A 3C0  
 Phone: 888.656.3730 Fax 780.656.3768

**APPLICATION**

**REQUEST FOR  
 TRAFFIC CONTROL DEVICE**

**APPLICANT INFORMATION**

NAME OF APPLICANT: _____		
MAILING ADDRESS: _____		
Box	Town	Postal Code
TELEPHONE (RES): _____	CELLULAR: _____	

**LAND INFORMATION**

LEGAL DESCRIPTION

QTR/LSD	SECTION	TOWNSHIP	RANGE	W4	OR	REGISTERED PLAN	BLOCK	LOT
RANGE ROAD: _____					TOWNSHIP ROAD: _____			
TYPE OF SIGN REQUESTED: _____						AMOUNT OF SIGNS REQUESTED: _____		

I hereby, by signing this form, accept any costs associated with the placement of Traffic Control Device(s), and the capital cost of materials will be billed to the applicant making the request.

If applicable, the applicant accepts the responsibility to pay for the Traffic Control Device(s), the work will be carried out as soon as possible by County Public Works personnel and equipment. The applicant will be billed accordingly.

\_\_\_\_\_  
 DATE OF APPLICATION

\_\_\_\_\_  
 SIGNATURE OF APPLICANT

FOR OFFICE USE ONLY					
Request No.		Approved:		Paid in Full:	
Date Installed:		Installed by:		Invoice	
Public Works Manager _____			Date _____		