

# THE CORPORATION OF THE CITY OF WINDSOR POLICY

Service Area:	<b>Office of the Commissioner of Infrastructure Services</b>	Policy No.:	
Department:	<b>Public Works Operations</b>	Approval Date:	<b>January 15, 2024</b>
Division:	Traffic Operations	Approved By:	<b>CR10/2024</b>
		Effective Date:	<b>January 15, 2024</b>
Subject:	<b>All Way Stop Policy</b>	Procedure Ref.:	All Way Stop Warrant Checklist
Review Date:	<b>January 2029</b>	Pages: 3	Replaces: All Way Stop Policy
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## 1. POLICY

1.1. This policy establishes the all way stop review and approval or denial procedure.

## 2. PURPOSE

2.1. To define the process for the review, and approval or denial of an all way stop control in the City of Windsor.

2.2. To ensure public safety as it pertains to the use of stop controls.

2.3. To ensure adherence to Provincial and National standards and guidelines as it pertains to the use of stop controls.

## 3. SCOPE

3.1. This policy applies to any City of Windsor Department reviewing, approving and/or installing stop controls within the public right-of-way.

## 4. RESPONSIBILITY

4.1. City Council is responsible for:

4.1.1. The final approval and any amendments of the All Way Stop Policy.

4.1.2. To approve funding to install and maintain all ways stops.

4.2. Standing Committees are responsible for:

4.2.1. Reviewing and approving the All Way Stop Policy and any amendments and forwarding committee reports with recommendations to City Council for final approval.

4.3. The Chief Administrative Officer (CAO) is responsible for:

4.3.1. Providing approval of the Street Lighting Policy and any amendments to the Standing Committee Level.

4.3.2. Approving by-law amendments (Delegated Authority) to the Traffic By-Law after the installation of an all way stop.

**4.4.** Corporate Leadership Team (CLT) is responsible for:

4.4.1. Providing approval of the development of the All Way Stop Policy and any amendments prior to the CAO for their authorization.

**4.5.** Department Head, Senior Manager or Manager is responsible for:

4.5.1. Reviewing the All Way Stop Policy to determine whether updates are required.

4.5.2. Determine the need of the policy.

4.5.3. Consult with other relevant stakeholders.

4.5.4. Forward the proposed policy and accompanying report to the CLT for approval.

4.5.5. Oversee the all way stop reviews and warrant results.

4.5.6. Approving the installation of a new all way stop, removal of an existing all way stop and / or reversal of an existing two way stop when the location meets warrant.

**4.6.** Traffic Technician is responsible for:

4.6.1. Receiving resident request for new all way stop.

4.6.2. Completing necessary efforts to collect data for a warrant review and completing the warrant checklist.

4.6.3. Make recommendation to Department Head, Senior Manager or Manager with regards to the results of a warrant.

4.6.4. Reviewing existing stop controls on an on-going basis to assess the continued need for all way stops or to determine what changes are necessary for increased public safety (i.e. reversal of stop control).

**4.7.** Transportation Technologist I is responsible for:

4.7.1. Preparing report with required by-law amendments for new all way stop, or removal or reversal of an existing all way stop based on the warrant and All Way Stop Policy.

## **5. GOVERNING RULES AND REGULATIONS**

### **5.1. NEW ALL WAY STOP REQUEST**

5.1.1. A resident makes a formal request to administration to study the need for an all way stop. OR Administration identifies the need for an all way stop review due to an internally driven safety review.

5.1.2. Administration collects data required and completes a warrant for the location requested. Traffic volumes within the past 3 years are acceptable for the review of this warrant, where existing data is older than 3 years, new data is to be collected.

5.1.3. Administration reports back to the resident through the 311 Service Request, with the results of the review

5.1.4. If the all way stop is warranted, a by-law update and associated report will be brought to the CAO and the all way stop is installed.

5.1.5. If the all way stop is unwarranted, end pursuance of the all way stop because the location does not meet the warrant.

## **5.2. ALL WAY STOP REMOVAL**

5.2.1. A resident makes a formal request to administration to study to need to remove an all way stop. OR Administration performs a review of an all way stop and determines that significant changes have been made in the area to change the need for an all way stop.

5.2.2. If the all way stop is unwarranted, a by-law update and associated report will be brought to the CAO and the all way stop is removed, leaving the stop control on the lower volume roadway. Administration shall review all other safety factors at the intersection to ensure proper sightlines and parking removal is appropriate and make changes as needed prior to removal.

5.2.3. If the all way stop is warranted, end pursuance of the all way stop removal and the all way stop shall remain in place.

## **5.3. REVERSAL OF A STOP CONTROL**

5.3.1. The reversal of a stop shall be reviewed using the All Way Stop Control Warrant Checklist, specifically reviewing the roadway traffic volumes and classifications.

5.3.2. A resident makes a formal request to administration to study to need to reverse a stop control. OR Administration performs a review of an all way stop and determines that significant changes have been made in the area to change the need for the direction of the stop control.

5.3.3. If the reversal of the two way stop is warranted, a by-law update and associated report will be brought to the CAO and the two way stop is reversed. Administration shall review all other safety factors at the intersection to ensure proper sightlines and parking removal is appropriate and make changes as needed prior to reversal.

5.3.4. If the all way stop is warranted, end pursuance of the all way stop removal and the all way stop shall remain in place.

## **6. RECORDS, FORMS AND ATTACHMENTS**

**6.1.** All Way Stop Warrant Checklist attached.