

## **Municipality of West Elgin**

### **Policy RD 1.3 Persons With Disability Warning Sign Policy**

**Effective Date: October 14, 2021**

Review Date:

#### **Policy Statement**

Public safety is of the utmost importance to the Council of the Municipality of West Elgin. For various reasons, it may be necessary to install signage to advise of persons with disabilities using existing pedestrian facilities within the community.

#### **Policy**

##### Definitions

“Council” – means the Council of the Municipality of West Elgin.

“Persons with Disability” – means a person diagnosed with a hearing impairment, vision impairment or autism by a medical professional recognized by the College of Physicians and Surgeons of Ontario.

“Manager of Operations & Community Services” – means the Manager of Operations & Community Services for the Municipality of West Elgin or his/her designate.

“Municipality” – means The Municipality of West Elgin.

##### Purpose

The purpose of this policy is to establish a protocol for the installation of Persons with Disability Warning Signs within a Municipality of West Elgin Road allowance.

##### Procedures for installation of Persons with Disability Warning Signs

1. A request for a Persons with Disability Warning Sign must be made in writing to the Manager of Operations & Community Services. A copy of the Persons with Disability Sign Application form (see appendix ‘A’) must be completed in its entirety and accompany the written request.
2. Signs will be limited to Municipality of West Elgin road allowances only.
3. The placement of the sign will adhere to the guidelines outlined in the Ontario Traffic Manuals (OTM) for pedestrian warning signs.

4. The applicant, Parent(s) or legal guardian shall agree to notify the Municipality of West Elgin if the sign is no longer required (i.e. family moves). Municipal staff will proactively send a letter to each participating family annually, requesting confirmation on their continued participation in the program.

The sign(s) will be removed if an acknowledgment is not received within 30 days of the date of the letter.

5. Specific placement of Persons with Disability Warning Signs shall be determined by staff taking into consideration exposure, visibility and the proximity and impact on other regulatory, warning and guide signs.
6. Where it is determined that a sign is not effective or it interferes with existing signage, alternatives, including non-placement will be considered.

#### Authority

The authority for the Persons with Disability Warning Sign Policy shall be by the approval of the Council for the Municipality of West Elgin.

The approval and monitoring of Persons with Disability Warning Signs shall be at the discretion of the Manager of Operations & Community Services or his/her designate.

This Policy shall be administered by the Public Works Department.

This Policy shall be reviewed as required.

## Appendix A – Persons With Disability Warning Sign Application Form

## Appendix B

The following is a sample of persons with disability warning sign. Each sign tab will be customized to the specific disability.

