



# TOWN OF RAYMOND

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Adopted By: Council

Motion: 2019-118

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Authority to Administer: CAO, Director of Operational Services

Policy Number: 2019-01

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## **Policy Name**

Traffic Control Device Policy

## **Policy Purpose**

This policy will establish administrative practices regarding placement of traffic control devices in Raymond.

## **Policy Statement**

In accordance with Bylaw 990-12, s(4), the CAO is delegated the power to prescribe where traffic control devices are to be located on highways in the Town. This policy will ensure clear communication between the CAO, and the Director of Operational Services and Operations Staff, when traffic control devices are being placed and relocated.

## **Policy Procedure**

- The CAO receives a request from Town Council or administration to place or relocate a traffic safety device
- The CAO collects information from Operations, Peace Officers, traffic studies and any other resources that will aid in a decision
- When a decision has been made, the CAO completes Appendix A, Traffic Control Device Plan, and delivers to the Director of Operational Services
- The Director of Operational Services reviews the Traffic Control Device Plan with the employee who will carry out the work, and provides the worker with a copy of the Plan
- All new placements or relocation of traffic control devices will be accompanied by signage indicating control device changes.

## **Appendix A – Traffic Control Device Plan**

Location

Traffic Control Device(s) Involved

Issue/Background

Desired Outcome

Map must be attached to Appendix, clearly outlining traffic control device placement. The Traffic Control Device Plan is incomplete without a map.