



ROSEMÈRE

A town in harmony!

Road Safety Policy

December 2011 (resolution 2011-12-506)

Table of contents

1. Objective.....	3
2. Basis of the policy	3
2.1 Town of Rosemère.....	3
2.2 The Québec Highway Safety Code	3
2.3 Provincial sign standards	3
3. Reach.....	3
4. Definitions	3
4.1 Québec Highway Safety Code.....	3
4.2 Signage	4
4.3 Sign standards.....	4
4.4 Traffic calming measures	4
4.5 Major modification.....	4
4.6 Request	4
5. Processing of requests	4
5.1 Eligibility criteria of a request or complaint.....	4
5.2 Processing and follow-up of requests.....	4
6. Role and responsibility of the various stakeholders	5
6.1 Technical Services and Public Works Department	5
6.2 Régie intermunicipale de police Thérèse-De Blainville (“ RIPTB” – Police Board) 5	
6.3 Road Safety Committee (“CSR”).....	6
7. Procedure.....	6
7.1 Level of service	6
7.2 Major modification or implementation of a calming measure	6
7.2.1 Financial aspect: major modification or implementation of a calming measure	7
7.3 Procedure: processing a request	7
7.4 Procedure: major modification or implementation of a calming measure	7

1. OBJECTIVE

The main objective of this policy is to structure and frame interventions of the Town of Rosemère with regards to road safety prevention and awareness on its territory. More specifically, it seeks to:

- establish road safety guidelines
- ensure the safety of citizens
- secure the collaboration of citizens and municipal departments
- ensure effective traffic management
- ensure uniform and standardized interventions in the areas of traffic, signage and road safety
- ensure the processing of inquiries relating to traffic, signage and road safety.

2. BASIS OF THE POLICY

This policy seeks to frame, structure and define guidelines, and, with the collaboration of the Municipal Council, the *Comité de sécurité routière* (CSR - Road Safety Committee), and the *Régie intermunicipale de police Thérèse-De Blainville* (RIPTB – Police Board), to implement concrete and effective measures making it possible to travel safely throughout the territory of the Town of Rosemère. This policy is based on the following elements:

2.1 Town of Rosemère

The streets of the Town of Rosemère are safe and comply with design standards for works of this nature.

2.2 The Québec Highway Safety Code

The Town of Rosemère complies with measures contained in the Québec Highway Safety Code.

2.3 Provincial sign standards

The Town of Rosemère complies with provincial sign standards as set forth in volumes 1 and 2 of the: “Normes – ouvrages routiers – Tome V – signalisation”.

3. REACH

This policy applies to the handling of all requests relating to road safety.

4. DEFINITIONS

4.1 Québec Highway Safety Code

The Québec Highway Safety Code regulates the use of vehicles on public roads and, in some cases, on private roads and properties, as well as pedestrian traffic on

public roads. All managers of Québec road networks and all road users are bound to comply with this code.

4.2 Signage

All light or sound signals, panels, pavement markings or other devices used to prohibit, direct, inform or control traffic or parking.

4.3 Sign standards

Handbook of legally binding standards and legal requirements as decreed by Article 289 of the Québec Highway Safety Code and identified as: “Normes – ouvrages routiers – Tome V – signalisation routière”, Volumes 1 and 2 published by Publications du Québec.

4.4 Traffic calming measures

Traffic calming measures helping to control and ensure a safe and fluid traffic flow for all road users.

4.5 Major modification

Significant change requiring road users to change their habits or a change in the function of a street.

4.6 Request

Petition or query of an in-house or outside, urgent, priority, regular and plannable nature requiring the intervention of one or more departments.

5. **PROCESSING OF REQUESTS**

5.1 Eligibility criteria of a request or complaint

To be accepted, a request or complaint must:

- be formulated by a duly identified resident (name, address and telephone number)
- must refer to a location on the Town’s territory or its right of way
- refer to a street, road, etc., under the Town’s jurisdiction.

At no time will an anonymous request or complaint be accepted or processed.

5.2 Processing and follow-up of requests

In processing and following up on requests relating to traffic and signage, or the implementation of traffic calming measures, responsibilities are shared among the

Town's Technical Services and Public Works Department, the RIPTB (Police Board) and the Town's CSR (Road Safety Committee).

6. ROLE AND RESPONSIBILITY OF THE VARIOUS STAKEHOLDERS

6.1 Technical Services and Public Works Department

As the front-line intervener with citizens, the Technical Services and Public Works Department is responsible for receiving requests from citizens or other sources, and for conducting the first analysis and initial intervention for managing the situation brought to its attention.

The Technical Services and Public Works Department is also responsible for the following:

- management of requests
- initial analysis and intervention
- administrative follow-up
- transmission to the RIPTB (Police Board)
- transmission to the CSR (Road Safety Committee)
- calling and organizing meetings of the Road Safety Committee
- relations with citizens (including, among others, the transmission of documents, communications and the consultative process)
- recommendations on various requests
- analysis relating to the implementation of traffic calming measures.

6.2 Régie intermunicipale de police Thérèse-De Blainville (“ RIPTB” – Police Board)

A representative of the RIPTB sits on the CSR and provides consultative and informative support to the Town on the issue of road safety. With the Town's representative(s) and the Council representative, he participates in the analysis of requests or complaints. The RIPTB representative's responsibilities include the following:

- action upon receipt of a request from the Town, a citizen or other source
- supervision of the territory and application of laws pertaining to road safety
- ensuring road safety throughout the territory and developing strategies for improving the road safety record
- ensuring the link between the Town and other divisions of the RIPTB, including the police force
- statistical analysis and identification of accident sites including primary and secondary points
- suggestion and application of awareness programs
- technical information.

6.3 Road Safety Committee (“CSR”)

The CSR consists of two representatives of the Town (non-elected), a representative of Council (elected) and a representative of the RIPTB. The CSR meets monthly and has the following responsibilities:

- maintaining the guidelines set forth in this policy
- analyzing or reviewing requests or complaints forwarded by the Technical Services and Public Works Department, the RIPTB (Police Board) or other source
- participating in the development of solutions to various situations likely to arise in the area of road safety
- submitting to the Municipal Council its suggestions for improving road safety on the Town’s territory
- evaluating and implementing various programs for raising awareness and supporting the RIPTB with its road safety programs
- analyzing and submitting to the Municipal Council modifications to the signage plan
- presenting, to the RIPTB, requests targeting improved safety on Town territory.

7. PROCEDURE

7.1 Level of service

In order to offer efficient service, the Town of Rosemère shares, through the Technical Services and Public Works Department, its recommendation or plan of action with the person who made the request within a maximum of seven days of receiving said request.

Upon receipt, the request is analyzed by an internal committee in order to determine the initial action required. If need be, it is subsequently submitted to the RIPTB, then to the CSR for a decision to be taken or confirmed with regards to the required interventions. Further to this, if necessary, it is submitted to the Municipal Council for approval. Once all analyses and studies have been completed and actions taken or recommendations made, the citizen is informed by the CSR of the treatment given his request as well as resulting recommendations and plan of action.

7.2 Major modification or implementation of a calming measure

In the case of a major modification or the implementation of a new traffic calming measure, it may be necessary to consult the residents concerned in a given sector, to determine whether or not they support this major modification or implementation.

During these hearings, a minimum participation rate of 50% + 1 of the residents of the sector involved will be required for the consultation to be deemed valid. A minimum approval rate of 50% + 1 of residents of the targeted sector attending the hearing will be required to proceed with the major modification or the implementation of the new calming measure.

Should the participation or approval rate not be met, the Town reserves the right to decide whether or not to go ahead with the major modification or traffic calming measure, via a Municipal Council resolution.

7.2.1 Financial aspect: major modification or implementation of a calming measure

With regards to any current demand or request, or a major modification implemented by the Town in the field of road safety, the cost of studies and work resulting from this policy will be covered by the Town's taxpayers as a whole.

In the case of a major modification or the implementation of a calming measure requested by a citizen or group of citizens in a given sector, and arising from the consultative process described in paragraph 7.2, upon Council resolution, costs related to the required studies and work could be charged to the sector's citizens.

7.3 Procedure: processing a request

A chart of the procedure to be followed in handling a request, and entitled "Request Process", is presented in Appendix 1.

7.4 Procedure: major modification or implementation of a calming measure

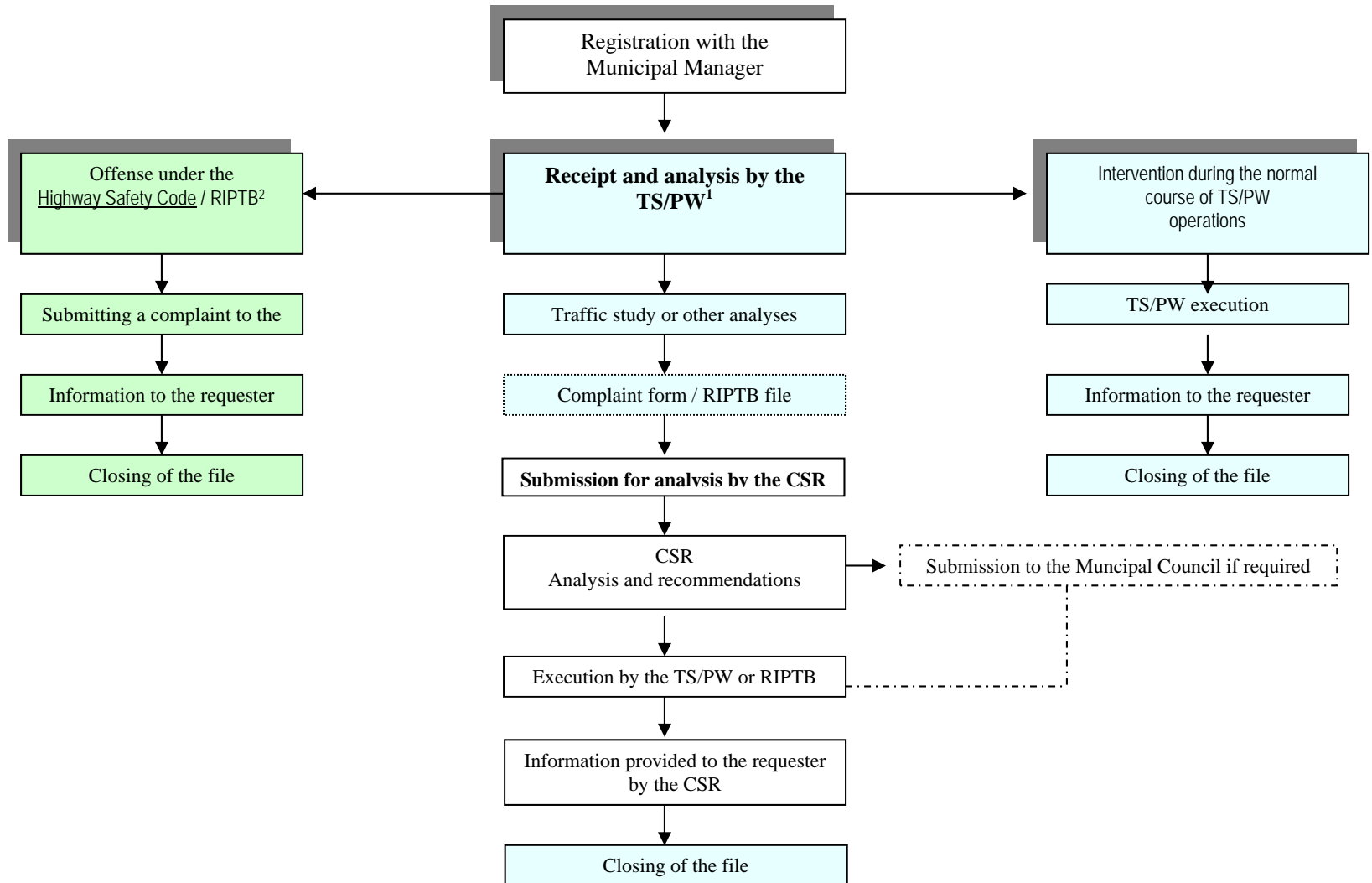
A chart showing the procedure to be followed in the case of a major modification or traffic calming measure, and entitled "Procedure for a major modification or implementation of a traffic calming measure" is presented in Appendix 2.

Enclosures:

Appendix 1:	Request Process
Appendix 2:	Procedure for a major modification or implementation of a traffic calming measure
Appendix 3:	Calendar of road safety interventions
Appendix 4:	Signage plan

APPENDIX 1

REQUEST PROCESS

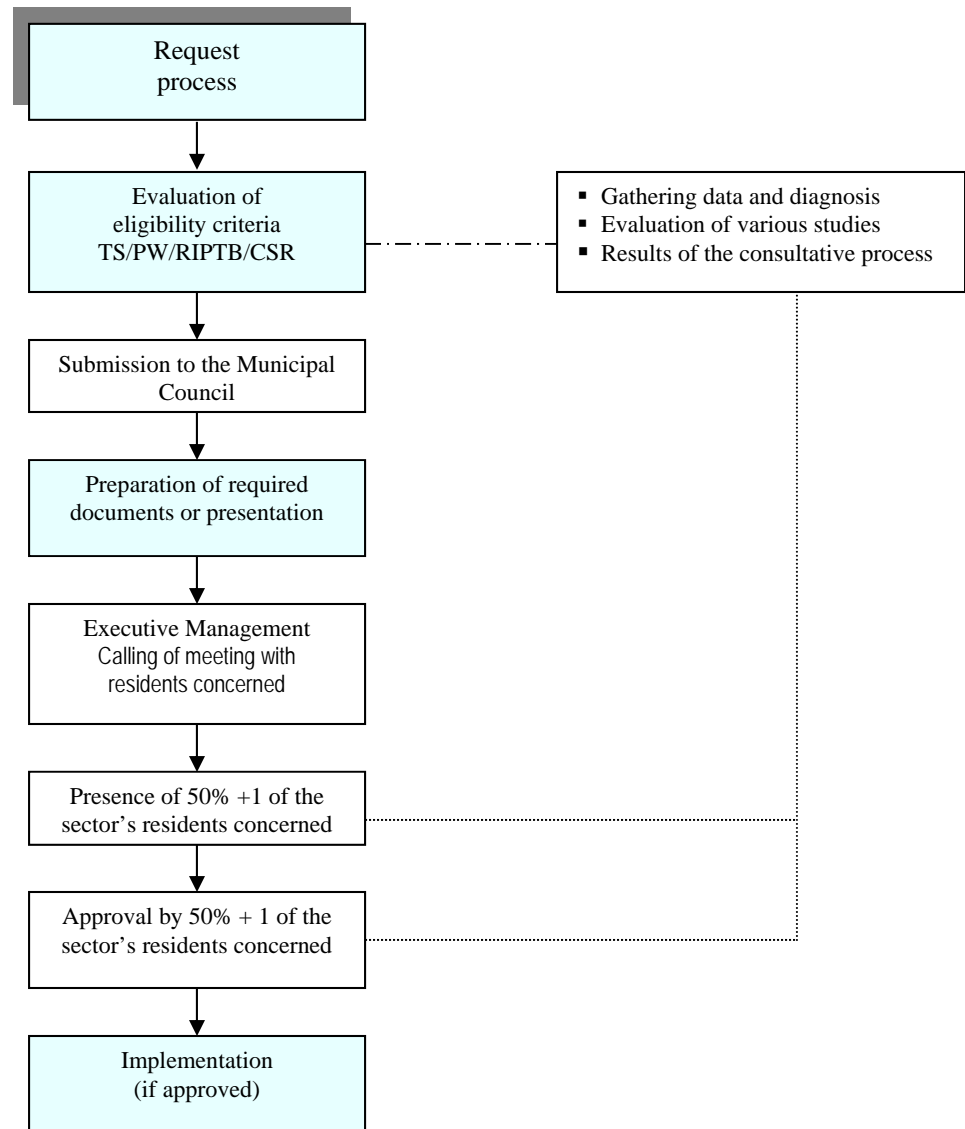


¹ TS/PW = Technical Services and Public Works Department

² RIPTB = Thérèse-De Blainville Police Board

APPENDIX 2

PROCEDURE MAJOR MODIFICATION OR IMPLEMENTATION OF A TRAFFIC CALMING MEASURE AND CONSULTATIVE PROCESS



¹ TS/PW = Technical Services and Public Works Department

² RIPTB = Thérèse-De Blainville Police Board

APPENDIX 3 CALENDAR OF ROAD SAFETY INTERVENTIONS



	JANUARY				FEBRUARY				MARCH				APRIL				MAY				JUNE				JULY				AUGUST				SEPTEMBER				OCTOBER				NOVEMBER				DECEMBER							
WEEKS	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4				
ROAD SAFETY COMMITTEE	C				C				C				C				C				C								C				C				C				C				C				C			
AWARENESS-RAISING PROGRAMS																																																				
Grande-Côte													R1				R1																																			
Langloiserie (De)																																																				
Lesage													R2	R2																																						
Lorraine (De)																	R2	R2											R1	R1																						
Northcote																					R1	R1																														
Roland-Durand																	R1	R2																																		
Rosemère (De)																					R1												R1																			
Back-to-school - Northcote																																																				
Back-to-school – Grande-Côte																																																				
Back-to-school - Lesage																																																				
Plates: studies further to request																																																				
STUDIES/INTERVENTIONS FURTHER TO REQUEST																																																				
Traffic counter: primary locations																																																				
Traffic counter: secondary locations																																																				
Solar radar trailer (R2)																																																				
RIPTB CALENDAR																																																				
QUASAR																																																				
Road block																																																				
Operation Nez Rouge																																																				
Back-to-school																																																				
School bus safety																																																				
Courtesy behind the wheel																																																				
Seatbelts, speed, alcohol, scooter – Sec. V																																																				
Complete RIPTB calendar attached	←																																																			

	Dates established based on demands and needs
	Equipment used weather permitting

C - Road Safety Committee **R1** = Basic radar trailer **R2** = Solar data-storage radar trailer **P** = Digital traffic counters **Q** "QUASAR" program panels

APPENDIX 4
SIGNAGE PLAN



SIGNAGE PLAN

**Adopted annually through a
Municipal Council bylaw**