

**ADMINISTRATIVE ORDER NUMBER 2022-006-OP
RESPECTING THE PLACEMENT OF CROSSWALK FLAGS**

BE IT RESOLVED AS AN ADMINISTRATIVE ORDER of the Council of the Halifax Regional Municipality under the authority of the *Halifax Regional Municipality Charter*, as follows:

WHEREAS the Crosswalk Safety Advisory Committee was formed in March of 2013 in response to concerns from residents within the Municipality for the safety of pedestrians in crosswalks;

AND WHEREAS the Committee put forward recommendations related to goals and actions to be taken to improve pedestrian safety at crosswalks, including “Approve the use of crosswalk flags in HRM at crosswalks where the community takes on the responsibility of installing and maintaining them”;

Short Title

1. This Administrative Order may be cited as the “*Placement of Crosswalk Flags Administrative Order*.”

Purposes

2. The purposes of this Administrative Order are to:

(a) identify crosswalk types that would be considered for the installation of crosswalk flags;

(b) establish a process for requests to be considered for the installation of crosswalk flags; and

(c) establish the roles and responsibilities with regard to installation, monitoring, maintenance and removal of crosswalk flags.

Interpretation

3. In this Administrative Order,

(a) “crosswalk” means that portion of a roadway ordinarily included within the prolongation or connection of curb lines and property lines at intersections or any other portion of a roadway clearly indicated for pedestrian crossing by lines or other markings on the surface;

(b) “Engineer” means the Engineer of the Municipality and includes a person acting under the supervision and direction of the Engineer;

(c) “Municipality” means the Halifax Regional Municipality;

(d) “pedestrian-activated beacon” means a flashing amber light activated by a pedestrian to indicate to drivers of vehicles on a roadway that the pedestrian is crossing, or waiting or about to cross, the roadway; and

(e) “roadway” means that portion of a street or highway between the regularly established curb lines or that part improved and intended to be used for vehicular travel.

Request

4. (1) A person may request permission to install crosswalk flags at or near a crosswalk.
- (2) A request to install crosswalk flags shall include:
 - (a) the location that is the subject of the request; and
 - (b) the name and contact information of the individual who will assume responsibility for monitoring and maintaining the crosswalk flags once installed.

Criteria for Placement of Crosswalk Flags

5. (1) The Engineer shall review any request received in accordance with this section.
- (2) The Engineer shall only grant permission to install crosswalk flags and associated containers, if the Engineer is satisfied that all of the following conditions are met:
 - (a) the crosswalk that is the subject of the request:
 - (i) must be marked by lines or other markings on the surface of a roadway, and
 - (ii) must not be controlled by official traffic signs or official traffic signals, other than lines or other markings on the surface of the roadway, crosswalk signs, pedestrian-activated beacons, or a combination thereof;
 - (b) the proposed location for the installation of crosswalk flags must be a sign-post or utility pole that:
 - (i) is existing infrastructure,
 - (ii) is located within 2.0 metres of the crosswalk that is the subject of the request,
 - (iii) is not already supporting regulatory signage controlling the right of way or access to the right of way, such as a stop sign, yield sign, turn restriction, or one-way street, etc.; and
 - (iv) is otherwise suitable for the purpose;
 - (c) the crosswalk flags, if installed at the proposed location, must not endanger traffic, obstruct visibility or impair access to the crosswalk, sidewalk, or roadway; and
 - (d) the crosswalk flags, if installed at a location with pedestrian activated beacons, must not obstruct or impede the operation of the pedestrian push-button.

6. Upon completion of the review, the Engineer shall notify the requestor of the decision to grant or refuse permission.

7. If permission is granted, the Engineer may impose conditions on such permission and shall notify the requestor of such conditions.

Roles and Responsibilities

8. The requestor shall be responsible for:

(a) the installation of the crosswalk flags and associated containers and all costs related to such installation, including material and labour costs;

(b) the on-going monitoring and maintenance of the crosswalk flags and associated containers and all costs related to such monitoring and maintenance, including material and labour costs;

(c) obtaining all necessary permissions to install the crosswalk flags and associated containers, such as permission from Nova Scotia Power, Bell Aliant or Eastlink, and upon request, providing the Municipality with copies of the permissions obtained;

(d) providing the Engineer, upon request, with a written log of monitoring and maintenance activity undertaken by the requestor for the location(s) where they have assumed responsibility for the installation of crosswalk flags; and

(e) upon the request of the Engineer, to remove the crosswalk flags and associated containers within the timeframe specified in the request.

9. The Municipality shall not install or erect posts, or permit others to install or erect posts, for the purpose of installing crosswalk flags and associated containers.

10. The Municipality shall not be responsible for any loss, damage or theft of the crosswalk flags, containers or any other materials associated with the installation.

Done and passed this 23rd day of August, 2022.

MAYOR

MUNICIPAL CLERK

I, Iain MacLean, Municipal Clerk of the Halifax Regional Municipality, hereby certify that the above noted Administrative Order was passed at a meeting of Halifax Regional Council held on August 23, 2022.

Iain MacLean, Municipal Clerk

Notice of Motion:
Approval:
Effective Date:

June 28, 2022
August 23, 2022
August 27, 2022