

Council Policy No.:	<b>CP2026-003</b>
Council Policy Name:	<b>Transportation Management Policy</b>
Date Approved by Council:	<b>February 24, 2026 CR2026-047</b>
Date revision approved by Council:	
Related SOP, Management Directive, Council Policy, Forms	<b>CP2021-043 (formerly 064 EPW 002) Crossing Guard Requirement Policy</b>

### Policy Statement and Rationale:

Under Engineering – Technical Services, and supervised by the Traffic Management Supervisor, the Traffic Management Team has inherited, modified, or created procedures for the regulation of traffic that once flowed through various other departments.

In order to balance the needs of vehicle movement and personal safety it is appropriate to establish transparent, defensible, and repeatable procedures to various ways the City regulates traffic.

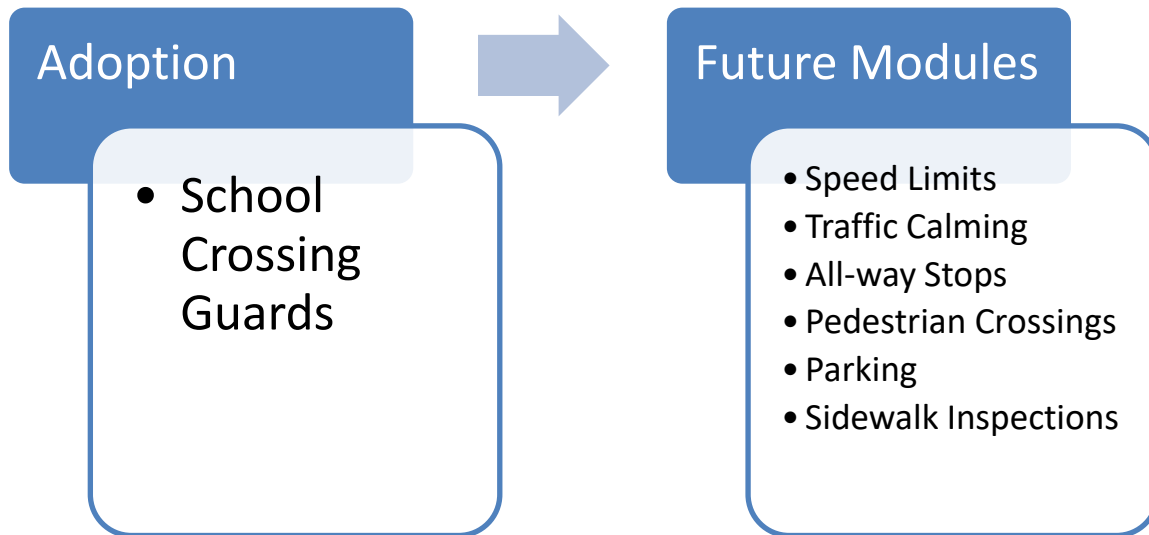
### Scope:

This policy sets the framework for managing vehicular traffic and pedestrians on the City’s municipal right-of-ways. This Policy outlines the various procedures, standards, guidelines, and warrants to be used for the regulation of traffic.

This policy and appendices will be updated regularly as the needs of the City change and to fit changes to legislation requirements, best practices, and new recommendations from the Ontario Traffic Manuals (OTM), Transportation Association of Canada (TAC), Ontario Traffic Council (OTC), and other expert authorities on traffic.

The current and future contents of this policy is summarized in Figure 1.

Figure 1 – Policy Roadmap



**Definitions:**

“All-way stop controls” are either three-leg or four-leg intersections with a stop sign controlling each leg. All-way stop controls are implemented to control right-of-way of traffic and pedestrians.

“Assisted Pedestrians” are children under the age of 12, senior citizens, disabled pedestrians and other pedestrians requiring special consideration or assistance.

“City” or “Municipality” means the Corporation of the City of Kawartha Lakes.

“Council” means the municipal council for the City.

“ECA” means the City of Kawartha Lakes’ Engineering and Corporate Assets Department.

“Gap Studies” are simple studies to determine the amount of time between cars on a roadway and number of gaps in a time period to allow children to cross the street.

“HTA” is an acronym for the “Highway Traffic Act”

“Ontario Traffic Manual” or “OTM” are a compilation of engineering standards that govern all local roads. As an example, OTM Book 5 deals with Regulatory signs such as speed limit signs and parking signs. The OTM manuals are derived from the Highway Traffic Act and the Ontario Ministry of Transportation.

“Operating Speed” is an engineering term used to describe the speed at which 85% of all traffic travels at or below. The Operating speed is used to determine mitigation measures.

“OTC” is an acronym for the Ontario Traffic Council.

“PXO” is a type of crossing where drivers and cyclists are required to stop for pedestrians intending to cross the street. Drivers and cyclists must allow pedestrians to cross the full width of the street before proceeding. PXO’s are marked by unique PXO signs and pavement markings.

“Right-of-way Control” refers to a method of controlling the traffic flow at an intersection by clearly establishing which direction(s) have the right-of-way over others. Examples of right-of-way control include stop signs, yield signs, school guard crossings, and traffic signals.

“Road Classification” is a term used to describe the type of road and general characteristics. The City has three road classifications: local, collector, and arterial. These come in urban and rural flavor which have specific design and roadside characteristics.

“Safe Gaps” are a determination of how many seconds is required for a child to safely cross a street in traffic conditions. Safe gaps look at factors like: width of road, walking speed, decision to cross time, sight lines, children groups. Once a safe gap time is determined, it is applied to the gap studies to determine if a school guard crossing location is needed.

“Safety (mitigation)” While all roads are designed to a safe standard, certain secondary elements may create less than ideal driving conditions which would necessitate mitigation measures to reduce the risk. The concept of safety is a perceptual one, and standard engineering principles and judgment would determine if mitigation measures are required.

“School Guard Crossing” or “Supervised Crossing” is a location on a City road that is manned by a trained City employee or contracted service that is present for the sole purpose of safely crossing elementary school aged children from one side of the street to the other. The basic concept for the placement of school crossing locations is for

safety. It is the ultimate responsibility of the parent/guardian to ensure that their children go to and from school safely.

“TAC” is an acronym for the Transportation Association of Canada.

“Traffic Calming” is a generic engineering term which refers to a wide variety of measures with the purpose of reducing road speeds and/or traffic volumes.

“Unassisted Pedestrians” are adults and adolescents at or above the age of 12.

## **Policy:**

### **1.0 Speed Limit**

1.01 This section is reserved for the future development of this policy. Staff shall continue to use current practices for speed mitigation requests.

### **2.0 Right-of-way Control**

2.01 This section is reserved for the future development of this policy. Staff shall continue to use current practices for speed mitigation requests.

### **3.0 Parking**

3.01 This section is reserved for the future development of this policy. Staff shall continue to use current practices for parking restriction requests.

### **4.0 Traffic Calming**

4.01 This section is reserved for the future development of this policy. Staff shall continue to use current practices for traffic calming requests.

### **5.0 Sidewalk Inspections**

5.01 This section is reserved for the future development of this policy. Staff shall continue to use current practices for sidewalk inspections.

### **6.0 Pedestrian Crossings**

6.01 This section is reserved for the future development of this policy. Staff shall continue to use current practices for pedestrian crossing requests.

**7.0 School Crossing Guards**

- 7.01 The procedures for administrating the School Crossing Guards Policy, including warrant details, is found in Appendix G.
- 7.02 The Director of Engineering and Corporate Assets or their designate shall be considered the authority for the City of Kawartha Lakes in recommending school guard crossing locations.
- 7.03 The Engineering and Corporate Assets (ECA), Technical Services, Traffic Management Team shall be considered the agency capable of undertaking the necessary Pedestrian Exposure Index (PEI) studies and reviews, gap analysis and field inspections.
- 7.04 Requests for a crossing guard are to be reviewed by the ECA, Technical Services, Traffic Management Team.
- 7.05 If the warrants have been met, the Director of Engineering and Corporate Assets is authorized to make the necessary arrangements for a crossing guard with the approval of the CAO.
- 7.06 During inclement weather, where the school board has cancelled busses to a school that has one or more supervised crossing, the supervision will be cancelled for the same duration as the bus cancellations.
- 7.07 During temporary school closures, the supervision will be cancelled for the same duration as the school closure.

**Revision History:**

Proposed Date of Review:

<b>Revision</b>	<b>Date</b>	<b>Description of Changes</b>	<b>Requested By</b>
0.0	February 24, 2026	Policy was approved by Council.	



# **Appendix A to Transportation Management Policy**

## **Speed Limits**

Reserved



# **Appendix B to Transportation Management Policy**

## **Right-of-Way Control**

Reserved



# **Appendix C to Transportation Management Policy**

## **Parking**

Reserved



# **Appendix D to Transportation Management Policy**

## **Traffic Calming**

Reserved



# **Appendix E to Transportation Management Policy**

## **Sidewalk Inspections**

Reserved



# **Appendix F to Transportation Management Policy**

## **Pedestrian Crossings**

Reserved



# Appendix G to Transportation Management Policy

## School Crossing Guards

### G.1. Purpose and Scope

This Appendix to the Transportation Management Policy establishes standardized procedures for the evaluation, deployment, training, supervision, and removal of school crossing guards within the City of Kawartha Lakes. It aims to promote student safety and ensure consistency with the best practices outlined in the Ontario Traffic Council's (OTC) School Crossing Guard Guide (2023).

### G.2. Roles and Responsibilities

#### G.2.1 Crossing Guards

Crossing guards shall follow procedures outlined in the Crossing Guard Guidebook in order to:

- Create safe crossing opportunities
- Use STOP paddle as per HTA requirements
- Maintain situational awareness
- Report incidents to supervisor

#### G.2.2 Supervisors

The crossing guards are supervised by the Executive Assistant of Engineering and Corporate Assets. Supervisor responsibilities include:

- Conduct performance reviews (with assistance from the Traffic Management Team)
- Provide site-specific training (with assistance from the Traffic Management Team)
- Manage scheduling and substitute coverage
- Act as liaison with schools and enforcement partners

### **G.3. Hiring and Training Standards**

#### **G.3.1 Hiring Requirements**

These specific hiring requirements adapted from the OTC guide are not intended to contradict or replace any hiring requirements under Municipal, Provincial, or Federal law.

A prospective crossing guard must:

- Be over the age of 18
- Be able to speak functional english
- Have the physical ability to stand for extended periods and respond quickly to hazards
- Have a Police Vulnerable Sector Check

#### **G.3.2 Training Program**

The Traffic Management Team shall develop a guard training program that includes:

- Safe crossing procedures (including STOP paddle use and whistle system)
- Site-specific orientation
- Emergency protocols
- Annual refresher and in-service training

### **G.4. Warrant Criteria for School Crossing Guards**

New school crossing guard locations shall only be assigned when warranted through an objective assessment. The inspector shall follow the procedures as outlined in the 2023 Ontario Traffic Council Crossing Guard Guide.

#### **G.4.1 Minimum Number of Student Crossing**

A minimum of fifteen (15) students under the age of 12 crossing at either the 45 minutes before the arrival bell or 30 minutes after the dismissal bell is required to continue with the warrant. In using good engineering judgement, should the inspector deem that supplementary considerations require a reduction of this minimum, the inspector can continue with the warrant.

For the purpose of re-evaluation and/or removal of established guard locations as outlined in section G.5 and G.6, the minimum student threshold is not a consideration, only the warrant results.

#### G.4.2 Primary Warrant Methods

The primary warrant method for controlled crossings is the Pedestrian Exposure Index (PEI) method. The PEI value is the number of students crossing multiplied by the number of conflicting vehicle movements during the study period. A school crossing guard is warranted when the PEI value meets or exceeds the 85<sup>th</sup> percentile PEI value of existing guard locations of the same type.

An initial PEI by crossing type spreadsheet has been developed and shall be updated as supervised crossings get added or removed.

The primary warrant method used at uncontrolled or midblock crossings is the gap study method. A school crossing guard is warranted if less than 50% of the five minute intervals surveyed had less than four safe gaps.

#### G.4.3 Supplementary Considerations

The inspector shall document the following as part of the warrant:

- Minimum student volume
- Collision frequency
- Driver behavior and compliance
- Sightline obstructions or poor visibility
- Road geometry and number of lanes
- School proximity and natural walking routes

### G.5. City-Wide School Crossing Inspection Program

At a minimum of every three (3) years, all existing crossing guard locations and major unsupervised crossings around all elementary schools shall be re-evaluated using the PEI.

Exceptions can be made for locations experiencing notable changes to the surrounding environment such as new high-density development or roadway work resulting in new traffic patterns.

#### G.5.1 Site Inspection Authority

Engineering staff or a qualified contractor shall complete site inspections.

#### G.5.2 Minimum Inspection Content

Inspectors shall calculate a new PEI for the existing crossings as well as document any necessary observations such as:

- Time and date of inspection
- Roadway conditions and geometry
- Existing traffic controls and signage
- Student crossing counts by time period
- Observations of driver behavior and compliance
- Sightline and environmental conditions
- Conflicting vehicle movements
- Any alternative safe routes identified

### G.5.3 Inspection Timing

Site inspections must occur during typical school days at:

- Morning peak (60 minutes before school)
- Afternoon peak (60 minutes after dismissal)

## G.6. Removal of a School Crossing Guard

### G.6.1 Reassessment Triggers

In addition to the City-wide School Crossing Guard Inspection Program, an existing supervised crossing location should be re-assessed if there is:

- Decreased student crossing volume
- School closure or boundary adjustment
- Infrastructure or environmental changes

### G.6.2 Removal Process

Should the re-evaluation using the PEI method no longer warrant a guard, additional counts shall be made over two non-consecutive typical school days. If the location fails the PEI for all days, alternative solution per Section 3.9 of the OTC School Crossing Guard shall be reviewed.

### G.6.3 Transition and Communication

To transition to an unsupervised crossing, 30 days' notice shall be provided prior to removal unless the removal is due to school closure. Written notice shall be provided to the school(s) and board whose students utilize the crossing. Public notice shall be via the City's Communications department in a manner they see fit (ie press release, social media, ect). It is the expectation that the school board is responsible for informing the parents, and parent councils of the school which will have the guard removed.

## **G.7. Signage and Pavement Markings**

Signage and pavement markings shall be in accordance with the requirements under the Ontario Traffic Manual books.

To be in compliance with the OTM, current ladder style markings that are not part of an intersection crossing or pedestrian crossing as defined by the OTM, shall be converted to the appropriate urban or rural school crossing markings as specified in the OTM books. This conversion will occur through the Public Work's Annual Line Painting Program by re-applying only the required lines allowing the ladder to fade over time.

Additional, or supplementary signage may be used on a site-specific basis, subject to engineering judgment.