

Section: Council

**Title: Commemorative or Decorative Crosswalks Policy**

Policy Number: CG-IS-2025-002

Approved by: Council

Administered by: Infrastructure Services

Effective: October 28, 2025

## **POLICY STATEMENT**

This policy establishes the criteria for the implementation of a decorative crosswalk design when requested by an individual, community group or organization.

This policy ensures that all requests for decorative crosswalk designs are made in a non-biased, fair, and equitable manner.

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## **PURPOSE**

To establish a framework for evaluating commemorative or decorative crosswalk installations on Township Roads.

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## **SCOPE**

This policy applies to commemorative or decorative crosswalks located on Township-owned roads and rights-of-way within the Township of Wilmot. It outlines the process for reviewing and approving requests, ensures compliance with applicable legislation and standards, and sets responsibilities for installation, maintenance, and renewal.

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## **DEFINITIONS**

**Accessibility for Ontarians with Disabilities Act (AODA)** – Provincial legislation governing the use of highways, roadways, and traffic control devices in Ontario.

**Highway Traffic Act** - a product, service or infrastructure that has been planned or designed to provincial standards to remove and prevent barriers for persons with disabilities.

**Pedestrian Crossing** - where portions of a roadway are marked for pedestrian use, no pedestrian shall cross the roadway except within a portion so marked R.S.O. 1990, c. H.8, s 144(22)

**Ontario Traffic Manual (OTM)** - A set of provincial guidelines for traffic control devices, including Book 15 - Pedestrian Crossing Treatments and Book 17 – Markings and Pavement Lines.

**OPSS MUNI** - Ontario Provincial Standards and Specifications for Municipal Works.

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## STANDARDS AND PROCEDURES

Individuals, community groups, and organizations with the desire to install commemorative or decorative crosswalks are required to apply to the Township of Wilmot for review.

Applicants must be residents of the Township of Wilmot, or an established incorporated organization within the Township.

All commemorative or decorative designs shall be subject to Council Approval. If approved, an agreement between the applicant and the Township shall be formalized to outline installation and maintenance costs, terms and responsibilities.

Council reserves the right to approve or deny any application and may modify or remove any existing crosswalk treatments at any time without reimbursement to the applicant for fees associated with the application.

- a) Installations are to be completed by Township Forces or through contracts procured as per the Township of Wilmot By-law Number 2021-43 BEING A BY-LAW TO PROVIDE FOR PROCUREMENT OF GOODS AND SERVICES AND THE DISPOSAL OF SURPLUS GOODS.
- b) All installations are to meet the requirements of OPSS MUNI 710.
- c) All designs shall meet the requirements as laid out in Ontario Traffic Manual Book 15, Pedestrian Crossing Treatments.
- d) Crossings shall only be permitted at locations meeting the most current requirements of the Accessibility for Built Environment (Ontario Regulation 413/12 or Ontario Regulation 191/11 with amendment Regulation 143/12) AODA.
- e) The applicant shall be responsible for all costs associated with the Commemorative or Decorative Crosswalk including but not limited to:
  - a. Topographic survey and scale drawings of the proposed lay-out.
  - b. Professional evaluation for adherence to the Ontario Traffic Manual (OTM).
  - c. Initial Installation of the proposed crosswalk.
  - d. Application and administration fees.
- f) The commemorative or decorative design shall provide visual contrast and be reflective as per the requirements of the OTM and shall contain ladder (or zebra) markings which conform to the requirements of the Highway Traffic Act (HTA) and OTM.
- g) Commemorative or Decorative Crosswalks shall be provided for review and comment to the Grand River Accessibility Advisory Committee or other Accessibility Advisory Committee as required by AODA for comment and review, including:

- a. Scale drawings of proposed crossing.
- b. Details and samples of proposed colors to ensure high contrast with existing pavement.
- c. Recent photographs of the proposed crosswalk location.
- h) All commemorative or decorative designs are restricted to the 2.5 m spacing as per OTM Book 17 and shall contain two transverse 0.20 m high contrast lines.
- i) The commemorative or decorative design shall be limited to the spacing between the curbs and shall not extend into the sidewalk or any islands that may be present.
- j) Commemorative or decorative designs shall not include any form of advertising or copyright-protected material, or political or religious content, or hate speech.
- k) Commemorative or decorative designs including elements that may encourage interaction from road users or pedestrians shall not be permitted.
- l) All commemorative or decorative crosswalk installations will be subject to regular maintenance requirements of the Township, and any renewal and/or reinstatement shall be at the applicant's cost. Should funds not be available, The Township's standard crosswalk will be installed following maintenance activities.
- m) A deposit or letter of credit in the amount of 50% of the original installation shall be provided for renewal or removal/rehabilitation as per item l).

## **RESPONSIBILITIES**

### **1. Council**

- 1.1. Approve the Commemorative or Decorative Crosswalk Policy and recommend amendments thereto.
- 1.2. Consider approval of applications for Commemorative or Decorative Crosswalks.

### **2. Director of Infrastructure Services**

- 2.1. Support the installation and upgrade of administration of Commemorative or Decorative Crosswalks throughout the Township of Wilmot.

### **3. Staff**

- 3.1. Review Commemorative or Decorative Crosswalk applications and provide recommendations to Council.
- 3.2. Provide Commemorative or Decorative Crosswalk applications to GRAAC for accessibility review.

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## **COMMUNICATION**

The Commemorative or Decorative Crosswalk Policy will be posted with other policies within the Corporate Policy Manual, and on the Township website for reference, and distributed to relevant stakeholders.

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## **EVALUATION**

The Decorative Crosswalk Policy will be reviewed at minimum every four years.

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**LEGISLATIVE REPORTING REQUIREMENTS**

Crosswalks are reviewed under AODA as well as MTO Book 15