

Administrative Policy # 2024-02

Respecting the Appointment of the Traffic Authority

1.0 Purpose

To appoint the Town of Digby's Traffic Authority and Deputy Traffic Authority.

2.0 Scope

This Policy is applicable to all those within the Town of Digby, citizens and staff who deal with Traffic Authority issues.

3.0 References

3.1 Nova Scotia Municipal Government Act (MGA)

3.2 Nova Scotia Motor Vehicle Act (MVA)

4.0 Definitions

4.1 **CAO** is the Chief Administrative Officer for the Town of Digby

4.2 **Director Public Works** is the Town of Digby Director for Public Works and Parks

4.3 **Special Constable** is the Town of Digby Special Constable

4.4 **Traffic Authority** is the appointed Traffic Authority for the Town of Digby

5.0 Policy

5.1. As outlined in the Nova Scotia Municipal Government Act, Council may, by Policy, appoint a traffic authority for all or part of the municipality.

5.2. The Nova Scotia Motor Vehicle Act requires the Traffic Authority to be the Town Manager, the Chief of Police, or some other official of the Town.

5.3. The Traffic Authority position under the Motor Vehicle Act is structured such that there is no right of appeal. Council does not have a supervisory role over decisions that fall within the purview of the Traffic Authority.

5.4. It is the Policy of the Town of Digby that the Director of Public Works be appointed as the Traffic Authority for the Town of Digby, and the Deputy Traffic Authority for the Town of Digby be the Special Constable.

6.0 Responsibilities:

6.1 Traffic Authority:

The Traffic Authority is responsible for:

- erecting signs, markings and traffic control signals to direct and regulate traffic;
- establishing crosswalks, safety zones, traffic lanes, areas where left-turn/right-turn/U-turns are prohibited, one-way streets, tow-away zones, temporary work areas, passenger and loading zones, bus stops and taxi stands, fire lanes, no parking/no standing zones;
- issuing parade permits;
- fixing maximum rates of speed;
- designating school areas;
- designating a sidewalk or part thereof as a trail and authorizing the use of bicycles thereon; and
- making and enforcing temporary regulations to cover emergencies or special conditions (includes the winter parking ban);
- Other responsibilities outlined in the Motor Vehicle Act.

6.2 Deputy Traffic Authority:

The Deputy Traffic Authority, in the absence or incapacity of the traffic authority or in the event of his death or ceasing to hold the office, shall perform the duties and have all the authority of the traffic authority of the city or town.

6.3 Council:

Council shall by resolution (Schedule "A") appoint a person as Traffic Authority and a person as Deputy Traffic Authority.

6.4 Clerk:

The clerk shall notify:

- the Council when an appointment is required
- the Provincial Traffic Authority of the appointment of a Traffic Authority and/or Deputy Traffic Authority

7.0 Other

7.1 This policy will be reviewed from time to time and can be changed because of experience or new knowledge but shall be reviewed no later than five (5) years from the date of adoption.

8.0 Repeal

8.1 This policy repeals and replaces Respecting the Appointment of the Traffic Authority # 2016-07

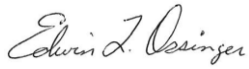
Clerk's Annotation for Official Policy Book

Date of Notice: **February 20, 2024**

Date of adoption: **March 4, 2024**

Policy effective date: **March 5, 2024**

I certify that this **Appointment of Traffic Authority Policy** was adopted by Council as indicated above.



March 5, 2024

Clerk

Date

Schedule "A"

Respecting the Appointment of the Traffic Authority

Be It Resolved

That the Council of the Town of Digby appoint the following individuals as Traffic Authority and Deputy Traffic Authority:

Traffic Authority:

_____, Director of Public Works is hereby appointed as the Traffic Authority as defined in Section 311 of the Municipal Government Act, and responsible for performing the duties set out in the Act.

Deputy Traffic Authority:

_____, Special Constable, is hereby appointed as a Deputy Traffic Authority who shall, in the absence or incapacity of the traffic authority or in the event of his death or ceasing to hold the office, perform the duties and have all the authority of the Traffic Authority.

Passed in Council this ____ day of _____ 20__

Municipal Clerk