



<b>RCRS Secondary:</b>	GOV-02	<b>Effective Date:</b>	1985-NOV-25
<b>Policy Number:</b>	COU-040	<b>Amendment Date/s:</b>	
<b>Title:</b>	Stop Sign Repair	<b>Repeal Date:</b>	
<b>Department:</b>	Engineering and Public Works	<b>Approval Date:</b>	1985-NOV-25

**PURPOSE:**

To establish a process for the timely repair and maintenance of stop signs.

**DEFINITIONS:**

N/A

**SCOPE:**

N/A

**POLICY:**

The City of Nanaimo shall maintain a Traffic Detail Division in the Operations Department. This Traffic Division shall function on a daily basis between the hours of 0800 hours and 1630 hours, Monday, Tuesday, Wednesday, Thursday and Friday.

The duties and responsibilities of the Traffic Division shall be to maintain in good condition, all traffic control devices and mechanisms. The placement, replacement and maintenance of stop signs shall be a high priority. The foreman and other staff members of the traffic division shall be aware, during all hours of duty, of the need to replace damaged stop signs.

On weekends and statutory holidays, the Operations Yard shall be closed except for emergency telephone calls. A Commissionaire shall be on duty 24 hours per day to answer emergency calls. Upon receiving advice of a damaged or displaced stop sign during holiday, the Commissionaire shall record such information in an operations log book. By policy, the City of Nanaimo shall repair, or replace such stop sign by 1200 hours on the first working day after the weekend or statutory holiday.

**PROCESS:**

Authority to Act – Delegated to Staff

**RELATED DOCUMENTS:**

N/A

**REPEAL/AMENDS:**

N/A