



Community Safety Zones Policy

Town Of Collingwood

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Policy Document

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1. Policy Summary

The Community Safety Zone Policy is developed to bring the Town of Collingwood one step closer to enhancing public safety in the transportation network. The developed policy outlines procedures towards identifying, selecting and designating high priority areas where public safety is vital. The procedures produced for this policy are based on justifications detailing warrant criteria used to define appropriate candidate sites for Community Safety Zone designation. The warrant criteria are defined based on existing literature from Ontario-contexts and are adapted to fit the Town of Collingwood's transportation context. These justifications consider existing traffic safety conditions and the surrounding land use context in the process of determining the suitability of an identified candidate site. Implementation of Community Safety Zones is under the jurisdiction of the Town of Collingwood. For appropriate signage, consultation of Ontario Traffic Manual Book 5 & 6 is required.

2. Definitions

Community Safety Zone: Community Safety Zones (CSZ) are roadway sections of special concern where traffic violation fines are increased through special designation under the Highway Traffic Act (HTA).

High Priority Area: High priority areas are identified areas that require specialized traffic management solutions based on specific land use attributes and traffic context. These areas could be considered as school zones, downtown areas, industrial areas and/or highly pedestrianized areas. Within this designation, customized traffic control measures such as traffic calming, signal timing, CSZ designation are implemented to optimize traffic flow and enhance traffic safety within the specified area.

School Zone: An area where portions of a highway adjoin the entrance and exit to a school within 150-250 meters in each direction, through which a highway, part highway or roadway section passes that is in proximity to a school. The speed limit on said highway, part highway or roadway section is reduced.

3. Introduction

The Ontario Traffic Manual (OTM) Book 5: Regulatory Signs details the use and implementation of Community Safety Zones (CSZ). OTM Book 5 defines CSZs as;

“Sections of roadway where public safety is of special concern”.

In regard to establishing appropriate CSZs, OTM Book 5 also states that:

“These zones may include roadways near schools, daycare centers, playgrounds, parks, hospitals, senior citizen residences or maybe collision-prone areas within a community. Traffic-related offences committed within the zone are subject to increased fines. Many set fines are doubled for offences such as speeding and traffic signal violations.

Zones on municipal roads are established through municipal by-law, and zones on provincial highways are established through regulation”.

OTM Book 5 does not specify warrant criteria for designating CSZ locations. Each municipality or community is responsible for determining a set of criteria that is responsive to their traffic and safety conditions in order to define effective CSZs. Like many road safety measures, the effectiveness depends on the appropriateness of a selected treatment. As inappropriate use of safety treatments decreases effectiveness, it is pertinent that municipalities are cautious and informed when determining appropriate CSZ locations.

By-Law No. 2024-015, enforced by the Town of Collingwood informs the Community Safety Zones policy outlined in this document. The By-Law was amended in 2024 to incorporate new CSZs and School Zones (SZ). Both include speed limit reductions. This document specifies the duration (hours, days and months) of when a CSZ is in effect and clearly states that the implementation of a zone may be created on roads under the town of Collingwood's jurisdiction, where portions of a highway adjoin the entrance and exit to a school within 150-250 metres in either direction.

Following the defined By-Law, this CSZ policy maintains that the implementation of CSZs is intended to act as a road safety compliance tool to specifically address and propose treatments to mitigate location specific traffic safety concerns based on historic collision data for high-risk safety areas. The implementation of a CSZ according to this policy will complement By-Law No. 2024-015 and enhance public safety and permit safe travel for all road users. Compared to other locations where traffic calming treatments may be installed to increase public safety, the implementation of CSZs enhances compliance with regulatory signage and speed enforcement as fines for potential traffic violations are increased through specified designation. Specific rules pertaining to the designated area may be applied to increase driver vigilance and roadway safety. Notices on these regulations are informed through signage before entering and exiting a CSZ, as noted in OTM Books 5 and 6. These zones incorporate the increased application of traffic calming measures, and include speed limit reductions, the application of additional speed enforcement measures such as automated speed enforcement, intersection modifications and physical traffic calming features. These would be supplied to strictly enforce compliance within a CSZ. Physical traffic calming features can be implemented following the 2021 Traffic Calming Policy.

4. Purpose

The purpose of establishing this policy is to provide a comprehensive process to assess the suitability of a potential CSZ. This policy provides justifications and warrant criteria to identify, select and designate CSZs in order to address location specific traffic safety concerns.

For the Town of Collingwood, the implementation of this policy aims to provide an evaluation process that sets warrant criteria to identify appropriate locations for CSZs. The warrant criteria developed to identify appropriate CSZ locations will review the following:

- 85th Percentile Speed;
- Land Use Context
 - Street Typology
- Road Classification
- Number of Travel Lanes in Each Direction;

- Annual Average Daily Traffic Volumes;
- Bus Stop Density;
- Pedestrian Facilities; and
- Pedestrian Volumes.

This data will be reviewed following an evidence-based approach using the established warrant criteria outlined in this policy. The warrant criteria in this policy will provide the framework to identify high priority areas through the analysis of existing traffic/pedestrian data. By doing so, the application of the warrant criteria will outline a clear process for the Town of Collingwood to thoroughly assess and identify key locations for CSZ designation.

5. Scope

This policy outlines warrant criteria and justifications for establishing CSZs in the Town of Collingwood. As such, the policy is developed to identify high priority areas that require the implementation of enhanced safety measures. The policy, therefore applies to all roadways and highways within the jurisdiction of the Town of Collingwood.

6. Legislative Requirements

Section 214.1 (1) of the Highway Traffic Act (HTA) authorizes municipal councils to designate highway sections as Community Safety Zones. Thus, implementation of appropriate CSZs is under the jurisdiction of the respective municipality, where municipal by-law is required to designate specific CSZ locations.

7. Policy

Described below are two justifications for designating CSZ status to identified locations within the Town of Collingwood. Any of the two outlined justifications must be fulfilled in full for a location to be considered. Justification #1 is related to land use context, and Justification #2 is related to traffic and safety conditions within the candidate site.

Justifications

Justification #1 – Designated High Priority Area

Justification #1 specifies locations and potential land use contexts and street typologies that should be considered for CSZ designation. Locations that satisfy justification #1 include roadway sections that abut, provide access to or share frontage with the following:

- School Zones¹ (Both Private and Public Daycare, Elementary, Secondary and Post-Secondary Institutions);
- Seniors Centres;
- Retirement Housing;

¹ School Zones automatically warrant CSZ designation and will not be required to satisfy criteria outlined in justification #2. Will also require a minimum number of students to satisfy justification.

- Hospitals or Medical Centres;
- Community Centres;
- Municipal and private parks under the jurisdiction of the Town of Collingwood²; and
- Places of Worship.

Street typologies that satisfy justification #1 include:

- Neighbourhood Residential Street (**Local**)
- Neighbourhood Connector Street (**Local, Collector**)
- Urban Commercial Street (**Collector, Arterial**)
- Urban Main Street (**Collector, Arterial**)
- Urban Industrial/Employment (**Local, Collector, Arterial**)

These locations will be defined as *Designated High Priority Areas*³ once Justification #1 is satisfied. After Justification #1 is satisfied, Justification #2 will assess existing traffic safety conditions and determine the potential of implementing a CSZ at the identified location.

Justification #2 – Traffic Safety Analysis

Justification #2 involves evaluating potential risk factors for traffic safety. It consists of measuring existing safety risks within the candidate site by reviewing existing traffic data. The following risk factors will be evaluated in this analysis:

- Traffic Volume (Pedestrians, Vehicles, Truck Volume (%));
- Number of Travel Lanes in Each Direction;
- Sidewalk Presence;
- Sidewalk Width;
- Presence of Bike Lanes;
- Presence of Cycle Tracks;
- Bus Stop Density;
- Number of Intersections and Major Entrances per km;
- A comparison of Posted Speed Limits & 85th Percentile Speeds, and
- Collision History.

Other factors that could be considered in this analysis include:

² In areas where Schools are adjacent to parks, these land uses will be treated as **one candidate site** and will be reviewed to determine if boundary roads should be considered for CSZ designation.

³ High priority areas are defined as areas that require specialized traffic management solutions based on specific land use attributes and traffic context.

- Sightlines
- Distance (buffer) from Traffic Lanes;
- Presence of Cycling Facilities;
- Presence of existing traffic calming measures;
- Road Classification; and
- Prevalence of On-Street Parking.

These factors could also contribute to the overall analysis and address other potential risk factors that may be present in the road network. Based on the complexity of the network within the identified area, these factors may also be considered in the overall assessment.

The traffic safety analysis will be conducted using a risk scoring matrix as seen in *Table 1*. This table shows the criteria for evaluating Justification #2.

All CSZ requests will therefore be reviewed based on the criteria in *Table 1*. **The minimum total score to satisfy Justification #2 is 15.** This score establishes the potential risk for road safety concerns. Before completing Justification #2, all warranted locations will be presented to Town staff for review and confirmation.

Table 1: Justification #2 - Warrant Criteria

Risk Factor	Risk Factor Scoring			Score
	High (Score=3)	Moderate (Score = 2)	Low (Score = 1)	
Average Annual Daily Traffic (AADT)	> 6000	3000 to 6000	< 3000	
Number of Travel Lanes in Each Direction	> 4	3 to 4	2	
Comparison between Posted Speed Limit & 85 th Percentile Speed (km/h)	> 50 km/h	30 to 50 km/h	< 30 km/h	
Presence of Sidewalks	None	One Side	Both Sides	
Presence of Cycling Facilities (Bike Lanes, Cycle Tracks)	None	One Side	Both Sides	
Truck Volume (% of traffic)	> 5%	3% to 5%	< 3%	
Pedestrian Crossing in any 8 Hours	> 100	50 to 100	< 50	
Number of Bus Stops per km	> 4	2 to 4	< 4	
Intersection and Major Entrances per km	> 10	4 to 10	< 4	

Risk Factor	Risk Factor Scoring			Score
	High (Score=3)	Moderate (Score = 2)	Low (Score = 1)	
Collision History per year (5 years)	> 2	1 to 2	0	
Total Score				

8. Implementation

Schedule A in By-law No. 2024-015 will be revised prior to the implementation of new CSZs. Implementation will be subject to council budget decisions. Each Community Safety Zone should follow signage guidelines as specified in Ontario Traffic Manual Book 5. For the implementation of warning signs, refer to guidelines in Ontario Traffic Manual Book 6.

9. Application

In reference to By-Law No. 2024-015, the application of this policy is listed as follows:

- Part of the highways set out in Schedule A⁴ are hereby designated as Community Safety Zones and shall be in effect 24 hours a day, seven days a week from January 1st to December 31st of each year unless stated otherwise provided in Schedule A.
- No person shall drive, move or operate any vehicle on a highway at a greater rate of speed than the rate of speed identified on official or authorized signs as set out in Schedule A within a Community Safety Zone.
- Part of the highways set out in Schedule B⁵ are hereby designated as School Zones during the prohibited times or days described as limits as set out in Schedule B.
- Reduced speed limits for motor vehicles set out in schedule B pertain to the traveled portion of highway within 150 meters along the highway in either direction beyond the limits of the land used for the purposes of the school as a School Zone during the times as specified and described as limits as set out in Schedule B.
- No person shall drive, move or operate any vehicle on a portion of a highway designated as a School zone at a greater rate of speed identified on official or authorized signs as set out in Schedule B.
- Signs shall be posted in a conspicuous place at each approach to the sections of highways identified in Schedules A and B identifying the newly posted speed limit in accordance with regulations set out in the Act

⁴ Schedule A is attached to By-Law No. 2024-015.

⁵ Schedule B is attached to By-Law No. 2024-015.