



Community Safety Zones Policy

Policy Number:	TBD
Applies to:	TBD
Approval Date:	Click or tap to enter a date.
Revision Date(s):	
Approval Authority:	Choose an item.

1. Policy Statement

The Town of Collingwood is committed to ensuring traffic safety through designating community safety zones (CSZ) to promote the safe, efficient movement of people and goods.

2. Purpose

The purpose of 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.

3. Definitions

- “Community Safety Zone (CSZ)” means a roadway section of special concern where traffic violation fines are increased through special designation under the Highway Traffic Act (HTA).
- “High priority areas” mean 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, and CSZ designation, are implemented to optimize traffic flow and enhance traffic safety within the specified area.
- “School Zone” means 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.

4. 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.

5. Principles of the Policy

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 centres, 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”.

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 promote safe travel for all road users.

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 a 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.

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;
- 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 Areas³ 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.

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.

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.

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 and 85th Percentile Speeds, and
- Collision History.

Other factors that could be considered in this analysis include:

- 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 contribute to the overall analysis by addressing additional potential risks within the road network. Given the complexity of the identified area, they may be incorporated into 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	High (Score=3)	Moderate (Score = 2)	Low (Score = 1)	Score
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 & 85th 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	
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 across multiple municipal priorities. 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.

Application

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

- a. 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.
- b. 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.
- c. 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.
- d. 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.
- e. 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.
- f. 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.