



Policy

POL.COR.26.05 Community Safety Zone

Policy Type: Corporate Policy (Approved by Council)
Date Approved: September 28, 2026
Department: Operations – Roads and Drainage
Staff Report: OPS.26.038
By-Law No.: 2026-64

Policy Statement

A policy establishing a process for evaluating and designating Community Safety Zones.

Purpose

To establish a consistent and evidence-based process for evaluating and designating Community Safety Zones (CSZs) within the Town of the Blue Mountains. CSZs are intended to improve safety for residents, visitors, and vulnerable road users - including pedestrians, cyclists, children, and seniors - particularly in areas with significant pedestrian, cyclist, or seasonal traffic activity.

This policy is enacted pursuant to Section 214.1 of the Highway Traffic Act (HTA), R.S.O. 1990, c. H.8, and is aligned with:

- Town of the Blue Mountains Transportation Master Plan (TMP, 2023) - Actions 11-1 (Vision Zero) and 11-2 (CSZ implementation)
- Ontario Traffic Manual (OTM) Book 5 - Regulatory Signs (December 2021)
- Ontario Regulation 239/02 - Minimum Maintenance Standards for Municipal Highways

Application

This policy applies to all roadways owned and maintained by the Town of The Blue Mountains.

Definitions

Term	Definition
Community Safety Zone (CSZ)	A portion of a highway designated by municipal by-law under HTA s. 214.1(1) where public safety is of special concern. Traffic-related offences within a CSZ are subject to doubled fines (HTA s. 214.1(6)–(8)). The designation has no legal effect until compliant signs are erected (HTA s. 214.1(5)).
Warrant Criteria	The standards established by the Town to evaluate road segments for CSZ designation, as set out in Section 4 of this policy.
Requestor	A resident, community association, or stakeholder submitting a formal written request for CSZ designation.
85th Percentile Speed	The speed at or below which 85% of free-flowing vehicles travel, measured by automated traffic recorder under normal conditions.
AADT	Average Annual Daily Traffic - total vehicle traffic averaged over one year, expressed as a daily total.
Sensitive Land Use	A land use generating concentrated activity by vulnerable road users, including schools, daycares, parks, beaches, hospitals, long-term care and retirement facilities, seniors' centres, ski areas, trailheads, and waterfront access points.
OPP	Ontario Provincial Police, Collingwood/Blue Mountains Detachment - enforcement authority for the HTA on Town roads.
Tourism / Seasonal Generator	A destination generating significant increases in pedestrian, cyclist, or vehicular traffic during peak seasons (ski season, summer beach and trail season), reflecting TBM's four-season resort character.

Procedures

Community Safety Zones must be applied selectively to areas of highest concern. Overuse diminishes driver awareness and reduces the effectiveness of the tool. All designations shall be supported by documented warrant criteria.

TBM Context: The Town of the Blue Mountains has a unique road safety profile. Peak traffic demand occurs on winter and summer Saturdays - ski and beach seasons - with volumes significantly exceeding typical weekday levels (TMP Tables 3-9, 3-10, and Section 3.5.3, 2023). The warrant criteria and risk scoring matrix are calibrated to this seasonal, tourism-driven context.

1. Community Safety Zone Request

Requests for CSZ designation may be initiated by:

- Town Staff (Operations – Roads and Drainage), proactively based on collision data, speed studies, OPP feedback, or TMP recommendations - no petition required; or
- A Requestor, by submitting a written request to the Director of Operations or Manager of Roads and Drainage.

Public-initiated requests must include:

- The proposed road segment(s) by name and limits
- A signed petition demonstrating support from a minimum of 65% of households within or directly adjacent to the proposed segment
- A written rationale describing the safety concern, sensitive land use(s) present, and peak period of concern
- Any available supporting documentation (photographs, OPP collision reports, prior correspondence)

Note: The 65% petition threshold is a Town administrative requirement. It does not delegate Council's authority. Under HTA s. 214.1(1), Council alone may designate a CSZ by By-law and may approve a designation regardless of petition results where warrant criteria are met. Staff-initiated requests are not subject to the petition requirement.

2. Evaluation Criteria

Once a request is received, staff will review it against the following four justifications. A road segment satisfying any one justification in full or in part shall be eligible for consideration. Staff shall prepare a written warrant assessment report documenting findings and a recommendation. The full technical rationale for all criteria, scoring thresholds, and data source requirements is set out in Staff Report OPS.25.047.

Justification 1 - Permanent High Priority Areas

CSZs shall be introduced at locations of high priority that are self-evident to the operator of a vehicle or a pedestrian. The following locations qualify without further data justification, subject to OPP enforcement confirmation:

- Adjacent to Elementary or Secondary Schools
- Adjacent to Licensed Day Care Centres
- Adjacent to Seniors Centres, Long-Term Care Facilities, or Retirement Homes
- Adjacent to Hospitals or Medical Centres
- Adjacent to Major Tourism Generators - ski areas (Blue Mountains Resort Area), Georgian Bay waterfront beach areas, and major trailheads (TMP s. 11.2, 2023)

Justification 2 - Safety Traffic Analysis (Risk Scoring Matrix)

Staff shall score the proposed segment against Table 1 below. A **minimum total score of 11 out of 21** is required to satisfy Justification 2. The matrix is adapted from similar Ontario Municipalities and recalibrated to TBM's road network and tourism context. The full calibration rationale is set out in Staff Report OPS.25.047.

Table 1 - Road Safety Risk Scoring Matrix *(For segments not qualifying under Justification 1)*

Risk Factor	High (Score 3)	Moderate (Score 2)	Low (Score 1)	Score
Travel Speed (85th %ile minus posted speed limit)	> 20 km/h	11 – 20 km/h	≤ 10 km/h	

Risk Factor	High (Score 3)	Moderate (Score 2)	Low (Score 1)	Score
Average Annual Daily Traffic (AADT)	≥ 2,501 vpd	1,001 – 2,500 vpd	≤ 1,000 vpd	
Reported Collisions (36 consecutive months)*	≥ 5 collisions	2 – 4 collisions	0 – 1 collisions	
Pedestrian / Cyclist Activity (any 8-hour period)	> 100 persons	50 – 100 persons	< 50 persons	
Tourism / Seasonal Generator (adjacent to segment)	Ski area or major beach (> 100 visitors/day peak season)	Trail hub, boat launch, or minor beach access	Minor park or recreational facility / None	
Active Transportation Infrastructure Gap (% with no AT accommodation)	< 25% accommodated (major gap)	25 – 75% accommodated	> 75% accommodated (well served)	
Truck Volume (% of total traffic)	≥ 5%	3 – 5%	< 3%	
			TOTAL SCORE (min. 11 required) / 21:	

* Where collision history is the primary concern, assess under Justification 3 - Collision Experience. Refer to Staff Report OPS.25.047 for full scoring rationale and data source requirements.

Justification 3 - Collision Experience

A road segment with a documented collision history meeting the thresholds in Table 2 below independently satisfies the safety justification for CSZ consideration, regardless of its score under Justification 2. Collision history is treated as a separate justification because it represents direct evidence that public safety has already been compromised on the specific segment, consistent with the TAC Canadian Guide to In-Service Road Safety Reviews.

Table 2 - Collision Experience Thresholds

AADT of Segment	Threshold to Satisfy Justification 3
> 1,000 vpd	≥ 3 reported collisions in any 36 consecutive months
≤ 1,000 vpd	≥ 2 reported collisions in any 36 consecutive months
Any volume	≥ 2 pedestrian or cyclist injury collisions in any 36 consecutive months

All collision data shall be sourced from OPP Collingwood/ Blue Mountains Detachment records and/or the Town's municipal collision database, covering the most recent available 36 consecutive months.

Justification 4 - Other Considerations

Community needs or requests may arise outside of Justifications 1, 2, and 3. Staff will review these on a case-by-case basis and make a recommendation to Council. Locations that may qualify include:

- Major seasonal event venues or festivals with significant pedestrian traffic
 - Public beach areas and parks with pedestrian activity exceeding 100 persons per day (TMP s. 11.2, 2023)
 - Collision-prone areas identified through OPP data or Town records presenting a documented pattern of concern
 - Corridors identified in the TMP as priority locations for speed management intervention
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3. OPP Enforcement Capacity

Staff shall consult with the OPP Collingwood/Blue Mountains Detachment to confirm enforcement resources are available for the proposed designation, concurrent with the technical assessment. The result shall be documented in the staff report.

If OPP advise that enforcement is not feasible, the request shall not proceed to Council. A CSZ without credible enforcement undermines road safety objectives and public confidence.

4. Limits Adjustment

Staff may adjust the proposed CSZ limits based on field conditions. The minimum recommended zone length is 100 metres.

5. Council Approval

If staff determine that warrant criteria are met and OPP confirm enforcement capacity, a staff report shall be prepared for Council. Designations shall be approved by by-law under HTA s. 214.1(1). The by-law shall specify the highway name and limits and confirm the designation is in effect 24 hours per day, 7 days per week, 365 days per year (HTA s. 214.1(3)).

6. Signage Requirements

A CSZ designation has no legal effect until compliant signs are erected (HTA s. 214.1(5)). All signage shall be installed and maintained by Operations – Roads and Drainage in conformance with OTM Book 5 (December 2021) and OTM Book 3 (February 2022).

Item	Requirement
Sign (Rc-9)	COMMUNITY SAFETY ZONE - 600 mm × 900 mm, black legend on white reflective background, minimum sheeting Type III or IV (OTM Book 5, s. 18)
Zone Begins	Rc-9 with BEGINS tab (Rb-84t) - at upstream end, each direction of travel
Zone Ends	Rc-9 with ENDS tab (Rb-85t) - at downstream end, each direction of travel
Times on Signs	Times, days, and months shall NOT appear on sign (OTM Book 5, s. 18)

Item	Requirement
Intermediate Signs	Required for zones > 1 km: ≤ 300 m spacing where posted speed ≤ 60 km/h; ≤ 2 km spacing where posted speed > 60 km/h
Maintenance	Per O. Reg. 239/02 and OTM Book 4 - a missing or non-compliant sign may render the designation unenforceable

7. Notification of Non-Approval

If a proposed segment does not meet the warrant criteria, or if OPP advise enforcement is not feasible, the Requestor shall be notified in writing with the basis for the determination. The same segment shall not be reconsidered for a minimum of 36 months unless there has been a material change in traffic patterns, collision history, land use, or safety conditions.

8. Posted Speed Limits

All Community Safety Zones will retain the existing posted speed limit unless a separate review recommends a change. Speed limit adjustments require a separate Council approval process.

CSZ Register

Operations Department shall maintain a Community Safety Zone Register containing, for each designation: by-law number; highway name and limits; date of sign installation; OPP notification date; and scheduled 5-year review date. The Register shall be updated within 30 days of any change and shall be available to the public upon request.

9. Awareness and Communication

Upon CSZ designation, the Town shall:

- Issue a modifying by-law to amend the consolidated CSZ by-law
- Install OTM-compliant signage per Section 4.6
- Notify OPP Collingwood/Blue Mountains Detachment in writing as soon as practicable following sign installation and in any case within 10 business days, providing highway name, limits, by-law number, and effective date
- Promote the designation via Town website and communications channels.

Upon removal of a CSZ: all signs shall be removed as soon as practicable and in any case within 30 calendar days of the removal by-law; OPP shall be notified in writing within 10 business days; and the CSZ Register shall be updated within 30 days.

A consolidation by-law shall be kept up to date for all additions and removals.

Exclusions

- Grey County roads (under Grey County jurisdiction)
- Highway 26 and other provincial highways (under MTO/Solicitor General per HTA s. 214.1(2))
- Private roads and laneways not constituting a highway under the HTA

References and Related Policies

- Highway Traffic Act, R.S.O. 1990, c. H.8 - Section 214.1
- Ontario Regulation 239/02 - Minimum Maintenance Standards for Municipal Highways
- Ontario Traffic Manual, Book 3 - Ground Mounted Sign Support and Installation (February 2022)
- Ontario Traffic Manual, Book 4 - Sign Inspection and Maintenance (March 2020)
- Ontario Traffic Manual, Book 5 - Regulatory Signs (December 2021)
- Transportation Association of Canada - Canadian Guidelines for Establishing Posted Speed Limits (2009)
- Transportation Association of Canada - Canadian Guide to In-Service Road Safety Reviews
- Town of the Blue Mountains Transportation Master Plan (2023) - Actions 8-1, 11-1, 11-2; Tables 8-1, 8-2, 8-3; Sections 3.5.3, 8.1.3, 11.2

Consequences of Non-Compliance

This is a procedural policy governing staff and Council processes. Consequences for individual HTA violations within CSZs are governed by the Highway Traffic Act. Failure to maintain OTM-compliant signs at a CSZ boundary may render the designation legally unenforceable and expose the Town to liability under O. Reg. 239/02.

Review Cycle

This policy shall be reviewed every five (5) years by the Operations Department, or sooner if directed by Council, to ensure continued alignment with best practices, community needs, OPP enforcement capabilities, and any updates to the Highway Traffic Act or Ontario Traffic Manual. All active CSZ designations shall be reassessed as part of each review cycle.

Appendices

APPENDIX A - CSZ Designation Process Summary

#	Action	Description	Timeline
1	Request Intake	Receive request; confirm Town jurisdiction	5 days
2	Completeness Review	Confirm petition threshold (public) or staff initiation	15 days
3	Technical Assessment	Field review; collision/speed data; risk matrix scoring; warrant report	Up to 90 days
4	OPP Consultation	Confirm OPP enforcement capacity - concurrent with Step 3	Concurrent
5	Public Notice	Written notice to abutting owners - 15-day comment period	Before staff report
6	Staff Report	Director's recommendation to Council	Next Council meeting
7	Council Decision	Approve by by-law or deny	At Council
8	Sign Installation	OTM Book 5 Rc-9 signs installed - CSZ NOT in effect until complete	Within 60 days
9	OPP Notification	Written notice to OPP - limits, by-law number, effective date	Within 10 days
10	Register Update	CSZ Register updated; 5-year review date set	Within 30 days

APPENDIX B - Community Safety Zone Request Form

Submit to: Director of Operations – Roads and Drainage, Town of the Blue Mountains, 32 Mill Street, Thornbury, ON N0H 2P0

Note: Submission does not guarantee designation. Public-initiated requests not accompanied by a 65% petition will not be processed. Staff-initiated reviews do not require a petition.

SECTION A - Applicant Information

Field	Response
Name:	<i>Full legal name or organization</i>
Address:	
Phone / Email:	
Date:	
Representing:	<i>Self / Community Association / Other</i>

SECTION B - Location of Concern

Field	Response
Street / Road Name:	

Field	Response
From (limit / cross street):	
To (limit / cross street):	
Direction(s) Affected:	<i>Both / NB / SB / EB / WB</i>
Approximate Length (m):	

SECTION C - Description of Safety Concern

Field	Response
Nature of Concern:	<i>e.g., speeding, pedestrian conflict, collision history</i>
Sensitive Land Use Present:	<i>e.g., school, park, beach, ski area, seniors facility</i>
Peak Period of Concern:	<i>e.g., school hours, summer weekends, ski season</i>
Known Collision History:	<i>Describe or attach OPP reports if available</i>
Supporting Information:	<i>Attach: photos, petition, prior correspondence</i>

SECTION D - Petition Declaration (Public Requests Only)

Field	Response
Total households in segment:	
Number of signatures:	<i>Must represent $\geq 65\%$ of households in segment</i>
Petition attached:	<i>Yes / No</i>
Declaration & Signature:	<i>I confirm signatures were obtained voluntarily and the information is accurate.</i>

OFFICE USE ONLY

Field	Response
Date Received:	
File / Tracking #:	
Jurisdiction Confirmed:	<i>Yes / No - if No, redirected to: _____</i>
Petition Threshold Met:	<i>Yes / No / N/A (staff-initiated)</i>
Justification(s) Met:	<i>J1 / J2 (Score: __ / 21) / J3 / J4</i>
OPP Consulted:	<i>Yes / No - Date: _____</i>

Field	Response
OPP Enforcement Confirmed:	<i>Yes / No</i>
Staff Report Date:	
Council Decision:	<i>Approved / Denied / Deferred - Date: _____</i>
By-law #:	
Signs Installed:	<i>Yes / No - Date: _____</i>
OPP Notified:	<i>Yes / No - Date: _____</i>
5-Year Review Date:	
