



## The Corporation of the Town of Tecumseh

### Policy Manual

<b>Policy Number:</b>	<b>123</b>
<b>Effective Date:</b>	Click here to enter a date.
<b>Supersedes:</b>	Click or tap here to enter text.
<b>Approval:</b>	Click or tap here to enter text.
<b>Subject:</b>	<b>Community Safety Zone</b>

#### 1. Purpose

- 1.1 The purpose of this policy is to provide a transparent and consistent process for Public Works & Engineering Services (PWES) staff to determine the need for Community Safety Zones (CSZ) on municipal roads under the jurisdiction of the Town of Tecumseh.
- 1.2 This document provides step-by-step guidance to PWES staff from the time of receiving a request to addressing the concerns, whether it be the implementation of a community safety zone or an alternative response.

#### 2. Authority

- 2.1 Decision-making authority for the Community Safety Zone Policy shall be delegated to the Director, Public Works & Engineering Services.

#### 3. Related Documents

- 3.1 This Policy is prepared in accordance with the following:
  - 3.1.1 Ontario Highway Traffic Act (HTA);
  - 3.1.2 The Ontario Traffic Manual (OTM), Book 5 Regulatory Signs and Book 6 Warning Signs;

3.1.3 Bill 26, Highway Traffic Amendment Act (Community Safety Zones), 1998, and;

3.1.4 Tecumseh Transportation Master Plan.

## **4. Definitions**

- 4.1 “Requestor” is defined as a resident of the Town of Tecumseh who resides, owns property or a business within the affected neighbourhood.
- 4.2 A Community Safety Zone (CSZ) is a designated stretch of roadway, recognized under provincial legislation, marked with community safety zone signs allowing the increase of fines associated with speeding within the zone.
- 4.3 A collision-prone area is defined as a location where the ratio of the average number of crashes per year to the annual average daily traffic (AADT) is less than 1:900 (crashes per year: AADT) averaged over 36 consecutive months.

## **5. Procedure**

- 5.1 The steps included in Figure 1 - Community Safety Zone Flow Chart shall be followed by PWES staff upon a request for a site to be designated as a CSZ.
- 5.2 A Pre-Screening Assessment shall be completed to check whether a CSZ is appropriate at a location. The pre-screening activities shall include the following:
  - 5.2.1 Confirm the road authority. If the road authority is not the Town, the request shall be referred to the correct road authority, and no further action will be taken by PWES staff;
  - 5.2.2 Review of past known information about the location. If the location has been reviewed within the last 3-years and no characteristics of the road have changed, and it was determined that a CSZ was not warranted, no further action will be taken at this time;
  - 5.2.3 Confirm that the site is one of the following:
    - a. Elementary or secondary schools;
    - b. Public Parks;

- c. Senior centres and residences;
- d. Community centres, or;
- e. Collision-prone areas.

If the location is not one of the above, no further action will be taken by PWES, and;

5.2.4 The Director, PWES, shall retain full authority to decline to move forward, with no appeal process to another body.

5.3 The following table will be utilized as noted in Figure 1 to determine if there are risk factors that support the CSZ designation. The total score must be 15 or higher to meet the risk factor threshold.

Table 1 - Risk Component Factors for Community Safety Zones

Risk Factor	High (Score 3 Points)	Medium (Score 2 Points)	Low (Score 1 Point)	Score
<b>Posted Speed</b>	40	50	60	
<b>Average Daily Volume</b>	Over 20,000	10,000 – 20,000	Under 10,000	
<b>Number of Lanes</b>	More than 4	3 or 4	2	
<b>Amount of the site which has sidewalks</b>	Less than 25%	25 – 75%	More than 75%	
<b>Truck volume</b>	More than 5%	3 – 5%	Less than 3%	
<b>Pedestrians crossing in any 8 hours</b>	More than 100	50 – 100	Less than 50	
<b>Intersections and entrances per km</b>	More than 10	4 – 10	Less than 4	
<b>Total Score for Road Section in Question</b>				

- 5.4 The most recent versions of OTM Book 5 and Book 6 shall be followed should a road segment be approved for a CSZ. The length of a proposed CSZ will be at the sole discretion of the Director, PWES. Community Safety Zones shall have a speed limit between 40 km/h to 60km/h.
- 5.5 Should a CSZ be warranted based on [Figure 1 - Community Safety Zone Flow Chart](#) and Table 1, a preliminary budget estimate shall be prepared, along with a short memo describing the detailed analysis and findings by PWES staff, and provided to the Director, PWES.

- 5.6 At the end of each calendar year, PWES will bring a report to Council, summarizing all traffic-related recommendations, including those governed by this policy, if any. The report will also recommend that the works be included as part of the annual PWES Capital Works Plan, for the following calendar year(s).

## **6. Administration & Review**

- 6.1 Policy 126 shall be administered by the Department of Public Works & Engineering Services and subject to periodic review, at the direction of the Director, PWES.

Figure 1 – Community Safety Zone Flow Chart

