

**STATUS**

Council Approved	Y	N
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CAO Approved:	Y	N
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TITLE: Pedestrian and Cycling Municipal Partnership Policy	NO.: Approval Date: Last Updated:
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POLICY STATEMENT:

This policy allows York Region to provide up to 50% funding to local municipalities and stakeholder groups for qualifying pedestrian and cycling infrastructure that support a regional scale network.

APPLICATION:

By approving a fixed budget each year and by providing an evaluation strategy for qualifying and ranking applications, this policy shall be used to provide funding to local municipalities and stakeholder groups for the qualifying pedestrian and cycling infrastructure.

PURPOSE:

The purpose of this policy is to allow York Region to participate in the construction of qualifying local municipal and stakeholder group pedestrian and cycling infrastructure that serve a regional context. The application process can be found in the Program guidelines in Appendix A.

DEFINITIONS:

Pedestrian and Cycling Municipal Partnership Policy – York Region’s technical guideline for the evaluation of pedestrian and cycling infrastructure applications from the local municipalities and stakeholder groups for York Region funding contribution.

DESCRIPTION:

Firstly, on a yearly basis York Region will approve a fixed amount of funding to be provided for Pedestrian and Cycling Partnership projects.

In a typical scenario, local municipality and/or stakeholder group will complete a design study for the proposed project. The municipality and/or stakeholder group must commit a minimum of 50% of the funding, but will be seeking financial assistance for the initiative.

The local municipality and/or stakeholder group prepares an application to York Region’s ‘Pedestrian and Cycling Municipal Partnership Program’ and submits the application by the established deadline.

Upon receipt of the pedestrian and cycling partnership application, the York Region Pedestrian and Cycling Review Team evaluates each application to determine the level of Regional funding contribution in accordance with criteria outlined in the Municipal Partnership guidelines and recommends qualifying applications for funding to Regional Council.

Any unallocated funds from the Municipal Partnership Program will be carried forward year to year.

RESPONSIBILITIES:

The Pedestrian and Cycling Review Team will be created in order to take on the role of reviewing and scoring all applications. The team will be made up of the following personnel:

- Manager, Transportation Planning
- Cycling Program Coordinator
- Director, Roads Capital Delivery
- Manager Service Planning, Transit
- Manager, Long Range Planning
- Manager, Health Department

The team may also include representatives for the affected local municipalities as needed.

REFERENCE:

Draft Approval (Regional Council Report #, Clause #, DATE)

CONTACT:

Director, Infrastructure Planning – Planning and Development Services Department

APPROVAL INFORMATION

CAO Approval Date:

Committee:

Clause:

Report No:

Council Approval:

Minute No.

Page:

Date:

Appendix A of Attachment 1



Pedestrian and Cycling Municipal Partnership Program Guidelines



1. Background:

The purpose of the Pedestrian and Cycling Municipal Partnerships Program is to encourage walking and cycling by accelerating the development of pedestrian and cycling infrastructure throughout York Region. Walking and Cycling for transportation purposes (work, school and errands) reduces the number of trips made by motor vehicles and contributes to the reduction of traffic and green house gas (GHG) emissions, thereby improving the quality of life for York Region residents.

2. Funding:

This capital cost-sharing program is administered and funded by the York Region. The Region will contribute up to 50% of the construction cost of a project under this program. The partnership program is funded in the amount of \$500,000 per year and will be based on approved submissions for a particular budget year. The amount of project funding will be based on the policy adopted by Council. No approval will be granted for work already done, as the intent of the Program is to expand municipal pedestrian and cycling infrastructure. If a third party, including another agency, is contributing to a project, that contribution must be deducted from the project's total eligible cost and the Program share calculated on the balance.

Projects approved under the Program must adhere to the design and route submitted to receive funding. Changes proposed after a contribution agreement is signed must be approved by the Region prior to construction, although approval is not guaranteed.

Any unallocated funds from the Municipal Partnership Program will be carried forward year to year.

3. Eligible Projects:

The Region will only provide financial assistance for infrastructure which forms part of a network plan prepared and adopted by a municipality and/or agency (i.e. Conservation authorities, trail associations, etc.).

Plans that have been adopted by a local government, or which will be incorporated into the next update of the official community plan, will be accepted as a network plan.

In order for a project to be eligible, design work and public consultation must be completed prior to application, with the project “shelf ready” for construction.

Eligible projects include those that encourage commuter walking and cycling through the development of infrastructure that supports a Regional scale network.

The following criteria must all be met in order for the proposed project to be considered for partnership funding. The project must:

- Support a Regional scale network.
- Support the objectives and policies of the Region.
- Be supported by a resolution of local council.
- Accompanied by a design study.
- Accompanied by a commitment from the local municipalities and/agency for:
 - 50% or more of the capital cost of construction.
 - All maintenance and rehabilitation responsibilities.

4. Eligible Costs:

The Partnership Program will assist local municipalities and key stakeholder groups in expanding their network by funding up to 50% of eligible capital work. The Program share is calculated from the total capital cost of the project net of **all** third party contributions.

Regional staff will evaluate each project on the basis of the identified technical criteria to determine the percentage of Program funding. A list of recommended projects would then be presented to Regional Council for approval.

Eligible proposals include, but are not limited to, projects that:

- Are supportive of commuter walking or cycling.
- Are on-road or off-road facilities for public use under the jurisdiction of local municipalities, conservation authorities or other stakeholders that serve a Regional context.
- Provide linkages to multi-modal facilities.
- Help reduce traffic congestion on a Regional road.
- Connect neighbouring municipalities.
- Remove barriers (e.g. crossing of a Regional road) and enhances the overall experience of the user.
- Are part of an adopted network plan.
- Provide a safe walking/cycling environment.
- Are for public use.
- Are new projects.
- Are ready for construction.

Non-eligible proposals include, but are not limited to, projects that:

- Emphasize localized recreational cycling/walking.
- Already have full funding commitment from other sources.

Typical eligible items are labour and material costs for:

- Pavement Material
- Signage
- Safety Barriers
- Hard Landscaping

- Lighting (as per Regional policy)
- Bridge Structures
- Utility Relocation
- Traffic Control
- Project Management.

Project elements not eligible for Regional funding include:

- Property acquisition
- Administration / overhead
- Design and planning
- Landscaping
- Maintenance works
- New curb & gutter (unless necessitated by project design)
- New sidewalks (unless necessitated by project design)
- Interlocking pavers
- End of trip facilities that are not part of the construction project (i.e. bike racks, lockers, etc.).

5. Project Selection:

Proposals are selected using a priority ranking system to determine which applications best meet the Program's goal of encouraging commuter walking and cycling, reducing traffic congestion and that support a Regional context. Each application is given a score and in cases where funding is not available for all applications submitted in a budget year, the applications scoring the highest would be recommended for the upcoming year's funding.

The higher the leveraging of Program funding, the higher will be the priority ranking in the selection process. Hence, projects requiring more proportional share of Program funding will be given a sliding score in the priority ranking in the selection process.

Funding for projects is awarded based on the following:

- Number of Regional objectives met
- Cost effectiveness
- Scale/overall plan and phasing
- Safety
- Potential usage
- Construction timing
- Connections/linkages
- Remove barriers
- Attractiveness of the project.

6. Application Package:

Applications submitted under the MPP must include the following materials:

- Rationale for the route and the long term goals and objectives of the project (see Project Description on the application form)
- Network plan
- Fully completed application form including:
 - Evidence that public consultation is complete and that issues have been addressed
 - Copies of all necessary permits
 - Cost estimates and listing of works to be undertaken

- Regional approval , if applicable
- Detailed description of design and works to be completed.
 - A typical cross-section drawing
 - Detailed design drawings.
- Warrants for traffic signals - the following information (stamped by a P. Eng. or certified by the municipal clerk that the information is correct) must be attached for the main and cross street where each signal is proposed:
 - Traffic signal warrant sheet
 - Pedestrian signal warrant sheet
- Map detailing the following:
 - Existing network and proposed routes
 - Existing road network
 - Location of trip generators such as town centres, recreation facilities and schools
 - Municipal boundaries and portions of neighbouring municipalities
- Additional material may include:
 - Letter(s) of endorsement from local pedestrian and cycling groups, schools, major employers, etc.
 - Colour photographs of the project site

7. Submission Deadline:

Local municipalities and stakeholders must make an application for Program funding via the Pedestrian and Cycling Municipal Partnership application form. For 2007 and 2008 funding allocation, interested parties must submit an application by August 1, 2007 for projects to be considered for the 2007 and 2008 construction seasons.

As a standard procedure starting in 2008 for budget allocation for 2009 and beyond, interested partners must adhere to the following timelines to qualify for Regional funding contribution.

March 31 Receipt of Qualified Proposal and Draft Cost Estimate

The submission of an application is required by March 31 of each year where the application will be screened for eligibility.

September 01 Finalized Design and Cost Estimate

By September 1st of the same year, applicants will be required to submit a complete design study for Regional review as well as a detailed cost breakdown of the project.

November 01 Budget Submission

As per the submitted and agreed upon project cost estimate, budget submissions for the successful applications for each year will be forwarded to Council recommending the Region's contribution to the projects for approval.

January / February Budget Approved - Funds Available

When the Regional Roads Capital Budget is approved, Program funding will then be committed for the construction works associated with the successful applications.

Please send application packages, or direct questions to:

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