

## Pedestrian and Cycling Partnership Program Policy

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Approved By: Regional Council

Approved On: November 21, 2019

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### Policy Statement

The Pedestrian and Cycling Partnership Program policy sets out the criteria, conditions and review process for establishing cost-sharing agreements between eligible applicants and York Region for the construction of pedestrian and cycling facilities that are part of a Regional-Scale Pedestrian and Cycling Network.

### Application

This policy applies to requests by eligible applicants to cost-share with the Region in constructing pedestrian and on-road or off-road cycling facilities and other related pedestrian and cycling infrastructure.

### Purpose

To provide a framework for the Region to consider an eligible applicant's request to cost share in the design and construction of pedestrian and cycling facilities within the Region's boundary.

### Definitions

**Capital Plan:** The roads construction plan, also known as the 10-Year Roads and Transit Capital Construction Program, is a program of planned road and transit improvements to accommodate population and employment growth in York Region and to upgrade existing roads to meet Regional design standards.

**Capital Project:** Any new construction, expansion, rehabilitation, or replacement project that improves or maintains a Region infrastructure asset.

**Local Municipality:** Municipalities located within the Regional Municipality of York, including the Town of Aurora, Town of East Gwillimbury, Town of Georgina, Township of King, City of Markham, Town of Newmarket, City of Richmond Hill, City of Vaughan and Town of Whitchurch-Stouffville.

**Eligible Applicants:** Local municipalities, Conservation Authorities, trail associations and school boards within the Regional Municipality of York.

**Pedestrian and Cycling Review Team:** Regional staff from disciplines relevant to pedestrian and cycling facilities who are appointed to review, evaluate and recommend for approval applications.

**Regional-scale Pedestrian and Cycling Network:** Pedestrian and cycling facilities that provide seamless connections to adjacent local municipalities, public transit, and/or major destinations such as shopping, recreational, cultural, and civic.

## Description

The Pedestrian and Cycling Partnership Program offers eligible applicants the opportunity to request the Region to cost share on the construction of pedestrian and cycling facilities which form part of a Regional-scale walking and cycling network and associated infrastructure.

Regional Council has allocated a minimum of \$500,000 annually for this program.

Pedestrian and cycling facilities shall support the Region's objective to establish a balanced and sustainable transportation system by:

- Providing alternate transportation options that reduce dependence on private vehicles while improving public health and air quality.
- Improving accessibility and mobility through a system that encourages and engages pedestrians and cyclists.
- Connecting major transit and transportation infrastructure across the Region.

Constructing pedestrian and cycling facilities that are part of a Regional-scale Pedestrian and Cycling Network will contribute to achieving a number of the Region's strategic goals:

### Vision 2051

- A place where everyone can thrive in an environment that fosters healthy living; is safe, accessible, inclusive and supportive.
- A diverse urban form that provides a variety of interesting and exciting places to live, work and play. Communities are people-first and designed for healthy, active

living and social inclusion, and are the heart of business, arts and culture, community life and services.

- A seamless network for mobility that provides accessibility to all destinations using diverse transportation options for people in all communities; promotes active and healthy living and safely and efficiently moves people and goods.
- Sustainability that can be practiced in everyday life through climate resiliency, innovative water conservation and re-use, water resource protection, waste reduction, energy conservation and greenhouse gas reduction.

### **York Region Official Plan**

- To improve the health and well-being of residents and workers in the Region by planning and developing sustainable active communities.
- To create a competitive and flexible economic environment that encourages investment and a diversity of employment opportunities.
- To enhance the Region's urban structure through city-building, intensification, and compact and complete communities.
- To provide the services required to support the Region's residents and businesses to 2031 and beyond, in a sustainable manner.
- To continuously engage and partner with communities, stakeholders and other levels of government.

## **Responsibilities**

### **Commissioner, Transportation Services**

- Apply the eligibility criteria for final approval of the proposed active transportation infrastructure.
- Authority to release funds for proposals which have been approved by the Pedestrian and Cycling Review Team.
- Report to Council annually on approved contributions.

### **Program Manager, Sustainable Mobility, Transportation Services**

- Administer and deliver the Pedestrian and Cycling Partnership Program.
- Lead function in relation to all Pedestrian and Cycling Partnership Program inquiries, activities with applicants and within York Region.

## **Pedestrian & Cycling Review Team**

- Evaluate applications using Regional plans, policies, guidelines, and design and safety standards.
- Provide constructive comments that demonstrate collaboration with applicants during the application review process.

## **Applicants**

- Complete and submit required documents by the established deadlines.
- Provide a letter of commitment of maintenance obligations at the Preliminary Design Submission with the acknowledgement that the local municipality is required to submit a signed Maintenance Agreement at the Final Design Submission Stage.
- Communicate with the Program Manager, Sustainable Mobility (or designate) the design and construction scheduling of the approved facility design.
- Revise the proposed pedestrian or cycling facility design as required by the Program Manager, Sustainable Mobility (or designate, including the Pedestrian and Cycling Review Team).
- Comply with agreements made as a condition of approval under this policy.

## **Compliance**

### **Application**

Applications must meet the eligibility criteria and conditions set out in this policy, its associated application guidelines and any additional program documents or other applicable requirements as amended. The online application form and guidelines can be found at [www.york.ca/pcmpp](http://www.york.ca/pcmpp).

### **Eligibility Criteria**

1. The Preliminary and Final Design submissions must be received no later than 4:30 p.m. on the application deadline. Late submissions will only be considered should exceptional circumstances arise; otherwise, the applicant will be encouraged to apply for the following year.
2. The Preliminary Design application must be accompanied by a letter of commitment of maintenance obligations by the local municipality with the acknowledgement that the applicant is required to submit a signed Maintenance agreement at the Final Design Submission stage.

3. The proposed facilities must form part of a Regional-scale pedestrian and cycling network or related infrastructure.
4. The proposed facilities must support relevant objectives and goals included in the:
  - York Region Vision 2051 Strategic Plan
  - York Region Official Plan
5. The application must be accompanied by evidence that the applicant's Council has approved the cost-sharing and responsibility for the maintenance, repair and replacement of the proposed active transportation infrastructure.
6. The application must be supported by local Council or board-endorsed studies, plans and/or guidelines that provide a vision for the local community where the proposed facilities would be located.
7. Approved funding must be spent within three years from the date of award. After this date, incomplete projects will require an applicant to resubmit for funding consideration to York Region.

### **Eligible Costs**

The following items are eligible for cost-sharing:

1. Capital design and construction costs
2. Cost of preparing tender documents

The following items are not eligible for cost-sharing:

1. Property acquisition
2. Escalation, upfront financing, interest charges, contract change allowances, contract administration charges, insurance and bonding
3. Mobilization and demobilization costs, construction staging, site survey, soil testing
4. Standard municipal sidewalks and lighting with the Region's right-of-way
5. New curbs, gutters, sidewalks, unless necessitated by design
6. Unit pavers
7. Ongoing maintenance during the course of operations
8. Repair or replacement during the course of operations
9. Temporary or seasonal enhancements, including landscaping

10. Localized recreational trails or facilities

11. Utility relocations

### **Regional Contribution**

1. Acceptance of applications is subject to the availability of funding.
2. A minimum annual available funding is \$500, 000, pending Council approval.
3. Applications will be evaluated by the Pedestrian and Cycling Review Team.
4. The Region will contribute 50% funding of eligible costs towards qualifying applications that will be completed with a Region Capital project demonstrating need for Regional priority active transportation infrastructure. The Region will contribute 33% of funding on eligible costs towards qualifying applications that will be completed demonstrating significant benefit to the community. Funding allocation is subject to the number of projects received in the application cycle.
5. The Region will not provide additional funding amounts more than the approved final cost estimate
6. Any unused funding amounts are to be returned to the Region.

### **Reference**

- [Online application form and guidelines](#)

### **Contact**

Program Manager, Sustainable Mobility, Transportation Services, ext. 75051

### **Approval**

Council Date: November 21, 2019	Committee Date: November 7, 2019
Council Minute Item: G.1	Committee Minute Item: E.2.3

Accessible formats or communication supports are available upon request.

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