



## Pedestrian and Cycling Municipal Partnership Program Guidelines

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### **1. Background:**

The purpose of the Pedestrian and Cycling Municipal Partnerships Program is to encourage walking and cycling by accelerating the implementation 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, improving the quality of life for York Region residents.

### **2. Funding:**

This capital cost-sharing program is administered and funded by 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.

The Region reserves the right to retain any unused portion of allotted approved funding. An upset limit is established for the Region's funding amount based on the Final Cost Estimate.

### **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. This may be submitted in the Preliminary Phase (Phase 1A) to determine the eligibility of the project.

In order for a project to be eligible, public consultation must be completed prior to an application. Phase II of the application cycle requires project to be "tender ready" for construction. A "tender ready" construction package should at least include the following:

- Tender ready construction plans
- Typical cross-section drawings

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- Proposed construction commencement/phasing
- Maintenance details
- Detailed construction cost

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 walking and cycling network – connects to other municipalities, provides for seamless travel across the Region and connects cyclists/pedestrians to communities or regional destinations (shopping, recreational, cultural, government)
- Support the objectives and policies of the Region (Vision 2051, Pedestrian and Cycling Master Plan, Official Plan, Transportation Master Plan)
- Meet Regional planning and design guidelines
- Be supported by a resolution of local council and/or authority of an agency
- Accompanied by a functional design study or other local council document that supports the vision for the local community such as active transportation master plan or trail plans
- 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 the Commissioner of Transportation and Community Planning Department or Regional Council for approval.

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

- Are supportive of commuter walking or cycling
- Develop 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 Regional roads
- 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:

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- Pavement Material
- Signage
- Safety Barriers
- Hard Landscaping
- Lighting (as per Regional policy)
- Bridge Structures
- Utility Relocation
- Traffic Control
- Project Management
- Administration/overhead (only contracted portion of the project – “out of the pocket expenses”)
- Design and planning

Project elements not eligible for Regional funding include:

- Property acquisition
- Temporary or seasonal enhancement including landscaping
- On-going maintenance during the course of operations
- Repair or replacement during the course of operations
- New curb & gutter (unless required by project design)
- Sidewalks within Regional rights-of-way
- 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.

York Region reserves the right to reduce and vary the funding level for each project to increase the number of projects receiving Regional funding.

Projects that leverage Program funding to the greatest, will be given priority in the selection process. Hence, projects requiring a greater 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 that comply with, but not limited to: Vision 2051, York Region Transportation Master Plan, Regional Official Plan, Pedestrian and Cycling Master Plan
- Cost effectiveness – funding Leverage (km/Regional dollars contributed)
- Scale/overall plan and phasing – supports the current phase of implementation of the Pedestrian and Cycling Master Plan
- Improves safety (crossing locations, surface type, visibility and lighting, volume of motorized vehicles, one-way or two-way design)
- Potential usage – accommodates utilitarian cycling and walking, reduces auto-dependence, improves walking/cycling mode split
- Construction timing – the commencement of the project must occur within the budget year
- Connections/linkages including connections with local transit (local, Viva/subway, Go Train)
- Remove barriers

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- Attractiveness of the project

### **6. Application Package:**

The submission for each application phase under the Municipal Partnership Program must include the following materials:

Phase 1A (Preliminary Phase) – Eligibility Screening (prior to June 1<sup>st</sup>)

- Rationale for the route and the long term goals and objectives of the project (see Project Description on the application form)
- Network plan, facility map and the scope of proposal

Phase 1B – Funding Commitment/Formal Application (By June 1<sup>st</sup>)

- The Applicant must provide evidence to fund a minimum 50% of construction cost
- A completed application form that includes:
  - Evidence that public consultation is completed and that all issues have been fully addressed
  - Letter of endorsement from local council
  - Copies of all required permits, if available at this stage
  - Preliminary cost estimates and listing of works to be completed
  - Functional design studies/plans

Phase 2 – Tender Ready Project Submission (by September 15<sup>th</sup>)

- Regional approval, if applicable, for projects within the Regional right-of-way
- Detailed cost breakdown of the project
- Detailed description of the design and works to be completed.
  - Typical cross-section drawings
  - Detailed design drawings
  - Specifications
  - Proposed work commencement
- 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.

The following timelines must be strictly observed for Regional funding consideration.

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### Phase 1A and 1B - June 1 Receipt of Qualified Proposal and Draft Cost Estimate

The submission of an application is required by **June 1** of each year where the application will be screened for eligibility.

### June 30<sup>th</sup> Region's Deadline

By June 30<sup>th</sup> of the same year, the Region will inform applicants whether or not the submitted proposal met the eligibility criteria. At this stage the successful Applicants will be asked to submit a Tender Ready package by September 15<sup>th</sup> of the same year.

### Phase 2 - September 15 Finalized Design and Cost Estimate

By September 15<sup>th</sup> 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.

### Phase 3 - November 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 the Commissioner of Transportation and Community Planning or Regional Council recommending the Region's contribution to the projects for approval.

### Phase 4 -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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