

Rodic, Alexandra

To: Regional Clerk
Subject: RE: Regional Council Decision - Municipal Streetscape Partnership Program and Pedestrian and Cycling Partnership Program Policy Updates

From: Regional Clerk <ClerkGeneralLine@york.ca>
Sent: Monday, November 25, 2019 3:04 PM
Subject: Regional Council Decision - Municipal Streetscape Partnership Program and Pedestrian and Cycling Partnership Program Policy Updates

CAUTION: This email originated from a source outside the City of Markham. DO NOT CLICK on any links or attachments, or reply unless you recognize the sender and know the content is safe.

On November 21, 2019 Regional Council made the following decision:

1. Council approve policy updates to the Municipal Streetscape Partnership Program and the Pedestrian and Cycling Partnership Program, as shown in Attachments 1 and 2.
2. The Regional Clerk circulate this report to the Clerks of the local municipalities.

The original staff report is attached for your information.

Please contact Brian Titherington, Director of Transportation and Infrastructure Planning at 1-877-464-9675 ext. 75901 if you have any questions with respect to this matter.

Regards,

Christopher Raynor | Regional Clerk, Office of the Regional Clerk, Corporate Services

The Regional Municipality of York | 17250 Yonge Street | Newmarket, ON L3Y 6Z1
1-877-464-9675 ext. 71300 | christopher.raynor@york.ca | york.ca

Our Mission: **Working together to serve our thriving communities – today and tomorrow**

The Regional Municipality of York

Committee of the Whole
Transportation Services
November 7, 2019

Report of the Commissioner of Transportation Services

Municipal Streetscape Partnership Program and Pedestrian and Cycling Partnership Program Policy Updates

1. Recommendations

1. Council approve policy updates to the Municipal Streetscape Partnership Program and the Pedestrian and Cycling Partnership Program, as shown in Attachments 1 and 2.
2. The Regional Clerk circulate this report to the Clerks of the local municipalities.

2. Summary

This report seeks Council approval on policy updates to the Municipal Streetscape Partnership Program (MSPP) and Pedestrian and Cycling Partnership Program (PCPP).

Key Points:

- Since the inception of the MSPP and PCPP, all local municipalities have successfully leveraged the programs to implement infrastructure to meet the unique needs of each community
- The policy updates ensure the limited program funding is fully used each year and operational commitments are understood so that new infrastructure is maintained
- Local municipalities were consulted and their input has been integrated into the policy updates

3. Background

Municipal Streetscape Partnership Program was approved by Council in 2006

In 2006, Council approved the Municipal Streetscape Partnership Program and has committed \$1 M annually to support locally-initiated streetscape design enhancements within the Region's right-of way through cost sharing.

This cost-sharing program provides local municipalities with partnership funding that supports the Region's priorities for vibrant and healthy communities.

Pedestrian and Cycling Partnership Program was approved by Council in 2007

In 2007 Council approved the Pedestrian and Cycling Partnership Program and committed \$500K annually to support locally-initiated active transportation projects on road and in boulevard through cost-sharing.

This cost-sharing program provides local municipalities and conservation authorities with partnership funding that support the Region's priorities for active transportation, forming part of the Regional walking and cycling network.

York Region has seen a positive transformation of its transportation network through both partnership programs over the past decade

Since the inception of both programs, there has been a total partnership investment by the local municipalities and York Region of over \$24M in streetscape projects (Regional contribution of \$10.6M) and \$10.35M in active transportation projects (Regional contribution of \$4.2M).

Collaboration with the nine local municipalities and conservation authorities is helping to shift our transportation network to one that better promotes active transportation with streets that reflect communities and are attractive.

4. Analysis

Ongoing review and update of the policies is required to ensure the programs continue to meet the needs of partners

To further improve project quality, administration, financial accountability and ongoing maintenance responsibility, there is again a need to update the policies. The program policies were last updated in 2012. The following updates were reviewed with local municipal partners at the 2019 Annual Municipal Workshop:

- Implementation of firmer deadlines to ensure equal opportunity to all applicants and sufficient time for evaluation of submissions by the applicable review teams and Commissioner of Transportation Services.
- Provision of a letter of commitment for future maintenance requirements at the Preliminary Design Submission stage to acknowledge that the local municipality is required to submit a signed Maintenance Agreement at the final design submission stage.
- To ensure limited program funding is maximized and project implementation occurs in a timely manner, approved funding is to be spent within a three-year period. Projects

extending beyond this time frame will be encouraged to resubmit with updated information.

York Region consulted with local municipalities at the 2019 Annual Municipal Workshop for feedback on proposed policy updates

In early 2019, local municipal staff was consulted on the proposed updates. Administrative refinements were included based on feedback received, including signed maintenance agreements being submitted at the final design submission stage and flexibility provided to local municipalities should the construction delay occur as a result of a Regional construction project. Regional staff committed to continue to collaborate with the local municipalities, should exceptional circumstances arise.

Clear process, communication and collaboration ensure the continued success of these funding partnerships

Since 2012, over 70% of funding applications have been submitted late. In the spirit of partnership and to encourage best use of the limited program funding, York Region accepted late applications. However, this resulted in extremely compressed review and evaluation timelines that impacted the approval schedule and annual reporting to Council.

To support successful project implementation and timely expenditure of approved funding, the policy has been updated with clear requirements and milestones to ensure adherence to a defined process schedule and an acknowledgement for future maintenance of the completed project in advance of project approval. Applicants will be encouraged to submit partnership applications for the following year should deadlines not be met.

Approved projects are required to be constructed within three years

Streetscape and active transportation facilities are typically constructed during the final phases of a road construction project. Any road construction or related delays can impact the delivery schedule for partnership projects, construction and invoicing, which create challenges for the management of annual cash flows for the programs.

Despite some construction delays of up to five years, the approved funding for both programs has been honoured to date. However, this impacts the effective management of cash flows, which have annual limits. In the updated policies, approved applicants who are unable to use the funds in a three-year period, will be encouraged to re-submit their application for future consideration.

The local municipalities have acknowledged that a three-year period for construction is reasonable for most projects. For projects where Regional road construction or related delays will impact delivery, staff will continue to collaborate with the local municipalities to provide flexibility.

Acknowledgement of future maintenance obligations will be part of the application process and a condition of funding approval

A maintenance commitment has been a condition for funding approval for both programs since policy adoption. Over the past few years, it has been a challenge to obtain signed Maintenance Agreements.

As part of the preliminary design submission, a letter of commitment for future maintenance obligations will be required. The applicant will be required to submit a signed maintenance agreement with the final design submission in order to receive the approved funding.

Signed Maintenance Agreements are a foundation for the success of these partnerships. The updated policies will ensure these agreements are in place prior to approving funding.

5. Financial

The MSPP and PCPP are funded through the Capital Plan and reviewed annually through the Region's budget process. There are no financial implications as a result of these policy updates.

6. Local Impact

Since the inception of the MSPP and PCPP, the local municipalities have all successfully leveraged the programs to implement infrastructure that meets the unique needs of each community. These infrastructure partnerships also benefit York Region's overall transportation network.

The local municipalities have all been consulted regarding the proposed policy updates and their input has been integrated.

Enhanced streetscape design helps to create attractive communities, encourage social interaction, support the local economy, reflect the local character in our various neighbourhoods and elevate York Region's civic image. Active transportation provides sustainable travel options that are supportive of a Region that is becoming increasingly urbanized. The two partnership programs play an important role in achieving York Region's overall transportation network and city-building objectives.

7. Conclusion

Staff is seeking Council approval on the policy updates outlined in this report to the Municipal Streetscape Partnership Program and Pedestrian and Cycling Partnership Program.

The Region supports partnerships with the local municipalities by contributing funding towards their projects to improve local communities. These policy updates will improve the

administration, financial accountability and successful implementation of the infrastructure delivered through these partnership programs.

For more information on this report, please contact Brian Titherington, Director, Transportation and Infrastructure Planning, at 1-877-464-9675 ext. 75901. Accessible formats or communication supports are available upon request.

Recommended by: **Paul Jankowski**
Commissioner of Transportation Services

Approved for Submission: **Bruce Macgregor**
Chief Administrative Officer

October 25, 2019
Attachments (2)
9188563

Municipal Streetscape Partnership Program

Approved By: Council

Approved On:

Last Reviewed: June 28, 2012

Policy Statement

The Municipal Streetscape Partnership Program policy sets out the criteria, conditions and review process for establishing cost-sharing agreements between local municipalities and the York Region for the construction of locally-initiated streetscape designs within the Region's right-of-way.

Application

This policy applies to requests by local municipalities to cost-share with the Region in constructing locally-initiated streetscape designs within the Region's road right-of-way.

Purpose

To provide a framework for the Region to consider a local municipality's request to cost-share in the construction of a locally-initiated streetscape design within the Region's road right-of-way.

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.

Streetscape Design: Projects that create distinctive street character through the comprehensive and detailed design of medians, boulevards, lighting, tree planting, street furniture, public art, and any other related element that contributes to street users' safety and comfort.

Streetscape Review Team: Regional staff from areas relevant to streetscape design who are appointed to review, evaluate and approve streetscape applications.

Description

The Municipal Streetscape Partnership Program offers local municipalities the opportunity to cost-share on the construction of locally-initiated streetscape designs that are within the Region's right-of-way.

Regional Council has allocated a minimum of \$1,000,000 annually for this program.

Streetscapes shall support the Region's goal to enhance its urban structure through city-building, intensification and the development of compact and complete communities, by:

- Connecting major transit and transportation infrastructure with the local community by using accessible and pedestrian-friendly design; and
- Promoting active transportation through the creation of safe and attractive public spaces within the Region's right-of-way.

The development of attractive and functional streetscapes 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 streetscape design.
- Authority to release funds for proposals which have been approved by the Streetscape Review Team.
- Report to Council annually on approved contributions.

Program Manager, Streetscape, Transportation Services

- Administer and deliver the Municipal Streetscape Partnership Program.
- Lead function in relation to all Municipal Streetscape Partnership Program activities with the local municipalities and within York Region.

Local Municipalities

- Complete and submit required documents by the established deadlines.
- Provide a letter of commitment of maintenance obligations 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 - Streetscape and Project Manager- Capital Planning and Delivery (where applicable) on the design and construction scheduling of the approved streetscape design.
- Revise the proposed streetscape design as required by the Program Manager – Streetscape and/ or the Streetscape Review Team.
- Comply with agreements made as a condition of approval under this policy.

Streetscape Review Team

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

Compliance

Application

A local municipality that applies to this program must ensure its application meets 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.

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 streetscape design must be located within the Region's right-of-way.
4. The proposed streetscape design must support relevant objectives and goals included in:
 - York Region Vision 2051 Strategic Plan; and
 - York Region Official Plan.
5. The proposed streetscape design must meet Regional design and safety standards.
6. 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 streetscape design.
7. The application must be supported by local-Council endorsed studies, plans and/or guidelines that provide a vision for the local community where the proposed streetscape design would be located.
8. Approved funding must be spent within three years from the date of award. After this date, incomplete projects will require an applicant to resubmit to York Region for funding consideration.

Eligible Costs

The following items are eligible for cost-sharing:

1. Capital 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 road right-of-way
5. Ongoing maintenance during the course of operations
6. Repair or replacement during the course of operations
7. Temporary or seasonal enhancements, including landscaping

Region Contribution

1. Acceptance of applications is subject to the availability of funding.
2. Applications will be evaluated by the Streetscape Review Team.
3. The Region will contribute 50% funding on eligible costs towards qualifying applications that will be completed with a Region Capital project The Region will contribute 33% funding on eligible costs towards qualifying applications that will not be completed with a Region Capital project
4. The Region will not provide additional funding amounts in excess of the approved final cost estimate.

Reference

Adopted by Regional Council on November 14, 2019; Transportation Services Committee Report x, Clause x.

- (Provide a hyperlink to eDOCS or website)

Appendices

- (Provide a hyperlink to eDOCS or website)

Contact

Program Manager, Streetscape, Transportation Services, x75272

Approval

Council Approval

Date Approved: November 14, 2019 Council Minute No.: <input type="text"/>	Committee Name: Committee of the Whole Report and Clause No.: <input type="text"/>
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Accessible formats or communication supports are available upon request.

STATUS: Final
Council Approved: Y
CAO Approved: N/A

TITLE: Municipal Streetscape Partnership	Edocs No.: 549892 Original Approval Date: October 19, 2006 Policy Last Updated: June 28, 2012 Posted on Intranet: August 8, 2012
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POLICY STATEMENT:

The Municipal Streetscape Partnership Program policy sets out the criteria, conditions and review process for establishing cost-sharing agreements between local municipalities and York Region for the construction of locally-initiated streetscape designs within the Region's ~~road~~ right-of-way.

APPLICATION:

This policy applies to requests by local municipalities to cost-share with the Region in constructing locally-initiated streetscape designs within the Region's ~~road~~ right-of-way.

PURPOSE:

To provide a framework for the Region to consider a local municipality's request to cost-share in the construction of a locally-initiated streetscape design within the Region's ~~road~~ right-of-way.

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.

Streetscape Design: projects that create distinctive street character through the comprehensive and detailed design of medians, boulevards, lighting, tree planting, street furniture, public art, and any other related element that contributes to street users' safety and comfort.

Streetscape Review Team: Regional staff from areas relevant to streetscape design who are appointed to review, evaluate and approve streetscape applications. ~~including but not limited to:~~

- ~~• Natural Heritage and Forestry Services~~
- ~~• Roads Maintenance~~
- ~~• Engineering—Capital Delivery~~
- ~~• Road Safety and Traffic Data Management~~
- ~~• Electrical and Traffic Design~~
- ~~• Traffic Engineering and Intelligent Transportation Systems~~
- ~~• Transit Facilities~~
- ~~• Community Planning~~

DESCRIPTION:

The Municipal Streetscape Partnership Program offers local municipalities the opportunity to cost-share on the construction of locally-initiated streetscape designs that are within the Region's ~~road~~ right-of-way.

Regional Council has allocated a minimum of \$1,000,000 annually for this program.

Streetscapes shall support the Region's goal to enhance its urban structure through city-building, intensification and the development of compact and complete communities, by:

- Connecting major transit and transportation infrastructure with the local community by using accessible and pedestrian-friendly design; and
- Promoting active transportation through the creation of safe and attractive public spaces within the Region's ~~road~~ right-of-way.

The development of attractive and functional streetscapes will contribute to achieving a number of the Region's strategic goals. ~~which include:~~

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.

Compliance:

• Application

A local municipality that applies to this program must ensure its application meets 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.

• 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 streetscape design must be located within the Region's road right-of-way.
4. The proposed streetscape design must support relevant objectives and goals included in:
 - the York Region Vision 2051 Strategic Plan; and
 - the York Region Official Plan.
5. The proposed streetscape design must meet Regional design and safety standards.
6. The application must be accompanied by evidence that the applicant's Council has approved the ~~a local council resolution that commits the applicant to~~ cost-sharing, and to responsibility for the maintenance, repair and replacement of the proposed streetscape design.
7. The application must be supported by local-Council endorsed studies, plans and/or guidelines that provide a vision for the local community where the proposed streetscape design would be located.

8. Approved funding must be spent within 3 years from the date of award. After this date, incomplete projects will require an applicant to resubmit to York Region for funding consideration.

- **Eligible Costs**

The following items are eligible for cost-sharing:

1. Capital 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. On-going maintenance during the course of operations
6. Repair or replacement during the course of operations
7. Temporary or seasonal enhancements, including landscaping

- **Region Contribution**

1. Acceptance of applications is subject to the availability of funding.
2. Applications will be evaluated by the Streetscape Review Team.
3. The Region will contribute 50% of funding on eligible costs towards qualifying applications that will be completed with a Region Capital Project. The Region will contribute 33% funding on eligible costs towards qualifying applications that will be completed with a Region Capital Project.
4. The Region will not provide additional funding amounts in excess of the approved final cost estimate.
- ~~5. The Region's contribution towards qualifying applications that will be completed with a Region capital project is a maximum of 50% of eligible costs.~~
- ~~6. The Region's contribution towards qualifying applications that will not be completed with a Region capital project is a maximum of 33% of eligible costs.~~

RESPONSIBILITIES:

Commissioner, Transportation **Services** ~~and Community Planning Department~~

- Apply the eligibility criteria for final approval of the proposed streetscape design.
- Authority to release funds for proposals which have been approved by the Streetscape Review Team.
- Report to Council annually on approved contributions.

Program Manager, Streetscape, Transportation Services

- Administer and deliver the Municipal Streetscape Partnership Program.
- Lead function in relation to all Municipal Streetscape Partnership Program activities with the local municipalities and within York Region.

Local Municipalities

- 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 - Streetscape and Project Manager – Capital Planning and Delivery (where applicable) on the design and construction scheduling of the approved streetscape design.
- Revise the proposed streetscape design as required by the Program Manager – Streetscape and/or the Streetscape Review Team.
- ~~Adhere to~~ Comply with agreements made as a condition of approval under this policy.

Streetscape Review Team

- Evaluate applications using Regional design and safety standards.
- Provide constructive comments that demonstrate collaboration with local municipalities during the application review process.

REFERENCE:

Adopted by Regional Council on June 28, 2012; Transportation Services Committee Report 6, Clause 5.

CONTACT:

Program Manager, Streetscape

APPROVAL INFORMATION

CAO Approval Date: n/a

Committee: Transportation Services

Clause:

5

Report No: 6

Edocs No. 4280900

Council Approval:	Minute No. 124	Page: 63	Date: June 28, 2012 November 14, 2019
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549892 P01/5/1

Pedestrian and Cycling Partnership Program Policy

Approved By: Council

Approved On:

Last Reviewed: June 28, 2012

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.

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 in excess of the approved final cost estimate
6. Any unused funding amounts are to be returned to the Region.

Reference

Adopted by Regional Council on November 14, 2019; Transportation Services Committee Report x, Clause x.

- (Provide a hyperlink to eDOCS or website)

Appendices

- (Provide a hyperlink to eDOCS or website)

Contact

Program Manager, Sustainable Mobility, Transportation Services, x:[75051](#)

Approval

Council Approval

Date Approved: November 14, 2019 Council Minute No.: <input type="text"/>	Committee Name: Committee of the Whole Report and Clause No.: <input type="text"/>
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Accessible formats or communication supports are available upon request.

#9196408

TITLE: Pedestrian and Cycling Municipal Partnership Policy	Edocs No.: 1824525 Original Approval Date: June 21, 2007 Policy Last Updated: June 28, 2012 Posted on Intranet: August 7, 2012
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POLICY STATEMENT:

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

APPLICATION:

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

PURPOSE:

To provide a framework for the Region to consider an eligible applicant's request to cost-share in the 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.

Eligible Applicants: Local municipalities within the Regional Municipality of York, local conservation authorities, local trail associations, and local school boards.

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.

Pedestrian and Cycling Review Team: Regional staff from **disciplines** ~~areas~~ relevant to pedestrian and cycling facilities who are appointed to review, evaluate and approve applications. ~~including but not limited to:~~

- ~~• Transportation Planning~~
- ~~• Engineering—Capital Delivery~~
- ~~• Transit Service Planning~~
- ~~• Long Range Planning~~
- ~~• Heath Department~~
- ~~• Representative(s) from affected local municipalities, as required~~

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

DESCRIPTION:

The Pedestrian and Cycling ~~Municipal~~ 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.

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. ~~and~~
- Improving accessibility and mobility through a system that **encourages and** engages pedestrians and cyclists. ~~and makes them feel comfortable when using it.~~
- **Connecting major transit and transportation infrastructure across the Region**

Constructing pedestrian and cycling facilities that are part of a Regional-Scale Walking and Cycling Network will contribute to achieving a number of the Region's strategic goals. ~~which include:~~

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 health 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.

Compliance:

• Application

~~An eligible applicant that applies to this program must ensure its~~ 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.**

• 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 walking and cycling network.
4. The proposed facilities must support relevant goals and objectives included in the:
 - York Region Vision 2051 Strategic Plan
 - York Region Official Plan.
5. The proposed facilities must meet Regional planning and design guidelines.
6. The application must be accompanied by **evidence that the applicant's Council has approved the** ~~a local council resolution that commits the applicant to~~ cost-sharing, and to responsibility for the maintenance, repair and replacement of the proposed **active transportation infrastructure.** ~~facilities.~~

7. 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.
8. Approved funding must be spent within 3 years from the date of award. After this date, incomplete projects will require an applicant to resubmit to York Region for funding consideration.

- **Eligible Costs**

The following items are eligible for cost-sharing:

1. Capital 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, or sidewalks, unless necessitated by design
6. Unit pavers
7. On-going 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 Relocation
- ~~12. End of trip facilities that are not part of the construction project (ex. bike racks, lockers, etc.).~~

- **Region Contribution**

1. Acceptance of applications is subject to the availability of funding.
2. A minimum 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 44% 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.

~~The Region's contribution towards qualifying applications is a maximum of 50% of eligible costs net of all third party contributions.~~

~~The Region will not provide additional funding amounts in excess of the approved final cost estimate.~~

5. The Region will not provide additional funding amounts in excess of the approved final cost estimate
6. Any unused funding amounts are to be returned to the Region.

RESPONSIBILITIES:

Commissioner, Transportation ~~Services and Community Planning Department~~

- Apply the eligibility criteria for final approval of the proposed active transportation infrastructure. ~~facilities.~~
- 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 Planning~~

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

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) ~~Transportation Planning and Project Manager (where applicable)~~ on the design and construction scheduling of the approved facility.
- Revise the proposed facility design as required by the Program Manager, Sustainable Mobility (or designate) ~~Transportation Planning and/or~~ including the Pedestrian and Cycling Review Team.
- ~~Adhere to~~ Comply with agreements made as a condition of approval under this policy.

Pedestrian and Cycling Review Team

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

REFERENCE:

Transportation Services Committee Report 6, Clause 5, adopted by Regional Council on June 28, 2012.

CONTACT:

Program Manager, Sustainable Mobility, Transportation Services, x:75051

~~Director, Infrastructure Planning—Transportation and Community Planning Department~~

APPROVAL INFORMATION

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