

LEEDS & GRENVILLE

# Active Transportation Plan



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# Introduction



The United Counties of Leeds and Grenville (the Counties) is an upper-tier municipality located in Eastern Ontario. Rich in cultural heritage and natural beauty, its landscape includes the historic Rideau Canal at the north limits, the St. Lawrence River to the south, and an extension of the Canadian Shield and the Frontenac Arch Biosphere Reserve. The Counties are comprised of ten member municipalities and three separated municipalities with a land area of approximately 3,300 square kilometres.

The Counties are developing an Active Transportation Plan focusing on the Counties' road infrastructure, with the goal of providing:

- An implementation tool to help support day to day coordination and collaboration between the Counties and Member Municipalities;
- A design guide to help inform the consistent design and implementation of comfortable and safe cycling facilities between and throughout towns, villages and hamlets within the Counties;
- A process to help a shift in culture to make cycling and other self-propelled forms of transportation a viable option for day-to-day trips;

The intent of the Plan is to provide those that work, live or visit the Counties with options that make people feel safe and comfortable using active transportation modes for different trip types and purposes and meet the needs of all ages and abilities.

The Active Transportation Plan has been developed by Counties staff as part of a high level County-wide approach, while consulting with its member municipalities and the Leeds, Grenville and Lanark District Health Unit for the consideration of local AT networks.

The content of this document is meant to support Counties staff in:

- Identifying and prioritizing locations where active transportation (primarily cycling) facilities or routes could be implemented along major corridors and critical connecting links within the settled and rural areas; and,
- Applying consistent active transportation facility recommendations based on widely accepted provincial design guidelines and standards as well as context specific conditions.



## 1. Why Active Transportation?

Active transportation in general refers to all forms of human-powered ways of travel on roads or waterways: walking, cycling, skateboarding, cross-country skiing, kayaking and horseback riding. As defined by the Government of Canada it is "...using your own power to get from one place to another". While there are many forms of active transportation, this Plan focuses on the walking and cycling modes, and given the context of the road network for the Counties, primarily cycling.

Creating a livable environment with active and engaged residents has been shown to contribute to the creation of a happy, growing community. There are health, social environmental and economic benefits to developing an active transportation network that meets the needs of potential users and by communicating these benefits the value of investment is emphasized to support future decisions, commitments and priorities.

### 1.1. Active Transportation Plan for the United Counties of Leeds and Grenville

An active transportation plan (ATP) is intended to be a long-range strategy to guide decision making, budgeting and communications related to active forms of transportation. The plan is a multi-purpose document meant to be used by staff, stakeholders and partners as a tool to facilitate implementation; as an action plan for short-term priorities; and as a guide for future policies. The plan does not represent a schedule of capital projects; provide feasibility studies for specific projects; provide a prescriptive policy document; or form a commitment to costs and funds.

The ATP has been developed to provide a range of routes and facilities that offer active forms of transportation opportunities and choices to the residents of the United Counties as well as to provide direction on future planning, design and implementation of an active transportation (AT) network. The proposed ATP is intended to give guidance to the United Counties to create and improve opportunities providing active forms of transportation to connect member municipalities, schools, parks, trailheads and other community amenities. The proposed AT network is intended to serve users of all ages and abilities all year round, with a primary focus on people biking and walking.

The United Counties of Leeds and Grenville ATP will be achieved through collaboration and coordination. The strategies and recommendations outlined in the following sections are designed to help achieve a shift towards a more sustainable community with a high quality of life.

### Safety and Health

- Individuals assisted in meeting daily physical activity requirements
- Decreased risk of cardiovascular disease, cancers, bone and joint diseases, diabetes, and obesity
- Lower health care costs
- Increased awareness of safe road use for all modes with increased in AT mode share
- Improved user safety and comfort with strong implementation and maintenance strategy
- Dedicated AT infrastructure is linked to improved safety

### Community and Social Equity

- Decreased incidence of depression and stress, and improved overall well-being
- Encourages positive interactions with others and increases community engagement
- Helps the aging population maintain independence, mobility and health
- Improved mobility and equity for vulnerable populations

### Environment

- Decreased greenhouse emissions
- Enhances natural features and promotes green spaces
- Protection of green space and natural environments

### Economy and Tourism

- Reduced indirect costs including traffic congestion, safety and user costs
- Increased business activity and opportunities for employment growth
- Opportunities for AT-related funding and grants, partnership opportunities
- Growing cycling tourism industry in Ontario that will draw tourists to the Counties if quality AT network is in place

## 1.2. Who is the Plan for?

The intent of the Plan is to design a network and recommend active transportation facilities that creates an environment in the United Counties that is supportive of active travel mode choices no matter the age, ability, trip type, purpose or time of year. There are a number of different types of cyclists, the categories below help articulate where and how cyclists can be accommodated and are the types of cyclists being considered during the development of the Plan.



### Vulnerable cyclist

Someone who wants a traffic-safe, peaceful environment, where they are not passed by other traffic, including cyclists. Infrastructure must be forgiving. They are often children, elderly, and disabled peoples.



### Attentive cyclist

Someone who wants to be able to cycle safely, understand traffic rules well and also want to follow them. They want good sign postings, clear direction and clear intersections.



### Everyday cyclist

Someone trying to get to school or work taking a direct route or wishing to continue cycling undisturbed wanting to stop as rarely as possible.



### Recreational cyclist

Someone cycling for the enjoyment of being on their bike and with others, stopping commonly for food, coffee, or at other attractions.



### Sport cyclist

Someone doing cycling for sport. They tend to cycle in laps or groups for long distances moving very quickly, which can lead to conflict with all users.

In many cases a route or facility that is considered comfortable or safe for one type of cyclist may also accommodate another type with the exception of vulnerable and sport cyclists. It is also important to note that people can fluctuate between different

types of cyclists. Providing opportunities for the greatest number of cyclist types or users will have the greatest value and benefit to the community.

While the above focuses on different types of cyclists it is acknowledged that in all locations cycling will likely not be happening in isolation. While possible on the connections between towns, villages and hamlets, facilities within these locations are more likely to be shared with other active transportation users including but not limited to pedestrians and mobility assisted users. In addition, emerging technologies such as e-bikes may be on the proposed facilities. Given that the Plan is for the Counties facilities, the Plan will not be identifying specific improvements for all these users; however, consideration and recommendations around shared facilities with pedestrians within settled areas have been considered.

## 1.3. Facility Types

Active transportation facilities can generally be categorized as on-road or off-road facilities, with various subcategories based on users, level of separation, street context and land use context. On-road cycling facility types are often classified by their separation from motorized traffic. As noted in the types of cyclists in the previous section, depending on user type, users are generally more comfortable with increasing separation between the cycling facility and motorized traffic. For the rural context, paved shoulders can be implemented as a means of separating cyclists where budget and/or space do not allow a fully separated facility.

The Plan recommends a type of facility for roads based on a review of the road and land use context at a planning level and through the use of current planning guidance (i.e. Ontario Traffic Manual (OTM) Book 18). The type of facility that ultimately is implemented is dependent on the ultimate feasibility of construction (e.g. can a roadbed be widened, local impact mitigation through consultation (e.g. parking removal) and/or available budget.

The following are active transportation facilities that were deemed suitable for the United Counties which include: shared space and paved shoulders (with and without buffers) for the rural areas and bike lanes (with and without buffers), curb-side multi-use paths, in-boulevard Multi-use paths and shared space for the more urban (settled) areas. Additional information on the potential design of these facilities for the United Counties context are provided in Appendix D.



**Paved Shoulder**

Paved shoulders provide a designated space along the edge of the road. The shoulder is intended to be a priority space for cyclists and other active transportation users. The route should be signed as a bike route with supplementary markings and signage to denote that other users such as pedestrians may use the paved shoulder.



**Buffered Paved Shoulder**

Buffered paved shoulders provide horizontal separation between the shoulder and adjacent motor vehicle traffic. Buffered paved shoulders are suited to roadways with medium to high motor vehicle operating speeds and traffic volumes. It is recommended that buffer zones be implemented if there are more than 30 trucks operating on the route per hour. Rumble strips can be implemented in conjunction with a buffer zone to provide a tactile warning to drivers that they have departed the travel lane and are about to encroach into the shoulder.



**Bike Lane with or without Buffer**

A bike lane is a portion of a roadway which has been designated for the exclusive use of cyclists through the use of pavement markings and signage. Typical applications for bike lanes are on arterial or collector roadways where there are higher traffic volumes and/or travel speeds and should typically be applied to both sides of the street. Typically placed adjacent to the curb, their location may shift if adjacent to a parking lane and additional buffer space may be provided to have a clear 'door zone' or for additional separation where volumes are very high.



**Shared Space / Signed Bike Route**

A signed bike route is a shared facility that is formally marked by a green bike marker sign. The marker sign is intended to indicate to motorists that they should be aware of cyclists on the road and provides route confirmation for cyclists. Supplementary signage or pavement markings can be used such as "Share the Road" or painted sharrow symbols for wayfinding as well as the implementation of way-finding signage. Signed bike routes are only to be implemented on roadways with low motor vehicle operating speed, traffic volumes and truck volumes.





**Curb-Side Multi-Use Path**

A curb-side multi-use path is a paved area beyond (typically) a mountable curb that is a shared space for pedestrians and cyclists. They are typically provided on both sides of the road and designated as one-way for bikes (in the same direction of travel as the road configuration) and two-way for pedestrians. While a designated space, the mountable curb can lead motorists to use to the space as parking and therefore clear pavement markings and signage are required.



**In-Boulevard Multi-use Path**

In-boulevard multi-use paths are physically separated from motor vehicle traffic by a boulevard between the path and motor vehicle traffic lane. The multi-use path is constructed adjacent to the roadway but within the road right-of way. They are shared among pedestrians, cyclists and other active transportation users. In-boulevard facilities provide the highest level of separation for cyclists and are typically used when motor vehicle operating speeds and volumes are very high. The increased separation can improve the comfort level for all users of the facility. The increased separation comes at additional cost and level of effort to construct as it typically requires new construction adjacent to the roadway. The path is typically 3.0 to 4.0 metres wide. If there are significant constraints such as utilities or major natural features, a two-way shared



**1.4. Developing the Plan**

The development of the United Counties Active Transportation Plan involved a collaborative and integrative process between the United Counties staff, member municipalities staff, local stakeholders and the general public. During the Plan development, feedback was obtained at a number of points throughout the process including member municipality listening sessions, a public survey, a stakeholder workshop, implementation plan workshops and a public open house. The Plan was developed through four steps as outlined below, the points of communication are noted within each step of the process.



**Step 1: Existing Conditions Review** – A review of available studies, plans, policy and mapping related to existing key destinations and infrastructure in the United Counties, the neighbouring communities, trails under different justifications, and the Province of Ontario was carried out so as to have an understanding of the existing and planned active transportation network and key connections, identify key attractions and destinations, and to understand the local planning context.

**Step 2: Network Development** – An iterative process informed by input collected from the United Counties staff, member municipalities staff, neighbouring County representatives, stakeholders and members of the public was carried out to identify any network gaps, barriers and missing links for the development of the proposed network. Route selection criteria were developed and refined based on feedback from stakeholders and the public; the selection criteria were subsequently used to select priority routes. Based on the proposed network a project list was developed in which the recommended facility type was recorded, this is described further in Chapter 3.

**Step 3: Policy and Design Guidance** – Based on current best practices, planning guidance and through input from staff, stakeholders and the public, policies were developed to support the implementation of the active transportation network. In



addition, design guidance for the local context and recommendations was documented (Appendix D).

**Step 4: Develop Network Implementation Plan and Preparation of the Plan –**

From the developed project list as part of Step 2; projects were prioritized into one of three levels, high, medium and low. This was based on a number of criteria such as survey responses, current planned infrastructure projects, connections to key destinations, routes most traveled, etc. The prioritization process is described further in Chapter 3. A phased implementation plan was then established based on the project priorities and input from Counties staff. Cost estimates were also developed for both the infrastructure recommendations and programming initiatives.



# Context

# 2

# CHAPTER 2

Developing a comprehensive Active Transportation Plan that is tailored to the different needs of the United Counties of Leeds and Grenville requires a collaborative and coordinated process to gather knowledge and opinions from member municipalities, community members, businesses and key stakeholders. The experience and understanding of the local context by those who live, work and play throughout the Counties is paramount in developing a plan that will work for the Counties. This local knowledge is supplemented by lessons learned from other similar communities and through planning best practices and design guidance.

Throughout the development of the plan a number of consultation activities took place which included municipal listening sessions which had a targeted audience of invited staff from the member municipalities, an online stakeholder workshop to gather information on key destinations, the proposed routes and identification of any gaps in the network, a public online survey through SurveyMonkey where survey respondents were asked about their current active transportation habits, top priorities for gaps and where they would like to see investment, implementation workshops to work with stakeholders to identify potential partnerships in delivering supportive programming initiatives to promote an active transportation culture and an online public open house open to everyone to comment on the proposed plan of projects.

In addition to hearing about the local context, the existing policies, planning documents of the Counties, member municipalities and neighbouring Counties and communities were reviewed to assist with the network development and also to identify supportive policies for aiding in the implementation of the network and promoting a shift in travel choices within the Counties.

The following sections summarize the facilities of the existing active transportation network, a review of existing policies and plans and key highlights of the input received through the consultation activities. Ultimately this information feeds into the development of the Vision and Goals for the Counties Active Transportation Plan.



## 2. Engagement in the United Counties

The development of the Active Transportation Plan was consistent with Master Plan Approach #1 of the Municipal Class Environmental Assessment (MCEA) Process. A key component of the MCEA Process is to provide meaningful engagement and consultation with a minimum of two points of contact during the study process. The engagement for the Plan was divided into two rounds which included self-guided and facilitator lead input. Given the timing of the Plan development during the global pandemic all consultation activities were held on-line. Round 1 of the Consultation and Engagement, held through the summer of 2021 included Municipal Listening Sessions, a Public Survey and a Stakeholder Workshop. Round 2, which was held in the fall of 2021 included two implementation workshops and an online public open house. Refer to Appendix B and C for a complete summary of Round 1 and Round 2 respectively.

### 2.1. Consultation Round 1

#### Municipal Listening Sessions

Virtual discussions through Microsoft Teams or Zoom with representatives from the United Counties of Leeds and Grenville member municipalities were held. Seven listening sessions were hosted.

The listening sessions were held to provide municipal stakeholders with an overview of the Active Transportation Plan project and to identify their preferred level of engagement going forward. The stakeholders were also asked a series of questions that aimed to:

- Identify best practices and lessons learned related to education, outreach, implementation, and programming;
- Discuss opportunities for coordination and collaboration between their organizations and the County and to confirm level of commitment and capacity for support; and
- Obtain information on local stakeholders and interest groups for further consultation on the ATP.

The listening sessions helped to identify several key themes in terms of priorities and opportunities for improvement.

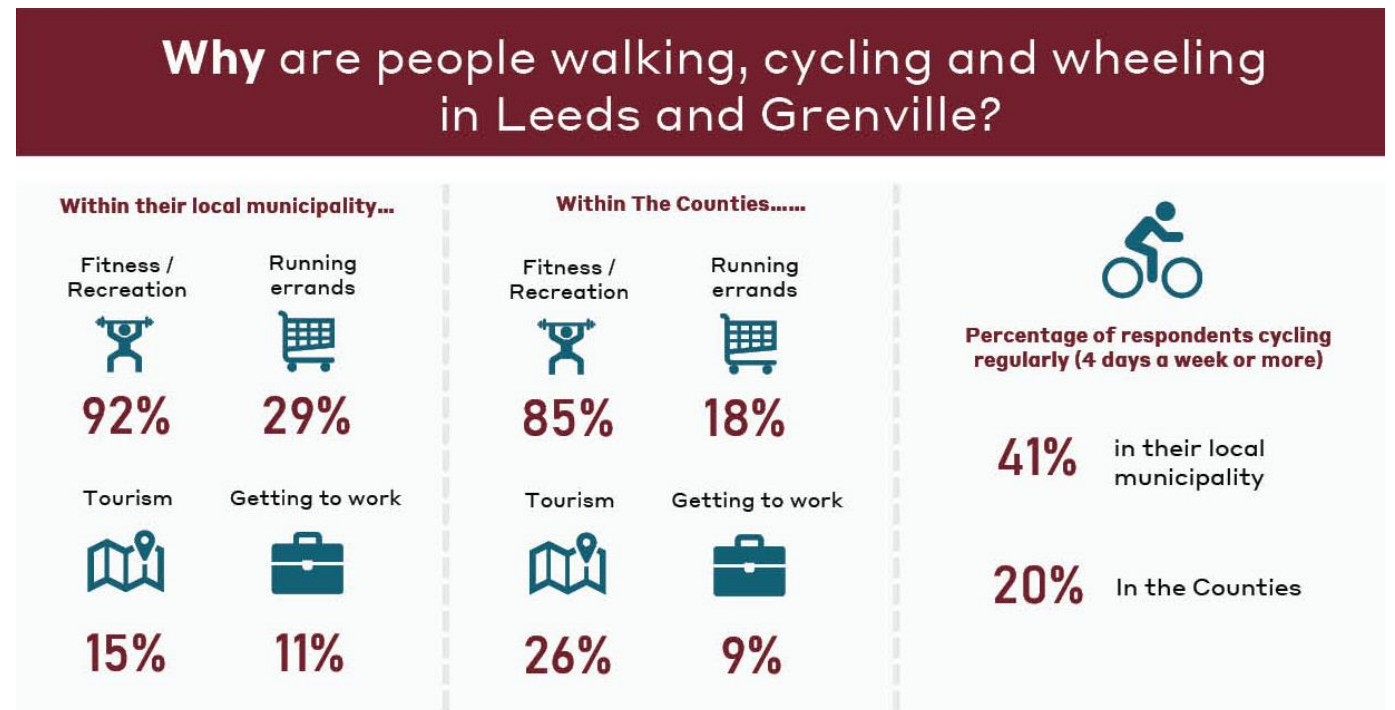
#### Stakeholder Working Group Workshop

The Project Team hosted a Stakeholder Workshop on August 11, 2021 with stakeholders from the Stakeholder Working Group, including representatives from various committees, organizations, agencies, Town departments and County-level organizations. The purpose of the workshop was to engage representatives from groups who have a role or strong interest in supporting active transportation within the Counties. Project-specific items presented and discussed at the workshop included:

- Presentation of the key elements of the plan, including timing for further involvement by interested stakeholders
- Identification of key destinations within the Counties
- Confirmation of existing facilities within the Counties
- Review of proposed route suggestions to connect residents to key destinations.

#### Public Survey

The online survey was available on the project website from July to August, 2021 and received 341 responses in total.





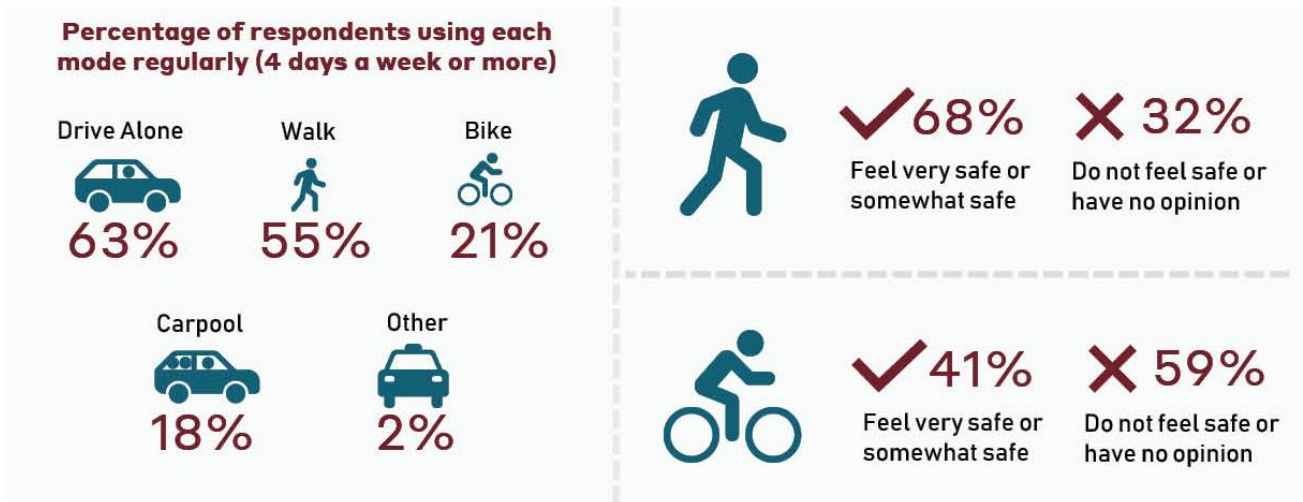
## What are the main barriers?



### Comment Highlights

- + Provide more paved shoulders
- + Improve connectivity both in our villages and between communities
- + Provide education on the benefits of active transportation and how to use it safely
- + Key connections noted Rail Trail, Scotch Line Road, County Roads 2, 8, 15, 42 and 43
- + Provide connections beyond the Counties
- + Provide funding to support infrastructure improvements and enhancements to member municipalities
- + Improve condition of existing paved shoulders
- + Connect to Rideau Ferry Road, the Parkway, Cataraqui Trail and Limerick Forest

## How are people commuting in Leeds and Grenville?



### 2.2. Consultation Round 2

#### Implementation Workshops

All stakeholders were invited to attend one of two Implementation Workshops held by the Project Team, where the same materials were presented. The Implementation Workshops were held virtually on Thursday October 7, 2021 from 1 to 3 pm and Wednesday October 13, 2021 from 2 to 4 pm. The results of the Implementation Workshops, along with best practices and lessons learned, were used to develop the Outreach/Programming initiatives for the Active Transportation Plan.

The focus of the workshop was to:

- Identify existing capacity to deliver educational and encouragement programs;
- Connect stakeholder agencies to each other who share similar goals and objectives related to active transportation;
- Identify projects or initiatives that are already in place around the Counties that could be integrated into the Plan and further developed at a Counties level; and
- Develop a prioritized list of new programs that could be deployed to support more active transportation within the Counties.



### Public Open House

A Public Open House was held to ensure that the needs of residents and stakeholders are met while at the same time gathering local knowledge and ensuring that the context for the Counties is reflected in the Plan and its recommendations. The Public Open House was held virtually on Thursday October 28, 2021 from 7 to 8:30 pm. The Project Team presented an update on the project process and asked for comments on the proposed network and prioritized projects. The Outreach/Programming initiatives developed from the Implementation Workshops were included and attendees were asked to rank which initiatives would have the highest priority for them when it comes to recommendations and implementation.

The Public Open House included:

- A presentation to provide an overview on the project process, summarize the results of the public survey identify how projects were identified and prioritized;
- An interactive tool, Miro, was used to provide attendees the opportunity to comment on the proposed cycling routes, facility types for the cycling network and project priorities; and
- A Question and Answer period with staff from the United Counties and members of the WSP Project Team.

### Comment Highlights

#### AT Network

- + Add in and consider off-road trail connections
- + County Road 2 and connection to Thousand Islands Parkway Trail a big priority
- + Coordination with MTO required for crossings of Highway 401
- + Several suggested links to be reconsidered as missing links/connections

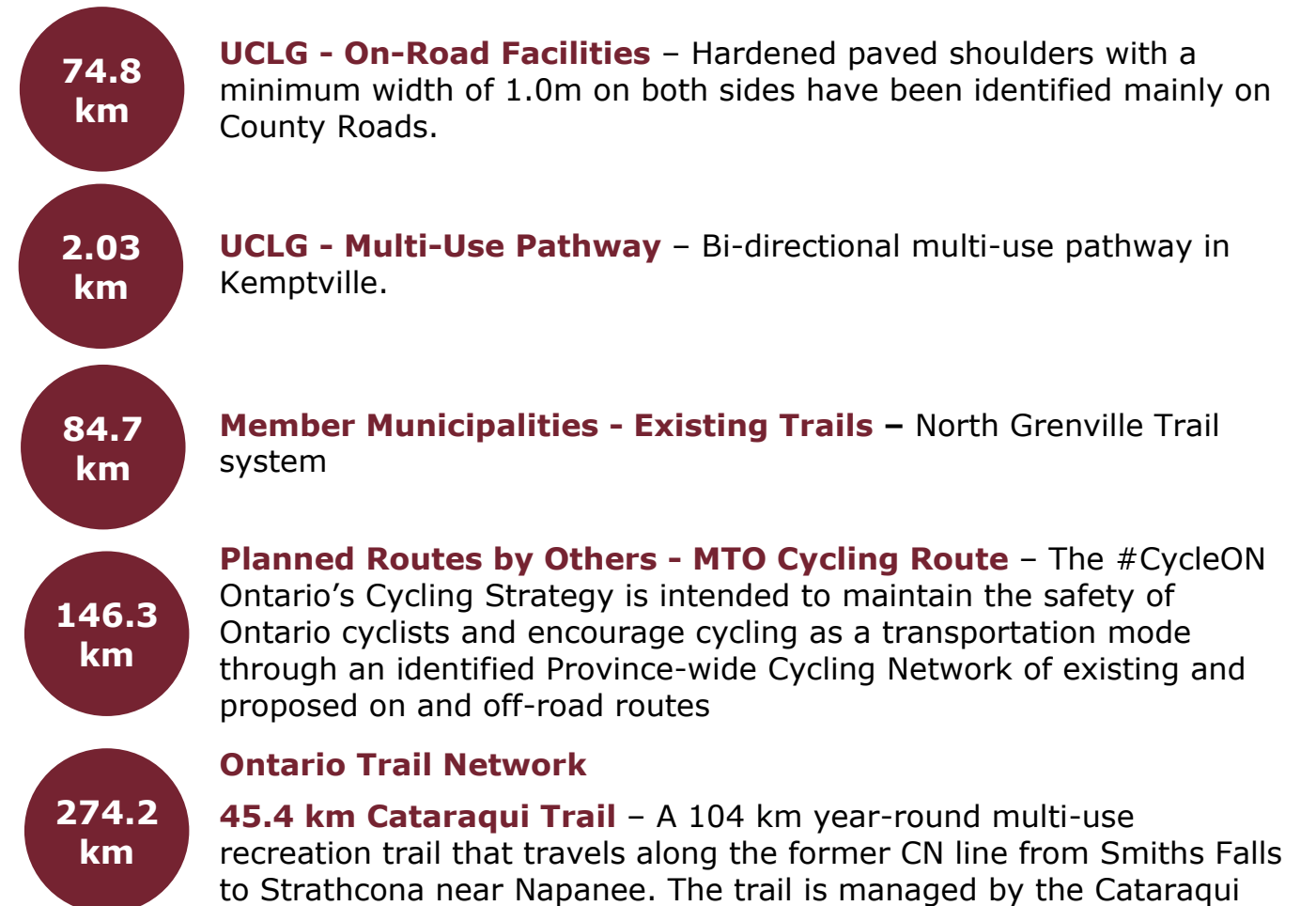
#### Programming

- + Wayfinding and signage a high priority
- + Partnerships with the large number of agencies, member municipalities, United Counties and area Municipalities is required for consistent messaging and programming outreach
- + Community events that highlight active transportation options and educate on safety initiatives a high priority

### 2.3. Existing Facilities in the United Counties

The active transportation network within the United Counties consists of off-road trails, on-road facilities (paved shoulders) and some local connections through multi-use pathways and bike lanes within the member municipalities. The Active Transportation Plan focused on facilities on or within the rights-of-way of the road allowances owned by the Counties. The existing and planned AT facilities within the Counties were compiled in a GIS map based on data available from the Ontario Ministry of Transportation’s open data for the province-wide cycling network and trail segments, North Grenville’s Commuter Cycling Plan, Leeds and the Thousand Islands Active Transportation Plan, data received from the Counties (including existing shoulder widths and surface) as well as input received from member municipality representatives and stakeholders through the Consultation Rounds 1 and 2 series.

The following is a total number of kilometres within the existing Counties’ network:





Region Conservation Authority and runs across three counties: Leeds and Grenville, Frontenac, and Lennox and Addington.

**109.2 km Great Lakes Waterfront Trail** – Extending over 3,600 km, the Great Lakes Waterfront Trail connects communities along the shores of the Canadian Great Lakes and is a signature project of a charity known as the Waterfront Regeneration Trust. Within the Counties, the trail has both on-road and off-road facilities.

- **66.5 On-Road** – Located along County Road 2
- **42.7 km Off-Road** – Located along the Thousand Islands Parkway adjacent to the St. Lawrence River

**119.6 km All Other Trails** – Ex. Rideau Trail

**Limerick Trails** – Limerick Forest is a community forest owned and managed by the United Counties of Leeds and Grenville and offers a variety of recreational activities. The forest’s multi-use trail network is open to dirt bikes, ATVs, snowmobiles, mountain biking, cross-country skiing, hiking, and much more. Areas of Limerick Forest include the following municipalities:

- |                                   |                                  |
|-----------------------------------|----------------------------------|
| Township of Athens                | Township of Rideau Lakes         |
| Township of Augusta               | Township of Elizabethtown-Kitley |
| Township of Merrickville-Wolford  | Municipality of North Grenville  |
| Township of Edwardsburgh Cardinal |                                  |

169.4 km

2.3.1. Existing Destinations

In addition to identifying existing facilities, key destinations were identified through consultation and best practices. These include: schools, parks, community amenities (e.g. libraries, community centres, recreation facilities), commercial areas, beaches, and urban/rural settlement areas.

2.3.2. Existing Cycling Routes

Strava is a website and mobile app that is used to track athletic activity such as cycling, walking and cross-country skiing. It uses GPS data that is optionally submitted by users to track their travel times, speed, and other statistics including routes travelled.

Using the data collected shows a cycling Heatmap that represents frequently travelled corridors by recreational and experienced cyclists in the United Counties of Leeds and Grenville. The lighter and brighter lines represent frequently travelled routes,

whereas the darker or cooler coloured lines represent routes that are not as frequently travelled.

It is important to note that Strava is typically marketed and used by those using active modes for fitness purposes and/or long touring trips. As such, it is used as a supplementary piece of information with other tools and datasets.

**Figure 2-1: United Counties of Leeds and Grenville Strava Cycling Heatmap**

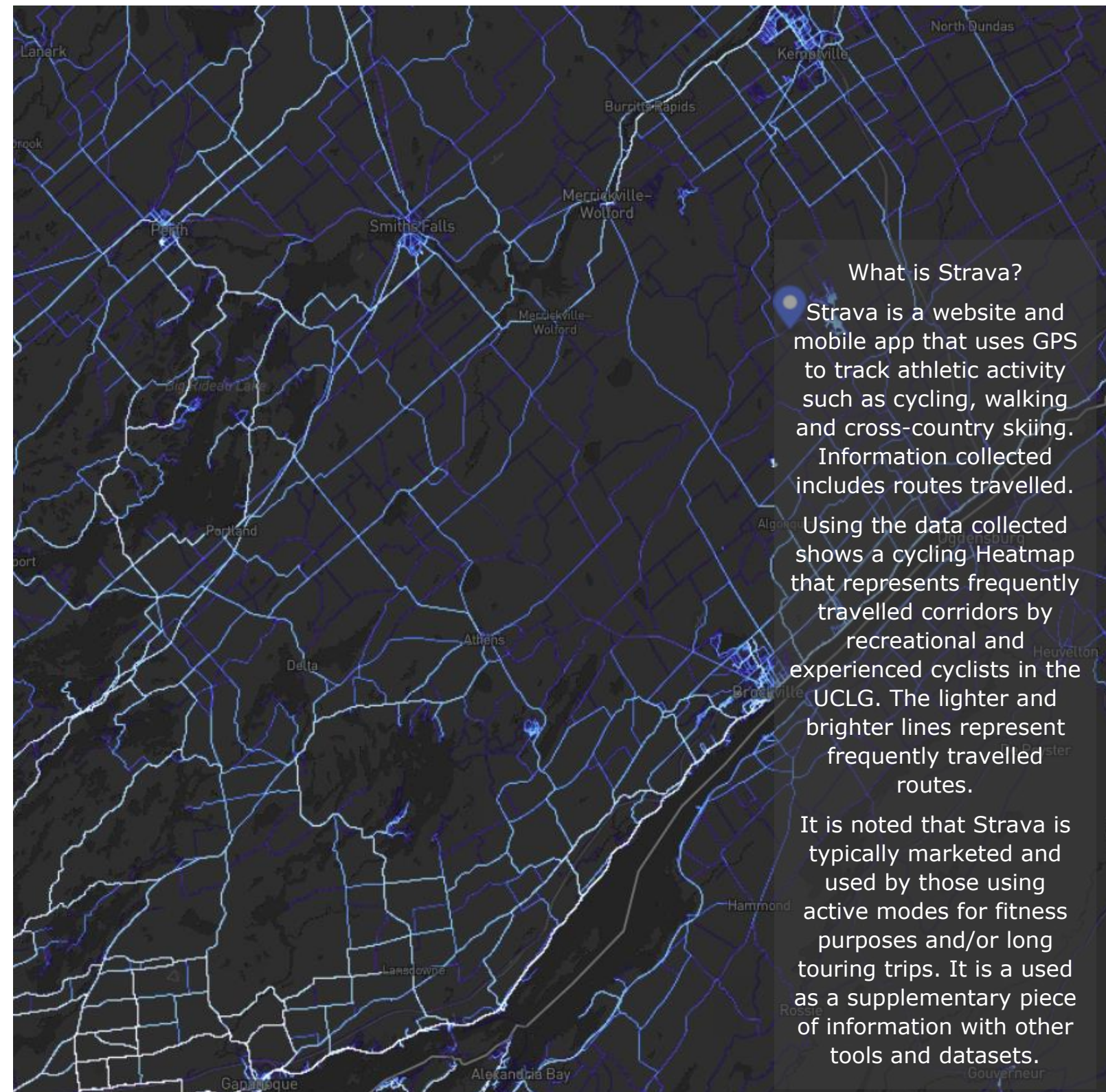
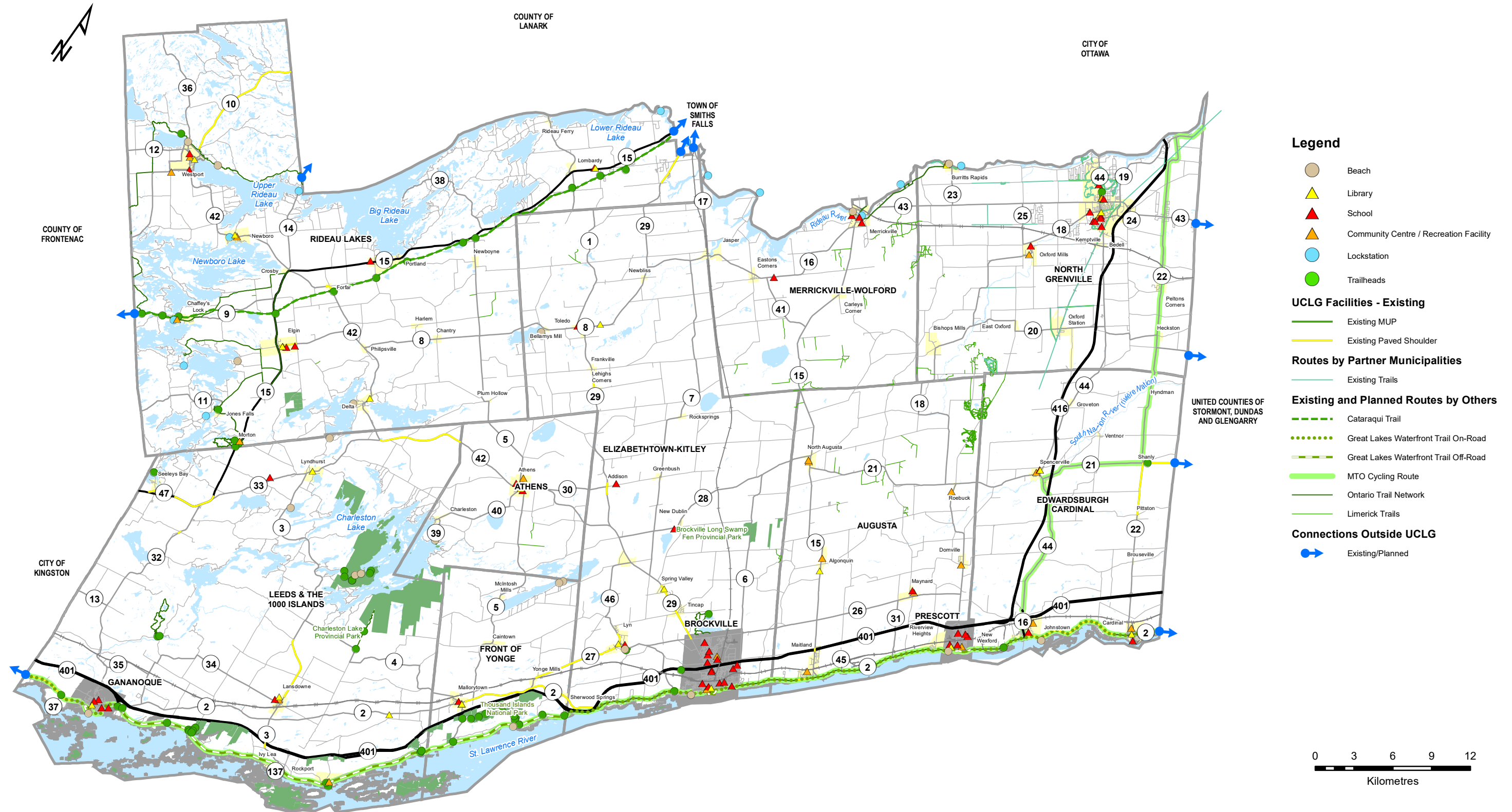




Figure 2-2: Map 1 - Existing Conditions



### 2.4. Existing Supporting AT Policies and Design Guidance

The development and implementation of active transportation infrastructure should be integrated with active transportation planning, design, promotion, outreach and monitoring strategies and practices in day-to-day decision making by the Counties’ staff to establish a long-lasting shift towards more sustainable and active transportation.

Developing a comprehensive active transportation plan requires a collaborative and coordinated process that builds on what has been done previously within the Counties, the member municipalities, the surrounding municipalities, and the province. It also relies on strengthened partnerships with community members, businesses and key stakeholders. A vital element of implementing a successful Active Transportation Plan is incorporating existing policy and identifying and developing new policy to shape an effective active transportation network. Existing policy will be used to guide recommendations in the Plan and to help identify where policy gaps exist.

All applicable existing policy at all levels of government listed below were reviewed to accurately shape the Plan to form the recommendations. The full summary of each plan is included in Appendix A.

The municipal level policies and plans were also reviewed to identify any opportunities where the Counties Active Transportation Plan could tie into the active transportation related policies and plans of the local municipalities including planned infrastructure.

PROVINCE OF ONTARIO	UNITED COUNTIES OF LEEDS AND GRENVILLE	NEIGHBOURING AREAS
<ul style="list-style-type: none"> <li>Planning Act</li> <li>Municipal Act</li> <li>Highway Traffic Act</li> <li>Minimum Maintenance Standards for Municipal Highways (2018)</li> <li>Ontario Trails Strategy (2005)</li> <li>Ontario Trails Act (2016)</li> <li>Provincial Policy Statement Update (2020)</li> <li>Ontario’s Cycling Tourism Plan (2017)</li> <li>Ontario Environment Plan (2018)</li> <li>Ontario Public Health: Chronic Disease Prevention Guidelines</li> <li>#CycleON: Ontario’s Cycling Strategy</li> <li>Accessibility for Ontarians with Disabilities Act</li> </ul>	<ul style="list-style-type: none"> <li>United Counties of Leeds and Grenville Official Plan (March 2021)</li> <li>Leeds and Grenville Accessibility Policy (2017)</li> <li>Leeds and Grenville Asset Management Plan (2018)</li> <li>Report to Council CC-001-2020 Paved Shoulders on Counties’ Roads (2020)</li> </ul>	<ul style="list-style-type: none"> <li>Lanark County Sustainable Communities Official Plan (SCOP)</li> <li>2018-2020 Lanark County Economic Development Strategic Plan</li> <li>Ottawa Valley Recreation Trail Management Plan</li> <li>Frontenac County Active Transportation Plan</li> </ul>
<p><b>UNITED COUNTIES OF LEEDS AND GRENVILLE</b></p> <ul style="list-style-type: none"> <li>Township of Leeds and the Thousand Islands Official Plan, Asset Management Plan, Transportation Master Plan and ATP, Strategic Plan, Park Plan, Integrated Accessibility Policy</li> <li>Municipality of North Grenville Strategic Plan (2021), Official Plan (2018), TMP and Commuter Cycling Plan (2019)</li> <li>City of Brockville ATP</li> <li>Township of Athens Official Plan (2012)</li> <li>Township of Edwardsburgh Cardinal Official Plan</li> <li>Township of Edwardsburgh Cardinal Community Improvement Plans</li> <li>Township of Elizabethtown-Kitley Official Plan (2018)</li> <li>Township of Front of Yonge Official Plan (2018)</li> <li>Village of Merrickville-Wolford Official Plan (2020)</li> <li>Township of Rideau Lakes Official Plan</li> <li>Village of Westport Official Plan</li> </ul>		

## 2.5. Vision, Objectives and Goals

The ATP will integrate and build on visions and strategies previously developed within existing guidelines and plans. This includes a vision to:

*“Identify active transportation opportunities, and provide safer, more accessible and connected active transportation facilities for users of all ages and abilities within and between the communities to contribute to a high quality of life for residents”.*

The vision is supported by the following primary **objectives** in developing the Active Transportation Plan:

- |  |   |
|--|---|
| <p><b>1</b> Connect to existing and planned AT facilities in neighbouring municipalities and identify opportunities to implement AT facilities.</p> <p><b>2</b> Maximize the use of existing infrastructures and integrate existing facilities into the future AT network.</p> <p><b>3</b> Establish 10 km cycling catchment with urban or rural settlement areas as centres and connected by route via county roads or off-road trails.</p> <p><b>4</b> Develop a hierarchical cycling network (Spine Routes and Connectors)</p> <p><b>5</b> Generate a prioritized project list and a phased implementation plan to develop a cohesive and implementable AT network that maximizes available infrastructure and funding resources.</p> <p><b>6</b> Recommend facility types for the prioritized AT projects based on best practices, anticipated user types, and identify design guidelines and standards for the construction of AT facilities.</p> <p><b>7</b> Identify physical barriers in the existing system for project consideration to overcome the barriers.</p> | <p><b>8</b> Establish strategic initiatives and program recommendations that will foster the formation of AT culture and facility development in the Counties.</p> <p><b>9</b> Establish policies that will support the implementation of AT infrastructure, promotion of AT culture, and public education.</p> <p><b>10</b> Carry out meaningful and ongoing community engagement to understand local needs.</p> <p><b>11</b> Develop committed and involved partnerships to support project outreach initiatives.</p> <p><b>12</b> Enhance maintenance practices to ensure longevity of and access to AT infrastructures.</p> <p><b>13</b> Develop cost estimates for the proposed AT facilities and suggest funding strategies and partnerships with higher tier governments and available grants for implementation of the AT plan.</p> |
|--|---|



The objectives ultimately then lead to establishing the overall **goals** of the Active Transportation Plan:

- 1** Design a continuous and connected AT network with connections to key destinations such as schools and community amenities and key attractions by identifying routes and facilities that provide a comfortable and safe environment for users of all ages and abilities all-year-round.
- 2** Provide active transportation options for recreational, commuting and tourism trips within the United Counties to reduce vehicular traffic, improve health and promote tourism.
- 3** Define programming and outreach initiatives that educate potential active transportation users, enhance the active transportation experience and provide opportunities to engage the community in active transportation activities.
- 4** Provide the means to continue the conversation about active transportation and provide opportunities for community involvement by identifying a network of committed and involved partners including staff, community members, stakeholders, local businesses and Council representing the community and all socio-economic groups.
- 5** Guide future network improvements through a prioritized network implementation plan using efficiencies of carrying out work with other planned projects, design guidance and funding strategies.
- 6** Providing facility, project and initiative recommendations that embrace the rural context of the community, natural features and land use context.



# Network

# 3

The strength of the Active Transportation Plan is the recommended infrastructure, including the routes and facility types that are proposed to form part of a continuous and connected network in the United Counties. The network builds onto existing facilities, significant trail systems, routes proposed in other approved plans, and connects to key destinations and the desire lines within the community.

The following section outlines the process for how the network of proposed routes was developed, the facility type identification for the cycling network and the proposed priorities.

The proposed AT network is not intended to be static. The network is shaped by a set of tools and resources that are intended to be used by staff and partners to guide the future decision making as new opportunities arise. The proposed network is flexible in that it can adapt to new routes and facilities should they arise as the Plan moves through the planning, design and construction stages.



### 3. Network Development and Project Identification Process

#### 3.1. Five Steps

The development of the network was carried out as a stepped process and informed by input from member municipalities, stakeholders, and the public. The steps to developing the network can be broken down into five steps as shown below and described in Figure 3-1.

**Figure 3-1: Steps with Outcome for the Project Development**



Step	Outcome
1	Map 1 – Existing Conditions
2	Route Selection Criteria Map 2 – Proposed Network
3	Map 3 – Proposed Network Facilities

Step	Outcome
4	Map 4 – Proposed Network Priority
5*	Map 5 – Proposed Network Phasing

\*The details of step 5 including the proposed phasing plan are documented in Section 5.0.

#### 3.1.1. Step 1: Existing Conditions

##### What was done?

The active transportation network within the United Counties consists of off-road trails, on-road facilities (paved shoulders) and some local connections through multi-use pathways and bike lanes within the member municipalities. The existing and planned AT facilities within the Counties were compiled in a GIS map based on data available from the Ontario Ministry of Transportation’s open data for the province-wide cycling network and trail segments, North Grenville’s Commuter Cycling Plan, Leeds and the Thousand Islands Active Transportation Plan, data received from the Counties (including existing shoulder widths and surface) as well as input received from member municipality representatives and stakeholders through the Consultation Round 1 and 2 series.

##### How was it informed?

- GIS database of existing facilities from Ontario Ministry of Transportation’s open data for the province-wide cycling network and trail segments
- Provincial, County and Municipal approved planning documents (including North Grenville’s Commuter Cycling Plan and Leeds and the Thousand Islands Active Transportation Plan)
- Input from member municipalities, stakeholders and staff

##### What was the outcome?

- Map 1 – Existing Conditions (see Section 2.2)
- Statistics of the existing routes (see Section 2.2)

### 3.1.2. Step 2: Route Selection

#### What was done?

The network was developed with consideration of two types of links: a network link which are the long rural sections of county owned roads between the settled areas; and a connector link which accounts for sections of county owned roads through an urban or rural town, village or hamlet.

**Network links** have the following key elements:

- **Is Direct** – Provides direct north-south and east-west connections on county roads (e.g. shortest path).
- **Provides a connection between populated areas** – Route fits within multiple or overlapping 5km catchment areas for towns, villages and hamlets.
- **Provides connection to surrounding municipalities** – Route connects to existing and/or planned facilities in neighbouring communities including Lanark County (e.g. Smiths Falls and Perth) and Ottawa to the north, Frontenac County to the west, Stormont, Dundas and Glengarry to the east, and separated municipalities to the south (e.g. Prescott, Brockville and Gananoque).
- **Connects existing routes, trails and key destinations** – Provides a missing key link to existing facilities, provincial and county parks, Rideau Canal lock stations, trailheads, waterfronts and beaches.
- **Fills a gap in trail network** – Provides a missing link for Waterfront and Cataraqui Trails;
- **Established as a route** – Routes promoted by local cycling groups and/or trail organizations were included as network links.

**Connector links** are those that travel through the towns, villages and hamlets that connect to the network links beyond the settled areas and provide the connections on the Counties’ road network to tie into key destinations such as schools, commercial areas, community amenities and parks.

A proposed route was then identified if it represented a connection that met a sufficient number of the route selection criteria and/or was identified through the engagement process. The proposed routes identified gaps in the existing/planned network and the appropriateness and suitability of the route according to context was considered.

#### How was it informed?

- Vision and Objectives (see Section 2.4)
- Existing cycling guidelines e.g. OTM Book 18: Cycling Facilities
- Existing conditions and key destinations map (see Section 2.2)

- Desktop review of corridors through Google Streetsview (feasibility of route)
- Input from stakeholders and staff
- Frequently travelled routes (Strava)

#### What was the outcome?

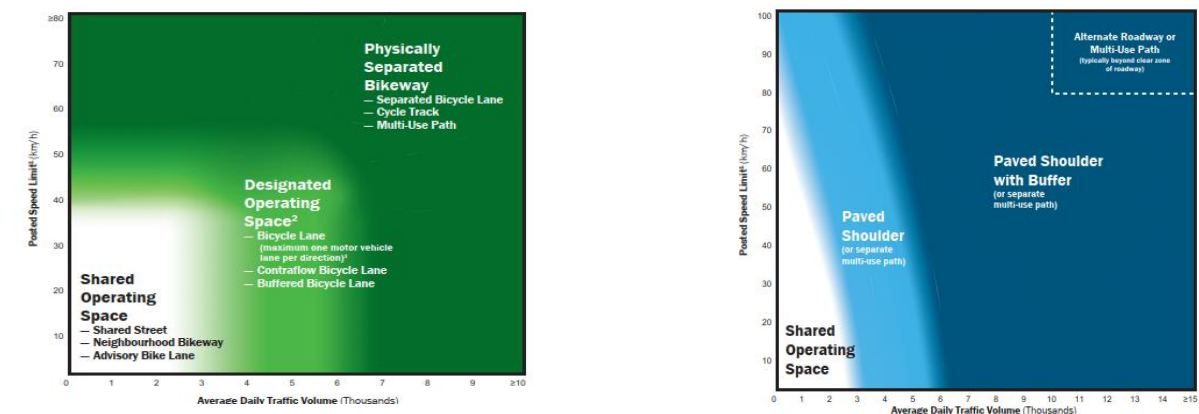
- Map 2 – Proposed Network

### 3.1.3. Step 3: Confirm Network and Facility Type

#### What was done?

The identification of the facility type was carried out in a three-step process. The first step uses the pre-selection nomograph tool in OTM Book 18. The tool uses the Annual Average Daily Traffic (AADT), which was provided by the Counties and the posted speed limit.

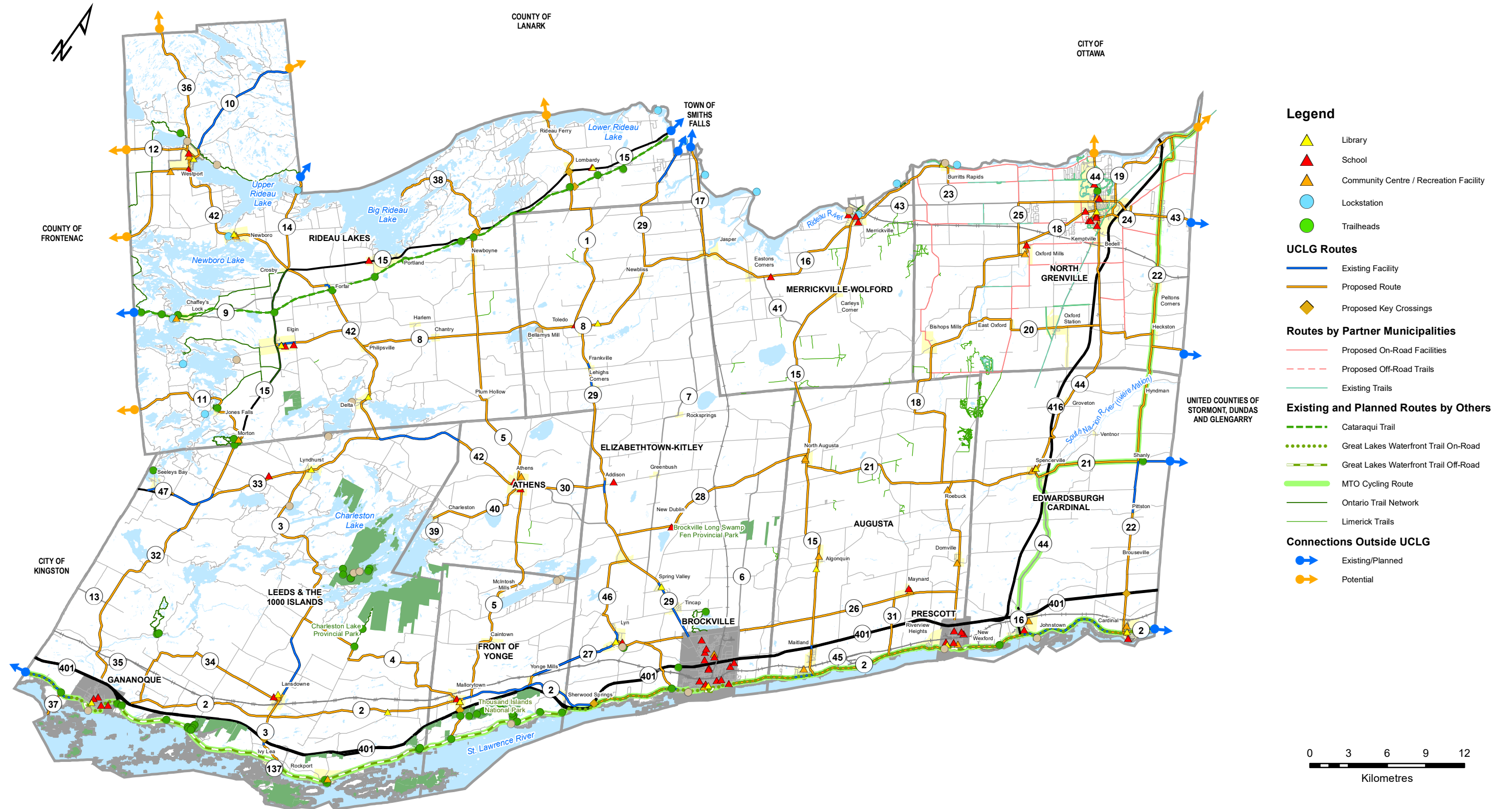
For roads in areas with limited current or planned development such as farmland and forest, as well as low-density residential areas in villages, the facility selection within this Plan has been based on OTM Book 18 facility selection process for Rural Context. In village and town centres with mixed uses, closely spaced driveways, on-street parking and pedestrian activity, the facility selection guidance for Suburban/Urban environments was used. The selection nomograph tools from OTM Book 18 are shown for demonstration in Figure 3-2, refer to Appendix C for full size images.



**Figure 3-2: Desirable Cycling Facility Pre-Selection Nomograph – Urban / Suburban & Rural Context, source OTM Book 18**



Figure 3-3: Map 2 - Proposed Network



The pre-selection nomograph provides guidance as to the amount of separation/types of facility that should be considered.

For the second step the context is considered as it is not entirely captured in the pre-selection nomograph. The intention is to confirm the initial pre-selection and identify if there are any additional design treatments to consider for implementing a suitable facility. Additional considerations, over and above AADT and posted speed reviewed as part of this step include:

- existing roadway cross-section (e.g. rural or urban) and right-of-way
- vehicle mix and speed
- land uses on both sides of the road
- on-street parking and estimated parking utilization
- existence and width of sidewalk
- existing utilities and trees/landscaping
- potential cost – based on high level estimates

The third and final step in identifying the facility type then takes the results of the first two steps to confirm the preferred facility type as well as whether any changes should be proposed to the route. If through design treatments a suitable facility is not possible, recommendations may be made to change the proposed routes and network as defined and described in Section 3.1.2. Generally, the Counties facility recommendations were based on the information below; however, there are some cases that are unique in which additional suggestions were made for the recommended project.

Route Type (See Section 3.1.2)	Existing Cross Section	Potential Facility Recommendations
Network Link	Rural cross section	<ul style="list-style-type: none"> <li>- paved shoulder</li> <li>- paved shoulder with buffer</li> <li>- paved shoulder (with or without buffer) requiring widening</li> </ul>
Connector	Urban cross section (either with a full curb or mountable curb)	<ul style="list-style-type: none"> <li>- bike lane or buffered bike lane with consideration to parking impacts and recommended separation</li> <li>- conversion of a maintenance strip or asphalt sidewalk behind mountable curb to a shared</li> </ul>

Route Type (See Section 3.1.2)	Existing Cross Section	Potential Facility Recommendations
		<ul style="list-style-type: none"> <li>walking/cycling facility (unidirectional MUP for cyclists)</li> <li>- shared space with recommendation for speed reduction to 40 km/h</li> </ul>
Connector	Rural cross section	<ul style="list-style-type: none"> <li>- shared space with recommendation for speed reduction to 40 km/h where feasible if road is narrow, volume is low and posted speed already lowered</li> <li>- paved shoulder</li> </ul>

**How was it informed?**

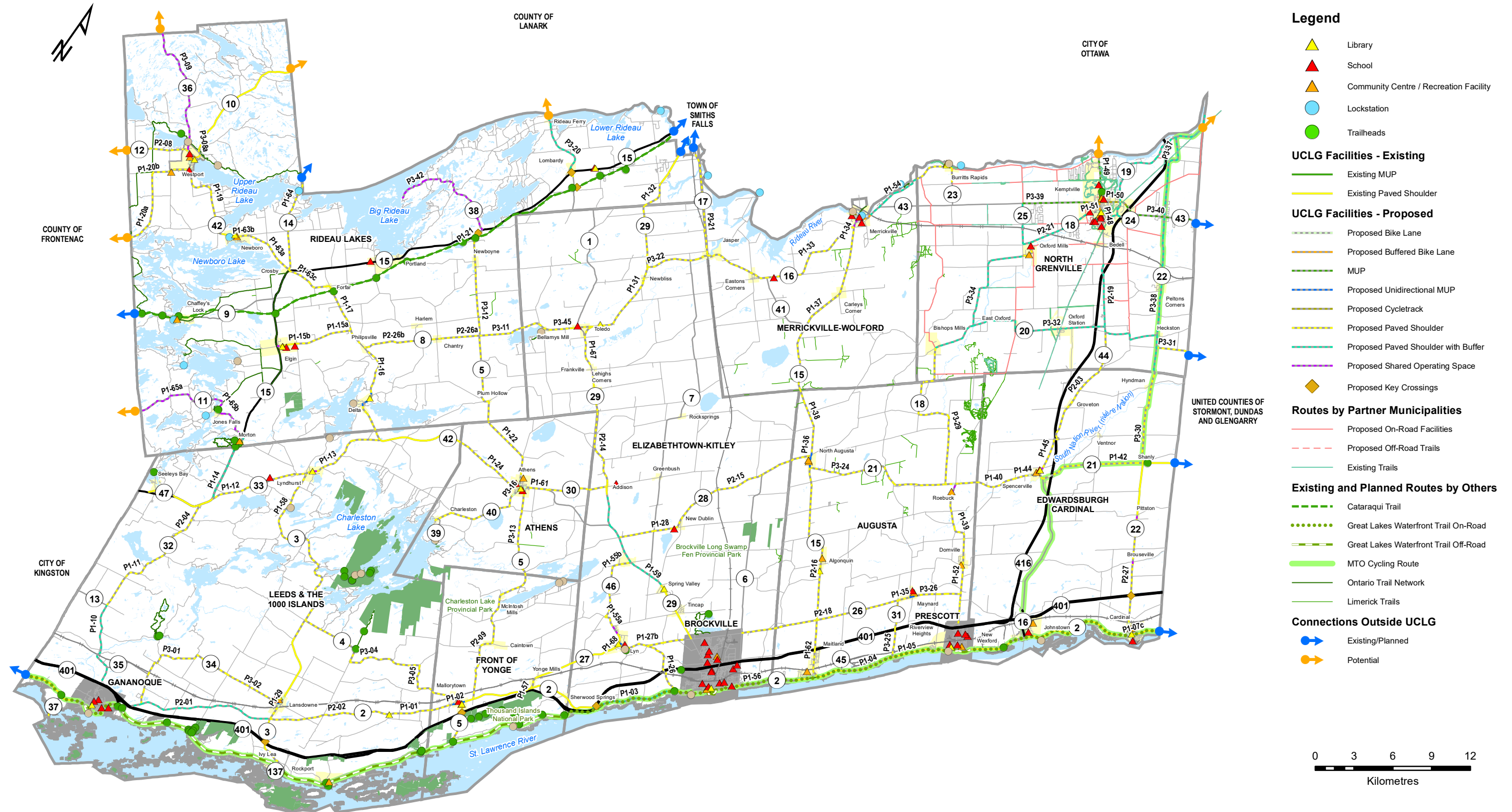
- OTM Book 18: Cycling Facilities
- GIS Database provided by the Counties
- Desktop review of corridors through Google Street View (for context)
- Field investigations where necessary

**What was the outcome?**

- Map 3 – Proposed Network Facilities - Enlarged maps of each member municipality for the facility types is available in Appendix D.
- Project List (see Appendix F)



Figure 3-4: Map 3 - Proposed Network Facilities





3.1.4. Step 4: Project Prioritization

**What was done?**

A set of initial prioritization criteria was developed which focused on four areas: Desirable, Connected, Logical and Cost Effective.

Factors that influence the **desirable** measure of a facility are:

- Routes that take advantage of scenic areas;
- Facilities that reduce risk to users and are comfortable to use;
- Direct routes between origins and destinations; i.e. the route forms a direct path for users that want to get from point A to B;
- Formalizes well used popular routes that lack standard cycling facilities (e.g. wider paved shoulders); and
- Little or no extended uphill or downhill segments at high grades.

Factors that measure how **connected** the network is include:

- Routes that connect to major urban centres (e.g. Kemptville, Merrickville, Westport) and other villages and hamlets;
- Routes connected to key destinations such as schools, community amenities, commercial areas and parks adjacent to County roads;
- Routes that connect to existing and planned cycling facilities and trails (e.g. Cataraqui Trail and Waterfront Trail);
- Routes provide a connection to existing natural areas such as Limerick Forest, the Rideau River; these typically encourage long-distance trips from other areas; and
- Amenities are provided such as bicycle repair stations, rest areas, washrooms, water facilities etc.

For a route or project to be **logical** it would:

- Be well signed and minimize the number of detours required by users;
- Avoid crossing roads with high traffic volumes or alternatively provide safe crossings when necessary; and
- The chosen facility type and presence of facilities and signage is consistent along the same route.

To be considered **cost effective** a route or facility must:

- Be feasible to implement and appropriate for the scale of the Counties (e.g. widening roadbeds or roads within urban areas may not be possible);

- Be located and selected such that the facility can be sustained over the long-term; and
- Be simultaneously implemented with planned roadworks that are part of the Counties’ 5-Year Capital Plan.

Through the engagement sessions with the member municipalities, including the public survey and the stakeholder workshop, the factors were ranked on how important they were to the local community. That combined with planning best practices ranked the aforementioned areas by relative importance with the following focused evaluation areas.

Relative Importance	Focused Evaluation Factors
<b>1 Desirable</b>	Projects with high traffic volumes and high posted speed require more separation for comfort and safety to users.  Popularly used routes (previously identified routes, Strava) show the demand and desire lines between popular origins and destinations.
<b>2 Connected</b>	Projects with a higher number of key destinations were ranked higher in priority with higher weightings given in the order of: schools, commercial areas, community amenities and parks and trailheads or natural areas.
<b>3 Cost Effective</b>	Potential requirement for widening roadbed in most cases were considered lower on the priority ranking (i.e. if shoulder was < 0.8m wide it would be given a low priority).  Where there were existing paved shoulders these were given lower priority even if the facility needed to be upgraded.  Potential impact on street parking and utilities – where significant impact, facility type may be changed with a recommendation of lowering the speed limit.  Projects where there have been roadway construction projects in the last 6 years were given a lower priority given efficiencies of tying the project to construction would need to wait longer in the asset’s lifecycle.  Projects that coincide with the Counties’ 5-Year Capital Plan for planned roadworks between 2022 and 2027 were given a higher priority to leverage the coordination of the implementation of AT

Relative Importance	Focused Evaluation Factors
	infrastructure with the Counties’ capital budget for the Major Capital Roads Program.
4 Logical	Once the priorities had been set for the above considerations, the mapped projects were reviewed to ensure proposed routes are easy to follow and that long and short loops are feasible.

Projects were then reviewed on an individual basis to establish a priority level based on the above focused evaluation factors as high, medium or low.

**How was it informed?**

- Input from Engagement with the public, stakeholders and staff
- Input from the Counties’ Asset Management Plan on planned road works in the next 10 years as well as planned/known construction works
- Input from the Counties’ 5-Year Capital Plan for the Major Capital Roads Program, which includes preliminary planned roadworks on County roads from 2022-2027 without paved shoulders.
- Priorities previously set within North Grenville Commuter Cycling Plan
- Identified prioritization criteria with associated evaluation factors

**What was the outcome?**

- Map 4 – Proposed Network Priority
- Project List (see Appendix F)

3.1.5. Step 5: Project Phasing

The project phasing and implementation plan is discussed further in Chapter 5.

Figure 3-5: Map 4 - Proposed Network Priority





### 3.2. United Counties of Leeds and Grenville Active Transportation Network

The identification of the overall active transportation network results in 607 km of new paved shoulders, 37 km of other new infrastructure and 37 km of shared facilities as summarized by facility type in Table 3-1.

**Table 3-1: Summary of United Counties of Leeds and Grenville Active Transportation Network**

Facility Type	Existing KM	Proposed KM	Total KM
Shared space	0	37.1	37.1
Paved shoulder	79.2	482.6	561.8
Buffered paved shoulder	0	124.1	124.1
Bike lane	0	13.2	13.2
Buffered bike lane	0	2.6	2.6
Unidirectional multi-use path	0	5.8	5.8
Multi-use path	2.0	12.7	14.7
Cycle track	0	3.0	3.9
<b>Total</b>	<b>81.2</b>	<b>681.1</b>	<b>762.3</b>

As the Plan evolves over time, the intention is that as new opportunities arise (e.g. addition of routes or revision of facility types) the plan is adaptable, and the changes can be accommodated within the Plan.

### 3.3. Other Network Considerations

#### 3.3.1. Rail Right-of-Way Protection

Decommissioned rail lines are ideal corridors to repurpose as cycling facilities. They can be very cost effective as they typically have a structural base, a protected right of way and the vegetation has been cleared. In addition, in some instances, there can be existing structures in place at barriers such waterways and/or highways. As a cycling facility, these decommissioned rail corridors also have a relatively flat grade

which makes them suitable for all ages and abilities and give them the potential to be AODA compliant.

In the northwest part of the Counties, approximately 40km of the former Canadian National Railway line has been repurposed as a multi-use Trail, the Cataraqui Trail. The Cataraqui Trail travels beyond the United Counties from Smiths Falls to Strathcona and provides an off-road facility that runs east-west. The Cataraqui Trail is used by hikers, cyclists, horseback riders, cross-country skiers and snowmobilers.

A former rail line between Brockville and Westport also existed and was owned by Canadian Northern. This line ran through Seeley’s Bay, Athens, Lynhurst Station, Philippsville, Crosby and Newboro to terminate in Westport, very little of this right of way remains.

On the east side of the United Counties there is an existing rail line that runs from Ottawa (planned Osgoode Trail connection) to the St. Lawrence River just east of Prescott. This section of rail through North Grenville is planned as an off-road trail in their Commuter Cycling Plan. It is noted that the section of rail south of Bedell Road to Oxford Station is active and the Township of Edwardsburgh Cardinal is considering reactivating the segment of this rail line south of Hands Road to Highway 401. The City of Ottawa and Municipality of North Grenville are looking at a potential joint project for the feasibility of this off-road trail.

By protecting decommissioned rights-of-way and securing the space for public use, it can provide off-road trail options to connect some of the more remote villages and hamlets that otherwise would have to travel on higher speed, higher volume roadways.

For the reasons as noted above, the United Counties should consider the purchase of decommissioned rail lines either now, or as they become available.

#### 3.3.2. Crossings

In addition to the facility types, a number of locations were identified as Key Crossings for consideration to ensure connectivity of routes and facilities.

These crossings are where facilities cross County roads; however, they mainly occur where routes cross major barriers such as Highway 416, Highway 15, and where major off-road trails (e.g. Cataraqui Trail) intersect with County Roads. The proposed crossing enhancements as listed below were identified based on the public engagement and stakeholder consultations as well as through the review of facility connectivity when identifying the routes. Enhanced crossings could take the form of a pedestrian crossover or a dedicated facility (e.g. underpass or overpass). The

following seven (7) locations have been identified where enhanced crossings are recommended:

- Highway 401 at County Road 22
- Highway 401 at County Road 2
- Highway 401 at County Road 4
- Highway 401 at County Road 3
- Highway 15 at County Road 1
- Highway 15 at County Road 5
- County Road 1 at Cataraqui Trail

### 3.4. Recommendations

- 1** Continue to use the route selection process (e.g. network and connector links) when new routes are being considered to identify how best to integrate these routes with the proposed active transportation network and to use Ontario Traffic Manual Book 18 as the network is implemented and new routes identified to select the proposed facility type. Follow guidance of Urban/Suburban category for connector links and the rural category for network links.
- 2** When possible, take advantage of future opportunities to upscale cycling facilities when roads are scheduled for reconstruction so as to provide additional separation between road cyclists and road users.
- 3** Adopt the recommended network and projects as identified in Maps 2, 3 and 4.
- 4** Enhance crossings of County roads and existing barriers through introduction of pedestrian crossovers and/or widenings/construction elements where appropriate. Aim to consider improving 1 crossing per year with budgeting intended to be separate from the annual capital and cycling infrastructure budgets.
- 5** When feasible, the UCLG should consider purchasing and protecting abandoned rail lines within the United Counties for future network connectivity and additional separation between cyclists and vehicles.



# Outreach

# 4



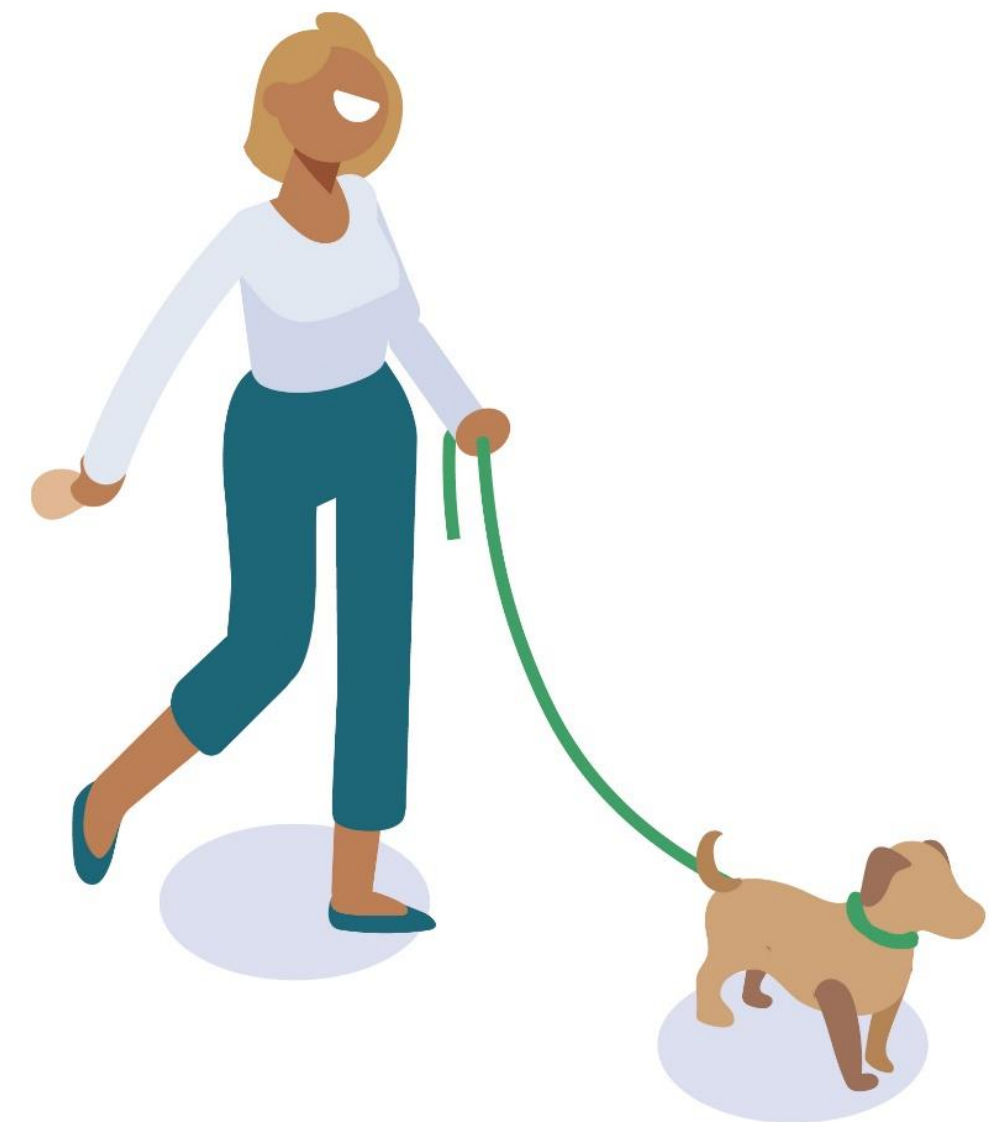
# CHAPTER 4

The previous sections of this Plan have focused on the **physical infrastructure** of active transportation. Developing a complete network of comfortable, convenient active transportation facilities is vital to improving conditions for people to walk or bike, but it must be paired and developed in parallel with a system of **social infrastructure** in support of active transportation to realize the full benefits of the future investments in active transportation.

Shifting from an auto-centric paradigm to a multi-modal one is no simple task, but there are a variety of actions that can be taken in support of this cultural shift. While it will not be possible for all trips made by residents of the United Counties to be made through active modes, the density of both population and destinations in the Counties' settlement areas make walking and cycling a viable mode of transportation for many routine trips in the community.

To help guide this cultural shift, a suite of active transportation programs informed by best practices from around North America is being proposed to supplement the Counties' investments in physical infrastructure to support walking and cycling. The recommendations contained in this chapter are based on the successes and lessons learned from comparable municipalities in Ontario and beyond. While the programs described in this Chapter provide an effective starting point for the Counties, additional consideration should be given to expanding support for priority groups to create programs that address the barriers faced by some groups to participate in active transportation. Future considerations for programming could help to address barriers related to finances, systemic discrimination, language differences, cognitive ability and risk tolerance.

The programs in this section have been shaped by local expertise – they are designed to support existing initiatives, build on the successes already achieved by the Counties and their partners and leverage the relationships that already exist within the community to create more support for, and excitement about, active transportation. The recommendations are based on best practices but are filtered through the local context and the knowledge of key stakeholders within the Counties.



## 4. Outreach Approach

Adopting a suite of programming recommendations to support active transportation helps to shape how different modes of transportation are perceived within a community. Cultural context informs an individual’s inclination to consider active transportation and can help build a stronger public mandate for investing in new facilities and initiatives that accommodate its use.

Effective outreach must not only establish contact with the local community but offer resources and initiatives that resonate with existing local preferences and values. This includes measures that enhance the appeal of active transportation, both at the individual level and more broadly within the community. In general, these measures fall into one of two main categories:

- Education programs, which provide the knowledge and information necessary to equip residents with the skills and confidence to try active transportation; and,
- Encouragement programs, which provide incentives through community-building opportunities for residents to engage in active transportation on a more regular basis.

Active transportation holds considerable potential within the UCLG as both a recreational activity and source of sustainable mobility. Within the Counties’ urban areas today, nearly one fifth of surveyed residents have indicated that they cycle regularly (4 days a week) and over half of surveyed residents have indicated that they walk regularly. This existing degree of support justifies an outreach approach that prioritizes scaling up existing initiatives and pursuing closer partnerships with stakeholders already involved with active transportation.

### 4.1. Outreach Objectives

A vision statement and a series of six accompanying goals have been set for the ATP, that have informed both the study process and its culminative outcomes. Of particular importance to this chapter are the Objectives listed below, which guided the recommendations detailed as part of the ATP’s Outreach strategy.



Establish strategic initiatives and program recommendations that will foster the formation of AT culture and facility development in the Counties



Carry out meaningful and ongoing community engagement to understand local needs



Develop committed and involved partnerships to support project outreach initiatives

In addition to the ATP’s overarching objectives, the outreach approach was based on a thorough understanding of applicable technical expertise, tailored to the needs and conditions of the local community. This multi-faceted approach relied on a series of informational inputs, which served as underlying foundations to the outreach approach’s development

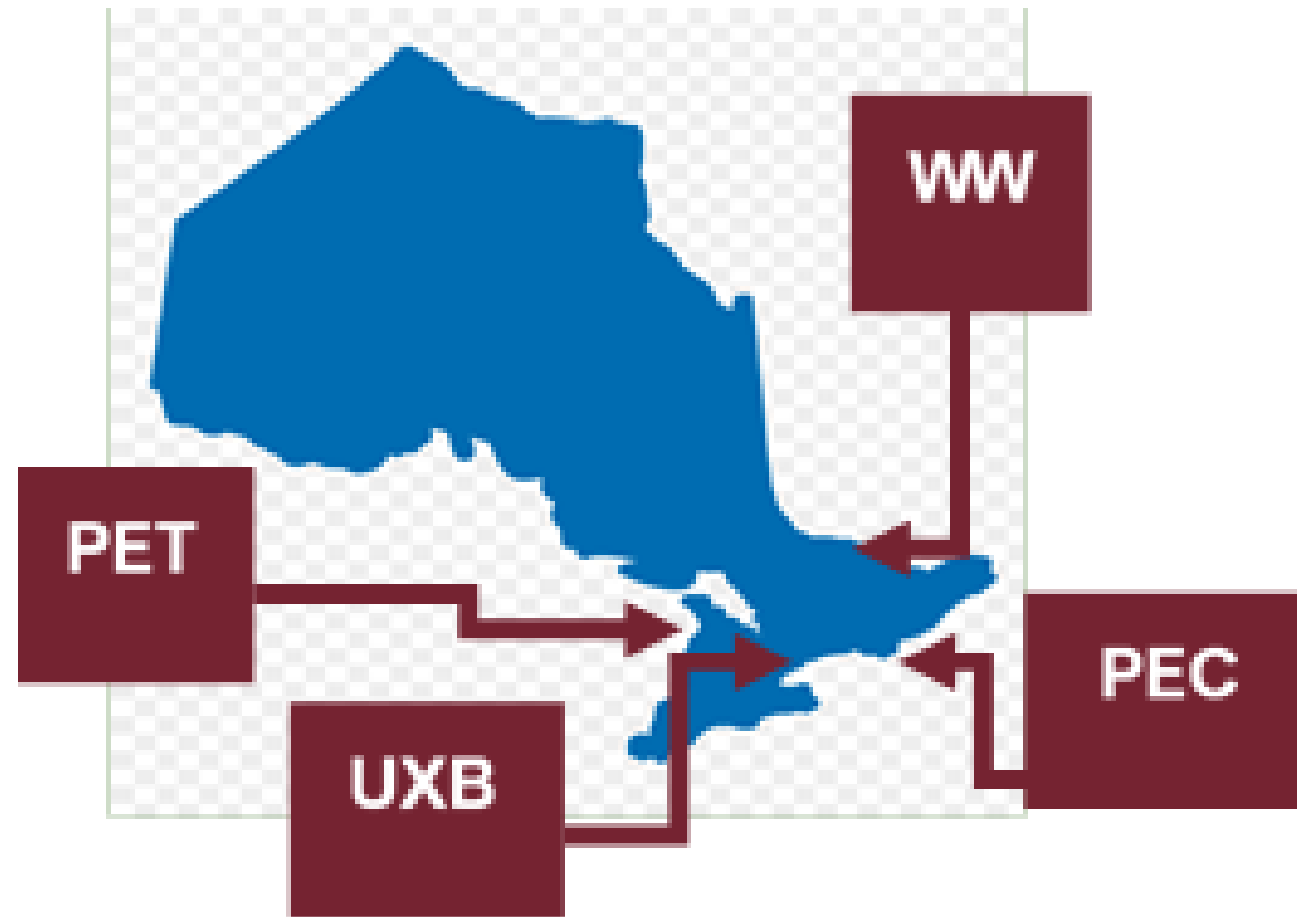
### 4.2. Outreach Foundations

Outreach recommendations were predicated on a comprehensive understanding of the local context and applicable best practices. Specific activities completed as part of this review included a study of best practices among comparable municipalities, a jurisdictional scan of the current outreach context in the United Counties and the completion of the public consultation program.

#### 4.2.1. Best Practices Review

To ensure all listed outreach recommendations reflected leading technical guidance and expertise, an examination of current practices of comparable municipalities was completed. This exercise helped to identify what sorts of programming ideas the UCLG might consider, and how best to go about adopting them. This research was

used to initiate discussions related to programming, with the complete list of programming recommendations reliant on the review and confirmation of local stakeholders. Key outcomes of the best practices review are summarized below:



**Figure 4-1: Map graphic showing the location of researched municipal best practices**

### [WW] Whitewater Region Active Transportation Plan

- Relevant Programming Ideas
- Community based bike share program
  - Wayfinding & Signage Plan
  - Inventory and purchase of bike racks
  - Bike and trail equipment giveaways



### [UXB] Uxbridge Active Trails Strategy

- Relevant Programming Ideas
- Family Bike Days
  - Data Collection
  - Bike Valet Program
  - Downtown Bike Corrals



### [PET] Penetanguishene Cycling Strategy

- Relevant Programming Ideas
- Cycling Instructor Training Fund
  - Town facilities enhanced as 'bike hubs'
  - Open Streets events
  - 1 metre safe passing law campaign



### [PEC] Prince Edward County Cycling Master Plan

- Relevant Programming Ideas
- Wayfinding Signage
  - Staging and Rest Areas
  - Annual bike summit
  - Active School Travel Program
  - Routine community bike rides.





4.2.2. Policy Scan

The ATP should not only be aligned with the key priorities and considerations listed in existing plans and documents but strive to correct and address gaps and opportunities listed within them. While there are a variety of local documents with relevancy to active transportation, most essential included the Township of Rideau Lakes Trail Strategy, Brockville ATMP, Municipality of North Grenville TMP and Municipality of North Grenville CCP. Understanding the scope and tone of these plans is also vital to maintain the momentum of past and ongoing investments and avoid inefficient redundancies. Listed below are a series of key insights and details most pertinent to developing programming recommendations appropriately tailored to the objectives of the ATP and more broadly, the United Counties of Leeds and Grenville community:

<b>Township of Rideau Lakes Trail Strategy</b> <b>Date of Adoption: September 2019</b>	<b>Municipality of North Grenville Transportation Master Plan</b> <b>Date of Adoption: November 2019</b>	<b>Municipality of North Grenville Commuter Cycling Plan</b> <b>Date of Adoption: November 2019</b>	<b>City of Brockville Active Transportation Plan (Draft)</b> <b>Date of Adoption: September 2019</b>
<p><i>Strategic initiative to inform the development and ongoing operations of a multi-purpose integrated trail network across the Township of Rideau Lakes.</i></p>	<p><i>Strategic planning document which informs the planning of an integrated, multi-modal transportation network that serves current travel demand and that forecasted to the year 2031 and beyond.</i></p>	<p><i>Accompanying policy from the Municipality’s Transportation Master Plan, which provides a long-range strategy to guide decision making, route planning, budgeting and communications related to active forms of transportation.</i></p>	<p><i>Accompanying policy from the Municipality’s Transportation Master Plan, which provides a long-range strategy to guide decision making, route planning, budgeting and communications related to active forms of transportation.</i></p>
<p><b>Relevant Details:</b></p> <ul style="list-style-type: none"> <li>• Recommends the facility network be paired with a system of readily accessible information about the trails and their amenities.</li> <li>• Recommends policies that animate trail facilities, including bylaws that permit mobile food vendors at key network nodes; and</li> <li>• Urges that the planning of new trail facilities and programs be made in close partnership with conservation authorities, trail associations and accessibility advisory committees.</li> </ul> 	<p><b>Relevant Details:</b></p> <ul style="list-style-type: none"> <li>• Includes an active transportation related recommendation which requires all new commercial developments to include bicycle parking facilities.</li> <li>• Encourages the municipality to work with local school boards and the Leeds, Grenville, and Lanark Health Unit to identify and promote community-wide safe active routes to school; and</li> <li>• Recommends a series of targeted transportation demand management (TDM) measures to increase active transportation adoption, including hosting promotional campaigns and encouraging mixed-use land developments to increase the number of trips better suited for active travel.</li> </ul> 	<p><b>Relevant Details:</b></p> <ul style="list-style-type: none"> <li>• Recommends a provision to permit the use of e-bikes in parks wherever normal bicycles are already allowed;</li> <li>• Identifies 15 different programming initiatives to support cycling adoption including: mandating bicycle parking provisions within new developments, implementing an active safe routes to school program and installing bicycle repair stands along key active transportation routes; and</li> <li>• Suggests the municipality partner with the local health unit, school boards, businesses and surrounding municipalities to support fully funding and implementation of the plan’s recommendations</li> </ul> 	<p><b>Relevant Details:</b></p> <ul style="list-style-type: none"> <li>• Recommends a series of programming recommendations to encourage greater active transportation use including, bike rodeos, bike valets and level of stress and distance cycling maps;</li> <li>• Identifies a series of community stakeholders involved in the administration of existing active transportation programs, including: The Brock Trail Committee and Brockville Cycling Advisory Committee; and</li> <li>• Lists a series of policy recommendations to advance active transportation locally, including a bylaw to require parking around trail facilities, a review of existing walk signal timing and the adoption of a complete streets design policy</li> </ul> 

### 4.2.3. Public Consultation

While existing policy and applicable best practices can identify relevant programming ideas, they are not a substitute for local expertise. Community engagement not only enriches understandings of the local context but confirms the community’s buy-in of proposed programming recommendations. To accommodate the diversity of backgrounds, perspectives and priorities of stakeholders consulted during the ATP study, a wide assortment of engagement methods and formats were employed. These events included a series of municipal listening sessions, stakeholder implementation workshops, an online public survey and a virtual public information centre. Outcomes from each event supported the development of an effective list of active transportation programs, with discussion held on lessons learned and key local partners. While the complete engagement summary is included as Appendix B, listed below are some key insights related to programming.



Municipal Listening Sessions



Stakeholder Implementation Workshops



Online Public Survey



Virtual Public Information Centre

### Municipal Listening Sessions



#### Event Description:

Candid interviews were held among representatives from 7 (seven) local municipalities across the United Counties at the onset of the ATP study. In addition to confirming preferred engagement methods, the interviews sought to identify best practices related to active transportation programming and promote opportunities for cross-stakeholder collaboration.

#### Relevant Findings:

- Recommended additional education on the benefits of active transportation and how to properly use active transportation facilities;
- Stressed that investments made into active transportation support the Counties’ growing agritourism sector;
- Recommended the adoption of an enhanced signage and wayfinding system to assist users in navigation and increase awareness of existing facilities;
- Standardize messaging around active transportation initiatives and promote better integration and coordination between the various involved stakeholders (i.e. Trails Committees, Road Safety Committees and Local Health Unit);
- Suggested that the Counties provide funding support for active transportation initiatives within localities; and
- Recommended the hiring of a full-time or part-time active transportation coordinator to support the planning and administration of ATP programming recommendations.

### Stakeholder Implementation Workshops



#### Event Description:

Two workshops were held with stakeholders to finalize key objectives for the Plan from inherent understandings of the local context. In addition, a set of design principles was confirmed to guide the development of a facility network. The event also invited participants to identify potential programming ideas and have stakeholders start thinking about potential partnerships in the community for the implementation of the plan and initiatives:

#### Relevant Findings:

- Install geocaching stations, electric charging stations and other recreational activities along trail facilities to encourage their use;
- Coordinate with local and neighbouring municipalities to implement broader promotional campaigns and festival events which celebrate and encourage active transportation adoption;
- Implement initiatives targeted towards students and young families, that encourage them to consider active transportation;
- Promote the Bike Friendly Community program to engage both communities and the local businesses in making their locations bike friendly; and
- Provide bike racks in towns that are designed appropriately to accommodate various styles (e.g. fat bikes etc.).

### Online Public Survey [July to August 2021]



#### Event Description:

To better understand the local demographics and opinion as it relates to active transportation, a comprehensive online survey was launched through the Counties' website. Available for approximately one month, the survey allowed residents to submit input on their own time and asked questions related to current methods of travel, key destinations, priorities in an active transportation network and what is stopping residents from using active transportation more at this stage. The survey generated 341 responses overall.

#### Relevant Findings:

- 55% and 21% of respondents indicated that they walk and cycle at least 4 days every week respectively;
- A large majority of respondents identified fitness and recreation as their primary motivator for using active transportation;
- Respondents indicated that improved education for all road users should be a key priority for the ATP; and
- 20% of survey respondents listed providing more amenities (e.g. garbage cans, benches, repair stands, etc.) as a key priority. 19% and 18% of survey respondents listed improved facility maintenance and enhancements to intersections as a key ATP priority respectively.

### Virtual Public Information Centre



#### Event Description:

To gauge public opinion on the preliminary active transportation network and ATP recommendations, a virtual public information centre was hosted for all residents and other interested audiences. In addition to soliciting feedback on the proposed facility network, the event invited participants to give feedback on the draft list of programming initiatives and inform how they ought to be prioritized for implementation.

#### Relevant Findings

Top priorities that emerged during the Open House were:

- Installation of wayfinding and signage to support active transportation
- Additional support for Active School Travel programming throughout the Counties
- Development of a Counties-wide Active Transportation Advisory Committee
- Development of a Bike Valet system for community events
- Open Streets Events
- Community walks and rides



### 4.3. Partners

To create a culture of cycling and active transportation across UCLG, the Counties will need to build strong, stable, and effective partnerships with stakeholders at the local, regional, and provincial level. Table 4-1 outlines potential partners for the Counties and the elements of the Encouragement Plan that each stakeholder could be responsible for.

**Table 4-1: Key Partners Vital in the Delivery of the ATP’s Programming Initiatives**

Partners	Roles
<b>Community Safety and Well-being Advisory Committee</b>	Multi-sectoral advisory committee comprised of representatives from local municipalities, and key stakeholder agencies, tasked with examining community assets and developing strategies which enhance community safety and well being. Given the relevancy of traffic safety plans in supporting overall community well-being, the committee’s mandate considerably overlaps with the underlying objectives and vision of the Active Transportation Plan. The committee also possess an extensive network among existing social services and programs worthy of leveraging, maintained through its integrated approach to addressing local priorities.
<b>Leeds Grenville Accessibility Advisory Committee</b>	The Accessibility Advisory Committee can provide input as the Plan moves forward to ensure that UCLG incorporates accessibility considerations within every level of decision-making related to the ATP.
<b>Parks Canada (St. Lawrence Parks Commission)</b>	Parks Canada (St. Lawrence Parks Commission) is the governing authority of several parks facilities within the Counties, which possess key features of its proposed AT network and remain key travel destinations for network users.
<b>Frontenac Arch Biosphere Reserve</b>	One of 18 formally designated biosphere regions in Canada covers a large swath of the UCLG area. In its most recent strategic plan, the agency identifies a series of recreational programs within environmentally sensitive areas, making them a vital partner in the delivery and administration of the ATP’s overall suite of programming recommendations

Partners	Roles
<b>Waterfront Regeneration Trust</b>	Community non-profit fundraising for the regeneration of the Great Lakes waterfront and the implementation, promotion, and animation of province-wide trail system. With segments found within the Counties, the agency remains a key partner to support the promotion and funding of the ATP.
<b>Ontario Provincial Police (OPP)</b>	The OPP is an important partner in promoting safe road use for all users. Police officers can deliver educational and public awareness messaging, can help with Bike Rodeos and cycling education at schools, and can play a role in sharing information about collisions and citations with Counties staff in order to better inform infrastructure decisions.
<b>RTO 9</b>	Regional tourism agency which actively promotes tourism across South Eastern Ontario. Given AT’s potential to support local touristic enterprises, the body remains an essential partner to both fund relevant programming initiatives and help solidify a local AT brand.
<b>Student Transportation of Eastern Ontario</b>	Transportation provider for school boards located within the UCLG, which has the potential to support initiatives aiming to increase the number of active transportation trips made to and from local schools.
<b>Local Community Futures Development Corporations (CFDCs)</b>	Community-based non-profit agency funded by the Federal Government that is tasked with providing grants to support new innovations and expansions among local businesses. This can include businesses and services with a direct benefit to active transportation promotion or usage across the Counties.
<b>Local Businesses</b>	Businesses across UCLG (and within the separate municipalities) which possess an interest in promoting active transportation, especially to their employees. This can include Business Improvement Associations, such as the Downtown Brockville BIA, Gananoque Downtown BIA, Downtown Prescott BIA, Old Town Kemptville BIA and more.

Partners	Roles
<b>Integrated Program Delivery Department</b>	County agency responsible for the administration of key social welfare programs, including Ontario Works and the Homelessness Prevention Benefit, which can assist in the delivery of equity seeking programs and initiatives.
<b>Local Municipalities</b>	Key agents in the delivery of programming initiatives better suited to the unique needs and preferences of the Counties' various localities.
<b>Local Service Clubs</b>	Cycling groups and community service providers such as local chapters of the Rotary Club, which provide vital accounts of community need and can be usefully scaled up to ensure recommended programs are more accessible to local community members.
<b>Local Schools</b>	Vital agents in the delivery and planning of programming recommendations that target the local student population.
<b>Leeds, Grenville &amp; Lanark District Health Unit</b>	The Leeds, Grenville & Lanark District Health Unit provides a useful platform and provision of financial and staffing resources to support the promotion and administration of AT programming. Already, for instance, the agency remains a key partner within the delivery of North Grenville's successful Active School Travel Program.

#### 4.4. Programming Recommendations

The approach taken by this Plan is to provide the Counties with a list of initiatives that can be undertaken over the next several years, with new programs being added into the Counties' "toolbox" to support active transportation as the Counties and their partners expand their reach and capacity around active transportation. The recommendations are organized into two "tiers", which provide some guidance for the Counties with regards to prioritizing their investments. Based on existing capacity, an understanding of the desires of the community and research about best practices relating to active transportation programming, this Plan outlines an implementation plan that scales up the level of effort and investment as the active transportation community continues to grow in the United Counties, providing programs that will

reach new audiences and grow active transportation for years to come. The two "tiers" of programming are:

#### Short-Term Recommendations (0-5 Years)

Short-term recommendations include programs with the broadest appeal and impact that can help to establish a foundation upon which further involvement within active transportation can grow. These initiatives tend to have lower initial cost and human resourcing requirements, making them an easier 'on-ramp' for communities who have not yet begun to invest in new active transportation programs. In order to effectively deliver these programs across the Counties, **it is strongly recommended that an Active Transportation Coordinator be hired**, even if that role is initially filled as a summer student position (4 month, full-time, potentially funded by the Canada Summer Jobs Grant).

*Examples: Community Slow rides, Active Transportation Advisory Committee, Open Streets Events.*

#### Medium-Term Recommendations (5+ Years)

Medium-term recommendations include programs that are targeted to a wider range of potential active transportation audiences and help to establish a more complex cycling culture. Building off the momentum setup by short-term recommendations, these initiatives seek to persuade hesitant residents to consider AT and, reflect a more localized programming approach. Many of these initiatives involve developing longer-term relationships with local stakeholders and will involve additional staffing resources from the Counties for them to be successful. As these events get going and the Counties see the benefits of active transportation programming, it is recommended that the Active Transportation Coordinator position eventually be scaled up to a full-time, permanent position within the Counties.

*Examples: Winter Wheels Initiative, Community Cycling Challenge*

Through the following phased approach, it is recommended that the Counties prioritize implementing all recommendations included in each phase before moving on those in the successive category. This model is strongly supported by current research and successful precedence, which demonstrates a need to tailor programming progressively to evolving cultural and individual beliefs held towards active transportation.

#### 4.5. Short Term Programming Recommendations

The following summarizes short term recommendations.



### Routine Community Slow Ride Events

One simple yet effective program to encourage greater active transportation use is through hosting regular community slow roll events. Otherwise referred to as community walks and bike rides, these events provide residents with the opportunity to engage in an enjoyable, social activity while also exposing them to the possibilities that exist for getting around the local area. Events should be prioritized within the Counties' more settled areas, which feature relatively higher rates of active mode share and where destinations are within more bikeable / walkable distances. Alternatively, events could be organized along key sections of the Cataraqui Trail, or other popular trail facilities with available parking on-site or nearby. Other suggested considerations that should inform the planning and operations of community bike rides and walks include:



Community Slow Ride Event in Tecumseh

- **Regularity:** walks or rides should be held on a regular basis, to provide predictability and allow for casual drop ins and outs;
- **Visibility:** walks or rides should be distinctively branded, to improve their awareness within the community;
- **Accessibility:** walks or rides should be done at a pace that is accessible to inexperienced participants and allows for socialization; and
- **Socialization:** walks or rides should encourage community building, allowing participants to become acquainted with each other and the sites and business that make up the local area.

To assist with event organization and sponsor insurance for ride and walk leaders as necessary, UCLG and local municipalities should remain lead organizers.

Recommended partners	<ul style="list-style-type: none"> <li>- Local Community Futures Development Corporations (CFDCs)</li> <li>- Local service clubs</li> <li>- Local businesses</li> </ul>
Estimated Costs	\$2,500 per year for insurance and promotional costs
Inspiration	Windsor-Tecumseh Slow Ride ( <a href="#">here</a> )

### Open Street Events

A growing tradition practiced among municipalities around the world, Open Streets feature the temporary closure of a major roadway to create additional space for active travel and recreational programming. Often designed as a large street fair, the event should be held within highly travelled areas, such as commercial main streets, to dual as an opportunity to support local commerce. Suggested locations for Open Streets events include Prescott Street within Kemptville, St. Lawrence Street in Merrickville and other parts of the Counties where there is a clustering of local businesses and destinations. To encourage greater social cohesion between the Counties' urban areas, the Open Streets event should be planned as a rotating series, which encourages intraregional travel and tourism. Finally, the Counties should provide a free bike valet service among other promotional benefits that incentivize active commuting to the event and minimize demand for parking.



Open Street Event in Toronto

Recommended partners	<ul style="list-style-type: none"> <li>- Accessibility Advisory Committee</li> <li>- Local businesses</li> <li>- Local service clubs</li> <li>- RTO 9 (local tourism agency)</li> <li>- Local municipalities</li> </ul>
Estimated Costs	\$5,000 for organization and event related expenses
Inspiration	Peterborough Pulse – Open Streets ( <a href="#">here</a> )



### AT Distance Wayfinding Maps

While the United Counties covers a very large geographic area, many of its residents live in communities where several of their regular amenities are within a relatively short distance. Many trips made within these communities could be replaced by active modes at travel times of no more than 15 minutes by bike and 30 minutes by foot or using a mobility device. Despite this reality, many residents may assume active transportation takes longer, often due to cultural stigma and misconception. Wayfinding that highlights distances and estimated time to arrive at a destination can help to both improve awareness of the potential for active transportation trips within communities and connect tourists to local amenities within the United Counties.

Within the UCLG, signage should direct people towards key travel destinations such as commercial main streets, local beaches and notable parks and sites, including the Rideau Canal Lock Stations or the Limerick Forest trails. Ideally, signs should be placed no more than a 10 to 15-minute bike ride or 20-30-minute walk to or from these sites, except along rural sections of the network. Navigational features should also be coordinated under a consistent design and style to reinforce a local UCLG AT brand. Research has shown that wayfinding, when deployed in a way that highlights safe, attractive routes and the relatively short time that it can take to move between destinations, can significantly improve how residents perceive walking and cycling.

Recommended partners	<ul style="list-style-type: none"> <li>– RTO 9 (local tourism agency)</li> <li>– Waterfront Regeneration Trust</li> <li>– Parks Canada (St. Lawrence Parks Commission)</li> <li>– Local Municipalities</li> <li>– Frontenac Arch Biosphere</li> </ul>
Estimated Costs	\$20,000 for initial development of AT wayfinding strategy, purchase and placement of all signage and materials and \$10,000 annual cost for maintenance and gradual expansion
Inspiration	County of Brant Wayfinding Strategy ( <a href="#">here</a> )

### Bike Valet

Bike Valet is a highly visible, effective way of showing a Community’s commitment to making cycling easier, safer and more convenient. The United Counties should consider investing in Bike Valet Materials and offering the service at both County and local municipal events, including festivals, fireworks displays and regularly hosted farmers’ markets. The valet service could be staffed by the active transportation coordinator and members of the Active Transportation Advisory Committee, as well as by high school students or other residents looking for volunteer opportunities.



This would provide a benefit to the community – providing people on bikes with a safe place to lock their bike while at community events and providing an opportunity for Counties representatives to talk with riders about cycling in UCLG. The Counties could also consider integrating bike valet into the special events permitting process to ensure that more special events in the Counties include provisions for Bike Valet. This could be accompanied by a small fee for event organizers to pay for staffing at the bike valet and could help the community make bike valet a more reliable element of special events in the United Counties.

Recommended partners	<ul style="list-style-type: none"> <li>– Active Transportation Advisory Committee</li> <li>– Local Municipalities</li> </ul>
Estimated Costs	\$5,000 to purchase Bike Valet materials (tents, fencing, bike racks, tags, tables and promotional materials)
Inspiration	Okanagan Let’s Go Biking – Bike Valet ( <a href="#">here</a> )

### Active Transportation Advisory Committee

Complementary to a new dedicated active transportation coordinator position, the UCLG should also create a citizen-led advisory committee to oversee and administer active transportation initiatives, on the public’s behalf. With such a large geographic area that covers many different communities, the committee would ensure an appropriate range of perspectives are reflected within active transportation decision making. Like the Counties’ current Committee of the Whole, the committee should strive to include representation from all localities and provide a forum to properly debate and advise on relevant matters. This includes local citizens, elected officials, as well as members from key special interest groups, such as local BIAs, service clubs and trails groups. The creation of an active transportation advisory committee would not only inform better decision making but offer greater transparency and accountability over how funds are spent on active transportation.



To strengthen the mandate of the committee it is suggested that it be empowered with its own annual budget to fund AT proposals submitted by local agents (with council approval). Relying on a standardized application form, with evaluative criteria based around the goals and objectives of the ATP, citizens would be invited to pitch their AT programming ideas to the committee directly, in a form of participatory budgeting. This approach would not only streamline the operations of the committee but, facilitate a more grassroots approach to programming that encourages greater community ownership over AT decisions.

Recommended partners	<ul style="list-style-type: none"> <li>– Local municipalities</li> <li>– Local businesses</li> <li>– Local service clubs</li> <li>– Parks Canada (St. Lawrence Parks Commission)</li> <li>– Waterfront Regeneration Trust</li> </ul>
Estimated Costs	<ul style="list-style-type: none"> <li>– \$2,500 annually to fund a supportive advertising campaign</li> <li>– \$5,000 for small-scale AT Program proposals</li> </ul>
Inspiration	County of Essex “County-wide Active Transportation System” (CWATS) Committee ( <a href="#">here</a> )

### 1m Safe Passing Public Awareness Campaign

The safety of cyclists is not only dependent on their behaviour, but that of motorists who travel within a shared or adjacent operating space. As of 2015, Ontario’s Highway Traffic Act was updated to require motorists to pass cyclists on roadways with at least 1 metre of space between them. Despite such legal authority, many motorists remain either unaware or unwilling to follow the law, creating a considerable safety risk for cyclists, particularly along high-speed roads. To address this, the Counties should deliver an awareness campaign to remind all traffic users of this legal requirement using its various communication channels. This includes online platforms, such as the Counties’ website and social media channels, as well as physical advertisements, including ads in the local newspaper and posted billboards. The Counties should also partner with the OPP to deliver an accompanying enforcement blitz. These activities should be prioritized along routes with proposed shared or designated cycling facilities (i.e. signed routes and paved shoulders), where the imperative for safe passing is greatest.



As an additional promotional tactic, the Counties could consider the procurement and free distribution of vehicular decals that remind all road users of the 1m safe passing public awareness campaign. As a start, the decals could be placed on publicly owned fleet, such as municipal service vehicles, transit service vehicles and school buses.

Recommended partners	<ul style="list-style-type: none"> <li>– OPP</li> <li>– Local municipalities</li> <li>– Leeds, Grenville and Lanark District Health Unit</li> <li>– Student Transportation of Eastern Ontario</li> </ul>
Estimated Costs	<ul style="list-style-type: none"> <li>– \$500 annually for printing informational materials and running social media ads with existing campaigns</li> <li>– \$1,000 for procurement of decals</li> </ul>
Inspiration	<p>Peterborough County – A Metre Matters campaign (<a href="#">here</a>)</p> <p>Ottawa Police Service – Sonar electronic device (<a href="#">here</a>)</p>



### E-Bike Loan Service

Getting more residents to consider cycling not only requires a proper education of its benefits and how to do so safely, but a series of experiences that spark joy and excitement. Although cycling can be exhilarating, it can also feel intimidating for people who haven't cycled in a long time, whose physical ability may be limited or who are worried about hills, wind and other challenging riding conditions. This is especially the case in settings that are geographically challenging to navigate by bike, either due to sharp elevation changes, long distances or higher traffic stress.

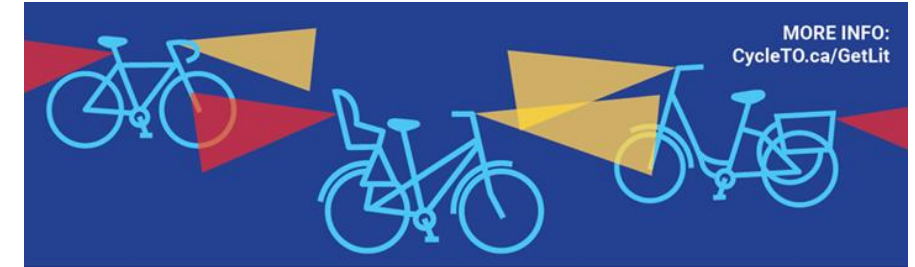


For interested riders who fall within this category, these concerns can be mitigated using an e-bike which features an electric motor that assists user movement. Electric assist bikes, which feature a small electric motor that provides assistance while the rider is pedalling, make cycling easier and more accessible to everyone, but these bikes do come with a price tag that can be prohibitive to some users, especially if they have never tried them before. Given that financial barrier, it is recommended that the Counties consider purchasing a fleet of shared E-Bikes that can be borrowed by residents or visitors as a means of exploring the Counties. The service can be provided out of a local institution, such as a recreational facility, community library, or any other location that is easily accessed by residents. Other than the cost of procuring and maintaining the devices, it is also suggested that the Counties finance some form of insurance to safeguard liability. As an added benefit, the service can also be marketed to visitors to the UCLG as a unique touristic experience.

Recommended partners	<ul style="list-style-type: none"> <li>- Accessibility Advisory Committee</li> <li>- Local municipalities</li> <li>- RTO 9 (local tourism agency)</li> <li>- Parks Canada (St. Lawrence Parks Commission)</li> <li>- Frontenac Arch Biosphere</li> </ul>
Estimated Costs	\$15,000 for initial purchase of a fleet of E-Bikes
Inspiration	Burlington VT E-bike / Cargo-bike rental service ( <a href="#">here</a> ) Manitoulin Island E-Bikes ( <a href="#">here</a> )

### Bike Equipment Giveaways

In addition to empowering cyclists with a proper education of road and traffic safety, the Counties should also assist them with procuring vital safety equipment. A common concern among all road and trail users is the lack of visibility of people walking and cycling, especially at night and during periods of poor visibility. Despite being required under the Highway Traffic Act, many cyclists lack a working light or bell on their bike to safely travel. To address this, the Counties should work with community partners to inform and distribute basic safety equipment.



Promotional Banner for a Free Bike Equipment Giveaway Hosted by Cycle Toronto, a Cycling Advocacy Group within the City of Toronto

This can be achieved through a series of "pop-up" giveaways at local festivals or key points in the active transportation network. Notable examples include within the downtowns of the Counties urban areas (e.g. downtown Merrickville, Old Kemptville), popular parks and natural areas (e.g. Charleston Lake, Cataraqui Trail) and at key community institutions. To support local active transportation branding efforts, it is also suggested that such materials be custom-designed and procured to feature the Counties' logo. Suggested items that ought to be distributed include:

- Small, easy attachable bike lights;
- Bicycle bells;
- Adhesive light reflective bands; and
- Water bottles.

Recommended partners	<ul style="list-style-type: none"> <li>- Local schools</li> <li>- Local municipalities</li> <li>- RTO 9 (local tourism agency)</li> <li>- Parks Canada (St. Lawrence Parks Commission)</li> <li>- Leeds, Grenville and Lanark District Health Unit</li> </ul>
Estimated Costs	\$1,000 annually for lights, bells, educational and marketing material
Inspiration	City of Ottawa - Lights on Bikes ( <a href="#">here</a> ) City of Thunder Bay - Light the Night ( <a href="#">here</a> )



### Bike Rodeos

One of the most effective ways to create a stronger culture of cycling is to start with the youth in the community. With a relatively small number of elementary schools, the Counties can feasibly ensure that all local students receive an enough cycling education through Bike Rodeos for a relatively small investment. Led by the recommended active transportation coordinator, the Counties should strive to have all grade 5 students participate in a Bike Rodeo every school year. This will give all local students proper instruction in basic bike handling, helping to encourage safer cycling practices later in life, and healthier active lifestyles. To minimize costs and provide students with an opportunity to apply skills learned from the Bike Rodeos, the initiative should be coordinated with the Active School Travel program.



The Counties should draw lessons from North Grenville’s existing active school travel program. In July 2019, the initiative was awarded \$60,000 from Green Communities Canada to increase opportunities for sustainable active school travel. This included raising awareness for active school travel, developing a community charter, and conducting a professional assessment of walk zones across local schools. While not specifically involving bike rodeos, the program’s scale, and ongoing successful expansion remains a relevant consideration to any initiative which targets increasing AT among local students.

Recommended partners	<ul style="list-style-type: none"> <li>– Local schools</li> <li>– Ontario Active School Coordinator</li> <li>– OPP</li> <li>– Student Transportation of Eastern Ontario</li> <li>– Leeds, Grenville and Lanark District Health Unit</li> </ul>
Estimated Costs	\$1,000 annually for insurance and materials. Courses delivered as part of AT Coordinator’s duties.
Inspiration	Cycling into the Future – Waterloo Region (here)

### 4.6. Medium Term Programming Recommendations

#### Community Cycling Challenge

Increasing cycling adoption not only requires a proper education, but adequate motivation to try cycling as either a means of recreation or alternative way to travel. One approach to achieving this involves hosting an annual community cycling challenge, where residents are encouraged to cycle in contribution of a community wide goal. This can include a certain cumulative travel distance or a collective fundraising goal, often in support a local cause. Hosting a community cycling challenge provides an opportunity to spotlight cycling within the community as well as offers a common, constructive cause that can motivate people to consider the activity themselves. Today, there are an increasing number of free apps available that allow residents to input either their kilometres ridden or money fundraised, in contribution of the cycling challenge’s set goal. These crowd sourcing programs make the organization and tracking of a community cycling challenge both simple and cost effective.



Given people’s tendency to be competitive, another suggestion could involve organizing the community cycling challenge as friendly competition between different localized communities or groups, to increase participation. Alternatively, the community cycling challenge could also be designed as a broad cycling event, where participants are invited from all over the Counties and beyond to complete and celebrate local cycling.

Recommended partners	<ul style="list-style-type: none"> <li>– Local municipalities</li> <li>– Local service clubs</li> <li>– Parks Canada (St. Lawrence Parks Commission)</li> <li>– Local businesses</li> <li>– RTO 9 (local tourism agency)</li> <li>– Leeds, Grenville and Lanark District Health Unit</li> </ul>
Estimated Costs	\$5,000 for promotion, website set up costs and a donation to local relevant cause
Inspiration	Town of Halton Hills – Community Cycling Challenge (here)

### Earn a Bike / Bike Repair Program

Despite cycling’s broad appeal, many residents remain excluded by the high cost of purchasing a bike. To address this barrier, it is suggested that the Counties fund and administer an “Earn a Bicycle Repair” program. As its name suggests, the program gives residents the opportunity to acquire a bike through the



Port Colborne

refurbishment of an old donated one. In addition to providing more residents with access to their own bikes, the program teaches participants valuable skills on how to maintain their future bike and, a space to build community. Within the UCLG, it is recommended that the initiative be run out of key local institutions found within urban population centres, including community libraries, recreational centres, schools, and government buildings. To acquire necessary funding and staffing support, partnerships with key community agencies and non-profits should be explored. This can include working with Local Community Futures Development Corporations (CFDCs), which also possess a valuable community platform to build program awareness and outreach. Additionally, it is also recommended that the program be run in close coordination with the Counties’ Integrated Program Delivery Department (IPD), for assistance in identifying marginalized Counties residents who would benefit from the earn a bike/bike repair program. This approach would also design the program as more of an equity-seeking initiative.

This measure would not only allow recipients to gain valuable skills but also increase the number of bikes that can be donated as part of the program by allowing repairs to keep old bikes operational. Furthermore, the workshop would create an important community space for participants to bond over their shared interest in cycling and hopefully inspire lifelong participation in the activity.

Recommended partners	<ul style="list-style-type: none"> <li>– Local schools</li> <li>– Local Community Futures Development Corporations (CFDCs)</li> <li>– Local service clubs</li> </ul>
Estimated Costs	None, staff time only.
Inspiration	Earn-a-Bike Program –Bike Community Bike Shop, City of Peterborough ( <a href="#">here</a> )

### Winter Wheels Program

Winter Cycling is growing in popularity in many communities across Canada from Calgary to Montreal and beyond. As a community that experiences all four seasons, it is important for the UCLG to consider how it can support active



Participant in Windsor Essex Winter Wheels Program

transportation all year round to reduce dependence on automobiles within the community. A program that has proven effective throughout Ontario is the Winter Wheels Program, first developed in the City of Peterborough. Winter Wheels programs invite residents to apply for support for Winter Cycling – it provides them with a studded front tire, a winterizing bike tune-up and other equipment like fenders, pannier bags and gloves, that are necessary for a comfortable winter riding experience. For selected participants, they are asked simply to try cycling through the winter, and to share their experiences with their families, friends and in promotional materials for the program. The program can help to start the process of normalizing winter cycling in the United Counties, creating an environment where more residents would consider trying it even if they are not part of the Winter Wheels cohort for that year.

Recommended partners	<ul style="list-style-type: none"> <li>– Local bike shops</li> <li>– Local municipalities</li> <li>– Leeds, Grenville and Lanark District Health Unit</li> </ul>
Estimated Costs	\$5,000 per year for equipment, education and promotional materials
Inspiration	Windsor Essex Winter Wheels: Cycle Smart in Winter ( <a href="#">here</a> ) Ottawa EnviroCentre Winter Cycling Online Resource ( <a href="#">here</a> )



### Mobile Workplaces / Lunch and Learns

As the community level conversation about active transportation begins to shift, it is important to begin offering more targeted interventions that reach more targeted groups of residents and engage them directly. An example of this type



Mobile Workplace / Lunch and Learn Event Held in Vancouver

of program would be hosting educational workshops with local workplaces which teach employees about key aspects of active transportation. Suggested instructional modules can range from: Bicycle-Friendly Driver training, Basic Bike Maintenance and Cycle Commuting 101 to workshops that help employees build up their cycling skills. These programs should be designed to take approximately one hour, and should offer a mix of practical, hands-on lessons and classroom-based lessons. Consider offering incentives to employees who take the courses, including gift certificates for local businesses. As an initial pilot, it is suggested that the Counties begin with hosting workshops with public offices, including those of the Counties and its local municipalities.

Recommended partners	<ul style="list-style-type: none"> <li>– Local BIAs</li> <li>– RTO 9 (local tourism agency)</li> <li>– Local municipalities</li> </ul>
Estimated Costs	\$5,000 for program delivery, with costs eventually being recovered by employers and other participating groups.
Inspiration	Cycle Toronto’s Street Smarts Workshops ( <a href="#">here</a> ) Bike Windsor Essex’s Learn to Ride Classes ( <a href="#">here</a> )

### 4.7. Implementation

The programs and suggested phasing outlined above detail a strategic approach that the Counties can take to support a cultural shift in support of active transportation. To support the coordination, planning and delivery of these initiatives, the Counties should create an active transportation coordinator position that begins as a summer student position and scales up to become a full-time position as the Counties add additional programs and see the culture of active transportation within the area grow and evolve. With this additional staffing support, the United Counties are well equipped to achieve the desired goals and objectives of the Plan. A summary of the anticipated staffing resources, proposed programs, and estimated costs for both short-term and medium-term programming recommendations, is summarized in Table 4-2 & Table 4-3, respectively.

**Table 4-2: Cost Breakdown of Short-Term Programming Recommendations**

Short-Term Programs	Estimated Costs	Cost Frequency
Routine Community Slow Roll Events	\$2,500	Annual
Open Streets Events	\$5,000	Annual
Bike Valet	\$5,000	One-time cost
AT Distance Wayfinding Maps & Signs	\$20,000	One-time cost
	\$10,000	Annual
Active Transportation Advisory Committee	\$7,500	Annual
1m Safe Passing Public Awareness Campaign	\$1,500	Annual
E-bike Loan Service	\$15,000	One-time cost
Bike Equipment Giveaways	\$1,000	Annual
Bike Rodeos	\$1,000	Annual
<b>Total Costs:</b>	<b>\$28,500</b>	<b>Annual</b>
	<b>\$40,000</b>	<b>One-time cost</b>

Staff resources required: 0.2 – 0.35 FTE



**Table 4-3: Cost Breakdown of Medium-Term Programming Recommendations**

Medium-Term Programs	Estimated Costs	Cost Frequency
Community Cycling Challenge	\$5,000	Annual
Earn-A-Bike Repair Program	\$0	Annual
Winter Wheels Program	\$5,000	Annual
Lunch and Learn Workplace Active Transportation Workshop	\$5,000	Annual
Community Cycling Challenge	\$5,000	Annual
<b>Total Costs:</b>	<b>\$20,000</b>	<b>Annual</b>

Staff resources required: 0.5 – 1.2 FTW

**4.8. Recommendations**

- 6** United Counties of Leeds and Grenville to consider establishing an Active Transportation Coordinator part-time position (e.g. student) and hire this individual on an annual basis (May to August) to coordinate and deliver the recommended outreach initiatives.
- 7** Staff should consider carrying out the programs and suggested phasing as identified in Sections 4.5 and 4.6 to encourage behaviour change, enhance community awareness and provide education to support the Active Transportation Plan and proposed infrastructure implementation.
- 8** Prior to updating the ATP over the next five years, staff should monitor the outreach initiatives to identify which have resulted in the highest and lowest success rates for the communities.



# Implementation

# 5

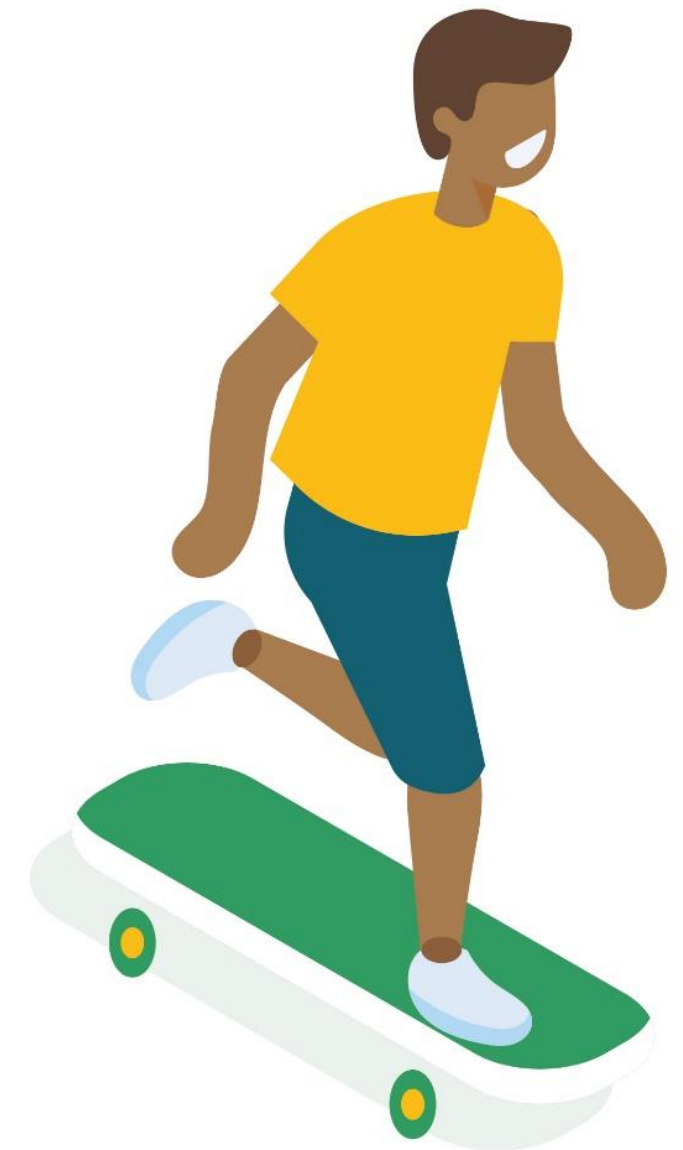
# CHAPTER 5

Implementation of this Plan will require strategic recommendations that are realistic, consistent with the Counties' existing processes and flexible enough to respond to future opportunities. The information contained in the following chapter is not intended to be prescriptive nor commit the Counties and its partners to future funding or a schedule of projects. This information should be used as a guide to inform future decision-making, prioritization and next steps on how to roll-out the Active Transportation Plan.

Implementation is more than phasing and costing – it speaks to proposed tools and strategies to guide the on-going implementation of active transportation projects beyond the lifespan of the Plan. The following sections provide the implementation strategy to inform future decision making, policy and planning processes. While the focus of the plan will be on the short and medium term (up to the next 10 years), the phasing strategy goes beyond this timeframe. Should additional funds be made available, project phasing can be moved up within the program.

In addition to the project infrastructure phasing plan, the following sections provide guidance on policy considerations, funding availability, maintenance considerations and costing to help guide the Counties' next steps.

It is recommended that the Counties and its partners use this information as a blueprint to facilitate implementation, communicate future goals and guide for future policies related to active transportation.





## 5. Facility Implementation

### 5.1. Facility Implementation

As part of the network development process, this section is a continuation of Section 3.1 and discusses the fifth and final step.

#### 5.1.1. Step 5: Project Phasing

##### What was done?

The implementation plan for the Counties’ active transportation network has been organized into three phases: Phase 1 (2023-2027), Phase 2 (2028-2032) and Phase 3 (2033 and beyond). As this Plan was completed in 2022, Capital projects planned for that year were included in the existing conditions as the budget for those projects had already been established. The implementation plan development for the proposed projects considered the following criteria for each phase:

##### Phase 1: 0 to 5 years (2023-2027)

- High priority projects only
- Projects that coincide with the Counties’ 5-Year Capital Plan for scheduled roadworks between 2023 and 2027
- Projects that would adjoin with proposed projects that coincide planned roadworks to allow for continuity in the proposed active transportation network by being implemented around the time of the scheduled roadworks
- Signed bike routes and bike lanes (lower investment) to achieve quick wins in urban areas
- Gap filling between high prioritized routes and existing facilities
- Projects along County Road 2 as highly prioritized

##### Phase 2: 6 to 10 years (2028-2032)

- High priority projects only
- Bike lanes (lower investment) to achieve quick wins in urban areas
- Gap filling between high prioritized routes and existing facilities
- Projects along County Road 2 as highly prioritized

##### Phase 3: 10+ years (2033+)

- Remaining high priority projects followed by medium and low priority projects
- Projects that will require major investments such as longer segments
- Corridors that have recently been reconstructed and are not scheduled for upgrades within the next 10 years

The proposed projects within the Counties are on County Roads that run through both urban and rural areas, except for a few projects located along Highway 15 where there are good connections to the trails and County Roads. The implementation plan has been summarized into the three (3) separate agencies that are responsible for the funding and implementation of the proposed projects: United Counties of Leeds and Grenville, Province of Ontario, and Member Municipalities. For the purposes of this Active Transportation Plan, project phasing and costing accounts for County projects only. Under the Municipal Act, the decision to build and maintain facilities outside the edge of pavement is the responsibility of the lower-tiered government. As such, cycling projects located behind the curb in urban areas including multi-use paths and cycle tracks have not been included in the implementation plan of County level projects, and identified as Municipal projects. Projects located along Highway 15 are the responsibility of the Province of Ontario and consultation with MTO will be required for the implementation of these projects.

This implementation plan method is intended for Counties’ staff to review the feasibility of each project based on planned roadway projects, Provincial and Municipal projects, and/or public comment.

##### How was it informed?

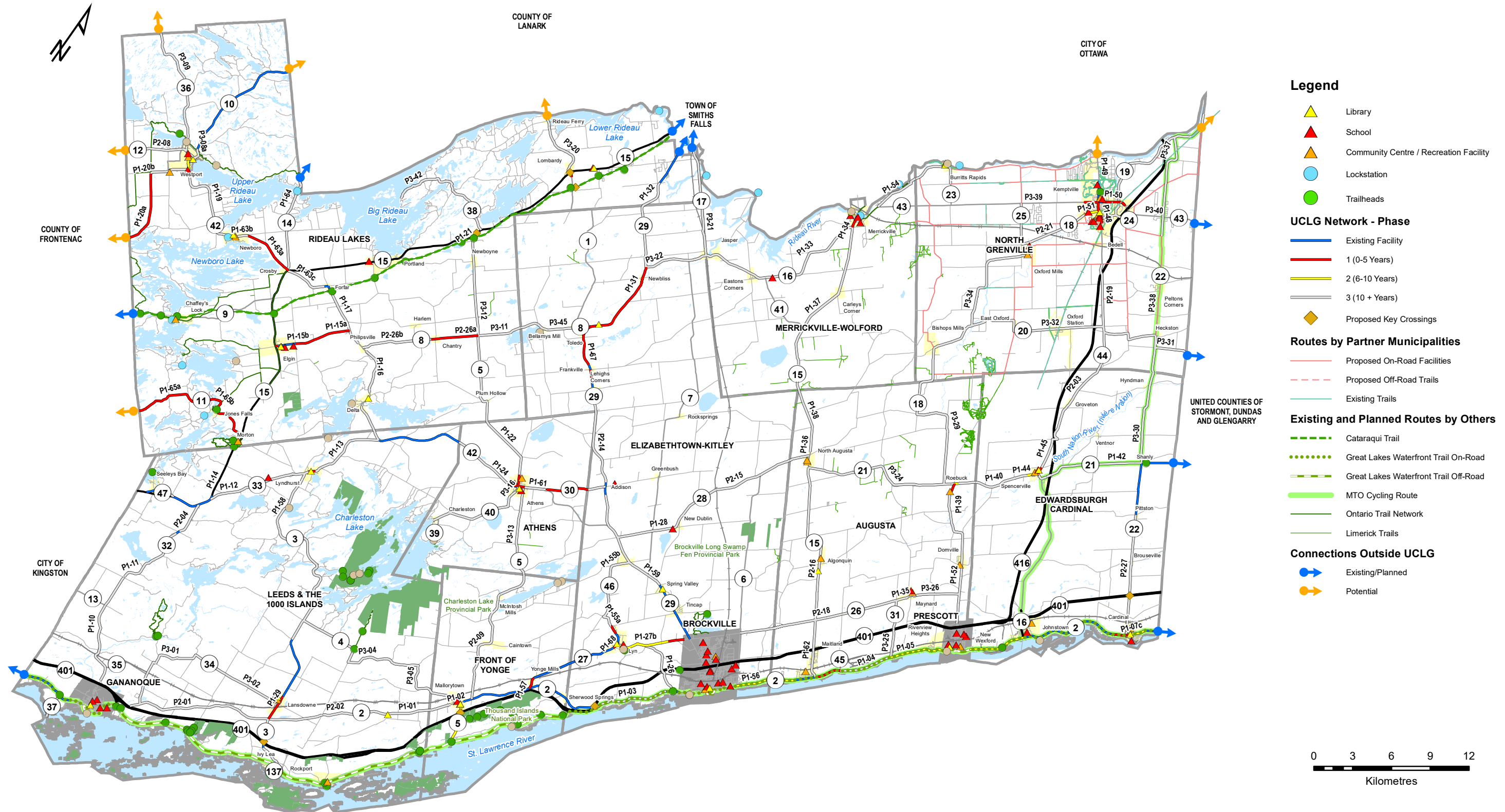
The phased implementation plan for the United Counties of Leeds and Grenville has been based on project priority, the estimated annual budget of \$400,000 for all active transportation related facilities for the first 5 years and \$500,000 for the succeeding 5 years, and known road reconstruction projects from the 5-Year Capital Plan.

As noted, the Active Transportation Plan is not a detailed schedule of projects but rather guidance based on the information available at the time. Should budget commitments change (more or less) or the Counties are successful in securing funding from available grant programs, the Counties can adjust the projects being delivered in a given phase.

##### What was the outcome?

- Map 5 – Proposed Network Phasing
- Summary of the County Project breakdown according to phase and facility type

Figure 5-1: Map 5 - Proposed Network Phasing



A summary of the proposed Counties’ projects by phase and type are summarized in Table 5-1 and shown in Map 5.

**Table 5-1: County Project Breakdown by Phase**

Facility Type	Phase 1 (2023-2027)	Phase 2 (2028-2032)	Phase 3 (2033+)	Total KM
Shared space	15.6	0	21.5	37.1
Paved shoulder	40.1	21.6	420.9	482.6
Buffered paved shoulder	0	0	109.0	109.0
Bike lane	3.7	3.3	6.2	13.2
Buffered bike lane	0.7	0.06	0.7	1.5
<b>Total KM</b>	<b>60.1</b>	<b>25.0</b>	<b>558.3</b>	<b>643.4</b>

In addition to the County level projects, the following is a breakdown of projects that have been identified within the Counties’ proposed active transportation network based on having separate funding sources: Provincial (MTO) and Municipal.

**Table 5-2: Provincial and Municipal Project Breakdown by Facility Type**

Facility Type	Funding Source	
	Provincial	Municipal
Buffered paved shoulder	6.5	8.6
Buffered bike lane	0	1.1
Unidirectional multi-use path	0	5.8
Multi-use path	0	12.7
Cycle track	0	3.0
<b>Total KM</b>	<b>6.5</b>	<b>31.2</b>

5.1.2. Cost Estimates

Implementing the proposed active transportation network will require funds and resources from the Counties and partners. Annual funding for construction, maintenance, operations and programming should be identified in the Counties’ annual budgeting process to strategically implement the active transportation network over time. In addition, the Counties should seek additional funding sources to maximize budget efficiencies and coordination with other major projects.

High-level costing has been prepared for the proposed active transportation network. This costing is based on a compiled set of unit prices for different facilities and takes into account the required elements that are part of the project (e.g. pavement markings, signage) as well as widenings of roadbed where anticipated. The list of unit prices utilized as summarized in Appendix G are blended rates and reflect best practices from comparable municipalities in Ontario. It is recognized that the level of effort will vary on a project-by-project basis and some projects could require additional work compared to other projects included in cost estimates.

The Implementation Plan is focused on the first 10 years only (Phases 1 and 2) as project priorities and available funding are foreseeable. The cost estimates for these phases are summarized in Table 5-3 and are divided into two project types: Capital Projects and Cycling Projects.

Capital Projects involve proposed projects and their associated project limits that coincide with planned capital projects and are intended to be implemented at the time of the planned roadworks. From the 5-Year Capital Plan, only planned road reconstruction projects were considered for the costing of the proposed AT network as the Counties’ estimated Capital Budget for these road improvements accounts for paved shoulders. It is to be noted that the Counties typically undergo 10 km of road reconstruction per year. Cycling Projects are strictly proposed projects to improve active transportation within the Counties. For Phase 1, Capital Projects were given priority for implementation with active transportation facilities due to cost efficiency and time sensitivity. In situations where the estimated yearly cost for Capital Projects surpassed the annual budget of \$400,000, Cycling Projects were not assigned for that respective year. In situations where the yearly cost for Capital Projects was below the annual budget of \$400,000, Cycling Projects were assigned to amount to the remaining annual budget for that respective year.



The complete cost estimates for all funding sources and phases including 10 years and beyond by project are included in the Proposed Project List in Appendix F.

**Table 5-3: Summary of Estimated Costs for County Projects by Phase**

Facility Type	Phase 1 (2023-2027)		Phase 2 (2028-2032)		Total
	Capital Projects	Cycling Projects	Capital Projects	Cycling Projects	
Shared space	\$6,200	\$16,500	-	-	\$22,700
Paved shoulder	\$3,919,500	\$559,300	-	\$2,549,000	\$7,027,800
Buffered paved shoulder	-	-	-	-	-
Bike lane	\$10,500	\$100,300	-	\$95,500	\$206,300
Buffered bike lane	\$28,400	-	-	\$2,600	\$31,000
<b>Total</b>	<b>\$3,964,600</b>	<b>\$676,100</b>	<b>-</b>	<b>\$2,647,100</b>	<b>\$7,287,800</b>

**Key considerations for cost estimates:**

- The estimated cost to implement the active transportation network is approximately \$7.3 M over the next 10 years which is anticipated to be funded by the Counties’ tax revenue.
- Proposed crossings and their enhancements at locations identified in Section 3.3.2 are not included in the cost estimates. The cost to enhance and improve each crossing is largely dependant on the design and treatment applied at each location. As such, the estimated costs for a proposed crossing enhancement should be determined through future study at such time when a design is being considered / reviewed.
- The total estimated investment can be reasonably lowered if the Counties can leverage future capital plans and implement active transportation facilities in conjunction with other infrastructure projects. It is however important to note that aligning the phasing plan with capital works to solely reduce costs is not sufficient to develop a high-quality network. If a critical link is missing, it may

need to be budgeted and included in the capital plan for implementation to achieve the desired connectivity and level of service for the network.

**5.2. Partnerships**

Implementation of the ATP will require various partnerships from a number of agencies. Only when these different groups work together will the true potential of the ATP be achieved. Successful implementation will rely largely on the Counties staff working with other levels of government and stakeholders to build, maintain, and market active transportation assets to achieve the broad goals identified earlier in this plan.

Moving forward, it is critical that there be on-going collaboration between the Counties and its partners to advance the implementation of infrastructure and accompanying programs, as well as opportunities for cost-sharing and post-implementation promotion.

A comprehensive table of proposed partners and their anticipated role is shown in Table 5-4. This list is not exhaustive and there could be new partnership opportunities in the future. The Counties should leverage any future opportunities for additional partners to support the implementation of the ATP.

**Table 5-4: Potential Partners and Roles**

Potential Partners	Anticipated Role							
	Planning	Design	Policies	Construction	Maintenance	Enforcement	Education	Promotion
United Counties of Leeds and Grenville Staff	X	X	X	X	X			
Local Municipalities	X	X	X		X		X	X
Separated Municipalities	X							

Potential Partners	Anticipated Role							
	Planning	Design	Policies	Construction	Maintenance	Enforcement	Education	Promotion
Active Transportation Advisory Committee (once established for Counties)	X	X			X		X	X
Community Safety and Well-being Advisory Committee	X	X	X				X	
Leeds Grenville Accessibility Advisory Committee	X	X	X				X	
Parks Canada (St. Lawrence Parks Commission)	X						X	X
Frontenac Arch Biosphere Reserve	X	X					X	X
Waterfront Regeneration Trust							X	X
Ontario Provincial Police (OPP)						X	X	
RTO 9								X
Student Transportation of Eastern Ontario	X		X				X	X

Potential Partners	Anticipated Role							
	Planning	Design	Policies	Construction	Maintenance	Enforcement	Education	Promotion
Local Community Futures Development Corporations (CFDCs)								X
Local Businesses								X
Integrated Program Delivery Department			X					
Local Schools	X	X					X	X
Leeds, Grenville & Lanark District Health Unit			X				X	X
Provincial Stakeholders (MTO)	X	X	X	X	X		X	X

**5.3. Funding Considerations**

Funding considerations refer to the alternatives that can be used by the Counties to annually address the costs associated with the implementation of the infrastructure and programming recommendations of the ATP. The intent of the ATP is to build on existing internal and external funding sources already being considered to fund active transportation projects and to identify new or alternate funding sources.

A review of internal and external funding options was undertaken to identify different funding options available. The Counties is encouraged to monitor available funding opportunities both within and external to the organization, and to utilize the information contained within this plan to support funding applications and asks.

**Approved Capital Budgets:** Proposed AT routes may be funded through previously planned and/or budgeted large-scale projects such as road rehabilitation or water/sewer works. When updating the capital plan, the Counties’ staff should investigate opportunities to coordinate the implementation of AT infrastructure as part of these larger-scale projects so as to minimize mobilization costs and small-scale project premiums. Consideration could also be given to allocating funds collected from traffic fines related to active transportation to support the costs of implementing and/or maintaining active transportation infrastructure.

**Coordination with Provincial Projects:** Implementation of the Counties active transportation network will require coordination with on-going and future planned Provincial projects. The Counties and Province of Ontario should work together to identify funding opportunities for implementation of routes located on roads under the Province’s jurisdiction and where the Province has identified their provincial network within the Counties.

**Coordination with Local Municipalities’ Projects:** Implementation of the Counties active transportation network will require coordination with on-going and future planned local municipalities’ projects. The Counties and Municipalities should work together to identify funding opportunities for implementation of routes located on roads under the municipalities’ jurisdiction and/or ones that form key connections to the Counties network.

**External Funding Sources:** The Counties should regularly monitor funding streams, grants and other external funding sources to assist with the implementation of the plan. This includes funding streams made available by the federal and provincial governments as it pertains to the development of active transportation facilities, to reduce the overall financial burden on the Counties. A sample of federal and provincial funding sources are provided in Table 5-5.

**Table 5-5: External Funding Sources**

Funding Source	Description
<b>Federal Funding Sources</b>	
<b>Canada Community-Building Fund (formerly Federal Gas Tax Fund)</b>	A permanent source of funding provided up front, twice a year, to provinces and territories. This money is then turned over to municipalities to support local infrastructure priorities. <a href="https://www.infrastructure.gc.ca/plan/qtf-fte-eng.html">https://www.infrastructure.gc.ca/plan/qtf-fte-eng.html</a>

Funding Source	Description
<b>Federation of Canadian Municipalities (FCM) including Green Municipal Fund</b>	Through this fund, the Federation of Canadian Municipalities supports initiatives that demonstrate an innovative solution or approach to a municipal environmental issue, and that can generate new lessons and models for municipalities of all sizes. Examples: <a href="https://fcm.ca/en/funding/gmf/capital-project-transportation-networks-commuting-options">https://fcm.ca/en/funding/gmf/capital-project-transportation-networks-commuting-options</a> <a href="https://fcm.ca/en/funding/gmf/pilot-project-transportation-networks-commuting-options">https://fcm.ca/en/funding/gmf/pilot-project-transportation-networks-commuting-options</a>
<b>Investing in Canada Program Green Infrastructure stream</b>	Through the Investing in Canada Infrastructure program, funding is available through different streams to help communities reduce air and water pollution, among other objectives. The Green Infrastructure stream supports projects that improve access to clean energy transportation. <a href="https://www.infrastructure.gc.ca/plan/icp-pic-INFC-eng.html">https://www.infrastructure.gc.ca/plan/icp-pic-INFC-eng.html</a>
<b>Investing in Canada Infrastructure Program COVID-19 Resilience stream</b>	In August 2020, the federal government released a new temporary COVID-19 Resilience stream. Under this stream, projects will be eligible for a significant federal cost share: up to 80% for provinces, municipalities and not-for-profit organizations in provinces (80/20 split). Construction of projects must begin by September 30, 2023 and are to be fully implemented/completed by the end of 2023.  Eligible projects include active transportation infrastructure such as parks, trails, foot bridges, bike lanes and multi-use paths. <a href="https://www.infrastructure.gc.ca/plan/covid-19-resilience-eng.html">https://www.infrastructure.gc.ca/plan/covid-19-resilience-eng.html</a>
<b>Federation of Canadian Municipalities - Municipalities for</b>	This five-year program helps municipalities prepare for climate change and reduce emissions of greenhouse gas. Types of initiatives the program supports include plans to encourage residents to use less polluting forms



Funding Source	Description
<b>Climate Innovation Program (MCIP)</b>	of transportation by encouraging cycling, walking and transit. <a href="https://fcm.ca/en/programs/municipalities-climate-innovation-program">https://fcm.ca/en/programs/municipalities-climate-innovation-program</a>
<b>Active Transportation Fund</b>	Funding is available for planning and design projects, as well as capital projects. The Fund is intended to support new and expanded networks of pathways, bike lanes, trails, and pedestrian bridges, as well as Active Transportation planning and stakeholder engagement activities. The first application period for this grant which included separate categories for planning and implementation projects closed on March 31, 2022. A second round of applications is anticipated and will be announced by Infrastructure Canada. <a href="https://www.infrastructure.gc.ca/trans/index-eng.html">https://www.infrastructure.gc.ca/trans/index-eng.html</a>
<b>Provincial Funding Sources</b>	
<b>Ontario Trillium Foundation</b>	The OTF recognizes that building healthy and vibrant communities takes time and resources. They offer a number of streams of grant programs for varying amounts and timeframes. <a href="https://www.otf.ca/">https://www.otf.ca/</a>
<b>Ontario Heritage, Sport, Tourism and Culture Industries Grants</b>	A grant program that provides project and operating grants related to municipalities to support industry development and increased visitation. Recent examples include the <b>2021 Reconnect Festival and Event Program</b> , which offered funding to provide safe experiences that encourage people to rediscover the communities in Ontario; this could have included a Family Bike Day Event. <b>Safe Cycling Education Fund</b> is another example which provided funding to deliver safe cycling education initiatives to support the implementation of #CycleON: Ontario’s Cycling Strategy. <a href="http://www.mtc.gov.on.ca/en/awards_funding/funding.shtml">http://www.mtc.gov.on.ca/en/awards_funding/funding.shtml</a>

Funding Source	Description
<b>EcoAction Community Funding Program</b>	Funding is available for new projects that demonstrate measurable, positive environmental results related to climate change. While municipal governments are not eligible for this grant, they are encouraged to partner with non-profit organizations to support a project proposal. <a href="https://www.canada.ca/en/environment-climate-change/services/environmental-funding/ecoaction-community-program.html">https://www.canada.ca/en/environment-climate-change/services/environmental-funding/ecoaction-community-program.html</a>
<b>Ontario Active School Travel Fund</b>	Funding is available for communities wishing to expand and strengthen existing active school travel initiatives or help get initiatives started. Round 3 has recently closed but the program has been carried forward since 2018. <a href="https://ontarioactiveschooltravel.ca/round-3/">https://ontarioactiveschooltravel.ca/round-3/</a>
<b>Other</b>	
<b>TD Friends of the Environment Foundation Grant</b>	Funding in support of trail building and indoor or outdoor environmental education programming. <a href="https://www.td.com/ca/en/about-td/ready-commitment/funding/fef-grant/">https://www.td.com/ca/en/about-td/ready-commitment/funding/fef-grant/</a>

**5.4. Implementation Support**

Beyond phasing and costing, there are a number of factors which can shape how active transportation gets rolled out from the planning stages through to implementation and operations. The following sections are to help guide staff from the planning and design stages through to implementation and operations.

5.4.1. Policy Considerations

Policies are the framework to create top-down change within an agency. The following policy recommendations should be considered by the Counties through the planning document update cycle or when new policy is being developed.

## Establish a Connection with Counties and Municipal Planning and Policy Documents

The foundation of rolling out the ATP depends on strong and effective top-down policy that highlights the benefits and importance of active transportation development in the Counties. It is suggested that the key components of the ATP, such as the network and implementation plan be adopted into the Counties’ and local municipalities’ planning and policy documents. This would connect the strategy to the broader goals of the Counties and local municipalities. The active transportation projects and initiatives should continue to be included as one of the priorities in the United Counties of Leeds and Grenville Official Plan, and to be followed by the member municipalities.

### Policies and Plans

- Update the United Counties of Leeds and Grenville Official Plan to:
  - Include references to the Leeds and Grenville Active Transportation Plan as the guiding document for detailed policies and guidelines related to Active Transportation in the Counties
  - Include a new schedule titled “Active Transportation Network” (i.e., existing and proposed Active Transportation/cycling routes maps).
- Provide mapping information to Member Municipalities to include planned active transportation projects for the Counties within their updates to Official Plans.

## Reduced Speed Zones

The risk of a road crash and severity of that crash is directly related to speed. In defining the facility types for cycling routes, recommendations are based on the Ontario Traffic Manual Book 18 nomographs that identify the recommended type of separation between motor vehicles and vulnerable road users based on the AADT volume and travel speed. The World Health Organization (WHO) has stated that when vehicle speed is reduced, the chance of survival for a pedestrian or cyclist involved in a crash is drastically increased. For example, at a vehicle travel speed of 30 km/h, a pedestrian struck by the vehicle has a 90% chance of survival; this chance is reduced to less than 50% at a speed of 45 km/h, and no chance at 80 km/h.<sup>1</sup>

On May 1, 2018 the Government of Ontario made changes to the Highway Traffic Act and updated the regulations to give municipalities the authority to establish speed

limits lower than 50 km/h within neighbourhoods using specialized gateway speed limit signage.

A policy to establish criteria based on the roadway classification and users promotes a consistent application for establishing reduced speed zone areas within the township, municipality or county. These policies are often established based on criteria such as road type, context and surrounding land use, traffic volumes, existing speed limits, roadway widths and the active transportation environment. It is based on this last criterion that a speed reduction policy is recommended for the United Counties. In a number of instances within the towns, hamlets and villages, there is insufficient space or opportunity to provide the recommended separation for cyclists and pedestrians mainly due to the posted speed limit, not traffic volumes. Reducing the speed limit in these instances can provide a more comfortable operating space for vulnerable users.

The policy should outline what defines the active transportation environment. Per the City of Ottawa’s 30 km/h Speed Limit Policy, at least one of the following conditions must be met in order to be classified as an active transportation environment: Elementary or junior high school abutting the roadway; parkland abutting the roadway; significant pedestrian generator (e.g. older adult residences) abutting the roadway; no dedicated cycling facility; no sidewalks; existing physical traffic calming measures currently in place; or, lack of safe stopping distance.<sup>2</sup>

Reduced speed limits do not come with changing the posted signs alone. Additional measures may be required such as education, signage and pavement markings (e.g., edge lines to narrow lane widths) or traffic calming measures. These should be considered as part of the policy development.



### Policies and Plans

- Establish a reduced Speed Limit Policy to define the criteria required for a reduced posted speed limit within the United Counties, which would be applicable on County Roads within all member municipalities.
- Develop and pass a by-law designating Reduced Speed Zones where the County Road is part of an active transportation environment.
- Encourage local municipalities to develop or amend existing speed limit by-laws to include options for reduced speed zones when roadway is part of an active transportation environment.

<sup>1</sup> [https://www.who.int/violence\\_injury\\_prevention/publications/road\\_traffic/world\\_report/speed\\_en.pdf](https://www.who.int/violence_injury_prevention/publications/road_traffic/world_report/speed_en.pdf)

<sup>2</sup> <http://ottwatch.ca/meetings/file/609774>

## Paved Shoulders

To have a consistent approach on the implementation of paved shoulder widths that considers the context of the roadway, a number of municipalities have established a Paved Shoulder Policy. The rationale for developing this policy is that the agency can increase the lifespan of their assets and concurrently support cycling and other active transportation where feasible on roads during planned construction such as repaving, reconstruction or construction of new roads. Additional benefits of establishing a paved shoulder policy include:

- *Improved cyclist and pedestrian safety* – in rural areas where sidewalks are not feasible pedestrians walk on the granular shoulders or road edges which can be challenging due to the increased slope on gravel shoulders, drainage issues and surface irregularities. Paved shoulders are better for keeping pedestrians out of the travel lane and for accessibility.
- *Improved motorist safety* – associated with reduced crashes related to cars ‘dropping off the edge’ of pavement.
- *Increased traffic movement* – In 2015, the 1.0m passing law was adopted in Ontario. Where cyclists are riding within the travel lane, to maintain the 1.0m distance from a cyclist, motorists must move over, often encroaching into the oncoming lane which can cause interruption to traffic flow and increasing safety risk.
- *Tourism benefit* – Defining paved shoulders as cycling facilities and routes establishes a reliable network that can be advertised and promoted to attract tourism to the area.
- *Reduced edge cracking / Reduced equipment usage* – Gravel shoulders require re-grading and ongoing maintenance, as well as repairs at the pavement edge and resurfacing more frequently due to degradation in the travel lane. Paved shoulders, which initially have a cost higher than gravel shoulders, extend the lifespan of the road surface and reduce the amount of annual regrading required.

While not designed to identify specific roadways where paved shoulders are required, the policy can provide an overview on the specific benefits of implementing paved shoulders in the Counties as well as provide guidance on the design, application and operation of paved shoulders. The Active Transportation Plan identifies the proposed cycling routes and road corridors where current AADT volumes and travel speed would warrant paved shoulders in accordance with recommendations of the OTM Book 18.

The Paved Shoulders Policy should be established to consider the design requirements where roads are defined within the Active Transportation network per OTM Book 18 and the TAC Geometric Design Guide for Canadian Roads (e.g., minimum of 1.5 m with 1.2 m as a minimum in constrained areas).

In 2020, the Counties Council unanimously approved a Paved Shoulders Policy calling for the inclusion of paved shoulders in major capital projects. However, no formal Paved Shoulder Guidance on the design elements has been established.

As an example, the neighbouring community of Lanark County has established a 10 Year County Roads Paved Shoulder Program to pave the shoulders of all County Roads. Depending on traffic volume, the recommended width for the paved shoulder varies, as shown in Table 5-6.

**Table 5-6: Lanark County Paved Shoulder Width Guidelines**

Annual Average Daily Traffic (AADT)	Total Pavement Width (m)	Lane Width (m)	Resulting Paved Shoulder Width (m)
0-999	8	3.25	0.75
1,000-2,999	9.5	3.3	1.45
3,000 - 4,999	10.4	3.5	1.7
5,000 >	11.6	3.75	2.05

### Policies and Plans

- Establish a formal Paved Shoulder Policy requiring a paved shoulder width of 1.5 m, or a minimum of 1.2 m in constrained areas for all County Roads where appropriate, particularly those identified within the Active Transportation Network.
- Include paved shoulders on major capital road projects in the next update of the Counties Asset Management Plan (current Plan 2018).

## New Developments

New development areas should be reviewed to identify opportunities to connect the future community to the active transportation network, particularly on-road facilities



and off-road trails within the Counties. This will require identifying conceptual active transportation linkages to the new development and ensuring their implementation at the time of development. It is important that the Counties work with the development community to ensure that active transportation facilities and amenities are incorporated in new developments and that the communities are designed in a manner that encourages active modes of travel.

The conceptual plan of new development should include typical details for active transportation facilities. Developments should design and construct an on-site circulation network that incorporates active transportation elements and connects to the broader active transportation network either through new connections or planned connections in the Plan prior to draft plan approval at rezoning stage and prior to subdivision approval and registration. Detailed design drawings, specifications and cost estimates for construction with regards to active transportation facilities should be included in the document package in support of the Site Plan Control application.

As zoning by-laws are specific to each of the local municipalities in the region, it is recommended that the Counties encourage and work with the local municipalities to strengthen language supporting active transportation in their current Official Plans, Zoning By-laws and Site Plan Control By-laws. Wording in the by-laws should incorporate AT design elements into new developments over time and create a public realm that encourages and supports active travel. An amendment should focus on enhancing active transportation amenities in private developments, such as increasing the number of bicycle parking spaces as part of residential, commercial, and institutional developments, as well as building forms that accommodate structures that encourage people to access the development using active transportation modes.

In addition, growth-related infrastructure projects for active transportation initiatives can be paid for by development charges. There are currently no development charges at the Counties-level; however, if the Counties does pass a by-law regarding development charges, consideration should be given to clearly outlining funds that could be collected and used towards AT infrastructure. It is recommended that the Counties continue to explore opportunities to construct the active transportation network as development occurs in the future.

**Policies and Plans**

Zoning By-laws & Site Plan Control By-laws

- Support member municipalities in updating their respective Official Plans to include AT policies that encourage active transportation, recognizing that there are 10 local Official Plans.

- Support member municipalities in updating their respective Zoning By-laws and Site Plan Control By-laws to include parking space requirements for bikes (i.e., minimum number of bike parking spaces, location of bike parking).
- Support member municipalities in updating their respective Site Plan Control By-laws to include regulation that provides direction on logical connection between private walkway and public sidewalks or other walking facilities.

Development Charges

- If the Counties passes a regional development charges by-law in the future, consider collecting development charges for active transportation infrastructure.
- Support the member municipalities in developing or updating their respective Development Charges By-laws to:
  - Add an *Off-site Levy* to include active transportation infrastructure beyond the development site as the developer’s contribution for improvements of walking/cycling facilities and infrastructure in the broader transportation network.

**Complete Streets**

Complete Streets are streets that are planned, designed, constructed, operated and maintained for all modes of transportation and all street users. The street network functions in such a way that it allows people to arrive at their destination using a wide range of travel modes with a sense of comfort.

A Complete Streets Policy can be considered for all types of projects and policies at any stages. It can be used as a guiding tool for Counties staff, agencies, planners and developers to build, design and retrofit existing or new infrastructure. The policy promotes equal consideration to multiple transportation mode users in order to provide a balanced and inclusive transportation network.

It is recommended that the Counties, in collaboration with the member municipalities, adopt a Complete Streets Policy to provide a standardized guideline in planning, constructing and maintaining infrastructure for all modes of travel and all transportation system users. It is to be noted that the Counties do not build much of the infrastructure (i.e., sidewalks) and would need to work with the member municipalities.

The National Complete Streets Coalition is the leading association that has developed 10 elements of Complete Streets. These 10 elements have been adapted by Complete Streets for Canada to use as guidelines to develop policies. Table 5-7 lists the 10 elements to guide the Counties in developing a Complete Streets Policy.

**Table 5-7: 10 Complete Streets Guiding Elements**

Guiding Element	Description
<b>Vision</b>	
1. Embodies a Community Vision	Establishes a motivating community vision, objectives and purpose for implementing Complete Streets elements
<b>Core Commitments</b>	
2. Defines All Users and Modes	Specifies and provides equal consideration to people of all ages and abilities, as well as all modes of travel, especially walking, cycling, riding transit (if provided in the future), on wheelchairs or scooters, driving trucks, buses and automobiles
3. Applies to All Projects and Phases	Recognizes opportunities of application to new and retrofit transportation projects are subject to the policy, including design, planning, construction, maintenance, and operations
4. Identifies Clear, Accountable Exceptions	Accounts for any appropriate exemptions due to legislative, topographical, technical, cost-benefit limitations or other exemptions that are specified and approved by a high-level official
5. Encourages Network Connectivity and Integration	Promotes continuous integration of different modes in a comprehensive and connected street network
<b>Best Practices</b>	
6. Adoptable by All Agencies and Jurisdictions	Establishes an approach that can be adopted and understood by all departments and other agencies that may be involved in the process
7. Utilizes Latest Design Guidelines	Draws from the use of the latest and best design criteria and guidelines while recognizing the need for flexibility to balance user needs
8. Acknowledges Context Sensitive Solutions	Considers the current and planned context, buildings, land use and transportation needs to recommend planning and design solutions to be adapted
9. Defines Performance Standards with Measurable Outcomes	Establishes qualitative or quantitative performance indicators to evaluate and monitor policy impacts over time

Guiding Element	Description
<b>Implementation</b>	
10. Proposes Specific Implementation Steps	Lists specific steps and identifies a timeline for implementing Complete Streets

The Complete Streets approach should be considered at all stages of a project that may require physical changes to the road and for maintenance and operational updates. The Counties should develop a process to integrate Complete Streets elements to allow for designs to accommodate all road users and for efficiency and cost saving purposes. Connectivity of facilities such as gaps and transition between facilities at intersections should be especially reviewed for retrofitting and upgrading existing roadways.

**Policies and Plans**

- Develop and adopt a Complete Streets Policy for the Counties and in conjunction with the member municipalities, to be referenced in the United Counties of Leeds and Grenville Official Plan update.
- Support member municipalities in establishing Complete Streets Policy that integrates the concepts and designs as established for the Counties.

### Electric Bike and Scooters

New micromobility vehicles such as electric bikes (e-bikes) and kick style electric scooters (e-scooters) are rapidly entering the market in Ontario and North America. E-bikes and other forms of micro-mobility can help municipalities support sustainable and inclusive travel choices and can help to reduce the physical stress of biking by permitting a rider to travel longer and farther than a traditional bike.

A power assisted bicycle, such as an e-bike or e-scooter, refers to a vehicle that:

- a) Has steering handlebars and is equipped with pedals;
- b) Is designed to travel on not more than three wheels in contact with the ground;
- c) Is capable of being propelled by muscular power;
- d) Has one or more electric motors that have, singly or in combination, the following characteristics:
  1. It has a total continuous power output rating, measured at the shaft of each motor, of 500 W or less,
  2. If it is engaged by the use of muscular power, power assistance immediately ceases when the muscular power ceases,

- 3. If it is engaged by using an accelerator controller, power assistance immediately ceases when the brakes are applied, and
- 4. It is incapable of providing further assistance when the bicycle attains a speed of 32 km/h on level ground,
- e) Bears a label that is permanently affixed by the manufacturer and appears in a conspicuous location stating, in both official languages, that the vehicle is a power-assisted bicycle as defined in this subsection; and
- f) Has one of the following safety features:
  - 1. An enabling mechanism to turn the electric motor on and off that is separate from the accelerator controller and fitted in such a manner that it is operable by the driver, or
  - 2. A mechanism that prevents the motor from being engaged before the bicycle attains a speed of 3 km/h.

The province currently allows municipalities to establish by-laws where e-bikes and e-scooters are permitted or prohibited. E-bikes generally operate similarly to a conventional bicycle and are generally regulated in the same manner across many municipalities in Ontario.

In January 2020, MTO launched a five-year e-scooter pilot program. Key elements of the five-year pilot program are outlined below:

- Municipalities must pass a by-law to allow them on municipal roads
- Maximum speed is 24 km/h
- Maximum weight of an e-scooter is 45 kg
- Maximum power output 500 watts
- Minimum operating age is 16
- No passengers allowed
- No cargo may be carried
- No baskets allowed
- Riders must stand at all times
- Bicycle helmet required for those under 18 years old
- No pedals or seat allowed
- Must have 2 wheels and brakes
- Must have horn or bell
- Must have one white light on front, one red light on rear and reflective material on sides
- Maximum wheel diameter 17 inches
- All Highway Traffic Act rules of the road will apply to the operation of e-scooters

- Penalties in Highway Traffic Act s. 228(8) will also apply to violations of pilot regulation (fine of \$250 to \$2,500)
- Not allowed on controlled access highways

The MTO has also provided a best practices document to support municipalities in developing their e-scooter program.<sup>3</sup>

It is recommended that the Counties establish by-laws to outline where e-bikes and e-scooters are prohibited and permitted, and to clarify the use along on and off-road facilities.

**Policies and Plans**

- Develop and pass by-laws outlining where electric bicycles and scooters are prohibited and permitted within the Counties, specifically regarding on-road use (i.e. unidirectional MUPs, paved shoulders, bike lanes)

## Pedestrian Charter

As a means of promoting and educating people on alternative transportation options through transportation planning, the Counties and Local Municipalities should explore the development and adoption of a “Pedestrian Charter”. A pedestrian charter can be used to facilitate and promote the need for walkable communities throughout the Counties and is an important measure of the quality of the public realm, health and vitality. Pedestrian Charters are becoming increasingly more popular throughout North America examples include Toronto (first Pedestrian Charter established), Waterloo, Kitchener, Sudbury, Burlington, Ottawa and the Town of Minto in Wellington County.

The objective of the Charter is to ensure that walking as a mode of transportation can become safe, comfortable and convenient. The Pedestrian Charter presents general principles such as: Accessibility; Equity; Health and Well-Being; Environmental Sustainability; Personal and Community Safety; and Community Cohesion and Vitality as well, it identifies areas of action such as providing facilities for all ages and abilities to safe, convenient, direct, and comfortable walking conditions or promoting laws and regulations that respect pedestrians’ particular needs.

<sup>3</sup> <https://www.ontario.ca/page/ontario-e-scooter-pilot-program-guidelines-municipalities>



**Policies and Plans**

- Collaborate with the future Active Transportation Advisory Committee to develop and adopt a Pedestrian Charter for the United Counties.

**5.1.1 Operations, Maintenance and Asset Management**

A key consideration when implementing the ATP is the maintenance of active transportation routes and the asset management of infrastructure. Regular and appropriate maintenance of active transportation facilities can help protect the United Counties’ capital investments by maintaining the lifespan of infrastructure. In addition, maintenance is inclusive of all activities carried out to ensure appropriate operation of active transportation facilities. This includes those related to the resurfacing and repair of road surfaces that have cycling and pedestrian facilities. As bicycle tires are more sensitive to irregular surface conditions, such as debris and vegetative overgrowth, and these elements can cause tripping hazards for pedestrians, maintenance practices for active transportation facilities needs to be enhanced.

As the active transportation network expands and best practices emerge, consideration should be given to adapting maintenance practices and the level of service to address new facilities and standards such as in the Province’s Minimum Maintenance Standards (MMS) for Municipal Highways (O. Reg. 239/02). Having been amended in 2018 to include guidance for cycling facilities, the document sets out the operational requirements of all roadways including active transportation facilities found along them. The MMS outlines various elements of road maintenance and operations including the frequency of road inspections, weather monitoring, ice formation on roadways and snow accumulation. The MMS are non-mandatory guidelines but should be applied unless a Council-approved level of service maintenance standard exists. Maintenance practices for active transportation facilities should include:

- Sweeping;
- Surface repairs such as cracks and potholes;
- Pavement markings and signage;
- Vegetation management;
- Snow clearance / ice control; and
- Drainage improvements and bike-friendly drainage grates.

It is recommended that the United Counties continue to apply their maintenance standards and transportation service protocols consistent with the Province’s Minimum Maintenance Standards.

**Winter Maintenance**

In particular, snow clearing is a major challenge for communities wanting to expand the availability and safety of walking and cycling year-round, and creates significant barriers to accessibility, as well. The MMS update rolled out in 2018 includes updated definitions of bicycle facilities and lanes, standards and regulations for addressing snow accumulation on bicycle lanes and clearance during extreme weather. In O. Reg. 239, “bicycle lane” is defined as:

- a) a portion of a roadway that has been designated by pavement markings or signage for the preferential or exclusive use of cyclists, or
- b) a portion of a roadway that has been designated for the exclusive use of cyclists by signage and a physical or marked buffer.

Table 5-8 provides the minimum maintenance standards for snow accumulation on bicycle lanes found in Section 4.2 of the MMS. The highway classification is dependent on the Average Daily Traffic (number of motor vehicles) and the posted speed limit where on a scale of 1 to 5, 1 is the highest classification of highway and 5 is the lowest classification of highway. Typically, road segments with a higher Average Daily Traffic and higher posted speed limits are given a higher classification as attributed to road utilization and user safety. Within the Counties, the Average Daily Traffic and posted speed limits on County Roads vary such that their highway classification should be looked at on a case-by-case basis.

**Table 5-8: O. Reg. 239/02 Minimum Maintenance Standards for Snow Accumulation on Bicycle Lanes**

Class of Highway or Adjacent Highway	Depth	Time
1	2.5 cm	8 hours
2	5 cm	12 hours
3	8 cm	24 hours
4	8 cm	24 hours
5	10 cm	24 hours

**Asset Management**

To support the Counties’ on-going maintenance and operation practices, consideration should also be given to asset management. Asset management can help to address growth, improvements and maintenance of the network, while

achieving the Counties’ standards for level of service. Asset management also seeks the most cost-effective way to establish desired levels of service while optimizing existing resources. Components of asset management could include:

- Work with maintenance staff during the planning and design stages to ensure they have the equipment and resources available to maintain new routes.
- Maintain a GIS inventory to track infrastructure and other elements like pavement markings, signs, etc.
- Maintain a database of actual costs of facilities to help with budgeting for future projects.

Table 5-9 outlines asset management assumptions and typical service life for various elements of an active transportation network. This information is based on best practices outlined in OTM Book 18; however, it is recommended that the United Counties review this information and consider various strategies to manage the United Counties’ network.

**Table 5-9: Asset Management Strategies <sup>4</sup>**

Type	Useful Life (in years)	Asset Management Strategies
Asphalt pathway/bikeway	25	Minor repairs, Resurfacing, Rehabilitation, Full-depth replacement
Concrete sidewalk	50	Minor repairs, Replace deteriorating segments, Full replacement
Bridge (AT or motor vehicle)	25 to 75	Bridge repairs, Minor rehabilitation, Full replacement
Culvert	25 to 50	Culvert repair, Minor rehabilitation, Full replacement
Painted Line Markings and Symbols	1 to 2	Refresh annually or depending on wear

<sup>4</sup> OTM Book 18 Asset Management Strategies

Type	Useful Life (in years)	Asset Management Strategies
Durable Line Markings, Symbols and Green Surface Treatments	3 to 7	Depends on type, weather conditions, amount of wear, preparation of surface during application
Signage	20	Replace damaged or faded signs
Physical separation (bollards, curbs, planters, etc.)	Until damaged	Repair or replace damaged or missing bollards and other separators

**5.1.2 Monitoring**

The implementation of active transportation infrastructure is not the end of the journey. The active transportation infrastructure being implemented should routinely be monitored in order to identify successes and challenges, which in turn, inform lessons learned and areas of improvement. A monitoring plan is an important component post-implementation to evaluate the success of a route, and to inform smarter investments through data-driven measures. Research indicates that meaningful performance measures can help to prioritize future projects and appropriately allocate resources. While unique to different agencies, an effective monitoring plan for active transportation initiatives should generally strive to:

- Demonstrate the value in investing in active transportation infrastructure to all stakeholders;
- Meaningfully describe how active transportation has been impacted through the recommended actions (qualitative and quantitative measures);
- Respect funding requirements set out by higher levels of government to be able to capitalize on external funding opportunities;
- Inform decisions on optimizing the community benefit of investing in active transportation;
- Provide the information in a consistent manner that is easily understood and attainable by all stakeholders; and,

- Adapt to new methods of collecting data on active transportation facilities as new innovations and technologies become available.

The gathering of data would be undertaken by Staff from the UCLG with partners to leverage any existing data collection currently being carried out. Table 5-10 provides some suggested performance measures that could be considered, including suggested indicators and data collection methods.

**Table 5-10: Suggested Performance Measures**

Category	Metric	Indicator	Data Collection Method
Safety	Number of collisions involving cyclists and pedestrians / capita	#	OPP / census data
	Perceived safety	Qualitative	Public Survey
	Number of school trips made by bike	#	Survey
Cycling Adoption	User counts	#	Count Survey
	Time spent biking per day	#	Public Survey
	Duration of Trip	#	Public Survey
On-Road Network	KMs of proposed cycling network built	#	Annual Reporting
	KMs of existing facilities refurbished	#	Annual Reporting
Supportive Features	Number of bike parking spots added	#	Annual Reporting

Category	Metric	Indicator	Data Collection Method
	Use of bike parking spots	%	Annual Reporting
Investment	Capital allocation towards cycling projects	\$	Annual Budgetary Report
	Amount of external funding received for Active Transportation projects	\$	Annual Budgetary Report
Economic Development	Number of cycle tourists	#	Data from local tourism office / local business
Promotion	Number of promotional campaigns undertaken	#	Annual Communications / Marketing Report
	Number of cycling events held	#	Annual Communications / Marketing Report
	Participant feedback	Qualitative	Report of activity on website for reporting



## 5.5. Recommendations

- 9 Implement infrastructure as recommended according to priority and phasing such that the active transportation network is connected and continuous and corresponds with what is set out in the Capital Budget and Asset Management Plan.
- 10 Update the United Counties of Leeds and Grenville Official Plan to include references to the Leeds and Grenville Active Transportation Plan as the guiding document for detailed policies and guidelines related to Active Transportation in the Counties and include a new schedule titled "Active Transportation Network".
- 11 Establish a reduced Speed Limit Policy to define the criteria required for a reduced posted speed limit within the United Counties.
- 12 Develop and pass a by-law designating Reduced Speed Zones where the County Road is part of an active transportation environment in a settlement area.
- 13 Encourage local municipalities to develop or amend existing speed limit by-laws to include options for reduced speed zones when roadway is part of an active transportation environment.
- 14 Establish a formal Paved Shoulder Policy requiring a paved shoulder width of 1.5 m, or a minimum of 1.2 m in constrained areas for all County Roads where appropriate and ensure the Counties Asset Management Plan is updated to include paved shoulders on major capital road projects.
- 15 Support the local municipalities in updating their respective Official Plans, Zoning By-laws and Site Plan Control By-laws to include parking space requirements for bikes (i.e., minimum number of bike parking spaces, location of bike parking) and to include a Site Plan Control By-law regulation that provides direction on logical connection between private walkway and public sidewalks or other walking facilities.
- 16 If the Counties passes a regional development charges by-law in the future, consider collecting development charges for active transportation infrastructure. Meanwhile, support the local municipalities in developing or updating their respective Development Charges By-laws to add an *Off-site Levy* including active transportation infrastructure beyond the development site as the developer's contribution for improvements of walking/cycling facilities and infrastructure in the broader transportation network.
- 17 Develop and adopt a Complete Streets Policy for the Counties and in conjunction with the member municipalities, to be referenced in the United Counties of Leeds and Grenville Official Plan update.
- 18 Electric bicycles can expand the area covered by active modes which can be of benefit given the large regional extent of the United Counties. Develop and pass by-laws outlining where electric bicycles and scooters are prohibited and permitted within the Counties, specifically on on-road facilities such as unidirectional MUPs, paved shoulders, and bike lanes. For example, electric bicycles could be used on all County Roads and electric scooters are to be used within settlement areas.
- 19 Collaborate with the future Active Transportation Advisory Committee to develop and adopt a Pedestrian Charter for the Counties.
- 20 Annual maintenance budgets should be refined to accommodate the maintenance of new cycling and pedestrian facilities, including off-road trails. As the proposed network is implemented the maintenance budget should increase to address the increasing number / length of active transportation facilities that have been implemented.

- 21** A monitoring program with key criteria for tracking should be developed so as to evaluate the success of a route or project, and to inform smarter investments through data-driven measures.



# Next Steps and Recommendations

6



The Active Transportation Plan identifies a comprehensive approach to implementing an active transportation network. This includes implementing the various accompanying policies, programs and procedures that support the implementation of physical infrastructure. A series of recommendations have been identified to guide the United Counties of Leeds and Grenville staff in moving forward with implementing this plan, in partnership with internal and external stakeholders.

This Plan, at its forefront, is a guide for the United Counties to encourage and enhance active and sustainable modes of transportation and to build on the existing facilities to serve key destinations. Different stakeholder groups are responsible for overseeing different components of the overall active transportation network. A collaborative effort will allow the United Counties and its stakeholders to work together to bring the recommendations set out within this plan to life. Doing so will serve to enhance the quality of life for residents of the United Counties, attract visitors to enjoy all that the UCLG has to offer, and support the local economy in the process.

Moving forward, the UCLG is encouraged to work in close partnership with key stakeholders to both implement new programs, policies, and infrastructure, as well as to promote all that the United Counties has to offer, well beyond its borders. The following table provides a formal summary of 21 core recommendations that staff of the UCLG are encouraged to pursue as part of the broader implementation of this Plan.



Recommendations	Achieving the ATP Goals							
	Goal #1 Making AT a Viable Travel Choice	Goal #2 Healthy and Liveable Communities	Goal #2 Provide Tourism and Economic Growth Opportunities	Goal #3 Make AT Convenient and Enjoyable	Goal #3 Support an AT Culture	Goal #4 Community Involvement	Goal #5 Financial Sustainability	Goal #6 Embrace Rural Context
1. Continue to use the route selection process (e.g. network and connector links) when new routes are being considered to identify how best to integrate these routes with the proposed active transportation network and to use Ontario Traffic Manual Book 18 as the network is implemented and new routes identified to select the proposed facility type. Follow guidance of Urban/Suburban category for connector links and the rural category for network links.	■	■	■				■	■
2. When possible, take advantage of future opportunities to upscale cycling facilities when roads are scheduled for reconstruction so as to provide additional separation between road cyclists and road users.	■						■	
3. Adopt the recommended network and projects as identified in Maps 2, 3 and 4.	■	■	■				■	■
4. Enhance crossings of County roads and existing barriers through introduction of pedestrian crossovers and/or widenings/construction elements where appropriate. Aim to consider improving 1 crossing per year with budgeting intended to be separate from the annual capital and cycling infrastructure budgets.	■						■	

Recommendations	Achieving the ATP Goals						Goal #5 Financial Sustainability	Goal #6 Embrace Rural Context
	Goal #1 Making AT a Viable Travel Choice	Goal #2 Healthy and Liveable Communities	Goal #2 Provide Tourism and Economic Growth Opportunities	Goal #3 Make AT Convenient and Enjoyable	Goal #3 Support an AT Culture	Goal #4 Community Involvement		
5. When feasible, the UCLG should consider purchasing and protecting abandoned rail lines within the United Counties for future network connectivity and additional separation between cyclists and vehicles.	■	■	■				■	■
6. United Counties of Leeds and Grenville to consider establishing an Active Transportation Coordinator part-time position (e.g. student) and hire this individual on an annual basis (May to August) to coordinate and deliver the recommended outreach initiatives.				■	■	■		
7. Staff should consider carrying out the programs and suggested phasing as identified in Sections 4.5 and 4.6 to encourage behaviour change, enhance community awareness and provide education to support the Active Transportation Plan and proposed infrastructure implementation.			■	■	■	■		■
8. Prior to updating the ATP over the next five years, staff should monitor the outreach initiatives to identify which have resulted in the highest and lowest success rates for the communities.				■	■	■	■	



Recommendations	Achieving the ATP Goals							
	Goal #1 Making AT a Viable Travel Choice	Goal #2 Healthy and Liveable Communities	Goal #2 Provide Tourism and Economic Growth Opportunities	Goal #3 Make AT Convenient and Enjoyable	Goal #3 Support an AT Culture	Goal #4 Community Involvement	Goal #5 Financial Sustainability	Goal #6 Embrace Rural Context
9. Implement infrastructure as recommended according to priority and phasing such that the active transportation network is connected and continuous and corresponds with what is set out in the Capital Budget and Asset Management Plan.	■						■	
10. Update the United Counties of Leeds and Grenville Official Plan to include references to the Leeds and Grenville Active Transportation Plan as the guiding document for detailed policies and guidelines related to Active Transportation in the Counties and include a new schedule titled "Active Transportation Network".	■	■	■					
11. Establish a reduced Speed Limit Policy to define the criteria required for a reduced posted speed limit within the United Counties.	■							
12. Develop and pass a by-law designating Reduced Speed Zones where the County Road is part of an active transportation environment in a settlement area.	■	■						
13. Encourage local municipalities to develop or amend existing speed limit by-laws to include options for reduced speed zones when roadway is part of an active transportation environment.	■	■				■		

Recommendations	Achieving the ATP Goals							
	Goal #1 Making AT a Viable Travel Choice	Goal #2 Healthy and Liveable Communities	Goal #2 Provide Tourism and Economic Growth Opportunities	Goal #3 Make AT Convenient and Enjoyable	Goal #3 Support an AT Culture	Goal #4 Community Involvement	Goal #5 Financial Sustainability	Goal #6 Embrace Rural Context
14. Establish a formal Paved Shoulder Policy requiring a paved shoulder width of 1.5 m, or a minimum of 1.2 m in constrained areas for all County Roads where appropriate and ensure the Counties Asset Management Plan is updated to include paved shoulders on major capital road projects.	■	■	■				■	■
15. Support the local municipalities in updating their respective Official Plans, Zoning By-laws and Site Plan Control By-laws to include parking space requirements for bikes (i.e., minimum number of bike parking spaces, location of bike parking) and to include a Site Plan Control By-law regulation that provides direction on logical connection between private walkway and public sidewalks or other walking facilities.	■	■	■			■		
16. If the Counties passes a regional development charges by-law in the future, consider collecting development charges for active transportation infrastructure. Meanwhile, support the local municipalities in developing or updating their respective Development Charges By-laws to add an <i>Off-site Levy</i> including active transportation infrastructure beyond the development site as the developer's contribution for improvements of walking/cycling facilities and infrastructure in the broader transportation network.	■					■	■	

Recommendations	Achieving the ATP Goals							
	Goal #1 Making AT a Viable Travel Choice	Goal #2 Healthy and Liveable Communities	Goal #2 Provide Tourism and Economic Growth Opportunities	Goal #3 Make AT Convenient and Enjoyable	Goal #3 Support an AT Culture	Goal #4 Community Involvement	Goal #5 Financial Sustainability	Goal #6 Embrace Rural Context
17. Develop and adopt a Complete Streets Policy for the Counties and in conjunction with the member municipalities, to be referenced in the United Counties of Leeds and Grenville Official Plan update.	■	■	■			■	■	
18. Electric bicycles can expand the area covered by active modes which can be of benefit given the large regional extent of the United Counties. Develop and pass by-laws outlining where electric bicycles and scooters are prohibited and permitted within the Counties, specifically on on-road facilities such as unidirectional MUPs, paved shoulders, and bike lanes. For example, electric bicycles could be used on all County Roads and electric scooters are to be used within settlement areas.		■	■	■	■	■		■
19. Collaborate with the future Active Transportation Advisory Committee to develop and adopt a Pedestrian Charter for the Counties.	■	■				■		
20. Annual maintenance budgets should be refined to accommodate the maintenance of new cycling and pedestrian facilities, including off-road trails. As the proposed network is implemented the maintenance budget should increase to address the increasing number / length of active transportation facilities that have been implemented.	■						■	



Recommendations	Achieving the ATP Goals							
	Goal #1 Making AT a Viable Travel Choice	Goal #2 Healthy and Liveable Communities	Goal #2 Provide Tourism and Economic Growth Opportunities	Goal #3 Make AT Convenient and Enjoyable	Goal #3 Support an AT Culture	Goal #4 Community Involvement	Goal #5 Financial Sustainability	Goal #6 Embrace Rural Context
21. A monitoring program with key criteria for tracking should be developed so as to evaluate the success of a route or project, and to inform smarter investments through data-driven measures.	■		■	■	■	■	■	