



## REPORT

**REPORT TO:** Chair and Members of the Planning, Public Works and Transportation Committee

**REPORT FROM:** Rob Stribbell, Transportation Planner

**DATE:** April 10, 2018

**REPORT NO.:** TPW-2018-0014

**RE:** Active Transportation Master Plan Terms of Reference

### RECOMMENDATION:

THAT Report No. TPW-2018-0014, dated April 10, 2018, regarding the Active Transportation Master Plan Terms of Reference, be received;

AND FURTHER THAT the Draft Terms of Reference for the Active Transportation Master Plan attached as Appendix A, be approved;

AND FURTHER THAT the Manager of Purchasing be authorized to issue a Request for Proposal (RFP) for the Active Transportation Master Plan, consistent with the Terms of Reference set out in this report;

AND FURTHER THAT staff report back to Council on the results of the Project Consultant selection process and contract award.

### BACKGROUND:

The Halton Hills 2014-2018 Strategic Action Plan identifies Transportation and Mobility as a Strategic Priority for the 2014-2018 Term of Council. Under this Strategic Priority, the Action Plan directs staff to develop an Active Transportation Master Plan to support the use of all active modes of transportation.

Active Transportation refers to non-motorized or lightly-motorized travel, including walking, cycling, roller-blading and movements with mobility devices. An active transportation network includes sidewalks, crosswalks, designated road lanes and off-road trails to accommodate active transportation. The benefits of active transportation cover a range of topics including health, social well-being, transportation, environmental health, and economic prosperity.

The Town has invested in infrastructure and facilities to support active transportation and has Trails and Cycling Master Plans to guide future system development. The

Town's Pedestrian Charter outlines specific values to promote a walkable, healthy, active community and encourage a culture of walking. This includes development of walking routes and networks.

The development of an Active Transportation Master Plan is consistent with the following Town plans and policies:

- The Town's 2011 Transportation Master Plan outlines that the Town shall continue to implement an interconnected system of active transportation routes providing access to major activity and employment areas and to future public transit. The development of the Active Transportation Master Plan will build off a number of goals in the Transportation Master Plan.
- The Guiding Principles for the Vision Georgetown Secondary Plan, which includes ensuring that the cycling system in Halton Hills allows residents to "leave their cars at home" for trips within the Town, emphasizes active transportation for trips to schools, shops, errands and recreational facilities. As part of the Town's Strategic Plan process in 2007, members of Council articulated its own Vision for the Vision Georgetown Study Area which included that the new community be walkable, cycle-friendly and less auto dependent.
- The Halton Hills Cycling Master Plan (2010) guides the development of a cycling network throughout Halton Hills with one of the goals being an increase in availability of active transportation opportunities. The Cycling Master Plan will complement the approved Active Transportation Master Plan which will consider all modes of active transportation.

The following objectives will guide the development of the Active Transportation Master Plan. These objectives will be confirmed through the early phases of the project with the consultant and Town staff.

- Research and assess existing active transportation initiatives and policies currently within the town. This will include, but not be limited to; policy, programming, and infrastructure. The consultant will then consolidate this information in order to develop a basis for the active transportation strategy.
- Establish an active transportation network to be implemented by the Town. This network will include on and off-road facilities that encourage travel by cycling and walking. This will also include a written report as well as a map of the proposed network and timelines for implementation.
- Develop an implementation strategy which will guide staff on implementing the active transportation network.
- Conduct a policy and process review which will strengthen and change policies and processes to make implementation of the plan viable and streamlined.
- Improve and expand programs and promotions aimed to enhance the culture of active transportation.
- Develop and implement a Complete Streets Policy which will formalize the Town's intent to plan, design, and maintain its streets so they are safe for all uses of all ages and abilities and accommodate all anticipated users.

## **COMMENTS:**

The study area for the Active Transportation Master Plan will include all lands located within the Town of Halton Hills and may cross municipal boundaries as they relate to linkages. The process has been designed to be consistent with, and should be implemented in a manner that fulfills the requirements of the Municipal Class Environmental Assessment Planning and Design Process for Master Plans.

The proposed work plan for the Active Transportation Master Plan has been broken down into four phases as outlined below.

### **Phase 1: Background Review and Project Kick Off**

This phase will consist of a review of relevant Town of Halton Hills studies and policies regarding active transportation. It will also look at documents and policies of neighbouring municipalities including but not limited to; the municipalities within the Regions of Halton and Peel as well as documents available at the upper-tier level of government.

The consultant will also develop a study area profile looking at existing infrastructure and locations of existing active transportation and identify major generators of active transportation within the Town (i.e. GO stations).

It is expected that at this stage the consultant will conduct the first round of Public Consultation to gain an understanding of the community's wants and needs.

### **Phase 2: Development of the Active Transportation Network**

During Phase 2 the consultant will identify desired active transportation routes for the Town which will include:

- The location and accommodation of active transportation facilities
- Potential connections to existing facilities and routes in the Town with neighbouring municipalities.
- A map showing the location and timing of new active transportation routes and facilities.

The consultant will also identify any barriers and constraints with the proposed network and develop a monitoring and reporting strategy. During this phase the consultant will also recommend any new policies or modifications to existing policies based on the work and information gathered as part of Phase 1.

As part of this phase the consultant will present the draft Active Transportation Master Plan to Council and the Senior Management Team, and conduct another round of public consultation to gain feedback.

### **Phase 3: Implementation Strategy**

The consultant will outline how the proposed strategy will be implemented and recommend any phasing that is required. Information relating to costs, funding options and other initiatives (i.e. signage) as well as how the plan will be implemented into the Capital Works Program and future development applications will be presented. Detailed mapping outlining the implementation and associated timelines will be presented to Council during this phase.

### **Phase 4: Project Finalization and Documentation**

The project team will consider all public input and Council feedback and develop the final Active Transportation Master Plan. A presentation to Council will take place to present the final Active Transportation Master Plan for consideration and adoption.

### **RELATIONSHIP TO STRATEGIC PLAN:**

The recommendations of this report directly support the following Strategic Directions, Goals and Objectives of the Town of Halton Hills Strategic Plan:

#### **A. Foster a Healthy Community**

A.4 To provide accessibility throughout the community.

A.5 To ensure the use of appropriate design strategies to create safe communities.

#### **G. Achieve Sustainable Growth**

G.9 To ensure that new population growth takes place by way of identifiable, sustainable, healthy and complete communities and neighbourhoods that reflect excellence in urban design.

#### **H. Provide Sustainable Infrastructure and Services**

H.1 To provide infrastructure and services that meets the needs of our community in an efficient, effective and environmentally sustainable manner.

H.2 To ensure that infrastructure required for growth is provided in a timely manner.

H.4 To partner with other orders of government, and the private sector, to plan and finance infrastructure expansion and improvements.

H.6 To work with other orders of government to ensure the provision of a safe, diverse and integrated transportation system.

### **FINANCIAL IMPACT:**

There is no direct financial impact as a result of this report.

## **CONSULTATION:**

The Chief Administrative Officer and Senior Management Team were consulted throughout the development of this report and the Active Transportation Master Plan Terms of Reference.

The Manager of Purchasing was consulted and is in agreement with the recommendations of this report.

The Communications Department was consulted as part of the development of this report.

The Recreation and Parks Department was consulted as part of the Development of the Terms of Reference attached to this report.

## **PUBLIC ENGAGEMENT:**

Public consultation and engagement will be a key component of the Study. Staff will adhere to the Public Engagement Charter throughout the duration of the study. Project information will be available on the Town's website with links to the online engagement platform 'Letstalkhaltonhills.ca' throughout all four phases of the study. Public meetings will be held during Phases 1 and 2 of the study in order to gain input and feedback on existing and planned active transportation infrastructure. After the feedback has been received from the public, the consultant will develop and present the Active Transportation Master Plan to Council.

Additionally, the consultant will be required to meet and present to the Active Easy Alliance, Bike Friendly Committee and the Active Transportation Advisory Committee in all phases of the project. The Active Transportation Advisory Committee will act as the Steering Committee throughout the duration of the project.

## **SUSTAINABILITY IMPLICATIONS:**

The Town is committed to implementing our Community Sustainability Strategy, Imagine Halton Hills. Doing so will lead to a higher quality of life.

The recommendation outlined in this report advances the Strategy's implementation.

This report supports the Cultural Vibrancy, Economic Prosperity, Environmental Health and Social Well-being pillars of Sustainability and in summary the alignment of this report with the Community Sustainability Strategy is excellent.

## **COMMUNICATIONS:**

A communications strategy will be developed and implemented as part of the Active Transportation Master Plan Study.

It is anticipated that there will be a minimum of two Public Information Sessions and three presentations to the Senior Management Team and Council. In addition, the project team will have monthly meetings through the duration of the study.

**CONCLUSION:**

The Halton Hills 2014-2018 Strategic Action Plan identifies Transportation and Mobility as a Strategic Priority for the 2014-2018 Term of Council. Under this Strategic Priority, the Action Plan directs staff to develop an Active Transportation Master Plan to support the use of all active modes of transportation.

In order to achieve this goal, this report outlines the proposed Terms of Reference for the Active Transportation Master Plan. It is staff's recommendation that Council approve these Terms of Reference, and that the Manager of Purchasing be authorized to issue a request for proposals to retain a qualified consultant to complete the Active Transportation Master Plan.

Reviewed and Approved by,

A handwritten signature in dark ink, reading "Simone Gourlay". The script is cursive and fluid.

Simone Gourlay, Manager of Purchasing

A handwritten signature in dark ink, reading "Maureen Van Ravens". The script is cursive and somewhat stylized.

Maureen Van Ravens, Acting Commissioner of Transportation and Public Works

A handwritten signature in dark ink, reading "Brent Marshall". The script is cursive and bold.

Brent Marshall, CAO