

# Active Transportation Master Plan

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*Terms of Reference*

*March, 2018*



## Active Transportation Master Plan

### Context

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 issues and include health, social, transportation, environmental and economic. Created by the Ministry of Transportation, Metrolinx is an organization which aims to improve the coordination and integration of all modes of transportation in the Greater Toronto and Hamilton Area. Metrolinx strongly encourages municipalities to increase the availability of cycling and walking as alternate modes of transportation. This will not only help alleviate the number of single occupant vehicles on the road but will also see other benefits including those noted above.

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 encourages a culture of walking.

The Town's 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 an Active Transportation Master Plan will build off of a number of goals in the Transportation Master Plan.

### Background

#### Active Transportation Master Plan

The Town of Halton Hills is seeking the services of a consulting team to prepare an Active Transportation Master Plan which will build on the 2011 Transportation Master Plan and the 2010 Cycling Master Plan. The plan will establish and support a desired level of active transportation for residents in Halton Hills, and will facilitate their use as a viable alternative mode of transportation as well as recreational opportunities. The Active Transportation Master Plan will foster and promote active transportation where residents and visitors can easily access community and neighbourhood destinations as well as employment areas. The plan will consist of a safe and connected network of on-road and off-road active transportation opportunities.

#### Halton Hills Cycling Master Plan (2010)

In 2010 the Town of Halton Hills completed the Halton Hills Cycling Master Plan to guide the development of a cycling network throughout Halton Hills. This initiative was undertaken in order to meet the principles of environmental sustainability, and increase the availability of active transportation and active recreation opportunities to residents.

The Cycling Master Plan makes recommendations for a town-wide network of on-road and off-road cycling routes and facilities that are implementable as part of the Town's capital construction program, and to be included into new subdivision construction applications. The Cycling Master Plan network

includes the identification of routes and facilities to ensure that there is a well-connected system that ensures cycling connectivity and safety both for the existing and future development of the area.

The Town of Halton Hills implements the Cycling Master Plan Recommended Network when road resurfacing or reconstruction projects are undertaken as part of the Town's Pavement Management and Capital programs, or when funding is available for stand-alone projects that do not require road works.

The Cycling Master Plan will be superseded by the approved Active Transportation Master Plan Study which will consider all active modes of transportation.

## Transportation Master Plan

The Town of Halton Hills Transportation Master Plan was adopted in November 2011. The plan is designed to develop an integrated transportation plan and associated strategies to meet the transportation challenges facing the Town to the year 2031. The Transportation Master Plan integrates municipal transportation planning with environmental assessment objectives and land use planning, ultimately providing for a transportation system that is sustainable, integrated and encourages a healthy and active lifestyle. The Goals and Objectives of the Transportation Master Plan are:

- Address existing transportation challenges;
- Identify the policies, programs and investments required to support planned growth and development;
- Identify and evaluate opportunities to increa/encourage active transportation modes (including cycling and pedestrian facilities);
- Identify required infrastructure improvements; and
- Provide a transportation system that offers travel choices, and balances the needs of all users.

The Transportation Master Plan speaks specifically to active transportation and a number of action items. They are:

- Implement the Cycling Master Plan;
- Update and implement the Trails Master Plan;
- Update the active transportation policies in the Official Plan;
- Continue to participate in the Active and Safe Routes to School Program;
- Development and implement a Complete Streets Policy;
- Develop and implement a policy and guidelines for conducting Walking and Cycling Reviews;
- Complete a Sidewalk Strategic Plan;
- Develop and implement a protocol for more effectively managing cycling events; and
- Create a new staff position to champion and coordinate active transportation and TDM initiatives locally and assist with the growing involvement of the community in traffic issues.

## Active Transportation Master Plan

As part of the development of the Active Transportation Master Plan the consultant will be required to review the Transportation Master Plan as it relates to policies and goals related to active transportation. The completion of the Active Transportation Master Plan will help achieve a number of goals and objectives of the Transportation Master Plan and will also assist in the planned update of the Transportation Master Plan in 2019. The consultant will be expected to use the Transportation Master Plan as a reference document that will guide in the development of the Active Transportation Master Plan.

### Purpose

The purpose of this study is to prepare and present the required strategy, initiatives, infrastructure and programs that will meet the needs of the Town and assist to reach the objective of creating an Active Transportation Master Plan that is safe, attainable and addresses the needs of residents.

The finalized Active Transportation Master Plan will outline the Town's short, medium and long-term actions and needs for bicycle and pedestrian transportation. In order to develop this strategy and achieve the goals in the Plan, the consultant will review existing policies, guidelines and programs from municipalities across the GTHA. The policies and plans shall include but not be limited to; Official Plans, Transportation Master Plans, Active Transportation Master Plans and other relevant plans and guidelines.

### Objectives

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 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 that will formalize the Town's intent to plan, design, and maintain its streets so they are safe for all users of all ages and abilities and accommodate all anticipated users, including pedestrians, cyclists, public transportation users, motorists, and freight vehicles.

## Scope

### Study Area

The study area for the creation of the Active Transportation Master Plan will include all lands located in the Town of Halton Hills and may cross borders into neighbouring jurisdictions as they relate to linkages.

### Project Design

The development of the Active Transportation Master Plan will be undertaken following the process outlined below. This 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 (October 2000, as amended in 2007 & 2011). This includes, at a minimum, addressing Phases 1 and 2 of the Municipal Class EA process.

It is expected that public consultation in the way of on-line engagement through 'letstalkhaltonhills.ca' will occur throughout all phases of the project. Further, the consultant should be expected to present to Council and Senior Management on at least two occasions and conduct at a minimum two Public Meetings. Throughout each phase of the project the consultant will be required to meet with the Active Transportation Advisory Committee and the Bike Friendly Committee. The Active Transportation Advisory Committee will act as the Steering Committee throughout the duration of the project.

Meetings with the project lead should be expected to occur at least once a month.

### Phase 1: Background Review and Project Kick-off

Tasks included in Phase 1 will consist of:

- Conduct a review of relevant Town of Halton Hills studies and policies regarding active transportation and determine the usefulness to the project. This review should also look at documents and policies in neighbouring municipalities and the Regions of Halton and Peel.
- Development of a study area profile, including the existing transportation network and locations of existing active transportation infrastructure.
- Identify major generators of active transportation within the Town (i.e. GO stations).
- Development of a communication and consultation plan for the study.

Deliverables of Phase 1 will consist of:

- A communication and consultation plan for the study that identifies key stakeholders, audiences and tactics;
- Public consultation in order to introduce the project and gain an understanding of the community's wants and needs; and
- A background review report including study area profile and summary of best practices.

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

Tasks included in Phase 2 will consist of:

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- Identify a desired active transportation route network for the Town which includes;
  - Location and accommodation of active transportation facilities
  - Potential connections to existing facilities and routes in the Town and with neighbouring municipalities
  - Map showing location and timing of new active transportation routes and facilities.
- Identify barriers and constraints within the proposed network.
- Recommend modifying or adopting new policies, procedures, standards and by-laws for the proposed network.
- Develop a monitoring and reporting strategy.
- Development of a complete streets policy with implementation plan.

Deliverables of Phase 2 will consist of:

- Draft Active Transportation Master Plan for internal review.
- Presentation of the Draft Active Transportation Master Plan to Council and the Senior Management Team.
- Public consultation consistent with the consultation strategy developed between the Consultant and Town staff and possible implementation.

### Phase 3: Implementation Strategy

Tasks included in Phase 3 will consist of:

- Outline how the proposed strategy and will be implemented.
- Recommend a phasing plan for implementation. This should include information relating to costs, funding options and other initiatives (i.e. signage).
- Outline how the plan will be integrated into the Capital Works Program, construction, and development approvals.

Deliverables of Phase 3 will consist of:

- A presentation to Council detailing the implementation strategy and how it will be incorporated with the Capital Works Program.
- Detailed mapping outlining the implementation and associated timelines of the Active Transportation Master Plan.

### Phase 4: Project Finalization and Documentation

Tasks included in Phase 4 will consist of:

- Project Team to develop the Active Transportation Master Plan. Comments from Council and the public will also be considered and incorporated where necessary.
- Make presentation to Council to present Final Active Transportation Master Plan.
- Provide Notice of Completion after review period.
- The consultant and project team will ensure that the finalized document is uploaded to the Town's website and implemented throughout the Town.

Deliverables of Phase 4 will consist of:

- Present Final Active Transportation Master Plan to Council.

The selected consultant will be responsible for each of the tasks and deliverables listed above for Phases 1 through 4 of the project. These terms of reference will serve as a framework to guide the preparation of consultant proposals, and a more detailed work plan by the selected consultant. All deliverables will be subject to review and approval by the Town's staff project lead, in consultation with staff from all Town departments and senior management as appropriate.

### **Consultation Strategy**

Public consultation and engagement will be a key component of the Study. Project information will be available on the Town's website with links to the online engagement platform "Letstalkhaltonhills.ca" where all online consultation will be held. Consultation will also be available in-person through public information sessions.

The consultant will be expected to adhere to the Town's Public Engagement Strategy which can be found on the Town's website at: [www.haltonhills.ca](http://www.haltonhills.ca). All communication methods will support accessibility and active participants will be informed and educated of the results and/or decisions related to the Study.

In addition to presenting to Council and Senior Management as required, the consultant will also be expected to present and seek feedback on the Active Transportation Master Plan from the following groups/committees:

- Active Transportation Committee;
- Bike Friendly Committee; and
- Active Easy Alliance.

The consultant will be expected attend the following meetings, at a minimum:

- Twelve (12) meetings with the project team;
- Three (3) meetings with advisory groups/committees;
- Two (2) Public Information Centres;
- Three (3) presentations to Senior Management Team; and
- Three (3) presentations to Council.

### **Town Responsibilities**

The Transportation Division of the Town of Halton Hills Transportation and Public Works Department will be responsible for managing the completion of the Active Transportation Master Plan, with input from the Town's Planning Policy, Engineering, and Communications divisions as required.

The responsibilities of Town staff in the completion of this project will include:

- Ensuring compliance with the Terms of Reference and Project Work Plan;

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- Ensuring participation of all appropriate staff and stakeholders;
- Providing all relevant background information and technical information;
- Coordinating project communications;
- Updating the project website and online engagement platform;
- Coordinating venues and advertising associated with the project's communication and public consultation; and
- Preparing status and recommendation reports to Council.

### **Project Timeline**

The project will commence in the fall of 2018 beginning with background research and initial work plan meetings. Public and Council engagement will begin in early 2019. The project is to be completed by the end of 2019.

### **Budget**

The total budget for this study is \$160,000. This fee includes all taxes and disbursement.