

### **1. General:**

The purpose of the Cycling Infrastructure Partnerships Program (CIPP) is to encourage transportation cycling by accelerating the development of cycling infrastructure throughout British Columbia. Cycling for transportation purposes (work, school and errands) reduces the number of trips made by motor vehicles and contributes to the reduction of traffic and green house gas (GHG) emissions, thereby improving the quality of life for British Columbians. The provincial mandate requires fair regional distribution of funding.

### **2. Funding:**

This capital cost-sharing program is administered and funded by the BC Ministry of Transportation and Infrastructure (BC MoT). The maximum amount of provincial assistance approved for any one project under the CIPP is \$250,000. Payment by the CIPP will be the lesser of the granted amount, or 50% of the actual eligible cost. No approval will be granted for work already done or committed to, as the intent of the CIPP is to expand cycling infrastructure. If a third party, including another Provincial agency, is contributing to a project, that contribution must be deducted from the project's total eligible cost and the CIPP share calculated on the balance.

**All proponents must receive written approval from the ministry's area operations manager prior to applying for projects on, or which directly impact, provincial infrastructure. For your convenience, please refer to the ministry's regional and district office contact information sheet at [www.th.gov.bc.ca/contacts.htm](http://www.th.gov.bc.ca/contacts.htm).** Projects submitted without such approval will not be eligible for funding. Where applicable, funding for cycling infrastructure in the development of new or upgraded provincial highways will come from the project's capital budget instead of the CIPP.

Projects approved under the CIPP must adhere to the design and route submitted to receive payment. Changes proposed after a contribution agreement is signed must be approved by the ministry *prior to construction*, although approval is not guaranteed.

### **3. Eligible Projects:**

The Province will only provide financial assistance for infrastructure which forms part of a bicycle network plan prepared and adopted by a municipality or regional district. It must be generally consistent with the program's *Guidelines for Bicycle Network Plans* (attached).

Bicycle plans that have been adopted by a local government, and which will be incorporated into the next update of the official community plan, will be accepted as a bicycle network plan.

**In order for a project to be eligible, design work and public consultation must be completed prior to application, with the project "shelf ready" for construction and capable of completion by **March 31, 2010** for 2009 / 2010 applications.**

Eligible projects include those that encourage transportation cycling by accelerating the development of cycling infrastructure. Cycling for transportation purposes includes cycling trips to and from work, school and errands.

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

- ⇒ are part of an adopted bicycle network plan
- ⇒ are shelf ready
- ⇒ promote transportation (commuter) cycling
- ⇒ help to reduce traffic congestion
- ⇒ help to reduce green house gas (GHG) emissions
- ⇒ provide a safe cycling environment
- ⇒ are **new** projects

Non-eligible proposals include, but are not limited to, projects that:

- ⇒ are not part of an adopted bicycle network plan
- ⇒ are not shelf ready (design work and public consultations have not been completed)
- ⇒ emphasize recreational cycling
- ⇒ do not remove a motor vehicle trip
- ⇒ create an unsafe or illegal cycling environment
- ⇒ have already been constructed

#### **4. Eligible Costs:**

The CIPP will assist local governments in expanding their cycling network by funding up to 50% of eligible cost-shareable capital work. The CIPP's 50% share is calculated once **all** third party contributions have been deducted from the total capital cost of the project.

Typical cost-shareable items are labour and material costs for:

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| <ul style="list-style-type: none"> <li>• Excavation</li> <li>• Granular Sub-Base</li> <li>• Granular Base</li> <li>• Compaction</li> <li>• Watering</li> <li>• Primer</li> <li>• Pavement</li> <li>• Shouldering</li> <li>• Culverts</li> <li>• Ditches</li> <li>• Storm Drains</li> <li>• Catch Basins (only when part of an overall cycling construction project)</li> <li>• Drop Curbs</li> <li>• Signs (regulatory, warning &amp; directional only)</li> </ul> | <ul style="list-style-type: none"> <li>• Pavement Marking</li> <li>• Intersection Lighting (where warranted)</li> <li>• Cyclist Actuated Signals (where warranted for cyclists &amp; normally part of an overall cycling construction project) *</li> <li>• Traffic Calming Devices</li> <li>• Bridge Structures</li> <li>• Retaining Walls</li> <li>• Fencing (only where required for safety)</li> <li>• Utility Relocation (road authority share)</li> <li>• Obstruction removal (i.e. trees, rock, etc.)</li> <li>• Guardrail</li> <li>• Traffic Control</li> <li>• Project Management</li> </ul> |
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**\* The CIPP will not fund signals that are already required for pedestrian requirements.**

Some non cost-shareable items include:

- Property Acquisition
- Administration / Overhead
- Design and planning
- Educational or Promotional signage
- Landscaping
- Lighting between Intersections
- Maintenance works
- New Curb & Gutter \*\*
- New Sidewalks \*\*\*
- Interlocking Pavers
- Cycling facilities that contravene the Motor Vehicle Act (i.e. facilities on one side of the road only)
- Parking Facilities
- End of trip facilities that are not part of a total construction project (i.e. bike racks, lockers, showers, etc.)
- GST (as of February 2004, municipalities receive a 100% federal government rebate on GST paid)

**\*\* Replacement of existing sidewalks and curb & gutter, in kind, are only eligible where necessitated by project design.**

**\*\*\* Generally, parking must not be permitted within a cycling facility that has received provincial funding through the CIPP.**

### **5. Project Selection:**

Proposals are selected using a priority ranking system to determine which applications best meet the program's goal of encouraging transportation cycling and reducing traffic congestion and GHG emissions through safe and effective cycling infrastructure.

Funding for projects is awarded based on the following:

#### **COST EFFECTIVENESS**

- Total project cost
- New cycling route kilometres developed per dollar spent
- New cycling route kilometres developed per capita
- New cycling route kilometers developed per cyclist served
- Total cost per tonne of GHG emissions reduction (total \$ per tonne)<sup>1</sup>

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<sup>1</sup> MoT will calculate a project's estimated GHG emissions reduction based on the proponent's submission of "before" trip data and "projected after" trip data following project construction. Please see Section 7 – Bicycle Counts in these *Guidelines* and #27 and #28 on the application form.

#### SAFETY

- Safety improvements for cyclists and motorists through changes in traffic speed, traffic volume, operating space and hindrances

#### RIDERSHIP

- Number of actual cycling trips on the route and projected cycling trips after project completion.

#### FACILITY TYPE

- Separated bicycle path, bicycle lane, shoulder bikeway or shared roadway

#### CATCHMENT POPULATION SIZE

#### TIMING

- Co-ordination of project with other construction works to provide economies of scale

#### MULTIMODAL CONNECTIONS

- Connections to cycling trip generators such as business districts, schools, shopping malls, recreation centres, etc.
- Connections to other alternative modes of transportation (i.e. public transit, sky train, ferries, etc.)

#### PROPONENT'S PRIORITY

#### ENDORSEMENT LETTERS

### **6. Application Package (see Section F of the application form):**

Applications submitted under the CIPP must include the following materials:

- Rationale for the route and the long term goals and objectives of the project (see **Project Description** on the application form)
- Bicycle network plan
- Fully completed application form including:
  - ⇒ Evidence that public consultation is complete and that issues have been addressed
  - ⇒ Copies of all necessary permits
  - ⇒ Cost estimates and listing of works to be undertaken
  - ⇒ Trip volumes and safety statistics
  - ⇒ Ministry area operations manager approval, if applicable

- Detailed description of design and works to be completed
  - ⇒ A typical cross section drawing
  - ⇒ Detailed design drawings *must* be included with applications for projects having a total cost of \$100,000, or more
  - ⇒ Detailed design drawings are *preferred* for all applications
- Bicycle count data sheets indicating the locations and time periods for which counts were undertaken (please see *Section 7 – Bicycle Counts* for more details)
- Traffic signals - the following information (stamped by a P. Eng. or certified by the municipal clerk that the information is correct) must be attached for the main and cross street where each signal is proposed:
  - ⇒ 7 hour traffic count over the rush hour period
  - ⇒ vehicle signal warrant sheet
  - ⇒ pedestrian signal warrant sheet
  - ⇒ municipal warrant standard
- Map detailing the following:
  - ⇒ Existing cycling network and proposed cycling routes
  - ⇒ Existing road network
  - ⇒ Location of cycling trip generators, such as town centres, recreation facilities and schools
  - ⇒ Municipal boundaries and portions of neighbouring municipalities
- Additional material may include:
  - ⇒ Letter(s) of endorsement from local cycling groups, schools, major employers, local RCMP etc.
  - ⇒ Colour photographs of the project site

**Note:** A map of the Ministry's Regional Index is located at [www.th.gov.bc.ca/popular-topics/maps/regiondistrictmap.htm](http://www.th.gov.bc.ca/popular-topics/maps/regiondistrictmap.htm). A map of British Columbia's electoral districts is available from the Elections BC website at [www.elections.bc.ca/map/ed1999.html](http://www.elections.bc.ca/map/ed1999.html)

## **7. Bicycle Counts:**

A count to determine the actual number of cyclists currently using a route is required for *each* application submitted. Failure to submit this data will result in the application being ineligible for CIPP funding. A sample count data sheet is included with this package. It is recommended that you use this data sheet for your submission.

Bicycle counts should be taken during the peak commuter cycling periods, generally considered to be from 7 AM to 9 AM and 3 PM to 6 PM. "Before and after" bike trips should be based on a five hour count period. If possible, these counts should be taken during the major cycling

season (i.e. May, June or September). Different time periods may be used if they provide a more representative sample of transportation cycling use.

**Note:** *Data collection for separated bike paths can be problematic. “Previous bike trip counts” are still required for this category. If the new cycling facility is expected to carry a significant number of transportation cyclists, then it is assumed that a number of those cyclists would be commuting via other routes. The previous bike trip counts should be taken on the original routes to determine “before” bike trips. It is also important that BC MoT receive actual bike counts for separated bike paths.*

### **8. Performance Measures:**

All successful applicants will be required to sign a Conditional Grant Agreement (CGA) with BC MoT. As a condition of this agreement, proponents will be required to submit a “before and after” study of the cycling project’s performance one year after project completion. Proponents must complete three days of cycling counts for the “after” study. Applicants should ensure that the means to collect and provide the data is in place.

### **9. Submission Deadline:**

**The ministry must receive a complete application package for each proposal by:**

**January 31, 2009** for projects that can be completed by March 31, 2010 (2009 / 2010 funding).

Please send application packages, or direct questions to:

Alan Callander  
Manager, Municipal Policy & Cycling  
Ministry of Transportation and Infrastructure  
Transportation Planning and Policy  
5D 940 Blanshard Street  
PO Box 9850 STN PROV GOV  
Victoria BC V8W 9T5  
[Alan.Callander@gov.bc.ca](mailto:Alan.Callander@gov.bc.ca)  
(250) 356-5563

with your BC MoT area operations manager copied on proposals that impact provincial infrastructure.

## APPENDIX

### **CIPP STANDARDS AND DEFINITIONS**

**Attached are definitions and standards that will assist in the application process:**

#### **a) PROJECT DESIGN**

The design of proposed infrastructure on all CIPP projects should be consistent with the Ministry of Transportation and Infrastructure's (BC MoT) *Cycling Guide (2000)*. BC MoT has incorporated the Transportation Association of Canada (TAC) bikeway standards in the *Guide*. The *Cycling Guide* (Stock # 7610002923) is available for purchase from Queen's Printer. Please visit [www.publications.gov.bc.ca](http://www.publications.gov.bc.ca) or call 1-800-663-6105 for more information.

Designs are not to contravene the *Motor Vehicle Act*. Design drawings require the approval of the municipal engineer or works superintendent and must be included with the application form. If work is proposed on a road under BC MoT jurisdiction, the local area operations manager's approval must be attached to the application in order for the project to be considered.

Municipalities and regional districts are encouraged to liaise closely with, and benefit from, assistance which may be available from local cycling organizations. Local governments are also encouraged to work in co-operation with all neighbouring local governments that may be affected by the application.

#### **b) SHELF READY PROJECT**

"Shelf ready" means that a project is at the stage where construction can begin immediately once provincial funding has been announced. "Shelf ready" requires the proponent to have completed public consultation, project design, property negotiations and environmental mitigation measures prior to submission of the application.

#### **c) BIKEWAY DEFINITIONS AND MINIMUM WIDTHS (TAC manual chapter 3.4)**

**Shared Roadway** – A roadway that has been designated by directional signage as being open to bicycle travel and is shared with other motor vehicle traffic, but is usually not identified by lane lines or pavement markings. The minimum lane width accepted under the CIPP for a Shared Roadway is **4.3** metres.

**Shoulder Bikeway** - A shoulder bikeway is located on the right side of the shoulder line of an open roadway, using the paved shoulder of the roadway. It does not encompass any of the regularly travelled motor vehicle portion of the roadway. The minimum width accepted under the CIPP for a Shoulder Bikeway is **1.5** metres. A shoulder bikeway may be indicated by road signs and/or pavement markings.

**Bike Lane** - That portion of the roadway cross section designated exclusively for bicycle use, and is identified through striping, signage, pavement markings, or a physical barrier such as a curb. The minimum width accepted under the CIPP for a Bike Lane is **1.5** metres.

**Separated Bike Path** - A path assigned to cyclists, and physically separated from a vehicle roadway by either a barrier or open space. The minimum width accepted under the CIPP for a Separated Bike Path is **3.0** metres for a two-way facility, and **1.5** metres for a one-way facility.

**d) CATCHMENT AREA (Population Serviced By Project)**

The population “catchment area” is the area in which people cycle to and from work, school or errands on a regular basis. A “rule of thumb” is that the average cycling trip is between 5 -10 km for transportation purposes. Catchment areas may be larger due to the nature and length of the facility and its associated trip generators along the route.

**e) SAFETY**

The safety component of a project will be reviewed based on overall safety features of the project upon completion, as well as cycling stress improvements. “Cycling stress” will be measured by factors such as curb lane width, motor vehicle traffic volume, and adjacent motor vehicle speed, number of lanes of motor vehicle traffic, number of commercial access points, and number of intersections. By improving any of these factors, a cyclist’s stress level will be decreased due to increased safety in the cycling environment.

If the proposed route completely removes cyclists from a roadway system, statistics for the original route used by cyclists should be provided in the application.

**f) HINDRANCES**

Hindrances on a cycling route consist of anything that would impede the width, visibility, operation or safety along the route. Some examples include intersections, driveways, utility poles, narrow lanes on bridges, abutments, trees, etc. A high number of hindrances on a route can substantially affect the route’s viability and its overall safety. The greater the reduction of hindrances, the greater safety improvement along the route.