



***BikeBC – Moving Cycling Forward***

The goal of the BikeBC program is to encourage transportation cycling by accelerating the development of cycling infrastructure throughout British Columbia. Cycling for transportation purposes (work, school and tourism or for running errands) provides many environmental, health and economic benefits.

Cycling helps decrease the number of trips made by motor vehicles which in turn contributes to the reduced traffic congestion and greenhouse gas emissions, thereby improving the quality of life for British Columbians.

Local governments play an important role in creating the kinds of environments that help people make healthy choices in all areas of their lives that will improve their quality of life, reduce the demand on the healthcare system, and help Government achieve its healthy living and physical activity goals. Investing in cycling infrastructure provides the opportunity for individuals and families to be active in their community. Information on how communities can develop healthy living environments is available at:

<http://www.healthyfamiliesbc.ca/>

<http://www.bchealthycommunities.ca>

<http://www.biketowork.ca>

<http://www.hastebc.org/>

Cycling infrastructure projects can also confer economic benefits to communities. Benefits of cycling-related tourism can occur in at least three ways: destination visitors, who have selected a particular community to visit in part because of cycling amenities; day-use visitors, who are in the community for other reasons, and may be encouraged to stay longer due to the cycling amenity; and cycling travelers in transit, who are enjoying the cycling amenities while passing through the community on a longer journey. In this way, cycling infrastructure can also enhance the quality of life for residents and visitors alike. Projects can generate tourism-related traffic based on their proximity to amenities and points of interest for tourists, and through linkages to other communities.



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**1 Purpose:**

The BikeBC Program guidelines outline how local governments can apply for cycling infrastructure funding.

**2 Financial:**

The BikeBC program funding is a cost-sharing partnership between the Province and eligible local governments. The program will be administered by the BC Ministry of Transportation and Infrastructure (the Ministry).

BikeBC will provide the lesser of the granted amount, or 50% of the actual eligible cost of a project. 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 BikeBC share calculated on the balance.

The 2015/16 BikeBC program is made up of three separate budgets totalling \$5.9 million. The notional amount for each budget is as follows:

- Cycling Infrastructure Partnerships Program - \$2.2 million
- Provincial Cycling Investment Program - \$1.4 million
- Gateway Program Cycling - \$2.3 million

*These budgets are subject to confirmation, and the final budget amount may change.*

The provincial mandate requires fair regional distribution of funding. The maximum size of any one project cost-sharing is 20% of the program's budget in the case of the Cycling Infrastructure Partnerships Program and the Gateway Program Cycling. There is no maximum project size for the Provincial Cycling Investment Program.

**3 Eligibility:**

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

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.

Projects funded under BikeBC must be "shelf ready" which 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.



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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, tourism 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 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.

## **ELIGIBLE COSTS**

### **3.1 Eligible infrastructure:**

Eligible projects must fall under one of the following categories:

**Bike Lane** – The portion of the roadway cross section designated exclusively for bicycle use, and identified through, signage, pavement markings, or a physical barrier such as a curb. The minimum width accepted 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 for a Separated Bike Path is **3.0** meters for a two-way facility, and **1.5** metres for a one-way facility.

**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 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 for a Shoulder Bikeway is **1.5** metres. A shoulder bikeway may be indicated by road signs and/or pavement markings.



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**3.2 Ineligible Projects**

Projects will be deemed ineligible if:

- Construction has already begun prior to the submission of the application.
- The project is considered routine maintenance or repair.
- The project is submitted by an ineligible applicant (see section 3).

**3.3 Eligible Costs**

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

- |   |  |
|---|--|
| • Engineering   | • Traffic Calming Devices  |
| • Construction  | • Bridge Structures  |
| • Project Management  | • Retaining Walls  |
| • Pavement Markings   | • Fencing (only where required for safety)   |
| • Intersection Lighting (where warranted)   | • Utility Relocation (road authority share)  |
| • Cyclist Actuated Signals and Duct Works (where warranted for cyclists and normally part of an overall cycling construction project) | • Guardrails   |
| • Cyclist Actuation – Loops and push buttons  | • Catch Basins and Utility Access Basins (only when part of an overall cycling construction project) |
|   | • Traffic Control  |

**3.4 Ineligible Costs**

Some non-cost-shareable items include:

- |                                      |  |
|--------------------------------------|--|
| • Property Acquisition               | • Maintenance works  |
| • Administration / Overhead          | • Cycling facilities that contravene the <i>Motor Vehicle Act</i> (i.e. facilities on one side of the road only) |
| • Educational or Promotional Signage | • Parking facilities for automotive vehicles   |
| • Landscaping                        |  |
| • Interlocking Pavers                |  |

**4 Application Process**

For each project, an applicant must submit a completed Application Form, signed Certification Form and mandatory supporting documentation. Applicants are responsible for ensuring that full and accurate information is submitted to the Ministry. Applications with incomplete information may not be considered. Please contact Ministry program staff if you have questions.

Applicants should be aware that information collected is subject to the *Freedom of Information and Protection of Privacy Act*. The information being collected will be used for the purpose of evaluating eligibility under the Program. Any questions about the collection, use or disclosure of this information should be directed to the contacts at the end of this guide. If it is not possible to complete the application form electronically, please contact the Ministry.



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#### **4.1 Application Selection Criteria**

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

#### **4.2 Evaluation Criteria**

Project selection criteria will be based on the following:

##### Community's Support for Healthy Living and Physical Fitness

- Project's ability to increase physical activity.
- Promotes cycling and active transportation (i.e., Bike to Work Week).
- Supports use of public areas (i.e., installing bike racks and ensuring facilities are safe and well maintained).
- Encourages all residents to take advantage of community recreation facilities.
- Supports workplace wellness policies.

##### Enhancing Tourism Cycling

- Project's ability to generate, or potential to generate, economic benefits.
- Project's proximity to amenities and points and interests for tourists.
- Creation of inter-regional linkages.

##### Cost effectiveness

- Total project cost.
- New cycling route kilometres developed per dollar spent.
- New cycling route kilometres developed per capita.
- New cycling route kilometres developed per cyclist served.
- Total cost per tonne of GHG emissions reduction (total \$ per tonne).

##### Safety

- Safety improvements for cyclists and motorists through changes in traffic speed, traffic volume, operating space and hindrances (defined as anything that would impede the width, visibility, operation or safety along a cycling route).

##### Ridership

- Number of actual cycling trips on the route and projected cycling trips after project completion.
- Justification of the projected cycling trips must be provided.

##### Facility type

- Separated bicycle path, bicycle lane, shoulder bikeway or shared roadway.
- Facilities that provide a higher level of safety will be ranked higher in evaluations.



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Timing

- Co-ordination of project with other construction works to provide economies of scale.
- Length of time that a project will take to be completed.

Population

- Catchment area of a radius of five kilometres.

Multimodal Connections

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

Proponent's Priority

Endorsement Letter

Connection to Gateway Program (only for those projects located in the lower mainland - see definitions for a list of lower mainland communities)

- Provides a connection from community to Gateway Program cycling infrastructure.
- Identified “gaps” in cycling network are filled to have a continuous system.
  - NOTE: projects can be parallel to Gateway Program infrastructure and do not need to provide direct access (i.e. Highway 1).

**4.3 Mandatory Supporting Documentation**

- Application form
- Certification form
- Bike count form
- Check list for all documentation

**4.4 Application Deadline**

All Application forms and supporting documentation for 2015/16 funding requests must be received at the Ministry by **May 15, 2015**.

Application deadlines for subsequent years will be established by Ministry staff.



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## **5 Approval and Payment of Grants**

### **5.1 Transfers between Projects**

Grants are project-specific and may not be transferred from an approved application to a new proposal. Any diversion from the project description, as provided by either the initial terms of reference, a consultant's proposal or a detailed work program, may be considered only with approval from the Ministry. Any project scope change must produce similar results to that for which the grant was approved.

### **5.2 Reporting Requirements**

Successful applicants will be required to meet program stipulations and/or program monitoring requirements. Details will be provided at time of approval/announcements.

**5.2.1 Status Reports** – provide a quarterly report on the progress, including photos, and any concerns or issues that have occurred with the project.

**5.2.2 One Year Report** – will be provided to the Ministry one year from project completion. This can include bike counts, pictures of the infrastructure, future extension of the project and any unforeseen problems that developed with the project and how they are being addressed.

### **5.3 Events and Communication**

Once local governments have been notified that they have been approved for funding, it is expected to withhold this information until the Ministry has formally announced all approved projects. Local governments will be asked to work with the Ministry staff on public announcements, such as award of funding for the project, opening ceremonies once the project is completed, and any significant milestones during construction.

## **6 Contact Information**

**Applications are to be submitted electronically to:**

[MoTCycling@gov.bc.ca](mailto:MoTCycling@gov.bc.ca)

Those documents that cannot be submitted electronically can be submitted to:

Jessica Ling, Policy Analyst  
Ministry of Transportation and Infrastructure  
Transportation Planning and Policy  
5D 940 Blanshard Street  
PO Box 9850 STN PROV GOV  
Victoria BC V8W 9T5

**Questions regarding BikeBC can be directed to:**

Jessica Ling, Policy Analyst

[Jessica.Ling@gov.bc.ca](mailto:Jessica.Ling@gov.bc.ca)

250-356-5306

H1194



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## **APPENDIX**

### **BikeBC DEFINITIONS**

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

The design of proposed infrastructure on all BikeBC 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 <http://www.crownpub.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 the Ministry's 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) 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.

#### ***d) 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.





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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.

**g) *LOWER MAINLAND COMMUNITIES***

City of Burnaby  
City of Coquitlam  
Corporation of Delta  
Township of Langley  
District of Maple Ridge  
City of New Westminster  
Katzie First Nation  
Kwantlen First Nation  
Kwikwetlem First Nation  
District of Pitt Meadows  
City of Port Coquitlam  
City of Port Moody  
City of Surrey  
City of Vancouver  
Metro Vancouver Regional District  
TransLink  
Musqueam Indian Band  
Tsawwassen First Nation  
Tseil-Watuth Nation