



The City of Greater Sudbury has initiated a Sustainable Mobility study to be conducted in 2010 with **Rainbow ROUTES Association** as the lead agency. This study will assist in fulfilling our community's vision of becoming the most pedestrian-friendly city in Ontario by 2015.

We are working towards improvements which will make walking and cycling in Greater Sudbury safe, accessible, efficient and pleasant. A significant part of any plan is public input and your completion of this survey is valued and appreciated.

1) In the last 12 months I have walked from home to work, school, shopping or a transit stop:

- a. Often (more than twice a week)
- b. Sometimes (once a week)
- c. Rarely (once a month)
- d. Never

2) I live within 2 km (20 min. walk) of:

(circle all that apply)

- a. Work
- b. School
- c. Shopping (Not including convenience stores)
- d. Transit stop
- e. None of the above

3) Things that keep me from walking to places I need to go include: (circle all that apply)

- a. Distance
- b. Lack of time
- c. Weather
- d. Health
- e. Lack of interest
- f. Safety
- g. Inconvenience (kids, things to carry, etc)
- h. Other _____

4) Things that would make me choose to walk to places I need to go include: (circle all that apply)

- a. Safer routes (lighting/security patrols)
- b. More pleasant routes (more green space, shaded areas and benches)
- c. Slower vehicle traffic
- d. Better maintenance of trails/sidewalks
- e. Better links to transit
- f. Having to pay more for gas/parking
- g. Facilities at work (lockers, showers, etc).
- h. Other _____

5) In the last 12 months I have cycled from home to work, school, shopping or a transit stop:

- a. Often (more than twice a week)
- b. Sometimes (once a week)
- c. Rarely (once a month)
- d. Never

6) I live within 5 km (20 min. cycle) of: (circle all that apply)

- a. Work
- b. School
- c. Shopping
- d. None of the above
- e. Transit stop

7) Things that keep me from cycling to places I need to go include: (circle all that apply)

- a. Distance
- b. Lack of time
- c. Weather
- d. Health
- e. Lack of interest
- f. Safety (not comfortable on road, etc)
- g. Inconvenience (kids, things to carry, etc)
- h. No bicycle
- i. Other _____

8) Things that would make me choose to cycle to places I need to go include: (circle all that apply)

- a. Safer routes (bike lanes/off-road bike paths)
- b. More pleasant routes (more green space, shaded areas and benches)
- c. Slower vehicle traffic
- d. Better links to transit
- e. Having to pay more for gas/parking
- f. Facilities at work (lockers, showers, etc).
- g. Access to a bicycle
- h. Other _____

9) I would definitely choose to use an on-road bike lane that would take me to work/school in less than 30 minutes at a comfortable pace.

- a. Strongly agree
- b. Somewhat agree
- c. Neither agree nor disagree
- d. Somewhat disagree
- e. Strongly disagree

10) I would definitely choose to use an off-road bike path physically separated from traffic that would take me to work/school in less than 30 minutes at a comfortable pace.

- a. Strongly agree
- b. Somewhat agree
- c. Neither agree nor disagree
- d. Somewhat disagree
- e. Strongly disagree

11) I would definitely choose to use a mix of cycling and transit to get to the places I usually go, if there were better links between bike routes and transit routes.

- a. Strongly agree
- b. Somewhat agree
- c. Neither agree nor disagree
- d. Somewhat disagree
- e. Strongly disagree

12) I would definitely choose to walk more, if pedestrian crossings were safer (e.g., longer time to cross; pedestrian activated lights, raised crosswalks, etc.).

- a. Strongly agree
- b. Somewhat agree
- c. Neither agree nor disagree
- d. Somewhat disagree
- e. Strongly disagree

13) I believe Public Transit should make active commuting (e.g., walking, cycling) easier by providing bicycle carriers on buses and secure bicycle parking facilities.

- a. Strongly agree
- b. Somewhat agree
- c. Neither agree nor disagree
- d. Somewhat disagree
- e. Strongly disagree

14) I believe that government investment in bike lanes, sidewalks, trails and providing continuous routes through the city should be a priority.

- a. Strongly agree
- b. Somewhat agree
- c. Neither agree nor disagree
- d. Somewhat disagree
- e. Strongly disagree

Additional Comments:

Demographic Information: Please tell us more about yourself. All information will be considered confidential. Results will be presented in summary form so as to protect the identity of individual respondents.

15) I own or have access to a vehicle.

- a. Yes
- b. No

16) I own or plan to own a bicycle in the near future.

- a. Yes
- b. No

17) Gender:

- a. Male
- b. Female

18) Postal Code: _____

19) Age:

- a. Under 20
- b. 20-34
- c. 35-49
- d. 50-64
- e. 65 or Over

20) My average annual household income is:

- a. Less than \$20,000
- b. \$20,000 - \$39,999
- c. \$40,000 - \$59,999
- d. \$60,000 - \$79,999
- e. \$80,000 - \$99,999
- f. more than \$100,000



The support of the Government of Ontario is acknowledged.

Thank you for your participation in this survey.

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4.0 SIDEWALK PRIORITY INDEX

4.1 Methodology

This study uses the Sidewalk Priority Index developed by the City of Portland and adapted for use in the cities of Kelowna and Prince George. The index provides a method for assigning a score to each potential location for a new or extended sidewalk. The method combines two indices to form the final Sidewalk Priority Index:

- Pedestrian Potential Index; and
- Deficiency Index.

The Pedestrian Potential Index measures the strength of environmental factors that favour walking. In other words, it rates the need for a sidewalk based upon how likely it is that the area will generate pedestrian travel. The Deficiency Index measures how critically pedestrian improvements are needed. Factors for the Deficiency Index were chosen to measure how difficult or dangerous the street is for walking.

Scores are calculated based on land use and transportation characteristics and the combined score is used to establish priorities. The index has been tested and proven by a variety of municipalities as being able to identify the link improvements that are most likely to increase walking trips.

Location Identification and Index Scoring

TABLE 4.1 provides a description of the fields used to define the locations where a sidewalk is missing. These fields locate the block face along with general information for future analysis. Once the status for each field in TABLE 4.1 is determined, a score is assigned as shown in TABLES 4.2 and 4.3. The scores reflect the expected impact that each feature has on the likelihood of walking and on the probability of improving safety.

TABLE 4.1 LOCATION IDENTIFICATION FIELDS

DATA FIELD	DESCRIPTION
Record Number	For reference only
Street Name	Street along which a sidewalk is under consideration
Street From and Street To	End points of the block face
Class	Road classification (arterial, collector, local)
Aspect	North, south, east or west side.
Length of Segment	In metres
Unit Cost of Construction	\$ per linear metre

TABLE 4.2 PEDESTRIAN POTENTIAL INDEX FIELDS

DATA FIELD	DESCRIPTION		
	<i>Feature</i>	<i>Points Given (otherwise 0)</i>	<i>Maximum Points</i>
Commercial Land Use	Downtown Commercial Area	7 5	7
Transit	Transit Route	2	2
Existing Walkway	Existing Walkway (Can be footpath)	2	2
Designated Greenway	Designated Greenway	2	2
Elementary or Middle School Proximity	< 0.5 km 0.5 km to 0.9 km 1.0 km to 1.4 km 1.5 km to 2.0 km	6 4 2 1	6
Secondary School Proximity	< 0.5 km 0.5 km to 0.9 km 1.0 km to 1.4 km 1.5 km to 2.0 km	4 3 2 1	4
Other Destinations within 0.5 km	Pedestrian-Friendly Commercial	2	8
	Transit Stop	4	
	Park	2	
Employment within walking distance	< 0.5 km 0.5 km to 1.0 km	2 1	2
Local Interest	High Interest/ Scenic Medium Interest/ Pleasant	2 1	2
Pedestrian Potential Index	Total Maximum Points		35

TABLE 4.3 DEFICIENCY INDEX FIELDS

DATA FIELD	DESCRIPTION		
	Feature	Points Given (otherwise 0)	Maximum Points
Sidewalk Continuity Factor (% of sidewalk in block, one side of street for collector roads, both sides of street for arterial roads)	0%	5	5
	1 to 24%	4	
	25 to 49%	3	
	50 to 74%	2	
	75 to 99%	1	
	100%	0	
Pedestrian Collisions (that may have been prevented if sidewalk was in place)	1 or more crashes (from 2004 to 2006)	10	10
Operating Speed +	>= 80 kph	5	5
	70 to 79 kph	4	
	60 to 69 kph	3	
	50 to 59 kph	2	
	40 to 49 kph	1	
Traffic Volume (daily, two-way)	>= 20,000	5	5
	15,000 to 19,999	4	
	10,000 to 14,999	3	
	5,000 to 9,999	2	
	2,000 to 4,999	1	
Road Width (number of through lanes, both directions, including parking)	Number of Lanes (if > 6, use 6)	From 1 to 6	6
Street Segment Length	>= 300 m	5	5
	240 to 299 m	4	
	180 to 239 m	3	
	120 to 179 m	2	
	60 to 119 m	1	
Public Concerns (formal requests received)	1-2 requests	1	7
	3-4 requests	2	
	5-6 requests	3	
	7-8 requests	4	
	9+ requests	5	
	Identified in NTMP*	2	
High Proportion of Vulnerable Users** Expected (within one block)	Hospital School Seniors housing Special needs use	5	5
No Sidewalk on either side of street	No sidewalk on either side of street	5	5
Deficiency Index	Total Maximum Points		53

+ Posted speeds were used as a surrogate for operating speeds as no operating speed data was available

*Neighbourhood Transportation Management Plan.

**Children, seniors, mentally or physically challenged

4.2 Application of the Sidewalk Priority Index

The Sidewalk Priority Index will help the City determine which blocks should have priority for sidewalk construction and to set appropriately corresponding budgets. As the overall intent of this plan is to improve conditions for pedestrians and encourage walking in the City of Victoria, a complete, uninterrupted sidewalk network is key to accomplishing this goal.

The index provides a strategy for the City to complete the sidewalk network in an efficient way. That is, to build those sidewalks which are most critically needed first, and then systematically complete the entire sidewalk network in order of priority, with the ultimate goal being to provide sidewalks on both sides of every street in the City.

The City provided a list of streets which do not currently have sidewalks on either one or both sides. Once all of the missing sidewalks had been scored, it was found that the highest Sidewalk Priority Index score was 58 out of a possible 88 points, demonstrating that the City has done a good job of providing sidewalks in most of the locations where it is most critical.

An Excel spreadsheet with the Sidewalk Priority Index scoring for each missing sidewalk link was created and is provided in APPENDIX G. A color-coded map of the results is shown in FIGURE 4.1.

The Sidewalk Priority Index has been sorted based on the total index score for each missing sidewalk. Based upon the scoring results and number of links, the prioritization was grouped into quintiles as shown in TABLE 4.4.

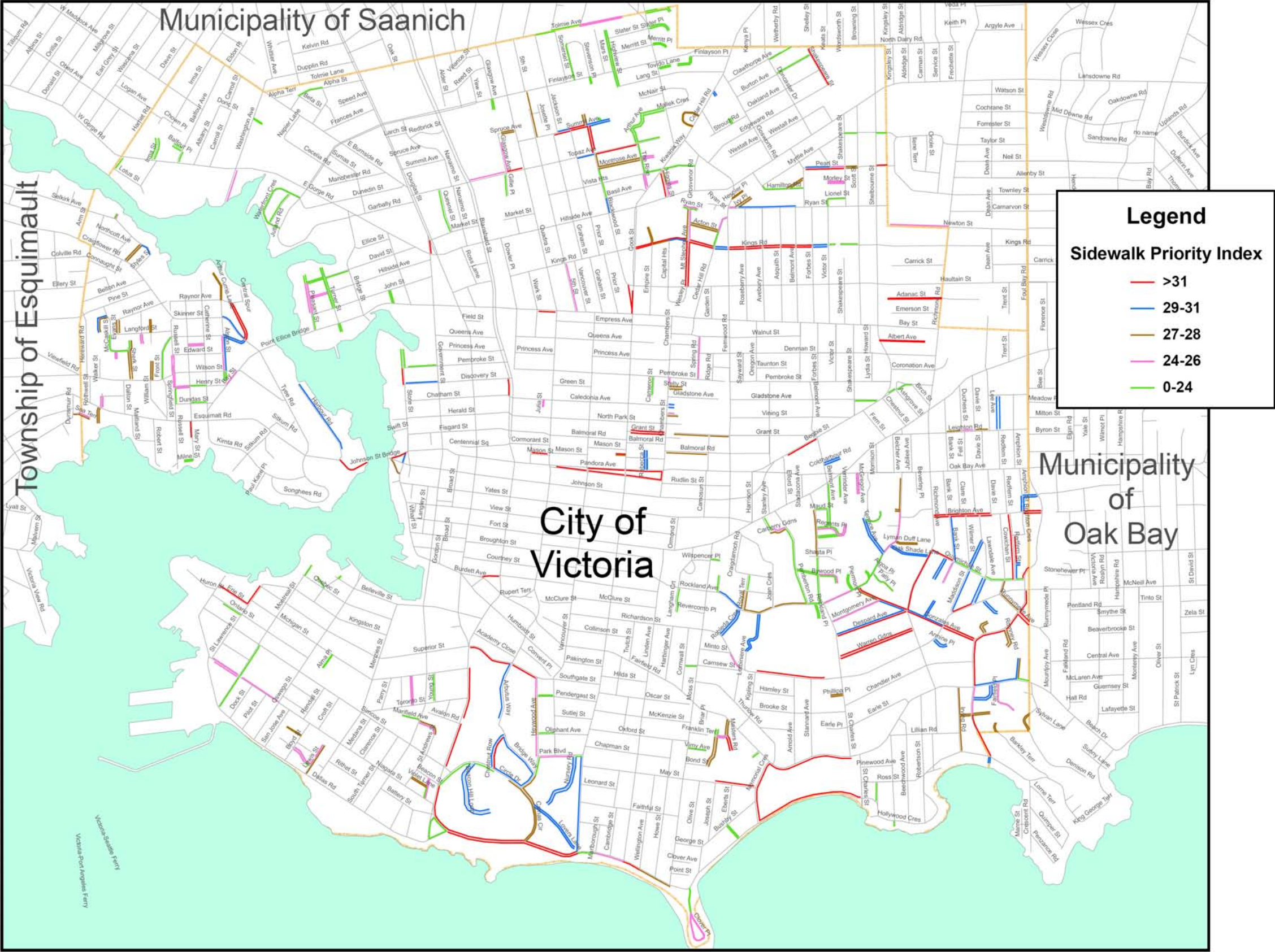
TABLE 4.4 PRIORITY GROUPINGS USED

PRIORITY (percentile)	INDEX SCORE RANGE	COLOUR USED
Priority 1 (81 st – 100 th) (Highest)	>31	red
Priority 2 (61 st – 80 th)	29-31	blue
Priority 3 (41 st – 60 th)	27-28	brown
Priority 4 (21 st – 40 th)	24-26	pink
Priority 5 (1 st – 20 th) (Lowest)	0-24	green

An illustration of the application of the index is shown in TABLE 4.5 for a sample block in the City of Victoria: a section of Douglas Street between Dallas Road and Beacon Street adjacent to Beacon Hill Park. There is no sidewalk at this location, yet a worn path indicates that pedestrians are walking here.

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City of Victoria - Block Faces without Sidewalks



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TABLE 4.5 EXAMPLE SIDEWALK PRIORITY INDEX CALCULATION

DATA FIELD		SCORE	DETAILS
Location Identification	Street Name	Douglas Street	
	Street From	Dallas Rd	
	Street To	Beacon St/Circle Dr	
	Class	Secondary Arterial	
	Aspect	East side	
	Length of Segment (metres)	281	
Pedestrian Potential Index Calculation	Commercial Land Use	0	Multi-Family and park
	Transit	2	Part of block only (South of Toronto Street).
	Existing Walkway	2	Worn foot path
	Designated Greenway	2	Shared Greenway
	Elementary or Middle School Proximity	4	Less than 0.5 km (across street)
	Secondary School Proximity	0	1.3 km
	Pedestrian-Friendly Commercial	0	No commercial
	Transit Stop	4	Transit stop in block
	Park	2	Adjacent to Beacon Hill Park
	Employment within walking distance	1	Near downtown
	Local Interest	2	Pleasant environment
	SUBTOTAL (Pedestrian Potential)	19	
Deficiency Index Calculation	Sidewalk Continuity Factor	5	No sidewalk
	Pedestrian Collisions	10	One crash nearby within three years
	Operating Speed	0	50 kph, advisory only for 30 kph due to school
	Traffic Volume	1	2,000 to 4,300 two-way vehicles daily (estimated)
	Road Width	4	Two lanes
	Street Segment Length	4	700 metres long
	Public Concerns	2	4 requests via online survey
	High Proportion of Vulnerable Users Expected	0	No unusual pattern
	No sidewalk on either side of street	0	Sidewalk on W side of street
	SUBTOTAL (Deficiency)	26	
TOTAL INDEX SCORE		45	

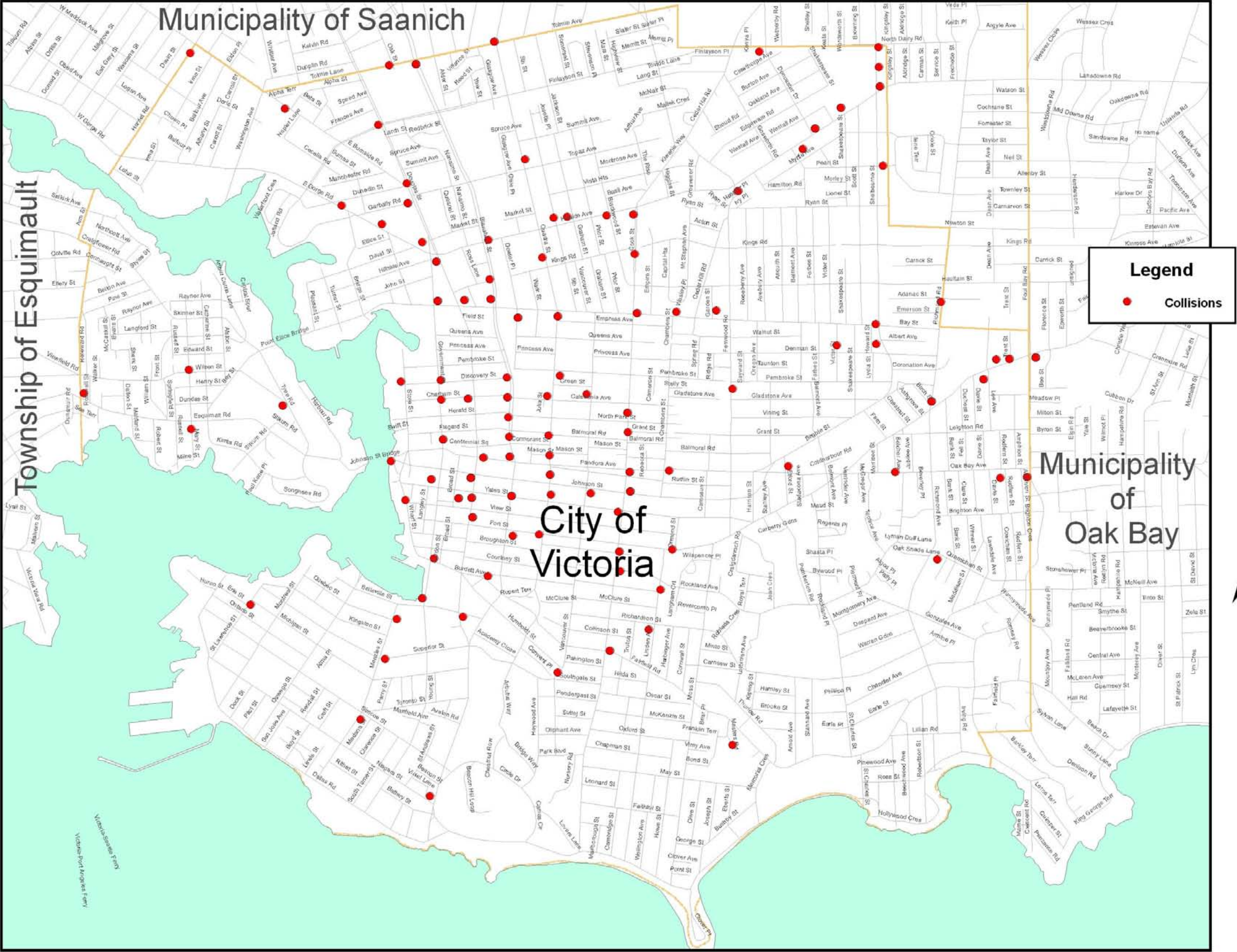
The example location featured in TABLE 4.5 is shown in FIGURE 4.2



FIGURE 4.2 DOUGLAS STREET EXAMPLE

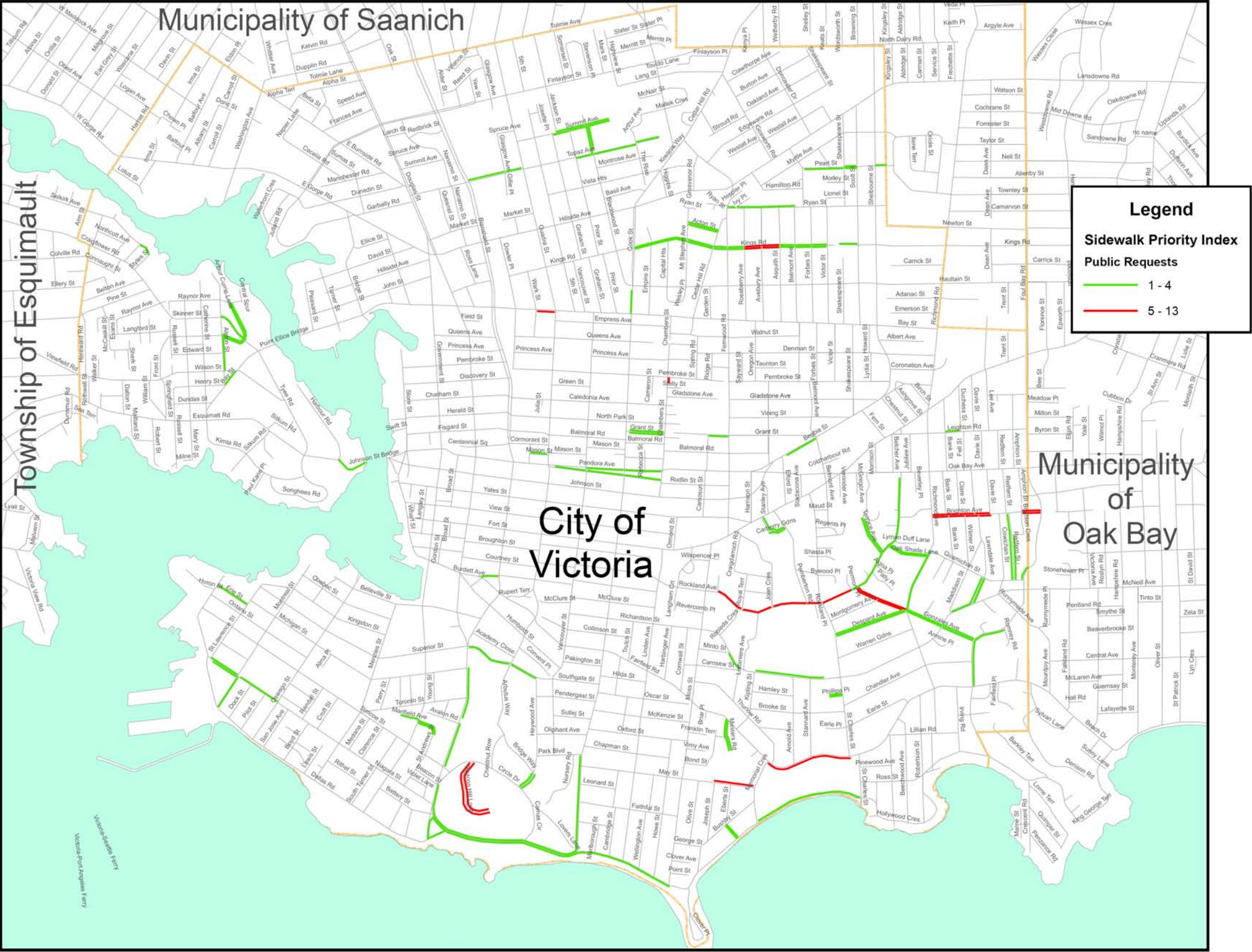
In this example, the block received a total score of 45, placing it in the top 20 percent of all the blocks scored, making it a high priority for improvement. To further illustrate the scoring system, maps showing the 'Pedestrian Collisions' field (pedestrian collision locations in the City of Victoria from 2004-2006) and the 'Public Concerns' field (all public sidewalk requests received through the online survey) are shown in FIGURE 4.3 and FIGURE 4.4.

City of Victoria - Pedestrian Collisions 2004-2006



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City of Victoria - Public Requests for Sidewalks



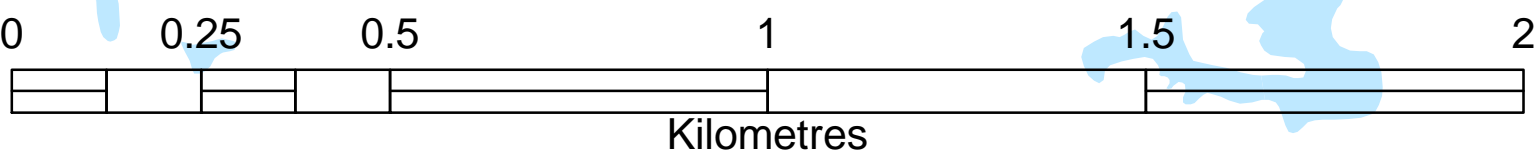
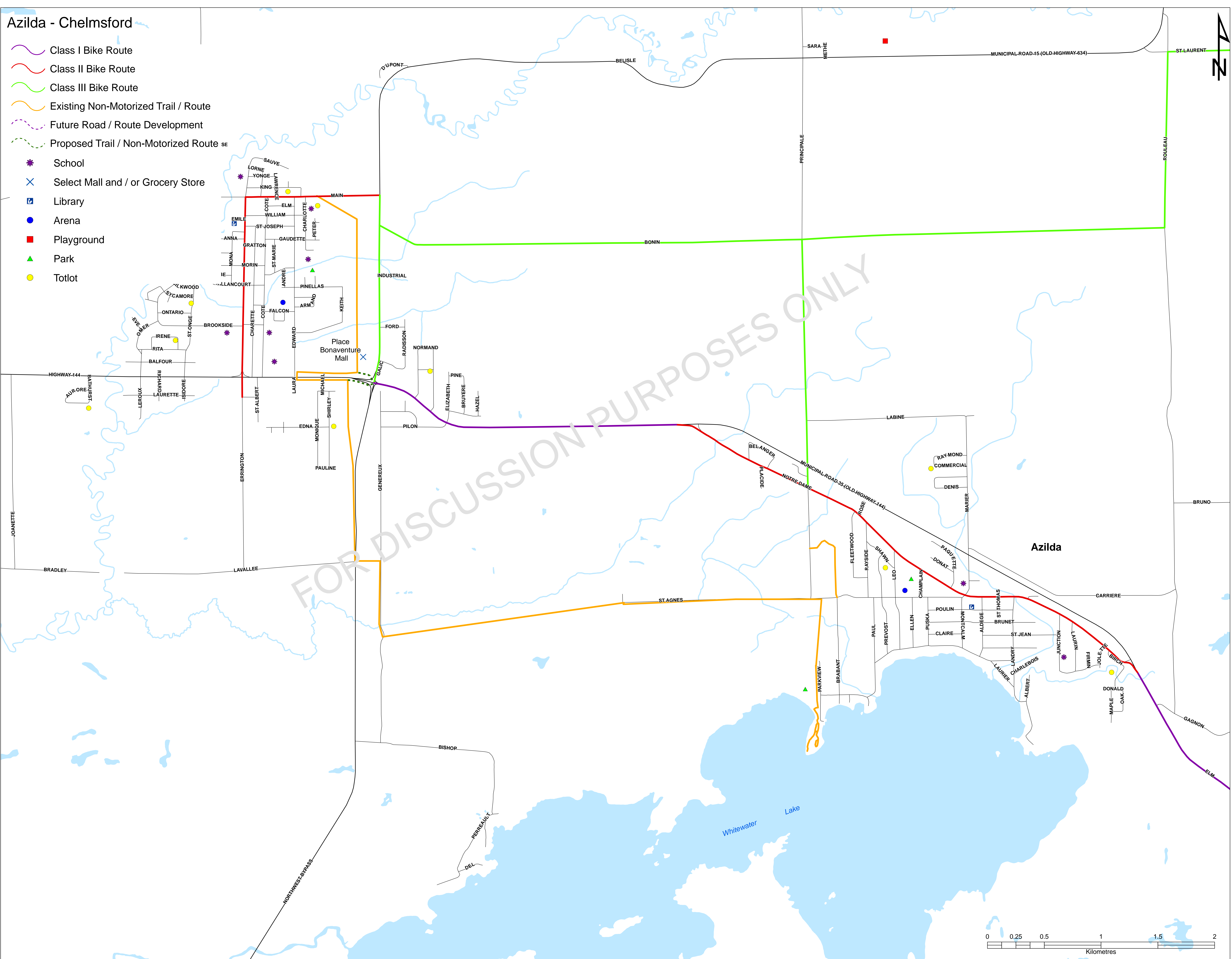
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Bicycle Route Classification System

Class 1	Purple	Physically Separated Path	<ul style="list-style-type: none"> A path intended for the use of bicycles that is <u>physically separated</u> from motorized traffic by an open space or barrier for most of their length Provides <u>dedicated</u> space for cyclists, enhancing safety, comfort and mobility Greatly reduces or eliminates blocking of the bike lane by motor vehicles 	
Class 2	Red	Dedicated On-Road Lane	<ul style="list-style-type: none"> A portion of a roadway that has been designated by <u>striping, signs and pavement markings</u> for the preferential or exclusive use of bicyclists Physical separation of bike lanes is desirable, but is not always possible due to physical or existing <u>infrastructure constraints</u> Addition of on-roadway bike lanes can <u>calm traffic</u> speeds when used to narrow or replace travel lanes 	
Class 3	Green	Shared Lane	<ul style="list-style-type: none"> Does <u>not</u> provide dedicated roadway space for cyclists Cyclists are <u>not separated</u> from traffic Routes are marked by on-roadway markings and signage indicating preferred bicycle routes and heightening driver awareness of cyclists Ideal for one or two lane local streets which are connected to other bicycle facilities 	

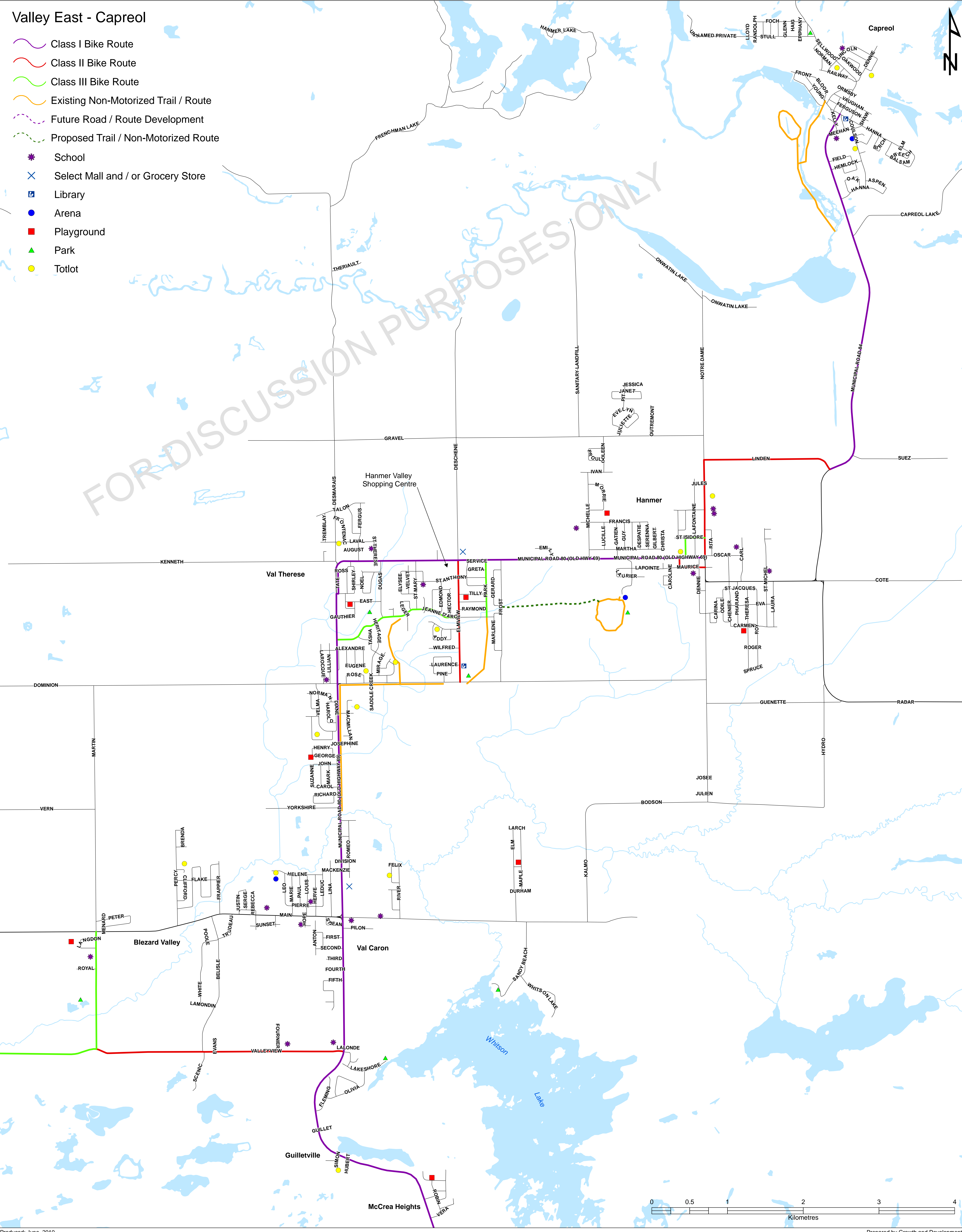
Azilda - Chelmsford

- Class I Bike Route
- Class II Bike Route
- Class III Bike Route
- Existing Non-Motorized Trail / Route
- Future Road / Route Development
- Proposed Trail / Non-Motorized Route
- School
- Select Mall and / or Grocery Store
- Library
- Arena
- Playground
- Park
- Totlot



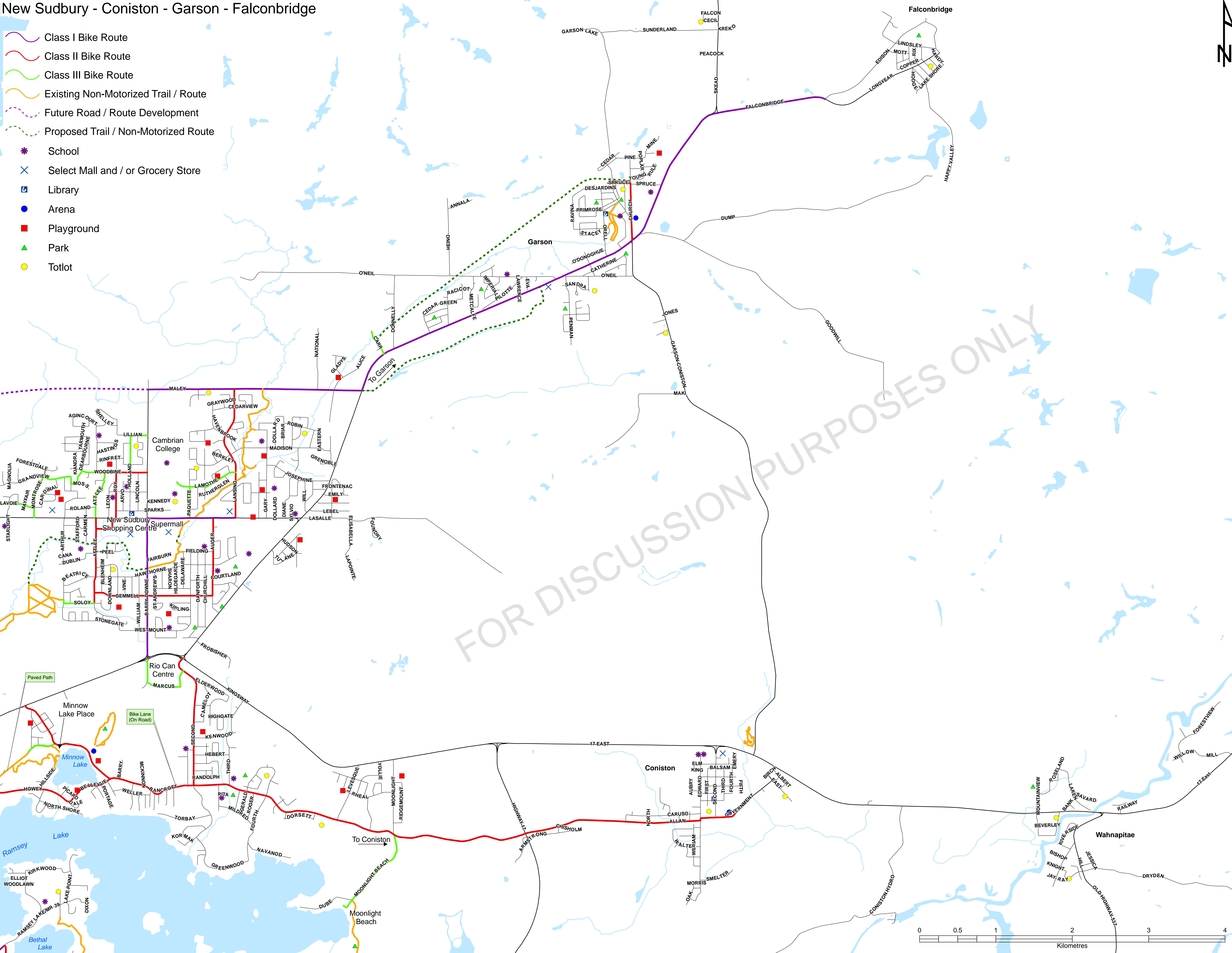
Valley East - Capreol

- Class I Bike Route
- Class II Bike Route
- Class III Bike Route
- Existing Non-Motorized Trail / Route
- Future Road / Route Development
- Proposed Trail / Non-Motorized Route
- School
- Select Mall and / or Grocery Store
- Library
- Arena
- Playground
- Park
- Totlot



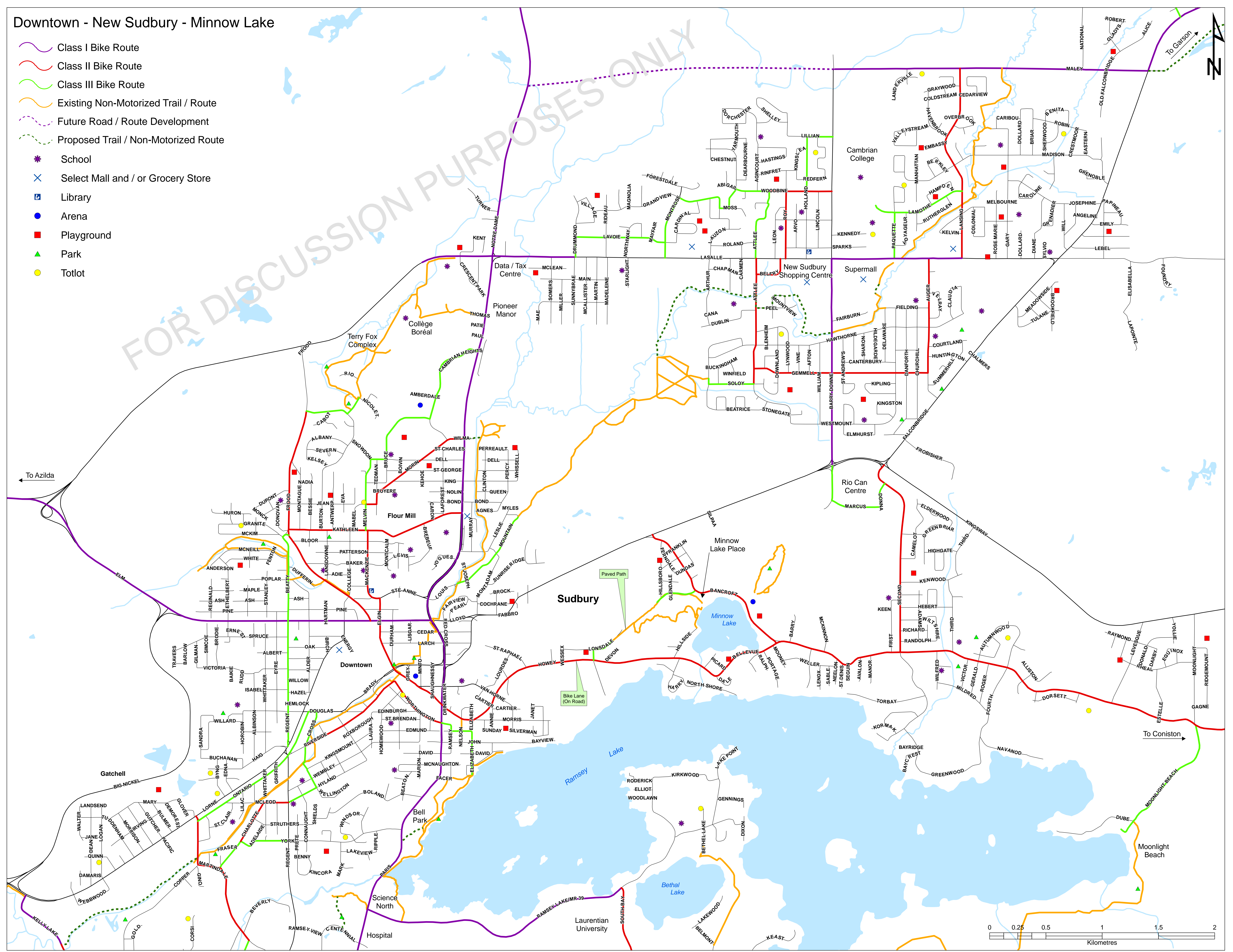
New Sudbury - Coniston - Garson - Falconbridge

- Class I Bike Route
- Class II Bike Route
- Class III Bike Route
- Existing Non-Motorized Trail / Route
- Future Road / Route Development
- Proposed Trail / Non-Motorized Route
- School
- Select Mall and / or Grocery Store
- Library
- Arena
- Playground
- Park
- Totlot



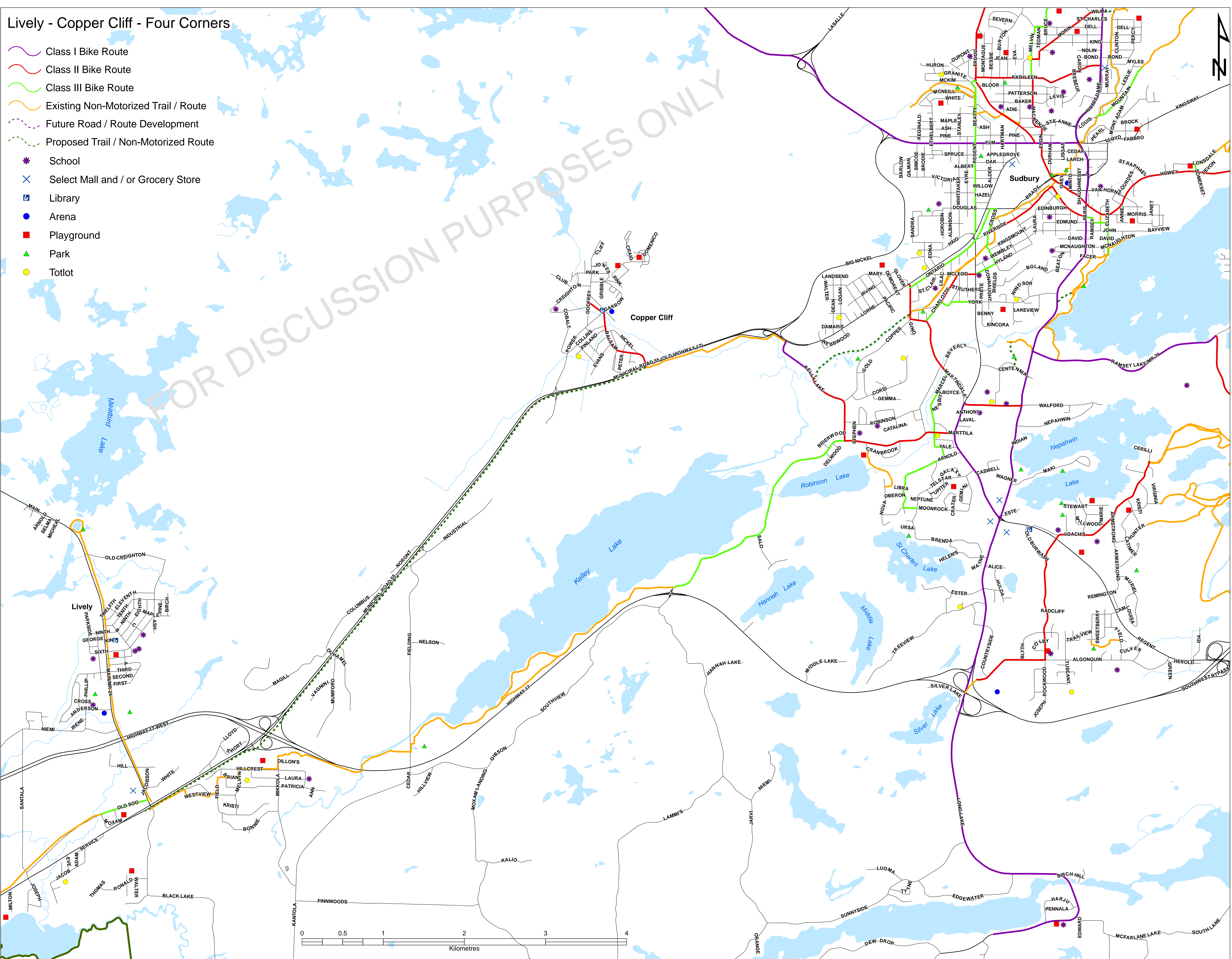
Downtown - New Sudbury - Minnow Lake

- Class I Bike Route
- Class II Bike Route
- Class III Bike Route
- Existing Non-Motorized Trail / Route
- Future Road / Route Development
- Proposed Trail / Non-Motorized Route
- School
- Select Mall and / or Grocery Store
- Library
- Arena
- Playground
- Park
- Totlot



Lively - Copper Cliff - Four Corners

- Class I Bike Route
- Class II Bike Route
- Class III Bike Route
- Existing Non-Motorized Trail / Route
- Future Road / Route Development
- Proposed Trail / Non-Motorized Route
- School
- Select Mall and / or Grocery Store
- Library
- Arena
- Playground
- Park
- Totlot



Draft Comprehensive Zoning By-Law for the City of Greater Sudbury Input

"Sidewalks, bike lanes, bike paths and walking trails need to be fully integrated components of the overall transportation system, providing safe, access for pedestrians and cyclists supported by good urban design principles."

(City of Greater Sudbury Official Plan September 2008 Consolidation, p. 117)

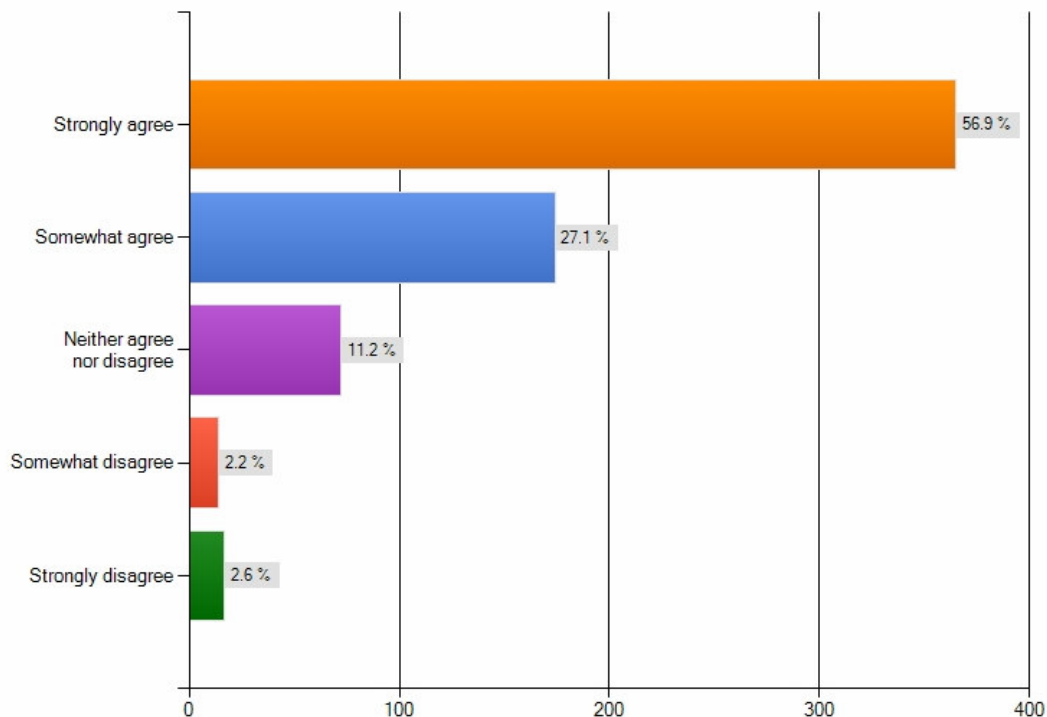
"Transportation Objectives: Promote all travel modes, including public transit, walking and cycling"

(City of Greater Sudbury Official Plan September 2008 Consolidation, p. 118)

The City of Greater Sudbury has taken steps to facilitate the completion of a Sustainable Mobility Plan in 2010. The purpose of the Sustainable Mobility Plan is to encourage individuals to choose active transportation methods such as cycling and walking for utilitarian travel.

Through the public consultation process, which included public input sessions, focus groups and surveys, the requirement for secure bicycle parking facilities has been identified as an incentive to encourage more people to use their bicycles as a mode of functional transportation.

I believe Public Transit should make active commuting (e.g., walking, cycling) easier by providing bicycle carriers on buses and secure bicycle parking facilities.



The above chart was taken from the preliminary results of the Sustainable Mobility Plan Public Input Survey. Approximately 84% of respondents either strongly (56.9%) or somewhat (27.1%) agree that they believe active transportation would be easier if secure bicycle parking facilities were provided at high traffic public places such as the public transit terminal. Please refer to Appendix A for additional support for bicycle parking facilities in the City of Greater Sudbury.

It is requested that a by-law facilitating the requirement to provide adequate and safe bicycle parking facilities be included as an addition to the Draft Comprehensive Zoning By-Law for the City of Greater Sudbury. It is suggested that the by-law require bicycle parking facilities to be provided for any new building, addition or enlargement of an existing building, or for any change in the occupancy of any new building that results in the need for additional vehicle parking facilities.

The following Figures include excerpts from the Transportation Master Plan or Zoning By-laws of cities in Ontario which contain sections for bicycle parking requirements. Both the City of Kingston and the City of Burlington are comparable in population size to the City of Greater Sudbury with populations of approximately 117,000 and 164,000 respectively. In addition, the zoning by-law from the City of Ottawa is included as it is more comprehensive in nature and may serve as a template for the development of bicycle parking by-laws for the City of Greater Sudbury.

Figure 1.

From City of Burlington Zoning By-Law 2020 (December 2009)	
Bicycle Parking	
Bicycle parking spaces shall be provided in conjunction with office, retail and service commercial, industrial and institutional developments, in accordance with Table 1.2.8 and (10)(a):	
Table 1.2.8	
USE	Required Bicycle Parking
Retail, Retail Centre Service Commercial Office, Institutional	2 spaces plus 1 space / 1000 m ² GFA
Industrial	2 spaces plus 0.25 spaces / 1000 m ² GFA
Elementary & Secondary School	1 space / 10 students & 1 space / 35 employees
Post Secondary School	1 space / 20 students
(a) Each bicycle parking space shall be 60 cm x 1.8 m in size.	

Figure 2.

From the City of Kingston Transportation Master Plan (2004)
The City will:
Require that zoning by-laws provide for an appropriate capacity of secure bicycle parking at educational, community, retail, recreational and employment land uses, and at residential apartment buildings.

Figure 3.

From City of Kingston By-Law No. 8499 "Restricted Area (Zoning) By-Law (November 2008)

Section 4.7 (A)

BICYCLE PARKING AREA, RESIDENTIAL is defined as an area on or in which a bicycle may be parked and which has access directly, or by way of an aisle, sidewalk or ramp, to a public or private lane or to a street without the necessity of moving any other vehicle and which is secured and covered from weather elements (e.g. by way of building or roof overhangs, awnings, lockers or bicycle storage spaces within buildings) and each space within the parking area shall not be less than 1.8 m (6 ft) by 0.6 m (2 ft), and overhead clearance in covered spaces shall be a minimum of 2.1 m (7 ft).

(By-Law No. 2005-212-2005)

Off-Street Vehicle Parking Facilities

Off-street vehicle parking facilities shall be provided as follows:

(a) **RESIDENTIAL**

I. One and two-family dwellings

In all zones... 1 parking space per dwelling unit

II. Multiple Family Dwellings

1) In the B (New Buildings and Conversions), B2 and C zones...

1 parking space per dwelling unit

2) In all other zones... 1.4 parking spaces per dwelling unit

(By-Law No. 8499-1975)

3) **Bicycle Parking Spaces... 1 bicycle parking space for per dwelling unit, within Bicycle Parking Area, Residential, as defined by section 4.7A of this Zoning By-law.**

(By-Law No. 2005-212-2005)

Figure 4.

From the City of Ottawa Zoning By-Law (2008 Consolidation)

Bicycle Parking Space Rates and Provisions (Section 111)

Minimum Parking Rates

111.

(1) Bicycle parking must be provided for the land uses and at the rate set out in Table 111A for lands located in Areas A (Central Area, B (inner City Area) and C (Suburban Area) on Schedule 1 and in the villages of Ashton, Burritt's Rapids, Carlsbad Springs, Carp, Constance Bay, Cumberland, Dunrobin, Fallowfield, Fitzroy Harbour, Galetta, Greely, Kars, Kenmore, Kinburn, Manotik, Marionville, Metcalfe, Munster, Navan, North Gower, Notre Dame des Champs, Osgoode, Richmond, Sarsfield, Vars and Vernon,

(2) Where a building contains more than one use, bicycle parking must be provided for that building in accordance with the proportion of the building occupied by each use and the rate set out in Table 111A for each use.

TABLE 111A - BICYCLE PARKING SPACE RATES

I LAND USE	II MINIMUM NUMBER OF SPACES REQUIRED
(a) retirement home; retirement home, converted; rooming house; rooming house, converted; rooming unit other than within a post secondary educational facility	0.25 per dwelling unit or rooming unit
(b) apartment building, low rise; apartment building, mid-high rise; dwelling unit in the same building as a non-residential use; stacked dwelling	0.50 per dwelling unit
(c) rooming unit or dwelling unit within a post secondary educational facility	0.75 per dwelling unit or rooming unit
(d) school	1 per 100 m ² of gross floor area
(e) bank; convenience store; day care; office; post office; post secondary educational institution; restaurant; retail food store; retail store	1 per 250 m ² of gross floor area
(f) library; municipal service centre; personal service business; retail food store 8,000 m ² of gross floor area or greater; retail store 8,000 m ² of gross floor area or greater; service or repair shop; shopping centre	1 per 500 m ² of gross floor area
(g) airport; bus station; hospital; hotel; light industrial use; medical facility; technology industry; train station	1 per 1000 m ² of gross floor area
(h) animal hospital; storage yard; truck transport terminal; warehouse	1 per 2000 m ² of gross floor area
(i) all other non-residential uses	1 per 1500 m ² of gross floor area

Location of Bicycle Parking Spaces

- (3) Bicycle parking must be located on the same lot as the use or building for which it is provided.
- (4) Bicycle parking spaces must be located in order to provide convenient access to main entrances or well-used areas.
- (5) A landscaped area must be provided between a bicycle parking space and a lot line or an exit of a building.
- (6) A bicycle parking space may be located in any yard
- (7) A maximum of 50% of the required bicycle parking spaces or 15 spaces, whichever is greater, may be located in a landscaped area except for the landscaped area required under subsection (5)

Bicycle Parking Space Provisions

- (8) A bicycle parking space must comply with the minimum parking space dimensions specified in Table 111B.

TABLE 111B - MINIMUM BICYCLE PARKING SPACE DIMENSIONS

I Orientation	II Minimum Space Width	III Minimum Space Length
(a) Horizontal	0.6 metres	1.8 metres
(b) Vertical	0.5 metres	0.6 metres

- (9) A bicycle parking space must have access from an aisle having a minimum width of 1.5 meters
- (10) Where four or more bicycle parking spaces are provided in a common parking area, each bicycle parking space must contain a parking rack that is securely anchored to the ground and attached to a heavy base such as concrete
- (11) A maximum of 50% of the bicycle parking spaces require by the by-law may be vertical spaces and rest must be horizontal spaces
- (12) Where the number of bicycle parking spaces required for a single office or residential building exceeds 50 spaces, a minimum of 25% of that required total must be located within:
- a) a building or structure;
 - b) a secure area such a supervised parking lot of enclosure with secure entrance; or
 - c) bicycle lockers
- (13) Despite Section 101, the motor vehicle parking required for any use may be reduced by one motor vehicle parking space for every 13 meters of gross floor area provided as shower rooms, change rooms, locker rooms and other similar facilities intended for the use of this bicyclists in conjunction with required or provided bicycle parking

The addition of adequate and secure bicycle parking facilities to many public places including, major employers, retail centers, and educational institutions will go a long way towards making the City of Greater Sudbury a healthier community. The inclusion of a bicycle parking by-law in the Draft Comprehensive Zoning By-Law for the City of Greater Sudbury will ensure that individuals who choose to use active methods of transportation will not be deterred by the lack of available and secure parking for their bicycle. Including a by-law such as that which is being suggested will encourage Active Living/Healthy Lifestyles, which is a pillar of the Healthy Community Strategy for the City of Greater Sudbury.

APPENDIX A: Support for Bicycle Parking Facilities in the City of Greater Sudbury acquired through survey comments, public input sessions and focus groups associated with the Sustainable Mobility Plan.

Q: Things that keep me from cycling to places I need to go include:

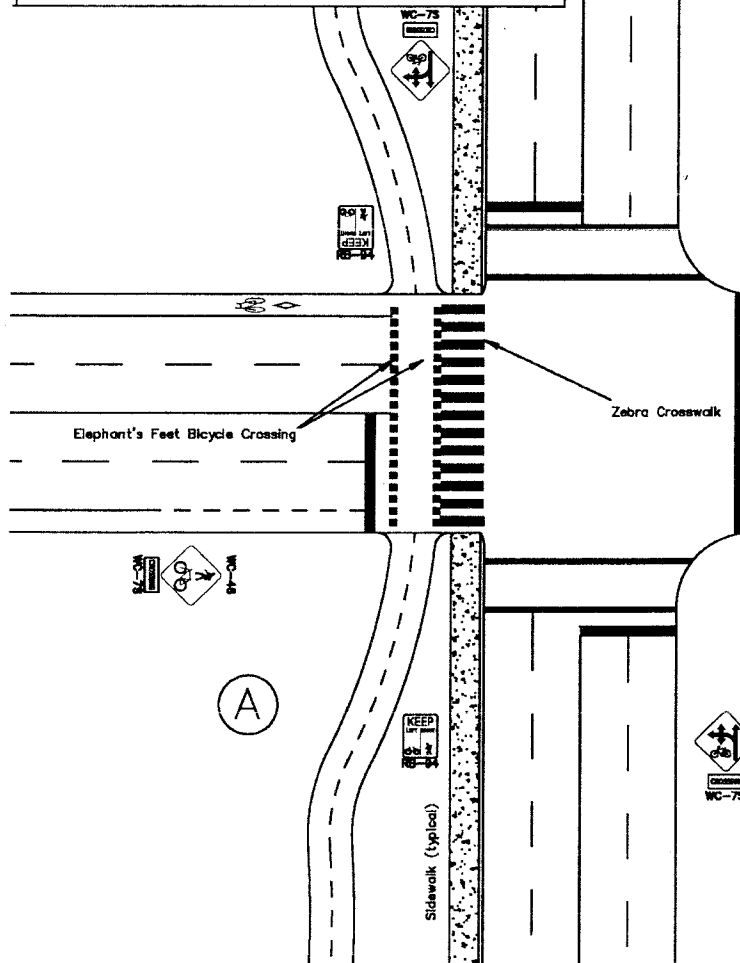
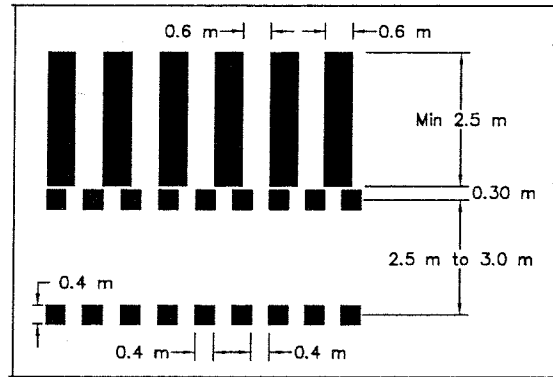
"Lack of Bike racks."
"Lack of safe places to leave bike."
"The lack of secure places to park your bicycle once you arrive."
"No place to store bike."
"Not many places to park the bike ie. racks."
"There is no safe location to store my bike."
"Need safe locking places for my bike."
"No accommodating storage for bicycle at work or various places."
"No place safe for bikes downtown."
"No where to lock it once I get there."
"No place to leave my bike."
"Lack of a secure place to park my bike while I'm shopping or doing business."
"There are very few places to lock up a bike."

Q: Things that would make me choose to cycle to places I need to go include:

"Bike locking areas, poles etc! We need this BAD downtown!"
"More convenient and safer places to lock bicycle."
"Secure storage areas for bikes."
"Bike Racks to lock up to."
"Secure place to lock up my bike."
"Availability of secure bike racks."
"Places to secure your bicycle."
"There is nowhere to lock your bike!"
"Safe places to lock up my bike."
"Safe place to store bike once at destination."
"Adequate (trustworthy) locking facilities."
"Safer places downtown to lock bikes."
"Bicycle storage."
"Bike racks where you could safely lock at bike."
"Bike lock stations."
"Safer place at work to leave my bike"
"Secure place to park my bicycle while shopping"

Additional Comments:

"Better bike routes and safe places to leave bikes would go a long way to improving downtown use."
"I would bike a lot more often if there were "secure bicycle parking facilities" in the greater area."
"Safer places to lock bikes downtown."
"Bicycle storage is huge. There is nowhere to store bikes in a safe place."
"I don't ride my bike because there is no safe place for me to lock it up once I arrive at my destination."
"I usually have to lock my bike to whatever is around because there is never anywhere for me to lock it ti"



A

Your Child Stroller and the Bus



Every day over 12,000 passengers get on and off our buses in Thunder Bay. Many of these passengers require or request the accessible seating area.

The following is intended to clarify some of the issues that arise from the sharing of limited space.

Priority Seating on Thunder Bay Transit

1. People using Wheelchairs or scooters.
2. Persons with disabilities and seniors.
3. Children in strollers.

Note: Children in strollers will be accommodated, however, should anyone noted in priority (1) or (2) require the wheelchair area, you will be asked to fold the stroller and move to another seat.

Play buggies such as plastic pull-along cars, wagon carts and strollers not carrying children are not subject to the same privileges.

FREQUENTLY ASKED QUESTIONS AND ANSWERS

Is my stroller too large for the bus?

The maximum size for a stroller is 122 centimetres (48") long by 60 centimetres (24") wide. Oversized strollers will not be allowed on buses. An oversized stroller is anything larger than the single sized stroller measurements as stated above. and includes jogging strollers.

Why do people using wheelchairs and scooters have priority over children in strollers?

The accessible seating area is limited and in high demand. Individuals using wheelchairs or scooters are unable to stand and fold their equipment. By choosing to use a stroller that is collapsible, you make it possible to accommodate more people.

Can I fit my stroller into a bus that already has both the wheelchair/scooter areas occupied?

Yes, if the stroller is small and can fit into the seating area without extending into the aisle.

Why do seniors have priority over strollers at the front of the bus?

Using the front of the bus provides seniors with quick access to a seat and handholds. This reduces their risk of falling when the bus is moving. For some passengers, the extra handles located in this area help them get to their feet. A light fall can result in a devastating life-changing injury to seniors. For persons with vision loss, this location is vital to hear the driver and to accommodate a guide dog.

Will the driver lower the bus; can I use the ramp to board the bus?

If you request that the bus be knelt or the ramp be deployed, the driver will do so. Remember, you may still be required to collapse your stroller once on board.

I don't own a car and I need to take my child to the grocery store with me. How can I fold up the stroller and carry all the groceries onto the bus?

If you time your trip to avoid peak periods you may

find that you can avoid this problem. Consider a back pack style child carrier as an alternative to a stroller or using a smaller stroller while carrying your groceries in a backpack. Be prepared that in some circumstances you may need to wait for a later bus to accommodate you. If the accessible area is occupied, you may be asked to wait for the next available bus.

The bus driver has complete discretion, if they feel the stroller or bundle buggy is compromising safety of passengers, to request the passenger move the stroller or bundle buggy to a safe location.

SOME TIPS FOR A QUICKER AND SAFER TRIP

- Have your fare ready before the bus arrives. Let passengers exit first.
- Let the driver know right away if you need the bus to kneel or you need the ramp.
- When space permits, children may remain in a stroller. Keep strollers out of the aisle and lock the wheels. **Hold on to your stroller at all times.**
- If you take your child out of the stroller, then please fold the stroller to avoid taking up more seats than necessary.
- When the bus approaches your stop let the driver know in a loud and clear voice that you and your stroller will be getting off.
- To avoid tipping your child out of the stroller, board the bus forward and leave the bus backwards.

STROLLER EXAMPLES

ACCEPTABLE



ATX All Terrain Stroller and
Deluxe Cover - Pacific Blue

Folded Dimensions:

33"L x 16"W x 9"H Standing
Dimensions: 42"L x 22.5"W
x 40"H Weighs 18.5 lbs.

Specs:

Stroller Dimensions (assembled):

41 H x 20 W x 28 D inches

Stroller Dimensions (folded):

11 H x 14.5 W x 41 D inches



TOO LARGE



Dimensions

61.6 x 114 x 120 cm

Stroller Dimensions

58"x 24"x 48-52"

(147x61x122-132cm)



Length from Wheel to Handle:

120 cm (47 inches)

Width from Wheel to Wheel:

66 cm (26 inches)

Call us today.

If you have questions about riding
Thunder Bay Transit with a
baby stroller, please contact:

Thunder Bay Transit
Customer Service Centre
684-3744

Hours: 8:30 am to 4:30 pm
Monday to Friday
Closed on statutory holidays



www.thunderbay.ca

TB4355(2)(rev04/09)



STROLLERS on Buses





EMPLOYER PASS PROGRAM EMPLOYEE ENROLMENT CONTRACT

PLEASE PRINT CLEARLY - ALL SECTIONS MUST BE COMPLETED

_____ Last Name	_____ First Name	_____ Name of Employer
_____ Home Address	_____ Phone Number (Home)	_____ Phone Number (Business)
_____ City and Postal Code	_____ Phone Number (Cell)	_____ E-mail Address

Use of bus, SeaBus, SkyTrain:

Valid for travel through the following zones (please check)**:

- | | | |
|--|---|---|
| <input type="checkbox"/> 1-1 \$63.50/month | <input type="checkbox"/> 2-1/2 \$ 85.50/month | <input type="checkbox"/> 3- \$ 117.17/month |
| <input type="checkbox"/> 1-2 \$63.50/month | <input type="checkbox"/> 2-2/3 \$ 85.50/month | |
| <input type="checkbox"/> 1-3 \$63.50/month | | |

Zone Information: First number indicates number of zones of travel.

*RATES ARE CURRENT AS OF THE DATE OF THIS CONTRACT AND ARE SUBJECT TO CHANGE AT ANY TIME. RATES ARE SET BASED ON GUARANTEED PARTICIPATION IN THE PROGRAM FOR A MINIMUM OF 12 MONTHS.

West Coast Express (includes all-zone bus, SeaBus and SkyTrain service):

Return trip to Vancouver from (please check)**:

- | |
|---|
| <input type="checkbox"/> \$ 248/month - Mission |
| <input type="checkbox"/> \$ 180/month - Port Haney/Maple Meadows/Pitt Meadows |
| <input type="checkbox"/> \$ 148/month - Port Coquitlam/Coquitlam/Port Moody |

CONSENT TO USE PERSONAL INFORMATION

Travel Survey - I consent to the collection, use and disclosure of the information I have provided in the travel survey section for the purposes stated in that section on the basis that disclosure will be limited to aggregate data only.

Personal Information - I understand TransLink must collect, retain and use my personal information to provide me with an Employer Pass (including replacements and annual renewal), enable me to participate in the Program on a continuing basis and permit TransLink to obtain payment, and I consent to such collection, retention and use.

I HEREBY IRREVOCABLY AUTHORIZE TransLink to request and obtain, and authorize my employer to disclose to TransLink, my work and home phone numbers and addresses and employment status either upon request from TransLink or upon any change to such information and I further authorize my employer to advise TransLink if I revoke my payroll deduction authorization at any time, until I surrender my Employer Pass to my employer or TransLink. I am aware the collection of my personal information is authorized by section 26(c) of the *Freedom of Information and Protection of Privacy Act* and is being collected solely for the purpose of ensuring the proper administration of the Program. I understand if I have any questions on the collection of my personal information, I can contact TransLink's EPP Desk at 1600 - 4720 Kingsway, Burnaby, BC V5H 4N2, tel: 604-453-4681.

I HAVE READ, UNDERSTAND AND AGREE TO ALL TERMS AND CONDITIONS OF THIS CONTRACT AND AGREE TO PARTICIPATE IN THE PROGRAM EFFECTIVE THE FIRST DAY OF _____, 20____("EFFECTIVE DATE") AND CONTINUING FOR A MINIMUM PERIOD OF 12 MONTHS.

EMPLOYEE SIGNATURE

DATE

TRAVEL SURVEY: Please answer the following important questions. This information is needed to enable TransLink to plan for the future of the Employer Pass Program. Your answers will be held in the strictest confidence and reported on a group basis only.

Q1. What main mode of transportation are you using now that you will replace with transit once you have an Employer Pass? **CHECK ONE**

- ☐ Single Occupant Vehicle (Driver with no passenger)
- ☐ Car/Vanpool (Driver with one or more passengers)
- ☐ Motorcycle
- ☐ OTHER MODES (walk, bicycle, jog, rollerblade)

Q2. How many one-way trips will you be switching to transit once you have an Employer Pass (a one-way trip is a trip to a single destination—to and from work is 2 one-way trips)?

_____ # of one-way trips in an average 7-day period

- ☐ Public Transit (Bus, SeaBus, SkyTrain or West Coast Express)
- ☐ Single Occupant Vehicle and Public Transit
- ☐ Car/Vanpool and Public Transit

Q3. What method of payment do you currently use most often when taking transit? **CHECK ONE**

- | | |
|--|---|
| <input type="checkbox"/> Cash/Single or Return West Coast Express ticket | <input type="checkbox"/> Weekly West Coast Express Pass |
| <input type="checkbox"/> FareSavers | <input type="checkbox"/> 28-day West Coast Express Pass |
| <input type="checkbox"/> Monthly FareCard (Monthly Pass) | <input type="checkbox"/> U-Pass |
| | <input type="checkbox"/> OTHER |

\$15 enrolment/administration fee is payable upon enrolment.

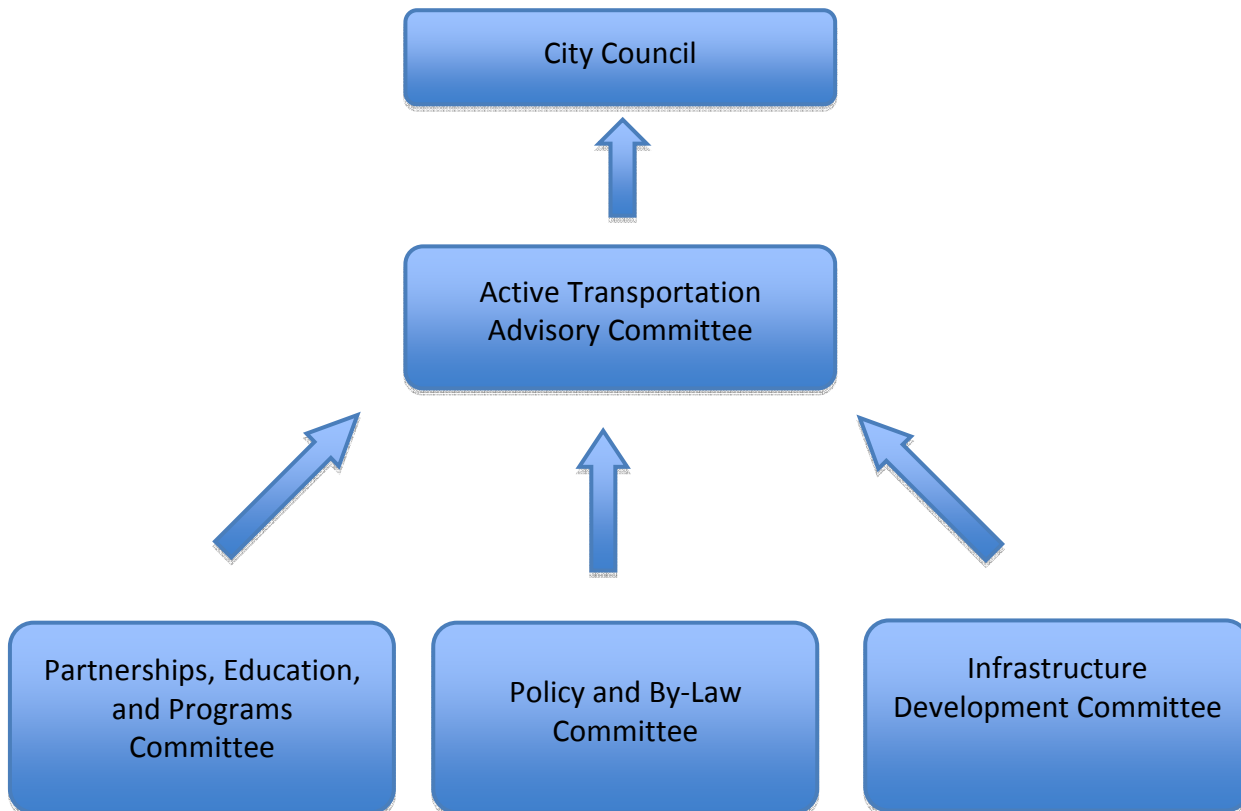
Schedule of Key Dates

Month	Enrollment Deadline	Zone Change/ Reinstatement Deadline	Termination/ Suspension Deadline	Passes will be Received at company by 1 p.m.
December 2009	October 28 th	November 13 th	November 13 th	November 27 th
January 2010	December 11 th	December 1 st	December 1 st	December 29 th
February 2010	January 15 th	January 15 th	January 25 th	January 28 th
March 2010	February 12 th	February 12 th	February 22 nd	February 25 th
April 2010	March 17 th	March 17 th	March 23 rd	March 30 th
May 2010	April 16 th	April 16 th	April 23 rd	April 29 th
June 2010	May 14 th	May 14 th	May 25 th	May 28 th

Active Transportation Advisory Committee

The Active Transportation Advisory Committee (ATAC) and its Subcommittees are what links citizens, local organizations, and the City together. These Committees facilitate communication from grassroots concerns to City Council. This communication ensures that as our Active Transportation Plan continues to be implemented, it grows and changes according to the needs of the community.

Committee Structure:



The Committees:

Partnerships, Education, and Programs Committee (PEP):

The PEP Committee focuses on Active Transportation outreach and education.

For instance, Thunder Bay is having its first 5 Km's of bike lanes installed this summer. What do cyclists do in a bike lane? What are drivers supposed to do when they see a bike lane? What's the difference between a bike lane and a Sharrow?

The citizens of Thunder Bay need a core group who will organize an education campaign to answer these questions. That's where the PEP committee comes in.

The Committee also actively seeks out partnerships with organizations promoting active transportation – these partnerships can range from funding opportunities to organizing events.

Policy and By-Law Committee (P&B):

For every new idea that is adopted by the City, there needs to be a Policy or By-Law accompanying it. For example, with the new bike lanes being installed, the City's Traffic By-Laws need to be modified to make it illegal for drivers to drive in a bike lane.

It's this committee who works in the background researching new ideas, standards, and policy. They are the backbone of any new infrastructure that you will see.

Infrastructure Development Committee (ID):

The Active Transportation Plan is a living document. A 'living document' is a document or plan that isn't set in stone. It's a plan that is continually changing to meet the needs of who it was written for. Because Active Transportation is so new to Thunder Bay, everything we do is a learning process.

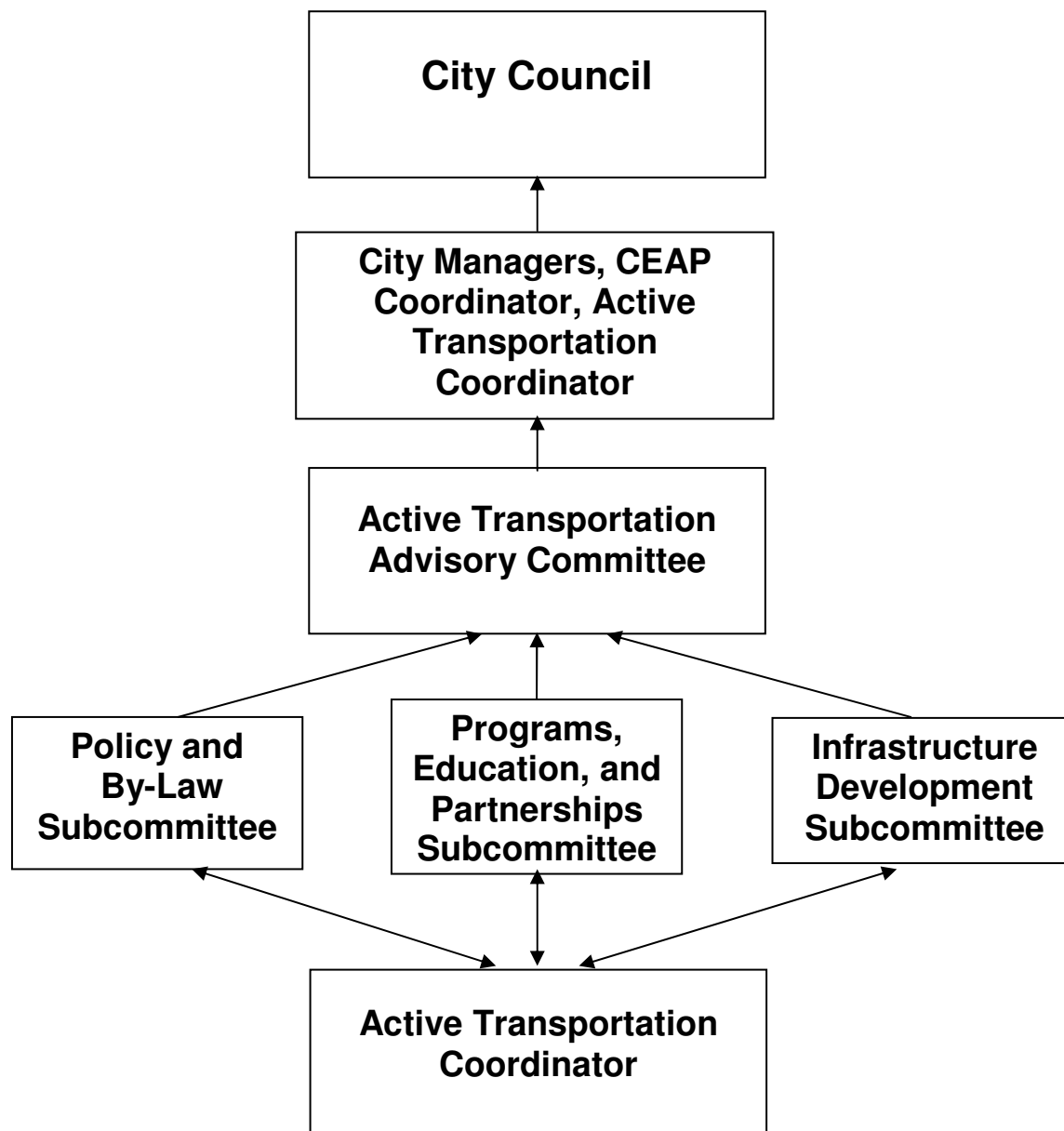
The Infrastructure Development Committee is the group of folks who are continually figuring out how to improve the city, in a realistic way, for Active Transportation.

Active Transportation Advisory Committee (ATAC):

The ATAC is our vital link to the municipality. When an AT Subcommittee decides to do something, they bring their idea to the ATAC. The ATAC is like the meeting of the minds. This Committee consists of City division managers from Parks, Roads, Engineering, Planning, Transit, and others, as well as citizens.

This Committee reviews the ideas and figures out how to make them happen. They present possible roadblocks, realistic costs, and the processes necessary to make something happen.

Active Transportation Advisory Committee Structure



Programs, Education, and Partnerships (PEP) Action Committee Mandate and Terms of Reference

Mandate

To recommend priorities, to assist in the implementation and to update the Programs, Education, and Partnerships (PEP) Action Plan of the Thunder Bay Active Transportation Plan.

Definition

The PEP Action Committee is a forum of diverse individuals from across the community of Thunder Bay, who have come together to work in partnership on the implementation of part of the Thunder Bay Active Transportation Plan.

Role and Responsibilities

The PEP Action Committee provides a point of entry for the participation and engagement of the public and other affected stakeholders in the implementation of the Thunder Bay Active Transportation (AT) Plan.

The role of PEP Action Committee members is to participate in this multi-sectoral and diverse group in a manner of mutual respect and consideration, to learn new things, and to share their own knowledge of the issue. The PEP Action Committee will assist in the planning, implementation, and evaluation of undertakings that operationalize the objectives and recommended actions described in the 'Goals' and 'Vision' section of the Thunder Bay AT Plan.

The PEP Action Committee reports to the Active Transportation Advisory Committee (ATAC) through the Thunder Bay Active Transportation (AT) Coordinator. One member of the PEP Committee will sit on the ATAC to address and consider ATAC Member suggestions and concerns. The PEP Action Committee is responsible for completing the "Detailed Action Plan Form" and submitting it to the AT Coordinator for all proposed undertakings related to the Thunder Bay AT Plan.

Terms

1. The PEP Action Committee (AC) shall act as an advisor to the Active Transportation Advisory Committee (ATAC) and will communicate with the ATAC through the Thunder Bay Active Transportation Coordinator (AT Coordinator). AC members may also choose to implement its own community-based initiatives in collaboration and coordination with the AT Coordinator.
2. Action Committees will:
 - a. Develop and provide recommendations that fulfil the goals and vision of the Thunder Bay Active Transportation Plan (AT Plan).
 - b. Create a timeline and workplan to operationalize the issue-specific recommendations found in the Thunder Bay AT Plan.
 - c. Complete the "Detailed Action Plan Form" for all proposed undertakings related to the Thunder Bay AT Plan, and submit to the AT Coordinator for approval and reporting to the Active Transportation Steering Committee.
 - d. Shall nominate one member who will sit as a member of the Active Transportation Advisory Committee. This member shall not be a City of Thunder Bay employee.
 - e. Annually review relevant indicators and report on progress, as well as refine/update the issue-specific action plan in alignment with the goals and vision in the Thunder Bay AT Plan.
3. Final approval of the recommended actions related to the Thunder Bay AT Plan is the responsibility of City Council, and/or the Active Transportation Advisory Committee, or other Active Transportation Community Partner organizations with implementation

responsibility. This will be determined based on the recommended action plans.

4. Composition

- a. Members should have an interest in the specific issue and its potential solutions.
- b. The PEP Action Committee shall nominate a Chair and Vice-Chair to facilitate and provide continuity to the meetings. The Chair will set the agenda of the meetings with the assistance of the AC, and if needed, provide it to the AT Coordinator for distribution to the AC members (Chairs may directly provide materials to the AC, and cc the AP Coordinator).
- c. The AC shall nominate a Secretary who will perform minute-taking and distribution duties. The Secretary shall provide the Chair and AT Coordinator with an electronic copy of the minutes for distribution to AC members.
- d. At the request of the AC, the AT Coordinator will provide administrative support in the form of minute-taking and distribution, arranging for meeting locations, and providing information and resources.
- e. In the case of the PEP Action Committee, the following organizations and stakeholders should be represented on the AC, in addition to other community members knowledgeable about Thunder Bay's Active Transportation issues and solutions: EarthWise Thunder Bay – Community Environmental Action Plan Coordinator.

5. All members of the AC shall serve without remuneration.

6. Procedures of the AC

- a. The AC will be facilitated by the Chair, or Vice Chair
 - i. The Chair shall serve on an annual basis.
- b. Meeting Quorum
 - i. A quorum includes a majority of the members of the AC.
 - ii. Recommendations of the AC shall be made by consensus, provided a quorum is present at that meeting.
- c. The Chair or Vice Chair may call a meeting of the AC upon giving at least seven days notice to each member or through a procedure deemed appropriate by the AC.
- d. Confidentiality: To promote a safe environment for dialogue, members should convey the ideas and experiences of the meeting to others outside the group only in a very general manner and without attributing specific ideas or statements to any identifiable individual.

Policy and By-Law Action Committee Mandate and Terms of Reference

Mandate

To recommend priorities, to assist in the implementation and to update the Policy and By-Law (P&B) Action Plan of the Thunder Bay Active Transportation Plan.

Definition

The Policy and By-Law Action Committee is a forum of diverse individuals from across the community of Thunder Bay, who have come together to work in partnership on the implementation of part of the Thunder Bay Active Transportation Plan.

Role and Responsibilities

The Policy and By-Law Action Committee provides a point of entry for the participation and engagement of the public and other affected stakeholders in the implementation of the Thunder Bay Active Transportation (AT) Plan.

The role of P&B Action Committee members is to participate in this multi-sectoral and diverse group in a manner of mutual respect and consideration, to learn new things, and to share their own knowledge of the issue. The P&B Action Committee will assist in the planning, implementation, and evaluation of undertakings that operationalize the objectives and recommended actions described in the 'Goals' and 'Vision' section of the Thunder Bay AT Plan.

The P&B Action Committee reports to the Active Transportation Advisory Committee (ATAC) through the Thunder Bay Active Transportation (AT) coordinator. One member of the P&B Committee will sit on the ATAC to address and consider ATAC Member suggestions and concerns. The P&B Action Committee is responsible for completing the "Detailed Action Plan Form" and submitting it to the AT Coordinator for all proposed undertakings related to the Thunder Bay AT Plan.

Terms

1. The P&B Action Committee (AC) shall act as an advisor to the Active Transportation Advisory Committee (ATAC) and will communicate with the ATAC through the Thunder Bay Active Transportation Coordinator (AT Coordinator). AC members may also choose to implement its own community-based initiatives in collaboration and coordination with the AT Coordinator.
2. Action Committees will:
 - a. Develop and provide recommendations that fulfil the goals and vision of the Thunder Bay Active Transportation Plan (AT Plan).
 - b. Create a timeline and workplan to operationalize the issue-specific recommendations found in the Thunder Bay AT Plan.
 - c. Complete the "Detailed Action Plan Form" for all proposed undertakings related to the Thunder Bay AT Plan, and submit to the AT Coordinator for approval and reporting to the Active Transportation Steering Committee.
 - d. Shall nominate one member who will sit as a member of the Active Transportation Advisory Committee. This member shall not be a City of Thunder Bay employee.
 - e. Annually review relevant indicators and report on progress, as well as refine/update the issue-specific action plan in alignment with the goals and vision in the Thunder Bay AT Plan.
3. Final approval of the recommended actions related to the Thunder Bay AT Plan is the responsibility of City Council, and/or the Active Transportation Advisory Committee, or other Active Transportation Community Partner organizations with implementation responsibility. This will be determined based on the recommended action plans.
4. Composition

- a. Members should have an interest in the specific issue and its potential solutions.
 - b. The Action Committee shall nominate a Chair and Vice-Chair to facilitate and provide continuity to the meetings. The Chair will set the agenda of the meetings with the assistance of the AC, and if needed, provide it to the AT Coordinator for distribution to the AC members (Chairs may directly provide materials to the AC, and cc the AP Coordinator).
 - c. The AC shall nominate a Secretary who will perform minute-taking and distribution duties. The Secretary shall provide the Chair and AT Coordinator with an electronic copy of the minutes for distribution to AC members.
 - d. At the request of the AC, the AT Coordinator will provide administrative support in the form of minute-taking and distribution, arranging for meeting locations, and providing information and resources.
 - e. In the case of the Policy and By-Law Action Committee, the following organizations and stakeholders should be represented, in addition to other community members knowledgeable about Thunder Bay's Active Transportation issues and solutions:
 - Corporation of Thunder Bay – Planning Division – Planner
 - Thunder Bay District Health Unit – Health Promotion Planner
5. All members of the AC shall serve without remuneration.
6. Procedures of the AC
- a. The AC will be facilitated by the Chair, or Vice Chair
 - i. The Chair shall serve on an annual basis.
 - b. Meeting Quorum
 - i. A quorum includes a majority of the members of the AC.
 - ii. Recommendations of the AC shall be made by consensus, provided a quorum is present at that meeting.
 - c. The Chair or Vice Chair may call a meeting of the AC upon giving at least seven days notice to each member or through a procedure deemed appropriate by the AC.
 - d. Confidentiality: To promote a safe environment for dialogue, members should convey the ideas and experiences of the meeting to others outside the group only in a very general manner and without attributing specific ideas or statements to any identifiable individual.

Infrastructure Development (I.D.) Action Committee Mandate and Terms of Reference

Mandate

To recommend priorities, to assist in the implementation and to update the Infrastructure Development (I.D.) Action Plan of the Thunder Bay Active Transportation Plan.

Definition

The Infrastructure Development Action Committee is a forum of diverse individuals from across the community of Thunder Bay, who have come together to work in partnership on the implementation of part of the Thunder Bay Active Transportation Plan.

Role and Responsibilities

The Infrastructure Development Action Committee provides a point of entry for the participation and engagement of the public and other affected stakeholders in the implementation of the Thunder Bay Active Transportation (AT) Plan.

The role of I.D. Action Committee members is to participate in this multi-sectoral and diverse group in a manner of mutual respect and consideration, to learn new things, and to share their own knowledge of the issue. The I.D. Action Committee will assist in the planning, implementation, and evaluation of undertakings that operationalize the objectives and recommended actions described in the 'Goals' and 'Vision' section of the Thunder Bay AT Plan.

The I.D. Action Committee reports to the Active Transportation Advisory Committee (ATAC) through the Thunder Bay Active Transportation (AT) coordinator. One member of the I.D. Committee will sit on the ATAC to address and consider ATAC Member suggestions and concerns. The I.D. Action Committee is responsible for completing the "Detailed Action Plan Form" and submitting it to the AT Coordinator for all proposed undertakings related to the Thunder Bay AT Plan.

Terms

1. The Infrastructure Development Action Committee (AC) shall act as an advisor to the Active Transportation Advisory Committee (ATAC) and will communicate with the ATAC through the Thunder Bay Active Transportation Coordinator (AT Coordinator). AC members may also choose to implement its own community-based initiatives in collaboration and coordination with the AT Coordinator.
2. Action Committees will:
 - a. Develop and provide recommendations that fulfil the goals and vision of the Thunder Bay Active Transportation Plan (AT Plan).
 - b. Create a timeline and workplan to operationalize the issue-specific recommendations found in the Thunder Bay AT Plan.
 - c. Complete the "Detailed Action Plan Form" for all proposed undertakings related to the Thunder Bay AT Plan, and submit to the AT Coordinator for approval and reporting to the Active Transportation Steering Committee.
 - d. Shall nominate one member who will sit as a member of the Active Transportation Advisory Committee. This member shall not be a City of Thunder Bay employee.
 - e. Annually review relevant indicators and report on progress, as well as refine/update the issue-specific action plan in alignment with the goals and vision in the Thunder Bay AT Plan.
3. Final approval of the recommended actions related to the Thunder Bay AT Plan is the responsibility of City Council, and/or the Active Transportation Advisory Committee, or other Active Transportation Community Partner organizations with implementation responsibility. This will be determined based on the recommended action plans.

4. Composition

- a. Members should have an interest in the specific issue and its potential solutions.
- b. The I.D. Action Committee shall nominate a Chair and Vice-Chair to facilitate and provide continuity to the meetings. The Chair will set the agenda of the meetings with the assistance of the AC, and if needed, provide it to the AT Coordinator for distribution to the AC members (Chairs may directly provide materials to the AC, and cc the AP Coordinator).
- c. The I.D. AC shall nominate a Secretary who will perform minute-taking and distribution duties. The Secretary shall provide the Chair and AT Coordinator with an electronic copy of the minutes for distribution to AC members.
- d. At the request of the I.D. AC, the AT Coordinator will provide administrative support in the form of minute-taking and distribution, arranging for meeting locations, and providing information and resources.
- e. In the case of the Infrastructure Development Action Committee, the following organizations and stakeholders should be represented, in addition to other community members knowledgeable about Thunder Bay's Active Transportation issues and solutions:
 - Corporation of Thunder Bay –Parks Division – Parks Planner
 - Corporation of Thunder Bay – Engineering Division – Project Engineer
 - Corporation of Thunder Bay –Planning Division - Planner

5. All members of the AC shall serve without remuneration.

6. Procedures of the AC

- a. The AC will be facilitated by the Chair, or Vice Chair
 - i. The Chair shall serve on an annual basis.
- b. Meeting Quorum
 - i. A quorum includes a majority of the members of the AC.
 - ii. Recommendations of the AC shall be made by consensus, provided a quorum is present at that meeting.
- c. The Chair or Vice Chair may call a meeting of the AC upon giving at least seven days notice to each member or through a procedure deemed appropriate by the AC.
- d. Confidentiality: To promote a safe environment for dialogue, members should convey the ideas and experiences of the meeting to others outside the group only in a very general manner and without attributing specific ideas or statements to any identifiable individual.

Active Transportation Advisory Committee Mandate and Terms of Reference

Mandate

To evaluate priorities, to assist in the implementation, and to report updates of the Thunder Bay Active Transportation (AT) Plan to City Council.

Definition

The Active Transportation Advisory Committee is a longstanding committee which consists of community members and City of Thunder Bay staff who oversee the activities undertaken by the Action Committees. Division Managers work in collaboration with community members to realise the AT Plan's vision, goals, and first principles.

Role and Responsibilities

The Active Transportation Advisory Committee (ATAC) provides a forum for community members and City of Thunder Bay Division Managers to participate in the development and implementation of the AT Plan. The role of ATAC members is to participate in this multi-sectoral and diverse group in a manner of mutual respect and consideration, to learn new things, and to share their own knowledge of the issue.

The role of the ATAC members will be to provide input on the action plans submitted by the Action Committees. The ATAC will evaluate the proposed action plans, as presented in the "Detailed Action Plan Form", based on feasibility and adherence to the 'First Principles', as stated in the AT Plan. The ATAC will assist in prioritizing, implementing, and evaluating undertakings that operationalize the objectives and recommended actions described in the 'Goals' and 'Vision' sections of the Thunder Bay AT Plan. The Committee's recommendation will be reported back the relevant Action Committee by the Active Transportation Coordinator.

The ATAC reports to City Council or relevant management body through the Committee Chair. The ATAC is responsible for completing an annual Progress Report and submitting it to City Council. The Report will discuss undertakings related to the implementation of the Thunder Bay AT Plan.

Terms

7. The Active Transportation Advisory Committee (ATAC) shall oversee the work of the Action Committees (AC) and will communicate with the AC's through the Thunder Bay Active Transportation Coordinator (AT Coordinator).
8. The Active Transportation Advisory Committee will:
 - a. Guide the implementation of issue-specific recommendations that operationalize the goals and vision of the Thunder Bay Active Transportation Plan (AT Plan).
 - b. Review the timeline and workplan submitted by the ACs to compliment the implementation the Thunder Bay AT Plan.
 - c. Review and provide input on all "Detailed Action Plan Forms" for all proposed undertakings related to the Thunder Bay AT Plan. Comments will be recorded by

the Secretary and relayed to the relevant AC by the AT Coordinator.

- d. Annually review relevant indicators and report on progress, as well as refine/update the overall action plan in alignment with the goals and vision in the Thunder Bay AT Plan.
 - e. Provide recommendations to City Council about projects developed by the ACs that have significant budgetary implications and that suggest changes to zoning, planning, and other municipal policies.
9. Final approval of the recommended actions related to the Thunder Bay AT Plan is the responsibility of City Council or other Active Transportation Community Partner organizations with implementation responsibility. This will be determined based on the recommended action plans.

10. Composition

- a. Members should have an interest in the specific issue and its potential solutions.
- b. The ATAC shall nominate a Chair and Vice-Chair to facilitate and provide continuity to the meetings. The Chair will set the agenda of the meetings with the assistance of the ATAC, and if needed, provide it to the AT Coordinator for distribution to the ATAC members (Chairs may directly provide materials to the ATAC, and cc the AT Coordinator).
- c. The Engineering Division shall provide a Secretary who will perform minute-taking and distribution duties. The Secretary shall provide the Chair and AT Coordinator with an electronic copy of the minutes for distribution to ATAC members.
- d. At the request of the ATAC, the AT Coordinator will provide administrative support in the form of minute-distribution, arranging for meeting locations, and providing information and resources.
- e. In the case of the Active Transportation Advisory Committee, the following organizations and stakeholders should be represented, in addition to other community members knowledgeable about Thunder Bay's Active Transportation issues and solutions:

▪ Parks Division – Manager	▪ Roads Division– Manager
▪ Engineering Division – Manager	▪ Planning Division – Manager
▪ Police Services – Traffic Sergeant	▪ Active Transportation Coordinator
▪ Special Service Operations - Supervisor	▪ Thunder Bay Transit – Planning and Marketing analyst
▪ Policy and By-Law Action Committee – 1 Member	▪ Programs, Education, and Partnerships Action Committee – 1 Member
▪ Infrastructure Development Committee – 1 Member	▪ 1 Representative Thunder Bay District Health Unit

11. All members of the ATAC shall serve without remuneration.

12. Procedures of the ATAC

- a. The ATAC will be facilitated by the Chair, or Vice Chair
 - i. The Chair shall serve on an annual basis.

- b. Meeting Quorum
 - iii. A quorum includes a majority of the members of the ATAC.
 - iv. Recommendations of the AC shall be made by consensus, provided a quorum is present at that meeting.
- c. The Chair or Vice Chair may call a meeting of the ATAC upon giving at least seven days notice to each member or through a procedure deemed appropriate by the ATAC.
- d. Confidentiality: To promote a safe environment for dialogue, members should convey the ideas and experiences of the meeting to others outside the group only in a very general manner and without attributing specific ideas or statements to any identifiable individual.

Detailed Action Plan Form

Detailed action plans will be developed by each Action Committee for the priority actions. Each Detailed Action Plan will contain:

Goal	The overall goal developed by the Active Transportation Advisory Committee. Reflects the long-term desired state that must be accomplished to achieve the vision.
Objective	A more specific description of the state that must be met to achieve the goals and the vision.
Action	Specific action that must be taken to meet the objective, furthering progress towards the goal and the vision.
Category	Each priority action must be categorized according to its scope. The categories are: A – Policy B – Operations C – Capital D – Advocacy or Communications The subcategories are: 1 – COTB led 2 – Community led 3 – COTB/Community Partnership
Link to City of Thunder Bay Strategic Plan	Identification of how this priority action supports the City of Thunder Bay's Strategic Plan.
Key Issues	A preliminary identification of underlying concerns to be addressed by the action.
Current Initiatives	Active programs, policies, or groups in Thunder Bay related to the action.
Target	A quantifiable and time-sensitive objective or deliverable to meet in relation to the action.
Steps	The individual components that need to be undertaken to achieve the targets. There can be multiple steps for each target.
Indicators	A measure used to assess the degree of success in meeting the target. It is a

	single, measurable feature that can be used to gauge the implementation status of the CEAP.
Time Frame	The time period in which the steps will be initiated and/or results achieved: Easy Wins: Achievable within one year Short-term: Achievable within one-two years Medium term: two-five years Long term: beyond five years Steps that may be carried on indefinitely are identified as continuous. Steps associated with a pre-existing program are identified as pre-existing.
Roles / Responsibilities	Identification of who would be involved in the implementation of each of the targets. Leads are indicated, and may include the City of Thunder Bay, EarthWise Community Partners, or others.
Funding	A preliminary indication of estimated funding requirements are provided where possible, and categorized as follows: \$ Under \$5,000 \$ Under \$10,000 \$\$ Between \$10,000-\$25,000 \$\$\$ Between \$25,000-\$50,000 \$\$\$\$ Above \$50,000

These essential next steps were drawn from the "Environmental Strategic Plan for Oakville.

Appendix I: Additional Resources

Generating Awareness	
'i-go' Active Transportation Program in Kelowna, B.C.	www.i-go.ca
'Walking the Talk?' program in Ottawa, ON	http://www.toolsofchange.com/en/case-studies/detail/154/
On-line incentive program (American): Nu-ride	www.nuride.com/nuride/main/main.jsp
Education and Skill Building	
'Safer City Program' in Maple Ridge, B.C.	http://www.mapleridge.ca/EN/main/municipal/893/safer_city.html
'TravelSmart' program in Vancouver, B.C.	www.tc.gc.ca/Programs/Environment/utsp/travelsmart.htm
Safe routes to schools: 'Way to go schools' program in B.C.	http://www.waytogo.icbc.bc.ca/
Active & Safe Routes to School' program in Canada	http://www.saferoutestoschool.ca/schooltravel.asp ,
Cyclist training courses: CAN-BIKE Canadian course	http://www.canadian-cycling.com/cca/education/canbike.shtml
Bike-It school program in U.K	http://www.sustrans.org.uk/what-we-do/bike-it;
Street Design	
New York City Street Design Policy 2009	http://www.nyc.gov/html/dot/html/about/streetdesignmanual.shtml
Charlotte Urban Street Guidelines 2007	http://www.charmeck.org/Departments/Transportation/Urban+Street+Design+Guidelines.htm
Complete Streets	
Transport Canada	http://www.tc.gc.ca/programs/environment/utsp/casestudy/cs72e-completestreets.htm ;
Walk and Bike for Life	http://8-80cities.org/Complete_Streets.html
Walking	
Bicycle Federation of America, Campaign to make America Walkable. 1998.	http://www.bikewalk.org/pdfs/ncbwpubwalkablecomm.pdf , See page 92 for zoning recommendations See page 100 for site plan considerations See page 104 : retrofitting existing neighbourhoods

“Universal Design Guidelines for Outdoor spaces: Plan and Design for Choice.” 2009.	http://www.mapleridge.ca/assets/Default/Parks~and~Leisure~Services/pdfs/accessibility_guide09.pdf
Cycling	
Chicago: “Bike Lane Design Guide” 2002.	http://www.activelivingresources.org/assets/chicagosbikelanedesinguide.pdf
Maryland: “Bicycle and Pedestrian Design Guidelines”	http://www.marylandroads.com/ooots/Chapter%203%20-%20Bike%20Lanes.pdf
“Community Cycling Manual: a Planning and Design Guide” 2004. Canadian Institute of Planners, Go for Green.	http://physicalactivitystrategy.ca/pdfs/CommunityCycling.pdf
“Bicycle Parking Manual” 2008. Pablo Cells & Erik Bolling-Ladegaard	http://8-80cities.org/Articles/Denmark%20Bicycle%20Parking%20Manual.pdf
Traffic Calming	
“Pennsylvania’s Traffic Calming Handbook” 2001	ftp://ftp.dot.state.pa.us/public/pdf/TrafficCalming/Ch5TCH.pdf
Built Environment	
Pedestrian and Transit Friendly Design: a Primer for Smart Growth. Reid Ewing.	http://www.epa.gov/dced/pdf/ptfd_primer.pdf
“Walkable neighbourhoods” 2008. Michelle Zeibots	http://yourdevelopment.org/factsheet/view/id/70
“Promoting Sustainable Transportation through Site Design: an ITE proposed recommended practice”. 2004. Canadian Institute of Transportation Engineers.	http://physicalactivitystrategy.ca/pdfs/Cite.pdf
Bicycle Friendly Communities 2003.	http://www.bicyclefriendlycommunity.org/pdf/BFC%20case%20study.pdf

Potential Funding	
Federation of Canadian Municipalities: Green Municipal Fund	http://gmf.fcm.ca/Home/
“Communities in Motion: Bringing active transportation to life” – Green Municipal Fund	http://www.sustainablecommunities.fcm.ca/files/Capacity_Building_Transportation/CommunitiesinMotion-PUB-e.pdf
“TRANSPORTATION SECTOR RESEARCH – <i>Final Report</i> ” 2009. Marbek Resource Consultants Ltd. and Todd Litman, Victoria Transport Policy Institute	http://www.sustainablecommunities.fcm.ca/files/Capacity_Building_Transportation/Transportation_Sector_EN.pdf ;
“PLANNING BY DESIGN: a healthy communities handbook” 2009 Ministry of Municipal Affairs and Housing Ontario Professional Planners Institute	http://www.ontarioplanners.on.ca/pdf/Healthy_Communities_Handbook_Nov_16_2009.pdf
“Community Cycling Manual: a Planning and Design Guide” 2004. Canadian Institute of Planners, Go for Green	http://physicalactivitystrategy.ca/pdfs/CommunityCycling.pdf
Kamploops TravelSmart:	http://www.sustainablecommunities.fcm.ca/files/Capacity_Building_Transportation/Transportation_Sector_EN.pdf Integrated land use and transportation planning in sustainable way that is incorporated into the city’s Official Plan. As a result, the transportation infrastructure cost was reduced from \$120 million to \$14 million
Creating Healthy Communities: Tools and Actions to Foster Environments for Healthy Living. A 2009 Smart Growth BC Publication	http://www.smartgrowth.bc.ca/Portals/0/Downloads/CreatingHealthyCommunitiesGuide.pdf

Appendix K: Funding Opportunities

Organization	Amount	Who can apply?	Purpose
Bicycle Trade Association of Canada	\$5,000 maximum	Bicycle organizations, associations, and industry	<ul style="list-style-type: none"> Fund applications for three types of projects: Facilities, Education and Advocacy
Ontario Ministry of Transportation Demand Management Municipal Grant Program	\$50,000 maximum for one year	Municipalities are encouraged to work with local stakeholders, including: <ul style="list-style-type: none"> Non-governmental organizations Businesses Schools 	<ul style="list-style-type: none"> Provides financial assistance to Ontario municipalities for the development and implementation of TDM plans, programs and services that promote alternatives to driving alone such as cycling, walking, transit or carpooling.
Mountain Equipment Co-Op Access and Activity Grants	\$500-15,000	<ul style="list-style-type: none"> Community groups Environmental groups Recreational groups 	<ul style="list-style-type: none"> Programs / Initiatives encourage and enable participation in outdoor activities and provide opportunities for people (including youth and diverse groups) to try new activities and/or develop skills. Infrastructure projects should ensure ongoing, public access to recreational areas through planning, construction and maintenance of facilities.
Transport Canada – Moving on Sustainable Transportation (MOST)	A maximum of 50% of eligible costs and to a maximum of \$100,000 over a two-year period	The proposal must obtain a minimum of 50% of the resources (cash or in-kind) from other than the Government of Canada. <ul style="list-style-type: none"> Not-for-profit organizations Education and academic institutions 	<ul style="list-style-type: none"> Studies that contribute to greater understanding of sustainable transportation issues; Initiatives to develop new and innovative sustainable transportation tools and practices; Pilot projects that test new sustainable transportation approaches or alternatives; Workshops and information sessions to support new sustainable transportation ideas or approaches; and Education and outreach programs

			that inform the Canadian public about sustainable transportation.
Federation of Canadian Municipalities Green Municipal Fund	Eligible applicants can request up to \$4 million in loans and \$400,000 in grants for each project.	Any Canadian municipal government, corporation wholly owned by municipal government or a municipal partner may apply for funding.	<p>Projects that encourage modal integration and the development of comprehensive transportation networks and projects that aim to improve utilitarian transportation options (rather than primarily recreational options) are eligible.</p> <p>Prerequisites:</p> <ul style="list-style-type: none"> • A feasibility study • A sustainable transportation plan
Trillium Foundation	Variable	<ul style="list-style-type: none"> • A charitable organization or foundation registered as a charity by the Canada Revenue Agency • An organization incorporated as a not-for-profit corporation without share capital in a Canadian jurisdiction • An unincorporated branch or chapter of a registered charity or incorporated not-for-profit organization. The incorporated organization or registered charity must authorize the application and accept responsibility for any approved grant • A First Nation • A Métis or other Aboriginal community • A collaborative of two or more organizations that are working together to achieve a common goal. 	<p>Ontario Trillium Foundation will place priority on initiatives that:</p> <ul style="list-style-type: none"> • Promote physical activity for people of all ages and abilities • Promote recreational activities for people of all ages and abilities • Enhance and help protect human and ecosystem health • Create conditions for people to reach their full health and well-being potential • Promote cultural and artistic activities for people of all ages and abilities
Ontario Ministry of Health Promotion – Healthy Communities Fund	Variable Projects in communities with a	<ul style="list-style-type: none"> • Incorporated not-for-profit organizations (except provincial sport organizations, multi-sport organizations, public health units, and 	<ul style="list-style-type: none"> • Will fund applications which support active transportation & improve the built environment. • Planning projects

	population greater than 20,000 must make a matching cash contribution of at least 15% of the requested amount from HCF and a matching in-kind contribution of at least 50% of the requested amount from HCF.	<p>government agencies) that have operated and been incorporated for at least one year.</p> <ul style="list-style-type: none"> • First Nation Communities • Aboriginal organizations that are incorporated • Ontario Municipalities • Local Service Boards • Ontario Colleges and Universities, on condition that the proposed project demonstrates a clear benefit to the community outside of the campus environment. • Conservation Authorities 	<ul style="list-style-type: none"> • Development projects • Implementation projects
TD Friends of the Environment	Variable	<ul style="list-style-type: none"> • Organizations must be Canadian, using the funds in Canada and they must be not-for-profit with a Charitable Registration Number • Schools, municipalities and First Nations groups are also eligible • Organizations must be able to provide a charitable tax-receipt for the full amount of donation 	<ul style="list-style-type: none"> • Protecting and preserving the Canadian Environment • Assisting young Canadians in understanding and participating in Environmental activities • Supporting urban renewal such as environmental projects to rejuvenate smaller or at-risk neighbourhoods and "main streets" • Enhancing cooperation among Environmental organizations
Infrastructure Canada Gas Tax Fund	Variable	<ul style="list-style-type: none"> • Municipalities can pool, bank and borrow against this funding, providing significant additional financial flexibility. To ensure accountability to Canadians, communities report on their use of the funds' activities on an annual basis. 	<p><i>Building Canada</i> will support investments in road and bridge infrastructure projects that can:</p> <ul style="list-style-type: none"> • Improve transportation safety and efficiency; • Improve mobility through removal of bottlenecks and reduced congestion; • Minimize environmental impacts. <p><i>Building Canada</i> offers support for sports</p>

			<p>and culture infrastructure projects providing significant regional or economic benefit that can:</p> <ul style="list-style-type: none"> • Provide increased opportunities for sport activities that can improve the health of Canadians and strengthen Canadian communities;
Infrastructure Stimulus Fund	Variable	<p>a. A province, territory or local or regional government established by or under provincial or territorial statute;</p> <p>b. A public sector body that is established by or under provincial or territorial statute or by regulation or is wholly owned by a province, territory or local government;</p> <p>c. A non-profit private sector entity; and</p> <p>d. A for-profit private sector entity.</p>	<p>The following are eligible project categories for provincial/territorial assets:</p> <ul style="list-style-type: none"> i. Highway Infrastructure ii. Local Road Infrastructure iii. Regional Transit Infrastructure iv. Disaster Mitigation Infrastructure v. Brownfield Redevelopment Infrastructure vi. Cultural Infrastructure vii. Port and Cruiseship Infrastructure viii. Parks and Trails