



## The Corporation of the Town of LaSalle

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**Date:** August 16, 2017 **Report No:** DS-50-2017

**Directed To:** Mayor and Members of Council **Attachments:** Figure 1 and Appendices 1 and 2

**Department:** Development & Strategic Initiatives

**Prepared By:** L. Silani, M.Pl, MCIP, RPP  
Director of Development & Strategic Initiatives  
  
P. Marra, P. Eng.  
Director of Public Works

**Policy References:** County Council Adopted CWATS

**Subject:** 2018 LaSalle Application for CWATS Municipal Partnership Program Funding (MPP)

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### **RECOMMENDATION:**

That Council pass a resolution in support of the *LaSalle Age-Friendly Active Transportation Action Plan Project* being submitted to the County of Essex for CWATS MPP funding for the 2018 calendar year.

### **REPORT:**

In 2012 County Council adopted a 20 year plan that when completed will include a new county-wide network of trails, paved shoulders and signed routes to promote cycling and other forms of active transportation (AT) in our region. The CWATS network is designed to provide inter-municipal connectivity for Essex County residents, and to link with and support local trail networks such as the extensive network of trails that have been constructed in the Town of LaSalle during the last 20 years.

Within the overall CWATS 20 year plan implementation, County Council agreed to also fund a Municipal Partnership Program (MPP). Appendix 1 which is attached to this Staff Report includes an excerpt from the May 2013 County CWATS Implementation Strategy -- describing the objectives and other details related to this County of Essex funding program.

For the 2018 calendar year, a total of \$100,000 is available to be allocated under this program to Essex County municipalities. An MPP application (together with a Council resolution in support) is to be submitted to County Staff before September 15, 2017, in order to be eligible for funding for 2018.

Town Engineering and Planning Staff have prepared the Town's 2018 funding request, on the prescribed form, for our 2018 CWATS MPP project --- the LaSalle Age-Friendly Active Transportation Action Plan Project --- see Appendix 2 attached.

Funding under this 2018 CWATS MPP application will allow the Town to undertake and complete the preparation of a comprehensive, forward-thinking, and integrated active transportation action plan as part of a larger 20-Year Transportation Master Plan to be prepared for the community.

Active Transportation (AT) includes all forms of non-motorized (human-powered) transportation. Within a growing municipality such as the Town of LaSalle, there is a broad range of users that require a properly designed, built and maintained network of both cycling and pedestrian related active transportation infrastructure --- including but not limited to AT infrastructure for:

(i) Commuter Cyclists





(ii) Recreational Cyclists



(iii) Pedestrians travelling to/from a specific destination (walking to the store, walking to school, etc.)



(iv) Pedestrians walking or jogging for leisure/exercise purposes

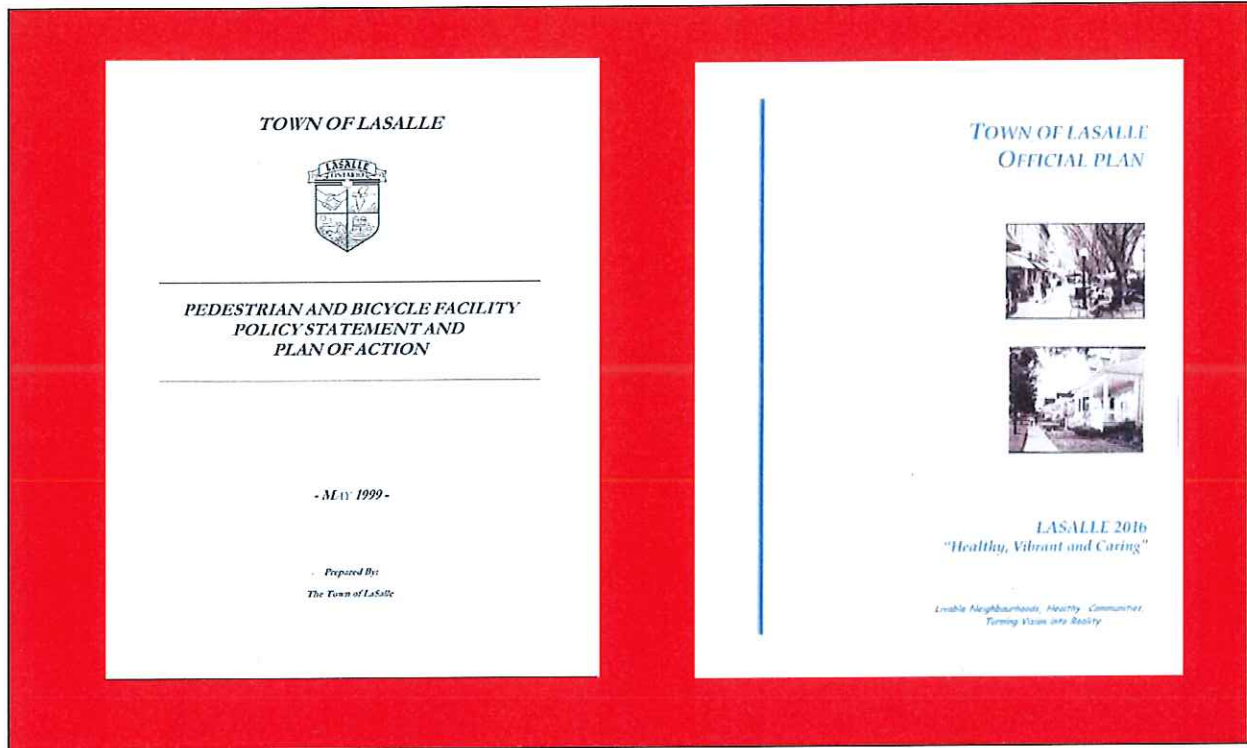


(v) Pedestrians with special mobility requirements





The Town of LaSalle has a long history and a successful track record of planning for and building “age-friendly” infrastructure for both cyclists and pedestrians of all ages and abilities.



In 1997, extensive community consultation resulted in the adoption of an Official Plan which incorporated the “LaSalle Greenway” as a cornerstone element of the Town’s growth management strategy. The essence of the greenway system approach is linkages --- connecting wildlife habitat areas to each other, neighbourhoods to other neighbourhoods, urban to rural, waterfront to non-waterfront, and people to nature.

In 1999, a “Pedestrian and Bicycle Facility Policy Statement and Action Plan” was formulated by LaSalle Staff and was adopted by Council ---- to put in place a set of guiding principles and specific actions to be taken to build an integrated network of safe and inviting facilities for LaSalle residents and visitors to cycle and walk for both utilitarian and recreational purposes.

Both of these documents, and the on-going commitment by Council to allocate funding for cycling and pedestrian related infrastructure, has resulted in a community that has an extensive network of off-road, in-boulevard and on-road cycling facilities (over 40 kilometres in total), and more than 75 kilometres of sidewalks ----- see Figure 1 attached, which depicts the various elements of the Town’s existing Active Transportation Network.

This existing AT network currently serves many of the needs of this community, and has been received very positively by a broad cross-section of LaSalle residents. "LaSalle Trails" are a key defining element of this municipality. They are a significant community asset that are used by many residents as a deciding factor when choosing to make LaSalle their home.

However, we are now at a point in time where there is a need to "re-tool" and to undertake a comprehensive review of:

- the gaps that still exist within the AT network, with an emphasis on identifying critical pieces of missing AT infrastructure, and identifying how best to complete the Town's AT network;
- the opportunities that exist to better integrate the Town's AT infrastructure within the larger CWATS network, with the AT infrastructure that is to be built as part of the new Gordie Howe International Bridge, and with the network that exists/is planned in the City of Windsor and along the Herb Gray Parkway;
- the design guidelines that should be used for various AT facility types, for both new "greenfield" neighbourhoods and for existing developed areas of LaSalle --- focusing on user needs, safety, and convenience factors that collectively promote/support increased use of AT by a broad range of LaSalle residents and visitors of all ages and abilities;
- financial resources required for AT related infrastructure --- with the objective being to identify and put into place a sustainable and fiscally responsible on-going implementation plan in keeping with the Town's available resources;
- opportunities that may exist for funding from senior levels of government for cycling related infrastructure --- particularly those related to provincial and federal programs designed to promote active and healthy lifestyles and to reduce greenhouse gas emissions;
- best practices for on-going maintenance of AT infrastructure – for on-going asset management and user safety purposes;
- the priority actions that need to be taken during the next 5 year period --- to continue to build on the successful AT track record that has been built during the last two decades.

The LaSalle Age-Friendly Active Transportation Action Plan will provide the necessary recommendations and action plans that will responsibly deal with each of the above-noted items in a timely, integrated and cost-effective manner.

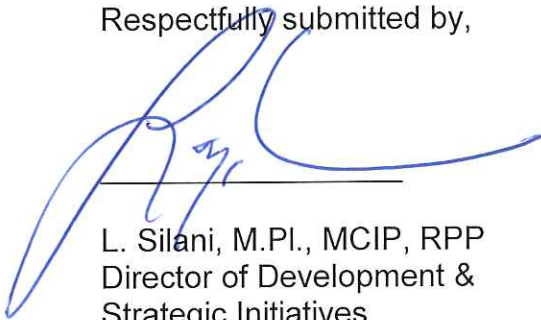
We intend to complete the preparation of this AT action plan as part of a broader Transportation Master Plan to be undertaken by the Town during 2018 --- that will also examine and provide recommendations with respect to all aspect of road based transportation. A Terms of Reference/RFP is currently being developed, and it will be brought back to Council in the fall of this year, in advance of it being issued.

Town Staff have consulted with municipalities that have recently completed similar undertakings, and we estimate that the cost to complete this Active Transportation project is \$60,000.


In keeping with the County Council adopted cost-sharing formula for the CWATS Municipal Partnership Program, the Town of LaSalle would be responsible for 50 percent of this CWATS MPP project (\$30,000) and the County of Essex would be responsible for the remaining 50 percent (\$30,000).

A declaration (in the form of a Council resolution) is required to be submitted together with the Town's 2018 CWATS MPP funding application to County Staff, before September 15, 2017.

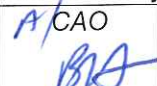
Respectfully submitted by,



L. Silani, M.Pl., MCIP, RPP  
Director of Development &  
Strategic Initiatives



P. Marra, P. Eng.  
Director of Public  
Works

Reviewed by:						
 CAO	Finance	Council Services	Public Works	Development & Strategic Initiatives	Culture & Recreation	Fire



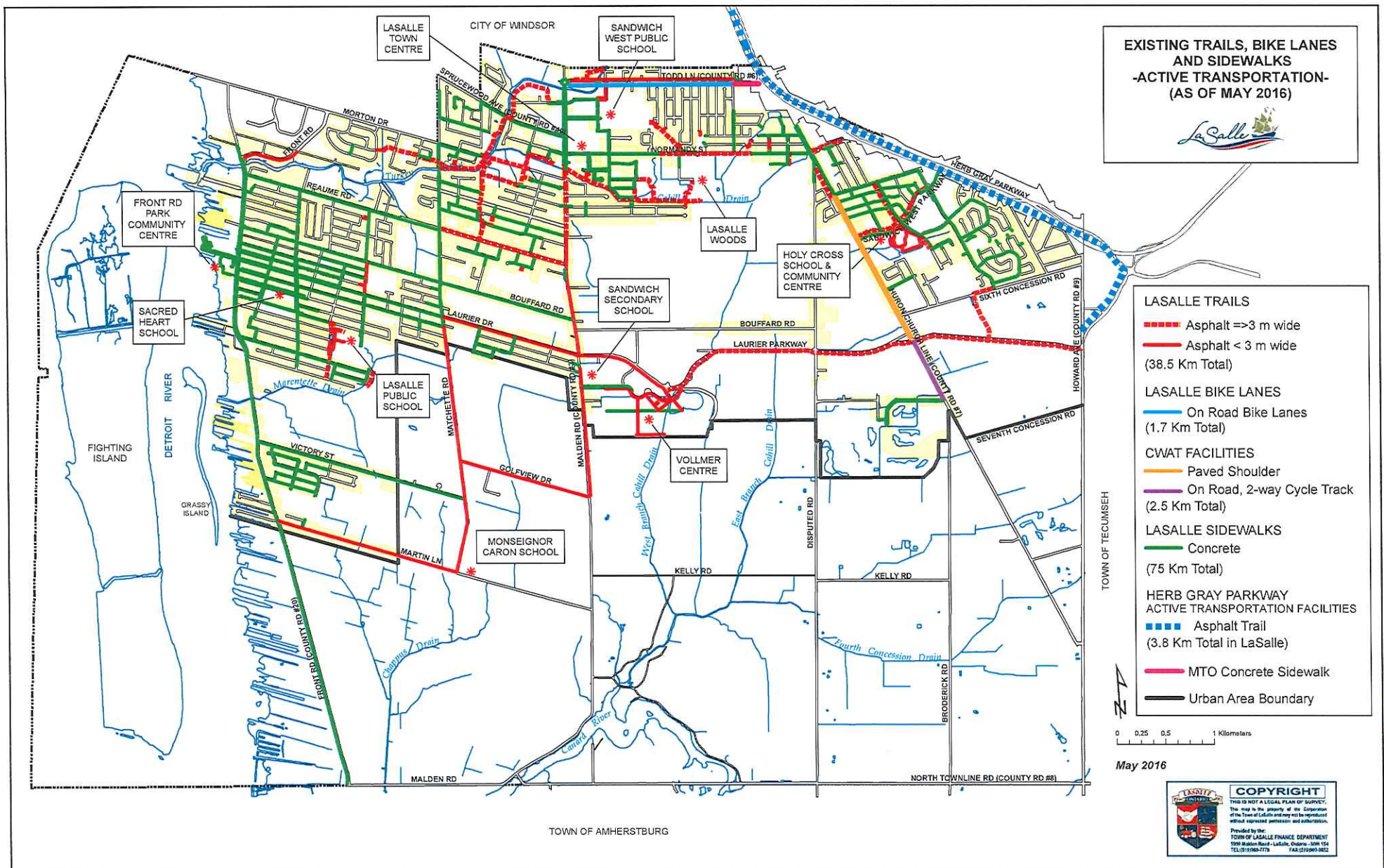


Figure 2



## C. CWATS Municipal Partnership Program

The Municipal Partnership Program that was introduced in the CWATS master plan was intended to support outreach & local initiatives recommended in CWATS. The capital costs in the master plan identified infrastructure costs as identified on the AT Network and did not include additional costs required for other projects and programs that are supportive of the CWATS policies and recommendations and considered extremely important. The Municipal Partnership Program was created to assist local municipalities and key stakeholders with the implementation of these CWATS recommendations and funded in the amount of \$100,000 per year for the first five years (2013-2017).

The intent of the Municipal Partnership Program is to provide assistance to the partners to enhance the pedestrian and cycling experience on the network and to engage in active transportation. This guideline was prepared to provide the framework for the program to:

- Clarify the Program Objectives
- Streamline the application & approval process
- Encourage submission of high quality applications.

### Program Objectives

The CWATS master plan has indicated that successful active transportation programs remove barriers, provide the necessary amenities, create safe environments, and ensure that all of the benefits of active transportation are well understood. A more comprehensive examination suggests that there are a number of barriers that reduce and undermine choices for more active modes and there are a growing number of initiatives that can overcome these barriers and, at the same time, make it easier—and more enjoyable—for people to choose active transportation. This Municipal Partnership Program was developed to support these programs (as identified in Table 2) and may include:

#### *Physical amenities*

End Use Facilities such as showers and change rooms, bicycle racks, benches and dedicated bicycle parking areas. May also include additional way finding / trailblazing signage

#### *Promotional Activities*

Programs may include Educational Programs, initiatives that make use of community-based social marketing (CBSM), Newsletters and Marketing Materials, Website creation and Maintenance, Development of Bike to Work Challenge, Car Free Days, New Cycling Maps, Graphic Design, promotional items for Rediscover your Bike, etc.

### ***Research Activities***

Development of Design Guidelines with new and evolving standards, GPS Cycle Route Study, Traffic Count/Pedestrian Volumes.

These are just some examples and the CWATS Committee members will be required to provide appropriate project rationale for each submission to illustrate alignment with one of the CWATS Program Recommendations (Table 2) eligible for the Municipal Partnership Program.

### **Application Procedure**

Local Municipalities and/or Eligible Organizations must make an application for Program funding via **Form 'D'** as described in the CWATS Application Procedure. A Best Management Practice– Municipal Partnership Program describing full program procedures and eligibility will be prepared following discussion by the CWATS Committee at the May, 2013 meeting. The Best Management Practice (will be finalized prior to the 2014 submission deadline and will be supported by **Form D – Municipal Partnership Program**.

All submissions must be supported by:

- Council resolution for 50% matching funds of capital costs
- Demonstrate support for one of the recommendations in the CWATS Policies and Recommendations that support Program Development Table 2.
- Project rationale
- Functional Design Study
- Project Timeline – Demonstrate that Project and/or Program can be completed by the end of the approved project year.

All submissions are due **April 30** of any year. The local municipality and/or partner making the submission will be required to provide a project and/or program overview to the CWATS Committee at the May Committee meeting of any year.

***For the pilot year, applications for projects to be considered for 2014 funding are due by July 19, 2013 and project presentations will be scheduled for the July 24, 2013 meeting. The April 30 deadline will apply for 2015 projects***

The submissions will be reviewed and ranked by the CWATS Committee. The CWATS committee is not responsible for reviewing the technical or engineering aspects of these projects; rather the basis for approval or denial of project is based on project eligibility. The technical aspects of the project should not form part of the discussion.



In order to improve the administration process, it is recommended that the County Transportation Services Department have delegate authority to release program funds that are approved by the CWATS Committee. The CWATS Chair will make the final recommendation, based on a balanced approach to the County Transportation Services Department.

### **Evaluation Criteria**

Key evaluation criteria may include the following:

- Confirmation that the request is *not for a CWATS Segment* on the AT Network
- Consistency with Table 2: CWATS master plan Eligible Program Recommendations
- Part of an Outreach and Marketing Strategy that is required for implementation.
- Demonstrated Need for the Project
- Project Costing & Efficiencies
- Planning Information that identifies project is part of a local Council endorsed plan that demonstrates support for eligible CWATS recommendations
- Community Support
- Demonstrated Ability to Undertake the Project within the approved project year.

### **Eligible Costs**

- Capital Construction or Program Costs for a project not on the CWATS Network
- Fees paid to professionals, consultants, contractors specifically engaged for the purpose of the approved project
- Costs for monitoring or follow-up programs as per eligible CWATS policies and recommendations
- Other costs that are considered to be direct and necessary for successful implementation and approved in advance.

### **Ineligible Costs**

- Infrastructure identified on CWATS AT Network Plan (*including New Segments*)
- A recipients overhead costs
- A recipients direct or indirect operating or administrative costs
- Costs related to planning, engineering, architecture, supervision or management normally carried out by recipients staff
- Maintenance and/or Rehabilitation of infrastructure
- Temporary or Seasonal enhancements (i.e. landscaping)
- Replacement of infrastructure
- Sidewalks
- Legal fees
- Property Acquisition

### **County Contribution**

The County will contribute up to 50% matching funds (net of all third party contributions) for eligible & approved projects that demonstrate support for outreach and policy recommendations as developed in the CWATS master plan. The County will not provide any additional funding amounts in excess of the approved final cost estimate. Any unused funding amounts are to be managed by the County and carried forward to the next budget year.

### **Claim Submission**

The submitting municipality and/or agency will be required to front the total costs for the project and will invoice the County the approved budget amount (max. up to 50% matching funds, net of all third party contributions) once the project is completed.

### **Claim Submission Schedule**

As a standard procedure in any year, the following submission schedule is to be followed:

- **January 15.** – Final Submission of Claims for Actual Eligible Program/Project Costs from Previous Year.
- **May 30.** – Budget Approval for Approved Projects for Current Year
- **September 30** - Status update of projects (actual costs, timing, etc.) initiated in approved project year





COUNTY WIDE ACTIVE TRANSPORTATION SYSTEM (CWATS)  
FORM D – MUNICIPAL PARTNERSHIP PROGRAM (MPP)

CWATS APPLICATION REFERENCE No.

CWATS - 18 - -

The Municipal Partnership Program (MPP) is intended to support outreach & local initiatives recommended in CWATS that align with the objectives and recommendations of the CWATS Master Plan. A maximum fund available for projects under this program is \$100,000 per year for the years of 2018 to 2022. A maximum of one (1) application per year per eligible municipality and/or organization will be accepted. Full details of the program can be found in the Essex County Highways Best Management Practice Manual.

**Form 'D'** should be used for all requests for up to 50% matching funds from the Municipal Partnership Program (MPP) that demonstrates support for an eligible program recommendation as identified in the CWATS Master Plan.

Other requests are to be submitted with the following forms:

Form 'A' – Requests for ANY CWATS segment to be constructed as identified in the CWATS Network.

Form 'B' - Requests for interim facilities or facility enhancements;

Form 'C' - Requests for a new CWATS segment; and

### CONTACT INFORMATION

Municipality	Town of LaSalle
Contact Person	Larry Silani and Peter Marra
Department	DSI and Public Works
Title	Director of Development & Strategic Initiatives, and Director of Public Works
Email	lsilani@lasalle.ca, and pmarra@lasalle.ca
Phone	519-969-7770

Signature by Designated CWATS Committee  
Member

Date

### MANDATORY CRITERIA FOR ALL SUBMISSIONS:

- ☒ Commitment from the applicable local municipalities (Council Resolution) and/or agency supporting matching funds up to 50% of total Eligible Project costs (Letter indicating "in-kind" support for organizations).
- ☐ FUNCTIONAL DESIGN STUDY (FDS) or Project Rational that identifies and supports the total Project and associated costs is required. *If a consultant's services are required to complete the FDS, include the consultant's proposal with this application.*

*If applicable:*

- ☐ Detailed Project schedule to support completion of the project by December of this year.
- ☐ Map identifying the location of project
- ☐ Copies of all applicable permits and approvals



**COUNTY WIDE ACTIVE TRANSPORTATION SYSTEM (CWATS)  
FORM D – MUNICIPAL PARTNERSHIP PROGRAM (MPP)**

**CWATS APPLICATION REFERENCE No.**

CWATS - 18 -

Submission Deadline – September 8

Receipt of Qualified Proposals and Various Application Forms proposed to be undertaken in the current calendar year.

**FORM D – MUNICIPAL PARTNERSHIP PROGRAM**

**PROJECT DETAILS**

**1 Provide complete details of the project and include a map as an attachment.**

- Preparation of an "Age-Friendly Active Transportation Action Plan for the Town of LaSalle -- as part of an Overall Transportation Master Plan". AT will be a key component of the overall Transportation Plan (representing \$60,000 of the \$140,000 cost of completing this Master Plan)

**2 Demonstrate how this project is consistent with the eligible program recommendations (Table 2) of the CWATS Master Plan. Please identify the recommendation number that coincides with the project.**

This AT Action Plan will provide the necessary guidelines and implementing actions that will remove barriers, provide necessary amenities and create safe environments to increase ridership and use of existing and planned CWATS facilities in LaSalle

**3 Is the project "construction ready"? (i.e. has a design been confirmed, applicable permits obtained, land acquisition complete, etc.).**

The Town is prepared to proceed

**4 Demonstrate the Project can be completed by Dec. 31 of the approved project year.**  
• Indicate the expected start date and complete date of the project.

Expected Start Date: January 2018

Expected Completion Date: September 2018

**5 Has your Municipality and/or organization received funding under this program in previous years? If Yes:** ☒ Yes ☐ No

Year: 2014 Project: LaSalle Route Marker Signage Amount: \$9,025.00  
Name:

**PROJECT FUNDING**

Total Eligible Project Cost (\$)	\$60,000.00
Amount Requested from Municipal Partnership Program (\$)	\$30,000.00
Percent (%) of total project cost from Municipal Partnership Program	50%
Year of Implementation	2018

**ELIGIBLE PROJECT COSTS (examples, not limited to the list below)**





COUNTY WIDE ACTIVE TRANSPORTATION SYSTEM (CWATS)  
FORM D – MUNICIPAL PARTNERSHIP PROGRAM (MPP)

CWATS APPLICATION REFERENCE No.

CWATS - 18 - -

- ✓ Capital Construction Costs for a project not identified on the CWATS A/T Network.
- ✓ Fees paid to professionals, consultants, contractors specifically engaged for the purpose of the approved project.
- ✓ Costs for monitoring or follow-up programs as per eligible CWATS policies and recommendations
- ✓ Other costs that are considered to be direct and necessary for successful implementation and approved in advance

**INELIGIBLE PROJECT COSTS (examples, not limited to the list below)**

- ✗ Costs associated with the implementation of any CWATS Segment as identified on the CWATS A/T Network.
- ✗ A recipient's overhead costs or direct/indirect operating & administrative costs.
- ✗ Costs related to planning, engineering, architecture, supervision and management normally carried out by the recipient's staff.
- ✗ Maintenance and/or Rehabilitation or Replacement of Infrastructure costs
- ✗ Temporary or Seasonal enhancements (i.e./landscaping)
- ✗ Costs for the installation of sidewalks.
- ✗ Legal or Property Acquisition Fees.