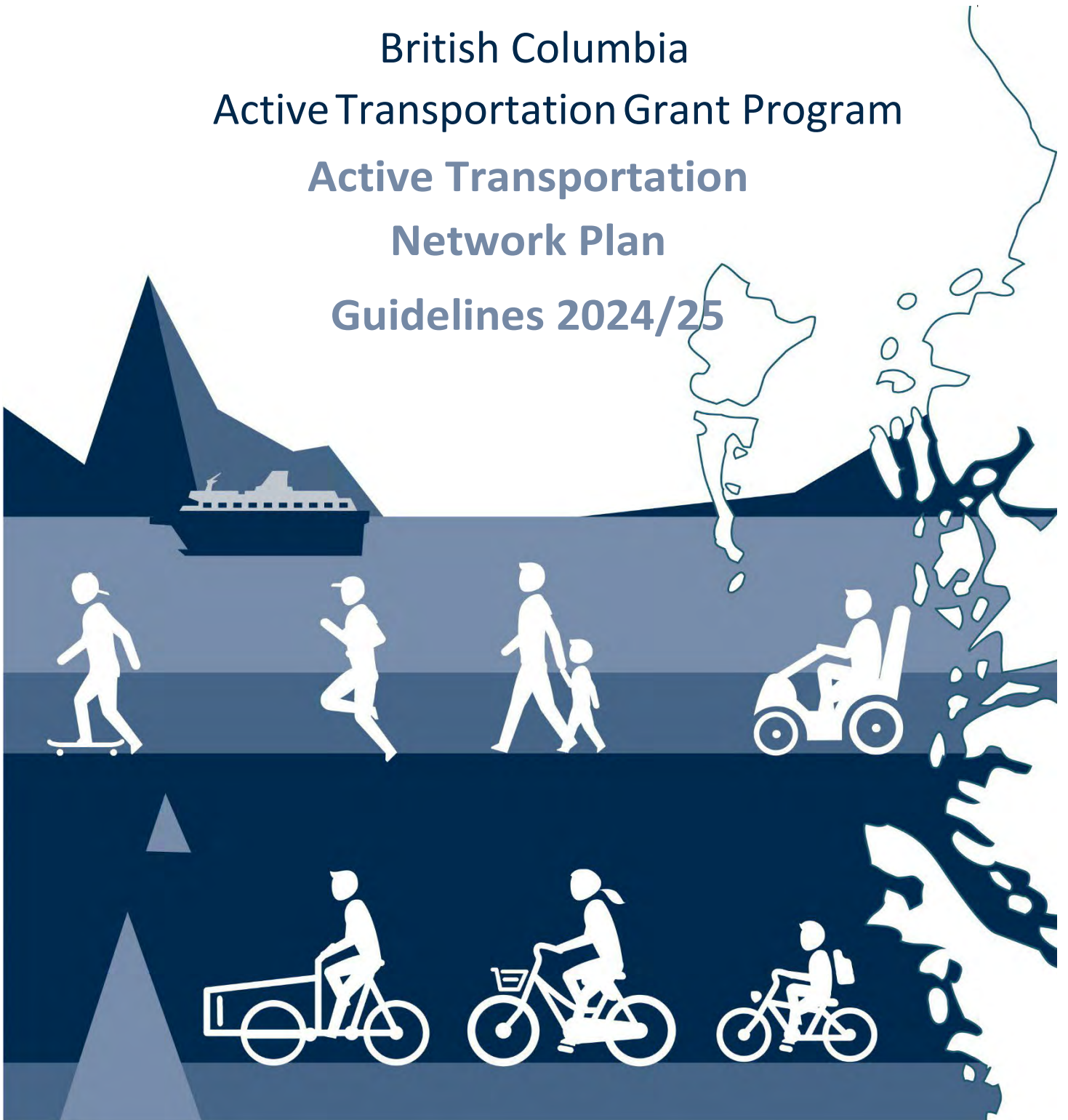


British Columbia
Active Transportation Grant Program
Active Transportation
Network Plan
Guidelines 2024/25



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DISCLAIMER: In the event of a conflict between the B.C. Infrastructure Grants Program Guidelines 2023/24 and the Conditional Grant Agreement signed by the grant recipient and MoTI, the Conditional Grant Agreement prevails.

1.0 ACTIVE TRANSPORTATION NETWORK PLAN - PROGRAM OVERVIEW

These program guidelines include details about what an Active Transportation Network Plan (ATNP) is, and how to apply for ATNP funding for your community. If you are interested in funding for infrastructure projects, please review the [Infrastructure Program Guidelines](#).

1.1 What is Active Transportation?

Active transportation is human-powered forms of transporting people and goods to work, school, and community activities. It can take many forms and is continually evolving as new technologies emerge. It includes walking, cycling, using a wheelchair or other mobility device, rolling (e.g., skateboarding, in-line skating), and other modes that are winter focused (e.g., cross-country skiing, snowshoeing), or water based (e.g., kayaking, canoeing, stand-up paddleboard). The focus of the Grants Program is primarily on infrastructure that supports safer walking, cycling, rolling, and use of mobility devices (that are legal to use on roads in British Columbia)

1.2 Purpose

The Province of British Columbia's Active Transportation Network Plan Grant is to support the [CleanBC Strategy](#) through community-specific active transportation networks that are safe, accessible, and convenient for all ages and abilities.

2.0 ELIGIBILITY

British Columbia's Active Transportation Network Plan Grants are available for Indigenous, municipal, regional governments, and Islands Trust with populations under 25,000. Indigenous Economic Development Corporations where the Nation is the shareholder are eligible as well. Joint applications between partner governments are welcome if both applicants are individually eligible. The Province provides financial assistance for community projects where the focus is on infrastructure that support safe, human-powered modes of active transportation for daily commuting to school, recreation, work, socializing, culturally relevant activities, and errands.

Active Transportation Network Planning Grant Eligibility

Active transportation network plan applicants must satisfy the following to be eligible for provincial funding:

- 1) BCAT projects with a value of under \$1 million that were awarded before 2023/2024, or projects with a total budget over \$1 million that were awarded before 2022/23, must be completed by the time of this application submission.
- 2) The community has a population under 25,000.
- 3) The community's Active Transportation Network Plan is over 5 years

old or non-existent.

- 4) Project must be completed by March 31, 2026.

2.1 Eligible Expenditures – Active Transportation Network Plan

An Active Transportation Network Plan (ATNP) establishes a long-term vision for active transportation, with the aim of increasing the percentage of residents using human powered transportation year-round. For example, an ATNP may identify future cycling routes with a focus on providing facilities that are comfortable for people of all ages and abilities and strive to meet the recommendations of the B.C. Active Transportation Design Guide. The ATNP application questions prompt important considerations, such as connectivity to key trip generators, community engagement, environmental benefits, and economic benefits.

Eligible costs for ATNPs typically include but are not limited to:

- Consultant fees (including travel costs, engineer assessments, etc.)
- Community engagement and consultation costs
- Printing costs

Within the Conditional Grant Agreement (Schedule A), the Province prescribes **minimum components that must be included in an ATNP** such as:

- a. Acknowledgement of funding from the B.C. Active Transportation Infrastructure Grants Program
- b. Community Profile:
 - i. Population, economic drivers, geography, and weather
 - ii. Main destination points and land use
- c. Strategic Context:
 - i. How ATNP supports community goals (e.g., OCP)
 - ii. How ATNP aligns with the [CleanBC Strategy](#)
- d. Data Collection:
 - i. Current state (baseline) of walking and cycling in community (e.g., counters, manual counts, Stats Canada data, origin-destination studies)
 - ii. Highlight known crash sites and current safety issues (e.g., police reports, ICBC, anecdotal)
 - iii. Current cumulative km's of AT infrastructure
- e. Consideration of the GHG emissions reductions that can be achieved with building AT infrastructure that encourages mode-shift from vehicles
- f. Community consultation summary
 - i. Community consultation process, results, and any future commitments
- g. Plan & Implementation:
 - i. Map
 - ii. Include existing active transportation infrastructure and where residents currently walk or ride
 - iii. Include proposed AT infrastructure
 - iv. Include maintenance of infrastructure post construction
 - v. Implementation Plan
 - vi. Prioritization of phases
 - vii. Funding
 - viii. Construction schedules

- ix. Maintenance Plan
- x. Year over year active transportation uptake
 - Include details of your plan to use the active transportation usage count form to monitor the annual change of people choosing to walk or cycle, before and after active transportation infrastructure is built to help quantify mode-shift from vehicle use.

Optional appendix:

- i. Infrastructure design or cross section (option to prepare project specific design for first-priority project using principles in the B.C. Active Transportation Design Guide (e.g., Universal Design))

3.0 GRANT AMOUNT

Active Transportation Network Plan (ATNP) funding is available for communities with a population of up to 25,000, to a maximum 50% cost-share, or \$50,000 whichever is less.

3.1 Third-party Contributions

Third-party means any person or legal entity, other than the Province, who participates in the implementation of an eligible project by means of contract. The Province's share is calculated once all third-party contributions (provincial, federal, and private funds) have been deducted from the total eligible costs of the project. If third-party funding is available, it may be applied to the project outside the provincial cost-share portion.

The Federal Gas Tax - Community Works Fund is not considered a third-party contribution for this program because it is part of local government's general revenue. The Community Works Fund can be counted as the applicants share toward the total project costs.

3.2 In-kind Contributions

In-kind or donated contributions are not an eligible cost. In-kind contributions may include volunteer hours and/or donated professional labour, services, space, and materials, which are provided at no cost or below fair market value to the Recipient.

4.0 APPLICATION INTAKE

Local governments (e.g., non-Indigenous applicants) must submit applications during the intake window only. The 2024/25 intake will open September 3, 2024, and close October 31, 2024. Late applications will not be accepted. Application **will not be reviewed** unless all necessary information has been submitted, including mandatory/supporting documents.

4.1 Rolling Intake

Indigenous applicants (Indigenous governments and Indigenous Economic Development Corporation where the Nation is the shareholder) may apply at any point in the year for a rolling intake through the online portal. Partnerships between local

government applicants and Indigenous applicants are also eligible for the rolling intake. Please contact BCATgrants@gov.bc.ca for details on how to apply to the rolling intake.

4.2 Application Submission

Submit the online application form along with other supporting/mandatory documentation (see full list in table below) through the online portal. A cost estimate sheet in a form established by the Ministry must be submitted with the Active Transportation Network Plan Grant Application form. Review Section 2.1 and ensure that only eligible expenditures are included in the cost estimate sheet. The program allows up to 20% contingency to be added to the detailed cost estimate to cover unanticipated project expenses to ensure the project is implemented to meet or exceed the project outcomes. The proponent is responsible for any cost overruns in excess of the total approved eligible costs. The Cost Estimate must be either current or forecasted to proposed network plan start dates.

All applications and supporting documentation submitted are subject to the Provincial Freedom of Information and Protection of Privacy Act ([FOIPPA](#)). For more information regarding this Act, please reference FOIPPA. Questions regarding FOIPPA and applications can be sent to the following email address: BCATgrants@gov.bc.ca.

Applicants are encouraged to reach out to program staff at BCATgrants@gov.bc.ca with any questions that arise while preparing their applications. Please allow as much time as possible before the submission deadline.

Document Details	
<input type="checkbox"/>	Online application (or paper application form)
<input type="checkbox"/>	Cost Estimate
<input type="checkbox"/>	Council/Board/Band Resolution/Indigenous Government Approval <ul style="list-style-type: none"> Resolution/Approval must confirm that the local share of funding is available and supported and that project is a municipal priority and is intended to be complete within the required timeline. If a resolution will not be available by application deadline due to Council/Board meeting schedules, a draft resolution with anticipated date of submission for authorized resolution may be submitted instead. The fully authorized resolution must be submitted by December 1, 2024.
	Mandatory

5.0 APPLICATION EVALUATION

All applications will go through an evaluation process that involves multi-disciplinary staff. An initial review of all applications is done to ensure completeness of documentation and program eligibility. Applications that are complete and deemed eligible will then be evaluated against preferred program criteria. Applications are recommended using a priority ranking system to identify projects that best meet the program goals.

5.1 Preferred Project Criteria

Proposals that satisfy the eligibility criteria will be evaluated based on the following criteria:

- 5.1.1 Improves community connectivity through:
 - 5.1.1.1 Continuity between existing or planned transportation corridors
 - 5.1.1.2 Connections to destinations (e.g., education, employment, hospitals, schools, recreation, parks)
 - 5.1.1.3 Linkages/multi-modal integration (e.g., public transit, ferry, airports)
 - 5.1.1.4 Partnerships between jurisdictions (e.g., Indigenous government and local governments)
 - 5.1.1.5 Data gathering through bicycle or pedestrian automatic counters
- 5.1.2 Improves safety through:
 - 5.1.2.1 Project aligns with the [B.C. Active Transportation Design Guide](#) and other best practices. Project responds to any safety concerns raised in the community and is supported by documentation and data. Where quantitative data is unavailable, qualitative, or anecdotal safety concerns are permitted.
 - i. [ICBC Statistics](#) and crash maps for the Province and [Transport Canada's National Collision Database](#) provides data on bicycle and pedestrian collisions with vehicles.
 - ii. Physical separation from motor vehicles (where possible and/or appropriate)
 - iii. Appropriate type, protection and width of bicycle lane, as suggested in the [B.C. Active Transportation Design Guide](#). Please consult the appropriate section of the Design Guide for full context.
- 5.1.3 Active Transportation Network Plans must consider all ages and abilities
- 5.1.4 For quick reference regarding facility type, see the following figures from the [B.C. Active Transportation Design Guide](#). Please consult the appropriate section of the Design Guide for full context or for other facility types.

Cycling Facilities

BICYCLE FACILITY SELECTION DECISION SUPPORT TOOL
URBAN / SUBURBAN / DEVELOPED RURAL CORE CONTEXT

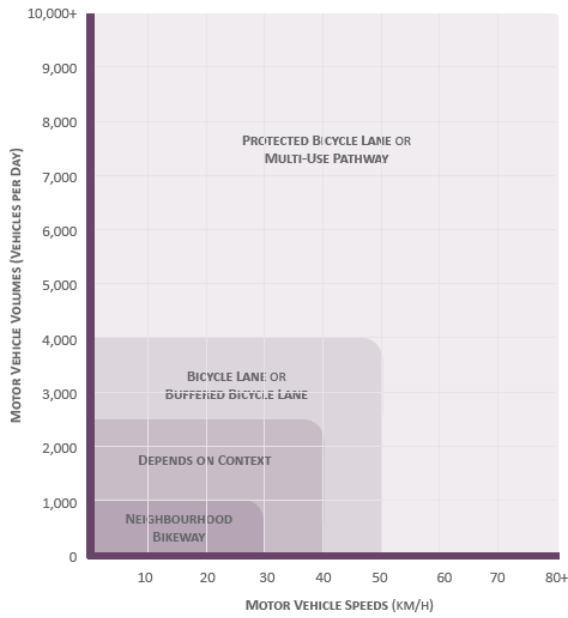


FIGURE D-29 // BICYCLE FACILITY SELECTION DECISION SUPPORT TOOL - URBAN / SUBURBAN / DEVELOPED URBAN CORE CONTEXT

BICYCLE FACILITY SELECTION DECISION SUPPORT TOOL
RURAL CONTEXT

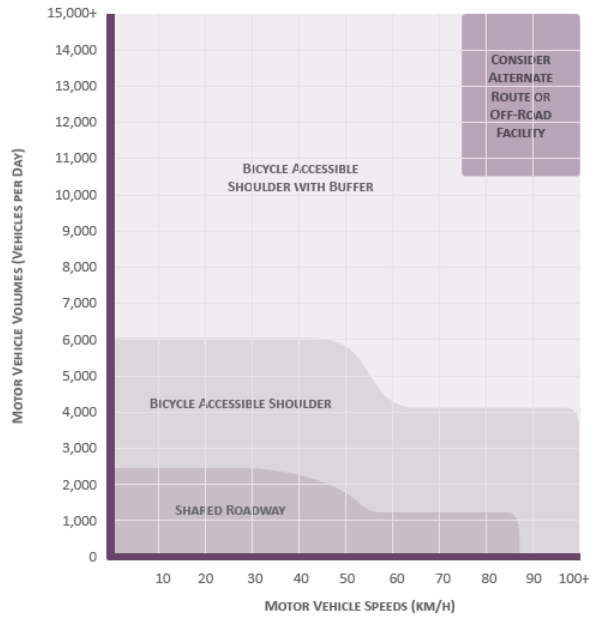


FIGURE D-30 // BICYCLE FACILITY SELECTION DECISION SUPPORT TOOL - RURAL CONTEXT

TABLE D-9 // NEIGHBOURHOOD BIKEWAY TREATMENTS BY MOTOR VEHICLE SPEED AND VOLUME

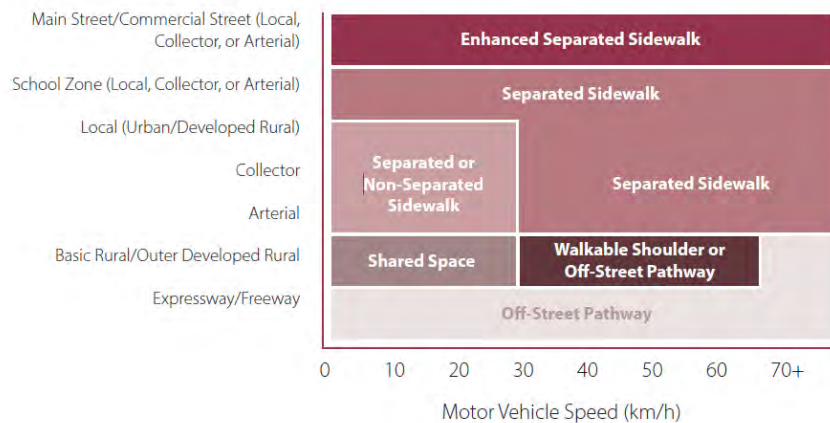
Existing Motor Vehicle Volumes (VPD)	Existing Posted Motor Vehicle Speeds	Level of Treatments		
		Level 1: Required Treatments (Intersection Treatments, Signage, and Pavement Markings)	Level 2: Traffic Calming (Speed Management)	Level 3: Traffic Diversion (Volume Management)
<1,000	30 km/h or less	✓		
<1,000	30 to 50 km/h	✓	✓	
1,000 – 2,500	30 km/h or less	✓		✓
1,000 – 2,500	30 to 50 km/h	✓	✓	✓
>2,500	> 50 km/h	Consider alternate facility type		

TABLE D-12 // PREFERRED SEPARATION ELEMENT BASED ON MOTOR VEHICLE SPEED

POSTED SPEED LIMIT	PREFERRED SPACING TYPE
50 km/h or greater	Continuous barriers offering physical protection such as a raised median
50 km/h	Intermittent vertical elements, such as flexible posts and planters are acceptable. Continuous barriers may also be considered.
Less than 50 km/h	Ability to include less physical protection due to lower adjacent motor vehicle speeds.

Pedestrian Facilities

FIGURE C-20 // PEDESTRIAN FACILITY SELECTION DECISION SUPPORT TOOL



Multi-Use Facilities

TABLE E-21 // CALCULATION GUIDANCE FOR SEPARATING PATHWAY USERS

USER RATIO FOR SEPARATION	DAILY ANTICIPATED USER VOLUME FOR VARIOUS PATHWAY WIDTHS (USERS)		
	3m	3.5m	4m
More than 20% of users are pedestrians and total user volumes are greater than 33 persons per peak hour	1,000	1,200	1,400
Less than 20% of users are pedestrians and total user volume is greater than 50 persons per peak hour	1,500	1,750	2,000

5.1.5 Project is designed for all ages and abilities ([Universal Design](#)). Please also apply [Gender-based Analysis Plus \(GBA+\) principles](#) in response. GBA+ helps us recognize and move beyond our assumptions, uncover the realities of people’s lives, and find ways to address their needs. The [federal GBA+ training](#) is recommended.

Some examples of how GBA+ might be incorporated into your project:

- Indigenous land acknowledgements/ names on wayfinding signage
- Providing lighting along a path so that women and families will feel safer at night
- Providing gender-neutral and family washrooms
- Placing infrastructure in an economically disadvantaged area that has less access to safe active transportation infrastructure
- Ensuring that project team has received GBA+ training
- Age-friendly design
- Rainbow crosswalks
- Signage in languages other than English

You can begin to challenge your assumptions and apply GBA+ to your work by asking these key questions:

- Do I believe that the issues I work on are gender neutral? Or culturally neutral? Ability neutral? Is this based solely on my own experience?
- Is it possible that my assumptions prevent me from asking questions and hearing or understanding answers that are outside my own experience?
- How might attitudes and norms – my own, those of my organization, and those of the institutions and society that surround me – limit the range of options I consider and propose?

5.1.6 Improves economic opportunities through:

5.1.6.1 Infrastructure that is constructed by local resources

5.1.6.2 Tourism enhancements (linkages to recreation facilities, viewpoints, shopping, dining, museums, art galleries, farmers markets, Indigenous places of cultural interest)

5.1.7 Improves physical and mental health, improves air quality, and reduces greenhouse gases through:

5.1.7.1 Infrastructure that encourages people to, as much as possible, use human powered forms of transportation

5.1.7.2 Retaining existing trees or includes planting of additional trees

5.1.7.3 Incorporating environmental innovation

5.1.7.4 Incorporating environmental best practices into the design and construction

5.1.7.5 Accompaniment of promotional and educational activities

6.0 GRANT PROCEDURE

The British Columbia's Active Transportation Network Planning Grant process is as follows:

- 1) Intake opens on September 3, 2024.
- 2) Applications are accepted at BCATgrants@gov.bc.ca until October 31, 2024.

- 3) Applications are reviewed and scored by a committee.
- 4) MoTI approves selected projects.
- 5) A Conditional Grant Agreement (CGA) is prepared by MoTI and signed by recipient and MoTI.
- 6) Initial payment (50% of the total grant amount) is disbursed to recipient upon signing of the CGA.
- 7) Recipient completes and submits quarterly [Progress Reports](#) to MoTI. Recipient must, to the best of their ability, estimate the percentage (%) complete by the following March 31st, as accurately as possible for provincial accounting purposes. The progress reports must be sent to BCATgrants@gov.bc.ca by the following due dates:
 - March 1
 - June 1
 - September 1
 - December 1
- 8) If a project requires an extension to the agreed upon completion date or amendment due to change in project scope, recipient must contact program staff at BCATgrants@gov.bc.ca and complete Section 4 of the Progress Report. Before any changes are implemented, they must be approved by MoTI. Recipients will be held accountable for not abiding by the terms of the contract and late claim submissions will be tracked and may influence future grant opportunities.
- 9) Upon project completion, the Final Report form, signed [Summary of Expenditure form](#), supporting invoices, and project completion photos must be submitted to MoTI. A final copy of the ATNP must be submitted to MoTI.
- 10) Recipient receives the remainder of grant funding from MoTI.
- 11) CGA is closed upon final completion of project payments.

7.0 COMMUNICATIONS PROTOCOL AND SIGNAGE GUIDELINES

An important aspect of the program is to communicate its impact in helping improve the quality of life in British Columbia communities.

The purpose of joint communications activities is to provide information on the Program to the public in a well-planned, appropriate, timely and consistent manner that recognizes the benefits of the initiative and the contribution of all parties.

Communications protocol and signage guidelines are posted on the [program website](#). Signage recognizing funding contributions may also be required and will be considered as shareable eligible costs. Network plans must include acknowledgement of B.C. Active Transportation Infrastructure Grants Program funding.

Prior to any public events, please send an invitation at least 21 days in advance to BCATgrants@gov.bc.ca with the contact information of the grant recipient's communications manager and state the approximate timing of the event.

Thank you for your interest in B.C.'s Active Transportation Network Planning Grants Program.

For any assistance, please contact us at:

BCATgrants@gov.bc.ca

(778) 974-5469