Becoming a more walkable and bikeable community:
Taking Stock of Assets, Resources and Policies that Influence Active Transportation in Your Community

MUNICIPAL INVENTORY QUESTIONS

PaCM

Physical Activity Coalition of Manitoba

Date:
Names of those collaborating to compile the answers to this survey:

Please respond to the following questions to the best of your knowledge. Please read each question carefully, even if someone has already provided an answer. Some may be answered differently depending on your perspective. If you are not sure, please write "not sure". Any detail, attachments, references or related external links that might be helpful is appreciated. The answers will be used to analyze inform future active transportation plans and affect your community's ability to become more active transportation-friendly.

SIDEWALK CONSTRUCTION AND DESIGN

1.1. How are sidewalks paid for?
If paid for by more than one source, please list them (i.e. RM, LUD, town, developer agreements, levies, parks budget, roads budget, etc..)

1.2 What is your community's current overall annual budget for new sidewalks?
i.e. none, not sure, $100,000 in the trails budget, we have a dedicated line item of 'x', sidewalks are mainly built during new development so it varies year to year and is difficult to determine, sidewalks make up approximately x% of roads budget, etc.. If possible, please itemize by funding source.

1.3 What has historically been the fluctuation in your community's annual budget for sidewalks? i.e. never had one, it has stayed proportional, it has increased a lot lately, we don't know, not since 1975, we don't distinguish between roads/sidewalks, it's now double what it was last year, etc..

1.4 How has your community's approach to sidewalk connectivity changed over time?
i.e. stayed the same, newer suburbs are built without them, no money for sidewalks in the 80s, etc..

1.5 What is your community's current design standard for a sidewalk?
i.e.1.5m, 2m, cut slabs, troweled slabs, wider in high traffic locations, interlocking brick in shopping areas, etc..

1.6 Does your community adhere to universal design guidelines such as using detectable paving stones for persons with visual disabilities or include audible signals at traffic lights?
i.e. please list some examples of common practices or guidelines that are used

1.7 Does your community use a warrant system for determining the location of new/improved crossings? If so, how does it work?
i.e. how do you demonstrate demand, what are the thresholds, who analyses it

1.8 What ballpark figure would you use to estimate *per Km* sidewalk construction?

1.9 What ballpark percentage figure would you use *for design/consultation* in a sidewalk project?

1.10 Under current practice, who pays/would pay when/if there was a decision to retrofit sidewalks along *residential* streets without sidewalk(s)?

1.11 Under current practice, who pays/would pay when/if there was a decision to retrofit sidewalks along *arterial or collector streets* without sidewalk(s)?

1.12 Under current practice, who pays/would pay when/if there was a decision to retrofit sidewalks along *a provincially owned road or highway*?
Note: in the case of some smaller communities, the answer this question may be the same as the previous question.

MULTI-USE PATHWAY CONSTRUCTION AND DESIGN

2.1 How have existing pathways been paid for?
If paid for by more than one source, please list them (i.e. RM, LUD, town, developer agreements, levies, Rotary, etc..)

2.2 What has historically been your community's annual budget for pathways?
i.e. it has stayed proportional, it has increased a lot lately, we don't distinguish between pathways/parks, same as sidewalks, we call them "trails", etc..

2.3 Have there been periods of increased pathway construction activity in your community?
i.e. during Jubilee, during Centennial, when Kinsmen donated "x", when they were building the Trans Canada Trail, etc..

2.4 What is your community's current design width standard for multi-use paths?
i.e. 2m in outlying areas; 3m; 3.5m; 4.2m, separate walking and cycling paths, soft surface jogging path adjacent to hard surface cycling and stroller path, etc..

2.5 What steps does your community take to design multi-user pathways to remediate cyclist/pedestrian conflict?
i.e. none, we always include a separate path; we use paint to differentiate between pedestrians and cyclists, we use a dotted line to show the suggested direction of travel, etc..

2.6 Does your community use design standards specific to cycling, for example turning radii considerations or intersection approach chicanes, when designing multi-use pathways?

2.7 Does your community have any important linear land assets such as abandoned railway lines, railway rights of way, pipelines or hydro corridors that could make up a trail network spine?

2.8 What ballpark figure would you use to estimate *per km* multi-use pathway construction?

2.9 What ballpark percentage figure would you use for *design/consultation* when contemplating a multi-use pathway project?

ONROAD BIKE FACILITY DESIGN

3.1 Does your community have bike lanes?
i.e. standard painted bike lanes

3.2 Does your community have cycletracks?
i.e. these are bicycle specific, separated pathways adjacent to the roadway but protected by grade separation or curb, unlike a multi-use pathway, they are not designed for pedestrians to share and cross major intersections with existing traffic signals or with special bicycle specific traffic signals

3.3 Does your community have any plans showing proposed onroad facilties?

**note for the next 5 questions: if you are transportation professional, you may consider referring to TAC guidelines and verifying the road widths to give exact answers, BUT ballpark estimates are acceptable for now and suggestions can be based on anecdotal evidence, with actual road width, parking practices, etc.. verified at a later date

3.4 Does your community have any "paint ready" streets with required width for bike lanes or cycletracks (between 3 and 4m) *without removing parking or removing/narrowing lanes?* If so, please give some examples.

3.5 Does your community have any "paint ready" streets where the required width for bike lanes or cycletracks (between 3 and 4m) would be created by *narrowing lanes?* If so, please give some potential examples.

3.6 Does your community have any "paint ready" streets where the required width for bike lanes or cycletracks (between 3 and 4m) would be created *by accommodating currently low levels of parking elsewhere or removing it?* If so, please give some potential examples.

3.7 Does your community have any "paint ready" streets where the required width for bike lanes or cycletracks (between 3 and 4m) would be created by *removing a lane on a street that is functioning under capacity?* If so, please give some examples.

3.8 Does your community have any *pairs of "paint ready streets"* with 1.5m of space only to be able to install one-way bikelanes?

3.9 Does your community have any "width possible" streets where the required width for bike lanes or cycletracks would exist by widening the road into existing municipally owned right of away? i.e. main roads with wide medians, shoulders, boulevards. If so, please give some examples.

3.10 What ballpark figure would you use to estimate per km cost of bike lanes?

3.11 What ballpark percentage figure would you use for design/consultation when contemplating a bike lanes project?

3.12 What ballpark figure would you use to estimate per km cost of cycletracks?

3.13 What ballpark percentage figure would you use for design/consultation when contemplating a cycletracks project?

DESIGN SPEED

4.1 Does your community have a design speed when planning residential or commercial areas where pedestrian activity is particularly desired? If so, what is it?

4.2 Does your community have any physically traffic-calmed residential or commercial streets?
i.e. streets with curb bump outs, narrowed streets, chicanes, speed humps, forced one-ways, forced diversions, street closures, traffic calming circles, etc…

4.3 Is your community aware of any streets where automobile speeds regularly exceed 30km/hr near schools, playgrounds, daycares, or busy shopping areas?

4.4 Does your community have any school zone signage?

WINTER FACILITY DESIGN

5.1 Does your community have any seasonal (i.e. ice) roads that modify the transportation network in the winter?

5.2 Does your community have any seasonal destinations (i.e. ice fishing spots, ski hills) that modify travel patterns on a seasonal basis?

5.3 Does your community have locally accessible cross-country ski trails?

5.4 Does your community own X-country ski trail grooming equipment?

5.5 Does your community have any river skating trails?

5.6 Is your community linked to a snowmobile trail network?

OFFROAD VEHICLES

6.1 Does ATV use overlap any walking/hiking or cycling trails?

6.2 Does your community have any horse trails?

6.3 Does your community have policy limiting use of ATVs in certain areas?

6.4 Does your community enforce ATV usage rules?

ACTIVE TRANSPORTATION INFRASTRUCTURE and "NEEDS" MAPPING

7.1 What, if any, computer system does your community use for mapping?
i.e. AutoCAD, ArcGIS, Illustrator, Google Earth, TownSuite, etc..

7.2 What, if any, surveying tools does your community own and use?
i.e.surveying equipment, handheld GPS, smartphones, etc..

7.3 Who hosts the database of info?
i.e. we don't have a server, we have a server, the province does, etc..

7.4 Does your community currently internally categorize pathways according to type or user?
i.e. Differentiate between sidewalk, multi-use path width, on-road bike lane, hiking trail, road shoulders MTB trail, pedestrian priority zone, traffic-calmed neighbourhood, etc..

7.5 Does your community currently separate active transportation networks from a user perspective for planning purposes? i.e. a hiking trail network, a mountain biking network, a road cycling network, a sidewalk network, priority accessibility zones near seniors homes, groceries stores and clinics, etc..

7.6 Has your community mapped all of the local "sidewalk cut throughs"?
i.e. these sidewalks not along the road right-of-way. These often are found centering on schools, are often found in cul-de-sacs and create important walking priority routes.

7.7 Has your community mapped all of its existing benches?
i.e. sidewalks not along the road right-of-way. These provide important connections for children and make great walking priority routes.

7.8 Has your community mapped current barriers?
i.e. a workshop, school travel planning, age friendly planning, exercise where citizens show where barriers to active travel exist such as high traffic levels, lack of sidewalks, bike lanes and paths?

7.9 Has your community mapped user desire?
i.e. origin destination study filtered by distance and multiplied by constants to reflect likely uptake, active transportation planning workshops, school travel planning, age friendly planning, or any exercise where citizens show where they would be willing to go if barriers to travel were removed?

7.10 Does your community have a map of existing "trails"?

7.11 Does your community have a map of existing walking facilities?

7.12 Does your community have a map of existing cycling facilities?

7.13 Does your community have a map showing proposed trails?

7.14 Does your community have a map showing proposed sidewalks?

7.15 Does your community have a map showing proposed cycling facilities?

7.16 Does your community have a map showing streets by speed limit?

7.17 Does your community have a map showing streets by DVT (amount of traffic)?

7.18 Does your community have a map showing which pedestrian routes are lit at night?

SIDEWALK MAINTENANCE

8.1 How many linear KMs of sidewalks does your community have?

8.2 What percentage of existing sidewalks are in good to great state of repair?

8.3 What is the current rehab and repair maintenance budget for sidewalks and pathways? i.e. high/low, ball park estimate, not sure, part of overall maintenance budget

8.4 What is the current snowplowing budget for sidewalks and pathways?

8.5 What is the current street sweeping budget for sidewalks and pathways?

8.6 How often is the sidewalk and pathway network systematically reviewed for issues? i.e. never been done, done once 5 years ago, every year, case by case, periodic review

8.7 How quickly are reported physical maintenance issues dealt with, on average?
i.e. not sure, right away, depends on the season

8.8 Does your community own snowplowing equipment suitable for sidewalk snow clearing?
i.e. a bobcat etc..

8.9 How are maintenance issues identified?
i.e. through random calls to the office, periodic reviews, noticing ourselves, work orders filled out, etc…

8.10 How are maintenance issues tracked?
i.e. mapped in AutoCAD, mapped in Google Earth, by spreadsheet, addressed right away, etc..

8.11 How/who do citizens typically call to report a maintenance issue?
i.e. 311 system, call their councilor/Mayor call public works, call parks and rec,

8.12 Who's responsibility is it to follow up on a sidewalk maintenance issue?
i.e. foreman, community services, public works, etc..

8.13 What is your community's policy vis-a-vis sidewalks when building new residential roads? i.e. none, both sides, one side, up to the developer, etc..

AMENITIES

9.1 Does your community install benches at regular intervals along walking routes?

9.2 Does your community budget for amenities when building sidewalks or trails, if so what is a typical percentage?

9.3 Does your community budget for trail-specific lighting in potentially dark spaces such as urban parks when building new sidewalks or trails?

9.4 Does your community have sidewalk-friendly streetlamps designed to focus light on the pedestrian environment in equal proportion to the road?

9.5 Does your community have a public art budget?

9.6 Does your community have a permaculture gardening club that might be interested in maintaining plots near pathways?

DIRECTIONAL and INFORMATIONAL SIGNAGE

10.1 Does your community have any large outdoor trailheads, tourist boards or "you are here" signs that show existing active transportation infrastructure on the map? If so, where?

10.2 Does your community have sporadic directional signage, located at key walking and cycling junctions, showing distances and directions to key destinations?

10.3 Do any of your community's existing trails, walking paths or bike routes have formal names or numbers?

10.4 Do any existing trails, walking paths or bike routes have informal or nick names?

10.5 Does your community have a policy on naming trails?

10.6 Do any existing trails in your community have logos?

10.7 Does your community have any "historical walks" – suggested routes for tourists?

10.8 Does your community have any "fitness routes"?
i.e. these are usually off road, these are distinguished by kilometers markers which help participants track their progress.

10.9 Does your community have any recreational "closed loops"? If so, are there routes that are easy, intermediate and hard?

ROAD MAINTENANCE

11.1 What is the average "physical" maintenance budget for roads within the townsite? i.e. ballpark estimate, incl. grading, surfacing, rehabbing, pothole filling, etc..

11.2 Does your community have a streets infrastructure "deficit"?

11.3 What is the snowplowing maintenance budget for roads?

11.4 Does your community own snowplowing equipment for road snow clearing?

11.5 Does your community prioritize the removal of sand and debris from road shoulders on cycling routes?

GENERAL ACTIVE TRANSPORTATION POLICY

12.1 Does your community have a vision statement for active transportation?

12.2 Does your community have an "opt-out" policy stating that all new roads projects and rehabilitations within town limits must include first-class active

transportation infrastructure and a requirement to provide documentation in cases where it isn't deemed necessary?

12.3 Does your community have walking and cycling mode-share targets?
i.e. 20% by 2020, 10% increase per year, etc..

12.4 Does your community count or track existing and projected GHG emissions when making planning and engineering decisions?

12.5 Does your community use transportation demand management as a planning tool to reduce congestion?

12.6 Does your community have an ideal transportation mode priority list in place in order to help making tough decisions? i.e. accessibility for pedestrians first, bikes, buses, cars, trucks, in that order?

12.7 Does the surrounding region have an active transportation plan in place that considers regional connections, especially by bicycle?
i.e. the RM?

LAND USE and PLANNING

13.1 Does your community have an active transportation plan in document format?

13.2 Does your community have a parks master plan?

13.3 How often does your community review its zoning plan?

13.4 Does your community prioritize or consider convenient access to future walking and cycling distance to main places of employment and recreation when reviewing zoning?

13.5 Have your community's walking and cycling network future plans made it into proposed development plans and future subdivisions?

13.6 Does your community have landowner specific policy to make active transportation infrastructure implementation easier? i.e. ensuring driveways are built at sidewalk level, ensuring easements for pathways can be acquired on riverbank property, etc..

PARKING

14.1 Has your community ever done an on street parking demand study? If so, where, when and why.

14.2 Does your community have parking lot design guidelines to encourage safe pedestrian access through parking lots?

14.3 Does your community allow bicycle parking in-lieu of vehicle parking when approving new building permits?

14.4 Does your community provide bike parking at all municipally-owned buildings?

HEALTH PROMOTION

15.1 Are there local organizations that can help play a role in "prescribing" active transportation for better health?

INTERNAL EMPLOYEE ENCOURAGEMENT

16.1 Does your community provide incentives, such as a guaranteed ride home, prizes or bonuses to town employees for leaving the car or truck at home when possible?

16.2 Does your community plan the site placement of municipal buildings to maximize walking and cycling access?

16.3 Does your community provide interior bike parking for employees at municipal facilties?

SPECIAL EVENTS

17.1 Does your community have any special events that require street closures? i.e. Corn and Apple festival, a local street party permit system, bike races, Sundays only street closures

17.2 Does your community, as an organization, participate in national or provincial encouragement events?
i.e. commuter challenge, clean-air day, ciclovia, etc..

DATA COLLECTION

18.1 Does your community collect its own traffic volume information province for transportation planning?

18.2 Does your community get traffic volume information from the province for transportation planning?

18.3 Does your community collect traffic speed information?

18.4 Does your community use origin-destination information for transportation planning?

18.5 Does your community do pedestrian counts? If so, how?

18.6 Does your community do bike counts? If so, how?

18.7 Does your community know its current walking and cycling mode share?

18.8 Is there a local group of staff or volunteers that could be enlisted to do simple counts right away? i.e. public works staff, parks staff, boy/girl scouts, interns, cycling teams, church groups, trail groups, retirees?

OUTSIDE SOURCES OF FUNDING

19.1 Has your community ever received funding for active transportation facilities or recreational trails from a private enterprise? If yes, please give examples of projects and budget numbers if possible.

19.2 Has your community ever received funding for active transportation facilities or recreational trails from a foundation, private donor or Rotary-type club? If yes, please give examples of projects and budget numbers if possible.

19.3 Has your community ever received funding for active transportation facilities or recreational trails from the local Rural Municipality? If yes, please give examples of projects and budget numbers if possible.

19.4 Has your community ever received funding for active transportation facilities or recreational trails from the Province of Manitoba? If yes, please give examples of projects and budget numbers if possible.

19.5 Has your community ever received funding for active transportation facilities or recreational trails from the Government of Canada? If yes, please give examples of projects and budget numbers if possible.

COMMUNICATION AND STAKEHOLDER ENGAGEMENT

20.1 Please list any open house events that already happened, for which there is a record and where active transportation issues were discussed (as far back as

possible). i.e. Age-Friendly, Trans Canada Trail, School Travel Planning, Roads Projects, New Residential Developments, Zoning Bylaw changes. This section is very important. Please consider providing as much detail and links to relevant information in this section as possible.

20.2 Does your community have local stakeholders, organizations or volunteers that might be interested in playing an ongoing role in active transportation planning? i.e. Trails Group X, Seniors Centre x, Disabilities Issues X, Parent Council X, Youth Organization X

20.3 Has your community considered a "name the trail" initiative to promote interest and involvement in a new facility?

20.4 Has your community ever issued a call for volunteers and residents to get involved in the planning and implementation of an active transportation network?

20.5 Does your community send out a weekly, monthly, or quarterly newsletter informing citizens of local municipal issues (not necessarily about active transportation)?

20.6 Does your community have walking and cycling information posted on the internet?
Please list type of info or menu items, if possible.

20.7 If yes, does active transportation have its own section?

20.8 If yes, can residents sign up to comment or get involved?

20.9 Does your community have an informal active transportation advisory committee called upon to help make decisions?

20.10 Does your community have a formal active transportation advisory committee with regular meetings?

20.11 Does someone at the Town of your community keep an email list of all previous participants at active transportation-related events for future announcements?

20.12 Does your community have large scale map of existing and proposed routes for display at open houses and special events?

20.13 Does your community have a catchy tag line for components of the project?
i.e. "ReCreate your community", or "We want to be the cycling capital of Canada" or "your community: Walking Paradise of the Prairies"

EDUCATION

21.1 Does your community have a permanently installed bike skill training course at a local community centre, school or parking lot? i.e. sometimes called bike rodeos, these are placed on expanses of open pavement where miniature stop signs, painted bike lanes, and common road hazards are erected and installed making the sharing of bicycle skills easier for local school and after school groups

21.2 Does your community have any local, trained CANBIKE instructors?

21.3 Do professional engineering and planning staff have formal access to regular training opportunities relevant to learning active transportation best practices?

INTERNAL STAFFING

22.1 Has your community identified an active transportation coordinator?
If yes, are they full or part time? Contract based? Side of desk?

22.2 Has your community identified an active transportation facilities engineer (or traffic engineer who's responsibility it falls under)?

22.3 Do aspects of active transportation planning and implementation fall under the existing job descriptions of current staff?
i.e. sort of, not sure, ec-dev officer is responsible for promotion, foreman is responsible for maintenance, CAO is responsible for planning, etc… If so, please list them and the role they typically play.

22.4 *Could* aspects of active transportation planning and implementation fall under the existing job descriptions of current staff?
i.e. if given mandate, sort of, not sure, no we probably need dedicated staff, etc..

EXTERNAL STAFFING

23.1 Does Manitoba Infrastructure and Transportation consult your community on local highway project priority setting or design? If so, please provide examples.

23.2 Do Manitoba Infrastructure and Transportation roads projects always include appropriate budgets for active transportation facilities? If so, please provide examples.

23.3 Have staff at Manitoba Infrastructure and Transportation ever played a role in pathway engineering and design?

23.4 Do staff at Manitoba Local Government or any outside agency play an active role in land-use planning?

23.5 Has your community previously made requests regarding speed limit changes or new pedestrian crossings on/of Manitoba-owned infrastructure?

SUGGESTED NEW QUESTIONS:

IMPORTANT DETAILS NOT COVERED BY THE ABOVE:

MISC. REFERENCES:

COMMENTS: