

# Active Transportation Planning

## 2024/25 Program and Application Guide

### OPEN INTAKE

The 2024/25 Active Transportation Planning program will have an open intake. Funding permitting, eligible applicants can submit one application between October 1, 2024 and September 30, 2025 using the [LGPS Online Application Tool](#).

## 1. Introduction

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### Background

The [CleanBC Roadmap to 2030](#) calls for 30% of all trips in BC to be made by active transportation and public transit by 2030. To support this target the Province is providing planning and design support, to ensure that community planning addresses active transportation constraints and opportunities.

Active transportation refers to all human-powered forms of commuting. Walking and cycling are the most common, but running, scootering, skateboarding, in-line skating, using a wheelchair, paddling, skiing, snowshoeing, horseback riding, and using electric bicycles or scooters are all types of active transportation.

Please refer to [Appendix 1](#) for definitions of terms used in this guide. All defined terms are in **bold** in the program guide.

### Active Transportation Planning Grants

Local governments play a significant role in active transportation by developing integrated community land use and transportation plans and policies that lead to the implementation of transportation infrastructure networks.

The intent of the Active Transportation Planning program is to support local governments to incorporate or enhance active transportation components of formal planning documents, such as Official Community Plans (OCPs), Sustainability Plans, Neighbourhood Plans, or Transportation Plans), including research, engagement, and policy development.<sup>1</sup>

**The development or update of stand-alone active transportation plans is not eligible for funding.**

Funding is provided by the Province of BC and is administered by Union of BC Municipalities (UBCM).

## 2. Eligible Applicants

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All local governments (municipalities, regional districts, and the Islands Trust) in BC that meet the following criteria are eligible to apply:

- Have a population of up to 25,000 (based on 2021 Census data). Note: regional districts can apply for one or more electoral areas with a combined population of up to 25,000 in a single application.

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<sup>1</sup> The Ministry of Transportation and Infrastructure provides network planning grant funding through the Active Transportation Infrastructure Grant program. That grant program helps communities develop active transportation network plans to support active transportation for all ages and abilities.

- Do not have an active transportation plan or have a plan over 5 years old.
- Are currently or will be undertaking a community land use and/or transportation plan to which an active transportation lens will be included.
- Have not received a network planning grant from the Ministry of Transportation and Infrastructure's Active Transportation Infrastructure Grant program.

Eligible applicants can submit one application per funding stream intake.

### 3. Grant Maximum

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The Active Transportation Planning program can contribute up to 100% of the cost of eligible activities to a maximum of \$30,000.00.

The Evaluation Committee may recommend that an application be approved in part, based on available funding and the merit of the proposed project.

To ensure transparency and accountability in the expenditure of public funds, all other financial contributions for eligible portions of the project must be declared and, depending on the total value, may decrease the value of the grant. This includes any other grant funding and any revenue that is generated from activities that are funded by the Active Transportation Planning program.

### 4. Eligible Projects

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To be eligible for funding, applicants must be undertaking transportation or land use planning, and demonstrate how the proposed project would support and integrate active transportation planning as part of its community planning process.

In addition, to qualify for funding, projects must:

- Be a new or a subsequent phase of a project (retroactive funding is not available); and
- Be capable of completion by the applicant within one year of the date of grant approval.

### 5. Requirements for Funding

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As part of both the development of the application package and the delivery of the **approved project**, local governments are encouraged to proactively engage with local First Nations and Indigenous organizations. Engagement by local governments both locally and regionally can help build relationships with First Nations, benefit both communities and enhance reconciliation. More information on engagement best practices is available [here](#).

As part of the Approval Agreement, approved applicants must meet the following requirements for funding:

- Activities must comply with all applicable privacy legislation under the *Freedom of Information and Protection of Privacy Act* in relation to the collection, use, or disclosure of personal information while conducting funded activities. Personal information is any recorded information about an identifiable individual other than their business contact information. This includes information that can be used to identify an individual through association or inference; and
- Where applicable, to qualify for funding, for any professional activities required to obtain authorizations or permits, be developed and signed by a qualified professional as per the *Professional Governance Act*.

## 6. Eligible and Ineligible Costs and Activities

### Eligible Costs and Activities

Eligible costs are direct costs that are approved for funding, properly and reasonably incurred, and paid by the applicant to carry out eligible activities. Eligible costs can only be incurred from the date of application submission until the final report is submitted.

Table 1 identifies examples of activities that are eligible for funding. Other activities that support the intent of the program may be considered for funding. Eligible activities must be cost-effective.

<b>Table 1: Activities Eligible for Funding</b>
<b>1. Research</b>
<ul style="list-style-type: none"><li>• Data collection</li><li>• Mapping</li><li>• Walkability and bikeability and/or community audits and assessments</li></ul>
<b>2. Engagement</b>
<ul style="list-style-type: none"><li>• Public and/or stakeholder engagement</li><li>• Surveys</li><li>• Open houses</li></ul>
<b>3. Policy Development. Please note that when developing or amending bylaws, eligible activities are limited to review and development of recommendations only.</b>
<ul style="list-style-type: none"><li>• Drafting active transportation objectives/actions, including transportation demand management, for inclusion in Official Community Plans (OCPs), community land use plans, and/or transportation plans.</li><li>• Supporting active transportation for transit-oriented areas and transit-oriented developments by adapting OCPs, transportation plans, and/or parking regulations.</li><li>• Conducting transportation studies to identify how active transportation can be best supported in areas newly zoned for small-scale multi-unit housing or to accommodate denser housing as identified in Housing Needs Reports.</li><li>• Providing greater support for active transportation and multimodal connections in areas newly zoned for small-scale multi-unit housing in OCPs, community land use plans, and/or active transportation plans.</li><li>• Reviewing bylaws, including zoning or subdivision servicing, for recommendations to support active transportation.</li></ul>

### Additional Eligible Costs and Activities

The following **expenditures** are also eligible provided they relate directly to the eligible activities identified in Table 1:

- Incremental applicant staff and administration costs (e.g., creating a new position or adding new responsibilities to an existing position). Eligible expenses include wages/salary, mandatory employment related costs as required by federal or provincial law, and other employment related costs as required by the approved applicant.

- Consultant/contractor costs. Please note: if you intend to hire a qualified professional to support proposed activities, professional consultant rates will only be considered for activities that represent respective professions. For other activities (e.g. planning events) consultant rates are expected to be commensurate with the type of activity being undertaken.
- Engagement with experts (e.g., knowledge keepers, health authorities), the community (e.g., equity-denied populations), Indigenous Nations, other local governments, or modern Treaty First Nations, etc.
- Identification/incorporation of community and cultural values. This includes seeking advice from Indigenous Knowledge Holders and other experts (e.g., health authorities, First Nations Health Authority, etc.) and the community (e.g., equity-denied populations, Indigenous organizations, Indigenous Nations, local governments,) etc.
- Translation costs and the development of culturally appropriate materials.
- Presentation to Council and Board, community organizations, etc.
- Public information costs. Please note public information costs (e.g., workshops, printed materials) need to align with the intent of the funding stream and provide benefit to the community at large.

### **Ineligible Costs and Activities**

Any activity that is not outlined in Table 1 or the 'Additional Eligible Costs and Activities' section is not eligible for grant funding. This includes:

- Development of stand-alone active transportation plans.
- Development or update of feasibility studies, business cases, architectural, engineering, or other design drawings for the construction or renovation of active transportation infrastructure.
- Routine or ongoing operating costs or activities (e.g. heating, cooling and lighting costs; security; software or service subscriptions or membership fees).
- Regular salaries and/or benefits of applicant staff or partners.
- Routine or ongoing planning costs or planning activities that are not incremental to the project (e.g., costs related to bylaw adoption).
- Purchase of hardware, software or software licences.
- Fundraising, lobbying, or sponsorship campaigns.
- Project-related fees payable to the eligible applicant(s) (e.g. permit fees, DCCs, etc.).
- Purchase of promotional items, door/raffle prizes, give-away items, and/or gifts for community members.
- Major capital improvements to existing facilities and/or construction of new, permanent facilities.
- Long-term, permanent capital investments including the purchase of land and/or buildings.
- Purchase of vehicles.

## **7. Application Requirements and Process**

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The [LGPS Online Application Tool](#) is required to be used. Refer to [Appendix 2](#) for full information.

### **Application Deadline**

The 2024/25 Active Transportation Planning program will have an open intake until such time as all available funding has been committed to eligible projects. Funding permitting, eligible applicants can submit one application between October 1, 2024 and September 30, 2025.

Applicants will be advised of the status of their applications within 60 days of submission.

## Required Application Contents

As of July 1, 2024 applicants will have the option to submit a resolution OR a letter of support from the CAO or CFO for applications that are from a single applicant and request less than \$50,000 in funding.

All applicants are required to complete the LGPS Online Application Form and submit an electronic copy of the following:

- Completed Application Worksheet with all required attachments.
- Local government Council or Board resolution, **OR** letter of support from, CAO or CFO for applications that are from a single applicant and request less than \$50,000 in funding. Resolutions and letters need to indicate support for the current proposed activities and willingness to provide overall grant management.
- Detailed budget that indicates the proposed **expenditures** from the Active Transportation Planning program and aligns with the proposed activities outlined in the Application Worksheet. Although additional funding or support is not required, any other grant funding or **in-kind contributions** must be identified. Applicants are encouraged to use the [LGPS Budget and Financial Summary Tool](#).

## Submission of Application

Applications are required to be submitted in two steps prior to the application deadline:

1. [LGPS Online Application Form](#): This online form must be completed for all applications to LGPS funding programs and includes questions that are common to all grant applications. When the LGPS Online Application Form is submitted, the applicant will receive an email confirmation including the file number that has been assigned to the application, and a copy of the Application Worksheet that must be completed as part of Step 2.
2. Application Worksheet and required attachments: This worksheet contains questions that are specific to the funding stream and must be submitted by email to UBCM with all other required attachments.

Refer to [Appendix 2](#) for more information on the new process and the information that will be required to be submitted during each step, including the application questions.

Worksheets and required attachments should be submitted as Word, Excel or PDF files. Total file size for email attachments cannot exceed 20 MB.

All materials should be submitted to Local Government Program Services, Union of BC Municipalities by e-mail: [lgps@ubcm.ca](mailto:lgps@ubcm.ca)

## Review of Applications

UBCM will perform a preliminary review of applications to ensure the required application contents have been submitted and to ensure that basic eligibility criteria have been met. Only complete application packages will be reviewed.

As required, the Evaluation Committee will assess and score all eligible applications. Point values and weighting have been established within each of these scoring criteria. Only those applications that meet a minimum threshold point value will be considered for funding.

Higher application review scores will be given to projects that:

- Align with the intent of the Active Transportation Planning program.  
Were not funded under previous intake(s) of the Active Transportation Planning program.

- Clearly increase options for active transportation and encourage more people to use active transportation.
- Incorporate or enhance active transportation components of formal planning documents (OCP, Sustainability Plan, Neighbourhood Plan, or Transportation Plan).
- Consider connections to community amenities, affordable housing, seniors' housing, schools and other key community institutions.
- Reduce greenhouse gas emissions through active transportation options (in alignment with the [Local Government Act](#) (Part 14, Sec 473 sub 3) GHG emission targets).
- Consider equity, accessibility, and people of all ages and abilities in active transportation planning, which are referred to in the [BC Active Transportation Design Guide](#).
- Demonstrate partnership and engagement with Indigenous leadership, organizations, and communities; Include **in-kind contributions** to the project from the eligible applicant, regional partners, or other grant funding; and
- Are cost-effective.

As required, the Evaluation Committee may consider the provincial, regional, and urban/rural distribution of proposed projects, and previous funding. Recommendations will be made on a priority basis. All funding decisions will be made by UBCM.

All application materials will be shared with the Province of BC.

## 8. Grant Management and Applicant Responsibilities

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Grants are awarded to approved applicants only. The approved applicant is responsible for completion of the project as approved and for meeting reporting requirements.

Approved applicants are responsible for proper fiscal management, including maintaining acceptable accounting records for the project. UBCM reserves the right to audit these records.

### Notice of Funding Decision and Payments

All applicants will receive written notice of funding decisions. Approved applicants will receive an Approval Agreement, which will include the terms and conditions of any grant that is awarded. The Approval Agreement is required to be signed and returned to UBCM within 30 days.

Grants are paid at the completion of the project and only when the final report requirements have been met.

Please note that in cases where revisions are required to an application, or an application has been approved in principle only, the applicant has 30 days from the date of the written notice of the status of the application to complete the application requirements. Applications that are not completed within 30 days may be closed.

### Progress Payments

To request a progress payment, approved applicants are required to submit the [Interim Report Form](#).

- Description of activities completed to date.
- Description of funds expended to date (applicants are encouraged to use the [LGPS Budget and Financial Summary Tool](#)); and
- Written rationale for receiving a progress payment.

## Changes to Approved Projects (Amendment Requests)

Approved grants are specific to the project as identified in the approved application, and grant funds are not transferable to other projects. Generally speaking, this means funds cannot be transferred to an activity that was not included in the approved application or to a new or expanded location.

Approval from UBCM and/or the Evaluation Committee will be required for any variation from the **approved project**. Depending on the complexity of the proposed amendment, requests may take up to 90 days to review.

To propose changes to an **approved project**, approved applicants are required to submit the [Interim Report Form](#). If UBCM determines the amendment is eligible for consideration, applicants will be required to submit:

- Amended application package, including updated, Application Worksheet, detailed budget (applicants are encouraged to use the [LGPS Budget and Financial Summary Tool](#)), required attachments, and an updated resolution.
- Written rationale for proposed changes to activities and/or **expenditures**.

Applicants are responsible for any costs above the approved grant unless a revised application is submitted and approved prior to work being undertaken.

## Extensions to Project End Date

All approved activities are required to be completed within the time frame identified in the approval agreement and all extensions beyond this date must be requested in writing and be approved by UBCM.

The [Interim Report Form](#) will be required to be submitted for all extensions request over 6 months. Extensions will not exceed one year from the date of the original final report deadline.

## Recognition of Funding and Funders

Approved applicants should contact UBCM for more information on recognizing funding. Please contact [lgps@ubcm.ca](mailto:lgps@ubcm.ca) or (604) 270-8226 ext. 220. Guidelines on using BC logos, including downloadable files, are available [here](#).

## 9. Interim and Final Report Requirements and Process

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All funded activities must be completed within one year of notification of funding approval and the final report is due within 30 days of project completion.

### Interim Reports

The [Interim Report Form](#) will be required in support of any extension requests over six months.

### Final Reports

Applicants are required to submit an electronic copy of the complete final report, including the following:

- Completed Final Report Form with all required attachments.
- Detailed financial summary that indicates the actual **expenditures** from the Active Transportation Planning program and other sources (if applicable) and that aligns with the actual activities outlined in the final report form. Applicants are encouraged to use the [LGPS Budget and Financial Summary Tool](#).
- Examples of any materials produced with grant funding.
- Photos of funded activities and/or completed projects, and
- Links to media related to the funded project.

### **Submission of Reports**

Reports should be submitted as Word, Excel or PDF files. Total file size for email attachments cannot exceed 20 MB.

All reports should be submitted to Local Government Program Services, Union of BC Municipalities by e-mail: [lgps@ubcm.ca](mailto:lgps@ubcm.ca)

### **Review of Final Reports**

UBCM will perform a preliminary review of all final reports to ensure the required report elements have been submitted.

All final report materials will be shared with the Province of BC.
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## **10. Additional Information**

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Union of BC Municipalities

E-mail: [lgps@ubcm.ca](mailto:lgps@ubcm.ca)

Phone: 604-270-8226 ext. 220



## Appendix 1: Definitions

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**Approved Project:** Activities included in the approved application and costs included in the approved budget.

**Community Contribution:** Some LGPS programs require cost-sharing. The community contribution is the portion of the approved project cost that is required to be provided by the approved applicant. This can be in cash or in-kind but must be an eligible expenditure. LGPS programs do not have stacking rules in regard to other funding sources.

**Expenditures:** Direct costs properly and reasonably incurred and paid for with money by the approved applicant as part of the approved project. For example, catering and consultant fees can be expenditures.

**In-Kind Contribution:** The use of resources of the approved applicant for the development or implementation of the approved project. For example, the use of meeting rooms owned by the approved applicant can be an in-kind expenditure.

## **Appendix 2: LGPS Online Application Tool**

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As outlined in Section 7 above, applications are required to be submitted in two steps within 30 days of submitting your online application form:

1. [LGPS Online Application Form](#): This online form must be completed for all applications to LGPS funding programs and includes questions that are common to all grant applications. When the LGPS Online Application Form is submitted, the applicant will receive an email confirmation including the file number that has been assigned to the application, and a copy of the Application Worksheet that must be completed as part of Step 2.
2. Application Worksheet and required attachments: This worksheet contains questions that are specific to the funding stream and must be submitted by email to UBCM with all other required attachments.

### **STEP ONE: LGPS Online Application Form**

The following questions are required to be answered on the LGPS Online Application Form:

1. Name of the intake of the funding program that you want to apply for (select from menu)
2. Name of the Applicant (select from menu). Please note: if the name of your organization is not included in the menu, contact UBCM in order to determine eligibility and next steps
3. Primary and secondary contact information: name, position, phone, email
4. Applicant mailing address
5. Project title
6. Proposed start and end date
7. Estimated total project budget
8. Estimated total grant request
9. Other funding amount and source
10. Project summary (provide a brief summary, no more than 500 characters).
11. Progress to date. Provide an update on the status of previously approved projects if previously funded under same funding program/funding stream
12. Certification that the information is complete and accurate
13. Name and email of person submitting the online application

When the LGPS Online Application Form is submitted, the applicant will receive an email confirmation including the file number that has been assigned to the application, and a copy of the Application Worksheet that must be completed as part of Step 2.

### **STEP TWO: Application Worksheet and Required Attachments**

#### Application Worksheet

The following questions will be required to be answered on the Application Worksheet:

1. Name of Applicant (local government).
2. File Number (this can be found on the confirmation email you will receive after the LGPS Online Application Form is submitted).
3. Eligibility requirements:
  - a) 2021 population for local government or electoral area(s)

- b) Date of current active transportation plan
  - c) What community land use and/or transportation plan will be developed to which an active transportation lens will be included
  - d) Have not received a network planning grant from the Ministry of Transportation and Infrastructure's Active Transportation Infrastructure Grant program
4. Proposed Activities: description of the proposed specific activities that will be undertaken. Refer to Section 6 of the Program and Application Guide for eligibility.
- a) Research (data collection, mapping, walkability and bikeability and/or community audits and assessments)
  - b) Engagement (public and/or stakeholder engagement, surveys, open houses)
  - c) Policy Development (please note that when developing or amending bylaws, eligible activities are limited to review and development of recommendations only)
5. Alignment with funding stream: description of how activities will align with the intent of the funding stream to incorporate or enhance active transportation components of formal planning documents, such as Official Community Plans, Sustainability Plans, Neighbourhood Plans, or Transportation Plans.

In addition, description of how the proposed activities will support the following:

- a) Connections to community amenities, affordable housing, seniors' housing, schools, and other key community institutions.
  - b) Reduction of greenhouse gas emissions through active transportation options (in alignment with Local Government Act (Part 14, Sec 473 sub 3) GHG emission targets).
  - c) Equity, accessibility, and people of all ages and abilities in active transportation planning, which is referred to in the BC Active Transportation Guide.
6. Engagement with First Nations and/or Indigenous Organizations: identify specific bands, Treaty First Nations, and/or Indigenous organizations as well as the specific traditional territory, reserve, or other First Nations' land that may be impacted by the proposed project.
- a) Which First Nations and/or Indigenous organizations were proactively engaged as part of the development of this application.
  - b) Which First Nations and/or Indigenous organizations will participate in the proposed activities and what specific role will they play.
  - c) The extent to which staff and/or elected officials have undertaken Indigenous Cultural Safety and Cultural Humility Training.
7. Engagement with Neighbouring Jurisdictions and Affected Parties: identify any neighbouring jurisdictions and/or partners (e.g. school districts, community organizations, and other local governments) you will engage with as appropriate to the project. Rural and remote communities may want to consider engaging with regional districts and/or health authorities.
8. Comprehensive, cooperative, regional approach and benefits: description of how your project will contribute to a comprehensive, cooperative, and regional approach to active transportation. What regional benefits will result from this project.
9. Additional Information: Any other information you think may help support your submission.

#### Required Attachments

The following attachments will be required to be submitted with the completed Application Worksheet:

- Detailed budget that indicates the proposed expenditures from the Active Transportation Planning program and aligns with the proposed activities outlined in the Application

Worksheet. Although additional funding or support is not required, any other grant funding or in-kind contributions must be identified. Applicants are encouraged to use the [LGPS Budget and Financial Summary Tool](#);

- Local government Council or Board resolution, **OR** letter of support from, CAO or CFO for applications that are from a single applicant and request less than \$50,000 in funding. Resolutions and letters need to indicate support for the current proposed activities and willingness to provide overall grant management.