

# CHAPTER SIX

## 06 Resources

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## 6.1 Websites

[www.canadawalks.ca](http://www.canadawalks.ca)

The Canada Walks website has been designed to be a portal to an extensive library of information on walking and walkability from across Canada and around the world. From this one website, you will find information on all of Green Communities projects including Active and Safe Routes to School and School Travel Planning, best practices including the various case studies from the 2007 Walkability Roadshow, and an extensive list of links to toolkits, research, articles, and other Canadian and international organizations involved in work on walking and walkability.

[www.walkON.ca](http://www.walkON.ca)

walkON is a partnership of Central West Ontario regional municipalities that have identified a need to support the development of walkable communities. walkON promotes the development of communities that support walking for transportation, health and recreation. It provides resources and programs to support local communities in increasing their “walkability”.

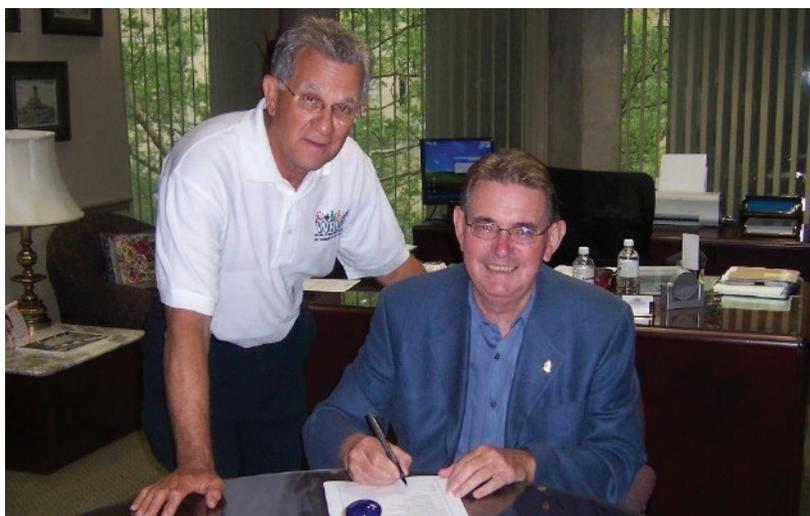
[www.walkandbikeforlife.org](http://www.walkandbikeforlife.org)

This website features useful information, examples of some best practices and useful links, with the objective of providing assistance to people interested in promoting walking and cycling as activities, and parks, trails and open spaces as great places.

## 6.2 Other Toolkits

[www.walk21.com/charter/](http://www.walk21.com/charter/)

The International Charter for Walking has been built on extensive discussions with experts throughout the world. This Charter shows how to create a culture where people choose to walk it identifies the needs of people on foot and provides a common framework to help authorities refocus their existing policies, activities and relationships to create a culture where people choose to walk. A growing number of Ontario communities have signed the charter, both on line as well as signing a hard copy to show publicly their commitment to this work. An in-depth benchmarking tool is also available as part of a consulting process through Green Communities Canada.



Mayor of Brantford, Mike Hancock, signing International Charter for walking as Harry Sawchuk, chair of the Brantford Walkability Taskforce looks on.



## 6.2 Other Toolkits

continued...

[www.kidsonthemove.ca](http://www.kidsonthemove.ca)

Child and youth friendly land-use and transport planning guidelines have been developed by Richard Gilbert and Catherine O'Brien for Ontario and are being developed for all other provinces. The guidelines discuss why land-use and transport planning should be made more child and youth friendly and set out 27 guidelines for municipal transport and land-use planners to implement. In this manner, transportation is appropriate not only for children and youth, but for all ages and abilities.



[www.sustainablecommunities.fcm.ca/Capacity\\_Building/Sustainable\\_Transportation/default.asp](http://www.sustainablecommunities.fcm.ca/Capacity_Building/Sustainable_Transportation/default.asp)

The Federation of Canadian Municipalities (FCM) has a number of tools supporting walkable communities and other forms of sustainable transportation including “Communities in Motion: Bringing Active Transportation to Life” and “Improving Travel Options with Transportation Demand Management (TDM).”



## Appendix A Sample Mission Statements



walkON is a partnership of Central West Ontario heart health projects that, together, have identified a need to support the development of walkable communities.

### MISSION

To promote the development of communities that support people-powered transportation.

### VISION

walkON envisions an Ontario where people value and seek to live in communities that are safe, convenient, and accessible for people powered-transportation to meet their daily needs.

### GOALS

walkON seeks to...

- Mobilize communities to focus on improving the built environment.
- Improve the built environment to support people powered transportation.
- Increase the proportion of residents in Central West Ontario who choose people powered transportation as a way to be active.



Walk San Francisco promotes walking as a safe and sustainable form of transportation that increases our city's livability, enhances public life, and improves public and environmental health. We are a coalition of organizations and individuals that seeks to improve San Francisco's walking environment through activism and policy advocacy that educates residents, city agencies, and elected officials regarding the need for more pedestrian-friendly streets.

### Our goals are:

- To ensure the design of a human-scaled, pedestrian-oriented city.
- To promote community attitudes and government policies that favour walking.
- To increase funding for pedestrian-friendly transportation planning and projects.
- To reduce pedestrian deaths and injuries.
- To increase walking in San Francisco by making it fun again.
- To make San Francisco the most walkable city in the United States.



### Vision

We envision a community where citizens of all ages can enjoy walking and other forms of people powered transportation in safety in their neighbourhoods, parks, trails and business districts.

### Mission

Walkable Edmonton is using a multifaceted approach that encourages awareness and behavioural changes to enhance individual ownership, community ownership and environmental well-being through walking. We also recognize that walkability is one critical element of larger projects around people-powered transportation.



## Appendix B Sample Terms of Reference

**walkON Terms of Reference** Approved: November 24, 2006

### MISSION

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### STRUCTURE

#### Coordinating Committee

Membership of the Coordinating Committee shall consist of heart health coordinators from the participating communities, and a Project Manager. The Coordinating Committee shall:

- Meet regularly, independently of the Central West Network Meetings.
- Record minutes and post in Choices 4 Health electronic library until the walkON member's only library is established.
- Set direction and make decisions to move the project forward.
- Establish ad-hoc task groups, lead by a coordinating committee member, to work on defined project activities.
- Authorize budget expenditures.
- Report to the Ministry of Health Promotion.
- Ensure communication occurs with local community partnerships.
- Monitor and evaluate progress of projects
- Hire and oversee any contract work.

#### Task Groups

The role of each of the task groups is to plan and organize a specific activity. Each group will do the necessary work to complete the task. Task groups have full autonomy to make decisions. If an activity falls outside of the approved plan, the sub-committee will approach the Coordinating Committee with recommendations. When decisions need to be made, the task group will make recommendations and forward to the Project Manager at least one week prior to the meeting. Each task group will forward monthly budget updates to the Project Manager and will forward any web updates to the Media and Community Relations task group.

The sub-committees and their respective roles are outlined below:

#### Resource Tools

- Develop and adapt resources to be used in conjunction with the walkON project.

#### Community Education

- Background research, pre and post tools, developing the plan

#### Advisory Board

- Advisory Board membership consists of representatives from a variety of stakeholder groups, including community services and the Ministry of Transportation. Other members should include politicians, the Medical Officer of Health, planners, community members, people-powered transportation advocates, and developers.
- Provide technical expertise, input and guidelines around different aspects of resources offered by walkON.
- Conduct meetings at a minimum of two times per calendar year; one face to face with a professional development opportunity and the other via teleconference.



### Partnership Groups

- Membership consists of regional/provincial groups who share the same values and commitment to encouraging an environment that supports people-powered transportation.

## ROLES & RESPONSIBILITIES

### Strategic Lead

- Champion annual strategic objective-setting process.
- Act as gatekeeper of the strategic plan and ensure that objectives are set, met and revised as needed.
- Lead the development of the multi-year plan, including potential provincial roll-out.
- Identify potential funding sources and facilitate decisions about necessary processes such as completion of proposal, reporting, and accounting.
- Regularly liaise with Project Manager to ensure the alignment of strategy and program execution.

### Treasurer and Ministry Liaison

- Coordinate the payment of the invoices from the Central West budgets.
- In collaboration with the Project Manager, allocate and reallocate program and evaluation budgets as needed.
- Coordinate Ministry budget reporting.
- Establish budgeting mechanism.
- Complete planning and report documents on behalf of walkON to the MOHP.
- Provide a draft copy to each community partnership for input.
- Provide a final draft to each community partner who will be responsible for submitting a copy with their local reports/plan.
- Liaise with ministry representative as needed.

### Media and Community Relations

- Respond to media requests (internal and external).
- Ensure the develop of media release templates.
- Identify opportunities for media releases.
- Determine involvement in presentations.
- Write abstracts for presentations.
- Identify presenter and resources for conferences.
- Liaise with web master to complete updates.
- Maintaining and update website needs.
- Develop guidelines for use of website.
- Respond to general requests outside of Coordinating Committee.
- Develop the highlight report schedule and content.

### Walkability Workshop and Information Session Coordinator

- Liaise with coordinators to ensure community workshops are planned and coordinated.
- Manage consultants to ensure they are meeting deliverables.
- Coordinate supporting resources.
- Identify and provide opportunities to connect consultants to necessary resources and people.
- Maintain presentation for use at information sessions.
- Monitor delivery of information sessions and assume responsibility for any necessary changes.
- Support evaluation collection, data analysis and final summary for both workshops and information sessions.

### Partnership Relations

- Establish relationships of Central West partners and determine working relationship moving forward.
- Develop a communication plan for partnership group.
- Coordinate Advisory Board's annual meeting
- Coordinate a communication mechanism for the Advisory Board.
- Maintain a representative Advisory Board to ensure all appropriate disciplines are represented.
- Explore potential partnerships with groups outside of Central West who may want to become part of walkON.



### Resource and Research Coordinator

- Evaluate incoming resources and share as appropriate.
- Establish criteria for determining which resources to circulate and prepare summaries as appropriate.
- Collect and lead development of FAQs.
- Support coordinators in responding to FAQs.
- Coordinate and support interested research students.
- Make recommendations to subgroup for future resource support.
- Maintain connections with other government and NGO organizations and leveraging resource development.

### Project Manager

- Maintain budget – program and evaluation and take decisions to Treasurer around allocation and reallocation of budget.
- Ensure tasks are completed including in support of evaluator.
- Ensure timelines are being met.
- Support strategic planning process.
- Facilitate meeting, set agendas and circulate provided pre-meeting work.
- Ensure clarification of decisions needing to be made.
- Ensure decision making process is being followed.
- Liaise with coordinators to determine the most appropriate contact person for each task.
- Provide support to coordinators to ensure optimum group functioning.
- Complete in-depth evaluation of program.
- Organize mentoring of new coordinators.

### DECISION-MAKING

Members work collectively and decision-making is by consensus, when possible. When consensus cannot be reached, a simple majority (50% + 1) will be needed to reach a decision. Each of the six sites will be awarded one vote.

### CONFLICT

Any conflict of interest will be declared and recorded.

### OWNERSHIP

All materials and resources created by walkON will be the property of the joint partnership and will be made available equitably across the participating community partnerships.

- Use of walkON Logo:  
The walkON logo will appear on all promotional materials and resources developed for the project. The consistent use of our logo will make our activities, promotions and resources readily recognizable. The Coordinating Committee shall approve use of the logo. Any conflict regarding use of the logo will be identified, discussed and resolved by the Coordinating Committee.

### DATA

Data collected as part of the in-depth evaluation will be jointly owned by the walkON Partnership and will not be used for purposes other than evaluation of walkON programs. No officials of the health units other than evaluators, data entry clerks, and data analysts contracted or subcontracted by the walkON Partnership or by its contractors (in accordance with their agreements for the purposes of the evaluation with the Partnership) will have access to raw data during the in-depth evaluation.

### BUDGET

Each heart health coordinator will be responsible for overseeing the allocation and spending of their budget for this project. However, all budget allocations and expenditures should be reported to the project treasurer to be captured on the master budget spreadsheet. Consideration of contributing the GST rebate for eligible expenses will be at the discretion of each heart health coordinator. Budget expenses will be approved by the Coordinating Committee and will include the following categories: external conferences, internal workshops, contracts (such as those for coordination, administration, development



## Appendix B continued...

and research), promotional materials and services (for example, graphic design of communication materials), and meeting expenses.

### COMMUNICATION

The Coordinating Committee and the Ad-hoc Task Groups shall keep a record of their meetings and relevant actions/decisions made at meetings. Minutes will be shared with all by posting on the website.

## Appendix C Sample Agenda

Meeting:		Date & Time:	
Location:			
Chair:			
Time:	Topic:	Speaker:	Decision to be made:



## Appendix E Sample Short Letter

Date:

Name  
Street  
Town, Province  
Postal Code

Re: Walkable Communities & The New Bridge Construction

Dear \_\_\_\_\_:

As a member of walkON in Small Town, Ontario, I am writing to express support for Small Town's proposal for design changes and phased-in construction of the new "A" Street Bridge. The success of this project depends heavily on the proper allocation of incentives and disincentives. As currently proposed, the design for the bridge provides a level of convenience for single occupant vehicles that will keep most drivers in their cars. Virtually every downside of the project – including the intersections, free right turn lanes, and skewed intersections – adversely affects pedestrians.

walkON supports the recommendations for reducing the design speed of the bridge, eliminating the free right turn lane, and eliminating an eastbound right turn lane from the bridge at "B" Street. walkON also recommends reducing the lane width to 11 feet and reducing the turning radii at intersections.

Additional right of way purchased for the later phases of the bridge could be used for attractive medians and public space. These changes would encourage behaviour to change, possibly eliminating the need for future expansion of the bridge. Phased construction would also enable our town to obtain more accurate forecasts of traffic conditions before building additional capacity.

Small Town is currently one of the most intense pedestrian environments in the region and this is the trend we wish to support. walkON encourages you to support the proposal for design changes and phased construction of the bridge. Small Town cannot build its way out of congestion, but must rely on changing travel behaviour. Give pedestrians a chance!

Sincerely,

Chair, walkON



## Appendix F Sample Long Letter

Date:

Name

Public Works Department/Planning Department

City, Ontario

Postal Code

Re: Proposed New Sub-Division

Dear \_\_\_\_\_:

walkON is a partnership of Central West municipalities that, together, have identified a need to support the development of walkable communities. We believe that together, we can build sustainable, walkable communities to improve the health of our citizens, our children and our environment. We appreciate the opportunity to comment on your new sub-division plan and appreciate your assistance in meeting with us to help us understand the nature of this complex project.

### **Outline of Our Comments:**

walkON finds that the proposed project, if implemented, would constitute a significant negative impact to the planned pedestrian environment. The City's policies and standards support an improved pedestrian environment. The proposed project negates that vision.

### **To minimize the significant negative impact, we recommend that the proposed project:**

- Provide shade street trees in the planter strips along all streets of the proposed project.
- Include utility poles and traffic boxes in the planter strips to leave the sidewalks clear for walkers including persons with disabilities.
- Provide crosswalk design that encourages pedestrian usage by including pedestrian islands on all arterials, flashing lights when pedestrians are in the crosswalks, and crosswalks on all corners of the streets.
- Manage the speed on the arterials by reducing the lane width to 11 feet, and by timing the signals to maintain the traffic at the appropriate speed.
- Continue to allow parking on streets with lower traffic volumes. This will be positive for businesses, will help slow the traffic and will provide a barrier between the traffic and pedestrians, enhancing the pedestrians' safety.

### **OFFICIAL PLAN – CONTEXT**

Overall Goals Related to Transportation: (emphasis added)

- Create a safe, efficient surface transportation network for the movement of people and goods.
- Provide all citizens in all communities of the region with access to a transportation network that serves both the City and region, either by personal vehicle or transit. Make a special effort to maximize alternatives to single-occupant vehicle use, such as public transit.
- Maintain a desirable quality of life, including good air quality, while supporting planned land use and population growth.



In the proposed sub-division plan the discussion focuses mainly on bicycles and the Bicycle Master Plan. There is little analysis of the needs of pedestrians even though the Official Plan calls for an increase in this mode of transit.

The proposed sub-division does include some pedestrian improvements – the elimination of free right turn lanes on two roadway segments, the addition of sidewalks to streets that do not now have sidewalks, and the increased street connectivity. However, these improvements are far short of what would support an “increase in the pedestrian mode.” They make pedestrian access barely possible but not safe, comfortable or desirable. The improvements do not offer a good alternative to the automobile. The automobile continues to receive priority in this facility design, to the detriment of pedestrians.

**The key elements that are needed to make the environment pedestrian-friendly include:**

- Direct Routes providing the opportunity to go directly to one’s destination. This includes connectivity of the sidewalk and trail system.
- Safety along the street and on the crosswalks to help eliminate concerns about speeding traffic, large trucks, the time it takes to walk across busy, wide streets, lighting, and eyes on the street.
- Convenience – pedestrians should be able to cross the street from all corners and approximately every 300 – 500 feet.
- Comfort – trees that shade the sidewalk from summer heat and benches to provide places for pedestrians to stop and regain strength.
- Attractive – trees, landscaping, interesting vistas, etc., enhance the comfort for pedestrians. Additionally, such amenities will slow traffic and will enhance the attractiveness of the roadway both for pedestrians and drivers. Trees that provide a canopy over the roadway will also reduce the heat island effect of the additional asphalt, an air quality benefit. Trees also by protect the asphalt, thereby extending its life, a cost savings.
- Intersections – The provision of islands in the median and adjacent to turn lanes, and the estimated time it will take a pedestrian to cross a particular intersection, must be considered.

We appreciate the opportunity to comment on this proposed project and to offer our suggestions for making it a positive improvement for pedestrians and the overall community. We would be happy to meet with you to answer any questions you may have regarding these comments.

Sincerely,

Chair, walkON  
(area code) 888-0099

c.c. Neighbourhood Association  
Regional Transit  
Area Bicycle Advocates  
Trails Association

