

SPF Application Form

Section A - Cover Page

Fill out this Cover Page and save it to your files for future reference before uploading it on the SPF website.

Project Title Spin Bike Gardens

In one to three sentence(s), explain what your project is about:

To address current mental and physical health issues, detriment of sedentary life styles, and number one cause of long term disability leaves, we will put spin bikes surrounded by plants and meditative art all over campus, accompanied by education to spark a cultural shift towards viewing exercise as accessible to improve our mood now and wellbeing.

Indicate the McGill campus(es) where your project will be implemented:

☒ Macdonald ☒ Downtown ☐ Gault Reserve ☐ Bellairs Research Institute

**Approximate Budget
Requested to the SPF
(\$):**

53,740

**Approximate Total Project
Budget (incl. other sources of
funding if applicable) (\$):**

74,262

**List 1 to 3 main item(s)/expense(s) for your project that
SPF money will be used for (incl. approx. % of total budget):**

Materials, McGill carpenters, 33%; spin bikes - 13%; design fee- 13%

Indicate which of the following team members...

... will be in charge of monitoring the project's budget (maximum 1 person):

Jill Barker

... will be the Project Lead (Project Lead will be the contact person for the SPF Staff):

Louise Lockhart

The Project Lead stays for the entire duration of the project:

☒ Y ☐ N

**If no, explain in a few sentences your leadership
transition plan for one or both of the Project Lead for
sustainable continuation of the project:**

PROJECT TEAM MEMBERS

The SPF encourages your team to be inclusive of individuals who voluntarily self-identify as members of marginalized communities (e.g. women, Indigenous people, people of colour, LGBTTQI, student parents, members of ethnic minorities, immigrants, people with disabilities).

1. Student Team Member (read details about [SPF Evaluation Criteria #5](#) for more information)

First Name & Last Name Ana Cecilia Portillo

Affiliation (select one)

Undergraduate (UG)

Phone (daytime; only put #) 233 2326

Specify if Other

Email ana.portillo@mail.mcgill.ca

Faculty/Unit/Organization

Ag and environmental science

2. Staff Team Member (academic/non-academic) (read details about [SPF Evaluation Criteria #5](#) for more information)

First Name & Last Name Louise Lockhart

Affiliation (select one)

Non-academic Staff (ST)

Phone (daytime; only put #s) 625 7499

Specify if Other

Email louise.lockhart@mcgill.ca

Faculty/Unit/Organization

Student Health Services

3. Additional Project Team Member

First Name & Last Name Jill Barker

Affiliation (select one)

Non-academic Staff (ST)

Phone (daytime; only put #s) 398 7000

Specify if Other

Email jill.barker@mcgill.ca

Faculty/Unit/Organization

Athletics and Recreation

4. Additional Project Team Member

First Name & Last Name Guy Rimmer

Affiliation (select one)

Non-academic Staff (ST)

Phone (daytime; only put #s) 398 7871

Specify if Other

Email guy.rimmer@mcgill.ca

Faculty/Unit/Organization

Plant Science Department

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PROJECT TEAM MEMBERS (CONT'D)

5. Additional Project Team Member

| | | | |
|-------------------------------------|-----------------------------|----------------------------------|--------------------------------|
| First Name & Last Name | <u>Sara Parks</u> | Affiliation (select one) | <u>Non-academic Staff (ST)</u> |
| Phone (daytime; only put #s) | <u>398 4104</u> | Specify if Other | <u></u> |
| Email | <u>sara.parks@mcgill.ca</u> | Faculty/Unit/Organization | <u>MORSL- Student Services</u> |

6. Additional Project Team Member

| | | | |
|-------------------------------------|--------------------------------|----------------------------------|----------------------------------|
| First Name & Last Name | <u>Paul Guenther</u> | Affiliation (select one) | <u>Non-academic Staff (ST)</u> |
| Phone (daytime; only put #s) | <u>398 3039</u> | Specify if Other | <u></u> |
| Email | <u>paul.guenther@mcgill.ca</u> | Faculty/Unit/Organization | <u>Campus and Space Planning</u> |

7. Additional Project Team Member

| | | | |
|-------------------------------------|------------------------------------|----------------------------------|-------------------------------------|
| First Name & Last Name | <u>Dr. Danielle Donnelly</u> | Affiliation (select one) | <u>Academic Staff (AC)</u> |
| Phone (daytime; only put #s) | <u>398 7856</u> | Specify if Other | <u></u> |
| Email | <u>danielle.donnelly@mcgill.ca</u> | Faculty/Unit/Organization | <u>Ag and Environmental Science</u> |

8. Additional Project Team Member

| | | | |
|-------------------------------------|---------|----------------------------------|---------|
| First Name & Last Name | <u></u> | Affiliation (select one) | <u></u> |
| Phone (daytime; only put #s) | <u></u> | Specify if Other | <u></u> |
| Email | <u></u> | Faculty/Unit/Organization | <u></u> |

To list more members, fill a 2nd Cover Page form and save it separately. Then merge with your 1st Cover Page before uploading to the SPF website.

OPTIONAL:

If applicable, total number of team members voluntarily self-identifying as members of marginalized communities: 4

Represented marginalized communities: Women LGBTQI

Specify if Other(s) and/or add more:

Relevant link(s): (to website(s) or social media re: project and/or team members)

How did you learn about the SPF? (select one) Sustainability Fridays **Specify if Other**

Please check the boxes to confirm that you have read and agree to the following information:

- ☒ All our project team members understand that the SPF is publicly funded and therefore, by default SPF projects are not confidential. We agree that if needed, the SPF Steward, the SPF Administrator and/or the SPF Working Group members read and/or share the application and/or communicate part of its content in the cases where they would need to (e.g. to receive professional advice, connect our team to stakeholders, etc.).
- ☒ If our project is approved, all our project team members agree that their name, email, and phone number as well as their participation to the project be disclosed (e.g. for contact information or through our application and progress/final reports published on the SPF website).
If you do not check this box, the SPF staff will communicate with you to know who's information to remove before sharing your project online.
- ☒ All our project team members have read and understood the [SPF Terms & Conditions](#), and we confirm that we agree to respect them.
If any aspects of the [SPF Terms & Conditions](#) are unclear to you, contact the [SPF Staff](#) before you submit your application so that you can check this box in all confidence. Also note that, if your project is approved, the Project Leads and the person monitoring the project's budget will have to confirm in writing (through email or document's signing) that they agree to the [SPF Terms & Conditions](#) before officially starting the project.

SPF Application Form

Section B - Project Overview

Answer the following questions and save this form to your files for future reference before uploading it on the SPF website with Section A - Cover Page.

Project Title Spin Bike Gardens All over McGill Campus

Project Lead Louise Lockhart **Phone** +1 (514) 625-7499 **Email** louise.lockhart@mcgill.ca
First & Last Name

Before you fill out this Project Overview, make sure you have consulted all related application documents online, including the [SPF Evaluation Criteria](#), the [SPF Glossary](#), and the [SPF Sustainability Brief](#). Read all questions first before starting answering them. Answer exactly what is being asked. You will have a chance to include any other information in appendices at a later stage of the application process. The characters' limit (including spaces) is indicated for each question so that you can draft your answers in Word first if you want to. Note that any skipped line will make you lose the line's characters (approx. 140 characters). Once you successfully pass this first stage of the application process, the SPF Staff will ask you to fill a Project Plan, in which you will specify your expected impacts, S.M.A.R.T. objectives and main activities, outputs, success indicators, stakeholders, main risks and mitigation measures, preliminary timeline, and costs. Although it is OK for you not to have all these details ready at this stage, having thought about them in advance will help you succeed in responding to the following questions.

Project Vision Proven tools for good mental health will be standard feature at McGill and initiate culture change around exercise

A vision depicts the ideal future that someone is hoping for. Thus, a vision is a dreamed aspiration that someone intends to lead or contribute to, and it does not necessarily need to currently seem realistic. As such, tell us how you see McGill campuses in an ideal world once your project is completed successfully. The vision does not need to be completed within the timeline of the SPF funding.

Project Goal Quiet spin bikes, surrounded by plants and meditative art, with a view to the outdoors, all over the McGill campuses, in order to provide enticing and enjoyable mental and physical health breaks for students and staff.

A goal is the overarching desired tangible realization (and thus change) to be achieved within the project's lifespan. The goal contributes to the project's vision in a palpable and realistic manner. The project's goal may last longer than the SPF funding lifespan. In line with the SPF mandate, when achieved, your project's goal should result in a culture shift (e.g. change in ideas, habits, behavior).

1. What is the specific sustainability-related issue/challenge that you see on McGill campus(es) that you want to address?
(530 char. max. ~80 words)

Decreasing mental health and increasing emergency levels of mental distress are a pressing issue for staff and students alike. We need to be proactive in addressing health and wellness issues and supporting deep cultural changes sustainably without simply adding more "Band-Aids" that only respond to crises and do not address prevention or create healthful spaces.

2. What is your project idea and how will it help address the above issue/challenge? (2000 char. max. ~300 words)

Let's vastly grow the opportunities for effective stress relief where we work and learn. We would like to place quiet, magnetic-resistance spin bike gardens indoors all over McGill (possibly 20 bikes), in places where students and staff are working hard, so that briefly accessing cardio activity is very attainable in their busy days. Whereas getting cardio normally requires an often unavailable 2-hour window to go to a gym, change, exercise, change/shower, and return to work, this project will make it realistic for us to jump on a nearby bike when we have a window of just 15 to 20 minutes. The bikes will be where people need them the most for mental health reasons. Stations would be designed to be non-intimidating and easy to use for those who do not self-identify as physically active or sporty, but yet be equally appealing to those who already love to exercise. Spaces would be semi-private, calming, surrounded by plants, cooling fans, meditative objects and/or student art, if the space permits.

A fresh health promotion campaign will accompany the bike gardens to diffuse the misconception that exercise must be difficult and focused on burning calories or attaining fitness. We will promote the bikes as an effective tool for increasing our immediate sense of wellbeing, self-esteem, alertness, focus, mood, and mental health in general, with even 10 minutes of use. We will gear promotions towards those who do not consistently have exercise in their life, and encourage focus on immediate rewards from biking rather than longer term effects of weight management or fitness. We would apply current theories of positive behavioural psychology in all our promotions.

3. What impacts do you want your project to have on McGill structures, processes and/or systems? Also specify how this should positively transform peoples' behaviors/perspectives/habits on McGill campus(es). (935 char. max. ~135 words)

Mental health is a serious issue for both staff and students. As health practitioners, we (McGill doctors, nurses, psychiatrists, and counsellors) tell people all the time that they "should exercise," but we have not changed our environments or the social acceptability of exercise past a fitness context, enough to make it a goal that many people can attain. Let's make green cardio gardens a normal addition to the spaces where we work, and ignite a paradigm shift around exercise, teaching our community experientially rather than prescriptively. For added long-term sustainability, we envision a system where additional bike gardens can be set up beyond the pilot project with ease. We are directly addressing current mental health struggles, and avoiding future mental health crises by increasing coping and decreasing negative effects of a sedentary life style by creating environments that tangibly support wellness culture.

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Section B - Project Overview

4. What arrangements will make these impacts continue after the SPF funds have been spent? (530 char. max. ~80 words)

A centralized cardio garden website, managed within a wellness-related unit of Student Services, will include promotional materials, educational resources, any research being done on the use of these stations, and instructions for the easy set-up of more stations. Bikes will be maintained by McGill Athletics, who have already enthusiastically endorsed the project. Plant steward teams will be formed to care for plants, under the supervision of the plant sciences department, r part time student employment hired by each buildin

- ABOUT SUSTAINABILITY -

5. How do you intend to address social, environmental, and/or economic dimensions of sustainability in your project's objectives? (1350 char. max. ~200 words)

A top reason people cite for not exercising is not having enough time. Put bikes where people are. In our northern climate, where 5 out of 8 months of the school year could be considered too cold to exercise outdoors, optimizing use of indoor spaces is key. The number one reason for employee long-term disability is mental health and stress. This represents a large and often preventable burden to our human resources and finances. We need to do more than encourage our staff to do what they already know; we should rather give them tools to take action, here where they work. Showing that exercise can be for everybody by increasing accessibility, psychologically, by putting bikes in beautiful, calm, life-filled spaces, will normalize a 15-minute bike ride in one's work clothes as the new coffee break. Consultation with occupational health therapists on different bike models will address the diverse body types and abilities of our university. Once in place, the um-manned bike stations would sustain themselves, needing only cleaning and routine maintenance, Later phases of the project could include generating energy from the bikes in order to power calming lights in the stations or bike apps, or watering plants (possibly grown at McGill) with grey water from near by fountains.

6. In addition to having sustainability-related objectives (Q5), how will you ensure that your project is also planned and managed sustainably (e.g. material local sourcing; accessibility - see the [SPF Sustainability Brief](#))? (530 char.max. ~80 words)

Virtually all expertise needed will come from within our university (design students, kinesiology and plant science departments, etc.). Minority voices and those who do not normally exercise would be consulted especially for site design, in consultation with SEDE and the OSD. Plant propagation, design of new sites or improvements, and research can all be done by students, and appear on co-curricular record if not related to course work. Students will gain interdisciplinary work experience and staff can grow portfolios.

Beside appear the five categories in which the McGill students, faculty, and staff think the University can make a positive difference within society. The [McGill Sustainability Strategy. Vision 2020](#), describes a specific vision and goals for each of these categories, as they were defined by the McGill direct stakeholders through a comprehensive consultation process.

7a. In the figure, check all the categories under which your project falls (you can select only one if no others apply to your project).

7b. Among the categories that you checked, select the one that you think is most relevant to your project:

Dominant Category: Education

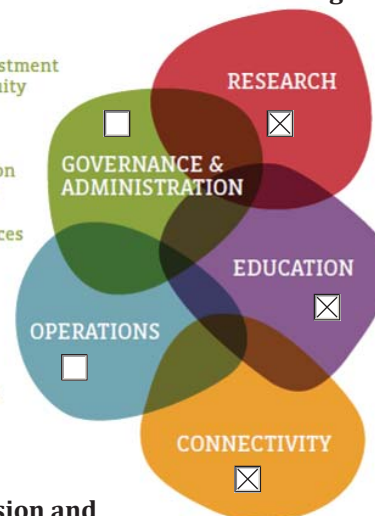
7c. How does your project concretely contribute to advancing the vision and goals described under the [Vision 2020](#) category that is most relevant to your project? (800 char. max. ~115 words)

McGill would be a leader in innovative solutions to the public health issue of mental health and wellness. We would model and facilitate the cultural shift needed toward a society where exercise is seen as something that is very accessible, very doable, and very important to offer our brains when we are demanding so much from them. We would break from the normal habit of just advising people to add something daunting to their life to increase wellness, and actually provide them with attractive and easy means of including those suggestions in their life, via experiential learning. As the first institution to do something this big, we would be demonstrating to the world what CAN BE DONE, possibly impacting universal and environmental design and public health.

Vision 2020 Categories

- Finance & Investment
- Diversity & Equity
- Transparency
- Inclusiveness
- Accessibility
- Experimentation
- Accountability
- Leadership
- Human Resources

- Materials
- Energy
- Food
- Water
- Transportation
- Land
- Living Lab



- Exploring Sustainability
- Collaborative
- Community-Engaged
- Social-Ecological Footprint
- Interdisciplinary
- Applied Student Research

- Citizenship
- Leadership
- Lifelong Learning
- Experiential Learning
- Sustainability Knowledge & Skills

- Wellness & Health
- Community Engagement
- Sense of Belonging
- Accessibility
- Community Spaces
- Knowledge Sharing

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Section B - Project Overview

8. How does your project relate to any current/past initiative(s) on McGill campus(es) (e.g. other SPF projects)? If applicable, also indicate: 1) how your project complements the initiative(s), and 2) how you will partner with them in implementing your project (e.g. working together on some activities, sharing material/resources/costs). (2000 char. max. ~300 words)

Spin bike gardens have been piloted at the Macdonald campus three times now (twice during exams and once during mental health week), in an alcove in the Raymond Building. Some data have been collected to show that a) the bikes are being used and b) there is enthusiastic student and staff buy-in for the idea, saying that even the plants alone improve the spaces immensely. Collaborating between diverse departments and groups was easy due to the enthusiasm different McGill community members had for the wellness of the community. Individuals from security, Student Services, Macdonald Fitness and Rec and Plant science department all help set up pilot project at Mac campus as other enthusiastic people were never hard to find. We are confident that a larger, McGill wide program would be successful, and that participation from stakeholders relatively easy to attract.

If the project could be implemented over the summer, it would be done at a time when service to students would be least disrupted for those partaking in the project.

All of the McGill Student Services that have mental, physical, and/or spiritual health as their mandates have already been supportive of past projects and expressed buy-in as well, such as the McGill Office of Religious and Spiritual Life (MORSL), Healthy McGill, McGill Health Services, Mac Campus Student Services, and more.

We will work closely with Greening Indoor McGill Initiative to learn from their experience, and create even more connections in buildings for them. We will consult with McGill Spaces Project for community engagement and for their expertise. We will certainly consider using the Plate Club for our "expert/community engagement day".

9. List the other stakeholders on/off of McGill campus(es) that you will partner with for your project. (530 char. max. ~80 words)

Note: Under Stage 2 of the SPF application process, in the Detailed Project Plan, you will be asked to select your key stakeholders and specify how they will participate in your project. You will also be able to submit any documents that you want in appendices to demonstrate your communications and agreements with the key partners of your project (e.g. support letters, emails).

Human resources and all Health Faculties including students (RN, OT, PT, MD) could be stakeholders as they are all professions that actively encourage exercise for a number of reasons and would have great interest in increasing accessibility of it, and pushing for cultural changes. The Kinesiology department who studies physical exercise adoption may take interest, in addition to engineering and school of architecture and possibly more. Building managers and student societies would be obvious stakeholders.

10. What key recommendations and/or lessons learned from current or past initiative(s) do you plan to build your project upon? (800 char. max. ~115 words)

In order for something to succeed it must be done robustly and with well thought-out design. For instance, placing bikes with no privacy did not work in previous attempts. An impressive, beautiful, attractive space invites people naturally. The spaces should be meeting needs of the populations (plug-ins, coat hooks, spaces for a friend to wait comfortably near plants, quiet cardio, natural light, safe for belongings etc.). A widespread education campaign needs to be rolled out to stimulate the cultural shift from seeing an exercise bike as something that is meant to be hard, sweaty, and primarily for fitness. Disseminating the research that helps one exercise in a sustainable way is crucial (e.g. a cool-down will colour the memory of entire exercise experience).

- ABOUT SPF FUNDING -

11. Why do you think that your project should be funded by the SPF rather than by, or in addition to, another source of funding (i.e. what aspects of your project make it specifically relate to the SPF mandate)? (530 char. max. ~80 words)

We appreciate that both administration and students need to participate in both the funding and realizing of this initiative, together, as we will all benefit. SPF is funded by both. Constantly asking more and more of ourselves, without also making it easier for us to look after ourselves, is simply not sustainable, or effective. The SPF appears to encourage university wide, multidisciplinary, team effort, that will provide sustainable benefits for all, here at McGill and perhaps beyond. This project will do all that.

12. What other sources of funding have you approached for your project? If applicable, also provide the relevant details on these sources (e.g. responses given, amounts already committed, what these amounts will pay). (530 char. max. ~80 words)

We have had an initial meeting with the Deputy Provost regarding The Innovation Fund, and several McGill Student Services are willing to allocate small portions of their budgets. The Mary Brown Innovation Fund is also being considered as a potential source of funding. In addition, sponsors of individual bikes or stations such as by clubs or faculties could be encouraged.

Thank you! After you save it to your files, you can now upload this form and Section A - Cover Page on the SPF website to complete this first stage of the application process. The SPF staff will contact your team within two weeks to provide feedback and accompany you towards next stage - Project Plan. Congratulations for applying to the SPF!

SPF Application Form

Section C - Project Plan

Answer the following questions and save this form to your files for future reference before uploading it on the SPF website.

Project Title Spin Bike Gardens

Student Project Lead
First & Last Name Ana-portillo

Phone
(daytime)

Email ana.portillo@mail.mcgill.ca

Before you fill out this Project Plan, make sure you have consulted all related application documents online, including the [SPF Evaluation Criteria](#) and the [Project Plan Flowchart](#). Also make sure to consult the [SPF Glossary](#), as it clearly defines each term underlined in this form, as well as the [Sample Project Plan](#), which gives some concrete examples for each term. Last, also do not forget to refer back to your 'Section B - Project Overview' to make sure that all the details you specify here align with it. For more support, consult the SPF website and the SPF staff.

Project Vision Proven tools for good mental health will be standard feature at McGill and initiate culture change around exercise

As indicated in your Section B - Project Overview.

Project Goal Quiet spin bikes, surrounded by plants and meditative art, with a view to the outdoors, all over the McGill campuses, in order to provide enticing and enjoyable mental and physical health breaks for students and staff.

As indicated in your Section B - Project Overview.

1. List 1 to 3 main impacts you expect/wish to have with your project - these must relating to the above Vision and Goal:

As per question #3 of your Project Overview. If you think of more than 3 impacts, only indicate the ones you think are the most relevant to sustainability at McGill.

| Expected/Desired Impact (200 char. max. ~30 words) | |
|--|--|
| A | Provide tools to increase access to cardio exercise in enticing and calming spaces. |
| B | Educated the McGill Community about the many mental health, and benefits to the brain from cardio exercise. |
| C | Set up system so that future spin bikes gardens can be set up easily, and be maintained/monitored centrally. |

2. List 4 to 7 of your objectives to reach the above impacts with your project. Try to make your objectives as S.M.A.R.T. as possible. For each objective, indicate one key Success Indicator. (see [SPF Glossary](#), [Sample Project Plan](#), and [Sample](#)

Of your 4-7 objectives, you should have a minimum of one "monitoring" objective, one "outreach" objective, and two "other" objectives. A monitoring objective ensures or verifies the progress and effectiveness of your project, thus allowing you to learn from it. An outreach objective ensures that your project is adequately communicated to the McGill community to increase stakeholders' awareness of and/or participation in your initiative. These two types of objectives might lead to project monitoring and outreach activities (next question). The nature of the 2-5 other objectives is for you to decide and tailor to your project. If you have more than 7 objectives, only indicate the ones that relate best to the above impacts and thus to sustainability at McGill. For each objective, specify the key success indicator(s) that you think should be used to assess the objective's degree of achievement/completion. Your indicators can be qualitative or quantitative (e.g. number of participants, participant testimonials, website analytics, quantity of energy saved, etc.). See the document [Sample Indicators](#) for inspiration.

| # | Type of Objective | S.M.A.R.T. Objectives (125 char. max. ~20 words) | Related Impact(s) (A, B, C) | Related Key Success Indicator(s) - also indicate targeted numbers for each (85 char. max. ~15 words) (ignore the circles for now) | |
|---|-------------------|---|-----------------------------|---|---|
| 1 | Other | Design and set up 3-5 spin bike gardens across McGill campus | A | 10 new cardio tools in place for use, all surrounded by calming plants. | ● |
| 2 | Other | Create system for maintenance and cleaning of spin bike gardens to ensure high quality space for at least 5 years. | A | Funds and supervisors defined for next 5 years. 1 plan created for maintenance. | ○ |
| 3 | Outreach | Education material created regarding linking mental health benefits to exercise and teaching sustainable exercise. | B | 2 videos, 10 testimonials, 3 different posters, 5 blog posts, 3 news paper articles. | ○ |
| 4 | Monitoring | Monitor increase in activity and knowledge regarding exercise and brain health; pre and 6 month post implementation surveys | C | Bike gardens cited as a tool for coping, surveys collected from 25 people per site. | ● |
| 5 | Outreach | Engage with diverse stakeholders and familiarize them with the benefits of this project and tools for good mental health. | A,B,C | Engage >150 staff & students, including 2 researchers, 2 sources of future funding | ○ |
| 6 | Monitoring | Create dynamic website (Hub) regarding all aspects of this project; About the initiative, why, and how to set up more. | A,B,C | Provide monthly stats on bike use. Post project final 1 year report. >500 web hits | ○ |
| 7 | Other | Animate and bring more value to under utilized spaces, by providing practical tools, proven to aid in mental health. | A | 3-5 spaces are transformed to add more value. Visited by 40% more people. | ○ |

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Section C - Project Plan

3. List the 4 to 7 most important activities that you need to conduct to reach the objectives you listed before. Try to make these as S.M.A.R.T. as possible. Also indicate at least one output and a key success indicator per activity. (Sample Project Plan)

Your main activities should relate to the objectives you listed. As such, if you consider this crucial to your project, you may end up having an activity that relates to your monitoring objective(s) (e.g. developing a survey, any other activity that will help you and other stakeholders learn through your project) or to your outreach objective(s) (e.g. producing and promoting a video about the project). For each activity, indicate the output(s) that will be created as a result, such as a deliverable (e.g. video, report), training, website, network, design plan, or any other output adding value to the project and helping reach objectives/impacts.

| S.M.A.R.T. Main Activities (125 char. max. ~20 words) | Related Objective #(s) | Resulting Output(s) | Related Key Success Indicator(s) - also indicate targeted numbers for each (85 char. max. ~15 words) (ignore the circles for now) | |
|---|------------------------|---------------------|---|----------------------------------|
| Identify 6 spaces to place spin bike gardens | 1 | 3-5 sites chosen | 5 sites managers give approval, 80% of students are in favor of the space changes | <input type="radio"/> |
| Design team is approached and asked to support/supervise this initiative over the next year. | 1,5 | Partnership secured | Design team agrees to prioritize this work with in the next year. | <input type="radio"/> |
| Attract volunteers and stakeholders to participate in "involvement days" where their input for design is gathered. | 5 | Involved community | Criteria created by experts for Space design, advice given for health promotion | <input type="radio"/> |
| Hire project coordinator and identify responsible volunteer team members for each space and task. | 2,3,5,6 | Work allocated | 1 full time summer project coordinator, 15 committed volunteers for summer | <input type="radio"/> |
| Develop research strategies (ie, measure use via odometers) and surveys, consulting with current interested researchers x 2 | 4,5 | Evaluation system | 2 surveys created and digitalized, ethics approval obtained, odometers calibrated | <input type="radio"/> |
| Hold design competition, for the 5 chosen spaces with criteria | 1,5,7 | Good design | 1 winning design team chosen to realize their designs using our funds | <input type="radio"/> |
| Policy and procedure manual and training manual created for long term maintenance of spaces | 2 | Maintenance Plan | 1 manual created, 3 responsible employee roles defined for next 5 year period. | <input checked="" type="radio"/> |

Provide any additional qualitative details that you would like to share with the SPF about your activities.(800 char.max.~115 w.)

We will plan spaces to last for at least 5 years while we collect data on the effectiveness of the intervention. One student hired 3 hour per week, will clean site, care for plants, collect weekly data on bike use, and be responsible for addressing any damages. Cleaning supplies for site will be kept in small cupboard at each site and meet the environmental standards of school. Possible no boot possibly in winter will be implemented due to only weekly visits with vacuum. "Volunteer stewards" who work near the stations will trained regarding who to call if there are problems and the caretaker needs to be contacted. Security informed of responsible contacts. Also, no part of the project should ever need to be repeated to become better quality (ie. video, marketing, bike quality).

4. Now, about the circles....: Select a total of 3 success indicators that you wish to track more seriously and report on during your project out of all those you indicated for your objectives and activities. These 3 indicators should be the most relevant to your goal and to creating a culture of sustainability at McGill and they should be relatively easy to monitor.

When selecting your indicators, make sure that you will have/plan the time and resources you will need to allocate to monitor them throughout the course of your project. Before you start your project, the SPF may ask you to change a chosen indicator for another that seems more pertinent to the SPF or to the University sustainability reporting. Note that, in addition to these three indicators, you will be asked to track four other generic ones that will be specified in the Award Letter.

You will be required to indicate progress towards your final 7 indicators in your progress and final reports to the SPF. Because the SPF values the experiences and learning that occurs during your project (not only results), these reports will also gather related information through open-ended questions.

We have selected the 3 Success Indicators that we wish to monitor during the project: ☐

5. For all projects, there exist various risks, i.e. factors or preconditions whose probable presence or absence could negatively influence the successful achievement of the project's objectives. Please indicate 2 to 4 main risks for your project and the mitigation measures you intend to use/implement to reduce their likelihood. (advise if you have more to list)

It is particularly important that you list all risks to health and safety of the project's team members, direct and indirect stakeholders, and/or the environment.

| Main Risks (65 charac. max. ~9 words) | Preventative Measures (65 char. max. ~9 words) |
|---|--|
| We will not get support from design team or facilities | Paul Guenther will approach with funding and building directors. |
| We will get support from designers but not within the next year | Recruit architecture students to participate in design work |
| Cost of space construction/design will have been underestimated | More sponsors identified preemptively in stakeholder recruitment |
| People will not use the bikes | Consult with >90 people for design appeal; peer role modeling |

We have more risks to list: ☐

SPF Application Form

Section C - Project Plan

6. List the 3 to 10 stakeholders on/off McGill campus(es) that will be involved with and/or impacted by your project, and indicate their respective role in your project.

| Stakeholder's Name(s) | Affiliation | Role in the project | Confirmed support/participation |
|--------------------------------|---------------------------|--|---------------------------------|
| Marianne Perron | Healthy McGill | Desimination of Promotion | Yes |
| Lindsay Duncan | Kinesiology Department | Research guidance, behavior change consult | Yes |
| Robyn Wilshire | Student Services Director | Space for meetings, consults from SS unites. | Yes |
| Tynan Jarrett | SEDE | Consultant | Yes |
| Anne Clark/Sharron Smith | HR | Promotion to Employees | No |
| McGill Spaces Project | Students | Involvement in finding spaces and designing | Yes |
| 3rd year Architecture Students | Architecture Faculty | Aid in space design | No |
| | | | |
| | | | |
| | | | |

- PRELIMINARY TIMELINE ASSUMING THAT PROJECT STARTS IN 3 MONTHS -

Note: If your project is approved, you will be asked by the SPF staff to fill out a more detailed timeline before any funding can be allocated.

| Key Tasks and/or sub-tasks | Related Output(s) | Responsible Team Member(s) (Section A-Cover Page - members' initials) | Start Date | End Date |
|--|-------------------|--|---------------|---------------|
| Secure Funding | 75,000\$ | LL | Now | Apr 20, 2016 |
| Approach Design Team | Partnership | PG, LL | Apr 20, 2016 | Apr 30, 2016 |
| Announce save the date for design comp | Design | LL, AP, PG, SP, DD, GR, JB | Apr 30, 2016 | Apr 30, 2016 |
| Hire project manager | Hired admin | LL, AP, PG, SP, GR, DD, JB | Apr 29, 2016 | May 27 2016 |
| Hold expert and community engagement day | Expert advice | PG, LL, | May 24, 2016 | May 24, 2016 |
| Design comp using expert advised criteria | Informed design | LL, AP,PG, SP, DD, GR, JB | June 6, 2016 | July 11, 2016 |
| Sustainable maintenance plan created | Clear protocols | LL, DD, GR, JB | June 30, 2016 | Aug 29, 2016 |
| Website created and promotion created | Website + video | Project manager, LL, SP, GR DD | Jun 22, 2016 | Aug 29, 2016 |
| Design comp winners work with stakeholders | Design Approved | LL, McGill designers, carpenters, PG, | July 18, 2016 | Aug 29, 2016 |
| Sites Built | Implimintation | McGill Carpenters, Project Mangers, LL | Aug 15, 2016 | Sep 30, 2016 |

Provide any additional details that you would like to share with the SPF about your timeline. (530 charac. max. ~80 words)

Between regular meetings we (paid staff and volunteers) will consult with current space users, minorities, folks who do not exercise, employees from all levels of responsibility. We will used standardized surveys, then educate about our idea, elicit opinion, then support. We will reach out to any needed experts along the way (ie. behavior change researcher, someone aware of environment standards of McGill so that we account them in our maintenance plan). We will elicit support from any interest stake holders for promotion.

- ADDITIONAL INFORMATION -

Qualifications: Where relevant, the profiles/CVs of the people to be directly involved in the project are attached: ☒

List of appendices, if any (max. 7 pages of appendices, excluding profiles/CVs):

If a McGill department/unit is to contribute financially to your project, make sure to include a support letter from its Financial/Budget Officer confirming contribution.
Note that the SPF Working Group will evaluate your project based on your main application forms (i.e. Sections A, B, and C), not on appendices.

| Appendix # | Title/Topic of Appendix | Total Qty of Pages |
|------------|---|--------------------|
| 1 | Spaces for Bikes, Design Comp, Expert Day, Supervision, Liability, promotion budget | 7 |
| 2 | Letter from Robyn Wiltshire | 1 |
| 3 | Letter from Chris Buddel | 1 |
| 4 | Letter of support from the director of Health Services | 1 |
| 5 | Letter of support from Diane Koen, Library and Kevin Hart, Engineering | 2 |
| 6 | | |
| 7 | | |

SPF Application Form

Section C - Project Plan

- BUDGET -

When completing this form, please refer to the [SPF Guide to Budgeting](#) for additional information and explanations. If you would like to submit a more elaborated Financial Model/Business Case in addition to this SPF project budget (for instance, because of the nature of your project; e.g. you plan to generate some revenues through selling some items, revenues that will then allow your project to become financially self-viable), please develop it separately and join it as an appendix to this application. If you need guidance on how to elaborate a Financial Model/Business Case, see [suggested resources on the SPF website](#).

REVENUES

Please indicate any funding you will receive or anticipate receiving to complete your project, including funds from McGill Departments and Units.

Reminder: For McGill department/unit's financial contributions, make sure to include a letter from its Financial/Budget Officer confirming contribution in appendix.

Note that this contribution will also need to be confirmed at the end of the project.

| (A) | Funding Source(s) | (B) Amount (\$) | (C) Status |
|------------------------------------|------------------------------------|--------------------|-------------|
| 1. | Sustainability Projects Fund (SPF) | \$54,750.00 | Unconfirmed |
| 2. | Work Study | \$780.00 | Unconfirmed |
| 3. | Mary Brown Innovation Fund | \$19,150.84 | Unconfirmed |
| 4. | | | Unconfirmed |
| REVENUES GRAND TOTAL - add all (B) | | \$74,680.84 | |

EXPENSES

1. Salaries & Wages

If applicable, indicate the job position(s) under your project and the associated costs. See the SPF Guide to Budgeting for further instructions.

| (A) Year | (B) Position Title | (C) ~# of Hours per Week | (D) ~# of Weeks | (E) Hourly Wage* (\$) | (F) Subtotal (\$) (C x D x E) | (G) 20% Benefits | (H) Total Cost (\$) (F x G) | (I) Funding Source(s)** |
|-----------------------------------|--------------------------|--------------------------------|-----------------------|-----------------------------|----------------------------------|------------------------|--------------------------------|-------------------------------|
| 16 | Project Coordinator | 34 | 15 | \$17.50 | \$8,925.00 | 1.2 | \$10,710.00 | 3 |
| 17 | Project Coordinator | 15 | 5 | \$17.50 | \$1,312.50 | 1.2 | \$1,575.00 | 3 |
| 16 | Spin Bike Garden steward | 3 | 12 | \$11.00 | \$475.20 | 1.2 | \$570.24 | 2,3 |
| 17 | spin Bike Garden steward | 3 | 36 | \$11.00 | \$1,188.00 | 1.2 | \$1,425.60 | 2,3 |
| Expenses Subtotal 1 - add all (H) | | | | | | | \$14,280.84 | |

2. Other Expenses

Indicate all of the expenses associated with your project; think back to all of your project's activities and all of the items that you need to complete them. It may be beneficial to group by category (not required); if you do so, please use the following categories: Materials-Supplies, Equipment, Printing, Events, Transportation, One-time Profess. Fees, and Miscellaneous.

| (A) Year | (B) Item Description (inputs) | (C) # of Units | (D) Unit Cost (\$) | (E) Total Cost (\$) (C x D) | (F) Funding Sources** | (A) Year | (B) Item Description (inputs) | (C) # of Units | (D) Unit Cost (\$) | (E) Total Cost (\$) (C x D) | (F) Funding Sources** |
|-----------------------------------|-------------------------------------|----------------------|--------------------------|-----------------------------------|-----------------------------|-----------------------------------|-------------------------------------|----------------------|--------------------------|-----------------------------------|-----------------------------|
| 16 | Design pro-fees | 5 | \$2,000.00 | \$10,000.00 | 1 | | | | | | |
| 16 | Carpenter | 5 | \$5,000.00 | \$25,000.00 | 1 | 16 | Food for volunteers | 8 | \$100.00 | \$800.00 | 1 |
| 16 | Spin Bikes | 10 | \$1,000.00 | \$10,000.00 | 1 | 16 | Expert day | 70 | \$10.00 | \$700.00 | 1 |
| 16 | Plants for site | 5 | \$500.00 | \$2,500.00 | 1 | | | | | | |
| 16 | Fans | 10 | \$100.00 | \$1,000.00 | 1 | 16 | Repair Fund | 1 | \$650.00 | \$650.00 | 3 |
| 16 | Odometers | 10 | \$50.00 | \$500.00 | 1 | 16 | | | | | |
| 16 | Art/space signage | 5 | \$500.00 | \$2,500.00 | 1 | 16 | Video/ photos | 1 | \$4,000.00 | \$4,000.00 | 3 |
| 16 | Cleaning supplies | 5 | \$250.00 | \$1,250.00 | 1 | 16 | Printing + graphics | 1 | \$250.00 | \$250.00 | 3 |
| 17 | Bike Maintenance | 1 | \$500.00 | \$500.00 | 1 | 16 | Other promo | 1 | \$750.00 | \$750.00 | 3 |
| Expenses Subtotal 2 - add all (E) | | | | | \$53,250.00 | Expenses Subtotal 3 - add all (E) | | | | | \$7,150.00 |

EXPENSES GRAND TOTAL (Subtotals 1 + 2 + 3)

\$74,680.84

* If position hosted and managed under a McGill Department or Unit, consult with their HR staff or supervisors for the applicable salary rates. If position not hosted and managed under a McGill Department or Unit, see the SPF Guide to Budgeting for the Hourly Wages applicable to hiring under the SPF.

** To indicate the one or many Funding Source(s) that will pay for the expenses, use their respective number as you listed under Revenues (SPF or other).

Thank you! After you save it to your files, you can now upload this form and any appendices on the SPF website to complete the application process. The SPF staff will contact your team within two weeks to provide feedback. Congratulations for applying to the SPF!

Appendix 1

In this Appendix there are a number of topics that we describe in greater detail as to help you with your decision making.

Chosen Spaces

There are currently six spaces that are interested in having a bike. Although there is interest from each space, either the building director, the students and staff using the space, or our project team can decide that it is not ideal for a spin bike garden in a given space. We can decide this at anytime and we will use data from surveying involved community members, our ideal criteria, and talking to anyone who is involved with that space. (ie. If it is a very high traffic area between classes for waiting students and we would be filling their only space to stand, then we will not pursue that area further).

These spaces for spin bike Gardens are,

- **Mac campus** (Raymond alcove or 24 hour library space), see attached letter from Chris Buddle
- **Brown Building 4th and/or 5th floor** in window nook (near counselling and mental health services); see letter from Robyn Wiltshire
- **McGill Libraries**, space not yet decided but commitment made by Diane Koen to find a suitable space, see E-mail from Diane Koen
- **Trottier Building** 5th floors computer area, group work area (highly used area 7 days a week). See E-mail from building director Kevin Hart.
- **McIntyre Building** or other Medical Building. Louise Lockhart has spoken with building director Marilena Cafaro on the phone and she is interested in this project. Meeting with Deans of Medicine and Med Well Program occurring on March 31st to present project.
- **Kinesiology Building Lounge**. Jill Barker has already put a 'stand up walking desk' and bike desk in the area, we may decide to provide the privacy and plants and similar promotion and to brand it similarly to the rest of the stations.

The chosen spaces are diverse (academic buildings, student services buildings and libraries) and span two campuses. The exact spaces must be carefully chosen, and these will act as model stations for future spaces. The spin bikes stations will always come as a package. We will not provide bikes without plants and privacy, even upon request as our previous attempts at Mac campus have shown that people will not use just a bike that is out in the open.

Paul Guenther, a Senior Campus Space Planner, and who is on our project team, will help approach the McGill Design Committee with Louise Lockhart, Project Lead. Paul feels that only if we approach the very busy design team with support from building directors, funding and our plan, will they be able to prioritize this project.

Design Competition

As soon as we secure funds for the project and approval from the McGill design team to prioritise this, then we will announce a “save the date” for a design competition that will take place from June 7th to July 11th. Data and photos from the spaces will be collected by building managers and Louise Lockhart (including size, temperature, north vs south facing windows etc.). During the “expert day” we will confirm criteria for the space which will inform the design competition (i.e., must be able to be disassembled to fit through a 3.5 x 7.5 foot door, use plants to create privacy, include dedicated spaces in front of bikes to keep belongings, predefined size of entrances as to be inviting to all body sizes.) The type of exercise equipment will also already be predefined (i.e., two silent spin bikes in the library, stand up walking desk of “x” dimensions in the brown building). Experts such as Danielle Donnelly for plant choice, will be available to advise designers on plant choice should they wish to consult with experts.

The Competition will begin on July 7th with the release of the judging criteria and conclude 5 weeks later on July 11th. The judges will be: a member of the design team (if they agree), the building director from each space (for their own station), the project team and one or two other stakeholders from each space (i.e. students). Judging will occur mostly based on predefined criteria.

The winning design team must be able to be physically present at McGill in late July and August to be able to work with the McGill design team, building managers, and carpenters plus our project team and manager to refine designs for each space; realistically there will be quite a bit of “back and forth” for this. Although we will not pay the winning design team members for their time, this will be valuable work experience for them and we will provide meals for their dedicated time and expertise. We expect that using students or newly graduate architecture students will be the the largest cost savings of this project, since getting a real designer to design five spaces and carry them out would cost perhaps just as much as the whole project. Thus, we feel that paying them in supportive meals from McGill Campus food and Dining or student run catering is justified.

We also plan on purchasing lunch (~10\$) for people attending the expert/community involvement day, as we hope to get a lot done during that day and they would be choosing to take time from their main work and studies to attend, for which we will be very appreciative of.

Expert/Community Engagement Day

We will invite interested stakeholder to an expert and community involvement day possibly on May 24th. We will send out a “save the date” for this event as soon as the design team of McGill agrees to prioritise this project hopefully by the end of April. At the “expert/ community engagement day” we will present our vision, what we know so far (the spaces), and our objectives. On this day we will get immediate input and advice from experts. Engineers will be there and because everyone suggests that we get the bikes to make energy we will ask them there, on the spot, if this can be done within the criteria that we are creating (ie quiet, visually appealing, help to provide some sort of cooling mechanism (run a fan)). Building managers will

be present to talk with the engineers about the building code rules (ie. having exposed batteries). Health promotion experts and mental health employees and students will be present to make suggestions about the promotion campaign that will be carried out, the avenues that this will be carried on. This will be a big day (or two) and with this information the project manager, committed volunteers and project team will use advice and suggestions from that day to create space criteria, and create and carry out surveys, data collection to measure success, and essentially inform the whole project. We will solicit ideas from other students and employees at other times through one on one interviews and small groups, as well, but it is most productive to do the bulk of information gathering all at once when there are people in the same room who can answer the questions that may be left unanswered. Should experts need to remain involved they will be welcome to but on their own initiative.

We also hope to solicit a few other potential donors should a site need additional funding to be built.

Supervision and sustainability

Any students that are hired for this project either this summer or during the school year as “caretakers” will be supervised by someone in student services, as indicated by a letter written by Robyn Wiltshire. It will be a position in student services, not a person, who will be responsible for supervising the students thus, if a person no longer works at McGill, there is still a role responsible for supervising the paid students. The Plant Science Department at Mac campus has agreed to remain an expert consultant on the plant health for years to come, as they already have students. A small budget for repairs has been requested.

For now, MORSL (McGill Office of Religious and Spiritual Life), as agreed to pay for the caretakers for the next 5 years, we will ultimately work with all stakeholders to find the solution that makes the most sense. For example, if there are already students in McLennan library who are paid to look after their plants then we might arrange for those students to also, take on the spin bike gardens. These are detailed contracts that the Project Manger will work on as they create the manual for caring for the spin bike gardens. We strive for sustainability while minimizing redundancy and waste.

Also, since exercise equipment needs to have routine maintenance about once a year, we will discuss with McGill fitness and recreation about taking that on or finding a long term sponsor for that, however we will cover the cost in our budget for the first year. It is in their mandate to offer support to students beyond athletics, this will need to be put into their long term strategies and budgets, thus we have not pushed them to commit to this maintenance cost at this point. They have agreed to order, assemble and arrange for repairs of all bikes at this point.

Legal liability

We will look into any risk to the students that the addition of these spaces may have. We do not anticipate that they will be of any real harm, but building insurance may have to be

increased at the expense of the buildings. This is just to say that we will be consulting McGill lawyers at the cost of the University to ensure that we are not missing anything important.

Video Promotion

It is important to reiterate that putting the spin bike gardens in place is only ONE component of successfully encouraging behaviour change of the McGill community. We hope to assist those who do not currently have exercise in their life and those who struggle with mental health or stress, the most, using a video, and personal encouragement. The educational 'frame of mind shift' that we hope to initiate will be important at McGill but it will also be influential to the rest of Canada who will hopefully hear about our initiative online and through the news. It will be easy for other places to set up spin bike gardens but we should strongly initiate the health promotion shift.

We would like to create a high quality video that demonstrates new social norms about riding a spin bike just to destress for 10 minutes, so that the exercise equipment is not seen as simply a fitness machine, calorie burner or to be used for full exercise sessions. One vision is a video similar to the pre-departure videos on air planes that clearly demonstrate the cultural and safety norms of the airplane. This could show on the screens that display announcements in the buildings that house the spin bike gardens. It would help those who are too embarrassed to use the bike fearing that they will "do it wrong" or, who feel that they are not dressed right, or that the bikes are for people who are fit or are trying to become fit. Additionally, a video, that is fast, catchy and highlights the vision of the project that is about 45 seconds long that could be spread online is a goal. Good cinematography and professional looking quality are important to the project team.

We saw that the "#me too" SPF project budgeted over 5000\$ for their video on decreasing the stigma of accessing help for mental health struggles. Also, Louise Lockhart, Project lead sits on the corporation of Christ Church Cathedral in downtown Montreal, where they recently commissioned a 3 minute promotional video for the Cathedral's capital campaign, and this had a cost of 8000\$ of which 3000\$ was due to the use of a drone, so about 5000\$ as well.

The video script will be created throughout the summer but the video may not be fully filmed and edited until well into next year when the spin bike gardens are being used, but securing the budget is important now.

Other Promo

These are the reasons we have included "extra promo" material in our budget. There may be a need for buttons, badges, stickers that people who support the spin bike gardens can have for free, which will also spread the support visually, as something that students will carry on their book bags (much like the red square did during the student protests). Spin bike caretakers may need to get T-shirts identifying them in that role.

Spin Bike Gardens

Project Objectives

- Provide tools to increase access to cardio exercise in enticing and calming spaces, by placing 5 spin bike gardens across McGill for use by both staff and students near the places we work and learn.
- Educated the McGill Community about the many mental health, and benefits to the brain from cardio exercise. Direct promotions towards those who struggle to get exerting into their life.
- Set up system so that future spin bikes gardens can be set up easily, and be maintained/monitored centrally.

Your Involvement

At this stage we are asking for your blessing to look into the possibility of putting a spin bike garden in your area. We would work closely with yourself, and the students and staff who use the area and would commit to taking full care of the space 52 weeks a year or for each week that the buildings are open. Only 5 spaces will be selected to be funded as part of this innovative project.

We are looking to have stations in place for at least 5 years; everything would be built to the environmental standards of McGill, by McGill staff, all contingent upon approval by the Design Committee of McGill. Thorough before and after implementation surveys will be taken to assess the impact on the user experience of the space as well as the ability for building users to better attend to their mental and physical wellbeing. Research Ethics approval will be obtained before any implementation so that any cultural shifts that we are able to facilitate in helping people access exercise more readily, can be shared as official research.

This has not been done on a wide scale anywhere in Canadian as per our thorough internet searches and we would like to be the first to innovatively support the mental and physical health needs of university community in such a way.

We ask for a letter of support to evaluate your space. We will include this letter of support in our application for funding from the Sustainability Projects Fund.

A brief letter of support no later than March 24th, 2016 would be of great help.

A letter can be addressed "to whom it may concern" and e-mailed to louise.lockhart@mcgill.ca

Or mailed to Louise Lockhart c/o Student Health Services 3600 Rue McTavish, Montreal QC, H3A 0G3.

Successful Pilot Projects at Mac Campus

- Set up 3 times at mac (twice during exams, once during mental health week) as de-stress tool
- Use by both staff and stuff and students as measured by sign in sheets.
- Two quiet magnetic resistance spin bikes were provided. Fan and personal wipers were available at site. Set up was temporary in the Raymond Alcove.
- Enthusiastic support written about the space for it to become a permanent installation on campus through comments left by staff and student users. Ideal space yet to be determined.
- Video tour and demo of the Bike station here: <https://youtu.be/mefNWpHecQ4>



Spin Bike Garden Pilot Project Raymond Alcove, April 2015, Macdonald Campus, Temporary installment 1 minute walk from library during April exams McGill University, Photo: Louise Lockhart



Staff member using Spin Bike Garden in Raymond Alcove, April 2015, Macdonald Campus, McGill University.

Photo: Danielle Hodgson

Research

- The research tells us that cardio exercise **increases alertness and focus** (Loy et al. 2013), being a great substitute to a coffee during studying. The effects are immediate and will occur after someone's very first exercise session. There is no caffeine crash.
- It also **decreases stress** while at the same time **elevating mood and ability to cope with stress** later on (Schoenfeld et al. 2013). Cardio exercise can significantly help prevent various mental health struggles (Mammen and Faulkner, 2013), and is effective as medication as treatment of mild to moderate depression (*Babyak et al. 2000*).
- As little as 10 to 40 minutes of cardio can immediately **increase your** brain function noticeably (**memory and recall, problem-solving ability, ability to prioritize, and learning**) (Verburghet al. 2013).

Statistics

- Only 15% of Canadians attain the recommended 150 minutes of moderate to vigorous physical activity requirements (Stats Canada, 2009)
- Over 44% of Canadians feel they do not have time to exercise (Heart and Stroke Foundation, 2011).
- Every 1 in 5 Canadians and McGill students have been diagnosed with a mental health illness (Tellier, P. and DiGenova, L. 2014).
- Over two-thirds of students expressed interest in learning more about sleep, nutrition, physical activity, and depression (Tellier, P. and DiGenova, L. 2014), indicating an appetite for spin bike garden a tool and accompanying education campaign.
- Up to 70% of disability costs amongst employees can be attributed to mental health (Mental Health Commission of Canada, 2013). Exercise is an effective tool to increase mental health and resilience to stress (Schoenfeld et al. 2013).
- Average low/ high temperature in Montreal during the Academic year. Note the temperatures (**in red**) at which are less conducive to exercising outside; 5/8^{ths} of academic year.
 - September 9⁰C / 20⁰C
 - October 4⁰C / 13⁰C
 - **November -1⁰C / 5⁰C**
 - **December -10⁰C / -2⁰C**
 - **January -14⁰C / -5⁰C**
 - **February -13⁰C / -3⁰C**

- March -6°C /2°C
- April 1°C /11°C (The weather network, 2014)

References

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Tellier, P., & DiGenova, L. (2014). *Student health at McGill University: A report of the findings from the 2013 National College Health Assessment*. Montreal: Student Services, McGill University

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March 16, 2016

Sustainability Projects Fund (SPF)
McGill Office of Sustainability (MOOS)
1010 Sherbrooke St West, Suite 1200
Montreal, Quebec H3A 2R7

Dear Members of the Sustainability Project Fund Working Group,

It is with great pleasure that I write to offer the support of Student Services to the Spin Bike Garden project as well as their application for funding under the Sustainability Projects Fund.

In principle, Student Services will be pleased to help however we can including, but not limited to:

- The use of Brown Student Services Building meeting rooms;
- Assisting with project assessment;
- Supervision of the student-employees and also the spin bike garden care takers.

Additionally, it is the sincere hope of all Student Services that the Brown Student Services Building be selected as a home for one or two of the spin bike gardens.

Wellness initiatives are a priority in Student Services, and I believe this project will not only support but advance McGill's Health and Wellness Strategy mission:

"To provide the most comprehensive and up-to-date health and wellness supports to all members of McGill's community through increased awareness, reconsidered policy development, collaborative planning and service delivery, and expanded programming."

Sincerely,

Robyn Wiltshire
Interim Senior Director, Services for Students



McGill

**Student Affairs Office
Faculty of Agricultural
and Environmental Sciences**

McGill University
Macdonald Campus

Tel. (514) 398-7925

**Faculté des sciences de
l'agriculture et de l'environnement**

Université McGill
Campus Macdonald

Fax. (514) 398-7968

21,111 Lakeshore
Ste-Anne-de-Bellevue
Quebec, Canada H9X 3V9

18 March 2016

To whom it may concern,

I am writing this letter in support of Louise Lockhart's proposal to the SPF for "spin bike gardens" at McGill, including one station at Macdonald Campus. I am personally and professionally committed to finding ways to offer our campus community opportunities to help with overall wellness. I am also the chair of our wellness steering committee at Mac, and therefore I can evaluate this project relative to other wellness initiatives on campus. Bottom line: the spin bike garden is a welcome idea, and important. I fully support it!

I am aware of the important links between physical exercise and stress, and exercise and overall well-being and health. However, our community members typically need to trek to an athletics facilities to exercise, or at least there is often resistance to having to plan out and integrate any exercise into days that are already busy. The idea of spin bikes on our campuses is simply wonderful: we have already done this at Mac, on a trial basis (e.g., during exam periods), and it has worked well. Putting the bikes where the students are located is terrific, and we certainly have space at Mac for this. Such a station will provide opportunities for spontaneous 'de-stress' moments.

As an administrator at Macdonald Campus, I am happy to work with Louise Lockhart, other stakeholders, and our building manager to find the right location, and get the right permissions in place for this spin bike garden. At Mac the "Raymond Alcove" is indeed a very good spot, and I will certainly commit to help see the project to fruition.

Regards,

Associate Dean (Student Affairs)



William & Mary Brown
Student Health Services
McGill University
3600 McTavish Street, Room 3301
Montreal, QC, Canada H3A 1Y2
Tel.: (514) 398-6017 FAX: (514) 398-2559

Services de santé aux étudiants
William & Mary Brown
Université McGill
3600, rue McTavish, bureau 3301
Montréal (Québec) Canada H3A 1Y2
Tél.: (514) 398-6017 Téléc.: (514) 398-2559

March 1, 2016

Dear Members of the Sustainability Projects Fund Committee,

I am writing this letter to express my support for Louise Lockhart's Spin Bike Gardens application. I feel her idea is novel and would benefit the McGill community in a variety of ways. It would provide community members with space to exercise in an accessible environment, while also enriching their mental health. Additionally I see real value in the idea of promoting mental health and wellbeing across campus through these bikes, whose presence would help break the stigmas around caring for one's mental health needs.

Concretely, I am happy to support this initiative by allowing Louise time to work on this project within work hours, permission to discuss the project with the nursing staff at Health Services and ability to book rooms within Brown Building for necessary meetings. Personally, I will lend Louise support in the capacity of physician resource and consultant.

Thank you for your consideration of this project.

Kind Regards,

A handwritten signature in blue ink, appearing to read "Hashana Perera".

Hashana Perera, MD CM
Interim Director, Student Health Service, McGill University
Faculty Lecturer (Clinical), Department of Family Medicine

Appendix 4:

E-mails of support from Building Directors Diane Koen (from Libraries) and from Kevin Hart (from Trottier). They are very interested in having a spin bike garden in their respective buildings. We had provided them with a promotion package describing the spin bike gardens.

From: Diane Koen
Sent: Friday, March 18, 2016 3:56 PM
To: Louise Lockhart, Miss
Cc: Amber Lannon; Robin Canuel, Mr.; Natalie Waters; Francisco Alejandro Oliva Romero, Mr
Subject: Re: Spin Bike Gardens.

Dear Louise,

I think your proposal is fantastic. I am copying the Heads of our two largest branches and our Associate Dean of User Services to involve them in this possible initiative. SSpace in our libraries is always an issue, but I am sure we can come up with something. We will get a letter together over the next few days.

Best,
Diane

Diane Koen
Senior Director, Planning and Resources, McGill University Library
(514) 398 2149

From: Kevin Hart, Mr.
Sent: Wednesday, March 23, 2016 1:19 PM
To: Louise Lockhart, Miss
Subject: RE: Spin Bike Gardens. Action required.

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Hello Louise,

I just sent an email to the Chair of Electrical and Computer Engineering updating him on your proposal.
This will be the first of several emails that will need to be circulated but I pitched it for what it is, ALL GOOD!

Again, I think this is a great project and quite possibly one of the best ideas to come my way since I have been at McGill.
As the Building Director for the Faculty of Engineering I completely support this action and if there is anything I can do to help please let me know.

In the meantime I will be looking for more spaces that meet the criteria – I'd love to see more of these stationary bicycles thoughou the Faculty!

Thank you for thinking of the Faculty of Engineering.

Sincerely

Kevin Hart
Interim Building Director
Faculty of Engineering
Tel: (514) 398-6452