



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 McGill Bike Centre

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

The McGill Bike Centre would support active transport in the McGill community by transforming an unused space to provide a secure and clean facility for bike parking, in addition to locker & shower facilities.

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

Macdonald Downtown Gault Reserve Bellairs Research Institute Other (Specify): _____

Approximate Budget Requested to the SPF (\$): 300,000

Approximate Total Project Budget (incl. other sources of funding if applicable) (\$): 1,900,000

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

Bike infrastructure (racks, fencing, flooring, lighting, etc.) 17%

Indicate which of the following team members...

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

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

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 (read details about [SPF Evaluation Criteria #5](#) for more information)

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. Project Team Member

First Name & Last Name Paul Guenther **Affiliation (select one)** Administrative Staff (ST)
Phone (daytime; only put #) +1 (514) 398-3039 **Specify if Other** _____
Email paul.guenther@mcgill.ca **Faculty/Unit/Organization** Campus Space & Planning

2. Additional Project Team Member

First Name & Last Name Amelia Brinkerhoff **Affiliation (select one)** Administrative Staff (ST)
Phone (daytime; only put #s) +1 (514) 398-7023 **Specify if Other** _____
Email amelia.brinkerhoff@mcgill.ca **Faculty/Unit/Organization** Office of Sustainability

3. Additional Project Team Member

First Name & Last Name Sacha Magder **Affiliation (select one)** Other (specify)
Phone (daytime; only put #s) _____ **Specify if Other** VP Operations - SSMU
Email operations@ssmu.mcgill.ca **Faculty/Unit/Organization** _____

4. Additional Project Team Member

First Name & Last Name _____ **Affiliation (select one)** _____
Phone (daytime; only put #s) _____ **Specify if Other** _____
Email _____ **Faculty/Unit/Organization** _____



SPF Application Form
Section A - Cover Page

PROJECT TEAM MEMBERS (CONT'D)

5. Additional Project Team Member

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

6. Additional Project Team Member

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

7. Additional Project Team Member

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

8. Additional Project Team Member

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

To list more members, fill a 2nd Cover Page form and save it separately. You may then e-mail it to [SPF Staff](#) directly, also specifying your project title.

Has any member on your team been part of an SPF project in the past? **Y** **N** *If yes, list all the projects they have been part of in a one-page appendix, which you will be asked to submit later in the application process.*

OPTIONAL:

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

Represented marginalized communities: _____

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

Relevant link(s): (*to website(s) or social media*)

If you plan to recruit volunteers to help implement your project, please indicate how many: _____

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

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

All of 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 case 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 whose 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 aspect 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 confidence. Also note that, if your project is approved, all project team members will have to confirm in writing (through email or signing the document) that they agree to the [SPF Terms & Conditions](#) before officially starting the project.



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



Fonds des projets durables
Bureau du développement durable
1010, rue Sherbrooke Ouest, bur. 1200
Montréal (Québec) H3A 2R7

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 McGill Bike Centre

Project Lead Paul Guenther
First & Last Name Paul Guenther
Phone +1 (514) 398-3039
First & Last Name (daytime)
Email paul.guenther@mcgill.ca

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](#), the [SPF Project Flow Diagram](#), and the [SPF Sustainability Brief](#). Read all questions first before starting answering them. Answer **exactly** what is being asked: go straight to the point and stay clear and succinct. If need be, you will have a chance to include additional 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 (you will have to remove all formatting in Word before pasting here). 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 Transforming unused space to supporting all-year active transport within the McGill community.

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 Increase capacity for bike-storage and bikers across campus, create the first indoor-bike storage area - complete with locker & shower facilities, and cultivate a stronger bike (& active transport) culture at McGill.

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)

Reducing greenhouse gases is a pressing priority at McGill. Commuting emissions account for 12% of McGill's total GHG emissions, (2015 GHG Inventory). Concretely addressing & decreasing these emissions means better supporting active transport for the McGill community. Outdoor bike spaces are currently at capacity, are for short-term storage and are not accessible through winter. 39% of cyclists believe there is not enough bike parking available at McGill, and 56% would strongly support secure, indoor facilities.

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

This project aims to convert the former parking garage of the University Centre (unused since the pedestrianization of McTavish in 2010) into a new Bike Centre for the McGill community. This conversion involves the replacement of the exterior entry ramp, exchanging the garage door for a hands-free pedestrian entrance, creating a shower/change/locker facility, and installing secure bike parking facilities, bike repair facilities and other bike amenities. This project has been conceptualized and financed as a partnership between the University and the SSMU to meet the needs of the entire community.

We believe that providing year-round, secure, indoor bike storage along with locker & shower facilities will encourage McGill students, staff & faculty to bike to campus. The Bike Centre would decrease barriers that currently discourage community members from biking to campus. For example, by creating secure bike parking locations, we can ensure active commuters can safely keep their bike & belongings on campus without worry. Longer-term storage options for bikers means that they can adapt to weather constraints. Access to changing rooms & showers would mean that individuals can both actively commute (both short and long distances) to work or school and change clothing and prepare for the day. This is especially important when considering barriers for long-distance bikers, who often opt to drive, train or bus instead. This project also aims to relocate the community-run Flat Bike Collective into a purpose-built space which allows them to better engage the community and provide improved services. Overall, this facility will help encourage active transport and reduce emissions, while demonstrating McGill's commitment to sustainability and the bike community.

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)

This project specifically addresses current physical limitations related to the lack of bike parking spaces (including a lack of variety), and would facilitate community members to bike to campus. We hope that the creation of the McGill Bike Centre will pragmatically shift perceptions - from community members listing reasons that biking is not a feasible option, to seeing that campus is addressing barriers.

Furthermore, this project will be the first of its kind in Montreal and will hopefully inspire others in the Montreal community, in addition to McGill's transient student population, to replicate the infrastructure (in Montreal and beyond).

SPF Application Form

Section B - Project Overview

4. What institutional and financial arrangements will make these impacts continue after SPF funding? (530 char.max. ~80 words)

Institutionally, there will be a Bike Centre Committee to review finances, operations & user-feedback. They will produce an annual report to outline any updates in these categories, and will include representation from all involved stakeholders. The SSMU will be responsible for the operation of the facilities once construction is complete; including cleaning, security, administration, etc.

- 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)

-Environmental-sustainability is mainly addressed through our aim to reduce McGill's Greenhouse Gas impact by providing the resources and facilities for community members to choose lower-emission commutes.
-In terms of social sustainability, increasing capacity and accessibility to cyclists are leading priorities. The Centre also promotes health, wellness & education. The Flat will be more publicly accessible than currently and will enable more of the community and engage with the bike community. Since there will be a user-fee, financial accessibility will be a factor strongly analyzed when deciding on pricing (with the objective to be a not-for-profit operation).
-Economic sustainability will be addressed in a few ways. First, transforming a space on campus that is currently underused will help efficiently maximize space and capacity of campus. Second, secure bike-parking facilities will ensure that community members can safely keep their bikes on campus without the fear (often, financial), of having their belongings stolen. Third, cycling is much more affordable for individuals than vehicle or transit costs.

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

All construction & purchasing procedures will abide by McGill's standards. This includes the sustainability considerations within the Procurement offices at McGill. Materials purchased, such as bike racks, will need to be very high-quality and high-endurance.

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: Connectivity

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)

Spaces are a major theme of connectivity, and this project addresses the re-use of campus space in an innovative and community-oriented way. The Bike Centre can directly impact community members' health & wellness by making it easier to make healthy commuting choices while making it more accessible for many at McGill. The relocation and renovation of The Flat brings student & staff engagement to the Bike Centre, and will surely become an even stronger hub for bikers at McGill.

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

SPF Application Form

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)

This project relates to the Bike Repair Centres installed on campus as part of a 2014 SPF project in that they both involve increasing the amount of bike infrastructure on-campus in order to encourage more cyclists. As The Flat will be more publicly accessible within the Bike Centre, this project expands upon the 2014 initiative and will enable more of the community to learn about bike repair and engage with the bike community.

Other less direct connections have to do with the major increase in bike popularity as a form of commuting at McGill. The percentage of cyclists is trending upwards; between 11-16% of the McGill community commutes by bike when weather permits, this is a significant increase from 7% in 2004. To facilitate this increase in popularity, and to encourage the community to commute sustainably, McGill has made a large investment in bike parking infrastructure; more specifically, McGill provides approximately 1,800 bike parking spaces on the downtown campus (parking for approximately 4.5% of the McGill community).

This project allows McGill to increase its bike capacity and offer a wider variety of infrastructure which will ideally enable more of the community to bike to campus.

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 Project Plan, you will be asked to indicate your final key partners 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 these key partners (e.g. support letters, emails).

The SSMU is a key partner in this project, sharing the costs and operating the space; The Flat will participate in the design of the space and in the operation of the space.
CSP has initiated and will lead this project; MOOS will act as a partner in terms of the operating, sitting on the steering committee along with the SSMU, FLAT and CSP. FMAS is a key funding partner and will execute the project.

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)

- While feedback was positive on the Bike Repair centres, it was noted that many users already had an existing knowledge of bike repair. Having a larger community presence and a more accessible Flat will enable more individuals to join the bike community and participate in the knowledge sharing.
- Working with the SSMU (due to the transient nature of student governance) it is essential to have a Governance Structures in place from the beginning of the project.
- Multiple units must be empowered for this to be a truly collaborative project that meets the goals of multiple units.

- 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 relevant to the SPF mandate? (530 char. max. ~80 words)

The Bike Centre project is one of the largest collaborative sustainability projects on campus in recent McGill history. The project team has worked hard to ensure the financial and institutional commitment from both student & staff sources. This highly visible, tangible project will serve many in the community, touches strongly on themes of innovative spaces & connected communities, and will add to the culture of sustainability at McGill to a high degree. We see that it strongly fits into the SPF mandate because of this.

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 secured the following funding commitments:
-\$800,000 from the SSMU (agreement in principle, Draft MOU underway)
-\$250,000 from Gardens & Grounds (committed)
-\$550,000 from Deferred Maintenance (committed)

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 McGill Bike Centre

Project Lead Paul Guenther **Phone** +1 (514) 398-3039 **Email** paul.guenther@mcgill.ca
First & Last Name Paul Guenther **(daytime)**

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 Transforming unused space to supporting all-year active transport within the McGill community.

As indicated in your Section B - Project Overview.

Project Goal Increase capacity for bike-storage and bikers across campus, create the first indoor-bike storage area - complete with locker & shower facilities, and cultivate a stronger bike (& active transport) culture at McGill.

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 relate 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	Increase the number of cyclists by decreasing barriers that currently discourage community members from biking to campus.
B	Address the demand for additional bike parking. McGill presently provides parking for 4.5% of the community; this project will bring this number up to 5.4% achieving LEED standards.
C	Decreasing the McGill community's greenhouse gas emissions.

2. List 4 to 7 of your objectives to reach the above impacts with your project. 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 Indicators](#))
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	Increase in bike storage capacity on campus by Fall 2019.	A,B	300 additional bike spaces	<input checked="" type="radio"/>
2	Outreach	Achieve successful Bike Centre enrollment by Winter 2019.	A,B,C	Capacity percentage 75%	<input type="radio"/>
3	Monitoring	Bike Centre Review Committee is established & reporting with an initial meeting taking place by Winter 2019.	A	Initial meeting by Winter 2019 -1 meeting	<input type="radio"/>
4	Other	Achieve LEED bike parking standards for campus by the end of the project.	B	Percentage of community bike parking - >5%	<input checked="" type="radio"/>
5	Monitoring	Increase the modal share of cycling among the downtown community (11% as of 2015 - TRAM Survey) by end of project	A,C	Increase % cyclists within community (>11%)	<input type="radio"/>
6					<input type="radio"/>
7					<input type="radio"/>

3. List the 4 to 7 most important activities that you need to conduct to reach the objectives you listed before. 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)	
Construction of Centre (estimated date of Fall 2018)	A,B	Centre completed	Percentage of project completion - 100%	<input checked="" type="radio"/>
Centre Operating/Business Plan & Enrollment Strategy (estimated date of Fall 2017)	A,C	Centre Members	Complete Plan - 1.	<input type="radio"/>
Recruit members & establish terms of reference for Review Committee (estimated date of Fall 2017)	A	Monitoring Process	Number of members present, representing different groups on campus - 4 members	<input type="radio"/>
Achieve LEED standards (estimated date of Fall 2018)	A,B	LEED certification	Percentage of community bike parking - >5%	<input type="radio"/>
				<input type="radio"/>
				<input type="radio"/>
				<input type="radio"/>

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

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)
Funding Partner backs out	Ensure partners commit to funding in writing
Execution cost is above budget	20%+ contingencies have been built into the budget

If needed, list additional Main Risks in a separate appendix.

- 6. List the 3 to 10 stakeholders/partners on/off McGill campus(es) that will be involved with and/or impacted by your project, and indicate their respective role in your project. If your project team (as presented on Section A - Cover Page) does not include a student member or a faculty or administrative staff member, please make sure to have this group represented as part of your stakeholders/partners to better align with [SPF Evaluation Criterion #5](#).**

Stakeholder's Name(s)	Affiliation	Role in the project	Confirmed support/participation
Paul Guenther	Campus & Space Planning	Project Lead - Client	Yes
Amelia Brinkerhoff	Office of Sustainability	Support	Yes
Sacha Magder	SSMU: VP - Operations	Support - Client	Yes
Ryan Hughes	SSMU: General Manager	Support - Client	Yes
Robert Couvrette	AVP - FMAS	Finance	Yes
Adrian Nicolicescu	Project Manager	PM	Yes

- 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) and Time <i>(initials + if paid, estimated # of hours to do task)</i>	Start Date	End Date
Design	Designs & Budget	AN & PG - estimated cost of \$90k	Aug 1, 2017	Dec 1, 2017
Establishing Business Plan/Terms of Reference	Business Plan	PG & SSMU Ops	Aug 1, 2017	Dec 1, 2017
Tender	Secure Contractor	AN	Jan 1, 2018	Feb 1, 2018
Execution	Completion	AN - estimated cost of \$1.8M	Mar 1, 2018	Aug 1, 2018
Opening		AN	Sep 1, 2018	Sep 1, 2018

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

This Project will be tied to various other projects in the University Centre under the same PM, more specifically:
 -University Centre HVAC repair
 -The conversion of the University Centre Parking Lot into an event/social space
 These projects are presently expected to begin in 2018, but the schedule needs to be confirmed by the PM.

- ADDITIONAL INFORMATION -

Qualifications: If applicable, a List of Tasks for each position to be funded and the CVs of those to be employed in the project are attached:

List of appendices, if any (maximum 7 pages of appendices, excluding CVs, but including List(s) of Tasks for all positions to be funded):

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	Bike Centre - Design Concept & Budget (including Appendix A - SSMU)	14
2	FAQ	2
3	Letter of Support - SSMU VP Operations	1
4	Letter of Support - Robert Couvrette	1
5		
6		
7		

- 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)	\$300,000.00	Unconfirmed
2. SSMU (IREF Fund)	\$800,000.00	Unconfirmed
3. Gardens & Grounds	\$250,000.00	Confirmed
4. Deferred Maintenance	\$550,000.00	Confirmed
REVENUES GRAND TOTAL - add all (B)	\$1,900,000.00	

EXPENSES

1. Salaries & Wages (only if applicable)

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

(A) Position Title	(B) ~# of Hours per Week	(C) ~# of Weeks	(D) Hourly Wage* (\$)	(E) Subtotal (\$) (B x C x D)	(F) 20% Benefits	(G) Total Cost (\$) (E x F)	(H) Funding Source(s)**
					1.2		
					1.2		
					1.2		
					1.2		
Expenses Subtotal 1 - add all (G)							

Do you already have a specific person in mind for filling the above position(s)?

Y N

Do you have a personal and/or professional affiliation with the above position(s)?

Y N

If you answered 'Y' to one or both of the above questions, please disclose:

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) Item Description (inputs)	(B) # of Units	(C) Unit Cost (\$)	(D) Total Cost (\$) (B x C)	(E) Funding Sources**	(A) Item Description (inputs)	(B) # of Units	(C) Unit Cost (\$)	(D) Total Cost (\$) (B x C)	(E) Funding Sources**	
Design Fees (2015 est.)	1	\$90,000.00	\$90,000.00	2						
Execution (2015 est.)	1	\$1,631,000.00	\$1,631,000.00	1,2,3,4						
Increased Scope (2017)	1	\$179,000.00	\$179,000.00	1,2,3,4						
*more detailed budget in appendix.										
Expenses Subtotal 2 - add all (D)				\$1,900,000.00	Expenses Subtotal 3 - add all (D)					

EXPENSES GRAND TOTAL (Subtotals 1 + 2 + 3) \$1,900,000.00

* See the [SPF Guide to Budgeting](#) for the conditions and 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!

MCGILL BIKE CENTRE

*An Innovative Vision Towards a Sustainable
and Secure Bike Commuting Facility*

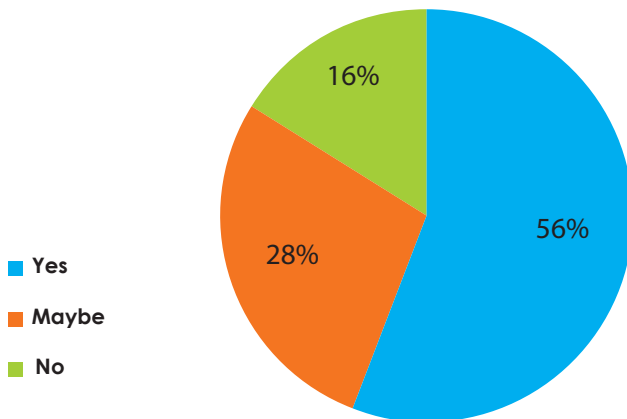


INTRODUCTION

Abstract

Since the pedestrianizing of McTavish Street in 2010, the underground parking garage in the University Centre has been closed to vehicular parking and used instead for ad-hoc storage needs.

In 2015, McGill University engaged *ekm architecture* to develop a conceptual redesign of the space to accommodate a bike commuting centre. McGill's Bike Centre would provide a secure and clean facility for bike parking in addition to locker & shower facilities and a space for the community-run bike collective.



Community desire for an indoor and secure bike parking facility (SSMU 2012 Survey)



Demographics & Demand

- McGill's community has approximately 39,000 students and 12,500 staff (2013 data).¹
- In 2013, cyclists represented 16% of all commuters during fair weather days (up from 11% in 2011).²
- **Bike Parking**
 - As of 2013, McGill had 198 bike racks on-campus – resulting in 1,782 official parking spaces. All of these spaces are outdoor and intended for short-term use.
 - 39% of cyclists believe there is not enough bike parking available on-campus.²
 - LEED standards recommend that campuses provide spaces for 5% of the community, this would require McGill to have 2,575 spaces.
- **Secure Bike Parking and Shower/Change Facilities**
 - McGill's Master Plan Principles committed "the University [to] provide ample, safe, sheltered, and well-lit bicycle parking"³
 - There is a strong desire (56%) for secure, indoor parking facilities. Among those interested, 58% have no desire for a user-fee.⁴
 - 44% of cyclists are unsatisfied with the lack of shower/change facilities on-campus.⁵

¹ Numbers from McGill's Office of Planning and Institutional Analysis (PIA).

² 2013 McGill TRAM Commuter Survey. http://tram.mcgill.ca/Research/Publications/McGill_2013_travel_survey_full_version.pdf

³ McGill University Physical Master Plan: Planning & Design Principles. 2008. https://www.mcgill.ca/campusplanning/files/campusplanning/2008_master_plan_principles_report_-_final.pdf Pg 57.

⁴ 2012 SSMU Online Survey. Data has yet to be published.

⁵ 2015 McGill TRAM Commuter Survey. Data has yet to be published.

INTRODUCTION

Objectives

As a proponent of active transportation, McGill encourages the community to cycle to/from campus. This shall be achieved through:

1. Creating a secure bike-parking facility on campus in which the risk of theft and damage to an individual's bike is considerably minimized.
2. Creating secure shower & locker facilities to further encourage cyclists to commute from long-distances.
3. Relocate the community-run *Flat Bike Collective* into a purpose-built space which allows them to better engage the community and provide improved services.

These objectives provide an innovative vision for McGill and Montreal; developing a 'hub' of bike culture on McGill's campus helps **to further encourage active transportation as a sustainable means of commuting, while further establishing Montreal as North America's premier cycling city.**

This document outlines the rationale, needs, design and costs of each element of this project.



McTavish St. McGill University

PROPOSED INTERVENTIONS: BIKE CENTRE

Based on precedents, constraints and community consultation, the proposed scope of the Bike Centre is as follows:

Entry Ramp

The entry ramp is at the end of its lifecycle and needs replacement due to structural damage. This provides an opportunity to replace it with a ramp which is geared towards cyclist needs. In McGill's case, service vehicles will still require access to the garage for waste removal and equipment storage, so the ramp needs to support both functions.

- The entrance ramp will be visually welcoming and well-marked with signage.
- Due to the grade and often hazardous weather conditions in Montreal, the ramp needs to incorporate steps into its design to facilitate accessibility for users walking their bikes up/down. The stairs need to be incorporated into the centre of the ramp, not exceeding a width of 800mm to ensure ongoing service vehicle access.
- As the centre is intended to facilitate year-round cycling, the ramp should employ heating technology to melt the snow and ice.
- The exterior pedestrian vestibule will be modified; angling the access to allow for improved visibility.
- Although it would be preferable, it doesn't appear financially feasible to change the grade or width of the ramp.

Entrance

The entrance, presently including both a garage door for vehicles as well as a fire door for pedestrians, would need to be modified to better facilitate cyclists.

- While the garage door needs to remain for the occasional service vehicle, the present opaque door will be replaced with an industrial strength glass door, allowing light into the garage and improved visibility.
- The pedestrian door needs to be widened with an automatic door-opener, this will allow cyclists to easily walk their bikes in/out with both hands. These modifications will require the door to be relocated slightly. This door should be secured with a card reader in addition to a camera.
- An internal vestibule needs to be developed to ensure that the interior space remains environmentally comfortable, and to protect against energy loss. This vestibule will also require wide doors with automatic openers.

Cost Estimate

TOTAL - RAMP
(Project Costs)

\$268,395

Cost Estimate

TOTAL - ENTRANCE
(Project Costs)

\$105,566

PROPOSED INTERVENTIONS: BIKE CENTRE

Bike Parking Area

The parking area(s) need to maximize parking efficiency while remaining legible and easily accessible.

- The areas will be secured to restrict access; a fenced/caged wall will allow visual access and ventilation. Doors need to be accessible for cyclists and secured through automatic openers and card readers. Cameras should be located inside the facilities along with panic-buttons.
- Standard bike racks with alternating heights are recommended, allowing for higher densities while remaining accessible and secure. This space can accommodate 250 spaces (including dedicated spaces for cargo bikes or trailers).
- This area should include a number of amenities: 40 short-term half-lockers, benches, a public repair station, a manual tire pump and a water fountain.
- This area should not feel like a 'garage'; lighting and surface finishes with bright colours will be incorporated to make the space welcoming.
- Floors need to be epoxied to ensure cleanliness and ease of maintenance.

Shower & Locker Facilities

These gender-neutral facilities need to provide a secure and clean space for all users to shower and change while maintaining an acceptable standard of cleanliness.

- This area must be secured; this can be achieved through restricting access through a card-reader. The door should be glass to permit for maximum visibility. Due to privacy concerns, cameras are not allowed inside the space, although they should be placed at the entrances. Emergency phones which connect directly to Security Services should also be installed in the space.
- 10 gender-neutral showers of industrial quality (e.g. minimal water infiltration, easily cleaned, etc.) should be embedded within individual change stalls.
- 6 gender-neutral toilets/sinks should be embedded within individual change stalls.
- In addition to the bathroom infrastructure, this area should install a bank of 76 short-term half-lockers and benches, in addition to a water fountain.

Cost Estimate

TOTAL - BIKE PARKING
(Project Costs)

\$229,924

Cost Estimate

TOTAL - SHOWER ROOM
(Project Costs)

\$371,826

PROPOSED INTERVENTIONS: THE FLAT BIKE COLLECTIVE

The Flat are a community-run collective that works to encourage cycling through the sharing of knowledge and tools. They do not repair bikes, they teach the community how to fix their own bike.

As a community-centred group who is active in cycling, *The Flat* are a natural ambassador for the project. *The Flat* have outgrown their space in the basement of the University Centre; it is recommended that they be relocated into the premises where they can share their expertise, better engage the community, and provide a level of oversight for the space. They require space for the following:

- A secure, caged area which allows for a high level of visibility (and potential interaction) between users.
- Space for equipment and tool storage.
- 13 repair stations.
- A bike-themed vending machine (in public area) which sells parts to facilitate repairs.
- A bike wash which allows all users of the space to clean their bikes (in public area).

Cost Estimate

TOTAL - THE FLAT
(Project Costs)

\$148,512

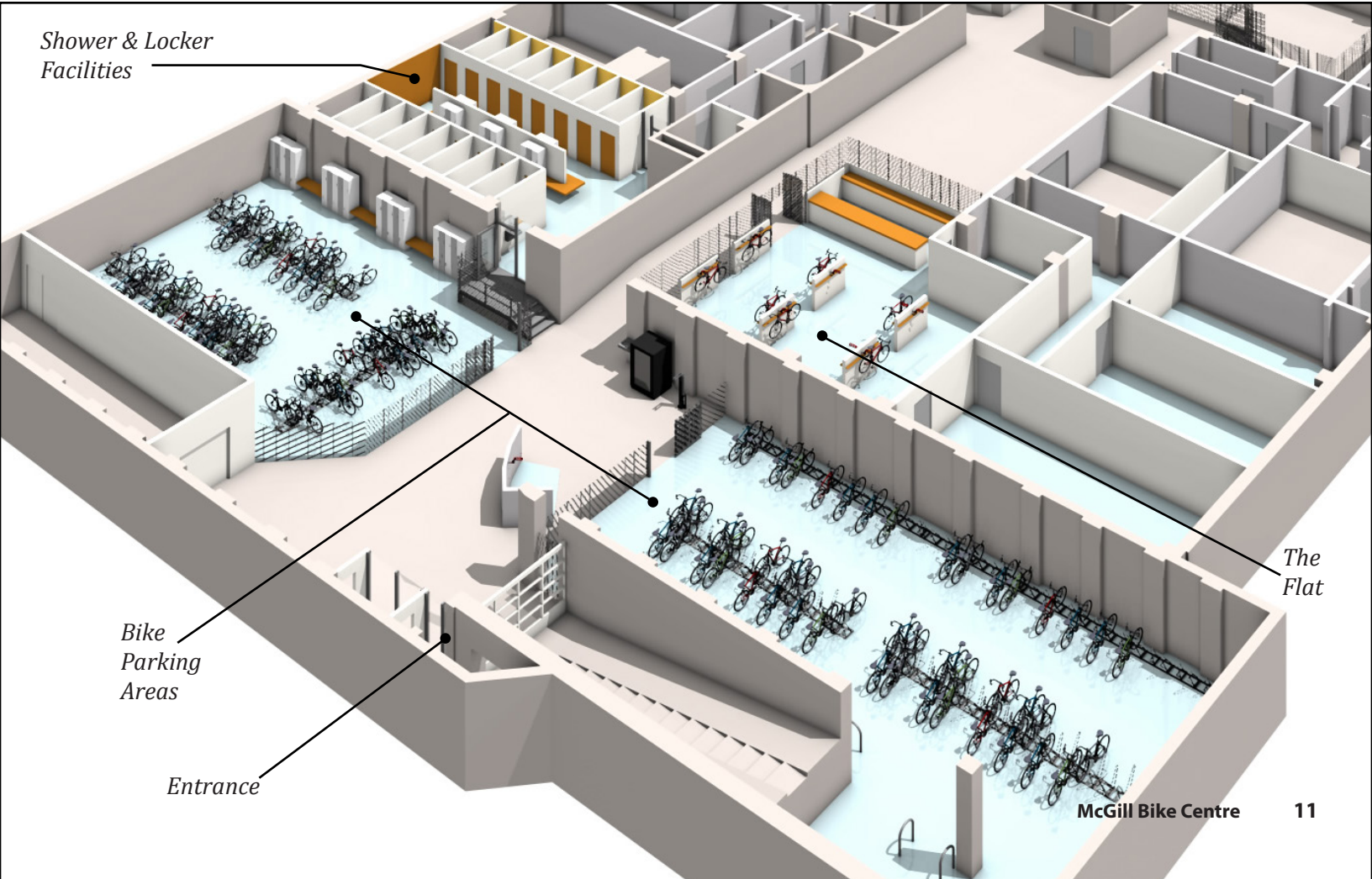
Top Right: Interior rendering of the proposed McGill Bike Centre showing part of the high density bike parking area, EKM architecture
Bottom Right: Bird's eye view rendering of the proposed McGill Bike Centre entrance, EKM architecture



The Flat Bike Collective, McGill University



Shower & Locker Facilities



Bike Parking Areas

Entrance

The Flat

PROPOSED INTERVENTIONS: OTHER

Storage Space

Much of the space in the garage is presently being used on an ad-hoc basis by the Grounds Department for equipment and machinery storage. A significant amount of this equipment can be relocated elsewhere on-campus, but Grounds still requires a space for campus furniture (often stored in the winter months) in addition to a space to keep abandoned bikes.

- A caged storage space will be created towards the rear of the garage. This space will remain accessible by vehicle.
- A room for abandoned bikes will be created behind the area occupied by The Flat. The Flat will also be able to use many of these bikes for parts and potentially even repairing them for sale back to the community.

The Engineering Undergraduate Society (EUS) presently occupies an area of the garage to store their equipment. There will be no available space for this equipment in the project and the EUS will have to relocate it elsewhere; they have been advised of this impact.

Cost Estimate

TOTAL - STORAGE (Project Costs)	\$35,559
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Mechanical & Ventilation Systems

McGill will soon (2016/17) undertake a large project to repair and modify the mechanical and ventilation (HVAC) systems of the University Centre.

The project engineers (CIMA) have been engaged to ensure that the proposed Bike Centre is feasible within the building's mechanical plans and to ensure that the larger HVAC/mechanical project accommodates for the projected ventilation needs for the garage.

Cost Estimate

TOTAL - HVAC (Project Costs)	\$83,622
--	-----------------

Security

As identified under *Best Practices*, McGill needs to ensure that the space offers a secure environment for people and their belongings. Based on consultations with McGill's & SSMU's Security Services, the following interventions are planned to ensure a secure space:

- Card readers at multiple levels to ensure restricted access in addition to a digital record of those who enter/exit. These will exist at the exterior entry to the garage, access the bike parking areas, access the shower/locker facilities, and potentially even the shower stalls themselves.
- Cameras installed throughout the space which offer live feeds to Security Services offices.
- Panic buttons and emergency phones installed in strategic locations which sound an alarm and connect directly with Security Services to immediately notify of an incident.

Furthermore, McGill needs to ensure that the increased level of building access from the garage level has no negative impacts on the rest of the building. This will be achieved through:

- An intercom/buzzer system that allows *The Flat* to monitor access to the site.
- A security gate which restricts building access from the Bike Centre, ensuring that the building isn't accessed outside of restricted hours.
- Restricted hours for the Bike Centre itself would need to be recommended to reduce risk during off-hours (e.g. after 10PM).

These costs have been integrated directly into the Project Costs of each element.

PROGRAMMING IMPACTS



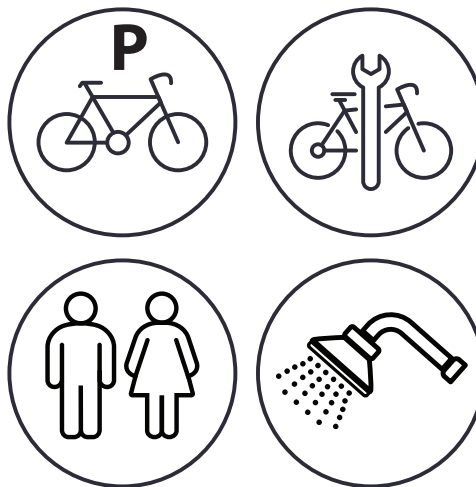
PROGRAMMING IMPACTS

Commitment to Sustainable Transportation

The impact of this project goes far beyond its physical infrastructure; it encourages its community to be active and live sustainably. As an educational institution, McGill can use the project to serve as an innovative model of sustainable development for the academic community, the rest of the city and even other cities in northern climates.

The physical impacts will be as follows:

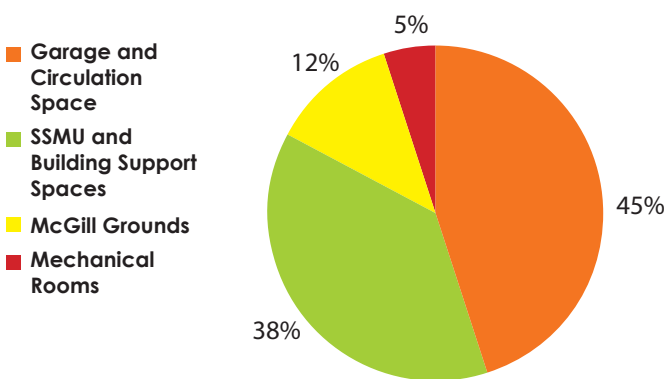
- **250 Secure Bike Parking Spaces**
- **10 Shower stalls + 6 Bathrooms = 16 Change stalls**
- **116 Lockers**
- **Amenities**
 - Bike Wash
 - Public Repair Station and manual tire pump
 - 2 water fountains
 - *The Flat Bike Collective*
 - 13 Repair Stations
 - Bike Part Vending Machine



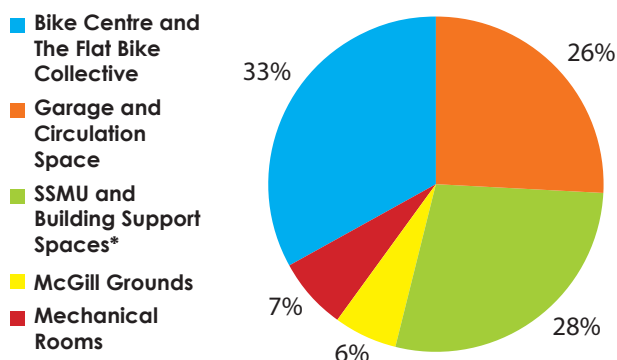
Improved Space Efficiency

Located in downtown Montreal within a designated heritage zone, space is at a premium. This highlights the need to use existing space efficiently and sustainably. This project (including the proposed SSMU interventions outlined in *Appendix A*) significantly improves the space efficiency of the garage, increasing the amount of user space. This project takes an unused space and converts it into functional space at a benefit to the entire community.

Existing Area Allocation by Use
(% of total area of level SS02)



Proposed Area Allocation by Use
(% of total area of level SS02)



* Some spaces are relocated on upper floors of the University Centre.

Student / University Partnership

Both in terms of the project's execution and its on-going management, the space will require a long-standing partnership between students and administration. This project will serve as a partnership to achieve a shared vision which only improves the strength of our University.

COST ESTIMATES & PHASING

As part of the study, the architect has provided a Class D estimate (+/- 25%) of the design. A more detailed cost estimate is attached in *Appendix C*.

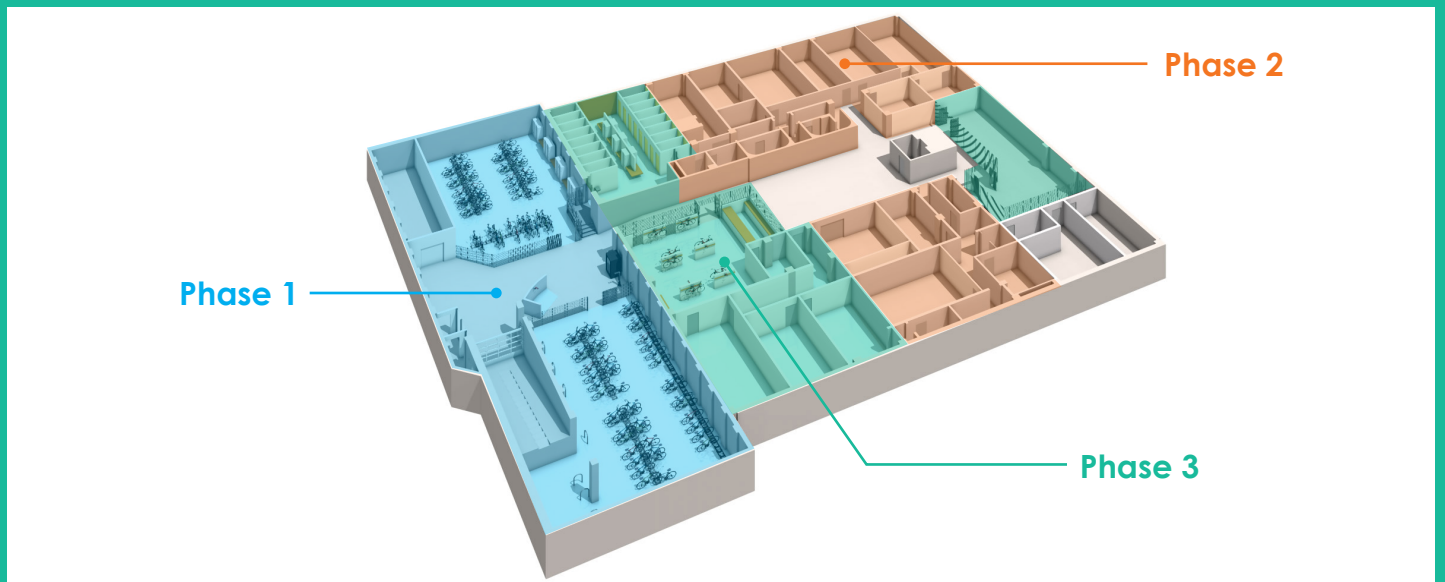
Ideally, the project would be completed simultaneously; should this not be feasible due to funding constraints, it will be possible to phase the project. The project has been costed under the assumption that all work occurs simultaneously (including the SSMU work outlined in *Appendix A*); if the project were to be phased the costs could rise.

The spaces identified for Shower/Locker Facilities and The Flat would be unable to proceed without the SSMU renovations.

Exterior Ramp	\$268k
Bike Centre	
Entrance	\$106k
Bike Parking Areas	\$230k
Shower/Locker Facilities	\$372k
The Flat Bike Collective	\$149k
Storage (Grounds)	\$36k
HVAC	\$84k
TOTAL (Project Costs)	\$1,240,000

If phasing is required, it would be as follows:

Phase 1: Bike Parking & Entrance	Phase 2: SSMU Renovations	Phase 3: Bike Amenities
<ul style="list-style-type: none"> Exterior ramp Garage entrance Bike parking areas HVAC Temporarily relocate SSMU Club space 		<ul style="list-style-type: none"> Shower & Locker facilities The Flat Bike Collective Grounds storage space HVAC
\$664,000	Outlined in Appendix A	\$581,000



APPENDIX A

SSMU SPACE RE-ORG

Abstract

The Students Society of McGill University (SSMU) partially occupies the basement (SS02) of the University Centre for a variety of functions (admin staff, maintenance staff, bar staff, IT servers, club space and storage). The SSMU-operated space in SS02 is inefficient and is generally considered poor quality.

In order to improve the working conditions and efficiency of the space AND in order to accommodate some of the space needs of the proposed Bike Centre, the SSMU would need to renovate and reorganize much of their basement space.

The SSMU engaged *ekm architecture* to develop an improved design for the space.

Objectives

- **Improve the working conditions** in the space
- **Improve the efficiency** of the space
- **Accommodate** some of the space needs of **the proposed Bike Centre**

Proposed Interventions

The architect has made an attempt to group compatible uses to maximize efficiency, while repurposing existing space as much as possible. The interventions include:

Bar (Gerts) Support Space

- Group and improve the efficiency of the beer fridge, equipment storage, bar storage, and the manager's office.

Club Space

- Relocate the Band Room and the Theatre Prop Storage rooms
- Keep the clubs and services storage in-place
- Build a wood workshop and hot work area

Maintenance/Staff Area

- Consolidate and improve the Porter's office and Workshop
- Consolidate and improve the cleaner's room
- Provide a gender-neutral employee bathroom and locker room
- Consolidate and improve the event equipment storage and Building Director office space

Other

- Convert an employee washroom to a public accessible washroom
- Keep the refrigerated waste and compost storage facility in-place
- Relocate the IT Servers and Archives from SS02 to SS01 in the space vacated by *The Flat*

HVAC

McGill will soon (2016/17) undertake a large project to repair and modify the HVAC and mechanical systems of the University Centre.

The architects consulted with the project engineers (CIMA+) to ensure that the proposed redesign of SS02 was feasible within the mechanical plans and to ensure that the larger HVAC/mechanical project accommodated the projected ventilation, electrical and fire safety needs for the garage. A brief summary of the interventions proposed by CIMA+ is included in *Appendix C*.

Costs & Phasing

As part of the study, the architect has provided a Class D estimate (+/- 25%) of the design. A more detailed cost estimate is attached in *Appendix C*.

Although this SSMU renovations will need to be financed separately than the Bike Centre, the projects are linked; much of the Bike Centre (e.g. showers and locker facilities, *The Flat*, etc.) cannot proceed without the SSMU renovations taking place.

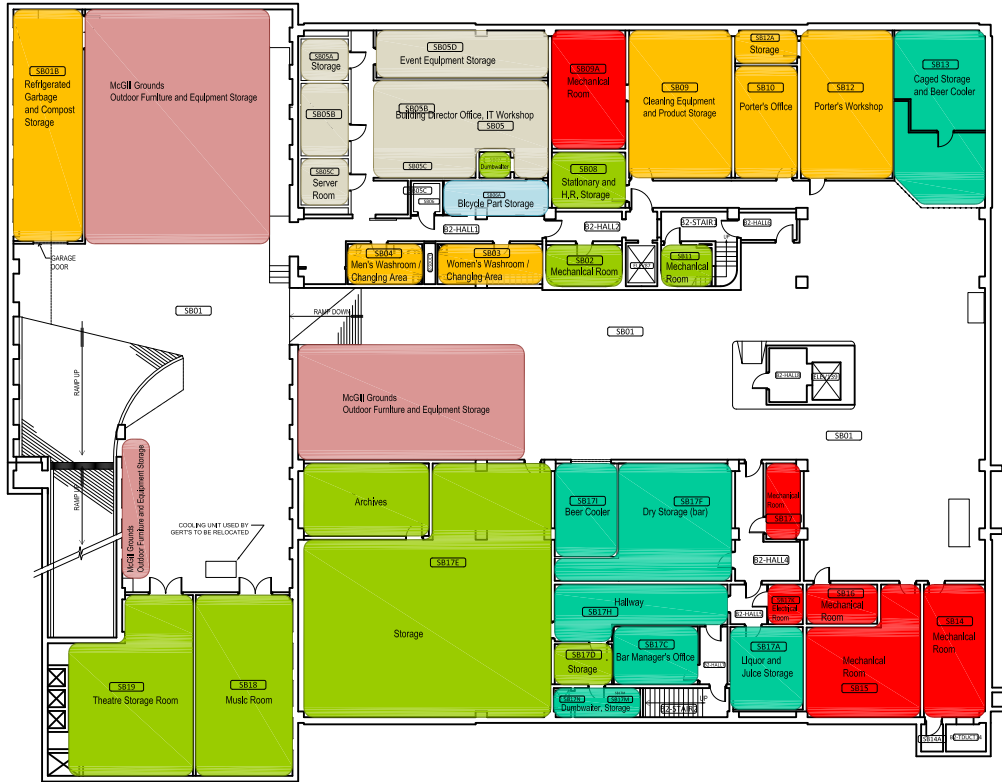
If phasing is deemed as a necessity due to limited funding, the design will need to be re-evaluated to determine how and if things could be phased.

Cost Estimate

TOTAL - SSMU SPACE RE-ORG (Project Costs)	\$480,782
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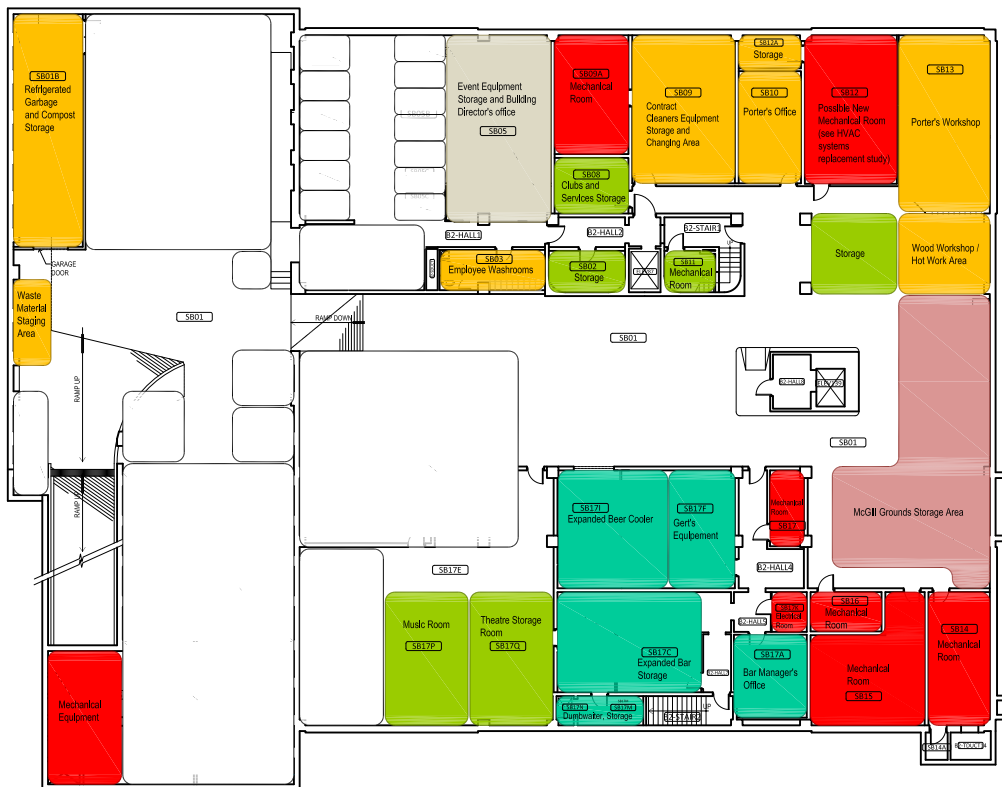
Phase 1: Bike Parking & Entrance	Phase 2: SSMU Renovations	Phase 3: Bike Amenities
<ul style="list-style-type: none"> Exterior ramp Garage entrance Bike parking areas HVAC Temporarily relocate SSMU Club space 	<ul style="list-style-type: none"> Consolidate and Improve Bar Support Spaces Consolidate and Improve Club Spaces Consolidate and Improve Maintenance and Staff Areas Create a publicly accessible washroom Relocate the IT Server Room & Archives 	<ul style="list-style-type: none"> Shower & Locker facilities The Flat Bike Collective Grounds storage space HVAC
Outlined in Report	\$480,782	Outlined in Report

Existing Fit Plan



A-SS02
1993.81m²
172-A
Main Wing

Proposed Fit Plan



A-SS02
1993.81m²
172-A
Main Wing

Appendix - Bike Centre FAQ

For full details, please download the following documents:

https://www.dropbox.com/s/keal5gghzvtqz94/20151208_McGill%20Bike%20Centre%20FINAL.pdf?dl=0

https://www.dropbox.com/s/l2isb3tcqf54ypa/20151208_McGill%20Bike%20Centre%20Appendix%20A%20FINAL.pdf?dl=0

Why is it so expensive?

The Bike Centre is designed to be a high-use facility constructed at institutional standards with lifecycle costs in-mind. This project costs go far beyond the purchase of bike racks and includes a customized hands-free entrance, significant security infrastructure, shower and locker facilities, epoxied floors, etc.

Beyond the Bike Centre, there are numerous associated costs which include a new concrete entrance ramp, a modified HVAC system, and the re-organization of SSMU space to facilitate the creation of the Bike Centre.

Broadly, the preliminary (Project) costs (as of 2015) can be broken down as follows:

- **Bike parking area***
 - Paint/epoxy \$130k
 - Bike racks \$45k
 - Enclosure wall \$17k
 - Other \$38k
- Shower/Locker Area \$372
- Exterior Ramp \$268k
- Entrance \$106k
- HVAC \$84k
- *The Flat* bike repair area \$149k
- Replacement of Grounds storage area \$36k
- SSMU space re-org \$481k

*This area has since been expanded in size which will increase the costs. The additional costs are shown in the SPF project budget under "Increased Scope." This line item also takes into account inflation.

The preliminary budget will be clarified as design progresses.

How will this space be secured?

Security Services were engaged during the conceptual design to identify potential security concerns and proposed solutions. As per their recommendations:

- Multiple access points will be created which will offer restricted access to members-only. This includes the building entrance, the bike parking areas, the shower/change facilities, and potentially the shower/change stalls themselves.
- RFID readers will be installed at access points so that access can centrally be granted, removed and tracked.
- Cameras will be installed to monitor key areas.
- In addition to the restricted entrance, users will be expected to lock their belongings to the bike racks or in lockers.

- SSMU's Security Services will monitor the space and react as required.

How will Membership work?

The details are being finalized, but it is proposed that there will be three tiers of membership:

1. Bike parking only
2. Shower/locker facilities only
3. Bike parking and shower/locker facilities

The number of memberships have yet to be determined but 1/3 will be dedicated for staff. It has yet to be determined the terms or fees of membership, but this is intended to be a non-profit operation. McGill is engaging a third party to develop a business plan and make fee structure recommendations.

Who will operate and maintain this space?

The SSMU will handle the operations of the space which includes the cleaning, security and administration. The University will maintain the physical infrastructure of the space. Associated costs will be covered by membership fees.

What is the bike capacity of the Centre?

Originally 250 spaces were planned in the original concept; since then, more floorspace has been made available and discussions have suggested utilizing some double-decker racks in the space (not as user friendly). We are now optimistic that we can fit approximately 350 spaces but this will be clarified in the design process.

What will be the outcomes?

- Increasing the number of cyclists by decreasing barriers that currently discourage community members from biking to campus.
 - Decreasing the community's greenhouse gas emissions.
 - Increasing the physical health of the community, something which has positive financial and educational impacts.
- Addressing the demand for additional bike parking on-campus; 39% of cyclists believe there is not enough bike parking available at McGill, and 56% would strongly support secure, indoor facilities. McGill presently provides bike parking for 4.5% of the community; this project will bring this number up to 5.4% achieving LEED standards.
- Engaging the community and creating a new space to improve student life and engagement.
- Transforming a space on campus that is currently underused will help efficiently maximize space and the capacity of campus.
- The Bike Centre will become a symbol of McGill's commitment to sustainable and active transportation, and will hopefully go beyond the McGill community. The Bike Centre will be the first of its kind in Montreal and will hopefully inspire other organizations, in addition to McGill's transient student population, to expand their bike infrastructure.



SSMU EXECUTIVE ENDORSEMENT OF THE BICYCLE FACILITY SPF

March 20th, 2017

To the Sustainable Projects Fund Selection Committee,

The University Centre building is the epicentre of student life on campus. Thousands of students commute to and from our building each day, providing the SSMU with an important opportunity to have a significant and lasting social and environmental impact on the McGill community.

The construction of a bicycle facility in our building would contribute to a reduction in carbon emissions by facilitating bicycle transport to campus and the surrounding area in all seasons. Furthermore, encouraging students and staff to bike to the university would help promote healthier living and better quality of life. This is consistent with the SSMU Sustainability Policy, which includes the vision to “seek to cohesively transform our student association into a leader for social, environmental, and economic sustainability.”¹

Implementation of such a project has been a priority for SSMU for a number of years. On April 9, 2015, a Long-Term Financial Plan was adopted by the SSMU Legislative Council that called for a \$100K investment towards “moving the Flat Bike Collective to the basement space within SSMU and creating a bike locker and storage system for their use.”² Upon further architectural assessments, it was determined that the budget for this project was far in excess of the original proposed value. That being said, the SSMU Executive feels that an investment of \$800K is not only feasible given our current budgetary situation but an important step to promote sustainable transportation and healthy living in the McGill community.

For these reasons, the SSMU Executive is proud to announce our support for the Sustainable Projects Fund Application towards the McGill Bike Centre Project.

The SSMU Executive Committee

Sacha Lefebvre Magder, Vice-President (Operations)

Elaine Patterson, Vice-President (Student Life)

Erin Sobat, Vice-President (University Affairs)

Niall Carolan, Vice-President (Finance)

¹ *Sustainability Policy*, SSMU Policy and Plan Book. Last updated on 2016-04-07.

² *Long-term Financial Plan*, SSMU Policy and Plan Book. Last updated on 2016-04-07.



McGill

Facilities Management and Ancillary Services

Gestion des installations et services auxiliaires

McGill University
1010 Sherbrooke St. West, 10th Floor
Montreal, Quebec, Canada, H3A 2R7

Université McGill
1010, rue Sherbrooke ouest, 10^e étage
Montréal, Québec, Canada, H3A 2R7

Tel: (514) 398-2926
Fax: (514) 398-5191
Email: robert.couvrette@mcgill.ca

March 13, 2017

To Whom it May Concern;

This letter is to indicate my full support of the Bike Centre project and Paul Guenther's subsequent Sustainability Project Fund (SPF) application.

The Bike Centre project seeks to transform an underutilized space in our campus into a hub of sustainable activity; facilitating the community to commute by bike and engage in physical activity. This Project is a joint partnership between the University and the student community with both parties committing \$800,000. This Project has the potential to be an iconic space on campus and a physical representation of McGill's commitment to sustainability and student life.

I hope that you will join this partnership and the realization of this Project.

Best Regards,

Robert Couvrette, M.G.P.
Associate Vice-Principal