

School Bike Parking Grant

Edmonton

**Information Guide
2024**

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School Bike Parking Information Guide

This document is intended to support schools interested in applying for the School Bike Parking Grant. This guide will provide requirements as well as best practices for schools. .

Edmonton's School Bike Parking Grant Overview

In 2024, a total of \$75,000 has been allocated to enhance the security of bike parking at schools within Edmonton. Each school may apply to receive up to \$15,000 to create or improve their bike parking facilities.

Only 1 in 5 children bike or walk to school, and most children aren't achieving recommended physical activity levels each day.

Reynolds, C. C., Harris, M. A., Teschke, K., Cripton, P. A. , & Winters, M. (2009). The impact of transportation infrastructure on bicycling injuries and crashes: A review of the literature. Environmental Health, 8, 47.



Grant Priorities

- Increase secure bike parking solutions and to encourage cycling to and from school.
- Reduce risks of bike theft and address security barriers to students cycling to and from school.
- Make cycling to and from school possible for more students and administrators in support of Edmonton's target of 50 per cent of trips completed by active and sustainable transportation.

Eligibility

To be eligible for the Grant:

- The school must be within Edmonton city limits.
- Applicants currently receiving other City grants or funding must be in good standing with the City in terms of reporting requirements.
- Applicants must not already be receiving City funding for a bike parking project.
- A School District or the school's parent fundraising association may apply on behalf of a school, but it must include school participation and have a project lead within the school as well. The application must include a letter of support from the Division.

Eligible Expenses

Eligible expenses must contribute to increasing the security of bike parking. Examples of eligible expenses may include, but are not limited to:

- Installation of Bike Cages or Indoor Bike Parking: Funds can be used to cover the costs associated with the purchase and installation of secure bike cages or enclosed bike storage facilities to enhance the safety and security of bicycles on school premises.
- Security Enhancements: Investing in additional security measures such as lighting or surveillance cameras to deter theft and enhance the safety of the bike parking area.
- Bike Locks: U Locks for the creation of a bike lock share program.
- Event to promote bike lockup: Funds can be used to create an event to promote the new bike parking and cycling education to encourage active travel.
- Relocation of Existing Bike Racks: Funds may be used to relocate existing bike racks to a more accessible, visible, high traffic or more secure location on school grounds to deter theft.
- Purchase of High-Quality Bike Racks: Funds may be used to invest in durable and efficient bike racks that provide proper support for bicycles, encouraging more students to use them and ensuring a well-organized and space-efficient parking solution. This may include an expansion of the current bike racks to accommodate more bicycles.
- Labour costs directly related to installation of a project, such as contractor fees.
- Small pathways that add access to the new bike parking.
- Any permits required for the installation of bike parking infrastructure.

Edmonton's Active Transportation Network is expanding, to give people of all ages and abilities more choice in how they move around the city.

Learn more at edmonton.ca/ActiveTransportation



Ineligible Expenses

Ineligible expenses include, but are not limited to:

- Project expenses that are incurred before the application has been conditionally approved.
- Any infrastructure not directly related to promoting bicycle use.
- Non-bike-related equipment, such as sports equipment, classroom supplies, or unrelated facility upgrades.
- Day-to-day maintenance costs of the bike parking facilities, such as regular cleaning or minor repair.

- Some aesthetic improvements may be acceptable but funds should not be disproportionately spent on purely cosmetic enhancements that do not significantly contribute to the functionality or security of the bike parking facilities.
- Time and labour provided towards preparation of funding applications, fundraising, including costs for fundraising campaigns, and websites for fundraising purposes.
- Endowments, charitable donations, bursaries, developing business cases or proposals for funding, donor recognition and gifts (with the exception of gifts for Indigenous protocols).
- Debt reduction, financing charges and/or interest payments on loans.
- Direct government lobbying or partisan political activities (i.e. activities related to advocacy must demonstrate non-partisan approaches.)
- Non-project related salaries or other non-project-related personnel costs.
- Bike parking that is only for staff use.

Funding Requests

This program offers one-time funding. Funding requests must be between \$500 - \$15,000. The requested amount should be proportionate to the type of proposed activities and timelines. Quotes are necessary for projects over \$10,000.

Construction must be completed by August 31 of the following calendar year after entering a funding agreement with the City.

Funding will be released in full upon signing of the funding agreement.

Edmonton's Vision Zero School Kits include signage, activities and resources to help build street safety awareness around schools.

Learn more at edmonton.ca/VisionZeroSchoolKit



Grant Assessment Criteria

Applications will be assessed based on the following criteria:

- Proximity of school population to the school: Priority will be given to schools who demonstrate that students live within cycling distance of the school (within 5 km radius of the school site). The applicant will not need access to this information, the City can work with school Divisions to confirm this information for applicant schools.
- Connectivity with Edmonton's active pathways: Priority will be given to schools who are connected to Edmonton's active transportation network so that it is

viable and safe for students to cycle to school. This increases the likelihood that secure bike parking will be used.

- Communication and encouragement plans: Priority will be given to a school which has general plans of how cycling will be encouraged to students and how the new bike parking will be communicated to students and parents.
- There is a plan for the installation of bike parking infrastructure. This portion of work may be done after the grant request is successful, however priority will be given to schools who have a complete plan. This is only required if your project includes installation of new infrastructure.
- Demonstration of need: Priority will be given to schools who face significant barriers to improving their bike parking without the support of the grant and can describe the need for new and/or improved bike parking solutions to make it possible for students to bike to school.
- There is a desire from staff and families to cycle to school. School is willing to distribute a school travel survey to students and families within three months of the bike parking improvements coming into effect.
- Priority will be given where safe transportation options have traditionally been lacking and affordable transportation is particularly important.

Grant Timelines

April 30, 2024 - Application deadline

May 1 - May 30, 2024 - Application review

June 3, 2024 - Applicants will be notified of funding decisions

Project must be completed by August 31, 2025

Applicants approved for funding will be required to sign a funding agreement with the City. The funding agreement may be with a school district or an individual school or a parent association.

Funding will be released in full upon signing of the funding agreement.

Reporting

Successful applicants will be responsible for reporting on the progress of their work, including:

- A financial report detailing grant expenditures and receipts
- Report on the timelines of your projects

- Before and after photos showcasing the changes made through the grant
- Quantitative metrics that detail the number of students using bikes before and after the implementation of the project.
- Projects must be completed by August 31, 2025.

For more information about the School Bike Parking Grant contact
bikesandscooters@edmonton.ca

The Safe Routes to School program, funded for 2023-2026, will improve safety along the routes to schools beyond the immediately surrounding roads.

In 2024, routes to 5 schools are being assessed and upgraded. This will improve students' and their families' safety as they walk, bike and roll to school, and community safety around playgrounds and park space used by any nearby residents.

Learn more at
[edmonton.ca/
SafetyAtSchools](https://edmonton.ca/SafetyAtSchools)



Bike Parking Best Practices and Requirements

Increase the Security of Your Bike Parking

Investing in high quality bike parking encourages active transportation by:

- Creating additional obstacles to bicycle theft
- Increasing confidence in the level of security among people considering riding
- Encouraging students to cycle more by providing safe and convenient bike parking

Location is critical for both security and functionality.

- Place bike racks in well lit, visible and high traffic areas.
 - Consider visibility during classes as well; locating the cage close to a window can help to increase parking security and deter theft.
 - Bike racks should be visible from the main entrance of the building. It is a common misconception that bike parking should be located in less traveled areas.
- Schools that allow students to enter from multiple entrances may choose to have multiple bike parking locations. Areas behind schools with limited sight lines should be avoided.
- Consideration should be given to how students will reach the bike racks. The bike parking should be accessible by ramps large enough to accommodate different sizes of bicycles, like trailers and cargo bikes. Slopes and conflicts or interactions with drivers should be limited.
- People should be able to walk and move freely around the bike rack when there are bikes locked to it, bike parking should not block the path of others.

Moving Existing Bike Racks

Changing the location of a current rack may be a simple and inexpensive way to improve your school's bike parking. If you are moving a rack, it is best practice to ensure that racks are placed and secured on a hard surface or gravel to limit mud, however this is not a requirement.

Permits: Moving your bike parking would most likely require a development permit. Potential exceptions to requiring a permit are listed in [Section 7.120](#) of the Zoning Bylaw. However, in most cases, as there may be exterior alterations, grading work, and/or the paving, a development permit would be required in most scenarios. If there is no new paving, you may be exempt from needing a permit.

Outdoor Bike Cages

- This will also require an operational agreement to specify how the cages are accessed and by whom. It is important to have a system of how to maintain and access the cage. You will need a person responsible to lock the bike cage at the beginning and end of each day. A staff member may need to be assigned, or a school champion that can be responsible for this task could be identified. Some students may have to leave in the middle of the day and having to find an administrator to unlock the cage may be a barrier for riding.
- It is best practice to also have some bike parking outside of the bike cage to allow flexibility for students to come and go.
- The installer will need to do a utility check to confirm installation is possible at your desired location. Another option may be a school courtyard.

Permits: This type of development would most likely not require a development permit. Potential exceptions to requiring a permit are listed in [Section 7.120](#) of the Zoning Bylaw. However, in cases, where there is exterior alterations, grading work, and/or the paving, a development permit would be required in most scenarios.

Indoor Bike Parking

- This is a high security option and should be considered if you have underutilized indoor space which you can take advantage of (spare classroom, large foyer, or unused storage space).
- Space constraints may limit the capacity of indoor bike parking available to students.

- Keep in mind that you may need to make arrangements for increased maintenance or cleaning near the indoor bike parking. Ongoing maintenance and cleaning costs are not covered by this grant. This would require an agreement with the Division regarding operations: including on-going maintenance and access to the space. Please ensure you confirm that indoor bike parking can be supported in your Division before applying.

Permits: Indoor alterations may require a building permit. We would suggest reaching out to or providing contact info to the building permits team. This type of development is not likely to require a development permit. [Section 7.120](#) exempts the following for non-residential development (which includes school sites).



Example of bike racks placed inside a school lobby at Forest Lawn High School in Calgary.

Picture: Youthenroute

Security Cameras

Security cameras that point to your bike parking offer an extra layer of protection.

Lighting

Having adequate lighting, especially during the winter months, increases security and attractiveness of biking to school.

Bike Lock Program

Your school may buy U locks to start a Lock-Library program that students can use if buying a lock is a barrier to riding. A U lock program may lend out locks to students who need them or it may provide U locks when parking at the school.

Recommended Quantity

The amount of bike parking for students should be based on the number of enrolled

students at a school. This is the recommendation that schools may strive for. Consider how many students live within biking range and your school's active transportation culture.

Note: The School Bike Parking Grant is only to fund student bike parking improvements, so while employee parking is included in the table below, the focus should be increasing capacity and security for students.

Primary or Secondary School						
Classification	Long-Term			Short-Term		
User	Employee Student			Visitor		
Quantity	Rate	Unit	Minimum	Rate	Unit	Minimum
		0.2	Employee	10 spaces	0.05	Employee
	0.2	Student	20 spaces			
Considerations	<ul style="list-style-type: none"> ➤ Long-term parking for Employees should be provided in a restricted-access indoor or outdoor location. ➤ Long-term parking for Students should be provided in a well-monitored outdoor location. ➤ Visitor parking should be located near the main entrance of the school building and does not need to be provided in the same area as the student parking. 					

If your project requires a permit, it is essential to follow the required quantity as mentioned in [Section 5.80.8](#) in the Zoning Bylaw.



Choosing the Right Style Rack


Not all bike racks are created equal. Bike racks should be functional, durable and user friendly to access and lock to.

Feature	Best Practice
Support Upright Parking	Bike racks should allow for bikes to remain upright by supporting the bike frame at two points.
Allow Locking of Frame and Wheel	Designs which allow a single U lock to lock the frame and one wheel are more secure.
Accommodates Variety of Bikes	Bike racks should accommodate a wide range of bike types including cargo, e-bikes, trikes and children’s bikes.



<p>Prevent Damage</p>	<p>Some bike racks can cause damage to the wheels of bikes through inadequate support of the frame. A good bike rack is able to secure and support the bike upright without putting stress on wheels. It should also have an outer smooth finish such as powder coating that will not damage or scratch bicycle frames or hurt a person using them.</p>
<p>Secure Design</p>	<p>Bike racks which include features with thin metal tubing are easy to cut through and are more susceptible to theft. In addition, materials used to secure the bike rack to the surface should not allow disassembly using common tools.</p>
<p>Efficient Space</p>	<p>Bike racks which do not provide enough space in between adjacent spaces encourage improper usage resulting in an inefficient use of space.</p>
<p>Easy to Use</p>	<p>School bike racks should not require lifting of the bike.</p>



Well functioning racks:

<p>Type of Rack</p>	<p>Description</p>	<p>Photo</p>
<p>U Rack/Staple</p>	<p>Provides two points of contact, work well with a variety of frames and wheel sizes, and are made of quality materials</p>	
<p>Corral Rack</p>	<p>Allow more density of parking. They provide two points of contact, work well with a variety of frames and wheel sizes, and are made of quality materials</p>	

<p>Grid Rack Refresh</p>	<p>Allows for a refurbish of an old bike rack to better accommodate frame locking. This is suggested at the Junior High and High School grades as the current grid racks don't accommodate larger bikes. Learn more about this method here and see the fabrication drawings here.</p>	
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Less functional racks:

Type of Rack	Description	Photo
<p>Grid</p>	<p>Grid racks are intended to hold a bike upright, not supply a locking point for the frame. Racks can cause damage to students' bike wheels. They do not offer two points of contact for the frame. The vertical bars are often made of thin metal tubing which is susceptible to cutting and bike theft.</p>	 <p>Picture: YouthenRoute</p>
<p>Wheelbender</p>	<p>Wheelbender racks are intended to hold a bike upright, not supply a locking point for the frame. Racks can cause damage to students' bike wheels. They offer no points of contact to the frame</p>	

<p>Coathanger</p>	<p>Coathanger racks may not accommodate all types of bikes as the crossbar can conflict with the handlebars of some bikes. The loops are often made of thin metal tubing which is susceptible to cutting and bike theft.</p>	
<p>Wave</p>	<p>Some schools with high demand and limited space or with a limited budget may choose a wave rack over a U Rack or other type of high quality rack. When possible, a rack that offers two points of contacts and better functionality should be used.</p>	

Spacing

- Location is critical to ensure racks are not too close to walls or parked cars. Racks parallel to buildings must be 0.9 meters from the wall or else users will not be able to access the rack properly.
- Racks placed perpendicular to a wall should maintain a 0.9 m clearance from the centre of the rack to the wall.
- Each bicycle parking space shall be a minimum of 0.6 m wide, 1.8 m deep with a vertical clearance of at least 2.0 m.
- For Elementary schools, because of the smaller bike size, racks may be placed a minimum 0.9 m apart. For Secondary schools, bike racks should be placed 1.2 m apart or 0.9 m apart in constrained situations.

Zoning Bylaw Requirements

If your project requires a permit, it is essential to follow [Section 5.80.8](#) of Edmonton’s Zoning Bylaw which provides requirements for bike parking space design, bike rack design, bike locker design and bike parking quantities.

Permits

Your project may need a development or building permit:

- **Development Permits:** [Development Permit](#) means a document authorizing a development, issued by the [Development Planner](#) pursuant to this Bylaw or any previous Bylaw governing land use within the City of Edmonton, and includes the plans and conditions of approval. If you have any questions about permits, reach out to developmentpermits@edmonton.ca.
- **Building Permits:** See [here](#) for more information about if your project will need a building permit.

It is likely that your school division has a planner who can support you in this initiative.

- For Edmonton Public, please contact: planning@epsb.ca
- For Edmonton Catholic, please contact: ecsdplanning@ecsd.net

Application Guidance

This section outlines the purpose for each section on the application.

Applicant/Organization Information

Name of School

Attending School

K-6

K-9

7-9

7-12

10-12

K-12

Other: _____

Organization Mailing Address (including postal code)

School Email

School Contact number

Main Contact Name

Main Contact Role

Main Contact Email (if different from Organization email)

Current Situation:

Tell us about your current bike rack or bike parking situation. Include pictures if possible: [Upload Link](#)

How will this information be used? This information will help the City to understand the need for improvements when evaluating applications.

What are barriers to active transportation (walking, biking, rolling) at your school? How did you determine the need for better bike parking? (Identify trends, issues, and gaps).

How will this information be used? This information will help the City to evaluate applications. Priority will be given to schools who face significant barriers and can describe the need for new and/or improved bike parking solutions.

Is your school surrounded by an [active transportation network](#)? Is it viable and safe for students to cycle to school? This increases the likelihood that secure bike parking will be used.

Dropdown:

- Yes, we have an active transportation network that is safe.
- Yes, but we have some gaps.
- No, students need to travel on the road to get to school.
- I'm not sure
- Other _____

How will this information be used? This information will help the City to evaluate applications. Priority will be given to schools who are connected to Edmonton's active transportation network so that it is viable and safe for students to cycle to school. This increases the likelihood that secure bike parking will be used because students and parents will be more confident and comfortable choosing to cycle to school.

Please refer to Edmonton's bike map at edmonton.ca/BikeMap.

How will the grant address a gap in having students use active transportation to get to school?

How will this information be used? This information will help the City to evaluate applications. Priority will be given to schools who face significant barriers and can describe the need for new and/or improved bike parking solutions.

Organizational Support:

Is there staff support for an improvement in bike parking? Is there an internal champion of active transportation?

***How will this information be used?** This information will help the City to evaluate applications. Priority will be given to schools which have interest in promoting active transportation. This will increase the likelihood that secure bike parking will be used.*

Is there parental support for an improvement in bike parking?

***How will this information be used?** This information will help the City to evaluate applications. Priority will be given to schools which have interest in promoting active transportation. This will increase the likelihood that secure bike parking will be used.*

If you are part of a school Division, please upload a letter of support from your Division. (Contacts: Planning@epsb.ca)

***How will this information be used?** This information will help the City ensure that projects are supported by the Division, making the projects feasible.*

How does your school promote active transportation currently?

***How will this information be used?** This information will help the City to evaluate applications. Priority will be given to schools which have interest in promoting active transportation. This will increase the likelihood that secure bike parking will be used.*

Is your school interested and willing to host a bike bus event/bike to school event in collaboration with the City to celebrate bike parking improvements? City will provide support and funding for this event.

Dropdown:

- Yes
- No
- I'm not sure

***How will this information be used?** This information will help the City to evaluate applications. Priority will be given to schools which have interest in promoting active transportation. This will increase the likelihood that secure bike parking will be used.*

Is your school willing to distribute a school travel survey to students and families within 3 months of the bike parking improvements coming into effect? This survey will be provided to you by the City of Edmonton.

Dropdown:

-
- Yes
 - No
 - I'm not sure

How will this information be used? This information will help the City to evaluate applications. This will help us to understand the impact of the program.

Plans:

How would you like to improve the security and functionality of the school's bike parking? What would you do with the funding if successful? (If deemed a successful applicant, money will be released following the documentation of a definitive plan. A definitive plan will be one that includes quotes, a drawing of where the bike parking will be, and school board support.)

How will this information be used? This information will help the City to evaluate applications. Priority will be given to schools that demonstrate an understanding of effective school bike parking.

How would you communicate the improved bike parking to students and their families?

Dropdown, select multiple:

- Event
- School newsletter
- Email
- Other _____

How will this information be used? This information will help the City to evaluate applications. Priority will be given to schools who will communicate with their stakeholders about the improvement in bike parking.

Please indicate your grant request amount (as per your attached budget if completed).

We are interested in understanding if the program helps to support and increase the number of students cycling to schools.

Are you willing to provide the City with an overview of how the improved bike parking is being used? Describe how you will monitor use and feedback.

We would like to understand and measure the outcome of providing increased bike parking security on the number of students cycling to school.

Are you willing to regularly monitor and update the city on your school's bike

parking usage via Google form?

How do you plan to maintain and ensure the usage of the secure bike parking?

Helpful Resources

[School Bike Parking Best Practice - YouthenRoute \(Calgary\)](#)

[Bike Parking at Schools Tip Sheet - Oregon](#): Includes lessons learned and tips for success.

[School Bike Parking Guide - New Jersey](#)

[School Bike Parking Guide - Vancouver](#)

[School Bike Parking Assessment Report - Eugene/Springfield](#)