



THE UNIVERSITY OF WINNIPEG

GUIDELINE TITLE: Active Transportation Infrastructure Guidelines

APPROVAL BODY: VP Finance & Administration

GUIDELINE PURPOSE

The purpose of these Guidelines is to set out the targets, roles and responsibilities, design standards, standard operating procedures and implementation strategies, performance measurement, and quality control processes for active transportation at The University of Winnipeg.

APPLICABILITY

These Guidelines apply to sites and grounds owned and managed by and on behalf of The University of Winnipeg. They will be consulted prior to any indoor or outdoor renovation project that may impact infrastructure for University employees, students, and visitors coming to campus using a mode of transportation other than a single-occupancy vehicle.

RESPONSIBILITY

The Vice President, Finance and Administration is responsible for the development, administration and review of these Guidelines.

GUIDELINE ELEMENTS

i. Targets

<u>Operational element</u>	<u>Goal</u>	<u>Performance measurement unit</u>
Mode share - students	80% of students commuting using a mode other than single-occupancy vehicle	% of students commuting using a mode other than single-occupancy vehicle
	10% of students commuting by bicycle from May-October	% of students commuting by bicycle from May-October
Mode share – faculty/staff	80% of faculty/staff commuting using a mode other than single-occupancy vehicle	% of faculty/staff commuting using a mode other than single-occupancy vehicle
	15% of faculty/staff commuting by bicycle from May-October	% of faculty/staff commuting by bicycle from May-October

ii. Roles and Responsibilities

The primary responsible parties for these guidelines are the Executive Director of Facilities or their designate, the Director of Ancillary Services, and the Campus Sustainability Coordinator. They are responsible for ensuring that these guidelines are implemented.

Facilities shall:

- Ensure tracking systems are in place to track progress towards targets outlined in the



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guidelines;

- Establish and implement processes and training required internal to Facilities to enable implementation of these guidelines;
- If any implementation targets are not being met, investigate the situation and work with the individuals involved in the relevant area to achieve better progress towards targets;
- In collaboration with the Campus Sustainability Office, review Targets at least every 3 years and recommend changes to the VP Finance & Administration;
- Lead infrastructure projects relating to green and active transportation such as the installation of electric vehicle charging stations.

The Campus Sustainability Office shall:

- Receive and file quarterly performance data from Physical Plant and collate the data for annual reporting purposes;
- Generate annual reports to track performance against targets and share these reports with the Campus Sustainability Council;
- Arrange for and promote a campus-wide commuting survey at least once every three years;
- In collaboration with Physical Plant, review Targets and Standard Operating Procedures at least every 3 years and recommend changes to the VP Finance & Administration;
- Promote active/alternative transportation with students, staff and faculty through trainings, public outreach, Green Office Program, and the CSO newsletter;

Ancillary Services shall:

- Manage parking contracts and promote active and green commuting options to parking users;
- Work with facilities and parking lot managers (i.e. Impark), to identify electric vehicle use;
- Provide access to secure bike parking cages for staff and students, including administering keys;
- Gather information from parking users via the parking application form on green and active transportation preferences.

iii. Design Guidelines

Bicycle Parking Considerations:

- Both indoor and outdoor bicycle parking is recommended for new buildings and should be considered for existing buildings without to accommodate long and short-term bicycle parking. Covered bicycle parking is preferred.
- Outdoor, secure bicycle parking should be considered where indoor parking is not feasible.
- New rack locations should not create a tripping hazard for visually impaired individuals.
- New outdoor bike parking and bike cages should be located in high-traffic, high-visibility locations within close walking distance to main building entrances for safety and security.
- All existing and new bicycle parking should be accessible.
- New bicycling parking should be seen as an opportunity for creative design, including the use of public art.
- The installation of bike parking outdoors should have minimal impacts on tree roots.

Active Transportation Amenity Considerations:

- New building construction and larger renovations should consider opportunities for installing active transportation amenities, including shower and lockers.
- All existing and new active transportation showers should be accessible and open to the campus community during standard operating hours.

Additional Design Considerations:

- New buildings should incorporate bicycle parking and active transportation amenities as per



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LEED V4 Design and Construction, Location and Transportation.

- The results of the triennial transportation survey should be reviewed for active transportation design needs identified by campus users.
- All new buildings, as well as building renovations and landscaping, should incorporate Complete Streets principles.
- Consider opportunities for installing EV charging stations in university parking lots and garages.

i.v. Standard Operating Procedures and Implementation Strategies

Parking Management

- Assign new parking spots giving priority to those with accessibility needs, those living out of town, and those who carpool.
- Allow parking spot holders to cancel their contracts with one month's notice without penalty to encourage seasonal active commuting options.
- Offer free secure bike parking with parking spot contracts.
- Include information about active and green commuting amenities, including carpooling services, with parking contracts.

Active and green commuting

- Clearly communicate processes for accessing secure bike parking and active transportation shower rooms to incoming students and staff;
- New landscaping and building projects must consider feedback from UWinnipeg's commuting survey, as well as LEED guidelines and Complete Streets principles.

v. Quality Assurance/Quality Control Processes

The responsible party will evaluate compliance with the targets in this guideline at least twice a year to evaluate progress. If any activities or data is not being properly recorded, the responsible party will inform the appropriate individuals to ensure they are recorded moving forward. If any targets are not being met, the responsible party will investigate the situation and will work with the relevant individuals to resolve the issue. The responsible party will evaluate whether updates are necessary to the Guideline in order to achieve the implementation goals.

ASSOCIATED POLICY & PROCEDURE

- Asset Management Policy
- Parking Policy
- Sustainability Policy