THE CORPORATION OF THE CITY OF WINDSOR

POLICY

Service Area:	**Office of the Commissioner of Infrastructure Services**	Policy No.:	
Department:	**Public Works Operations**	Approval Date:	**September 9, 2024**
Division:	Transportation Planning	Approved By:	**CR363/2024**
		Effective Date:	**September 9, 2024**
Subject:	**Bicycle Parking Policy**	Procedure Ref.:	- Bicycle Parking Standards and Guidelines - Bicycle Parking at City Facilities and Buildings - Bicycle Parking in the Public Right-of-Way - Temporary Bicycle Parking for Events
Review Date:	**September 2029**	*Pages:*	Replaces: Bicycle Parking on Public Property Policy
Prepared By:	R. Toufeili, Policy Analyst C. Gerardi, Policy Analyst		Date: July 14, 2004

1. POLICY

1.1. This policy governs the implementation of bicycle parking for the Corporation of the City of Windsor.

2. PURPOSE

2.1. The purpose of this policy is to provide Administration and the general public with a framework on how bicycle parking will be implemented in order to support active transportation throughout the City of Windsor.

3. SCOPE

3.1. This policy covers:
- **3.1.1.** bicycle space requirements and standards;
- **3.1.2.** bicycle parking at City facilities and buildings;
- **3.1.3.** bicycle parking in the right-of-way;
- **3.1.4.** temporary bicycle parking for events; and,
- **3.1.5.** bicycle parking to support transit facilities.

3.2. This policy should be utilized in coordination with the City's Active Transportation Master Plan and the Bicycle Parking on Public Property Policy.

4. RESPONSIBILITY

4.1. Council has authority to approve implementation of bicycle parking under this policy and is responsible for approving amendments to this policy.

4.2. Administration is responsible for carrying out this policy as follows:

4.2.1. The City Engineer and the Commissioner of Economic Development and Innovation are corporate leads for all transportation and associated public safety programs and are responsible for initiating amendments to the Bicycle Parking Policy.

4.2.2. The Transportation Planning Senior Engineer is responsible for:

4.2.2.1. Overseeing implementation of this policy,

4.2.2.2. Bringing forward bicycle parking plans before Council for approval,

4.2.2.3. Recommending operating and capital budget expenditures related to bicycle parking, and

4.2.2.4. Recommending amendments to this policy to Council.

5. GOVERNING RULES AND REGULATIONS

5.1. This policy will be implemented in accordance with the following bicycle parking guidelines and procedures:

5.1.1. Bicycle Parking Standards and Guidelines

5.1.2. Bicycle Parking at City Facilities and Buildings

5.1.3. Bicycle Parking in the Public Right-of-Way

5.1.4. Temporary Bicycle Parking for Events

5.2. Where there are existing bicycle parking deficiencies as it relates to this policy, Council may put forward locations to be prioritized and brought to compliance in steps over a period of time.

6. RECORDS, FORMS AND ATTACHMENTS

6.1. Records for this policy shall be prepared and retained in accordance with Records Retention By-Law 21-2013, as amended.

6.2. Attachments:

6.2.1. Attachment 1: Bicycle Parking Standards and Guidelines

6.2.2. Attachment 2: Procedure – Bicycle Parking at City Facilities and Buildings

6.2.3. Attachment 3: Procedure – Bicycle Parking in the Public Right-of-Way

6.2.4. Attachment 4: Procedure – Temporary Bicycle Parking for Events

Bicycle Parking Standards and Guidelines

1.0 Introduction

The Bicycle Parking Policy Guidelines provides information on the expected standards of short-term and long-term bicycle parking spaces. These guidelines are intended to serve developers and City Administration in selecting the appropriate bicycle parking racks for bicycle parking on private property and in the public right-of-way.

1.1 Bicycle Parking Guidelines Goals and Objectives

- Provide increased community connectivity by facilitating bicycle storage for cyclists throughout the city;
- Promoting active transportation by increasing secure bicycle parking;
- Increasing convenience for cyclists as new developments are built;
- Creating a culture shift through increased and secured bicycle parking.

2.0 Definitions

The following definitions are applicable to this policy, and are included in zoning by-law 8600:

Bicycle parking space means an area used for the parking of an operable *bicycle*.

Short-term bicycle parking space means a *bicycle parking space* for the use by visitors of a *building.* These spaces are located within 15 m of, and is visible from, the main entrance of the *building* the *bicycle parking space* is intended to serve.

Long-term bicycle parking space means a *bicycle parking space* for the use by occupants or tenants of a *building.* These are located within a *building* or sheltered *structure* with a secure means of access.

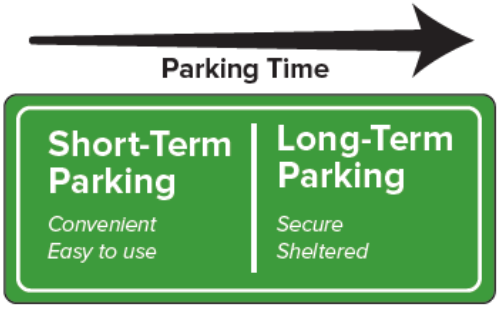

Figure 1 - Short-Term to Long-Term Bicycle Parking
Source: Association of Pedestrian and Bicycle Professionals

A summary of components for short-term and long-term bicycle parking is shown in **Table 1**. Further details are provided in the next sections of the Policy

Table 1 – Summary of Short-Term and Long-Term Bicycle Parking

Component	Short-Term Bicycle Parking	Long-Term Bicycle Parking
Typical length of time	Between a few minutes and a few hours	Several hours, overnight
Typical Locations, Uses	Commercial/Retail, Libraries, Parks, Community Centres, etc.	Residential, Employment & Transit Stations
Typical Users	Visitors	Residents, Employees, Bicycle & Ride Commuters
Accessibility/Availability & Security	Easy access, available to the public. Should be located close to a building entrance for the sake of convenience. Reliant on public exposure and natural surveillance.	Secured access, requires registration and the use of a key device. Actively monitored by CCTV and/or by security staff.
Types of infrastructure	Bicycle Racks (on-street, and on private or public property) Post and Ring Bicycle Racks On-street Bicycle Corrals (sets of bicycle racks installed within a parking lane at an intersection)	Bicycle Lockers – Individual lockers that can store 1 bicycle. Bicycle Cages – Caged & sheltered enclosures, typically attached to offices and/or multi-unit dwellings. Bicycle Rooms – Rooms within buildings specifically for bicycle parking. Secured Parking Areas – A separate building or an extension dedicated to bicycle parking.
Weather Protection	Optional: Can be provided in the form of bicycle shelters or awnings.	Required.

Sources: the Association of Pedestrian and Bicycle Professionals (APBP), City of Toronto, Seattle Department of Transportation (SDOT)

3.0 Short-Term Bicycle Parking

Short-term bicycle parking is primarily meant to be used by the visitors of a building.

3.1 Accessibility

The following accessibility criteria should be used when providing short-term parking spaces:

- Placement on the ground floor of the building location; free of stairs or obstacles to access
- In close proximity to the building entrance; within 15 meters
- Way-finding signage should be provided to help guide cyclists to the space

3.2 Design

The following should be provided as part of the design for a bicycle rack used for short-term bicycle parking:

- Supports the bicycle upright without putting stress on the wheels
- Allows locking of the bicycle frame along with one or two wheels through the use of a U-lock
- Is securely anchored to the ground
- Resists, cutting, bending and deformation

3.2.1 Size

A bicycle parking space parked horizontally should have minimum dimensions of 1.8 meters in length, 0.6 meters of width and 1.9 meters of vertical clearance from the ground. For bicycles parked in a vertical position the required space is 0.6 metres by 1.2 metres with a vertical dimension of 1.9 metres.

3.2.2 Materials

Materials for bicycle racks should be long lasting and strong. The following criteria should apply to the materials used for the bicycle racks:

- Industrial grade materials or galvanized steel should be used
- Wood, materials with the potential to rust should be avoided
- Malleable or materials which are easily bent should be avoided
- The outer surface should be smooth in order to prevent any damages or scratches to the bicycle
- Avoid materials that weaken when welded to prevent broken racks and theft

3.2.3 Installation

Bicycle racks should be secured and installed properly using the options and as detailed in Table 2 below:

Note: It is highly recommend that all racks be on concrete pads.

Table 2 – Anchoring Surfaces and Methods

Surface	Rack Base	Anchoring Methods	Notes
Concrete (sidewalk, pad, poured footing, or non-post-tensioned floor)	Embedded leg	Embed (dig post hole, support rack temporarily, fill hole with concrete, allow to set, remove temporary support)	Suitable for new sidewalk construction. Permanent. Difficult to replace when damaged.
	Surface flange, flat-bar base, or base frame.	Wedge anchor bolt Tamper-proof spike Industrial adhesive	Suitable for new or existing sidewalk. Easy to replace when damaged. Should not be installed over most vaulted sidewalks. Stainless steel flanges recommended to prevent rust stains on concrete.
Concrete post-tensioned floor	Flat-bar base	Industrial adhesive	Post-tensioned concrete floors should not be drilled.
Asphalt	Embedded leg	Provide a concrete footing, proceed as above	Do not anchor directly into asphalt.
	Surface flange		
	Base rail or frame	Landscape nails (6” to 12” long spikes, typically 1/4” to 3/8” in diameter)	Drill pilot hole through asphalt using hammer drill and masonry bit. Drive nails with sledgehammer.
Unpaved	Embedded leg	Provide a concrete footing, proceed as above	Do not anchor directly into ground.
	Surface flange		
	Base rail or frame	Landscape nails	Drive nails with sledgehammer.

Adapted from APBP Bicycle Parking Guidelines

3.2.4 Spacing

When bicycle racks are installed they require adequate space to manoeuver. **Table 3,** adapted from *City of Toronto Guidelines for Design and Management of Bicycle Parking Facilities* and *City of Mississauga Bicycle Parking Zoning By-Law Directions*, outlines the requirements for spacing when selecting the location and design of bicycle parking. Furthermore, **Figures 2 to 5** is shown below on these requirements.

Table 3 – Bicycle Parking Spacing Requirements

Situation	Requirements
Distance between rack and wall/obstacle	- Minimum **0.45 m** if bicycles parked parallel to obstacle; - Minimum **2.5 m** if bicycles parked perpendicular to obstacle and rack has double-sided access; - Minimum **0.6 m** if bicycles parked perpendicular to obstacle and rack has single-sided access (side facing wall would not accommodate bicycles).
Aisle width	- Preferred spacing: **1.8 m** for typical bicycle racks this leaves approximately 4.2 m between racks, however this spacing will differ depending on the design of the rack.
Space between rack ends (linear series of racks placed end to end)	- **0.9m** for maximum parking capacity.
Distance between rack and wall, curb or other obstacle	- Minimum **1.5 m** for racks perpendicular to wall or other obstacle - Minimum **0.7m** for racks parallel to wall, or other obstacle
Distance between individual racks	- Minimum **2.5 m** for racks parallel to wall, or other obstacle or racks (3.5 m preferred in areas with high bicycle parking turnover). - Minimum **1.0 m** for racks perpendicular to wall or other obstacle.
Vertical bicycle racks and clearances	- Horizontal bicycle parking: **1.9 m** minimum clearance - Stacked bicycle parking: minimum **1.2 m** vertical clearance required - Vertically bicycle parking: **1.9 m** minimum height and **1.2 m** minimum length
Special Considerations	- In locations where trailers, cargo bikes and long bikes frequent (ex. grocery stores, parks, schools) the portions of the bicycles racks on the ground should have an additional **0.9m** of in-line clearance.

Adapted from City of Toronto Guidelines for Design and Management of Bicycle Parking Facilities and Mississauga Bicycle Parking Zoning By-Law Directions

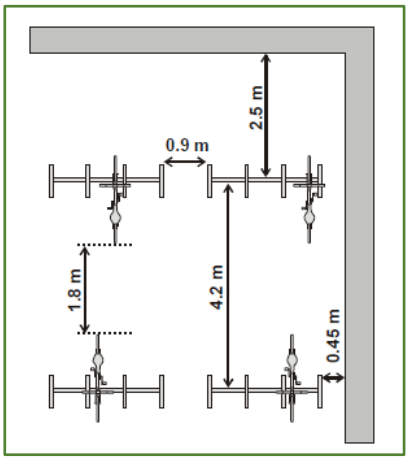

Figure 2 - Spacing for Multi-Bicycle Racks

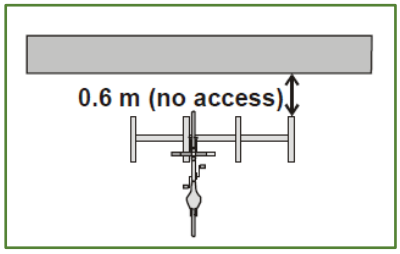

Figure 4 - Spacing for racks with single sided access

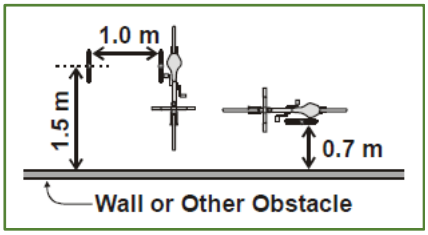

Figure 3 - Spacing required for different orientations

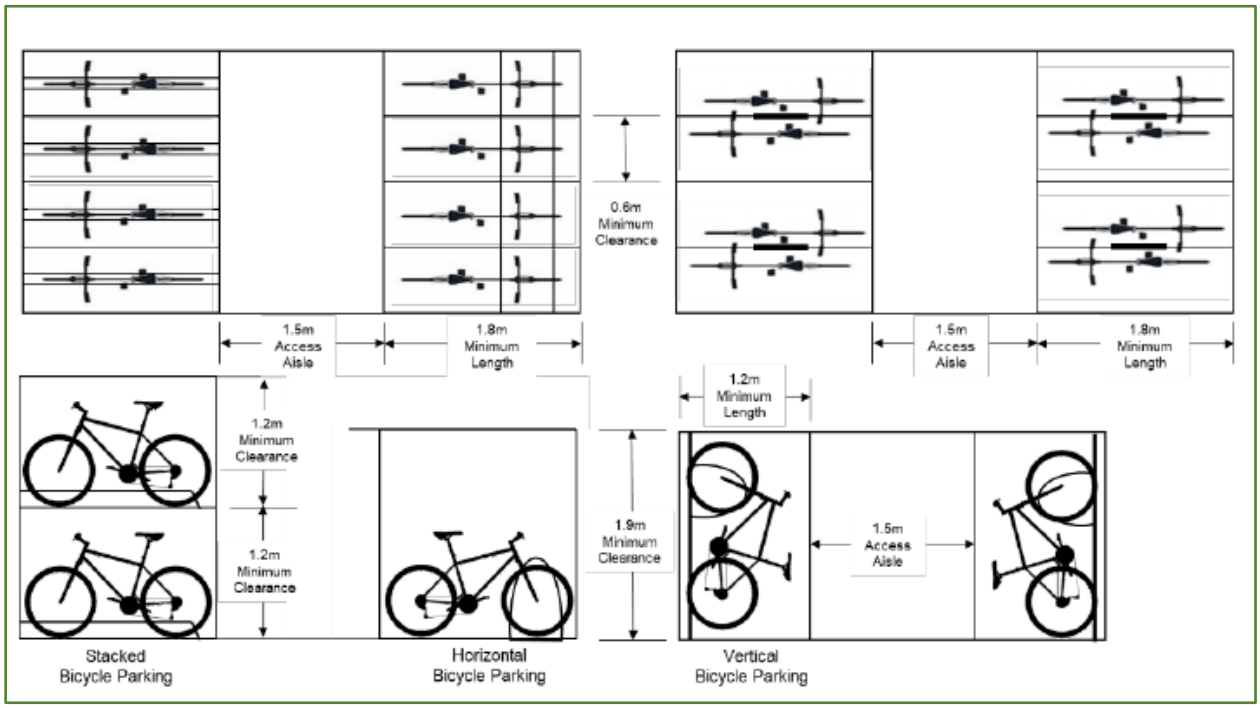

Figure 5 - Vertical clearances for varying bicycle spaces

3.3 Security

Security is required in order to prevent theft, with the following requirements:

- Areas where spaces are placed should be well lit and visible
- Spaces should be anchored and installed as per section 3.2.3 to ensure that they can not be easily damaged or moved
- Locking mechanisms do not need to be provided with or on the rack however the rack should allow for locking of the bicycle frame along with one or two wheels through the use of a U-lock

3.4 Additional Considerations

The following are additional considerations when providing short-term bicycle parking and racks in the city:

- Placing the space in a sheltered area for weather protection
- Long-term bicycle parking measures can apply for short-term use if increased shelter and security is preferred (section 4.0)

3.4.1 The following bicycle racks are preferred based on meeting important performance criteria:

- *Post and Ring*: this is a common style of bicycle rack which is less prone to unintended perpendicular parking.
- *Inverted U*: also called staple or loop bicycle rack, this rack has two points of ground contact and can be installed in series to create a larger parking area.
- *Wheelwell-secure*: this cradles one wheel and contains bicycles wells, however it doesn't not accommodate as many bicycle types as the inverted U and post and ring style racks.

4.0 Long-Term Bicycle Parking

Long-term bicycle parking is primarily meant to be used by the occupants or tenants of a building. This includes building residents and routine users within a workplace. Long-term bicycle parking may also be used by visitors. This parking provides a more secured and sheltered space for cyclists to park their bicycles in comparison to short-term bicycle parking.

Some common examples of long-term bicycle parking include:

- Room within a residential building or workplace;
- Secure enclosures within a parking garage or lot;
- Bicycle lockers in front of a workplace; and,
- Bicycle lockers at a transit center.

4.1 Accessibility

The following accessibility criteria should be used when providing long-term parking spaces:

- Free of any major obstacles to access; ground floor preferred
- Way-finding signage should be provided to help guide cyclists to the space as they may not always be in obvious locations based on limited space availability at the site
- The space should be in good condition and simple to operate
- Should be placed in areas which do not create a blind spot for motor vehicles on the site

4.2 Design

4.2.2 Bicycle Lockers

The following are considerations for bicycle lockers:

	Description
Locking Mechanism	Control Access Systems: - Keys - Electronic Keypad

	- Swipe Cards - Coin Operated - Bluetooth Technologies - Personal Locks
Models	- Secure durable lockers are made of materials which are long lasting and durable. These should withstand regular use and intense weather conditions. Models which are specifically designed for long-term bicycle parking should be used. - Transparent panels can be placed on the lockers if surveillance of locker contents is desired. - Models may be stackable if desired based on available space and demand.
Installation	- Bicycle Lockers should be installed on a level surface. - Sufficient clearance is required for locker doors. - Concrete surfaces are ideal, however surfaces should be selected and matched to the model requirements. Anchor bolts should be used to fix lockers into place. - Bicycle Lockers are best placed away from sidewalks and areas with high pedestrian traffic.

4.2.3 Bicycle Cages

The following are considerations for bicycle cages:

	Description
Locking Mechanism	Control Access Systems: - Key - Swipe Cards or Pass
Models	- Racks are installed within the cage and bicycles are further locked to these racks - Smaller cages are preferred to limit the number of people with access to one cage - Made of tight and strong mesh or perforated metal sheets, with access through a solid door
Installation	- Can be installed in or outside of a building/parking garage - Bicycle racks must be firmly secured to the ground or vertical structures - A single cage of 5.6 m x 5.4 m can accommodate approximately 20 bicycles. A cage of this size occupies the same area as two car parking spaces.

4.2.4 Indoor Bicycle Storage

The following are considerations for indoor bicycle storage spaces through a parking garage or bicycle rooms:

	Description
Locking Mechanism	Controlled Access Systems: - Keys - Electronic Keypad - Swipe Cards - Bluetooth Technologies
Models	- Indoor storage can be provided in a parking garage; typically on the ground floor level to facilitate access for cyclists and to minimize interactions with vehicles in the parking garage. Bicycle cages or lockers can be provided within the garage.

	- A room within a building can be used to provide secure parking spaces; typically on the ground floor or near an elevator to facilitate access. Multiple rooms can be provided.
Installation	- Bicycle racks must be firmly secured within the area - Reserving an area in the bicycle room for self-serve bicycle repair and maintenance will add an additional level of service to the facility; features can include a bicycle stand, basic tools and/or an air pump.

4.3 Security

The following methods may be applied in order to provide secure and controlled access to long-term bicycle parking for users:

- Keyed, smartcard or Bluetooth access to the parking space
- Attendant overseeing the spaces and allowing people to access
- Leased space based on agreement with the property owners or managers
- Coin operated spaces

In addition, long-term bicycle parking spaces are not always placed in high traffic or visibility areas and it is advised that security cameras be placed in order to monitor the spaces.

THE CORPORATION OF THE CITY OF WINDSOR

PROCEDURE

Service Area:	**Office of the Commissioner of Infrastructure Services**	Procedure No.:	
Department:	**Public Works Operations**	Approval Date:	**September 9, 2024**
Division:	Transportation Planning	Approved By:	**CR363/2024**
		Effective Date:	**September 9, 2024**
Subject:	**Bicycle Parking at City Facilities and Buildings**	Policy Ref.:	Bicycle Parking Policy
		Pages:	Replaces:
Prepared By:	R. Toufeili, Policy Analyst C. Gerardi, Policy Analyst		Date:

1. PURPOSE

1.1. This procedure is intended to provide details for implementation of the Bicycle Parking Policy when providing bicycle parking at City facilities and buildings.

2. SCOPE

2.1. This procedure provides details and outlines requirements for providing bicycle parking at City of Windsor facilities and buildings.

3. RESPONSIBILITY

3.1. Responsibility for implementing this procedure is outlined in the Bicycle Parking Policy.

4. PROCEDURE

4.1. Bicycle parking should be provided at all City facilities and buildings including;

- **4.1.1.** Parks and splash pads;
- **4.1.2.** Libraries and art galleries;
- **4.1.3.** Pools (outdoor and indoor);
- **4.1.4.** City Hall and administrative offices;
- **4.1.5.** Community centers;
- **4.1.6.** Arenas and skating rinks;
- **4.1.7.** Transit terminals; and,
- **4.1.8.** Municipal parking lots and garages.

4.2. Short-Term and Long-Term Bicycle Parking

Bicycle parking may be provided for short-term and long-term use based on the facility type. All facilities, other than parks, splash pads and pools, should accommodate long-term bicycle parking. **Table 1** outlines the recommended requirements for short-term and long-term bicycle parking based on the City Facility.

Table 1 – Recommended Bicycle Parking Requirements for City Facilities

City Facility	Short-Term	Long-Term
Parks and Splash Pads	X	
Libraries and Art Galleries	X	X
Pools (Outdoor and Indoor)	X	X
City Hall and Administrative Offices	X	X
Community Centers	X	X
Arenas and Skating Rinks	X	X
Transit Terminals and Stops	X	X
Municipal City Parking Lots and Garages		X

Bicycle parking needs will be assessed according to the intensity and type of use to be serviced. At minimum, bicycle parking spaces should be provided in quantities as outlined in Zoning By-Law 8600. The capacity of the rack or spaces should be consistent with the bike parking needs in the area.
Multiple unit bike racks will be used if required to meet the bike parking needs of the area, subject to the approval of the manager of Urban Design & Community Development, in BIAs, and areas designed Civic Image, Schedule G; of the City's Official Plan only.

Per section 4.0 of the Bicycle Parking Standards and Guidelines, "Long-term bicycle parking is primarily meant to be used by the occupants or tenants of a building. This includes building residents and routine users within a workplace. Long-term bicycle parking may also be used by visitors."

Long term parking space users at these facilities will primarily be targeted to City employees.

Short-term bicycle parking should be provided near active areas such as playgrounds, splash pads, washrooms, organized sports fields or courts. It is also ideal to include temporary bike parking near public event spaces, picnic areas and scenic overlook points.

4.3. End-of-Trip Facilities

End-of-trip facilities are provided in order to provide increased convenience and reinforces the importance of bicycle parking. **Table 2** Outlines the ancillary

facilities which may be implemented at City facilities and buildings and the appropriate locations where they may be provided.

Table 2 – End-of-Trip Facilities for City Facilities and Buildings

End-of-trip Facility	Location
Water Fountains/Access to Drinking Water	- Parks and splash pads - Libraries and art galleries - Pools (outdoor and indoor) - City Hall and administrative offices - Community centers - Arenas and skating rinks
Shower and Change Stations	- Pools (outdoor and indoor) - City Hall and administrative offices - Community centers - Arenas and skating rinks
Washrooms	- Parks and splash pads - Libraries and art galleries - Pools (outdoor and indoor) - City Hall and administrative offices - Community centers - Arenas and skating rinks
Bicycle Repair Stations	- Parks and splash pads - Libraries and art galleries - Pools (outdoor and indoor) - City Hall and administrative offices - Community centers - Arenas and skating rinks
Electric Charging Station	- For consideration on a case-by-case basis.

4.4. Transit Terminals and Stops

4.4.1. Bicycle parking should be provided to support transit facilities. Long-term bicycle parking should be provided at transit terminals including the following locations:

4.4.1.1. Tecumseh Mall Bus Terminal

4.4.1.2. Downtown Bus Terminal

4.4.1.3. The Windsor Aquatic Center

4.5. Parking spaces (short-term and long-term) are to be provided in accordance with the Bicycle Parking Standards and Guidelines.

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Department:	**Public Works Operations**	Approval Date:	**September 9, 2024**
Division:	Transportation Planning	Approved By:	**CR363/2024**
		Effective Date:	**September 9, 2024**
Subject:	**Bicycle Parking in the Public Right-of-Way**	Policy Ref.:	Bicycle Parking Policy
		Pages:	Replaces:
Prepared By:	R. Toufeili, Policy Analyst C. Gerardi, Policy Analyst		Date:

1. PURPOSE

1.1. This procedure is intended to provide details for implementation of the Bicycle Parking Policy when providing bicycle parking in the public right-of-way.

2. SCOPE

2.1. This procedure provides details and outlines requirements for providing bicycle parking in the public right-of-way. Furthermore, this procedure outlines the process for the implementation of bicycle corrals in the public right-of-way.

3. RESPONSIBILITY

3.1. Responsibility for implementing this procedure is outlined in the Bicycle Parking Policy; and furthermore,

3.2. The Manager of Urban Design and Community Development is responsible for ensuring that the post and ring program is coordinated with the appropriate parties, such as BIAs, and increasing bicycle parking within the right-of-way where streetscaping is implemented.

4. PROCEDURE

4.1. Bicycle parking may be provided within the right-of-way through the general post-ring program or using bike corrals. Increased bicycle parking is encouraged in high pedestrian traffic areas such as in the Business Improvement Areas or near bus stops.

4.2. Bicycle parking may be provided using the Bicycle Corral Program in this procedure. This should be implemented to increase the availability of bicycle parking in the right-of-way where there is limited space in the boulevard and there is sufficient space available on-street.

4.3. Post and Ring Program

Post & ring style bike racks and multiple unit bike racks will be the City Standard on public-right-of-ways and on public property throughout the City of Windsor and will be powder coated steel with raised lettering that reads "City of Windsor". Raised lettering may not be available for multiple unit bike racks, however, consideration should be given to customizing these units in some way. The rack selection should follow the principles outlined in the Bicycle Parking Standards and Guidelines.

4.3.1. The bike rack must be durable and low maintenance. Factors such as metal gauge, welding type and finish are key indicators of durability. The bike rack should be rust resistant, vandalism resistant, and resistant to noticeable wear from normal use. The preferred finish is powder coated steel.

4.3.2. The bike rack must be competitively priced while meeting the security, capacity, appearance and maintenance requirements expressed in the bike parking policy. The cost should be compared on a per bike capacity.

4.3.3. A BIA or other privately funded group may choose to exceed the price limit, if they agree to fund the difference between the city standard and any proposed modifications to the bike rack. Proposed modifications can include changes to lettering, and cap only. As indicated above, a galvanized finish may be considered. The BIA or other privately funded group will be expected to fully fund the additional expenses specific to the BIA such as BIA name, logo and powder coating finish. Any proposed modifications are subject to the approval of the Manager of Urban Design & Community Development and the Executive Director of Operations.

4.3.4. Bicycle parking spaces should be placed following the principles outlined in the Bicycle Parking Standards and Guidelines.

4.3.5. A minimum 6ft pedestrian clearance will need to be maintained.

4.4. Post and Ring Program Warrant Process

In BIAs, the need for Bike Parking is determined by the BIAs themselves. As long as their requests are compliant with City Standards, their requests should be accommodated.

Outside of BIA's the Guidelines to install Bike Parking is as follows.

4.4.1. Parties will be required to apply for encroachment agreements.

4.4.2. Parties will be responsible for purchase, installation and maintenance of the bike rack.

4.4.3. Not to be installed were bike parking on private property could be provided.

4.4.4. Limited to areas were vehicle parking is typically provided by on-street parking.

4.4.5. The program is not meant to provide parking for private residences, residential areas are excluded.

4.4.6. If existing City provided bike parking in the immediate area is unable to accommodate Bike Parking demands.

4.5. Bike Corral Program

Bike Corrals are used as a method to provide bicycle parking in greater quantities in the traditional auto on-street parking lane, along the curb. Corrals can be installed seasonally within an existing automobile parking spot or intersection corner if it does not pose any sight line or transit concerns.

The rack selection should follow the principles outlined in the Bicycle Parking Policy.

4.5.1. The bicycle corral should be located as close as possible to the entrances of high demand locations.

4.5.2. Bicycle corrals may be placed on street corners provided they do not create any safety or operational issues, as street corners provide a number of benefits. Placing corrals on corners will provide greater visibility benefits for pedestrians and improve access for cyclists.

4.5.3. Bicycle corrals should be placed on main streets as opposed to side streets in order to increase visibility and convenience for cyclists to reach their destination.

4.5.4. Bicycle corrals should not be located in areas which will obstruct:

- Bus stops
- Access to fire hydrants
- Turning bus movements
- Locations of manholes and sewer valves
- Parking meters

4.5.5. Bicycle racks should be securely bolted to the ground to avoid theft or vandalism. Principles outlined in the Bicycle Parking Standards and Guidelines should be used to select the appropriate rack types and installation methods.

4.5.6. Racks should be placed in a method which provides a sufficient buffer for the bicycle from the vehicular travel lane. A minimum 5 foot maneuvering zone should be provided on either end of the bicycle in order to provide cyclists with space to orient themselves. Racks can be angled to increase the available space at the ends of the bicycles.

4.5.7. A physical barrier may be placed between the corral and vehicle travel lane.

4.6. Bike Corral Program Warrant Process

Bike Corrals should be considered after it has been determined that private side bike parking and the Post & Ring Program is unable to meet the need for Bike Parking in the area. Due to the need to remove on-street parking, and added cost associated with maintenance and removal, Bike Corrals should be limited to BIAs. Only post & ring style bike racks should be considered outside of BIAs.

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Division:	Transportation Planning	Approved By:	**CR363/2024**
		Effective Date:	**September 9, 2024**
Subject:	**Temporary Bicycle Parking for Events**	Policy Ref.:	Bicycle Parking Policy
		Pages:	Replaces:
Prepared By:	R. Toufeili, Policy Analyst C. Gerardi, Policy Analyst		Date:

1. PURPOSE

1.1. This procedure is intended to provide details for implementation of the Bicycle Parking Policy when providing temporary bicycle parking for public events.

2. SCOPE

2.1. This procedure provides details and outlines requirements for providing temporary bicycle parking at special events within Windsor for event organizers to access.

3. RESPONSIBILITY

3.1. Responsibility for implementing this procedure is outlined in the Bicycle Parking Policy.

4. PROCEDURE

4.1. Temporary event bicycle parking may be provided by event organizers for their special events in Windsor. Temporary bicycle racks which are portable and modular are required for event attendees to park their bicycles. A bike parking sign to place in a visible area indicating available bike parking.

4.2. Private event coordinators will be responsible to provide their own staff and/or volunteers to monitor and provide a valet service for event attendees who wish to use the temporary bicycle parking.

4.3. Temporary event bike parking racks shall be placed in a location which does not obstruct any entrances or walkways for pedestrians.

4.4. Temporary event bike parking should be placed in areas of high visibility to promote active transportation, such as near event entrances or admissions tents.

4.5. Bikes shall be kept secure and be monitored by administering staff or volunteers.