



## Bicycle Friendly Community Award Application Checklist

Beginning the process of filling out an online BFC award application can be daunting but it is also extremely educational. Remember that the process of filling out the application itself is a useful tool to assess the current cycling environment and a roadmap for the future and so you shouldn't allow the length of the application deter you from applying.

Here's something else that is important to remember: while the award is an important recognition of the progress you have made, the process itself is equally important -- particularly given the feedback report that your community will receive from our committee of expert reviewers. Even if you don't think that your community is deserving of an award remember that the program is about much more than the accolades that you may receive. Consider the application as a baseline for future evaluation and a platform to get a discussion about cycling started in your community.

The following is a checklist of helpful tips for getting the process started and includes things you should be thinking about as you begin compiling the information you will need for your application:

- Create a BFC application committee**- Don't go at the process alone. Cycling can be a driver for many different departments as it is a form of health promotion, tourism, economic development, road safety etc. Invite your colleagues to join you.
- Contact local cyclists** – Local input is part of the process. Enlist the guidance and support of local cyclists, cycling organizations and local retailers to let them know you are considering an application. They can be very helpful in terms of the kinds of information you need – and they will support your efforts.



- Document** where you found information/statistics so that when you apply again, you remember which files/ staff you contacted for certain information.

## **Community Profile**

- Population, Population Density and Population characteristics- Statistics Canada 2006 Community Profiles- <http://www12.statcan.ca/census-recensement/index-eng.cfm>
- Climate- Environment Canada- [http://www.climate.weatheroffice.gc.ca/climate\\_normals/index\\_e.html](http://www.climate.weatheroffice.gc.ca/climate_normals/index_e.html)
- Income and Age Distribution- Statistics Canada 2006 Community Profiles- <http://www12.statcan.ca/census-recensement/index-eng.cfm>
- Area of Community- total, land, water
- Contact information for Bicycle Program/Active Transportation/TDM Manager
- Information about the composition of a Bicycle Advisory Committee, often the Bicycle Program Manager can provide this information
- Contact for Bicycle Advocacy Group

## **Engineering and Planning**

- Link to and dates of adoption for any policies that have to do with “Complete Streets”, bicycle friendly by-laws, bicycle accommodations etc.
- A list of training opportunities city staff can access in order to meet the TAC Manual of Uniform Traffic Control Devices (MUTCD) standards, and the soon to be released updated Ontario Traffic Manual Book 18 Bicycle Guidelines, of the Ontario Traffic Council
- Know the percentage of bridges and tunnels in your community that are accessible to bicyclists
- Prepare the number of bicycle parking spaces in your community by type (racks, lockers, depot, in-street bike parking)
- Provide the percentage of public buildings that have bike facilities



- Provide percentage of transit vehicles equipped with bicycle racks- contact your local transit provider
- What is the mileage of your total road network, total shared use path network and current and planned bicycle accommodations (lanes, shared lane markings, boulevards, signed routes, paved paths, natural surface paths, single-track)
- Knowledge of maintenance policies for bike lanes and shoulders , shared-use paths (street sweeping, snow clearance, pothole)
- Type of cyclist accommodations at intersections

#### Education

- Knowledge of Safe Routes to School programs in your community. You may want to contact all school boards for this information.
- List of existing programs for cyclists and motorists and types of cycling education courses , training for professional drivers i.e. taxi or truck drivers
- Number of CAN-Bike instructors in your community

#### Encouragement

- Promotion and participation in bike events, commuter challenges, Bike to Work days
- Number and type of cycling organizations in your area
- Number of bicycle retailers in the community
- Types of bicycling areas/ facilities (mountain bike parks, skate parks that allow bikes, cycle-cross course etc.)
- Names of bike rental, bike sharing programs
- Information about bike maps available in your community

#### Enforcement

- Contact your local police department and designate a contact person to help you answer questions.
  - How does police department interact with cycling community?
  - Training offered to officers regarding cycling traffic laws
  - Number of officers on bikes
- List of local regulations that treat cyclists equitably.



## Evaluation and Planning

- Collect most recent journey-to-work data from your community from Statistics Canada for cyclists- <http://www12.statcan.gc.ca/census-recensement/2006/ref/rp-guides/journey-to-work-deplacement-domicile-travail-eng.cfm>
- Collect the number of cyclist/motor vehicle fatalities and collisions that have occurred in last five years from either the municipality or the police department
- Provide any funding sources and or a link to your plan for reducing collision/fatality numbers
- Find out if your community has done an economic impact study on bicycling
- Find out if your community has a plan for enhancing economic development through tourism
- Collect information about programs that ensure efforts serve traditionally underserved communities

Remember, **your end goal is to be a Bicycle Friendly Community and all BFC communities have the following in common at different stages of implementation:**

- A Commitment to Action
- Targets, measures
- Network of all facilities
- Breadth of programs- the 5 E's (Engineering, Education, Encouragement, Enforcement, Evaluation)
- People riding bikes!

Congratulations on your decision to begin your journey to bicycling excellence through the Bicycle Friendly Communities Program!

For information please contact Share the Road's Bicycle Friendly Community Coordinator, Katherine Glowacz at: [katherineglowacz@gmail.com](mailto:katherineglowacz@gmail.com)



We would be happy to connect you to staff in other municipalities to facilitate information exchanges. For other examples, case studies and resources in the United States, The League of American Cyclists [Bicycle Friendly Community Resource Page](#) offers excellent examples. You can also peruse our website: [www.sharetheroad.ca](http://www.sharetheroad.ca).