



Attachment #2

New Westminister E-Bike Share
Implementation Plan



NEW WESTMINSTER

E-Bikeshare Implementation Plan

December 2023

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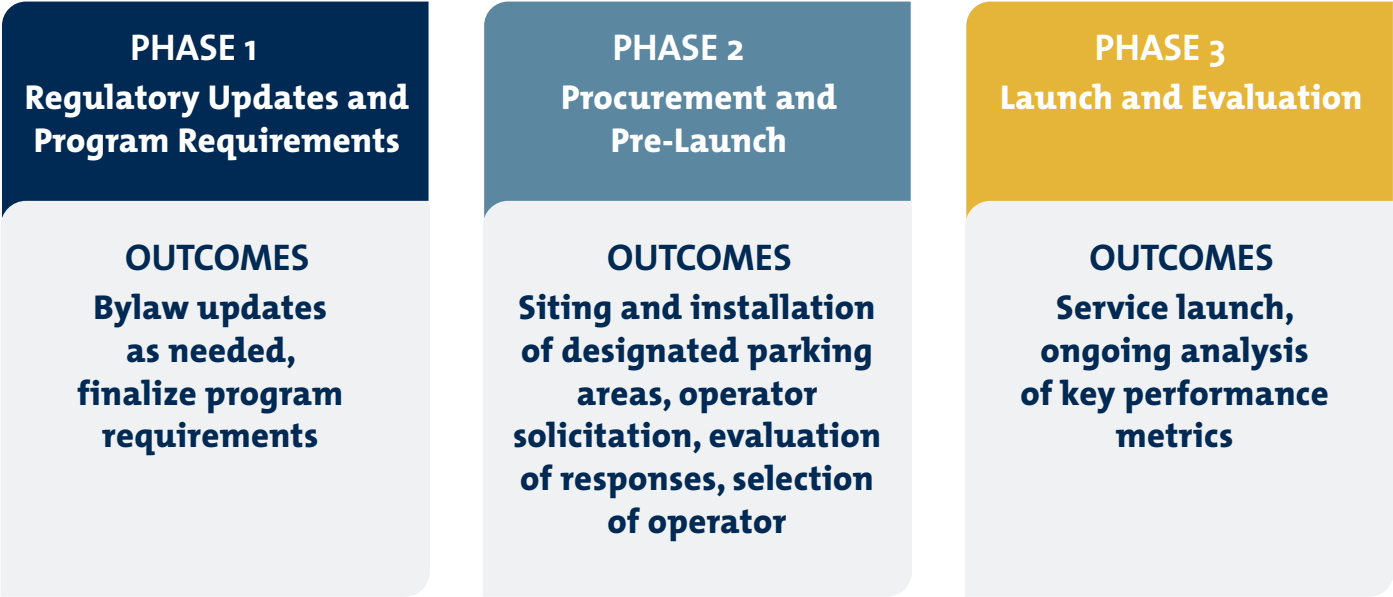
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This document provides recommendations and tools for implementation of an e-bikeshare program in New Westminster, in three phases outlined below:



PHASE 1: REGULATORY UPDATES AND PROGRAM REQUIREMENTS

The City's Street and Traffic Bylaw defines a cycle as a vehicle having any number of wheels that is propelled by human power and on which a person may ride and includes a Motor Assisted Cycle. It further defines a motor assisted cycle as one which meets the criteria defined by the Motor Vehicle Act, which includes e-bikes.

The Street and Traffic Bylaw sets regulations for the allowable use of streets and pathways for various forms of active transportation, including pedestrians, cyclists (including motor assisted cycles/e-bikes), roller skaters, inline rollerbladers, skateboarders, and longboarders. These modes are permitted to use streets, multi-use pathways, sidewalks, footpaths, or walkways with due care, attention and consideration for people using the same facility. Cycles are not allowed on sidewalks, footpaths, or walkways on a small number of street segments in Downtown.

While e-bikes are allowed to operate within New Westminster, the City should make the following updates to the Street and Traffic Bylaw in alignment with other nearby jurisdictions to better facilitate the operations of an e-bikeshare service. See Appendix for bylaw amendments from the North Shore Jurisdictions.

New/updated terms and definitions to be added to the Street and Traffic Bylaw:

- **E-Bike Share Permit** means a permit issued by the City Engineer
- **E-Bike Share Service** means a legal entity whose business is to provide access to a fleet of e-bikes for a fee
- **E-Bike Share Zone** means the area or space on a roadway designated by a Traffic Control Device and established for the exclusive use of a specified E-Bike Share Service
- **Chattel** means a moveable item of personal property including, without limitation, a Vehicle, a leased or rented dumpster, Disposal Bin or container, merchandise, fuel, wares of any nature, an E-Bike, or signage

Table 1: Street and Traffic Bylaw Updates

Bylaw Section	Bylaw Number	Recommended Updates
Power to Designate Disabled and Reserved Parking Zones	3.8	The City Engineer may reserve Parking zones for E-Bike Share Services.
Stopping and Parking of Vehicles	4.8	<p>No person shall Stop or Park a Vehicle:</p> <ul style="list-style-type: none"> • in an E-Bike Share Zone except for the purpose of loading or unloading persons or materials.
Regulation of Cycles	New	A person must not operate a motor-assisted cycle while on a Sidewalk.
NEW: E-Bike Share Services	New	<p>The City Engineer may issue an E-Bike Share Permit to an E-Bike Share Service where the City Engineer is satisfied that the necessary conditions and service agreement have been met.</p> <p>The City Engineer may establish and designate geo-fenced areas for use by the holder of an E-Bike Share Permit.</p> <p>The City Engineer may regulate and control the operation of E-Bike Share Services within a geo-fenced area, including the speed of shared E-Bikes and the regulation of parking of any shared E-Bikes within a geo-fenced area.</p> <p>A person of legal entity may only operate an E-Bike Share Service with a valid E-Bike Share Permit and in accordance with all of the conditions of such permit and the requirements of this bylaw.</p> <p>A person must not operate or park an E-Bike contrary to the regulations in any Traffic Control Device.</p> <p>The holder of an E-Bike Share Permit may deploy a fleet of E-Bikes in any location where parking is permitted and where authorized by the Municipal Engineer for the purpose of making E-Bikes available to reserve for use.</p> <p>Successful applicants for the E-Bike Share Permit must pay the E-Bike Share Permit fee and the security for performance fee set out in the Engineering Fees and Rates Bylaw, as amended from time to time, prior to being issued a permit. The security for performance is refundable, less any deductions in accordance with E-Bike retrieval fees or E-Bike impoundment fees.</p> <p>The City Engineer may deduct the following fees from the security for performance fee:</p> <ul style="list-style-type: none"> • E-Bike retrieval fee: all costs incurred by the City (including staff time plus an administrative fee of 15%) related to the retrieval of any E-Bike owned or operated by an E-Bike Share Service; and • E-Bike impoundment fee: \$50 per E-Bike plus \$1 per day for storage. If the E-Bike Share Service fails to retrieve the E-Bike after 30 days, the City will recycle the E-Bike and charge and recycling costs incurred. <p>If the fees imposed exceed the total of the security for performance, the City is authorized to charge fines and fees directly to the E-Bike Share Service, to require payment of an additional security for performance, or to cancel the Permit.</p>

In addition to regulatory updates as needed, the City will need to finalize program requirements for the future e-bikeshare operator. Proposed program requirement language is included in the following section.

Draft Permit Program Requirements

The Operator is authorized by this E-Bikeshare Permit (the “Permit”) to operate E-Bikeshare within the municipal boundaries of the City of New Westminster

The City of New Westminster will permit one (1) shared micromobility operator to operate e-bikeshare within city boundaries. The term of the Permit will be one (1) year from permit issuance date, with the option to renew for one (1) additional year.

Fleet Size

The Operator must provide and maintain a minimum of 150 e-bikes within six months of beginning operations, and 250 e-bikes within 12 months of operations. The City reserves the right to amend fleet size at any time.

If e-scooters are legalized for use during the Permit term, the Operator will be allowed to provide exclusive shared e-scooters for use alongside e-bikes upon written approval from the City. The total fleet size of e-bikes and e-scooters will be based on mutually agreed upon terms with the City, and at least half of the total shared micromobility fleet must be made up of e-bikes.

Service Area

The Operator may deploy e-bikes within the municipal boundaries of the City of New Westminster. See Figure 1 for boundaries.



Figure 1: Service Area Map of New Westminster

Device Specifications

All e-bikes deployed by the Operator must meet any federal, provincial, and municipal safety standards and regulatory requirements for motor-assisted/power-assisted cycles and include the following features:

- Functional lights on the front and back.
- Cargo basket.
- Bell or audible device that allows the user to notify others when passing.
- A helmet that meets the safety standards set for cycles in British Columbia, affixed to the vehicle
- A unique, high-contrast identification number that is clearly legible from a minimum of 15 feet.

Any vehicle failing to meet these specifications is subject to immediate impound. Operators may not introduce new device types without prior written approval from the City.

Fees

The City requires the Operator to pay fees promptly. Failure to pay any fees or invoices will result in a permit suspension.

Table 2: Fees to be included in Fees and Rates Bylaw

Fee	Operator Cost	Invoice Frequency
Application Fee	\$200	Upon Application
Per Trip Fee	\$0.15	Monthly

The Operator will also deposit a Security for Performance (“Security”) with the City in the form of a certified cheque in the amount of \$10,000. The City may at any time deduct from the Security any costs incurred by the City in relation to the e-bikeshare program, including but not limited to retrieval and impoundment of e-bikes, as outlined in the Permit conditions and any other legal and administrative costs arising directly or indirectly out of a breach of the Permit or the repair or replacement of any City land or facilities. The City will charge the following fees related to retrieval and impoundment:

- **E-bike retrieval fee:** Resource costs and staff time + 15%.
- **E-bike impoundment fee:** \$50 per e-bike plus \$1 per day for storage. If the Operator fails to retrieve the e-bike after 30 days, the City will recycle the e-bike and charge any recycling costs incurred.

If the Security is used up prior to the end of the Permit Term, the City will request an additional Security in the form of a certified cheque in the amount of \$10,000. The City will return/refund the balance of the Security upon expiry of the Permit.

Operations

The Operator must operate the e-bikeshare system in accordance with all applicable federal, provincial, and municipal laws, bylaws, and regulations.

The Operator must operate 24 hours a day, 7 days a week. Interruptions in service may only be permitted with approval in writing from the City. Service can be suspended for up to 72 hours at the Operator’s discretion in response to adverse weather conditions including snowstorms, freezing rain, and hail.

Deployment and Parking

Vehicles shall only be deployed or rebalanced in designated parking areas, and the Operator must not allow users to end a trip outside of a designated parking area. The City shall approve and designate all e-bikeshare parking areas and will install and maintain these areas. Before the Operator begins service, the City will install at least 25 designated parking areas and provide a citywide map of the approved parking areas. The City will work with the Operator to identify and establish additional designated parking areas as needed.

[NOTE: Toole Design prepared a sample map with 25 designated parking areas at all SkyTrain stations, City Hall, Massey Theatre, Anvil Centre, community centres, parks, commercial areas, and designated bikeways. With 25 stations, approximately 75% of the city is within a 0.5 km walk of a bikeshare station]

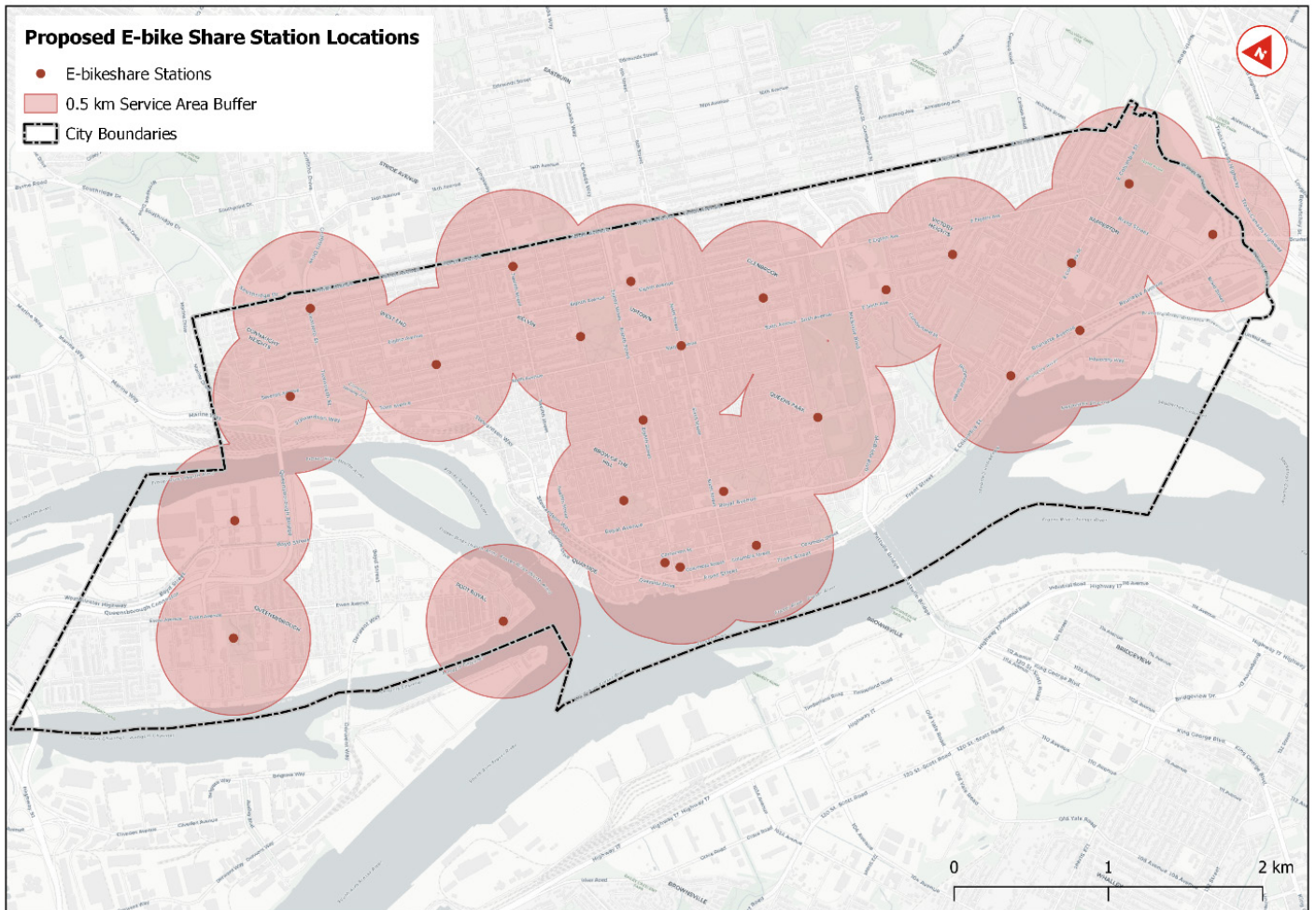


Figure 2: Potential Designated Parking Area Locations

Parked e-bikes must remain in an upright position within designated parking areas and must not obstruct the path of travel of other road users or pedestrians. The Operator must ensure that parked e-bikes are not blocking sidewalks, pathways, laneways, doorways, driveways, curb ramps, bus stops, travel lanes, and bike lanes.

GEOFENCING

The Operator must geofence designated parking areas, slow zones, or other locations at the request of the City. The Operator is responsible for marking these areas appropriately in their app within one week of notice and ensuring users are informed on how to operate in these areas. E-bike speeds must be capped at 15 km/hr in slow zones.

REBALANCING

Operator shall have staff (in-house, contractor, or third-party) actively monitor the service area to correct any improperly or haphazardly parked vehicle and/or collect such vehicles for regular redistribution. The City reserves the right to require specific geographic distribution of e-bikes if it determines that specific neighborhoods do not have adequate vehicle availability.

RESPONSE TO COMPLAINTS

If City Staff identify or receive a nuisance complaint, the Operator must relocate or rebalance e-bikes related to the complaint within two (2) hours of receiving notice of the complaint between the hours of 8am-8pm, and within eight (8) hours between the hours of 8pm-8am. If the City determines the e-bike is a public safety concern or is impeding the public right of way, the City may remove the e-bike immediately.

SPECIAL EVENTS OR EMERGENCIES

Upon the direction of the City, the Operator must collect and secure all, or a portion of, the e-bike fleet to a location outside of the public right-of-way in response to a weather event, emergency event, construction, parade, festivals, public gatherings, or other situations affecting the normal operation of the right-of-way. The location must not impede The City's access and response to the situation for the duration of the event.

Safety

Operators must comply with the following safety requirements:

- Require all users to wear helmets in accordance with British Columbia helmet laws and make best efforts to ensure that users wear helmets while using the e-bikes.
- Conduct routine inspections of the e-bike fleet (including wheels, grips, lights, nuts and bolts, brakes, kickstand, handlebar alignment, GPS and battery units, and decals) and remove any vehicle that fails to meet inspection requirements until the deficiency is corrected.
- Perform ongoing maintenance and repair of the e-bike fleet.

Equitable Access

The Operator must offer discounts to income-qualified residents of New Westminster, as well as cashless and non-digital/non-smartphone ways for users to check out e-bikes.

Permit applicants must include a plan that shows how they propose to provide equitable access and distribution of e-bikes across New Westminster. The Plan should include an overview of the applicant's pricing philosophy and any recommended options for alternative payment and pricing models.

Insurance and Indemnification

The Operator must obtain insurance and agrees to indemnify the City as follows:

The Operator will provide, maintain and pay for the insurance in accordance with the requirements set forth. The Operator agrees to provide, prior to the execution of an Agreement with the City, the following insurance from an insurance company and in a form satisfactory to the City and the City Representative:

- Commercial general liability insurance, naming the City as additional insured
- "All risks" property insurance covering Digital Structures and Components, trade fixtures and equipment of the Operator on City Lands
- Standard Contractor's automobile liability insurance with limits of not less than Three Million (\$3,000,000) Dollars in respect of any one accident; and
- Business Interruption Insurance in an amount sufficient to cover the Operator's financial obligations to the City under an Agreement

The Operator will indemnify and save harmless the City and the City Included Parties from all costs, expenses, damages, loss, claims, and judgements on account of any damage to property or injury to any person, to the extent caused or be alleged to have been caused as a direct or indirect result of the Operator doing any act under the Agreement or omission of the Operator acting under the Agreement or undertaking any activities pursuant to the Agreement.

The Operator must apply for and receive a Non-Resident Business License prior to commencing operations. This Business License must be renewed yearly.

Data Sharing and Reporting

The Operator must comply with the following data sharing requirements:

- Publish real-time information about their systems and device availability to the public through the General Bikeshare Feed Specification (GBFS).
- Supply the City with raw consumable trip data and status change data conforming to the Mobility Data Specification (MDS). The City prefers that the Operator make a dashboard available with historic and real-time data.
- Provide monthly summary reports on usage and other metrics as defined by the City. If not included in a dashboard provided to the City, reports should include the following at a minimum:
 - » Total number of e-bikes.
 - » Usage (total trips, per time frame, per location, per vehicle).
 - » Trip origins and destinations by census tract.
 - » Complaints and response times.
 - » Vehicle maintenance reports.
 - » Reported collisions.

- Comply with all applicable federal, provincial, and local laws and regulations regarding privacy protection of all personally identifiable information of users of its service.
- Data shall be available for the duration of the permitted program.
- Provide annual report on equity impacts of the e-bikeshare service, including metrics on low-income users and outreach and engagement efforts.
- Provide annual report on sustainability impacts of the e-bikeshare service, including metrics on emissions offsets and mode shift from other modes to e-bikeshare.
- Distribute an annual customer survey and provide results to the City.

Data management services may be provided by a third-party software company, so access to MDS and GBFS must be provided to the third party specified by the City upon request. The City may also use a third-party vendor to conduct an audit on the MDS API of the Operator to ensure compliance with the specification.

Education and Encouragement

The Operator is responsible for informing users on how to use its services, including operating and parking e-bikes legally and in compliance with Permit requirements. Operators shall provide a public engagement plan with their Permit application.

The Operator must:

- Create and maintain a webpage that provides contact information for customer service and clearly states the terms of service, including user instructions, privacy policies, and all rental fees and costs.
- Provide education on safe e-bike use to its users via its smartphone mobile app, webpage, and other access media. At a minimum, the Operator shall require riders to confirm they are legally allowed to ride an e-bike and educate users on Provincial and City laws and regulations regarding e-bike riding, how and where to appropriately park and where not to park e-bikes, parking zone location information, the safety concerns of e-bike use by people under 16 years of age, and the benefits of helmet use.
- Provide a customer service toll-free phone number and email address that is monitored 24 hours a day, 7 days a week, so the public can report safety concerns, complaints, or ask questions.
- Operators shall conduct outreach and efforts to provide safety training to current and potential users throughout the city. Outreach can take multiple forms (campaigns on social media or other media outlets, participation at special events, and engagement at community events).

Penalties for Permit Violations

The Operator must comply with all requirements and conditions contained herein, including but not limited to the following:

The Operator must submit all fees required under the program.

- The Operator must comply with any changes to the Permit requirements within the period specified by The City.
- The Operator must comply with all parking requirements specified in the program, in addition to any requirements contained in City, Provincial, or Federal legislation.
- The Operator must comply with all operation and maintenance requirements as specified in the program.
- The Operator must comply with all data sharing and reporting requirements.

The Operator will meet with City Staff on a monthly basis for the first 12 months of service to review compliance with Permit requirements and other issues or concerns regarding the e-bikeshare service. These meetings may be scheduled more or less frequently depending on need.

Repeat or continuous violation of policies will result in suspension of Permit. While suspended, the Operator will cease all operations in the City and will be required to remove all e-bikes for at least 24 hours. Subsequent suspensions will result in longer periods of suspension and can lead to Permit revocation.

Living Wage Policy

The City of New Westminster is a “Living Wage Employer” that requires all firms contracted directly or subcontracted by the City to provide services on City premises to pay their employees who perform the services a Living Wage as calculated by the Living Wage for Families Campaign. The current living wage rate for Metro Vancouver is \$24.08 per hour, assuming the employer provides no benefits.

The City has included in all its competitive bid documents a [Declaration](#) and a clause referencing the City’s expectations with regards to compliance with the Policy. Completion and submission of the Declaration before an award is mandatory.

PHASE 2: PROCUREMENT & PRE-LAUNCH

Phase 2 activities include siting and installing designated parking areas, preparing the RFP/Permit application, soliciting applicant responses, evaluating applications, and selecting an operator. Tools included in this section include siting guidance, proposed application requirements, and proposed evaluation criteria and scoring.

Siting and installation of designated parking areas

The selection of parking areas should be in desirable locations that are easily accessible. Recommended locations for parking areas in New Westminster include:

- Transit stops (SkyTrain stations and high-use bus stops)
- Attractions and popular destinations (Anvil Centre, Massey Theatre)
- Parks and open space (Moody Park, Queens Park)
- Existing and planned bike routes
- Commercial zones (Columbia St, 6th St)
- Community centres

Ideally, all of New Westminster would be within 0.5km (about a six-minute walk) from a designated parking area. Parking areas should also be established in residential areas to ensure adequate coverage.

RFP/Permit application solicitation

Proposed application requirements

The City of New Westminster's procurement policies will be followed through the RFP process. The project team recommends requiring applicants to submit responses to the following requirements:

1 Applicant information

- Company Name
- Mailing Address
- Website
- Primary Contact name, phone number, and email address
- Experience: Describe the performance history and experience of the project team on similar projects.

- Organization Chart: Provide an organization chart showing the reporting relationships and responsibilities of the applicant and any other firms, as well as reporting relationships and responsibility of all key personnel.
- Program Manager resume

2 Images and description of all e-bikes that would be made available as part of the e-bikeshare system

- and evidence that e-bike models meet Permit requirements and meet or exceed safety standards in the B.C. Motor Vehicle Act, including detailed descriptions of the following:
- E-bike dimensions, features, braking performance, and tire and motor specifications;
 - E-bike locking mechanism;
 - Helmet wear plan for Customers to ensure compliance with provincial Helmet regulations as outlined in the B.C. Motor Vehicle Act;
 - E-bike maintenance standards;
 - E-bike performance on steep topography (15% grade or higher)
 - Operator's proposed initial fleet size (minimum of 150 e-bikes within six months of launch), ability to scale up to 250 e-bikes in 12 months, and fleet expansion plans, including key performance indicators the Operator will use to inform when expansions may be considered

3 Operations and Maintenance Plan.

Provide a plan that includes detailed descriptions of the following:

- How e-bikes will be distributed and rebalanced throughout the service area to provide adequate and equitable access throughout the City, including the Queensborough neighbourhood.
- How charging of e-bikes will be carried out
- How Operator will ensure compliance with designated parking areas
- Use of geofencing and accuracy of GPS/geofencing technology
- Ongoing inspection and maintenance of all equipment including the frequency and extent of maintenance and the type of labor (employees, staffing services, contract, etc) conducting the maintenance.

4 Safety Plan:

Provide a plan that includes detailed descriptions of the following:

- How to resolve issues including e-bikes that are improperly parked, abandoned, not suitable to ride, or vandalized.
- Resource and staffing capacity for addressing issues arising from City or user complaints. Include response protocols and estimated response times for addressing those issues.
- How Operator will encourage rider safety and systems for educating riders on safety protocols, safe riding, parking, and rider compliance with local laws and regulations
- How users can contact support services and the location of customer service operations, including if the support service can be contacted via SMS text messages
- The communications platforms used to allow the City, e-bikeshare users, and others to report improperly parked e-bikes and other issues related to the e-bikeshare service
- The process by which notifications, warnings, fines, and suspension of users' accounts for documented occurrences of non-compliant behavior will be issued

5 Equity Plan:

Provide a detailed description of the following:

- Operator's pricing philosophy and recommended options for alternatives to pay-per-minute pricing (the City is interested in passes or subscription-based payment models)
- Discounts for low-income individuals
- How the system will be available for use by individuals without smartphones, credit cards, or bank accounts
- How geographic equity will be achieved across New Westminster
- Other strategies to reduce barriers and increase user access, especially outreach and access for equity-seeking populations

6 Public Engagement Plan:

Provide a detailed description of the following:

- Marketing plan pre- and post-launch including information on how residents and visitors can learn about and use e-bikeshare
- Education and outreach activities that the Operator plans to conduct in New Westminster
- User surveys and feedback mechanisms to monitor user behavior, mode shift, and measure user and public perception of e-bikeshare.
- Approach to developing community partnerships

7 Data Sharing and Reporting Plan:

Describe your approach to sharing information with the City about program usage, functionality, and safety, including key performance indicators that will be monitored. Describe privacy protection measures for personally identifiable information.

Instructions for Proposal Submission

An applicant who is approved for a Permit must submit the following additional materials and fees before the

Permit will be issued:

- Proof of insurance meeting the requirements set out in the Permit conditions;
- The Security for Performance as outlined in the Permit conditions; and,
- Application to the City of New Westminster for a Business License, including the required fee.

Proposed Application Evaluation Criteria

Applicants must demonstrate their ability to deliver on the goals and expectations established in the Program Requirements. Proposed evaluation criteria for City staff use during application assessment and evaluation is included in Table 3, which details basic scoring requirements, weighting, and instructions for the evaluation team on when to award higher scores.

Table 3: Proposed Evaluation Criteria and Scoring

Relevant Application Question(s)	Criteria	Potential Points
1. Applicant Info	<p>CORPORATE EXPERIENCE Experience, expertise, and capacity to meet and exceed program goals, as demonstrated by the applicant’s experience operating similar programs in other similar markets, quality of key personnel and subcontractors, capacity and resources.</p>	10
2. Images and description of all e-bikes that would be made available as part of the e-bikeshare system	<p>OPERATIONS Demonstrated compliance and understanding of all operational requirements (hardware and technology, deployment, rebalancing, maintenance, geofencing, data reporting and sharing). A top scoring applicant will also include:</p>	40
3. Operations and Maintenance Plan	Deployment, parking, and rebalancing that ensures equitable deployment across the entire service area including Queensborough and prioritizes transit connections	
7. Data Sharing and Reporting Plan	Demonstrated ability to scale fleet size in a timely manner	
4. Safety Plan	<p>SAFETY Demonstrated compliance with adhering to helmet laws and other rules around rider safety; efficient and responsive customer service and complaint-response processes; capacity to provide ongoing inspection and maintenance of vehicles. A top scoring applicant will also include: Demonstrated experience using effective methods for incentivizing lawful user behavior Detailed plan for proactively identifying issues and rapid responses prioritizing safety and correcting issues</p>	20
5. Equity Plan	<p>EQUITY, ENGAGEMENT, AND ENCOURAGEMENT: Demonstrated commitment to providing equitable access to New Westminster residents, workers, and visitors; outreach and engagement efforts that are inclusive of historically underserved communities; diverse range of marketing and outreach tactics to promote the program; surveying strategy to track user behavior and change over time.</p>	30
6. Public Engagement Plan	<p>A top-scoring applicant will also include:</p> <ul style="list-style-type: none"> • Payment options beyond pay-per-minute (memberships, day passes, etc.) • Strategies to promote greater utilization by residents within low-income or historically underserved communities 	

PHASE 3: LAUNCH AND EVALUATION

Phase 3 includes promoting service launch and promotion, as well as active monitoring and evaluation of the program. After the operator is selected and contracting is complete, the program will launch citywide. While the operator will be responsible for engagement with New Westminster community members as per its Public Engagement Plan and Equity Plan, the City should expect to support outreach and promotion of the program to encourage ridership before and after launch.

Promotional considerations for the weeks leading up to service launch include:

- Press release and media outreach
- In-person and digital outreach and promotion
- Signage/flyering at designated parking areas
- Press event on launch day

After launch, the City should utilize data provided by the operator to track program progress. The recommended performance metrics will support analysis of system performance over time, track user behaviors and preferences, and identify areas for improvement.

Table 4: Proposed Performance Metrics

Performance Metric	Data Sources for Analysis
Operations and Productivity	<p>TRIPS AND VEHICLES (OPERATOR DATA):</p> <ul style="list-style-type: none"> • Average utilization (trips per vehicle per day) • Average trip duration • Average trip distance • Average daily vehicles • Vehicles/capita • Vehicles/square km • Trip origins and destinations <p>USER SURVEYS (OPERATOR/CITY DATA):</p> <ul style="list-style-type: none"> • Mode shift • Trip purpose <p>CITY COSTS AND RESOURCES (CITY DATA):</p> <ul style="list-style-type: none"> • Staff time (program oversight, outreach, data analysis) • Materials (for designated parking areas, signage, etc.)
Operator Compliance and System Safety	<ul style="list-style-type: none"> • Complaints and average response times (Operator data) • Vehicle maintenance reports (Operator data) • Number of reported collisions (Operator data)
Equity and Engagement	<ul style="list-style-type: none"> • Number of outreach events and promotional activities, including participation/turnout (Operator/City data) • Percent of riders utilizing low-income discounts (Operator data) • Operator partnership/outreach to community groups serving equity-seeking populations (Operator data)
Sustainability	<ul style="list-style-type: none"> • Kgs of estimated carbon offset (Operator data) • Average e-bike lifespan / number of e-bikes removed or replaced from fleet (Operator data)

APPENDIX

North Shore jurisdictions added the following definitions to their Street and Traffic Bylaw:

- **E-Bike Share Permit** means a permit issued by the Municipal Engineer under section 743 of this bylaw;
- **E-Bike Share Service** means a legal entity whose business is to provide access to a fleet of e-bikes for a fee;
- **E-Bike Share Zone** means the area or space on a roadway designated by a Traffic Control Device and established for the exclusive use of a specified E-Bike Share Service;
- **E-Bike or Motor Assisted Cycle** means a type of cycle:

(a) with two or three wheels to which pedals or hand cranks are attached that allow for the cycle to be propelled by human power; (b) on which a person may ride; (c) to which is attached an electric motor that has an output not exceeding 500 W; (d) that meets the other criteria prescribed under the Motor Vehicle Act, RSBC 1996, c. 318, the Motor Vehicle Act Regulations and the Motor Assisted Cycle Regulation, all as may be amended or replaced.

In addition to adding new definitions related to the e-bikeshare service, the North Shore jurisdictions also added

the following bylaws, listed in Table 5.

Bylaw Section	Bylaw Number	Bylaw Text
Passenger Zones, Commercial Loading Zones and Loading Zones	516	The Municipal Engineer may direct the placement of Traffic Control Devices to designate a portion of a Highway as a Loading Zone, Passenger Zone, Commercial Loading Zone or E-Bike Share Zone and to define the rights, duties and obligations of traffic with respect to that zone.
	520A	No person shall stop, stand or park a vehicle in an E-Bike Share Zone except for the purpose of loading or unloading persons or materials.
Highway Use Regulations	702	No person shall: (a) undertake or permit to be undertaken any work in, on, over or under a Highway, or leave any obstruction or works in, on, over or under a Highway; (b) use or permit to be used a Highway in a manner, or otherwise engage in any conduct which the Municipal Engineer in his or her discretion determines does or may impede or interfere with pedestrian, bicycle or vehicular traffic on a Highway or parking on Highway; without a valid and subsisting Highway Use Permit or E-Bike Share Permit issued by the District pursuant to this Bylaw.

Bylaw Section	Bylaw Number	Bylaw Text
E-Bike Share Services	743	The Municipal Engineer may issue an E-Bike Share Permit to an E-Bike Share Service where the Municipal Engineer is satisfied that the E-Bike Share Service has received approval through an Intermunicipal Bike Share Program.
	744	The Municipal Engineer may establish and designate Geo-fenced Areas for use by the holder of an E-Bike Share Permit and the permit holder will, at its own expense, install such pavement markings and signage as approved by the Municipal Engineer to identify the Geo-fenced Area or, if installed by the District, will reimburse the District for such costs.
	745	The Municipal Engineer may, by directing the placement of Traffic Control Devices, regulate and control the operation of E-Bike Share Services within a Geo-fenced Area, including the speed of E-Bikes and the regulation or prohibition of parking of any E-Bikes within a Geo-fenced Area.
	746	A person or legal entity may only operate an E-Bike Share Service with a valid E-Bike Share Permit and in accordance with all of the conditions of such permit and the requirements of this bylaw.
	747	A person must not operate or park an E-Bike contrary to the regulations in any Traffic Control Device.
	748	The holder of an E-Bike Share Permit may deploy a fleet of E-Bikes in any location where parking is permitted and where authorized by the Municipal Engineer for the purpose of making E-Bikes available to reserve for use.
	749	Successful applicants for the E-Bike Share Permit must pay the E-Bike Share Permit fee and the security for performance fee set out in the Fees and Charges Bylaw 6481, as amended from time to time, prior to being issued a permit. The security for performance is refundable, less any deductions in accordance with section 750.
	750	<p>The Municipal Engineer may deduct the following fees from the security for performance fee:</p> <p>750.1 E-Bike retrieval fee: all costs incurred by the District (including staff time plus an administrative fee of 15%) related to the retrieval of any E-Bike owned or operated by an E-Bike Share Service; and</p> <p>750.2 E-Bike impoundment fee: \$50 per E-Bike plus \$1 per day for storage. If the E-Bike Share Service fails to retrieve the E-Bike after 30 days, the District will recycle the E-Bike and charge any recycling costs incurred.</p> <p>If the fees imposed under section 750 exceed the total of the security for performance, the District is authorized to charge fines and fees directly to the E-Bike Share Service, to require payment of an additional security for performance, or to cancel the Permit.</p>
Impoundment	1201	Any chattel, obstruction or vehicle (including but not limited to an E-Bike) which is standing or parked contrary to any provision of this bylaw or which is otherwise unlawfully occupying a portion of a Highway or public place may be removed, detained and impounded by an Enforcement Officer or the Manager of Purchasing, or by a person acting in accordance with the directions of the District.



NEW WESTMINSTER