

Framework for E-Scooter Two Year Pilot Program

The City of Red Deer is planning a two year pilot for the regulation of **E-Scooters**, beginning in July of 2021 and ending in October of 2023. For the **Pilot**, **The City** will allow **Licence Holders**, access to the sidewalk and paved trails through a Business Licence within **The City** for E-Scooter usage. While **The City** will provide the framework, the **Pilot** will be fully funded and operated by the licensed operators.

Components of Framework for E-Scooter Pilot

This Framework for **E-Scooter Pilot** is divided into three components.

- I. **Pilot Overview;**
- II. **E-Scooter Application process;**
- III. **Licensing Agreement (separate document).**

The **Applicant** must review, understand and agree to each of these components as they all relate to the application and operation of the **Pilot**.

I. Pilot Overview

On May 10, 2021, Council resolved to implement a two-year Dockless E-Scooter Pilot Program, with no limits on the number of companies or **E-Scooters**.

The operation period for the **Pilot** is planned from July 1, 2021 until October 31, 2023, with the E-Scooters being removed from November 1-March 15 each year. Through public engagement, monitoring Report a Problem and the Public Works Complaint calls to **The City**, studying overall usage data and reviewing **Customer** surveys, **The City** will determine whether and under what circumstances **E-Scooters** will be Licensed to continue operating in the public right-of-way after the **Pilot** ends.

A. Definitions

In the Framework defined terms are bolded and capitalized and have the following meanings:

“Applicant” means a person or corporation that completes a **Pilot** application form for a **License** to operate pursuant to the **Pilot**.

“Customer” means a person or corporation that rents an **E-Scooter** from a **License Holder** for any amount of time.

“E-Scooter” means a vehicle consisting of a footboard mounted on two wheels and a long steering handle, propelled by resting one foot on the footboards and pushing the other against the ground and that is assisted by an electric motor.

“In-App” means the **License Holders** piece of software for a **Customers** phone that will have to be downloaded in order to connect to the **License Holders E-Scooter** system.

“Operating Season” means **E-Scooter** operations conducted from March 16 to October 31 of a calendar year.

“**License**” means a License issued to allow for a **License Holder** to conduct **E-Scooter** operations on sidewalks and paved trails, based on the required permissions under Red Deer Bylaws including section 20 of the *Traffic Bylaw 3186/97* and section 5 of the *Parks and Public Facilities Bylaw 3255/2000*.

“**License Holder**” means an **Applicant** who has been issued a **License** to conduct **E-Scooter** operations during the **Pilot**.

“**Pilot**” means the **E-Scooter Pilot** operating from July 2021 through October 31, 2023.

“**Service Area**” means the geographic area that a **License Holder** designates where they will allow a **Customer** to start or end a **Trip**.

“**The City**” or “**City**” means the municipal corporation of the City of Red Deer or the area contained within the City boundaries as the context requires.

“**Trip**” means the action of a **Customer** renting an **E-Scooter** by unlocking (“**Trip start**”), travelling during that period (“**Trip time**”) and ending the rental in its final parking location (“**Trip end**”).

“**Winter Season**” means November 1, through to March 15, of each year the **Pilot** is permitted to operate.

II. E-Scooter Pilot Application Process

A. General Information

Each **E-Scooter Applicant** interested in being licensed to operate in the **Pilot** may submit an application to **The City**, at licensing@reddeer.ca commencing **Wednesday, June 2, 2021.**

Applications will be reviewed on a first come, first serve basis. **The City** may request additional information from **Applicants** in order to ensure the proposals will meet the required criteria.

Upon reviewing all applications, **The City** may need to update or amend the **Pilot Requirements** and **Licensing Conditions**. If this occurs, **The City** will provide sufficient notice to the **Applicant** to review the changes and determine if they still wish to participate in the **Pilot**.

Importantly, **The City** may, at any time, adjust or impose a cap on the fleet size for any **License Holder** during the **Pilot** in order to ensure the success of the **Pilot**.

B. General Application Requirements

The Business Licence fee is \$600 per **Applicant**, annually. The Business Licence Fee is due when an **Applicant** submits an application for an **E-Scooter Business Licence** as outlined in the *Business Licence Bylaw*.

An **Applicant** must meet the application requirements and are required to read, understand and agree to all information and requirements contained within the **E-Scooter Pilot Framework** and the **Licensing Agreement**.

An **Applicant** is not guaranteed the issuance of a **License**, and **The City** may refuse to issue a **License** for any reason including:

1. If the **Applicant** has failed to comply with the laws of any other jurisdiction;
2. If the **Applicant** has previously commenced **E-Scooter** operations without the proper approvals;
3. If the **Applicant** is unable or unwilling to agree to any of the terms and conditions of the Framework for **E-Scooter Pilot**; or
4. If **The City**, for any other reason, believes the **Applicant** will be unable to provide safe, equitable and reliable service.

The **Applicant** must certify that all **E-Scooters** provided meet the requirements identified in the **E-Scooters** Specifications section of the **Pilot** Requirements.

C. Application Materials

Application materials must be submitted in English, by email to, licensing@reddeer.ca

An application must include the following elements:

1. A completed **E-Scooter Business Licence** application form;
2. Business Licensing fee payment of \$600, mailed to:
The City of Red Deer
Box 5008
Red Deer, AB T4N 3T4

OR

Online payment option will be available once the application is entered into our system.
3. A completed and signed Licensing Agreement form;
4. Images and description of **E-Scooters** that will be used in their fleet. This must include the following specification description:
 - a. Overall dimensions of the **E-Scooter** with all components intact;
 - b. **E-Scooter** weight with all components intact;
 - c. The diameter of each wheel;
 - d. The width of each wheel;
 - e. The distance between the centers of the front and rear wheels (“wheelbase”);
 - f. The **E-Scooters** maximum load capacity;

- g. The power source and recharge procedure for all electrical components, including lights, batteries, and location tracking unit;
 - h. The location tracking component, including transmission frequency, geographic accuracy, and margin for error;
 - i. Device number / unique identifier for each **E-Scooter** deployed;
 - j. The proposed location of all required information the **License Holder** is to provide on the **E-Scooter** as stated in **E-Scooter** Specifications section of the Licensing Agreement;
 - k. The motor wattage, maximum assisted speed on flat level ground, power source, operating range, and user control mechanism;
 - l. Any other specifications deemed relevant; and
 - m. Evidence of compliance with applicable **E-Scooter** attributes defined in the **E-Scooter** Specifications section of the Licensing Agreement.
5. Operations plan, including:
 - a. Sample of the **Customer** terms and conditions that satisfies requirements outlined in Schedule B of the Licensing Agreement – General Requirements;
 - b. Proposed launch schedule;
 - c. Hours of operation and location of charging and storage of **E-Scooters** during non-operational hours;
 - d. Local contact information for **Customer** contact;
 - e. Initial **Service Area** map;
 - f. Education and encouragement plan to ensure **Customers** are adhering to local laws and **License** requirements as applicable to the **Shared E-Scooter Pilot**;
 - g. Images of the **In-App** interface;
 - h. Maintenance plan;
 - i. Recharging plan; and
 - j. Staffing plan.
6. Parking and relocation plan that describes how the **Applicant** will:
 - a. Ensure their staff will park the **E-Scooters** correctly;
 - b. Employ **Geo-fencing** capabilities;
 - c. Detect and re-park improperly parked **E-Scooters** and meet response-time requirements as defined in the Licensing Agreement; and
 - d. Encourage **Customers** to report safety, parking, and maintenance concerns.
7. Education plan that describes how the **Applicant** will ensure **Customers** are aware of:
 - a. Proper riding requirements on sidewalks and paved trails;
 - b. Minimum age requirement of 18 years old; and
 - c. The rules for where to park **E-Scooters** safely and correctly.
8. Proposed rental rate structure including daily, monthly or annual pass costs.
9. Proposed payment plan outlining how the **Applicant** might provide service to those without smartphones and those without a credit card.

10. A copy of the **Applicant's** Provincial approval permit for the Operation of rental **E-Scooters**.
11. Corporate Signing Authority Affidavit and Witness Affidavit. (Provided in the Licensing Agreement.)
12. Proof of insurance which meets the requirements set out in the Licensing Agreement, Schedule C.
13. The security deposit fee as outlined in the Licensing Agreement, Schedule D Fees and Deposits.
14. **E-Scooter** education and encouragement fees as outlined in the Licensing Agreement.