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| <i>COUNCIL AGENDA</i> | |
| Date: <u>February 9, 2026</u> | Item: <u>12.3</u> |



12.3.

MEMORANDUM

Date: January 12, 2026
To: Council
From: Jenn Moller, Director, Engineering and Transportation Services
Subject: E-Bike Share Policy Update

RECOMMENDATION:

THAT

1. "E-Bike Share Policy 0138" as approved on June 14, 2021, be rescinded; and
 2. proposed replacement "E-Bike Share Policy 0138" as attached to the January 12, 2026, memorandum from the Director, Engineering and Transportation Services, be approved.
-

The purpose of this memorandum is to seek approval from Council to update the existing policy with minor administrative changes.

The existing policy was reviewed as required by the Policy Framework Policy and Procedure. Proposed replacement E-Bike Share Policy 0138, Appendix B, includes future proofing the document by removing the year reference on the Fees & Charges Bylaw.

Author:

A handwritten signature in black ink, appearing to read "Jenn Moller".

Jenn Moller, Director, Engineering and Transportation

Appendices:

Appendix A: "E-Bike Share Policy 0138", as approved on June 14, 2021

Appendix B: Proposed replacement "E-Bike Share Policy 0138"

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District of West Vancouver POLICY

Title: E-Bike Share

Division: Engineering & Transportation Services

Policy Number: 0138

File Number: 0282-20-0138

1. Purpose

- 1.1. The purpose of this policy is to establish the District of West Vancouver's vision and goals for electric bicycle (e-bike) share. This policy guides the e-bike share permitting framework, including the e-bike share permit process and business license. Together, the policy and licensing framework create the enabling conditions for e-bike share to operate in a safe, accessible way that supports the District's goals.

2. Scope

- 2.1. This policy applies to legal entities whose business is to offer e-bike share services.
- 2.2. This policy does not apply to businesses renting devices from a brick-and-mortar establishment for roundtrip use.

3. Definitions

- 3.1. E-bike share services are a form of on-demand public rental of electric bicycles (e-bikes), as defined in Traffic and Parking Bylaw No. 4370, 2004, involving the distributing of e-bikes throughout a service area. E-bikes can be picked up and dropped off primarily in the public right-of-way as an additional travel option for short, point-to-point trips.

4. Policy Statement

- 4.1. The District's vision for e-bike share is a widely-deployed service that provides a sustainable transportation mode which complements transit and provides a safe and comfortable alternative to private vehicles for local trips.
- 4.2. E-bike share will support the following goals, which form the basis of monitoring and program evaluation:
 - 4.2.1. *Increasing Freedom of Mobility*: E-Bike Share is intended to grow the number of travel options available in the District, which can promote equity in our transportation system by making active transportation an attractive and affordable option, helping to shift more local trips to active modes;

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- 4.2.2. *Supporting and Supplementing Transit Usage:* E-Bike Share can play a vital role in connecting the first- and last-mile gap between transit and local destinations. The District will ensure E-Bikes are distributed across the community to complement the transit network and help increase transit ridership;
 - 4.2.3. *Promoting Sustainable Transportation:* E-Bike Share can reduce community greenhouse gas emissions linked to transportation and improve health outcomes through cleaner air and increased physical activity;
 - 4.2.4. *Providing a Safe Mode of Travel:* E-Bike Share should be a safe mode of travel for riders and other road users. The District will work with partners to monitor incident reports and respond to risks if they appear;
 - 4.2.5. *Maintaining a High Quality Public Realm:* E-Bikes must be safely stored to maintain accessibility and should complement the public spaces they share with other road users;
 - 4.2.6. *Making Efficient Use of Resources:* E-Bike Share operations should rely on existing infrastructure and planned investments and impacts to municipal resources must be monitored closely; and,
 - 4.2.7. *Ensuring a Great Mobility Experience:* E-Bike Share is a key part of growing the District's active transportation network and reducing barriers to moving around. Understanding the community's experience will help the District improve E-Bike Share services as they evolve.
- 4.3.** Service providers will be required to obtain a street use permit to operate e-bike share services in the District.
- 4.3.1. The Engineer is responsible for issuing the Street Use Permit (per Traffic and Parking Bylaw No. 4370, 2004).
- 4.4.** E-bike share permit holders must also obtain a business license or inter-municipal business licence, enabling them to operate in accordance with all District regulations and bylaws.
- 4.4.1. The Licensing Inspector of the District is responsible for granting business license (per Fees and Charges Bylaw No. 5025, 2019).

5. Authority

- 5.1. *Community Charter*, SBC, 2003
- 5.2. *Local Government Act*, RSBC, 1996
- 5.3. *Motor Vehicle Act*, RSBC, 1996
- 5.4. Traffic and Parking Bylaw No. 4370, 2004
- 5.5. Fees and Charges Bylaw No. 5025, 2019

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6. Approval

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| Approved by | <input type="checkbox"/> CAO | <input checked="" type="checkbox"/> Mayor and Council |
| Approval date | 2021/06/14 | |
| Council minutes eDocs # (Council Policies only) | 4261432 | |
| Council report eDocs # (Council Policies only) | 4255161 | |
| Signature |  X _____ | |

7. Additional Information

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|----------------------------|---|---|
| Category | <input checked="" type="checkbox"/> Council | <input type="checkbox"/> Administrative |
| Related procedure | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Date of last review | n/a | |

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District of West Vancouver
POLICY

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Division: Engineering and Transportation Services

Policy Number: 0138

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- 1.2. This policy guides the e-bike share permitting framework, including the e-bike share permit process and business license.
- 1.3. Together, the policy and licensing framework create the enabling conditions for e-bike share to operate in a safe, accessible way that supports the District's goals.

2. Scope

- 2.1. This policy applies to legal entities whose business is to offer e-bike share services.
- 2.2. This policy does not apply to businesses renting devices from a brick-and-mortar establishment for roundtrip use.

3. Definitions

- 3.1. "**District**" means The Corporation of the District of West Vancouver.
- 3.2. "**E-bike Share Services**" means a form of on-demand public rental of electric bicycles (e-bikes), as defined in Traffic and Parking Bylaw, involving the distributing of e-bikes throughout a service area. E-bikes can be picked up and dropped off primarily in the public right-of-way as an additional travel option for short, point-to-point trips.

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- 4.1. The District's vision for e-bike share is a widely-deployed service that provides a sustainable transportation mode which complements transit and provides a safe and comfortable alternative to private vehicles for local trips.
- 4.2. E-bike share will support the following goals, which form the basis of monitoring and program evaluation:

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E-Bike Share is intended to grow the number of travel options available in the District, which can promote equity in our transportation system by making active transportation an attractive and affordable option, helping to shift more local trips to active modes;

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E-Bike Share can play a vital role in connecting the first- and last-mile gap between transit and local destinations. The District will ensure E-Bikes are distributed across the community to complement the transit network and help increase transit ridership;

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E-Bike Share is a key part of growing the District's active transportation network and reducing barriers to moving around. Understanding the community's experience will help the District improve E-Bike Share services as they evolve.

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4.4.1. The Licensing Inspector of the District is responsible for granting business license (per Fees and Charges Bylaw).

5. Authority

- 5.1. *Community Charter*
- 5.2. *Local Government Act*
- 5.3. *Motor Vehicle Act*
- 5.4. Traffic and Parking Bylaw
- 5.5. Fees and Charges Bylaw

6. Approval

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| Approved by | <input type="checkbox"/> CAO | <input checked="" type="checkbox"/> Mayor and Council |
| Approval date | 2021/06/14 | |
| Council minutes eDocs # (Council Policies only) | 4261432 | |
| Council report eDocs # (Council Policies only) | 4255161 | |
| Signature | <u>[Original signed by Mayor]</u> MAYOR | |

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| Replaced by | <input type="checkbox"/> Municipal Manager | <input type="checkbox"/> Mayor and Council |
| Replacement date | Click here to enter a date. | |
| Council minutes Document ID (Council Policies only) | | |
| Council report Document ID (Council Policies only) | | |
| Replacement description | | |

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7. Additional Information

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| Category | <input checked="" type="checkbox"/> Council | <input type="checkbox"/> Administrative |
| Related procedure | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Date of last review | 2026 | |

DRAFT