

BUSINESS LICENCE CONDITIONS FOR E-SCOOTER BUSINESSES

The following licence conditions must be met and maintained in order for the Licensee to remain in compliance with *Business License Bylaw 43/2000*. Failure to comply with these conditions may result in additional conditions being imposed on the Business Licence, suspension of the Business Licence or revocation of the Business Licence.

Conditions for General Operations

1. The Licensee must obtain from the Province any exemptions necessary to allow E-Scooters to operate on a sidewalk or paved trail for the duration of the term of the Business Licence;
2. The Licensee must ensure compliance with all Federal, Provincial and City legislation unless otherwise exempted and must ensure they inform E-Scooter users of all applicable Federal, Provincial and City legislation relevant to operating E-Scooters in the City of St. Albert;
3. The Licensee must acknowledge and clearly communicate to E-Scooter users that E-Scooters are Licensed to be operated only on the City's sidewalks or paved trails, and that E-Scooters cannot be operated on roadways;
4. The Licensee must acknowledge and clearly communicate to E-Scooter users that E-Scooters are subject to the Criminal Code of Canada (offences relating to conveyances), and that E-Scooter users operating E-Scooters while the users' ability to operate them is impaired to any degree by alcohol or a drug or a combination of alcohol and a drug, is a punishable offence to the full extent of Canadian Law;
5. The Licensee must ensure that E-Scooters used in their business operations have an assisted speed on flat level ground that is governed to a maximum speed of 15 kilometres per hour or less;
6. The Licensee must not rent E-Scooters to any users who are under the age of 16 years old;
7. The Licensee must prove and continuously maintain a commercial liability insurance policy for bodily injury (including death) and property damage in an amount of not less than \$5,000,000.00 while their E-Scooter fleet is available for rental/use within the City of St. Albert;
8. The Licensee must hold the City harmless for any damage that may occur to its E-Scooter fleet;
9. The Licensee must acknowledge that the City may remove or re-park any E-Scooter parked in violation of any City Bylaws at any time, where the location is deemed to be a safety concern for other citizens or traffic, or where the location interferes with the ability of the City to provide services;

10. The City retains the right to dictate the number of E-Scooters deployed per company in order to maintain a maximum of 300 total E-Scooters within City boundaries per day;

Conditions for E-Scooter Operation Requirements & Restrictions

11. All E-Scooters must have the following features:
 - a. Kickstand;
 - b. Bell or sound-making device;
 - c. Lights on the front and back that turn on automatically and stay on while in operation;
 - d. Governor that limits the speed of the E-Scooter and can further reduce speeds or lock the E-Scooter in zones specified in the Business Licence conditions;
12. The Licensee must provide instruction to E-Scooter users on how to safely ride and park an E-Scooter within the City of St. Albert, and educate them on all requirements outlined in the Business Licence conditions;
13. The Business Licence does not authorize the parking and riding of E-Scooters on property other than City-owned property;
14. The Licensee must clearly communicate to E-Scooter users that E-Scooters may not be operated on or within the following locations:
 - a. A Roadway, as per *Traffic Bylaw 18/2005*;
 - b. City of St. Albert Transit vehicles;
 - c. City of St. Albert Transit terminals and transit zones;
 - d. Inside of any building or public facility;
 - e. Playgrounds with rubberized surfacing;
 - f. Parking lots;
 - g. The following outdoor City facilities:
 - i. Woodlands Skate Park;
 - ii. Woodlands Water Play Park;
 - iii. Fowler Athletic Park;
 - h. Trails that are not asphalt multi-use surfaces;
 - i. Any other zone or area specified in the Business Licence conditions, or the *Traffic Bylaw 18/2005*;

15. The following areas must be classified as “no-go zones,” where E-Scooters are prevented from operating through Geo-fencing in the related software application (GIS files containing specific geographic outlines of these areas are available through the City’s Open Data Portal):
- a. Woodlands Skate Park;
 - b. Woodlands Water Play Park;
 - c. Fowler Athletic Park;
 - d. Kinsmen Club of St. Albert, including the RV Park and Rodeo Grounds;
 - e. Society of Friends for the St. Albert Botanic Park;
 - f. St. Albert Bicycle Motocross (BMX) Association;
 - g. Larry Olexiuk Field;
 - h. St. Albert Men’s Slow Pitch Association;
 - i. St. Albert Minor Baseball Association;
 - j. St. Albert Rugby Football Club;
 - k. St. Albert Soccer Association;
 - l. St. Albert Tennis Club;
 - m. Grey Nuns White Spruce Park;
 - n. Coal Mine Park;
 - o. The area designated as the St. Albert District & Chamber Farmer’s Market during Saturdays from 5:00AM through 5:00PM; and
 - p. Any other area specified in the Business Licence conditions;
16. The conditions on this Business Licence may be updated by the License Inspector at any time to include additional “no-go zones” or locations where E-Scooters may not be operated on or within by E-Scooter users;
17. The Licensee must use Geo-fence technology and have In-App ability to communicate by text or In-App alert, and decelerate and ultimately stop their E-Scooter fleet, alerting to E-Scooter users that the E-Scooter is being ridden in a specific “no-go zone”;

Conditions for E-Scooter Parking

18. E-Scooters that are part of the Licensee’s E-Scooter fleet may be parked adjacent to City sidewalks, in City Parks and adjacent pathways, subject to all Federal, Provincial and City Legislation, and must be parked in compliance with the following stipulations:

- a. E-Scooters should be parked in a Furniture Zone (the area for all street furniture, street lights, recycling and waste receptacles, bicycle racks, parking meters, and areas that act as a buffer between the roadway and the pedestrian sidewalk or trail) and must not be parked in a way that obstructs or interferes with the sidewalk, trail, or edges of the Furniture Zone;
 - b. In the absence of a Furniture Zone, E-Scooters must not be parked in a way that impedes movement across or on a sidewalk (including movement of pedestrians using mobility-assistance devices), trail or any area of access to any buildings;
 - c. E-Scooters are prohibited from being parked in the following areas:
 - i. A roadway or in any area or way that impedes vehicular traffic from moving on a roadway, parking or accessing driveways;
 - ii. Loading zones;
 - iii. Accessible parking zones;
 - iv. Wheelchair ramps, Bicycle ramps or curb ramps;
 - v. Bridges;
 - vi. Center median islands;
 - vii. Within 0.3 metres from a roadside curb or edge;
 - viii. Within 1.5 metres of an access to a garage or driveway;
 - ix. Street furniture that requires pedestrian access (benches, pay parking stations, bus shelters, etc.);
 - x. Within shrub beds or within 0.5 metres of trees;
 - xi. Within 5 metres of a fire hydrant;
 - xii. Within City Parking Spaces;
 - xiii. Within any area that obstructs utility accesses, waste bins, transit access, doorways or other accesses to buildings;
 - xiv. Within the area designated as the St. Albert District & Chamber Farmer's Market during the hours of 10:00PM Friday Evening through to 5:00PM the following Saturday; from June through October;
19. All parked E-Scooters must remain in an upright position with all wheels in contact with the ground;

20. Any E-Scooter that is parked in one location for more than 48 hours without moving must be removed from that location by the Licensee within 2 hours of receiving information confirming that the E-Scooter has been parked for more than 48 hours;
21. The Licensee must include an internal electric lock on all E-Scooters and not require E-Scooters to be locked to stationary items;
22. The conditions on this Business Licence may be updated by the City at any time to add or remove Preferred, Designated or Prohibited Parking Zones:
 - a. Preferred and Designated Parking Zones must be implemented through geo-fencing software to encourage E-Scooter users to park E-Scooters in areas specified through related GIS files available on the City's Open Data Portal;

Conditions Related to Public Safety & Bylaw Compliance

23. Upon direction of the City due to a major weather event, emergency event, planned special event, or other situations requiring immediate action, the Licensee must collect and secure all, or a portion of, its E-Scooter fleet to a location outside of the public right-of-way or to a location that does not otherwise impede the City's access and response to the situation for the duration of the event;
24. The Licensee must have a customer service contact that is monitored 24 hours a day, 7 days a week, when their e-scooter fleet is deployed in St. Albert;
25. The Licensee must remedy any parking violations related to the Licensee's E-Scooters found in violation of these Business Licence conditions or other City Bylaws, and must be re-parked in a correct manner or removed by the Licensee within 2 hours of receiving notice that an E-Scooter is parked in violation of these Business Licence conditions or other City Bylaws;
26. The Licensee must remove any inoperable E-Scooter or E-Scooter that is not safe within 2 hours of receiving notice that an E-Scooter is inoperable or not safe;
27. The Licensee must take steps to inspect, repair and maintain all E-Scooters so as to ensure public safety;
28. The Licensee must communicate to E-Scooter users that, under *Traffic Bylaw 18/2005*, an "approved helmet" is required to be worn by E-Scooter users when operating an E-Scooter within the City of St. Albert, unless:

- a. The wearing of a helmet would interfere with an essential religious practice of the E-Scooter user; or
 - b. A valid certificate (producibile to a Peace Officer upon request) issued by a medical practitioner certifies that the E-Scooter User, for the period stated in the certificate, is unable for medical reasons to wear an approved helmet;
29. The Licensee must collect and make data available for parking issue occurrences reported and the responses to each of them. This will include parking infractions reported by the City, general public, E-Scooter users and the Licensee;
30. The Licensee must comply with the following data sharing requirements:
 - a. The Licensee must supply an E-Scooter inventory list to the City complete with each unique identifier number and serial numbers for all E-Scooters that will be available for use within the City;
 - b. The Licensee must collect and make data available for all known incidents in which an E-Scooter that is part of their fleet was involved in a collision, accident, injury or property damage, and the responses to each of them, and make this data available upon request of the City;
 - c. Within 5 days of request, and upon expiry of the business license each year, the Licensee must submit a report to the City containing the following information concerning e-scooter fleet usage:
 - i. The total number of e-scooters deployed per day;
 - ii. The total number of completed trips;
 - iii. The average number of trips taken on a daily basis;
 - iv. The average distance (km) and length (minutes/seconds) of trips;
 - v. A breakdown of the trips taken by time of day, by morning (6AM – 12PM), afternoon (12PM – 6PM), evening (6PM-12AM) and night (12AM – 6AM);
 - vi. A breakdown of the locations of trip starts and ends, based on the “neighborhoods & commercial areas” mapping file available through the City’s Open Data Portal;
 - vii. The average utilization rate of deployed e-scooters per day; and
 - viii. The number of E-Scooters which were retrieved after being parked at locations contrary to the conditions of the Business Licence.