

This document contains application guidelines and fees schedule related to the Active Transportation Vehicle Share licence of occupation.

### How to Submit Your Application?

Mail a complete application package to the address below:

**Supervisor, Right-of-Way and Parkland Management  
Parks and Roads Services  
City of Edmonton  
16th Floor Century Place  
9803 102A Avenue NW  
Edmonton AB T5J 3A3**

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### New Licence of Occupation Application Guidelines:

1. Minimum fleet size at the time of application is 250 vehicles.
2. Submission requirements - the following must be included within the application package:
  - a. **Application form:** “**Licence of Occupation Application - Active Transportation Vehicle Share**” form can be found on the City of Edmonton website;
  - b. **Government of Alberta Permit of “Operation of Rental E-scooters”:** Service providers must obtain a permit from the Government of Alberta for e-scooter rental operation within the Province prior to applying for a licence agreement with the City of Edmonton.
  - c. **Vehicle specification document:** for each vehicle type (bike, e-bike and e-scooter) the specifications document must:
    - i. Include a picture of the vehicle(s);
    - ii. Demonstrate that the Vehicle equipment meets the requirements of the *Traffic Bylaw 5590* and the *Vehicle Equipment Regulation, A.R. 122/2009* and any supplementary requirements outside of such legislation issued by the Province of Alberta;
    - iii. Demonstrate that all vehicles are GPS tracked;
    - iv. Demonstrate that all vehicles are equipped with a kickstand;
    - v. Demonstrate that all vehicles are equipped with solid tires and, if operating between November 1 through to March 30, solid all-weather tires;
    - vi. Demonstrate that the business name is clearly visible on the vehicle;
    - vii. Demonstrate that a label is attached on the vehicle which includes a call number for issue handling;

- viii. Demonstrate that the vehicle has a vehicle identification number.
- ix. Demonstrate that for e-scooters:
  - 1. The minimum wheel size is 8 inches;
  - 2. The frame sustains the weight of 115 kg; and
  - 3. The speed is capped at a maximum of 20 km / h.

d. **Application fee cheque: \$ 510** plus GST. Application fees will be non-refundable.

3. Applications will be reviewed and the applicant will be informed of the initial review decision. If the application receives initial approval, a confirmation email attaching the Licence of Occupation for signature, and containing the licence fee amount, and additional instructions will be sent.
4. Upon receipt of initial approval the applicant must submit the following documents to the City via mail:
  - a. **Three (3) signed copies of the “Standard Form Licence of Occupation for Active Transportation Vehicle Share”:** The agreement must be endorsed with a corporate seal or attach a completed affidavit verifying corporate signing authority. The affidavit will be included with the initial approval email, to be used if required.
  - b. **Proof of business licence for the City of Edmonton:** Every person or corporation that conducts business in Edmonton is required to have a business licence. You can [Apply for a Business Licence](#) through the City of Edmonton website.
  - c. **Proof of insurance:** Insurance requirements are specified within the Licence of Occupation. Proof of insurance documentation must be submitted showing that insurance requirements have been met.
  - d. **Licence of Occupation issuance fee cheque:** As per the amount identified in the initial approval. For information refer to the **Permit Issuance Fee** within the **“Fee Schedule”** and the **“Sample Calculation”** sections of this Application Guideline to help you better understand fee calculation.
  - e. **Security Deposit Cheque:** Amount of **\$ 10,000**. GST does not apply for the security deposit. A separate cheque is required for the security deposit.

If the above documents are not received within 60 calendar days of the initial approval confirmation email send date, the application will be cancelled and the application fee will not be refunded.

5. Once the above documents are received, they will be reviewed by the City. If all the requirements have been met, the applicant will receive an executed copy of the Licence of Occupation. The applicant will also be asked to pick up permit labels that must be placed on the vehicles prior to commencing operations.

### Fleet Size Update Application Guidelines:

1. If an **increase** in total fleet size is required, the service provider **must** request a fleet size update.
  2. If a **reduction** in total fleet size is required (including to zero on a seasonal basis), the service provider **may** request a fleet size update.
  3. The number of vehicles deployed may be less than the approved fleet size, however, the service provider cannot deploy more vehicles than the approved fleet size.
  4. Based on the application review and the citywide fleet size assessment, the City may fully approve, partially approve, or reject the fleet size update application.
  5. Applications will not be accepted for a total fleet size changes for less than 100 vehicles (increase or decrease).
  6. Fleet size update requests are accepted 4 times in a year as below:
    - a. **Quarter 1 (January 1 to March 31):** The service provider shall submit a fleet size update application to the City for **Quarter 1** by **December 10** in each year of the term;
    - b. **Quarter 2 (April 1 to June 30):** The service provider shall submit a fleet size update application to the City for **Quarter 2** by **March 10** in each year of the term;
    - c. **Quarter 3 (July 1 to September 30):** The service provider shall submit a fleet size update application to the City for **Quarter 3** by **June 10** in each year of the term;
    - d. **Quarter 4 (October 1 to December 31):** The service provider shall submit a fleet size update application to the City for **Quarter 4** by **September 10** in each year of the term.
  7. Submission requirements:
    - a. **Application form: “Fleet Size Update Application - Active Transportation Vehicle Share”** form can be found on the City of Edmonton website.
    - b. **Application fee cheque: \$ 210** plus GST application fees for each application is required and will be non-refundable.
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### Fee Schedule

Fee Type		Amount	Payable/Stipulations
New Agreement Application Fee		\$ 510	<ul style="list-style-type: none"> <li>Charged and payable upon submission of application.</li> <li>Application Fee is non-refundable</li> </ul>
Permit Issuance Fees	Annual Fee	\$ 11,500	<ul style="list-style-type: none"> <li>Charged yearly in advance and payable upon execution of this Agreement or within 30 days of receipt of invoice in any renewal term.</li> <li>Annual Fee is refundable on a pro rata basis if Agreement is terminated by the City.</li> <li>Annual Fee is non-refundable if Agreement is terminated by the Licensee.</li> </ul>
	Per Vehicle Fee/ Per Quarter	\$ 11	<ul style="list-style-type: none"> <li>Per Vehicle Fee will be calculated and charged every quarter based on Fleet Size (Jan-Mar, Apr-Jun, July-Sep, Oct-Dec) and payable within 30 days of receipt of invoice.</li> <li>Per Vehicle Fee is refundable on a pro rata basis if Agreement is terminated by the City.</li> <li>Per Vehicle Fee is non-refundable if Agreement is terminated by the Licensee.</li> </ul>
Fleet Size Update Application Fee		\$ 210	<ul style="list-style-type: none"> <li>Application Fee is non-refundable.</li> </ul>

- Agreement issuance fee will be prorated for the first year based on the agreement start date.
- The variable issuance fee (per vehicle fee) will be charged quarterly in advance based on the fleet size for the quarter.

## Sample Calculations

### Example 1

Service provider applies for a vehicle share permit; agreement approved on **1 January 2019**, the fleet size is **1000** vehicles:

At **agreement initiation** the service provider must pay:

1. Application fee of **\$ 510** before GST (non-refundable).
2. A security deposit of **\$ 10,000**.
3. Agreement Issuance Fee of **\$ 22,500** before GST, calculated as below:
  - A. Fixed amount = **\$ 11,500** (Charged yearly)
  - B. Variable amount for **Q1** = \$ 11 x 1000 vehicles = **\$11,000** (charged quarterly – based on fleet size)

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Total **agreement issuance** fee to be paid for year 2019:

- At the agreement initiation: **\$ 22,500** (\$ 11,500 + \$ 11,000)
- On April 1<sup>st</sup> : **\$ 11,000** (\$ 11 x 1000 vehicles)
- On July 1<sup>st</sup> : **\$ 11,000** (\$ 11 x 1000 vehicles)
- On October 1<sup>st</sup> : **\$ 11,000** (\$ 11 x 1000 vehicles)

Total year agreement issuance fee = \$ 11,500 + \$ 11,000 + \$ 11,000 + \$ 11,000 + \$ 11,000 = **\$ 55,500** before GST.

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### Example 2 - Fleet Size Update

Service provider applies for a vehicle share permit; agreement approved on **1 January 2019**, the initial fleet size is **500** vehicles, during the year the service provider requests fleet size update as below:

**Q1** initial fleet size = **500** vehicles

**Q2** fleet size = **2000** vehicles (increase of 1500 vehicles)\*

**Q3** fleet size = **2000** vehicles (no change - same as Q2)

**Q4** fleet size = **Zero** vehicles (reduction of 2000 vehicles)\*

\*Fleet size update application fee of **\$ 210** before GST applies for each fleet size update request.

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At **agreement initiation** the service provider must pay:

1. Application fee of **\$ 510** before GST (non-refundable).
2. A security deposit of **\$ 10,000**.
3. Agreement Issuance Fee of **\$ 17,000** before GST, calculated as below:
  - A. Fixed amount = **\$ 11,500** (Charged yearly)
  - B. Variable amount for **Q1** = \$ 11 x 500 vehicles = **\$5,500** (charged quarterly – based on fleet size)

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Total **agreement issuance fee** to be paid for year 2019:

- **Q1** At the agreement initiation: **\$ 17,000** (\$ 11,500 + \$5,500)
- **Q2** On April 1<sup>st</sup>: **\$ 22,000** (\$ 11 x 2000 vehicles)
- **Q3** On July 1<sup>st</sup>: **\$ 22,000** (\$ 11 x 2000 vehicles)
- **Q4** On October 1<sup>st</sup>: **Zero** (\$ 11 x Zero vehicles)

Total year agreement issuance fee = \$ 11,500 + \$5,500 + \$ 22,000 + \$ 22,000 + Zero = **\$ 61,000** before GST.

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### Example 3 - Issuance Fee Proration and Fleet Size Update

Service provider applies for a vehicle share permit; agreement approved on **15 February 2019**, the initial fleet size is **800** vehicles, during the year the service provider requests fleet size update as below:

**Q1** initial fleet size = **800**

**Q2** fleet size = **1500** vehicles (increase of 700 vehicles)\*

**Q3** fleet size = **2500** (increase of 1000 vehicles)\*

**Q4** fleet size= **Zero** (reduction of 2500 vehicles)\*

\*Fleet size update application fee of **\$ 210** before GST applies for each fleet size update request.

At **agreement initiation** the service provider must pay:

1. Application fee of **\$ 510** before GST (non-refundable).
2. A security deposit of **\$ 10,000**.
3. Agreement Issuance Fee of **\$ 14,482** before GST, calculated as below::
  - A. Fixed amount = **\$ 10,082** (Prorated amount based on number of days = \$ 11,500 x (320 days / 365 days) for the first year)
  - B. Variable Amount for **Q1** = **\$ 4,400** (Prorated amount based on quarter number of days = \$ 11 x 800 vehicles x (45 days / 90 days) charged quarterly – based on fleet size)

Total **agreement issuance fee** to be paid for year 2019:

- **Q1** At the agreement initiation: **\$ 14,482** (\$ 10,082 + \$4,400)
- **Q2** On April 1<sup>st</sup>: **\$ 16,500** (\$ 11 x 1500 vehicles)
- **Q3** On July 1<sup>st</sup>: **\$ 27,500** (\$ 11 x 2500 vehicles)
- **Q4** On October 1<sup>st</sup>: **Zero** (\$ 11 x Zero vehicles)

Total year agreement issuance fee for first year = \$ 10,082 + \$ 4,400+ \$ 16,500 + \$ 27,500 + Zero = **\$ 58,482** before GST.