



# City of Vancouver *Planning - By-law Administration Bulletins*

Planning, Urban Design and Sustainability Department

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## **SHARED VEHICLE AGREEMENT NEW FORM - STANDARDS AND PRACTICES**

*Authority - General Manager of Engineering Services and Chief Building Official, Planning and Development Services  
Effective August 1, 2013*

Approximately one year ago a review of the current Shared Vehicle Agreement was undertaken in response to significant changes in the car share service industry - specifically the introduction of alternative service delivery models. At that time staff retained Opus International whose scope of work included interviews with all of the car share service providers, a review industry best practices and the development of revisions to the Shared Vehicle Agreement which primarily allowed for equitable access to the benefits of the City's car share program for existing and future car share service providers.

Based on the recommendations received from Opus International and the car share service providers directly, a rewrite of the Shared Vehicle Agreement was undertaken with Legal Services. Subsequent to the preceding review and rewrite, the Shared Vehicle Agreement - New Form put in to effect August 1, 2013. Though the majority of the agreement remains unaltered there are a few fundamental changes that staff should be aware of:

- There is no requirement for the payment of a prescribed shared vehicle fee or shared vehicle maintenance fee to the car share service provider by the owner. The shared vehicle will be supplied and maintained through a separately negotiated service agreement between the owner and the car share service provider. A copy of that agreement will be provided as a condition of the Shared Vehicle Agreement between the City and the owner.
- The owner will provide a Letter of Credit (LOC) in the amount of \$50,000 for every shared vehicle to the City. The LOC will be held until proof of supply of the shared vehicle on site is made. The increase in amount is intended to offset any administrative costs potentially incurred by the City should the owner and/or the shared vehicle service provider fail to supply the shared vehicle at occupancy.
- Provision has been made for a phased return of the security in the event shared vehicles are supplied to the site in phases.
- The Construction Standards for Shared Vehicle Parking Spaces are provided in a schedule thereby providing clarity and ease of update – see **Schedule A**.

Also, in advance of entering into a Shared Vehicle Agreement with an owner the feasibility of any shared vehicle request should be considered in terms of minimum membership requirements as established by the car share organization collective. The Parking Bylaw 6058 attempts to establish thresholds in this regard in Section 3.2.2. When referencing Section 3.2.2, the number of units per shared vehicle should be considered an absolute minimum, not a range. In the event the absolute minimum number of units per shared vehicle cannot be achieved it is suggested that a letter from the car share organization agreeing to the number of units per shared vehicle be procured.

**August 2013**

The same should apply to the Construction Standards for Shared Vehicle Parking Spaces as well. In the event one or more of the construction standards cannot be met, a letter from the car share organization agreeing to the conditions as they are should be procured.

In closing, please take the time to familiarize yourself with the Shared Vehicle Agreement - New Form and should you have any questions or comment please contact Karin Grubb at Legal Services or Brent Dozzi at Neighbourhood Parking and Transportation.

## **Schedule A**

### **Construction Standards For Shared Vehicle Parking Space**

The Shared Vehicle Parking Space shall be constructed to the satisfaction of the General Manager of Engineering Services and the Chief Building Official, and in accordance with the following specifications and requirements:

#### **A. General**

The Shared Vehicle Parking Space shall be constructed, finished and designated in accordance with applicable City building permits, by-laws, policies and guidelines, including the City standards as required by the Parking By-law and Building By-law.

#### **B. Dimensions**

The Shared Vehicle Parking Space dimensions shall be standardized:

- The minimum height shall be 2.0 meters.
- The minimum width shall be 2.9 meters.
- The minimum length shall be 5.5 meters.

Tandem parking shall not be permitted.

#### **C. Location**

The Shared Vehicle Parking Space shall be located at either street level, lane level or an underground parking level (P1).

If the Shared Vehicle Parking Space is located on underground parking level (P1), the location of the Shared Vehicle Parking Space will be chosen to ensure the greatest possible visibility of the space and most convenient access to the building, second only in selection to the siting of disability parking spaces.

#### **D. Signage**

The Shared Vehicle Parking Space shall be clearly designated with signage and pavement markings.

Clear, visible and legible signs shall be placed on the Lands directing Permitted Users to the location of the Shared Vehicle Parking Space, indicating which parking space is the Shared Vehicle Parking Space and marking it as being reserved for the exclusive benefit of the Permitted Users.

A symbol (similar to that approved for a disability space) shall be stamped/painted on the Shared Vehicle Parking Space.

#### **E. Electronics**

Uninterrupted wireless communication service sufficient to ensure the reliable operation of the Shared Vehicle service shall be supplied.

If the Shared Vehicle is an electric vehicle, then an electric vehicle charging station shall be supplied and installed in the Shared Vehicle Parking Space.