

**ELECTRIC ASSISTED BICYCLE PURCHASE**  
Purchase of Personal Electric Assisted Bicycle

**ELE 001**

**PURPOSE**

In order to improve the health of City staff and therefore the productivity of both their professional and personal lives, and, at the same time, to decrease the carbon footprint of the municipality and protect the future of its citizens, employees are encouraged to consider buying an electric assisted bicycle for exercise and transportation to and from work.

**POLICY**

In support of the policy goals City employees are allowed to purchase electric bicycles under a payroll deduction plan, subject to the following conditions:

1. Purchase of an electric bicycle is limited to one unit per family employee at 36 months from date of last purchase.
2. Every effort must be made to purchase the electric bicycle from a Colwood business, and failing that a West Shore business followed by other regional vendors.
3. The electric bicycles purchased pursuant to this policy will be funded to a maximum of \$3,000 for each bicycle inclusive of accessories, applicable tax, and an administration fee of \$75.
4. The employee must enter into a Contract with the City in the form attached to, and forming a part of, this policy.
5. The total funds advanced must be repaid within 36 months of the date of advancement of funds.
6. "Electric bicycle" shall be defined as meaning a two or three wheeled vehicle capable of being propelled by permanently affixed pedals at similar speeds and over similar distances as a completely unpowered bicycle but where the propulsion is assisted by an electric motor.
7. No funds will be disbursed pursuant to this policy until supporting documentation has been submitted to and approved by the Chief Administrative Officer.
8. Where the City can organise a reduced price for a group purchase rate the employee shall be required to purchase as part of the group purchase in order to take advantage of this policy. Any reduction in price achieved as part of a group purchase will be

divided between the purchasers and the municipality to offset the municipalities carrying costs on the money.

9. The employee must be able to demonstrate that the electric assist bicycle will be used to commute to work an average of one day per week over a year.

**Adopted by Council: 2009-11-23**  
**Amended by Council: 2009-12-07**