

Bicycle, Electric Bicycle and Electric Scooter Roles and Responsibility Statement

Facility: All George Brown Polytechnic owned and leased Facilities

Statement Owner: Public Safety and Emergency Management and Facilities Services

Effective Date: August 31, 2026

Review Date: August 31, 2027

1. Purpose

The purpose of this statement is to establish requirements for safe operation, entry, parking, storage and charging of bicycles, electric bicycles (e-bikes), electric scooters (e-scooters) and similar micromobility devices at George Brown Polytechnic.

The statement is intended to:

- protect building occupants, visitors and property;
- maintain safe and unobstructed entrances, exits and evacuation routes;
- reduce fire and life-safety risks associated with lithium-ion batteries;
- provide clear rules for bicycle and micromobility access and storage; and
- support compliance with applicable City of Toronto requirements, the Ontario Fire Code, accessibility requirements and other applicable legislation.

2. Scope

This statement applies to all:

- employees;
- students
- contractors and service providers;
- tenants and occupants;
- visitors and members of the public; and
- other persons entering or using the facility.

It applies to bicycles, e-bikes, e-scooters and similar personal micromobility devices brought onto or stored on property under the control of the facility.

Mobility devices required due to ~~because of a~~ disability are exempt from ~~not subject to~~ restrictions applicable to ~~intended for~~ recreational or transportation-related micromobility devices and will be accommodated in accordance with applicable accessibility and human rights requirements.

3. Definitions

Bicycle

A bicycle, including a cargo bicycle or similar cycle, propelled primarily by muscular power and meeting applicable legal requirements.

Electric Bicycle / E-Bike

A bicycle equipped with an electric motor and battery that meets applicable federal, provincial and municipal requirements for its type.

For purposes of this policy, e-bikes include pedal-assist bicycles and other forms of power-assisted bicycles where legally permitted.

Electric Scooter / E-Scooter

A battery-powered standing scooter or similar device commonly referred to as an electric kick-scooter.

Micromobility Device

A small personal transportation device, whether human-powered or electrically powered, including bicycles, e-bikes, e-scooters and similar devices.

Designated Bicycle Parking Area

A bicycle rack, bicycle room, locker or other area specifically approved by George Brown Polytechnic for bicycle or e-bike parking.

Managing Authority

Owner of the building, facility or property used for vehicle parking, bicycle parking or bicycle storage, including but not limited to George Brown Polytechnic, Toronto Parking Authority, Green Park, Daniels Corporation.

4. General Requirements

1. Bicycles and other permitted micromobility devices must not be ridden or operated inside the building.
2. Where a permitted device must be moved through an authorized indoor area to reach designated parking, it must be walked or otherwise moved under the user's direct control.
3. Devices must not obstruct:
 - entrances or exits;
 - exit stairs or corridors;
 - fire routes;
 - accessibility routes;
 - elevators or elevator lobbies;
 - doorways;
 - firefighting equipment;
 - electrical, mechanical or utility equipment; or
 - other areas required for safe building operations.
4. Devices must not be secured to handrails, accessibility infrastructure, trees, furniture, fire protection equipment, building equipment or other locations not designated for bicycle parking.
5. George Brown Polytechnic may restrict or prohibit a device where its size, condition, battery, location or use creates a safety, accessibility, security or operational concern.

5. Conventional Bicycles

Conventional bicycles are permitted on the property subject to the following requirements:

- Bicycles should be parked in designated bicycle racks, bicycle rooms, or other approved bicycle parking locations.
- Bicycles are not permitted in public corridors, stairwells, exit routes or other areas where they may obstruct pedestrian movement or emergency egress.
- Where indoor bicycle parking is provided, cyclists must use the designated access route established by the Managing Authority.
- Riding a bicycle inside the building is prohibited.

6. Electric Bicycles

E-bikes may be parked in exterior designated bicycle parking areas only, where permitted by the Managing Authority.

6.1 Battery

An e-bike or battery must not be brought into or stored in the building.

7. Electric Scooters

E-scooters are not permitted to be operated or parked, left or stored on any public property or street in the City of Toronto, including bicycle lanes, cycle tracks, trails, paths, sidewalks, or parks where prohibited by applicable City of Toronto by-laws.

For **George Brown Polytechnic**, e-scooters are:

PROHIBITED from entering or being stored anywhere inside the building / permitted only in a specifically designated exterior area approved by the Managing Authority where legally permissible.

E-scooters must never be ridden inside the building.

Nothing in this policy authorizes the operation, parking or storage of an e-scooter where that activity is prohibited by City of Toronto by-laws or other applicable law.

8. Parking and Storage

Bicycles must be stored only in designated locations. E-bike must only be stored in exterior designated locations.

No bicycle or micromobility device may be stored

- in an exit enclosure or stairwell;
- in an exit corridor or immediately adjacent to an exit door;
- in an elevator lobby where it interferes with circulation;
- in front of fire extinguishers, hose cabinets, alarm equipment or other life-safety systems;
- in an accessible path of travel;
- in mechanical, electrical or utility rooms unless specifically authorized;

- in a manner that creates a trip or collision hazard; or
- in any location designated by George Brown Polytechnic as prohibited.

9. Elevators

Where bicycles are permitted, the use of elevators may be used to reach designated bicycle parking:

- the user must maintain control of the device;
- priority must be given to persons requiring the elevator for accessibility purposes;
- the device must not block elevator doors or controls; and
- users must comply with posted elevator capacity and building access requirements.

Facilities Services may designate particular elevators for bicycle access.

10. Fire or Battery Safety

If a battery or device is smoking, sparking, overheating, leaking, making unusual noises or showing other signs of imminent failure:

1. Do not touch, move or attempt to charge the device or battery.
2. Alert people in the immediate area.
3. Notify Building Security immediately.
4. If there is a fire or immediate danger, activate the fire alarm where appropriate, leave the affected area and call 9-1-1 from a safe location; then call Security at 416-415-4000
5. Follow instructions from Toronto Fire Services, and emergency personnel staff.

Do not attempt to dismantle, repair or handle a failing lithium-ion battery during an emergency.

11. Damaged and Discarded Batteries

Lithium-ion batteries must not be placed in regular garbage, recycling, battery disposal bins, or organics containers.

Building users are responsible for arranging lawful and safe disposal of their personal batteries through an appropriate battery or household hazardous waste collection program.

Building staff must not dispose of abandoned or damaged batteries through ordinary waste streams.

12. Deliveries and Couriers

Delivery personnel using bicycles, e-bikes, or e-scooters must park their devices in an authorized location while making deliveries.

Unless specifically authorized by Building Management:

- bicycles and e-bikes must not be brought into public lobby areas beyond the designated delivery point; and
- e-scooters must not be brought onto or stored on the property, where prohibited by applicable law or this statement.

13. Accessibility

Nothing in this statement is intended to restrict a mobility aid or other device used by a person with a disability.

Where application of this statement creates an accessibility barrier, George Brown Polytechnic will address requests for accommodation in accordance with applicable accessibility and human rights requirements while maintaining reasonable fire and life-safety controls.

14. Enforcement

Public Safety and Emergency Management are authorized to enforce this statement.

Where a device is being used or stored contrary to this statement, the owner or operator may be directed to one or more of the following:

- stop operating the device;
- relocate it to an approved location;
- disconnect an unauthorized charger;
- remove the device or battery from the building or property where lawful and safe to do so; or
- comply with other reasonable safety directions.
- May be subject to Code of Conduct investigation.

Repeated or serious violations may result in restriction of bicycle or micromobility access privileges and any other measures available to the building owner under applicable policies, agreements or law.

Where a device presents an immediate fire or life-safety hazard, emergency procedures take precedence over normal enforcement procedures.

15. Theft, Damage and Responsibility

Bicycles, e-bikes, and e-scooter, batteries, chargers and related equipment are brought onto the property at the owner's risk, subject to applicable law.

Users are responsible for properly securing their devices and complying with this statement.

George Brown is not responsible or liable for any theft, loss, or damage.

Nothing in this section limits any responsibility or liability that cannot lawfully be excluded.

16. Signage and Communication

Facilities Services should post clear signage at appropriate entrances and bicycle parking locations identifying:

- where bicycles and e-bikes may be parked;
- e-scooters are prohibited;
- that riding devices inside the building is prohibited;
- approved bicycle access routes;
- and
- emergency contact information.

17. Administration

George Brown Polytechnic is responsible for:

- administering and communicating this statement;
- identifying designated bicycle parking areas.;
- coordinating requirements with Security, Facilities Services and Emergency Management personnel;
- periodically inspecting designated storage;
- responding to unsafe devices or batteries; and
- reviewing this statement when applicable legislation, City requirements or fire-safety guidance changes.

18. Applicable Requirements and References

This statement should be read together with applicable requirements and guidance, including:

- City of Toronto Municipal Code;
- City of Toronto requirements concerning e-scooters and micromobility;
- City of Toronto bicycle parking requirements and guidelines;
- Toronto Fire Services lithium-ion battery safety guidance;
- Ontario Fire Code;
- Ontario Building Code, where applicable;
- Accessibility for Ontarians with Disabilities Act, 2005 and applicable accessibility standards;
- Ontario Human Rights Code; and
- other applicable federal, provincial and municipal legislation.

Where this statement conflicts with applicable law, the applicable legal requirement prevails.

19. Review

This statement will be reviewed **at least annually**, and earlier where:

- legislation or municipal requirements change;
- Toronto Fire Services or another authority having jurisdiction issues materially different guidance;
- a significant battery, fire or micromobility incident occurs at the facility; or
- building operations or bicycle facilities materially change.