



E-BIKE SHARE

**April 11, 2024**

**Evolve E-Bike Share by BCAA**  
**4567 Canada Way**  
**Burnaby, BC, V5G4T1**

**Kyle Shaw**  
**Director of Operations, Operational Services Department**  
**890 Cliffe Ave,**  
**Courtenay, BC, V9N 2J7**

**Dear Kyle**

We are writing you to formally request that the City of Courtenay Mayor and Council waive any fees associated with BCAA's Evolve E-bike Share program operating in the city. It is customary for municipalities to waive any associated fees to support bike-share programs in their communities.

The Evolve team is excited about the possibility of operating our bike share in Courtenay. We look forward to providing active transportation options to residents and visitors that will make it easier to move around the city. Our program aims to help facilitate first and last-mile trips on transit and provide easy access to local businesses and the many parks and recreation areas the city and region has to offer.

We want to thank the City of Courtenay in advance for their support, and we look forward to seeing our bikes on the streets this summer.

Regards,

**David Holzer**  
Business Development Manager,  
Evolve E-Bike Share