



ABANDONED, LOST, AND FORGOTTEN MOVABLE BICYCLE PROCEDURE

General:

1. Throughout the year, Concordia University faces issues with lost, forgotten, abandoned, vandalised, and stolen bicycles on its property. Campus bicycle parking facilities are limited and designed for temporary parking of bicycles in active use, and not for long-term storage. Abandoned bicycles reduce the number of parking spaces available to active cyclists and can cause safety, accessibility, and aesthetic issues. This procedure sets forth the process for reporting, tagging and removing suspected abandoned bicycles.
2. The purpose of this procedure is to reduce the number of abandoned bicycles on Concordia University property in view of assuring that bicycle parking spaces are available to currently active cyclists.

Purpose:

3. Pursuant to the procedure set forth herein, Concordia University will remove from its property any bicycle considered to be an Abandoned Bicycle, as such term is defined below, in order to maintain adequate, safe, and accessible bicycle parking. All removed bicycles will remain in storage for a period of 90 days, during which time they may be claimed by their owner. Should a bicycle not be claimed within the 90 days allotted, Concordia University will donate or recycle the bicycle.

Definition:

4. “Abandoned Bicycle” means: A bicycle, bicycle parts, bicycle lock(s) or any bicycle related object(s) affixed to designated bicycle parking facilities on Concordia University property; and
5. A bicycle that meets the following criteria:
 - a. A bicycle found under circumstances which reasonably indicate that it has been abandoned (e.g., it appears to be inoperable and/or it does not appear to have been moved for an extended period of time); or
 - b. A bicycle which has been tagged by attaching a notice of impoundment to it, for at least 7 days, and which remains unclaimed by the owner.

Procedures:

6. Awareness and Education

- i. Every location where bicycle parking is permitted will have appropriate signage to inform users about the purpose of the bicycle racks and that bicycle parking is permitted in that location. For the sake of clarity, bicycles may not be parked at locations on Concordia University property which do not have signage explicitly allowing bicycle parking and bicycles parked in such locations may be immediately removed and impounded.
- ii. This Procedure will, from time to time and in accordance with the provisions hereof, be advertised and promoted to the Concordia University community by Facilities Management.
- iii. This Procedure will be available online on Concordia University and Sustainable Concordia's webpages.

Implementation:

7. Bicycle sweeps, tagging and targeted removal of any Abandoned Bicycle may be conducted at any time throughout the year, but will be conducted at least 3 times per year, as follows: (i.) the last week of October; (ii.) during the week following the Easter statutory holiday; and (iii.) in August, two weeks preceding the beginning of the Fall semester.
8. Advertising and promotion of bicycle sweeps to the Concordia University community will occur at least 7 days before conducting any sweep or tagging.
9. At least 7 days after advertising the bike sweep to the Concordia University community, the Security Department & Facilities Management will attach a notice of impoundment tag (the “**tag**” or “**tags**”) on any bicycles and bicycle parts, bicycle locks or any bicycle related objects attached to Concordia University property. (Appendix A)
 - a. Tags must be dated with the date that the bicycle was tagged, and included information regarding the intended removal date;
 - b. Tags must be weather proofed, and attached in a visible area on the bicycle (e.g. bicycle handlebars);
 - c. Tags must clearly state the following:
10. Coordinator and a member of the Security Department will attach tags to bicycles early during the day, before morning rush hour traffic arrives on Concordia University campuses.
11. Any Abandoned Bicycle with a tag affixed for 7 or more days and which remains on Concordia University property will be photographed and the location, engraving number (if present), and precise description (brand, colour, and characteristics) will be recorded



in a registry which will be held by the Security Department (the “**registry**”).

12. Facilities Management will subsequently cut the lock affixing the bicycle to Concordia University property (if any), and impound the Abandoned Bicycle, in conjunction with the Security Department.
13. Impounded bicycles will be stored for a period of 90 days, during which the owners can claim it from the Security Department. Owners may obtain more information regarding the location their bicycle by calling the Security Department at 514-848-2424 ext. 3717.
14. In order to obtain an impounded bicycle, a claimant must provide either: (i.) sufficient proof of ownership; or (ii.) both a description of the Abandoned Bicycle and information regarding the location where the bicycle was tagged which are reasonably similar to the description contained in the registry; and (iii.) valid photo identification. The Security Department has sole authority to determine the sufficiency of evidence of ownership and identity, and the decision of the Security Department is final.
15. Any Abandoned Bicycle unclaimed after 90 days following its impoundment will be disposed of or donated, at the University’s sole discretion.
16. If the owner claims an Abandoned Bicycle that was disposed of or donated following impoundment, Concordia University and, in particular the Security Department in conjunction with the Office of the Treasurer, will handle the owner’s claim in accordance with applicable legislation.
17. The registry will be retained for at least 3 years, after which such registry will be archived pursuant to the University’s retention rules.

Roles and Responsibilities:

18. This procedure was written in collaboration with Facilities Management, the Security Department and Allégo.
19. Facilities Management is responsible, in conjunction with the Security Department, for attaching the tags to bicycles and overseeing the impoundment of bicycles pursuant to this Procedure. The Security Department must provide Allégo and Facilities Management with at least 30 day’s notice of when it intends to commence a bicycle tagging campaign.
20. Facilities Management is responsible for ensuring: (i.) that adequate signage is present at each authorized bicycle parking facility, (ii.) that a campaign to notify the Concordia



University community of the University's intention to initiate tagging commences at least 7 days prior to such tagging, (iii.) to coordinate targeted bike tagging and removal periods; (iv.) to coordinate the bike impounding with the Security Department, and facilitate the storage of the bicycles for the 90 day period.

21. Facilities Management is responsible for facilitating the disposal or donation of any Abandoned Bicycle.
22. The Office of the Treasurer is responsible for managing any claims further to the donation or disposal of an Abandoned Bicycle, pursuant to the present procedure and applicable legislation.

Adopted by Facilities Management, the Security Department and Allégo on June 1st, 2014

Appendix A:

AVIS

DATE: _____

À L'ATTENTION DU OU DES PROPRIÉTAIRES DE CE VÉLO

DATE D'ENLÈVEMENT PRÉVUE : _____

SI CE VÉLO VOUS APPARTIENT, VEUILLEZ LE RETIRER DU SUPPORT, AINSI QUE LA PRÉSENTE ÉTIQUETTE, AVANT LA DATE D'ENLÈVEMENT INDIQUÉE CI-DESSUS.

Ce support à vélos est réservé aux membres de la communauté de l'Université Concordia et est destiné à un usage à court terme seulement.

- L'Université Concordia se réserve le droit de couper le cadenas de tout vélo laissé ici durant plus d'une (1) semaine et de placer ce dernier en entreposage. Par la suite, le propriétaire disposera de quatre-vingt-dix (90) jours pour le réclamer. Les vélos non réclamés à échéance seront donnés ou recyclés par l'Université.
- L'Université Concordia décline toute responsabilité en cas de perte ou de vol de vélo ou en cas de cadenas coupés. Vous utilisez les supports à vélos à vos risques.

Pour obtenir de plus amples renseignements ou pour réclamer un vélo placé en entreposage, veuillez vous présenter à un poste du Service de sécurité de Concordia ou composer le 514 848-2424, poste 3717.

NOTICE

DATE: _____

ATTENTION BICYCLE OWNER(S):

DATE TO BE REMOVED: _____

PLEASE REMOVE THIS BICYCLE AND TAG BEFORE THE ABOVE REMOVAL DATE IF YOU OWN THIS BICYCLE

These bicycle racks are for members of the Concordia community and are for short-term use only.

- Any bicycle stored here for over one (1) week may, at Concordia University's sole discretion, have its lock cut and be moved to a storage facility, following which the owner will have ninety (90) days to reclaim it. Bicycles not reclaimed by such deadline will be donated or recycled by Concordia University.
- Concordia University is not responsible for any lost or stolen bicycles.

For further information, or to claim a bicycle in storage, please visit a Concordia Security Desk or call: 514-848-2424 ext. 3717