



City of Richmond

Report to Committee

To: Public Works and Transportation Committee

Date: September 19, 2025

From: Suzanne Bycraft
Director, Public Works

File: 10-6370-01/2025-Vol
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Re: Bike Reuse Pilot Program Review

Staff Recommendation

That Option 3, as outlined in the report titled "Bike Reuse Pilot Program Review", dated September 19, 2025 from the Director, Public Works, be approved.

Suzanne Bycraft
Director, Public Works
(604-233-3338)

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Climate & Environment Law	☒ ☒	
SENIOR STAFF REPORT REVIEW	INITIALS: 	APPROVED BY CAO

Staff Report

Origin

This report presents the outcome of the Bike Reuse Pilot Program (the Pilot), which was approved by Council at the June 24, 2024 meeting. In August 2024, the Pilot was implemented for one year at the Richmond Recycling Depot (the Depot).

This report supports Council's Strategic Plan 2022-2026 Focus Area #2 Strategic and Sustainable Community Growth:

Strategic and sustainable growth that supports long-term community needs and a well-planned and prosperous city.

2.4 Enhance Richmond's robust transportation network by balancing commercial, public, private and active transportation needs.

This report supports Council's Strategic Plan 2022-2026 Focus Area #5 A Leader in Environmental Sustainability:

Leadership in environmental sustainability through innovative, sustainable and proactive solutions that mitigate climate change and other environmental impacts.

5.3 Encourage waste reduction and sustainable choices in the City and community.

This report supports Council's Strategic Plan 2022-2026 Focus Area #6 A Vibrant, Resilient and Active Community:

Vibrant, resilient and active communities supported by a wide variety of opportunities to get involved, build relationships and access resources.

6.4 Support vulnerable populations through collaborative and sustainable programs and services.

This report provides the outcome of the one-year Pilot, lessons learned and bike reuse program options for Council consideration to continue advancing circular principles through community-based reuse initiatives.

Analysis

Background

Reuse plays a critical role in advancing waste reduction, extending the useful life of products, conserving resources, and enhancing social benefit to the community. In alignment with the *Richmond Circular City Strategy*, Council approved a one-year Pilot program to assess the feasibility of diverting bicycles delivered by residents to the Recycling Depot from the scrap metal recycling stream. With an estimated 500 bicycles delivered to the Depot for recycling each year, the City awarded contract 8225Q – Bike Reuse Pilot Program to the registered charity Pedal Foundation, to assess, repair and refurbish bikes and bike accessories to a safe and dependable standard. Once bikes that were suitable for repair were restored to working condition, the Pedal Foundation distributed the bikes to individuals experiencing on-going financial hardship in Richmond. Of these, bikes that couldn't be refurbished were disassembled and parts used for bike repairs that support the Pilot and the broader community.

Staff note there is a separate process for bicycles that are found in the community, which is guided by City Policy 3003, *Disposal of Property Found by the Public*. Policy 3003 prescribes that found bicycles are sold by tender or auction or disposed of by the best means available. In practice, any found bicycles are brought to the City Works Yard where they are held for 90 day reclamation holding period pending receipt of any ownership claims via reports to the RCMP. Any unclaimed bicycles are thereafter disposed in accordance with Policy 3003 with any auction proceeds applied to general revenue.

Pilot Outcomes and Costs

Of the estimated 500 bikes dropped off at the Depot by residents, 341 bikes were not suitable for repairs and were salvaged for parts or sent to an approved scrap metal facility, with any associated revenues credited to the Sanitation & Recycling budget, which is applied to offset the rates charged to residents. The remaining 159 bikes were identified as having some reuse potential and were collected by Pedal Foundation. Of these, 30 bikes were able to be fully repaired, refurbished and donated to Richmond residents. The other 129 bikes that were unable to be repaired by Pedal Foundation were disassembled and recovered alongside other bike parts collected at the Depot, totalling 1,361 bike parts that were reused in bike repairs for the Pilot and the broader community at the Pedal Foundation facility.

Actual costs for the Pilot program were \$37,600, including contractor services and reuse of a City shipping container. This equates to roughly \$240 per bike collected or \$1,253 per bike reused and donated. The actual Pilot program cost was considerably lower than the projected \$91,000 as the contractor agreement was based on per unit pricing, and bikes received in sufficient condition for repair or refurbishment was lower than expected.

Lessons Learned

The results of the Pilot indicate 32% of bikes dropped off at the Depot have potential for reuse with 6% able to be fully repaired and refurbished to working order. The remaining 68% of bikes dropped off at the Depot had little reuse potential as they were too rusted or damaged or not designed to allow for repair. This is an indication that many residents are using the Depot

correctly, as the majority of the bikes recovered were end-of-life. Pedal Foundation's ability to recover and reuse bike parts was a strength in this Pilot and a service that is currently offered by few organizations in this region.

Options

Staff have identified further opportunities to improve upon the Pilot and directly support reuse in the Richmond community.

Option 1 – Conclude Bike Reuse Pilot Program

This option would conclude the Pilot and Contract 8225Q with Pedal Foundation. Staff would continue supporting bike reuse and other circular economy strategies through existing programs and communications, such as the Let's Rethink Waste campaign and the Reuse and Repair Cafés.

This option is not recommended as the Pilot program indicated that though many bikes collected at the Depot were end-of-life, there is still a portion viable for reuse with the potential to be diverted.

Option 2 – Continue Bike Reuse Pilot Program (alternate recommendation)

This option would extend the Bike Reuse Pilot Program and 8225Q contract with Pedal Foundation. Following the initial one-year pilot the City has the option to renew for up to two (2) additional two (2) year terms for a maximum contract length of five (5) years.

Assuming quantities remain similar to Year 1, the estimated costs for Year 2 and 3 would be \$37,000 and \$38,500 respectively. Total cost would vary based on the total number of items collected.

This option is identified as an alternate recommendation as the Pilot was beneficial to gaining valuable insights on the reuse potential of bikes and bike parts being recycled at the Depot. However, the cost per bike collected and reused was high.

Option 3 – Bike Reuse Program – Monthly Distribution to Organizations (Recommended)

This option would conclude the Pilot and Contract 8225Q with Pedal Foundation and replace it with a City-run Bike Reuse Program that would redistribute bikes through organizations operating in Richmond. Residents would continue to drop-off bikes for recycling at the Depot, and bikes in relatively good condition would be set aside by City staff in the already existing storage container. The bikes would then be distributed to the community using the following guidelines:

- 1) Eligible organizations (charities, non-profit societies, and institutions such as schools, churches) complete an application:
 - Indicating how the bikes would be used for the purposes of repair and/or reuse; and
 - Proof of operations in Richmond (e.g. Richmond address);
- 2) Bikes would be made available to organizations through pre-scheduled monthly pick-ups;
- 3) Location: pick-ups would be held on City property (e.g. Works Yard parking lot);

- 4) Approved organization(s) arrive onsite for pick-up and City staff guide them through the selection process; and
- 5) Approved organization(s) sign a waiver and agree to program rules before taking a bike.

There will be no additional costs to participating organizations, however they must complete a feedback form on how the bikes were used for the purposes of repair and/or reuse for community benefit. Option 3 has an estimated annual cost of \$10,000 for staff resources to administer the monthly bike reuse pick-up events for organizations.

This option is recommended as it allows multiple organizations operating in Richmond to access bikes for the purposes of repair and reuse, and to choose the quantity and type of bikes that best fit their programs and needs. As determined through preliminary discussions with the Richmond School District No. 38, the demand for bikes is primarily influenced by teacher engagement and curriculum requirements; therefore, implementing this by-request system would be the most appropriate approach. Distributing bikes within the local community also encourages development of bike repair skills, while contributing to capacity-building initiatives that advance Richmond's circular economy objectives.

Financial Impact

The recommended Option 3 has an estimated annual cost of \$10,000 for staff resources to administer the monthly bike reuse pick-up events, which can be accommodated within existing Solid Waste and Recycling program budgets.

Conclusion

This report presents the outcomes and lessons learned of the Bike Reuse Pilot Program. Staff are seeking Council approval of Option 3, which includes concluding the Pilot and contract 8225Q with Pedal Foundation, and establishing a City-run Bike Reuse Program which would distribute bikes to organizations operating in Richmond on a by-request basis. This program would allow organizations to access bikes for the purposes of repair and reuse, recirculate bikes into the community, and align with the *Richmond Circular City Strategy*.



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