

## CORPORATE POLICY

**POLICY TITLE:** ELECTRIC VEHICLE CHARGING ON CITY PROPERTY

**POLICY NO.:** 16.C.01

<b>Section:</b>	Property & Facilities		
<b>Effective Date:</b>	September 24, 2024	<b>Date of Last Review:</b>	Click or tap to enter a date.
<b>Approval Authority:</b>	<b>Policy Owner:</b>		
Council	DCM, Infrastructure Development		

<b>POLICY STATEMENT</b>
<p>In support of the City of Vaughan's ("City") Council-adopted Green Directions Vaughan community sustainability plan and the City's smart commute program, this Electric Vehicle ("EV") Charging Policy ("Policy") promotes sustainable transportation and leadership in environmental stewardship.</p> <p>The City of Vaughan is continuing to expand the availability of EV Charging Stations at City Facilities.</p>
<b>PURPOSE</b>
<p>This Policy standardizes the installation, maintenance, operation and management of EV Charging Stations at City Facilities to ensure operational efficiency and regulatory compliance.</p> <p>Providing access to EV Charging Stations aids in enhancing local air quality, reducing noise pollution and mitigating the impacts of climate change through reducing emissions at the point of use.</p>
<b>SCOPE</b>
<p>This Policy applies to all EV Charging Stations at City Facilities including administrative buildings, fleet and yard buildings, community centers, libraries, fire halls, and park and sports facility parking lots.</p> <p>At the City's discretion, EV Charging Stations may be made available for use by City staff, fleet, Vaughan Fire and Rescue Services and the general public's vehicles as indicated by designated signage.</p>

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### **LEGISLATIVE REQUIREMENTS**

1. *Environmental Protection Act*, R.S.O. 1990, c. E.19.
2. *Reserved Parking for Electric Vehicle Charging Act*, 2019, S. O. 2019, c. 18 – Bill 123.
3. *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*, R.S.O. 1990, c. M. 56.
4. Payment Card Industry Data Security Standard (PCI-DSS)-regulatory.

### **DEFINITIONS**

- 1) **City:** The Corporation of the City of Vaughan.
- 2) **City Facilities:** Buildings, parking lots and open space owned by the City and includes administrative buildings, fleet and yard buildings, community centers, libraries, fire halls, and parks and sports facility parking lots.
- 3) **Corporate Network:** The Municipality's internal system of computers and software, all of which is owned, controlled, and operated by the Municipality.
- 4) **Electric Vehicle (EV):** A vehicle that uses electricity as fuel including fully electric vehicles and plug-in hybrid electric vehicles that are capable of being plugged into an EV Charging Station.
- 5) **Electric Vehicle Network:** An infrastructure system of charging stations and battery swap stations to recharge electric vehicles. Many governments, car manufacturers, and charging infrastructure providers seek to create networks. Examples of networks in Ontario include FLO, Circuit Electrique, Sun Country Highway and myEVroute.
- 6) **EV Charging Apps:** Software, or cellphone application that allows EV Users to find and connect to charging stations and allows EV Users to pay the appropriate fee.
- 7) **EV Charging Stations:** A station equipped to charge EVs and provide the necessary infrastructure to replenish the battery power of EVs, and may include the EV charging station pillar, and other electronic and physical parts.
- 8) **EV Parking Spot:** A parking space designated for the use of EVs while plugged into an EV Charging Station, as indicated by authorized signs.

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- 9) EV Users:** The people, along with their electric vehicle, who use an EV Charging Station.
- 10) Fleet Vehicles:** Electric or plug-in hybrid electric vehicles owned by the City and used by staff for the purposes of carrying out City business.
- 11) Level 2 (Fast Charge):** The speed of the EV Charging Station. Level 2 EV Charging Stations provide EV charging at 208-to-230-volt multi-phase AC power, 32 to 80 amps and a maximum of 7.7 to 22 kilowatt of power.
- 12) Level 3 (Rapid Charge):** The speed of the EV Charging Station. Level 3 is currently the fastest type of EV Charging Station available. The charge uses 400-to-850-volt DC power at 25 to 350 kilowatts.
- 13) Minimum EV Infrastructure Requirement:** A requirement that electrical conduit from an electrical room to a parking space be installed. This may include providing electrical capacity allocation to serve EV loads (calculated as a function of the number of EV Parking Spots served by Level 2 or 3 charging stations), or adequate physical space in an electrical room to ensure electrical equipment can be retrofitted or added to serve EV loads later.
- 14) Open Charge Point Protocol (OCPP):** A protocol for communication between EV Charging Stations and a Charging Station Network. This allows EV Users to connect their systems with an EV Charging Station, regardless of the initial vendor.
- 15) Payment Card Industry (PCI) Standards:** Information security standard designed to increase controls around cardholder data to reduce credit card fraud. Validation of compliance is performed annually.
- 16) Public:** Includes members of the public using EV Charging Stations for personal vehicles.
- 17) Third-Party Ownership:** An ownership model where the City provides parking spaces and electrical connection for a third-party service provider to install, maintain, and operate EV Charging Stations with no ownership rights for the City. All costs, revenues, and risk are borne solely by the third-party service provider and the City receives a portion of the revenue to cover costs.
- 18) Usage Data:** This includes information such as the time spent, date, location, and kWh consumed by chargers. It excludes any personal identifying information.
- 19) Utilization Rate:** A percentage value referring to the connection time of the EV Charging Station relative to the EV Charging Station's capacity during City Facilities' peak usage hours.

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**POLICY**

**1) GOVERNING PRINCIPLES**

- a) **Commitment to Sustainability:** Dedicate efforts to reduce the City’s carbon footprint by promoting the use of electric vehicles.
- b) **Continuous Improvement:** Commit to regularly reviewing and improving this Policy, its scope, and implementation to enhance EV User convenience and support the City’s environmental sustainability goals.
- c) **Accessibility and Inclusivity:** Ensure that the EV Charging Stations are accessible to all, promoting equitable access to sustainable transportation and in accordance with the City’s accessible design guidelines when installing EV Charging Stations.
- d) **Transparency and Accountability:** Maintain transparent and accessible records concerning the usage, costs, and maintenance of EV Charging Stations and be responsible for reporting, as required, to both external funders and Council on usage, revenue generated and other details.

**2) ROLES AND RESPONSIBILITIES**

- a) **Facility Management**
  - i) **Oversee the installation, operation, and maintenance of EV Charging Stations, ensuring efficient functionality and adherence to environmental standards.**
  - ii) **Collect, review, and analyze Usage Data, limited to consumption and time, conduct utility budgeting and forecasting, and report on Utilization Rates, revenues and program success.**
  - iii) **Implement and monitor a standardized fee structure for vehicles using the EV Charging Stations.**
  - iv) **Execute any capital project, service contract or Third-Party Ownership agreement related to EV Charging Stations at City Facilities and any associated costs.**
  - v) **Ensure that new City Facilities and major construction projects at existing City Facilities incorporate the Minimum EV Infrastructure Requirement. These requirements, along with necessary connections and infrastructure details, should be documented.**

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vi) Install appropriate signage to provide information for EV Users. Signage will include a reference to this Policy and include details designating which spots must be left vacant for Vaughan Fire Rescue Services and Fleet Vehicles.

b) Policy Planning and Special Programs

i) Monitor the environmental impact of EV operations, advise on sustainability practices, ensure compliance with environmental regulations, and lead outreach and education initiatives to promote sustainable practices.

c) By-Law and Compliance, Licensing and Permit Services

i) Enforce regulations and compliance related to the use of EV Charging Stations, address violations, and ensure adherence to City bylaws.

d) Corporate and Strategic Communications

i) Deploy all corporate channels to educate City staff and the public and to encourage the adoption of EVs, inform them of which City Facilities have EV Charging Stations and the method with which the EV Charging Stations can be utilized.

e) Economic Development

i) Support the City's EV initiatives by seeking funding and resources to build the infrastructure and promote the adoption of EVs city-wide.

f) Financial Services

i) Responsible for recording net revenues to the General Ledger accounts with Facility Management confirming the Usage Data verification.

g) Financial Planning & Development Finance

i) Responsible for reconciling and preparing departmental year end operating reserve transfers to the Green Initiatives Reserve.

h) Office of the Chief Information Officer (OCIO)

i) Ensure EV Charging Stations or software complies with any applicable legislative or regulatory requirements and the related City of Vaughan Information Technology Policies and Standards. Where applicable, OCIO will provide services based on responsibilities outlined in these policies.

i) EV Users

- i) Follow this Policy and adhere to the City's Parking By-law 064-2019 when using EV Charging Stations with their personal vehicles or Fleet Vehicles.
- ii) Use EV Parking Spots for charging purposes only. EV Users must disconnect and move their vehicle when not actively charging.
- iii) Register through designated EV Charging Apps to utilize City-owned EV Charging Stations.
- iv) Observe and comply with signage indicating designated EV Parking Spots for the sole use of Vaughan Fire and Rescue Services and Fleet Vehicles and leave said EV Parking Spots vacant.
- v) Report any issues to the appropriate authorities by contacting:

Service Vaughan  
Phone: 905-832-2281  
Toll-free: 1-844-832-2112  
service@vaughan.ca

**3) ADDITIONAL PROVISIONS**

- a) Charging Stations: EV Charging Stations installed shall be a minimum of Level 2, Open Charge Point Protocol and Payment Card Industry Data Security Standard compliant. Installation of Level 3 EV Charging Stations shall be reviewed on a case-by-case basis.
- b) Registration and Fees: EV Users must register through designated EV Charging Apps to access any City-owned EV Charging Station, with fees structured to apply during initial hours of charging and increase during subsequent hours of charging. Detailed fee information is available through the designated EV Charging Apps.
  - i) EV Users will be charged based on the amount of time an EV is connected to a charging station.
  - ii) Once EV Users are notified via the EV Charging App that vehicle charging is complete, the EV User will pay an increased fee until the EV is moved from the EV Parking Spot. This is to encourage EV Users to move their vehicles when charging is complete.

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- iii) The City reserves the right to amend the fees for EV charging at its sole and absolute discretion.
- c) Annual reconciliation between Usage Data, set rates and program costs shall be performed and rates adjusted accordingly. Any year-end net operating revenue generated from the program should be transferred to the Green Initiatives reserve, if applicable. EV Charging Station program costs should access the Green Initiatives Reserve.
- d) Parking Enforcement: EV Parking Spots are clearly marked. Non-compliant vehicles (either not charging or not electric) may be subject to penalties. EV Charging Stations and EV Parking Spots shall be for charging purposes only. Any vehicle parked in an EV Parking Spot that is not actively charging shall be subject to increased fees or measures including those outlined in the Parking By-law- 064-2019.

**ADMINISTRATION**

*Administered by the Office of the City Clerk.*

<b>Review Schedule:</b>	3 Years <small>If other, specify here</small>	<b>Next Review Date:</b>	September 25, 2027
<b>Related Policy(ies):</b>	14.A.01 – Acceptable Use of Information Technology, 14.A.02 – Data Management, 14.A.03 – Computer Software Acquisition, 14.A.05 – Information Security Classification		
<b>Related By-Law(s):</b>	064-2019 – Parking		
<b>Procedural Document:</b>			

**Revision History**

<b>Date:</b>	<b>Description:</b>
<small>Click or tap to enter a date.</small>	