

Electric Vehicle Charging Station Policy

Approved By: Chief Administrative Officer

Approved On: March 5, 2019

Policy Statement

The Regional Municipality of York is committed to supporting the increased use of electric vehicles by the Region and its staff, and will make reasonable efforts to provide access to charging infrastructure that supports the viability of electric vehicles.

Application

This policy applies to all existing and planned electric vehicle charging infrastructure, including its associated management and use, at all York Region-owned buildings.

Purpose

This policy governs how York Region establishes and manages the electric vehicle charging infrastructure using a demand-based, revenue-neutral growth model that allows for consistent deployment of infrastructure to support the viability of electric vehicles.

Definitions

Charging Station

Charging stations in this document are inclusive of the electric vehicle charging station pillar, electronic/physical parts, head, and the parking space designated for use when charging an electric or plug-in hybrid vehicle.

Charging station data

Charging station data must include time and usage data for chargers, at a minimum. However, identifying information will not be collected.

EV Charger Service Provider

EV Charger Service Provider is the third-party organization that supplies and/or operates the electric vehicle charging station

Fleet

Fleet vehicles (for the purposes of this policy) are electric or plug-in hybrid vehicles owned by York Region and shared by staff for the purposes of carrying out Region business.

Level 2 charging station

Level 2 charging stations provide the current industry standard for average duration EV charging at 240 volt AC.

Level 3 charging station

Level 3 charging stations provide up to 500 volt DC capacity, providing the highest speed alternative for EV charging.

Operator

Entity in charge of the electric vehicle charging station will be the Regional Department or Branch responsible for maintaining the corresponding building.

Payment Card Industry (PCI) Standards

[PCI standards](#) were created to increase controls around cardholder data to reduce credit card fraud. Validation of compliance is performed annually.

Process

Process refers to [Electric Vehicle Charging Station Process](#), which is enabled by this policy and governs the operation and usage of the charging infrastructure, including specific rules related to use of the charging station and its management.

Public

Public includes members of the general public and Regional staff using charging stations for personal vehicles. This includes personal vehicles being used for Regional business.

Third party ownership

Third party ownership refers to an ownership model where York Region provides parking spaces and electrical connection for a third party service provider to install, maintain, and operate an EV Charging Stations with no ownership rights for the Region. All costs, revenues, and risk are borne solely by the third party service provider and York Region receives a portion of the revenue to cover costs.

Description

Charging station type

Charging stations installed shall be a minimum of level 2 that is in compliance with Payment Card Industry (PCI) standards. Installation of charging stations higher than level 2 shall be based on the needs and speed required for EV charging.

Since level 3 charging stations can lead to spikes in electricity demand, concerns associated with higher electricity demand should be considered by the Operator and discussed with the Manager of Climate Change and Energy Conservation before moving forward with any level 3 charger installation.

York Region electric vehicle charging stations shall be open by default for use by anyone, including Regional staff personal vehicles and the general public for a fee as outlined under the Process. Exceptions can be provided for dedicated charging stations installed in locations with York Region employee-only access dedicated to support York Region-owned fleet vehicles.

Usage requirements

Electric vehicle charging stations shall be for charging purposes only. Any vehicle parked in an electric vehicle charging station space that is not actively charging as defined under the Process shall be subject to increased fees or measures including those outlined in the [Parking at the Regional Administrative Centre Policy](#).

Electric vehicle charging stations are available on a first-come first-served basis. This includes dedicated fleet spaces, which are open to all fleet vehicles.

Users of charging stations are required to be registered and active members of the EV Charger Service Provider's network to use the service.

Appropriate signage shall be erected to provide information for users, with content identified under the Process. Signage shall include a reference to this Policy and the associated Process.

Data requirements

Usage data must be accessible to the Region in perpetuity, regardless of contract status and/or available in a form that can be stored in a central repository to be analyzed by Regional staff to facilitate evidence-based/data-driven decision making for future stations.

Revenue and rates

In cases where the Region owns or leases the chargers, rates are to be set based on a revenue-neutral business model (no net monetary loss). Rates for charging stations shall be based on the time a vehicle is connected to a charging station as outlined in the Process.

Regardless of the ownership model, revenues generated by electric vehicle charging stations shall be kept by the Operator in a dedicated revenue account (separate from general revenues). Depending on the specific ownership model, the funds can only be drawn down for asset management, infrastructure operating costs, and to add additional charging stations (as described in the Process) related to electric vehicle charging stations.

Demand-based implementation and expansion

All expansions to the public electric vehicle charging station infrastructure shall be based on data-demonstrated demand, as outlined in the Process.

Decisions related to purchase, lease, or contract from providers shall be based on the lowest life-cycle cost, as outlined in the Process.

Supporting infrastructure in new buildings

New buildings shall install infrastructure to support future electric vehicle charging stations that meet requirements under Section 3.1.21 and Section 9.34.4 of the [O. Reg. 332/12 Ontario Building Code](#).

Electric capacity

Plans for expansion of electric vehicle charging stations should consider potential impacts that charging stations may have on the electric capacity of a building. If there are significant impacts, mitigation should be addressed under the implementation / capital plan for the charging station project, with timing tied to planned replacement of capital, when feasible.

Transition of existing stations

Charging station infrastructure installed prior to establishment of this policy shall be upgraded to meet the requirements of this policy. The upgrade will be subject to capital plan and budget cycle, within 36 months from approval of the policy. This will help ensure consistency across all charging facilities and avoid complications (i.e. deemed taxable benefit) associated with free, unmetered and standalone charging facilities.

Leased Buildings

For leased buildings, proposed installations of EV charging stations will be considered on a case by case basis, only to be installed where an agreement has been negotiated between the Region and the building Operator.

Term

Electric vehicles and their associated charging station technology have been evolving rapidly and it is anticipated that this trend will continue in the future. As a result, this policy will be reviewed every two years following initial approval to ensure the policy remains up to date with the state of electric vehicles and associated charging technology.

Responsibilities

Responsibility of Regional Staff

Regional staff are responsible to become familiar with this policy and the associated Process. Staff are to required to follow requirements outlined in these documents when using charging stations.

Charging station asset management

Charging station asset management is the responsibility of the building Operator where the infrastructure is installed.

Data management, operations and expansion

The Operator of the charging stations is responsible for data acquisition, operations and decisions regarding expansion of services. The Climate Change & Energy Conservation unit will support corresponding teams with associated analysis and decision-making tasks where required.

Reference

[Electric Vehicle Charging Station Process \(#8754608\)](#)

Contact

Manager of Climate Change and Energy Conservation, Public Works

Approval

CAO Signature: ORIGINAL SIGNED BY BRUCE MACGREGOR

Date Approved: MARCH 5, 2019

Accessible formats or communication supports are available upon request.

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