

POLICY & PROCEDURE MANUAL

SECTION	TRANSPORTATION	POLICY NUMBER	5-6-09
SUB-SECTION	Miscellaneous	EFFECTIVE DATE	Sept 9, 2021
SUBJECT	Electric Vehicle Charging Station Policy		
AUTHORITY	Infrastructure and Environmental Services – August 26, 2021 Council – September 9, 2021 Amended – Infrastructure and Environmental Services – November 25, 2021 Council – December 9, 2021		

1. PURPOSE

This policy recognizes the environmental and economic benefits of electric vehicles (EVs) and their ability to support the clean energy economy in Dufferin County. Providing access to EV charging for corporate, workplace, and public use will contribute to improving local air quality, reduce noise pollution, reduce greenhouse gas emissions, reduce energy consumption, strengthen the local economy, and increase local energy resilience.

The policy provides guidance on the design, operation, and maintenance of municipal EV Charging Stations and associated infrastructure.

2. SCOPE

This policy applies to Municipally-owned EV Charging Stations, which may be made available for use by the public, Municipal staff, and Municipal fleet vehicles.

3. DEFINITIONS

Electric Vehicle (EV)

A vehicle that is propelled by one or more electric motors, using electrical energy stored in rechargeable batteries, or another energy storage device, and is capable of being plugged into an EV Charging Station, including, but not limited to, plug-in battery electric

cars, fuel cell battery electric vehicles, and plug-in hybrid vehicles.

EV Charging Station

The vehicle charging equipment installed on Municipal property, inclusive of the EV Charging Station pillar, electronic/physical parts, head, and the parking space designated for use when charging an EV.

EV Parking Space

A parking space designated for the use of EVs while plugged into an EV Charging Station, as indicated by authorized signs.

EV Charger Service Provider

A third-party organization that supplies and/or operates the EV Charging Station.

Fleet EVs

EVs, owned by the Municipality, that are used by staff for work-related purposes.

User

A person who uses an EV Charging Station.

4. POLICIES

Usage and Fees

- 4.1 EV parking spaces are intended solely for EVs actively using the charging equipment and are available on a first-come, first-serve basis for any eligible (or authorized) users as defined in section 30.2 of the Reserved Parking for Electric Vehicle Charging Act, 2019, S.O. 2019, c. 18.
- 4.2 EV Charging Stations are available for use by the public for a fee, as per the Dufferin County User Fee By-law, unless otherwise stated during promotional grace periods to encourage usage as approved by the Director of Public Works or designate.
- 4.3 User fees, where applicable, are assessed for the total time a vehicle is connected to an EV Charging Station, not for the period of time that the vehicle is being charged or for the total energy transfer as outlined in the Dufferin County User Fee By-law.

- 4.4 Municipally-owned EV Charging Stations are intended to be user-fee supported. Fees collected from the use of the EV Charging Stations will be used to cover all associated operational costs of the EV Charging Stations, including but not limited to repair and maintenance, replacement and upgrades, data management, snow removal, and administration.
- 4.5 EV Charging Station fees will be reviewed and updated at least annually or from time-to-time, as necessary by the County using data collected from EV Charging Stations to ensure established fees meet the objective to be tax-levy neutral.
- 4.6 Unless specified by signage on site, closed for an event or disabled for repair or regular maintenance, EV Charging Stations allow for unrestricted and unlimited access during and after business hours.
- 4.7 Each User must take extra care to ensure that EV Charging Station cords are coiled, safely returned to the station, and are not left in a position where they could be a tripping hazard.
- 4.8 EV Users are responsible for acquiring the app associated with the EV Charger Service Provider equipment, familiarizing themselves with the proper and safe use of the equipment, payment of fees, monitoring the duration of time that their vehicle has been connected to an EV Charging Station, and for moving their vehicle once the charging session has been completed. Users of the EV Charging Stations do so at their own risk.
- 4.9 The User is expected to move their vehicle from the EV Parking Space once their vehicle is fully charged. A notification will be sent by the Service Provider, informing the User that the charging session has been completed. Users will continue to incur costs even after the vehicle is fully charged, as outlined in the Dufferin County Fee By-law. EV drivers whose vehicles do not require charging are encouraged to be conscientious of the needs of drivers who do require a charge in order to make it to their next destination and not use available EV charging stations if not needed.

5. MAINTENANCE

- 5.1 Day-to-day maintenance and operations activities (e.g. snow removal, garbage collection, etc.) are the responsibility of the municipal property owner and/or contracted service provider managing the site where the EV parking space is located.

- 5.2 Snow removal is required for all outdoor sites with a level of service that ensures the EV parking space, control equipment, and adjacent access aisles are fully usable at times indicated on signage. Snow removal of the access aisle and accessible routes should occur first or at the earliest possible time.
- 5.3 Any operational issues related to the EV Charging Stations and its components are to be reported to the County who will complete documentation for further action.
- 5.4 The Municipality assumes no responsibility or liability for damage to vehicles using the EV Charging Stations.
- 5.5 This policy will be reviewed at least annually or as deemed necessary from the day the policy is enacted to determine effectiveness. When updating EV policy, the Municipality shall endeavor to consult with other municipalities in Dufferin to promote a common user experience across the County.

Municipal Fleet Charging

- 5.6 Fleet EVs are designated a vehicle-specific location for overnight charging.
- 5.7 Select EV parking spaces may be designated solely for Municipal fleet EVs. Such EV parking spaces will be signed accordingly and are not available for other Users.
- 5.8 In EV Charging Station locations designated for fleet and workplace/public charging, fleet EVs have exclusive access to charging after 3 p.m. on weekdays, and all day on weekends, the Civic holiday, and Statutory holidays.
- 5.9 Payment for fleet EV charging will be transferred using vehicle specific EV charging station network payment cards. The Municipality will be charged directly for the use of EV charging station network payment cards by the EV Charger Service Provider.

Restrictions and Enforcement

- 5.10 A vehicle may not be parked in an EV parking space unless the vehicle is an EV and is plugged in to the station's charging equipment as per the Reserved Parking for Electric Vehicle Charging Act, 2019, S.O. 2019, c. 18.
- 5.11 Only Fleet EVs may park in EV Charging Stations that have been designated exclusively for fleet use.

- 5.12 Enforcement of the strict use of EV Charging Stations is covered under the Highway Traffic Act.
- 5.13 Electrical outlets at Municipal facilities may not be used for EV charging except those designated for use by EVs that is clearly indicated by signage.

6. DATA COLLECTION AND SHARING

- 6.1 Data collection and data sharing must comply with the Municipality's privacy policies and stored within Canada.
- 6.2 The EV Charger Service Provider is responsible for the maintenance and monitoring of EV Charging Station equipment and the management of fees collected on behalf of the Municipality.
- 6.3 The EV Charger Service Provider is responsible for ensuring compliance with Payment Card Industry Standards associated with the use of credit cards.
- 6.4 Data related to the use of the EV Charging Stations will be obtained by the Municipality from the Service Provider.
- 6.5 Data will be reviewed by Municipal Staff to monitor station usage trends and assess EV policies and EV Charging Station fee structures.
- 6.6 Data related to the use of EV Charging Stations will be retained in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56. Personal information will not be used for any other purpose than identified at the time of collection, nor disclosed in any circumstance, except as permitted by the Act.
- 6.7 Data collected by the Municipality's EV Charging Stations will be anonymized and may be shared with Dufferin's local municipalities for reporting purposes. Disaggregated data may be shared more broadly on a case-by-case basis.

7. DESIGN CRITERIA

General

- 7.1 To ensure greater equity, all public EV parking spaces must follow a consistent guideline criterion for accessibility as outlined in the *Accessibility for Ontarians with Disabilities Act (AODA), 2005*, where reasonably practicable.

- 7.2 The installation of EV charging infrastructure on Municipal properties and within the streetscape must not create barriers to mobility or access for those with disabilities, or other accessibility challenges.
- 7.3 Where a parking facility serves multiple buildings or accessible entrances, EV Parking Spaces should be distributed to enable Users to park near to as many accessible entrances as possible.
- 7.4 Bollards will be installed to protect EV Charging Stations from damage.

EV Parking Spaces

- 7.5 EV Parking Spaces must be a minimum width of 3400 mm and length of 5400 mm, meeting the standards for "Type A" accessible parking spaces outlined in Ontario Regulation 191/11, as amended, where reasonably practicable.
- 7.6 EV Parking Spaces must have a maximum running slope and cross-slope of surface at 1:50 (2 per cent) in new and rehabilitated parking lot designs.
- 7.7 An access aisle must be provided adjacent and parallel to each EV Parking Space that is at least 1500 mm wide and clearly indicated by high colour contrast diagonal pavement markings where reasonably practicable. This access aisle can be shared with another accessible and/or EV Parking Space.
- 7.8 There must be a vertical height clearance of 2100 mm (minimum) at designated EV Parking Spaces and along the vehicle access and egress routes.
- 7.9 EV parking ground surface must be firm, stable and slip resistant.
- 7.10 EV Parking Spaces should have adequate lighting to operate the EV charging infrastructure in a safe environment. Lighting should be enough to easily read associated signs, instructions, or controls on the EV Charging Station and provide sufficient lighting around EV Parking Spaces for safety and security.

Signage and Pavement Markings

- 7.11 EV Parking Spaces will be clearly marked with appropriate pavement markings and signage to designate an EV Parking Space and communicate the EV Charging Station etiquette and rules (as outlined in this policy).

- 7.12 Vertical signage must be reflectorized and display the EV parking symbol and information text.
- 7.13 Vertical signage must ensure the size of 300 mm wide by 600 mm high, at minimum, and be mounted at a height of 1500 mm to 2000 mm from the ground / floor.
- 7.14 Vertical signage must ensure a high tonal contrast is provided between signage and background environment.
- 7.15 All pavement markings must be slip resistant and clearly visible through use of high tonal contrast compared to the surface of the EV parking space.
- 7.16 All pavement markings must be located in the centre of the EV Parking Space and be at least 1000 mm long.
- 7.17 The blue colour required for identification of accessible parking spaces and access aisles in accessible parking shall **not** be used for pavement marking. Green colouring shall be used to identify EV Charging Stations.
- 7.18 The surface of the EV Parking Space must be marked stating "EV CHARGING ONLY".
- 7.19 Dufferin Municipalities shall endeavor to use signage, EV symbols, and pavement markings that are the same as other municipalities in to promote a common user experience across Dufferin County.

EV Charging Equipment

- 7.20 An accessible route shall be provided connecting the EV Parking Space to the EV charger that serves it.
- 7.21 EV chargers shall be located adjacent to and within the projected width of the vehicle space being served or within 915 mm of the projected width of access aisle at the head end or foot end of the EV space.
- 7.22 EV chargers shall have a minimum clear floor space of 1350 mm x 800 mm.
- 7.23 Charger operable parts shall be located in a range between 400 mm and 1220 mm from the floor.
- 7.24 EV charging equipment should be operable with one hand, and not require grasping, pinching, or twisting of the wrist or force more than 5 lbs.

7.25 All new EV Charging Stations must be certified for use in Canada (e.g. CSA, UL, Interlink).

7.26 All new EV Charging Stations must include one or more of the following charging connector types:

- SAE J1772 standard plug head (Level 2 (208/240 V));
- SAE J1772 Combo (for fast-charging stations);
- CHAdeMO (for fast-charging stations); or
- Other proprietary charging connector types.