



Subject:	Electric Vehicle Chargers – Pilot Project Update
To:	Committee of the Whole – Community Services & Infrastructure
From:	Public Works Department

Report Number:	PW-04-23
Wards Affected:	All
Date to Committee:	July 31, 2023
Date to Council:	August 8, 2023

Recommendation:

Receive and file Report PW-04-23 Electric Vehicle Chargers – Pilot Project Update; and
That Council amend Schedule ‘A’ of the Fees and Charges By-law 2023-01 to include the \$2.50 hourly rate associated with electric vehicle charging, and
That Council support the operational and maintenance fees associated with the EV chargers as outlined in this report.

Purpose:

The Electric Vehicle Charging Stations pilot project includes the installation of 21 electric vehicle (EV) charging connectors across Lincoln. In addition, the project will also establish a business model and operational plan that will enable future EV charging stations to be installed and operated in other locations across the Town.

The purpose of this report is to provide an update on the project and the Business Model and Operational Plan as established by the Electric Vehicle Chargers Steering Committee.

Background:

This project was initiated by Report Number PW 25-22 presented to the Committee of the Whole – Community Services and Infrastructure on July 4, 2022.

This project will improve zero emission vehicle infrastructure in the Town of Lincoln, through the installation of 21 electric vehicle charger connectors. Aligning to Council’s Strategic Priority of a Resilient Community and specifically to adapt and respond to a changing climate. This project is an example of the Town’s commitment to intentionally

and strategically build and create exceptional public places while preserving natural landscapes, promoting economic development, and prioritizing low-carbon resilience.

Report:

Business Model and Operational Plan:

The Town has organized a steering committee made up of representatives from various Town departments. The steering committee has developed a comprehensive Business Model and Operational Plan Report provided in Appendix A.

The Business Model and Operational Plan Report establishes the Town's initial strategy for installing and operating electrical vehicle charging stations in Town owned parking spaces. As this is the first time the Town will be implementing public electric charging stations, this document is expected to be further refined on an on-going basis to suit the changing needs of the community and evolving industry.

Charging Station Installations:

The initial installation of Twenty-one (21) level 2 charging connectors will be completed through a design, build, and operate contract awarded to Blackstone Energy Services through a competitive Request for Proposal (RFP) process. The electric charging stations are currently in detailed design and installation is planned to begin in August of 2023. Stations are planned to be operational by September 2023.

The preliminary locations and number of connectors have been updated by the project steering committee as outlined in the "Evaluation of Charging Station Locations" section of the Business Model and Operational Plan. A summary of the charging locations and number of charging connectors is provided below:

- Jordan Village Public Parking Lot (3763 Nineteenth Street) – Nine (9) Level 2 Connectors
- Rotary Park (5020 Serena Drive) - Four (4) Level 2 Connectors
- Municipal Administration Offices (4800 South Service Road) – Four (4) Level 2 Connectors
- Vineland Public Parking Lot (Victoria Ave and Tallman Dr) – Two (2) Level 2 Connectors
- Charles Daley Park, (1969 North Service Road) – Two (2) Level 2 Connectors

A corresponding location map is provided in Appendix B.

Specific parking stall locations have been selected in consultation with the Community Services Department and the design-build consultant based on function and electrical requirements.

Financial, Legal, Staff Considerations:**Financial:****Hourly Charging Rate:**

The Town will collect and control user fees of the electric vehicle charges while paying an operational fee to manage the payment system, reporting, and required maintenance or repairs. The financial aim for this program is cost neutrality, with user fees collected being allocated to the project account to offset operational costs. The initial hourly rate for public charging stations is proposed at \$2.50 + HST per hour. This rate has been established based on expected operational costs and life-cycle cost recovery targets as detailed in the “Financial Strategy” section of the Business Model and Operational Plan (Appendix A) and will be reviewed annually in alignment with the strategy.

Operational and Maintenance Fees:

Through the Request for Proposal (RFP) process, the Town has selected a comprehensive operational package through the ChargePoint Assure Program at an annual fee of \$18,063.00. This annual service fee covers comprehensive warranty, operation, and network connection and is proposed to be budgeted annually as part of the Town’s operational expenses. The user fees collected by the chargers will be allocated to the project account to offset the operational costs as detailed in the “Financial Strategy” section of the Business Model and Operational Plan (Appendix A).

The recommended operational and maintenance fees for the balance of 2023 once the chargers are operational can be accommodated by the approved 2022 budget for the EV Charger Pilot Program. Staff advise that the \$18,063.00 annual operational and maintenance fee for next year (2024) will be included in the proposed 2024 budget for councils’ consideration.

Staffing:

The design and construction for the electric charging stations has been led and managed by Public Works in consultation with the Projects Steering Committee.

The on-going operation of the charging stations will be led by Community Services with support of the Projects Steering Committee as outlined in the Business Model and Operational Plan.

Legal:

N/A

Public Engagement Matters:

The main communication objective for this project is to inform the public of the Town’s pilot EV charging station program and create awareness of the benefits of zero-emission infrastructure technologies, such as electric vehicles. Town staff will implement comprehensive communication campaigns that incorporate both digital and print tools, such as newsletters, media releases, and social media. The campaign will

share available information about electric vehicles and public charging stations to inform on charging etiquette, parking and signage and electric vehicles in general as well as what opportunities are available for the local private sector to advance similar initiatives on private property.

In addition, a webpage will be developed and QR codes will be advertised at each charging station location for users to access information and learn more. Town staff will also continually engage with the community to guide program development and establish future opportunities for other public EV charger locations.

Conclusion:

Staff recommend that Council approve both the proposed hourly charging rate and the annual operational and maintenance fees associated with the Electric Vehicle Charger Pilot Project as outlined in this report.

Respectfully submitted,

Michael Gacnik, P. Eng.
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Appendices:

Appendix A (Business Model and Operational Plan)
Appendix B (EV Charger Location Map)

Report Approval:

Report has been reviewed and/or approved by the Manager of Capital Projects, the Director of Public Works, and the Associate Director of Finance / Deputy Treasurer. Final approval is by the Chief Administrative Officer.