

DATE: February 20, 2024

REPORT NO: PW-04-2024

SUBJECT: **Electric Vehicle Charging Stations Implementation Plan**

CONTACT: Mike DiPaola, P.Eng
Director of Public Works & Recreation

OVERVIEW:

- Alectra Energy Service Inc. (Alectra) was successful in accessing the NRCAN grants for the ZEVIP program. They also have local implementation plan experience with St. Catharines and Niagara Falls.
- Township staff began discussions with Alectra (throughout 2023) regarding an implementation plan for our Township.
- Alectra completed a feasibility review of various locations across the Township with their electrical contractors and have agreed to install two (2) Level 2 chargers/connectors at the West Lincoln Community Centre located at 177 West Street in Smithville.
- A Memorandum of Understanding has been executed between Alectra and the Township, and both parties will negotiate in good faith for the purpose of entering into a legally binding agreement to which Alectra will install, commission, operate and maintain the EV charging stations.
- It is anticipated that the EV charging stations will be installed in Q3 of 2024.

RECOMMENDATION:

1. That, Recommendation Report PW-04-2024 regarding “Electric Vehicle Charging Stations Implementation Plan” be received; and
2. That, Council delegate authority to the Township Clerk and the Mayor to enter into an agreement with Alectra Energy Services Inc. (Alectra), to supply, install, commission, operate and maintain the Electric Charging Stations, subject to Legal Counsel review and approval of the final agreement.

ALIGNMENT TO STRATEGIC PLAN:

BUILD – a safe, connected, caring and active community

CHAMPION – strategic and responsible growth

ADVANCE – organizational capacity and effectiveness

BACKGROUND:

In early 2022, staff became aware of a funding opportunity through Natural Resources Canada (NRCAN) for electric vehicle charging stations called the Zero Emissions Vehicle Infrastructure Program (ZEVIP). This program (NRCAN ZEVIP Program) offers a contribution of up to fifty percent (50%) of the total project costs.

Staff reached out to other Local Area Municipalities within Niagara Region that submitted applications under this program. We learned that these Local Area Municipalities were not successful with their grant applications. In light of the unsuccessful ZEVIP program application, these LAMs explored alternate options with vendors who were successful in accessing the grants.

One successful vendor, Alectra Energy Inc. (Alectra) has demonstrated significant market experience across Ontario, and staff learned that they have local implementation experience in St. Catharines and Niagara Falls.

CURRENT SITUATION:

Since Alectra was successful in accessing the NRCAN grants for the ZEVIP program, coupled with their local implementation plan experience with St. Catharines and Niagara Falls, Township staff began discussing (throughout 2023) an implementation plan for our Township.

Staff and Alectra met at various locations across West Lincoln which included the Wellandport Library and Community Centre, Town Hall, the Smithville Parkette (NW corner of Regional Road 20 and Brock Street), and the West Lincoln Community Centre. Alectra completed a feasibility review with their electrical contractors on all these locations, and have agreed to install two (2) Level 2 chargers/connectors at the West Lincoln Community Centre located at 177 West Street in Smithville, as shown in Schedule A. As such, Alectra included this site in their proposal to NRCAN's ZEVIP funding program.

It is expected that these new assets will be accompanied by maintenance, operations, revenue collection, programming, and marketing in order to be successful. Staff knowledge, experience and resources are presently insufficient to manage this new and emerging asset type; Therefore, it is recommended that the Township work with Alectra

(third party vendor) who can supply, install, maintain and operate the assets for a ten (10) year period. The proposed EV charging stations at the West Lincoln Community Centre will operate on a full turnkey “charging as a service” model where the vendor receives all charging revenue to offset all capital and operating costs.

Based on the above implementation plan, staff entered into a non-binding memorandum of understanding (MOU) with Alectra on January 19, 2024, to confirm our mutual intention to participate in the NRCAN Zero Emissions Vehicle Infrastructure Program. A copy of this executed MOU outlining the responsibilities of each party is attached as Schedule B.

Now that the MOU is executed, both parties will negotiate in good faith for the purpose of entering into a legally binding agreement to which Alectra will install, commission, operate and maintain the EV charging stations. The terms set out in the attached MOU are not intended to be legally binding and it is understood and agreed that no liability or legally binding obligation will exist with respect to the development, construction, financing, ownership or operations of this project by the parties unless and until the Agreement is executed.

Once Alectra provides the Township with the Legal Agreement, Township staff and our legal counsel will review and make the necessary revisions to the satisfaction and approval of our legal staff. Once the agreement is finalized, staff is recommending that delegated authority be granted to the Clerk and Mayor to execute the agreement with Alectra Energy Services Inc. (Alectra). It is anticipated that the EV charging station will be in service by Q3/Q4 of 2024.

FINANCIAL IMPLICATIONS:

Alectra and the Township will bear its own internal costs for legal, accounting, technical, and other professional fees incurred in connection with the negotiation and execution of the legal agreement.

In addition, the Township will be responsible for the regular maintenance and management of the parking facilities (e.g., snow removal, security, signage, and other parking lot maintenance activities).

These costs are minimal and/or are already covered in our existing operations budget.

INTER-DEPARTMENTAL COMMENTS:

This Report and implementation plan has been discussed with the CAO, finance department, Clerk’s office, and the By-law Department.

The Township will be responsible for enacting and enforcing provisions that the charging stations are to be restricted to electric vehicles for a reasonable period of time. As such,

by-law staff will be making revisions to the parking by-law and will be presented to a future Planning Committee prior to the EV charging stations being installed and in service.

CONCLUSION:

In conclusion, staff is recommending that the Township work with Alectra (third party vendor) who can supply, install, maintain and operate the EV charging station assets. The two (2) proposed EV charging stations will be located at the West Lincoln Community Centre will operate on a full turnkey “charging as a service” model where the vendor (Alectra) receives all charging revenue to offset all capital and operating costs.

It is also recommended that Council delegate authority to the Township Clerk and the Mayor to enter into an agreement with Alectra Energy Services Inc. (Alectra), to supply, install, commission, operate and maintain the Electric Charging Stations, subject to Legal Counsel review and approval of the final agreement.

SCHEDULE(S):

- A. Key Plan WLCC / EV Charging Station Locations
- B. Executed Memorandum of Understanding

Prepared & Submitted by:

Approved by:



Mike DiPaola, P.Eng.,
Director of Public Works & Recreation

Donna DeFillippis
Acting Chief Administration Officer