
TO: Regional District of Nanaimo Board **MEETING:** October 27, 2020
FROM: Jessica Beaubier
Climate Change & Resilience Coordinator **FILE:** 3900-20
SUBJECT: Alternative Approval Process to Establish an Electric Vehicle Charging Station
Service for Electoral Areas B, E, G and H

RECOMMENDATIONS

1. That “Electric Vehicle Charging Station Service Establishment Bylaw No. 1796, 2020” be introduced, read three times, and forwarded to the Inspector of Municipalities for approval.
2. That “Electric Vehicle Charging Station Service Reserve Fund Establishment Bylaw No. 1797, 2020” be introduced and read three times
3. That the participating area approval is to be obtained for the entire proposed service area (Electoral Areas B, E, G and H).
4. That the Board approve the Elector Response Form as provided in Attachment 3; establish 4:00 p.m. on February 15, 2021 as the deadline for receiving elector responses for the alternative approval process, and; determine the total number of electors of the area to which the approval process applies to be 19,947.
5. That once the service is established, the 2021 proposed budget include \$10,118 for 6 months of electric vehicle charging station maintenance and operation

SUMMARY

The Board has directed an alternative approval process (AAP) for establishment of a new electric vehicle charging station service. As part of the AAP, the Board must:

1. Provide three readings to the Service Establishment Bylaw (Attachment 1);
2. Establish the deadline for receiving elector responses, which must be at least 30 days after the second publication of the AAP notice (recommended deadline is 4:00 p.m. on February 15, 2021);
3. Approve the elector response form (draft provided for consideration in Attachment 3); and
4. Determine the total number of electors of the area to which the AAP applies (Electoral Areas B, E, G, and H) which is 19,947.

BACKGROUND

On February 26, 2019, the Board passed the following motion (#19-093):

“That the Regional District of Nanaimo act as the lead applicant for a CleanBC Clean Communities Fund application on behalf of multiple mid-island

municipalities and regional districts. Community Energy Association will coordinate the other local governments and the application submission;

That 10 level 2 charging stations, to a maximum cost of \$60,000, be located at Regional District facilities and that use of the charging stations be free to the public at this time. Community Energy Association will assist with location selection; and

That the Regional District of Nanaimo submit a letter of support for Community Energy Association's application to the Emotive Community Outreach Incentive Program on behalf of mid-island communities.”

At the October 22, 2019 Board Meeting, the Board passed the following motions (#19-426 and #19-428 respectively):

“That the Board direct staff to draft service area and reserve fund bylaws to create a new service area for the ongoing operations, maintenance and procurement of electric vehicle charging stations for Electoral Areas B,E,F,G and H.”

“That staff be directed to proceed with an alternative approval process for establishment of a new electric vehicle charging station service.”

At the June 23, 2020 Board Meeting, the Board passed the following motion (#20-224):

“That the Electric Vehicle Charging Station proposed for Electoral Area F be moved to the City of Parksville’s City Hall.”

On September 2, 2020, the RDN and 11 local government partners received the grant to install 28 Electric Vehicle Charging Stations. Following installation, the RDN will own and operate 4 Level 2 EV Charging Stations. Following Board direction referred to above, these stations will be located in Electoral Areas B, E, G, and H and funded through a new service and reserve fund.

An estimate of annual cost to operate, maintain, replace, and administer the new service for Electoral Areas B, E, G and H only is shown in Table 1 – Annual Estimate of Costs to Maintain and Operate 4 EV Charging Stations.

Table 1. Annual Estimate of Costs to Maintain and Operate 4 EV Charging Stations

Cost Category	Cost (\$)
Annual operating costs*	8,278
Estimated annual electricity costs	5,240
Capital and maintenance reserve	6,718
Total	20,236

*includes operating, maintenance, administration, network subscription fees, staff time

Table 2 shows the cost allocation of the \$20,236 within participating Electoral Areas based on the 2020 assessments. This allocation will change once the 2021 assessments are received at the end of the 2020.

Table 2. Cost Allocation

Electoral Area	Cost (\$)	Cost Rate per \$100,000
Electoral Area B	3,870	0.231
Electoral Area E	6,699	0.231
Electoral Area G	5,888	0.231
Electoral Area H	3,779	0.231
Total	20,236	

EV charging stations are expected to be installed by mid-2021. The service will need to be in place no later than March 2021 to be included in the RDN's 2021-2025 Financial Plan. Once the service is established, half a year's operating costs, \$10,118, are recommended to be added to the 2021 budget.

Pursuant to section 86(1) of the *Community Charter*, approval of the electors has been obtained if, at the end of the time period for receiving elector response forms, the number of response forms received is less than 10% of the number of electors of the area to which the approval process applies. This AAP process applies to Electoral Areas B, E, G and H, and the total number of electors of the participating areas is determined to be 19,947. Therefore, if less than 1,994 elector response forms are received by 4:00 p.m. on February 15, 2021, elector approval is deemed to have been obtained and the Board can proceed to adopt Bylaw No. 1796 and Bylaw No. 1797.

ALTERNATIVES

1. That "Electric Vehicle Charging Station Service Establishment Bylaw No. 1796, 2020" be introduced, read three times, and forwarded to the Inspector of Municipalities for approval.
2. That "Electric Vehicle Charging Station Service Reserve Fund Establishment Bylaw No. 1797, 2020" be introduced and read three times.
3. That the participating area approval is to be obtained for the entire proposed service area (Electoral Areas B, E, G and H).
4. That the Board approve the Elector Response Form as provided in Attachment 3; establish 4:00 p.m. on February 15, 2021 as the deadline for receiving elector responses for the alternative approval process, and; determine the total number of electors of the area to which the approval process applies to be 19,947.
5. That once the service is established, the 2021 proposed budget include \$10,118 for 6 months of electric vehicle charging station maintenance and operation.
6. That the Board provide alternate direction.

FINANCIAL IMPLICATIONS

Financial implications are outlined in Tables 1 and 2 above.

\$10,118 will be included in the 2021 EV Charging Station Service budget to cover costs for six months of EV charging station operation once the service has been established. The service will need to be approved no later than March 2021 to be included in the 2021 Financial Plan. A service must be in place to be able to include a budget for the service in the RDN's Financial Plan. Beginning in 2022, \$20,236 will be included in the new EV Charging Station Service.

STRATEGIC PLAN IMPLICATIONS

Climate Change - Develop a regional strategy for electric vehicle charging.

The installation and operation of Level 2 Electric Vehicle Charging Stations directly advances the RDN's regional electric vehicle charging strategy.



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October 2, 2020

Reviewed by:

- K. Fowler, Manager, Long Range Planning, Energy and Sustainability
- J. Bradburne, Director of Finance
- G. Garbutt, General Manager, Strategic and Community Development
- P. Carlyle, Chief Administrative Officer

Attachments:

1. "Electric Vehicle Charging Station Service Establishment Bylaw No.1796, 2020"
2. "Electric Vehicle Charging Station Service Reserve Fund Establishment Bylaw No.1797, 2020"
3. Elector Response Form