



## Project Charter – 1.4 EV Chargers

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**Function:** Engineering

### Project Team

Project Manager: Director of Engineering Services  
Project Coordinator: Project Manager, Infrastructure

### Summary

Evaluation and implementation of Electric Vehicle (EV) Charging Stations in downtown Meaford to meet the needs of the community.

### Deliverables and Objectives

- Installation of two Level 2 chargers in downtown Meaford in 2024, with the ability to charge users for the service.
- Identification of appropriate locations, type and number for EV charging stations based on a local assessment of charging station needs including an evaluation of charging stations in neighbouring communities.
- Work with the County and local businesses to determine if local partnerships are available for the EV charging stations.
- Identify if there are available grant opportunities or funding models within the project timeline to assist reduce the impact on the tax levy.
- Installation of EV charging stations integrated into the public realm of the downtown in such a manner that they do not have negative impacts.

### Benefits

- Provides residents and visitors with an EV charging location within Meaford.

- Supports the local economy by providing an EV charging station for people to use while shopping at downtown businesses.
- Reduces CO<sub>2</sub> emissions and provides people more opportunity to utilize green technology and infrastructure in the Municipality.
- Provides partnership opportunities.

## Scope Description

- Identify appropriate number of, and publicly-accessible locations, for the installation of level 2 EV charging stations in the downtown.
- Identify appropriate partnerships for the installation of level 3 charging stations in the downtown.
- Installation and long-term maintenance will be designed with the goal of being (cost neutral) to ratepayers through potential funding sources, partnerships, fees and the like.

## Out of Scope

- Areas outside of the downtown core.
- Installation of more EV charging stations than recommended through the analysis.
- Installation of level 3 charging stations without a partnership.
- Installation of EV charging stations on non-Municipally owned lands.

## Process/Schedule

### Municipal Project

The Municipality will complete a preliminary review of appropriate locations, types and numbers of EV charging stations in downtown Meaford. This will include a review of the Grey County analysis, hydro availability, municipal properties, proximity to downtown businesses and potential impacts.

Following selection of locations, the Municipality will review potential partnerships and grant opportunities to determine the best timing of installation and additional work that will need to be completed including hydro upgrades. A review of EV charging station providers will also need to be completed to find the most cost-effective option that meets the needs of the Municipality.

Prior to proceeding with installation, a review of potential partnerships will occur to determine if the County or local businesses are interested in providing this service to the downtown.

Dependent on partnerships the Municipality will proceed with installation of EV charging stations and implement a payment system and maintenance program for the stations.

### County Partnership

Grey County is currently working with the counties of Dufferin, Huron, Bruce, Wellington and West Perth to install EV charging stations throughout southwestern Ontario. An evaluation was completed to identify required locations for Level 3 charging station and possible locations for Level 2 charging stations to ensure the network is constructed to meet current and future (5 plus years) demand and technology advancements. Meaford was identified as a possible location for a level 2 charging station that is currently identified to be located at Market Square.

Staff are work with the County to confirm a location for the charging station as it has been identified for construction through this program. Market Square is not a preferred location as it could be impacted by the re-establishment of Market Square. The program is identified to have no financial impact on the County or Municipality.

The SW Ontario Regional EV Network Request for Proposal closed in February and is currently under review by the counties involved.

### Community Partnership

The Economic Development Coordinator will work with local businesses to understand if there are planned EV charging station installation locations in urban Meaford that would meet the needs identified through the municipal review. The intention of this partnership is to ensure that the municipal plan takes into consideration all local EV charging stations and identify any collaboration that could occur.

### Schedule

The following is the description of the time forecasted to complete the necessary work in each stage assuming that there are no, or very limited additional human resources available to Municipal staff to complete the work.

- Staff will complete identification of appropriate locations, type and number for EV charging stations as well as review funding and grant opportunities. This will allow the Municipality to be ready if partnerships become available over the next four years. **4 months**
- Work with local businesses to understand if there are planned EV charging station installation locations in urban Meaford that would meet the needs identified through the municipal review. Until the number of charging stations identified has been installed this would be an ongoing task when new opportunities became available.

**Ongoing**

## Risks

| Risk Description               | Probability | Impact<br><i>significance</i> | Action to Avoid Risk                                                                                                                                                                                                   |
|--------------------------------|-------------|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Timing/Delay of County project | Medium      | <i>Medium</i>                 | Get updates from the County when available and work with them if Meaford is identified as a location for a Level 2 charging station                                                                                    |
| Budget restrictions            | Medium      | <i>Medium</i>                 | Identify preferred location with limited hydro upgrades and focus on installation of Level 2 charging station unless there is a partnership or funding for a Level 3 charging station. Identify funding opportunities. |
| Lack of Information            | Low         | <i>Low</i>                    | Use information available to make knowledgeable decisions.                                                                                                                                                             |

## Budget / Resources

The typical cost to install EV Charging Stations are identified below.

- Level 2 - \$15,000
- Level 3 - \$150,000

Additional costs are required to upgrade electrical infrastructure and will be dependent on the selected site and type of charging station.

Based on the evaluation and selected option a detailed cost will be developed for the municipal budget process.

The estimated staff hours for this project are 100 hours.

## Charter Adoption

Date: \_\_\_\_\_

CAO: \_\_\_\_\_

Project Manager: \_\_\_\_\_

## Appendix 1 – Project Governance (RASCI) Responsibility Assignment Matrix

| Individual                              | Responsible | Accountable | Supportive | Consulted | Informed | Expertise / Reasoning                                               |
|-----------------------------------------|-------------|-------------|------------|-----------|----------|---------------------------------------------------------------------|
| <b>Director Of Engineering</b>          | X           |             |            |           |          | <b>Project Director</b>                                             |
| <b>Project Manager, Infrastructure</b>  | X           |             |            |           |          | <b>Project Manager</b>                                              |
| <b>Manager of Transportation</b>        |             | X           |            |           |          | <b>Provide Technical input on road / parking lot infrastructure</b> |
| <b>Economic Development Coordinator</b> |             | X           |            |           |          | <b>Knowledge of local businesses.</b>                               |

| Individual             | Responsible | Accountable | Supportive | Consulted | Informed | Expertise / Reasoning                                |
|------------------------|-------------|-------------|------------|-----------|----------|------------------------------------------------------|
| Communications         |             |             | X          |           |          | <i>Provide information and updates to the public</i> |
| Finance and Accounting |             | X           |            |           |          | <i>Implement payment system</i>                      |

**Responsible** – The project owner. There can be multiple people responsible for a task.

**Accountable** – This person has final control over a project task and the resources associated with it. They will generally assign and delegate project work responsibilities. Only one person accountable to one task.

**Supportive** – Supportive people are able to provide resources to the Responsible project team members. They are actively involved in working with the Responsible person to see the project through to completion. Supportive persons and Responsible persons both have the same goals to achieve.

**Consulted** – Those who are Consulted are there to help the Responsible person finish tasks with success. These people can be consultants in their respective field that bring valuable subject matter expertise to the project.

**Informed** – These are people who need to be kept in the loop during the project life-cycle. Due to their status as a project stakeholder or the fact they will be impacted by the project, they will need to be informed about progress, at all stages, up-to and including project completion.