



## CITY OF VAUGHAN POLICY MANUAL

<b>Policy No:</b>	<b>AD – 019</b>
<b>Department:</b>	<b>ADMINISTRATION</b>
<b>Subject:</b>	<b>WORKPLACE ELECTRIC VEHICLE CHARGING POLICY</b>

### 1. BACKGROUND

In April 2009, the City of Vaughan approved *Green Directions Vaughan*, the Community Sustainability and Environmental Master Plan, which outlines several initiatives related to encouraging sustainable transportation and leadership in environmental sustainability. The City of Vaughan has an active Smart Commute program that provides incentives to employees to consider sustainable transportation choices.

### 2. PURPOSE

The City of Vaughan recognizes that electric vehicles contribute to improving local air quality, employee retention/attraction and enhancing the overall image of the organization with respect to sustainability.

The purpose of this policy is to:

- Provide guidance to staff driving personal Electric vehicles.
- Promote a corporate culture at the City that recognizes and places a priority on sustainability.

### 3. SCOPE

This policy initially applies to Vaughan City Hall employees only.

### 4. GENERAL

4.1 Employees with Electric Vehicles (EVs) wishing to use the workplace charging station must register with the Environmental Sustainability Office who will coordinate with Building and Facilities, Legal and Finance. Upon registration, employees will be provided with a short information session on the proper use of EV charging equipment and additional program information.

4.2 EV parking spots will be clearly delineated by appropriate signage.

4.3 Employees with EVs will be allowed usage of the charging station for up to 4 hours during the regular business hours of 8:30 AM- 4:30 PM. EVs may continue to be

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parked in the designated EV parking spots if not connected to a charging station during regular business hours.

4.4 Employees with EVs using the charging station as a registered full-time user will be charged a monthly subscription fee of \$24.27/month. This fee will be deducted as a payroll deduction and revisited annually.

4.5 Employees with EVs using the charging station as a registered part-time user shall report, via email, single use charges to the Sustainability Coordinator following every charge. Part-time users will report the date of use and the number of hours used to charge their EV.

4.5.1 Employees who are registered as a part-time user will be charged a rate of \$24.27 for 80 hours of charging.. This fee will be invoiced by the Environmental Sustainability Office with payment through the Vaughan City Hall cashier.

4.7 Any operational issues related to the EV charging stations or designated parking spots should be documented in writing and forwarded to the Environmental Sustainability Office for further action.

4.8 Employees with EVs violating the provisions of this Policy will have their Workplace charging privileges removed.

4.9 Any visitors with EVs requiring the use of the charging station will be asked to contact the Environmental Sustainability Office who will make the appropriate arrangements.

## **5. RESPONSIBILITY OF CITY STAFF**

City staff, reporting and/or visiting Vaughan City Hall, are responsible to become familiar with this policy and apply the established principles.

## **6. CONTINUAL IMPROVEMENT**

The City of Vaughan is committed to a process of continuous improvement through regular review of this policy, its scope and implementation processes on an ongoing basis.

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