

Clarington EV stations organizational responsibilities

May 26, 2022

Role	Department	Description
EV station Administration and troubleshooting	<ul style="list-style-type: none">• Planning and Development Services, Special Projects• Community Services, Facilities	<ul style="list-style-type: none">• Receive and respond to emails/phone calls about any operational issues reported by Users.• Coordinate the repair, replacement, and continued operation of EV stations including snow removal
EV Station Network Lead	<ul style="list-style-type: none">• Planning and Development Services, Special Projects• Public Works, Fleet• Community Services, Facilities	<ul style="list-style-type: none">• EV network planning and expansion, policy updates, reporting, and funding applications• * Guided by the Clarington EV Action Plan

<p>Site design and assessment</p>	<ul style="list-style-type: none"> • Public Works, Technical Services • Public Works, Operations • Community Services, Facilities 	<ul style="list-style-type: none"> • New Site selection, coordinate the design and installation of EV charge stations on municipal property • * Guided by the Clarington EV Action Plan
<p>Fee structure</p>	<ul style="list-style-type: none"> • Finance, Account Services • Finance, Asset Management 	<ul style="list-style-type: none"> • Assess and update EV charge station fee structure based on data collected from stations.
<p>Data Management</p>	<ul style="list-style-type: none"> • Planning and Development Services, Special Projects • Finance, Asset Management 	<ul style="list-style-type: none"> • Manage and interpret data collected from EV charge stations • Facility internal and external data sharing
<p>Purchasing of EVs and EV stations</p>	<ul style="list-style-type: none"> • Finance, Purchasing • Finance, Asset Management • Public Works, Fleet 	<ul style="list-style-type: none"> • Coordinate the procurement of EV chargers for installation on municipal property.

Accounts Management	<ul style="list-style-type: none"> • Finance, Account services 	<ul style="list-style-type: none"> • Manage expenditures and accounts related to the fueling corporate EVs. • Facilitate the acquisition and distribution of fleet EV RFID cards, connecting fuel cards to the appropriate departmental fuel account. • Manage corporate EV reserve fund, which generates revenue from fees charged by public stations to repair and replace EV stations.
Enforcement of bylaws related to EV stations	<ul style="list-style-type: none"> • Legislative Services, Municipal Law Enforcement 	<ul style="list-style-type: none"> • Enforce EV-related bylaws as outlined in Clarington's EV policy, parking bylaws and fees bylaws
EV Communications	<ul style="list-style-type: none"> • Office of the CAO, Communications • Planning and Development Services, Special Projects 	<ul style="list-style-type: none"> • Coordinate with the Region to promote information related to EV stations. • Coordinate with service provider to ensure EV stations are being included on online EV station maps, • Develop and manage corporate EV station web page

<p>Budgeting for New Stations</p>	<ul style="list-style-type: none"> • Each Department is responsible for budgeting for the EVs and EV charge stations that will be used to charge their fleet vehicles. • Community Services is responsible for budgeting for EV stations that will be located at municipal facilities, as outlined in the 5-Year EV Action Plan. • Operations is responsible for budgeting for EV stations that are located at operations facilities, operations depots, and municipal parking lots, as outlined in the 5-year EV Action Plan.
<p>EV Station Monitoring and bylaw enforcement</p>	<ul style="list-style-type: none"> • All staff who use EV charge stations for fleet vehicles are responsible for monitoring stations for functionality, vandalism, and damage. Please report non-functional, vandalized, or damaged to the station administrators listed above • Facilities staff are responsible for monitoring EV charge stations at municipal facilities for functionality, vandalism, and damage. Please report non-functional, vandalized, or damaged to the station administrators listed above • Operations staff are responsible for monitoring EV charge stations at operations depots for functionality, vandalism, and damage. Please report non-functional, vandalized, or damaged to the station administrators listed above • Bylaw Enforcement staff are responsible for monitoring EV charge stations at in municipal parking lots for functionality, vandalism, damage and bylaw compliance. Please report non-functional, vandalized, or damaged to the station administrators listed above.