



Administrative Procedure 4895 ELECTRIC VEHICLE CHARGING STATIONS

Responsibility: Superintendent, Facility Services

Legal References: [Ontario Building Code: 9.34.4.1. Electric Vehicle Charging Systems](#)
[Canadian Electrical Code, Part I and Part II](#)

Related References:

Revisions:

Reviewed: May 2022, October 2024

1. Preamble

This procedure applies to all Waterloo Region District School Board (WRDSB) projects involving the planning, design, procurement, installation, oversight, maintenance and operation of Electric Vehicle charging stations on WRDSB property.

2. General

- 2.1. The WRDSB supports the use of Electric Vehicles by providing charging stations and related charging infrastructure on WRDSB property to reduce greenhouse gas emissions in the transportation sector and provide leadership and direction for the protection and conservation of the environment.
- 2.2. The workplace Electric Vehicle charging station will allow employees, workplace tenants and the general public to use a Level II Electric Vehicle charging station for a fee.

3. Facility Design Considerations

- 3.1. New facilities should be designed with a minimum of two Electric Vehicle parking spaces and one additional space for every forty parking spaces increment or, as necessary, through municipal/provincial regulations.
- 3.2. Additions to existing facilities will consider installing infrastructure for future installations of Electric Vehicle charging stations. If the addition includes additional parking, the facilities should be designed with a minimum of two Electric Vehicle parking spaces and one additional space for every forty parking space increments or, as necessary, through municipal/provincial regulations.
- 3.3. Electric Vehicle parking spaces and charging stations should be added to existing facilities as required and based on available funding.
- 3.4. Charging stations should be located away from prime parking areas and entrances, considering how the electrical supply rough-in will reach the location.
- 3.5. Electric Vehicle parking will be adequately lit to operate the charging infrastructure safely and to read associated signs and instructions.

4. Charging Station Operations

- 4.1. Electric Vehicle parking spaces will be identified and solely used for Electric Vehicle charging. Permission to park non-electric vehicles during the school day will be at the sole discretion of the Principal or Site Manager. Any non-permitted, non-electric vehicles may be ticketed/towed in accordance with local bylaws.
- 4.2. Charging fees will be established to ensure the cost of electricity, operation of the charging stations and infrastructure installation costs are recouped.
- 4.3. Regular hours of operation will be from 7 am to 11 pm. Charges will increase substantially from 11 pm to 7 am to deter cars from parking overnight.
- 4.4. Parking within Electric Vehicle parking spaces will be restricted to a maximum of three hours. Users will be notified via email and will have 30 minutes to move their vehicle. Charges will increase after the 30 minute notice period has expired.
- 4.5. The WRDSB assumes no liability or risks associated with using any Electric Vehicle charging station on WRDSB property.
- 4.6. Tampering or damages associated with an Electric Vehicle charging station will be the responsibility of the user. Repairs to the Electric Vehicle charging unit will be charged back to the user to compensate the WRDSB for direct costs.
- 4.7. The WRDSB makes no guarantees that the Electric Vehicle charging station will always be functional and available for use at any time.
- 4.8. No individual shall plug any Electric Vehicle into a regular outlet for charging purposes in any manner.

5. Technical Requirements

- 5.1. Only Level II Electric Vehicle charging stations will be installed.
- 5.2. Use A/C input (208 to 240 VAC) of at least 20 amps (per charging space).
- 5.3. Charge connector will be SAE J1772 compliant.
- 5.4. Charging equipment must be certified by an Accredited Certification Organization such as CSA, Cul, Cetl or other certification marks approved by ESA and must be approved for outdoor use.
- 5.5. Designated green & white asphalt painted parking designation and post signage.
- 5.6. The Locking Holster only releases upon acceptance of approved users.
- 5.7. Provide two concrete bollards to protect the Electric Vehicle charging station.

6. Data collection

- 6.1. The WRDSB is entitled to collect data on the usage of the EV charging stations to assess the program's effectiveness. That data may include but is not limited to the following:
 - 6.1.1. Gross revenue generated from charging user fees.
 - 6.1.2. The user identification (ID), date, time and duration of each charging session.
 - 6.1.3. The kWh drawn for each charging session.
 - 6.1.4. Date, time and duration of any service outages.