

Highway 16/97 Electric Vehicle Network Feasibility Study

Advisory Committee - Terms of Reference

Drafted June 25, 2018

Preamble:

Highway 16/97 Electric Vehicle (EV) Network Feasibility Study is a community-led project, directed by five regional governments, with planning and implementation facilitated by the Community Energy Association. The project engages 31 local governments along the route from Kamloops to Haida Gwaii in order to develop an electric vehicle (EV) charging station network over 1,240 km. The network will be designed to:

- support local priorities
- decrease community-wide greenhouse gas emissions
- drive economic development through EV tourism
- increase transportation choices for corridor residents and businesses
- reduce transportation costs and vehicle maintenance for new EV owners

The individual communities will decide the best locations for stations based on local priorities and feasibility, the capital structure, the ownership and operation model and overall project direction. This collaborative approach recognizes that northern BC's rural and dispersed population demands customized, innovative transportation solutions that reflect the region's unique geography and climate conditions. Integration with regional tourism marketing, as well as public and car dealer outreach, will be key components of the project.

To make electric vehicle ownership and travel realistic for both residents and tourists, the Regional Districts of the North Coast, Kitimat-Stikine, Bulkley-Nechako, Fraser-Fort George and Cariboo have initiated this feasibility study to prepare the regions for future EV charging infrastructure deployment. This 20-month feasibility study is designed to create a deployment plan; engage stakeholders, industry, owner/operators and the general public; and identify and pursue capital funding. The \$170,000 study is funded by the Federation of Canadian Municipalities' Municipal Climate Innovation Program (MCIP) and contributions from the five regional districts.

Terms of Reference:

- 1.0 **Project Scope:** The *Highway 16/97 EV Network Feasibility Study* Advisory Committee shall be responsible for overseeing the delivery agent (Community Energy Association) to implement the 20-month feasibility study, including but not limited to:
- a) Advisory Committee meetings facilitation
 - b) Network and impact modelling
 - c) Stakeholder and industry engagement
 - d) Site selection criteria and local priorities
 - e) Electric vehicle readiness workshops
 - f) Public engagement collateral
 - g) Media strategy and collateral
 - h) Deployment plan
 - i) Draft capital plan
 - j) Owner/operator MOU negotiation
 - k) Project management, reporting and financial management
 - l) Other responsibilities, activities or project components that may arise during the 20-month project timeframe.

- 2.0 **Mandate & Responsibility:** The *Highway 16/97 EV Network Feasibility Study* Advisory Committee shall be responsible for project oversight. Committee members represent the community-level interest and will act as a liaison for the community. They will be responsible for communicating back to their respective organizations and taking a full project perspective on decisions, reflecting the region-wide, collaborative intent of the project. The Advisory Committee will:
- Elect a Committee Chair, or designate the delivery agent as such
 - Decide on a decision-making structure for the Advisory Committee
 - Review and provide input on meeting agendas as drafted by the delivery agent
 - Review and provide input on project collateral/public materials as requested by the delivery agent
 - Advise the delivery agent on project direction and decisions
 - Connect the delivery agent with relevant stakeholders, including relevant First Nations
 - Communicate information back to their respective organizations through each regional district
 - Bring forward project concerns and opportunities to the attention of the delivery agent
 - Provide support in securing capital for future deployment
 - Designate a media spokesperson
- 3.0 **Composition:** *Highway 16/97 EV Network Feasibility Study* Advisory Committee will bring together one (1) representative and one (1) alternate from each of the five participating Regional Districts who shall act as Regional District Project Liaisons within their organization for all elected officials and all member municipalities.
- 4.0 **Appointment and Term:** The Advisory Committee members and alternates shall be appointed to the committee by their respective organizations and shall serve for the duration of the 20-month study.
- 5.0 **Advisory Committee Meetings:** The Advisory Committee shall meet approximately three times each year for approximately 2 hours, generally by teleconference. On direction of the Advisory Committee, a once annual Advisory Committee meeting may be in-person in a project central location, with a call in option. Additional meetings to discuss time sensitive issues may be called by the Chair or any member when needed. The Chair may request consensus by email for minor decisions as needed. If Advisory Committee members need additional time to take a request to their Board, every effort will be made to allow for this. CEA will support the meetings by scheduling and working with the Chair to prepare agenda items as well as taking and distributing meeting minutes.
- 6.0 **Delegation of Responsibilities:** The Advisory Committee may, at its discretion, establish sub-committees, working groups or other sub-units comprised of members of the Advisory Committee to undertake specific projects or activities related to the mandate of the *Highway 16/97 EV Network Feasibility Study*.
- 7.0 **Remuneration:** Advisory Committee membership is a volunteer role.
- 8.0 **Rules and Proceedings:** Roberts Rules will be used to run Advisory Committee meetings. CEA will maintain and produce written records of all meetings within thirty (30) days of each meeting. Upon their review and approval by the Advisory Committee at a subsequent meeting, these shall constitute the official records of the Advisory Committee.
- 9.0 **Project Timing:** The first introductory Advisory Committee meeting will take place on June 5, 2018. Project wrap up is estimated to be December 31, 2019.