1. Background

In 2018, Council directed staff to “provide options for Central Saanich to develop a community wide electric vehicle (EV) charging strategy which would consider ways to include public and private electric charging infrastructure within new development and explore incentives for encouraging retrofits of existing buildings”.

The Climate Leadership Plan also includes an action item to develop a community EV strategy.

On December 16th, 2019 Central Saanich adopted new targets to accelerate reductions in greenhouse gases (GHGs) that are consistent with the recommendations of the United Nations Intergovernmental Panel on Climate Change (IPCC). The supporting staff report dated December 9, 2019 identifies that Central Saanich will need to see 4,800 electric vehicles (EVs) to meet this target within the next 10 years.

Staff have commenced work on developing an EV and E-Bike Strategy for the District with the goal of developing an action plan to meet the EV target by 2030. A committee of well informed community members will work with staff to review and provide input into the draft EV Strategy before it is presented to Council and the community.

2. Mandate

The mandate of the EV Strategy Select Committee is to:

a) Provide external stakeholder recommendations for achieving the EV initiatives outlined in the Climate Leadership Plan
b) Provide recommendations on the pending Central Saanich EV and E-Bike Strategy

3. Enabling Legislation/Authority

The EV Committee is a select committee of Council as per section 142 of the Community Charter and was established by Council resolution at the February 3, 2020 regular meeting of Council.
4. Reporting Relationship

The Committee will report to Council. The CAO will assign a Staff Liaison to the Committee who will be responsible for coordinating all communications with Council.

5. Composition

a) The terms of reference outline the responsibility of the Committee to provide external stakeholder recommendations for achieving the EV initiatives outlined in the Climate Leadership Plan and on the pending Central Saanich EV and E-Bike strategy. The committee will be comprised of 3-5 members with a specialization or interest in EV’s and at least one Council member, one of which will be chair of the Committee, along with a staff liaison. Members could include:
   • EV owners
   • E-Bike owners
   • Professionals in the EV, E-bike, or EV charging equipment industry
   • EV researchers or specialists
   • EV infrastructure installation professionals
   • Professionals in the real estate development industry

6. Appointment and Terms of Committee Members

a) Appointments to the Committee will be for a duration of no more than 4 months.

b) Appointments to the Committee will be made in accordance with the District Committees Policy.

7. Remuneration

a) None.

8. Budget

a) The Committee will be funded within the Administration, and Planning and Building Services budget.

9. Governance Principles

a) Legislation

   The EV Strategy Select Committee will operate in accordance with the Council Procedure Bylaw, the District Committees Policy, and any other applicable enactments, bylaws or policies, as amended or replaced from time to time.

b) General Conduct
All EV Strategy Select Committee meetings will be conducted in a respectful, orderly and business-like manner, following the procedural rules for conduct, debate, and voting as outlined in Council’s Procedure Bylaw and the Advisory Body Guidelines.

10. Overall Responsibilities

a) The Staff Liaison has the following responsibilities:

(1) Be the main point of contact between the District and the committee members;

(2) Determine agenda items for each Committee meeting and relay to the Committee Clerk for agenda production purposes;

(3) Ensure preparation of draft minutes and forwarding to Council along with any Committee resolutions

(4) Ensure bylaws and policies are adhered to.

b) Staff have the following responsibilities:

(1) Coordination and production of all Committee agendas and minutes;

(2) Calendaring of all Committee meetings;

(3) General correspondence with Committee members;

(4) Maintain the files of the Committee including minutes, agendas, policies, Terms of Reference, correspondence and other file information, in accordance with the District’s records management practices.