



To: Members of the Peterborough Public Library Board

From: Jennifer Jones, Library CEO

Meeting Date: June 6, 2023

Subject: Funding Request - Electric Vehicle, Report PPL23-025

Purpose

A report to seek Library Board approval to purchase an electric fleet vehicle to be used as an inter-location courier and for program support.

Recommendation

That the Library Board approves the recommendation as outlined in Report PPL23-025 dated June 6, 2023, of the Library CEO as follows:

That the Library Board approve the use of Library reserve funds up to \$115,000 to purchase an electric fleet vehicle to be used as an inter-location courier and for program support.

Budget and Financial Implications

There are financial implications resulting from the approval of the recommendation of this report. The proposed purchase of an electric vehicle for the Library would involve the cost of the vehicle as well as the installation of a charger at the facility.

At the time of writing this report, a 2023 electric transit van is priced at approximately \$80,000 plus applicable taxes and fees.

The cost of purchasing and installing an EV car charger in Canada varies depending on the type of charging station and the complexity of the installation. Typically, a 240V charging station costs between \$500 and \$1,000, while installation costs range from \$400 to \$2,000. This will need to be confirmed closer to the time of purchase and install.

As with any vehicle, there would also be ongoing insurance and maintenance costs. These costs would be rolled into the library operating funds once the vehicle was acquired.

If purchased in the name of the City, the cost per year for vehicles under \$100,000 is currently \$650 per year for insurance. The City's deductible on damage is \$50,000.

As we are looking at an electric vehicle, there would be no fuel costs. Electricity costs to charge the vehicle will be part of the Library's utility bill. Effective January 1, 2023 Hydro One charges 0.07 cents per kWh.

At the time of writing this report, there are no uncommitted funds in the Climate Change Reserve available for the Library to use in 2023.

The Canadian Government has an incentive for Medium- Heavy-duty Zero-Emission Vehicles (iMHZEV) program with offers point-of-sale incentives for Canadian organizations and businesses (subject to funding availability) who buy or lease an eligible MHZEV. An e-transit van may qualify for up to \$10,000.

This report is requesting the use of up to \$115,000 to be allocated from library reserves for the purchase of the vehicle, the installation of the charger and any unknown initial one-time costs that might result from this project.

Background

The Library has expanded its operating locations to include self-serve kiosks at the Peterborough Sport and Wellness Centre (PSWC), the Peterborough Regional Health Centre (PRHC), and Trent University. In 2024 a new branch will be included as part of the Arena and Aquatics Complex (AAC) at Morrow Park.

Currently, staff are using their own vehicles to transport materials to and from these locations one to two times a week. With the addition of the new branch, deliveries are likely to increase. Staff are compensated for their mileage and fuel use in accordance with the City's Corporate Mileage Policy.

Community outreach has been a key component in the library's growth over the past few years. Staff who are involved with community engagement, marketing, and programs are now travelling off site more as well. As a result, the number of staff being required to use their own vehicles has increased.

Library staff would like to have a fleet vehicle that can be shared for courier purposes, as well as programing and outreach events. This vehicle would need to be large enough to hold all the provisions for outreach events, offsite programming, as well as several boxes of library materials. A transit van was deemed the most appropriate option for us.

Our intention would be to purchase an electric vehicle. This would support the Library's strategic goal of becoming more sustainable in our operating practices, as well as being conscientious of the climate crises and City Council's declaration of a climate emergency. The current range capacity of electric vehicles make it a perfect option for the type of in-town use we have in mind. We would use the main library as the home base and charging point for the vehicle.

This vehicle would be considered part of the City's fleet and fall under their maintenance and repair schedule. Safety training related to electric vehicles would be a component of ownership. Staff responsible for driving the vehicle would be subject to the City's fleet policies which may include providing a driver's abstract and maintaining a clean driving record.

Should the use of reserve funds be approved, the Library CEO would work with the City Fleet Manager and staff in the Infrastructure and Planning Division to proceed with the purchase.

Submitted by,

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